



كلية الحاسبات والمعلومات



وحدة ضمان الجودة



جامعة طنطا

# **Program Annual Report**

## ***Information Technology Program***



*Offered by*

**Information Technology Department**

**2022-2023**



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## **A- Basic Information**

<b>1</b> <b>. P</b> <b>r</b> <b>o</b> <b>g</b> <b>r</b> <b>a</b> <b>m</b> <b>T</b> <b>i</b> <b>t</b> <b>l</b> <b>e</b>	<p style="text-align: center;"><b>Information Technology</b></p>
<b>2.</b> <b>Spe</b> <b>ciali</b> <b>zati</b> <b>on</b>	<p style="text-align: center;"><b>Information Technology</b></p>
<b>3.</b> <b>Nu</b> <b>mb</b> <b>er</b> <b>of</b> <b>Edu</b> <b>cati</b> <b>ona</b> <b>l</b>	<p style="text-align: center;"><b>4</b></p>



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<b>Years</b>	
<b>4. Credit Hours</b>	<b>138</b>
<b>5. The system Used to Select the Exams Committee</b>	The exam committee consists of a group of at least two staff (maximum four) in same field.
<b>6. External Examiner</b>	<p>Available <input checked="" type="checkbox"/> Not available <input type="checkbox"/></p> <p>The institute has nominated external examiners to carry out the evaluation of graduation projects</p>





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<p><b><u>8-b- Student Support Systems for Low and High Achievers</u></b></p>	<ul style="list-style-type: none"> <li>• New students can enroll in 18 credits maximum for the first and second semester and not less than 12 hours.</li> <li>• Students can enroll in 6 credits maximum in the summer semesters, under some condition can enroll in more than six hours but with maximum 3 courses.</li> <li>• Student can add / drop courses during the first two weeks</li> <li>• Student can enroll in maximum of 21 credit of his GPA in more than 3.</li> <li>• Students, whose GPA is less than one can enroll 12 hours maximum</li> <li>• Student, can drop course till the 3rd week for regular semester and up to the second week for the summer semester and up to second week for the summer semester and after that date, he withdraws of the course.</li> <li>• Students on probation can enroll in courses, he studied before and got grade C or less than consider the latest grade with a maximum of B</li> <li>• Student who takes grade F course has to study it again and take exam and consider the new grade with a maximum of B grade.</li> <li>• Students got grade if he stopped attending the course.</li> <li>• Students are considered an academic monitoring if his GPA is less than 2 at the end of any semester.</li> <li>• Students take exam at the end of each semester and in probation from attending the final exam if he is absent from attending lectures and tutorial more 25% from the total hours. The weight of the final written exam must be more than 50% from the total mark.</li> </ul>
<p><b><u>8-c- Program Reference Standard Measure</u></b></p>	<p>- National Academic Reference Standard (NARS 2018) for Communication and Electronics Program derived from generic engineering standards of National Agency for Quality Assurance &amp; Accreditation for Education (NAQAAE) were adopted and approved by Institute council.</p>
<p><b><u>8-d- Program Catalog</u></b></p>	<p>Available <input checked="" type="checkbox"/> Y Not available <input type="checkbox"/></p> <p>Available on the website of institute <a href="https://ci.tanta.edu.eg/">https://ci.tanta.edu.eg/</a></p>
<p><b><u>8-e- Availability of Regular Evaluation and Revision System for the Program</u></b></p>	<p>Available <input checked="" type="checkbox"/> Y Not available <input type="checkbox"/></p>



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#### **8-f- Compatibility of Academic Structure of the Program with ILOS.**

- Compatible
- Program courses are compatible with ILOS. as indicated in the attached comparison matrix

### **9- Student Assessment for Measuring the Intended Learning Outcomes (ILOs)**

#### **9- Assessment Methods**

Different types of methods verify the performance of students distributed on Program Competences:

- 1- Written Exams including short Quizzes, midterm exam, and final term exam to assess Knowledge, understanding and Intellectual Skills.
- 2- Oral Exams including those taken during laboratory hours to assess Knowledge, Intellectual Skills and General Skills.
- 3- Assignments and course term work to assess Knowledge Skills, Intellectual Skills, Professional Skills, General and Transferable Skills.
- 4- Mini projects (single student or team work) to assess Professional, Practical Skills, General and Transferable Skills.
- 5- Practical Work to assess Professional, Practical Skills, General and Transferable Skills.
- 6- Graduation Projects (single student or team work) to assess Professional, Practical Skills, General and Transferable Skills.

### **10- Learning Resources**

#### **10-a - No. and Ratio of Institute Members and their Assistants to students (Full Time & Part Time)**

Department Staff		Students No.	Students No. Vs. Department Staff No.
Department Staff No.	6	120	1:20

Department Assistants Staff		Students No.	Students No. Vs. Department Assistants Staff No.
Department Assistants Staff No.	-	120	(note that: bring assistant from external)



<b><u>10-b Matching of Institute Member's Specialization to Program needs</u></b>	<p>Appropriate to some extent <input checked="" type="checkbox"/></p> <p>Not Appropriate to some extent <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>According to the previously mentioned statistics concerning the number of staff with respect to the number of students in each semester, we can deduce that most of the specialties in the program are covered.</li> </ul>
<b><u>10-c-Adequacy of Library Facilities</u></b>	<p>Appropriate to some extent <input checked="" type="checkbox"/></p> <p>Not Appropriate to some extent <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>In general, the library serving the academic community as a whole.</li> <li>Regular opening hours are from Saturday – Thursday (9 am – 4:00 pm) except during the summer it ends at 3 pm.</li> <li>It offers a distinguished up-to-date information service through direct connection to the Internet.</li> <li>The Library serves the under graduate students, faculty members, researchers and professionals with a maximum capacity to accommodate daily 30 users.</li> <li>The books and references are of the latest editions and cover a wide range of topics in the field.</li> <li>The library also supervises and orders the student textbooks requested by the department every year. They are given to the students through the Library book store facilities.</li> </ul>
<b><u>10-d- Adequacy of Laboratories</u></b>	<p>Appropriate to some extent <input checked="" type="checkbox"/></p> <p>Not Appropriate to some extent <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Laboratories are available and covering most of the Communication and Electronics Engineering program courses.</li> <li>Most of the Equipment's&amp; Software are available for students.</li> <li>Each Lab has got a qualified technician.</li> <li>The average number of students is 4 students/ experiment or less according to the lab capacity.</li> </ul>
<b><u>10-e- Adequacy of Computer Facilities</u></b>	<p>Appropriate to some extent <input checked="" type="checkbox"/></p> <p>Not Appropriate to some extent <input type="checkbox"/></p>



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	<ul style="list-style-type: none"> <li>• Computer Laboratories are available and covering most of the program Communication and Electronics Engineering courses needed.</li> <li>• Some of the computer Labs consists of a range of 20 – 30 computers all of which are connected through a network and with access to the Internet.</li> <li>• Most of the Software is available for students.</li> <li>• Qualified Technicians, with very good computer usage skills.</li> <li>• The average number of students is 1 student / computer or according to the lab capacity.</li> </ul>
<b><u>10-f- Adequacy of Field / Practical Training Resources</u></b>	<ul style="list-style-type: none"> <li>• A student can start his training after the 6<sup>th</sup> and the 8<sup>th</sup> term of study during the summer.</li> <li>• Over 85% of the students gained a real chance to be well trained and some of which joined those same places after graduation.</li> <li>• Each student completes a technical report in which he gives a good points about the field site. Also he prepared report every week that include his recommendations for the training.</li> <li>• All students are obliged to be trained during the summer unless there is a critical excuse presented by the student, such as a medical or social excuse. However a student still has to complete his training course later on as a graduation requirement.</li> </ul>
<b><u>10-g- Co-operation with Industry Companies for Students Training</u></b>	<ul style="list-style-type: none"> <li>■ There is a great cooperation with almost all companies allover Egypt for training the students.</li> <li>■ There is a half yearly meeting with Consultant Industrial Committee concerning the development of the program as well as providing training opportunities for the students.</li> </ul>
<b><u>11- Quality and Enhancements System</u></b>	
<b><u>11-a-Follow up System for weaknesses</u></b>	<p>Active to limited extent <input checked="" type="checkbox"/> y</p> <p>Not active to limited extent <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>■ One of the ways of insuring that the program objectives are being fulfilled is by continuous observing of the following:</li> </ul> <p><b><u>Staff performance:</u></b> Each lecturer (full time and part time as well) is evaluated according to a lecturer assessment sheet which contains areas for evaluating his performance. The evaluation</p>





	depends on several inputs including the students' feedback and the program manager opinion based on the students' statistics analysis. Furthermore, the participation of the full time staff members in the department's administrative activities, social activities and scientific activities (published papers and attended conferences) are assessed by the program manager.		
<b><u>11-b-Effectiveness of Institute laws and Regulations for Progression and Completion</u></b>	Suitable to limited extent <div><div>Y</div></div> Not Suitable to limited extent <div></div> <ul style="list-style-type: none"><li>• All of our regulations and procedures are monitored within the departments / institute.</li><li>• All of the procedures according to their relevance are known and used by the appropriate personnel either he / she is teaching or administrating.</li><li>• Student attendance is also followed by a special procedure that covers most of the details based on his attendance rate of the course.</li><li>• Any staff member can raise non-conformity report about any defect or misuse of procedures or regulations of the faculty /university.</li></ul>		
<b><u>11-c-Effectiveness of Program Internal Evaluation System</u></b>	<ul style="list-style-type: none"><li>▪ <b><u>Internal Evaluators</u></b><ul style="list-style-type: none"><li>- Professors only must be relevant to the Program being reviewed.</li><li>- Unbiased Professionals each in his field of Specialty.</li><li>- Able to offer remarkable recommendations which can be used to improve the system</li></ul></li><li>▪ <b><u>Students</u></b><ul style="list-style-type: none"><li>- Student feedback is a great aid to course evaluation.</li><li>- Specific lecturing, tutorials/ labs, projects, etc evaluation.</li><li>- Analyzing and responding to feedback from students about their program experience and, specifically, about the quality of teaching and courses.</li></ul></li></ul>		
<b><u>11-d- Comments of External Evaluation</u></b>	Comments about <ul style="list-style-type: none"><li>1- Review of courses Competences and compatibility with program.</li><li>2- Preparation of specification of training field.</li><li>3- Increasing the interest of self-learning activates</li><li>4- Using old references in some courses.</li></ul>		
<b><u>2- Program Development Proposal for 2022/2023</u></b>			
<b>DOMAIN</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Time frame</b>
<b>Program Structure</b>	The current situation of the program is satisfactory, No modification is required		



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<b>Courses, Deletions and Additions and Modifications</b>	Some topics will be modified to be suitable for stakeholders.	Course coordinator/ Head of Department	September 2023 – May 2024
<b>Training and Skills</b>	Arranging free workshop time for practical courses where the students can design and realize the experimental works by themselves.	Course coordinator/ Head of Department	September 2023 – May 2024
<b>E-Learning development</b>	Completion of uploading software courses on the web site <a href="https://ci.tanta.edu.eg/">(https://ci.tanta.edu.eg/)</a>	Course coordinator/ Head of Department	September 2023 – May 2024
<b>Staff Development</b>	1. Allow staff members to attend professional conferences	Dean	September 2023 – May 2024
	2. Training staff members to enhance their abilities.	Head of Department	September 2023 – May 2024
	3. Training courses will be provided for staff members in their field and in teaching and general fields.	Dean	September 2023 – May 2024

**Program Annual Report Committee:**

<i>Name</i>	<i>Signature</i>	<i>Date</i>
Dr. Alshimaa Hamdy		

**Program Coordinator:**

<i>Name</i>	<i>Signature</i>	<i>Date</i>
Dr. Aida Nasr		