Executive Plan
Mechanical Engineering Department
Philadelphia University

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Aim #	Objective #	Procedure	Measure	Responsible persons
3.1	a	Organize regular meetings with the students to know the low performance reasons.	Each meeting should be documented and filed with head of the department	• Academic advisors • Head of the department
	b	• Students will be divided according to their level • Each group will be followed up by an academic staff to be their advisor. • The expected graduates will be followed by the Head of the department	• The QA academic supervision form should be filled by each advisor and filed. • Each advisor should write a report about his students and submit it to the Head of the department.	• Academic advisors • Head of the department
	c	Activating seriously the QA procedure of the weak performance student, especially the expected graduates.	• The QA weak performance form • Discussion of these forms in the department meeting to make it more serious.	• Academic advisors • Head of the department
	d	Creating a special folder for the department quizzes monitored by Prof. Adnan Dawood	Prof Adnan will provide his comments about the performance on this folder	Prof. Adnan Dawood

	e	• Discussing the new regulations about the engineering projects. • Discussing the suggested projects in the department before it is announced to the students. • The Mid viva will be open discussion for all of the department • Linking the students with abroad universities to make online groups and share in international competitions.	• Each supervisor should provide at least two reports about his students to the head of the school. • Reactivating the projects attendance log-book. • A link with abroad university evidence.	All the academic staff.
3.2	a	• A study of the current needed software that are related to the subjects. • Link these software to the modules.	The department will decide the modules that should be linked with a software and a project using this software should be done by the students.	Lecturers of the chosen modules
	b	☐ The academic staff should agree on one important software to be taken in the university.	• A certain budget should go to this software. • Certificates of attendance.	Interested staff
3.3	a	This is done by the research committee in the faculty represented by Dr. Mohamed Gogazeh in the department		
	b			
3.4	a	Creating a smart learning room in the department, which includes smart board, speakers, good internet access. Air condition for both heating and cooling	☐ Smart room budget will be included in the department budget, also the air conditioners budget.	Head of the school and the faculty
3.5	a	• A master degree program will be prepared • Communication with abroad universities should be done.		All the academic staff
	b			
3.6	a	• Updating the department website • Organizing the engineering day and invite students from high schools to attend the event. • Using the social media to advertise the department	• Website • Feedback from the audience • Social media adverts	• All the academic staff • Students

3.7	a	• Organizing social events with the students. • Alumni meeting	• Reports of the vents • Photos	All the academic staff