

It is a specializing administrative unit under the supervision of the Vice Dean for Development and Quality and associated him administratively, organizationally, it helps in the development of reports and achievements of the deanship, in preparation for submission of the higher authorities. The Director of the unit is assigned by a decision of the Dean after the nomination of the Vice Dean for Development and Quality, he submits an annual report on the progress of work and activities of the unit to the Vice Dean for Development and Quality.

Also, the unit is specialized in monitoring and documenting the data related to the deanship and revises it, and highlighting its efforts and activities and achievements and disseminate them, and collect all the statistical information, education and Administrative of the Deanship and provide reports and statistical data to those responsible for decision-making in the deanship agencies and its units for use in decision-making and for the deanship policy.

Tasks of the Unit:

1. Build statistical data related to the Deanship and its different units, and update them periodically.
2. Prepare and submit internal quarterly annual reports and various Deanship statistics to the stakeholders after its approval.
3. Documenting the Deanship activities and programs and developmental programs in coordination with the agencies and units of the Deanship for use in the preparation of reports.
4. Issue an annual report of all the achievements, events and challenges facing the Deanship.
5. Prepare Brochures of the Deanship in coordination with other units.
6. Dissemination of the most important achievements of the Deanship in coordination with the Public Relations Unit in the Deanship.
7. Provide the Vice Dean for Development and Quality with periodic reports and statistics about the unit's activities and achievements.
8. do other tasks assigned to the unit in the field of competence.