**Tasks and duties of the QA unit/college of engineering**

1. Increase the Awareness of the college members about the concept of quality assurance.
2. Organize and supervise the self-assessment processes for all the department and college administrative units.
3. Hold a symposiums, lectures, workshops, about the subjects that is related to the field of QA.
4. Make accompany with the department of QA at the university of Diyala in order to assure the précising of the work and supply them with a reasonable suggestions.
5. Organize and supervise the evaluation process of the dean deputies, heads of departments, and check the information in the evaluation form before sending it to the department of QA in the university presidency.
6. Distribute and organize the forms of the evaluation of the teaching staff and check and archive them.
7. Distribute and organize the forms of the evaluation of the whole administrative staff.
8. Fill the annual evaluation of the college of engineering and assure the information it contains.
9. Organize the meetings of the QA council.
10. Collect, archive and send all the activities of the college departments and units.
11. Update the college data to be ready to send any information update to the department of QA at Diyala university presidency.
12. Update the data and statistics of the college continuously to be ready to send it to the university presidency when is needed.