

Faculty of Home Economics - IT Unit Achievements Report

Faculty of Home Economics

Information Technology Unit

Achievements of the IT Unit at the Faculty

Academic Year 2024/2025

Director of the IT Unit

Acting Vice Dean for Community Service and Environmental Development

Dr. Huda Mohamed Shaaban

Assoc. Prof. Khaled Mostafa Abed

Dean of the Faculty

Prof. Enas Maher Bedeir

Achievements of the Information Technology Unit for the Academic Year 2024/2025

- Appointment of Dr. Huda Mohamed Shaaban as Director of the IT Unit on October 31, 2024.
- The first IT Unit meeting for the academic year 2024/2025 was held in December 2024, approved by Faculty Council Resolution No. 550 dated January 16, 2025.
- The IT Unit structure for the academic year 2024/2025 was established.
- A five-year strategic plan (2025-2030) for the IT Unit was developed and approved by the Faculty Council, Resolution No. 550 on January 16, 2025.
- The second IT Unit meeting for January 2025 was approved by the same resolution.
- Needs assessment forms were collected and approved (Resolution No. 550) from:
 - Faculty vice deans.
 - Academic departments.
 - Administrative staff.
- A comprehensive inventory form was created to assess:
 - Available computers and printers across departments and administrative offices.
 - Device types, specifications, and conditions.

- Existing and required software.
- Internet access points and their condition.
- Required materials such as cables, sockets, etc.
- A Google Form was designed for each department coordinator to fill electronically, enabling:
- Unified reporting of technological needs.
- Identification of strengths and weaknesses.
- A technology improvement plan by the IT support specialist.
- A formal email address was created for the IT Unit via the Microsoft Program Coordinator:
economics@heco.helwan.edu.eg
- The third IT Unit meeting for March 2025 was held and approved by Faculty Council Resolution No. 553 dated April 27, 2025.
- Maintenance and software updates were conducted for various labs and computers at the faculty.
- Ongoing coverage of current events and faculty activities through online platforms.
- Monitoring of technical aspects, including:
 - Hardware.
 - Network connections.
 - Telephone and internet lines.
- A detailed report was prepared evaluating the faculty website's compliance, identifying strengths and weaknesses, and proposing a development plan, approved by Faculty Council Resolution No. 553.
- A corrective action plan was prepared to meet the website update requirements. Letters were sent to:
 - Department heads.
 - Coordinators of units, centers, and offices.
 - Vice Deans for Postgraduate Studies, Student Affairs, and Community Service.
 - Heads of Student Affairs and Youth Care.
- A detailed report on digital transformation at the faculty was prepared and approved by Council

Resolution No. 553.

The report highlighted strengths, weaknesses, and improvement recommendations by the IT support officer.

- Review of department needs forms was conducted to compile a list of training courses to be offered.
- Faculty activities and workshops are regularly published.
- Awaiting an invitation from the Scientific Computing Center to train on the updated faculty website.
- The fourth IT Unit meeting (May 2025) included restructuring of the Unit with new members, approved by Council Resolution No. 554 dated May 18, 2025.
- The fifth IT Unit meeting (June 2025), approved by Resolution No. 555 dated June 16, 2025.
- Training session on the new website held on Tuesday, May 25, 2025, attended by the Director and 5 members.
- Task distribution for website content publication.
- Accounts created for department coordinators to access and publish on the website.
- A consolidated report was prepared on departmental and administrative IT needs.
- The IT Unit was assigned a dedicated office in the Quality Assurance Room.
- A second digital transformation report was created, approved by Council Resolution No. 553.
- Two workshops were conducted to improve exam quality:
 1. "How to Use Ibn Al-Haytham Program" ? May 18, 2025.
 2. "How to Conduct Electronic Exam Grading" ? May 24?25, 2025.
- Ongoing coordination with the Scientific Computing Center for practical website publishing training.
- Monthly meetings and minutes are held on the first of each month to document unit activities and requirements.

Report Prepared by:

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Dean of the Faculty: Prof. Enas Bedeir

Vice Dean for Community Service and Environmental Affairs: Prof. Khaled Abed