* **• electronic portal**
* **• First: News activity, indications and results**
* **• Publish at least two daily reports on the College website (from the departmental councils, college council, youth care, graduate studies, student affairs, scholarships, competitions, etc.)**
* **• Publish two news on the website in English for the college weekly by 8 per month,**
* **• Publishing the results of the first semester for all university students.**
* **• Second: Continue the activity of increasing links that indicate the scope of the university through**
* **• Social networking sites: pumping all the news to the pages on Facebook in Arabic and the English language of the college, making sure that every news on these pages has an origin on the college site is not an independent source of news.**
* **• Supporting sites: infusion of news, links and links to pages supporting sites of colleges and universities**
* **• Publish the same news from different domains. Thus, the work of the news editor at the college level is to publish two daily reports on the college's website in the university's domain, inject them on Facebook and thus Twitter**
* **• Administrative information system**
* **• Extracting salaries of faculty employees (general cadre and special cadre) from the supplier benefits system from Mansoura University.**
* **• Operation of the control system for the first and second semester,**
* **• Updating the data of graduate students for the academic year.**
* **• Maintenance of computers and printers or supervision of maintenance contracts.**
* **• Electronic courses**
* **• Activation of at least four electronic courses in the specializations of the college in each semester (target activation of at least eight electronic courses in the disciplines of the college in the two semesters)**
* **• Follow-up the activation of the use of courses (processing student lists - distribution of accounts to students - training students in cooperation with the University Center - coordination with the College administration to provide a place for students with Internet access to access courses)**
* **• Encouraging and encouraging faculty members to transfer their courses to electronic courses, producing e-courses (if any)**
* **• Digital libraries**
* **• Provide data on the whereabouts of sources of information,**
* **• Unified index of Egyptian university libraries**
* **Egypt Library Index**
* **Bibliotheca Alexandrina Index**
* **• Provide detailed and accurate information about sources of information,**
* **• Access to the full text of these sources is provided through journal articles, books and e-journals**
* **• Train faculty, faculty and students to work on Google Scholar and Microsoft Academic Search, a service dedicated to students and researchers to find research, summaries and information in any area of ​​scientific research.**
* **• Provide the necessary support to organize the teaching and learning processes that depend on the systems and information technology in college**
* **• Activate the e-mail role of the university as a key tool for communication between the faculty and each other and between faculty members and students**
* **• Improving the performance of the College's electronic portal**
* **• Creating and activating an electronic and digital library in college**
* **Unit activities**
* **• Networks and infrastructure**
* **• Provide technical support to users and users of the services and applications available through the University Information Network,**
* **• Monitoring, resolving and documenting all faults in devices and networks**
* **• Prepare a monthly breakdown report (target at the end of the current fiscal year to have an average response time of less than 2 to 3 hours)**
* **• Monitor network performance and measure the level of user satisfaction with network performance**
* **• Adding new wireless and wired points in light of the possibilities available in coordination with the main project of the university.**
* **• Supervision of the periodic maintenance of computers and accessories.**
* **• Study deficiencies and analyze faults and problems and develop appropriate solutions for computer systems.**
* **• Preparation of periodic reports on the state of machines and laboratories in faculties.**
* **• Download original software and copy anti-virus.**
* **• Hardware software update.**
* **About unity**
* **The ICTP project aims at activating IT services to reach the beneficiaries in the faculties of students, faculty members and employees, and enhancing the efficiency of the educational process through the use of information technology in communication between the educational institution and students and faculty members. This project provides an opportunity for colleges to obtain distinguished services in information technology from During the establishment of a technological services unit**
* **Vision of unity**
* **Excellence at the local and regional levels in supporting and developing information technology systems and services provided at the college and university level, and improving their outputs through a strong information and knowledge structure.**
* **Unit message**
* **Providing faculty and staff members with faculty members, staff and students with various technological services, providing consultancy and training in technology within the college, and contributing to technological mechanization in the field of educational administration, teaching and learning, and scientific research aiming to raise technological proficiency in all fields within the college and university. Raise the efficiency of use through the human development of the community of beneficiaries to support the educational system, research and management in light of the quality standards of the educational process.**
* **Unit Objectives**
* **• Complete the college technology infrastructure**
* **• Standardize the development of operating systems and basic software used on computers in college**
* **• Developing an electronic working environment compatible with the administrative information systems of the university**