



Summary report

Report for the period from January to March 2017

Report on the Unit's achievements from the period

1/1/2017 to 1/3/2017

First : Raising the efficiency of network information

- 1- Installation of Computers at Library 2 computers
- 2- Installation of Computers at Management of Graduate Studies 2 computers
- 3 - Installation 3 computers at Vice Dean for Education and Student Affairs Office
- 4- An inventory of the number of computers was done at college and send it to Info-Network

second : MIS

- 1- organization the information of Faculty members at MIS
- 2 - organization the information of Faculty members at farouk system
- 3- review the Employees' salaries at elfarouk system
- 4 – review the numbers of four years and corrected it 100 % percentage

Third : portal

- 1 - Translate sections and subjects at MIS system
- 2 -finish all information of site and checked it
- 3 – upload 4 videos at youtube channel www.youtube.com/user/lawsadat .
- 4 – publish 157 arabic news and 46 english news at college site

Forth : digital library

- 1 – EULC accounts
- 2 – EUL account
- 3 – Edit faculty members emails
- 4 – create ekb mails for faculty members (48 members)

Fifth : training project

- 1 – make course for employees for using computers
- 2- training course for students ICTP (27 students)
- 3_ make workshop for faculty members about EKB (30 members)