



جامعة الأمير سطام بن عبد العزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

Formation of Mathematics Department Committees
for the academic year 1446 AH

:List of committees

1. Registration, Study Schedules and Examinations Committee
2. Committee affairs Students And guidance Academic
3. Quality Assurance, Academic Accreditation and Development Management Committee
4. Committee on Curricula , Study Plans and Equivalencies
5. Student Affairs and Disciplinary Committee
6. Student Rights and Duties Committee
7. Student Activities Committee
8. Scientific Research and Postgraduate Studies Committee
9. Media and Website Committee
10. Community Service and Community Partnership Committee
11. Control and Monitoring Committee
12. Training Committee (Field)
13. Alumni Affairs Committee
14. Graduation Projects Committee.
15. Academic Talent Recruitment Committee
16. Scholarship Affairs Committee
17. Statistics Committee And management Data
18. Educational Equipment Committee (Laboratories /halls/devices...)

Registration, Study Schedules and Examinations Committee

A) **Definition:** The committee is responsible for preparing study schedules for faculty members according to the classrooms and appropriate times, linking appointments to classroom numbers on the electronic system, looking into students' problems regarding conflicting courses, preparing examination schedules, organizing halls, and monitoring the progress of examinations.

B) Committee Formation:

Committee Coordinator	
A. Rituals of Mahjoob	Dr. Mohamed Mohamed Awad
Assistant Committee Coordinator	
Dr. Karima Mohamed Arabi	Dr. Mahmoud Harby
Committee Members	
Dr. Jihad Mahfouz	Dr. Imad Attia
Dr. Ala Ashour	Dr. Murad Arar
A. Bashayer Al-Dosari	Dr. Imad Al-Qadeem
A. Nora Al-Abdulqader	
A. Amina Mohammed	
Dr. Hala Abdel Majeed	

C) Committee tasks

1. Acknowledgement Tables Academic For members body Teaching, And find Solutions For conflicts In coordination with The side same The .relationship
2. to set number Suitable from The people per Scheduled on basis number Expected from Students To register.
3. numbers burden Members body Teaching from Courses The appointed For them.

4. Customize Halls Academic For courses per The people.
5. study Cases Registration And the test Final For the student And find . Solutions Possible According to For the rules The organization
6. Receiving requests and entering deletions and additions.
7. to receive Models and Her study.
8. expansion The people when Necessity.
9. to forbid Delete Random For courses (course) from Level Zero or any delete Makes number Watches Registered less from limit The lowest (For the student.
10. to forbid Addition Randomness For courses (exceed) limit Top For the (student or Overtake Requirements Previous For courses.
11. discussion procedures Necessary To ensure progress Tests And put Its . tables Temporal And its approval from happiness Head of Department
12. numbers table Monitors For tests Quarterly And the final , And revelations Absence Attendance , lecturer cheating And study Cases that It is done Set it And take procedures necessary , and arranged . Students in Examination halls
13. tracking delivery results Tests And display it on Head of Department For . approval

Student Affairs and Academic Advising Committee

A) **Definition** The committee is concerned with improving an experience Students And : .present Support To success Academic

B) **Committee Formation:**

Committee Coordinator	
Dr. Jihad Mahfouz	Dr. Imad Al- Qadeem
Committee Members	
Dr. Aisha Aldosari	Dr. Mohamed El-Shorbagy

A. Amina Mohammed	Mr. Mahmoud Nawasra
A. Manal Al-Haqbani	Mr. Mohammed Al-Sayed Al-Dawudi Al-Malhat
A. Sheikha Al Othman	Prof. Dr. Abdel Basset Mohamed
A. Samia Al Shabr	Dr. Mahmoud Harby
A. Sherifa Al-Maimouni	
A. Sabah Siddiq	
A. Raised by Al Wadhih	
أ. Munira Al-Rumaili	
Student: Maria Al-Zaidi	Student: Fahd Nasser Abu Manaseeb

C) Committee tasks

1. Supervision on practical Guidance Academic For students gesticulate Includes from delete Add and change For the people.
2. study Excuses the introduction from Students To apply For tests Alternative, And show Recommendations on council Section.
3. stay Workshops a job Scientific For students.
4. study conditions Conversion Automated from Sections the university Different to Section, And lifting With her recommendations to council Section, And specify Students Accepted For transfer building on Controls that put it The committee.
5. tracking situation Students The disconnected on the study.
6. suggestion Recommendations The occasion About re The restriction For students, And lifting With it to council Section.
7. to treat Cases Students The troubled Academically, And put Suggestions About Ascend At their level Academic.
8. Supervision on Contributions students Section in Activities and . competitions Different

9. collection Lists deprivation in beginning The week Fourth ten And make . sure from deprivation in Courses before Signature from president Section

Quality Assurance, Academic Accreditation and Development Management Committee

A) Definition: Committee care By applying And adjust Quality, And accreditation : a nd the calendar Academic, And publish culture Quality between My staff Department of Mathematics; from during Measurement And the calendar And training And improvement continuous, as It works on activation Operations Measurement And statistics To level Performance in Section, And analysis Data, And extract Results on reality Performance in Section, And find Awards Excellence For the section, And motivation Members body Teaching To . participate in Competitions Awards Excellence inside College And outside

B) Formation of the committee:

Committee Coordinator	
Dr. Ala Ashour	Dr. Raja Goblin
Committee Members	
Dr. Shaimaa Daoud	Dr. Abdullah Al-Duraihem
'Dr. Abeer Al-Na'na	Prof. Dr. Mahmoud Salim
Dr. Jihan Al-Ahmadi	Prof. Dr. Renee George
Dr. Enas Al Kurdi	Dr. Kheder Khan
Dr. Hind Salah	Dr. Majid Khan
Dr. Sarah Al Rajban	Dr. Mad Tawfiq Nassif
A. Bashayer Al-Dosari	Dr. Murad Arar
A. Nora Al-Abdulqader	Dr. Moataz
	Dr. Fahd Al-Jaidi

C) Committee tasks

1. Coordination with happiness agent College For development And quality regarding tracking investigation requirements Accreditation Academic For .plans Academic that Presented by Section
2. striving To meet requirements Quality in Section, And lifting With what Needs Section to happiness president Section.
3. Continuously discussing study plans with the aim of making these plans compatible with the requirements of quality and academic accreditation.
4. .Spreading the culture of quality in the department
5. Supervising the department's strategic plan and following up on its .implementation
6. .Proposing development plans for the department
7. Implementing and following up on academic assessment and accreditation activities in the department
8. Proposing learning objectives or outcomes for the department's various programs (bachelor's – master's), as well as proposing methods or means of achieving these objectives, and various evaluation methods to measure .the outcomes or achievement of these objectives
9. to equip Indicators Performance Home And the branch For the program To determine Methods Improvement Required To ensure quality the job.
10. Supervising the preparation and arrangement of course files, so that each :file contains
 - Faculty Member CV
 - Photocopy of certificates of appreciation and awards for excellence in teaching
 - Course content description, in Arabic and English, according to NCAAA models
 - .Sample of previous course exam questions
 - .Sample of students' answer sheets at different levels
11. Identify possible areas for improvement and propose projects to achieve .them at the department level

12. Receiving teams from various academic accreditation bodies from outside the university and quality committees from within the university, who visit the department from time to time
13. Encourage department members to take the initiative to propose projects and assist them in activating those suggestions
14. Supervising the self-evaluation process for the department's various programs and preparing self-study reports for academic programs
15. Contributing with the College's Quality Unit to spread the culture of quality and academic accreditation, organizing educational lectures, workshops and Quality and Academic Accreditation Week, and attending these events
16. Documenting the efforts and results of academic accreditation procedures in the department and submitting them to the department head
17. Continuously collect data and information on academic accreditation requirements and quality activities and implement them in the department
18. Preparing periodic reports on the performance levels in the department and the level of beneficiary satisfaction in each activity
19. Hold periodic meetings to discuss how to implement the requirement for accreditation of academic programs
20. Carrying out other tasks assigned to the Committee in relation to academic accreditation, quality activities and their implementation
21. to lift a report quarterly For happiness president Section It is clear Achievements that Done Which did not It is done Get it done And show . Reasons non Achievement
22. Doing By any means Tasks or Responsibilities Other Located within range Specialization building on directing Head of Department

Curriculum and Study Plans Committee And the equations

- A) Definition:** Committee Aims To develop And innovation Plans And programs Academic For the section And update it periodically So that Be Keep up To develop Scientific and requirements market the job And also tracking application that Plans after Approval And put Criteria And the models

Necessary To make sure from application the plan Academic And vocabulary Curricula And its outputs In addition to Fulfillment Curricula And programs For requirements Accreditation Academic And plans Structuring Academy . And as Includes work The committee, Equations on study register Students Academic And the converter from Colleges Other inside And outside University . In addition to study Description Courses For students Transformers and their matching Describing Courses For college The converter she has And the .equation The decision The equivalent

B) Committee Formation:

Committee Coordinator	
Dr. Rabab age Al-Zahrani	Dr. Abdul Aziz Z Al-Otaibi
Committee Members	
Dr. Laila Fouad	Dr. Abdullah Al-Duraimhem
Dr. Ola Ashour	Prof. Dr. Hossam Nabawy
Dr. Aisha Aldosari	Prof. Dr. Renee George
Dr. Enas Al Kurdi	Dr. Amr El-Senbaty
Dr. Karima Arabi	Dr. Raja Goplan
Dr. Hind Salah	Dr. Imad Al-Qadeem
	Dr. Abdel-Aleem Al-Saadani
	Dr. Mahmoud Al-Marshady

C) Committee tasks

1. to publish Awareness on importance development Curricula Academic between Members body Teaching And students.
2. Addressing Programs College Different To work Studies Primary For all Curricula Academic that Presented by all program, And that from during study reality present For curricula And the decisions Academic To get to know on Highlights Problems that facing development And update This is amazing Courses.

3. presentation Solutions The process The occasion For problems Related Developing Curricula With programs Different According to priority, with situation numbers Mechanism practical To implement Suggestions development Current Curricula building on results Studies Primary.
4. development And innovation Plans Academic For the program.
5. tracking Activities academy And cultural Different Associated Developing And update Curricula Academic.
6. Supervision on to implement plan development And update Curricula With programs, from during tracking application Recommendations And present Advice
.Necessary So
7. numbers Plans Academic Included Curricula And its vocabulary, And a suggestion the reviewer The occasion per Scheduled, And that In coordination with Committee Quality and development in the department.
8. presentation Opinion And advice While from His affair to lift efficiency The process Educational And Tajweed Its outputs.
9. Receiving transfer forms to carry out equivalencies of various academic courses for male and female students transferring from outside the college And inside it (Between departments) and then submit it to the office of the college's vice dean for academic affairs to complete the procedures.
10. to lift a report quarterly For happiness president Section It is clear Achievements that Done Which did not It is done Get it done And show
. Reasons non Achievement

Student Affairs and Disciplinary Committee

A) Definition

A committee specialised in directing and following up on students' academic issues , and empowering The student or The student from Complete His study or Test alternative after acceptance Their excuses, According to For the list the study and organized tests So And its rules Executive Maamoul With it in university The Prince Sattam son Abdulaziz. It also specializes in signing Penalties Disciplinary on Students And the students Violators For systems and

regulations According to Rules of Conduct and Discipline for University Students at Prince Sattam Bin Abdulaziz University

B) Committee Formation:

Committee Coordinator	
'Dr. Abeer Al-Na'na	Dr. Fahad Al Shamry
Committee Members	
Dr. Jihad Mahfouz	Prof. Dr. Issam Al-Zahar
Dr. Jihan Al-Ahmadi	Dr. Mohamed Awad
Dr. Hala Mahmoud	Dr. Mahmoud Harby
Dr. Shaimaa Daoud	Prof. Dr. Mohamed Mudather
A. Sheikha Al Othman	
A. Rituals of Mahjoub	

C) Committee tasks

1. Requests re The restriction.
2. tracking Requests Opportunities Additional in The week the first from the chapter Academic, And communication with Secretariat Committee Issues Student academy Incollege
3. Requests to lift deprivation And make sure from Relatives absence Students The deprived By entering on order , And review Excuses Attached With it And check it.
4. Requests Tests Alternative final, And review Excuses Attached With it And check it.
5. Requests Postponement And an apology that no It is done on road The Gateway Electronic.
6. communication with Students To inform them By decisions Outgoing About ,them from council College, Deanship Acceptance And registration Committee Issues Student academy Atuniversity

7. writing Speeches And the lecturer Private With works Issues academy All the way The year University And raise it For happiness Head of Department .
8. print Statements Students The deprived And send it Examination Committee before And after to lift Deprivation.
9. Accreditation Models Private With requests Test (alternative - retake) Correction) and models to lift deprivation And generalize it on The concerned party.
10. Look in Violations that Refer it Members body Teaching By section.
11. tracking to implement Penalties Disciplinary on Students And the students Violators in Tests or in Other Which You approve it The Committee Permanent For discipline Atuniversity
12. Lifting By its decisions to Head of Department To raise To the side . Specialized

Student Rights and Duties Committee

A) Definition: The committee is concerned with consolidating Understanding mutual A between Section And her students from during to implement Rights And duties per party And present Consultations Necessary to them And enlighten them With their rights University And get On it from during Channels .Regular

B) Committee Formation:

Committee Coordinator	
Dr. Jihad Mahfouz	Dr. Mohammed Al Dawood
Committee Members	
A. Ashwaq Al-Jariwi	Dr. Mohamed Metwally
A. Sheikha Al Othman	Dr. Abdel Fattah Azzam
two from Students Distinguished Knowledge And creation Department Affiliates	

C) Committee tasks

1. reception problems Students academy And other academy that is exposed she has Students inside Section.
2. in Condition non the chapter in One of Complaints the introduction For any Prevent literary or moral Raise To the committee Permanent For rights Student At the university through a committee Rights Student .college
3. It is done take Decisions in This is amazing The Committee According .to Document Rights Student
4. It is done Lifting By decision The Committee To the Dean College And .then raises For parties Specialization
5. to support rights Students According to For systems the university And .development culture Justice And fairness between Students
6. presentation Support And consultation For students While It concerns . Their rights
7. clarification all Duties that Performed by Students According to For texts . List the university For rights And duties Students
8. to lift a report quarterly For happiness president Section It is clear Achievements that Done Which did not It is done Get it done And show . Reasons non Achievement

Student Activities Committee

A) Definition: Committee concerned Prepared by the plan Annual For activities Student And supervision on implement it; And that To build Students personally And academically, And expand Their perceptions from during Their participation in Activities, as that it Seeking To develop And promotion skills and capabilities . Students in The field Cultural And the athlete And social and Scientific

B) Committee Formation:

Committee Coordinator	
Dr. Shaimaa Daoud	Dr. Abdul Karim Hamarsheh
Committee Members	
Dr. Abeer Naana	Dr. Tarek Abdel Hamid
Dr. Sarah Al Rajban	Dr. Hani Bayoumi
A. Amina Mohammed	A. Sattam Al-Harbi
A. Samia Al Shabr	Mr. Mahmoud Nawasra
A. Fatima Al-Drees	A. Firas Al-Wawi
A. Sherifa Al-Maimouni	A. Salah Al Sagheer
A. Sabah Siddiq	Dr. Majid Khan
A. Raf'at Al Wadhih	
Students: Shams Nasser Al-Hedhal Fajr Mansour Al Hilali	Students: Fahd Eid Al-Anzi Saif Ali Khabrani

C) Committee tasks

1. numbers plan Time For activities Student in a light message Section and requirements Quality And that In coordination with Committee Activities In college And deanship affairs Students At the university , and distributed the plan on Seasons Academic For the year University Which Includes a description For events Suggested And the intended Presenting it.
2. ,Contribution in development a personality Students Scientifically, Practically Culturally, And socially.
3. training Students on that They are Leaders, And we are able on to bear Responsibility, And rise With burdens life.
4. documentation Links between Students And their teachers With what Allows transfer Experiences.

5. Availability Opportunities before Students To learn some Methods And the merits Administrative, And gain Skills in area Relationships General And humanity.
6. investment Times Emptiness in Programs Purposeful And useful.
7. Contribution in discovery Talents Student, And polish it, And take care of it.
8. to lift degree Awareness Cognitive And cultural between Students, And rise At their level Intellectual And behavioral With what achieves Interests The homeland and achieving Vision 2030.
9. to lift spirit Competition between Students, And that In participation in Competitions Cultural, And sports, And social.
10. insurance Places Necessary To stay Activities Student And prepare it.
11. to organize The party Final For activities Student By section in end all general Study
12. to lift a report quarterly For happiness president Section It is clear Achievements that Done Which did not It is done Get it done And show . Reasons non Achievement

Scientific Research and Postgraduate Studies Committee

A) Definition: A committee that aims to promote scientific research and develop .postgraduate programs in the department

B) Committee Formation:

Committee Coordinator	
Dr. Mishaal Al -Baydani	Prof. Dr. Hossam Abdel Maqsoud
Committee Members	
Dr. Karima Arabi	Mr. Dr. Nisar Kotakaran Soby
Dr. Laila Fouad	Prof. Dr. Abdul Basit Abdul Hamid
Dr. Ola Ashour	Dr. Abdel-Aleem Al-Saadani
'Dr. Abeer Al-Na'na	Dr. Imad Al-Qadeem
Dr. Enas Al Kurdi	Dr. Kheder Khan
Dr. Hind Salah	Dr. Amr El-Senbaty

C) Committee tasks

1. : coordination works students Studies Supreme, Which Includes Coordination Table Academic To the center, And registration Courses And deletion And the addition, And postponement, And the interruption, And fold ,The restriction And return it, And deprivation, And coordination table Tests And follow up delivery Results, And reception Students New, And look in Excuses that Presented by Students match Their absence on some Lectures, With what Compatible with Systems the university And its regulations.
2. Coordination with Deanship Research and studies The Supreme in all what It concerns affairs Students phase Master's degree.
3. Supervision on acceptance Students in Programs Studies The Supreme By . section In coordination with Deanship Studies The highest
4. Recommendation On vacation Programs The Innovator And coordination Among them And between Programs List And the recommendation With approval on Decisions Studies The Supreme and what It happens On it or .on Programs from amendment
5. . Recommendation Granting Degrees Scientific
6. presentation Help For students Studies The Supreme And work on solution . what Meet them from Obstacles or Difficulties
7. presentation Suggestions and Recommendations that from Her business . to lift level Performance For programs Studies The Supreme in Section
8. Urge Members body Teaching on procedure and to publish Research Scientific that Characterized by With quality and Authenticity and Innovation .
9. incentivize students And students Studies The Supreme on Publishing . Scientific in Magazines Scientific Prestigious
10. Involve students Programs Bachelor in Search Scientific With the aim of . Preparing them For requirements market the job In a way good
11. establishment a base Data on Research Scientific And researchers and Projects Graduation
- 12.. Supervision on Forums And seminars Search Scientific By section
13. the job on rooting Publishing Scientific in Periodicals Scientific same Impact . The big one

14. to support And encouragement Members body Teaching and Students on
. Participation in Conferences Local and Regional and International
15. suggestion And innovation Programs For studies The Supreme In
coordination with Sections Scientific building on Needs market the job
. according to vision Kingdom 2030 and plan the university Strategy
16. evaluation Performance Researcher, And publishing Scientific in Section
And encourage them And specify Their obstacles And research on Ways
The sponsor To facilitate This is amazing Obstacles.
17. presentation Courses Training Support Search And publishing Scientific By
. section
18. construction a base Data For research Scientific Published annually By
. section
19. numbers a report annual on works The Committee and Raise it to Head of
Department

Media and Website Committee

A) Definition: Committee Aims to Enhance communication Internal And the external
In addition to presentation Information and resources Necessary For students and
.members body Teaching

B) Committee Formation:

Committee Coordinator	
Dr. Laila Fouad	Dr. Firas Al -Wawi .
Committee Members	
A. Sherifa Al-Maimouni	A. Salah Al Sagheer

C) Committee tasks

1. to update And maintenance the site Electronic For the section With what
. Includes information around Programs, Courses, And activities

2. Advertisement on Events academy, Workshops the job, And lectures from during means Media Various according to the instructions of the Public .Relations and Corporate Identity Department at the university
3. Stay on Channels Contact Open with all My staff Section.
4. presentation News And the coverages For activity Section.
5. Presence Continuous in all Occasions And seminars if possible.
6. .to provide Services Photography Photographer For activities Section
7. a job Coverages Media For the section.
8. construction content Media like Flyers, posters, Stickers, and articles To .enhance vision And the message of the department
9. to improve Channels Contact between Section And students, and members . body Teaching And the community Academic
10. guidance member body Teaching on Create and update Its location.
20. numbers a report annual on works The Committee and Raise it to Head of Department

Community Service and Community Partnership Committee

- A) **Definition:** A committee that aims to strengthen the relationship between the department and the local community, and provide opportunities for . cooperation between academics and practitioners in the field

B) Committee Formation:

Committee Coordinator	
Dr. Aisha Aldosari	Dr. Abdul Karim Hamarsheh
Committee Members	
Prof. Dr. Afrah Busali	Dr. Mohamed Metwally
Dr. Shaimaa Daoud	Dr. Moataz
Dr. Rabab Al Zahrani	Dr. Han Y. Bayoumi
A. Ashwaq Al-Jariwi	A. Sattam Al-Harbi

C) Committee tasks

1. Preparing an operational plan for each new academic year in community partnership and community service For the department's members , according to the college and university's strategic plan, institutional and program accreditation standards, and community needs.
2. Providing professional training programs according to the needs of the community.
3. Inviting community institutions and employers to participate in planning and developing the department's institutional and programmatic performance and identifying their community and training needs and graduate specifications.
4. Measuring community satisfaction with the services provided by the department.
5. Create a database for all programs and activities related to community . partnership and community service
6. Providing scientific and technical advice to relevant external parties .
7. Evaluating the extent of faculty members' participation in community service programs.
8. Preparing an annual report for the academic year on the committee's programmes and activities.
9. Proposing new strategic partners and activating existing community partnerships in accordance with the university's systems and regulations.
10. Coordination with the Community Responsibility Department of the University Agency for Academic and Educational Affairs to communicate with the external community.
11. Fulfilling institutional and programmatic accreditation requirements related to . community partnership
12. Spreading the culture of community partnership in the department.
13. Activating the role of department members in participating in community partnership activities and programmes, cooperating with community . institutions, various professional scientific bodies and volunteer work
14. numbers a report annual on works The Committee and Raise it to president Section.

Training Committee (Field /Cooperative)

A) Definition: Committee aims to promote an experience Academic and professional students from during to provide Opportunities Training Field

B) Committee Formation:

Committee Coordinator	
Dr. Sarah Al Rajban	Dr. Fahd Al Shammari
Committee Members	
A. Ashwaq Al-Jariwi	Dr. Imad Attia
A. Fatima Al-Drees	A. Sattam Al-Harbi
Social Development Center in Al-Dilam	Salahuddin Ayyubi School
A. Amina Al-Khudair	Mr. Faisal Al-Buraiki

C) Committee tasks

1. the job on to set And organizing Opportunities Training Cooperative For . students in Institutions And companies
2. building Relationships with Institutions Local And regional To provide . Opportunities training fit with Specializations mathematics
3. presentation Workshops a job And courses Training For students around How to writing walk Self, And readiness For interviews, And development Skills Character In cooperation with lonliness affairs . Graduates
4. presentation Support And guidance For students during practical . Search on Opportunities Training And submission On it
5. collection comments from Supervisors in Institutions around performance Students during a period Training, And use This is . amazing Information To improve The program

6. tracking Trends in market the job And his needs, And update Programs .Training According to So
7. ,stay events To communicate between Students And masters the job . like Exhibitions Jobs And seminars Employment
8. numbers Reports patrol around Activities The Committee And the .impact Training on Students, And present it For the president Section

Alumni Affairs Committee

A) **Definition:** A committee that aims to promote communication between Graduates And the section Academic, And support them in Their journey Professional after Graduation

B) **Committee Formation:**

Committee Coordinator	
Dr. Hala Abdel Majeed	Dr. Abdel Fattah Azzam
Committee Members	
Dr. Enas Al Kurdi	Dr. Mohammed Abdullah Al-Shahrani
Dr. Aisha Aldosari	Dr. Hani Bayoumi
A. Munira Al-Rumaili	Dr. Abdel-Aleem Al-Saadani
A. Manal Al-Haqbani	Dr. Tarek Abdel Hamid
A. Samia Al Shabr	A. Salah Al Sagheer
A. Fatima Al-Drees	Prof. Dr. Issam Al-Zahar
A. Sherifa Al-Maimouni	Dr. Mad Tawfiq Nassif
A. Raf'at Al Wadhih	
A. Sabah Siddiq	
Graduate Student: In Mubarak Al-Dosari	Graduate Student: Nayek Rawaf Al-Rashidi

C) Committee tasks

1. confinement numbers Graduates from The program And the percentage from It was completed Employ them And did not It is done Employ them with Inquiry on a reason non Employment.
2. construction a base Data on Lords the job And all Sectors same Relevance With graduates And students.
3. tracking Surveys opinion Parties Employment in Graduates The program And work Reports she has Which relationship To complete requirements Accreditation For the program.
4. a job a base Data For graduates For ease And speed communication what after Graduation from The program And since Compatible with Committee Graduates Incollege
5. tracking to update Data Graduates And facilitate communication With them in coordination with the Graduates Unit of the Deanship of .Educational Services at the university
6. a job Meetings patrol with Graduates from Payments Different And specify Most important Difficulties and challenges that facing them And the most important Programs Development that They need it And work Reports Interviews and meetings Periodic with Graduates And masters .the job
7. Create a professional program to hone soft, professional, and technical skills. For graduates Section To prepare them To the market the job With what Fits with requirements Lords the job And the latest Trends National, in coordination with the Graduates Unit of the Deanship of .Educational Services at the University
8. numbers a report annual on works The Committee and Raise it to president Section.
- 9.

Graduation Projects Committee

- A) 'Definition:** A committee that aims to organize and manage students graduation projects, which contributes to enhancing applied learning and developing research skills.

B) Committee Formation:

Committee Coordinator	
Dr. Jihan Al-Ahmadi	Dr. Imad Attia
Committee Members	
Dr. Karima Arabi	Dr. Mad Tawfiq Nassif
A. Manal Al-Haqbani	Dr. Mohammed Mudather
Dr. Hala Abdel Majeed	Dr. Abdel-Aleem Al-Saadani

C) Committee tasks

1. Receiving project proposals from professors and students, studying them and choosing the appropriate ones according to the department's plan and college's directions
2. Distributing the selected projects to students in a manner that is consistent with their abilities and available capabilities
3. Establish a clear mechanism for how to implement, monitor and evaluate projects
4. Receiving reports for graduation project supervisors, following up on the supervision process, and solving students' problems
5. Suggesting everything that would improve the level of graduation projects
6. Selecting the preliminary and final discussion committees and setting their schedules
7. Supervising project discussions and submitting final grades to the department head
8. Developing specifications for the final technical report of the project
9. Carrying out other tasks assigned to the Committee
10. numbers a report annual on works The Committee and Raise it to president Section.

Committee Control and monitoring:

- A) **Definition of the Committee:** It aims to manage and organize the monitoring of exams, ensure their orderly conduct, and audit the recording of grades

Courses And review the mechanism Implementation of the department-approved . assessment

B) Committee Formation:

Committee Coordinator	
Prof. Dr. Afrah Basali	Dr. Mohamed Awad
Assistant Coordinator The Committee	
Dr. Karima Arabi	Dr. Moataz
	Dr. Abdel Fattah Azzam
	Dr. Mohamed El-Shorbagy
	Dr. Mohammed Al Dawood
Members of the Control and Monitoring Committee	
All members of the department except the members of the examination process	

C) Committee tasks

1. . The Nobles on administration Tests
2. . distribution Observers in Tests Final
3. Receive Statements Monitoring Degrees And doing By checking it And . review it
4. .Receive papers Tests Final Private In cases (Cheating)
5. .Doing Following up progress works Control
6. . to receive results Tests from coordinator The decision
7. Supervising the management of controls
8. .Carrying out other tasks assigned to the Committee
9. numbers a report annual on works The Committee and Raise it to president Section.

Talent Recruitment Committee

A) **Definition:** Committee aims to Attracting the best educational and research .competencies to enhance the quality of education and research in Section

B) Committee Formation:

Committee Coordinator	
Dr. Rabab Al Zahrani	Dr. Abdulaziz Al-Otaibi
Committee Members	
Dr. Mashael Al-Baydani	Dr. Fahd Al-Jaidi
Dr. Jihan Al-Ahmadi	

C) :Committee tasks

1. study Need Section from Members body Teaching According to Specializations Different
2. study Files Applicants By request employment And sort Requests And evaluate it
3. communication with Applicants To complete any Shortcomings
4. procedure Interviews Character with Candidates after sort Names By the roads Available

Scholarship Affairs Committee

A) **Definition:** This committee is responsible for supporting teaching assistants and lecturers in the Mathematics Department to continue their postgraduate studies, develop scientific research steps, and provide technical and scientific .advice and support

Committee Formation :

Committee Coordinator	
Dr. Jihan Al-Ahmadi	Dr. Mohammed Al Dawood
Committee Members	
Dr. Rabab Al Zahrani	Dr. Fahd Al-Jaidi

B) :Committee tasks

1. tracking The student Academically since Chest resolution Send him on .a mission And even Finish from The mission
2. numbers Reports Necessary on Scholarship students To display it on council Section For help in take Decisions The occasion.
3. stay Workshops the job To submit advice Artistic And scientific on . Mechanism get on acceptance To complete the study
4. invitation some Colleagues Who They were in Missions For information . Scholarship students With their experiences in a period The mission
5. presentation Support Immediate For all The repeaters And the lecturers . in College all According to His needs
6. .Carrying out other tasks assigned to the Committee
7. numbers a report annual on works The Committee and Raise it to president Section.
- 8.

Statistics and Data Management Committee

A) **Definition:** : A committee responsible for collecting and analyzing data related to academic and administrative operations, and improving data management systems to .ensure their accuracy, ease of access and use

B) Committee Formation:

Committee Coordinator	
Prof. Dr. Afrah Busali	Dr. Mahmoud Al-Marshady
Committee Members	
Dr. Hind Salah	Dr. Jalal Al-Ash'ari
Dr. Sarah Al Rajban	Dr. Mohammed Abdullah Al-Shahrani
A. Sheikha Al Othman	Mr. Mohammed Al-Dawoudi

C) :Committee tasks

1. numbers existing Research And writings My staff Section in Magazines Scientific during The year University.
2. numbers existing Research And writings My staff Section The current Funded during The year University.
3. numbers existing Conferences And seminars Scientific that Attended Members Section in Rehab the university during The year University.
4. numbers existing Conferences And seminars Scientific that Attended Members Section in inside Kingdom during The year University.
5. numbers existing Conferences And seminars Scientific that Attended Members Section in outside Kingdom during The year University.
6. numbers existing Trips and Visits Scientific Interior and Foreign during The year University.
7. numbers existing Programs Studies The Supreme that I created in Section during The year University.
8. numbers existing Training Summer For students.
9. numbers existing Services Section For institutions the society And its bodies during The year University.
10. count numbers Graduates For the section during The year University.
11. numbers existing Chairs Scientific And the endowment in Section during The year University.
12. numbers statement With members body Teaching By section Winners on Awards Scientific during The year University.
13. numbers existing Exhibitions Scientific that It was held By section or under His supervision during The year University.
14. numbers existing Modifications in Plans And programs Academic during The year University.
15. numbers existing Groups Specialization and Committees Activity By section.
16. numbers statistics Students By section.
17. numbers existing Messages Masters By section.
18. numbers existing Graduation projects By section
19. numbers existing Lectures Scientific in Section during The year University.

20. numbers existing Faces cooperation between Section And society.
21. numbers existing Equipment And purchases By section during The year University.
22. numbers existing Patents The invention during The year University.
23. numbers existing Seminars Scientific and the episodes Academic and Courses Training that It was held By section during The year University
- .
24. . numbers existing Holidays Full-time Scientific
25. .Carrying out other tasks assigned to the Committee
26. numbers a report annual on works The Committee And raise it to president Section.

Educational Equipment Committee (laboratories /hallways/devices/libraries/laboratories)

A) **Definition:** A committee responsible for ensuring the provision of an appropriate ,educational environment through the management and maintenance of laboratories .halls, and equipment in coordination with the relevant authorities

B) **Committee Formation:**

Committee Coordinator	
A. Amina Mohammed	Dr. Mohamed El-Shorbagy
Committee Members	
A. Munira Al-Rumaili	Prof. Dr. Mohamed Mudather
A. Rituals of Mahjoub	Mr. Mahmoud Nawasra

C) Committee tasks

1. Supervision on Ready Laboratories For teaching And application Research Scientific For students And the students.
2. communication with Specializations Different For the program To prepare Lists with needs The process Educational For students And the students For the year Academic present And the next one.
3. numbers Lists With equipment Laboratories Student Current and requirements Futuristic.
4. .numbers Lists With requirements Search Scientific By program
5. numbers a base Data With textbooks Available By the program.
6. the job on Update Continuous For books References Scientific By program on road reconnaissance Needs Specializations Scientific Different By program
7. Verify from Availability Sources Scientific Student And update it And more Its . sources
8. .Carrying out other tasks assigned to the Committee
9. numbers a report annual on works The Committee And raise it to president Section.