

1- Development committee for study plans

The committee aims to support development of curriculum and study plans that conformable to whatsoever recent in order to achieve the strategic goals and the institutional academic accreditation.

The Committee is composed of

1- Dr. Nawal Abdulaziz Al Fahaid	chief
2- Dr. Abeer Hamdi Al Hakeem	Deputy chief
3- Dr. Bushra Ahmed Al Hammad	Member
4- Professor Mona Mohammed Al Dosary	Member
5- Dr. Khawla Ibrahim Al Samhari	Member
6- Dr. Amina Abdulrahman Al Meshhen	Member
7- Dr. Shereen Mohammed Elkholy	Member
8- Dr. Mona Hajed Al Harbi	Member
9- Dr. Zainab Majed Al Mutairi	Member
10- Dr. Nouf Mohammed Anazi	Member
11- Dr. Tahani Mahmoud Abdulhaleem	Member
12- Dr. Sharifa Arafah Abdulmotae	Member
13- Dr. Ghawayt Mohammed Al Ghabani	Member
14- Dr. Manal Abdullah Al Daweish	Member
15- Dr. Farajallah Mohammed Al Maghazi	Member
16- Dr. Thamer Hamoud Al Balawi	Member
17- Dr. Majeda Majdi Abdulsalam	Member
18- Professor Mahmoud Sharfeldein	Member
19- Iman Hassan Abdu	Member

The role of the committee



Discussing and follow-up the pros and cons of the study plans at the department.

Coordination with departments of local and International universities in order to utilize the various expertise for developing the study plan of the department.

Conducting periodic meetings between members of each specialty.

Conducting final meeting for the final review of the study plan.

2- Quality Assurance and development committee

The committee is concerned in supervision to the works and activities of the quality and academic accreditation in the department.

The committee is composed of

Dr. Abeer Hamdi Al Hakeem (Chief)

Dr. Majda Majdi Abdulsalam (Member)

The role of the committee

Follow-up quality works at the department and supporting related activities

Follow-up quality works at the department and supporting related activities.

Contiguous improvement and development to the quality in the department.

Supervising academic evaluation and accreditation of the department.



3- Student's Activity Committee

Supervising of all students activities and the election of student's council.

The committee is composed of

Dr. Al Batool Sulaiman Al Badaiwi (Member) Iman Hassan Abdu (Member)

The role of the committee



4- Academic Guidance committee

The committee is concerned for guiding and directing students regarding curriculums and follow up failures by providing academic and scientific guidance for them.

The committee is composed of

Dr. Ghawayt Mohammed Al Ghabani (member) Dr. Manal Abdullah Al Daweish (member)
Manal Al Bawardi (Registrar)

The role of the committee

Supervision and follow-up of the academic advisors at the department.

Reception of the periodic report submitted by the academic advisors regarding student's study process.



Distribution of student's to the academic advisors at the beginning of each semester.

Verifying the complaints filed by student's against any curriculum and finding out the reasonable solutions with the Teaching staff.

Awareness of the importance of academic guidance beside the significance of communication with the academic advisors.

5- Examination Committee

Supervision and follow-up of the examination process in the department.

The committee is composed of

Dr. Khawla Ibrahim Al Samhari (Chief) All Teaching staff (Members)

The role of the committee

Reception of examinations from the teaching staff in a sealed envelopes and specifying examinations time-tables thereon.

Ensuring the conformability of the number of students at different committees with the number of examination papers.

Distributing the tasks to the control members regarding reception of answered papers, beside reviewing and auditing them.



6 - Study Schedules Committee

The committee is concerned to lay out the study schedules and examination schedules and to clear-out discrepancies in order to facilitate registration of students for the curricula

The committee is composed of

Dr. Khawla Ibrahim Al Samhari	Chief
Dr. Shereen Mohammed Elkholy	Member
Dr. Sharifa Arafah Abdulmotae	Member
Dr. Mona Hajed Al Harbi	Member
Dr. Nouf Mohammed Anazi	Member
Dr. Zainab Majed Al Mutairi	Member
Dr. Farajallah Mohammed Al Maghazi	Member

The role of the committee

Coordination between departments in case of common curricula and the available networks,

Setting out practical and theoretical examination schedules and clearing out discrepancies.



Follow-up and adjust the study schedule for the next semester and provide means of stability.

Distribution of the curricula to the members according to the specialty of each member.

Scheduling of the lecture rooms and considering alternative solutions in case of emergency.

7- Field Training Committee

The committee is concerned for planning and follow-up implementation of summer field training, which is one of graduation requirements, and joined by students who passed 95 academic hours.

The committee is composed of

Dr. Manal Abdullah Al Daweish (Chief) Dr. Fawzia Saud Al Shabanat (Member)

The role of the committee

Identifying field training locations and distribution of students accordingly.

Discussing the anticipated problems by students during training and figuring out solutions.



Planning for the summer field training and establishing database for training of nominated students

Coordination with training supervisors and officers regarding training of students.

8 - Student's Affairs committee

Supervision of student affairs regarding guidance, direction and complaints.

The committee is composed of

Dr. Ghawayt Mohammed Al Ghabani (Chief) Mrs. Manal Al Bawardi (Registrar)

The role of the committee

Follow-up student's issues and commitment of students to the suitable dress in the compass.



Establishing the general polices for the next semester.

Follow-up registration of students, beside additions and omissions procedures.

9- Community service committee

The committee is concerned for establishing communication and team work with community organizations.

The committee is composed of

Dr. Farajallah Mohammed Al Maghazi (Chief) Dr. Areej Suliman Al Meshal (Member)

The role of the committee

Direction of graduation researches towards issues and problems concerned to society organizations.

Motivating students to participate in the activities of community service.



Organizing social programs and activities that serve the community.

Communication with associations, organizations and charitable centers to support department's programs.

10- Student's activities committee

The committee is concerned in organizing various student's activities inside the department and encourage them to participate fully in various activities and to dispatch messages of related common and special events for both teaching staff and students.

The committee is composed of

Dr. Al Batool Sulaiman Al Badaiwi (Chief) Dr. Iman Hassan Abdu (Member)

The role of the committee

Detecting the talents and abilities of students.

Motivating students to participate in activities and contests conducted at the college and university.



Establishing extra-curricular activities which will assist in developing the creative skills of students.

Follow-up all national, academic, cultural and social events and to be documented.

Implementation of social media systems through establishing groups form teaching staff and students.

II- follow-up of graduates committee

Communication with graduates and qualifying them to join labor market.

The committee is composed of

Dr. Areej Suliman Al Meshal (Chief) Manal Al Bawardi (Registrar)

The role of the committee



12- Scientific Research committee

Establishing a data base for the researches of teaching staff beside their

The committee is composed of



13- Laboratories and equipment committee

Follow-up maintenance of laboratory equipment and listing the needs related to supplies and chemicals.

The committee is composed of

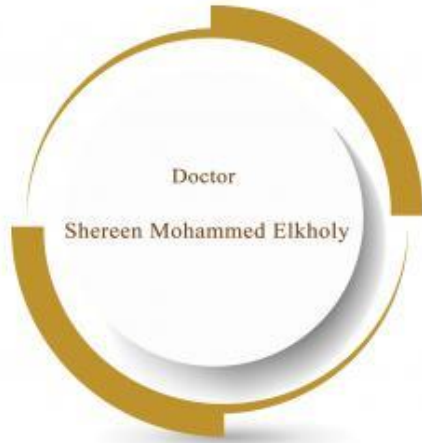


14- Equivalence committee

Performing equivalence to the curricula and determining the percentage of equivalence for visiting students and those transferred from other colleges.



16- Secretary of department's council



15- Graduation Projects coordinator

