

Laboratories Committee

COMMITTEE MEMBERS

#	Name	Role
1	Dr. Sumaya Habib Nasri	Chairperson
2	Dr. Mahjoub Jabali	Member
3	Ms. Badriya Al-Shayea	Member
4	Ms. Noura Al-Thubaiti	Member

RESPONSIBILITIES

- Develop a comprehensive vision for organizing and advancing the laboratories.
- Identify the necessary requirements of chemicals, glassware, and equipment according to the academic schedule, in coordination with the assigned technician for each laboratory. Each laboratory supervisor submits their lab's request at the beginning of the year, and the warehouse officer (Ridwan) is responsible for securing and providing them.
- Verify the efficiency of existing equipment by consulting the assigned technician, and monitor the general cleanliness of the laboratory. Any deficiencies must be reported immediately to the department head.
- Ensure the smooth progress of the educational process within the laboratories (through the committee chairperson), including the implementation of the academic schedule and verifying the commitment of each faculty member or technician to the timing and conduct of practical sessions — through lab visits when possible, or by contacting the technician or faculty member to address any absences and arrange substitutes.
- Develop clear and precise executive action plans that specify timelines and procedural methods for achieving each objective, with a well-defined distribution of tasks.