

# **System of Committees and Councils**

**Majmaah University seeks to keep up quantitative and qualitative expansion in its processes and systems through finding solutions and applications which facilitate observing business and its rapid achievement. From this point came the rector's recommendation to find the system of "committees and councils" as one of the electronic transactions systems at the university which aims to standardize work procedures and accelerate decision-making mechanism and facilitate work observing and archiving in an electronic integral way pursuing the principle of paperless in all its procedures.**

**The system of "Committees and Councils" in its Initial version (Beta) distributes roles for the committees staff according to their authorities in a work tracking system starting from the establishment of a new session and ending with the approval of the session by the authorized member, in addition to its procedures including adding agenda, inviting members, adding files and direct comments, and making a session to be signed before being approved by the President of the Committee/Council and then send it to the member in authority. Also, statistical reports about committees and archiving all sessions in a (PDF) format, which facilitates the process of reference.**

**According to adopting this application at the university and the developmental observations which will be received, updated versions of the system will be issued in periodical packages and technical support team is pleased to receive your comments and inquiries through filling technical support forms.**