

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College Of Science



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية العلوم بالزلفي

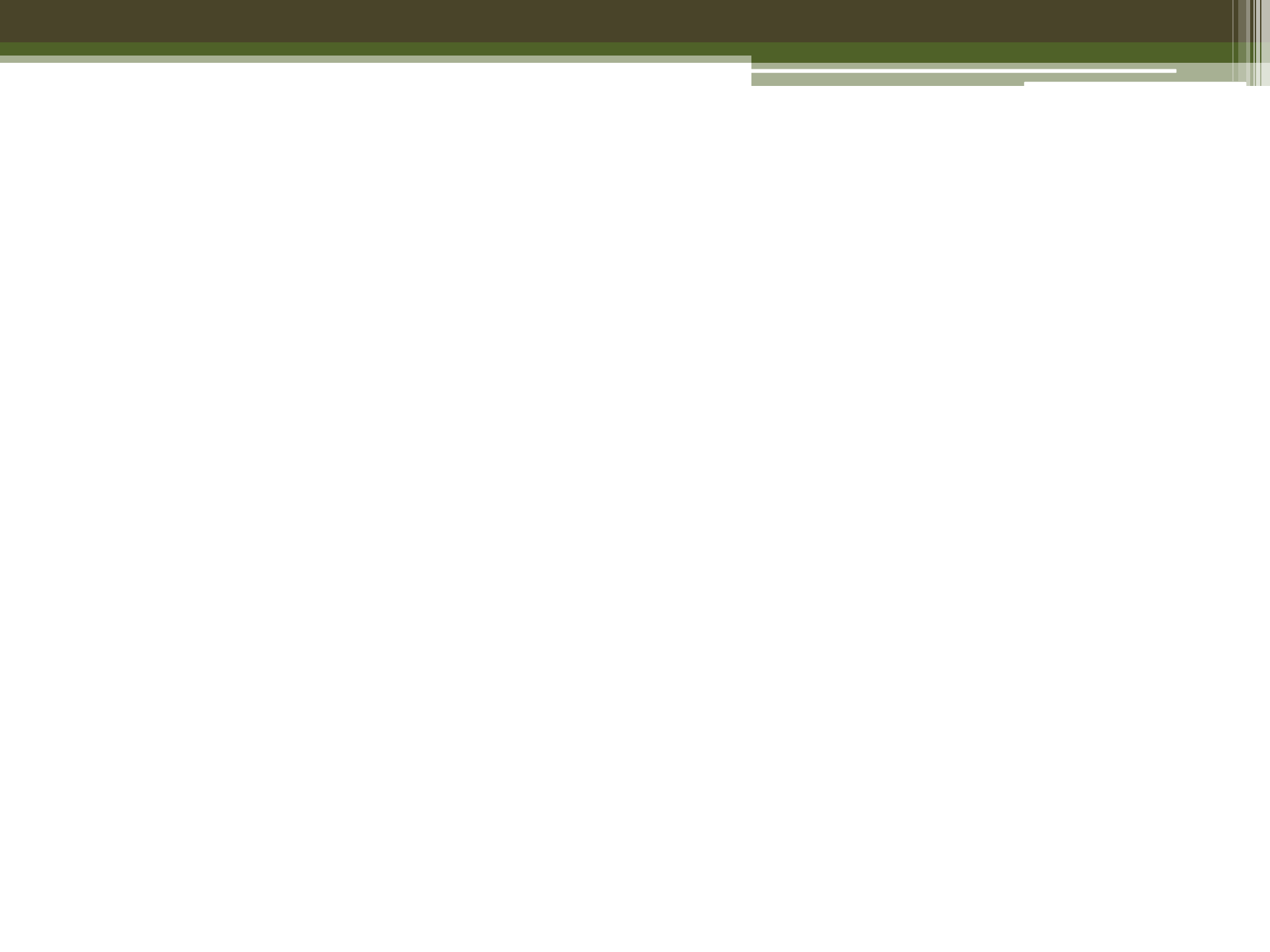
Graduation Affairs Unit







**In The Name of Allah The Most Gracious The
Most Merciful**



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Introduction

Praise be to God who created the heavens and the earth, and made darkness and light, prayer and peace on prophet Muhammad the best of God's creation:

God Almighty has bestowed blessings on our country with the establishment of educational institutions that covers most of the country provinces. One of these establishments is College of Science in Al-Zulfi which has reached its eighth year. The first batch of graduates was in 2010. By the faith of our university leaders in general and the Dean of the College, in particular that our graduates can be used to develop and improve the educational system the decision was made to establish the Alumni Unit.

Alumni Unit has an significant role in strengthen the relationship between the college and the graduates and use their experience in the development of our educational system.

Unit Staff

Unit Members		م
Dr. Mohammed Saleh Aloubody	Dean of the College of Science	1
Mansor Mohammed Alohal	Unit Manger	2
Rami Mohammed Al-Rami	Unit Coordinator	3



Message from Unit Manager

Praise be to God who created us and guided us to the blessing of Islam, peace and prayers of the Holy Prophet and after

The belief of the university administration in general and the Dean of the College, in particular that the graduate is an important piece of the development of the educational system. For they are a mirror of the college and university in front of the local community and the labor market. And from the university's quest to develop the process of communication between them and the graduates and to develop our graduates knowledge and skills, Came the idea of creating Alumni office as one of the departments that follow in its work the Vice President for Academic Affairs.

This unit is the connection between the college and its graduates. The unit works to help graduates make the transition from university educational environment to labor market environment. And it Follows all aspects related to graduates and students expected to graduate And assist graduates in search of job opportunities and providing them with the necessary skills to success in the future.

Unit Manger

Mansor Mohammed Alohal



History and Establishment

Alumni Unit was established as one of the strategies for the university development project. The unit was approved by the College Board's in their fifth meeting held on 11.29.1433 approval number 113/32/1 e / m on 10/12/1433 from University President

Vision

Reduce the problem of unemployment among graduates and the alignment between learning outcomes and labor market requirements.

Mission

Seeking effective ways of communication between the Collage and Alumni and contributing to their progress to find better job opportunities through the alignment between learning outcomes and the requirements of the labor market and the needs of society.

Objective

1. Communicate with college graduates with its various sections and alignment between learning outcomes and labor market Requirements
2. Strengthen the relationship college Graduates .
3. Follow professional and personal conditions of the graduates
4. Create a database that contains information regarding college graduates . Issuing periodic bulletins and create Data bank contains the names, addresses and working conditions and scientific and professional activities of the graduates.
5. Organizing briefings about the collage and graduates and inviting business owners.
6. Qualifying graduates to engage in the labor market through holding training courses in various scientific fields
7. Develop leadership and communication skills among graduates .
8. Develop the necessary skills to get better jobs
9. Contribute to the formulation of standard specifications for university graduates
10. Stand on the most important obstacles that faces students after they graduate and enter the workforce
11. To get feedback from alumni updated on the latest developments in their respective domain, which is a fundamental pillar for the development of Educational systems

Mechanisms to implement objectives

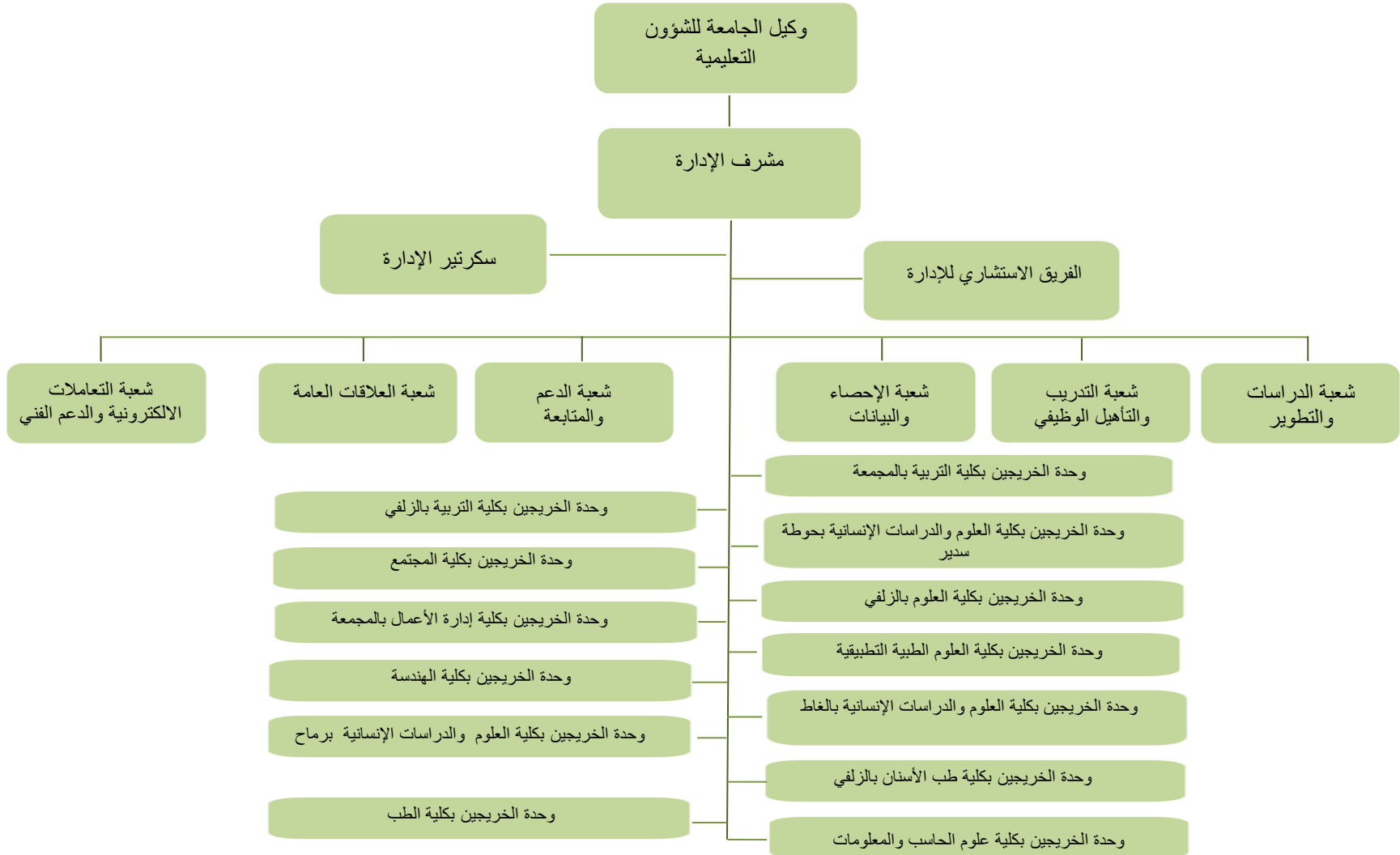
1. Invite a number of graduates for consultation through Alumni Unit.
2. Invite a number of business owners and leaders of labor market to explore their perspective on college graduates and stand on what they see as the strengths and weaknesses of the college graduates.
3. Forming follow-up committees to do field visits to work sites of graduates
4. Invite a number of employers to consult with them of what are the required scientific and communication skills for collage graduates
5. Invite some alumni to share their experiences with college students .
6. Surveys to halt work on the main obstacles facing our graduates.
7. Surveys to measure the satisfaction of employers for graduates

The Target group

1. Collage graduates
2. Collage Alumni
3. Potential graduate employers
4. All academic departments and educational programs provided by the college.



الهيكل التنظيمي لوحدة الخريجين



Responsibilities of unit manager

1. Develop policies and plans that will achieve the objectives of the unit.
2. The embracing of internal rules to regulate the work of the unit
3. Monitoring the performance of employees in the unit.
4. Coordination with stakeholders inside and outside the college
5. Unit representation at meetings held inside or outside the college.
6. Effective communication with employers in order to recruit college graduates.

Scientific coordinator

1. Communication with the relevant departments in order to prepare a list of disciplines required in the labor market.
2. training job seekers and coordination with training institution
3. Alumni surveyed about how satisfied they are with educational programs and services
4. provided by the college

Contact Officer

1. Coordination between the college and the government and private sectors to familiarize them with departments and disciplines available in the college.
2. .Updating alumni contact information.
3. Communicate with alumni through various means of communication which enhances the relationship between the college and graduates.
4. Recording the minutes of unite meetings.

documentation, statistics officer

1. Collect data of student who are expected to graduate every semester.
2. Build a comprehensive database contains alumni employers information and employment opportunities
3. Collect and document statistic of alumni and students expected to graduate.
4. Collect statistic about market needs.



Graduate Statistics

2010 Graduate	
Major	Total
Mathematics	8
physics	7
Computer Science	9
Total	24

2011 Graduate	
Major	Total
Mathematics	22
physics	7
Computer Science	20
Total	49

2012 Graduate	
Major	Total
Mathematics	47
physics	35
Computer Science	35
Total	117

2013 Graduate	
Major	Total
Mathematics	43
physics	23
Computer Science	30
Total	93

2014 Graduate	
Major	Total
Mathematics	32
physics	14
Computer Science	21
Total	67

Total graduate 2010-2014	
Major	Total
Mathematics	152
Physics	86
Computer Science	115
Total	353



Graduate Employment Percentage

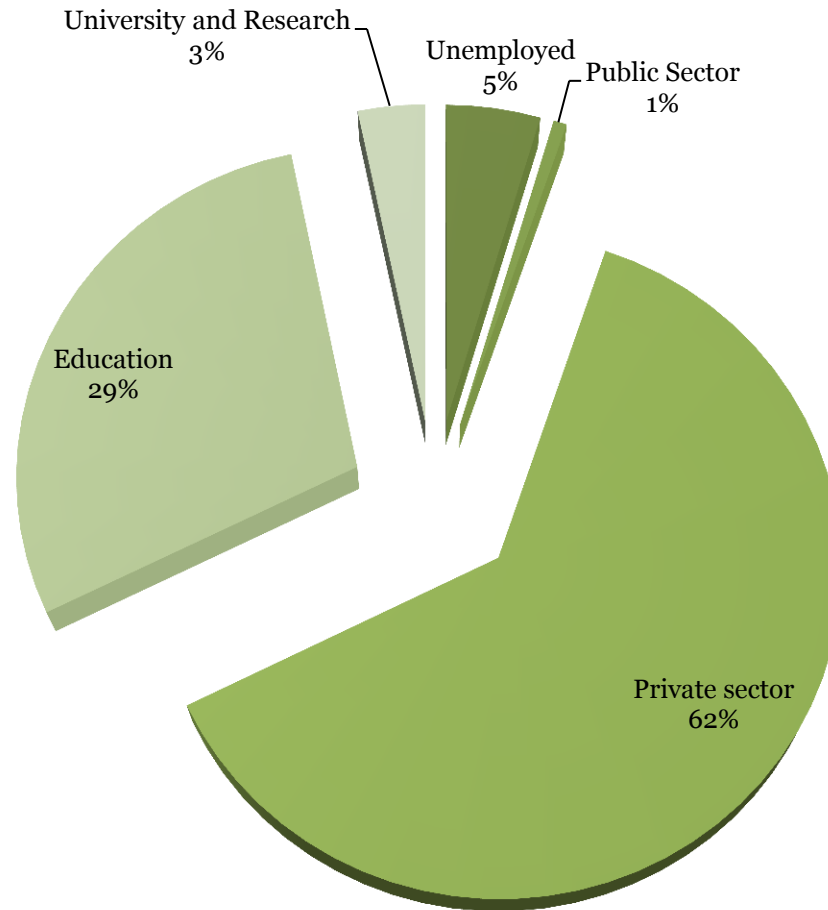


Mathematic Department

Department of Mathematics 2010-2014

Year	Graduate Numbers	Employed Numbers				Unemployed Numbers
		University and Research	Education	Public Sector	Private Sector	
2010	8	2	6	0	0	0
2011	22	1	8	0	13	0
2012	47	2	10	1	34	0
2013	43	0	16	0	27	2
2014	32	0	4	0	21	5
Total	152	5	44	1	95	7

Employment % Department of Mathematics 2010-2014



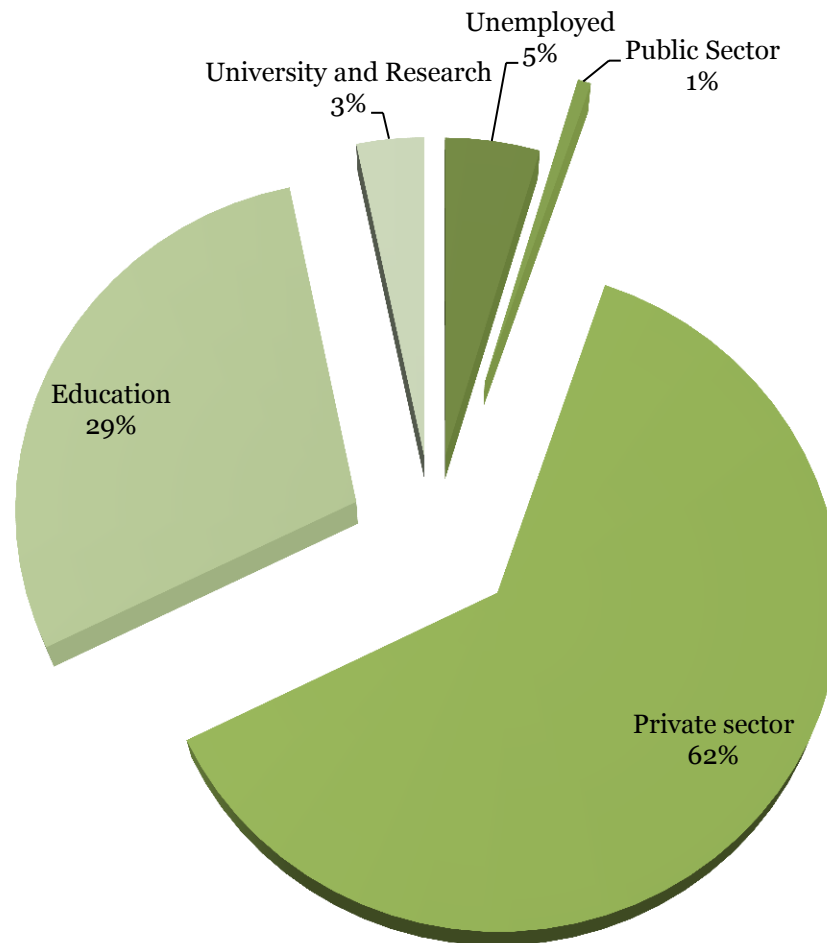


Physics Department

Department of Physics 2010-2014

Year	Graduate Numbers	Employed Numbers				Unemployed Numbers
		University and Research	Education	Public Sector	Private Sector	
2010	7	1	6	0	0	0
2011	7	1	3	0	3	0
2012	35	2	1	0	32	0
2013	23	0	3	0	19	1
2014	14	0	1	0	11	2
Total	86	4	14	0	65	3

Employment % Department of Physics 2010-2014



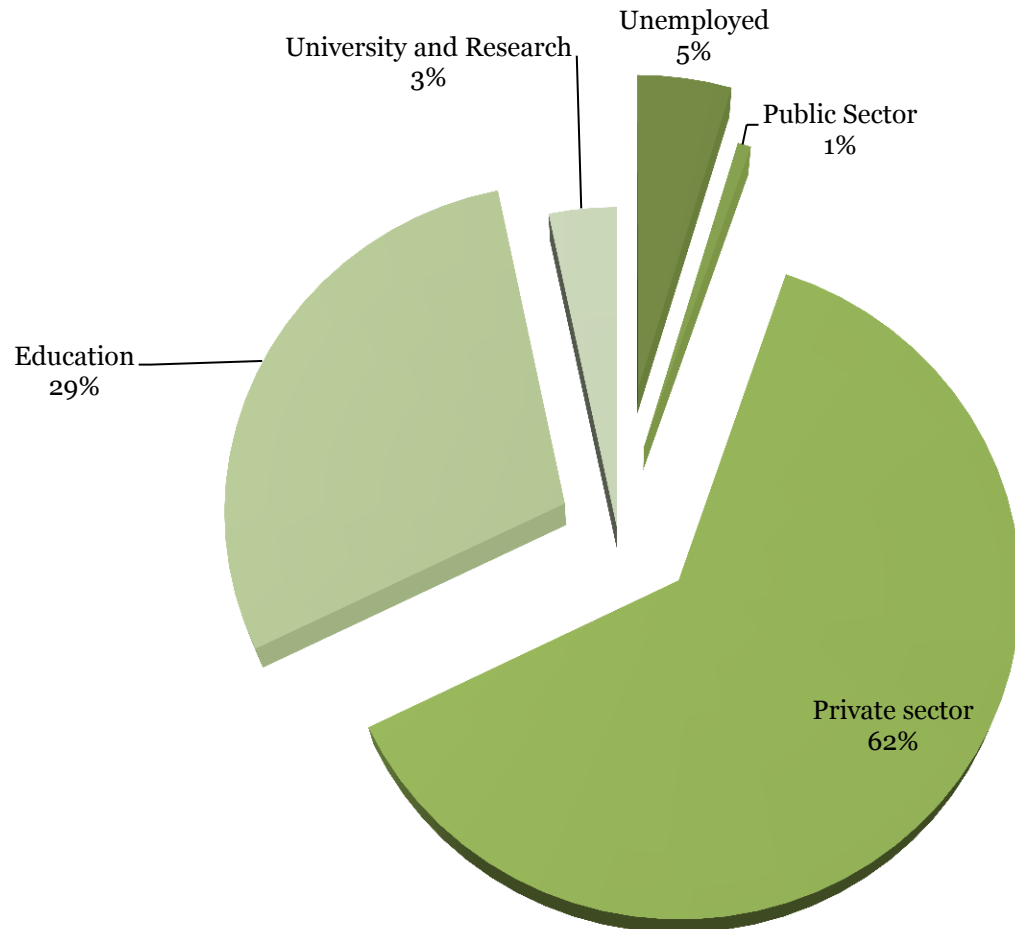


Computer Science & Information Department

Department of Computer Sciences 2010-2014

Year	Graduate Numbers	Employed Numbers				Unemployed Numbers
		University and Research	Education	Public Sector	Private Sector	
2010	9	1	1	0	7	0
2011	20	3	0	1	16	0
2012	35	0	1	3	31	0
2013	30	0	3	0	25	2
2014	21	0	0	0	18	3
Total	115	4	5	4	97	5

Employment % Department of Computer Sciences 2010-2014



Alumni survey

Alumni Information

Name

Department

University ID

Address

Email

Phone

College level

Do you want to your college to contact you after graduation

Yes () No ()

If yes what methods of communication do you prefer

Degree Name:

Did you take any course to improve your skill after graduation

() Yes () No

If yes what is the course:

Are you currently employed

If yes please answer the following questions

Is your job related to your college degree

() Yes () No

Are you satisfied with your salary

() Yes () No

Are you satisfied with your current position

() Yes () No

How long have you been employed

Additional comments

Problems and obstacles

- ١- Alumni stop visiting the college after graduation .
- ٢- Alumni works in fields different than their college major which does not help the college in their feedback about their college major .
- ٣- Lack of interest in the graduate to give their contact information to the college.



