



كلية الهندسة
College of Engineering

Majmaah University

College of Engineering

Vice-Deanship of Academic Affairs

**(Annual Report)
2018\2019**



Units and Committees

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Report Introduction

The report presents the performance of the committees of the agency for educational affairs in the Faculty of Engineering at the University of Majmaah. These committees were established to achieve the educational goals 2018-2019. The objectives and operational plan of each unit shall be part of the total operational plan. The report focuses on the work of ten units: the programs study plans unit, the Academic advising unit, the e-learning unit, the laboratory and equipment unit, the senior design unit, the engineering practice unit, the graduate unit, the student activities unit and finally the tables and schedule unit. The performance of these committee has to aligned with the university educational commitment. The performance of each committee by mentioning the basic elements in the work of each unit in terms of the vision, mission, objectives, basic duties , operational plan for the year 2018-2019 ,not achieve any of the elements , activities and the recommendations and operational plan for 2019-2020.

PROGRAMS AND STUDY PLANS COMMITTEE

The programs and study plans committee formed in 2018 by the decision of the Dean of the College of Engineering No (11). The members of committee and subcommittees as shown in Decision of forming the committee for the academic year 2018\2019.

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering

المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

جامعة المجمعة
Majmaah University

قرار اداري رقم (١١)
إن صيد الكلية وبناء على الصلاحيات المخولة له نظماً وسعيًا نحو تنظيم العمل في الكلية يقرر ما يلي:
أولاً: تشكيل وحدة الخطط والبرامج الدراسية للعام الأكاديمي ١٤٣٩/١٤٤٠هـ:

١. د. صالح الدهش	(رئيساً)
٢. د. عبدالرحمن القواسمي	(عضواً)
٣. د. سامح سعد الدين محمد	(عضواً)
٤. د. جاد المولى عبدالرسول	(عضواً)
٥. محمد عثمان البرغش	(عضواً)
٦. م. يحيى ياسين الجهماني	(عضواً وامسئلاً)

ثانياً: تتبع الوحدة لوكيل الكلية للشؤون التعليمية وتقدم تقريرها له .

Administrative Order (11)
According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college,
First: The Program and study plans unit is formed for the academic year 2018/2019 as follows:

1. Dr. Saleh Aldahash	[Head]
2. Dr. Abdurahman Alquasmi	[Member]
3. Dr. Sameh Mohammad	[Member]
4. Dr. Jad Abdurassool	[Member]
5. Mr. Mohammed Albarghash	[Member]
6. Eng. Yahya Gahmani	[Member and Secretary]

Second: Responsibilities:
1- Following-up the creating and updating programs and study plans in the departments.
2- Following-up the university council accreditation process of new programs.
3- Organizing educational activities related to academic programs and study plans.

صيد الكلية
د. عبد الله بن عبد المحسن العبد الكريم

الرقم: التاريخ: / / ١٤٣٩ هـ. المتشرفون:

المملكة العربية السعودية - ص.ب: ٦٦ المجمعة - ١١٩٥٢ - هاتف: ٤٣١٣٣٧٠ - فاكس: ٤٣١٣٣٧٠ - تحويلة / ١٢٣٨
Kingdom of Saudi Arabia - P.O. Box 66 Almajmaah - 11952 - Tel: 06 4313370 - Fax : 06 4313370 - Ext : 1238
Email: ce@mu.edu.sa www.mu.edu.sa

Vision:

The committee concerns about the supervision of preparing and development of the programs and study plans in the college at construction and knowledge levels to achieve the enhancement of their quality a, to improve the learning outcomes and to satisfy the marketing needs.

Mission:

To contribute in building programs and study plans and their approval and also, raising their educational outcomes by the implementation of national and international standards and specifications

Objectives:

- Raising the study plans and enhancing their quality
- Building a bridge between the vice-rector of Academic affairs and the Academic programs in the college

Main Tasks:

- Providing programs with clear procedures and rules to prepare, approve and develop the programs and study plans based on national and international standards.
- Support programs to achieve the enhancement of the effectiveness of programs and study plans and to be accredited by university council
- Provide programs with guides, forms and determining references to prepare and develop programs and study plans.
- Supervising to ensure the unity of college requirements and the implementation of united conditions between programs in the college.
- Following up creating, development of study plan in the departments.
- Following the accreditation process by the university council
- Organizing educational activities related to academic programs and study plans.

The Operational Plan (2018\2019):

N	Initiatives	Activities	Implementation Period		Achieved	(%)
			From	to		
1	Updating College, Basic Science and Math courses	Discussing with the departments and Engineering Basic science department	W7/FS	W8/FS	Yes	100%
2	Updating all Programs in the college	Following the standards, regulations and form approved by vice-rector of academic affairs.	W2/FS	W16/FS	Yes	100%

		Workshop for Unit members about the developing the curriculum	W7/FS	W8/FS	Postponed	0%
3	Restructuring scientific disciplines	Operational Plan for curriculum developments in the departments	W1/FS	W16/FS	Yes	100%
		Workshop or curriculum developments process	W9/SS	W10/SS		

*The workshop is changed by attending the vice-rector of academic affairs workshop entitled “The reflections National and international trends, vision 2030 and assessment centers requirements on developing the study plan” on Wed. 1\Safar\1440. The workshop recommendations are discussed in the college of engineering departments

*The Vice-rector of academic affairs organized a workshop entitled “University Requirements: The colleges contribution” on 3\Shaban\1440. The workshop recommendations are discussed in the college of engineering departments

***All programs are developed their programs. The new curriculum should include the sustainable development issues. The study plan unit checked the new programs by subcommittees for this purpose. The courses like renewable energy and energy efficiency are developed in the programs as elective courses and considered partially in some courses.

Reasons of no-achieved items:

- Due to participation of the EE programs in quality deanship internal review and NCAAA accreditation in the next year. The Activity is postponing until the next semester (First 2019\2020)

Main Activities:

Activity 1:

Continuing reviewing the College of engineering new updated programs and discussion the requirements of the vice-rector of academic affairs regarding updating the program every 5 years.

The Unit discussed in its meeting the need of updating the civil engineering program based on the university requirements. The process is not finished due the no response from the civil engineering departments.

The Unit discussed the response from the electrical engineering about the new EE new program. The Unit sent another comments and recommendations to be considered before the approval form the college council.

The Unit discussed the ME new curriculum and commented on the generalization of its curriculum and this issue should considered for national and international accreditation issues.

Activity2:

Attending the workshop organized by the vice-rector of academic affairs workshop entitled “The reflections National and international tens, vision 2030 and assessment centers requirements on developing the study plan” on Wed. 1\Safar\1440. The workshop recommendations are discussed in the college of engineering departments.



Activity3:

Attending the workshop organized by affairs organized a workshop entitled “University Requirements: The colleges contribution” on 3\Shaban\1440. The workshop recommendations are discussed in the college of engineering departments. The EE offered Simple electricity as a university requirement.



Recommendations:

- To complete not achieved tasks (First task)
- Organizing workshop about the study plan development requirements at college level and for HODs and study plan committees’ coordinators level.

Next Year Operational Plan (2019\2020):

N	Initiatives	Activities	Implementation Period		Responsibility	Support
			From	to		
1	Improving the overall satisfaction rate of students for courses	Organizing Workshop " Students needs from the college programs"	W4/SS	W5/SS	SPPU	Vice-Deanship of Academic Affairs
2	Development of study plans	Organizing Workshop " Main issues in updating your Study Plan"	W7/FS	W8/FS	SPPU	Vice-Deanship of Academic Affairs
3	Restructuring some disciplines according to the needs of local and national community	Studying the courses that can be reconstructed according to the needs of local and national community and writing a proposal	W1/FS	W14/FS	SPPU	Vice-Deanship of Academic Affairs
4	Developing academic programs regarding sustainable development issues	Studying the courses that can be developed regarding sustainable development issues	W1/FS	W2/FS	SPPU	Vice-Deanship of Academic Affairs



ACADEMIC ADVISING

The Academic advising committee formed in 2018 by the decision of the Dean of the College of Engineering No (15). The members of committee and subcommittees as shown in Decision of forming the committee for the academic year 2019\2020.

الرقم: ١٤٣٩/١٤٣٠ التاريخ: ١٤٣٩/١٤/٣٠ عدد الملاحظات: *

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering

المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

جامعة المجمعة
Majmaah University

قرار إداري رقم (١٥)
إن حيد الكلية وبناء على الصلاحيات المأولة له نظاماً وسجلاً نحو تنظيم العمل في الكلية بقرار ما يلي:
أولاً: تشكيل وحدة دعم الطلاب للعام الأكاديمي ١٤٣٩/١٤٤٠م:

١- د. صالح أحمد الدمش	(رئيساً)
٢- د. أحمد التيجاني	(عضواً)
٣- د. طارق نبيل أحمد	(عضواً)
٤- د. أحمد جلال أبو خليل	(عضواً)
٥- د. أسامة أحمد عبدالعال	(عضواً)
٦- مؤيد عبدالله الجاسر	(عضواً)
٧- د. يزيد محمد لكرم قسامة	(عضواً و أميناً)

لكلية: تتبع الوحدة لوكيل الكلية لشؤون التطوير وتقدم تقريرها له .

Administrative Order (15)
According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college,
First: the formation of a student support unit year 2018/2019 as follows:

1. Dr.Saleh Aldahash	(Head)
2. Dr. Ahmed Najawi	(Member)
3. Dr.Tariq Nabeel	(Member)
4. Dr. Ahmad Galal	(Member)
5. Moadad Aljasser	(Member)
6. Dr. Osama Abdulazal	(Member)
7. Dr.Yazed Qasaemih	(Member and Secretary)

Second: Responsibilities:
1. Knowing rules, regulations and academic curriculum to make the advising process more efficient.
2. Preparing an advising file for every advisee. It should include: student's record, progress, completed courses and advising form.
3. Helping students to define realistic career plans through schedule planning based on the approved curriculum, time table and student's record.

حيد الكلية
د. عبد الله بن عبد المحسن العبد الكريم

الرقم: التاريخ: ١٤٣٩ / / هـ

المملكة العربية السعودية - ص.ب: ٦٦ المجمعة، ١١٩٥٢ - هاتف: ٠٦٤٣١٣٣٧٠ - فاكس: ٠٦٤٣١٣٣٧٠ - تحويلة: ١٢٣٨
Kingdom of Saudi Arabia - P.O. Box 66 Almajmaah - 11952 - Tel: 06 4313370 - Fax : 06 4313370 - Ext. : 1238
Email: ce@mu.edu.sa www.mu.edu.sa

Vision:

Academic Advising at the college of engineering aspires to be a national model for excellence and innovation in academic advising that sets standards of excellence focused on a collaborative with students to enrich their educational experience and empower them to develop meaningful educational, personal, and career goals.

Mission:

Mission of academic advising committee is to assist students in identifying and achieving their educational goals that facilitate the student learning experience and student success. Academic counseling and advising not only develops a foundation for the college of engineering student achievement but also for the university excellence.

Objectives:

- Promotion and development of the educational programs in the college
- Address students' concerns and difficulties while helping to find solutions
- Elevate learning capacities of students
- Improve academic staff - student relationships

Main Tasks:

- Knowing rules, regulations and academic curriculum to make the advising process more efficient
- Preparing an advising file for every advisee, it should include students record, progress completed courses and advising form.
- Helping the students to find realistic career plans through schedule planning based on approved curriculum, timetables and student records.

The Operational Plan (2018\2019):

N	Initiatives	Activities	Implementation Period		Achieved	(%)
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Activating the role of Student Counseling in College	Supervising and following up the academic advising process in the first week	W1/FS- W1/FS	W1/SS- W1/SS	Yes	100%
		Workshop on Academic Advising "The importance of Academic Advising"	W2/FS- W3/FS	W2/FS- W3/FS	Yes	100%
		Preparing advising brochures and	W4/FS- W5/FS	W4/FS- W5/FS	Yes	100%



		announcements for students, inform students about regulations and guidelines and Proposing a template and appealing procedure				
2	Implementation of programs for entrepreneurship and student innovation projects	Preparing the posters and brochures for all the annual programs	W1/FS- W3/FS	W1/SS- W3/SS	Yes	100%
		Providing students about rules and regulations in each annual programs	W4/FS- W7/FS	W4/SS- W7/SS	Yes	100%
		Announcement for annual and international exhibitions	W8/FS- W10/FS	W8/SS- W10/SS	Yes	100%
		Collecting participant posters in the annual exhibition			Yes	100%
		Reviewing the posters and reports for each student			Yes	100%
		Annual Exhibition of scientific research for engineering students			Yes	100%

Reasons of no-achieved items:

- NONE

Main Activities:

Activity 1:

Preparing the Advisors Workshops

The committee organized a workshops entitled "Academic Guidance in the Faculty of Engineering" which attended by faculty members from all academic. The workshops aimed to inform faculty members of the development of the academic guidance process and applying the requirements of academic accreditation.

Activity2:

Preparing the Students Workshops

The workshops aimed to show the importance of academic advising and its positive impact on the students' progress in the implementation of the academic plan of the studied program, which greatly reduces the possibility of student facing academic problems.

Activity3:

Receive New Students

The Committee organized the induction day for new students at the Faculty of Engineering. The Vice Dean of academic affair welcomed the new students and urged them to work hard and he noted the need to adhere to the presence of lectures as the key to excellence and success, and the need to choose the appropriate engineering specialization, stressing that the labor market needs all disciplines engineering. Also, he urged to register the subjects with the help of the academic advisor, which ensures the student to adhere to the plan without faltering and to face obstacles in the completion of the articles of his study plan

Recommendations:

- The academic advisor in departments must ensure that the study plan is clear in the department
- Appointing departmental representatives to ensure that the names of students are clear to their advisors and link them to the academic portal.
- The Deanship of Admissions and Registration must be requested to update the registration system on the basis of the curricula of previous courses
- The academic portal must be updated on the basis of the older design registration requirements
- The academic portal must be updated based on the requirements for registering the engineering practice.

Next Year Operational Plan (2019\2020):

N	Initiatives	Activities	Implementation Period		Responsibility	Support
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Activating the role of Student Counseling in College	Supervising and following up the academic advising process in the first week	W1/FS- W1/FS	W1/SS- W1/SS	Academic Advising Committee	Vice-Deanship of Academic Affairs
		Workshop on Academic Advising "The importance of Academic Advising"	W2/FS- W3/FS	W2/FS- W3/FS	Academic Advising Committee	Vice-Deanship of Academic Affairs
		Preparing advising brochures and announcements for students, inform students about regulations and	W4/FS- W5/FS	W4/FS- W5/FS	Academic Advising Committee	Vice-Deanship of Academic Affairs



		guidelines and Proposing a template and appealing procedure				
2	Implementation of programs for entrepreneurship and student innovation projects	Preparing the posters and brochures for all the annual programs	W1/FS- W3/FS	W1/SS- W3/SS	Academic Advising Committee	Vice-Deanship of Academic Affairs
		Providing students about rules and regulations in each annual programs	W4/FS- W7/FS	W4/SS- W7/SS	Academic Advising Committee	Vice-Deanship of Academic Affairs
		Announcement for annual and international exhibitions	W8/FS- W10/FS	W8/SS- W10/SS	Academic Advising Committee	Vice-Deanship of Academic Affairs
		Collecting participant posters in the annual exhibition			Academic Advising Committee	Vice-Deanship of Academic Affairs
		Reviewing the posters and reports for each student			Academic Advising Committee	Vice-Deanship of Academic Affairs
		Annual Exhibition of scientific research for engineering students			Academic Advising Committee	Vice-Deanship of Academic Affairs



ELECTRONIC AND DISTANCE LEARNING

The electronic and distance learning Unit committee formed in 2018 by the decision of the Dean of the College of Engineering No (37). The members of committee and subcommittees as shown in Decision of forming the committee for the academic year 2018\2019.



الرقم ٦٣٣٦٧٣ التاريخ ١٤٤٠/١٤٣٩ عدد المرفقات ٢

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

قرار إداري رقم (٣٧)

إن صود الكلية وبناء على الصلاحيات المخولة له نظاما وسعيًا لعمو تنظيم العمل في الكلية يقرر ما يلي:
لأولاً : تشكيل وحدة التعليم الإلكتروني للعام الأكاديمي ١٤٣٩/١٤٤٠ كالتالي :

- | | | |
|-----|------------------|------------------|
| ١ - | د. أحمد جلال | (مشرقا) |
| ٢ - | د. عمر العوضي | (عضواً) |
| ٣ - | د. جاد عبدالرسول | (عضواً) |
| ٤ - | د. يزيد قسايمه | (عضواً و أميناً) |
| ٥ - | سلطان العليان | (عضواً) |

ثانياً: تكفي اللجنة لوكيل الكلية لتكثرون التعليمية وتقدم تقريرها له .

Administrative Order (37)

According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college,

First: the formation of an electronic learning unit year 1439/1440 as follows:

- | | |
|-------------------------|------------------------|
| 1. Dr. Ahmed Galal | (Coordinator) |
| 2. Dr. Omar Alowadi | (Member) |
| 3. Dr. Gad Abdul Rasool | (Member) |
| 4. Dr. Yazeed Qasalmeh | (Member and Secretary) |
| 5. Sultan alalyan | (Member) |

Second: Responsibilities:

- 1 - Coordinate with the academic departments to identify the teaching and learning needs that can be supported by the deanship of E-learning and distance learning.
- 2 - Follow-up and coordinate with the deanship of E-Learning and distance learning.
- 3- Encourage faculty members to use the E-learning in the college.

عبد كلية الهندسة

د. عبد الله بن عبد المحسن العبد الكريم

Vision:

The unit provides the necessary services for both faculty members and students in the field of E-learning, which facilitates the educational process for faculty members and students.

Mission:

The mission of the committee is to provide students and faculty with a supportive environment that facilitates E-learning. The Commission therefore uses its expertise in courses and support to prepare students and faculty to be able to employ E-learning in the learning process as best as possible.

Objectives:

- Using e-learning media to connect and interact with the educational system (teacher, learner, and educational institution)
- Develop the skills and abilities of students and build their personalities to prepare a generation capable of communicating with others and to interact with the changes of the age through modern technical means.
- Dissemination of technical culture, which helps in creating an electronic community capable of keeping abreast of modern developments
- Preparation of the operational plan of the unit in light of the strategy of the Deanship of e-Learning at the University.
- Creating a suitable environment for promoting e-learning applications.
- Coordination between the departments of the college in relation to e-learning programs and programs in the college.
- Providing technical and human support to faculty members in the development of electronic courses and digital content.
- Periodic assessment of the efforts, activities and applications of e-learning at the level of courses, academic programs and sections

Main Tasks:

- To coordinate with the academic departments to identify the teaching and learning needs that can be supported by the deanship of E-learning and distance learning
- Follow-up and coordinate with the deanship of E-learning and distance learning
- Encourage the faculty members to use E-learning

The Operational Plan (2018\2019):

N	Initiatives	Activities	Implementation Period		Achieved	(%)
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Development of faculty and students' skills in the field of e-learning	Weekly workshops for the students who registered for e-learning courses	W1/FS- W3/FS	W1/SS- W3/SS	Yes	100%
		D2L Workshops for faculty members.	W4/FS- W13/FS	W4/SS- W13/SS		
2	Applying pioneering programs in the use of e-courses and D2L	Advanced workshops for the students who registered for e-learning courses	W9/FS- W11/FS	W9/SS- W11/SS		
3	Development of faculty and students' skills in the field of e-learning	Weekly workshops for the students who registered for e-learning courses	W1/FS- W3/FS	W1/SS- W3/SS		
4	Applying pioneering programs in the use of e-courses and D2L	D2L Workshops for faculty members.	W4/FS- W13/FS	W4/SS- W13/SS	Yes	100%
		Advanced workshops for the students who registered for e-learning courses	W9/FS- W11/FS	W9/SS- W11/SS		

Reasons of no-achieved items:

- NONE

Main Activities:

Activity 1:

A training course for students on the e-learning system

Date of activity / training: 20/10/2018, 26/10/2018, 19-2-2019, 26/2/2019

Place of activity / training: Engineering clubs

Target group: Students

The most important elements offered by the activity / training

Recommendations:

- Develop an effective mechanism to ensure that all students enrolled in elective courses attend the D2L training course
- Establish fixed dates from the first week where students meet with course teachers through the D2L system
- Declaration of degrees of activities on the opening page of each course

Next Year Operational Plan (2019\2020):

N	Initiatives	Activities	Implementation Period		Responsibility	Support
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Development of faculty and students' skills in the field of e-learning	Weekly workshops for the students who registered for e-learning courses	W1/FS- W3/FS	W1/SS- W3/SS	E-learning Committee	Vice-Deanship of Academic Affairs
		D2L Workshops for faculty members.	W4/FS- W13/FS	W4/SS- W13/SS		
2	Applying pioneering programs in the use of e-courses and D2L	Advanced workshops for the students who registered for e-learning courses	W9/FS- W11/FS	W9/SS- W11/SS		
3	Development of faculty and students' skills in the field of e-learning	Weekly workshops for the students who registered for e-learning courses	W1/FS- W3/FS	W1/SS- W3/SS		
4	Applying pioneering programs in the use of e-courses and D2L	D2L Workshops for faculty members.	W4/FS- W13/FS	W4/SS- W13/SS	E-learning Committee	Vice-Deanship of Academic Affairs
		Advanced workshops for the students who registered for e-learning courses	W9/FS- W11/FS	W9/SS- W11/SS		



كلية الهندسة
College of Engineering

Majmaah University

College of Engineering

The electronic and distance learning Unit committee formed in 2018 by the decision of the Dean of the College of Engineering No (41). The members of committee and subcommittees as shown in Decision of forming the committee for the academic year 2018\2019.

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

قرار إداري رقم (٤١)

إن عميد الكلية وبناء على الصلاحيات المخولة له نظاما وسعيا نحو تنظيم العمل في الكلية بقرار ما يلي:
أولا: تشكيل وحدة المعامل والتجهيزات للعام الأكاديمي ١٤٤٠/١٤٣٩ كالتالي :

- | | |
|------------------------|-----------------|
| ١- د. عبدالمجيد المنيع | (رئيساً) |
| ٢- د. محمد نديم | (عضواً) |
| ٣- د. محمد الزبير | (عضواً) |
| ٤- بندر العنزي | (عضواً) |
| ٥- د. احمد النجاوي | (عضواً وأميناً) |

ثانيا: تتبع اللجنة لوكيل الكلية للشؤون التعليمية وتقدم تقريرها له .

Administrative Order (41)

According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college,

First: Form the **laboratories and equipment unit** year 1439/1440 as follow:

- | | |
|---------------------------|------------------------|
| 1. Dr. Abdalmjid almunie | (Head) |
| 2. Dr. Mohammed Nadem | (Member) |
| 3. Dr. Mohammed Al-Zubair | (Member) |
| 4. Bandar Alenzi | (Member) |
| 5. Dr. Ahmed Najawi | (Member and Secretary) |

Second: Responsibilities:

Establish a database for all college laboratories and requirements.

عميد كلية الهندسة

د. عبد الله بن عبد المحسن العبد الكريم

المشغوعات :

التاريخ : / / ١٤٣٩ هـ

الرقم :

المملكة العربية السعودية - ص.ب: ٦٦ المجمعة : ١١٩٥٢ - هاتف : ٤٣١٣٣٧٠ - فاكس : ٤٣١٣٣٧٠ - تحويلة / ١٢٣٨
Kingdom of Saudi Arabia - P.O. Box 66 Almajmaa : 11952 - Tel: 06 4313370 - Fax : 06 4313370 - Ext. : 1238

Email: ce@mu.edu.sa

www.mu.edu.sa

Vision:

The vision of the unit is to achieve the vision of Majmaah University to be one of the most universities benefiting society

Mission:

The mission of laboratory and equipment unit at College of engineering is to be an active unit that levels the College labs to standards in terms of "Equipment, safety, working place, and maintenance.

Objectives:

- Establish a database for all college laboratories and requirements
- Prepare the Laboratories for ABET visit.

Main Tasks:

- Ensure that all college labs have standard safety regulations and safety signs
- First aid – Fire – eye protection are in each lab
- Exit signs and emergency Exit are in place
- Safe steps to operate each machine in the big labs
- Lab name in a clear and readable plates
- Time table for all courses taken in that lab
- Signs and guidelines to reach the lab easy
- Hang safety rules and signs Manuals for each instrument, Labels for each experiment
- Having a compete file includes all the experiments taken in the lab
- All necessary materials, helmets, uniform, safety shoes, eye glass, etc in place
- Follow up the new labs in the new building

The Operational Plan (2018\2019):

N	Initiatives	Activities	Implementation Period		Achieved	(%)
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Safety of Labs	Ensure that all college labs have standard safety regulations and safety signs	W1/FS- W3/FS	W1/SS- W3/SS	Yes	100%
		First aid – Fire – eye protection are in each lab			Yes	100%
		Exit signs and emergency Exit	W4/FS- W13/FS	W4/SS- W13/SS	Yes	



		Safe steps to operate each machine in the big labs			Yes	80%
2	Outside each Lab	Lab name in a clear and readable plates	W9/FS-W11/FS	W9/SS-W11/SS	Yes	100%
		Time table for all courses taken in that lab			Yes	100%
		Signs and guidelines to reach the lab easy			Yes	100%
3	Inside each Lab	Hang safety rules and signs	W1/FS-W3/FS	W1/SS-W3/SS	Yes	100%
		Manuals for each instrument			Yes	100%
4	General	All necessary materials, helmets, uniform, safety shoes, eye glass, etc in place	W4/FS-W13/FS	W4/SS-W13/SS	Yes	100%
5	New Labs at New Building	Follow up the new labs in the new building	W9/FS-W11/FS	W9/SS-W11/SS		In progress

Reasons of no-achieved items:

- Most of the targeted have been achieved except Exit signs and emergency Exit that has been done with 80%. Some labs do not have exit signs yet. (the unit will complete this task before the end of this year).
- Follow up the new labs in the new building is still ongoing.

Main Activities:

Activity 1:

Ensure that all college labs have standard safety regulations and safety signs
Labels, lab names were prepared and in place for all the college labs.

Activity #2:

First aid – Fire – eye protection are in each lab
We are proud that all the Engineering labs has First-aid box. This is done for 100% of the labs.

Activity #3:

Safe steps to operate each machine in the big labs
Done with 100% achievement.

Activity #4:

Outside each Lab

All the three subtasks shown in the Operational plan were done

Activity #5:

- Hang safety rules and signs Manuals for each instrument Labels for each experiment
- A file includes all the experiments taken in that lab 100% done, see example in appendix

Activity #6:

All necessary materials, helmets, uniform, safety shoes, eye glass, etc in place 100% done

Recommendations:

Labs need technicians and the temporary solution of assigning the job to lectures is not enough.

Next Year Operational Plan (2019\2020):

N	Initiatives	Activities	Implementation Period		Achieved	(%)
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Safety of Labs	Ensure that all college labs have standard safety regulations and safety signs	W1/FS-W3/FS	W1/SS-W3/SS	Yes	100%
		First aid – Fire – eye protection are in each lab			Yes	100%
		Exit signs and emergency Exit	W4/FS-W13/FS	W4/SS-W13/SS	Yes	
		Safe steps to operate each machine in the big labs			Yes	80%
2	Outside each Lab	Lab name in a clear and readable plates	W9/FS-W11/FS	W9/SS-W11/SS	Yes	100%
		Time table for all courses taken in that lab			Yes	100%
		Signs and guidelines to reach the lab easy			Yes	100%



3	Inside each Lab	Hang safety rules and signs	W1/FS- W3/FS	W1/SS- W3/SS	Yes	100%
		Manuals for each instrument			Yes	100%
4	General	All necessary materials, helmets, uniform, safety shoes, eye glass, etc in place	W4/FS- W13/FS	W4/SS- W13/SS	Yes	100%
5	New Labs at New Building	Follow up the new labs in the new building	W9/FS- W11/FS	W9/SS- W11/SS		In progress



SENIOR DESIGN COMMITTEE

The senior design committee formed in 2018 by the decision of the Dean of the College of Engineering No (35). The members of committee and subcommittees as shown in Decision of forming the committee for the academic year 2019\2020.



الرقم: ٦٢/٣٣٦٧٠ التاريخ: ١٥/٠٩/١٤٤٠ عدد المرفقات: *

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

قرار اداري رقم (٣٥)

إن عميد الكلية وبناء على الصلاحيات المخولة له نظاما وسعيا نحو تنظيم العمل في الكلية بقرار ما يلي:
أولاً : تشكيل لجنة مشاريع التخرج للعام الأكاديمي ١٤٣٩/١٤٤٠ كالتالي :

- | | |
|-----------------------|----------|
| ١- د. ياسر العركي | (مشرفاً) |
| ٢- د. بلال أحمد | (عضواً) |
| ٣- د. طارق الباجوري | (عضواً) |
| ٤- عبدالمحسن الحسينان | (عضواً) |

ثانياً: تتبع اللجنة لوكيل الكلية للشؤون التعليمية وتقدم تقريرها له

Administrative Order (35)

According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college.

First: the formation of a senior design committee 1439/1440 as follows:

- | | |
|---------------------------|---------------|
| 1. Dr. Yasser elaraki | (Coordinator) |
| 2. Dr. Belal ahmed | (Member) |
| 4. Dr. Tareq Albajoory | (Member) |
| 5. Abdalmohsen alhusainan | (Member) |

Second: Responsibilities:

1. Registration for senior design.
2. Supervise and follow-up for the senior design program.
3. Prepare of the brochure for senior design program.

عميد كلية الهندسة

د. عبد الله بن عبدالمحسن العبدالكريم

المشغوعات: -----

التاريخ: / / ١٤٣٩ هـ

الرقم: -----

المملكة العربية السعودية - ص.ب: ٦٦ المجمعة، ١١٩٥٢ - هاتف: ٤٣١٣٣٧٠ - فاكس: ٤٣١٣٣٧٠ - تحويلة / ١٢٣٨
Kingdom of Saudi Arabia - P.O. Box 66 Almajaa : 11952 - Tel: 06 4313370 - Fax : 06 4313370 - Ext. : 1238

Email: ce@mu.edu.sa

www.mu.edu.sa

Vision:

Make students able to use their skills and insight methodologies to address a practical issue in their field.

Mission:

Make students able to use their skills and insight methodologies to address a practical issue in their field.

Objectives:

- To design a system, component, or process to meet desired needs within realistic constrains such as economic, environmental, social, political, ethical, health and safety, and sustainability.
- Work in a team and presenting ideas in an oral and writing manner.
- To apply knowledge of mathematics and, science and engineering.
- To design and conduct experiments, as well as to analyze and interpret data.
- To Identify, formulate, and solve engineering problems.
- To use the techniques, skills, and modern engineering tools necessary for engineering practice

Main Tasks:

- Registration for senior design.
- Supervise and follow-up for the senior design program.
- Prepare of the brochure for senior design program

The Operational Plan (2018\2019):

N	Initiatives	Activities	Implementation Period		Achieved	(%)
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Preparation for the students registration	Follow up the registration through the system and make check for the final students list	W1/FS- W1/FS	W1/SS- W1/SS	YES	100%
		Prepare and declare the faculty members proposal	W1/FS- W1/FS	W1/FS- W1/FS	YES	100%
		Finalize the registration process	W1/FS- W2/FS	W1/FS- W2/FS	YES	100%
2	evaluation of senior design skills	Receiving the Senior design forms, projects, surveys and documents from the students with oral exam	W13/FS- W13/FS	W13/SS- W13/SS	YES	100%

	Reviewing Receiving the Senior design forms, projects, surveys and documents	W13/FS- W14/FS	W13/SS- W14/SS	YES	100%
	Completing the incomplete documents	W15/FS- W15/FS	W15/SS- W15/SS	YES	100%
	Declare and submit the results	W15/FS- W15/FS	W15/SS- W15/SS	YES	100%

Reasons of no-achieved items:

- NONE

Main Activities:

Activity 1:

A training course entitled " writing and presenting senior designs"

The committee has explained

- The dates related to submit the reports, the examination procedure and grading.
- The correct way to write the senior design report

Recommendations:

- Check of regulations
- Receive of all project documents
- Receive final version of the project according to specifications
- Early preparation for next year

Next Year Operational Plan (2019\2020):

N	Initiatives	Activities	Implementation Period		Responsibility	Support
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Preparation for the students registration	Follow up the registration through the system and make check for the final students list	W1/FS- W1/FS	W1/SS- W1/SS	senior design committee	Vice-Deanship of Academic Affairs
		Prepare and declare the faculty members proposal	W1/FS- W1/FS	W1/FS- W1/FS	senior design committee	Vice-Deanship of Academic Affairs
		Finalize the registration process	W1/FS- W2/FS	W1/FS- W2/FS	senior design committee	Vice-Deanship of Academic Affairs
2	evaluation of senior design skills	Receiving the Senior design forms, projects, surveys and documents from the students with oral exam	W13/FS- W13/FS	W13/SS- W13/SS	senior design committee	Vice-Deanship of Academic Affairs
		Reviewing Receiving the Senior design forms, projects, surveys and documents	W13/FS- W14/FS	W13/SS- W14/SS	senior design committee	Vice-Deanship of Academic Affairs
		Completing the incomplete documents	W15/FS- W15/FS	W15/SS- W15/SS	senior design committee	Vice-Deanship of Academic Affairs
		Declare and submit the results	W15/FS- W15/FS	W15/SS- W15/SS	senior design committee	Vice-Deanship of Academic Affairs



SUMMER TRAINING COMMITTEE

The summer training committee formed in 2018 by the decision of the Dean of the College of Engineering No (35). The members of committee and subcommittees as shown in Decision of forming the committee for the academic year 2018\2019.

الرقم: ٦٣٣٦٧٠ التاريخ: ١٤٤٠هـ / ١٤٤٠هـ عدد الملاحظات: ٠

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering

المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

جامعة المجمعة
MAJMAAH UNIVERSITY

قرار اداري رقم (٣٥)
ان عهد الكلية وبناء على الصلاحيات المخولة له نظاما وسعا نحو تنظيم العمل في الكلية بقرار ما يلي:
اولا: تشكيل لجنة مشاريع التخرج للعام الأكاديمي ١٤٣٩- /١٤٤٠ كالآتي:

١- د. ياسر العركي	(مشرفا)
٢- د. بلال احمد	(عضوا)
٣- د. طارق الهاجري	(عضوا)
٤- عبدالمحسن الحسينان	(عضوا)

ثانيا: تتبع اللجنة توكيل الكلية للشؤون التعليمية وتقدم تقريرها له

Administrative Order (35)
According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college.
First: the formation of a senior design committee 1439/1440 as follows:

1. Dr. Yasser elaraki	(Coordinator)
2. Dr. Belal ahmed	(Member)
4. Dr. Tareq Albajoori	(Member)
5. Abdalmohsen alhusainan	(Member)

Second: Responsibilities:
1. Registration for senior design.
2. Supervise and follow-up for the senior design program.
3. Prepare of the brochure for senior design program.

عهد كلية الهندسة
د. عهد الله بن عبدالمحسن العبدالكريم

الرقم: التاريخ: المشفوعات:

المملكة العربية السعودية - ص.ب. ٦٦ المجمعة، ١١٩٥٢ - هاتف: ٠٥٤٣١٣٣٧٠ - فاكس: ٠٥٤٣١٣٣٧٠ - تجويله: ١٢٣٨ / ١٢٣٨
Kingdom of Saudi Arabia - P.O. Box 66 Almajmaah - 11952 - Tel: 05 4313370 - Fax : 05 4313370 - Ext : 1238

Vision:

To provide our students with the highest practical engineering skills through offering a high quality engineering companies

Mission:

To help the senior students to build an outstanding engineering efficiencies and create conducive environment for development, and creativity that serve the requirements of the .society

Objectives:

- Enable the students to understand the responsibilities and importance of engineering practice
- coordinate with companies and institutions in order to create training opportunities for COE students
- To prepare our students to have the latest engineering practical knowledge through offering engineering companies with high standards.

Main Tasks:

Typical activities include:

- Examining, developing, designing, calculating and testing engineering concepts, machines, components, materials, processes and methods.
- Production development and planning

Activities that significantly enhance or expand the university course of study are highly recommended. Examples include:

- Project management: planning, coordinating and monitoring the technical and business aspects of projects
- Technical monitoring of complex equipment and systems.
- Creating complex technical proposals
- Engineering-oriented corporate planning
- Reviewing existing or planned technical systems and products to determine the demand, requirements and impact under the aspects of the environment and society

The Operational Plan (2018\2019):

N	Initiatives	Activities	Implementation Period		Achieved	(%)
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Orientation	-	W3/FS	W3/SS	YES	100%
2	Registration	-	W5/FS	W5/SS	YES	100%
3	Contacting the companies	-	W6/FS	W6/sS	YES	100%
4	Completing the training forms	-	W10/FS- W14/FS	W10/SS- W14/SS	YES	100%

Reasons of no-achieved items:

- NONE

Main Activities:

Activity 1:

Briefly describe and indicate timing of arrangements made to ensure full understanding of roles and responsibilities of supervising faculty/staff in the field setting. (for example, briefing meetings and follow up consultation, training, staff development, notes for guidance.)

1- To recognize the engineering practice process, there is a special engineering practice committee is formed to :

1- Updating engineering practice guide, which is used by supervisors.

2- There is one supervisor from every department that follow the engineering practice period of students.

3- The engineering practice committee makes a meeting with supervisors to show them the importance and the engineering practice procedure.

4- Field supervisor are well prepared and ready to absorb required number of trainees as soon as their management decides. Since it is every year program the host -industry/institutions are well prepared in advance.

Activity2:

- 1- The engineering practice committee makes a meeting with students to show them the importance and the engineering practice procedure.
- 2- Faculty supervisor holds regular meeting with assumed summer trainee and keep them informed about the program

Recommendations:

- 1- Check of regulations
2. Receive of all project documents
- 3-Receive final version of the project according to specifications
4. early preparation for next year

Next Year Operational Plan (2019\2020):

N	Initiatives	Activities	Implementation Period		Responsibility	Support
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Collecting reports	Make announcement for all students to submit their progress, final and technical reports	3rd week of first semester	5th week	summer training committee	Vice-Deanship of Academic Affairs
2	Check the reports	Check the signatures and stamps in all students report beside the level of their technical report	6th week	7th week	summer training committee	Vice-Deanship of Academic Affairs
3	Completing and revising	Make a list of the required action from the students to accept their documents	7th week	7th week	summer training committee	Vice-Deanship of Academic Affairs
4	Finalize the check process	Receiving and completing the students documents	8th week	8th week	summer training committee	Vice-Deanship of Academic Affairs
5	Oral presentation committees	Forming the oral presentation committee	10th week	-	summer training committee	Vice-Deanship of Academic Affairs
6	Oral presentation	The examiners check the quality of training in the companies and the level of	14th week	-	summer training committee	Vice-Deanship of



كلية الهندسة
College of Engineering

Majmaah University

College of Engineering

		practical training that each student obtained				Academic Affairs
--	--	---	--	--	--	------------------

GRADUATE AFFAIR COMMITTEE

The graduate Affair committee formed in 2018 by the decision of the Dean of the College of Engineering No (43). The members of committee and subcommittees as shown in Decision of forming the committee for the academic year 2018\2019.



الرقم: ٦٣/٣٣٦٩٢ التاريخ: ١٥/١٠/١٤٤٠ عدد المرفقات: *

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

قرار اداري رقم (٤٣)

إن عميد الكلية وبناء على الصلاحيات المخولة له نظاما وسعيا نحو تنظيم العمل في الكلية بقرار ما يلي:
أولا: تشكيل وحدة شؤون الخريجين للعام الأكاديمي ١٤٣٩/١٤٤٠

- | | |
|---------------------|---------|
| ١- د. جاد عبدالرسول | (مشرقا) |
| ٢- د. محمود عويس | (عضوا) |
| ٣- عبدالله الدخيل | (عضوا) |
| ٤- د. سعيد الياحي | (عضوا) |

ثانيا: تتبع اللجنة لوكيل الكلية للشؤون التعليمية وتقدم تقريرها له .

Administrative Order (43)

According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college,
First: the formation of the **graduate's affairs unit** year 1439/1440 as follows:

- | | |
|------------------------|---------------|
| 1. Dr.Gad Abdul Rasool | (Coordinator) |
| 2. Dr. Mahmoud Aweys | (Member) |
| 3. Abdullah Aldkhail | (Member) |
| 4. Dr. Saeed Al Yami | (Member) |

Second: Responsibilities:

1. Update the college alumni database, and complete all the necessary information about the graduates (job status, email, etc.) .
2. Develop a home page for the college alumni unit and link it with the University Web Site.
3. Organize a job fair day for the college of engineering during the academic year 1439-1440 H .
4. Communicated with the public and private sectors to get feedback about alumni (performance, skills, etc.) .
5. Study of labor market's need in engineering sectors.

عميد كلية الهندسة

د. عبد الله بن عبد المحسن العبد الكريم

المنشورات: _____

التاريخ: ١٤٣ / / هـ

الرقم: _____

المملكة العربية السعودية - ص.ب: ٦٦ المجمعة: ١١٩٥٢ - هاتف: ٤٣١٣٣٧٠ - فاكس: ٤٣١٣٣٧٠ - تحويلة: ١٢٣٨ / Kingdom of Saudi Arabia - P.O. Box 66 Almajmaa : 11952 - Tel: 06 4313370 - Fax : 06 4313370 - Ext. : 1238

Email: ce@mu.edu.sa

www.mu.edu.sa

Vision:

Establish continuous contact with the college's alumni and provide them with all possible facilities upon their graduate.

Mission:

The mission of the Alumni unit at college of engineering is to be a recognized active unit in Majmaah University that provides facilities to its graduates and work on having them in contact with their college after graduation

Objectives:

- Establish a database for all college graduates
- Communicate with the governmental and provide sectors to provide jobs for graduate students.
- Study labor market needs in Engineering Sector.

Main Tasks:

- Establishing a database with data for all the fields of the Faculty of Engineering at the University of Majma'a and updating them by the end of each semester.
- Organizing a day for graduates in college.
- Communicate with the engineering bodies in the public and private sectors.
- Study the needs of the labor market of engineering specialties with limited workplaces of graduates.
- Analysis of the questionnaires of the graduates and the owners of the labor market and you are on the strengths and weaknesses in the programs and the quality and severity of outputs

The Operational Plan (2018\2019):

N	Initiatives	Activities	Implementation Period		Achieved	(%)
			From	To		
1	Update Alumni Databases (dB's)	Update Graduated students list till 201 [^] -S	17/10/201 [^]	24/2/201 [^]	YES	100%
		Update Expected graduates (dB2) till 2018-2018-S	17/10/201 [^]	17/10/201 [^]	YES	100%
		Update list of companies and work places (dB3)	7/11/201 [^]	24/3/201 [^]	YES	90%
		Update Job opportunities (dB4)	14/11/201 [^]	28/4/201 [^]	YES	80%

2	Study the needs of local and national community	Distribute and assessment of a questionnaire to the graduates	12/11/201 [^]	15/04/201 [^]		Postponed to 23/4 2018
		Distribute and assessment of a questionnaire to stock holders	19/11/201 [^]	22/04/201 [^]		Postponed to 25/4 2018
		Assessment and Evaluation of Feedback from Graduates and Stock holders	26/11/201 [^]	29/04/201 [^]		In process
3	Career Day and Job Skills	Organizing Career Day	-	April, 2018 Event time		In process
		A workshop to provide the students with job skills and Entrepreneurship	07/01/2018 Event time	22/04/2018 Event time	YES	100%
4	Improving the work opportunities in engineering sectors	Develop a community-based partnership with the community to facilitate employment of graduates	12/11/201 [^]	21/01/201 [^]		In analysis stage

Reasons of no-achieved items:

- NONE

Main Activities:

Activity 1:

All information about the graduates were collected and some still in process

Activity2:

The data for students expected to graduate for second semester 2018 were collected

Activity3:

The names of the companies and the employers were limited to all those who were contacted with good knowledge and are updated in turn

Activity 4:

The unit has a list of most of the current job for its graduates

Activity 5:

The questionnaires prepared through which the graduates' opinions reviewed and placed on the college page. The graduates contacted to fill out these questionnaires. The unit, in cooperation with the evaluation and measurement unit, will conduct the necessary analyzes and reports

Activity 6:

The unit and in a cooperation with other units organized a workshops about: How to write a good CV and another workshop about: Interview "that will help the graduate to apply and pass the interview

Recommendations:

- Completing graduates' data
- Organizing lectures or workshops for graduates to take advantage of a postgraduate course they have acquired
- Communicate with the graduate unit at the university and provide the student data
- Updating the unit's partition on the intranet
- Organize the graduates' day at the appropriate time of the year

Next Year Operational Plan (2019\2020):

N	Initiatives	Activities	Implementation Period		Responsibility	Support
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Update Alumni Databases (dB's)	Update Graduated students (dB1) till 201 [^] -S	17/10/201 [^]	24/2/201 ⁹	Graduate Committee	Vice-Deanship of Academic Affairs
		Update Expected graduates (dB2) till 201 [^] -201 ⁹ -S	17/10/201 [^]	17/10/201 ⁹	Graduate Committee	Vice-Deanship of Academic Affairs
		Update list of companies and work places (dB3)	7/11/201 [^]	24/3/201 ⁹	Graduate Committee	Vice-Deanship of Academic Affairs
		Update Job opportunities (dB4)	14/11/201 [^]	28/4/201 ⁹	Graduate Committee	Vice-Deanship of Academic Affairs
2	Study the needs of local and national community	Distribute and assessment of a questionnaire to the graduates	12/11/201 [^]	15/04/201 ⁹	Graduate Committee	Vice-Deanship of



						Academic Affairs
		Distribute and assessment of a questionnaire to stock holders	19/11/201 [^]	22/04/201 [^]	Graduate Committee	Vice-Deanship of Academic Affairs
		Assessment and Evaluation of Feedback from Graduates and Stock holders	26/11/201 [^]	29/04/201 [^]	Graduate Committee	Vice-Deanship of Academic Affairs
3	Career Day and Job Skills	Organizing Career Day	-	April, 201 [^] Event time	Graduate Committee	Vice-Deanship of Academic Affairs
		A workshop to provide the students with job skills and Entrepreneurship	07/01/2018 Event time	22/04/2018 Event time	Graduate Committee	Vice-Deanship of Academic Affairs
4	Improving the work opportunities in engineering sectors	Develop a community-based partnership with the community to facilitate employment of graduates	12/11/201 [^]	21/01/2018	Graduate Committee	Vice-Deanship of Academic Affairs



SERVICE AND STUDENTS RIGHT

The service and students rights committee formed in 2018 by the decision of the Dean of the College of Engineering No (39). The members of committee and subcommittees as shown in Decision of forming the committee for the academic year 2018\2019.



الرقم: ٦٣/٣٣٧٠٦ التاريخ: ١٥/١٠/١٤٤٠ عدد المرفقات: *

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

قرار إداري رقم (٣٩)

إن عميد الكلية وبناء على الصلاحيات المخولة له نظاماً وسعيًا نحو تنظيم العمل في الكلية يقرر ما يلي:
أولاً: تشكيل وحدة الخدمات والحقوق الطلابية للعام الأكاديمي ١٤٣٩/١٤٤٠ كالآتي:

- | | |
|-----------------------|----------|
| ١- د. يحيى الجهماني | (مشرفاً) |
| ٢- د. طارق نبيل | (عضواً) |
| ٣- د. عبدالله الاحمدي | (عضواً) |
| ٤- علاء البرغش | (عضواً) |
| ٥- | |

ثانياً: تتبع اللجنة لوكيل الكلية للشؤون التعليمية وتقدم تقريرها له .

Administrative Order (39)

According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college,

First: the formation of a services and student right unit year 1439/1440 as follows:

- | | |
|-------------------------|---------------|
| 1. Dr. Yahya Al-Jahmani | (Coordinator) |
| 2. Dr. Tarek Nabil | (Member) |
| 3. Dr. Abdullah Ahmadi | (member) |
| 4. Alaa Al-Barghash | (Member) |

Second: Responsibilities:

1. The committee provides students of rules, and regulations of University and college
2. To encourage students to be aware of their rights

عميد كلية الهندسة

د. عبد الله بن عبد المحسن العبد الكريم

Vision:

The vision of the committee of Rights and Student Services represents the students' practice of all their rights within the university, including effective participation in university life, evaluation of the benefit of the programs, sports activities and services provided to them.

Mission:

The mission of the Student Rights and Services Unit is to enable students to recognize and enjoy their rights, including services provided to them

Objectives:

- Help students to practice all their rights within the university
- Enable students to participate effectively in university life and evaluate the effectiveness of programs
- Enable students to participate in sports activities and enjoy the services provided to them

Main Tasks:

- To introduce students to all their rights within the university
- Advice students how to exercise all their rights within the university
- Enabling students to participate effectively in university life and evaluate the effectiveness of programs.
- Enables students to participate in sports activities and enjoy the services provided to them

The Operational Plan (2018\2019):

N	Initiatives	Activities	Implementation Period		Achieved	(%)
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Hold meetings with students to familiarize them with all their rights)	Meetings	W3/FS	W3/SS	YES	100%

2	Provide appropriate conditions during registration and test schedules	Competitions	Through All Semester	Through All Semester	YES	100%
3	Introducing students to all awards and how to apply for them	Meetings	W5/FS	W5/SS	YES	100%
4	Make a work contract and support and support for students during the semester	Meetings	Through All Semester	Through All Semester	YES	100%

Reasons of no-achieved items:

- The speed of performance depends on the response of the students

Main Activities:

Activity 1:

Preparation of a list for students of special case who need special academic guidance. The unit informed the academic advisors by the email to prepare lists for students of special case who need special academic guidance.

Activity2:

Academic advisors open files for students of special cases who need special academic guidance at their offices. The unit informed the academic advisors by the email to open files for students of special cases who need special academic guidance at their offices.

Activity3:

Academic advisors record and advising process in the files opened for students of special academic cases. The unit informed the academic advisors by the email to record and advising process in the files opened for students of special cases.

Recommendations:

- Encourage greater support for students' awareness of their rights and active participation in university life
- Providing more services to students such as engineering clubs, libraries, internet halls and university restaurants
- Initialization of a database for the special academic cases

Next Year Operational Plan (2019\2020):

N	Initiatives	Activities	Implementation Period		Responsibility	Support
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Hold meetings with students to familiarize them with all their rights)	Meetings	W3/FS	W3/SS	service and students rights committee	Vice-Deanship of Academic Affairs
2	Provide appropriate conditions during registration and test schedules	Competitions	Through All Semester	Through All Semester	service and students rights committee	Vice-Deanship of Academic Affairs
3	Introducing students to all awards and how to apply for them	Meetings	W5/FS	W5/SS	service and students rights committee	Vice-Deanship of Academic Affairs
4	Make a work contract and support and support for students during the semester	Meetings	Through All Semester	Through All Semester	service and students rights committee	Vice-Deanship of Academic Affairs



STUDENTS ACTIVITIES

The student's activities committee formed in 2018 by the decision of the Dean of the College of Engineering No (36). The members of committee and subcommittees as shown in Decision of forming the committee for the academic year 2018\2019.



الرقم: ١٣٣٣١٧١ التاريخ: ١٤٤٠/١٠/١٤ عدد المراجعة: *

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

قرار اداري رقم (٣٦)

إن عميد الكلية وبناء على الصلاحيات المخولة له نظاماً وسجياً نحو تنظيم العمل في الكلية يقرر ما يلي:
أولاً: تشكيل وحدة الأنشطة الطلابية للعام الأكاديمي ١٤٣٩ / ١٤٤٠ كالتالي:

- | | |
|----------------------------|---------------------------|
| ١- محمود عويس (مشرفاً) | ٢- د. ياسر التركي (عضواً) |
| ٣- د. وليد الحرابي (عضواً) | ٤- د. طارق نبيل (عضواً) |
| ٥- ناصر التركي (عضواً) | |

ثانياً: تتبع اللجنة لوكيل الكلية للتعاون التوعمية وتقديم تقريرها له.

Administrative Order (36)

According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college,

First: the formation of a student's activities unit year 1439/1440 as follows:

- | | |
|-----------------------|---------------|
| 1. Dr. Mahmoud Aweys | (Coordinator) |
| 2. Dr. Yasser Al-Arki | (Member) |
| 3. Dr. Walid Al-Harbi | (Member) |
| 4. Dr. Tarek Nabil | (Member) |
| 5. Nasser Al-Turki | (member) |

Second: Responsibilities:

The committee encourages students engage in the programs and activities organized by the university where they interact with each other, exchange and learn new types of human behavior, acquire positive experiences, and develop sense of responsibility and self-reliance.

عميد كلية الهندسة

د. عبد الله بن عبد المحسن العبد الكريم

المستوفيات

التاريخ: ١٤٣٩ / ١٠ / ١٤ هـ

الرقم:

Vision:

The unit of student activity is a tool to build a balanced and integrated personality for students to become leaders of the future who adhere to religious principles and cultural values and social and authentic and able to interact and positive competition in the community in a manner appropriate to the level of college.

Mission:

Providing an attractive student environment through the integration of the educational process with a wide range of non-systematic activities and high-quality programs and services to qualify highly qualified cadres able to compete locally and internationally to be qualified to enter the labor market

Objectives:

- Adhering to the principles and values of the Islamic religion.
- To consolidate and cherish the patriotism and preserve its achievements.
- Practice scientific thinking and develop students' abilities in innovation and innovation.
- To highlight the ability to work cooperatively and plan and participate in the distribution of work and responsibilities and good behavior and take responsibility in different situations.
- Contributing to and solving environmental and environmental problems.
- Creating a fertile environment for creativity and innovation among students.
- Participate in the formation of the personality of the student, and discover his abilities and talents and development.
- Invest the student leisure time with useful works that lead him to achieve his goals.
- Linking the activities practiced by the student with the scientific materials he studies and translating them into positive actions and behaviors.
- Recreation of self through programs targeted and studied and designed according to educational foundations.
- Activate the role of the university in voluntary work and social responsibility towards society.

Main Tasks:

- The formation of groups of student activities (cultural, artistic, social, scientific, sports, etc.) through membership
- Plan the student activities for each academic year and approved by the Deanship Council before the beginning of the study
- Preparation, organization and implementation of the approved student activities plan during each academic year.
- The objectives of the activities should be to plan, coordinate and implement the activities of the students themselves (in addition to the financial funding), such as coordinating and scheduling programs for student activities inside and outside the university throughout the semester, all under the supervision, follow-up and evaluation of the head of the unit.
- Provide training courses for students in the fields of activities in order to provide the necessary knowledge and experience for students in cooperation with competent bodies from inside and outside the university.
- Holding seminars lectures and dialogues periodically, with the participation of external bodies or faculty members of the university or students.
- To announce to the students, continuously, about the student activities at the Deanship and invite them to visit the unit, specifying the location and different times throughout the week to receive the students.
- it is necessary to ensure that any student activity does not adversely affect student achievement.
- The student should not take any student activity unless it is approved by the Deanship of the preparatory year and supporting studies.
- Prepare a detailed report on each student activity in the unit and submit it to the Dean and the Publishing and Public Relations Unit of the Deanship after its adoption.
- Prepare a comprehensive annual report on the work of the unit, including achievements and any difficulties or obstacles that prevented the achievement of the desired objectives and proposals to overcome them and improve the work and develop it, and be presented to the Dean before the end of each semester.
- Prepare the student culturally, socially, sportily, and artistically, and discover talents and help develop and develop them.
- To contribute to the cultural, social, mathematical and artistic development of the student's character and direction; to achieve a balanced personality that is sympathetic to her country and its leadership.
- Develop the national sense of the students by linking them to the achievements of the homeland and introduce them, and to confirm their belonging to it.
- To carry out awareness sessions that include cultural and creative aspects of poetry, meetings and seminars.
- Holding scientific competitions among students of the College
- Raise the spirit of competition among students and participate in cultural competitions in the context of competition within the college, and beyond.
- Follow up the implementation of the student activity plan in the college throughout the academic year.
- Nomination of representing the college of students in university competitions

- Selecting the outstanding elements of the students in the cultural and internal sports competitions to represent the college in the various central competitions (sports and cultural) organized by the Deanship of Student Affairs at the university level.
- To establish sports courses among faculty members to find a kind of cohesion and harmony among all faculty members.
- Organizing a social recreational day for students
- Organizing a social recreational day for students
- Raising to the Vice Dean for Student Affairs a quarterly report on the Unit's activities.
- The work entrusted to it.

The Operational Plan (2018\2019):

N	Initiatives	Activities	Implementation Period		Achieved	(%)
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Reception of preparatory year students	Academy	W9/FS	W9/SS	YES	100%
2	Reception of new students in college (Level III)	Academy	W3/FS	W3/SS	YES	100%
3	Cultural lecture	Cultural activities	W8/FS	W8/SS	YES	100%
4	Perform a table tennis competition, Playstation and Billiard	Sports	W10/FS	W10/SS	YES	100%
5	Scientific trips for students of the Faculty of Engineering in all departments	Trips	W9/FS- W10/FS	W9/SS- W10/SS	YES	100%
6	Faculty of Engineering at Al Faisali Club	Sports	W9/FS	W9/SS-	YES	100%
7	Participate in all competitions organized by the Deanship such as (football league -	Cultural activities and Sports	During the semester	During the semester	YES	100%

Cup of the Rector of football - Playstation Championship - Table Tennis Championship - Marathon University - (- Quraan competition					
--	--	--	--	--	--

Reasons of no-achieved items:

- NONE

Main Activities:

Activity 1:

The Department of Civil and Environmental Engineering scientific trip to Sudair Industrial and Business City.

The scientific trip aimed at informing the students of the department about the practical applications of civil engineering projects, in order to clarify some theoretical aspects. The students learned on the ground in stages of the drilling, casting and processing of concrete as well as how to build and establish the infrastructure, which reflected the direct application of several courses

Activity2:

Sports Championship PlayStation

The Faculty of Engineering achieved a new achievement by obtaining the first and third place at the level of the University of Majmaa in the PlayStation sport championship, which was held in the gymnasium. The competition was organized under the supervision of the Deanship of Student Affairs at the University.

Activity3:

Faculty of Engineering holds a lecture entitled "The pillars of success in the labor market" in cooperation with the Students Activities Unit at the Faculty of Engineering, the Director of the Guidance and Guidance Center at the University of Majma'a, Dr. Abdul Hamid Haj Amin, delivered an educational lecture at the Faculty of Engineering entitled " At 11 am on Tuesday, 25/6/1439 AH, at the Clubs Engineering Club, Faculty of Engineering.

Activity 4:

Sports Day at Faisali Club

Activity 5:

Participation of the college in the league championship of football and winning the fourth place

Activity 6:

Worked in table tennis, billiard and PlayStation 4 in college

Activity 7:

Participation of the College in the Cup of His Excellency the Director

Activity 8:

College participation in the University Marathon

Activity 9:

Reception of students of the preparatory year and the work of a lecture directing them

Recommendations:

- 1- Raise the budget of the Faculty of Engineering by the Deanship of Student Affairs from SR 10,000 in the academic year to SR 25,000
- 2 - Standardization of the date of university activities that are in a timely period suitable for all colleges

Next Year Operational Plan (2019\2020):

N	Initiatives	Activities	Implementation Period		Responsibility	Support
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Reception of preparatory year students	Academy	W9/FS	W9/SS	student's activities committee	100%
2	Reception of new students in college (Level III)	Academy	W3/FS	W3/SS	student's activities committee	Vice-Deanship of Academic Affairs

3	Cultural lecture	Cultural activities	W8/FS	W8/SS	student's activities committee	Vice-Deanship of Academic Affairs
4	Perform a table tennis competition, Playstation and Billiard	Sports	W10/FS	W10/SS	student's activities committee	Vice-Deanship of Academic Affairs
5	Scientific trips for students of the Faculty of Engineering in all departments	Trips	W9/FS- W10/FS	W9/SS- W10/SS	student's activities committee	Vice-Deanship of Academic Affairs
6	Faculty of Engineering at Al Faisali Club	Sports	W9/FS	W9/SS-	student's activities committee	Vice-Deanship of Academic Affairs
7	Participate in all competitions organized by the Deanship such as (football league - Cup of the Rector of football - Playstation Championship - Table Tennis Championship - Marathon University - (- Quraan competition	Cultural activities and Sports	During the semester	During the semester	student's activities committee	Vice-Deanship of Academic Affairs



STUDY SCHEDULE AND EXAMINATION COMMITTEE

The Study schedule and examination committee formed in 2018 by the decision of the Dean of the College of Engineering No (38). The members of committee and subcommittees as shown in Decision of forming the committee for the academic year 2018\2019.

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

قرار اداري رقم (٣٨)
إن عميد الكلية وبناء على الصلاحيات المخولة له نظاما وسعيا نحو تنظيم العمل في الكلية يقرر ما يلي:
أولاً : تشكيل وحدة الجداول والإختبارات للعام الأكاديمي ١٤٤٠/١٤٣٩ كالتالي :

- | | |
|--------------------------|----------|
| ١ - مؤيد الجاسر | (مشرفاً) |
| ٢ - د. احمد جلال | (عضواً) |
| ٣ - م. محمد عثمان | (عضواً) |
| ٤ - د. أسامه العلوي | (عضواً) |
| ٥ - د. طارق نبيل | (عضواً) |
| ٦ - م. بندر الظفيري | (عضواً) |
| ٧ - م. عبدالملك التويجري | (عضواً) |

ثانياً: تتبع اللجنة لوكيل الكلية للشؤون التعليمية وتقديم تقريرها له .

Administrative Order (38)

According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college,

First: the formation of a **study schedules and examinations unit** 1439/1440 as follows:

- | | |
|------------------------------|---------------|
| 1. Moayad Al-Jasser | (Coordinator) |
| 2. Dr. Ahmed Galal | (Member) |
| 3. Eng. Mohamed Othman | (Member) |
| 4. Dr. Osama Al-Alawi | (Member) |
| 5. Dr. Tarek Nabil | (Member) |
| 6. Eng. Bandar Al-Dhafiri | (Member) |
| 7. Eng. Abdulmalek Altwaijri | (Member) |

Second: Responsibilities:

1. The committee coordinates with the academic department during the period of organizing the schedules for the academic year to ensure that there is no conflict of lectures and exams for student.

2. Follow-up the performance and progress of the exam.

The committee reports to the dean the proposed class's scheduled.

عميد كلية الهندسة

د. عبد الله بن عبدالمحسن العبدالكريم

المشغوعات :

التاريخ : / / ١٤٣٩ هـ

الرقم :

Vision:

Quality and excellence in providing the best registration services, schedules and tests for students of the Faculty of Engineering according to the latest methods and technical systems.

Mission:

Organizing the registration procedures for the college students and the work of the study schedules and tests for the students of the Faculty of Engineering and utilizing all the .faculty's capabilities to provide the services to the fullest

Objectives:

- Providing academic services to the fullest in the shortest time and least effort.
- Computerization of all registration works, schedules and tests for each semester.
- Provide all information on the study schedules and solve all conflicts between students in the schedules or tests.

Main Tasks:

- Registration of students at the beginning of each semester
- Making the schedules and tests and announcement of students before each semester
- Study the discrepancies in the school schedules and test schedules for students

The Operational Plan (2018\2019):

N	Initiatives	Activities	Implementation Period		Achieved	(%)
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Registration of students during the first and second semester (382-381)	Registration	From 1st week	From 1st week	YES	100%
2	Working the schedules of the first and second semesters	Exams	W5/FS- W6/FS W11/FS- W13/FS	W11/SS- W13/SS W11/SS- W13/SS	YES	100%

3	Preparing tables for the next chapter 391-392	Tables	W5/FS- W9/SS	W5/FS- W9/SS	YES	100%
4	The schedule of proctors for the exams in the semester	proctors	W5/FS- W6/FS W11/FS- W13/FS	W11/SS- W13/SS W11/SS- W13/SS	YES	100%
5	Making the course and laboratories final schedules for the academic term 381-382	Exams	W5/FS- W11/FS	W5/SS- W11/SS	YES	100%
6	Supervising all exams during the semester	Exams	W14/FS- W17/FS	W14/SS- W17/SS	YES	100%

Reasons of no-achieved items:

- NONE

Main Activities:

Activity 1:

Registration of students during the first week of each semester

Activity2:

Preparation of the first and second semester examination schedules during the week 5-6 and 11-12

Activity3:

Preparing the tables for the final semester during the week 11-13 of each semester

Activity 4:

The monitoring schedule was carried out in all the quarterly tests and supervised throughout the semester

Recommendations:

The date of the exercises should be immediately after the lecture, which is one hour in the same room

Next Year Operational Plan (2019\2020):

N	Initiatives	Activities	Implementation Period		Responsibility	Support
			1 st Semester	2 nd Semester		
			From-to	From-to		
1	Registration of students during the first and second semester (382-381)	Registration	From 1st week	From 1st week	Study schedule and examination committee	Vice-Deanship of Academic Affairs
2	Working the schedules of the first and second semesters	Exams	W5/FS-W6/FS W11/FS-W13/FS	W11/SS-W13/SS W11/SS-W13/SS	Study schedule and examination committee	Vice-Deanship of Academic Affairs
3	Preparing tables for the next chapter 391-392	Tables	W5/FS-W9/SS	W5/FS-W9/SS	Study schedule and examination committee	Vice-Deanship of Academic Affairs
4	The schedule of proctors for the exams in the semester	proctors	W5/FS-W6/FS W11/FS-W13/FS	W11/SS-W13/SS W11/SS-W13/SS	Study schedule and examination committee	Vice-Deanship of Academic Affairs
5	Making the course and laboratories final schedules for the academic term 381-382	Exams	W5/FS-W11/FS	W5/SS-W11/SS	Study schedule and examination committee	Vice-Deanship of Academic Affairs
6	Supervising all exams during the semester	Exams	W14/FS-W17/FS	W14/SS-W17/SS	Study schedule and examination committee	Vice-Deanship of Academic Affairs

REPORT RECOMMENDATIONS

- 1-** The committees must be formed from native Arabic speakers as well as native English speakers.
- 2-** A follow up table chair person can be established to look after the committee's activities and deadlines.
- 3-** A solution for the difficulties faced by individual committees has to be studied for future solutions.
- 4-** The operational plan for each committee must be clear for all committee members.

REPORT CONCLUSION

Based on the realization of the vision of the university and the educational and strategic objectives, the College's operational plan was developed, and its activities were distributed in the form of administrative committees working to achieve these goals.

The report presented a summary of the administrative work in the committees of the Agency for Educational Affairs at the Faculty of Engineering. The clarity of the vision, mission, objectives and operational plan results the achievements of the objectives of each committee in accordance with the College's operational plan.

For the purpose of continues improvement, each committee has presented recommendations and operational plan for next academic year. These recommendations will be studied and evaluated by the Agency for Educational Affairs to resolved.

Appendixes

Minutes of Meetings

1st Meeting

MAJMAAH UNIVERSITY
ENGINEERING COLLEGE
LABORATORY AND EQUIPMENT'S COMMITTEE

MEETING ATTENDED BY	Dr. Abdulmajeed, Dr. Nadeem Khan, Dr. Zubair & Dr. Ahmed Mohamed Sayed
ABSENT FROM MEATING	Mr. Bander Alenzi
GUESTS	No
DATE	October 4, 2018
TIME	11.45a.m
LOCATION	Meeting Room
MINUTES TAKEN BY	Dr. Ahmed Mohamed Sayed

AGENDA TOPICS: -

- 1- Review the proposed operational plan and set responsibilities.

Agenda Topic #1	Deadline	Responsibility
<p>Discussion:</p> <p>The Unit members discussed the following:</p> <ul style="list-style-type: none"> • Review the proposed operation plan of Laboratories and Equipment Unit. • Set the task of the unit. • Set the responsibilities of each members of the unit. 	October 18, 2018	Dr. Nadeem, Dr. Zubair, Dr. Ahmed
<p>Conclusion:</p> <p>The proposed operation plan and the task are set is such a way that it meets all lab requirements. The total task of the unit was distributed among the members of the unit and each member is required to take the full responsibility of assigned task.</p>		
<p>Action items:</p> <p>The unit will take necessary action to achieve the set tasks and prepare the list of facilities to achieve the unit.</p>		

2nd Meeting

MAJMAAH UNIVERSITY
ENGINEERING COLLEGE
LABORATORY AND EQUIPMENT'S COMMITTEE

MEETING ATTENDED BY	Dr. Abdulmajeed, Dr. Nadeem Khan, Dr. Zubair, Mr. Bander Alenzi & Dr. Ahmed Mohamed Sayed
ABSENT FROM MEATING	No
GUESTS	No
DATE	November 21, 2018
TIME	11.45 a.m
LOCATION	Meeting Room
MINUTES TAKEN BY	Dr. Ahmed Mohamed Sayed

AGENDA TOPICS: -

- 1- Regarding the preparation of excel sheet containing the lab equipment details and other lab related data.

Agenda Topic #1	Deadline	Responsibility
<p>Discussion:</p> <p>The Unit members discussed the following:</p> <ul style="list-style-type: none"> • Design and prepare the excel sheet having detail of each apparatus in every lab in all departments. • Ensure that all college labs have standard safety regulations and safety signs. • First aid – Fire – eye protection is in each lab. • Safe steps to operate each machine in the big labs. 	December 5, 2018	Dr. Nadeem, Dr. Zubair, Mr. Bander Dr. Ahmed
<p>Conclusion:</p> <ul style="list-style-type: none"> • The unit ensured that the labs have safety standards, safety signs, first aid box, exit signs and emergency exit and safe set up to operate each machines. • The unit design and prepared the excel sheet of each lab of every department of the college of engineering to ensure the status of all apparatus in the lab. 		
<p>Action items:</p> <p>The unit coordinator instructed each members of the unit to distribute the prepared excel sheet to the lab instructor of their respective department to collect the required data and mail the final filled sheet to the unit coordinator on and before the dead line date.</p>		

3rd Meeting
MAJMAAH UNIVERSITY
ENGINEERING COLLEGE
LABORATORY AND EQUIPMENT'S COMMITTEE

MEETING ATTENDED BY	Dr. Abdulmajeed, Dr. Nadeem Khan, Dr. Zubair, Mr. Bander Alenzi & Dr. Ahmed Mohamed Sayed
ABSENT FROM MEATING	No
GUESTS	No
DATE	February 13, 2019
TIME	12.15 p.m
LOCATION	Meeting Room
MINUTES TAKEN BY	Dr. Ahmed Mohamed Sayed

AGENDA TOPICS: -

- 1- Follow up inside and outside requirements of labs.

Agenda Topic #1	Deadline	Responsibility
<p>Discussion:</p> <p>The Unit members discussed the following:</p> <ul style="list-style-type: none"> • Labs time table and Labs name plate in new building. • Preparing the lab documents required for NCAAA Visit. • Updating the apparatus details excel sheet for session 2019-2020. 	February 28, 2019	Dr. Nadeem, Dr. Zubair, Mr. Bander, Dr. Ahmed
<p>Conclusion:</p> <ul style="list-style-type: none"> • The unit ensured that each lab have lab name plate and lab timetable should be placed at the outside door of each labs before the NCAAA Visit. • The unit also ensured that each lab have file containing the printed copy of required documents in a prescribed standard format of NCAAA. • The suggested to update the last version of excel sheet of apparatus details of all labs of each department. 		
<p>Action items:</p> <p>The unit coordinator instructed each members of the unit to update the last version of sheet to the lab instructor of their respective department and mail the final version to the unit coordinator on and before the dead line date.</p>		



The senior design committee

MEETING ATTENDED BY	Committee members'
ABSENT FROM MEETING	None
GUESTS	None
DATE	06/09/2018
TIME	1:00 PM- 1:30 PM
LOCATION	Seminar Room
MINUTES TAKEN BY	Dr.Yassir Elaraki

AGENDA TOPICS

Agenda Topic #1 Arrange list of students who eligible to register for Senior Design for the academic year 1439-1440H Fall Semester		Deadline	Responsibility
Discussion:	Check and revise the S.D students list according to the Rules	12/09/2018	Coordinators
Conclusion:	Supervisors are aware with process of registration and students distribution		
Action items:	Coordinators prepare the final students list		

MAJMAAH UNIVERSITY
ENGINEERING COLLEGE
The senior design committee

MEETING ATTENDED BY	Committee members'
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ABSENT FROM MEETING	Abd –Almohseen
GUESTS	None
DATE	08/10/2018
TIME	1:00 PM- 1:30 PM
LOCATION	Seminar Room
MINUTES TAKEN BY	Dr.Yassir Elaraki

AGENDA TOPICS

Agenda Topic #1 • Announce for workshop of Senior Design which will be presented during the 4th week of the current semester.		Deadline	Responsibility
Discussion:	Workshop of Senior Design	-	Dr.Yassir Dr.Omer
Conclusion:	Announce Students for the Workshop		
Action items:	Workshop of Senior Design will be on 09/10/2018 in the Club Hall from 12:00 to 12:45 pm.		

The senior design committee

MEETING ATTENDED BY	Committee members'
ABSENT FROM MEETING	None
GUESTS	None
DATE	05/11/2018
TIME	1:00 PM- 1:30 PM
LOCATION	Seminar Room
MINUTES TAKEN BY	Dr.Yassir Elaraki

AGENDA TOPICS

Agenda Topic #1 • The exams are on Week#13 (25 - 30 /11/2018 during the week of General Course Exam/ Lab Exams).		Deadline	Responsibility
Discussion:	To prepare for senior Design exams	07/11/2018	Coordinators
Conclusion:	To announce for exams period and regulations		
Action items:	Check and revise the timetables for supervisors		

Agenda Topic #2 S.D forms and data submission		Deadline	Responsibility
Discussion:	Softcopy must be submitted along with hardcopy. The softcopy will be kept for any future activities, like exhibition and seminars and workshops	30/11-13/12/2018	Coordinators
Conclusion:	Submissions of all S.D file requirements		
Action items:	Announce and Follow the supervisors to submit all the requirements		

MAJMAAH UNIVERSITY
ENGINEERING COLLEGE
COMMITTEE NAME

MEETING ATTENDED BY	Committee members'
ABSENT FROM MEETING	None
GUESTS	None
DATE	13/01/2019
TIME	1:00 PM- 1:30 PM
LOCATION	Meeting Room
MINUTES TAKEN BY	Dr.Yassir Elaraki

AGENDA TOPICS

Agenda Topic #1		Deadline	Responsibility
Discussion:	Check and revise the S.D students list according to the Rules	20/01/2019	Coordinators
Conclusion:	Supervisors are aware with process of registration and students distribution		
Action items:	Coordinators prepare the final students list		

MAJMAAH UNIVERSITY
ENGINEERING COLLEGE
The senior design committee

MEETING ATTENDED BY	Committee members'
ABSENT FROM MEETING	None
GUESTS	None
DATE	14/03/2019
TIME	1:00 PM- 1:30 PM
LOCATION	Meeting Room
MINUTES TAKEN BY	Dr.Yassir Elaraki

AGENDA TOPICS

Agenda Topic #1 • The exams are on Week#13 (07 - 11 /04/2019 during the week of General Course Exam/ Lab Exams).		Deadline	Responsibility
Discussion:	To prepare for senior Design exams	21/03/2019	Coordinators
Conclusion:	To announce for exams period and regulations		
Action items:	Check and revise the timetables for supervisors		

Agenda Topic #2 S.D forms and data submission		Deadline	Responsibility
Discussion:	Softcopy must be submitted along with hardcopy. The softcopy will be kept for any future activities, like exhibition and seminars and workshops	18/04- 21/04/2019	Coordinators
Conclusion:	Submissions of all S.D file requirements		
Action items:	Announce and Follow the supervisors to submit all the requirements		

Appendix B (others):

MAJMAAH UNIVERSITY
ENGINEERING COLLEGE
THE SERVICE AND STUDENTS RIGHT UNIT
MEEING MINUTES NO (3)

MEETING ATTENDED BY	Dr. Yahya Al-Jahmany, Dr. Tareq Nabveel, Dr. Abdullah Al-Ahmadi, Mr. Alaa Al-Barghash
ABSENT FROM MEATING	None
GUESTS	None
DATE	22-1-2019
TIME	11:00-11:50 am
LOCATION	Coordinator office
MINUTES TAKEN BY	Coordinator

AGENDA TOPICS

Agenda Topic #1: Preparation of a list for students of special case who need special academic guidance.		Deadline	Responsibility
Discussion:	How to prepare such a list	End of Term	Unit Coordinator
Conclusion:	To inform the academic advisors by the email		
Action items:	Sending emails to the academic advisors		

MAJMAAH UNIVERSITY
ENGINEERING COLLEGE
THE SERVICE AND STUDENTS RIGHT UNIT
MEEING MINUTES NO (4)

MEETING ATTENDED BY	Dr. Yahya Al-Jahmany, Dr. Tareq Nabveel, Dr. Abdullah Al-Ahmadi, Mr. Alaa Al-Barghash
ABSENT FROM MEATING	None
GUESTS	None
DATE	22-2-2019
TIME	11:00-11:50 am
LOCATION	Coordinator office

MINUTES TAKEN BY	Coordinator
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AGENDA TOPICS

Agenda Topic #2: Academic advisors open files for students of special cases who need special academic guidance at their offices.		Deadline	Responsibility
Discussion:	How to open such files	End of Term	Unit Coordinator
Conclusion:	To inform the academic advisors by the email		
Action items:	Sending emails to the academic advisors		

Agenda Topic #3: Academic advisors record and advising process in the files opened for students of special academic cases.		Deadline	Responsibility
Discussion:	How to record such a process	End of Term	Unit Coordinator
Conclusion:	To inform the academic advisors by the email		
Action items:	Sending emails to the academic advisors		

Timetables and Exams Units

Minutes #1

Attendance	Mr. Mouad Aljaseer, Dr. Tariq Nabeel, Dr. Ahmed Jalal, Dr. Mohammad Othman, Dr. Usama Alouwi
Absent	Bander Altheferi, Abdulmalek Altoujeri
Guest	none
Date	١٤٤٠/١/٢٥
Time	١١-١٠ morning
Place	Dr. Tariq Office
Minutes writer	Dr. Tariq Nabeel

Agenda

Responsible	Deadline	Topics
Committee	H ١٤٤٠/١/١٨	Registration of the student in 391
Dr. Tariq Nabeel	١٤٤٠/١/١٦	Do all exams tables and duties391
Committee	١٤٤٠/١/١٦	Preparing the schedules for the next semester392
Dr. Tariq Nabeel	١٤٤٠/٢/٢٥	Putting all final exams tables for391

Majmaah University

College of Engineering

Timetables and Exams Units

Minutes #2

Attendance	Mr. Mouad Aljaseer, Dr. Tariq Nabeel, Dr. Ahmed Jalal, Dr. Mohammad Othman, Dr. Usama Alouwi
Absent	Bander Altheferi, Abdulmalek Altoujeri
Guest	none
Date	H ١٤٤٠/٣/٢
Time	morning ١١-١٠
Place	Dr. Tariq Office
Minutes writer	Dr. Tariq Nabeel

Agenda

Responsible	Deadlines	Topics
Committee	١٤٤٠/٣/١٢ H	Guides the beginner students in all dept's
Committee	١٤٤٠/٣/٢٢	Guides the students in all dept's in the eight level
Committee	١٤٤٠/٤/٢٠	Follow up the final exams

Majmaah University
College of Engineering
Timetables and Exams Units

Minutes #3

Attendance	Mr. Mouad Aljaseer, Dr. Tariq Nabeel, Dr. Ahmed Jalal, Dr. Mohammad Othman, Dr. Usama Alouw, Bander Altheferi, Abdulmalek Altoujeri
Absent	None
Guest	None
Date	١٤٤٠/٥/٤H
Time	١١-١٠ morning
Place	Dr. Tariq Office
Minutes writer	Dr. Tariq Nabeel

Agenda

Responsible	Deadlines	Topics
Committee	H ١٤٤٠/٥/٤	Registration of the student in 392
Committee	١٤٤٠/٥/٢٠	Do all exams tables and duties392
Committee	١٤٤٠/٦/٢	Preparing the schedules for the next semester401
Dr. Tariq	١٤٤٠/٧/٢	Putting all final exams tables for392

Majmaah University
College of Engineering
Timetables and Exams Units
Minutes #4

Attendance	Mr. Mouad Aljaseer, Dr. Tariq Nabeel, Dr. Ahmed Jalal, Dr. Mohammad Othman, Dr. Usama Alouw, Bander Altheferi, Abdulmalek Altoujeri
Absent	None
Guest	None
Date	2/6/1440
Time	١١-١٠ morning
Place	Dr. Tariq Office
Minutes writer	Dr. Tariq Nabeel

Agenda

Responsible	Deadlines	Topics
Committee	H ١٤٤٠/٣/١٢	Guides the beginner students in all dept's
Committee	١٤٤٠/٣/٢٢	Guides the students in all dept's in the eight level
Committee	١٤٤٠/٤/٢٠	Follow up the final exams