The mechanism of the orientation program to new staff

1. The faculty staff committee will set up the training orientation program for new faculty members as well as collaborators in coordination with the training committee.

2. There is an orientation program coordinator for the boys' section; also, there is a coordinator for the girls' section.

3. The orientation program is carried out at the beginning of each semester for new faculty members and collaborators during the year

4. The coordinator of each section will list new members and collaborators, collect their data, and resumes, and prepare a file for each one.

5. The co-sponsors of the program (Director of Management, Academic Guide, Quality Supervisor, Registrar, Assessment and measurement Committee, Facilities, Equipment and Learning Resources committee) will be contacted well in advance.

6. Participants are notified to attend the program in advance

7. Following the implementation of the orientation program, the satisfaction of the target members is measured, and proposals are made.

Dr. Eisa Gazwani

Chairman of the Faculty Staff Members Committee

program to prepare new faculty staff

Employer for collaborators	Appointment/contract date	Contractor/collaborator	Specialization	Section	Degree	Nationality	Name	N
New/Cooperating Faculty Member Data								
								1
								2

An enlightening meeting was held for the members to provide a detailed explanation of each of the following:

Achievement	Program	Achievement	Program
	Technology and communications:		Welcoming word
	Open user Communications		
	Electronic Document Management System		Dean's Speech / Agent/Coordinator/College
	Provision of a telephone/computer		About College
	Direct, vacation and contract renewal system:		Vision, mission, and goals of the college
	Holiday submit mechanism		Regulatory structure
	The mechanism to submit the attendance to work		Administrative structure
	Issuing passenger orders		Official working hours
	Add facilities		**Open the file**
	Conference/Course/Workshop system		Open a file for the member
	The mechanism of requesting to attend a conference or session		Fill out the form
	The mechanism of nomination for quality workshops and apologies from them		Employment contract and job offer
	Community activities and service		Certificates
	Conference/Course/Workshop system		Biography
	Supported research		Courses and conferences
	A mechanism for requesting funding for research		Scientific research
	Security and Safety Committee:		Classification, if any.

	Emergency exits		Financial benefits and allowances (housing and furnishing)
	- Emergency numbers		Issuing employee card Issuing employee card
	- Dealing with emergencies		Checkup
	Evacuation plan		Submit the attendance to work
	-Print the teaching schedule	**Control and tests:**	
	-Print the desk table according to the standard form		A mechanism for delivery of test result
	- Receiving and handing over the Covenant		A mechanism for delivery of tests
	- Generalization of electrical connections		Test guides
Scientific Department:			Theoretical and practical test cover model
	-Introducing the head of the department and his authorities and the members of the department		Test schedules and coordination of observations
	-Introducing the quality course file		The mechanism of destroying previous tests
	department Council Meeting		A mechanism for saving, printing and delivering tests
	- Business distribution mechanism		Detailed analysis of the tests' result
	- The mechanism of lifting the needs of the plant		Regulations of assessment and measurement examination committee
	- Raising training letters	**Academic guidance**	
	- Booking rooms		Member's guide to guidance
	- coordination courses		Academic guidance models
	- Performance Charter		Academic guidance reports
Services provided:			Regulations of admission and registration
	Transport		Central Guidance Unit
	Health services		Student excuses
	Housing	**Librarian:**	
	Schools		Library and Digital Library
	Evacuation or resignation		Digital Library Usage Guide
	Important numbers to communicate		submit the needs of books for a required speciality
Circulated:			Digital base
	Circulating links		E-learning
	Generalization of vacations and absenteeism	**Quality Unit:**	

Development and Quality Unit - 5ᵗʰ Standard Committee (Faculty Staff Member) orientation Program for New staff

	Circulating leaking documents		Regulatory structure
	Generalization of the closure of labs and devices		The course file
	Generalization of permission		Unit models
	submit financial requirements		Teaching methods
	Business Card/Business Card Wear		Skills development
Office:			
	Stationery		Providing an office
	Lab Cote		Desktop and printer

Your suggestions and feedback on the orientation program

....

....

....

Members participating in the presentation of the configuration program

Signature	Description	Name	N
			1
			2
			3
			4
			5

orientation program:

Time	Date	The day	N
			1
			2
			3

Signature of new members / Collaborators :

Signature	Name	N
		1
		2
		3