

Electrical Engineering Department

Electrical Engineering Program Committees

1. Accreditation and Assessment Committee (AAC)

Name	Membership
Dr. Abdulkarem Almawgani	Chair
Dr. Turki Mohammed Alsuwian	Member
Dr. Muhammad Irfan	Member
Dr. Saifur Rahman	Member
Prof. Dr. Adam Alhawari	Member

Tasks:

1. Preparing and reviewing academic accreditation reports.
2. Promoting and establishing a quality culture in the department.
3. Adopt a standard level of quality that complies with national and international standards.
4. Developing the skills of academic and administrative staff in the department in the field of quality.
5. Conducting comparative performance studies (Benchmarking).
6. Organizing programs and events in the field of academic accreditation.
7. Support communication between the department and other scientific and academic departments in the college and beyond.
8. Conducting self-evaluation studies of the department to obtain (or renew) the National or International accreditation.
9. Follow-up the quality related work of other committees in the department and coordinate the work between them.
10. Receiving and analyzing periodic and annual reports related to quality from the other committees department.
11. Preparing reports on the regularity of the quality work of the other committees and submitting reports to the EE chairman.
12. Propose an operational plan for the department with the appropriate performance indicators.
13. Any other work and tasks assigned to the member by the committee chairman or the committee reporter.

Surveys (sub-committee)

Name	Membership
Dr. Seif Shebl Seif	Chair
Dr. Ayman Taher Hindi	Member
Engr. Mesfer Abdullah Al Najrani	Member

Tasks:

1. Distribution (physical and online) of various student questionnaires (course questionnaires, second-year course questionnaires and graduate students' questionnaires) on schedule.
2. Inform and guide students on how to complete these questionnaires objectively.
3. Collect student questionnaires and send them to the ACC for data analysis.
4. Follow up the results of student questionnaires and prepare periodic reports.
5. Submit a quarterly and annual report on the results of the questionnaires and their observations to the AAC.
6. Any other work and tasks assigned to the committee by the Chairman or AAC.

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2. Academic Program Committee

Name	Membership
Dr. Abdulkarem Almawgani	Chair
Dr. Mohammed Saeed Jalalah	Member
Dr. Muhammad Irfan	Member
Dr. Turki Mohammed Alsuwian	Member
Dr. Saifur Rahman	Member
Prof. Dr. Adam Alhawari	Member

Tasks:

1. Developing academic programs and scientific curricula in accordance to the needs of the community and the labor market.
2. Prepare a report on the status of courses in terms of availability and updating of course descriptions and adherence to models prepared by international academic accreditation and the National Academic Accreditation Authority.
3. Propose and develop study plans for the program.
4. Update and modify and develop the study plan.
5. Review the characterization of courses and measure their suitability and achievement of national and international accreditation requirements and proposals made by faculty members.
6. Propose mechanisms to review and evaluate the proposals for improvement and development submitted by the faculty members for all courses taught.
7. Propose and develop mechanisms to consider requests of transfer to the department from other departments of the college or from other colleges in the university or from departments and colleges in other universities.
8. Propose and develop mechanisms to equalize and calculate courses for transferable or transferred students.
9. Follow-up the implementation of the new resolutions after they have been approved and prepare a report on the success of the proposed development in providing the actual needs of students to ensure the proper preparation of the labor market.
10. Prepare a report on the difficulties of applying these proposed decisions and submit it to the ACC to take appropriate steps.
11. Follow-up and update course description forms at the beginning of each semester and group them in the prepared file.
12. Identification of the training needs for faculty members and students to implement E-Learning appropriately.
13. Any other work and tasks assigned to the committee by the Chairman.

3. Labs, Safety, and Learning Resources Committee

Name	Membership
Dr. Salem Mursal	Chair
Dr. Muneer Ali Abusaq	Member

Tasks:

1. Ensuring the readiness of the classrooms and facilities assigned to the department in the college and reporting any defects and following up the repair procedures.
2. Ensure that there is periodic maintenance of the Labs and replace the damaged equipment or components at the end of each semester.
3. Ensure that there is periodic maintenance of the Labs and replace the damaged at the end of each semester.

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4. Equipping laboratories with the necessary furniture as well as appropriate educational and guidance methods.
5. Monitoring the need for laboratories for devices and tools.
6. Preparing and equipping the department's needs of teaching methods and techniques and following up on modernization and maintenance.
7. To ensure the needs of the department for classrooms, meetings, and facilities for all activities of the department and students.
8. Update and develop public safety measures and crisis and disaster response plans.
9. Ensure that security and safety measures are implemented by all employees of the department and students.
10. Supervising laboratory readiness for teaching and applying scientific research to students.
11. Identify each laboratory with a sign in the name of the lab and the names and personal pictures of the masters supervising this Lab.
12. Dissemination of security and safety guidelines for each laboratory
13. Follow up on the department's orders with the college administration regarding scientific equipment and laboratory equipment.
14. To maintain the inventory of the number of books and volumes of the program at the Central Library of the University
15. Organize various visits to faculty and student representatives to libraries.
16. Ensuring the availability, updating, and increasing the availability of students' scientific resources
17. Submit all periodic reports to the ACC.
18. Any other work and tasks assigned to the committee by the Chairman or AAC.

4. Students Affairs Committee

Name	Membership
Dr. Abdullah Khalofah	Chair
Dr. Muneer Ali Abusaq	Member
Engr. Mesfer Abdullah Al Najrani	Member

Tasks:

1. Preparing, updating, and distributing the academic guidance annual booklet for students at the beginning of the semester with the publication of an electronic version of it on the college's website.
2. Raising and following-up student awareness of supporting services and activities provided by the college and the university.
3. Ensure that faculty members are committed to providing the entire summary of the course, its contents, objectives, evaluation methods, timings, and distribution of grades in the first lecture for each course.
4. Provide career and professional guidance to students.
5. Submit all periodic reports to the ACC.
6. Any other work and tasks assigned to the committee by the Chairman or AAC.
7. Propose extra-curricular student activities annually and supervise the proposed activities.
8. Prepare an annual report on all extracurricular student activities and submit it to the ACC to write the quarterly and annual report on the activities.
9. Forms sub-committees to conduct the committee's tasks and follow up on their implementation.

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Academic Advising (sub-committee)

Name	Membership
Dr. Abdullah Khalofah	Chair
Dr. Tareq Kareri	Member
Dr. Seif Shebl Seif	Member

Tasks:

1. Organizing awareness lectures for students to inform them of the laws and regulations adopted in the department.
2. Ensure that students know the office hours of faculty members and ensure that faculty members perform their office hours for guidance.
3. Organizing awareness lectures for the new faculty members in the department on student affairs regulations and supporting their abilities so that they can perform their guidance functions successfully.
4. Preparing and implementing mechanism for Identifying weak students and advising.
5. Preparing and implementing mechanism for Identifying talented and gifted students and sponsor them.
6. Submit all periodic reports to the Students Affairs Committee.
7. Any other work and tasks assigned to the committee by the Chairman or AAC.

5. Research and Community Service Committee

Name	Membership
Dr. Muhammad Irfan	Chair
Dr. Mohammed Saeed Hussain Jalalah	Member
Dr. Hatim Abdullah Alwadie	Member

Tasks:

1. Prepare a research database. Prepare annual reports on the results of the department in scientific research.
2. Preparing the scientific research plan for the department so that it receives the research interests of the faculty members of the faculty and considers future interests.
3. Evaluating projects, research, and consultancy at the community level in southern Saudi Arabia.
4. Providing and working on designs and consulting with the local community. Encourage and support scientific research.
5. Urge scientific publication in world-class scientific journals.
6. Consider the participation of faculty members in seminars and conferences and develop a mechanism for doing so. Organize seminars and participate with different sections.
7. Holding workshops and courses at the college, department, and community levels.
8. Preparing mechanisms to encourage and motivate the employees of the department to raise the level of performance.
9. Preparing mechanisms and incentives for students to encourage them to improve their academic achievement. Preparing and proposing awards and incentive awards for the employees of the department in various fields.
10. Submit all periodic reports to the ACC.
11. Develop a plan for community service activities and activities that the department intends to undertake.
12. Preparing a full file with community service activities for the department.
13. Encourage the participation of faculty and students to community service activities.
14. Measure the extent of community satisfaction with the services provided by the program.

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Graduation Projects (sub-committee)

Name	Membership
Dr. Saifur Rahman	Chair
Dr. Hatim Abdullah Alwadie	Member

Tasks:

1. Encourage students' participation in scientific research.
2. Preparing and evaluating the instructions of graduation projects for programs, registration procedures, monitoring of results and preparing the necessary models.
3. Preparing a database of graduation projects in the department and its supervisors.
4. Preparing a mechanism to evaluate graduation projects and a mechanism for evaluating and following up students.
5. Forming and announcing committees and dates for discussing graduation projects.
6. Urge scientific publication in world-class scientific journals.

6. Registration and Exams Committee

Name	Membership
Prof. Dr. Adam Alhawari	Chair
Dr. Ayman Taher Hindi	Member
Dr. Turki Mohammed Alsuwian	Member

Tasks:

1. Setting the mechanism of admission of students in the program and the conditions of admission, considering the regulations and instructions of Najran University and the Ministry of Higher Education.
2. Coordination with the Deanship of Admissions and Registration to prepare the study schedules and coordinate with other departments and colleges to teach the common subjects.
3. Preparing and publishing final exam schedules and resolving conflicts and problems.
4. Preparing the schedules of observations for the final exams and making sure that the examinations are conducted.
5. Preparing and developing a mechanism and procedures to ensure the quality of examinations and ensure their review to determine the effectiveness of quality mechanisms and coordination with the AAC to determine the strengths and weaknesses in the mechanisms of examinations and the extent of compliance of the faculty with the specifications and procedures of examinations and evaluation and propose ways of improving.
6. Preparing and developing the mechanism and instructions of examinations and supervising their implementation and preparing reports to AAC.
7. Preparing a mechanism to review the examinations and their results and the level of quality of the correction process and the results.
8. Ensure that the classrooms are ready for examinations in terms of chairs, lighting, air conditioning and everything that is needed.
9. Review the transfer of grades from inside the answer sheet to the external page of the answer sheet.
10. Sign on the front page of the answer sheet.
11. Handing over the answer sheet with the detailed statement of students' grades, with an official signature of the academic advisor in the department to archive them.
12. Any other work and tasks assigned to the committee by the chairman department, or quality unit.

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Exit Exam (sub-committee)

Name	Membership
Dr. Seif Shebl Seif	Chair
Dr. Ayman Taher Hindi	Member

Tasks:

1. Preparing the exit exam question paper.
2. Arrange for the exit exam to be conducted at a particular time and inform the students accordingly.
3. Evaluate the answer sheets after the exam and prepare the result.
4. Preparing the final report and submitting it to the chair

7. Graduates and Human Resources Committee

Name	Membership
Dr. Turki Mohammed Alsuwian	Chair
Dr. Saleh S. Almasabi	Member
Dr. Mohammed Saeed Hussain Jalalah	Member
Dr. Hisham Abdullah Alghamdi	Member
Dr. Hassan Mohammed Algadi	Member

Tasks:

1. Evaluation of new faculty position applications. Review and update faculty needs for the department.
2. Preparing a mechanism to support distinguished faculty members who provide exceptional contributions and services to the department.
3. Preparing a mechanism to evaluate the performance of faculty members and department employees and linking them with rewards.
4. Preparing transparent disciplinary mechanisms and procedures to activate the role of accountability for the department's employees, preparing an ethics document for the department's employees, coordinating with committees in other departments in the college, and approving it.

Graduates (sub-committee)

Name	Membership
Dr. Hisham Alghamdi	Chair
Dr. Muneer Ali Abusaq	Member
Engr. Mesfer Abdullah Al Najrani	Member

Tasks:

1. Establishing and periodic updating of a database of program graduates.
2. Developing communication programs, whether electronic or otherwise, to document the relationship between graduate students and employers.
3. Establishing an effective mechanism to provide employment opportunities for graduates in their specialization fields.
4. Contacting public and private sectors to find opportunities for training and qualifying students for work during the summer classes.

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Field Training (sub-committee)

Name	Membership
Dr. Tareq Kareri	Chair
Dr. Hassan Mohammed Algadi	Member

Tasks:

1. Consider field training requests and related matters.
2. Preparing and developing instructions and procedures for field training for programs, evaluating students and monitoring the results and models related to all this.
3. Prepare a database of trained institutions accredited by the college to train students, including the names of the institutions addressed and methods of communication.
4. Preparing a contract document and a cooperation agreement between the college and institutions that have a desire to accept the college students for training.
5. Preparing standard models for field training reports and assessment.
6. Forming and announcing committees and dates for discussing field training reports.

Scientific Promotions (sub-committee)

Name	Membership
Dr. Mohammed Saeed Hussain Jalalah	Chair
Dr. Hisham Alghamdi	Member
Dr. Hassan Mohammed Algadi	Member
Prof. Dr. Adam Alhawari	Member
Dr. Muhammad Irfan	Member

Tasks:

1. Examining the papers of the applicant for promotion to the rank of associate professor and the rank of professor and verifying that the legal conditions and procedures are fulfilled.
2. Selection of arbitrators to evaluate the applicant's research for promotion.
3. Checking applicants' files for promotion before uploading them and ensuring that the candidate meets the conditions and regulations.

Approved by the Chairman of Electrical Engineering Department



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