

Scientific Committee in Electrical Engineering

1. Accreditation and Assessment Committee (AAC)

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 work of quality committees in the department and coordinate the work between them.
10. Receiving periodic and annual reports from the qualitative committees of the quarterly and annual report numbers of the department.
11. Preparing reports on the regularity of the work of the quality committees and submitting reports to the chairman and the collage Vice-Deanship for Development and Quality.
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)

14. Distribution of various student questionnaires (course questionnaires, second-year course questionnaires and graduate students' questionnaires) on schedule.
15. Inform and guide students on how to complete these questionnaires objectively.
16. Collect student questionnaires and send them to the ACC for data analysis.
17. Follow-up the results of student questionnaires and prepare periodic reports.

18. Submit a quarterly and annual report on the results of the questionnaires and their observations to the department's quality evaluation and development committee.
19. Submit all periodic reports to the ACC.
20. Any other work and tasks assigned to the committee by the Chairman or AAC.

2. Academic Program Committee

1. Developing of academic programs and scientific curricula in accordance to the needs of the community and the labor market.
2. Prepare 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 the study plans for the graduate program in the department.
4. Update and modify and develop the study plan in the department.
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 in the department.
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 of the department 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 & Learning Resources Committee

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.
4. Equipping laboratories with the necessary furniture as well as appropriate educational and guidance methods.
5. Monitoring the need of laboratories for devices and tools.
6. Preparing and equipping the department's needs of teaching methods and techniques and following up their 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 of the department's orders with the college administration of scientific equipment and laboratory equipment
14. An 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. Supervising the department's website.
19. Any other work and tasks assigned to the committee by the Chairman or AAC.

4. Students Affairs Committee.

1. Preparing, updating and distributing the academic guidance annually 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. Organizing awareness lectures for students to inform them of the laws and regulations adopted in the department.
4. 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.
5. Ensure that students know the office hour of faculty members and ensure that faculty members perform their teaching hours for guidance.
6. 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.
7. Preparing and implementing mechanism for Identifying weak students and advising.
8. Preparing and implementing mechanism for Identifying talented and gifted students and sponsor them.
9. Provide career and professional guidance to students.
10. Submit all periodic reports to the ACC.
11. Any other work and tasks assigned to the committee by the Chairman or AAC.
12. Propose extra-curricular student activities annually and supervise the proposed activities.
13. 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 of the department.
14. Forms sub-committees to carry out the committee's tasks and follow up on their implementation.

5. Research & Community Service Committee

1. Prepare a research database. Prepare annual reports on the results of the department in scientific research. 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. Evaluating projects, research, and consultancy at the community level in southern Saudi Arabia. Providing and working designs and consulting to the local community. Encourage and support scientific research.
2. Urge scientific publication in world-class scientific journals.
3. Consider the research provided by the faculty members in the department. Consider the participation of faculty members in seminars and conferences and develop a mechanism for doing so. Organize seminars and participate with different sections. Holding workshops and courses at the college and department level. Holding workshops and courses at the community level.
4. Preparing mechanisms to encourage and motivate the employees of the department to raise the level of performance. 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.
5. Submit all periodic reports to the ACC.
6. Develop a plan for community service activities and activities that the department intends to undertake.
7. Preparing a full file with community service activities for the department in previous school years.
8. Limiting the participation of faculty and students to community service activities.
9. Measure the extent of community satisfaction with the services provided by the program.

Graduation projects sub-committee tasks:

10. Encourage students' participation in scientific research.
11. Preparing and evaluating the instructions of graduation projects for programs, registration procedures, monitoring of results and preparing the necessary models.
12. Preparing a database of graduation projects in the department and its supervisors.

13. Preparing a mechanism to evaluate graduation projects and a mechanism for evaluating and following-up students.
14. Forming and announcing committees and dates for discussing graduation projects.
15. Urge scientific publication in world-class scientific journals. Encourage students' participation in scientific research.

6. Registration and Exams committee

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. Preparing lists of the names of the students of the department and preparing statistics and percentages of students in the college according to the levels and years.
3. 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.
4. Preparing and publishing final exam schedules and resolving conflicts and problems.
5. Preparing the schedules of observations for the final exams and making sure that the examinations are conducted to the fullest and to do what is necessary to do so.
6. Preparing and developing a mechanism and procedures to ensure the quality of examinations and achieve them to standard specifications and ensure their review in order 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.
7. Preparing and developing the mechanism and instructions of examinations and control committees and supervising their implementation and preparing reports on them for the agent of the faculty and the AAC.
8. Preparing a mechanism to review the examinations and their results and the level of quality of the correction process and the results.
9. Ensure that the classrooms are ready for examinations in terms of chairs, lighting, air conditioning and everything that is needed.

10. Review the transfer of scores from inside the book to the external statement of the answer books.
11. Reviewing and matching the external statement of the answer books with the detailed disclosure of students 'grades in all the final exam questions.
12. Review and match the final transcript with the grades on the book.
13. Signing the external statement of the answer books
14. Signing the detailed transcript of the students 'grades in all the final exam questions.
15. Handing over answer books with the detailed statement of students 'grades, with an official signature of the academic advisor in the department to archive them.
16. Any other work and tasks assigned to the committee by the chairman department, or quality unit.

7. Graduates and Human Resources Committee

1. Evaluation of 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. Creating a mechanism to evaluate the performance of faculty members and department employees and linking them with rewards.
4. 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.
5. Selection of arbitrators to evaluate the applicant's research for promotion.
6. Checking applicants' files for promotion before uploading them and ensuring that the candidate meets the conditions and regulations.
7. Preparing transparent disciplinary mechanisms and procedures to activate the role of accountability and 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 tasks:

8. Establishing and periodic updating of a database of department graduates.

9. Developing communication programs, whether electronic or otherwise, to document the relationship between graduate students and employers.
10. Establishing an effective mechanism to provide employment opportunities for graduates in their specialization fields.
11. Contacting public and private sectors to find opportunities for training and qualifying students for work during the summer classes.

Field Training sub-committee tasks:

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