

## Academic Affairs Committee

Headed by His Excellency **Dr .Abdul Rahman bin Abdulhadi Al Sultan** ،Vice Dean for Academic Affairs and membership of:

Deputy head  
coordinator  
member  
member  
member  
member  
member  
member  
member  
member  
member  
member  
member  
member

D . Abdullah Al-Mulhim  
D . Abu Yazid Ahmed Fouad  
D . Aref Mohy El-Din  
D . Krishna Swarup  
D . Muhammad Aman Allah  
D . Ehab Mohamed Darwish  
D . Ayoub Loun  
D . Utrkrsha Shahi  
D . Shereen Al-Rifai  
D . A princess confirmed Osman  
D . Asmaa Fathi  
D . Fathia Omar  
D . Saba Paradise  
A . Fatima bint Muhammad Al-Qaimi

## The work tasks of the committee

### The tasks of the committee are represented as the following:

- Coordinating the college tasks for undergraduate students, which include: scheduling courses, course registration, add or omit courses, delaying, interruption, folding records and reopen them, deprivation, transforming, exams scheduling, monitoring grades, welcoming new students, reviewing students' documents, considering students' excuses who accidentally interrupted from study. All the aforementioned must be compatible with the university regulations.
- Coordinating with the deanship of admission and registration regarding to academic affairs for undergraduate students.
- Preparing student guide and enhance it periodically. The guide should contain a summary of academic plans and the college internal regulation, if found, with other terms that are related to the academic regulations and exams.
- Preparing a plan to divide students in different departments after college council approval.
- Making a plan to help the low performance students and suggesting recommendations to the college council.
- Preparing and applying an obvious and declared mechanism that explains how to receive students complains after the college council approval.
- Suggesting a mechanism to motivate the excellency and innovation in students' performance, and also nominating the outstanding ones for excellence prizes on the level of college, university and community.
- Reviewing all documents that are referred by the college dean office to the committee and giving opinion and necessary recommendations about it.