



KFU

جامعة الملك فيصل

KING FAISAL UNIVERSITY

جامعة ووطن.. نماء.. واستدامة.

College Committees Guide

2023

Preface:

The committees are considered as working groups consisting of a number of individuals from different sides (or from one side) who are assigned to carry out specific tasks entrusted to them, or express an opinion on the proposals before them, or suggest solutions to problems that impede their tasks. Committees are usually formed due to the diversity of tasks and duties and their multiplicity in the administrative institution, which is difficult for a limited number of individuals to carry out these tasks and duties. On this basis, committees are considered as an administrative means, and an integral part of the administrative structure in the college that helps the administration to carry out various functions and duties.

It assists the college council, or its dean, in taking appropriate and rational decisions that advance the college's work process in the performance of its educational, research and service tasks through its recommendations in this regard. It also participates in alleviating the burdens of the administrative work carried out by the dean and his agents. The presence of committees is also one of the positive things that characterize the colleges, as it contributes to spreading the spirit of teamwork rather than the rule of individual work, which achieves actual participation in decision-making, and reduces the holder of authority to assume responsibilities and perform duties.

King Faisal University seeks to establish academic work within the colleges and establish its methodology according to the strategic plan of the university. Perhaps the formation of committees - which work to contribute to achieving the university's mission and goals - is one of these principles and foundations upon which the university is based. The Vice-Rectorate also seeks to meet the requirements of the National Authority for Academic Calendar and Accreditation, which aims to obtain all university colleges on academic accreditation. It may be noted through reading this manual that each committee has formulated its tasks in accordance with the university's rules and regulations, and in accordance with performance indicators drawn from the operational plan of the vice-rectorate for academic affairs and the National Authority for Academic Accreditation and Accreditation.

Finally, we hope that this manual will contribute to the development of the educational, research and service process at the university, and help colleges carry out their academic and administrative duties in a manner that achieves their mission and goals.

About the College Committees Guide

The College Committees Guide seeks to achieve a set of goals; such as active participation in the decision-making process, raising the effectiveness and efficiency of work, and achieving excellence within colleges, as well as reducing administrative burdens on college management, and providing an appropriate environment to share views, proposals and experiences, and choosing the most appropriate considerations to address problems and obstacles facing the educational, research and service process in the colleges. The College Committees Guide includes all committees operating in the colleges:

1. Development and Quality Assurance Committee
2. Graduate Studies and Scientific Research Committee

3. Study Plans Committee
4. Academic Affairs Committee
5. Student Activities Committee
6. Cooperative Training and Community Partnership Committee
7. Strategic Planning and Decision Support Committee
8. Sustainability Committee

The committees' Goals:

The college committees formed to achieve a set of main goals, the most important of which are:

1. Achieving excellence in institutional performance at the academic and administrative level.
2. Achieving effective participation in decision-making, and engaging all parties to the educational process, including faculty members, staff, and students. In some cases, the university may benefit from other experienced individuals from outside the university.
3. Raising the effectiveness and efficiency of work in colleges, both academically and administratively.
4. Reducing administrative burdens on the college administration and contributing to its performance.
5. Providing an appropriate environment for sharing views, proposals and experiences, and choosing the most appropriate decisions to address problems and obstacles facing the educational, research and service process in colleges.
6. Collect data and information related to the committee's tasks and make it available to the college administration, university administration, and other beneficiaries.
7. Follow up on the implementation of decisions issued by the college council and its recommendations in all matters related to the educational, research and service process with the academic departments in the college, in accordance with the tasks related to the committee.

Committees Formation

Committees are formed based on an administrative decision issued by the college dean - based on an administrative order issued by the college council - in which the committee's chairman and members are nominated for a period of one academic year, with the following considerations:

1. Considering the necessity of having representation from all academic departments in the college in the following committees:
 - Development and Quality Assurance Committee
 - Graduate Studies and Scientific Research Committee
 - Study Plans Committee
 - Academic Affairs Committee

- Student Activities Committee
- Cooperative Training and Community Engagement Committee
- Strategic Planning and decision-making support Committee
- Sustainability Committee
- Committee of Internal Inspection¹

2. According to paragraph (1) above, the formation of the above committees after their formation will be as follows: Chairman of the Committee - members of the main committee (with a representative from each scientific department) - members of sub-committees emanating from the main committee, consisting of two members from each science section, one of which is the department representative on the main committee - the committee coordinator.

3. According to what is mentioned in paragraphs (2 and 3), the total number of members of the Main Committee and its subsidiary committees must not exceed 15, including the Chairman and its coordinator.

4. The college dean may exclude some members or join others if the work requires that.

5. Students of the college are represented in committees directly related to students' activities, and they are represented in other committees whenever the College Council deems it possible, with one member - at least - to be nominated by the Vice-Dean for Academic Affairs.

Committees Working Mechanism

After forming committees in the college, and naming their chairman and members, they must abide by the following mechanisms of work:

1. The Chairman of the Committee shall invite the members for a meeting - by e-mail - once every month - at least – and such meetings shall be valid only in the presence of two thirds of the Committee members. The committee chairman also manages committee meetings, prioritizes the topics before it, and conducts voting on recommendations.
2. The committee shall perform the tasks entrusted to it, mentioned in the administrative decision issued to form the committee, and will discuss the issues referred to by the college dean, and make the necessary recommendations in this regard.
3. The correspondences between the chairman and members of the committee and between each other shall be official and appropriate.
4. The Chairman of the Committee may invite individuals – other than the members of the committee - to the meetings of the Committee, if necessary, after the approval of the College Dean.

¹ Based on committees' assessment standards contained in the forms attached with manual and express an opinion and take the necessary procedures objectively and transparently, **Committee of Internal Inspection** has to inspect committees' performance reports, meeting minutes, supportive manuals as included in reports and meeting minutes, and improvement plans which have established on satisfaction measurements, in purpose to give it to the Quality Assurance and Development Dean.

5. The place and time of the meeting shall be determined in agreement with the members at the first meeting of the committee.
6. A coordinator for the committee is chosen from among its members at the first meeting of the committee, who is responsible for preparing the presentation notes - which must be sent to members three days before the meeting time - and writing down the committee's records and coordinating its work.
7. The recommendations of the committee shall be approved unanimously, or by a majority. In the event of equality, the chairman shall have the casting vote.
8. The committee meetings and recommendations (Form No. 1) shall be recorded in minutes signed by all members of the committee, and submitted to the college dean in a period not exceeding one week from the date of the meeting, provided that the following shall be noted:
 - The date, time, and place of the meeting.
 - The names of the members present, the apologists and the absent.
 - The agenda of the session.
 - Any other business in the session
 - The recommendations of the committee regarding what is being discussed, and the nature of the recommendation (unanimously, or by a majority).
 - Justifications for the recommendations.
 - Members' reservations, if any.
 - Manuals and attachments included in the meeting minutes.
9. The college dean, after reviewing the minutes and the recommendations of the committee, will respond to the committee chairman with an official letter explaining his views and directions on the proposed recommendations within a period not exceeding two weeks from the date of receiving the minutes.
10. The committee prepares a quarterly (or semi-annual) report for colleges operating in the annual or quarterly system (Form No. 3) to be submitted to the college dean, provided that it includes the committee's activities and work, recommendations and accomplishments, obstacles faced, and beneficiaries' satisfaction rate on its services (Note: A measure of beneficiaries' satisfaction can be provided only once at the end of the academic year).
11. The College Dean will review the committees' performance reports (Form No. 3), meeting minutes (Form No. 2) for each committee and other manuals contained in the each report and minute, and improvement plans which have been conducted based on satisfaction measurements in order to study it, express an opinion on it and take the necessary measures towards it objectively and transparently (Form No. 4), before submitting them to His Excellency the Dean of Development and Quality Assurance after filling out the form No. (1-secret).

12. The college dean submits the reports to the college council for review, study and expressing opinion thereon and taking the necessary steps towards them, in preparation for referring them to His Excellency the Dean of Development and Quality Assurance for evaluation and then presented his results to His Excellency the University President and the Chairman of the Supreme Supervisory Committee for Outstanding Awards and considering the directions of His Excellency regarding them.

College committees

Here we will state the college committees and listing the tasks of each committee and its performance indicators, according to the university's rules and regulations, and according to the performance indicators of the Vice-Rectorate Academic Affairs Plan, as follows:

1- Development and Quality Assurance Committee

The Development and Quality Assurance Committee is chaired by the Vice-Dean for Development and Quality Assurance, or whoever is authorized to carry out his duties. In the absence of such a position in the college, the director of the quality office in the college is delegated to chair this committee. It is also permissible to delegate a distinguished faculty member to chair the committee.

The tasks of the Development and Quality Assurance Committee:

The tasks of this committee are as follows:

1. Follow up on everything issued by the National Commission for Academic Accreditation and Assessment, and the Deanship of Development and Quality Assurance regarding quality and development and circulate it to the various departments of the college.
2. Evaluating the quality of educational, research, and service process in the college (self-assessment), by conducting surveys for individuals or beneficiaries.
3. Spreading the culture of quality and introducing it within the college, by arranging internal training courses for students, faculty, technicians, and administrators.
4. Studying the "course evaluation" reports conducted by students, come up with appropriate recommendations for each course, and discuss them with the head of the relevant academic department.
5. Follow up the course report implementation and program report with the academic departments at the end of each academic year (or quarter year), and receive final reports issued from workshops organized by the departments to discuss program and course reports.
6. Achieve the requirements of KFU's quality management system.
7. Preparing an annual plan to determine the training needs for faculty members and technicians and follow up on their implementation.
8. Supervising and monitoring the orientation programs for new faculty members.

9. Propose a mechanism to stimulate excellence and creativity in the performance of faculty members, and nominate distinguished individuals among them for outstanding awards at the college, university and community levels.
10. Studying the transactions referred by the college dean to the committee, providing comments and remarks on them, and submit the necessary recommendations in this regard.

Performance indicators:

1. The number of internal courses that have been organized to spread the culture of quality and introduce the requirements of academic accreditation.
2. The percentage of courses evaluated by students.
3. Students' evaluation for the quality of learning.
4. Students' overall evaluation of course quality.
5. The number of programs that held workshops regarding the discussion of course reports according to the time specified by the Vice-Presidency for Academic Affairs.
6. The number of programs that delivered a full program report on time from the Vice-rectorate of Academic Affairs.
7. The percentage of graduates who have obtained a job within six months of their graduation, or have completed their postgraduate studies, or are not looking for a job opportunity or an opportunity for postgraduate studies.
8. The satisfaction rate of the beneficiaries on various activities of the committee.
9. The number of internal courses that have been organized to develop staff's practical and administrative performance.
10. Develop and implement a plan for identifying training needs for the current and new faculty.
11. The number of college members who obtained Excellence Awards on the level of the college, university, and community.

2. Postgraduate Studies and Scientific Research Committee

The Vice-Dean for Postgraduate Studies and Scientific Research, or whoever is authorized to carry out his duties, shall preside this Committee.

The duties of the Postgraduate Studies and Scientific Research Committee:

The tasks of this committee are as follows:

1. Establishing databases for faculty members in accordance to their scientific and research fields and updating them periodically.
2. Following up the research plans of the scientific departments of the college and connect them to the identity of the university and the national programs.
3. Monitor and document scientific faculties' research data.
4. Conduct a scientific research coordination between departments of the college and work to activate joint research between them to cooperate in solving scientific problems.

5. Develop the capabilities and skills of the faculty staff in the field of scientific research in coordination with the Deanship of Scientific Research.
6. Coordinate in publishing a list of faculty members' research on the college's website and updating it periodically.
7. Have a coordination with the Deanship of Scientific Research about scientific research support tracks, research groups, and policies that support the direction of scientific research to serve the university's identity and national programs.
8. Extend the bonds of cooperation between the college departments and the community to link scientific research with solving the problems facing society.
9. Follow-up the scholarship students' affairs, prepare the necessary reports and submit them to the University Agency for Postgraduate Studies and Scientific Research.
10. Coordinate with the Deanship of Postgraduate Studies regarding postgraduate students' affairs, including enrollment, postponement, and excuses, as well as deletion, addition and deprivation lists in accordance with the university regulations.
11. Review the graduate studies programs that are being created or developed from the scientific departments of the college and ensure that they meet the requirements in coordination with the Deanship of Graduate Studies.
12. Coordinate with the various university entities to fulfill the requirements of quality and academic accreditation for graduate studies programs in the college.
13. Establish databases for postgraduate students' research and doctoral studies in the college and update them periodically, with coordination to publish them on the college's website.
14. Study the initiatives offered by the departments and employees of the college to develop graduate studies and scientific research.
15. Examine the beneficiaries' satisfaction of the college's employees (faculty members and students) about the committee's work about scientific research and postgraduate studies. *

Coordination is made with the decision-making Support Unit at the Strategic Planning and Corporate Identity Department with regard to questionnaires of examining the beneficiary's satisfaction for both scientific research and postgraduate studies.

16. Study the transactions referred to in the committee by the Dean of the College and express opinion about them and make the necessary recommendations regarding them.

Performance indicators:

1. Updated databases for faculty members' scientific and research fields.
2. Prepare research plans for the scientific departments.
3. Follow up research plans reports of the scientific departments.
4. Statistics of scientific publication at the department and college levels.
5. Classifying scientific research according to the publication databases (ISI-Scopus)- or not classified.
6. A statistic of faculties' citations.
7. The number of common scientific research among college departments.

8. The number of training courses, workshops or conferences related to scientific research within the college.
9. The number of faculty members' researches published on the college's website.
10. The number of research groups in the college.
11. The number of researches supported by various tracks of the Deanship of Scientific Research.
12. The number of published scientific papers that support the university's identity and national programs.
13. The number of partnerships or agreements related to scientific research that have been submitted to the community (internal / external).
14. The number of training courses related to scientific research that have been provided to community institutions.
15. The number of follow-up reports for the faculty scholarship and its recommendations.
- 16- The number of meetings held in purpose to develop the skills of teaching assistants and lecturers to enhance their enrollment in postgraduate programs in prestigious universities abroad.
17. The number of postgraduate programs that have been reviewed.
18. Commitment to provide all that is required for the implementation of quality and academic accreditation, such as course reports, program reports, measuring learning outcomes, and other matters on time.
19. The presence of scientific papers, master's, and doctoral theses for postgraduate students on the college's website.
20. The number of graduate studies and scientific research development initiatives that have been studied.
21. Results of measuring the beneficiaries' satisfaction with the committee's work for scientific research.
22. Results of measuring the beneficiaries' satisfaction with the work of the Committee for Postgraduate Studies.

3- Study Plans Committee

The Academic Plans Committee is chaired by the College Dean, and it is composed of the departments' heads. In the event that it is not possible for the college dean to preside this committee, he shall assign who he deems appropriate to preside it.

Tasks of the Study Plans Committee:

The tasks of this committee are as follows:

1. To promote the vision, mission and goals for the scientific programs in the college, and proposing to amend the vision, mission and current goals, or building a new vision, mission or goals, according to the requirements of the university study plans guide.
2. Review the outputs of the various college programs, according to the requirements of the labor market.
3. Propose internal and external benchmarks to evaluate study plans for various college programs.
4. Propose the activation of new programs, building their study plans, stopping work with existing programs or adjusting their study plans, according to the requirements of the labor market, and based on the results of the beneficiaries' evaluation.
5. Study the transactions referred by the dean of the college to the committee and express an opinion on them, and submit the necessary recommendations in this regard.

Performance indicators:

1. The percentage of programs that evaluate program outputs.
2. The percentage of courses that are evaluated and compared with similar courses in other international universities, and they include:
 - A. Course content
 - B. Course Outputs
 - C. Teaching methods
 - D. Evaluation mechanisms
 - E. Textbooks
3. The percentage of programs that have been improved based on the evaluation results.
4. The percentage of courses that were started after the improvement.
5. The percentage of courses that use e-learning systems, such as: **blackboard**.
6. The number of programs evaluated internally and externally.
7. The number of programs created or updated.
8. The percentage of satisfaction of individuals and entities benefiting from the committee's activities.

4- Academic Affairs Committee

The Vice-Dean for Academic Affairs chairs the Academic Affairs Committee, or whoever is authorized to do his duties.

Tasks of the Academic Affairs Committee:

1. Coordination of academic affairs work for undergraduate students, which includes: coordination of the college's academic schedule, registration of courses, deletions and additions, postponement of study, interruption of study, enrollment folding and return, deprivation from study, transferring, coordinating the schedule of tests, follow-up of results delivery, reception of new students, and reviewing students' records Expected graduation, and consider the excuses that students make for their absence from study, in accordance with the university's rules and regulations.
2. Coordination with the Deanship of Admission and Registration in everything related to academic affairs for undergraduate students.
3. Preparing the student's guide and updating it periodically, provided that it contains study plans for the college programs in a brief way, and the internal regulations of the college - if any - along with the materials related to the study regulations and tests for the undergraduate stage.
4. Setting a mechanism for distributing college students to the different departments and applying them after the approval of the college council.
5. Establish a mechanism to support students who are in trouble, and submit recommendations regarding them to the College council.

6. Establish a clear and publicized mechanism for receiving student complaints, and implement them after the approval of the college dean.
7. Propose a mechanism to stimulate excellence and creativity in student performance, and nominate distinguished students for outstanding awards at the college, university and community levels.
8. Study the transactions referred by the dean of the college to the committee and express an opinion on them, and submit the necessary recommendations in this regard.

Performance indicators:

1. Preparing a mechanism for distributing college students to the different departments, or updating such mechanism.
2. Whether a mechanism to help students who are in trouble is developed or updated or not.
3. The number of non-performing students who benefited from the mechanisms of assisting non-performing students.
4. Whether a mechanism to stimulate excellence and creativity in student performance has been developed or not.
5. Develop a mechanism to receive or update student complaints.
6. The number of student complaints that were resolved.
7. Student ratio to faculty numbers.
8. The percentage of faculty members holding a PhD.
9. The percentage of students who enrolled in the program and completed the first academic year, according to the study plan.
10. The percentage of students who enrolled in the program and completed the program requirements on time.
11. Student evaluation for academic and professional counseling.
12. The percentage of faculty members who left the program and did not reach retirement age in the past year.
13. The satisfaction rate of individuals and entities benefiting from the committee's various activities and effectiveness.

5- Student's Activities Committee

The committee is headed by one of the faculty members or the like, who is distinguished in students activities and very famous in communication with college students.

The duties of Student's Activities Committee:

1. Prepare and pursue the work on a time plan for the student's scientific, sporting, cultural, and leisure activities, follow them, and supervise their implementation within the college.
2. Evaluate the student's activities, and submit the necessary proposals to develop them.
3. Encourage and adopt student's initiatives, and work on those events with a coordination with the Deanship of Student Affairs.
4. Strengthen the coordination with the Deanship of Student Affairs regarding all student's activities.

5. Implementing the targeted activities in coordination with the Deanship of Student Affairs, and having a minimum number of points according to the form approved for this by the Deanship of Student Affairs.
6. Study the transactions referred by the college's dean to the committee and express an opinion on it, and submit the necessary recommendations in this regard.

Performance Indications:

1. Either the time plan has been prepared or not, and the percentage of the plan implementation.
2. The number of student's initiatives which have been adopted and accomplished with a coordination with the Deanship of Student Affairs.
3. The percentage of students who took part with different activities during the academic year.
4. The percentage of students who participated in each activity during the academic year.
5. The percentage of student's satisfaction on the committee different activities and events.

Notes:

- Proposals for the development of student activities shall be submitted to the Deanship of Student Affairs, before starting their implementation, in order to ensure continued cooperation together in order to achieve the university's strategy for student activities and programs and in accordance with the Kingdom's 2030 vision.
- The assessment form proposed by the Deanship of Student Affairs is approved, and includes exhibitions, meetings, competitions, and the points shall be obtained for each activity.

6- The committee of Cooperation training and community partnership

This committee is headed by the college vice-dean who is competent in training and community partnership, or who will be authorized to perform his duties. In case there is no position created in the college, a one of the faculty members will be nominated because of his/her competence in all training and community engagement duties.

The duties of the committee of Cooperation training and community engagement:

The duties of this committee is restricted within the following :

1. Prepare an operational plan for each new academic year in community partnership, community service and cooperative training for faculty in accordance with the college and university strategic plan, institutional and program accreditation standards, and community needs.
2. Provide professional training programs according to the needs of society.
3. Inviting community institutions and employers to participate in planning and developing the institutional and programmatic performance of the college and to identify their societal and training needs and the graduate's specifications.
4. Examine the satisfaction of the community parties with the services provided by the college.

5. Create a database in regard of community institutions and cooperative training institutions.
6. Upload all programs and activities related to community partnership, community service and cooperative training on the database of community service programs on the university's website.
7. Provide scientific and technical consultations to the relevant external entities.
8. Evaluate the extent of faculty members' participation in community service programs.
9. Evaluate students' performance who joined Cooperative Training Institutions.
10. Prepare an annual report on the performance of Cooperative Training Institutions.
11. Prepare an annual report for the academic year on the programs and activities of the committee.
12. Propose new strategic partners and activating the existing community partnerships at the university.
13. Propose, plan, organize and coordinate all community partnership activities and cooperative training in the college.
14. Coordination with the Department of Community Partnership Development to communicate with the external community.
15. Satisfy the institutional and program accreditation requirements related to community partnership and cooperative training.
16. Educate the culture of community partnership in the college.
17. Activate the role of the college's employees in participating in the activities and programs of community partnership, cooperative training and cooperation with community institutions and various scientific and professional bodies and volunteer work.
18. Study the transactions referred by the dean of the faculty to the committee, express opinions about them, and make the necessary recommendations regarding them.

Performance Indications:

1. The percentage of achievement of the operational plan in the academic year.
2. The number of training programs provided to the community.
3. The number of entities involved in planning and developing the institutional performance of the college and the number of community and training needs.
4. The percentage of community parties' satisfaction with the services provided by the college.
5. The number of people who registered in the database of relevant community institutions and cooperative training institutions.
6. The number of programs and activities that have been designed.
7. The number of scientific and technical consultations that have been provided.
8. The percentage of faculty members' participation in community service programs.

9. The percentage of students' performance in Cooperative Training Institutions.
10. An annual report on the performance of cooperative training institutions.
11. An annual report that includes numbers of (active community partnership programs with various sectors, academic programs, community service initiatives, scientific studies in community service, hours of the faculty member in community service, community problems that the college dealt with and interfered with Remedy, the proportion of faculty, students and staff enrolled in community service programs).

7. The committee of strategic planning and support of decision-making

This committee is headed by the dean of the, and it involves the members of the College Board, and those who see him/her could suit this position from the faculty members with good experience in developing, following up and implementing strategic plans and decision-making support. If the dean apologizes to occupy this position, he/she has the power to nominate the college vice-dean, or division chiefs, or one of the faculty members, who could suit this position. The committee members should be distributed in the form of sub-committees emanating from the main committee and no more than (15) members. In case of the need to include more than (15) members of the committee, a letter would be referred to the Deanship of Development and Quality Assurance with justification for the request

The duties of the committee of strategic planning and support of decision-making

The duties of this committee is restricted within the following:

1. Introduce the college's vision, message and goals, and recommend any modification on them or either suggest creating new ones.
2. Develop a strategic and operational plan for the college and follow up the process of implementation.
3. Follow up the implementation of the strategic plan projects.
4. Measuring project performance indicators.
5. Activate the university's institutional identity and fields, and working to educate the culture of food security and environmental sustainability within the college and contribute with the college in activating identity programs.
6. Index and contribute with the college's employees to presenting development initiatives and projects with strategic orientations.
7. Introduce the international rankings which the university takes part of, and faculty members contribution to enhance the position of the university.
8. Contribute to collecting data on classifications within the college.

9. Educate the culture of strategic planning among college employees.
10. Conduct supervision on the academic accreditation of the college's various programs.
11. Determine the research interests and their paths in the college and link them to the strategic plan of the university.
12. Develop and update a database every semester (or two quarters), including:
 - Establish statistical charts from the data collection regarding scientific publications, translation and other services in the academic divisions in the colleges and provide them to the Deanship of Scientific Research and Postgraduate Studies.
 - Establish statistical charts show the number of students, faculty members, technicians and administrators, and provide them to the committee of development and quality insurance in purpose to link them to the college developmental requirements.
 - Establish statistical charts show workshops, labs, offices, multipurpose halls, and various equipment in purpose to provide them to the committee of development and quality insurance in order to link them with the college developmental requirements, and also validate them to the committee of safety and laboratories to assist them in giving recommendations in respect of purchase demands.
 - Establish statistical charts show the names of outsiders that have a connection with academic college divisions and its different scientific programs, and provide them to the committee of cooperative training and community engagement in order to like them with the committee various events and activities.
 - Prepare faculty members manual displays the member's name, degree, date of degree, university degree, the division where he/she belongs to and research interests.
13. Follow up documents issued by the university administration regarding the strategic plan of the university, as well as what is issued by the strategic planning department and circulate it to the various departments of the college.
14. Collect the college's internal executive regulations and administrative decisions, and facilitate the process of viewing them.
15. Study the transactions that the Dean of the College refers to the committee, express opinion about them, and make the necessary recommendations regarding them.

Performance Indications:

1. The number of activities and events that have been worked on in order to spread the vision, mission and goals of the college.
2. The percentage of college's projects that have been completed.
3. The percentage of performance indicators that have been measured.
4. The number of activities and events that have been supervised in order to activate the identity.
5. The speed of response and the provision of data related to the rankings required of the college.
6. The percentage of activation of the college page.
7. The percentage of activated academic department pages / sites, including faculty members 'pages.
8. The percentage of updated data out of the total database required and stipulated in the committee's tasks.
9. The percentage of beneficiaries' satisfaction with the various activities and activities of the committee.

8- Sustainability Committee

This committee is headed by one of the faculty members who has an experience in safety instructions and accommodation besides their knowledge of financial activities and regulations (as much as possible).

The duties of the Committee of Financial Affairs and Accommodation

1. Establish a database of classrooms, laboratories, and equipment and the tools and materials they contain in the college, and a report on their current status and the availability of environmentally friendly alternatives in the case of some devices and materials.
2. Inter-departmental coordination to standardize the devices that have common purposes.
3. Develop an electronic user guide for laboratory equipment (devices - tools - chemical materials description) in both Arabic and English. And make a coordination with the administration of central laboratories by providing them with a copy.
4. Provide the faculty with the forms and how to make purchase orders for laboratory equipment.
5. Redistribute devices and transferring the covenant between departments in the event of restructuring the operational departments to serve the needs of the newer structure. And make a coordination with the administration of the central laboratories by providing them with a copy of the updates.
6. Study the hardware purchase requests submitted by the college departments and submit the appropriate recommendation on them to the dean of the faculty, based on the available capabilities available in the various faculty laboratories. And make sure not to repeat the purchase of laboratory equipment available in

the college's laboratories, and to coordinate between departments by investing the equipment available at the college level. And take into account that the equipment is compatible with environmental safety (the electrical voltage is appropriate for the building - it does not emit radioactive - sound pollution - toxic chemical waste when operating) in coordination with the administration of the central laboratories.

7. Study and recommend in case it is possible to replace some of the existing laboratory equipment with less energy-consuming and safer equipment for the environment.
8. Educate the awareness of safety and security culture at work and equipping laboratories with their requirements, such as: chemical spillage and fire fighting tools, checking electrical wiring and ensuring safety.
9. Provide recycling containers and set up a recycling mechanism for recyclable waste.
10. Provide indoor trees (with appropriate specifications for interior lighting) in the corridors to improve air quality in colleges and to supervise the care and maintenance of them.
11. Assess the laboratory capabilities and scientific equipment and providing evaluation results to the Development and Quality Assurance Committee when preparing self-study for the college and coordinating with the central laboratories administration in terms of:
 - a) Examine their compliance with the requirements of environmental sustainability (energy consumption - presence of environmentally harmful wastes resulting from their operation).
 - b) Examine their compatibility with the requirements of the study plans of the academic departments, and the research interests of the faculty.
12. Ensure that all college departments abide by the safety requirements written and illustrated in the labs.
13. Ensure that all analytical procedures and laboratory methods are written in unified and clear forms. They show the following:
 - a. The name of the analysis or method.
 - b. The laboratory location where the analysis would be made.
 - c. Instruments and materials used in the analysis, mentioning the quality of the materials and their risks.
 - d. The description of the analysis (if any), and mention the risks that might occur during the process of analysis.
 - e. Precautions are required to perform such analysis.
 - f. The method of disposal of the used chemicals and the materials resulting from the analysis, and how to get rid of them.

14. Propose a mechanism to distribute the college budget and allocations to the different departments in the college, taking into account, the number of students in each department, and the equipment provided in the laboratories of the different departments.
15. Recommend to increase the allocations support for some departments, or reduce them based on what the committee already got available data, in terms of the number of offered courses, the number of laboratory lessons and their training needs.
16. Reassess the budget submitted by the university administration, besides measuring its compatibility with the requirements of the department academic plans, and the research interests of the college, and provide the assessment results to the Development and Quality Assurance Committee when the college's self-study has been prepared.
17. Review the documents referred by the dean of the college to the committee and express an opinion on it, and submit the necessary recommendations in this regard.

Performance Indications:

1. Design a procedural guide explaining how and models for ordering the purchase of laboratory equipment and devices.
2. The percentage of laboratory equipment features that has been specified.
3. The percentage of environmentally friendly laboratory equipment (free of environmental pollutants coinciding with their operation, whether radioactive or chemical contamination).
4. Create a quarterly database that contains all devices and their condition (new - good - needs repair).
5. The percentage of laboratories whose contents were inventoried from the total number.
6. The percentage of laboratory equipment operators of human competencies (technicians - faculty members - graduate students) to the total number of laboratory users.
7. The percentage of laboratories that have committed to developing written procedures for safety requirements in their laboratories.
8. The percentage of purchase requisitions that have been studied and recommended to the total number.
9. The number of computers or laboratory devices in general available for the undergraduate or postgraduate students.
10. The number of training courses supervised by the committee to train the faculty of staff on the use of laboratory equipment and tools and the transfer of expertise.
11. The percentage of laboratory equipment users compared to the actual number of laboratory users. (Faculty members - technicians and postgraduate students).
12. The percentage of laboratories that contain waste recycling containers (glass - biological hazardous waste - chemicals).

13. The existence of a guide and procedures for the disposal of laboratory waste.
14. Faculty members and students assessment of the adequacy of resources for the educational process.
15. The percentage of beneficiaries' satisfaction with the various committee's activities and events.
16. Suggest a way of the college's budget distribution according to priorities or not.
17. The percentage of the requirements of the various academic departments that have been achieved.