

Name of Committee	3. The Committee of Academic Affairs
Head of Committee	Vice-Dean for Academic Affairs
Name of Head	Dr Abdulrahman Abdulhadi Alsultan
Coordinator	Dr Aboelyazied Fouad
Members	
	Dr Dalal Saadoun Al Saadoun
	Dr Shereen Mahmoud Refaie Mahmoud
	Dr Suha Jaafar Albahrani
	Dr Abdul Hafeez Baloch
	Dr. Krishna Swaroop Duddi Sreehari
	Dr Utkarsh Shahi
	Dr Mohammad Amanullah**
	Dr Doaa Mahmoud Alian
	Dr Ehab Mohamed Ibrahim Darwish
	Dr Amira Okud Mohammed Osman
	Dr Arif Mohyuddin
Task and Functions	
	1. Coordinating the deanship 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.
	2. Constituent coordinating with the deanship of admission and registration regarding to academic affairs for undergraduate students.
	3. 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.
	4. Preparing a plan to divide students in different departments after College Board approval.
	5. Making a plan to help the strugglers form students and suggesting regarded recommendations to the College Board.
	6. Preparing and applying an obvious and declared mechanism explains how to receive students complains after the College Board approval.
	7. 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.
	8. Reviewing all documents that are referred by the college dean office to the committee and giving opinion and necessary recommendations about i

Performance Indicators	
	1. Preparing and updating a mechanism to distribute student to different departments.
	2. Making a plan and updating it to help the strugglers form students or none.
	3. The number of strugglers of students who got benefits for the mechanism of assistance.
	4. Preparing a mechanism or updating it that motivates the excellency and innovation in students' performance or none,.
	5. Creating a mechanism or updating it to receive students complains or none.
	6. The number of students' complains creating a way to deal with them.
	7. The percentage of students according to the number of academic staff.
	8. The percentage of academic staff who has Ph.Ds.
	9. The percentage of students who registered in programs and finished the first semester according to the academic plan.
	10. The percentage of students who fulfilled all program requirements on time.
	11. Students' assessment for the academic and technical guidance.
	12. The percentage of academic staff who left and did not reach retirement age in the past year.
	13. The percentage of beneficiaries' satisfaction from the committees' various events and activities.