

Development & Academic Accreditation Committee

Development & Academic Accreditation Committee shall be under the chairmanship of the Department. The Vice-Chairman shall be the Deputy Head of the Department and the membership of the Academic Programs Coordinators, taking into account the representation of the Committee from both parts.

1. Introduce employees to good practices of the National Center for standards Assessment and Accreditation.
2. Providing evidence and documents related to the criteria for academic accreditation.
3. Preparing, documenting, classifying and arranging the files related to the standard academic accreditation according to the included practices.
4. Use of validation and measurement tools for program academic standard accreditation.
5. Ensure that the program and course descriptions are prepared in accordance with the NCAAA forms.
6. Ensure the preparation of reports of the decisions and updated according to the forms of the National Center for Assessment and Accreditation.
7. Writing the annual report of the program according to the National Center for Assessment and Accreditation.
8. Completing and applying the self-evaluation measures of the academic standard accreditation.
9. Identify and propose performance indicators for standard program accreditation.
10. Plan and conduct the self-study of the program in cooperation with the Standards Committees.
11. Writing a self-study report for the program.
12. Preparing reference comparisons for indicators.
13. Submitting recommendations to the department council in the light of the reports and its results.
14. Ensure implementation of recommendations and develop and implement improvement and development plans.
15. Prepare and participate in internal and external audit visits.
16. Prepare the executive plan for the program
17. Consider the effectiveness of the program and follow-up and prepare the annual follow-up report, which is submitted through the Department's Quality Assurance Committee of the College, and includes performance indicators that give accurate details about the activities

carried out during the year and their effectiveness in enhancing the quality of the program and the extent of its compliance with the National Authority standards.

18. Study and audit the program based on the results and reports of decisions and field experience and make recommendations for major amendments in the decisions and then submitted through the Council of the Department to the College Council to take the necessary action.

19. Consider and approve the minor amendments to the program and its decisions and write reports thereon in the light of reviewing the results and examining the reports of the courses and field experience and delivering the recommendations after the approval of the department council to the faculty council, which in turn submits them to the quality assurance committee of the faculty for study and benefit and then for affairs. Educational briefing.

University Guidance Committee

The committee consists of the chairman and representatives of all academic programs in the department as members of the committee, taking into account the representation of the female section.

1. Follow-up the process of academic guidance
2. Follow up the progress of undergraduate students
3. Review schedules for undergraduate students
4. Following up the registration of study schedules for students
5. Quarterly update of the lists of regular, disconnected, dismissed and graduates
6. Follow up the implementation of academic movements

The duties of the Academic guide are:

- Knowledge of the procedures of registration, deletion and addition of the announced schedules.
- Strict follow-up of the student's scientific achievement in the subjects recorded in it and write periodic reports.
- Identify the performance of students and encourage them to more diligence and motivate outstanding students.
- Discussing difficulties and helping students through the office hours allocated to them.
- Helping students to benefit from e-university services and encouraging them to participate in academic and extra-curricular activities.

- Adherence to the forms and reports approved by the University Guidance Department
- Know the study plan of the program and the graduation requirements of students and study the status of the student schedule.

Schedules and Examinations Committee

The committee consists of a chairman and representatives of all academic programs in the department as members of the committee taking into account the representation of the female section.

1. Prepare studies and exams schedules for undergraduate and master students.
2. Preparation of schedules of faculty members.
3. Preparation of schedules of technicians and researchers.
4. Housing the school tuition in the halls and laboratories.
5. Supervise the conduct of exams and evaluation.
6. Report on exam results in all courses.
7. Prepare exam rooms and make sure they are ready.
8. Inventory of pathological cases.
9. Coordinate the date of practical and theoretical exam based on the suggestions of the department and students and in coordination with the Deanship of Admission and Registration.
10. Prepare the schedule of observations for the exams.
11. Receive and save answer sheets for two academic years after the announcement of the result.
12. Follow-up the delivery of results on time and monitoring and dependence on the university system, within a period not exceeding 48 hours from the end of the exam.

Activities & Community Services Committee

The committee consists of a chairman and representatives of all academic programs in the department as members of the committee, taking into account the representation of the female section.

1. Prepare the plan of student activities class and extra-curricular.
2. Prepare a plan of scientific and cultural activities of the employees.
3. Coordinate the participation of students and employees in the university activities.

4. Supervise the implementation of all activities in the department.

Scientific Research Committee

The committee consists of the chairman and the representatives of all academic programs in the department as members of the committee, taking care to represent the female's section.

1. Follow-up research activity.
2. Follow up the scientific publication.
3. Supervise research and scientific cooperation.
4. Establish reference libraries for published research projects.
5. Follow-up the scholarships of the department.
6. Follow-up the progress of students to master.
7. Follow-up procedures for the registration of scientific theses.
8. Follow-up procedures for the formation of discussion committees
9. Follow up the procedures of granting grades and graduation.

Advisory Committee

This committee shall be under the chairmanship of the department, the deputy head of the department and two representative of faculty staff and some professionals member.

1. Providing professional advice, assistance and guidance to the academic program.
2. Contribute to determining the best specifications for the graduates of the academic program in accordance with the requirements of the work market.
3. Provide suggestions that will improve the quality and expansion of the academic program.
4. Contributing in determining the required specializations in the work market.
5. Determine the future jobs that the community needs to be expected in the near future.
6. Identify skills that will ensure the employment of program graduates.
7. Evaluate the program professionally.
8. Validate the academic content of the program.
9. Proposals to amend the curricula according to the needs of the labor market.
10. Provide trainers and supervisors for students.
11. Promote the graduates of the academic program in the business community through communication with different companies and business sectors, and organize advertising in its various forms.

The dean of the faculty assigns the supervisory committee to the work of the guiding committees in the faculty to discuss the work of the program advisory committee and make recommendations.

The supervisory committee shall be chaired by the Dean of the faculty and shall be composed by the Deputy of the faculty and the head of the academic development unit, as well as heads of the scientific departments. The functions of the Committee shall be as follows:

1. Supervise all development and academic accreditation in the faculty and its departments and academic programs.
2. Recommendation to raise the names of programs that meet the criteria for program accreditation to apply to program accreditation.
3. Discuss the quality management and its work in the faculty.
4. Providing the necessary consultations and recommendations to raise the quality and development of the college and its departments.
5. Propose the necessary policies to ensure quality and achieve accreditation standards in the faculty and its programs.
6. Discuss the reports of the review of advanced programs for academic accreditation
7. Discuss strategic plans and executive reports
8. Provide opinion and consultation in all work that follows the scope of the work of the Committee.

Security, Safety & Occupational health Committee

The committee consists of a chairman and representatives of all academic programs in the department as members of the committee together with the representation of the female section and its tasks are:

1. Follow up the fulfillment of security and safety requirements
2. Prepare maintenance, security and safety orders
3. Supervision of warehouses and inventory control
4. Establish an occupational safety and health policy
5. Awareness of the necessity to follow safety and Occupational health conditions

Training and Graduation Projects Committee

The committee consists of a chairman and representatives of all academic programs in the department as members of the committee together with the representation of the female section and its tasks are :

1. Prepare and implement training programs for employees

2. Preparation and implementation of student training programs
3. Supervise the implementation of graduation research

Learning Resources, Facilities & Equipment Committee

The committee consists of a chairman and representatives of all academic programs in the department as members of the committee with the care of representing the female section and its tasks are :

1. Create libraries of theses, graduation research, books and references
2. Establishing electronic libraries
3. Preparation of question banks and electronic exams
4. Activate and follow the use of the Black Board learning platform
5. Prepare orders for educational and laboratory needs
6. Follow up the operation of scientific and research equipment
7. Follow-up the operation of educational methods
8. Follow up the maintenance of offices, halls and laboratories

Academic Programs Committee

The Department Council establishes the Academic Programs Committee presided by the Head of the Department, or by competent and experienced people nominated by the Department Council. The committee should include representatives from both male and female sections, and members with subspecialties, if any. The committee has the following duties:

1. Following up the academic programs and study plans in the department and write the necessary reports.
2. Studying the development proposals submitted by faculty members, the program advisory committee, students and graduates, and following up developments in the field and the labor market, and prepare reports thereon.
3. Periodically evaluating and auditing the programs of the department.
4. In case the academic programs are developed, the committee will undertake a comprehensive study on the reasons for the development, including the identification of causes, conducting referential comparisons, and other processes.
5. Designing and developing academic programs in the department following all the stages mentioned in the guide of designing and developing academic programs at Taif University.
6. Coordinating with the Executive Office for Program Transformation at the Deanship of University Development in all the stages of designing and developing academic programs.

Performance indicators & Learning Outcomes Committee

The committee consists of a chairman and representatives of all academic programs in the department as members of the committee with the care of representing the female section and its tasks are:

1. Assessment of program performance indicators and preparing a report on them
2. Assessment of program learning outcomes and preparing a report on them

Internal Audit Committee

The committee consists of a chairman and representatives of all academic programs in the department as members of the committee with the care of representing the female section. This committee is affiliated with the Deanship of University Development and its most important tasks are:

1. Review the programmatic accreditation requirements
2. Review the works of some of the program's executive committees