Kingdom of Saudi Arabia Ministry of Education King Khalid University



المملكة العربية السعودية وزارة التعليم جامعة الملك خالد

College of Engineering

كلية الهندسة

نموذج بيانات وحدات كلية الهندسة 1443ه (2021-2022) College of Engineering Units Data Form 1443 (2021-2022)

Unit Name	Registration Unit		التسجيل		اسم الوحدة
Unit Head	Dr. Amir Ibrahim Arabi		د أمير ابراهيم علي عربي		رئيس الوحدة
	Dept.	Mechanical Engineering	الهندسة الميكانيكية	القسم	
Head Unit Info.	Office #	A/1/93		رقم المكتب	بيانات رئيس الوحدة
	Tel.	+966 17241 8326		تلفون	
	Cell.	+966 546111592		جوال	
	E-mail	aarabi@kku.edu.sa		بريد الكترون <i>ي</i>	

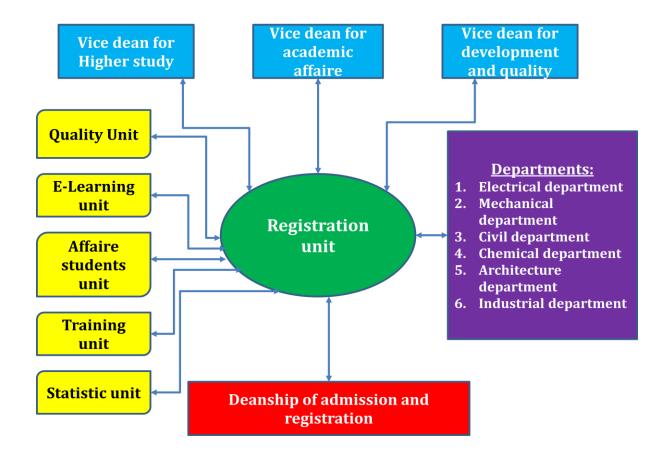
Terms of Reference

- 1. The Head of the Registration Unit is appointed by the Dean of the College of Engineering for a specific period of time or until further orders.
- 2. The Registration Unit works with the time table and exam Committee, under the leadership of the Vice Dean of Educational and Academic Affairs.
- 3. The Unit coordinates the Registration and Exams related tasks in the College of Engineering.
- 4. The Head of the Registration Unit will be responsible for executing the instructions of the Vice Dean of Educational and Academic Affairs.
- 5. The Development of Registration Unit will also execute the tasks assigned by the Deanship of Registration and admission through the Dean/Vice Deans.
- 6. The Unit will participate meetings announced by Vice Dean of Educational and Academic Affairs (at least 5 in an academic year).
- 7. The Unit will supervise in preparing the time tables for lectures, practical and tutorials. Additionally, the final exam time table of all the Programs.

كلية الهندسة

College of Engineering

Organization Structure of the College Registration Committee:



Kingdom of Saudi Arabia Ministry of Education King Khalid University



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Members of the College Registration Committee:

No.	Name	Position	Designation
1	Dr. Amir Arabi	Head, Registration Unit	Unit Head
2	Dr. Monji Zaidi	Registration Unit	Member

Kingdom of Saudi Arabia Ministry of Education

King Khalid University



المملكة العربية السعودية وزارة التعليم جامعة الملك خالد

كلية الهندسة

College of Engineering

<u>Tasks</u>

1. Preparation for the registration period at the beginning of each semester. 2. Processing students Time Table by categories and periods: visiting, graduate, regular 3. Answering all student requests on TAWASUL platform to modify their time table, which are related to deletion, addition and transfer 4. Processing and registration of graduation projects according to the university regulations 5. Distribute students to academic advisors for all departments 6. Accommodation of halls, laboratories, and time for all offered courses, before the start of the study of each semester 7. Studying and amending time tables of lecturers according to the load and specialization 8. Attending and following-up meetings with the Vice Dean for Academic Affairs and implementing their outputs on the academic system: study plans, trimester system 9. Attending and following-up meetings with the Deanship of Admission and Registration and implementing their outputs on the academic system 10. Preparation for final exams, including scheduling, committees, halls, conflict resolution, and daily capacities 11. Examination and modification of the reports available 12. Processing students Time Table by categories and periods: visiting, graduate, regular 2. Processing student requests on TAWASUL platform to modify their time table, which are related to deletion, and transfer 4. Processing all student requests on TAWASUL platform to modify their time table, which are related to deletion, and transfer 4. Processing all student requests on TAWASUL platform to modify their time table, which are related to deletion, and transfer 4. Processing all student requests on TAWASUL platform to modify their time table, which are related to deletion, and transfer 5. Distribute students to academic advisors for all departments 6. Accommodation of halls, laboratories, and time for all offered courses, before the start of the study of each semester 7. Studying and amending time tables of lecturers according to t	Unit Tasks	مهام الوحدة	
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12. Bring quality and accreditation requirements for احضار متطلبات الجودة والإعتماد للوحدات 12. Bring quality and accreditation requirements for			.12
relevant units, statistics reports, records ذات الصلة تقارير إحصائيات سجلات			
13. Examine the final exam reports and make sure that the من الإختبارات النهايية والتأكد من 13. المنافذة على المنافذة ا	_		.13
semester is closed without any shortage غلق الفصل الدراسي بدون أي نقص	semester is closed without any shortage	غلق الفصل الدراسي بدون اي نقص	