

نموذج بيانات وحدات كلية الهندسة 1443هـ (2021-2022)

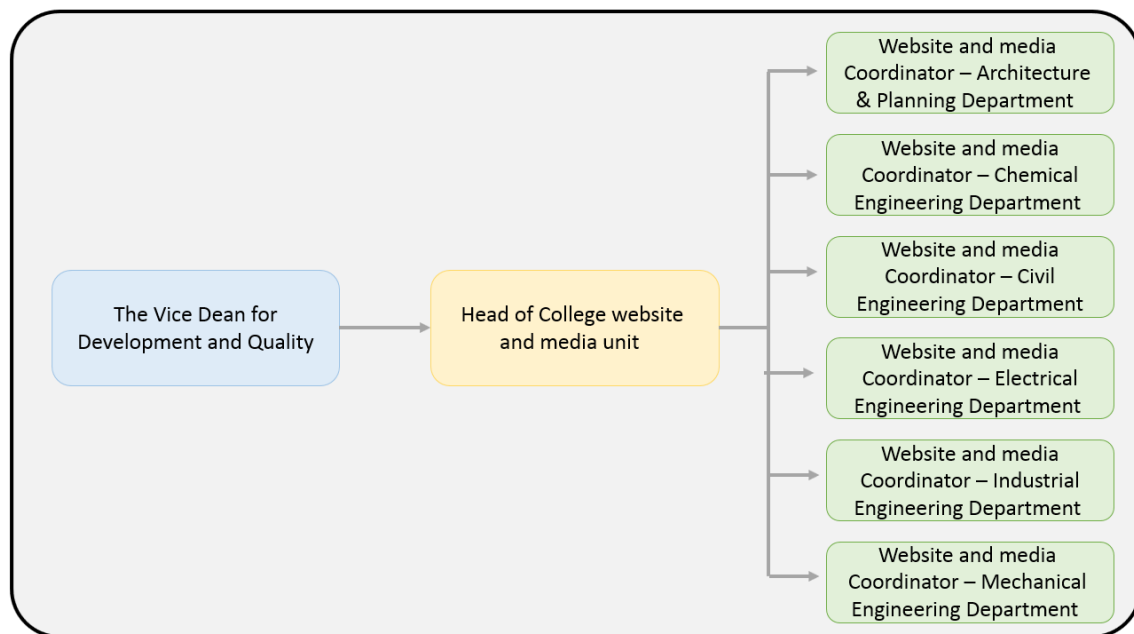
College of Engineering Units Data Form 1443 (2021-2022)

Unit Name	Website and Media Unit		وحدة موقع الكلية والاعلام		اسم الوحدة
Unit Head	Dr. Atef El JERY		د/ عاطف الجريء		رئيس الوحدة
Head Unit Info.	Dept.	Chemical Eng. Dept.	هندسة كيميائية	القسم	بيانات رئيس الوحدة
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### Terms of Reference

1. The Head of College website and media unit is appointed by the Dean of the College of Engineering for a specific period of time or until further orders.
2. The College website and media unit works with the College Quality Committee, and the website and media Departments Coordinators under the leadership of the Vice Dean of Development and Quality.
3. The College website and media unit is appointed by the Dean of the College, comprising the Vice Dean for Development and Quality as the Chairman, Head of College website and media unit nit as the Coordinator and website and media Coordinator of each department as the members.
4. The Unit coordinates the website and media related tasks in the College of Engineering.
5. The Head of the website and media Unit will be responsible for executing the instructions of the Vice Dean for Quality.
6. The Unit will organize meetings of the College website and media coordinators (at least two in an academic year, once each semester) and prepare a record of minutes of meetings.
7. The Unit will supervise in preparing the Annual Program Reports of the Programs.

Organization Structure of the College website and media unit:



**Members of the College website and media Committee:**

No.	Name	Position	Designation
1	Dr. Saad Al-GAHTANI	Vice Dean for Development & Quality	Chairman
2	Dr. Atef EL JERY	Head, College website and media unit	Unit Head
3	Dr. Hamdi AYED	Website and media Coordinator Civil Engineering Department	Member
4	Dr. Hassen LOUKIL	Website and media Coordinator Electrical Engineering Department	Member
5	Dr. Sondus Al-GHARNI	Website and media Coordinator Industrial Engineering Department	Member
6	Dr. Abhilash EDACHERIAN	Website and media Coordinator Mechanical Engineering Department	Member
7	Dr. Atef EL JERY	Website and media Coordinator Chemical Engineering Department	Member
8	Eng. Ahmed AL-ZOBI	Website and media Coordinator, Architecture & Planning Department	Member

### Tasks

Unit Tasks	مهام الوحدة
<ol style="list-style-type: none"> <li>1. Manage the entire content of the College of Engineering website.</li> <li>2. Feed and update the College of Engineering website with various types of content such as news, events, announcements and other electronic forms and contact information.</li> <li>3. Providing many electronic services through an inclusive portal for all college sectors.</li> <li>4. Submit and collect proposals and study them with the IT Department to work on developing the College of Engineering website.</li> </ol>	<ol style="list-style-type: none"> <li>1. إدارة محتوى موقع كلية الهندسة بالكامل.</li> <li>2. تغذية وتحسين موقع كلية الهندسة بمختلف أنواع المحتوى كالأخبار والأحداث والإعلانات وغيرها من النماذج الإلكترونية ومعلومات الاتصال.</li> <li>3. تقديم العديد من الخدمات الالكترونية عبر بوابة شاملة لكافة قطاعات الكلية.</li> <li>4. تقديم وتجميع مقترحات ودراستها مع ادارة تقنية المعلومات للعمل على تطوير موقع كلية الهندسة.</li> </ol>