

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

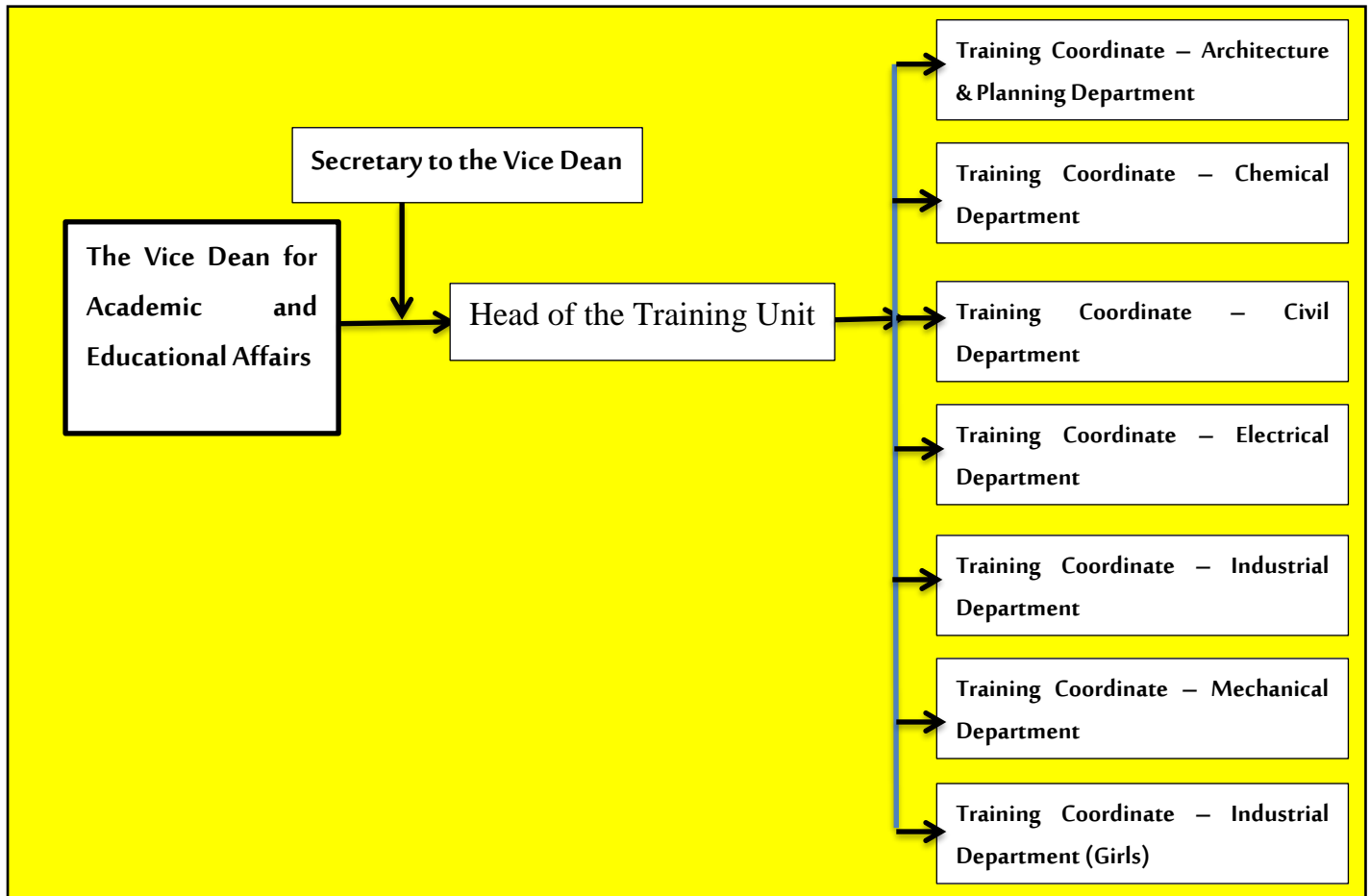
College of Engineering Units Data Form 1443 (2021-2022)

Unit Name	Training Unit		التدريب		اسم الوحدة
Unit Head	Dr. Ibrahim Elsayed Elseesy		د. ابراهيم السيد السيسى		رئيس الوحدة
Head Unit Info.	Dept.	Mechanical Engineering	الهندسة الميكانيكية	القسم	بيانات رئيس الوحدة
	Office #	A/1/98		رقم المكتب	
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Terms of Reference

1. The Head of the Training Unit is appointed by the Dean of the College of Engineering for a specific period of time or until further orders.
2. The Training Unit works with the College Training Committee, under the leadership of the Vice Dean of Academic and Educational Affairs.
3. The College Training Committee is appointed by the Dean of the College, comprising the Head of the Training Unit as the Chairman, and Training Coordinators of each department as the members.
4. The Unit coordinates the Training related tasks in the College of Engineering.
5. The Head of the Training Unit will be responsible for executing the instructions of the Vice Dean for Academic and Educational Affairs..
6. The Training Unit will prepare a calendar of Training activities and implement it.
7. The Unit will organize meetings of the College Training Committee (at least two in an academic year, once each semester) and prepare a record of minutes of meetings.
8. The Unit will supervise in preparing the Annual Program Reports of the Programs.
9. The Unit will review all the Training related tasks in the College.

Organization Structure of the College the Training Committee:



Members of the College the Training Committee:

No.	Name	Position	Designation
1	Dr. Ibrahim Elseesy	Head, Training Unit	Chairman
2	Dr. Hamdi Ayed	Quality Coordinator Civil Engineering Department	Member
3	Dr. Hassen Loukil	Quality Coordinator Electrical Engineering Department	Member
4	Dr. Naif Almakaee	Quality Coordinator Industrial Engineering Department	Member
5	Dr. Mohammed Abdulaziz	Quality Coordinator Mechanical Engineering Department	Member
6	Dr. Abubaker Osman	Quality Coordinator Chemical Engineering Department	Member
7	Dr. Mohammed Alshayeb	Quality Coordinator, Architecture & Planning Department	Member
8	Dr. Sondos Alqarni	Quality Coordinator Industrial Engineering Department (girls)	Member

Tasks

Unit Tasks	مهام الوحدة
<ol style="list-style-type: none"> 1. Set up training courses, workshops, seminars and scientific meetings for students. 2. Preparation Summer Training Program. 3. Communication with public and private engineering institutions to facilitate the training of students. 	<ol style="list-style-type: none"> 1. إقامة دورات تدريبية و ورش عمل و ندوات و لقاءات علمية للطلبة. 2. اعداد برنامج التدريب الصيفي. 3. التواصل مع المؤسسات العامة والخاصة الهندسية لتسهيل تدريب الطلاب
Curriculum <ol style="list-style-type: none"> 1. Assisting in preparing training courses programs and following up their implementation. 2. Helping to find training opportunities for students outside the university 3. Identifying gaps in the programs implemented through evaluation methods, in order to suggest the necessary improvement plans. 	المناهج الدراسية <ol style="list-style-type: none"> 1. المساعدة في إعداد برامج الدورات التدريبية و متابعة تنفيذها . 2. المساعدة في ايجاد فرص تدريبية للطلاب خارج الجامعة 3. تحديد الثغرات في البرامج المنفذة عن طرق التقييم وذلك لاقتراح خطط التحسين اللازمة .
Implementation of Training Unit Program <ol style="list-style-type: none"> 1. Preparing training courses programs inside the college and for the target groups outside it. 2. Communicate with institutions and companies to find training opportunities for students. 3. Follow up on the implementation of the unit's various programs inside and outside the college. 4. Preparing the annual report of the activities of the training unit. 	تنفيذ برامج وحدة التدريب <ol style="list-style-type: none"> 1. إعداد برامج الدورات التدريبية داخل الكلية و للفئات المستهدفة خارجها. 2. التواصل مع المؤسسات و الشركات لأيجاد فرص تدريبية للطلاب. 3. متابعة تنفيذ البرامج المختلفة للوحدة داخل و خارج الكلية. 4. إعداد التقرير السنوي لأنشطة وحدة التدريب.

Assessment and Analysis	التقييم والتحليل
5. Supervise revision of mission, vision and objectives of the programs.	12. الإشراف على مراجعة الرسالة والرؤية و أهداف البرامج.
6. Preparation and implementation of the training plan of the college and operational plan of the departments.	13. إعداد وتنفيذ الخطة التدريبية للكلية والخطة التشغيلية للأقسام.
7. Measurement and analysis of progress towards the mission, vision, objectives and program learning outcomes, key performance indicators of college/programs.	14. قياس وتحليل التقدم الذى تحقق نحو تنفيذ الرسالة أو الرؤية أو الأهداف ونتائج كل برنامج من برامج الوحدة وكذلك مؤشرات الأداء الرئيسية للكلية / البرامج.