

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

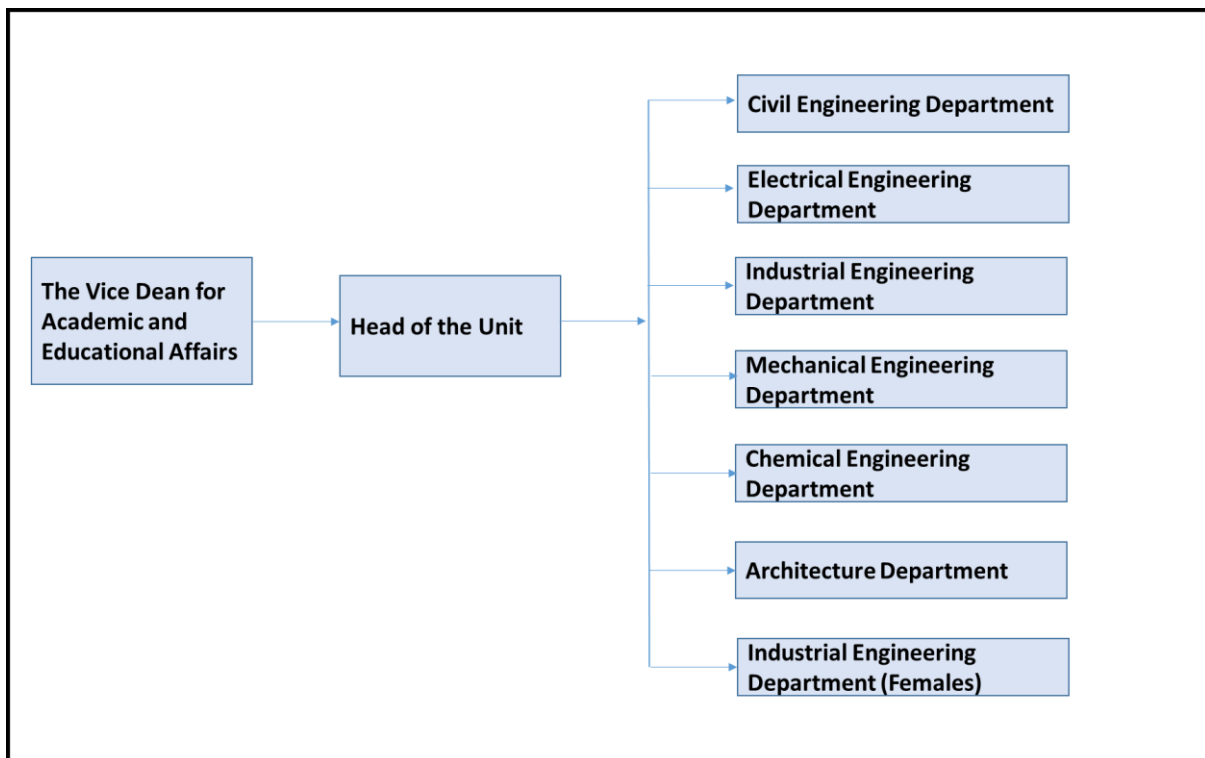
College of Engineering Units Data Form 1443 (2021-2022)

Unit Name	Students Affairs and Academic Advising Unit		التوجيه والإرشاد		اسم الوحدة
Unit Head	Dr. Mohamed Ismail		د. محمد إسماعيل		رئيس الوحدة
Head Unit Info.	Dept.	Mechanical Engineering	الهندسة الكيميائية	القسم	بيانات رئيس الوحدة
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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. Providing educational, psychological, and professional counseling to students.
3. Raising the awareness of the family, the community, and the college at the university about the importance of guidance and counseling through bulletins, lectures, and participation in the unit activities.
4. Studying behavioral phenomena and negative problems that may appear in the lives of some students in order to find solutions to them.
5. Assisting students who need financial support and coordinating with internal university authorities such as the Student Fund to provide direct support or coordination with various university departments and external bodies to provide part-time job opportunities for such cases.
6. Providing advisory services to students with special needs, supporting them and providing appropriate activities for their needs.
7. Creating programs to support and enhance gifted and academically outstanding students according to the specialization and capabilities of the college.
8. Organizing in-person or remote events for the specialized career day in each college to know the opportunities available to male and female students after their graduation, and they can be coordinated in cooperation with the college club as a joint activity.

Organization Structure of the Students Affairs and Academic Advising Unit



Members of the College the Training Committee:

No.	Name	Position	Designation
1	Dr. Mohamed Ismail	Head, Academic Advising Unit	Chairman
2	Dr. Khalid Alhadi	Coordinator of Civil Engineering Department	Member
3	Dr. Abdulaziz Alsaeedi	Coordinator of Electrical Engineering Department	Member
4	Dr. Naif Almakaeel	Coordinator of Industrial Engineering Department	Member
5	Dr. Mousafa Abdulmohimen	Coordinator of Mechanical Engineering Department	Member
6	Dr. Atef Aljery	Coordinator of Chemical Engineering Department	Member
7	Dr. Mohammed Alshayeb	Coordinator of Architecture Department	Member
8	Dr. Sahar Ahmed	Coordinator Industrial Engineering Department (girls)	Member

Tasks

Unit Tasks	مهام الوحدة
1. Participation in preparing new students to learn about university life.	1. المشاركة في تهيئة الطلاب المستجدين لمعرفة الحياة الجامعية.
2. Providing the required consultations in the academic, social, psychological and professional aspects of the college students with problems through individual and group counseling and guidance sessions.	2. تقديم الاستشارات المطلوبة في الجوانب الأكاديمية والاجتماعية والنفسية والمهنية المتخصصة لأصحاب المشكلات من طلاب الكلية من خلال جلسات الإرشاد والتوجيه الفردي والجماعي.
3. Providing preventive counseling services by presenting the difficulties facing students, addressing them, and ensuring that they do not occur.	3. تقديم خدمات الإرشاد الوقائية وذلك بطرح الصعوبات التي تواجه الطلاب والتصدي لها والحرص على عدم حدوثها.
4. Enhancing academic achievement, advancing the capabilities of college students, and overcoming obstacles during educational attainment.	4. تعزيز التحصيل الأكاديمي ودفع قدرات طلاب الكلية وتذليل العقبات أثناء التحصيل العلمي.
4. Enhancing academic achievement, advancing the capabilities of college students, and overcoming obstacles during educational attainment.	5. رعاية الطلاب ذوي التحصيل الدراسي المتدني والمتعثرين والاهتمام بهم ومتابعتهم حتى يرتقوا بمستواهم الدراسي.
5. Taking care of students with low academic achievement and faltering, taking care of them and following up on them until they rise to their academic level.	6. الاهتمام بالطلاب المتفوقين والموهبين وتقديم ما من شأنه تعزيز قدراتهم ودعم ابداعاتهم بالتعاون مع إدارة الأنشطة الطلابية بعمادة شؤون الطلاب.
6. Taking care of outstanding and talented students and providing what would enhance their abilities and support their creativity in cooperation with the Student Activities Department at the Deanship of Student Affairs.	7. العمل على تكوين اتجاهات ايجابية نحو العمل المهني لدى الطلاب وتعريفهم بالفرص التعليمية وفقاً لأهداف التوجيه والإرشاد المهني في ضوء ميولهم واستعداداتهم واتجاهاتهم وحاجة التنمية في المجتمع ومتطلبات سوق العمل
7. Working on forming positive attitudes towards professional work among students and introducing them to educational opportunities in accordance	8. المشاركة في رعاية الطلاب ذوي المواهب والقدرات الخاصة بالتنسيق مع المختصين برعايتهم.
	9. إقامة فعاليات حضورية او عن بعد ليوم المهنة التخصصي بكل كلية لمعرفة الفرص المتاحة للطلاب والطالبات بعد تخرجهم ويمكن تنسيقها بالتعاون مع نادي الكلية كتنشيط مشترك.

<p>with the objectives of vocational guidance and counseling in light of their inclinations, preparations and attitudes, the need for development in society and the requirements of the labor market</p> <p>8. Participate in the care of students with special talents and abilities, in coordination with the specialists in their care.</p> <p>9. Organizing in-person or remote events for the specialized career day in each college to know the opportunities available to male and female students after their graduation, and they can be coordinated in cooperation with the college club as a joint activity.</p>	<p>10. المساعدة في ايجاد فرص تدريبية للطلاب خارج الجامعة كطريق للسوق العمل.</p>
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