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الهيئة العامة للتعليم
Kingsdom of Saudi Arabia



Organizational Manual for the College of Nursing

Second Edition – January 2026

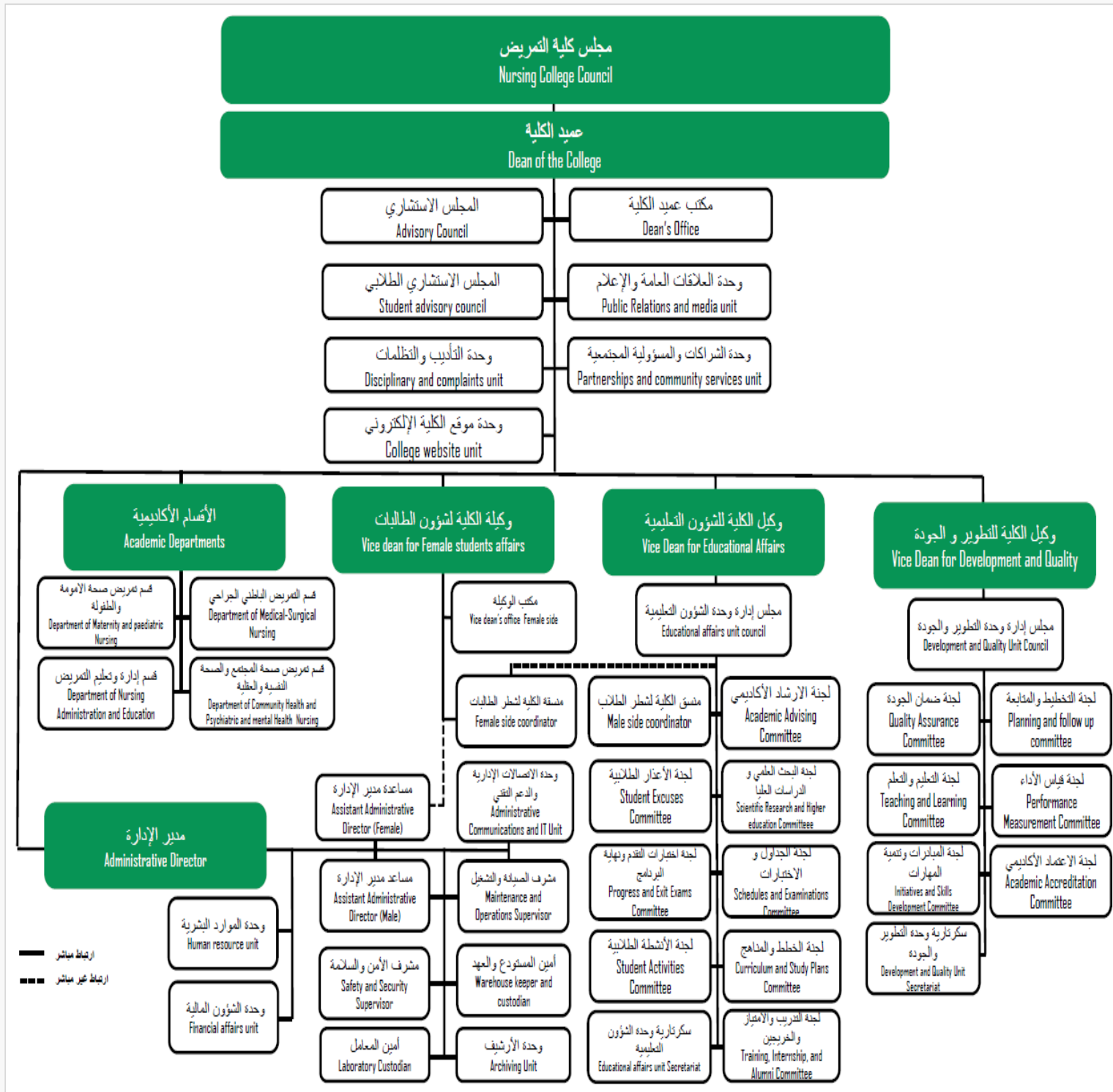
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Introduction:

This guide includes a description of the duties and powers of the councils and their presidents in the college, and the powers of the dean, vice deans, main departments, and subcommittees in the college. The manual considers the identification of administrative units at each organizational level. The preparation of this guide has also been considered that it should be comprehensive so that it can be applied with flexibility in deletion or addition. It is designed to be a guide aimed at helping college employees to perform their duties properly. We hope that this guide will contribute to the organization of the work of the college and raise the quality and speed of work to the levels that we all aspire to as proper organization is the only way to reach the goals. Within the framework of the college's mission to lead in various educational, research and administrative activities, and based on the importance of the role of the organizational aspect in promoting this effort, it was necessary to have an organizational manual that defines the tasks of each administrative unit in the organizational structure of the college to be a guide to clarify the academic and administrative powers of the decision-makers in the college. This guide, which is based on what is stipulated in the higher education regulations, the executive regulations of the university and the decisions issued in this regard, comes to organize the work of the college to perform its mission and achieve its goals.



Organizational Structure of the College of Nursing

Part One College

First: College Council

1- Definition:

The College Council consists of the Dean as Chairman, the Vice Deans of the College, and the heads of departments. At most three faculty members in the college, preferably one of them is the college's representative in the scientific council. The terms of their membership shall be determined by a decision of the University Council. One of the vice deans of the college will be the secretary of the council.

2. Organization of the Council:

- 1- The College Council shall meet at least once a month, and the meeting shall not be valid except in the presence of two-thirds of its members.
- 2- The decisions of the Council shall be issued by an absolute majority of the votes of the members present, In the event of a tie, the Chairperson shall have the casting vote.
- 3- The decisions of the Council shall be considered effective unless an objection is received from his excellency the President of the University within fifteen (15) days from the date of receiving them. If the Council maintains its opinion, the objected decision shall be referred to the University Council for decision in the first ordinary or extraordinary session, and the University Council may endorse, amend, or cancel the decision, and its decision in this regard shall be final.

3. Duties of the Council:

- 1- Recommending the approval of the college's strategic plan in accordance with the university's strategic plans.
- 2- Approving a strategy for scientific research in the college.
- 3- Approving the general plan for the application of quality and academic accreditation at the college.
- 4- Setting the policies for admission and transfer of the college.
- 5- Forming permanent or temporary committees from within the college members.
- 6- Encouraging the preparation and coordination of scientific research among the college's departments and working to publish them.

- 7- Consider the choosing, assignment, and promotion of faculty members, teaching assistants, and lecturers.
- 8- Recommending the approval of the study plans proposed by the academic departments.
- 9- Approving the curricula, textbooks, and references in the college's departments.
- 10- Approving the dates of the exams and setting the regulations for conducting them.
- 11- Recommending the approval of the College's internal executive regulations.
- 12- Approving the necessary training and scholarship plans for the college.
- 13- Approving the College's extracurricular activity plan.
- 14- Decide on student matters that fall within his competence and direct the University Council otherwise.
- 15- Consider what the University Council, its President, Vice President, or the Dean of the College refers to it for study and opinion.

4. Powers of the Council:

4.1. Student Affairs:

- 1- Approving the denial lists and lifting the denial of students to enter the final exam.
- 2- Agree to give students the opportunity to take an alternative final exam within a period not exceeding the next semester.
- 3- Approval of the re-registration of students.
- 4- Approval of the re-correction of the answer sheets within a period not exceeding the beginning of the final exams for the next semester.

4.2. Academic Affairs:

- 1- Approval of the determination of the semester work mark.
- 2- Agreement to include a practical or oral exam in the final exam.
- 3- Forming a committee to organize the work for the final exam.
- 4- Ensuring confidentiality in final exam procedures.
- 5- Limiting the duration of the final exam to a minimum of one hour and no more than three hours.
- 6- Approval of the equivalency of courses studied by the student outside the university based on the recommendation of the academic departments.
- 7- Approving the student's study of courses if the student has completed the courses required for graduation and his GPA is lower than the required.
- 8- Propose the number of male and female students admitted in the academic year.

- 9- Recommending the issuance of a one-time economy class ticket during the same study period if the student's academic program requires travel outside the study city.
- 10- Recommending that the student be given an exceptional opportunity to complete the graduation requirements with a maximum of not more than half of the original period specified for graduation if the student does not complete the graduation requirements within a maximum period of half of the period scheduled for his graduation in addition to the duration of the program.
- 11- Recommending that students be dismissed due to exceeding the maximum duration of the academic program be granted an opportunity to complete their studies, provided that the extension does not exceed two semesters.
- 12- Recommending that students dismissed due to academic warnings be granted an opportunity to complete their studies, provided that the extension does not exceed two semesters.

4/3 - Faculty Members Affairs:

4.3.1. Saudi Faculty Members Affairs:

- 1- Recommend the appointment of faculty members.
- 2- Recommending the appointment of lecturers, teaching assistants, and research assistants.
- 3- Consider the promotion of faculty members based on the recommendation of the competent department council and nominate at least eight specialized arbitrators proposed by the department council or other relevant bodies.
- 4- Approving the payment of teaching units' allowance if the number of teaching units for faculty members and their equivalents from within the university exceeds the prescribed quorum.
- 5- Recommending that the faculty member obtain sabbatical leave for one academic year, after five years from his appointment or from having a previous scientific sabbatical leave, or for one semester after three years from his appointment or from having a previous sabbatical leave.
- 6- Consider the report submitted on the achievements of the faculty member during the scientific sabbatical.

- 7- Recommending approval of the faculty member's work as a part-time consultant in government agencies, the private sector, or regional or international organizations.
- 8- Recommending approval of the faculty members' participation in conferences and seminars held inside or outside the Kingdom.
- 9- Recommending the assignment of a faculty member and his equivalent to work for government agencies.
- 10- Recommending the secondment of the services of the faculty members and the like.
- 11- Recommending that faculty members be sent on scientific missions outside the university campus.
- 12- Recommending the dispatch of a faculty member to teach outside the Kingdom.
- 13- Recommending that a faculty member be allowed to travel to conduct research at a university other than his/her university during the summer vacation.
- 14- Recommending the transfer of the faculty member and his equivalent within the scope of his scientific specialization from one department to another within the same college.
- 15- Recommending the transfer of the faculty member and the like to and from the college.
- 16- Recommending the transfer of the faculty member and the like to a job outside the university.
- 17- Recommending the acceptance of the resignation of the faculty member and his equivalent or referring him to early retirement upon his request.
- 18- Recommending the use of part-time professors for a period not exceeding two years, which can be renewed.
- 19- Recommending that the part-time professor be granted a remuneration equivalent to the first rank of the academic rank that he was, if he is not a former faculty member, the University Council shall determine the amount of the remuneration not exceeding the first rank of assistant professor.
- 20- Recommending the use of distinguished Saudi competencies from outside the university to conducted teaching.

4.3.2. Non-Saudi Faculty Members Affairs:

- 1- Recommending the employment of those who exceed the maximum age limit (sixty years of age) within ten years for professors and associate professors, five years for assistant professors, and three years for other categories.

- 2- Recommending that experiences other than university teaching be counted if they are in the field of specialization and after the academic qualification based on which they were contracted at the rate of one year for every two years.
- 3- Recommending that the faculty member attend a scientific conference or symposium.
- 4- Recommending an increase in end-of-service gratuity by a maximum of (100%), provided that the total amount does not exceed (100,000 riyals) for faculty members and their equivalents.

Second: Dean of the College

1- Definition:

He is the faculty member of the college who manages the scientific, administrative and financial affairs of the college within the limits of this law and its regulations, and submits to the president of the university at the end of each academic year a report on education affairs and other aspects of activity in the college in accordance with the text of Article thirty-seven of the regulations of the Council of Higher Education and Universities

2. Linkage:

He is linked with the President of the University and is also a member of the University Council.

2- Dean's Duties:

A. Regarding administrative affairs:

- 1- Taking the means that enables the college to perform its mission in the community in coordination with the competent authorities at the university.
- 2- Nominating individuals as required for appointments on a contractual basis.
- 3- Supervise the study schedules, distribute courses to the faculty members in the college, exam schedules, and arrange with other educational units in this regard in coordination with the Standing Committee for Study Schedules.
- 4- Supervise the examination committees and their work, follow up on the results on time, and submit the requirements for accreditation to the competent authorities at the university.
- 5- Assigning those who inspect the academic, technical, and administrative needs of the college and work to secure them in coordination with the competent authorities at the university.

- 6- Following up on the implementation of circulars and instructions issued by the competent university authorities, and any other directives communicated to the College.
- 7- Follow up maintenance affairs and assign those who implement them, inform the Services and Maintenance Department of the maintenance required, and ensure their implementation.
- 8- Submitting a comprehensive report on the college that includes actual statistics, information, education affairs, and other aspects of activity in the college.
- 9- Approving the granting of regular and emergency vacations to employees of the departments associated with it.
- 10- Signing the identification certificates for all the college employees. They should not be certificates of experience.
- 11- Forming temporary committees to organize the work of the college or conduct some of its work if it does not entail financial burdens on the university.
- 12- Preparing job performance calendars for the vice deans and heads of scientific departments and submitting them to the competent person for approval, approving the job performance calendars for the faculty members in the scientific departments prepared by their heads and the performance calendars of the administrative staff in the college .
- 13- Organizing the summer vacation among the administrative employees, employees, and workers in the college and submitting the approved distribution statement to the General Directorate of Human Resources to complete the necessary procedures.
- 14- Consulting with their counterparts in universities , public institutions, and government departments in everything that falls within the competence of their colleges.

B. Regarding educational and academic affairs:

- 1- The Dean shall chair the Faculty Council in accordance with Article Thirty-Three of the Statute of the Council of Higher Education and Universities.
- 2- Approving the agenda of the College Council, determining the date of its convening, and inviting people to attend its sessions.
- 3- Receiving the suggestions of the scientific departments and faculty members regarding scientific and other matters and presenting them to the competent authorities.

- 4- Forming scientific, technical, and other committees that may be needed without entailing financial burdens and presenting what requires financial burdens to those who are necessary before implementation.
- 5- Direct supervision of scientific seminars and the like of what is to be held in the college.
- 6- Supervise the development and quality work and develop and follow up the executive and operational plans.

C. Regarding faculty members:

- 1- Authorizing faculty members to deliver lectures and additional lessons approved in advance by the scientific councils in the college and submitting a request for the payment of their remuneration after confirming the existence of the necessary accreditation and after linking to the necessary amount for that.
- 2- Recommending the request of government agencies to use faculty members at the college to give lectures or participate in seminars or seminars organized by those entities within the Kingdom, if this does not affect their performance in the college and the university does not bear any financial burdens.
- 3- Recommending the participation of faculty members in discussing master's and doctoral theses in universities and colleges within the Kingdom upon the request of these authorities, if this does not affect their performance in the college and that the university does not bear any financial burdens.
- 4- Recommending that faculty members, lecturers, and teaching assistants take their regular vacations should be postponed whenever necessary in accordance with the organizing regulations.
- 5- Follow up on the study schedules and shares of the faculty members.

D. Regarding student affairs

- 1- Supervise the preparation of the college's admission plan and its studies, coordinate with the Deanship of Admission and Registration Affairs and submit it to the competent authority at the university early to take the necessary action in this regard.
- 2- Direct supervision of students' activities within the college according to the activity plan approved by the University Council and coordination with the Deanship of Student Affairs at the University.
- 3- Supervising students' academic and behavioral affairs and creating an appropriate atmosphere for their academic achievement and progress in their studies.

- 4- Specialized committees are formed to follow up on the negative behaviors that may exist among students, address what can be treated from them, refer to those who need to be referred to the student disciplinary committee at the university, and follow up on the implementation of what is issued against them.
- 5- Imposing disciplinary sanctions on students in accordance with the regulations regulating this and submitting it to the competent authority to refer to those who need to be referred to the Student Disciplinary Committee and following up on the implementation of what is issued against him and announcing it.

E. Regarding finances

- 1- Request the payment of the various dues to the college (if any) after obtaining prior approval before executing any expenses.
- 2- Follow up the records of warehouses (if any), authorize outlay from them, and sign entry and exit memos.
- 3- Subject to Article Thirty-Seven of the Statutes of the Council of Higher Education and Universities, the Dean shall submit an annual report on the affairs of education in the College and the aspects of its activities to the President of the University at the end of each academic year.
- 4- Based on what is stated in Article Thirty-Eight of the Statutes of the Council of Higher Education and Universities, the vice deans of the colleges shall be assisted by the Dean and his deputy, the most senior of them (when they are numerous) during his absence or vacancy of his position, and one of them shall assume the secretariat of the Faculty Council.

4. Powers of the Dean:

- 1- Selecting the vice deans and heads of academic departments and recommending their appointment to his Excellency the President of the University.
- 2- Ratify the minutes of the meetings of the departmental councils, and he has the right to object to their decisions within 15 days from the date of their receipt.
- 3- Implementing the recommendations of the Faculty Council.
- 4- Issuing the internal decisions required by the college's workflow in accordance with the laws and regulations.

- 5- Approving job performance reports prepared by the vice deans of the college, heads of departments, and directors of departments and administrative units regarding their employees.
- 6- Approving the granting of regular, emergency, and exceptional leave to the college's employees and informing the Deanship of Faculty and Personnel Affairs in accordance with the law.
- 7- Delegating its powers in accordance with the university regulations and regulations.
- 8- Approving purchase orders in accordance with the laws and regulations.
- 9- Forming various committees at the college level.
- 10- Approving performance evaluation reports submitted to him by the college's units.
- 11- Dependence on the requirements of work in the college from the college budget.
- 12- Recommending the disbursement of benefits for working outside hours to the college's employees.
- 13- Recommending the internal and external assignment of the college's employees.
- 14- Recommending the assignment of work outside the official hours of the college's employees.
- 15- Recommending that the faculty members attend training courses inside and outside the university.
- 16- Recommending an extension for a faculty member after the end of service.
- 17- Recommending contracting with the faculty member after his retirement.
- 18- Recommending the termination of the contracts of non-Saudi faculty members in coordination with the heads of departments.
- 19- Approval of the competent department council to postpone the admission of postgraduate students, provided that the postponement period does not exceed two semesters.
- 20- Approving the approval of the competent department council to delete the postgraduate student from all semester courses.
- 21- Approval of the transfer of the student from outside the university to the college.
- 22- Approval of the transfer of the student to the college from another college.
- 23- Approval of the transfer of the student from one major to another specialization within the college.
- 24- Approval to allow the student to study as a visiting student.

Agencies, Academic Departments, and Departments of the Dean:

- I- Dean's Office
- II- Vice Deanship for Educational Affairs
- III- Vice Deanship for Development and Quality
- IV- Vice Deanship for Female Student Affairs
- V- Academic Departments
- VI- College Administration
- VII- Faculty Advisory Board
- VIII- Student Advisory Council
- IX- Disciplinary and Grievance Committee
- X- Public Relations and Media Unit
- XI- Partnerships and Social Responsibility Unit
- XII- Website Unit

I- Dean's Office

Dean's Office is the main administrative body in the college, as it coordinates and follows up the academic, administrative, and organizational work related to Dean's duties, to ensure the flow of work and the achievement of the college's goals and mission.

Tasks:

1. Organize and preserve correspondence, outgoing, and incoming transactions to the Dean.
2. Coordinating the Dean's appointments, meetings, and preparing their schedules and minutes.
3. Follow-up on the implementation of the decisions and directives issued by the Dean.
4. Receiving the reviewers and delegations and organizing the process of communication with the Dean.
5. Prepare official reports and letters and submit them to the concerned authorities.
6. Coordination between the Dean's Office and the Departments and Administrative Units of the College

II- Vice Dean for Educational Affairs

1- Definition:

The faculty member is responsible for supervising the educational process of undergraduate students, implementing policies and programs in the fields of student affairs and auxiliary educational

services, and achieving the goals set for them. The Vice Dean for Educational Affairs also supervises the scientific departments of the college.

2- Link:

He is associated with the Dean of the College and is also a member of the Faculty Council.

3- Board of Directors of the Educational Affairs Unit

Definition: A council concerned with planning, organizing, and following up the educational process at the college, to ensure the achievement of the quality of education and adherence to academic regulations and accreditation standards.

4- Tasks:

1. Supervise the implementation of approved educational policies and plans.
2. Follow up on study plans and academic schedules.
3. Approval of proposals for the development of programs and curricula.
4. Ensure adherence to academic regulations and regulations.
5. Follow-up of the evaluation of academic performance.
6. Supporting the application of quality standards and academic accreditation.
7. Studying educational problems and proposing appropriate solutions

The Council consists of committees affiliated with the Vice Dean for Educational Affairs

5- Duties of the Vice Dean for Educational Affairs:

- 1- Supervise the implementation of the regulations and executive rules of the Undergraduate Studies and Examinations Regulations.
- 2- Supervise the scientific departments of the college.
- 3- Supervise the units affiliated with the educational affairs.
- 4- Supervise the preparation of study schedules for students in academic departments and coordinate with other colleges in cooperation with the Deanship of Admission and Registration and the Academic Schedules Committee.
- 5- Supervise the progress of the final exams and form their committees, in coordination with the academic departments and the Deanship of Admission and Registration.
- 6- Supervise the application of admission and transfer controls to and from the college and between academic departments.
- 7- Supervise the work of the Student Affairs Committee and the Student Extra-Curricular Activities Committees.

- 8- Chairing the committees of the Agency and submitting their reports to the concerned authorities.
- 9- Supervise the process of equivalency of courses.
- 10- Supervise requests for postponement and apology from study, as well as deletions and additions for undergraduate students in accordance with the regulations and decisions issued in this regard.
- 11- Supervise the preparation of deprivation lists and graduates' lists.
- 12- Supervising the activities of the college's introductory week.
- 13- Guiding and guiding students and resolving issues related to academic achievement.
- 14- Submit periodic reports to the Dean of the College on the progress of work in his subordinate units in accordance with the tasks assigned to him and the difficulties they face.
- 15- Coordinating with the college's units in the relevant fields.
- 16- Supervise the financial affairs and covenants assigned to the agency and its programs in accordance with the regulations and regulations.
- 17- Conducting the work of the secretariat of the College Council.
- 18- Follow up updating the college's website regarding its vice deanship and its administrative units.
- 19- Executing the work assigned to him by the Dean of the College.

6- Powers of the Vice Dean for Educational Affairs:

- 1- Approval of students' apology for the semester in accordance with the regulations and regulations.
- 2- Approve the college's study schedules.
- 3- Forming and approving student activities committees at the college.
- 4- Approving the increase in the number of students in coordination with the Deanship of Admission and Registration.
- 5- Approval of requests for extension, re-enrollment, and alternative tests in accordance with the regulations regulating this.
- 6- Approval and lifting of deprivation lists in accordance with regulations and regulations.
- 7- Decide on student excuse cases as needed in accordance with the regulations and regulations.
- 8- Selecting and recommending their appointment to the supervisors of the units and subordinate departments.

- 9- Addressing the relevant authorities within the university in the competence and scope of the vice deanship's work.
- 10- Issuing internal decisions required by the workflow of the vice deanship of the college and its units in accordance with the laws and regulations.
- 11- Evaluation of the performance of the Agency's employees.
- 12- Approving the regular and emergency leave of the employees of the units affiliated with the Vice Deanship.
- 13- Approve the disbursement from the Agency's budget and custody in accordance with the organization's regulations.

7- Units affiliated to the Vice Dean for Educational Affairs:

1. Academic Advising Committee

This unit is specialized in receiving and guiding new students, introducing them to the college and its various departments, preparing them for study and university life, as well as guiding and advising the college's students academically, psychologically, socially, and scientifically, and paying attention to students who suffer from weaknesses in their academic achievement and talented others, and studying cases that require financial support from the Student Fund. As well as distributing students to faculty members equally and submitting monthly reports.

Tasks of the Committee

1. Preparing the annual operational plan of the committee according to the specified forms for that, while following up on the implementation of the plan projects and monitoring its indicators on an ongoing basis.
2. Develop the program's academic advising plan and supervise its implementation.
3. Distributing new students to the faculty members, with the old students continuing with their advisors at the beginning of the semester.
4. Supervising the orientation and orientation programs for new students to introduce the study and exam system.
5. Identifying outstanding, struggling students, and providing them with means of support and guidance.
6. Follow up on advising reports received from academic advisors and submit a detailed report to the department council or the college council with the same program for approval.
7. Working to spread and promote the culture of academic advising among the program's employees.

8. Identify and provide academic advising programs and services in a way that contributes to enhancing the academic achievement of the program's students and treating their social problems.
9. Prepared by Follow-up reports and annual reports on the implementation of the operational plan, including the improvement plan for the current year.
10. Accomplish all the relevant tasks based on the Committee, study all that is referred to it, and submit appropriate proposals in this regard.

2. Male side coordinator:

He is the faculty member responsible for following up the progress of the educational process and exams within the college and is the link between students and the vice dean of the college.

Duties of the College Coordinator:

1. Coordination between faculty members, students, and the vice deanship of the college.
2. Follow-up on the implementation of the decisions and instructions issued by the Vice Deanship of the College
3. Review the tests and results of the supporting courses and submit their results to the Vice Dean for Educational Affairs.
4. Following up on the commitment to the study schedules, the progress of the educational process , and the various activities within the college.
5. Overcoming obstacles that may face the progress of the educational process if possible or transferring them to the vice dean of the college.
6. Receive and direct student inquiries.
7. Following up on the work of the Control Committee , ensuring the progress of the tests, and overcoming daily obstacles.
8. Cooperation and coordination with all committees to hold various activities and events within the section.
9. Follow-up to ensure students' compliance with university regulations and work to resolve disputes when they occur.
10. Register students in courses and make the process of deleting and adding students at the beginning of each semester.
11. Follow up on students' academic records (grades, averages, majors).
12. Extracting and issuing transcripts and academic reports

13. Follow-up on cases of postponement, apology, withdrawal, and transfer.
14. Follow up on academic equivalencies and transfer between colleges or universities.
15. Preparing and preparing the transcripts to send students to the internship and graduation ceremony

3. Scientific Research and continues learning Committee

Objective:

Paying attention to everything related to postgraduate studies within the college, such as reviewing the study lines, conducting admission tests for applicants for postgraduate studies, and other related matters.

Composition of the Committee:

This committee shall be formed by the decision of the College Council and shall consist of at least three faculty members, headed by the Vice Dean for Graduate Studies and Scientific Research, and shall submit its reports to the College Council.

Tasks of the Committee:

1. Prepare the committee's annual operational plan according to the specified forms, while following up on the implementation of the plan's projects and monitoring its indicators on an ongoing basis.
2. Proposing the development of new postgraduate programs based on labor market needs and the requirements of economic and social development in the Kingdom, in alignment with the Kingdom's Vision 2030 and the university's strategic plan.
3. Coordinating with the Deanship of Scientific Research and the research and studies centers at the university through the competent vice dean of the college, regarding everything related to research procedures and providing appropriate support for them, in accordance with the applicable regulations.
4. Motivating faculty members to submit research proposals to the supporting bodies.
5. Study the research proposals submitted by the faculty members to the deanship of scientific research and ensure their suitability for the research interests that the department is working to achieve.
6. Studying research proposals for graduate students, ensuring that they conform to research methodologies and their suitability to the research interests that the department is working to achieve, and serve the university and the community.

7. Developing research laboratories in the department and investing them in the most appropriate way in everything related to research operations.
8. Providing everything necessary to assist teaching assistants in scholarships to universities with a distinguished academic reputation, which occupies advanced positions in the international ranking of universities.
9. Providing everything necessary to help the teaching assistants and proposing appropriate solutions to the challenges facing their studies and research.
10. Motivating faculty members to publish their research in internationally classified scientific journals.
11. Prepare follow-up reports and annual reports on the implementation of the operational plan, including the improvement plan for the following year.
12. Accomplish all the relevant tasks based on the Committee, study all that is referred to it, and submit appropriate proposals or take appropriate decisions thereto.

4. Student Excuses Committee:

The committee shall consist of:

- | | |
|---|----------|
| 1- Dean of the College | Chairman |
| 2- Vice Dean for Educational Affairs | Deputy |
| 3- Academic Advisor Supervisor Boys Section | Member |
| 4- Supervisor of Academic Advisor Girls Section | Member |

The tasks of the committee:

1. Formulate policies and procedures for the work of the Committee.
2. Consider the students' excuses regarding absences from the semester exams, decide whether to accept or reject the application, and follow up on its implementation.
3. Consider student excuses regarding absence from final exams and recommend acceptance or rejection of the application and submit it to the College Council.
4. Considering requests for deletion/apology for a course in case students are unable to take the exams through the academic portal.
5. Other tasks assigned to the Committee

5. Schedules and Examinations Committee:

This unit is responsible for organizing exam committees, distributing proctors at the time of the test, receiving test papers from other colleges, semester exams, and alternative exams. This unit is responsible for organizing the conduct of the exams in accordance with the applicable regulations and regulations, and its competence:

1. Ensure the completion of all approved lectures and prepare and prepare the question-and-answer sheets, according to the dates and procedures.
2. Follow up on the commitment of faculty members to theoretical and practical courses and distribute tasks and responsibilities of all its members.
3. Receiving questions from the concerned departments, preparing forms, preparing textures, notes, and files for the final exams.
4. Supervise the preparation of the halls designated for holding the exams in terms of arranging the seats and keeping them in the designated places.
5. Following up on faculty members and students and ensuring that the instructions for organizing the final exams are implemented.
6. Submit a detailed report to the Dean of the College on any observations (violations, violations, instructions) during the exams.
7. Ensure that the halls and the appropriate place are prepared.
8. Follow-up on the attendance, monitoring of committees, and their products, and ensuring their safety.
9. Supervising the provision of the halls with the necessary anchors.
10. Distributing observers to the halls.
11. Follow-up of correction work, output results, scoring grades, and monitoring them.
12. Follow up and ensure that the results are uploaded on the university's website and delivered.
13. Study the problems and difficulties related to the tests and prepare the necessary recommendations to solve them.
14. Follow-up on the implementation of development and modernization in tests and measurement for the concerned authorities.
15. Review and organize all amendments to the exam regulations.
16. Follow up on all instructions, types, procedures, and regulations.
17. Follow-up of test and results files

18. Supervise the organization of control work and file delivery.

6. Progress and Exit Exams Committee:

Tasks of the Committee:

1. Prepare the committee's annual operational plan according to the specified forms, while following up on the implementation of the plan's projects and monitoring its indicators on an ongoing basis.
2. Preparing a question matrix table in blueprint so that the learning outcomes of the program are measured, using multiple choice questions.
3. Creating the end of the program test according to the specification table.
4. Preparing pilot questions to study their compatibility in terms of difficulty coefficient and differentiation to enter the question bank for testing.
5. Spreading awareness among faculty members and students about the test and its importance.
6. Setting incentives to enter the exam (such as letters of recommendation, letters of thanks, priority in choosing the place of training, etc.)
7. Propose to the department/college council the date of holding the exam, announce it after its approval, and coordinate with the body responsible for exams affairs in the department/college.
8. Correcting the test result and coordinating with the body responsible for evaluating the results in the department/college to prepare the evaluation form Item analysis
9. Submit a report on the results to the department/college council to discuss it and take the necessary measures and submit a copy of the report to the Standing Committee for Professional Examinations and End of Program Exams at the University Vice Presidency for Educational Affairs.
10. Coordinating with the Development and Quality Committee at the program level to make internal and external comparisons of the results.
11. Inform the student of the test result after it is approved by the head of the department and the dean of the college.
12. Completing what is required of her regarding the end of the program exam.
13. Prepare follow-up reports and annual reports on the implementation of the operational plan, including the improvement plan for the following year.
14. Accomplish all the relevant tasks based on the Committee, study all that is referred to it, and submit appropriate proposals to it.

7. Curriculum and Study Plans Committee:

Considered **Curriculum and Study Plans Committee** One of the core academic committees in the College of Nursing, responsible for reviewing and developing study plans and academic courses in line with quality standards and academic accreditation. The committee also aims to align the curricula with the requirements of the labor market and achieve the vision and mission of the college and the university in preparing scientifically and practically qualified nursing cadres.

Tasks :

1. Preparing the committee's annual operational plan according to the specified models, while following up on the implementation of the plan's projects and continuously monitoring its indicators.
2. Review existing or developed study plans and ensure that they meet all required elements and criteria.
3. Conducting a survey on the compatibility between the requirements of the labor market and the program.
4. Review the current study plan and its outputs and follow up on its development and update according to international requirements and the labor market.
5. Ensure that the study plan conforms to the standards of the National Commission for Academic Accreditation and Evaluation, and that it agrees with the procedures set by the Standing Committee for Plans.
6. Save copies of the plans and documents of the program.
7. Developing the vocabulary of books and scientific references, updating them, analyzing the books for the program's courses, studying the areas of book composition, the extent of their coherence in their content, their suitability for students, as well as their unity, and the extent of their compatibility with the prescribed curricula.
8. Suggesting the judging bodies for the updated study plans in coordination with the Deanship of Development and Quality.
9. Prepare follow-up reports and annual reports on the implementation of the operational plan, including the improvement plan for the following year.
10. Accomplish all the relevant tasks based on the Committee, study all that is referred to it, and submit appropriate proposals or take appropriate decisions thereto.

8. Student Activities Committee:

This unit specializes in organizing extracurricular activities in the college, in which it communicates with students and participates in student activities such as trips, theater, internal and external cultural competitions, holding exhibitions inside the college, and blood donation week. The unit seeks to raise the moral and social level of the student through extracurricular activities:

- ❖ Helping students express their different tendencies and show their creativity in non-specialization fields.
- ❖ - Encouraging the spirit of innovation among students and developing self-confidence and willpower.
- ❖ - Training students to work in a team spirit
- ❖ Helping students face their various problems by participating in student activities.
- ❖ Creating a healthy academic and family climate among students and their professors
- ❖ Instilling a spirit of honest competition among students
- ❖ Encouraging students to take an interest in national and national occasions by celebrating them
- ❖ Collaborate with other entities to conduct community activities that achieve the university's goals.
- ❖ Cooperation with Student Affairs in nomination and honoring exemplary and outstanding students at the closing ceremony of the activities.
- ❖ Organizing graduation ceremonies for students in cooperation with the Public Relations and Media Department at the college

Tasks of the Committee

1. Prepare the committee's annual operational plan according to the specified forms, while following up on the implementation of the plan's projects and monitoring its indicators on an ongoing basis.
2. Prepare a time plan for student activities considering the program's mission and quality requirements, in coordination with the Deanship of Student Affairs at the University and submit it to the department council or the college council with the same approval.
3. Work to secure the necessary budget to support the activities in coordination with the Deanship of Student Affairs at the University.
4. Following up on the implementation of the student activities plan in the program, and making a report for each activity, while encouraging and encouraging the students of the program to participate in it.

5. Prepare follow-up reports and annual reports on the implementation of the operational plan, including the improvement plan for the following year.
6. Accomplish all the relevant tasks based on the Committee, study all that is referred to it, and submit appropriate proposals or take appropriate decisions thereto.

9. Training, Internship and Alumni Committee

This unit specializes in supervising the field training of the college's undergraduate students, continuously updating the alumni database, surveying their opinions about the curricula, the required skills, the labor market and the difficulties they face after graduation, and urging them to communicate with the college and support it financially and morally

Tasks of the Committee

1. Preparing the annual operational plan of the committee according to the specified forms for that, while following up on the implementation of the plan projects and monitoring its indicators on an ongoing basis.
2. Preparing the rules governing the cooperative training/internship for the program and identifying the specific mechanisms and models for that.
3. Develop a time plan each academic year for cooperative/internship programs in collaboration with third parties.
4. Communicating with external parties and opening channels of communication with them in everything that achieves cooperative training plans.
5. Introduce the student and the training entities to the objectives of the cooperative/internship training, its mechanisms, and its evaluation method.
6. Preparing a quarterly/annual plan for cooperative training programs in coordination and cooperation with external entities concerned with training.
7. Effective communication with external parties by opening effective communication channels to achieve the objectives of the cooperative training plan.
8. Evaluating the performance of students and the cooperation of cooperative training and internship bodies, addressing the obstacles in the training processes, and working to overcome obstacles and maximize the enhancement of achievements.
9. Analyzing the data and numbers of the program's graduates and their employment rates according to the data received from the competent authority in the University Vice Presidency for Educational Affairs.

10. Conducting graduate surveys, touching on the aspects of development and training needs, with the preparation and implementation of the plan of events and training activities for graduates, and providing them with the necessary abilities and skills to compete in the labor market.
11. Introducing graduates to professional bodies and professional tests in their fields of specialization.
12. Introducing final year students and graduates to various electronic means and platforms to search for vocational training and employment opportunities.
13. Activating communication with the college's graduates and benefiting from their experiences.
14. Preparing the quarterly report for the graduates of the program.
15. Coordinating with the Alumni Unit at the University Vice Presidency for Educational Affairs.
16. Prepare follow-up reports and annual reports on the implementation of the operational plan, including the improvement plan for the following year.
17. Completing all the relevant tasks based on the Committee, studying all that is referred to it, and submitting appropriate proposals in this regard.

10. Educational affairs unit Secretariat:

Tasks:

1. Organize the work and meetings of the Unit's Board of Directors.
2. Prepare agendas and record meetings.
3. Preserving and archiving the decisions and official correspondence of the unit.
4. Follow up the implementation of the Council's decisions in coordination with the authorities concerned.
5. Coordinating correspondence between the unit and the scientific departments.
6. Prepare periodic reports on the Unit's activities.
7. Supporting the administrative and organizational work of the unit

III- Vice Dean for Development and Quality

1- Definition:

He is the faculty member in charge of supervising the development and quality processes, achieving the standards of accreditation and academic evaluation in the educational process in the

academic departments, controlling the quality of administrative work within the college, and working to develop and improve performance in all aspects and spreading its culture.

2- Link:

He is associated with the Dean of the College and is also a member of the Faculty Council.

3- Development and Quality Unit Council:

Definition:

A supervisory body concerned with planning and following up academic development and quality assurance activities, to achieve continuous improvement and adherence to accreditation standards.

Development and Quality Unit Council consists of the following:

1. The Head of the Development and Quality Unit "Chairman of the Council ".
2. The Vice President of the Development and Quality Unit "Member and Secretary of the Council", and in the absence of the Head of the Unit, his deputy will chair the Board and one of the members of the Board of Directors of the Unit will perform the duties of the Secretary of the Council.
3. Members of the Council :
 - Chairmen of the Committees of the Development and Quality Unit
 - Quality Officers in Academic Programs.

The head of the unit has the following:

- Include at most two members of the administrative staff at the college as members of the unit's board of directors, provided that their votes are not considered when voting on matters related to education, research or other matters of a nature related to academic programs.
- Invite representatives from one or more beneficiary groups (students, graduates, and employers) to attend sessions in which relevant matters are discussed, ensuring that their attendance and opinions are documented in the meeting minutes.

4- Duties of Development and Quality Unit Council:

1. Discussing and approving the proposal of the annual executive plan of the college before submitting it to the college council.
2. Discussing and approving the annual operational plan of the Development and Quality Unit and recommending its approval by the College Council.

3. Discussing the developments and directives received from the Deanship of the University for Development and Quality, and the mechanisms for their implementation in the college and its programs.
4. Discuss and approve the names of the members of the Unit's committees proposed by the heads of the committees.
5. Discuss and approve the forms of the unit's committees, as well as the tools for collecting data and information.
6. Discussing and approving the committee's completion reports of the initiatives and activities of the Unit's annual operational plan.
7. Discussing the challenges facing the unit's committees and quality officers in the programs in conducting their tasks and proposing solutions to them.
8. Discussing and approving proposals for improving and developing the unit's manuals and procedures and recommending their approval by the Faculty Council.
9. Discussing the quarterly and annual reports for the completion of the College's executive plan and approving it before submitting it to the College Council.
10. Discussing the quarterly and annual reports for the completion of the unit's operational plan, approving it, and recommending its approval by the College Council.
11. Discussing and approving the annual quality report at the college before submitting it to the faculty council
12. The tasks assigned to the committee by the head of the unit related to the nature of its work.

5- Duties of the Vice Dean for Development and Quality:

1. Follow up the implementation of the quality system at the college level and its academic programs in line with the general policy of quality and the system followed by the Deanship of Development and Quality.
2. Selecting the heads of the unit's committees from among the experienced faculty members to the head of the work at the college.
3. Determining the periodicity of the follow-up reports of the committees of the unit for the tasks and activities entrusted to them in the annual operational plan of the unit (at least one quarterly report).
4. Follow-up on the implementation of the unit's committees in their roles - defined in the unit's annual operational plan through the committee's meetings raised by the committee

- chairmen, and overcoming the obstacles and challenges facing the work teams and unit members during implementation.
5. Calling for a periodic meeting of the members of the Unit's Board of Directors "at least once a month " and submitting the minutes to be presented to the Faculty Council.
 6. Determine the topics to be presented to the Unit's Board of Directors.
 7. Proposing rewards for excellence in performance – as permitted by the law – as well as administrative penalties in case of violations by the members of the unit or delay in the implementation of tasks and submitting them to the Dean of the College.
 8. Delegating logistical and technical support and following up on the development of the skills of committee chairmen/members to achieve the quality of performance in the unit.
 9. Submitting the plans/manuals/reports of the unit that require the approval of the College Council to the Dean of the College for presentation to the Council.
 10. Communicating with the Deanship of Development and Quality and ensuring the accuracy and quality of all documents and data required of the college and its programs and submitting them to the Deanship.
 11. Representing the faculty in committees and meetings related to the field of development and quality at the university.
 12. The tasks assigned to the committee by the head of the unit related to the nature of its work.

6- Powers of the Vice Dean for Development and Quality:

- 1- Recommending the appointment of supervisors of units and subordinate departments.
- 2- Addressing the relevant authorities inside and outside the university in the competence and scope of the vice deanship's work.
- 3- Issuing the internal decisions required by the work progress of the Vice Deanship and its units in accordance with the laws and regulations.
- 4- Evaluation of the performance of the Agency's employees.
- 5- Approve the disbursement from the Agency's budget and custody in accordance with the organization's regulations.
- 6- Approving the regular and emergency leave of the employees of the units affiliated with the Vice Deanship.

7- Committees affiliated with the Vice Dean for Development and Quality:

1. Planning and Follow-up Committee

Tasks of the Committee

1. Participating in the planning processes at the college level, including updating the mission and objectives and preparing the annual executive plan of the college considering the approved manual for the preparation of executive and operational plans at Najran University.
2. Making amendments to the executive plan of the college considering the feedback from the Strategic Planning Unit of the Deanship of Development and Quality.
3. Follow-up the implementation of the annual executive plan of the college and prepare quarterly and annual reports and submit them to the head of the unit through the chairman of the committee.
4. Designing the annual operational plan of the Development and Quality Unit considering the directions of the Deanship of Development and Quality, and in line with the approved executive plan of the college and presenting it to the Unit's Board of Directors for discussion and approval.
5. Implement the initiatives and activities entrusted to the Committee in the approved annual operational plan of the Development and Quality Unit.
6. Providing technical support to all units and programs of the college in terms of updating the mission and objectives, designing the annual operational plans for academic programs, and preparing their completion reports.
7. Review the operational plans of the college's units and departments/programs to ensure that they are consistent with the annual plan of the college and include initiatives and activities in all areas that they are required to implement, and provide feedback to them before submitting them for review from the internal auditor approved by the Deanship of Development and Quality
8. Review the quarterly and annual reports for the implementation of the operational plans of the college's units, departments/programs and provide feedback to them before submitting them for review by the internal auditor approved by the Deanship of Development and Quality.
9. Prepare quarterly and annual reports on the completion of the executive plan of the college and submit it to the Unit's Board of Directors.
10. Prepare quarterly and annual reports on the completion of the Unit's operational plan and submit them for presentation to the Unit's Board of Directors.
11. Review the documents submitted to it in the academic programs of the college and provide feedback to them.

12. Implement the guidance provided by the Strategic Planning Unit at the Deanship of Development and Quality, or from the Strategic Planning Unit of the College.
13. Follow-up of accreditation criteria in relation to the first criterion (program management) and follow-up on the implementation of the recommendations issued by the National Commission for Academic Accreditation and Evaluation (NCAAA).
14. The tasks assigned to the committee by the head of the unit related to the nature of its work.

2. Quality Assurance Committee

Tasks:

1. Implement the activities and initiatives entrusted to the Committee in the approved annual operational plan of the Development and Quality Unit.
2. Review the completion of the annual quality reports of the college's programs and provide them with feedback.
3. Preparing the annual quality report at the college while adhering to the quality determinants of all documents and attachments of the report, and submitting it to the Unit's Board of Directors
4. Prepare quarterly and annual reports on the implementation of the activities entrusted to the Committee in the annual operational plan of the Development and Quality Unit.
5. Implement the developments that are directed by the Quality Assurance Unit or the Deanship of Development and Quality related to the nature of the committee's work.
6. The tasks assigned to the committee by the head of the unit related to the nature of its work.

3. Performance Measurement Committee

Tasks of the Committee

1. Implement the activities and initiatives entrusted to the Committee in the approved annual operational plan of the Development and Quality Unit.
2. Preparing cards and descriptions of performance indicators for the college's goals and the annual monitoring plan for the values of performance indicators
3. Designing / updating data collection tools for the performance indicators of the college's objectives and executive plans and completing the arbitration processes from the university's performance measurement unit and submitting them to the unit's board of directors.

4. Prepare the annual monitoring report of the performance indicators for the college's goals and executive plans, complete the audits before presenting them to the unit council, and submit the last version to the college council.
5. Providing technical support to the units, departments, and programs affiliated to the college in terms of building and developing performance indicators, criteria for setting annual targets, benchmarks, criteria for selecting sources of comparison, measurement tools, designing an annual monitoring plan for performance indicators, preparing measurement reports and other procedures related to the nature of the committee's work.
6. Review the annual reports to monitor the values of the performance indicators of the units and programs and provide feedback to them.
7. Coordinating with the relevant authorities to follow up on the plans to improve performance indicators.
8. Review relevant documents submitted to them by departments, academic programs, and provide feedback.
9. Implementation of the guidance provided by the Performance Measurement Unit at the University regarding developments related to the nature of the committee's work.
10. Follow-up of accreditation criteria in relation to Standard V (Learning Resources, Facilities and Equipment) and follow-up on the implementation of the recommendations issued by the National Commission for Academic Accreditation and Evaluation (NCAAA).
11. Other tasks assigned to the Committee by the head of the unit related to the nature of its work.

4. Teaching and Learning Committee

Tasks of the Committee

1. Implementation of the activities and initiatives entrusted to the Committee in the approved annual operational plan of the Development and Quality Unit, and the developments received therein.
2. Follow up on the implementation of all college programs of the University Vice Presidency for Educational Affairs' policies, executive procedures, and models.
3. Providing technical support to the committees related to the Academy's programs, with regard to the preparation and development of study plans, program and course descriptions, program and course reports, and all policies, regulations and procedures

related to the educational process, student support and advising, student activities, and communication activities with graduates.

4. Review the periodic and annual reports of the implementation of the academic programs' committees of their role in the operational plan and provide them with feedback before their approval by the official councils.
5. Review the proposals for the development/development of study plans submitted by the academic departments and provide their feedback before submitting them to the Teaching and Learning Unit at the Deanship of Development and Quality.
6. Review and provide feedback on the documents submitted to them by the academic departments/programs related to teaching and learning, support processes, and providing them with feedback.
7. Following up on the commitment of the programs to the models of the Teaching and Learning Unit at the Deanship of Development and Quality.
8. Implementation of the developments directed by the Vice Dean for Educational Affairs related to the nature of the committee's work.
9. Implementation of the guidance provided by the Teaching and Learning Unit at the Deanship of Development and Quality related to the nature of the committee's work.
10. Follow-up of accreditation criteria in relation to the second standard (teaching and learning) and follow-up on the implementation of the recommendations issued by the National Commission for Academic Accreditation and Evaluation (NCAAA).
11. The tasks assigned to the committee by the head of the unit related to the nature of its work.

5. Academic Accreditation Committee:

Objective

Supervising the activities and works of quality and academic accreditation at the college level.

This unit is also specialized in spreading the culture of quality, evaluating the level of performance, working on the implementation and follow-up of the evaluation and academic accreditation, developing and implementing the strategic plans of the college, as well as collecting data and information on the quality activities in the college on an ongoing basis, and documenting efforts and results in all quality and academic accreditation activities. In addition to preparing reports on the performance levels and satisfaction of the beneficiaries of the various activities.

Unit Formation:

The unit shall be established by a decision of the Dean and shall consist of:

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- | | |
|--|--------------------------------|
| 1. The Dean of the College | Chairman of the Committee. |
| 2. Vice Dean for Development and Quality | Vice Chairman of the Committee |
| 3. Heads of Departments. | Members |
| 4. Head of the Development and Quality Unit as | Secretary of the Committee. |

Tasks of the Committee:

1. Implement the activities and initiatives entrusted to the Committee in the approved annual operational plan of the Development and Quality Unit.
2. Providing the documents and evidence required by the Academic Accreditation Unit at the Deanship of Development and Quality from the college, its units, and programs during the institutional/programmatic accreditation stage.
3. Prepare and equip the college and its programs, and enhance the awareness of its staff members during the institutional/program accreditation phase, in accordance with the guidelines of the Academic Accreditation Unit at the Deanship of Development and Quality
4. Raising the awareness of the members of the departments/programs about the requirements and forms of accreditation according to its latest publications and developments in the Center's procedures for external review and accreditation.
5. Providing technical support to the employees of the departments/programs regarding the use of self-assessment measures, preparing the self-study report, and the manual files related to the standards in accordance with the guidelines for the standards of academic accreditation of the program, and other procedures related to the nature of the committee's work.
6. Review the documents required for program accreditation submission, ensure that the programs fulfill accreditation requirements and complete the self-study reports and their supporting attachments, and verify that all necessary revisions have been made in light of internal review processes before approval by the official councils and submission to the National Center for Academic Accreditation and Evaluation (NCAAA).
7. Review the relevant documents submitted to them by the academic units and departments/programs of the college and provide them with feedback.
8. Implement the guidance of the Academic Accreditation Unit and the Deanship of Development and Quality related to the nature of the committee's work.

9. The tasks assigned to the head of the unit by the head of the unit related to the nature of the work.

6. Initiatives and Skills Development Committee

Tasks of the Committee

1. Implement the activities and initiatives entrusted to the Committee in the approved annual operational plan of the Development and Quality Unit.
2. Proposing the development initiatives of the college in the light of the annual reports of achievement and in line with the directions of the Ministry of Education/university directions/developments in the labor market.
3. Raising the awareness of the college's employees about the concept of initiatives and their role in supporting continuous improvement processes.
4. Evaluating the initiatives proposed by the faculty members and determining the entity and levels of their implementation
5. Preparing the annual training needs determination report/ faculty and academic programs.
6. Preparing the annual plan for the training of the college's employees considering the annual training plan of the Capacity and Skills Development Unit for the college's employees.
7. Preparing and implementing the program for the preparation of new faculty members in the college.
8. Implementing the developments that are directed by the Creative Initiatives Unit at the Deanship of Development and Quality related to the nature of the committee's work.
9. Implementing the guidance of the Skills Development Unit at the Deanship of Development and Quality related to the nature of the committee's work.
10. Follow-up of accreditation criteria in relation to the fourth standard (faculty members) and follow-up on the implementation of the recommendations issued by the National Commission for Academic Accreditation and Evaluation (NCAAA).
11. Preparing the annual plan for internal training at the college according to the study of the training needs of the college
12. Establish a database related to the training plans and services you provide in the fields of total quality at the college and others related to the trainers, their CVs, and areas of excellence.
13. Measuring the training impact and making feedback reports according to the model prepared by the Skills Development Unit at the Deanship of Development and Quality

14. Communicating with the Skills Development Unit at the Deanship of Development and Quality for coordination and follow-up
15. Prepare a monthly report on the work of the committee and submit it to the supervisor of the Development and Quality Unit
16. The tasks assigned to the committee by the head of the unit related to the nature of its work.

7. Secretariat of the Development and Quality Unit

A member of the college's administrative staff will be appointed as the secretary of the unit, taking into consideration the following criteria in his selection:

- ❖ Familiarity with quality terms and concepts.
- ❖ Familiarity with the regulations governing the work of the university/college and the internal system of quality.
- ❖ Ensuring continuous learning, self-development, and attending training courses and workshops related to the field of quality, administrative development, and institutional excellence.
- ❖ Proficiency in the use of modern office devices , and dealing with programs (**Word, Excel, PDF, PowerPoint**) and databases.
- ❖ Proficiency in communication and communication skills and the use of administrative communication techniques.
- ❖ Proficiency in individual and team work skills and work stress management.

Tasks of the Unit's Secretariat:

Conducting all the secretarial work of the unit, including:

1. Receiving telephone calls received by the unit and writing down the contact data and a summary of the topics to be presented to the relevant authority of the unit.
2. Organizing and preparing the necessary in-person or virtual meetings and inviting employees.
3. Assistant Secretary of the Board of Directors of the Unit in taking notes during meetings.
4. Photocopying papers and documents whenever necessary.
5. Preparing the appropriate place to store the files/documents/records of the unit.
6. Keeping documents, records and files of the unit's committees and the unit's board of directors' meetings "in paper and electronic".
7. Requesting materials and supplies, filing maintenance and malfunction reports, preparing a purchase order for devices and tools that are not available in the unit, and receiving the required materials and supplies.

8. Conduct editing work, processing data, and texts, writing correspondence, and designing administrative reports.
9. Conduct the tasks assigned to him by the head of the unit related to the nature of his uncle.

IV- Vice Dean for Female Student Affairs

1- Definition

She is a faculty member in charge of supervising the progress of the educational process for female students at the college and its affiliated programs, and implementing the Policies and programs adopted in the fields of student affairs and auxiliary educational services and achieving the goals set for them, following up on the registration of female students during registration and following up on the distribution of schedules to faculty members in coordination with the heads of departments

2- Link:

The Vice Dean for Female Student Affairs is linked to the Dean of the College.

3- Duties of the Vice Dean for Female Student Affairs

1. Directly supervise the progress of the educational and administrative process in the female section to ensure the implementation of the college and university policies.
2. Participate in the development of the college's strategic plan and follow up on the implementation of initiatives for the female section.
3. Supervise the performance of faculty and staff, submit annual performance reports, and recommend recruitment needs.
4. Representing the female section in the college council and higher committees and receiving delegations or external parties.
5. Resolve major academic issues (e.g., grievances, cheating, or behavioral issues) that are beyond the coordinator's authority.
6. Attending College Council Meetings
7. Following up on all decisions issued by the college and ensuring their implementation in the female section
8. Conveying the opinions, suggestions, and needs of the female section to the College Council.
9. Supervising the provision of an interactive and encouraging learning environment that motivates students to participate effectively.

10. Managing the initiatives and problems facing female students during their studies and finding appropriate solutions if the coordinator is unable to do so.
11. Prepare periodic reports to the Deanship of the College on the progress of work and the most prominent challenges and achievements related to female student affairs.
12. Supervise the progress of the tests according to the announced schedules and follow up the control work.
13. Permanent coordination with the vice deans and heads of departments to achieve the goals of the college.

4- Units affiliated to the Vice Deanship for Female Student Affairs

1. Vice dean's office Female side:

Tasks

- 1- Organize the office and schedule meetings and appointments.
- 2- Preparing correspondence, letters, and reports .
- 3- Organize and archive files, administrative and academic records.
- 4- Follow up administrative affairs with the relevant departments.
- 5- Receiving and presenting incoming and outgoing correspondence, presenting them to the Undersecretary, and following up on them.
- 6- Coordinating with the various scientific departments and units regarding the affairs of female students.
- 7- Prepare periodic reports and minutes of meetings.
- 8- Maintaining confidentiality of information

2. Female side coordinator:

Duties :

1. Coordinating between faculty members, students, and the vice dean of the college.
2. Follow-up on the implementation of the decisions and instructions issued by the Vice Dean of the College
3. Review the tests and results of the supporting courses and submit their results to the Vice Dean for Educational Affairs.

4. Following up on the commitment to the study schedules, the progress of the educational process , and the various activities within the college.
5. Overcoming obstacles that may face the progress of the educational process if possible or transferring them to the vice dean of the college.
6. Receive and direct student inquiries.
7. Following up on the work of the Control Committee , ensuring the progress of the tests, and overcoming daily obstacles.
8. Cooperation and coordination with all committees to hold various activities and events within the female section.
9. Following up on ensuring that female students comply with university regulations and working to resolve disputes when they occur.

Registration tasks

1. Supervise the procedures for registering female students in the courses.
2. Follow up on the processes of deletion, addition, postponement, and apology in accordance with the academic regulations.
3. Keeping and following up the students' academic records and updating them continuously.
4. Issuing study schedules and exam schedules for the female section in coordination with the departments.
5. Receiving and processing the applications of female students and submitting them to the competent authorities.
6. Prepare transcripts and final records and submit them to the Deanship of Admission and Registration.
7. Coordination between the College and the Deanship of Admission and Registration regarding female student affairs.
8. Follow-up of internal and external transfer requests for the female section

V- Academic Departments:

- 1- Department of Medical-Surgical Nursing
- 2- Department of Community Health and Psychiatric Nursing
- 3- Department of Maternity and paediatric Nursing
- 4- Department of Nursing Administration and Education

Heads of Departments

- The Head of the Department is fully responsible for following up and developing all tasks related to the courses carried out by the Department.
- Follow-up and development of the quality works required by the department.
- Follow-up of the performance of the members of the department

1. Definition:

He is the faculty member in charge of managing scientific and administrative affairs and is responsible for implementing the regulations and regulations of the Council of Higher Education and submits a report to the Dean on the work of the College at the end of each academic year.

2. Linkage:

He is associated with the Dean of the College.

3. Duties of the Heads of Departments:

1. Chairing the department council, supervising the organization of its affairs, inviting attendees to attend its sessions, implementing its decisions, and sending the minutes of its sessions to the dean of the college.
2. Achieving the university's higher goals and policies.
3. Implementing the decisions of the Faculty Council regarding the department.
4. Supervise the preparation of the department's strategic plan and follow up on its implementation.
5. Supervise the department's educational, research, administrative, financial, and cultural affairs.
6. Supervising the development of the department administratively, academically, and researching.
7. Coordinate and develop the department's relations inside and outside the university.
8. Supervise the provision of all the department's educational, research, administrative, and financial requirements.
9. Supervise the raising of the quality level and the development of its output.

10. Implement and follow up the decisions of the Department Council.
11. Conducting the powers delegated to him by the Dean of the College.
12. Submit to the Dean of the College any violations of the required meals or any other violations by the faculty member and the like.
13. Submit a report on the progress of postgraduate studies in the department to the Dean of the College and the Dean of Graduate Studies at the end of each academic year.

4. Powers of the heads of departments:

- 1- Approval of transcripts.
- 2- Issuing the internal decisions required for the proper functioning of the college in accordance with the laws and regulations.
- 3- Distributing the academic burden to the faculty members.
- 4- Preparing job performance reports for faculty members.
- 5- Recommending the disbursement of benefits for out-of-time work to the college's employees
- 6- Recommending the assignment of work outside hours for the faculty employees.
- 7- Recommending that the faculty members attend training courses inside and outside the university.

VI- Administrative Director:

1- Definition:

He supervised the financial and administrative affairs of the college.

2- Linkage:

He is associated with the Dean of the College.

3- Duties of the Director of the Department:

- 1- Supervise the implementation of the regulations and regulations of administrative and financial affairs at the university.
- 2- Reporting the departure of all faculty employees and their departure from work.
- 3- Supervise and follow up the implementation of the administrative work of the department's units.
- 4- Supervise the improvement and development of the workflow in the Department.
- 5- Supervising the speed of securing college procurement from urgent requirements.

- 6- Supervise the work related to the applications of contractors in the college regarding passports (accommodation, visas, and travel tickets).
- 7- Supervise the college's facilities with the relevant authorities and develop plans to follow up on their maintenance and cleanliness.
- 8- Organizing regular vacations for the college's employees, including administrators, technicians, employees, and workers.
- 9- Assigning those who are necessary to contact the competent authorities to repair and follow up on emergency malfunctions that occur in the college.
- 10- Supervising the distribution of offices in the college and coordinating the programs for the use of scientific seminar halls to allow their proper use.
- 11- Supervise the attendance and absence records of the college's administrative and technical employees.
- 12- Follow-up on the preparation and equipping of classrooms and supervising their maintenance periodically.
- 13- Prepare the annual report and periodic reports on the work of the department and its affiliated units and submit it to the Dean of the College.
- 14- Supervise the financial affairs and covenants allocated to the Department in accordance with the regulations and regulations.
- 15- Executing the work assigned to him by the Dean.

4- Powers of Administrative Director:

- 1- Respond to all transactions received from all administrative units at the university.
- 2- Approve and sign the purchase order in accordance with the applicable regulations.
- 3- Sign the inspection and receipt memos.
- 4- Authorization for disbursement from the college warehouse.
- 5- Keeping and following up on the records of the college.
- 6- Approving the authentication of the guarantees required from the contractors when traveling.
- 7- Approval of identification certificates for non-faculty members and their equivalents in accordance with the law.
- 8- Approval of receipt and delivery minutes, request for disbursement of materials, and transfer of custody.

- 9- Approving the vacations of all the college's employees, including administrators, technicians, and researchers, after the approval of their direct supervisor.
- 10- Sign the discharge for those whose work at the college is terminated.
- 11- Recommending the assignment of those who are required by the interest of the work to work outside the official working hours in accordance with the statutory principles.
- 12- Sign letters of transfer of college employees and workers for medical examination.
- 13- Approving the data related to the end of the assignment task for the college's employees, including administrators, technicians, and researchers.
- 14- Approve correspondence related to government agencies to complete the procedures of employees.
- 15- Recommending administrative penalties on the department's employees in accordance with the regulations.
- 16- Nominating non-faculty members of the college to attend training courses.
- 17- Coordinating with the relevant authorities within the college and the university in the competence and scope of the department's work.
- 18- Issuing internal decisions required for the proper functioning of the department in accordance with the laws and regulations.
- 19- Evaluate the performance of the department's employees.
- 20- Approve the disbursement from the budget and custody of the Department in accordance with the regulations of the Organization.
- 21- Raising the needs of the college in terms of human and financial resources and various equipment.
- 22- Follow-up of maintenance and installations in the college.

5- Units of Administrative Director:

1. Assistant Administrative Director (Male):

Tasks:

1. Contribute to the follow-up of the implementation of the Department's plans and work.
2. Supervise employees, distribute tasks, and ensure their completion.
3. Follow-up on the attendance and discipline of employees at the college
4. Conducting and scheduling periodic workshops and training courses for employees
5. Submit periodic reports to the Director of the Department on the progress of the work.

2. Assistant Administrative Director (Female)

Tasks:

1. Following up on the implementation of the decisions of the Principal/Dean of the College in the female section.
2. Supervise the day-to-day administrative workflow and ensure discipline.
3. Coordinate between the units and departments of the female section and the senior management in the college.
4. Follow-up of female employees' affairs and the performance of administrative work.
5. Submit periodic reports on the progress of work to the Principal/Dean of the College

3. Human Resources Unit

Tasks

1. Applying the regulations and regulations of human resources approved by the university.
2. Maintaining and updating the files of the administrative and functional college employees.
3. Follow up on appointment, assignment, transfer, and termination procedures.
4. Follow-up on attendance, departure, and vacations of all kinds.
5. Prepare and follow up on administrative decisions for employees.
6. Coordinate with the relevant authorities regarding personnel affairs.
7. Contribute to the preparation of job performance reports.
8. Follow-up training courses and professional development for employees.
9. Respond to employee inquiries and manage administrative transactions.
10. Providing administrative support to faculty members in terms of human resources affairs in accordance with the approved regulations.
11. Prepare periodic reports and submit them to the Head of the Unit.

4. Financial Affairs Unit

Tasks

- 1- Implementation of the decisions of the Faculty Council

- 2- Chairing the Program Council, supervising the organization of its affairs, inviting attendees to its sessions, implementing its decisions, and sending the minutes of its sessions to the Dean of the College.
- 3- Achieving the university's higher goals and policies.
- 4- Supervise the preparation of the college's strategic plan and follow up on its implementation.
- 5- Supervise the management of the college's educational, research, administrative, and cultural affairs.
- 6- Supervising the development of the college administratively, academically, and research.
- 7- Coordinate and develop the college's relations inside and outside the university.
- 8- Supervise the provision of all educational, research, administrative and financial requirements of the college.
- 9- Supervise the raising of the quality level and the development of its output.
- 10-Conducting the powers delegated to it by the Dean of the College.

5. Administrative Communications and IT Unit:

Tasks

This unit is concerned with receiving, registering, and directing mail, transactions and circulars received to the college and its various units, and exporting transactions issued by the college's various departments and units and directing them to entities outside the college, and is also responsible for responding to the auditors' inquiries about transactions

6. Maintenance and Operations Supervisor

Tasks

1. Follow-up of periodic and emergency maintenance works of the college's buildings and equipment.
2. Supervise maintenance teams and technicians and distribute tasks to them.
3. Reporting on urgent and recurring needs to ensure continuity of operation.
4. Coordinating with the competent authorities at the university to conduct maintenance work.

7. Safety and Security Supervisor:

Tasks

1. Supervise the implementation of security and safety instructions within the college.
2. Follow up on the alarm, fire extinguishing systems, and ensure their readiness.

3. Organize evacuation plans and implement awareness and training programs for students and staff.
4. Monitor potential hazards within buildings and make recommendations to address them.
5. Coordinating with the University's Security and Safety Department in Emergency Cases

8. Warehouse keeper and custodian:

Tasks

1. Following up on the receipt and disbursement of educational and administrative materials, and supplies.
2. Maintaining and organizing trust in the college's warehouses in accordance with the approved regulations.
3. Documenting the I/O movement of inventory and preparing the necessary records.
4. Conducting periodic inventory and reporting on deficiencies and needs.
5. Ensure optimal stock utilization and reduce waste.

9. Laboratory Custodian:

Tasks

1. Supervise the preparation of laboratories and ensure their readiness before the start of lectures and practical training.
2. Follow-up on the provision, preservation, and maintenance of educational devices, supplies, and tools.
3. Organize and update the inventory records of the laboratories periodically.
4. Assist faculty and students in using educational devices and materials within the laboratory.
5. Follow-up on the implementation of security and safety measures within the laboratory and educate students about them.
6. Coordinating with the college administration to secure the needs and requirements necessary for the educational process.
7. Participate in the preparation of periodic plans for the maintenance of devices and the provision of consumables.
8. Documenting the practical activities and experiments conducted in the laboratory and keeping the relevant records.

9. Submit periodic reports on the status of laboratories and required needs to the college administration.

10. Archiving Unit:

Tasks:

1. Organizing and keeping the official files and transactions of the college.
2. Classify documents in a way that is easy to refer to when needed.
3. Applying electronic and paper filing policies in accordance with the regulations.

VII- Advisory Council:

1- Goal:

It is an advisory body of the college that aims to contribute to the continuous improvement of the college's academic programs, guide its future policies, evaluate its strategic plans, and communicate with the public and private sectors.

2. General Regulations:

- 1- The Faculty Council shall nominate the members of the Council if there are not less than nine members and not more than fifteen members, and the formation shall be approved by the President of the University.
- 2- The council will be formed as follows:
 - Dean of the College.
 - Vice Dean for Development and Quality.
 - (seven to thirteen) with experience in various business sectors from inside or outside the Kingdom, and among them are some distinguished graduates of the college.
- 3- The Council will choose the President and his Vice President in its first session, provided that the Dean of the College shall not be the Dean of the College, and the Vice Dean for Development and Quality shall be the Secretary of the Council.
- 4- The Council shall meet at the invitation of its President at least twice a year.
- 5- The meetings of the Council may be held inside or outside the College, and it may also invite anyone it deems to attend its sessions.
- 6- The membership of the Board shall be two years, subject to renewal.

- 7- The members of the Board shall be granted a certificate of appreciation upon the expiry of their term of membership in the Board.

3. Duties of the Council:

- 1- Providing suggestions on everything that serves the future of the college.
- 2- Providing ways to deepen the partnership between the college and the local and global community.
- 3- Contributing to the development of programs and curricula in accordance with the requirements of the labor market.
- 4- Contribute to the implementation of the college's strategic plan.
- 5- Submit proposals that will provide material and moral support to the college.
- 6- Contribute to the development of coordination mechanisms for establishing joint projects between the college and community sectors, with the aim of providing integrated solutions to community problems.
- 7- Advice on program descriptions, courses, and improvement plans
- 8- Follow-up and opinion on field experience reports
- 9- Advice on the learning resources used, teaching and learning strategies, their relevance to the targeted learning outcomes, and their relevance, especially professional ones.
- 10- Advising on new program proposals or when making substantial adjustments to the program
- 11- Providing the necessary advice and suggestions towards activating the annual employment forum
- 12- Advising on any activities undertaken by the college or program related as deemed by the college administration and consistent with the university's policies and strategic objectives.

VIII- Student Advisory Council

1- Objective:

It is an advisory body that aims to achieve effective student participation in the university decision to develop the educational and academic process, and to touch the views of students regarding what is provided to them in terms of educational, extra-curricular and service activities to reach the knowledge and science society.

2- General Regulations:

- 1- Two advisory councils shall be formed, one for male students and one for female students, by a decision of the Faculty Council, and the formation shall be as follows:
 - The Dean of the College as Chairman.
 - Vice Dean for Academic Affairs/Vice Dean for Female Students.
 - The department council nominates one student for each department of the college.
- 2- The Council meets periodically twice per semester.
- 3- The Council may be called to convene exceptionally if requested in writing by at least half of the members.
- 4- The Council may be called to convene exceptionally if the Vice-Chair receives at least ten topics for discussion.
- 5- The Vice-President shall preside over the council if circumstances do not allow the President to attend the meetings.

3- Objectives of the Council:

- 1- Communication between the college and its students/students in a way that helps to improve the progress of the academic, educational, and service process at the college.
- 2- Touch the views of students regarding the academic and extracurricular activities and services provided to them within the college.
- 3- Providing advice and advice to the Dean of the College in areas of interest to students.
- 4- Cooperation to make the college the ideal place to receive knowledge and a fertile environment for imbibing with ideals, ethics, acquaintance, and harmony among all its employees.
- 5- Connecting students with the college and its activities.
- 6- Illustrating the image to college students about some actions that they may miss realizing their significance.

IX- Disciplinary and complaints unit:

This unit studies cases of violations of public order and the rules and laws in force at the university, or deviations from academic norms or Islamic ethics. If such cases are proven against a student, the unit takes the appropriate decision and submits it to the college council in preparation for submitting it to the university to take the necessary action in accordance with the regulations regulating this. Referred to the university.

Unit Objectives:

1. Creating a channel of communication between the college's employees, visitors, and the college administration to continue to connect the spirit of cohesion and cooperation in the college and develop the spirit of belonging to them.
2. Develop the characteristics of transparency for the college staff by expressing their opinions and problems.
3. Following up on the complaints of the college's employees and ensuring that the procedures are completed in accordance with the mechanisms followed in the college and the university.
4. Considering students' complaints and suggestions as an important source of expressing their satisfaction with the educational and training environment, which may result in opening an investigation and ensuring that regulations and laws are followed, or a service is provided or amended. Accordingly, and within the framework of adherence to quality standards and academic accreditation, we submit a proposal to establish and activate the Complaints and Proposals Committee

Unit Formation:

The unit shall be formed by a decision of the Dean, and consists of:

1. Vice Dean for Academic Affairs as Chairman.
2. Head of the Student Affairs Unit at the College Rapporteur of the Committee
3. Faculty Member in the Boys Section
4. Faculty Member in the Girls Section
5. Administrative member in the boy's section
6. Administrative member of the girl's section

Tasks of the Unit:

1. Consideration of violations referred by the President of the University or the Dean of the College
2. Controlling the behavior of students and their equivalents within the college or in any of its facilities
3. Refine the behaviors of the violating students and address them using the educational methods available in the college.
4. Invite those who need to hear their statements from the parties to the case or the heads of the departments.

5. Approving disciplinary penalties for violating students in accordance with the laws and regulations in force at the university.
6. Submit its decisions to the Dean of the College to be submitted to the competent authority.

Mechanism for Submitting Suggestions and Complaints:

1. The complaint is submitted through one of the forms in force at the College in the Discipline and Grievances Unit
2. The complaint is submitted to the Disciplinary and Grievance Unit by placing it in one of the complaint boxes located in the halls of the college, or on the unit's user in the administrative communication system, or via the unit's email.
3. The Unit's Trustee collects the complaints received by the Unit on a weekly basis.

Conditions for Approval of the Complaint:

- The complaint cannot be anonymous (unnamed)
- The complaint must be honest and purposeful, not malicious.
- Refer to the academic advisor of the scientific departments or the heads of the departments to discuss the problem before filing a complaint in writing.

X- Public Relations and Media Unit

It is responsible for introducing the college's activities in the media, publishing its news in various media, organizing the reception of delegations visiting the college, and following up on the requirements for organizing meetings and conferences within the college.

Tasks of the Unit:

The Unit performs the following tasks:

1. Formulate the executive mechanisms necessary for the work of the unit.
2. Implementing the projects of the College's strategic plan and academic accreditation related to the Unit .
3. Addition, modify, and update activities and news on a continuous basis.
4. Working to highlight the mission and goals of the college by all means
5. Holding media activities and events that highlight the role of the college .
6. Preparing and coordinating the meetings, events, and events hosted by the college .
7. Coordinating with the relevant authorities at the university to announce the activities and events conducted by the college through its various committees.

8. Editing the media materials for the college's activities and providing the university media department with a copy of them after their approval by the college administration .
9. Monitoring, documenting, and preserving the topics and news about the college published in the media and communication .
10. Other tasks assigned to the unit

XI- Partnerships and community services unit

Tasks:

1. Formulate the executive mechanisms necessary for the work of the Committee.
2. Implementing the Unit's strategic plan projects.
3. Assessing the satisfaction of beneficiaries with the community service plan.
4. Preparing an improvement plan for community service,
5. Coordinating with the units and committees within the college, each in its own regard.
6. Other work entrusted to the Committee .
7. Preparing the operational plan for all community activities and defining the responsibilities and timetable for them, in which all program employees participate in its preparation according to the specified forms for that, while following up on the implementation of the plan's projects and monitoring its indicators continuously.
8. Attracting ideas and initiatives and urging all program employees to participate in the community.
9. Organize, document, and develop community service activities.
10. Evaluation of the program's participation in community service activities and events.
11. Prepare follow-up reports and annual reports on the implementation of the operational plan, including the improvement plan for the following year.
12. Completing all the relevant tasks based on the Committee, studying all that is referred to it, and submitting appropriate proposals in this regard.

XII- College Website Unit

Tasks of the Unit

The unit performs the following tasks :

1. Formulate the executive mechanisms necessary for the work of the unit.
2. Implementation of the Unit's strategic plan projects and academic accreditation.
3. Addition, modify, and update activities and news on a continuous basis on the college's website.
4. Working to highlight the mission and goals of the college by all means
5. Overall supervision of the content of the college's website and ensuring its compliance with the university's policies and media standards.
6. Reviewing and auditing the content to ensure that it is free of linguistic and spelling errors and the correctness of the information published in both Arabic and English.
7. Coordinating and communicating with the college's departments to provide the unit with the materials and updates to be published.
8. Following up on the pages of faculty members, technicians, and administrators and updating their resumes and data .
9. Standardize the visual identity of published content in line with the University's Identity Manual.
10. Prepare periodic reports on the status of the site and its updates and submit them to the Dean of the College.
11. Ensuring the confidentiality and accuracy of published information and adhering to the University's official publication policies

Preparation & Review Team

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