

### Administrative Order

In order to organize the work in the EE department, the Electrical Engineering Department Council decided in the sixth meeting dated 1/10/2022 the following,

To establish for the first semester academic year 2022/2023:

#### Academic Accreditation Committee

**Responsibility:**

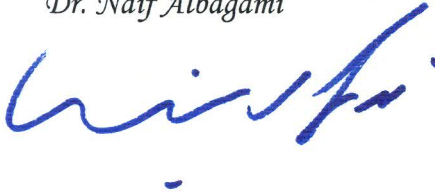
- Supervising the quality process in the department.
- Preparing SSR for accreditation

**Coordinator:** Dr. Abdel-Rahman Al-Qawasmi

**Members:** Dr. Abdullah Almuhausen  
Dr. Mohammed Zubiar  
Dr. Praveen (Secretary)

Kind Regards,

Chair of the Electrical Engineering Department  
*Dr. Naif Albagami*



الرقم: ..... التاريخ: / / ١٤٤٣ هـ المشفوعات

### Administrative Order

In order to organize the work in the EE department, the Electrical Engineering Department Council decided in the sixth meeting dated 1/10/2022 the following,

To establish for the first semester academic year 2022/2023:

#### Assessment and Evaluation Committee

**Responsibility:**

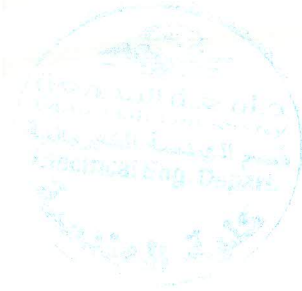
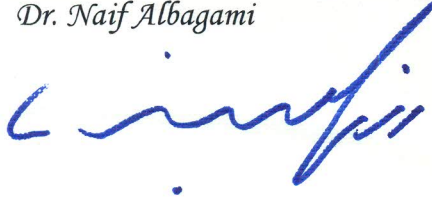
- Provide feedback based on collected and analyzed data to improve the effectiveness of the EE program.

**Coordinator:** Dr. Praveen

**Members:** Dr. Abdullah Al-Ahmadi  
Dr. Bader Alharbi  
Eng. Mohammad Humran  
Eng. Mohammad Abdul Baseer

Kind Regards,

**Chair of the Electrical Engineering Department**  
*Dr. Naif Albagami*



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In order to organize the work in the EE department, the Electrical Engineering Department Council decided in the sixth meeting dated 1/10/2022 the following,

To establish for the first semester academic year 2022/2023:

#### Bridging Program Committee

**Responsibility:**

- Administration of the bridging program.

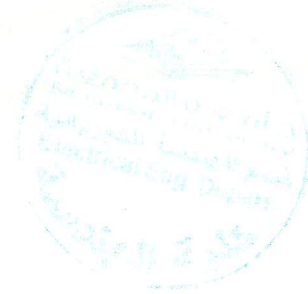
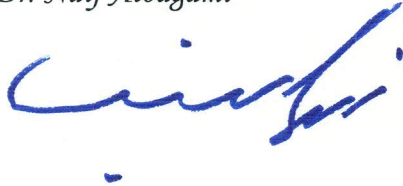
**Coordinator:** Dr. Abdel Rahman Al-Qawasmi

**Members:** Dr. Muhamad Zubair

Kind Regards,

**Chair of the Electrical Engineering Department**

*Dr. Naif Albagami*



### Administrative Order

In order to organize the work in the EE department, the Electrical Engineering Department Council decided in the sixth meeting dated 1/10/2022 the following,

To establish for the first semester academic year 2022/2023:

#### Community Services Committee

**Responsibility:**

- To enhance the educational activities and to support the researchers.
- To adopt initiatives that support society needs.

**Coordinator:** Dr. Omar Alharbi

**Members:** Dr. Yazeed Qasaymeh  
Dr. Abdullah Al-Ahmadi  
Dr. Muhamad Zubair

Kind Regards,

Chair of the Electrical Engineering Department  
*Dr. Naif Albagami*



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In order to organize the work in the EE department, the Electrical Engineering Department Council decided in the sixth meeting dated 1/10/2022 the following,

To establish for the first semester academic year 2022/2023:

### Documentation and Archiving Committee

#### Responsibility:

- Identification of required data.
- Data Collection.
- Data processing and preparation with statistical analysis.
- Archiving and database management.
- Unifying documents and forms in the department.
- Recording all activities in the department.
- QMS documents

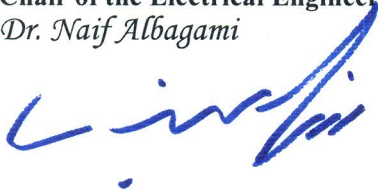
**Coordinator:** Eng. Muhammad Humran Khan

**Member:** Eng. Talha

Kind Regards,

**Chair of the Electrical Engineering Department**

*Dr. Naif Albagami*



### Administrative Order

In order to organize the work in the EE department, the Electrical Engineering Department Council decided in the sixth meeting dated 1/10/2022 the following,

To establish for the first semester academic year 2022/2023:

#### Department Service Committee

**Responsibility:**

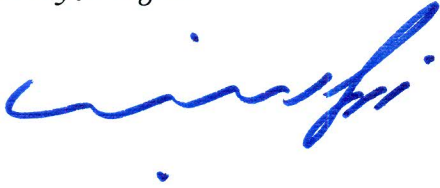
- Department Annual Report.
- Supporting Department activities.
- Administrative Communication.
- New Faculty Orientation

**Coordinator:** Dr. Yazeed Qasaymeh

**Members:** Eng. Hussam Habibeh  
Eng. Muhammad Humran Khan

Kind Regards,

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*Dr. Naif Albagami*



### Administrative Order

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To establish for the first semester academic year 2022/2023:

#### Engineering Practice and Alumni Committee

**Responsibility:**

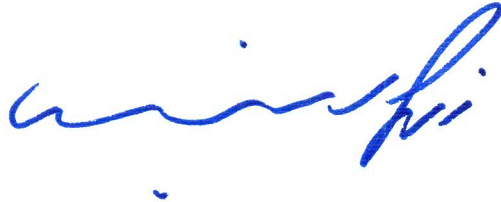
- Supervise the summer training seminar and reports.
- Follow up with alumni students and employers

**Coordinator:** Dr. Abdel Rahman Al-Qawasmi

**Members:** Dr. Yazeed Qasaymeh

Kind Regards,

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*Dr. Naif Albagami*



### Administrative Order

In order to organize the work in the EE department, the Electrical Engineering Department Council decided in the third meeting dated 1/10/2022 the following,

To establish for the first semester academic year 2022/2023:

#### Follow Up Committee

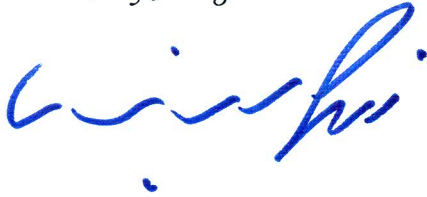
**Responsibility:**

- Follow up with department activities.

**Coordinator:** Dr. Praveen  
Eng. Muhammad Humran Khan

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*Dr. Naif Albagami*





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**Administrative Order**

In order to organize the work in the EE department, the Electrical Engineering Department Council decided in the sixth meeting dated 1/10/2022 the following,

To establish for the first semester academic year 2022/2023:

**Graduate Studies and Scientific Research Committee**

**Responsibility:**

- Establishing and Developing Graduate Programs.
- Scholarship documentation process.
- Distinguish Allowance audit.
- Faculty Research Support and Statistical Data.

**Coordinator:** Dr. Abdullah Altamimi

**Members:** Dr. Saeed Alyami  
Dr. Praveen  
Dr. Abdulaziz Almutairi  
Dr. Anas Almunif

Kind Regards,

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*Dr. Naif Albagami*



### Administrative Order

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To establish for the first semester academic year 2022/2023:

#### Interviewing Committee

**Responsibility:**

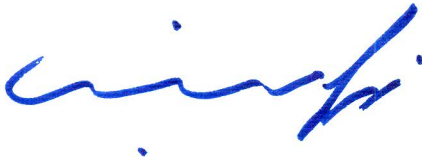
- Reviewing Applicant's documentation.

**Coordinator:** Dr. Naif Albagami

**Members:** Dr. Abdullah Almuhausen  
Dr. Anas Almunif  
(Invited Instructor based on specialization)

Kind Regards,

Chair of the Electrical Engineering Department  
*Dr. Naif Albagami*



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To establish for the first semester academic year 2022/2023:

#### Lab Developments Committee

**Responsibility:**

- Developing EE labs.
- Operation, Maintenance and Safety of Labs

**Coordinator:** Eng Mohammad Humran

**Members:** Eng. Talha Kamran  
Eng. Mohammad Abdul Baseer

Kind Regards,

**Chair of the Electrical Engineering Department**  
*Dr. Naif Albagami*



### Administrative Order

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To establish for the first semester academic year 2022/2023:

#### Program and Curriculum Committee

**Responsibility:**

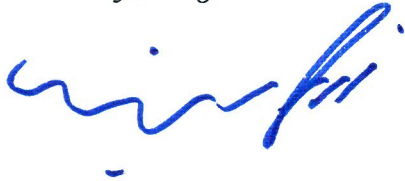
- Supervising all aspects of program development and delivery.
- Development of undergraduate programs and structure.

**Coordinator:** Dr. Abdel Rahman Al-Qawasmi

**Members:** Dr. Praveen  
Dr. Abdualziz Almutairi  
Dr. Saeed Alyami  
Eng. Muhammad Humran Khan

Kind Regards,

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*Dr. Naif Albagami*



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**Administrative Order**

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To establish for the first semester academic year 2022/2023:

**Quality Committee**

**Responsibility:**


- Dissemination of quality culture.
- Improving academic performance in accordance with Faculty and University strategic plans.
- Supporting the EE program to achieve national (NCAAA) and international program accreditation.

**Coordinator:** Dr. Abdel-Rahman Al-Qawasmi

**Members:** Dr. Praveen  
Dr. Abdulaziz Almutairi  
Dr. Mohammad Zubair  
Dr. Nasser Albugami

Kind Regards,

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*Dr. Naif Albagami*



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To establish for the first semester academic year 2022/2023:

#### Scientific Committee:

##### Responsibility:

- New Applicant Educational and Research Assessment.
- Faculty Promotion Application Process.

**Coordinator:** Dr. Naif Albagami

**Members:** Dr. Abdel-Rahman Al-Qawasmi  
Dr. Muhamad Zubair  
Dr. Praveen

Kind Regards,

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To establish for the first semester academic year 2022/2023:

#### Senior Design Committee

**Responsibility:**

- Coordinator for all senior project activates.

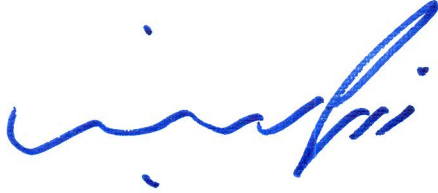
**Coordinator:** Dr. Praveen R.P.

**Co-Coordinator:** Dr. Abdulaziz Almutairi

**Members:** Eng. Mohammad Abdul Baseer

Kind Regards,

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To establish for the first semester academic year 2022/2023:

#### Scheduling Program Committee

**Responsibility:**


- Planning Course Scheduling.
- Major Exams Coordination.

**Coordinator:** Dr. Abdullah Al-Ahmadi

**Members:** Eng. Talha Yazdani  
Eng. Mohammad Abdul Baseer

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To establish for the first semester academic year 2022/2023:

### Strategic Planning & Steering Committee

**Responsibility:**

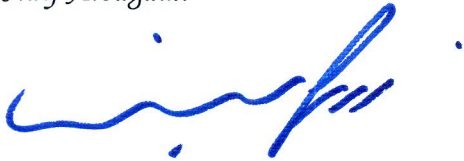
- Proposing a strategic plan for the department.
- Proposing operational plans for the strategic plan.
- To provide direction and counsel to the EE department.

**Coordinator:** Dr. Abdullah Alahmadi

**Members:** Dr. Naser Albugami  
Dr. Yazeed Qasaymeeh  
Dr. Mohammed Zubiar  
Eng. Mohammad Abdul Baseer

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### Students Research & Assistance Committee

**Responsibility:**

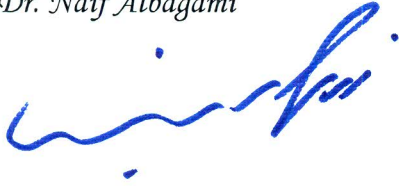
- Support student research in elective courses, senior design and micro projects.
- Induction, seminars and training courses for student.

**Coordinator:** Dr. Praveen R.P.

**Members:** Dr. Yazeed Qasaymeh  
Dr. Bader Alharbi  
Dr. Nasser Albugami  
Eng. Mohammad Abdul Baseer

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To establish for the first semester academic year 2022/2023:

### Undergraduate Coordination & Support Committee

**Responsibility:**

- Academic Advising.
- Monitoring undergraduate student progress.
- Undergraduate student petitions.
- Support student's education learning.

**Coordinator:** Dr. Yazeed Qasaymeh

**Members:** Eng. Mohammad Abdul Baseer

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To establish for the first semester academic year 2022/2023:

#### Web Administration Committee

**Responsibility:**

- Administration of EE websites and virtual server.
- Encourage faculty website development for learning.

**Coordinator:** Eng. Hussam Habibeh

**Member:** Eng. Mohammed Humran

Kind Regards,

Chair of the Electrical Engineering Department  
*Dr. Naif Albagami*

