



**Al Zahra College for Women
Quality Assurance Department**

College Committees

**Academic Year
2024 - 2025**

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1 College Board			
Roles	1.	The College Board shall approve the following:	
	-	The general policy of the admission in the college.	
	-	Rules governing honoring students or taking the necessary measures.	
	-	The competencies of the college staff, their job descriptions, their authorities, and amendment them.	
	-	Approving the granting of remuneration to visiting teachers and external examiners.	
	-	Approving the strategic plan of the college and submitting it to the BoTs and the BoDs to take the necessary decision in this regard.	
	-	Approving the annual plan of the college and submitting it to the BoTs and the BoDs to take the necessary decision in this regard.	
	-	Propose tuition fees and other fees charged by the college and submit them to the BoTs to take the appropriate decision thereon.	
	-	Study the administrative and financial regulations and submit them to the BoDs to take the necessary decision in this regard.	
	-	Study the academic regulations and submit them to the BoTs for approval.	
-	Study the study plans in the college and follow up its implementation and the conditions for granting academic degrees.		
-	Study the curriculum based on the recommendation of the boards of academic departments.		
2.	Recommending the appointment, promotion, secondment and granting of sabbatical leaves to academic staff members according to the regulations in the college.		
3.	Supervise the evaluation of the various academic and administrative processes in the college.		
4.	Review the draft annual budget and submit it to the BoTs to take the necessary decision thereon.		
5.	Discussing and approving the results of exams that received from the departments.		
6.	Approving the list of graduate students and submitting them to the BoTs for approval.		
7.	Forming the necessary academic and administrative central committees to improve the functioning of the college.		
7.	Study the topics and proposals referred to it by the College Board.		
Chair of CB	Dr. Musallam Ali Al Manni	The Dean of College	
Rapporteur	Malak Nasser Al Busaidi	Admin Clerk	
Committee Members			
	Name	Position	E-mail
1	Dr. Hamed Majed Al-Hajri	Assistant Dean for Academic Affairs & Community Service	hamad@zcu.edu.om
2	Ms. Salima Salim Al Sawai	Assistant Dean for Admin & Quality	salima@zcu.edu.om
3	Dr. Ihab Hanafi	Head of Design Department	ihab@zcu.edu.om
4	Dr. Hamed Majed Al-Hajri	Head of Information Technology Department	hamad@zcu.edu.om

5	Dr. Abdulaziz Al Mamari	Head of Law Department	abdulaziz@zcu.edu.om
6	Dr. Rafat Al Batayneh	Head of Managerial & Financial Sciences Department	rafat@zcu.edu.om
7	Dr. Abeer Mohamed Bashir	Head of Modern Languages.	abeer.m@zcu.edu.om
8	Dr. Saadia Fatima	Head of General Foundation Department	saadia@zcu.edu.om
9	Malak Nasser Al Busaidi	Quality Assurances	malak.n@zcu.edu.om
10	Samah Al- Khayari	Head of Admission & Registration	samah@zcu.edu.om
11	Dr. Karima Sayari	The Representative of the Academic Staff	Karima@zcu.edu.om
12		The Representative of the Community	
13		The Representative of the Student Board	

2 College Executive Committee			
Roles	<ol style="list-style-type: none"> 1. Ensure strategic planning. 2. Monitor and strengthen programs and services. 3. Ensure legal and ethical integrity. 4. Address matters affecting College operations. 5. Enhance the College public standing. 6. Study matters referred to by College Committees and make recommendations on them to CB. 7. Study topics and proposals referred to it by the CB. 		
Chair of Committee	Dr. Musallam Ali Al Manni	The Dean of College	
Rapporteur	Dr. Said Hamed Al Wahabi	Assistant Professor	
Committee Members			
	Name	Position	E-mail
1	Dr. Hamed Majed Al-Hajri	Assistant Dean for Academic Affairs & Community Service	hamad@zcu.edu.om
		Chair of Financial and Purchase Committee	
		Chair of Social Services and Community Committee	
2	Ms. Salima Salim Al Sawai	Assistant Dean for Admin & Quality	salima@zcu.edu.om
		Chair of Quality Assurance Committee	
		Chair of Human Resources and Recruitment Committee	
		Chair of Teaching & Learning Committee	
		Chair of Training and Graduates Follow-up and Employability Committee	
3	Prof. Ihab Hanafi	Head of Design Department	ihab@zcu.edu.om
4	Dr. Abdulaziz Al Mamari	Head of Law Department	abdulaziz@zcu.edu.om
5	Dr. Rafat Al Batayneh	Head of Managerial & Financial Sciences Department	rafat@zcu.edu.om
6	Dr. Abeer Mohamed Bashir	Head of Modern Languages Department	abeer.m@zcu.edu.om
7	Dr. Saadia Fatima	Head of General Foundation Department	saadia@zcu.edu.om
8	Dr. Maha Mansur	Chair of Strategic Planning and Risk Management Committee	maha_m@zcu.edu.om
9	Dr. Karima Sayari	Chair of Postgraduate Studies and Scientific Research Committee	karima@zcu.edu.om
10	Dr. Said Hamed Al Wahabi	Chair of Timetables & Examinations Committee	s-alwahabi@zcu.edu.om
11	Azza Al Mamari	Chair of Human Resources Department	azza@zcu.edu.om

12	Amira Al Sawwafi	Head of Students Affairs & training &Follow-up Graduates Department	Amira@zcu.edu.om
13	Wilfred Dsuza	Head of Finance Department	wdsouza@zcu.edu.om
14	Fahad Al Rajhi	Head of Logistics Services Department	fahad@zcu.edu.om
15	Samah Al- Khayari	Head of Admission & Registration	samah@zcu.edu.om
16	Balqis AL_abri	Head of Learning Center & Library	balqis@zcu.edu.om

3 Quality Assurance Committee				
Roles	<ol style="list-style-type: none"> 1. Preparing the annual work plan for the committee. 2. Spreading the culture of quality within the college. 3. Discussing QA department procedures and forms proposals. 4. Contributing to review policies, procedures, and forms and their application. 5. Supervising the work of affiliated and sub-committees. 6. Proposing recommendations to improve the overall quality within the college. 7. Preparing institutional accreditation files and documents. 8. Studying CB proposals. 			
	Chair of the Committee	Ms. Salima Salim Al Sawai	Assistant Dean for Admin & Quality	
	Rapporteur	Dr. Malak Al Busaidi	Administrative Clerk	
	Committee Members			
		Name	Department	E-mail
	1	Dr. Abeer Mohamed Bashir	Modern Languages Department	abeer.m@zcu.edu.om
	2	Dr. Revenio Jalkat	Managerial & Financial Sciences Department	revenio@zcu.edu.om
	3	Dr. Said Hamed Al Wahabi	Design Department	s-alwahabi@zcu.edu.om
4	Dr. Alycia Sebastian	Information Technology Department	alycia@zcu.edu.om	
5	Dr. Saadia Fatima	General Foundation Department	saadia@zcu.edu.om	
6	Asma Al Mamari	QAD & LD Representative	asma.m@zcu.edu.om	

4 Human Resources and Recruitment Committee			
Roles	The committee undertakes the following tasks:		
	1. Preparing the annual work plan for the committee.		
	2. Suggesting appropriate training programs for employees in the college based on the renewed needs.		
	3. Contacting the bodies related to training and development, documenting the relationship with them, and benefiting from their programs.		
	4. Coordinating with training centers and various college departments to implement the necessary training programs.		
	5. Develop a vision of the financial needs for the various courses.		
	6. Studying the needs of the various departments of training programs and their costs, and following up on their approval and implementation.		
	7. Preparing a database of agencies and centers specialized in training and development and their fields of specialization.		
	8. Participate in preparing a study of the college's human resources needs.		
	9. Proposing a budget and recruitment plan for human resources.		
	10. Preparing and reviewing the requirements and conditions for filling positions in the college.		
	11. Examining, sorting and classifying applications of applicants to fill positions in the college.		
	12. Conducting an interview for candidates to fill positions in the college and conducting the necessary evaluation of applicants.		
	13. Preparing employment recommendation reports based on evaluation during the personal interview.		
14. Studying topics and proposals referred to it by the CB.			
Head of Committee	Ms. Salima Salim Al Sawai	Assistant Dean for Admin & Quality	
Rapporteur	Ms. Fatma AL-Sharyani	Human Resources Dept	
Committee Members			
	Name	Department	E-mail
1	Dr. Said Hamed Al Wahabi	Design Department	s-alwahabi@zcu.edu.om
3	Wilfred Dsuza	Finance Department	wdsouza@zcu.edu.om
4	Azza Al Mamari	HR Department	azza@zcu.edu.om

Job Interview Committee Members (In addition to the Chairman of the Committee, the Assistant Dean for Academic Affairs & Community Service, and the Assistant Dean for Admin & Quality, the following names will be added:)			
	Name	Department	E-mail
1	Head of the concerned department		
2	Two Academic members of the department		

5 Financial and Purchase Committee			
Roles	1. Addressing departments to consider determining their annual budgets in terms of human resources, scientific research and other activities.		
	2. Consider additional financial requests in the absence of allocated in the approved annual budget of the college.		
	3. Preparing the quarterly and final financial accounts of the college.		
	4. Applying the procedures in force regarding the college's purchases, tenders and projects according to the internal regulations.		
	5. Submit proposals of development the work of the committee and the procurement mechanism in the college.		
	6. Prepare the annual procurement plan by coordination with the heads of administrative and academic departments to determine their needs.		
	7. Opening offers submitted by suppliers regarding procurement, tenders and projects.		
	8. Preparing the analytical study of the offers submitted by companies regarding tenders and projects and their conformity with the required specifications.		
	9. Refer the results of the analytical study of the offers submitted by suppliers to a specialized technical committee to make the appropriate recommendation.		
	10. Submit appropriate recommendations to the Board of Directors regarding the Committee's decisions in tenders.		
	11. Studying the topics and proposals that referred from the CB.		
Chair of Committee	Dr. Hamed Majed Al-Hajri	Assistant Dean for Academic Affairs & Community Service	
Rapporteur	Asma Saleh Al Mamari	Third Bookkeeper	
Committee Members			
	Name	Department	E-mail
1	Ms. Salima Salim Al Sawai	Assistant Dean for Admin & Quality	salima@zcu.edu.om
2	Wilfred Dsuza	Finance Department	wdsouza@zcu.edu.om
3	Fahad Al Rajhi	Head of Logistics Services Department	fahad@zcu.edu.om

6 Social Services and Community Committee			
Roles	1. Preparing the annual work plan of the committee		
	2. Organizing and following up activities and trips for the college staff		
	3. Consolidating social ties between the staff by supporting them and engaging in their social events		
	4. Activating social communication in various social events		
	5. Coordinating with the various departments of the college to develop a comprehensive plan for activities inside and outside the college and following up on its implementation.		
	6. Coordinating programs and activities that serve the community.		
	7. Motivating students to participate in community service.		
	8. Preparing a detailed database on community services.		
	9. Considering the topics and proposals referred to it by the CB.		
Chair of Committee	Dr. Hamed Majed Al-Hajri	Assistant Dean for Academic Affairs & Community Service	
Rapporteur	Balqis Al Abri	Head of Learning Center & Library	
Committee Members			
	Name	Department	E-mail
1	Ms. Mohammed Al Harthy	Design Department	mohalharthy@zcu.edu.om
2	Ms. Hala Al Lawati	Information Technology Department	hala_allawati@zcu.edu.om
3	Ms. Sumaiya AL-Busaidi	Law Department	sumaiya.h@zcu.edu.om
4	Dr. Saira Asghar Khan	Modern Languages Department	saira@zcu.edu.om
5	Dr. Moawia Al Ghizzawi	Managerial & Financial Sciences Department	moawiah@zcu.edu.om
6	Ms. Ohoud Mas'oud Al Mufarraji	GFP Department	ohoud@zcu.edu.om
7	Amira Al Sawwafi	Head of Students Affairs & training & Follow-up Graduates Department	Amira@zcu.edu.om

7 Student Grade Appeal Committee			
	Roles	<ol style="list-style-type: none"> 1. Prepare the committee's annual work plan. 1. Studying the issues of appeal against the results of the exams referred by the Admission and Registration Department, in light of the existence of a fundamental violation in the conduct of the exam. 2. Take the necessary measures towards the subjects of appeal against the results of the exams and the results of the elements of continuous evaluation submitted by the students, after the expiry of the appeal period set in the policy, which does not exceed (two weeks) from the date of announcing the final result. 3. Review the results of appeals on exams and discuss them with the participation of committee members, the external expert, and the Admission and Registration Department. 4. Submit the results of appeals on exams to the College Board for approval and referral to the Admission and Registration Department to make amendments (if any) and then inform the student and HoDs of the result of the appeal. 5. Prepare a detailed report that includes the committee's observations on the results of appeals on exams at the end of the academic year and submit recommendations to the College Board for ratification for each level of the degree (diploma or bachelor's). 6. Study the subjects and proposals referred to the committee from the college board. 	
	Chair of Committee	Dr. Hamed Majed Al-Hajri	Assistant Dean for Academic Affairs & Community Service
	Rapporteur	Samah Al- Khayari	Head of Admission & Registration
Committee Members			
	Name	Department	E-mail
1	Dr. Salim Salam Al Fality	Law Department	salim-s@zcu.edu.om
2	Dr. Anas Bashayreh	Managerial & Financial Sciences Department	anas@zcu.edu.om
3	Dr. Abeer Mohamed Bashir	Modern Languages Departments	abeer.m@zcu.edu.om
4	Dr. Alycia Sebastian	Information Technology Department	alycia@zcu.edu.om
6	Dr. Dina Aboushall	Design Department	dina@zcu.edu.om
5	Ms. Roaa Al Harthy	Law Department	roaa@zcu.edu.om

8 Teaching & Learning Committee			
Roles	1. Preparing the annual work plan of the committee.		
	2. Discussing suggestions and amendments on the study plans forwarded to the committee by the academic departments and approving them based on their recommendations.		
	3. Verifying the conformity of the study plans in the college with the institutional and program accreditation standards.		
	4. Coordination between majors and departments regarding interdisciplinary courses and ensure that they are not repeated.		
	5. Following up the implementation of the study plans that approved by both of Admission and Registration Department, and the Academic Departments.		
	6. Verifying whether the admission criteria are applied to registered students by conducting an analysis of the admission results and forwarding it to the CB.		
	7. Annual review of the admission criteria and forwarding the necessary recommendations to the CB for further discussions.		
	8. Following up the study and guidance plans for the new programs and checking the update of its curricula.		
	9. Observing the labor market and put suggestions for the development of current programs and proposing new programs.		
	10. taking into consideration any proposed amendments to the study plan and making recommendations thereon.		
	11. Submitting proposals of academic members on improving library services.		
	12. Developing plans related to e-learning in the college and following up on their implementation.		
	13. Spreading the culture of e-learning among faculty members and students.		
	14. Providing consultations to the college and faculty members in the optimal activation and correct practices in e-learning.		
	15. Discussing the subjects and proposals referred to the committee by the CB.		
Chair of Committee	Ms. Salima Salim Al Sawai	Assistant Dean for Admin & Quality	
Rapporteur	Ms. Sona Sira	A Lecturer on GFP Department	
Committee Members			
	Name	Department	E-mail
1	Dr. Dina Aboshal	Design Department	dina@zcu.edu.om
2	Dr. Balaji Sundaramurthy	Information Technology Department	balaji@zcu.edu.om
3	Dr. Anas Bashayreh	Managerial & Financial Sciences Department	anas@zcu.edu.om
4	Ms. Roaa Al Harthy	Law Department	roaa@zcu.edu.om
5	Dr. Sira Asgerkhan	Modern Languages Department	saira@zcu.edu.om
6	Samah Al- Khayari	Head of Admission & Registration	samah@zcu.edu.om

9 Training and Graduates Follow-up and Employability Committee			
Roles	1. Reviewing and analyzing graduate employment data to identify trends and areas of improvement.		
	2. Collecting data on students' post-program employment with reference to internal and external reference points, and national and international benchmarks.		
	3. Evaluate the program's approach to graduate destinations and employability, and encourage quality improvement.		
	4. Utilize Relevant Internal and External Reference Points.		
	5. Develop strategies and initiatives to enhance graduates' employability and career prospects.		
	6. Collaborate with employers and industry professionals to understand job market demands and industry needs.		
	7. Provide career counseling and guidance services to current students and recent graduates.		
	8. Organize career fairs, workshops, and networking events to connect students with potential employers.		
	9. Monitor and evaluate the effectiveness of employability programs and making necessary adjustments.		
	10. Maintain relationships with alumni to track their career progression and gather feedback.		
	11. Study the topics and proposals referred to it by the College Board (CB).		
Chair of Committee	Ms. Salima Salim Al Sawai	Assistant Dean for Admin & Quality	
Rapporteur	Nihal AL-Qassapi	Students Affairs	
Committee Members			
	Name	Department	E-mail
1	Dr. Karima Sayari	Managerial & Financial Sciences Department	karima@zcu.edu.om
2	Ms. Roaa Al Harthy	Law Department	roaa@zcu.edu.om
3	Mr. Mohammed Al Harthy	Design Department	mohalharthy@zcu.edu.om
4	Dr. Balaji Sundaramurthy	Information Technology Department	balaji@zcu.edu.om
5	Ms. Nooralhuda Al Badri	Modern Languages	nooralhuda@zcu.edu.om

10 Academic Promotions Committee			
Roles	1. Considering requests for academic promotions referred by academic departments.		
	2. Preparing a review report evaluating the performance of the applicant for promotion related to teaching performance and community service, according to the mechanism in force in the college, and attaching it to the promotion request.		
	3. Determining the names of the evaluators, communicating with them, and sending them the scientific production.		
	4. Ensure that the applicant fulfills the academic promotion requirements.		
	5. Preparing the committee's decision and submitting it to the CB.		
	6. Studying the topics and proposals referred to it by the CB.		
Chair of Committee	Honorable Prof. Mohammed Nasser Al Saqri	Dean of Postgraduate Studies at SQU	
Rapporteur	Dr. Revenio Jalkat	Associate Professor	
Committee Members			
	Name	Department	E-mail
1	Dr. Ihab Hanafi	Design Department	ihab@zcw.edu.om
2	Dr. Revenio Jalkat	Managerial & Financial Sciences Department	revenio@zcw.edu.om
3	Dr. Salim Salam Al Fality	Law Department	salim-s@zcw.edu.om
4	Dr. Balaji Sundaramurthy	Information Technology Department	balaji@zcw.edu.om

***Authorized by the Dean of College & approval of CB**

11 Postgraduate Studies and Scientific Research Committee

Roles

1. Prepare annual work plan for the Postgraduate Studies and Scientific Research committee.
2. Support the enrollment of admitted students who meet the admission criteria.
3. Recommend the semester study and training programs (if any) prepared by the department.
4. Follow-up the academic affairs of postgraduate students.
5. Approve the post graduate students' results and forwarding them to the CB for further approval.
6. Discuss research projects submitted by the postgraduate students, ensuring their authenticity in terms of methodological, scientific, and linguistic aspects, and recommend them to the CB.
7. Spread the culture of research and encourage research activity among faculty members in the college, urging them to conduct innovative scientific research and providing the necessary means for that.
8. Follow up on the developments related to national scientific research priorities and circulating them to faculty members in the college for guidance
9. Study the applications submitted by academic departments in various fields and recommend the applications that meet the support requirements in force in the college.
10. In coordination with the academic departments, the scientific research budget is proposed and submitted to the College Board for approval.
11. Follow-up faculty members who have received support to participate, attend conferences, or conduct research to submit reports on their work and hold seminars to present their findings and link them with the educational process.
12. Prepare and review the used forms and instructions for supporting the publication of scientific research and submitting proposals in this regard.
13. Determine the necessary foundations for preserving the intellectual property rights of the college, researchers, and the results of scientific research in the college and spreading awareness of intellectual property rights.
14. Approval of requests related to the ethics of scientific research, including data collection.
15. Supervise the research aspects mentioned in the memorandums of communication signed by the college with external parties and following up on their implementation.
16. Encourage and follow up the mechanism of linking scientific research with teaching according to the policy of linking scientific research with teaching.
17. Follow up the implementation of any other work assigned to it by the

	Dean of the College related to scientific research. 18. Propose research that can be linked to teaching to the plans and curricula committees in the departments, according to the nature of the research submitted to the committee. 19. Organise and prepare the conferences implemented by the college, including determining the timing and place of these conferences and their themes. 20. Study the topics and proposals referred to it by the CB.		
Chair of the Committee	Dr. Krima Sayari	Associate Professor	
Rapporteur	Dr. Shazia Ayaz	Modern Languages Department	
Committee Members			
-	Name	Department	E-mail
1	Dr. Maha Mansour Mohamed	Design Department	maha_m@zcu.edu.om
2	Dr. Jannathfirdouse Mohammed	Information Technology Department	jannathfirdouse@zcu.edu.om
3	Dr. Abla Khaled	Law Department	abla@zcu.edu.om
4	Dr. Shazia Ayaz	Modern Languages Department	shazia@zcu.edu.om
5	Dr. Saadia Fatima	GFP Department	saadia@zcu.edu.om

Roles

1. Preparing the strategic plan of the college according to the vision, mission and objectives.
2. Formulation of the main objectives and sub-objectives emanating from the strategic plan.
3. Preparing the annual executive plan, time plan and measurement indicators to achieve strategic objectives.
4. Aligning the strategic plans of the college with the plans of the Ministry of Higher Education, Scientific Research and Innovation.
5. Aligning the strategic plans of the college with the requirements of the University of Association.
6. Periodic review of the strategic plan and develop it according to developments.
7. Follow up the implementation of the strategic plan and the executive plan.
8. Prepare an annual report on the indicators of the annual executive plans that have been implemented.
9. Preparing the necessary guidelines on health and safety and good practices that are most appropriate for the various departments at the college.
10. Discussing the reports of monitoring and inspecting the facilities provided at the college periodically, then and forwarding recommendations to the CB.
11. Coordinating with the Civil Defense on the evacuation and first aid plans inside the college and approve the practices by the Civil Defense.
12. Preparing for evacuations practices inside the college and guiding it by the committee.
13. Submit reports on health and safety to the CB periodically.
14. Identify, analyze and manage the risks to which Al-Zahra College for Women is exposed and work to evaluate and monitor them continuously.
15. Preparing a risk register record in which recording the expected risks that the college may be exposed to. Classifying it then working on updating this record continuously.
16. Working on the preparation and continuous review of the risk management policy, procedures, guidelines and instructions related to potential risks within the college.
17. Supervising the mechanism of facing emergency cases and disasters that the college may be exposed to.
18. Monitoring the processes and stages of recovery and trying to restore the situation as it was before if any types of risks occurred.
19. Participating and seeking the help of consultants and specialists from inside and outside the college in the implementation of all procedures and works related to the analysis and management of potential risks.
20. Preparing periodic reports and forwarding them to the CB.
21. Studying the topics and proposals referred to it by the College Board.

Chair of the Committee	Dr. Maha Mansur	Assistant Professor in DD	
Rapporteur	Wilfred Dsuza	Finance Dept	
Committee Members			
	Name	Department	E-mail
1	Dr. Salim Salam Al Fality	Law Department	salim-s@zcu.edu.om
2	Dr. Anas Bashayreh	Managerial & Financial Sciences Department	anas.b@zcu.edu.om
3	Dr. Alycia Sebastian	Information Technology Department	alycia@zcu.edu.om
4	Wilfred Dsuza	Finance Department	wdsouza@zcu.edu.om
5	Ms. Nooralhuda A Badri	ML Department	nooralhuda@zcu.edu.om
6	Ms. Ohoud Mas'oud Al Mufarraji	GFP Department	ohoud@zcu.edu.om

13 Timetables & Examinations Committee

Roles

1. Prepare the committee's annual work plan.
2. Review and approve proposals and issues referred from academic departments and the admission and registration department, based on their recommendations and established procedures.
3. Approve examination schedules, their venues, and prepare reports on their progress.
4. Monitor the implementation of examinations at the college level and address any issues that hinder their execution in coordination with academic departments and the admissions and registration department.
5. Coordinate between different specializations and departments regarding requests submitted by students for reviewing answer sheets.
6. Review exam results, analyze their outcomes, and verify their accuracy with the participation of academic departments and the admissions and registration department.
7. Address issues related to academic integrity, including exam cheating and plagiarism.
8. Announce examination results after ensuring their accuracy and readiness, as well as verifying their freedom from errors at the collection or grading level.
9. Prepare an analytical report on final examination results for each semester and submit recommendations to the college board for approval for each degree level (diploma or bachelor's).
10. Take necessary actions regarding appeals related to examination results and continuous assessment elements submitted by students.
11. Develop and manage academic schedules and ensure effective distribution of academic courses to meet the needs of students and academic departments.
12. Supervise the preparation of all examination schedules by schedule coordinators in the departments, if available, in coordination with the admissions and registration department.
13. Ensure the availability of necessary and sufficient materials (such as examination booklets and grade sheets) for examinations of multi-section academic courses wherever possible.
14. Copy all examination question papers electronically and ensure their confidentiality for examinations of multi-section academic courses wherever possible.
15. Maintain a bank of examination questions that have proven their validity and can be relied upon for multi-section academic courses wherever possible.
16. Coordinate the examination monitoring process and appoint invigilators wherever possible.
17. Obtain the necessary computer programs and hardware for analyzing question elements and deliver them to course coordinators.

	<p>18. Prepare a summary of results for presentation to the college board.</p> <p>19. Prepare information related to evaluation processes, print it, and distribute it.</p> <p>20. Approving the academic timetables for academic staff and finding solutions to conflicts in coordination with the relevant department.</p> <p>21. Providing recommendations on how to distribute the teaching load among academic staff to ensure a fair and effective balance in teaching.</p> <p>22. Reviewing the teaching load for academic staff and reporting it to the Dean of the college.</p> <p>23. Study the subjects and proposals referred to the committee from the college board</p>		
Chair of Committee	Dr. Said Hamed Al Wahabi	Assistant Professor in Design Department	
Rapporteur	Ms. Rahma Al Hadidi	A&R Department	
Committee Members			
	Name	Department	E-mail
1	Dr. Krima Sayari	Managerial & Financial Sciences Department	karima@zcu.edu.om
2	Dr. Salim AL-Fality	Law Department	salim-s@zcu.edu.om
3	Dr. Saira Asghar Khan	Modern Languages Department	saira@zcu.edu.om
4	Ms. Hala Al Lawati	Information Technology Department	hala_allawati@zcu.edu.om
5	Mr. Mohammed Al Harthy	Design Department	mohalharthy@zcu.edu.om
6	Ms. Bilu Padathara	GFP	bilu@zcu.edu.om

14 Students Activities and Discipline Committee			
Roles	1. Preparing and supervising the program of induction week.		
	2. Contribute to organizing the dean's meetings with the students.		
	3. Studying the cases of students and their problems and working to follow up and solve them with the relevant authorities.		
	4. Contribute to the implementation of academic, cultural and recreational student programs and organize seminars, lectures, exhibitions , competitions and various activities.		
	5. Considering issues related to the Graduates Union.		
	6. Organizing and supervising graduation ceremonies.		
	7. Considering the various behavioral issues of the students and holding meetings in this regard when the need arises.		
	8. Submitting appropriate recommendations to the dean against students who have committed violations in accordance with the student discipline instructions in force at the college.		
	9. Studying the general system ,rules, laws, and instructions in force in the college, or deviating from academic norms or Islamic ethics.		
	10. Carrying out new tasks in the field of its specialization according to the requirements of work in the college.		
	11. Studying topics and proposals referred to it by the College Board.		
Chair of Committee	Ms. Amira Al Sawafi	Head of Students Affairs & training & Follow-up Graduates Department	
Rapporteur	Ms. Nihal AL-Qassapi	Students Affairs Department	
Committee Members			
	Name	Department	E-mail
1	Ms. Nama Al Julandani	QA Department	nama@zcu.edu.om
2	Balqis AL_abri	Learning Center & Library	balqis@zcu.edu.om
3	Ms. Nisreen farahan ALAmoush	Design Department	nisreen.f@zcu.edu.om