

Physics Department قسم الفيزياء

Physics Department Committees for Year 2017/2018	لجان قسم الفيزياء (2018/2017)	الرقم
Scientific Research and Graduate Studies Committee	لجنة البحث العلمي والدراسات العليا	.1
Curriculum Committee	لجنة الخطة الدراسية	.2
Examination Committee	لجنة الإمتحانات	.3
Supplies and Tenders Committee	لجنة التجهيزات والعطاءات	.4
Cultural and Scientific Committee	اللجنة الثقافية والعلمية	.5
Environment And Safety Committee	لجنة البيئة والسلامة العامة	.6
Library Committee	لجنة المكتبة	.7
Social Committee	اللجنة الإجتماعية	.8

Responsibilities:

- 1. Scientific Research and Graduate Studies Committee:** The scientific Research and graduate studies committee is responsible for:
 - 1) Supervise the curricular development and implementation of the physics higher studies.
 - 2) Recommend the admission of physics students to the faculty of science.
 - 3) Manage the supervision of the physics graduate students enrolled and monitor their progress.
 - 4) Monitor the examinations and theses of the physics graduate students.
 - 5) Review the proposals prepared by the physics graduate students or members of the physics academic staff before being sent to the faculty of science for approval.
 - 6) Oversee the preparation of self-study reports for the physics graduate studies program.
 - 7) Provide annual report regarding research activity for the members of staff and graduate studies program in the physics department.

2. Curriculum Committee: Members of the Curriculum Committee serve an integral part of managing curriculum development. The responsibilities of their members are to: 1) oversee the development of the physics program, 2) manage changes within the current physics program 3) ensure that the resources are available to implement the requested changes. (Note that each member of curriculum committee must read the requested changes, review its impact on the University. It must be also noted that the members of curriculum committee must make sure that the requested changes fall within the vision and mission statements, and enhance the quality of the physics program without jeopardizing other programs in the faculty of science). 5) Revise content of the curriculum in the department 6) Revise the study plans for the program in the department 7) Prepare and submit report regarding all developments and progress in curriculum to the faculty of science)

3. Examination Committee: 1) This committee is responsible for supervising the activities of the department which are: preparing and implementing examinations (first and second) schedules in the department, and providing the list of invigilators for each multi-section electronic exam or any other exam that needs more than one invigilator. 2) Manage the process of electronic examination which has the responsibility of avoiding any possible problems during examination. 3) Provide suggestions to solve any problems that may occur during examination by coordinating with the staff of electronic learning center and/or with the coordinator of the exam. 4) Make sure that all written exams are held in accordance with the regulations of the University.

4. Supplies and Tenders Committee:

- 1) Count and assess all devices and materials available in the department laboratories and make the database for them.
- 2) Coordinate with the members of the department to foresee their needs of consumables, devices and other necessary materials
- 3) Provide the orders of chemicals, glassware, devices, and other necessary materials required in the laboratory.
- 4) Provide the list of estimated cost of chemicals, glassware, devices, and other materials to be used in the preparation of annual budget.
- 5) Coordinate with the tenders unit at the University regarding the purchase of the necessary materials needed by the department.
- 6) Coordinate with the maintenance unit in the University for maintaining the devices needed in the laboratories of the department in each semester.
- 7) Coordinate with the committees of environment and safety to assure the safety measure in the laboratories of the department.
- 8) Provide a report that concerns all activities of the committee and write down the necessary recommendations.

5. Cultural and Scientific Committee:

- 1) Provide the cultural and scientific schedule regarding all activities for each semester.
- 2) Manage the cultural activities and contact the suitable speakers and arrange for seminars.
- 3) Ensure proper follow-up of cultural and scientific events of the department.
- 4) Promote and support interaction between the department and the faculty of science with regard to cultural activities for students in collaboration with the student's affairs deanship.
- 5) Monitor the cultural and scientific activities for students in collaboration with Students affair deanship.
- 6) Manage all required details regarding the announcement and holding of conferences and exhibitions
- 7) Submit a report to faculty of science in concern with all cultural and scientific activities and provide suggestions for improvements.

6. Environment and Safety Committee: 1) Make periodic inspection on fire alarm systems and assure the existence of first aid facility in the department building 2) Follow-up on signs of emergency exists in the physics building. 3) Assure the safe preservation of any dangerous material that may be used in the laboratories by coordinating with security and safety unit of University. 3) Make sure that inferior structure of each class is in its optimal shape at the beginning of each semester by coordinating with maintenance unit of University. 4) Submit a report regarding any necessary measures that must be considered to improve the situation in the classes each semester

7. Library Committee: 1) Provide and Take information to and from the department's members about the available books, journal, database and other materials (like demonstrations, toolkits for teaching,... etc.). 2) Coordinate the process of listing all up-to-date e-books needed for teaching and research references and coordinate with the library staff in charge to provide them. 3) Coordinate and supervise all incoming demands from the department members regarding library books, papers and other database. 4) Submit a report to the faculty of science on library activities.

8. Social Committee: 1) Participate in organizing all meetings between the chairman and the newly coming students. 2) Supervise and arrange all social events in the department (provide condolences, honoring, share happy events, organize picnics,... etc.. . 3) Provide a report that covers all conducted social activities and meetings during an academic year.