|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Staff members, employees &students | Department supervisor | Poll employees of the department and his students about the clarity and comprehensiveness of the regulations in force | 6-8-1436 | 22-10-1435 | 2 / form the committees of faculty members the task of putting regulations and regulations for the program is derived from the work of the university regulations | Find rules and regulations of specific and clear for the program serve the interests of the program and the students derived from the systems and regulations League |
| Staff members, employees &students | Department supervisor | The formation of various committees and the program approved by the competent authorities of letters of reference for faculty and staff | 6-8-1436 | 22-10-1435 | 1. The composition of the committees of the faculty members of the follow-up activities and to activate the activities program |  |
| Staff members, employees &students | Department supervisor | An integrated guide to the functions of the staff of the program. | 6-8-1436 | 22-10-1435 | Preparation of a manual tasks employees of the program |  |
| Staff members, employees &students | Department supervisor | Letters addressed to the members of the mandate and commissioning. | 6-8-1436 | 22-10-1435 | Preparation authorization models and allow authorized members of the program to perform some of the tasks in the absence of the president or a member of the program | Work on building a clear and specific formulas for the delegation of authority within the program |
| 6-8-1436 | 22-10-1435 | Letters to the formation of the Strategic Planning Committee and the program approved by the competent authorities.Develop a strategy specific, clear and feasible operating plan through available resources plan.There are reports about the quality of the plan and the extent of its implementation and the level of implementation. | 6-8-1436 | 22-10-1435 | 1. The formation of a committee to prepare the program and the preparation of the strategic plan and operational plan | Develop a system for planning and doing periodic review and evaluation to improve the performance of the department and the development of the services it provides. |
| Staff members, employees &students | Department supervisor | Document the Charter moral accredited program and include different categories programEmployees of the program 's commitment to the Charter moral | 6-8-1436 | 22-10-1435 | Preparation moral compact program derived from the Charter of the University of moral and includes various categories program | Covenants moral obligation in accordance with Islamic values |
| Staff members, employees &students | Department supervisor | Minutes of committee meetings revealed the signing of the students revealed signingDocumenting the thoughts and opinions of students minutes of committee meetings. | 6-8-1436 | 22-10-1435 | Engage student’s representatives at the meetings of the committees of the various committees. |  |