Kingdom of Saudi Arabia
King Abdulaziz University
Faculty of Science
Department of Chemistry

بسم الله الرحمن الرحيم

Department of Chemistry – Committees Guide

No.	Committee Name	Committee Tasks	Committee Chair / Members	Contact (Email)
1	**Section Coordinators Committee**	Meet periodically with faculty members; submit meeting minutes to the department supervisor; allocate specialization courses and coordinate schedules; review course files and audit course reports.	Prof. Khalid Alzahrani	kaalzahrani1@kau.edu.sa
2	**Department Strategic Planning Committee**	Develop the department strategic plan; follow up the implementation plan; measure performance indicators aligned with the Faculty of Science plan; continue planning to achieve departmental objectives.	Dr. Zainab Saigl	zsaigl@kau.edu.sa
3	**Scientific Research Committee**	Organize research courses, workshops, and seminars; prepare schedules and publicize them; nominate faculty members to deliver scientific lectures and seminars.	Prof. Sher Bahadar Khan	sbhkhan@kau.edu.sa
4	**Community Service, External Volunteering and Activities Committee**	Organize student and scientific activities and events; implement community initiatives and volunteering programs; coordinate with external organizations to provide training opportunities; follow up graduation projects and research; strengthen community partnerships; document achievements and prepare periodic reports.	Dr. Dalal Alezi	dalezi@kau.edu.sa
5	**Academic Accreditation Committee**	Review course files to ensure quality for academic accreditation; coordinate between the male and female sections to standardize files; attend related training courses and workshops; prepare required reports.	Dr. Dalal Alezi Prof. Wafa Bawazir Prof. Bandar Babgi	dalezi@kau.edu.sa wbawazeer@kau.edu.sa bbabgi@kau.edu.sa
6	**Measurement, Evaluation and Quality Committee (EQUAP)**	Compile all departmental achievements annually; calculate academic-program performance indicators; enter all required data into the system by the specified deadline; ensure accurate data collection.	Bayan Alghamdi (Bachelor's Program) Dr. Wejdan Alsaggaf (Master's Program) Dr. Walid Hassan (PhD Program)	baaalgamdi2@kau.edu.sa walsaggaf@kau.edu.sa whassan@kau.edu.sa

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7	**Examination Review Committee (ERC)**	Validate examinations, including allotted time, solutions, date and header; verify marking by random checks or cross-marking; ensure questions assess essential course learning outcomes, final examinations comprehensively assess more than 50% of the relevant essential outcomes, and examination questions meet quality standards.	Organic: Dr. Eman Alghamdi; Dr. Heba Kashmery; Dr. Amna Nisar Khan; Prof. Mahmoud Ali Hussein; Dr. Khalid Ali Khan Inorganic: Dr. Maymounah AlRayyani; Dr. Amal Basaleh; Prof. Mutlaq Aljahdali Analytical: Dr. Basma Alhogbi; Dr. Lateefa Al-Khateeb; Prof. Hassan Albishri; Prof. Abdulaziz Bashammakh Physical: Prof. Aisha Ali Ganash; Dr. Qana Abed Alsulami; Dr. Khloud Al-Thoubaity; Prof. Hassan A. Ewais; Prof. Mohamed A. M. Gabal	emalghamdi@kau.edu.sa; hkashmery@kau.edu.sa; ankmohamad@kau.edu.sa; maabdo@kau.edu.sa; kzsakhan@hotmail.com malrayyani@kau.edu.sa; abasaleh@kau.edu.sa; mjahdali@kau.edu.sa Balhogbi@kau.edu.sa; laalkhatib@kau.edu.sa; Hmalbeshri@kau.edu.saabashammakh@kau.edu.sa aganash@kau.edu.sa; qalselami@kau.edu.sa; Kalthoubaity@kau.edu.sa; hshalby2002@yahoo.com; MGABAL@kau.edu.sa
8	**Academic Advising, Add and Drop Committee**	Plan and implement academic advising across departmental programs; inform students about curricula, regulations, rights and responsibilities; monitor academic progress, registration and schedules; support students facing academic difficulties and identify prospective graduates; follow up visiting-student requests and course equivalencies with relevant authorities; update and standardize advising forms, document procedures and prepare semester and annual reports for the Department Council.	All Faculty Members	—

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9	**Graduate Studies Committee**	Prepare graduate course schedules and sections; coordinate sections between both campuses; advise and assist students; communicate with the Deanship of Graduate Studies; coordinate comprehensive examination schedules, questions and invigilation; arrange seminars; distribute examinations; register students in courses; attend thesis defenses; review supervision and defense applications and required documents.	Dr. Taghreed Fagieh	tfagieh@kau.edu.sa
10	**Academic Timetables Committee**	Prepare undergraduate and postgraduate course schedules; coordinate with academic affairs to create course sections; communicate with faculty members to distribute teaching loads.	Graduate timetables: Prof. Bandar Babgi; Dr. Hajer Alorfi; Prof. Khalid Alamry Undergraduate timetables: Dr. Zahra Al-Amshany; Dr. Nazeeha Alkayal; Dr. Rasha Zailei	bbabgi@kau.edu.sa; halorfi@kau.edu.sa; kaalamri@kau.edu.sa zalamshany@kau.edu.sa; nalkayal@kau.edu.sa ; rzailei@kau.edu.sa
11	**Examination Scheduling Committee**	Prepare schedules for periodic, midterm and final examinations; coordinate room reservations and assign supervisors and invigilators; oversee undergraduate examinations and circulate schedules and instructions to faculty, staff and students.	Dr. Khloud Al-Thoubaity	Kalthoubaity@kau.edu.sa
12	**Teaching-Load Audit Committee**	Collect the teaching loads of all female faculty members; verify workloads for university teaching allowance compensation.	Dr. Amal Basaleh	abasaleh@kau.edu.sa
13	**Standardized Exit Examination Committee (Exit Exam)**	Communicate with and guide female graduates; prepare examination questions and enter them into the system; coordinate with departmental faculty members to provide suitable questions; submit an outcomes report and develop an improvement plan.	Dr. Effat Bahaidarah	ebahaidarah@kau.edu.sa
14	**Alumni Committee**	Communicate with Chemistry Department graduates; distribute and analyze surveys and submit reports; coordinate with the labor market to identify needs.	Bachelor's: Dr. Fatmah Alshareef Graduate Studies: Dr. Hajer Alorfi	fmalshareef@kau.edu.sa halorfi@kau.edu.sa

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15	**Laboratory Supervision Committee**	Report on the condition of equipment available in the department; prepare for the proposed central laboratory serving female students and the Faculty of Science under fees set by the faculty administration; submit maintenance requests and communicate with specialized companies.	Prof. Khalid Alzahrani	kaalzahrani1@kau.edu.sa
16	**Equipment Committee**			