بسم الله الرحمن الرحيم

المملكة العربية السعودية
جامعة الملك عبدالعزيز
كلية العلوم
قسم الفيزياء

Department of Physics – Program Coordinators and Committees Directory

1. Program Coordinators

No.	Program	Coordinator	Email
1	B.Sc. General Physics Program Coordinator	Dr. Arwa Kutbee	akutbee@kau.edu.sa
2	B.Sc. Medical Physics Program Coordinator	Dr. Boubaker Zarrad	az@kau.edu.sa
3	M.Sc. Program Coordinator	Dr. Roaa Sait	ramsait@kau.edu.sa
4	Ph.D. Program Coordinator	Dr. Sherif Nafee	snafee@kau.edu.sa

2. Department Committees

No.	Committee	Committee Tasks	Chair	Contact (Email)
1	Graduate Studies Committee	• Oversee graduate admissions and monitor students' academic progress • Review research proposals and nominate supervision and examination committees • Review graduate program study plans • Submit recommendations to the Department Council	Dr. Majed Fayhan Alotaibi	malhabrdi@kau.edu.sa
2	Comprehensive Examination Committee	• Prepare and announce the comprehensive examination schedule • Define exam areas and form setting and marking committees • Administer the examination and record results • Submit results to the Department Council	Dr. Majed Fayhan Alotaibi	malhabrdi@kau.edu.sa

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3	Academic Accreditation and Quality Committee	• Follow up on programmatic and institutional accreditation requirements • Prepare course and program reports and self-studies • Monitor KPIs and improvement plans • Coordinate surveys and analyze their results	Dr. Wajood Ahmed Deery	wdairy@kau.edu.sa
4	Scientific Research Committee	• Encourage scientific publishing and research projects • Track and report the department's research output • Promote research funding and grant opportunities • Coordinate research collaboration with internal and external bodies	Dr. Samia Faisal Aboushoushah	saboushoushah@kau.edu.sa
5	Training Committee (Medical Physics)	• Coordinate with healthcare institutions to secure field training placements • Assign students to training sites and follow up on them • Evaluate trainees with field supervisors • Prepare training reports	Dr. Reem Mohammed Darwesh	rdarwesh@kau.edu.sa
6	Training Committee (General Physics)	• Coordinate with government and industry bodies to secure training placements • Assign students to training sites and follow up on them • Evaluate trainees with field supervisors • Prepare training reports	Dr. Mohammed Alshehri	masalshehri1@kau.edu.sa

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7	End-of-Program Examination Committee	• Build a question bank covering program learning outcomes • Administer the exam to final-year students • Analyze results and measure learning-outcome attainment • Report findings to the Quality Committee	Dr. Nermeen Saad Gaballah	ngaballah@kau.edu.sa
8	Timetabling Committee	• Prepare each semester's timetable for department courses • Allocate classrooms and labs and avoid conflicts • Coordinate with the Deanship of Admission and Registration and handle change requests	Dr. Basmah Abdullah Almagwashi (Female Section) Prof. Omar Alhartomy (Male Section)	balmagwashi@kau.edu.sa oalhartomy@kau.edu.sa
9	Educational Affairs and Academic Advising Committee	• Assign students to advisors and follow up on academic advising • Review students' academic requests (equivalency, add/drop, excuses) • Monitor study plans and expected graduation • Address students' academic issues	Ms. Nouf Alqurashi (Female Section) Dr. Mohammed Al Farha Alghamdi (Male Section)	nalqurashi@kau.edu.sa msalghamdi@kau.edu.sa
10	Gifted and Low-Achieving Students Committee	• Identify gifted and low-achieving students • Develop enrichment programs for gifted students • Prepare and follow up remedial plans for low achievers • Coordinate with academic advisors	Dr. Lila Alkhtaby	lalkhtabi@kau.edu.sa
11	General Physics Curriculum Development Committee	• Periodically review the study plan and course specifications • Propose course updates aligned with scientific advances and labor-market needs • Align learning outcomes with the National Qualifications Framework • Submit development proposals to the Department Council	Dr. Radiyah Fouad Alnahdi	ralnhdi@kau.edu.sa

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No.	Committee	Committee Tasks	Chair	Contact (Email)
12	Alumni Committee	• Build an alumni database and maintain contact • Track alumni employment and gather their feedback • Organize alumni meetings and liaise with employers	Mr. Saeed Alzahrani	saealzahrani@kau.edu.sa
13	Community Service Committee	• Plan and deliver community service initiatives • Organize outreach activities for schools and the public • Document and report the department's community engagement	Dr. Adel Bandar Alroqi	aalruqi@kau.edu.sa
14	Academic and Social Events Committee	• Prepare a semester plan of department events • Organize the department's academic and social events • Coordinate with relevant units to deliver and document events	Mr. Salem Alsulami	soalsulami@kau.edu.sa
15	Higher Diploma in Optics Committee	• Oversee operation of the Higher Diploma in Optics • Follow up on admissions, timetables and courses of the program • Monitor program quality and accreditation requirements • Submit reports to the Department Council	Prof. Reem Altuwirqi	raltuwirqi@kau.edu.sa
16	Training and Application Workshops Committee	• Organize training and application sessions linked to courses • Prepare applied activities and assign them to instructors • Ensure sessions align with learning outcomes	Prof. Ahmed Abdelrahman	aabdelrahman@kau.edu.sa
17	Seminars Committee	• Prepare the department's scientific seminar schedule • Host speakers from inside and outside the university • Announce and document seminars	Prof. Elsayed Shalaan	eshalan@kau.edu.sa

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18	Readiness / Readiness Test Committee	• Introduce the readiness test and its requirements • Organize preparatory programs and reviews for students • Analyze student results and recommend improvements	Prof. Moustafa Farghal	mhafidh@kau.edu.sa
19	Physics Club	• Organize scientific and cultural activities for department students • Run competitions and scientific visits • Develop students' skills and encourage participation	Dr. Amani Alharthi (Female Section) Mr. Albaraa Almehdar (Male Section)	amaalharthi1@kau.edu.sa aalmehdar@kau.edu.sa
20	Media Committee	• Manage the department's social media accounts and website • Cover and publicize department activities and events • Prepare media and promotional materials for the department	Dr. Bassim Arkook	barkook@kau.edu.sa
21	Strategic Plan	• Develop the department's strategic plan in line with college and university plans • Monitor implementation of initiatives and KPIs • Prepare periodic progress reports • Update the plan based on monitoring results	Dr. Amany Alsuraihi	aalseraihi@kau.edu.sa
22	First-Year Physics Coordinators	• Unify content and teaching plans of PHYS 110 and PHYS 112 across sections • Coordinate preparation and marking of common exams • Coordinate between faculty and laboratories • Monitor student results and submit reports	PHYS 110 (Male) – Dr. Mohammad Alsulimane PHYS 110 (Female) – Dr. Alaa Bahamran PHYS 112 (Male) – Dr. Abdullah Alshaikhi PHYS 112 (Female) – Dr. Sarah Kalantan	malsulimane@kau.edu.sa abahamran@kau.edu.sa aalshaikhi@kau.edu.sa skalantan@kau.edu.sa
23	Examinations and Invigilation Coordinator (Female Section)	• Prepare exam and invigilation schedules for the female section • Assign invigilation duties to faculty • Monitor exam conduct and address issues	Ms. Najat Altuwairqi	naltwarqi@kau.edu.sa

No.	Committee	Committee Tasks	Chair	Contact (Email)
24	Laboratories Committee	• Oversee preparation and maintenance of teaching laboratories • Identify laboratory equipment and supply needs • Ensure compliance with health and safety requirements • Coordinate laboratory usage schedules	Prof. Ahmed Salem Alshahrie	aalshahri@kau.edu.sa