The executive plan for the programs of the educational follow-up unit

The objective: Determining the suitability between the theoretical plan of distributing the contents of the courses with practicality.

م	Program or activity	Category targeted	indicator of achievement (Number of Participants / Percentage of Participants)	Implementing Party	Supporting Party	Date	Venue	Proposed Budget	Alternative Program (if any)	Remarks
1	Follow-up of the study plan	Staff Members	All Staff Members	Departments	Educational Affairs	Half-Quarterly	The College	-	-	-

Objective: providing an appropriate learning environment for the staff and the students.

	Program or activity	Category targeted	indicator of achievement (Number of Participants / Percentage of Participants)	Implementing Party	Supporting Party	Date	Venue	Proposed Budget	Alternative Program (if any)	Remarks
1	Verifying the college's sufficiency of the sources of	The students	——	- Educational Resources Unit	Educational Affairs	Beginning of each	The College	-	-	-

م	Program or activity	Category targeted	indicator of achievement (Number of Participants / Percentage of Participants)	Implementing Party	Supporting Party	Date	Venue	Proposed Budget	Alternative Program (if any)	Remarks
	learning					semester				
2	Verifying the suitability of the classrooms	The students	——	- Administrative Affairs	Educational Affairs	Beginning of each semester	The College	-	-	-

Objective: Controlling the teaching process

م	Program or activity	Category targeted	indicator of achievement (Number of Participants / Percentage of Participants)	Implementing Party	Supporting Party	Date	Venue	Proposed Budget	Alternative Program (if any)	Remarks
1	Checking up the staff members the schedule of lectures and office hours	Staff Members	All Staff Members	Educational Affairs	Departments	Weekly	The College	-	-	-

Objective: To create appropriate environment for conducting the tests efficiently and on time.

م	Program or activity	Category targeted	indicator of achievement (Number of Participants / Percentage of Participants)	Implementing Party	Supporting Party	Date	Venue	Proposed Budget	Alternative Program (if any)	Remarks
1	Follow-up the process of conducting the tests	the Students	All Staff Members	The departments	The Educational Affairs	Weeks 8th, 9th And 16th	The College	-	-	-

Objective: Following up the implementation of tasks according to the university schedule plan on semester bases.

م	Program or activity	Category targeted	indicator of achievement (Number of Participants / Percentage of Participants)	Implementing Party	Supporting Party	Date	Venue	Proposed Budget	Alternative Program (if any)	Remarks
1	Follow-up the	faculty	faculty	The faculty	The	According	The faculty	-	-	-

	implementation of the university schedule plan	members	members	units	Educational Affairs	to the calendar				

Objective: To check the extent of implementing the annual plan programs for each unit

م	Program or activity	Category targeted	indicator of achievement (Number of Participants / Percentage of Participants)	Implementing Party	Supporting Party	Date	Venue	Proposed Budget	Alternative Program (if any)	Remarks
1	Follow-up of the implementation of the plans of the Academic Affairs	The Academic Affairs Units	_	The Academic Affairs	The Academic Affairs Units	Half-Quarterly	The faculty	-	-	-

Objective: To cover the needs of the departments of staff members

م	Program or activity	Category targeted	indicator of achievement (Number of Participants / Percentage of Participants)	Implementing Party	Supporting Party	Date	Venue	Proposed Budget	Alternative Program (if any)	Remarks
1	Determine the	The		The Academic	The	Half-	The	-	-	-

		departments		_	Affairs	departments	Quarterly	beginning of the second semester			
	needs of the departments of staff members										

The schedule

م	Program or activity	The targeted period (weeks) of the first semester of 1437/1438																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
1	Follow up the progress of the study plan								/								/		
2	Follow-up of the readiness of the college of the learning sources.			/															
3	Check the suitability of the classrooms		/																
4	Follow up the staff members' schedule of lectures and office hours	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
5	Follow-up the conduct of tests								/	/							/		
6	Follow up the implementation of the university calendar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
7	Follow up the implementation of the plans of the academic affairs units								/								/		
8	Determining the needs of the departments of staff members																		/