Academic Program Handbook

for Faculty Members for Computer Science Department

2024

Qassim University
جامعة القصيم

قسم علوم الحاسب
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بسم الله الرحمن الرحيم

Preface:

This handbook is an overview of the Bachelor of computer science Program, which is dedicated to faculty members as one of the main academic program stakeholders. Their essential role in ensuring the quality and effectiveness of the educational process is the pivot for fulfilling the computer science program objectives and intended learning outcomes. The main goal is to equip the computer science program graduates with the required attributes, knowledge, skills, and values that prepare them for the level of competitiveness they should possess in the labor market.

The College of Computer, recognizing this critical role, strives for quality assurance through the dedicated involvement of all faculty and staff members. This handbook equips instructors with the necessary knowledge and resources to excel in their performance.

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1. DEPARTMENT HEAD'S STATEMENT

The Computer Science Department is one of the four departments in the College of Computer. It was established in 1419/1418 AH. The department offers one bachelor program and three Master's programs in the following specializations:

- Bachelor's degree in computer science
- Master's degree of science in computer science
- Master's degree of science in informatics
- Master's degree of science in Artificial intelligence

The Computer Science Department is distinguished by having a group of highly specialized faculty members, both in research and academia, in various fields. Among the most prominent are Software Engineering, Cybersecurity, Data Science, Computer Networks, Artificial Intelligence, and others. This diversity in faculty expertise is reflected in the various graduation projects undertaken by the students.

The department periodically reviews the content and curricula of its programs and works with our partners across different sectors to update our programs to meet the needs of the job market.

For more information, please visit the Computer Science Department's website and view the curricula through the following link: https://qu.edu.sa/faculty_department/36

Dr. Mohammed Alsuhaibani

Head of The Computer Science Department

2. QASSIM UNIVERSITY

The university was launched under its new name (Qassim University) carrying an academic and research legacy extending back to more than four decades in the region, as some colleges have received their students since the year 1401 AH. The university was established in implementation of the national plan to expand higher education and universities, and Royal Decree No. 22042/B/7 was issued to establish Qassim University in the academic year 1423/1424 AH. At that time, it included seven colleges affiliated with the branches of Imam Muhammad bin Saud Islamic University and King Saud University in the Qassim region. Thus, it became the first university in the region.

Qassim University is considered one of the first modern universities, after the seven universities, in terms of its establishment, development, and expansion. In fulfillment of the directives of the government of the Custodian of the Two Holy Mosques to advance the educational process, it opened new colleges due to the increasing numbers of high school graduates in all regions of Qassim. The number of colleges increased in the academic year 1427/1428 AH as a result of the inclusion of teachers' colleges and girls' colleges of education in the cities of the Qassim region (there are nine colleges) to the university. The academic year 1428/1429 AH also witnessed the annexation and restructuring of health colleges (four in number), which were affiliated with the Ministry of Health. The expansion of the establishment of new colleges at Qassim University continued, bringing the number currently to (38) colleges located in (12) governorates in the Qassim region, in addition to the main headquarters is in the university city of Al-Malida, in addition to the Deanship of Educational Services, which supervises the preparatory year, and the Deanship of Community Service, which supervises the various diploma programs. The university's colleges are distributed across various regions of Al-Qassim.

The university did not limit itself to the study curriculum using traditional methods only; Rather, the Deanship of E-Learning and Distance Education was established. In order to keep pace with scientific, technical and cultural developments, and to facilitate male and

female students wishing to continue their academic journey in the field of higher education and move forward towards a better tomorrow.

The support of the Kingdom's government for this emerging university and what it provided to it had a clear impact on its transformation into a modern university whose number of students currently stands at (66,894) male and female students from more than (80) countries around the world.

Qassim University occupies a distinguished position among higher education institutions in the Kingdom. It is also considered one of the comprehensive government universities in the Kingdom of Saudi Arabia. It is determined to develop and modernize its curricula and decisions, and provide an academic environment for the advancement of various fields of science and knowledge, and to conduct meaningful scientific studies and research related to the problems of the environment and society.

2.1. VISION

National leadership in education, research and sustainability, and an effective partnership nationally and globally.

2.2. MISSION

Providing educational, professional, research, and consultancy services that support sustainable national development and enhance self-sufficiency. This is achieved within an inspiring, well-regulated environment that promotes innovation, technology, and partnerships.

2.3. VALUES

1. **Belonging:** We promote national loyalty, the spirit of initiative, giving and volunteerism.
2. **Justice:** We seek to achieve the elements of fairness and equal opportunities for everyone.

3. **Honesty:** Performing work sincerely and adhering to professional ethics and morals.
4. **Transparency:** We are committed to disclosure and upholding the requirements of accountability and integrity.
5. **Perfection:** Applying the highest quality standards to distinguish our output and services.
6. **Innovation:** Stimulating creative thinking and creative products of value.
7. **Institutional:** We establish a culture of teamwork, both in thought and behaviour.

2.4. GOALS

- Ensuring the quality of education and achieving excellence in targeted specializations.
- Enhancing students' competence, competitiveness, and professional skills.
- Strengthening research identity and improving applied research and innovation to meet the requirements of sustainable development.
- Serving the community and fostering community partnerships.

2.5. GRADUATE ATTRIBUTES

- **In-depth Knowledge in the Field of Scientific Specialization**

Graduates possess extensive and comprehensive knowledge and understanding in their field of scientific specialization. They also have knowledge and understanding of research methods and inquiry techniques.

- **Personal and Interpersonal Skills**

Graduates are distinguished by their ability to communicate effectively (both verbally and in writing), collaborate with others, and share information.

- **Analytical and Problem-Solving Skills**

Graduates are capable of solving problems and applying diverse skills and critical and creative knowledge based on evidence to develop appropriate solutions to societal challenges across social, political, and economic dimensions. They are skilled in collecting, analyzing, and organizing quantitative and qualitative data, as well as designing and conducting research projects.

- **Practical and Information Technology Skills**

Graduates possess practical performance skills and technical and technological knowledge, enabling them to enter and thrive in the job market.

- **Ethical and Social Values and Responsibility**

Graduates actively contribute to various dimensions of social responsibility, supporting the development of their university and local communities. They uphold integrity and professional ethics relevant to their field, think and act independently, take responsibility for their actions, and understand the societal and legal implication of those actions.

3. COLLEGE OF COMPUTER

3.1. OVERVIEW

The College of Computer at Qassim University was established in 1426 AH with a mission to advance all areas of computing. The college is dedicated to preparing highly skilled, knowledgeable, and distinguished scientific and technical professionals. Through its comprehensive programs and cutting-edge curriculum, the college equips students with the expertise needed to excel and compete effectively in diverse and rapidly evolving technical fields.

The college operates from two sites located within the main campus of Qassim University, one for males and one for females. Both sites are equipped with modern facilities designed to create a supportive and engaging learning environment. These state-

of-the-art spaces enable students to thrive in a convivial atmosphere, fostering creativity, collaboration, and excellence in education.

The college is also home to a team of dedicated faculty members who are experts in various areas of computer science and technology. These faculty members bring extensive academic and professional experience, providing students with high-quality education, mentorship, and research opportunities. Their commitment to excellence ensures that students receive the guidance and knowledge they need to succeed in their academic and professional journeys.

3.2. VISION

Achieving excellence in education and scientific research in all fields of computer, contributing to sustainable development, and creating national and international partnerships.

3.3. MISSION

Providing distinguished educational, scientific, and professional services based on the latest developments in the field of computing, and preparing highly qualified scientific and technical cadres who are capable of working and competing in various computing fields and pursuing their higher studies, while contributing to enhancing sustainable development through a renewed, inspiring environment activated for research, innovation, and national and international collaboration

3.4. VALUES

- Justice
- Integrity
- Transparency
- Quality
- Creativity

- Teamwork
- Academic Freedom

3.5. STRATEGIC OBJECTIVES

1. Continuous improvement of the quality of education, obtaining national and international academic accreditation, and maintaining it.
2. Enhancing students' academic, professional, and competitive abilities.
3. Promoting scientific research and involving students in it.
4. Strengthening the college's role in serving the local community and contributing to its development.
5. Improving the quality of services provided to students and graduates.
6. Enhancing job satisfaction, improving the performance of human resources, and increasing administrative and technical efficiency.

3.6. ORGANIZATIONAL STRUCTURE OF THE COLLEGE

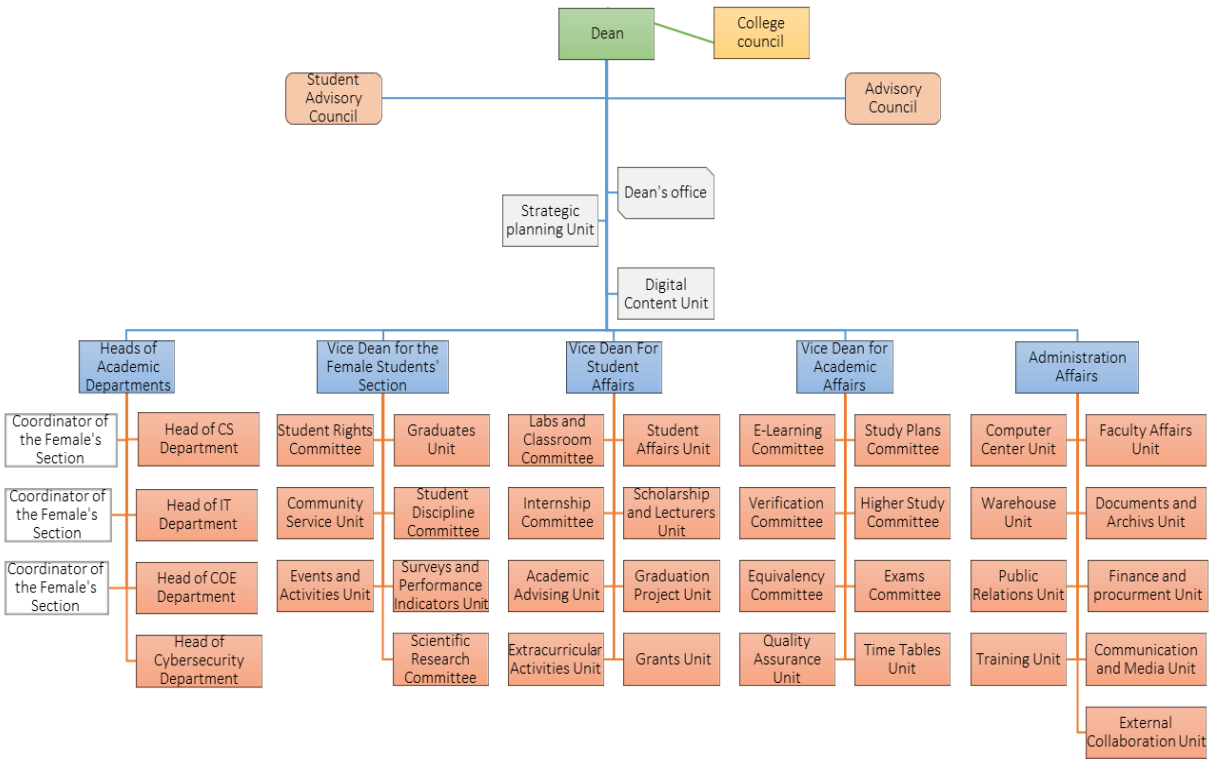


Figure 1: Organizational structure of the college

4. DEPARTMENT OF COMPUTER SCIENCE

The Department of Computer Science at Qassim University was established to address the growing demand for qualified professionals in the field of computing in Saudi Arabia. The department is committed to academic excellence, innovation, and preparing graduates to meet the needs of the labor market and contribute to the advancement of society.

4.1. VISION

To be a center of excellence in education, research, and innovation in computer science.

4.2. MISSION

Providing educational, research, and professional services in computer science to prepare competitive competencies and contribute to strengthening the economy and sustainable national development; in a renewing environment that inspires and activates research and innovation for community service and partnership.

4.3. ORGANIZATIONAL STRUCTURE OF THE DEPARTMENT

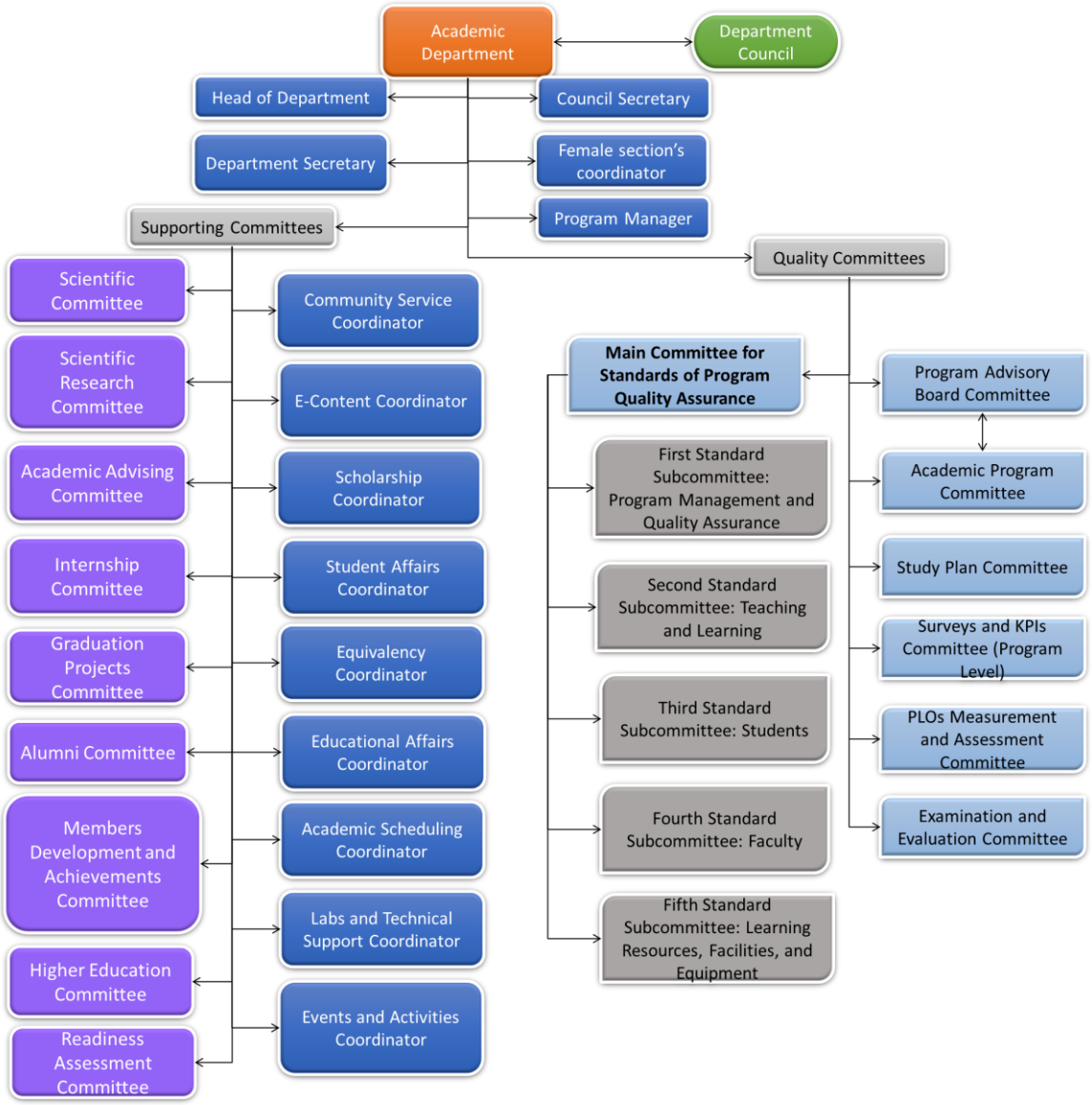


Figure 2: Organizational structure of the department

4.4. ORGANIZATIONAL FACULTY MEMBERS

Table 1: Faculty Member List

	Name	Email	Degree
1.	Ibrahim Alskiety	skiety@qu.edu.sa	Professor
2.	Suliman Alsuhibany	salsuhibany@qu.edu.sa	Professor (Dean)
3.	Khalil Shqeerat	kh.alshqeerat@qu.edu.sa	Professor
4.	Mohamed Ben Othman	maathaman@qu.edu.sa	Professor

5.	Mohammed Al-Hagery	hajry@qu.edu.sa	Professor
6.	Suliman Alamro	samro@qu.edu.sa	Associate Professor
7.	Abdulatif Alabdulatif	ab.alabdulatif@qu.edu.sa	Associate Professor (Vice Dean)
8.	Mohammad Alsuhaibani	m.suhibani@qu.edu.sa	Associate Professor (Head of Department)
9.	Ali Mustafa Khan	al.khan@qu.edu.sa	Associate Professor
10.	Fethi Fki	f.fki@qu.edu.sa	Associate Professor
11.	Abdulaziz Aldribi	aaldribi@qu.edu.sa	Assistant Professor (Vice Dean for Academic Affairs)
12.	Faisal Alhwikem	faisal.alhwikem@qu.edu.sa	Assistant Professor (Cybersecurity Department's Head)
13.	Muna Almushyti	m.almushyti@qu.edu.sa	Assistant Professor
14.	Boulbaba Benamar	b.benammar@qu.edu.sa	Assistant Professor
15.	Delel Rahouma	d.rhouma@qu.edu.sa	Assistant Professor
16.	Aisha Ben Makhlouf	a.benmakhlouf@qu.edu.sa	Assistant Professor
17.	Adel Omar Mohammed	adi.mohamed@qu.edu.sa	Assistant Professor
18.	Abdulnasser Rashid	arshied@qu.edu.sa	Assistant Professor
19.	Ali Ben Mrad	a.benmrad@qu.edu.sa	Assistant Professor
20.	Lamia Grira	l.benabderrahman@qu.edu.sa	Assistant Professor
21.	Hedia Zardi	H.ZARDI@qu.edu.sa	Assistant Professor
22.	Walid Karamti	W.Karamti@qu.edu.sa	Assistant Professor
23.	Abdulaziz Al-Hindi	A.ALLHNDI@qu.edu.sa	Lecturer (Scholarship)
24.	Marwan Ahmed Al-Eisa	maiesy@qu.edu.sa	Lecturer (Scholarship)
25.	Abdullah Mousa	ab.musa@qu.edu.sa	Lecturer
26.	Mohammed Atif	attf@qu.edu.sa	Lecturer
27.	Ahsan Khan	ajkhan@qu.edu.sa	Lecturer
28.	Sidra Sershad	s.sarshar@qu.edu.sa	Lecturer
29.	Ibrahim Alenzi	i.alenzy@qu.edu.sa	Teaching Assistant (Scholarship)
30.	Osama Al-Zakan	o.alzakan@qu.edu.sa	Teaching Assistant
31.	Sultan Al-Sultan	s.alsultan@qu.edu.sa	Teaching Assistant
32.	Mohammed Al-Ghasham	M.ALGHASHAM@qu.edu.sa	Teaching Assistant
33.	Mousa Al-Zakan	m.alzakan@qu.edu.sa	Teaching Assistant

5. BACHELOR OF COMPUTER SCIENCE PROGRAM

5.1. PROGRAM ORIGIN AND OVERVIEW

The Bachelor of Computer Science Program at Qassim University is a cornerstone of the institution's commitment to excellence in education and aligns seamlessly with the university's vision, mission, objectives, and graduates' attributes. Established in the academic year 1418/1419 AH, the program was developed to meet the Kingdom's need for qualified professionals in computer science and to contribute to national development through the preparation of highly skilled graduates.

The program adheres to the Saudi National Qualifications Framework (NQF) and the Saudi Specialization Standards, ensuring that it delivers a curriculum designed to meet both national and international benchmarks. The carefully structured curriculum provides comprehensive coverage of all required knowledge units, offering a diverse range of courses that address core and advanced topics in computer science. These include areas such as programming, operating systems, networks, software engineering, and emerging technologies. The program's emphasis on both theoretical foundations and practical applications ensures students are well-prepared for the challenges of a rapidly evolving field.

The Bachelor of Computer Science Program has achieved full accreditation by ABET, the globally recognized accrediting body for applied and natural sciences, computing, engineering, and technology programs. This accreditation has been awarded for the second consecutive cycle, covering the period from 2021 to 2027, affirming the program's commitment to maintaining the highest standards of quality in education.

By integrating Qassim University's educational objectives with global best practices, the program produces graduates who are not only competent professionals but also innovative problem-solvers and ethical contributors to society. Through its rigorous academic framework, the program ensures that students acquire the knowledge, skills, and values necessary to thrive in both local and international professional settings.

5.2. MISSION

Providing educational, research and professional services in computer science to prepare competitive competencies and to contribute to the promotion of the economy and

sustainable national development; In a renewed, inspiring and stimulating environment for research and innovation, community service and partnership.

5.3. PROGRAM GOALS AND ALIGNMENT WITH THE PROGRAM'S MISSION

No	Strategic Goal Text	Mission Component Related to the Goal
1	Ensuring the quality of education in the program.	Providing educational services in computer science
2	Enhancing the students' competence, competitiveness, and professionalism.	Preparing competitive competencies
3	Support and encourage scientific and applied research and innovation to promote sustainable development.	Providing research services in computer science and contributing to the promotion of the economy and sustainable national development
4	Enhancing community service and local partnership with technology companies	In a renewed, inspiring, and stimulating environment for research and innovation, community service, and partnership

5.4. GRADUATE ATTRIBUTES

Codes	Attributes	Domain
1.1	A graduate with broad and comprehensive knowledge and understanding in the field of computer science.	Knowledge & Understanding
2.1	A graduate possessing the necessary skills for effective communication (verbal and written), collaboration, and information sharing in the field of computer science.	Skills
2.2	A graduate capable of analyzing and solving problems and presenting creative ideas in the field of computer science.	
2.3	A graduate with scientific and technical skills in the field of computer science.	
3.1	A graduate capable of working in and leading a team, making appropriate decisions in the field of computer science.	Values
3.2	A graduate who demonstrates professional integrity and respects work ethics in the field of computer science.	

5.5. PROGRAM LEARNING OUTCOMES (PLOS)

Knowledge and Understanding	
K1	Explain computer science theories, abstraction, and mathematical foundations to solve computing problems and describe computing-based solutions.
K2	Identify software development principles and research methodologies to design, evaluate, and improve computing-based solutions, integrating contemporary advancements and security considerations.
Skills	
S1	Communicate effectively in a variety of professional contexts.
S2	Analyze complex problems and apply principles of computing and other computer science disciplines to identify solutions.
S3	Design, implement and evaluate a computing-based solution to meet a specific set of computing requirements in the context of a computer science major.
S4	Possesses the skills to effectively use modern technical and digital applications and information technology to form knowledge and innovative digital solutions to meet different needs in the field of

	computer science.
Values, Autonomy, and Responsibility	
V1	Work effectively as a team member or leader involved in activities appropriate to the Computer Science major.
V2	Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.

5.6. Admission Requirements for the Bachelor's Program in Computer Science

The University Council determines the number of students to be admitted in the upcoming academic year according to the recommendations of Colleges' Councils and respective bodies. Admission of prospective students requires the following:

1. The applicant must hold the General Secondary Certificate or its equivalent from inside outside Saudi Arabia.
2. The General Secondary Certificate or its equivalent must have been obtained within the last five years (Exceptions can only be decided by the University Council in light of persuasive reasons).
3. The applicant must enjoy a good conduct.
4. The applicant must pass any interviews or tests decided by the University Council.
5. The applicant must be medically fit.
6. The applicant must obtain an approval to the study from his/ her employer if he/she works in any government or private institution.
7. The applicant must meet any other conditions determined and announced by the University Council at the time of application.
8. The applicant must have not been dismissed from another university for disciplinary reasons.
9. Holders of a bachelor's degree or its equivalent may not be admitted studying another BA degree (exceptions can be decided only by the University Rector).

10. Applicants who are currently registered for another university degree or less, in this university or another one, may not be admitted. Selection of admitted students from applicants who meet all admission requirements is taken on the basis of their grades in the general secondary certificate, personal interviews and admission tests (if any).

The Admission and Registration affairs and the student affairs distribute Booklets to the students to guide them on using the available online services (e.g., the E-register system). Online guides (University students guide, Bulletin-acceptance (Arabic)) on the website of the Admission and Registration affairs are also available.

5.7. Graduation Requirements from the Program

To obtain a "bachelor's degree of Computer Science", student must achieve the following requirements:

1. The cumulative GPA must be 2.00 or higher on a scale of 5.00.
2. The student must successfully complete 128 credit hours, in addition to passing the preparatory year (34), for a total of (162) credit hours.

5.8. Job Opportunities for Program Graduates

Professions and jobs that graduates may qualify for:

- Management of operating systems
- Programmer and systems developer
- Information security programmer
- Computer Lab/Laboratory Technician
- Specialized Teaching Jobs
- Smartphone application developer
- Website Developer
- Software engineer
- Data analyst

5.9. SMART SYSTEMS DEVELOPER PROGRAM QUALITY MANAGEMENT SYSTEM

The CS program follows the quality standards defined by the Deanship of Development and Quality in managing all the processes within the program. Faculty members can find the quality procedures, processes, and practices adopted by the CS program in the Program Quality Management System Manual [Link].

6. FACULTY DUTIES IN THE DEPARTMENT

To ensure effective teaching and learning processes, faculty members are expected to fulfill the following responsibilities:

1. Faculty members are responsible for delivering the course: teaching, training, and assessment according to the course objectives, to ensure the outcomes of the educational process.
2. Faculty members are responsible for conducting, monitoring, and presenting all committee tasks and administrative tasks assigned to them. This will be reflected in the evaluation of faculty members and their addition to the academic appointment model.
3. Faculty members are responsible for fulfilling their workload assigned by the department. Workload allocation for faculty members is based on their ranks and departmental needs.
4. Faculty members must be aware of the academic calendar and examination dates.
5. Faculty members are responsible for providing students with a detailed curriculum or teaching plan and encouraging students to be familiar with its content, this plan serves as a guide for all course activities.
6. Adherence to timetables and class schedules is essential. Changes can be made after departmental approval. Students should be informed and given sufficient time before the start of the next semester.
7. Faculty members must be aware of lecture schedules, their start, and end times.
8. Discussion with students should focus on academic content.

9. Attention should be drawn to internal academic laws and regulations. Eating and drinking are prohibited in laboratories and lecture halls to maintain university property, etc.
10. Faculty members must adhere to the designated office hours in their assigned schedule and inform students accordingly to address their inquiries.
11. Handling student disputes during classes and examinations wisely and not allowing conflicts to negatively impact the academic process.
12. Faculty members are responsible for effective learning processes within classrooms and laboratories. Any conflicts should be reported to the department head, who will then report it to the Vice dean of Academic affairs.
13. Faculty members are accountable for all tasks assigned to them. They are responsible for any inappropriate behavior towards students, colleagues, or the university according to the rules and regulations.
14. Faculty members should actively participate in the activities planned by the college or academic department, including surveys, conferences, seminars, and community service.
15. Faculty members must demonstrate good ethics, adhere to policies and regulations, and avoid any unethical behavior.
16. Participation in program development and suggesting improvements, submitting them to course coordinators.
17. Faculty members are responsible for participating in writing the exam questions of their courses.
18. Faculty members are responsible for correcting their final exam papers. The college has the right to allow others to correct exam papers or share them.
19. Faculty members must complete the correction and approval of results from the academic department and record all grades in the Banner system within the allocated time.
20. Faculty members must follow examination regulations and supervision according to the announced implementation plans.

21. Faculty members must maintain regular communication with the academic department.
22. Faculty members are responsible for academic advising, monitoring the educational attainment of their students and reply to their questions or any academic consultation.
23. Faculty members are committed to their administrative duties assigned by the department or the college.

The list of administrative tasks for department committees and coordinators is provided in the Organizational and Procedural Guide for Administrative Tasks of the CS department [link].

6.1. TEACHING AND LEARNING

a. COURSE COORDINATOR TASKS

- Coordinate the course teaching plan, exam dates, and marks distribution as per the course specification. This should be reported in a scheduled meeting.
- Communicate effectively with the course instructors (theory and practical parts) and share the course materials with them.
- Schedule periodic meetings during the semester to discuss the progress in delivering the course to the students. Report the meeting minutes to the Program manager.
- Distribute the tasks related to the subject (lecture and labs presentations) equally among the team members and approve and distribute the delivery materials (preferably the reference materials).
- Approval of course assignments and project according to what is stated in the course plan.
- Prepare course exams. Exam questions are formulated based on the collaboration between the course coordinator and course instructors. The Final Exam should be prepared and approved by the assessment committee. Final exams should also be unified for both males and females' sections.

- Request the required software and lab tools to the Labs Committee at the beginning of the semester.
- At the end of the semester, the course coordinator should submit the course binder to the department's quality coordinator. The binder should include course-related materials determined and announced by the Quality assurance unit at the College. Main Course Portfolio components are listed in the Program Quality Management System manual [link].
- Conduct the Student Outcomes Assessment of the course and submit the Course Assessment Report to the Assessment Committee at the end of the semester.
- At the end of the semester, the course coordinator should prepare the course report based on the instructors' feedback, student course evaluation survey and submit it in the Course Binder.
- Raise any recommendations or course change requests to the Program manager.

b. Course Instructor (Theory part) Tasks

- Activate Blackboard and upload course materials and communicate with students via the blackboard. Usage of blogs and electronic websites other than blackboard is prohibited.
- Deliver the subject according to the Course syllabi, any extra assignments should be approved via the coordinator.
- Distribute the Course Syllabi to the student at the beginning of the first lecture.
- Apply the policies regarding student attendance, midterms, midterms schedules, and substitute exams.
- Announce the course assessments schedule (exams, projects, assignments, …) ahead of the assessment.
- Commit to achieve the course objectives stated in the course plan by: Preparing the appropriate theoretical content according to the course specification and approve it from the coordinator.

- Delivering lectures to students using the appropriate tools, example e-podiums, projectors and boards…etc.
- Preparing summary, tutorials, examples, and references to help students understand.
- Distributing materials before the lecture time.

- Record student's attendance according to the instructions provided and submit deprived and discontinued forms in coordination with the lab instructor.
- Attend lectures as scheduled and inform the student and the head of the department in case of absence.
- Coordinate with the lab instructor to synchronize delivery, and follow-up work progress.
- Participate in making the midterms and final exams.
- Provide students with the semester assessment marks after one week from the scheduled date, together with the model answers.
- Distribute semester marks (out of 50) after approval from the coordinator and before the final exam schedule.
- Commit to office hours and schedule time with students who have conflict in timetables and communicate with students via official e-mail and the subject channel in the black board.
- Submit marks breakdown for the semester work and final marks with the course file and reports to the coordinator.
- Cooperate with the other course instructors.
- Attend schedule meetings.
- Commit to what the coordinator demonstrates regarding the subject.
- Participate in the assessment of course learning outcomes as coordinated by the Course coordinator and according to the course assessment plan.

c. COURSE INSTRUCTOR (PRACTICAL PART) TASKS

- Commit to the approved lab materials.

- Coordinate with the lecture instructor to synchronize delivery.
- Record student attendance and submit deprived and discontinued forms in coordination with the lecture instructor.
- Insure the student doing the right practice during the class.
- Ensure the lab working properly before the start of the first lab.
- Ensure all software are properly installed before the start of the class, especially at the exam time.
- Coordinate with the lab technicians and follow the stated procedures to report in case of technical problems.
- Attend classes as scheduled, and finish as scheduled.
- Communicate well with the technicians and give them appropriate time for assigned tasks.
- Instruct students to keep the labs clean, and not to bring foods and drinks.
- Instruct students to use and keep the lab equipment properly.
- Commit to office hours and schedule time with students who have conflict in timetables, and communicate with students via electronic mail or Blackboard.
- Submit the detailed marks of the lab to the lecture instructor one week before the final exam.
- Show good manners and respect to deliver good message to the students.
- Cooperate with other instructors.
- Attend the scheduled meetings.
- Commit to what the coordinator demonstrates regarding the course.
- Participate in the assessment of student outcomes as coordinated by the Course coordinator and according to the course assessment plan.

6.2. ACADEMIC ADVISING

The student is the main focus in the academic advising process, and through his interaction with the advising process, the wheel of achievement accelerates towards achieving her goals with great acceleration.

Each department of CoC prepares a list of academic advisors and assigns to each one of them a group of students. The schedule of each teaching member should include advising hours for academic advising. The students can also communicate with their advisor by e-mail to address any difficulties.

The mission of an advisor is to support their students especially during course registration. A feedback and valuable suggestions and decisions are made by the academic advisor to help them before registering. Each advisor monitors the educational attainment of their students and replies to their questions or any academic consultation.

a. ACADEMIC ADVISOR TASKS

The academic advisor is a faculty member at the college appointed by the program chair to undertake predefined academic advisory tasks specified by the university towards a group of students, monitoring their academic progress from entering the college until graduation. Some of these tasks include:

- Review the student's academic record, including the courses that have completed and their academic plan, to ensure that each student progresses according to the academic plan and to ensure that the student do not delay graduation.
- Building and establishing a good relationship with the student and other stakeholders involved in the advisory process.
- Encouraging students to visit the university's website to review the guidelines, regulations, systems and advisory forms, and to follow the university's news, activities and announcements.
- Guiding students to obtain academic services based on the academic calendar (registration, drop/add, withdrawal, postponement, transfer, course equivalency, etc.).
- Answering student's inquiries within the scope of the advisory process.
- Identifying students' academic and non-academic problems and forwarding them to the Academic Advisory Coordinator.

- Listing the names of academically struggling students, high-achieving students, talented students, and students with special needs and forwarding them to the academic advisory coordinator.
- Assisting students in understanding themselves and the nature of problems affecting their academic achievement, and how to solve them.
- Assisting students in participating in student activities and joining meetings and training programs.
- Assisting students in monitoring their academic record to meet graduation requirements within the specified time.
- Assisting students in comprehensive personal development.
- Assisting students in preparing and planning for their academic and professional future.
- The academic advisor must specify the academic advisory hours and inform students for academic advising.

6.3. GRADUATION PROJECT SUPERVISION (FINAL YEAR PROJECT)

The Graduation Project is a pivotal course across all programs within the College of Computer. It is designed to bridge the gap between theoretical knowledge and practical application in real-world scenarios. Additionally, it fosters essential skills such as management, problem-solving, teamwork, and research proficiency.

Aligned with the vision and mission of the Computer Science Department, the Graduation Project (GP) is divided into two phases:

- **Phase 1 (CS498)**: A 2-credit hour course focused on proposal preparation, planning, and initial design.
- **Phase 2 (CS499)**: A 3-credit hour course centered on the implementation, testing, and final delivery of the project.

Both phases follow a structured timeline with well-defined tasks. The course emphasizes teamwork, guided by faculty members, and includes consistent evaluation to ensure academic rigor.

a. Graduate Projects Course Coordinator Tasks

The GP Committee is tasked with coordinating and managing FYP activities within the department. It is composed of faculty members appointed by the department head, with the committee head responsible for overseeing the committee's operations.

The committee functions under the administrative oversight of the college-level FYP committee, which plays a key role in supervising and supporting department-level committees. This hierarchical structure ensures that department committees receive adequate support, adhere to college-wide standards, and effectively guide students in successfully completing their FYPs.

The responsibilities of the committee include the following:

- Review and update the department's FYP procedures and guidelines, ensuring alignment with the two FYP courses. Any changes to guidelines, procedures, or forms must receive approval from the quality committee
- Approve FYP ideas to ensure they meet departmental standards
- Address and resolve conflicts between students and supervisors
- Approve supervisors' requests for modifications to FYP objectives
- Nominate projects for participation in local, national, and international events
- Approve the schedules and the examiners for FYP examinations
- Streamline FYP processes by publishing lists of deliverables and tasks along with their respective deadlines
- Approve topics for FYPs

Act as the primary point of contact for resolving disputes related to FYPs

b. Academic Supervisor Tasks

- All PhD holder faculty members in the CS department are eligible to supervise Final Year Projects (FYP) within their area of expertise. The supervisors play a vital role in guiding students throughout the course of their projects. The responsibilities of the supervisor include:
- Conducting weekly meetings with students to monitor their progress and completing meeting forms
- Discussing the project scope, objectives, and timeline with the students
- Reviewing and providing feedback on the report as needed, without being responsible for major editing of the report or code
- Finding the similarity of the students' report and ensuring that it is having less than 20% match with different sources
- Identifying students' weaknesses and assisting them in overcoming these challenges over the course of the project
- Responding to requests from FYP course coordinators
- Familiarizing themselves with the FYP guidelines and ensuring that students adhere to them
- Reporting instances of dishonesty by students to the FYP coordinator
- Evaluating each student individually based on their contributions to the project
- Collaborating with FYP course coordinators and the FYP committee to communicate with students and address various requirements, such as surveys or nominations for competitions
- Arranging the final defense in consultation with the examiner and the students

c. EXAMINERS TASKS

Examiners are faculty members responsible for evaluating students' FYPs. Typically, examiners are assigned projects based on their areas of interest. The examiners are

chosen by the Graduation Projects committee and the final list is approved by the HoD. Once assigned to a project, examiners are expected to:

- Thoroughly review the project report
- Evaluate both the code and the report in detail

Offer constructive feedback and critique the work to enhance its quality

6.4. INTERNSHIP TASKS

The Computer Science Program provides its students with the opportunity to gain practical industry experience during their academic journey through the CS497 (Summer Training) course. This internship allows students to bridge the gap between academic knowledge and real-world applications, enhancing their professional skills. Faculty members play a pivotal role in ensuring the success of this experience.

Each student is assigned a faculty member as an academic supervisor, who provides guidance and support throughout the internship. Additionally, the program designates a course coordinator to oversee the overall management and organization of the internship course.

For comprehensive information, refer to the Internship Guide [link]. Below is a summary of the key responsibilities of faculty members involved in the internship program:

a. THE INTERNSHIP COORDINATOR ROLE

The training coordinator is a member of the Summer Training Committee in the Computer Science Department, his tasks and responsibilities can be resumed as the following:

1) Prepare the introductory meeting (announcement and update the presentation). This meeting is held for the students who want to apply for internship the next semester.
2) Receive and verify the students' requests for internship.
3) Notify students about the status of their application, whether accepted or rejected.

4) Announce the proposed Internship sites, the number of available seats, and the registration requirements.

5) Resolve the complaints of trainees and have their recommendations.

6) Receive internship requests from the new internship sites and present their internship plans to the internship committee for study.

7) Collect from students who meet the above internship requirements the necessary documents.

8) Send lists of students enrolled in internship to the internship sites before the start of the training and send notification of any changes that may take place later.

9) Send to the academic supervisor at the beginning of each semester the documents of students who are applying for the internship including their names, their internship site name, their site supervisors, and their internship plans.

10) Communicate with the student affairs unit to register the internship course for the accepted students.

11) Answer to student questions before, during and after internship.

12) Collect from the academic supervisor the results of students and the required reports and information to prepare the progress report for the internship committee in the CS department.

13) Register the students' results in the academic system at the end of the semester.

14) Study the internship needs and find suitable internship sites in cooperation with the internship committees in the other departments of the college to provide internship opportunities for students.

15) Archive all the questionnaires and the students' files collected from the academic supervisors.

16) Prepare the Progress Field experience Report.

b. THE ACADEMIC SUPERVISOR ROLE

The academic supervisor is a faculty member in the department responsible for overseeing students' internships. The tasks and responsibilities of the academic supervisor are summarized as follows:

1) Communicate with the internship coordinator in the CS department to obtain the information of trainees.
2) Collect the required forms or letters received from students and the internship sites, at the beginning of internship.
3) Hold periodic meetings with trainees and site supervisors to discuss the observations, proposals, internship plan, and requirements.
4) Check the contents of progress reports submitted by students via email.
5) Communicate with the student to ensure that the internship process is progressing as agreed upon.
6) Respond to the problems facing the students and take the initiative to solve them.
7) Inform the internship committee if they have a problem during their supervision.
8) Discuss students' oral presentations according to the specified time.
9) Calculate the grades of students according to the evaluation criteria
10) Collect from the trainees all the required files at the end of training (the final report, presentation, and the site supervisor's evaluation), and send them to the internship coordinator.
11) Fill the Academic supervisor's evaluation forms and send them to the internship committee.
12) Cooperate with the site supervisors to create the appropriate atmosphere for the training of students.
13) Cancel the internship of students who meet the conditions of cancellation.

14) Respond to students and supervisors' inquiries.

6.5. COMMUNITY SERVICES TASKS

Faculty members play a vital role in serving their communities, particularly through their expertise in computer science. Below are key roles and services they can provide:

1. Conduct workshops and training sessions on programming, cybersecurity, AI, and digital literacy.
2. Provide consultation services on IT strategies, digital transformation, and system development.
3. Offer technical support for community initiatives like websites or apps for charities and small businesses.
4. Mentor students and young professionals in career development and technical skills.
5. Volunteer in technology-related initiatives such as coding camps and hackathons.
6. Collaborate with local industries on applied research and innovative solutions.
7. Publish research findings beneficial to the community, such as in healthcare IT or smart cities.
8. Organize awareness campaigns on cybersecurity, digital safety, and ethical technology use.
9. Enhance digital literacy among underserved populations, including women, children, and the elderly.
10. Support local schools with technology integration, curriculum development, or guest lectures.
11. Partner with local companies and startups for job fairs, internships, and skill-development programs.
12. Assist community projects in designing IT infrastructure and smart systems.

13. Provide free or subsidized short courses on programming and emerging technologies.
14. Develop and share educational resources, such as online tutorials or e-books.
15. Represent the college in local community events, conferences, and partnerships.
16. Participate in advisory boards or committees for community-focused technology projects.
17. Participate in National Days and ceremonies related to the Kingdom.

6.6. SCIENTIFIC RESEARCH TASKS

1. Conduct high-quality research in their area of expertise to advance knowledge and innovation.
2. Publish research findings in reputable national and international journals, conferences, and academic platforms.
3. Secure research funding through grants, proposals, and collaborations with industry or government agencies.
4. Supervise postgraduate students, guiding them in research methodologies, thesis preparation, and publications.
5. Collaborate with colleagues and researchers from other institutions for interdisciplinary research projects.
6. Lead and participate in research groups or centers within the college or university.
7. Translate research outcomes into practical applications that address societal, economic, or technological challenges.
8. Promote the university's reputation by presenting research at conferences, seminars, and workshops.
9. Mentor junior faculty and students in research skills, ethics, and best practices.
10. Engage in innovation and patent development based on research outcomes.

11. Contribute to strategic research initiatives aligned with national priorities, such as Vision 2030.
12. Maintain ethical standards in research, ensuring integrity, transparency, and the proper use of resources.
13. Act as reviewers or editors for academic journals, contributing to the peer-review process.
14. Support the college in achieving research performance indicators and goals for accreditation or rankings.
15. Participate in community-oriented research projects to address local needs and challenges.

For more details your can refer to the QU scientific research's Guide [link].

6.7. Integrity in College/ Department Committees

Faculty members play a crucial role in upholding the integrity and effectiveness of administrative tasks and committee responsibilities within the department and the college. Their commitment to transparency, professionalism, and ethical decision-making ensures that administrative operations align with institutional goals and standards. Faculty members contribute to strategic planning, quality assurance, curriculum development, and other essential areas by participating actively in departmental and college committees. Their dedication to collaboration and accountability fosters a supportive academic environment that benefits students, staff, and the broader community. For more details about the administrative tasks and responsibilities, please refer to the Procedural Guide of the Computer Science Department [link].

7. Faculty Members Affairs Regulations

Articles and regulations that govern faculty members' affairs are given on the QU website (qu.edu.sa). Faculty members may use the university human resources platform "MyQU" for various services. Please refer to the following link for "MyQU".

8. ELECTRONIC SERVICES FOR FACULTY MEMBERS IN QASSIM UNIVERSITY.

Most services are fully electronic; however, some services are partially electronic, requiring faculty members to submit supporting documents to the COC Faculty Affairs Administration when requesting a service via the "Injaz" system. For more details about all available services, please refer to the following [link].

In this section we will introduce the most used e-services via MyQU.

8.1. MEMBER AND EMPLOYEE PORTAL

This service provides faculty members with access to the following categories:

a. ACCREDITATIONS (الاعتمادات الأكاديمية)

The Accreditations category provides essential services to streamline administrative processes for faculty members. These services include:

- Approval of Research Plan Requests for postgraduate students, ensuring alignment with academic standards and research objectives.
- Approval of Requests for Modifying Research Plan Titles for postgraduate students, facilitating updates to research plans while maintaining consistency with departmental guidelines.
- Approval of Visa Requests for Students, assisting international students with the necessary documentation for their academic journey (for staff).

This category ensures efficient handling of critical academic and administrative tasks, enhancing support for faculty and students alike.

b. ACADEMIC (أكاديمي)

The Academic category offers a comprehensive range of services to support faculty members in managing their academic responsibilities effectively. These services include:

- Student Lists: Access to detailed lists of students enrolled in courses.
- Grade Entry: Recording and submitting grades for ongoing courses.
- Review of Previous Semester Grades: Viewing grades from previous academic terms.
- Attendance Entry: Recording student attendance for courses.
- Course Schedule: Viewing the faculty member's teaching schedule.
- Recording Student Denial Status: Marking students with academic or attendance-based denials.
- Academic Advising Services for Undergraduate Students: Providing tools and resources for advising undergraduate students.
- Lecture Reports: Submitting reports on lectures delivered during the semester.

- Approval and Monitoring of Graduate Theses: Managing approvals and tracking progress for graduate-level theses.
- Supervision and Advising for Postgraduate Students: Assisting postgraduate students with academic guidance and supervision.
- Evaluation: Facilitating the evaluation of academic activities and outcomes.

This category is designed to enhance the academic processes and provide faculty members with the tools necessary to manage their teaching and advising duties effectively.

c. PERSONAL (شخصي)

The Personal category provides services tailored to meet the individual needs of faculty members. These services include:

- Lecturer Information: Access to personal and professional details related to the faculty member's profile.
- Email Service: A convenient tool to send official emails directly through the platform.
- Upload Personal Photo: An option to upload or update the faculty member's personal photo for official records.

This category ensures that faculty members can manage their personal information and communication needs efficiently.

d. STUDENT-RELATED MATTERS (ما يتعلق بالطالب)

The Student-Related Matters category provides services to assist faculty members in managing student-related tasks effectively. These services include:

- Student Identity Verification: A tool to verify the identity of students for academic and administrative purposes.
- Approval of Absence Excuse Requests: Allows faculty members to review and approve requests from students for excused absences from lectures.

This category streamlines interactions between faculty and students, ensuring efficient handling of essential student-related processes.

e. ADMINISTRATIVE (إداري)

The Administrative category offers a wide range of services to support faculty members in managing their administrative and financial tasks efficiently. These services include:

- Leaves and Vacations: Submission and tracking of leave requests.
- Salaries: Access to detailed salary information and payment records.
- Administrative Positions: Information about administrative roles held by the faculty member.
- Individual Payrolls: Management of individual payroll details.
- Training: Access to training opportunities and programs for professional development.
- Employee Information: Comprehensive details about the faculty member's employment records.
- Annual Evaluation: Submission and review of the annual performance evaluation.
- Forms: Access to various administrative forms for official use.
- Loan and Advance Inquiries: Tracking temporary and permanent advances, as well as loans.
- Personal Asset Inquiries: Reviewing personal asset allocations managed by the university.
- Travel Orders: Submission and management of official travel orders.

This category ensures that faculty members can easily handle administrative responsibilities and access critical resources to support their professional duties.

f. SELF-SERVICES (الخدمات الذاتية)

The Self-Services category provides faculty members with a wide range of tools to handle personal and professional requests conveniently. This category includes:

- Approvals for service requests

- Display of self-service requests
- Leaves
- Materials
- Delegations
- Promotions
- Overtime requests
- Job performance
- Request to add a position
- Assignment for summer work
- Request for exceptional allowance
- Travel orders
- Request for travel visa for contractors and residence renewal
- Termination of services
- Request for employee children's expenses
- Vehicle entry permits
- Community partnership
- Request for transportation provision
- Request for permanent advance
- Request for allowance payment
- Request for vehicle maintenance
- Booking a facility for an event
- Request for resident relatives' visit
- Employee absence/delay
- Request for sponsorship transfer
- Request to update passport
- Request for ticket reimbursement for contractors

8.2. SAEED TECHNICAL SUPPORT

Saeed Technical Support is a dedicated service designed to assist students, faculty, and staff with their technical needs and challenges. The support team provides comprehensive solutions, ensuring the smooth operation of university systems, platforms, and tools. Whether it's resolving login issues, troubleshooting software problems, or guiding users through the use of academic and administrative applications, Saeed Technical Support is committed to delivering timely and effective assistance. With a focus on efficiency and user satisfaction, the service plays a vital role in maintaining a seamless and productive technological environment within the university.

8.3. BLACKBOARD

Blackboard is a Learning Management System (LMS) that enables organizations to manage, deliver, and track various aspects of their learning and training programs. The platform provides a centralized system for creating, organizing, and delivering educational content, as well as monitoring and assessing learners' progress and performance.

The primary features and functionalities of a Learning Management System typically include: Course Management and Learner Management. The LMS ensures delivering learning materials to learner, online presentations, interactive multimedia, discussion forums, messaging systems, and virtual classrooms facilitating interaction and collaboration among learners and instructors. The LMS allows instructors to create and administer assessments, quizzes, and exams to evaluate students' knowledge and progress and to provide feedback to learners. The Blackboard is accessible via the MyQU portal.

8.4. SAUDI DIGITAL LIBRARY

The Saudi Digital Library (SDL) is a comprehensive online platform that provides students, faculty, and researchers access to a vast collection of academic and research resources. It includes e-books, journals, conference proceedings, theses, and multimedia content across various disciplines. The SDL is an essential tool for academic success, offering up-to-date and reliable resources to support learning, research, and professional development. With its user-friendly interface and advanced search capabilities, faculty

can easily find high-quality materials to enhance their studies and broaden their knowledge. The SDL reflects the university's commitment to fostering excellence in education and research.

8.5. E-MAIL SERVICE

The E-mail Service provides faculty members with access to their official university email account, serving as a primary channel for communication with students, colleagues, and administrative departments. Through this service, faculty members can stay connected and informed about academic and administrative updates. Additionally, the service includes access to Microsoft 365, which offers a personal OneDrive space for secure file storage and sharing. This integration allows faculty to efficiently manage their academic and professional files, collaborate on documents, and utilize a suite of productivity tools provided by Microsoft.

8.6. MY HOMEPAGE SERVICE

The My Homepage Service enables faculty members to access and manage their personal homepage on the university's official website. This service allows faculty to update their profile fields, such as academic qualifications, research interests, publications, and contact information, ensuring accurate and up-to-date representation. By enhancing their homepage, faculty members can increase their visibility within the academic community and showcase their expertise to students, colleagues, and external stakeholders. This platform serves as a professional gateway for networking and collaboration opportunities while promoting the faculty member's contributions to the university and beyond.

8.7. SCIENTIFIC JOURNALS

The Scientific Journals service provides faculty with direct access to Qassim University's collection of nine specialized academic journals, offering a wealth of knowledge across various disciplines. These journals include the Journal of Educational and Psychological Sciences, Journal of Administrative and Economic Sciences, Journal of Engineering and Computer Sciences, and many others covering fields such as health sciences, agriculture,

and Sharia studies. Faculty can use this platform to explore cutting-edge research, enhance their understanding of academic topics, and find resources for their projects or theses.

In addition, the platform introduces three scientific societies: the Islamic Banking Scientific Society, the Scientific Society for Investment and Finance, and the Saudi Scientific Society for Contemporary Intellectual Studies. These societies offer opportunities for faculty members to engage with specialized communities, participate in academic events, and contribute to research and discussions in their areas of interest.

By using this service, Faculty can stay updated with the latest research, strengthen their academic performance, and actively participate in the university's scholarly ecosystem. Visit the Scientific Journals page to begin exploring these valuable resources and opportunities.

8.8. MAJALES SERVICE

The university provides an electronic service for managing council meetings, called "Majales". This platform enables efficient sharing of meeting topics and related documents with members prior to the meeting, ensuring better preparation and collaboration. If you are a Head of Department (HoD) or a Council Secretary, refer to this [link] for guidance on using "Majales", and if you are a Council Member, refer to this [link] for detailed instructions.

9. GRIEVANCES AND COMPLAINTS

A committee, at the University level, concerned with receiving employee complaints and grievances, working to verify them, then dealing with them professionally and confidentially, verifying the details of the complaint, as well as communicating them to the party concerned with resolving the problem and following up on its progress. For more details, you can refer to this link.

10. THE PROMOTION PROCESS

The Promotion Process at Qassim University is designed to support faculty members in advancing their academic careers based on their achievements in teaching, research, and community service. This process evaluates the faculty member's contributions to their field and the university, ensuring alignment with institutional standards and objectives. Every faculty member, whether permanent or contracted, has the right to apply for promotion, provided they meet the required criteria. Faculty members are encouraged to submit the necessary documents and evidence to initiate the process. For detailed rules, guidelines, and requirements, please refer to the following [link]. This ensures transparency and clarity in the promotion process, empowering all faculty members to pursue their professional growth effectively.

11. FACILITIES AND SERVICES OFFERED BY THE COLLEGE FOR FACULTY

11.1. TRAINING OPPORTUNITIES

The Training Opportunities provided by the College of Computer are dedicated activities aimed at enhancing the professional development of faculty members while aligning with the college's academic and institutional goals. Faculty members are encouraged to propose, participate in, or deliver training sessions tailored to their areas of expertise and the needs of the college. These activities are conducted annually and are certified by the college, ensuring recognition of participation and contribution. Special focus is placed on new faculty members, with dedicated training sessions designed to ensure their successful integration into the college and its programs. This initiative fosters continuous learning, collaboration, and academic excellence within the faculty community.

11.2. FACILITIES FOR FACULTY

The College is located at the main campus of Qassim University and features ample parking facilities.

For the Male site, there are two parking areas: one dedicated to faculty members, secured by a smart entrance system for authorized vehicles, and another designated for students.

The Male site building consists of three floors:

- The ground floor houses the Computer Science Department and the offices of the Student Affairs Administration staff.
- The first floor accommodates the Information Technology Department and the newly established Cybersecurity Department.
- The second floor is designated for the Computer Engineering Department and includes the offices of the Dean, Vice Deans, their secretaries, and other administrative staff.

At the college level, specialized facilities are available to support both academic and extracurricular activities. These include:

- 2 auditoriums for lectures and events.
- 3 prayer rooms for students and staff.
- 2 cafeterias and vending machines to cater to dining needs.

For the female site, the building also consists of three floors, each designed to support academic and administrative activities:

- The ground floor includes the classrooms, cafeteria, student reset area, and the library, providing spaces for learning, relaxation, and study.
- The first floor houses the labs, additional classrooms, and the IT support staff office, ensuring students have access to modern facilities and technical assistance.
- The second floor is designated for the faculty offices, administrative staff offices, student affairs office, the Vice Dean for the Female Section, their secretary office, and a prayer room.

The female site is also equipped with spacious parking areas, separately allocated for faculty members and students, ensuring convenience and accessibility for all.

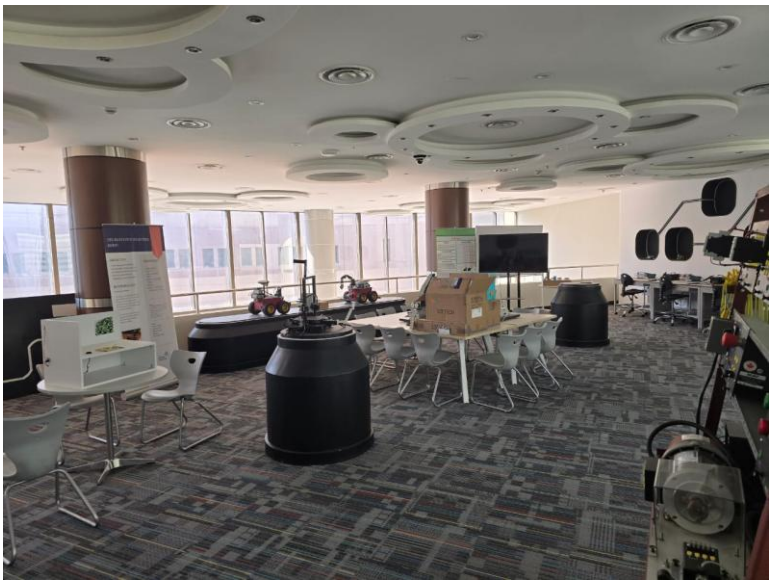
These facilities provide a conducive environment for holistic development, promoting both academic excellence and community engagement. This guide details all the amenities and resources available for COC students.

a. CLASSROOMS AND LABS

The college features **52 state-of-the-art classrooms** and **21 advanced laboratories**, all designed to provide a modern and interactive learning experience. Each classroom and lab are equipped with **smart e-podiums**, which include built-in computers and connectivity for seamless teaching, **interactive boards** to enhance visual presentations, and **high-quality speakers** to ensure clear communication during lectures and activities.

In addition to general-purpose labs, the college offers several specialized facilities to cater to advanced technical and research needs:

1. **Robotics Research Center:**
   - Equipped with cutting-edge robotic kits, programmable controllers, sensors, and actuators.
   - Supports courses and research in robotics, automation, and artificial intelligence.
   - Provides students with hands-on experience in designing, programming, and testing robotic systems.



2. **Tech Valley Lab:**

- A creative space for innovation and development, focusing on emerging technologies such as IoT, cloud computing, and blockchain.
- Equipped with high-performance computers, simulation tools, and prototyping devices.
- Encourages interdisciplinary projects and collaboration between students and faculty.

3. **Cybersecurity Labs:**

- Outfitted with powerful computers, secure networks, and specialized tools for ethical hacking, network security, and forensic analysis.
- Provides a simulated environment for students to practice real-world scenarios in cybersecurity.
- Supports advanced courses and certifications, preparing students for careers in information security.

4. **Special Room for the Prince Dr. Faisal bin Mishaal Chair for Artificial Intelligence:**

- This room is dedicated to supporting artificial intelligence research and fostering innovation.
- The chair plays a significant role in enriching scientific research by adopting initiatives that provide impactful solutions for society, the economy, and the environment.
- Its objectives include disseminating knowledge, highlighting the importance of artificial intelligence in various fields, and building a society well-versed in AI applications.
- The chair aims to contribute to a vibrant society with sufficient knowledge of artificial intelligence, fostering solutions and innovations for a prosperous economy in the region.

These specialized facilities, along with the Prince Dr. Faisal bin Mishaal Chair for Artificial Intelligence, ensure that the college remains at the forefront of technological advancement. By offering cutting-edge resources and spaces, the college fosters innovation, practical skills, and excellence, preparing students to excel in both academic and professional endeavors.

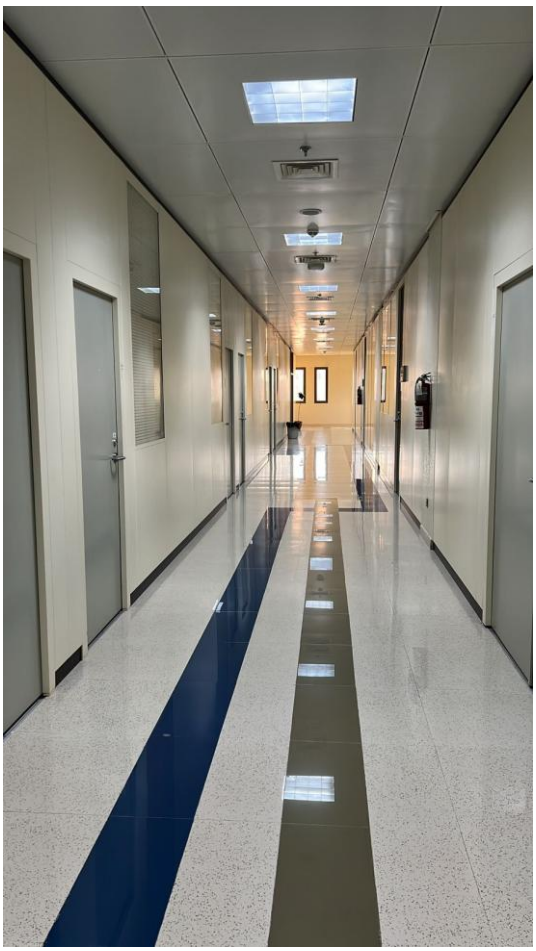
b. PHOTOCOPY ROOM

Each department provides a dedicated photocopy room for faculty members, ensuring convenient access to essential printing and copying services. These rooms are equipped with high-quality printers, scanners, and copiers to facilitate the preparation of course materials, academic documents, and research-related paperwork. Faculty members can use these resources to print lecture notes, exams, assignments, and official documents efficiently. The photocopy rooms are strategically located within the department to ensure easy accessibility and minimize disruptions to teaching and administrative tasks. Additionally, technical support is available to assist with any operational issues, ensuring a smooth and efficient experience for faculty members.

c. FACULTY'S OFFICE

The Faculty's Office is an essential facility provided to each faculty member at both the male and female sites of the college. The college and department ensure that every

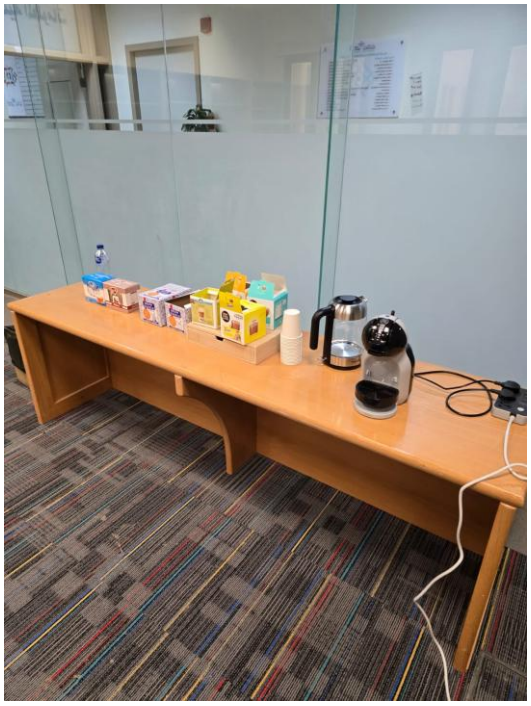
faculty member is allocated a fully equipped office to support their academic and administrative responsibilities. Each office is furnished with a computer, a printer, and a phone connected to the university network, providing seamless access to internal and external communication. These offices are designed to create a professional and functional workspace that fosters productivity and supports the faculty's teaching, research, and administrative duties.



d. FACULTY RESET AREA

The Faculty Reset Area is a dedicated private space available within each department, designed to provide faculty members with a comfortable environment to unwind and

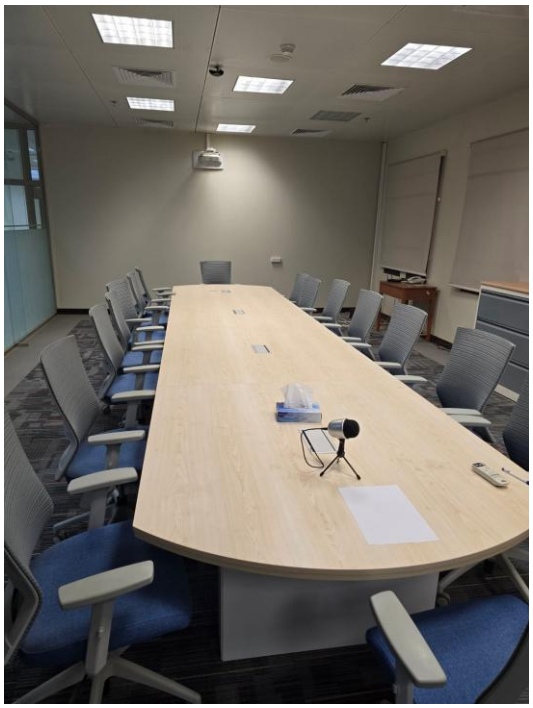
recharge. This area is equipped with amenities such as seating arrangements and coffee-making facilities, creating a welcoming atmosphere for relaxation. It also serves as a casual meeting place where faculty members can connect, share ideas, and foster a sense of camaraderie. The Faculty Reset Area reflects the college's commitment to promoting a healthy work-life balance and supporting the well-being of its academic staff.



e. DEPARTMENT MEETING ROOM

The Department Meeting Room is a dedicated space located in the male site of the college, specifically designed for hosting department council meetings and other official gatherings. This room is equipped with modern conferencing tools to facilitate seamless communication and collaboration. Female faculty members join these meetings remotely

through an online platform, ensuring their full participation and engagement in departmental discussions and decision-making. The Department Meeting Room reflects the college's commitment to inclusivity and efficient collaboration while maintaining a professional setting for academic and administrative deliberations.

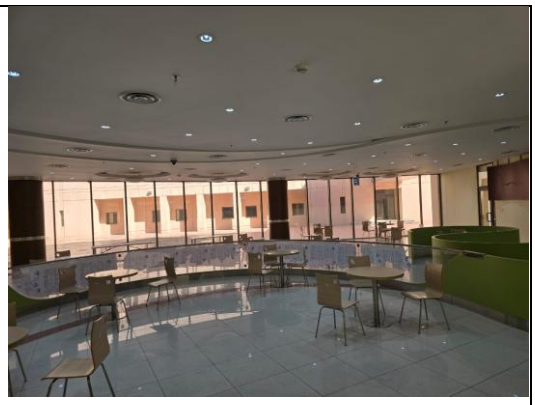


f. CAFETERIAS

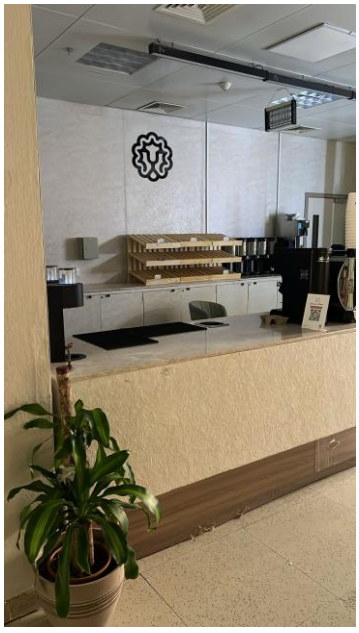
The college offers excellent dining and recreational facilities on both the male and female campuses:

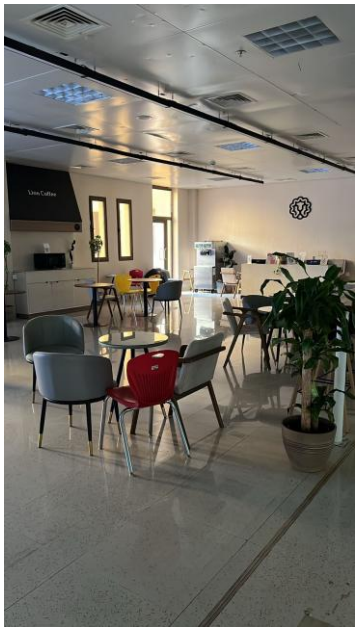
- Male Site:

- There are two cafeterias, one located on the ground floor and the other on the second floor, each providing a designated space for students and faculty to enjoy their meals comfortably.



- Female Site:
  - A cafeteria and a dedicated lunch space are available on the ground floor, providing a convenient and comfortable environment for dining and socializing.





These facilities are designed to cater to the diverse needs of students and faculty, promoting both relaxation and community interaction alongside their academic pursuits.

g. FACULTY MEMBERS CLUB

The Faculty Members Club is a dedicated space designed exclusively for faculty members to unwind and enjoy recreational activities. The club is equipped with amenities such as a billiard table, a ping pong table, comfortable seating, and a coffee maker, creating a relaxing and inviting environment. This space serves as a retreat where faculty can take a break from their academic responsibilities, socialize with colleagues, and recharge in a comfortable setting. The Faculty Members Club reflects the college's commitment to supporting faculty well-being and fostering a sense of community.

12. REFERENCES

[1] Qassim University, Deanship of Development and Quality, Faculty handbook, [link]

[2] Qassim University, Deanship of Development and Quality, Faculty Complains and Grievances Handbook, [link]

[4] Qassim University, Deanship of Development and Quality, Faculty Professional Ethics Manual, [link]

[3] Princess Nourah University, College of Computer and information, Bachelor of Information Technology, Faculty Handbook [link]


الحمد لله