

Fakeeh College for Medical Sciences

Institutional Committee Manual

2025-2026

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Introduction

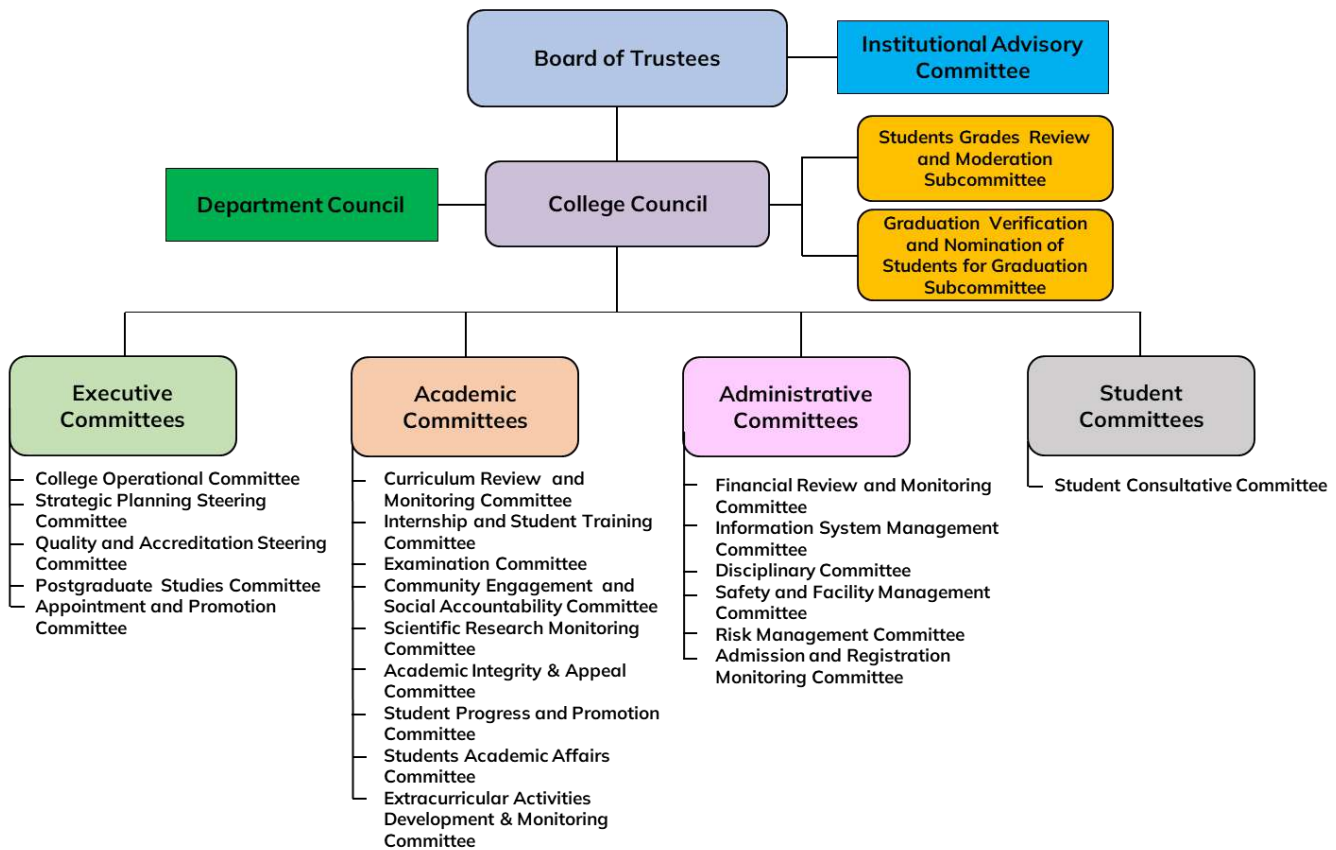
The Fakeeh College for Medical Sciences' (FCMS) Committee Handbook defines the roles and functions of standing committees in the College governance. This manual lists the current standing committees and outlines the membership guidelines and terms of reference (TOR) for each. In addition to the standing committees mentioned in this Handbook, there are many sub-committees, ad hoc committees and working groups, as well as standing committees whose role is limited to a particular function these are not included here. The department or program that creates them is responsible for defining the terms of reference and membership guidelines of such committees and working groups.

The Board of Trustees and College Council constitute the Governing Body of the college. Based on their scope of function, the college has four broad categories of standing committees: Executive Committees, Academic Committees, Administrative Committees, and Student Committees.

The Dean shall appoint the committee chairs and members usually for a period of one academic year. Chairs must be members of the full-time staff within FCMS. The members are chosen and distributed to committees to cover the required tasks considering their academic and administrative experience. All committees shall maintain a permanent record of their meetings. All standing and ad hoc committees will report through the minutes of each meeting to the FCMS Dean. Annual committee achievement reports are prepared by the committee chair taking the inputs from all the committee members and submitted to the Quality and Accreditation Unit (QAU). QAU with Internal Quality Assurance System (IQAS) team monitors the achievement of Key Performance Indicators (KPIs) and reviews and verifies committee activities against the approved TORs.

The college Dean formulates other sub-committees or temporary working teams and tasks are determined and communicated via assignment letters addressed to them.

Organization of FCMS' Committees



A. Governing Body

Board of Trustees

Board of Trustee's - Terms of Reference

1. **Committee Name:** Board of Trustees
2. **Objective:** To provide effective development of the college in the interest of its students and the communities it serves.
3. **Classification:** Governing body

4. Authorities: To oversee the total operation of the college and ensure that the mission, goals and objectives of the institution are reflected in the college activities.

5. Functions and Duties

- 5.1 Provides effective development of the College in the interest of its students and the communities it serves.
- 5.2 Approves the Core Bylaws of the College or its amendment within the laws and regulation of the Kingdom of Saudi Arabia.
- 5.3 Directs the College's academic, financial and administrative policies.
- 5.4 Approves the College's governance structure, vision, mission, and strategic goals.
- 5.5 Approves the Strategic Plan and other developmental plans of the College and monitors its achievement on a regular basis.
- 5.6 Nominates the appointment of the Dean of the College to be ratified by the Council of Universities Affairs (CUA) and approves appointment of Vice Deans.
- 5.7 Approves internal Bylaws and regulations covering academic, financial, and administrative affairs within the College.
- 5.8 Approves the regulations for scholarships and training of faculty staff members and others within the College.
- 5.9 Approves the regulations for scientific research, innovation, writing, translation, and publication within the College.
- 5.10 Approves the regulations for the provision of academic and consultative services of the College.
- 5.11 Approves the College's policies for investment, endowment, receiving donations, scholarships, gifts, and others, according to the goals of the College and regulations.
- 5.12 Recommends the approval of academic programs that are offered by the College to be ratified by the General Secretary of the CUA.
- 5.13 Approves the tuition fees for all academic programs within the College.

- 5.14 Recommends the approval to establish Colleges, institutes, academic departments, and research centers, or merging or closing, or modifying its titles to be ratified by the General Secretary of the CUA.
- 5.15 Approves the establishment of Scientific Chairs.
- 5.16 Approves the formulation of Consultative Boards, with clear roles and responsibilities according to its operational Bylaws.
- 5.17 Approves the Scientific or Technical collaboration agreements of the College other national or international organizations, including memorandum of understanding too.
- 5.18 Approves the College's Community Engagement Plan.
- 5.19 Appoints external auditor(s) to review the financials of the College.
- 5.20 Approves the Annual Report of the College and provides a copy to the Owners and the General Secretary of the CUA.
- 5.21 Approves the Annual Financial Statement of the College and provide a copy to the Owners.
- 5.22 Recommends for approval of the Annual Budget of the College and provide a copy to the Owners.
- 5.23 Reviews and studies any subject(s) suggested or directed by the Chairperson or/and member(s) of the Council of BOT.

6. Performance evaluation of the Board of trustees:

- 6.1 The board of trustees of Fakeeh College for Medical sciences is committed to assessing its own performance as a board in order to identify its strengths and weaknesses and areas in which it may improve its functioning.
- 6.2 The boards of trustees will conduct self-evaluation process annually.

7. Membership:

- B.O.T Chairman
- Vice Chairman
- College Dean, Member

- Representative of the Secretary General of the CUA.
- Academic Members
- Members from the Community

8. Meeting Policy:

8.1 Meeting Frequency: ☐Weekly ☐Biweekly ☐Monthly

Other: At least three times per year

8.2 Quorum: 2/3

8.3 Decision Making: By consensus or by vote as dictated by topic

8.4 Final Report Due (if Applicable)

8.5 Committee Type: Governing Body

9. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Institutional Advisory Committee

Institutional Advisory Committee-Terms of Reference

1. **Classification:** Executive
2. **Committee Type:** Standing Committee
3. **Purpose:** To provide guidance and advice to support Fakeeh College for Medical Sciences (FCMS) to implement its strategic plan and to improve the efficiency and effectiveness of its educational process.
4. **Organizational relationships:**
 - 4.1 **Report to:** Board of Trustees.
 - 4.2 **Responsibility:** Review and evaluate the effectiveness of the current system in delivering academic programs and advise on improvement strategies.
 - 4.3 **Authority:** Institutional Advisory committee meetings are the responsibility of the Chairperson.

5. **Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee members. After discussion, the decisions will be taken by the two-thirds votes of the participants.
6. **Functions and duties:**
 - 6.1 Reviews the annual achievements report of the College and make recommendations for improvement.
 - 6.2 Suggests establishing collaborative ventures, particularly in research and community service engagement with various public and private universities and agencies at the national and international levels.
 - 6.3 Discusses opportunities for improvement considering the current trends in the medical and health education field.
 - 6.4 Recommends research priorities and community engagement initiatives for the benefit of the local population.
 - 6.5 Suggests strategies to enhance the College portfolio and reputation.
 - 6.6 Advises the College about diversification of its income sources to ensure financial sustainability.
 - 6.7 Reviews student outcomes and suggest strategies for improvement.
 - 6.8 Reviews the learning resources and facilities available and make recommendations as needed.

7. **Membership:**

#	Position	
1.	College Dean	Chairperson
2.	Representative – Business	Member
3.	Representative - Health Industry	Member
4.	Representative- Health Private Sector in Jeddah	Member
5.	Community Leaders	Members
6.	Vice Deans	Members

8. Meeting Policy:

- 8.1 Meeting is to be held twice per year and additional meetings may be conducted as needed.
- 8.2 Duration of the committee: The committee chair and members will be reviewed on an annual basis.
- 8.3 The Quorum is the chair plus two-thirds of the participant members' number.
- 8.4 Committee decision making: By consensus or by vote as dictated by the topic.

9. Documentation

- 9.1 **Agenda:** The agenda prepared and issued by the chair
- 9.2 **Minutes:** All committee meetings shall be numbered and documented in minutes.
- 9.3 **Reports:** Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

College Council

College Council - Terms of Reference

1. **Committee Name:** College Council
2. **Objective:** To oversee effective and efficient management and decision-making for the development and improvement of the College.
3. **Classification:** Governing body
4. **Authorities:**
 - 4.1 **Reports to:** Chairman Board of Trustees
 - 4.2 **Responsibility:** Anticipate emerging issues and opportunities and exercise initiative in response.
 - 4.3 **Authority:** Develop the academic and administrative process in the College.
5. **Functions and Duties:**
 - 5.1 Proposes the vision, mission, and goals of the College and strategic directives to be ratified by the BOT.
 - 5.2 Approves student admission policies and criteria for enrolment in all academic programs and determines the number of students to be enrolled in each program according to facilities, resources and MOE regulations.

- 5.3 Recommends the regulations for scholarships and faculty staff members training to be ratified by the BOT.
- 5.4 Recommends the regulations for supporting scientific research, innovation, writing, translation, and publication to be ratified by the BOT.
- 5.5 Grants degrees to graduates.
- 5.6 Recommends the approval for all academic programs to be ratified by the BOT.
- 5.7 Approves the annual academic calendar for the College according to MOE regulations.
- 5.8 Proposes establishment of new Colleges, departments and centers, or changing their names, or merging them, or closing them to be ratified by the BOT.
- 5.9 Recommends to establish Scientific Chairs to be ratified by the BOT.
- 5.10 Proposes the formulation of Consultative Councils with clear roles and responsibilities, including their internal bylaws to be ratified by the BOT.
- 5.11 Recommends the approval of all Technical and Scientific Collaboration agreements or Letter of intents between the College and national or international institutions to be ratified by the BOT.
- 5.12 Recommends the approval of the College Strategic plan, Community Engagement Strategic Plan, Strategic Scientific Research Plan, Quality Strategic Plan and other associated plans of the College.
- 5.13 Approves the secondment or contracting of faculty staff members with public or private sectors and other civil institutions.
- 5.14 Approves faculty staff members sabbatical leave, scientific communication, and participation in scientific and academic events or activities.
- 5.15 Approves promotion of faculty staff members upon recommendations from the Scientific Council.
- 5.16 Approves the establishment of Scientific periodicals or journals.
- 5.17 Approves the student extracurricular activities plan within the College.
- 5.18 Recommends the approval of the Annual Report of the College to be ratified by the BOT.
- 5.19 Recommends the approval of the financial report of the College to be ratified by the BOT.

5.20 Recommends the proposed College annual budget by approval by the BOT.

5.21 Reviews and studies any subject referred to by the Chairperson or any member of the Council.

5.22 Approves of results of the examination.

5.23 Approves the list of students for graduation from all offered programs during the academic year.

6. Performance evaluation of the College Council:

6.1 The College Council of Fakeeh College for Medical Sciences is committed to assessing its own performance in order to identify its strengths and weaknesses and areas in which it may improve its functioning.

6.2 The College Council will conduct self-evaluation process every year.

7. Membership:

- **Chairperson:** College Dean
- **Members:**
- Vice Deans
- Head of Departments
- Student Representatives

8. Meeting policy:

8.1 Meeting Frequency: ☐ Weekly ☐ Biweekly ☒ Monthly ☐ Twice Per Semester

8.2 Other: Quorum: 2/3

8.3 Decision Making: By consensus or by vote as dictated by topic

8.4 Final Report Due (if Applicable)

8.5 Committee: Governing Body

9. Committee Performance Indicators

#	Indicator	Reporting Frequency
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1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Students Grades Review and Moderation Sub Committee

Students Grades Review and Moderation Sub Committee - Term of Reference

- 1. Classification:** Academic
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To provide clear guidance on suggested moderation and establish effective practices where appropriate.
- 4. Organizational relationships:**
 - 4.1 Report to:** College Council.
 - 4.2 Responsible for:** Follow the FCMS Policies and procedures
 - 4.3 Authority:** meetings are responsibility of the Chairperson.
- 5. Process:**
 - 5.1** The chairperson of the committee calls for meetings by sending the meeting agenda and the required documents to the committee members.
 - 5.2** During the meeting, the members will discuss the topics of the agenda and the decision will be taken by two third votes of the participants.
 - 5.3** The meeting minutes will be sent to the members for review and signature.
 - 5.4** The decisions will be reported to the assessment and evaluation committee.
- 6. Functions and duties:**
 - 6.1** Review and moderate all exam papers for midterm and final exams for undergraduate and postgraduate programs.
 - 6.2** Communicate with faculty on one-to-one base regarding exam moderation issues.
 - 6.3** Discuss identified problems in conducting and preparing exams.
 - 6.4** Prepare action plans to overcome the identified problems and report to the Director of Assessment Centre for actions.

7. Membership:

#	Position	
1.	Dean of the college	Chairperson
2.	Vice dean for Academic Affairs	Member
3.	Vice Dean for Postgraduate Studies and Scientific Research	Members
4.	Heads of departments	Members
5.	Senior staff from specialties and general courses	Members
	Administrative Assistant	Reporter

8. Frequency, duration & meetings:

- 8.1 Meeting Frequency: one per semester
- 8.2 Duration of the committee: Committee charge and members will be reviewed on an annual basis.
- 8.3 The Quorum is the chair plus two third of the committee members.
- 8.4 The meeting limited by 60 minutes duration when appropriate.

9. Documentation:

- 9.1 Agenda: The agenda prepared and issued by the chair.
- 9.2 Minutes: The meeting minutes are written during the meeting by the reporter.
- 9.3 Reports: Final report prepared by the reporter then approved by the chair after approval of all the members before final draft.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual

2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Graduation Verification and Nomination of Students for Graduation Subcommittee

Graduation Verification and Nomination of Students for Graduation Subcommittee - Term of

Reference

1. Classification: Executive Committee

2. Committee Type: Standing Committee

3. Purpose: To ensure the fulfillment of the graduation requirements to the expected graduates list.

4. Organizational relationships:

4.1 Report to: College council.

4.2 Responsible for: Verification and submission of the graduates list to College Council for approval.

4.3 Authority: meetings are responsibility of the Chairperson.

5. Process: The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee's members. After discussion the decisions will be taken by the two third votes of the participants.

6. Functions and duties:

6.1 Revises student records to ensure that all the graduation requirements have been completed.

6.2 Audits and verifies students' data and information and ensures its accuracy and completeness.

6.3 Confirms that the personal data, such as name in Arabic and English Language is correct as per identity card and passport.

6.4 Verifies students' transcripts and ensures its accuracy.

6.5 Ensures the availability of the graduation certificates, final grade records and transcripts for graduate students.

6.6 Plans and organizes for the graduation ceremony.

6.7 Submits the final graduates list to the College Council (CC) for appropriate decision and approval.

7. Membership:

#	Position	
1.	Vice Dean for Admission and Registration	Chairperson

2.	Vice Dean for Academic Affairs	Member
3.	Vice Dean for Postgraduate Studies and Scientific Research	Members
4.	Program Directors	Members
5.	Administrative Assistant	Reporter

8. Meeting Policy:

- 8.1 The meeting is held every semester and additional meetings may be conducted as needed.
- 8.2 Duration of the subcommittee is one academic year.
- 8.3 The Quorum is the chair plus two third of the participants members' number.
- 8.4 Subcommittee decision making: By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1 **Agenda:** The agenda prepared and issued by the chair.
- 9.2 **Minutes:** The meeting minutes are written during the meeting by the reporter.
- 9.3 **Reports:** Annual report is prepared by the chair and then approved by the members.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation-Agenda and Minutes) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual

4.	Operational efficiency rating	Annual
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B. Executive Committees

College Operational Committee

College Operational Committee - Terms of Reference

1. **Classification:** Executive
2. **Committee Type:** Standing Committee
3. **Purpose:** To review and supervise the operational efficiency of academic and administrative activities of FCMS.
4. **Organizational relationships:**
 - 4.1 **Report to:** College Council

4.2 Responsibility: Review and evaluate the effectiveness of the operational activities of both academic and administrative departments or units and support the decision-making of the Deanship of the college.

4.3 Authority: The Committee meetings are the responsibility of the Chairperson.

5. Functions and Duties

- 5.1** Reviews and contributes to the development of the annual manpower plan of the College.
- 5.2** Reviews and contributes to the development of the annual budget of the College.
- 5.3** Reviews the appointment of faculty staff members and senior administrative staff as per recommendations of head of departments and/or units.
- 5.4** Reviews the various academic and administrative activities within the College with a focus on program delivery and accreditation.
- 5.5** Reviews the implementation of the “Strategic Plan” of the College.
- 5.6** Reviews the implementation of all projects within the College.
- 5.7** Reviews and make recommendations on the renewal of contracts of faculty staff members of the college as per performance reports.
- 5.8** Reviews the research and community engagement activities of the faculty staff members, students, and others.
- 5.9** Contributes to the preparation of the College events.
- 5.10** Designs strategies to enhance the College portfolio and reputation.
- 5.11** Reviews all collaboration and partnership agreements between the College and other organizations.
- 5.12** Contributes to the quality assurance and improvement activities within the College.
- 5.13** Monitors fulfillment of institutional plans’ outcomes.
- 5.14** Suggests champions for all major institutional initiatives.
- 5.15** Prepares the College Annual Report.
- 5.16** Responds to any matters as delegated by the Chairman of BOT and/or the Dean of the college.

- 5.17** Decides on the acquisition, modification, or usage of space within FCMS to be consistent with its strategic and operational plans.
- 5.18** Approves all physical alterations and renovations to FCMS space that involve structural, mechanical and/or electrical modification.
- 5.19** Reassigns poorly utilized or inappropriately allocated space.
- 5.20** Approves or declines proposals from units/departments requesting additional space or renovations to currently allocated space.
- 5.21** Decides on the furniture pattern its layout and allocation as per academic requirements and master plan.

6. Membership:

#	Position	
1.	Dean of FCMS	Chairperson
2.	Vice Dean for Academic Affairs	Member
3.	Vice Dean for Development and Quality Management	Member
4.	Vice Dean for Clinical Affairs	Member
5.	Vice Dean for Postgraduate Studies and Scientific Research	Member
6.	Vice Dean for Admission and Registration	Member
7.	Director of Administration and Finance	Member

7. Meeting Policy:

- 7.1 Meeting Frequency:** ☐Weekly ☐Biweekly ☐Monthly Other: Three times per year
- 7.2 Quorum:** 2/3
- 7.3 Decision Making:** By consensus or by vote as dictated by topic
- 7.4 Final Report Due** (if Applicable)
- 7.5 Committee Type:** ☐Task Force ☒Standing ☐Administrative ☐Ad Hoc ☐Academic

8. Committee Performance Indicators

#	Indicator	Reporting Frequency
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1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Strategic Planning Steering Committee

Strategic Planning Steering Committee - Terms of Reference

- 1. Classification:** Executive committee
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To establish guidelines for Strategic planning and monitoring the implementation process of the “Strategic Plan” of FCMS.
- 4. Organizational relationships:**
 - 4.1 Reports to:** College Council
 - 4.2 Responsibility:** Overseeing the implementation of the strategic plan at the FCMS and reporting the progress at the end of each academic year to the College Council.
 - 4.3 Authority:** SPSC meetings are the responsibility of the chairperson.
- 5. Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee members. A consensus decision will be taken by the two-thirds votes of the members.
- 6. Functions and duties:**

- 6.1 Creates a framework for the strategic planning process within FCMS.
- 6.2 Monitors the implementation of the Strategic Plan, associated plans and programs' operational plans.
- 6.3 Ensures that all processes at FCMS follow the defined cycle of planning, implementation assessment and review.
- 6.4 Ensures that all staff, students and other stakeholders are involved in the planning processes as relevant and communicated well about the Strategic Plan of the college.
- 6.5 Ensures that planning processes and activities are performed in alignment with institutional mission and goals through various awareness activities and monitoring tools.
- 6.6 Monitors the achievements of all strategic and operational plans on a regular basis and makes necessary adjustments to the plans according to changing circumstances.
- 6.7 Discusses the annual achievement reports of all strategic plans and operational plans and provides necessary guidance and direction.

7. Membership:

#	Position	
1.	College Dean	Chairman
2.	Vice Deans	Members
3.	Head of Departments	Members
4.	Director of Administration and Finance	Member
5.	Executive Director-Quality and Accreditation Unit	Member
	Committee Secretary	Reporter

8. Meeting Policy:

- 8.1 The meeting is held twice per semester and additional meetings may be conducted as needed.
- 8.2 Duration of the committee is one academic year.
- 8.3 The Quorum is the chair plus two third of the participants members' number.
- 8.4 Committee decision making: By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1 Agenda: The agenda prepared and issued by the chair.
- 9.2 Minutes: The meeting minutes is written during the meeting by the reporter.
- 9.3 Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Quality and Accreditation Steering Committee

Quality and Accreditation Steering Committee (QASC) - Terms of Reference

- 1. Classification:** Executive Committee
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To oversee the implementation of Quality standards and Accreditation process at Fakeeh College for Medical Sciences (FCMS).
- 4. Organizational relationships:**
 - 4.1 Report to:** College Council
 - 4.2 Responsibility:** Monitor the compliance with Quality Management System (QMS) and prepare the institution for the accreditation process.
 - 4.3 Authority:** QASC meetings are responsibility of the Chairperson.
- 5. Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee's members. A consensus decision will be taken by the two third votes of the members.
- 6. Functions and duties:**
 - 6.1** Provides oversight on the National Commission for Academic Accreditation and Assessment (NCAAA) Accreditation process at FCMS.
 - 6.2** Evaluates FCMS' status on NCAAA accreditation and develop gap analysis.
 - 6.3** Reviews and interprets NCAAA standards and assign committees to implement these standards within specified time frames.
 - 6.4** Receives and reviews progress reports from assigned committees and provides updates periodically.
 - 6.5** Ensures completion of all required documentation as required by accreditation bodies.
 - 6.6** Ensures the College- wide readiness for accreditation review.

- 6.7 Conducts mock reviews to identify strengths and weaknesses as well as opportunities for improvement and prepare plans to bridge the gaps.
- 6.8 Communicates with Accreditation agencies from time to time and update the progress as needed.
- 6.9 Follow -ups and monitors continuous implementation of Quality standards and Accreditation process.
- 6.10 Raises faculty and staff awareness on Quality standards and Accreditation process.

7. Membership:

#	Position	
1.	College Dean	Chairperson
2.	Vice Deans	Member
3.	Head of Departments	Members
4.	Quality and Accreditation Unit- Executive Director	Member
5.	Accreditation Committee Chairpersons	Members
	Committee secretary	Reporter

8. Meeting Policy:

- 8.1 The meeting is held twice per semester and additional meetings may be conducted as needed.
- 8.2 The duration of the committee is one academic year.
- 8.3 The Quorum is the chair plus two third of the participants members' number.
- 8.4 Committee decision making: By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1 Agenda: The agenda prepared and issued by the chair.
- 9.2 Minutes: The meeting minutes is written during the meeting by the reporter.
- 9.3 Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Postgraduate Studies Committee

Postgraduate Studies Committee - Terms of Reference

- 1. Classification:** Executive
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To ensure that the systems are in place for the effective management of the postgraduate programs guided by clear policies and guidelines.
- 4. Organizational relationships:**
 - 4.1 Report to:** College Council
 - 4.2 Responsibility:** Review and evaluate the effectiveness of current system in delivering academic postgraduate programs and advice on improvement strategies.
 - 4.3 Authority:** Postgraduate Studies Committee meetings are responsibility of the Chairperson.
- 5. Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee's members. After discussion the decisions will be taken by the two third votes of the participants
- 6. Functions and duties:**
 - 6.1** Oversees and monitors the implementation of Programs of "Postgraduate Studies" within FCMS.
 - 6.2** Reviews and monitors "Postgraduate Studies" programs plans.
 - 6.3** Reviews and develops Policy and Procedures related to "Postgraduate Studies".
 - 6.4** Reviews and monitors suggested recommendations and action plans for programs improvement as per Quality Assurance reports (Course Reports, Program Report).
 - 6.5** Reviews new applicant documents and send it to the concern departments for interview.
 - 6.6** Reviews students request about postponement, withdrawal, and re-registration.
 - 6.7** Reviews suggested proposals for graduation research projects and sent recommendations to concern department councils.
 - 6.8** Reviews nominated faculty staff members to "Postgraduate Studies" programs and send recommendations to concern department councils.
 - 6.9** Reviews approved students' achievement and grades.

6.10 Develops Annual Report of activities of the committee.

7. Membership:

#	Position	
1.	Dean	Chairperson
2.	Vice Dean for Postgraduate Studies and Scientific Research	Co-Chairperson
3.	Vice Dean for Development and Quality Management	Member
4.	Vice Dean for Academic Affairs	Member
5.	Vice dean for Clinical Affairs	Member
6.	Head of Medical Education Department	Member
7.	Nursing Head of Department	Member
8.	Postgraduate Programs Directors	Members

8. Meeting Policy:

- 8.1** Meeting is to be held twice per semester and additional meetings may be conducted as needed.
- 8.2** Duration of the committee: Committee chair and members will be reviewed on an annual basis.
- 8.3** The Quorum is the chair plus two third of the participants members' number.
- 8.4** Committee decision making: By consensus or by vote as dictated by topic.

9. Documentation

- 9.1 Agenda:** The agenda prepared and issued by the chair
- 9.2 Minutes:** All committee meetings shall be numbered and documented in minutes.
- 9.3 Reports:** Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual

2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Appointment and Promotion Committee (APC)

Appointment and Promotion Committee (APC)- Terms of Reference

- 1. Classification:** Executive Committee
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To ensure fairness, transparency, and consistency in the processes followed for academic promotions and appointments within Fakeeh College for Medical Sciences (FCMS).
- 4. Organizational Relationships:**
 - 4.1 Report to:** College Council
 - 4.2 Responsibility:** Ensure a transparent process for academic appointments and promotions within the institution.
 - 4.3 Authority:** APC meetings are responsibility of the Chairperson.

5. Process: The chairperson of the committee calls for the meeting. A consensus decision will be taken by the two third votes of the members.

6. Functions and Duties:

- 6.1** Ensure that clear policies and procedures, in line with the laws and legislations of the Ministry of Education and the Scientific Council at the University of Jeddah, are available that guide the recruitment and retention of faculty and staff at college.
- 6.2** Establish policies and procedures to guide the academic promotion process within the College.
- 6.3** Adopt strategies to publicize and orient the staff on these important policies and procedures. In addition, make sure that these policies and procedures are followed and implemented, and is reviewed and updated regularly.
- 6.4** Ensure that appointments at FCMS comply with institutional policies and regulatory standards.
- 6.5** Review the documents of candidates applying for appointments, ensuring their academic qualifications, experience, and publications meet the institutional and national standards for the relevant academic rank.
- 6.6** Provide recommendations for the appointment of new faculty members based on a comprehensive evaluation of their qualifications and forward these decisions to the College Council for final approval.
- 6.7** Submit appointment documents to the Scientific Council of the University of Jeddah for those appointed for the first time as faculty staff members, ensuring all necessary documentation and qualifications are verified.
- 6.8** Review the documents submitted by faculty staff members applying for promotion.
- 6.9** Provide recommendations for promotion based on a transparent evaluation of the candidate's credentials and forward these recommendations to the College Council for further review.
- 6.10** Offer guidance and orientation to faculty staff members to ensure they fully understand promotion policy and procedures.

- 6.11** Submit the promotion documents of faculty staff members who are promoted within the Kingdom of Saudi Arabia to the Scientific Council of the University of Jeddah, ensuring that all guidelines for academic promotion are followed.
- 6.12** Submit the promotion documents of faculty staff members who have been promoted within their home country to the College Council for final approval.

7. Membership:

#	Position	
1.	Vice dean for Admission and Registration	Chairperson
2.	Director of Administration and Finance	Member
3.	Senior Faculty Staff Members	Members
	Committee secretary	Reporter

8. Meeting Policy:

- 8.1** The meeting is held as needed.
- 8.2** The duration of the committee is one academic year.
- 8.3** The Quorum is the chair plus two third of the participants members' number.
- 8.4** Committee decision making: By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1** Agenda: The agenda prepared and issued by the chair.
- 9.2** Minutes: The meeting minutes is written during the meeting by the reporter.
- 9.3** Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
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1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

C. Academic Committees

Curriculum Review and Monitoring Committee

Curriculum Review and Monitoring Committee (CRMC) – Terms of Reference

- 1. Classification:** Academic Committee
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To guide the curriculum development and review processes at FCMS. To oversee and report the implementation of approved curricula at FCMS.
- 4. Organizational relationships:**
 - 4.1 Report to:** College Council
 - 4.2 Responsibility:** Review the implementation of approved curricula and monitor the quality and effectiveness of academic process within various academic programs at FCMS.
 - 4.3 Authority:** CRMC meetings are responsibility of the chairperson.
- 5. Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee's members. A consensus decision will be taken by the two third votes of the members.
- 6. Functions and duties:**
 - 6.1** Oversees the institution's curriculum review process and its implementation as per its map.
 - 6.2** Reviews and provides feedback on academic reports like course reports and program reports.
 - 6.3** Guides the programs in curriculum review and approval process.

- 6.4 Monitors the achievement of selected Key performance Indicators (KPIs) related to teaching and learning process and curriculum implementation.
- 6.5 Ensures availability of policies and procedures covering all aspects of academic process including curriculum monitoring within FCMS.
- 6.6 Oversees and monitor student assessment and evaluation process.
- 6.7 Monitors and adopt measures to avoid academic plagiarism by strict application of plagiarism policy.

7. Membership:

#	Position	
1.	Head of Medical Education Department	Chairperson
2.	Head of Departments	Members
3.	Senior Faculty members	Members
4.	Executive Director-Quality and accreditation Unit	Member
	Committee Secretary	Reporter

8. Meeting Policy:

- 8.1 The meeting is held twice per semester and additional meetings may be conducted as needed.
- 8.2 Duration of the committee is one academic year.
- 8.3 The Quorum is the chair plus two third of the participants members' number.
- 8.4 Committee decision making:
By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1 Agenda: The agenda prepared and issued by the chair.
- 9.2 Minutes: The meeting minutes is written during the meeting by the reporter.
- 9.3 Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Internship and Student Training Committee

Internship and Student Training Committee (ISTC) – Terms of Reference

- 1. Classification:** Academic committee
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To establish guidelines for Clinical and Internship Training Program at FCMS.
- 4. Organizational relationships:**
 - 4.1 Reports To:** Dean.
 - 4.2 Responsibility:** Monitor the Departmental compliance on established policies and procedures governing Students and Interns training.
 - 4.3 Authority:** ISTC meetings are responsibility of the Chairperson.
- 5. Process:** The Chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee's members. A consensus decision will be taken by the two third votes of the members.
- 6. Functions and duties:**
 - 6.1** Develops plans for students' clinical training at FCMS programs.
 - 6.2** Verifies the clinical training facility for adequacy of resources to support effective training.
 - 6.3** Initiates preceptorship program with the clinical training area and provide them training sessions to make them understand the course objectives, training requirements and evaluation methods.
 - 6.4** Communicates with the clinical training facility and arrange in advance for the smooth running of the training throughout the semester.
 - 6.5** Develops the plan for internship training for college programs and ensure facilities are adequate for the training.
 - 6.6** Provides proper training and maintain continuous communication with the training facility staff to ensure students achieve required learning outcomes.

- 6.7** Evaluates the effectiveness of students clinical training continuously and report to the concerned program directors and Dean.

7. Membership:

#	Position	
1.	Vice Dean for Clinical Affairs	Chairperson
2.	Clinical Training Coordinators	Member
3.	Internship coordinators	Members
4.	Program Directors	Members
5.	Training coordinator-DSFH	Member
6.	Training Coordinators- external Clinical placements	Members
	Committee Secretary	Reporter

8. Meeting Policy:

- 8.1** The meeting is held one per semester and additional meetings may be conducted as needed.
- 8.2** Duration of the committee is one academic year.
- 8.3** The Quorum is the chair plus two third of the participants members' number.
- 8.4** Committee decision making:
- 8.5** By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1** Agenda: The agenda prepared and issued by the chair.
- 9.2** Minutes: The meeting minutes is written during the meeting by the reporter.
- 9.3** Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Examination Committee

Examination Committee (EC) - Terms of Reference

1. **Classification:** Academic Committee
2. **Committee Type:** Standing Committee
3. **Purpose:** To conduct examination process at FCMS by following policies and procedures.
4. **Organizational relationships:**
 - 4.1 **Report to:** College Council
 - 4.2 **Responsibility:** Follow the academic standards for conducting examination processes.
 - 4.3 **Authority:** EC meetings are responsibility of the Chairperson.
5. **Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee's members. A consensus decision will be taken by the two third votes of the members.
6. **Functions and duties:**
 - 6.1 Develops policies and procedures related to the examination process at FCMS.
 - 6.2 Prepares the examination schedules for both mid-term and final examination for all Programs rendered within the FCMS.
 - 6.3 Prepares invigilation schedules and plans for students' distribution in examination halls as per examinations for each program within FCMS.
 - 6.4 Prepares a plan for making copies of examination papers as needed in coordination with the Assessment Center.
 - 6.5 Monitors the auditing process of the corrected examination papers.
 - 6.6 Delivers the approved score sheets to the concerned Department direction after completion of the process in coordination with the Assessment Center.
 - 6.7 Submits the statistical report to College Dean.

7. Membership:

#	Position	
1.	Vice Dean for Academic Affairs	Chairperson
2.	Department representatives	Members

3.	Registration Unit Director	Member
4.	IT System Administrator	Member
5.	Student Affairs Officer	Members
	Committee Secretary	Reporter

8. Meeting Policy:

- 8.1 The meeting is held twice per semester and additional meetings may be conducted as needed.
- 8.2 Duration of the committee is one academic year.
- 8.3 The Quorum is the chair plus two third of the participants members' number.
- 8.4 Committee decision making:
By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1 Agenda: The agenda prepared and issued by the chair.
- 9.2 Minutes: The meeting minutes is written during the meeting by the reporter.
- 9.3 Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Number of OVRs raised in relation to examination process during the academic year.	Annual
5.	Operational efficiency rating	Annual

Community Engagement and Social Accountability Committee (CESAC)

Community Engagement and Social Accountability Committee (CESAC) - Terms of Reference

- 1. Classification:** Academic
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To build a sustainable partnership with the community.
- 4. Organizational relationships:**
 - 4.1 Report to:** College Council
 - 4.2 Responsibility:** Device various strategies for community engagement initiatives.
 - 4.3 Authority:** CEC meetings are responsibility of the Chairperson.
- 5. Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee members. A consensus decision will be taken by the two third votes of the members.
- 6. Functions and duties:**
 - 6.1** Develop a strategic Community Engagement Partnership Plan (CEP) that is consistent with the FCMS' mission, goals and needs of the community.
 - 6.2** Monitor the implementation of a strategic community engagement plan and ensure active participation of faculty members, students and employees.
 - 6.3** Initiate partnership engagement with community stakeholders.
 - 6.4** Monitor the effectiveness of community engagement partnerships on regular basis and submit an annual report.
 - 6.5** Ensure that all the programs offered at FCMS contribute toward a strategic community engagement plan as well as an annual implementation plan.
 - 6.6** Gather community stakeholders' feedback and develop action plans for improvements.
 - 6.7** Implement strategies to enhance FCMS's public presence and reputation.
 - 6.8** Initiate community educational programs based on community needs.
 - 6.9** Encourage community-based research activities at national and international levels to resolve community issues and requirements.

- 6.10** Establish effective cooperative relations with the local and international community, professional bodies, and labor market.
- 6.11** Publicize the FCMS' community engagement initiatives through College website.
- 6.12** Spread the culture of social accountability and the correct principles and its related fields.
- 6.13** Identify social accountability and sustainable development programs and projects based on needs and gaps within the community and prioritize the projects accordingly.
- 6.14** Develop an executive plan for social accountability programs and projects in line with the Institutional strategic plan.
- 6.15** Establishment of an annual award for the distinguished team in the provision of community services.
- 6.16** Evaluate social accountability projects by conducting interviews and questionnaires for faculty members and some members of the community and measuring performance indicators for each project.
- 6.17** Submit an annual report to document the activities and projects of social responsibility and sustainable development that have been accomplished.

7. Membership:

#	Position	
1.	Vice Dean for Clinical Affairs	Chairperson
2.	Vice Dean for Development and Quality Management	Members
3.	Vice Dean for Academic Affairs	Member
4.	Vice Dean for Postgraduate studies and Scientific Research	Member
5.	Vice Dean for Admission and Registration	Member
6.	Program Directors (Undergraduate and Postgraduate Programs)	Members
7.	Designees from Community Engagement Activities Partners (DSFH, International Schools, Charity Organization, MOH, MOE)	Members

8.	Community Service Unit Manager	Member
9.	Public Relation Unit Manager	Member
10.	Student Representatives from all offered programs at FCMS	
	Committee Secretary	Reporter

8. Meeting Policy:

- 8.1 The meeting is held twice per semester, additional periodic meetings may be convened as needed.
- 8.2 The duration of the committee is one academic year.
- 8.3 The quorum is the chair plus two thirds of the committee members.
- 8.4 Committee decision making: By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1 Agenda: The agenda is prepared and issued by the chair.
- 9.2 Minutes: The meeting minutes are written during the meeting by the reporter.
- 9.3 Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Scientific Research Monitoring Committee

Scientific Research Monitoring Committee (SRMC) - Terms of Reference

1. **Classification:** Academic Committee
2. **Committee Type:** Standing Committee
3. **Purpose:** Supervise the research activities within FCMS.
4. **Organizational relationships:**
 - 4.1 **Report to:** College Council
 - 4.2 **Responsibility:** Overseeing the implementation of the Strategic Scientific Research Plan and thus ensuring the quality of research and research training at FCMS.

4.3 Authority: SRMC meetings are the responsibility of the Chairperson.

5. Process: The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee members. A consensus decision will be taken by two thirds votes of the members.

6. Functions and duties:

- 6.1** Develops a Strategic Scientific Research Plan that is consistent with the FCMS' mission and goals.
- 6.2** Monitors the implementation of a Strategic Scientific Research Plan and ensure active participation of faculty members, students, and employees.
- 6.3** Initiates research partnerships with national and international institutions.
- 6.4** Monitors the effectiveness of research partnerships on a regular basis and submit an annual report.
- 6.5** Monitors the implementation of funded projects.
- 6.6** Reviews progress/final research project reports.
- 6.7** Plans and organizes annual 'Research Day'.
- 6.8** Develops and implements research mentorship program in collaboration with Medical Education Department.
- 6.9** Develops policies necessary for the responsible conduct of research and to monitor their implementation.
- 6.10** Co-ordinates the scientific research activities among all programs offered at FCMS in collaboration with the Scientific Research Committees at each program level.
- 6.11** Implements educational sessions and training workshops for faculty members and students based on the needs' assessment.
- 6.12** Builds an annual database of the scientific research output of the members of the faculty and students.
- 6.13** Encourages scientific research activities through the adoption of research excellence awards for faculty members and students.
- 6.14** Maintains an oversight on academic and research integrity.

6.15 Reports the achievements of research activities at the College including the outcome from the research groups through research related KPIs.

6.16 Prepares annual committee report.

7. Membership:

#	Position	
1.	Vice Dean for Post Graduate Studies and Scientific Research	Chairperson
2.	Manager of Scientific Research Unit	Member
2.	Head of Departments	Members
3.	Program Directors	Member
4.	Senior faculty members	Member
5.	Student representative	Members
	Committee Secretary	Reporter

8. Meeting Frequency:

8.1 The meeting is held twice per semester and additional meetings may be conducted as needed.

8.2 The duration of the committee is one academic year.

8.3 The Quorum is the chair plus two thirds of the participants members' number.

9. Documentation:

9.1 Agenda: The agenda prepared and issued by the chair.

9.2 Minutes: The meeting minutes is written during the meeting by the reporter.

9.3 Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Academic Integrity and Appeal Committee (AIAC)

Academic Integrity and Appeal Committee (AIAC) - Terms of Reference

- 1. Classification:** Academic
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To ensure that academic integrity is maintained within FCMS and any violations are addressed by following the policies and procedures.
- 4. Organizational relationships:**
 - 4.1 Report to:** College Council
 - 4.2 Responsibility:** Oversee the fair and transparent implementation of the 'Academic Integrity Policy' within FCMS.
 - 4.3 Authority:** AIAC meetings are the responsibility of the Chairperson.
- 5. Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee members. A consensus decision will be taken by the two third votes of the members. The Committee holds its sessions in the

presence of the investigated person. The Committee has the right to hear the statements of witnesses, when necessary.

6. Functions and duties:

- 6.1 Reviews the 'Academic Integrity Policy' and make recommendations.
- 6.2 Ensures implementation of the 'Academic Integrity Policy' by making decisions on cases that have been referred to the committee.
- 6.3 Provides education to students, faculty, staff, and administration regarding the implementation of the 'Academic Integrity Policy'.
- 6.4 Records and verify receipt of 'Academic Integrity Violation Reports' and arrange for a hearing. [At least three committee members must be present to conduct the hearing].
- 6.5 Reviews letters of appeal and any additional documentation (if appropriate) and conduct a hearing to address the appeal.
- 6.6 Communicates in writing the committee decisions to the faculty/student within ten working days. (By chair of the AIAC) where the faculty/student must sign to receive the decision letter.
- 6.7 Submits an annual report of the academic integrity violations and final sanctions to the College Council.

7. Membership:

#	Position	
1.	College Dean	Chairperson
2.	Vice Dean for Clinical Affairs	Members
3.	Vice Dean for Development and Quality Management	Member
4.	Vice Dean for Academic Affairs	Member
5.	Program Directors	Member
	Committee Secretary	Reporter

8. Meeting Policy:

- 8.1 The meeting is held once per semester, additional periodic meeting may be convened as needed.
- 8.2 The duration of the committee is one year.
- 8.3 The Quorum is the chair plus two thirds of the participants members' number.
- 8.4 Committee decision making: By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1 Agenda: The agenda prepared and issued by the chair.
- 9.2 Minutes: The meeting minutes is written during the meeting by the reporter.
- 9.3 Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Institutional Extracurricular Activities (ECAs) Development and Monitoring Committee

Institutional Extracurricular Activities (ECAs) Development and Monitoring Committee
(IEADMC)

1. Classification: Academic Committee

2. Committee Type: Standing Committee

3. Purpose:

- To oversee the development, implementation, effectiveness and continuous improvement of extracurricular activities at Fakeeh College for Medical Sciences (FCMS).
- To Ensure that ECAs align with the educational objectives and learning outcomes within the college and contribute positively to the overall development of students.

4. Organizational relationships:

4.1 Report to: College Council

4.2 Responsibility: Oversee and monitor the planning, implementation, and evaluation of all extracurricular activities.

4.3 Authority: the meetings are the responsibility of the chairperson.

5. Process: The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all committee members. A consensus decision will be made by two-thirds of the members' votes.

6. Functions and duties: The Committee shall:

- 6.1 Monitor the planning, execution, and evaluation of ECAs organized by various departments and programs with the student community at the College.
- 6.2 Ensure that the ECAs plan is aligned with the institution's strategic goals and supports the personal and professional development of students.
- 6.3 Ensure the institution's ECAs Plan is integrated with its academic programs.
- 6.4 Facilitate the integration of ECAs with academic programs.
- 6.5 Ensure that the ECAs are conducted in accordance with institutional policies and standards.
- 6.6 Regularly review and report on the achievements of Key Performance Indicators (KPIs) related to ECAs, analyzing data to inform continuous improvement.
- 6.7 Monitor stakeholder satisfaction through surveys and feedback mechanisms, ensuring that ECAs are responsive to the needs and expectations of students, faculty staff members, and staff.
- 6.8 Ensure that all documentation related to ECAs meets the requirements of accreditation bodies, maintaining compliance with institutional standards.
- 6.9 Raise awareness among students, faculty, and staff about the importance and availability of ECAs, encouraging participation and engagement.
- 6.10 Monitor the financial and logistical support for ECAs, ensuring resources are utilized effectively and efficiently.
- 6.11 Provide recommendations for improvement and innovation in ECAs based on monitoring and evaluation findings.
- 6.12 Develop criteria and methods for evaluating the effectiveness and impact of ECAs on students learning and development.
- 6.13 Prepare reports summarize findings, observations, and recommendations for the College Council.

7. Membership:

#	Position	
1.	Vice Dean for Development and Quality Management	Chairperson
2.	Vice Dean for Academic Affairs	Member
3.	Director of Student Activity Affairs Unit	Member
4.	Head of Medical Education Department	Member
5.	Executive Director of Quality and Accreditation Unit	Member
6.	Director of Student Career and Alumni Unit	Member
7.	Director of Community Services Unit	Member
8.	Program Directors	Members
9.	Student Representatives (from each Program)	Members
10.	Committee Secretary	Reporter

8. Meeting Policy:

- 8.1 The meetings will be held twice per semester, and additional meetings may be conducted as needed.
- 8.2 The duration of the committee is one academic year.
- 8.3 The Quorum is the chair plus two-thirds of the members' number.
- 8.4 Committee decision making:
By consensus or by votes as dictated by the topic.

9. Documentation:

- 9.1 **Agenda:** The agenda is prepared and issued by the chair.
- 9.2 **Minutes:** The meeting minutes are written during the meeting by the reporter.
- 9.3 **Reports:** The committee will report through an annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	The proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self-evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Student Progress and Promotion Committee

Student Progress and Promotion Committee (SPPC) - Terms of Reference

- 1. Classification:** Academic Committee
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To establish a process within FCMS for monitoring the students' progress and promotion.
- 4. Organizational relationships:**
 - 4.1 Report to:** College Council
 - 4.2 Responsibility:** To confirm that the students' progress is monitored on regular basis and ensure their progress.
 - 4.3 Authority:** SPC meetings are responsibility of the Chairperson.
- 5. Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee's members. A Consensus discussion the decisions will be taken by the two third votes of the participants.
- 6. Functions and duties:**
 - 6.1** Reviews reports and recommendations, from program directors on the progress of individual students.
 - 6.2** Evaluates the circumstances that may have contributed to the unsatisfactory academic progress of the identified students.
 - 6.3** Identifies students who are experiencing difficulties and/or at risk of failing, including those who might be offered additional learning support for future learning.
 - 6.4** Recommends intervention strategies specific to the individual student's needs to assist the student to improve his/her performance and progress.
 - 6.5** Ensures that appropriate strategies are in place to improve achievement and progress of all groups of students across all programs within FCMS.

- 6.6** Makes recommendations to the 'Students Academic Affairs Committee', regarding individual students being:
- Ready to progress;
 - Not ready to progress;
 - Potential distinction candidates;
- 6.7** Follow-up the support services provided to the needed students and monitor its outcome.
- 6.8** Establishes uniform standards for satisfactory academic performance of students for preclinical and clinical courses in relation to the various programs offered at FCMS.
- 6.9** Reviews the performance of all students annually to ensure that the students are making satisfactory progress toward attaining their degree and meeting all relevant standards.
- 6.10** Submits recommendations to the "Students Grades Review and Moderation Subcommittee" for student promotion to the next year of the program and/or graduation.

7. Membership:

#	Position	
1.	Vice dean for Academic Affairs	Chairperson
2.	Vice Dean for Postgraduate Studies and Scientific Research	Member
3.	Vice dean for Development and Quality Management	Member
4.	Head of Departments	Members
5	Senior Staff Members (two professors)	Members
	Committee Secretary	Reporter

8. Meeting Policy:

- 8.1** The meeting is held twice per semester and additional meetings may be conducted as needed.
- 8.2** Duration of the committee is one academic year.

8.3 The Quorum is the chair plus two third of the participants members' number.

8.4 Committee decision making:

By consensus or by vote as dictated by topic.

9. Documentation:

9.1 Agenda: The agenda prepared and issued by the chair.

9.2 Minutes: The meeting minutes is written during the meeting by the reporter.

9.3 Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Students Academic Affairs Committee

Students Academic Affairs Committee (AAC) - Terms of Reference

1. **Classification:** Academic Committee
2. **Committee Type:** Standing Committee
3. **Purpose:** To ensure equitable implementation of academic regulations at all levels of the institution.

4. Organizational relationships:

4.1 Report to: College Council

4.2 Responsible for: Monitor the implementation of academic regulations.

4.3 Authority: SAAC meetings are responsibility of the Chairperson.

5. Process: The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee's members. A Conesus discussion the decisions will be taken by the two third votes of the participants.

6. Functions and Duties:

6.1 Reviews and monitors the implementation of FCMS policies and procedures related to the student's academic experience at the College.

6.2 Discusses and give recommendation on students' academic matters like decision on admission of special cases, postponement of semester, withdrawal from courses or program, absenteeism from courses or exams, plagiarism, code of conduct, orientation programs and students' grievances and complaints.

6.3 Reviews the requests for internal transfers from program to another program and from external institutions.

6.4 Finalizes the timetable and schedule for exams to be finally approved by the College Council according to FCMS regulations.

7. Membership:

#	Position	
1.	Vice Dean for Academic Affairs	Chairperson
2.	Vice Dean for Admission and Registration	Member
3.	Head of Departments	Members
4.	Program Directors	Members
5.	Quality and Accreditation Unit-Executive Director	Member
	Committee Secretary	Reporter

8. Meeting Policy:

8.1 The meeting is held twice per semester and additional meetings may be conducted as needed.

8.2 Duration of the committee is one academic year.

8.3 The Quorum is the chair plus two third of the participants members' number.

8.4 Committee decision making: By consensus or by vote as dictated by topic.

9. Documentation:

9.1 Agenda: The agenda prepared and issued by the chair.

9.2 Minutes: The meeting minutes is written during the meeting by the reporter.

9.3 Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

D. Administrative Committees

Financial Review and Monitoring Committee

Financial Review and Monitoring Committee (FRMC) - Terms of Reference

1. **Classification:** Administrative Committee
2. **Committee Type:** Standing Committee
3. **Purpose:** To oversee the implementation of financial planning and management policies at FCMS.
4. **Organizational relationships:**
 - 4.1 **Report to:** Dean
 - 4.2 **Responsibility:** Ensures financial management is done following FCMS policies and procedures.

4.3 Authority: FRMC meetings are responsibility of the Chairperson.

5. Process: The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee's members. A consensus decision will be taken by the two third votes of the members.

6. Functions and duties:

- 6.1** Reviews and monitor the implementation of FCMS policies and procedures related to financial planning and management.
- 6.2** Reviews the quarterly financial statements and ensure financial stability.
- 6.3** Oversees the planning and budgeting practices at FCMS.
- 6.4** Discusses and give recommendation on students' payment regulations according to MOE guidelines and regulations of other sponsoring agencies.
- 6.5** Reviews the Key Performance Indicator data related to financial planning and management process.
- 6.6** Suggests realistic operating strategies that would enhance the diversity and sustainability of FCMS revenue model.

7. Membership:

#	Position	
1.	Director of Administration and Finance	Chairperson
2.	Finance Unit Manager	Member
3.	IT Unit Manager	Member
4.	Director-Admission Unit	Member
5.	Executive Director-Quality and Accreditation Unit	Member
6.	Human Resource Unit Manager	Member
	Committee secretary	Reporter

8. Meeting Policy:

- 8.1** The meeting is held one per semester and additional meetings may be conducted as needed.

8.2 Duration of the committee is one academic year.

8.3 The Quorum is the chair plus two third of the participants members' number.

8.4 Committee decision making: By consensus or by vote as dictated by topic.

9. Documentation:

9.1 Agenda: The agenda prepared and issued by the chair.

9.2 Minutes: The meeting minutes is written during the meeting by the reporter.

9.3 Reports: Annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Information System Management Committee

Information System Management Committee (ISMC) - Terms of Reference

1. **Classification:** Administrative Committee
2. **Committee Type:** Standing Committee
3. **Purpose:** To ensure the perfect working condition of hardware, software and networking system to facilitate smooth functioning of departments at FCMS.
4. **Organizational relationships:**
 - 4.1 **Report to:** Dean
 - 4.2 **Responsibility:** Improving the information technology support at FCMS.

4.3 Authority: ISMC Committee decisions are binding and enforceable subsequent to the approval of the Dean of FCMS.

5. Process: The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee members. A consensus decision will be taken by the two third votes of the members.

6. Functions and duties:

6.1 Develops and updates policies and procedures in relation to information system management and use at FCMS.

6.2 Ensures that the information and data on the FCMS website is updated.

6.3 Ensures that FCMS hardware, software system and network system is functional.

6.4 Monitors the implementation of plans developed.

6.5 Builds up the latest academic information technology system to ensure effective performance.

6.6 Ensures that the staff using the system are thoroughly inducted and trained to perform the tasks.

6.7 Ensures timely assistance is provided to staff and students facing problems.

6.8 Maximizes the effective use of the I.T system by FCMS staff and students.

6.9 Develops a central database that supports the key performance indicators of FCMS departments and ensures the availability of reports on the required format.

6.10 Receives feedback from end users and develop or modify the current system set up to accommodate their needs.

6.11 Reviews the statistical data and reports generated from the system for submission to higher management.

6.12 Collaborates with DSFH information system in relation to the use of hardware and information sharing experiences and support as needed according to the agreement between DSFH and FCMS.

7. Membership: The chair is appointed by the Dean and the members recommended by the Chair and appointed by the chair as following.

#	Position	
1.	College Dean	Chairperson
2.	Vice Dean, Development and Quality Management	Co-Chairperson
3.	I.T. Consultant DSFH	Member
4.	I.T. Manager	Member
5.	I.T. Coordinator, System Administrator	Member
6.	Executive Director-Quality and Accreditation Unit	Member
7.	Head of Departments	Member
8.	Director – Registration Unit	Member
9.	Public Relation Manager	Member
	Committee Secretary	Member Non-voting

8. Meeting Policy:

- 8.1 The meeting is held one per semester, additional periodic meeting may be convened as needed.
- 8.2 Duration of the committee is one year.
- 8.3 The Quorum is the chair plus two third of the participants members' number
- 8.4 Committee decision making: By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1 Agenda: The agenda prepared and issued by the chair
- 9.2 Minutes: The meeting minutes is written during the meeting by the reporter.
- 9.3 Reports: Annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual

2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Disciplinary Committee

Disciplinary Committee (DC) - Terms of Reference

- 1. Classification:** Administrative
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To make judgment on matter referred to the committee regarding student/staff conduct, competency and/or ability to practice, according to FCMS regulations.
- 4. Organizational relationships:**
 - 4.1 Report to:** Dean
 - 4.2 Responsibility:** Ensure that FCMS code of conduct and disciplinary regulations are followed at all levels.
 - 4.3 Authority:** DAC meetings are responsibility of the Chairperson.
- 5. Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee members. A consensus decisions will be taken by the two third votes of the members. The Committee holds its sessions in the

presence of the investigated person. The Committee has the right to hear the statements of witnesses, when necessary.

6. Functions and duties:

- 6.1 Monitors and controls students' and Staff behavior within FCMS and its training facilities.
- 6.2 Discusses the disciplinary cases and suggest action based on FCMS regulations.
- 6.3 Implements disciplinary action decision once approved by Dean.

7. Membership:

#	Position	
1.	Vice Dean for Academic Affairs	Chairperson
2.	Program Directors	Members
3.	One senior staff from each program	Member
4.	Quality and Accreditation Unit -Representative	Member
5.	Student Affairs Officer	Member
	Committee Secretary	Reporter

8. Meeting Policy:

- 8.1 The committee holds its meetings according to reported cases through the invitation of the Chairperson and the employee under investigation is informed in writing via official letter to appear before the Committee for hearing their statement and defense.
- 8.2 Duration of the committee is one academic year.
- 8.3 The Quorum is the chair plus two third of the participants members' number.
- 8.4 Committee decision making:
By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1 Agenda: The agenda prepared and issued by the chair.
- 9.2 Minutes: The meeting minutes is written during the meeting by the reporter.

9.3 Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Safety and Facility Management Committee

Safety and Facility Management Committee (SFMC) - Terms of Reference

- 1. Classification:** Administrative
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To ensure a safe and secure working environment at Fakeeh College for Medical Sciences.
- 4. Organizational relationships:**
 - 4.1 Report to:** Dean
 - 4.2 Responsible for:** Monitoring the institutional compliance with the Safety and Facility Management standards.
 - 4.3 Authority:** SFMC meetings are responsibility of the Chairperson.
- 5. Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee's members. A Consensus discussion the decisions will be taken by the two third votes of the participants
- 6. Functions and duties:**
 - 6.1** Performs continuous risk management and plan appropriate strategies to mitigate these identified risks.
 - 6.2** Proposes plans to ensure the safety and security of the buildings and premises.
 - 6.3** Monitors the implementation of the plans.
 - 6.4** Conducts environmental round audits and propose recommendations for improvement.
 - 6.5** Ensures FCMS Labs comply with the safety regulations.

- 6.6** Ensures FCMS staff and students are educated on issues related to safety.
- 6.7** Ensures policies and procedures established to govern the security and safety issues including provision for dealing with emergency issues and it is educated to staff and students in timely manner.
- 7. Membership:** The chair appointed by the dean and the members recommended by the dean and appointed by the chair as following:

#	Position	
1.	Director of Administration and Finance	Chairperson
2.	Safety and Security Manager	Member
3.	Quality and Accreditation Unit-Representative	Member
4.	Lab supervisors	Members
5.	Students Activity Affairs Officer	Members
6.	Maintenance Coordinator	Members
7.	Safety and Security Staff (1 Male & 1 Female)	Members
	Committee Secretary	Reporter

8. Meeting Frequency:

- 8.1** The meeting is held one per semester and additional meetings may be conducted as needed.
- 8.2** Duration of the committee is one academic year.
- 8.3** The Quorum is the chair plus two third of the participants members' number.
- 8.4** Committee decision making:
By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1** Agenda: The agenda prepared and issued by the chair.
- 9.2** Minutes: The meeting minutes is written during the meeting by the reporter.
- 9.3** Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Risk Management Committee

Risk Management Committee (RSC) - Terms of Reference

- 1. Classification:** Administrative
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To identify the potential risk elements and mitigate it appropriately at the earliest.
- 4. Organizational relationships:**
 - 4.1 Report to:** Dean
 - 4.2 Responsible for:** Ensuring the implementation of FCMS 'Risk management policy" and its compliance within FCMS.
 - 4.3 Authority:** (RMC) meetings are responsibility of the Chairperson.
- 5. Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee's members. A Consensus discussion the decisions will be taken by the two third votes of the participants
- 6. Functions and duties:**
 - 6.1** Co-ordinates and promotes Risk Management at FCMS by ensuring that risk processes, including the identification, assessment and management of Strategic and Operational risks are operated efficiently and effectively.
 - 6.2** Ensures that Strategic and Operational risks, which threaten the achievement of the FCMS's strategic objectives, are identified, assessed and included in the Risk Register and reviewed on regular basis.
 - 6.3** Ensures that each risk has a risk owner who is responsible for its management and who will report on that management to the Risk Management Committee.
 - 6.4** Identifies new or emerging risks and ensure that these are being considered by the appropriate department or Committees.
 - 6.5** Ensures that adequate training is in place to support staff and students in fulfilling the requirements of the FCMS's Risk Management Policy.

6.6 Reviews the Risk Management Strategy on an annual basis and submit an annual progress report to college Council at the end of each financial year.

7. Membership: The chair appointed by the dean and the members recommended by the dean and appointed by the chair as following:

#	Position	
1.	Vice Deanship, Development & Quality Management	Chairperson
2.	Director of Administration and Finance	Member
3.	Unit managers	Member
4.	Head of Departments	Members
5.	Quality and Accreditation Unit-Executive Director	Members
	Committee Secretary	Reporter

8. Meeting Frequency:

8.1 The meeting is held twice per semester and additional meetings may be conducted as needed.

8.2 Duration of the committee is one academic year.

8.3 Quorum: 2/3rd of the membership

9. Documentation:

9.1 Agenda: The agenda prepared and issued by the chair.

9.2 Minutes: The meeting minutes is written during the meeting by the reporter.

9.3 Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual

3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

Admission and Registration Monitoring Committee

Admission and Registration Monitoring Committee (ARMC) - Terms of Reference

1. **Classification:** Administrative Committee
2. **Committee Type:** Standing Committee
3. **Purpose:** Supervise the admission and registration processes within FCMS.
4. **Organizational relationships:**
 - 4.1 **Report to:** College Council
 - 4.2 **Responsibility:** Overseeing the implementation of the Strategic objectives related to Admission and Registration process.
 - 4.3 **Authority:** ARMC meetings are responsibility of the Chairperson.
5. **Process:** The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee members. A consensus decision will be taken by the two third votes of the members.
6. **Functions and duties:**
 - 6.1 Develops all aspects of the strategic plan related to admission and registration process.
 - 6.2 Develops policies necessary for monitoring the admission and registration processes.
 - 6.3 Supervises the admission and registration process as per college policies and MOE regulations.
 - 6.4 Ensures the completion of the students' records.
 - 6.5 Oversees the students transfer process (internal and external) according to regulations of FCMS and MOE.
 - 6.6 Oversees the students' scholarships and DAAM Partnership Program.
 - 6.7 Prepares newsletters, announcements, brochures, and guides related to entry examinations and other requirements.
 - 6.8 Reviews student handbook at the institutional level and for each program.
 - 6.9 Monitors the implementation of the College Council's decisions regarding the dismissed, postponed or withdrawn cases.
 - 6.10 Monitors the students 'clearance process from the College for the dismissed, postponed or withdrawn cases.
 - 6.11 Monitors the reenrollment of students.

- 6.12** Develops and reviews progress/final strategic plan project reports related to admission and registration.
- 6.13** Reviews awareness session materials for students and staff members on policies and regulations pertaining to admission and registration processes.
- 6.14** Recommends marketing strategies to attract high caliber students to FCMS' programs.
- 6.15** Prepares annual committee report.

7. Membership:

#	Position	
1.	Vice Dean for Admission and Registration	Chairperson
2.	Vice Dean for Academic Affairs	Member
3.	Vice Dean for Postgraduate Studies and Scientific Research	Member
4.	Director of Administration and Finance	Member
5.	Head of Departments	Members
6.	Program Directors	Members
7.	Director of IT Unit	Member
8.	Senior faculty members	Members
9.	Student representative	Members
	Committee Secretary	Reporter

8. Meeting Frequency:

- 8.1** The meeting is held one per semester and additional meetings may be conducted as needed.
- 8.2** Duration of the committee is one academic year.
- 8.3** The Quorum is the chair plus two third of the participants members' number.

9. Documentation:

- 9.1** Agenda: The agenda prepared and issued by the chair.
- 9.2** Minutes: The meeting minutes is written during the meeting by the reporter.
- 9.3** Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual
4.	Operational efficiency rating	Annual

E. Student Committees

Student Consultative Committee

Student Consultative Committee (SCC) - Terms of Reference

- 1. Classification:** Student committee
- 2. Committee Type:** Standing Committee
- 3. Purpose:** To discuss with the College Dean and leadership on matters of concern of the student body through their assigned student representatives. The primary role of a student representative in the **SCC** is to effectively communicate the views of all the students they represent to bring about positive changes.

(The student representative consult with their peers to identify program-related opportunities for improvement and present those issues at SCC meetings and then provide feedback to the students on the results of the SCCs achievements)

4. Organizational relationships:

4.1 Reports to: College Council

4.2 Responsibility: Overseeing the program and course delivery according to the specifications considering the overall development and satisfaction of student community.

4.3 Authority: SPMC-MLS meetings are responsibility of the chairperson.

5. Process: The chairperson of the committee calls for the meeting by sending the meeting agenda and the required documents to all the committee's members. A consensus decision will be taken by the two third votes of the members.

6. Functions and duties: The Committee will:

6.1 Monitor the delivery of the program against the program plan.

6.2 Monitor the delivery of courses against course study guides.

6.3 Monitor the total student workload during the semester.

6.4 Monitor the general satisfaction of students with the program.

6.5 Propose suggestions for modification and improvement of the program.

6.6 Resolve problems that are of concern for students undertaking the program.

6.7 Propose recommendations to appropriate departments/units on matters requiring action to enhance students' campus experience.

7. Membership:

#	Position	
1.	College Dean	Chairperson
2.	Student Representatives –MBBS Program	Member
3.	Student Representatives –BSN Program	Member
4.	Student Representatives –MLS Program	Member

5.	Student Representatives –Pharm-D Program	Members
6.	Student Representatives –Master Program	Members
	Committee Secretary	Reporter

8. Meeting Policy:

- 8.1** The meeting is held twice per semester and additional meetings may be conducted as needed.
- 8.2** Duration of the committee is one academic year.
- 8.3** The Quorum is the chair plus two third of the participants members' number.
- Committee decision making: By consensus or by vote as dictated by topic.

9. Documentation:

- 9.1** Agenda: The agenda prepared and issued by the chair.
- 9.2** Minutes: The meeting minutes is written during the meeting by the reporter.
- 9.3** Reports: Committee will report through annual report.

10. Committee Performance Indicators

#	Indicator	Reporting Frequency
1.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	Annual
2.	Proportion of members' attendance in the conducted meetings.	Annual
3.	Self- evaluation rating on the committee performance by committee members.	Annual

Responsibilities of Committee Chairperson, Committee Member and Committee Secretary

Committee Chair Responsibilities:

- Plan committee meetings according to the approved schedule and prepare agenda in collaboration with key stakeholders.
- Chair meeting fairly, keeping the committee on-task and on-schedule and ensuring that each member has an opportunity to express his or her views.
- Follow the agenda, introducing speakers, and invite relevant members to comment on agenda items. Direct the discussions and ensure timely conclusion on each item.
- Inform the committee members on developments and decisions that affect the work of the committee.
- Start and finish the meeting on time.

- Review and approve minutes and reports of committee meetings prior to their distribution.
- Orient new committee members to the committee's role and procedures.
- Fulfill the responsibilities as defined by the committee's TOR.
- Assign committee members with specific tasks within the scope of function of the committee and provide support and guidance as needed.
- Follow up the assigned tasks and ensure its completion on time.
- Tactfully discourage distractions and side conversations.
- Conduct committee self-evaluation and assess operational efficiency of the committee and take improvement actions.
- Prepare annual committee achievement report in collaboration with committee members and other stakeholders.

B. Committee Member Responsibilities:

- Attend committee meetings as per announced schedules.
- Prepare well in advance, including the necessary documents according to the assigned items in the agenda.
- Comply with the assigned tasks and complete them with perfection in a timely manner.
- Follow the etiquette while attending meeting discussions.
- Review the previous meeting minutes and make sure assigned tasks are completed and submitted.
- Encourage teamwork and motivate other members' contribution for fulfilment of the task.
- Maintain confidentiality of the matters discussed in the committee meeting.
- Engage in the discussions and guide the team members appropriately.
- Follow the regulations of the committee and participate in the self-evaluation and annual committee report preparation process.

C. Committee Secretary Responsibilities:

- Maintain membership and circulation with full set of agenda papers and minutes.
- Schedule the meeting and communicate in advance with the members.
- Make all necessary arrangements for meetings, including venue, equipment, and hospitality.
- Draft meeting agenda in cooperation with the chairperson.
- Ensure that all necessary documents are available to members prior to the meeting.
- Attend all meetings and take full minutes of committee meetings.
- Ensure that decisions and actions are followed-up in a timely manner.
- Ensure that the Quality and Accreditation Unit is provided with copies of minutes and other committee records.
- Distribute the meeting minutes as soon as possible after the meeting.
- Always maintain confidentiality.
- Fulfill other responsibilities as defined by the committee chairperson.

Conclusion

The committees are regarded as key hubs to follow up and develop the academic and administrative processes at FCMS. Committees play a central role in FCMS governance. The FCMS is committed to the principles of openness and shared governance, and the system of committees provides a mechanism for the FCMS stakeholders to participate in decisions that affect them.

Approval

Approved by:



FCMS Dean
Prof. MSM Ardawi