

# ANNUAL COMMITTEE REPORT

**Committee Title:**  
**Institutional Ethics and Disciplinary  
Committee (IEDC)**

**Academic Year:**  
**2024-2025**

## Annual Committee Report

1. Committee : Institutional Ethics and Disciplinary Committee (IEDC)
2. Committee / Purpose : To make judgement on matter referred to the committee regarding student conduct, competency and/or ability to practice, according to FCMS regulations.
3. Committee Type : Standing Committee
4. Reporting Period : Academic Year (2024 - 2025)
5. List the priorities identified for implementation during the reporting period:

#	Priorities	Expected Date of Completion	Status
1.	Raise awareness of students about Students disciplinary bylaws	AY 24-25 Orientation program	Closed
2.			

6. List and explain the Committee accomplishments during the reporting period:

#	Accomplishments	Description of achievement by ensuring closing the loop of quality (Follow Plan-Do-Check-Act(PDCA) Cycle)	Evidence
1.	Discuss the disciplinary cases referred to the committee	All cases referred to the Committee were documented, and the students concerned were invited to the meetings to discuss the cases individually, decisions were taken based on FCMS bylaws and policies, in addition to the voting by the members. Invited students took the chance to explain the situation verbally and by completing the form in writing. Then the decision sent to students copy of the letters added to students' files.	-Meeting minutes
2.	Monitor the concerned OVRs regarding students	All the cases and OVRs were solved and managed appropriately according to FCMS bylaws.	

	and /or staff issues during the academic year		
3.	Cheating cases were discussed and documented in detail	All cheating cases were documented in meeting minutes, and the students attended the meetings to hear from them. Based on that we applied the policy, by issuing warning letters or/and modification of the scores and/or penalty. Then notify the responsible program and student officially about the decisions.	List of cases
4.	Raise the cases to the college council	Cases of dismissal or postponement were reported to the college council with the decisions. Then notify the students with the final results.	

**7. List of topics the Committee is currently addressing:**

#	Current Projects
1.	To Communicate and ensure that FCMS code of conduct and disciplinary regulations are followed at all levels by students and staff.
2.	To monitor and control students' behavior within FCMS and its training facilities.
3.	

**8. List and explain any unresolved issues:**

#	Unresolved issues	Explanation
1.		
2.		
3.		
4.		

**9. Committee Performance Indicators:**

#	PIs	Achievement & Explanation
1.	Total number of meetings conducted during the Academic Year.	18 meetings conducted
2.	Proportion of meetings conducted (with proper documentation) as planned during the academic year.	If needed.
3.	Proportion of members' attendance in the conducted meetings.	89%

4.	Self- evaluation rating on the committee performance by committee members.	5.0
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4. Original Minutes are kept in QAU and copies are kept in VDAA.

#### 10. Committee Self Evaluation Report:(Attach Survey Results)

<b>Explain the Self- evaluation process</b>
<b>Explain the strengths and areas for improvement</b>
<p><b>Strengths:</b></p> <ol style="list-style-type: none"> <li>1- Making students follow the disciplinary rules.</li> <li>2- Taking disciplinary action against any misconduct according to the guidelines.</li> </ol>
<p><b>Areas need improvement:</b></p> <ol style="list-style-type: none"> <li>1- Will discuss with the members the reasons of low self-evaluation.</li> </ol>
<b>Recommendations for improvement</b>
<p>According to the feedback form the staff will work on it to improve the evaluation.</p>

#### 11. Committee Goals for the next Academic Year:

#	Goals
1	During the orientation the students will be asked to sign the code of conduct. In addition, each student should sign that he/she did attend and receive the new students' disciplinary bylaws.

2	Urgent need to install cameras inside the classes and in the college campus
3	

12. Committee membership during the reporting period:

Name	Position
Dr. Dania Waggas	Vice Dean for Academic Affairs
Prof. Omar Alsharqi	Vice Dean for Admission and Registration
Prof. Ghada El-Nady	Director of MBBS Program
Dr. Ahmed Farid Alneklawy	Director of MBBS Program
Dr. Shatha Felemban	Head of MLS Department
Dr. Beisan Ali Mohammad	Head of Pharmaceutical Sciences Department
Dr. Wesam Abduljabbar	Vice Dean for Development and Quality Management
Dr. Nadia Eltohamy	Head of Nursing Department
Dr. Mashaal Dewan	BSN Program Director
Ms. Sawsan Merghani	Lecturer
Ms. Leena Albilali	Administrative Assistant/Translator