Active committees in the Department of Petroleum and Natural Gas Engineering

Academic Affairs and Graduate Studies Committee	
1. Professor Musaed Al-Awad 2. Professor Emad Al-Homadhi (B.Sc. Plan) 3. Dr. Khalid El-Shreef (M.Sc. Plan) 4. Dr. Fahd Al-Qahtani 5. Dr. Mohammed Almobarky	1. Review and develop regulations and study plans. 2. Examine applications for admission to the graduate program. 3. Preparing schedules for postgraduate courses. 4. Review the academic affairs of the department. 5. Preparing the minutes of the committee's meetings at the end of the academic year and adding them to the committee's file.
Promotion and Employment Committee	
1. Professor Musaed Al-Awad (Coordinator) 2. Professor Emad Al-Homadhi 3. Dr. Mohammed Almobarky 4. Dr. Fahd Al-Qahtani	1. Review requests for promotion for faculty members. 2. Review the department's employment applications. 3. Communication with candidates for employment. 4. Coordination of job interviews. 5. Estimating the actual need of the department from the academic staff.
Academic Accreditation and Development and Quality Assurance Committee	
1. Professor Musaed Al-Awad 2. Dr. Mohammed Almobarky (Coordinator) 3. Dr. Fahd Al-Qahtani 4. Dr. Abiodun Matthew Amao	1. Preparing for academic accreditation requirements and following up and analyzing direct and indirect assessments of the educational process in the department. 2. Communication with the Academic Accreditation and Quality Unit at the college. 3. Preparing the necessary reports for periodic academic accreditation. 4. Preparing the department when visiting the academic accreditation and quality teams.
Purchasing Committee	
1. Professor Emad Al-Homadhi (coordinator) 2. Dr. Osama Al-Mahdi	1. Preparing the department's requests from the laboratory and administrative equipment. 2. Develop technical specifications for procurement. 3. Request, receive and review quotations. 4. Receiving purchases ,matching specifications, and making sure that the devices are operating. 5. Review maintenance offers and purchase requests for spare parts.
Companies and Visitors Coordination Committee	
1. Dr. Abiodun Matthew Amao (coordinator) 2. Dr. Taha Moawad 3. Dr. Mohammed Khamis	1. Contacting companies regarding the request of specialists to give public lectures to the students of the department. 2. Coordination with companies to organize field visits for students and employees of the department. 3. Coordination with companies regarding requesting technical information and samples to conduct research.

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PGED Laboratories and Risk Management Committee	
1. Dr. Fahd Al-Qahtani (coordinator) 2. Professor Emad Al-Homadhi 3. Dr. Mohammed Khamis 4. Dr. Mustafa Kinawi	1. Planning for the requirements and development of laboratories. 2. Monitor the readiness of laboratories. 3. Follow up on calibration and maintenance requirements for laboratory equipment. 4. Follow up on laboratory safety procedures and provide the necessary equipment for that. 5. Organizing basic training programs for laboratory employees and dealers on how to deal with risks, and ways to prevent them.
Academic and Students Advising Unit	
1. Dr. Osama Almahdi	1. Assisting in overcoming the academic and social obstacles that the department students may face. 2. Studying the lists of cumulative averages for the department's students on a quarterly basis and communicating with the struggling and distinguished students. 3. Coordination with the head of the department and the college administration to remove any obstacles that are facing students.
Students Practical Training Committee	
1. Dr. Taha Moawad (coordinator) 2. Dr. Fahd Al-Qahtani 3. Dr. Mohammed Almobarky	1. Preparing a student data list containing means of communication for those who meet the conditions of training (the completion of 110 credit hours successfully). 2. Preparing a database of companies employing students and sending it to the college's training unit 3. Determine the skills and knowledge required to train students. 4. Announcing to students about available training opportunities. 5. Evaluate the training opportunities offered by the students and take a decision to approve them according to the field of work. 6. Directing students to the training unit at the college to direct them to the training bodies they are candidates for. 7. Receiving and evaluating the confidential report from the companies through the college training unit. 8. Receiving and evaluating student reports and making an oral discussion of them.

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SPE KSU-Chapter Advisor	
1. Dr. Abiodun Matthew Amao (coordinator). 2. Dr. Taha Moawad 3. Eng. Kamal Haroon	1. Supervising the procedures for electing the Assembly's members' council. 2. Follow up the activities of the association and request financial support. 3. Supervising the preparation of the annual report of the association. 4. Participation in the organization and attendance of seminars, conferences and scientific competitions.
Registration, Courses and Examinations Scheduling Committee	
1. Dr. Khalid El-Shreef (Graduate Courses registration) 2. Eng. Abdulrahman Alamri (B.Sc. courses registration) 3. Dr. Mohammed Khamis (Courses Scheduling) 4. Eng. Abdullah Al-Subaei (Examinations Scheduling). 5. Dr. Mustafa Kinawi	1. Implementation of requests to amend the dates of the courses and the capacity of the divisions for the students of the department as needed. 2. Coordination with the college registration committee. 3. Coordination with the department's study schedules supervisor.
COE Annual Report Coordinator	
1. Dr. Aref Lashin	1. Participate in preparing the annual report of the college. 2. Gathering and preparing information for the department.
Graduation Projects Coordinator	
1. Dr. Aref Lashin (coordinator) 2. Eng. Kamal Haroon	1. Check the quality of graduation projects and CDs every semester. 2. Classification, arrangement and archiving of projects in the department library. 3. Coordination of the graduation project loan system.
Safety Committee Coordinator	
1. Eng. Kamal Haroon	1. Supervising the department's safety procedures. 2. Coordination with the college to provide safety equipment in the department. 3. Representing the department in the college safety committee. 4. Coordination with the responsible authorities when disposing of laboratory waste in the department.
Computer Lab Coordinator	
1. Dr. Abiodun Matthew Amao (Coordinator) 2. Dr. Aref Lashin 3. Eng. Saeed Al-Hmoud	1. Follow-up and update the license to use the available computer software. 2. Follow-up the department's contracts with companies that are contributing to the development of the department's computer lab. 3. Follow-up on computers and lift the required maintenance work as needed.

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	4. Development of the computer lab in the department.
Research Committee	
1. Professor Emad Al-Homadhi 2. Dr. Aref Lashin (coordinator) 3. Dr. Fahd Al-Qahtani 4. Dr. Mohammed Almobarky	1. Suggesting the executive plan for practical research based on the strategic plan of the college and presenting it to the department council. 2. Preparing statistics on current and completed research projects in the department and announcing their titles on the department's website and their return on community service. 3. Preparing reports of the committee's meetings at the end of each academic year and adding them to the committee's file in the Academic Accreditation Chamber and providing the department head with a copy of it.
Alumni Affairs Committee	
1. Dr. Abiodun Matthew Amao (coordinator) 2. Dr. Mustafa Kinawi 3. Dr. Aref Lashin	1. Preparing a database for the department's graduates and the final beneficiary of the graduates. 2. Communicate with the graduates and inform them of the department's activities. 3. Providing various programs to prepare students and graduates for the labor market. 4. Contribute to the employment of the department's graduates through coordination with the Alumni Affairs Unit at the college. 5. Activating the role of the final beneficiary of the graduates and ensuring their participation in providing job opportunities for the graduates of the department and urging them to contribute to the annual graduation ceremony organized by the college. 6. Preparing questionnaires to survey the institutions' opinion of the department's graduates to determine the extent of the institutions' satisfaction with the level of the department's graduates and working to develop the performance of the department's graduates in the light of these questionnaires.