

Budget and Equipment Committee

Headed by His Excellency **Dr. Munira Fahd Dayel**, Vice-Dean for Female Students and the membership of:

Coordinator	D . Abdul Rahim bin Abdul Salam Al-Abdul Salam
Member	D . Syed Qadri
Member	D . Samia Detector
Member	D . Rahul Ramesh
Member	D . Muhammad Bahjat Ali
Member	D . Saud Al-Naeem
Member	D . Ibtisam Ahmed
Member	D . Ahmad Odeh
Member	D . Ahmed Hassan Kamal
Member	A . Al-Hamidi bin Owaidah Al-Qahtani
Member	A . Muhammad al-Awda
Member	A . Khaled Bouanga
Member	A . Angelite Marco Didel

The work tasks of the committee

1. Inter-departmental coordination to standardize common purpose devices.
2. Ensure that the laboratory equipment available in the college laboratories is not repeated, and coordinate between departments by investing the available equipment at the college level.
3. Study the requests to purchase devices provided by the college departments and submit the appropriate recommendation to them to the dean of the college, based on the available capabilities available in the various college laboratories.
4. Work on spreading the culture of " safety first " in all college facilities.
5. Evaluate laboratory capabilities and scientific equipment, and measure their compatibility with the requirements of academic plans for academic departments, The research interests of the college, and providing evaluation results for the development and quality assurance committee when preparing the self-study for the college.
6. Ensuring that the college departments comply with the safety requirements written and clear in the department's laboratories.
7. Ensure that all analytical procedures and laboratory methods are written in standard forms
 - at the college level- and clarify the following:
 - The name of the analysis or method.
 - The location and number of the laboratory in which the analysis or method is to be performed.
 - equipment and materials used in the analysis, together with the quality of materials and risks.A description of the analysis, stating the risks, if any, of conducting such an analysis.
 - Precautions taken to conduct such an analysis.The method of disposal of the used chemicals and the materials resulting from the analysis, and how to safety get rid of them.
8. Study of transactions referred by the dean of the college to the Committee to express an opinion, and/or make the necessary recommendations.
9. Study the needs of the various departments of the college, their laboratories and classes, and reconcile them, and present priorities, in order to better invest in the approved budget of the college.
10. Propose a mechanism to distribute the college budget and allocations to the different departments in the college, taking into account the numbers of students in each department, and the equipment provided in the laboratories of the different departments.
11. Recommendation to increase support for allocations of some departments, or reduce them based on the available data for the committee, in terms of the number of courses offered, the number of laboratory lessons and their training needs.
12. Evaluating the budget submitted by the university administration, measuring its compatibility with the requirements of the academic plans of the academic departments, and the research interests of the college, and providing evaluation results for the Development and Quality Assurance Committee when preparing the college's self-study.