

### *Health and Safety Plan*

King Abdulaziz University-Applied College (KAU-AC) is a part of King Abdul-Aziz University (KAU) in Jeddah, Kingdom of Saudi Arabia. KAU-AC's overall health and safety program is in compliance with KAU Health and Safety Rules and regulation. The college assumes the primary role to provide safe, healthy and accident free atmosphere. The plan includes alarms, first-aid facilities and drills.

#### **1. ALARMS**

- I. fire alarms,
- II. fire extinguishers detectors,
- III. ceiling extinguishers.

#### **2. FIRST-AID-FACILITIES**

- I. medicines
- II. antiseptic creams
- III. aerosol for burns
- IV. analgesic, cottons
- V. bandages

#### **3. FIRE DRILLS**

Fire drills are conducted regularly to ensure the effectiveness and workability of Fire Evacuation Plans. The plan also includes:

- I. I. the process for determining any accidental events
- II. II. availability to the students during orientation week
- III. III. being carried out by the instructors in the classrooms
- IV. IV. a review for revision by the safety coordinators under the supervision of the college dean.

#### **4. ACCIDENTS & PROCEDURES**

Whenever any accident occurs to any of the employees or the students, it is reported to the General Administrative Office at KAU-AC with the records of insurance coverage. It is the responsibility of the supervisor to complete an Incident/ Accident Report form and to send the victim to the emergency care unit of KAU clinic. KAU-AC has its own transport facility to meet such a need. King Abdulaziz University-Applied College (KAU-AC) is a part of King Abdul-Aziz University (KAU) in Jeddah, Kingdom of Saudi Arabia. Therefore, KAU clinic and hospital facilities are also available for anyone involved in an accident while attending KAU-AC. This includes students, administrators and faculty staff members.

### 5. KAU-AC ACCIDENT/ INCIDENT PROCEDURE

It is the policy of KAU-AC to strive for the implementation of the highest safety standards. By providing accident free, healthy, safe, and comfortable work environment as much as possible by elimination recognized hazards from the workplace.

The KAU-AC's overall health and safety program, and specific individual programs have been developed to assure compliances with King Abdulaziz University Health and safety Rules and Regulations as they apply to various operations at the University.

#### I. Objectives:

- to provide safety program on humanitarian and economic base
- to send each employee back home to his/her family each day healthy and uninjured
- to make each employee safe and prevent hazards such as chemical hygiene etc.
- to ensure student's safety at the campus
- to apply occupational health standards and safety rules and regulations
- to implement an accident prevention program at all levels of the college starting from the higher administration to the guests and visitors, health and safety are responsibility of every manager and supervisor at the college

#### II. Process:

Each employee must report every accident/ incident to the general administration office at KAU-AC. When applicable, Insurance coverage should apply. It is the responsibility of the supervisor to complete the HR006- form and the medical authorization FORM HR007- in the following manner:

- Whenever an incident occurs under any circumstances, it is the duty of the supervisor to report the incident immediately after its discovery. The concerned employee should fill in the specified incidental form and submit it to the administrative manager.
- If an employee visits a physician resulting from an accident or an incident at work, the employee should submit the original accident/ incident report FORM HR006- and the medical authorization FORM HR007-.
- If the employee does not see a physician the State Employee Incident/Accident Report form should be submitted to the administrative office.

All charges for physicians, hospital, prescriptions etc must have the proper documentations showing the employee's name. Claims for the reimbursement or payment of any charges may be forwarded to the administration of the college.

## *Purchasing and Maintenance Plan*

### *Provisions for Necessary Maintenance, Repair and Replacements*

KAU-AC has a maintenance department with skilled personnel who look after all the equipment accessible to the students and the staff. The department has three maintenance systems:

- regular maintenance system
- periodical maintenance system
- upgrading devices.

If any defect occurs, it is reported to the maintenance department to get the equipment repaired and updated. And for the new equipment the dean of KAU-AC sends the requirements to KAU to get the finance allocated as per KAU procedures. The procurement procedures are documented by KAU policies and procedures.

KAU-AC follows very rigorous and strict procedures in purchasing laboratory, computer, safety and security equipment. For the same purpose, KAU-AC follows KAU's extremely stringent procedures for allocating contract tenders for construction of the University buildings and laboratories. Before purchasing any facilities or major equipment, the ***“Standing Committee to Consider University Needs”***, consults with future users when evaluating companies' offers. Facilities are designed to meet all requirements for teaching, learning, and scientific research for all programs offered by the University. Classrooms and laboratories are designed to meet particular needs of the programs. Teaching laboratory equipment and research equipment are adequate for the designated programs. King Abdulaziz University-Applied College is part of King Abdul-Aziz University which follows the ministry of education's purchasing procedures when purchasing anything. The steps in figure 1 outline in detail how equipment is requested, purchased, replaced, and recorded at KAU-AC from the office of the vice president for projects.

## Media and Learning Resources Plan

King Abdul-Aziz University Library (KAU Library) [or the library at King Abdulaziz University] and Learning Resources Centre (LRC) support the learning and teaching process at King Abdulaziz University-Applied College (KAU-AC). In addition to resources in KAU Library, the resources of the libraries in all colleges are also available for KAU-AC students and staff. Several computer labs are also available for KAU-AC students and faculty members for educational and research purposes.

KAU Library is adequately equipped with up-to-date resources including electronic learning resources such as audio/video materials, CD-ROMs, electronic databases and computers and furniture. In addition to soft copies of educational materials, hard copies of textbooks and references, scientific magazines and scholarly periodical publications and manuals of business, professional, technical, and industrial nature; are also available for KAU-AC students and faculty members.

KAU-AC has currently gone through upgrading the electronic resources for the entire faculty and classrooms. This has given it the added benefit of using the latest Microsoft programs, CISCO technologies for networking students, Apple Mac media for Graphic Design, and improved computer labs for both technology and language use. Additionally, KAU-AC does not use the physical servers, but KAU cloud servers. This saves on maintenance and upgrade time spent when using physical servers.

KAU-AC's Media and the KAUL support the learning and teaching process of the college. They do so by providing services for media that is appropriate for the college. It is based on a detailed plan that caters for both the media services and instructional equipment. The plan is implemented and reviewed on an annual basis. Each department is responsible for reviewing their own media requirements. The details of that is included in the plan are outlined below.

### Media Services

#### *Scope and availability*

KAU-AC has a written plan for its media services. Each department acquires updates and maintains its Learning Resources. Media equipment is available in each classroom and at KAUL. Students can also purchase resources from the KAU bookstore and can use its library facilities. The plan covers both institutional as well as university policies. It also covers purchases, budgets, roles and responsibilities, maintenance, replacement and more importantly health and safety measurements that are in place to protect and keep users safe from harm, it is in-depth and covers in more detail the following:

#### *Availability of current and relevant educational materials*

All classrooms are fitted with overhead projectors and computers with the latest Microsoft Office and smart-board software. A variety of current and relevant educational materials, such as reference books, software, audio-visual, CD ROMS are available to both instructors and students at the bookstore, and KAU Library. In addition, several computer labs are available for KAU-AC students' use. Each department maintains a list of the materials for its support. Each department is decentralized and keeps its own cabinets, bookshelves for instructors to use, as well as membership for the university's library which is available for both instructors and students. Dr. Bassam A Zafar, the head of Technical and Technological Affairs, maintains the list of resources related to technical and technological affairs.

## ***The Staff and Their Roles and responsibilities***

The Technical and Technological Affairs (TATA), headed by the chair of CIT department, is responsible for the implementation and coordination of the media services at the college. The graphic design team in the CIT department is in charge of graphic design media and publication including web design. IT technicians are responsible for the technical support to the college staff.

Instructors as well as students are provided with a questionnaire by the IT department or librarian in order to provide the necessary information that will effectively aid in modifying and improving the media services.

## ***Orientation for user groups***

King Abdulaziz University-Applied College conducts orientation programs for new students every fall and spring semesters through the student affairs office. Orientation includes a visit to the university's library, where they learn how to take advantage of the learning center. The programs last four weeks and activities include:

- A tour around the campus.
- Meetings with teaching staff and senior administration officers of the college, including the Dean, the Vice Dean, the Vice Dean for Development, and the Department Heads and Program Coordinators so that they become familiar with all the available specializations at the college.
- Meetings with representatives from the Academic Affairs, the Technical Affairs, and the leaders of Students' committees for extracurricular activities.

Students' queries, concerns, suggestions and complaints are all addressed throughout the orientation programs, which start their activities prior to the new students joining the college and continue throughout the first three weeks of the semester.

## ***Essential Media Facilities***

KAU-AC classrooms and labs are equipped with facilities essential for using learning resource materials relevant for the department.

In addition, there are seminars and conference rooms equipped for handling small to large audiences for presentation. The ODUS system is used to announce results, changes in timetables, registrations, hours or records. KAUL is also at the disposal of both instructors and students to use.

## ***Annual Budgetary Support***

KAU-AC enjoys sound financial stability. All of its funding requirements for educational programs and administrative needs are met by KAU. KAU-AC prepares annual budgets, incorporating all its needs, and submits them to KAU for approval. Once approved by it allows KAU-AC to distribute this fund to the departments in order for them to execute their media and services plan.

### *Media Services Evaluation*

Instructors [faculty] as well as students are provided with a questionnaire by the TATA and KAU in order to provide the necessary information that will effectively aid in modifying and improving the media services.

The relevant department uses it to check the services offered. KAU-AC has new computers installed with the latest Microsoft Windows for its new academies such as CISCO, Microsoft Professional Certification and Adobe Certification in Graphics Design for example.

The relevant department uses it to check the services offered. KAU-AC has new computers installed with the latest Microsoft Windows for its new academies such as CISCO for CCNA courses, Microsoft Professional Certification, Cambridge professional certification examinations and Adobe Certification in Graphics Design and ACCA for example.

### *Learning Resources Inventory*

The Technical and Technological Affairs (TATA), headed by the chair of CIT department, is responsible for the implementation and coordination of the media services at the college. The graphic design team in the CIT department is in charge of graphic design media and publication including web design. IT technicians are responsible for the technical support to the college staff. The head of TATA maintains a list of all learning resources related to technical and technological affairs.

### *Provisions for Necessary Maintenance, Repair and Replacements*

KAU-AC has a maintenance department with skilled personnel who look after all the equipment accessible to the students and the staff. The department has three maintenance systems 1) regular maintenance system 2) periodical maintenance system 3) upgrading devices. If any defect occurs, it is reported to the maintenance department to get the equipment repaired and updated. And for the new equipment the dean of KAU-AC sends the requirements to KAU to get the finance allocated as per KAU procedures. The procurement procedures are documented by KAU policies and procedures.

KAU-AC follows very rigorous and strict procedures in purchasing laboratory, computer, safety and security equipment. For the same purpose, KAU-AC follows KAU's extremely stringent procedures for allocating contract tenders for construction of the University buildings and laboratories. The first KAU Planning Committee was established in 1964. In 1967, which analyses whether the facilities and major equipment are purchased subject to clear policies translated into business plans in order to ensure the greatest compatibility of equipment and systems across the University. Before purchasing any facilities or major equipment, the "standing committee to consider the needs of the University" consults with future users when evaluating companies' offers. Facilities are designed to meet all requirements for teaching, learning, and scientific research for all programs offered by the University. Classrooms and laboratories are designed to meet particular needs of the programs. Teaching laboratory equipment and research equipment are adequate for the designated 100 programs.



## *Services for Creating Instructional Media*

There are two options for printing materials for publication. One is through the Publication, media, graphic & web design coordinator. Any printing required in an emergency is designed by the coordinator, and a quote is requested from the general business sector. Once a quote is acceptable the material is printed and used by KAU-AC. These include publications such as flyers, pamphlets, and such. The second option is directly through accessing KAU's printing press shop. They issue business cards, publications, calendar as well as curriculum information related to the portfolio. A request is sent online by completing a form and the publication is printed and delivered directly to KAU-AC.

KAU is also online and students as well as instructors can access the sites (including KAU-AC's) in order to be aware of what is going on within the colleges. Instructors have sites hosted on KAU websites that also enhance the use of instructional media availability across the university. KAUL is adequately equipped with up-to-date resources including electronic learning resources such as audio/video materials, CD-ROMs, electronic databases and computers and furniture. In addition to soft copies of educational materials, hard copies of textbooks and references, scientific magazines and scholarly periodical publications and manuals of business, professional, technical, and industrial nature. These are at the disposal of KAU-AC to use. The above-mentioned resources and materials are systematically updated, maintained, and are made available to KAU-AC students and staff for every academic program. Students as well as instructors are also provided with computers in designated areas.

The academies like CISCO, Microsoft, Adobe and Cambridge also have secure and dedicated computer labs fitted for their specific usage by either, students, faculty and/or external examination purpose users.

## *Media Services Accessibility*

Resources and materials are systemically updated, maintained and made available to KAU-AC students and staff for every academic program. All users can access the main learning center by firstly being issued a membership to the library. Both students and instructors can also access the computers in designated areas by using their respective identification number issued by KAU.

## Programs Systematic Procedures and process

KAU-AC follows a systematic plan and implements accordingly. Being a leading and trend setting Applied college in the entire kingdom, KAU-AC plans to grow continually towards the attainment of its goals in the future. In addition to coping with the modern international trend in the field of education and corresponding job markets, KAU-AC plans to impart quality education to its graduates so that no graduate is left jobless. In order to accomplish the targets, KAU-AC strategically plans to take active part in the university-based plans of education. The plan, therefore, has resulted in designing following components:

- college vision and mission,
- core long term strategies (for 5 years),
- approaches for achieving the core strategies, and assessment of progress.

In summary, following aspects constitute the KAU-AC's plan: students, programs, identity, community relations, and human and financial resources.

KAU-AC implements a systematic process to document that each program under the departments of the college. Everything related to each program and administration is documented and published in the KAU-AC catalog, program brochures and the college website: <https://ac.kau.edu.sa>

Similarly, the admission policies are also available through the Deanship of Admission and Registration manually and electronically, and the details are available on the website of KAU. These publications are reviewed periodically to make sure that all admission policies are accurate and updated. Each program of KAU-AC is aligned with the mission of the concerned dept. as well as KAU AC. The program and administration including admission policies are clearly stated in the KAU-AC Catalog and policy manual. The content of each program and administration is related to the concerned dept./KAU-AC objectives, and aligned with the needs of the people and industries served by the program.

Admission policies are communicated to the students via KAU-AC catalog, program brochures, ODUS system and the KAU Website (<https://ac.kau.edu.sa>). According to the KAU's regulations, students should meet certain criteria to get recruited at KAU-AC.



## Work-Based Activities Agreement and Plan

All the programs under KAU-AC are annually evaluated in order to ensure the updating of the content and corresponding objectives. The program objectives go hand in hand with the KAU-AC objectives that meet the community needs of education and job needs. All the programs under KAU-AC utilize varied evaluation methodologies that reflect established professional and practice-based competencies. The institution tries its level by checking validity and appropriateness for bringing about the required quality of the program and the products. KAU-AC utilizes specific evaluation methodologies that mainly include mid-terms, quizzes, exams, formative assessment, presentation and work-based activities. KAU-AC programs check and verify the consistency of the coursework both qualitatively and quantitatively. It offers a chance to self-evaluate if each program is consistent or not.

KAU-AC regularly ensures that all the programs are officially approved and administered under established department /KAU-AC policies and procedures, and formally supervised by an administrator who is part of the institution (KAU).

Also, KAU-AC offers onsite (face to face) learning mode, however, blended learning mode is utilized for making the learning experience more effective.

The work-based learning report also known as “Co-op” agreement is documented in the students’ files. Students are evaluated based on their performance by the faculty and the internship supervisor in the company. The written instructional plan specifies the objectives, experience, competencies, and evaluation of the work-based activity. The employer assesses the students and provides %50 of the marks and the remaining %50 assessment marks are provided by the program assessment mechanism.

## KAU-AC Plan of Student Retention

KAU-AC believes that it is fundamental to the success of students in post-secondary education that all financial, academic, and human needs are fulfilled. These needs are found to have a huge impact on the retention of students in college. Therefore KAU-AC has been determined and devoted to meeting students’ needs and levitating any burdens students are likely to encounter. KAU-AC’s plan of student retention revolves around three main pillars; first by offering good quality educational programs that are carefully designed to mirror the needs of the job market, second by orienting and mentoring students academically and socially at the commencement and during their study, and third by financially supporting students. KAU-AC is keen to provide students with all the support they can use to excel in college. It plans to maintain students’ wellbeing and mental health via offering a wide variety of services and resources. It offers free-of-charge healthcare services to students along with ongoing academic advisement, and counselling services that continue to exist even after students are placed in the job market. Centric to KAU-AC’s plan of optimizing student retention also is the availability of cutting-edge technology and well-equipped facilities that students can use to fulfill the requirements of coursework. Students are not burdened with having to look for aiding technology to pursue education in KAU-AC. Students receive financial aid in the form of monthly allowances which they can use to purchase required textbooks and school supplies.

This plan includes input from students and faculty. At the end of each semester both students and instructors are requested to fill out electronic evaluation forms on ODUS plus. Input acquired from students and teachers are used for evaluating retention plans. The results are studied then circulated to KAU-AC’s coordinators who brief the heads of the educational programs and other concerned parties of the recommendations and acts to be made. Changes/decisions to be made are further discussed in departmental meetings. Final resolutions must be approved by the dean of the college.

## Procedures of Faculty/Staff Complaints and Grievances

KAU-AC has a clear published policy on the procedures for handling complaints or grievances from faculty and staff and even those filed against the College Chief Administrator. Those procedures are carefully implemented and are consistent with the policies of the College Governing Board.

King Abdulaziz University requires that the complaint or observation should be made in writing, as this helps reduce risks of misinterpretation or misunderstanding. To assist the beneficiary in his service, the university asks him to:

- Attach the documents that support the complaint.
- Submit any questions or queries

The university also provides support and assistance during the process of submitting complaints or observations and/or clarifying the complaint procedures within the university administrations. The university assures that it will deal with all matters seriously and confidentially.

You can submit your complaint or feedback using the following options:

1. **By phone**  
Please call 800-11-69528
2. **Regular mail**  
Send the complaint to the appropriate department or administration.
3. **University website**  
Visit the website, choose complaints and fill out the form.
4. **E-mail**  
Send an e-mail to the contact center.
5. **Mobile Phone**  
You can use WhatsApp and the University mobile app.
6. **In-person**  
Submit the complaint personally at the department or administration.

## Procedures of Effectiveness/Performance Evaluations of Full and Part-Time Staff

Appropriate procedures have been developed for the continuous evaluation of the performance and efficiency of all institutional employees. First, students evaluate their teachers. Then, Department Heads evaluate the teaching and administrative staff on the basis of their overall performances during the previous year. According to the evaluation ratings, employees will receive the annual increment in their salaries.

### *Faculty Performance and Evaluation*

To improve and activate the professional competence and growth of faculty members in the College, well-established evaluation procedures are strictly practiced. The standards for such evaluation are the faculty member's performance in preparing and organizing course materials, teaching skills and utilizing innovative teaching and laboratory techniques.

The faculty evaluation process is comprised of two components:

- 1. Student evaluation, and**
- 2. Department Head evaluation**

This process begins with students' evaluations administered at the end of each semester. The faculty member reviews the results of these evaluations, and he will also be evaluated by his immediate supervisor each year.

It is the intention of the College to encourage faculty to maintain continuity of service. Therefore, the appointment/contract is usually automatically renewed on a yearly basis depending on departmental evaluations and recommendations. Otherwise, either party should notify the other in writing of the desire to terminate the contract three months before the expiration of the contract. In the event of termination of contract. All accrued salary is paid before departure from the College.

Subject to the procedures and the authority granted by the University and after the consultation with the vice deans and appropriate faculty, the Dean of the College may determine not to renew a successive contract to any faculty member. The Dean shall inform the affected faculty member in writing 90 days before the end of the academic year.



## Procedures of Employee Orientation

KAU-AC welcomes new employees through a formal orientation program. Orientation programs are conducted as required by the staff. In addition, the supervisors of any new employees shall ensure that the necessary workplace orientation is provided. Each new employee is specifically responsible for obtaining information regarding the following work-related issues:

1. Personnel policies and procedures.
2. Leave benefits as applicable.
3. Retirement benefits.
4. An explanation of the duties and responsibilities of the position, the conditions of employment and the amount of compensation.
5. Other work-related matters as deemed appropriate by the employee's department chair or immediate supervisor.

## *New Faculty Orientation Program*

The Applied College at King Abdulaziz University welcomes new faculty through a formal orientation program. Orientation programs are conducted at the beginning of each semester for the new hired faculty. The primary purpose of this program is to introduce new faculty members to:

1. The mission and core value of both The College and the University
2. History of the College and its programs
3. Key administrative and academic officers and programs
4. College resources that support and enhance teaching and learning activities
5. College policies and procedures
6. Faculty rights, benefits and responsibilities
7. The Saudi culture and values
8. This one-day comprehensive program offers a broad overview of the University and the College tradition and introduces new faculty members to the College staff and faculty. New faculty members will attend different presentations made by the College Supervisors on the services available to help and support the teaching and learning process. They are also informed about the University benefits package.