

## **College of Petroleum & Mining Engineering Tasks of the Studies and Planning Division**

### **1. Studies and Development:**

- Preparing studies to establish new departments and branches for both morning and evening studies to meet labor market needs.
- Conducting research to develop academic and administrative performance within the college.

### **2. Statistics and Reports:**

- Preparing annual statistics for successful students and graduates and sharing them with relevant authorities.
- Providing the university presidency with periodic reports including university statistics, administrative structure, and reports on academic activities.
- Preparing an annual report including academic achievements (conferences, seminars, workshops).

### **3. Student Management:**

- Setting an annual plan for student admission and continuously updating their databases.
- Following up on top and distinguished students and changes in study curricula to ensure quality assurance.
- Studying and discussing proposals from departments regarding student affairs and working on their implementation.

### **4. Supervision and Follow-up:**

- Following up on daily mail and conducting necessary responses quickly to ensure efficient workflow.
- Updating academic and technical staff data using ministerial human resources systems.
- Reviewing study curricula and proposed amendments in coordination with relevant departments.

### **5. Administrative and Organizational Work:**

- Following up on the execution of daily tasks and organizing administrative work according to the college's needs.
- Contributing to organizing student activities and sports events, and improving infrastructure to provide a suitable educational environment.