

Scheduling and Training Committee for the Bachelor's Program in Finance and Investment

Firstly: Committee Members.

	Name	Position
1	Chairman	Dr. Lotfi Hocine Zabat
2	Member and rapporteur	Dr. Abdelwhab Musa Elgali Mohamed
3	Member	Dr. Lobna Fathi Loukil

Secondly: Committee Tasks.

	Tasks
.1	Designing a database for faculty members in the department
.2	Designing a database for the classrooms dedicated to the department in the college
.3	Scheduling the academic timetables for the department and coordinating with other departments and colleges that have courses taught in the department or college, and coordinating with the admissions and registration department regarding these timetables and the process of linking sections
.4	Identifying the expected students to enroll in the Field Training course at the beginning of each semester, monitoring their guidance, and facilitating their engagement in the training process in collaboration with the Field Training Committee at the college
.5	Monitoring the closure of the training process, completing the evaluation, and collecting various forms
.6	Preparing an executive plan for the committee's tasks at the beginning of each academic semester
.7	Submitting a monthly report to the department head regarding the committee's activities
.8	Submitting a final report at the end of each academic semester about the committee's activities
.9	Submitting an annual report at the end of the academic year to the department head, outlining any challenges faced by the committee and how to overcome them
.10	Executing the tasks delegated to the committee from other responsibilities by the department head