

# **Alumni Unit Handbook**

**College of Dentistry**

**Jouf University**

**1439 – 1440 H.**

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## Introduction

The College of Dentistry at Jouf University has always been keen to keep up effective communications and relations with its alumni. This orientation drove the College management to create a unit to take care of its alumni since the establishment date. The main goals of the unit are to communicate with its alumni, making use of their experiences and views, and urging them to provide the College with their moral, scientific and academic support. This unit is also concerned in setting out an action and communication mechanism with graduates and encouraging future batches of alumni to follow the same approach with the College.

The Unit started its duties as per a decision issued by the Dean of the College No. 3/37/15837 on 10/3/1437 H by which the Alumni Unit was formed from the College faculty members and supported by all relevant health bodies and departments.

## Dean's Speech

It's my pleasure to welcome you to the College of Dentistry at Jouf University. This handbook provides you with information about the education system offered by the College, where we strive to offer the latest methods of teaching dentistry at the local and international levels. We also seek to be distinguished in integrating dentistry education into medical care and recent research. Further, the College of Dentistry continuously supports its faculty members and strives to recruit distinguished competencies from the inside and outside of the Kingdom.

The College clinics, laboratories, and supporting facilities have all been fully equipped with most modern medical devices and staff in order to facilitate, modernize and reinforce the training process of students and motivate them to do their best.

The College works hard to achieve leadership in dentistry education and to be up to the aspirations of its leaders headed by the father of the educational renaissance in Saudi Arabia, the Custodian of the Two Holy Mosques, *May Allah preserve him*.

**Dean of the College of Dentistry**

Dr. Badr bin Karim Al-Zare'

## About the College

*In the name of Allah, Most Beneficent, Most Merciful, and Peace be upon his Messenger.*

In response to the considerable developments of Al-Jouf region and the broad public orientation to bring about a big shift in the higher education at Jouf University, the Royal Decree No (1086 / MB) dated on 26/1/1428 H was issued to establish a college for dentistry to join its counterparts of previously established medical colleges, and to be one of the outstanding tributaries of medical staff in the fields of oral and dental health sciences. Since its establishment, the College has always worked on achieving its goals and contributed to satisfying the Kingdom's need for dentists.

*May Allah, the Almighty, bring us all success and wisdom.*

## Unit Vision & Mission

### Vision

Building up an effective and sustainable partnership with alumni.

### Mission

To strengthen the College relationship with its alumni through effective and supportive means of communication.

## Unit Objectives

- ✓ Making use of the alumni's experiences in:
  - Developing academic, research and training plans in accordance with the labor market needs.
  - Participating in events and activities such as conferences, seminars, workshops and various ceremonies organized by the Colleges of the University.
  - To benefit from the expertise of College alumni and alumnae as a source providing scientific expertise, academic workshops and professional consultations in the field of dental sciences, and more specifically in developing the College and keeping its pace with development plans and labor market requirements.
  - Guiding alumni toward employment opportunities.
- ✓ Building up a solid partnership between the College and its alumni in order to achieve its vision in the long run.
- ✓ Informing alumni about the latest academic and research developments inside and outside the College
- ✓ Creating a database for communicating with and taking care of graduates and irrespective of their locations.
- ✓ Expanding communication with graduates via all possible channels and media means (audio, printed and visual).

# College Organizational Structure

College Council

Dean

Advisory Council

Quality Management Board

Administration Manager

Student Affairs Units

Administrative Contacts

Faculty Members Affairs Unit

Medical Supplies Unit

Clerk

Errand boy

Internal Units & Committees

- Academic Guidance Unit
- Alumni Unit
- Disciplinary & Excuses Committee
- Examinations Committee
- Library Committee
- Study Schedules Committee
- Privileges Committee
- Student Activities Committee
- Awards Committee
- Scientific Research Ethics Committee
- Quality & Academic Accreditation Unit
- Assessment Unit
- E-Learning Unit
- Absence & Attendance E-Marking Committee
- Plans & Curricula Committee
- Security & Safety Committee
- Laboratories Committee
- Scientific Research Committee
- Admission & Registration Committee
- Faculty & New Students Preparation Committee

Academic Affairs Supervisor

Heads Of Academic Departments

Department Of Oral & Maxillofacial Surgery & Diagnostic Sciences

- Oral Radiology
- Oral & Dental Surgery

Department Of Prosthodontics

- Fixed Fittings
- Removable Fittings
  - Dental Biomaterials

#### Department Of Conservative Dentistry

- Conservative Treatment
- Treatment Of Endodontics

#### Department Of Preventive Dentistry

- Periodontics
- Pedodontics
- Oral Medicine
- Oral Pathology
- Orthodontics
- Community Dentistry
- Basic Oral Sciences

#### Medical Clinics Management

- Patient Affairs Unit
- Reception Unit
- Nursing Unit
- Dental Technician Unit

## Alumni Unit

Name	Position	E-mail Address
Dr. Mohammed Ghazi Sghaireen	Unit Coordinator Coordinator of Prosthodontics Department	dr.mohammed.sghaireen @jodent.org
Dr. Ravi Kamar	Member Assistant Professor at Department of Preventive Dentistry	dr.ravi.gudipaneni @ jodent.org
D. Ibrahim Ahmed Al-Zoubi	Member Assistant Professor of Gum Diseases & Surgery	dr.ibrahim.alzoubi @ jodent.org
Dr. Josna Yadki	Member Lecturer, Department of Preventive Dentistry	dr.josna.yadiki @ jodent.org
Dr. Ahmed Ismail Naji	Rapporteur Lecturer of oral and dental surgery	dr.ahmed.nagy @ jodent.org

## Administrative Decision

The Dean of the College has decided,

- In light of the powers granted to him,
- With reference to Article 37 of the Higher Education Council,
- In accordance with the need for administrative structure development, well-distribution of powers and upgrading of the administrative and educational process, and
- In favor of the public work,

First: To form a committee for the College Alumni Unit.

Second: The Committee consists of:

Name	Position
Dr. Mohammed Ghazi Sghaireen	Chairman
D. Ibrahim Ahmed Al-Zoubi	Coordinator
Dr. Ahmed Ismail Naji	Rapporteur
Dr. Ravi Kamar	member
Dr. Josna Yadki	member

### **Responsibilities:**

- Setting out a strategic plan to develop a follow-up program for the Alumni Unit.
- Developing the mission and vision of the Alumni Unit.
- Identifying and developing specifications of graduates and developing plans to address them in the future.
- Identifying training needs of graduates to keep pace with the labor market development.
- Communicating with alumni through various communication means to enhance College relationship with students.
- Creating a website to facilitate communication and collaboration with alumni.
- Monitoring and recording successful cases of alumni to make use of their experiences.
- creating an alumni database.
- Providing alumni with a periodic newsletter.
- Developing an alumni handbook.
- Inviting the alumni to attend and participate in the College academic events.
- Inviting the alumni to attend the annual ceremony to be held by the College.
- Honoring some distinguished alumni and alumnae.

- Preparing statistics of health specialties for graduates.
- Identifying the most important challenges facing alumni in the labor market.
- Conducting exploratory studies on the numbers of alumni, the percentage of the employed and unemployed, and providing interested parties with the results to take the necessary actions.
- Obtaining feedback from the alumni about developments in their respective fields, which is fundamental for developing the educational systems.
- Inviting College alumni and alumnae who obtained leading positions to participate in the College events as speakers.
- Responding to all requirements of the program and institutional accreditation in collaboration with the College Quality Unit.
- Performing assigned tasks in light of developments and requirements.

Third: The committee report to the dean of the college or his representative.

Fourthly: The concerned parties shall adhere to this decision each in their respective field.

### **Alumni of First Batch (1436 H.)**

- ✓ Ahmed bin Atta Al-Farhoud
- ✓ Hussam bin Hakim Al-Rowaili
- ✓ Salah bin Zaidan Al - Shammari
- ✓ Salhaam bin Habib Al-Rowaili
- ✓ Abdul Rahman bin Fahid Al-Raouji
- ✓ Abdel Razzark bin Muwafiq Al-Rowaili
- ✓ Abdullatif bin Farhan Al-Rowaili
- ✓ Ali bin Mohammed Al- Makrami
- ✓ Omar bin Awaad Al-Zare'
- ✓ Krai' Bin Jamil Alshaye'
- ✓ Fadi bin Mohammed Al-Zayed
- ✓ Karim bin Khalid Al-Jabal

- ✓ Mohammed bin Mohaimeed Altemani
- ✓ Mohammed bin Nayef Al-Badawi
- ✓ Nayef bin Abdul Kakrim Al-Joufi
- ✓ Hisham Bin Khaled Al-Oudeh

## Alumni of Second Batch (1437 H.)

#	Name	Job	Mobile no.
1	Ahmed Mansour R Al Khamis		0566334958
2	Turki Abdulaziz Mohsen Almomhamadi	Assistant lecturer – University College of dentistry / Jouf	0569770107
3	Mohammed Abdulhamid M Almayouf	NA	0509913284
4	Mohammed Kateb Aldghmany	Assistant lecturer – University College of dentistry / Jouf	0534397167
5	Rayan Okla B Alswilem	Assistant lecturer – University College of dentistry / Jouf	0543361511
6	Muhannad Mohammed Aldhali	Volunteer at king AbdulAziz Specialist Hospital	0552426589
7	Mohammed Abdulrahman Alzarea	NA	0505284272
8	Mazen Awad M Alhassan	NA	0501795407
9	Abdullah Abdulkarim Homoud Alkhaldi	NA	0533690695
10	Mishaal Muflih Hassan Aldgmany	NA	0505390724
11	Ashraf Farhan Ali Alanazi	NA	0534567156
12	Anas Osamah M Abouonq	Joined Saudi Board Program (Fittings)	0562787846
13	Khaled Abdulrazaq Alwushayh	A Private Clinic Employee	0557042966
14	Mohammed Odhayd Alnusayri	A Private Clinic Employee	0543777430
15	Abdullah Hammoud Al Bdiwy	Volunteer at king AbdulAziz Specialist Hospital	0543615015

## Alumni of Third Batch (1438 H.)

#	Name	Job	e-mail address	Mobile no.
1	Hamad Khalaf G Al-Enzi	Private clinic	hamad.alawajy@jodent.org	0531102121
2	Yousef Anad M Alashraray	NA	yousef.alashraray@jodent.org	0559502388
3	Easa Msbh S Al Sharari	NA	essa.alsharari@jodent.org	0503894562
4	Yousef Mazki D Al-Enazi	NA	yousef.alanazi@jodent.org	0509669446
5	Yunus Kassab Q Alrowaili	NA	yunes.alruwaili@jodent.org	0559053285
6	Hussam Mowafak L Alrowaily	NA	hussam.alruaily@jodent.org	0535522778
7	Majed Ayed A Alenazi	NA	majed.alanzi@jodent.org	0500484686
8	Abdulaziz Fawaz H Aldahhash	NA	abdulaziz.alrubash@jodent.org	0595145084
9	Ahmed Muharraq Gillan Alrowaili	NA	ahmad.moharaq@jodent.org	0547875831
10	Mousa Saleh A Alzahrani	NA	mousa.alzahrani@jodent.org	
11	Abdulaziz Ahmad A Alrubash	NA	abdulaziz.alrubash@jodent.org	0534166064
12	Abdulmajeed Mohammed M Albuhayran	NA	abdulmajeed.albuhayran@jodent.org	
13	Mohammed Ibrahim Moh. Al Nafjan	NA	mohammed.alnafjan@jodent.org	0502848101
14	Majed Abdullah M Alanazi	NA	majed.alanzi@jodent.org	0531370021
15	Abdulrahman Atiah M Alruwaili	Private clinic		0599967174
16	Abdulrahman Jaber Mohelan Alruwaili	NA	abdulrahman.jaber@jodent.org	
17	Abdullah Rafa N Alrowili	NA		0542264342
18	Abdulkarim Jalal J Alrowaili	Private clinic	abdulkarimjalal@jodent.org	0502611377
19	Ahmed Tawireq N Alfuhaiqi	NA		0531622772
20	Abdulsalam Mohammed F Alenezi	NA	abdulsalam.moh.alanzi@jodent.org	0561422272
21	Fayez Mohammed B Alazmi	Private clinic	fayez.alazmi@jodent.org	
22	Faisal Fahad H Almusayyab	NA	faisal.almussaib@jodent.org	0546862426
23	Adel Hamoud N Alenezi	NA	adel.hmoud.alanzi@jodent.org	0546866610
24	Fahad Muqbil B Aljohani	NA	fahad.algahane@jodent.org	0566141122
25	Abdullah Hamdan M Alrowaili	NA		0595919614
26	Mazen Nafea H Alruwaili	NA	mazen.alrowely@jodent.org	0501795407
27	Yousef Mohammed S Alotaibi	NA	yousef.alotaibi@jodent.org	0554099982
28	Ahmed Saud H Alkuwaykibi	NA	ahmed.saud.alrawily@jodent.org	0531627511

29	Abdulkarim Owaid K Alenezi	NA		0564002404
30	Adel Saleh T Alhabrti	NA	adel.saleh.alhabrti@jodent.org	0530670331
31	Anas Saleem O Albalawi	NA	anas.saleem.albalawi@jodent.org	0532084657

## Unit Activities

- ✓ The Alumni Unit sent SMSs to all alumni to introduce its role.
- ✓ The Alumni Unit sent e-mails to all alumni to introduce its role to request them to update their data.
- ✓ The Alumni Unit issued its first handbook in the College of Dentistry at the University of Jouf (1437), which recorded the names of all alumni graduated from the College holding bachelor's degree. The handbook was delivered to the alumni during the Saudi Association Dentistry Conference. The handbook was also delivered to the College faculty members.

## Alumni First Meeting

### Recommendations of the first induction meeting:

1. Conducting regular communication with alumni and alumna.
2. Taking use of local scientific conferences and activities to maintain communication with the alumni and alumna and to provide them with opportunities to participate in relevant social activities
3. Announcing unit activities and meetings early enough to ensure maximum participation of alumni and alumna.
4. Creating clear channels to support the college through the Unit.
5. Taking use of the alumni's experiences and proposals to support the College.
6. Engaging various health sectors in the unit mission.

7. Taking advantage of counterpart units at prestigious universities.

## Services Provided by Alumni Unit

1. Updating the alumni database continuously.
2. Surveying alumni's views on curricula, skills required by the labor market and challenges faced them after graduation.
3. Urging alumni to communicate with the college and support it morally.
4. Announcing for available jobs and vacancies on the College website.
5. Providing various facilities within the University.
6. Inviting alumni to participate in the research activities held by University scientific centers and chairs.
7. Enabling alumni to benefit from the University website and to address their aspirations to overcome challenges that they may encounter.
8. Organizing specialized workshops for graduates to help them meet the requirements of the labor market.
9. Holding a periodic meeting coincides with one of the scientific conferences of dentistry.
10. Providing alumni with a copy of the Alumni Unit Handbook on a periodic basis.

## Alumni Unit Annual Plan

1. Effective communication between the College with its various academic departments and its graduates in order to continuously align the learning outcomes and the requirements of the labor market.
2. Communication with different employers and introduce them to graduate specifications in order to provide alumni with appropriate job opportunities.
3. Raising the values of excellence and competitiveness of graduates in all areas of College specialization.
4. Developing continuous medical education programs for graduates to promote their skills in line with the labor market needs and scientific development in the field of specialization.
5. Informing alumni about the College new academic and research development.
6. Holding an annual day to where alumni, businessmen and employing companies that may have vacancies are invited.
7. Strengthening the relationship with graduates to benefit from them in:
  - Developing academic, research and training plans of the College in accordance with the needs of the labor market.
  - Participating in the events and activities organized by the College such as lectures, conferences, seminars, and workshops.
  - Guiding fresh alumni toward employment, scientific research and joining graduate studies.

## Employers ' Assessment of Alumni's Performance Quality

### General instructions

1. This questionnaire aims to identify the employers' views about the quality of alumni's performance graduated from the College of Dentistry at Jouf University.
2. It is preferable to be filled out by the direct manager of the graduate.
3. This information will be treated with strict confidentiality.
4. It is very important that employers state their opinions objectively and transparently in order to enable developing the University educational process.

### First: Preliminary Information

Sector: \_\_\_\_\_ .

Organization Name: \_\_\_\_\_ .

### Second: To what extent are you satisfied with the performance level of University graduate according to the following items:

*Put a tick (✓) in the box that best describes your opinion:*

- (Strongly Agree) means that the item is always or almost always true and that the requested has been fully performed.
- (Agree) means that the item is often or mostly true and that the requested has been almost well-performed.
- (Fairly True) means that the requested has been performed on average.
- (Disagree) means that requested has been poorly performed.
- (Strongly Disagree) means that the requested has been performed very badly, was not actually, or rarely performed.

Item	Strongly Agree	Agree	Fairly True	Disagree	Strongly Disagree
A. Education Level					
1	Knowledge in specialization				
2	Problem identifying and solving				
3	Data collection and analysis				

4	Ability to apply what learned					
5	Using IT skills					
<b>B. Communication Skills</b>						
1	Verbal communication					
2	Writing reports or research papers					
3	Ability to express ideas					
4	Ability to work in teams					
5	Administrative Leadership					
<b>C. Personality</b>						
1	Independent thinking					
2	Motivation					
3	Level of reliance					
4	Attention to ethical values					
5	Ability to adapt to new environments and technologies					
<b>D. Work Skills</b>						
1	Administrative efficiency					
2	Time management					
3	Work control					
4	Computer skills					
5	English language skills					
6	Commitment to professional ethics					

**Third: General Observations:**

**Please clarify any particular professional skills required by your institution.**

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**Graduate's most prominent strengths:**

- 1) -----
- 2) -----
- 3) -----

**Graduate's shortcomings (if any):**

- 1) -----
- 2) -----
- 3) -----

**Please provide us with your valuable feedback to develop the University academic programs and to enable graduates to meet your expectations.**

- 1) -----
- 2) -----
- 3) -----

**How do you see the performance level of the University graduates compared to their counterparts from other Saudi universities?**

Better

Similar

Lower

**Thank you for your participation!**