

Procedure Code	Procedure name	Management	Jan	Feb	Mar	Aprl	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
P1	Document and data control	Vice-Rectorate For Development And Quality												
P2	Planning and Executing Internal Quality Audits													
P3	Monitor non-conforming products													
P4	Corrective and preventive actions													
P5	Planning and carrying out management reviews													
P6	Measuring customer satisfaction													
P7	Procedures of the Office of His Excellency the Undersecretary for Development and Quality													
P8	Procedures of the Office of His Excellency the Dean of Development and the University													
P9	Add and delete	Deanship of Admission And Registration												
P10	Postponement and apology for a course													
P11	Enter the desires for the specialty													
P12	Update personal data													
P13	print academic record													
P14	Giving an opportunity to a student with a restriction													
P15	Registering a Sattam student as a visitor at another university													
P16	Registering a student from another university as a visitor at Sattam University													
P17	Re-enrollment for a student who has been registered													
P18	Request to re-mark a test													
P19	Transfer from within the university													
P20	Material equivalency for a transfer from inside or outside the university													
P21	Consolidated Electronic Admission													
P22	Issuance of a university card													
P23	Enter the specialization desires													



P24	Transfer from outside the university																			
P25	Withdrawal from the university and disclaimer																			
P26	Disclaimer and obtain the graduation certificate																			
P27	Extracting a replacement for a lost graduation document																			
P28	Graduation document modification																			
P29	Reward disbursement																			
P30	Procedures of the Office of His Excellency the Dean of Admission and Registration																			
P31	Procedures of the Office of His Excellency the Undersecretary for Educational and Academic Affairs	Vice-Rectorate for Academic and Educational Affairs																		
P32	Procedures of the office of His Excellency the President of the University	The President Office																		
P33	Procedures of His Excellency the Vice Rector's Office	The Vice-President Office																		
P34	Project management office procedures	Project Management																		
P35	Dealing with construction needs																			
P36	Procedures of the office of the supervisor of the maintenance and operation department	Operation and Maintenance Department																		
P37	Handling maintenance requests																			
P38	Preventive maintenance																			
P40	Evaluate the performance of maintenance teams																			
P41	Warehouse Manager Office Procedures	Financial and Administrative Affairs - Purchases - Warehouses																		
P42	Receipt and disbursement of materials and needs																			
P43	Purchasing Manager Office Procedures																			
P44	Make purchases																			
P45	Perform supplier assessment																			
P46	Procedures of the Office of the Dean of Student Affairs	Deanship of Students Affairs																		
P47	Set up an activity																			
P48	subsidy request																			
P49	Request a flight discount																			

P50	Request for an advance																			
P51	Preparing the university team's posts																			
P52	Procedures of the Office of His Excellency the Dean of the Preparatory Year	Deanship of Preparatory Year																		
P53	Accreditation of the Preparatory Year Affairs Management Company																			
P54	Handling student requests																			
P55	Correction of the preparatory year exams																			
P56	Receiving transfer requests from students of other universities																			
P57	Distribution of cash money to new students																			
P58	Connecting people to lecturers and academic advisors																			
P59	Announcing the results of the preparatory year																			
P60	Entering study schedules into the system																			
P61	Dealing with student complaints about class schedules																			
P62	Office of the Dean of the Deanship of Information Technology and Distance Learning	Deanship of IT and Distance Learning																		
P63	Networking procedures																			
P64	Technical support request procedures																			
P65	Database management procedures																			
P66	University Vice Dean's Office Procedures	Vice-Rectorate for Graduate Studies and Scientific Research																		
P67	Procedures of the Office of the Dean of Scientific Research																			
P68	Scientific Research Accreditation Procedures																			
P69	Procedures of the Dean of Graduate Studies office																			
P70	Postgraduate procedures																			
P71	Customer Satisfaction Assessment Procedures																			
P72	Procedures of the Office of the Dean of Library Affairs																			
P73	Book lending procedures																			
P74	Requisition procedures																			

PC1	Deanship of the Preparatory Year in Al-Kharj	Uniform system for colleges																			
PC1	College of Science and Humanities in Al-Kharj																				
PC1	College of Education in Al-Kharj																				
PC1	College of Engineering in Al-Kharj																				
PC1	College of Medicine in Al-Kharj																				
PC1	College of Dentistry, Al-Kharj																				
PC1	College of Engineering and Computer Science in Al-Kharj																				
PC1	College of Business Administration in Al-Kharj																				
PC1	College of Pharmacy in Al-Kharj																				
PC1	College of Applied Medical Sciences in Al-Kharj																				
PC1	Community College in Al-Kharj																				
PC1	Community College in Aflaj																				
PC1	College of Science and Humanities in Aflaj																				
PC1	College of Arts and Sciences in Wadi Al-Dawasir																				
PC1	College of Applied Medical Sciences in Wadi Al-Dawasir																				
PC1	College of Education in Wadi Al Dawasir																				
PC1	College of Engineering in Wadi Al-Dawasir																				
PC1	College of Business Administration in Hotat Bani Tamim																				
PC1	College of Sciences and Humanities, Hotat Bani Tamim																				
PC1	College of Education in Dilam																				
PC1	College of Science and Humanities in Al-Silil																				