

Tasks and Responsibilities

Committee Name: Activity Committee

Department Name: Business Administration

Responsibilities

1. Prepare the action plan and achieve all tasks of the action plan
2. Prepare the activity plan and follow up on the study activities
3. Prepare all required work in April
4. Short reports
5. Activities report
6. Improvement plan

Action Plan for 2022-2023					
Department Name: Business Administration					
Sr. #	Tasks	Activities/Events	Responsible	Due time	Achievement Indicator 100%
1	Prepare and implement the annual plan for student activities	Coordinate and supervise the implementation and activation of the activity plan	Alaa Shagagi	In beginning of academic year	100%

2	Prepare the activity plan and follow up on the study activities	Make an activity plan based on the type of activities approved at the college level	Alaa Shagagi	Beginning of each semester	65%
3	Short report	Prepare short reports about the activities has achieved	Alaa Shagagi	Periodically	100%
4	Activities report	Prepare activity report summaries the activity event	Alaa Shagagi	Periodically	100%
5.	Improvement plan	Conduct a questionnaire inquiring about students' opinions and suggestions for activities and build an improvement plan based on the .results	Alaa Shagagi	In the end of academic year	

Activity Plan for 2022-2023					
Department Name: Business Administration					
Sr. #	Tasks	Activities/Events	Responsible	Due time	Achievement Indicator 100%
1	Celebration of the national day	Participation of students in the National Day activities in the college	Alaa Shagagi	25/09/2022	100%
2	Football League	Participation of students	Alaa Shagagi	23/10/2022	100%
3	Attend the innovation and entrepreneurship unit exhibition	Students' attendance to get the benefit of the exhibition	Alaa Shagagi	12/01/2023	100%
4	Saudi Founding Day celebration	Participation of students	Alaa Shagagi	16/02/2023	100%

Short reports

Report 1

In order to students' participation in the football league, a meeting had been held with the faculty members to encourage and urge the students to participate in the football league, as 8 students of the business administration department participated.

Date: 23/10/2022

Report 2

In order to motivate students to attend the Entrepreneurship and Innovation Exhibition in Jizan, students were contacted and encouraged to attend. whereas the exhibition will enable students to learn about and communicate with the business community and enhance positively the learning experience. As it attended by 4 students of the business administration department.

Date: 12/01/2023

Report 3

In order to motivate students to participate in the Saudi Founding Day Celebration event, students were contacted and encouraged to participate. As the students and faculty members provided gifts and a video clip about the Saudi founding day.

Date: 16/02/2023

Activities report

Activity 1

Activity Name	Football League
Activity purpose	Student participation and development of their physical abilities
Activity date	23/10/2022
Participants number	9
Advertising Media	WhatsApp

Activity 2

Activity Name	Innovation and entrepreneurship unit exhibition in Jazan University
Activity purpose	Enable students to recognize and communicate with the business community and enhance the learning experience in a positive way
Activity date	12/01/2023
Attendees number	4
Advertising Media	WhatsApp

Activity 3

Activity Name	Saudi Founding Day celebration
Activity purpose	Celebration and pride of the Saudi founding day
Activity date	16/02/2023
Participants number	9
Advertising Media	WhatsApp