



المنصة البيضاء للترجمة  
نصادق على صحة الترجمة دون  
أدنى مسؤولية عن محتوى الوثيقة  
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جامعة الأميرة نورة بنت عبدالرحمن  
Princess Nourah bint Abdulrahman University

## Follow Up Unit Guide

College of Engineering

تقدم هذه الوثيقة الدليل الاجرائي لاستخدام البانر لمنسوبي الكلية من أعضاء الهيئة التعليمية والادارية في كلية الهندسة في جامعة الأميرة نورة بنت عبد الرحمن.



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## Introduction

The goal of the Follow Up Unit track faculty members within the College of Engineering and from the shared colleges, ensuring that lectures are delivered according to the schedules for the current semester.

At the beginning of each semester, the following actions are taken:

1. Notification: Heads of departments and the Academic Guidance Unit at the College of Engineering and shared colleges are notified of the semester start date and reminded of the necessity for faculty members to commence and deliver lectures from the first week.
2. Field Visits: Daily field visits are conducted during the first and second weeks of the semester to ensure faculty members are present and delivering their lectures.
3. Daily Reporting: A daily follow-up report is submitted to the academic departments of the College of Engineering and shared colleges.
4. Monitoring Forms: A monitoring form for the educational process is distributed to the College of Engineering departments from the third week to the fifteenth week.
5. Special Monitoring Form for Faculty: A specific educational process form for faculty members teaching shared courses is distributed, which includes a link to be filled out by the faculty member at the end of each academic week.
6. Weekly Review: The monitoring forms are reviewed and audited weekly.
7. Absence Reporting: If a faculty member in the College of Engineering or shared colleges is unable to attend a lecture, the respective department or college is contacted to request a justification for the absence, along with a reminder not to repeat it and to submit a prior excuse



## Contacts

Extension	E-mail	Follow Up Unit
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