



FACILITIES AND RESOURCES HANDBOOK 2023-24



Faculty of Computer and Information Systems

FACILITIES AND RESOURCES HANDBOOK

Faculty of Computer and Information Systems



INTRODUCTION

Letter from the Dean

Dean's Message

Welcome to the Faculty of Computer and Information Systems – Islamic University in Madinah. The faculty and staff are determined to create and encourage an engaging environment of teaching and learning, where every student matters. The Faculty of Computer and Information Systems was established in 2011 G. / 1431 H. and started in the academic year 2013/2014 G. - 1434/1435 H. The faculty, through its four departments (Computer Engineering, Computer Science, Information Technology, Information Systems), aims to graduate outstanding staff and competencies into industry and market who are able to accompany by rapid development in the fields of technology and informatics, which contributes to the achievement of the mission of the university. With the keen attention of his excellency the Rector and the vice-rectors of the University, the faculty seeks to attract outstanding academic competencies in the field of scientific research and modern teaching methods. As we are in the age of technological and cognitive development, we must keep abreast of developments and transfer them to our students through the content of course materials and modern teaching methods that we will give full attention to.

Saad Al Qahtani, PhD

Dean, Faculty of Computer and Information Systems

Preface

This handbook is planned to provide the basic information about available facilities and resources at faculty of computer and information systems, Islamic university of Madinah. Also, let you know where more detailed and comprehensive information is available. If any student has questions about the contents of this handbook, please direct them to their supervisor. The handbook is available on the website for your reference. Any questions not answered in the manual may be referred to your supervisor.

“Our ultimate goal is to provide availability of facilities and resources to our students, faculties and staff members for the performance of their duties; of their education; and to ensure the protection from injury while on our building”.

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Lab Guidelines

Students

1. Students should not be allowed to bring any type of eatables or drinkables inside the lab, except water.
2. The students are responsible for their personal belongings in labs.
3. The students are not allowed to bring any personal devices such as laptops, tabs without prior permission.
4. Cell phone should be switched off, in case of emergency cell phone calls are to be taken outside the lab, with permission from the instructor.
5. Students must report any broken items (PCs, chairs, electrical sockets, keyboard, mouse, etc). Any software malfunctioning should be reported to the instructor as well.
6. Tampering with the default settings of PCs will be treated as a severe violation of the rules.
7. Accessing internet in the lab must be avoided unless asked to do so.
8. Software downloads or installation is strictly prohibited.
9. USB storage devices must not be connected to the PCs in any case.

10. Students must commit to intellectual property rights and the use of licensed software only.
11. Students must not undertake any actions that would impact negatively on the performance of the device or expose to viruses or to make modifications to its components.
12. When leaving, students should return the chairs to their actual locations and should not forget to turn off the PCs.

Instructors

1. Instructors should report any hardware damages or software malfunctioning to the IT team immediately using their official email IDs.
2. Issues reported to the IT team must be resolved within five working days, otherwise a complaint can be filed.
3. Please consult Manager Administration in regard to the cleanliness of the labs and make sure labs are cleaned at least twice a week.
4. Instructors should erase the white boards, turn off the lights and make sure that they lock the doors, when leaving.

Software

The software for the computer labs, classroom equipment and faculty computers are managed by IT support. Depending on the need and availability they provide free and licensed software. The IT support representative within the department is someone@iu.edu.sa



Labs Descriptions

Windows 10 is installed in all PCs of the department. At the beginning of each semester, the lab committee checks all labs and ensure that the required software and tools are available. In total, we have 14 Labs. The total capacity of all labs is **344 PCs**.





Lab No. CL-104

Floor: Ground

Facilities Available:



Projector^{Wireless} Smartboard Whiteboard Workstations

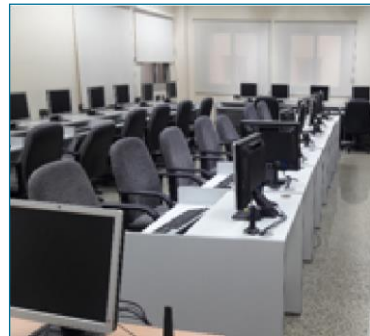
| Computer Specifications | |
|-------------------------|------------------------------------|
| Model | HP Compaq Elite 8300 MT |
| No. of workstations | 29 |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz |
| Hard Disk | 500GB |
| RAM | 8GB |
| Operating System | Windows 10 |

Courses taught in Lab

- Computer Graphics
- Visual Programming
- Principles of IS
- IT Infrastructure and its Management

Academic software available in lab

- MS Office 2016
- Microsoft Visual C++
- MS Visual Studio 2019
- Netbeans
- Java SE
- SQL Server
- Microsoft Visio Professional





Lab No. CL-105

Floor: Ground

Facilities Available:

Projector^{Wireless} Smartboard Whiteboard Workstations

| Computer Specifications | |
|-------------------------|------------------------------------|
| Model | HP Compaq Elite 8300 MT |
| No. of workstations | 25 |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz |
| Hard Disk | 500GB |
| RAM | 8GB |
| Operating System | Windows 10 |

Courses taught in Lab

- Database systems
- Accounting Information Systems
- Algorithms and Data Structures
- Analysis and Design of Algorithms

Academic software available in lab

- MS Office 2016
- MS Visual Studio 2019
- Netbeans
- Java SE
- SQL Server
- Microsoft Visio Professional
- Turbo C++
- Sharepoint





Lab No. CL-106 [OPEN LAB]

Floor: Ground

Facilities Available:



Projector, Wireless Smartboard Whiteboard Workstations

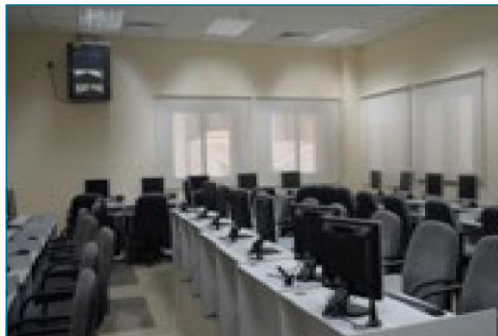
| Computer Specifications | |
|-------------------------|------------------------------------|
| Model | HP Compaq Elite 8300 MT |
| No. of workstations | 26 |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz |
| Hard Disk | 500GB |
| RAM | 8GB |
| Operating System | Windows 10 |

Courses taught in Lab

- Accounting Information Systems
- Artificial Intelligence

Academic software available in lab

- MS Office 2016
- Netbeans
- Visio 2013
- Share Point
- Java development Kit





Lab No. CL-107

Floor: Ground

Facilities Available:

Projector ^{Wireless} Smartboard Whiteboard Workstations

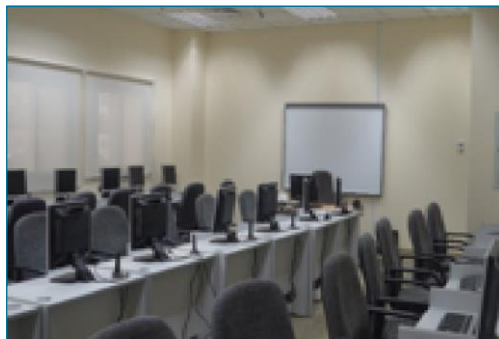
| Computer Specifications | |
|-------------------------|------------------------------------|
| Model | HP Compaq Elite 8300 MT |
| No. of workstations | 35 |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz |
| Hard Disk | 500GB |
| RAM | 8GB |
| Operating System | Windows 10 |

Courses taught in Lab

- OPEN LAB

Academic software available in lab

- MS Office 2016
- Netbeans 8
- Visio 2013
- Share Point
- Java development Kit
- Oracle vm virtual Box





Lab No. CL-108

Floor: Ground

Facilities Available:



Projector^{Wireless} Smartboard Whiteboard Workstations

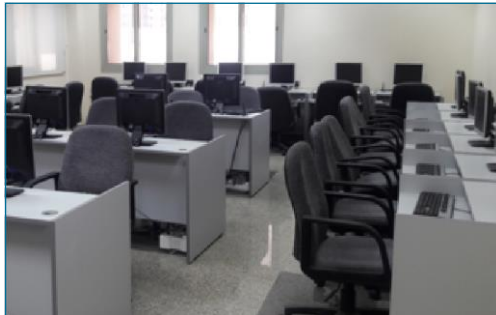
| Computer Specifications | |
|-------------------------|------------------------------------|
| Model | HP Compaq Elite 8300 MT |
| No. of workstations | 27 |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz |
| Hard Disk | 500GB |
| RAM | 8GB |
| Operating System | Windows 10 |

Courses taught in Lab

- Advanced Technology in Information Systems
- IS Application Design and Development

Academic software available in lab

- MS Office 2016
- Netbeans 8
- Visio 2013
- Share Point
- Java development Kit
- Oracle vm virtual Box



Lab No. CL-201

Floor: First Facilities Available:



Projector ^{Wireless} Smartboard Whiteboard Workstations

| Computer Specifications | |
|-------------------------|------------------------------------|
| Model | HP Compaq Elite 8300 MT |
| No. of workstations | 29 |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz |
| Hard Disk | 500GB |
| RAM | 8GB |
| Operating System | Windows 10 |

Courses taught in Lab

- Software Quality and testing

Academic software available in lab

- MS Office 2016
- Visio 2013
- Share Point
- Java development Kit
- Net Bean 8





Lab No. CL-204

Floor: First Facilities

Available:

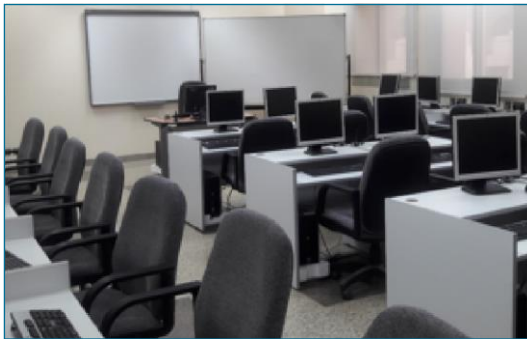
| Computer Specifications | |
|-------------------------|------------------------------------|
| Model | HP Compaq Elite 8300 MT |
| No. of workstations | 28 |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz |
| Hard Disk | 500GB |
| RAM | 8GB |
| Operating System | Windows 10 |

Courses taught in Lab

- System Integration and Architecture

Academic software available in lab

Domain
Server



Lab No. CL-205

Floor: First Facilities Available:



Projector Wireless Smartboard Whiteboard Workstations

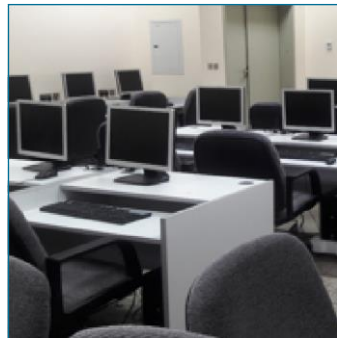
| Computer Specifications | |
|-------------------------|------------------------------------|
| Model | HP Compaq Elite 8300 MT |
| No. of workstations | 27 |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz |
| Hard Disk | 500GB |
| RAM | 8GB |
| Operating System | Windows 10 |

Courses taught in Lab

- System Analysis and Design
- Software Quality and Testing
- Introduction to IT

Academic software available in lab

- MS Office 2016
- MS Visual Studio 2018
- Netbeans 8
- Visio 2013
- Share Point
- Java development Kit
- SQL server 2008





Lab No. CL-206

Floor: First Facilities Available:

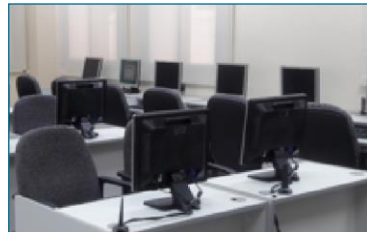
| Projector | Wireless | Smartboard | Whiteboard | Workstations |
|-------------------------|------------------------------------|------------|------------|--------------|
| Computer Specifications | | | | |
| Model | HP Compaq Elite 8300 MT | | | |
| No. of workstations | 28 | | | |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz | | | |
| Hard Disk | 500GB | | | |
| RAM | 8GB | | | |
| Operating System | Windows 10 | | | |

Courses taught in Lab

- Operating Systems
- Numerical Computations

Academic software available in lab

- MS Office 2016
- Netbeans 8
- Visio 2013
- Share Point
- Java development Kit
- Oracle vm virtual Box (Ubuntu V.14)



Lab No. CL-209

Floor: First Facilities Available:

| | Projector | Wireless | Smartboard | Whiteboard | Workstations |
|-------------------------|------------------------------------|----------|------------|------------|--------------|
| Computer Specifications | | | | | |
| Model | HP Compaq Elite 8300 MT | | | | |
| No. of workstations | 29 | | | | |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz | | | | |
| Hard Disk | 500GB | | | | |
| RAM | 8GB | | | | |
| Operating System | Windows 10 | | | | |

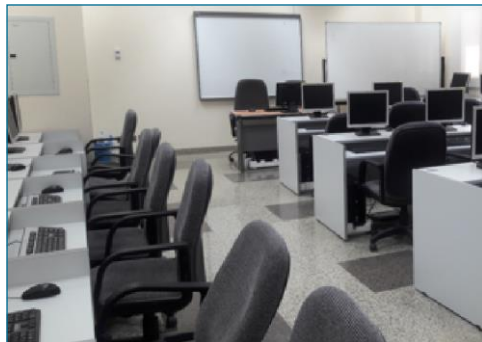
Courses taught in Lab

- Computation Fundamentals
- Software Engineering

Academic software available in lab

MS Office 2016

- Netbeans 8
- Visio 2013
- Share Point
- Java development Kit





Lab No. CL-210

Floor: First Facilities Available:

Projector^{Wireless} Smartboard Whiteboard Workstations

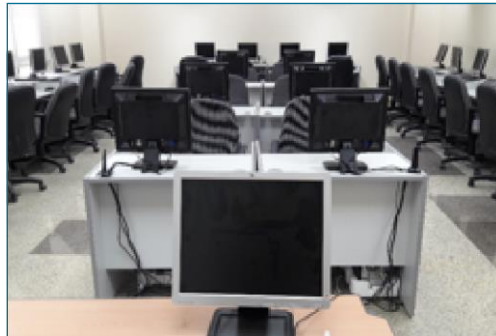
| Computer Specifications | |
|-------------------------|------------------------------------|
| Model | HP Compaq Elite 8300 MT |
| No. of workstations | 29 |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz |
| Hard Disk | 500GB |
| RAM | 8GB |
| Operating System | Windows 10 |

Courses taught in Lab

- Advanced Database

Academic software available in lab

- MS Office 2016
- MS Visual Studio 2019
- MS SQL Server 2008
- Netbeans 8
- Share Point
- Java development Kit



Lab No. CL-304

Floor: Second

Facilities Available:

Projector^{Wireless} Smartboard Whiteboard Workstations

| Computer Specifications | |
|-------------------------|------------------------------------|
| Model | HP Compaq Elite 8300 MT |
| No. of workstations | 11 |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz |
| Hard Disk | 500GB |
| RAM | 8GB |
| Operating System | Windows 10 |

Hardware Kits

- Digital Logic Trainers KL-31001 - 4
- HERA Digital Panels - 2
- Microprocessor Training Kits ESA 86/88-3 – 2
- 5 power supply
- 2 Digital panel
- 4 microprocessor study unit
- + 63 Module
- 5 Digital Systems Study Unit

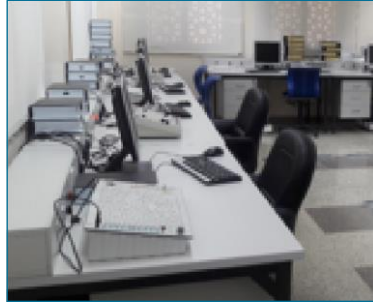
Courses taught in Lab

- Logic Design
- Computer Organization and Architecture

- Microprocessors

Academic software available in lab

- MS office 2016
- Visio 2013
- Share Point
- Java development Kit
- Net Beans 8



Lab No. CL-305 [RESEARCH LAB]

Floor: Second

Facilities Available:

Projector ^{Wireless} Smartboard Whiteboard Workstations

| Computer Specifications | |
|-------------------------|---|
| Model | Asus Predator Orion 5000 Core i9, 64GB RAM Del Alienware X15 R1 Core i7, 16GB RAM MSI GE76 Raider Core i9, 32GB RAM |
| No. of workstations | 3 |
| Processor | Intel® Core™ i7 and i9 |
| Hard Disk | 500GB /1 TB |
| RAM | 16/32/64 GB |
| Operating System | Windows 10 |
| VR Headset | Oculus Quest 2 (2x Controllers) |
| Sensor Kit | Shimmer Sensors, IMU sensor, Muscle Sensor |
| Other Hardware | Arduino Starter Kit advanced |

Other Hardware available in lab

Fest night Starter learning Kit for Arduino UNO R3 LCD1602 Servo processing ELEGOO Mega 2560 Project The Most Complete Ultimate Starter Kitw/Tutorial Compatible with Arduino IDE SunFounder Mega2560 R3 Project The Most Complete Starter Kit Compatible with Arduino Mega 2560 R3 Mega328 Nano, Mega2560 Board and 40 Tutorials Included, Arduino Starter Kit [K000007] (English Projects Book), CanaKit Raspberry Pi 4 8GB Extreme Kit-128GB Edition (8GB RAM), Terasic DE1-SOC Development Kit with Accessories



Lab No. CL-306 [NETWORK LAB]

Floor: Second

Facilities Available:

Projector ^{Wireless} Smartboard Whiteboard Workstations

| Computer Specifications | |
|-------------------------|------------------------------------|
| Model | HP Compaq Elite 8300 MT |
| No. of workstations | 18 |
| Processor | Intel® Core™ i7-3770 CPU @ 3.40GHz |
| Hard Disk | 500GB |
| RAM | 8GB |
| Operating System | Windows 10 |

Network Hardware Equipment

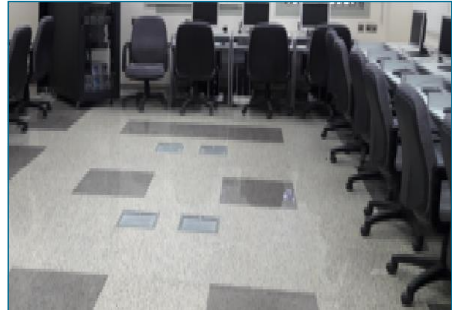
- Cisco Switch 24 port
- ZyXEL Switches 8 and 16 ports
- Intel Xeon Server
- NetsysT and iSecureIT Firewalls

Courses taught in Lab

- Computer Networkes Information Security operating systems

Academic software available in lab

- MS Visual Studio 2019
- SQL Server 2008
- Oracle vm virtual Box (Ubuntu V.14)
- Open SSI
- Cisco Packet Tracer



FCIS Computing Resources

Computing Resources

| Computing Resources | | | | |
|---------------------|-----------------------------------|------------------|-------------------|------------|
| item | Quantity | Operating System | Internet Facility | Timing |
| Workstations | 344 | windows 10 | yes | 8 AM- 5 PM |
| Data Storage | 1 | - | - | - |
| Wi-Fi Network | Covers all areas of FCIS building | | yes | 24 Hours |

| Computer Specifications | |
|-------------------------|----------------------------|
| Model | HP or DELL |
| Processor | Intel® Core™ i7 Equivalent |
| Hard Disk | 500GB |
| RAM | 8GB |
| Operating System | Windows 10 |

In addition, on demand computational resources are also available from the main university data center upon request.

Classrooms

In the faculty of Computer and Information System building, classrooms are with projector, whiteboard, table, chair, and student chairs. The total combined capacity of all classrooms is 603. The details of classrooms are as follows. [CL-FCIS BUILDING ROOMS, LANG- ARABIC LANGUAGE BUILDING ROOMS]

| Room | Capacity | LCD Projector (Y/N) | White Bord (Y/N) |
|----------|----------|---------------------|------------------|
| CL-102 | 28 | ✓ | ✓ |
| CL-202 | 28 | ✓ | ✓ |
| CL-203 | 29 | ✓ | ✓ |
| CL-207 | 29 | ✓ | ✓ |
| CL-208 | 27 | ✓ | ✓ |
| CL-307 | 60 | ✓ | ✓ |
| CL-308 | 44 | ✓ | ✓ |
| LANG-204 | 60 | ✓ | ✓ |
| LANG-205 | 60 | ✓ | ✓ |
| LANG-206 | 60 | ✓ | ✓ |
| LANG-207 | 60 | ✓ | ✓ |
| LANG-208 | 60 | ✓ | ✓ |
| LANG-209 | 60 | ✓ | ✓ |



Facilities for Student and Faculty Activities

The following facilities are provided for student and faculty activities

| Faculty/Student activities | Facilities Provided |
|-----------------------------------|---|
| New student opening day | College Lobby |
| Workshops | CL 107 |
| Seminars | CL 107 |
| Training | CL 107 |
| Conferences | Assalam Hall/King Saud Hall/Historical Hall/University Council Hall |
| Academic advising | Academic Advising office 309 |
| Sports activities | University Stadium/ Gym |
| National Competitions Preparation | Classes and Labs |
| Student Workshops | CL 107 |
| Programming Training | Labs |
| Student Activities | Open Lab (CL 106), Online (Black Board), Prayer Room (CL 103), Common Room (CL 001) |



Policies and procedures for maintenance and upgrade of tools, equipment, computing resources, and laboratories

Office space, classroom allocation, and office stationery are the responsibilities of department administration. The university maintenance department is responsible for all maintenance issues related to offices, laboratories, and classrooms. The university maintenance department accepts maintenance requests by filling in a request from the portal <https://helpdesk.iu.edu.sa/mytickets> or by telephone or manually. Thus, facilities and equipment support are adequate to achieve the program's outcomes.

Policies and procedures

The Faculty of Computer and Information Systems has lab inspections periodically to inspect the tasks of running, maintaining, and upgrading the various laboratory equipment. The faculty has one network printer installed for staff use. The Lab technicians are responsible for managing the machines and keeping them in operating state. Minor problems facing the students and the academic staff are solved immediately upon request; the technicians do systematic maintenance and install the needed software. Further assistance is

available from the IT central personnel for networking and major hardware problems before the beginning of every semester.

The computing facilities are maintained and upgraded as follows:

Steps to submit a maintenance, technical support, or software installation request:

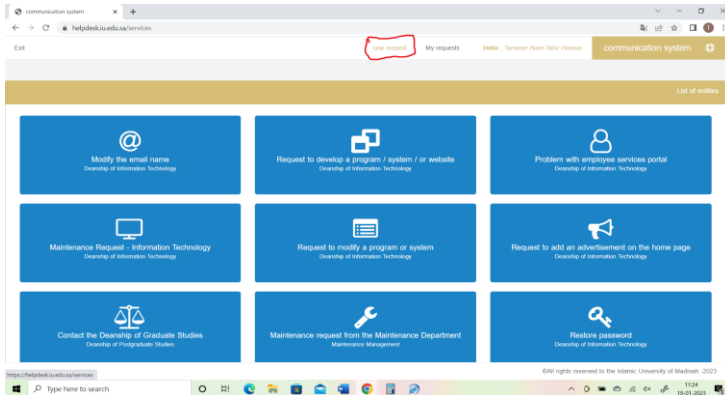
1. Submit a request to the technical support staff through the designated form.
2. The technical support staff receives the request.
3. The technical support staff provides the service or contacts the Information Technology Deanship through the "Twasol" system.

Steps to submit a software or hardware purchase request:

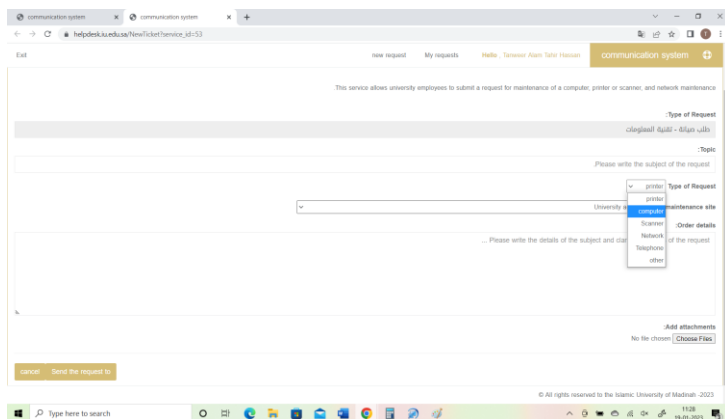
1. Submit a request to the technical support staff through the designated form.
2. The technical support staff receives the request.
3. The staff sends a purchase letter to the department manager through the "Mersal" system.
4. The department manager sends the request to the college dean.
5. The college dean sends the request to the Information Technology Deanship or the relevant authority.

Upgrading the tools, equipment, and computing resources

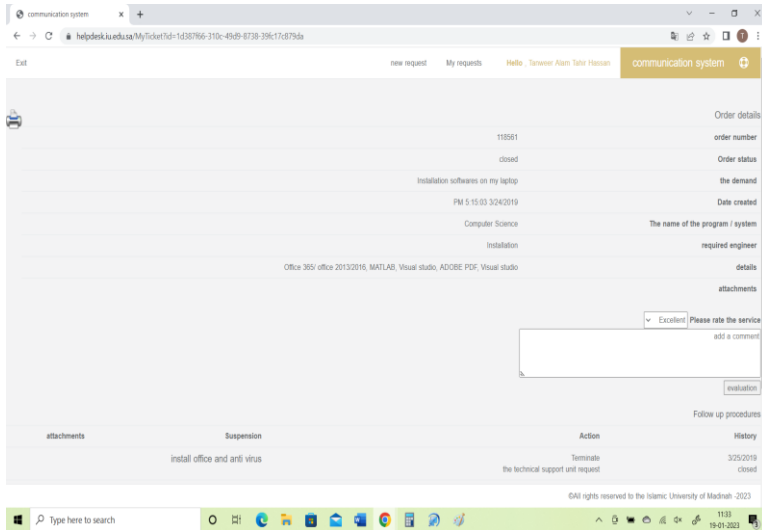
The following screenshots show how the technical problem or upgrade request will be handled. The request will be filled out at <https://helpdesk.iu.edu.sa/mytickets> by the faculty member requesting a service.



Click on Maintenance request- Information Technology and fill in the request page.



The IT deanship will assign the request to the available specialist, and they will communicate to the requester and solve the issues. The request can be tracked from the system.



University Library

University library services are adequate to serve the program's needs. Textbooks and other references are available to students and faculty. The university has printed books and electronic materials.

Printed books

There are several text and reference books available in library related to computer sciences, information systems, and other library materials.

Library Facilities

There are many computers in the library for students and the university staff inside the library building. Also from the last year, there is a new library in the university.

The library is available for students and faculty members seven days a week. The working hours are as a following: Sunday to Thursday 8 AM - 2 PM and 4 - 9:30 PM. For Saturdays, the library is available from 8 AM to 12 PM.

Library membership Facilities

Staff and students can use their ID card, Staff ID Card to borrow the printed books. To borrow a book, there are a couple of self-service machines. The information needed for a valid university ID. Books should be returned within seven days. Otherwise, the borrower must renew the grace period.

Electronic materials

University shared with Saudi digital library, which let students and staff do full-text searches, copy passages, and in some cases, they can take notes. Most e-books in the collections allow unlimited downloading. The university has provided the faculty members' access to the international databases of journals, papers, and books for updated information, which could be useful to enhance the teaching and research through Saudi digital library. The Saudi Digital Library Project is one of the most prominent forms in supporting these scientific groupings at the national level, where it provides sophisticated information services, as well as providing digital information resources in various forms, and making it accessible to faculty staff, researchers and students.

- The largest gathering of e-books.
- Access to many global publishers such as Elsevier, Springer, Pearson Wiley, Taylor & Francis, McGraw- Hill, Yale University, Oxford University, Harvard University.



PEARSON



OXFORD
UNIVERSITY PRESS



Lippincott
Williams & Wilkins



Student Access

All students have the option to use a university-wide outlook e-mail account; students who prefer to bring their own laptops to campus can configure their systems so they can connect to an Ethernet port to use the internet or outlook e-mail access. Additionally, throughout campus numerous authenticated wireless access points in the university buildings are available.



Offices

In the Faculty of Computer and Information Systems building, there are 1 Dean office, 2 Vice -Dean offices, 12 Faculty offices , 2 Administrative offices, 2 Meeting rooms, 1 Conference room, 1 students advisory room, 1 students service (Internet and Printing) room, 1 student study room and 1 lecturers room available. Recently another very big room has been allocated for the new faculty member’s office that has been portioned in to seven individual faculty rooms with all of the common facilities. Offices of faculty members are with a desktop and/or laptop along with internet connection, printer and telephone provided by the department along with a desktop table with chairs, cabinet, and Ethernet jack and adequate number of stationeries. Offices of Dean and Vice-Dean are with desktop and/or laptop with internet connection, big table with chairs and sofa set, cabinets, printer, scanner and telephone. The meeting rooms are with projectors, meeting table along with chairs. The conference room is with conference table, chairs and big screen.

| S. No | Offices | Purpose | Available Facilities | Specifications |
|-------|---------|--------------|--|--|
| 1 | 1 | Dean Offices | Computers, Printer, desktop table, chair, internet connection, Ethernet, cabinet, sofa set | HP Compaq Elite 8300 MT (Desktop) Processor: Intel(R) Core™ i7-3770 CPU @3.40GHz 3.40 GHz 8GB RAM Dell/ HP (Laptop) Intel(R) Core(TM) i7-5500 U CPU @2.40GHz 2.4 RAM:8 GB |

| S. No | Offices | Purpose | Available Facilities | Specifications |
|-------|---------|-----------------------|--|---|
| 2 | 3 | Vice Dean Offices | Computers, Printer, desktop table, chair, internet connection, Ethernet, cabinet, sofa set | HP Compaq Elite 8300 MT (Desktop) Processor: Intel(R) Core™ i7-3770 CPU @3.40GHz 3.40 GHz 8GB RAM Dell/ HP (Laptop) Intel(R) Core(TM) i7-5500 U CPU @2.40GHz 2.4 RAM:8 GB |
| 3 | 20 | Faculties Office | Computers, Printer, desktop table, chair, internet connection, Ethernet, cabinet | HP Compaq Elite 8300 MT (Desktop) Processor: Intel(R) Core™ i7-3770 CPU @3.40GHz 3.40 GHz 8GB RAM Dell/ HP (Laptop) Intel(R) Core(TM) i7-5500 U CPU @2.40GHz 2.4 RAM:8 GB |
| 4 | 4 | Admin Office | Computers, Printer, desktop table, chair, internet connection, Ethernet, cabinet | HP Compaq Elite 8300 MT (Desktop) Processor: Intel(R) Core™ i7-3770 CPU @3.40GHz 3.40 GHz 8GB RAM |
| 5 | 3 | Secretary offices | Computers, Printer, desktop table, chair, internet connection, Ethernet, cabinet | HP Compaq Elite 8300 MT (Desktop) Processor: Intel(R) Core™ i7-3770 CPU @3.40GHz 3.40 GHz 8GB RAM Dell/ HP (Laptop) Intel(R) Core(TM) i7-5500 U CPU @2.40GHz 2.4 RAM:8 GB |
| 6 | 1 | Lecturer Offices Hall | Computers, Printer, desktop table, chair, internet connection, Ethernet, cabinet | HP Compaq Elite 8300 MT (Desktop) Processor: Intel(R) Core™ i7-3770 CPU @3.40GHz 3.40 GHz 8GB RAM |

Conference and Meeting Rooms

The college has two meeting rooms and one conference room, with updated technology. Different meetings between Vice Dean, coordinators, administrators, faculties and other stakeholders are held in these rooms. College staff or faculty members hold their regular or special meetings in these rooms. The meeting rooms are equipped with projector, wireless displays and wired network.



Printing Facilities

Central printing and photocopy facility is available in the college. This facility is used in case of printing/ photocopying purposes.



Refrigerators

Refrigerators are placed near the entrance of the college and on third floor for faculty, staff, and students. The refrigerator is refilled on daily basis in the morning.

Common and Prayer Room

Common and prayer rooms are available in college for students.



Closing Remarks

The college is equipped with standard safety equipment including •
Fire extinguishers.

- Emergency power shutdown switch
- Automatic alarm system
- Emergency Exits

The emergency evacuation procedure is to avoid using the stairs and elevators, move to the emergency exit at the corner of the building. The university's Safety Department also performs maintenance on fire extinguishers once every six months. The university's maintenance department keeps track of the power lock codes using the BMS system, which is installed inside the

building. Call the number 920022093 ext. 2999 if any emergency happens in the building. The Safety and security department provides training “How to use safety equipment’s in emergency” to the staff, faculty members and students using presentations and mock drills every six months.



Faculty of computer and information systems provides facilities and support including lecture halls, staff offices, laboratories, support services and other facilities like sports etc. The following list summarizes the facilities in FCIS.

- Dean office
- Vice Dean offices
- Individual Office Room for everyone/two Faculty Members
- Photocopy, Xerox facility
- Central Library (University Library)
- Prayer Room (Ground Floor)
- Meeting Room (Second Floor and Third Floor)
- Student Advisory Room (Third Floor)

- Conference Room (Third floor)
- Refrigerator with water bottles (Ground and Third Floor)
- Faculty Refreshment Room (Third Floor)
- ABET Room (Second Floor)
- Students' common room (First floor)
- Exam admin room (Language Building First Floor-127)
- Cafeteria in Arabic building (Language Building ground floor)





FACILITIES AND RESOURCES HANDBOOK

faculty of computer and information systems