نـمــوذج شــكـوى/ إقــتـراح موظف

**STAFF COMPLAINT/PROPOSAL FORM**

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| **رقم الطلب** | **Request Ref#** |  | **التاريخ** | **Date** |  | **نوع الطلب** | | | **Request Type** | | |
|  | |  | **‏ / /** | |  | **شكوى** |  | Complaint | **اقتراح** |  | Proposal |

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| **شخصي** | | |  | Personal | | **أكاديمي** | |  | Academic | |
|  | | | | | | | | | | | | | | | | | | | | |
| **اسم الموظف** | **Employee’ Name** | | | **المسمى الوظيفي** | | **Position** | | | **رقم الموظف** | | | **Employee No.** | | | **القسم/الإدارة** | | **Department** | | | **الهاتف Ext #** |
|  | | | |  | | | | |  | | | | | |  | | | | |  |
| **إيميل** | | | **E-mail Address** | | **جوال** | | **Mobile** | | | |
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| **الموضوع** | |  | | | | **Subject** | |
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| **المرفقات** |  | | **Attachments** | **التوقيع** |  | | **Signature** |

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| **توجية مدير الكلية** | | **شؤون الطلاب** |  | **الشؤون التعليمية** | |  | ا**لشؤون الإدارية** |  | **العلاقات الصناعية** | |  | | **التخطيط والتطوير** | | | | |  | | **التخطيط والجودة** |  |
| **التوقيع:** |  | | **ملاحظات:** | |  | | | | | **التاريخ** | |  | |  |  | **أخرى** |  | |  | | |

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| **ملاحظات** |  | | | | **Remarks** |
|  | | | |
| **مشرف/ رئيس القسم** |  | **Chairman/Supervisor** | **التوقيع/التاريخ** |  | **Signature/Date** |

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| **ملاحظات** |  | | | | **Remarks** |
|  | | | |
| **وكيل/مدير الإدارة** |  | **Deputy/Director** | **التوقيع/التاريخ** |  | **Signature/Date** |

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| **توصيات مدير الكلية** |  |
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| **تم إدراج الموضوع من ضمن مواضيع المتابعة** | | | | | | |  | | |  | | |  |  |  | | **اعتماد مدير الكلية** | |  |
| **نوع المعاملة:** |  | | |  | | | | | | |  | |  |  |  |  | | | |
| **الوقت المحدد لتسليم المعاملة** |  |  | | | | | |  | | | | |  |  |
| **حالة المعاملة** | **مستمره** | |  | | | **مقفله** | | |  | | |  |  | | | |
| **منسق المتابعة** |  | | | | **التوقيع** | | | |  | | | |  |  |  | **التاريخ:** | | **‏ / /** | |