

Legal Division at Al-Qasim Green University



The **Legal Division** is one of the key and active administrative units within the organizational structure of Al-Qasim Green University. It usually operates under the Office of the University President. The division is responsible for all legal matters related to the university's operations, rights, and obligations toward its staff, students, and external entities.



Objectives

1. **Ensure compliance** with the laws and regulations enforced by the government and higher education institutions.
2. **Provide legal advice** to the university presidency and all affiliated departments.
3. **Protect the university's rights** and represent it legally when necessary.
4. **Contribute to the development of administrative policies** from a legal perspective.

Duties and Responsibilities

Legal Division at Al-Qasim Green University



The Legal Division undertakes a variety of tasks, including:

1. **Drafting and reviewing contracts and agreements** that the university enters into with other parties, ensuring their legal validity.
2. **Following up on legal cases** in which the university is a party, whether as plaintiff or defendant, in coordination with the judicial authorities.
3. **Issuing legal opinions** on matters referred by the university presidency, colleges, or departments.
4. **Formulating internal regulations and guidelines** in accordance with applicable laws.
5. **Conducting administrative investigations** into legal or behavioral violations by employees and affiliates, and submitting appropriate recommendations.
6. **Preparing administrative orders** that require legal justification, such as disciplinary actions, transfers, termination of service, contracts, etc.
7. **Participating in permanent or temporary committees** with legal aspects.
8. **Documenting and archiving legal records** related to the university.

Coordination with Other Units

The Legal Division works in continuous coordination with:

- The University Presidency and the President's Office.
- The Human Resources Department.
- The Financial Affairs Department.
- Colleges and affiliated departments.
- Courts and official legal entities when necessary.

Importance of the Legal Division

Legal Division at Al-Qasim Green University



The Legal Division plays a vital role in ensuring the **legality of administrative and financial procedures**, protecting the **rights and reputation of the university**, and contributing to the **achievement of justice within the institution**.