



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Electronic System for Data Collection and Analysis Manual

Prepared by
Statistics and Information Unit

September 2025



Manual Card Identification

Manual Name	Electronic System for Data Collection and Analysis Manual
Code	UOM-STIN-STINU-GUI-002-V1
Objective	The guide aims to unify the procedures for collecting, processing, and analyzing data and statistics at Mustaqbal University and linking them to the strategic plan monitoring system via the "Haqqiq" platform across the university's colleges.
Owner	Statistics and Information Unit
Reference/References	The Personal Data Protection Law issued by Royal Decree No. M/19 dated 2/9/1443 AH, as amended by Royal Decree No. M/148 dated 9/5/1444 AH. The Implementing Regulations of the Personal Data Protection Law issued by Resolution No. 1516 dated 19/2/1445 AH. The Data Sharing Policy document issued by the Saudi Authority for Data and Artificial Intelligence, Version 2.
Scope	Statistics and Information Unit and other academic and administrative units dealing with data.
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Introduction

In light of Mustaqbal University's strategic direction toward digital transformation and ensuring academic and institutional quality, there is an urgent need for an accurate and effective information and statistical system.

This Electronic Procedural Guide serves as the cornerstone for organizing the work of the **Statistics and Information Unit**. Established by the University President's decision, this unit serves as the main nerve center for strategic planning, evidence-based decision-making, and support for academic accreditation processes.

This guide complements the Unit's other manuals (Unit Duties, Operational Manual). It outlines a clear practical path that translates the integration between the Unit's strategic role and the technical mechanisms available via the University's electronic portal into procedures that are applicable, measurable, and trackable.

Objectives: The guide aims to unify the procedures for collecting, processing, and analyzing data and statistics at **Mustaqbal** University and linking them to the strategic plan monitoring system via the "**Haqqiq**" platform across the university's colleges (Engineering, Administrative Sciences, Dentistry). It seeks to achieve:

Unification: Establishing a unified methodology for data collection and analysis across all colleges and units.

Reliability: Ensuring the accuracy, validity, and consistency of data provided to all beneficiaries.

Effectiveness: Simplifying procedures and linking them to Key Performance Indicators (KPIs) to optimize resources.

Transparency: Collecting data with clear quality and confidentiality standards and disseminating results.



Chapter I

Electronic Data Collection Systems

1.1 Students and Courses' Data Collection System

First: Admissions and Registration Data

Mechanism for Collecting and Making Data Available:

1. The Approved Electronic System:

The Academic Web Portal (**EduGate**) is the sole reference source for all academic and personal student data at Mustaqbal University. It covers all vital operations from electronic admission, registration, and grading to graduation.

2. Mechanism for Making Information Available to the Statistics Unit:

To ensure data accuracy and speed of access, information is made available via two integrated paths:

○ Direct Electronic Access (Automated Pull):

- **Procedure:** The Statistics and Information Unit is granted "*Reports Viewer*" or *specific administrative* "**Read-only Access**" on EduGate.
- **Goal:** To enable Unit staff to access statistical reports directly and extract **Raw Data** in analyzable formats (Excel/CSV) without needing to contact the Admissions Department every time.
- **Available Data:** Student numbers (admitted, registered, graduates), detailed lists (by gender, major, GPA), and course section status.

○ Manual / On-Demand Access (Customized Data):

- **Procedure:** For historical data (not archived electronically) or complex qualitative reports not available in standard templates, a formal "**Data Request Form**" is submitted to the Admissions Department.
- **Execution:** The Admissions Department processes the request, exports the data, and sends it via official channels (University Email) within a short period.

3. Audit Responsibility:

Although the system is electronic, the Unit's Data Analyst is responsible for

"Data Validation" by cross-referencing extracted data with overall statistics announced by Admissions before using them in final reports.

Second: Student Results and Academic Performance Data

- **Target Data:** This includes all numerical data reflecting student achievement, specifically:
 - **Grade Records:** Final course grades and symbols (A+, B, C...).
 - **GPA's:** Cumulative (CGPA) and Semester (GPA) averages.
 - **Registration Stats:** Actual number of students in each course/section after the Add/Drop period.
 - **Status:** Lists of struggling students (Academic Probation) and outstanding students (Honors).
- **Mechanism for Making Information Available:**
 - **A. Electronic Access (For Comprehensive Analysis):**
 - **Mechanism:** Special "View Access" to the "Academic Reports System" in EduGate.
 - **Usage:** Pulling **Bulk Data** of results and GPA's at the end of each semester in Excel format for statistical analysis (calculating means, standard deviations, pass rates).
 - **B. Manual/Administrative Access (For Official Documentation):**
 - **Mechanism:** For data requiring official authentication for accreditation (e.g., signed grade sheets) or historical data, a formal **"Results Data Request Form"** is sent.
 - **Execution:** The Admissions Department prepares, audits, and approves this data before sending it to ensure high reliability.
 - **Privacy and Confidentiality:** The Unit is committed to removing or encrypting student names and IDs (**Anonymization**) when publishing general statistics, using Student IDs only for internal analysis to protect privacy.

Third: Course Reports and Learning Outcomes (CLOs) Data



- **Grading Mechanism (Between System and Excel):**
 - **Preparatory Phase (Excel Templates):** Faculty use "**Gradebook Excel Templates**" to distribute detailed grades linked to learning outcomes.
 - **Official Phase (EduGate):** After auditing, final grades are transferred from Excel to the "**Electronic Portal**" (manually or via import) to become official.
- **Preparing Reports and Measuring CLOs:**
 - **Report:** Faculty prepare the "**Course Report**" (NCAAA templates) at the end of the semester.
 - **Measurement:** Relies on "**Excel CLO Assessment Forms**," where the system calculates the achievement percentage of each outcome compared to the Target KPI.
- **Availability to College Committees:**
 - **Central Electronic Access:** Program Coordinators upload all "Course Reports" and "CLO Excel Files" to shared cloud folders (OneDrive/SharePoint).
 - **Permissions:** Statistics Committees are granted **View Access**.
 - **Analysis:** Committees aggregate data to prepare the "Annual Program Report" and calculate quality indicators.

1.2 System for Collecting Data of University Strategic Plan Achievement

First: Strategic Plan Data

Data regarding Programs, Goals, and Initiatives is derived from the Strategic Planning Department, as it is responsible for the plan's general structure.

Second: Executive Plan Achievement Data ("Haqqiq" Platform)

- Platform Definition:

"Haqqiq" is the central electronic system at Mustaqbal University for managing and monitoring the strategic plan. It provides an interactive dashboard to track progress.

- **Platform Capabilities in Data Collection:**

- **Hierarchical Tracking:** Strategy → Goals → Projects → KPIs.
 - **Achievement Measurement:** Automatically calculates and displays the "**Total Completion Rate**" and project status (New, In Progress, Completed).
 - **Time and Finance:** Tracks timelines (Start/End dates) and budgets.
- **Data Availability Mechanism (Evidence Feeding):**

Data is collected through the following steps performed by executing entities:

1. **Task Management:** Entering requirements and sub-tasks.
2. **Uploading Evidence:** Achievement is **not counted** unless documented. The platform allows "**Attaching Files as evidence**" to prove task completion.
3. **Achievement Reports:** The platform generates immediate reports showing the status of projects (Delayed, Completed, In Progress) to facilitate periodic reporting. (see Appendix 2)



Chapter II

Planning and Identifying Data, Information, and Their Sources

2.1 Phase One: Data, Information, and Linking to Indicators

This phase relies on identifying data, information, and their sources, and linking them to performance measurement indicators, whether institutional KPIs or indicators for the University's strategic plan achievement.

Procedure 1: Detailed Data and Sources Matrix At the beginning of each academic year, the Unit defines a detailed matrix outlining the required data and sources.

The following table shows the detailed data required for collection and its source:

Domain	Responsible Dept (Source)	Detailed Data Type Required
Students (Admission)	Admissions & Registration	• Number of admitted students per semester/program.
		• Classification of admitted students by gender and nationality.
		• Minimum admission scores.
		• Number of transfer students, source institution, and placement levels.
Students (Graduates)	Admissions + Alumni Unit + National Observatory	• Number of graduates per semester/program.
		• Classification of graduates by gender, nationality, and GPA.
		• Tracking employment and postgraduate enrollment.
Human Resources	HR Department	• Number of faculty members and academic ranks (Professor, Associate, Assistant...).
		• Classification by gender and nationality.
		• Classification by mode (Full-time or Part-time).
		• Annual number of departures (turnover).

Domain	Responsible Dept (Source)	Detailed Data Type Required
		Numbers and classification of supporting staff (Lecturers/TAs).
Scientific Research	Scientific Research Dept	Number of researchers per program.
		Number of research papers per program.
		Number of citations per program.
		Number of patents and local/international awards per program.
		Percentage of research budget from the general budget.
Learning Resources	Library Administration	Inventory of information assets: Printed/E-books, Journals, Theses, Audio-visual materials.
		Data on borrowing and visitor traffic.
Planning & Performance	Strategic Planning Dept	Strategic plan information (Programs, Goals, Initiatives).
		Percentage of strategic goal indicators achieved over three years.
Community Service	Social Responsibility Dept	Number of community services (Colleges and University).
		Number of students and faculty participating in services.

2.2 Phase Two: Field and Automated Data Collection Procedures

This phase ensures the actual acquisition of required data from the specified sources.

Procedure 1: Electronic Collection from the Academic System

- **Executor:** Statistics and Information Unit (in coordination with IT).
- **Steps:**
 1. **Access Portal:** Use "Report Supervisor" privileges to access admission, registration, results, and fees reports.



2. **Extract Records:** Pull student data (numbers, add/drop, GPAs) in a unified bulk format for all colleges.

3. **Export Data:** Export data in analyzable formats like CSV or Excel.

Procedure 2: Electronic Collection from "Haqqiq" Platform

- **Executor:** Statistics and Information Unit (in coordination with IT).
- **Steps:**
 1. **Access Platform:** Use Strategic Planning privileges to access information.
 2. **Extract Rates:** Extract completion rates for initiatives and strategic goals.
 3. **Export Data:** Export data in analyzable formats like CSV or Excel.

Procedure 3: Manual / Semi-Automated Collection

- **Executor:** Statistics and Information Unit.
- **Steps:**
 1. **Prepare Request Form:** Prepare the "Statistical Data Request Form" based on Phase One matrix fields.
 2. **Send & Assign:** Officially send requests to College Statistics Committees and Department Managers (HR, Research, etc.) **two months** before the end of the academic year.
 3. **Follow-up:** Ensure data is provided by the deadline.

Procedure 4: Conducting Studies and Surveys Surveys are organized using electronic forms (e.g., Microsoft Forms) according to the approved timeline.

Survey Timeline Table:

Study/Survey Type	Target Audience	Purpose (Example of Related KPI)	Timing
Course Evaluation	Students	Measure faculty performance and quality of education (KPI-I-07).	Before Final Exams (Semesters 1 & 2).
Program	Final Year	Student satisfaction with the	Week 14 (Semester 2).

Study/Survey Type	Target Audience	Purpose (Example of Related KPI)	Timing
Evaluation	Students	plan and outcomes (KPI-I-2).	
Staff Satisfaction	Academic & Admin	Satisfaction with university environment and services.	Week 8 (Semester 2).
Alumni & Employers	Graduates & Employers	Measure employment rate and outcome alignment (KPI-I-03).	Week 13 (Semester 1).

2.3 Phase Three: Data Analysis and Setting Indicators

Here, raw data is converted into information and values that can be relied upon for decision-making.

Procedure 1: Data Cleaning & Validation

- **Triple Review:** Checking data from departments against academic records and previous years for consistency.
- **Confidentiality:** Anonymizing personal data from survey results to ensure privacy.
- **Central Storage:** Saving raw and processed data in the Unit's comprehensive statistical database.

Procedure 2: Statistical Analysis

- **Descriptive/Quantitative Analysis:** Applying statistics (Mean, Standard Deviation, Percentages) to survey results.

2.4 Phase Four: Indicators Matrix and Data Linking

This phase aims to convert collected raw data into numerical values for approved performance indicators using mathematical formulas to calculate **Key Performance Indicators (KPIs)** at institutional and program levels.

First: Institutional Performance Indicators (NCAAA KPIs) These are the (20) standard indicators approved by the ETEC, representing the minimum for institutional quality.

Table: Linking Institutional KPIs to Data Sources



Code	Indicator Name	Measurement Method / Data Source
KPI-I-01	% of achieved strategic plan indicators	Internal Analysis: Based on Strategic Planning Unit reports
KPI-I-02	Student evaluation of learning quality	Survey: Program Evaluation (Final Year Students) - Week 14
KPI-I-03	Graduate employability & further study	Survey + Data: Alumni Survey + National Observatory Platform
KPI-I-04	Graduation rate (Bachelor's) within time	Automated Data: Electronic Portal (Student Record - Graduates)
KPI-I-05	Satisfaction with learning resources	Survey: Student Survey (Services) + Faculty Survey
KPI-I-06	Employer evaluation of graduates	Survey: Employer Survey
KPI-I-07	Student satisfaction with services	Survey: Student Survey (Services & Activities) - Week 10
KPI-I-08	Student-to-faculty ratio	Automated + Manual: (Registration Data) + (HR Data)
KPI-I-09	% of Faculty with PhDs	Manual Data: HR Data Collection Form
KPI-I-10	Faculty turnover rate	Manual Data: HR Data Collection Form (Number of Departures)
KPI-I-11	% of self-generated income	Automated Data: Portal (Financial Record/Fees) + Finance Dept
KPI-I-12	Satisfaction with IT services	Survey: Student Survey + Employee/Faculty Survey
KPI-I-13	% of Faculty publication	Manual Data: Research Dept Data Form (Number of Publishers)
KPI-I-14	Rate of research per faculty member	Manual Data: Research Dept Data Form (Total Research)

Code	Indicator Name	Measurement Method / Data Source
KPI-I-15	Citation rate in refereed journals	Manual Data: Research Dept Data Form (Citations)
KPI-I-16	Number of patents and awards	Manual Data: Research Dept Data Form
KPI-I-17	% of research budget	Manual Data: Finance Dept + Research Dept
KPI-I-18	Satisfaction with community services	Survey: Community Opinion Polls
KPI-I-19	% of participation in community activities	Manual Data: Social Responsibility Records (Participant Lists)
KPI-I-20	% of accredited programs	Admin Data: Quality & Accreditation Dept (Active Accreditations)

Second: Strategic Goals and Initiatives Indicators (2020-2025) These (33) indicators are linked to the University's seven strategic goals.

Goal 1: Governance & Institutional Practices

- **Indicators:** (I1, I4, I14, I15, I16, I17, I20, I21).

Indicator	Data Source
Institutional Accreditation	Quality & Accreditation Dept
Number of Consulting Services	Future Institute for Studies
Satisfaction with Regulations/Structure	Quality Dept + HR Dept
Automation of Management/Planning	IT Dept + Strategic Planning Dept
Int'l Ranking / Webometrics	Quality Dept + Scientific Research Dept
Satisfaction with Infrastructure/Website	Facilities Dept + IT Dept



Goal 2: Education Quality & Accreditation

- Indicators: (I7, I9).

Indicator	Data Source
% of Accredited Programs	Quality & Accreditation Dept
Satisfaction with Learning Quality	Quality & Accreditation Dept (Survey Results)

Goal 3: Graduates' Scientific & Professional Empowerment

- Indicators: (I5, I8, I10, I11, I12, I13).

Indicator	Data Source
Beneficiaries of E-Training	Training Dept + E-Learning Dept
% of Newly Created Majors	Curriculum & Study Plans Dept
% of Professional Programs	Training & Skills Development Dept
Alumni Satisfaction with Services	Student Affairs & Alumni Dept
% of E-Courses	E-Learning & Distance Learning Dept
% of National/Int'l Lecturers	HR Dept + Scientific Council

Goal 4: Research & Graduate Studies

- Indicators: (I2, I3, I18).

Indicator	Data Source
Increase in Scientific Research	Scientific Research Dept
Number of Journal Issues	Scientific Research Dept(or Council)
Number of Graduate Programs	Graduate Studies Dept
Number of Database Subscriptions	Learning Resources Dept

Export to Sheets

Goal 5: Innovation & Community Environment

- Indicators: (I19, I22, I23, I24).

Indicator	Data Source
Satisfaction with Awareness Initiative	Intellectual Awareness Unit + Social Resp. Dept
Job Satisfaction (Staff)	Human Resources Dept
Satisfaction with Tuition Fees	Finance Dept + Admissions & Registration
Satisfaction with Facilities	Facilities & Inventory Dept

Goal 6: Enhancing Partnerships

- Indicators: (I25, I26).

Indicator	Data Source
Number of Partnerships Signed	Cooperation & Knowledge Exchange Dept
% of Supported Community Programs	Social Responsibility Dept

Goal 7: Self-Resources & Sustainability

- Indicators: (I27 to I33).

Indicator	Data Source
Resource Consumption / Rationalization	Finance Dept + Facilities Dept
Operating & Non-Operating Profits	Finance Dept
University Acceptance Rate	Admissions & Registration Dept
YouTube Views (Marketing)	Marketing Dept + Media Dept
Profits from Investment	Finance Dept (or Investment Dept)
Completion of Gym / New Branch	Projects Dept



Chapter III

Preparation of Analysis Result Reports

3.1 Preparing Reports (According to Approved Tasks)

- **Comprehensive Annual Report:** Aggregating all calculated indicators and values into a single unified report for the University.
- **Decision Support Reports:** Preparing brief reports containing analytics, indicators, and trends based on statistical information to be submitted to Top Management.
- **Accreditation Reports:** Providing the information and indicators required for academic evaluation and accreditation processes.

3.2 Dissemination to Beneficiaries

- **Preliminary Results:** Deans of Colleges and Program Directors are informed of preliminary results and detailed analyses within **15 working days** of completing the analysis process.
- **Executive Reports:** Executive summaries and recommendations are submitted to the University President and the University Council (to take necessary improvement actions).

3.3 Integration Mechanism (Workflow)

To ensure smooth workflow, collected data is linked to the indicators mentioned above according to the following steps (see Workflow Table):

1. **Input Phase:** The Unit receives data from three main sources: Direct pull from the Electronic Portal, the "**Haqqiq**" platform, data from Colleges/Departments (such as HR and Research), and results of electronic surveys.
2. **Processing Phase:** The Statistics and Information Unit filters and audits this data to ensure quality, saves it in a central database, and performs statistical operations to calculate indicator values.
3. **Integration Phase:** The Unit does not work in isolation; "Institutional KPIs" are passed to the Quality and Accreditation Department for accreditation purposes, and "Strategic Plan Indicators" are passed to the Strategic Planning Department to measure achievement rates.

4. **Output Phase:** All results flow into the Unified Annual Report, which is submitted to the University President, University Council, and then the Board of Trustees to make evidence-based improvement decisions.

Workflow Diagram Table

Phase	Action / Component	Responsible Entity / Details
Phase 1: Data Sources & Feeding	Stakeholders	Students, Faculty, Community.
	Systems & Departments	• Academic System Portal. • Administrative Departments & Units. • Qualitative Data (Opinion Surveys).
	Action	Data Audit and Review → Input into Central Database.
Phase 2: Role of Statistics Unit	Processing	• Statistical Analysis & Indicator Calculation. • Comparing Target vs. Actual Performance.
Phase 3: Integration	Coordination	• Strategic Planning Dept: Receives Strategic Goal Indicators. • Quality & Accreditation Dept: Receives Institutional Performance Indicators.
	Action	Review and Approval of incomplete/correct data.
Phase 4: Reports & Decision Making	Outputs	Comprehensive Annual Report.
	Action	Improvement and Development Decisions.
	Decision Makers	University President / University Council / Board of Trustees.



Chapter IV

Evaluation of Data Collection and Analysis Process

4.1 Criteria for Evaluating Data Collection and Analysis Process

The quality of data collection and analysis processes is measured through the Unit's internal performance indicators mentioned in its manual, the most important of which are:

- **Data Accuracy:** The percentage of discrepancies or errors in the provided data.
- **Timeliness (Time Commitment):** The percentage of adherence to deadlines for issuing reports and collecting data.
- **Coverage Comprehensiveness:** The percentage of actually completed indicators out of the total required indicators.
- **Beneficiary Satisfaction:** The level of satisfaction of leadership and departments regarding the quality, clarity, and timeliness of statistical outputs.

Conclusion

This "**Electronic Guide for Data Collection and Analysis**" represents the electronic executive framework that translates the vision of the **Statistics and Information Unit** at Mustaqbal University into a tangible reality serving the desired digital transformation.

It embodies the integration between strategy and execution, and between operational tasks and major institutional goals.

By adhering to these unified and systematic procedures, the University will ensure the construction of an accurate and reliable statistical knowledge base. This will aid University leaders in policymaking, support academics in program development, and guide administrators in improving services.

It will also reinforce the culture of evidence-based decision-making, transparency, and accountability.

Therefore, we emphasize the importance of all Colleges and Departments adopting this guide and cooperating fully with the Statistics and Information Unit. Our shared goal is to elevate the quality of education, research, and administrative performance, and to establish Mustaqbal University's position as a leading institution keeping pace with the times and contributing to the knowledge economy.



Appendices

Appendix (1): Forms

First: Scientific Research Administration Data Collection Form

This form covers all required indicators (Research Output, Citations, Budget) and is linked to performance indicators (KPI-I-13 to KPI-I-17).

Scientific Research and Innovation Data Collection Form

- **Department Concerned:** Scientific Research Administration.
- **Data Time Range:** Last 3 years (from 2023 to 2025).

1. Scientific Publication Statistics (By Academic Program)

- **Goal:** Measuring production volume and faculty participation rate (KPI-I-13, KPI-I-14).

No.	Program Name / College	Total Published Papers (ISI/Scopus)	No. of Researchers	Avg Papers per Member
1	Bachelor of Software Engineering			
2	Bachelor of Business Administration			
3	...			
Total	University Level	Total Count:	Total % of Researchers:	University Average:

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2. Scientific Research Quality and Innovation

- **Goal:** Measuring research impact and excellence (KPI-I-15, KPI-I-16).

Year	Program Name / College	Total Citations for the University	Number of Registered Patents	No. of Research Excellence Awards (Local)	No. of Research Excellence Awards (International)
2023					

Year	Program Name / College	Total Citations for the University	Number of Registered Patents	No. of Research Excellence Awards (Local)	No. of Research Excellence Awards (International)
2024					
2025					

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3. Resources and Financial Support

- **Goal:** Measuring spending on scientific research (KPI-I-17).

Item	Fiscal Year (....)	Fiscal Year (....)	Fiscal Year (....)
Total Annual University Budget			
Budget Allocated for Scientific Research			
Percentage of Research Budget (%)			

Approved by Director of Scientific Research Administration:

Date:

Second: Human Resources Administration Data Collection Form

This form covers demographic and functional data for faculty members and is linked to indicators **KPI-I-9** and **KPI-I-10**.

Academic Staff Data Collection Form

- **Department Concerned:** Human Resources Administration.

1. Faculty Members Data (Classification by Program)

No.	Program Name / College	Total Members	Male	Female	Saudi	Non-Saudi	PhD Holders
1	Computer Engineering						
2	Dentistry						
3	Administrative						



No.	Program Name / College	Total Members	Male	Female	Saudi	Non-Saudi	PhD Holders
	Sciences						
Total	University Total:						

2. Classification by Academic Rank

Academic Rank	Count (Saudi)	Count (Non-Saudi)	Total
Professor			
Associate Professor			
Assistant Professor			
Grand Total			

3. Academic Staff Movement (Turnover/Leakage)

- Goal:** Measuring the stability of the teaching staff (KPI-I-10).

Item	Count
Number of faculty members who left the University during the year (Resignation/End of Contract)	
Total number of actual faculty members	
Turnover Rate (%)	

4. Supporting Staff (Those in the status of faculty members)

Category	Total Count	Male	Female	Saudi	Non-Saudi
Lecturer					
Teaching Assistant (TA)					
Language Instructor / Lab Technician					

Approved by Director of Human Resources:

Date:

Appendix (2): User Guide for "Haqqiq" Platform to Monitor UOM Strategic Plan

1. Platform Overview

"**Haqqiq**" is the electronic system used for managing and monitoring the University's Strategic Plan. It is considered the official digital source from which the Statistics and Information Unit derives its data regarding strategic performance indicators and completion rates of projects and initiatives.

2. Definitions and Terminology

- **Strategic Program:** A set of interconnected strategic goals serving a specific pillar or field in the plan.
- **Strategic Goal:** A specific result the University seeks to achieve within a specific program over a specific period.
- **Initiative:** An executive container that includes projects or activities contributing to achieving a specific strategic goal.
- **Outputs:** Direct results or executive stages of an initiative that can be measured and documented.
- **Evidence / Proof:** Documents (reports, photos, contracts, minutes) that prove the execution of outputs. Completion rates are calculated based on these.
- **Dashboard:** The main screen in "**Haqqiq**" that displays general indicators of the plan's completion level and the status of initiatives.

3. General Structure (User Interface)

The platform relies on a hierarchy that ensures data interconnection: **(Programs Goals, Initiatives ,Outputs, Evidence)**

Dashboard The main page acts as the starting point for monitoring progress. It serves as the main monitoring tool for the Statistics Unit and Top Management, providing:

- **Completion Counters:** Displays the total percentage of Strategic Plan completion.



- **Initiative Status:** Graphically classifies initiatives into (Completed, In Progress, Delayed, Not Started) .

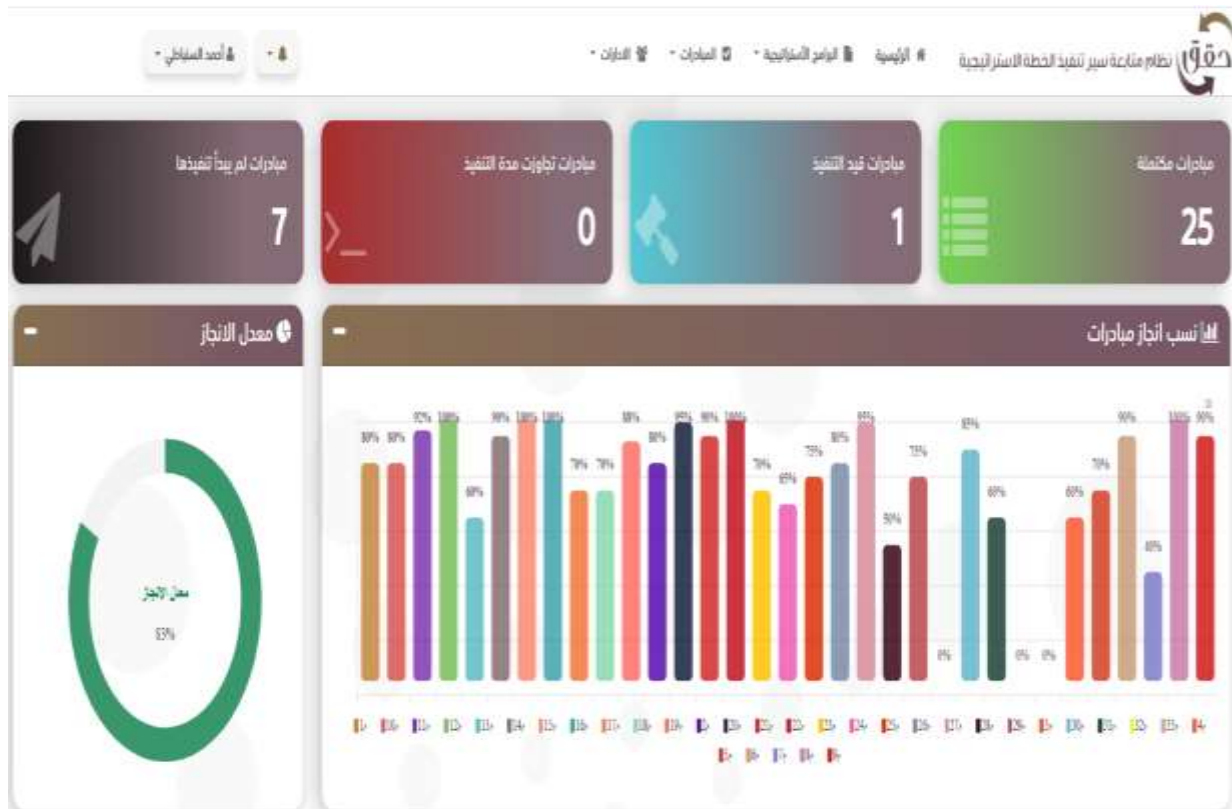


Figure 1: Main Dashboard)



Figure 2; Initiative Status Chart

4. Steps for Managing and Monitoring Strategic Data

Step 1: Managing Strategic Programs and Goals

In this stage, the basic structure of the plan is built:

- **Adding Strategic Program:** Entering the program name and description.
- **Adding Strategic Goals:** Entered by the Strategic Planning Department (Goal Number, Description, Responsible Entity, Execution Period). Each goal is linked to a specific program.

(Role of Statistics Unit: Ensuring naming consistency between the platform and the approved Strategic Plan document).



البرامج الاستراتيجية

رمز البرنامج	مسمى البرنامج	عدد الأهداف	الوزن النسبي	العمليات
1.ب	المؤسسية والدوكمة والأمن	2	10%	
2.ب	التعليم والتأهيل والتنافسية للدراسات	1	25%	
3.ب	البحوث والتطوير والخدمات المجتمعية	3	25%	
4.ب	التسويق والتسليم والنمو والتسويق	1	20%	

Figure 3: Strategic Programs Screen

أهداف البرامج الاستراتيجية

إضافة هدف استراتيجي

إضافة هدف

إظهار 10 محظوظ

البرنامج	رمز الهدف	مسمى الهدف	عدد المؤشرات	مؤشرات الأداء	العمليات
1.ب - المؤسسية والدوكمة والأمن	1.ب.1	تأسيس الممارسات الجيدة وجعلها وأمنها والتسويق على الاعتماد المؤسسي	5		
1.ب - المؤسسية والدوكمة والأمن	1.ب.2	تطوير جودة التعليم والتسويق على الاعتماد المؤسسي	3		
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3.ب - البحوث والتطوير والخدمات المجتمعية	3.ب.2	توفير بيئة مناسبة للبحوث والتطوير والخدمات المجتمعية ذات القيمة المستدامة	7		
3.ب - البحوث والتطوير والخدمات المجتمعية	3.ب.3	تعزيز الشراكات التعليمية والبحثية والمجتمعية	1		
4.ب - التسويق والتسليم والنمو والتسويق	4.ب.1	تعزيز الموارد الذاتية للجامعة وتطوير مصادر دخلها واستدامتها وتسويق خدماتها	7		

Figure 4: Strategic Goals Screen

مؤشرات الأداء	
الحصول بلع الاعتماد املؤسسي.	ش1
عدد الخدمات والاستشارات املقدمة	ش4
مستوى رضا املستفيدين من اللوائح.	ش14
مستوى رضا املستفيدين عن الهيكل التنظيمي.	ش15
إتمام أئمة الإدارة والتخطيط الاستراتيجي	ش16
ترتيب الجامعة ف التصنيف الدولي.	ش17
مستوى رضا املستفيدين عن البنية التحتية وموقع الجامعة إلكتروني	ش20
ترتيب الجامعة بلع ويبماتركس	ش21

Figure 5: KPI Screen for Goals

Step 2: Registering Initiatives and Details

The initiative is the executive container for the project. Data is registered as follows:

- **Selection:** Identifying the Program and Strategic Goal the initiative belongs to.
- **Descriptive Data:** Name, description, and estimated cost (Budget).
- **Timeline:** Start and End dates (Crucial for calculating delays).

Step 3: Managing Outputs and Uploading Evidence (Documentation Phase)

This is the most important phase to ensure data reliability:

1. **Defining Outputs:** The initiative is divided into "Outputs" or executive stages.

2. Uploading Evidence (Attachments):

- The completion percentage of an output is **not calculated** unless "Evidence" (Report, Photo, Contract) is uploaded.
- This is done via the "**Evidence Management**" screen.
- **Quality Standard:** The system rejects any 100% completion claim if it is devoid of supporting attachments.



المخرجات	نسبة الإنجاز %	الوزن النسبي %	المدة	الملاحظات
1	5	25	28م	مطابقة مرجعية لعدد جامعات عالمية في هذا المجال.
2	5	25	28م	تشكيل لجنة الاستمرار وتطويرها وفق آلية محكمة.
3	10	20	28م	خطة تنفيذية لزيادة الأرباح التشغيلية.
4	10	10	28م	خطة تنفيذية لزيادة الأرباح غير التشغيلية.
5	10	10	28م	اتفاق مبدئي مع نسبة الأرباح التشغيلية وغير التشغيلية.
6	10	10	28م	القرار عن مجالات تطوير وتنمية موارد الجامعة.
7	15	25	30م	مطابقة مرجعية لعدد جامعات عالمية في هذا المجال.
8	15	25	30م	خطة تنفيذية لوقف وفق المخرجات العلمية.
9	15	25	30م	خطة تنفيذية للاستمرار وفق المخرجات العلمية.
10	15	25	30م	خطة تنفيذية للتطوير وفق المخرجات العلمية.

Figure 6: Outputs Screen

المبادرات						
العمليات						
#	رمز المبادرة	مسمى المبادرة	الجهة المسؤولة	تاريخ المبادرة	نسبة الانجاز	العمليات
1	28م	مبادرة زيادة الازدواج التشغيلية وغير التشغيلية	ادارة الاستثمار	لم بدأ انجبا 2024-01-01	100%	
2	29م	مبادرة الاستثمار والوظائف والتمويل	ادارة الاستثمار	لم بدأ انجبا 2024-01-01	100%	
3	30م	مبادرة تأسيس الصالة الرياضية والأنشطة الترفيهية	ادارة الاستثمار	لم بدأ انجبا 2024-01-01	تم يتم التحديد	
4	31م	مبادرة التوعية لمستقبل مزدهر	ادارة التعليم والاتصال	مستفاه 2024-01-01	100%	
5	32م	مبادرة تحسين المواقع الإلكترونية للجامعة	ادارة التعليم والاتصال	مستفاه 2025-01-01	100%	
6	33م	مبادرة تطوير البعد التكنولوجي والإعلامي	ادارة التعليم والاتصال	مستفاه 2024-01-01	75%	
7	34م	مبادرة قناة الجامعة على اليوتيوب	ادارة التعليم والاتصال	مستفاه 2024-01-01	100%	

Figure 7: Initiatives Management Screen

المرفقات						
العمليات						
#	المرفقة	المحتوى	من قبل	التاريخ التحميل	نوع الملف	العمليات
1	22م	ملف خطة مبرمجة تظهر جامعات وكليات في هذا المجال	الإدارة المالية	2023-12-26 am 10:36	601.67KB	
2	22م	أليات قياس رضا المستفيدين	الإدارة المالية	2023-12-26 am 10:41	637.48KB	
3	22م	خطة الرسوم الدراسية وجداولها وأليات دفعها وإقرار وسائل متعددة لتمداد مثل الحسابات البنكية، لفصلا الرسوم الدراسية، التحريم ملح حاسبة زريبة، التعداد ذو الزوايا المحلية للفصلا الرسوم عن تلك البنوك	الإدارة المالية	2023-12-26 am 10:44	590.39KB	
4	19م	مقارنة مرجعية في مجال البرامج الأكاديمية المهنية	إدارة التدريب	2024-01-04 am 10:01	494.09KB	
5	19م	تقديم دورات عن المهارات الأكاديمية والإدارية والمهنية والفنية والمهنية التي يطورها سوق العمل	إدارة التدريب	2024-01-16 am 9:53	1706.34KB	
6	19م	تحديد الحدائق المهنية لأعضاء هيئة التدريس	إدارة التدريب	2024-01-16 am 9:53	1706.34KB	

Figure 8: Evidence and Attachments Screen

Step 4: Managing Departments and Users

- **Owner Entities:** Identifying the department responsible for the initiative (e.g., College of Engineering, HR).
- **Participating Entities:** Identifying supporting entities.
- **Responsibility Distribution:** Ensures knowing "Who is responsible for the data" for inquiries or auditing .

المستخدمين (الإدارت)					
إضافة مستخدم					
إبحث					
أظهر 10 من 10 سجلات					
#	الادارة	اسم المستخدم	نوع المستخدم	مؤازلة	اخ تسجل دخول
1	الادارة الاساتيدية	str	نوع مائة	مؤازلة	23-9-2025
2	ادارة الاعلام والاتصال	com	نوع مائة	مؤازلة	26-10-2025
3	ادارة التعليم الإلكتروني والخطط والمراجع	lgi	نوع مائة	مؤازلة	21-10-2025
4	ادارة المشاريع	fx_d	نوع مائة	مؤازلة	18-10-2025
5	ادارة ضمان الجودة والاعتماد	qaa	نوع مائة	مؤازلة	09-10-2025
6	الادارة القانونية	lg_d	نوع مائة	مؤازلة	08-10-2025
7	ادارة تقنية المعلومات	it	نوع مائة	مؤازلة	09-10-2025
8	ادارة الموارد البشرية	hr	نوع مائة	مؤازلة	14-08-2025
9	ادارة المكتبات	lb	نوع مائة	مؤازلة	17-06-2025
10	ادارة شؤون الطلاب والتوجيه	saa	نوع مائة	مؤازلة	04-06-2025

Figure 9: Users and Departments Screen

System for Collecting Strategic Plan Achievement Data via "Haqqiq"
Table: Data Flow Matrix via the Platform

Data Type	Input Source in Platform	Relevant Screen	Statistical Output
Plan Structure	Strategic Planning Dept	Programs & Goals Screens	Strategic Alignment Report
Project Data	Project Managers / Colleges	"Add Initiative" Screen	Projects & Initiatives Guide
Completion Rates	Automated Update (Based on Outputs)	Dashboard	Key Performance Indicators (KPIs) Report
Evidence & Proof	Executors (Uploading Attachments)	Evidence Screen	Bank of Documents & Evidence



تم بحمد الله





