Documentation Management System & Academic Accreditation

Why bother with documents?

Decision-making depends to a great extent on our understanding not just of the facts at hand but also upon institutional history. Did our program or department at some point in the past face issues similar to the ones we face now? How were they handled? What resources were available to address problems? How best can we advocate change? What types of improvements over the past do we seek? These are the sorts of questions programs and departments face every day. To make well-informed decisions today, it is important to have a good understanding of the past. Rich documentation of all departmental and program work can prove to be indispensable aids to sound decision-making.

Documentation at DQAA

As a large and complex organization, Imam Abdulrahman Bin Faisal University has the enormous responsibility of maintaining archives with records on all aspects of its functioning. Every college, department, and administrative unit is under obligation to maintain detailed and systematic records. The Deanship of Quality and Academic Accreditation has the special responsibility of coordinating documentation efforts across all of IAU's academic programs. The bulk of DQAA's work is directed toward collecting, validating, classifying, presenting, and archiving data from the over 50 academic programs of the university. At a minimum, DQAA has the task of demonstrating to accreditation and academic ranking bodies the health and strengths of our academic programs. In the long run, DQAA will be the principal repository of information on IAU's academic programs.

The Document Control Unit prepares documents on policies and procedures for academic and administrative departments in consultation with program directors, edits all documents submitted for NCAAA approval, prepares bi-directional translations on an as-needed basis, assists other DQAA units with document preparation, and archives all materials.

Model file coding system for tracking records

UDG-CLG-2012-001.01-01-A
1   2   3   4   5 6

Broader Area of the record
2. Sub Area of the record
3. Period of that record
4. File Number for the record
5. Cabinet Number where the record is placed.
6. Row inside Cabinet where the record is placed