

A Central System for Maintaining and Documenting Student Records and a Methodology for Statistical Data Analysis

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Admission and Registration Deanship of Najran University is responsible for all the filing and documentation processes of students' records through Edugate electronic system and E-Register systems. All these processes are linked and compatible with each other.

Student records are centrally maintained on high-speed servers in a high-security location with backup copies on hard drives and CDs at the Deanship of Communication and Information Technology. These records are permanently saved. This central system of registration and admission is controlled by the rules of confidential data access.

Student records are regularly updated through the Edugate electronic system utilized in the Deanship of Admission and Registration. With automatically programmed procedures, the system enables the deanship to follow up students' progress rates since enrolment till graduation in electronic records. Accordingly, the statistical data required for preparing the related reports are regularly provided.

The University has a Records Unit at the General Administration of Faculty Members and Personnel Affairs. It documents and keeps all the data of the faculty members and personnel using effective electronic systems in addition to the Statistics and Information Unit which is concerned with preparing and filing the reports and statistics of the University's employees. It is also responsible for preparing the annual statistical reports of the University.

Students' results of all the courses of the semester's programs are documented and analyzed through the college registrar. Reports about students' progress rates in study levels, reports about the courses and a general report about the courses of the program are prepared.

Deanship of Communication and Information Technology has devices to protect and safely keep the records and data by preventing hacking, messing and stealing. More above, programs are downloaded on the devices, the servers and the computers of the University's employees such as Symantec Anti-Virus, Endpoint Microsoft, Forti-Gate programs in addition to Fire-Wall programs to protect the servers from internal and external hacking.

In disastrous situations, the University has policies for backup copies at the Center of Retrieving Data located outside the University.