



(Guidance Model)

Procedural Guide

For

Edition

Year

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

• IN THE NAME OF ALLAH •



Everyone knows the critical importance of procedural guides in the success of institutional work. As these guides work on defining the tasks of the administrative units and the work procedures in those units, organizing the work and responsibilities of all entities, and taking note of the references and work instructions in each department. Since these guides are fully available in all university departments, such as faculties, deanships, and departments, to work on organizing the work flow within those bodies, it is logical and necessary to update these guides whenever the university calls for it to keep pace with the structural updates of the employers. From this point of view, the General Administration for Organizational Development decided to do this indicative form for the procedural guides at the university to be used in the event of a desire to do a new procedural guide or update an existing one.

I ask Allah to grant success to all.

General Manager of Organizational Development

Khalid bin Sanat Al Dhiabi

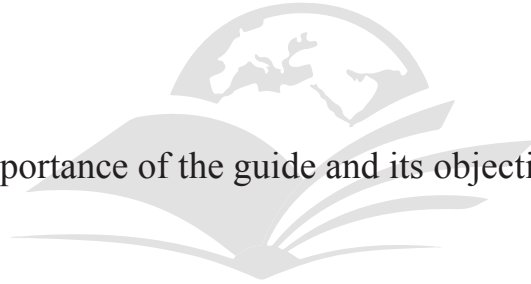
Contents

S	Subject	Page number

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Introduction:

Includes the importance of the guide and its objectives.



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Administrative Reference Principles of the guide:

Such as the regulations, instructions and tasks related to the field of work of the entity, whether these instructions are issued by the university or other entities such as the Ministry of Human Resources.

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Vision:

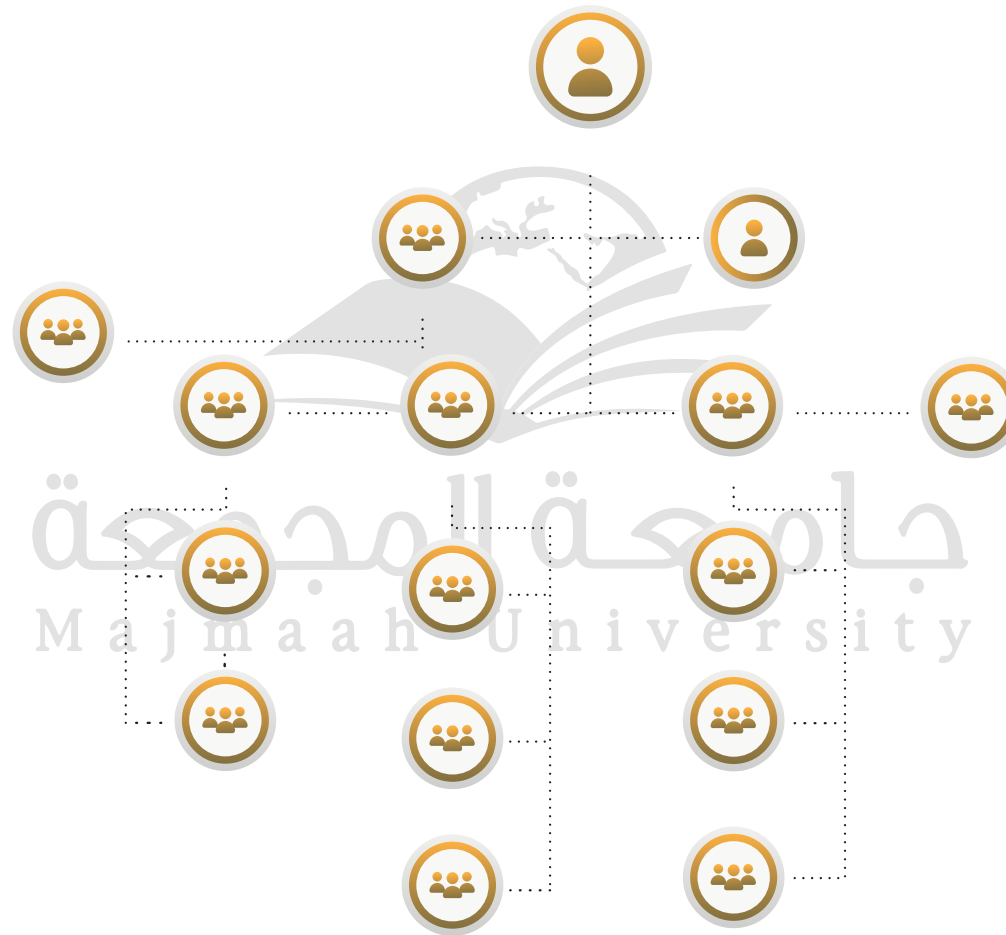


Mission:

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Values:

Approved organizational structure:



Guide Concepts:

Purpose

((Description of the purpose of this guide))

Application field

The scope of this guide is determined by the entity, and is mostly limited to incoming and outgoing transactions and their sequence mechanism.

Procedures

Clarifying what the guide provides for the description of the procedures by answering some questions such as:

- What should be done?
- When should be implemented?
- What is required to be done?

Work instructions:

Brief description of the most important instructions that regulate the entity's work.

Work models:

Includes the forms of work used by the entity in its work procedures.

First: Dean-Manager:

Procedure details:

A comprehensive description of the different procedures taken by the competent person within the entity regarding the outgoing or incoming transaction flow.

Procedure's official document:

The official reference of the procedure (if available).

A flow diagram for procedure execution:

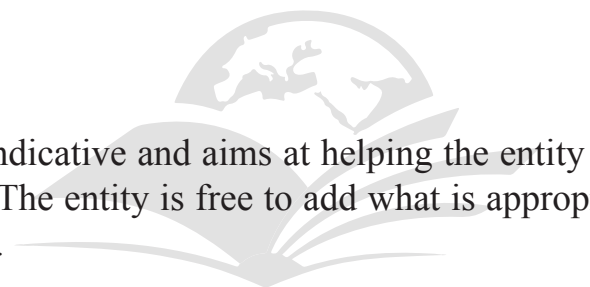

Illustration shows the procedure's track and the sequence of its steps.

What was done regarding the dean is repeated with the rest of the entity's units.

Guide preparation team

S	Employee name	Administration/Department
1		
2		
3		
4		
5		
6		
7		

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This guide is indicative and aims at helping the entity to prepare its procedural guide. The entity is free to add what is appropriate for clarifying the procedures.

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