

ANNUAL PLAN 2025

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ANNUAL PLAN 2025

The Annual Plan 2025 is made up of collective goals defined by all areas of UDLAP; each one must have a positive impact on the fulfillment of the priority objectives defined for this period.



FINANCIAL STABILITY

To strengthen the operation, sustainability and competitiveness of the UDLAP by optimizing technological, administrative and operational processes, developing innovative solutions, expanding links with suppliers, companies and institutions, and complying with quality and transparency standards in all areas.

The goals set for this year are:

- Increase the number of registered suppliers by 3% with respect to the number of goods and/or services providers registered in the supplier register during 2024.
- Monitor the supplier portfolio so that there are no outstanding balances older than three months, corresponding to 90% of purchases made in 2025.
- Place and collect 70% of tickets for the UDLAP Raffle through field visits and weekly meetings with the support of the report issued by the raffle administration system, and comply with the correct distribution of tickets to keep track of the employees who participate.
- To carry out the UDLAP Draw ceremony and the Draw for collaborators, and to award the prizes to the winners to promote the transparency of the UDLAP Draw.
- To rule on and formalize 100% of the instruments that allow UDLAP to facilitate collaboration with companies or academic institutions of national and international prestige for the development of academic exchange of professors and students.
- Implement five projects focused on improving the content and optimizing the development processes of the web portal.

- Maintain the software and tools for the administration of voice and data infrastructure assets, security, technological platform and information assets at UDLAP at least one version below the stable versions recommended by the manufacturers.
- Successfully implement three projects focused on the development of artificial intelligence.
- Achieve 75% progress in the development of the research website.

Plans and programs

The following will be implemented:

- The updating of the documentation and procedures of the Department of Security, Technological Platform and Infrastructure and documentation of the status of assets of the voice, data, security, technological platform and information assets infrastructure of the UDLAP.
- Three Microsoft A5 licensing tools, which will improve the security, management and governance of data and management of institutional devices.
- A plan for the renovation of the existing infrastructure of 100% of the computer equipment in the teaching spaces for the Fall term.
- The use of the Mendix development platform in the execution of the Technological Master Plan for the development of solutions in accordance with the profile of the institution's students, which optimizes resources and provides a better user experience (UDLAP Life).

The following will be fulfilled:

- Execution of the projects of the Technological Master Plan 2025, including the training processes required to enable users to manage their functionalities.
- Place in digital formats the information on the investment projects in which the General Directorate of Information Technologies is involved, which will allow for better control of information and procedures for decision-making to be carried out before June.
- Execute the implementation plan for the administration console on more than 45 wired network computers to perform automated backups of the configurations.
- Structure and execute a plan to expand the storage of the VxRail hyper-converged infrastructure system, which will optimize the capacity to host more servers and applications before the fall semester.
- Renew contracts with external companies that provide services that impact the operation of the various services of the Security, Platform and Technological Infrastructure Department.
- The rating of acceptable in the Food Safety Inspections for food service areas.
- Develop and execute a plan for the renovation of the UDLAP telephone switch infrastructure in the first phase, integrating PSTN services with Microsoft Teams.
- Implement the preventive maintenance program for the institutional fleet, so that the Auxiliary Services Department guarantees its compliance.

- Establish the preventive maintenance program, so that the Infrastructure Department guarantees its compliance.

ACADEMIC PRESTIGE

To promote the academic, social and professional growth of the UDLAP student community by increasing enrolment, establishing strategic links with prestigious organizations, strengthening social service and professional internship programs, promoting excellence in research and sports activities, and improving communication tools and strategies, in a way that guarantees a positive impact on the integral development of the students.

The goals set for this year are:

- Enroll more than 1,900 new undergraduate students.
- Increase the number of new master's degree students by at least 3%.
- Increase the number of new students from different states of the country (excluding Puebla) by 3%.
- Link at least eight new organizations per term for Social Service.
- Formalize at least 80% of the Social Service processes.
- Increase by 5% the number of agreements signed with organizations for Professional Internships, Field Internships and Social Service.
- Link at least 80% of the students, in a timely manner, who effectively completed the Professional Internship process.
- Reduce the number of academic transfers per semester of members of the Sports Representative Teams by at least 15%.
- Achieving a 5% increase in annual interaction in all social networks managed by the Vice-Rectorate for Student Affairs, including sports teams and cultural events.
- Develop strategies to ensure a place on the podium for at least nine of the Sports Representative Teams.
- Increase the retention of residents of residential colleges by at least 17%.
- Manage five new agreements and/or collaborations with prestigious organizations to carry out high-impact research projects.
- Ensure that 60% or more of students in active doctoral programs take exams, meeting graduation requirements.
- Ensure that 70% or more of the PhD coordinators monitor progress and maintain regular communication with students.
- Guarantee that PhD students publish at least ten articles in indexed journals.
- Ensure that PhD students register at least ten publications in journals and conferences.
- Ensure that students on the Honors Program register at least twenty publications in institutional and external outreach and research journals.

Plans and programs

The following will be implemented:

- Dissemination strategies to increase the visibility and scope of the services of the General School Directorate with at least thirty publications per period on social networks, email or different media.

The following will be compiled with:

- Update the research website to give visibility to the infrastructure and research carried out at UDLAP.
- Update and improve the training program for teachers in the use of Blackboard.

INSTITUTIONAL PRESTIGE

To strengthen the international, academic and cultural projection of the UDLAP by increasing student mobility, consolidating strategic alliances with universities and external partners, promoting the participation of teachers in research projects and external funding, and effectively disseminating its achievements and initiatives through communication campaigns, academic publications and digital content.

The goals set for this year are:

- At least 350 new students in international mobility incoming and outgoing.
- Increase the number of full-time students from abroad to at least 38, based on the number of new students enrolled in the same period in 2024.
- Increase the number of full-time teachers participating in externally funded projects by 6%.
- Increase by more than 40% the number of full-time professors who have the distinction of being members of the SNII or the SNCA.
- Publish more than 350 bulletins on the university's activities through press releases, in order to maintain UDLAP's presence.
- Achieve a 5% increase in annual interaction on all social networks managed by the Marketing and Communication department, including sports teams and cultural events.
- Gain at least 2,000 new followers on the social media accounts of the sports and cultural teams.
- Reach more than 50,000 views on Instagram reels videos generated by the digital media department.
- To carry out ten digital marketing campaigns for onboarding activities on different platforms, using guidelines generated by the digital media area.
- To disseminate the knowledge generated inside and outside the institution through the magazines Entorno UDLAP and CXN.

- Publish at least thirteen books, in print or digital format, to expand the UDLAP Publishing House catalogue, with the aim of contributing to educational development and the dissemination of knowledge.
- Promote the loyalty of UDLAP's strategic partners through efficient communication, fostering inter-institutional relations by sending virtual and physical letters.
- Develop and implement a comprehensive plan for monitoring and updating institutional prestige indicators, with the aim of consolidating UDLAP's position in national and international rankings and strategically disseminating its academic and research achievements.

Plans and programs

The following will be fulfilled:

- The Inspections and Supervision of Food Safety for Licensees who produce and sell food, the canteen, UDLAP cafeterias and external suppliers.
- The scheduling of microbiological tests for licensees, the canteen, UDLAP cafeterias and external suppliers.
- The work program for the production of audiovisual content contributes to the training of students and generates interest for society.

OUTREACH WITH SOCIETY AND COMPANIES

Strengthen UDLAP's strategic links with graduates, companies and strategic partners by updating key information, encouraging participation in professional development activities, increasing alliances and sponsorships, and promoting academic, cultural and sports programs, to consolidate its position in the academic, business and cultural environment.

The goals set for this year are:

- To update the information of at least 185 companies in the Business Directory to link graduates who are owners, partners or owners of companies.
- Update information on at least 2,100 graduates from the last 19 generations.
- Comply with the general sample of 80% per school, increasing the participation of graduates who respond to the employment study.
- Increase the number of companies linked to the UDLAP job board by 10%, with respect to the end of 2024.
- Increase the participation of students and graduates in the activities of the Professional Development Center (CDP) by 7%, with respect to 2024.
- Increase undergraduate sponsorships by 4% with respect to the last face-to-face year.
- Increase sponsorship contributions by 5% with respect to 2024.
- Increase the income of the budget goal by 5%, through different training and consultancy schemes, face-to-face or online, to foster links between companies and the public sector with UDLAP academics and the business and government sectors.

- Increase the income of the Alumni Relations Department through sponsorships of the Professional Development Meeting, Graduation and Benefits Plan.
- Increase the number of new students coming from links with companies and strategic partners by 3%.
- Increase the number of participants in the sports programs of Escuelas Aztecas by 10%.
- Design and implement twelve programs that foster strategic collaborations, consolidate effective alliances and promote joint projects that lead to the positioning of the UDLAP in the academic and cultural environment of Mexico City.

ORGANIZATIONAL CAPITAL

Optimize the processes, policies and institutional services of the UDLAP by updating regulations, continuously improving procedures, training staff, and implementing strategies to strengthen planning, quality management and community welfare.

The goals set for this year are:

- Raise the overall rating to 8.4 on a scale of 1 to 10 in service evaluations of the International Affairs Department (DAI), with respect to 2024. Eliminate
- Improve the rating obtained in some of the dimensions of the service evaluation of the Credit and Collection Department. Eliminate
- Maintain or improve user satisfaction with the services offered to students, with respect to the average achieved in the previous year.
- Update at least 80% of the processes and regulations of the General School Directorate to continue contributing to continuous improvement.
- Update 90% of the documentation of the IT Services Department to the client.
- Formalize 90% of the documentation of the Residential Zone maintenance processes.
- Define the policy for the administration of accounts receivable from students and guidelines for the assignment of extrajudicial portfolios.
- Obtain authorization of the budget policy of the Budget Department.
- Update the UDLAP Institutional Regulations policy and procedure of the Audit Department.
- Strengthen and promote institutional evaluations through the review and updating of reports addressed to the areas, with the aim of optimizing decision-making and promoting UDLAP's planning and quality management model.
- Give continuity to the Processes Program so that the areas can identify improvement initiatives.
- Strengthen the link with the university's departments by setting their goals, measuring processes, evaluating and taking actions for continuous improvement to achieve the institution's strategic objectives.
- Record at least 80% of incidents in the time and attendance module of the FORTIA system.
- Incorporate at least 60% of job profiles into the Organization Manual.
- Develop 5 campaigns to promote the overall health of the university community (nutrition, physical activity, physiotherapy) and the promotion of hygiene and self-care measures in the face of illness.

- Civil Protection personnel will take at least four training courses given by CENAPRED.
- Training will be given to 50 groups of 25 people, each made up of Security, Roadway and Union personnel, in the use of fire extinguishers.
- Design and implement training and continuous improvement mechanisms that optimize the efficient execution of activities in the Residential Colleges Directorate.
- Update 90% of the documentation of the processes of the Directorate of School Services and Scholarships.
- Update 80% of the documentation of the residential school processes.

Plans and programs

- The following will be implemented:
- An administrative, logistical and operational control and monitoring system for the realization of cultural activities.
- A control system for the request and monitoring of graphic materials for cultural activities.

The following will be compiled with:

- Advise and train members of the UDLAP community on issues of legal relevance with an institutional impact by the Office of the General Counsel.
- The Indicators Program for the commercial services area.
- The NOM 035 work plan regarding actions for the prevention of psychosocial risk factors and the promotion of a favorable organizational environment.
- The Leadership Program for Indigenous Youth (PLJI) and the UDLAP Pride Workshop (TOU), ensuring the development of activities that strengthen unity, identity and institutional excellence.