DEVI AHILYA VISHWAVIDYALAYA, INDORE

University Teaching Departments Management Information System (UTD MIS)

UTD MIS system is a web based system developed by students of this university under the guidance of Dr. Maya Ingle at DAVV. This system comprises of mainly five subsystems viz. University Admission Information System (UAIS), University File Tracking System (UFTS), Requirement & Information Gathering System (RIGS), University Time-table & Load Management System (UTLMS), and Student Information System (SIS) as shown in Figure 1. The purpose of design and development of this system is to provide ease in terms of gathering statistics at a glance for further use. Also, this statistics will be useful to all UTDs and university as well. The details of aforementioned subsystems are discussed as below:

1. University Admission Information System (UAIS)

It is a subsystem of UTDMIS and aims at gathering the information of admitted students along with their categories. The gathered information will be highly useful to provide the statistics related to gender, unreserved and reserved categories, J&K,
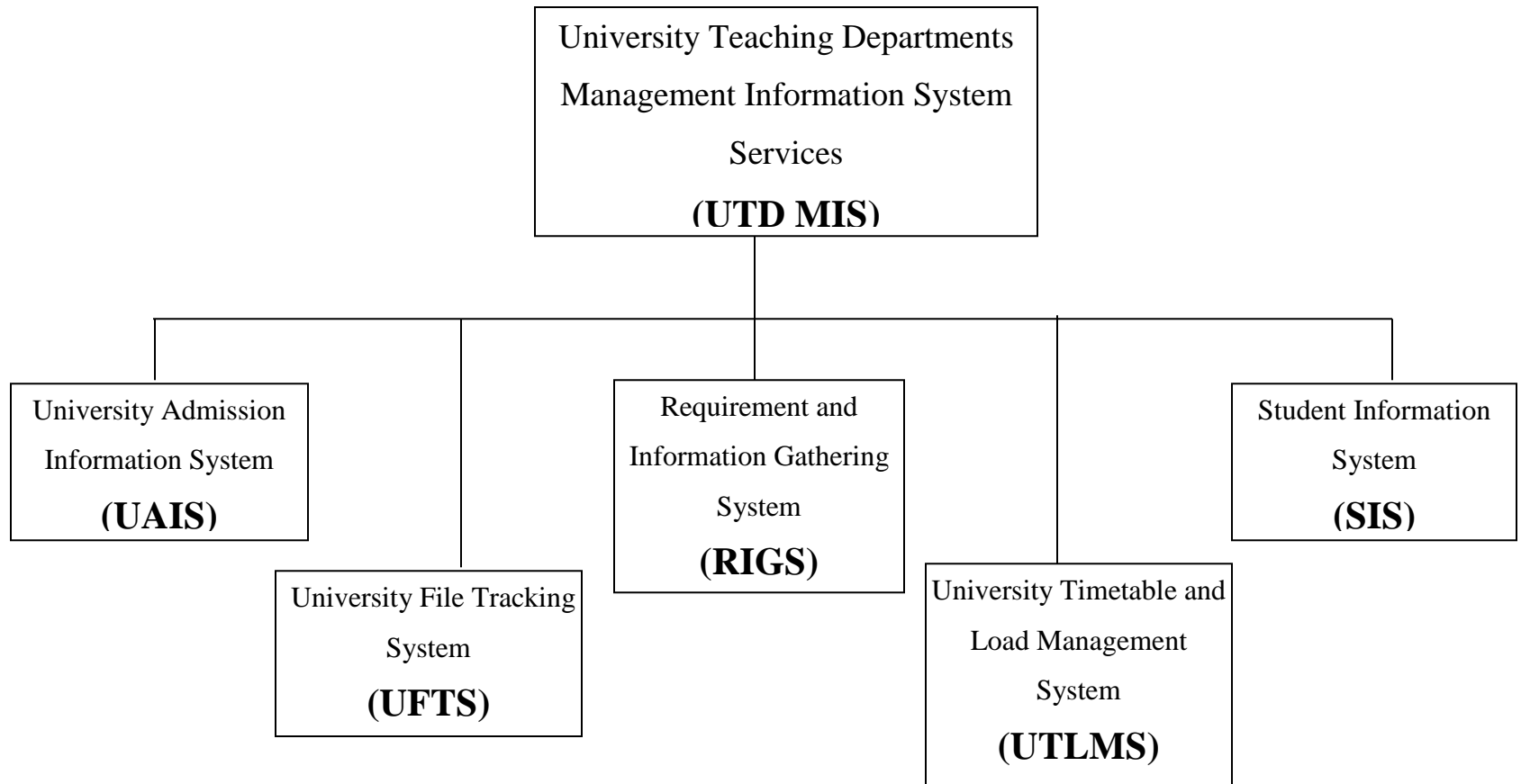
Figure 1: UTD MIS

physically handicapped, employee ward etc. students admitted at institutional as well as at university level Thus, this UAIS works at two levels namely; institutional level and administrator level.

a. *Institutional level*

This system provides the statistics of students admitted in a specific year. For this, each institute/ school is facilitated with adding, viewing, and editing details at institutional level. It includes the details of the students admitted in each programme along with aforementioned categorical statistics. Thus, system will provide the total number of students in a programme and hence, in all programmes that are run in the institution along with the total number of students admitted.

b. *Administrator level*

The system provides information in two forms namely; university level and department level. University level includes department wise statistics of aforementioned category wise and gender wise details of total number of students admitted in specific department along with total available seats. Department level information includes details of programmes run by each department along category wise, gender wise distribution of total number of students admitted. It also provides the statistics of total number of seats available in the department for various programmes.

Also, the total students admitted in number of programmes that are run by an institution along with the total number of student category wise are available for further queries/ demands from the related educational agencies such as state government, UGC, AICTE etc.

2. University File Tracking System (FTS)

Locating the file in a sudden moment is one of the most tedious tasks today in almost all the organizations. Thus, management and monitoring of large number of files in an organization has become a cumbersome. On the other hand, it may be sometimes time consuming activity or even no results will be fruitful after tracing the files. However, in order to overcome with these problems and to handle the task in easy and efficient manner, an online web based application called as 'File Tracking System (FTS)'

is developed. It tracks the movements of the entire files between Departments/ Schools/ Institutes/ Centres along with administrative departments/ sections within the university. This system basically works on the key concept of unique file identification number (UFID) allocated to each file. There is a provision to allocate UFID to a file by its origin department and will remain fixed/ same throughout the path/ movement of the file. The main features of the systems are discussed as follows:

Each file (with a specific UFID) is to be received by the corresponding destination and to be sent again to the desired destinations time to time by each department using same UFID. Thus, the system will keep track of the movements of files from one department to another time to time. It also maintains the detailed record of the sent and received files and hence generates the report for the same. It has also a very powerful searching technique for the current location of files by using UFID. The system also explains the complete path of the file from source to destination and current location along with the date and received or not received status. It also provides the facility to look at the history of the movement of a specific file. When the file is audited then it is closed by the 'Close file' functionality provided by the system.

Thus, this automated system monitors the pendency of files and assist in their easy tracking. It is an integrated package which has features right from diarizing of files, updating its status, opening of new files, tracking the movement of the files, dispatch of files and finally records management. The software has been rolled out and implemented in all the departments of Devi Ahilya Vishwavidhyalaya, Indore.

3. Requirement and Information Gathering System (RIGS)

RIGS system is a subsystem aims at gathering the information about non-teaching staff working at various UTDs. Here, data is collected with respect to Personnel Affairs and Academic Affairs. Personnel affair covers firstly office staff requirement and information (regular and self finance staff both) from various departments whereas other staff requires the information about the number of staff members against sanctioned post in department. Academic affair pertains to the information regarding Memorandum of Understating (MoU) with National/ International organization.

4. University Time-table and Load Management System (UTLMS)

This system is yet another subsystem aims at determining the load of each faculty working at various UTDs on the basis of time table. Initially, the information regarding each faculty member teaching the subjects in a programme/ s is seeked using add application. Also, if a faculty is involved any other activities at department level and/or university level, the related workload is added into the load of concerned faculty. Thus, this system enables to allocate and calculate the workload of each faculty in all departments. Ultimately, administrator can have the overall knowledge about the workload of the faculty members in UTDs.

5. Student Information System (SIS)

This subsystem is used to gather detailed information of each student studying at various UTDs. It felicitates various departments to add the full information about each and every student department. This information includes, name of the student, enrollment, addresses (permanent, temporary), Pan number, Adhar number etc.

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