

MANAGEMENT INFORMATION SYSTEM OF LOYOLA ACADEMY

Management Information System (MIS) is a very important tool developed in Java Language with user friendly features which are unique to our institute to support all activities held in our college by capturing, processing, storing and retrieving data on a day-to-day basis. It has a demand driven data for management to take appropriate makings. The records that the management had in olden days were on paper, which used a large storage area and its processing was very tedious. Thus timely retrieval of relevant information as difficult. Therefore became absolutely necessary to introduce computers and develop our own Enterprise Resource Program (ERP) in order to have a smooth functioning.

Currently most of functions/activities of our organization are carried out or assisted with the increasing use and application of computers in either local or wide area network with several layers of staff and students in our college. There are six modules in our ERP which deal with admission, academic affairs, accounting, workforce, purchase and examination – having different layers of roles and rights. At present, our Purchase module is not fully functional.

(i) Admission: The first level admission is done through the purchase of application online through a selection of a course/s from anywhere in the world. The Application form is filled in online, which is saved in our server. The second stage is a written test, followed by interview. There is a demand of 1:3 ratio for our admissions in general.

(ii) Academic: This module helps the students and staff at various levels, beginning from timetable allotment, internal valuation, to attendance entry. This helps the students to verify their attendance daily, and check out their internal marks. In a word – it is a open-book system for internal stake holders.

(iii) Accounting: The fee is declared in the ERP for all the students from the office, students either pay through online or through Challan directly into the bank. All the fees are declared through the ERP only. There are no hidden fees and each student can see what one has paid and what is due at any time of the day.

(iv) Workforce: All the data of the staff is available in this module for the management to monitor. The salaries are paid through this module, which also keeps the record of Leaves availed, bank details, salary details - of each and every staff member of the college.

(v) Examination: The strength of our college is our Examination system, which is ultimately supported by our ERP, beginning from registration for the examination, hall ticket generation, room allotment, staff allotment, dummy-number generation in-order to keep things unidentified by the valuator, to award list, entry of evaluation is done by two operators who are not known to each other. If there is any discrepancy of entry, then the third operator enters to protect the right of correct entry of marks. Our ERP system enables us to create various types of marks sheets – Semester Mark Sheets, Consolidated Mark Sheets, SGPA & CGPA Grade Sheets, and provisional certificates. Each student's history of performance is available in the ERP easily.