

Different Functions of DSW Office

Management Information System (MIS):

MIS is an information collection and analysis system, usually computerized, that facilitates access to program and participant information. It is usually designed and used for administrative purposes. The types of information typically included in an MIS are service delivery measures, such as session, contacts, or referrals; staff caseloads; client sociodemographic information; client status; and treatment outcomes. Many MIS can be adapted to meet evaluation requirements. [1]

An MIS is a system that aids management in making, carrying out, and controlling decisions. Decision making, including the process leading up to the decision, can be termed planning, and management can be defined as the planning and control of the physical and personal resources of the company in order to reach company objectives.

Purposes of MIS:

1. To collect data and turn it into information that management can use to monitor and improve operations.
2. MIS has the purpose of assisting managers to make decisions, while all workers make decisions; manager decisions are concerned with planning for, directing and controlling work group.
3. MIS has the purpose of providing selected data, i.e. information to manager at a time when these are useful in aiding the manager to make decisions.
4. MIS provides information to all managers so that all company activities may be tied together to operate the company as a system.
5. MIS connects the existing system to an operating system.

Different Functions of DSW Office:

Directorate of Students Welfare (DSW) office deals with student welfare. Their main functions are:

- Student Activity Management
- Asset Rental Services
- Hostel Services
- Finance, Budget and Accounts
- Administration, Human Resource Management and Appraisal
- Students Academic Records – through existing Computer Section

The functions are discussed briefly in the following sections:

Student Activity Management

One of the most important functions of DSW office is to enforce, guide and control the student activities of BUET. The student activities include different programs and festivals like Film Week, RAG, Level Completion, Debate Contests and etc. through different student's organizations. DSW office's function is to manage the student organizations. Currently registered different types of student organizations are,

- EUCSU
- Different Clubs
- Departmental Student Associations
- Alumni Organizations
- Etc.

These organizations have their own activities and operate separately. DSW office provides supports and guideline as and when required.

Asset Rental Services

DSW office operates different Assets of BUET like Auditorium, Seminar Room, Playing Ground, Class rooms and etc. These are income-generating assets. DSW office provides these assets for rental to different outside organizations.

Hostel Services

Another major function of DSW office is maintaining the Hostel Service for students through Hall Authorities. Students' Food, Accommodation, Sports, Study, Entertainments and etc facilities are regulated through the Hall Authorities by DSW office.

Finance, Budget and Accounts

DSW office has its own financial function, which includes budgeting for different activities, purchases and expenses. To track the financial activities it has its own accounting system.

The accounting and budgeting system has defined rules. Different point of operations has different activities and different limitations. For example, DSW can approve budget for a certain amount of expenses. If the limit exceeds then it needs higher authority approval.

Administration, Human Resource Management and Appraisal

DSW office has its own administrative functions. These tasks includes staff transfer, leave management, asset maintenance etc.

DSW office does the appraisal of its staffs and takes necessary measures for its own Human Resource Development.

Students Academic Records – through existing Computer Section

This section is already automated. A MIS already exists there to maintain student's academic records.

Necessary Information System to Manage Different Functions of DSW Office:

Asset Rental Service

Asset Rental Service deals with the following objects.

- Asset
- Booking Schedule
- Fee Charts
- Clients/Customers
- Etc.

The Information System may operate like the following diagram.

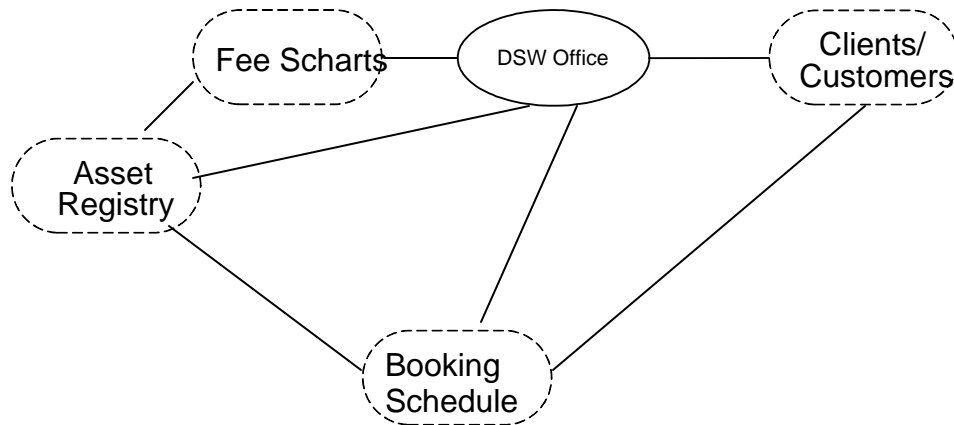


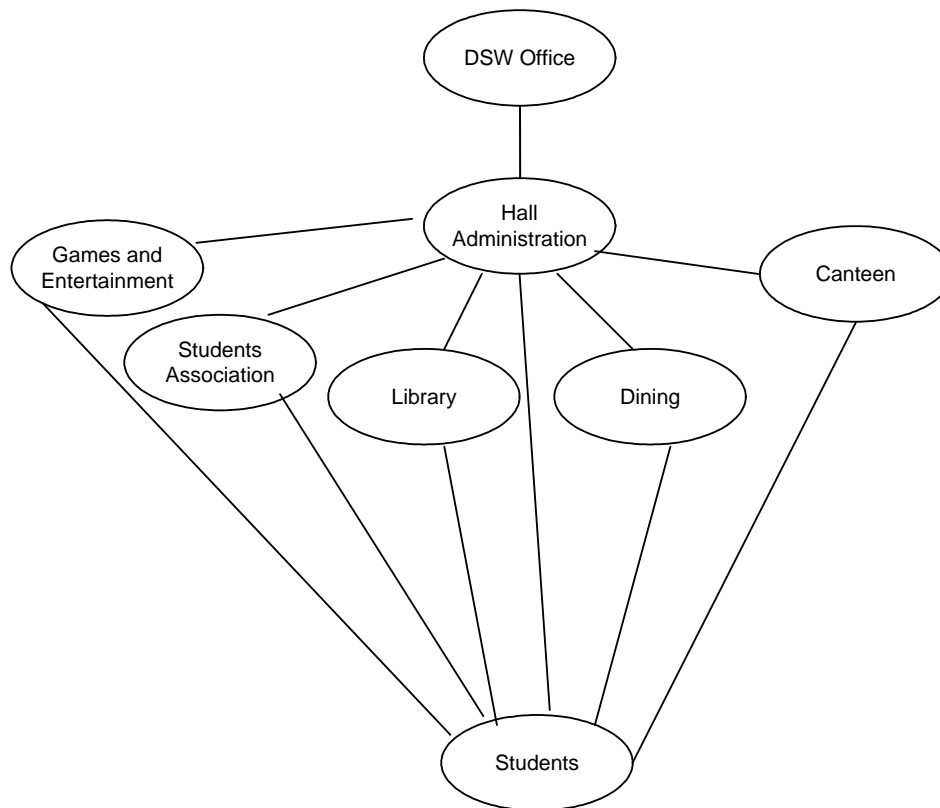
Figure: Information System of DSW office

Hostel Services

Hostel services deals with following objects.

- Students
- Students Association
- Halls Administration
- Entertainment Services
- Library and Study
- Dining
- Canteen
- Etc.

The objects interact within themselves. The overall interaction and information relationship is presented below.



Accounts and Budget

Fig: Hostel Services

The accounting and budgeting system is very much standardized. It won't be economically feasible to develop a new MIS for this section. It is better to implement any good accounting system available in the market.

Database maintained by the DSW office:

For the MIS, DSW office maintains the following records in their database:

1. Student database (for DSW office):

a. Personal Information:

- Student name
- Student no.
- Date of birth
- Father's name
- Mothers name
- Sex
- Home address/ Permanent address
- Present address
- Local guardian address
- Relation to the local guardian
- Parent's income

b. Academic Information:

- Department
- Level, Term
- Advisor
- Foreign, Army, Navy, Air force, Tribal category

2. Regarding Hall information:

- Student no.
- Name
- Name of Hall
- Status (Residential or attached)
- Room no

3. Co curricular activities:

- Participation in games
- Participation in cultural activities

4. Record of disciplinary action:

- Inter hall
- Inter faculty
- Inter university
- National level

5. ID information:

- Student no.
- Student name
- Name of the hall
- Blood group
- Photograph
- Signature

6. Student database for register academic section:

- Student no
- Name
- Course code
- Course title
- Level
- Term

7. Student database for controller office:

- Student no
- Name
- Course name
- Grade
- G.P.A.
- C.G.P.A.
- Earned date of degree

8. Student database for issuing testimonial at DSW office:

- Student no
- Name
- Father's name
- Sex
- Admission session
- Pass session
- Month of examination
- Year of examination
- Date of issue of testimonial
- Testimonial serial no

References:

[1] DSW Office

[2] Definition : www.synergyaids.com/lacri aids/glossary.asp

[3] MIS Structure: http://jmis.bentley.edu/articles/v17_n3_p179/