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SYSTEM DOCUMENTATION

Prepared for
General Public

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Executive Summary

This proposal serves as the official document from **Ufanisi ICT Solutions** for deploying a **College Web Info Management System** to your academic organization. We want to render our software development expertise to you and produce a management system that will increase your organization productivity.

Problem Statement

Higher education is no longer confined to the four walls of classroom. Its moving beyond the limitation of time and geographical boundaries. Education is setting new standards and many institutions are finding hard to manage and operate using the traditional methods. With the rise in the number of courses, it is a challenge to organize processes. The system proposed will address the entire problem after intensive research, industry data studies, government reports analysis and business needs. All these factors have been put in consideration to come up with stable multidimensional solution.

Proposed Solution

To address your concerns, **Ufanisi ICT Solutions** will deploy a System that will address all the problems previously mentioned. The system will be implemented with more additional features that will achieve future goals of the company.

The system is a web based, therefore can be accessible anywhere that enhance easy management. Its highly portable, therefore that enhance easy installation and maintenance. It can run in any device which reduces hardware costs. The system is user friendly, very easy to use since they have simplified interfaces.

The system proposed will manage admission process. The admitted students will be processed effectively and timely by system from one section to another with no room for information repetition. The system will store the information of every student for future reference.

The system will manage departmental programs with smooth departmental connection and single control unit. Staff members can exchange information in real-time. It reduces the delay in departmental work and makes it faster. Automation of these processes leads to efficient and productive management.

The system will manage all students' information in effective and efficient ways. Students will view their academic updates, manage timetables, calendar, schedule of lectures and other administrative information. Each student creates his or her account to view the above information. The information enables students to view the fees information and academic marks without physically access the respective offices.

The system will manage all accounting functions by enables accountant to records all expenses and incomes. It enables the accounting department to generate fee reports, student examination permits for those are fully paid or qualified to seat for exams.

The system will manage all inventory functions. All items of the organization are recorded and their status tracked. The system generates assets registry, with detailed information of each category. It adds storage facilities and records all item in stores and those issued out.

The system will manage all library functions. All books and materials are registered with their detailed information. The system records all the books or materials issued out by the library. The system generates all reports of different category of books and materials in the library.

The system will manage academic functions. It registers all faculties and their respective schools. All courses and their course units are registered by the system. The system assigns courses to the students. The system assigns

lecturers to their respective courses. It manages adds all exams and their marks to the respective students by automatic publish results to each account.

The system will manage human resource functions. All employees' information is registered and their information are saved for future reference. The system handles leaves, by creating and generating permits. The system also tracks the departure and reporting date of each employee. The system tracks attendance record of every employee. The system records all discipline status of each employee. It stores all letters issued to the employee.

Reports will be generated under several categories at any time required. They will appear in a clear view with an option for both Microsoft docs and PDF format for easily integration with other data.

By put into consideration the presence of insecurity in internet, our team did a great work of implementing three level of security layers to ensure that the application is secured and remains legitimate to its users.

This system once deployed will address current manual and semi manual systems' challenges as well as will contribute to productivity increase and reduce labor and operation costs.

Features

The proposed system has the followings features;

- ❖ **Student Management:** It manages student registration i.e., enrollment and admission. It manages all students records i.e., academic and accounting.
- ❖ **Staff Management:** The system manages the registration process of all teaching and non-teaching staff. It also manages all their records.
- ❖ **Academic Management:** It registers all faculties and their schools. It registers all courses with their respective course units. It registers all programs. It manages attendances, grades etc.

- ❖ **Library Management:** The system manages all library functions by facilitating books and other materials registration and indexing. It manages borrowing and returns procedures, status etc.
- ❖ **Accounting Management:** The system manages expenses and incomes. It records all students' payment and generate payment history and future reference.
- ❖ **Inventory Management:** It registers all storage points. Items are all recorded. It records items issued out and their status.
- ❖ **Report Management:** It generates all types of reports. Reports generated are in standard format. The reports can be exported to different versions i.e., PDF, word documents etc.
- ❖ The system can be customized to meet your additional needs.

Benefits

Our company has developed over 30 systems within the last five years. We make sure that each system we develop is equipped with the latest trends, tools, and technologies, of which our employees have trained and have sufficient knowledge thereof.

