

## Part A.

### 17. Management Information System (MIS) – Narasinha Dutt College

The Management Information System (MIS) – Narasinha Dutt College is presently using is **College Administrative Record Engine (CARE)** developed by a Kolkata based organisation named CoSMAT. The system comprises with following modules:

1. User Authentication and Administrator Control on permissions
2. Enlistment of Courses & Papers (Yearly & CBCS)
3. Student Information & Admission (Personal & Academic)
4. Fees Structure & Segregated Online Deposits by students
5. Tabulation of Marks for Examinations (College & University Examinations)
6. Online Students' Feedback System
7. Employees Personal, Academic, Promotions & Leave Record maintenance
8. Online Alumni Registration

#### Key Features of the System:

1. Every user will have to authenticate them before using this software. Every addition, modification and deletion of any record will be preserved with user-id and time-stamp.
2. Administrator will be able to create unlimited user-groups for different security-level. Admin may create unlimited users and every user must be a member of a group. Every user-interface (aka form) and every action-button on those forms may be individually blocked for specific user-group.
3. Single-Click synchronization with online/offline database (Students' data/ Online Payment)
4. Records on every entity (viz. course, student, teacher, staff, exam, fees, etc.) will have separate extensive search facility on numerous criteria (like date-range, value-range, specific-option, process-state, etc.) for all possible attributes. The search result after joining all master-slave relations will be displayed on screen and may be exported to Excel for customised printing of report.
5. The database will automatically be backed up periodically. There will have facilities for previewing any backup in real mode without changing the current data. Any backup may also be restored for replacing the current data (if corrupted).
6. Login-time, logout-time & node-name will remain saved for each user. Node will get synchronised with server-time at every login.