

SIT 103 – DATA AND INFORMATION MANAGEMENT

ASSESSMENT TASK 2

PART 1

PROJECT PROPOSAL

GIVEN BY:

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1.1 About the Company:

Name of the Organisation:

BUDHA GROUP OF INSTITUTIONS, KARNAL, HARYANA, INDIA

Website:

<https://www.budhacollege.org/>

Introduction:

Also known as BGI, this private institution was established in 2007 by Sh. Ram Mohan Gupta, the present chairman of the institution. It is a coaching centre that emphasizes on cultivating innovation in students, who have the ability to make a difference to this world as it aims to imbibe the knowledge and skills in its students. Located at a beautiful location in Urban Estate, Sector-13 in the city of Karnal, situated in state Haryana of India, this institution has four branches that provides people to choose any one of the 9 skill courses with specialization in a desired field, offered in 7 different streams. The managing directors of BGI, Mr. Nitesh Gupta and Mrs. Meenakshi Gupta have brought this institution to a great success by not only nurturing students or valuing a team of sedulous and diligent professors, but also by collaborating with the “Kent State University, USA”, providing a chance of global exposure, experience, and certification to the enrolled students, who are capable of achieving more and shaping their career towards a bright future. The institution accepts students who have either performed in JEE-Mains (Joint Entrance Examination) or NATA (National Aptitude Test in Architecture), two prestigious national level examinations in India to get enrolled in a good engineering or IT college. The colleges under BGI offer good scholarships, environment and promote girls to opt for fields they desire by providing extra bursary so that they get a good support from their families. It’s a great responsibility to provide a safe and fair social and educational environment. The Director of Marketing of BGI is Mr. Ashish Gupta.

Vision:

Budha Group of Institution has an overwhelming vision when it comes to its students, fair education, and tremendous opportunities. It says:

“To serve young generations with a tool called education to help them fit in the society as value added citizens.”

It clearly emphasizes on developing students by promoting their ideas so that they can achieve their dreams by putting them into work that would create a significant spot for them in their walk of life.

Mission:

“The mission of Budha Group of Institutions is to recreate the landscape of Education by providing research-based programme to prepare leaders who will empower tomorrow’s

citizens as lifelong learners, developing and disseminating knowledge and contributing innovative ideas and leadership to solve the problems of a diverse society.”

Values:

- Excellence: Expecting the highest level of achievement by students, faculty, and graduates.
- Leadership: Developing consensus, generating knowledge and ideas to solve pressing educational and social problems.
- Diversity: Embracing individual differences in every aspect of the education process. Expanding Knowledge and human understanding.
- Innovation: creating and testing new approaches and models for solving educational and social problems.
- Collaboration: Building relationships nurturing partnership and enhancing team spirit.
- Service: Care for others, addressing the needs and problems of society.
- Accountability: Accepting responsibilities and evaluating effectiveness.

Branches:

Lala Khushi Ram Charitable Society has taken the initiative led by Sh. Ram Mohan Gupta to open four major branches for the business in order to provide best facilities and opportunities for students from different fields.

- Budha College of Management
- Budha College of Education
- Budha College of Architecture
- Budha College of Higher Education

Courses and Programmes Offered:

BGI colleges offer students to study full-time only and includes their courses in following streams:

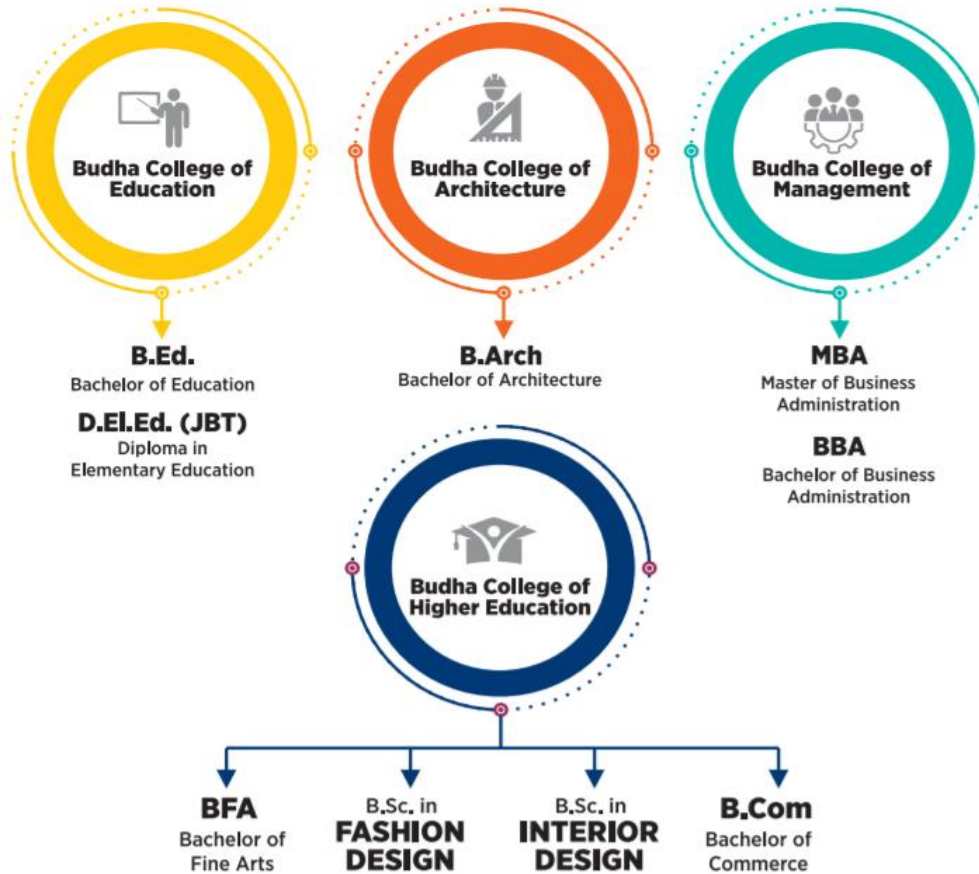
- Business & Management Studies
- Architecture & Planning
- Teaching & Education
- Design
- Arts (Fine / Visual / Performing)
- Accounting & Commerce
- Banking, Finance & Insurance

There are 6 fields of specialization:

- Fashion Design
- Finance
- Human Resources

- International Business
- IT & Systems
- Sales & Marketing

Budha Group of Institutions



Its main 9 programmes include:

- B.Sc. in Fashion Designing
- B.Sc. in Interior Designing
- MBA/PGDM
- B.Ed.
- BBA
- BFA
- B.Arch.
- B. Com
- D.El.Ed

Different programmes have different eligibility requirements, fee structures, duration, placement opportunities and campuses, but they do have one thing in common and that is the facilities provided.

Facilities:

The institution provides numerous facilities to its students, some of which are actually great opportunities, and include:

- **Infrastructure:** The services provided by the colleges in terms of electricity, water supply, internet connection and building maintenance are quite good. They provide various health and leisure activities in their campuses, and it includes: Gymnasium, Sports equipment and opportunities, Yoga centres and instructors, cafeteria, and a Library to spend hours. Also, they have safe transportation system for students with strict timing rules.
- **Academics:** Multi-purpose centres, seminar halls, guidance and placement cells, guest lectures and seminars, practical, workshops, mock interviews, summer trainings, GSTP-free coaching for government examinations, industrial visits for work field experience and encounters, national as well as international educational trips are some major and highly contributing facilities provided by the colleges under this company. Moreover, there are numerous clubs, activities, and events to bring up the hidden talent of the students.
- **Placements:** The college's placement results are great as they help students find suitable jobs through its placement cell "SAPLING". They cover more than 36 companies under it and allow students with more options according to their capabilities.

Size and Turn-over:

The company's annual turn-over is around 1.69 crores as of 2019 where it paid all the necessary taxes and spent money on infrastructure with a well-managed budget. The institution is spread over 6 acres and provides global opportunities to students.

Stakeholders:

The people who are affected by this business include:

- Thousands of Students studying here
- Staff and Employees which are a team of approximately 500 members
- Government as regular taxes are being paid
- Investors including the charitable society funding it
- Collaborators – Kent State University and the JCI(Junior chamber International) in order to get the advancement of the global community
- Chairman and the directors

Competitors:

Famous for Fashion designing, the whole organisation ranks 33 in the city as an overall analysis, with its greatest competition with "Budha School of Creative Studies, Karnal". They are looking forward to expanding the system by more collaborations and more advertisement but there are many challenges on the way ahead.

1.2 Business Scenario:

Budha Group of Institutions offers educational services in form of courses and events in seven different streams through four of its branches (BCE, BCA, BCM and BCHE) and campuses around Karnal. The four colleges offer a total of 9 different courses with specialisation in 6 different fields. BCE offers B.Ed. and D.El.Ed, BCA offers B.Arch., BCM offers MBA, BBA and BCHE offers B.Sc. (Fashion Design, Interior Design), B.Com. and BFA. Every course has its own duration, fees, requirements, students, placement ratings, eligibility etc. Each course is specialised in one of the six (Fashion Design, Finance, Human Resources, International Business, IT & Systems, and Sales & Marketing) specialisations. Each branch, or campus has two types of employees: Management staff or teaching staff. There is a Head of Department for each specialisation field who updates the contents and manages the professors of his department. Each branch offers services like Gym, Yoga, Cafeteria, Library and Sports facilities for students only.

Each Head of Department can employ Professors, and Assistant Professors as teaching staff. Each professor can hire one intern at most. Each professor gets one lecture a day and a lecture takes place even if there is a single student but is cancelled if there is zero attendance. Each student can be taught by different professors, but one teacher can teach only one subject. Every intern reports to assistant professor, who in turn reports to main professor, who reports to the head of the department, who reports to the principal, who finally reports to the managing director. There is a finance department that prepares budget for each department and reports every month to the managing director. Finance reports contain monthly budgets, turn-over, profits, losses, assets, liabilities, pending payments, etc. It receives reports from accounts, reception, and marketing departments.

Accounts department reports to finance department every month. It keeps the total record of , scholarships provided, maintenance costs, advertisement, admission expenses, bank charges, telephone expenses, inspection charges, travelling expenses, staff wages and employee salaries, miscellaneous, university charges, events and special lectures expenses, student, and employee tours costs, etc. It receives fees from the students and also pays wages to the employees into their bank accounts. Students can pay fee as cash, through a card, or a valid cheque, but no other modes of payment are allowed. Account department is responsible for providing scholarships and hostels if available. Each college branch has a hostel, separate for boys and girls, a student has the choice to take a room and can choose from single, double, and three-bed room set.

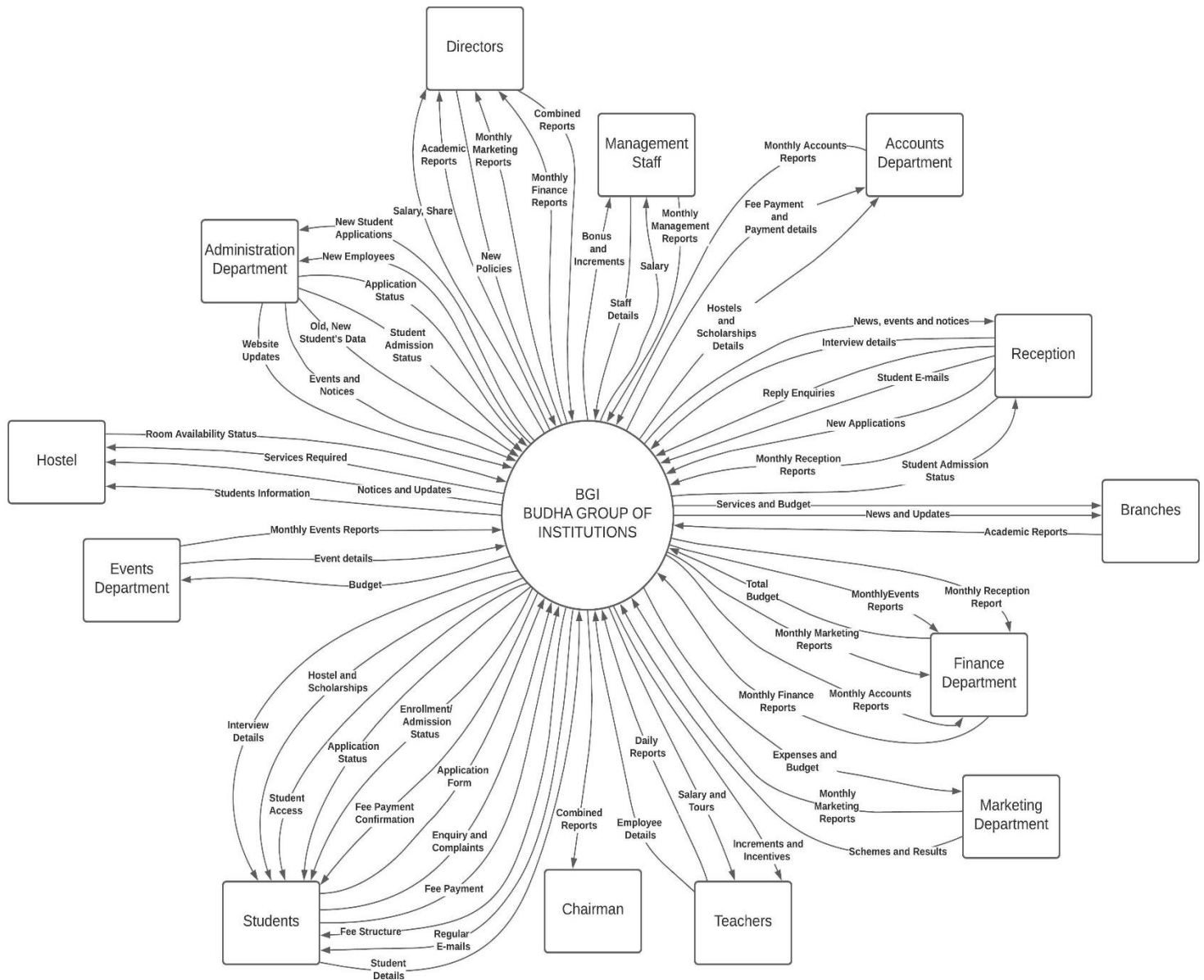
Each college in the organization also has a reception to attend visitors, students and give them details. This department accepts student application forms, records applicant's data, frequently contacts applicants for updates, solves any existing student issues, replies to enquiries, daily needs and requests from students and other staffs and generates monthly reports. The applications are sent to the administration. The administration department rejects or interviews a student and final status is updated to reception. The applicants receive all the confirmations by email from reception and also any further details after admission. The admin stores the student's data and status for current as well as old students. It updates receptions about the new events and notices. Admin also keeps the

record of all the employees and staff, chairman and directors. Admin department will also update the website timely and record the data for last time it was updated.

Another important department is the Marketing department, which takes care of advertising colleges through pamphlets and news, increasing publicity. They socialise through social media platforms and other means to promote the institution and the final report is given to the finance department by them every month. The marketing department also reports to the director of marketing, who reports to the Chairman. There is also an events department that organises all the events related to academics as well as co-curricular. They will be storing name, venue, date, timings, and the participants of the event. The monthly reports will go to finance department again to prepare a budget and accommodate all the expenses. The Chairman is the highest authority and is reported by the managing directors and marketing director with combined reports from finance department and marketing department respectively.

1.3 Data Requirement Analysis

A) Draw a Context Level Data Flow Diagram of the proposed Business Management System of the company showing data flows (input and outputs) to/from external entities (users or other external systems).



B) Choose any FIVE inputs/outputs (data flows) shown in the Context Diagram drawn previously (Task-1.3 A), provide a list of data elements included in each of the FIVE selected inputs/outputs. You must have at last ONE input and at least ONE output.

Employee Details (Input to 'Teachers')
Teacher_ID
Teacher_Full_Name
Teacher_DOB
Teacher_Address
Teacher_Contact_Num
Teacher_Emergency_Contact
Teacher_Salary
Teacher_Joining_Date
Teacher_current_Job_Status
Teacher_Designation

Monthly Finance Reports (Input to 'Finance Department')
Month_Year
Turn-Over
Pending_Payment_Amount
Liabilities
Assets
Taxes
Equity

Student Details (Input to 'Students')
Student_ID
Student_First_Name
Student_Last_Name
Student_DOB
Student_Address
Student_Course
Student_Accommodation_Type
Student_Contact_Num
Student_Emergency_Contact

Total Budget (Output from 'Finance Department')
Month_Year
Budget_for_Accounts
Budget_for_Marketing
Budget_for_Management
Budget_for_Academics
Budget_for_Events
Budget_for_Miscellaneous_Uses

New Student Applications (Output to 'Administration Department')
Applicant_Full_Name
Application_Num
Applicant_Address
Applicant_DOB
Applicant_Contact_Num
Applicant_Course
Applicant_Qualifications
Date_Of_Applying
Session

References:

- 1) Income and Expenditure Account - 2019
<https://www.budhacollege.org/wp-content/uploads/2021/07/INCOME-AND-EXPENDITURE-1.jpeg>
- 2) Balance Sheet - 2019
<http://www.globex.in/budha/wp-content/uploads/2021/05/BALANCE-SHEET.jpeg>
- 3) Budha group of institutions – Course and fee structure - 2021
[https://www.shiksha.com/college/budha-group-of-institutions-karnal-41311/courses?uaf\[\]=course_level&rf=filters](https://www.shiksha.com/college/budha-group-of-institutions-karnal-41311/courses?uaf[]=course_level&rf=filters)
- 4) Placement Tie-Ups - BGI
<https://www.edunews.com/institution/budha-group-of-institutions-bgi-karnal>
- 5) Main Website – Most information – BGI
<https://www.budhacollege.org/#>