BDAS – BME Department Administration System

Objectives of the system

1. To assist the head of department manage the affairs of the department
2. To enable other personas (lecturers, students) access important data for their work
3. To create data rich visualizations of the performance of the department over time
4. To enable the monitoring and evaluation of the department’s performance

The system will enable the following users perform the following tasks@

1. Head of department:
   1. Set Academic calendar
   2. View academic calendar
   3. Modify academic calendar
   4. View lecturers’ information
   5. Add lecturers
   6. Add lab assistants
   7. Create course allocation system (calculate hours)
   8. View student profiles
   9. Allocate career advisors/mentors (externa/internal)
   10. View syllabus
   11. View and update news
2. Lecturers:
   1. View student profiles
   2. Manage student careers
   3. View and update syllabus
   4. Comment on students learning and participation in class
   5. View and add news
3. Students:
   1. Send messages to lecturers
   2. Send messages to career advisors
   3. View syllabus
   4. View career/industry information
   5. Read news
4. Chair of Research
5. Chair of funding
6. Chair of Industry partnership and collaboration
7. Chair of promotion and staff development
8. Chair of workshop, seminars
9. Chair of international exchanges (lecturers/students)
10. Chair of curriculum development and accreditation
11. Chair of examination
12. Programme leaders (HND, BTECH, MTECH)
13. Chair of Quality Assurance
14. Chair of laboratory facilities
15. Chair of students affairs