DON BOSCO INSTITUTE OF TECHNOLOGY, KURLA

MIS ORIENTATION PROGRAM

ACADEMIC YEAR 2019-2020

Orientation Conducted by

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(MIS Incharge)

The MIS Orientation was initiated to introduce new modules of MIS and conduct a walk through of existing modules

Conducted 12 sessions for the orientation of 2 hours each. Orientation is still continued with two more session for faculty 13th December 2019 and 2nd January 2020.
The following document covers in brief the topic discussed .

Module covered are:
1. **Academics**
2. **Administration**
3. **Project**
4. **NBA**

1. Academics : In the Academics module we covered various sub modules .The list and use of the module are listed below .

1.1 Attendance
1.2 Student
1.3 Notice
1.4 Teaching Learning

1.1 Attendance:
In this section faculty/user will be able to view attendance, add attendance for a particular allotted subject. A overall report for the attendance can be seen by the faculty .
a) The module gives attendance to the theory and practical sessions
b) Generates Defaulter report for a class to an excel format

1.2 Student
The student module generates student list in the excel format which can be downloaded and used for signature
It also consist of a student sms system where the faculty can send sms to student
There is mentor module which Assigns Mentors , faculty can assign themselves as a mentor to the student and view the list of student assigned to them.
The student module also has a View Mentor-Mentee Conversation detail, where the discussion about the each session is recorded and can be downloaded in excel format

1.3 Notice
Staff will now be able to add notice to a particular student group or individual using this module
The message would be sent on the receiver screen on the Mis login the staff can also edit the previous notice and can view the notice faculty had sent

Add Notice

| 2019-2020 | | Student | Go |

Branch	Sem	Div
All	☐ All	All Students
COMP	☐ 3 ☐ 5 ☐ 7	☐ A ☐ B
EXTC	☐ 3 ☐ 5 ☐ 7	A
IT	☐ 3 ☐ 5 ☐ 7	A
MECH	☐ 3 ☐ 5 ☐ 7	☐ A ☐ B
FIRST YEAR	☐ 1	☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G

| Valid From : | 23 November 2019 📅 | Valid To : | 23 November 2019 📅 |

Enter Notice : _____

Save

1.4 Teaching Learning
In the teaching learning module
The faculty will assign subject to the subject teacher
The faculty will now be able to add student to the elective subject
NOTE:In the experiment module the experiment detail should be added first and the the experiment should be conducted
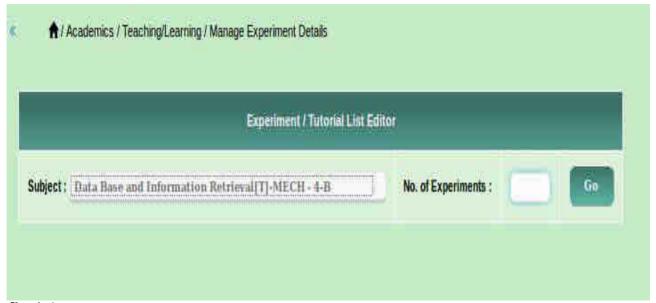
Experiment / Tutorial List Editor

Subject : Data Base and Information Retrieval[T]-MECH - 4-B   No. of Experiments : [   ]   Go

fig:1.4

2.Administration:This module consist of following new submodule
2.1.Document reference number
2.2.Leave
2.3.Staff

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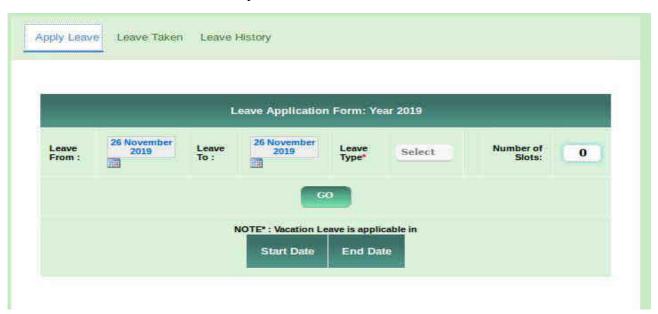## 2.1.Document reference number

In administration faculty can now generate a inward and a outward number reference document

This document is downloadable in the excel format and will be saved on your system as well as on the mis webpage for futher referencing
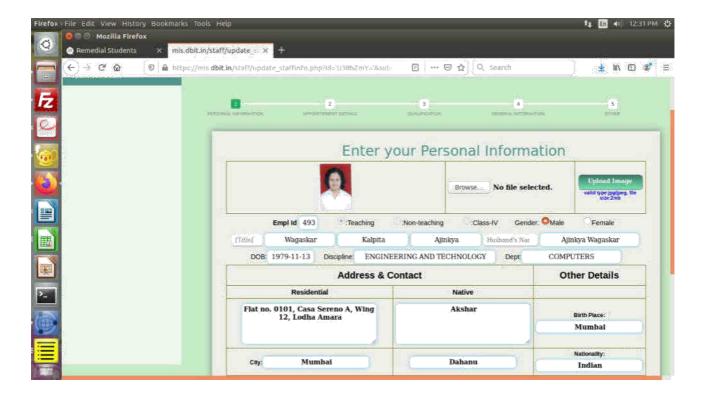

2.2Leave

The module is same like previous
 Sick leave are allowed for five days and above

2.3.Staff

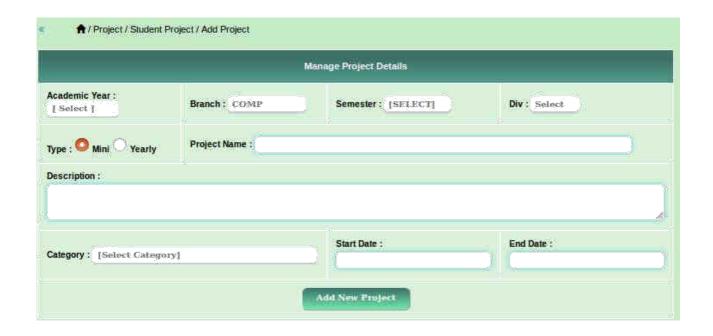In this module it is mandatory for all staff to fill in the detail as per NAAC requirement

3.Project

3.1 Add project

3.2 Add Project attendance

3.1 Add project

The faculty is responsible to add project , select the category of the project and give the description to the project.

Manage Project Details

Academic Year :
[Select]

Branch : COMP   Semester : [SELECT]   Div : Select

Type : ⦿ Mini ○ Yearly   Project Name :

Description :

Category : [Select Category]   Start Date :   End Date :

Add New Project

3.2 Project List Guide:

Faculty would be able to view the list of student assigned to the faculty and add attendance of each student based on completion of task

Manage Project Attendance

Academic Year : 2017-2018   Class : COMP | 8 | A   Type : Yearly   Div : A

Category : Programming   Project Name : IDS

Description : Desc

Date :   Slot :   Duration :   Task/Activity :
        0->[Select]   [Select No. of Hrs.]

Select PRESENT students from COMP 8 | A class:

PRESENT ☐	STUDENT ID	ROLL NO	NAME
☐	2014123810	3	ARANHA SHAILAN DORIN FLAVIA
☐	2015324426	5	BARDESKAR CRESCENT SANTAN ELIZABETH
☐	2015324423	7	CHANDANSHIVE PRAPTI KABIR PRAMILA

Submit

4.NBA

The TLP is re-constructed based on the NAAC requirement and the Numbering at the side

no major changes made to the module with some new submodule added according to requirement of the faculty and the NAAC
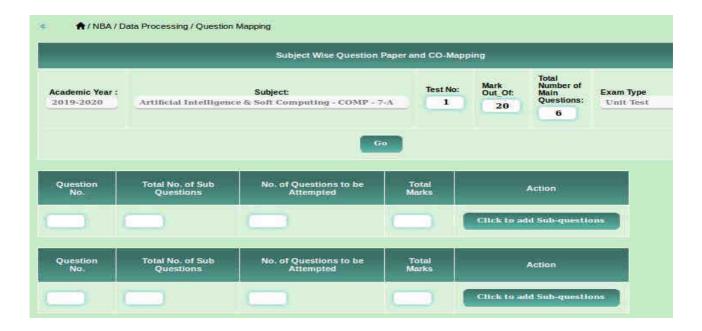
The two new module are

4.1Student Marks entry

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The faculty is responsible for student marks entry .

4.2 Question mapping
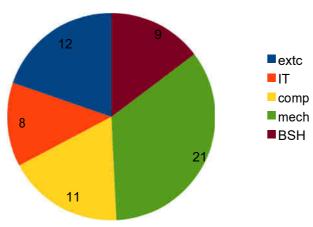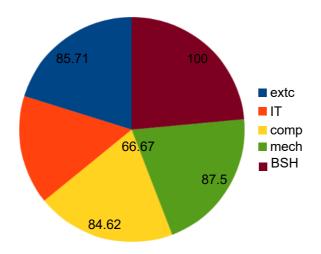
The mark of each question should be added this module

New Modules Introduced in system	Available Next Semester
1 Document Reference Number	Yes
2 Student Notices	Yes
3 Remedial Lecture Attendance	Yes
4 UT Average	Yes
5 Staff Profile – NAAC requirement	Yes
6 TLP – Formats as per Mumbai University	Yes
7 Thought of the day before logging in	Yes

Attendance Status

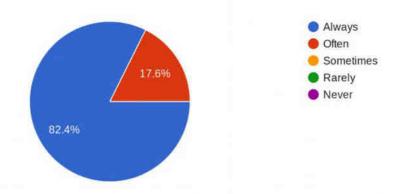| 18th Nov 2019 to 2nd Jan 2020		Percentage	Total Percentage Attented
extc	12	85.7142857143	92.4242424242
IT	8	66.6666666667	
comp	11	84.6153846154	
mech	21	87.5	
BSH	9	100	
Total	61		

MIS Orientation Attendance Status

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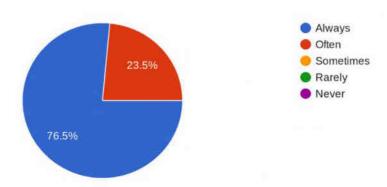
Orientation Feedback

The Session provided a balance between instruction and hands-on of the MIS system
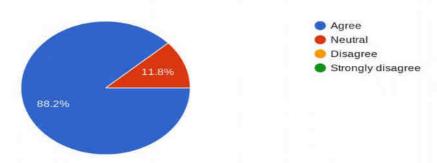17 responses

- Always
- Often
- Sometimes
- Rarely
- Never

17.6%
82.4%

The Session was organized in a way that helped me learn
17 responses

- Always
- Often
- Sometimes
- Rarely
- Never

23.5%
76.5%

The Session gave me a practical insight into how to use MIS
17 responses

- Always
- Often
- Sometimes
- Rarely
- Never

23.5%

76.5%

The Session enthused me to use MIS
17 responses

- Agree
- Neutral
- Disagree
- Strongly disagree

11.8%

88.2%

The suggestions given during the orientation were taken positively
17 responses

- Always
- Often
- Sometimes
- Rarely
- Never

17.6%

82.4%

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I have earlier used modules: Can select multiple choice

17 responses

Module	Count
Academics	13 (76.5%)
NBA	9 (52.9%)
Stationary	9 (52.9%)
Project	5 (29.4%)
Feedback	9 (52.9%)
All Above	6 (35.3%)

Modules faculty found helpful in the System

Module introduced in the session which you found very helpful	
All Above	Inward and Outward Management through DRNs, Inclusion of Project Attendance for Defaulter List and Notices for the students. Really good initiatives by the MIS team. Keep up the good work.
Academics, NBA, Stationary, Feedback	1. Creating documents with reference numbers; 2. Uploading TLP according to the format; 3. Assigning mentees
All Above	All modules
All Above	Academics>Teaching Learning
Academics	Permission / leave letter format
Academics	Academic
Academics, NBA, Project, Feedback	Improvements suggested
Academics, Stationary, Project, Feedback	Good initiative towards keeping online inward and outward process
Academics	All
Academics, NBA, Stationary, Project, Feedback, All Above	document reference number

Suggestions given during orientation:

1. **Project Module to be provided departmentwise - Addressed**
2. **seperate project feature for FE – Testing on going**
3. Induction program must have seperate attendance (FE) – Addressed
4. connection of goal and uprasial with digital approval – To be implemented. Goal feature in process
5. Provide a form to take up the elective and freeze after certain time – New development
6. student mentored by senior student – Will be taken up, New Development
7. Provide IA marks and the attendance at the side of mentorship module – In process
8. Provide customized message for selected students – In Process
9. Result analysis:pie chart must consist of a number for UT – Will be taken up, New Development
10. highligh the Button of save pdf or a message pop up to save the pdf for document reference number – Addressed
11. UT Average to be provided - Addressed

	New Development
	In Process
	Testing
	Addressed

MIS Fixes done till date and New Modules Added

Fixes	New Modules
109	7

Ongoing Fixes

Fixes	New Modules
4	4

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