

Title: UM OSA Information Management and Student Violation Tracking System

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ABSTRACT

The Office of Student Affairs (OSA) in the University of Mindanao is in charge in maintaining the discipline in the campus by issuing guidelines and regulations, implementing policies and giving sanction to the violators. It also supervises the academic and non-academic activities of the students like in the different organizations in the University and also issuing good moral character or form and identification replacement to the students. OSA kept these records manually by keeping bunch of papers. The Deans of all colleges needed these data or records to monitor their students. Thus, with their current system, it's difficult to monitor the student activities and also to determine whose students who have committed several violations. The proposed system "UM OSA Information Management and Student Violation Tracking System" included features for easy monitoring of records, record keeping, centralized records and disseminating of records. It has an online feature where the Deans can access the records of student violations. It can also generate detailed reports for each data. It has also messaging capability in which the OSA can send a message to the Deans' e-mail on where they can view the lists of student violations under on their college together with their account details in the website. This system helps in giving high quality services in the OSA through easy and effective monitoring and processing of transactions, retrieval and securing of records.

Keywords: OSA system, Information Management System, Student Violation monitoring system, OSA Information Management and Student Violation Tracking System