

**MASENO UNIVERSITY**

**SCHOOL OF COMPUTING AND INFORMATICS**

DEPARTMENT OF INFORMATION TECHNOLOGY

# **THE E-BURSARY SYSTEM**

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**PROJECT PROPOSAL SUBMITTED TO THE SCHOOL OF COMPUTING AND INFORMATICS IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

**MASENO UNIVERSITY**

**P.O. BOX PRIVATE BAG**

**MASENO, KENYA**

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# **DECLARATION**

We certify that this project proposal is our original work and all materials herein which are not our own work have been identified. We further certify that no material has previously been submitted and approved for the award of a degree by this or any other university.

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This project proposal has been submitted for examination with my approval as the university supervisor.

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# **ABSTRACT**

There is need to have a system to with the necessary resources in filling, storing and keeping track of bursary applications in Maseno University. With a population of over 15, 000 students, automating the process would reduce paper work for both students and the involved staff and save time the students would spend queuing to submit forms. In the 21st century, making queues to submit forms ought to be something of the past. The E-Bursary aims to filling the gap by having a digital bursary management system for the university.

Maseno University is taken to be one of the best public universities in the country teaching Information Technology. They not only teach the students in the school of computing but also all those in other different schools. In the university currently, bursary applications tend to be conducted so manually that the forms to be filled are posted in the university website, from where the students should download and fill them. After having all the forms filled, the students have to submit the forms physically to the person in charge of the same. As if that was not enough, the person in charge has to manually go through the applications one by one eliminating those who have attached wrong files or rather forged and pick those who they trust as per the applications, to have every reason to be rewarded the bursary. Having done all that, the students have to patiently wait for so long without the knowledge of whether they were picked or not since the only way to know is if the bursary funds reflect on the student’s fee statement.

The E-Bursary system is web based. This is because majority of majority of the students own smartphones or even laptops which can however access websites when connected to a network. A student will be required to visit the website once the application is opened, register then login. Afterwards, the student will have to fill the form displayed to him/her then submit. Once submitted, students will be prompted into a dashboard where they can keep track of the whole process.

If this system is adopted in the whole university, students will have a comfortable and easy bursary application experience with a system that eases the whole process as well as serves fairness to every suitable applicant since manual handling of forms would be done away with completely. Additionally, there will be reduction of paper work since now one will be required to print or submit any hardcopies.

# **ACKNOWLEDGEMENT**

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# **CHAPTER ONE**

## **1.1 INTRODUCTION**

In any institution of higher learning, technology plays a major role in aiding a smooth and efficient learning as well as operations of the institution, Maseno University being of no exception. One of the main goal is ensuring that the sharing and access of information is easy not only to the staff but also the students. Therefore, being in the twenty first century, it would be extremely of importance for higher institutions to adapt to the ever-changing technological trends.

As one of the celebrated universities in Kenya, Maseno University has a ratio of 500: 1 students to subordinate staff. As it is evident, there exists a gap when it comes to student’s interaction with the individual staff, filing complains about some discrepancies in the bursary application process as well as unfair treatment by some of the staff. It’s for that reason, a system is needed to fill in the gap identified above. The system will provide a platform where students would skip all the middle-men involved in the bursary application process as well as all the ill-treatment which may be experienced during the same. This will provide a free and fair application process which would ease the all-day commotion experienced whenever a bursary application is opened.

Students in this university experience challenges of having to find the staff to stamp or collect their forms and at times it’s to no avail. Therefore, this system offers to ease all the manual processes by not only automating them but also easing the whole process from application to vetting of the applicants. The system would also provide a platform where all the rejected applicants would get notified as to why their applications were rejected. This would play a big role to the students since they may correct their mistakes if at all they are granted a second chance to apply.

Having such a platform would provide students with easy time and minimize the chances of causing commotion in any office trying to submit their forms before the deadline. To have such a platform implemented, it would be less paper work for both the students and the staff and ease of operations.

## **1.2 PROBLEM STATEMENT**

Students in Maseno University depend on the integrity of their leaders to accept their bursary applications, go through a fair vetting operation and allocate the bursary to the selected few. The application is conducted so manually that the forms for application are usually uploaded on the university website from where they download and fill them. After all that process, the same students are expected to walk to all offices stated to at least get a stamp of approval that the information filled in the forms is true and to the best of knowledge of the staff. The commotion caused in all offices at some point, bring the normal operations to stand still to deal with the huge number of students. In the process, the obvious is likely to happen, form mishandling, slow service rendering to students, overwhelming the staff with the huge number of forms and even likelihood of corruption based on how well one knows the staff. Finding the people responsible may be a hustle considering they may be busy at the moment you want them to serve you, it’s not a guarantee that they may be present every day, and just like any other student, you have lectures waiting for you at the same time you are awaiting service from the staff. Therefore finding time to go to the respective offices and get a chance to be served proves beyond reasonable doubt that it’s difficult.

## **1.3 SYSTEM OBJECTIVES**

The following are the objectives of this proposed Maseno E-Bursary Project:

* To identify the issues associated with the already in place system regarding the Student Organization of Maseno University (SOMU) bursary application program.
* To evaluate the best possible measures towards ensuring an efficient, smooth and fair bursary application process in the University.
* To design the proposed system.
* To develop prototype of E-Bursary Management System.

## **1.4 LIMITATIONS**

Despite being such a promising project to implement, it has some limitations namely:

* Having to work under a limited time span, the project proves beyond any doubt that we the students have to commit most of our time to the project for us to make it a success.