Introduction

In education, accreditation is the recognition given by an association or agency to institutions that satisfy specific standards of educational quality. [1] It assures the public that an institution of higher education is legitimate and has a high standards in its operations. It is also an opportunity for a university to take a look at its self and see how it is going.

Mindanao State University (MSU) is a university that undergoes accreditation by Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP). The assessment of programs of this accrediting agency uses ten criteria or areas such as the following: mission, goals and objectives, faculty, curriculum and instruction, students, research, extension and community involvement, library, physical facilities, laboratories and administration. In every area, there are also sub areas. [2]

In order for MSU to comply the requirements demanded by AACCUP, every college in MSU prepares the documents needed in areas and sub areas required by AACCUP.

MSU uses manual document management in the areas of accreditation. This manual management of the documents has many disadvantages and problems. Some of these are redundancy, prone to damage, time consuming, inefficient document transportation, supply cost, limited collaboration and editing problems [3]. Knowing these kinds of problems, this has a great impact to document process in accreditation. It can be slow and the employees can have hard time managing such documents.

One of the solutions for this problem is to have a system that will handle the documents in order for it to be managed easily. It will be a document management system (DMS).

DMS is an information system that allows storing, transmitting, saving and recovering of any computerized documents [4]. In this way, it can help the accreditation documents to be managed easily. The project aims to provide a web-based application software, a DMS for college accreditation that will aid the users in managing their accreditation documents efficiently.

1.1 Project Context

This capstone project entitled "Accreditation Document Management System" is a web-based system software focuses in the design and development of the database that caters to the college accreditation document management per se. This project will be conducted in Mindanao State University, specifically, The College of Information Technology. Conceptualization of this project started Second Semester of Academic Year 2017-2018 and, hopefully, will be finished at the end of the Second Semester of Academic Year 2018-2019.

The researcher proposes this project in a way that he saw the document filling is hard to handle. It will be a stand-alone web-based system. Each college of MSU will have a stand-alone system, letting them to upload their own accreditation documents.

This capstone project aspires to make and implement a computerized system that can handle the documents used in accreditation to aid the stakeholders in their work in handling the documents like storing, retrieving and other process associated in handling the accreditation documents.

Specifically, this project targets are as follows:

- To use a system that will handle the accreditation documents

- To make the accreditation document organization an efficient one

- To put up a web-based design that interact with the users

- To design a database structure

- Testing the final product

1.2 Purpose and Description

This project is intended to help the different colleges in their accreditation processes, specifically, in managing accreditation documents to be fast, efficient and less redundancy. It also can help every colleges to fasten their work regarding this documents in order for them to have more time in their other tasks.

As we saw in our accreditation documents, there many redundancy and it is prone to damage that if someone pours water to that document, it will be destroyed already. Or if something happened like fires in a particular college, the documents is in high risk.

Some colleges has a problem in data banking, a well-organized and maintained collection of data for easy consultation and use, with regards in accreditation documents. Some have, sometime, obsolete documents because of lack of regular update of the documents in the areas. Some have problem in filing the documents and supplies of materials like bond papers. Some have problems because of shuffled documents that leads to difficulties. If some documents are lost, there is a difficulty in gathering such documents a second time around. There are also documents that are last copies. So if that document is misplaced, it is a big problem. Some documents are not in-order. Some are lost because of a transfer of office from one place to another. Some data are not itemized. Some colleges have problem in a way that when someone files the documents, it is not properly log booked. Some borrows a document but fails to return it.

Making this project is a great opportunity to help those who handle such documents such as the following:

The Dean. This project will aid the dean of the colleges to minimize the problems in the accreditation documents.

The faculties. This project will be a convenient way for the faculties to upload the document need to the accreditation.

The accreditors. This project will show the accreditors the document they need in their assessment. They can view documents and photos conveniently.

Other user. Such as the faculties that are new comers. It may serve as their guide with regards to accreditation documents.

1.3 Objectives

The main objective of this capstone project is to design and develop a College Based Accreditation Document Management System for MSU main campus following AACCUP standards.

Specific Objectives:

▪ Study the accreditation process with AACCUP standards, how documents are being collected and managed by different colleges. Investigate different database frameworks, tools and various programing languages that are useful in the development the of project.

▪ Design the database based on the data gathered and requirements necessary in the development of the system.

- Design and develop the Accreditation Management System based on the requirement involved in the previous specific objective.

- Test and evaluate the performance of AMS based on its functionality and usability.

1.4 Scope and Limitations

This study considers only the accreditation documents that are in digital format such as PDF and PNG. This means this study does not consider the printed documents. Since this is a document management system, it will only consider the management of documents such as uploading, changing, deleting, tagging and other functions involving management of documents. Thus, this does not consider how the documents is gathered in a way that, if some office fails to provide a needed document in the accreditation, this system cannot force them to do so.

1.5 Significance of the Project

In this project, faculty members will have access to the documents based on accreditation. In this way, just setting in the desk with the computer, they can upload the necessary documents or photos in the accreditation. They do not need to file it manually, that will consume their respective work time. If some documents are needed in sub areas, the accounts that needs such documents can be tagged, so, it may save some time.

This study is limited in a way that the faculties and deans are the only users who can access the documents needed to be managed. This, only, focuses on the documents used in accreditation. Students and other staff is not included in accessing these documents and documents that are not used in accreditation are also excluded.

Accreditors are just going to view the web pages to see the documents but cannot edit or change it.