NON-RESIDENT STUDENTS RECORD MANAGEMENT SYSTEM

(CASE STUDY: BUSITEMA UNIVERSITY NAGONGERA CAMPUS.)

BY

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DECLARATION

I MASIBO FRED MASOLO Registration Number **BU/UP/2019/1687** hereby declare that this project report is original and has not been published and/or submitted for any other degree award to any other university before.

Sign..... Date...30/01/2023.....

APPROVAL

This Project Report has been submitted for Examination and approval by my supervisor

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DEDICATION

This project work is dedicated to the **ALMIGHTY GOD** for making me be able to start and complete successfully in sound health. Also, to my beloved mother **KHAYIYI JENIPHER**, friends like **WINNIE, LABAN**, **FRANCIS, DAVID,** and **JOHN** for being there for me in times of need and for being supportive to me in the course of this project work both financially and spiritually. Finally, to all my brothers and sisters for the immense support they rendered to me. May the almighty God reward abundantly

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ABSTRACT

A non-resident students records management system (NSRMS) is a computer-based system designed to capture, store, manage the creation and maintenance of non-resident students records. Records Management (RM) is the practice of controlling records of an organization from the time they are created to the time of disposal which includes identifying, creating, classifying, using, storing, securing, retrieving and destroying or permanently preserving records. Records Management System is a collection of elements in an organization managing records. The activities in this management include the systematic and efficient control of the creation, maintenance and destruction of records along with business transaction associated with them, for this case no-resident students records management system. The major objective of the study was to develop Computerized System that would ease the management of Non-resident Students' Records effectively and efficiently enable timely decision making under the Faculty of Science and Education. The specific objectives of this study were to review literature and gather requirements for the development of a Non-resident Students Record Management System, to analyze data and design a Non-resident Students Record Management system, to test and implement Non-resident Students Record Management System. Data was gathered using interviews, observation, and focus group discussions and was sorted and analyzed using Microsoft excel software and it was found out that the current manual system is inefficient, time and space consuming and more worryingly insecure hence judged not good for management of non-resident students records. After gathering requirements, use case diagrams and dataflow diagrams were used to design the computerized system. Microsoft Access was used to design the database while Microsoft Visual Basic was used to create the interfaces. The system developed enables electronic capturing of students information,

storing of this information in an electronic database which eases the retrieval of the same information when needed by authorized people the developed system allows backup of information on movable devices like memory cards, external hard drives flash disks. The burden of over compiling of papers and increasing need for more shelves which lead to congestion has been reduced by the Computerized system

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CHAPTER 1: INTRODUCTION

1.1 Background of the Study

Busitema University Nagongera Campus is located within Nagongera Township along Tororo-Busolwe access road and about 15km West of Tororo district in Eastern Uganda. The Campus is set on 850 acres of land and it became operational from 2007.

Busitema University offers limited accommodation to students, upon admission to the University, prospective students have an option to book with the dean of students office and the available rooms are allocated on first come first serve basis. Students who do not get accommodation within the University are housed at privately owned hostel facilities. However, the Dean of students Department assists in identifying suitable and conducive hostels and ensuring that welfare and security of students in hostels are protected. These hostels are within close proximity to the university and have been accredited by the University.

The successfulness of the University also lies on the extent to which it seeks to achieve its goals. All aspects or fields of management are vital in any type of organization to achieve its goals and objectives. For a university to be the best, it must have all forms of management including knowledge management, records management, and financial management among others.

(Shepherd & West, 2003) define records management as “the field of management responsible for the systematic and efficient control of creation, receipt, maintenance,

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APPENDIX 1 OBSERVATION GUIDE

1. view and identify area of study
2. looking at the general environment of Nagongera Campus
3. Visit the custodians office and study the managerial state of users records.
4. Study and identify if there is a system for managing records.
5. Identify methods in managing records.

APPENDIX 1: INTERVIEW GUIDE

1. In what form are your records?
2. Who are the major users of these records?