Student conduct monitoring system

Education, University

STUDENT CONDUCT MONITORING SYSTEM FOR DCSP STUDENT AFFAIRS OFFICE Presented to the Department Head of the Information Technology Department DMMA College of Southern Philippines Tigatto Road, Buhangin, Davao City In Partial Fulfillment of the Requirements For Systems Analysis and Design DMMA College of Southern Philippines BY KRISTINE ANNJO C. CABUNOC JONALYN G. CAMANSO February 2013 Table of Contents Part I SYSTEMS ANALYSIS REPORT 4 Introduction 4-5 The Organization 5 Vision 6 Mission 6 Business Environment 7-8 Critical Success Factors 9 The Current System 9 Description of Operations 10 Activity Diagram of the Current System 10 Context Level Data Flow Diagram 10 Level 0 Data Flow Diagram 10 Explosions (Optional) 11 Problem/Opportunity Definition 12 Scope and Limitations 13 Feasible Alternatives 14 Alternative Solutions 14 Feasibility Analysis 15 The Proposed System 17 Statement of Purpose of the New System 17 Data Flow Diagram Entity Relationship Diagrams Data Dictionary Part II PROJECT DESCRIPTION Project Title Project Organization Project Methodology Technology PART III USER ACCEPTANCE AND TRAINING User Acceptance Testing Preliminary Testing Results Training Results Parallel Testing Results PART IV CONCLUSION AND RECOMMENDATION Conclusion Recommendations Bibliography Appendices Part I SYSTEMS ANALYSIS REPORT Introduction Technology is the proverbial dual edge sword. On the one hand, it makes our lives so much easier by connecting us with information from a variety of places. It connects us with people who are across the world and makes communication almost instantaneous. The computer is most likely one of the great technological triggers for future change. Computer nowadays have infiltrate every aspect of our society, and

now they do much more than simply compute; computers can now be an office tool and is now use in businesses. Today all are using technology companies, organizations, and institutions. In this study the researchers refers to institutions such as schools that use manual ways to accomplish their jobs. Here in the local city many institutions are already using those high technologies which made them more productive and offer better service. However there are still some institution that is using this technology but with constraints. One example is the DMMA College of Southern Philippines. The institution is divided into different departments that some are already using automated systems that made them more productive. However, there are still some who are still using the manual way. One particular department is the Students Affairs Office (SAO). As a part of our requirements in Systems Analysis and Design subject the researchers choose to conduct a feasibility study in the said department. As the researchers namely Kristine Annjo C. Cabunoc and Jonalyn G. Camanso conducted their interview at the Students Affairs Office (SAO). During the data gathering of the researchers last February 28, 2013, the researchers interviewed the staffs in the Students Affairs Office (SAO) namely Mr. Ritche S. Abragan (OIC of SA Office), Ms. Sheena Marie Tapales (Clerk 1) and Ms. Cheryl Apilan (Sports-in-charge). During the interview Mr. Abragan recommend to create a system about the monitoring system for student conduct. The Student Conduct Monitoring System cites about inserting, tracking and storing information on student records of their offenses and prescribes sanction and checks how many offenses does the student commit and the corresponding penalties according to the number of times the offense has been offended.

This system also tracks whether the student already cleared or do his/her task determined by the Committee on Discipline to dispel his/her name in the list of students who commit offenses. The Organization Very few organizations throughout the world can claim to experience a truly stunning growth just a few years after its establishment. Among these is the DMMA College of Southern Philippines. The DMMA College of Southern Philippines was established in October 1993, and was formerly known as the Davao Merchant Marine Academy (DMMA). Since its inception, the College has experienced a dramatic upward zoom and now College of Southern Philippines proudly stands as a bastion of excellence in the education and training of seafarers not only in Davao City but also throughout the Philippines. DMMA College of Southern Philippines comprise of different Offices that renders services to the students. One of these offices is Student Affairs Office (SAO) provides support, serves as a resource and helps DMMA College of Southern Philippines students achieve their academic and extracurricular goals. Whether counseling students on academic or personal matters, coordinating student activities, or implementing policies and procedures, the Student Affairs Office aims to create a quality learning & living environment and to enable all students in our community to fully participate in an engaging, healthy, active learning environment during their time at DCSP. Mission Statement Student Affairs Office serves the DMMA College of Southern Philippines in collaboration with academic programs by providing transformational opportunities for students in the areas of student life, health & wellness, leadership & service and diversity. The Student Affairs Office promote student success, access, and inclusion by cultivating

and leveraging partnerships with faculty, staff, and families as well as local, national, and global organizations. Student Affairs Office challenge and enable the students to become compassionate and responsible citizens and leaders by fostering an accessible, inclusive, culturally diverse living and learning campus environment. Student Affairs Office are guided in their endeavors by a set of core principles anchored around six hallmarks: to provide students with a superior learning experience, in an environment that fosters community, welcomes diversity in all its forms, promotes overall well-being, exemplifies quality service, and demonstrates innovation. Vision Statement The Office of Student Affairs will lead by example, stay at the forefront in terms of training, professional development and policy knowledge to provide excellent student-centered services and programs. The Office of Student Affairs actively engages students in world class experiences that prepare them for a life of service and leadership in a global society. In facilitating the personal development and wellness of students, the Office of Student Affairs seek to be a strategic partner in helping the schools to deliver a holistic education that is valued by the school's stakeholders. Business Environment The Student Affairs Office oversees the management of student services and activities complementing academic instruction and intended to facilitate holistic student development for active involvement in nation building. It provides an integrated multi-disciplinary approach in assisting student development through student welfare services and student development services and student development services and programs. The Students Affairs Office composed of different staffs that will facilitate the needs of students. The people who make things work possible in SA Office

because of these people behind headed by the OIC: Mr. Ritche Abragan, SA Clerk: Sheena Marie Tapales, Band-In-Charge: Michele Salomeri, and Sports-in-charge: Ms. Cheryl Apilan. The Services Render by Student Affairs Office: * Career Services: Provide career management workshops and assist students to find employment and internships. Create contacts with potential employers. Teach students about job search strategies and make information about prospective employers and graduate schools available. Maintain a current database of employment and internship opportunities. * Student Organizations and Activities: Offer programs and services intended to help students engage in leadership roles on campus and in their communities and help the overall retention effort for the campus. Student activities help students acquire knowledge from a range of disciplines, develop values, demonstrate intercultural development and civility and attain life skills and self-knowledge through social interactions. * Athletics: Provide a high-quality, competitive intercollegiate athletics program that advances the development of leadership skills, enriches the overall college experience, and provides an opportunity for personal growth for student-athletes. * Recreation: Provide recreational activities for all students, faculty and staff, while promoting overall campus community health and wellness. Through these opportunities, recreation supports the campus' overall recruiting and retention efforts. * Health/Wellness: The College provides primary medical care for its students. The Clinic is equipped with first aid medicine and equipment for emergencies and minor health problems. * Psychological Counseling Services: Offer psychological counseling in a confidential and professional manner when personal problems impede the

learning process. In cases of personal crisis, provide short-term counseling or referral to community resources if appropriate. * Orientation Service: An orientation program for new and continuing students. A comprehensive orientation program of activities responsive to students needs. * Student Discipline: A discipline committee is composed to ensure due process in dealing with student misconduct. * Spiritual Formation: To balance the growth of the students of DCSP, the college also sees to it that spiritual formation will be developed among its students. There shall also be masses every month. * Information Service: This service makes available to students certain kinds of information not ordinarily provided through classroom instruction. * Student Council: The Student Council refers to the official student body duly elected into office by the students for official representation on matters where such representation is necessary. * Food Services: Ensures the existence of safety provision and sanitary conditions of different food outlets within the vicinity of the institutions. Critical Success Factor The Student Affairs Office strictly imposes towards the students the rules and regulation of the institution. Whenever there are important notices; the Student Affairs Office posts those notices into the bulletin boards and students are held responsible for compliance. In regards with the student's academic performance; Guidance Council which is part of Student Affairs Office call on the students who has low performing and lot of absences and conduct a counseling to help the students in managing their academics. To support those students who are lack in financial assistance for their schooling; the Student Affairs Office operate screening and monitoring procedures for scholarship and financial assistance for the deserving

students of the school. If any students (both regular and scholar cadet) commit any violation against the rules will be subjected for proper procedures in deliberation of case. When a student is determined to be responsible for a violation of school standards by any student conduct process, a disciplinary record of the matter will be maintain in a confidential student file by the Office of Student Affairs. Expulsion, suspension, revocation of degree and revocation of admission will result in permanent student conduct files. The Current System During interview the researchers were oriented by the staffs to the daily transactions that the said department is processing. The researchers witnessed how the staffs in the office process the transactions and how they are delivered. The researchers also saw that the transactions in the office are done manually such as records in releasing the handbook, id, sports equipments and students who commit offenses. The data of records are store in an excel file and print out for documentation. The only existing computer based system the Office of Student Affairs using is the barcode scanner during attendance for the activities held by Students Affair. This system in tracking the attendance of students during school activities helps to easily find the records attendance of the student and compute for their fines.