



اوتنورسيٲتي ٲيكنولوٲي مارا

UNIVERSITI TEKNOLOGI MARA

## FACULTY OF INFORMATION MANAGEMENT

=====

**BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION  
SYSTEM MANAGEMENT (IM245)**

=====

**IMS 552 INFORMATION SYSTEMS MANAGEMENT**

**GROUP PROJECT:  
INFORMATION SYSTEM IN KOLEJ MATRIKULASI KOK LANAS**

**PREPARED BY:**

<b>GROUP MEMBERS</b>	<b>MATRIC NO</b>
MOHAMAD AZRAN BIN AZIZ	2013762727
MUHAMMAD FAIZ AFIQ BIN MOHD YUSOF	2013181491
MOHD SYAHIR BIN RAHIM	2013936679

IM 245 4B

**PREPARED FOR:**

MADAM NURULANNISA BT ABDULLAH

**DATE OF SUBMISSION:**

08 DECEMBER 2015

## **AKNOWLEDGEMENT**

Alhamdulillah, finally we was finished with our task. It is really challenging for us to complete this task because there is too much information we got to complete this assignment.

A million thanks to Madam Nurulannisa bt Abdullah who had guided us through all this assignment. Without her help, we might be lost and not completed this assignment. Not to forget, to all our beloved classmates who did help us in completing this assignment. They gave us some moral supports and motivation to stay strong and never give up.

Last but not least, to our beloved, lovely parent and family. They are our main motivation in completing this assignment. Never give up and never surrender was what they told is to be and we will always hold on to. Once again, thanks to all the people who helped in completing this assingment. Thank you.

## TABLES OF CONTENTS

TITLE		PAGE
	<b>Acknowledgement</b>	
<b>1.0</b>	<b>Introduction of Project</b>	<b>1</b>
<b>2.0</b>	<b>Organization background</b>	<b>2</b>
<b>3.0</b>	<b>Vision, mission, objective and goals</b>	<b>3</b>
<b>4.0</b>	<b>Organization Structure</b>	<b>4</b>
<b>5.0</b>	<b>Functional Description of department / divisions / unit Data used in the organization</b>	<b>6</b>
<b>6.0</b>	<b>Role and function of department / divisions / units</b>	<b>8</b>
<b>7.0</b>	<b>Data used in the organization</b>	<b>9</b>
<b>8.0</b>	<b>List of Information system</b>	<b>9</b>
<b>9.0</b>	<b>Function and objective of each IS</b>	<b>10</b>
<b>9.1</b>	<b>E-MATRIS</b>	<b>10</b>
<b>9.2</b>	<b>eMHRM</b>	<b>10</b>
<b>9.3</b>	<b>eADMIN</b>	<b>10</b>
<b>9.4</b>	<b>cMIS</b>	<b>11</b>
<b>10.0</b>	<b>Types of Information System</b>	<b>11</b>
<b>11.0</b>	<b>Details of Selected IS</b>	<b>12</b>
<b>11.1</b>	<b>Information system background</b>	<b>12</b>
<b>11.2</b>	<b>Functional Description of IS</b>	<b>13</b>
<b>11.3</b>	<b>IS Components</b>	<b>14</b>
<b>11.4</b>	<b>IS Activities</b>	<b>15</b>
<b>11.5</b>	<b>Hardware and Software Configuration</b>	<b>16</b>
<b>11.6</b>	<b>Information System Problem</b>	<b>17</b>

## **1.0 Introduction of Project**

In this assignment, We decided with our group members to chose Kelantan Matriculation College as one of a public institution of higher learning in Kok Lanas, Kota Bharu, Kelantan to make a study about the uses of the system at their administration. On 29 November 2015, we have made a visit to survey and consulted and interviewed one information technology officer, Mohd Syafizal Bin Jusoh who has incharge the unit data and information at Kelantan Matriculation College. We chose this place because it is one of the new higher education institutions in Kelantan was completed in 2014 and started operating in May 2014 and we are interested to make a research on the uses of the information system in there and how it is operated.

So,a lot of information we get and kept referred as a study and it also very interesting things and a lot of things we've learned about the uses of the system in Kelantan Matriculation College, which is e-matris system, it also have used these systems as an alternative method in their facilities and in the management of information, records, managing external relations and others. E-matris system which is a facility available to serve and manage the administrative in that college and it also the only one as a system in a centralized system and based on the data and information unit. The administration of Kelantan Matriculation College also preferred the paperless method than manual use for example paper, letter, memo and others. So, the e-matris system being the platform for administration department andit is also specially prepared for lecturer, staff and student in of Kelantan Matriculation College only.

For the next subject is we are pleasure to briefly explain the details of Kelantan Matriculation College of their information system such as the information system background, functional description of information system, information system components, information system activities, hardware and software configuration, information system problems and performance of information sytem.

## 2.0 Organization Background



Kelantan matriculation was formed in 2014 and is located at Kok Lanas with approximately 1060 students and 123 of non-bumiputera students, which most are from Kelantan, Terengganu, Pahang and Selangor.

There are 134 experience lecturers and 60 staffs have been transferred from other matriculation in effort of running this newly matriculation towards a great performance as well as comparisons with other matriculation.

Other facilities including multipurpose hall, lecture hall, tutorial room, laboratory, library are well provided except mosque for the Muslim students since the structure of the college are divided into two phases which is **phase I** and **phase II** and for the time being a multipurpose hall has become as a temporary mosque while phase II is under construction which also included the main field for the students. Other in-door sports like squash, badminton and basketball, however are completed instead the management is trying to reach trust funds into account to improve sports facilities like Futsal court and mini golf-course. Apart from that, other facilities like stationery store, grocery shop, Dobby, wife and so on also provided.