

## DIGITAL ARCHIVING SYSTEM FOR ACCOUNTING STUDENT ASSOCIATION: ENHANCING CONTINUITY AND EFFICIENCY IN STUDENT ORGANIZATIONS

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### ABSTRACT

Student association usually experience a breakdown of continuity, due to frequent changes in the positions of leadership members. Important documents and records are often mislaid or never seen by future committees, and inefficiencies revolve around the duplication of work. This project introduces a Digital Archiving System for all the student clubs, especially the accounting student association, to consolidate essential documents and preserve them. The system uses a cloud drive to store proposals, reports, committees, financial records, photographs, and any other file that should be relevant. The establishment of structured folders and naming conventions allows easy access and transferability between committees with security. This innovation further enhances transparency, facilitates customer-oriented decision-making by student leaders, and nurtures a culture of information sharing. The project is demonstrating the need for digital solutions in student governance and will form a replicable case model for all other clubs in the universities.

**KEYWORDS:** *Accounting Student, Drive Store System, Student Association, Transparency*

### PROBLEM AND OBJECTIVE

Student organizations provide a platform where skills on leadership, teamwork, and profession are developed (Iqbal et al. 2023). One of the greatest challenges facing the clubs is the absence of codified data storage and transfer processes for vital documents and records throughout other sub- committees (Yusof 2008). Such tolerances are characteristic of the experience student organizations normally have information such as proposals, reports, financial statements, member lists, and event documentation either gets lost, misplaced, or generally is inaccessible due to changes in leadership.

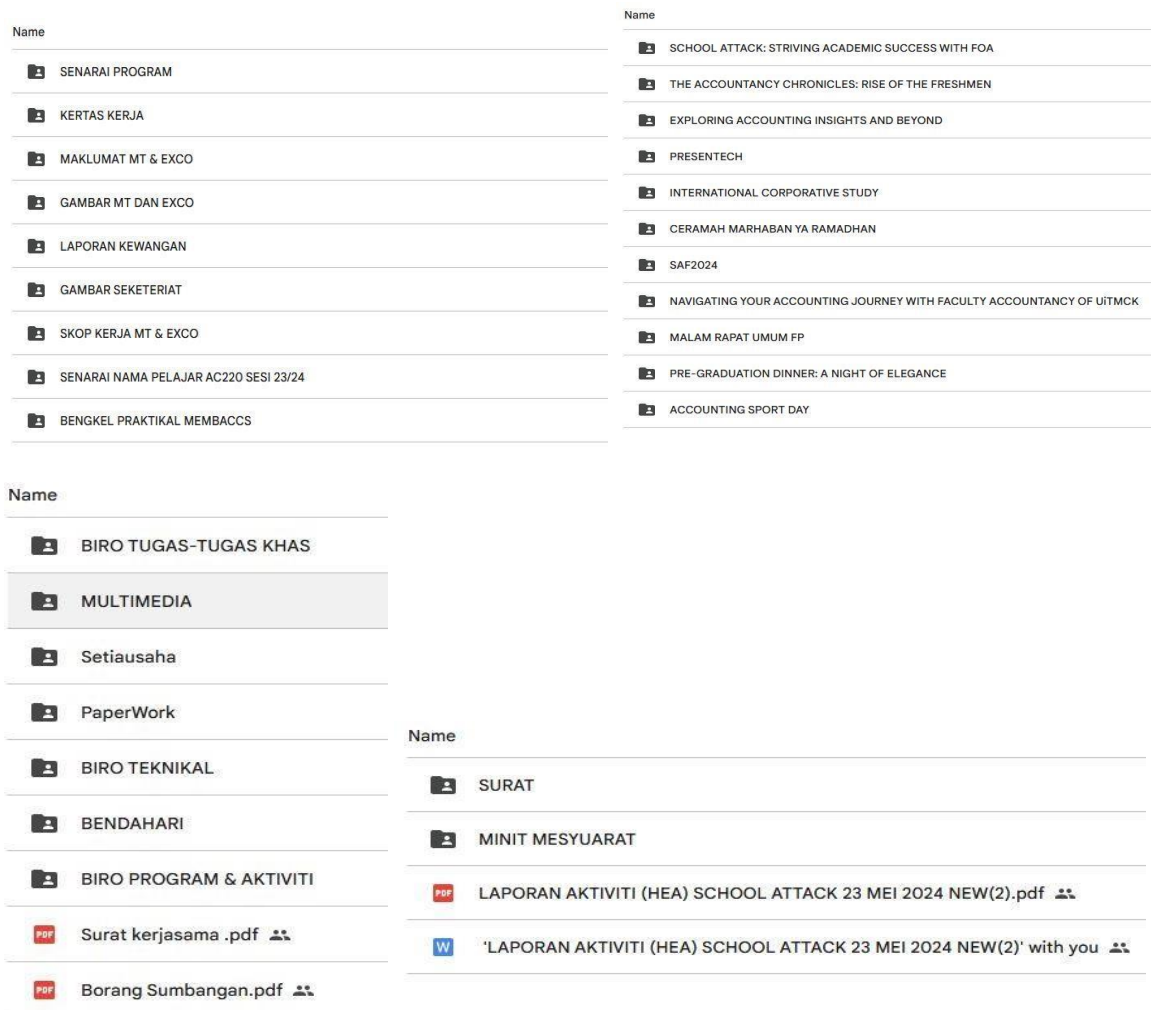
There is no coherent central archiving system. This leads to inefficient systems, duplication of efforts, and compromise of continuity. Decisions are usually delayed because new committees have difficulty accessing previous records. The cause of such occurrences is also the absence of systematics, therefore risking losses, restarting work, or miscommunication, all of which tend to undermine the club's performance and sustainability (Abdela 2020).

To address these challenges, this project proposes developing a Digital Archiving System based on a cloud-based drive. The system will maintain a structured, secure, and easily accessible repository for all documents and materials related to the club. It aims to enhance organizational efficiency, improve the condition of record-keeping, and support the long-term sustainability of student clubs through the smooth transfer of material and resources.

## DESIGN DESCRIPTION

The Digital Archiving System for Student Clubs aims to bring together and simplify document management for student accounting groups. This system makes sure key files such as proposals, reports, money records, committee info, and event papers, are stored in an organized way and easy to find for both present and future committees. This new idea tackles the common problem of lost or hard-to-reach information when leadership changes hands making student club management more effective and consistent.

## VISUALS



## NOVELTY AND UNIQUENESS

The Digital Archiving System for Student Clubs offers a landmark answer to the ongoing problem of managing documents and maintaining continuity in student groups. This system provides a well- organized, centralized, and long-lasting method for digital record-keeping. It stands in contrast to old-fashioned or makeshift ways of storing files such as scattered personal drives, WhatsApp groups, or physical folders.

## **BENEFITS TO MANKIND**

The Digital Archiving System for Student Clubs enhances efficiency, knowledge retention, and sustainability in student organizations. It ensures smooth leadership transitions by preserving important documents, reducing knowledge loss, and improving decision-making. By fostering digital literacy, collaboration, and transparency, it helps students develop essential skills for modern workplaces. The system also promotes environmental sustainability by minimizing paper waste and supporting a paperless approach. Beyond student clubs, it can be adapted by other organizations to ensure long-term accessibility and institutional memory. This project addresses key organizational challenges while aligning with digital best practices and sustainable documentation management.

## **COMMERCIAL POTENTIAL**

The Digital Archiving System for Student Clubs has strong market potential due to the growing demand for efficient document management in student organizations, educational institutions, and SMEs. It ensures continuity, accessibility, and structured archiving, making it ideal for universities, nonprofits, and businesses. Unlike generic cloud storage, it offers a tailored, cost-effective, and user-friendly solution with standardized organization and long-term accessibility. The system is scalable, with potential business models including freemium, SaaS, and institutional licensing. With minimal development costs and high revenue potential, this project presents a commercially viable opportunity for improving documentation management across various sectors.

## **CONCLUSION**

The Digital Archiving System for Student Clubs offers a fresh and effective way to manage documents, streamline leadership transitions, and promote the longevity of student organizations. By implementing a well-organized, cloud-based storage solution, this initiative tackles frequent issues such as misplaced records, operational inefficiencies, and the need for continuity in student club activities. Its features, which include a standardized file organization system, access controls, and version tracking, create a user-friendly and budget-friendly method for archiving important documents.

In addition to student organizations, this system can be applied more widely across universities, small businesses, and non-profits, showcasing significant commercial potential. Its scalability, cost-effectiveness, and straightforward implementation position it as a strong competitor to current document management solutions. Moreover, its focus on minimizing paper waste supports sustainable practices, fostering an eco-friendlier method of record-keeping. With continuous improvements and potential commercialization, this project has the capability to transform the way student organizations manage their information, ensuring long-term efficiency, transparency, and sustainability.

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