

**MANAGEMENT INFORMATION SYSTEM FOR PPP/RS AT MAWAR  
COLLEGE**

By

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**SHAH ALAM, SELANGOR**

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## ABSTRACT

University Technology Mara (UiTM) is one of the universities that are moving towards technology era by implementing the electronic system management to replace the traditional method of UiTM system management. College Mawar is one of college in UiTM which try to implement new system to enhance “Pegawai Pembangunan Pelajar” (PPP) or Resident Staff (RS) scheduling of their activities and night duty report. It is hard for them and who ever want to meet them if didn’t know their vacancy time. PPP/RS also meet difficulty to remember the program about it location, organizer and the priority of the program. The current reporting system for night duty is done manually by writing in log book at the office and the information is only written in the log book without any secondary storage. College Mawar also has a difficulty in managing student activities because it is hard to conduct a meeting between student and moderator and didn’t have any secondary or computerized storage. One new system is developed to achieve several aims, which include designing a system for PPP/RS’s management for their activity scheduling and night duty reporting. It also wants to enhance student registration system by implement it in computer base system and evaluate the effectiveness of file system. In order to develop the new system, System Development Life Cycle (SDLC) has been used which represent sequential phases an information system follows throughout its useful life. The product or output of the system is monthly schedule of PPP/RS activities, night duties and a feedback for student activities. The system will be uploaded to internet and will be tested by the college. It will be proposed for wide use to other college if the feedback and effectiveness is good and positive and will be enhance time to time according to future change.

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# **CHAPTER 1**

## **INTRODUCTION**

This project is about managing the “Pegawai Pembangunan Pelajar” or PPP and Resident Staff (RS) information for each college in UiTM. This will provide computerize and better management of PPP/RS scheduling about their activity like seminar, meeting, outstation duty and so on. Before this, all the activity and program of the PPP/RS are managed manually by themselves without proper documentation.

The new system also provides duty reporting system for PPP/RS each time of their night duty at college. PPP/RS are responsible for night duty that is arranged and scheduled by the college organization board. It also will include a report for special case during night by a student like sick or emergency leave. It will provide every special case report that is easy for future reference.

The system also includes registration of student’s activity/program. This is call “Check-in/Check-out activity system”. Every student’s activity that is organized by the college must be registered. After the registration by the system, student needs to submit paper work of the activities and wait for the approval by moderator, person that will manage the “check-in/check-out” of the activity in the system. This greatly will increase the effective of the current process with a proper documentation and storage of the data and notice the activity that will be held.

Mawar College in UiTM Shah Alam had been chosen to be the location for develop the new system. If the system seen to be effective and reliable for