The Development Information System for Administrative

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Abstract: This project aims to develop information systems for administration at faculty of Industrial Education and Technology, University of Technology Thonburi. The evaluation of the project are assessed by specialists in information technology and system performance test by sample group. The hypothesis were admitted that the service quality of the project is satisfactory and efficiency of the system after trial the service are good.

Key-Words: Administration Management/Academic Management/Research/Quality Assurance/Academic Service

1 Background
In order to maximize the efficiency of organization management, corporate executives need to get good and present information for decision making and reducing the risk of making any mistakes. Currently, computer technology is widely use and as many works access by computer networks for working and sharing information. Computer network is rapidly growth and play a role in increasing the performance of the organization to get the work done faster, and more accurate. Office environment has changed from labor to technology equipment to assist in working on data processing from operational level through enterprise management. It can increase performance and reduce the duplication of work. It also provides accurately access to information which is quick and easy. Computer network enable to work with unlimited time, date, place and reliable. Moreover, it helps enhance the flexibility of operations and provide a fast response to meet the needs of users, as well as a tool in decision making in various activities.

Management Information System: MIS uses in organizations will be able to provide information that is consistent with the organization's operations which include resource management, database and data warehousing, communications systems and networks, decision support system, resource planning system as well as security and information. It helps the management work done more effectively. In addition, it is a tool to enhance personal skills to meet performance goals and policies of the organization effectively by bringing Management Information System adapted to organization system. It's important to be consistent with the organization's operations that taking into account the difference in using technology wisely. It also can be an important tool in creating the atmosphere of working together for the better, reduce working process, reduce duplication of work and reduce errors from the work by people. The computer and information systems are optimizing the task and lower operational costs.

Faculty of Industrial Education and Technology has a policy to work with information technology that perfectly use. Therefore, the policy consist with structure and system of communication that ready to support technology, efficiency and be able to apply for learning and teaching, research and academic services, preservation of art and culture, student affairs service and management with their full potential which is strategy to use modern technology for maximum benefit and cost savings in the long period.

Because of the board of Industrial Education and Technology has focused on the development of information technology to be applied for teaching and researching management to act quickly effective. It also respond to external society within the framework of the system that emphasis on the use of computer networks linked to the various activities online and work management. The system will focus on the development in dimension of various elements such as the dimensions of e-Academic, e-MIS, e-Research, e-Service and e-Government as well as the creation of knowledge (knowledge constructor) and the new era of research. Therefore, in the graduate department must be modified which are the performance of analysis calculations, data collected, data analysis, publishing and creating research that links with other researchers around the world.

In order to adapt and keep pace on the changing world for empowering organizations which consistent with the policies, researcher has established a project about management information systems in organizations. The information systems in organizations is need to develop the systems that are complete and convenient to store, searching and for using in teaching and learning, research and academic services.
2 Objective

2.1 To provide information systems on the Internet for organization, learning, teaching, research and academic services.

2.2 To develop information systems for supporting knowledge management in organizations.

3 Scope of Project
Information system development focuses on analyzing and improving organization working processes in the form of corporate management by the Management Information Systems (MIS). It deploys in accordance with various systems including document management systems, information management system, image processing system and office management. The information system using technology such as web page and database management system used by Open Source Software. The Internet application is designed to fit the needs of the agency.

4 Procedure

4.1 Study the problems and needs of the users.

4.2 Gathering the necessary information within internal and external agencies to study the feasibility (technical, operational and budget).

4.3 Analyze and improve data into information that is ready to be utilized.

4.4 System design and software selection which use technology on the Web site content management system (Content Management System: CMS) to run is automated through a Web site focused on work.

4.5 Development of Intranet for internal administration includes systems such as

4.5.1 Document Control Systems which is Internal document management system.

4.5.2 Message-Handing Systems which includes news / announcement system within the organization.

4.5.3 Electronic Collaboration Systems is including schedule, calendar, appointment, electronic mail and work instruction: WI.

4.5.4 Multimedia Systems is including image / media data warehouse system and teaching/activities instructional media systems.

4.5.5 Office Management Systems is including application of leave of absence system, and location inventory management system.

4.5.6 Quality Assurance.

4.5.7 Education service system provides service in various areas such as new admissions system, student registration system, teachers registered systems, advisory committee and student ID system.

4.5.8 Education standard system.

4.5.9 Learning service system.

4.5.10 Learning and teaching supporting systems.

4.5.11 Curriculum Development System.

4.5.12 Research system.

4.5.13 Academic service System.

4.5.14 Learning Management System – teaching.

4.5.15 E-learning system.

4.6 Install and trial the system.

4.7 Evaluate and maintenance.

5 Benefit
Benefit that is expected to receive.

5.1 The information system on the Internet for organizational services and teaching.

5.2 Increase the efficiency of accessing information from the network both Intranet and Extranet. Staffs can access corporate information fully and employees in the organization has a convenience way to work together without time and place limited.

5.3 The information system are storing electronic documents which easy to search, store in category to enable the searching documents by categories and also help to get the information as needed.
5.4 The security of data reduce the risk of data loss

6 Conclusion
Analysis The development information system for administrative could be expected as follows:

6.1 Administrators showed high level of satisfaction towards because the system which administrators could check and get access at incomplete level.

6.2 Instructors showed high level of satisfaction towards because the design was done in such a way because the researchers focused on the importance of data which have to be accessed all the time and it should reduce the steps in working by instructors. Moreover, it helped all divisions work together to use the same database to reduce work load and give comfort in working.

6.3 Staff members showed high level of satisfaction towards the learning achievement measurement and assessment system because the learning achievement measurement and assessment system was easy to use and it reduced the complicated action.

7 Summary
The results of the research for information system management will allow the management system of the Faculty of Industrial Education and Technology work more efficiently. There is international, convenience to users, also create a leadership in applying information technology in administration. This will link to the related information sharing within the organization and outside the organization. As well as resources for public and approach in the development of other system information for the next stage.

References:
[3] Information System Project “College of graduate at Si Rach”