

# Lady Keane College, Shillong

## Report on

### One Day Workshop on “Management Information System (MIS) for Office Staff”

The College had introduced the Management Information System (MIS) for both the Academics and Administrative works from the Academic Year 2022 – 2023 and is fully operational from the Academic Year 2023 – 2024. In this regard, the Internal Quality Assurance Cell (IQAC), Lady Keane College, Shillong conducted a One Day Workshop on “Management Information System (MIS) for Office Staff” on 28<sup>th</sup> June, 2024 from 01:30 PM onwards in the Computer Lab of the College.

#### **About MIS:**

The Lady Keane College Management Information System (MIS) is a service provided by the vendor MassTech to aid the administration of the College, to run aspects of the College operations in an automated and efficient manner. The growing data content of the College has made the requirement of an MIS a compulsory inclusion in to the daily operations of the Institution. The system is designed to be used at different levels by different users with different levels of permissions. The system is entirely online based and is available for utilisation from any location. The system is protected by a 128-bit Sectigo SSL certification and the data is backed in real-time, daily, in three locations to ensure data integrity and reliability. However, the MIS is only a part of the ICMS, which is the Integrated College Management System. The MIS is designed to serve as an introduction into the sphere of automation and leave room for more demands of innovation and implementation of advanced features which will cater to the educational society as a whole.

The Management Information System or MIS of the college is a custom software service developed by the firm for automating the functioning of the college. Some of these functions are as follows:

1. Administration
2. Student Management
3. Examination Management
4. Fee Management

Based on the facets mentioned above, the system has been implemented to allow the college administration retrieve data and reports in an effortless and timely manner.

**Resource Person:**

The Resource Person in this Workshop is Mr. Evan Kharsyntiew, Proprietor of MassTech.

**Participants:**

The no. of participants are 12 office staff which include the LDAs, Accountant and Office Assistants.

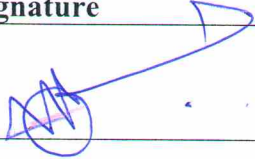

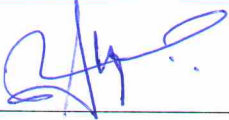
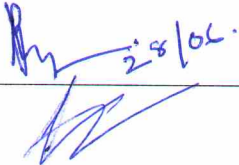



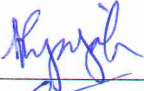
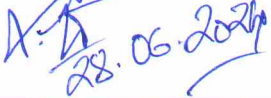


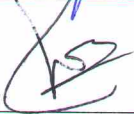
# LADY KEANE COLLEGE, SHILLONG

One Day Workshop on "Management Information System (MIS)" for Office Staff  
organised by Internal Quality Assurance Cell (IQAC), Lady Keane College, Shillong

Date: 28<sup>th</sup> June, 2024

Time: 01:30 PM

Venue: Computer Lab

Sl. No	Name of the Staff	Signature
1.	Mr. Mark Hillary Blah	
2.	Mr. Adaman Mawa	
3.	Mr. Fullmoon Donkumar Lyngdoh Lynshiang	
4.	Mr. Banmanbha Tymthai	
5.	Mr. Remy Ronald Laloo	
6.	Mr. Raja Nongkhlaw	 28/06/2024
7.	Mrs. Pyntngnlang Kharchandy	 28/06/24
8.	Mr. Nalcodin Rynjah	
9.	Ms. Larisa Wahlang	 28.06.2024
10.	Ms. Sistymorial L. Nonglait	 28/06/2024
11.	Mr. Kain Kaios Syiem	
12.	Mr. Lewis Sohkhlet	
13.		
14.		