



MARWADI SIKSHA SAMITHI
R.G. KEDIA COLLEGE

(Affiliated to Osmania University, Recognized by AICTE)
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Management Information System

1) Administrative procedure

- Making use of Tally as an accounting MIS tool.
- A daily rough cash book that the principal and accountant check in person.
- Meetings to gather administrative feedback in advance.
- Meetings of the Governing Council, & IQAC for discussion and decision-making.
- The regular meetings and decision-making that take place in numerous committees.
- Departmental conferences on the completion and correction of the syllabus

2) Student Admission:

- Daily report on admission status.
- Mandatory parent meetings and feedback sessions.

3) Students Records:

- Proper record-keeping for students.
- Monthly attendance data and defaulter student feedback.
- Record of installment costs and their recovery.

4) Evaluation and examination procedures:

- The existence of a full-fledged examination committee and current record-keeping.
- Regular meetings of the exam committee.
- An internal central assessment programme for the quickest evaluation feedback.

Before findings are announced, border cases must first undergo critical manual adjustment.

5) Research administration:

- Active research committee for relevant decision-making and management.

6) Others:

Old records being digitalized for decision-making.

