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Digital file management system for Distance & Continuing Education Unit (DCEU) in University of Ruhuna

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The Distance & Continuing Education Unit (DCEU) of University of Ruhuna handles 2500-3000 files annually, each containing 30-50 hard copies. These documents consist of certificates and other stationeries which relate to personal information of external examinees. To handle these processes, DCEU needs space, manpower and time in great numbers. Also, DCEU doesn't have a proper methodology to preserve these valuable paper-based documents.

This article describes a compilation of a Digital File Management System for the DCEU as a solution for the above barriers. Intention of this project is to facilitate to preserve control and manage personnel and administrative files and to provide a fast, flexible and accurate searching method. Besides, it provides fast recording of information. The data becomes more accurate after replacing the use of paper work and repetition of input of same data over and over again. The working environment could be enhanced with the decline of the workload. Therefore, the overall efficiency would be increased.

The system introduced here is developed using Joomla the free and Open Source Content Management System. It is searchable by all key access points such as enrolled students, exam schedules, and exam results. After implementation of this system, the productivity, efficiency and utilization of DCEU would certainly be increased.

Keywords: digital file management system, distance education, Management Information System, University of Ruhuna