<div align="center">**Format for Presentation of Best Practices**
(Institution should submit the Best Practices in this format only)
Best practice-I
Summary Title: Development of Indigenous Management Information system
(MIS) & Process for Internal Restructuring of System of Accounting or **PIRSA**</div>

Summary (200 words): For proper functioning of college two indigenous reforms are made with the help of Faculties in the administrative process namely Management Information system (MIS) and Process for Internal Restructuring of System of Accounting (PIRSA) it is noteworthy that after this development other collages have also adopted PIRSA for their fund management. The best practice for college Management Information System (MIS) software is that it can stand accurate to the specific needs of the state education system and can integrate with existing processes of educational administration of the College. On the other hand prior to implementation of PIRSA the NG & NT funds of the colleges and institutions were maintained improperly as uniform record keeping processes was not available, so proper financial management was not possible. After implementation of PIRSA financial transparency and accountability of the funds for the purpose of development of the colleges and institutions were possible uniformly throughout the state with fullest financial transparency and accountability.

1. **Title of the Practice:**   DEVELOPMENT OF INDIGENOUS MANAGEMENT INFORMATION SYSTEM (MIS) & PROCESS FOR INTERNAL RESTRUCTURING OF SYSTEM OF ACCOUNTING OR **PIRSA**

2. **Objectives of the Practice: a.** Main objectives of the **Management Information Systems (MIS)** Software are: Data Storage, Data Retrieval, Data Propagation, Efficient and effective planning, Graphical reports and Controlling the organization.
   b. PIRSA: To achieve proper financial management by ensuring financial transparency and accountability, and to earn maximum possible revenue from the available non-Govt. (NG) & non-treasury (NT) fund of the colleges and institutions by upgrading followed Traditional Accounting System (TAS).

3. **The Context:** The most crucial part of college administration is to maintain a unique database of all its academic and administrative activities including financial management so to achieve it successfully two faculties from Department of Statistics and Commerce have extended their support to develop Management Information system (MIS) and Process for Internal Restructuring of System of Accounting (PIRSA).

a. Management Information Systems (MIS): This software is a crucial tool for managing administrative functions in a college, but comes with several contextual features and challenging issues such as ensuring seamless integration with existing systems, ensuring data security, making the software user-friendly and accessible to all stakeholders,

ensuring scalability, making it cost-effective and budget-friendly, providing reliable technical support, and encouraging user adoption.

b. PIRSA: The NG & NT fund of the colleges and institutions were maintained in numbers of bank accounts for this kind of single source of fund collection from students. But, due to improper books of accounts and record keeping processes, the administration were not possible to ensure proper financial management, financial transparency and accountability of this fund for the purpose of development of the colleges and institutions a fund management system like PIRSA was most required.

4. **The Practice:** Both MIS and PIRSA are now successfully practiced in college and details are given bellow.

a. (MIS): The best part of College Management Information System (MIS) software is to cater to the specific needs of the state education system and integrate with existing processes. The software is user-friendly, accessible, and provides real-time information for informed decision-making. Uniquely, it efficiently manages large student populations and diverse educational programs in our state.

b. PIRSA is an internal fund management system which is designed for the purpose of proper management of NG & NT fund available in all the colleges, institutions and organization of the Department of Higher Education, Govt. of Tripura. The Govt. fund including RUSA, UGC and other funds received from Government sources by the colleges & institutions under the Education (Higher) Department, Govt. of Tripura has maintained as per the guidelines of the concerned Department of the Government. But, there is no any guidelines regarding the proper and systematic maintenance of NG & NT fund in the college & institutions before the PIRSA system implementation (i.e. w.e.f 01.01.2020). As a result, neither all related books of accounts of NG & NT funds are properly maintained nor proper fund management has been ensured in all the colleges and institutions. Further, available fund were parked idle in numbers of bank accounts of the institution without proper records &accounting and reconciliation from long time.

5. **Evidence of Success:** The success story are many and summarized as follows.

a. MIS: The Heart of this Management Information System (MIS) is our dynamic college website (http://mbbcollege.in/). It has several modules: **Academic** (Students Registration details, Preparation of Attendance Register, Teachers details, Lecture Notes, Assignments), **Administration** (Uploading of Notices, Tenders and Activities), **Examination** (Generation marks slip for internal examination, Preparation, display and management of examination seat plan, Preparation, display and management of invigilation duty chart), **Document Management** (IQAC, RUSA, NCC, NSS, etc.) and **Library** (Digital cataloguing, Lending and borrowing books, etc.).

b. PIRSA: The available NG & NT fund started to be maintained in single bank account instead of multiple bank accounts with a uniform, systematic, proper accounting and

reconciliation system with a facility of maximum revenue earning by means of bank interest. After PIRSA System implementation, the revenue earning of the college and institution has been increased, which are utilizing in the various development work of the colleges and institution through a systematic financial management process. Before PIRSA System, the total average revenue earning from the available NG & NT fund of all the colleges and institutions was Rs.11.50 lakh p.a., which is increased up to Rs.59.98 lakh in 2020-21Financial Year (FY), Rs.79.96 in 2021-22 FY and Rs.58.24 lakh up to Dec. 2022of current 2022-23 FY.

6. **Problems Encountered and Resources Required:** to begin with the problems were many but successfully over came with the help of all stakeholders.

a. MIS: The college Management Information Systems (MIS) software faces integration issues, data security concerns, user adoption challenges, and it requires reliable technical support and ongoing maintenance. Proper resources, such as IT support, technical experts, and training ware necessary to address these challenges

b. PIRSA: It is very tough to maintain the required books of accounts and records of all kinds of Govt. fund and NG & NT fund of every college by a single work force or a Cashier, when there are acute shortage of staff in each and every colleges and institutions. By implementing the PIRSA System, all kinds of NG & NT funds are presently maintaining not only through single bank account instead of multiple numbers of accounts (at least 6 to 7 numbers) but also proper accounting records are started to be maintained in total 04 (four) numbers of books of accounts & registers only instead of numbers of registers (at least10 to 14 numbers) only for NG and NT funds. The generated revenue from the system which are crediting into the bank account of the college in monthly basis are utilizing for mitigating recurring expenditure and all kinds of developmental works of the institutions. The monthly reporting process of the system in online and offline both has ensured financial transparency and accountability in financial transaction including instant verification of accounts from the higher authority of the department.
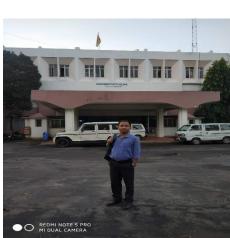
7. Notes (Optional):

a. MIS: The software is able to effectively manage the college's administrative functions while taking into account the important considerations.

b. PIRSA: Dr. Bankim Debbarma is regularly monitoring the financial processes of all the departments/ organizations time to time where the PIRSA System is being implemented along with his normal regular duty in the colleges. The system is successfully running in all the departments/ organizations till date without any problem and drawbacks.

Supporting Documents

Maharaja Bir Bikram College

Management Information Systems (MIS) Software

After an extensive research on various practices undertaken by our Institution the College has developed a "College Management Information System".

This system is helping our Institution in following ways:
- It reduces Paper Work, Improve Work Efficiency and Save Time.
- It relieves Academic Staffs and Teachers from administrative work load.
- It eliminates work duplication.
- It helps Principal in making vital executive decisions.
- It helps IQAC to collect and manage various information.
- Students need not have to wait for more than few minutes for any services from college.
- It transfers our institute into an ideal institute.

The Heart of this "Management Information System" is our dynamic college website (http://mbbcollege.in/). It has several modules.
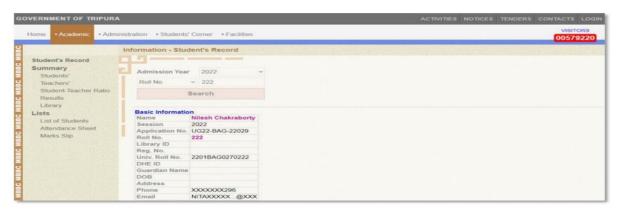
Different modules and their functions

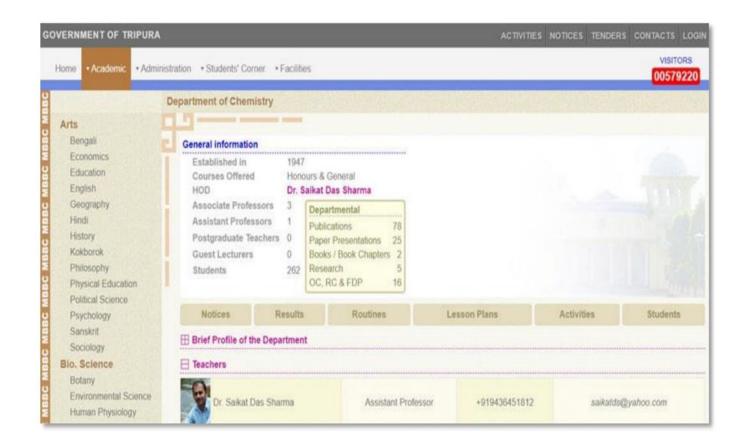| Module	Function
Academic	Students Registration details, Preparation of Attendance Register, Classification of Students and Teachers with graphical representation. Communication with students through emails. Uploading Lecture Notes, Assignments by teachers in College website for students.
Administration	Uploading of Notices, Tenders and Activities in College website. Management of Teachers' details.
Examination	Generation marks slip for internal examination, Preparation, display and management of examination seat plan, Preparation, display and management of invigilation duty chart.
Document Management	Creation and uploading of documents in the website by different committees viz. IQAC, Teachers' Council, RUSA, Career and Counselling Cell, Science Forum, Distance Education Study Centre, NCC, NSS, Games & Spotrs, Art & Culture, etc.
Library	Digital cataloguing, Lending and borrowing books, Library Membership, Library Summary, Add/Edit Books.

Screenshots of the MBB College MIS Software
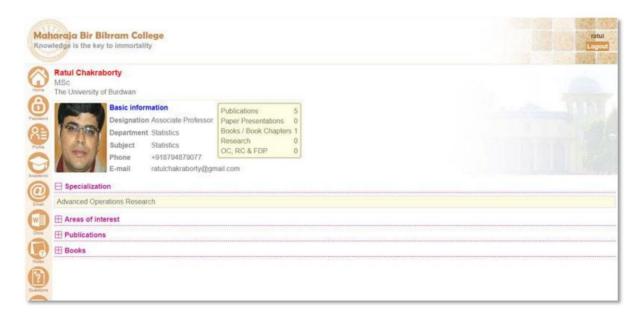

MIS Home page (http://www.mbbcollege.in)
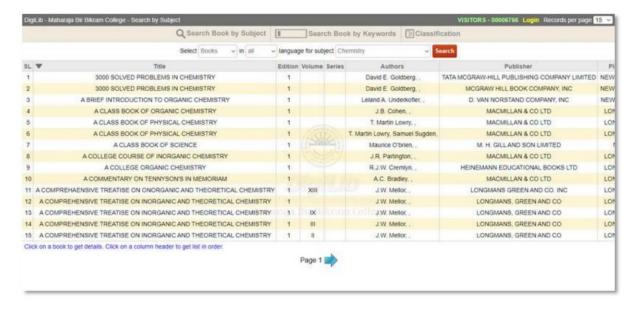

Statistics Section

Departmental Profile

Teacher's Profile

Teacher's Control Panel

Library Catalogue