Students Records Management

This case study is for a Public Charitable Trust registered under the Society's Registration Act and Bombay Public Trust Act & is a big educational institution imparting high-level education to more than 35,000 students per year.

Problem Statement

1. College administration was finding it difficult to manage student's admission documents in their existing software.

2. The Institute consists group of college's and they were unable to keep a track of all the college's under the umbrella institution.

3. The existing software made it difficult for the college employees / faculties to find particular document. The search provided wasn't user friendly neither enough.

4. The admission forms were not segregated properly at the time of scanning & uploading in the system.

5. Faculties / Employees were also looking at OCR facility which wasn't available in the existing system.

Our Approach

Writer's DMS team approached the Directors and other stakeholders of the college to understand their problem related to their student's admission documents.

1. Assessed the existing software and focused on the pain areas like; Global Search, Bucketing of the documents, OCR facility, etc.

2. Based on the above mentioned pain areas, Writer's team provided them with a robust solution for their student's admission documents of entire umbrella institution.

Solution Provided

1. Writer's InfoDocs® solution was configured as per the institute's requirement.

2. We worked out a solution using data points available on the admission forms.

3. Ensured that there is no change in the way Institute has been functioning. This helped in gaining customer's trust and confidence.

Success Story

1. Huge time saving in day to day activities like:

    a. Searching Admission forms using Global search engine. This activity is now totally eliminated as documents are available with single keyword.

    b. OCR facility enabled to search a single keyword in the set of documents.

2. This renowned Institution has 23 colleges in total and it is very important for them to find the right data at the right time within no time.

3. The admission forms with proper segregations made their search easy.