COMPUTERISED PERSONNEL INFORMATION MANAGEMENT SYSTEM

FOR

COLLEGE OF EDUCATION
MINNA, NIGER STATE

BY

CHUKWUEGU UCHENNA DEDEGU
PGD/MCS/032

DEPARTMENT OF MATHS/COMPUTER SCIENCE
FEDERAL UNIVERSITY OF TECHNOLOGY
MINNA

MARCH, 1994

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SUBMITTED TO

THE DEPARTMENT OF MATHS/COMPUTER FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF POST-GRADUATE DIPLOMA (PGD) IN COMPUTER SCIENCE

MARCH, 1994

CERTIFIED BY

. . . .
MALLAM SADIQ U. ZUBAIRU
PROJECT ADVISER/SUPERVISOR

DATE. . . . .

DR K R ADEBOYE
HEAD OF DEPARTMENT
MATHS/COMPUTER SCIENCE

DATE. . . . .

<u>DEDICATION</u>

Dedicated to

CHY ONUOHA

ACKNOWLEDGEMENT

I wish to express my profound gratitude to my Project Supervisor, Mallam Sadiq U Zubairu for his assistance, guidance, co-operation and prompt attention throughout the period of the project. His co-operation and able supervision contributed greatly to the success of this project.

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CHUKWUEGU UCHENNA
DEPARTMENT OF MATHS/COMPUTER SCIENCE
FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA

v

LIST OF TABLES

LIST OF FIGURES

TABLE OF CONTENTS

ABSTRACT

This project presents the need for the conversion of the manually operated Personnel Information Management System to a computerised Personnel Information Management System at the College of Education Minna.

Hence it will be seen that through this system, the College will be able to achieve a good personnel record which is important for management decisions. Therefore, cases of staff records missing or not found in the data base will no longer exist. This also presents a better data integrity and security as access may only be permitted to a few individuals.

This projects also shows that through this computerised system, a better efficiency and effectiveness is achieved at the Personnel Department of the College.

CHAPTER 1

INTRODUCTION

Personnel Information Management System is tailored towards the personnel or staff of any organisation. Therefore, with reference to the topic Computerised Personnel Information Management System of the College of Education Minna, it deals with the processing of the staff data and transforming the data into information that is useful to the management and any other individual that may require such information.

Though this topic deals with the processing of data and its transformation into useful information, there is need for this personnel staff data to be managed and maintained. Therefore, the need for a data base management system which helps to solve and retrieve the data needed for processing and producing the necessary information.

Presently, at the College of Education Minna, the Personnel Information Management System which is responsible for the production of useful staff information is not computerized. Hence there is the need that staff information is kept on paper and fixed into file jackets. This job is done by the Establishment and management services department of the college.

But the problem this exposed is that, this system is not well secured and therefore staff information can easily be seen or revealed to the general public. Also, this most at times calls for duplication of information which had earlier been supplied by the staff.

Therefore the need for a Computerized Personnel Information Management System for the College of Education Minna. With this computerization, a vast portion of the College Personnel data will be stored more economically on computer files and data banks than on paper as earlier specified.

It will also provide the college with means to improve the speedy and efficiency of the collection, manipulation, storage, reporting and dissemination of data. This does not mean that without the computer, the Personnel Information Management System cannot be done but what we are trying to see is the pace, efficiency and effectiveness of this information system.

Infact, without a human, being able to operate a computer, it is a useless box. Computers allow one to be fast and powerful i.e to rapidly treat a large and complex set of data. Therefore it can be said to be an extension of human beings ability to store, retrieve data, manipulate data and make decisions.

The need for a computerized Personnel Information Management System arose out of the need that even though a computer cannot perform

any operation which cannot also be performed by a human being, but the computer executes operations with such a speed that it is in a different class. The speed of execution of computers ranges from several hundred million operations per second for a very large computer to tens of thousands of operations per second for a rather slow computer.

The table 1.1 below indicates the ability of a human being to do anything a computer can do but the capabilities of computers and human clerks in performing data processing task is seen in table 1.2.

TABLE 1.1

WHAT A COMPUTER CAN DO

OPERATION PERFORMED BY BY COMPUTER	CORRESPONDING ACTION PERFORMED BY A HUMAN BEING
1 Holds program of instructions in internal storage	Remember a set of instructions
2 Read data in machine readable form and store in internal memory or sec. memory	Read data in written or printed form and memorize it and file it
3 Retrieve any data from internal memory or Sec storage	Remember data or retrieve data from a file
4 Makes comparisons	Makes comparisons
5 Output the results on a output device.	Write or speak the results

TABLE 1.2

COMPARISON OF COMPUTERS AND CLERKS IN PERFORMING DATA PROCESSING
TASKS

BASIS FOR COMPARISON	CLERK	COMPUTER
Speed of Execution	Relatively slow	Extremely fast
Ability to continue processing over an extended period	Poor	Very good
Ability to remember or retrieve information	Relatively inaccurate	Accurate
Accuracy of work	Makes errors	Makes virtually no errors
Ability to consistently follow instructions	Imperfect	Perfect
Ability in new situation	Fairly good	Lacking
Ability to learn by trial and error	Fairly good	Lacking

CHAPTER 2

2.0 **LITERATURE REVIEW**

The Computerised Personnel Information Management System (CPIMS)
can be defined as a computer-based information which is designed to
support the operational, managerial and decision making functions of
the personnel division of an organization.

It identifies and recommends relevant information tool for an
organisation. It also evolves appropriate information system for
use in an organisation.

2.1 **SCOPE OF THE PERSONNEL MANAGEMENT INFORMATION SYSTEM**

There are personnel management packages on the market which have the
facility to hold basic data about employee such as name, address,
phone number, salary grade, sex, allowances, date of birth, date of
first appointment, present appointment, date left organisation,
P.S.N., etc.

They provide a number of standard reports and some limited facilities
for adding new fields or altering the sequence of the reports. Most
organisations have their own particular requirements but any CPIMS
introduction should be as comprehensive as possible. It should bee
capable of keeping track of all employees from the initial
application for employment through the employee's working life and
into retirement.

It should ideally hold all records about the employee other than matters which for convenience or confidentiality are more appropriate to the employee's personal file.

For a good Computer Personnel Information Management System (CPIMS), the following should be an integral part of it:

2.1.1 **Personnel Records**

    This relates to identification data, current and historical salary and allowances data and various employee attributes such as grade and key dates.

2.1.2 **Training Records**

    Data relating to each employee's qualifications, skill and experience. The system would also hold details of internal and external courses and course attendees.

2.1.3 **Establishment**

    Establishment relates to the setting up of budgets for appropriate staff levels and grades throughout the organisation.

2.1.4 **Absence**

    This system should allow for the recording of various absences types, e.g. seek leave annual leave or special leave with pay.

2.1.5 Industrial relations and manpower planning data

The system should hold data to assist management in negotiations and in planning for alternative strategies. Much of this would be held for normal administrative purposes so what is required is the facility to extract the data in meaningful terms, to be able to project forward and to test the impact of applying various rules and scenaries.

2.1.6 Pension Records

The system should maintain all details of service entitlements of employees, contributions by both the employee and the organization to the pension scheme, details of dependants.

2.1.7 Recruitment

Details of all vacancies and applicants should be held by the system. These should show the status of each vacancy and of each applicant and should perform as much as possible the administrative process.

2.2 THE BEST APPROACH

The best approach is one which is appropriate to a particular organisation. This is determined by:

a)   The nature of the organisation;

b)   The orgnaisation structure;

c)   The state of the system development within the organisation; and

d)   The budget available.

The system must, however meet a number of basic requirements. These include:

a)   It must be an on-line system;

b)   Confidentiality of data;

c)   The emphasis must be on VDU rather than paper;

d)   The flexibility of the designed system;

e)   The system must be easy to use;

f)   The system must include an effective report generator/query language;

g)   Data within the system must bee one easily accessible;

h)   Information must be displayed in as meaningful a manner as possible.

CHAPTER 3

3.0 **FEASIBILITY STUDY**

The purpose of the feasibility study is to examine why a computerised Personnel Information Management System should be introduced to the College of Education Minna. Also, to determine what the scope of the system should be and specify the requirements in data. Finally, to define and quantify the benefits which are likely to accrue from the use of such a system.

3.1 **COST-BENEFIT ANALYSIS**

Most of the benefits may be of such a nature, that it is difficult to attach a monetary figure to them are:

1)   Better Management Information

2)   More effective department

3)   Projection of a good college image

4)   Elimination of high error rate in output

5)   accommodation of rate of staff growth

6)   Easy retrieval and access to data

7)   Reduction in duplication and time wasting.

3.1.1 Costs

For the purpose of this project, the system will run on a dedicated personal computer. The following is a checklist of cost headings;

Initial cost

Hardware

Processor

Disk drives

Printers

VDU

Disk packs

Initial Cost

Delivery and Installation

Electrical work (power supply

Environmental work (AC, Fire)

Cabling for installations, VDU, Print

Communication cost

Moderns

Data lines

Soft ware cost

Package costs

Modification to Package

Development cost

System Software utilities

Word Processing, query language etc

Implementation cost

Staff training

Recurring costs

Hardware maintenance

Consumables

Disk pack

Magnetic disc

Stationeries

Printer ribbon

Insurance cost

3.1.2 Benefits

The system would be expected to assist in coping with peaks and reduce the need for overtime or casual/temporary staff etc.

3.2 COST BENEFITS

Initial cost

	N
Hardware cost	70,000.00
Personnel Package	20,000.00
System software	10,000.00
Installation cost	free
Implementation cost	10,000.00
Total Initial Cost	110,000.00
	==========

Depreciation   20%

Annual charge of N22,000.00

If a repayment of N40 per month on every N2,000.00

Initial cost annualized over 4.2 years

Annual charges	26,191.00
Hardware maintenance	6,000.00
Software	2,500.00
Consumables	2,000.00
Software Licences	1,500.00
Total annual cost	38,191.00
	=========

Annual savings

2 principal personnel Assistants	38,000.00
1 Senior Personnel Assistant	15,000.00
	53,000.00
Total annual saving	14,909.00
Net annual saving arising from project	14,909.00
	=========

This does not include the allowances of the staff but their basic salary.

3.3 **SCOPE OF THE SYSTEM**

There are varying views as to the scope of CPIMS but for the purpose of this project, the scope view of what the system should do is personnel records and the significance of personnel data for use by other departments in the College of Education.

3.4 **APPROACHES AVAILABLE**

3.4.1 **Micro Computer**

Micro Computers are small organizations, with hundreds of employees rather than thousands. They have the advantage of been of a low cost and little expertise on computer is required.

Application Software can be categorized into:

1) A generalized database package in this case the background software or structure is available and the system is developed around it. This is software, in its most form, is used in applications but some of the packages can be used to develop quite sophisticated systems.

2) A Custom built system or package using conventional programming techniques and either standard file structures or a database systems for data management and retrieval.

3) A Spreadsheet - This approach does not provide a personnel system. Micro computers have been always regarded as single users computers but the technology has been developing very rapidly.

The original 8-bit microprocessors have been superseded by 16-bit processors which have removed the limitations on primary memory size and have improved program execution's speeds. There have been significant advances in providing multi-users and networking facilities but it is not valid to expect the same level of performance from a micro as from the more expensive mini or mainframe.

Because of the low cost - especially for a single user system and the ease of installation, a micro solution has many attractions.

While a micro based system may provide a very worthwhile solution in some instances the larger organisation is unlikely to find that a micro-based system will meet its requirements.

3.4.2 **Mini Computers**

A comprehensive package running on a Mini should bee capable of coping efficiently with about 10,000 employees.

A package running on a mini computer has many attractions in case of organizations. There are more packages on market capable of running on a mini than either micro or main-frame. This choice increases the prospect of finding a package which has the features and facilities required.

In a medium-size organization, it allows the personnel function to do its own thing especially if a suitable package is available.

3.4.3 **Word Processor**

Word Processor which is been used by some personnel departments for normal work such as general correspondence, preparation of reports, minutes of meetings and drafting of agreement, have also used them to hold basic personnel data. The data can then be retrieved and listed in various sequences.

In some circumstances, it may be appropriate to have a word processor based recruitment system completely separate from the personnel system proper.

3.4.4 **Main-Frame Computer**

Main-frames are mostly used in big organizations where there are a large number of employee and customers transactions such as Banks etc.

When using the organization's main-frame, there are three main options available:

1) Package

2) Stand-alone system

3) Personnel database.

Package

This offers a relatively fast solution if a suitable package is available. The difficulty is that there is a scarcity of CPMISs which run on main-frame computers.

Stand-alone systems

This is a Custom built system designed to meet the specific needs of the personnel function. It main attraction is that it is designed to do exactly what is required, unlike a package where some requirements may either have to be dropped or modified in order to fit the package.

Personnel database

This is a Custom built approach designed not to only meet the needs of the personnel functions but to take a corporate view of personnel data.

The database design would allow for all personnel related applications e.g. payroll, travel, staff rostering and the

database is frequently referred to as human resource database.

The main-frame solution is associated with the following disadvantages:-

1) A CPIMS has to share the resource with many other application. A number of these may have a higher priority than a personnel management system, so it may be well down the list when resources are required to provide enhancements to the system. In the event of occasional hardware problems, the CPIMS will have to give way to the systems which are crucial to the operation of the business.

2) There may be a feeling that once data is held outside the personnel department, there may be confidentiality problems.

3) The personnel function will feel that it has no control over the operation of the system.

4) In the event of industrial action being taken by data processing staff, the personnel department would be left without a system. This may be important since the personnel department is normally staffed during an industrial dispute.

5) Integrated word processing is generally regarded as an essential feature of CPIMS but is not a strong point with main-frame computers.

3.4.5 **Bureaux**

The primary role of Bureaux was to provide a relatively cheap service to organizations at a time where it was very expensive to install an in-house computer. When more powerful mini-computers came on the market their importance diminished and this process has accelerated as the price/performance ratio on minis has improved and as the micro has become more powerful.

The bureau still has a role to play in the case of certain type of applications for example, where larger files are required, where batch processing is appropriate and where large volumes of printed output are involved.

Most of the systems run at bureaux have been around for a number of years and the amount of systems development work on new bureau applications is relatively small. When organizations first considered computerization, payroll was a natural choice. Having developed a few payroll systems the benefits of having a single flexible system capable of handling the requirements of all organizations became obvious.

Bureaux have also responded to the changing technology by introducing new services. Whereas initially, bureaux invariably offered a batch service, many now offer on-line input of data and on-line enquiry.

Bureaux can offer four types of services to the personnel department:

1) Custom-built system
2) Access to a payroll/personnel package
3) Access to personnel package
4) Access to special features.

Today, any bureau-based personnel system would have to be an on-line one. It is also worth considering this method on a short or medium term basis as a means of getting established with the first phase of computerization, especially if personnel management has had no previous experience of computer-based systems.

3.5 **TEST OF FEASIBILITY**

Feasibility study was carried out in order to help in the making of decisions for this particular project.

This feasibility study has helped to examine if any problem exists within the present system i.e. the Manual Personnel Information Management System (PMIS) in the College of Education Minna. It

also helped to determine if computerisation would be a practicable solution to the problems of the Manual (PIMS) in the College.

3.5.1 Conducting of Feasibility Study

The data for this feasibility study were gathered through the following:

1) **Document Review**

   This involved an investigation so as to have sufficient information about the personnel department of the College of Education.   It also involved examining the organizational chart of the College and in specific, the Personnel Department of the College of Education.   This enabled me to know how the various units or departments of the College relate to each other.

2) **Interview**

   This was used to collect information form the various individuals in this department especially with the Head of this unit/department.

   There was need for this purpose since the individuals are the current users of the existing system and the potential users of the proposed system.

3) **Questionnaire**

This is another tool used to collect information from the various individuals in the Personnel Department and to a large extent from the staff of the College.

4) **Observation**

The observation tool enabled the interaction with the individuals of this department by observing the various activities carried out by them. This involved the observation of the various steps taken when carrying out a process or activity.

3.5.2 **Testing Project Feasibility**

For testing project feasibility, the following were undertaken:

a) **Operational feasibility**

This is concerned with the workability of the proposed computerized Personnel Information Management System. From the feasibility study, through the questionnaires, interview etc, it can be found out that this receives the support of both the management and the users i.e. Personnel Department. This proposed system will also enhance efficiency and effectiveness instead of error which will affect performance.

b) **Technical Feasibility**

This is concerned with clarifying whether the CPMIS can be done with the available personnel. This is possible bearing in mind that the implementation stage takes care of any shortfall by the training process involved in trying to implement the CPMIS in the College.

c) **Financial Feasibility**

From the cost-benefit analysis done form the start of this chapter, it can be seen that there are benefits derived from implementing this project i.e. the CPIMS for the College of Education, Minna.

3.6 **CONCLUSION**

Judging from the above analysis of the three tests, it can be concluded that, this project has passed the tests and therefore its feasibile.

CHAPTER 4

4.0 <u>ANALYSIS</u>

There is need to understand in details the existing system so as to analyse it and assemble recommendation for the design. From the analysis, the following will emerge:

1) The type of administrative work carried by each person and the time spent on such tasks,

2) If there is any duplication of functions;

3) How work is presented for processing handwritten, typed or dicted,

4) The busy and slack periods in the day, week and month; and

5) A break down of the data processing typing and managerial administrative work load.

PROVOST

Registrar   Deputy Provost   Deputy Provost   Bursar   Librarian
                      (Admin)   (Academic)

                                                                                     Library

Student   Establi-   Clinic   Accounts   Stores
Affairs   ment   Estate   Security
             (Personnel)

Sports   Academic   AUDIT
                       Registry

                 Information
                 & Publicity

School of   School of   School of   School of Vocation   School of Tech   School of Sciences
Arts & Social   Languages   Education
Science

Academic Depts   Academic Dept.   Academic Dept.   Academic Depts   Academic Dept.   Academic Depts

25B

THE PERSONNEL (ESTABLISHMENT) DEPARTMENT

REGISTRAR

Personnel (Establishment) Secretary

Personnel Officer	Principal Personnel Assistant I	Principal Personnel Assistant II

Enquiry (Senior Personnel Assistant

Personnel Assistant	Office Assistant	Typist

25 c

4.1 PERSONNEL DEPARTMENT

The Personnel/Establishment Department is an off-shoot of the Registrar's Department which was given general administrative respobsibility, along with personnel functions when College of Education Minna started operations.

The full range of functions of this department are many and varied. They touch on the following:

- Employment (Recruitment)

- Training (Staff training and development)

- Promotions (Recommendations)

- Documentation and maintenance of individual staff records

- Proposals for policy decisions

- Welfare employee services

- Interpretation and implementation of policies made by the governing councils.

For the effective performance of these functions, the Personnel Department of the College of Education is organised into various divisions with the Personnel (Establishment) Secretary as the head and is responsible to the Registrar. All other officers of this department report to the Personnel Secretary who is a Principal Assistant Registrar.

The various divisions and their functions can be grouped as follows:

i) **Registry Section**

The Registry is responsible not only for the safe keeping of all personal files but also up-dates them as to promotion transfer, additional qualification, warning letters, annual leave, maternity leave, change of marital status, replies to quarries in respect of absence firm duly without permission. The writing of confidential reports on request from outside bodies about members of staff as well as letters of introduction on members of staff, for example where staff need this before accounts are opened for them in banks.

It supplies information regarding confirmation of appointments of staff.

ii) **Personnel Records**

This section is responsible for keeping and up-dating all personnel records relating to appointments, promotions, new marriages, transfers, absences, retirements, resignation, withdrawals of service, termination of appointments and dismissals.

It deals also with such matters as annual leave, casual leave, sick leave, maternity and sabbatical leave.

The preparation of staff list is also done by this section. In addition to the above responsibilities, it keeps records of higher qualifications obtained by members of staff while they are in the service of the College. It compiles and updates the staff manual.

iii) **Recruitment**

This office is responsible for the recruitment of all categories of staff. It receives and processes all applications for employment and makes all arrangements for interviews. All interviews are conducted by a panel comprising selected Heads of Departments or their nominees. It converts and up-grades various categories of staff on the attainment of higher qualifications after such qualifications have been duly verified from the Ministry of Education or the appropriate examining body. It also recommends those candidates to be paid

travelling allowance who are from outside Minna and are invited for employment interview.

iv) **Training**

This office is responsible for the administration of the Training Programme of the College. It arranges for staff to attend courses and seminars both in and outside the State Institutions. It handles all applications in respect of study leave with or without pay. It prepares progress report concerning staff on various courses both locally and abroad.

4.1.2 The various officers in this department and their various functions include:

1) **Principal Assistant Registrar (Personnel/Establishment)**

a) Responsible to the Registrar

b) Heads the establishment/Personnel deaprtment

c) Process applications for new appointments

d) Document newly appointed staff

e) Process applications for promotions and their requirements

f) (i) Supervise the compilation of up to date list of staff

(ii) Maintain list of staff on contract appointment, secondment whether to or from the College, transfer, retirement termination etc.

g) Interprete and apply establishment policy of the College and ensure compliance.

h) Communicate management decisions to staff or office concerned.

2) **Personnel Officer 1**

Directly responsible to the Personnel/Establishment Secretary.

a) Processing of application for employment - Senior staff

b) Processing of progress and Annual Evaluation reports - Senior staff

c) Processing of resignation, retirement, termination and withdrawal of service - Senior staff

d) Processing application for promotion - S.S

e) Preparation of notification of appointments S.S.

f) Liasing with Civil/Service Commission, State Establishment Department or any organisation on establishment matters that need clarification.

g) Assist in arranging for meeting and taking of minutes of such meetings.

h) Reply to some vital internal and external correspondences.

3) **Principal Personnel Assistant II**

1) Responsible to the Personnel/Establishment Secretary

2) Does all jobs applicable to PPA (I) but this time for only Junior staff.

4) **Principal Personnel Assistant III**

a) Acts as Personnel Auditor of the College - keep records of staff and their movements.

b) Prepare staff list

c) Prepare and update records of services of Senior staff

d) Prepare gratuity/Retirement documents to Ministry of Finance.

e) Prepare annual leave roster.

f) Assist the Information Officer in qazzetting staff records.

g) Convey management decision to Junior staff.

5) **Principal Personnel Assistant IV**

a) Does the same job applicable to PPA (III) but for Junior staff

b) General Administrative duties.

6) **Senior Personnel Assistant**

a) Supervise Enquiry office

b) Open new subject head files

c) Give both file and personal sub-head numbers

d) Receive in-coming mails

e)   Check, minute and distribute files for action to offices concerned.

f)   Prepare short-list of candidates for interviews.

g)   Preserve properly both open and closed files.

7)   **Clerical officer**

a)   Responsible to SPA

b)   Trace files for action

c)   Take morning list

d)   Keep Brought-up register

e)   Index in-coming mails

f)   Dispatch out-going correspondence

8)   **Typist**

a)   Responsible to the Establishment Secretary

b)   All routing typing of Establishment Department.

4.1.3 Conclusion

Being a department that provides regular and day to day services to the generality of staff members, it is not surprising that the Personnel Department is a familiar ground to all staff. Every staff started to know the department in his/her pre-employment days, that is, since the submission of application for employment, through employment interview and documentation on the first day of assumption of duty.

Right from the first day in the College to the last, every staff needs to the services of the Personnel Department.

Even during the post-employment period, that is, after the retirement from the services of the College, the Personnel Department is still very important to the staff in areas relating to pensions, among others.

4.2 ANALYSIS OF FACTS

Thus after obtaining information and facts about the current system of Personnel Management Information System (PMIS) which is manual, the following results of the analysis emerges:

4.2.1 Missing/Hiding of files

Files of members of staff are misplaced or hidden on the pretext that they are missing only to re-surface after certain personal objectives are met e.g. is the College of

Education Internal Circular of 1st February, 1994, COEM/ADM/G/159/1/407 and other subsequent cases in the former years. These files are easily accessible to the public as they are kept on shelves at the Personnel/Enquiry Office. There is no adequate security to these files.

4.2.2 Capability

The existing PMIS system can not comfortably handle transactions or processing requirements and meet up with the desired performance. The performance so far does not meet up with the expectations.

The availability of up to date information on individual staff can not be obtained always as staff are meant to refill personal data forms at various times. These forms were filled by various members of staff and are supposed to be up-dated by the personnel always. Then the personal data of individual staff can always be obtained from the Personnel Department for use by the management instead of requiring individual staff to fill the personal data forms again.

4.2.3 Duplication

It can be observed from the files of various officers, the duplication of functions. This is noted by the type of work carried out by each person.

4.2.4 Information Accessibility

Many times, the availability of information needed to accomplish an objective and in a useful form are not available and when available are not accessible.

4.2.5 Control

There is not much mechnism to detect and report instances when activities are not carried out. The existence of control helps in the handling of unanticipated events. Information on staff record which are non existence are detected and if possible up-dated.

4.2.6 Economy

Judging from our former analysis of the cost-benefit, the present PMIS cannot bee said to be more economical. Therefore, more economical methods can be adopted.

4.2.7 Flexibility

Since the inception of this Institution, there has been increase in the personnel strength than a decrease and it is anticipated that this increase will continue with time. This present system therefore might not bee able to meet up with the increase in the volume of work to be processed.

4.2.8 Existing System

Even with the computerization of the Personnel Management Information System, it is expected that some facilities and

staff of the present system could be incorporated in the new procedure.

4.2.9 Reliability

The present system can be said to be not as reliable as it is anticipated by the staff. There might not bee another staff to perform the responsibility of the other who is sick. In such instances, the volume of work remains un-processed until such a staff is well.

4.3 REQUIREMENT SPECIFICATION

This tends to clearify what the new system is required to do.

4.3.1 Growth/Flexibility

It is anticipated that the new system should cope with the growth of the staff strength of this College. This is necessary since there has been records of increase in the staff over the past years instead of a decrease. It should be able to add additional data fields and add new field or modify existing one.

4.3.2 Security

The data held on the new system should only be accessible to those who have authority to access it. This is necessary in that the possibility of non-personnel staff gaining access to the files can be stopped then the danger of personnel staff either viewing or updating records when they are not

entitled to. Access should be restructed by the use of passwords only. With this system access to particular function is dependent upon knowing the password for that function. It does however require the user to remember a number of password to a number of similar functions.

4.3.3 Availability of Query Language

Any respectable CPIMS has the essential feature of the availability of good query language and report generator. The application system does the housekeeping work. It provides a means of setting up and maintaining the basic data within the system. It also allows for retrieval of information. However, the method of retrieval is designed to meet the main needs as perceived when the system or package was being designed. If a special report is required, the approach might be to specify and write a special program to produce the necessary information.

4.3.4 Speed/Response Time

It is expected that this new system will be greater in speed and response time bearing in mind that the former system is manually operated. Throughout the working day, an average of about 3 - 4 seconds is generally satisfactory.

4.3.5 **Support**

It is required or essential that the supplier of the new system, whether from inside or outside the organisation should have the resources to provide the type of support required. This support is required at each of the three phases of the system.

    1) Development

    2) Implementation

    3) Operational.

4.3.6 **Storage/Accuracy**

This system will correct the errors and mistakes of the former system by producing accurate record on demand from its storage system. It is expected that the storage device will cope with the growth of the staff strength in the Institution.

CHAPTER 5

5.0 **SYSTEM DESIGN**

The overall objective of Design is to install a system which will not only adequately cope with the present work load of the personnel department but which will allow for growth and at the same time make optimum use of the equipment.

DESIGN ELEMENTS

5.1 **INPUT/OUTPUT SPECIFICATION**

5.1.1 **Identifying the name sets**

The data items of the personnel records at the College of Education Minna are as follows:

1) Surname, Other names, Qualifications, Date of first appointment, Personal sub-head number (PsN), Date of present appointment, Place of Birth, Date of Birth, Home town, Local Government, State Nationality, and Permanent and Present Residential Address.

2) Marital Status include whether married or single. Name of Husband/Wife (wives), Occupation of Husband/wife, address and Nationality. The number of children, Names of Children.

3) Next of Kin includes Name of Next of Kin, Relationship, Address, Beneficiary in case of Death.

4) Who to contact in case of Emergency

Name

Place of Residence

Office Address

Telephone Number.

5.1.2 Relationship Between the Name sets

The first name set identifies the staff by his/her name and other names. While the other name sets gives information about the individual staff in question e.g. His/Her Qualification and other data items already mentioned earlier.

The relationship between the name sets is that every information given is about a particular staff and with the information given and always updated, the management can at any time use or call for an information about a particular staff in case of a decision to be taken by the management. but when these name sets are not related to the staff or each other, the possibility or having information for management decision is ruled out.

5.1.3 The Unique Name Sets

This is the key field to which every name set is tied. With this key field, information about a staff can always

be retrieved an an information for management decision.

This name set is unique because of the fact that it is the only existent key for every staff which is not duplicated.

Example - The names of some individual staff allows the same but with different key field or unique name sets they can be identified. At the College of Education, Minna there has been cases of one lecturer or the other signing another's leave allowance or exam allowance. But with the key field as in this case called personal sub-head number, there is non-existence of staff with the same number, therefore, the personal sub-had number is the unique name set.

5.1.4 Designed Normalized Files

Normalization is a process of separating items which are independent of one another into groups for recording in different files. Relations are normalized because unnormalized relations prove difficult to use.

For the College of Education Minna, the normalized files will consist of of the following element and form:

PERSONAL DATA

SURNAME	OTHER NAMES	QUALIFICATION	PSN

i)   SURNAME

ii)   OTHER NAMES

iii)   QUALIFICATIONS

iv)   DATE OF FIRST APPOINTMENT AND PRESENT APPOINTMENT

v)   DATE OF BIRTH

vi)   PLACE OF BIRTH

vii)   HOME TOWN

viii)   LOCAL GOVERNMENT

ix)   STATE

x)   NATIONALITY

xi)   PRESENT RESIDENTIAL ADDRESS

xii)   PERMANENT HOME ADDRESS

xiii)   PRESENT SALARY GL

xiv)   PRESENT RANK

MARITAL STATUS

M/SINGLE	NAME OF H/W	OCCUPATION	C.ADDRESS	NATIONALITY

1)   NAME OF STAFF

2)   P S N

3)   MARRIED/SINGLE

4)   NAME OF HUSBAND/WIFE

5)   OCCUPATION

6)   CONTACT ADDRESS

7)   NATIONALITY

NEXT OF KIN

1)   STAFF NAME

2)   P S N

3)   NAME OF NEXT OF KIN

4)   RELATIONSHIP

5)   CONTACT ADDRESS

6)   TELEPHONE NUMBER

7)   AGE

5.1.5 Database Structure

The Database Structure will be as follows:

	FIELD NAME	TYPE	WIDTH	DECIMAL PLACES
1	SURNAME	C	20	-
2	OTHER NAMES	C	35	-
3	QUALIFICATION	C	15	-
4	DOFA	D	8	-
5	PSN	N	6	-
6	DATE OF BIRTH	D	8	-
7	PLACE OF BIRTH	C	15	-
8	HOME TOWN	C	15	-
9	LOCAL GOVT	C	15	-
10	STATE	C	15	-
11	NATIONALITY	C	15	-
12	P.R. HOUSE	C	35	-
13	P H ADDRESS	C	35	-
14	GRADE LEVEL	N	2	-
15	PRESENT RANK	C	15	-
16	DEPARTMENT	C	10	-

5.2 EQUIPMENT SPECIFICATION

1) IBM 80286 AT with processor speed of 16 MHZ

2) Harddisk cpacity of 20 MB Expandable to 30 MB

   RAM 1024 KG (Base 640 Ext 348 KB)

3) One Parallel Port

   One Serial Port

4) Monitor - VGA

5) Printer EPSON Printer (FX 286 E)

   With speed   -   NQL 36 CPS

   Normal Mode   -   120 CPS

6) Power Backup   -   Uninteruptable

7) Power supply   -   1

8) Disk drives   - $3\frac{1}{2}$, 1.44 MB

                      $5\frac{1}{4}$, 720 KB

FIG. 3

```
                        ┌─────────────────┐
                        │   PERSONNEL     │
                        │     FILE        │
                        └────────┬────────┘
                                 │
   ┌──────────┬──────────┬───────┴────┬──────────┬──────────┐
┌──┴─────┐ ┌──┴─────┐ ┌──┴─────┐ ┌────┴───┐ ┌────┴───┐ ┌────┴───┐
│ ADD    │ │ DELETE │ │ MODIFY │ │ VIEW   │ │ REPORT │ │ EXIT   │
│PROGRAMME│ │PROGRAMME│ │PROGRAMME│ │PROGRAMME│ │GENERAL │ │ QUIT   │
└────────┘ └────────┘ └────────┘ └────────┘ └────────┘ └────────┘
```

46B
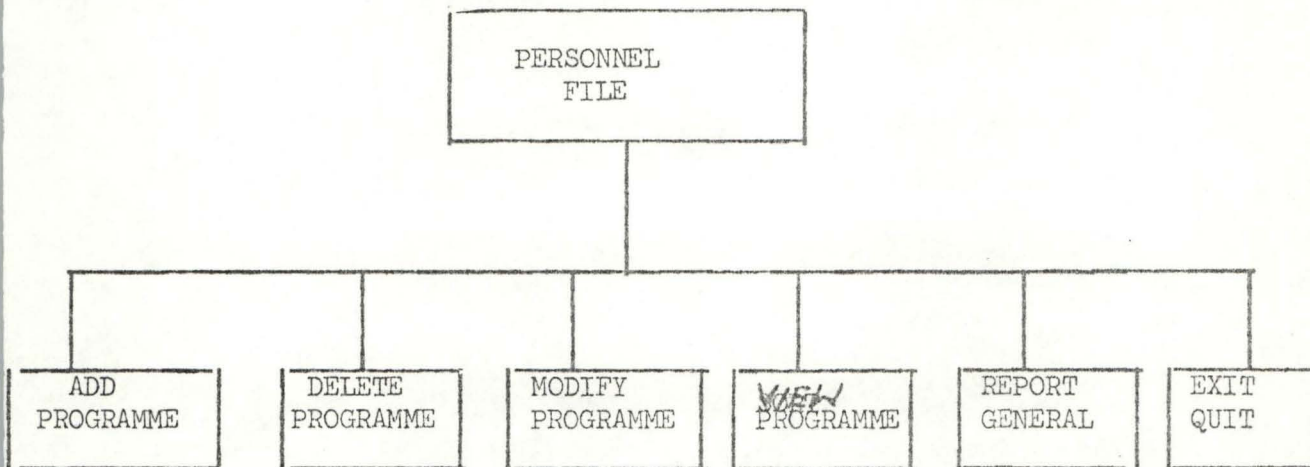
CHAPTER 6

6.0 SYSTEM IMPLEMENTATION AND REVIEW

Implementation is concerned with the co-ordination and control of the activities necessary to put the system into operation. This will cover areas such as Training of Staff, File Conversion and Change over procedures.

6.1 STAFF TRAINING

There is need for the purpose of the computerisation of this department to train the existing staff rather than employing new staff as operations. The reasons for this is that the existing staff are familiar with the College business, procedures and policy. Also, employing new staff without making some of the existing staff redundant increases the wage bill which defeats the object of implementing a computerised system.

Training of the staff can be achieved in several different ways. For the purpose of this project, the vendor supplying the equipment is the best approach or source of training on the equipment. It is possible that this training can be obtained free if the College bargains well with the suppliers.

6.1.1 Initial Training

An alternative approach to the vendor supplier training the staff which is mostly obtainable with most suppliers, the College can send the existing staff or anticipated users of the

system for an initial training in basic operation of the equipment before the installation. This helps in effecting a smooth change over.

For the purpose of this training, the computer centre of the Federal University of Technology Minna is already offering a 3 months short term course in computer training.

6.1.2 Follow-up Training and Support

Assuming the recommendation of an initial training approach is acceptable to the College, there can be a follow-up training as mentioned earlier, initiated by the vendor supplier once the system is installed as a means of acquiring further advanced training for that particular system.

This will help to provide immediate support and assistance to the staff of the department in case of any problem with the system.

6.2 CONVERSION OR CHANGE-OVER PROCEDURES

This is the process of changing over from the old system to new one. There are four basic methods of changing over to a new system. They are:

1) the parallel

2) Direct

3) Pilot system

4) Phase in.

For the purpose of this department which is the personnel of the College of Education, Minna, the Direct Conversion is the best approach. It is a case whereby the old system is replaced by the new one. The College will now rely fully on the new system though looking at the college as a whole, the computerization of this department is like a pilot system which can be extended to other departments if the personnel department works well.

But for the purpose of this project, we are looking at only the personnel and that is why the Direct method is recommended.

If therefore properly managed, the risks involved in not having the old system to fall bank is minimized. A support team, ready to step in case of anticipated occurance of problems at any moment is essential. Therefore experiencing problems during conversion does not cause a crises but the inability to deal with them does.

6.3 **FILE CONVERSION**

The files of various individual/staff record will have to be converted from the manual form to computer form.

Presently, each individual staff personnel data and other related information about the staff is kept as a record in a file. Therefore, with this new system, there is need that these individual staff record are entered into the computer files for each staff. This is done by the staff, who has been trained as a data entry operator.

For the purpose of this project, the file conversion will take some time to be finished bearing in mind the staff strength. There is also need to either print out of the files for comparison with the old tiles but since this will involve another volume of paper print, it can be viewed through the (VDU).

6.4 **INSTALLATION**

Installation involves the site preparation, installation of the gadgets, fluctuation (that is non interference with wiring system) and climate (that is Air conditioning).

For the purpose of this computerisation, the present enquiry department is the best suitable site for the installation of the computer. Since the computer specified is a micro computer, little site preparation work is needed. The electrical line should be checked to ensure that they are free of static or power fluctuations. It is therefore good to have clear lines that are not shared by any other equipment since such equipment interfere with computer operations.

Carpet should be avoided if possible in this computer room since it an create static that in turn is carried by operators when they touch the computer equipment, the static charge can be transferred to the terminal or computer and cause the introduction of errors in the data or in some cases, accidental erasure of the data.

6.5 **REVIEW**

Once the system has become operational, it will need to be examined using the following review methods to see if it has met the said objectives.

1) Event Logging - This entails users recording unusual or unexpected event that affect the system.

2) Attitude Survey - i.e. data collection of ideas and opinions about the system has to be sampled.

3) The system is reviewed for the following reasons and may be periodically.

    1) To deal with unforeseen problems arising in operation e.g. the programs may need to be modified to deal with unforeseen circumstances.

    2) To confirm that the planned objectives are being met and to take action if they are not.

    3) To ensure that the system is able to cope with the changing requirement of the College.

CHAPTER 7

7.0 SUMMARY AND CONCLUSION

7.1 SUMMARY

In conformity with the objective of this project, I have been able to see that the Manual Personnel Information Management System is converted to a Computerised System. There has therefore been an indepth in-depth study of the existing system and why the need for computerization. The reasons which have been mentioned in the various chapters.

In the course of the project, I was able to find out in Chapter three whether this project is feasible by using all the tools required for testing the feasibility of any project before it can be embarked upon.

Chapter four presents the Analysis of existing system and what is expected of the new system. The analysis brings out the problems been experienced by the existing system and the need for correction or improvement of the system.

The firth chapter therefore presents the design of the new systems which includes computer programs for the running the system and the specification of the system to be used.

Finally, is the implementation of the designed system for use by the College which includes the training of the existing staff on this new system and method of conversion.

7.2 **CONCLUSION**

I strongly recommend the adoption of this computerisation in the Personnel Information Management System of the College of Education Minna.

The advantages of this CPIMS over the manually operated PIMS can not bee over-emphasised as this will lead to improvement on efficiency and enhance effectiveness. It also has advantage of minimizing cost from the College as seen in the cost-benefit analysis.

The need for the computerisation of the personnel is important bearing in mind that it is where every staff information is stored and utilized by management for decision making. It is a department that every staff starts and ends with and need tits assistance even after leaving the College.

Therefore, there is need for it to be in its best form and that is the reason this computerisation is strongly recommended.

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PERSONNEL MANAGEMENT IN AFRICA 1ST EDITION

LONGMAN GROUP LTD ENGLAND

QUESTIONNAIRE ON THE COMPUTERIZED PERSONNEL INFORMATION
MANAGEMENT SYSTEM AT THE
COLLEGE OF EDUCATION MINNA, NIGER STATE

INSTRUCTION: Indicate your response by

ticking (   ) from the alternatives

1) Sex of respondent   a) Male   (   )

                               b) Female (   )

2) Age of respondent   a) 12 - 20 (   )

                               b) 21 - 25 (   )

                               c) 26 - 30 (   )

                               d) 31 - 45 (   )

                               e) 46 - above (   )

3) Marital Status   a) Married (   )

                               b) Single (   )

4) Type of work...

    ....

5) Quantity of work (in a day)...............................

    ....

6) Time taken...

7) Staff strength of the College.............................

                               a) 100 - 500 (   )

                               b) 500 - 1000(   )

                               c) 1000 - 1500 (   )

8) Personnel Department Staff strength:

                               a) 1 - 10 (   )

                               b) 10 - 20 (   )

                               c) 20 - 30 (   )

9.   How do you preserve data for easy and sefety reference

....

....

....

10) Do you agree that dates are misplaced in the personnel
     department
                         yes   No
                         ( )   ( )

11) If yes, give an example.......................................

....

....

12) Do you appreciated the idea of computerization in personnel
     Department?

                         Yes   (   )
                         No   (   )

13) Do you think that computerization will enhance efficiency and
     effectiveness

....

....

14) What other suggestions do you have to offer in order to rectify
     the misplacement of staff information.

....

....

....

15) Staff salary Grade Level......................................

```
*****PROGRAM TO ADD MORE RECORDS
SET TALK OFF
SET STATUS OFF
USE PERSONNEL
DO WHILE .T.
    STORE SPACE (20) TO MNAME
    STORE SPACE (6) TO MPSN
    STORE  CTOD ("   /   /   ") TO MDOB
    STORE  CTOD ("   /   /   ") TO MDOF
    STORE  SPACE (8) TO MSTATE
    STORE  'Y' TO TF,YN
    STORE  SPACE (15) TO MDEPT
    STORE  SPACE (4) TO MGL
    STORE  SPACE (12) TO MRANK,MREMARK
@1,10 TO 22,70 DOUBLE
@3,12 SAY 'NAME' GET MNAME
@5,12 SAY 'PSN' GET MPSN
@7,12 SAY 'DATE OF BIRTH' GET MDOB
@9,12 SAY 'DATE OF FIRST APPOINT.' GET MDOF
@11,12 SAY 'STATE ' GET MSTATE
@13,12 SAY 'DEPARTMENT' GET MDEPT
@15,12 SAY 'GRADE LEVEL' GET MGL
@17,12 SAY 'RANK' GET MRANK
@19,12 SAY 'REMARK' GET MREMARK
READ
@ 20,10 SAY 'Are These Entries Ok (Y/N) ?' GET YN
READ
IF UPPER(YN) $ 'N'
   CLEAR
   LOOP
ENDIF
IF UPPER(YN) $ 'Y'
   APPEND
    REPLACE NAME WITH MNAME
    REPLACE PSN WITH MPSN
    REPLACE DOB WITH MDOB
    REPLACE DOF WITH MDOF
    REPLACE STATE WITH MSTATE
    REPLACE DEPT WITH MDEPT
    REPLACE GL WITH MGL
    REPLACE RANK WITH MRANK
    REPLACE REMANK WITH MREMANK
   WAIT
   CLEAR
   LOOP
   ENDDO
SET TALK ON
SET STATUS ON
RETURN
```

```
RETURN
*****MAINMENU TO CALL ON PROCEDURES
SET TALK OFF
SET BELL OFF
SET SCOREBOARD OFF
SET STATUS OFF
USE PERSONNE
DO WHILE .T.
CLEA
 STORE SPACE(1) TO mchoice
@3,22 TO 19,55 DOUB
    @ 2,19 SAY "NIGER STATE COLLEGE OF EDUCATION, MINNA"
    @5,23 TO 5,54
    @ 4,25 SAY  "CODE       CODE DESCRIPTION"
    @ 6,25 SAY  " (A)      ADD"
    @ 8,25 SAY  " (M)      MODIFY"
    @ 10,25 SAY  " (R)      REPORT GENERATION"
    @ 12,25 SAY " (D)      DELETE"
    @ 14,25 SAY " (V)      VIEW "
    @ 16,25 SAY " (Q)      QUIT "
  @ 18,23 SAY  "ENTER ANY CODE FROM THE ABOVE" GET mchoice
    READ
    DO CASE
        CASE UPPER(mchoice) $ 'Q'
            CLEAR
            EXIT
        CASE UPPER(mchoice) $ 'A'
            DO PERSONNE
        CASE UPPER(mchoice) $ "M"
            DO MODIFY
        CASE UPPER(mchoice) $ 'R'
            DO REPORT
      CASE UPPER(mchoice) $ "D"
            DO DELETE
      CASE UPPER(mchoice) $ "V"
            DO VIEW
      OTHERWISE
            SET COLOR TO R+*
            @ 14,10 CLEAR TO 14,79
            @ 15,10 SAY 'Illegal Chioce, Try Again'
            SET CONSOLE OFF
            WAIT
            SET CONSOLE ON
            SET COLOR TO W+
            @ 15,10 CLEAR TO 15,79
     ENDCASE
ENDDO
SET BELL ON
```

```
******PROGRAM TO VIEW RECORDS
SET TALK OFF
SET STATUS OFF
CLEAR
USE PERSONNE
    DO WHILE .T.
    MPSN =SPACE(6)
    CLEAR
    @13,20 TO 15,60 DOUBLE
    SET COLOR TO B/W
    @11,22 SAY 'COLLEGE OF EDUCATION MINNA'
    @12,27 SAY 'VIEW STAFF RECORD'
    SET COLOR TO
    @14,22 SAY 'ENTER PSN TO VIEW' GET MPSN
    READ
   LOCATE FOR PSN =MPSN
IF .NOT. FOUND()
    @16,25 SAY 'RECORD NOT FOUND'
  MORE= ' '
@17,22 SAY ' ANY MORE RECORD TO VIEW? [Y/N]' GET MORE
    READ
            IF UPPER(MORE) = 'Y'
        LOOP
ELSE
IF UPPER(MORE) = 'N'

    CLEAR
    RETURN
ENDIF
ENDIF
ENDIF
        CLEA
      @1,20 SAY 'NIGER STATE COLLEGE OF EDUCATION MINNA'
      @2,25 SAY 'PERSONNEL STAFF RECORD'
      @3,10 TO 22,60 DOUBLE
      @4,14 SAY 'NAME:     ' + NAME
      @6,14 SAY 'PSN :    ' + PSN
      @8,14 SAY 'DATE OF BIRTH :     ' + DTOC(DOB)
      @10,14 SAY 'DATE OF FIRST APPOINT. :    ' + DTOC(DOF)
      @12,14 SAY 'STATE:       ' +   STATE
      @14,14 SAY 'DEPARTMENT:   ' +   DEPT
      @16,14 SAY 'GRADE LEVEL:   ' + GL
      @18,14 SAY 'RANK :    ' + RANK
      @20,14 SAY 'REMARK :           ' + REMARK
    ENTRY= ' '
*   @23,25 SAY 'CAN THIS RECORD BE DELETED?[Y/N]' GET ENTRY
 *       READ
*IF UPPER(ENTRY) = 'Y'
*DELE
*PACK
*ENDIF
YN = ' '
```

```
@23,25 SAY 'ANY MORE RECORD TO VIEW [Y/N]' GET YN
READ
IF UPPER(YN) = 'N'
    CLEAR
    EXIT
  ELSE
  IF UPPER(YN) = 'Y'
      LOOP
  ENDIF
ENDIF
    CLEAR
  ENDDO
RETURN
```

```
***  PERSONAL PROGRAM(MODIFY)

SET TALK OFF
SET STATUS OFF
CLEAR
USE PERSONNE
DO WHILE .T.
   MPSN = SPACE(6)
   STORE 'Y' TO YN
   CLEAR
   @ 2,10 TO 22,60 DOUBLE
SET COLOR TO B/W
   @1,20 SAY 'PERSONNEL MODIFY SECTION'
   @4,15 SAY 'ENTER PSN TO MODIFY' GET MPSN
   READ
   CLEAR
   LOCATE FOR MPSN =PSN
   IF FOUND ()
      @ 02,10 TO 22,60 DOUBLE
      @3,14 SAY 'NAME' GET NAME
      @5,14 SAY 'PSN' GET PSN
      @7,14 SAY 'DATE OF BIRTH' GET DOB
      @9,14 SAY 'DATE OF FIRST APPOINT.' GET DOF
      @11,14 SAY 'STATE ' GET STATE
      @13,14 SAY 'DEPARTMENT' GET DEPT
      @15,14 SAY 'GRADE LEVEL' GET GL
      @17,14 SAY 'RANK' GET RANK
      @19,14 SAY 'REMARK' GET REMARK
      READ
      @ 21,13 SAY 'Modify  of More Records Ok (Y/N) ?'
GET YN
      READ
      IF UPPER(YN) $ 'N'
         CLEAR
         EXIT
      ENDIF
      IF UPPER(YN) $ 'Y'
         CLEAR
         LOOP
      ENDIF
   ENDIF
   @ 20,10 CLEAR TO 20,69
   IF .NOT. FOUND()
      CLEAR
      ? CHR(7)
      SET COLOR TO RG+
      @ 12,45 SAY 'NO SUCH RECORDS EXIST'
      SET CONSOLE OFF
WAIT
      SET CONSOLE ON
```

```
      CLEAR
       @ 24,30 SAY 'DO YOU WANT TO CONTINUE (Y\N)' GET YN
       READ
       IF UPPER $ 'Y'
         CLEAR
         LOOP
       ELSE
       CLEAR
       EXIT
    ENDIF
ENDDO
   RETURN
```

```
******PROGRAM TO DELETE RECORDS
SET TALK OFF
SET STATUS OFF
CLEAR
USE PERSONNE
    DO WHILE .T.
    MPSN =SPACE(6)
    CLEAR
    @2,10 TO 22,60 DOUBLE
    *****PERSONNEL PROGRAM (DELETE)
    SET COLOR TO B/W
    @1,20 SAY 'PERSONNEL DELETE SECTION'
    SET COLOR TO
    @4,15 SAY 'ENTER PSN TO DELETE' GET MPSN
    READ
IF MPSN = SPACE(6)
    CLEAR
    RETURN
ENDIF
    LOCATE FOR PSN =MPSN
IF EOF ()
    @4,15 CLEAR TO 4,59
    @8,20 SAY 'PSN NOT FOUND'
    @10,20 SAY 'PRESS ANY KEY TO CONTINUE'
    SET CONSOLE OFF
    WAIT
    SET CONSOLE ON
    CLEAR
    RETURN
ELSE
    DELETE FOR MPSN =PSN
    PACK
    @15,25 SAY 'DELETE SUCCESSFUL'
      ENDIF
         @23,15 SAY 'PRESS ANY KEY TO CONTINUE'
         SET CONSOLE OFF
      WAIT
         SET CONSOLE ON
         LOOP
         CLEAR
      ENDDO
RETURN
```

```
***** PROGRAM TO GENERATE REPORT
SET HEADINGS OFF
SET TALK OFF
USE PERSONNE
mdept=DEPT
mline=22
CLEAR
DO WHILE .NOT. EOF()
   IF DEPT <> mdept .or. mline = 22
      DO HEADING && Calling procedure for heading
   ENDIF
   mline= mline + 2
   @ mline,00 SAY STR(RECNO(),3)
   @ mline,05 SAY NAME
   @ mline,26 SAY PSN
   @ mline,34 SAY DOF
   @ mline,46 SAY STATE
   *@ mline,57 SAY DEPT
   @ mline,71 SAY RANK
   IF mdept <> DEPT
      WAIT
      CLEAR
   ENDIF
   IF mline >= 22
   DO HEADING && Calling procedure for Heading
      WAIT
      CLEAR
   ENDIF
   SKIP
ENDDO
RETURN
```

INTERNAL CIRCULAR

COEM/ADM/G/159/I/407
College of Education,
P. M. B. 39,
Minna.

1st February, 1994.

All Pricipal Officers,

All Deans,

All Heads of Department/Sections,

All Members of Staff
College of Education,
Minna.

MISSING/HIDING OF FILES

I am directed to inform you that the Management has observed with dismay that both Personal and subject files are being deliberately misplaced/hidden on the pretext that they are missing only to resurface/after certain personal objectives are met.

Henceforth, daily morning list of files will be taken and each Officer is expected to Co-Operate. The last Officer to handle a file will be surcharged if the file can not be traced later.

To achieve the above objectives, the Management has directed that:

(i)   No Officer/Staff should keep his/her file or subject files (s) with him/her in the office or at home,

(ii)   the duplicate key of an Officer's office be deposited with the office Assistant attached to the office (where there is none, this should be brought to the notice of the Management);

(iii) all drawers of every Officer's/staff's table should not be locked up;

(iv)   all files passed to an Officer/Staff should be given immediate attention except where there is a Legetimate cause to do otherwise.

```
           NIGER STATE COLLEGE OF EDUCATION
           ***** ***** ******* ** *********
                      MINNA
                      *****

    DEPT :- METAL WORKS
NO   NAMES                     PSN    1st APPOINT        STATE
**   *****                     ***    *** *******        *****
  1  ZAKARI IBRAHIM            124      12/11/85         NIGER

  2  WHITE BEN OTI             1235     08/23/84         RIVERS
```


```
           NIGER STATE COLLEGE OF EDUCATION
           ***** ***** ******* ** *********
                      MINNA
                      *****

    DEPT :- BIOLOGY
NO   NAMES                     PSN    1st APPOINT        STATE
**   *****                     ***    *** *******        *****
  3  UCHE C. DEDEGU            1236     05/07/87         IMO
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           NIGER STATE COLLEGE OF EDUCATION
           ***** ***** ******* ** *********
                      MINNA
                      *****

    DEPT :- BUILDING
NO   NAMES                     PSN    1st APPOINT        STATE
**   *****                     ***    *** *******        *****
  4  JOHNSON BANJO             1237     09/25/89         ABIA
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MINNA
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DEPT :- BUILDING

NO	NAMES	PSN	1st APPOINT	STATE
**	*****	***	*** *******	*****
4	JOHNSON BANJO	1237	09/25/89	ABIA

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MINNA
*****

DEPT :- FINE ARTS

NO	NAMES	PSN	1st APPOINT	STATE
**	*****	***	*** *******	*****
5	BROWN JAMES	1248	07/06/92	EDO

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DEPT :- CHEMISTRY

NO	NAMES	PSN	1st APPOINT	STATE
**	*****	***	*** *******	*****
6	IUEINDDJD DKEYE		/ /	