

# Towards Building the Information System of an University

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**Abstract:** This paper was surveyed and audited carefully current state of The Ho Chi Minh University of Foreign Languages and Information Technology (HUFLIT) such as infrastructure, IT and IS, network architecture, education and training operations to find out their strengths and weaknesses aspect and propose ideal solutions to design a more complete new system.

**Keywords:** Communication System; E-Portal; university.

## I. INTRODUCTION

This paper is presented with following main parts:

- The survey of the whole activities of HUFLIT education and training management and cooperation.
- The auditing carefully the whole IT system and IS of HUFLIT including the methods and tools of applications, system and applications administration and networks and telecommunications.
- After auditing and analyzing carefully the “As is” environment and system of HUFLIT, the thesis proposes the ideal solutions for overcoming shortcomings in order to maintain continuously the growth of HUFLIT.
- From solutions are advanced and carry on design a new system to deploy at HUFLIT with main purpose improving effective activities of HUFLIT education and training.

For training management operation HUFLIT is decentralized administration for division/department, every decision belongs to leader of dean as hieratic below.

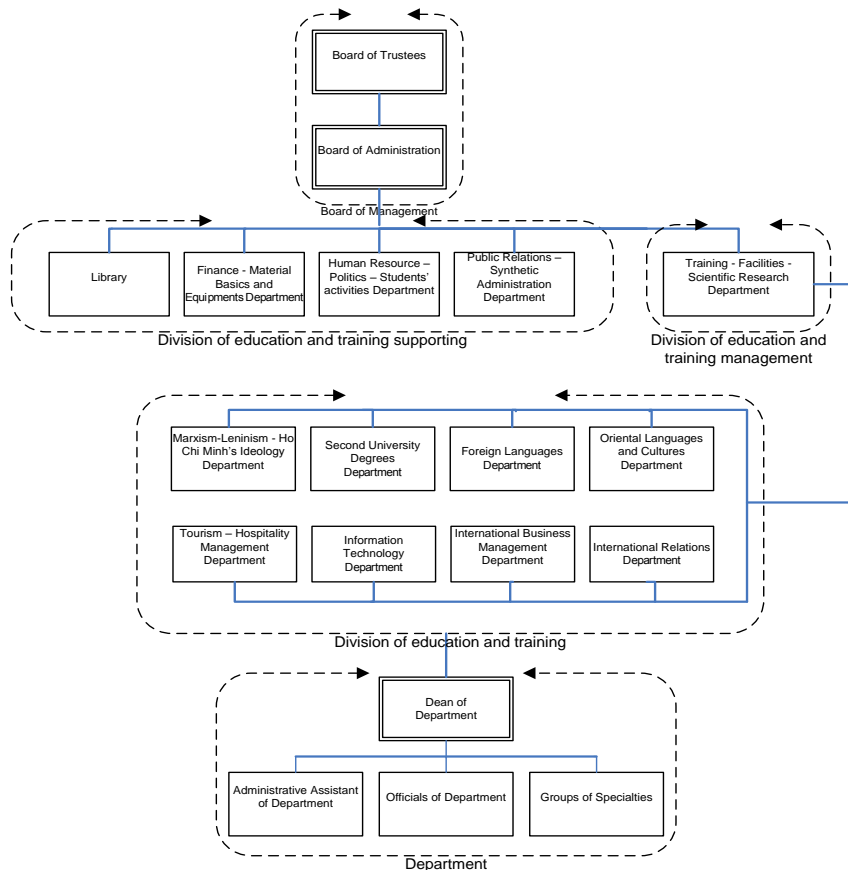


Fig. 1. Hierarchical Training Function of the Organization.

Management policies of human resource of HUFLIT is the centralized management organization, every decision belong to President (BOD) as hieratic chart below:

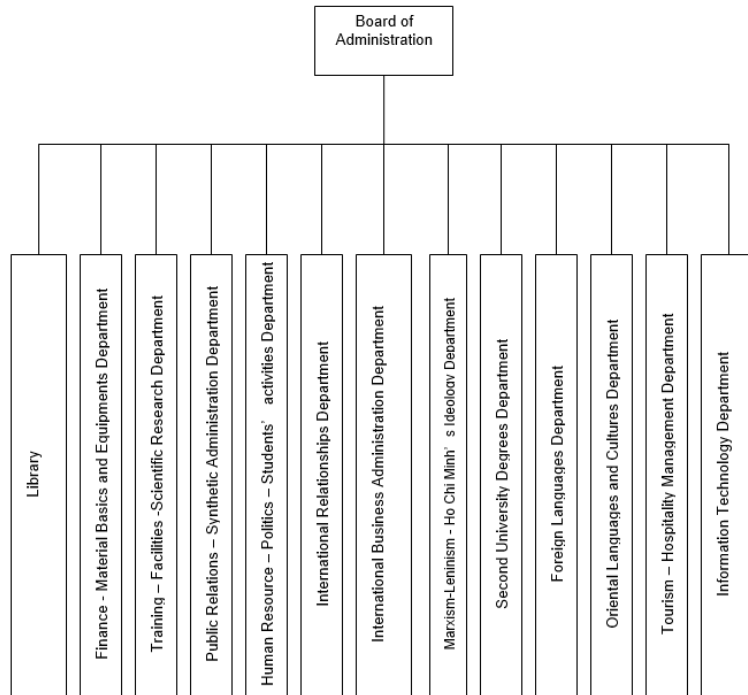


Fig. 2. Chart of Human Resource Management Hierarchy Organization of HUFLIT.

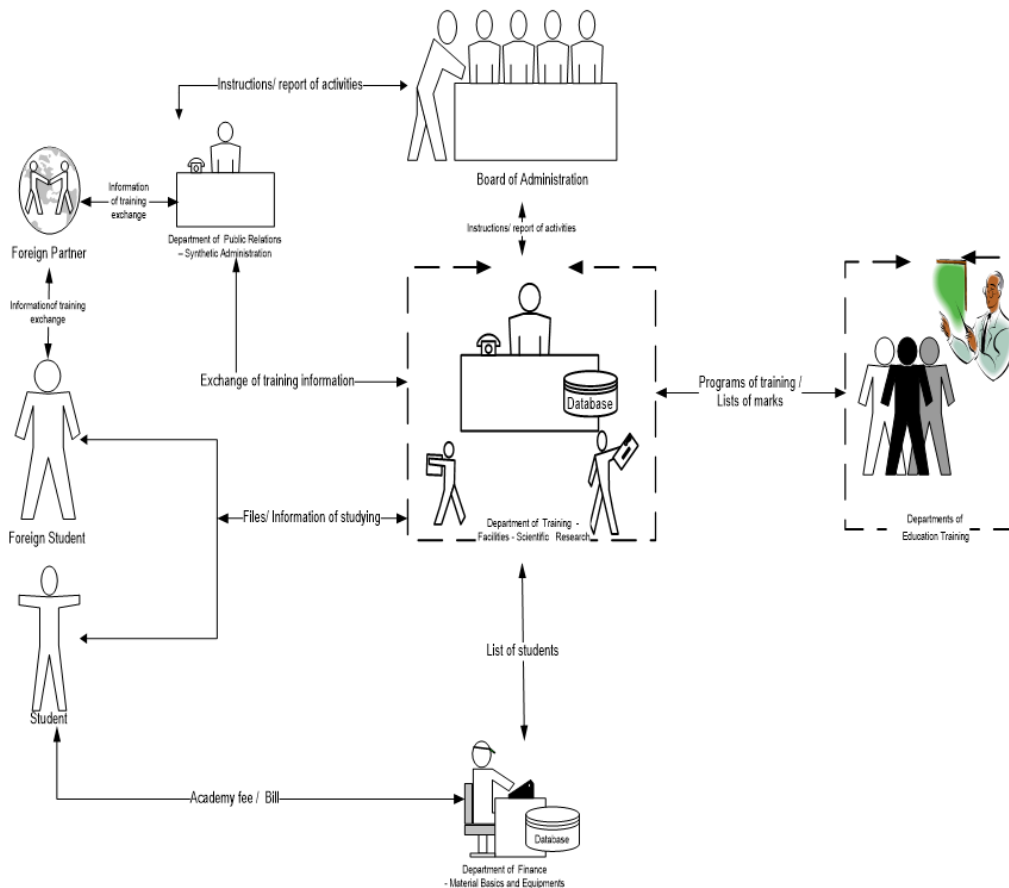


Fig. 3. Organization Structure Model of Operation Process of the Main Units in HUFLIT

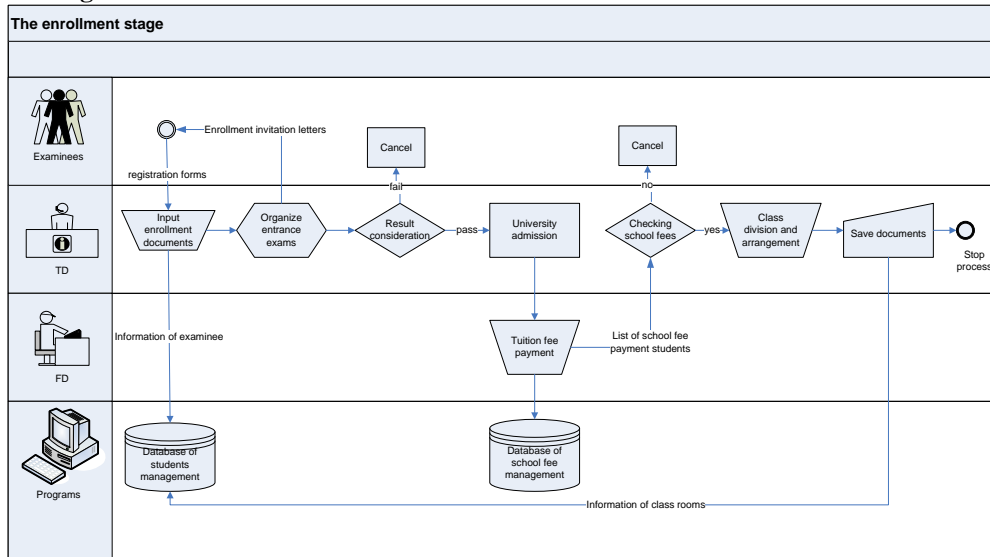
## II. DESCRIBE THE “SHOULD BE” STRUCTURE

### Enterprise process area

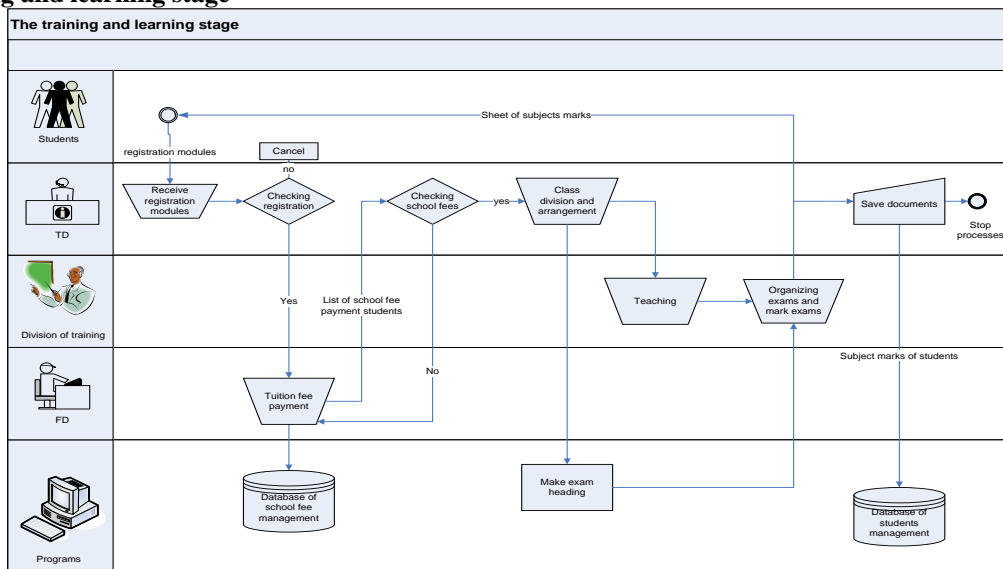
The enterprise processes areas within HUFLIT are:

- Enterprise planning
- HRM
- Sales
- Customer service
- Purchasing
- R&D
- After sales service
- Accounting
- Revenue & cost controlling
- Finance management
- Assets management
- Logistics and distribution
- Warehousing
- Processing documents

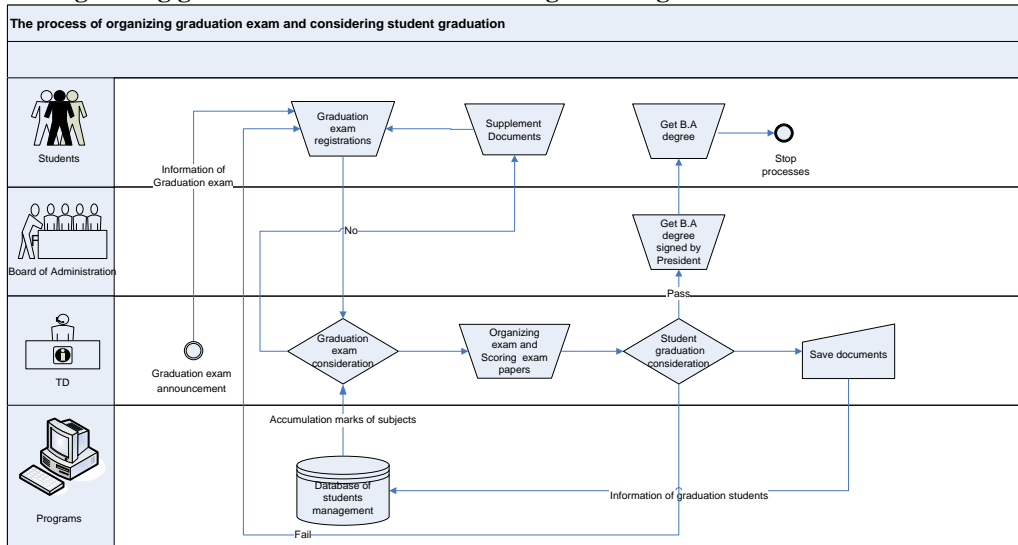
### The enrollment stage



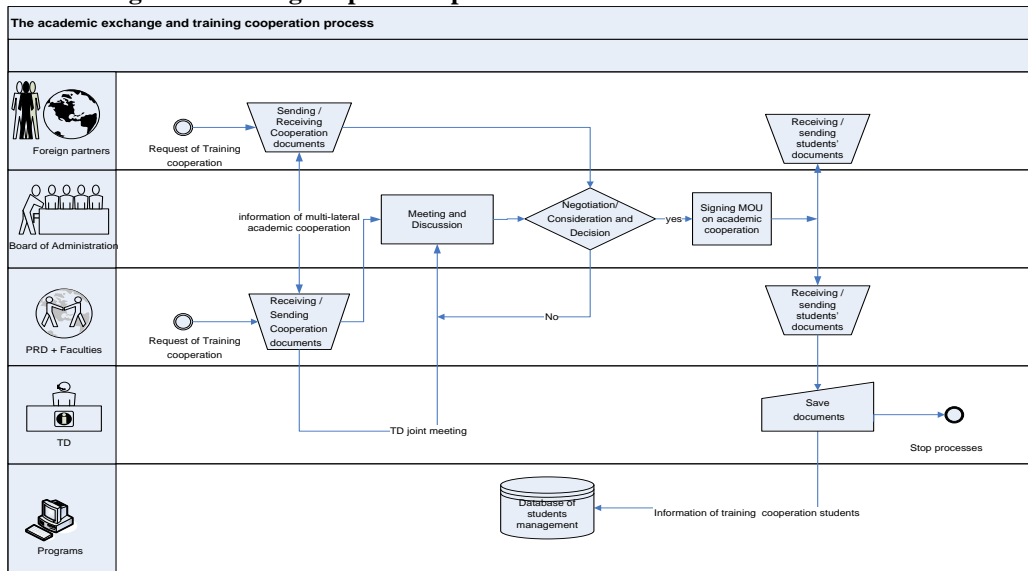
### The training and learning stage



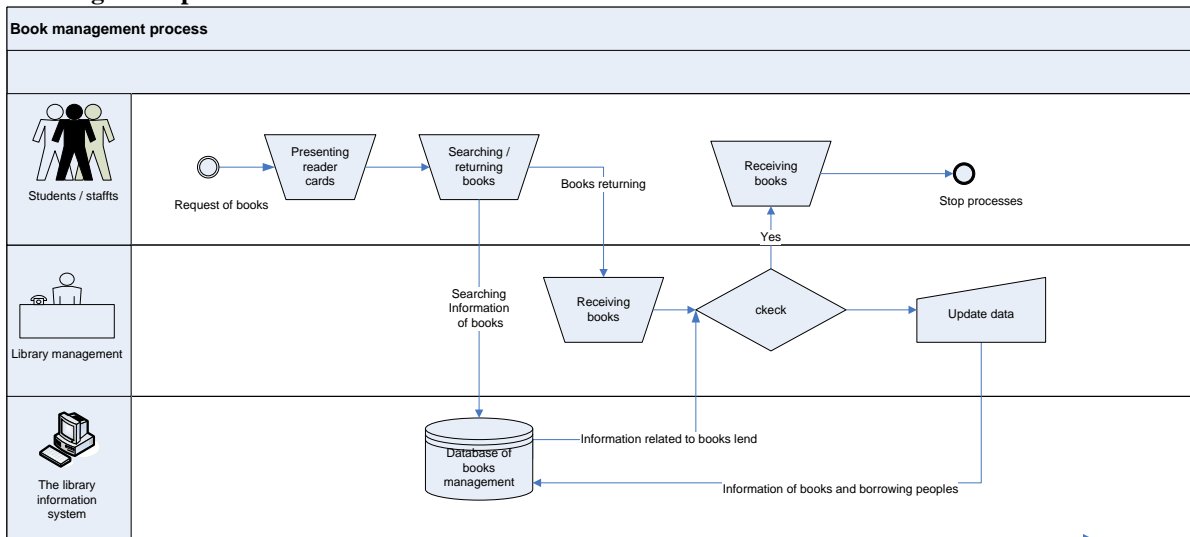
### The process of organizing graduation exam and considering student graduation



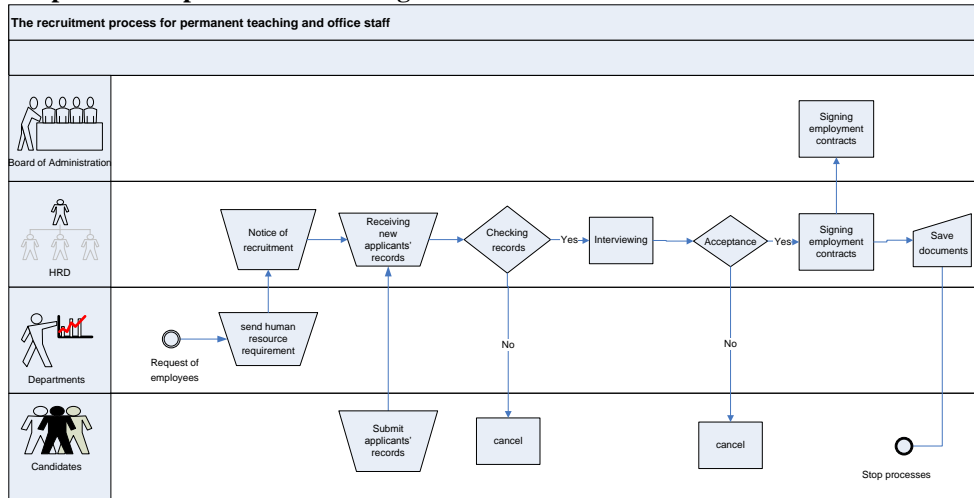
### The academic exchange and training cooperation process



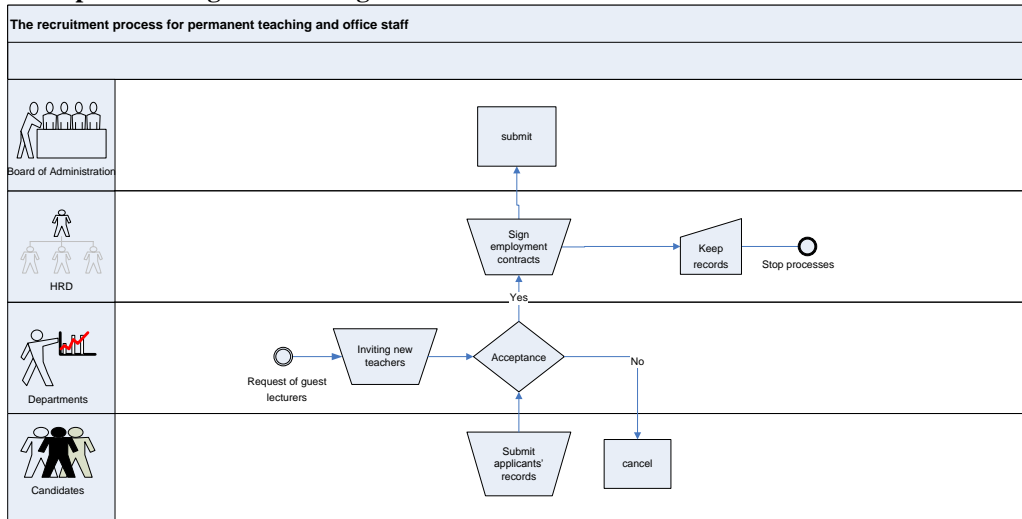
### Book management process



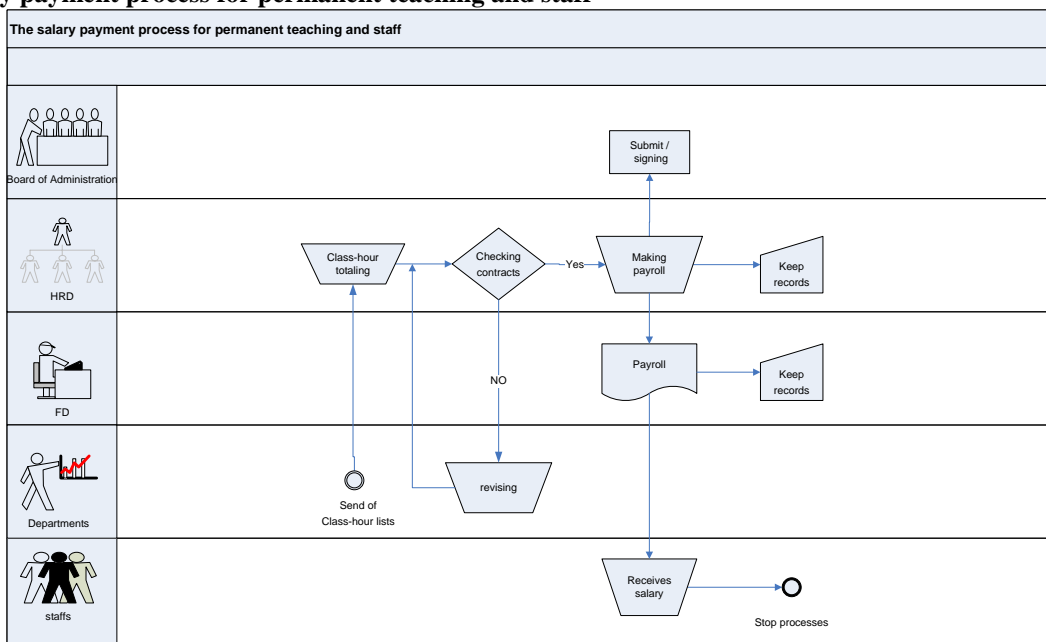
## The recruitment process for permanent teaching and office staff



## The recruitment process for guest teaching staff

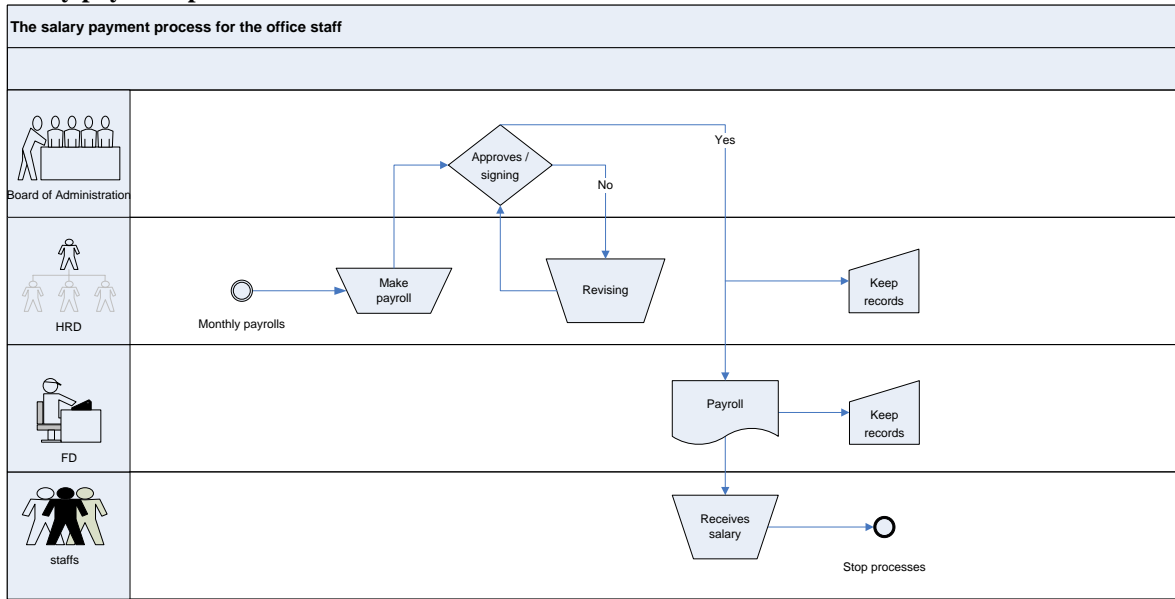


## The salary payment process for permanent teaching and staff

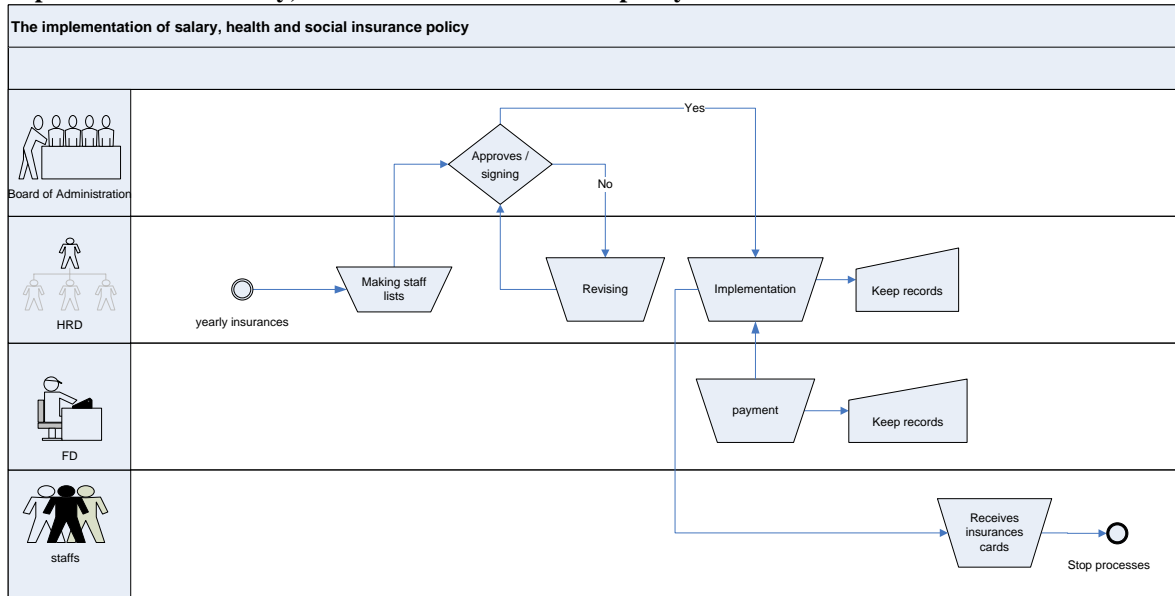




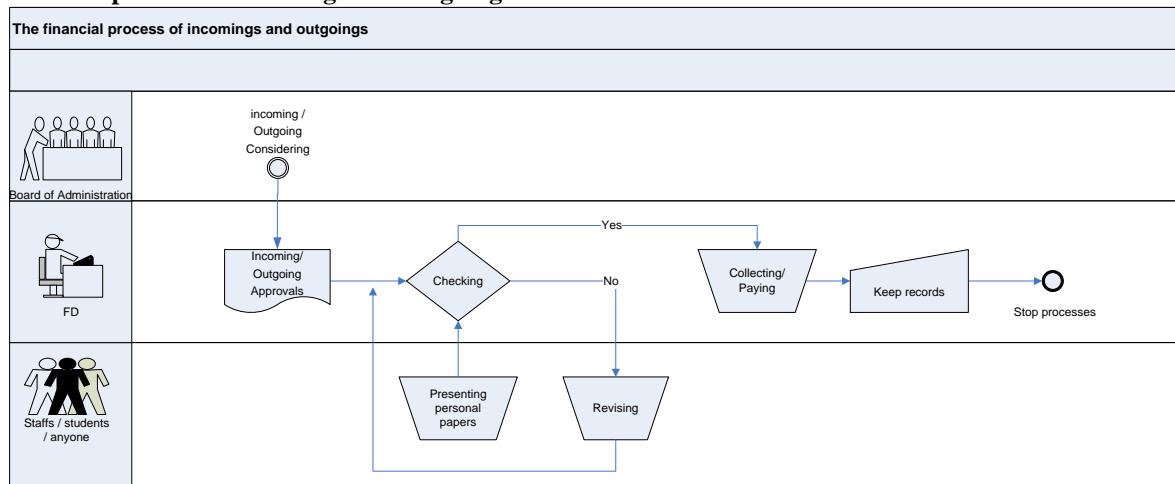
**The salary payment process for the office staff**



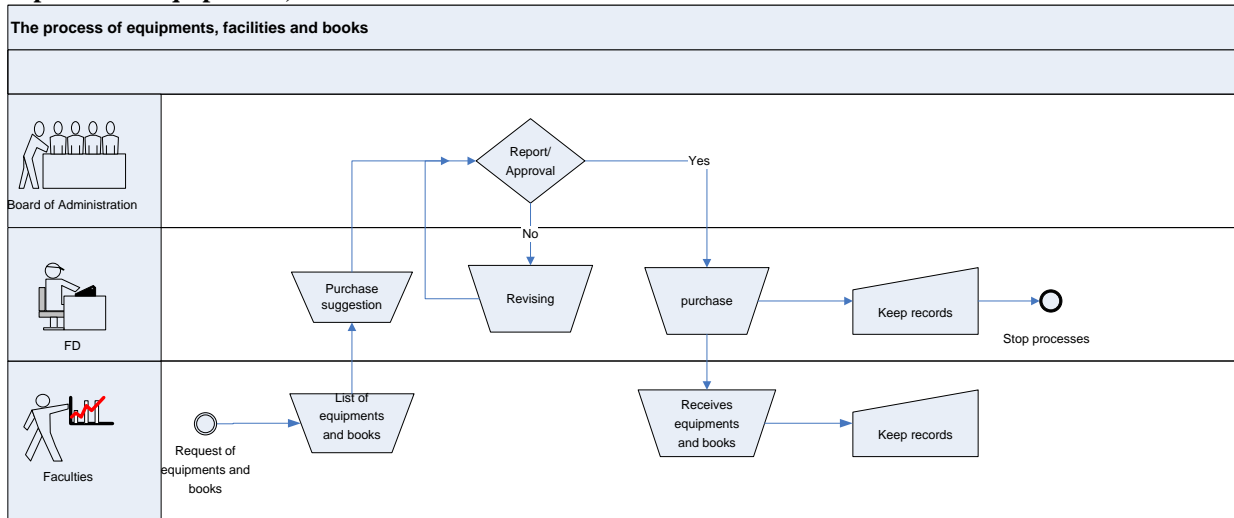
**The implementation of salary, health and social insurance policy**



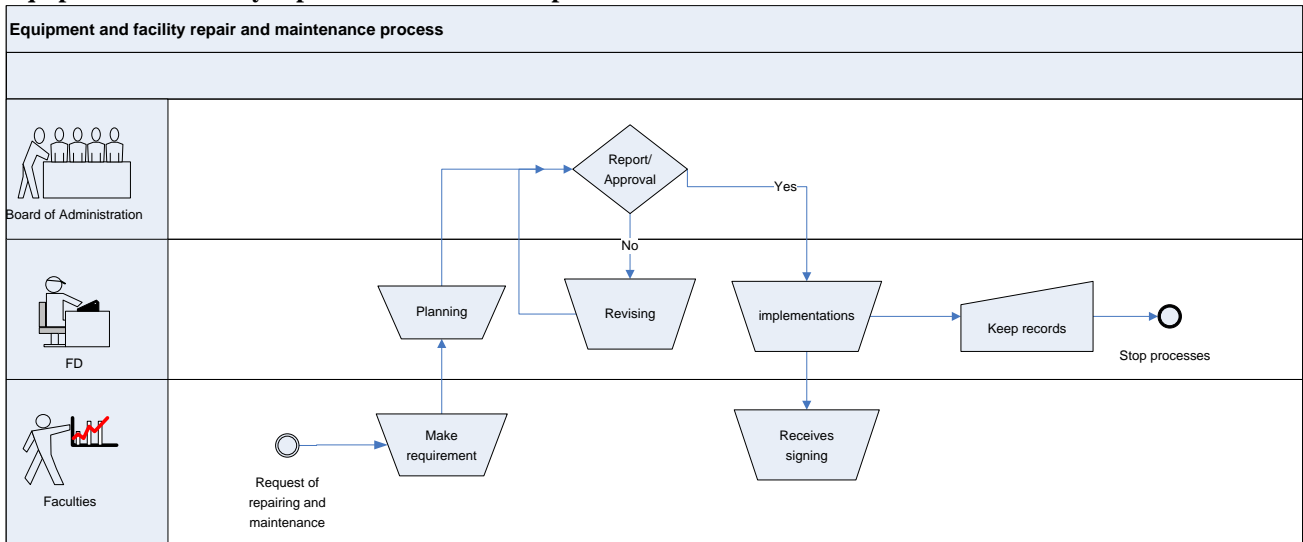
**The financial process of incomings and outgoings**



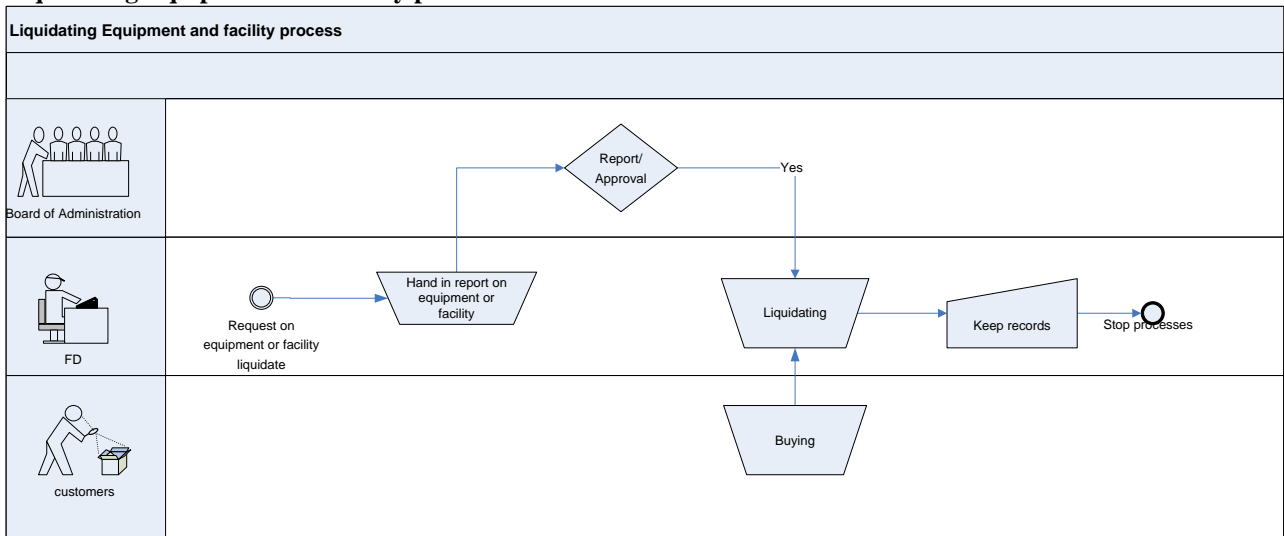
**The process of equipments, facilities and books**



**Equipment and facility repair and maintenance process**



**Liquidating Equipment and facility process**



**III. CONCLUSION**



Through this paper, we have presented in the detailed way and systematized specific stages of HUFLIT Information Systems project perform processing, however, to complete this project, a more significant thing that is based on which scientific platforms, as you known during this course, we were supplied a valued professional knowledge mass and the detailed and specific practical exercises from my professors, and that is main key for me exploit and discovery in fields of markets, business, and technologies.

## REFERENCES

- [1]. R. Kelly Rainer, Brad Prince, Hugh J. Watson. **Management Information Systems**. 3rd Edition. Publisher: Wiley; 3 edition (July 13, 2015). ISBN-13: 978-1118895382 ISBN-10: 111889538X.