Success Story

Review & Design of Management and Information Systems for IC&SR –IIT-Madras

Storyline…

A research wing of a leading Indian engineering educational institution primarily plays a fiduciary role for managing the funds of both government and private companies for consultancy and sponsored research projects. This research wing has four departments internally – Purchase, Recruitment, Accounts and Project Office.

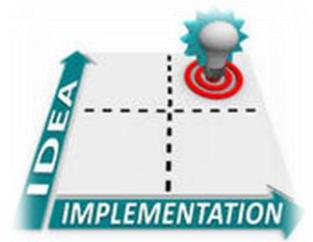MaGC®(formerly NCRCL®) was engaged by this research wing for review and design of Management and Information Systems.

Once upon a time…

The research wing of the educational institution was experiencing marathon growth and the number of projects and the funds handled have been growing in leaps and bounds. The management felt that there is a need to revamp the systems and policies. The software developed internally had limited features and it was not suitable for handling the growing volume of projects. Thus the primary objective of the management was to streamline the processes in the research department and bring in suitable improvement measures.

Moving on…

The assignment required the team to first understand the existing process. This was done through a series of discussions with key persons on the field. MaGC prepared and brought out comprehensive process documentation for each of the main departments –Purchase, Accounts and Recruitment. The process documentation contained process flowcharts covering the information flow and detailed narrative descriptions of each process. The various documents used in each process were also highlighted in the process document.

Through an understanding of the current processes, gaps, risks and control weaknesses were identified and highlighted to the Management. MaGC also reviewed the existing MIS and reporting system and came out with reporting formats for different authority levels. Based on such understanding, MaGC provided inputs on technology for software and security.

Finally…

This detailed report by MaGC was well appreciated by the management and staff of the research wing. While on the one hand, the process document served as an operational guide to the staff, on the other it provided the key functionality requirements that an IT solution must address.

Based on MaGC recommendations, the research wing is now in the process of implementing Tally to handle its accounting, payroll and stores functions. The department is also revamping its payment and purchase procedures and MaGC is providing the necessary handholding during this implementation phase.

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