Data Capture Forms HE

The HE module will operate online. The following forms and data models attempt to capture the functionality of the module. These will have to be further developed during the design phase. The module is applicable for Universities and Teacher Education Colleges however there is one variation for teacher colleges noted in the designs.

1.1. HE1: University Information

1.. University Details

1(A) University Address Information

Name of University/ Institute	
University / Institute EMIS Code	
Region/State	
Township	
Address	
Phone No	
Fax	
Email	
University Website	

1(B) University History

Institution History	dd/mm/yyyy	Institute
	dd/mm/yyyy	College
	dd/mm/yyyy	Degree College
	dd/mm/yyyy	University

1(C) Standard Certificate of Institute/University

Date	Certification Name	Description	Remark
	ISO		

1(C) International /Industrial Linkage

Subject Field	Name of Organization	Name of Country	Still running or not (Yes/ No)	Remarks

2. University Belonging Status and facilities

2(A) University Land Information

Type of Land		Date of Approved	

Type of Land – 1.Ancestral Land 2. Grant 3.Land Approved Letter 4. Lana(39) 5. Form(7) 6. Forest Land 7. other

2(B) University Area and usage

Type	Area (Sq.Inch)
Land Owned by University	
All the area of buildings	
Free area (not enough for building)	
Free Area (enough for building)	

2(C) Building Information

Building Name or Building Number	Structure Type	Building Function	No of Storeys	Total Area (square feet)	Total Land Area (square feet)	Maximum Length	Maximum Width	Total Number of Rooms	Condition			Year Constructed	Remark
									Good	Fair	Bad		

Structure Type: 1. Concrete, 2. Brick (Wood), 3. Brick (Iron), 4. Wooden, 5. (Bamboo/Poles), 6. Other

Building Function: 1. Classrooms/admin, 2. Workshop, 3. Teacher dorm, 4. Student dorm, 5. Shed (for practical work, roof no walls), 6. Parking area, 7. Mixed use

2(D) Room Information

Building Name or Building Number	Room Number	Room Type	Length (feet)	Width (Feet)	Condition			Remark
					Good	Fair	Bad	

2(E) Separate Rooms For

Separate rooms for	Yes /No		
Motorbike Parking			
Car Parking			
Sport Area			
Canteen/ Food Hall		No of Rooms	

2(F) Laboratory Rooms & Lab Facilities Detail Information

University Research Centre (Yes/No)	
Total Number of Rooms	

Major Name	Item Name	Quantity	Condition		Remarks
			Useable	Not Useable	

2(G) Utilities

Is drinking water treated?	
What is the main source of water?	
Have water filtration machine?	Yes | No
Is electricity available throughout the year	Yes | No
What is the main source of electricity?	
Have Generator?	

Not treated = 1, Boiling = 2, Straining = 3, Boiling and straining = 4, Iodine = 5, Filtration (any type) = 6, Distillation (any type) = 7, Osmosis (any type) = 8

Public tap = 1, Public water system piped into facility ground = 2, Protected well/spring = 3, Unprotected well/spring = 4, Pool/pond/lake/dam/stagnant water/, River/stream/canal = 5

Government grid = 1, Community-based provision = 2, Solar system = 3, Fossil fuel, based generator = 4

2(H) ICT

Have Internet Access	Yes/No
If Yes, Type of Internet	

Internet Speed	
Have WiFi Access	Yes/No

Type of Internet – 1. Mobile 3G, 2. ADSL, 3. Fibre Optic, 4.Skynet , 5.Other

2(I). ICT (For Teacher Training Colleges Only)

	Administrators		Students	
	Use	Not use	Use	Not use
Computer (Desktop)				
Computer (Laptop)				
Printer (Blank & White)				
Printer (Color)				
Copier (Eg. Rasio, Juplo)				
Photocopier				
Copier				
Scanner				
Typewriter				
Camera				
Fax				
Projector				

2(J) Sanitation

Enough Toilets	Yes/No
If Not, how many numbers of toilets need?	

3 Hostels

3(A) Student Hostel

Academic Year	

Name of Hostel	Gender	Capacity Person	No of Resident	Number									
				Bedstead	Table	Chair	Cabinet	Dining Room	Dining Table	Praying Room	Living Room	TV	Water Cooler

3(B) Teacher Hostel

Name of Hostel	Gender	Capacity Person	No of Resident	Number				
				Bedstead	Table	Chair	Cabinet	Dining Room

3(C) Housing for Staff

Building Name	Number of Building	Located into the School Area (Yes/ No)	No. of Rooms	Capacity of people

4. Funding from Organization

Funding from Organization (Yes/ No)			
Organization Name	**Date of Started**	**Amount**	**Reasons**

5.Procurement Committee and Maintenance Group

Have procurement committee in University?(Yes/No)	
Have maintenance group in University? (Yes/ No)	

1.2. HE2: Student Data Capture Form

1. University and Course Information

Register University, degree College and College ID (EMIS)	
Started Academic Year	
Current Academic Year	
Course Leave (1 Year, 2 Year, 3 Year, etc)	
Major	

2. Student Information

Student ID			
Student Registration Number			
Photo			
Name			
Gender			
NRC No/ Passport Number			
Nationality			
If Foreigner, Passport No			
Visa Issue Date (DD/MM/YYYY)		Visa Expiry Date	
Race			
Religion			
Place of Birth			
Date of Birth (dd/MM/yyyy)			
Occupation (applicable)			
Telephone No.			
Contact Address			
Permanent Address			
Region/State			
Email			
Matriculation Exam Roll No			
Matriculation Exam Passed Year			
Matriculation Exam Place			
Set of subjects			

Matriculation Exam Marks (For Teacher Training Colleges Only)

	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Subject 6
Subject Name						
Marks						

3. Parents/ Guardian Information

	Father or Guardian (1)	Mother or Guardian (2)
Name		
NRC No.		
Nationality		
Race		
Relationship		
Religion		
Occupation		
Contact Address		
Contact Number		

4. Background Education History

Academic Year	Year (1 Year, 2 Year, etc)	Roll No	Pass/Fail	Degree / Diploma awarded	University/ Degree College/ College	Major

5. Student Award

Level Year	University/ Degree College/ College	Name of Award	Local/ Foreign	Country Name	Name of Department/Organization	Period		Remark
						from	to	

6. Stipend

Apply Stipend		Yes/No				
Year	**University/ Degree Collage/ Collage Name**	**Stipend Type**	**Amount**	**Organization Name**	**Period**	
					From	**To**

7. Scholarship

Apply Scholarship		Yes/No		
Scholarship Type	**Period**		**Amount**	**Sponsor By**
	From	**To**		

8. Language Proficiency (Foreign/Ethnic)

Name of Language	**Writing Skill**	**Reading Skill**	**Speaking Skill**	**Listening Skill**

Language Proficiency: 1.Good, **2**.Functional, **3**.Poor

9. Punishment

Have Punishment?		Yes/No	
Reason	**Type of Punishment**	**From Date**	**To Date**

Punishment 1. Warning, 2. Suspension, 3.Expulsion

10 . Dropbox

Date of Dropout	
Reason	

Reason: 1. Transfer to another school or institute,2. Did not sit midterm exam, 3.Not allowed to sit final exam due to attendance below 75%, 4. Did not sit final exam for other reason, 5. Expulsion, 6. Illness, 7.Injury/Accident, 8.Job, 9.Other (specify)

1.3. HE3: Monthly Attendance Entry

Student data will be captured in the classroom using the following form. This will capture number of days attending. The Average % will be calculated from the monthly days attended and the course schedule.

Academic Year	
Year	
Major	

Student Name	Roll No	1St Semester					2nd Semester					Total Percentage
		Month1	Month2	Month3	Month4	Avg (%)	Month1	Month2	Month3	Month4	Avg (%)	

1.4. HE4: Exam Result Entry

Academic Year	
Year	
Major	
Subject	

Student Name	Roll No	1St Semester			2nd Semester			Total Marks
		Tutorial/ Practical/ Assignment Marks	Written Exam Marks	Total	Tutorial/ Practical/ Assignment Marks	Written Exam Marks	Total	

1.5. HE5: Staff Confirmation

These forms are used to confirm numbers of staffs and sanctioned posts only. They are not intended to be entered in the computer.

1. Staff Information

1(A) Institute/Collage and School Principle

	Principal
Employee Code (EMIS)	
Name	
Position	
Telephone Number	
Mobile Phone Number	
Fax Number	
E-Mail Address	

1(B) Appointed of Teaching Staff

Major	Professor			Associate / Assistant Professor			Lecturer			Assistant Lecturer			Demonstrator/ Tutor			Total		
	Sanction	Appointed		Sanction	Appointed		Sanction	Appointed		Sanction	Appointed		Sanction	Appointed		Sanction	Appointed	
		M	F		M	F		M	F		M	F		M	F		M	F
Myanmar																		
English																		
Math																		
Chemistry																		
Physic																		

1(C). Appointment of Administrative Staff

Position	Sanction	Appointed
Rector		
Pro Rector		
Head of Department		
Librarian		
Chief Engineer		
Executive Engineer		
Section Head		
Superintendent/Accountant(1)		
Branch Clerk/ Accountant (2)		
Senior Clerk/ Accountant (3)		
Junior Clerk/Accountant (4)		
Driver/ Record Keeper		
Guard/ Peon		

1.6. HE6: Student Confirmation

1(A). Day Student (Art/Science)

Academic Year		1st semester (or) 2nd semester	

Major	Bachelor Degree Class										Honour Class						Qualify Class		Diploma Class				Master Class				M.Research		Pre-Ph.D.		Ph.D.							
	1St Year		2nd Year		3rd Year		4th Year		5 Year		1St Year		2nd Year		3rd Year				1St Year		2nd Year		MI		MII						1St Year		2nd Year		3rd Year		4th Year	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

1(B). Day Student (Computer University)

Academic Year		1st semester (or) 2nd semester	

Major	Bachelor Degree Class								Honour Class		Master Class				Ph.D			
	1St Year		2nd Year		3rd Year		4th Year				MI		MII		Coursework		Thesis	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

1(C). Day Student (Technology University)

Academic Year		1st semester (or) 2nd semester	

Major	Bachelor Degree Class												Master Class		Ph.D			
	1St Year		2nd Year		3rd Year		4th Year		5th Year		6th Year				Coursework		Thesis	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

1(D). Distance Student

Academic Year	

Major	1St Year		2nd Year		3rd Year		4th Year		5 Year	
	M	F	M	F	M	F	M	F	M	F

1(E) Regular Diploma Student List (EC college)

Academic Year	

Major	1st Year						2nd Year						Allowed student to attend B.Ed					
	Number of attended students			Number of passed students			Number of attended students			Number of passed students			Number of attended students			Number of passed students		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T

1(F) Regular Day Student List (EC College)

Academic Year	

Major	1st Year						2nd Year						3rd Year						4th Year					
	Number of attended students			Number of passed students			Number of attended students			Number of passed students			Number of attended students			Number of passed students			Number of attended students			Number of passed students		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T

1(G) PPTT Students (EC College)

Academic Year	

Type of degree or certificate	Duration		Number of attended students			Number of passed students			Remarks
	From	To	M	F	T	M	F	T	
PPTT									

1(F) Distance or Certificate Students (EC College)

Academic Year	

Type of degree or certificate	Duration		Number of attended students			Number of passed students			Remarks
	From	To	M	F	T	M	F	T	
Primary level teaching certificate									
Lower secondary level teaching certificate									