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COMPUTERIZATION OF CO-CURRICULAR ACTIVITIES

UNDER

FEDERAL DIRECTORATE OF EDUCATION

By

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Islamabad.

MFN=6549

IN THE NAME OF ALMIGHTY

ALLAH THE MOST

BENEFICIAL AND MERCIFUL

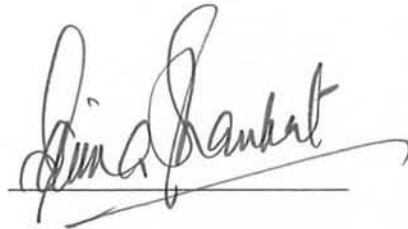
DECLARATION

I/We declare that this software, neither as a whole nor as a part, has been copied from any other source. It is further declared that I/we have completed my/our final project of Post Graduate Diploma in Computer Sciences/Information technology successfully as a result of my own struggle and research. No portion of this whole work is presented in this report has been submitted in support of any application for any other degree or qualification of this or any other University or institute of learning. If any part of the project and write up is proved to be copied out or there is any duplication of code then I/we will be responsible for the consequences.

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QUAID E AZAM UNIVERSITY ISLAMABAD

(Department of Computer Center)

FINAL APPROVAL:

This is to certify that we have read the project report submitted by **SAAIQA ZAHOOR KIANI and SAIMA SHAUKAT**. It is our judgement that this report is sufficient standard to warrant its acceptance by Quaid e Azam University, Islamabad, for the PGD.

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3. Director
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DEDICATION

**WE WOULD LIKE TO DEDICATE THIS PROJECT TO OUR
FAMILY AND FRIENDS WHO HAVE ALWAYS BEEN THERE
WHENEVER WE NEEDED SUPPORT AND BEARED WITH US
DURING DIFFICULT TIMES.**

ACKNOWLEDGEMENT

This project is prepared as part of our PGD syllabus and we have spent quite some time and effort for its completion.

Our all praise to Almighty Allah who gave us courage and strength to complete this project.

We owe a debt of gratitude to Mr. Abdul Subhan our project supervisor for his invaluable help, encouragement and guidance which served as a source of inspiration for completing our project.

Our acknowledgment is due to our teachers Dr. Ghulam Muhammad, Mr. Nazim ud din, Mr. Javed Hussain and Miss Mudassira Arshad for their encouragement and cooperation in imparting us the necessary computer skills to achieve this project.

Our special gratitude is extended to Mrs. Anwar Jamal and other staff of Federal Directorate of Education who provided us with all the required details of the existing system and mentioned all the problems which were needed to be rectified, in order to come up with the perfect automation of the system.

We would like to thank all our class fellows especially Aasifa, Rukhsana, Altaf, Sharafat, Sultan and Zubair for maintaining a friendly environment so conducive to healthy learning. We surely made many a lasting friendships during our stay here.

Last but not the least we owe a debt of gratitude to our family and close friends for their total support and confidence in our endeavours.

Project In Brief

Project Title:	Computerization of Co-curricular Activities System under Federal Directorate of Education, Islamabad.
Organization:	Federal Directorate of Education, Islamabad.
Objectives:	The main objective is to computerize the manual system of information related to co-curricular activities.
Developed by:	Saiqa Zahoor Kiani Saima Shaukat
Supervised by:	Mr. Abdul Subhan
Software used:	Microsoft Access
Operating System:	Windows 98
Compilation Date:	September, 2003

Preface

This project report describes in detail the computerization of co-curricular activities system under Federal Directorate of Education, Islamabad.

This report contains following information:

CHAPTER NO.1: Introduction

A brief introduction about organization. Problems in existing system, scope and specific objectives of system are discussed in this chapter.

CHAPTER NO.2: Existing System

In this chapter existing system and its draw backs are discussed in detail.

CHAPTER NO.3: Proposed System

This chapter throws light on reasons to develop a computerized system. Main features of proposed system are also mentioned.

CHAPTER NO.4: Data Base Design

A brief introduction of Database management system is discussed. Then approach followed to design the system is narrated in detail. Steps which are followed in making our system are also explained.

CHAPTER NO.5: Table Design

Table design and their purpose are discussed.

CHAPTER NO.6: Form Designs

CHAPTER NO.7: Queries

CHAPTER NO.8: Reports

CHAPTER NO.9: User Guide

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Chapter One

INTRODUCTION

Chapter 1

Introduction

Co-curricular activities are the essential part for character building of every student. In order to groom the personality of students, Federal Directorate of Education organizes different co-curricular activities during an academic year.

Usually these activities are Annual Sports, Annual Competitions, Science Week Celebrations, Year Personality Celebrations and special occasions celebrations such 23rd March, 14th August etc. Education trips are also arranged for final year students.

These competitions are organized within zones and inter zones.

1.2 Problem Definition:

Before developing a new system, we must understand the problems in existing system that must be eliminated in the new automated system.

The problems with in existing system are:

- There is a lack of timely information that is needed for management which effects the decision making.
- The system does not generate any report that could tell the actual progress and performance of student or institution.

- Since all work is done manually, therefore processing takes a lot of time.
- Management has to maintain several registers, which is a waste of stationary.
- To maintain records is a difficult and lengthy process.

1.3 **Scope of Project:**

Scope of project is limited to the development of computerized information system about co-curricular activities held under Federal Directorate of Education.

1.4 **Specific Objectives:**

Before designing any computer based system, it is necessary to establish the objective that are necessary to satisfy the proposed computer based system .

These specific objectives are:

- To maintain the complete record of co-curricular activities.
- To automate and organize the system as:
 1. Before Games/Events
 2. During Games/Events
 3. After Games/Even
- To generate the reports.
- To maintain records about performance of students, teachers and institutions.
- To make accurate and fare decision making.

Chapter Two

EXISTING SYSTEM

Chapter 2

Existing System

2.1 Detailed Study of Existing System

SYSTEM STUDY:

System study means to understand all the aspects and procedures of existing system. It is detailed study of current system's working.

System study is the back bone of the system development life cycle.

As after completely knowing the existing manual system, one can be able to develop a suitable computerized system for it.

DETAILED STUDY:

A detailed system study was carried out by a series of meetings with the officials and staff members in the organization(Federal Directorate of Education) to clearly understand the problems of manual system and requirements of automated system.

The sample of forms and documents that are used in existing system are given in appendix I.

2.2 Procedure/Working of Existing System

ANNUAL SPORTS:

Annual sports are held from October to November. All schools are distributed among zones. During first phase zonal competitions are held. Winners are selected for interzonal competitions. Best student of the year and best school is also selected on basis of performances in zonal and interzonal competitions. A sports organization is formed who forms zonal committees for co-curricular activities.

All schools have to pay sports fee to finance secretary of zonal committees who spend 60 percent of fee for organizing zonal competitions and 40 percent of fee is submitted to finance secretary of sports organizing committee for holding interzonal competitions.

Rules and regulations are made by sports organizing committee and are sent to every school and venue.

President of every zone collects results and sends report to president of sports committee.

Prize distribution ceremony is held after completion of inter zonal competitions.

SCIENCE WEEK:

Annually science week is also celebrated. Chief Co-ordination (training) arrange it on first week of October. Activities are organized within the schools and then upto zonal and interzonal levels. Science exhibition are arranged which contains science models and posters made by students.

PERSONALITY OF THE YEAR CELEBRATIONS:

Every educational year is celebrated on the name of personality in order to give him/her a great tribute for his/her struggles and achievements.

During whole academic year different activities are held. Detail is given in appendix II.

2.3 Draw Backs of Existing System

All system is scattered in haphazard manner and not organized. As it is completely manual system, there are so many draw backs in it. Such as:

1. TIME FACTOR:

The time factor plays a very important role in the efficiency of the system. As present system is manually operated, its speed of processing is considerably slow. The staff has to concern different registers for searching a particular record.

2. RECORD KEEPING:

The record keeping is a big problem. The accountant has to maintain several registers again and it is too difficult to keep the record.

3. UPDATING:

Updation and insertion of any particular record is a problem.

4. STORAGE AND SECURITY:

All the information and results are not received in time so data is not stored in a particular way. Existing system donot keep the backup of recorded data.

5. LACK OF DECISION MAKING POWER:

There is a need to compile previous and current results about each game/event to get accurate picture of performance of any institution and student. The best and talented students are often

selected for national/international competitions. So accurate, just and fair decision cannot be taken in current manual system.

6. REPORT GENERATION PROBLEM:

Report generation takes a lot of time. All registers and records are to be compiled and checked for accurate report which is very difficult in manual system. Certification is a problem here.



Chapter Three

PROPOSED SYSTEM

Chapter 3

Proposed System

After having a full awareness of drawbacks and limitations of existing system, the objectives of proposed system have become well defined, which are:

3.1 Reasons to Design a New System

1. ACCURACY:

The proposed system should give accurate results, information needed for decision making. So main objective of new system is to ensure keeping accurate records.

2. TIME SAVING:

Every one wants quick response of his queries because decisions are based on up-to-date information. So proposed system will take minimum time for processing and retrieval of information from database.

3. FLEXIBILITY:

The proposed system should be flexible enough to meet new needs with slight changes and modifications at later stages. The system should be expanded for future options.

4. USER FRIENDLY:

The proposed system should be user friendly. This system is menu driven and much convenient to use for transaction and to access the required

information through queries and reports. System should provide greater consistency and quick response to user enquiries.

3.2 **Main Features of Proposed System**

The benefits that the proposed system will provide are:

- Insertion, updation and deletion of records is easy.
- Handout results
- Security
- Reports
- Easy user interface

DATABASE DESIGN

Chapter Four

Chapter 4

Database Design

Database is a shared collection of logically related data, designed to meet the information needs for multiple users in an organization.

Database management system (DBMS) is a collection of software that is designed to provide systematic approach for organizing and accessing database data.

FUNCTIONS OF DBMS:

- Data definition
- Data Entry and validation
- Updating data
- Data retrieval and reporting
- Data Security

1.3 **Benefits of Database Approach**

- Redundancy of records and fields can be reduced.
- Inconsistency can be avoided.

When data is redundant, one record is updated and other is not.

- Data can be shared.

Data naming and documentation is very important for data sharing and understandability.

- Security restriction can be applied.

Apply and define security.

- Integrity can be maintained.
- Conflicting requirements can be balanced.

The system can so structure as to provide an overall service that is best for enterprise.

DBMS INTERFACE:

Menu-based Interface.

Graphical Interface.

Form-based Interface.

Natural Language Interface (a dialogue is started).

Interface for parametric user (function key board).

4.2 Database Design Approach

The approach used for development of project.

PLANNING:

- Identification of strategic planning factors like objectives, problem areas.
- Corporate Planning Objectives like organizational units, location, entity types.
- Data Flow Diagrams (graphical model of information flow).

- Entity Relation Diagram.

ANALYSIS:

What is model?

Static Information like entities, associations.

Dynamic Information like processors integrity rules.

Conceptual Model by entity relationship diagram.

Process Model by using detailed data flow diagram.

4.3 DESIGN:

Steps are:

Data Modeling which includes

Logical Database Design: for relational models, they have normalized relations.

Physical Database Design: files, tables, characteristics of attributes, rules, constraints, index.

Process Modeling: detailed logic for each process and design user interfaces (menus, forms and reports).

Implementation: Database is tested and applications are created.

4.4 **Input/Output Design**

The system is designed by keeping in mind the objectives that were set up during proposing the system. During designing following three phases were considered.

- Database Design
- Input Design
- Output Design

DATABASE DESIGN:

Physical database design consists of database tables which are inter-linked. Each table contains entities and their data type. Detail is given in next chapter.

INPUT DESIGN:

For input designing forms are designed. Forms are most commonly used dialogues for data entry. The most important factor kept in mind while designing forms is that the forms should be user friendly. To accomplish this project, a conscious effort was made to sequence the items in a logical order so thatttt easy and efficient data entry can be provided. LOV's are attached where needed and validation checks are also implemented to enter correct information.

OUTPUT DESIGN:

Designing output is critical for the success of new system because the information on output contains, is essential for the organization. For this purpose queries and reports are designed.

In output design following steps are kept in mind.

- It should be user friendly.
- It should be well formatted.
- It should be easy to understand.
- Purpose of output should be clearly mentioned.
- Output should be precise and without unnecessary information.

SYSTEM SETUP:

The considered system is assumed to run on any version of windows operating system. So it is window compatible system. If it is changed then its performance may suffer.

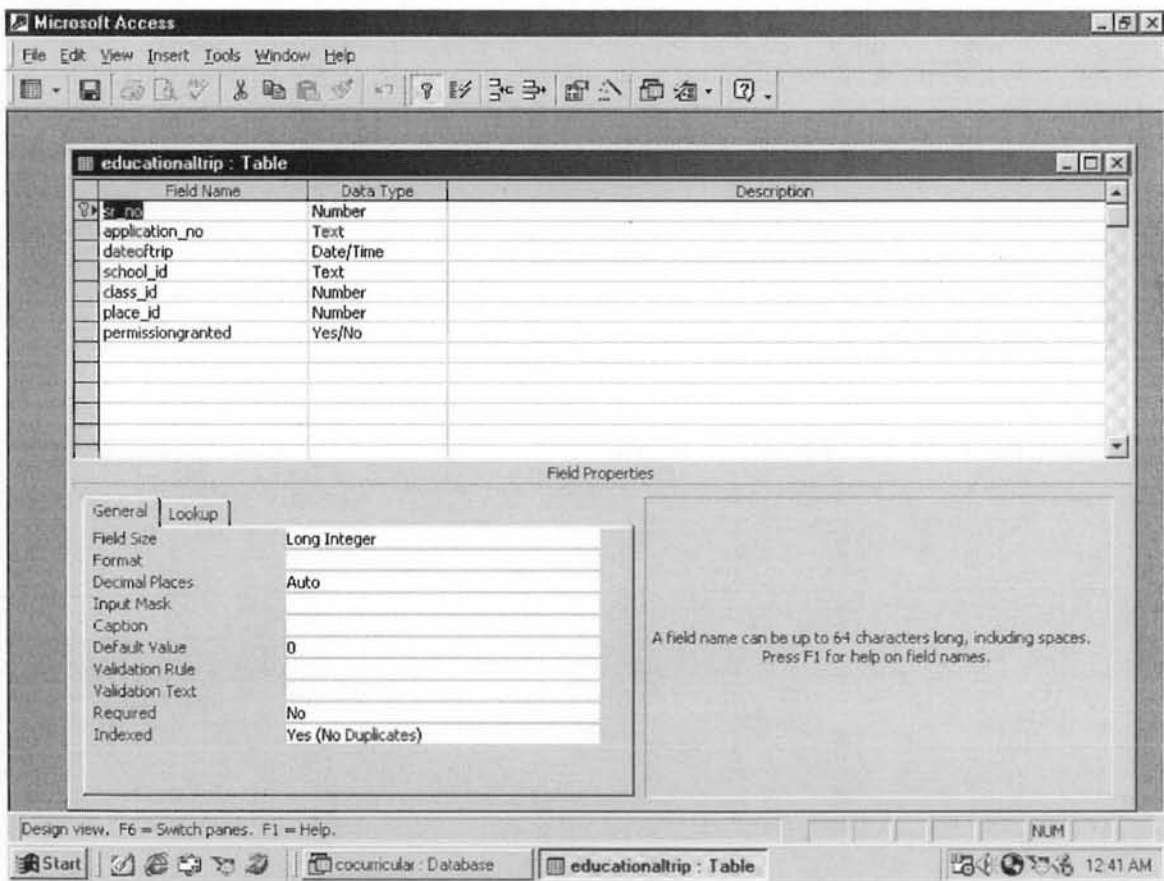
The relational diagram is shown in appendix IV.

Chapter Five

TABLE DESIGN

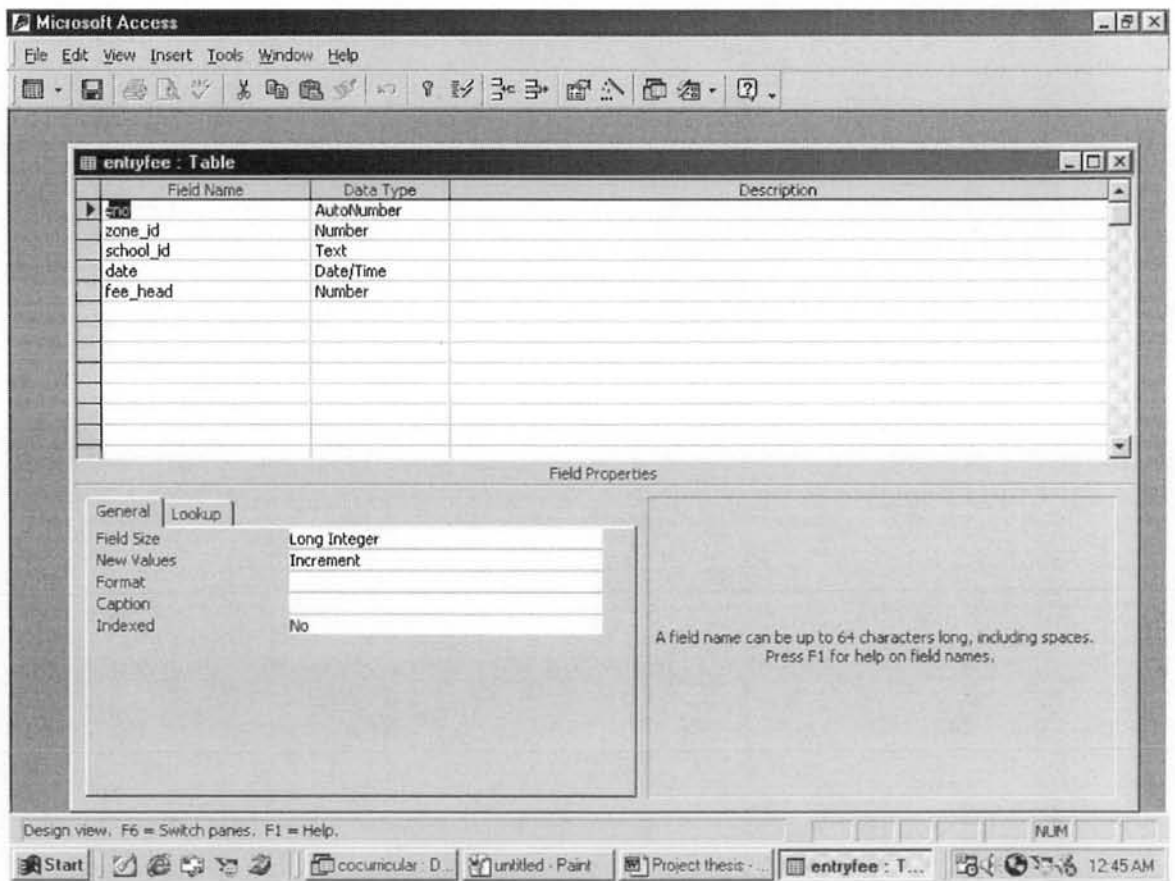
- **Educationaltrip:**

The design of educationaltrip table includes its all properties



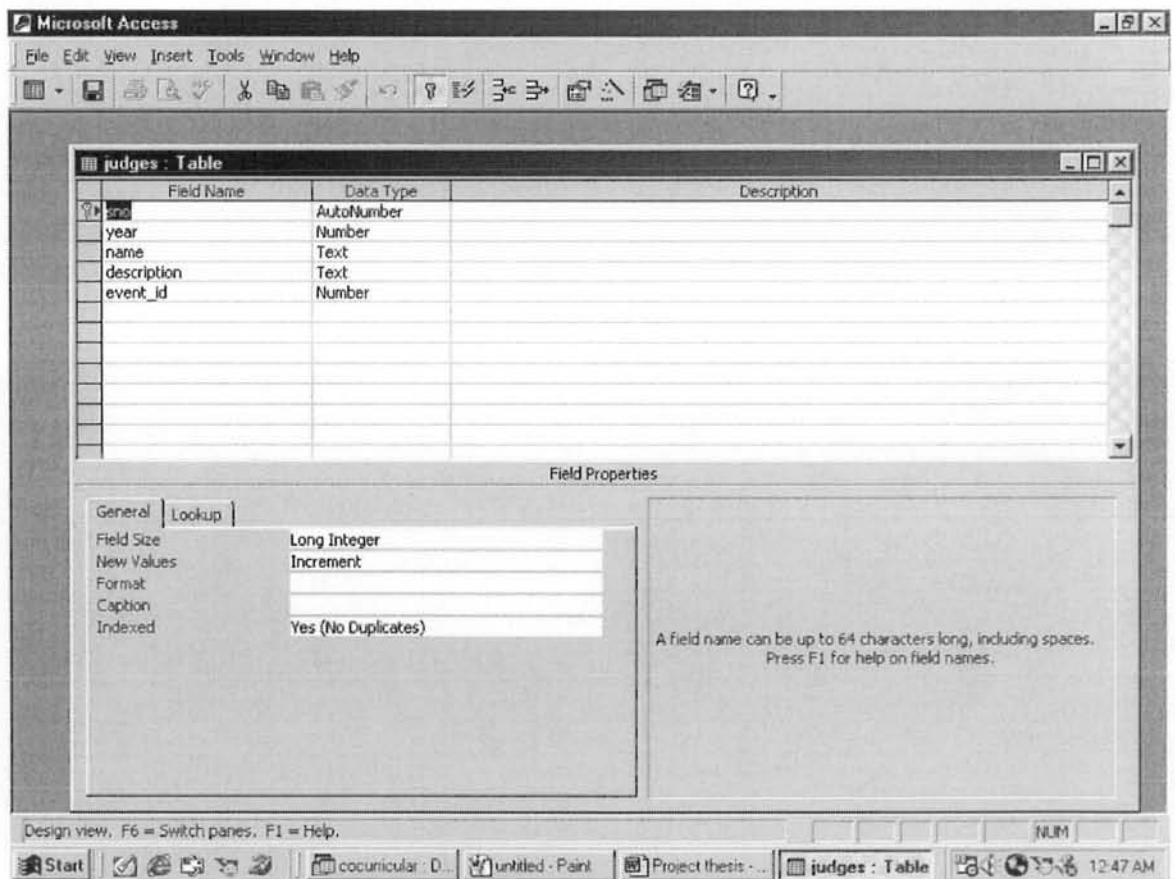
- **Entryfee:**

The design of entryfee table includes its all properties



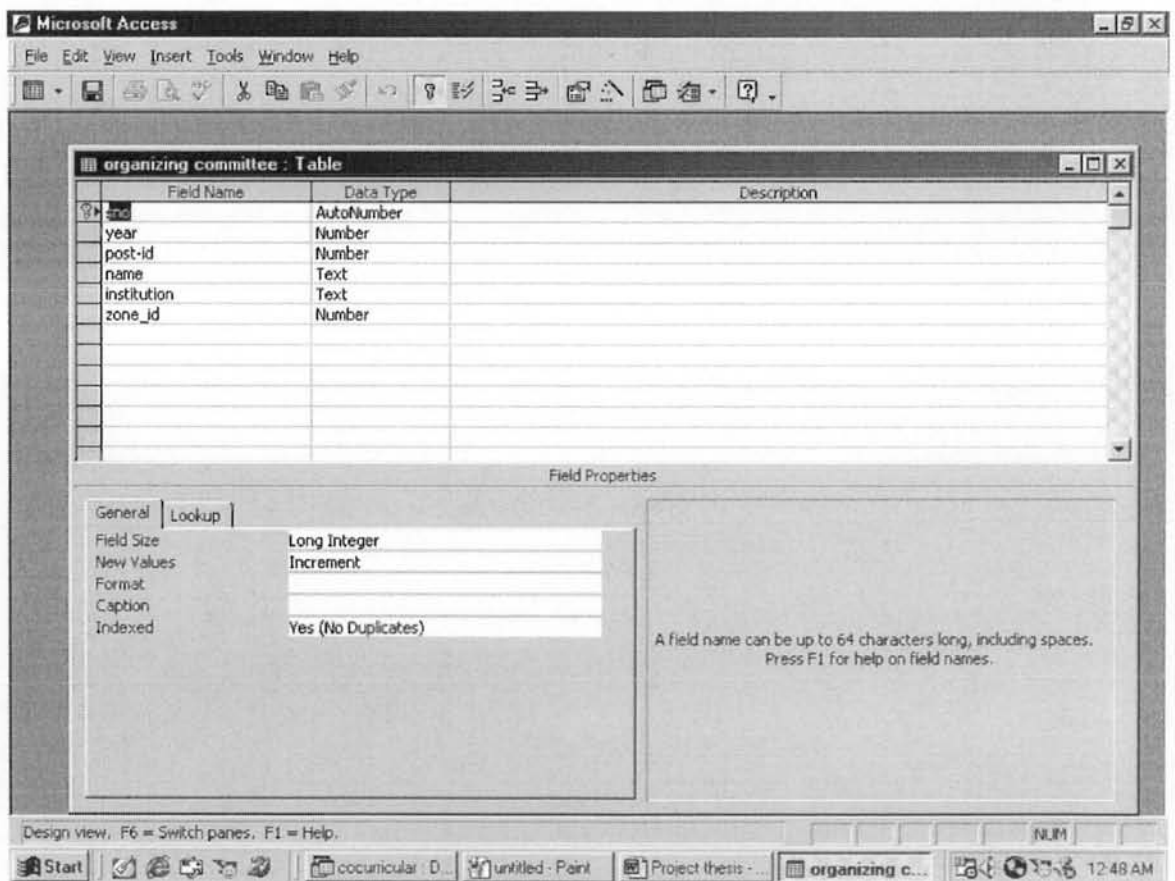
- **Judges:**

The design of judges table includes its all properties



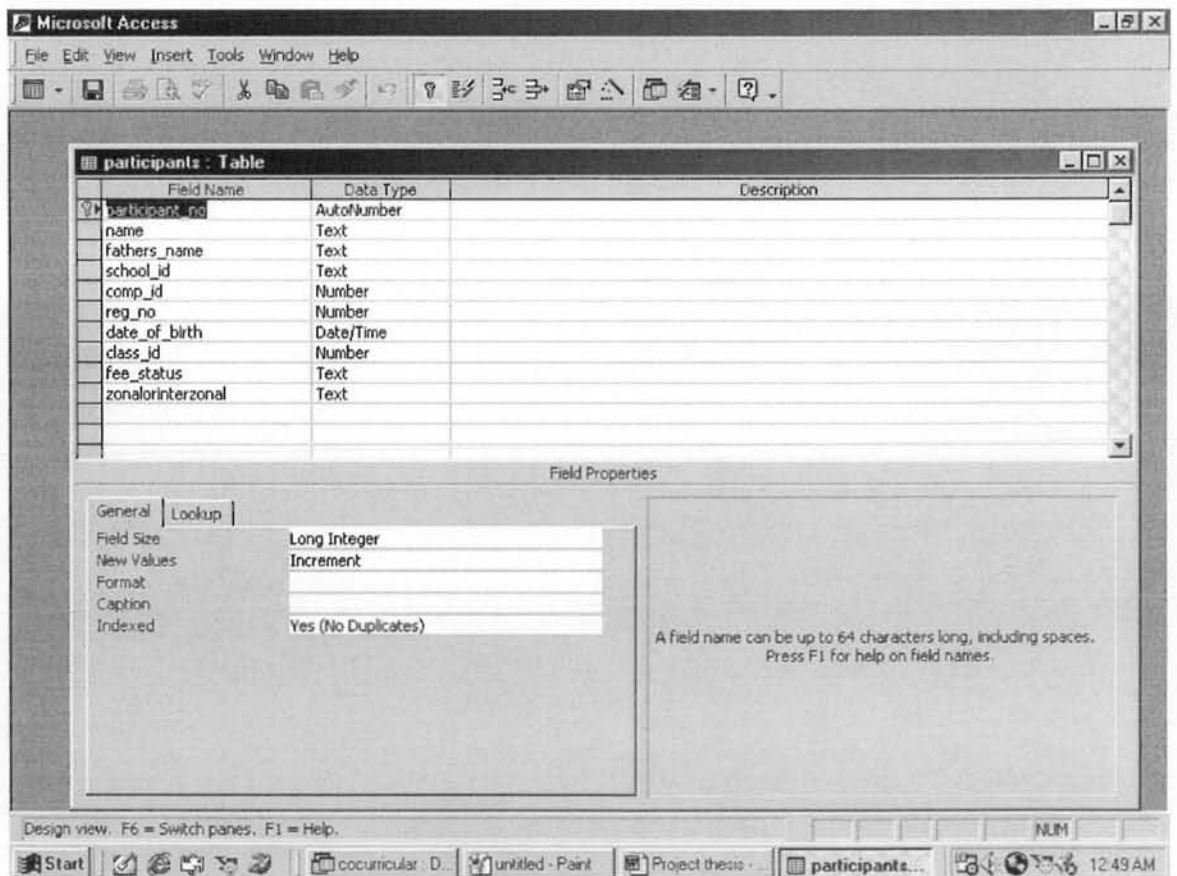
- **Organizing Committee:**

The design of organizing committee table includes its all properties



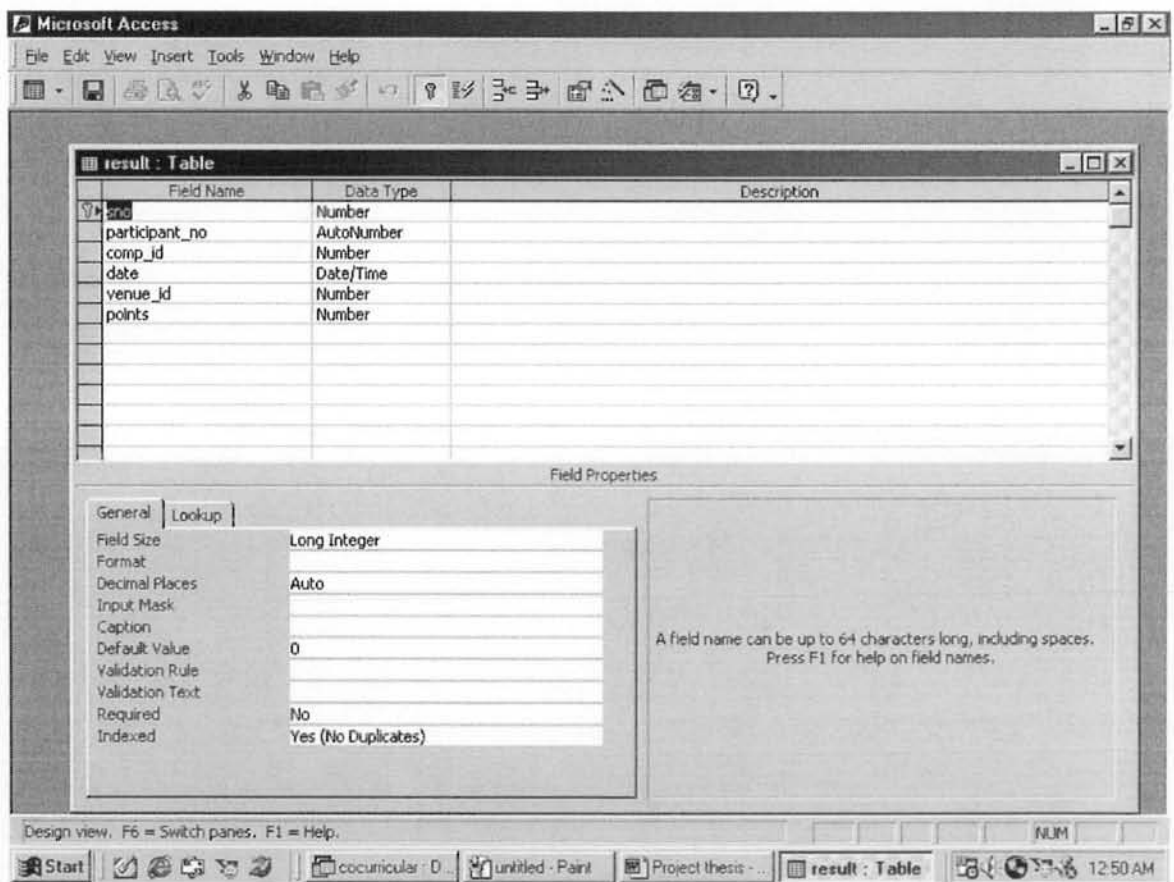
- **Participants:**

The design of participants table includes its all properties



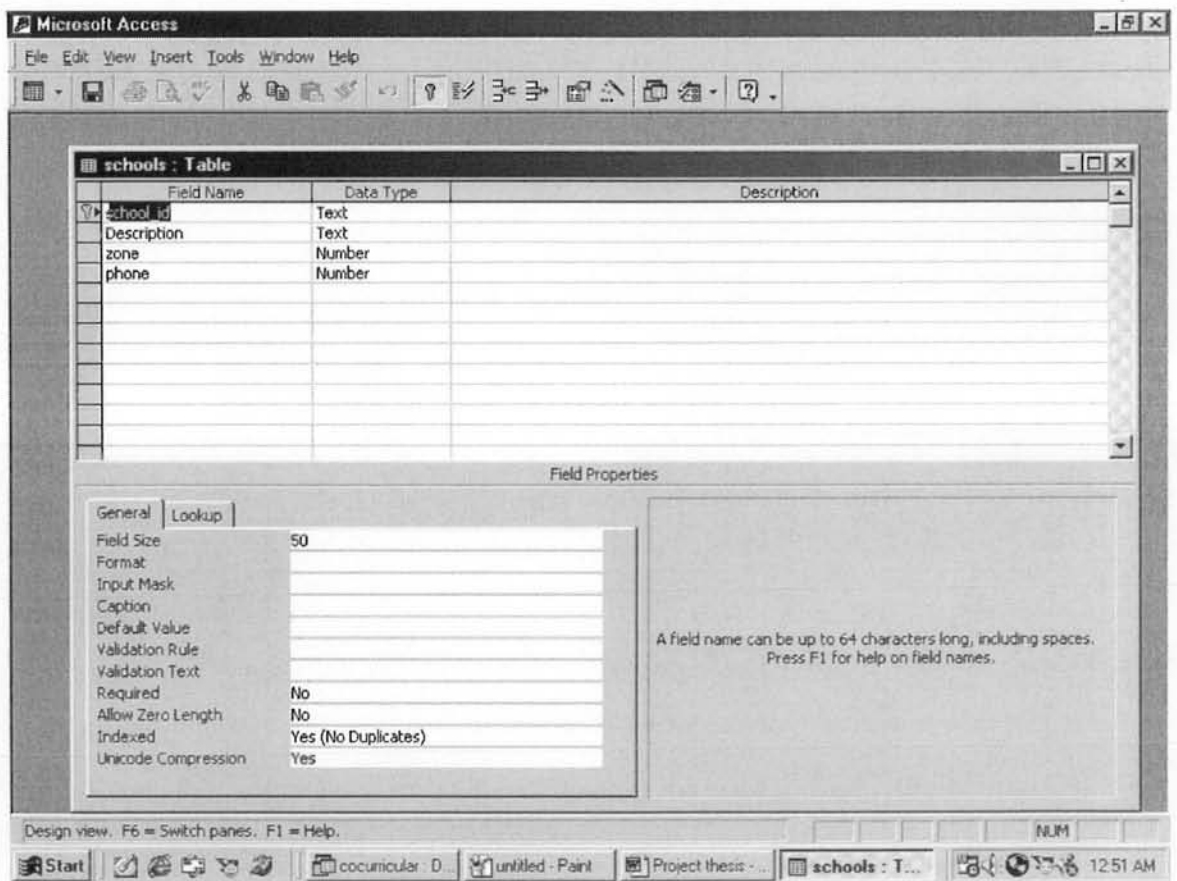
- **Result:**

The design of result table includes its all properties.



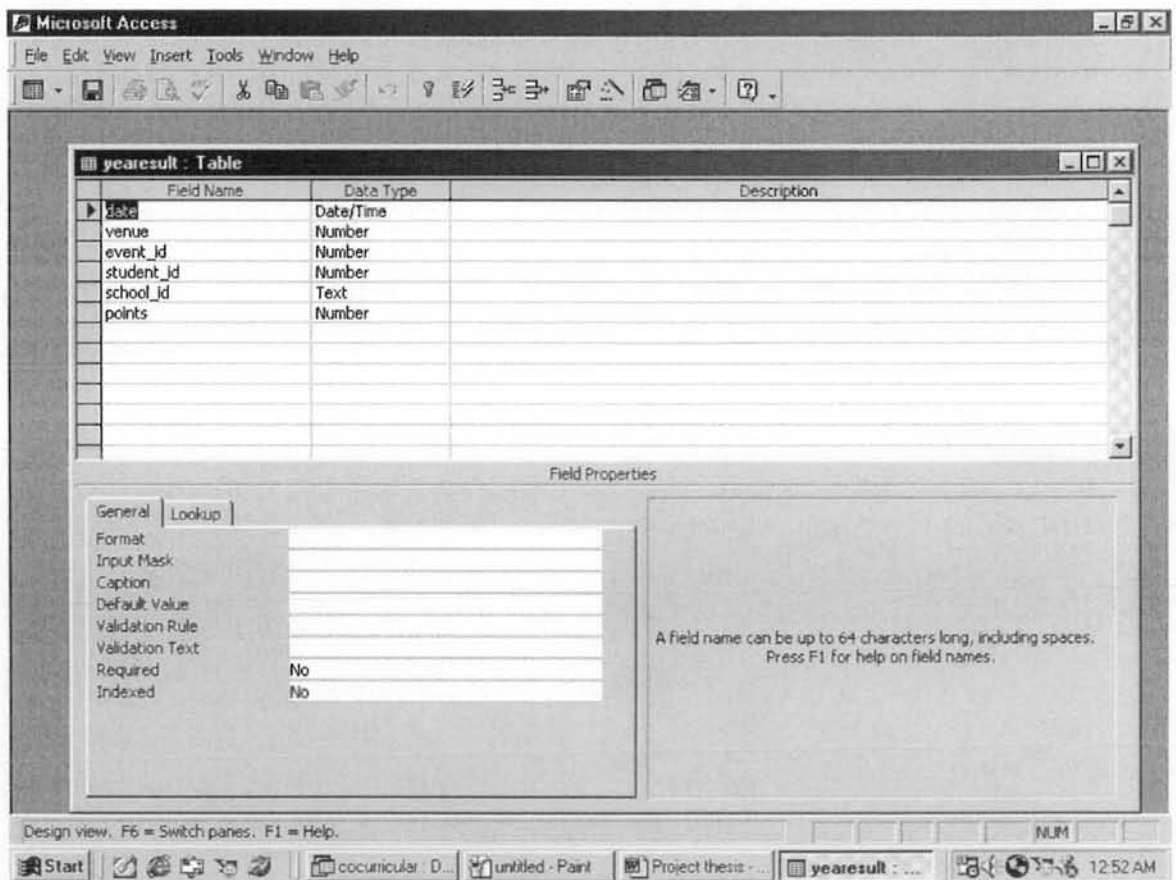
- **Schools:**

The design of schools table includes its all properties



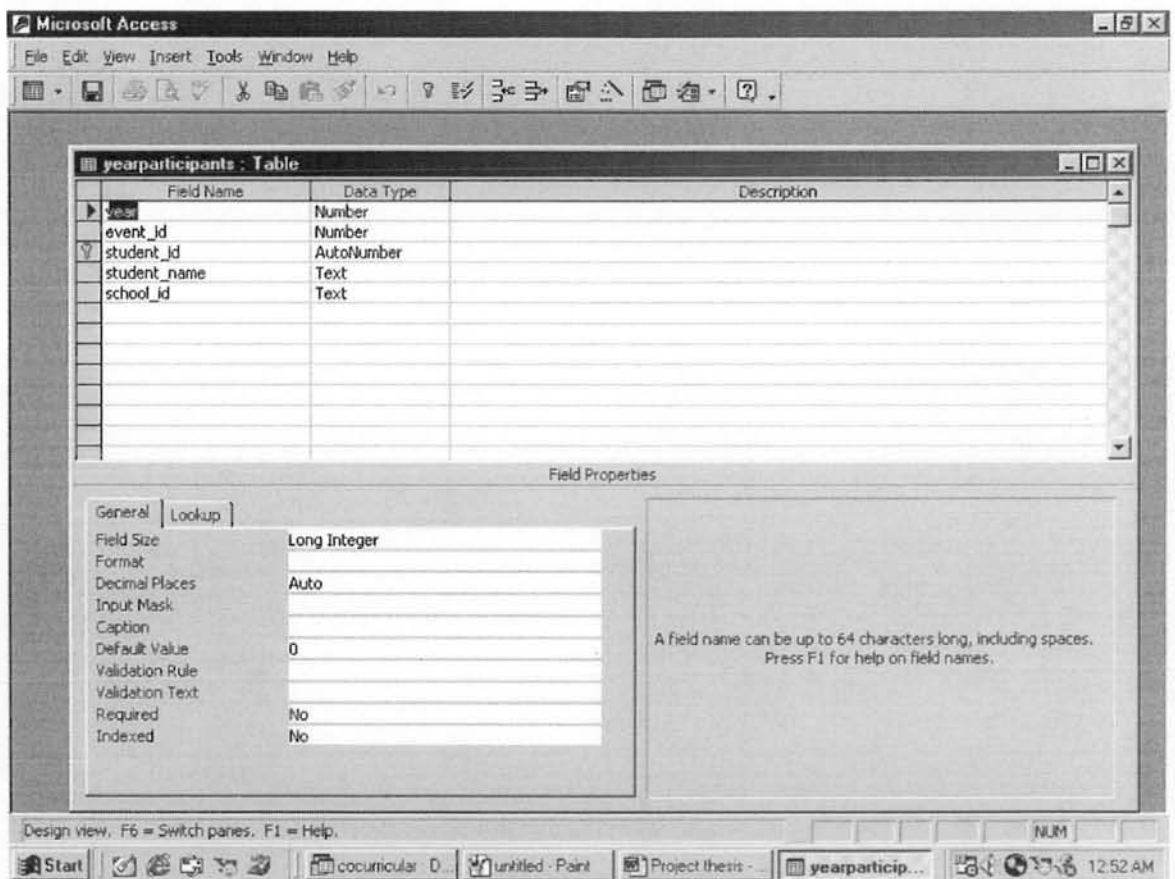
- **Yearesult:**

The design of yearesult table includes its all properties



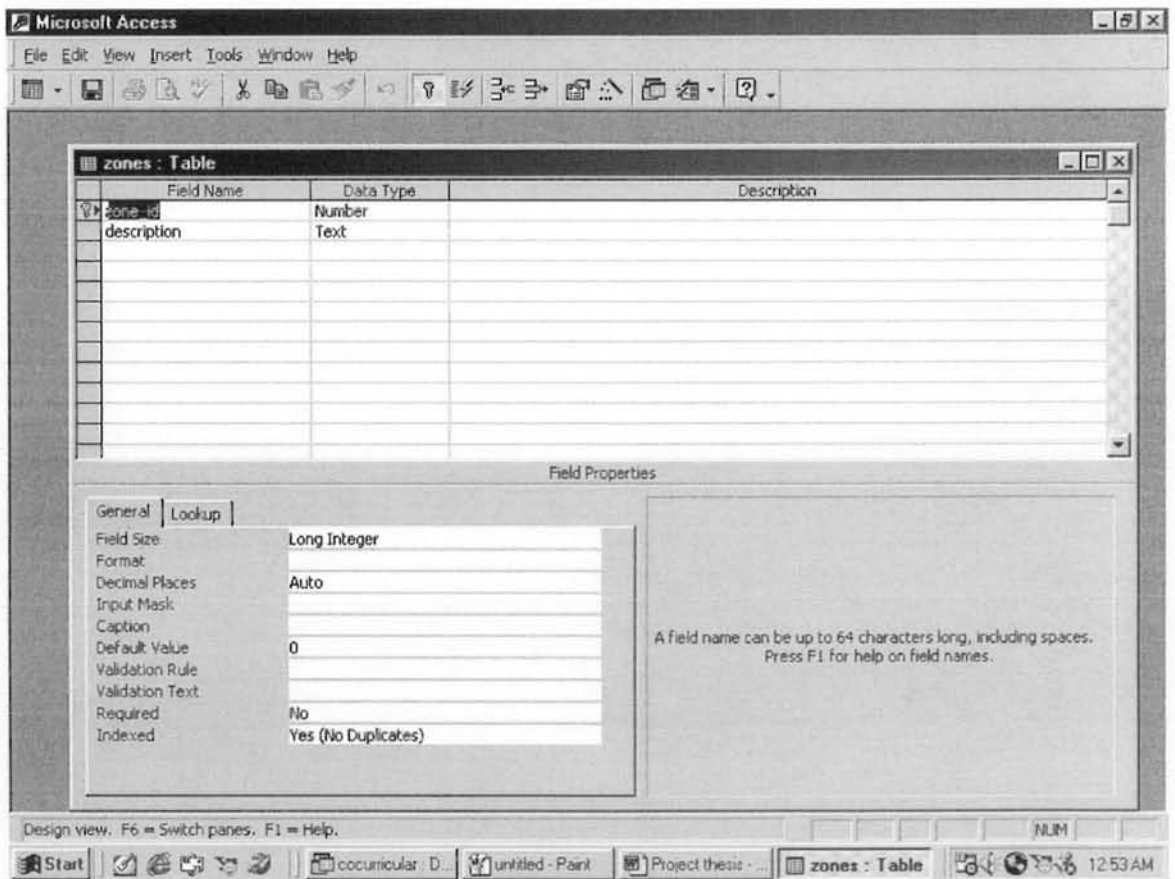
- **Yearparticipants:**

The design of yearparticipants table includes its all properties



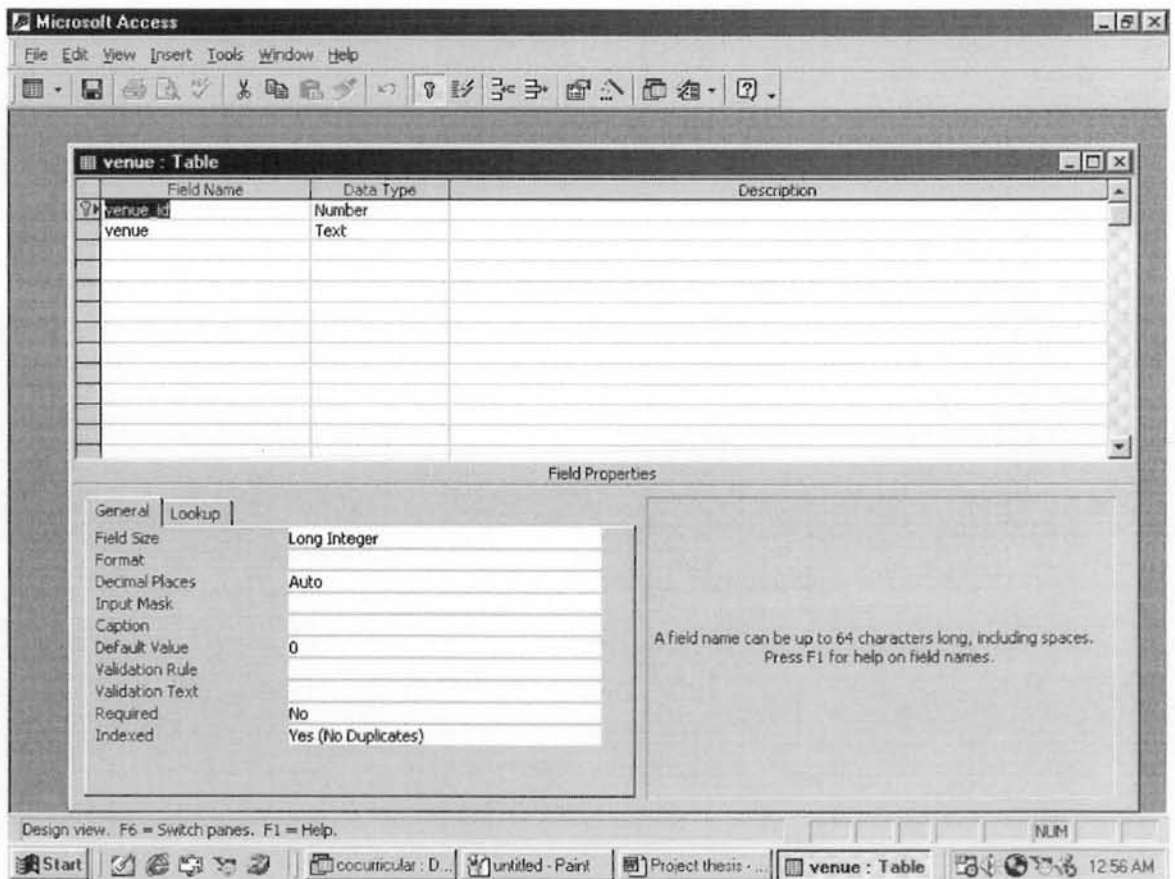
- **Zones:**

The design of zones table includes its all properties



- **Venue:**

The design of venue table includes its all properties



Chapter Six

FORM DESIGN

- Entry form for Zones

zones

ZONES

ZONE CODE	DESCRIPTION
<input type="text"/>	ORGANIZIN
1	A <input type="text"/>
2	B <input type="text"/>
3	C <input type="text"/>
4	D <input type="text"/>
5	E <input type="text"/>
6	F <input type="text"/>

EXIT

Record: 1 of 9

Purpose:

In this form Zone names and their codes are entered. More zones can be added if required in the table.

- Entry form for Schools.

F. G. SCHOOLS

SCHOOL CODE	SCHOOL NAME	ZONE	SECTOR CODE	PHONE
A1	F.G.G.H.S. SCHOOL NO.1,G-6/1-4	1	1	9208432
A2	F.G.G.S.SCHOOL NO.4, G-7/2	1	1	9276543
A3	F.G.G. MODEL SCHOOL, G-7/1	1	1	9200123
B1	F.G.G.S. SCHOOL NO.10, G-8/2	2	1	9234332
B2	F.G.G.S. SCHOOL NO 14,J-9/4	2	2	9234560

EXIT FIND

Record: 14 of 21

Purpose:

This form is used to enter School name, its code, zone, sector and phone number.

Records can be added and also found.

- Entry form for Organizing committee.

The screenshot shows a software window titled "organizing committee". The window contains a form with the following fields and values:

Field	Value
SERIAL NO.:	
YEAR:	2002
POST CODE	1
NAME	BRIG. MAQSOOD UL HASAN
INSTITUTION:	FDE

At the bottom of the window, there is an "EXIT" button and a record navigation bar showing "Record: 1 of 11".

Purpose:

This form is used to enter the organizing committee for each year which organizes annual sports and adbi activities. All records regarding it are kept here.

- Entry form for participants

PARTICIPANTS' ENTRY

PARTICIPANT'S NO:.	<input type="text" value="AutoNumber"/>
NAME:	<input type="text"/>
FATHER'S NAME:	<input type="text"/>
SCHOOL CODE:	<input type="text" value="0"/> ▾
COMPETITION CODE:	<input type="text" value="0"/> ▾
REGISTRATION NO:.	<input type="text" value="0"/>
DATE OF BIRTH:	<input type="text"/>
CLASS CODE	<input type="text" value="0"/> ▾
FEE STATUS:	<input type="text"/>

Record: of 1

Form View

Purpose:

This form is used for entry of participants and all records regarding it are kept.

- Entry form for judges entry

The screenshot shows a Windows application window titled "judges". The main content area is titled "JUDGES RECORD" and contains a form with the following fields:

- SERIAL NO.:
- YEAR:
- NAME:
- DESCRIPTION:
- EVENT CODE:

At the bottom right of the form area is an "EXIT" button. At the bottom left, there is a record navigation bar that reads "Record: 1 of 6" with navigation icons for first, previous, next, and last records.

Purpose:

This form is used to enter judges for each competitions and their record is kept here.

- Entry form for competition title.

The screenshot shows a window titled "competitions" with a form titled "COMPETITION CODES". The form contains a table with two columns: "COMPETITION CODE" and "COMPETITION NAME". The table has five rows of data. Below the table is an "EXIT" button and a record navigation bar.

COMPETITION CODE	COMPETITION NAME
1	QIRRAAT
2	NAAT
3	URDU SPEECH
4	ENGLISH SPEECH
5	100M RACE

Record: 1 of 10

Purpose:

This is a master table form which is used to enter competition title and also their codes.

Master Detail form for Zonal Distribution

The screenshot shows a Microsoft Access window titled "Microsoft Access - [zones]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons for file operations and data manipulation. The font is set to MS Sans Serif, size 8. The form is titled "ZONAL DISTRIBUTION".

Fields on the form:

- ZONE CODE:
- ZONE:

school_id	Description	phone
A1	F. G. G. H. S. SCHOOL NO.1, G-6/1-4	9208432
A2	F. G. G. S. SCHOOL NO.4, G-7/2	9276543
A3	F. G. G. MODEL SCHOOL, G-7/1	9200123
*		0

Record: 1 of 3

Buttons: FIND, PREVIOUS, NEXT, EXIT

Record: 2 of 9

Form View

Taskbar: Start, cocur..., Proje..., MAIN..., MAIN..., MAIN..., MAS..., zones, 10:46 PM

Purpose:

This form shows the zone code, zone name and the schools which come under this zone.

Master Detail form for Entry fee:

The screenshot shows a Microsoft Access window titled "Microsoft Access - [schools]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons for file operations and data manipulation. The main form area is titled "ENTRY FEE DETAIL".

Fields on the form include:

- SCHOOL CODE: [A1]
- SCHOOL: F.G.G.H.S. SCHOOL NO.1,6-6/1-4
- DATE OF PAYMENT: 9/3/03
- FEE HEAD: 1

A table is displayed within the form, showing a single record:

fee_head	fee_amount
1	1,500

Record: 1 of 1

Record: 1 of 21

Form View

NUM SCRL

Start | [Icons] | co... | Pr... | M... | M... | M... | M... | zo... | un... | s... | 10:50 PM

Purpose:

It shows the information about the entry fee of each school.

Detailed form for Personality of the Year:

The screenshot shows a Microsoft Access window titled 'personalityyear'. The form is titled 'PERSONALITY OF THE YEAR' and contains the following elements:

- YEAR:
- PERSONALITY CODE:
- A subform titled 'personality subform' with a table showing one record:

personality_id	personality
1	QUAID-E-AZAM M. A. JINNAH

Record: 1 of 1

Navigation buttons: NEXT, PREVIOUS, EXIT

Form View status bar: Record: 1 of 3

Taskbar: Start, Project, cocuti..., MAIN1..., MENU..., YEAR..., perso..., 11:20 PM

Purpose:

It shows the year and the personality of that year.

Participants Master Detail Form

The screenshot shows the Microsoft Access interface for the 'YEARPARTICIPANTMASTERDETAIL : Form'. The form is titled 'PARTICIPANTS' MASTER DETAIL FORM'. It contains several data entry fields and a table.

Form Fields:

- YEAR: 2001
- personality: QUAID-E-AZAM M. A. JINNAH
- event: ESSAY COMPETITION
- Description: F. G. G. S. SCHOOL NO. 10, G-8/2

Table:

YEAR	STUDENT ID	STUDENT NAME
2001	2	SAADIA AHMAD

The form also includes navigation controls for records, such as 'Record: 1 of 3' at the bottom.

Purpose:

It shows the list of participants in a competition for year celebration.

Chapter Seven

QUERIES

Query for top three positions in a particular competition

The screenshot displays the Microsoft Access interface for a query named "topthreepositions". The query is in Design View, showing its structure based on four tables: "yearparticipants", "yearresult", "eventforyear", and "schools".

Table Relationships:

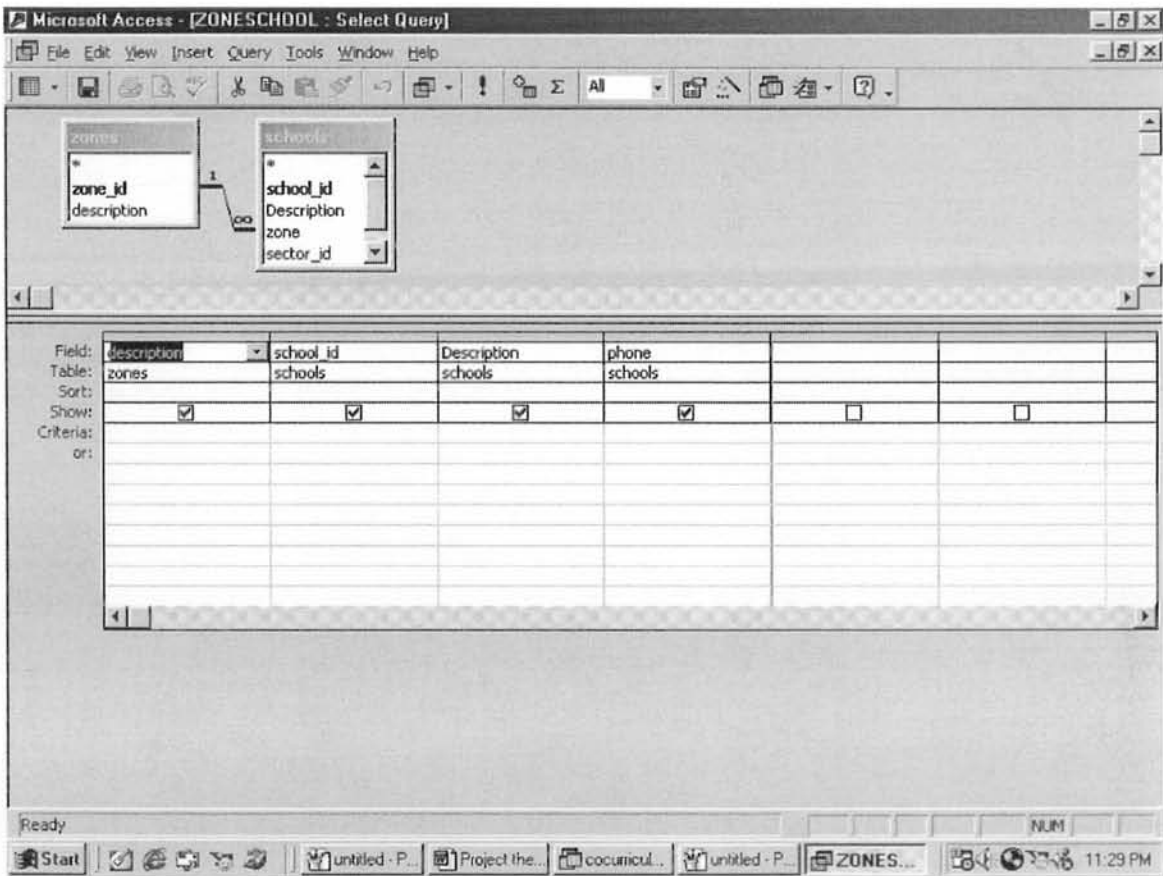
- yearparticipants** (primary key: *year*) is linked to **yearresult** (primary key: *date*) via *event_id* and *student_id*.
- yearresult** is linked to **eventforyear** (primary key: *event_id*) via *event_id* and *student_id*.
- eventforyear** is linked to **schools** (primary key: *school_id*) via *school_id*.

Query Design Grid:

Field:	student_id	student_name	points	year	event	Description	event
Table:	yearresult	yearparticipants	yearresult	yearparticipants	eventforyearcelebr.	schools	years
Sort:			Descending				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:				[ENTER YEAR]			[ENTE
or:							

The status bar at the bottom indicates "Ready". The Windows taskbar shows the Start button, several open applications (including "Project thesis...", "cocurricular : D...", and "topthreepos..."), and the system clock showing 11:27 PM.

Query for Zonal Distribution



Query for zonal committees for a particular year

Microsoft Access - [ZONAL COMMITTEE : Select Query]

File Edit View Insert Query Tools Window Help

organizing committee

- year
- post-id
- name
- institution
- zone_id

zones

- zone_id
- description

designation

- desig_id
- designation

Field:	year	designation	name	description	institution	zone_id
Table:	organizing committee	designation	organizing committee	zones	organizing committee	zones
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:	[ENTER YEAR]					<>0
or:						

Ready

Start | untitle - P... | Project the... | cocuricul... | untitle - P... | ZONAL ... | 11:30 PM

Query for educational trip

The screenshot shows Microsoft Access with a query design view for 'educationaltrip'. The design view includes fields from 'educationaltrip', 'schools', 'class', and 'visitingplaces' tables. The SQL view below shows the resulting query structure.

Query Design View:

- educationaltrip:** dateoftrip, school_id, class_id, place_id, permissiongra
- schools:** school_id, Description, zone, sector_id
- class:** class_id, class
- visitingplaces:** place_id, description

SQL View:

Field:	application_no	dateoftrip	Description	class	description	permissiongranted
Table:	educationaltrip	educationaltrip	schools	class	visitingplaces	educationaltrip
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		>[ENTER DATE]				
or:						

Query for organizing committee

Microsoft Access - [ZONAL COMMITTEE : Select Query]

File Edit View Insert Query Tools Window Help

organizing committee

- year
- post-id
- name
- institution
- zone_id

zones

- zone_id
- description

designations

- desig_id
- designation

Field:	year	designation	name	description	institution	zone_id
Table:	organizing committee	designations	organizing committee	zones	organizing committee	zones
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Criteria:	[ENTER YEAR]					<>0
or:						

Ready NUM

Start | [Icons] | untitle - P... | cocuricul... | untitle - P... | Project the... | ZONAL ... | 11:35 PM

Query for entry fee

The screenshot shows the Microsoft Access interface for a query named "FEEPAID : Select Query". The design grid is set to "Design View".

Design Grid:

- entryfee:** sno, zone_id, school_id, date, fee_head
- fee:** fee_head, fee_amount
- zones:** zone_id, description
- schools:** school_id, Description, zone, sector_id

Relationships are shown with lines connecting the tables. The 'entryfee' table is linked to 'fee' (1 to many), 'zones' (1 to many), and 'schools' (1 to many). 'fee' is linked to 'zones' (1 to many), and 'zones' is linked to 'schools' (1 to many).

Table Grid:

Field:	date	description	Description	fee_amount		
Table:	entryfee	zones	schools	fee		
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:						
or:						

The status bar at the bottom shows "Ready" and the taskbar includes the Start button and several open applications.

Chapter Eight

REPORTS

ENTRY FEE

ZONE	DATE	SCHOOL	AMOUNT
A	9/3/03	F.G.G.S.SCHOOL NO.4, G-7/2	2,000.00
	9/3/03	F.G.G.H.S. SCHOOL NO.1,G-6/1-4	1,500.00
B	9/3/03	F.G.G.S. SCHOOL NO 14,I-9/4	2,000.00
	9/3/03	F.G.G.S. SCHOOL NO.10, G-8/2	2,000.00
C	9/3/03	F.G.G.M. SCHOOL, I-8/1	2,000.00
	9/3/03	F.G.G.S. SCHOOL, NO.8, E-8	2,000.00
D	9/3/03	IMCG, F-10/2	2,000.00
	9/3/03	ISLAMABAD COLLEGE FOR GIRLS,	2,000.00
E	9/3/03	F.G.G.S. SCHOOL, NILORE	1,500.00
	9/3/03	F.G.G.S. SCHOOL, PANJGRAN	1,500.00
F	9/3/03	F.G.G.S. HUMAK	1,500.00
	9/3/03	F.G.G.H.S. SCHOOL, RAWAT	1,500.00

PARTICIPANTS' LIST FOR JUDGES

QUAID-E-AZAM M. A. JINNAH

YEAR 2001

ESSAY COMPETITION

PARTICIPANTS NAME	SCHOOL CODE	POINTS
FAREEHA NAZ	A1	
GHAZALA ALI	E1	
HAMNA ALI	C1	
SAADIA AHMAD	B1	
SAMIHA SABIR	G1	
SHAHIDA BIBI	D1	
UMARA ALI	F1	

JUDGES:

1. _____
2. _____
3. _____

Wednesday, September 17, 2003

Page 1 of 1

ORGANIZING COMMITTEE

YEAR	COMMITTEE	DESIGNATION	NAME	INSTITUTION
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2002

ORGANIZING COMMITTEE

CHIEF PATRON	BRIG. MAQSOOD UL HASAN	FDE
PATRON	ABDUL QAYYUM MIRZA	FDE
PRESIDENT	MISS NIGHAT FIRDOUS	F.G.G.M.S, F-7/2
GENERAL	MISS REHANA FARIS	F.G.G.M.S. G-9/3
FINANCE	MISS SAADIA TASNEEM	F.G.G.M.S
MEMBER	MISS SHAHNAZ PERVEEN	F.G.G.S.NO.8
MEMBER	MRS. HAMEEDA NAZIR	F.G.G.S.S. NO.13

ZONAL COMMITTEES

YEAR INSTITUTION	ZONE	DESIGNATION	NAME	
2002 NO.1	A	PRESIDENT	MISS NAZIA	FGGHS
		GENERAL SECRETARY F.G.G.S.S.NO.4	MRS FARAH	
NO.10	B	PRESIDENT	MRS. HAMEEDA	F.G.G.S.
		GENERAL SECRETARY F.G.G.S.NO.14	MRS NASIRA	



RESULT

QUAID-E-AZAM M. A. JINNAH

YEAR CELEBRATIONS 2001

EVENT	PARTICIPANT'S NAME	INSTITUTION	POINTS
<u>ESSAY COMPETITION</u>			
	SAMIHA SABIR	F.G.G.S., RAWAL TOWN	47
	FAREEHA NAZ	F.G.G.H.S. SCHOOL NO.1,G-6/1-4	45
	GHAZALA ALI	F.G.G.S. SCHOOL, PANJGRAN	40
	HAMNA ALI	F.G.G.M.H.S. SCHOOL, I-9/1	35
	SAADIA AHMAD	F.G.G.S. SCHOOL NO.10, G-8/2	24
	UMARA ALI	F.G.G.H.S. SCHOOL, RAWAT	20
	SHAHIDA BIBI	ISLAMABAD COLLEGE FOR GIRLS,	20

RESULT

QUAID-E-AZAM M. A. JINNAH

YEAR CELEBRATIONS 2001

EVENT	PARTICIPANT'S NAME	INSTITUTION	POINTS
<u>ESSAY COMPETITION</u>			
	SAMIHA SABIR	F.G.G.S., RAWAL TOWN	47
	FAREEHA NAZ	F.G.G.H.S. SCHOOL NO.1,G-6/1-4	45
	GHAZALA ALI	F.G.G.S. SCHOOL, PANJGRAN	40
	HAMNA ALI	F.G.G.M.H.S. SCHOOL, I-9/1	35
	SAADIA AHMAD	F.G.G.S. SCHOOL NO.10, G-8/2	24
	UMARA ALI	F.G.G.H.S. SCHOOL, RAWAT	20
	SHAHIDA BIBI	ISLAMABAD COLLEGE FOR GIRLS,	20

ZONAL DISTRIBUTION

FEDERAL GOVERNMENT GIRLS SECONDARY/MODEL SCHOOL, ISLAMABAD

ZONE	SCHOOL CODE	SCHOOLS	PHONE NO.
A			
	A2	F.G.G.S.SCHOOL NO.4, G-7/2	9276543
	A3	F.G.G. MODEL SCHOOL, G-7/1	9200123
	A1	F.G.G.H.S. SCHOOL NO.1,G-6/1-4	9208432
B			
	B1	F.G.G.S. SCHOOL NO.10, G-8/2	9234332
	B2	F.G.G.S. SCHOOL NO 14,I-9/4	9234560
	B3	F.G.G.M. SCHOOL, G-10/1	9201122
C			
	C1	F.G.G.M.H.S. SCHOOL, I-9/1	9203456
	C2	F.G.G.S. SCHOOL, NO.8, E-8	9208765
	C3	F.G.G.M. SCHOOL, I-8/1	9206732
D			
	D3	IMCG, F-10/2	9203465
	D2	IMCG,F-6/2	9275623
	D1	ISLAMABAD COLLEGE FOR GIRLS, F-6/2	9270023
E			
	E1	F.G.G.S. SCHOOL, PANJGRAN	9203456
	E2	F.G.G.S. SCHOOL, NILORE	9206098
	E3	F.G.G.S. SCHOOL, TARLAI	9674321
F			
	F1	F.G.G.H.S. SCHOOL, RAWAT	9203976
	F2	F.G.G.H.S. SCHOOL, SIHALA	9208734
	F3	F.G.G.S. HUMAK	9276512
G			
	G3	F.G.G.S. SCHOOL, PHULGRAN	9205648
	G1	F.G.G.S., RAWAL TOWN	9208711
	G2	F.G.G.S. S CHOOOL, KOTT HATHIAL	9203455

Chapter Nine

USER GUIDE

9.1 INTRODUCTION TO THE SOFTWARE:

After carefully evaluating many options we selected this program selection. The title of my software is COMPUTERIZATION OF CO-CURRICULAR ACTIVITIES UNDER FEDERAL DIRECTORATE OF EDUCATION. In this software we have added all the things we thought that needed immediate change over. The software used to design this software is MS ACCESS. Being a powerful software with updated features, it was exactly what we needed for developing our software. The aim of making this project was basically to imply the task we had been assigned in a manner that it would be helpful and would improve the current system of co-curricular activities.

The objective of user guide make the user learn so that he/she may easily use the system without any problem. This chapter is suppose to be comprehensive enough to provide knowledge about the developed software. The devel;oped system is menu driven and very user friendly. Even a user with a little knowledge of data processing may use it easily. A lot of efforts was made thesystem easy to use by providing different switch boards which contain different buttons and commands. User has to click the button and can get required information. Proper error and information messages, single click commands, easy data addition/insertion etc has made our system very user friendly. Following steps to use developed software:-

1. Click Start
2. Click Programs
3. Click Microsoft Access
4. Click File
5. Click open
6. Double click on folder ssquare
7. Double Click on cocurricular
8. Password will be asked. (Our password is “logo”)

Database will be opened. You can proceed by using different buttons.

Main Menu and submenu Screen shots are given in appendix IV.

9.2 **SYSTEM REQUIREMENTS**

MINIMUM REQUIREMENTS (SOFTWARE):

Any MICROSOFT WINDOW platform

Microsoft office 2000 or higher.

MINIMUM REQUIREMENTS (HARDWARE):

486-DX 2 or better

32 MB RAM

1024 MB HDD

3.5” Floppy Drive

CD (Compact Disk)

AGP/VGA Card 2 MB Card

Monitor

RECOMMENDED REQUIREMENTS (SOFTWARE)

Any MICROSOFT WINDOW platform

MICROSOFT OFFICE 2000 or higher

RECOMMENDED REQUIREMENTS (HARDWARE)

Pentium I Machine or equivalent

64 MB RAM.

2048 MB HDD

3.5" Floppy Drive.

CD (Compact Disk) 8x or better.

AGP/VGA Cards 4 MB Card

Coloured Monitor.

APPENDICES