SYNOPSIS

Report on
SMART PASS
(Leave Management System)
by

Abhya Ahuja   2300290140010
Akansha Parashar   2300290140015
Anshika Aggarwal   2300290140027
Aradhya Tyagi   2300290140035

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Under the supervision of

Dr. Ankit Verma
(Associate Professor)

KIET Group of Institutions, Delhi-NCR, Ghaziabad

DEPARTMENT OF COMPUTER APPLICATIONS
KIET GROUP OF INSTITUTIONS, DELHI-NCR
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ABSTRACT

SmartPass is an innovative online platform designed to simplify the leave application process for hostelers. Traditionally, students have to go through a lengthy process, involving multiple approvals from various authorities like HODs. This often results in a lot of time wastage and inconvenience for both students and staff. SmartPass aims to resolve these challenges by providing an easy-to-use, centralized portal for managing leave applications.

With SmartPass, students can submit their leave requests online, directly through the platform. The system then automatically routes the request to the appropriate authorities, such as the Head of the Department (HOD) and the hostel warden, for approval or rejection. All stakeholders can easily access, review, and decide on these applications through the portal, eliminating the need for physical paperwork and in-person follow-ups. The portal is designed to ensure transparency and efficiency, making it easy for students to track the status of their requests in real time.

By digitizing the leave application process, SmartPass not only saves time for students but also reduces the workload for institute staff, making it a win-win solution for everyone involved.

Keywords:

Leave Management System, college hostel, student leave, hostel administrators, online platform, leave approval, leave history, real-time updates, hostel security.

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INTRODUCTION

SmartPass is an innovative web-based platform designed to streamline and digitize the leave application process for hostel students.

Traditionally, students need to physically visit offices,multiple authorities,including the Head of Department (HOD) and hostel warden, to navigate unnecessary delays and inconvenience. SmartPass simplifies this and eliminate these challenges by providing a centralized portal where students can submit leave applications, and authorities such as the Head of Department (HOD) and hostel warden can review, approve or reject them online.

The system ensures efficiency, transparency, and real-time tracking of the leave request process, benefiting both students and administrative staff.

LITERATURE REVIEW

The concept of digitizing administrative processes in academic institutions is well-documented. Various institutions have developed online systems for attendance, examination management, and student monitoring.

The success of such systems has encouraged the development of more specific solutions, such as leave management systems. Literature on "Student Leave Management Systems" indicates that digital platforms lead to enhanced efficiency and better resource management. Platforms similar to Smart Pass have been implemented successfully in various instituions, demonstrating the effectiveness of online leave management.

SmartPass builds on this understanding by targeting hostel students and integrating the leave process with the institution's administrative functions.

PROBLEM STATEMENT

The current leave application process for hostel students is inefficient and cumbersome, involving a series of manual steps that create significant challenges. Students must navigate through a complex system of physical paperwork and in-person approvals from multiple authorities. This not only leads to delays but also increases the risk of losing or misplacing documents. The manual handling of leave applications places a considerable administrative burden on staff, diverting their focus from other critical tasks. The inconsistency in procedures across different departments and hostels further complicates the process.

To address these issues, there is a need for a more efficient, digital solution that simplifies the leave application process, enhances transparency, and reduces the administrative workload.

SOLUTION PROPOSED

SmartPass aims to meet these needs by offering a centralized online platform that streamlines leave management for both students and administrative staff.

SmartPass is a digital platform designed to streamline the leave application process for hostel students. It provides a centralized online portal where students can submit leave requests, which are automatically routed to the Head of Department (HOD) and hostel warden for review. The system offers real-time tracking of application statuses, reducing uncertainty. Administrative staff benefit from a dashboard that simplifies the review process and generates detailed reports. SmartPass also includes user management and security features to protect sensitive information and incorporates feedback mechanisms for continuous improvement. This solution modernizes the leave application process, improving efficiency and user experience.

OBJECTIVE OF THE PROJECT

The SmartPass project aims to transform the leave application process for hostel students by developing a comprehensive online platform. The goal is to create an efficient, user-friendly system that allows students to submit leave requests and receive approvals through a centralized digital portal.

By automating the submission and approval process, SmartPass seeks to eliminate the delays and inefficiencies associated with traditional methods. The platform will improve communication by providing real-time updates on application status and reduce reliance on physical paperwork. Additionally, it aims to simplify administrative tasks for staff and provide valuable insights through reporting features. Overall, the objective is to enhance the efficiency and effectiveness of leave management for both students and administrative personnel.

TECHNOLOGY

SmartPass will be developed using modern web technologies that ensure scalability, reliability, and security:

Frontend:

HTML5, CSS3, JavaScript, React.js for a responsive and user-friendly interface.

Backend:

Node.js with Express.js for handling server-side logic and API development.

Database:

MongoDB for efficient storage and retrieval of student data and leave requests.

Cloud Services:

AWS or any other cloud platform for hosting and managing server infrastructure.

Hardware Requirements:

Development Environment: Development can be done on any standard PC or laptop with a minimum configuration of 8GB RAM and a multi-core processor.

Server Requirement: A cloud-based server (like AWS EC2) with a minimum of 2GB RAM and scalable storage to handle student requests and administrative actions.

Client Requirement: Any device (PC, tablet, smartphone) with an internet connection and a modern web browser (e.g., Chrome, Firefox, Safari).

Software Requirements:

Programming Languages: JavaScript, HTML, CSS.

Frameworks: React.js for frontend development, Node.js with Express.js for backend.

Database: MongoDB.

Development Tools:

Visual Studio Code (VS Code) for code development.

GitHub for version control.

Postman for API testing.

AWS for server hosting and database management.

MODULES

1. **User Authentication Module**

   o **Description:** Allows students and authorities to securely log in to the portal using their credentials.
   o **Features:**
      ▪ Login functionality.
      ▪ Role-based access control.

2. **Leave Application Module**

   o **Description:** Facilitates the submission of leave requests by students.
   o **Features:**
      ▪ Form to fill in leave details (dates, reason, etc.).
      ▪ Auto-generation of leave application ID for tracking.

3. **Application Review Module**

   o **Description:** Enables HODs to review submitted leave applications.
   o **Features:**
      ▪ Dashboard displaying all pending applications.
      ▪ Options to approve or reject applications with comments.

4. **Leave History Module**

   o **Description:** Keeps a record of all leave applications submitted by students for wardens, guards.
   o **Features:**

- View past applications with status (approved/rejected).
- Filter applications by date and status.

5. **Feedback Module**

   - **Description:** Allows users to provide feedback on the portal and its functionalities.
   - **Features:**
     - Feedback form for users.
     - View feedback summary and suggestions for improvement.

WORKFLOW

1. Login

- **Step 1:** Registered users log in using their credentials.

2. Leave Application Submission

- **Step 2:** Logged-in students access the Leave Application Module.
- **Step 3:** Students fill out the leave application form, providing details such as leave dates and reason.
- **Step 4:** Students submit the application.

3. Application Review by Authorities

- **Step 5:** HODs log in to the portal to access the Application Review Module.
- **Step 6:** They view a dashboard listing all pending leave applications.
- **Step 7:** They review applications and can approve or reject each request.

4. Leave History Management

- **Step 8:** Students can access the Leave History Module to view past applications, including statuses.

- **Step 9:** Wardens, guards too can have access to a history page to view past approved applications.
- **Step 10:** They can filter their leave history as needed.

5. Feedback Collection

- **Step 11:** Users can submit feedback about the portal through the Feedback Module.

- **Step 12:** Feedback is reviewed by administrators for improvements.

6. Continuous Improvement

- **Step 13:** Regular updates and maintenance of the portal based on user feedback and administrative needs.

REPORTS

1. Leave Application Reports

- **Description:** Provides insights into the leave application trends among students.
- **Details:**
    - Total number of leave applications submitted.
    - Breakdown of approved vs. rejected applications.
    - Common reasons for leave requests.
    - Monthly/weekly trends in leave applications.

2. User Activity Reports

- **Description:** Tracks user engagement with the SmartPass portal.
- **Details:**
    - Number of active students and authorities on the platform.
    - Frequency of leave applications submitted by each student.
    - Average time taken to process applications by authorities.
    - Login activity logs for both students and HODs/wardens.

3. Leave History Reports

- **Description:** Maintains records of students' leave histories for better monitoring.
- **Details:**
    - Individual student leave records (dates, reasons, statuses).
    - Summary of leave taken per student over a specific period.
    - Comparison of leave taken across different student demographics (e.g., year, department).

4. Feedback and Satisfaction Reports

- **Description:** Analyzes user feedback on the SmartPass portal.

- **Details:**
    - ○ Summary of feedback ratings from students and authorities.
    - ○ Common suggestions for improvement.
    - ○ Analysis of user satisfaction levels and areas needing attention.

5. Administrative Reports

- **Description:** Provides insights for administrators on the system's usage and effectiveness.
- **Details:**
    - ○ Overview of system performance (e.g., uptime, response times).
    - ○ Reports on user management (new registrations, removals).
    - ○ Insights into the effectiveness of notifications (open rates, response rates).

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3. **Websites and online resources:**
United Nations Sustainable Development Goals: SDG 9: Industry, Innovation, and Infrastructure.
4. **Technical documentation and standards:**
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5. **User feedback and survey data:**
Data collected from initial user surveys and feedback forms during the testing phase of Smart Pass.