UNIVERSITI TEKNOLOGI MARA (UITM)
CAWANGAN KELANTAN

INFORMATION OF SCIENCE

BACHELOR OF INFORMATION SCIENCE (HONS) IN INFORMATION SYSTEM MANAGEMENT
(CDIM262)

ADVANCED WEB DESIGN DEVELOPMENT AND CONTENT MANAGEMENT
(IMS566)

GROUP ASSIGNMENT:
UiTM Student Withdrawal System

PREPARED FOR:
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SUBMISSION DATE:
20th January 2026

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INFORMATION OF SCIENCE

UNIVERSITI TEKNOLOGI MARA (UiTM) KELANTAN BRANCH

OCTOBER 2025 – FEBRUARY 2025

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In performing our assignment, we, Muhammad Fadhil Bin Zuhaimi, Zaireeq Emani Zaidillah Bin Mohd Zarul Bin Ihsan Zaidillah, and Mohamad Diniy Iqbal Bin Mohd Dariff, had to take the help and guidance of some respected persons who deserve the greatest gratitude. The completion of this assignment gives us much pleasure. We thank Sir Faizal Haini Bin Fadzil for providing good assignment guidelines throughout numerous consultations. We would also like to extend our deepest appreciation to all those who have directly and indirectly guided us in writing this assignment.

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Many people, especially our classmates, have made valuable comments and suggestions on this report, which inspired us to improve our assignment. We thank everyone for their direct and indirect help in completing our assignment.

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1.0 Introduction

Figure 1: UiTM withdrawal system logo

The IMS566 Student Withdrawal Management System is an integrated information system that has been established to help the administration as the students leave their academic programs. The paper-based processing of student withdrawals in the context of modern higher education is often associated with considerable logistical difficulties, which is defined by incomplete communication and the physical risks of documentation. This system functions to resolve these inefficiencies through the centralization of digital architecture, which aligns the clearance requests by various institutional departments. The site is carefully divided into two major functional areas, the student-centered portal with the initiation of requests and monitoring of progress, and the administrative dashboard that will ensure strict control over records and verification of status.

1.1 Purpose and Objective

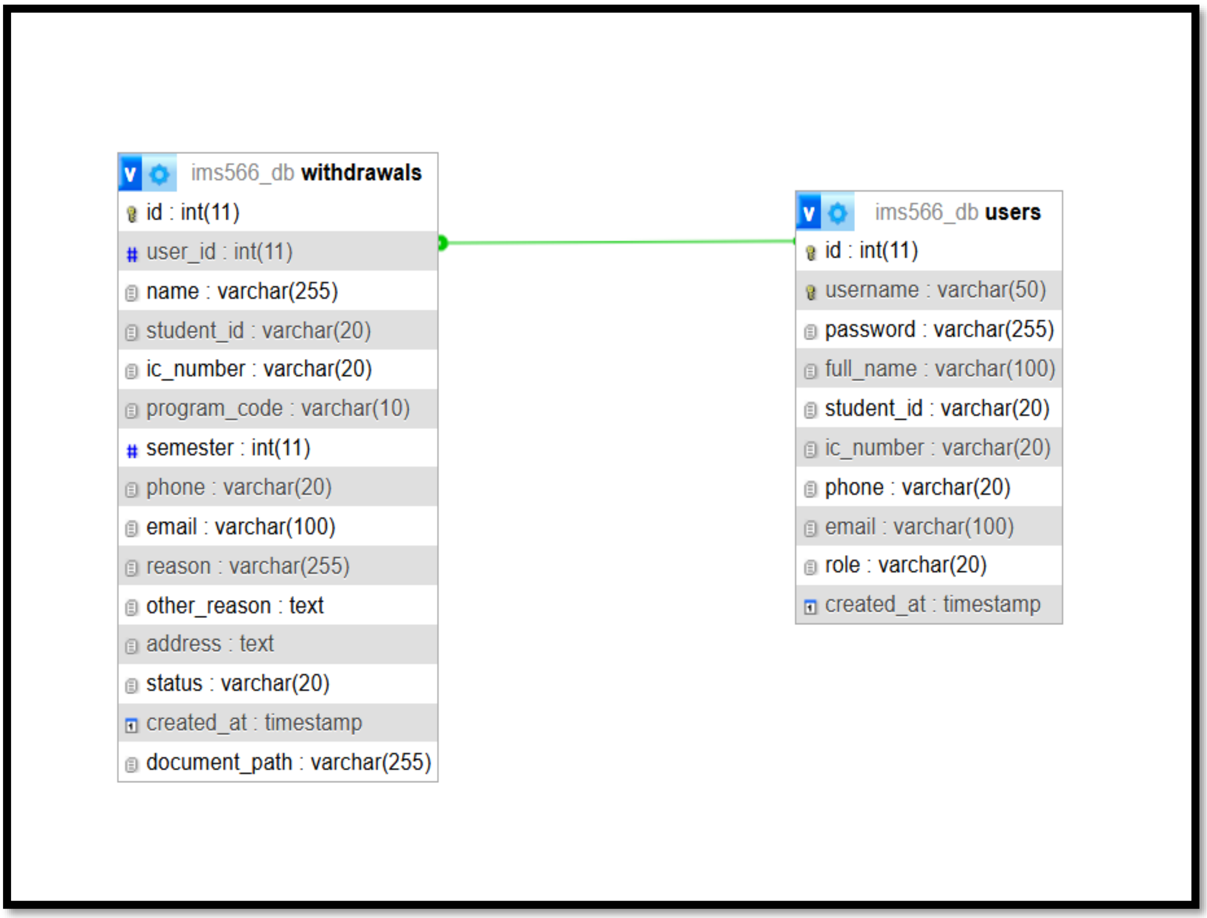
The basic idea of the IMS566 Student Withdrawal Management System is to make the institutional clearance process digital and optimized, which would advance the administrative transparency and information integrity. The system fulfills various objectives that are essential to the institution by replacing the traditional paper-based system with a formal web-based system. To begin with, it helps in the systematic forwarding of the clearance procedures across five key departments namely the Office of the Dean, the Bursary, the Library, Residential College Management, and Student Affairs Department. This will make certain that all the academic, financial and logistical requirements are adhered to before a withdrawal is made. Moreover, the system is a secure digital repository that helps to support the documentation to minimize the risk of loss of information and make sure that the records of students are accessible and audible. Pedagogically and administratively, the real-time tracking feature allows students to be able to receive feedback instantly whereas the administrative interface allows university personnel to be able to control high-volume request with greater accuracy and shorter lead times.

2.0 GitHub Repository Link

UiTM-Students-Withdrawal-System-

https://2025122057.github.io/UiTM-Students-Withdrawal-System/

3.0 Entity-Relationship Diagram (ERD)



ims566_db **withdrawals**

id : int(11)
user_id : int(11)
name : varchar(255)
student_id : varchar(20)
ic_number : varchar(20)
program_code : varchar(10)
semester : int(11)
phone : varchar(20)
email : varchar(100)
reason : varchar(255)
other_reason : text
address : text
status : varchar(20)
created_at : timestamp
document_path : varchar(255)

ims566_db **users**

id : int(11)
username : varchar(50)
password : varchar(255)
full_name : varchar(100)
student_id : varchar(20)
ic_number : varchar(20)
phone : varchar(20)
email : varchar(100)
role : varchar(20)
created_at : timestamp

Figure 2: ERD Tables

I. The Architecture of the System: The Users Organization.

The user's table is used as the master record of the system. There is an ID that is unique and is the Primary Key as each record contains an id. This table would manage user authentication and identity, store sensitive credentials such as usernames and passwords and store personal identifiers such as full names, IC numbers and student IDs. The system can determine who is requesting what by including a role attribute, which allows students to make requests, and the staff members to have permission to read them. Such centralized storage means that the system is aware of who is interacting with the platform at any one moment in time.

II. The Transactional Layer: The Withdrawals Entity.

Although who is in the system is in the users table, what is in the system is in withdrawals table, which contains details of what a student intends to do which is leave their program. This is a more descriptive and situational table. It has the academic semester, the definite purpose of withdrawal (both categorical and open-ended text), and the status of the application at the moment, fields. It also contains document path of digital evidence and created_at timestamp which is vital in auditing and tracing down the chronology of the request.

III. The Logical Relationship: One-to-Many Relationship.

These two objects are connected through the Relationship which is represented by the line between the user_id of the withdrawals table and the id of the user's table. This creates a Uni-to-Many (1:N) relationship. In logical terms, this implies that although a single user may have many withdrawal records through time (a rejected application and a new one) the individual withdrawal record will be exclusively connected to a single user.

This connection is supported through the use of the user_id as a Foreign Key. Interestingly, your diagram has a certain amount of data redundancy: the same fields such as email, phone and studentID are in both the tables. Database design wise this is a snapshot of the information of the student at the time of filing the withdrawal so that even when the student changes his or her profile later the information at that time will be accurate even though he/she has changed the information later.

4.0 System Requirements (software, version compatibility, dependencies)

This system is a web-based application built using PHP and MySQL. It requires a local server environment to run.

Software Requirements

- **Operating System**: Windows 10/11 (Development Environment), Linux/Unix (Production Capable)
- **Web Server Package**: XAMPP (Recommended for Windows) or WAMP/MAMP.
  - **Apache HTTP Server**: Version 2.4+
  - **PHP**: Version 7.4 or higher (8.0+ recommended)
  - **Database**: MariaDB 10.4+ or MySQL 5.7+

- **Web Browser**: Latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari.

Dependencies (External Libraries)

The system uses the following external libraries via Content Delivery Networks (CDN). An active internet connection is required for these to load correctly.

- **Frontend Framework**: Bootstrap 5.3.0 (CSS & JS)
- **Icons**: Font Awesome 6.4.0
- **Fonts**: Google Fonts (Outfit, Inter)
- **Alerts & Modals**: SweetAlert2
- **Animations**: Animate.css

5.0 Installation & Setup Guide

For installation and setup for the system **,**follow these steps to set up the project on a local machine using XAMPP.

1. Install XAMPP

   1. Download XAMPP from apachefriends.org.
   2. Install XAMPP and launch the **XAMPP Control Panel**.
   3. Start the **Apache** and **MySQL** modules.

2. Setup Project Files

   1. Navigate to your XAMPP installation directory (usually C:\xampp).
   2. Open the htdocs folder.
   3. Create a new folder named ims566 (or copying the project folder here).
      - Path: C:\xampp\htdocs\ims566
   4. Ensure all project files (index. php, includes/, assets/, etc.) are inside this folder.

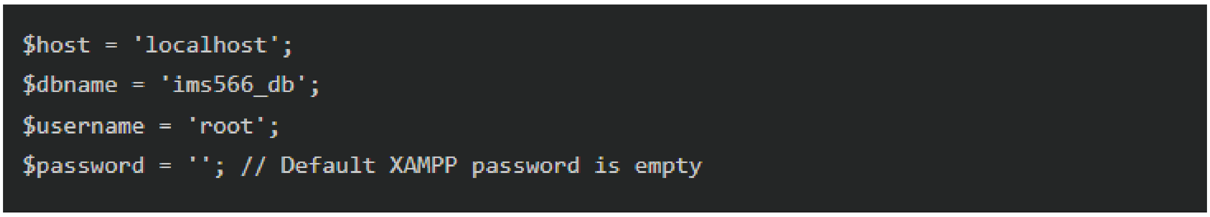
3. Setup Database

   1. Open your web browser and go to http://localhost/phpmyadmin.

2. Click **New** in the sidebar.
3. Enter database name: ims566_db and click **Create**.
4. Select the newly created database.
5. Click the **Import** tab.
6. Click **Choose File** and select the includes/sql/db.sql file from the project directory.
7. Click **Go** at the bottom of the page to import the tables (users, withdrawals, withdrawal_documents).

4. Configuration

1. Open includes/db.php in a text editor (VS Code, Notepad, etc.).



```
$host = 'localhost';
$dbname = 'ims566_db';
$username = 'root';
$password = ''; // Default XAMPP password is empty
```

2. Ensure the settings match your local database configuration (default XAMPP settings below)

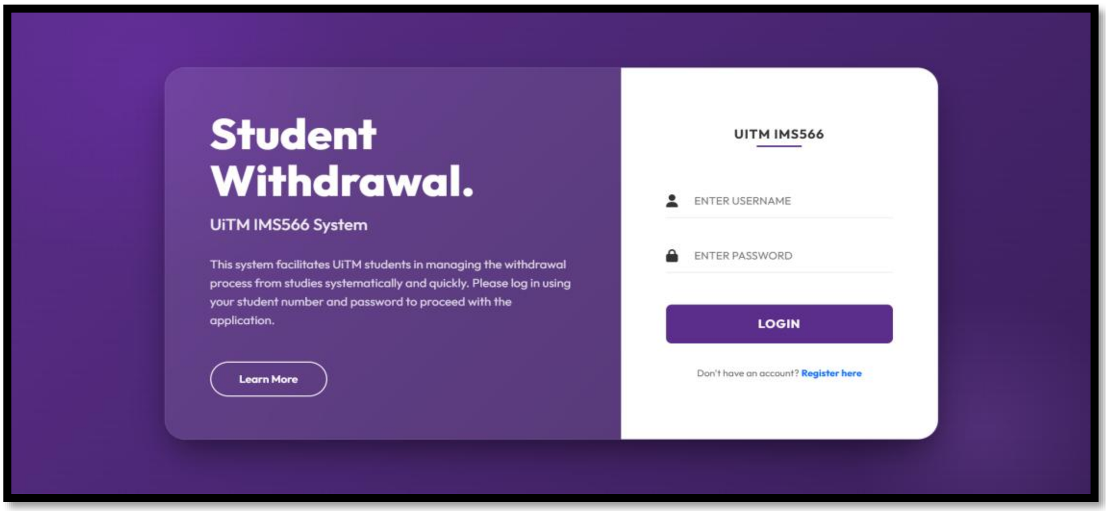
5.Access the System

1. Open your browser.
2. Visit http://localhost/ims566/login.php
3. Login with the default admin account (if provided in db.sql) or register a new student account.

6.0 Features and Functionalities (with screenshots)

The system is implemented using a robust technological stack comprising PHP for server-side logic, MySQL for relational data management, and the Bootstrap 5 framework for a responsive user interface. This technical configuration ensures that the system maintains high standards of data security and accessibility. Key features include role-based access control (RBAC) to preserve the confidentiality of student data, dynamic form processing for varied documentation types, and an interactive UI enhanced by modern libraries such as SweetAlert2 and FontAwesome to ensure a clear and professional user experience.

6.1 Secure User Authentication and Role Management



Student Withdrawal.

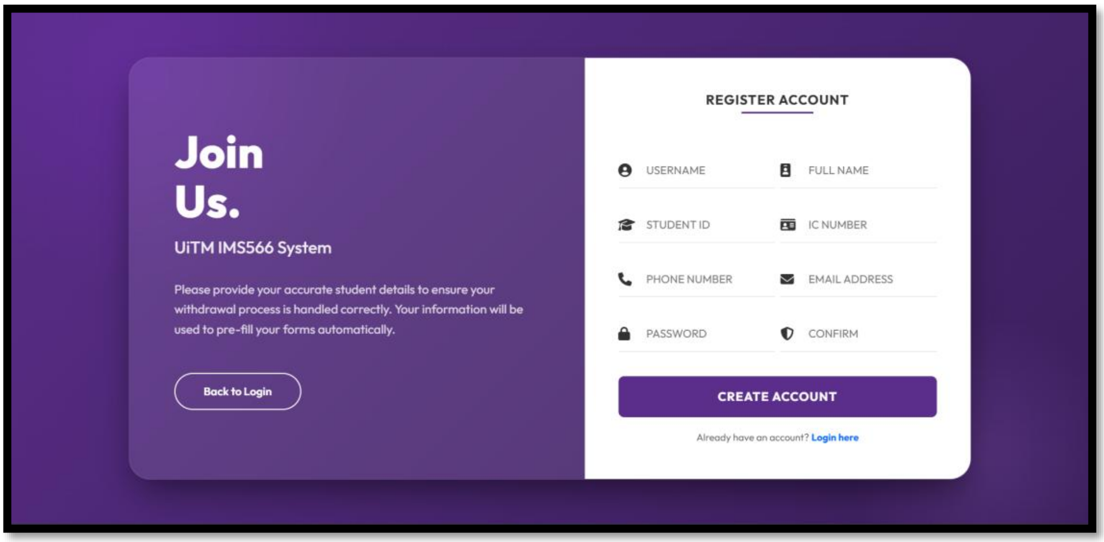
UiTM IMS566 System

This system facilitates UiTM students in managing the withdrawal process from studies systematically and quickly. Please log in using your student number and password to proceed with the application.

UITM IMS566

Don't have an account? Register here

Figure 3: Login Page



Join Us.

UiTM IMS566 System

Please provide your accurate student details to ensure your withdrawal process is handled correctly. Your information will be used to pre-fill your forms automatically.

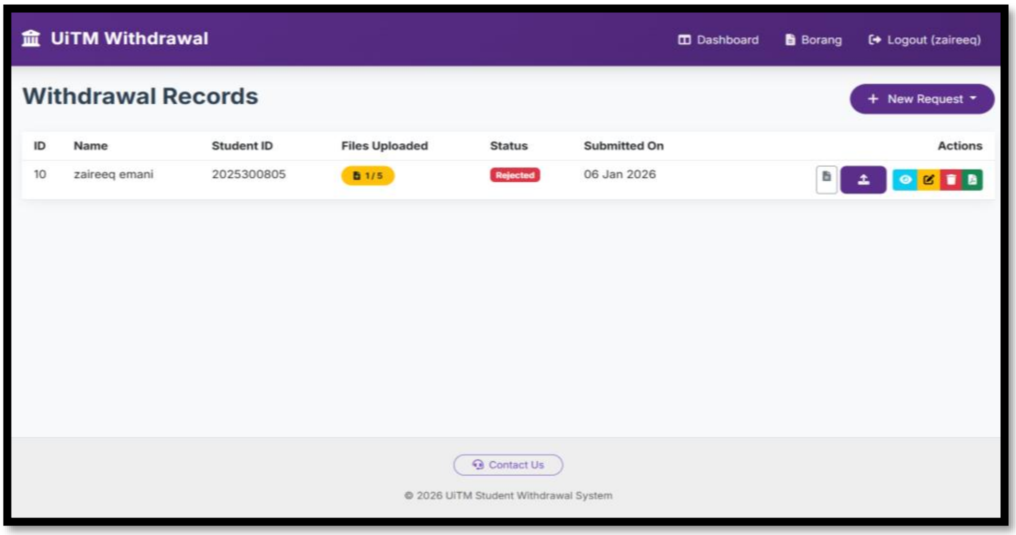
REGISTER ACCOUNT

Already have an account? Login here

Figure 4: Registration Account Page

The system features a robust authentication framework that differentiates between student and administrator roles. Through a secure login and registration portal, users are granted access to specific functionalities based on their assigned roles. Once authenticated, the system uses server-side session validation on every page request to ensure that users can only interact with modules appropriate to their role; for instance, students are programmatically restricted from accessing the admin dashboard or the status update scripts, while administrators are granted elevated permissions to oversee and modify the state of all system records. This ensures that sensitive student data is protected and that administrative actions, such as approving or rejecting requests, are restricted to authorized personnel only.

6.2 Integrated Management Dashboards

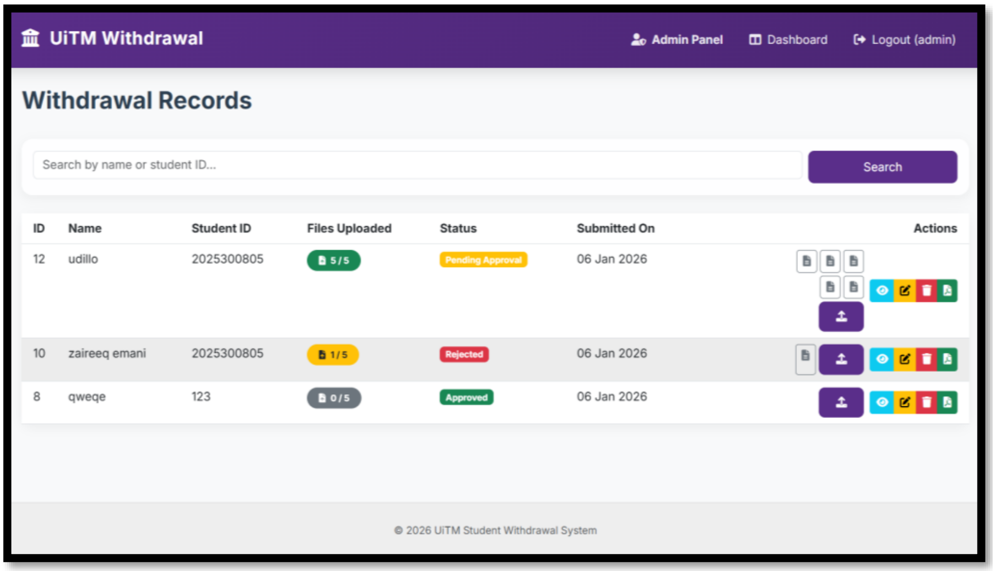


Withdrawal Records

ID	Name	Student ID	Files Uploaded	Status	Submitted On	Actions
10	zaireeq emani	2025300805	1 / 5	Rejected	06 Jan 2026	

© 2026 UiTM Student Withdrawal System

Figure 5: Student Dashboard



Withdrawal Records

ID	Name	Student ID	Files Uploaded	Status	Submitted On	Actions
12	udillo	2025300805	5 / 5	Pending Approval	06 Jan 2026	
10	zaireeq emani	2025300805	1 / 5	Rejected	06 Jan 2026	
8	qweqe	123	0 / 5	Approved	06 Jan 2026	

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Figure 6: Admin Dashboard

Both students and administrators benefit from their own specialized dashboards that centralize their workflow. For students, the dashboard offers a clear overview of their submission history and the current status of their applications (e.g., Pending, Approved, or Rejected). Administrators, on the other hand, utilize a high-level console to manage the entire pool of requests, allowing them to filter, view detailed student information, and update application statuses in real-time whether to (Approve or Rejected) based on the UiTM standard requirements to leave the university.

6.3 CRUD function in Student Dashboard

In simple terms, CRUD stands for the four basic things you can do with information in any system which are Create, Read, Update, and Delete. Here are how those functions work in your system, So, here comes the CRUD functionality that this system provided for both students and administrator role matched to the buttons in the Actions column:

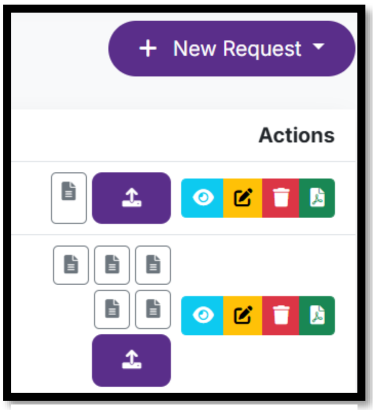
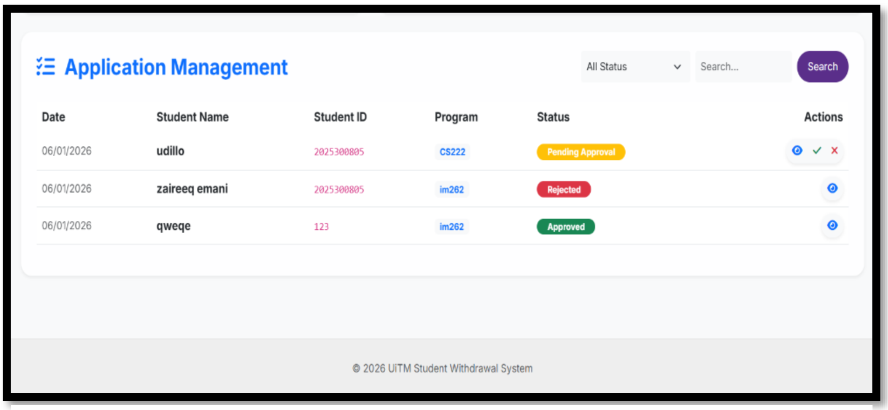


Figure 8: CRUD Operations in Student Dashboard


Application Management

All Status | Search... | Search

Date	Student Name	Student ID	Program	Status	Actions
06/01/2026	udillo	2025300805	CS222	Pending Approval	✓ ✗
06/01/2026	zaireeq emani	2025300805	im262	Rejected	
06/01/2026	qweqe	123	im262	Approved	

© 2026 UiTM Student Withdrawal System

Figure 7: CRUD Operations in Admin Panel

1. CREATE (Add New Information)

While not in the small row of buttons, this starts with the "+ New Request" button at the top of the dashboard. This allows a student to "Create" a new withdrawal application from scratch.

2. READ (View Information)

These buttons allow you to look at the data without changing it:

View (Cyan Eye Button): Opens a page to see all the details the student filled out in their form.

Document (White Button): Let's you view any specific files (like medical letters) that have already been uploaded.

View in Admin (Blue Eye Button): Opens overall pages to see all the details the student filled out in their form.

3. UPDATE (Change Information)

These buttons allow you to fix or add more details to an existing request:

Edit (Yellow Pen Button): Used to change the text information, such as fixing a typo in the student's name or changing the reason for leaving.

Upload (Purple Arrow Button): Used to "Update" the request by adding the approved documents or evidence from the student affairs.

Status Update (Admin Only): Administrators use separate checkmark/cross buttons (not shown in this specific layout) to "Update" the status from 'Pending' to 'Approved'.

4. DELETE (Remove Information)

Delete (Red Trash Button): This is the final step of the CRUD cycle. It completely removes the record from the database. The system will usually ask "Are you sure?" before this happens to prevent accidents. This function can be used by students if they want to delete the withdrawal application also, administration can also use the same delete function for students for example, if the withdrawal submission over the period of time, critical case, or etc.

6.4 Clearance Modules

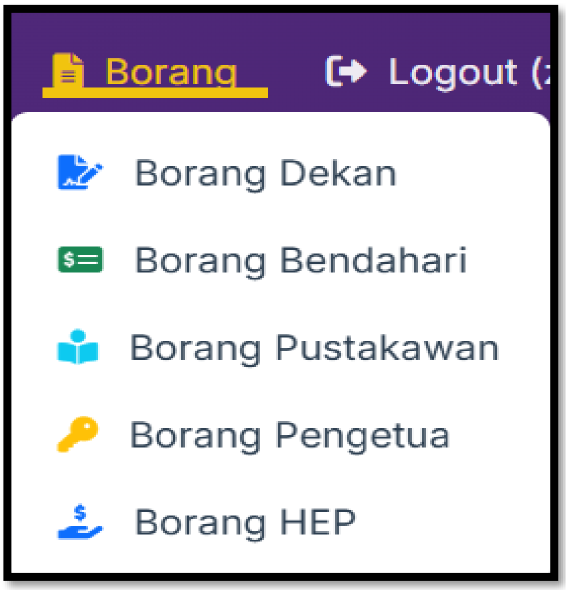
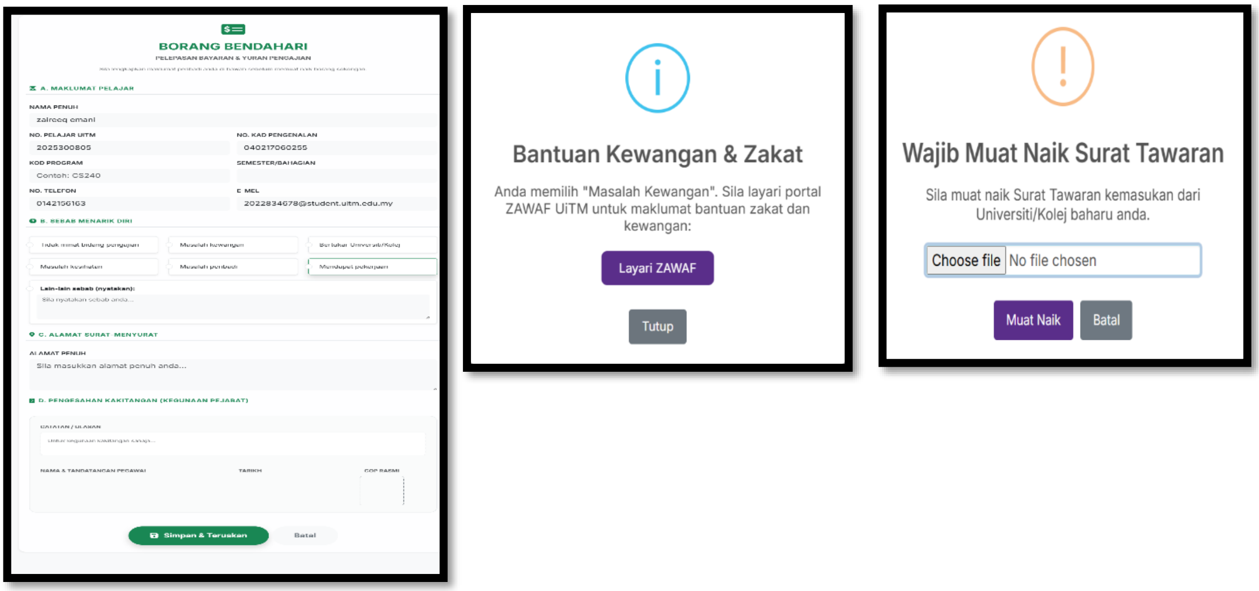


Figure 9: Five Clearance Modules

The architecture of the system is built around five core clearance modules, each corresponding to a specific institutional requirement to apply for withdrawal from UiTM. Students have to fill the form first and then submit to each student affairs to get their official signature and seal before submit again to the dashboards for the withdrawal. First, the Borang Dekan serves as the primary instrument for academic withdrawal authorization. Commensurately, the Borang Bendahari manages the financial reconciliation of tuition fees and outstanding liabilities. Peripheral but essential logistics are handled through the Borang Pustakawan, which verifies the return of intellectual property and library resources, and the Borang Pengetua, which oversees the surrender of physical assets such as residential keys. Finally, the Borang HEP ensures that students have fulfilled their obligations regarding scholarships, financial aid, and extracurricular uniformed unit commitments.

6.5 Digital Withdrawal Request Submission



BORANG BENDAHARI

PELEPASAN BAYARAN & YURAN PENGAJIAN

Sila lengkapkan maklumat peribadi anda di bawah sebelum memuat naik borang sokongan.

A. MAKLUMAT PELAJAR

NAMA PENUH: zaireeq emani

NO. PELAJAR UITM: 2025300805

NO. KAD PENGENALAN: 040217060255

KOD PROGRAM: Contoh: CS240

SEMESTER/BAHAGIAN:

NO. TELEFON: 0142156163

E MEL: 2022834678@student.uitm.edu.my

B. SEBAB MENARIK DIRI

○ Tidak minat bidang pengajian ○ Masalah kewangan ○ Bertukar Universiti/Kolej

○ Masalah kesihatan ○ Masalah peribadi ○ Mendapat pekerjaan

○ Lain-lain sebab (nyatakan): Sila nyatakan sebab anda...

C. ALAMAT SURAT-MENYURAT

ALAMAT PENUH: Sila masukkan alamat penuh anda...

D. PENGESAHAN KAKITANGAN (KEGUNAAN PEJABAT)

CATATAN / ULASAN: Untuk kegunaan kakitangan sahaja...

NAMA & TANDATANGAN PEGAWAI

TARIKH

COP RASMI

Bantuan Kewangan & Zakat

Anda memilih "Masalah Kewangan". Sila layari portal ZAWAF UiTM untuk maklumat bantuan zakat dan kewangan:

Wajib Muat Naik Surat Tawaran

Sila muat naik Surat Tawaran kemasukan dari Universiti/Kolej baharu anda.

Choose file No file chosen

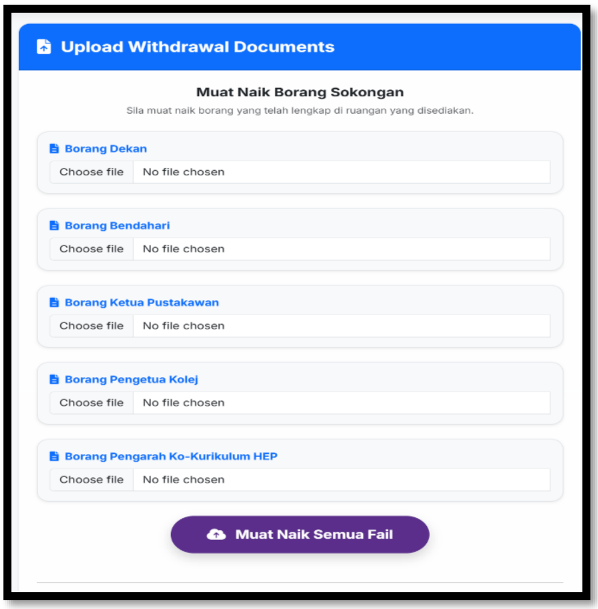
Figure 10: Application Form

Students can initiate withdrawal requests through a comprehensive digital interface that replaces traditional paper-based processes. The system captures essential academic and personal information including student ID, program code, and the specific reason for withdrawal ensuring all necessary data is collected upfront. Rather than simple text inputs, the system utilizes a combination of validated fields, including dropdowns for program codes and specific radio groups for withdrawal reasons such as "Financial Issues," "Health Problems," or "Personal Reasons." For example, when students tick the reason to withdraw from UiTM because of “Masalah Kewangan”, there will be a pop-up that give the link direct to “Bantuan Zakat”. Another example is if student want to change university, student have to upload the new university offer letter when they tick “Bertukar Universiti”. This standardized form approach wants to prevent students from leaving the university and slows down the initial submission phase of the withdrawal process. This structured data entry ensures that the backend database remains quarriable and structured.

6.6 Automated PDF Export and Record-Keeping

The system provides a specialized feature for generating standardized PDF versions of the withdrawal forms. This functionality allows both students and administrators to export completed applications into a professional, printable format suitable for official university records. By automating the conversion of digital data into fixed documents, the system ensures consistency across all physical and digital archives.

6.7 Document Management and Supporting Evidence



Upload Withdrawal Documents

Muat Naik Borang Sokongan

Sila muat naik borang yang telah lengkap di ruangan yang disediakan.

Borang Dekan
Choose file No file chosen

Borang Bendahari
Choose file No file chosen

Borang Ketua Pustakawan
Choose file No file chosen

Borang Pengetua Kolej
Choose file No file chosen

Borang Pengarah Ko-Kurikulum HEP
Choose file No file chosen

Figure 11: Upload Withdrawal Documents Page

To support the validity of withdrawal requests, the system includes a dedicated document upload feature. Students can attach the 5 digital evidence, which are Borang Dekan, Borang Bendahari, Borang Ketua Pustakawan, Borang Pengetua Kolej, and Borang Pengarah Ko-Kurikulum HEP directly to their withdrawal applications. These documents are securely stored on the server and linked to the student's request, providing administrators with the necessary context to make informed decisions without requiring physical documents. This feature supports multiple file formats, specifically targeting PDF and image files that serve as proof for the student’s stated reason for withdrawal. Upon upload, the system manages the file transfer to a secure directory on the server. This integration allows administrators to view or download specific evidence directly from the management console submitted by the students, ensuring that every approval or rejection is grounded in verified documentation rather than unverified claims.

7.0 User Interface Overview (layout, navigation)

This section provides a detailed analysis of the User Interface (UI) design, layout architecture, and navigation system of the UiTM Student Withdrawal System.

7.1 Design System & Aesthetics

The system employs a modern, premium aesthetic designed to provide a high-quality user experience.

Primary Color Palette:

- UiTM Purple (#5a2e8a): Used for the navbar, primary buttons, and section headers.
- UiTM Gold/Yellow (#f1c40f): Used as an accent color for hover states and indicators.
- Light White Background (#f8f9fa): Provides a clean, professional look for the main content area.
- Typography: Uses the Inter Font Family, known for its legibility and modern feel.
- Visual Effects:
  - ➢ Glassmorphism: Dashboard cards use a semi-transparent white background with a blur effect (backdrop-filter: blur(10px)).
  - ➢ Elevated Shadows: Subtle box-shadows are applied to cards and the navigation bar to create depth.
  - ➢ Micro-Animations: Underline animations on nav-links and scale effects on the brand logo enhance interactivity.
  - ➢ Pop-up an

7.2 Layout Architecture

The application follows a consistent structural pattern across all pages.

- Header (Global Navigation):

Sticky navbar with a linear gradient from UiTM Purple to a slightly darker shade.

Role-based visibility: Admins see the "Admin Panel" link, while students have a "Borang" (Forms) dropdown and a "New Request" button.

- Main Content Area:

Encapsulated within a Bootstrap .container for centered, responsive alignment.

Uses a flexible grid system (. row and. col-*) to manage layout on different screen sizes.

- Footer:

Minimalist design containing copyright information.

Features a dynamic "Contact Us" trigger for students, launching an interactive support information.

7.3 Navigation & User Flows

Navigation is tailored specifically to the user's role and current state.

Student Flow

- Dashboard: Central hub showing a table of recent withdrawal records with status (Saved, Pending, Approved, Rejected).
- Form Interaction: Users can initiate new requests via a "New Request" dropdown or edit existing "Saved" drafts.
- Multi-Stage Submissions: Forms are split into clear sections (Parts A-D) with confirmation modals (SweetAlert2) to prevent accidental submissions.

Admin Flow

- Admin Dashboard: Visual statistics showing Total, Pending, Approved, and Rejected applications.
- Data Visualization: Integrated Chart.js displays (Doughnut chart for status distribution and Bar chart for withdrawal reasons).

- Application Management: Searchable and filterable table allows admins to view details and approve/reject applications with a single click.

7.4 Key UI Components

- Data Tables: Clean, hover able tables with status badges and integrated action buttons (View, Edit, Delete, Admin Actions).
- Forms: Sectioned layouts with mandatory fields, standard validation, and a centralized template for consistent branding.
- Interactive Modals: Extensively uses SweetAlert2 for contact support, confirmation dialogs, and processing indicators.
- Badges: Color-coded badges for status (Warning for Pending, Success for Approved, Danger for Rejected).

7.5 Responsiveness

The system is built on Bootstrap 5, ensuring full responsiveness:

- Mobile-responsive navigation toggler.
- Stacked card layouts on smaller screens.
- Responsive table wrappers to prevent horizontal overflow.

8.0 Workflow of Form (illustration of the CRUD cycle)

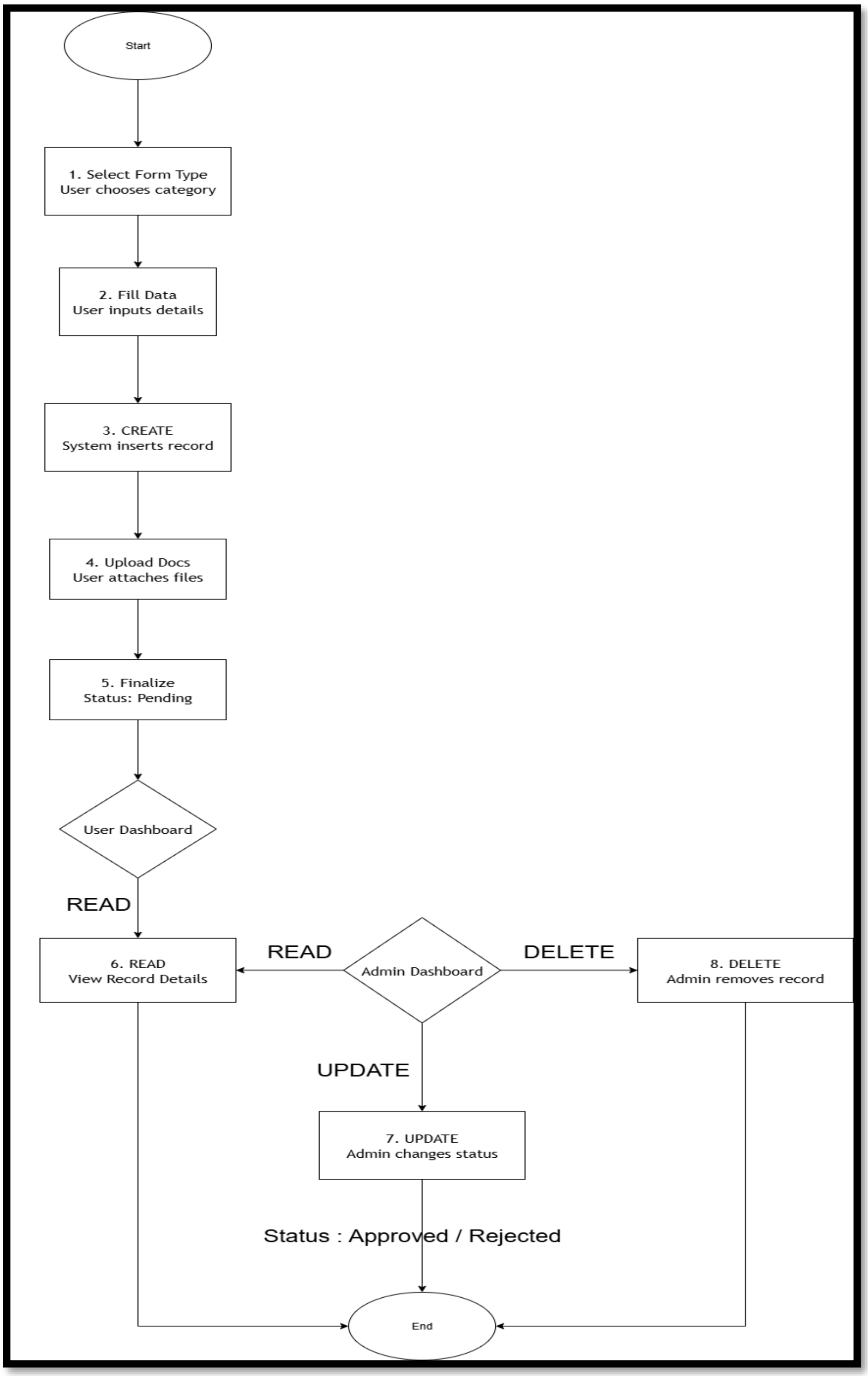


Figure 12: Flowchart of CRUD cycle

Detailed Workflow Steps

1. **Create (Application Submission)**

- **Step 1**: User selects a specific withdrawal form (Dekan, Bendahari, Pustakawan, Pengetua and HEP) from the Dashboard.
- **Step 2**: User fills in personal details and reason for withdrawal. System creates a withdrawals record.
- **Step 3**: User is redirected to the Upload page to attach supporting documents (PDF/Images).
- **Step 4**: User "Finalizes" the submission, setting the status to Pending.

2. **Read (View Application)**
    - Users can see their submitted applications on the Dashboard.
    - Clicking "View" opens view.php, displaying all details and uploaded documents fetched from the database.
3. **Update (Edit Application)**
    - If the application is still editable (not yet approved/rejected), the user can click "Edit".
    - edit.php allows modification of personal details or explanations.
4. **Delete (Cancel Application)**
    - Users can delete an application if they wish to cancel the withdrawal request.
    - This removes the record and associated documents from the database.

9.0 Team roles and contribution

Name	Contribution
MOHAMAD DINIY IQBAL BIN MOHD DARIFF	➢ Admin page Consist of: • Admin Dashboard Page -Visualization graph & chart -Statistic of user register, user applicant, date & type of form. -Admin management • Admin Panel Page -Withdrawal application approval -User Information -Total applicant -Status of applicant -Applicant document view
MUHAMMAD FADHIL BIN ZUHAIMI	➢ Login Page Consist of: • Login Page - User id and password • Registration Account Page Consist of: - Input the new user id, full name, ic number and etc. ➢ Contact info Consist of: - Contains UiTM information
ZAIREEQ EMANI ZAIDILLAH BIN MOHD ZARUL IHSAN ZAIDILLAH	➢ Overall user interface Consists of: • Borang / Form Page - User can fill their personal detail - Save and upload the documents • Dashboard page - User can submit all their files - Review and delete the files - Export, edit and print the files ➢ UI / UX Design - White and purple theme match the UiTM theme - Consistent navigation to ensure user-friendliness - Typography that is friendly across all users

10.0 Contact Information

No.	Picture	Details
1		**Name:** MOHAMAD DINIY IQBAL BIN MOHD DARIFF **Student id:** 2025180567 **Phone number:** 011-70061039 **Email:** mdiniyiqbal123@gmail.com
2		**Name:** MUHAMMAD FADHIL BIN ZUHAIMI **Student id:** 2025122057 **Phone number:** 011-11029849 **Email:** Fadhil@gmail.com
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11.0 Conclusion

Conclusively, the IMS566 Student Withdrawal Management System is an important step forward in the processes of computerisation and modernisation of the administrative operations of academic institutions. The system is able to counter the inherent risks, including loss of information, errors during documentation and delays that arise due to manual processing and inter-departmental levels of communication, since it can be migrated to a centralized digital architecture to overcome the presence of a fragmented workflow based on paperwork. This change does not only increase the reliability of the operations but also creates a more formal and responsible withdrawal management procedure.

In addition, the incorporation of multi-departmental clearance procedures into a centralized and structured interface facilitates the interaction of the academic, administrative, and financial departments. This combined strategy saves on redundancy, cutting down on the processing time and all approvals which are necessary are done in a consistent and transparent manner. On the student side, the feature of being able to know where the withdrawal is and the status is in real time will contribute greatly to making the whole process of withdrawal clearer and more confident, allowing to eliminate the feeling of uncertainty and the necessity to make recurrent requests.

Finally, the IMS566 Student Withdrawal Management System is an institutional solution to digital transformation and a model that is scalable and sustainable. It illustrates how it is possible to optimize complex bureaucratic processes with the help of specific technological interventions, which allow maintaining data accuracy, security, and integrity on the highest standards. The system can help enhance the digital requirements of the higher education system by getting administrative efficiency and user-centered design so that the higher education structure can improve institutional governance.

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