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1>Introduction

Attendance Management System is software developed for daily student attendance in schools, colleges and institutes. It facilitates to access the attendance information of a particular Employee in a particular industry. The information is sorted by the operators, which will be provided by the employee for a particular working day. This system will also help in evaluating attendance eligibility criteria of an employee.

Purpose:-

The purpose of developing attendance management system is to computerize the traditional way of taking attendance. Another purpose for developing this software is to generate the report automatically at the end of the session or in the between of the session.

Scope:-

The scope of the project is the system on which the software is installed, i.e. the project is developed as a desktop application, and it will work for a particular institute or organization. But later on the project can be modified to operate it online.

Employee Profile:-

Employee Personal information: Name, Date of Birth, Age, Marital Status, address (permanent and present) and contact person details, Email, Contact no., Blood group, Nationality, Category, employee profile, Date of joining, Service up to, employee current position and job profile, family background details, employee local address and references details, Passport No., PF No, ESI No, Bank A/c No., Qualification details and previous work experiences.

Leave Management:-

Manage leaves of all types for employees Manage different types of employee leave status: permanent, rolling contract and contract Leave ledger of employee Leave application management to be handled by HR Leave structure and policy management.

Time Management :-

Prior intimation to HR in case of late coming, early going, absence due to travel on duty Management of shifts Managing overtime of employee Manual attendance entries in the system by HR in case of scanner failure

The benefits of using a time and attendance management solution at your workplace can not be underestimated. With thousands and thousands of employees working in many companies around the world, the need of an efficient organizational system or programs are getting more and more vital. Therefore, there are many companies implementing time management solutions in order to improve productivity.

Attendance Management System covers the requirements of the Personnel Department in terms of Manpower Analysis, day-to-day monitoring of the Attendance, Maintaining Statutory Registers, Monitoring of Leave Records, Calculation of Overtime and transfer of relevant information to the Payroll System. It also works well as a member database. You can create customized attendance reports, event schedules, membership rosters, and attendance forms. The program is easy to use, and it's well suited for any organization that needs to keep track of attendance.

Create a Window application to be used in place of old paper based user Employee Salary manage process.

Use html , css, javascript and SQL Server technology to create strong and secured database connectivity.

Incorporate the server software within the code.

Runtime package and deployment instructions are given.

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The intention of developing Attendance Management System is to computerized the tradition way of taking attendance. Another purpose for developing this software is to generate the desired reports automatically at the end of the session or in the between of the session as they require. This project is basically a desktop application which means self contained software runs on the system on which it has been installed under the user control and it will work for a particular institute or college only.

2>Project Management

Software Process Model:

To solve actual problems in an industry, software developer or a team of developers must incorporate a development strategy that encompasses the process, methods and tools layers and generic phases. This strategy is often referred to as process model or a software developing paradigm. A process model for software developing is chosen based on the nature of project and application, the methods and tools to be used, and the controls and deliverables that are required. All software development can be characterized as a problem solving loop in which four distinct stages are encountered: Status quo, Problem definition, technical

development and solution integration. Regardless of the process model that is chosen for a software project all of the stages coexist simultaneously at some level of detail.

Our Project Follows the Waterfall Model:

The Waterfall Model:

The steps of the typical Waterfall Model are:

1. Requirement Definition.
2. System & Software Design.
3. Implementation.
4. Integration & System Testing.
5. Operation and Maintenance.

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There have been some variations from the typical waterfall model for this project lifecycle.

They are:

1. Maintenance has been omitted from the current project.
2. Not all testing methods which are present in theoretical model are implemented.

3>System Requirement Study

This system will be used in one User Modules which are Administrator. As all of these have different requirements the modules are designed to meet their needs and avoid any type of confusion. The Uses of all three User Modules have been described below.

[1] System User can do the following functions in the System.

- Add , Edit & Delete Attendance Detail

- Add , Edit & Delete Employee Detail

- Add , Edit & Delete Salary Detail

- Add , Edit & Delete Holiday Detail

- Add , Edit & Delete Salary Scale Detail

- View Results

- Generate Reports

Hardware:

- Pentium IV.

- 700 MB Hard Disk Space.

- 256 MB RAM.

Software:

Operating System: Windows XP or later.
Front End: html, css , javascript .
Back End: MS SQL SERVER 2005.

4>System Analysis

STUDY & WEAKNESSES OF CURRENT SYSTEM.

Current System

In the present system all work is done on paper. The whole session attendance is stored in register and at the end of the session the reports are generated. We are not interested in generating report in the middle of the session or as per the requirement because it takes more time in calculation. So, We are not able to get employees regularity report and take necessary action on employees whenever we want because of having very time consuming process.

Weaknesses in Current System

1. Not User Friendly:
The existing system is not user friendly because the retrieval of data is very slow and data is not maintained efficiently.
2. Difficulty in report generating:

We require more calculations to generate the report so it is generated at the end of the session. And the employee not gets a single chance to improve their Attendance.

3. Manual control:

All calculations to generate report are done manually so there is greater chance of errors.

4. Lots of paperwork:

Existing system requires lot of paper work. Loss of even a single register/record led to difficult situation because all the papers are needed to generate the reports.

5. Time consuming:

Every work is done manually so we cannot Generate report in the middle of the session or as per the requirement because it is very time consuming.

Requirements of New System:

User Requirements.

The User requirements for the new system are to make the system fast, flexible, less prone to errors and reduce expenses and save time.

Time can be saved in scheduling the salary if it were available to make question banks to store questions for different Employee in advance and can be used as per required.

A system that can automate the checking of answers which are pre-stored so that results can be generated as soon as the Employee gives the reason.

A facility that can generate result charts as per required without manual interference for providing how a task is to be done instead only asking what is to be done.

The system should have Employee & its salary records on hand which can be used as per required only by authorized personnel.

The New system should be more secure in managing Employee records and reliable enough to be used in any condition.

Finally, it should prove cost effective as compared to the current system.

Feasibility Study:

A key part of the preliminary investigation that reviews anticipated costs and benefits and recommends a course of action based on operational, technical, economic, and time factors. The purpose of the study is to determine if the systems request should proceed further.

Economically Feasibility:

The system being developed is economic with respect to Business or point of view. It is cost effective in the sense that has eliminated the salary work completely. The system is also time effective because the calculations are automated which are made at the end of the month or as per the employee requirement. The result obtained contains minimum errors and are highly accurate as the data is required.

Technical feasibility:

The technical requirement for the system is economic and it does not use any other additional Hardware and software.

Behavioral Feasibility:

The system working is quite easy to use and learn due to its simple but attractive interface. user requires no special training for operating the system.

Features of the New System.

The new system has been designed as per the user requirements so as to fulfill almost all them.

1. User Friendly: -

The proposed system is user friendly because the retrieval and storing of data is fast and data is maintained efficiently. Moreover the graphical user interface is provided in the proposed system, which provides user to deal with the system very easily.

2. Reports are easily generated:-

Reports can be easily generated in the proposed system so user can generate the report as per the requirement (monthly) or in the middle of the session. User can give the notice to the employees to be regular.

3. Very less paper work:

The proposed system requires very less paper work. All the data is feted into the computer immediately and reports can be generated through computers. Moreover work becomes very easy because there is no need to keep data on papers.

4. Computer operator control:

Computer operator control will be there so no chance of errors. Moreover storing and retrieving of information is easy. So work can be done speedily and in time.

5>System Design

It is a graphical representation of the data. It identifies the path the data will take, what process will take place to it from one from to another.

A DFD is a graphical representation of the flow of data through an information system. It can be used to provide a clear representation of any function. It doesn't provide information about the timing of processes or about whether processes will operate in sequence. Therefore it is different from a flowchart.

Data Flow Diagrams are composed of the four basic symbols shown below.

The External Entity symbol represents sources of data to the system or destinations of data from the system.

The Data Flow symbol represents movement of data.

The Data Store symbol represents data that is not moving (delayed data at rest).

The Process symbol represents an activity that transforms or manipulates the data (combines, reorders, converts, etc.).

Any system can be represented at any level of detail by these four symbols.

1. Data Flow:

It is represented by a line arrowhead showing the direction of flow. It shows the flow of information from source to its destination. Information always flows to or from process and may be written, verbal or electronic.

Symbol:

2. Process:

A circle represents a process. It shows the procedures those use the data in the system.

Symbol:

1. External Entities :

A Rectangle represents an external entity. They either supply data or receive data.

They do not process data.

Symbol:

2. Data Store:

A process references the data store in the system. The data flow is shown by the opened ended rectangles.

Symbol:

CONTEXT DIAGRAM:

The context diagram is a top-level view of an information system that shows the boundaries and scope. It describes the main objective of the system and the entities involved.

DATA FLOW DIAGRAM (Level 1)

DATA FLOW DIAGRAM (Level 2)

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Continue:

Table Name:

Description: Login table Keep the information about user in this system.

Sr.No	Field Name	Data type	Constraints	Size	Description
1.	Login Id	int	Primary Key		Login Id
2.	Username	Varchar	Not null	50	Username
3.	Password	Varchar	Not null	50	Password
4.	Role	Varchar	Not null	50	Role

Table Name:

Description: Attendance table Keep the Information about Employee Attendance.

Sr.No	Field Name	Data type	Constraints	Size	Description
1.	Attendance_Id	int	Primary Key		Attendance Id
2.	att_date	Date Time	Not null	50	Attendance date
3.	emp_code	int	Not null	50	Employee code
4.	is_present	int	Not null	50	Is present

Table Name:

Sr.No	Field Name	Data type	Constraints	Size	Description
1.	dep_id	int	Primary Key		Department id
2.	dep_code	Date Time	Not null	50	Department code
3.	dep_name	int	Not null	50	Department Name

Description: - Department Table Keep the information about different type of Department

Table Name:

6>Summary

Project Title:

Attendance Management System.

Documentation Tools:

Microsoft Word 20016 .

Microsoft PowerPoint 2016.

Project Guide:

Dr. Shaligram Prajapat

7>Conclusion

Main Aim of the Attendance Management System –

1. Improve Workforce Management Efficiencies – Relying on manual processes to manage employees can quickly evolve into an administrative nightmare. Tracking information by hand not only increases the likelihood for human errors, but it exposes you to certain compliance risks. And if you're using unfriendly software that forces you to switch between products and access multiple documents, can you be certain you're using the most current data? With a fully unified employee management platform that works for you, not against you, you'll never need to import multiple files and re-key data across different platforms.

2. Employee Engagement – Employee management systems also offer solutions to increase employee engagement and ultimately impact retention. Tools such as Performance Management and Pulse surveys provide a modern way to track and evaluate employee development. You're able to work with employees to establish goals, make them feel valuable and develop a path for their success. Because 70% of employees around the country are unengaged, having a tool in place to keep a stimulating organization is a necessity, not a 'nice to have'.
3. Securing Employee Information – HR databases have become a prime target for hackers. With Social Security numbers, bank account information, check stubs and personal info available within the system, failing to protect critical information can prove costly. And if you're relying on paper files and spreadsheets to house sensitive data, you could be exposed to the information falling into the wrong hands. The right human resources system should provide you with specific security measures, multi-factor authentication and data encryption just to name a few, to keep your employees' information safe.
4. HR Data Analytics & Metrics – HR departments are turning to data to identify insights and solve business challenges like turnover, overtime and headcount. And the right data can open the flood gates for key learnings to help you and your team make more informed decisions. For instance, you might determine that a department has a particularly high employee turnover rate. What's the root cause? Is there a management issue? Is employee engagement too low? With data analytics, these questions can be accessed, solutions can be developed and results can be measured to not only impact your bottom line but help you gain more exposure to your C-Suite. Executive-level meetings are a show, don't tell environment. To show the true value an HR department can offer, you need to be able to go to attend these meetings armed with data and action items.
5. Mitigate Compliance Risk – Did you know, that failing to produce a complete I-9 form during an audit can earn you a penalty of up to \$16,000 per violation? Compliance is never a given and with the increased number of regulations and audits of organizations, it's more critical than ever to know what's required and properly manage regulations so you can stay ahead of litigation. Because workforce management systems are a cloud-based technology with the ability to document and access information from anywhere at any time, providing complete I-9s, W-4s and other compliance and tax documents to auditors can be as simple as a few clicks. Included in these software systems are proactive notifications for when documents are about to expire so you can ensure certifications and necessary compliance documents are current.

8>User Interface

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Ø Purpose:-

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Ø Scope:-

The scope of the project is the system on which the software is installed, i.e. the project is developed as a desktop application, and it will work for a particular institute or organization. But later on the project can be modified to operate it online.

Ø Employee Profile:-

Employee Personal information: Name, Date of Birth, Age, Marital Status, address (permanent and present) and contact person details, Email, Contact no., Blood group, Nationality, Category, employee profile, Date of joining, Service up to, employee current position and job profile, family background details, employee local address and references details, Passport No., PF No, ESI No, Bank A/c No., Qualification details and previous work experiences.

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The context diagram is a top-level view of an information system that shows the boundaries and scope. It describes the main objective of the system and the entities involved.

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Ø DATA FLOW DIAGRAM (Level 2)

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Table Name:

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Sr.No	Field Name	Data type	Constraints	Size	Description
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2.	Username	Varchar	Not null	50	Username
3.	Password	Varchar	Not null	50	Password
4.	Role	Varchar	Not null	50	Role

Table Name:

Description: Attendance table Keep the Information about Employee Attendance.

Sr.No	Field Name	Data type	Constraints	Size	Description
1.	Attendance_Id	int	Primary Key		Attendance Id
2.	att_date	Date Time	Not null	50	Attendance date
3.	emp_code	int	Not null	50	Employee code
4.	is_present	int	Not null	50	Is present

Table Name:

Sr.No	Field Name	Data type	Constraints	Size	Description
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2.	dep_code	Date Time	Not null	50	Department code
3.	dep_name	int	Not null	50	Department Name

Description: - Department Table Keep the information about different type of Department

Table Name:

6>Summary

Project Title:

Ø Attendance Management System.

Documentation Tools:

Ø Microsoft Word 20016 .

Ø Microsoft PowerPoint 2016.

Project Guide:

Ø Dr. Shaligram Prajapat

7>Conclusion

Main Aim of the Attendance Management System –

1. **Improve Workforce Management Efficiencies** – Relying on manual processes to manage employees can quickly evolve into an administrative nightmare. Tracking information by hand not only increases the likelihood for human errors, but it exposes you to certain compliance risks. And if you're using unfriendly software that forces you to switch between products and access multiple documents, can you be certain you're using the most current data? With a [fully unified employee management](#) platform that works for you, not against you, you'll never need to import multiple files and re-key data across different platforms.
2. **Employee Engagement** – Employee management systems also offer solutions to increase employee engagement and ultimately impact retention. Tools such as Performance Management and [Pulse surveys](#) provide a modern way to track and evaluate employee development. You're able to work with employees to establish goals, make them feel valuable and develop a path for their success. Because 70% of employees around the country are unengaged, having a tool in place to keep a stimulating organization is a necessity, not a 'nice to have'.
3. **Securing Employee Information** – HR databases have become a prime target for hackers. With Social Security numbers, bank account information, check stubs and

personal info available within the system, failing to protect critical information can prove costly. And if you're relying on paper files and spreadsheets to house sensitive data, you could be exposed to the information falling into the wrong hands. The right human resources system should provide you with [specific security measures](#), multi-factor authentication and data encryption just to name a few, to keep your employees' information safe.

4. **HR Data Analytics & Metrics** – [HR departments are turning to data](#) to identify insights and solve business challenges like turnover, overtime and headcount. And the right data can open the flood gates for key learnings to help you and your team make more informed decisions. For instance, you might determine that a department has a particularly high employee turnover rate. What's the root cause? Is there a management issue? Is employee engagement too low? With data analytics, these questions can be accessed, solutions can be developed and results can be measured to not only impact your bottom line but help you gain more exposure to your C-Suite. Executive-level meetings are a show, don't tell environment. To show the true value an HR department can offer, you need to be able to go to attend these meetings armed with data and action items.
5. **Mitigate Compliance Risk** – Did you know, that failing to produce a complete I-9 form during an audit can earn you a penalty of up to \$16,000 per violation? Compliance is never a given and with the increased number of regulations and audits of organizations, it's more critical than ever to know what's required and properly manage regulations so you [can stay ahead of litigation](#). Because workforce management systems are a cloud-based technology with the ability to document and access information from anywhere at any time, providing complete I-9s, W-4s and other compliance and tax documents to auditors can be as simple as a few clicks. Included in these software systems are proactive notifications for when documents are about to expire so you can ensure certifications and necessary compliance documents are current.

8>User Inteface

