***Individual Project Contribution Report***

**E-OFFICE MANAGEMENT SYSTEM**

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**Abstract:** The E-Office Management System is a digital solution designed to streamline and automate the day-to-day administrative and operational tasks within an office environment. This system replaces traditional paper-based workflows with electronic processes, enhancing efficiency, transparency, and accessibility across departments. Key functionalities include document management, file tracking, communication modules, employee management, scheduling, and task monitoring. By adopting an E-Office Management System, organizations can minimize manual errors, reduce physical storage requirements, and speed up internal communications. The system allows for secure data storage, quick retrieval of information, and real-time monitoring of office activities. It also supports role-based access control to ensure data confidentiality and integrity. This project aims to develop a user-friendly, scalable, and secure platform that can be used by both public and private sector organizations to improve productivity and ensure better governance. The E-Office Management System represents a significant step toward digital transformation and smart office culture

**Individual contribution and findings:**

The whole project was not divided among all our teammates, who looked after different parts of the project, and regarding my contribution to the project, only I looked after the entire coding and performance of the model to ensure the model works according to the proposed idea.

**Individual contribution to project report preparation:**

only I looked after and documented the Project Architecture report and Project Summary,Opportunity Management in Risk management System.

Full Signature of SE Teacher: Full signature of the student:

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