

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DHARWAD

Dharwad, Karnataka- 580009



A Project Report On

“Leave Application Management System”

Submitted by

M Joshasree (19BCS069)

S Pranay Sai Teja (19BCS102)

V Suvarna (19BCS109)

M Anupama (19BCS123)

Under the Guidance of

Dr. Pavan Kumar C

HoD, Dept. of CSE

Indian Institute of Information Technology, Dharwad

CERTIFICATE

This is to certify that the Project Work entitled— **“Leave Application Management System”** is a bonafide work carried out by M.Joshasree(19BCS069), S.Pranay Sai Teja(19BCS102), V.Suvarna(19BCS109), M.Anupama(19BCS123) in fulfillment for the Mini Project-2 of Bachelor of Technology in Computer Science & Engineering of the Indian Institute of Information Technology Dharwad during the year 2022-2023. The Project Report has been approved as it satisfies the academics prescribed for the Bachelor of Technology degree.

Signature of Supervisor(s)

Name(s)

Department(s)

(Month, Year)

DECLARATION

We declare that this written submission represents my ideas in our own words, and that where others' ideas or words are incorporated, the original sources have been adequately cited and referenced. We further swear that we followed all academic honesty and integrity rules and did not distort, fabricate, or falsify any idea, data, fact, or source in our submission. We accept that any breach of the foregoing will result in disciplinary action by the Institute, as well as legal action from the sources who were not properly cited or from whom sufficient permission was not obtained when required.

M. Joshasree

19bcs069

S. Pranay Sai Teja

19bcs102

V. Suvarna

19bcs109

M. Anupama

19bcs123

ACKNOWLEDGEMENT

It gives us great pleasure to appreciate the contributions and support of a huge number of individuals who have contributed to the project's success. It is our pleasure to send our warmest greetings to our project coordinator, **Dr. Pavan Kumar C**, HoD, Department of Computer Science & Engineering, Indian Institute of Information Technology Dharwad, for his valuable inputs, able guidance, encouragement, whole-hearted cooperation and constructive criticism throughout the duration of our project.

We'd want to take this occasion to thank all of our professors who have contributed to our project, whether directly or indirectly. We express our gratitude to our parents, as well as all other family members and friends, for their love and support during our careers. Last but not least, we want to convey our gratitude to our friends for their help and support.

CONTENTS

1. INTRODUCTION.....	
2. TECHNOLOGIES USED.....	
3. FLOW CHART.....	
4. USE CASE DIAGRAM.....	
5. WORKING OF WEBSITE.....	
6. CONCLUSION.....	

INTRODUCTION :

In normal daily life when we need to apply for a leave we need to get permission from higher authorities and there will be a lot of work that should be done in order to get a leave approved. To avoid this whole situation, we designed a database for a website which is called leave application management system that follows specific leave rules and the hierarchy of the faculty in order to approve/disapprove a leave of absence. A leave application management system helps in recording, managing, and tracking employees' time-off requests. This Removes manual interventions and Improves communication and Offers real-time visibility of data. The main objective of this project is to handle employees' leave requests impartially without any waste of time and tedious work.

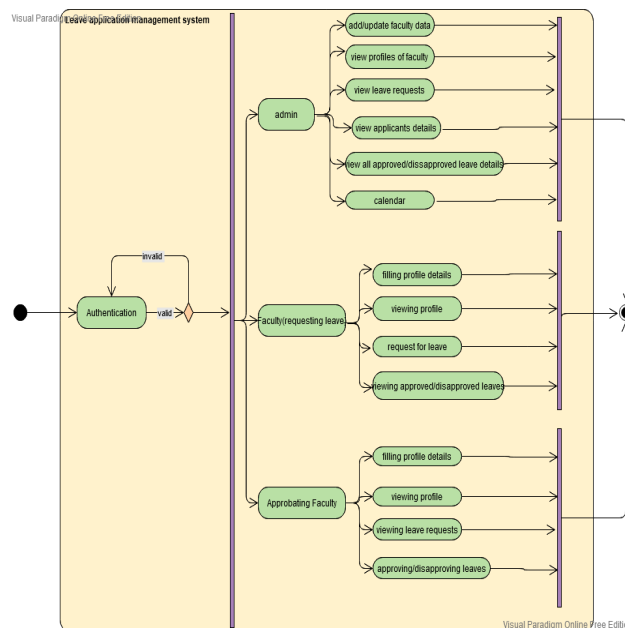
TECHNOLOGIES USED

FrontEnd : HTML , CSS, Java Script, Bootstrap

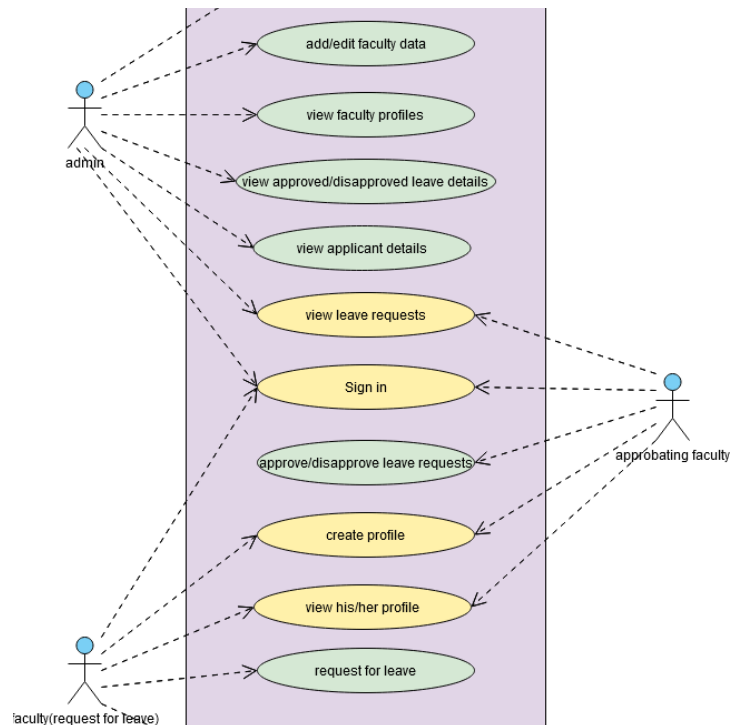
Connection : PHP

DataBase : MySQL- Xampp Server

FLOW CHART



USE CASE DIAGRAM



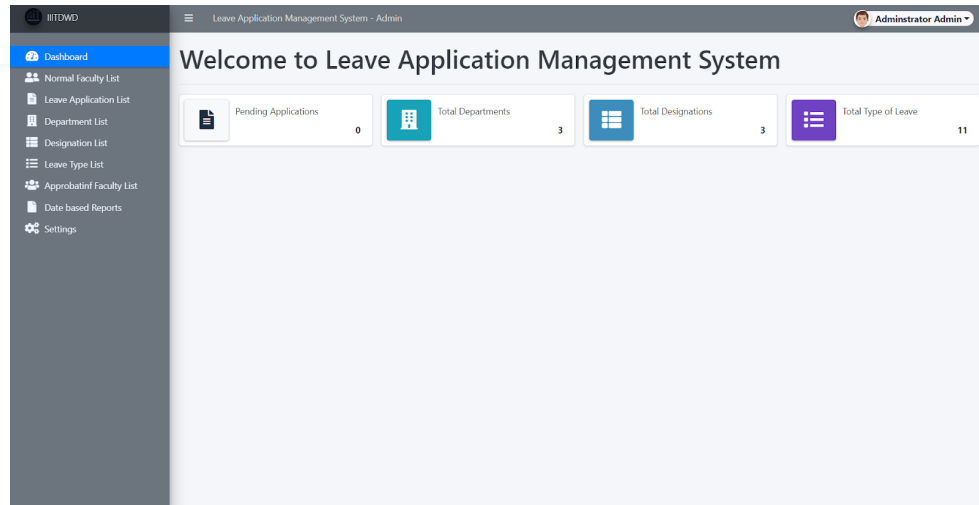
WORKING OF WEBSITE

Types of website modules : This website has three modules namely for admin, faculty who applies for leave[normal faculty(Associate professor, Assistant professor, Professor)] and faculty who approves leave[approbating faculty(HOD-CSE, HOD-ECE, Registrar, Director)].

Process :

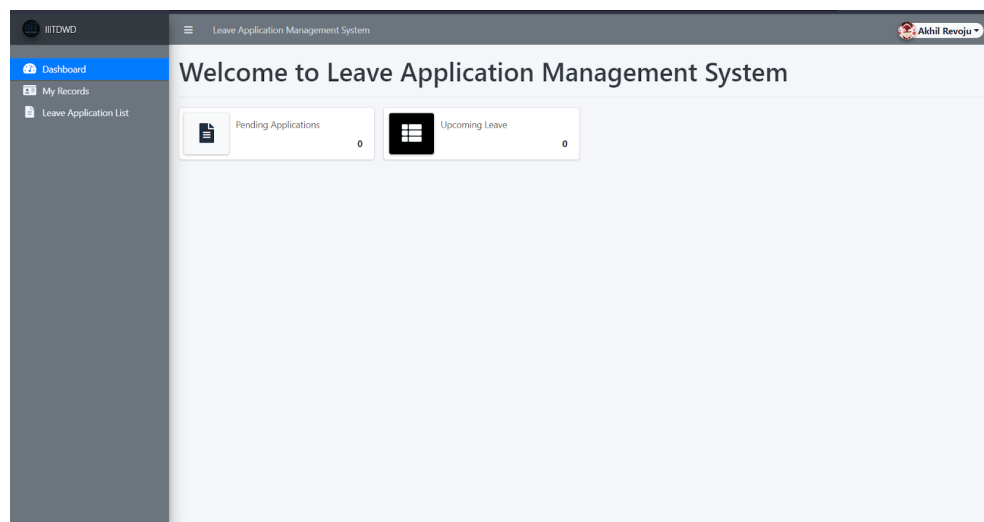
The user(admin, normal faculty and approbating faculty) are authenticated first. Then as per the role of the user, each role has different modules.

Administrator(Admin module) :



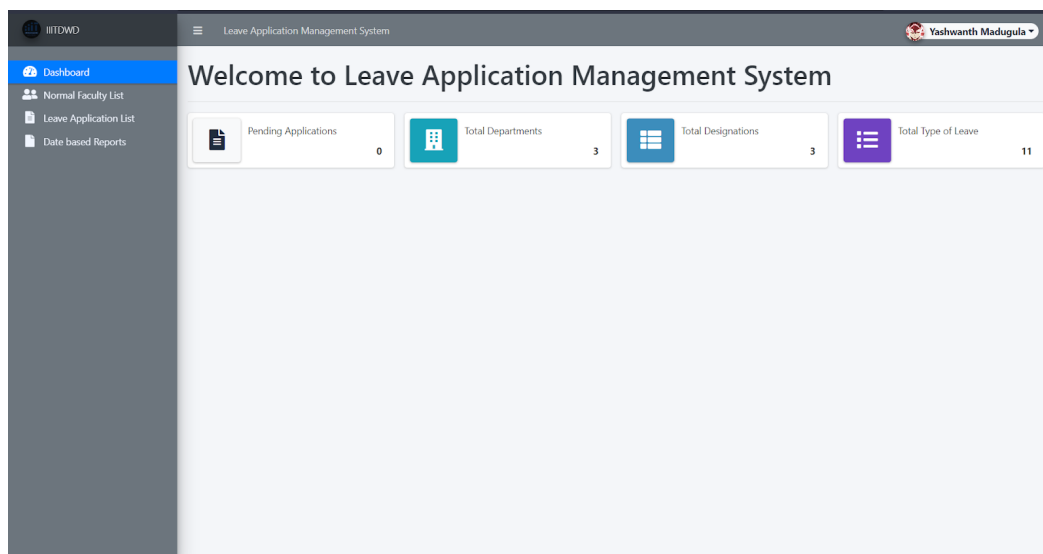
- 1) Admin can view Number of pending leave Applications, Total departments, Total designations, Total types of leaves in the institution.
- 2) Admin can view all normal faculty, leave Applications list(ordered by date), department list, designation list, leave type list, approbating faculty list, Date based reports(for printing reports), settings (required for portal edits like about us page, background picture, logo etc)
- 3) He/she can check the status of leaves applied by normal faculty and can edit/delete/create faculty members, leave types, designation list, department list.

Normal Faculty module :



- 1) Normal faculty can view their pending leaves and upcoming leaves(leaves that are applied for the days other than today).
- 2) “**My Records**” is used to view the profile of that faculty.
- 3) “**Leave Application List**” is used to view all the leaves that are applied by that faculty and their status.

Approbating faculty :



Here, Approbating acts as a semi-administrator, who have important authorities like approving/disapproving leaves, create/edit/delete faculty members, leave types, designation list, department list.

He/she can also print date based reports which are useful for reference.

CONCLUSION

This website is user friendly and can be useful in different ways in order to organize the data of leave applications and applicants data in an online web server. A leave application management system is highly helpful in colleges for keeping track of faculty leaves. This system keeps track of the faculty members' leave applications as well as the leave information. The faculty's request

for a leave of absence may be approved or denied by the higher authorities. As a result, the system keeps doing the extra work that the college does to keep the leaves.