
MIS PROJECT

MODULE - ESTABLISHMENT

Management Information System at NIT Jamshedpur

National Institute of Technology, Jamshedpur (NITJSR) is one of the leading research and academic institutes in engineering and science disciplines. The Institute has 12 departments including engineering, science and humanities. The Institute, with 200+ faculty, 4000+ students, 150+ administrative and supporting staff, is a self-contained campus.

NIT Jamshedpur is seeking a software solution that automates various academic and administrative activities of the institute. The system will replace the decision support system software that is currently employed at the institute. This document gives specifications for the software, which will be referred to as Management Information System (MIS). Users of the campus automation software include students, faculty members, administrative staff members, and sometimes the general public who wish to access information about the institute.

This document contains a minimal set of features / functionalities that the system must provide, and a set of non-functional requirements that the system must meet.

INTRODUCTION TO THE PROJECT MODULE

Establishment module enables employee to register himself to our institution when they are offered joining letter .

Our module provides the facility to manage leave for employee .Employee have facility that he can apply for leave and can update his detail if needed.

This module is helpful to department of organization which maintains data of employee for preparing salary slip to individuals .

OBJECTIVE OF THE PROJECT

- Is to provide a comprehensive approach towards the management of employee information .
- Is to simplify the task of maintaining records of the employee .
- Is to develop a well – designed and functional report to store and manage the information .

CORDINATOR

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Team members

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MODULE REQUIREMENT:

(i)Functional requirement:

1. EMPLOYEE

- 1.1 login
- 1.2 new registration
- 1.3 Forgot password

- Registered employee can login /or unregistered employee can register themselves to the establishment section for maintaining their details according to the institution regulations .
- After login /registration the below two sections provided to simplify the task .

2. LEAVE AND DETAILS

2.1 Employee Details

- Official/personal details of the employee which can be viewed or updated accordingly .

2.2 Leave (apply)(status):

- Applying for leave according to the employee need and checking the status of the approval.

(ii) Non-functional requirements:

1. Deployment:

System should be locally deployable at NIT Jamshedpur, preferably on a Windows platform.

2. Backup:

There should be an easy back-up feature for the entire data, to prevent losing any data.

3. Platform/Browser independence:

The system should be able to work on any of the modern browsers like Firefox / Explorer / Opera / Chrome, and any of the common Operating Systems like Linux, Windows and Mac OS.

4. Data migration:

There should be an easy way to migrate data from the current system to a new system.

5. Flexibility:

As many of the institute processes and rules are expected to evolve over time, an important requirement for the software is customizability. It is desirable to have a system that is flexible enough to allow the administration at NIT to evolve our processes without having to contact the company every time for any small change.

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6. Ease of use and Documentation:

(i) The software should be designed for extensive customizability, even for people who are not used to computer programming.

(ii) The user-interface should be intuitive and easy to navigate.

(iii) There should be a proper documentation of the system. This document should be so simple yet precise so that a newly appointed faculty should do all the

things on one's own and distinguish all the features. This could be given in the form of a 'help' menu associated with every activity.

TOOLS /LANGUAGE USED

→ Front End – HTML, CSS, JAVASCRIPT ,BOOTSTRAP, SAAS,JQUERY.

→ Back End – NODEJS,MYSQL.

Detailed functional requirements

1. Register:

Employee will have to register himself by giving their required details like Name, email,DOB, uploading Joining letter. Application will undergo verifying process of joining letter(takes max 24hrs.) by Admin. After verified employee gets UserID & Password on their email and mobile no. as well.

2. Login:

Login page gives u facility to login into leave management system. If u forget your password then u r given facility to reset password.

After login,employee gets two option "View & Update", "Leave Management

3. View & Update:

Sub-module give facility to employee to check their personal details and update them as well.

4. Leave Management:

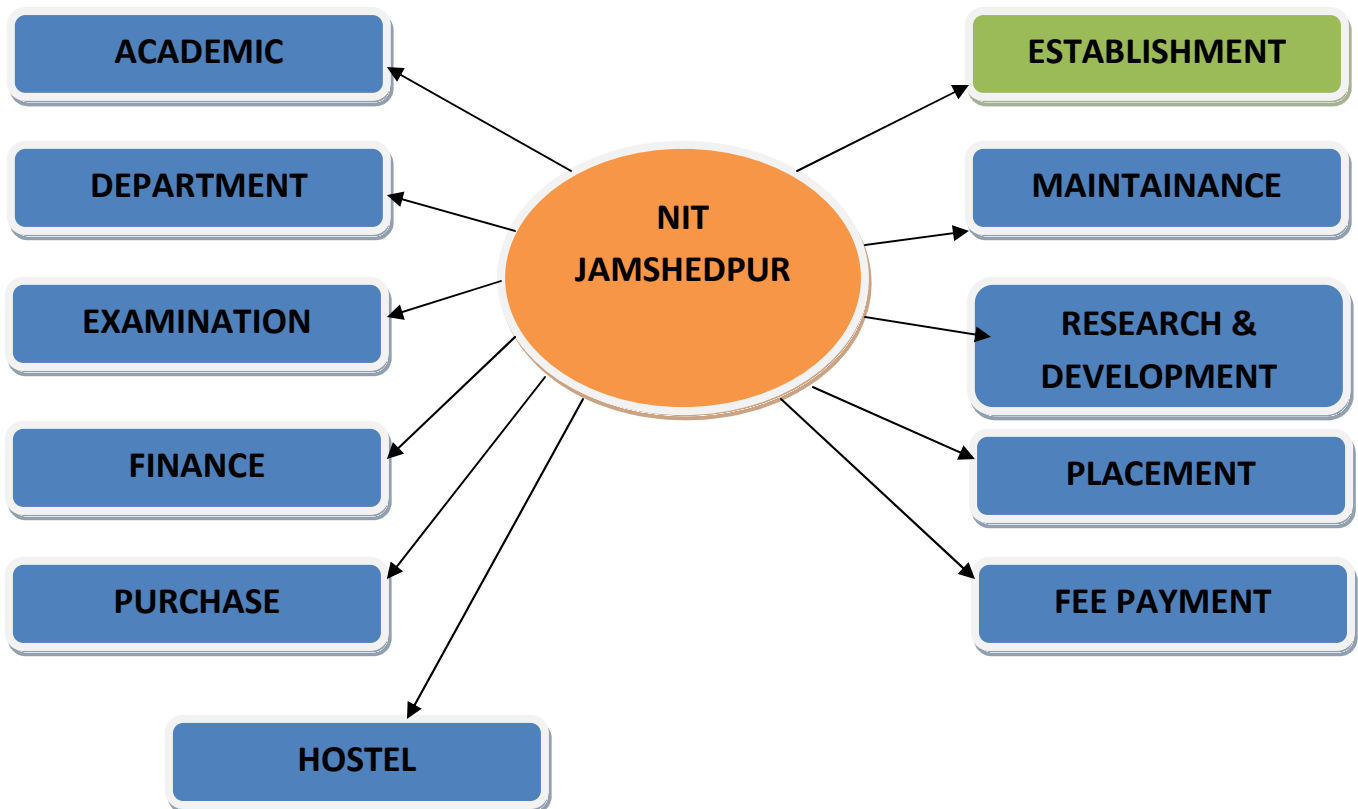
Active users : MIS_admin (Registrar), Employees (non-teaching staff),HOD

Employees should be provided with the functionality of placing request for leave and to check the status(approved/rejected/need to submit supporting documents). Leave can be of different types – Earned Leave, Duty Leave, Casual Leave, Medical Leave or Loss of Pay. Casual Leave and Duty

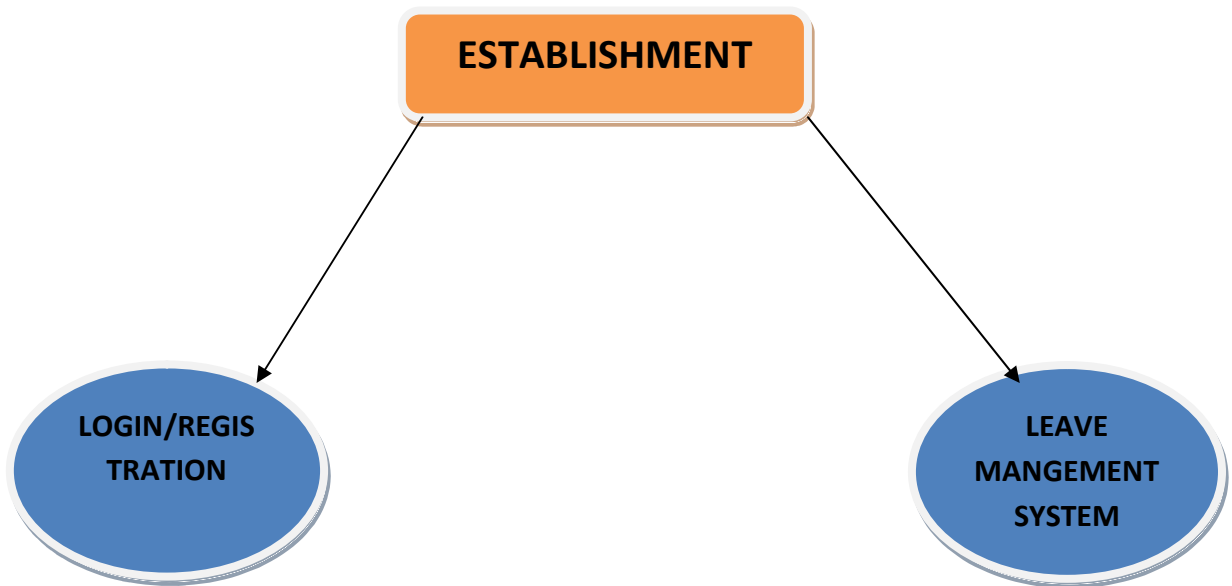
Leave can be approved by the Head of the Department.
Other approvals come from the Registrar.

DATA FLOW DIAGRAM(DFD)

LEVEL 0:



LEVEL 1:



LEVEL 2:

