

# College Office Automation System

## **Abstract:**

“College Office Automation System” is a web based application that aims at providing information to all levels of management systems for the College. This system can be used as the information management system for the college.

For a given staff the Administrator creates login id & password, using these staff can access the system to either upload or download information from the database. The admin is responsible for making changes in the backend. The information such as student details that can be uploaded so that the specific faculty can viewed, the student details can be uploaded using the excel format. The scholarship details can be uploaded either in word format or excel format, these scholarships includes SC/ST scholarship which is created by the college itself. Other than these there are several scholarships available in our college that includes National scholarship portal, Scholarships provides by the Shanti social service.

The information regarding specific faculty can be recorded and maintained as a profile. This profile contains the personal information about the faculty, academic qualification, their previous work history, and their publications if they have published any, date of joining etc. Every new faculty is updated by the admin himself, their information are stored in the database. The attendance of the faculty can be maintained in a clear manner and also the staff knows about their working hours. Attendance details are collected and updated in regular intervals. (I.e. attendance can be updated into the database at every weekend). The faculty payroll can be calculated from their Net Pay. For example if a faculty gets some amount as their net pay, we can able to calculate their payroll from their deductions such as IT (Income Tax), EPF (Employees' Provident Funds), PF (Provident Funds), and ESI (Employees' State Insurance).

A **memorandum of understanding (MOU)** is a document describing a bilateral agreement between the college and the company that can be include for any staff for viewing and downloading. Other than this the communications between Bharathiyar University and the college can also be uploaded and viewed The University Grants Commission (**UGC**) provides financial assistance to eligible colleges which are included under Section 2(f)\* and declared fit

to receive central assistance (UGC grant) under Section 12 (B) of UGC Act, 1956 as per approved pattern of assistance under various schemes those documents can also be uploaded.

The details regarding departments i.e. various departments available in our college and their staff details. These departments can be divided into arts and commerce categories and courses available in those categories are included. If the management introduces any new course, documental information regarding that new course (New course recognition details) recognized by Bharathiyar University can also be included. The admin controls every changes for the application and has the access for all information. He/she ensures that those information are recorded properly. On the other hand staffs are able to view those information and able to download if needed.

Our project provides the facility of maintaining the details of students. It reduces the manual work and consumes less paper work to reduce the time. The faculty profile and their payroll calculation can be converted to digital format which is more simple. Also if any faculty needed any details regarding their students such as scholarships can view through this web application itself, so they don't need to approach the concerned staff from the controller section. The main purpose is it reduces the workload handled by the staffs, time consumed and manual work can be reduced. HTML and CSS are used for developing the front end whereas backend is carried by PHP and MySQL respectively.