



Intern Project Guideline Manual

Project Title: HRMS Leave Management System

Technology Stack: HTML, CSS, JavaScript

Duration: 15 May 2025 – 15 June 2025

Project Objective: To build a web-based Leave Management System that allows employees to apply for leaves, and managers to review and approve or reject them.

Phase 1: UI Design & Structure (15 May – 20 May)

Objective: Create the front-end layout and design the basic pages using HTML & CSS.

Tasks:

- Design homepage/dashboard.
- Create login and registration forms.
- Build layout for:
 - Employee Leave Application Page
 - Manager Approval Page
 - Leave History Page

Deliverables:

- index.html, login.html, applyLeave.html, approval.html
- style.css

Phase 2: Functionality with JavaScript – Employee Side (21 May – 26 May)

Objective: Implement form validation and basic leave application logic.

Tasks:

- Apply leave form: fields like type, dates, reason.
- JavaScript for:



- Form validation
- Storing data in browser (localStorage for simulation)
- Displaying leave history

Deliverables:

- JavaScript file: employee.js
- Updated HTML pages with form validation
- Sample entries shown dynamically in the leave history

Phase 3: Functionality – Admin/Manager Side (27 May – 1 June)

Objective: Create an interface for leave approvals.

Tasks:

- View all leave requests
- Approve/Reject buttons
- Status update logic (Pending, Approved, Rejected)
- Store and retrieve leave status from localStorage

Deliverables:

- JavaScript file: manager.js
- Admin page showing list of leave requests
- Approval flow logic

Phase 4: Final Touches, UI Enhancements & Documentation (2 June – 15 June)

Objective: Polish UI, add responsiveness, and write final project documentation.

Tasks:

- Make UI mobile-friendly
- Add navigation, error handling
- Create README file with:
 - Project overview

- How to run the project
- Screenshots
- Learning outcomes

Deliverables:

- Final version of all files
- README.md or documentation PDF
- Optional: recorded demo

Folder Structure Suggestion:

/hrms-leave-system

|-- index.html

|-- login.html

|-- applyLeave.html

|-- approval.html

|-- style.css

|-- employee.js

|-- manager.js

|-- README.md

Evaluation Criteria:

- UI Clarity and Responsiveness (25%)
- Code Functionality and Validation (30%)
- Use of JavaScript and DOM (25%)
- Documentation & Presentation (20%)

Image for reference:

HRMS

 Dashboard

 Apply Leave

 Leave History

 Logout

Dashboard

Total Leaves

12

Pending Leaves

2

Approved Leaves

8

Leave Requests

Employee	Leave Type	From	To	Status
John Doe	Casual	2025-06-01	2025-06-5	Approved
Jane Smith	Medical	2025-06-10	2025-06-12	Pending