

ABSTRACT

This project is aimed at developing an online leave management system that is of importance to either an organisation. The Leave Management System (LMS) is an Intranet based application that can be accessed throughout the organisation or a specified group/Dept. This system can be used to automate the workflow of leave applications and their approvals. The periodic crediting of leave is also automated. There are features like email notifications, automatic approval of leave, report generators etc in this system. Leave Management application will reduce paper work and maintains record in more efficient way.

EXISTING SYSTEM

In existing system every college follows manual procedure in which faculty should enter in time and out time in a record book. At the end of each month Head of department will calculate leaves of every faculty member which is a time consuming process and there is chances of losing records.

PROPOSED SYSTEM

In proposed system chances of losing data is not possible because data is maintained in the form of database. Every day attendance, leaves and notices information is updated in to database using a user friendly GUI. This will reduce work for Head of departments. This application is an online application which makes more flexible to access information.

MODULE DESCRIPTION

Admin Module

Employee Module

Hod Module

Principal Module

1. Admin Module

Admin will maintain all the employee details, employee leave record details, Hod leave record details in the database.

2. Employee Module

In this module faculty will register their daily attendance information like incoming time and outgoing time and other information like leave approvals and new notifications. Members should log in to their account and update information. If there are any notifications related to previous day it is displayed in the form of pop up. Members should respond to that notification by sending replay to higher authorities.

3.HODModule

In this module Head of the department will have permissions to look after data of every faculty member of their department. HOD can view data in the form of reports and get it in the form of print out. Reports can be displayed based on day, month. HOD can approve leave through this application and he can view leaves information of every individual. In this module HOD can easily manage classes schedule for that day.

4. Principal Module

Among the entire modules principle module is given more permission. He can view information of every departments faculty information and take action based on the reports. Principle can view information like faculty member's leaves, attendance and notifications including Head of departments. He can print reports on daily or monthly basis. In this module Leave approval and resignation are included.