

**Sri Lanka Institute of Advanced Technological Education
(SLIATE)**



Project Proposal

Individual Project

A proposal on

Leave management system

Supervised by

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1. Introduction

In the existing paper work related to leave management, leaves are maintained using the attendance register for staff. The staff needs to submit their leaves manually to their respective authorities. This increases the paperwork & maintaining the records becomes tedious. Maintaining notices in the records also increases the paperwork.

The main objective of the proposed system is to decrease the paperwork and help in easier record maintenance by having a particular centralized Database System, where Leaves and Notices are maintained. The proposed system automates the existing system. It decreases the paperwork and enables easier record maintenance. It also reduces chances of Data loss. This module intelligently adapts to HR policy of the management & allows employees and their line managers to manage leaves and replacements for better scheduling of workload.

2. Background and motivation

This project is concerned with developing a Leave management system for AGRARIAN OFFICE .it is situated in valaichchenai main road, Batticaloa district in Srilanka.

The Leave management system will provide a connection between the user and the database hence enabling quick retrieval of the information without any intervention from the human resource manager. This system of giving leave to employees is important because the employees feel motivated.

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The proposed system the existing system. It decreases the paperwork and enables easier record maintenance. This module intelligently adapts to HR policy of the management allows employees and their line managers to manage leaves and replacements for better scheduling of workload. It calculates leaves maintains records. To provide for an automated leave management system that intelligently adapts to HR policy of the organization and allows employees and their line managers to manage leaves and replacements for better scheduling of work load processes.

3. Problem in brief

In the Current Leave Management System, Office/Department follows manual procedure in which faculty enters information in a record book. At the end of each month/session, Administration Department calculates leave/s of every member which is a time taking process and there are chances of losing data or errors in the records. This module is a single leave management system that is critical for HR tasks and keeps the record of vital information regarding working hours and leaves. It intelligently adapts to HR policy of the management and allows employees and their line managers to manage leaves and replacements.

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4. Aims and objectives

4.1 Aims

Aim of our project is to develop a leave management system for identified problems in the current waste management process and IT solution & provide for developing this project leave management system can helps to maintain the admin information, user information, employees details, leaves of the days and etc.

4.2 objectives

The software leave management systems objective is to provide a system which manages the employees leaves details activities using the computer within a fraction of seconds.

This system is user friendly and error free. Paperwork and manual power can be produced using this system.

- Admin can add/update/delete leave type and departments.
- Admin can add an employees and also update the employees info. also can active or block an Employees.
- Admin can also manage the leave application (approve and not approve).
- Every time when an Employees applies for leave admin will get a notification.
- Admin can change own password after login.
- User can login with the valid email and password.

5. Proposed solution

The proposed solution of the leave management system is to develop a computerized management system. Before developing system there is need to identify,

- a) The design of the proposed system
- b) The main user manager of the leave management system.
- c) The activities of the admin and user of the system.

5.1 The design

The proposal system will be designed using PHP, CSS, Bookstrap, and JavaScript, using server is XAMPP

The admin plays an important role in the system management of this system.in this project the user has to perform all the main functions from the admin side.

5.2. The main users

The main users of the proposed system,

- Admin
- User

5.3. Their activities

The activities of the main users of the proposed system are listed in a table below.

No	Activities
1	➤ User can login with the valid email and password.
2	➤ Update his/her Profile
3	➤ Applied for Leave
4	➤ View the Leave History
5	➤ Change his/her Profile
6	➤ Admin can add/update/delete leave type and departments.

Activities Table 5.3.1

6. Resources Requirement

6.1 system Requirement

Recommanded software Requirement:

Front End: PHP, Html, CSS

Back End: MySQL

Operating system: Windows 7 or above

Recommanded Hardware Requirement:

Processor: Pentium IV or above

Clock Speed: 2.86GHZ Processor

Hard Disk: 4GB

RAM: 256MB

7. References

<https://www.officetimer.com/leave-management-system/>

https://www.zoho.com/people/attendance-and-time.html?utm_campaign=module-apac&keyword=leave%20management%20system&adposition=&gclid=EAlaIQobChMI5aewmaX55wIVkQsrCh3Cfg8KEAAYASAAEgLOV_D_BwE

<https://factohr.com/leave-management-system/>