Sri Lanka Institute of Advanced Technological Education

(SLIATE)

A proposal on

School Staff Leave
Management System

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1. Introduction

This project proposal is submitted to meet the software development requirements of Individual project module conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE), Batticaloa, 2020.

This project is aimed at developing a leave management system that is of importance to any organization. The Leave Management system (LMS) is an application that can be accessed by all the employees of the organization. This system can be used to automate the workflow of leave applications and their approvals.

2. Background and Motivation

I have selected to develop a School Staff Management System for a BT/BC/ Kankeyenodai Al-Aqsha Maha Vidyalaya school. It is situated in Kankeyenodai main road, Arayampathi, Batticaloa district in Srilanka.

It is started in 1929. The school has more than 1000 students and more than 30 teachers and many employees are on duty.

Picture 2.1

The School Staff Management System is designed & developed for the Manage school staffs and other employees details, leave details in the school.

In current system school still doing their whole work manually, this manual system requires the staffs or non staffs to manually monitor all the details and to check the leaves of the staffs. When the month is completed the workers in the school have to generate the list or report manually in the School.

School Staff Leave Management System allows you to manage all the details of the staff like personal details, leave details, educational details etc.

3. Problem in Brief

Employees are the backbone of any organization therefore their management plays a major role in deciding the success of an organization. Manual handling of employee information poses a number of challenges. This is evident in procedures such as Staff Leave Management where a staff is required to fill in a form which may take several weeks or months to be approved. The use of paper work in handling some of these processes could lead to human error, papers may end up in the wrong hands and not forgetting the fact that this is time consuming.

The following are among of the problems that lead to purpose creation and development of School Staff Leave Management System:

- Details Duplicated and Missing

    This current System keep in manually by the school Staff. Some time one detail add again and again.

- Access Time

  The manual system take long time process compare with computerized System.

- Lack of Security

  Manual or Paper document filling can be less secure then computerized System. Sometimes the manual system can damaged by any issues by people or nature disaster.

These problems can be tackled by designing and implementing a web based School Staff Leave Management System. This system will maintain employee information in database by fully privacy and authority access. The project is aimed at setting up about the status of the staff, educational background and work experience in order to help monitor the performance and achievements of the staff through a password protected system.

4. Aims and Objectives

4.1 Aims

Aim of our project is to develop a School Staff Leave Management System. Identify the problems and reduce the workloads, mistake and process time made by manual process with the use of IT Solutions.

4.2 Objectives

To overall objective of this project is to establish a System for School so as to improve the performance and efficiency of School Staff Leave Management. It is the user friendly application for school which reduce the burden and helps to manage the school management.

The objective of School Staff Leave Management System is to develop a web based application using which management of leave application and approval is done online. Staff member of the school can apply for leave and edit their profile form this application. Principal can grant the leave application.

- To provide easily accessibility of leave reports.

- To provide easily accessibility of staff details.

- To minimize human error.

- To decrease the paper work

- Generate the monthly report

5. Requirements

- The system has basically 2 types of users

    1. Administrator
    2. User

- Administrator who control the complete system. He can manage the all

    facilities of the system.

- Admin add, delete Staff Details

- Admin checks the leave and approve / reject it

- Staff can apply the leave

- User edit, update their details

- Quick searching for staffs details, leave details.

- A detailed reports will be generate monthly.

5.1 Resource Requirements

This System needs some hardware and software requirements.

5.1.1 Software Requirements

Operating System: Windows 7 or above

DBMS: SQL

Using PHP, CSS, Bootstrap & JavaScript

5.1.2 Hardware Requirements

Processor: Intel Core Duo

RAM: 2GB or above

6. Proposed Solution

The Proposed Solution of the manual Staff Management System is to develop a computerized Staff Management System. Before developing the proposed system, there is need to identify,

a) The planning of the proposed system.
b) The analysis of the proposed system
c) The design of the system.
d) The main users of the system.

6.1 Planning

The objective and goals of the system were defined clearly include the project scope. In this case, the objectives and goals of the system are to improve the management process in school and at the same way to improve process of recording data and data retrieval.

6.2 Analysis

6.2.1 Current system

The current leave management system were manually based system which is almost all works on the school is accomplished by papers. Each time staffs wants to go on leave, he/she will have to mention the details on the paper, get approved from the principle and submit it for updating in the school records. At the end of the year the leaves balance is updated. However this paper based process is very time consuming and also cause discrepancies in the records leave management system.

6.2.2 Proposed system

Due to the inconvenience in managing the data using leave forms. It is required to have a computer based system where an staff can login and apply for the leave. He/she can even see the records of the previous leaves taken as well check the balance leaves.

Compared to the current manual system, the implementation of Leave management system will reduce the time spent for paper work. Minimize human errors . Which simply change manual based system to computerized system

6.3 Design

PHP is a popular general-purpose scripting language that is especially suited to web development. PHP code is usually processed on a web server by a PHP interpreter implemented as a module, a daemon or as a Common Gateway Interface (CGI) executable.

SQL is selected as the database storage. SQL Server is a relational database management system developed by Microsoft. As a database server, it is a software product with the primary function of storing and retrieving data as requested by other software applications

6.4 The main users

The main users of the proposed system are the Administrator and the User (Staff).

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