



**SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL
EDUCATION - KURUNEGALA**

Higher National Diploma in Information Technology

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Project Proposal

**ACADEMIC AND NON-ACADEMIC LEAVE MANAGEMENT
SYSTEM**

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TITLE

"Streamlining Academic and Non-Academic Staff with an Effective Leave Management System"

TABLE OF CONTENTS

1. INTRODUCTION	4
2. BACKGROUND AND MOTIVATION	5
3. PROBLEM IN BRIEF	6
4. AIMS AND OBJECTIVES	7
4.1.Aims:-	7
4.2.Objectives:-	7
5. PROPOSE A SOLUTION	8
6. RESOURCE REQUIREMENT	9
6.1.Hardware Requirement	9
6.2.Software Requirement	9
7. GRANT CHART	10
8. CLIENT INFORMATION	11
9. REFERENCES	12

1. INTRODUCTION

Academic and Non-Academic Management System SLIATE is an important project aimed at streamlining the leave request management process of the academic and non-academic staff of the educational institution.

The system allows academic and non-academic staff to submit leave requests online, and requests can be quickly approved or denied. The system aims to eliminate the need for paper-based leave applications and reduce the risk of errors, delays and miscommunication. User can apply for leave in a very elegant and convenient interface.

This enables better management of staff information. The main emphasis of this project is to develop an efficient web-enabled application that can automate the requirements of academic and non-academic leave management.

2. BACKGROUND AND MOTIVATION

Currently, SLIATE Education Institute maintains a traditional paper-based system for data storage and management.

Presently "SLIATE Institute of Higher Education" keeps their leave records on hand written sheets. Some difficulties have arisen in their daily activities, usually manual work. So "SLIATE Higher Education Institution" is facing several difficulties in managing the daily activities of leave management reporting, booking leave details, employee details and enquiries. So they really prefer to implement a web-based vacation management system to get things done online. This project provides an effective and efficient Web based system for "SLIATE Institute of Higher Education".

This web-based system facilitates minimizing work, increasing performance and viewing daily and monthly reports. Management prefers not to waste time and reduces workload by using this Web based system. And they are available to develop the project for their purpose. The developing system can provide a solution to the problems that the users or the client needs additionally. System Administrator has all system privileges

Academic and Non-Academic Leave Management System SLIATE is motivated by the need to create a more efficient, transparent and streamlined process for managing leave requests in educational institutions.

The current system is time-consuming, inefficient and flawed, adversely affecting the productivity and morale of academic and non-academic staff. The proposed system will eliminate the need for paper-based leave applications, reduce workload on administrators, and create a more transparent and accessible process for both academic and non-academic staff.

3. PROBLEM IN BRIEF

Currently, SLIATE Education Authority maintains a traditional paper-based system for data storage and management. Files are stored in filing cabinets that are hard to find and require more space to store files and documents. The same information must be written several times for different documents, which is an additional task and takes unnecessary time.

Also approval and notification of academic and non-academic staff leave requests takes long time under the existing system which adversely affects the productivity and morale of academic and non-academic staff. Also, additional costs are incurred for application forms.

4. AIMS AND OBJECTIVES

4.1. Aims:

The aim of this project is to develop a Leave Management System that will simplify the leave application process for academic and non-academic staff of SLIATE Educational Institutions.

4.2. Objectives:

- Creation of an online platform to apply for leave requests of academic and non-academic staff.
- Create a transparent and accessible system for lecturers and administrators to view leave applications and approvals.
- Reduce the workload of administrators and eliminate the need for paper-based leave applications.
- Improve communication and transparency between lecturers and administrators.

5. PROPOSE A SOLUTION

The proposed leave request management system for academic and non-academic staff will be an online platform that will allow them to submit leave requests, view their leave balances and track the status of their requests.

The system will also provide administrators with a dashboard to view, manage and generate reports on all leave applications and approvals.

The system can be accessed from anywhere via the Internet via a computer or mobile device. The system is secure and allows easy integration with other systems.

Conclusion:

Leave Management System is an important project for SLIATE Educational Institute which aims to improve leave request management process of academic and non-academic staff.

The proposed system will be more efficient, transparent for academic and non-academic staff, reduce workload on administrators and eliminate the need for paper-based leave applications.

This system ensures prompt and accurate processing of leave requests of academic and non-academic staff.

6. RESOURCE REQUIREMENT

6.1. Hardware Requirement

- An Intel Core I3 processor or later.
- 2 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor.
- Windows 7, Windows 8, Windows 8.1, Windows 10 or later
- 2GB of RAM for the 64-bit version.
- 500MB of hard drive space Or Any smart device connected to internet with a web browser.

6.2. Software Requirement

- Wamp server (PHP 5.4.12, MySQL 5.6.12, Apache 2.4.4)
- A web browser
- Google Chrome (Most recommended)
- Mozilla Firefox
- Microsoft Edge

7. GRANT CHART

No	Week	01	02	03	04	05	06	07	08	09	10	11	12	13
	Description													
01	Topic Selection													
02	Get The Requirements													
03	Making Project Proposal													
04	Get Approval for the Project Proposal													
05	Prepare SRS Document													
06	ER and DFD Diagram													
07	Interface Design													
08	Database Design													
09	System Development (Coding)													
10	Module Testing													
11	Program Testing													
12	System Implementation													
13	Making Project Report													
14	System Maintenance													

8. CLIENT INFORMATION



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9. REFERENCES

<https://www.lovelycoding.org/leave-management-system/>

<https://www.w3schools.com/>

<http://kurunegala.sliate.ac.lk/>

<https://www.youtube.com/>