

NMIMS Hostel Leave Management System

Project Documentation — Detailed Version

Project Title:

Hostel Leave Management System (HLMS)

Prepared By / Author:

(Add your Name / Team Name here)

Developed For:

NMIMS Hostel Administration

NMIMS Hyderabad Campus

Project Objective / Purpose:

To digitize and streamline the hostel leave approval process, replacing the existing manual system with an efficient, secure, and trackable platform.

The system ensures student safety, administrative transparency, and real-time monitoring of leave entries and exits.

Key Goals:

- Prevent misuse of leave privileges
- Maintain accurate digital records of student movements
- Automate gate-pass approvals
- Enable quick verification at campus gate
- Improve communication between students and hostel authorities

Login & Authentication System:

- Only NMIMS College Email ID allowed
- First-Time login with random password → mandatory password reset
- Personal password update required after login
- Verified identity through institutional email

Student Dashboard – Major Features:

- Apply Long Leave / Night-Out
- Apply Late Return Pass (more than 3 hours delay)
- Digital Out-Pass and In-Pass
- Leave status tracking: Approved / Pending / Rejected
- Leave history stored in database

Important Rules:

Student must apply while returning if delayed more than 3 hours.

System prevents applying for leave after entering campus.

Leave Application Workflow:

Required Information:

- Live photo capture while applying
- Leave Category: Academic / Non-Academic
- Purpose and address details
- Valid contact information

Approval Hierarchy:

Academic Leave:

- Program Chair / Mentor → Rector → Out-Pass

Non-Academic Leave:

- Rector → Out-Pass

Note: Warden does not issue gate pass.

Pass Types:

Out-Pass: When leaving campus — Digital QR Pass

In-Pass: When entering back — Digital Verification

Security & Compliance:

- Suspicious activity detection and automatic block
- Admin monitoring and audit logs
- Safety compliance for student tracking

Implementation & Release:

- Testing Phase: 1 Month
- Release by: End of current week
- Future Update: Day Outing Pass

Technology Stack:

Frontend: HTML, CSS, JavaScript, Bootstrap

Backend: PHP / Node.js / Django

Database: MySQL

Authentication: College Verified Email System

Conclusion:

The HLMS system improves safety, transparency, and efficiency in hostel leave management. It makes approvals faster and eliminates paperwork and tracking errors.