

LEAVE
MANAGEMENT
SYSTEM
(MANUAL)

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Configuration (Super Admin) :

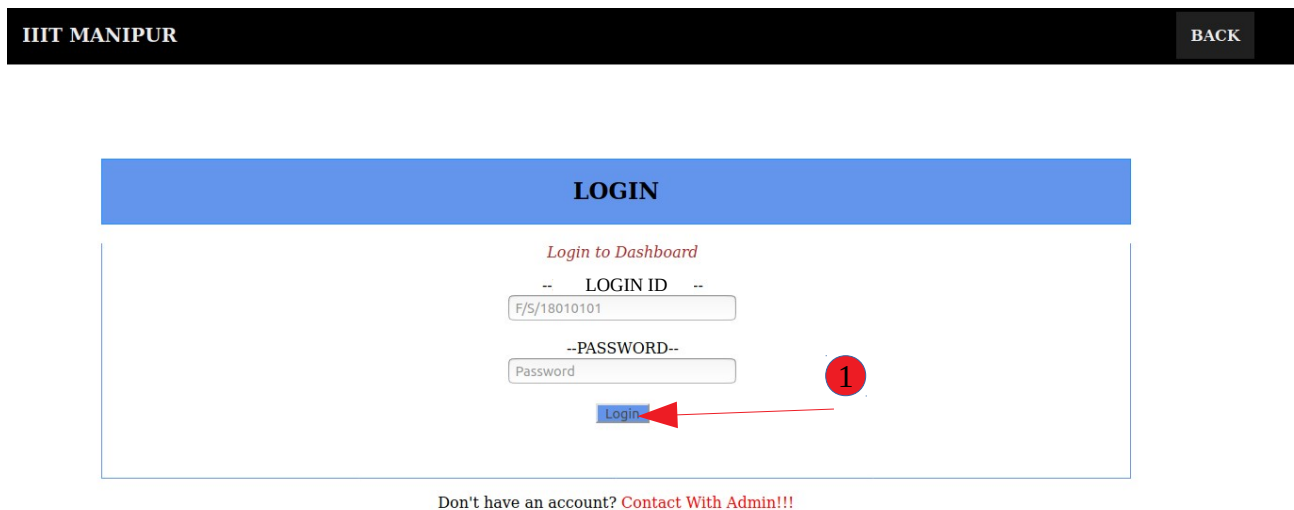
1. Step 1
 - 1.1 Install the required packages
 - 1.1.1 Php/Html/Javascript/Css
 - 1.1.2 Apache/Web Server
 - 1.1.3 MySql Database
2. Step 2
 - 2.1 Import the Given Sql Database File into the MySql Database
 - 2.2 Import the Balance Sheet, User Detail, Account Detail into the given Database
3. Step 3
 - 3.1 Change the database User and Password Detail in Include/db.php File

You Are Ready With The Setup Now!!!

1. How to Login

1.1 To access the leave Management System, You need to login with your Enrollment Id provided by the Institute, then your Password.

Click Login (1).



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BACK

LOGIN

Login to Dashboard

-- LOGIN ID --

F/S/18010101

--PASSWORD--

Password

Login

Don't have an account? [Contact With Admin!!!](#)

Fig. 1 : Login page

1.2 Fig.1 Shows you the picture of the login page

1.3 Use capital letters in Enrollment ID

1.4 For every particular user, the First letter of the Enrollment Id is different for

1.4.1 Teaching section – Enrollment Id Start with F

1.4.2 Non-Teaching section – Enrollment Id Start with S

1.4.3 Student – Enrollment Id Start with 1801

1.4.4 Ph.D. – Enrollment Id Start with 1803

2. Admin View

All the Admins to whom the section users are reporting can view the Admin Module. When they log in, they directly come to the Admin Dashboard.

2.1 Admin Dashboard

Note: Student detail can only be shown to the head of department.

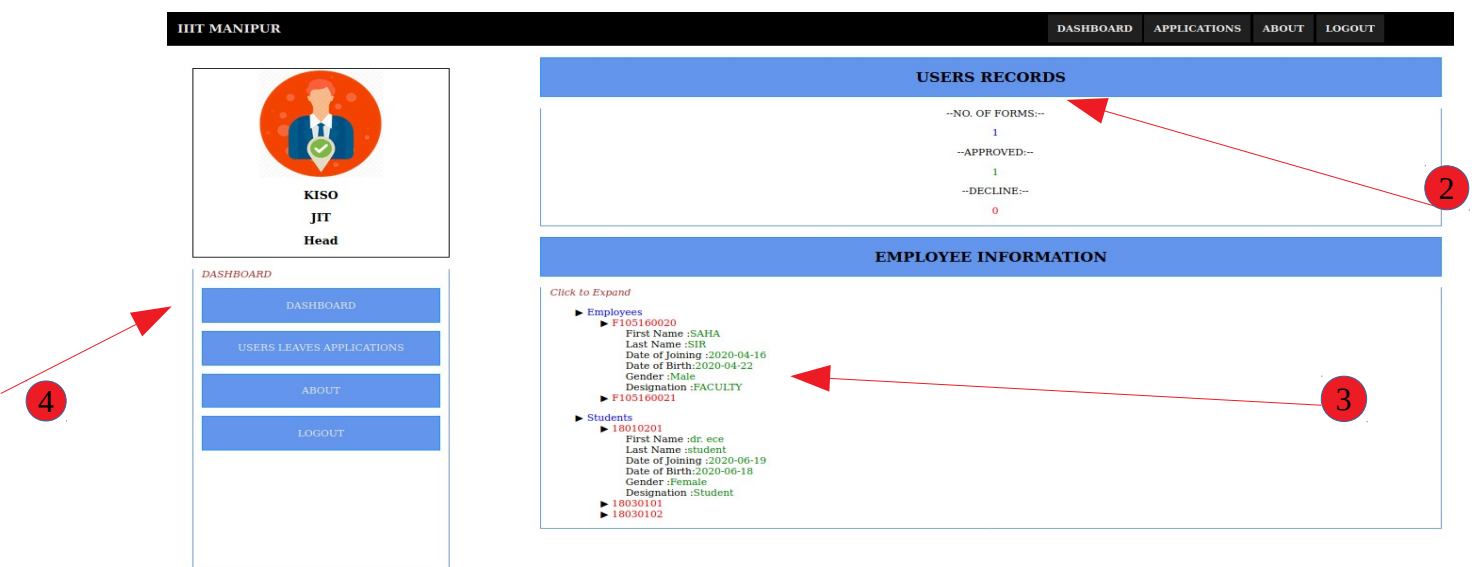


Fig. 2 : Admin Dashboard

2.1.2 Fig. 2 shows you the Admin Dashboard (4) where Admin can view detailed Tree-like representation of all the employee and student under his/her Vision (3).

2.1.3 Admin can also view all the Total number of form, Number of Approved/Decline form (2).

2.2 User leave Applications

2.2.1 Admin is able to see the leave application of their employees.
After Clicking the User Leave Applications (7).

The screenshot displays the IIT Manipur Leave Management System interface. On the left, a sidebar menu for user 'KISOR JIT Head' contains options: DASHBOARD, USERS LEAVES APPLICATIONS (highlighted with a red arrow and circled '7'), ABOUT, and LOGOUT. The main content area, titled 'SECTION USERS RECORDS', shows a table of staff leave records. The table has columns: Sr No., Enrollment ID, Nature, Departure Date, Arrival Date, Applied On, Status, Action, and Application View. A single record is shown with an 'Approved' status. Red arrows point from circled numbers 6 and 5 to the 'Approved' and 'View Form' links in the 'Action' column, respectively.

Sr No.	Enrollment ID	Nature	Departure Date	Arrival Date	Applied On	Status	Action	Application View
1	F105160020	Casual Leave (CL)	2020-06-08	2020-06-09	2020-06-07 19:12:27.143274	Approved	Approved Decline	View Form

Fig. 3 : User leave Application

2.2.2 Supervisor section and Hostel warden section can only be accessed if the admin has any Ph.D. under him/her And if the admin has the role of hostel warden also.

2.2.3 Admin can access the Action Page for Approval/Decline on clicking the Approve or Decline button for the particular form (6).

2.2.4 Admin can also view the particular form on clicking the View form (5).

2.3 About The Admin

2.3.1 Showing the detailed information of logged Users in Fig.4 after clicking the About (8).

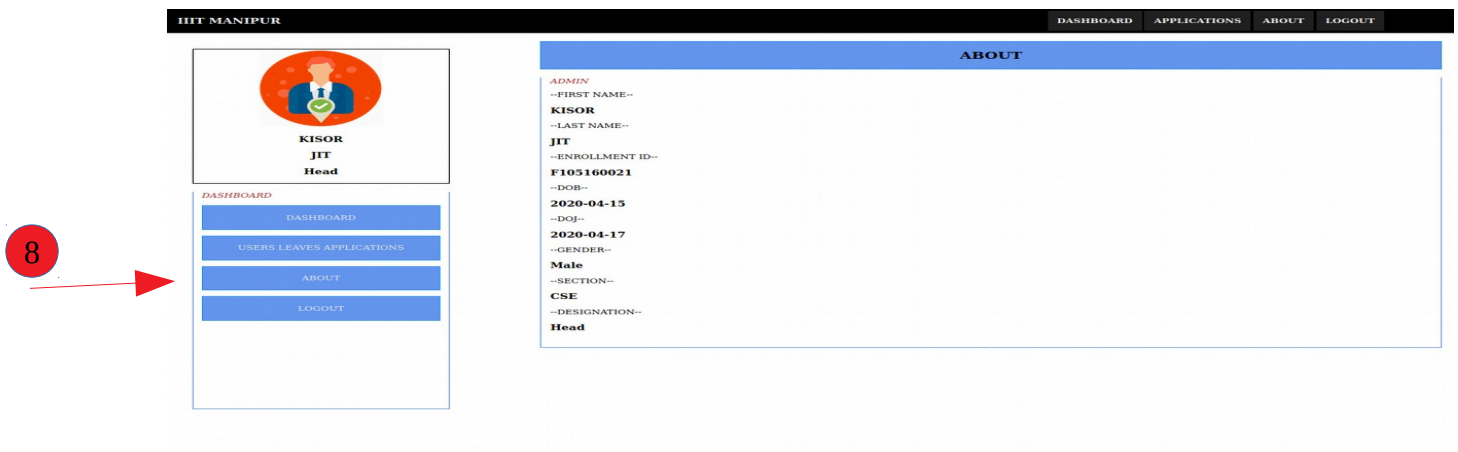


Fig. 4 : About page

2.4 Action For Leave Approval or Decline

2.4.1 Admin have the authority to reply to these applications by approving or decline them. Click Submit (9).

Note: In case of leave rejection, it is mandatory for the Admin to provide appropriate reasons for the same.

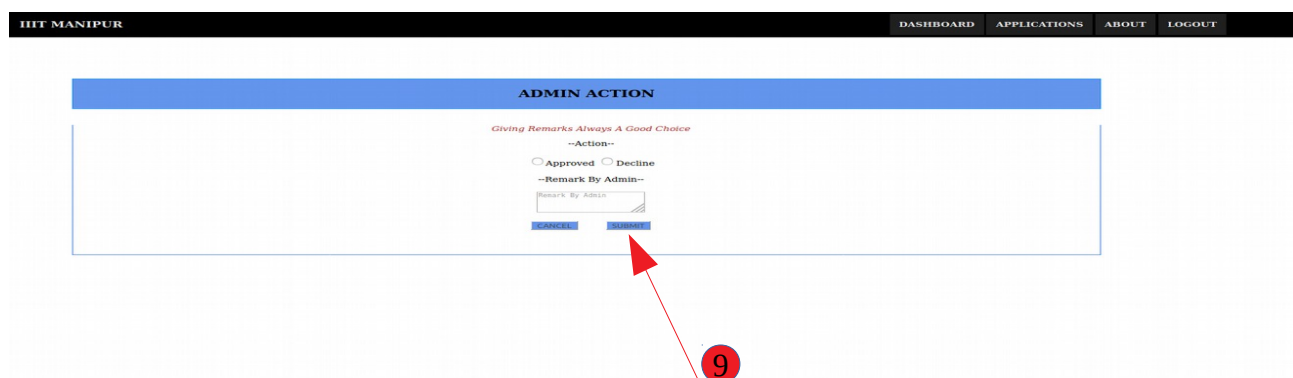


Fig. 5 : Action Page

2.5 Application View

Detailed leave form page after clicking the View Form (5) in Section 2.2.

Fig. 6 : Application page

3. User View

In this User View contains :

a) User Dashboard

- Check for Leave balance (Teaching/Non-Teaching)
- Action for Under PHD application (If Teaching is Supervisor)
- Action As Hostel Warden (If Teaching/Non-Teaching is HW)
- Check the Pending/ Approved or Decline Leave Status
(Teaching/Non-Teaching, Student/PHD)

b) Apply for their Leaves

c) About the User

3.1 User Dashboard

3.1.1 Dashboard page (10) wherein showing all the records of leaves (14).

3.1.2 Hostel Warden Section and Supervisor section are only be showing to the applicable authority.

a) Supervisor section : If the User supervise any PHD.(PHD) (13)

b) Hostel Warden section: If User is a Hostel Warden.(Student) (12)

3.1.3 Leave balance sheet for Teaching and Non-Teaching Users (11).

SAHA SIR FACULTY

BALANCE

Sr No.	Leave Type	Days Used	Balance	Max Days
1	Casual Leave (CL)	2.5	5.5	8
2	Earned Leave (EL)	0.0	30.0	30
3	Half Pay Leave (HPL)	0.0	10.0	10
4	Special Casual Leave (SCL)	0.0	15.0	15
5	Study Leave	0.0	732.0	732

HOSTEL WARDEN SECTION

Sr No.	Enrollment ID	Nature	Departure Date	Arrival Date	Applied On	Status	Action	Application View
1	18030102	Academic	2020-06-08	2020-06-09	2020-06-07 19:01:02.105287	Approved	Approved Decline	View Form
2	18010201	Academic	2020-06-08	2020-06-09	2020-06-07 18:59:15.495957	Pending for Approve	Approved Decline	View Form

SUPERVISOR SECTION

Sr No.	Enrollment ID	Nature	Departure Date	Arrival Date	Applied On	Status	Action	Application View
1	18030102	Academic	2020-06-08	2020-06-09	2020-06-07 19:01:02.105287	Approved	Approved Decline	View Form

RECORDS

Sr No.	Nature	Departure Date	Arrival Date	AppliedOn	Status	Application View
1	Casual Leave (CL)	2020-06-08	2020-06-09	2020-06-07 19:12:27.143274	Approved	View Form

Fig. 7 : User Dashboard

Note :

3.1.4 Supervisor and Hostel warden have the same authority to reply to these applications by approving or decline them.

3.1.5 The supervisor and Hostel warden can also view the applications.

3.2 How to apply for Leave

On the Basis of available leave balance user can apply (15) for their leave by filling up the desired information as mentioned in the form.

Click Submit (16).

Note:

The User is required to submit the leave request prior to commencement of the leave.

Station Leave is not applicable for the Student and PHD.

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DASHBOARD APPLY ABOUT LOGOUT

SAHA
SIR
FACULTY

DASHBOARD

APPLY

ABOUT

LOGOUT

LEAVE APPLICATION

NEW APPLY

--Nature of Leave--
Not Selected

Date and Time of Journey

--Date and Time of Departure--
Date: dd / mm / yyyy Time: Forenoon

--Date and Time of Arrival--
Date: dd / mm / yyyy Time: Forenoon

--No. Of Days Taken--
No. Of Days Taken

Reasons for Leave

--Whether Station Leave permission required or not--
☐ Required FROM: dd / mm / yyyy TO: dd / mm / yyyy ☐ Not-Required

CLEAR SUBMIT

Note:

1. All kinds of leave, except Casual Leave should be applied in this form and forwarded to Admn./ Faculty Affairs after recommendation of the concerned HODs/HOS/HOCs. Casual Leave should be applied in the CL Card maintained in the respective Dept./Section/Centre.
2. In case the leave is requested for Project related work, please mention the Project No. at the top of the application and forward to Dean, R&D through the concerned HOD/HOC/HOS.
*3. If the proposed leave is during the semester period, please furnish the details of alternate arrangement for the missed classes.

4. Logout

Session end

5. End Note

We appreciate your support in making this module successful. We are expecting 100% compliance in the adherence of process set for Leave Management System.