

Project Based Learning (Digital Document Management)

Abstract

The Department of Empowerment of Persons with Disabilities (Divyangjan), under the Ministry of Social Justice and Empowerment, is seeking to develop and implement an integrated web-based office document management system. The goal is to create a common file/document movement procedure that can be customised to suit the systems in different departments/sections and institutions. The proposed solution would address the many disadvantages of physical file/document movement, such as difficulty in tracing the location and status of files/documents, the possibility of missing or damaged files/documents, wastage of paper and printing expenses, and the need for attendants/peons/MTS personnel for physical movement of files. Additionally, there is a possibility of tampering with documents even after they have been approved/closed, and it requires a large amount of space for storing files/record keeping. The web-based platform would provide a user-friendly environment for managing files under different categories, with facilities for making sketches, attaching external reference files, and generating reports. The system would also include user creation and user rights management . This solution aims to improve efficiency and transparency in the document/file approval process while reducing costs and minimising the risk of lost or damaged files/documents.

Sr. No.	Roll No.	Name of The Student	Signature
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2	FD13	Shone Sengupta	
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Name and Signature of Mentor: