BINDURA UNIVERSITY OF SCIENCE EDUCATION

Faculty of Science Education



**Teachers Leave Management System .Case Study Mutumba High School**

**For**

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# **System Proposal**

## **Introduction and Background**

The Easy Leave is an Intranet based application that can be accessed throughout the organization or a specified group/Dept. This system can be used to automate the workflow of leave applications and their approvals. The periodic crediting of leave is also automated. There are features like email notifications, cancellation of leave, automatic approval of leave, report generators in this Tool.

The project will be planned to be having the view of distributed architecture, with centralized storage of the database. The application for the storage of the data will be planned using the constructs of MySQL Server and all the user interfaces will be designed using the vb.net technologies. The database connectivity is planned using the “SQL Connection” methodology. The standards of security and data protective mechanism will be given a big choice for proper usage. The application will take care of different modules and their associated reports, which are produced as per the applicable strategies and standards that are put forwarded by the administrative staff.

## **Investigation and description of current system and Literature Review**

In the existing it is individual to apply leave. It increases the paper work and record maintenance which is a tedious work. The problems of the existing manual system of leave include among others the following:

* **Too much paper work:** The process involves too much paper work and paper storage which is difficult as papers become bulky with the population size.
* **Errors during data entry:** Errors are part of all human beings; it is very unlikely for humans to be 100 percent efficient in data entry.

## **Statement of the problem**

The complex nature of the existing leave process can be attributed to a number of factors:

* Most of the operations were done manually (a new customer will have to manually fill out an application form before a clerk enters the information into the system) this results in a lot of mistakes being made.
* Leave processing is time consuming as one should first seek the application form from the district office. After that one has to fill in all the fields on the form then submit the application to the headmaster for approval and further details with is beyond the applicant.
* This process will take about a month or more before the leave approval. This will result of misplacement of the applications.

## **Objective of the study**

* To automate the whole manual processing of the existing manual system.
* To reduces the time and manual paper work for applying a leave
* Decreases the paper work and easier record maintenance by having a database for leave.

## **Scope of the study**

1. ~~The proposed system includes login for administrator and login for the teacher. The Admin has the only rights to access the administration area and authorized to access the transaction such as adding new teacher, processing leave, editing, and deleting of information inside the system. The teacher will login as member. The system is designed with a user security access level and it is responsible of determining the authenticity of the member by his/her given member id number and password. The system would be responsible for displaying leave request and approval and rejected. The researchers will use a programming language called PHP and is more simple and user-friendly programming web application that can be easily understood by the beneficiary.~~ The system will be designed solely for Mutumba High School.

## **1.6. Description of the proposed system**

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

**Advantages of proposed system**

## **Feasibility study**

It means to carry out the detailed study of the existing system, find out the problem related to technical, operational staff, and economical field like cost by concerning the user of the study proposal of the proposed system is accepted by the management it will lead to the investigation of the existing system or problem area. Having recognized the problem, the next step to carry overall analysis of the system requirement in terms of:

* The input data
* Type of processing needed
* The output

**Three phases of the feasibility study is used**

**Technical feasibility**

It is concerned with the available hardware and the software resources whether they meet the given requirement of the analyzed system or not which include latest machinery and the technique required handling the system. It may also invoke the study of the new alternative to solve the given problem.

**Behavioral Feasibility**

People are inherently resistant to change, and computers have known to facilitate change. An estimate should be made of how strong a reaction the user staff is likely to have toward the development of a computerized system. It is common knowledge that computer installations have something to do with turnover, transfers, restraining, and changes in employee job status. Therefore, it is understandable that the introduction of a candidate system requires special effort to educate, sell and train the staff on new ways of conducting business.

**Economic Feasibility**

It deals with the study of the cost benefit analysis. All the cost of the new system compared with the benefits, which can be obtained for management approval. The benefit may be quantities in nature Current System Summary. The genuine consideration of the system being developed is the approach we follow to look the system in the way it is useful for us.

**System Requirements**

**Programming Languages**

* PHP (Laravel), JavaScript, CSS(Bootstrap)
* MySQL

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