

## **18CSC303J- Software Engineering and Project Management**

# Topic- Leave Management System

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# ...ABSTRACT...

INTRODUCTION

This project is aimed to developing a Leave Management System application that is of importance for a university or organization. The application will allow users to apply for their leaves by specifying a valid reason for the leave. the user interface must be simple and easy to understand. This can also be implemented for college and school levels where the students can apply leave. Leave management application will reduce paper work and maintains record in more efficient way. This application can be used in the college to reduce work load. The project’s main idea is to develop an online centralized application connected to database which will maintain leaves.

In this application many features are included as the leave management system automates the process of managing and tracking multiple types of leaves. This can help in sending notifications to the users regarding the status of leave. the reports of the worked days and leaves taken can be shown in a well-organized way. The leave applications and approvals are done manually. Employees or students are able to submit the leave form, cancel previously submitted leave requests, check the status of leave requests and view completed transactions. This application can allow the user to change the password after logging into the application with great ease.one can check the leaves that are present in one’s account without any difficulty. the managers can approve the leaves easily through use of this application. And can also allow cancelling the leaves that are being applied already with great ease.

Our system includes the following modules:

* Admin module.
* Employee module.
* Supervisor module
* Leave module.

Our system provides the automate workflow of leave applications and their approvals. The database can be seen according to their module information. the user interface must be simple and easy to understand.

TECHNOLOGIES;

JavaScript/CPP, HTML, CSS, XAMPP, PHP

**CHALLENGES**

->Cost may not be a big problem for larger companies but for smaller companies, it can definitely be a major concern. There are many costs associated with online leave management systems such as acquisition costs and maintenance costs. If they do not fit into the budget of these companies, then they may have to settle for substandard software.

->Security is another concern when it comes to online leave management systems. They should be designed to prevent unauthorized access to sensitive and confidential data.

Thus, companies need to factor all the pros and cons of a leave management system before they take a decision. It could be just as easy to simply outsource your leave management needs to the experts.

Features.

->Leave management system help to access accurate information about employees’ leaves and number of leaves taken by them, leave trends, and leave balances instantaneously.

->As all information is available online, leave management becomes all the more transparent. Both managers and employees are given access to the latter’s records which explains why a leave has been approved or disapproved.

->Get accurate information about maximum and the minimum number of leave allowed which can be referred by anyone before applying for vacation days.

->leave management system can be customized to incorporate the company’s leave policy and regulations making it easier to avoid favoritism while applying for or approving leaves.

->It keeps managers aware of the availability of team members to meet the project deadlines. During crucial project delivery times, managers can access this information and take decisions without wasting time.

->By allowing easy access to employees to leave history and leave availability, it is easy to improve accuracy and build discipline in the organization. This helps to better manage employee attendance.

WBS diagram

