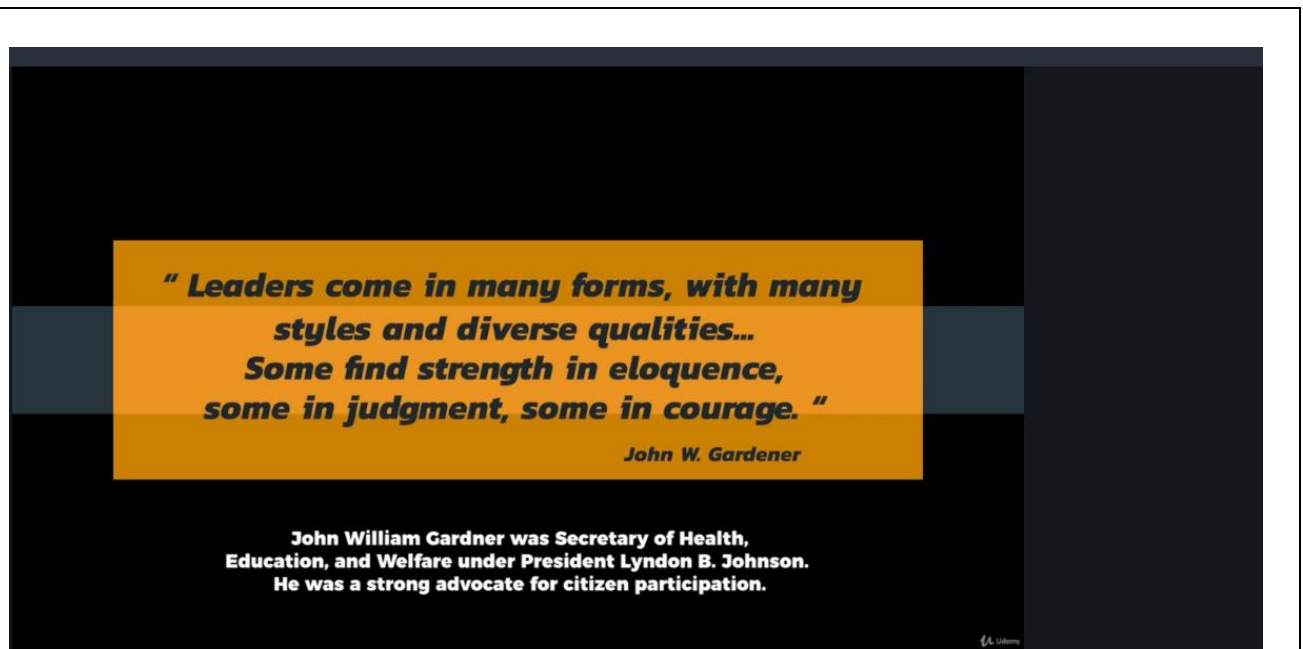


### DAILY ASSESSMENT

Date:	08/06/2020	Name:	Chandana.R
Course:	MANAGEMENT AND LEADERSHIP	USN:	4AL16EC017
Topic:	Introduction, leader, leadership styles, importance context, learning to lead, tools for leading teams, focus on the big rocks, closing.	Semester & Section:	8 <sup>TH</sup> SEM & A Section
Github Repository:	chandana-shaiva		

#### FORENOON SESSION DETAILS





## Report:

### Introduction

Leadership and management are the terms that are often considered synonymous. It is essential to understand that leadership is an essential part of effective management. As a crucial component of management, remarkable leadership behaviour stresses upon building an environment in which each and every employee develops and excels. Leadership is defined as the potential to influence and drive the group efforts towards the accomplishment of goals. This influence may originate from formal sources, such as that provided by acquisition of managerial position in an organization.

A manager must have traits of a leader, i.e., he must possess leadership qualities. Leaders develop and begin strategies that build and sustain competitive advantage. Organizations require robust leadership and robust management for optimal organizational efficiency.

### Differences between Leadership and Management

Leadership differs from management in a sense that:

1. While managers lay down the structure and delegates authority and responsibility, leaders provides direction by developing the organizational vision and communicating it to the employees and inspiring them to achieve it.

2. While management includes focus on planning, organizing, staffing, directing and controlling; leadership is mainly a part of directing function of management. Leaders focus on listening, building relationships, teamwork, inspiring, motivating and persuading the followers.
3. While a leader gets his authority from his followers, a manager gets his authority by virtue of his position in the organization.
4. While managers follow the organization's policies and procedure, the leaders follow their own instinct.
5. Management is more of science as the managers are exact, planned, standard, logical and more of mind. Leadership, on the other hand, is an art. In an organization, if the managers are required, then leaders are a must/essential.
6. While management deals with the technical dimension in an organization or the job content; leadership deals with the people aspect in an organization.
7. While management measures/evaluates people by their name, past records, present performance; leadership sees and evaluates individuals as having potential for things that can't be measured, i.e., it deals with future and the performance of people if their potential is fully extracted.
8. If management is reactive, leadership is proactive.
9. Management is based more on written communication, while leadership is based more on verbal communication.

The organizations which are over managed and under-led do not perform upto the benchmark. Leadership accompanied by management sets a new direction and makes efficient use of resources to achieve it. Both leadership and management are essential for individual as well as organizational success.

### **Tips for Effective Organizational Leadership**

1. A leader must lead himself, only then he can lead others. He must be committed on personal and professional front, and must be responsible. He must be a role model for others and set an example for them.
2. A leader must boost up the morale of the employees. He should motivate them well so that they are committed to the organization. He should be well acquainted with them, have concern for them and encourage them to take initiatives. This will result in more efficient and effective employees and ensure organizational success.

3. A leader must work as a team. He should always support his team and respect them. He should not hurt any employee. A true leader should not be too bossy and should not consider him as the supreme authority. He should realize that he is part of the organization as a whole.

Organizational leadership involves all the processes and possible results that lead to development and achievement of organizational goals. It includes employees' involvement, genuineness, effective listening and strategic communication.

**An effective and ethical leader has the following traits / characteristics:**

- ✓ **Dignity and respectfulness:** He respects others. An ethical leader should not use his followers as a medium to achieve his personal goals. He should respect their feelings, decision and values. Respecting the followers implies listening effectively to them, being compassionate to them, as well as being liberal in hearing opposing viewpoints. In short, it implies treating the followers in a manner that authenticates their values and beliefs.
- ✓ **Serving others:** He serves others. An ethical leader should place his follower's interests ahead of his interests. He should be humane. He must act in a manner that is always fruitful for his followers.
- ✓ **Justice:** He is fair and just. An ethical leader must treat all his followers equally. There should be no personal bias. Wherever some followers are treated differently, the ground for differential treatment should be fair, clear, and built on morality.
- ✓ **Community building:** He develops community. An ethical leader considers his own purpose as well as his followers' purpose, while making efforts to achieve the goals suitable to both of them. He is considerate to the community interests. He does not overlook the followers' intentions. He works harder for the community goals.
- ✓ **Honesty:** He is loyal and honest. Honesty is essential to be an ethical and effective leader. Honest leaders can be always relied upon and depended upon. They always earn respect of their followers. An honest leader presents the fact and circumstances truly and completely, no matter how critical and harmful the fact may be. He does not misrepresent any fact.

It is essential to note that leadership is all about values, and it is impossible to be a leader if you lack the awareness and concern for your own personal values. Leadership has a moral and ethical aspect. These ethics define leadership. Leaders can use the above mentioned traits as yardsticks for influencing their own behaviour.

**Some of the important leadership styles are as follows:**

- ✓ **Autocratic leadership style:** In this style of leadership, a leader has complete command and hold over their employees/team. The team cannot put forward their views even if they are best for the team's or organizational interests. They cannot criticize or question the leader's way of getting things done. The leader himself gets the things done. The advantage of this style is that it leads to speedy decision-making and greater productivity under leader's supervision. Drawbacks of this leadership style are that it leads to greater employee absenteeism and turnover. This leadership style works only when the leader is the best in performing or when the job is monotonous, unskilled and routine in nature or where the project is short-term and risky.
- ✓ **The Laissez Faire Leadership Style:** Here, the leader totally trusts their employees/team to perform the job themselves. He just concentrates on the intellectual/rational aspect of his work and does not focus on the management aspect of his work. The team/employees are welcomed to share their views and provide suggestions which are best for organizational interests. This leadership style works only when the employees are skilled, loyal, experienced and intellectual.
- ✓ **Democratic/Participative leadership style:** The leaders invite and encourage the team members to play an important role in decision-making process, though the ultimate decision-making power rests with the leader. The leader guides the employees on what to perform and how to perform, while the employees communicate to the leader their experience and the suggestions if any. The advantages of this leadership style are that it leads to satisfied, motivated and more skilled employees. It leads to an optimistic work environment and also encourages creativity. This leadership style has the only drawback that it is time-consuming.
- ✓ **Bureaucratic leadership:** Here the leaders strictly adhere to the organizational rules and policies. Also, they make sure that the employees/team also strictly follows the rules and procedures. Promotions take place on the basis of employees' ability to adhere to

organizational rules. This leadership style gradually develops over time. This leadership style is more suitable when safe work conditions and quality are required. But this leadership style discourages creativity and does not make employees self-contented.

# DAILY ASSESMENT

<b>Date:</b>	<b>08/06/2020</b>	<b>Name:</b>	<b>Chandana R</b>
<b>Course:</b>	<b>Beginner PHP and SQL</b>	<b>USN:</b>	<b>4AL16EC017</b>
<b>Topic:</b>	<b>Intro to beginneers, Getting started, Our first look at Mysql and PHP</b>	<b>Semester &amp; Section:</b>	<b>8<sup>TH</sup> SEM &amp; A Section</b>
<b>Github Repository:</b>	<b>Chandana-shaiva</b>		

## AFTERNOON SESSION DETAILS

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**Course content**

- 3. What We Need 6min
- Section 2: Getting Started 0 / 16 | 43min
- Section 3: Our First Look At MySQL And PHP 0 / 23 | 1hr 44min
- Section 4: Outputting And Processing Data 0 / 16 | 1hr 4min
- Section 5: Dealing With Variables 0 / 10 | 45min
- Section 6: Inserting And Using Database Data 0 / 12 | 39min
- Section 7: MySQL Joins 0 / 7 | 12min
- Section 8: PHP Errors And Security 0 / 16 | 1hr 10min

**About this course**

Learn PHP and MySQL and start developing web apps like a pro! This course also comes with a Certificate of completion.

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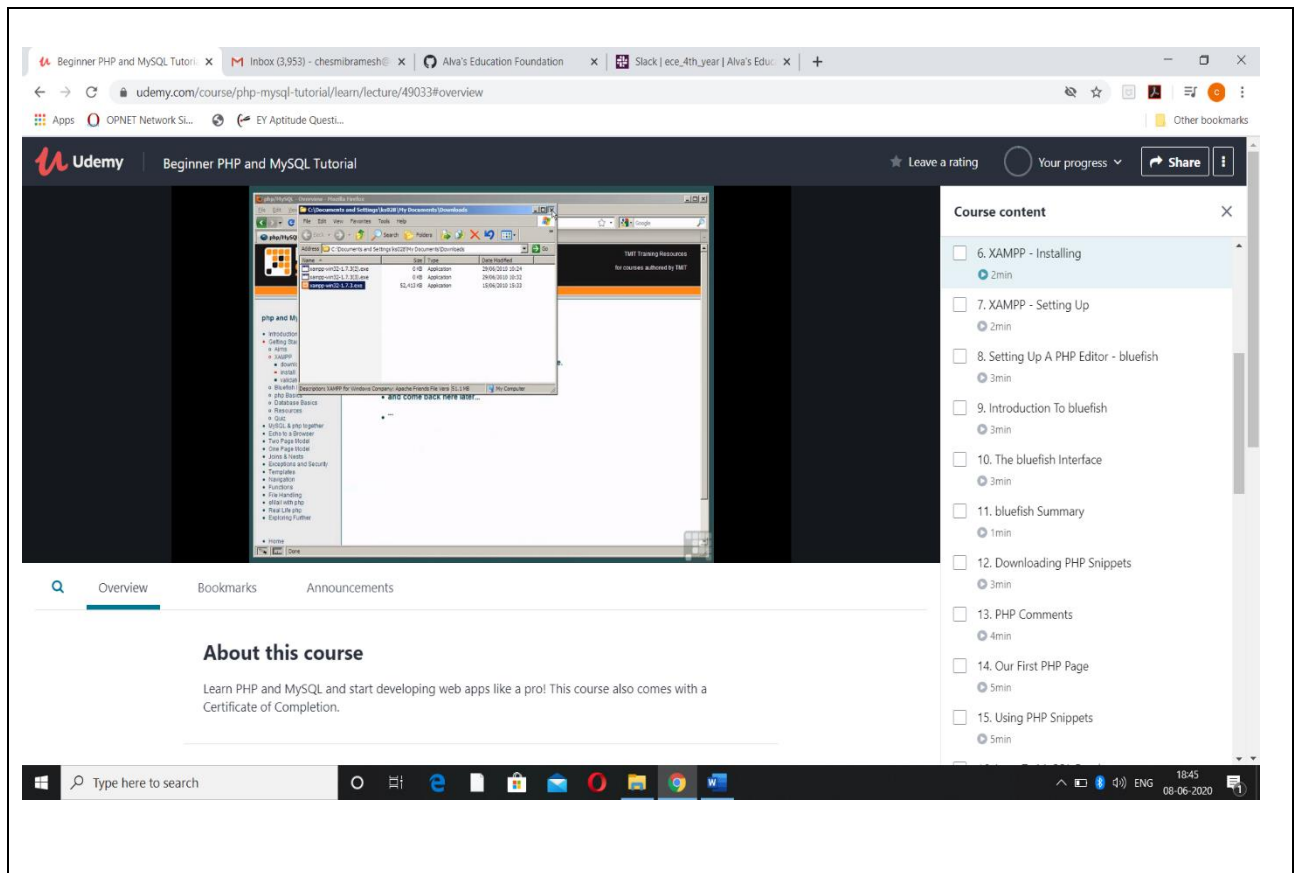
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**Course content**

- 8. Setting Up A PHP Editor - bluefish 3min
- 9. Introduction To bluefish 3min
- 10. The bluefish Interface 2min
- 11. bluefish Summary 1min
- 12. Downloading PHP Snippets 2min
- 13. PHP Comments 4min
- 14. Our First PHP Page 5min
- 15. Using PHP Snippets 5min
- 16. Intro To MySQL Databases 3min
- 17. Intro To phpMyAdmin 5min

**About this course**

Learn PHP and MySQL and start developing web apps like a pro! This course also comes with a Certificate of Completion.



## Report-

XAMPP is the most popular PHP development environment

XAMPP is a completely free, easy to install Apache distribution containing MariaDB, PHP, and Perl. The XAMPP open source package has been set up to be incredibly easy to install and to use.

### Features:

XAMPP is regularly updated to the latest releases of Apache, MariaDB, PHP and Perl. It also comes with a number of other modules

Including OpenSSL, phpMyAdmin, MediaWiki, Joomla, WordPress and more, Self-contained, multiple instances of XAMPP can exist on a single computer, and any given instance can be copied from one computer to another. XAMPP is offered in both a full and a standard version (Smaller version).



## Usage

---

The most obvious characteristic of XAMPP is the ease at which a WAMP webserver stack can be deployed and instantiated. Later some common packaged applications that could be easily installed were provided by Bitnami.

Officially, XAMPP's designers intended it for use only as a development tool, to allow website designers and programmers to test their work on their own computers without any access to the Internet. To make this as easy as possible, many important security features are disabled by default. XAMPP has the ability to serve web pages on the World Wide Web. A special tool is provided to password-protect the most important parts of the package.

XAMPP also provides support for creating and manipulating databases in MariaDB and SQLite among others.

Once XAMPP is installed, it is possible to treat a localhost like a remote host by connecting using an FTP client. Using a program like FileZilla has many advantages when installing a content management system (CMS) like Joomla or WordPress. It is also possible to connect to localhost via FTP with an HTML editor.

## Steps to Create Simple PHP Comment System in PHP & MySQL

This is Simple PHP Comment System in PHP & MySQL. We are going to create the PHP comment system with these functionalities. First of all, we are going to create comments database table. Then we will work inserting comments through comment form. Then we will create a few admin pages to moderate comments such as publish, edit & update, delete existing comments. This will be built from the scratch with simple PHP & MySQL.

### 1. Create a Database Table

Create a database with any name, but create a database table named comments with the following columns.

**ID** is integer type & autoincrement

**Name** is varchar type, it is used to store name field from comment form.

**E-Mail** is varchar type, it is used to store the email from comment form.

**Subject** is varchar type, it is used to store the comment text from comment form.

**Submittime** is datetime type, it is used to store the time of comment submission by setting default to `current_timestamp`.

**Status** is also varchar, it is used to store the status of comment. That is comment is published or not.

## 2. Connecting to Database & Selecting Database

In this second step, we are going to connect to the database & also selecting a database. If you want to learn more about connecting to the database & selecting database, go through below articles.

## 3. Creating Comment HTML Form

In this step, I'll create Comment HTML form with bootstrap styles. For that first, I'm loading bootstrap CDN files in the head section.

```
1 <!-- Latest compiled and minified CSS -->
2 <link rel="stylesheet" href="https://maxcdn.bootstrapcdn.com/bootstrap/3.3.7/css/bootstrap.min.css" >
3 <!-- Optional theme -->
4 <link rel="stylesheet" href="https://maxcdn.bootstrapcdn.com/bootstrap/3.3.7/css/bootstrap-theme.min.css" >
5
```

After adding above bootstrap CDN files, I'm creating a comment form with these fields: name, email, comment. You can copy paste this below code, I've applied all the bootstrap classes for good looking comment form.

## 4. Inserting Submitted Form Data into Database Table

Before inserting the submitted form data we need to connect to the database. In the previous step we have already created the `connect.php` file. Just load `connect.php` in current PHP file with `require` PHP function. save this file as `commentform.php`

Afer connecting to the database, we have to insert submitted data into the database. For that first of all, I'm checking if `post super global` is set and not empty. Then I'm using `mysqli_real_escape_string` to escape special characters. I'm applying this function to all the fields name, email & comment. And then assigning these values to variables.

Next is creating INSERT SQL query to insert the submitted form data. Then executing SQL query with `mysqli_query` function. If it's successful displaying success message or else displaying failure message.

These success and failure messages should be displayed above comment form. Add this below code inside panel body div of our comment form code.

```
1 <?php if(isset($smg)){ ?><div class="alert alert-success" role="alert"> <?php echo $smg; ?> </div><?php  
2 <?php if(isset($fmg)){ ?><div class="alert alert-danger" role="alert"> <?php echo $fmg; ?> </div><?php
```

## 5. Displaying Comments in Back-end

Before this step, you should build admin login system. Because these operations can only be done by an admin or moderator user. If you don't know how to create a login system, follow this tutorial.

Add this below HTML code to a file and save it as `viewcomments.php` inside admin directory. Don't forget to add bootstrap CDN files.

then fetch the comments from comments database table using select SQL query. Then execute the SQL query using `mysqli_query`.

```
1 $sql = "SELECT * FROM comments";  
2 $res = mysqli_query($connection, $sql);
```

After that fetch the result rows in an associative array using `mysqli_fetch_assoc` PHP function, and by using while loop I'm looping through associative array then displaying all these comments in the above HTML table.

```
3 ?php  
4     while ( $r = mysqli_fetch_assoc($res)) {  
5 ?>  
6     <tr>  
7         <th scope="row"><?php echo $r['id']; ?></th>
```

```

8         <td><?php echo $r['cid']; ?></td>
9         <td><?php echo $r['name'] ?></td>
1        <td><?php echo $r['subject']; ?></td>
0        <td><?php echo $r['submittime']; ?></td>
1        <td><?php if(isset($r['status']) & !empty($r['status'])) {echo $r['status'];} else {echo "NA";}
1        <td><a href="editcomment.php?id=<?php echo $r['id']; ?>">Edit</a> <a href="comment
1        ?>&status=draft">Dis</a> <a href="delcomment.php?id=<?php echo $r['id']; ?>">Del</a></td>
2
1    </tr>
1
3 <?php } ?>

```

## 6. Edit & Update Comments

In the last step, I've already created the anchor link to edit text under operations and also passing the id in the URL for editcomment.php

Create a php file with the name of editcomment.php and add the below code to it with basic html and bootstrap CDN files.

```

<div class="panel panel-default">
    <div class="panel-body">
        <form method="post">
            <div class="form-group">
                <label for="exampleInputEmail1">Name</label>
                <input type="text" name="name" class="form-control" id="exampleInputEmail1" placeholder="Name" />
            </div>
            <div class="form-group">
                <label for="exampleInputEmail1">EMail</label>
                <input type="email" name="email" class="form-control" id="exampleInputEmail1" placeholder="Email" />
            </div>
            <div class="form-group">

```

```

        <label for="exampleInputPassword1">Comment</label>

        <textarea name="subject" class="form-control" rows="6"></textarea>

    </div>

    <div class="form-group">

        <div class="row">

            <div class="col-md-6">

                <label>Post Status</label>

                <select name="status" multiple class="form-control">

                    <option value="draft">Draft</option>

                    <option value="published">Published</option>

                </select>

            </div>

        </div>

        <div>

            <button type="submit" class="btn btn-default">Submit</button>

        </div>

    </form>

</div>

</div>

```

We will load the file if get super global is set and not empty or else we will redirect the user to main comments page with PHP header function.

Then I'm assigning the id value passed through URL to id variable. And selecting the comment with that specific id, if the comment exists then we will display the comment data in above form or else we will redirect the user to the main comments page.

```

1 if(isset($_GET['id']) & !empty($_GET['id'])){
2     //select query
3     $id = $_GET['id'];

```

```

4      $selsql = "SELECT * FROM comments WHERE id=$id";
5      $selres = mysqli_query($connection, $selsql);
6      $selr = mysqli_fetch_assoc($selres);
7      if(mysqli_num_rows($selres) <= 1){
8          //redirect to main comments page
9      }
1     }else{
0         //redirect to main comments page
1     }
1
1
2

```

Displaying name data from comments table in name input field.

```

1 <input type="text" name="name" class="form-control" id="exampleInputEmail1" placeholder="Title" value="">

```

Displaying Email data from comments table in Email input field.

```

1 <input type="email" name="email" class="form-control" id="exampleInputEmail1" placeholder="Email" value="">

```

Displaying Comment data from comments table in comments text area field.

```

1 <textarea name="subject" class="form-control" rows="6"><?php echo $selr['subject']; ?></textarea>

```

Selecting the correct comment status for the current comment.

```

1 <select name="status" multiple class="form-control">
2   <option value="draft" <?php if($selr['status'] == "draft"){ echo "selected"; } ?>>Draft</option>
3   <option value="published" <?php if($selr['status'] == "published"){ echo "selected"; } ?>>Published</option>
4 </select>

```

After making proper changes to update comment, then moderator submits the form. Then we will check if the post super global is set and not empty. If it's set we will check for any special characters with `mysqli_real_escape_function` PHP function.

With update sql query we will update the comment, then assign the success message or failure message.

These success and failure messages should be displayed above edit comment form. Add this below code inside panel body div of our edit comment form code.

```
1 <?php if(isset($smsg)){ ?><div class="alert alert-success" role="alert"> <?php echo $smsg; ?> </div><?php  
2 <?php if(isset($fmsg)){ ?><div class="alert alert-danger" role="alert"> <?php echo $fmsg; ?> </div><?php
```

## 7. Comment Status Update

Next, add the links in `viewcomments.php` page insider operations section. Previously we have already created the anchor links with # links, just update them with below code. In this code, I'm sending comment ID and status of the comment to be updated.

```
1 <a href="commentstatus.php?id=<?php echo $r['id']; ?>&status=publish">App</a>  
2 <a href="commentstatus.php?id=<?php echo $r['id']; ?>&status=draft">Dis</a>
```

Add this below code to `commentstatus.php` file, before that load `connect.php` file with require PHP function. In this code, I'm checking if the get super global is set and not empty. Assigning id and status to variables. Then with update sql query, I'm updating status of the comment with id.

After updating comment redirecting the user to `comments.php` file with PHP header function.

## 8. Deleting Comments

Update the delete anchor link in `viewcomments.php` file with this below code. Here I'm passing only id through url.

```
1 <a href="delcomment.php?id=<?php echo $r['id']; ?>">Del</a>
```

add this code to php file and save it as `delcomment.php`. By using the id passed from url, I'm writing delete query to delete the comment. Then redirect user to `veiwcomments.php` file

## 9. Displaying Comments with Profile Pic

Save this code as displaycomments.php file. Here I'm displaying the list of all comments with gravatar image. But if you relate it to content then you can specify the comments with that content in where clause.