**OFFICE MANAGEMENT SYSTEM**

A

Project Report

submitted in partial fulfillment of the requirements

for the award of

**Diploma in Engineering**

in

COMPUTER SCIENCE & TECHNOLOGY

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UNDER THE SUPERVISION OF

**Sri. Subir Saha H.O.D (I/C)**

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GOMATI DISTRICT POLYTECHNIC

FULKUMARI, UDAIPUR, GOMATI TRIPURA – 799013, INDIA

29th May, 2024

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**Department of Computer Science & Technology**

Gomati District polytechnic

Fulkumari, Udaipur, Gomati Tripura

Declaration

We, hereby declare that the project titled “**Office Management System**”, is an original work carried out by us in the Department of Computer Science & Technology, Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura, under the exceptional guidance of our supervisor, **Sri. Subir Saha H.O.D (I/C)**, Department of Computer Science & Technology, Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura. To the best of our knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of the University or other Institute of higher learning, except where due acknowledgment has been made in the text. The data and the findings discussed in the project report are the outcome of our project work. This report is being submitted to the Department of Computer Science & Technology, Gomati District polytechnic, Fulkumari, Udaipur, Gomati Tripura for the award of Diploma in Computer Science & Technology. In case this declaration is found incorrect, we accept that our diploma may be unconditionally withdrawn.

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Certificate of Approval

This is to certify that the project titled “**Office Management System**”, submitted by Arkajyoti Roy, Argha Chakraborty, Aradhito Chaudhuri, Shreyanka Das, Shirsendu Das and Priyangshu Dey to the Department of Computer Science & Technology, Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura, towards partial fulfilment of the requirements for the award of Diploma in Computer Science & Technology is a bonafide project work carried out by them under my supervision and guidance. This work has not been submitted previously for any other degree or diploma of this or any other University. It is further certified that the candidates have complied with all the formalities as per requirements of Tripura University. The project report may be recommended to be placed before the examiners for consideration of the award of Diploma in Computer Science & Technology.

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Certified that the work contained in the project titled “**Office Management System**”, by Arkajyoti Roy, Argha Chakraborty, Aradhito Chaudhuri, Shreyanka Das, Shirsendu Das and Priyangshu Dey is in compliance with the formalities as per requirements of Tripura University for the award of Diploma in Computer Science & Technology.

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**DEDICATED TO**

**Dedicated to**

**My Loving Family for their kind love & support.**

**To my thesis Supervisor Sri Subir Saha for sharing his valuable knowledge encouragement & sharing confidence on me all the time**

Abstract

The Office Management System (OMS) is a comprehensive software solution designed to streamline and enhance the efficiency of daily administrative operations within an organization. In the contemporary business landscape, the need for effective office management is crucial for maintaining a competitive edge and ensuring smooth workflow. The OMS integrates various modules to address key aspects of office administration, including task management, document handling, communication, resource allocation, and personnel coordination. Through a user-friendly interface, OMS empowers users to optimize their work processes and collaborate seamlessly. The Office Management System aims to enhance organizational productivity, foster collaboration, and reduce administrative overhead. By providing a centralized platform for managing tasks, documents, communication, and resources, OMS contributes to a more agile and responsive workplace, ultimately driving organizational success in today's dynamic business environment.

Contents Page No.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** | **INTRODUCTION** …………………………………………................................ | | | 1-2 |
|  | **1.1** | Overview ……………………………………………………………………… | | 1 |
|  | **1.2** | Problem Statement ………………………………………………………….…. | | 1 |
|  | **1.3** | Project Background ……………………………………………………………. | | 2 |
|  | **1.4** | Objectives …………………………………………………………………….... | | 2 |
| **2.** | **LITERATURE REVIEW** ………………………………………….….………. | | | 3 |
| **3.** | **Proposed System** ………………………………………………................ | | | 4-6 |
|  | **3.1** | Problem Formulation ……………………………………………………….…. | | 4 |
|  | **3.2** | Proposed Methodology ………………………………………………………... | | 4 |
|  | **3.3** | Unique Features ……………………………………………………………….. | | 6 |
| **4.** | **Requirement Analysis & System Specification** …….. | | | 7-10 |
|  | **4.1** | Feasibility Study ……………………………………………………….……… | | 7 |
|  | **4.2** | SDLC Model to be Used ……………………………………………………… | | 7 |
|  |  | 4.2.1 | Requirements Gathering …….………………………………………… | 8 |
|  |  | 4.2.2 | Design & Development ………………………………………………... | 8 |
|  |  | 4.2.3 | Testing & Feedback …………………………………………………… | 8 |
|  |  | 4.2.4 | Iteration Refinement …………………………………………………... | 8 |
|  |  | 4.2.5 | Repeat Iteration ………………………………………………………... | 8 |
|  | **4.3** | Functional Requirements ……………………………………………................ | | 9-10 |
| **5.** | **System DESIGN ….**…………………………………………………………... | | | 11-31 |
|  | **5.1** | System Architecture …………………………………………….……………... | | 11 |
|  | **5.2** | Admin Portal …………………………………………………………………... | | 12-19 |
|  | **5.3** | Manager Portal ………………………………….……………………………... | | 20-25 |
|  | **5.4** | Employee Portal ………………………………….……………………………. | | 26-31 |
| **6.** | **Implementation** …………………………………………………………. | | | 32-34 |
|  | **6.1** | Introduction to Languages …………………………………………………….. | | 32 |
|  |  | 6.1.1 | PHP …..………………………………………………………………... | 32 |
|  |  | 6.1.2 | MySQL ……………………………………………………………….... | 32 |
|  |  | 6.1.3 | HTML …………………………………………………………………. | 32 |
|  |  | 6.1.4 | Tailwind CSS ………………………………………………………….. | 32 |
|  |  | 6.1.5 | JavaScript ……………………………………………………………… | 32 |
|  |  | 6.1.6 | AJAX …………………………………………………………………... | 32 |
|  | **6.2** | IDE …………………………………………………………………………….. | | 33 |
|  |  | 6.2.1 | VS Code ……………………………………………………………….. | 33 |
|  | **6.3** | Pseudocode ……………………………………………………………………. | | 33 |
|  |  | 6.3.1 | Login into the system ……………………………………….................. | 33 |
|  |  | 6.3.2 | Add new user …………………………………………………………... | 34 |
|  |  | 6.3.3 | Apply for leave ………………………………………………………… | 34 |
| **7.** | **Conclusion** ………………………………………………………………………… | | | 35 |
| **8.** | **Future** **Scope** …………………………………………………………… | | | 36 |
| **9.** | **References** ..…………………………………………………………….. | | | 37 |

List of figures Page No.

|  |  |  |
| --- | --- | --- |
| 3.1 | Proposed System ...………………………...……….............................. | 5 |
| 4.1 | Iterative Model …………………………………………….………….. | 8 |
| 5.1 | System Architecture ……………………………………….………….. | 11 |
| 5.2 | Admin Portal Dataflow Diagram ………………………….………….. | 12 |
| 5.3 | Admin Login ………………………………………………………….. | 12 |
| 5.4 | Admin Dashboard …………………………………………………….. | 13 |
| 5.5 | Department Page ……………………………………………................ | 13 |
| 5.6 | Staff Page ………………………………………………….………….. | 14 |
| 5.7 | Staff Add Section ……………………………………………………... | 14 |
| 5.8 | Performance Page ..……………………………………….…………... | 15 |
| 5.9 | Task Page ……………………………………………………………... | 15 |
| 5.10 | Task Completed ………………………………………………………. | 16 |
| 5.11 | Salary Section ………………………………………………................ | 16 |
| 5.12 | Salary Stats ………………………………………………………......... | 17 |
| 5.13 | Leave Requests …………………………………………………...…... | 17 |
| 5.14 | Calendar ………………………………………………………………. | 18 |
| 5.15 | Feedback ……………………………………………………................ | 18 |
| 5.16 | Add Notice ……………………………………………………………. | 19 |
| 5.17 | Manager Portal Dataflow Diagram …………………………................ | 20 |
| 5.18 | Manager Login …………………………………………….………….. | 20 |
| 5.19 | Manager Task Section ………………………………………................ | 21 |
| 5.20 | Task Completed ………………………………………………………. | 21 |
| 5.21 | Performance ……………………………………………….………….. | 22 |
| 5.22 | Employees …………………………………………………………….. | 22 |
| 5.23 | Apply for leave ……………………………………………………….. | 23 |
| 5.24 | Add Notice ……………………………………………………………. | 23 |
| 5.25 | Salary …………………………………………………………………. | 24 |
| 5.26 | Calendar ………………………………………………………………. | 24 |
| 5.27 | Feedback Form …………………………………………….…………. | 25 |
| 5.28 | Notification …………………………………………………................ | 25 |
| 5.29 | Employee Portal Dataflow Diagram ………………………………….. | 26 |
| 5.30 | Employee Login ………………………………………………………. | 26 |
| 5.31 | Forgot Password …………………………………………………........ | 27 |
| 5.32 | Employee Task Section ……………………………………………….. | 27 |
| 5.33 | Employee Chat ………………………………………………………... | 28 |
| 5.34 | Project Upload …………………………………………….………….. | 28 |
| 5.35 | Performance ……………………………………………….………….. | 29 |
| 5.36 | Salary …………………………………………………………………. | 29 |
| 5.37 | Apply for leave ……………………………………………………….. | 30 |
| 5.38 | Calendar ………………………………………………………………. | 30 |
| 5.39 | Notification …………………………………………………................ | 31 |
| 5.40 | Feedback form …………………………………………….………….. | 31 |