Postal Automation System

For Office of the Controller of Examinations,University Of Dhaka

SE 505: Software Project Lab II
Project Proposal

Supervised by

Mr. Abdus Satter
Lecturer
Institute of Information Technology
University Of Dhaka

Submitted by

Lamisa Quaiyum Shamma(BSSE1018)
Junaid Mansur Ifti(BSSE1027)

Date of submission: 24 February, 2020.

Table of contents

1.Introduction:

Postal Automation System (PAS) will be an automated system for the "Letter-Sending Department" of the Registrar Building, University Of Dhaka. The sole purpose of this department is to send letters to teachers and officials regarding different type of responsibilities e.g. Question Setter, Script Setter, Member of Exam Committees (Internals and Externals), Exam Question Coordination , Result Finalization. This system will automate the process.

2.Scope of the Project:

Project goal:

Developing a "Postal Automation System" web application for faculties of University of Dhaka and employees of the "Letter-Sending Department" of the Registrar Building, University Of Dhaka to change the obsolete analog system of official letter dispatchments.

Features:

- **Providing templates of letters:** Fixed templates of different types of letters will be provided by the system.The template of the letter will be generated automatically upon selection.

- **Letter sending automation:** The prepared letters will be sent through:
    - ❏ **Email:** The pdf copy of the letter will be sent to the mail of the faculties.
    - ❏ **Printing:** The prepared letter will be available for printing.

- **Sending notification through Bulk SMS:**The notification of the sent letters and email will be sent to the mobile phones of the respective faculties through Bulk SMS service.

- **Providing a dashboard to the users of the system:** Dashboard will be given to the teachers and employees.Teachers will be able to see his/her received letters and track the read and unread letters. Employees will be able to see which letters have been sent to which faculties, keep track of the replies and if any letters are approaching the deadline.

- **Database management:**
    Database Tables will be maintained for:
    - ❏ Faculties:
        - ★ Faculty Name
        - ★ E-mail
        - ★ Mobile Number
        - ★ Department/ Institutions
        - ★ Designation
    - ❏ Letters
        - ★ Reference Number
        - ★ Sending Date
        - ★ Letter's Subject
        - ★ Letter's Body

    - ❏ Courses
        - ★ Course Name
        - ★ Course Code
        - ★ Course Syllabus Link

Out of scope:

- Without internet connection, the application will not give real-time letter updates.

Required language:

Required languages/frameworks to develop this application are:
- HTML
- CSS
- JavaScript,AJAX
- Bootstrap.
- MySQL
- PHP

Deliverables: Deliverables of this project are:

- SRS documentation.
- Web application.

3.Motivation:

The Registrar Building of University of Dhaka has been working relentlessly since the birth of this university. There are separate departments for every work like Admission,Scholarship, Fees, Certificate withdrawal, Marksheet withdrawal etc. Among these, *"Letter Sending Department",Room No:306, Registrar Building* has been sending letters to teachers and officials for different types of responsibilities. They send letters to faculty about exam question setting, syllabus setting, exam script scrutinization , calling meetings in order to form exam committees, viva board etc. Some letters have deadlines about replying. Everytime the letter is sent to departments through Letter Dispatch services. A Faculty has a number of multi -dimensional responsibilities .So, a lot of letters are sent to a faculty daily and some of them go unnoticed , sometimes these letters are noticed after the deadline. So , there is no way now for a faculty to track which letters have been sent to him/her ,which letters have deadlines i.e. have high priorities. At the same time, the staff of "Letter Sending Department" go through a haphazard situation everyday tracking which letters have been dispatched , which letters have passed the deadline and which letters have been replied by the faculties. To ease this situation, we have decided to automate the process of letter sending department so that the Faculty and the employee both can keep track about the letters and the deadlines and get reminders about the approaching deadline of any official works by implementing our "Postal Automation System"

4.Work plan:

- Analysing & specifying requirements of the project within 3 weeks.
- Learning requires language and tools.
- Preparing SRS document of the project within 7 weeks.
- Making databases by giving data entry about Faculties & Courses.
- Designing the Front-end: Designing Home-page,Registration Page,Login Page.

- Designing dashboard for Faculty, Staff Admin & General Staff.
- Connecting the web application with the server database.
- Implementing Bulk-SMS notification service.
- Implementing the whole Letter Sending Automation.
- Hosting the web application and connecting it to du.ac.bd .
- Finishing implementation according to the SRS document within 17 weeks .
- Testing and finalizing the document within 19 weeks.