

# OFFICE AUTOMATION SYSTEM

## SYNOPSIS OF MAJOR PROJECT

***SUBMITTED BY:***

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*in partial fulfilment for the award of the diploma*

**IN**

**COMPUTER ENGINEERING**

**at**



**PROJECT GUIDE**

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**(INDIA)**

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# 1. ABOUT PROJECT

The project “**Office Automation**” will include faculty leave management, student registration , fees and fine status.

The current system relies heavily on manual data entry, leading to inaccuracies in employee and student records. Employee leave record, student record, fees record may contain some mistakes and inaccuracies. There also arises many different situation at current time like if anyone want to see data it may be time consuming and sometimes data may not be available due to various reasons such as loss, damage etc.

The "Office Automation" project takes on this challenge by introducing automated and accurate information handling across all three systems. In employee management, the system ensures that leave records are correctly updated in real-time, reducing the chances of errors .

For student registration, the automated system organizes and maintains student details, minimizing inaccuracies and improving the overall reliability of student information.

In the fees system, the project provides a clear and accurate view of fees and fine status avoiding misunderstandings. By automating these processes, the project not only increases efficiency but also significantly reduces the risk of mistakes in handling important information.

Now we are proposing a system that will resolve all the problems discussed earlier. We have proposed a project “**Office Automation System**” that will keep the data available digitally about students registration, employees leave and fees record.

# 2. MAIN OBJECTIVES

- a) To manage Employee’s leave record.
- b) To manage student record.
- c) To manage registration of new students.
- d) To manage fees record.
- e) To manage login system(Admin/Faculty/Student).
- f) To manage password change feature.
- g) To provide search filter.
- h) To create final report of record.

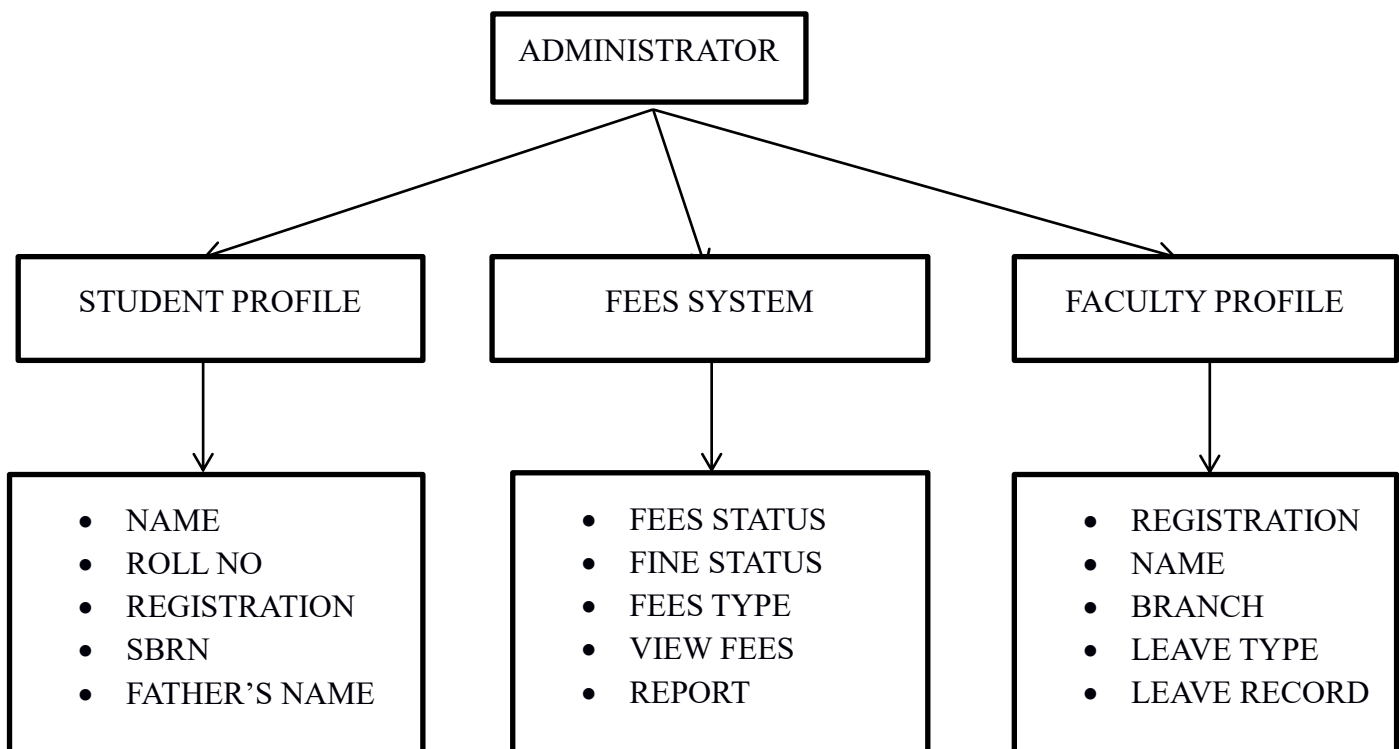
### 3. USERS

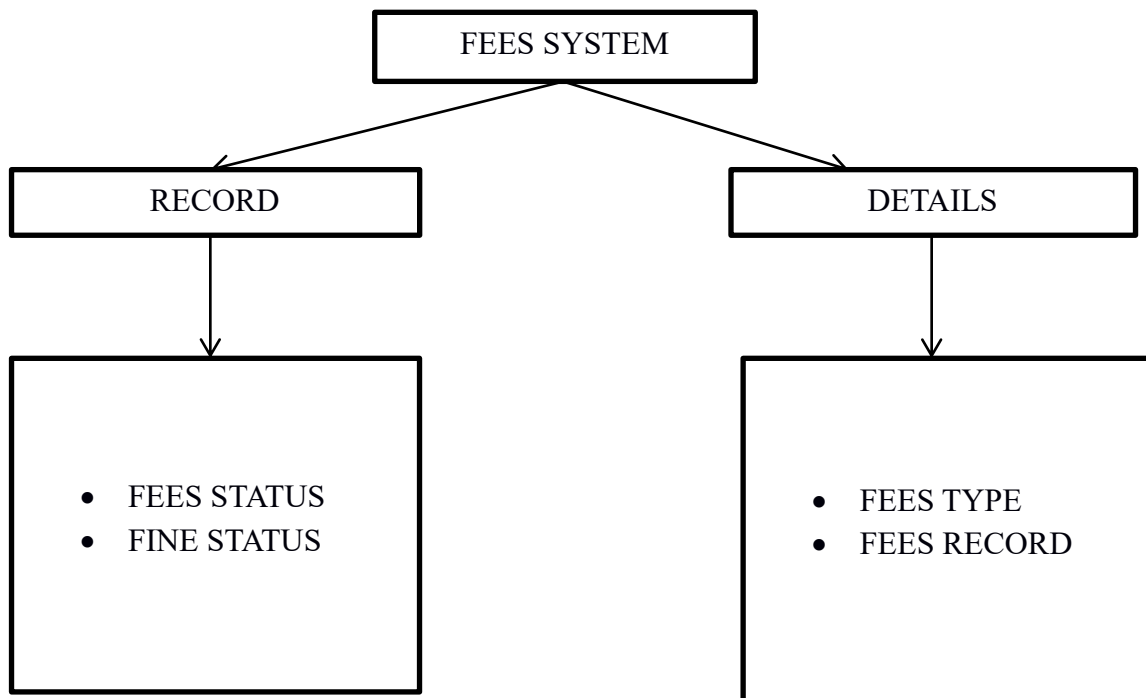
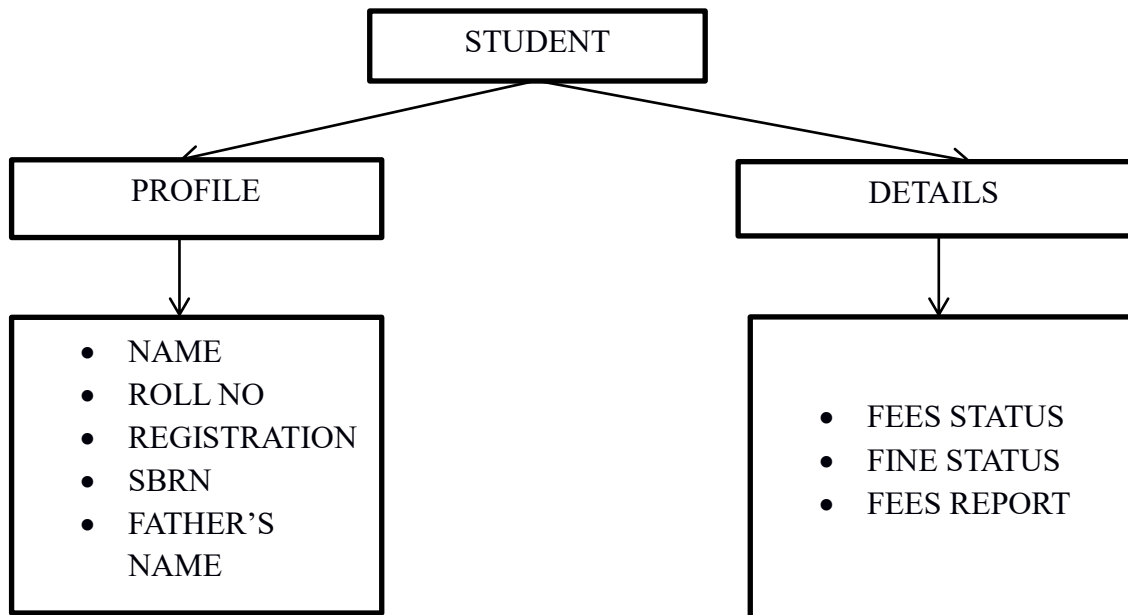
**3.1 Administrator:** The person that will manage the system.

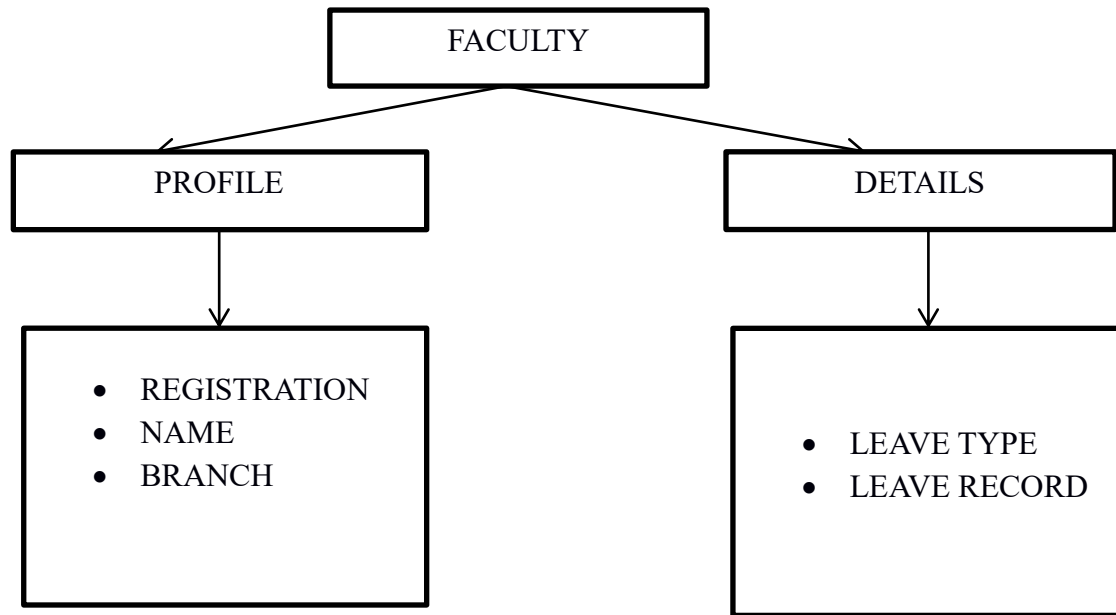
**3.2 Student:** Students will be able to view their detail and fees status.

**3.3 Faculty:** Faculty will be able to view their leave record and will be able to request holiday.

### FLOWCHART:







## **4. METHODOLOGY**

### **4.1 SOFTWARE REQUIREMENTS**

- A) HTML5
- B) CSS3
- C) BOOTSTRAP5
- D) DJANGO5.0.1
- E) PYTHON3.12.1
- F) JAVASCRIPT ES14

### **4.2 HARDWARE REQUIREMENTS**

- A) INTEL CORE I3 GEN10
- B) 4GB RAM
- C) 10GB HARD DISK

## **ROLES OF EACH PARTICIPANT**

<b>SN</b>	<b>CLASS SERIAL NO.</b>	<b>NAME OF STUDENT</b>	<b>SBRN</b>	<b>ROLE IN PROJECT</b>
1	22	Bhawana Sharma	220723304004	Documentation
2	24	Kartik Sharma	220723304008	Front End
3	29	Pallavi Sharma	220723304014	Front End
4	34	Shagun Sharma	220723304020	Back End

## TEAM MEMBERS

SN	CLASS SERIAL NO.	NAME OF STUDENT	SBRN	SIGNATURE
1	22	Bhawna Sharma	220723304004	
2	24	Kartik Sharma	220723304008	
3	29	Pallavi Sharma	220723304014	
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