ONLINE FACULTY LEAVE MANAGEMENT SYSTEM

A MINI PROJECT REPORT

Submitted by

A.MOHAN   **110319104003**

D.PAVAN KUMAR   **110319104031**

R.L HARISH BABU   **110319104016**

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ANNA UNIVERSITY::CHENNAI 600 025

BONAFIDE CERTIFICATE

Certified that this project report **"ONLINE FACULTY LEAVE MANAGEMENT SYSTEM** is the bonafide work of **A.MOHAN [110319104003] , D.PAVAN KUMAR [110319104031] , R.L HARISH BABU[110319104031]** who carried out the project work under my supervision.

 SIGNATURE
Dr.N. Kamal
Professor and Head

Department of Computer Science And
Engineering
GRT Institute of Engineering and and
Technology
Tiruttani.

SIGNATURE
MR.K.Jagadeesh
SUPERVISOR
Assistant Professor
Department of Computer Science
And Engineering
GRT Institute of Engineering and
and Technology
Tiruttani.

Certified that the candidate were examined in Viva-voice Examination heldon_____

INTERNAL EXAMINER   **EXTERNAL EXAMINER**

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Online Leave Management System

Abstract

In the existing Leave Management System, every college/Department follows manual procedure in which faculty enters information in a record book. At the end of each month/session. Administration Department calculates leaves of every member which is a time taking process and there are chances of losing data or errors in the records.

Online Leave management system project is an intranet based application which can be accessed all over the organization. This application is automated software application for handling leaves related information of faculty and student and approval of leaves from the Head of the department are part of this system. Each faculty and student is provided with unique id and password for log in to system and send request for leave. HOD will look after the students and staffs leave application. This method will improve the process of leave management inside organization by saving time and resources. This project will reduce the paperwork and maintain record in an efficient and systematic way. This project also calculates total no of leaves and display the details once faculty or students login. HOD will view the entire faculty and students leave application form details and send the application accepted and rejected through mail.

Existing System

In existing system every college follows manual procedure in which faculty should enter in time and out time in a record book. At the end of each month Head of department will calculate leaves of every faculty member which is a time taking process and there is a chance of losing records.

Proposed System

In proposed system chances of losing data is not possible because data is maintained in the form of database. Every day attendance, leaves and notices information is updated in to database using a user friendly GUI. This will reduce work for Head of departments. This application is an online application which makes more flexible to access information.

Conclusion

This web application provides facility to conduct online leave management system. It saves time as it allows the staff in the educational institutions like colleges etc.,can apply their leave request in their college web portal.It is automatically manipulated by the server.

Online Leave Management System, being web-based, needs to be throughly tested before implementation to find any security gaps. A console for the data centre may be made available to allow the personnel to monitor on the sites which were cleared for hosting during a particular period.

This application is just a beginning and is very flexible. The system can be easily utilized as per user requirement in various other types of auditing operations viz. Networking auditing or other similar process/workflow based applications.

Modules

HOD

Faculty

Student

Approval Process

Report

Modules Description

HOD Module

Head of the department will have permissions to look after data of every faculty and student of their department. HOD can view the faculty and student details. Reports can be displayed based on day, month. HOD can approve leave through this application and he can view leaves information of every individual faculty and student. Leave application accepted/rejected details are send to the faculty and student through mail.

Faculty Module

In this module faculty will login into the account once the username and password is valid. Faculty view all the details like rollno , name, department and view the semester wise total no of days leave details.Suppose the no of days leave taken is higher means faculty cannot continue the leave application form process. Leave application form details will automatically send to the Hod account.

Student Module

This module is also like the faculty module.Student has to register into the account before login.Each student will have unique id for login into the system login username and password is valid means he/she continue view all the details and can update the previous register details also.Once the no of leave taken is less means student can continue to fill the leave application form process.This record will automatically send to the Hod account.Hod will view all the records and send the confirmation mail to the particular student mail only leave reason is valid one.

Approval Process

This module is very important module in this project.The main aim of this module is to reject or to accept the leave application process of the faculty/student.This

module is handling by the Hod and Hod only having all the rights to accept or reject. Hod first of all view the entire student and faculty leave application details and view the each faculty/student leave reason details.After that Hod will check the previous leave records details and reason for leave.Suppose the leave is applied by the faculty/Student is less then Hod will send the approval for leave through faculty/student mailid.

Report

In this module all the faculty register and leave applied details,student register and leave applied details will maintain. Each semester wise the faculty or student can view the previous leave details.

Requirement Specification

Hardware Requirements

- System   : Pentium IV 2.4 GHz.
- Hard Disk   : 40 GB.
- Floppy Drive   : 1.44 Mb.
- Monitor   : 15 VGA Colour.
- Mouse   : Logitech.
- Ram   : 512 Mb.

Software Requirements

- Operating system : Windows XP.
- Coding Language   : ASP.NET.
- Data Base   : SQL Server 2005

Limitations

- The system will fails if the server fails,but the data will remain stored in the database.
- The system will not function properly with multiple computers in the network.

FUTURE SCOPE

- Further up gradation of online leave management system for various types of organization with multiple hierarchies can help in reducing paper work,help achieve error free tabulation and calculation of leaves.
- Now we introduce this software package in the localhost.But in future we may extend this one as the live supported one.
- As per our requirements we may upgrade, the modules in the package atany time.

DFD

Admin → Authentication → Add staff → Database

Authentication → Add Students → Database

Staff → Authentication → Add number of leave days per semester → Database

Database → Logout

Check whether the leave days per sem exceed or not

Student → Authentication → Send Leave request

Yes   No

Leave cancelled

Leave Sanctioned

Termination