




**MUTHAYAMMAL ENGINEERING COLLEGE**  
**(An Autonomous Institution)**  
 (Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)  
 Rasipuram - 637 408, Namakkal Dist., Tamil Nadu

**CSE**

**Project Development**

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4	<b>Project is done in the Department (In House) or Industry. If industry project, Name of the industry</b>	In House	Industry
5	<b>Project Title:</b>	Web based Report Automation System	
6	<b>Monogram</b>		

## Description of the Project

### **Objectives:**

The report automation system serves as a centralized platform for managing various aspects of organizational events and reports. Specifically, it facilitates the proposals, storage, and analysis of Event Completion Reports, offering tools to document event details and outcomes. By automating routine tasks, establishing structured workflows, and providing role-based access controls, the system streamlines the entire lifecycle of reports, from submission by faculty members to final approval by department heads and principals. Transparency is ensured through personalized dashboards, real-time status updates, and detailed audit trails, while accountability is reinforced through clear roles, responsibilities, and escalation paths. Decision-makers benefit from access to accurate, timely data and analytics, enabling them to make decisions that support the college's objectives. The system aims to enhance user satisfaction and engagement by prioritizing user experience, soliciting feedback, and continuously refining its features to meet the evolving needs of the academic community.

### **Brief Description about the Project:**

A report management system tailored for college environments is designed to fulfill a diverse range of objectives aimed at improving administrative efficiency, enhancing collaboration among faculty members, ensuring accountability in decision-making processes, and facilitating compliance with institutional and regulatory standards. The primary aim of such a system is to streamline the entire lifecycle of reports, starting from their submission by faculty members to their final approval by department heads and principals. By automating routine tasks like report submission, tracking, and approval, the system minimizes manual intervention, saving time and resources for all stakeholders involved. Faculty members can easily submit their reports through the platform, confident that the system will efficiently route them to the appropriate recipients for acknowledgment and review.

Central to the objectives of the report management system is the establishment of a structured workflow that delineates clear steps for report submission, review, and approval. Predefined workflows and access controls ensure that reports progress seamlessly through the approval chain, adhering to specified timelines and protocols. Faculty members submit reports which are then routed to department heads for initial acknowledgment and review. Following this, reports move to the desks of principals for final approval. This structured workflow minimizes bottlenecks, mitigates the risk of delays or oversights, and fosters accountability at each stage of the process. Additionally, the system's user-

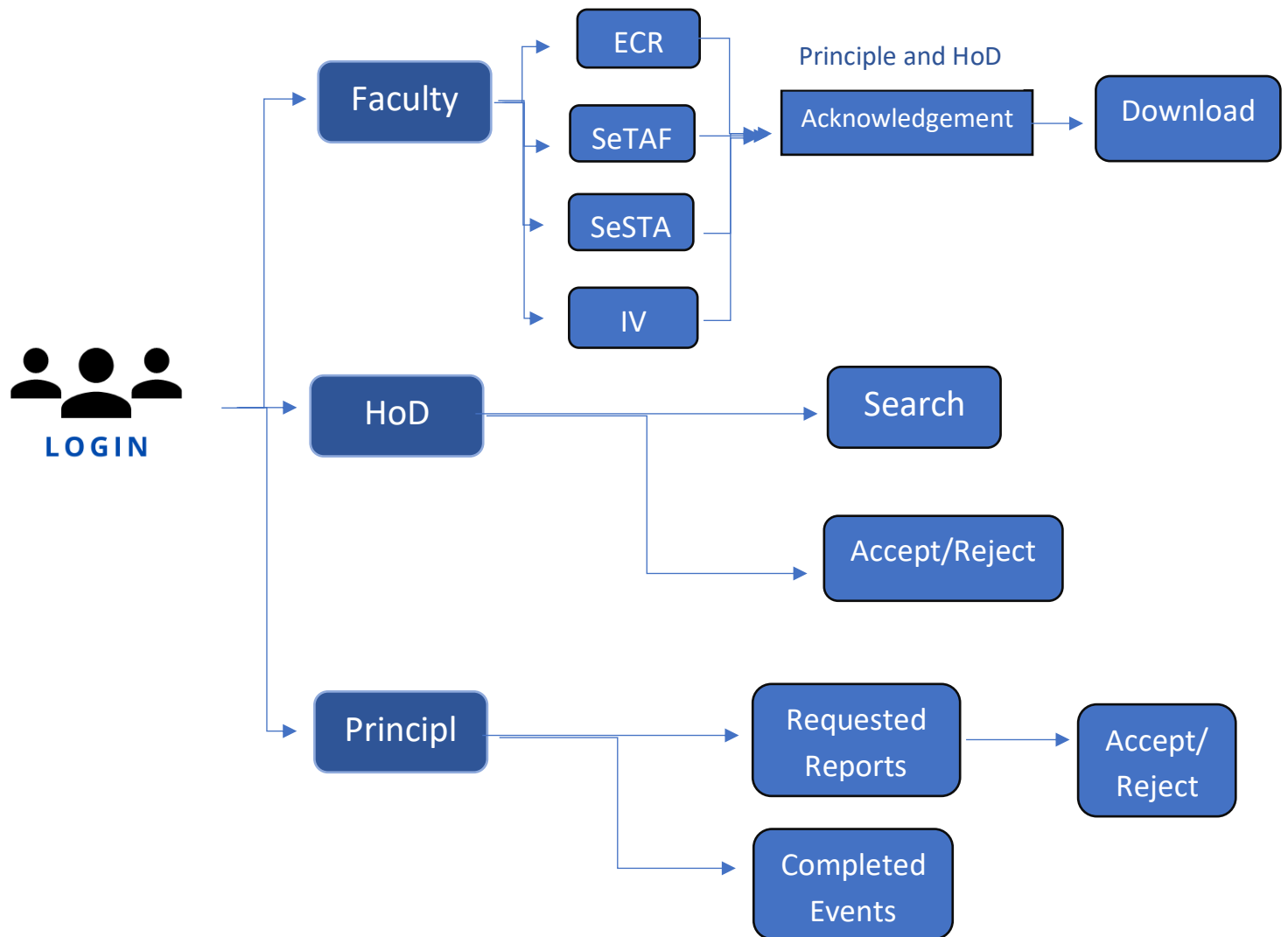
friendly interface and intuitive design empower users to navigate the workflow effortlessly, further enhancing operational efficiency.

In addition to efficiency, the report management system aims to promote transparency and accessibility throughout the reporting process. Role-based access controls and personalized dashboards give stakeholders real-time visibility into report status, enabling them to track progress, monitor pending tasks, and stay informed about deadlines. Faculty members can monitor the status of their submissions, while department heads and principals have access to comprehensive dashboards displaying reports awaiting their attention. This transparency fosters trust and collaboration within the academic community, ensuring that all stakeholders are well-informed and empowered to fulfill their respective roles effectively.

Faculty members are accountable for the accuracy and timeliness of their reports, while department heads and principals are responsible for thorough review and timely approval. Detailed audit trails and notifications track actions taken on each report, enhancing transparency and accountability across the board.

Moreover, the report management system facilitates informed decision-making by providing decision-makers with access to accurate, timely, and relevant information. By consolidating reports and data into a centralized repository, the system equips department heads and principals with insights to assess performance, identify trends, and allocate resources effectively. Customizable reporting tools and analytics dashboards enable decision-makers to make data-driven decisions that align with the college's strategic objectives. Finally, the system plays a crucial role in ensuring compliance with regulatory requirements and institutional policies governing report submission and approval processes. Standardized procedures, documentation practices, and security measures uphold adherence to established guidelines, mitigating the risk of non-compliance. The system's robust document management capabilities further contribute to compliance efforts by safeguarding the integrity and confidentiality of sensitive information within reports. Overall, a well-designed report management system addresses these objectives, streamlining reporting processes, empowering stakeholders, and enhancing academic administration and governance.

## Workflow:



## Materials /Software Used for Implementation:

### HARDWARE REQUIREMENT

- CPU : Intel Xeon or AMD Ryzen.
- System : Standard PCs or servers capable of running the required software.
- Hard Disk : Minimum 100 TB for storage of files.
- RAM : Minimum 128 GB for handling database operations.
- Storage : Minimum 500 GB SSD or higher.

**SOFTWARE REQUIREMENT**

- Runtime Environment : Node JS
- Library : React JS
- Frameworks : Express JS
- Database : MySQL
- Tools : VS Code, PhpMyAdmin, Github

**Budget Utilized with Details:**

Components	Amount in Rupees
Server 128 GB RAM	5 Lakhs
500 TB SSD Storage	1 Lakh
Dell Laptop 6GB 1TB	60000
Total Amount	₹ 6,60,000

**Outcomes:**

The outcomes of implementing a report management system in a college setting are numerous and impactful. Firstly, the system significantly improves administrative efficiency by automating tasks like report submission, tracking, and approval, thus saving time and resources for faculty and staff. Secondly, it fosters transparency and accountability throughout the reporting process, ensuring that stakeholders have real-time visibility into the status of reports and are held responsible for their actions. Thirdly, the system promotes informed decision-making by providing decision-makers with access to accurate and timely information, enabling them to make data-driven decisions that align with the college's goals and objectives. Additionally, compliance with regulatory requirements and institutional policies is enhanced through standardized procedures and robust document management capabilities. Overall, the implementation of a report management system results in streamlined processes, improved collaboration, and better governance within the college community.

**Feasibility for Product Making:**

The feasibility of integrating product-making processes with a report management system hinges on several crucial factors. Technically, it requires ensuring compatibility between the system and existing infrastructure, with scalability to accommodate expanding data needs. Economically, a cost-benefit analysis is essential to determine the investment required against anticipated

benefits, including improved efficiency and decision-making. Operationally, user acceptance and seamless integration into workflows are paramount, necessitating adequate training and process alignment. Moreover, adherence to a realistic schedule with milestone tracking ensures timely implementation and adaptation. By addressing these feasibility considerations comprehensively, organizations can ascertain the viability and success potential of intertwining product-making with a robust report management system, fostering streamlined operations and informed strategic initiatives.

Mapping of Program Outcomes (POs) and Program Specific Outcomes (PSOs):

(Mark ✓ in the box)

PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO 12	PSO1	PSO2	PSO3
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Project Co-ordinator

HoD

Principal

