ONLINE LEAVE FORM SUBMISSION

Senthil Kumar S#1, Mr Vijay Anand R*

1PG Student, Department of Computer Science, Dr N.G.P Arts and Science College
2 Assistant Professor, Department of Computer Science, Dr N.G.P Arts and Science College, Coimbatore-641048,
Tamil Nadu, India

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Abstract - *Online Leave Form Submission is an application that is of almost importance for an the college. The online leave form submission is an Intranet based application that can be accessed throughout the college. This application can be used to automate the workflow of leave applications and their approvals. This application will allow the user to apply for the leave through the online mode by specifying a valid reason for the leave. This can also be implemented at the college levels where the students can apply for the leave. The user interface must be simple and easy to understand. In the existing applications the approvals are done manually. This work can be automated through the use of this application. This application can also allow the users to check the pending leaves that they have. This application can help in avoiding the leave application that needs to be given to the higher authority with great ease. This application can also help in sending the notifications to the user regarding the leaves that they have availed with great ease. The students sending regarding the leave information to the advisor/mentor. The advisor/mentor verifies the submitted leave balance for accepting or rejecting the leave.*

Key words - **Leave application, Leave management system, Intranet based application, Automatic approval of leave, Report generators, Outsystems.**

1. INTRODUCTION

In the existing paper work related to leave management, leaves are maintained using the attendance register for staff. The student needs to submit their leaves manually to their respective authorities. This increases the paperwork & maintaining the records becomes tedious. Maintaining notices in the records also increases the paperwork. The main objective of the proposed system is to decrease the paperwork and help in easier record maintenance by having a particular centralized Database System, where Leaves and Notices are maintained. The proposed system automates the existing system. It decreases the paperwork and enables easier record maintenance. It also reduces chances of Data loss.

2. EXISTING SYSTEM

Existing system is manual and traditional as it is pen and paper based. In the existing system, student have to Suffer lots of problems and formalities for the approval of leave. The student needs to submit their leave approachare manually to their respective authorities.

2.1 Disadvantage

It does not ensures security of every record . It increases the redundancy of data and gives various facilities .It leads to loss of data .The student has to write a letter to tutor/mentor for leave which makes it a tedious work for the staff.

3. PROPOSED SYSTEM

The proposed system automates the existing system. It decreases the paper work and easier record maintenance by having a Database for leave maintenance. In the proposed system student can apply the leave approach from anywhere and any time. The Student can easily upload their leave applications online just on one click. The application will directly go to the concerned faculty and respective coordinators of student.

3.1 Advantages

The student can verify the leave approval status. Reduced work and time. All the works are done systematically. Easy to record maintenance.

4. MODULE DESCRIPTION

4.1 Apply Leave Module

In this module students can apply their leave application through the online. User should with their own username and password. A comparison is done for a user name and for a password if the correct user id and password are supplied then, main menu of online leave form will be displayed to the user.

4.2 Admin Module

The initial step which is handled by the admin module is to create a unique user account for each student and faculty member in the organization. This module handles the administrative functions of the system

4.3 Student Module

Student is allowed to log in /log out in their account for the leave apply by a unique id provided by admin department. In the starting month of the semester student can apply for the leave basis on the criteria of leave that is short leave, long leave

4.4 Staff Module

This module is having the power of leave verification of the student. Staff can verify the leave on the basis of the leave availability of the student and in case of student attendance is the basic criteria. Tutor/Mentor is having authority of approval or disapproval of leave and remark on that.

4.5 *View Status Module*

This module is used to students can view their leave is approval or not. Students send the leave form to the head of the department through online. It will show the balance leave and attendance percentage of the semester.

5. CONCLUSION

As seen above, the common problem faced by students these days is related to Leave Apply. Due to lack of coordination or inefficient system, handling of leave records becomes very difficult. With the help of the proposed system concerned faculties will have proper information about student. Overall, the efficiency of the proposal is incomparable and its effectiveness will bring an ease to the life of studying students, parents and teachers. Further upgradation of the Leave Management System for various types of organisations with multiple hierarchies can help in reducing paperwork, help achieve error free tabulation and calculation of leaves.

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