

Office automation system

Miss.Vaibhavi Pathak¹, Mr.Sanket Wankhede², Prof.K.S Chandwani³

^{1,2} Student of Computer Technology Department, KDKCE Nagpur

³ Professor of Computer Technology Department, KDKCE Nagpur

Abstract - The office automation system is an application that is designed to automate the processes that take place in the college office .there are many matters regarding the college that need to be maintained through the online method with the help of some application. the activities, student details and many matters like this can be better managed by the applications which are capable in doing this task. the admission details, students and faculty's information, feedback system performance of the students, reviews of the particular colleges, suggestions that can be given in some matters needed for improvement can all be deal easily using the office automation system application.

Key Words: office automation system, automate, online

1. INTRODUCTION

Office Automation System (OAS) are arrangements of organized PC equipment and programming. An assortment of office Automation are presently connected to business and correspondence works that used to be performed physically or in various areas of an organization, for example, getting ready composed interchanges and key arranging. What's more, capacities that once required planning the ability of outside authorities in typesetting, printing, or electronic account would now be able to be incorporated into the regular work of an association, sparing both time and cash.

Kinds of capacities coordinated by office mechanization frameworks incorporate (1) electronic distributing; (2) electronic correspondence; (3) electronic joint effort; (4) picture preparing; and (5) office administration. At the core of these frameworks is frequently a neighborhood (LAN) . The LAN enables clients to transmit information, voice, mail, and pictures over the system to any goal, regardless of whether that goal is in the nearby office on the LAN, or in another nation or mainland, through an interfacing system.

2. PROPOSED WORK

The office automation is an ERP based software system that is designed to automate the processes that take place in the college office.

The complete flow of the system and the functional modules of the system are explained as follows:

Flow of the system:

There is a separate login section for student , admin ,employee, Administrator , accountant and HR. Each section verifies the user and checks whether the user is authenticate or not. the every new user need to register first and then only can use the system. After login each user can jump to their respective profiles where they have various tabs of their responsibilities.the administrator is responsible for doing enquiry, granting admission to the institute, conducting exams , analysing student performance and maintaining faculty details belonging to institute. the person can also organize events and provide his feedback. After performing their tasks the users had to logout from the system for the security of the system. The flow of the system is as follows:

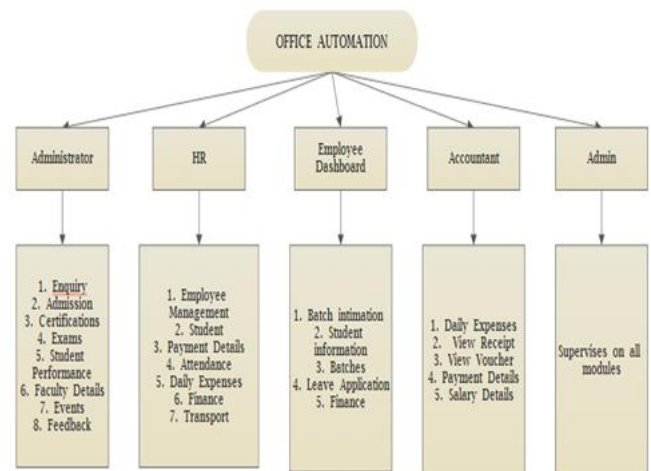


Fig: Flow Diagram for office automation system

Functional Modules:

The whole system is divided into five modules: Administrator module, HR module , Employee Dashboard, Accountant module, Admin module.

1) Administrator Module:

The administrator is responsible for doing enquiry, granting admission to the institute, conducting exams, analysing student performance and maintaining faculty details belonging to institute. the person can also organize events and provide his feedback.

2) HR Module:

The HR module is responsible for Employee Management, managing students, maintaining payment details, attendance, and handling daily expenses. It also handles finance and transport.

3) Employee Dashboard:

Employee Dashboard is responsible for maintaining batches of various courses i.e. Batch Intimation. It also maintains student information, batches and it can leave application. It is also responsible for finance.

4) Accountant:

The accountant maintains daily expenses of the institute, it can view receipt, view voucher, maintain payment details and salary details of the employees.

5) Admin:

The admin is the highest level authority of the system. It supervises on all the module and it has total control over the system and its respective modules.

3. LITERATURE REVIEW

The term Office Automation indicates substitution of human work by machine. the mechanical tasks in office with less human cooperation is named as computerization. the word motorization and Automation ought not be considered as synonymous. Automation alludes to a procedure whereby office machines and gear's are presented in the workplace with a view to help regulatory procedures.

In any case, Automation is something more than motorization since mechanization is a self-directed process in which the work is finished with least human endeavors. the self-controlled process goes for consistent stream of data without least human mediation. So in a word the word Automation signifies the specialty of recording, preparing and controlling the data naturally by mechanical and electronic machine.

3.1 Needs and Importance

The need for automation is felt because of the following reasons. these reasons emphasize on importance of automation. the reasons are:

(a) Automation facilitate efficient and detailed information through the use of mechanical aids like computers.

(b) It ensures speedy recording, processing and presenting of information.

(c) Increased volume of work, scarcity of time and the slow manual processes necessitate the introduction of automation.

(d) It facilitates better quality work by reducing errors which are created on manual work.

(e) Revolution in office has been brought by automation because increased volume of work is handled in a better manner with greater accuracy and speed because of automation. this process results in increased output.

(f) automation increases the goodwill and reputation of the firm because it adds to the prestige and status symbol of the enterprise.

3.2 Effects of automation

Automation is suited to the created nations of the world which have achieved a condition of full business marvel. In those nations, mechanization winds up fundamental in light of shortage of labor.

Computerization isn't recommended for a creating nation like India on the grounds that here the condition of joblessness is envisioned and mechanization will expand this condition of joblessness. Be that as it may, mechanization ought to be presented in post workplaces, railroads, banks where the expanded workload requires fast and precise support of people in general. computerization drives the accompanying impacts:

(a) Automation results in the state unemployment because human labor is replaced by mechanical work.

(b) It requires huge investment and as such it goes beyond the capacity of small scale firms to afford for automation.

(c) It brings about a complete change in the organizational structure and involves a great deal of additional cost.

4. METHODOLOGY

Application have separate student database for each area/branch of school. Different clients are permitted to utilize application all the while in intranet arrange. Administrator control board is added to this application to control the all other client. Administrator board is coordinated with the adminer php petition for expanding simplicity of database administration. Adminer enables the client to access and refresh (like erase, change and alter client authorizations to the database utilizing a solitary php document inside the application, no compelling reason to get to the MySQL independently. by utilizing question and php blend live refreshing in client tables is permitted by the application. Adminer is otherwise called php Min Admin. Administrator board planned by utilizing the bootstrap predefined css codes and diverse java contents. MD5 watchword encryption is utilized for secure login of clients. the primary thought process of this venture is to diminish

the workload of school office client. At the season of affirmation understudy need to pay the confirmation charges first then office client will make a passage in separate understudy database. by utilizing that enlistment id understudy need to login on application and fill the school shape at that point present the print outs of the frame with the required archives. In light of this office client just need to influence section of the understudy to name, enlistment id and the paid sum. Understudy will make its own entrances in database by fill the shape. Other office can just view the understudy points of interest or worker subtle elements. Understudy can get the novel id for confirmation process. Novel id is utilized for distinguishing proof of understudies through that id understudy can enlist to any movement which going ahead into the school. Understudies and worker can give the criticism to the Admin or collection office client.

Algorithm is explained as follows:

- 1) Login with the valid username and password.
- 2) Select user type i.e. office user, exam cell user, or department user.
- 3) Office and exam cell user can modify the data. But Department user can only view data.
- 4) There is Admin panel through which we can manage different user in application.
- 5) In office panel we can add student details and employee details.
- 6) In exam cell we can update the student details. I.e. pass or fail, academic year etc.
- 7) In department user we can view the details of Student and employee.
- 8) Student and employee can get unique id at the time of registration.
- 9) Logout from the application.

5. CONCLUSION

As per our work done in the direction of office automation, we have worked on three modules for managing the office relay work like registration form for student, enquiry registration as well as finance module. In order to make automated university, we still have to work in various further modules for accomplishment of design and implementation for our project.

In office automation system we will automate the process of college office management. Using this it is possible to keep track of a database of college information like Student fees, employee information, staff & non staff details by giving modules on the registration, finance, and enquiry. In this application we can keep track on new registration. Database access will be providing to authorize persons of each

Department and restricting unauthorized user to access data. Reports are maintained for future usage.

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