Digi Documenta-A College Department Activity System

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Abstract-*Digi Documenta - A College Department Activities System is essential for any technical institution or a college or university, which utilizes computer system to keep track all the departmental activities in timely based, which reduces the time of searching for required information at anytime from anywhere. Main objective of the application is to provide features to maintain profiles of teaching faculty, workload assignment, performance tracking, digital notes, infrastructure maintenance, departmental meetings details, and departmental workshops planning in an effective way. System should support multi-user environment, should be fully automated and provide concrete security features by creating users and assigning privileges to users to access the system. System should be capable to keep track of all the detailed descriptions of the activities.*

Keywords: Admin module, Principal, HOD, Faculty module, Reports.

1. INTRODUCTION

College Department Activity System is being developed to fulfill all the needs and requirements at department level. It is integrated with the all department daily operations including activities like faculty profile management, maintenance of departmental meetings, labs infrastructure, workshops, workload assignment, any additional departmental activities. The user will login in the system with login id and password. Users (faculties) are individuals who interact with the system. All user interaction is performed through the user's web browser. Users are provided with username and password using this information user can login and can upload materials, Question papers, course file, any personal record etc. It contains 3 levels of users Administrator (Principal), Head of the Department and faculty level, where each level has different functionality and privileges. Department management System software manages complete department working system. It will have all the basic modules and makes working fully computerized which is very fast and efficient. In the current world, technology is increasing rapidly in the field of computer science, digitization of any document is mandatory to maintain the information in long term, securely and with fast accessing and will be distributed across the network to access authorized persons with ease and fast.

Mmaintaining all these information manually is very difficult and more time consuming and not reliable. To resolve this problem software technology provides the solution for maintaining the complete information of academic departments or branches is saved permanently in the database for future reference.

2. LITERATURE SURVEY

During the past several decades' personnel function has been transformed from a relatively obscure record keeping staff to central and top level management function. There are many factors that have influenced this transformation like technological advances, professionalism, and general recognition of human beings as most important resources.

It is important to understand that the technology is improving rapidly everything is going to be maintained in the digital format. Technical institutions which will start first executing all the necessary operations through computer software and reduce the paper work. Providing more facilities to working staff maintenance should be made easy. Currently all the institutions will be upgraded with well-designed software to perform different operations. In the current market there will be available more software to perform the necessary activities of any organization like HRMS- human resource management system, Department management stock management.

A computer based management system is designed to store and handle all the primary information, required to keep faculty records, action plans for every semester which include workshops, seminars required to conduct, training sessions, placements, additional activities of departments of colleges or Universities.

3. PROPOSED SYSTEM

The proposed system contains a web based application with Admin (Principal, HOD) module, faculty module to maintain all the activities of departments efficiently in the database. Providing with reports able to get required information at any time as a soft copies.

Advantages:

- Ease of maintenance of faculty profile of each department.
- Departmental meetings details can be digitalized.
- Department wise conducted workshops, seminars details are also digitalized.
- Faculties can upload course files, question papers, scheme of evaluation etc.
- Reports generation for all the required information can exported to pdf, excel.
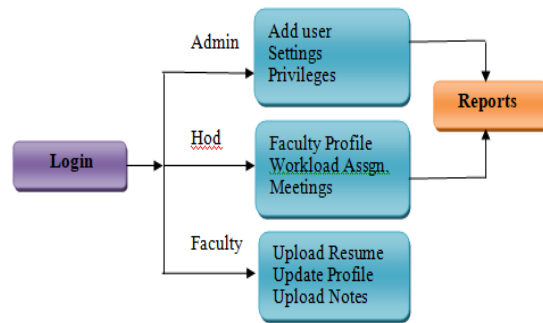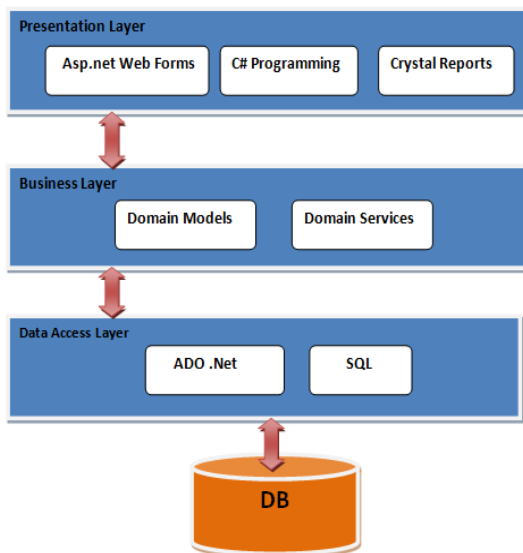- More reliable and flexible.

4. ARCHITECTURAL MODEL

Fig.1 Design Architecture of System

Three-tier architecture is a client server software architecture in which the user interface (presentation Layer), functional process logic ("Business Logic layer"), data access are developed and maintained as independent modules.

5. SYSTEM MODULES

The proposed system is going to implemented using two specific modules and each module will be divided into sub modules according to requirement.

Fig 2. Working Procedure of System

- **ADMIN MODULE**

i. Faculty Profile Management:

In Faculty Profile Management form admin is going to collect all the required information from the newly appointed staff and will generate new employee id and will save the details into the database. By selecting the particular employee he will update all the required information of the staff. In this module assigning the employee id will be done by the system automatically that will be unique and it will be used as reference to perform all the activities on that particular employee. There is no deletion of employee record only he can be deactivated and will maintain for future reference.

ii. Department Meetings

In this form need to create Meeting Id, Date of Meeting Conducted, and Attendees for the meeting, discussions, suggestions, and conclusions of the meeting uploaded into the database.

iii. Workshops/Seminars/Trainings

In this form need to create Workshop Id, Date of workshop Conducted, Participants for the workshop or seminar, training session, resource person name, details, conclusions, images of workshop are uploaded into database.

iV. Workload Assignment

In this form selecting each faculty and assigning theory subjects, labs, additional responsibilities and uploading details into database for future reference of each semester.

V. Infrastructure details

This form provides features to upload no of labs in each department, details infrastructure each lab, Lab in charge details, conduction of practical subjects details in each lab are uploaded into database.

▪ **FACULTY MODULE**

Faculty module provides features for updating of personal information of the faculty, updating the course file, materials, question papers, scheme of evaluation of internal assessment, updating educational information, updating achievements, uploading publications etc.
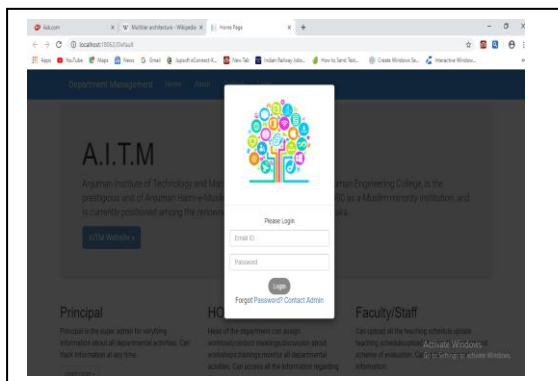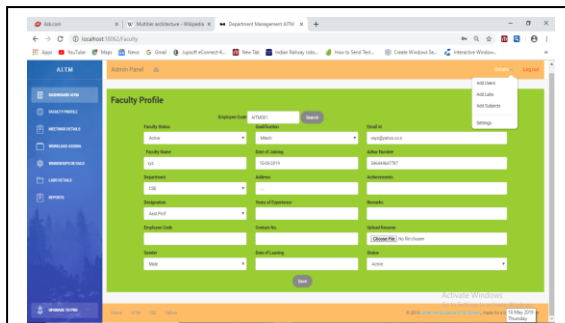
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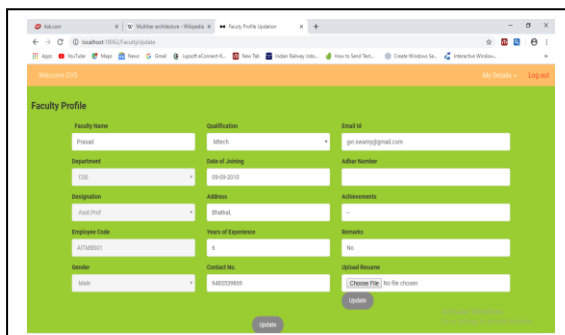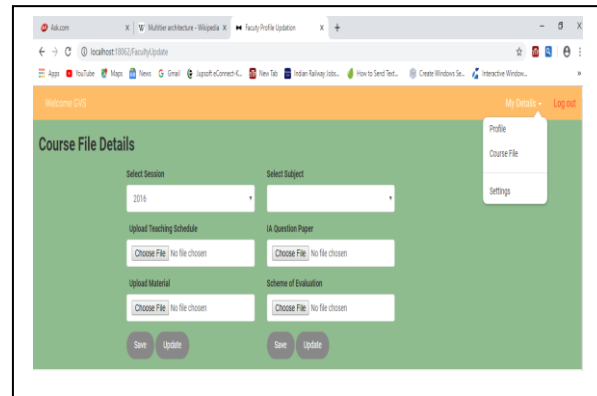

Fig. 3 Login Form

Fig. 4 Admin Form

Fig. 5 Faculty Form

Fig. 6 Course File Update

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3. 6. CONCLUSION

The web based application has been developed for management of departmental activities of educational institutions effectively and efficiently. This application provided features to maintain faculty profiles, workload assignment, infrastructure of each department, tracking of faculty performance, workshops details for future reference, uploading of course file by the faculties in a secured way. The major objective has been achieved is to get required information at any time by Head of the Department, Principal with an ease of access.

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