Leave Management System for AIKTC.

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Abstract - *In the available leave record system, every organisation follows manual work in which faculty enters their data in a record book. At the tip of each session, Admin Department calculates remaining leaves*

of every workers that will be a time consuming task and there are chances of losing information or errors among the records. The leave management system is a single module that's important for HR tasks to keep the record of information relating to operating hours and leaves. The Head of Department (HOD) will have privileges to verify the leave request of their departments faculties. After verifying the leave request of faculties the HOD will give remark in terms of positive and negative.

This application may be employed in a faculties to cut back process work load. Leave management application can scale back work and maintain record of the leaves in an economical and systematic approach.

Key Words: **Leaves, Types of leaves, Load Adjustment, Reduction of Leaves, Updation Records, Allotment of Leaves, Approval/Rejection of Leaves .**

1. INTRODUCTION

The leave management system has been developed to override the issues prevailing within the active manual system. This software is supported to eliminate and in some cases, cut back the hardships faced by these existing systems. What is more, this technique is intended for the actual want of the corporation to hold out operations in a very swish and effective manner. The application is to reduce the maximum amount as attainable to avoid errors, whereas coming into the info. It additionally provides an error message, whereas, coming into invalid knowledge. No formal information is required for the user to use this method. Therefore, by this all, it proves it's easy. The leave management system, as represented above, will result in error-free, secure, reliable, and quick management systems. It will assist the user to concentrate on their different activities rather consider the record keeping. Every organization, big or small, has challenges to overcome and manage the information of faculty, leave, report, notification, branch.

Each leave management system has completely different leave desires, thus we tend to style exclusive worker management systems that are tailored to your social control necessities. This can be designed to help in strategic designing and can assist you to make sure that your organization is supplied with the proper level of knowledge

and details. Also, for those busy executive who is continually on the go, our systems come with remote access options, which can permit you to manage your workforce. These systems can ultimately permit you to higher manage resources.

2. Literature Review

2.1 HR e-leave Tour Management System at RDCIS, SAIL[1].

This paper aims to provide faster employee services and online access to various information about the employees with a proper security mechanism. The HRMS system will also help in reducing cost, time saving, integrating and aligning HR efforts with the rest of the organization. Employee/Faculties will be empowered and engage with more input to maintain and control over their work-life. Our system aims to provide timely accounting of maintenance activities and the availability of online leave information.

2.1.1 Weakness:

The first limitation is that in this system, they have two login users. The second limitation is that the whole working of the system is connected to a proper mobile network.

2.1.2 How to Overcome:

We create only one login for all users and admin. As the web access ought to be there in above system that isn't potential for all this, we'll attempt that our system ought to work while not web access.

2.2 Cloud Based Web Application with NFC for Employee Attendance Management System[2].

This application satisfies all users in terms of navigation, organization, ease of use, design, and content. In this existing system, NFC technology is used by which each employee will be able to access this application online and can request leave as per their needs. The proposed application offers multiple company accounts each of which has its company users.

2.2.1 Weakness:

The system may not support the tracking of working hours of the field employees who often work other than office such as home service, installation technicians, home health providers, etc.

2.2.2 How to Overcome:

As the system does not support tracking hours of working the better options providing for the company are to allow the employee to check in or check out on a specified location using their mobile phones.

2.3 E-Notifier: Transport Information Services in Colleges and Exploring Mobile Notifications[3]

Though there are many mobile platforms available these days, Android OS is the most user and programmer-friendly platform. Android is an OS which supports large no. Of applications in smart-phones. User is aware of the basic knowledge of the internet and android application.

2.3.1 Weakness:

The user of the application will be the employee itself and should install the application on their smart-phones and android devices.

2.3.2 How to Overcome:

The system mainly aims to minimize the difficulties that the employees face in managing and planning their academic leaves.

3. Proposed System

In our system we are going to work on software only. Our system will help to reduce paperwork and save time in recording and maintaining the leaves in an organization, we have designed a software named "LEAVE MANAGEMENT SYSTEM". The Following are the five modules included in our system:
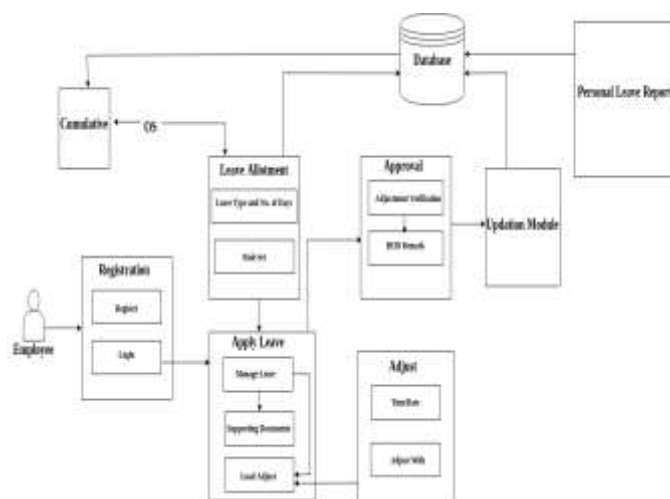

Fig -1: System Architecture

3.1 Registration Module:

The admin will first register on the behalf of every employee and gives an appropriate login id and password to every employee. After login with that given id and password by admin, employee will get an pop up notification to change the password.

3.2 Leave Allotment Module:

The employee can select types of leave and number of days for taking leave. The types of leaves are casual leave, earn leave, medical leave, special leave, vacation, leave without pay, compensatory leave, outdoor duty. The rule set consist of rules and regulations of all leaves.

3.3 Leave Application Module:

Employee wants to apply for leave so he/she have to fill the form in the "apply leave form" by inserting all the necessary details. The employee have to manage their leave with time duration and also by selecting types of leaves.

3.4 Load Adjustment Module:

When faculty will apply for leave , he/she should first send the request to other faculty who all are available at that time. The faculty can check the availability of other faculties by checking the time-table of every faculties which would be uploaded by clerk.

3.5 Approval Module:

Once, the load adjustment is done the employee will submit the form. When the leave request will be accepted by any of the faculty then only the leave approval will be given by HOD. But if the leave request is not accepted by any of the faculty then the leave will be rejected. The leave sanction or rejection will be done by HOD. And if HOD is applying for leave then the leave sanction or rejection will be done by Director of college. This remark would be received by the admins who would be responsible for granting the leave.

3.6 Updation Module:

The update of faculties profile, leave taken by faculty, number of leaves and also types of leaves taken by all faculty all these are done in Updation module.

4. CONCLUSION

Leave Management System is useful for college to maintain the leave records of the staff/faculties and it also maintain leave applications of the staff. Our systems aim is to decrease paperwork and easier record maintenance by having a particular website for leave maintenance. Our approach deals with the record of leaves taken by faculties within the institute where higher authorities like HOD's and Director will approve/reject the leave applications requested by the employees. Our system also approaches to reduce the

formalities and time delay facing by faculty members for the approval of leaves. Further up-gradation of the Leave Management System for various types of institutes with multiple hierarchies can help in reducing paperwork and help achieve error-free calculation of leaves.

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