

College Office Automation System

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Abstract

This is an Intranet application used to automate operations related to a typical office management of a college. This allows a user to log in and add details of fees accounts, payments and Recruitment. It also provides search of fees accounts, payments report and easy access to the databases. This based on workflow technology, Office Automation system, office, and many other items can be integrated with the work. Overall project is divided into two main parts. One part contains admin panel which is in control of user manager/engineer/super user. Second part contains the different users of application like office user for add or update student database, examination cell user for update pass or fail status of students in the database (This will help to various department user to maintain student promotion record and make attendance sheets as well as the corrections in student info), department user allowed to view the database and correct the mistakes in student data, but not allows to delete any entry. This also allows a user to log in and add details of fees accounts, payments and Recruitment. It also provides search of fees accounts, payments report and easy access to the databases. The database lies on a central system or Server and the same can be accessed via HTML browser on a system connected peer-to-peer in network. The concept of Office Automation System provides key advantage of data integrity, no data duplication, and easy data backup. This is an user-friendly interface.

Keywords: *Intranet Application, Student Database, Employee Database and Recruitment.*

1. Introduction

Almost every office and college has adapted a digital system to control their basic information of staff and students to eliminate paper work. But use of traditional database software's compiled are difficult to use, requires huge amount of space and are actually not user-friendly. An Intranet based College Automation System for enhance the ease of access to student database and accounting of payments. Reduce multiple copies of database. Machine independent system running in a local area network. A centralized database is a database located and maintained in one location, unlike a distributed database. One main advantage is that all data is located in one place.

A centralized database holds all of an organization's data on a central computer such as a mainframe computer or server. Users in the organization can access the data from their own PC or terminal. An intranet is a computer network that uses Internet Protocol technology to share information, operational systems, or computing services within an organization. This term is used in contrast to extranet. Sometimes, the term refers only to the organization's internal

website, but may be a more extensive part of the organization's information technology infrastructure, and may be composed of multiple local area networks. The objective is to organize each individual's desktop with minimal cost, time and effort to be more productive, cost efficient, timely, and competitive. An intranet is a computer network that uses Internet Protocol technology to share information, operational systems, or computing services within an organization. This term is used in contrast to extranet, a network between organizations, and instead refers to a network within an organization. Sometimes, the term refers only to the organization's internal website, but may be a more extensive part of the organization's information technology infrastructure, and may be composed of multiple local area networks. The objective is to organize each individual's desktop with minimal cost, time and effort to be more productive, cost efficient, timely, and competitive. Office Automation system is based on php code which can be accessed via a web browser from any PC, hence any authorized individual can access his/her data at any time & anywhere with user-friendly interface.

2. Proposed Method

Application have separate student database for each section/branch of college. Multiple users are allowed to

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use application simultaneously in intranet network. Admin control panel is added to this application to control the all other user. Admin panel is integrated with the adminer php file for increasing ease of database management. Adminer allows the user to access and update (like delete, alter and edit user permissions to) the database using a single php file within the application, no need to access the MySQL separately. By using jquery and php combination live updating in user tables is allowed by the application. Adminer is also known as phpMinAdmin. Admin panel designed by using the bootstrap predefined css codes and different java scripts. MD5 password encryption is used for secure login of users. The main motive of this project is to reduce the workload of college office user. At the time of admission student have to pay the admission fees first then office user will make an entry in respective student database. By using that registration id student have to login on application and fill the college form then submit the print outs of the form with the required documents. Because of this office user only have to make entry of the student name, registration id and the paid amount. Student will make its own entries in database by fill the form. Other department can only view the student details or employee details. Student can get the unique id for admission process. Unique id is used for identification of students through that id student can enroll to any activity which going on into the college. Students and employee can give the feedback to the Admin or collage office user.

- 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 examcell 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.

3. Scope of project

3.1 Functionality Scope

- Accept information from students.
- Add details of student.
- Maintaining student fees accounts.
- Add details about new recruitments.
- Separate database for different departments
- Accounting information of staff or employee.

3.2 Implementation Scope

The software is PHP generated code. Hence, it is operating system independent.

It is easier to run the software on any existing browser. All basic requirements for installing any Software. PHP is easily integrable with other databases. MySQL server provide query language to create database.

4. Application

- Registration of students and newly recruited staff in college office.
- Monthly transactions of student’s fees and employee’s salary can be easily processed.
- Verification of personal details and progress history can be accessed individually using a web-browser only after prior authentication.
- Reports can maintain.
- Data is secure and easy to backup.
- Students and employee can give feedback.

Conclusion

In collage office automation system we will automate the process of college office. Using this it is possible to keep track of a database of college information like Student fees, employee information, staff & non staff details. In this application we can keep track on new recruitment. Database access will be provide to authorize persons of each Department. Reports are maintained for future usage.

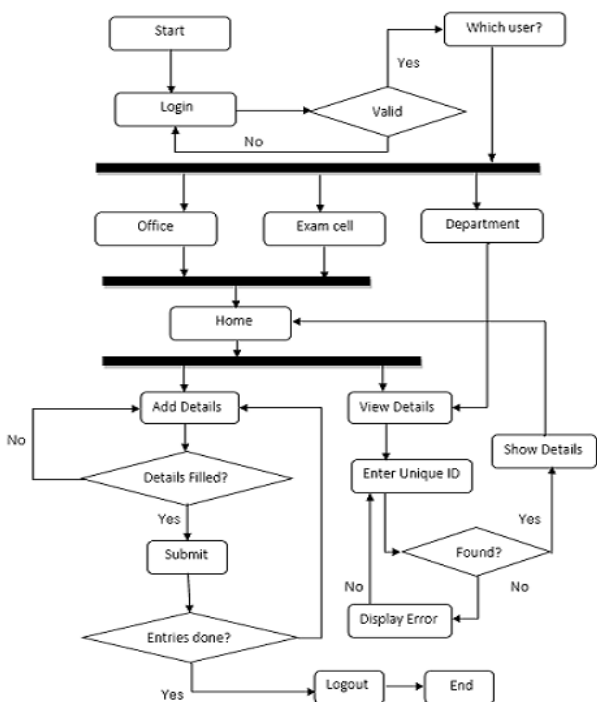


Figure 2.1 Office Automation System

Algorithm is explained as follows

- 1) Login with the valid username and password.

Future Scope

To make use of our project in future many a changes can be introduced into the present for benefits like:

- COAS can be used worldwide after connecting to GOOGLE or YAHOO server as a centralized database.
- Efforts can be made to script the PHP code so as to access from mobile devices.
- Privacy of the COAS can be restricted to only authorize user by specifying the public and private keys for accessing vulnerable data.

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