

Od and Leave Approval System

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Abstract - This paper presents the design and implementation of an automated On-Duty (OD) and Leave Approval System for educational institutions. The main objective of the system is to simplify and digitize the traditional leave request process, which is often manual, time-consuming, and error-prone. The proposed system allows students to submit OD and leave requests through a web-based interface, while faculty members and administrators can review, approve, or reject applications in real time. The system is developed using a secure authentication mechanism and a role-based access control model to ensure proper authorization.

Key Words: On-Duty, Leave Management System, Web Application, Automation, Student Portal, Approval System.

1.INTRODUCTION (Size 11, Times New roman)

This document presents the design and development of an On-Duty (OD) and Leave Approval System for educational institutions. The traditional leave management process in colleges is mostly manual, involving paper-based requests and physical approvals, which often leads to delays, miscommunication, and lack of proper tracking. To overcome these issues, a digital system is required to automate the entire workflow.

2. Body of Paper

In traditional educational institutions, the process of applying for On-Duty (OD) and leave requests is mostly manual, paper-based, and time-consuming. Students are required to fill physical forms and obtain signatures from faculty members or administrators, which often leads to delays, miscommunication, and loss of records. These conventional methods are not efficient for handling large numbers of requests and lack transparency in tracking application status.

The proposed system introduces an automated On-Duty and Leave Approval System that digitizes the entire request and approval workflow. The system allows students to submit OD and leave requests through a web-based interface, which can be accessed anytime. Faculty members and administrators can review these requests in real time and take appropriate actions such as approval or rejection. The system ensures proper authentication and role-based access control to maintain security and restrict unauthorized access. All submitted requests and their statuses are stored in a centralized database for easy tracking and management.

Table -1: Group Statistics

Group Statistics						
	Group	Role	N	Mean	Std. Deviation	Std. Error Mean
Overall System Efficiency Score	1	Students	150	4.23	0.62	0.051
	2	Faculty	60	4.41	0.58	0.075

Independent Samples Test						
		t-test for Equality of Means				
		t	df	Sig. (2-tailed)	Mean Difference	Std. Error Difference
Overall System Efficiency Score	Equal variances assumed	-2.298	208	.023	-0.180	0.078
	Equal variances not assumed	-2.262	92.347	.026	-0.180	0.080

Furthermore, the system improves efficiency by reducing manual intervention and enabling faster communication between students and faculty members. It also enhances transparency by allowing students to view the status of their requests at any time. The integration of a structured database system ensures secure storage of records and easy retrieval of information when required. This automated solution provides a reliable, scalable, and efficient approach for managing academic leave and On-Duty requests in educational institutions. The proposed system digitalizes the entire workflow of leave and OD requests. It provides role-based access for students, faculty, and administrators.

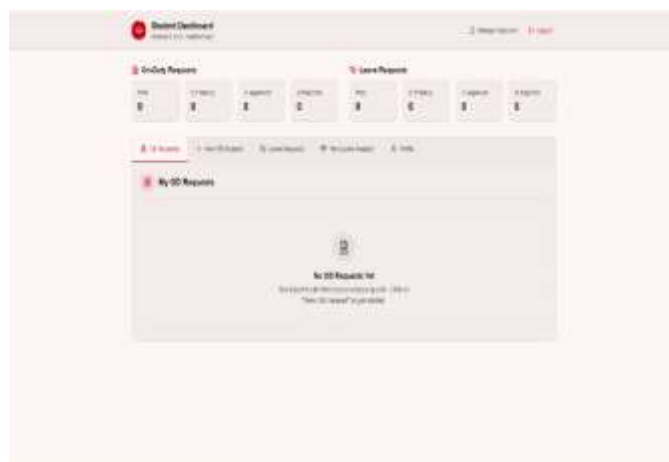
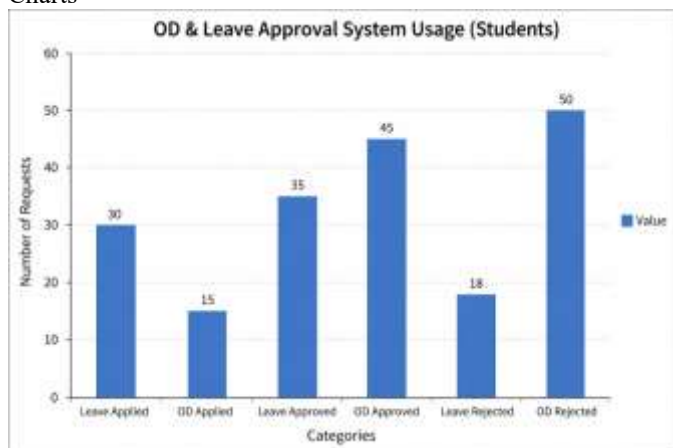


Fig -1: Od and Leave approval output

Charts



3. CONCLUSIONS

The Online OD and Leave Approval System successfully streamlines the process of requesting and approving on-duty and leave applications in an academic or organizational environment. By digitizing the entire workflow, the system eliminates manual paperwork, reduces processing time, and minimizes human errors. It ensures transparency between students and faculty or employees and administrators, enabling real-time tracking of application status.

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