OFFICE AUTOMATED SYSTEM

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ABSTRACT

Automated office systems can provide a powerful mechanism for increasing productivity and improving the quality of work life by changing the fundamental nature of organizational information processing. According to our observation to achieve maximum benefits from office systems automation organizations should take the following measures: The office automation manager should assume an active role as a change agent, collaborate effectively with various staff groups, co-ordinate the skills of the office automation team and understand the business requirements. Old work force should be frequently trained to use the new technology and to adapt to change in occupation and the work environments. **Office Automation System Project Report** *is concluded that the functions of the authorized access to the office include real time inspection method. The active IR sensors can identify the accessing or quitting of people from the office or to the office. The excellent display shows the present count of the people within the office.*

This new developed system will help the professionals of Computer Section to utilize the computers in productive way and extend coordination to all sections and departments to its extent. Computer process data very quickly, its inherent speed is one reason why people seek the development of system projects computer based systems can help people at organization, by freeing from many tedious calculations or comparing different items with one another.

Keyword: - *Mechanism, Organization, Automation, etc…..*

1. TITLE

Information system projects sometimes are initiated to improve the accuracy of the processing data or ensure that a procedure prescribing in improved and more efficient operations. Computer system design how to do specific task is always followed. A computer can maintain accurate and consistent database, hence resulting is an improved performance. Student Database Information System needs to store a large amount of data about so it was necessary to develop software, which can retrieve data fast. Several forms and reports are used in day to day processing of results. A database can integrate these several components hence resulting can permit the same amount of work to be done at lower costs. The advantages of the automatic calculation and retrieval capabilities that can be included in a computer's program streamline procedure.

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The new designed database is error free and provides accurate information. It has the capacity to store and manipulate data entered into it. This database provides the proper data input forms with respect to input screen and consist of inter-related modules for better summaries.

A database management system allows the organization to structure its information, so those users can retrieve data in a flexible manner as well as to prevent users against unauthorized access. Database management system helps organization to organize or structure their data in a logical way. In designing the relational database, there are three major database models, which are, the conceptual database, the logical database and the physical database.

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2. OBJECTIVE

A database management system allows the organization to structure its information, so those users can retrieve data in a flexible manner as well as to prevent users against unauthorized access. Database management system helps organization to organize or structure their data in a logical way. In designing the relational database, there are three major database models, which are, the conceptual database, the logical database and the physical database.

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2.1 Conclusion

Automated office systems can provide a powerful mechanism for increasing productivity and improving the quality of work life by changing the fundamental nature of organizational information processing. According to our observation to achieve maximum benefits from office systems automation organizations should take the following measures: The office automation manager should assume an active role as a change agent, collaborate effectively with various staff groups, co-ordinate the skills of the office automation team and understand the business requirements. Old work force should be frequently trained to use the new technology and to adapt to change in occupation and the work environments. Office Automation System Project Report is concluded that the functions of the authorized access to the office include real time inspection method. The active IR sensors can identify the accessing or quitting of people from the office or to the office. The excellent display shows the present count of the people within the office.

2.2 Features

1. Enrolling new students
2. We can update added Student
3. We can delete the any data easily
4. Login & Creating new student and staff.
5. Fine calculation and collection of all student & staff
6. Searching easily student and staff information.

2.3 Objective
1. Manage new admission and enrollment
2. Manage Fees Structure
3. Fees payment
4. Student Basic Information
5. Manage faculty
6. Manage course and specialty
7. Manage department and year.

2.4 Modules
There are main 4 modules include in our project
1. Student details
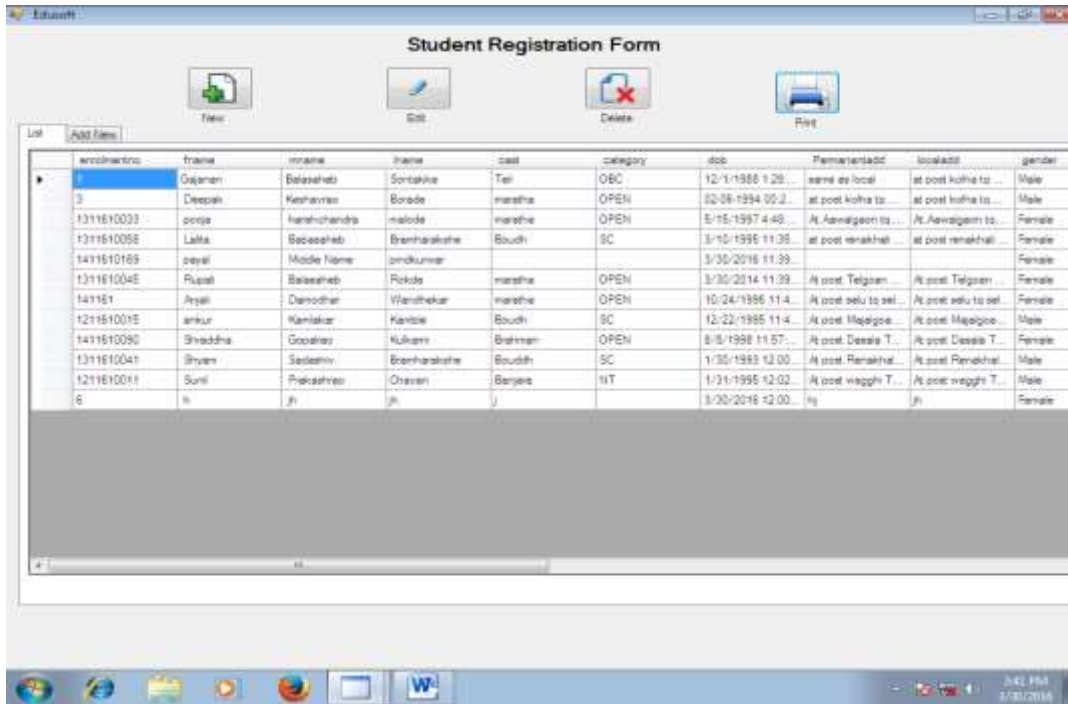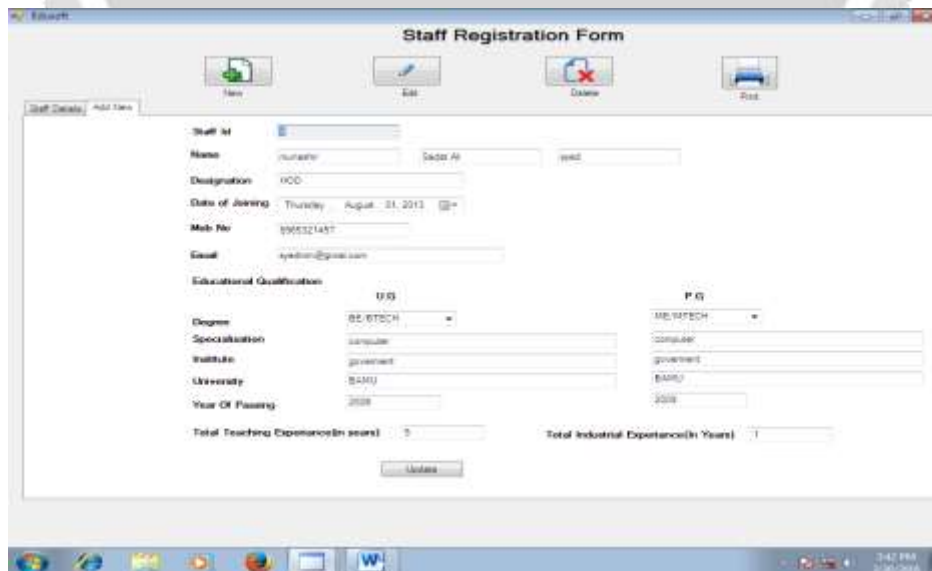2. Receipt
3. Staff details
4. Print

2.5 Home page

2.6 Print Document page

2.7 Student Registration Form

2.8 Staff registration form

2.9 Fees receipt page

2.10 TC page

2.11Library Form For Student
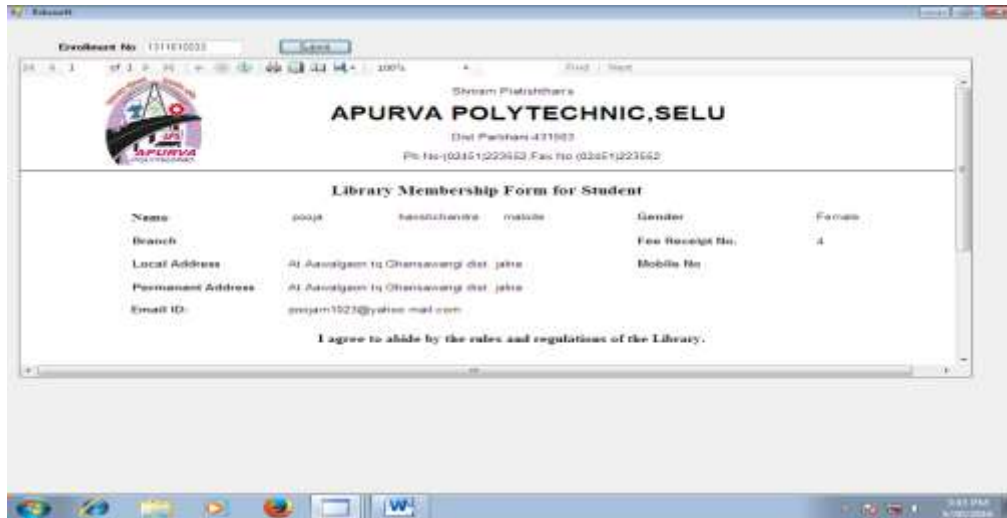
2.12Anti ragging page
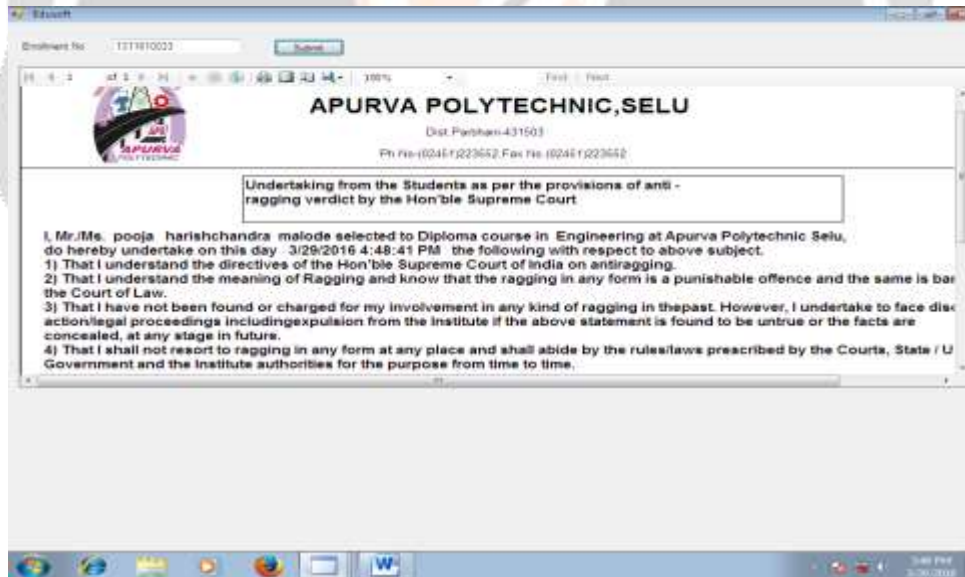
3. System Development

WATER FALL MODEL was being chosen because all requirements were known beforehand and the objective of our software development is the computerization/automation of an already existing manual working system.
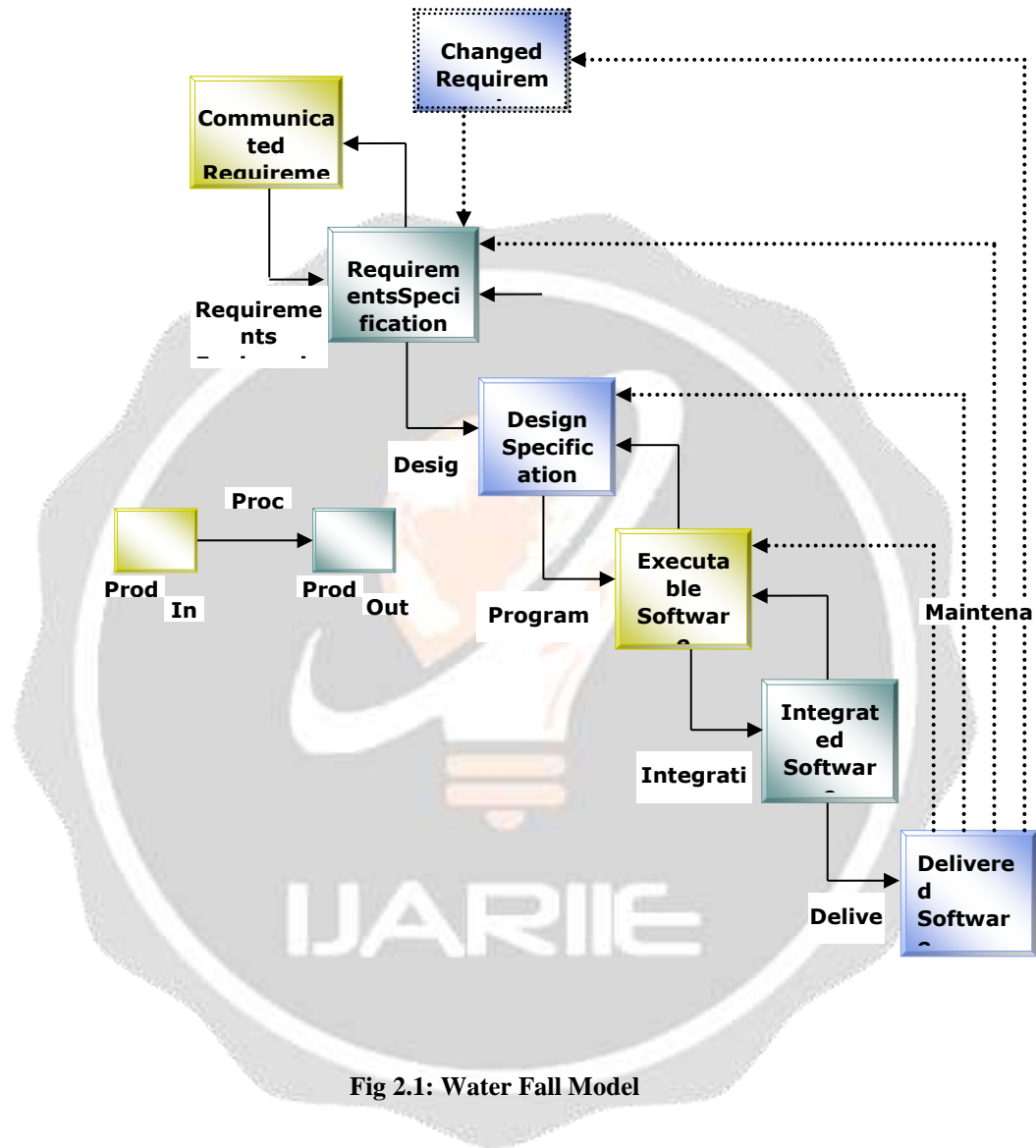
Fig 2.1: Water Fall Model

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