

**CHAPTER – II**

**REQUIREMENT ANALYSIS**

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## **2.1 INTRODUCTION**

Now a day's computer becomes an essential day-to-day commodity of every field regarding Business, Education, Defence, Medical Science, Engineering Research, Decision making, home and personal management, data banks, communication and message services etc. For many organisations, *Computer Information Systems* are now at the heart of the daily activities and a major consideration in co-operative decision-making. In a relatively short time span it has affected many areas of our lives.

The main objective of *Management Information System* is to provide accurate and relevant information in a meaningful way in the appropriate time frame for taking decisions.

Information has become an important asset required by organization to carry out its process of management. The basis for taking both, programmed decision is 'Information'.

Today, computerized processing of transaction data is a routine activity of almost any organization. Every organization requires an efficient system that allows management to take decision based on information gathered for the purpose. The main objective of the Automated Employees' Attendance Analysis System is to provide accurate and relevant information in an accurate form in the appropriate time frame for taking decisions. This system is mainly related to management of employee records including personal service, leave, basic pay, loan records etc

To develop a computer based application system, it is necessary to make a thorough study of the existing system if any. In this particular case there is no computerized Attendance Analysis System

in Handique Girls' College, even though bio-metric device is used to record the attendance. Here for record keeping they maintain an excel sheet for different employees of the college. Moreover, the working hour calculation process is very tedious. This involves a whole lot of manual labour and is a time consuming one.

## **2.2 PROBLEM STATEMENT**

The purpose of this study is to develop an attendance monitoring tool using the modern technology which can be used by the employees of Handique Girls' College. The purpose of the study is to answer the following question:

What is the main problem why Handique Girls' College decides to have an attendance monitoring tool?

### **SIGNIFICANCE OF THE STUDY**

Attendance monitoring tool will provide the needed data for the attendance analysis system for the calculating daily/ weekly/ monthly working hours of the employee. It provides reports of the absentees, and the leaves taken by the employee. The system records details such as arrival and departure time of employees besides monitoring their attendance on a daily basis.

## **2.3 SCOPE**

The basic idea and need for the project is to provide more efficient and better services to the staff/members of the organization, to save time and manual effort in records maintenance and to have a modernized information system. Efficient and systematic maintenance

of the huge database, speeding up queries and faster processing are also key factors for going for the project.

The scope of this project is to avoid replications, all functions relating to the employees must be closely integrated and records must be stored in a centralized database. The information should be accessible in part or whole to the department. The system should be capable of generating reports, so that the DBA can monitor or analyse the system.

The packages will require data to be entered in user-friendly forms. The whole packages should be designed in such a manner so that it is convenient for the user to work either with the keyboard or mouse while making selections.

## **2.4 OBJECTIVES**

An objective of the proposed system is to improve the existing system's services, in order to:

- Increase employer and employee satisfaction
- Provide the quality
- Create a controlled information management environment.

It is an objective of our proposed system to provide better performance which is managed by providing

- Desired flexibility
- Fast response
- Ability to support changes.
- Ability to maintain the quality of services.

The proposed system will have stronger controls. Controls like passwords, various levels of user access and option will be added.

## **2.5 PREVIEW OF EFFICIENCY**

Maximum allowable response time : Maximum response time should not be more than a few seconds in ideal situation with the existing hardware. To avoid such limitations, utmost care has been taken to design the database so that it works in considerably minimum search time.

Performance: In spite of the heavy load on the existing hardware, the user always expect faster processing & minimum response time. The system must provide either a proper customised message or with the expected result of any request fired by the user to the system.

Interface: The end –users and the management people have been utilising the existing systems from last few years and thus it can be easily assumed that they are the semi expert users, and thus user – system interface should be designed accordingly. The modules and interface should be designed in a clear way using the modular top – down approach.

## **2.6 REVIEW OF RESEARCH AND DEVELOPMENT IN THE SUBJECT**

Attendance management is the act of managing attendance or presence in a work setting, which maximizes and motivates employee attendance thereby minimizing loss. If you are on loss due to

employee downtime, then it is time to opt for a good time attendance managing system.

A few reasons to implement an attendance management software:

**1. Saves time and money**

Managing attendance manually is a very tedious and time-consuming process. As the number of employees grows the task becomes quite more exhausting. Similarly, the entire operation can also prove to be very costly in case you decide to hire a professional agency for this purpose. By using attendance management software, all this can be automated.

**2. Promotes optimal and consistent attendance at work**

Once you start using time attendance management software, you have each employee's work record for every minute. That is you have the exact performance record for each employee. This in turn ensures the employees maintain consistent performance i.e. attendance.

**3. Ensures proper utilization of the human resource capital**

Manual employee scheduling is another hassle in attendance management. Proper allocation of manpower to different departments and fields of work is really important for a good outcome. This can be made possible by using employee scheduling or work planning

incorporated with a good attendance management software.

#### **4. Ensures maximum productivity**

Ensuring that every single minute of constructive work is recorded and rewarded properly will act as a motivation for the employees who will then strive to put in greater efforts and hence enhance the overall productivity of the employees.

A good time attendance management software can automate the following:

1. Accumulate the attendance data for each employee from the time attendance device.
2. Automatically mark in time, out time, overtime, late entries, early outs, absence, leaves etc.
3. Work time and leave management.
4. Load attendance data into payroll software for payroll processing
5. Generate reports on attendance, leave, overtime, holiday and so on.
6. Efficient work planning/scheduling for employees.

An automated attendance management software will not only make the entire process simple, it will also provide a well-structured and analyzed report of the pattern of employee attendance and time management, which can further help you in allocating and using the human resources in your organization to the maximum possible benefit.

## **2.7 NEED FOR AUTOMATION**

The Computer is one of the most versatile and well-developed technological innovations in the history of man are craving of better tools. One of the major applications of the computer technology is the information processing activity. Almost all the organizations need large volume of information processing.

Computers have become an essential part of the organizational information processing due to its power of technology and volume of data it can process. Use of computer makes the information processing faster by many folds.

One of the most important aspects of the information system in an organization is its requirement of item's information, as the items, retailer and management constitute the organization.

This project entitled **"AUTOMATED EMPLOYEE ATTENDANCE ANALYSIS SYSTEM"** has been developed for **HANDIQUE GIRLS' COLLEGE**. The project report is a detail analysis of the system developed, which includes structured analysis, design, etc.

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