

## ABSTRACT

Information plays a key role in achieving the objective of any organization. In this era when information assumes utmost importance one needs to keep track of the right knowledge that keeps one up-to-date. Organization whose backbone probes to be information processing, right knowledge at the right time and processing in a smarter way is necessary. Educational Organizations are no exception. Institutions like University, college needs to maintain huge amount information. Maintenance includes activities like storing and movement of student record, stock records, office file etc. A common activity in an office comprises series of things like it receives files, records and stores information and provides access to that information. To increase the efficiency and productivity, automation gains it's at most importance in today's world. An automated office attempts to perform the functions of ordinary office by means of a computerized system.

The main aim of the project "FILE TRACKING SYSTEM OF TEZPUR UNIVERSITY" is to provide flexibility to departments to maintain huge amount of pending files. This system will help each department to keep track of every file. Thus a system which can provide each department the above facilities of maintaining records and quick searching of records has been proposed to be developed in this project.

This report gives a detailed description of the software engineering approach followed during the development of the proposed system i.e. "FILE TRACKING SYSTEM OF TEZPUR UNIVERSITY".

Within this project, we accomplished the following parts of the system:-

1. Carry out a detail system analysis of the activities of existing manual system.
2. Designing and creation of relational tables in MySQL database.
3. Designing of the Inbox, new file creation entry form to enter data and subsequently maintain the information pertaining to different activities of the process.
4. Designing of the search pages.
5. Designing of the Archive where the closed files are saved.
6. Carry out the status of the file.