

# **Task: College Event Management & Attendance System**

A centralized system for efficiently organizing, managing, and tracking college-level events such as technical fests, cultural programs, workshops, and seminars. It provides role-based access for admins, coordinators, and students, enabling streamlined event creation, registration, and attendance tracking.

## **Modules & Responsibilities:**

### **Admin Module:**

- Create and categorize events (technical, cultural, sports, etc.).
- Assign one or multiple coordinators per event.
- Approve or reject student registrations .
- Manage user roles (add/remove users, promote to coordinator).
- View attendance reports and participation summaries.
- Set event capacity (max no. of participants).
- Add notifications and announcements.
- Export event reports in Excel/PDF format.
- Enable feedback form for events
- Enable OTP for attendance verification.
- Dashboard showing stats (upcoming events, total participants, attendance rates).
- Notification system (email/SMS/push) for updates/reminders.
- Auto-close registration based on deadline or capacity.

### **Coordinator Module:**

- View and manage events assigned by the admin.
- Approve or deny student registrations.
- Download student registration list.

- Mark attendance manually.
- Update event schedule or location (with admin approval).
- View and export attendance data.
- Collect and review student feedback (if enabled).
- Post-event report submission to admin.
- Live dashboard for participant count.
- Ability to post event updates or changes.

**Student Module:**

- Register for available events.
- View event details (time, venue, description, etc.).
- Get notified about upcoming events or updates.
- View participation history and attendance records.
- Submit feedback for attended events.
- Download participation certificate (if eligible).
- Event reminders via email/SMS.
- Filter/search events by category/date.