**User Roles and Responsibilities (Guide)**

**System Administrator**

**Duties & Responsibilities:**

* Oversee the entire system, including user role management
* Register approved devices for instructors
* Organize courses and allocate instructors
* Generate comprehensive system reports
* Capture and store student photographs and data
* Maintain system security using OTP and QR code validation

**Key Functions:**

* Assign phones, tablets, or computers to instructors
* Collect and save:
  + Passport-style student photos
  + Student names and university ID numbers
* Produce and access reports such as:
  + Attendance logs
  + Student directories
  + Instructor rosters
  + Course catalogs
  + Course-wise enrolment statistics
* Schedule course sessions
* Add or remove students from courses
* Bind devices to specific instructors
* Utilize GPS and OTP for secure access
* Perform create, read, update, and delete (CRUD) actions for course management

**Lecturer / Instructor**

**Duties & Responsibilities:**

* Mark and monitor student attendance
* Review assigned course information
* Use a registered device to scan student QR codes

**Key Functions:**

* Register multiple devices (one device per instructor)
* Scan student QR codes in real time to capture attendance
* Access student enrolment, attendance records, and course information
* Remove students who have officially withdrawn from a course
* Track lost registered devices when necessary

**Student**

**Duties & Responsibilities:**

* Attend scheduled classes and monitor personal attendance records

**Requirements:**

* View individual attendance (read-only access)
* Possess a unique QR code for identification and attendance logging
* Have location verified via GPS during attendance scans
* Restricted from modifying or deleting attendance data