

Modules & Assignees

Muhammed Afnan : User Management & Authentication

Responsibilities:

- Implement the custom User model to support roles: Admin, HR, Manager, Employee, and Intern.
- Develop user registration, login, and logout using Django's authentication system.
- Create profile management pages (view and edit) for all user roles.
- Set up and enforce role-based access control for all parts of the application.
- Collaborate with other members to ensure secure user context is provided to all modules.

Abhijith : Intern & Employee Onboarding

Responsibilities:

- Design and implement digital onboarding forms for new interns and employees.
- Integrate document submission workflows and enable secure document storage.
- Automate the mentor/supervisor assignment for new onboarded members.
- Set up notifications for onboarding steps using Django signals.
- Ensure onboarding data flows smoothly to Attendance, Task Assignment, and Document Management modules.

Shamil : Work Assignment & Task Tracking

Responsibilities:

- Design Task and Assignment models, linking tasks to users.
- Build views to create, assign, and update tasks for both employees and interns.
- Implement functionality for file attachments with each task.
- Enable progress updates, reminders, and deadline management within the system.
- Regularly sync with Member 2 (onboarding) to ensure seamless task allocation to new users.

Deepak : Attendance & Leave Management

Responsibilities:

- Implement models and logic for daily attendance tracking (check-in/check-out).
- Build leave request and approval workflows for users; integrate notifications for approvals.
- Design views for attendance, leave records, leave balances, and reporting for all user roles.
- Ensure leave workflows interact accurately with onboarding and work assignments.
- Collaborate with the dashboard module for accurate reporting and analytics.

Shijas : Performance Management

Responsibilities:

- Model goals, periodic reviews, and the feedback process for users.
- Develop interfaces for supervisors/managers to complete reviews and provide feedback.
- Enable employees/interns to view feedback and track their performance history.
- Make performance reports exportable (CSV or PDF format).
- Sync data with Task, Attendance, and Onboarding modules for a comprehensive review process.

Shifan : Document Management

Responsibilities:

- Set up secure upload and download of HR documents (contracts, policies, offer letters).
- Implement access control for documents based on user role and type.
- Develop a central document repository interface.
- Ensure encryption, audit logging, and compliance for all sensitive documents.
- Work with onboarding and performance modules to make necessary documents easily accessible.

Mubashir : Communication, Announcements & Dashboards

Responsibilities:

- Develop the in-app announcement and notification system for all users.
- Integrate an event/calendar view for important statutory dates.
- Build HR/Admin dashboards with aggregation and analytics for attendance, onboarding, performance, and tasks.
- Aggregate data from all modules and present it in user-friendly charts and tables.
- Coordinate announcement logic and dashboard content with Members 1, 2, 3, and 4.