

# FACULTY WORKLOG PORTAL

COMPONENTS	TECH STACK
Front End	HTML, CSS, JavaScript
Back End	Python Django
Database	MySQL
API	RESTful API

## **Problem statement:**

Create a Python stack-based faculty worklog management system with backend modules. Faculty members should be able to effectively manage and update their administrative, research, special lab, and other academic activities with the help of the system. User authentication, worklog creation and editing, progress tracking, and reporting capabilities are essential elements.

## **Purpose:**

The goal of this project is to provide faculty members with an effective and user-friendly platform to track and update their diverse professional activities. The system intends to simplify the monitoring and documenting of teaching, research, and administrative tasks by utilizing a Python stack as backend. Better time management, increased teacher productivity, and extensive reporting capabilities will all result from this. Ultimately, the project seeks to simplify the complex workflow of faculty members, allowing them to focus more on their core responsibilities.

## **Scope:**

The creation of an entire faculty worklog management system with a frontend and backend based on Python is included in the project's scope. The system will enable faculty members to efficiently generate, update, and maintain their worklogs using secure user identification. It will facilitate the tracking of class schedules, research projects, administrative duties, and other scholarly endeavors. The platform will also include options for comprehensive reporting and progress tracking to help with time management and performance analysis.

## **System Overview:**

### **Users:**

1. **Admin:** The admin will oversee data security and integrity, maintain the system, and manage user accounts. Administrators will also produce analytics and reports to aid in decision-making and offer faculty members assistance. This guarantees seamless functioning and efficient utilization of the platform.

Admin can give suggestions if the head rejects / approve the valid/invalid worklog. The suggestions may be displayed to only faculty or head or both faculty and head. And also can edit and approve / reject based on the replies for suggestion.

**2. Head:** In the head's dashboard, they can view their profile and list of worklogs. Head can give suggestions to faculty if the entered details (like time/date) in the worklog is wrong.

Based on the reply from the faculty , Head can approve/reject their worklog.

**3. Faculty:** In the faculty dashboard, they can view their profile, List of recent worklogs including suggestions , status of approval .

Faculty can delete as well as create their worklog by clicking the create worklog option.

## **Features in Admin Dashboard:**

### **Admin Login:**

- Admin logs in and verify the faculty's worklog as well as head's approval status.

### **Features:**

- Admin can search faculty by name or Id.
- System displays a list of worklogs.
- Admin selects the Faculty to view their works.
- After getting into the worklog, admin can verify the approval/rejection status based on their work done.
- If head rejects a valid worklog, admin can give suggestions to head and can edit and approve the worklog based on the reply from head.
- If the faculty's worklog is wrong , admin can send suggestion to the particular faculty and edit the status if needed.

### **Delete Faculties:**

- Admin can delete the non-existing faculty from the portal. **Logout:**
- Admin can log out to securely end the session.

## **Features in Head Dashboard:**

### **Login:**

- Head can login into the dashboard.
- Head can see the list of worklogs done by the faculty.

**Features:** • Head can check the work done by the

faculty.

- Head approves the valid worklog and rejects the invalid worklog.
- Can send suggestions to faculty if the work done is wrong.
- If head rejects the worklog , Reason for rejection must be given to the faculty.

**Logout:**

- Head can log out to securely end the session.

## **Features in Faculty Dashboard:**

**Faculty Sign up or login:**

- After logging in, Faculties are directed to their dashboard.

**Profile Management:**

- Faculties are able to update their personal information, bio, contact details etc.

**Recent Worklog:**

- Faculties are able to see their recent worklogs with the status of approval with reason given by their head.
- Faculty can see the suggestions in their dashboard given by the admin or head.
- Faculties are able to delete their incorrect worklog.

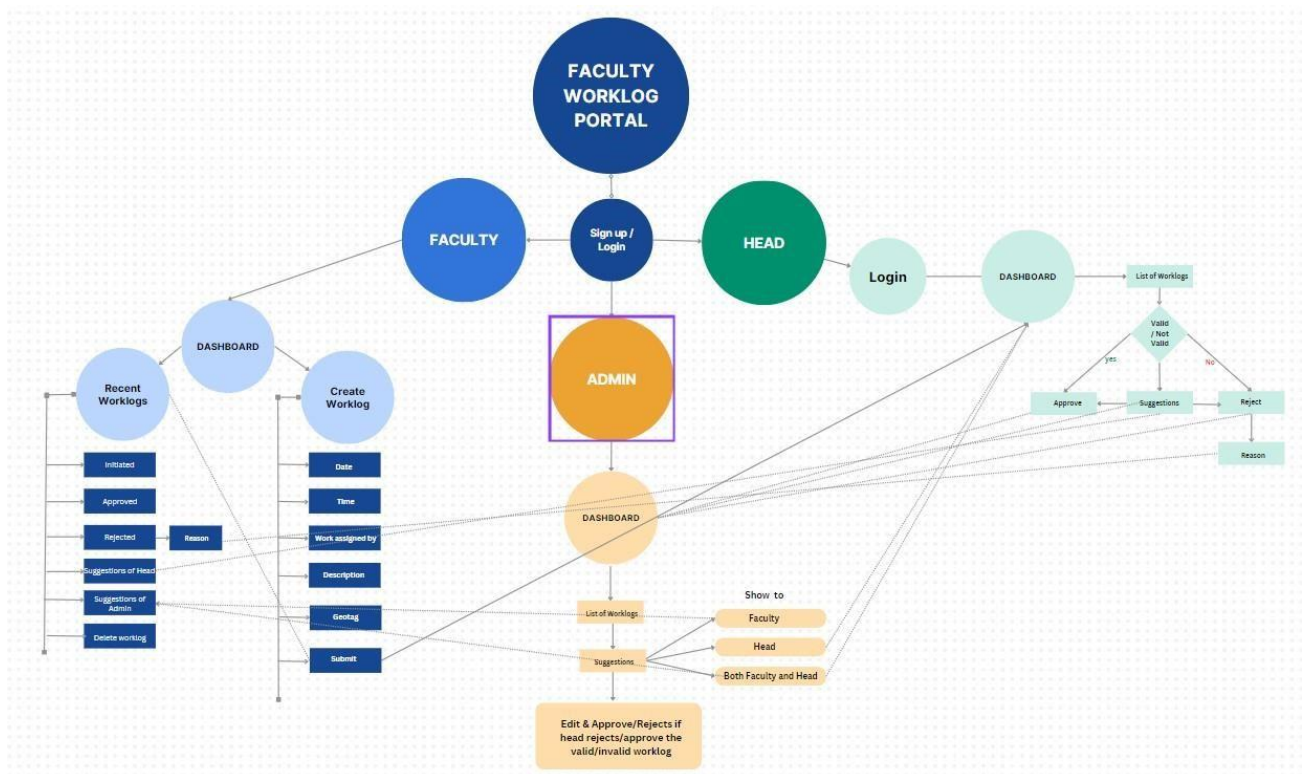
**Create Worklog:**

- Faculty can create their own worklog including work assignment , date, time , geotag and description of the work done.
- This allows faculty to view and update their day to day activities.

**Logout:**

- Faculty can securely log out of the forum to end their session.

**Flow chart:**



## Sample Design:

FACULTY DASHBOARD

Recent Worklogs

Create Worklog

Log out

FACULTY WORKLOG PORTAL

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Recent Worklogs

Exam Duty	Initiated	01:53 pm
Academic class	Approved	Yesterday
Placement training	Approved	13/11/23
Guest Lecture	Reason	Rejected 13/10/23
Lab training	Initiated	22/9/23
Discipline Duty	Reason	Rejected 03/08/23
Paper Evaluation	Approved	19/03/22
Admission	Approved	21/02/22