Student Name: Gayathri M

Seat number: 120

Project ID: 19

Project: Faculty Work Log

Technical Components:

Components	Tech Stacks
Frontend	Flask or Django (python web frameworks)
Backend	HTML/CSS/Javascript (for a website interface)
Database	MySQL
ORM	SQLAIchemy (it using flask) or Django ORM
Authentication	Flask-Login/Django's built in auth

Problem:

In academic institutions, faculty members are involved in various activities such as teaching, special lab sessions, work related to the Center of Examination (COE), Discipline Committee (DC) duties, academic lab supervision, admissions processes, and collaborations with Skill and Placement and Training Teams. Tracking the time spent on these diverse tasks accurately is crucial for managing workloads and ensuring transparency. The Faculty Work Logger system aims to streamline this process by enabling faculty to log their activities and time, which can then be reviewed and approved or edited by the Head of the Department (HOD). The system also allows administrators to view the status of all faculty members' work logs on a daily or weekly basis.

Purpose:

The purpose of the Faculty Work Logger is to provide a systematic and transparent way to record, review, and approve faculty members' work activities and time allocations. This will help in:

- Ensuring accurate tracking of faculty work for performance evaluations.

- Identifying workload distribution and potential overburdening of faculty members.

- Enhancing the overall management of academic and administrative tasks within the institution.

Scope of Project

The scope of the Faculty Work Logger includes:

- Development of a user-friendly interface for faculty members to log their activities and time.

- Features for the HOD to review, approve, or edit logged activities.

- An administrative dashboard for viewing and reporting on daily and weekly status of faculty activities.

- Integration with existing institutional systems for seamless data flow and reporting.

- Ensuring data security and privacy for all users.

Features

1. **User Login and Authentication**

   o   Secure login for faculty, HOD, and administrators.

2. **Activity Logging**

   o   Faculty members can log various activities such as teaching, lab sessions, committee duties, etc.

   o   Time allocation for each activity can be specified.

3. **Review and Approval**

   o   HOD can review logged activities.

   o   Option to approve, reject, or enable editing of the logged time and activities.

4. **Editing of Logs**

   o   Faculty can edit their logs if the HOD enables the editing option.

   o   Logs can be resubmitted for approval.

5. **Administrative Dashboard**

- o View daily and weekly status of all faculty members.

- o Generate reports on faculty workload and activity distribution.

6. Notifications

- o Alerts for pending approvals and rejected logs.

Functional Requirements

1. User Authentication

- o System must support secure login and user authentication.

- o Different access levels for faculty, HOD, and administrators.

2. Activity Logging Interface

- o Faculty members must be able to select activities from predefined categories.

- o Faculty must be able to enter the duration and details of each activity.

- o System must save and timestamp each entry.

3. Review and Approval Workflow

- o HOD must have an interface to review logged activities.

- o System must allow HOD to approve, reject, or enable editing of logs.

- o Notifications must be sent to faculty for any changes in log status.

4. Editing and Resubmission

- o Faculty must be able to edit their logs if allowed by the HOD.

- o Edited logs must be resubmitted for approval.
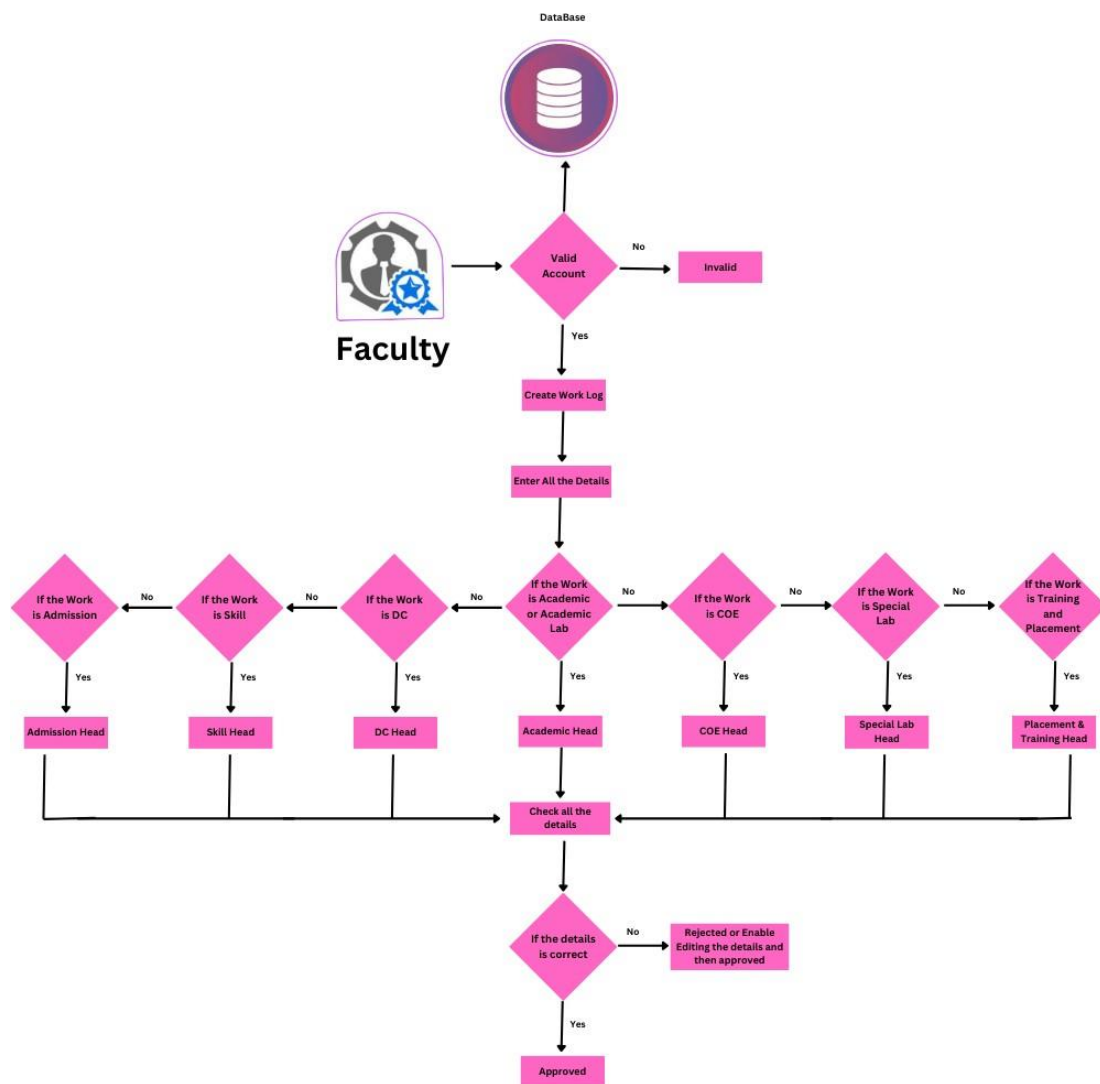
5. Administrative Dashboard

- o Administrators must have access to a comprehensive dashboard.

- o Dashboard must display daily and weekly summaries of faculty activities.

- o System must generate detailed reports on demand.
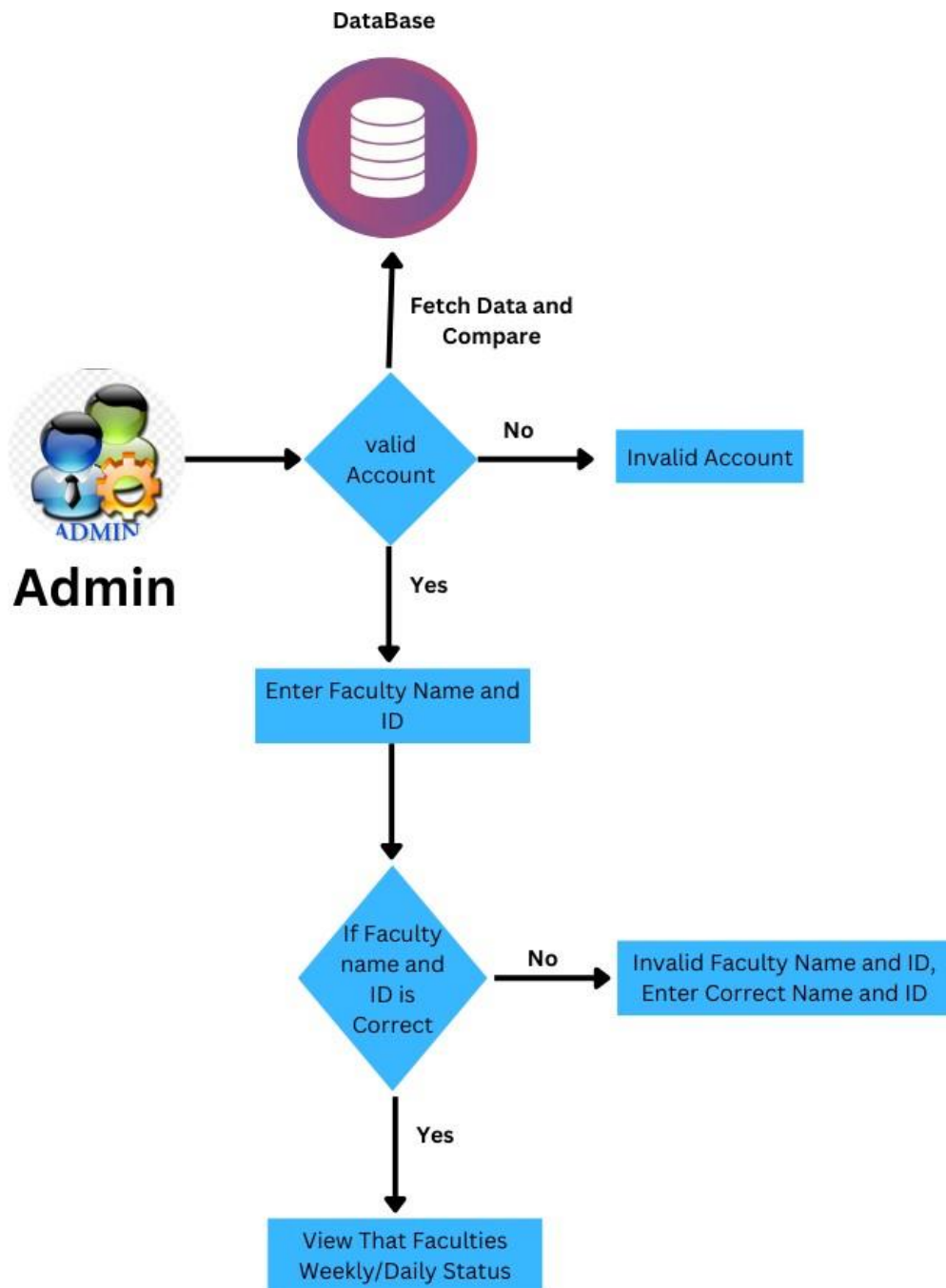
6. Data Security and Privacy

- o System must ensure the confidentiality of user data.

- o Access controls must be in place to prevent unauthorized access.

Flow chart:

Faculty Interface

DataBase

Faculty

Valid Account → No → Invalid

Yes

Create Work Log

Enter All the Details

If the Work is Admission ← No ← If the Work is Skill ← No ← If the Work is DC ← No ← If the Work is Academic or Academic Lab → No → If the Work is COE → No → If the Work is Special Lab → No → If the Work is Training and Placement

Yes | Yes | Yes | Yes | Yes | Yes | Yes

Admission Head | Skill Head | DC Head | Academic Head | COE Head | Special Lab Head | Placement & Training Head

Check all the details

If the details is correct → No → Rejected or Enable Editing the details and then approved

Yes

Approved

Admin Interface

DataBase

Fetch Data and Compare

Admin

valid Account

No → Invalid Account

Yes ↓

Enter Faculty Name and ID

If Faculty name and ID is Correct

No → Invalid Faculty Name and ID, Enter Correct Name and ID

Yes ↓

View That Faculties Weekly/Daily Status

Prototype of the Project:

Press / To Search

🔔 N NITHYA M ⊗

Main

Resources ⊗

Roll ⊗

1.Faculty
2.Admin
3.Head

Dashboard > Faculty

Press / To Search

Create Work Logger

	ID	Name	Date/Time	Duration	Work	Description	Status
	19879	NITHYA M	24 Jan / 11.30AM	1 hr 20 min	Academic	OP Class	✓
	19873	NITHYA M	19 July / 01.00PM	1/2 hr	Admission	Counselling	●
	19880	NITHYA M	02 Feb / 12.30PM	1 hr 30 min	T & P	Aptitute	✗

Previous | Next

BIT Faculty Portal at Bannari Amman Institute of Technology

Press / To Search

🔔 N NITHYA M ⊗

Main

Resources ⊗

Roll ⊗

1.Faculty
2.Head
3.Admin

Dashboard > Faculty > Create Work Logger

Create Work Logger

ID * — Enter Your ID

Name * — Enter Your Name

Date / Time * — Enter Date and Time

Duration * — Enter Time Duration

Work * — Enter Which Type of Work

Description * — Description

Cancel | **Create Work Log**

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