

# **SOFTWARE REQUIREMENT SPECIFICATION**

## **(FACULTY WORK LOG)**

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**PROJECT ID:** 19

**PROBLEM STATEMENT:** Faculty Work Log

### **TECHNICAL COMPONENTS**

<b>Component</b>	<b>Tech Stack</b>
<b>Backend</b>	Node.js, Express.js
<b>Frontend</b>	React.js, HTML, CSS, JavaScript
<b>Database</b>	MongoDB

## **1.INTRODUCTION:**

### **1.1 PURPOSE**

The purpose of this project is to develop a comprehensive Faculty Worklog Management System that facilitates the efficient tracking, submission, evaluation, and management of worklogs by faculty members, department heads, and administrators. The system aims to streamline the workflow, enhance transparency, and ensure timely updates and evaluations of worklogs.

### **1.2 SCOPE OF THE PROJECT**

The Faculty Worklog Management System will be a web-based platform accessible to faculty members, department heads, and administrators. It will allow:

- Faculty members to submit and update their worklogs.
  - Department heads to review, evaluate, and approve/reject worklogs.
  - Administrators to view detailed reports, edit worklog entries, and finalize evaluations.
- The system will ensure secure access, user-friendly interfaces, and efficient data management.

## **2. OVERALL DESCRIPTION:**

The system has three active user roles: Faculty, Admin, Head and Admin.

### **2.1 FACULTY**

#### **2.1.1 BRIEF DESCRIPTION**

Faculty members will have access to submit and update their worklogs, view their submissions, and monitor the approval status of their worklogs.

#### **2.1.2 DETAILED DESCRIPTION**

- **Login:** Faculty members will log in using their credentials.
- **Worklog Submission:** Faculty will enter details such as name, faculty ID, date, type of work, description, and hours spent.
- **Worklog Update:** Faculty can edit previously submitted worklogs.
- **View Worklog:** Faculty can view the status of their worklogs (submitted, pending, reviewed).

### **2.2 HEAD**

#### **2.2.1 BRIEF DESCRIPTION**

Department heads will have the ability to view and evaluate the worklogs submitted by faculty members, request updates, and approve or reject worklogs with remarks.

#### **2.2.2 DETAILED DESCRIPTION**

- **Login:** Heads will log in using their credentials.
- **Worklog Evaluation:** Heads can view worklogs categorized by status (submitted, pending, reviewed), select specific worklogs, evaluate them, and approve or reject based on sufficiency of information.

- **Request Updates:** Heads can notify faculty members to update incomplete or pending worklogs.

## **2.3 ADMIN**

### **2.3.1 BRIEF DESCRIPTION**

Administrators will have access to view detailed reports of faculty worklogs, edit worklog entries if necessary, and finalize the reviews.

### **2.3.2 DETAILED DESCRIPTION**

- **Login:** Administrators will log in using their credentials.
- **View Reports:** Admins can view the detailed reports of faculty worklogs.
- **Edit Worklogs:** Admins can edit the worklog entries, especially if the allocated work time differs from the actual completion time, and finalize the reviews.
- **Finalize Review:** Admins will submit the final evaluations to the database.

## **3. REQUIREMENTS**

### **3.1 FUNCTIONAL REQUIREMENTS**

#### **3.1.1 FACULTY**

I. **User Login:** Faculty should log in using their registered credentials.

II. **Worklog Submission:**

- Faculty should submit worklogs with details such as name, faculty ID, date, type of work, description, and hours spent.
- Faculty should be able to update previously submitted worklogs.

III. **View Worklog:** Faculty should view their worklog status (submitted, pending, reviewed).

#### **3.1.2 HEAD**

I. **User Login:** Heads should log in using their registered credentials.

## II. Worklog Evaluation:

- Heads should view worklogs categorized by status.
- Heads should select and evaluate pending worklogs.
- Heads should approve or reject worklogs with remarks based on the sufficiency of information.

III. **Request Worklog Update:** Heads should notify faculty to update incomplete or pending worklogs.

### 3.1.3 ADMIN

I. **User Login:** Admins should log in using their registered credentials.

II. **View Reports:** Admins should view detailed reports of faculty worklogs.

III. **Edit Worklogs:** Admins should edit worklog entries if the allocated work time differs from the actual completion time.

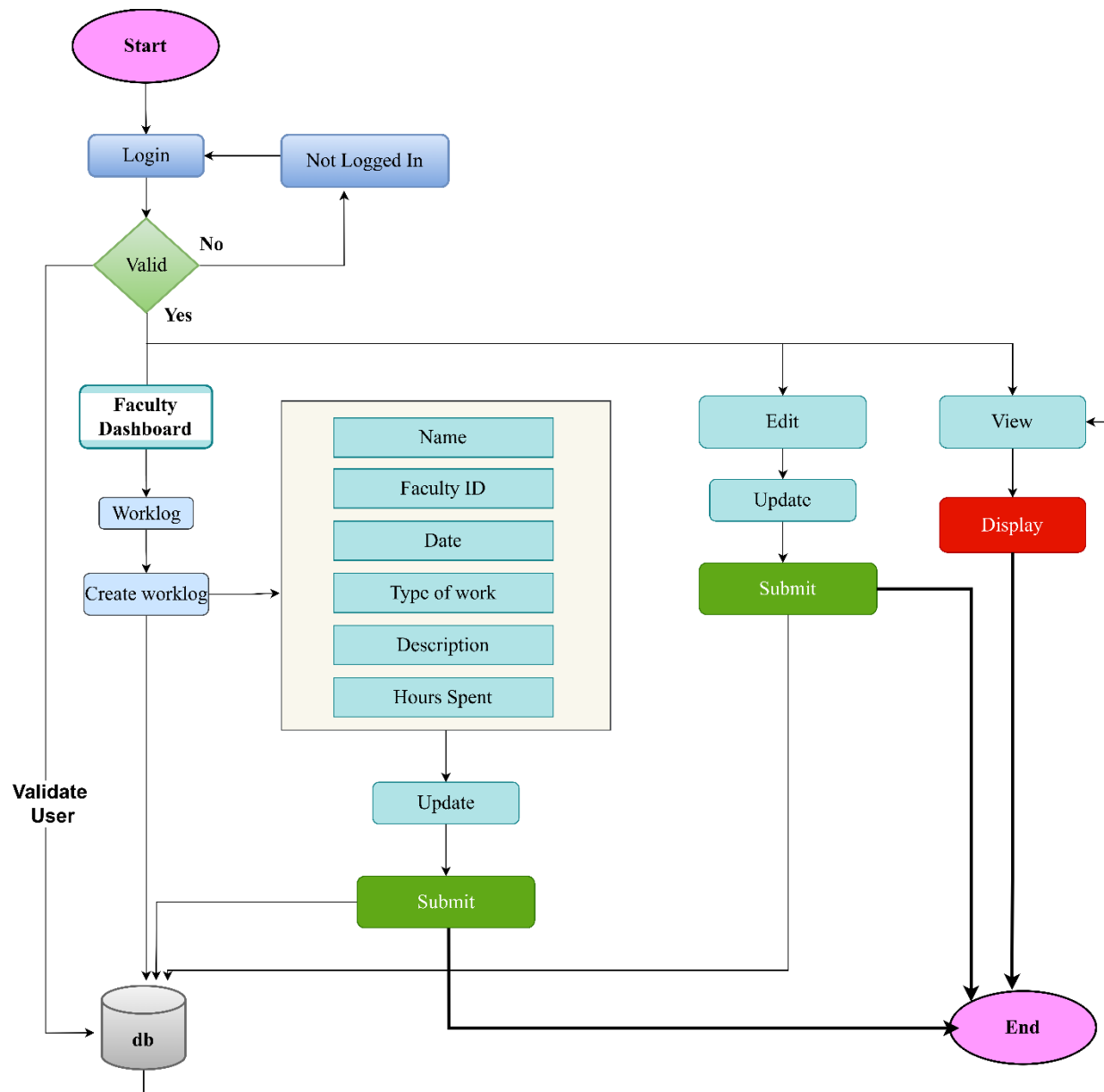
IV. **Finalize Review:** Admins should finalize and submit the evaluations to the database.

## 3.2 NON-FUNCTIONAL REQUIREMENTS

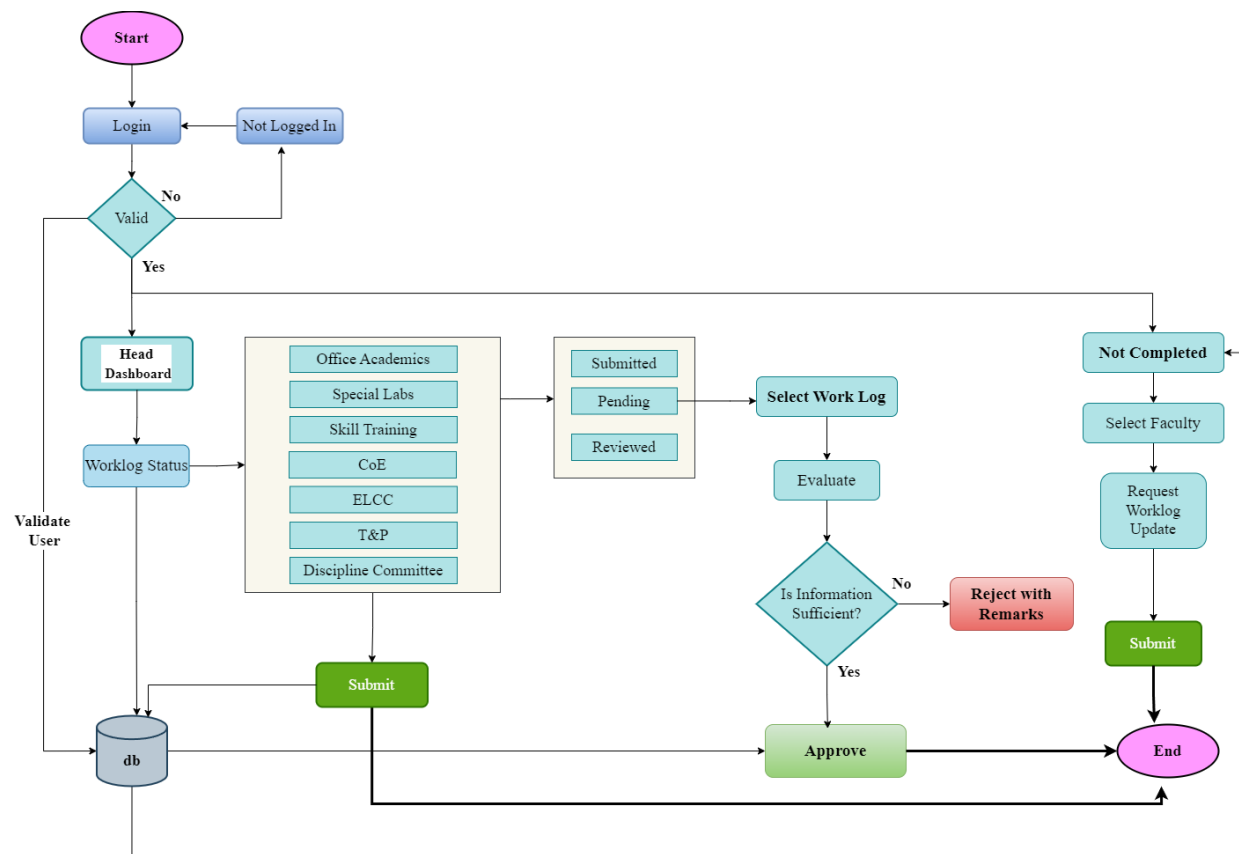
- **Usability:** The system must have a user-friendly interface that allows easy navigation and interaction for all users.
- **Reliability:** The system must have a high uptime, ensuring that users can access it without interruptions. It should also handle errors gracefully.
- **Performance:** The system should respond quickly to user actions. Database queries must be optimized for fast retrieval of worklog submissions.
- **Security:** Secure authentication protocols must be implemented to prevent unauthorized access. Personal information such as usernames and email addresses must be encrypted. Access to information should be restricted based on user roles (Faculty, Head, Admin).
- **Compatibility:** The system should be responsive and compatible with various devices and screen sizes, enabling users to access it from any device.

## 4. USER FLOW DIAGRAM:

### 4.1 FACULTY:



## 4.2 HEAD:



### 4.3 ADMIN:

