

Event Coordination & Responsibility

Tracking System

1. Central Event Administration Panel (Admin Controls)

- Admins can create, edit or delete events

2. Role Assignment by Admins

- Co-ordinator, Executive, Senior Executives

3. Task Assignment

- Coordinator can assign event-tasks to members/executives/SEs

4. Event Discovery & Booking System

- Users can browse events by category (filter),
- can book/register for an event

5. Participation & Registration Tracking

- Tracks which users have registered for which events.
- Maintains participant lists in real-time.

6. User Verification & Approval Workflow | for sensitive or limited-access events (e.g., workshops, competitions)

7. Event Budget & Expense Tracking

- Admins/faculty can approve or review budget submissions.
- Coordinators can submit detailed budget proposals

8. Club & Department Management Module

- Which club from which department is responsible for the event