

# **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