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Software Requirement Specification for External Event Management portal

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Seat no	13
Project ID	13
Problem Statement	External Event Management Portal

PHASES:

- **Stage 1-** Planning and Requirements gathering
- **Stage 2-** Design and UI/UX Prototyping
- **Stage 3-** Database design and implementation
- **Stage 4-** Backend development
- **Stage 5-** Integration and testing
- **Stage 6 -**Deployment

PROBLEM STATEMENT:

The absence of a centralized system for managing approvals of external events and conducting Internal Review Assessment (IRA) for students to participate in level 1 and 2 competitions in our institutions presents several challenges:

- **Inefficient Event Coordination:** Currently, the process for approving external events proposed by students or faculty involves manual coordination across multiple departments, leading to inefficiencies, delays, and potential miscommunication.

- **Lack of Transparency:** Students and faculty lack visibility into the status of event proposals and approvals, resulting in uncertainty regarding the availability and scheduling of external events.

- **Tedious Approval Process:** The current approval process for external events is cumbersome and time-consuming, requiring multiple rounds of review and coordination among various stakeholders.

- **Disorganized Event Documentation:** Without a centralized platform, documentation related to external events, such as proposals, approvals, feedback, and conducting internal review assessment for students is dispersed across different channels, making it challenging to track and manage.

To address these challenges, there is a critical need to develop a specialized External Event Management Portal that centralizes and streamlines the process of submitting, reviewing, and approving external event proposals, while also integrating an Internal Review Assessment (IRA) portal. This portal will enhance efficiency, transparency, and organization in managing external events approval, ultimately fostering a more collaborative and engaging environment for students and faculties. It also facilitates the registration of IRA through the IRA portal for the students.

1. INTRODUCTION:

1.1. Purpose:

The purpose of this document is to present a detailed description of the External Event Management Portal. It will explain the purpose and features of the system, the interfaces of the system, what the system will do and how the system will react to external stimuli.

1.2. Scope of Project:

The project aims to develop a specialized web application to facilitate the submission and approval of External Events proposed by students and faculty members. Additionally, it includes an Internal Review Assessment (IRA) portal for conducting technical reviews for the student. The system ensures transparent access to approved events and details of students who have cleared the IRA. Users sign in using their college email IDs and can access two main sections: Events and IRA.

2. SYSTEM OVERVIEW:

2.1. Users:

1. **Students and Faculty Members:**
    - Users sign in using their college email IDs.
    - They have access to two main sections: Events and IRA.

2. **Admins:**
    - Have access to all functionalities and oversee the entire process.
    - Can grant access to staff members for specific tasks.

2.2. Features:

2.2.1.Events Section:

1. **Event Request Form:**
    - Allows users to submit details about new upcoming events.
    - Upon submission, the status shows as "Initiated".
2. **Approved Events:**
    - Displays a list of events approved by the admin.
    - Automatically updated upon approval.
3. **Rejected Events:**
    - Displays a list of events rejected by the admin.
    - Automatically updated upon rejection.

2.2.2.IRA Section:

1. **Level 1 Events:**
    - Displays events categorized as Level 1 based on quality by the admin.
    - Automatically updated upon categorization.
2. **Level 2 Events:**
    - Displays events categorized as Level 2 based on quality by the admin.
    - Automatically updated upon categorization.
3. **IRA Assessment Register:**
    - Allows students to register for IRA assessments.
    - Status shows as "Initiated" upon registration.
4. **Mark Portal:**
    - Accessible only to admin.
    - Allows recording of IRA assessment marks by admin and allocated staff(only if the access is granted by admin).

2.2.3.Event Submission and Approval Process:

1. User Authentication:

- Users log in using their college email IDs.
- If the user is an admin, they are directed to the Admin Dashboard. If they are students or staff, they are directed to the User Dashboard.

2. Dashboard Navigation:

- Both admin and users see two options: Events and IRA on their respective dashboards.

3. Event Submission:

- Under the Events section, users find the Event Request Form.
- Users fill out the form with event details, including their own information.
- Upon submission, the action shows as 'initiated'.

4. Admin Review:

- Admins receive submitted event requests for review.
- They review the event details.
- If the event is approved:
  - The event is added to the Approved Events list.
  - An automatic email is sent to the user informing them of approval.
  - An automatic email is sent to the BIP team for further action.
- If the event is rejected:
  - The event is added to the Rejected Events list.
  - An automatic email is sent to the user informing them of rejection.
  - An automatic email is sent to the BIP team for further action.

2.2.4.IRA Assessment Process:

1. Event Categorization:

- Admins categorize events into Level 1 or Level 2 based on quality.
- Students are informed via automatic email that the event is added to Level 1 or Level 2.
- Students are notified that they must clear the IRA to participate in Level 1 or Level 2 events.

2. Registration:

- Students who wish to take the IRA assessment register through the IRA Registration.
- After registration, the action shows as 'initiated'.

3. Admin Allocation:

- Admins review registrations and allocate staff and grant access to staff to record marks in the mark portal.
- An email is sent to registered students with assessment details, including venue and time by the admin.

4. Assessment and Mark Entry:

- During the assessment, staff enter marks for each student based on performance in the mark portal .
- If a student attains the minimum marks to pass:
  - The admin changes the student's IRA status to 'passed'.
  - An automatic email is sent to the student informing them of their pass.
- If a student fails to attain the minimum marks:
  - The admin changes the student's IRA status to 'failed'.
  - An automatic email is sent to the student informing them of their failure.

3.TECHNOLOGY STACK:

Front End	HTML, CSS, JS
Back End	Python, Django
Database	PostgreSQL, MySQL
API	OpenAPI, SOAP APIs, RESTful API

4.SYSTEM REQUIREMENTS SPECIFICATION:

4.1:Functional Requirements:

1. **User Authentication:**
    - Users must sign in using their college email ID.
    - Authentication should be secure and prevent unauthorized access.

2. **User Dashboard:**
    - Upon signing in, users (students and faculty members) should be presented with a dashboard showing two items: Events and IRA.
    - Dashboards should be user-friendly and intuitive.
    - User dashboard should provide access to:
        - Event Request Form: Allow users to submit event requests.
        - View Approved Events and Rejected Events proposed by them.
        - View Level 1 Events and Level 2 Events and students can register for IRA.

3. **Admin Dashboard:**
    - Admin should have a separate admin dashboard with additional features.
    - Admin dashboard should provide access to:
        - View all submitted event requests.
        - Approve or reject event requests with suitable remarks.
        - Add or delete new events manually to the approved or rejected events list.
        - Update or delete events into Level 1 and Level 2 based on quality.
        - View and manage IRA assessment registrations and marks.
        - Schedule IRA assessments and allocate staff for assessment.
        - Grant access to staff members for the mark portal if necessary.

4. **Email Notifications:**
    - Automatic email notifications should be sent to users upon approval or rejection of their event requests.
    - Automatic email notifications should be sent to students regarding IRA assessment results.
    - Automatic email notifications should be sent to the BIP team regarding approved or rejected events.
    - Automatic email notifications should be sent to the BIP team regarding categorization level 1 and level 2 events.

4.2.Non-Functional Requirements:

1. **Security:**
    - The system should ensure secure authentication and data transmission to protect users' information.
    - Access control mechanisms should be in place to prevent unauthorized access to sensitive features and data.

2. **Reliability:**
    - The system should be reliable and available whenever users need to access it.
    - It should handle errors gracefully and provide informative error messages to users when necessary.

3. **Performance:**
    - The system should be able to handle a large number of concurrent users and event submissions without significant slowdowns.
    - Response times for actions such as submitting event requests, reviewing applications, and recording marks should be minimal.

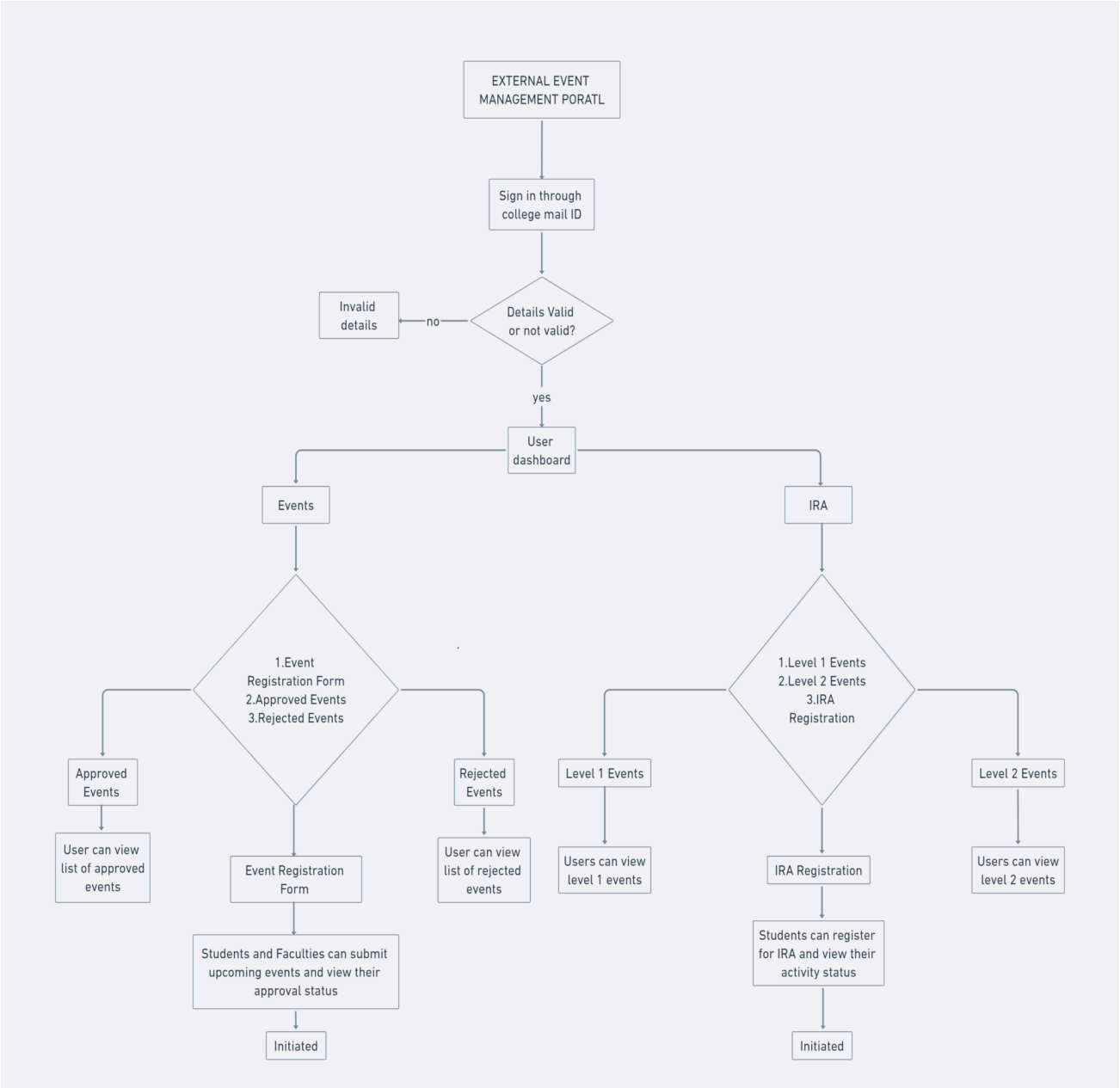
4. **Scalability:**
    - The system should be scalable to accommodate future growth in the number of users and events.
    - It should be designed in a way that allows easy scalability by adding more servers or resources as needed.

5. **Usability:**
    - The user interface should be intuitive and easy to navigate for users of all levels of technical proficiency.
    - It should provide clear instructions and feedback to users throughout the process of submitting events, registering for IRA assessments, etc.

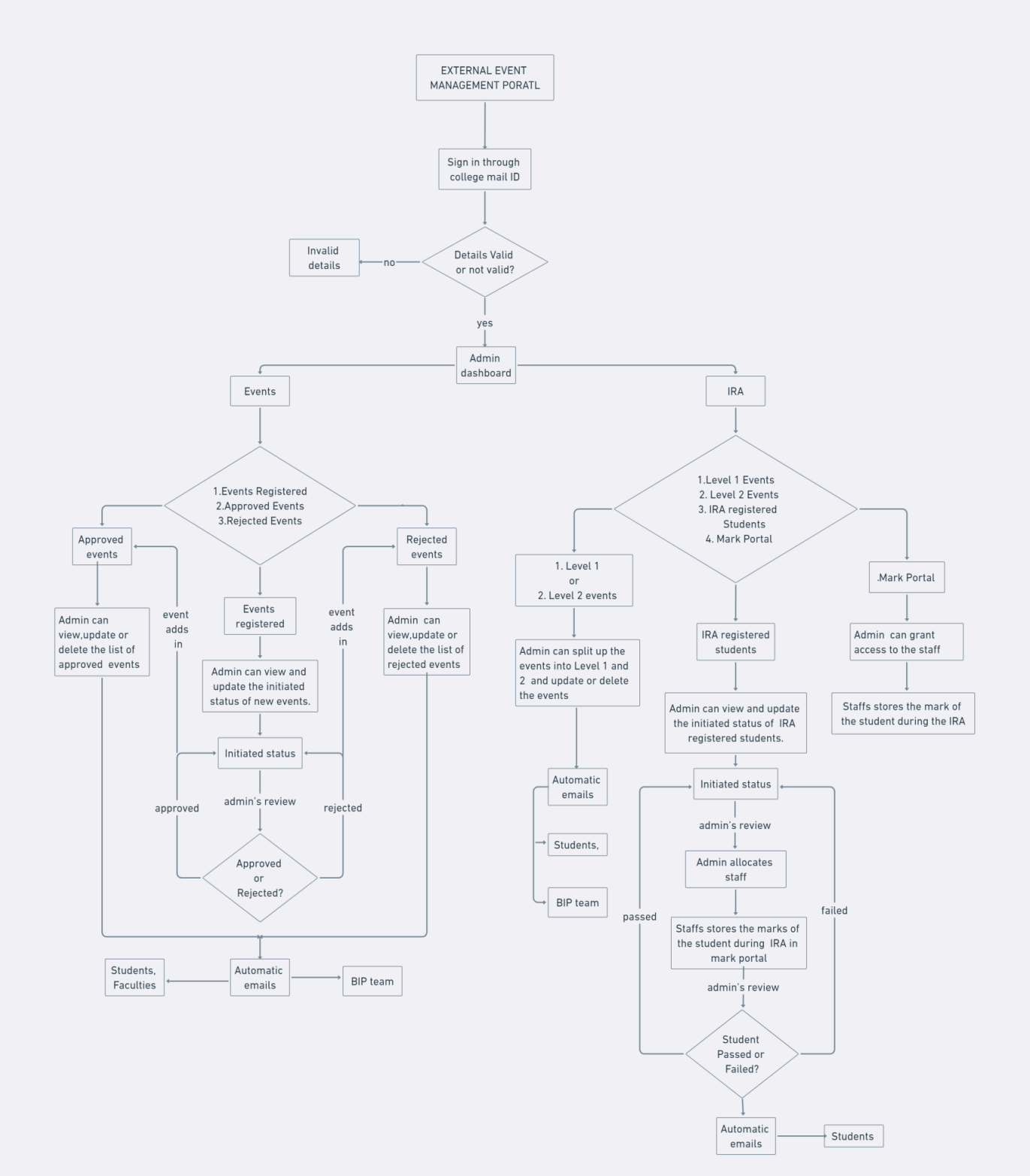
6. **Compatibility:**
    - The system should be compatible with modern web browsers and devices to ensure accessibility for all users.
    - It should also be compatible with commonly used email clients for sending automatic email notifications.

5.FLOWCHART:

5.1 Users Flowchart:

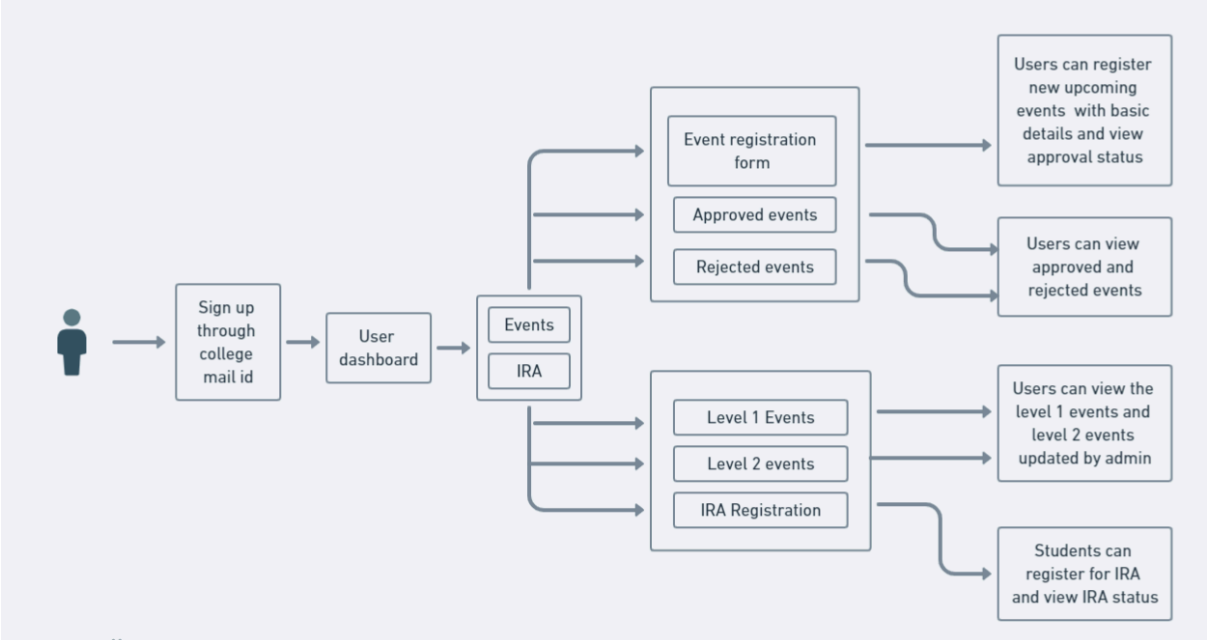
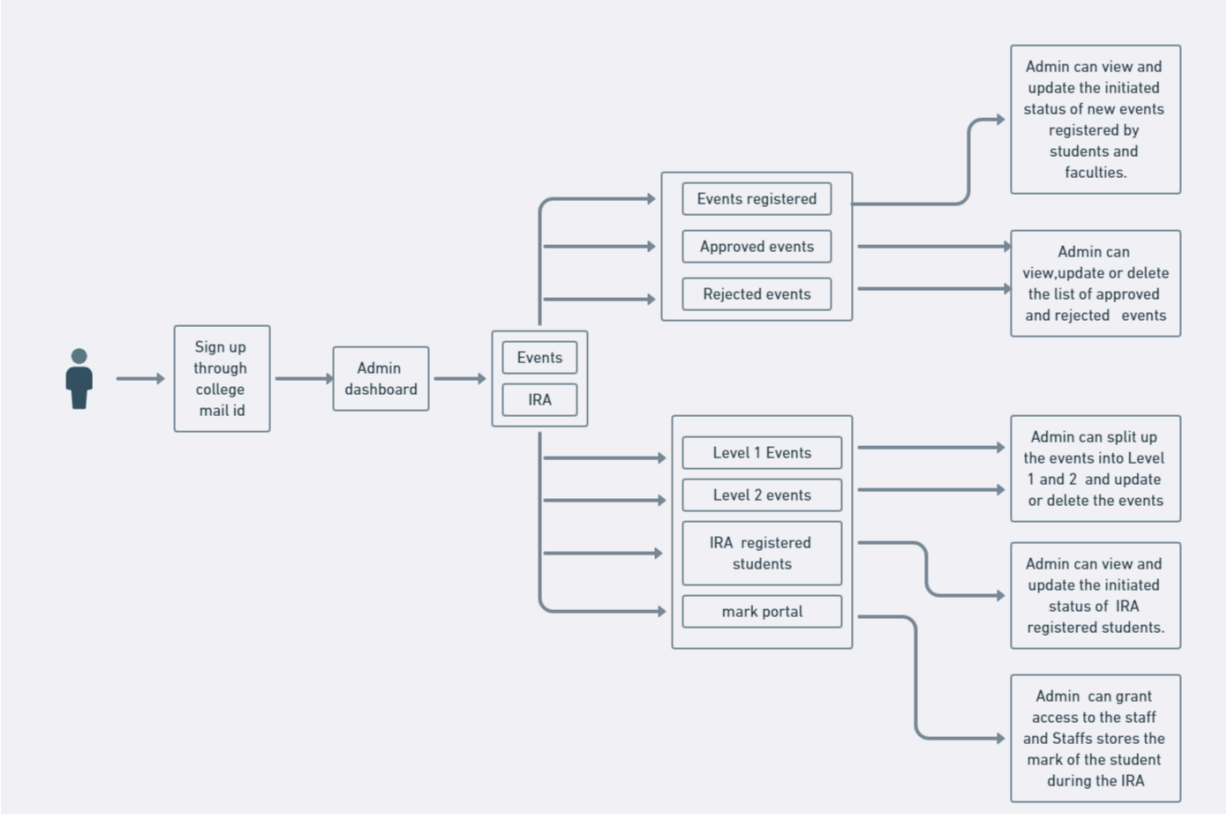


5.2. Admin's Flowchart:



6.SYSTEM INTERFACES:

6.1 User interface:



6.2 Admin interface: