



## Software Requirements Specification for Faculty work log

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<b>Problem Name</b>	Faculty work log

### **Problem Statement**

Faculty members in educational institutions face challenges in efficiently managing and updating their work logs. The absence of a centralized system leads to manual, time-consuming processes prone to errors, hindering accurate tracking of their activities. Administrators lack real-time visibility into faculty productivity and struggle to generate comprehensive reports. This inefficiency compromises data integrity and limits the institution's ability to make informed decisions. Therefore, there is a pressing need for a streamlined solution that automates work log management, enhances oversight, and facilitates robust reporting for improved faculty productivity and institutional effectiveness.

### **Introduction**

#### **1. Purpose**

The purpose of this document is to define the software requirements for the Faculty Work Log Management System, which aims to efficiently track, manage, and report the daily work activities of faculty members in an educational institution.

#### **2. Scope**

The Faculty Work Log Management System is designed to:

- Provide secure user authentication through Google OAuth.
- Allow faculty members to log and manage their daily activities.
- Offer administrative tools for reviewing and approving work logs.

- Generate customizable data analytics and reports for faculty, departments, and the institution.
- Integrate with existing institutional systems for enhanced functionality.

### 3 Technical Components :

- **LAMP:** Linux, Apache, MySQL, PHP

Stack	LAMP
Front End	HTML , CSS , Java Script
API	RESTful API
DataBase	MySQL
Backend	PHP
Web server	Apache

### User Persona

#### → Description:

Faculty members are responsible for teaching, research, administrative duties, student mentoring, curriculum development, and community service. They need an efficient system to log these activities, access their workload reports, and ensure compliance with institutional requirements.

#### → Goals:

- Efficiently log daily activities.
- Generate accurate and comprehensive reports.
- Ensure accreditation compliance.

### 2. Head

- **Description:** Administrators oversee faculty activities, ensuring that logs are accurate and up-to-date. They need comprehensive reporting tools to support accreditation compliance and strategic planning.

→ **Goals:**

- ◆ Ensure efficient review and approval of faculty work logs.
- ◆ Generate accurate and comprehensive reports.
- ◆ Ensure accreditation compliance.
- ◆ Generate and assign work for faculty.

### 3. Super Admin

→ **Description:** Super Admins are responsible for overseeing the entire system, including the activities of both faculty members and admins. They require detailed data for strategic planning and decision-making.

→ **Goals:**

- ◆ Access detailed data on faculty and head activities.
- ◆ Support strategic planning and decision-making through data analysis.
- ◆ Ensure the system's overall efficiency and effectiveness.

## User Stories

### 1. Faculty Member

→ **Story:** As a faculty member, I want to efficiently log my daily activities, so I can keep an accurate record of my work and ensure compliance with institutional requirements.

◆ **Tasks:**

- Log daily activities.
- Access and review personal workload reports..

### 2. Head

→ **Story:** As a head, I want to have a system for accurate reporting and effective review of faculty work logs, so I can ensure compliance and support accreditation processes.

→ **Tasks:**

- ◆ Generate and assign work for faculty.
- ◆ Review and approve faculty work logs.
- ◆ Generate and access comprehensive reports.

- ◆ Monitor pending approvals and compliance.

### 3. Admin

→ **Story:** As a super admin, I want access to complete data and reporting features, including customizable reports and visualizations, so I can analyze faculty workload distribution, productivity trends, and areas for improvement to support strategic planning and decision-making.

◆ **Tasks:**

- Access detailed data on faculty and admin activities.
- Generate and customize reports and visualizations.
- Analyze data to identify trends and areas for improvement.

## Access Rights and Features

### 1. Faculty Member Access

→ **Features:**

- ◆ Log daily activities.
- ◆ View and update personal profile.
- ◆ Access personal workload reports.

→ **Access Rights:**

- ◆ No access to administrative or other faculty data.

### 2. Head Access

→ **Features:**

- ◆ Generate and assign work for faculty.
- ◆ Review and approve faculty work logs.
- ◆ Generate and access comprehensive reports.
- ◆ Monitor pending approvals and compliance.
- ◆ View faculty profiles and activities.

→ **Access Rights:**

- ◆ Access to all faculty work logs and profiles.
- ◆ Ability to edit and approve faculty logs.

### **3. Admin Access**

#### **→ Features:**

- ◆ Access detailed data on faculty and admin activities.
- ◆ Generate and customize detailed reports and visualizations.
- ◆ Analyze data for strategic planning.
- ◆ Monitor overall system performance and compliance.

#### **→ Access Rights:**

- ◆ Full access to all system data and settings.
- ◆ Ability to manage admin and faculty accounts.
- ◆ Access to advanced analytics and reporting tools.

## Flowchart

