# **Roles and Responsibilities**

WebOps, the backbone of online operations, is instrumental in ensuring the seamless functioning of our college fest's digital presence. From optimizing website performance to safeguarding user data and enabling scalability, the WebOps team plays a pivotal role in delivering an exceptional online experience for attendees, performers, sponsors, and volunteers. With a focus on reliability, security, and continuous improvement, WebOps is essential for elevating the fest's digital footprint and ensuring its success.

### **Responsibilities**

#### **Common Site:**

Design and develop a comprehensive website showcasing information about the fest, including event details, FAQs, contact information, sponsor information, and galleries of past events. Ensure the site is user-friendly, visually appealing, and accessible across various devices.

#### **Fest Registration and Accommodation Site:**

Create a registration portal where students can sign up for the fest and provide accommodation preferences. Implement data collection mechanisms to efficiently manage attendee information, including accommodation requirements and preferences.

#### **Event Management Portal:**

Develop a platform for event heads to create and manage their event pages. Enable customization of registration forms tailored to specific events. Ensure smooth communication between event organizers and participants.

#### **Facilities and Requirements Portal (FR):**

Design a portal for the Facilities and Requirements team to manage all departmental requirements for the fest. Implement workflows for request approval and procurement processes. Ensure accurate tracking of requests and inventory management.

#### **Finance Portal:**

Develop a portal for the Finance department to track expenses and manage reimbursements. Enable upload and verification of bills by departments and generate vouch

#### **Student Relations (SR) Apps:**

* Develop a mobile app for volunteers to check-in and check-out students attending events.
* Implement automation for certificate mailing based on event attendance data.
* Integrate winner data to facilitate printing of certificates for event participants.

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#### **Accommodation App:**

Create an app to inform students about their accommodation status and hostel allotments. Provide real-time updates and notifications regarding accommodation confirmations.

#### **Central App Admin:**

Develop a centralized admin dashboard to dynamically view and manage data from all applications. Ensure seamless integration between different modules for efficient data access and analysis. Implement security measures to safeguard sensitive information and user privacy.

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### **Hierarchy**

#### **Frontend Core:**

* + Responsibilities:
    - Leads the frontend development team.
    - Oversees the design, implementation, and optimization of frontend components.
    - Collaborates with other cores to ensure seamless integration between frontend and backend systems.

#### **Backend Core:**

* + Responsibilities:
    - Leads the backend development team.
    - Manages server-side architecture, database management, and API development.
    - Ensures scalability, security, and efficiency of backend systems.

#### **Super Coordinator:**

* + Responsibilities:
    - Works on tasks assigned by both the Frontend and Backend Core based on project requirements.
    - Supervises the Coordinator and delegates tasks accordingly.
    - Coordinates between frontend and backend teams to facilitate smooth workflow and task distribution.
    - Provides support and guidance to the Coordinator and resolves any conflicts or issues that may arise during project execution.

#### **Coordinator:**

* + Responsibilities:
    - Works under the supervision of the Super Coordinator.
    - Executes tasks assigned by the Super Coordinator, which may include frontend or backend development, quality assurance, or project management tasks.
    - Collaborates with team members to ensure timely completion of assigned tasks.
    - Communicates effectively with the Super Coordinator and other team members to provide progress updates and address any challenges encountered.

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