Tertiary Institution Portal - System Requirements

This document outlines the necessary modules and features to be included in a tertiary institution portal system. The system is designed to support students, lecturers, and administrators by streamlining academic, financial, and administrative processes.

# 1. Core Modules

• User Authentication & Profiles  
 - Secure login (students, lecturers, admin)  
 - Role-based dashboards  
 - Profile management (personal info, contacts)  
  
• Student Information Management  
 - Admission & registration (online application, admission letters)  
 - Student biodata management  
 - Course registration & management  
 - Academic transcripts & results checking  
 - Fees & payment tracking  
  
• Lecturer/Staff Module  
 - Uploading course materials  
 - Grading system (uploading marks, assessments)  
 - Attendance records  
 - Communication with students  
  
• Academic Module  
 - Timetable (lectures & exams)  
 - Course catalogue  
 - Online assignments & quizzes  
 - E-library integration

# 2. Administrative & Financial Modules

• Finance/Accounts  
 - Fee payment system (integrated with mobile money, bank)  
 - Receipts & invoices  
 - Debt tracking & financial clearance  
  
• Administration  
 - Student verification system  
 - Hostel/Accommodation booking  
 - Scholarship/bursary management  
 - Staff management (leave, payroll)

# 3. Communication & Support

• Messaging & Notifications  
 - Email & SMS alerts  
 - Announcements/Notice board  
 - Chat/Helpdesk for student support  
  
• Feedback & Surveys  
 - Student evaluation of lecturers/courses  
 - Feedback forms

# 4. Security & Compliance

• Security Features  
 - Multi-factor authentication (MFA)  
 - Data privacy compliance (GDPR or local laws)  
 - Backup & recovery system  
 - Audit trail (logs of all activities)

# 5. Extra/Modern Features

• Self-Service Tools  
 - Certificate request & download  
 - ID card request  
 - Clearance process (final year students)  
  
• Mobile-Friendly / App Version  
 - Mobile responsive design  
 - Optional Android/iOS student app  
  
• Integration  
 - With Learning Management Systems (LMS) like Moodle  
 - With library systems  
 - With payment gateways