

Institutional Activity Management System

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Abstract: This project provides a comprehensive approach to enhancing academic institutions operational efficiency. The Admin Module, which oversees event approvals and administration, and the Faculty This project offers a thorough method for improving the operational effectiveness of academic institutions. The two primary components of the system are the Faculty Module, which allows event submissions and monitoring, and the Admin Module, which manages event approvals and administration.

In a bid to enhance the efficiency of academic institutions, the Institutional Activity Management System, which is web-based, streamlines and mechanizes event planning, approvals, and tracking. Administrators can set types of events, control departments, and approve and view faculty-submitted events through the Admin Module. As an event is approved, an Institutional Activity Code automatically generated from the event date and number streamlines systematic record-keeping. Faculty can suggest events through the Faculty Module. They can see the status of their event as approved, declined with comments, or rejected.

Keywords: Event Management, Academic Coordination, Faculty Authorization, Admin Dashboard, Event Approval, Institutional Activity Code Generation.

I. INTRODUCTION

The Institutional Activity Management System is a comprehensive web-based solution designed to streamline and digitize event management in institution. The system primarily focuses on event approvals and institutional activity tracking, ensuring efficiency, transparency and structured coordination between faculty and administrators. By automating event approvals and tracking, the system enhances institutional efficiency, minimizes paperwork, and provides a centralized digital repository for event management. It improves coordination between departments and ensures a structured approach to documenting and overseeing institutional activities.

Furthermore, the system supports real-time tracking of event statuses. Faculty members can log in to view whether their submitted event is under review, approved, declined with feedback, or rejected, enhancing accountability and encouraging clear communication between departments and administrators. Events that are completed or ongoing are logged with activity IDs, names, and current statuses, offering an easily accessible activity archive. The ability to edit existing entries ensures that the system remains flexible and adaptable to evolving academic requirements. Overall, this platform not only digitizes the institutional event management process but also encourages collaboration, streamlines approvals, and upholds transparency across academic departments, contributing to a more efficient and effective educational environment.

II. EXISTING SYSTEM

The current event management process in academic institutions relies on manual approvals and tracking, which are time-consuming and error-prone. Coordination between faculty and administrators is delayed, causing miscommunication and delayed decision-making. The process of approving events is based on manual verification and record-keeping, making discrepancies and mismanagement more likely.

Event report generation is also a manual process, requiring more time and effort that can lead to inaccuracies and delays in disseminating essential event information to the administration. All these inefficiencies and tracking processes as well as facilitating data accuracy and institutional transparency.

DISADVANTAGES

Prone to Human Errors: The manual process of event approvals and tracking increases the likelihood of errors, which can impact institutional planning and coordination.

Time-Intensive Process: The effort required for manually verifying event details, approving requests, and generating reports.

Ineffective Communication : The absence of an automated system results in delays in updating faculty and administrators about event approvals.

Lack of Real-Time Updates: Faculty and administrators cannot track the live status of event submissions, leading to confusion and repetitive follow-ups.

High Risk of Human Error: The verification, and communication are done manually, the chances of mistakes in records, approvals, and reporting increase significantly.

III. PROPOSED SYSTEM

The system is built with HTML, CSS, PHP, backend JavaScript, and MySQL database to automate approval of events and tracking of institutional activities. The event proposals are submitted by the faculty members, and the administrators approve and review them to make it a well-structured and transparent process. Manual effort is kept to a minimum through this system, ensuring timely communication, event tracking accuracy, and report generation efficiently in academic institutions.

By minimizing manual intervention, the system ensures faster communication between faculty and administrative personnel, improving decision-making and event coordination. Real-time tracking features allow both faculty and administrators to monitor the status of each proposal, maintaining complete transparency throughout the process.

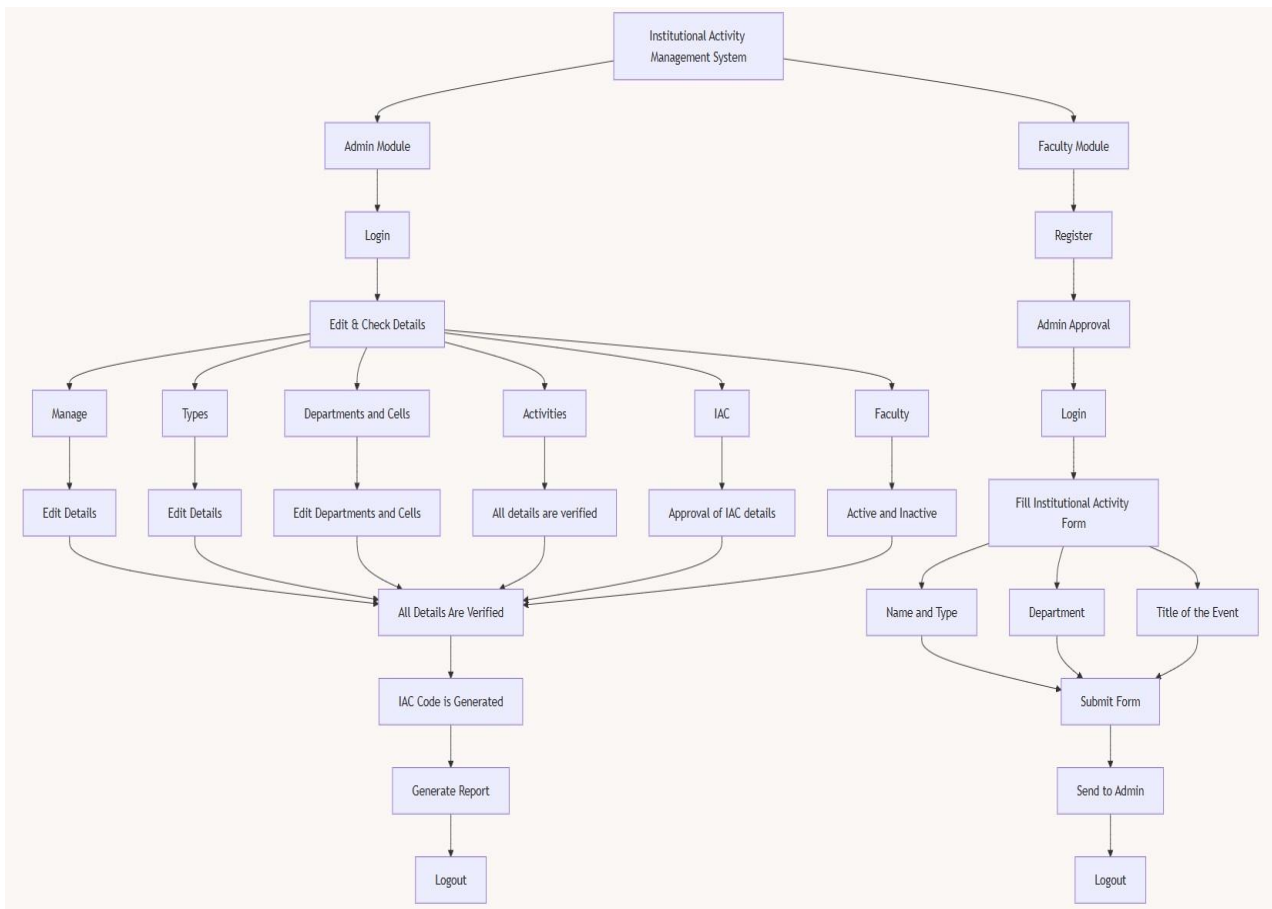
ADVANTAGES

Reduced Administrative Effort: Automating event approvals and activity tracking minimizes manual work and reduces errors.

Efficient communication: Ensures timely updates by notifying faculty and administrators about event approvals, rejections, or required modifications

Accurate Record-Keeping: Automatically generates Institutional Activity Codes, ensuring structured documentation and minimizing discrepancies.

Work Flow of Proposed System



Proposed Functioning:

The proposed functioning for the development of the Institutional Activity Management System includes several major stages, from initial planning and design to deployment and maintenance. The following step-by-step process outlines the implementation:

Requirement Analysis:

Objective:

- Identify major requirements to automate event management, approvals, and institutional activity tracking in academic institutions.
- Collect requirements from faculty, administrators.
- Define essential features such as event proposal submission, approval workflow, and Institutional Activity Code generation.

The system is built with HTML, CSS, PHP, backend JavaScript, and MySQL database to automate approval of events and tracking of institutional activities. The event proposals are submitted by the faculty members, and the administrators approve and review them to make it a well-structured and transparent process.

Analyzing existing event management processes and collecting faculty feedback can help identify gaps and areas for improvement. After the requirements are collected, it is crucial to establish the required features. For event management, automation can be achieved in the form of a formal online submission system whereby faculty submit event proposals,

which are reviewed and approved by administrators. The system must give real-time updates regarding event status, avoiding delays and miscommunication.

Automatic alerts via email or dashboard notifications must be sent to inform faculty about approvals, rejections, or needed changes. Institutional Activity Code generation needs to be included for systematic monitoring of approved events. The system also needs to include analytics and reports on institutional events, giving insights into event distribution, participation, and approval patterns.

System Design

The design process starts with the signed-off requirements and is the basis for system development. For every requirement, one or more design items are produced based on discussions among stakeholders, workshops, and prototype reviews. These design products specify the core functionality of the system and commonly consist of process flow diagrams, user interface wireframes, business logic rules, event approval workflows, pseudo-code, and a relational database schema with an exhaustive data dictionary.

These artifacts make sure the system is properly structured and ready for effective implementation by developers. Throughout this phase, it is important to map the design to the overall system architecture while satisfying performance and usability requirements. Development of intuitive user interface mock-ups and navigation flows is also part of the process to ensure easy interaction by faculty and administrators. Data security and role-based user access control are also integrated to preserve data integrity and safeguard institutional confidentiality

IV. EXPERIMENTAL RESULT

In the Institutional Activity Management System, the login page is a part of the authentication module to provide secure access to faculty and administrators.

Two credentials are needed for the login process:

1. Email Address
2. Password

If the credentials are entered correctly, the user is taken to his/her respective dashboard. If the credentials are incorrect, the system shows an error message stating invalid login credentials.

The login page has three major fields:

1. Email ID
2. Password
3. Login Button

The following is the home page for the Institutional Activity Management System, showing both the Admin and the Faculty login choices.

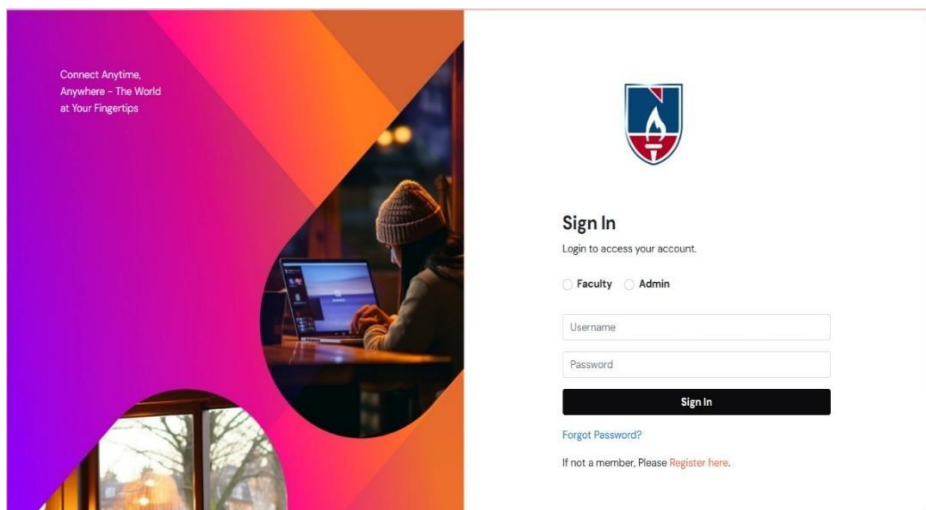


Fig 1: Login Screen

The screenshot is of an Faculty Registration and faculty members register and obtain access to event submission and tracking functionality. The system authenticates faculty credentials prior to providing access, including:

- Name of the Faculty (Input Field)
- Department / Cell Selection (Radio Button)
- Designation (Dropdown)
- Email (Input Field)
- Phone Number (Input Field)
- In charge for Cell/Committee (Input Field)
- Password (Input Field)
- Confirm Password (Input Field)

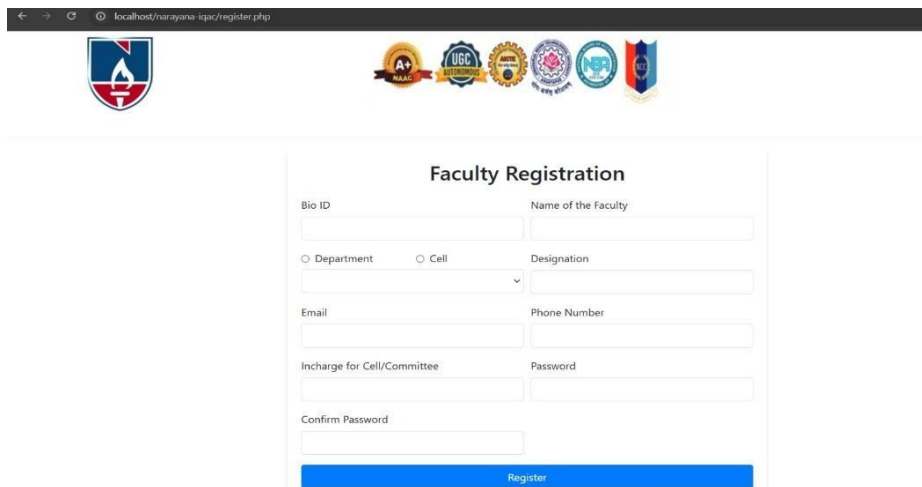


Fig 2: Faculty Registration

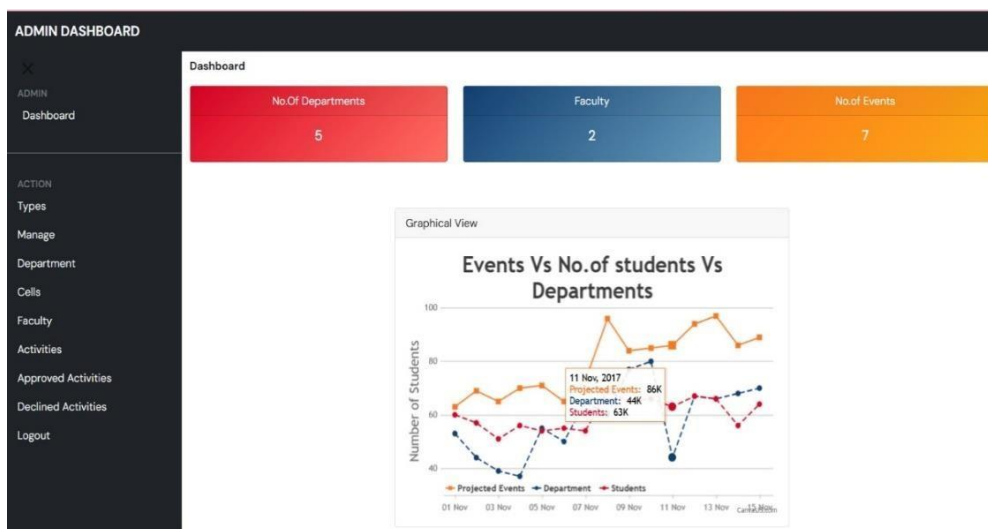


Fig 3: Admin Dashboard

Above page, where administrators can review, approve, or reject submissions. The page displays the total number of departments, registered faculty, and recorded events as shown in the figure, providing a clear and comprehensive overview of admin dashboard.

Faculty can enter event information through the well-structured form, with correct data entry such as name, department, designation, email, and phone number. Upon submission, the information is passed to the admin to review and approve. The admin page offers an orderly view of departments, faculty registrations, and approved events. Events are approved only when a correct bio ID is generated and all mandatory faculty information is entered. Admin can flag events as active or inactive according to verification. This streamlined process ensures effective documentation and institutional event management efficiency.

Fig 4: Institutional Activity Management Form

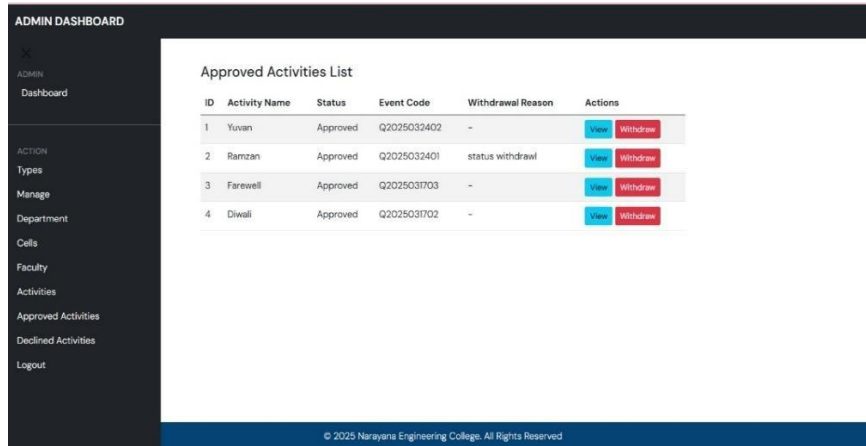
Once faculty members post event details, the admin page will enable administrators to view and authenticate events only when a proper bio ID is generated to ensure faculty information such as name, department, designation, email, and phone number is available. Every faculty member logs in to enter and manage event details, ensuring accuracy and accountability. The admin has control over the event status, marking them as active or inactive based on verification. Additionally, the page provides an organized display of departments, registered faculty, and approved events, ensuring a streamlined and efficient event management process.

Bio ID	Faculty Name	Department	Designation	Email	Phone	Incharge	Actions
40601296	Ayasha	1	Faculty	ayeshashaik241@gmail.com	9121607657	Naac	Active
40678945	Kiran	1	Faculty	kiran246@gmail.com	9121607657	iac	Active
40611223	Mehtaj	1	Faculty	kiran246@gmail.com	9121607657	iac	Inactive
40678957	Shaik	1	Faculty	ayeshashaik241@gmail.com	9121607657	iac	Inactive
40677777	Surye	2	Faculty	kiran246@gmail.com	9121607657	iac	Inactive
40688994	Usha	1	Faculty	usha@gmail.com	9876543135	Naac	Inactive

Fig 5: Faculty Approval

Faculty can enter the Activity Name while submitting event. The admin reviews all submitted activities, verifies the details, and updates the status accordingly. Each activity is tracked using a unique Activity ID, ensuring proper monitoring and management.

- Activity Name: The name of the submitted event or activity.
- Activity Status: Indicates whether the activity is Pending, Approved, or Rejected.
- Admin Actions: Admins can Edit, Delete, or View activity details.



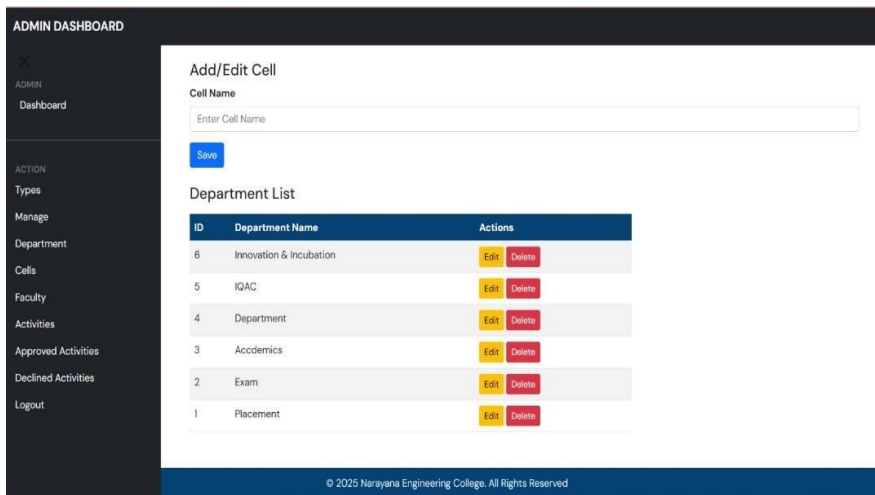
The screenshot shows the 'ADMIN DASHBOARD' with a sidebar menu on the left containing options like 'Dashboard', 'Types', 'Manage', 'Department', 'Cells', 'Faculty', 'Activities', 'Approved Activities', 'Declined Activities', and 'Logout'. The main content area is titled 'Approved Activities List' and contains a table with the following data:

ID	Activity Name	Status	Event Code	Withdrawal Reason	Actions
1	Yuvan	Approved	Q2025032402	-	View Withdraw
2	Ramzan	Approved	Q2025032401	status withdrawl	View Withdraw
3	Farewell	Approved	Q2025031703	-	View Withdraw
4	Diwali	Approved	Q2025031702	-	View Withdraw

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Fig 6: Approved Activities List

Here, the admin can add / edit the cells that are present in the form by using options shown in the below figure, and one can add departments also in the same way there. In this admin can give new cell name that is added dynamically to the form and he can delete any kind of cell by using the delete button and same can be done for any departments also. Any kind of departments or cells can be added or deleted by the same process and a save button is placed below the name of the cell/ departments.



The screenshot shows the 'ADMIN DASHBOARD' with a sidebar menu on the left. The main content area is titled 'Add/Edit Cell' and contains a form with a text input field labeled 'Cell Name' and a 'Save' button. Below the form is a 'Department List' table with the following data:

ID	Department Name	Actions
6	Innovation & Incubation	Edit Delete
5	IQAC	Edit Delete
4	Department	Edit Delete
3	Academics	Edit Delete
2	Exam	Edit Delete
1	Placement	Edit Delete

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Fig 7: Add/Edit cells

Activity ID	Activity Name	Status	Activity Code	Decline Reason	Action
1	Youth Utsav	Pending	-	-	
2	Ramzan	Approved	Q2025032401	-	
3	Farewell	Approved	Q2025031703	-	
4	Diwali	Approved	Q2025031702	-	
5	N -Vibes	Decline with changes	-	change resou	Edit

Fig 8: Activities

The image depicts Activities page where faculty input event information through a form, which are to be checked by the admin. Events get approved only if a correct bio ID gets generated with full faculty information. Admin can also activate or deactivate events after checking.

- Faculties can also monitor activities with the following information:
- Activity Name – The event or task title entered.
- Activity ID – A unique activity identifier for tracking.
- Status (Pending/Approved) – Suggests that the activity is pending.

V. CONCLUSION

The Institutional Activity Management System addresses by creating an online system that was created to make it easier to document and approve institutional events. It makes it possible for faculty staff to enter event information, track approval status, and obtain system-created Institutional Activity Codes for systematized monitoring. The system facilitates effective handling of events by providing a framework for administrators to review, approve, or reject submissions and keep a systematic record of activities.

With a safe backend, live data updates, and a user-friendly interface, the system substitutes manual paperwork with an efficient digital process. By improving accessibility and eliminating inefficiencies, it ensures institutional events are well-documented, organized, and effectively managed.

VI. REFERENCES

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- [5] <https://www.freecodecamp.org/news/basic-sql-commands/>