

USER MANUAL CHIEF OF CENTRE/HOD/TEACHER INCHARGE

HTTPS://SARAL.AIIMS.EDU/

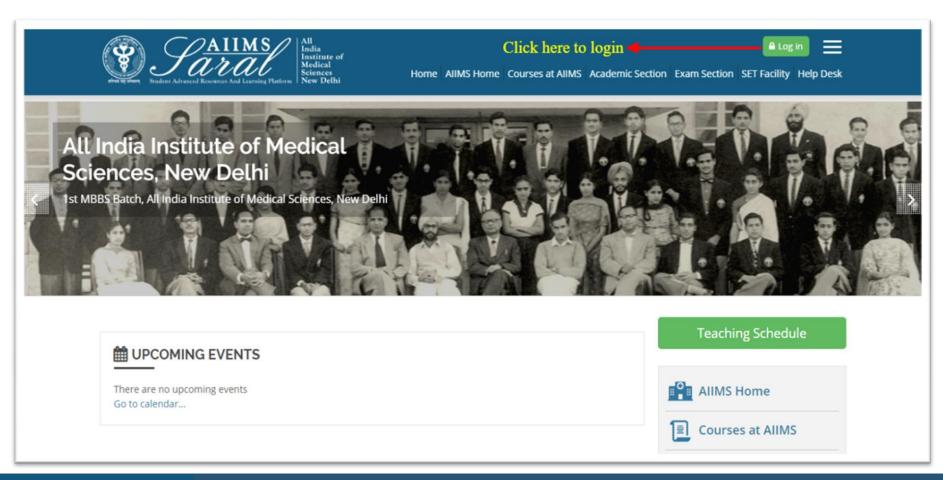
Table of Content

- General Application & Certificate
- Leave Management
- Leave Encashment
- Thesis Management
- Conference & Workshop
- Book Allowance



Home Page/Login Page

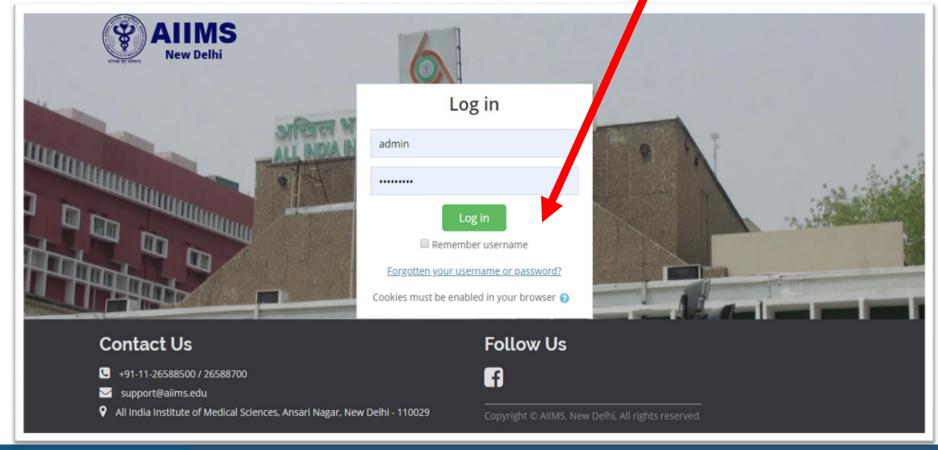
On the home page, upcoming events and the teaching schedule can be accessed *without login*.





Login Page

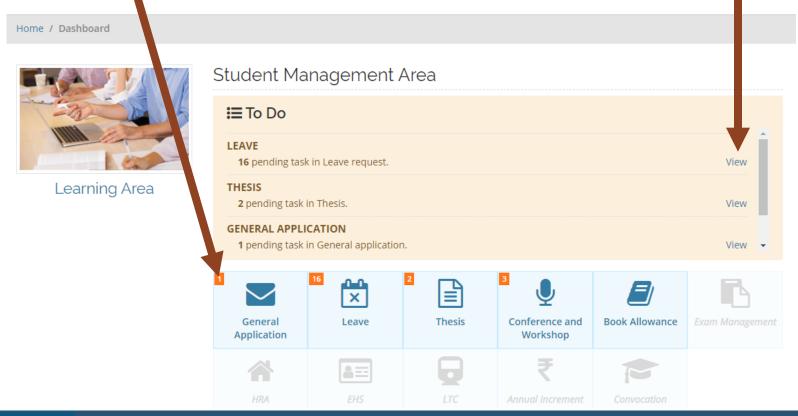
Enter the username/email address and password to access userspecific content. If you have forgotten your password, click on Forgot
your username or password link on this page





User Dashboard

After Login, the USER will land on the Home Page showing all the modules available in SMS (Student Management System). This page also shows all the pending tasks for this USER. The USER can take action on any of the tasks by clicking on the VIEW button. The number on top of each icon shows the number of pending tasks in that module.





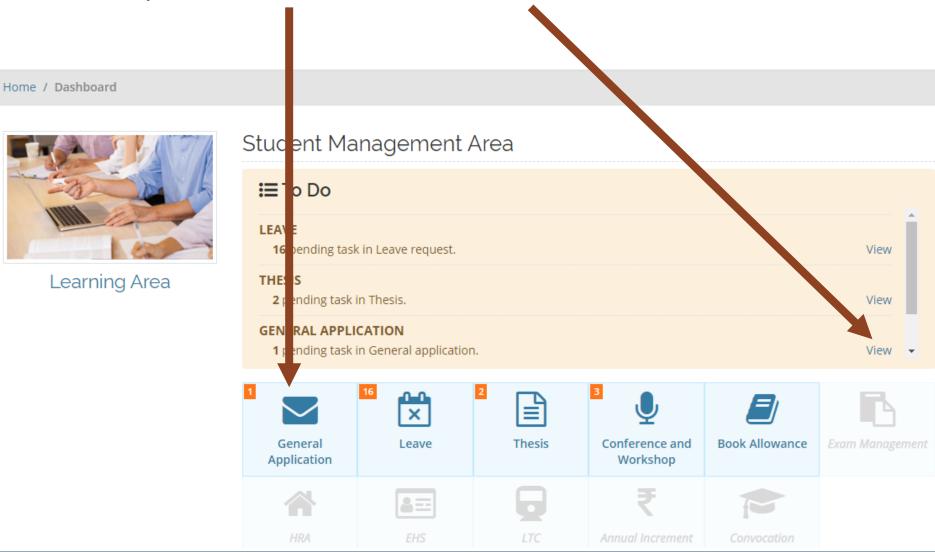
General Application & Certificate

This module manages requests for various documents/certificates from students. This includes NOCs, Provisional Degree Certificate, Migration Certificate, Experience Certificate, Bonafide Certificate etc.

The student first sends the request to the concerned HOD. Requests are received in this module only with the comments of the Teacher-in-charge or HOD.

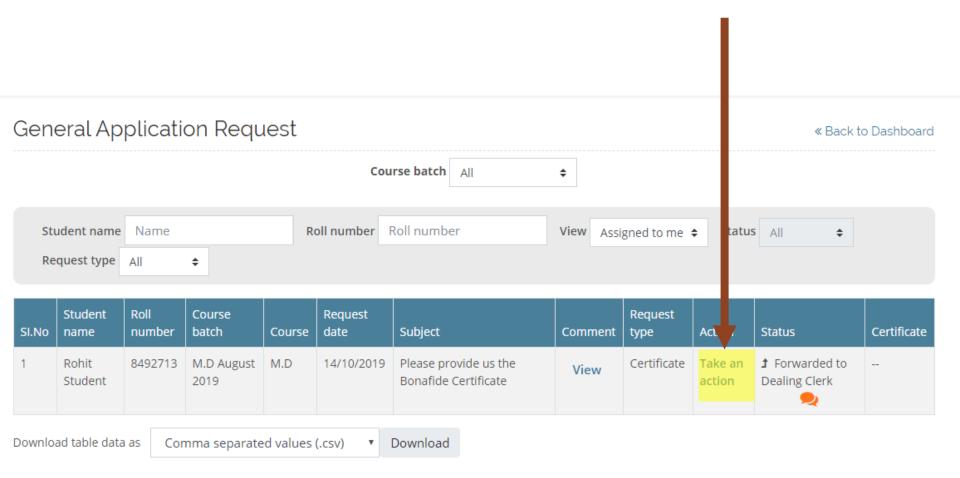


Click on **General Application** or **View** to access the pending tasks or past tasks in this module.



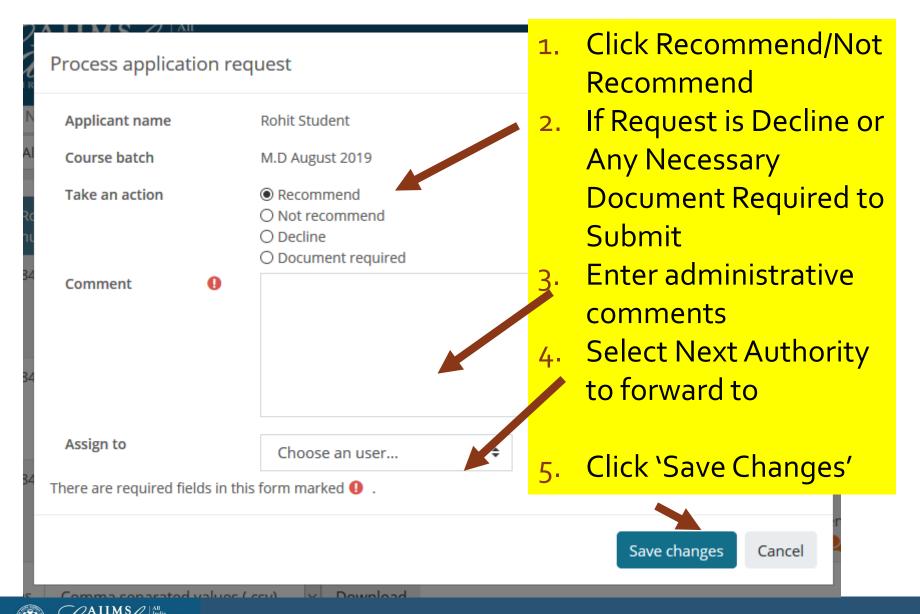


The USER can initiate action on all tasks by clicking on the Take an action link.

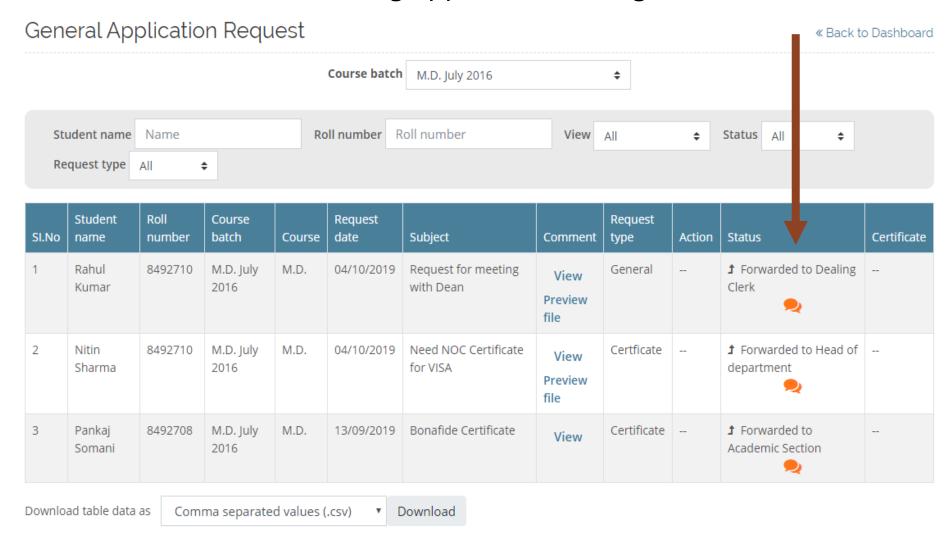




To forward the request to the next higher authority with comments:

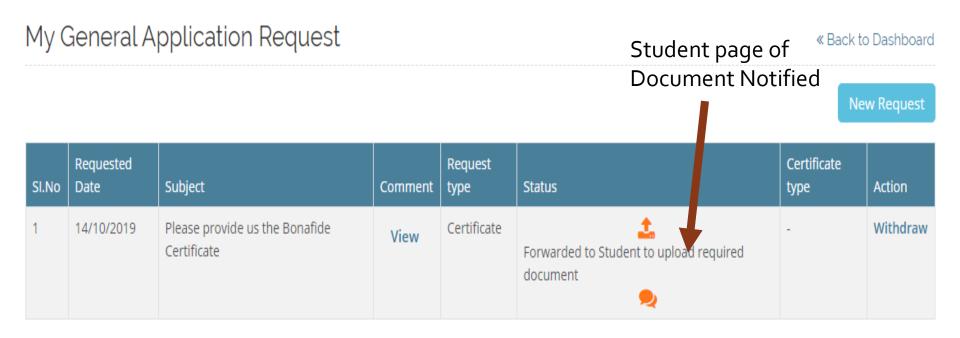


The list of all requests and their current status will be visible. The USER can also search among applications using various fields.





If Document is Required to Submit, Student get a Notification on their General Application Dashboard Page





Certificate Take an P Forwarded

Character certificate

Leave request & Encashment

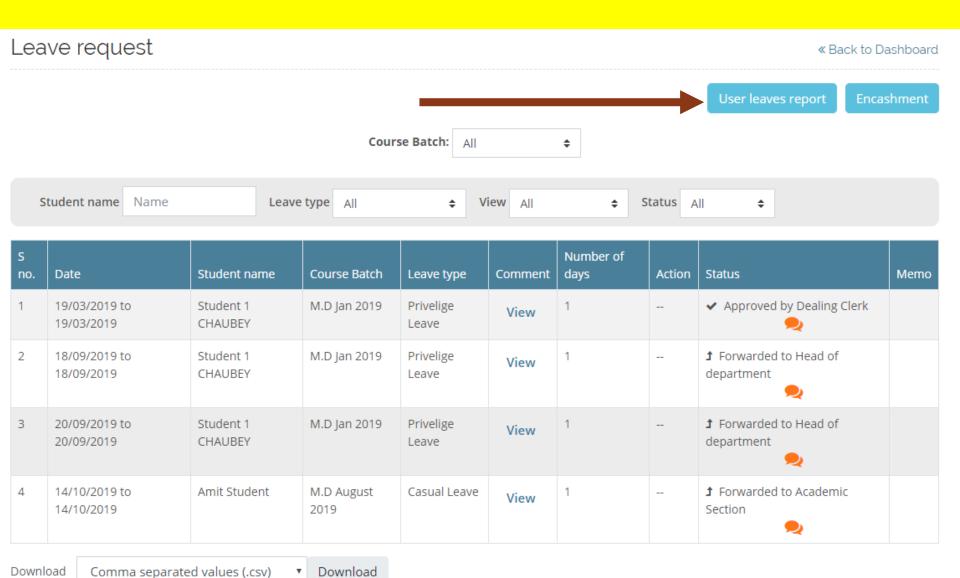
This module manages leave requests from students. It also keeps a record of all types of leaves taken.

The student first sends the request to the concerned HOD. Requests are received in this module only with the comments of the Teacher-in-charge or HOD.

The remaining process is the same as previously described for General Application & Certificate

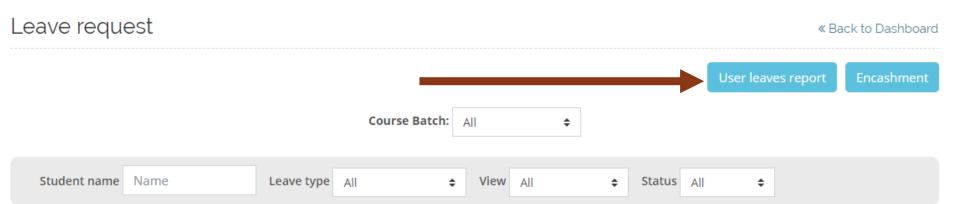


User can type the name of Student to check the previous request record and their status





User can Click on user Leave Report to view all leave Record of the Student



S no.	Date	Student name	Course Batch	Leave type	Comment	Number of days	Action	Status	Memo
1	19/03/2019 to 19/03/2019	Student 1 CHAUBEY	M.D Jan 2019	Privelige Leave	View	1		✓ Approved by Dealing Clerk	
2	18/09/2019 to 18/09/2019	Student 1 CHAUBEY	M.D Jan 2019	Privelige Leave	View	1		♪ Forwarded to Head of department	
3	20/09/2019 to 20/09/2019	Student 1 CHAUBEY	M.D Jan 2019	Privelige Leave	View	1		♪ Forwarded to Head of department	
4	14/10/2019 to 14/10/2019	Amit Student	M.D August 2019	Casual Leave	View	1		♪ Forwarded to Academic Section	

Download Comma separated values (.csv) ▼ Download



User can filter the information based on Course/Student name/Roll Number and then click Action View Details to see all leave details

User leaves report

« Back to Leave Request

Course Batch All \$

Student name Name

Roll number Roll number

S no.	Name	Roll number	Course Batch	Joining date	Action
1	Student 1 CHAUBEY		M.D Jan 2019	01/02/2019	View Details
2	Gautam3OCt JAGADEEP		M.D Jan 2019	02/09/2019	View Details
3	Pankaj 3oct Student		M.D Jan 2019	03/09/2019	View Details
4	amit3oct FRANCIS		M.D Jan 2019	04/09/2019	View Details
5	pankaj4oct Student 1	3242	M.D August 2019	04/09/2019	View Details
6	Amit Student	3256	M.D August 2019	11/09/2019	View Details
7	gautam Student 5	38874	M.D August 2019	05/09/2019	View Details
8	Rohit Student	3265	M.D August 2019	10/09/2019	View Details

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Student Leave Details

User leaves report: Amit Student

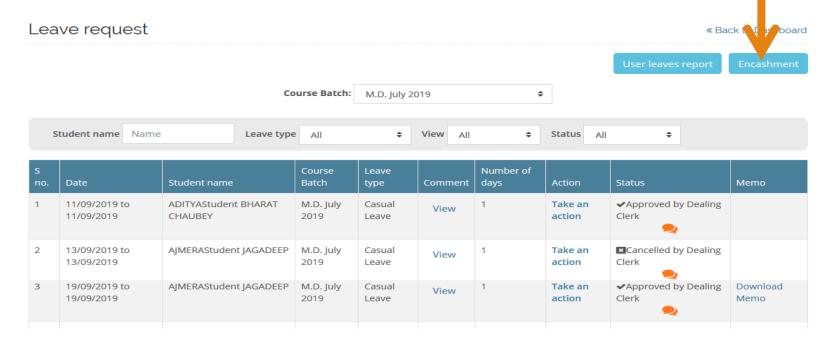
« Back to Batch User Leaves

View special leave report

		Year1			Year2				Year3			
	Assign Leave	Leave Balance	Deduct for Workshop	EOL	Assign Leave	Leave Balance	Deduct for Workshop	EOL	Assign Leave	Leave Balance	Deduct for Workshop	EOL
PL	10	10	0	0	10	10	0	0	10	10	0	0
CL	6	5	0	0	10	10	0	0	10	10	0	0
ML	8	8	0	0	10	10	0	0	10	10	0	0

Leave Encashment

Requests for Leave Encashment can be accessed by clicking "Encashment" tab on Leave request page.



The remaining process for Leave Encashment is the same as previously described for General Application & Certificate



Thesis Management

This module manages Protocol and Thesis submissions from students. It also send automatic reminders to them for submissions.

The student first sends the request to the concerned HOD. Requests are received in this module only with the comments of the Teacher-in-charge or HOD.

The remaining process is the same as previously described for General Application & Certificate



Conference & Workshop

This module manages requests for attending conferences and workshops from students. It also keeps a record of previous applications and leaves used.

The student first sends the request to the concerned HOD. Requests are received in this module only with the comments of the Teacher-in-charge or HOD.

The remaining process is the same as previously described for **General Application & Certificate**



Book Allowance

This module manages requests for Book Allowance from students. It also keeps a record of previous applications.

The student first sends the request to the concerned HOD. Requests are received in this module only with the comments of the Teacher-in-charge or HOD.

The remaining process is the same as previously described for General Application & Certificate



Thank You

