USER MANUAL

CHIEF OF CENTRE/HOD/TEACHER IN-CHARGE

HTTPS://SARAL.AIIMS.EDU/

Table of Content

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 user-specific 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.

Home / Dashboard

Learning Area

Student Management Area

☰ To Do

LEAVE
16 pending task in Leave request.   View

THESIS
2 pending task in Thesis.   View

GENERAL APPLICATION
1 pending task in General application.   View

1 General Application	16 Leave	2 Thesis	3 Conference and Workshop	Book Allowance	Exam Management
HRA	EHS	LTC	Annual Increment	Convocation	

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.

Home / Dashboard

Student Management Area

To Do

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

General Application Request

Course batch [All ▾]

| Student name | [Name] | Roll number | [Roll number] | View | [Assigned to me ▾] | tatus | [All ▾] |
| Request type | [All ▾] | | | | | | |

Sl.No	Student name	Roll number	Course batch	Course	Request date	Subject	Comment	Request type	Act...	Status	Certificate
1	Rohit Student	8492713	M.D August 2019	M.D	14/10/2019	Please provide us the Bonafide Certificate	View	Certificate	Take an action	⬆ Forwarded to Dealing Clerk 💬	--

Download table data as [Comma separated values (.csv) ▾] [Download]

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

Process application request

Applicant name	Rohit Student
Course batch	M.D August 2019
Take an action	⦿ Recommend ○ Not recommend ○ Decline ○ Document required
Comment ❗	
Assign to	Choose an user...

There are required fields in this form marked ❗ .

Save changes   Cancel

1. Click Recommend/Not Recommend
2. If Request is Decline or Any Necessary Document Required to Submit
3. Enter administrative comments
4. Select Next Authority to forward to
5. Click 'Save Changes'

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

General Application Request

« Back to Dashboard

Course batch M.D. July 2016 ⇕

Student name [Name] **Roll number** [Roll number] **View** All ⇕ **Status** All ⇕
Request type All ⇕

SI.No	Student name	Roll number	Course batch	Course	Request date	Subject	Comment	Request type	Action	Status	Certificate
1	Rahul Kumar	8492710	M.D. July 2016	M.D.	04/10/2019	Request for meeting with Dean	View Preview file	General	--	⬆ Forwarded to Dealing Clerk 💬	--
2	Nitin Sharma	8492710	M.D. July 2016	M.D.	04/10/2019	Need NOC Certificate for VISA	View Preview file	Certficate	--	⬆ Forwarded to Head of department 💬	--
3	Pankaj Somani	8492708	M.D. July 2016	M.D.	13/09/2019	Bonafide Certificate	View	Certificate	--	⬆ Forwarded to Academic Section 💬	--

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

My General Application Request

« Back to Dashboard

Student page of Document Notified

New Request

SI.No	Requested Date	Subject	Comment	Request type	Status	Certificate type	Action
1	14/10/2019	Please provide us the Bonafide Certificate	View	Certificate	Forwarded to Student to upload required document	-	Withdraw

Application request history

×

Student name: Rohit Student

Student (Rohit Student) **has uploaded the document and requested** *Student (Head of departm...* *same*

- 📕 *MBBS-schedule=pdf.pdf*

On 15 October 2019, 10:58 AM

Head of department (Head of department Approver) **has requested to Rohit Student to upload a required document for** *Certificate Application On 15 October 2019, 10:57 AM*

Please submit the document

Student (Rohit Student) **has requested** *Certificate Application On 15 October 2019, 10:53 AM*

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

Leave request

User leaves report   Encashment

Course Batch: All

| Student name | Name | Leave type | All | View | All | Status | All |

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 💬	

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

Leave request

User leaves report   **Encashment**

Course Batch: All ▲▼

Student name	Name	Leave type	All ▲▼	View	All ▲▼	Status	All ▲▼

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

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User can filter the information based on Course/Student name/Roll Number and then click Action <u>View Details</u> 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

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.

Leave request

« Back to Dashboard

User leaves report | Encashment

Course Batch: M.D. July 2019

| Student name | Name | Leave type | All | View | All | Status | All |

S no.	Date	Student name	Course Batch	Leave type	Comment	Number of days	Action	Status	Memo
1	11/09/2019 to 11/09/2019	ADITYAStudent BHARAT CHAUBEY	M.D. July 2019	Casual Leave	View	1	Take an action	✔Approved by Dealing Clerk	
2	13/09/2019 to 13/09/2019	AJMERAStudent JAGADEEP	M.D. July 2019	Casual Leave	View	1	Take an action	☒Cancelled by Dealing Clerk	
3	19/09/2019 to 19/09/2019	AJMERAStudent JAGADEEP	M.D. July 2019	Casual Leave	View	1	Take an action	✔Approved by Dealing Clerk	Download Memo

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