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USER MANUAL FOR GENERAL APPLICATION  
FOR STUDENT

[HTTPS://SARAL.AIIMS.EDU/](https://saral.aiims.edu/)

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- General Application
- Leave Management
- Thesis Management
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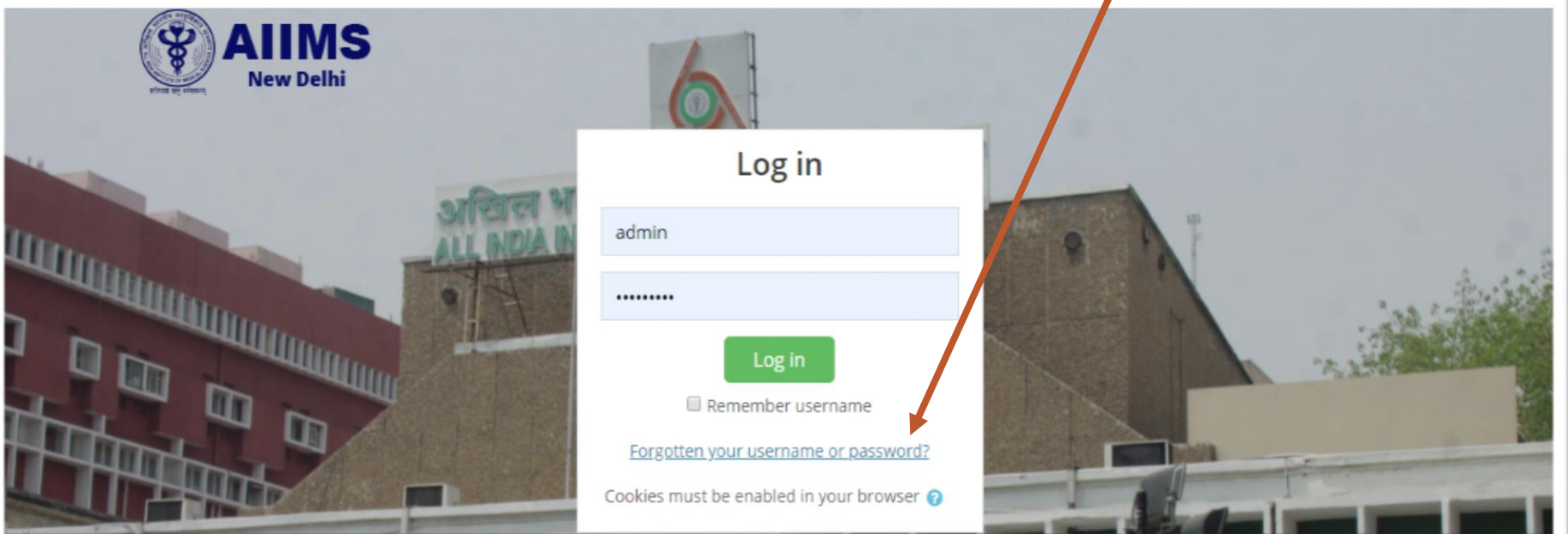
# Home Page/Login Page

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

The screenshot shows the AIIMS Saral website interface. At the top, there is a dark blue header with the AIIMS Saral logo on the left, which includes the text "All India Institute of Medical Sciences New Delhi" and "Student Advanced Resources And Learning Platform". To the right of the logo, there is a navigation menu with links: "Home", "AIIMS Home", "Courses at AIIMS", "Academic Section", "Exam Section", "SET Facility", and "Help Desk". Further right, there is a "Click here to login" link with a red arrow pointing to it, and a "Log in" button with a lock icon. Below the header is a large banner image of a group of people in formal attire, with the text "All India Institute of Medical Sciences, New Delhi" and "1st MBBS Batch, All India Institute of Medical Sciences, New Delhi" overlaid. Below the banner, there are two main content areas. On the left, there is a section titled "UPCOMING EVENTS" with a calendar icon, containing the text "There are no upcoming events" and "Go to calendar...". On the right, there is a green button labeled "Teaching Schedule". Below this, there are two buttons: "AIIMS Home" with a house icon and "Courses at AIIMS" with a document icon.

# Login Page

Enter the username/email address and password to access user-specific content. If you have forgotten your password, click on the link on this page



## Contact Us

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# General Application & Certificate Request








General Application (to be used for most requests to the Registrar/  
Academic Section except for leaves)

After login, click General Application



Learning Area

M.D August 2017



|  |  |   |  |   |
|--|--|---|--|---|
| <br>General Application | <br>Leave | <br>Thesis | <br>Conference and Workshop | <br>Book Allowance |
|--|--|---|--|---|

This will open the dashboard displaying already filed applications and the stage of their processing/ approval/ rejection

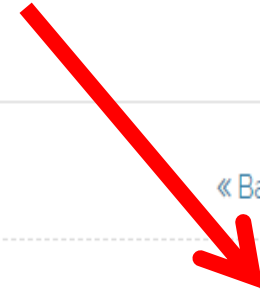
## My General Application Request

[« Back to Dashboard](#)

[New Request](#)

| Sl.No | Requested Date | Subject        | Comment              | Request type | Status   | Certificate type | Action |
|-------|----------------|----------------|----------------------|--------------|--|------------------|--------|
| 1     | 12/09/2019     | SASA           | <a href="#">View</a> | Certificate  | ✓ Approved by Dealing Clerk<br>   | -                | -      |
| 2     | 12/09/2019     | RE certificate | <a href="#">View</a> | Certificate  | ✓ Approved by Dealing Clerk<br> | -                | -      |



To create a new application, click on New request



## My General Application Request

[« Back to Dashboard](#)

New Request

| Sl.No | Requested Date | Subject        | Comment              | Request type | Status   | Certificate type | Action |
|-------|----------------|----------------|----------------------|--------------|--|------------------|--------|
| 1     | 12/09/2019     | SASA           | <a href="#">View</a> | Certificate  | ✓ Approved by Dealing Clerk<br>   | -                | -      |
| 2     | 12/09/2019     | RE certificate | <a href="#">View</a> | Certificate  | ✓ Approved by Dealing Clerk<br> | -                | -      |



Enter the information in the form and Upload the Document related to Request for Verification and submit. The application will then appear on the dashboard.

## New Request

[« Back to My Gen](#)

**General:** for request purpose (eg. Meeting, Short leave) **Certificate:** for request any certificate (eg. Bonafide, No Dues, NOC)

Select request type

GENERAL

Subject



Comment



Upload file

Maximum size for new files: 2MB



Files

You can drag and drop files here to add them.

Accepted file types:

Image (JPEG) .jpeg .jpg

Image (PNG) .png

PDF document .pdf

Text file .txt

Word 2007 document .docx

Assign to



Choose an user...

Apply

Cancel

- **Request type:**

- General Application or a Certificate

- **Subject of application:**

- **Comment:**

- This is where the text of application is to be entered

- **Upload the File if any**

- **Assign to:**

- Select whom you wish the send application to

There are required fields in this form marked .

# Leave Management

# Leave Application






After login, click the Leave icon



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M.D August 2017



|  |  |   |  |   |
|--|--|---|--|---|
| <br>General Application | <br>Leave | <br>Thesis | <br>Conference and Workshop | <br>Book Allowance |
|--|--|---|--|---|

The leave dashboard displays the status of existing applications as well as information on previous leaves availed and leaves available for encashment (where applicable). The types of leaves displayed vary depending on the academic program.

## My leave request

[« Back to Dashboard](#)

Apply leave

My leave usage report

My leave encashment

Casual Leave: 4    Privilege Leave: 2    Medical/Half Pay Leave: 5    Maternity Leave: 1 Request left

Leave type ALL

Status All

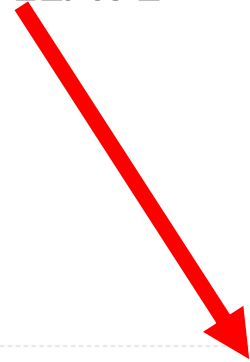
| Date                     | Leave type | Number of days | Comment              | Status   | Action                   |
|--------------------------|------------|----------------|----------------------|--|--------------------------|
| 13/09/2019 to 13/09/2019 | CL         | 1              | <a href="#">View</a> | ↑ Forwarded to Associate Dean<br>    | <a href="#">Withdraw</a> |
| 25/09/2019 to 27/09/2019 | PL         | 3              | <a href="#">View</a> | ↑ Forwarded to Academic Section<br> | <a href="#">Withdraw</a> |

Download table data as

Comma separated values (.csv)

Download

To apply for leave, click on “APPLY LEAVE”



## My leave request

[« Back to Dashboard](#)

Apply leave

My leave usage report

My leave encashment

Casual Leave: 4    Privilege Leave: 5    Medical/Half Pay Leave: 5    Maternity Leave: 1 Request left

Leave type

ALL

Status

All

| Date                     | Leave type | Number of days | Status  | Comment | Action |
|--------------------------|------------|----------------|---------|---------|--------|
| 11/09/2019 to 11/09/2019 | CL         | 1              | Pending | View    | Cancel |

Download table data as

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Download

Fill in the relevant details in the form. After submission, the details will appear on the dashboard. And Upload the document related to request

## Apply leave

Select leave types

• **Select Leave Type**

Leave Balance

4

From Date

! 10 ▾ October ▾ 2019 ▾ 📅

• **Select the Date**

To Date

! 10 ▾ October ▾ 2019 ▾ 📅

• **Comment:**

Comment

!

Enter your application text

Upload Document

Maximum size for new files: 2MB, maximum attachments: 1

You can drag and drop files here to add them

• **Upload the Document if Required**

• **Assign to Authority for submission of Leave Request**

Assign to

! Choose an user... ▾

• **Apply :To submit**

There are required fields in this form marked !.

# On My Leave Request student can see the Pending Request Status with History

Application request history


**Student name:** ALDREDStudent FRANCIS

*Head of department (Head of department Approver) has recommended* Leave request On 9 October 2019, 4:51 PM

*Student (ALDREDStudent FRANCIS) has requested* Leave request On 11 September 2019, 3:01 PM

| Date                     | Privilege Leave: 2 | Medical/Half Pay Leave: 5 | Maternity Leave: 1 Request left | view                            |          |
|--------------------------|--------------------|---------------------------|---------------------------------|---------------------------------|----------|
| 25/09/2019 to 27/09/2019 | PL                 | 3                         | View                            | ↑ Forwarded to Academic Section | Withdraw |

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# Student can see all Leave Entitle as per the rule

My leave request

[« Back to Dashboard](#)

Apply leave

My leave usage report

My leave encashment

Casual Leave: 4    Privilege Leave: 5    Medical/Half Pay Leave: 5    Maternity Leave: 1 Request left

Leave type

ALL

Status

All

| Date                     | Leave type | Number of days | Status  | Comment | Action |
|--------------------------|------------|----------------|---------|---------|--------|
| 11/09/2019 to 11/09/2019 | CL         | 1              | Pending | View    | Cancel |

Download table data as

Comma separated values (.csv)

Download



# Student Leave Report

User leaves report: Rohit Student

[« Back to My Request](#)

[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            | 6             | 0                   | 0   | 10           | 10            | 0                   | 0   | 10           | 10            | 0                   | 0   |
| ML | 8            | 8             | 0                   | 0   | 10           | 10            | 0                   | 0   | 10           | 10            | 0                   | 0   |

# How to apply for leave encashment after the end of tenure of course

# Login to the system, enter the 'Leave' module and click on "My leave encashment"

My leave request

[« Back to Dashboard](#)

Apply leave

My leave usage report

My leave encashment

Casual Leave: 4    Privilege Leave: 5    Medical/Half Pay Leave: 5    Maternity Leave: 1 Request left

Leave type

ALL



Status

All



| Date                     | Leave type | Number of days | Status  | Comment | Action |
|--------------------------|------------|----------------|---------|---------|--------|
| 11/09/2019 to 11/09/2019 | CL         | 1              | Pending | View    | Cancel |

Download table data as

Comma separated values (.csv)

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Leave available for encashment will be displayed. Click on 'Encashment Request'.

## Encashment Report

[« Back to Leave Request](#)

Course Batch

| User details |                   |             |              | Year 1          | Year 2          | Year 3          | Total | Status | Action                             |
|--------------|-------------------|-------------|--------------|-----------------|-----------------|-----------------|-------|--------|------------------------------------|
| S no.        | Student name      | Roll number | Joining date | Privilege Leave | Privilege Leave | Privilege Leave |       |        |                                    |
| 1            | Student 1 CHAUBEY | 8492708     | 01/08/2016   | 10              | 10              | 10              | 30    |        | <a href="#">Encashment Request</a> |

# Fill the information and apply

## Encashment Request

[« Back to Encashment Report](#)

User Fullname Student 1 CHAUBEY

Batch Name M.D. July 2016

Total Encashed Leaves 30

Comment



Assign to




Choose an user...



Save

Cancel

- **Comment:**
  - This is where the text of application is to be entered
- **Assign to:**
  - Select whom you wish to the send application to

There are required fields in this form marked  .

# Thesis Management

# Thesis Management






After login click on 'Thesis' to enter this module for protocol and final thesis submission



Learning Area

M.D August 2017



|  |  |   |  |   |
|--|--|---|--|---|
| <br>General Application | <br>Leave | <br>Thesis | <br>Conference and Workshop | <br>Book Allowance |
|--|--|---|--|---|

The dashboard display the status of protocol or thesis submission. If the submission due-date has not expired, the student can either upload the soft-copy of protocol/thesis or create a request for offline/physical submission.

If the submission date is over, submissions cannot be done and the student will have to apply for extension (if eligible) through the general application module. Submission will be possible only if the extension has been approved and the submission due date changed by the Academic Section.

## Thesis submissions

[« Back to Dashboard](#)

**Course batch:** Doctors of medicine (D.M.) Jan 2017

| Student name | Roll number | Course batch                        | Joining date | Protocol 1 | Guides   | Extended date | Upload protocol 1     | Status | Thesis 1   | Extended date | Upload Thesis 1       | Status | Print memo |
|--------------|-------------|-------------------------------------|--------------|------------|----------|---------------|-----------------------|--------|------------|---------------|-----------------------|--------|------------|
| AMIR garwal  | roll4832    | Doctors of medicine (D.M.) Jan 2017 | 9/01/2017    | 9/01/2022  | No guide | --            | <b>Upload/Request</b> | --     | 13/01/2017 | --            | <b>Upload/Request</b> | --     | --         |



## Request for submission

**Student name** AAMIR Agarwal

**Course batch** Doctors of medicine (D.M.) Jan 2017

**Submission area** Thesis 1

**Submission request mode**  
 Submit with file  Submitted hard copy

### File submissions for thesis1

Maximum size for new files: 512MB

Files

You can drag and drop files here to add them.

Accepted file types:

Document files .doc .docx .epub .gdoc .odt .ott .rtf  
Word document .doc

### Assign to

Choose an user...

Save changes

Cancel

- **Submission request mode:**

- Select whether a soft copy is being uploaded or a physical copy will be submitted
- Upload a file if Submit with File Select,

- **Assign to:**

- Select whom you wish to the send application to. This will usually be the Guide/HoD.

- **Save Changes**

# Conference & Workshop

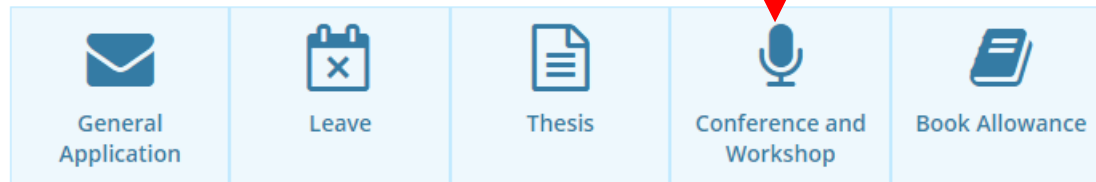
# Conference & Workshop

After login click on 'Conference & Workshop' to enter this module for apply for conference and workshop details



Learning Area

M.D August 2017



Once click on Conference & Workshop Student will see the Dashboard where he can see all the Request of conference Applied and their status

## My Conference & Workshop Request

[« Back to Dashboard](#)

[Apply Conference & Workshop](#)

Conference Type: 4

Conference type

All



| S.no. | Date                       | Conference & Workshop Type | Applied Days | Balance Days | Leave to deduct          | EOL | Comment              | Status                            | Action                   |
|-------|----------------------------|----------------------------|--------------|--------------|--------------------------|-----|----------------------|-----------------------------------|--------------------------|
| 1     | 16/Oct/2019 to 18/Oct/2019 | Conference Type            | 3            | 4            | Privelige Leave (0 days) | 0   | <a href="#">View</a> | ↑ Forwarded to Head of department | <a href="#">Withdraw</a> |

Download table data as

Comma separated values (.csv)



[Download](#)

# To apply for Conference Select

## My Conference & Workshop Request

[« Back to Dashboard](#)

[Apply Conference & Workshop](#)

Conference Type: 4

Conference type

| S.no. | Date                       | Conference & Workshop Type | Applied Days | Balance Days | Leave to deduct          | EOL | Comment              | Status  | Action                   |
|-------|----------------------------|----------------------------|--------------|--------------|--------------------------|-----|----------------------|---|--------------------------|
| 1     | 16/Oct/2019 to 18/Oct/2019 | Conference Type            | 3            | 4            | Privilige Leave (0 days) | 0   | <a href="#">View</a> | ↑ Forwarded to Head of department  | <a href="#">Withdraw</a> |

Download table data as  [Download](#)

# Fill the information

## Apply Conference & Workshop

[« Back to My Conference & Workshop request](#)

Select Conference & Workshop type

Balance Days

7

Date From

Date To

Comment



Upload Document

Maximum size

Files

You can drag and drop files here to upload

Assign to



Save

Cancel

- Select Conference & Workshop Type
- Date From & To
- Comment
- Upload the Relevant Document
- Assign to

There are required fields in this form marked .

# After Save the request Student can the request status and see the History of request

## My Conference & Workshop Request

[« Back to Dashboard](#)

Apply Conference & Workshop

Conference Type: 4

Conference type

| S.no. | Date                       | Conference & Workshop Type | Applied Days | Balance Days | Leave to deduct          | EOL | Comment              | Status   | Action                   |
|-------|----------------------------|----------------------------|--------------|--------------|--------------------------|-----|----------------------|--|--------------------------|
| 1     | 16/Oct/2019 to 18/Oct/2019 | Conference Type            | 3            | 4            | Privelige Leave (0 days) | 0   | <a href="#">View</a> | ↑ Forwarded to Head of department  | <a href="#">Withdraw</a> |

Download table data as  [Download](#)

# Book Allowance



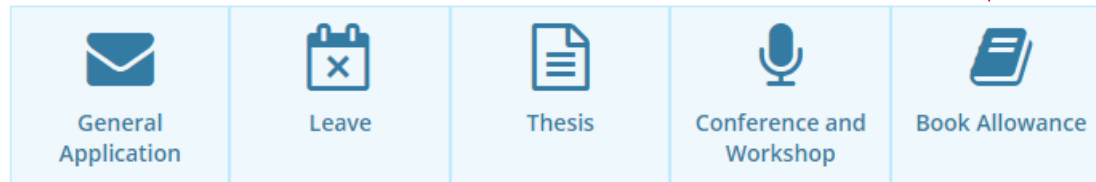
# Book Allowance

Residents are entitled for Book Allowance per completed year of their course/service tenure and they can apply for book allowance every completed year or at the end of tenure.



Learning Area

M.D August 2017



# To Apply Select “ Request”

## My Book Allowance Request

[« Back to dashboard](#)

Roll No. 8492710

Date of joining 29-Jul-2017

| S.no | Allowance year | Request                 | Comment | Requested date | Status | Action |
|------|----------------|-------------------------|---------|----------------|--------|--------|
| 1    | 2017           | <a href="#">Request</a> | -       | -              | --     |        |
| 2    | 2018           | <a href="#">Request</a> | -       | -              | --     |        |
| 3    | 2019           | Not Eligible            | -       | -              | -      |        |
| 4    | 2020           | Not Eligible            | -       | -              | -      |        |

# Fill the information

Apply allowance for - M.D August 2017

[« Back to Book Allowance Request](#)

Allowance year

2017

Comment





HOD



Upload Document

Max

  
Files



You can drag and drop files here to add them.

- Comment
- Assign to HOD
- Upload the Document

Accepted file types:

- File .pdf
- Image (JPEG) .jpg
- Image (PNG) .png
- Text file .txt
- Word 2007 document .docx

There are required fields in this form marked  .


# Once the request is made Student can View the status and Check the History of the Request

## My Book Allowance Request

[« Back to dashboard](#)

Roll No. 8492710

Date of Joining 29-Jul-2017

| S.no | Allowance year | Request                 | Comment              | Requested date | Status   | Action                   |
|------|----------------|-------------------------|----------------------|----------------|--|--------------------------|
| 1    | 2017           | Applied                 | <a href="#">View</a> | 10-Oct-2019    | ↑ Forwarded to Head of department<br> | <a href="#">Withdraw</a> |
| 2    | 2018           | <a href="#">Request</a> | -                    | -              | --   |                          |
| 3    | 2019           | Not Eligible            | -                    | -              | -  |                          |
| 4    | 2020           | Not Eligible            | -                    | -              | -  |                          |

# Thank You