CAS ERP Document

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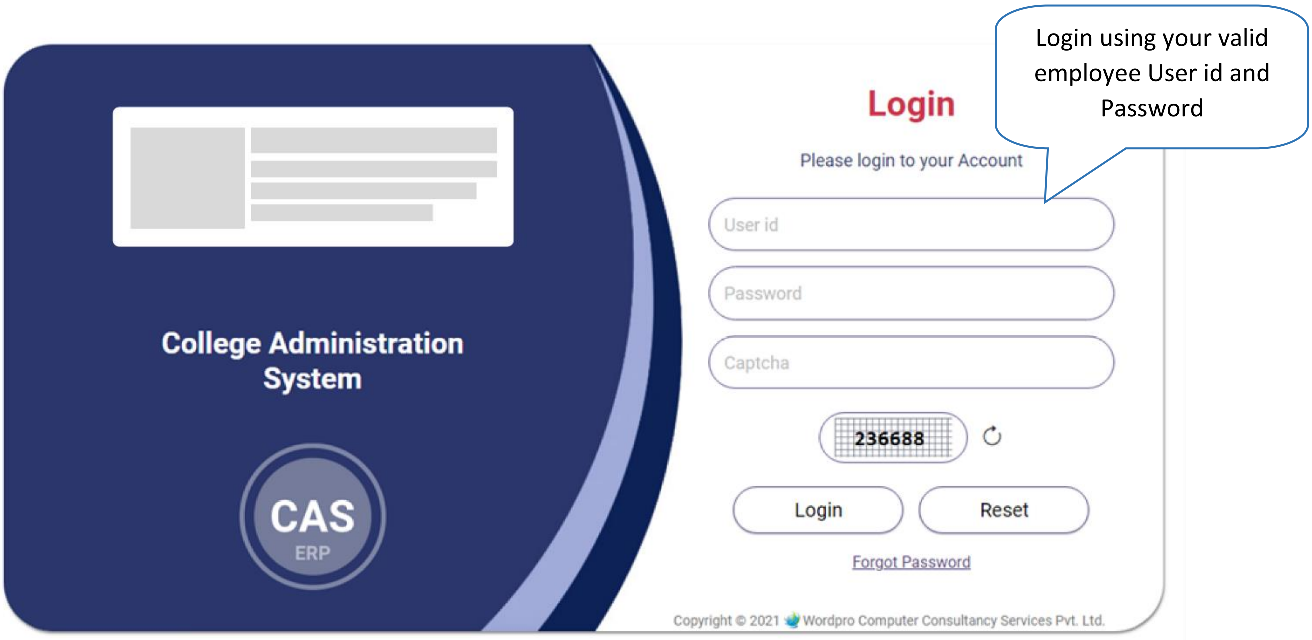
Log in to the Student Portal CASERP for New Users

The **first page** of the student portal is the **login page**. Existing users can log in using a valid user id and password.



First Time Users

By default **user id and password are same** for those students who have come to the site for the first time.

When a new user logs in using the **same password** as the user Id a pop up tab prompting **to "Change Password"** will open. The tab also mentions the new password policy. You need to go through it before setting a new password.

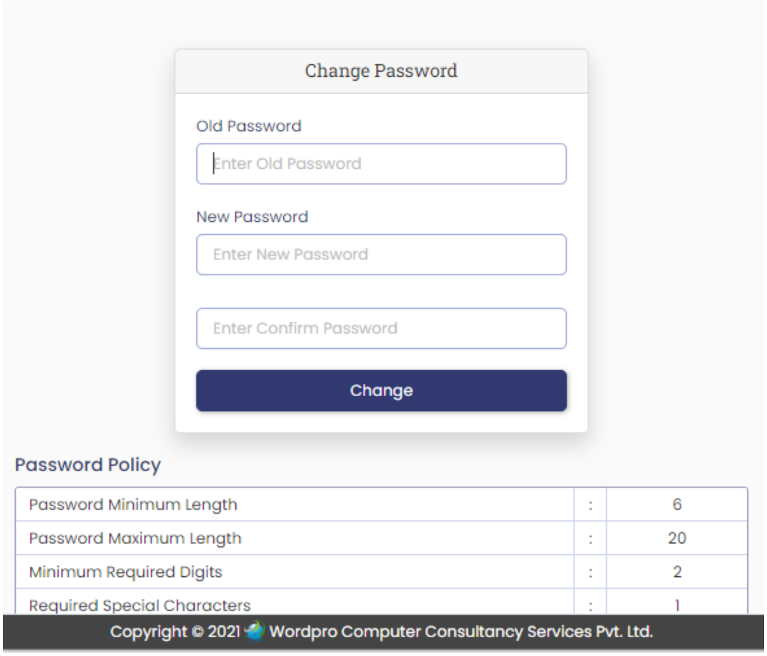
Password Policy

Password Minimum Length	:	6
Password Maximum Length	:	20
Minimum Required Digits	:	2
Required Special Characters	:	1
Allowable Special Characters	:	!@#$
Required lower case Characters	:	1

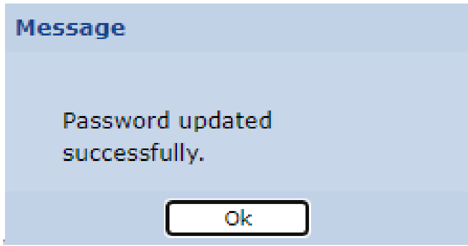
Notes

1. If the password is similar to User ID,then by default the system will ask user to set a new password.
2. If you have changed your password before 15 days or more, then by default the system will ask you to set new password.

Your **student id is your old password**. New password should be set as per the set password policy.



Upon **successful filling** in the details for **old and new password** you will see a pop up stating "Password updated successfully".

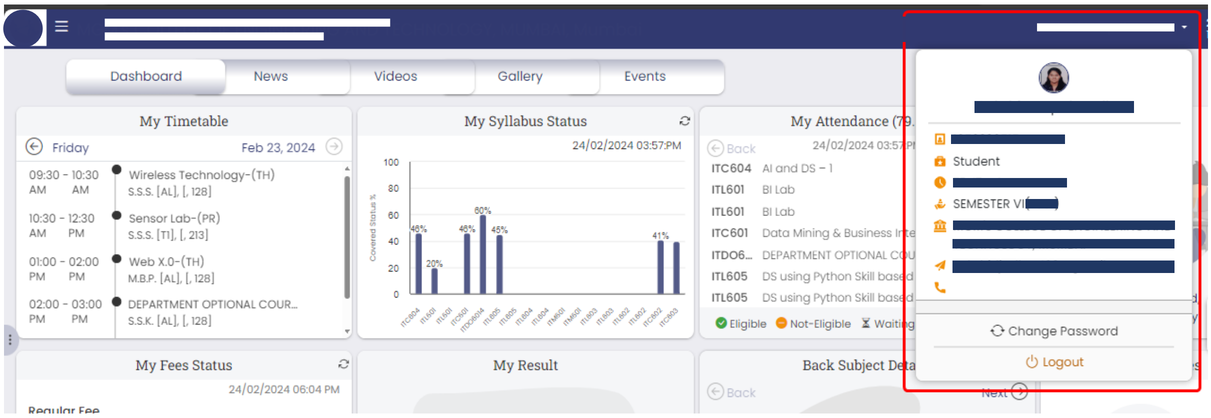


Understanding the Dashboard

On successful log in, student will be diverted to the **homepage** which is actually a **Dashboard** and gives a glimpse into all the important student related information.

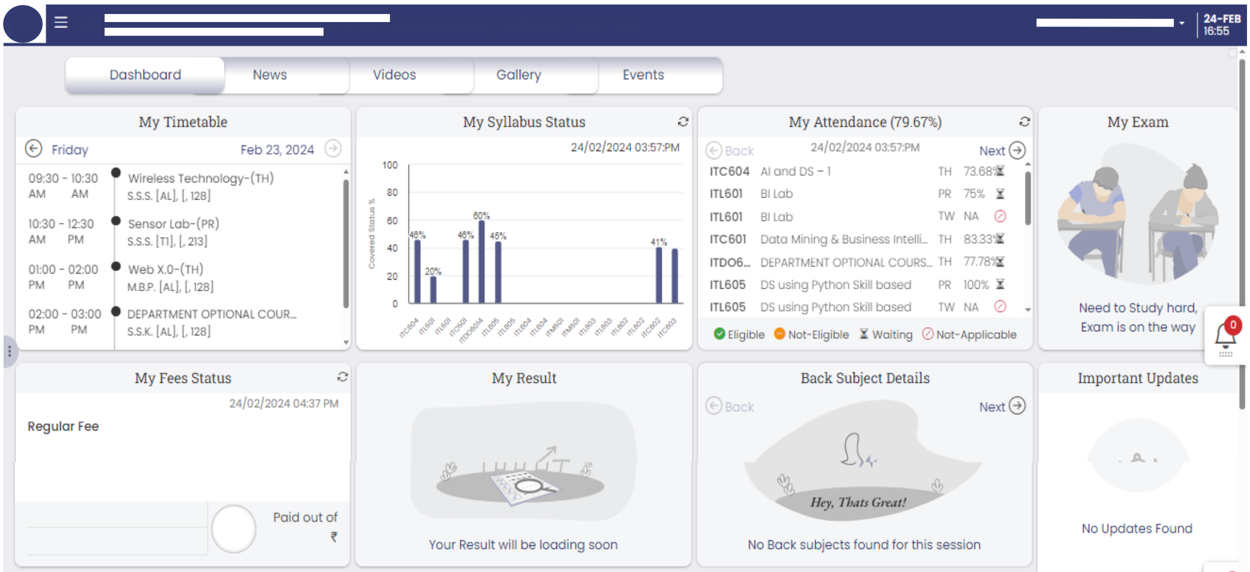
Student name followed by a drop down menu is seen at the **top of the page**. It shows student details like **Id Number, Designation, Course Code, Semester, College Name, Student Email Id and Mobile Number**.

It also shows options to **Change Password and Logout.**



Student Profile Details

Student related information can be classified into different groups and based on these groups the dashboard is divided in to 10 smaller parts namely:



My Timetable

Shows schedule of classes, including the times, locations, and subjects for each session, providing a structured overview of academic commitments throughout the week.

My Syllabus Status

It shows the percentage of completed syllabus for all the student related subjects for the current semester.

My Attendance (percent)

It shows student's subject specific attendance percentage as well as aggregate attendance percentage for the current semester.

My Exam

Details of any upcoming exam including syllabus, allotted marks, format, duration, and allowed materials etc is shown here.

My Fees Status

Student fees details typically include information about tuition costs, additional fees such as technology or activity fees, and any financial aid or scholarship opportunities available.

My Result

Shows subject wise grades achieved, along with any additional assessment scores or performance indicators.

Back Subject Details

Shows back subject (if any) wise details including the name of the subject along with any relevant deadlines or procedures for reattempting the subjects.

Important Updates

May include updates on changes to policies, procedures, or regulations, as well as announcements about new features, services, or events that may impact students.

Today's Quiz

It can have a quiz consisting of multiple-choice questions and short-answer prompts to assess student's knowledge and understanding of the subject matter.

Weekly Survey

Shows surveys designed to gather insights from students on various aspects.

For more details on these students can view the main menu and sub menus.

One of the most important parts of the Dashboard is the **Notification Bell**. It alerts users to new activities, messages, or events, facilitating real-time engagement and communication within the platform or application. Let us understand the working of the Notification Bell through an example.

Notification Bell – Working Explained

Purpose:

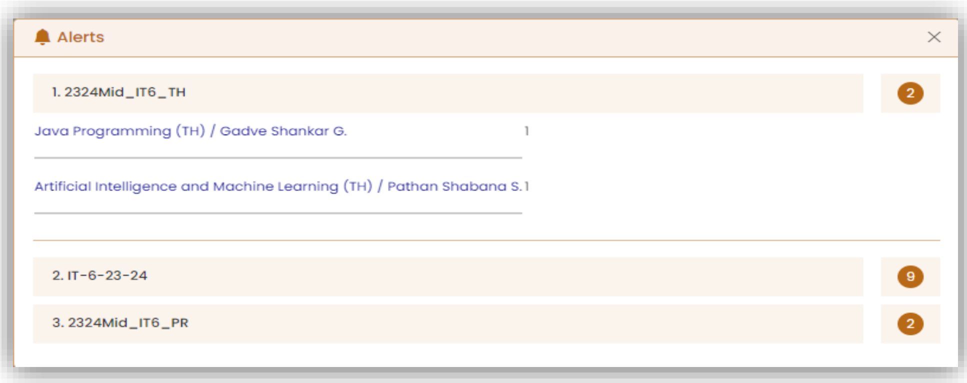
Real-time Updates for all the different activities going on in a college can be seen from the Notification Bell given in the right hand side centre of the Dashboard. Different types of notifications can be seen under different heads like Success, Info, Warning, Alert and Approval.

For example:-

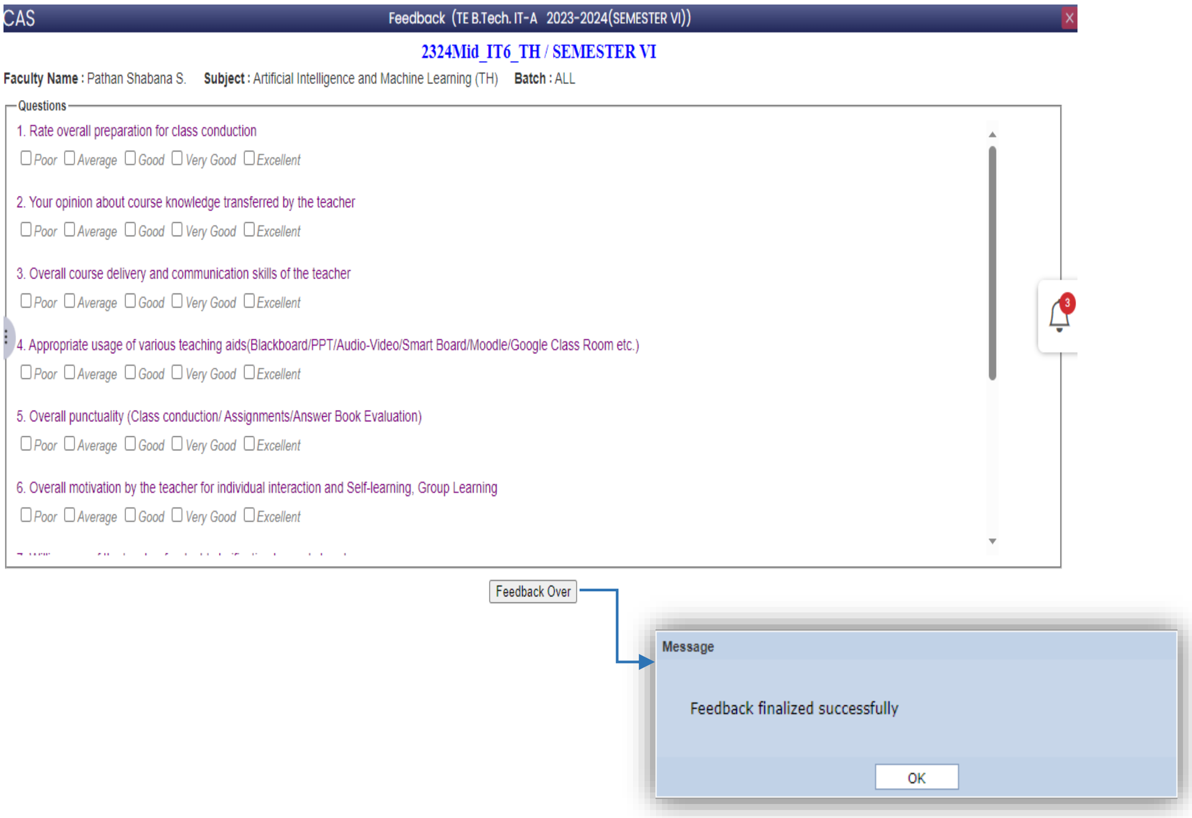
When a feedback request is fired from the system it shows as an alert in the Notification Bell. Here is a step by step process to access and fill in **the Feedback Forms**

Bell icon given in the right hand side centre of the Dashboard will show the **employee feedback form** as **Alerts**. Click on the Alerts and a pop up showing them opens.

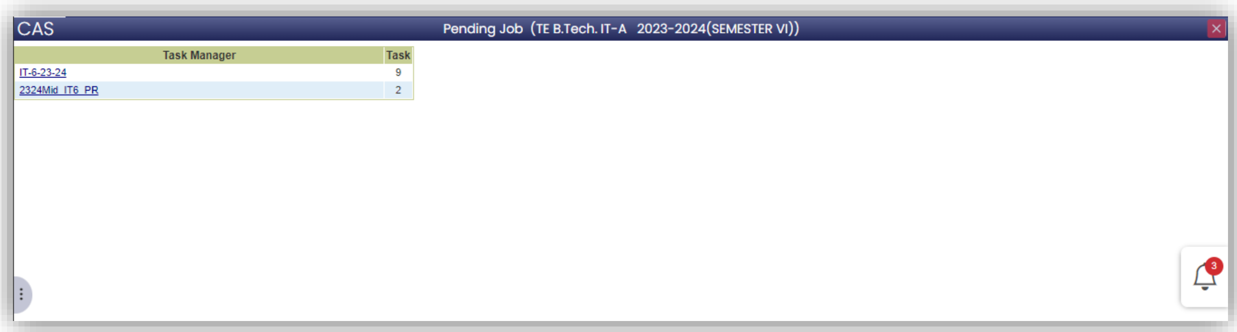
Click on the **link** and the **table** will further stretch to **show** the **feedback forms**. The form mentions the subject and professor name.



When you click on the form name, screen showing the **form will open**. Fill it up and click the **"Feedback Over"** button. It will show a pop up **"Feedback Finalized Successfully".**



Click Ok and a **Pending job page** as shown below will show. It is nothing but sort of dashboard showing your alerts. You can **either view your alerts from here or go to the Bell Icon**.

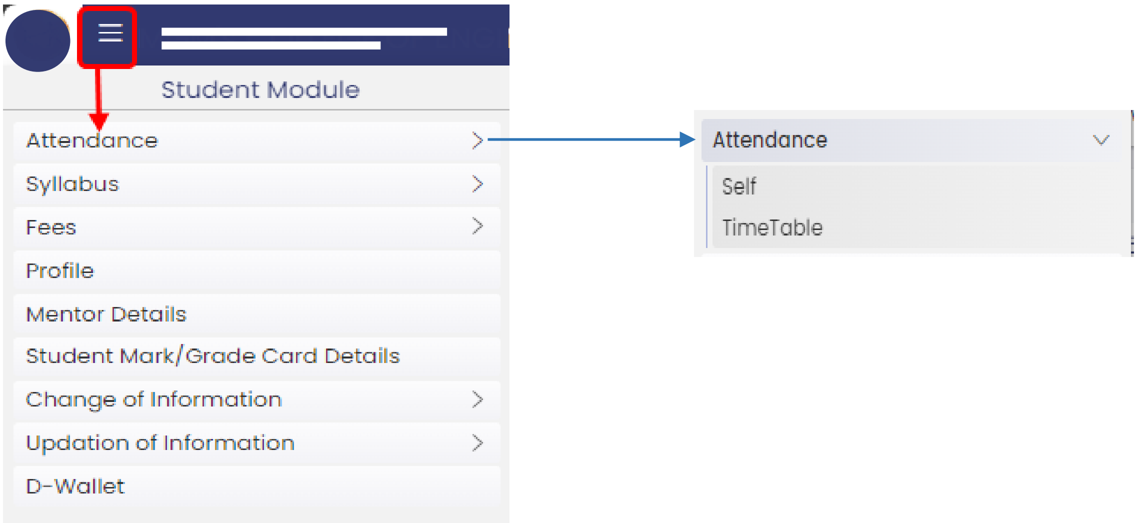


Purpose of the Attendance Tab

The attendance module allows students to check the **status of their attendance** based on the subject (applicable) and its type (theory or practical). The Time table tab shows the **weekly time table** mentioning the name of the subject, its type and classroom or hall number where it will be conducted.

How to Reach:

- ✓ Click on the **main menu**, the **first tab** you see is the attendance tab.
- ✓ Click on the attendance tab and a drop down showing the options for **Self attendance and timetable** will open.



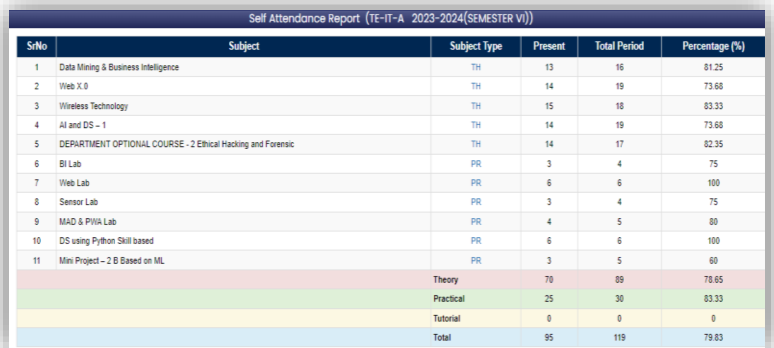
- ✓ **Self –** Shows students daily attendance
- ✓ **Timetable –** Shows weekly class schedule including the subject type and hall/room number.

Self Tab - Seeing the Self Attendance Report

The **"self tab"** from the attendance drop down menu shows student's self attendance report.

The self-attendance report typically displays **student's individual attendance record** as per the subject applicable and subject type (theory/practical). It also mentions the **class room or hall number** where the particular lecture will be conducted. It allows students to track their own attendance performance and identify areas for improvement or compliance with attendance requirements.

Student attendance is displayed through a **table** with columns for **Sr. No.**, **Subject** (Name), **Subject Type** (Theory or Practical), **Present** (Count for number of lectures attended), **Total Period** (Count for number of lecture conducted) and **Percentage** (Calculated based on the number of classes attended against the number of classes conducted).



Self Attendance Report (TE-IT-A 2023-2024(SEMESTER VI))

SrNo	Subject	Subject Type	Present	Total Period	Percentage (%)
1	Data Mining & Business Intelligence	TH	13	16	81.25
2	Web X.0	TH	14	19	73.68
3	Wireless Technology	TH	15	18	83.33
4	AI and DS – 1	TH	14	19	73.68
5	DEPARTMENT OPTIONAL COURSE - 2 Ethical Hacking and Forensic	TH	14	17	82.35
6	BI Lab	PR	3	4	75
7	Web Lab	PR	6	6	100
8	Sensor Lab	PR	3	4	75
9	MAD & PWA Lab	PR	4	5	80
10	DS using Python Skill based	PR	6	6	100
11	Mini Project – 2 B Based on ML	PR	3	5	60
		Theory	70	89	78.65
		Practical	25	30	83.33
		Tutorial	0	0	0
		Total	95	119	79.83

Click on **the attendance count** in the Subject Type column and a pop up showing **date wise student Self Attendance Report** for a particular subject related to the mentioned course and semester year will open.

Self Attendance Report (TE-IT-A 2023-2024(SEMESTER VI))

Day Wise Attendance of Data Mining & Business Intelligence(Theory)

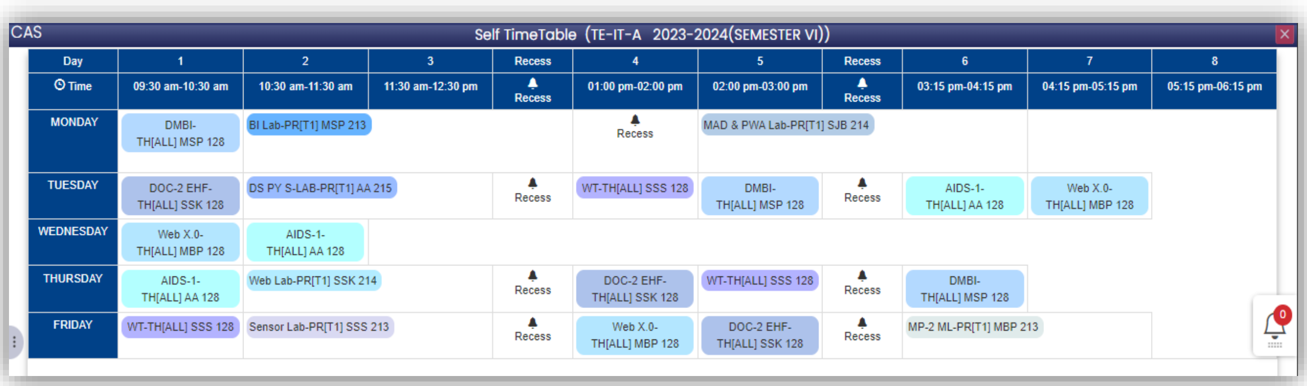
Sl. No	Date	Attendance Status	Period Type
1	08/01/2024	PRESENT	REGULAR
2	09/01/2024	PRESENT	REGULAR
3	11/01/2024	ABSENT	REGULAR
4	15/01/2024	ABSENT	REGULAR
5	16/01/2024	PRESENT	REGULAR
6	23/01/2024	PRESENT	REGULAR
7	25/01/2024	PRESENT	REGULAR
8	25/01/2024	PRESENT	EXTRA
9	29/01/2024	PRESENT	REGULAR
10	30/01/2024	PRESENT	REGULAR

Checking the Timetable

The **"Timetable tab"** from the attendance drop down menu shows student's weekly timetable.

A student's weekly timetable typically displays their schedule of classes, including the courses they are enrolled in, along with the corresponding days, times, and locations of each class thereby helping students to manage their time better.

The student timetable page looks similar to the one shown below


CAS
Self TimeTable (TE-IT-A 2023-2024(SEMESTER VI))

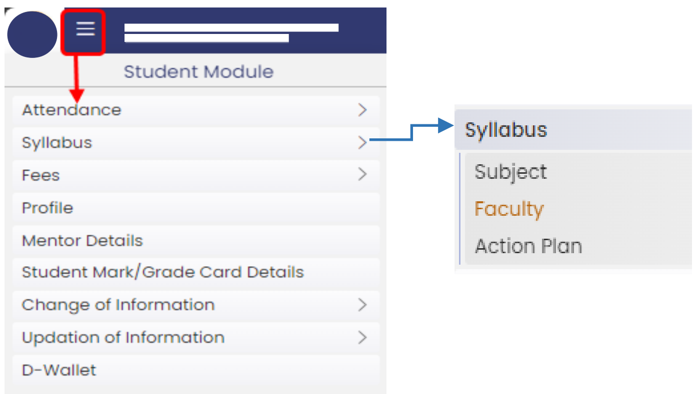
Day	1	2	3	Recess	4	5	Recess	6	7	8
Time	09:30 am-10:30 am	10:30 am-11:30 am	11:30 am-12:30 pm	Recess	01:00 pm-02:00 pm	02:00 pm-03:00 pm	Recess	03:15 pm-04:15 pm	04:15 pm-05:15 pm	05:15 pm-06:15 pm
MONDAY	DMBI-TH[ALL] MSP 128	BI Lab-PR[T1] MSP 213			Recess	MAD & PWA Lab-PR[T1] SJB 214				
TUESDAY	DOC-2 EHF-TH[ALL] SSK 128	DS PY S-LAB-PR[T1] AA 215		Recess	WT-TH[ALL] SSS 128	DMBI-TH[ALL] MSP 128	Recess	AIDS-1-TH[ALL] AA 128	Web X.0-TH[ALL] MBP 128	
WEDNESDAY	Web X.0-TH[ALL] MBP 128	AIDS-1-TH[ALL] AA 128								
THURSDAY	AIDS-1-TH[ALL] AA 128	Web Lab-PR[T1] SSK 214		Recess	DOC-2 EHF-TH[ALL] SSK 128	WT-TH[ALL] SSS 128	Recess	DMBI-TH[ALL] MSP 128		
FRIDAY	WT-TH[ALL] SSS 128	Sensor Lab-PR[T1] SSS 213		Recess	Web X.0-TH[ALL] MBP 128	DOC-2 EHF-TH[ALL] SSK 128	Recess	MP-2 ML-PR[T1] MBP 213		

Purpose of the Syllabus Module

Student can know the status of the syllabus of all the subjects related to the course. It also shows how a particular faculty for a particular course related subject plans to complete the syllabus with details of proposed date and actual date. Further they can also know the unit wise syllabus status including the topic names, proposed date and actual date on which the syllabus was completed.

How to Reach:

- ✓ Click on the **main menu**, the S**econd tab** you see is the Syllabus tab.
- ✓ Click on the Syllabus tab and a drop down showing the options for Subject, faculty and Action Plan will open.

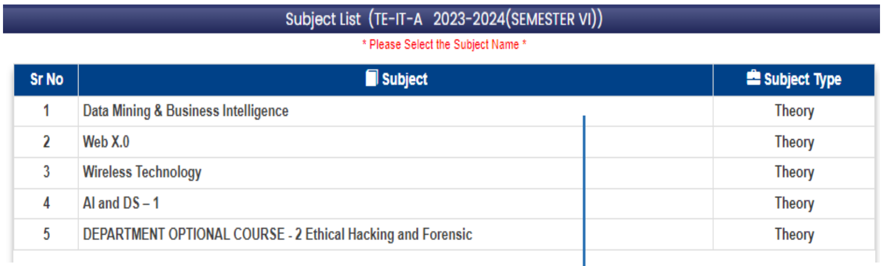


- **Subject** – Shows subject wise syllabus completion status
- **Faculty** – Shows faculty wise syllabus completion status
- **Action Plan** – Shows Unit wise syllabus completion status by faculty

Subject – Checking the Subject Wise Syllabus

The **"Subject tab"** from the Syllabus drop down menu shows subject wise syllabus.

The main page for the Subject wise syllabus tab is **a list of related subjects** including subject type.

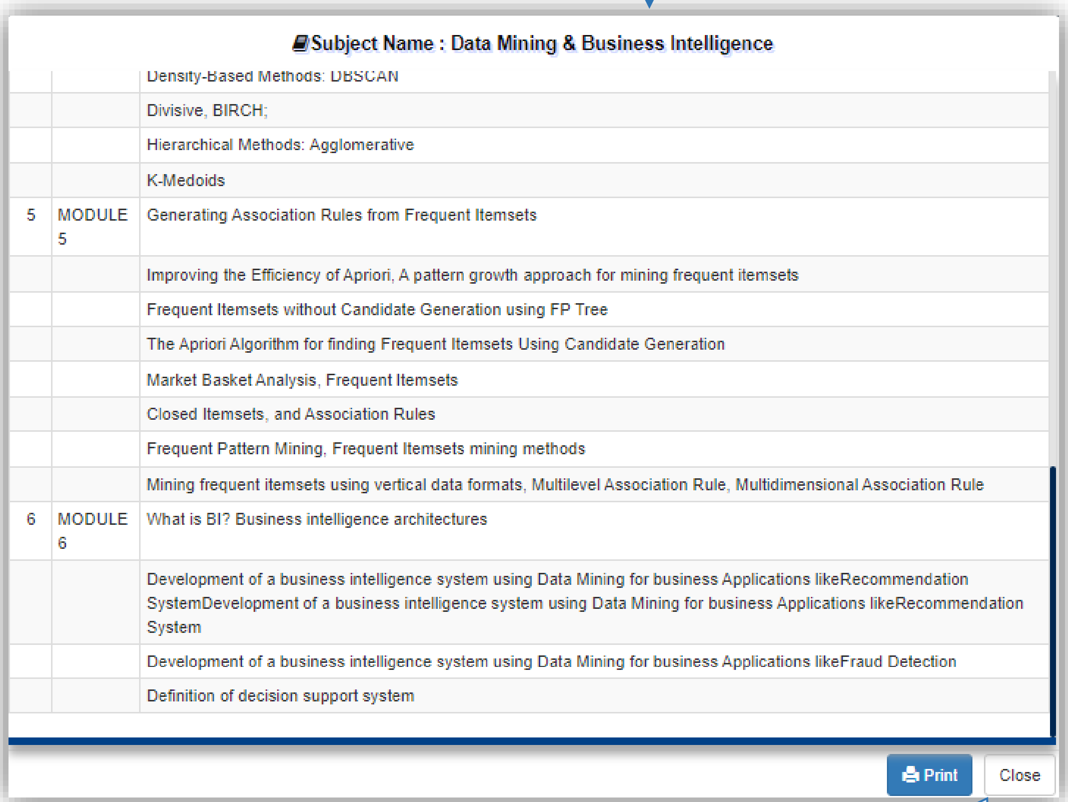


Subject List (TE-IT-A 2023-2024(SEMESTER VI))

* Please Select the Subject Name *

Sr No	Subject	Subject Type
1	Data Mining & Business Intelligence	Theory
2	Web X.0	Theory
3	Wireless Technology	Theory
4	AI and DS – 1	Theory
5	DEPARTMENT OPTIONAL COURSE - 2 Ethical Hacking and Forensic	Theory

- ✓ Click on the **subject name** and a pop up showing the **entire syllabus** for the particular subject for the current semester will open.



Subject Name : Data Mining & Business Intelligence

		Density-Based Methods: DBSCAN
		Divisive, BIRCH;
		Hierarchical Methods: Agglomerative
		K-Medoids
5	MODULE 5	Generating Association Rules from Frequent Itemsets
		Improving the Efficiency of Apriori, A pattern growth approach for mining frequent itemsets
		Frequent Itemsets without Candidate Generation using FP Tree
		The Apriori Algorithm for finding Frequent Itemsets Using Candidate Generation
		Market Basket Analysis, Frequent Itemsets
		Closed Itemsets, and Association Rules
		Frequent Pattern Mining, Frequent Itemsets mining methods
		Mining frequent itemsets using vertical data formats, Multilevel Association Rule, Multidimensional Association Rule
6	MODULE 6	What is BI? Business intelligence architectures
		Development of a business intelligence system using Data Mining for business Applications likeRecommendation SystemDevelopment of a business intelligence system using Data Mining for business Applications likeRecommendation System
		Development of a business intelligence system using Data Mining for business Applications likeFraud Detection
		Definition of decision support system

Click close to exit

Faculty – Checking the Faculty Wise Syllabus Status

The **"Faculty tab"** from the Syllabus drop down menu shows Faculty wise syllabus.

The main page of the Faculty wise syllabus page is a table that shows the **details of the faculty** included Name, Mobile No., Email ID and Name of the Subject he/she teaches.

- ✓ Click on the **name of the faculty** and a pop up showing proposed date and actual date when the Unit and Topic related to the unit will be/is covered.
- ✓ **Faculty Name** and **Subject Name** are mentioned at the top of the page

List of Faculties/Action Plan (TE-IT-A 2023-2024(SEMESTER VI))

* Select the Faculty Name *

Sr No	Name Of Faculty	Mobile No	Email ID	Name Of Subject
1	Anand Ankit	9082038897	ankitanandmgmcetit@gmail.com	AI and DS – 1
2	Patil Madhuri Sanket	9930642038	madhuri.patil9912@gmail.com	Data Mining & Business Intelligence
3	Karmode Sayali Shyam	8668861410	sayalikarmode.mgmcet.it@gmail.com	DEPARTMENT OPTIONAL COURSE - 2 Ethical Hacking and Forensic
4	Patil Mitrakshi Bipin	9819641164	patil_mitrakshi@mgmmumbai.ac.in	Web X.0
5	Sinha Swati Sunil	9322097594	mgm.hod.it@gmail.com	Wireless Technology

Faculty Name : Anand Ankit   Subject Name : AI and DS – 1

Sr No	Unit	Topic Name	Proposed Date	Actual Date
1	Introduction to AI	Introduction: Introduction to AI, AI techniques,	08/01/2024 To 14/01/2024	09/01/2024-REG
2	Introduction to AI	Problem Formulation. Intelligent Agents: Structure of Intelligent agents	08/01/2024 To 14/01/2024	10/01/2024-REG
3	Introduction to AI	Types of Agents, Agent Environments	08/01/2024 To 14/01/2024	11/01/2024-REG
4	Introduction to AI	PEAS representation for an Agent.	15/01/2024 To 21/01/2024	16/01/2024-REG
5	Search Techniques	Uninformed Search Techniques: Uniform cost search,Depth Limited Search,	15/01/2024 To 21/01/2024	17/01/2024-REG
6	Search Techniques	Iterative Deepening, Bidirectional search.	15/01/2024 To 21/01/2024	18/01/2024-REG
7	Search Techniques	Informed Search Methods: Heuristic functions,	22/01/2024 To 28/01/2024	23/01/2024-REG
8	Search Techniques	Best First Search, A*,	22/01/2024 To 28/01/2024	24/01/2024-REG
9	Search Techniques	Hill Climbing, Simulated Annealing.	22/01/2024 To 28/01/2024	25/01/2024-REG
10	Search Techniques	Constraint Satisfaction Problem Solving: Crypto-Arithmetic Problem,	29/01/2024 To 04/02/2024	30/01/2024-REG

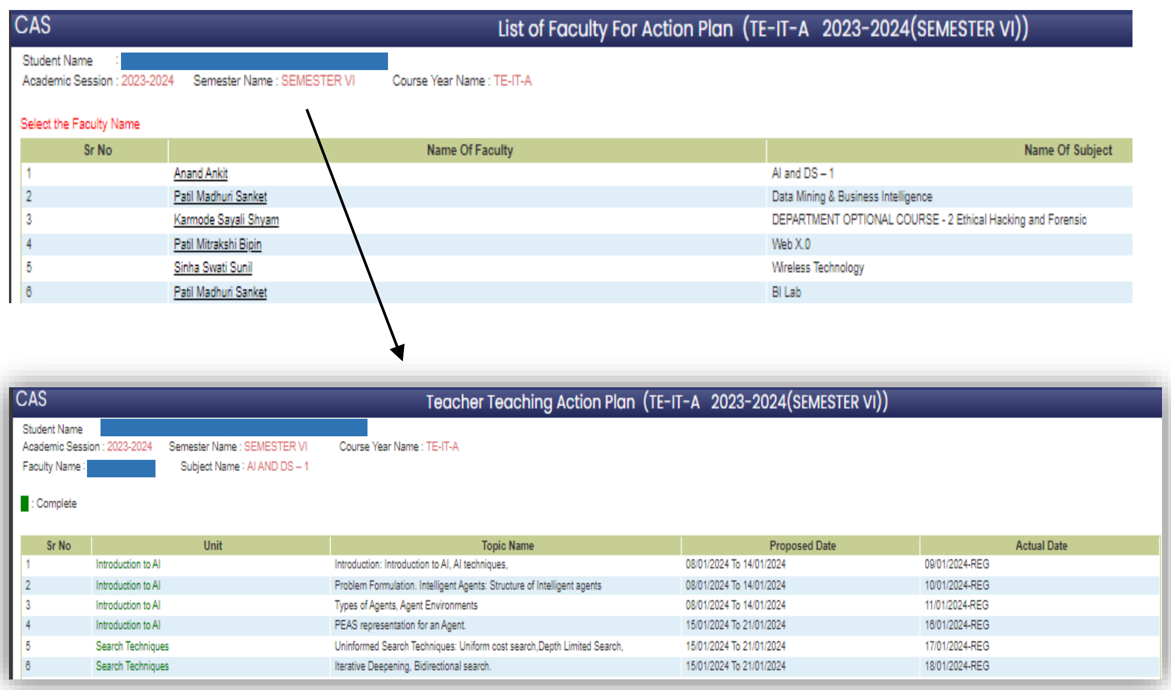
: Complete   Print   Close

The table shows **Unit** (Name of the unit), **Topic Name** (Name of the topic related to the unit), **Proposed Date** (Dates or duration between which the topic will be covered completely) and **Actual Date** (date on which the topic was covered completely).

Action Plan – Checking the Teacher Teaching Action Plan

The **"Action Plan tab"** from the Syllabus drop down menu shows the teacher teaching Action Plan.

- ✓ The main page of Action Plan shows **Student Name, Academic Session, Semester Name and Course Year Name** at the top of the page.
- ✓ The table shows **SrNo., Name of Faculty and Name of the Subject** (taught by the faculty).
- ✓ Click on the faculty name and table showing details of the **Unit, Topic Name, Proposed Date and Actual Date** shows.
- ✓ **Student Name, Academic Session, Semester Name, Course Year Name, Faculty Name and Subject Name** (for which the table below shows information) are mentioned at the top of the page.

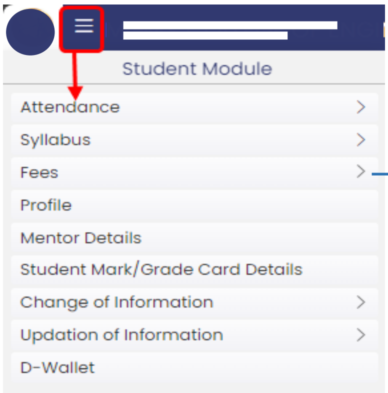


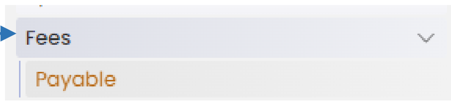
Purpose of the Fees Module

Student can know **the financial transactions** related to student fees, including tuition, registration, and other fees from the fees module. They can know their fee obligations and plan to clear outstanding fees accordingly and also act on any discrepancy observed.

How to Reach:

- ✓ Click on the **main menu**, the **third tab** you see is the **Fees tab.**
- ✓ Click on the Fees tab and a drop down showing the options for **Payable** will open.



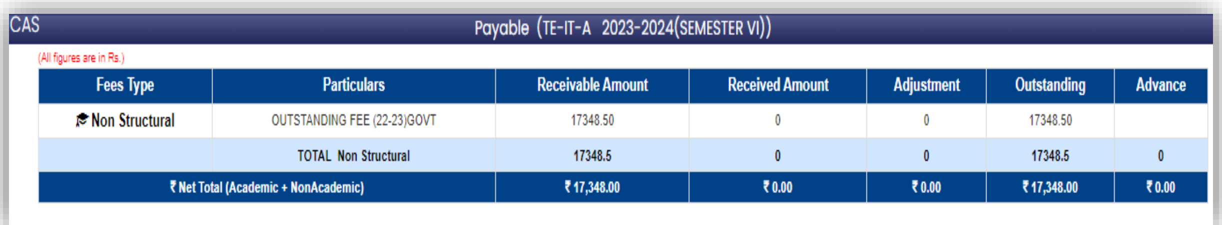


- ✓ **Payable –** Shows student fees payable details

Payable – Knowing Student Fees Payable

The **"Payable tab"** from the Fees drop down menu shows the Student fees payable details.

- ✓ The main page of Payable is a table that shows the fees details.
- ✓ The table shows **Fees Type** (fees heading), **Particulars** (Details of the fees type), **Receivable Amount** (amount to be paid by the student), **Received Amount** (Amount paid by the student), **Adjustments** (fees related), **Outstanding** (amount to be paid after adjustments) and **Advance** (any advance fees paid).
- ✓ **Net Total (Academic + Non Academic)** shows the final amount to be paid, paid, adjustments, outstanding and Advance.



CAS Payable (TE-IT-A 2023-2024(SEMESTER VI))

(All figures are in Rs.)

Fees Type	Particulars	Receivable Amount	Received Amount	Adjustment	Outstanding	Advance
Non Structural	OUTSTANDING FEE (22-23)GOVT	17348.50	0	0	17348.50	
	TOTAL Non Structural	17348.5	0	0	17348.5	0
₹ Net Total (Academic + NonAcademic)		₹ 17,348.00	₹ 0.00	₹ 0.00	₹ 17,348.00	₹ 0.00

Note :

- Fee-receipts given by Account-section will be considered as an authenticate document.
- Discrepancy related to Payable should be communicated to Account-Section.

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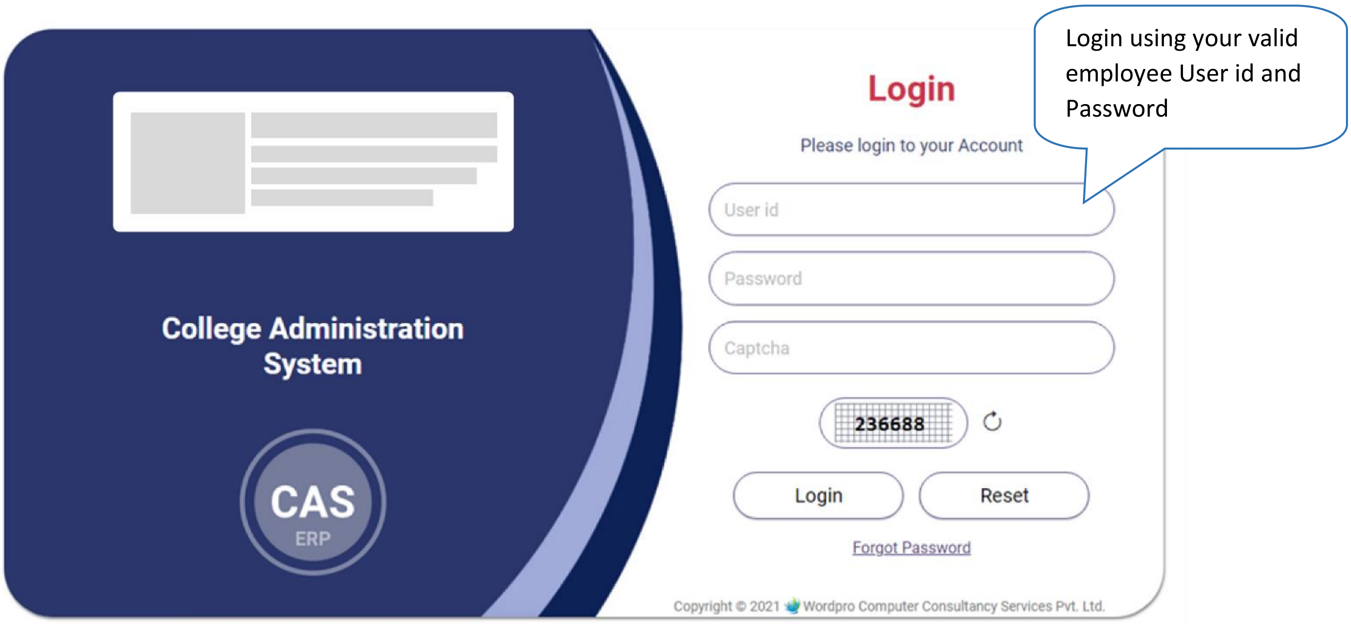
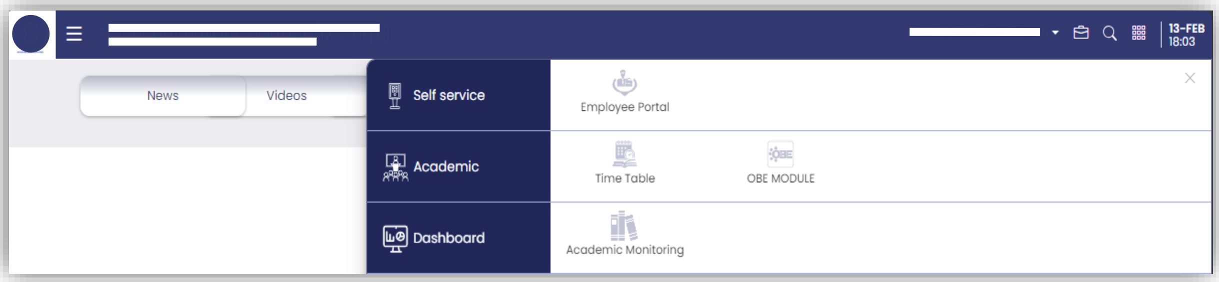
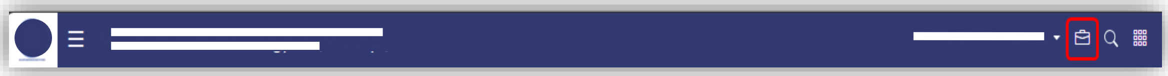
Log In to Employee Account



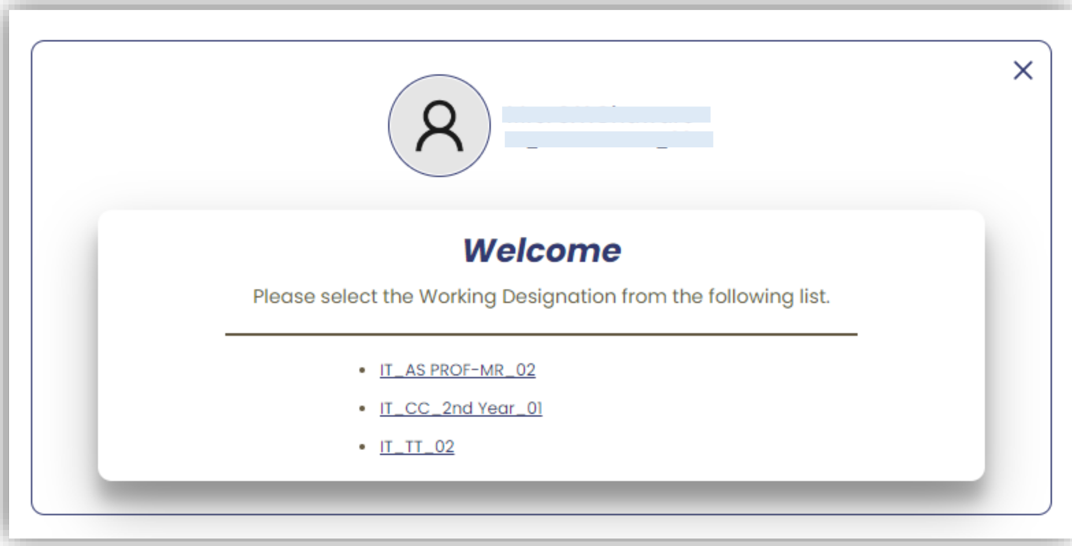
Each employee using the CASERP is **allotted designations** as per their duties and roles in the college. Landing page shows different portals or modules to which a **designated employee has rights.**



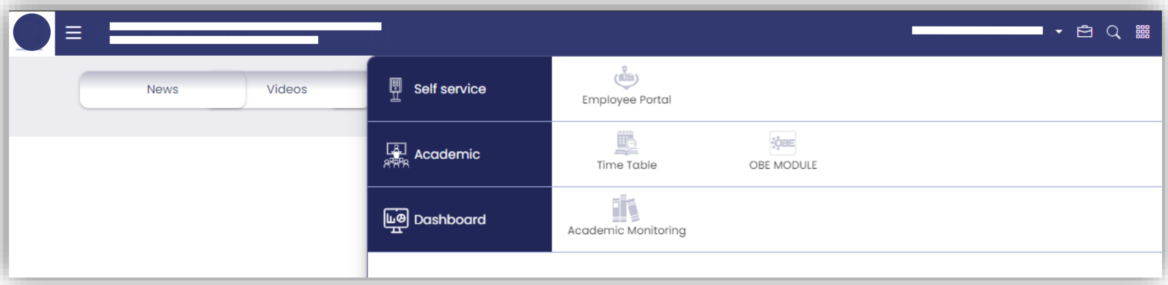
However if an employee has been **appointed to more than one Role** in the CAS-ERP then he/she will have to **first select the position** to use the rights **related** with the **position** by clicking on the briefcase icon at the top of the page.



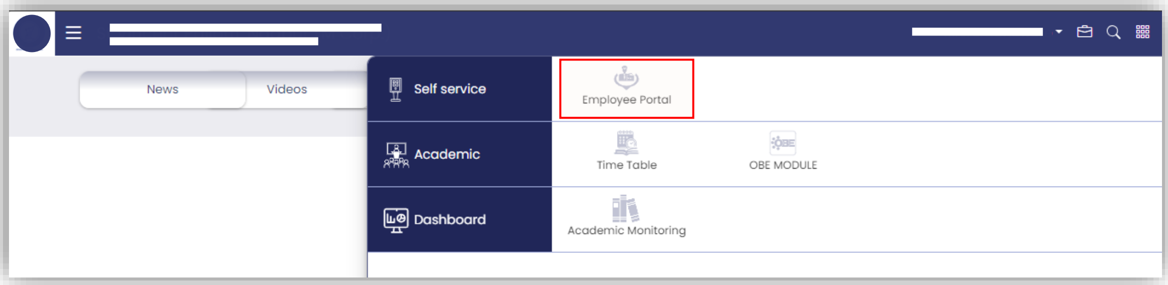
Clicking the **briefcase icon** will open a page showing all the **various positions** to which the **employee is appointed.**



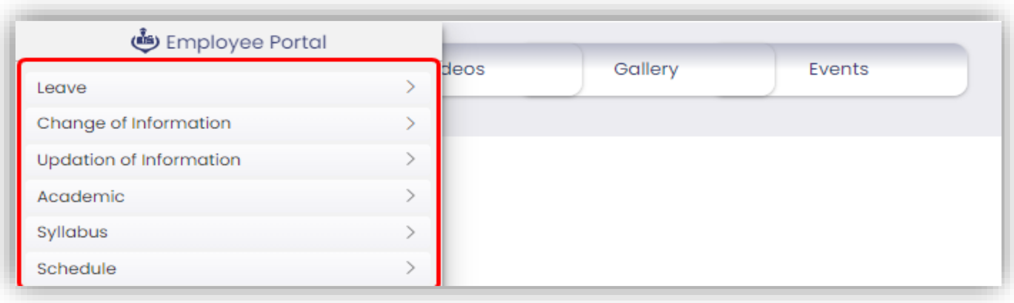
On **clicking the designation** a page similar to the **landing page** will appear however it will **show** different main tabs as per the **employee designation selected above**.



Select **Employee Portal** to view employee-related access **rights** from the home page.



Rights allocated to the particular **employee** for the different employee relatedtabs will appear on the left hand side **Employee Portal Panel.**



Change of Information

This menu can be seen in the **left-hand side employee portal.**

Click on the menu and a **drop-down showing the details** you can change will open.

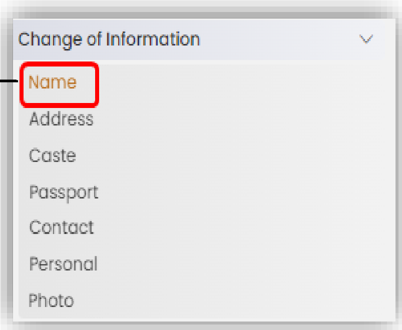
Click on the **information** you wish to change and their **respective page** from where you can make the changes will open.

Employees can change the following personal details from the **"Change of Information Menu"**

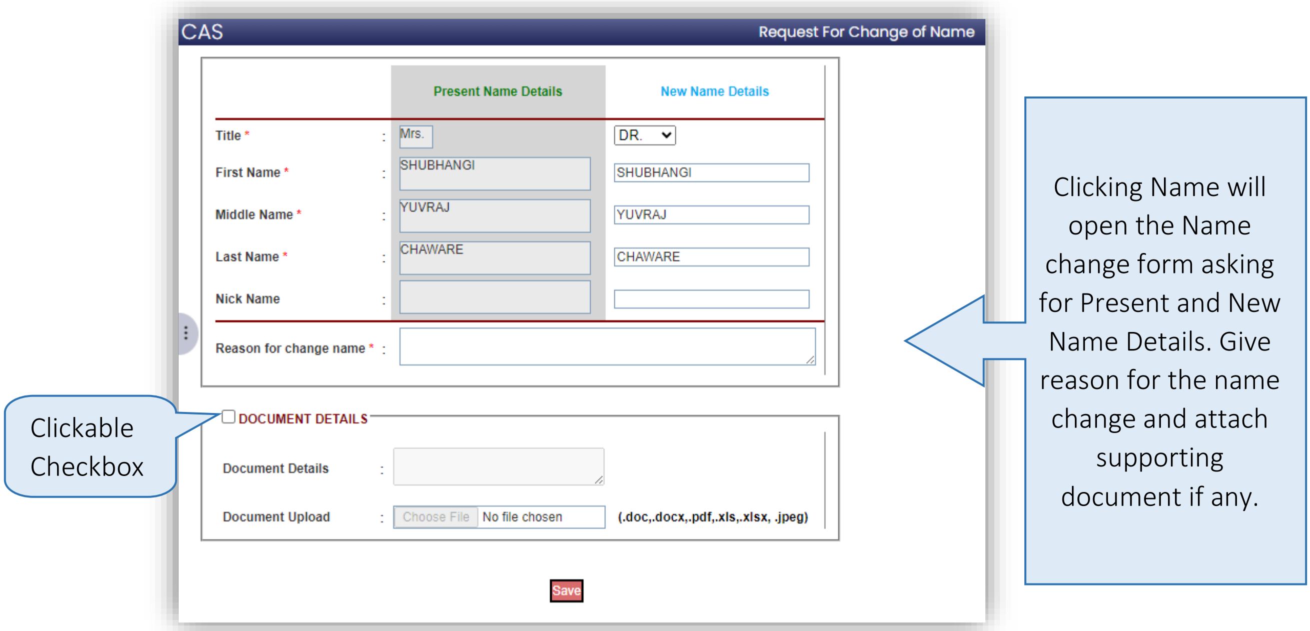
- Name
- Address
- Caste
- Passport
- Contact
- Personal
- Photo

NAME

For changing the name click on the **Name Tab** in **"Change of Information Menu"**



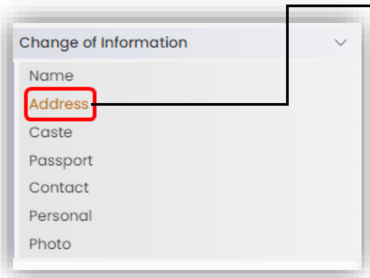
Request for **Change of Name Page** Opens



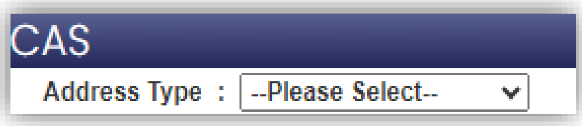
- ✓ To **upload** the document, first **Click** on the **Clickable Box**.
- ✓ Document **Details** and Document **Upload Fields** will become **active.**
- ✓ Enter the details of the document and select the document file to upload.
- ✓ Click the **Save Button** and the Name change process is done at your end.

ADDRESS

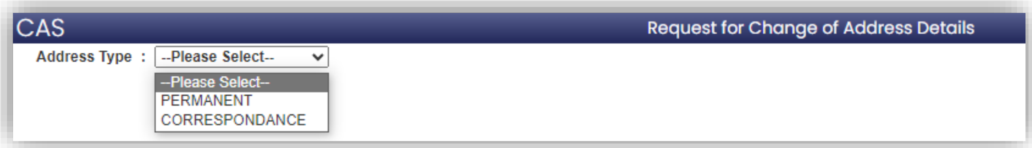
For **changing** the **address** click on the **Address tab** in **“Change of Information Menu”**



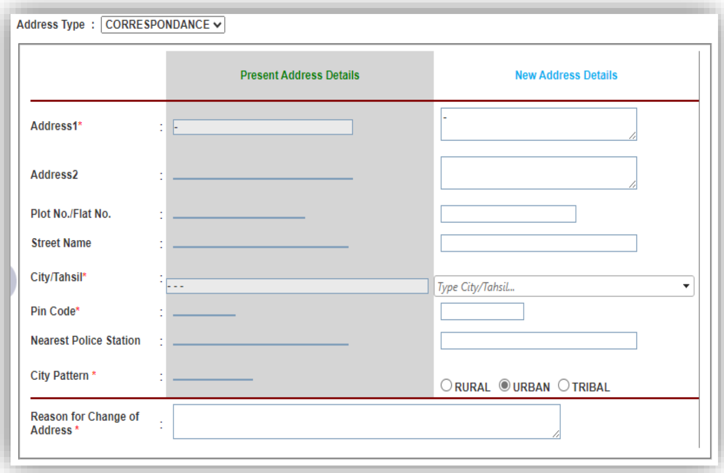
Request for **Change of Address Details Page** will open



Select the **type of address** whether **correspondence or permanent** which you want to change



Address change form as shown below will open. Enter the **information as asked** and upload the documents.



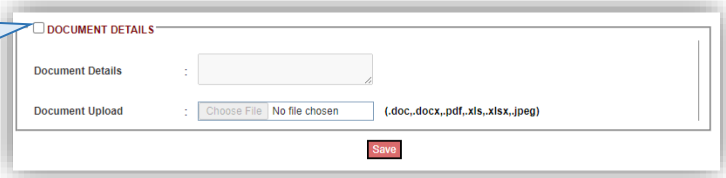
To **upload** the document, first **click** on the **clickable box**.

Document **details** and Document **Uploadfields** will become **active**

Enter the **details** of the document and **select** the **document** file to **upload**.

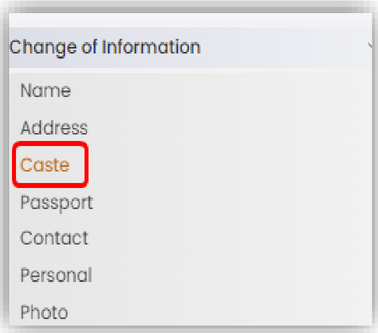
Click the **save button** and the Name change process is done at your end.

Clickable Checkbox

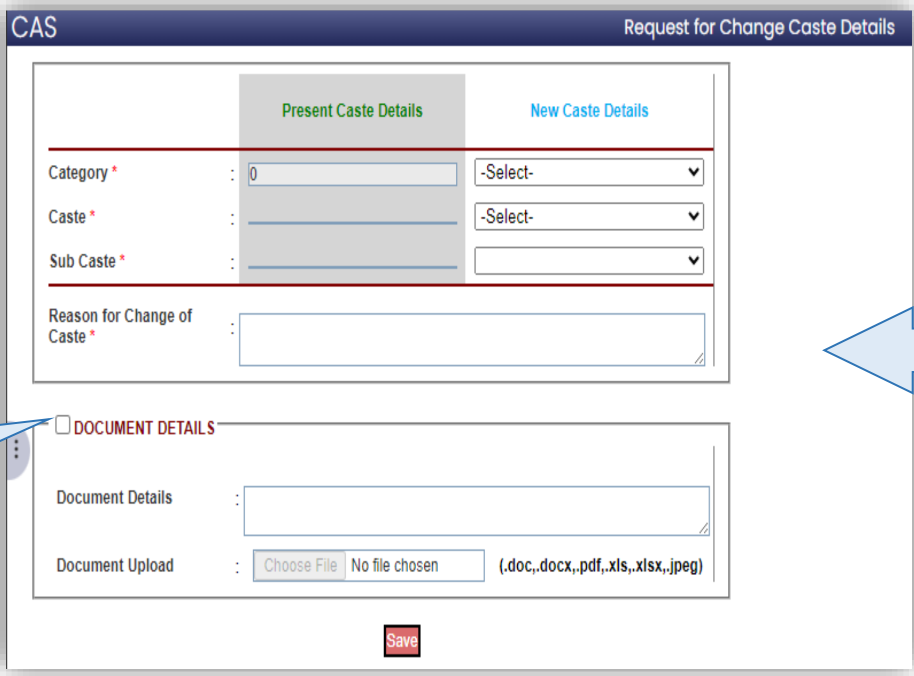


CASTE

For **changing** the **caste** click on the **Caste tab** in **"Change of Information Menu"**



Request for **Change of Caste Details** Page will Open



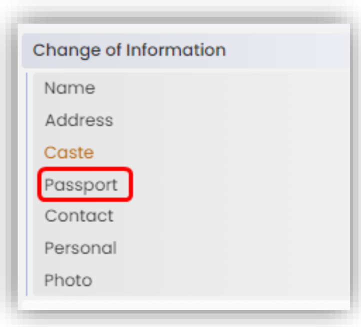
Clickable Checkbox

Enter the **Present and New Caste Details** as asked. Give **reason** for the caste change and **attach** supporting **document** if any.

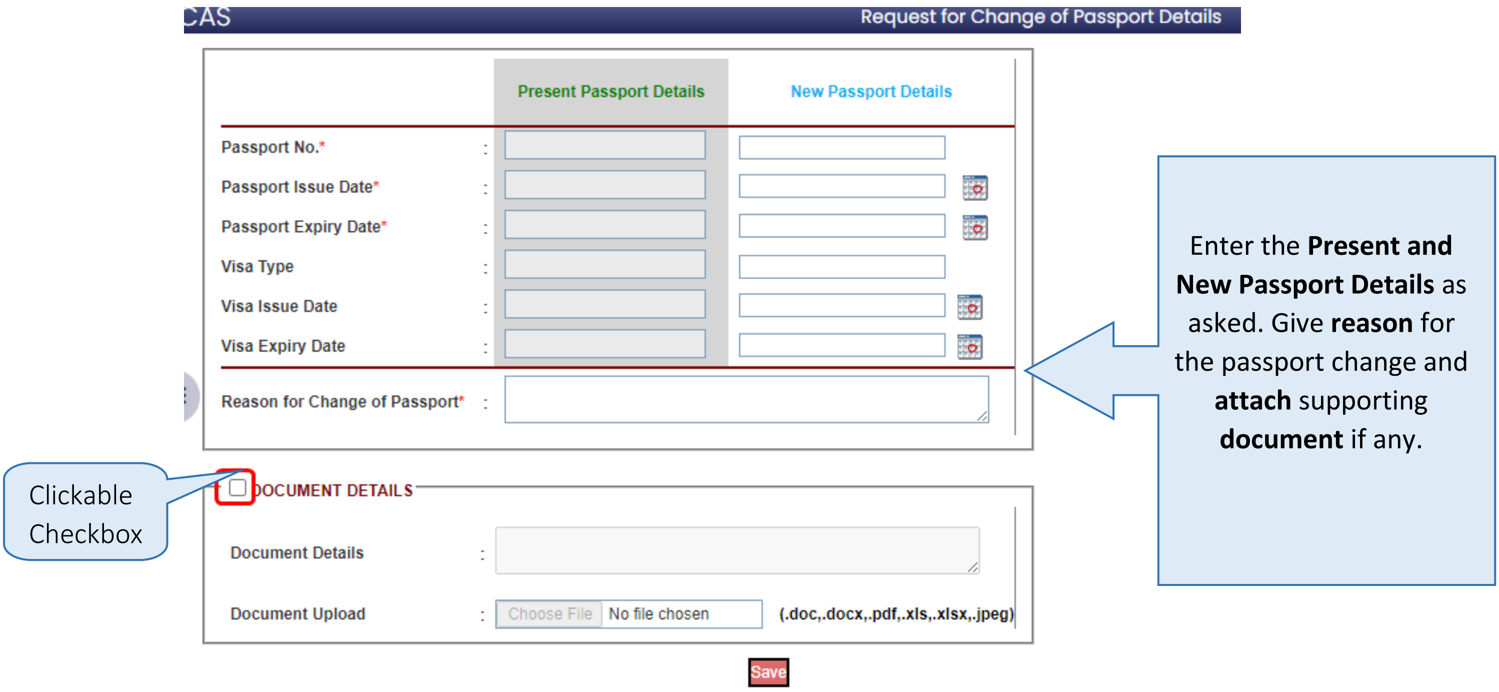
- ✓ To **upload** the document, first **click** on the **clickable box**.
- ✓ Document **details** and Document **Upload fields** will become **active**
- ✓ Enter the **details** of the document and **select** the **document** file to **upload**.
- ✓ Click the **save button** and the Caste change process is done at your end.

PASSPORT

For changing the **Passport details** click on the **Passport tab** in **"Change of Information Menu"**



Request for **Change of Passport Details** page will open

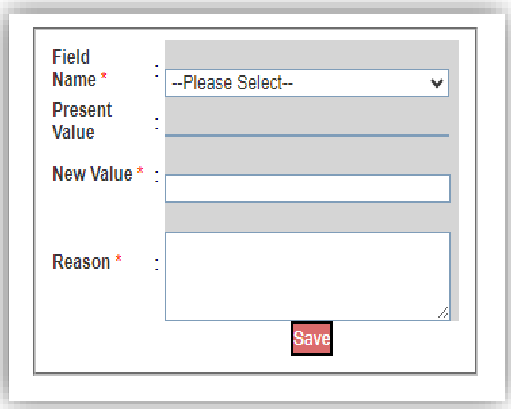


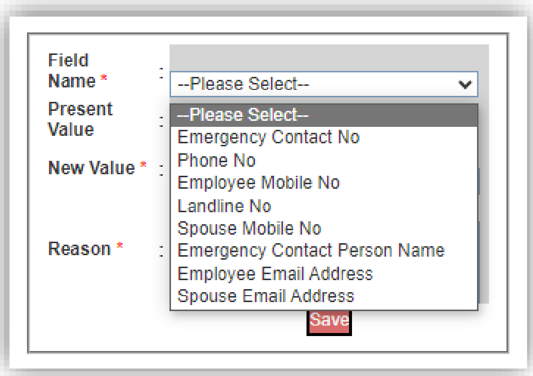
- ✓ To **upload** the document, first **click** on the **clickable box**.
- ✓ Document **details** and Document **Upload fields** will become **active**
- ✓ Enter the **details** of the document and **select** the **document** file to **upload**.
- ✓ Click the **save button** and the Passport change process is done at your end.

CONTACT

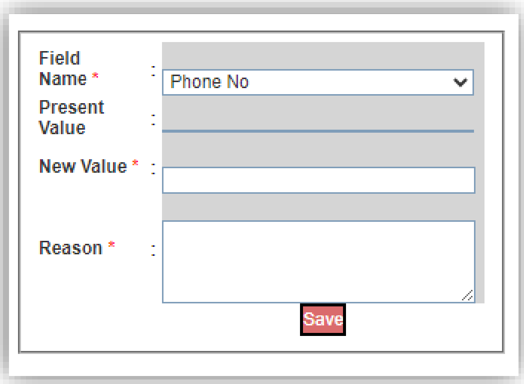
For **changing** the **EmployeeContactdetails**click on the **Contact tab** in **"Change of Information Menu"**

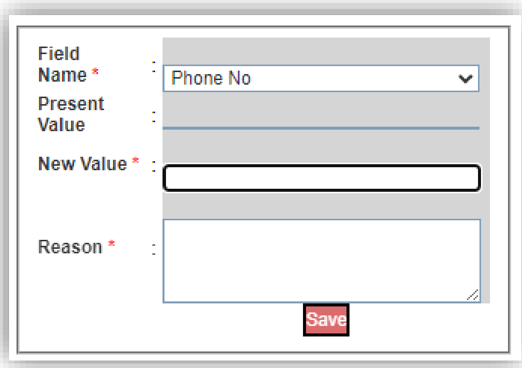
Request for **Change of Employee Contact Details** page will open





Select **the employee contact details** you want to change from the **Field Name** drop down menu





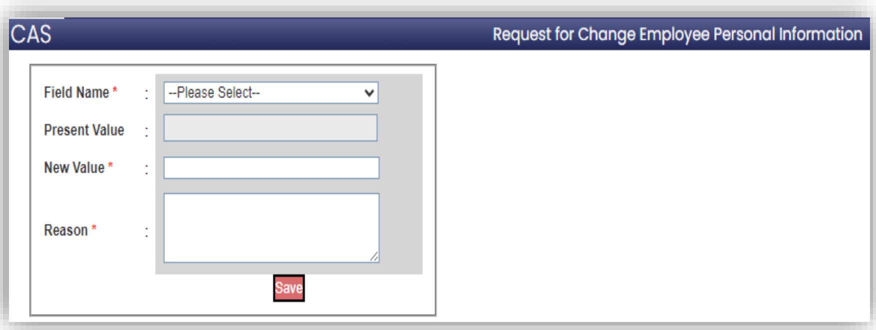
Add **new details** for the selected field in the **New Value** field and enter the reason for change.

Click the **Save button** and the Contact Details change process is done at your end.

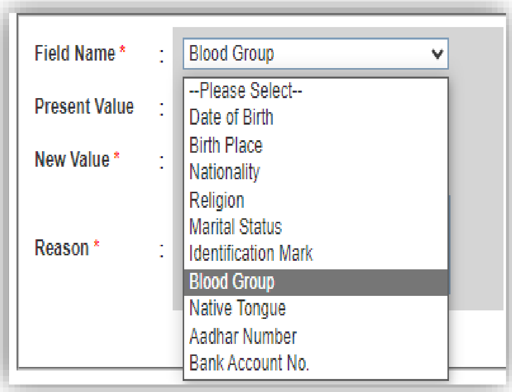
PERSONAL

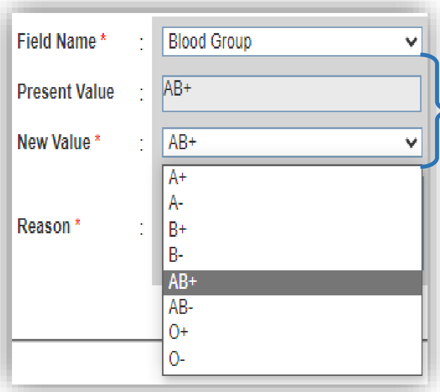
For changing the **Employee Personal details** click on the **Personal tab** in **“Change of Information Menu”**

Request for **Change of Employee Personal Information Page** will open

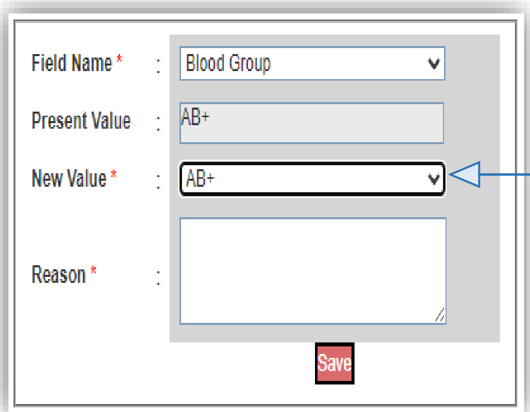


Select the Personal Information Type details you want to change from **the Field Name drop down menu**





Selected field along with related drop down menu for New Value field will appear

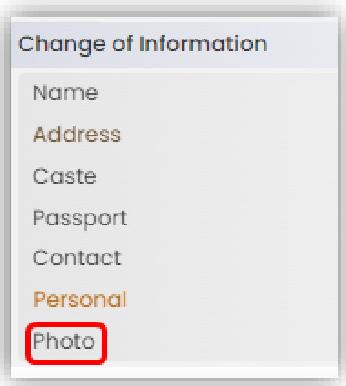


Selected new field data will show

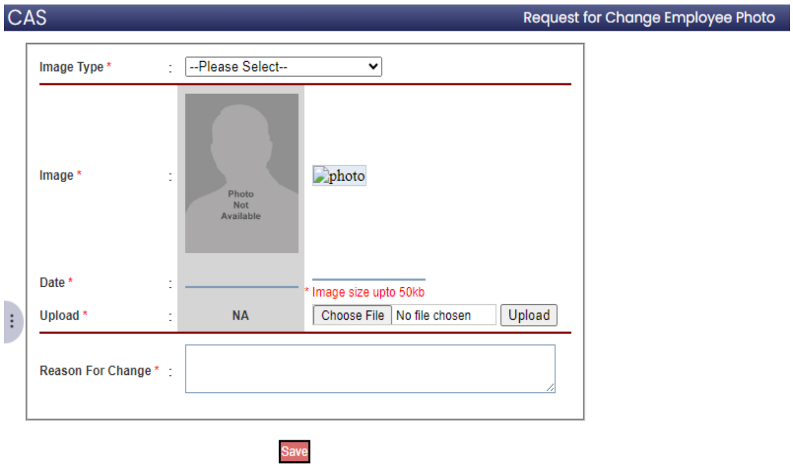
Click the **Save button** and the Contact Details change process is done at your end.

Photo

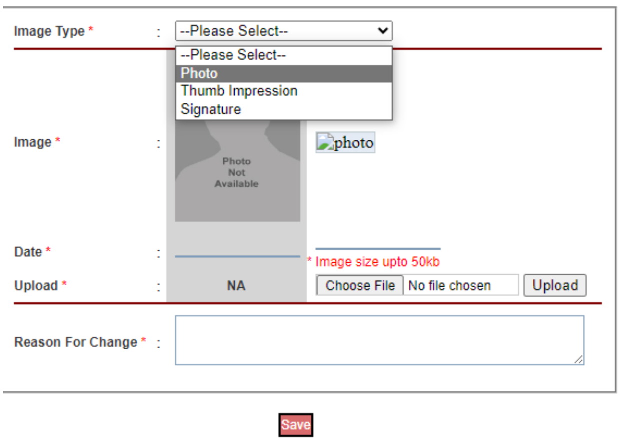
For **changing** any image related employee details like **Photo, Thumb Impression or Signature** details click on the Photo tab in **"Change of Information Menu"**

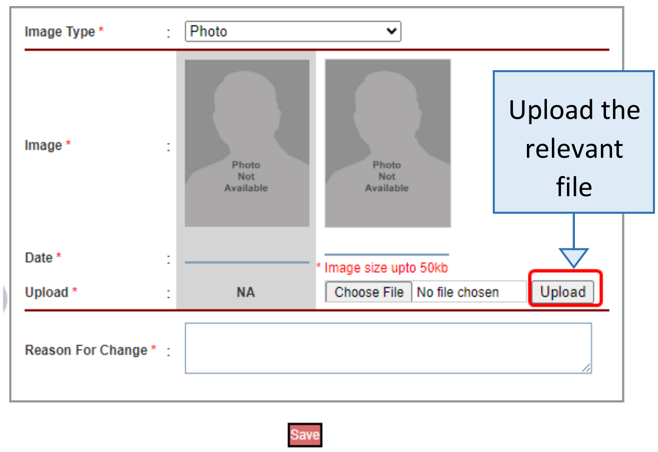


Request for **change of employee photo page** will open



Click on the **Image Type** and a drop down menu with options **to upload Photo, Thumb Impression or Signature** will open





Whether you want to change photo, thumb impression or signature you will have to **upload the relevant file.**

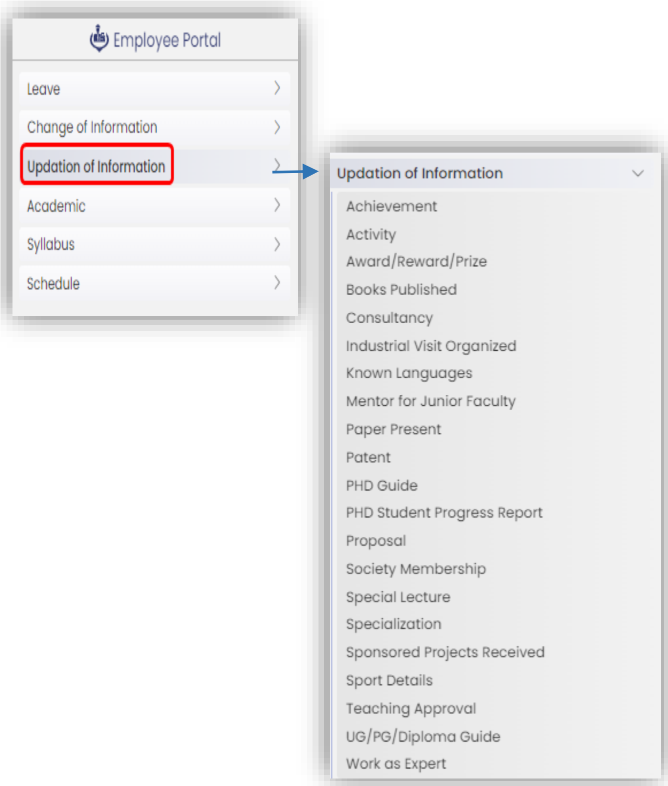
Click the **Save button** and the photo change process is done at your end.

Updation of Information

The purpose of this functionality is to provide every faculty a platform through which one can update his/her self profile with their respective achievements and participations.

This menu can be seen in the **left hand side panel in employee portal.**

Click on the **'Updation of Information'** menu and a **drop down showing the details** you can **update** will open.



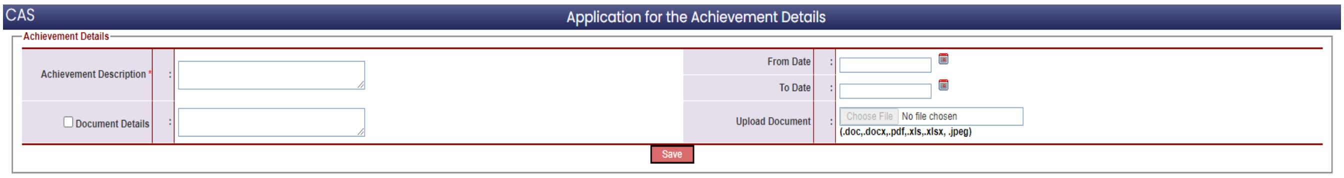
Click on the **information** you wish to update and their **respective page** from where you can update will open

Employees can update the following details from the **"Updation of Information Menu".**

- Achievement
- Activity
- Award/Reward/Prize
- Books Published
- Consultancy
- Industrial Visit Organized
- Known Languages
- Mentor for Junior Faculty
- Paper Present
- Patent
- PHD Guide
- PHD Student Progress Report
- Proposal
- Society Membership
- Special Lecture
- Specialization
- Sponsored Projects Received
- Sport Details
- Teaching Approval
- UG/PG/Diploma Guide
- Work as Expert

Achievement

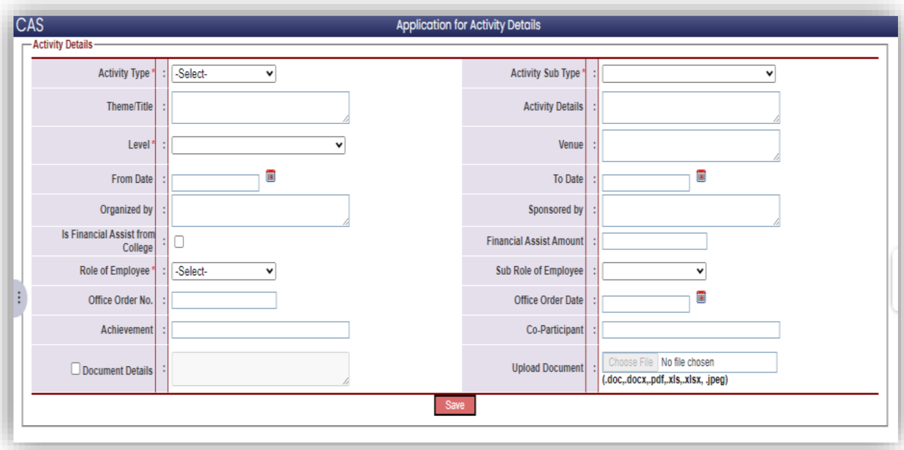
For **updating** any **Achievement** related details employee needs to fill in the details as asked for in the form shown below.



Activity

For **updating** any Activity related details employee needs to fill in the details as asked for in the form shown below.

- ✓ First, select the **main Activity Type**. Accordingly, **drop-down menus** will show for all the related fields.
- ✓ Wherever needed **dates** can be selected using the **calendar icon.**



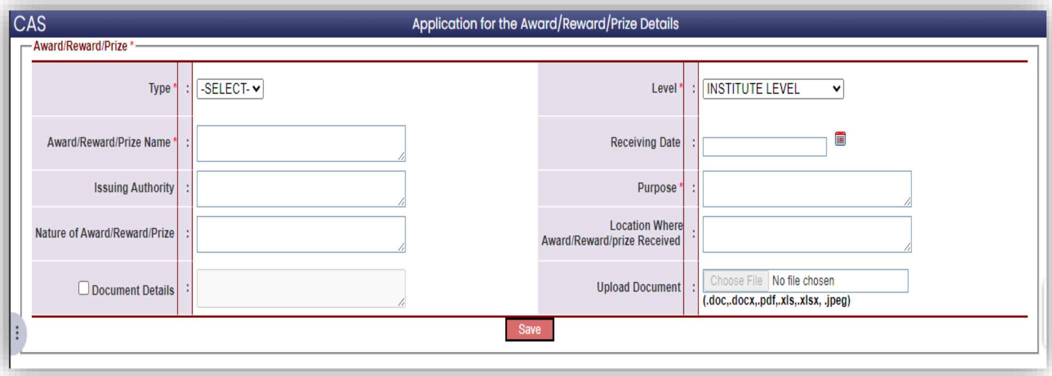
Consultancy

For **updating** any Consultancy provided details employee needs to fill in the details as asked for in the form shown below.

Award/Reward/Prize:

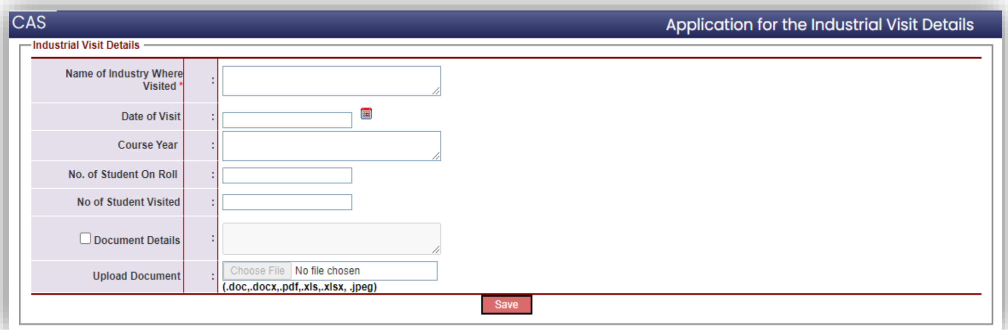
For updating any award/reward/prize details employee needs to fill in the details as asked for in the form shown below.

- ✓ First, select the Type. Accordingly,drop-down menus will show for all the related fields.
- ✓ Wherever needed dates can be selected using the calendar icon.



Industrial Visits Organized:

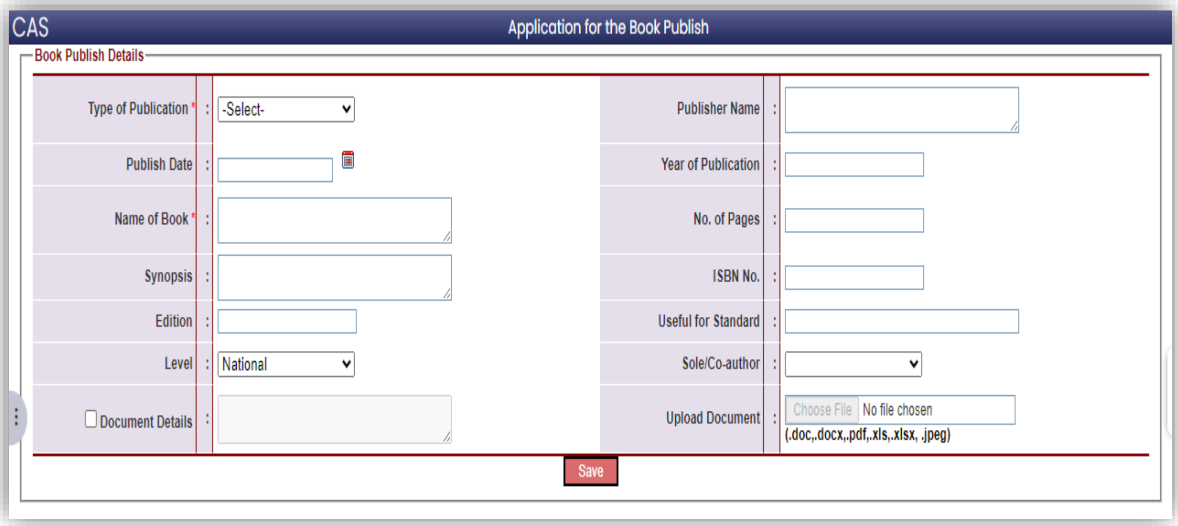
As any Faculty could arrange for an Industrial Visit on behalf of college for the students, below section provides you to fill the details regarding your contribution for the said activity.



Books Published

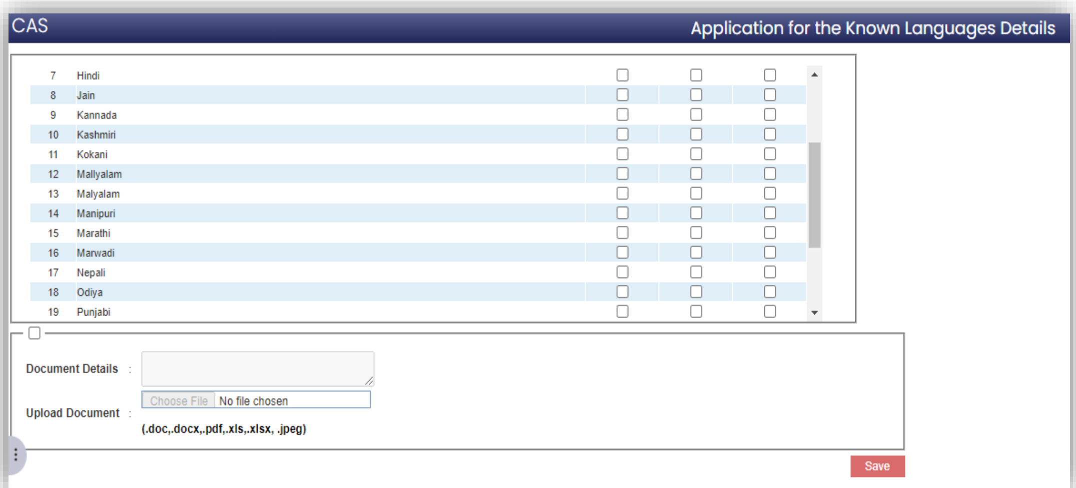
For updating books published details employee needs to fill in the details as asked for in the form shown below.

- ✓ First select the Type of Publication. Accordingly drop down menus will show for all therelated fields.
- ✓ Wherever needed dates can be selected using the calendar icon.



Known Languages

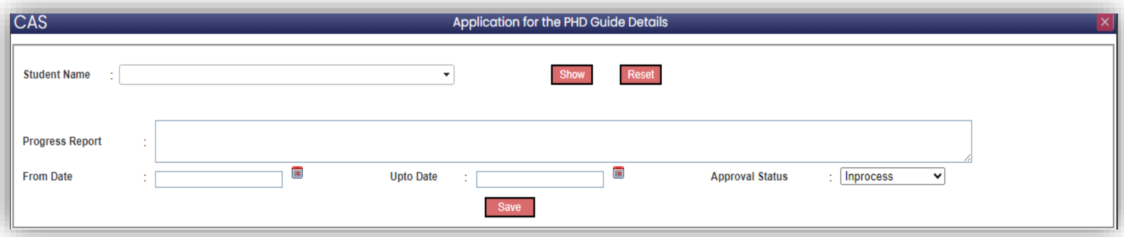
It facilitates an employee to update his / her skill towards Reading / Writing/ Speaking of a particular language or any new languages learnt in due course of Known Languages: It facilitates an employee to update his / her skill towards Reading / Writing/ Speaking of a particular language or any new languages learnt in due course of career.



PhD Student Progress Details

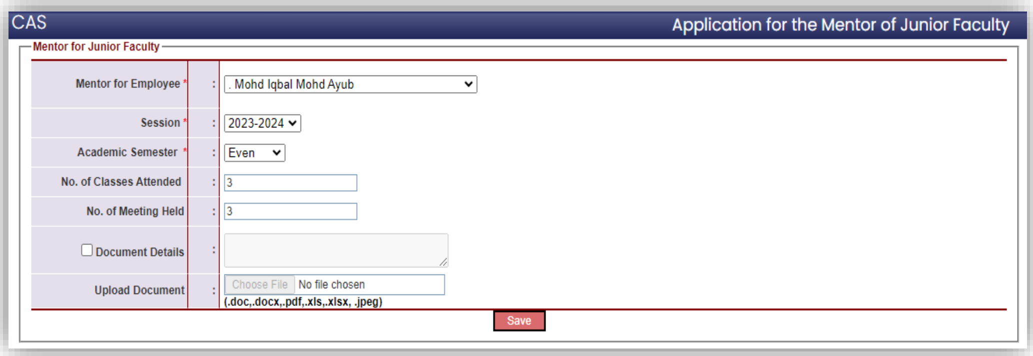
For updating PHD Student Progress Details a Guide needs to fill in the details as asked for in the form shown below.

- ✓ First select the Student Name from the drop down menu.
- ✓ Wherever needed dates can be selected using the calendar icon.
- ✓ Progress report can be added



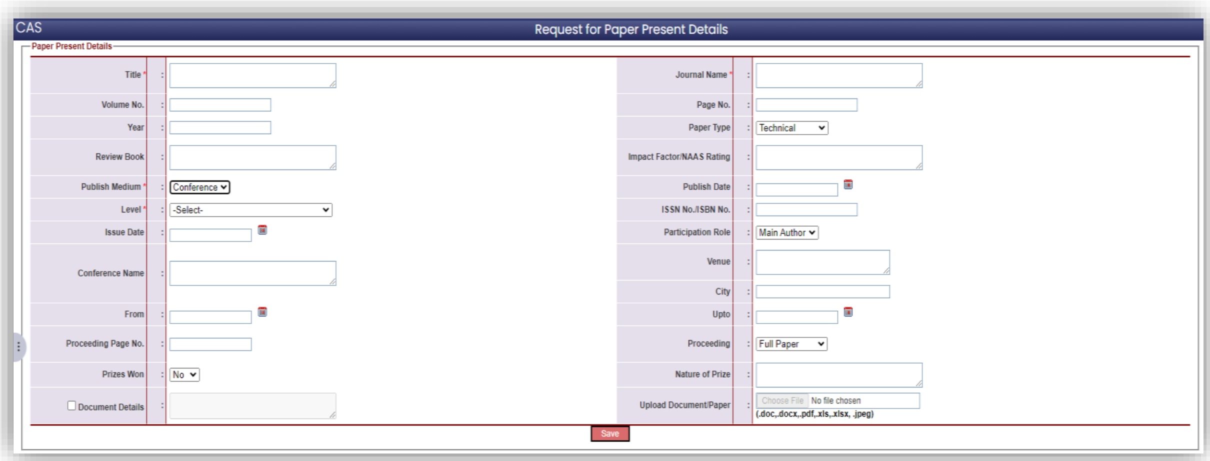
Mentor to Junior Faculty

Being a senior Employee/ Faulty member if you have been mentoring your subordinate Faculty members then such details about mentoring activities can be update into once profile as given below.



Paper Presented

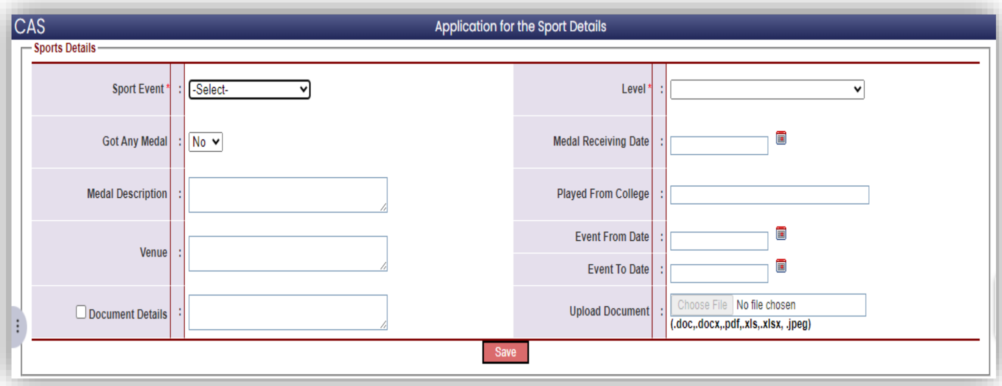
Being an academic faculty member and into the Technical and research field it is very common to being participated in Paper Presentations for Conferences / Journals, to update one's such presentation details below is a detailed window to update the selfspecific information.



Sport Details

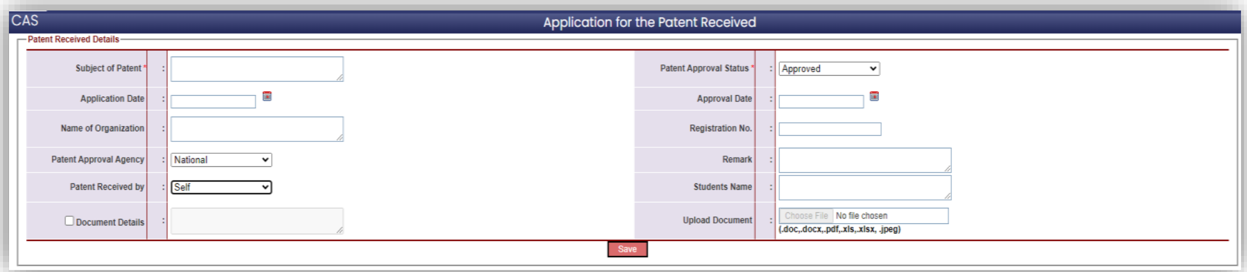
For **updating** Sports Details employee needs to fill in the details as asked for in the form shown below.

- ✓ First select the Sport Event from the drop down menu. Accordingly drop down menus will show for all the related fields.
- ✓ Wherever needed dates can be selected using the calendar icon.



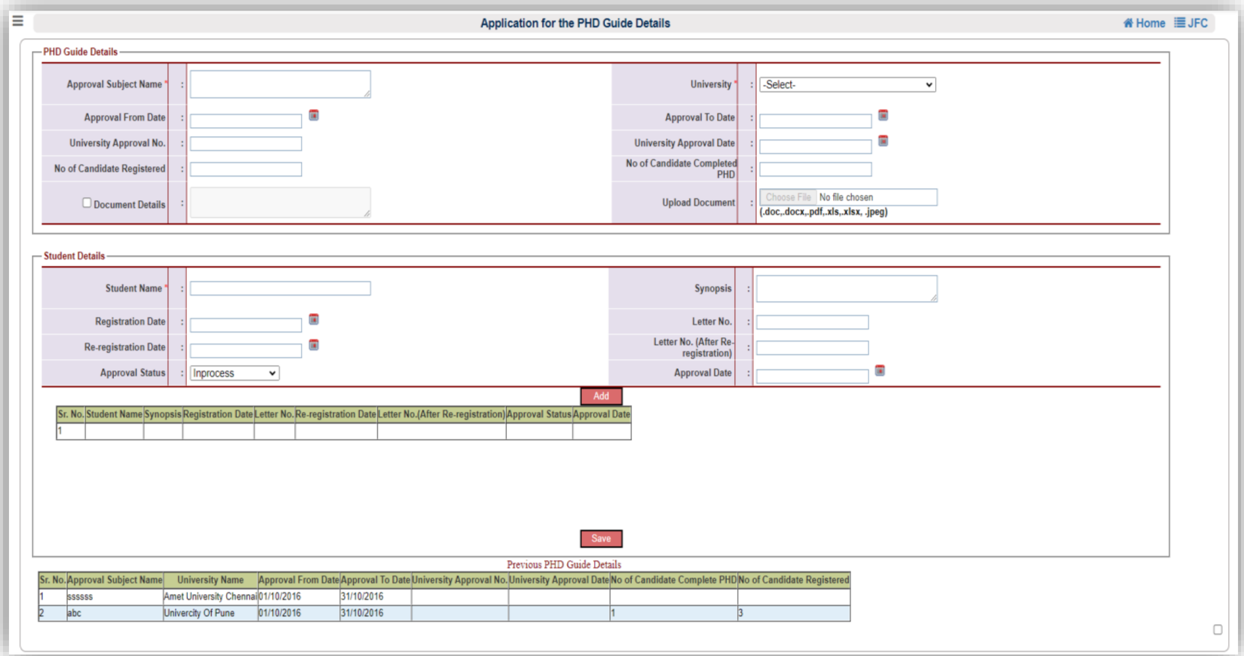
Patent

Being an academic faculty member and into the Technical and research field a faculty can be definitely involved with research activities and patenting of the same. To upload such milestones into self-profile book one can update these information into the ERP through the below menu.



PhD. Guide

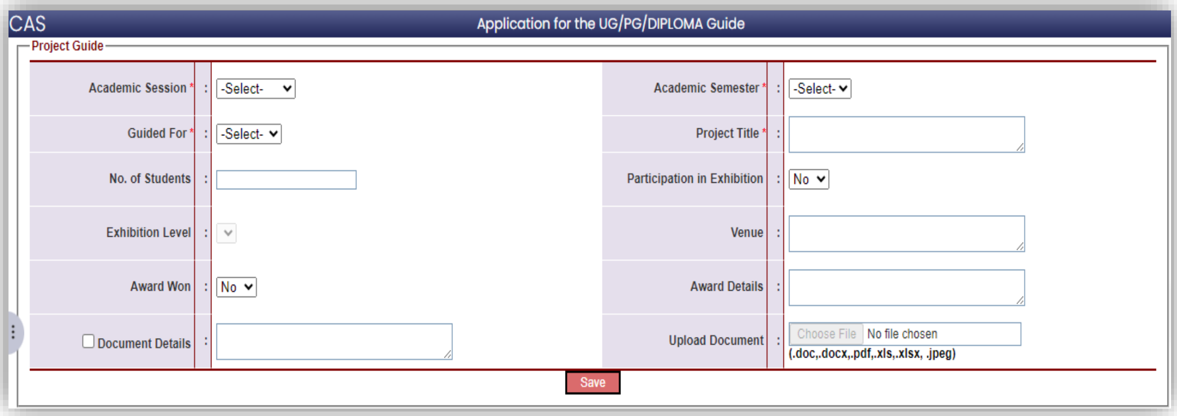
If any Faculty is a PhD guide to Students then the entire record can be updated and maintained through the below facility.



UG/PG/Diploma Guide

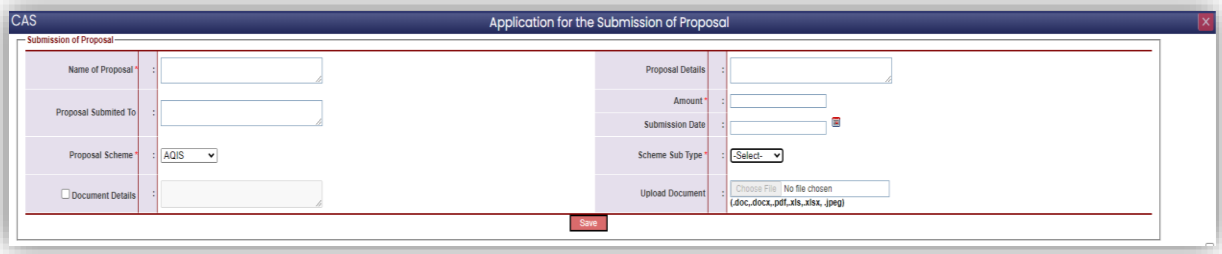
For updating UG/PG/Diploma details employee needs to fill in the details as asked for in the form shown below.

- ✓ First select the Academic Session from the drop down menu. Accordingly drop down menus will show for all the related fields.



Proposals

An Employee can update proposal details referring to the functionality given below.



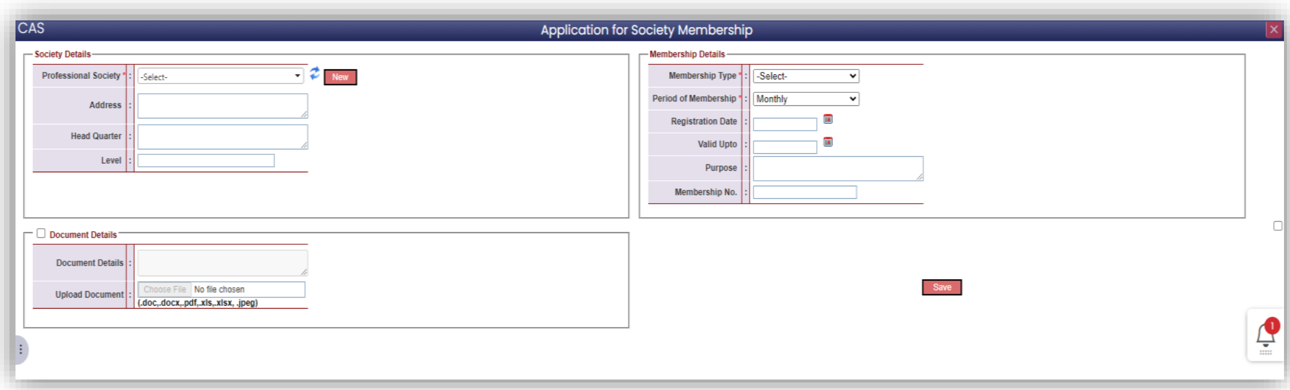
Work As Expert

For **updating** Work as Expert details employee needs to fill in the details asked for in the form shown below.

- ✓ First select the **Activity Type**from the drop down menu. Accordingly **drop down menus** will show for all the related fields.
- ✓ Wherever needed **dates**can be selected using the **calendaricon**

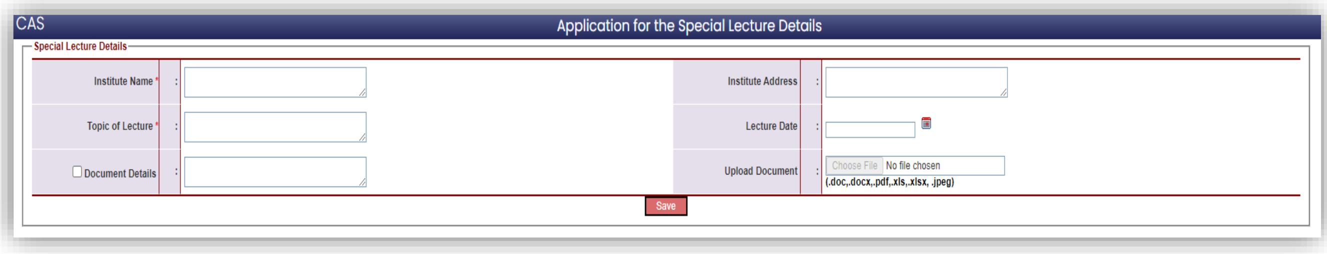
Society Membership

As an academic Faculty, an Employee can be associated with many Technical/ Academic Societies thus their membership details could be captured through the below described window.



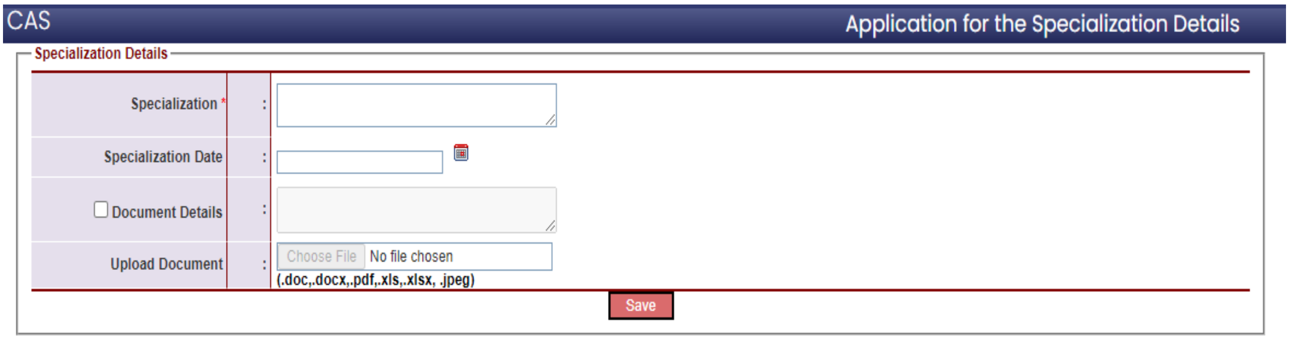
Special Lecture

As an academician many a times invitations are received from different departments/ organizations for delivering special lecture sessions which also adds up to an achievement feather over the cap, to get these details updated into one's self profile a Faculty can use the below window and update such information.



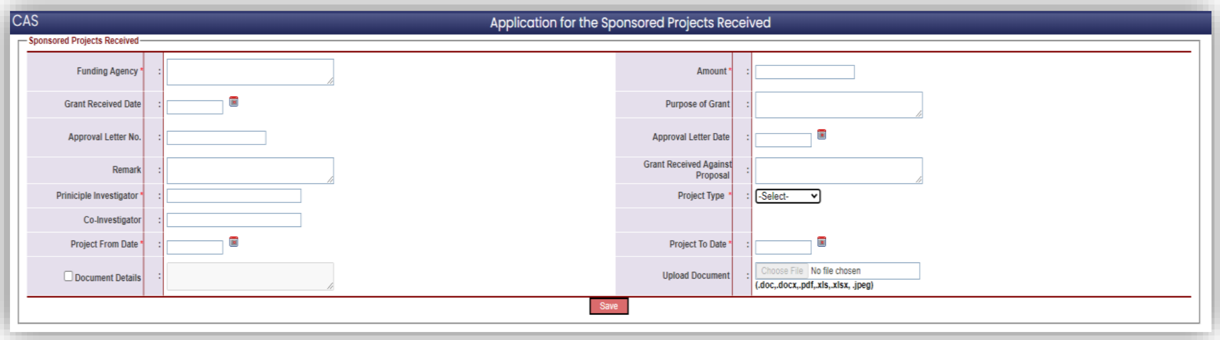
Specialization

As an academic Faculty, an employee can update his/ her subject/ topic specialization details as mentioned below.



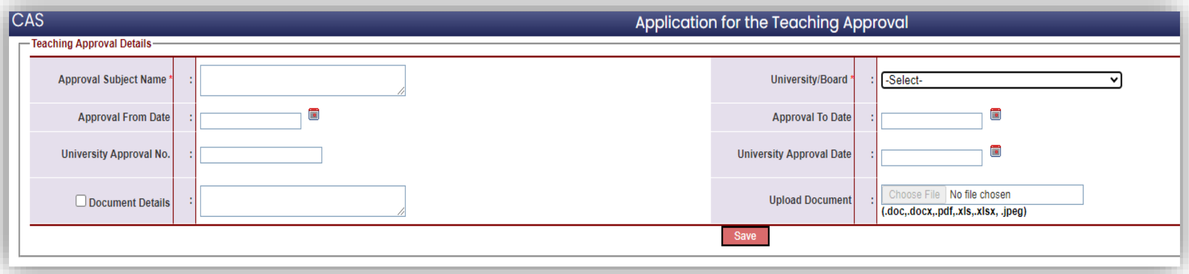
Sponsored Projects Received

As the academicians also get engaged into project consultancies and activities and undertake various projects under sponsorships, to update the details the below given functionality can be utilized.



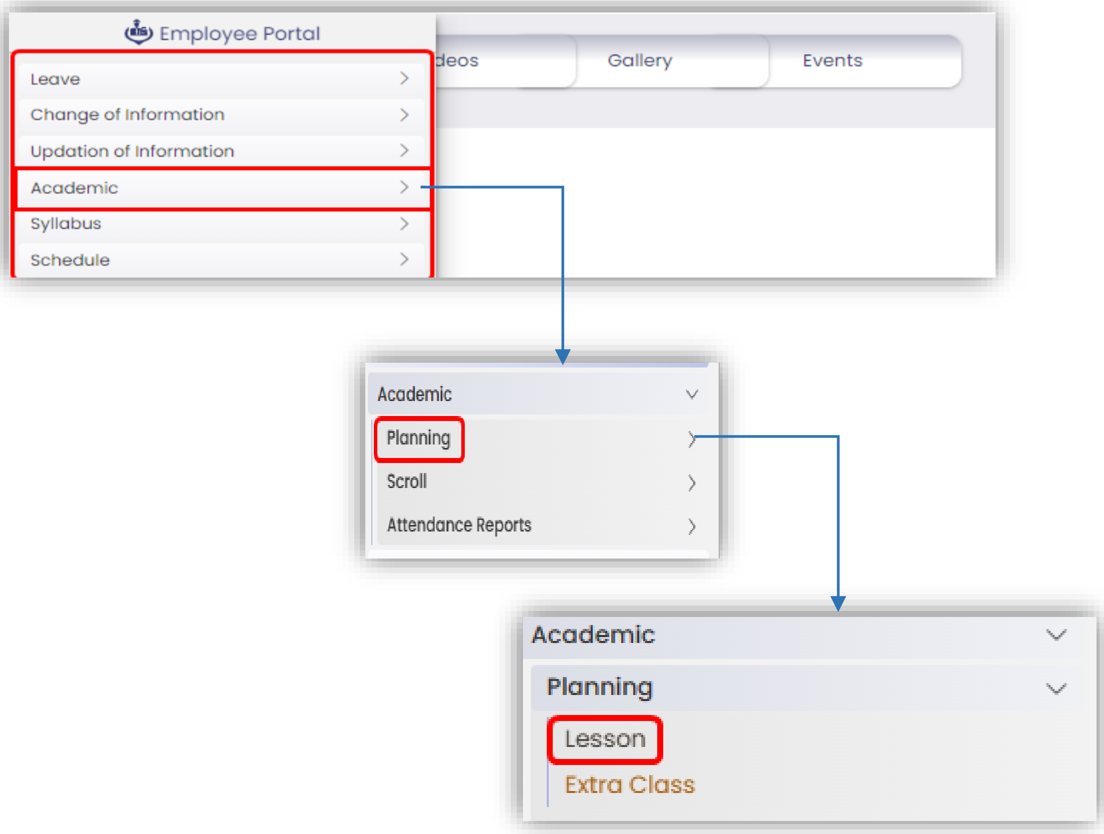
Teaching Approvals

As the Teaching Faculties as an employee receives Teaching approval from Statutory bodies, thus the same details can also be updated into the profile by filling up the required details in the below given form.

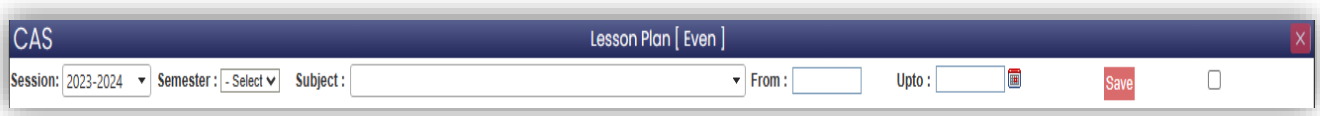


Lesson Planning

Click on the **Academic tab** from the Employee Portal and it will show you options for Planning, Scroll and Attendance Reports

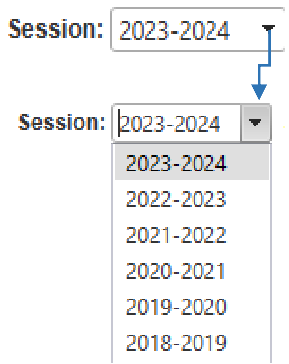


- ✓ **Click on planning** and a scroll-down menu with options for **Lesson** and Extra Class will Open
- ✓ Click on **Lesson** and a Lesson Plan Page will open



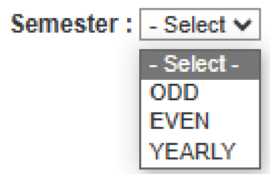
Understanding the Lesson Plan Page

This page allows you to **see and plan lectures** based on the **session, semester and subject selected from the drop down menus.**

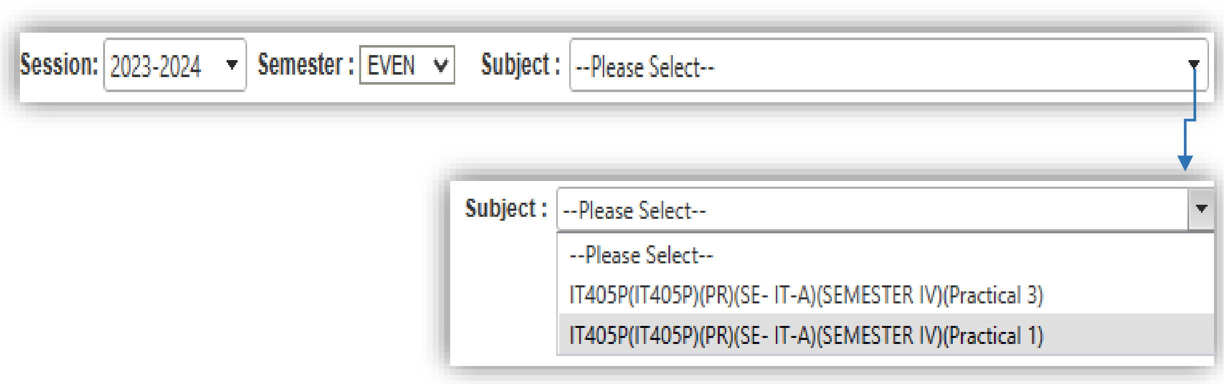


Session refers to the college session. Click on the **drop down** and you will see **options to select the year.**

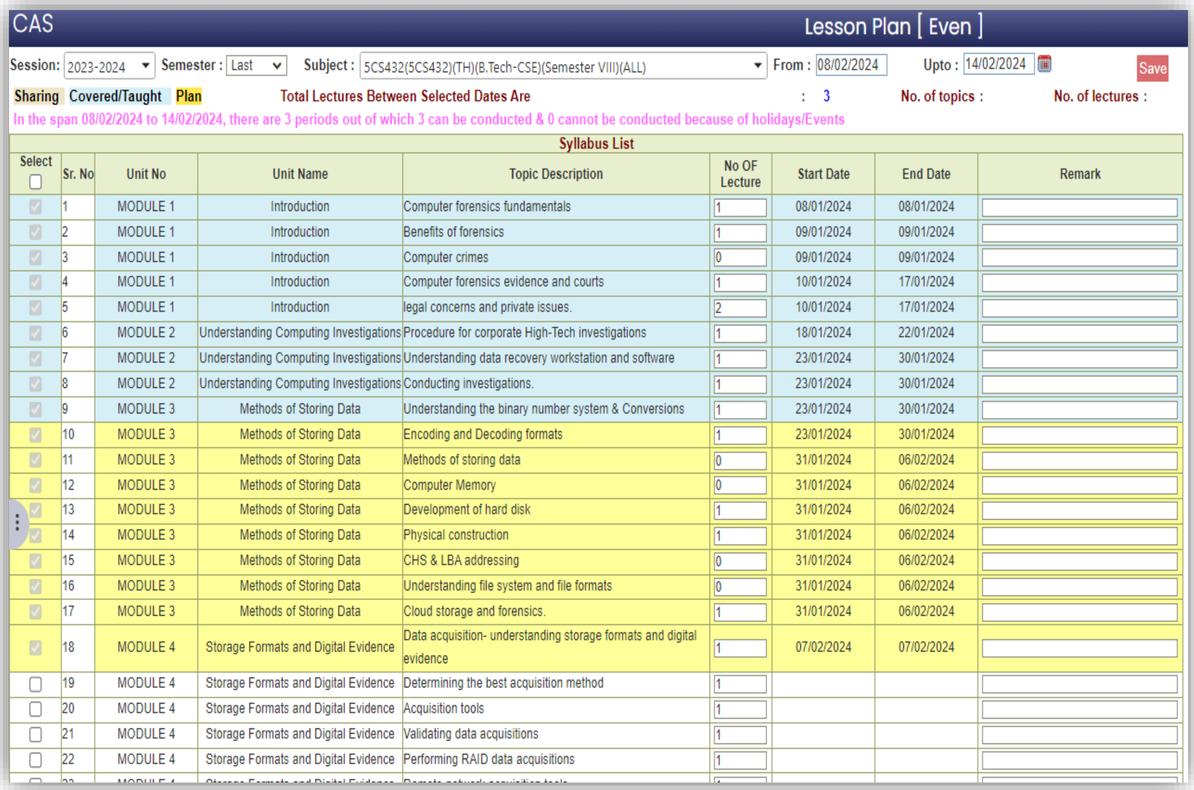
After selecting the **session** you need to **select the Semester** from the **drop down menu**. It gives you the **option** to **select ODD, EVEN or YEARLYtype of semester.**



Based on your **session** and **semester Time Table** you will **get the options to select** the **Subject** from the **drop down** menu.



You need to **click** on the **name of the subject** for which you **want to do lesson planning**. you will **see Lesson Plan as below**. Note that the **From and Upto Date fields** are updated.


CAS Lesson Plan [Even]

Session: 2023-2024 Semester : Last Subject : 5CS432(5CS432)(TH)(B.Tech-CSE)(Semester VIII)(ALL) From : 08/02/2024 Upto : 14/02/2024 Save

Sharing Covered/Taught Plan Total Lectures Between Selected Dates Are : 3 No. of topics : No. of lectures :

In the span 08/02/2024 to 14/02/2024, there are 3 periods out of which 3 can be conducted & 0 cannot be conducted because of holidays/Events

Syllabus List

Select	Sr. No	Unit No	Unit Name	Topic Description	No OF Lecture	Start Date	End Date	Remark
	1	MODULE 1	Introduction	Computer forensics fundamentals	1	08/01/2024	08/01/2024	
	2	MODULE 1	Introduction	Benefits of forensics	1	09/01/2024	09/01/2024	
	3	MODULE 1	Introduction	Computer crimes	0	09/01/2024	09/01/2024	
	4	MODULE 1	Introduction	Computer forensics evidence and courts	1	10/01/2024	17/01/2024	
	5	MODULE 1	Introduction	legal concerns and private issues.	2	10/01/2024	17/01/2024	
	6	MODULE 2	Understanding Computing Investigations	Procedure for corporate High-Tech investigations	1	18/01/2024	22/01/2024	
	7	MODULE 2	Understanding Computing Investigations	Understanding data recovery workstation and software	1	23/01/2024	30/01/2024	
	8	MODULE 2	Understanding Computing Investigations	Conducting investigations.	1	23/01/2024	30/01/2024	
	9	MODULE 3	Methods of Storing Data	Understanding the binary number system & Conversions	1	23/01/2024	30/01/2024	
	10	MODULE 3	Methods of Storing Data	Encoding and Decoding formats	1	23/01/2024	30/01/2024	
	11	MODULE 3	Methods of Storing Data	Methods of storing data	0	31/01/2024	06/02/2024	
	12	MODULE 3	Methods of Storing Data	Computer Memory	0	31/01/2024	06/02/2024	
	13	MODULE 3	Methods of Storing Data	Development of hard disk	1	31/01/2024	06/02/2024	
	14	MODULE 3	Methods of Storing Data	Physical construction	1	31/01/2024	06/02/2024	
	15	MODULE 3	Methods of Storing Data	CHS & LBA addressing	0	31/01/2024	06/02/2024	
	16	MODULE 3	Methods of Storing Data	Understanding file system and file formats	0	31/01/2024	06/02/2024	
	17	MODULE 3	Methods of Storing Data	Cloud storage and forensics.	1	31/01/2024	06/02/2024	
	18	MODULE 4	Storage Formats and Digital Evidence	Data acquisition- understanding storage formats and digital evidence	1	07/02/2024	07/02/2024	
	19	MODULE 4	Storage Formats and Digital Evidence	Determining the best acquisition method	1			
	20	MODULE 4	Storage Formats and Digital Evidence	Acquisition tools	1			
	21	MODULE 4	Storage Formats and Digital Evidence	Validating data acquisitions	1			
	22	MODULE 4	Storage Formats and Digital Evidence	Performing RAID data acquisitions	1			

Understanding the From and Upto Date

From Date and **Upto Date** represent the duration for which you can plan the lectures, like here you can **plan lecturesfor a week/ a month/ entire semester span** from the From Date.

Example:-

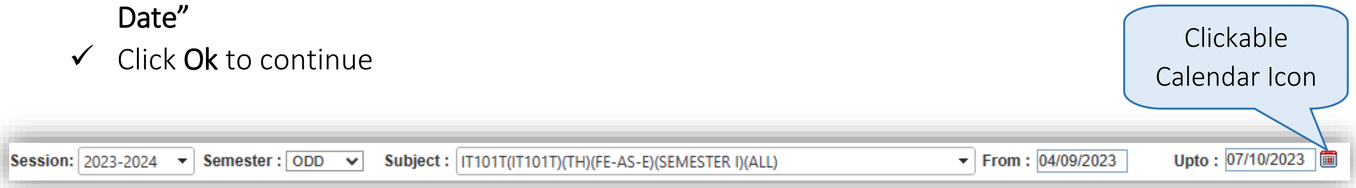
From : 04/09/2023 Upto : 10/09/2023

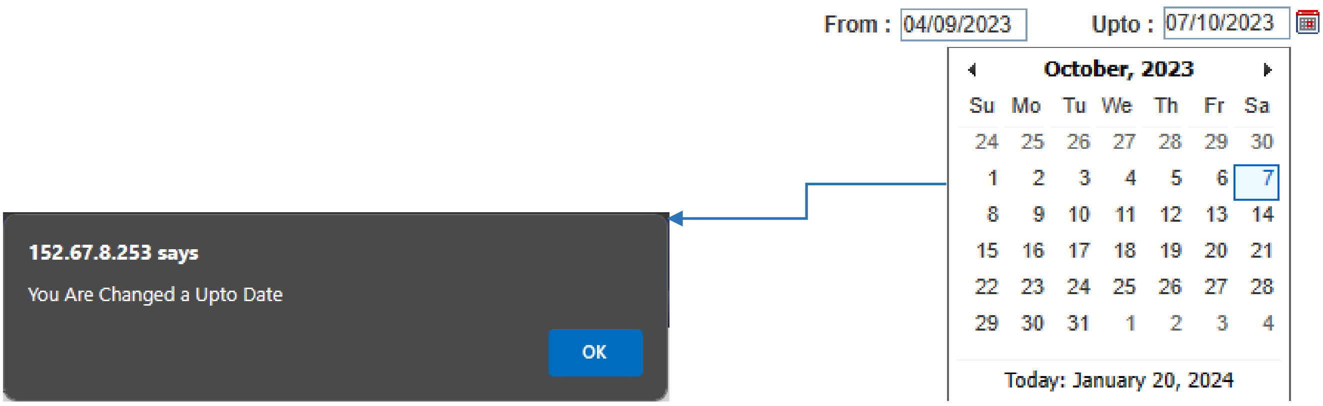
Here since the From Date is the current date eg. 04/09/2023 you will be able to plan for lectures from this date accordingly

Change the Upto Date

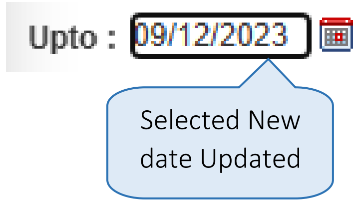
While it **does not give** you the option to **change** the **From Date** you **can change the Upto Date**, but the duration between the **From Date and Upto Date** should not be more than semester end date. If it is more than that, it will show a validation message.

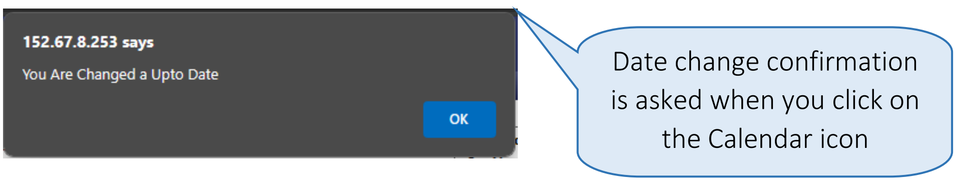
- ✓ **Click** on the **Calendar icon** you see next to the **Upto Date Box**
- ✓ **Calendar** will **open**. **Select** the **date as** per your **requirement**.
- ✓ When you **select the date** it will show a message asking **"You Are Changing Upto Date"**
- ✓ Click **Ok** to continue

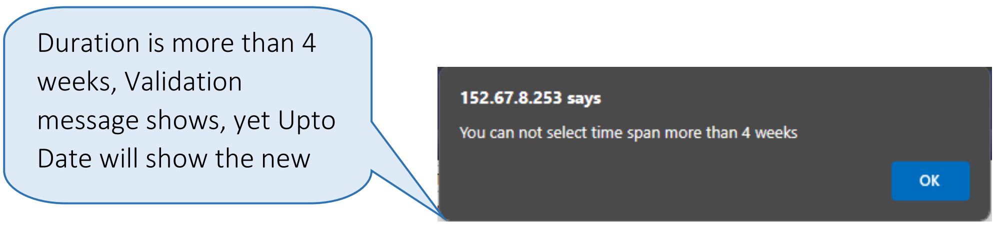




- ✓ Selected **new date** can be seen in the **Upto Date field.**
- ✓ If the **selected date** is **more than semester end date** then it will **show a validation message stating "You Cannot Select Time Span of More than semester end date"**. Also it will **show** the **new date selected** but will **not let you plan lectures.**



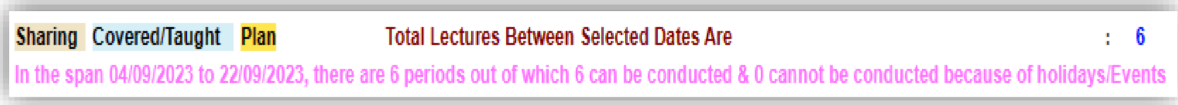




Understanding Lesson Planning

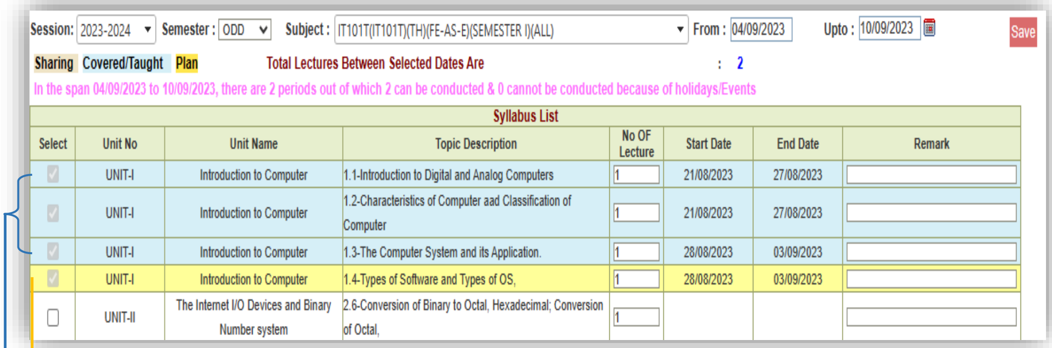
After selecting the **session, semester, subject, from and upto date**, lesson planning can be done in the **Syllabus List table** which has **columns for Select**, **Unit No.**, **Unit Name**, **Topic Description, No. of Lecture, Start Date, End Date and Remark**. You will also **notice** that **some** of the **rows are highlighted**.

Different highlighted colours are **used** to **show the status** of the lecture like **Sharing**, **Covered/Taught and Plan**



- ✓ **Orange highlight** means that two or more **lecturers** will cover the topic, meaning **some partof the topic will be covered by other lecturer/s.**
- ✓ **Blue highlight** means the **lesson is taught and covered**
- ✓ **Yellow Highlight** means the **lessons are planned**

Therefore when you **see rows highlighted in blue** it will mean that **topic is taught/covered. Similarly** if the **highlightis yellow** it will mean the **topic is planned** to be taken up in upcoming lectures.


Session: 2023-2024 Semester : ODD Subject : IT101T(IT101T)(TH)(FE-AS-E)(SEMESTER I)(ALL) From : 04/09/2023 Upto : 10/09/2023 Save

Sharing Covered/Taught Plan Total Lectures Between Selected Dates Are : 2

In the span 04/09/2023 to 10/09/2023, there are 2 periods out of which 2 can be conducted & 0 cannot be conducted because of holidays/Events

Syllabus List

Select	Unit No	Unit Name	Topic Description	No OF Lecture	Start Date	End Date	Remark
☑	UNIT-I	Introduction to Computer	1.1-Introduction to Digital and Analog Computers	1	21/08/2023	27/08/2023	
☑	UNIT-I	Introduction to Computer	1.2-Characteristics of Computer aad Classification of Computer	1	21/08/2023	27/08/2023	
☑	UNIT-I	Introduction to Computer	1.3-The Computer System and its Application.	1	28/08/2023	03/09/2023	
☑	UNIT-I	Introduction to Computer	1.4-Types of Software and Types of OS,	1	28/08/2023	03/09/2023	
☐	UNIT-II	The Internet I/O Devices and Binary Number system	2.6-Conversion of Binary to Octal, Hexadecimal; Conversion of Octal,	1			

Blue color highlight topics are Taught/ Covered

Yellow color highlight, topic is planned to be covered in coming lectures

Understanding – "Total Lectures Between Selected Dates Are" Field

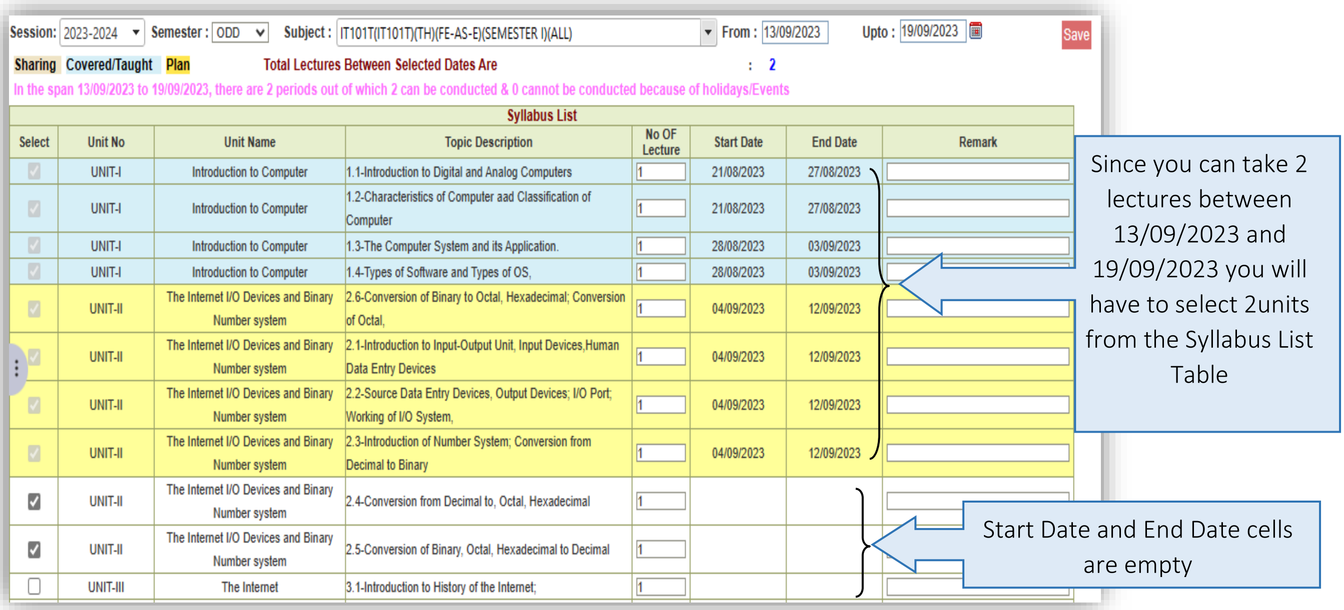
First it is important to know that the fields for From Date, Upto Date and Total Lectures Between Selected Dates Are interrelated, change in one can result in change in other. "Total Lectures Between Selected Dates Are" refers to the number of classes that will be conducted for the subject during the period that has been selected in the From Date and Upto Date fields as seen at the top of the page.

As the Upto Date changes the total lectures between the selected dates also changes, meaning during those selected dates only that many lectures can be taken for the subject as are mentioned in this field. Simply put if you will change the "Upto Date" it will also change the number mentioned in "Total Lectures between selected Dates are "field.

Planning the Lesson

After selecting the Upto Date you will get the number of lectures you can take between the selected dates. You will then select those many lectures from the Syllabus List Table. Also the number of lectures selected from the Syllabus List Table should be equal to the number of lectures mentioned in the "Total Lectures Between Selected Dates Are" field.

The Syllabus List table has columns for Select, Unit no, Unit Name, Topic Description, No of Lecture, Start Date, End Date, and Remark. Note that the cells for Start Date and End Date are empty.

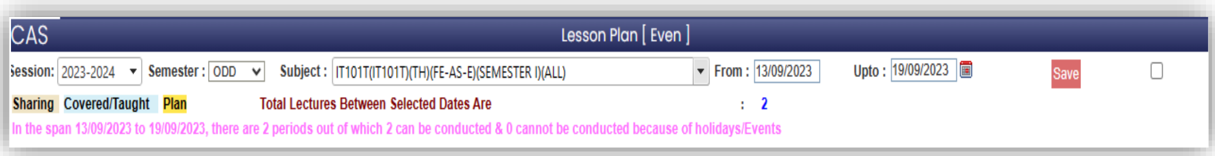


Select	Unit No	Unit Name	Topic Description	No OF Lecture	Start Date	End Date	Remark
	UNIT-I	Introduction to Computer	1.1-Introduction to Digital and Analog Computers	1	21/08/2023	27/08/2023	
	UNIT-I	Introduction to Computer	1.2-Characteristics of Computer aad Classification of Computer	1	21/08/2023	27/08/2023	
	UNIT-I	Introduction to Computer	1.3-The Computer System and its Application.	1	28/08/2023	03/09/2023	
	UNIT-I	Introduction to Computer	1.4-Types of Software and Types of OS,	1	28/08/2023	03/09/2023	
	UNIT-II	The Internet I/O Devices and Binary Number system	2.6-Conversion of Binary to Octal, Hexadecimal; Conversion of Octal,	1	04/09/2023	12/09/2023	
	UNIT-II	The Internet I/O Devices and Binary Number system	2.1-Introduction to Input-Output Unit, Input Devices,Human Data Entry Devices	1	04/09/2023	12/09/2023	
	UNIT-II	The Internet I/O Devices and Binary Number system	2.2-Source Data Entry Devices, Output Devices; I/O Port; Working of I/O System,	1	04/09/2023	12/09/2023	
	UNIT-II	The Internet I/O Devices and Binary Number system	2.3-Introduction of Number System; Conversion from Decimal to Binary	1	04/09/2023	12/09/2023	
☑	UNIT-II	The Internet I/O Devices and Binary Number system	2.4-Conversion from Decimal to, Octal, Hexadecimal	1			
☑	UNIT-II	The Internet I/O Devices and Binary Number system	2.5-Conversion of Binary, Octal, Hexadecimal to Decimal	1			
☐	UNIT-III	The Internet	3.1-Introduction to History of the Internet;	1			

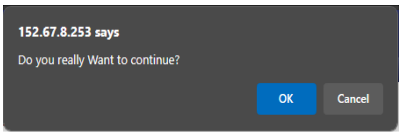
To **select a unit** simply **click** on the **clickable box given** in the **Select Column next** to the **unit** you want to plan the lecture for

Syllabus List							
Select	Unit No	Unit Name	Topic Description	No OF Lecture	Start Date	End Date	Remark
☑	UNIT-II	The Internet I/O Devices and Binary Number system	2.4-Conversion from Decimal to, Octal, Hexadecimal	1			
☑	UNIT-II	The Internet I/O Devices and Binary Number system	2.5-Conversion of Binary, Octal, Hexadecimal to Decimal	1			
☐	UNIT-III	The Internet	3.1-Introduction to History of the Internet;	1			
☐	UNIT-III	The Internet	3.2-Network Topologies(bus, star , ring,mesh, tree)	1			
☐	UNIT-III	The Internet	3.3-Networking devices and cables	1			

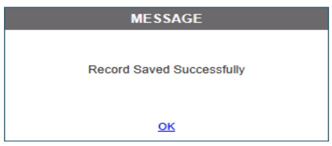
After selecting the units you plan to take in the upcoming lectures click on the **Save button** given at the top of the Lesson Plan Page



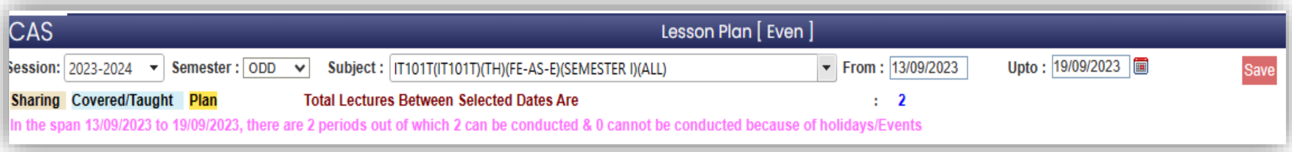
Clicking **Save Button** will **open a Pop Up** asking **"Do you really want to continue"**. Click **Ok** to continue. **Cancel** will **take you back** to the **Lesson Plan page**.



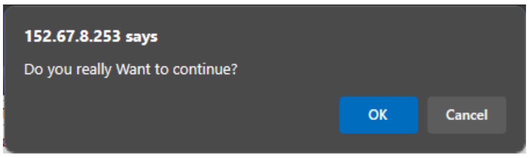
Clicking Ok will open a pop up confirming that **"Record Saved Successfully"**.



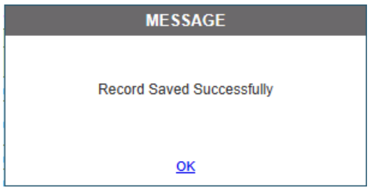
After selecting the units you plan to take in the upcoming lectures click on the **Save button** given at the top of the Lesson Plan Page



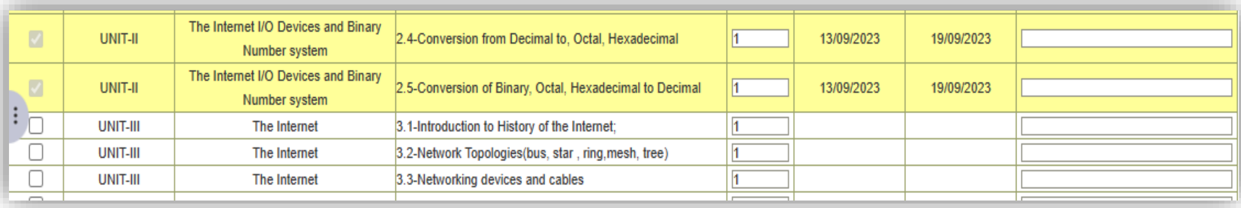
Clicking **Save Button** will **open a Pop Up** asking **"Do you really want to continue".** Click Ok to continue. Cancel will take you back to the Lesson Plan page.



Clicking Ok will **open a pop up confirming** that **"Record Saved Successfully".**

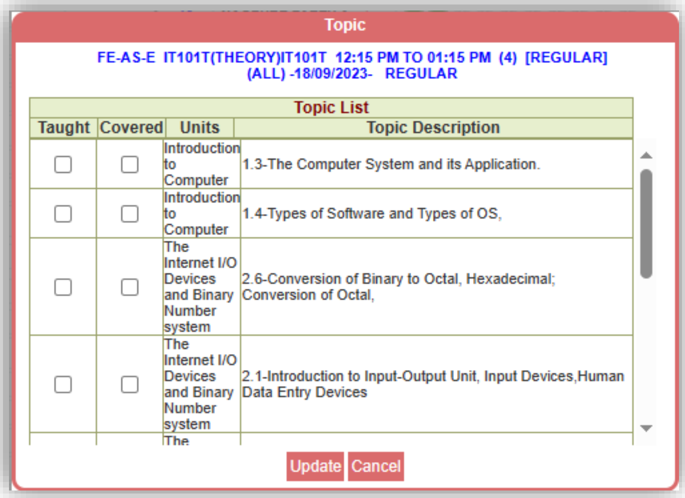


Clicking Ok will take you back to the Lesson Plan Page. The 2 units you had selected to complete in the upcoming lectures will be now highlighted in Yellow.



☑	UNIT-II	The Internet I/O Devices and Binary Number system	2.4-Conversion from Decimal to, Octal, Hexadecimal	1	13/09/2023	19/09/2023	
☑	UNIT-II	The Internet I/O Devices and Binary Number system	2.5-Conversion of Binary, Octal, Hexadecimal to Decimal	1	13/09/2023	19/09/2023	
☐	UNIT-III	The Internet	3.1-Introduction to History of the Internet;	1			
☐	UNIT-III	The Internet	3.2-Network Topologies(bus, star , ring,mesh, tree)	1			
☐	UNIT-III	The Internet	3.3-Networking devices and cables	1			

Your **Lesson Planning task** is **accomplished** here. **The units** you **selected as a plan will show** in the **pop-up window that opens on clicking the box next to Taught** in the **topics section** on **the attendance** list page at the **bottom.**



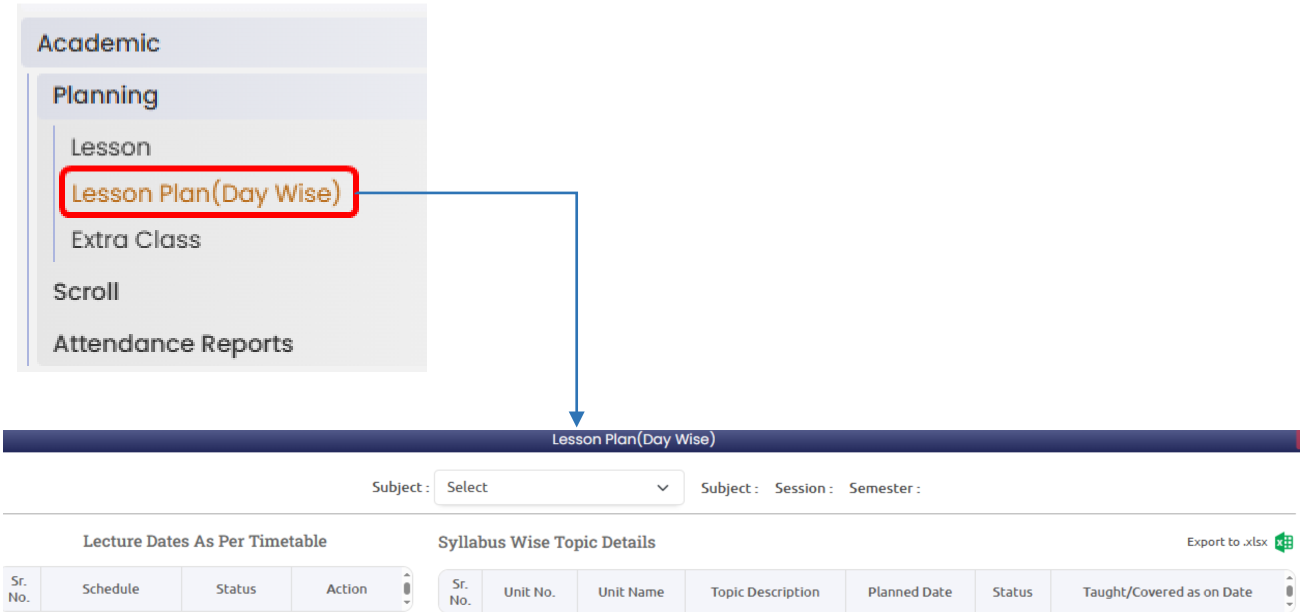
Note:-

The status marked for the topics here will show in the Topics Section on the Attendance List Page. If a topic is not selected and planned here but the lecturer wants to teach it then he/she will first have to plan it here that is in the Lesson Planner.

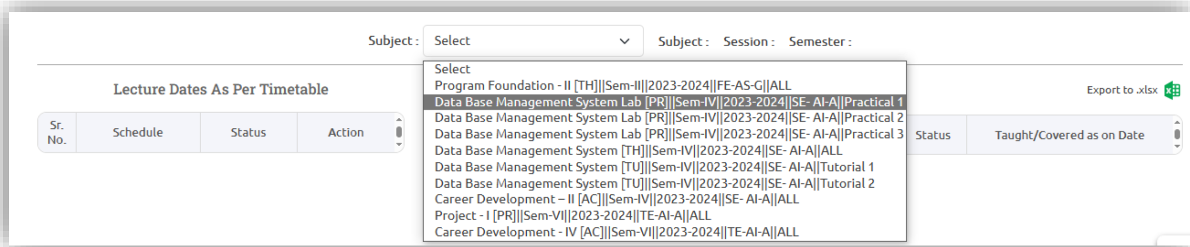
Lesson Plan (Day Wise) – Plan Topic for Day-wise Lectures

Purpose: Lesson plan (day wise) allows lecturers to **plan ahead the topic** they wish to cover for their lectures during a week for **all or some of the upcoming lectures** for the semester. It serves as a guide for both the lecturers and the students to prepare for the planned lectures resulting in effective time management.

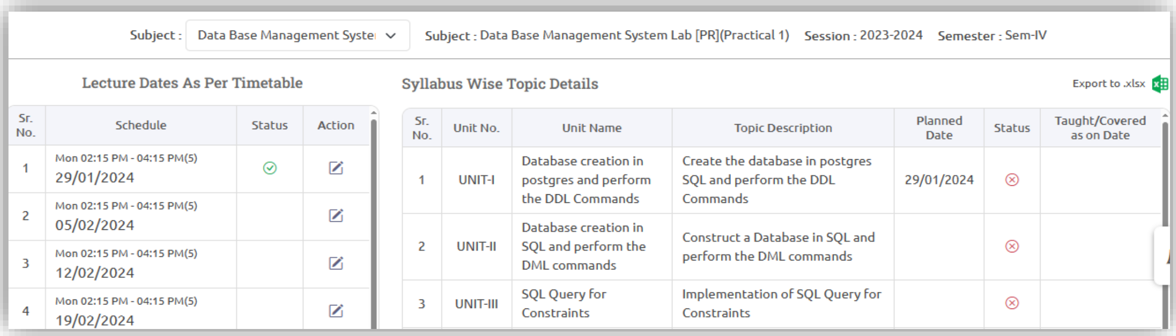
Lesson Plan (Day Wise) is a **sub type** under the **Academic module** (CASERP) **Planning tab**. Upon clicking a page as shown below appears.



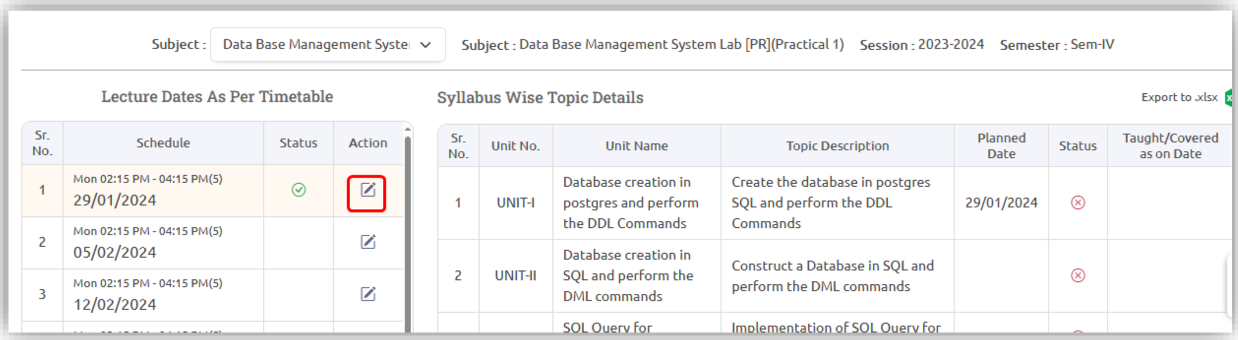
Select **the subject** for which planning is to be done from the **subject drop down menu**

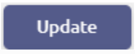


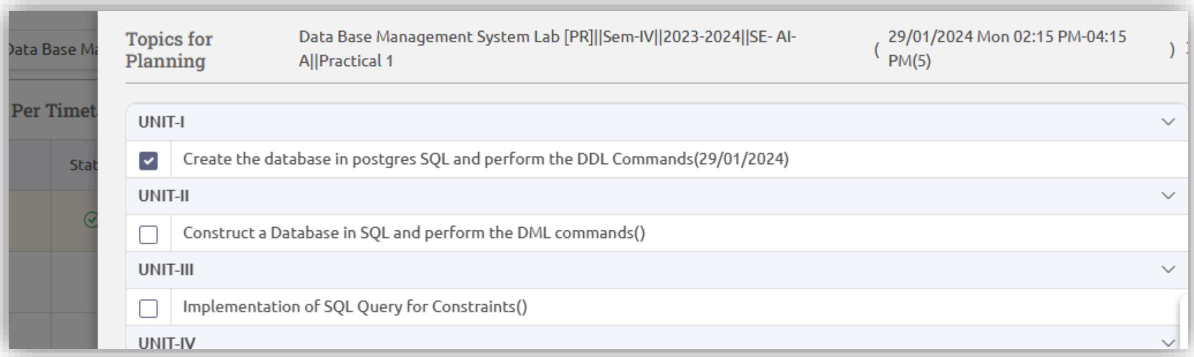
Both the "**Lecture Dates as Per Timetable Table**" and the "**Syllabus Wise Topics Details Table**" will show details for the selected subject.



Click on the **scheduled lecture** to which you want to allot a topic from the **Schedule column in** the Lecture Dates As Per Timetable table

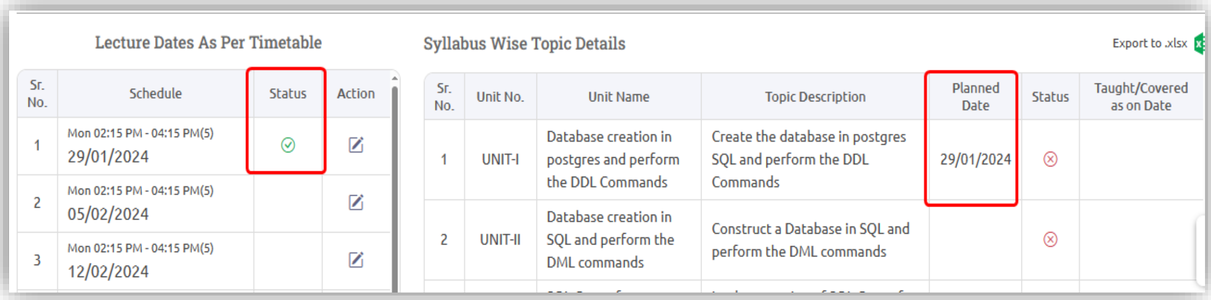


Screen showing the **list of topics** related to all the unit will slide. Tick on the **topic** you wish to teach and click the **update button** at the bottom of the page. 



The topic will then **get allotted** and the **status column** in the "Lecture Dates As Per Timetable" table will show a **green tick**. The **planned date column** in the "Syllabus Wise Topic Details" will show the date on which the lecture was planned.

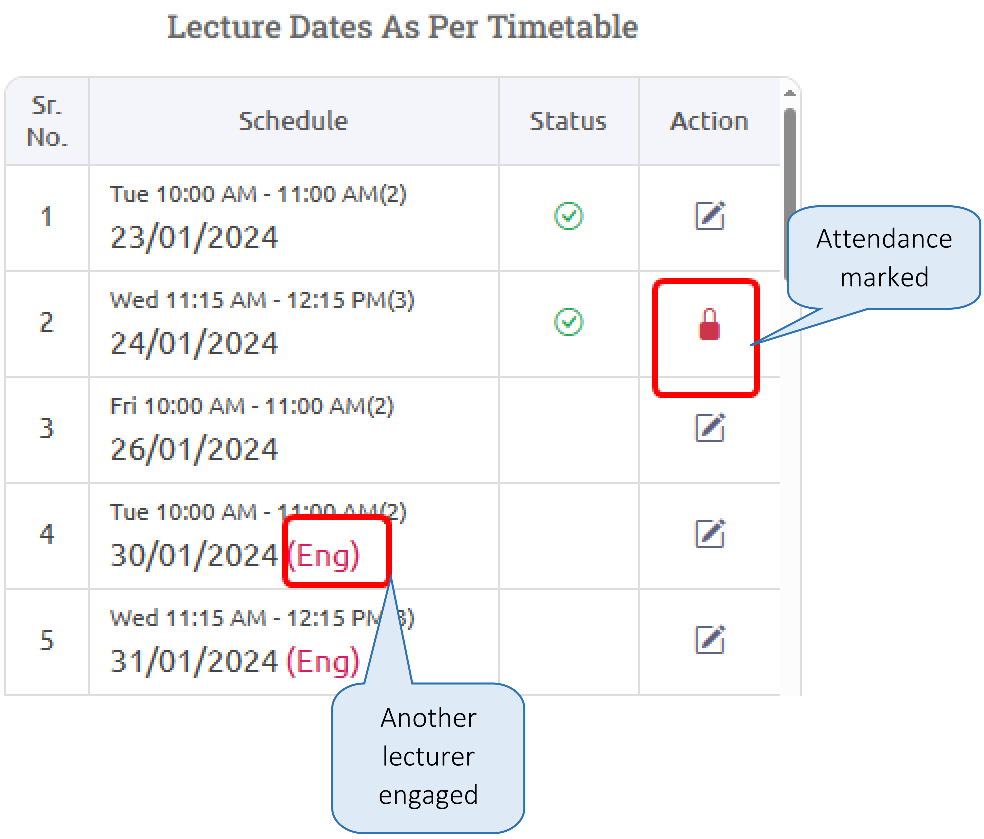
Data Interpretation



Topic to be taught for the lecture on Monday
from 2:15 PM to 4:15 PM is assigned

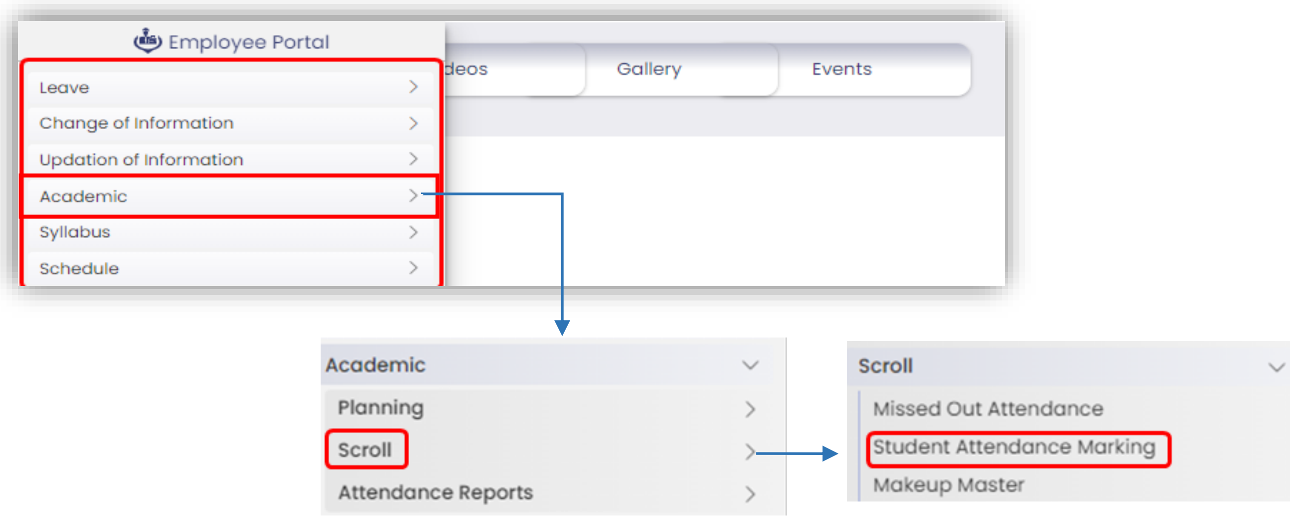
When the **attendance is marked** by the lecturer for the particular lecture as planned from this page the attendance column will show the **lock symbol**.

Many times other **lecturer is engaged** to give a class in place of the lecturer who was supposed to take the particular lecture then **(Eng) will be written** next to that particular lecture details.



Student Attendance Marking

Click on the Academic tab from the left hand side menu and it will show you options for Planning, Scroll and Attendance Reports.

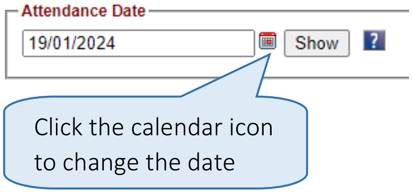


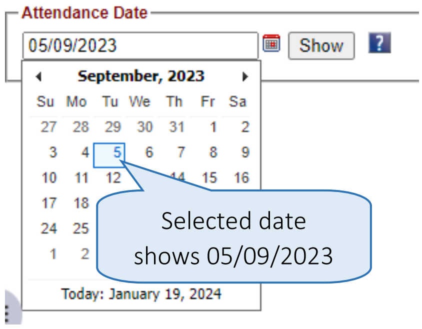
Click Scroll and it will open the scroll down menu for Missed out Attendance, Student Attendance Marking and Makeup Master, out of these, click on Student Attendance Marking.

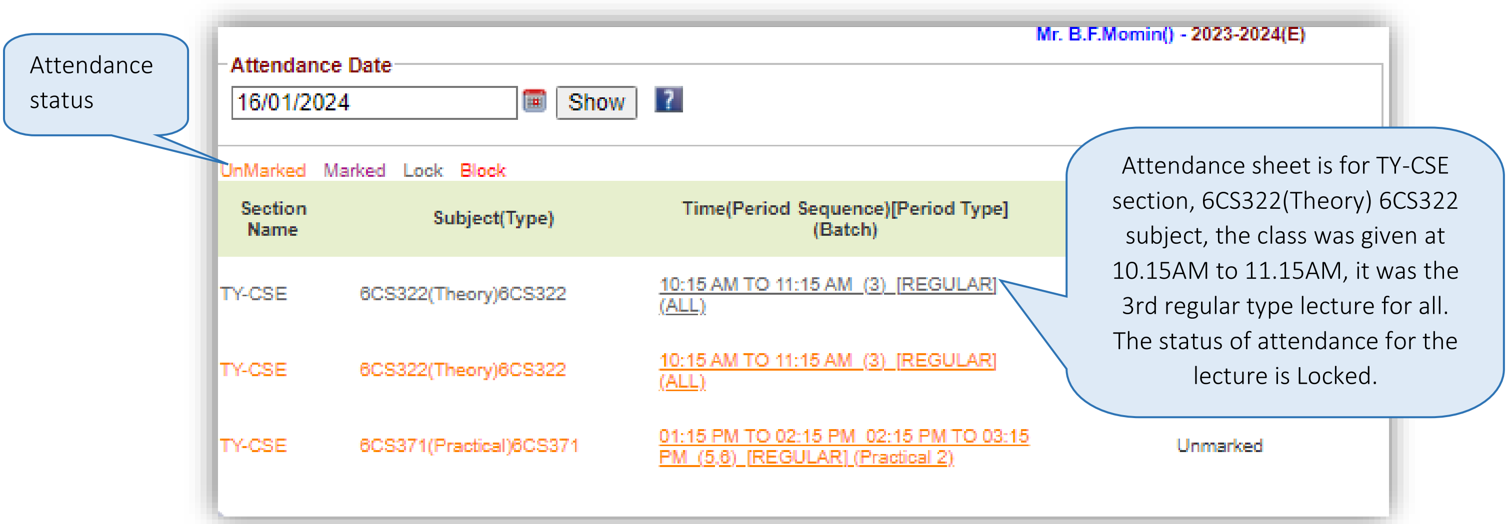
Student Attendance Marking

How to change Attendance Date

- ✓ For attendance marking select the date for which you want to mark the attendance
- ✓ Attendance date by default shows the current date
- ✓ You can change the date by clicking on the Calendar icon
- ✓ Calendar will open.
- ✓ You can select the month and date From the calendar simply select the date and it will show the selected date in the Attendance date box.
- ✓ Click on the "Show" button and it will open a table showing details of the lectures scheduled (regular/ extra/ engaged lectures) on that particular day.







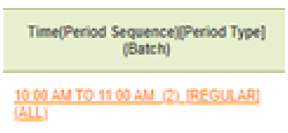
The **table shows** details of the **lecture conducted on that particular day. Details include Section Name, Subject (Type), Time (Period Sequence) (Period Type) (Batch) and Status of the attendance whether Un-Marked, Marked, Lock and Block.**

Un-Marked means Attendance is **not marked** yet and one can update it.

Marked means Attendance is **marked**

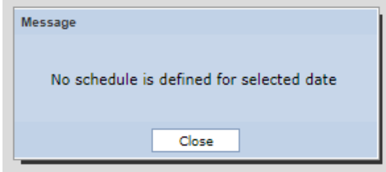
Lock means Attendance is **Saved and Locked**

Block means **Attendance Sheet is blocked, cannot be opened** and you will **need special permission to open it.**



Click on the hyperlink in the table and it will open **detailed attendance list page.**

However if **it is a holiday** on the **selected day** or lecture scheduled for that day then you will **see the screen stating “No schedule is defined for selected date”**

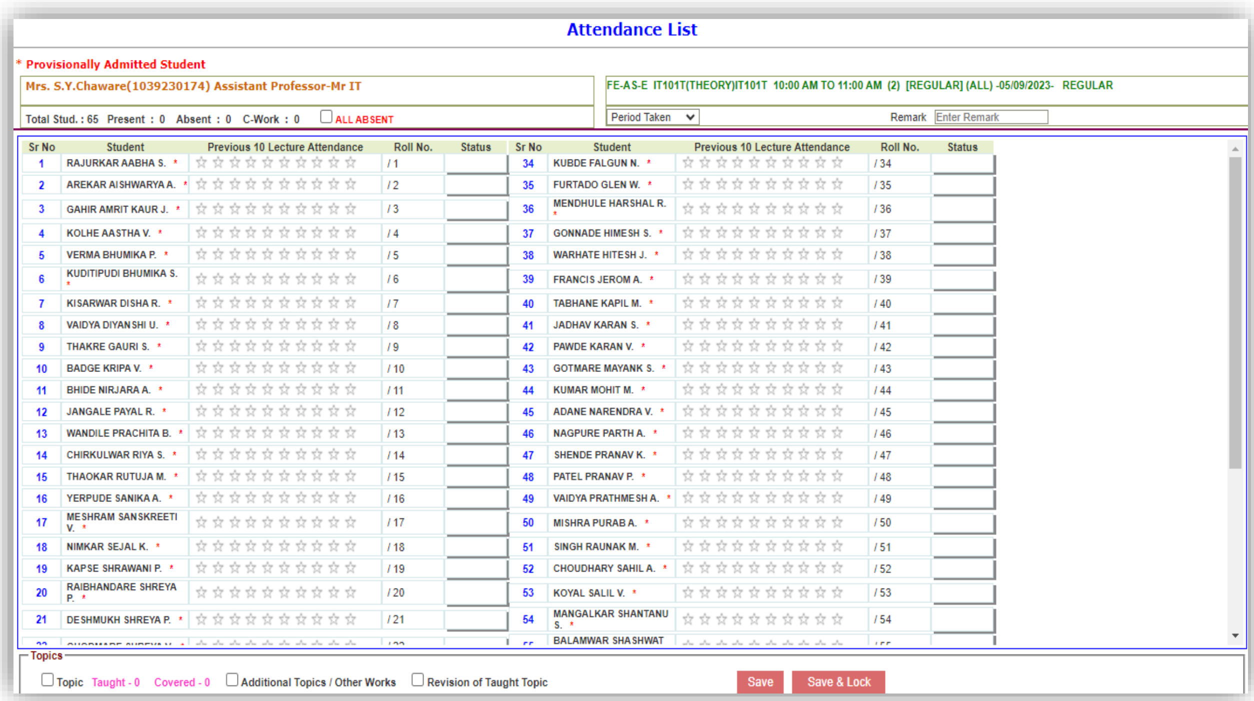


Note:-

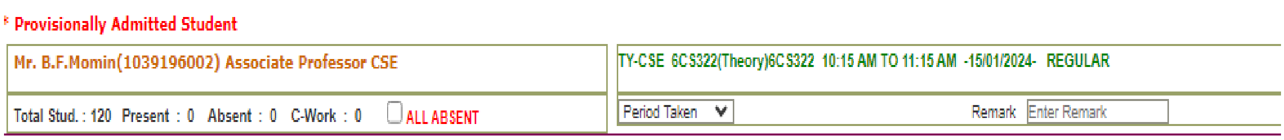
Lecturers can see attendance details only for back/ Current date lectures and not for a future date.

Attendance List Page

Attendance List shows a lot of information. Let us understand the different details mentioned here through a detailed user manual

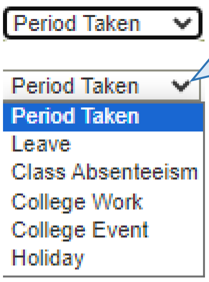


Top of the Attendance List



- ✓ **Details** related to the **lecturer** like **name of the lecturer, employee code, and designation is shown in the first box.**
- ✓ **Next box shows** more information about the **course like section, subject, class timing and lecture type.**
- ✓ **Under** it is a **box** showing **total number of students, no of students present, no of students absent and number of students in C-Work.** The **numbers** for **each** of these **attendance fields** is **auto adjusted** based on the **attendance marked by the lecturer.**
- ✓ **Next** to the **C-Work count** is a box that ☐ ALL ABSENT allows you to mark attendance of all the students of the class at a time either as (Present/ Absent).

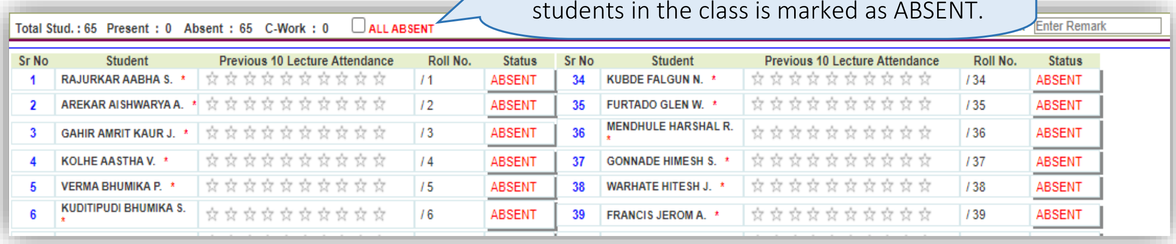
A Lecturer has to first give the status that whether he/ she has taken the period or not, accordingly it is to be selected from the list here as a **drop down menu** and gives you the option to select either **Period taken or (reasons for period not taken) Leave, Class Absenteeism, College Work, College Event and Holiday. Lecturer** can select the **option based on whether the period was taken or not** and if not then why the period was not taken.



Select the statuso f the period

Put in the remark related to the status of the period

Box is empty and ALL ABSENT is written next to it. You will notice attendance for all the students in the class is marked as ABSENT.

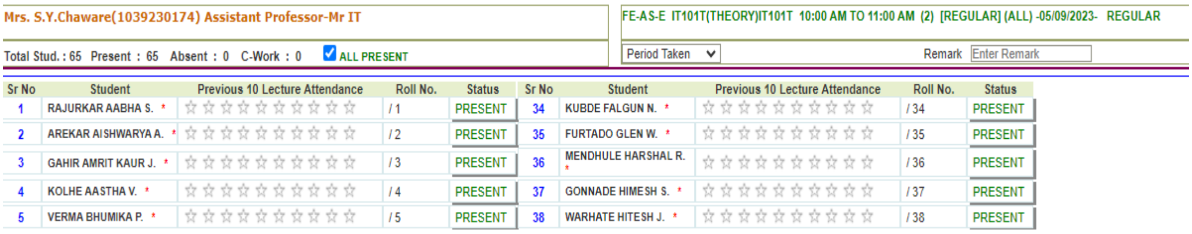


Total Stud. : 65 Present : 0 Absent : 65 C-Work : 0 ☐ ALL ABSENT Enter Remark

Sr No	Student	Previous 10 Lecture Attendance	Roll No.	Status	Sr No	Student	Previous 10 Lecture Attendance	Roll No.	Status
1	RAJURKAR AABHA S. *	☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆	/ 1	ABSENT	34	KUBDE FALGUN N. *	☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆	/ 34	ABSENT
2	AREKAR AISHWARYA A. *	☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆	/ 2	ABSENT	35	FURTADO GLEN W. *	☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆	/ 35	ABSENT
3	GAHIR AMRIT KAUR J. *	☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆	/ 3	ABSENT	36	MENDHULE HARSHAL R. *	☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆	/ 36	ABSENT
4	KOLHE AASTHA V. *	☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆	/ 4	ABSENT	37	GONNADE HIMESH S. *	☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆	/ 37	ABSENT
5	VERMA BHUMIKA P. *	☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆	/ 5	ABSENT	38	WARHATE HITESH J. *	☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆	/ 38	ABSENT
6	KUDITIPUDI BHUMIKA S. *	☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆	/ 6	ABSENT	39	FRANCIS JEROM A. *	☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆	/ 39	ABSENT

Similarly in the **image** as shown **below** you will **notice** that the **earlier empty box** is **now clicked and All Present is written next to it. Attendance** for all the **students gets marked as present** and shown in **Green color.**

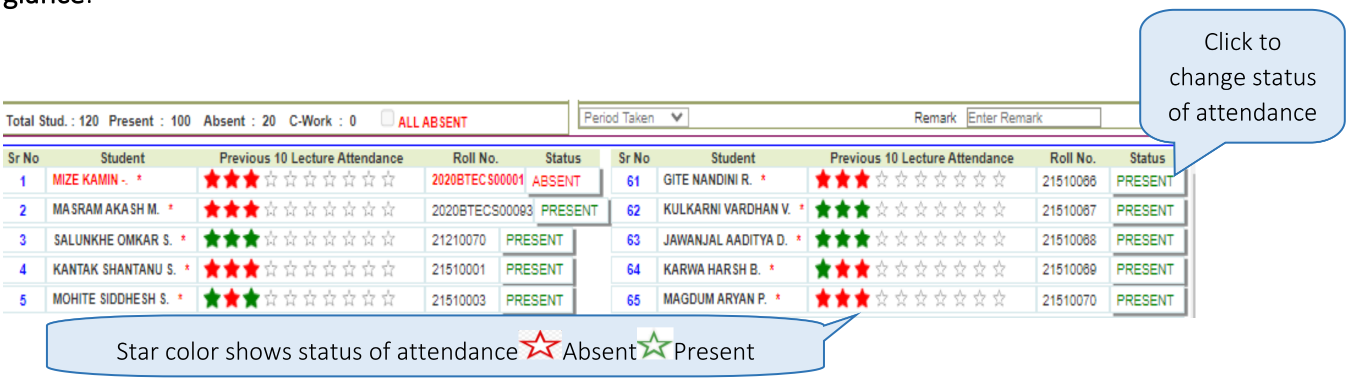
Box has a blue tick and All PRESENT is written next to it. You will notice attendance for all the students in the class is marked as ABSENT



Understanding the Table of Attendance

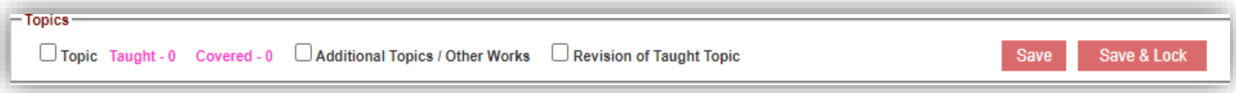
Centre of the page is the **Table of Student's Attendance** in which **lecturer can mark student attendance** and while updating can view the attendance for the previous 10 lectures. Simply **click** on the **box next** to the **name of the student** and the **status of attendance** changes from **Absent to C-Work and Present.** As the **status of the attendance changes for the student,** the **student counts** for **present, absent and C-work** will **also change**.

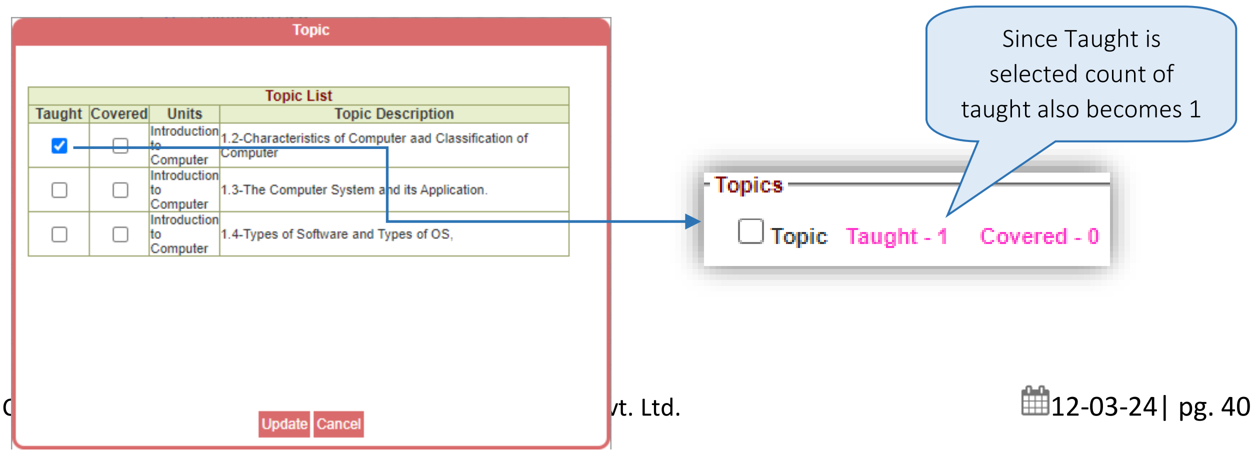
Stars next to the **name of the student** are **color coded**. While a **Green Star**☆ would mean **Present** a **Red Star**☆ would mean **Absent**. **Name of the absent student** is also **mentioned in Red ink**. This makes it **easy to know student attendance for the previous 10 lectures at a glance**.



Topics Section

Towards the bottom of the **Attendance List page** is the **Topics section**. Here you can **select** the **topic** that was **taught, covered, additional topics/other works** involved and **revision of taught topic**. As you **click on the box** you will see the **options accordingly.**





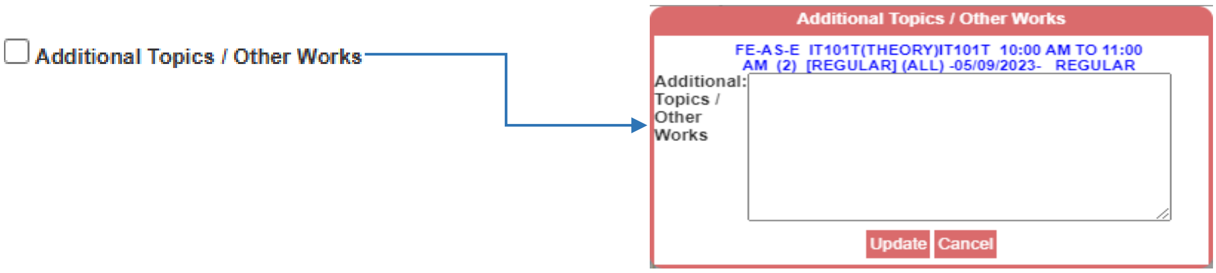
- ✓ You will tick **"Taught"** for topics which are started but not covered.
- ✓ You will tick on **"Covered"** if you have **covered it**
- ✓ **Ticking "Covered" will also tick "Taught" you can only cover a topic you have taught**.
- ✓ **Click Update** after **ticking** the **appropriate options**
- ✓ **Accordingly Status of the topics will update** as per the **options** ticked in the **pop up box**
- ✓ **Clicking Cancel** will take you back to the **Attendance List Page.**

Note:-

You will be able to see topics in the pop up box when you click on taught or any other option only if you would have planned the same in the Lesson Planner.

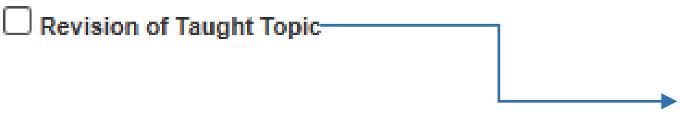
Add Additional Topics

If you wish to **take some additional topic** beyond the syllabus then you need to **click** on the **Empty box next** to the **Additional Topics. Pop up Text box** as **shown below opens**. Simply **type the title of the topic** you have **covered** in the **box** and **click update**



Revision of a Covered Topic

Lastly if you wish to **take revision** on a **certain topic** you need to **click** on the **box given next** to the **"Revision of Taught Topic"**. Clicking on the box, will **open a pop up** showing the **topics you have already covered** previously. **Out of the topic displayed** you can **simply tick on the topic you wish to take up** for revision and then **click update**.



Clicking Cancel will **take you back** to the **Attendance List page**

Save and Save & Lock Buttons

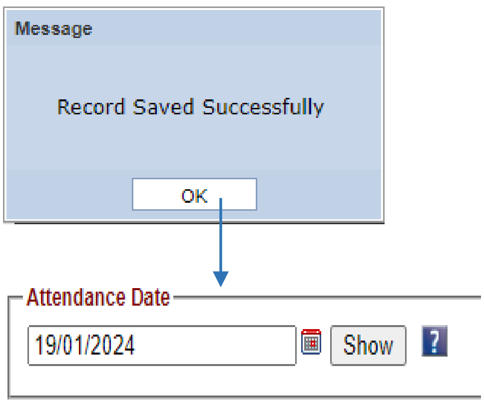
- ✓ At the end you will see the **'Save'** and **'Save & Lock'** buttons.
- ✓ **Click** the **Save button** when **due to some reason** you cannot **completely fill in the attendance details** on the **Attendance List page**.
- ✓ **Next time** when you will **log in**, you can **begin from where you last left.**

Click when you cannot completely fill in the details at a time. It will allow you to begin where you last left on your next login

- ✓ However if you have **completely filled** the **details** asked for in the Attendance List page you can click on the **Save & Lock** button.
- ✓ It will finally **save** the **details filled in** and will **not allow** you to **edit them** at a later stage.
- ✓ Only upon clicking on 'Save & Lock' the attendance data gets reflected into reports as it's the final submission report.

Click only when you have finished filling in the details and have made sure that no changes will be needed.

Clicking the **Save and Lock button** will show a **pop up** stating **"Record Saved Successfully".Click Ok** and you will be taken back to the **main Attendance Marking page**, where you begin with selecting the date.



You can **select date** to view and check the attendance details for the selected date.

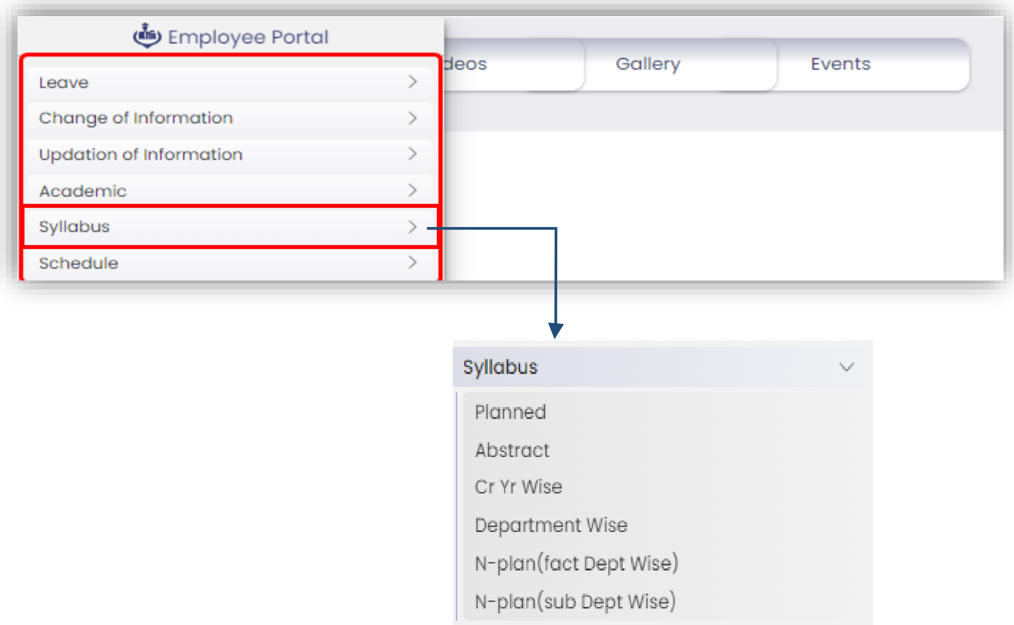
Syllabus Main Menu

Purpose :

It generates reports showing the syllabus status whether planned, covered, covered-in process, not planned related to the subject/ faculty or department.

This menu can be seen in the left **hand side employee portal.**

Click on the **Syllabus menu** in the Employee Portal



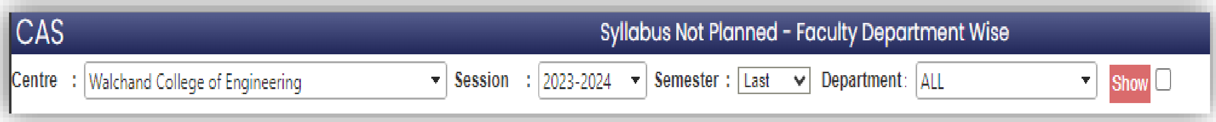
Drop down will show the options to view the following reports

- Planned(topics covered, not covered, covered in progress and not proposed),
- Abstract(shows syllabus status in percentage)
- Cr Yr Wise(course year wise)
- Department wise – Syllabus covered department wise
- N-Plan (fact dept wise)(not planned faculty and department wise)
- N-Plan (sub dept wise)(subject and department wise)

Planned

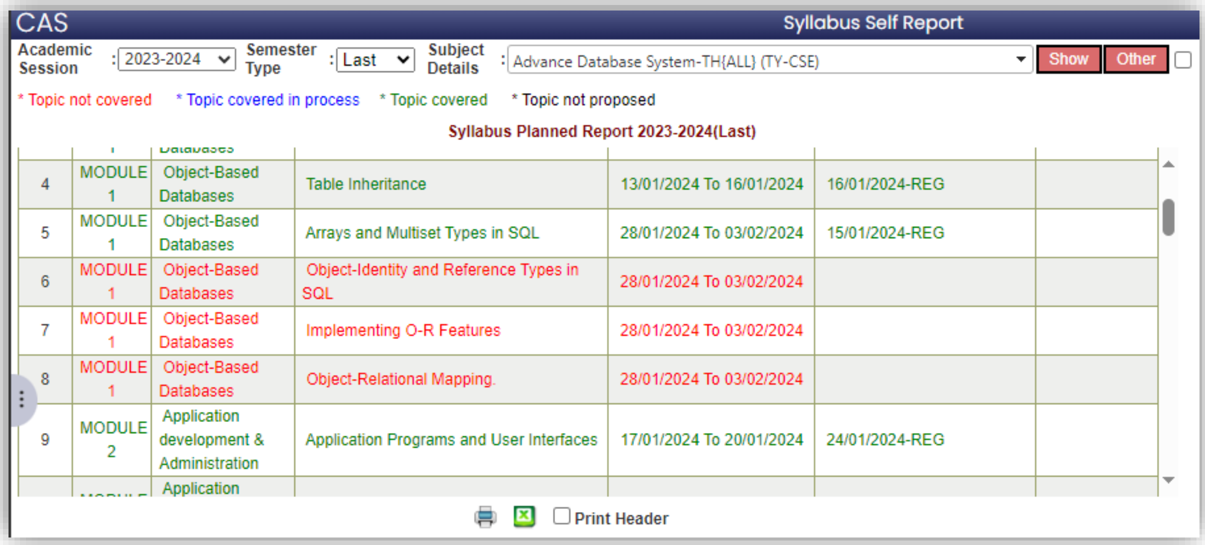
Employee can see the **detailed status** of the **syllabus planned** for the **current session** and selected **semester** for a particular **subject** including Unit No, Unit (name of the unit), Topic Names, Proposed Date (duration to cover the planned syllabus), Actual Covered Date (actual date on which the syllabus was covered) and Remark (related to the subject or its status).

- ✓ Click on the **Planned tab** in the Syllabus main menu and the **Form** as seen below will **open**
- ✓ Select **the centre, session, semester and department** for which you want to see the planned **syllabus status.**



Clicking the Show Button will populate the Syllabus Planned Report for the selected academic session and semester.

Planned topics whether **not covered, covered in process, covered and topics not proposed** are shown through color coded text.

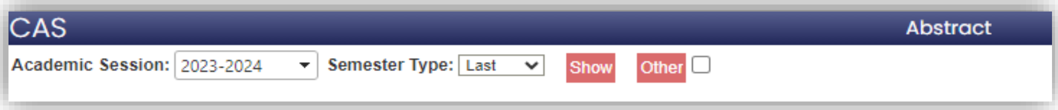


4	MODULE 1	Object-Based Databases	Table Inheritance	13/01/2024 To 16/01/2024	16/01/2024-REG	
5	MODULE 1	Object-Based Databases	Arrays and Multiset Types in SQL	28/01/2024 To 03/02/2024	15/01/2024-REG	
6	MODULE 1	Object-Based Databases	Object-Identity and Reference Types in SQL	28/01/2024 To 03/02/2024		
7	MODULE 1	Object-Based Databases	Implementing O-R Features	28/01/2024 To 03/02/2024		
8	MODULE 1	Object-Based Databases	Object-Relational Mapping.	28/01/2024 To 03/02/2024		
9	MODULE 2	Application development & Administration	Application Programs and User Interfaces	17/01/2024 To 20/01/2024	24/01/2024-REG	

Abstract

Employees can know the **percentage of syllabus** actually covered and covered based on the number of topics to be covered and actually covered.

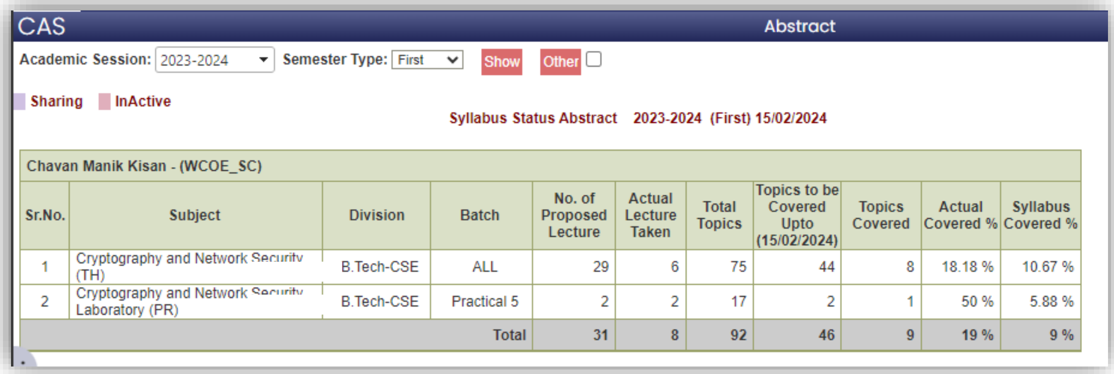
- ✓ Click on the **Abstract tab** in the Syllabus main menu and the Form as seen below will **open**
- ✓ Select **the academic session and type** for which you want to see the abstract syllabus status.



- ✓ Clicking the show button will populate the Syllabus Status Abstract Report based on the Academic year and the semester selected.
- ✓ Percentage of **syllabus actually covered and the syllabus covered** can be known from the report.

Here,

- ✓ **Actual covered percentage** is calculated based on topics covered out of the topics to be covered.
- ✓ **Syllabus covered percentage** is calculated based on the topics covered out of the total topics to be **covered.**



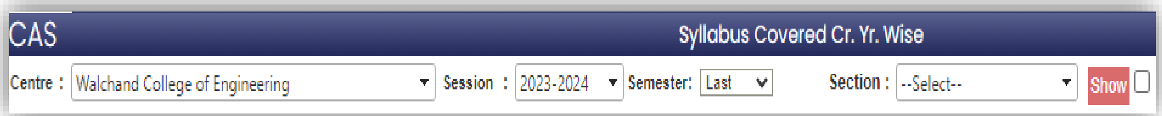
Chavan Manik Kisan - (WCOE_SC)

Sr.No.	Subject	Division	Batch	No. of Proposed Lecture	Actual Lecture Taken	Total Topics	Topics to be Covered Upto (15/02/2024)	Topics Covered	Actual Covered %	Syllabus Covered %
1	Cryptography and Network Security (TH)	B.Tech-CSE	ALL	29	6	75	44	8	18.18 %	10.67 %
2	Cryptography and Network Security Laboratory (PR)	B.Tech-CSE	Practical 5	2	2	17	2	1	50 %	5.88 %
			Total	31	8	92	46	9	19 %	9 %

Cr Yr Wise

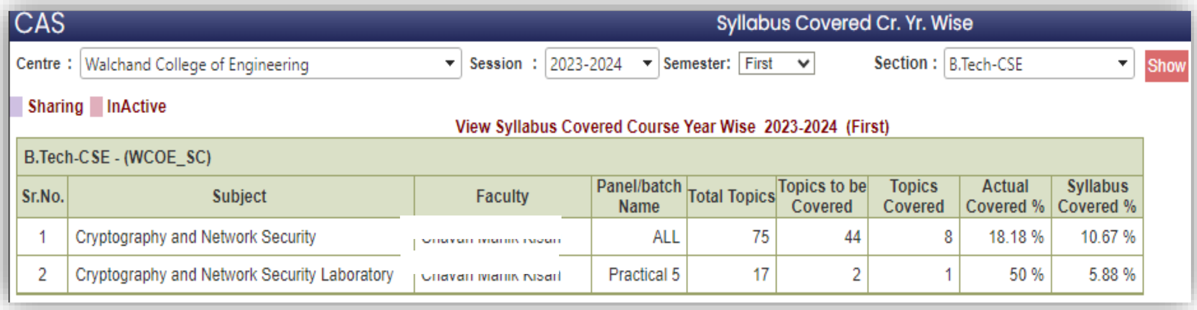
Employees can know the **course year wise syllabus covered by them** both in terms of numbers and as a percentage for the selected centre, session, semester and section.

- ✓ Click on the **Cr Yr Wise** in the Syllabus main menu and the **Form** as seen below will **open**
- ✓ Select **the Centre, Session Year, Semester and Section** for which you want to see the syllabus status.
- ✓ Clicking the show button will populate the **Syllabus Covered Course Year Wise Report for the faculty (lecturer)** based on the form selections made.



Here,

- ✓ **Actual covered percentage** is calculated based on topics covered out of the topics to



Sr.No.	Subject	Faculty	Panel/batch Name	Total Topics	Topics to be Covered	Topics Covered	Actual Covered %	Syllabus Covered %
1	Cryptography and Network Security	[illegible]	ALL	75	44	8	18.18 %	10.67 %
2	Cryptography and Network Security Laboratory	[illegible]	Practical 5	17	2	1	50 %	5.88 %

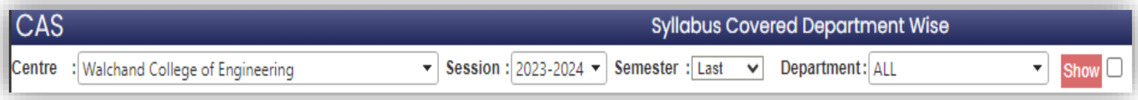
be covered.

- ✓ **Syllabus covered percentage** is calculated based on the topics covered out of the total topics to be covered.

Department wise

Syllabus covered both in **numbers and percentage** according to the **department based** on the Centre, Session, Semester and Department can be seen from the Department wise sub menu.

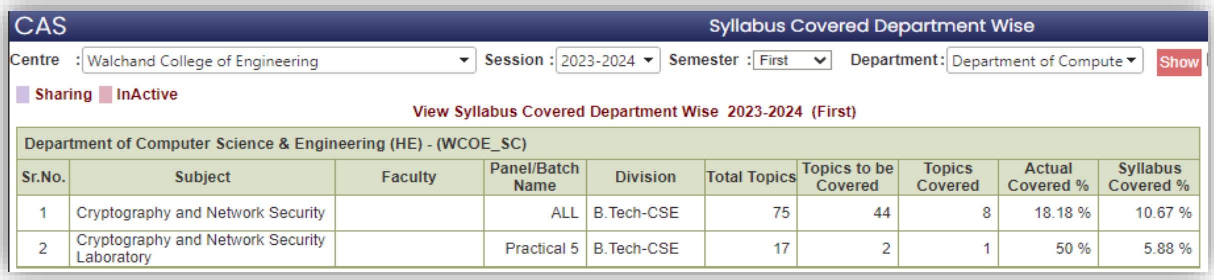
- ✓ Click on the **Department wise tab** in the Syllabus main menu and the Form as seen below will **open**
- ✓ Select **the Centre, Session Year, Semester and Department** for which you want to see the syllabus status.



- ✓ Clicking the show button will populate the **Syllabus Covered Department Wise Report** for the faculty (lecturer) based on the form selections made.

Here,

- ✓ **Actual covered percentage** is calculated based on topics covered out of the topics to be covered.
- ✓ **Syllabus covered percentage** is calculated based on the topics covered out of the total topics to be covered.


CAS Syllabus Covered Department Wise

Centre : Walchand College of Engineering Session : 2023-2024 Semester : First Department: Department of Compute Show

Sharing InActive

View Syllabus Covered Department Wise 2023-2024 (First)

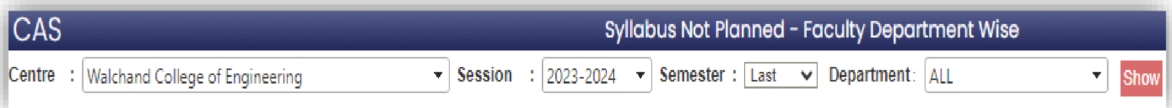
Department of Computer Science & Engineering (HE) - (WCOE_SC)

Sr.No.	Subject	Faculty	Panel/Batch Name	Division	Total Topics	Topics to be Covered	Topics Covered	Actual Covered %	Syllabus Covered %
1	Cryptography and Network Security		ALL	B.Tech-CSE	75	44	8	18.18 %	10.67 %
2	Cryptography and Network Security Laboratory		Practical 5	B.Tech-CSE	17	2	1	50 %	5.88 %

N-Plan (Fact DeptWise)

Often syllabus **planning** is done in a **phased manner** as and when needed. This report allows you to see the not planned syllabus by the various faculties assigned to a particular department.

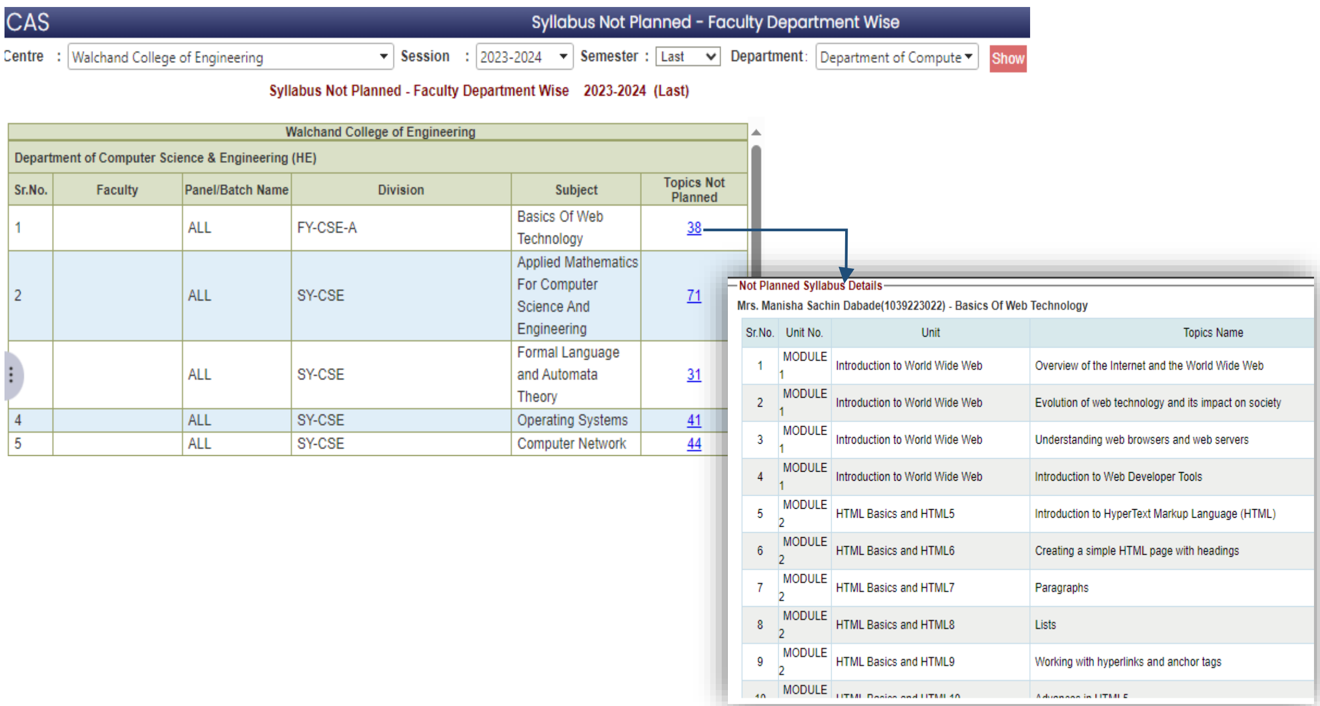
- ✓ Click on the **N-Plan (fact dept wise)** in the Syllabus main menu and the **Form** as seen below will **open**
- ✓ Select **the Centre, Session Year, Semester and Department** for which you want to see the not planned syllabus.


CAS Syllabus Not Planned - Faculty Department Wise

Centre : Walchand College of Engineering | Session : 2023-2024 | Semester : Last | Department: ALL | Show

Clicking the show button will populate the **Syllabus Not Planned – Faculty Department Wise Report** showing the number of topics not planned by the lecturer for a particular division and subject based on the form selections made.

Clicking on the number of **"Topics Not Planned"** will open a new tab showing the Unit No., Unit and Topic Name of the topics not planned by a particular faculty (lecturer) for a particular division and department.


CAS Syllabus Not Planned - Faculty Department Wise

Centre : Walchand College of Engineering | Session : 2023-2024 | Semester : Last | Department: Department of Compute | Show

Syllabus Not Planned - Faculty Department Wise 2023-2024 (Last)

Walchand College of Engineering

Department of Computer Science & Engineering (HE)

Sr.No.	Faculty	Panel/Batch Name	Division	Subject	Topics Not Planned
1		ALL	FY-CSE-A	Basics Of Web Technology	38
2		ALL	SY-CSE	Applied Mathematics For Computer Science And Engineering	71
		ALL	SY-CSE	Formal Language and Automata Theory	31
4		ALL	SY-CSE	Operating Systems	41
5		ALL	SY-CSE	Computer Network	44

Not Planned Syllabus Details

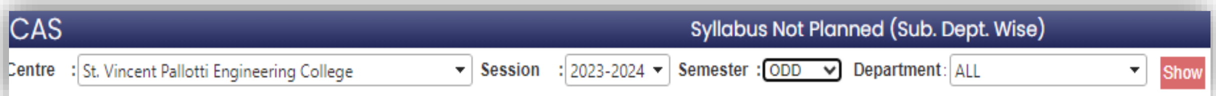
Mrs. Manisha Sachin Dabade(1039223022) - Basics Of Web Technology

Sr.No.	Unit No.	Unit	Topics Name
1	MODULE 1	Introduction to World Wide Web	Overview of the Internet and the World Wide Web
2	MODULE 1	Introduction to World Wide Web	Evolution of web technology and its impact on society
3	MODULE 1	Introduction to World Wide Web	Understanding web browsers and web servers
4	MODULE 1	Introduction to World Wide Web	Introduction to Web Developer Tools
5	MODULE 2	HTML Basics and HTML5	Introduction to HyperText Markup Language (HTML)
6	MODULE 2	HTML Basics and HTML6	Creating a simple HTML page with headings
7	MODULE 2	HTML Basics and HTML7	Paragraphs
8	MODULE 2	HTML Basics and HTML8	Lists
9	MODULE 2	HTML Basics and HTML9	Working with hyperlinks and anchor tags
10	MODULE	[illegible]	[illegible]

N-Plan (Sub DeptWise)

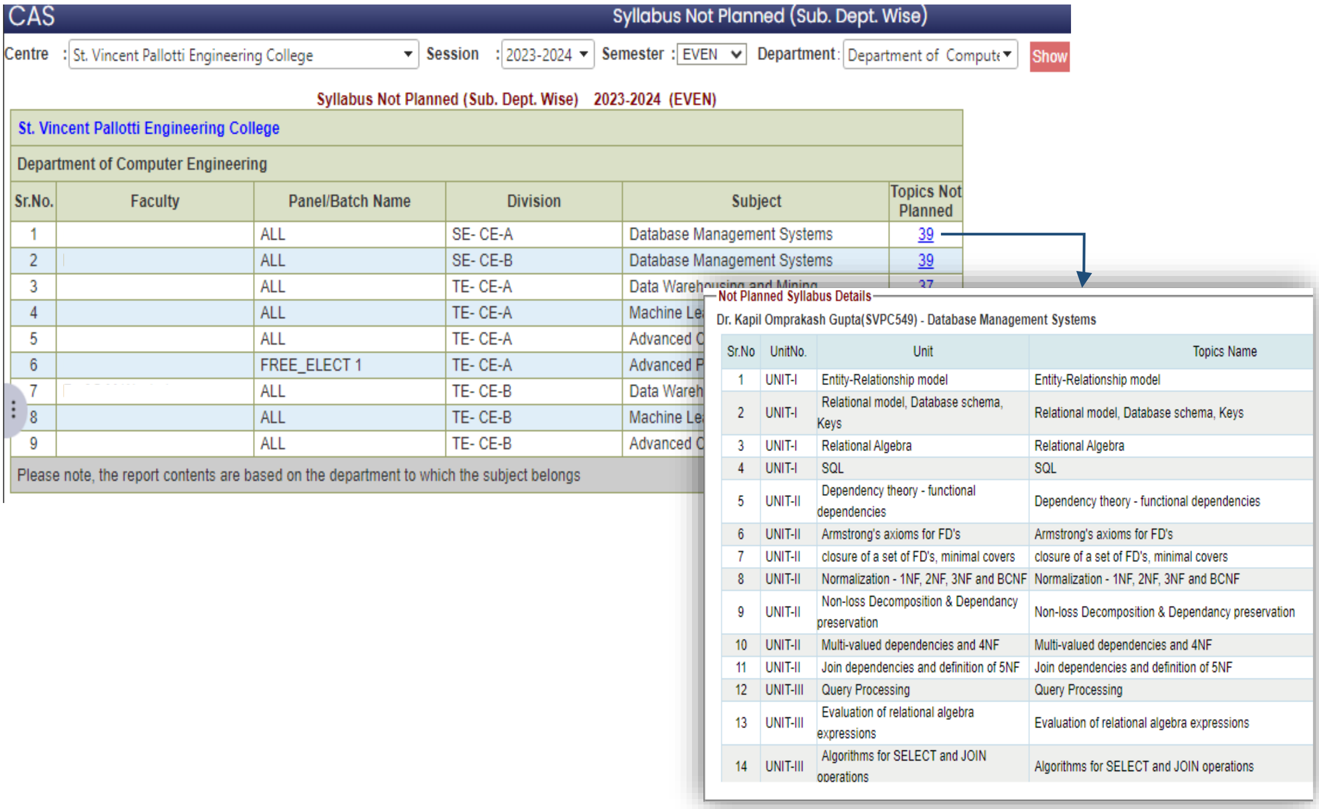
Often **Syllabus planning** is done in a **phased manner** as and when needed. This report allows you to see the not planned syllabus for all the various subjects related to a particular department.

- ✓ Click on the **N-Plan (Sub DeptWise)** in the Syllabus main menu and the **Form** as seen below will **open**
- ✓ Select **the Centre, Session Year, Semester and Department** for which you want to see the **not planned syllabus.**



Clicking the show button will populate the **Syllabus Not Planned – Subject Department WiseReport** showing the number of topics not planned for a subject related to a particular department based on the form selections made.

Clicking on the number of "Topics Not Planned" will open a new tab showing the Unit No., Unit and Topic Name of the topics not planned by the faculty (lecturer) for a particular subject related to the department.



Syllabus Not Planned (Sub. Dept. Wise) 2023-2024 (EVEN)

St. Vincent Pallotti Engineering College

Department of Computer Engineering

Sr.No.	Faculty	Panel/Batch Name	Division	Subject	Topics Not Planned
1		ALL	SE- CE-A	Database Management Systems	39
2		ALL	SE- CE-B	Database Management Systems	39
3		ALL	TE- CE-A	Data Warehousing and Mining	37
4		ALL	TE- CE-A	Machine Le	
5		ALL	TE- CE-A	Advanced C	
6		FREE_ELECT 1	TE- CE-A	Advanced P	
7		ALL	TE- CE-B	Data Wareh	
8		ALL	TE- CE-B	Machine Le	
9		ALL	TE- CE-B	Advanced C	

Please note, the report contents are based on the department to which the subject belongs

Not Planned Syllabus Details

Dr. Kapil Omprakash Gupta(SVPC549) - Database Management Systems

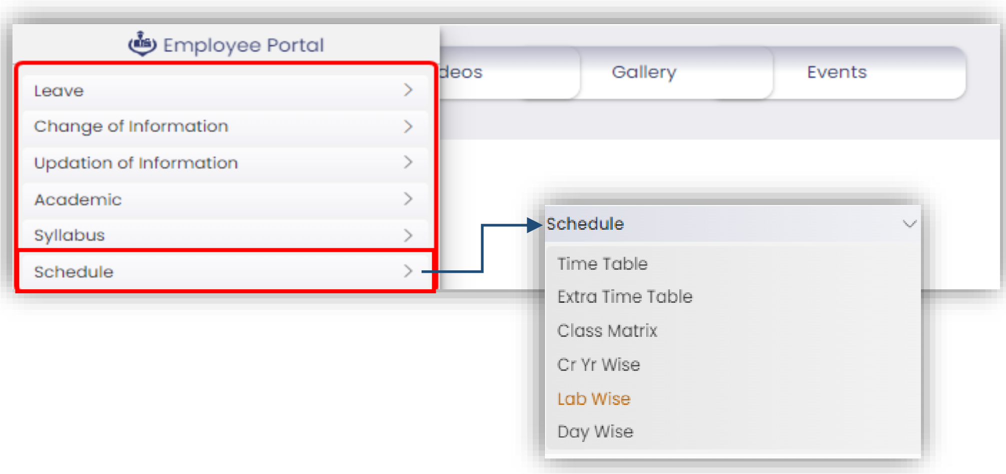
Sr.No	UnitNo.	Unit	Topics Name
1	UNIT-I	Entity-Relationship model	Entity-Relationship model
2	UNIT-I	Relational model, Database schema, Keys	Relational model, Database schema, Keys
3	UNIT-I	Relational Algebra	Relational Algebra
4	UNIT-I	SQL	SQL
5	UNIT-II	Dependency theory - functional dependencies	Dependency theory - functional dependencies
6	UNIT-II	Armstrong's axioms for FD's	Armstrong's axioms for FD's
7	UNIT-II	closure of a set of FD's, minimal covers	closure of a set of FD's, minimal covers
8	UNIT-II	Normalization - 1NF, 2NF, 3NF and BCNF	Normalization - 1NF, 2NF, 3NF and BCNF
9	UNIT-II	Non-loss Decomposition & Dependancy preservation	Non-loss Decomposition & Dependancy preservation
10	UNIT-II	Multi-valued dependencies and 4NF	Multi-valued dependencies and 4NF
11	UNIT-II	Join dependencies and definition of 5NF	Join dependencies and definition of 5NF
12	UNIT-III	Query Processing	Query Processing
13	UNIT-III	Evaluation of relational algebra expressions	Evaluation of relational algebra expressions
14	UNIT-III	Algorithms for SELECT and JOIN operations	Algorithms for SELECT and JOIN operations

Schedule Main Menu

Purpose :

A schedule for a college includes all the details important for lecturer's effective time management, class preparation and coordination with colleagues. It gives details like **which class** will be **conducted** on **which day, when and in which hall**. Lecturers can also view **extra class details** from the schedule tab and the occupancy status of the different halls and labs.

- ✓ This menu can be seen in the **left hand side employee portal**.
- ✓ Click on the **Schedule menu** in the Employee Portal



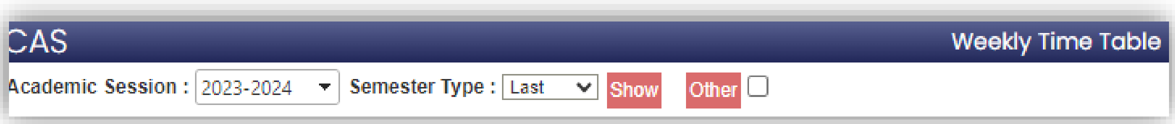
Drop down will show the options to view the following reports

- Time Table
- Extra Time Table
- Class Matrix
- Cr Yr Wise
- Lab Wise
- Day Wise

Time Table

Faculty can **view his/her timetable** from this tab. It gives them a glimpse into which lecture is on which day of the week and at what time based on the academic session and semester type selected

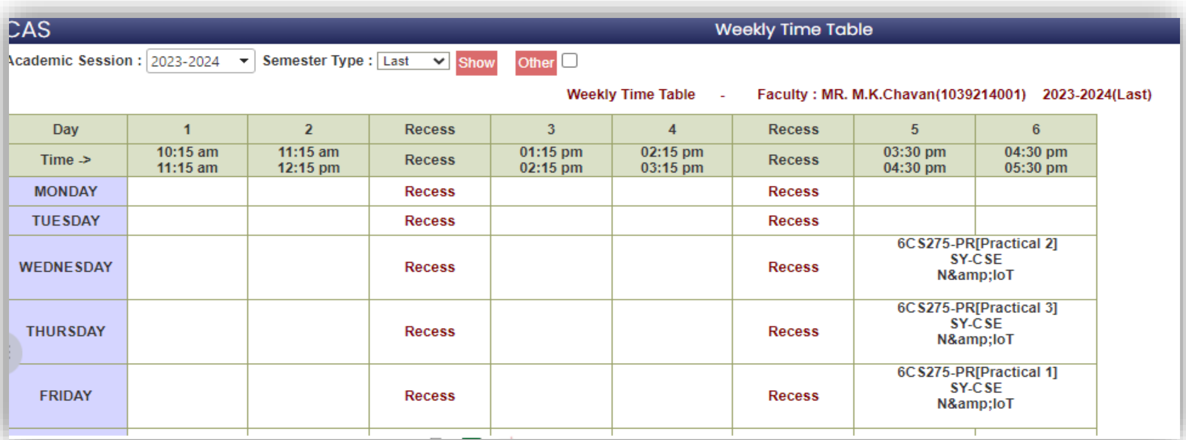
- ✓ Click on **Time Table tab** in the Schedule main menu and the **Form** as seen below will **open**
- ✓ Select **the Academic Session and Semester Type** for which you want to see the time table.



- ✓ Clicking the **show button** will populate the **Day-wise** and **Time-wise Weekly Time Table** of the lecturer based on the form selections made.

Extra Time Table

Faculty can view his/her timetable for the **extra classes planned**. It gives them a glimpse into which extra lecture is on which day of the week and at what time based on the academic session and semester type selected.

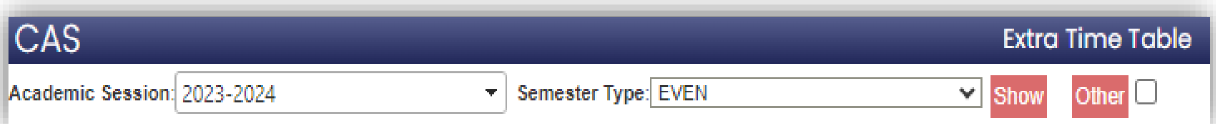

CAS — Weekly Time Table

Academic Session : 2023-2024 Semester Type : Last Show Other

Weekly Time Table - Faculty : MR. M.K.Chavan(1039214001) 2023-2024(Last)

Day	1	2	Recess	3	4	Recess	5	6
Time ->	10:15 am 11:15 am	11:15 am 12:15 pm	Recess	01:15 pm 02:15 pm	02:15 pm 03:15 pm	Recess	03:30 pm 04:30 pm	04:30 pm 05:30 pm
MONDAY			Recess			Recess		
TUESDAY			Recess			Recess		
WEDNESDAY			Recess			Recess	6CS275-PR[Practical 2] SY-CSE N&IoT	
THURSDAY			Recess			Recess	6CS275-PR[Practical 3] SY-CSE N&IoT	
FRIDAY			Recess			Recess	6CS275-PR[Practical 1] SY-CSE N&IoT	

- ✓ Click on **Extra Time Table tab** in the Schedule main menu and the **Form** as seen below will **open**
- ✓ Select **the Academic Session and Semester Type** for which you want to see the time table.

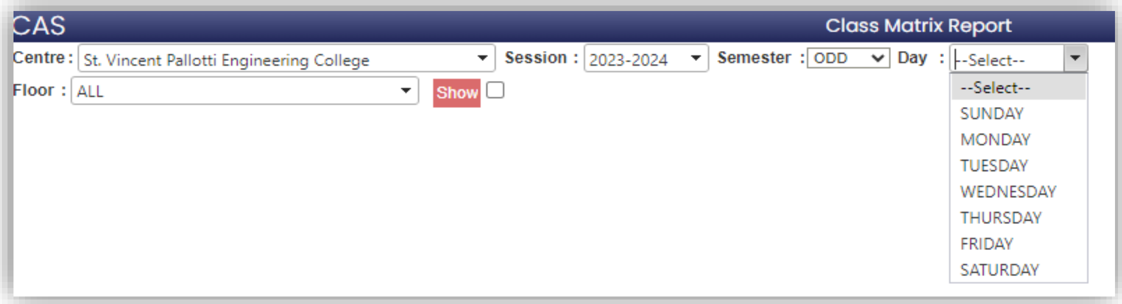


- ✓ Clicking the show button will populate the Day-wise and Time-wise Extra Time Table of the lecturer based on the form selections made.

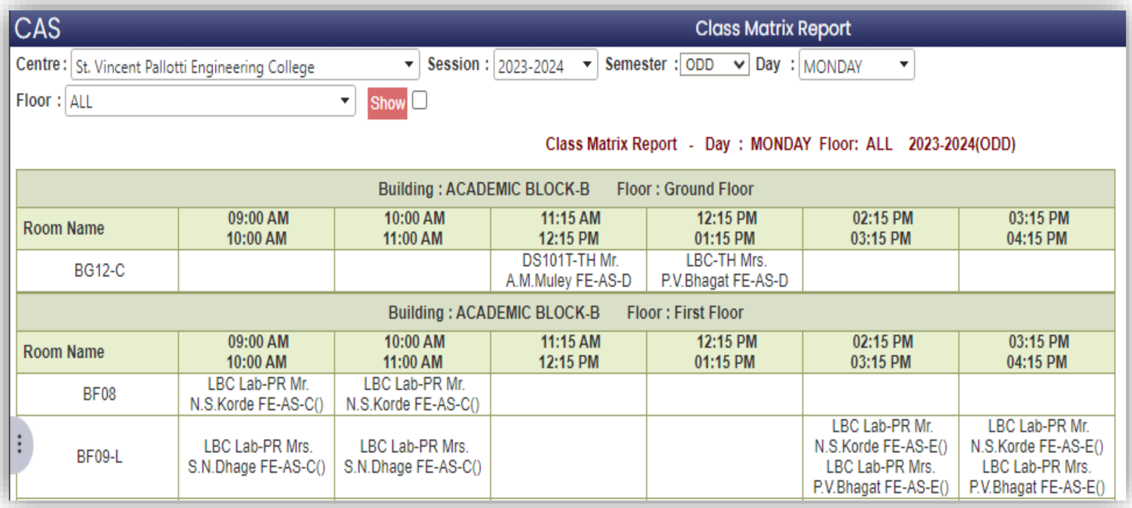
Class Matrix

Colleges have many classroom in which lectures are conducted. Class matrix serves as an **occupancy index** for all the different **rooms** in which classes can be conducted.

- ✓ Click on **Class Matrix** in the Schedule main menu and the **Form** as seen below will **open**
- ✓ Select the **Centre, Session, Semester, Day (week day) and Floor** for which you want to see the Class Matrix Report.



- ✓ Clicking the show button will populate **the Class Matrix Report** based on the form selections made.
- ✓ The table shows **Day-wise** and **Time-wise room** occupancy details as per the **Room Name**.



CAS Class Matrix Report

Centre : St. Vincent Pallotti Engineering College Session : 2023-2024 Semester : ODD Day : MONDAY

Floor : ALL Show

Class Matrix Report - Day : MONDAY Floor: ALL 2023-2024(ODD)

Building : ACADEMIC BLOCK-B Floor : Ground Floor

Room Name	09:00 AM 10:00 AM	10:00 AM 11:00 AM	11:15 AM 12:15 PM	12:15 PM 01:15 PM	02:15 PM 03:15 PM	03:15 PM 04:15 PM
BG12-C			DS101T-TH Mr. A.M.Muley FE-AS-D	LBC-TH Mrs. P.V.Bhagat FE-AS-D		

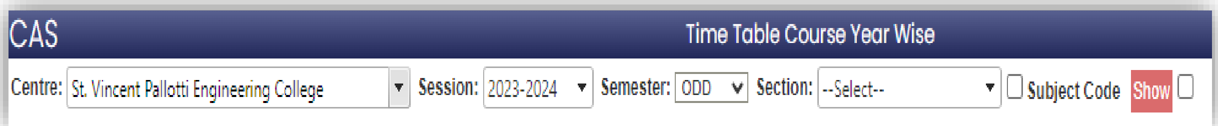
Building : ACADEMIC BLOCK-B Floor : First Floor

Room Name	09:00 AM 10:00 AM	10:00 AM 11:00 AM	11:15 AM 12:15 PM	12:15 PM 01:15 PM	02:15 PM 03:15 PM	03:15 PM 04:15 PM
BF08	LBC Lab-PR Mr. N.S.Korde FE-AS-C()	LBC Lab-PR Mr. N.S.Korde FE-AS-C()				
BF09-L	LBC Lab-PR Mrs. S.N.Dhage FE-AS-C()	LBC Lab-PR Mrs. S.N.Dhage FE-AS-C()			LBC Lab-PR Mr. N.S.Korde FE-AS-E() LBC Lab-PR Mrs. P.V.Bhagat FE-AS-E()	LBC Lab-PR Mr. N.S.Korde FE-AS-E() LBC Lab-PR Mrs. P.V.Bhagat FE-AS-E()

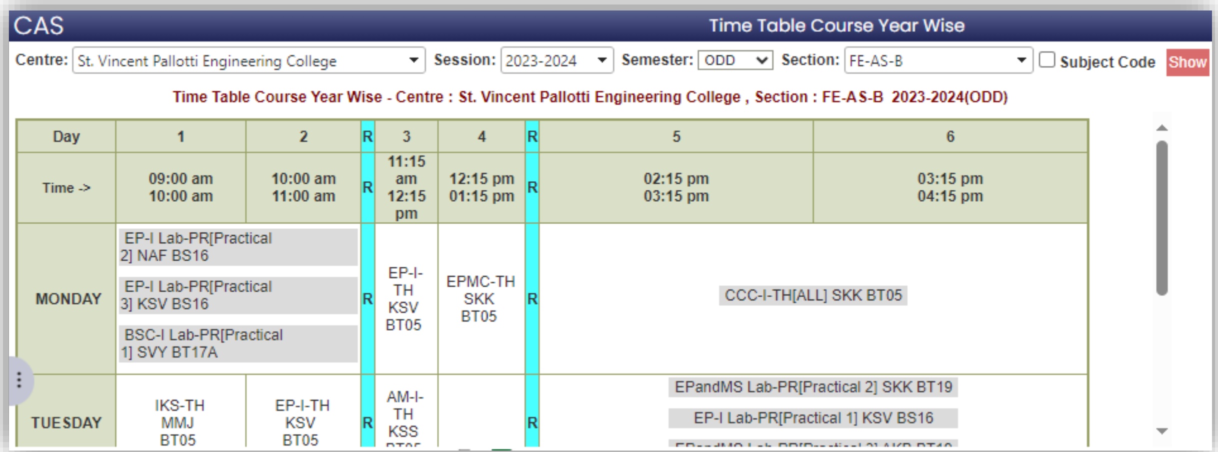
Cr Yr Wise:

Lecturers can know the day wise and time wise schedules based on the centre, session, semester and section selected.

- ✓ Click on **Cr Yr Wise tab** in the Schedule main menu and the **Form** as seen below will **open**
- ✓ Select the **Centre, Session, Semester** and Section from their respective drop down menus. Subject code can be selected or deselected as needed.
- ✓ Clicking the show button will populate **the Course Year Wise** Time Table sheet based on the form selections made.



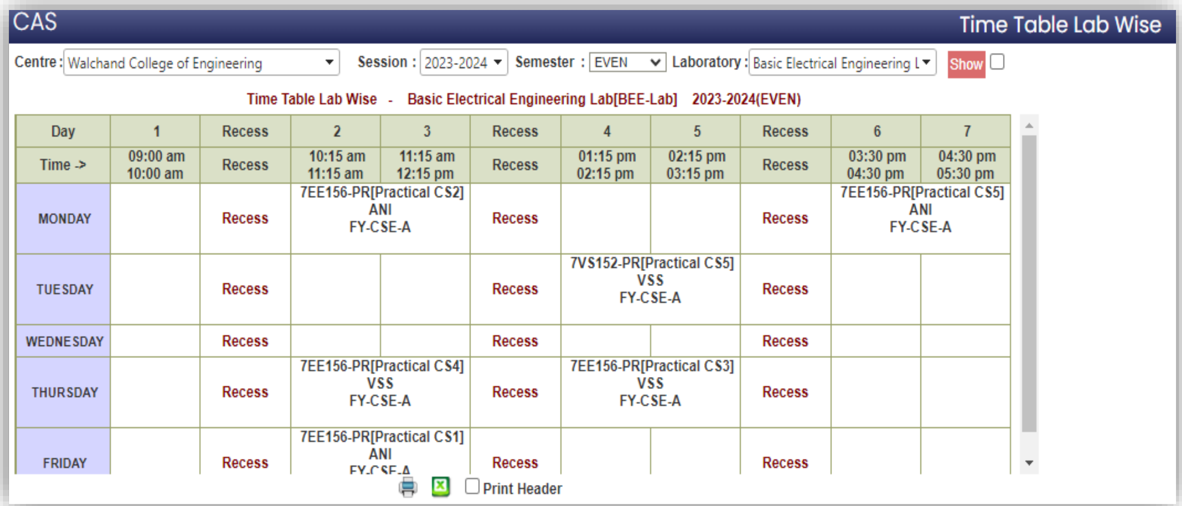
The table shows **Day-wise** and **Time-wise** details. Column with **Highlighted R** refers to recess.



Lab Wise:

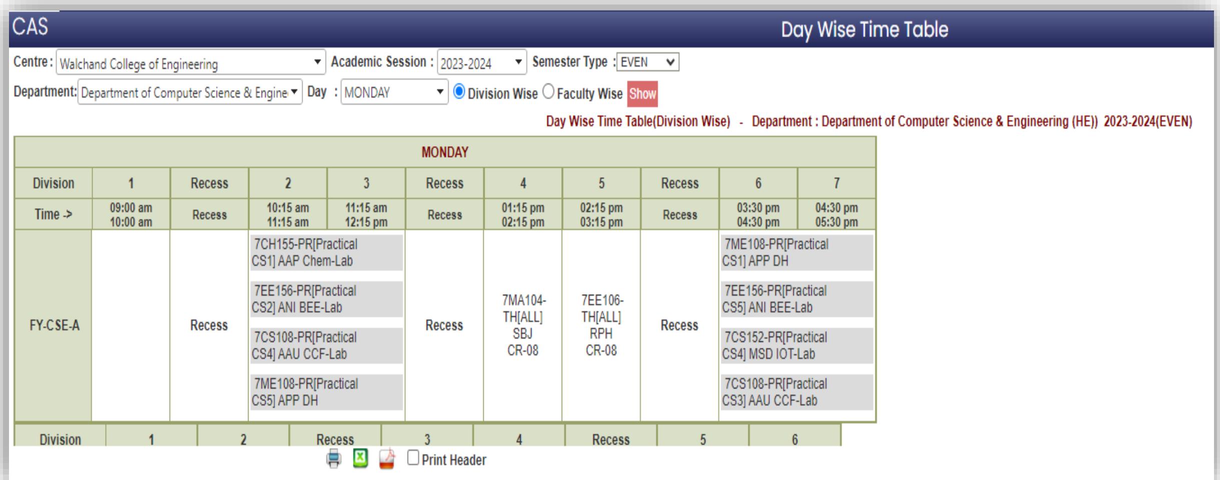
Lecturers can know the day wise and time wise schedules based on the Centre, session, semester and a Laboratory selected to view the time schedule and its occupancies status.

- ✓ Click to select the **College name** ->**select the 'Session'** -> Now **Select the appropriate 'Semester'**
- ✓ Now select the **'Laboratory'** for which you wish to see the time schedule.



Day Wise:

Lecturers can know the day wise and time wise schedules of any Department.



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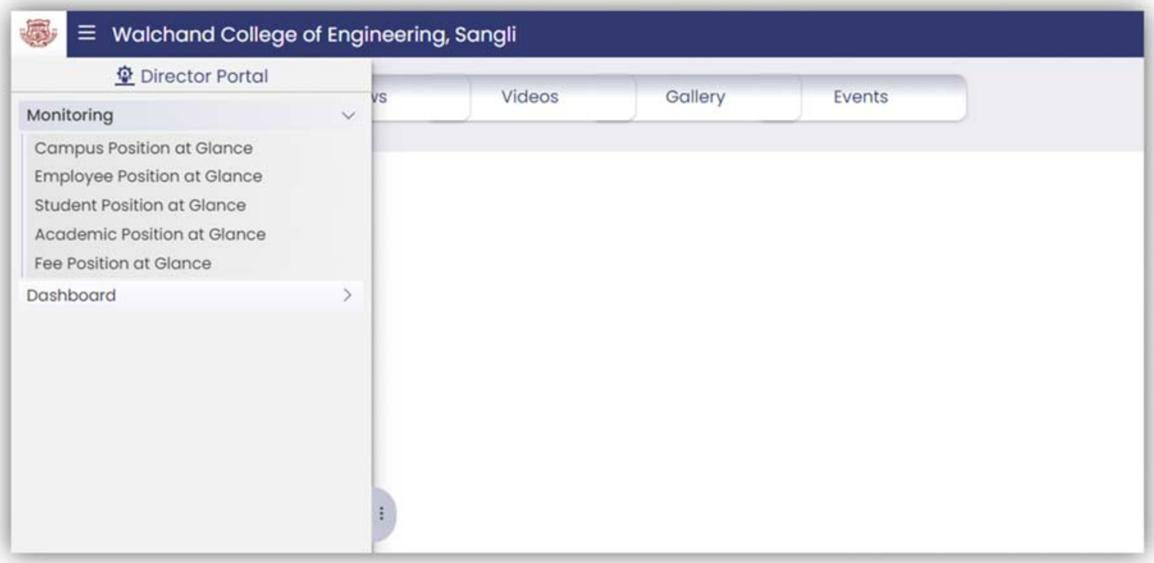
Purpose of Director Portal

As the ERP is an integrated solution connecting with all the sectors of an Education Institution and bringing their respective policy and transaction data into a single database it is very essential to have a single window report with data in analytical and in graphical formats for the chairpersons / higher management to be able to view / analyze and strategies course of action beneficial in institution's growth.

How to Reach:

Login with credentials

Then upon clicking on the Module 'Director Portal' you could be able to see the below screen.



Then Selectively you can click on either of the dropdown menus like 'Monitoring' or 'Dashboard' in order to access various analytical and graphical reports related to various sectors of the College.

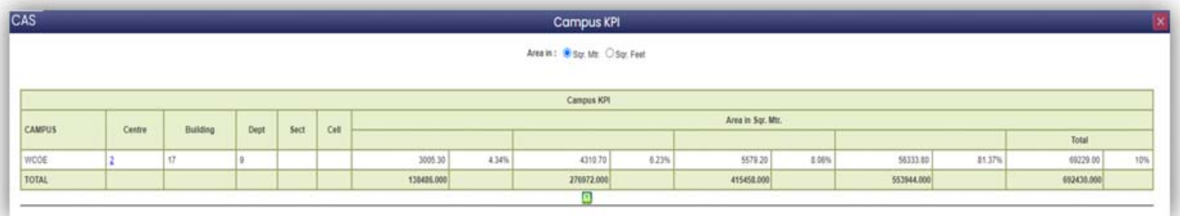
MONITORING

Campus Position at a Glance

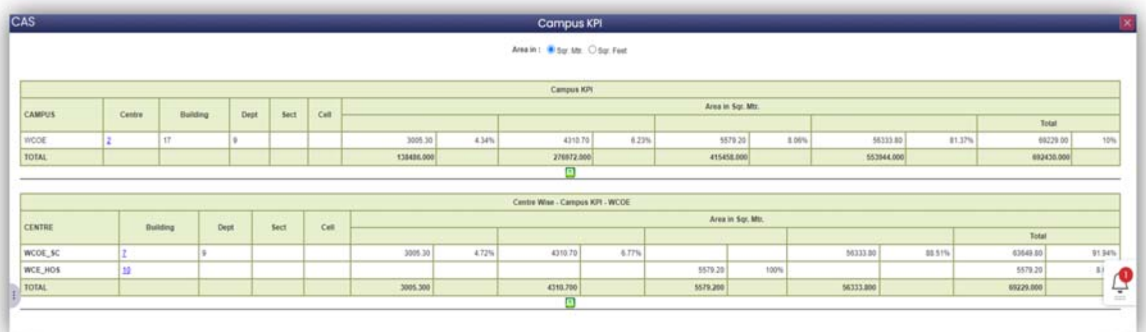
As we have captured the campus infrastructure into the ERP along with Buildings / Wings/ Floor / Rooms details with amenities and fixtures and its layout details. This Key Performance Indicator report gives us a glimpse of the Campus infrastructure and its readiness and availability with carpet area details.

How to reach:

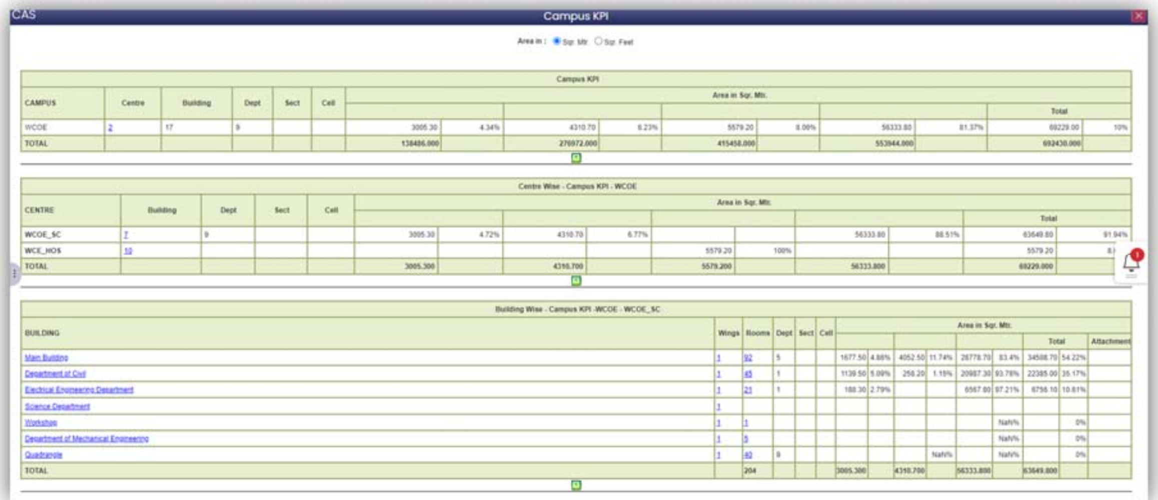
Upon clicking on the respective menu it will open a single line KPI with hyperlinked data figures could be further elaborated through a drill down approach.



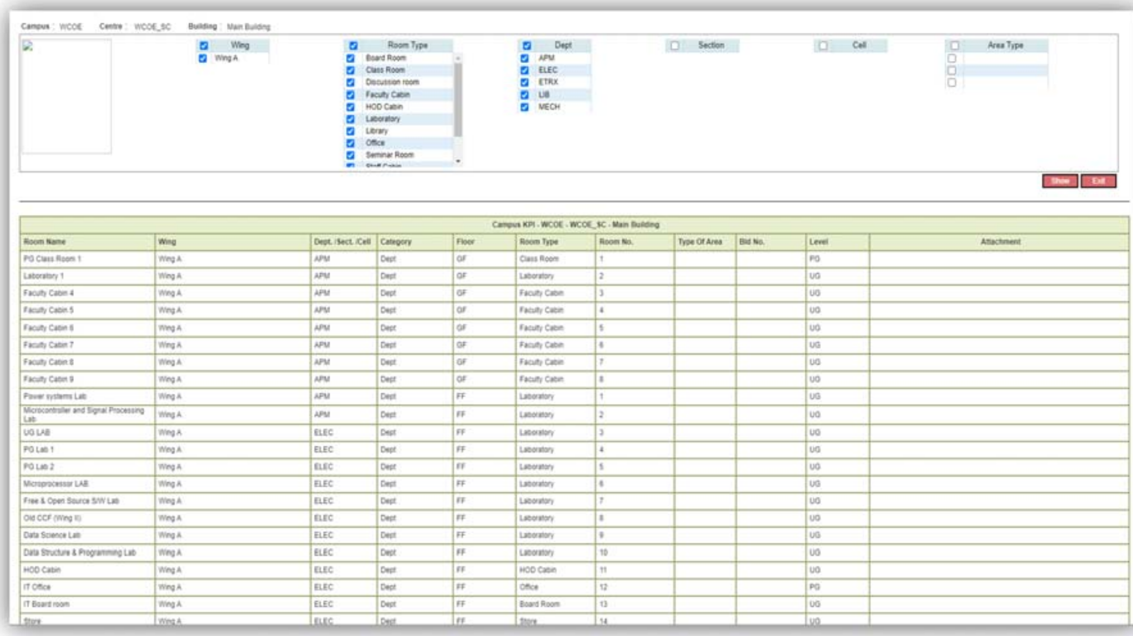
- ✓ Upon clicking on the center count it will further elaborate in number of units as centre wise KPI which would give a glimpse of unit wise buildings.



- ✓ Upon clicking on the count mentioned under building it will further elaborate into each building wise details, in which you can view further detailed data about wings and rooms associated with it.

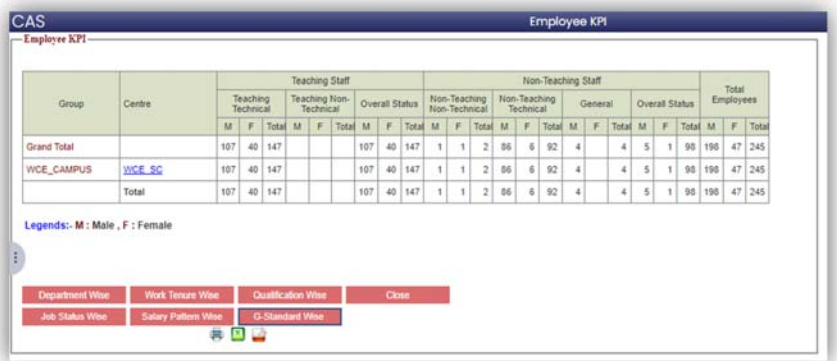


✓ If you intend to see a building's specific data then you need to click on the building links and a window shall open with filters in which you have to select the specific filters with which you wish to see the data report.



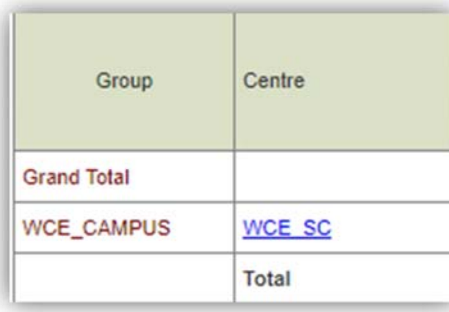
Employee Position at a Glance

This report is a KPI giving a glimpse of the current status of employees associated with the College with various categorization.



Group	Centre	Teaching Staff									Non-Teaching Staff												Total Employees		
		Teaching Technical			Teaching Non-Technical			Overall Status			Non-Teaching Non-Technical			Non-Teaching Technical			General			Overall Status					
		M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
Grand Total		107	40	147				107	40	147	1	1	2	86	6	92	4		4	5	1	98	198	47	245
WCE_CAMPUS	WCE_SC	107	40	147				107	40	147	1	1	2	86	6	92	4		4	5	1	98	198	47	245
	Total	107	40	147				107	40	147	1	1	2	86	6	92	4		4	5	1	98	198	47	245

As the above report follows a drill down approach thus to have its view with various aspects kindly follow the below steps

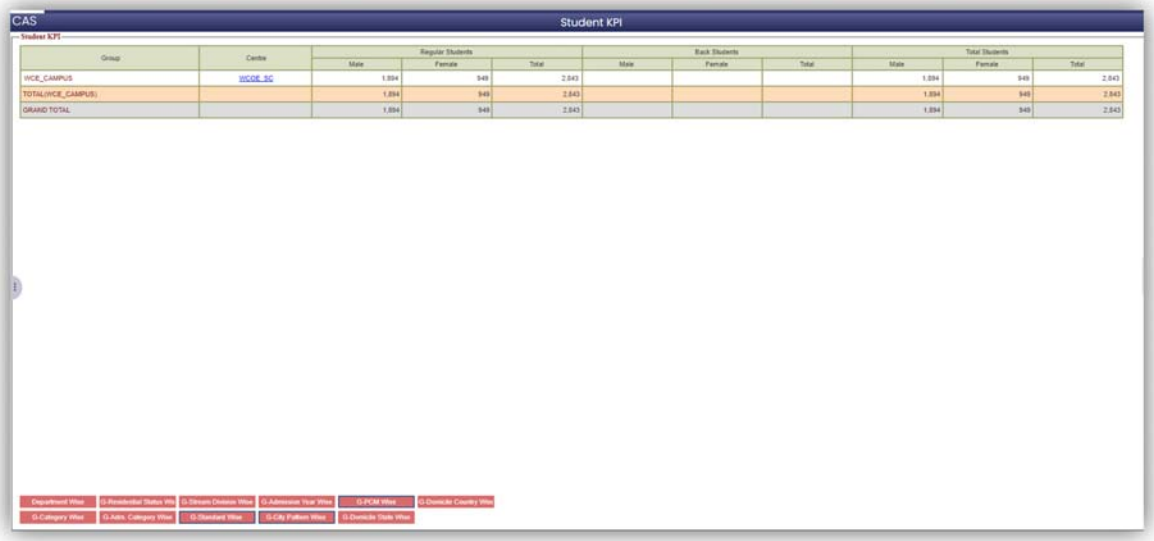


Group	Centre
Grand Total	
WCE_CAMPUS	WCE_SC
	Total

- ✓ Click on the hyperlink below center
- ✓ Then click on any option as mentioned below to view more precise categorized reports.

Student Position at a Glance

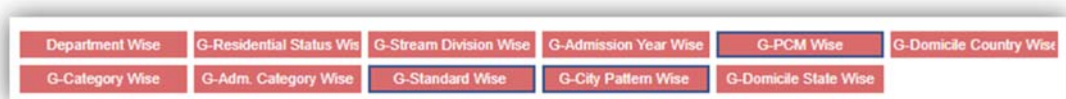
This report is a KPI giving a glimpse of the current status of the Students admitted with the College with various categorization.



As the above report follows a drill down approach thus to have its view with various aspects kindly follow the below steps

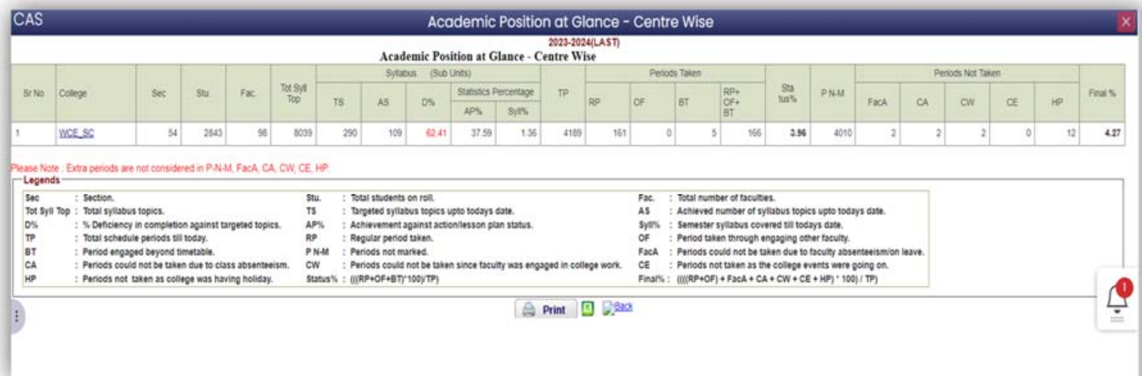
- ✓ Click on the hyperlink below center

- ✓ Then click on any option as mentioned below to view more precise categorized reports.



Academic Position at a Glance

This report is a KPI at the college level which gives you and abstract summary of the Academic position of the college of an ongoing semester including the perspective of Syllabus planned and achieved as well as Periods / classes initiated as per Time table and conducted by the Faculties. This report follows a drill down approach showing the analysis from Macro level to Micro level.



CAS — Academic Position at Glance - Centre Wise

2023-2024(LAST)

Academic Position at Glance - Centre Wise

Sr No	College	Sec	Stu.	Fac.	Tot Syll Top	Syllabus (Sub Units) TS	AS	D%	Statistics Percentage AP%	Syll%	TP	Periods Taken RP	OF	BT	RP+OF+BT	Status%	P N-M	Periods Not Taken FacA	CA	CW	CE	HP	Final %
1	WCE_SC	54	2843	98	8039	290	109	62.41	37.59	1.36	4189	161	0	5	166	3.96	4010	2	2	2	0	12	4.27

Please Note : Extra periods are not considered in P-N-M, FacA, CA, CW, CE, HP

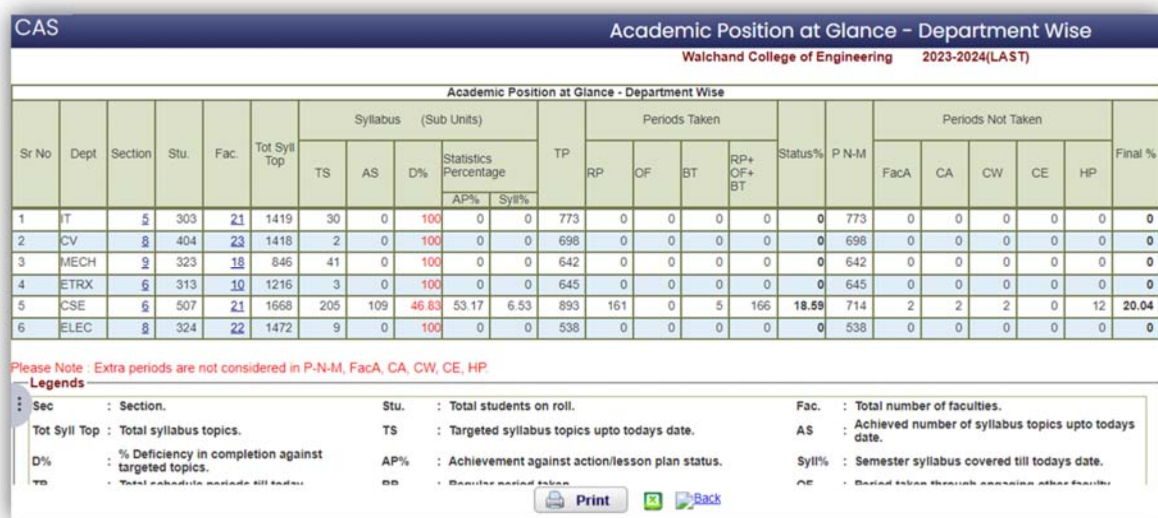
Legends

Sec : Section.	Stu. : Total students on roll.	Fac. : Total number of faculties.
Tot Syll Top : Total syllabus topics.	TS : Targeted syllabus topics upto todays date.	AS : Achieved number of syllabus topics upto todays date.
D% : % Deficiency in completion against targeted topics.	AP% : Achievement against action/lesson plan status.	Syll% : Semester syllabus covered till todays date.
TP : Total schedule periods till today.	RP : Regular period taken.	OF : Period taken through engaging other faculty.
BT : Period engaged beyond timetable.	P N-M : Periods not marked.	FacA : Periods could not be taken due to faculty absenteeism/on leave.
CA : Periods could not be taken due to class absenteeism.	CW : Periods could not be taken since faculty was engaged in college work.	CE : Periods not taken as the college events were going on.
HP : Periods not taken as college was having holiday.	Status% : (((RP+OF+BT)*100)/TP)	Final% : ((((RP+OF) + FacA + CA + CW + CE + HP) * 100) / TP)

Print Back

As the above report follows a drill down approach thus to have its view with various aspects kindly follow the below steps.

- ✓ Click on the hyperlink below College
- ✓ It will open up a new page with the statistics at departments level



CAS — Academic Position at Glance - Department Wise

Walchand College of Engineering 2023-2024(LAST)

Academic Position at Glance - Department Wise

Sr No	Dept	Section	Stu.	Fac.	Tot Syll Top	Syllabus (Sub Units) TS	AS	D%	Statistics Percentage AP%	Syll%	TP	Periods Taken RP	OF	BT	RP+OF+BT	Status%	P N-M	Periods Not Taken FacA	CA	CW	CE	HP	Final %
1	IT	5	303	21	1419	30	0	100	0	0	773	0	0	0	0	0	773	0	0	0	0	0	0
2	CV	8	404	23	1418	2	0	100	0	0	698	0	0	0	0	0	698	0	0	0	0	0	0
3	MECH	9	323	18	846	41	0	100	0	0	642	0	0	0	0	0	642	0	0	0	0	0	0
4	ETRX	6	313	10	1216	3	0	100	0	0	645	0	0	0	0	0	645	0	0	0	0	0	0
5	CSE	6	507	21	1668	205	109	46.83	53.17	6.53	893	161	0	5	166	18.59	714	2	2	2	0	12	20.04
6	ELEC	8	324	22	1472	9	0	100	0	0	538	0	0	0	0	0	538	0	0	0	0	0	0

Please Note : Extra periods are not considered in P-N-M, FacA, CA, CW, CE, HP.

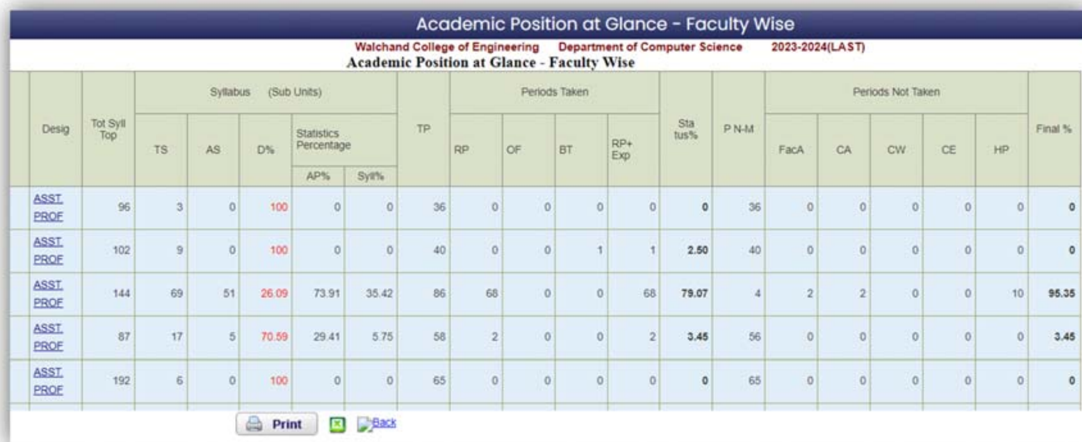
Legends

Sec : Section.	Stu. : Total students on roll.	Fac. : Total number of faculties.
Tot Syll Top : Total syllabus topics.	TS : Targeted syllabus topics upto todays date.	AS : Achieved number of syllabus topics upto todays date.
D% : % Deficiency in completion against targeted topics.	AP% : Achievement against action/lesson plan status.	Syll% : Semester syllabus covered till todays date.

Print Back

- ✓ To view a department's micro data, please click on the hyperlinked numbers below the column head 'Fac.' Which indicates the number of faculties involve at the specific department.

- ✓ Then a new page shall open indicating the list of all the teaching faculties and their individual statistics.



Academic Position at Glance - Faculty Wise

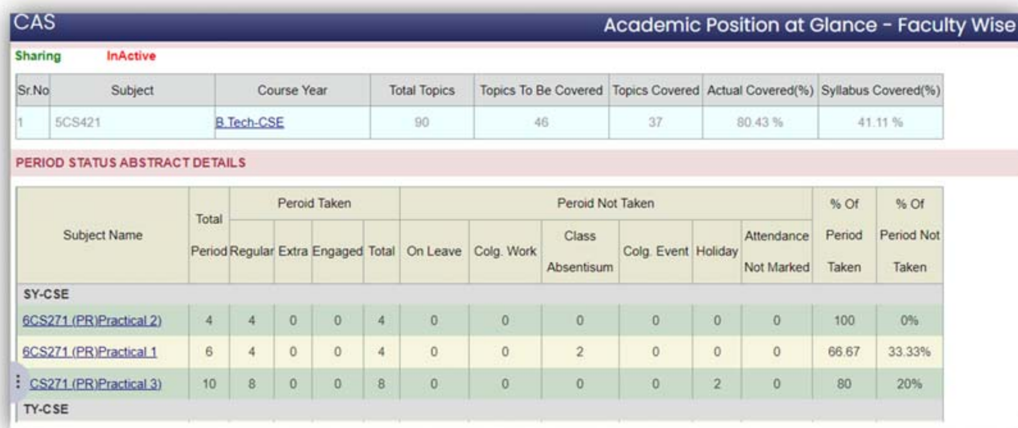
Walchand College of Engineering Department of Computer Science 2023-2024(LAST)

Academic Position at Glance - Faculty Wise

Desig	Tot Syll Top	Syllabus (Sub Units) TS	AS	D%	Statistics Percentage AP%	Syll%	TP	Periods Taken RP	OF	BT	RP+ Exp	Sta tus%	P N-M	Periods Not Taken FacA	CA	CW	CE	HP	Final %
ASST. PROF	96	3	0	100	0	0	36	0	0	0	0	0	36	0	0	0	0	0	0
ASST. PROF	102	9	0	100	0	0	40	0	0	1	1	2.50	40	0	0	0	0	0	0
ASST. PROF	144	69	51	26.09	73.91	35.42	86	68	0	0	68	79.07	4	2	2	0	0	10	95.35
ASST. PROF	87	17	5	70.59	29.41	5.75	58	2	0	0	2	3.45	56	0	0	0	0	0	3.45
ASST. PROF	192	6	0	100	0	0	65	0	0	0	0	0	65	0	0	0	0	0	0

Print Back

- ✓ Now to view an individual Faculty's statistics click on the 'Designation' link in front to their name in order to view more micro level data of their day to day Teaching / attendance statistics.



CAS Academic Position at Glance - Faculty Wise

Sharing InActive

Sr.No	Subject	Course Year	Total Topics	Topics To Be Covered	Topics Covered	Actual Covered(%)	Syllabus Covered(%)
1	5CS421	B.Tech-CSE	90	46	37	80.43 %	41.11 %

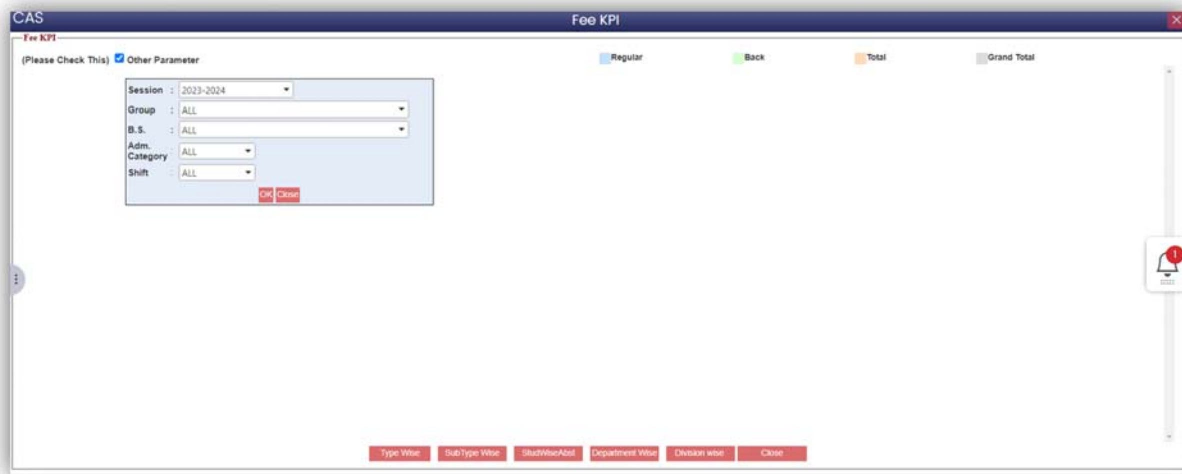
PERIOD STATUS ABSTRACT DETAILS

Subject Name	Total Period	Peroid Taken Regular	Extra	Engaged	Total	Peroid Not Taken On Leave	Colg. Work	Class Absentisum	Colg. Event	Holiday	Attendance Not Marked	% Of Period Taken	% Of Period Not Taken
SY-CSE													
6CS271 (PR)Practical 2)	4	4	0	0	4	0	0	0	0	0	0	100	0%
6CS271 (PR)Practical 1	6	4	0	0	4	0	0	2	0	0	0	66.67	33.33%
CS271 (PR)Practical 3)	10	8	0	0	8	0	0	0	0	2	0	80	20%
TY-CSE													

- ✓ Now click on the links below course year to view 'Subject Syllabus abstract details' or clink on the links below the subject name to view 'Period Status Abstract Details'.

Fees position at a Glance

This KPI report is a real time updated report showing the Fees position of the Institute as on date and time which includes the Receivable/ Receipt/ Concession- Adjustments/ Balance / Advance / Refund towards the Student & government component of Fees for admitted students.

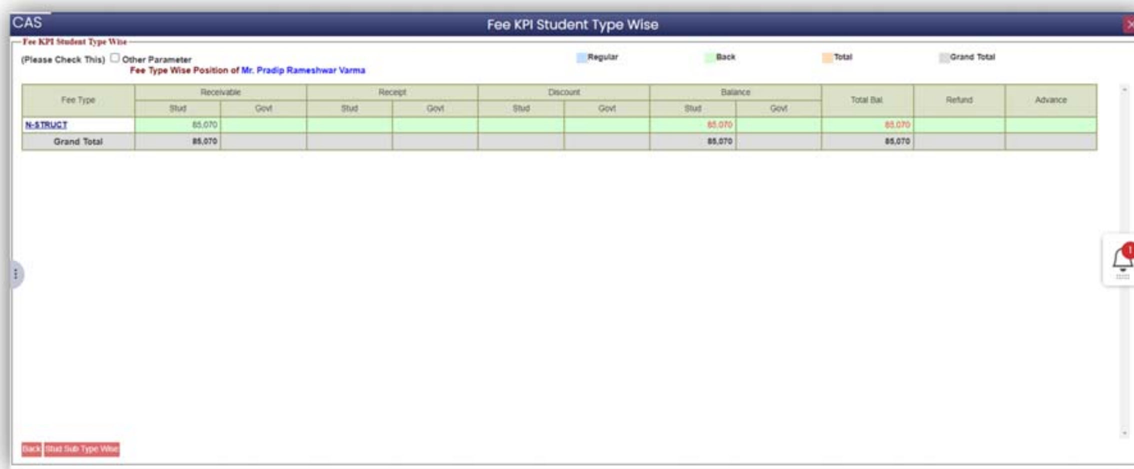


- ✓ Upon selecting the necessary parameters and clicking on 'OK' the following one liner report / KPI shall open. Which is the current out-standing position of the institution.

- ✓ Various combination of reports can be viewed by clicking the hyperlink below ‘B.S’ column and then clicking on the below option switches.

- ✓ A sample report to drill down is given below where you can view Student wise Fees outstanding position.

- ✓ Upon clicking on a Student’s name then clicking on ‘Stud Type Wise’ button the below report of a student shall open.



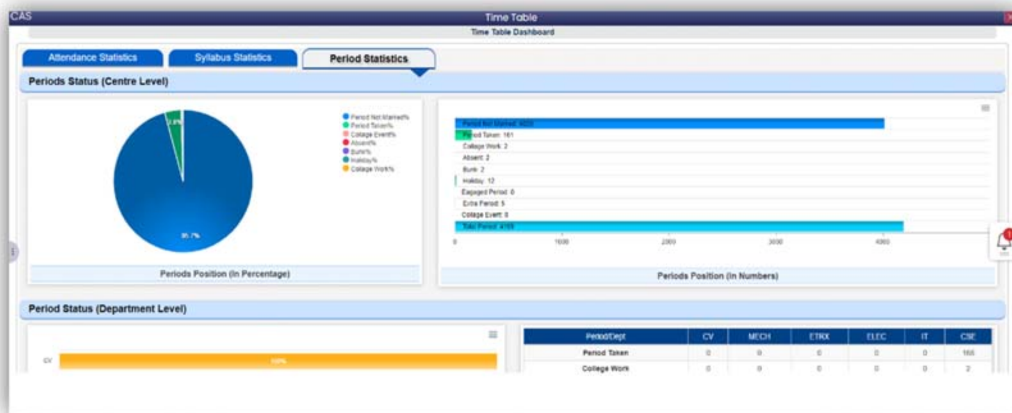
GRAPHICAL DASHBOARDS

Time Table

It’s a graphical dashboard showing the glimpse of the institute’s academic position with various graphical analysis.

- ✓ It follows a drill down approach as upon clicking over the ‘College Name’ it shall give you various academic entity wise graphical analysis report.

Period Statistics

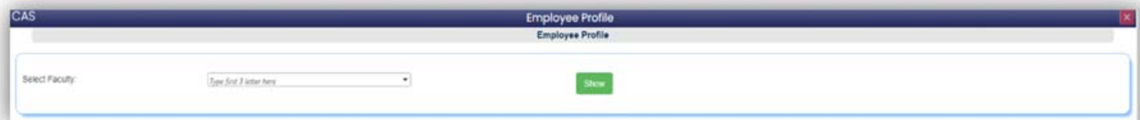


Syllabus Statistics

Employee Profile Dashboard

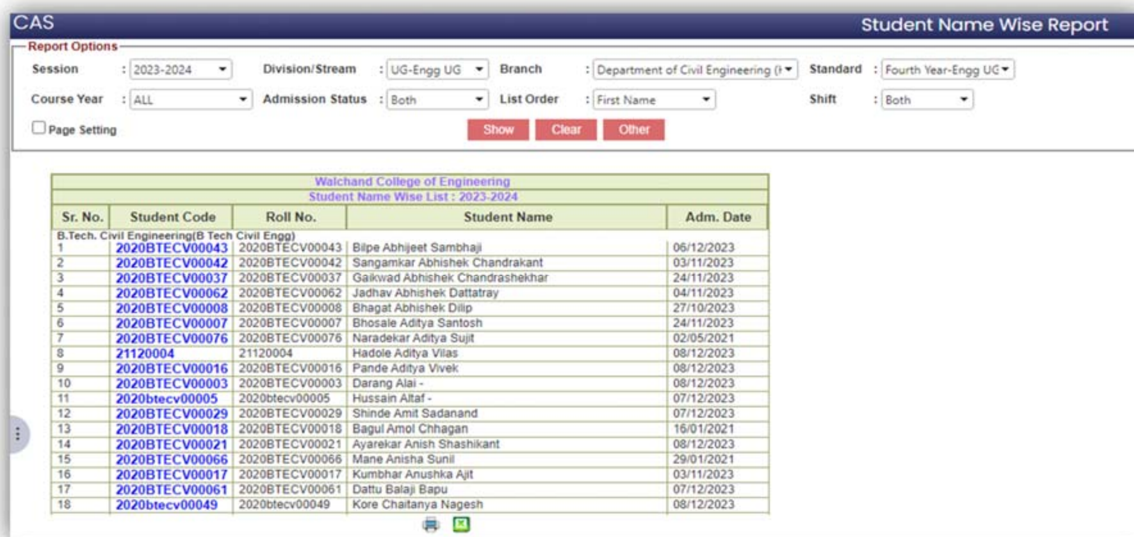
Its an employee specific data report giving a glimpse of an Employee's academic contribution his/ her Class conduction statistics and a detailed self profile about an employee.

- ✓ Search an employee name and click on show to populate Employee's profile data.



Student Profile Dashboard

- ✓ It's a Student specific data report giving a glimpse of a Student's academic and extra curriculum journey in oue institution which includes his / her academic achievement, Exam Performance, Fees details, Attendance details, etc.
- ✓ Click to set the filter and select the particular student by clicking on his / her name to open up the student's profile.
- ✓ Or from right hand corner of the page you can search a student by typing his/ her name.



Walchand College of Engineering
Student Name Wise List : 2023-2024

Sr. No.	Student Code	Roll No.	Student Name	Adm. Date
B.Tech. Civil Engineering(B Tech Civil Engg)				
1	2020BTECV00043	2020BTECV00043	Bilpe Abhijeet Sambhaji	06/12/2023
2	2020BTECV00042	2020BTECV00042	Sangamkar Abhishek Chandrakant	03/11/2023
3	2020BTECV00037	2020BTECV00037	Gaikwad Abhishek Chandrashekhar	24/11/2023
4	2020BTECV00062	2020BTECV00062	Jadhav Abhishek Dattatray	04/11/2023
5	2020BTECV00008	2020BTECV00008	Bhagat Abhishek Dilip	27/10/2023
6	2020BTECV00007	2020BTECV00007	Bhosale Aditya Santosh	24/11/2023
7	2020BTECV00076	2020BTECV00076	Naradekar Aditya Sujit	02/05/2021
8	21120004	21120004	Hadole Aditya Vilas	08/12/2023
9	2020BTECV00016	2020BTECV00016	Pande Aditya Vivek	08/12/2023
10	2020BTECV00003	2020BTECV00003	Darang Alai -	08/12/2023
11	2020btecv00005	2020btecv00005	Hussain Altaf -	07/12/2023
12	2020BTECV00029	2020BTECV00029	Shinde Amit Sadanand	07/12/2023
13	2020BTECV00018	2020BTECV00018	Bagul Amol Chhagan	16/01/2021
14	2020BTECV00021	2020BTECV00021	Ayarekar Anish Shashikant	08/12/2023
15	2020BTECV00066	2020BTECV00066	Mane Anisha Sunil	29/01/2021
16	2020BTECV00017	2020BTECV00017	Kumbhar Anushka Ajit	03/11/2023
17	2020BTECV00061	2020BTECV00061	Dattu Balaji Bapu	07/12/2023
18	2020btecv00049	2020btecv00049	Kore Chaitanya Nagesh	08/12/2023

Admissions Dashboards

To view an academic sessions admission data with graphical and analytical analysis the below dashboard gives you a glimpse of the entire Admission position at a glance. And have distinct geographical distribution of Students residing from various places.

State	Percentage	No. of Students	Boys	Girl
ARUNACHAL PRADESH	0.64	18	15	3
BIHAR	0.07	2	2	0
GUJARAT	0.04	1	1	0
HARYANA	0.04	1	1	0
JAMMU AND KASHMIR	1.82	51	41	10
JHARKHAND	0.04	1	1	0
KARNATAKA	0.07	2	1	1
MADHYA PRADESH	0.04	1	1	0
MAHARASHTRA	97.22	2727	1807	920
UTTAR PRADESH	0.04	1	1	0

Biometric Dashboard

As Employee attendances are through Biometric devices this real time drill down dashboard gives a glimpse of the Employees supposed to be present as per current shift and amongst them how many have reported to duty / absent/ Late comings / on-leave…

Biomatrix Dashboard - Centre Wise (12/02/2024)

CENTRE NAME	TOTAL EMPLOYEES	PRESENT	LATE	ABSENT	ON DUTY	WOFF	EXEMPTED	LWP	LEAVE	HOLIDAY	VACATION
Total	245	201	9(4%)	44							
WCE_SC	245	201	9(4%)	44							

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Leave Application Form and Process Explained

Leave Application Other Form

Cancel Approved Application

Reports – Related to Leaves

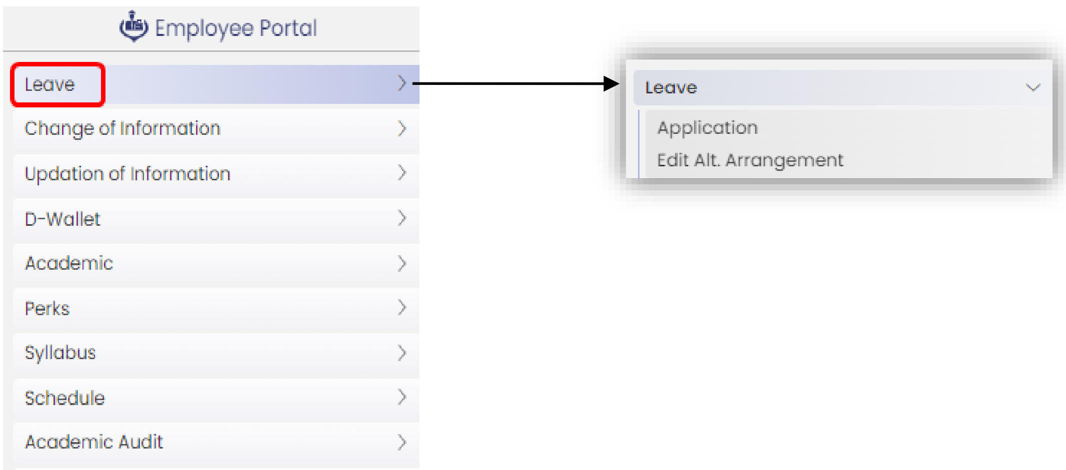
Purpose of the Leave Application Form

Employees in a college are entitled to take **different types (EL, COF, OD, ML, CL, LWP)** and number of leaves. **Leave application** form allows you to **apply** for leave under a **particular leave type** based on the leave summary. You can also **set a hierarchy** for leave approval like first it goes to the alternate arrangement, then to the Approver-1. **Status of employee leaves** whether approved or in process and the **count** for **allotted** leaves for all the different types of leaves the employee is entitled to, leaves **utilized**, and **balance** can be seen in the leave summary table.

How to Reach:

Leave main menu can be seen in the **left hand side employee portal**.

Click on the **Leave Menu** in the Employee Portal



Drop down menu will show the following two options

- ✓ **Application:** To apply for a leave
- ✓ **Edit Alt. Arrangement :** You can edit the Details of your replacement during your leave period

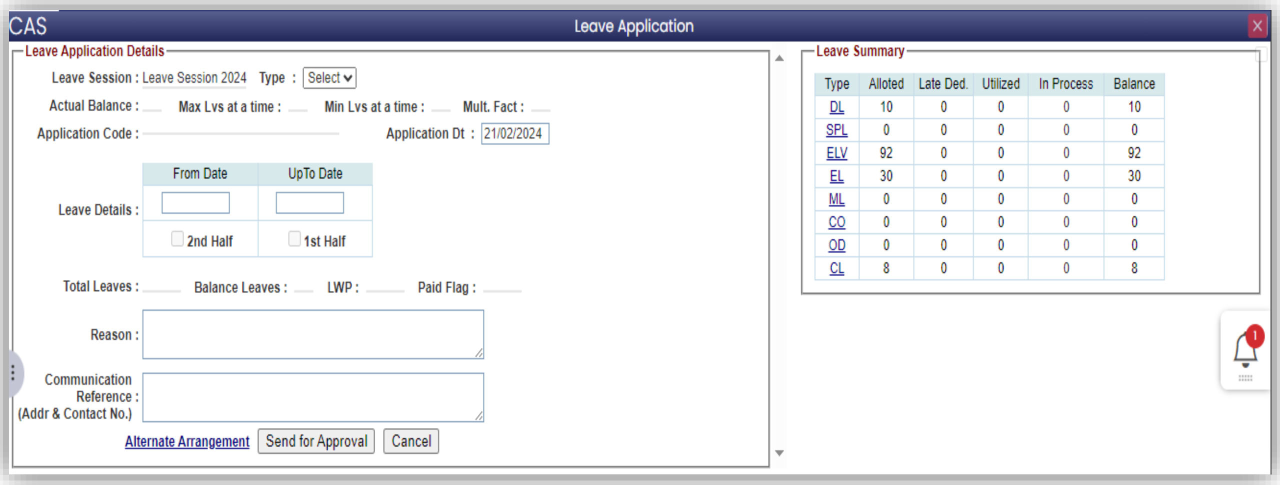
Only authorized personnel will see the tabs for

Application Other: To apply for leave on behalf of other employee

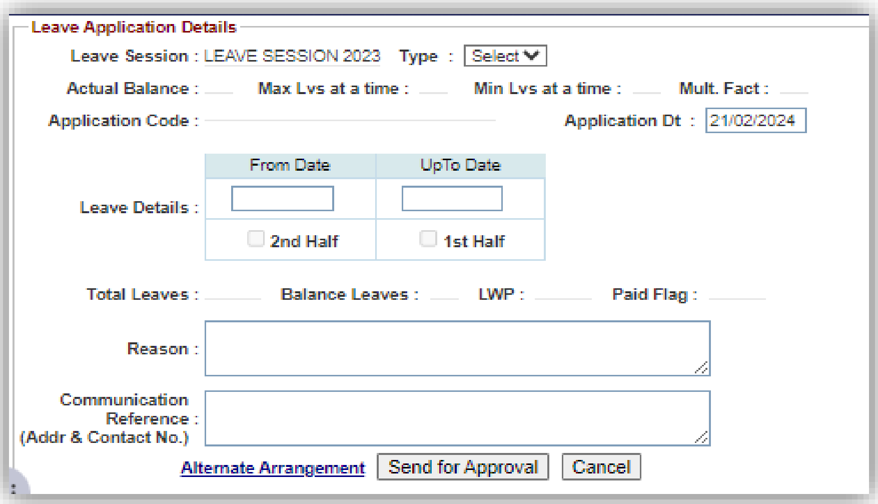
Cancel Approved Application: To cancel approved leave of an employee

How to Fill in the Employee Leave Application Form

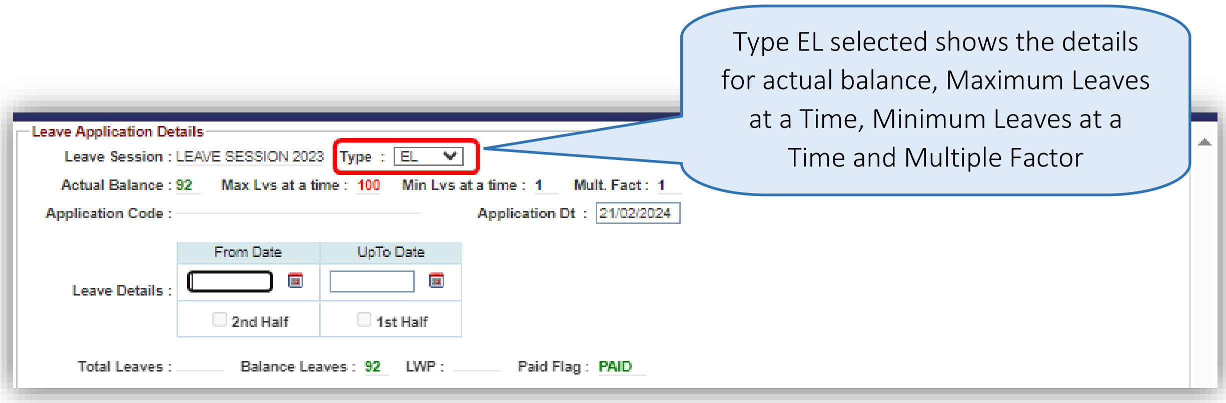
It allows employees to formally **request leave** for personal, medical, or other reasons. It establishes **a clear record** of the employee's leave request including the **leave duration, the reason for the absence and alternate arrangement**.



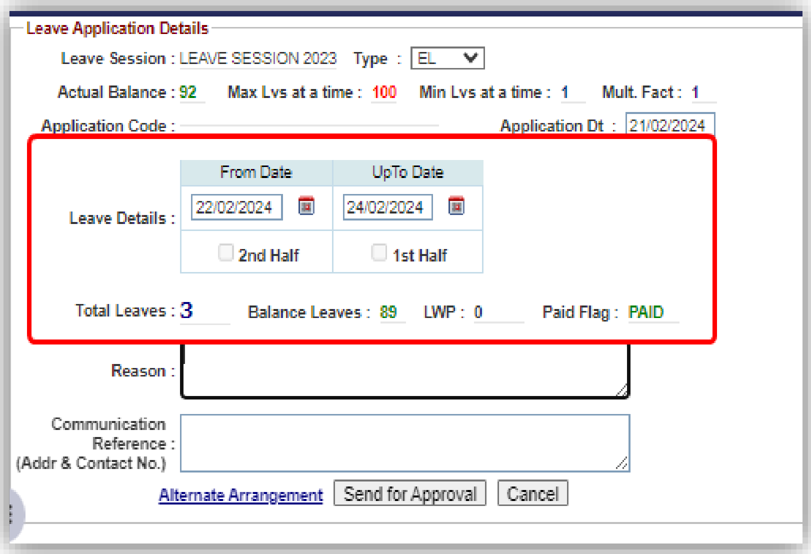
To apply for a leave you will be required to fill in the details asked for in the **“Leave Application Details”** side of the form



Based on the **Leave Type selected** the form will automatically show the details for **Actual Balance, Maximum Leaves at a Time, Minimum Leaves at a Time and Multiple Factor**.



Select the leave datesfor**"From Date and Upto Date"** by clicking on the calendar icon and it will show the details for **total leaves** (number of days between the from and upto dates selected), **Balance Leaves**, **LWP** (Leaves Without Pay) and **Paid Flag** (whether paid or unpaid).



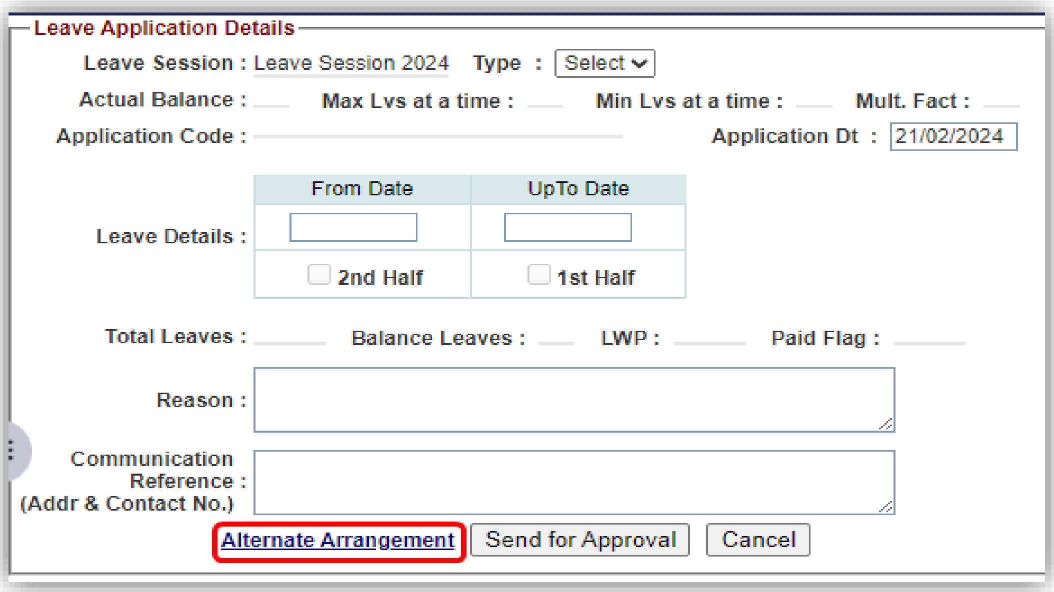
NOTE:

If you want to take half day leave then you need to select the same date in both the From Date and Upto Date fields and tick the half day (2nd half or 1st half) option accordingly.

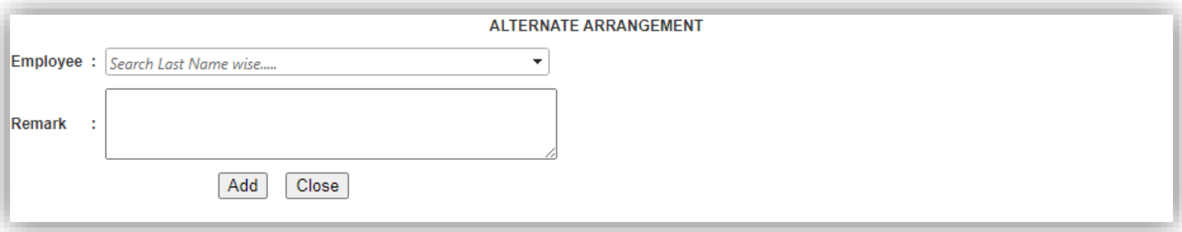
- *Enter the **Reason for leave and Communication Reference** (address or a phone number) on which you can be contacted during your leave period.*
- *Lastly you need to **select your alternate arrangement** - someone who is willing to fill in for your absence.*

How to Select Alternate Arrangement

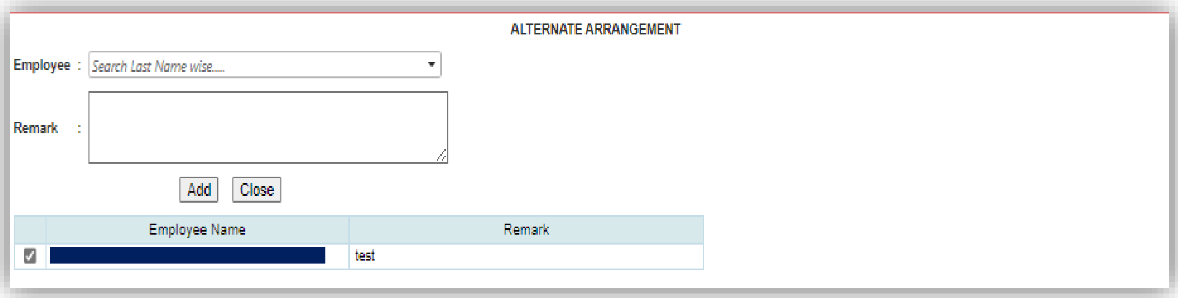
Click on the Alternate Arrangement text link



Pop up to fill in the **details of the alternate arrangement** will open. Select the **employee** name (using last name to search) and put in the **remark**.



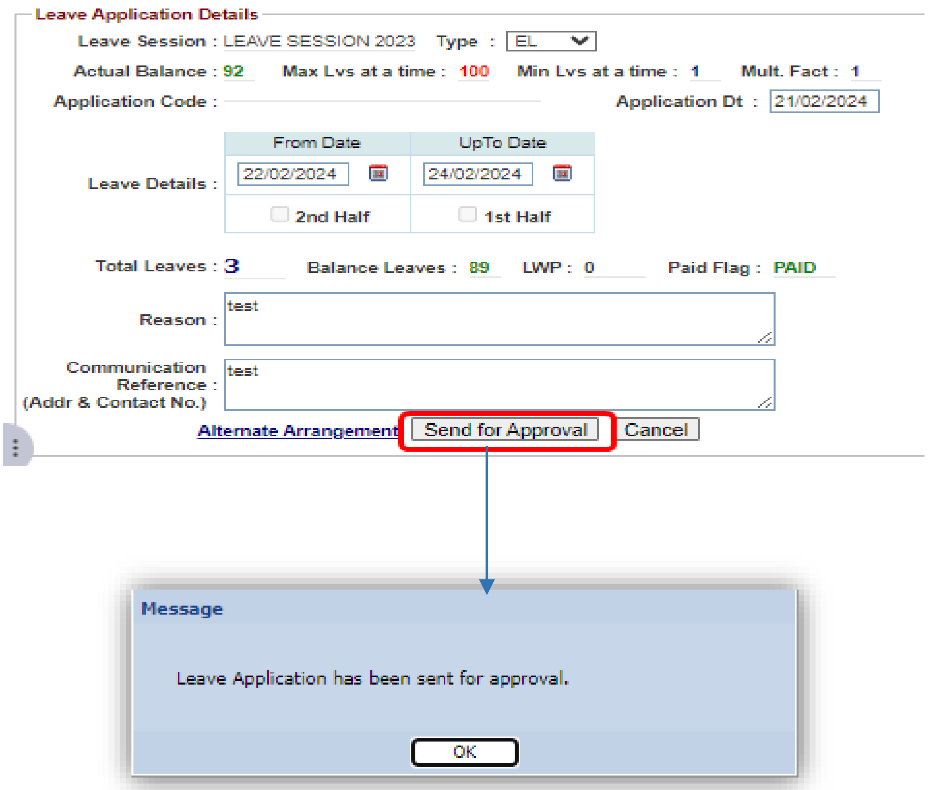
Clicking the **Add Button** will populate a **screen confirming** the appointment of alternate arrangement. You can also add **another** alternate by **selecting** the employee name and adding the remark. Click on **close** to go **back** to the "leave application screen".



After adding the Alternate Arrangement you can click the "Send for Approval" button or the cancel button.

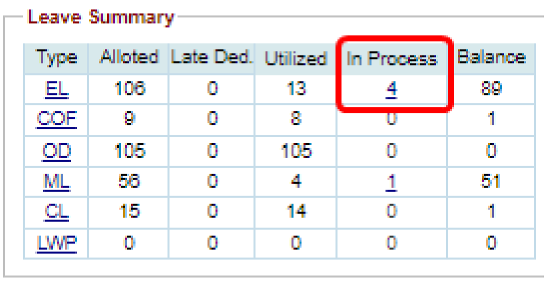
NOTE: **Employee can cancel the leave application only on the same day when he/she applied for it not after that.**

Clicking the "**send for approval**" button will show a pop with the message "Leave Application has been sent for approval"



Click Ok to complete the employee leave application process.

Leave Summary: You will notice that the Leave Summary now shows **4 leaves in Process** for the leaves you just applied



Leave Summary

Type	Alloted	Late Ded.	Utilized	In Process	Balance
EL	106	0	13	4	89
COF	9	0	8	0	1
OD	105	0	105	0	0
ML	56	0	4	1	51
CL	15	0	14	0	1
LWP	0	0	0	0	0

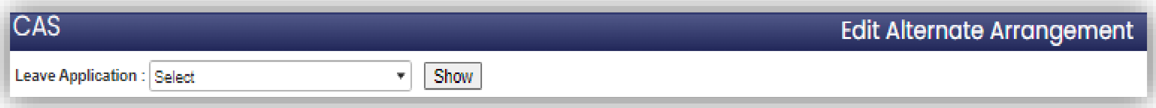
NOTE:

- ✓ Leave application has been sent for approval means that it will be first sent to the alternate arrangement and then to the approver, set/appointed as per the leave rules.

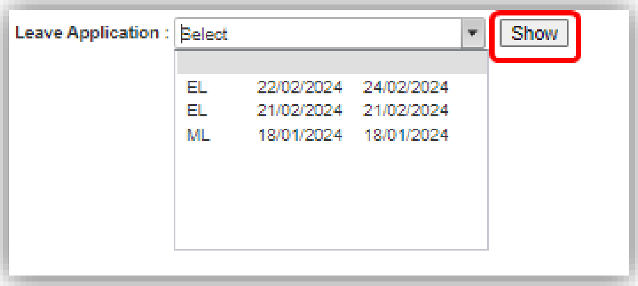
How to Edit Alternate Arrangement

For some reason if you want to **change the alternate arrangement** you can do so by clicking on the “Edit Alternate Arrangement” tab in the Leave Main Menu.

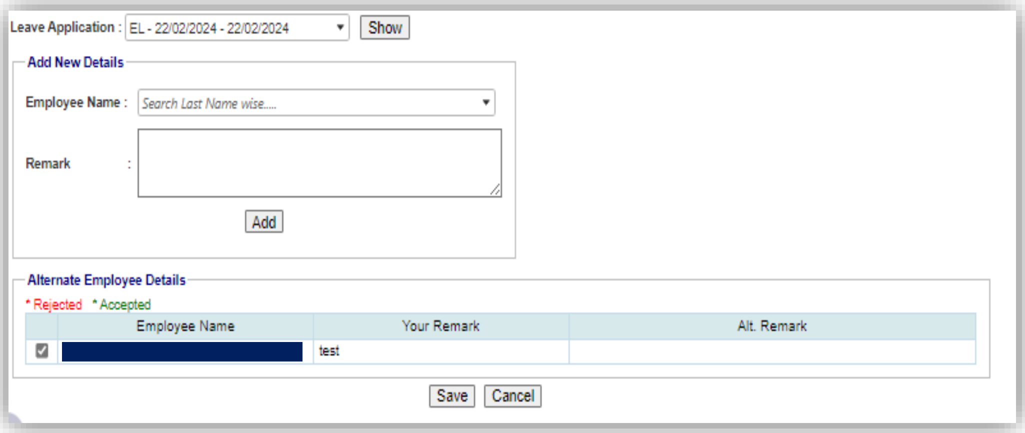
Edit Alternate Arrangement **Page** as shown below will open



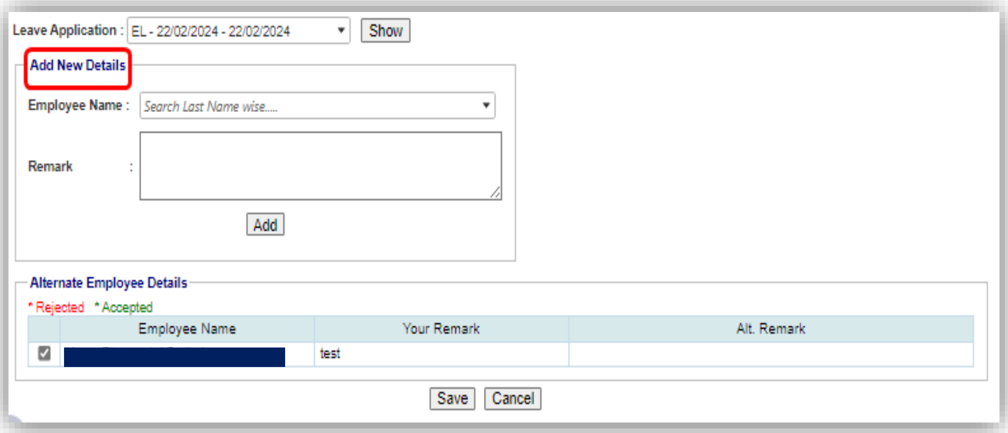
Select the **leave application duration** from the drop down menu and click show



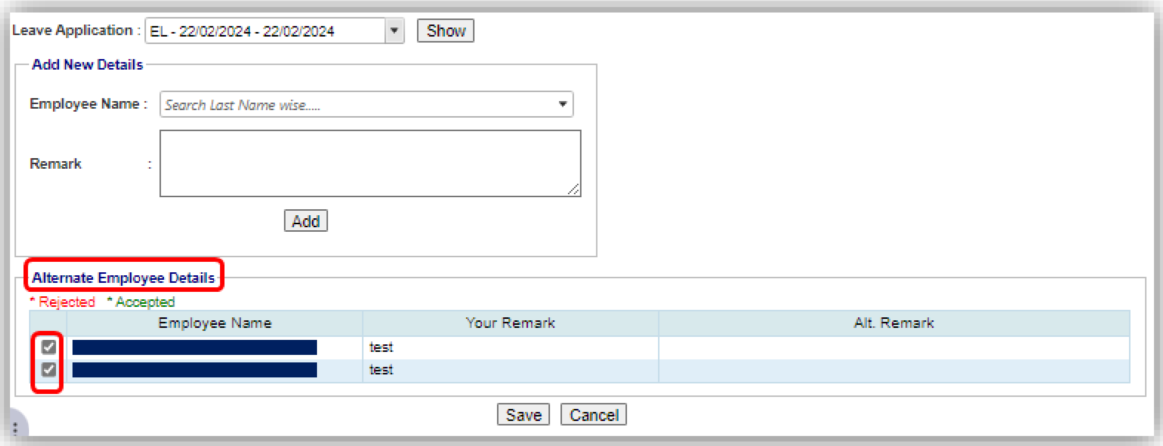
It will populate a screen where in you can **add new alternate arrangement**. It also shows details of the alternate arrangement made earlier and the new alternate you just arranged.



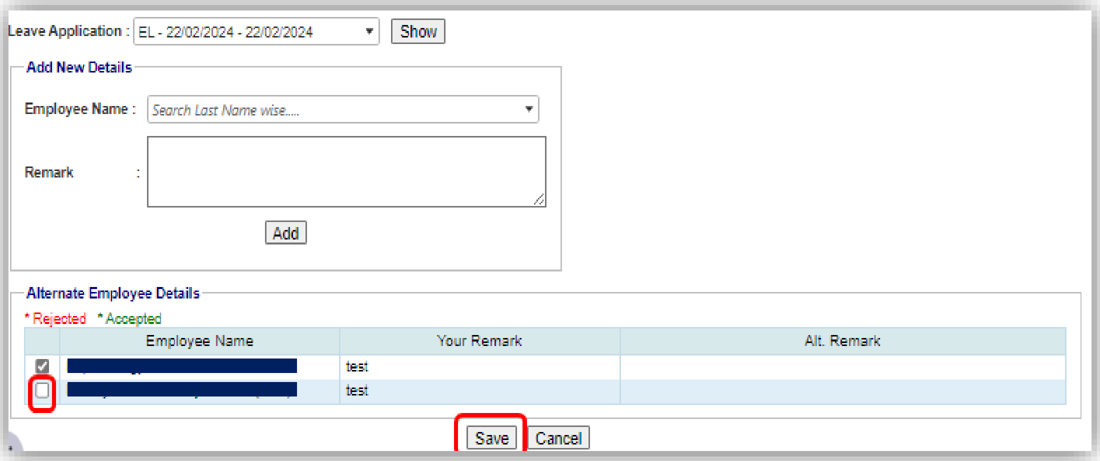
Add **details** of the new alternate arrangement



New alternate arrangement details will show in the Alternate Employee Details box. Both the **alternatives** will have **a ticked box** in front of them



To **remove an alternate arrangement** simply **untick the box** and click **save**, it will now show the new alternate added.



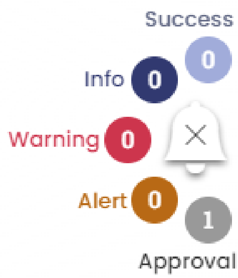
Leave Application Approval by Alternate Arrangement

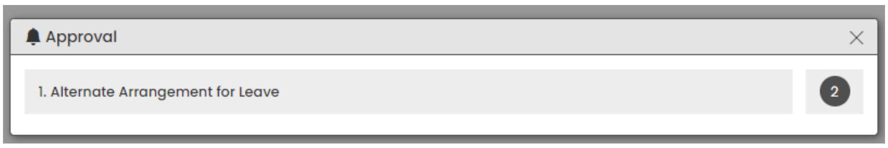
NOTE:

The leave application first goes to the alternate arrangement's account for approval.

When the alternate arrangement logs in the CASERP he/she needs to select "Employee Leave" tab to see alerts for pending leave application approval.

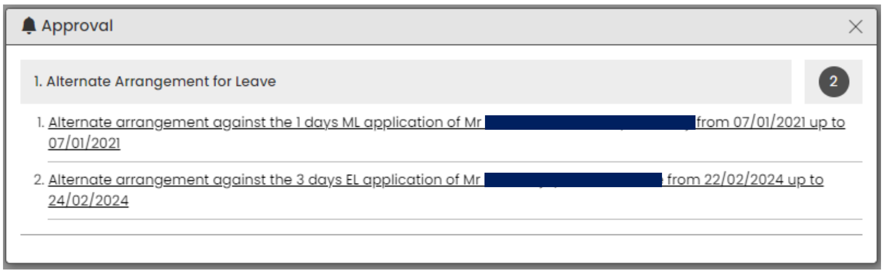
The **bell icon** on the **right hand centre corner of the screen** will show alert for leave applications received for approval.



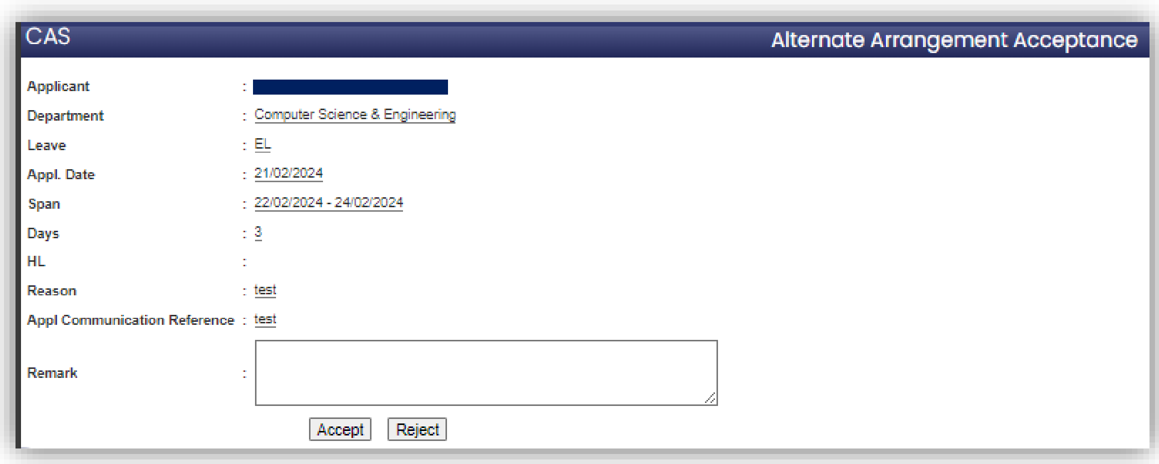


Click on the **approval button** and a pop up "Alternate Arrangement for Leave" will show

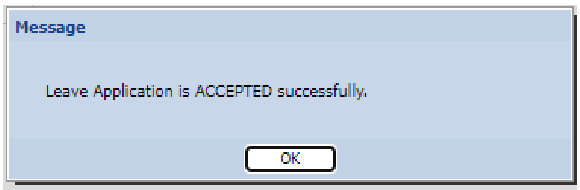
Clicking the **"Alternate Arrangement for Leave"** will further stretch the box to show **all the leave applications** where the employee has been made the alternate arrangement.



Click on the **leave application** you wish to act on and an **Alternate Arrangement Acceptance** form as shown below will open



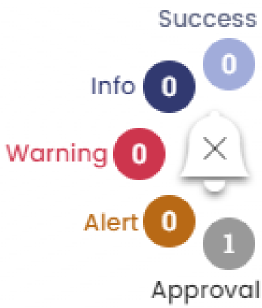
Put in the remark and click **Accept or Reject**. Accepting will show a pop up mentioning **"Leave Application is ACCEPTED successfully"**. The leave application will now move to the **Approver 1**-set as per the leave rules.



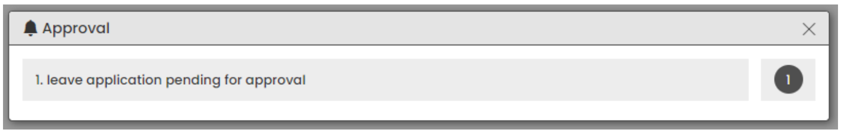
Leave Application Approval by Approver-1

As the Approver -1 logs in the CASERP the landing page as shown below will appear, and he/she will be required to click on **Employee Leave tab**

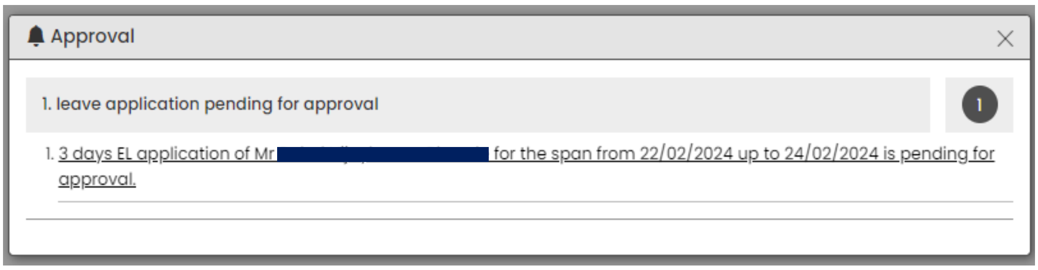
The bell icon in the centre of the right hand of the screen will show the notifications for requests received for **"Approval"**



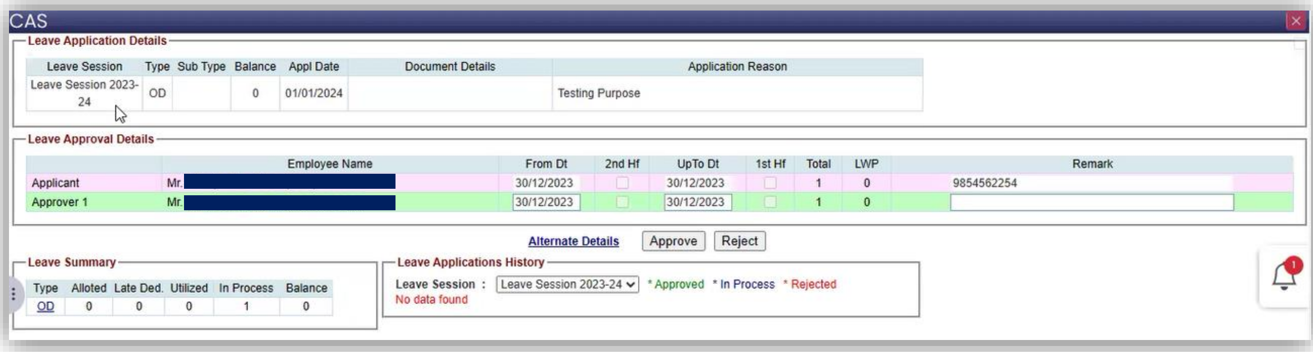
Click on the **Approval alert** and a pop up as shown below will open



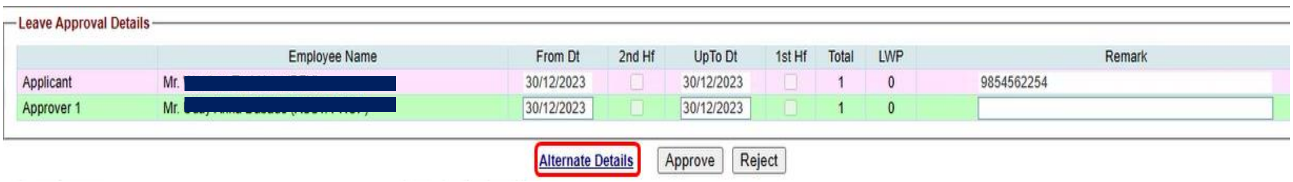
Click on the **"leave application pending for approval"** it will further stretch to show the details of the leave application



Clicking the **link** will take you to the **Leave Approval screen**

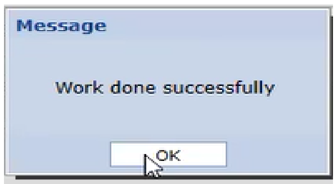


Approver-1 can view the alternate arrangement details by clicking on **the alternate details link** under the Leave Approval Details Box



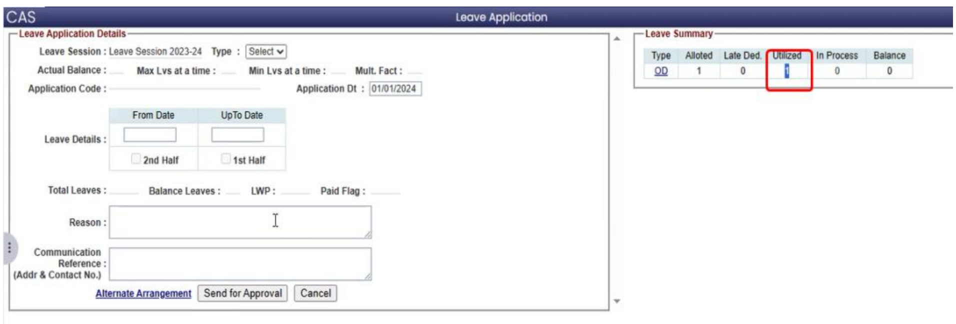
Applicant's **Leave Summary** and **Leave Application History** are also shown through tables to help **approver decide** whether to **approve or reject** the leave based on the data shown.

Before clicking the Approve or Reject button Approver-1 needs to **add a remark.** Clicking the **Approve button** will then pop up message "Work done successfully".



Note:-

- *Leave so approved will then show in the applicants account in the leave summary table under the "Utilized" column. Since one day leave is approved utilized table shows 1.*



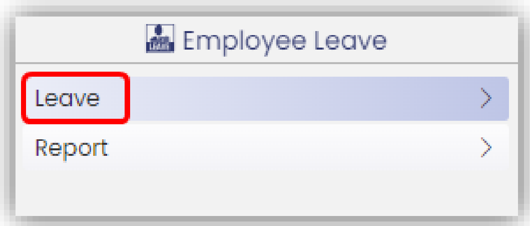
Purpose of the "Leave Application Other" Form

It allows **HR executive and other** authorized person to formerly request for leave on behalf of an employee who is not able to fill it due to some reason. Employee **leave summary** appears on the right-hand side of the form. You can also **add "Alternate Arrangement"** (someone to fill in for the employee on leave).

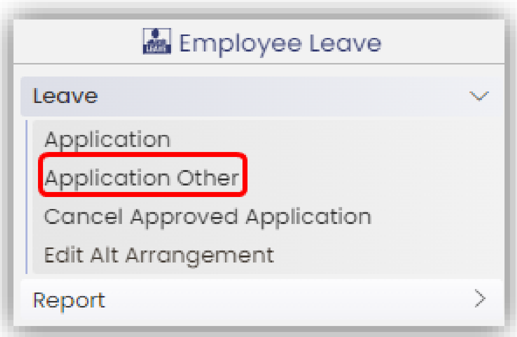
How to Reach:-

Authorized employee needs to log in the CASERP and select **"Employee Leave"** tab.

Click the **main menu** on the left hand side. You will see the **"Leave"** tab.



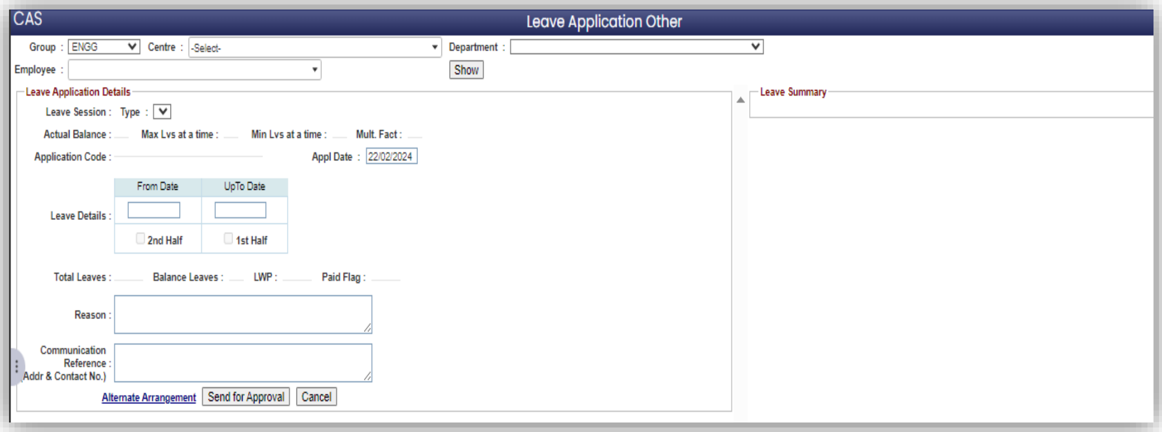
Click on leave tab and a drop down menu will open, you need to click on **"Application Other"**



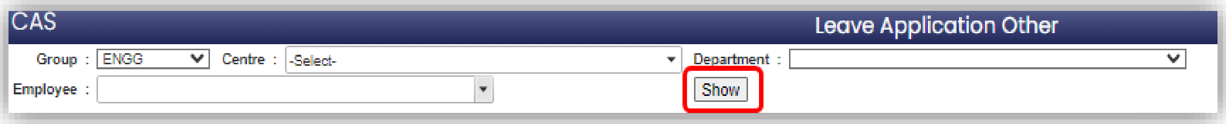
Checking the Employee Leave Summary

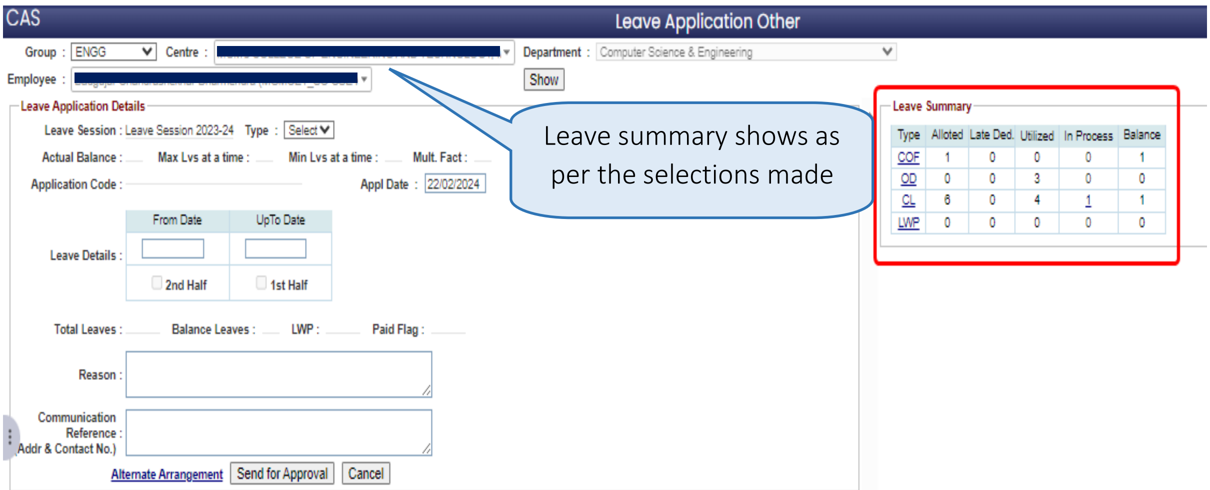
The **first** step to filling the leave application form for others is to **know the employee leave summary** as it will help decide the leave type.

When you click on Leave Application Other a **"Leave Application Other Form"** as seen below will open



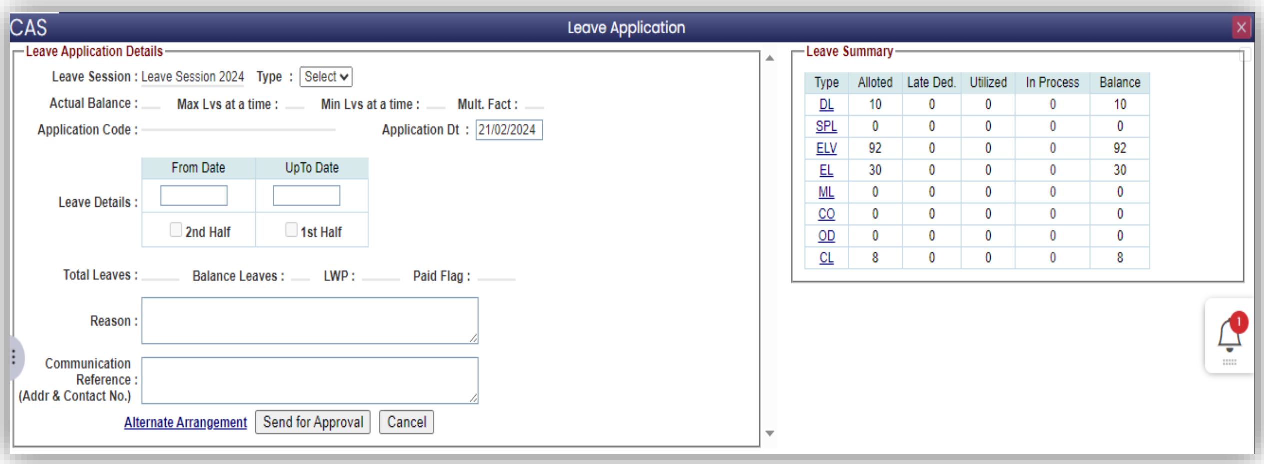
To view employee leave summary select the **Group, Centre, Department and Employee name** from the drop down menus and click on the **Show button**





Fill in the Leave Application Details in Leave Application Others Form

It allows HR or other authorized employee to formally **request leave** for personal, medical, or other reasons**on behalf of an employee**.



CAS   Leave Application

Leave Application Details

Leave Session : Leave Session 2024   Type : Select

Actual Balance :   Max Lvs at a time :   Min Lvs at a time :   Mult. Fact :

Application Code :   Application Dt : 21/02/2024

Leave Details : From Date | UpTo Date — 2nd Half | 1st Half

Total Leaves :   Balance Leaves :   LWP :   Paid Flag :

Reason :

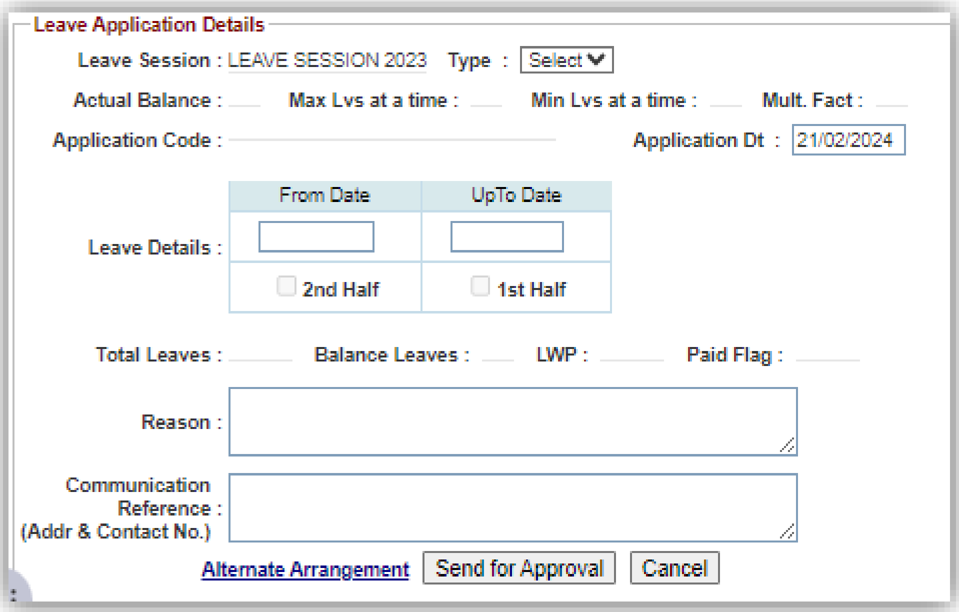
Communication Reference : (Addr & Contact No.)

Alternate Arrangement   Send for Approval   Cancel

Leave Summary

Type	Alloted	Late Ded.	Utilized	In Process	Balance
DL	10	0	0	0	10
SPL	0	0	0	0	0
ELV	92	0	0	0	92
EL	30	0	0	0	30
ML	0	0	0	0	0
CO	0	0	0	0	0
OD	0	0	0	0	0
CL	8	0	0	0	8

To apply for a leave you will be required to fill in the details asked for in the **"Leave Application Details"** box of the form



Leave Application Details

Leave Session : LEAVE SESSION 2023   Type : Select

Actual Balance :   Max Lvs at a time :   Min Lvs at a time :   Mult. Fact :

Application Code :   Application Dt : 21/02/2024

Leave Details : From Date | UpTo Date — 2nd Half | 1st Half

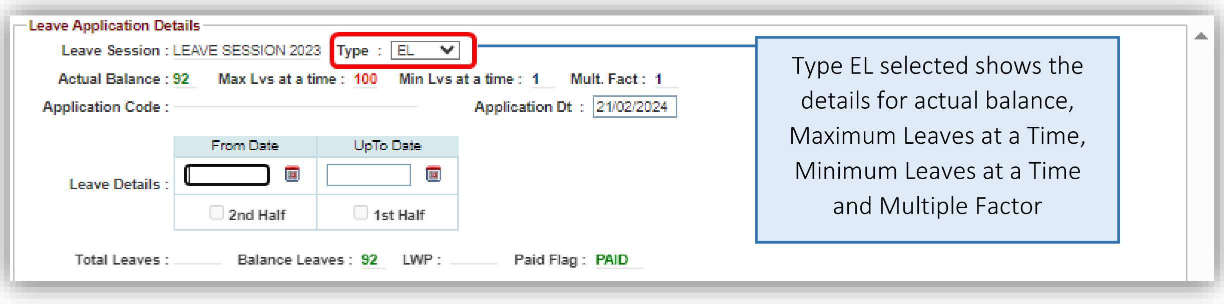
Total Leaves :   Balance Leaves :   LWP :   Paid Flag :

Reason :

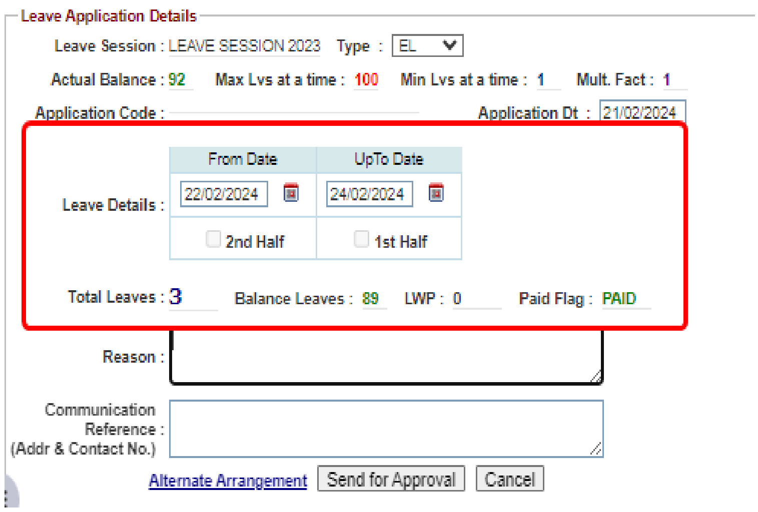
Communication Reference : (Addr & Contact No.)

Alternate Arrangement   Send for Approval   Cancel

Based on the **Leave Type selected** the form will automatically show the details for **Actual Balance, Maximum Leaves at a Time, Minimum Leaves at a Time and Multiple Factor**.



Select the leave details for **"From Date and Upto Date"** by clicking on the calendar icon and it will show the details for **total leaves** (number of days between the from and upto dates selected), **Balance Leaves**, **LWP** (Leaves Without Pay) and **Paid Flag** (whether paid or unpaid).



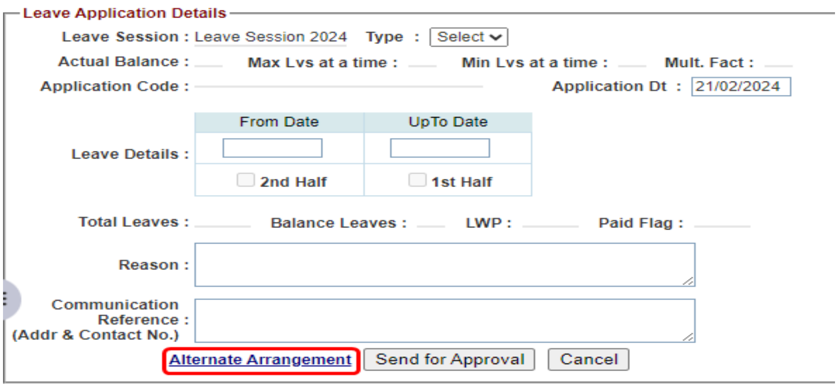
Note:-

If an employee is on half day leave then select the same date in both the From Date and Upto Date fields and tick the half day (2nd half or 1st half) option accordingly.

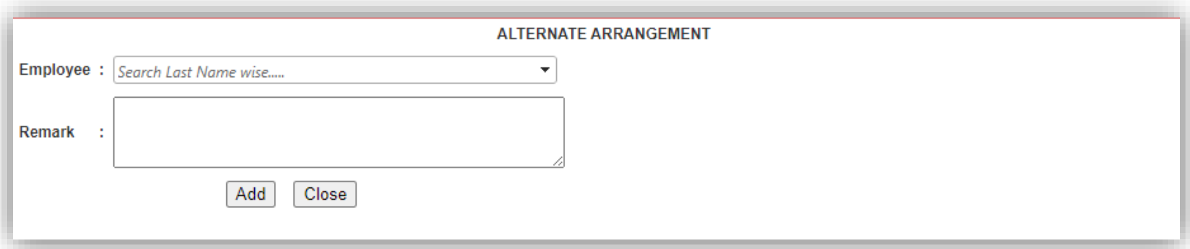
- Enter the **Reason for leave and Communication Reference** (address or a phone number) on which the employee can be contacted during the leave period.
- Lastly **select alternate arrangement**- someone who is willing to fill in for the employee's absence.

How to Add the Alternate Arrangement

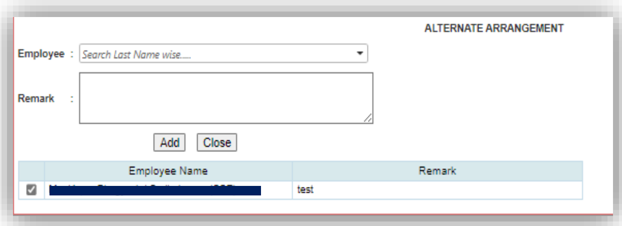
Click on the **Alternate Arrangement text link**



Pop up to fill in the **details of the alternate arrangement** will open. Select the **employee** name (using last name to search) and put in the **remark**.



Clicking the **Add Button** will populate a **screen confirming** the appointment of alternate arrangement. You can also add **another** alternate by **selecting** the employee name and adding the remark. Click on **close** to go **back** to the “leave application screen”.

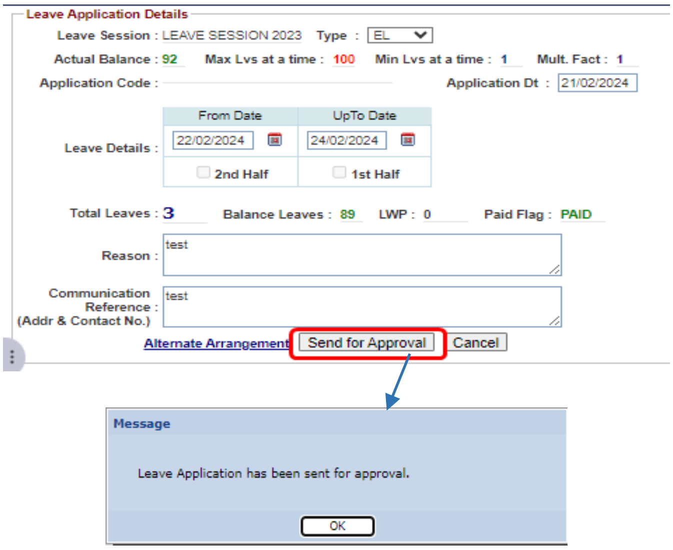


After adding the Alternate Arrangement you need to send the application for approval by clicking on the **“Send for Approval”** button. Clicking the cancel button will cancel the leave application.

Note:-

Employee can cancel the leave application on the same day only when he/she applied for it not after that.

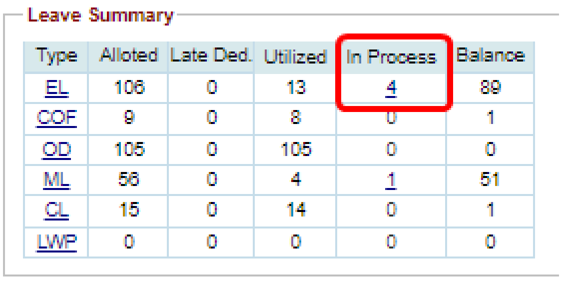
Clicking the "**send for approval"** button will show a pop with the message "Leave Application has been sent for approval"



- ✓ Click Ok to complete the employee leave application process.

Leave Summary

You will notice that the Leave Summary now shows **4 leaves in Process** for the leaves just applied


Leave Summary

Type	Alloted	Late Ded.	Utilized	In Process	Balance
EL	106	0	13	4	89
COF	9	0	8	0	1
OD	105	0	105	0	0
ML	56	0	4	1	51
CL	15	0	14	0	1
LWP	0	0	0	0	0

Note:-

Leave application has been sent for approval means that it will be first sent to the alternate arrangement and then to the approver who has been set or appointed as per the leave rules.

Purpose of "Cancel Approved Application" Form

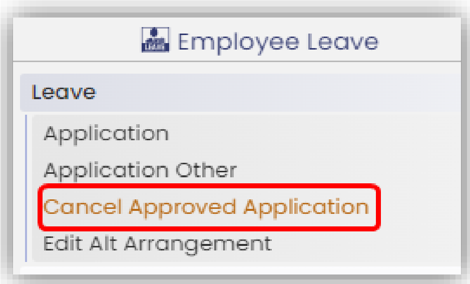
An employee can cancel a leave on the same day when he/she applied for it and not after that. **Only HR or authorized personnel can cancel approved leave applications.**
As the name suggests the main purpose of the form is to **allow HR or Authorized personnel to cancel an approved leave application** for an employee who now no longer wants that leave.

How to Reach:

Authorized employee needs to log in the CASERP and select **"Employee Leave"** tab.

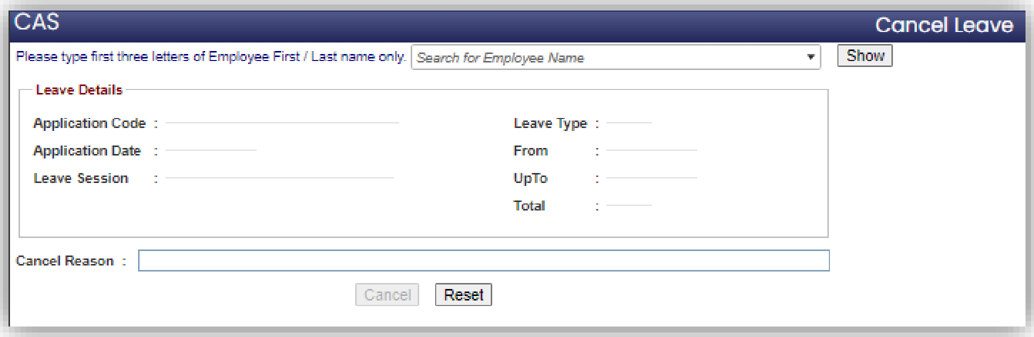
Click the **main menu** on the left hand side. You will see the **"Leave"** tab.

Click on leave tab and a drop down menu will open, you need to click on **"Cancel Approved Application"**

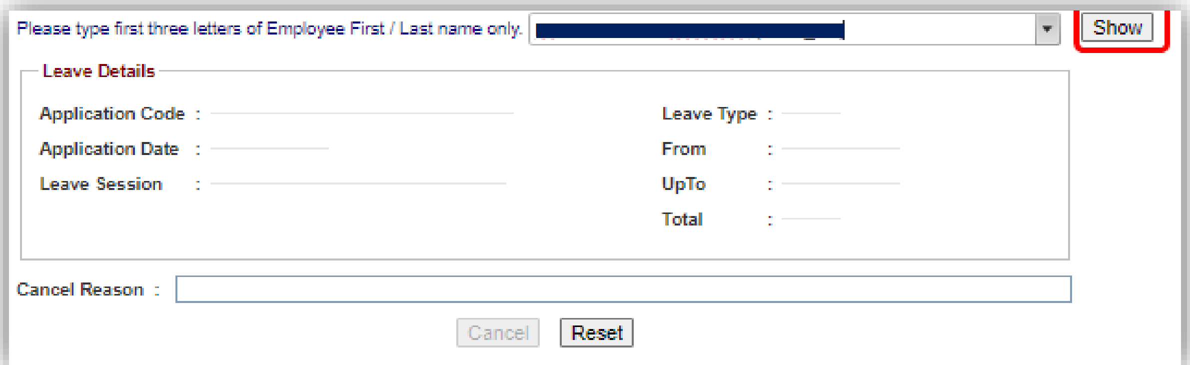


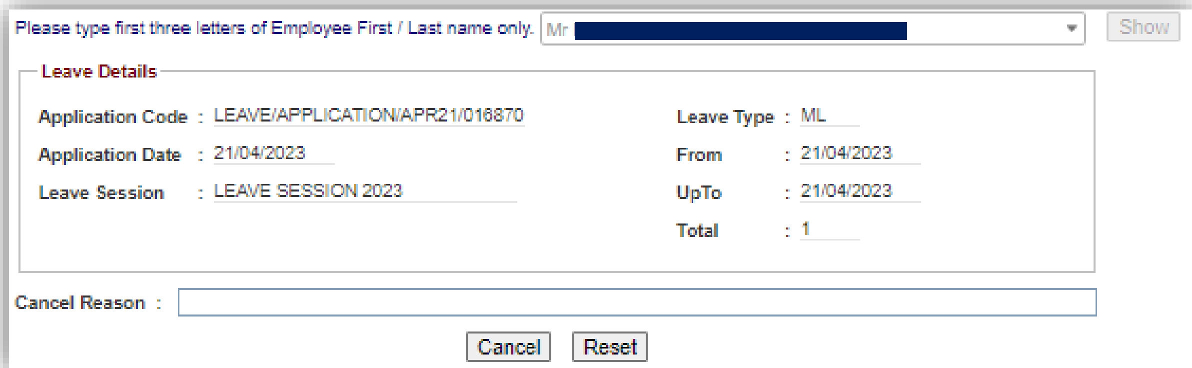
Process to Cancel Approved Leave Application

When an employee no longer needs a leave which was previously approved **HR or authorized personnel** can **cancel the approved leave** from the Cancel Leave form.

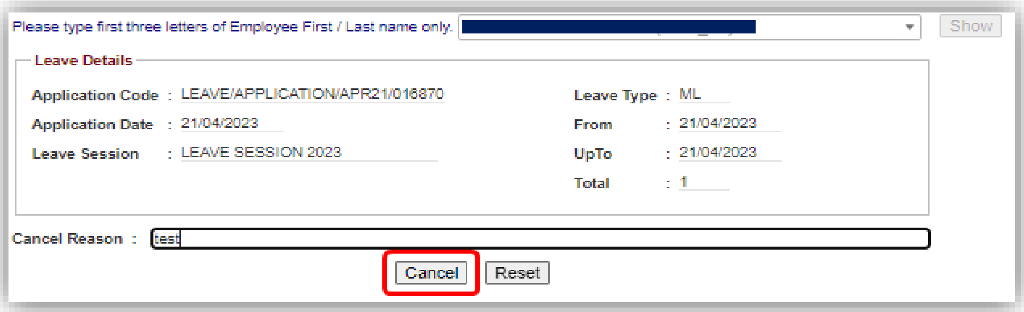


- ✓ **Select** the name of the **Employee** whose approved leave you want to cancel by typing in the first three letters of the name.
- ✓ Clicking the show button will show the leave details

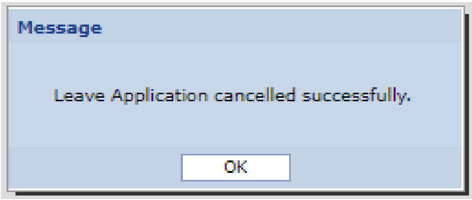




Enter the **Cancel Reason** for cancelling the leave and click **Cancel**

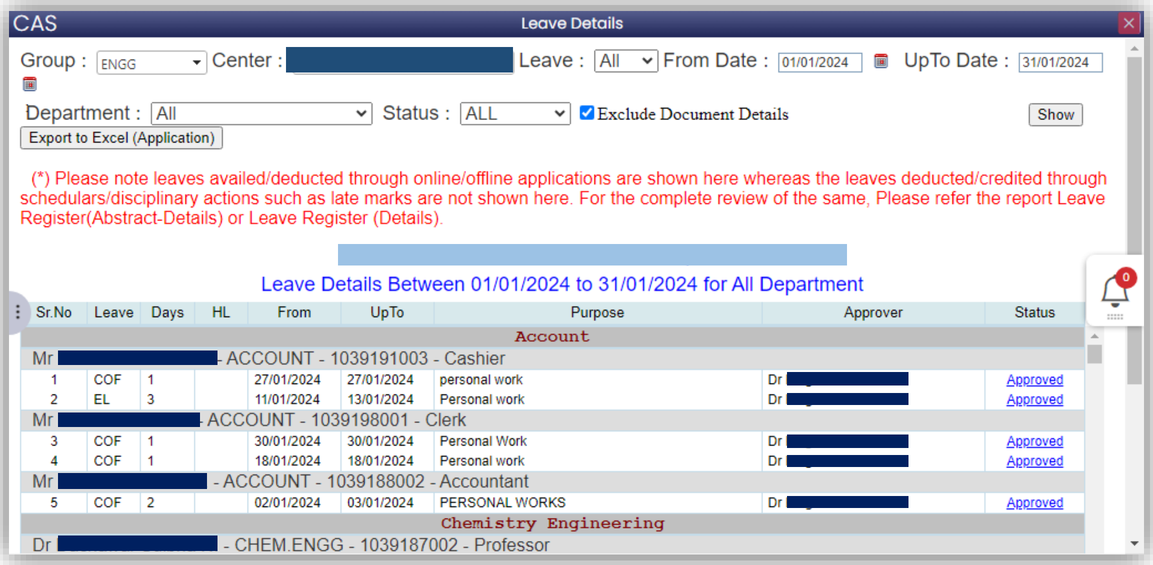


Pop up with the message **"Leave Application Cancelled Successfully"** will appear. Click Ok and the leave will be cancelled.



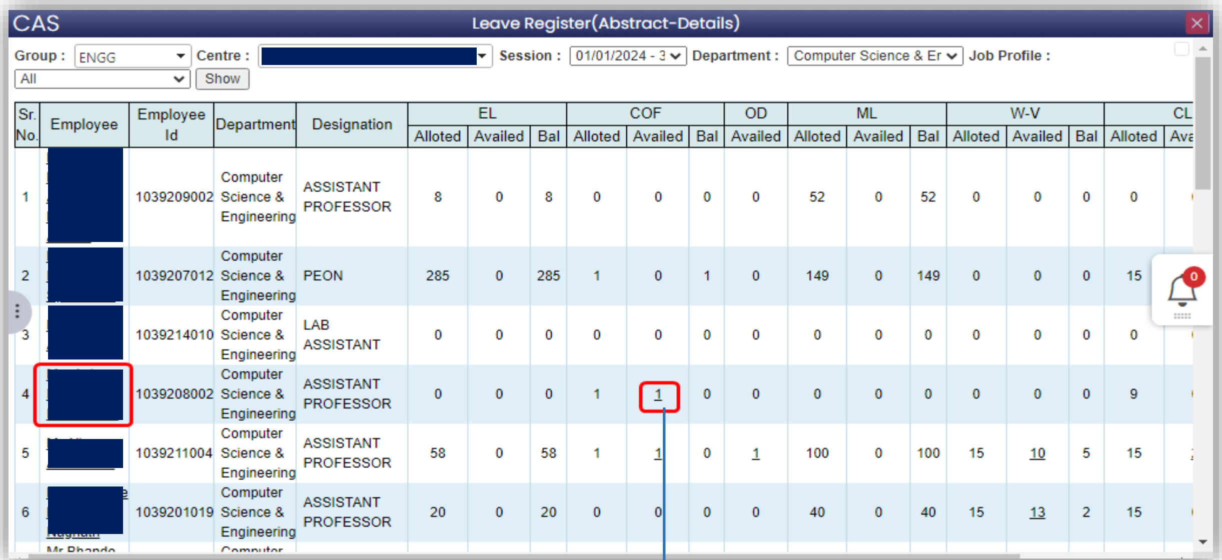
1. Leave Details

- User needs to select **Group, Centre, Department, Leave type, From Date – Upto Date, Status** from their respective drop-down menus to view leave details of all employees.
- User can also fetch the leave details as per **status of application** like In Process, In-Approval, Approver, Cancelled and Rejected.



2. Leave Register (Abstract – Details)

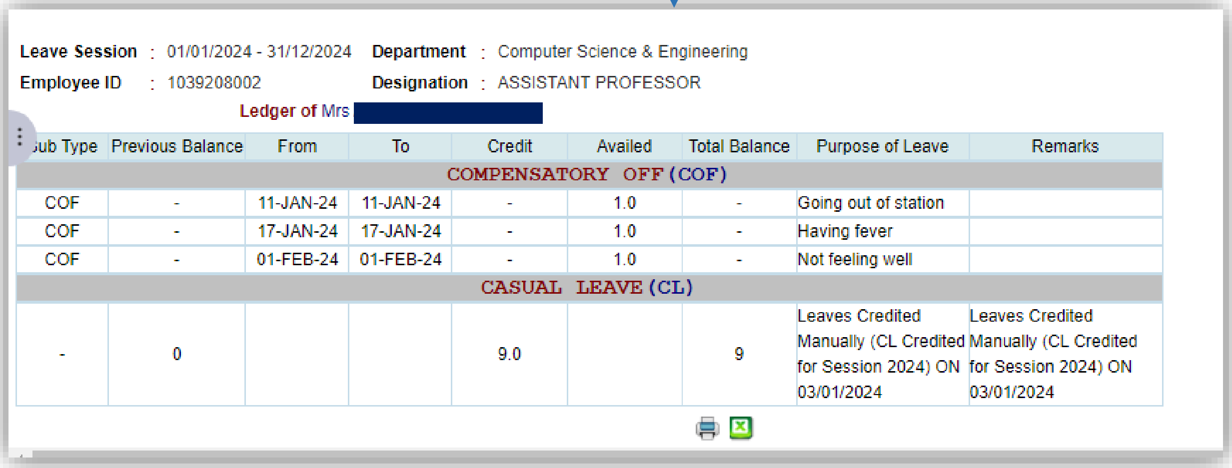
- To see leave register (Abstract-Details) report user needs to select the **Group, Centre, Session, Department and Job Profile** from the respective drop down menu.
- Table showing different **leave types** and their status whether **Allotted, Availed or Balance** for each employee along with their name, ID, Department and Designation appears.
- Click on **employee name** and a leave ledger showing details of his/her leaves will show.



CAS Leave Register(Abstract-Details)

Group : ENGG Centre : [redacted] Session : 01/01/2024 - 3 Department : Computer Science & Er Job Profile : All Show

Sr. No.	Employee	Employee Id	Department	Designation	EL			COF			OD	ML			W-V			CL	
					Alloted	Availed	Bal	Alloted	Availed	Bal	Availed	Alloted	Availed	Bal	Alloted	Availed	Bal	Alloted	Ava
1	[redacted]	1039209002	Computer Science & Engineering	ASSISTANT PROFESSOR	8	0	8	0	0	0	0	52	0	52	0	0	0	0	
2	[redacted]	1039207012	Computer Science & Engineering	PEON	285	0	285	1	0	1	0	149	0	149	0	0	0	15	
3	[redacted]	1039214010	Computer Science & Engineering	LAB ASSISTANT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	[redacted]	1039208002	Computer Science & Engineering	ASSISTANT PROFESSOR	0	0	0	1	1	0	0	0	0	0	0	0	0	9	
5	[redacted]	1039211004	Computer Science & Engineering	ASSISTANT PROFESSOR	58	0	58	1	1	0	1	100	0	100	15	10	5	15	
6	[redacted]	1039201019	Computer Science & Engineering	ASSISTANT PROFESSOR	20	0	20	0	0	0	0	40	0	40	15	13	2	15	



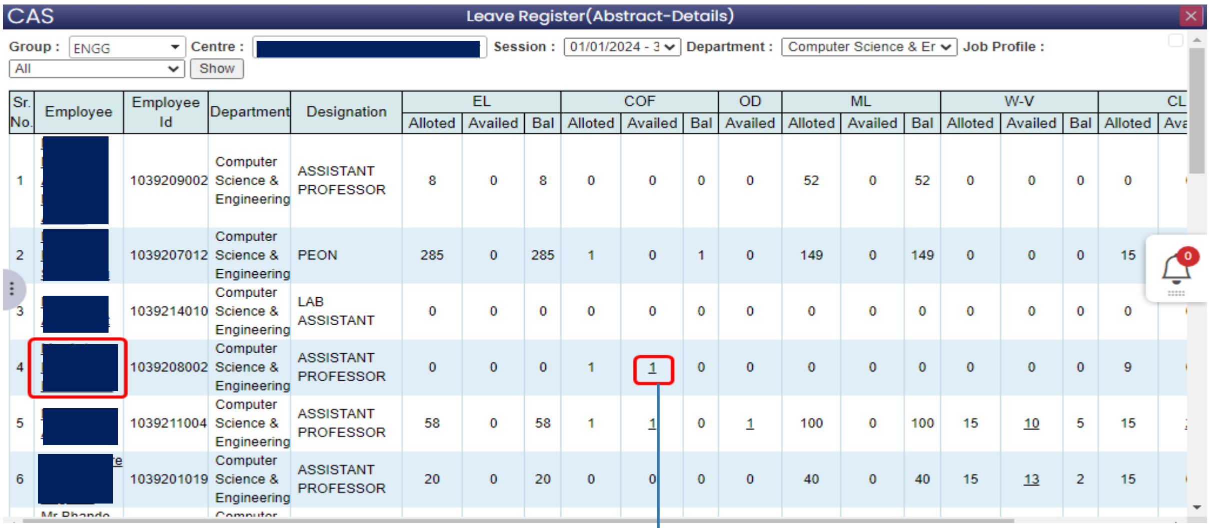
Leave Session : 01/01/2024 - 31/12/2024 **Department** : Computer Science & Engineering

Employee ID : 1039208002 **Designation** : ASSISTANT PROFESSOR

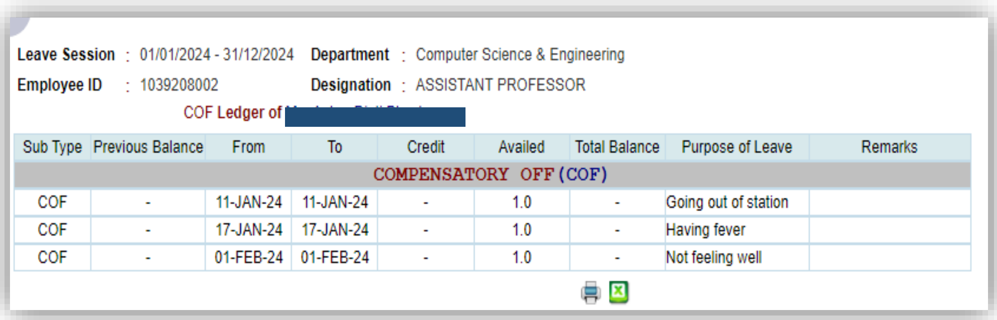
Ledger of Mrs [redacted]

Sub Type	Previous Balance	From	To	Credit	Availed	Total Balance	Purpose of Leave	Remarks
COMPENSATORY OFF (COF)								
COF	-	11-JAN-24	11-JAN-24	-	1.0	-	Going out of station	
COF	-	17-JAN-24	17-JAN-24	-	1.0	-	Having fever	
COF	-	01-FEB-24	01-FEB-24	-	1.0	-	Not feeling well	
CASUAL LEAVE (CL)								
-	0			9.0		9	Leaves Credited Manually (CL Credited for Session 2024) ON 03/01/2024	Leaves Credited Manually (CL Credited for Session 2024) ON 03/01/2024

- Clicking on **count** of availed leave of any leave type, user can see leave ledger of that **particular leave type** of that employee



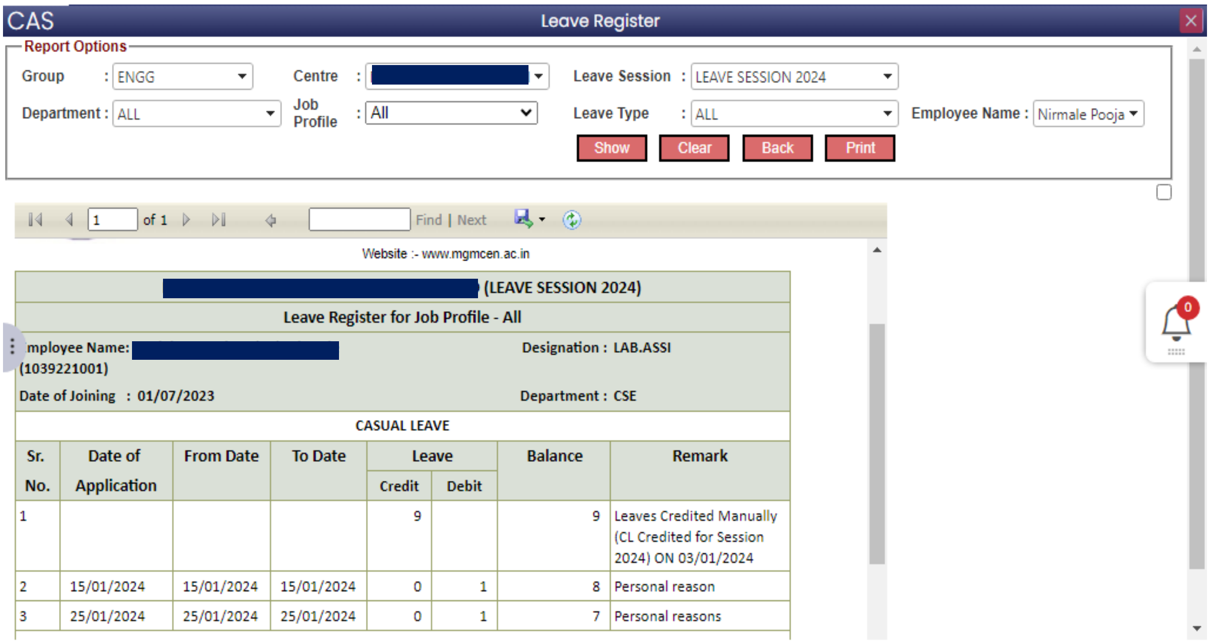
Sr. No.	Employee	Employee Id	Department	Designation	EL			COF			OD	ML			W-V			CL	
					Alloted	Availed	Bal	Alloted	Availed	Bal	Availed	Alloted	Availed	Bal	Alloted	Availed	Bal	Alloted	Ava
1	[redacted]	1039209002	Computer Science & Engineering	ASSISTANT PROFESSOR	8	0	8	0	0	0	0	52	0	52	0	0	0	0	
2	[redacted]	1039207012	Computer Science & Engineering	PEON	285	0	285	1	0	1	0	149	0	149	0	0	0	15	
3	[redacted]	1039214010	Computer Science & Engineering	LAB ASSISTANT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	[redacted]	1039208002	Computer Science & Engineering	ASSISTANT PROFESSOR	0	0	0	1	1	0	0	0	0	0	0	0	0	9	
5	[redacted]	1039211004	Computer Science & Engineering	ASSISTANT PROFESSOR	58	0	58	1	1	0	1	100	0	100	15	10	5	15	
6	[redacted]	1039201019	Computer Science & Engineering	ASSISTANT PROFESSOR	20	0	20	0	0	0	0	40	0	40	15	13	2	15	



Sub Type	Previous Balance	From	To	Credit	Availed	Total Balance	Purpose of Leave	Remarks
COMPENSATORY OFF (COF)								
COF	-	11-JAN-24	11-JAN-24	-	1.0	-	Going out of station	
COF	-	17-JAN-24	17-JAN-24	-	1.0	-	Having fever	
COF	-	01-FEB-24	01-FEB-24	-	1.0	-	Not feeling well	

3. Leave Register (Details)

- To view Leave Register (Details) user needs to select **Centre, Leave Session, Department, Job Profile, Leave Type and Employee Name** from the drop down menu.
- You can either select **"All or particular employee name"** in the Employee Name field to view the report accordingly.



[redacted] (LEAVE SESSION 2024)

Leave Register for Job Profile - All

mployee Name: [redacted] (1039221001)   Designation : LAB.ASSI

Date of Joining : 01/07/2023   Department : CSE

CASUAL LEAVE

Sr. No.	Date of Application	From Date	To Date	Leave Credit	Leave Debit	Balance	Remark
1				9		9	Leaves Credited Manually (CL Credited for Session 2024) ON 03/01/2024
2	15/01/2024	15/01/2024	15/01/2024	0	1	8	Personal reason
3	25/01/2024	25/01/2024	25/01/2024	0	1	7	Personal reasons

4. Leave Register for C-off

- To view Leave Register for C-off report user needs to select **Centre, Leave Session, Department, Job Profile, Employee Name** from the drop down menu.
- You can either select **"All or particular employee name"** in the Employee Name field to view the report accordingly.
- 6 main columns in the report include,
  - 1. **Holiday/W-Off Date:** C-off credited to employee for working on which holiday/w-off date.
  - 2. **Credited On:** On which date C-off was credited to employee account.
  - 3. **Valid Upto:** Valid Up to means expiration date of that credited c-off. After expiration user cannot use that credited C-off.
  - 4. **Availed on date:** If user used that c-off for leave that leave application date will display here.
  - 5. **Balance:** Current c-off balance count will display in balance column.
  - 6. **Remark:** C-off leave used for which reason will display in remark column.

5. Application Status Wise

- To view **Department wise Application Status Report** user needs to select **Centre and Session** from the drop down menu.
- User can see **employee wise application status** count by clicking on **particular leave status count**.
- Again, by clicking on employee wise count, user can see **leave details** of that particular count for that particular employee.

CAS Application Status Wise Report

Group : ENGG Centre : [redacted] Session : 01/01/2024 - 31/12/202 Show

Department Wise Application Status

Department	In Process (Alternative)	In Approval	Approved	Cancelled	Rejected	Total
Account	0	0	5	0	0	5
Chemistry Engineering	0	0	5	0	0	5
Civil Engineering	2	0	42	4	2	50
Computer Science & Engineering	0	6	67	1	4	78
Electrical Engineering	0	0	3	0	0	3
Electronic & Telecommunication Engineering	0	1	39	4	0	44
First Year Engineering	0	0	1	0	0	1
Humanities	0	0	2	0	0	2
nformation Technology	0	2	27	2	4	35
Library	2	3	14	0	0	19
Mali	0	0	4	0	0	4
Math Engineering	0	2	3	0	0	5
Mechanical Engineering	0	5	48	4	3	60
Mgm Section	0	0	1	0	0	1
Office	0	1	20	1	0	22
Physics Engineering	0	2	5	0	0	7
Security	0	0	18	0	0	18
Site Office	0	0	11	0	0	11
Store	1	0	2	0	0	3
Workshop	1	0	4	0	0	5
Total	6	22	321	16	13	378

Employee Wise Application Status of Account

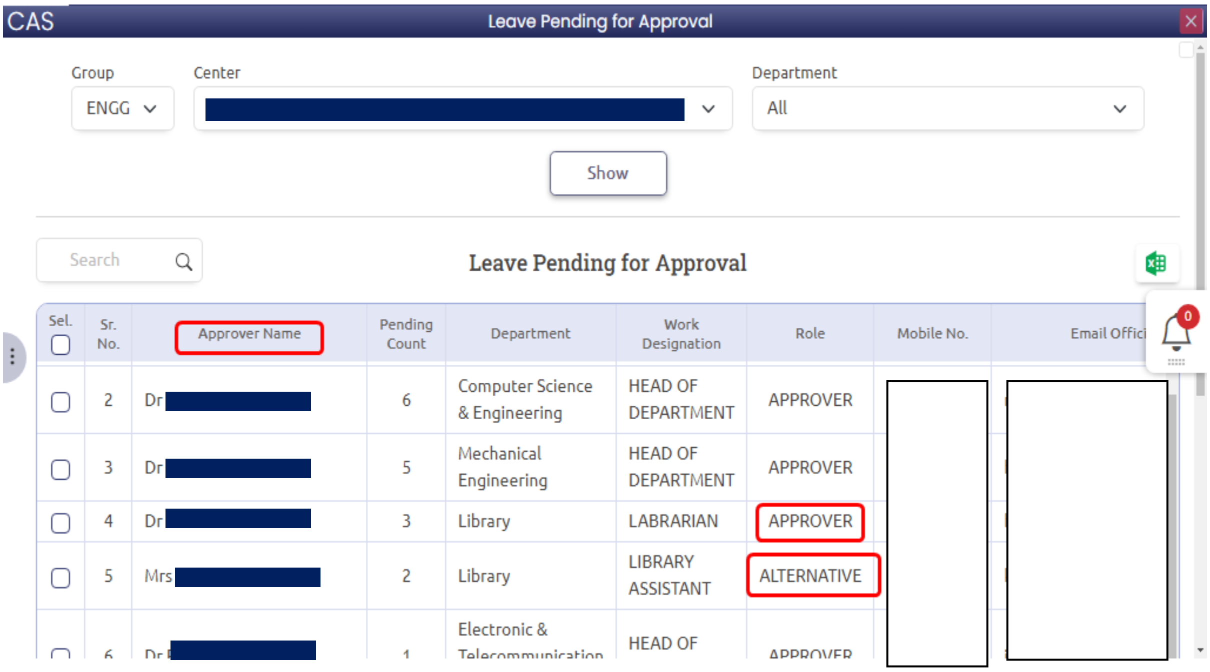
Sr.No.	Employee Name	Inprocess (Alternative)	In Approval	Approved	Cancelled	Rejected	Total
1	Mr [redacted]	0	0	14	0	0	14
2	Mr [redacted]	0	0	22	0	0	22
3	Mr [redacted]	0	0	20	0	0	20

Application Status of Mr [redacted]

Sr.No.	Leave type	Inprocess (Alternative)	In Approval	Approved	Cancelled	Rejected	Total
1	CL	0	0	11	0	0	11
2	ML	0	0	1	0	0	1
3	EL	0	0	2	0	0	2

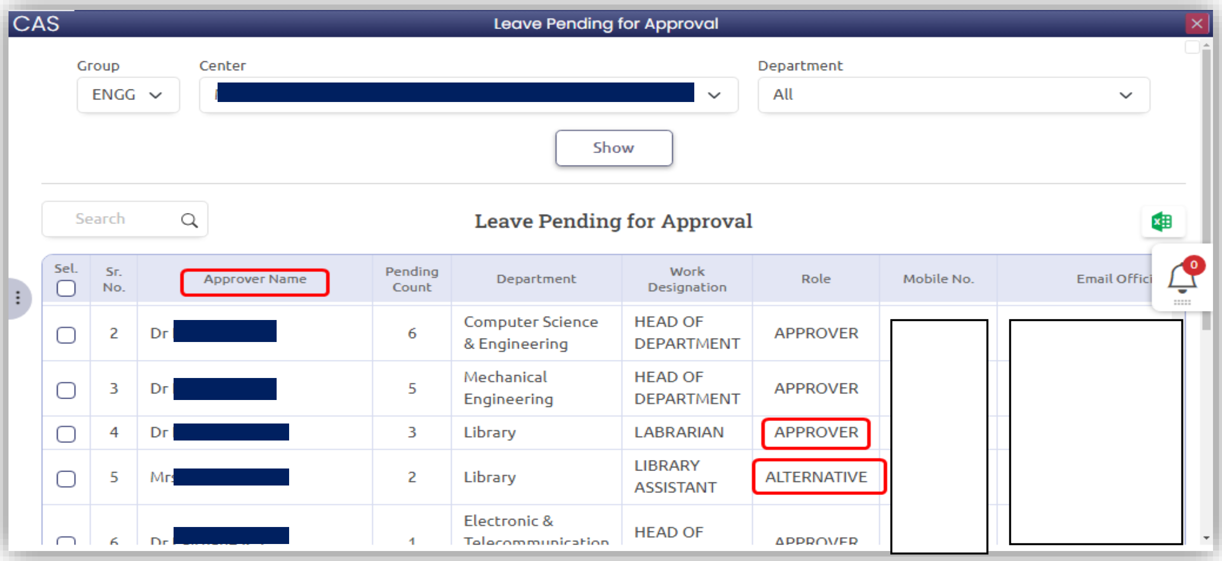
6. Leave Pending For Approval

- **Employee leave application** first goes for approval to the **alternate arrangement** and then to the **approver.**
- Leave Pending for Approval report shows **number of leaves pending** for **approval** at approver or alternative side.
- User can see the details of **approver or alternative like department, designation, mobile number and email.**



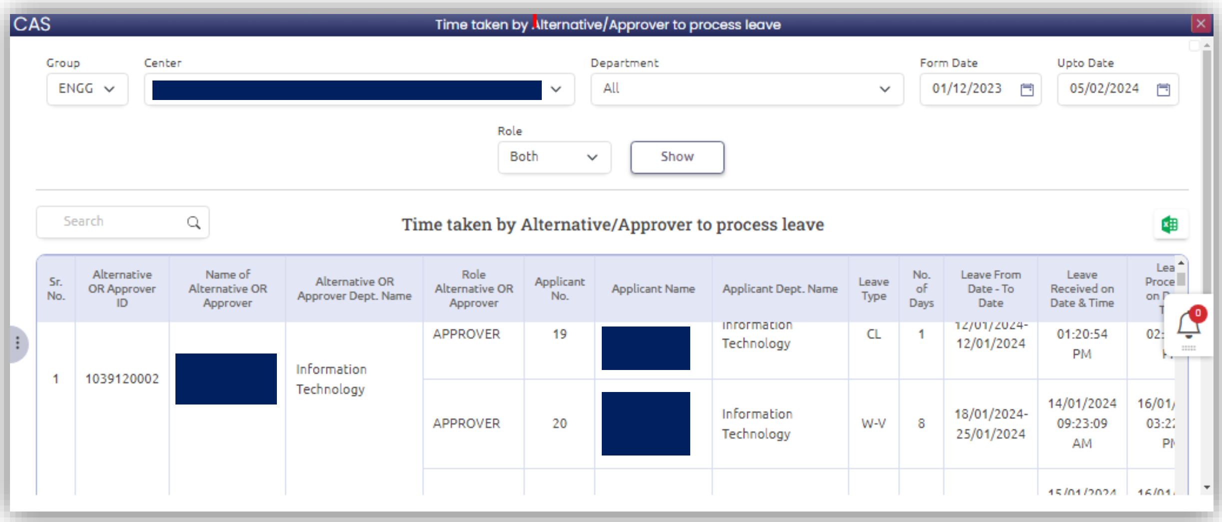
7. Leave Pending For Approval

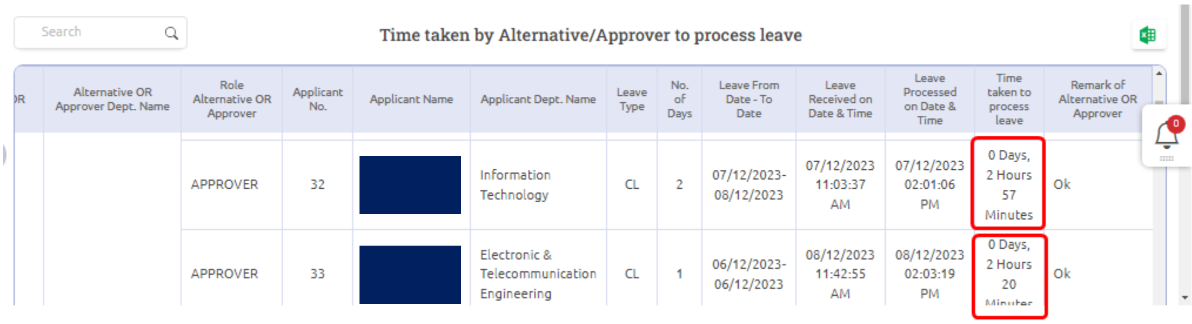
- **Employee leave application** first goes for approval to the **alternate arrangement** and then to the **approver.**
- Leave Pending for Approval report shows **number of leaves pending** for **approval** at approver or alternative side.
- User can see the details of **approver or alternative like department, designation, mobile number and email.**


CAS
Leave Pending for Approval
Group
ENGG
Center
[redacted]
Department
All
Show
Search
Leave Pending for Approval
Sel.
Sr. No.
Approver Name
Pending Count
Department
Work Designation
Role
Mobile No.
Email Offici
0
2
Dr [redacted]
6
Computer Science & Engineering
HEAD OF DEPARTMENT
APPROVER
3
Dr [redacted]
5
Mechanical Engineering
HEAD OF DEPARTMENT
APPROVER
4
Dr [redacted]
3
Library
LABRARIAN
APPROVER
5
Mr [redacted]
2
Library
LIBRARY ASSISTANT
ALTERNATIVE
Electronic &
HEAD OF

8. Time taken by Alternative/Approver to Process Leave

- As the name suggests this report shows the **time taken** by alternative/ approver to **process leave applications**.
- To view the report you need to select the **Centre, Department, From Date – Upto Date and Role** from the drop down menu.
- The report shows the **approver details, applicant details and leave details** along with the time taken to process.





9. Time Taken to Process Applicants Leave

- In this report user can see the **time taken by alternative/ approver** to process leave application of a **particular applicant (employee).**
- User can fetch the report just by entering **either From Date – Upto Date, Employee Name or Status**.
- The report shows **applicant details, approver details and leave details** along with the time taken to process leave.