



CIRCULAR

Sub: Adoption of ERP System w.r.t providing / sanctioning of various kinds of Leaves

All employees of SMVD University are hereby informed that the University is switching over to digital mode w.r.t providing of various kinds of leaves, etc. Henceforth all kinds of leaves like, Earned, Half-Pay [on medical grounds], Duty, Special Casual, Maternity, Paternity Leave etc. shall be sanctioned electronically on the ERP portal.

All employees are therefore enjoined to login to their ERP Account (dashboard.smvdu.ac.in).

The login id is the "Employee Code" of each employee and the default password is "smvdu@123". In case of login problem please contact supporterp@smvdu.ac.in

1. All employees shall henceforth apply for the above leave in the format provided on their dashboard, under the head "Leave Apply". Once all fields are filled and the leave submitted, it shall automatically go to the School / Section Head / Dean for approval in case of Casual Leave, and in case of EL/DL/Spl.CL/Mat./Pat./HPL, will go to the Forwarding Officer [School / Section Head / Dean] who shall after satisfying himself/herself with the information provided and rule position, recommend & forward the same to the Registrar, for approval / further recommendation.
2. The Registrar shall approve the leave [in case of EL < 5 in case of Teaching and EL < 7 in case of Non-Teaching] or shall forward the same to the Hon'ble Vice Chancellor for his kind perusal and approval.
3. The status of the Leave application shall be visible to the concerned employee on his / her dashboard. A copy of the approved leave shall also be automatically populated in the email account of the AR[E], for records and issuance of notification if required.
4. In case of Leave requests of teaching staff, it is essential that they provide the alternate teaching arrangement for the period of leave along with details of additional classes to be taken for compensation of teaching loss after availing leave, in the format available on the dashboard, without which the application cannot be submitted.
5. The alternate teaching arrangement given by the faculty proceeding on leave, will not get forwarded to the HoD till the time the faculty member whose name is added for taking alternate classes, gives his consent in the format provided.
6. Once the application is received by the HoD, he /she upon satisfying himself/herself of the allotment provided and consent by the alternate teachers received, shall notify the same and upload its copy along with his/her recommendation to the Registrar. A copy of this notification shall also be pasted on the School Notice Boards.

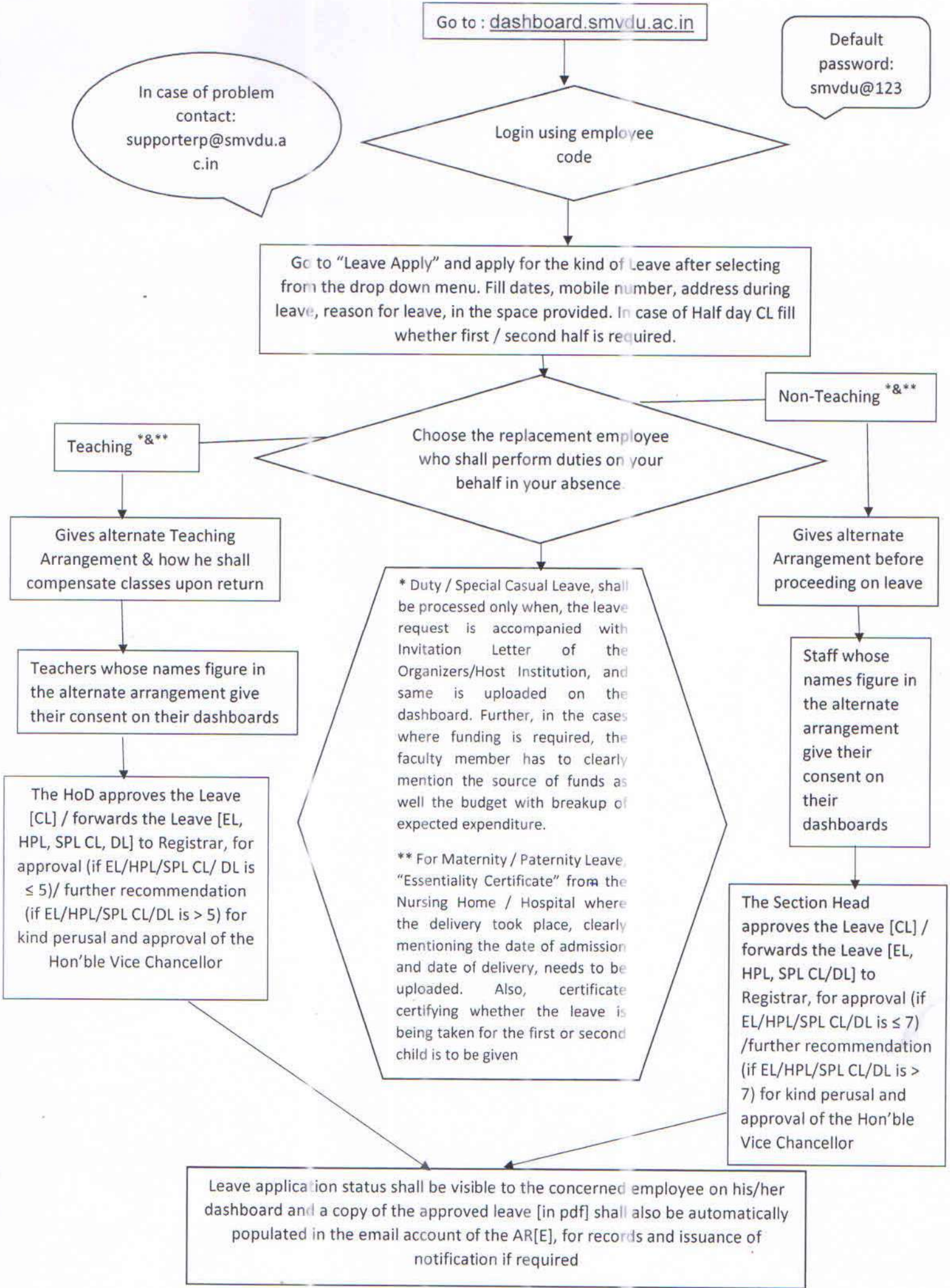
7. In case of requests for Duty / Special Casual Leave, the leave request must be accompanied with Invitation Letter of the Organizers/Host Institution, to be uploaded in the space provided on the dashboard.
8. In case funding is required, the faculty member has to clearly mention the source of funds as well the budget with breakup of expected expenditure.
9. In case of requests for Maternity / Paternity Leave, "Essentiality Certificate" from the Nursing Home / Hospital where the delivery took place, clearly mentioning the date of admission and date of delivery, needs to be uploaded. Also, the concerned employee has to certify whether it is being taken for the first or second child.
10. All employees are therefore, informed to follow the above mentioned procedure while applying for leave of the kind due with necessary documents, online through the interface on the dashboard created.
11. In case of any technical problem contact supporterp@smvdu.ac.in
12. Henceforth, no request for EL/DL/Spl.CL/Mat./Pat./HPL, etc. shall be entertained if the same is received in hard copy.

The above issues with the approval of the Hon'ble Vice Chancellor.


Registrar
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Copy to:

1. All Deans/HoDs/Section Heads, for information of all employees and strict compliance.
2. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
3. In-charge Website for uploading on the University Website.
4. Office Order / Circular file.



Go to : dashboard.smvdu.ac.in

Default password: smvdu@123

In case of problem contact: supporterp@smvdu.ac.in

Login using employee code

Go to "Leave Apply" and apply for the kind of Leave after selecting from the drop down menu. Fill dates, mobile number, address during leave, reason for leave, in the space provided. In case of Half day CL fill whether first / second half is required.

Non-Teaching *&***

Choose the replacement employee who shall perform duties on your behalf in your absence.

Teaching *&***

Gives alternate Teaching Arrangement & how he shall compensate classes upon return

Gives alternate Arrangement before proceeding on leave

Teachers whose names figure in the alternate arrangement give their consent on their dashboards

Staff whose names figure in the alternate arrangement give their consent on their dashboards

The HoD approves the Leave [CL] / forwards the Leave [EL, HPL, SPL CL, DL] to Registrar, for approval (if EL/HPL/SPL CL/ DL is ≤ 5)/ further recommendation (if EL/HPL/SPL CL/DL is > 5) for kind perusal and approval of the Hon'ble Vice Chancellor

* Duty / Special Casual Leave, shall be processed only when, the leave request is accompanied with Invitation Letter of the Organizers/Host Institution, and same is uploaded on the dashboard. Further, in the cases where funding is required, the faculty member has to clearly mention the source of funds as well the budget with breakup of expected expenditure.

** For Maternity / Paternity Leave, "Essentiality Certificate" from the Nursing Home / Hospital where the delivery took place, clearly mentioning the date of admission and date of delivery, needs to be uploaded. Also, certificate certifying whether the leave is being taken for the first or second child is to be given

The Section Head approves the Leave [CL] / forwards the Leave [EL, HPL, SPL CL/DL] to Registrar, for approval (if EL/HPL/SPL CL/DL is ≤ 7) /further recommendation (if EL/HPL/SPL CL/DL is > 7) for kind perusal and approval of the Hon'ble Vice Chancellor

Leave application status shall be visible to the concerned employee on his/her dashboard and a copy of the approved leave [in pdf] shall also be automatically populated in the email account of the AR[E], for records and issuance of notification if required