

STAFF LOGIN

First Login Page -> Profile Page -> Leave Page

- LOGIN PAGE

- ✓ I temporary password is given to the employee by admin when joining and they have to change it on logging in for the first time.

1. Signin
2. Keep me logged in
3. Forgot password

- PROFILE PAGE

- ✓ The employee on logging in he can change the details or update them whenever he wants but cannot change the stated attributes

1. Faculty name
2. Employee ID***
3. Date of Birth
4. Date of Join***
5. Gender
6. Father name
7. Mother name
8. Spouse
9. Address[permanent and present]
10. Qualification [**Doubt**]
11. Department
12. Designation

- 13. Contact no
- 14. Email id

- **LEAVE PAGE**

- This is the page where employee applies for the leave
- The page consists of
 - All types of leaves displayed
 - Number to days to apply
 - From when to when
 - If it's a half day [morning or afternoon]
 - Reason for leave
 - Apply button
 - Assigning class to other staff [date/hour/subject/name of other staff]

- ✓ **Casual Leave[CL]**

New employee:- after completion of 1 month --- 1CL

For 1 year

Old employee: - ->12 CL's per year [cannot apply leave for more than 6 days continuously]

-> These CL's cannot be carried for next year

-> Half day is allowed

- ✓ **Earned Leave[EL]**

1. 10 days per year
2. Can be carried for next year
3. Only on completion of 1 year

- ✓ **Restricted Holiday[RH]**

- 2 RH per year
- Only on completion of 1 year

✓ **On Official Duty[OOD]**

- College work, official duty
 - Upload letter

✓ **Compensatory Off[CO]**

- Worked on a holiday, this can be used on another day

✓ **Loss Of Pay[LOP]**

- If the Employee is not having any holiday
[my doubt is what will happen when leave is rejected and they need that leave? Will it be a LOP? If yes then by applying LOP do the HOD & PRINCI need to accept or reject the leave coz its anyway it's the employee's loss]

HOD LOGIN

First Login Page -> Profile Page -> Leave Page -> Approval Page

- ✓ The HOD will be having the **same** Login page, same kind of profile page, and a same leave page
- ✓ The HOD will have an **approval page**, where the HOD has to accept or reject the leaves of the employee leave.
- ✓ **ON ACCEPTING** :- the leave will be forwarded to the Principal for his approval
- ✓ **ON REJECTING** :-

PRINCIPAL LOGIN

First Login Page -> Profile Page -> Leave Page -> Approval Page

- ✓ The principal also has the same tabs as that of the HOD.
- ✓ The principal has the same features as that of the HOD but where he is the one who will accept the HOD's leaves.
- ✓ ON ACCEPTING:-
- ✓ ON REJECTING:-

On accepting the leave and after finishing the leave, a memo has to be generated to have it in the records

DOUBTS

1. What happens when HOD rejects?
2. What happens when principal reject?
3. Is principals leave tab required?
4. Should the principal approve the leaves department wise?
5. History tab required?
6. How about adding a new tab for the principal and the HOD to let them know who all r on leave
7. Notification to HOD and Principal?