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ANNUAL E-GOVERNANCE REPORT

2017-18

As discussed in the last meeting Leave Management System (LMS) module has developed and running successfully.

Leave Management System (LMS)

Leave management System (LMS) covers Leave Application of Teaching and Non-Teaching Staff, Viewing Leave Details, Load Assignments to Faculty Members during leave, Leave Approval & Rejection etc. LMS works specifically at each Hierarchical Level right from lower Teaching/Non-Teaching Staff to Principal/Director Level. Leave Sanction /Leave Rejection is based on SMS system. LMS is capable in applying leave online, maintaining leave records and tracking all types of leaves availed, checking balance leaves to be availed faculty wise/ Year wise/ Month wise/ Date & Day wise etc. Leave Reports can be printed on desired basis.

1. Employee registration with categorization of Teaching and Non-teaching staff etc.
2. Defining employee code, department, designation, branch along with personal details.
3. Defining Leave Types Casual leave, Earn Leave, Duty leave, Medical Leave, leave without pay etc.
4. Application of Leave from staff.
5. Staff must assign their work to substitute staff at the time of applying leave.
6. Recommendation/Approval of leave by Head of Department.
7. Final Approval from Principal/Director.
8. Category wise leave report generation.
9. Auto updation in Leave Balance.
10. Notification of staff assignment, Leave sanction/ rejection by SMS.
11. Track leaves status.
12. Generation of leave history, year/month/week/day wise.
13. Leave report can be printed in customize form.

INSTITUTE OF ENGINEERING & SCIENCE

Approved by AICTE, New Delhi, M.P. Government, Affiliated to RGPV Bhopal
Ph.0731-4014601-607, Telefax:0731-4014602
E-mail: director.ies@ipsacademy.org, Visit us : ies.ipsacademy.org

Despite the fact that the current CMS had robust modules ranging from student enrollment to administration, it was not user friendly. Non-Computer Science faculty found it difficult to record attendance and grades. A new CMS service has been uncovered.

Feedback Management module is under development process.