

Administration

The following modules are covered under administration:

1. Establishment Management Module
2. Employee/Faculty Portal
3. Teaching Recruitment module
4. Non-Teaching Recruitment Portal
5. Human Resource Management System (HRMS)
6. E - Filing System

1) Establishment Management Module

Establishment management module provides features such as:

- Create and manage employees
- Demographic details of employees
- Employee document details
- Employee Previous Job details
- Employee Award details
- Employee Nominee details
- Employee family details
- Employee training details
- Employee service book report

The screenshot shows the 'Create and Manage Employee' interface. On the left, a navigation menu lists various modules, with 'Create and Manage Employee' selected. The main content area is titled 'Create and Manage Employee' and features a 'Searching Criteria' section. This section includes several input fields and dropdown menus: 'Employee Code' (with a dropdown 'Select Employee Code' and a text input 'Manual Employee Code'), 'Employee Name' (text input), 'Department' (dropdown 'Select Department'), 'Nature Type' (dropdown 'Select Nature Type'), 'Employee Code(M)', 'Designation' (dropdown 'Select Designation'), 'Fund Type' (dropdown 'Select Fund Type'), and 'Budget Head' (dropdown 'Select Budget Head'). At the bottom of the form are three buttons: 'Search', 'New', and 'Reset'.

2) Employee / Faculty Profile

The screenshot displays the 'Employee / Faculty Profile' page. On the left, a vertical navigation bar contains icons for 'LEAVE', 'PAYROLL', and 'HRMS'. The main content area is titled 'Dashboard' and shows the profile for 'Lakshmi U Menon'. The profile information includes: Employee Code (CUK-ENT-91), Department (ICT Wing), Designation (Senior Technical Assistant-Computer), Mobile No (9447707195), Email (lakshmi.umennon@cukenrta.ac.in), Join Date (01/01/2017), Date of Birth (01/01/1985), and UAN. To the right of the profile is a 'Leave Management' table with the following columns: S.No, Leave Type, Requested Leave, Approved Leave, Adjusted Leave, and Leave Balance. Below the table is a 'Notification' section.

3) Teaching & Non – Teaching Recruitment Module

The screenshot shows a web browser window with the URL `elp.cukerala.ac.in/cuk-recruitment-portal/registration.jsp?typ=N`. The page header includes the Central University of Kerala logo and name in Malayalam and English, along with the text "(Estab. under the Central University Act 2009)". The main heading is "Online Recruitment". The central form is titled "Candidate Registration" and contains the following fields:

- Application for the post: Select Post (dropdown)
- Nature of post: Select Nature (dropdown)
- Name(in BLock Letter): ENTER NAME(IN BLOCK LETTER) (text input)
- Contact No.: Enter Contact No. (text input)
- Date of Birth: DD/MM/YYYY (calendar icon and text input)
- Age on Date: YY Years MM Months DD Days (dropdowns)
- Category: Select Category (dropdown)

Copyright@2020

4) Human Resource Management System (HRMS)

HRMS module handles the salary details of employees along with the other details of employees

The screenshot shows the "Salary Head Master" form. It has a yellow header bar with "Searching Criteria" on the right. The form contains the following fields:

- Description: Description (text input), Short Description (text input)
- Head Type: Select Head Type (dropdown), Deduction Type: Select Deduction Type (dropdown)
- Taxable: Select Taxable (dropdown)

Buttons: Search, New, Reset

5) E-Filing System

The screenshot shows the "File Creation Master" form. It has a yellow header bar with "New Record" on the right. The form contains the following fields:

- File No.: CUK-2021-0214 (text input), Manual File No.: (text input), File Manual No.: (text input)
- Created By: Lakshmi U Menon (CUK-ENT-91) (dropdown), Subject: (text input)
- Designation: Senior Technical Assistant-Computer (dropdown), File Type: (dropdown)
- Creation Date: 16/08/2021 (calendar icon and text input), Action: (dropdown)
- Priority: Select Priority (dropdown), DAK No.: (text input)

Checkboxes: Proposal for Purchase of Library Automation Software (CUK/ICT/DAK/2021/LibraryAutomation), Testing server (Test/Down)

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Source