

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' form in the HRMS system. The form is titled 'Create and Manage Employee' and is part of the 'Establishment Master' module. The form includes the following fields:

- Employee Code: Select Employee Code (dropdown)
- Employee Code(M): Manual Employee Code (text input)
- Employee Name: Employee Name (text input)
- Designation: Select Designation (dropdown)
- Department: Select Department (dropdown)
- Fund Type: Select Fund Type (dropdown)
- Nature Type: Select Nature Type (dropdown)
- Budget Head: Select Budget Head (dropdown)

At the bottom of the form, there are three buttons: Search, New, and Reset.

2) Employee / Faculty Profile

The screenshot shows the 'Employee / Faculty Profile' page in the HRMS system. The page displays the profile of Lakshmi U Menon, including her name, title (Senior Technical Assistant-Computer), and various personal and professional details. The page also includes a 'Leave Management' section with a table for tracking leave requests and a 'Notification' section.

S.No	Leave Type	Requested Leave	Approved Leave	Adjusted Leave	Leave Balance
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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 "(Estd. 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)

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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 includes the following fields:

- Description: Description (text input)
- Short Description: 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 includes the following fields:

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