### **Administration**

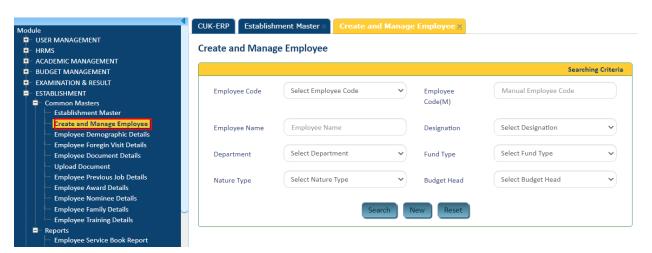
The following modules are covered under administration:

- 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:

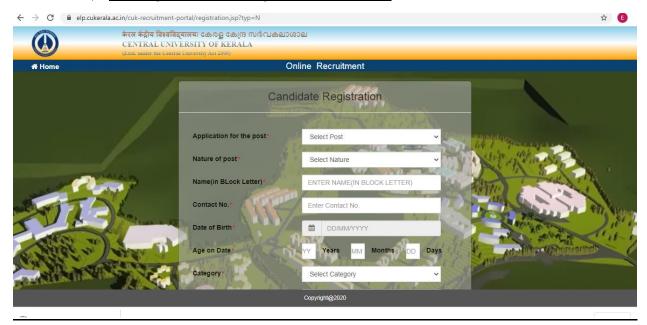
- Create and manage employees
- Demographic details of employees
- Employee document details
- Employee Previous Job details
- Employee Award details
- Employee Nominee details
- Employee family details
- Employee training details
- Employee service book report



#### 2) Employee / Faculty Profile



## 3) Teaching & Non – Teaching Recruitment Module



# 4) Human Resource Management System (HRMS)

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



## 5) <u>E-Filing System</u>

