



VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,
West Bengal, INDIA.

VU/R/Noti./1533/2017

Dated : 29.11.2017

NOTIFICATION

It has been directed by the Hon'ble Vice-Chancellor of this University to notify for general information of all the Heads of the Academic and Administrative Departments, Directors, Co-ordinators, in-Charges of all the centres/sections that a new Software module namely 'Leave Management System' has been deployed as a part of the Smart Campus Project that will work in tune with the attendance of employees which are now being recorded through smart card systems. All the Leaves of the employees will now be managed through this new Leave Management System including applying for leave, approval of leave, up to date status of leave, balance leave, attendance record etc.

All the Heads of the Academic and Administrative Departments, Directors, Co-ordinators, in-Charges of all the centres/sections are the important part of the Software and will have to use the software for the management. The Software will be in use with effect from 1st December, 2017.

A Training cum Awareness Programme for the concerned HOD's will be held on 30th November 2017 at 11.30 am at the B.C. Mukherjee Hall, Vidyasagar University.

You are requested to kindly attend the Programme positively.

Sd/-
Registrar

Memo No. VU/R/Noti./1533/2017 Dated: 29.11.2017

Copy forwarded for information and necessary action to:

1. The Dean(Actg.), Faculty of Arts and Commerce,
2. The Dean(Actg.), Faculty of Science,
3. All HOD's TICs of all Academic and Administrative departments
4. The Director(Officiating), DDE,
5. The Director, Computer Centre,
6. All Director / Co-ordinator / In-Charge of all Centre / Section,
7. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
8. The Office Supdt., Registrar's Office,
9. The Establishment Section,
10. The Information Scientist for wide circulation on the University website,
11. Guard File

(Dr. J. K. Nandi)

Registrar,

Vidyasagar University
Midnapore-721102