VIDYASAGAR UNIVERSITY

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

VU/R/Noti./1549/2017   Dated : 30.11.2017

NOTIFICATION

It has been directed by the Hon'ble Vice-Chancellor of this University to notify for general information of all employees of Vidyasagar University 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. The Software will be in use with effect from 1st December, 2017. All employees are requested to apply for leave through online system and also through hard copy leave application paralleay for one month only on trial basis. The online system will be live with effect from 01.01.2018.

The necessary manuals on how to use the system is enclosed herewith for ready reference of all users.
The formal inauguration and mass training-cum-awareness programme will be held shortly.
All concerned are being informed accordingly.

Sd/-
Registrar

Memo No. VU/R/Noti./1549/2017 Dated: 30.11.2017
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 to circulate among all employees of his/her department
4. The Director(Officiating), DDE, circulate among all employees of DDE
5. The Director, Computer Centre,
6. All Director / Co-ordinator / In-Charge of all Centre / Section, to circulate among all employees
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

Tele-Fax (953222) 275297 /EPABX: 276554-555-557, Fax : (953222) 275329,
e-mail : registrar@mail.vidyasagar.ac.in
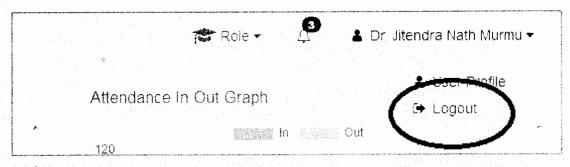
URL:

http://192.168.0.35/lms

Login:

User can Login to the LMS Site through following type of interface where user need to enter **User Id**, **Password** and **Text** shown at image.

- o **User Id**: is same as "card number" provided to user.
- o **Password**: should be same as old attendance system already running at university.
- o **Text at Image**: Need to enter the same value shown to the right hand side of the text box.
- o **Remember Me**: User may check this option, to avoid login in future from the same computer (Don't logout from system to use this system).
- o **Finally press** [Sign In] **button of press Enter of keyboard for login.**

Logout:

At the top bar User name is visible at the top-right position. By clicking on the name a menu will be appeared, which has Logout menu item. By clicking on this menu user may logged out from the system. If user selected "Remember Me" option at login menu, then logout should not be done. It logout is still clicked then remember me will be nullified.

⚑ University Calendar

			November 2017			
Mo	**Tu**	**We**	**Th**	**Fr**	**Sa**	**Su**
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Leave Balance

Leave	Balance	Pending	Available	~
EL	15.0	0.0	15.0	📄
On Duty Leave	0.0	0.0	0.0	📄
CL	14.0	2.0	12.0	📄
HPL/ML	20.0	0.0	20.0	📄
Paternity Leave	30.0	0.0	30.0	📄

Leave Application

Date	From	Till	Leave	Reason	Application Status	~
23/11/2017	23/11/2017	23/11/2017	CL(1.00)		Nanda Chandra Bera Applied ON 23/11/2017 TO Kalpataru Bandopadhyay	REF : L_106_3 📄

✎ Apply Leave

Leave :

EL	▾

30/11/2017	📅

30/11/2017	📅

Full Day	▾

Reason	

Apply