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# Employee Management - Teaching

## Introduction #

This document guides Teaching Employee of a University/HEI in updating their personal, academic and research details. User can update the details using the options provided.

Home / Mr. Rahul Jamwal



Mr. Rahul Jamwal

Profile University Assignments Academic Career Profile Research Supervision Research Publication Profile-1 Research Publication Profile-2 Patents & Consultancy Membership & Association

### Organizational Information (View Previous Profile)

Service Cadre	Teaching
Organization Unit	DEPARTMENT OF COMPUTER SCIENCE
Designation	Assistant Professor
Nature of Employment	Permanent
Qualification at the Time of Appointment	Ph.D
Employee Code	PT200401045
Existing Employee Code	213213
Date of Joining	Sep 6, 2004
Date Of Superannuation	Sep 12, 2007
Official Email	<a href="mailto:rahujamwal14@gmail.com">rahujamwal14@gmail.com</a>
Office Phone Number	3213131435413
Aadhar Number	123456789456

### Personal Information

Name	Mr. Rahul Jamwal
Name In Hindi	Rahul Jamwal
Gender	Male
Category	Unreserved
Belong to PwD Category ?	No
Blood Group	B+
Nationality	Indian
Guardian/Father Name	gvbjddj
Mother Name	vkbkvix
Marital Status	Single
Spouse Name	
Wedding Date	
Date Of Birth	Sep 6, 1984

## Dashboard

Login to the portal with the **User ID** and **Password** provided. The Employee has the following sections:

- Dashboard
- Employee

## Sections Under Employee's Profile

Following options are available in the teaching employee's profile section:

- Profile
- University Assignments
- Academic
- Career Profile
- Membership & Association
- Research Supervision
- Research Publication Profile-1
- Research Publication Profile-2
- Patents & Consultancy
- Membership & Association

To update details like Photo, University Assignments, Academic, Career Profile, Research Profile, Patents and Consultancy, Membership & Association details, Click on that section to edit it.

### Profile

The complete summary of the employee profile can be seen in the profile option. Additionally, we can print the complete profile of the employee through the print button provided.

upload.

## University Assignments

In the assignments section, the employee can see his engagements in the university. To modify/update assignment details, the employee has to contact the employee administrator.

## Academic

Click on the add button to fill in the academic details in the below sections:

1. **Undergraduate Details:** Under this section, the User must fill his/her Under Graduation details as shown in the below form. The user can alter or delete the details as required.
2. **Post-Graduate Details:** In this section, the same form will pop up in the previous section; the user must fill in his PG details.
3. **Details:**
4. **M. Phil. Details:** Clicking on Add M.Phil details will allow the user to add M.Phil details. Users who want to add the M.Phil details must fill the form to add the same as academic qualification.
5. **D. Sc. Details:** Users can add Doctor of Science details if he/she has one using the option Add D.Sc.
6. **D. Lit. Details:** Doctor of Literature details can be added if one has this qualification using the button Add D.Lit Details.

Option to Add Details, Update and Delete is provided.

## Career Profile

In career Profile, users input details related to the below section such as: Users can add past or present working details here.

2. **E-Learning Resource Details:** E-resources details can be added here, if any.
3. **Administrative Experience Details:** If the user has any administrative experience, it can be shared here.
4. **Industrial/Technical/ Research Experience Details**

**Option to Add Details, Update and Delete is provided.**

## **Research Supervision**

Here details related to research supervision are to be captured. Click on **Add** to Add details.

### **Ph.D. Awarded Details**

The number of Ph.D. awarded and the subject in which Ph.D. is awarded can be added here.\

### **Ph.D. Submitted Details**

The number of Ph.D. submitted, and the subject on which Ph.D. has been submitted can be mentioned here.

### **Ph.D. Ongoing Details**

If the user is currently pursuing a Ph.D., then ongoing Ph.D. details will be mentioned here.

## **Research Publication Profile - 1**

In this section, the following details are to be filled in:

- Published Research Articles/Papers in Journals/ Other Reputed Journals notified by UGC
  - Publications Other than Journal Articles
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- Fellowship
  - Honor and Award
  - Extension Activities

Options to Add, Update and Delete are provided.

## Research Publication Profile - 2

In this section, the following details are to be filled in:

1. Workshops/Seminars on Intellectual Property Rights(IPR)
2. Talk/Poster presented in the Conferences/Workshops
3. Financial Support from the University of Delhi for conference/workshops/seminars
4. Financial Support from the University of Delhi for membership
5. Financial Support from the University of Delhi for publication
6. Research Projects

## Patents and Consultancy

In this section, the user inputs all the projects' patent details, Seed money for Research, and consultancy details.

## Membership & Association

To capture the details of employee's memberships and associations.

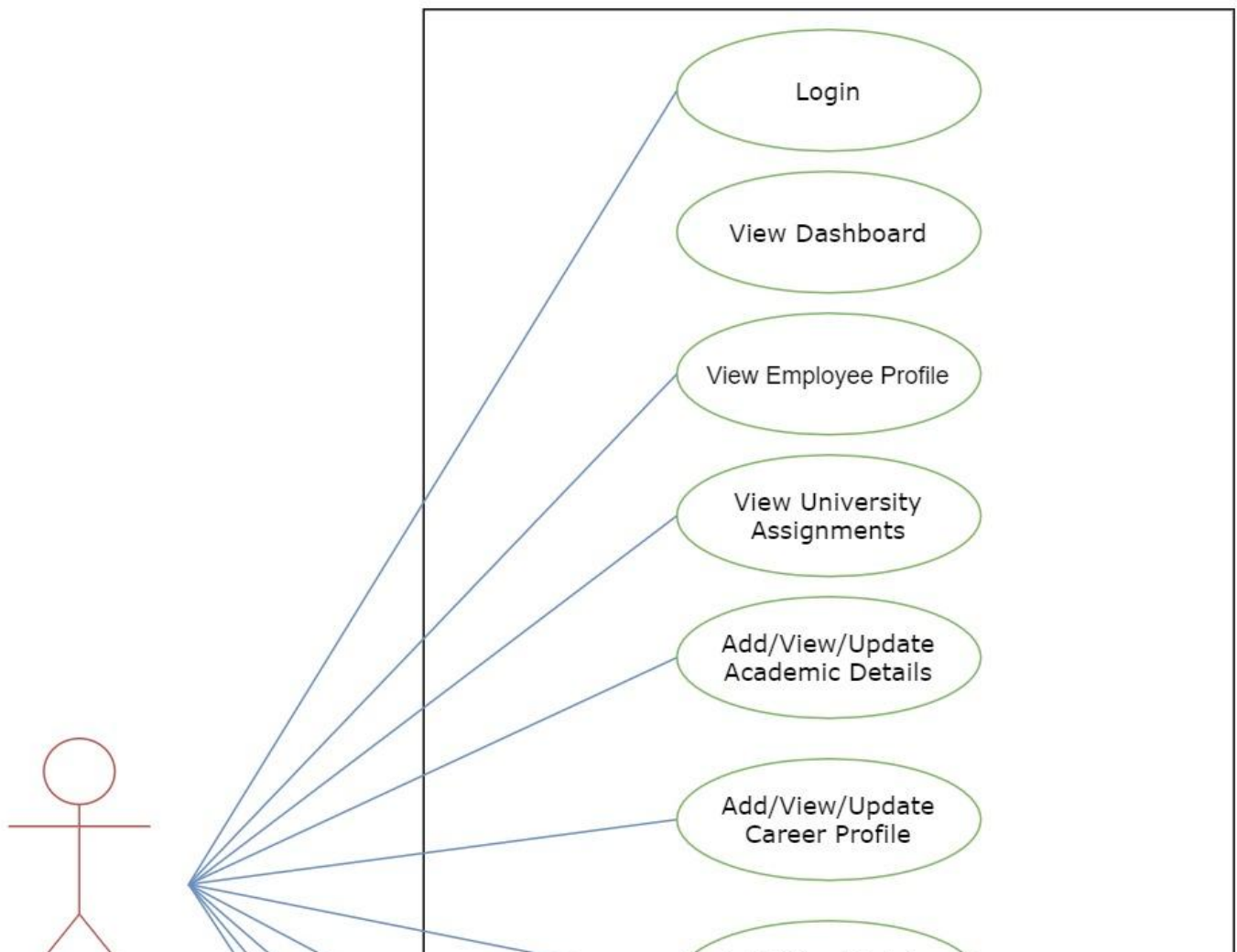
1. Add Association with any professional bodies.
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- 3. Add Collaborative Activities.
- 4. Add mentor to Students.
- 5. Add Participation in the development of E-Content
- 6. Add Professional Development Programs

## Annexure

### Workflow Diagram

### Use Case Diagram





Teaching Employee Use Case Diagram

## External Resources

[Module Training Video ↗ | v1 - Update HR Profile](#)

[Edit this page](#)

[← Employee Management - Non Teaching](#)

[Endowment →](#)

### INTRO

Getting Started

Module Breakup and Prerequisites

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## ALUMNI PORTAL

Evaluation & Grading  
Evaluation & Grading (for evaluator)  
Hostel Management  
Programme Management System  
Student Feedback Management  
Training and Placement

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## ACCOUNTS & FINANCE

Bill Tracking System  
Budget & Accounts  
Endowment  
Payroll Management System  
Research Project & Management System

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## ADMISSIONS

CU Admission Userguide  
CUCET Administrative Portal - CUSB  
CUCET User Guide for Registration 2021  
DU Admission - PG  
DU Admission - UG  
DU Admission Backend

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## BASE MODULES

University Profile - Organizational Unit & Organigram  
User Administration

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## DATA MANAGEMENT

Content Federation System System  
Minutes Resolutions Archive Retrieval System

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**EMPLOYEE SERVICES**

Career Advancement Scheme  
Employee Management - Admin  
Employee Management - Non Teaching  
[Employee Management - Teaching](#)  
Knowledge  
Leave Management System  
ToT Management

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**GOVERNANCE**

Affiliation Management  
Estate Management System  
File Management & Tracking System  
Inventory Management System  
IT Service Desk  
Legal Case Management System  
Residence Allocation (E-housing)  
RTI Management System

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**RECRUITMENT**

Recruitment Management (Candidate Portal) - Non-Teaching  
Recruitment Management (Candidate Portal) - Teaching  
  
Screening Process of Non-Teaching Recruitment  
Screening Process of Teaching Recruitment  
Screening Process of Teaching Recruitment- University of Delhi  
Recruitment Management System (Teaching) - Admin Portal

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**UNIVERSITY FACILITY**

Core Communication System  
Essential Services

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Security Management System

Sports Management System

Transport Management System