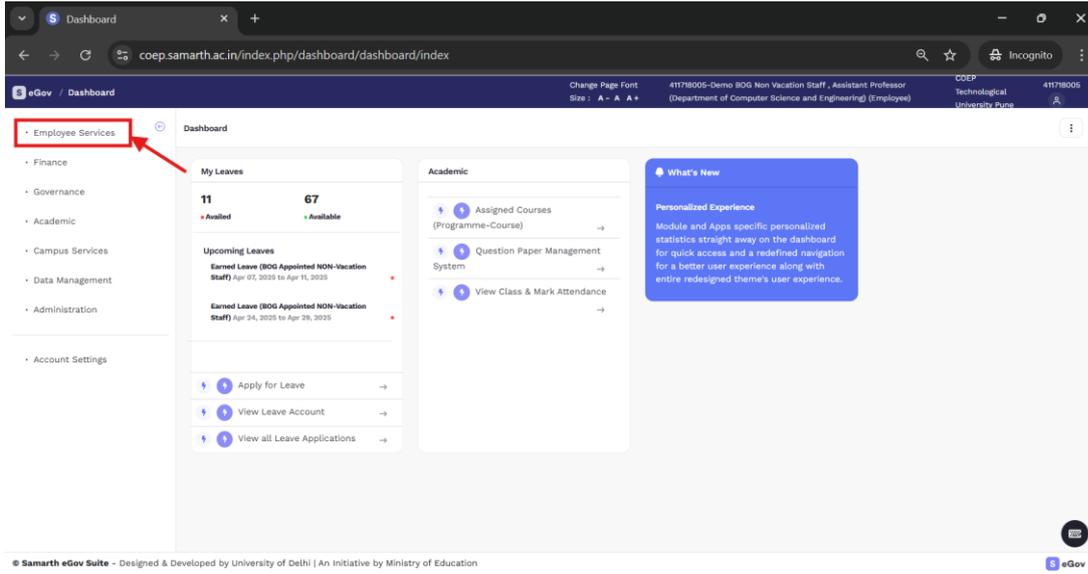
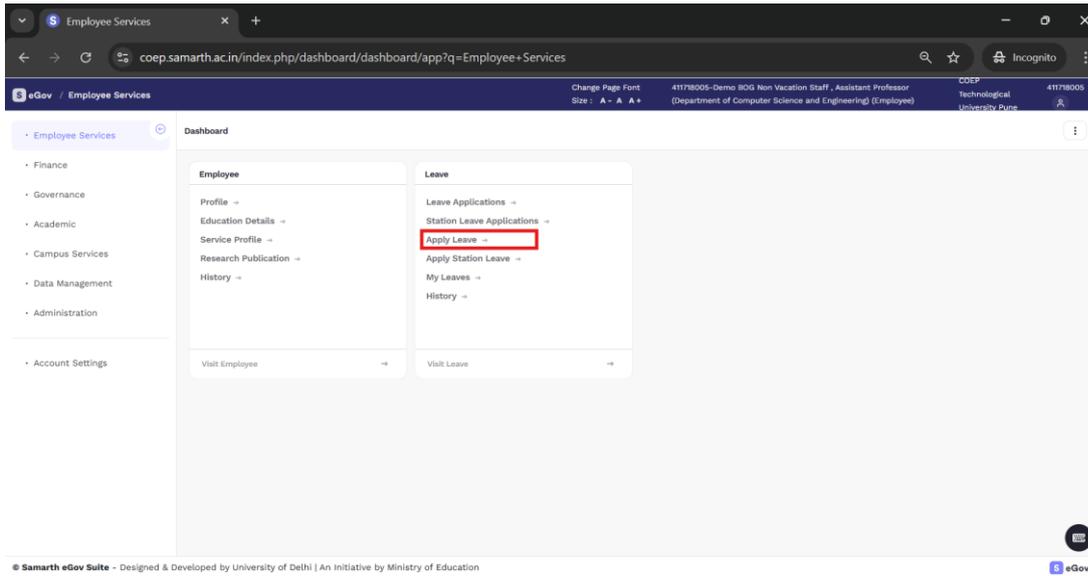


COEP SAMARTH LEAVE APPLICATION USER MANUAL

1. Click on Employee Services



2. Click on Apply Leaves



3. Select the Leave that you want to avail from the dropdown

- Casual Leave: नैमित्तिक / किरकोळ रजा
- Earn Leave: अर्जित रजा
- Commuted/Medical Leave: परिवर्तित रजा
- Half Pay Leave: अर्धवेतनी रजा
- Leave Not Due: अनर्जित रजा
- Maternity/Abortion/Child Care Leave: प्रसूती रजा/ गर्भपात रजा/बाल संगोपन रजा
- Special Disability Leave (Special Leave): विशेष विकलांगता रजा
- Medical Treatment Leave - TB/Cancer/Leprosy/Paralysis/AIDS (Special Leave): वैद्यकीय उपचार रजा - टीबी/कर्करोग/कुष्ठरोग/पक्षाघात/एड्स (विशेष रजा)

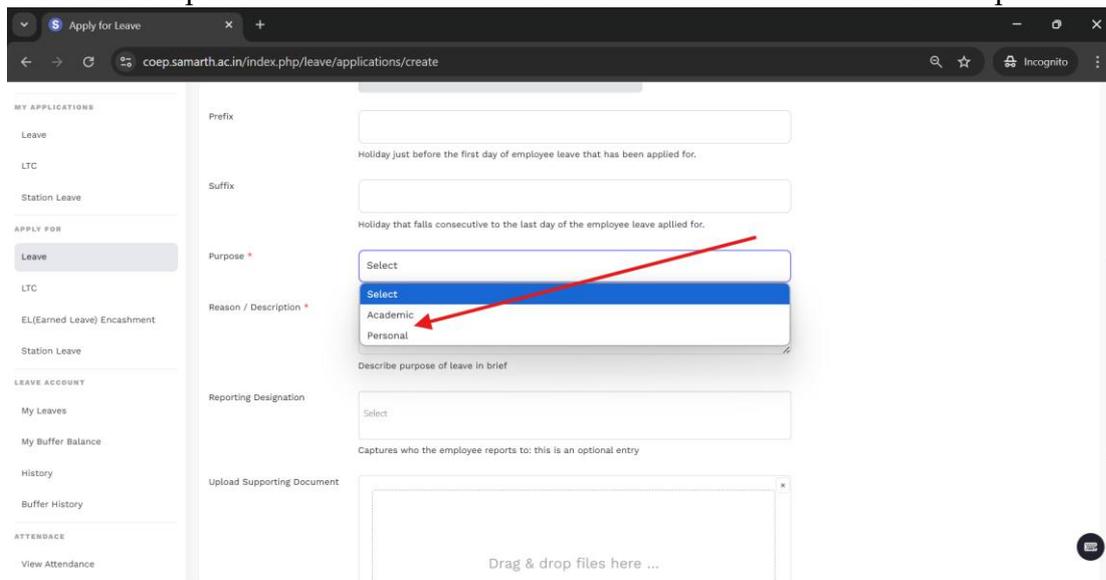
- Study Leave (Special Leave): अध्ययन रजा
- On Duty Leave (Special Leave): कर्तव्य रजा
- Vacation Leave Summer: उन्हाळी सुट्टी
- Vacation Leave Winter: हिवाळी सुट्टी

The screenshot shows the 'Apply For Leave' form in a web browser. The 'Leave Type' dropdown menu is open, displaying several options: 'Casual Leave' (highlighted in blue), 'Commuter/Converted Earned Leave', 'Earned Leave (BOG Appointed NON-Vacation Staff)', and 'On Duty Leave (Special Leave)'. A red arrow points to the 'Casual Leave' option. Below the dropdown, there are input fields for 'From Date / Time' and 'To Date / Time', each with a 'Select Date' and 'Select Time' button. There are also fields for 'Prefix' and 'Suffix' with explanatory text below them.

4. Select the Dates: From & To along with the Time

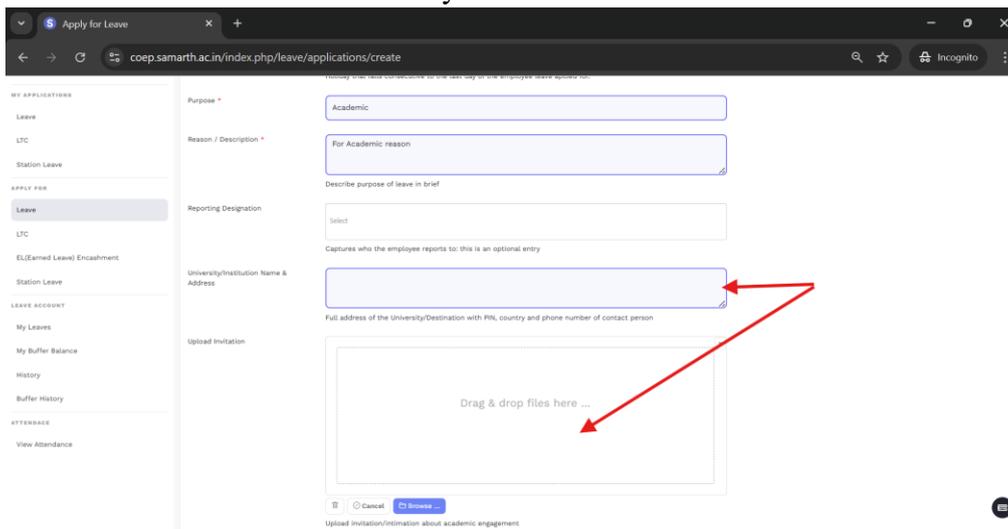
The screenshot shows the 'Apply For Leave' form with the 'Leave Type' dropdown set to 'Earned Leave (BOG Appointed NON-Vacation Staff)'. The 'From Date / Time' and 'To Date / Time' fields are both set to '2025-04-02'. The 'To Date / Time' field has a 'Select Time' button open, showing a list of time options: '10 AM', '1 PM', and '6 PM' (highlighted in blue). Red arrows point to the date and time selection elements. There are also fields for 'Prefix' and 'Suffix' with explanatory text below them.

5. Select the Purpose: Personal or Academic and write down the Reason/Description



The screenshot shows the 'Apply for Leave' form on the website coep.samarth.ac.in. The 'Purpose' dropdown menu is open, showing three options: 'Select', 'Academic', and 'Personal'. A red arrow points to the 'Academic' option. The form also includes fields for 'Prefix', 'Suffix', 'Reason / Description', 'Reporting Designation', and 'Upload Supporting Document'.

- If Academic, then you need to provide the relevant information along with the documentation which is mandatory



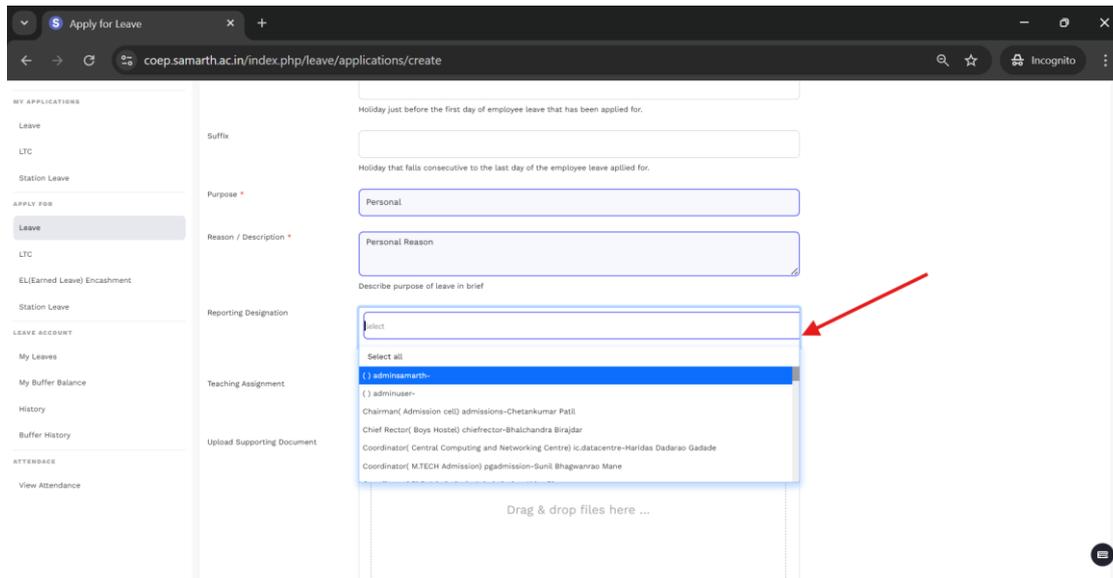
The screenshot shows the 'Apply for Leave' form with the 'Purpose' set to 'Academic'. The 'Reason / Description' field is filled with 'For Academic reason'. The 'University/Institution Name & Address' field is filled with 'University of Mumbai, Mumbai, India'. The 'Upload Invitation' field is empty, with a red arrow pointing to it. The form also includes fields for 'Reporting Designation' and 'Upload Supporting Document'.

6. Reporting Designation

For Adjunct Faculty, Assistant Professor, Associate Professor, Professor, Lab Assistant, Lab Attendant, etc. the Reporting Designation is Head of that concerned Department.

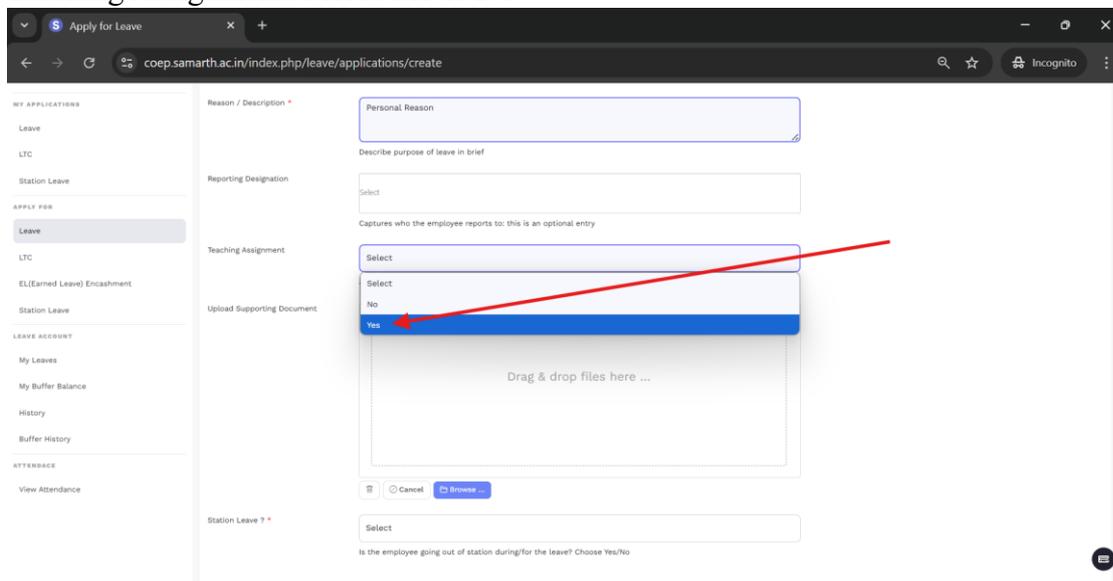
For H.O.D. the Reporting Designation is their respective Dean.

Note: If you have been assigned an additional task by a Higher Authority and need to notify them about your leave, you can select that Authority from this dropdown.



The screenshot shows a web browser window with the URL `coep.samarth.ac.in/index.php/leave/applications/create`. The page is titled "Apply for Leave". On the left, there is a sidebar menu with options like "MY APPLICATIONS", "LEAVE", "LTC", "Station Leave", "APPLY FOR", "Leave", "LTC", "EL(Earned Leave) Encashment", "Station Leave", "LEAVE ACCOUNT", "My Leaves", "My Buffer Balance", "History", "Buffer History", "ATTENDANCE", and "View Attendance". The main form area contains several fields: "Suffix", "Purpose" (set to "Personal"), "Reason / Description" (set to "Personal Reason"), "Reporting Designation" (a dropdown menu), "Teaching Assignment", and "Upload Supporting Document". The "Reporting Designation" dropdown is open, showing a list of options: "Select", "Select all", "() admin@samarth-", "() adminuser-", "Chairman(Admission cell) admissions-Chetankumar Patil", "Chief Rector(Boys Hostel) chiefrector-Bhalchandra Birajdar", "Coordinator(Central Computing and Networking Centre) ic.datacentre-Haridas Dadarao Gadade", and "Coordinator(MTECH Admission) pgsadmission-Sunil Bhagwanrao Mane". A red arrow points to the "() admin@samarth-" option. Below the dropdown is a "Drag & drop files here ..." area.

7. Teaching Assignment: Select Yes or No



The screenshot shows the same web browser window as above, but now the "Teaching Assignment" dropdown menu is open. The dropdown shows three options: "Select", "No", and "Yes". A red arrow points to the "Yes" option. The "Reason / Description" field is now visible and contains "Personal Reason". The "Reporting Designation" field is now "Select". Below the "Teaching Assignment" dropdown is a "Drag & drop files here ..." area. At the bottom of the form, there are "Cancel" and "Browse ..." buttons. The "Station Leave" field is also visible, set to "Select". Below it is a question: "Is the employee going out of station during/for the leave? Choose Yes/No".

8. Station Leave: If you are leaving the station, you must select "Yes". This will open additional fields where you need to enter the required details. Some fields are mandatory, and the application cannot be submitted without filling them in.

The screenshot shows a web browser window with the URL `coep.samarth.ac.in/index.php/leave/applications/create`. The page title is "Apply for Leave". On the left, there is a sidebar menu with "MY APPLICATIONS" (Leave, LTC, Station Leave), "APPLY FOR" (Leave, LTC, EL(Earned Leave) Encashment, Station Leave), "LEAVE ACCOUNT" (My Leaves, My Buffer Balance, History, Buffer History), and "ATTENDANCE" (View Attendance). The main content area is for "Station Leave". It includes a "SELECT" dropdown, a question "Are there teaching assignments during your leave? Click Yes/No", an "Upload Supporting Document" area with a "Drag & drop files here ..." box and a "Browse ..." button, a "Station Leave ?" dropdown set to "Yes", a question "Is the employee going out of station during/for the leave? Choose Yes/No", a "Country Leave ?" dropdown set to "Select", a question "Is the employee going out of country during/for the leave? Choose Yes/No", an "Emergency Contact Details" field (highlighted in red with a red error message "Emergency Contact Details required"), and a "Visiting Country/State Address" field.

9. Assign Duties: Here you need to select the Employee to whom you want to assign duty during your leave period.

The screenshot shows a web browser window with the URL `coep.samarth.ac.in/index.php/leave/applications/assign-duties?id=0f93a096fb6644b644156ec3d344b90551a0d5b8847a20bfa842f3cc0d6764af122`. The page title is "Assign Duties". At the top, there is a "Success" message: "Your leave application has been saved successfully. Click on 'Submit' button to apply." Below this, the "Assign Duties" form is displayed. It has a table with three columns: "Designation", "Organizational Unit", and "Assigned Employee". The "Designation" is "Assistant Professor" and the "Organizational Unit" is "Department of Computer Science and Engineering". The "Assigned Employee" column has a dropdown menu open, showing a list of employees. A red arrow points to the dropdown menu. The "Save" and "Cancel" buttons are visible at the bottom left of the form.

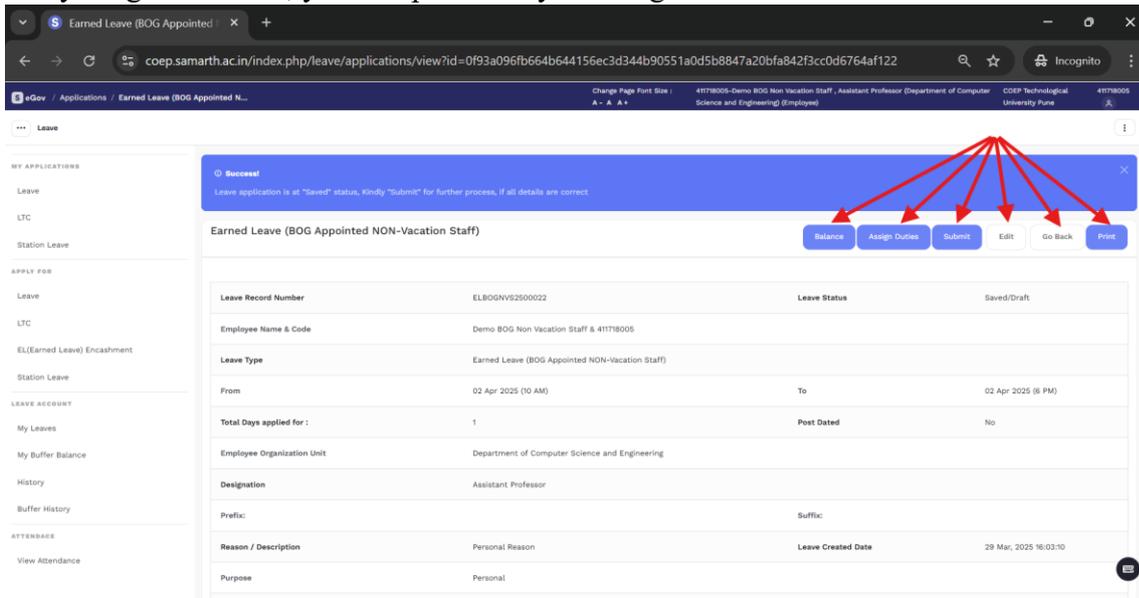
Designation	Organizational Unit	Assigned Employee
Assistant Professor	Department of Computer Science and Engineering	<input type="text" value="select"/>

Assigned Employee list:

- Aarti Puygude, 46030806, 46050806, Lab Assistant, Establishment Section
- Abhijeet Minakshi, 410902014, 410902014, Assistant Professor, Department of Computer Science and Engineering
- Abhijit Bhopale, NA, PN00104, Lab Assistant, Department of Metallurgy and Material Engineering
- Abhijit Ubalde, NA, 411717428, Adjunct Faculty, Department of Computer Science and Engineering
- Abhishek More, NA, PT00106, Assistant Professor, Department of Metallurgy and Material Engineering
- Abhishek Akhade, NA, ON00267, Peon, Student Section

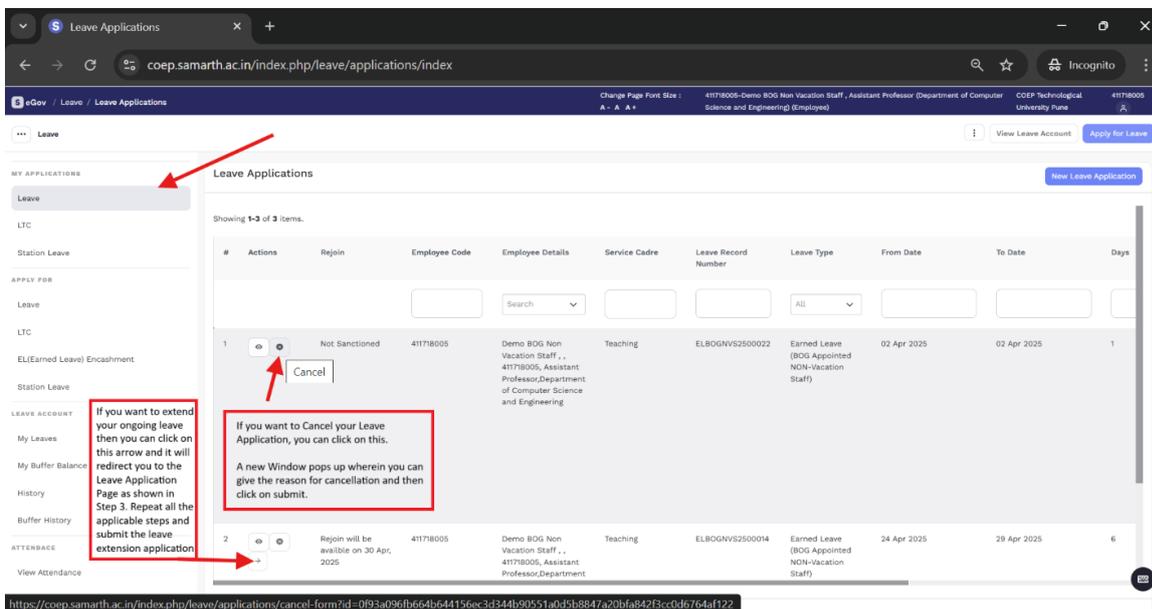
Then click on Save button.

10. A new window will open, allowing you to review all the details and take the necessary action. If everything is accurate, you can proceed by clicking the **Submit** button.

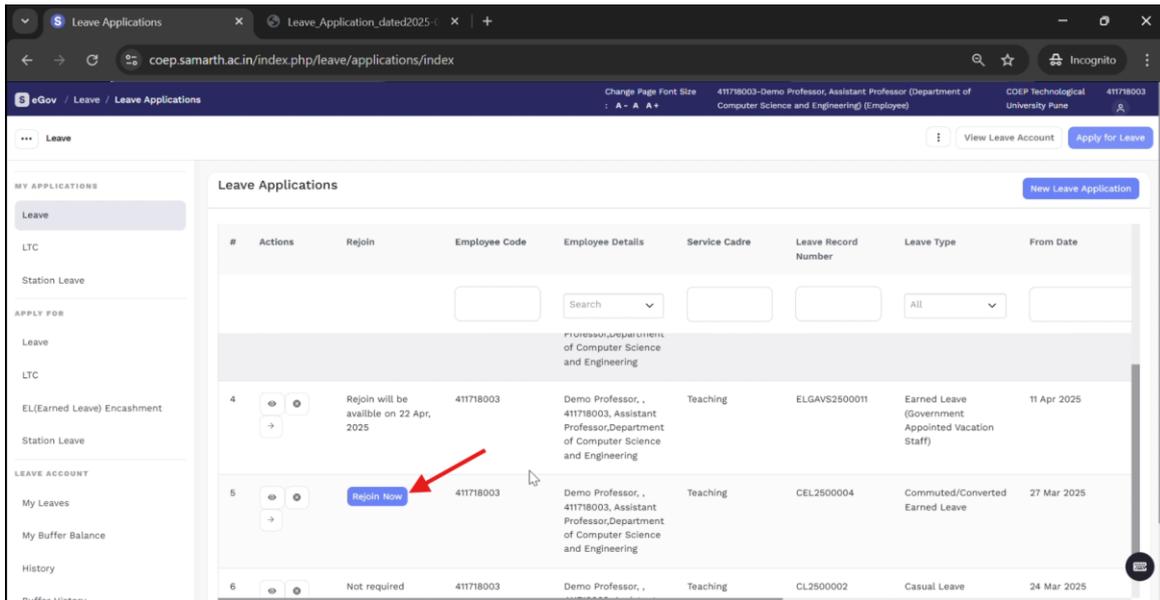


11. After submitting the leave application, you can click on the My Applications > Leave and see the Status: Recommended / Reviewed / Sanctioned.

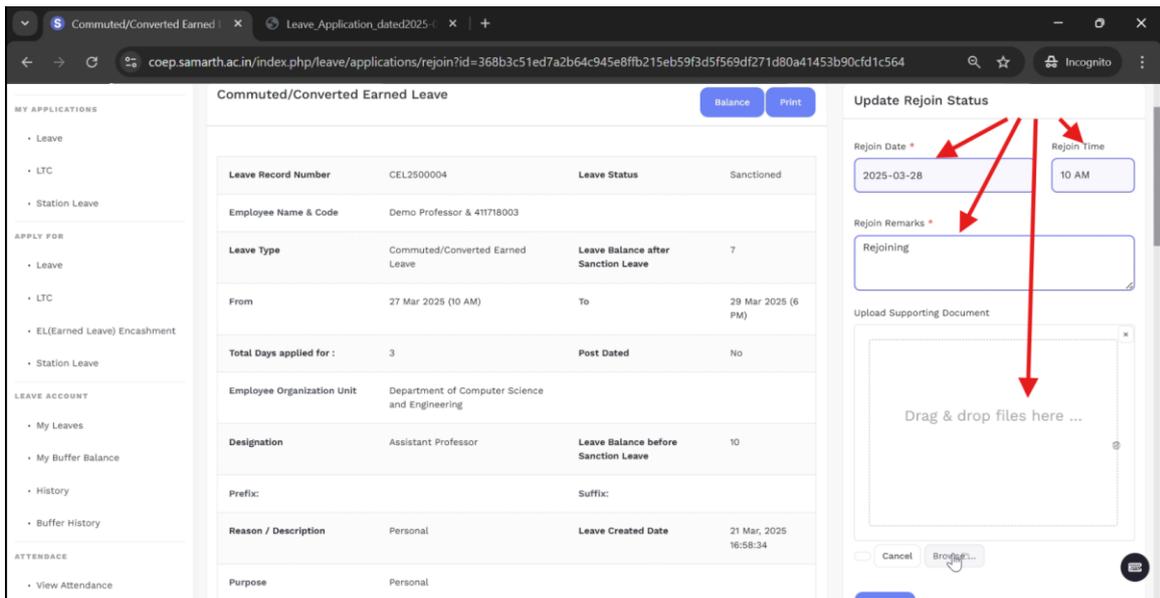
Along with it, you can also Cancel your Leave application or extend your existing leave. Please follow the steps as mentioned in the picture below,



12. Rejoin: After availing the leave, at the time of Rejoin, click on the Rejoin button and proceed to the rejoining process.



13. Now, fill in all the mandatory details: Rejoin Date, Rejoin Time, Rejoin Remarks, and Supporting Document such as Medical Certificate/Official Invitation Letter/Organization Order. **Note:** System does not accept .docx only accepts pdf, jpeg, jpg, and png format.



Once you have uploaded the document, click on “Update” and then status will get updated.

For any doubts, please contact us on the below email id:
samarthcood.comp@coeptech.ac.in