COEP SAMARTH LEAVE APPLICATION USER MANUAL

1. एम्प्लॉयी सर्विसेस (Employee Services) वर क्लिक करा.

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Employee Services	Dashboard				
Finance	My Leaves	Academic	What's New		
Governance Academic	11 67 • Availed • Available		Personalized Experience Module and Apps specific personalized		
Campus Services Data Management Administration	Upcoming Leaves Earned Leave (805 Appointed 1011-Vacation Staff) Apr 07, 2025 to Apr 11, 2025 Earned Leave (805 Appointed 1011-Vacation Staff) Apr 24, 2025 to Apr 29, 2025	G Question Paper Management System → O View Class & Mark Attendance O View Class & Mark Attendance	statistics straight swey on the dashboard for guide access and a raddined weightion for a better use experience along with entire redesigned theme's user experience.		
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2. अप्लाय लिव्हस (Apply Leaves) वर क्लिक करा.

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• Employee Services	Dashboard						
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Academic	Education Details → Service Profile →	Station Leave Applications → Apply Leave →					- 1
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- 3. ड्रॉपडाऊनमधून तुम्हाला हवी असलेली रजा निवडा.
 - Casual Leave: नैमित्तिक / किरकोळ रजा
 - Earn Leave: अर्जित रजा
 - Commuted 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

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Leave			I View Leave Accourt	t View Leave A	pplications
MY APPLICATIONS	Apply For Leave				
Leave			/		
LTC	Leave Type *	Select Leave			- 1
Station Leave		Q			- 1
APPLY FOR	From Date / Time	Casual Leave			
LTC	Field Sate / Time	Earned Leave (BOG Appointed NON-Vacation Staff) On Druty Leave (Seocil Leave)			
EL(Earned Leave) Encashment	To Date / Time	Select Date Select Time			
Station Leave					
LEAVE ACCOUNT	Prefix				
My Leaves		Holiday just before the first day of employee leave that has been applied for.			
My Buffer Balance	Suffix				
History					
Buffer History		Holiday that falls consecutive to the last day of the employee leave apllied for.			

4. वेळेसह तारखा निवडा

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··· Leave		I View Leave Accou	view Les	we Applica	ations
MY APPLICATIONS	Apply For Leave				
Leave					
LTC	Leave Type *	Earned Leave (BOG Appointed NON-Vacation Staff)			
Station Leave		Choose from list in drop box Leaves assigned to you are visible in the dropdown (in case any leave for which you are ensured is.			
APPLY FOR		not visble, please contact administrator)			
Leave	From Date / Time	2025-04-02			
LTC					
EL(Earned Leave) Encashment	To Date / Time	2025-04-02 Select Time			
Station Leave		Select Time			
LEAVE ACCOUNT	Prefix	1 PM			
My Leaves					
My Buffer Balance		Holiday just before the first day of employee leave that has been applied for.			
History	Suffix				
Buffer History		Holiday that falls consecutive to the last day of the employee leave apliled for.			-

5. उद्देश निवडा: वैयक्तिक (Personal) आणि कारण/वर्णन मध्ये लिहा: वैयक्तिक कारण (Personal Reason)

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MY APPLICATIONS	Prefix					
Leave						
LTC		Holiday just before the first day of employee leave that has been applied for.				
Station Leave	Suffix					
APPLY FOR		Holiday that fails consecutive to the last day of the employee leave apliied for.				
Leave	Purpose *	Select				- 1
LTC		Select				- 1
EL(Earned Leave) Encashment	Reason / Description *	Academic				- 1
Station Leave		Personal				- 1
LEAVE ACCOUNT		Lescribe purpose or leave in orier				- 1
My Leaves	Reporting Designation	Select				- 1
My Buffer Balance		Captures who the employee reports to: this is an optional entry				
History	Upload Supporting Document					
Buffer History						
ATTENDACE					(
View Attendance		Drag & drop files here				

6. रिपोर्टिंग पदनाम (Reporting Designation): ॲडजंक्ट फॅकल्टी, असिस्टंट प्रोफेसर, असोसिएट प्रोफेसर, प्रोफेसर, लॅब असिस्टंट, लॅब अटेंडंट इत्यादींसाठी रिपोर्टिंग पदनाम संबंधित विभागाचे प्रमुख असते.

एच.ओ.डी. साठी रिपोर्टिंग पदनाम त्यांचे संबंधित डीन असते.

<u>टीप:</u> जर तुम्हाला उच्च अधिकाऱ्यांनी अतिरिक्त काम सोपवले असेल आणि तुमच्या रजेबद्दल त्यांना कळवायचे असेल, तर तुम्ही या ड्रॉपडाउनमधून तो अधिकारी निवडू शकता.

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			J				
MY APPLICATIONS		Holiday just before the first day of employee leave that has been applied for.					
Leave	Suffix						
LTC							
Station Leave		Holiday that falls consecutive to the last day of the employee leave apliled for.					
APPLY FOR	Purpose *	Personal)				
Leave	Bearon / Description 1		-				
LTC	Reason / Mescription	Personal Reason					ų,
EL(Earned Leave) Encashment		Describe purpose of leave in brief					
Station Leave	Reporting Decision						
LEAVE ACCOUNT	mporting stationson	letest					
My Leaves		Select all					
My Buffer Balance	Teaching Assignment	() adminisamarth-					
		() adminuser-					
History		Chairman(Admission cell) admissions-Chetankumar Patil					
Buffer History	Upload Supporting Document	Chief Rector(Boys Hostel) chiefrector-Bhalchandra Birajdar					
ATTENDACE		Coordinatori Central Computing and Networking Centre) is.datacentre-Handas Dadarao Gadade					
View Attendance		and a second sec					
		Drag & drop files here					
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7. अध्यापन असाइनमेंट (Teaching Assignment): हो किंवा नाही निवडा.

S Apply for Leave	× +			-	Ø	×
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MY APPLICATIONS	Reason / Description *	Personal Reason				
LTC Station Leave	Reporting Designation	Describe purpose of leave in brief				
APPLY FOR Leave	Teaching Assignment	Captures who the employee reports to: this is an optional entry				
LTC EL(Earned Leave) Encashment Station Leave	Upload Supporting Document	Select Select No				
LEAVE ACCOUNT My Leaves		m				l
My Buffer Balance		Drag & drop files here				
Buffer History						
View Attendance	Station Leave ? *	O Caucet Proved				
		Is the employee going out of etation during/for the lawe? Discuss Yes/No			(

8. स्टेशन रजा (Station Leave): जर तुम्ही स्टेशन सोडत असाल तर तुम्हाला "होय" निवडावे लागेल. यामुळे अतिरिक्त फील्ड उघडतील जिथे तुम्हाला आवश्यक तपशील प्रविष्ट करावे लागतील. काही फील्ड अनिवार्य आहेत आणि ती भरल्याशिवाय अर्ज सबमिट करता येणार नाही.

S Apply for Leave					
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		Salect	J		
MY APPLICATIONS		Are there teaching assignments during your leave? Click Yes/No			
Leave	Upload Supporting Document				
LTC					
Station Leave					
APPLY FOR		Drag & drop files here			
Leave					
LTC					
EL(Earned Leave) Encashment					
Station Leave		🔋 📀 Cancel 🗁 Browse			
LEAVE ACCOUNT	Station Laws 2 *		N		
My Leaves	and a second sec	Yes	J		- 11
My Buffer Balance		Is the employee going out of station during/for the leave? Choose Yes/No			- 1
History	Country Leave ?	Select			
Buffer History		Is the employee going out of country during/for the leave? Choose Yes/No			
ATTENDACE	Emergency Contact Details		Emergency Contact Details required		
View Attendance					
		Contact details of someone to reach for emergency purpose	8		
	Visiting Country/State Address				
	menning Country/state Address				
		h			

9. कर्तव्ये नियुक्त करा (Assign Duties): येथे तुम्हाला तुमच्या रजेच्या कालावधीत ज्या कर्मचाऱ्याला कर्तव्य नियुक्त करायचे आहे तो कर्मचारी निवडायचा आहे.

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Leave						1
NY APPLICATIONS	© Success! Your leave application has been saved suc	cessfully, Click on "Submit" button to apply.				×
LTC Station Leave	Assign Duties					
APPLY FOR						
Leave	Designation	Organizational Unit	Assigned Employee			
LTC EL(Earned Leave) Encashment	Assistant Professor	Department of Computer Science and Engineering	select			^ 4
Station Leave			Aarti Paygude, , 4605080	116, 460508016, Lab Assistant,Establishment Section		
LEAVE ACCOUNT	Save Cancel		Abhijeet Minakshi, , 4109	102014, 410902014, Assistant Professor, Department of Computer Science and Engineering		
My Leaves			Abhijit Bhopale, NA, PNO Abhirai Ubale, NA, 411717	10104, , Lab Assistant,Department of Metallurgy and Material Engineering		
My Buffer Balance			Abhishek More, NA, PTD	0106, , Assistant Professor,Department of Metallurgy and Material Engineering		
History			Abhishek Akhade, NA, Of	N00267, , Peon,Student Section		
Buffer History						
ATTENDACE						
View Attendance						

नंतर सेव्ह (Save) बटणावर क्लिक करा.

10. एक नवीन विंडो उघडेल, जिथे तुम्हाला सर्व तपशीलांचे पुनरावलोकन करता येईल आणि आवश्यक ती कारवाई करता येईल. जर सर्वकाही अचूक असेल, तर तुम्ही सबमिट (**Submit**) बटणावर क्लिक करून पुढे जाऊ शकता.

 S Earned Leave (BOG Appoint 	ted +			- o ×
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SeGov / Applications / Earned Leave (BOG A	ppointed N	Change Page Font Size : A = A A +	41178006-Demo BOG Non Vacation Staff , Assistant Professor (Dep Science and Engineering) (Employee)	partment of Computer COEP Technological 411718005 University Pune A
··· Leave				1
MY APPLICATIONS	© Successi Leave application is at "Saved" status, Kindly "Sub	whit for further process, if all details are correct	/	
LTC	Earned Leave (BOG Appointed NON-1	Vacation Staff)		
Station Leave			Hatance Assign Ducket	SUDINIE Edit Go Back Print
Leave	Leave Record Number	ELBOGNVS2500022	Leave Status	Saved/Draft
LTC	Employee Name & Code	Demo BOG Non Vacation Staff & 411718005		
EL(Earned Leave) Encashment	Leave Type	Earned Leave (BOG Appointed NON-Vacation Staff)		
Station Leave	From	02 Apr 2025 (10 AM)	То	02 Apr 2025 (6 PM)
My Leaves	Total Days applied for :	1	Post Dated	No
My Buffer Balance	Employee Organization Unit	Department of Computer Science and Engineering		
History	Designation	Assistant Professor		
Buffer History	Prefix:		Suffix:	
ATTENDACE View Attendance	Reason / Description	Personal Reason	Leave Created Date	29 Mar, 2025 16:03:10
	Purpose	Personal		

11. रजेचा अर्ज सबमिट केल्यानंतर, तुम्ही माझे अर्ज > रजा वर क्लिक करू शकता आणि स्थिती पाहू शकता: शिफारस केलेले (Recommended) / पुनरावलोकन केलेले (Reviewed) / मंजूर केलेले (Sanctioned).

त्यासोबत, तुम्ही तुमचा रजा अर्ज रद्द करू शकता किंवा तुमची विद्यमान रजा वाढवू शकता. कृपया खालील चित्रात नमूद केल्याप्रमाणे चरणांचे अनुसरण करा

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MY APPLICATIONS	Leave Applications								New Leav	e Applicatio	•
Leave	. # Actions Rejoin	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave Type	From Date	To Date		Da	57
Station Leave			Search 🗸			AL V					11
Leave LTC	2 O Not Sanctioned	411718003	Demo Professor, . 411718003, Assistant Professor Danatment	Teaching	ELGAVS2500023	Earned Leave (Government Annointed Vacation	03 Apr 2025	08 Apr 20	25	6	Ш
EL(Earned Leave) Encashment Station Leave	प जर तुम्हाला रजा रद्द करायची असेल त क्लिक करा. एक नवीन विंडो पॉप अप होईल जिथे तु	र यावर प्रसी रजा	of Computer Science and Engineering			Staff)					ļ
My Leaves	रद्द करण्याचे कारण देऊ शकता आणि सबमिट वर क्लिक करू शकता.	नंतर									
History											
Buffer History	3 Rejoin will be availble on 04 3 May, 2025	411718003	Demo Professor, , 411718003, Assistant Professor,Department of Computer Science	Teaching	ELGAVS2500019	Earned Leave (Government Appointed Vacation Staff)	28 Apr 2025	0.3 May 2	125	6	
View Attendance	Last Update : 0 days, 0 hours, 11 minutes and 3	6 seconds ago	and Dightening				_				4
	जर तुम्हाला तुम्ची चालू रजा वाढवायची असे शकता आणि ते तुम्हाला पायरी (Step) 3 मध्ये करेल. सर्व लागू पायऱ्या (Steps) पुन्हा करा अ	त, तर तुम्ही या फॉरवर दाखवल्याप्रमाणे रजा ाणि रजा विस्तार अर्ज र	र्ड ॲरोवर क्लिक करू अर्ज पृष्ठावर पुनर्निर्देशित सबमिट करा.								•

12. पुन्हा सामील व्हा (Rejoin): रजा घेतल्यानंतर, पुन्हा सामील होण्याच्या वेळी, पुन्हा सामील व्हा बटणावर क्लिक करा आणि पुन्हा सामील होण्याच्या प्रक्रियेकडे जा.

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Leave								I View Leave	Account Apply for Leave
MY APPLICATIONS	Leav	e Applicatio	ns						New Leave Application
Leave									
LTC		Actions	Rejoln	Employee Code	Employee Details	Service Cadre	Leave Record Number	Leave Type	From Date
Station Leave					Search 🗸			All	
Leave					of Computer Science and Engineering				
EL(Earned Leave) Encashment Station Leave	4	• • •	Rejoin will be availble on 22 Apr, 2025	411718003	Demo Professor, . 411718003, Assistant Professor,Department of Computer Science and Engineering	Teaching	ELGAVS2500011	Earned Leave (Government Appointed Vacation Staff)	11 Apr 2025
LEAVE ACCOUNT My Leaves My Buffer Balance	5	0 0	Rejoin Now	411718003	Demo Professor, , 411718003, Assistant Professor,Department of Computer Science and Engineering	Teaching	CEL2500004	Commuted/Converted Earned Leave	27 Mar 2025
History Ruffer History	6		Not required	411718003	Demo Professor, ,	Teaching	CL2500002	Casual Leave	24 Mar 2025

13. आता, सर्व अनिवार्य तपशील भरा: पुन्हा सामील होण्याची तारीख, पुन्हा सामील होण्याची वेळ, पुन्हा सामील होण्याचे शेरे आणि वैद्यकीय प्रमाणपत्र/अधिकृत आमंत्रण पत्र/संस्थेचा आदेश यासारखे सहाय्यक दस्तऐवज.

<u>टीप:</u> सिस्टम .docx फक्त pdf, jpeg, jpg आणि png फॉरमॅट स्वीकारत नाही.

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Y APPLICATIONS	Commuted/Converted Earned Leave			Balance Print	Update Rejoin Status		
Leave					Rejoin Date *	Rejoin Time	
· LTC	Leave Record Number	CEL2500004	Leave Status	Sanctioned	2025-03-28	10 AM	
Station Leave	Employee Name & Code	Demo Professor & 411718003			Rejoin Remarks *		
• Leave	Leave Type	Commuted/Converted Earned Leave	Leave Balance after Sanction Leave	7	Rejoining		
LTC El (Earned Lewe) Encaehment	From	27 Mar 2025 (10 AM)	То	29 Mar 2025 (6 PM)	Upload Supporting Document		_6
Station Leave	Total Days applied for :	3	Post Dated	No			×
VE ACCOUNT	Employee Organization Unit	Department of Computer Science and Engineering			Drag & drop files here		
 My Leaves My Buffer Balance 	Designation	Assistant Professor	Leave Balance before Sanction Leave	10		e	
History	Prefix:		Suffix:				
Buffer History	Reason / Description	Personal	Leave Created Date	21 Mar, 2025 16:58:34	Cancel Browner		
View Attendance	Purpose	Personal					

एकदा तुम्ही कागदपत्र अपलोड केल्यानंतर, ''**अपडेट** (Update)'' वर क्लिक करा आणि नंतर स्थिती अपडेट होईल.

कोणत्याही शंका असल्यास, कृपया खालील ईमेल आयडीवर आमच्याशी संपर्क साधा:

samarthcood.comp@coeptech.ac.in