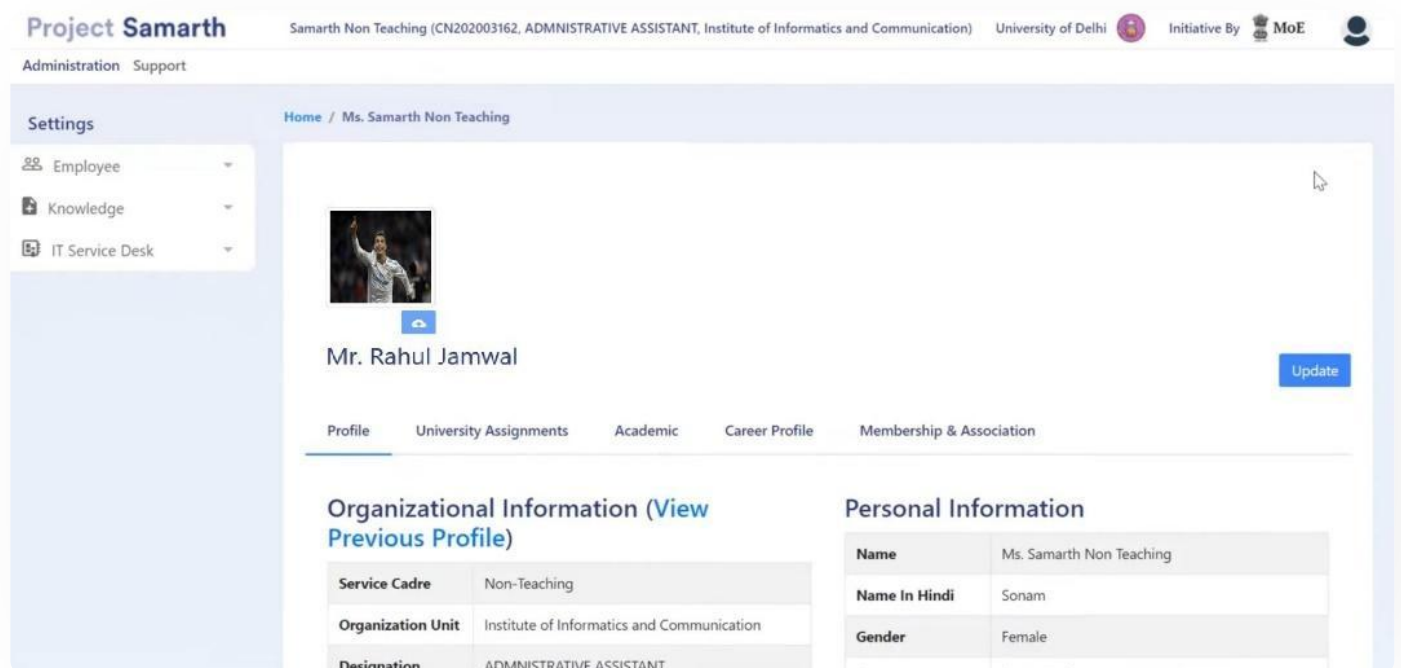


# Employee Management - Non Teaching

## Introduction #

This section will show the profile of Non-teaching Employee profile. It will show the personal and academic details of the employee. User can update the details using the options provided.



The screenshot shows the Project Samarth interface. The header includes the logo, user information (Samarth Non Teaching, CN202003162, ADMINISTRATIVE ASSISTANT, Institute of Informatics and Communication), University of Delhi, and Initiative By MoE. The left sidebar contains a Settings menu with options for Employee, Knowledge, and IT Service Desk. The main content area displays the profile for Ms. Samarth Non Teaching, including a profile picture, name, and an Update button. Below the profile, there are tabs for Profile, University Assignments, Academic, Career Profile, and Membership & Association. The Profile tab is active, showing two sections: Organizational Information and Personal Information.

Organizational Information (View Previous Profile)	
Service Cadre	Non-Teaching
Organization Unit	Institute of Informatics and Communication
Designation	ADMINISTRATIVE ASSISTANT

Personal Information	
Name	Ms. Samarth Non Teaching
Name In Hindi	Sonam
Gender	Female

## Dashboard

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

- Dashboard
- Employee

## Sections Under Non-Teaching Employee's Profile

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

- Profile
- University Assignments
- Academic
- Career Profile
- Membership & Association

To view or update details like Photo, University Assignments, Academic, Career Profile, Membership & Association details, click on that section.

### Profile

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

### Upload Photo

Click on the upload icon (marked by arrow) to upload the employee's Photograph. Browse Image and 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

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. **Ph.D. Details:** Clicking on Add Ph.D. Details will allow the user to add PhD. details. Users who want to add the Ph.D. details must fill the form to add the same as academic qualification.
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 have to 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 Add D.Lit. Details.

Option to Add Details, Update and Delete is provided. (See Screenshots)

## Career Profile

In career Profiles, users input details related to the below section, such as adding timetable and the subject taught\*\*.\*\*

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

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

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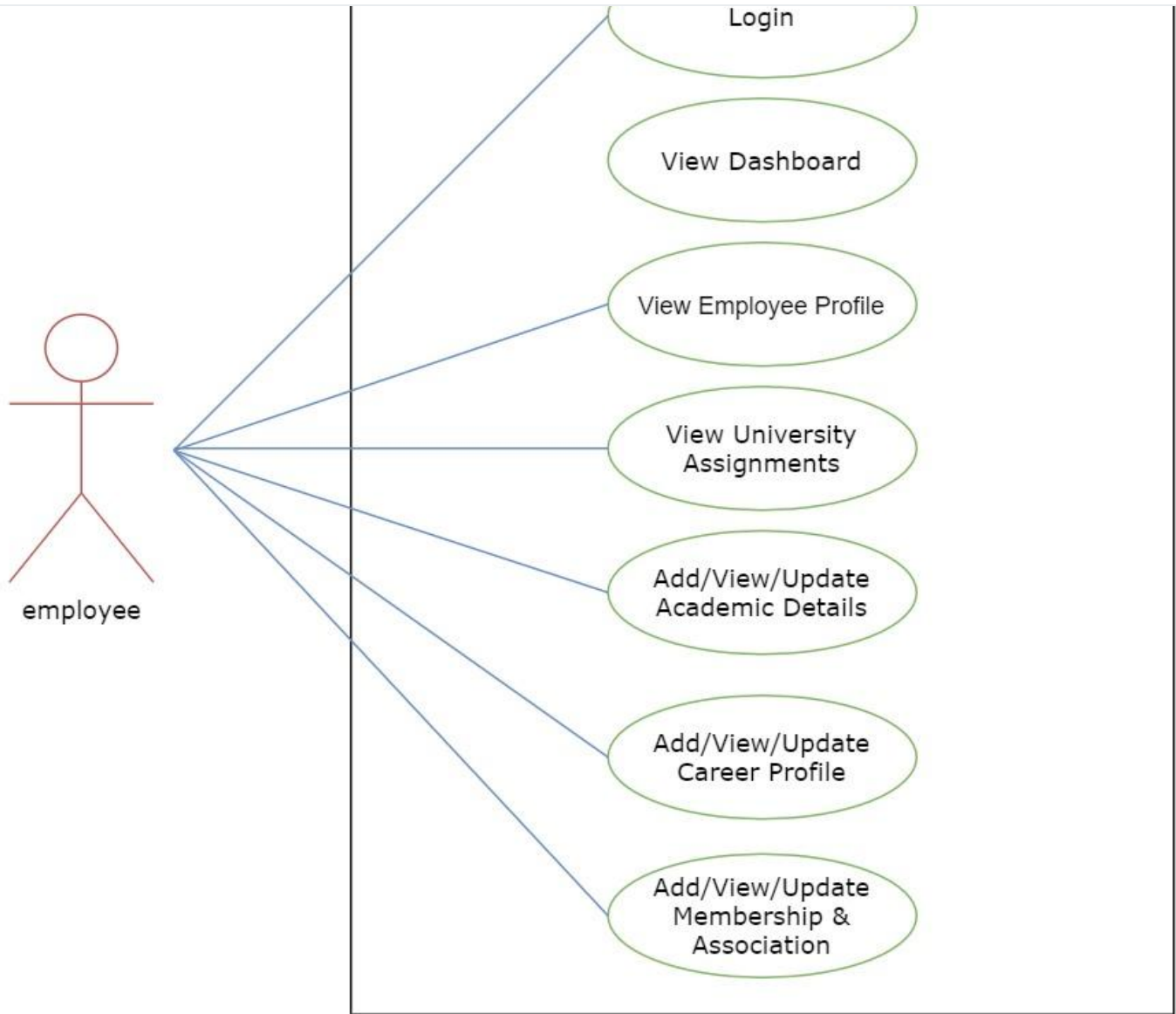
To capture the details of employee's memberships and associations.

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

## **Workflow Diagram**

## **Use Case Diagram**


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Non-Teaching Employee Use Case Diagram

## External Resources

 [Module Training Video ↗ | v1 - How to update HR Profile](#)

 [Edit this page](#)

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## **INTRO**

Getting Started

Module Breakup and Prerequisites

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## **ACADEMICS**

Academics

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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University Profile - Organizational Unit & Organigram

User Administration

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## DATA MANAGEMENT

Content Federation System System

Minutes Resolutions Archive Retrieval System

University Web Portal - Technical Document

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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

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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

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System