

6.2.3

Institution Implements e- governance in its areas of operations

1. HR Establishment

Galgotias University

Plot No. 2, Yamuna Expressway,
Opposite, Buddha International Circuit,
Sector 17A, Greater Noida,
Uttar Pradesh 203201, India

**Following are the main reports of HR Establishment in ERP
system:**

- Employee ID Creation
- Employee Database
- Employee with the Selected Fields
- Employee Information Report
- Employee ID Card
- Live Login Details
- Leave Allotment Report
- Leave Status Report
- Monthly Attendance Report

Bimal
IQAC
Galgotias University
Uttar Pradesh



Employee Selected Fields

Employee details with field selection.

The screenshot shows a web application interface for generating an "Employee SelectedField Report". The interface includes a navigation menu at the top with options: Master, Transaction, Reports, Service Book, Configuration, and Income Tax. The main content area contains several filter and selection controls:

- Designation Nature:** Please Select
- Staff:** Please Select
- Staff Type:** Vocational
- Designation:** Please Select
- Employee Type:** Working

Below these are three main sections for field selection:

- Group 1 Filter Name:** A list of fields including Gender, Address, Department, Designation Nature, Staff, Staff Type, Appointment, Bank Account Number, Bank, and Quarter.
- Selected Fields:** A list of fields including Physically Handicapped, EmployeeCode, Designation, Uan No, Employee Type, Father Name, Mother Name, Retirement Date, Relieving Date, Spouse Name, and Married.
- Ordered By:** EmployeeCode

A "Show Report" button is located below the field selection sections.

At the bottom, a partial table is visible with the following data:

Gender	Address	Department	De
Male		Chemistry	

Bunmal
Dear QAC
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Employee Information Report

Employee information report generation with field selection. Report generated only of those which are selected

The screenshot shows a web application interface for generating an Employee Information Report. The page has a dark header with the Galgotias University logo and navigation menus. The main content area contains a form with the following fields:

- Month/Year*: July-2019
- Pay Head*: PF (E)
- Staff: Please Select
- Payroll Department: Please Select
- Acad. Department: Please Select

At the bottom of the form are two buttons: "Report" and "Reset".

Sumas
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Galgotias University
Uttar Pradesh



Employee ID Card

☰ 🔍

🏠 👤 mPayrollUser

Master Transaction Reports Service Book Configuration Income Tax

ID Card

Note : * Marked is Mandatory!

Staff*

Employee Type

Payroll Department

Order By*

ID Card

List of Employee

5 records per page 🔍

All	Employee Name	Employee Code	Designation	Department
<input type="checkbox"/>	Aanchal Vasudev	GU081622201	Adm Officer	International Relations
<input type="checkbox"/>	Abha Sharma	GU5ULL201927387	Trainer	Life Long Learning
<input type="checkbox"/>	Abhilash Dubey	GU6U201927442	Dy Registrar	Galgotias University
<input checked="" type="checkbox"/>	Abhisek Jans	GU414021656	Lab Technician	Electronics & Comm
<input type="checkbox"/>	Abhisek Kumar	GU081622286	ASSISTANT	Pharmacy

Sumas
Dean, IAC
Galgotias University
Uttar Pradesh



Live Login Details

Live login report of employee with In & Out time

The screenshot shows a web application interface for Galgotias University. At the top left is the university logo and name. A navigation bar contains 'Master', 'Transactions', 'Reports', and 'Configuration'. A search icon and a user profile 'msPayrollUser' are also visible. The main content area is titled 'LIVE LOGIN DETAILS' and contains several input fields and a 'Report' button.

Field	Value
Select Date:	27/09/2019
Staff Type	Please Select
Acad. Department	Please Select
Report format	<input checked="" type="radio"/> PDF <input type="radio"/> Excel
Employee Type	Working
Payroll Department	Please Select
Report Format*	Format 2

B. Kumar
Dear Sir,
Galgotias University
Uttar Pradesh



Leave Allotment Report

Employee leave allotment report generation, department wise, Year & Month wise report generation.

The screenshot shows a web browser window with the URL <https://gu.mastersofterp.in/infocampusgu/establishment/leaveAllotmentReport>. The page header includes the Galgotias University logo and navigation tabs for Master, Transactions, Reports, and Configuration. The main content area is titled 'LEAVE ALLOTMENT REPORT' and contains the following form fields:

- Report Type: Credit Leave Opening Balance Leave
- Staff Type*: Non Vocational
- Department: Please Select Department
- Employee Type: Working
- Period: Please Select Period
- Year*: 2019
- Leave: Please Select Leave

At the bottom of the form, there are 'Report' and 'Reset' buttons.

Rumal
Director
Galgotias University
Uttar Pradesh



Leave Status Report

Employee leaves allotment report generation, department wise, year & Month wise report generation.

The screenshot shows a web application interface for generating a Leave Status Report. The header includes the Galgotias University logo and navigation tabs: Master, Transactions, Reports, and Configuration. The user is logged in as 'msPayrollUser'. The main content area is titled 'Leave Status Report' and contains the following fields:

- Staff Type: Please Select Staff Type (dropdown menu)
- Department: Please Select Department (dropdown menu)
- Report of: Particular Employee All Employees
- Period: Yearly (dropdown menu)
- Year: 2019 (dropdown menu)
- Employee Type: Working (dropdown menu)

Buttons for 'Report' and 'Reset' are located at the bottom of the form.

Ramesh
Dean IQAC
Galgotias University
Uttar Pradesh



Monthly Attendance Report

Attendance report of teaching, non-teaching for salary calculation and other administrative work.

The screenshot displays the Galgotias University HRMS interface. At the top, there is a navigation bar with the university logo, a search icon, and a user profile for 'msPayrollUser'. Below this is a menu with 'Master', 'Transactions', 'Reports', and 'Configuration'. The main content area is titled 'Monthly Attendance Report' and contains a form with the following fields:

Department	Mathematics	Employee Type	Working
From Date *	01/09/2019	To Date *	01/10/2019
Staff Type	Please Select	Employee	Please Select Employee

At the bottom of the form are 'Report' and 'Reset' buttons.

Bhuma
Deputy Director
Galgotias University
Uttar Pradesh

