



UNIVERSITY OF JAMMU

(NAAC Accredited A+ University)
E- Governance Initiative Cell
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CIRCULAR

This is in reference to the series of training session on “**Samarth ERP Modules**” conducted in the Office of Incharge E-Governance Cell on 19.11.24, 20.11.24 and 21.11.24. The training was provided to all the **Single Point of Contact (SPOC)** from various teaching departments on the ERP System which included Employee Management System, Knowledge Management System, Leave management System, Transport/Fleet Management System, Guest House Management System, Inventory Management System, Grievance Management System, Teaching & Non-Teaching Recruitment Management System, IT Desk Management System, Legal Case management System & Sports Management System. With regards to the sessions, following points were discussed with the **Single Point of Contact (SPOC)**:

- The **Samarth ERP accounts** are required to be verified by all the employees (teaching/non-teaching). The ERP accounts have already been created for all the employees and administrative positions by the E-Governance Cell.
- The **Employee Profile** is required to be updated with regards to **Personal Details/Educational Details and Research Publications** (if any) by the employees themselves by **26.11.2024**.
- In case of any discrepancies in their **Service Details**, kindly send a request through the **IT Desk Module** on the ERP by **26.11.2024**.
- All the employees should send request for **Transport and Guest House** through their **Samarth ERP accounts** only.
- The departments are requested to share the **Casual Leave Record** of all the employees of their departments by **25.11.24** as the **Leave Management Module** would be made live from **26.11.24**.

Ref. No. JU/E-Gov./24-25/1378-1477

Dated: 21/11/2024

Copy to:

1. Special Secretary to the Vice Chancellor, University of Jammu
 2. Sr. P.A. to the Dean Academic Affairs/ Dean Research Studies
 3. Sr. P.A. to the Registrar/Controller of Examinations
 4. Director, DDE/CDC/DLL/DIQA/Physical Education/HRDC/Centre for Studies in Museology & Sheikh Noor-ud-Din Noorani Museum of Heritage/DSRS/Centre for History of Culture of Jammu & Ladakh Region/SHTM/ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/Centre for IT Enabled services & Management
 5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement
 6. All Rectors/Directors, Offsite Campuses
 7. All Heads of the Teaching Departments of the University
 8. I/C Librarian, Dhanvantri Library
 9. I/C General Zorawar Singh Auditorium
 10. I/C Director, Computer Centre
 11. Incharge, e-Governance Initiative Cell
 12. Programmer Coordinator, NSS
 13. All Wardens of the University Hostels
 14. All Joint/Deputy/Assistant Registrars
 15. Executive Engineer, UWD
 16. Manager Guest House
 17. Medical Officer, UHC
18. IIC Website

(Dr. Guneet Singh Sudan)
Incharge, E-Governance Cell

Guneet Sudan
20/11/24

Handa
20/11/24