

# Applicant

## 1. Login Screen

যাদবপুর বিশ্ববিদ্যালয়  
JADAVPUR UNIVERSITY

Leave Management Portal

Login

Username:

Password:

Log In

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Enter **username** and **password** to login to the portal and click “**Login**” button.

## 2. User Dashboard

যাদবপুর বিশ্ববিদ্যালয়  
JADAVPUR UNIVERSITY

Leave Management Portal

Home » User Dashboard

\*NOTE : Please check the [Holiday List](#) before applying any leave.

Welcome Tanmay Maity! Your leave details for the year 2018 !

CL	0	EL	30	SL	1
Special CL	30	Study Leave	730	Quarantine Leave	30
Leave on duty	30	Extra Ordinary Leave	730	Paternity Leave	30

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**Dashboard** will appear after login to the system. Here users can find their updated (remaining) leave details till date. They can apply new leave, check status of any already applied leave, can change password and view holiday list from here.

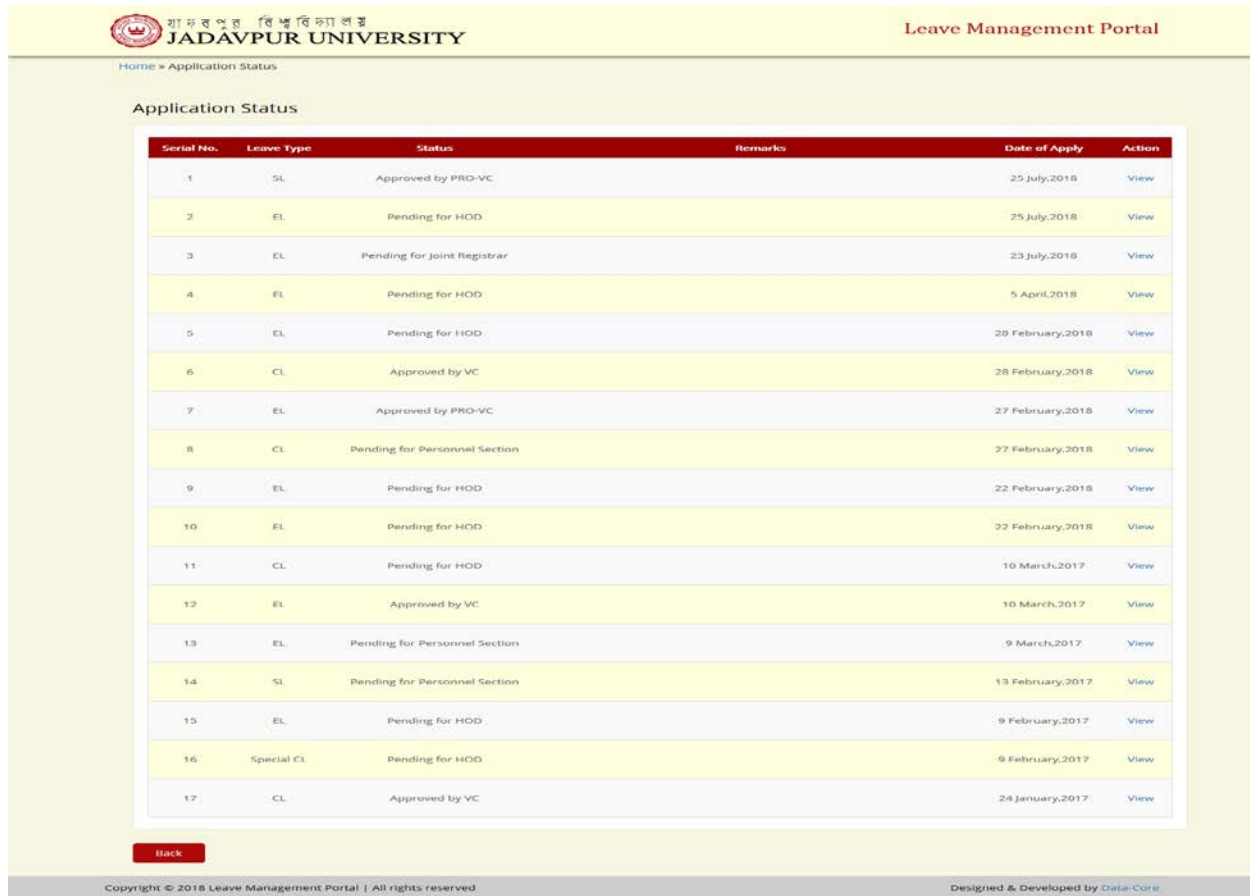
### 3. Apply Leave

The screenshot displays the 'Leave Management Portal' for JADAVPUR UNIVERSITY. The page header includes the university's name in Bengali and English, and the portal title. A navigation menu on the left lists options like Dashboard, Apply Leave, Check Status, Change Password, Holiday List, and Logout. The main content area is titled 'New Application' and contains a 'Leave Application Form'. The form fields are: 'Name of the Applicant (in full): \*' (pre-filled with 'Tanmay Maity'), 'Role: \*' (pre-filled with 'Teaching-male'), 'Nature of leave desired: \*' (dropdown menu with '- Select -'), 'From: \*' (text input), 'To: \*' (text input), 'Reason(s) for leave applied: \*' (text area), 'Forwarded To \*' (dropdown menu with '- Select -'), and 'Look after person: \*' (dropdown menu with '-Select-'). A note below the form states '(For HOD, Directors and Class 1 Officers only)'. At the bottom of the form are 'Submit' and 'Back' buttons. The footer contains copyright information and the developer's name, 'Data-Core'.

Click on **Apply Leave** option to apply a new leave. Applicant's Name and Role are already given and made read only. No need to fill up these two fields. Fill up the remaining form as required. Finally click **Submit** button.

Please Note: Check the "**Holiday List**" before applying any leave, as mentioned.

## 4. Check Application Status



The screenshot shows the 'Application Status' page of the JADAVPUR UNIVERSITY Leave Management Portal. The page features a table with 17 rows of application records. Each row includes a serial number, leave type, status, remarks, date of application, and an action link. A 'Back' button is located below the table.

Serial No.	Leave Type	Status	Remarks	Date of Apply	Action
1	SL	Approved by PRO-VC		25 July,2018	<a href="#">View</a>
2	EL	Pending for HOD		25 July,2018	<a href="#">View</a>
3	EL	Pending for Joint Registrar		23 July,2018	<a href="#">View</a>
4	EL	Pending for HOD		5 April,2018	<a href="#">View</a>
5	EL	Pending for HOD		20 February,2018	<a href="#">View</a>
6	CL	Approved by VC		28 February,2018	<a href="#">View</a>
7	EL	Approved by PRO-VC		27 February,2018	<a href="#">View</a>
8	CL	Pending for Personnel Section		27 February,2018	<a href="#">View</a>
9	EL	Pending for HOD		22 February,2018	<a href="#">View</a>
10	EL	Pending for HOD		22 February,2018	<a href="#">View</a>
11	CL	Pending for HOD		10 March,2017	<a href="#">View</a>
12	EL	Approved by VC		10 March,2017	<a href="#">View</a>
13	EL	Pending for Personnel Section		9 March,2017	<a href="#">View</a>
14	SL	Pending for Personnel Section		13 February,2017	<a href="#">View</a>
15	EL	Pending for HOD		9 February,2017	<a href="#">View</a>
16	Special CL	Pending for HOD		9 February,2017	<a href="#">View</a>
17	CL	Approved by VC		24 January,2017	<a href="#">View</a>

[Back](#)

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Check the status of any leave that is already applied from the option “**Check Status**”. The progress of any leave application can be found here.

## 5. View Applied Leave Details

The screenshot displays the 'Leave Management Portal' interface. At the top left is the JADAVPUR UNIVERSITY logo and name in Bengali and English. The top right corner shows 'Leave Management Portal'. Below the header, there is a breadcrumb trail: 'Home » View Application'. On the left side, there is a 'Menu' sidebar with options: Dashboard, Apply Leave, Check Status (highlighted in orange), Change Password, Holiday List, and Logout. The main content area is titled 'View Application' and contains a 'Details of Leave Application' box. The details are as follows:


Name of the Applicant:	Tanmay Maity
Role:	Teaching Male
Nature of leave desired:	SL
From:	23/08/2018
To:	31/08/2018
Reason(s) for leave applied:	illness
Look after person:	Amlan Sen

Below the details is a red 'Back' button. At the bottom of the page, there is a footer with 'Copyright © 2018 Leave Management Portal | All rights reserved' on the left and 'Designed & Developed by Data-Core' on the right.

This screen can be viewed from “**Check Status**” option, by clicking on the “**View**” link besides every applied leave.

## 6. Change Password

The screenshot shows the 'Change Password' page of the JADAVPUR UNIVERSITY Leave Management Portal. The page features a header with the university logo and name, and the portal title. A navigation menu on the left lists various options, with 'Change Password' highlighted. The main content area contains a form with two input fields for 'New Password' and 'Confirm Password', and 'Submit' and 'Back' buttons.

Header:  যা দব পুর বিশ্ব বিদ্যালয়  
JADAVPUR UNIVERSITY

Leave Management Portal

Home » Change Password

**Menu**

- Dashboard
- Apply Leave
- Check Status
- Change Password**
- Holiday List
- Logout

Change Password

Change your Password

New Password: \*

Confirm Password: \*

Submit Back

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Type a new password and then re-enter the new password to confirm it. Finally click on “**Submit**” button to save the change.

## 7. Check Holiday List

যাদবপুর বিশ্ববিদ্যালয়  
JADAVPUR UNIVERSITY

Leave Management Portal

Home » Holiday List

**Menu**

- Dashboard
- Apply Leave
- Check Status
- Change Password
- Holiday List**
- Logout

### Holiday List

Serial No.	Date	Purpose	Day	No. of Day (s)
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## 8. Logout

যাদবপুর বিশ্ববিদ্যালয়  
JADAVPUR UNIVERSITY

Leave Management Portal

Home » User Dashboard

\*NOTE : Please check the [Holiday List](#) before applying any leave.

**Menu**

- Dashboard
- Apply Leave
- Check Status
- Change Password
- Holiday List
- Logout**

Welcome Tanmay Maity! Your leave details for the year 2018 !

CL	0	EL	30	SL	1
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