

DUTY LEAVE

USER DOCUMENTATION



Table of Contents

Sl No	Topic	Page No
1	Duty Leave Request	3
2	Duty Leave Status	5

DUTY LEAVE REQUESTS

1. Login to VidyaERP.
2. Go to 'Academics' Menu on the top.
3. Go to 'My Duty Leave Requests' under the 'Duty Leave' Menu and then click on "Create" button.

Save or Discard

Submit Draft Submitted

Student ID: TL15BTCS0007
 Roll No: 2
 First Name: AATHIRA GANESH J
 Last Name:
 Batch: 2015 BTech CSE A
 Branch: Computer Science & Engg.
 Current Academic Period: B.Tech 2015-19 VAS-Thalakkottukara,Thrissur
 Academic Period: B.Tech 2015-19 VAS-Thalakkottukara,Thrissur
 Semester: Semester 7
 University Register Number: VAS15CS002

Application Date: 23/01/2019
 Submitted Date:
 Last Updated Date:
 From Date:
 To Date:
 Full Hours:

Reason for Duty Leave:
 Reason for Cancellation:
 Attachments:
 A size limitation of (less than) 100 kb is set for the file to be uploaded.It could be a text file, Word document, or PDF file etc

Attachment:
 Add an item

4. Enter 'From Date', 'To Date' and 'Reason for Duty Leave'.
5. If you want to apply for particular hours of the day mentioned, untick the 'Full hours' field and delete the unwanted hours.

Save or Discard

Submit Draft Submitted

Student ID: TL15BTCS0007
 Roll No: 2
 First Name: AATHIRA GANESH J
 Last Name:
 Batch: 2015 BTech CSE A
 Branch: Computer Science & Engg.
 Current Academic Period: B.Tech 2015-19 VAS-Thalakkottukara,Thrissur
 Academic Period: B.Tech 2015-19 VAS-Thalakkottukara,Thrissur
 Semester: Semester 7
 University Register Number: VAS15CS002

Application Date: 23/01/2019
 Submitted Date:
 Last Updated Date:
 From Date: 28/01/2019
 To Date: 29/01/2019
 Hours: 1 x

Reason for Duty Leave: TEST
 Reason for Cancellation:
 Attachments:
 A size limitation of (less than) 100 kb is set for the file to be uploaded.It could be a text file, Word document, or PDF file etc

Attachment:
 Add an item

6. To add attachments click on ‘Add an item’ link under the ‘Attachments’ tab.

Note :

While uploading files regarding duty leave, please ensure that file size is less than 100kb. It could be a text file, word document, or PDF file etc. Without attachments you cannot submit the duty leave requests.

7. Submit the request.

You can keep track of the status of your duty leave request.

The status are as follows–

Draft : The request for duty leave is in draft status and yet to be submitted.

Submitted : The duty leave request is submitted to your GT.

Forwarded : The duty leave request is forwarded to HoD by your GT.

Approved : The duty leave request approved by HoD and duty leave credited to the concerned courses.

Rejected : The duty leave request is rejected by your higher authorities.

To Cancel : The duty leave request cancellation initiated by you and yet to be Cancelled.

Cancelled : The duty leave request is approved.

Expired : The duty leave request is expired after closing date.

DUTY LEAVE REQUESTS-OTHERS

You can view the duty leaves applied by faculties on behalf of you in ‘Duty Leave Requests – Others’ Menu.

Duty Leave Requests - Others												
Student ID	Roll No	First Name	Last Name	Batch	Branch	Current Academic Period	Semester	University Register Number	From Date	To Date	Status	
TL15BTCS0007	2	AATHIRA GANESH J		2015 BTech CSE A	Computer Science & Engg.	B.Tech 2015-19 VAS- Thalakkottukara, Thrissur	Semester 7	VAS15CS002	19/11/2018	19/11/2018	Submitted	
TL15BTCS0007	2	AATHIRA GANESH J		2015 BTech CSE A	Computer Science & Engg.	B.Tech 2015-19 VAS- Thalakkottukara, Thrissur	Semester 7	VAS15CS002	08/10/2018	08/10/2018	Approved	
TL15BTCS0007	2	AATHIRA GANESH J		2015 BTech CSE A	Computer Science & Engg.	B.Tech 2015-19 VAS- Thalakkottukara, Thrissur	Semester 7	VAS15CS002	01/10/2018	01/10/2018	Expired	
TL15BTCS0007	2	AATHIRA GANESH J		2015 BTech CSE A	Computer Science & Engg.	B.Tech 2015-19 VAS- Thalakkottukara, Thrissur	Semester 7	VAS15CS002	04/09/2018	04/09/2018	Expired	

DUTY LEAVE STATUS

1. Login to VidyaERP.
2. Go to 'Academics' Menu on the top.
3. Go to 'My Duty Leave Status' under the 'Duty Leave' Menu .
4. Click on 'Get Status' button.



TL15BTCS0007

Save or Discard

Student ID TL15BTCS0007

Roll No 2

First Name AATHIRA GANESH J

Last Name

Batch 2015 BTech CSE A

Branch Option Computer Science & Engg.

Report Date 24/01/2019

Current Academic Period B.Tech 2015-19 VAS-Thalakkottukara,Thrissur

Academic Period B.Tech 2015-19 VAS-Thalakkottukara,Thrissur

Semester Semester 7

University Register Number VAS15CS002

Get Status

Duty Leave Status

Course	Attendance Percentage	Requested duty leaves	Allotted duty leaves	Duty Leave Percentage
LIBRARY/GATE	100.00	0	0	0.00
COMPILER DESIGN LAB Batch 1	64.29	0	0	0.00
SEMINAR & PROJECT PRELIMINARY	59.09	4	1	4.55
DIGITAL IMAGE PROCESSING	84.91	2	0	0.00
CRYPTOGRAPHY AND NETWORKS SECURITY	77.55	1	1	2.04
DISTRIBUTED COMPUTING	86.00	0	0	0.00
COMPUTER SYSTEM ARCHITECTURE	82.14	1	0	0.00
PROGRAMMING PARADIGMS	81.03	2	0	0.00
COMPUTER GRAPHICS	76.06	1	1	1.41
PROJECT PRELIMINARY Batch 1	33.33	0	0	0.00

Thank You