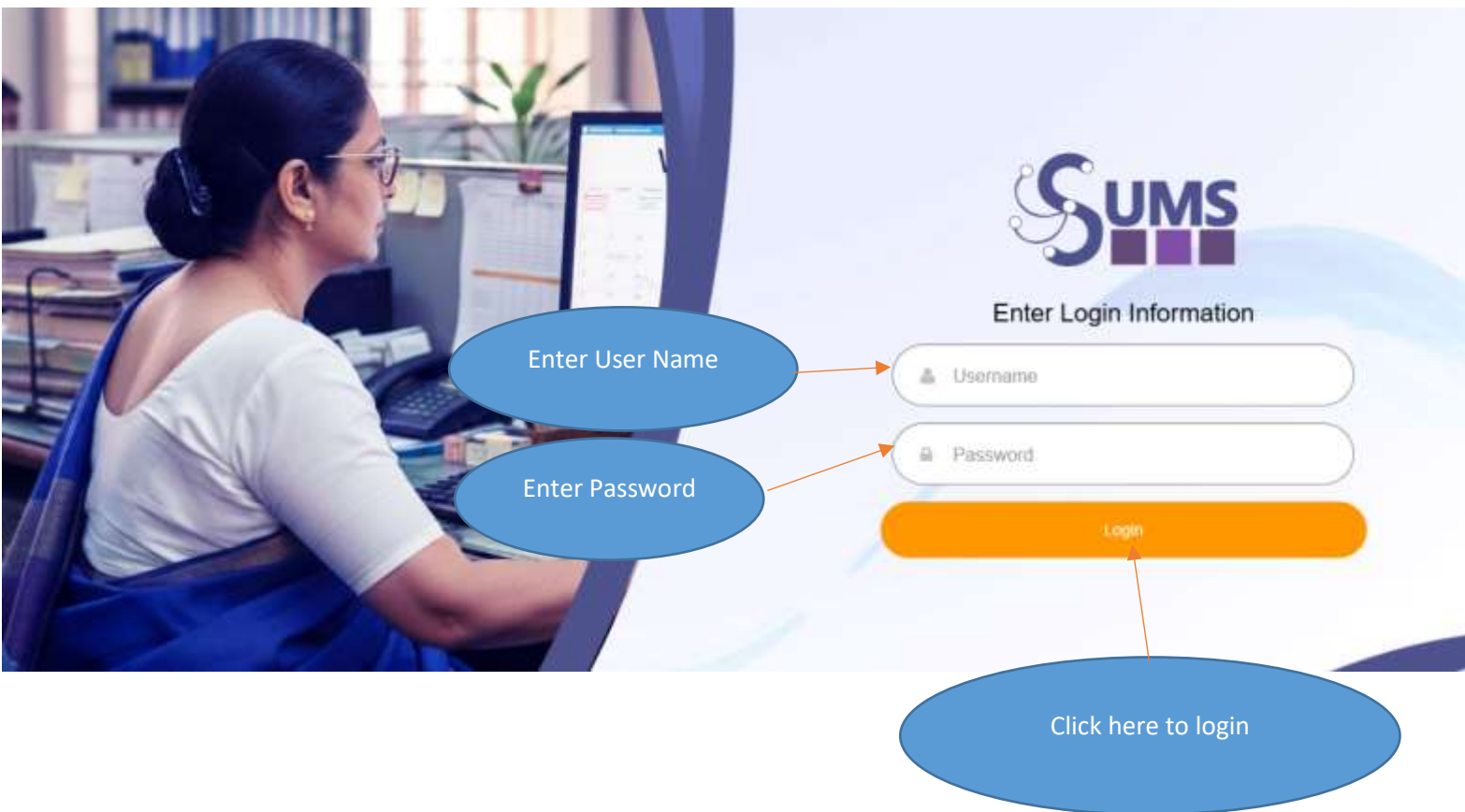


User Manual

1. **Login Page:** The **Login Page** is the entry point to the **SUMS (Student University Management System)** application. It allows authorized users to securely access the system by entering their valid login credentials.

URL: <https://dashboard.sumsraj.com/sumsraj-login.html>



- Open the application using the above URL.
- Enter your **Username**.
- Enter your **Password**.
- Click the **Login button**.
- Both Username and Password are mandatory.
- Password is displayed in masked format for security.
- On successful authentication, the user is redirected to the Dashboard.
- If invalid credentials are entered, an appropriate error message is displayed.
- Only authorized users can access the application.

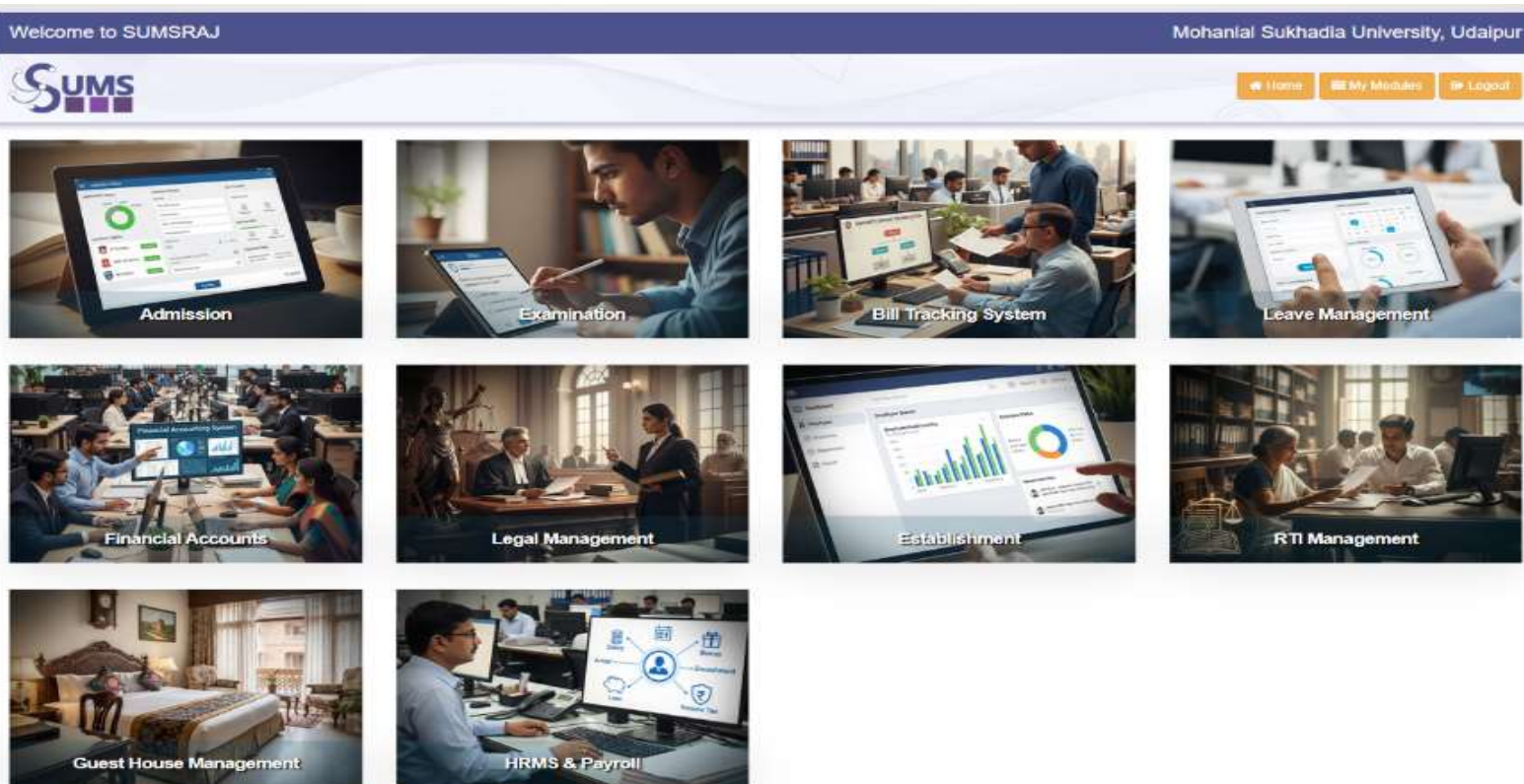
2. **Home Page:** The **Home Page** is displayed after a successful login and serves as the main landing page, allowing users to select the university and navigate to the required modules.



- Displays the Welcome message and **current Date & Time**.
- Shows the **SUMS** application logo.
- Provides the **Home** button to return to the Home page at any time.
- Provides the **Logout** button to securely exit the application.
- Displays the list of available universities.
- **Click** on the desired University to access its respective modules and services.
- Only **authenticated users** can access this page.
- Users should click **Logout** after completing their work to end the session securely.

2.1 Mohanlal Sukhadia University – Udaipur

- **Module Selection Page:** This page is displayed after selecting **Mohanlal Sukhadia University, Udaipur** from the Home page. It allows users to access different functional modules of the SUMS application based on their role and permissions.

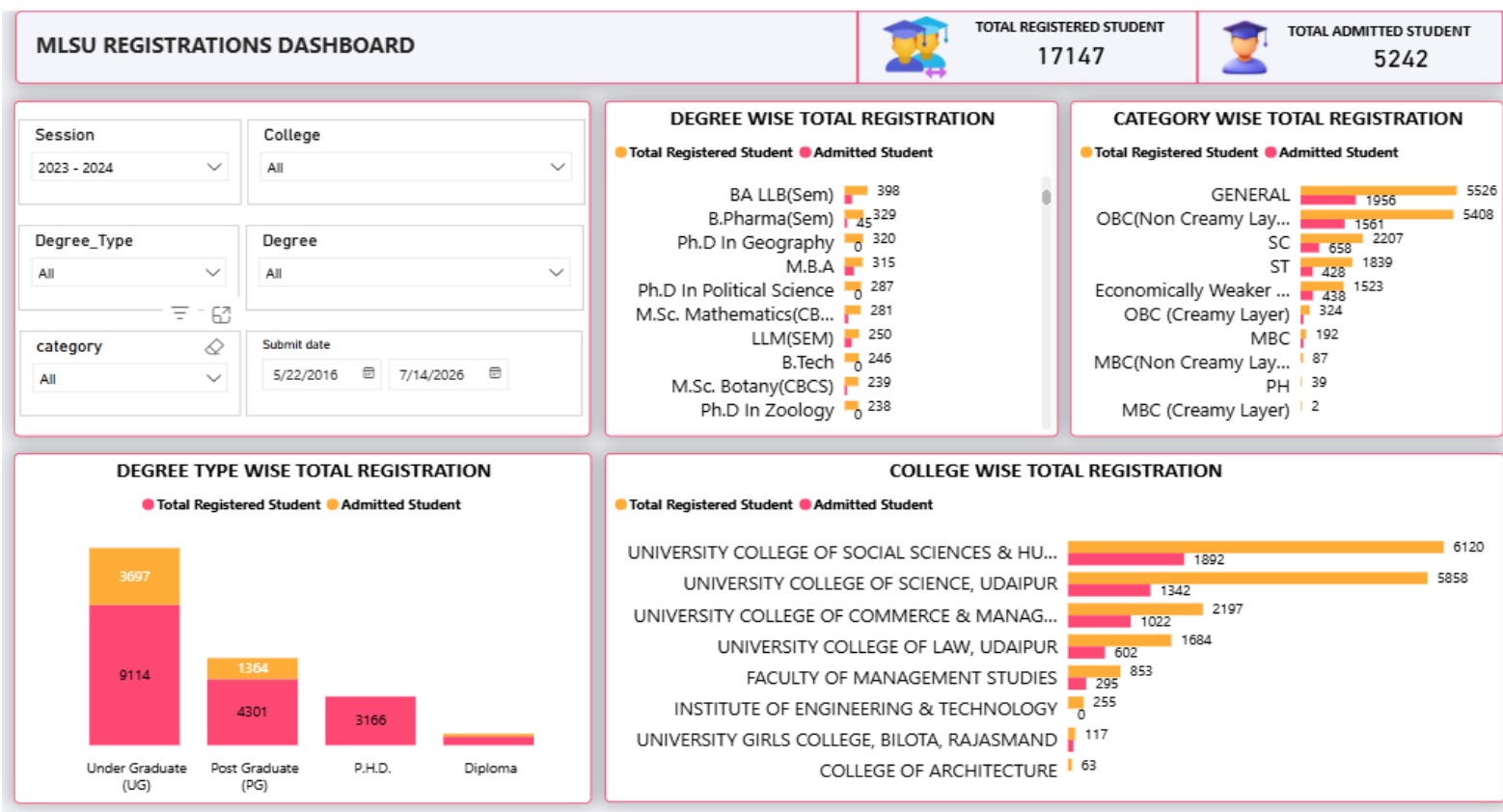


- Displays the **selected university** name at the top of the page.
- Provides the **Home** button to return to the Home page.
- Provides the **My Modules** button to view the modules assigned to the logged-in user.
- Provides the **Logout** button to securely exit the application.
- Displays all available application modules in a tile-based layout.
- Click on the required module to access its functionalities.
- Only modules assigned to the **logged-in** user can be accessed.
- Users can navigate between modules using the available menu options.
- The page serves as the central navigation hub for all **university management activities**.

Available Modules:

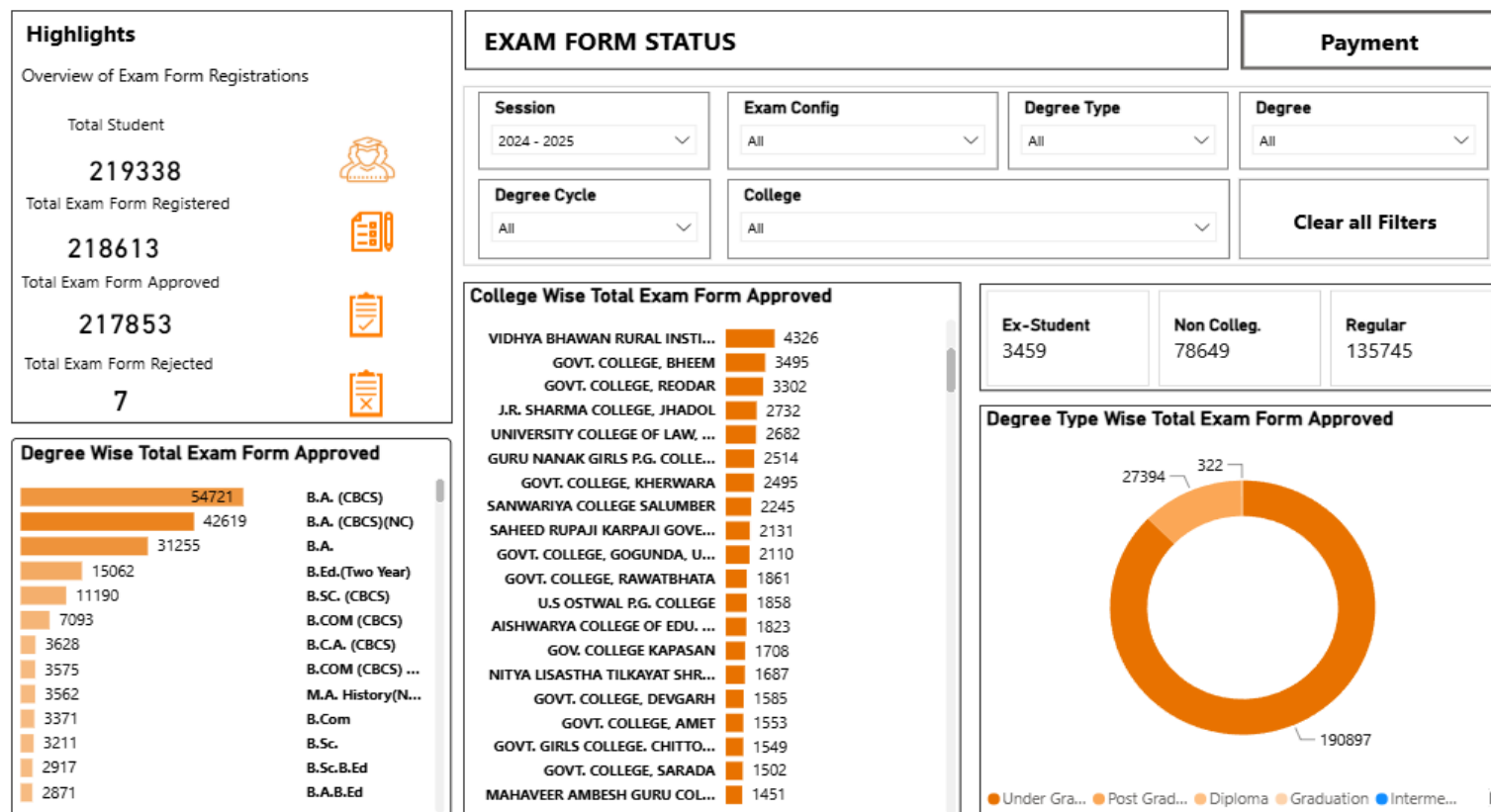
- Admission
- Examination
- Bill Tracking System
- Leave Management
- Financial Accounts
- Legal Management
- Establishment
- RTI Management
- Guest House Management
- HRMS & Payroll

- 2.1.1 **Admission Module (MLSU Registration Dashboard):** The MLSU Registration Dashboard provides a comprehensive overview of student registration and admission statistics. Users can apply filters to analyze data based on session, college, degree, category, and submission date.



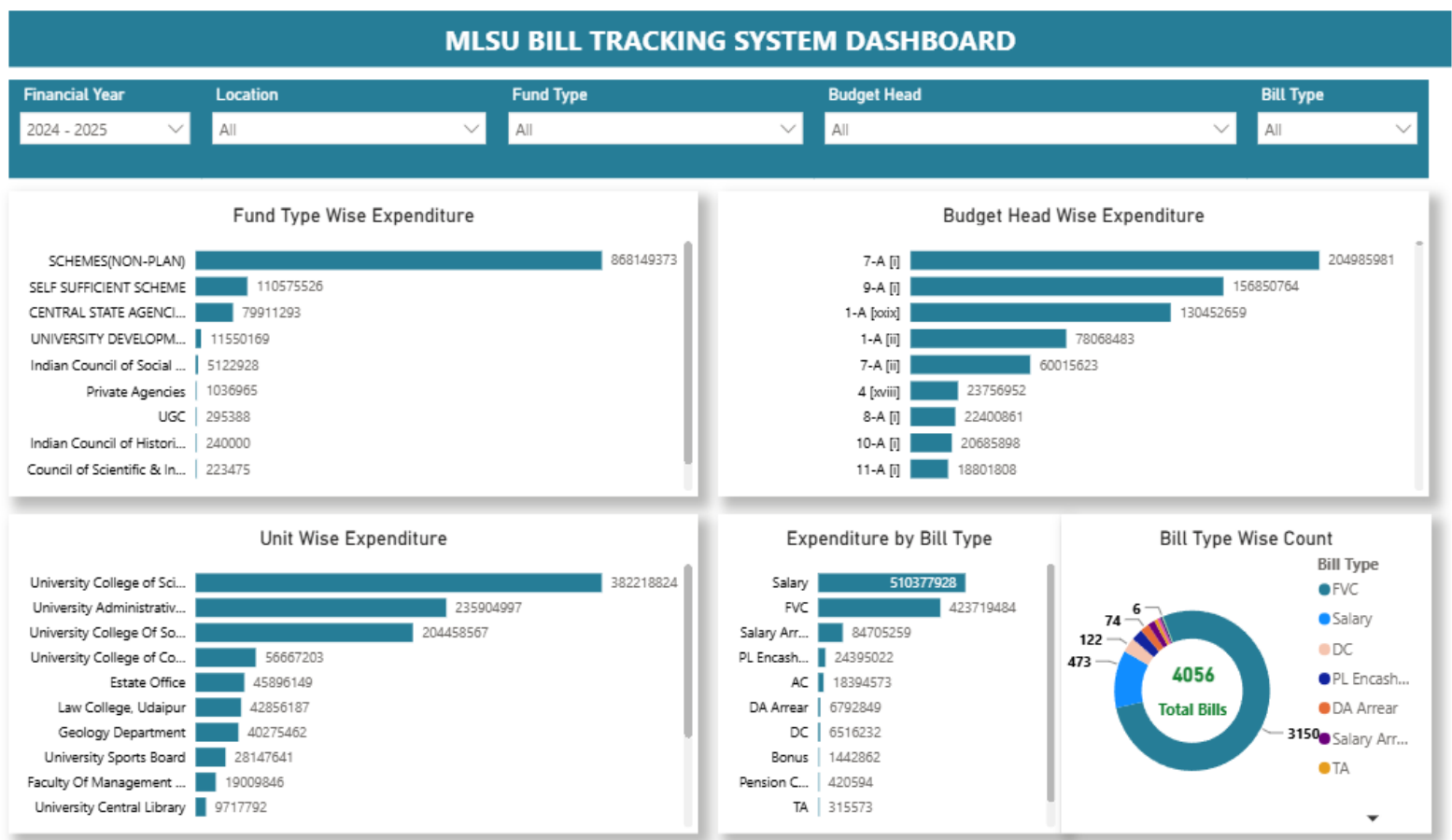
- Displays the **Total Registered Students** and **Total Admitted Students**.
- Provides filter options for:
 - Session
 - College
 - Degree Type
 - Degree
 - Category
 - Submission Date Range
- Select the required filter values to view specific registration data.
- Displays **Degree-wise Total Registration** in graphical format.
- Displays **Category-wise Total Registration** in graphical format.
- Displays **Degree Type-wise Total Registration** (UG, PG, Ph.D., Diploma).
- Displays **College-wise Total Registration** for all affiliated colleges.
- Charts are updated automatically based on the selected filters.
- Use the **Home** button to return to the Home page.
- Use the **My Modules** button to navigate back to the list of assigned modules.
- Use the **Logout** button to securely exit the application.
- The dashboard is intended for monitoring and analyzing admission and registration statistics.

2.2 **Examination Module (Exam Form Status Dashboard) :** The **Exam Form Status Dashboard** provides a consolidated view of exam form registration, approval, and rejection statistics. Users can apply filters to analyze exam form data across different sessions, colleges, and degree categories.



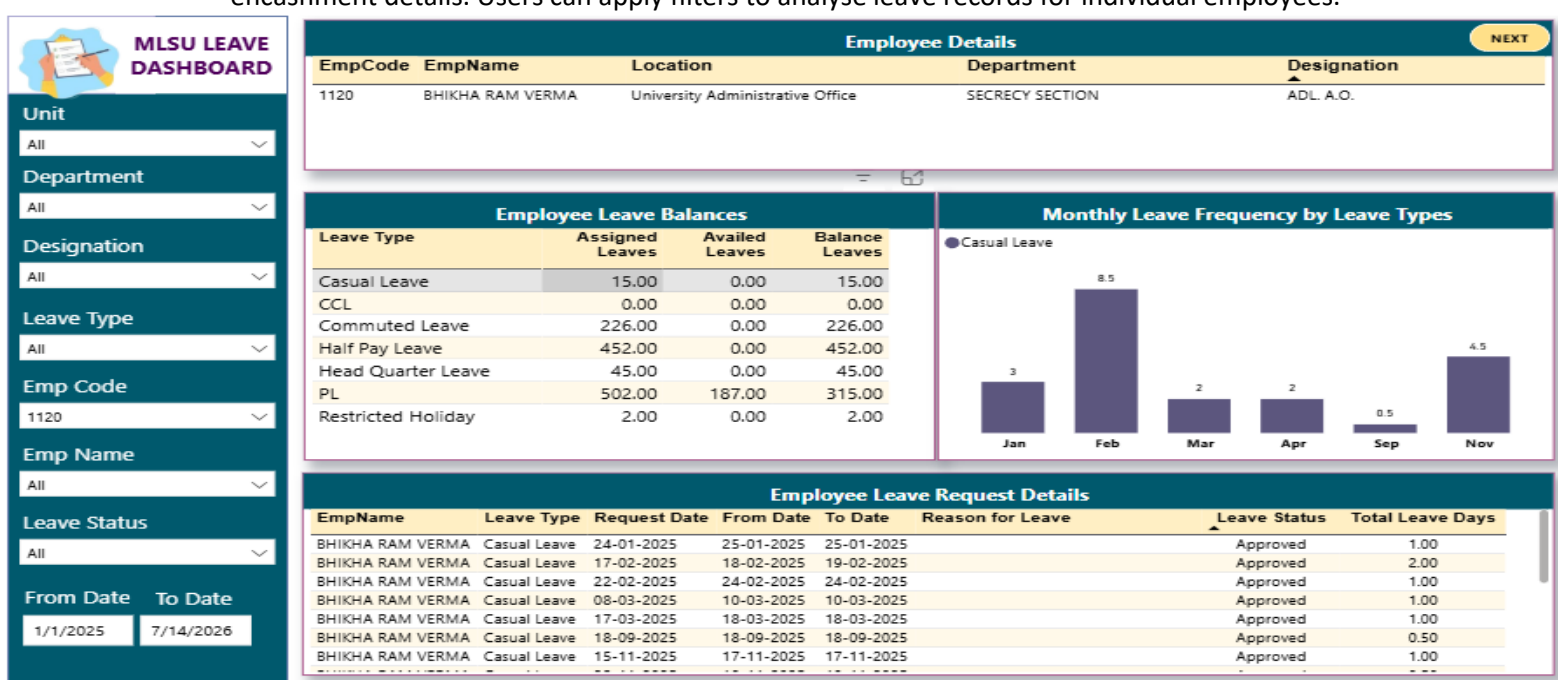
- Displays key highlights, including:
 - Total Students
 - Total Exam Forms Registered
 - Total Exam Forms Approved
 - Total Exam Forms Rejected
- Provides filter options for:
 - Session
 - Exam Configuration
 - Degree Type
 - Degree
 - Degree Cycle
 - College
- Click **Clear All Filters** to reset all selected filters.
- Displays **College-wise Total Exam Forms Approved** in graphical format.
- Displays **Degree-wise Total Exam Forms Approved** in graphical format.
- Displays **Degree Type-wise Total Exam Forms Approved** using a doughnut chart.
- displays category-wise statistics for **Regular**, **Non-College**, and **Ex-Student** exam forms.
- All charts and statistics are automatically updated based on the selected filters.
- Use the **Home** button to return to the Home page.
- Use the **My Modules** button to navigate to the assigned modules.
- Use the **Logout** button to securely exit the application.

2.3 **Bill Tracking System Module (Bill Tracking System Dashboard):** The **Bill Tracking System Dashboard** provides a centralized view of bill expenditure and financial data. Users can apply filters to analyse expenditure based on financial year, location, fund type, budget head, and bill type.



- Displays filter options for:
 - Financial Year
 - Location
 - Fund Type
 - Budget Head
 - Bill Type
- Select the required filter values to view specific expenditure data.
- Displays **Fund Type-wise Expenditure** in graphical format.
- Displays **Budget Head-wise Expenditure** in graphical format.
- Displays **Unit-wise Expenditure** across departments and units.
- Displays **Expenditure by Bill Type** in graphical format.
- Displays **Bill Type-wise Count** with the total number of bills processed.
- All charts and statistics are automatically updated based on the selected filters.
- Users can scroll within charts to view additional records.
- The dashboard provides real-time insights for monitoring bill processing and expenditure analysis.

- 2.4 Leave Management:** The **Leave Management Dashboard** provides a comprehensive view of employee leave information, including leave balances, leave requests, leave frequency, and leave encashment details. Users can apply filters to analyse leave records for individual employees.



Leave Dashboard

- Displays employee details such as **Employee Code, Name, Location, Department, and Designation.**
- Provides filter options for:
 - Unit
 - Department
 - Designation
 - Leave Type
 - Employee Code
 - Employee Name
 - Leave Status
 - From Date and To Date
- Displays **Employee Leave Balances**, including Assigned, Availed, and Balance Leave.
- Displays **Monthly Leave Frequency** by leave type in graphical format.
- Displays **Employee Leave Request Details**, including request date, leave period, reason, leave status, and total leave days.
- All data is updated automatically based on the selected filters.
- Click **Next** to navigate to the **Leave Encashment Details** page.

- 2.4.1 **Leave Encashment Dashboard:** The **Leave Encashment Dashboard** provides employee-wise leave encashment details, including leave balance, encashment amount, salary components, and net payment.

MLSU LEAVE ENCASHMENT DETAILS

Unit

All

Department

All

Designation

All

Leave Type

All

Emp Code

838

Emp Name

All

Year

All

BACK

Employee Details

NEXT

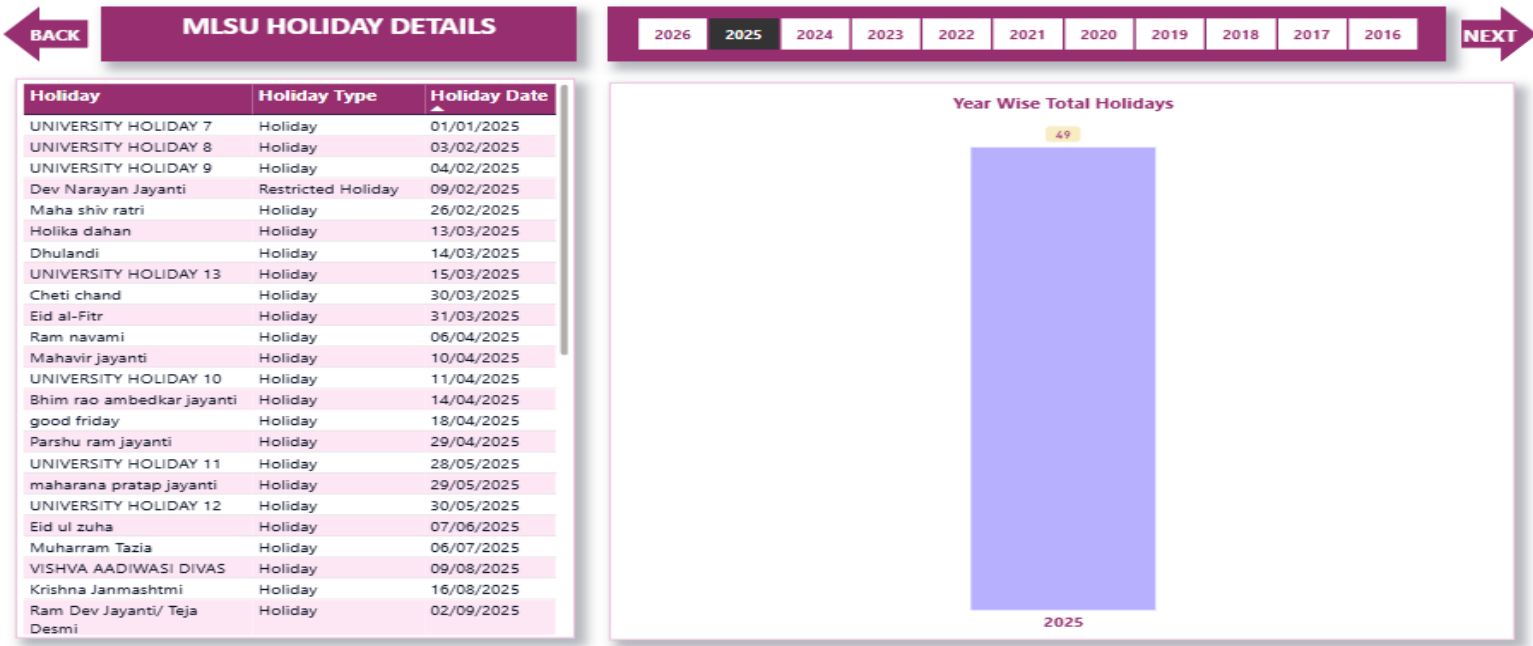
EmpCode	EmpName	Location	Department	Designation
838	K.B. JOSHI	University College of Science	PHYSICS	PROFESSOR

Leave Encashment Details

Leave Type	Total Encashed Leaves	Encashment Date	Month	Year	Basic	DA	SP	Total Gross	Income Tax	Net Payment
PL	15.00	16/04/2026	APR	2026	193,800.00	112,404.00	0.00	153,102.00	45,931.00	107,171.00
PL	15.00	21/04/2025	APR	2025	188,200.00	103,510.00	0.00	145,855.00	43,757.00	102,098.00
PL	15.00	08/04/2024	APR	2024	182,700.00	91,350.00	0.00	137,025.00	42,000.00	95,025.00
PL	15.00	09/06/2023	JUN	2023	177,400.00	74,508.00	0.00	125,954.00	38,000.00	87,954.00
PL	15.00	21/07/2022	JUL	2022	177,400.00	60,316.00	0.00	118,858.00	36,000.00	82,858.00
PL	15.00	20/09/2021	SEP	2021	172,200.00	48,216.00	0.00	110,208.00	33,500.00	76,708.00
PL	15.00	16/06/2020	JUN	2020	162,300.00	27,591.00	0.00	94,946.00	28,500.00	66,446.00
PL	15.00	16/12/2019	DEC	2019	162,300.00	19,476.00	0.00	90,888.00	27,300.00	63,588.00

- Displays employee details such as **Employee Code, Name, Location, Department, and Designation.**
- Provides filter options to search employee-wise leave encashment records.
- Displays detailed **Leave Encashment** information, including:
 - Leave Type
 - Total Encashed Leaves
 - Encashment Date
 - Month and Year
 - Basic Pay
 - Dearness Allowance (DA)
 - Special Pay (SP)
 - Total Gross
 - Income Tax
 - Net Payment
- Users can scroll through the records to view complete details.
- Click **Back** to return to the **Leave Dashboard.**
- Click **Next** to navigate to the next report or dashboard, if available

2.4.2 **Holiday Details Dashboard:** The **Holiday Details Dashboard** provides a year-wise view of university holidays. Users can browse the holiday list, view holiday types, and analyze the total number of holidays for a selected year.



- Click **Next** from the **Leave Encashment Dashboard** to open the **Holiday Details Dashboard**.
- Displays the list of holidays for the selected year.
- Shows details including:
 - Holiday Name
 - Holiday Type
 - Holiday Date
- Provides **year selection tabs** to view holiday details for different years.
- Display a **Year-wise Total Holidays** chart for the selected year.
- Users can scroll through the holiday list to view all records.
- Click **Back** to return to the **Leave Encashment Dashboard**.
- Click **Next** to navigate to the next dashboard, if available.
- The holiday list and chart are updated automatically based on the selected year.

2.4.3 Leave Type Details Dashboard: The **Leave Type Details Dashboard** provides detailed information about all leave types available in the university. Users can filter leave policies based on employee category, leave type, nature, cashability, carry forward, and off-covered status.

MLSU LEAVE TYPE DETAILS			Employee Category		Leave Type				
			Select all	NON-TEACHING	All		BACK		
Nature			Cashable		Carry Forward		Off Covered		
Select all	FIXED PAY	PERMANENT	All		All		Select all	NOT-OFFCOVERED	OFFCOVERED

Leave Type	Emp Category	Nature	Carry Forward	Off Covered	Cashable	Max. Cashable	Max. Per Year	Total Leave Limit	Total Leave Bal. Limit
Academic Leave	TEACHING	PERMANENT	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	15	0	15
Casual Leave	NON-TEACHING	FIXED PAY	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	12	0	12
Casual Leave	TEACHING	FIXED PAY	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	12	0	12
Casual Leave	NON-TEACHING	PERMANENT	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	15	0	15
Casual Leave	TEACHING	PERMANENT	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	15	0	15
CCL	NON-TEACHING	FIXED PAY	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	0	0	15
CCL	NON-TEACHING	PERMANENT	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	0	0	15
Commutated Leave	NON-TEACHING	PERMANENT	CARRYFORWARD	OFFCOVERED	NOT-CASHABLE	0	10	10	900
Commutated Leave	TEACHING	PERMANENT	CARRYFORWARD	OFFCOVERED	NOT-CASHABLE	0	10	10	900
Duty Leave	TEACHING	FIXED PAY	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	15	0	15
Duty Leave	TEACHING	PERMANENT	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	35	0	35
Half Holiday	NON-TEACHING	FIXED PAY	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	0	0	0
Half Holiday	TEACHING	FIXED PAY	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	0	0	0
Half Holiday	NON-TEACHING	PERMANENT	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	0	0	0
Half Holiday	TEACHING	PERMANENT	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	0	0	0
Half Pay Leave	TEACHING	PERMANENT	CARRYFORWARD	OFFCOVERED	NOT-CASHABLE	0	20	20	700
Half Pay Leave	NON-TEACHING	PERMANENT	CARRYFORWARD	OFFCOVERED	NOT-CASHABLE	0	20	20	1500
Head Quarter Leave	NON-TEACHING	FIXED PAY	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	60	0	60
Head Quarter Leave	TEACHING	FIXED PAY	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	60	0	60
Head Quarter Leave	NON-TEACHING	PERMANENT	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	60	0	60
Head Quarter Leave	TEACHING	PERMANENT	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	60	0	60
Holiday	NON-TEACHING	FIXED PAY	NOT-CARRYFORWARD	NOT-OFFCOVERED	NOT-CASHABLE	0	0	0	0

- Click **Next** from the **Holiday Details Dashboard** to open the **Leave Type Details Dashboard**.

- Provides filter options for:

- Employee Category
- Leave Type
- Nature
- Cashable
- Carry Forward
- Off Covered

- Display the complete list of leave types based on the selected filters.

- Shows detailed information for each leave type, including:

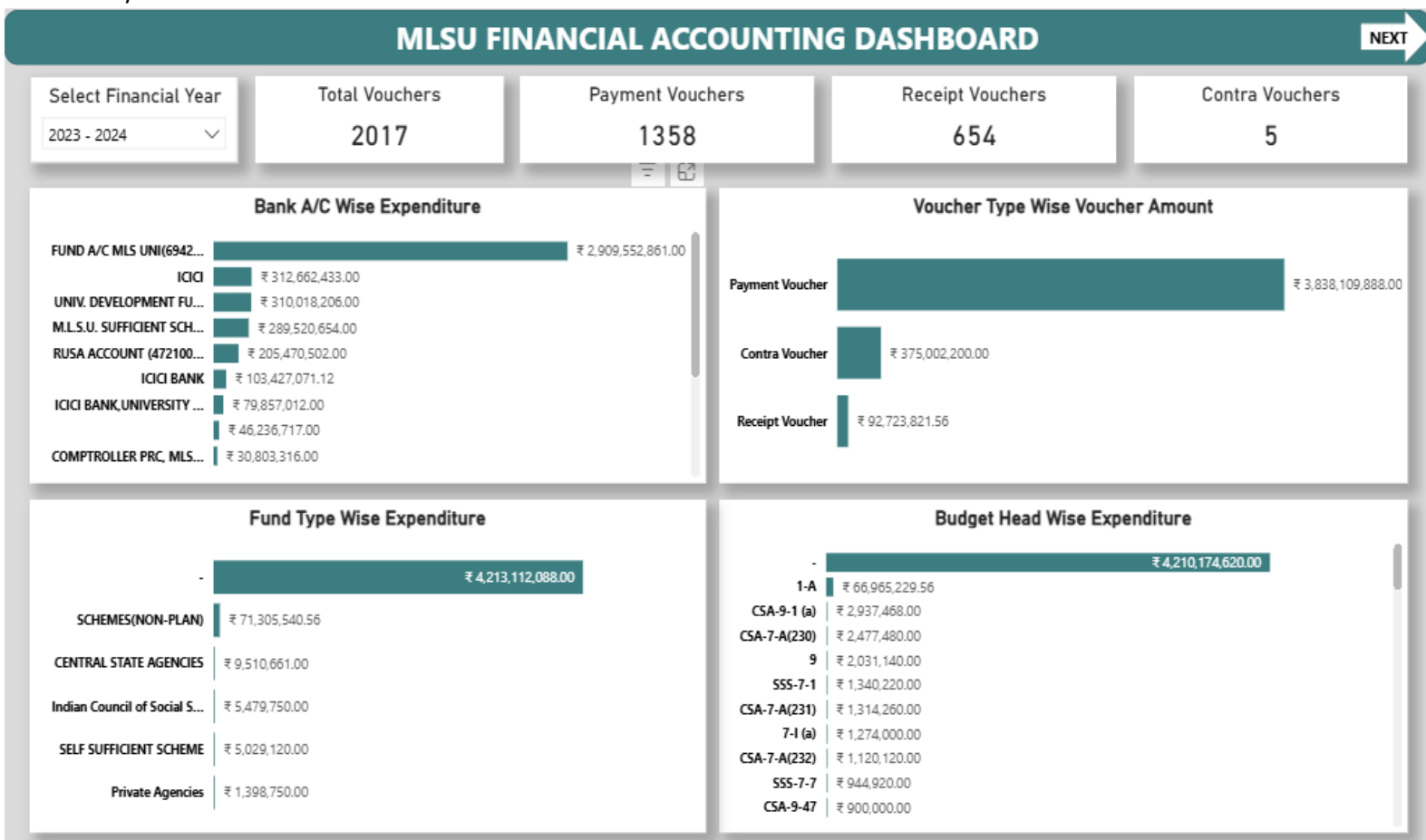
- Leave Type
- Employee Category
- Nature
- Carry Forward Status
- Off Covered Status
- Cashable Status
- Maximum Cashable Leaves
- Maximum Leaves per Year
- Total Leave Limit
- Total Leave Balance Limit

- Users can scroll through the table to view all leave type records.

- The displayed data is automatically updated based on the selected filters.

- Click **Back** to return to the **Holiday Details Dashboard**.

2.5 Financial Accounts(Financial Accounting Dashboard) : The **Financial Accounting Dashboard** provides a consolidated view of financial transactions and expenditure. Users can analyse voucher details and expenditure across bank accounts, fund types, voucher types, and budget heads for the selected financial year.

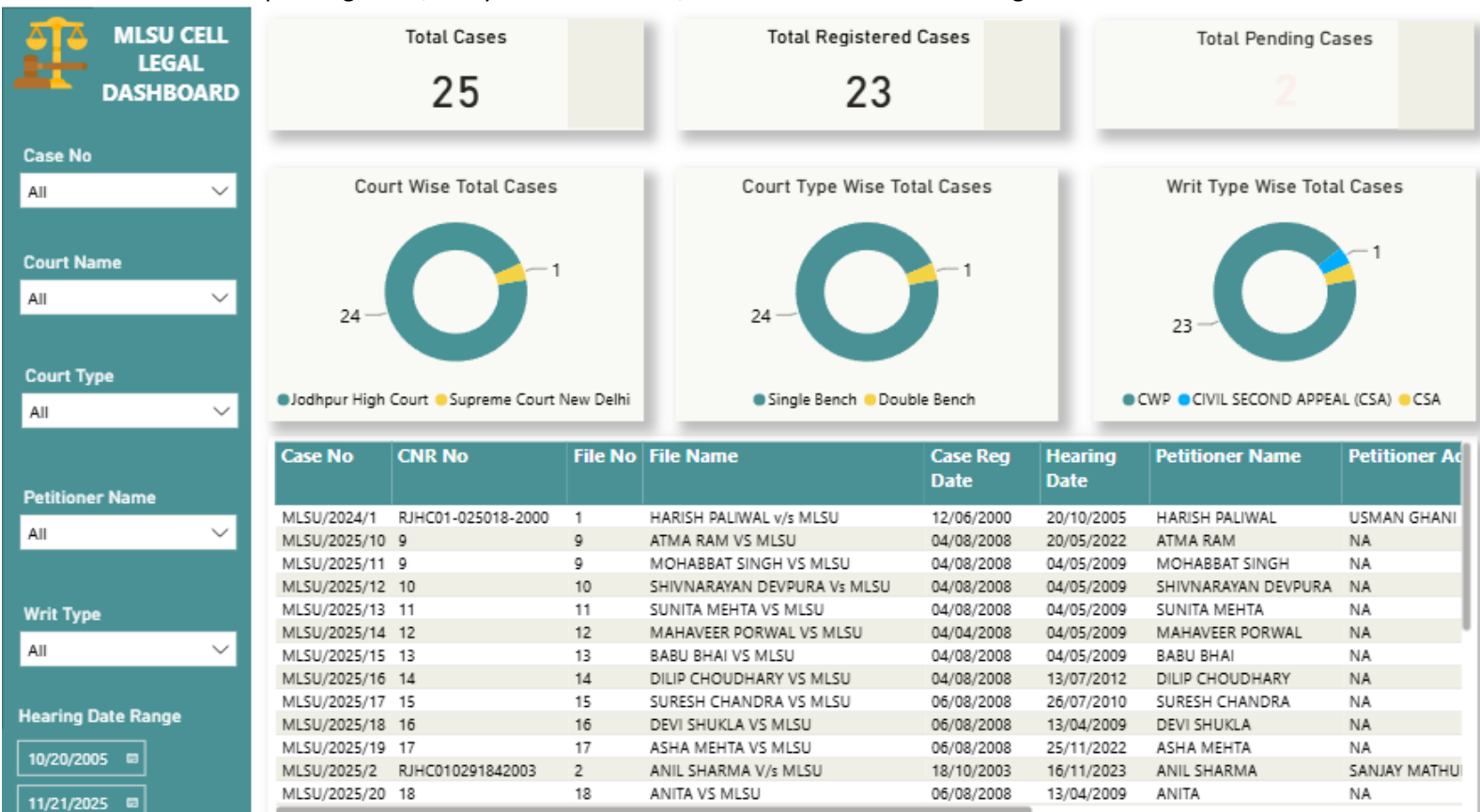


- 2.5.1 **.Financial Voucher Details Dashboard:** The **Financial Voucher Details Dashboard** provides detailed information about financial vouchers. Users can search and filter voucher records based on financial year, voucher number, amount, bank details, and voucher date.

MLSU FINANCIAL ACCOUNTING DASHBOARD							
Select Financial Year	Search Manual Voucher No	Search Voucher Amount	Search Inst Bank Name	Search Bank Name	Search Voucher Date		
2024 - 2025	All	All	All	All	2/9/2013	7/10/2026	
Voucher No	Voucher Date	Voucher Amount	Bank Name	Instrument Bank Name	Inst. No	A/C No	In Favour Of
1	30/09/2022	₹ 240,000.00					PLN/NEFT/INC
1023	17/03/2023	₹ 198,500.00					PLN/RTGS/INC
01	01/04/2024	₹ 55,096.00			Cash		UAO/Cash/INC
UT/BP-1	01/04/2024	₹ 525,182.00	ICICI BANK, UNIVERSITY CAMPUS (ICIC0006942)	FUND A/C MLS UNI(694205000011)	1	694205003943	DIRECTOR Faculty Of Management Studies
UT/BP-1	01/04/2024	₹ 525,182.00	ICICI BANK,UNIVERSITY CAMPUS,UDAIPUR (ICIC0006942)	FUND A/C MLS UNI(694205000011)	2	694205003943	DIRECTOR Faculty Of Management Studies
UT/BP-10	01/04/2024	₹ 266,954.00	ICICI BANK,B.N. COLLEGE,UDAIPUR (ICIC0006932)	FUND A/C MLS UNI(694205000011)	1	693201022516	CHIEF WARDEN Hostels
UT/BP-11	01/04/2024	₹ 59,093.00	ICICI BANK,UNIVERSITY CAMPUS,UDAIPUR (ICIC0006942)	FUND A/C MLS UNI(694205000011)	1	694201700530	GOLDEN JUBILEE UNIVERSITY GUEST HOUSE
UT/BP-12	01/04/2024	₹ 1,124,857.00	ICICI BANK, UNIVERSITY CAMPUS (ICIC0006942)	FUND A/C MLS UNI(694205000011)	1	694205002974	Dean College Of Law
UT/BP-12	01/04/2024	₹ 1,124,857.00	ICICI BANK,UNIVERSITY CAMPUS,UDAIPUR (ICIC0006942)	FUND A/C MLS UNI(694205000011)	2	694205002974	Dean College Of Law
UT/BP-12	01/04/2024	₹ 1,124,857.00	ICICI BANK,UNIVERSITY CAMPUS,UDAIPUR (ICIC0006942)	FUND A/C MLS UNI(694205000011)	3	694205002974	Dean College Of Law
UT/BP-13	01/04/2024	₹ 289,742.00	ICICI BANK,UNIVERSITY CAMPUS,UDAIPUR (ICIC0006942)	FUND A/C MLS UNI(694205000011)	1	694201700663	Dy. Librarian UCL
UT/BP-2	01/04/2024	₹ 10,281,281.00	ICICI BANK,BAPU BAZAR,UDAIPUR (ICIC0006933)	FUND A/C MLS UNI(694205000011)	1	693305001946	Dean College Of Science
UT/BP-3	01/04/2024	₹ 8,056,672.00	ICICI BANK,UNIVERSITY CAMPUS,UDAIPUR (ICIC0006942)	FUND A/C MLS UNI(694205000011)	1	694205001278	DEAN UCSSH
UT/BP-4	01/04/2024	₹ 3,271,853.00	ICICI BANK,UNIVERSITY CAMPUS,UDAIPUR (ICIC0006942)	FUND A/C MLS UNI(694205000011)	1	694205000054	MLS UNIVERSITY UDR ADMN OFFICE
UT/BP-5	01/04/2024	₹ 1,641,767.00	ICICI BANK,B.N. COLLEGE,UDAIPUR (ICIC0006932)	FUND A/C MLS UNI(694205000011)	1	693205000384	Head Department of Geology
UT/BP-6	01/04/2024	₹ 2,000.00	ICICI BANK,B.N. COLLEGE,UDAIPUR (ICIC0006932)	FUND A/C MLS UNI(694205000011)	1	693201063004	Dean Student Welfare
UT/BP-7	01/04/2024	₹ 253,961.00	ICICI BANK,B.N. COLLEGE,UDAIPUR (ICIC0006932)	FUND A/C MLS UNI(694205000011)	1	693201063131	CHAIRMAN UNIVERSITY SPORT BOARD, UDAIPUR
UT/BP-8	01/04/2024	₹ 1,731,871.00	ICICI BANK, R.C.A BRANCH (ICIC0006939)	FUND A/C MLS UNI(694205000011)	1	693905110587	The Dean UCCMS
UT/BP-9	01/04/2024	₹ 126,589.00	ICICI BANK,UNIVERSITY CAMPUS,UDAIPUR (ICIC0006942)	FUND A/C MLS UNI(694205000011)	1	694201701553	Estate officer
UT/BP-90	01/04/2024	₹ 768,460.00	ICICI BANK,UNIVERSITY CAMPUS,UDAIPUR (ICIC0006942)	FUND A/C MLS UNI(694205000011)	1	6942050001278	DEAN UCSSH
UT/BP-91	01/04/2024	₹ 59,000.00	CANARA BANK (CNRB0000158)	FUND A/C MLS UNI(694205000011)	1	0158101000975	ASSOCIATION OF INDIAN UNIVERSITIES
02	02/04/2024	₹ 45,760.00			Cash		UAO/Cash/INC
03	03/04/2024	₹ 55,750.00			Cash		UAO/Cash/INC

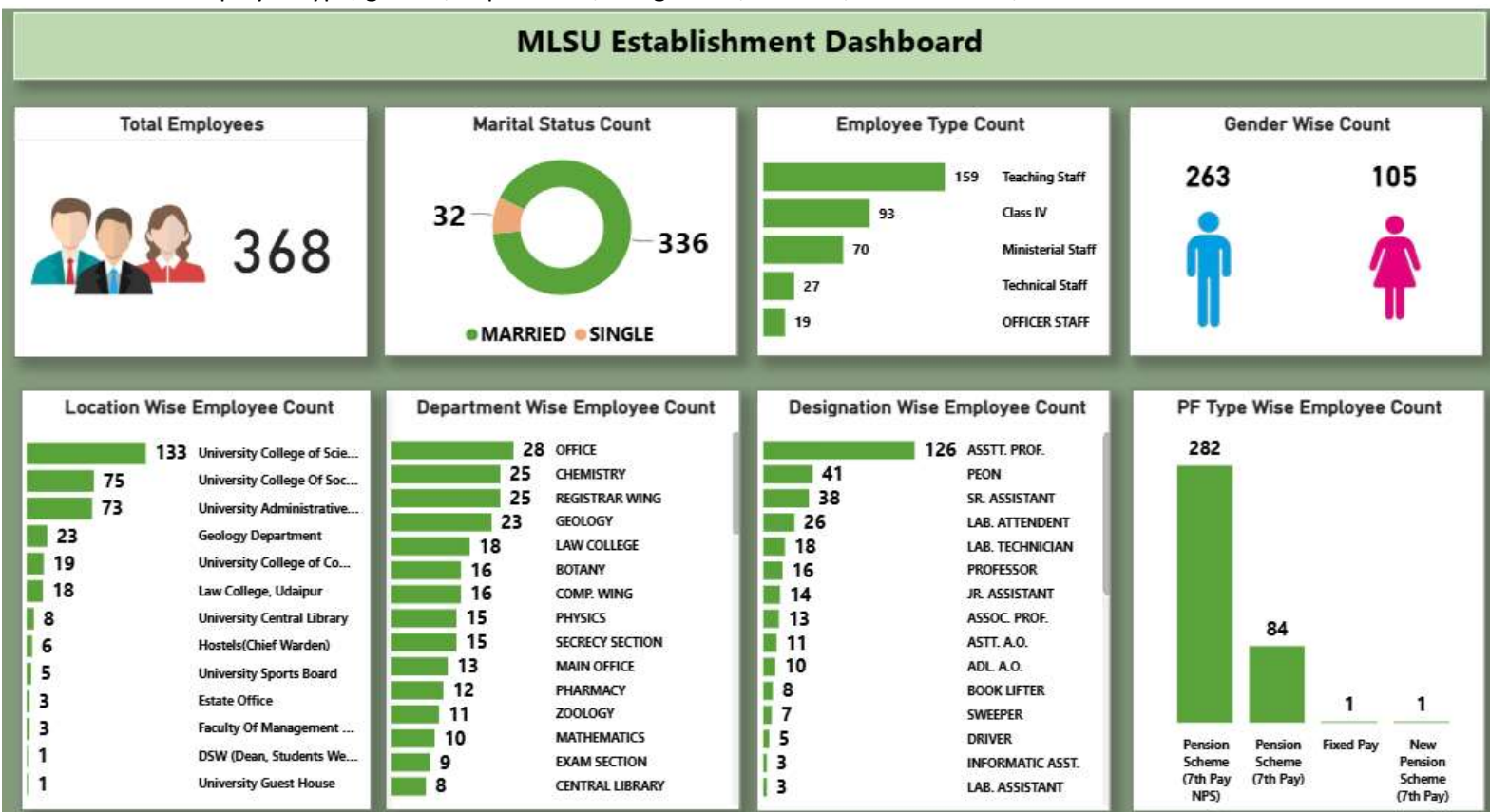
- Click **Next** from the **Financial Accounting Dashboard** to open the **Financial Voucher Details Dashboard**.
- Select the **Financial Year** to view voucher records for the selected period.
- Use the search filters to find specific voucher records by:
 - Manual Voucher Number
 - Voucher Amount
 - Instrument Bank Name
 - Bank Name
 - Voucher Date
- Displays detailed voucher information, including:
 - Voucher Number
 - Voucher Date
 - Voucher Amount
 - Bank Name
 - Instrument Bank Name
 - Instrument Number
 - A/C Number
 - In Favour Of
- Users can scroll through the table to view all voucher records.
- The voucher list is automatically updated based on the selected search criteria.
- Click **Back** to return to the **Financial Accounting Dashboard**.
- Use the **Home** button to return to the Home page.
- Use the **My Modules** button to navigate to the assigned modules.
- Use the **Logout** button to securely exit the application.

- 2.6 **Legal Management(Legal Cell Management Dashboard):** The **Legal Cell Management Dashboard** provides a centralized view of legal case information. Users can monitor registered and pending cases, analyze case statistics, and search case records using various filters.



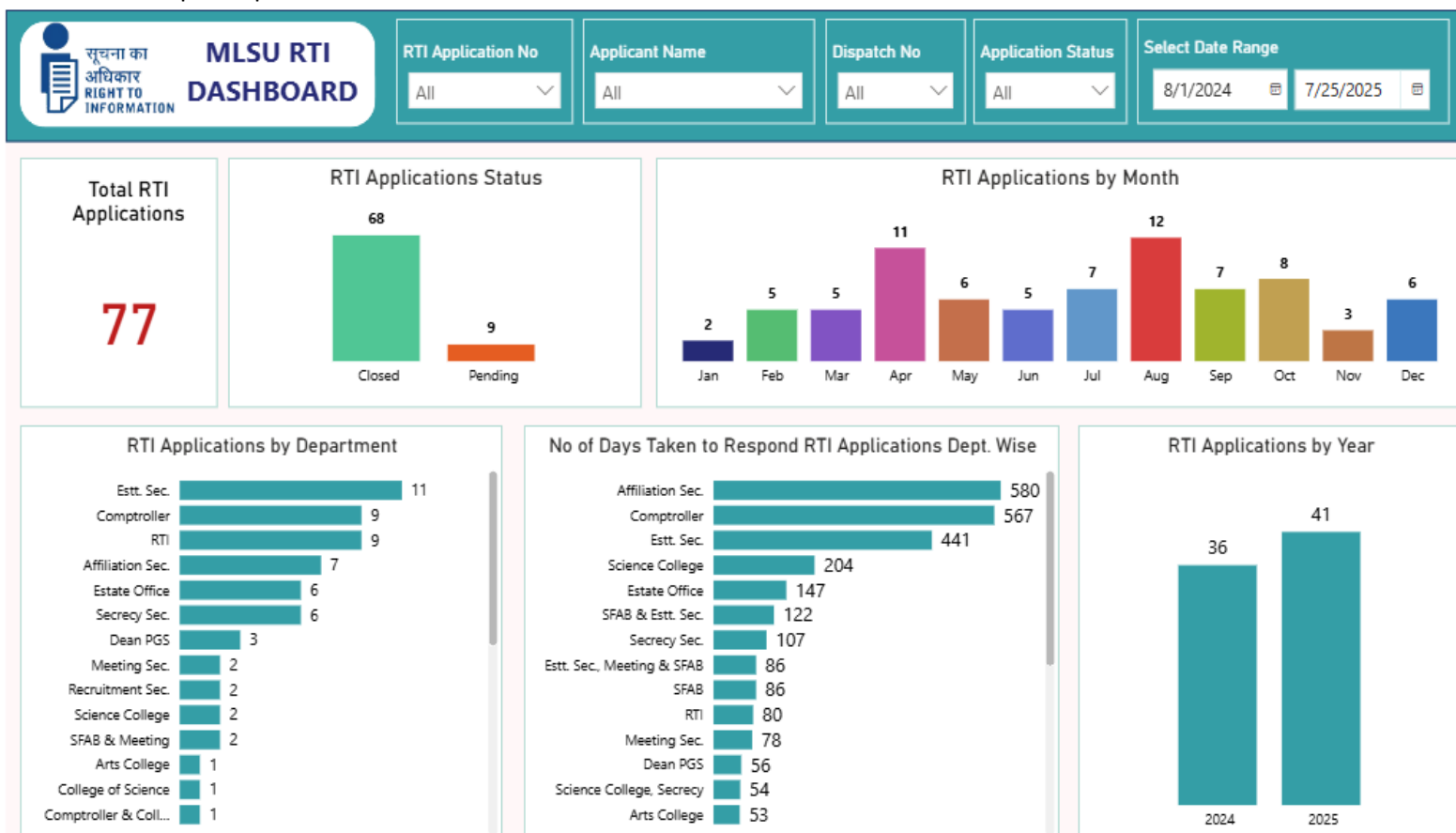
- Displays summary statistics, including:
 - Total Cases
 - Total Registered Cases
 - Total Pending Cases
- Provides filter options for:
 - Case Number
 - Court Name
 - Court Type
 - Petitioner Name
 - Writ Type
 - Hearing Date Range
- Displays **Court-wise Total Cases** in graphical format.
- Displays **Court Type-wise Total Cases** in graphical format.
- Displays **Writ Type-wise Total Cases** in graphical format.
- Displays detailed case information, including:
 - Case Number
 - CNR Number
 - File Number
 - File Name
 - Case Registration Date
 - Hearing Date
 - Petitioner Name
 - Petitioner Advocate
- The dashboard data is automatically updated based on the selected filters.
- Users can scroll through the case records to view all available details.
- Use the **Home** button to return to the Home page.
- Use the **My Modules** button to navigate to the assigned modules.
- Use the **Logout** button to securely exit the application.

- 2.7 **Establishment Module** (.Establishment Dashboard): The **Establishment Dashboard** provides a comprehensive overview of employee-related information. Users can analyze workforce statistics based on employee type, gender, department, designation, location, marital status, and PF scheme.



- Displays the **Total Number of Employees**.
- Displays **Marital Status Count** (Married and Single).
- Displays **Employee Type-wise Count** (Teaching, Ministerial, Technical, Officer, Class IV, etc.).
- Displays **Gender-wise Employee Count**.
- Displays **Location-wise Employee Count** in graphical format.
- Displays **Department-wise Employee Count** in graphical format.
- Displays **Designation-wise Employee Count** in graphical format.
- Displays **PF Type-wise Employee Count** (Pension Scheme, Fixed Pay, NPS, etc.).
- All charts and statistics are automatically updated from the latest employee records.
- Users can scroll within charts to view additional records where applicable.
- Use the **Home** button to return to the Home page.
- Use the **My Modules** button to navigate to the assigned modules.
- Use the **Logout** button to securely exit the application.

2.8 **RTI Management (RTI Dashboard):** The RTI Dashboard provides a consolidated view of RTI applications, allowing users to monitor application status, trends, department-wise statistics, and response performance.



- **View** the total number of RTI applications.
- Check the number of **Closed and Pending applications**.
- Filter records using the **RTI Application Number**.
- Search applications by **Applicant Name**.
- Filter applications using the **Dispatch Number**.
- View applications based on the selected **Application Status**.
- Select a date range to display data for a specific period.
- Analyze monthly **RTI application trends** through the chart.
- View department-wise **RTI application statistics**.
- Monitor the number of days taken by departments to respond to **RTI applications**.
- Compare **RTI application counts** year-wise.
- Click chart elements (if enabled) to filter related data.
- Use the scroll bar to view additional department records.
- Refresh the dashboard to display the latest information.
- Use the **Home, My Modules, and Logout** options for navigation and account management.

2.9 **Guest House Management** (Guest Booking & Payment Details Dashboard): The **Guest Booking & Payment Details Dashboard** provides a consolidated view of guest house bookings, room availability, guest registrations, payment details, and booking statistics, enabling users to monitor occupancy and financial information efficiently.

MLSU GUEST HOUSE DASHBOARD

GUEST HOUSE & FOOD DETAILS

NEXT



Guest Category Name

Private Guest
University Guest



Occupancy

Double
Extra
Single



Guest House Name

Golden Jubilee



Room Type

AC



Food And Beverages

Food And Beverages	Price
Tea	10
Paneer	200
Pakoda	20
Milk	15
Lunch/Dinner(Special)	209
Lunch/Dinner	82
Hi tea (Tea & Biscuits)	40
Coffee	15
Butter milk	10
Breakfast	50
Bread & Butter	20



Room Tariff Amount

₹ 200
₹ 400
₹ 600
₹ 1,000
₹ 1,500
₹ 2,250



- The dashboard displays the **total number of room booking requests** received.
 - View the **total number of rooms, occupied rooms, and vacant rooms**.
 - Select a **Date Range** to view booking and payment data for a specific period.
 - Monitor the **room booking status**, including **Pending** and **Approved** bookings.
 - View the **total number of guest registrations**.
 - Track the **Total Check-In** and **Total Check-Out** count.
 - Analyse bookings based on **Guest Category** (e.g., Private Guest and University Guest).
 - View the **Bill Mode-wise Booking Count** for different payment modes.
 - Monitor the **Total Room Amount** collected.
 - View the **Room Tax Amount** applicable to bookings.
 - Check the **GST Charges** calculated for room bookings.
 - Monitor the **Total Bill Amount** and **Total Bill Paid Amount**.
 - View the **Total Food Amount, Food GST, and Food Tax** associated with guest bookings.
 - Use the **Back** and **Next** buttons to navigate between dashboard pages.
- All dashboard statistics and charts are **automatically updated** based on the selected date range.

2.9.1 Navigation:

Click the **Next** button to open the **Guest Booking & Payment Details Dashboard**.

The **Guest Booking & Payment Details Dashboard** provides a consolidated view of guest house bookings, room availability, guest registrations, payment details, and booking statistics, enabling users to monitor occupancy and financial information efficiently.



- View the **Total Room Booking Request Count**.
- Check the **Total Rooms**, **Occupied Rooms**, and **Vacant Rooms**.
- Select the **Date Range** to display records for a specific period.
- View the **Room Booking Status** (Pending and Approved).
- Check the **Total Registration** count.
- View the **Total Check-In** and **Total Check-Out** details.
- View the **Guest Category-wise Count** (Private Guest and University Guest).
- Check the **Bill Mode-wise Booking Count**.
- View the **Total Room Amount**.
- Check the **Room Tax Amount**.
- View the **GST Charges**.
- Check the **Total Bill Amount**.
- View the **Total Bill Paid Amount**.
- Check the **Total Food Amount**, **Food GST**, and **Food Tax**.
- Use the **Back** button to return to the previous dashboard page.
- Use the **Next** button to navigate to the next dashboard page.
- The dashboard data is refreshed automatically based on the selected **Date Range**.

2.9.2 Guest Booking Details Report: This page displays detailed information about guest bookings, check-in/check-out records, food charges, and payment details. Users can search and filter guest records for a selected period.

Navigation

- Click the **Next** button to open the **Guest Booking Details Report** page.

BACK

Guest Name

Guest Category

Guest Type

Payment Mode

Occupancy

Select Date Range

9/16/2017

7/13/2026

Clear All Filters

Guest Details

Guest Name	Address	Contact No	Email ID	Request No	Total Adults	Verification ID	Verification ID No
Rahul sharma	Vivekanand nagar Sector 4,aiwar	8955659274	rsr9413@gmail.com	633	2		
Dev Kumar Joshi	Village Dindoli	7737620598	joshidev376@gmail.com	898	3		
Pravesh Kumar Sharma	Vill-Banetha, Teh-Unlara, District- Tonk, Pin-304024	9799756747	pravesh_pharmacy@rediffmail.com	296	1		
Isha Yadav	Village-Dhani Baniya Wali, Nangal chowdhary, Mahendragarh, haryana	9306543542	ishayada277@gmail.com	739	2		
Ajay Singh kajla	Villi-Dulhepura,tehi-Khandela,Disi-Sikar	9828569461	Ajaysinghkajla1@gmail.com	27	4		
Ramesh Solanki	Villi Sayala	9166804070	rameshapna101@gmail.com	704	2		

Check In/Out Details

Request Date	Req. Check In Date	Req. Check In Time	Req. Check Out Date	Req. Check Out Time	Actual Check In Date	Actual Check Out Date
24/12/2021	10/01/2002	09:00:AM	14/01/2022	05:00:PM		
14/12/2017	09/01/2017	04:00:PM	13/01/2017	08:00:AM		
07/10/2017	10/10/2017	05:00:PM	12/10/2017	08:00:AM		
11/10/2017	12/10/2017	11:00:AM	12/10/2017	12:00:AM		
11/10/2017	12/10/2017	06:00:AM	14/10/2017	06:00:AM	12/10/2017	14/10/2017

Payment Details

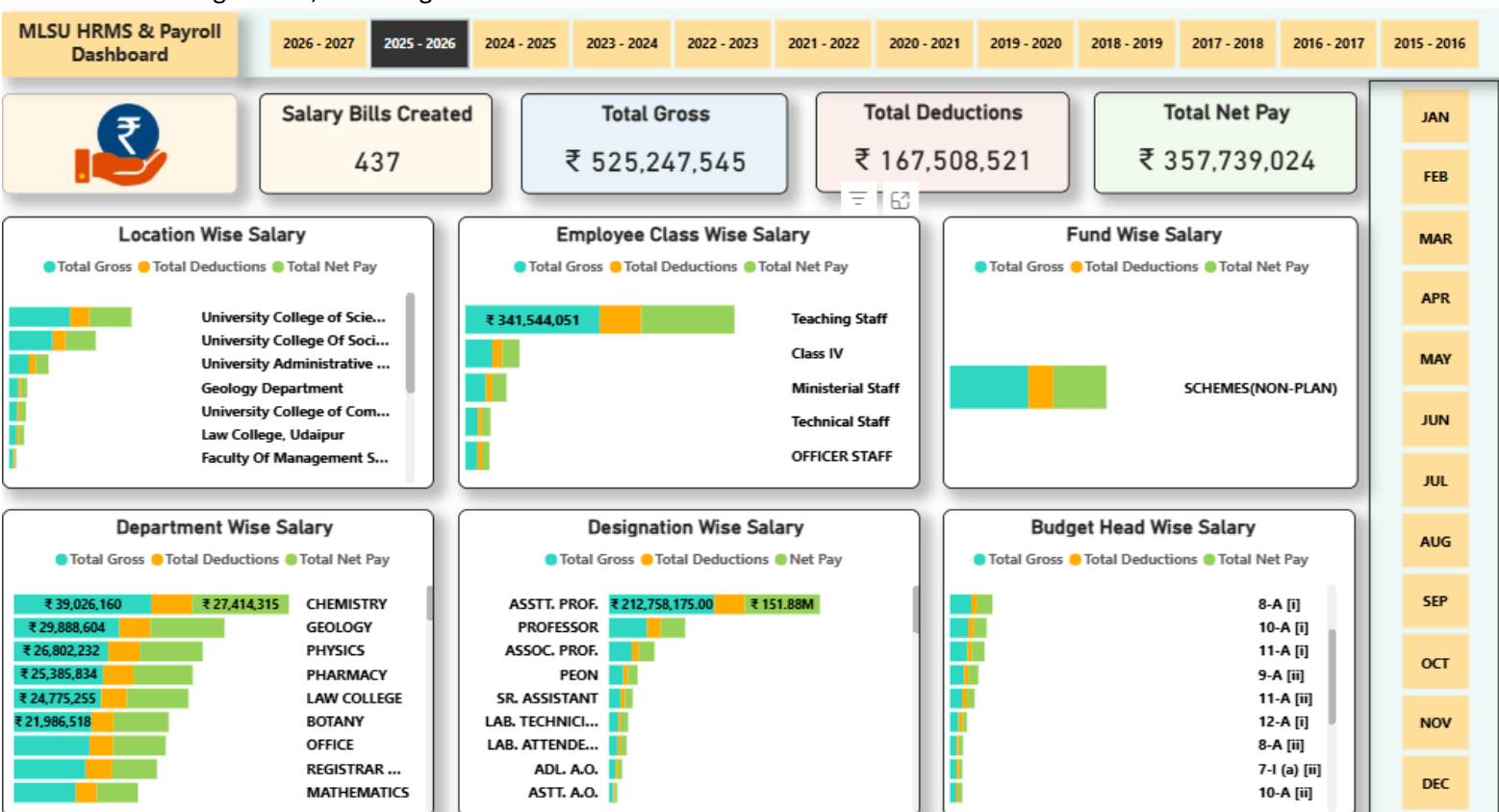
Bill Mode	Actual Amount	Paid Amount	GST Charges	Payment Mode
Direct	₹ 0.00	₹ 0	₹ 0.00	NA
Direct	₹ 440.00	₹ 440	₹ 0.00	Cash
Direct	₹ 631.40	₹ 631	₹ 0.00	Cash
Direct	₹ 660.00	₹ 660	₹ 0.00	Cash
Direct	₹ 1,100.00	₹ 1,100	₹ 0.00	Cash
Direct	₹ 1,190.20	₹ 1,190	₹ 0.00	Cash

Food Payment Details

Food & Beverages	Food Quantity	Price	Food Total Amount	Food Tax	Food GST Charges	Total Food Amount
Bread & Butter	4	₹ 20.00	₹ 0.00	₹ 0	₹ 0.00	₹ 80.00
Breakfast	2	₹ 50.00	₹ 0.00	₹ 0	₹ 0.00	₹ 100.00
Breakfast	3	₹ 50.00	₹ 0.00	₹ 0	₹ 0.00	₹ 150.00
Coffee	2	₹ 15.00	₹ 0.00	₹ 0	₹ 0.00	₹ 30.00
Lunch/Dinner	2	₹ 82.00	₹ 0.00	₹ 0	₹ 0.00	₹ 164.00
Lunch/Dinner	3	₹ 82.00	₹ 0.00	₹ 0	₹ 0.00	₹ 246.00
Lunch/Dinner	4	₹ 82.00	₹ 0.00	₹ 0	₹ 0.00	₹ 328.00
Lunch/Dinner	5	₹ 82.00	₹ 0.00	₹ 0	₹ 0.00	₹ 410.00
Milk	1	₹ 15.00	₹ 0.00	₹ 0	₹ 0.00	₹ 15.00
Pakoda	1	₹ 20.00	₹ 0.00	₹ 0	₹ 0.00	₹ 20.00
Pakoda	5	₹ 20.00	₹ 0.00	₹ 0	₹ 0.00	₹ 50.00
Pakoda	6	₹ 20.00	₹ 0.00	₹ 0	₹ 0.00	₹ 60.00
Pakoda	2	₹ 20.00	₹ 20.00	₹ 0	₹ 0.00	₹ 20.00
Pakoda	1	₹ 20.00	₹ 20.00	₹ 2	₹ 1.00	₹ 20.00
Pakoda	5	₹ 20.00	₹ 50.00	₹ 0	₹ 0.00	₹ 50.00

- Select the **Guest Name** to view records of a specific guest.
- Filter records using the **Guest Category**.
- Select the **Guest Type** to view category-wise booking details.
- Filter records based on the **Payment Mode**.
- Select the **Occupancy** type to refine the search.
- Choose the required **Date Range** to display booking records.
- Click **Clear All Filters** to remove all applied filters.
- View the **Guest Details** section, including Guest Name, Address, Contact Number, Email ID, Request Number, Total Adults, and Verification details.
- Review the **Check-In/Check-Out Details**, including requested and actual check-in/check-out dates and times.
- View the **Food Payment Details**, including food items, quantity, price, GST, tax, and total amount.
- Review the **Payment Details**, including Bill Mode, Actual Amount, Paid Amount, GST Charges, and Payment Mode.
- Use the **Back** button to return to the previous dashboard page.
- Scroll through the tables to view additional guest and payment records.

2.10 **HRMS & PAYROLL Module (MLSU HRMS & Payroll Dashboard):** The **HRMS & Payroll Dashboard** provides a comprehensive overview of employee salary information, including gross salary, deductions, net pay, and salary distribution across locations, departments, employee classes, designations, and budget heads



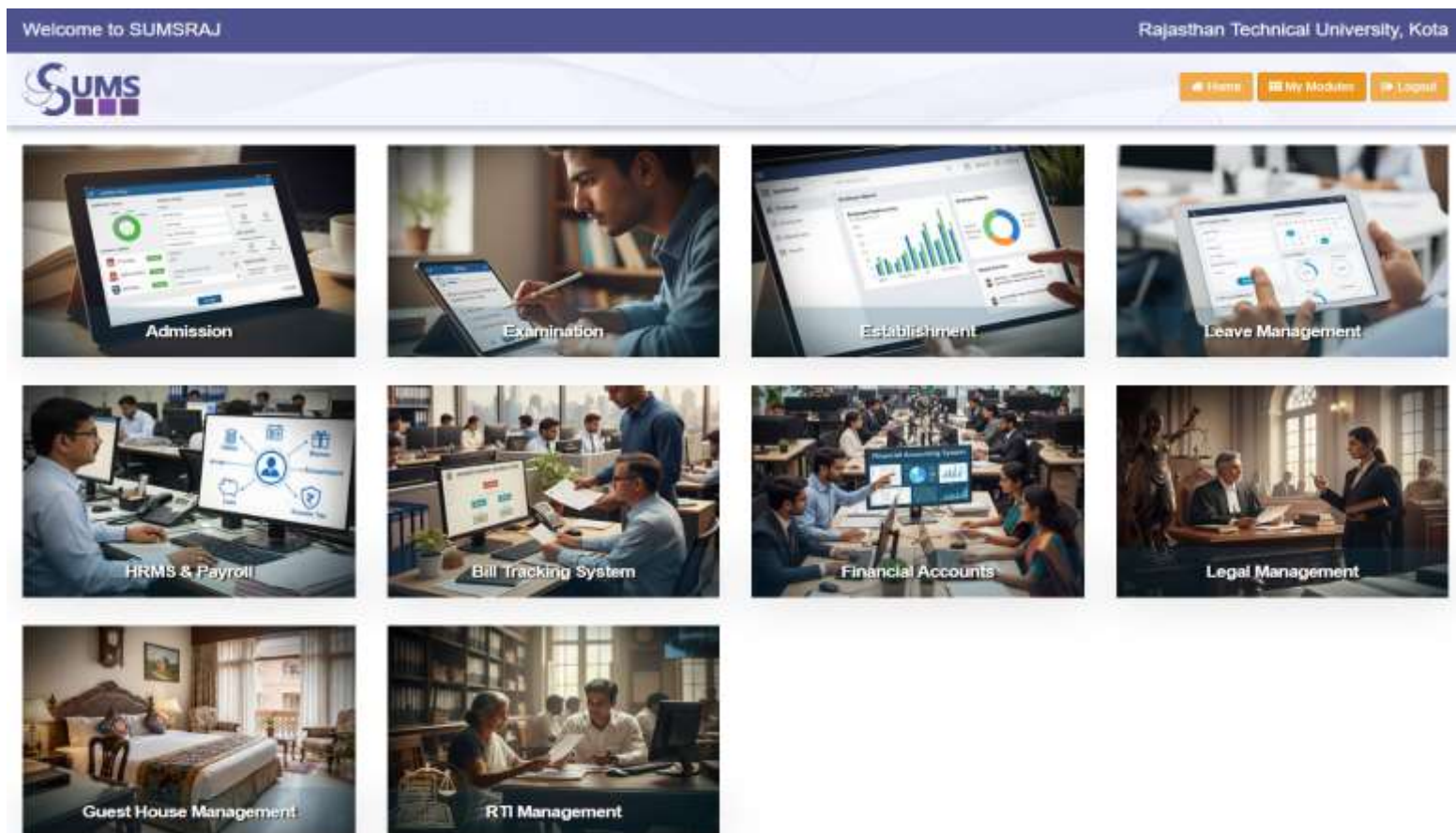
- Select the **Financial Year** from the tabs at the top to view payroll data for the required year.
- Click the **Month** (January to December) from the right panel to display month-wise payroll statistics.
- View the **Total Salary Bills Created** for the selected financial year and month.
- Check the **Total Gross Salary** amount paid to employees.
- View the **Total Deductions** deducted from employee salaries.
- Check the **Total Net Pay** after deductions.
- Analyse the **Location-wise Salary** distribution.
- View the **Employee Class-wise Salary** details (e.g., Teaching Staff, Ministerial Staff, Technical Staff, Class IV, etc.).
- Review the **Fund-wise Salary** distribution.
- View the **Department-wise Salary** details.
- Analyze the **Designation-wise Salary** distribution.
- View the **Budget Head-wise Salary** details.
- Hover over or select chart values (if enabled) to view detailed salary information.
- The dashboard updates automatically based on the selected **Financial Year** and **Month**.

Rajasthan Technical University

2.2 RTU Module Dashboard: The **RTU Module Dashboard** serves as the main navigation page for the University Management System (SUMS). It provides quick access to all major university modules from a single interface.

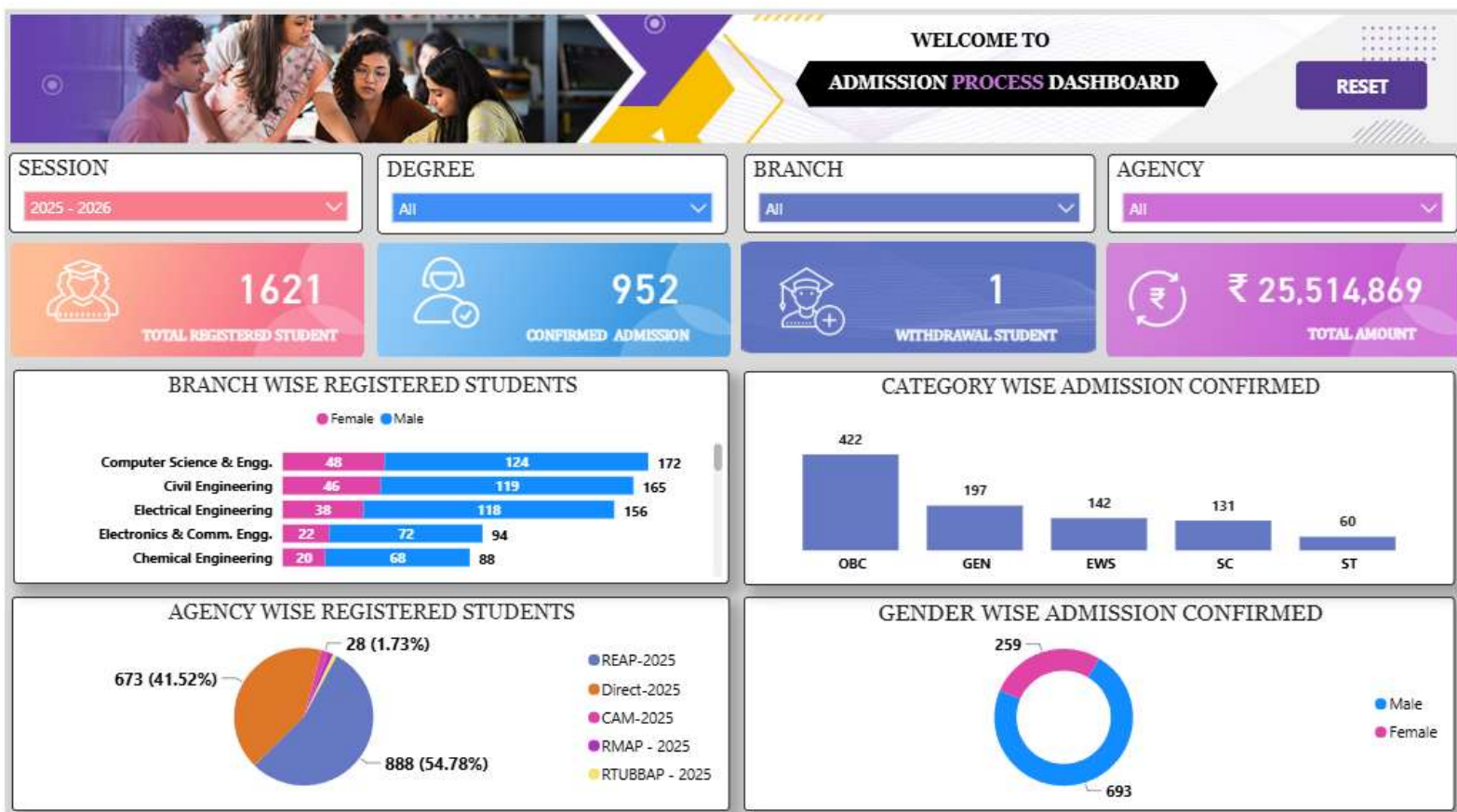
Navigation

- Click on **Rajasthan Technical University, Kota** to open the **RTU Module Dashboard**.



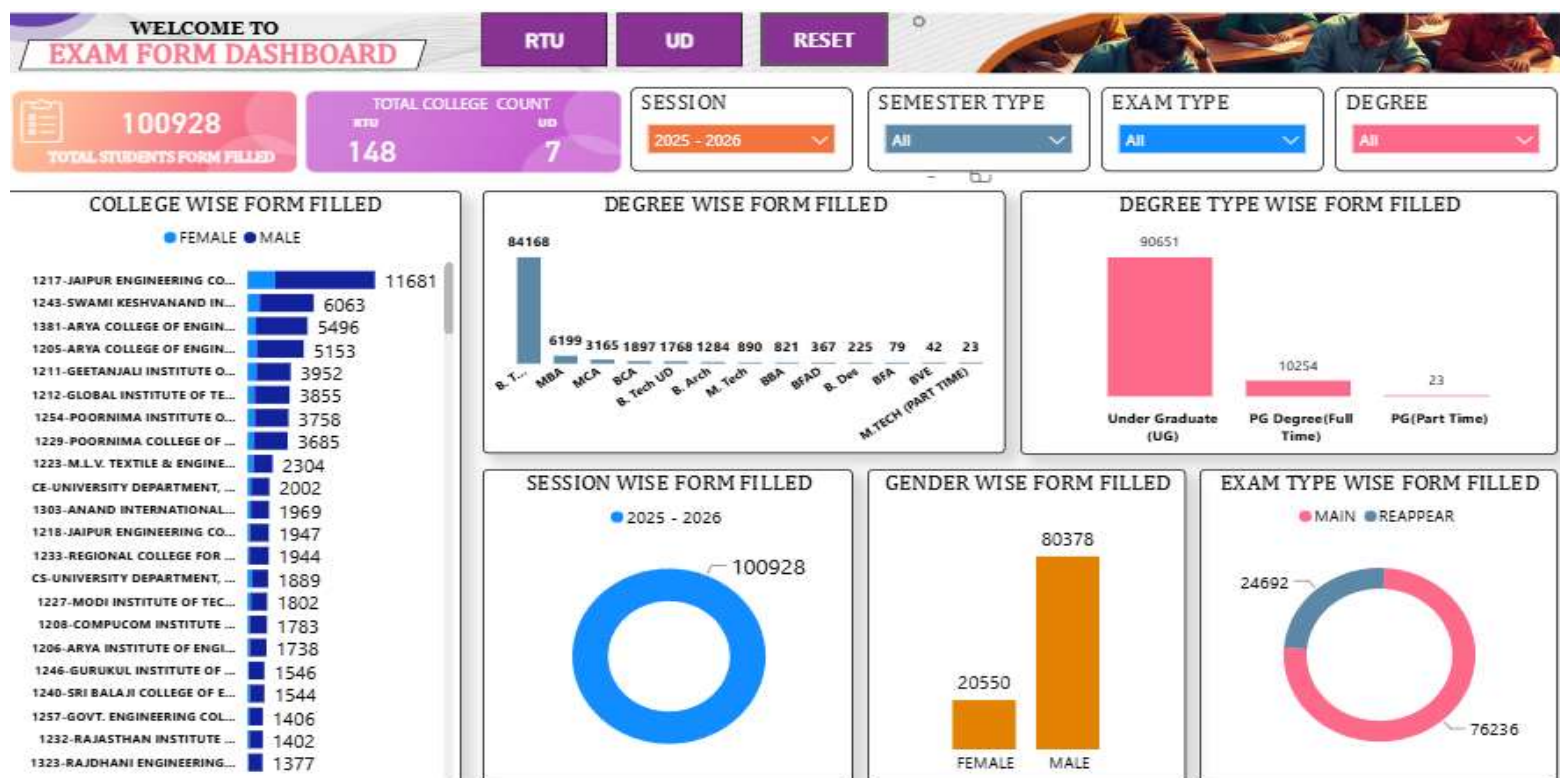
- Click on the **Admission** module to manage student admission-related activities.
- Click on the **Examination** module to access examination and result management functions.
- Select the **Establishment** module to manage employee and establishment-related records.
- Click on the **Leave Management** module to manage employee leave applications and approvals.
- Open the **HRMS & Payroll** module to view employee and payroll information.
- Click on the **Bill Tracking System** module to monitor bill processing and payment status.
- Select the **Financial Accounts** module to manage financial transactions and accounting records.
- Click on the **Legal Management** module to manage legal cases and related documents.
- Open the **Guest House Management** module to manage guest house bookings and accommodation details.
- Click on the **RTI Management** module to manage Right to Information (RTI) applications.
- Use the **Home** button to return to the dashboard home page.
- Click **My Modules** to view the modules assigned to your user account.
- Click **Logout** to securely exit the application.

2.2.1 **Admission Module (Admission Process Dashboard) : The Admission Process Dashboard** provides a comprehensive overview of the admission process, including student registrations, confirmed admissions, withdrawals, fee collection, and admission statistics based on branch, category, agency, and gender.



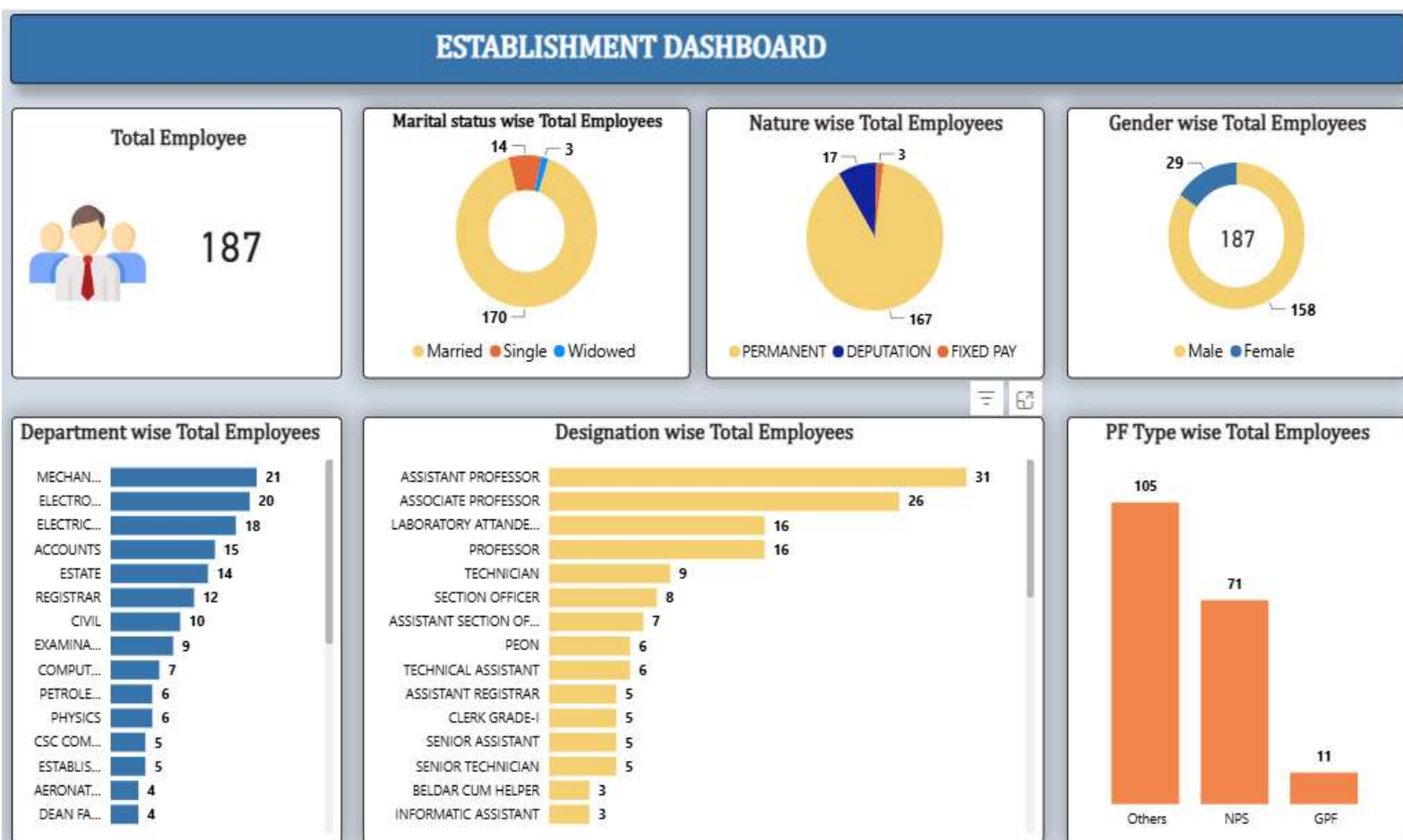
- Select the **Session** to view admission data for the required academic year.
- Select the **Degree** to filter admission records.
- Choose the **Branch** to display branch-specific admission statistics.
- Select the **Agency** to view admissions received through a particular admission agency.
- Click the **Reset** button to clear all selected filters and display the default dashboard.
- View the **Total Registered Students** count.
- Check the **Confirmed Admission** count.
- View the **Withdrawal Student** count.
- Check the **Total Amount** collected through the admission process.
- Analyze the **Branch-wise Registered Students** report with male and female student distribution.
- View the **Category-wise Admission Confirmed** statistics (OBC, GEN, EWS, SC, ST, etc.).
- Review the **Agency-wise Registered Students** distribution through the pie chart.
- Analyze the **Gender-wise Admission Confirmed** report.
- The dashboard automatically updates all charts and statistics based on the selected filters.

2.2.2 Examination Module(Exam Form Dashboard): The **Exam Form Dashboard** provides a consolidated view of examination form submissions, enabling users to monitor form-filling statistics based on college, degree, degree type, session, gender, and examination type.



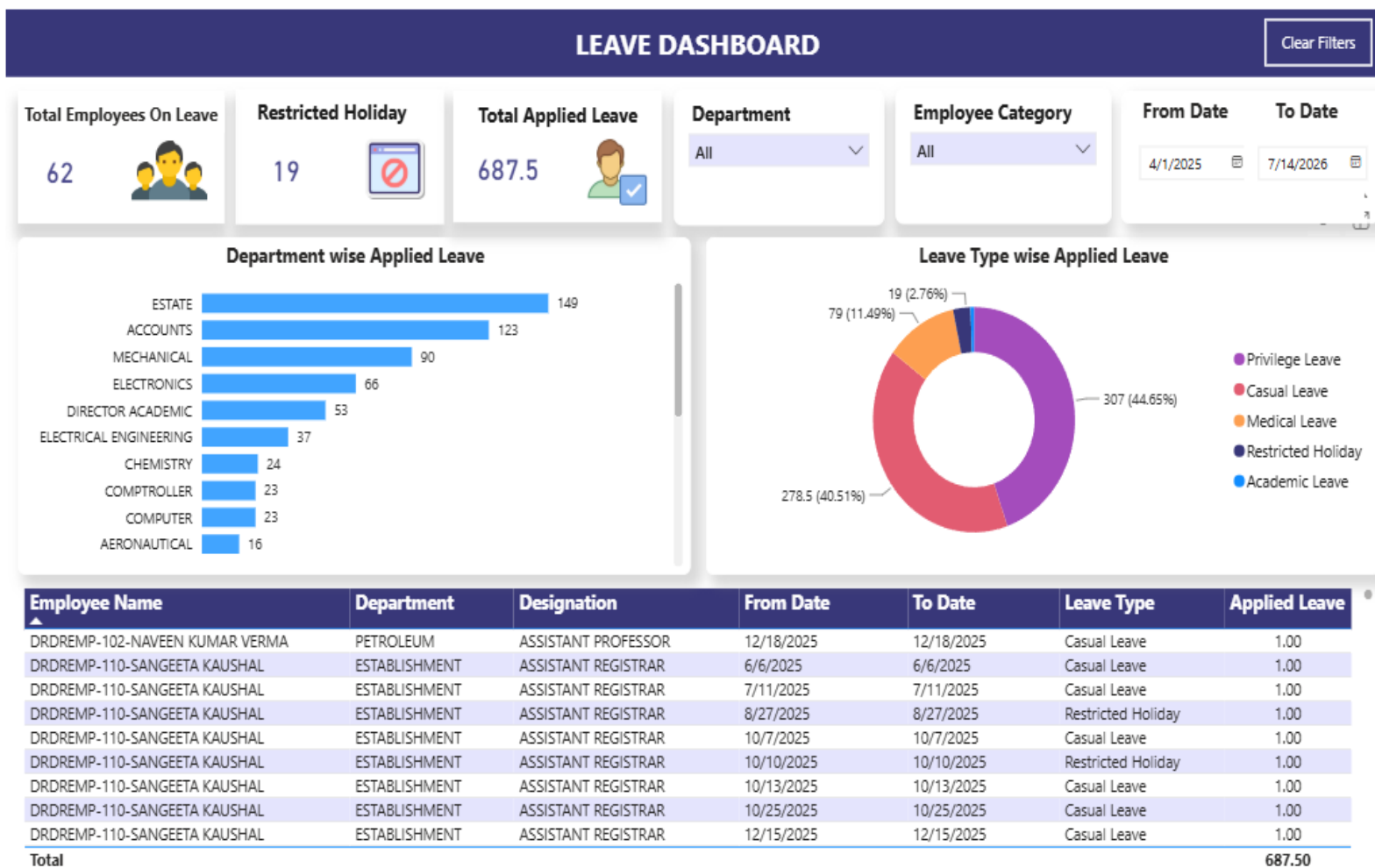
- Click **RTU** or **UD** to view university-specific examination form statistics.
- Click the **Reset** button to clear all selected filters and restore the default dashboard view.
- Select the **Session** to display examination form data for the required academic session.
- Select the **Semester Type** to filter examination form records.
- Select the **Exam Type** (Main/Reappear) to view the corresponding data.
- Select the **Degree** to display degree-specific examination form statistics.
- View the **Total Students Form Filled** count.
- Check the **Total College Count** for RTU and UD.
- Analyze the **College-wise Form Filled** report with male and female student distribution.
- View the **Degree-wise Form Filled** statistics.
- Review the **Degree Type-wise Form Filled** report (Undergraduate, Postgraduate Full-Time, and Part-Time).
- View the **Session-wise Form Filled** summary.
- Analyze the **Gender-wise Form Filled** report.
- Review the **Exam Type-wise Form Filled** statistics (Main and Reappear).
- The dashboard automatically updates all charts and reports based on the selected filters.

2.3 Establishment Module (Establishment Dashboard): The **Establishment Dashboard** provides an overview of employee information, including employee strength, department-wise distribution, designation-wise distribution, gender, marital status, employment nature, and PF type statistics.



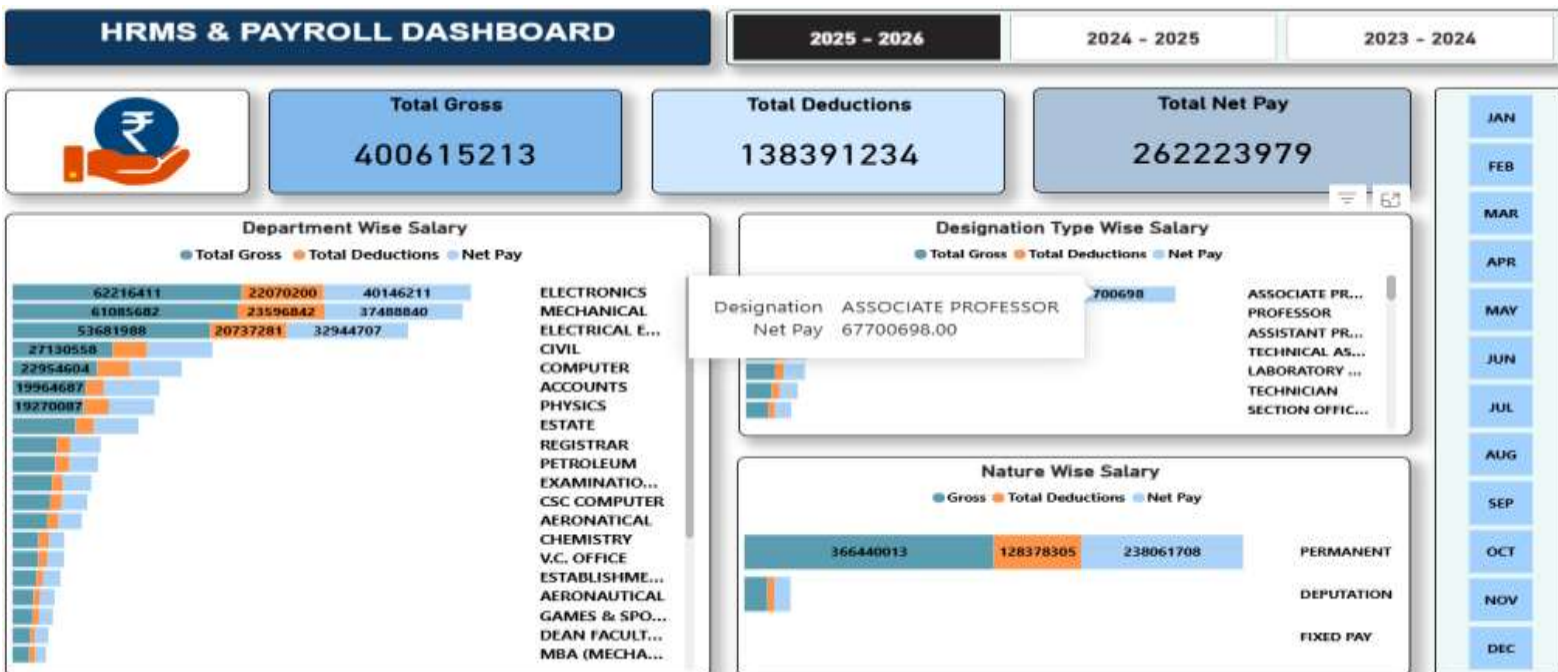
- View the **Total Employee** count available in the establishment.
- Analyze the **Marital Status-wise Total Employees** (Married, Single, and Widowed).
- View the **Nature-wise Total Employees** based on employment type (Permanent, Deputation, and Fixed Pay).
- Check the **Gender-wise Total Employees** distribution (Male and Female).
- Review the **Department-wise Total Employees** report.
- Analyze the **Designation-wise Total Employees** distribution.
- View the **PF Type-wise Total Employees** statistics (Others, NPS, and GPF).
- Scroll through the **Department-wise** and **Designation-wise** charts to view all available records.
- Use the graphical charts to compare employee distribution across different categories.
- The dashboard automatically displays the latest establishment statistics.

2.4 Leave Management Module (Leave Dashboard) : The **Leave Dashboard** provides a comprehensive overview of employee leave records, including leave statistics, department-wise leave details, leave type distribution, and employee leave history.



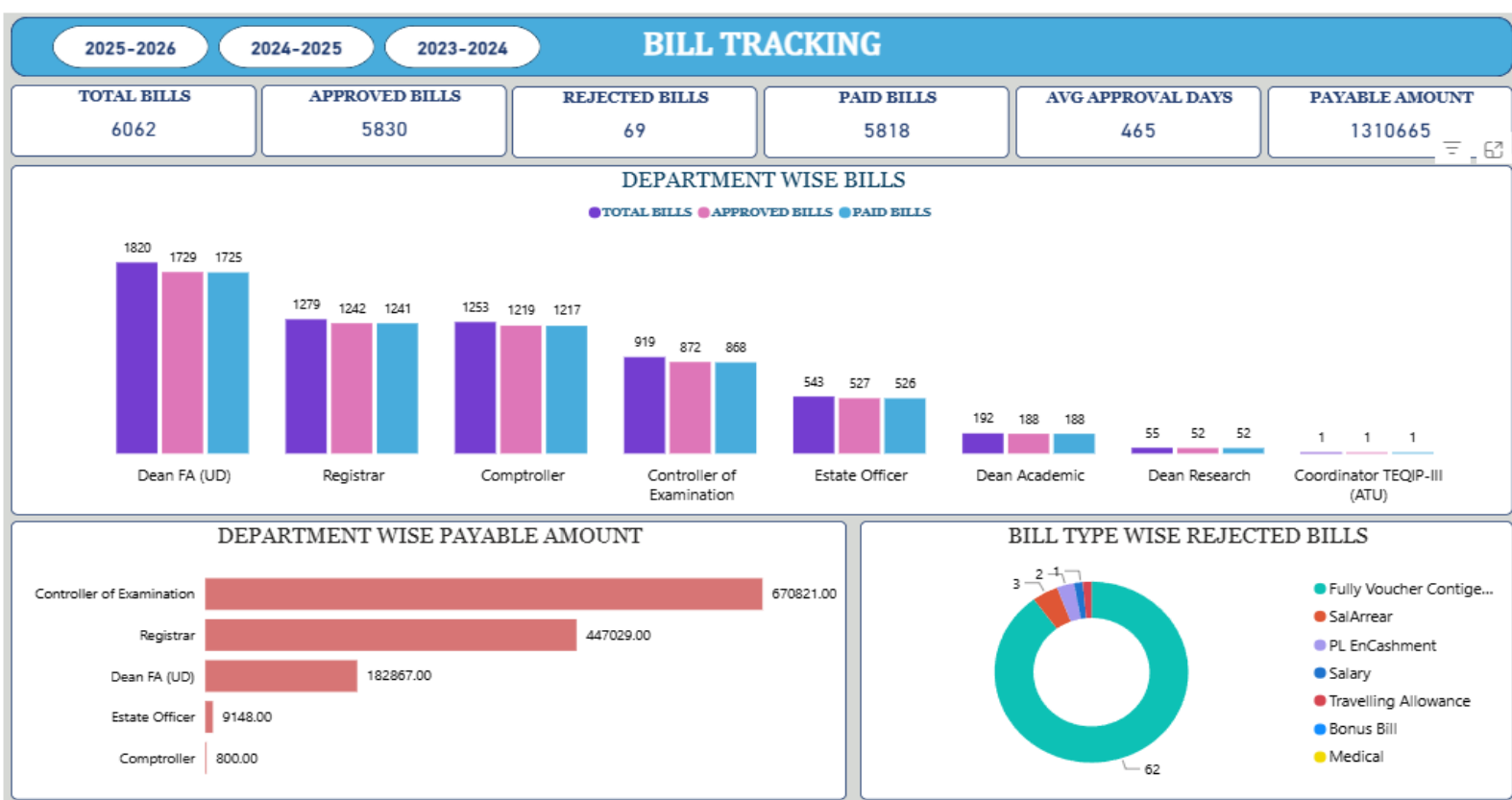
- View the **Total Employees on Leave**.
- Check the **Restricted Holiday** count.
- View the **Total Applied Leave** for the selected period.
- Select the **Department** to filter leave records.
- Select the **Employee Category** to view category-wise leave details.
- Select the **From Date** and **To Date** to display leave records for a specific period.
- Click the **Clear Filters** button to remove all applied filters and display the complete data.
- Analyze the **Department-wise Applied Leave** report.
- View the **Leave Type-wise Applied Leave** distribution (Privilege Leave, Casual Leave, Medical Leave, Restricted Holiday, and Academic Leave).
- Review the employee leave details in the grid, including **Employee Name**, **Department**, **Designation**, **From Date**, **To Date**, **Leave Type**, and **Applied Leave**.
- Scroll through the charts and data grid to view additional records.
- The dashboard automatically updates all charts and reports based on the selected filter criteria.

2,5 **HRMS & PAYROLL MODULE**(HRMS & PAYROLL Dashboard) : The **HRMS & Payroll Dashboard** provides a summary of payroll information, including gross salary, deductions, net pay, and salary distribution by department, designation, and employee nature for the selected financial year and month.



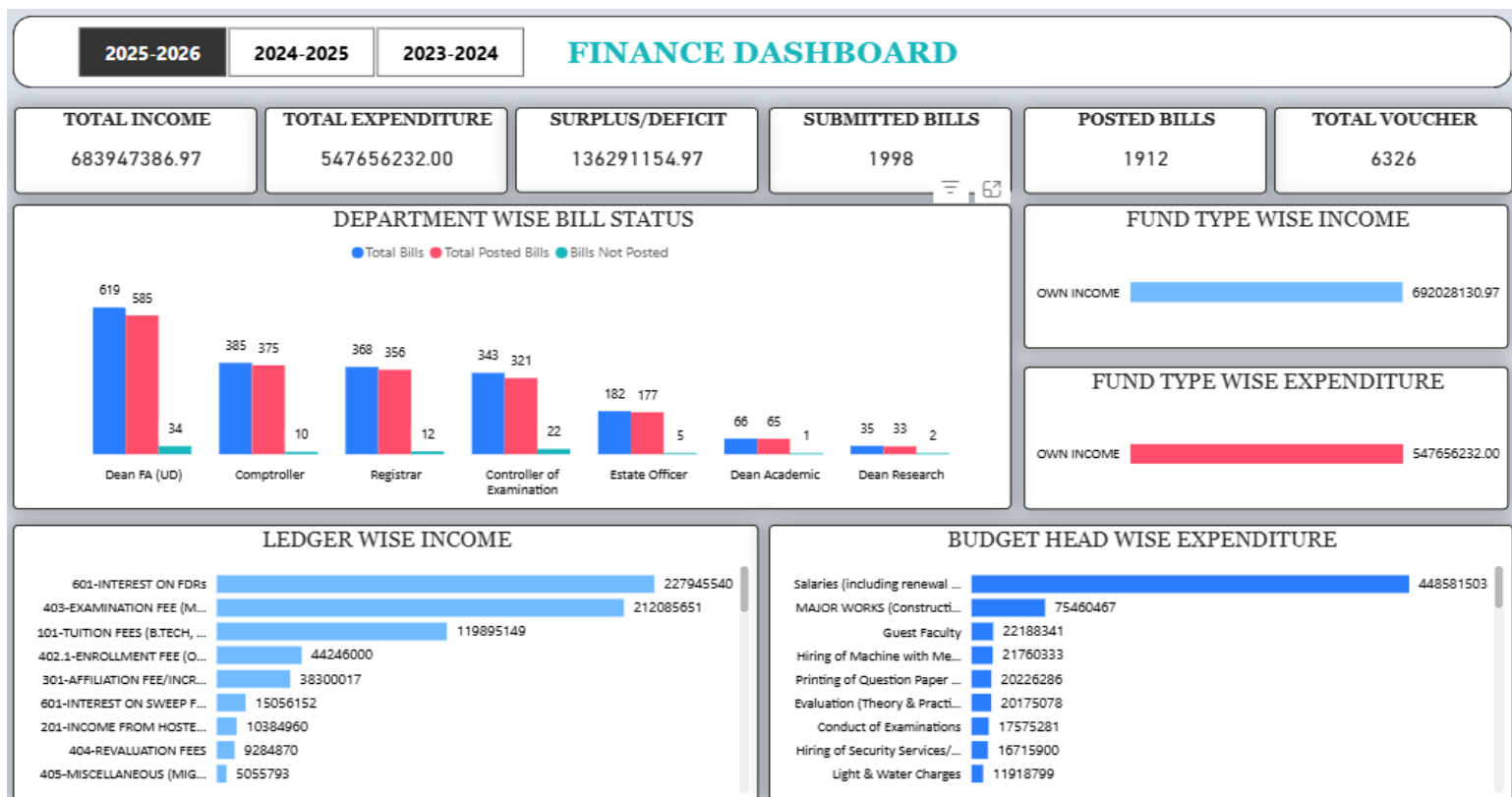
- Select the **Financial Year** (e.g., 2025–2026, 2024–2025, or 2023–2024) to view payroll data.
- Click the required **Month** (January to December) from the right panel to display month-wise payroll information.
- View the **Total Gross** salary amount.
- Check the **Total Deductions** made from employee salaries.
- View the **Total Net Pay** after deductions.
- Analyze the **Department-wise Salary** report showing Gross Salary, Total Deductions, and Net Pay.
- View the **Designation Type-wise Salary** report to compare payroll details by designation.
- Analyze the **Nature-wise Salary** report for employee categories such as Permanent, Deputation, and Fixed Pay.
- Scroll through the charts to view salary details for all departments and designations.
- The dashboard automatically refreshes the charts and salary statistics based on the selected **Financial Year** and **Month**.

2.6 Bill Tracking System Module(Bill Tracking Dashboard): The **Bill Tracking Dashboard** provides a comprehensive overview of bill processing activities, including total bills, approved bills, rejected bills, paid bills, approval time, payable amount, and department-wise bill statistics.



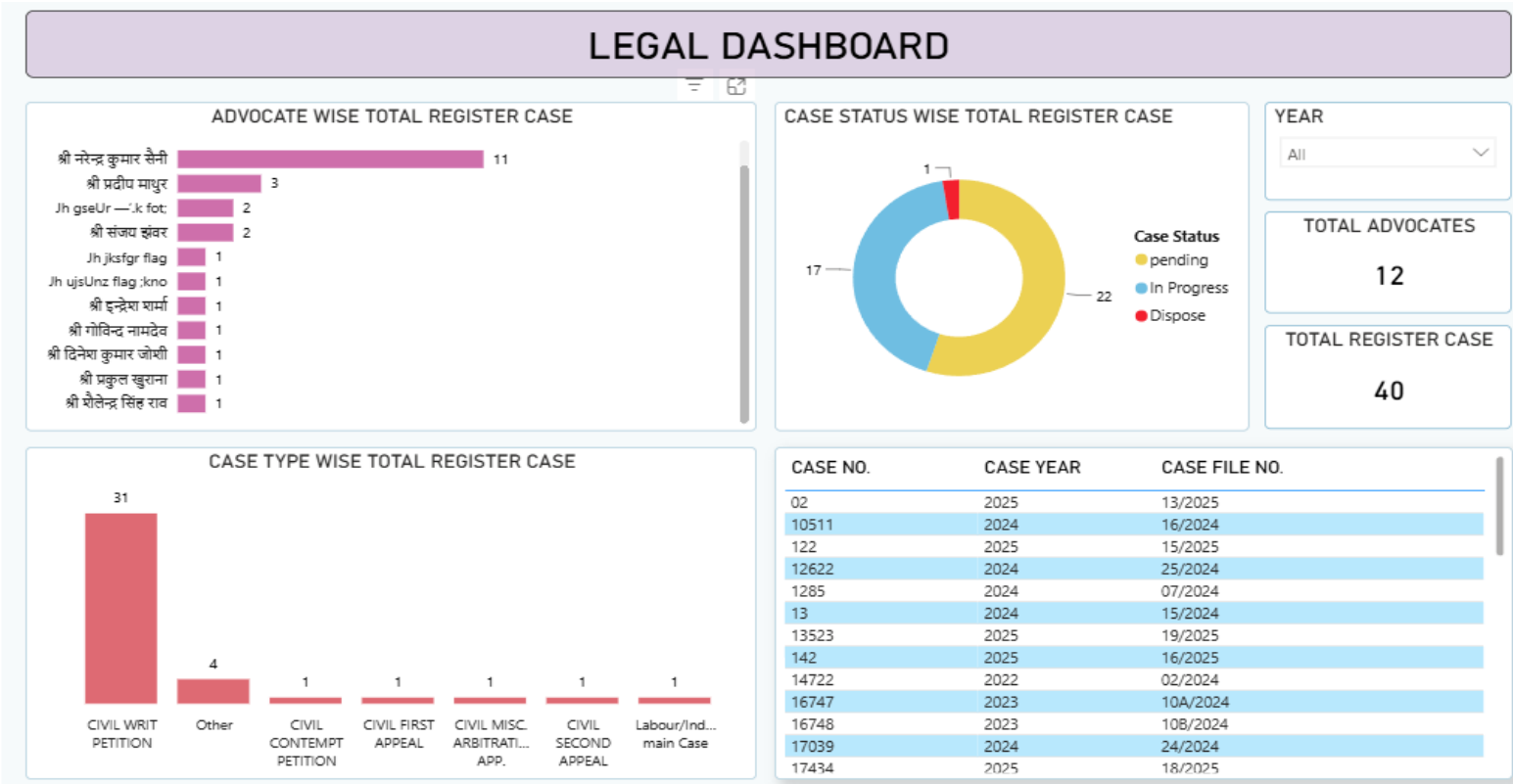
- Select the required **Financial Year** (e.g., 2025–2026, 2024–2025, or 2023–2024) to view bill details.
- View the **Total Bills** count for the selected financial year.
- Check the **Approved Bills** count.
- View the **Rejected Bills** count.
- Check the **Paid Bills** count.
- View the **Average Approval Days** required for bill approval.
- Check the **Total Payable Amount**.
- Analyze the **Department-wise Bills** report showing Total Bills, Approved Bills, and Paid Bills for each department.
- View the **Department-wise Payable Amount** report.
- Analyze the **Bill Type-wise Rejected Bills** chart to identify rejected bills by bill category.
- Scroll through the charts (if applicable) to view additional department-wise information.
- The dashboard automatically updates the statistics and charts based on the selected **Financial Year**.

2.7 Finance Module(Finance Dashboard): The **Finance Dashboard** provides a consolidated view of the university's financial information, including income, expenditure, surplus/deficit, bill status, vouchers, and fund-wise and ledger-wise financial reports.

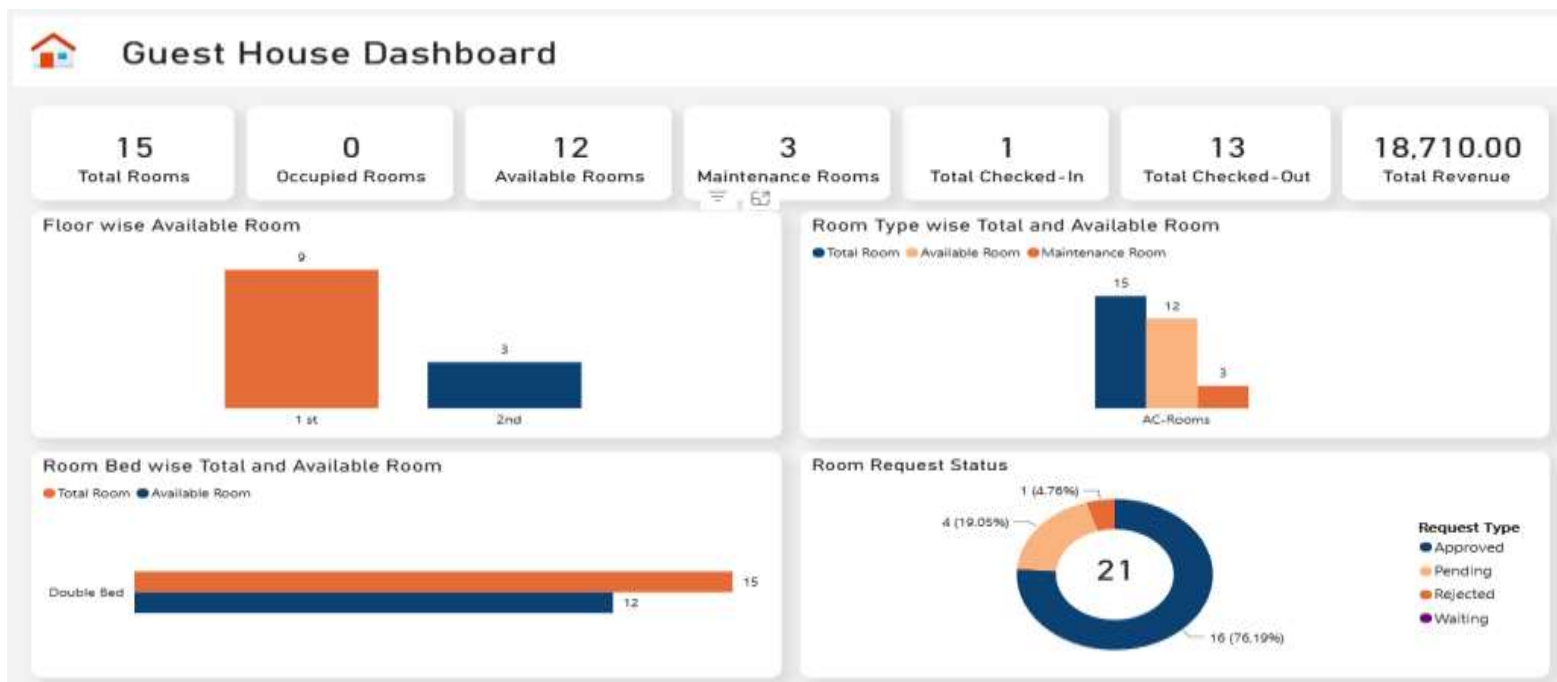


- Select the required **Financial Year** (e.g., 2025–2026, 2024–2025, or 2023–2024) to view financial data.
- View the **Total Income** for the selected financial year.
- Check the **Total Expenditure** incurred.
- View the **Surplus/Deficit** amount.
- Check the **Submitted Bills** count.
- View the **Posted Bills** count.
- Check the **Total Voucher** count.
- Analyze the **Department-wise Bill Status** report showing Total Bills, Posted Bills, and Bills Not Posted.
- View the **Fund Type-wise Income** report.
- Analyze the **Fund Type-wise Expenditure** report.
- Review the **Ledger-wise Income** report to analyze income received under different ledger heads.
- View the **Budget Head-wise Expenditure** report to analyze expenditure under different budget heads.
- Scroll through the reports to view additional ledger heads and budget heads.
- The dashboard automatically updates all financial statistics and charts based on the selected **Financial Year**.

2.8 Legal Module (Legal Dashboard): The **Legal Dashboard** provides a consolidated view of legal cases, allowing users to monitor advocate-wise cases, case status, case types, and registered case details from a single dashboard.

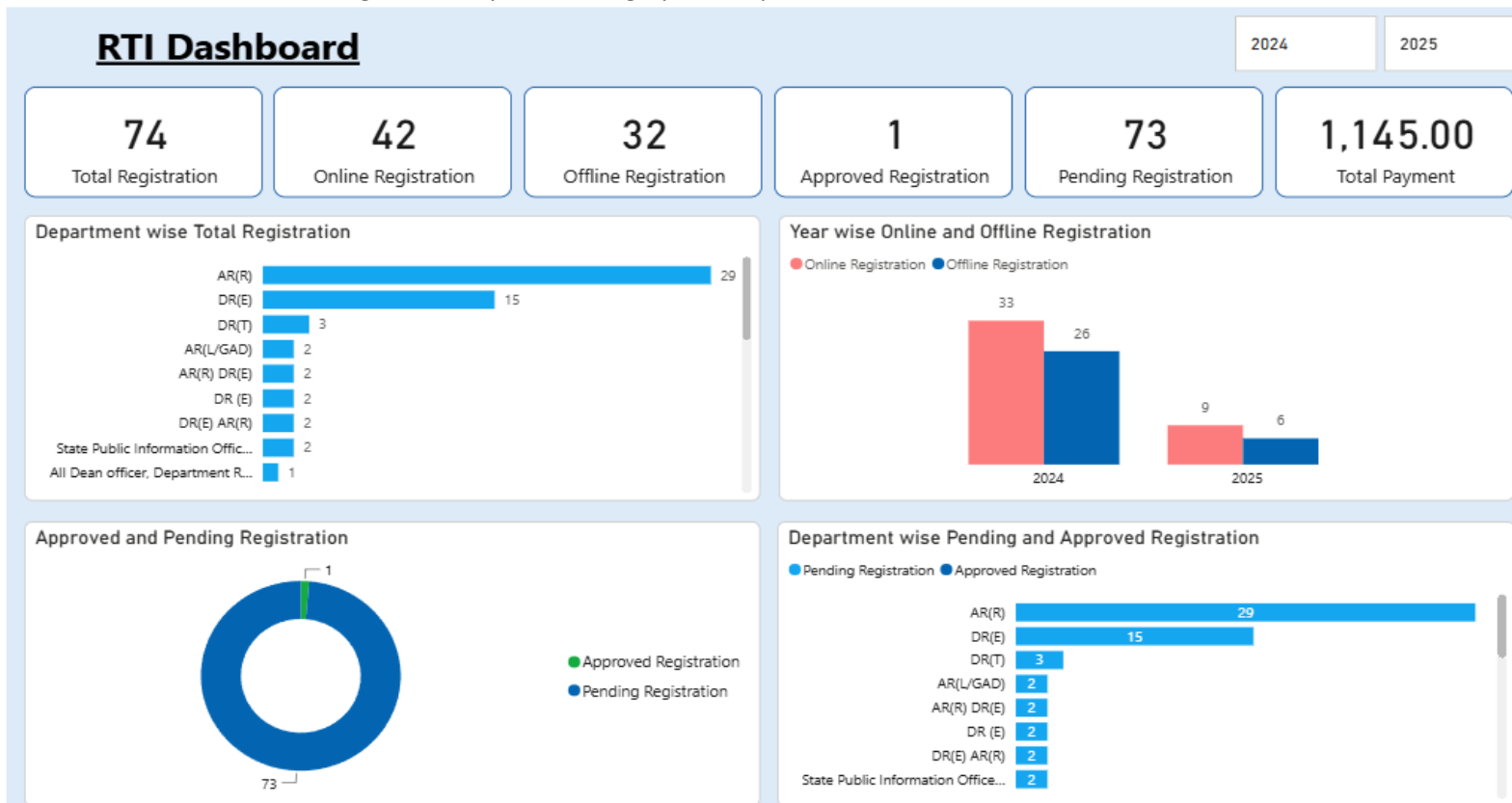


2.9 Guest House Management Module(Guest House Dashboard): The **Guest House Dashboard** provides a quick overview of room availability, occupancy, revenue, and guest house request status through summary cards and graphical reports.



- Displays the **total number of rooms** available in the guest house.
- Shows the **current occupied rooms** count.
- Displays the **available rooms** ready for booking.
- Shows the **rooms under maintenance**.
- Displays the **total number of currently checked-in guests**.
- Shows the **total number of checked-out guests**.
- Displays the **total revenue** generated from guest house bookings.
- Provides a **Floor-wise Available Room** chart for each floor.
- Displays a **Room Type-wise** comparison of Total, Available, and Maintenance rooms.
- Shows a **Room Bed-wise** summary of total and available beds.
- Displays the **Room Request Status** (Approved, Pending, Rejected, and Waiting) in a pie/donut chart.
- Use the **Home** button to return to the dashboard.
- Click **My Modules** to access other assigned modules.
- Use the **Logout** button to securely exit the application.
- Review all charts and summary cards for real-time guest house occupancy and booking insights.

2.11 **RTI Management**(RTI Dashboard): The **RTI Dashboard** provides a consolidated view of RTI registrations, approvals, pending requests, payments, and department-wise statistics through summary cards and graphical reports.



- Displays the **total number of RTI registrations**.
- Shows the **total online registrations**.
- Displays the **total offline registrations**.
- Shows the **total approved registrations**.
- Displays the **total pending registrations**.
- Shows the **total payment amount** received for RTI registrations.
- Allows users to **filter dashboard data by year** using the year selection (e.g., 2024, 2025).
- Provides a **Department-wise Total Registration** chart showing the number of registrations for each department.
- Displays a **Year-wise Online and Offline Registration** comparison chart.
- shows the **Approved vs. Pending Registration** status in a donut chart.
- Displays a **Department-wise Pending and Approved Registration** comparison chart.
- Use the **Home** button to navigate to the application home page.
- Click **My Modules** to access other assigned modules.
- Use the **Logout** button to securely exit the application.
- Review the dashboard charts and summary cards for quick analysis of RTI registration trends, approvals, pending cases, and payment details.