



SMU SIKKIM
MANIPAL
UNIVERSITY

SMUERPv5- EMPLOYEE PROFILE MANUAL

Version: 1.1

Dated: 15-06-2021

Version History

Sl. No.	Date	Version	Description of Change	Author
1	15-06-2021	1.0	Procedure for Employee Profile Creation.	Mr. Ashish Sharma
2	15-06-2021	1.0	Verified by	Mr. Nihar Sahu

Overview

The purpose of this SOP document is to unambiguously and completely specifies the steps and procedures of Employee Profile creation and updating in SMUERPv5. The document highlights the steps associated with profile Creation, Profile Details Modification, and Employee Profile Generation.

INDEX:

- A. Employee Profile Link*
- B. Profile Creation Steps*
- C. Update/Delete Profile Data*
- D. Employee Profile Report*

A. Employee Profile Link

- Go to smuerp website-: <http://172.16.185.190/smuerp/common/Default.aspx>
- Or go to <http://172.16.185.167/smuerpv5/common/Default.aspx>
- Login on the website using emp code and password of smuerp and go to **Edit / Update Profile** in Quick Link Section as shown in images below for profile Creation.

The screenshot shows the SMUERP website home page. The header features the SMU logo (Sikkim Manipal University) and the text "engineering and technology" next to a red cross icon. A user profile box in the top right corner displays the user's ID (#-2715), Name (Ashish Sharma), Date (15/06/2021), and Time (10:21 AM), along with a "Sign out" button and a "Want to change Password? Click Here" link. Below the header is a navigation menu with links like HOME, MEMBERSHIP, HRD, ADMIN, FACILITY, and SAP. The main content area includes a "Today's Message" section with a quote by Robert Half, a "Rights Available" section with an icon of two people and a list of rights (Facility, HOD RIGHTS, Human Resource Department, SMU Academic Panesia, Medical Record Department), and a "Download Section" with a link to a "DECLARATION FORM RESIDENTI_REVISID_2021-". A "CAUTION" box warns about spurious messages. A statistics box shows Software: 555, Hardware: 384, SMU & SMIMS: 384, and CRH: 172. A banner at the bottom right announces "SMU MEDICAL JOURNAL VOLUME 4 NO: 2, July 2017 IS PUBLISHED".

This screenshot shows the lower portion of the SMUERP website. The "Sikkim Manipal University" section includes a circular image of a building and text describing the university's establishment in 1995 and its functional areas. Below this are three columns: "Engineering & Technology" (Sikkim Manipal Institute of Technology), "Medical Education" (Sikkim Manipal Institute of Medical Sciences), and "Healthcare Services" (Central Referral Hospital). The "Quick Links" section on the right lists various actions like "My Profile", "Support @ smuerp", "My Attendance (CATS)", "My Activities", "My Biometric Attendance", "Support Requests[1]", "New Joining[22]", "SMUERP v5 (beta)", "Today's Birthday List", "Holiday Calendar", "SMU Contacts", "SMU (Perspective Plan: 2018 - 2023)", "ANASTOMOSIS 17.6 SMIMS Magazine", "MCT Updated PG Curricula", "Notices and Circulars", "Instant Pay", and "UpToDate Information".

172.16.185.190/smuerp/commo... x SMUERP vs|HOME

Not secure | 172.16.185.167/smuerpv5/common/Default.aspx

SMU SIKKIM MANIPAL UNIVERSITY Accredited by NAAC

Exterior Links | Quick Links | Sign In

information in real-time.

More



Medical Education

Sikkim Manipal Institute of Medical Sciences (SMIMS), located at Tadong, is a constituent college of the Sikkim Manipal University (SMU). SMIMS together with SMCON & SM COP offers MBBS, BSc. Nursing and Physiotherapy courses, besides M.Sc Programs in Microbiology, Biochemistry, Physiology and Anatomy. The Central Referral Hospital and STNM Hospital in Gangtok offer clinical



Healthcare Services

Central Referral Hospital is one of the premier hospital in the region of North East India. The Medical infrastructure at CRH is among the best in this country. Patients here are provided with facilities that the best hospitals in our country can offer. In addition to excellent infrastructure, the medical equipments and technologies are genuinely of a piece with modern trends.



Engineering & Technology

The Sikkim Manipal Institute of Technology was established in 1997 as a constituent college of Sikkim Manipal University and is approved by UGC and AICTE. SMIT has ISO 9001 accreditation vide NS-EN ISO 9001:2000. The engineering college has its own campus at Majitar, Rangpo East Sikkim. The institute located on the banks of river Teesta, surrounded by green hills, adds to the vibrancy of the

Employee Profile Page

172.16.185.190/smuerp/commo... x Create Profile|SMUERPv5

Not secure | 172.16.185.167/smuerpv5/hr2/emp_profile_create.aspx

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Exterior Links | Quick Links | -2715

HRD

FACILITY

SAP

Quick Links

Exterior Links

Visited Link

My Rights

Download

News and Events

Extras

Support Requests[1]

New Joining[22]

Promotions	Awards/Honors	Educational Materials	Professional Development	Grants / Funding	Other Activities
Administrative / Executive Appointments and Positions	Publications (Articles, monographs, chapters, books.)	Conferences / Presentations / Workshops	Faculty Development Coursework for Other Faculty	Medical Education Units / Departments or Health Professions Education Units / Departments	

Promotion refers to advancement in rank within your Organisation (for example, move to Associate Professor). In order to add more than one promotion, click on "Add"

Promotion (Please select one) *

Title *

Name of Institution/Organization *

Year (YYYY) *

How much did your SMU experience contribute to this promotion? *

Additional information (Supporting document URLs, etc.) *

Supported Format: .docx, .doc, .pdf, .pptx, .jpg, .png, .jpeg

No file chosen

B. Profile Creation Steps

- There are various categories available in Employee Profile Creation Page. Eg: Promotions, Award/Honors, Publications etc.
- Select Category by clicking on respective tabs in which you want to Add details.
- Go to Category(for reference Publication is selected as shown in below image).

The screenshot shows the SMU Employee Profile Creation Page. The top navigation bar includes the SMU logo, "Exterior Links", "Quick Links", and a user profile icon with the number "2715". Below the navigation bar, there are five tabs: "Administrative / Executive Appointments and Positions", "Publications (Articles, monographs, chapters, books.)", "Conferences / Presentations / Workshops", "Faculty Development Coursework for Other Faculty", and "Medical Education Units / Departments or Health Professions Education Units / Departments". The "Publications" tab is selected and highlighted in blue. Below the tabs, there is a form for adding a new publication. The form includes the following fields and options:

- Type***: A dropdown menu with "Abstract" selected.
- Publication Citation (Formatted)***: A text input field.
- Year (YYYY) ***: A text input field with "2021" entered.
- Is this publication related to Health Professions Education?***: A dropdown menu with "YES" selected.
- Peer-Reviewed Article***: A dropdown menu with "YES" selected.
- Is this publication based on your SMU project?***: A dropdown menu with "YES" selected.
- Did you collaborate with another SMU Fellow or SMU Faculty member on this?***: A dropdown menu with "YES" selected.
- Additional information (Supporting document, ISSN/ISBN, URLs, etc.) ***: A text input field.
- Choose File**: A button next to "No file chosen".
- Add**: A blue button at the bottom right of the form.

- In Publications Tab, Fill up the details like Type, Publication Citation, Year of Publication, and all other details. You can upload some documents for reference). To add document, chose File. Then to Submit details Click on **Add** button.
- Similarly, Add details in respective categories. If you don't have data for the category, then leave blank.
- All added details will be shown just below the Add button section.

The screenshot shows the SMU Employee Profile Creation Page with the "Publications" tab selected. Below the form, the added details are displayed in a table format. The table has the following structure:

PUBLICATIONS					
1. SMU ASHISH SHARMA: # 2715, ON: 15-06-2021					
Publication Type	Abstract	Year(MM-YYYY)	2021		
Title of Publication	Citation Text.				
Related to Health Profession Education	YES	Peer Reviewed Article	YES	Based on SMU Project	YES
collaborated with other Faculty	YES	Additional Information			
Attached Documents:					

C. Edit/Update/Delete Profile Data.

- You can edit, update the details after adding the profile data as shown below.

PUBLICATIONS					
1 .Mr ASHISH SHARMA: #2715, ON:15-06-2021					
Publication Type	Abstract	Year(MM-YYYY)	2021		
Title of Publication	Citation Text.				
Related to Health Profession Education	YES	Peer Reviewed Article	YES	Based on SMU Project	YES
collaborated with other Faculty	YES	Additional Information			
Attached Documents:					

- Click on Delete button to delete the details entered.
- To Edit the Profile, Click on the Edit Button. A window will pop-up containing the editable options. Click on update to save the changes.

- You can also view the uploaded details in **View Your Profile Tab.**

- Click on **View Your Profile Tab.**
- Select the tab to view the details as shown below.

Profile of :ASHISH SHARMA # -2715

[Show ALL](#)

[Promotions](#)
[Awards/Honors](#)
[Educational Materials](#)
[Professional Development](#)
[Grants / Funding](#)
[Other Activities](#)

[Administrative / Executive Appointments and Positions](#)

[Publications \(Articles, monographs, chapters, books.\)](#)

[Conferences / Presentations / Workshops](#)

[Faculty Development Coursework for Other Faculty](#)

[Medical Education Units / Departments or Health Professions Education Units / Departments](#)

✔ Approved ✘ Not Approved

PUBLICATIONS

1 Mr ASHISH SHARMA: #2715 , ON:15-06-2021
✘

Publication Type	Abstract	Year(MM-YYYY)	2021		
Title of Publication	Citation Text.				
Related to Health Profession Education	YES	Peer Reviewed Article	YES	Based on SMU Project	YES
collaborated with other Faculty	YES	Additional Information			
Attached Documents:					

- Uploaded details are either approved or Not Approved. Once the admin approves the details, it will be reflected in your profile Report Section.

D. Employee Profile Report

- To view your Profile Report, Click on *My Profile Form 16 Uploaded* link in Quick Link Menu.
- Click on Annual Employee Report as shown below.

My Profile (Annual Employee Report) 

Personal Information [Edit](#)

Name	ASHISH SHARMA	Gender:	MALE
Father's Name	BIMAL SHARMA	Date of Birth	08-08-1994
Marital Status	Unmarried	Caste	GENERAL
Spouse Name	NA	Mother Tongue	HINDI
Next Kin	NA	Birth Place	MUZZAFARPUR
		Nationality	INDIAN

Communication Information

Present Address	DEORALI GANGTOK
Permanent Address	MUZZAFARPUR BIHAR
Email	ASHISH12UCA002@GMAIL.COM
Phone/Extension	0
Mobile	7384880922

- You will be redirected to your Profile Report Page

Employee Profile



PROFESSOR

Employee	[REDACTED]
Department	[REDACTED]
Institute	SMIMS
Contact Details	[REDACTED]
Address	[REDACTED]

PROMOTIONS	1	AWARDS & HONORS	0
EDUCATIONAL MATERIALS	0	PROFESSIONAL DEVELOPMENT	0
PUBLICATIONS	18	GRANTS / FUNDINGS	0
ADMINISTRATIVE & EXECUTIVE APPOINTMENTS	0	FACULTY DEVELOPMENTS	0
OTHERS	0	CONFERENCE / PRESENTAIONS / WORKSHOPS	0
MEDICAL EDUCATION UNIT	0		

PROMOTIONS

1

Promotion: **PROFESSOR** Promotion Title: **HEAD OF DEPT** Organisation: **SIKKIM MANIPAL INSTITUTE OF MEDICAL SCIENCES**

Year: **2007** SMU experience contribute to this promotion: **VERY MUCH**

PUBLICATIONS

1

Publication Type:	ARTICLES	Year:	2008
Title of Publication:	ANJUM, S., GUPTA, A., SHARMA, D., KUMARI, S., SAHARIAH, P., BORA, J., BHAN, S. AND GUPTA, B., ANTIMICROBIAL NATURE AND HEALING BEHAVIOR OF PLASMA FUNCTIONALIZED POLYESTER SUTURES. JOURNAL OF BIOACTIVE AND COMPATIBLE POLYMERS, MAY 1, 2017; VOLUME: 32 ISSUE: 3, PAGE(S): 263-279; SAGE JOURNALS		
Related to Health Profession Education:	NO	Peer Reviewed Article:	YES
		Based on SMU Project:	YES
collaborated with other Faculty:	YES	Additoinal Information:	NO

2

Publication Type:	ORIGINAL ARTICLE	Year:	2016
Title of Publication:	JOY, JINCY; GUPTA, AMLAN; JAHNAVI, SARVEPALLI; VERMA, RAMA S; RAY, ALOK R; GUPTA, BHUVANESH; UNDERSTANDING THE IN SITU CROSSLINKED GELATIN HYDROGEL; POLYMER INTERNATIONAL; 65; 2; 181-191; 2016; JOHN WILEY & SONS, LTD		
Related to Health Profession Education:	NO	Peer Reviewed Article:	YES
		Based on SMU Project:	YES
collaborated with other Faculty:	YES	Additoinal Information:	NO

3

Publication Type:	ORIGINAL RESEARCH ARTICLE	Year:	2016
Title of Publication:	ANJUM S, GUPTA A, SHARMA D, GAUTAM D, BHAN S, SHARMA A, KAPIL A, GUPTA B. DEVELOPMENT OF NOVEL WOUND CARE SYSTEMS BASED ON NANOSILVER NANOHYDROGELS OF POLYMETHACRYLIC ACID WITH ALOE VERA AND CURCUMIN. MATERIALS SCIENCE AND ENGINEERING: C. 2016 JUL 1;64:157-66.		
Related to Health Profession Education:	NO	Peer Reviewed Article:	YES
		Based on SMU Project:	YES
collaborated with other Faculty:	YES	Additoinal Information:	NO



THANK YOU

Note:

- For any Technical Assistant query at it@smims.smu.edu.in, info@smims.smu.edu.in
- Contact us at telephone Extension @ 555