



DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES
Shavige Malleshwara Hills, Kumaraswamy Layout
Bangalore 560 076



DSCDS/Internal/2023/019

February 24, 2023

CIRCULAR

This is to inform all faculty members that the ERP Implementation is ongoing for the DSCDS on the DSU-GNUMS Portal under Dayananda Sagar Institutions. In this regard you will receive a mail to your official mail id's with the login credentials. The flowchart for all **Teaching Faculty** to follow to register and update their profile onto the GNUMS-ERP System is as follows:

Step:1: Check your Email (Work Email) to have received an email from Dayananda Sagar Institutions from an email ID noreply2@gnums.co.in [Note: If you have received an email to your personal Email ID Please ignore the same, use the link only from your official id @dscds.edu.in]

Step:2: Once you open the mail, keep a note of your USERNAME (Eg: D00263) then, click on <Click Here> to set your password.

Step:3: Set your password to access the site <https://ums.mydsi.org/>

Step 4: Login to the above-mentioned site, type in your USERNAME and the password you had set as per Step:3.

Step 5: You will now be directed to the Dashboard of the DSCDS-GNUMS-ERP Portal, at this page, on the right side, under your name, Click on <My Profile> then on the top right corner, Click on <Edit Profile>

Step:6: Fill in all mandatory fields marked with an asterisk [*], with particulars under Personal tab, contact tab, Academic Tab, Financial Tab, Other Tab accordingly as per requirements, and then you may Save and Logout.

Step:7: Send an email to av-team@dscds.edu.in that your Registration to the DSI-DSCDS- GNUMS portal is complete and that your Profile has been updated.

Leave Application through ERP

Further all casual leave applications shall be done through the ERP software henceforth (procedure enclosed).

Note: faculty who have applied for casual leave between 21st January 2023 to till date shall reply the same through ERP system.

PRINCIPAL

PRINCIPAL

Dayananda Sagar College of Dental Sciences
Kumaraswamy Layout,
Bangalore - 560 078.

Copy to;

1. Teaching Faculty whatsapp group
2. Non teaching staff whatsapp group
3. IQAC
4. Staff Welfare committee
5. AV Committee
6. Office file

Circular 2022 onwards.doc

How to Apply Leave in ERP

STEPS:

1. Visit ERP Application:

Launch the browser and go-to: <https://ums.mydsi.org>



* Username

* Password

Login

Forgot Password

Please use Google Chrome for better experience

2. Login to ERP Applications:

Enter “Username” and “Password”, then click on “Login”.



* Username*

* Password

Login

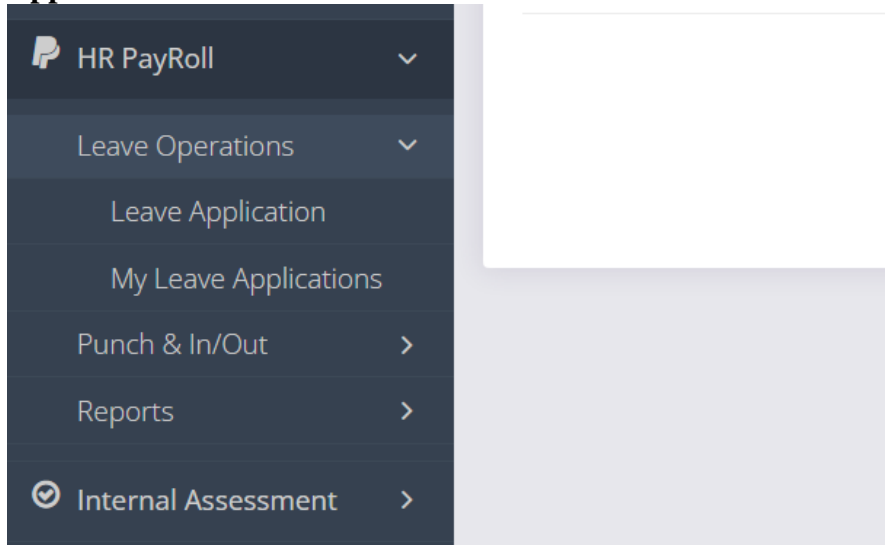
Forgot Password

Please use Google Chrome for better experience

3. Applying Leave:

After login with the credential, please follow the below steps to below to apply leave.

- a. Click on "HR PayRoll" then "Leave Operations" and then click on "Leave Application".



Leave Application HRPayRoll

A screenshot of the 'ADD LEAVE APPLICATION' form. The form is titled 'ADD LEAVE APPLICATION' and includes the following fields: Staff (DSI | Software Department) with a dropdown menu showing 'Mr. Vijaya Kumara KR'; Leave Type (dropdown menu showing 'Select Leave Type'); Application Type (dropdown menu showing 'Avail'); From Date (calendar icon, showing '19-02-2023'); From Day Type (dropdown menu showing 'Select Day Type'); To Date (calendar icon, showing 'To Date'); To Day Type (dropdown menu showing 'Select Day Type'); Total Days (input field with 'Enter Total Days'); Leave Reason (text area with 'Enter Leave Reason'); Remarks (text area with 'Enter Remarks'); Upload Document (file upload button with 'Select file'); and Save/Cancel buttons at the bottom.

- b. Select the "Leave Type" you want to apply from the drop down.
Ex: CL / EL / SL

A close-up screenshot of the 'Leave Type' dropdown menu. The dropdown is open, showing the following options: 'CL - Casual Leave' (highlighted in blue), 'EL - Earning Leave', and 'OD - On Duty Leave'. The text 'Select Leave Type' is visible above the options. To the right of the dropdown is the 'Application Type' dropdown menu, which is currently set to 'Avail'. Below the dropdowns is a text area with the placeholder 'Enter Remarks'.

- c. Select “**From Date**” to “**To Date**” (Leave Dates) and reason for leave, if any document proof needs to be provided, upload using upload button then click on “**Save**”.

* Staff (DSI | Software Department)

Mr. Vijaya Kumara KR

* From Date: 19-02-2023

* From Day Type: Full Day

* To Date: To Date

Total	Used	Balance
15.00	0.00	15.00

* Leave Reason: Enter Leave Reason

* Leave Type: CL - Casual Leave

* Application Type: Avail

Upload Document: Select file

Save Cancel

NOTE:

- I. Faculty can apply leave against the “**Available Leave Balance**”. If there is no leave balance in your account you will not be able to apply for leave.
- II. Teaching Faculties need to do “**Load Adjustment (Alter Class)**” for the leave date before going to apply for leave.
- III. “**Load Adjustment (Alter Class)**” has to be “**Accepted**” by faculty to whom you have altered.
- IV. “**Load Adjustment (Alter Class)**” has to be “**Approved**” by your Head of the Department.

4. Leave Approval Procedure:

- a. After applying leave, it needs to be approved by your first approval authority (ex: Head of the Department / Chairman).
- b. Leave needs to be approved by Second approval authority (Principal / Dean).