



# JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

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D.No.Estab/LD/ 1766  
Dated: 28/12/2023

## CIRCULAR

As a part of digital transformation, the UMS has been implemented for e-governance in Jamia Hamdard and the attendance of teaching and non-teaching staff is recorded through biometric attendance.

The challenges reported in the attendance system has since been rectified. All employees are to update/regularize their attendance/leave on the portal.

The employees can access their portal through the following link using your existing employee code(s) as login ID and password.

<http://172.16.131.100:82/Home.aspx>

All employees are hereby informed to review their attendance by logging into the system and regularize it wherever applicable (mis-punch, absence or P/2). Regularization of such cases must be completed by 22<sup>nd</sup> day of each month. A step-by-step guide to perform all these activities is attached with this email.

The attendance recorded in UMS will be reconciled with the active duties received from individual departments initially for a few months so that there is no mismatch between both the reports.

The following points may be noted to regularize the attendance. The employee can find these options under '**Transaction**':

### **For Employees:**

1. To apply leave, please use 'Leave Application' option under 'Leave'
2. To regularize absent, please use 'OD Application' or 'Bulk Attendance' option under 'Attendance'
3. To regularize mis-punch or P/2, please use 'Employee Mis-punch' option under 'Attendance'

### **For Approvers:**

1. To approve leave requests, please use 'Leave Approval' option under 'Leave'
2. To approve bulk attendance request, please use 'Bulk Attendance Approval' option under 'Attendance'
3. To Approve mis-punch requests, please use 'Attendance Approval' option under 'Attendance'
4. To Approve OD requests, please use 'OD Approval' option under 'Official duty'

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The leave records of each employees are being updated in the UMS. The balance available on the portal will change in due course of time. The update will be completed in the next few days and shall be communicated separately for your validation and confirmation.

In case you face any challenge, the employee can share his/ her queries using the following google form link. They can also contact the Establishment / Deloitte / Corporate Serve team for resolution.

<https://forms.gle/UcYcP6evtdF1DKkS6>

In the department, there may be employees who don't have access to the system, they may be assist by colleagues to regularize their attendance using their login details. Additionally, they can be guide to contact the establishment section for this activity.

Authority: Approval of Vice-Chancellor dated 21.12.2023.

  
28/12/2023  
(Dr. M. A. Sikandar)  
Registrar

**Distribution to:**

1. All Deans
2. All Heads of the Departments/Offices/Units
3. Finance Officer/Director, IQAC/Controller of Examinations
4. System Analyst – to get it uploaded on Jamia Hamdard website
5. AR/Secretary to Vice-Chancellor
6. PA to Registrar
7. Personal/Guard File