



सं /No. MANUU/ER-II/EF.101/2024-25/1578

1st January, 2025

परिपत्र / CIRCULAR

Sub: Implementation of Samarth Leave Module for Non-Teaching Employees w.e.f. 01.01.2025 – Reg.

Ref: Approval of the Vice Chancellor dated 01.01.2025

It is hereby informed to all Non-Teaching employees of MANUU that the **Samarth Leave Module** will be activated from **1st January 2025**. Accordingly, all Non-Teaching employees are required to apply all kinds of leave exclusively through the Samarth Portal w.e.f. 1st January 2025. **No physical leave application will be accepted.**

2. The Non-Teaching employees can access the portal using their respective login credentials, which is their email IDs / MANUU Employee ID. First-time users must reset their passwords using their registered email IDs. For example the ID of any employee is 1332, he/she can login the portal either using their email or Employee ID ie., 1332.

3. The Samarth portal can be accessed at the following link:

<https://manuu.samarth.ac.in/index.php/site/login>

4. **How to apply leave through Samarth Portal:** For a detailed understanding of process for applying leave through Samarth Portal, a demo video is created and the employees are encouraged to watch the demo video available at the following link:

<https://www.youtube.com/watch?v=XVBDo0qEjeo>

5. **How to recommend and sanction leave on Samarth Portal:** A demo video is created for detailed understanding of process to recommend and sanction any kind of leave at the following link:

https://www.youtube.com/watch?v=e_E59YuPP-Y

6. Therefore, all the Non-Teaching employees are required to comply with this new system and submit their leave applications exclusively through the **Samarth Portal** w.e.f. **01.01.2025**.

7. For any query and further assistance, contact CIT, MANUU / ER-II Section.

कुलसचिव/Registrar

प्रतिलिपि/Copy to:

1. All Non-Teaching Employees
2. All Deans, School of Studies/Directors of the Centres
3. All Heads of Departments
4. Offices of the VC/Registrar/OSD-I/OSD-II/FO
5. Director, CIT-For uploading the Circular on the website
6. Concerned File