



SAVITRIBAI PHULE PUNE UNIVERSITY

सावित्रीबाई फुले पुणे विद्यापीठ

॥ यः क्रियावान् स पण्डितः ॥

## Human Resource Management System User Manual Of Festival Advance Process

Step 1- आपल्या ब्राउझर वर हा URL [www.unipune.ac.in](http://www.unipune.ac.in) टाईप करा.

Enter this url [www.unipune.ac.in](http://www.unipune.ac.in) on your browser

The screenshot shows the homepage of Savitribai Phule Pune University. At the top, there is a header with the university's name in English and Marathi, along with a logo and contact information. Below the header is a navigation menu with links such as Home, About the University, Academics, Academic Programs, Administration, BCUD, Students Corner, Useful Links, Feedback, and Contact. A search bar is located on the right side of the navigation menu.

The main content area is divided into several sections:


- Left Column:** Contains accreditation information from THE World University Rankings (No. 3) and NAAC (A Level), along with a 'GOLDEN WORDS' section.
- Middle Column:** Features a lecture series announcement for MSc Part II Students by Professor M. S. Wadia, titled "PERICYCLIC REACTIONS" on 9.00 AM to 11.00 AM. A red circle highlights the "Administration NEW PORTAL" link in the "IMPORTANT CIRCULARS FOR COLLEGES" section.
- Right Column:** Includes sections for "FROM CHANCELLOR'S DESK" (with a quote from Shri C. Vidyasagar Rao), "FROM VC'S DESK" (with a quote from a Vice-Chancellor), and "NEWS & ANNOUNCEMENTS" (including UPSC Civil Services coaching and a central audit schedule).



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### Step 2- पुढील पानावर/ Next Page



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# AdministrationOnline

Administration Section, Savitribai Phule Pune University


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**येथे क्लिक करा**

Welcome to Administration Online ! Online Portal of Administration Section, Savitribai Phule Pune University


**Recent Updates**

- [Human Resource Management System User Manual of Festival Advance Process](#)
- [Teacher Appraisal System](#)
- [User Manual of Teacher Appraisal System](#)



**Prof. (Dr.) W. N. Gade**  
Vice Chancellor  
Enhancing the quality of education is the task with us with prime importance; it helps us to build society of our ...


[More](#)





**Dr. Narendra M. Kadu**  
Registrar  
Our vision of empowering students is to understand and develop their strengths and recognize and overcome their

[..More](#)


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 Administration (Teaching)  
Administrative department For Teachers of various Academic Departments

 Administration (Non Teaching)  
Administrative department For Non Teaching employees of University.

 Right To Information Office

### Step 3- पुढील पानावर / Next Page



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Savitribai Phule Pune University  
HR Management System  
**E-service**

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[Home](#) [Contact Us](#)

**येथे क्लिक करा**

**For Employee**  
Click Above!!



**Welcome University Employee**

For Any Queries mail us on- [adminsupport@pun.unipune.ac.in](mailto:adminsupport@pun.unipune.ac.in)

## Human Resource Management System User Manual Of Festival Advance Process

### Step 4- पुढील पानावर / Next Page

Savitribai Phule Pune University  
HR Management System  
**E-service**

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**Welcome University Employee**

**सेवक क्रमांक**

**Login**

User Name :

Password :

**जन्मतारीख**

**Username:** सेवक क्रमांक / Employee ID

**Password:** जन्मतारीख / Date of Birth

**जन्मतारीख अशी लिहावी: DDMMYYYY**

**उदाहरण: (तुमची जन्मतारीख 1-5-1974 आणि लिहण्याची पद्धत 01051974)**

**Date of Birth write in this format: DDMMYYYY**

**For Example: your birth date: 1-5-1974 and write for password like this: 01051974**

## Human Resource Management System User Manual Of Festival Advance Process

### Step 5- पुढील पानावर / Next Page

SAVITRIBAI PHULE PUNE UNIVERSITY  
सावित्रीबाई फुले पुणे विद्यापीठ  
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Human Resource Management System

Change Password

सध्याचा जुना पासवर्ड

Current Password:

नवीन पासवर्ड New Password:

कन्फर्म पासवर्ड Confirm Password:

Change Password Reset

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Human Resource Management System

Generate Request & Services

Change Request

Festival Advance Entry

येथे क्लिक करा

Home

Section

The function of human resources management is to provide the employees with the capa record keeping, promotion and advancement, benefits, compensation, etc. The function, is to create a management system to achieve long-term goals and plans. The managem target, and execute long-term employment goals. For any company to have an efficient resource management is a key. Human resources are designed to manage the following: health care Compensation Annual, sick, and personal leave Sick banks Discipline Records etc.) Recruitment and employee retention strategies Salary and Wages Administrations.



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## Human Resource Management System User Manual Of Festival Advance Process

### Step 6- पुढील पानावर / Next Page

The screenshot shows the HRMS dashboard. At the top left, there is the university logo and name: SAVITRIBAI PHULE PUNE UNIVERSITY, सावित्रीबाई फुले पुणे विद्यापीठ, ॥ यः क्रियावान् स पण्डितः ॥. The main header is "Human Resource Management System". On the right, there are navigation links: Home, Welcome - Shubhangi Mandalik !, and a lock icon. Below the header, a message says "Welcome To Human Resource Management System". The main content area has a "Section" tab and two buttons: "Go To Admin" with a gear icon and "Go To My Profile" with a person icon. A red circle highlights the "Go To My Profile" button with the text "येथे क्लिक करा" (Click here). Below the buttons, there is a paragraph of text: "The function of human resources management is to provide the employees with the capability to manage: healthcare, record keeping, promotion and advancement, benefits, compensation, etc. The function, in terms of the employers benefit is to create a management system to achieve long-term goals and plans. The management allows companies to study, target, and execute long-term employment goals. For any company to have an efficient ability to grow and advance human resource management is a key. Human resources are designed to manage the following: Employee Benefits Employee".

### Step 7- पुढील पानावर / Next Page

The screenshot shows the HRMS dashboard with the "Generate Request & Services" button highlighted. The main content area has a "Festival Advance Details" tab and a "Search Details" section. The search section contains a message: "\* ने दर्शवलेली माहिती भरणे अनिवार्य आहे." (Filling the displayed information is mandatory). Below this is a form with "Employee ID \*" and a search input field containing "XXXX". A red circle highlights the "Search" button with the text "येथे क्लिक करा" (Click here). The "Clear" button is also visible.

## Human Resource Management System User Manual Of Festival Advance Process

### Step 8- पुढील पानावर / Next Page

**Festival Advance Details**

**Search Details**  

\* ने दर्शवलेली माहिती भरणे अनिवार्य आहे.

Employee ID \* :

✔ Record Found

**Fill Form**

Employee Name	: <input type="text" value="Smt. Mandlik Shubhraj S. Shinde"/>	DOB	: <input type="text" value="19/07/1988"/>
Gender	: <input type="text" value="Female"/>	Address	: <input type="text" value="B-14/2, Rainydra Societ"/>
Department	: Jayakar Library	Designation	: <input type="text" value="Technical Assistant Libr"/>
Festival *	: <input type="text" value="DIWALI"/>		
Year *	: <input type="text" value="2015"/>		
Role(Permanent/Other) *	: <input type="text" value="Permanent"/>		

**येथे क्लिक करा**

(जर तुमचा सेवक प्रकार (Service Type) प्रोबेशन (Probation) किंवा इतर (Other) असेल तर विभाग ब मध्ये बघा.)



## Human Resource Management System User Manual Of Festival Advance Process

### Step -8 विभाग-अ

Role(Permanent/Other):

Sanction Amount : 20000

Recovery Month : 10

EMI : 2000

Apply

येथे विलक करा

Confirm Clear

✓ Record Saved Successfully..

✓ Record Saved Successfully..

Sr.No.	Emp_ID	Name	Designation Name	Department Name	Role	Festival Adv.Amount	Advance Year	Download Application
1	XXXXX	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	Technical Assistant (Library)	Jayakar Library	Permanent	20000	DIWALI-2015	Download

तुम्ही भरलेल्या माहितीची प्रत मिळवण्यासाठी येथे विलक करा

### Step -9 विभाग - ब

Festival \* :

Year \* :

Role(Permanent/Other) \* :

Sanction Amount : 25000

Recovery Month : 10

EMI : 2500

Apply

Surety Details \*

(Note) \* You Should be Add Two Surety Details After You Confirm Details

तुम्ही ज्या दोन व्यक्तींची हमीपत्र जोडणार त्यांची माहिती खाली भरा.

Sr.No.	Employee ID	Employee Name	Add New Row	Remove Row
1	<input type="text"/>	<input type="text"/>	Add	Remove

Confirm Clear





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# Human Resource Management System

## User Manual Of Festival Advance Process

(Note) \* You Should be Add Two Surety Details After You Confirm Details

Sr.No.	Employee ID	Employee Name	Add New Row	Remove Row
1	XXXX	XXXX	Add	Remove
2	XXXX	XXXX	Add	Remove

✓ Record Added SuccsesFully

येथे विलक करा

Confirm

Clear

✓ Record Saved Successfully..

Confirm

Clear

✓ Record Saved Successfully..

Sr.No.	Emp_ID	Name	Designation Name	Department Name	Role	Festival Adv.Amount	Advance Year	Download Application
1	XXXX	XXXXXXXXXXXXXXXXXXXX	Junior Assistant(General)	XXXXX	Probation	25000	DIWALI-2015	Download

मुळे प्राप्तलेल्या माहितीची प्रत मिळवण्यासाठी येथे विलक करा