Help Document for Scholar Work log approval

Process Flow Diagram:



User Roles:

Employee	Role
TA supervisor /Guide :	Scholar work log approval

For Department Office Staff:

Step 1:

Login proof at: https://workflow.iitm.ac.in/employee/

Choose, the "Approvals -> Worklog " Submenu from "Academics" Menu after Login.

Mork Log Approvals Registration Student Noting Worklog Approve V Grades Branch Change Work Lt Guest Faculty Add or Drop-Course Faculty Roll N Introduce/Modify Courses Add or Drop-Faculty Advisor Wt Wt Wt Tot Hrs BT151 Research Scholar >0 JAN 0.00 0.00 0.00 0.00 BT151 Reports >0 JAN 0.00 0.00 0.00 0.00 0.00 Course Details Non IITM Faculty Creation Non IITM Faculty Creation Not All the Method M M M	Ta	sks	Views	Academics	ICSR	Human Reso	urces I	Main Store	s Main A	counts	Members	hips Gen	neral Ta	sk Status							
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Approve check box would be auto checked for those which has valid work log hours.

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Vork Log	PE													G
Roll No 🔺	Name	Year	Month	Wk1	Wk2	Wk3	Wk4	Wk5	Tot Hrs	Approve	Remar	ks		
MS16D009	SWAMINATHAN RAM	I 2020	JAN	8.00	8.00	8.00	0.00	0.00	24.0	\checkmark	fine			I
MS18S003	AYUSHI DUBEY	I 2020	JAN	0.00	0.00	0.00	0.00	0.00	0.0		ok			I

Click on name to view the work log details entered by the students.

Student WorkLog De	tails						
Roll No :	M516D009	Name :	SWAMINATHAN RAMMOHAN	Year :	2020	Month :	January
WorkLog Details							
Weeks	Hours		Remarks				
Week 1	8 Hrs		Sangam				
Week 2	8 Hrs		Sangam				
Week 3	8 Hrs		Sangam				

Once verified the entered details click the approve button and enter the remarks by clicking the edit button and save the details.

Name Year Month Wk1 Wk2 Wk3 Wk4 Wk5 Tot Hrs Approve Remarks 8T15D042 MUTHUD 2020 JAN 0.00
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BT15D303 SOUMALYA I 2020 JAN 0.00 </td
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Step 1 :

After Submit the process. The Task Status will be shown in task status - > initiated - > Completed

Tasks V	iews Academics ICSR Human Resources Main Stores Main Accounts Memberships General	Task Status			
6	Completed Tasks	Task Summary		_	
		Initiated ,	On-going		
	Process Name			Completed On	Completed Task Details
	Work Log	Participated >	Completed	Jan 9 2020 11:54AM	A
	Grade Approval	Tapal Details	Deleted	May 2 2019 5:13PM	
	Casual Leave	HDL 20 2013 11:00HW		Apr 27 2019 8:35AM	
	Work Log	Apr 22 2019 10:24AM		Apr 22 2019 10:25AM	
	Consultancy Project Amendment	Apr 12 2019 12:50PM		Apr 12 2019 3:03PM	
	Consultancy Project Amendment	Apr 12 2019 12:22PM		Apr 15 2019 11:22AM	
	Consultancy Project	Apr 2 2019 11:05AM		Apr 8 2019 12:05PM	
	Consultancy Project	Mar 29 2019 3:00PM		Apr 5 2019 9:36AM	
	Casual Leave	Mar 18 2019 1:49PM		Mar 21 2019 9:00AM	
	Submission of Immovable Property Ret	Jan 31 2019 2:56PM		Jan 31 2019 2:57PM	
	Submission of Immovable Property Ret	Jan 31 2019 2:52PM		Jan 31 2019 2:55PM	
	Leave Application	Jan 29 2019 10:20AM		Feb 6 2019 4:40PM	
	Work Log	Jan 21 2019 10:36AM		Jan 21 2019 10:37AM	
	Leave Application	Jan 18 2019 3:02PM		Jan 25 2019 9:31AM	
	Leave Application	Jan 11 2019 1:49PM		Jan 16 2019 1:24PM	
	Casual Leave	Nov 30 2018 11:26AM		Dec 1 2018 7:06PM	
	Grada Corrections	Nev 27 2010 1-100M		Dec 4 2010 12-240M	V