

Delegate Role Process

Overview:

1.1 Scope:

The Delegate Role Process is enabled for HOD, Dean Registrar, Deputy Registrar, faculty/staff for approving the pending task when they are on leave.

1.2 Flowchart:

Flowchart for the delegate role process is given below

Delegate Task-(GEN-DT-001)	
Staff	<div>Assign Alternate Staff during Leave</div>
Delegation Rights and Role details : Director ----> Deputy Director Deputy Director ----> Director Dean ----> Other Dean's Registrar ----> Deputy Registrar Deputy Registrar ----> Assistant Registrar HOD----> Faculties in same Department Faculty Advisor ----> Faculties in same Department SPC Chairman ----> SPC Members CPC Chairman ----> CPC Members Superintendent ----> Assistant Registrar (Only for Admin, Accounts, Academics & Stores) CCOM ----> CCOM Members SAIF ----> SAIF Members	

1.3 User Roles:

User	Roles
Staff	Assign alternate Staff during leave

2.2.1 Process description:

2.2.1.1 Functional Specifications

1. In the delegation details section, certain details like (employee id, employee name, designation, Section, telephone number are pre-populated) and non-editable.
2. **Address during the above leave:** User shall enter the address.
3. **Delegate from:** User shall pick the date from the date picker.
4. **Delegate to:** User shall pick the date from the date picker.
5. **Employee ID:** User shall pick the faculty/staff to assign delegate.
6. **Submit Delegate Request:** User shall check the address.
7. **Remarks:** User shall enter the remarks in the textbox.

2.2.1.2 User Interface Design:

Step 1: Delegation Details Screen:

When the user invokes the ‘delegate role process’, then System generate the delegation details screen. This process menu is available for all HOD, Dean Registrar, Deputy Registrar, faculty/staff.

Menu: Human Resources -> Delegate Role


Delegate Role - IIT Madras

Delegation Details			
Employee Id	008315	Employee Name	Arun E
Designation	JR.TECH.SUPERINTENDENT	Section	
Telephone Number	4978		
Address during the above leave *	Paris		
Delegate From *	01/01/2020	Delegate To *	09/01/2020
Duration in Days	9		

Step2: Delegate Role Screen

User can pick the faculty/staff by using the look-up icon against the role to be delegated.

**** Delete the Rows for which Delegation is not Required. Delegation is Mandatory for atleast one Role.**

Delegate Roles *			X
Role *	Employee Id	Name	
PRB			

Page 1/1

Address during the above leave *

Delegate From *

Duration in Days



** Delete the Rows for which Delegation is not Required. Delegation is Mandatory for atleast one Role.

Delegate Roles *

Role *	Employee Id
PRB	

Page 1/1

Lookup Results

EmployeeId	NAME
	
002707	Sriram P
002795	Koshy Varghese
008074	Anil Prabhakar
008299	Rahul Marathe
008606	Rupesh Nasre

Page 1 of 2

OK Cancel

Step3: Recommended Action:

User shall either check submit delegate role and enter remarks and finally submit the task.

Recommended Actions	
Submit Delegate Request	<input checked="" type="checkbox"/>
Remarks *	Delegate Role
Max 500 characters	