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## All Menu List

Menu Id	Module	Submodule	Menu	Description	Default Access
1033	Academic	Admission	[Admin Template] Form Template for Admission	Define the admission form template from this option	
1034	Academic	Admission	[Admin Template] Letter Template for Admission	Define the call/offer letter template for admission from this option	
1035	Academic	Admission	[Advertisement] 01. Manage Advertisement	Create and update advertisement for admission	
1036	Academic	Admission	[Advertisement] 02. Configure Advertisement	Configure the advertisement for admission with admission type, application fees etc. You can also define the configuration for advertisements with restricted applications (eg. JEE)	
1037	Academic	Admission	[Advertisement] 03. Program Configuration	Configure the programs against the advertisement for admission	
1069	Academic	Admission	[Application] 01. Upload Potential Admittee Details	This option can be used to upload potential candidate details for closed advertisements.	
1071	Academic	Admission	[Application] 02. Manage Candidate Applications	Institute can manage the applications and mention scrutiny related errors, if any, to the candidates	
1038	Academic	Admission	[Candidate Selection] 01. Manage Selection Steps	Configure the selection step for admission (eg. Initial Shortlisting, Written Test, Interview, Final Offer etc.)	
1064	Academic	Admission	[Candidate Selection] 02. Shortlist Candidates	Department can shortlist candidates in various steps configured for admission	
1096	Academic	Admission	[Candidate Selection] Send Call/Offer Letters	This option enabled the user to send call or offer letter to shortlisted candidates after each step.	
1065	Academic	Admission	[On-boarding] 01. Documents for Admission	Specify list of documents applicable for verification during admission	
1066	Academic	Admission	[On-boarding] 02. Document Verification Configuration	Configure the list of documents to be verified for a specific admission	
1067	Academic	Admission	[On-boarding] 03. Admission Fees Payment Updation	Update payment information during admission from this option	
1068	Academic	Admission	[On-boarding] 04. Document Verification	This option facilitates the verification of documents during joining	
1021	Academic	Configuration	Classroom Configuration	This menu allows the user to configure rooms for academic purpose.	
1049	Academic	Configuration	Document Template Customization	This option facilitates the customization of various system generated reports in academic module	
1001	Academic	Configuration	Initial Configuration	As a part of SMILE initial set-up and on-boarding, this menu allows the user to configure the Academic Module.	
1047	Academic	Configuration	Runtime Configuration	The user can setup the current academic session of the institute using this menu.	
1007	Academic	Curriculum Management	Activate/Deactivate Subjects	This menu allows the user to Activate/Deactivate Subjects.	
1073	Academic	Curriculum Management	Approve Research Curricula	Approve the research curricula from this option	
1017	Academic	Curriculum Management	Change Curriculam	Initiate change curricula from this option	
1018	Academic	Curriculum Management	Curricula Change Approval	Approve the curricula change request from this option	
1072	Academic	Curriculum Management	Define Research Curricula	Define different curricula for research oriented programs	
1004	Academic	Curriculum Management	Program Proposal	This menu allows the user to enter details in the system so that a new program can be proposed. The components of the programs are an integral part of the curriculum. The program proposal will have information related to the program type, degree level, schedule type, etc.	Faculty
1005	Academic	Curriculum Management	Program Proposal Approval	Using this menu, the user will Approve the pending Program Proposals.	

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1101	Academic	Curriculum Management	Student Curricula Mapping		
1002	Academic	Curriculum Management	Subject Proposal	A subject is a unit of study which a student enrolls as part of their program. The subject is an integral part of the Curricula. Using the Subject Proposal link, the user will enter information in the system related to the Subject Name, Subject Type, Reason for New subject, Reference Books, etc. in order to complete the proposal and forward it for Approval.	Faculty
1003	Academic	Curriculum Management	Subject Proposal Approval	Using this menu, the user will Approve the pending Subject Proposals.	
1006	Academic	Curriculum Management	View Curriculum	From this menu, the user will be able to view all the information related to the curricula of a specific program.	Faculty
1046	Academic	Curriculum Management	View Subject List	This menu allows the user to view the list of all the Active/Inactive Subjects.	
1062	Academic	Examination	Add/Update Malpractice Information	Examination office can register the malpractice related information from this option	
1045	Academic	Examination	Admit Card	Student can download the admit card from this menu	Student
1061	Academic	Examination	Admit Card Generation [Examination Office]	Examination office can generate the admit card on behalf of the student from this option	
1063	Academic	Examination	Approve Malpractices	Malpractice information can be approved from this option	
1056	Academic	Examination	Exam Invigilator Allotment	Allocate invigilator for examination from this option	
1055	Academic	Examination	Exam Invigilator Availability [Examination Office]	Examination office can view the availability of invigilators for examination	
1053	Academic	Examination	Exam Room Allotment	This option facilitates subject wise allocation of room for examination	
1054	Academic	Examination	Exam Room Availability [Examination Office]	Examination office can view the availability of examination rooms	
1060	Academic	Examination	Exam Sitting Arrangement	Sitting arrangement in examination can be specified from this option	
1052	Academic	Examination	Exam Slot Configuration	Configure examination slot from this option	
1057	Academic	Examination	Generate Exam Time Table [Examination Office]	Examination office can generate examination time table from this option	
1044	Academic	Examination	Student Exam Attendance	Examination attendance can be marked from this option	
1028	Academic	Examination	Update Exam Time Table	Use this option to update the examination time table	
1026	Academic	Examination	Update Invigilator Availability	This option facilitates the user to update the invigilators available for examination	
1025	Academic	Examination	Update Room Availability	This option facilitates the user to update the rooms available for examination	
1029	Academic	Examination	View Exam Time Table (Department)	Department can view the examination time table of their subjects from this option	
1030	Academic	Examination	View Exam Time Table (Invigilator)	Invigilator can view the examination time table of his/her subjects from this option	Faculty
1048	Academic	Examination	View Exam Time Table (Student)	Student can view his/her examination time table from this option	Student
1058	Academic	Examination	View Time Table [Examination Office]	Examination office can use this option to view time table	
1041	Academic	Feedback	Feedback Approval	This option can be used to approve the feedback questionnaire	
1040	Academic	Feedback	Feedback Configuration	Enter the questionnaire for feedback using this option	
1042	Academic	Feedback	Feedback Session Configuration	Activate the feedback form for a session using this option	
1043	Academic	Feedback	Submit Feedback	Student can submit the teaching quality feedback towards the end of the semester from this option	Student
1100	Academic	Feedback	View Feedback		
1085	Academic	Graduation	Add to Potential List for Convocation	This option can be used to mark a student as potential for graduation	
1086	Academic	Graduation	Apply for convocation	Student can apply for convocation using this option once he/she is marked as potential for graduation	Student

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1092	Academic	Graduation	Convocation Registration	This option can be used by academic section to register candidates for convocation. The candidates who are going to receive degree in convocation should only be allowed to register for the convocation	
1094	Academic	Graduation	Convocation Report	Convocation report can be generated from this option	
1074	Academic	Research	01. Committee for Research Scholars	Department can define the committee members for a research scholar from this option	
1075	Academic	Research	02. Approval of Committee for Research Scholars	Institute can approve the committee for research scholars from this option	
1081	Academic	Research	03. Initiate Processing of Research Event	Supervisor can report an event for research scholar from this option	Faculty
1082	Academic	Research	04. Update Consent on Research Event	Committee members can update their online consent on research event from this option	Faculty
1083	Academic	Research	05. Verify Research Event	Academic section can verify the research event from this option	
1084	Academic	Research	06. Approve Research Event	The competent authority can approve the research event from this option	
1093	Academic	Research	Coursework Registration for Research Scholars	Research Scholars can register for recommended coursework from this option	Research Student
1095	Academic	Research	Processing of Thesis Evaluation	Academic section can use this option for online processing of thesis submitted by the research scholars	
1089	Academic	Research	Semester Registration	Research students can register for semesters from this option	Research Student
1090	Academic	Research	Semester Registration Acceptance	The supervisor can accept the semester registration request from research scholar from this option	Faculty
1091	Academic	Research	Semester Registration Approval	The head of the department can approve the semester registration request from this option	
1080	Academic	Scholarships and Awards	Manage Awards	Institute can manage various awards from this option	
1077	Academic	Scholarships and Awards	Manage Scholarship	Institute can manage the scholarship from this option	
1078	Academic	Scholarships and Awards	Scholarship Application for Students	Students can apply for scholarship from this option	Student
1014	Academic	Semester/Term Activities	Entry of Grades / Marks	Teacher can enter marks or grades for assigned subjects through this option	Faculty
1076	Academic	Semester/Term Activities	Grades / Marks Revision	Academic section can manage the grade or marks revision processes from this option	
1098	Academic	Semester/Term Activities	Result Processing	This menu facilitates the processing of result after completion of grade entry	
1013	Academic	Semester/Term Activities	Semester/Term Fees Payment Confirmation	The user can update the payment status of the Students' for a particular Semester/Term.	
1012	Academic	Semester/Term Activities	Semester/Term Registration	Using this menu, the Student can register for their respective Semester/Term.	Non-research Student
1051	Academic	Semester/Term Activities	Semester/Term Registration Approval by FA	The Faculty Advisor will confirm the Semester/Term registration process for the individual Student assigned to him/her.	Faculty
1011	Academic	Semester/Term Activities	Set-up Subjects	The basic steps that are required to set-up a subject for a specific session and schedule, can be performed using this menu.	
1087	Academic	Semester/Term Activities	Subject De-registration / Re-registration	Teacher can deregister/reregister a student in a subject from this option	Faculty
1088	Academic	Semester/Term Activities	Subject De-registration / Re-registration Approval	The competent authority can approve the deregistration or registration request initiated from the teacher	
1015	Academic	Semester/Term Activities	Subject Wise Roll List	Teacher can obtain the list of registered students in assigned subjects using this option	Faculty
1050	Academic	Semester/Term Activities	Unlock Semester/Term Events	This menu allows the user to unlock Semester/Term events	
1016	Academic	Separation	Update Student Status	Use this option to update student status after various events like graduation, resignation etc.	
1009	Academic	Student Profile	Faculty Advisor Allocation	Allocation of Faculty advisor to individual students will be done from this link.	

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1099	Academic	Student Profile	Student Academic Information (Research)	This menu displays the student academic information for a research student	Research Student Faculty
1097	Academic	Student Profile	Student Academic Information (UG and PG)	This menu displays the student academic information for a undergraduate or postgraduate student	Non-research Student Faculty
1027	Academic	Student Profile	Student Profile Management	This menu allows the institute admin (competant authority) to manage the students' profile.	
1010	Academic	Student Profile	Student Program Enrollment	Enrolling the student for the first time to the Program, Department, and Session will be done from this menu.	
1008	Academic	Student Profile	View/Edit Profile (Student)	Students' can View/Edit their individual profile's using this menu.	Student
1019	Academic	Timetable	Configure Time Slots	Using this menu, the user can define the days and time slots which are required to create the Timetable.	
1020	Academic	Timetable	Create/Update Timetable	This menu allows the user to create/update the Timetable.	
1024	Academic	Timetable	View Departmental Timetable	Using this menu, the Faculty can view the Timetable of their own and associated departments.	
1022	Academic	Timetable	View Timetable - Students	Using this menu, the students' can view the Timetables of their respective Semester/Term.	Student
1023	Academic	Timetable	View Timetable - Teachers	Using this menu, the Faculty can view the Timetable as per the classes allotted to him/her.	Faculty
7027	Accounts	01. Accounts Configuration Management	01. Financial Unit Master Management		
7019	Accounts	01. Accounts Configuration Management	02. Cost Center Management		
7016	Accounts	01. Accounts Configuration Management	03. Chart Of Account		
7020	Accounts	01. Accounts Configuration Management	04. Project Master Management		
7001	Accounts	01. Accounts Configuration Management	05. Fund Type Master Management		
7028	Accounts	01. Accounts Configuration Management	06. Bank Account Management		
7021	Accounts	01. Accounts Configuration Management	07. Rate Management for Salary Computation		
7006	Accounts	01. Accounts Configuration Management	08. External Stakeholder or Vendor Entry		
7007	Accounts	01. Accounts Configuration Management	09. External Stakeholder or Vendor Approval		
7029	Accounts	01. Accounts Configuration Management	10. Bank Account Fund Mapping		
7030	Accounts	01. Accounts Configuration Management	11. Project Fund Mapping		
7031	Accounts	01. Accounts Configuration Management	12. Financial Year Management		
7032	Accounts	01. Accounts Configuration Management	13. Stakeholder Financial Unit Access Entry		
7033	Accounts	01. Accounts Configuration Management	14. Select Financial Unit for Accounting Operation		

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7052	Accounts	02. One Time Old Data Entry	01. Opening Balance Entry for Balance Sheet		
7002	Accounts	03. Budget Management	1. Budget Activation		
7004	Accounts	03. Budget Management	2. Budget Allocation		
7005	Accounts	03. Budget Management	3. Budget Distribution		
7008	Accounts	04. Bill Management	01. Bill Preparation		
7011	Accounts	04. Bill Management	02. Bill Drawing		
7012	Accounts	04. Bill Management	03. Bill Cancellation		
7009	Accounts	04. Bill Management	04. Unadjusted Advance Ledger		
7034	Accounts	04. Bill Management	05. Loan and Deposite Liability Ledger		
7024	Accounts	05. Demand Management	01. Invoice Preparation		
7025	Accounts	05. Demand Management	02. Invoice Approval		
7013	Accounts	05. Demand Management	03. Demand Preparation		
7014	Accounts	05. Demand Management	04. Demand Drawing		
7015	Accounts	05. Demand Management	05. Demand Cancellation		
7050	Accounts	05. Demand Management	06. MOPS Payment		
7053	Accounts	05. Demand Management	07. MOPS Refund Entry		
7022	Accounts	06. Cash Management	01. Payment Processing	Process Payment	
7023	Accounts	06. Cash Management	02. Receipt Processing	Process Receipt	
7039	Accounts	06. Cash Management	03. Bank Reconciliation	Reconciliation	
7049	Accounts	06. Cash Management	04. Apply for Inter-Account Transfer		
7051	Accounts	06. Cash Management	05. Approve/Cancel for Inter-Account Transfer		
7038	Accounts	06. Cash Management	06. Print Receipt		
7036	Accounts	06. Cash Management	07. Cash Book Report		
7003	Accounts	07. Salary Management	01. Salary Head Management		
7017	Accounts	07. Salary Management	02. Monthly Salary Earning Deduction Management		
7018	Accounts	07. Salary Management	03. Monthly Salary Computation		
7040	Accounts	07. Salary Management	04. Salary Schedules		
7035	Accounts	08. PF Management	01. PF A/C Creation, Subscription Change, Loan and Withdrawal		
7037	Accounts	08. PF Management	02. PF Application Approval		

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7026	Accounts	09. Integration with TSA - PFMS	01. PFMS Mapping	PFMS Mapping	
7041	Accounts	09. Integration with TSA - PFMS	02. PFMS Schedules	PFMS Schedules	
7044	Accounts	10. Final Accounting	01. Receipt Payment Statement		
7048	Accounts	10. Final Accounting	02. Journal Voucher Entry		
7047	Accounts	10. Final Accounting	03. Data Extraction for Trial Balance and Balance Sheet		
7054	Accounts	10. Final Accounting	04. General Ledger		
7045	Accounts	10. Final Accounting	05. Trial Balance		
7043	Accounts	10. Final Accounting	06. Balance Sheet		
7055	Accounts	10. Final Accounting	07. Data Preparation for Final Balance Sheet		
7056	Accounts	10. Final Accounting	08. Project Balance Report		
5013	Career	Admin	[Configuration] Cluster Formation	This option can be used to form multiple clusters containing a group of specialisations.	
5008	Career	Admin	[Configuration] Manage Organizations	Use this option to add a new organization for placement/internship. An organization added once would be available for all sessions.	
5009	Career	Admin	[Configuration] Manage Sessions	This option enables the user to manage placement/internship sessions	
5010	Career	Admin	[Registration] Activate Organization	Activate an organization for a placement/internship session and add SPOC details	
5012	Career	Admin	[Registration] Manage Potential Students	This option enables the user to maintain the list of students who are eligible for the placement/internship for a certain session	
5014	Career	Admin	[Sessional Activities] Application Cancellation	The student applications can be cancelled from this option	
5015	Career	Admin	[Sessional Activities] External Placement Details with Approval	This option is to maintain records of off-campus offer received by the students. If the offer is added by the student, the admin can approve it. The admin can him/herself add off-campus offer using this option as well.	
5005	Career	Admin	[Sessional Activities] Job Notification Approval	This option is for approving the job notifications entered by the organizations	
5006	Career	Admin	[Sessional Activities] Job Notification Scheduling	Various job notifications can be scheduled from this option	
5007	Career	Admin	[Sessional Activities] Shortlisting and Selection	This option facilitates the admin to shortlist and select a student against the job notification (on behalf of the organization, if required)	
5011	Career	Admin	[Sessional Activities] View Overall Sessional Activity	This option is to view the overall status of placement/internship for a session	
5004	Career	Student	Application Status	Use this option to view the status of your application	
5002	Career	Student	Apply for Placement/Internship	Use this option to apply against advertised job notifications for placement/internship	<b>Student</b>
5003	Career	Student	Enter External Placement Details	Enter off-campus offer detail for placement/internship from this option	<b>Student</b>
5001	Career	Student	Manage CV for Placement/Internship	Manage profiles for placement/intership	<b>Student</b>
4001	Estate	Infrastructure	Manage Buildings and Rooms	Using this menu, the user can manage the Buildings and Rooms of the Institute.	
10102	Guest House	Admin	Room Details Entry	Guest house room details entry	
10101	Guest House	Admin	Room Type Management	Room type master management for Guest House section	
10106	Guest House	Billing	01. Generate Bill and Receipt	Generate bill and receipt	
10103	Guest House	Booking	Room Booking	Guest house room booking	
10104	Guest House	Stay	01. Check-In	Guest house check-in	

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10105	Guest House	Stay	02. Check-Out	Guest house check-out	
2008	HR	Advance	1. Apply for Advance	It allows employees to apply for different types of advances	Institute Employee
2048	HR	Advance	1.1 Advance Loan Sanction Entry	Manages the entry of sanctioned advance/loan amount	
2060	HR	Advance	10. Financial Year wise Accrued Interest	Manages the financial year wise accrued interest of advance recovery for income tax deduction	
2037	HR	Advance	2. Advance Verification and Approval	It facilitates the verification and approval of different types of advance applications of employees	
2044	HR	Advance	3. Advance Transaction	Manages the transactions related to recovery of advances.	
2033	HR	Advance	4. Advance Rate Update	Manages the interest rates of different types of advances	
2045	HR	Advance	5. Advance Monitoring and Balance Adjustment	Manages the advance balance adjustments and provides the advance monitoring	
2049	HR	Advance	6. Advance Monthly Initialization	It allows to initialize the recovery of monthly installment amount of advance	
2050	HR	Advance	7. FSA and Penal Rate Management	Manages the FSA and penalty interest rate for advance recovery	
2052	HR	Advance	8. Accrued Interest Calculation	Manages the accrued interest of advance recovery for income tax deduction	
2057	HR	Advance	9. Advance Individual Report	Provide the total report of advances taken by the employees	
2074	HR	Employee Information	Employee Master Modification	It facilitates the modification of employee data to manage the exceptional cases	
2028	HR	Employee Information	Profile Update	An employee can manage his/her profile data (qualification, experience, dependants, PAN and bank account details etc.) from this option	Institute Employee
2041	HR	Employee Information	Verification of Dependant List	It facilitates the verification of dependant addition/modification requests of employees	
2039	HR	Employee Information	Verification of Experience	It facilitates the verification of experience addition/modification requests of employees	
2038	HR	Employee Information	Verification of PAN and Bank A/C	It facilitates the verification of PAN and bank account addition/modification requests of employees	
2040	HR	Employee Information	Verification of Qualification	It facilitates the verification of qualification addition/modification requests of employees	
2001	HR	Employee Information	View Employees	It provides the list of employees with other details	
2055	HR	HR Master Management	Advance Type Management	Manages the different types of advances allowed for employees to apply	
2019	HR	HR Master Management	Designation Configuration	Designations used in the institute can be managed from this tab. The user will define different designations that have been identified for the institute.	Admin
2026	HR	HR Master Management	HR - Initial Configuration	This option allows a user (competent authority) to initially configure the HR module.	Admin
2054	HR	HR Master Management	HR Letter/Order/Memo Customization	Manage HR related letter/order/memo templates	
2027	HR	HR Master Management	Pay Scale Configuration	The user will define the different pay scale structure for the employees of the institute from this tab.	Admin
2051	HR	House Rent Allowance	Apply for HRA (Other Employee)	It facilitates the establishment unit to create applications for starting of HRA on behalf of the employees	Institute Employee
2053	HR	House Rent Allowance	HRA Order Preparation	It facilitates the establishment unit to prepare order for starting of HRA	
2056	HR	House Rent Allowance	HRA Order Sanction	It facilitates the sanctioning of orders prepared for HRA	
2010	HR	Increment	Increment Processing	Manages employee eligibility for increment	
2014	HR	Increment	Increment Run and Final Updation	It facilitates the implementation of increment order	
2024	HR	Joining	Joining Acceptance	This menu will allow the user (departmental head of the department where the employee will join) to accept the joining order that has been created and is displayed under the Pending List option.	

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2020	HR	Joining	Joining Entry	Using this menu, the user can create a joining order by entering the required information i.e. Application Code, Employee Code, Joining Year, etc. in the software.	
2025	HR	Joining	Joining Finalization	The user will be able to finalize the pending list of list of entries from this menu.	
2035	HR	Leave	Apply for Leave	Employee can apply for leave directly from this option	Institute Employee
2043	HR	Leave	Approval of Leave	It facilitates the leave approving authorities to approve the leave applications	
2046	HR	Leave	Employees On Leave / Leave Summary	It provides the employee list who are on leave on specific date period	
2034	HR	Leave	Entry of Leave	It facilitates the establishment section to enter the leave decided by the authority	
2031	HR	Leave	Holiday Master	It facilitates the entry of holidays (except saturday and sunday) of a year	
2032	HR	Leave	Leave Type Master	It facilitates the entry of leave types applicable for the institute	
2042	HR	Leave	Recommendation of Leave By Head	It facilitates head of the departments or sections to recommend the leave applications of the employees	
2036	HR	Leave	Verification of Leave	It facilitates the establishment unit to verify the leave applications	
2005	HR	Probation	Probation Order Confirmation	It provides the facility to approve the pending probation confirmation orders	
2004	HR	Probation	Probation Order Preparation	It facilitates the probation confirmation order preparation	
2018	HR	Promotion and Pay Fixation	Payfixation Order Approval	It facilitates the pay fixation order approval associated with promotion and new joining	
2017	HR	Promotion and Pay Fixation	Payfixation Order Preparation	It facilitates the pay fixation order preparation associated with promotion and new joining	
2016	HR	Promotion and Pay Fixation	Promotion Order Approval	It facilitates the promotion order approval	
2015	HR	Promotion and Pay Fixation	Promotion Order Preparation	It facilitates the promotion order preparation	
2064	HR	Recruitment	[Advertisement] Manage Advertisement	Recruitment section can manage manage advertisements from this option	
2063	HR	Recruitment	[Application] Manage Applications	Applications submitted by the candidates can be managed from this option	
2066	HR	Recruitment	[Postprocessing] Department Shortlisting	Department can shortlist candidates from this option	
2067	HR	Recruitment	[Postprocessing] Departmental Shortlisting Committee Formation	Recruitment section can use this option to manage selection committees for departments. Member with edit permission can update the shortlisting on behalf of the department	
2069	HR	Recruitment	[Postprocessing] Final Selection	The competent authority can finally select candidates from this option	
2068	HR	Recruitment	[Postprocessing] Institute Shortlisting	Institute can shortlist the candidates from this option after completion of shortlisting by the department	
2065	HR	Recruitment	[Postprocessing] Referee Comment	Recruitment section can use this option to sent requesto referees given by the candidates for their comments	
2073	HR	Recruitment	[Postprocessing] Reviewer Allocation	This option can be used to assign reviewer against each candidate and send request for their comments	
2071	HR	Recruitment	[Postprocessing] Send Call Letter	Recruitment section can send call letter to institute shortlisted candidates from this option	
2072	HR	Recruitment	[Postprocessing] Send Offer Letter	Recruitment section can send offer letter to selected candidates from this option	
2062	HR	Recruitment	[Template] Manage Application Template	This option can be used to manage application form template for recruitment	
2070	HR	Recruitment	[Template] Manage Letter Template	This option can be used to manage call/offer letter templates for recruitment	
2029	HR	Resignation/VRS /Sudden Stop	1. Preparation of Resignation/VRS/Sudden Stop	The initiation of the separation process (Prepare Resignation/VRS/Expired/Sudden Stop) of an employee can be done from this menu.	
2030	HR	Resignation/VRS /Sudden Stop	2. Approval of Resignation/VRS /Sudden Stop	The user can approve the separation order (Resignation/VRS/Expired/Sudden Stop) of an employee from this option.	



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2061	HR	Resignation/VRS /Sudden Stop	3. Release order	It facilitates the issuance of the release orders to the employees	
2058	HR	Secondary Appointment and Allowance	Order Preparation	It facilitates the preparation of orders related to secondary appointments like Head, Dean and Warden etc.	
2059	HR	Secondary Appointment and Allowance	Order Sanction	It facilitates the approving of the orders prepared for secondary appointments	
2023	HR	Transfer	Charge Handover/Takeover, Release and Joining	All information related to the Handover/Takeover process can be entered into the software from this link.	
2022	HR	Transfer	Order Approval	Approval of pending transfer orders can be done by clicking on this link	
2021	HR	Transfer	Order Preparation	From this menu, the user will create a transfer order by entering the required information i.e. Order No, Order Date, etc. in the system.	
6001	Hostel	Hostel Admin	Manage Hostels and Rooms	The hostels and the rooms can be managed from this option	
6002	Hostel	Hostel Allocation	Allocate Room to Students	The hostel rooms can be allocated to student using this menu	
11103	Outreach	Application	Program Proposal		
11101	Outreach	Application	Shortlist Applications		
11102	Outreach	Application	Shortlist Candidate		
11104	Outreach	Approval	Program Proposal Approval		
8041	Projects	Config	Report Customization		
8035	Projects	Profile	Extension/Extension with Enhancement		
8036	Projects	Profile	Resignation/Termination		
8033	Projects	Profile	Update Profile		
8034	Projects	Profile	Update Profile of Project Employee [By Admin]		
8002	Projects	Project Management	Project Approval		
8001	Projects	Project Management	Project Creation		
8003	Projects	Project Management	Project Modification		
8021	Projects	Project Recruitment	1. Manage Advertisement		
8022	Projects	Project Recruitment	2. Manage Applications		
8026	Projects	Project Recruitment	3. Board Formation		
8023	Projects	Project Recruitment	4. Shortlisting		
8028	Projects	Project Recruitment	5. Send Call Letter		
8027	Projects	Project Recruitment	6. Final Selection		
8029	Projects	Project Recruitment	7. Send Offer Letter		
8032	Projects	Project Recruitment	8. Joining		
8024	Projects	Project Recruitment	Referee Comment [Optional]		
8025	Projects	Project Recruitment	Reviewer Allocation [Optional]		
8030	Projects	Project Recruitment	[Template] Manage Application Template		
8031	Projects	Project Recruitment	[Template] Manage Letter Template		
9001	Purchase	01. Fund Booking	1. Initiation of Fund Booking		
9002	Purchase	01. Fund Booking	2. Post Fund Booking Operation		
9003	Purchase	02. Purchase Order/Work Order Management	1. Order Preparation		

Menu Id	Module	Submodule	Menu	Description	Default Access
9004	Purchase	02. Purchase Order/Work Order Management	2. Order Unfreeze		
9005	Purchase	03. Asset Management	1. Asset Creation / GRN / Service Certificate		
9006	Purchase	03. Asset Management	2. GRN / Service Certificate Unfreeze		
9007	Purchase	03. Asset Management	3. Asset Write Off		
9008	Purchase	03. Asset Management	4. View Assets		
3009	System Admin	Calendar	Manage Calendar Events	This menu allows the user to manage the event deadlines by setting up the Start Date, End Date, and Revised End Date.	<a href="#">Admin</a>
3002	System Admin	Manage Master Data	Batch Data Upload	The user will be able to upload the batch data of students, employees, subjects, etc. This will allow the user to upload .xls files containing multiple records.	<a href="#">Admin</a>
3011	System Admin	Manage Master Data	Define Head of Operating Units	It provides the facility to define the head roles for each operating unit of the institute. For example, Computer Science is headed by Head of the Department, whereas Academic Section is headed by Deputy Registrar	<a href="#">Admin</a>
3001	System Admin	Manage Master Data	Operating Unit Configuration	This menu will allow the user to define various operating units of the institute. In addition to academic and administrative departments, any unit which provides some services to the institute stakeholder (i.e. hall, guest house, etc.) should be defined as an operating unit in this software.	<a href="#">Admin</a>
3008	System Admin	Manage Master Data	View Global Configuration Data	List of Global Data configured for SMILE can be viewed from this menu.	<a href="#">Admin</a>
3006	System Admin	Menu Allocation	Role to menu allocation	This menu will allow the user to define the accessible menus for a specific role.	<a href="#">Admin</a>
3007	System Admin	Menu Allocation	Stakeholder to menu allocation	This option facilitates the user to define the accessible menus for an individual stakeholder.	<a href="#">Admin</a>
3010	System Admin	Menu Allocation	View All Menu Details	List of menus available in SMILE is available here	<a href="#">Admin</a>
3003	System Admin	Role Management	Create / Update Roles	Using Create/Update Roles the user will be able to define new roles or can update the existing roles for the stakeholders of the institute.	<a href="#">Admin</a>
3005	System Admin	Role Management	Departmental Role Allocation	The departmental roles (e.g.: "Departmental Head", "Examination In-charge" etc.) can be allocated to the institute employees using this menu.	
3004	System Admin	Role Management	Institute role allocation	This menu allows the user to allocate institute roles (e.g. "Director", "Registrar" etc.) to the employee.	

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