University Profile - Organizational Unit & Organigram

Introduction

This section provides the basic information of the University (University Profile) along with the count of campus, faculty of the University, Designation (Teaching/ Non-teaching), various Departments, Institute, Branches (if any), Library etc. It also provides the provisions of viewing and adding above mentioned details.

University Profile

Steps to be followed while creating a University Profile are:

1: Login into the Samarth eGov portal with the User ID and the password provided.

2: Click on the University section on the left, then click on Information.

3: Following dashboard will appear on the screen after clicking on Information under the University section:
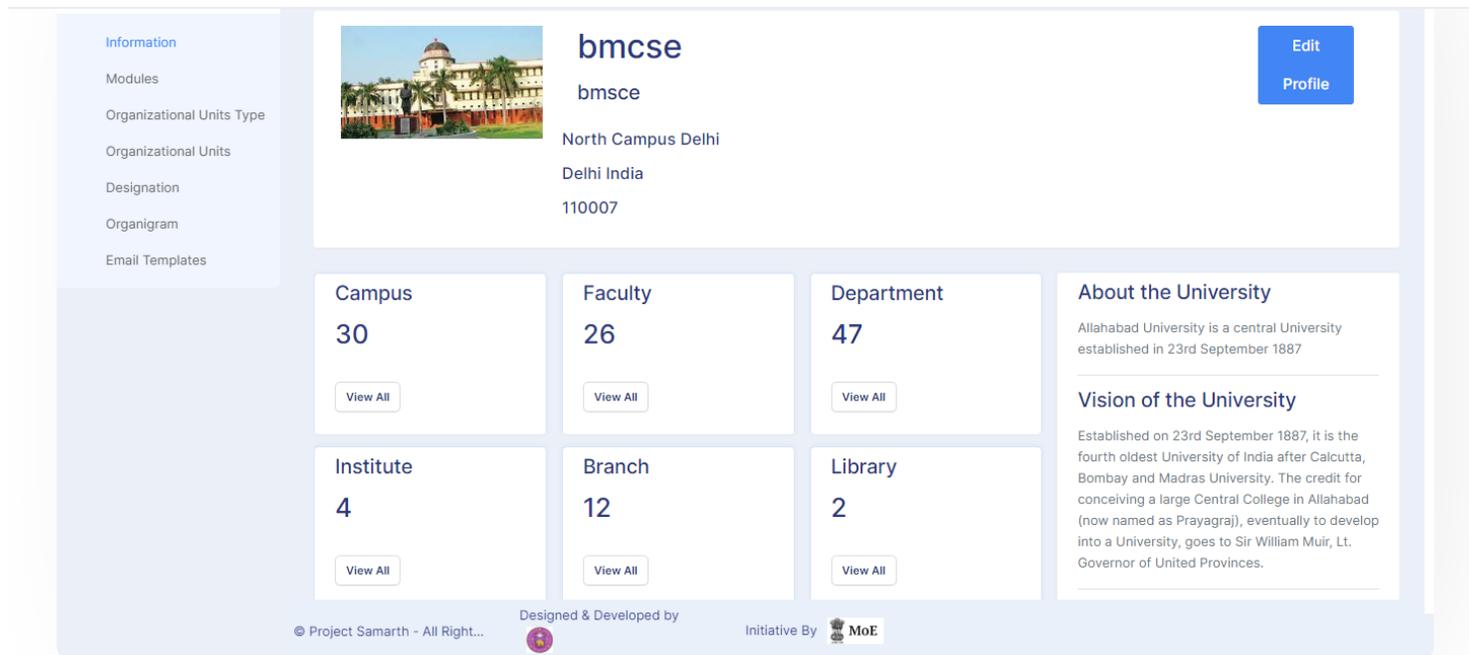
bmcse

bmsce

North Campus Delhi

Delhi India

110007

Edit Profile

Campus	Faculty	Department
30	26	47
View All	View All	View All

About the University

Allahabad University is a central University established in 23rd September 1887

Vision of the University

Established on 23rd September 1887, it is the fourth oldest University of India after Calcutta, Bombay and Madras University. The credit for conceiving a large Central College in Allahabad (now named as Prayagraj), eventually to develop into a University, goes to Sir William Muir, Lt. Governor of United Provinces.

Institute	Branch	Library
4	12	2
View All	View All	View All

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There are **two sub-sections** specified below:

a. University Profile

b. Organizational Unit Types

University Profile Section

Follwing steps should be followed to create a University Profile:

1: Click on the **Edit Profile** button to update the profile of the University.

In the Update section, you can update the following sections:

- Name of the University

- Name of the University of in Hindi

- Name of the University (in Any Other Language)

- Unique 4-digit code for the university

- Head of the University

- University Email-ID

- University FAX number

- Country

- State

- City

- Street

- Pincode

- University Geo-Coordinates

- About the University.

2: You can also upload the logo of the University in the University Logo section.

3: Along with that, additional details have to be updated which are:

a. Name of the funding agency of the University

b. Type of University, Specialization of the University

c. The vision of the University, the Mission of the University

d. Official URL of the University

e. University Establishment Year

f. Twitter Link of the University

g. Facebook Link of the University

h. Linkedin Link of the University

4: Click on the Update button to update the University profile.
All the updates entered will be updated in the dashboard section on the right side.

Organisational Unit Types

This section shows the organizational Unit types. This can be added by going in **Settings » Organizational Unit types**.

When we click on the Organizational Units Type list, all the **Type of Organizational Units** appear.

Add Type of Organisational Unit

Admin can add a new Type of Organizational Unit by clicking on the **Add-Type of Organizational Unit** button present on the top right side of the portal and fill in the required details:

- Title

- Parent

- Category

- Status

Then click on the **Save button**.

View

Admin can only view the details by clicking on **View** icon available in front of every entry.

Update

Admin can edit/update the details by clicking on the **Edit** icon available. We can edit all organizational Unit types except **Campus Organizational Unit** as it is the Primary head of all organizational units.

This section shows The organizational Unit types. This can be added by going in **Settings » Organizational Units**.

Additionally, by clicking on the **View All** button for any Organizational Unit type in the University Dashboard, we will get a list of all the Organizational Units in it.

Add Organisational Unit

Admin can add a new Organizational Unit by clicking on the **Add Organizational Unit** button present on the top right side of the portal and fill in the required details. It will show you the list of all Active Organizational Unit types in your University.

Selecting the appropriate Organizational Unit Type opens a new Section, where-in you need to fill in all the organizational unit details.

Fill in all the respective fields and click on the **Save button**. The organizational Unit will be added to the list of the Organizational type selected.

Additionally, we can also view a list of all Organizational Units from settings as well. We can View, Edit, and Add Organizational Units from settings.

View

Admin can only view the details by clicking on **View** icon available in front of every entry.

Update

Admin can edit/update the details by clicking on the **Edit** icon available.

Designation

Settings >>Designation

The Designation is under the Settings section. Each column has a search box or a dropdown box to filter the list as required.

Add Designation

- Name

- Employee Category

- Type

- Occupancy

- Status

- Roles

- Description

You can view and edit a section by clicking on the respective buttons.

View

Admin can only view the details by clicking on **View** icon available in front of every entry.

Update

Admin can edit/update the details by clicking on the **Edit** icon available.

Organigram

Settings >> Organigram

Organigram is the hierarchy of the University Employees in an Organization.

When we click on Organigram, it will list all organizational units with Designation and reporting designation.

Add Organigram

Admin role -
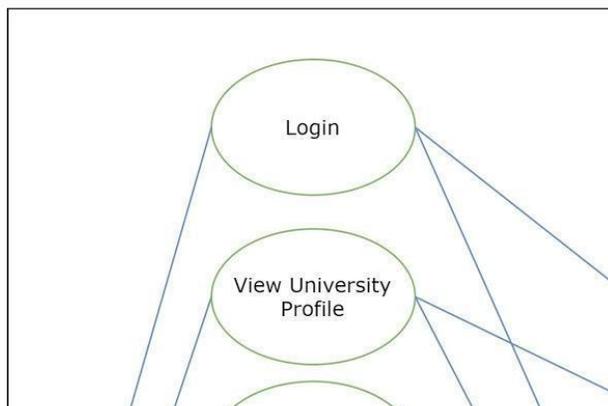**both**

Can configure Designation.

> Note: To get access of adding all the details related to OU and Organigram,
> the user should be given both roles.

Workflow Diagrams

Activity Diagram

Use Case Diagram

Add Type of Organizational Unit

Update Type of Organizational Unit

View Type of Organizational Unit

Add Organizational Unit

View Organizational Unit

Update Organizational Unit

Add Designation

View Designation

Update Designation

Add Organigram

View Organigram

Admin

Setting

Setting and Admin
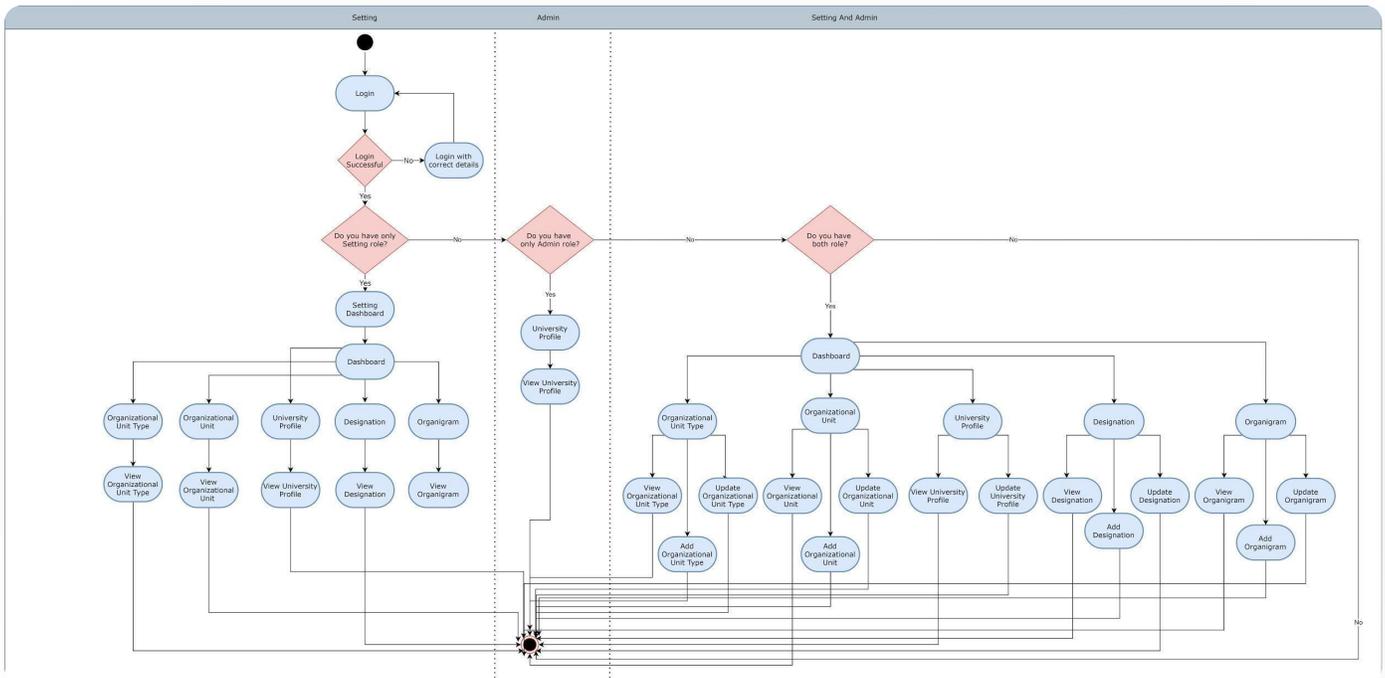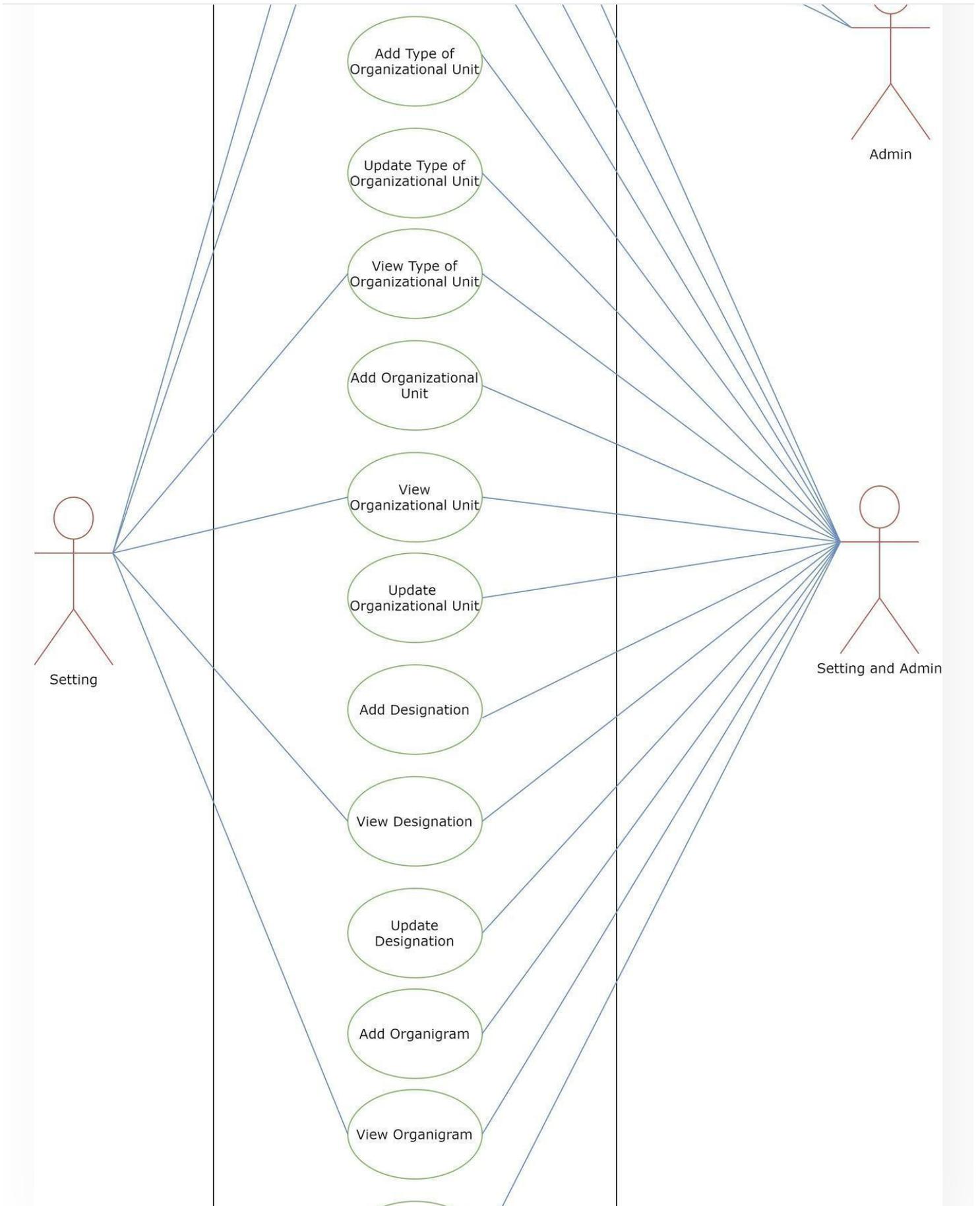
Organizational Unit and Organigram

External Resources

📠 Module Training Video ↗

🖊 Edit this page

← Transport Management System

University Web Portal - Technical Document →

INTRO

Getting Started

Module Breakup and Prerequisites

ACADEMICS

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

ACCOUNTS & FINANCE

Bill Tracking System

Payroll Management System

Research Project & Management System

ADMISSIONS

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

BASE MODULES

University Profile - Organizational Unit & Organigram

User Administration

DATA MANAGEMENT

Content Federation System System

Minutes Resolutions Archive Retrieval System

University Web Portal - Technical Document

EMPLOYEE SERVICES

Career Advancement Scheme

Employee Management - Admin

Employee Management - Non Teaching

Employee Management - Teaching

Knowledge

Leave Management System

ToT Management

GOVERNANCE

Samarth

Estate Management System

File Management & Tracking System

Inventory Management System

IT Service Desk

Legal Case Management System

Residence Alloaction (E-housing)

RTI Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching

Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment

Screening Process of Teaching Recruitment

Screening Process of Teaching Recruitment- University of Delhi

Recruitment Management System (Teaching) - Admin Portal

UNIVERSITY FACILITY

Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System