


CUTN SAMARTH ERP

USER MANUAL FOR CAREER ADVANCEMENT SCHEME (CAS)

STEP 1: LOGIN TO CUTN SAMARTH ERP PORTAL

<https://cutn.samarth.ac.in/index.php/site/login>

cutn.samarth.ac.in/index.php/site/login


Central University Of Tamil Nadu

Username *

Username
Username cannot be blank.

Password * [Forgot Password ?](#)

Password

Captcha Verification

618635 Type the text

Type the text

Click on the text to change:

Remember Me

LOGIN

[First Time Login ?](#)

STEP 1

STEP 2: CLICK EMPLOYEE SERVICES ON THE DASHBOARD

STEP 2

The screenshot shows a web browser window with the URL `demo.samarth.ac.in/index-newtheme.php/dashboard/dashboard/index`. The page header includes the 'eGov / Dashboard' logo and a font size adjustment tool. A left-hand navigation menu lists various services: Employee Services, Finance, Governance, Academic, Admissions, Recruitment, Campus Services, Data Management, Administration, and Account Settings. A red arrow points to the 'Employee Services' menu item. The main dashboard area features a blue notification bar at the top stating 'Account Switch Successfully'. Below this, there are three main sections: 'My Leaves' showing 0 available leaves and a list of actions like 'Apply for Leave'; 'Academic' showing links for 'Assigned Courses', 'Question Paper Management System', and 'View Class & Mark Attendance'; and 'What's New' with a 'Personalized Experience' announcement. The footer contains copyright information for Samarth eGov Suite and the University of Delhi.

STEP 3: CLICK **DASHBOARD** OPTION UNDER **CAREER ADVANCEMENT SCHEME**

STEP 3

The screenshot displays the eGov Employee Services dashboard. The top navigation bar includes the eGov logo and the text "Employee Services" on the left, and "Change Page Font Size : A - A A +" on the right. The main content area is titled "Dashboard" and is divided into two columns. The left column is titled "Leave" and contains links for "Dashboard", "Request for Recommendation", "Request for Sanction", "Leave Cancellation", and "Team's Leave Applications". The right column is titled "Career Advancement Scheme" and contains links for "Dashboard", "APAR Applications", "PBAS Applications", "Review Applications", and "Settings". A red arrow points to the "Dashboard" link in the "Career Advancement Scheme" column. At the bottom of each column, there are links to "Visit Leave" and "Visit Career Advancement Scheme" respectively.

STEP 4: CLICK CAS APPLICATIONS

STEP 4

eGov / Your CAS Applications Change Page Font Size: A - A A +

CAS Create Application

Dashboard
APAR Applications
PBAS Applications
CAS Applications
Settings

Your CAS Applications

#	Reference Number	Session	Start Date	End Date	Date of Appointment at Central University of Tamil Nadu	Status	Actions
		Select Session			Select Date	All	
No results found.							

STEP 5: CLICK CREATE APPLICATIONS

Dashboard

APAR Applications

PBAS Applications

CAS Applications

Settings

Change Page Font Size: A - A A +

... CAS Create Application

Your CAS Applications

#	Reference Number	Session	Start Date	End Date	Date of Appointment at Central University of Tamil Nadu	Status	Actions
		Select Session			Select Date	All	
No results found.							

1. Fill the application as prescribed
2. Once the application is submitted by the faculty member through the CUTN Samarth ERP portal, it will be routed to the Head of Department (HoD) and the Dean for approval
3. The HoD and Dean will review and approve the application within the CUTN Samarth ERP platform
4. After the application is approved by the HoD and Dean, the faculty member is required to submit the electronically approved application, along with a covering letter and one copy of the relevant supporting documents to the Internal Quality Assurance Cell (IQAC) for further processing