


# CUTN SAMARTH ERP

USER MANUAL FOR PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

# 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 displays the Samarth eGov Suite dashboard. The browser address bar shows 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 control. The left sidebar contains a navigation menu with the following items: 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 (Programme-Course)', 'Question Paper Management System', and 'View Class & Mark Attendance'; and 'What's New' with a section for 'Personalized Experience'.

# 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 a list of options: "Dashboard →", "Request for Recommendation →", "Request for Sanction →", "Leave Cancellation →", and "Team's Leave Applications →". Below this list is a button labeled "Visit Leave →". The right column is titled "Career Advancement Scheme" and contains a list of options: "Dashboard →", "APAR Applications →", "PBAS Applications →", "Review Applications →", and "Settings →". Below this list is a button labeled "Visit Career Advancement Scheme →". A red arrow points to the "Dashboard →" option in the "Career Advancement Scheme" column.

# STEP 4: CLICK PBAS APPLICATIONS


# STEP 4

... CAS

- Dashboard
- APAR Applications
- PBAS Applications** 
- CAS Applications
- Settings

### Your PBAS Applications

Showing 1-13 of 13 items.

#	Reference Number	Session
<div style="text-align: right;">Select Session </div>		

## STEP 5: CLICK CREATE APPLICATIONS

The screenshot displays the 'Your PBAS Applications' interface. On the left, a sidebar contains navigation links: Dashboard, APAR Applications, PBAS Applications (highlighted), CAS Applications, and Settings. The main area shows a table with the following columns: #, Reference Number, Session, Date of Appointment at Central University of Tamil Nadu, Status, and Actions. Below the table, there are filter boxes for 'Select Session' and 'Select Date', and a 'All' button for the status filter. In the top right corner, there is a 'Create Application' button, which is highlighted with a red arrow.

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