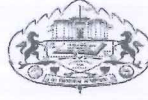


# सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)



परिपत्रक क्र..२४.../२०२५

**विषय :** सावित्रीबाई फुले पुणे विद्यापीठातील शिकाऊ उमेदवारांची दरमहा हजेरीपत्रके <http://unipune.ac.in> या वेबपोर्टल अंतर्गत मानव संसाधन व्यवस्थापन प्रणालीद्वारे (HRMS) ऑनलाईन पद्धतीने सादर करणेबाबत.

केंद्र शासनाच्या कौशल्य विकास व उद्योजकता मंत्रालयाच्या राष्ट्रीय शिकाऊ उमेदवारी प्रोत्साहन योजनेअंतर्गत (NAPS) विद्यापीठात शिकाऊ उमेदवार(Apprentice)/प्रशिक्षणार्थी पुरविण्याच्या कामासाठी विहित प्रक्रियेनुसार बाह्य संस्थेची नियुक्ती करण्यात आली असून सदर संस्थेमार्फत विद्यापीठातील विविध शैक्षणिक व प्रशासकीय विभागांना प्रशिक्षणार्थी पुरविण्यात येतात.

शिकाऊ उमेदवारी कायदा, १९६१ अंतर्गत कार्यरत अप्रेंटिसचे देय महिन्याचे विद्यावेतन हे पुढील महिन्याच्या १० तारखेपर्यंत अदा करण्यात यावे, अशी तरतूद सदर अधिनियम व शिकाऊ उमेदवारी नियम, १९९२ मध्ये करण्यात आलेली आहे. सदर तरतूदीची अंमलबजावणी करण्याकरिता विद्यापीठामार्फत <http://unipune.ac.in> या वेबपोर्टल अंतर्गत मानव संसाधन व्यवस्थापन प्रणालीमध्ये (HRMS) योग्य ते बदल करण्यात आलेले आहेत.

तरी याबाबत सर्व संबंधितांना कळविण्यात येते की, सावित्रीबाई फुले पुणे विद्यापीठातील कार्यरत शिकाऊ उमेदवारांच्या दरमहा उपस्थितीची माहिती व विभागप्रमुखांनी प्रमाणित केलेली दरमहा हजेरीपत्रके <http://unipune.ac.in>/ या वेबपोर्टल अंतर्गत मानव संसाधन व्यवस्थापन प्रणालीद्वारे (HRMS) ऑनलाईन पद्धतीने सादर करण्याची सुविधा दिनांक ०१ फेब्रुवारी, २०२५ पासून सुरु करण्यात आलेली आहे. तसेच विभागप्रमुख व आवश्यकतेनुसार संबंधित विभागातील अन्य अधिकारी/कर्मचारी यांना त्यांच्या वैयक्तिक HRMS लॉगइन आयडी मध्ये विभागातील शिकाऊ उमेदवारांची हजेरीपत्रके ऑनलाईन पद्धतीने सादर करण्याची सुविधा उपलब्ध करून देण्यात आलेली आहे. तसेच सदर लॉगइन आयडीमध्ये उपस्थिती व रजेशी संबंधित नियमावलीसह नोंदपत्रकांचे नमुने उपलब्ध करून देण्यात आलेले आहेत. त्यानुसार सर्व संबंधितांनी त्यांना देण्यात आलेल्या HRMS लॉगइनद्वारे विभागातील कार्यरत शिकाऊ उमेदवारांची माहे जानेवारी-२०२५ व त्यापुढील कालावधीची दरमहा हजेरीपत्रके ऑनलाईन पद्धतीने सादर करावयाची आहेत.

माहे जानेवारी-२०२५ पासून पुढील कालावधीची शिकाऊ उमेदवारांची हजेरीपत्रके ऑफलाईन पद्धतीने प्रशासन शिक्षकेतर कक्षात स्वीकारली जाणार नाहीत. ऑनलाईन पद्धतीने सादर केलेल्या माहितीच्या आधारे प्रशिक्षणार्थींना विद्यावेतन अदा करण्यात येणार आहे, याची सर्व संबंधितांनी नोंद घ्यावी.

तसेच विभागांच्या लेखाशीर्षातून नियुक्त अप्रेंटिसची हजेरीपत्रके व विद्यावेतन देयके पुढील आदेश मिळेपर्यंत पूर्वीप्रमाणेच ऑफलाईन पद्धतीने सादर करण्यात यावीत.

हजेरीपत्रके ऑनलाईन पद्धतीने सादर करताना तांत्रिक अडचणी निर्माण झाल्यास विद्यापीठाच्या प्रशासन शिक्षकेतर कक्षाशी संपर्क साधावा. शिकाऊ उमेदवारांच्या दरमहा उपस्थितीची माहिती व हजेरीपत्रके सादर करावयाच्या कार्यपद्धतीबाबतची वापरकर्ता मार्गदर्शिका सोबत जोडलेली आहे.

**सोबत: वरीलप्रमाणे**

गणेशखिंड, पुणे ४११ ००७.

जा.क्र.एएन/ 531

दिनांक : 03 FEB 2025

(प्रा.(डॉ.) ज्यांती भाकरे)

प्रभारी कुलसचिव

**प्रत माहितीसाठी व योग्य त्या कार्यवाहीसाठी :-**

- १.मा.संचालक, सर्व प्रशाळा
- २.मा.विभागप्रमुख, सर्व शैक्षणिक विभाग
- ३.मा.शाखाप्रमुख, सर्व प्रशासकीय विभाग

यांना विनंती की, सदर परिपत्रक सर्व संबंधितांच्या निदर्शनास आणून द्यावे.



**Savitribai Phule Pune University, Pune.**



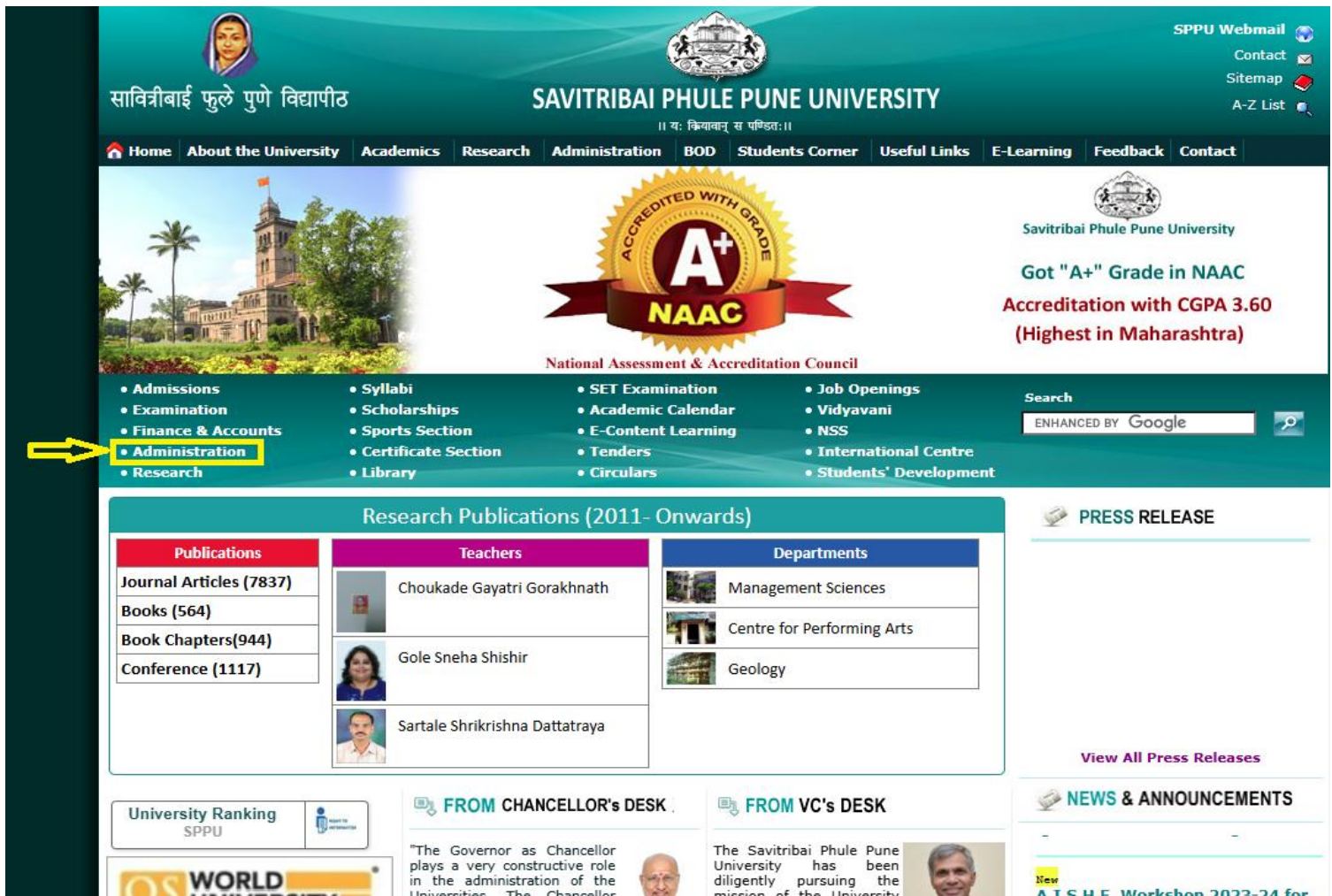
**SPPU EDUTECH FOUNDATION,  
Savitribai Phule Pune University**

**Non-Teaching Contractual Staff / Apprentices Attendance Process**

**User Manual**

## Step 1:

- Go to - [www.unipune.ac.in](http://www.unipune.ac.in)
- Click on Administration.



The screenshot shows the homepage of Savitribai Phule Pune University. The navigation menu includes: Home, About the University, Academics, Research, Administration, BOD, Students Corner, Useful Links, E-Learning, Feedback, and Contact. The 'Administration' link is highlighted with a yellow arrow. The main content area features a banner for NAAC accreditation with an 'A+' grade and a CGPA of 3.60. Below the banner is a search bar and a list of links for various university services. The 'Research Publications (2011- Onwards)' section is also visible, along with news and announcements.

**SAVITRIBAI PHULE PUNE UNIVERSITY**  
॥ यः कियाम्बन् स पण्डितः ॥

**SAVITRIBAI PHULE PUNE UNIVERSITY**  
Got "A+" Grade in NAAC  
Accreditation with CGPA 3.60  
(Highest in Maharashtra)

**Administration**

**Research Publications (2011- Onwards)**

Publications	Teachers	Departments
Journal Articles (7837) Books (564) Book Chapters(944) Conference (1117)	Choukade Gayatri Gorakhnath Gole Sneha Shishir Sartale Shrikrishna Dattatraya	Management Sciences Centre for Performing Arts Geology

**FROM CHANCELLOR'S DESK**  
"The Governor as Chancellor plays a very constructive role in the administration of the Universities. The Chancellor


**FROM VC'S DESK**  
The Savitribai Phule Pune University has been diligently pursuing the mission of the University

**NEWS & ANNOUNCEMENTS**  
New  
A I S H E Workshop 2023-24 for



## Step 2:

- Click on Administration Non Teaching.



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॥ वा. विद्यायान् वा यजिष्याः ॥

# AdministrationOnline


Administration Section, Savitribai Phule Pune University


[Home](#)

[Departments -](#)

[Contact](#)

Welcome to Administration Online ! Online Portal of Administration Section, Savitribai Phule Pune University

 [Circulars](#)

 [News and Announcement](#)

[Career Advancement\(CAS\)](#)

Prof.(Dr.) Suresh Wamangir  
Gosavi  
[Vice Chancellor](#)

Adv. (Dr.) Jyoti Bhakare  
[Officiating Registrar](#)  
[More..](#)

### Administration (Teaching)

Administrative department For Teachers of various Academic Departments, These administrative departments and offices collaborate to provide comprehensive support for teaching faculty, addressing

### Administration (Non-Teaching)


Administrative department For Non-Teaching employees of University plays a crucial role in supporting and managing the workforce of the university, ensuring that non-teaching employees are

### Right To Information Office

The Right to Information (RTI) Act, 2005, empowers citizens to seek information from public authorities, promoting transparency and accountability in governance.

## Step 3:

- Click on Human Resource Management System.



SAVITRIBAI PHULE PUNE UNIVERSITY  
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॥ वा: क्रियावान् वा संपिपा: ॥

# AdministrationOnline


Administration Section, Savitribai Phule Pune University


[Home](#) [Departments ▾](#) [Contact](#)


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## Administration Non Teaching


Recruitment, Service book maintainance



**Human Resource Management System**  [Click Here](#)

**Non-Teaching Circulars**  [Click Here](#)

**Dr. Prasad V. Kulkarni**



**Deputy Registrar**  
Non Teaching Section

Phone: 020-25601184/85

Email : [adminnt@unipune.ac.in](mailto:adminnt@unipune.ac.in)

[Contact Us](#)

### Roles & Functions

1. Recruitment procedure of Non-teaching.
2. Maintenance of Service record of all employees
3. Disciplinary matters
4. Work related to Post retirement benefits.

### Forms

- १). रजेचे आवेदन पत्र.
- २). रुजू अहवाल .

### Non Teaching Faculty

## Step 4:

- Enter Your Username and Password

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॥ सः क्रियावान् स परिश्रतः ॥

Savitribai Phule Pune University

### Human Resource Management System

[Home](#) [Contact Us](#)

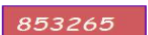

#### Welcome to University Employee

Login

For Employee User  For Technical User

User Name :

Password :

Captcha :  

Enter Captcha :

Login

[Forgot Password Click here !!](#)


Enter Your Username And Password Here :


## Step 5:


- On the Administration Non Teaching Home Page Click On **Go To Admin**

Services	
Notification	Download
Financial Yearwise FORM NO.16	<a href="#">Click here</a>
Salary Slip	<a href="#">Click here</a>
Income Tax For 2020-21	<a href="#">Click here</a>
Provident Fund Statement	<a href="#">Click here</a>
Transfer Request	<a href="#">Click here</a>
Department Recommendation Details	<a href="#">Click here</a>
Transfer Request Admin Approval	<a href="#">Click here</a>
Housing Loan Interest Reimbursement Request	<a href="#">Click here</a>
Mediclaime ID (Download)	<a href="#">Click here</a>
Campus Residential Information	<a href="#">Click here</a>
January 2020 attendance Report	<a href="#">Click here</a>
Employee Mediclaime Scheme	<a href="#">Click here</a>

Section

**Go To Admin** :  [Click here](#)

**Go To My Profile** :  [Click here](#)

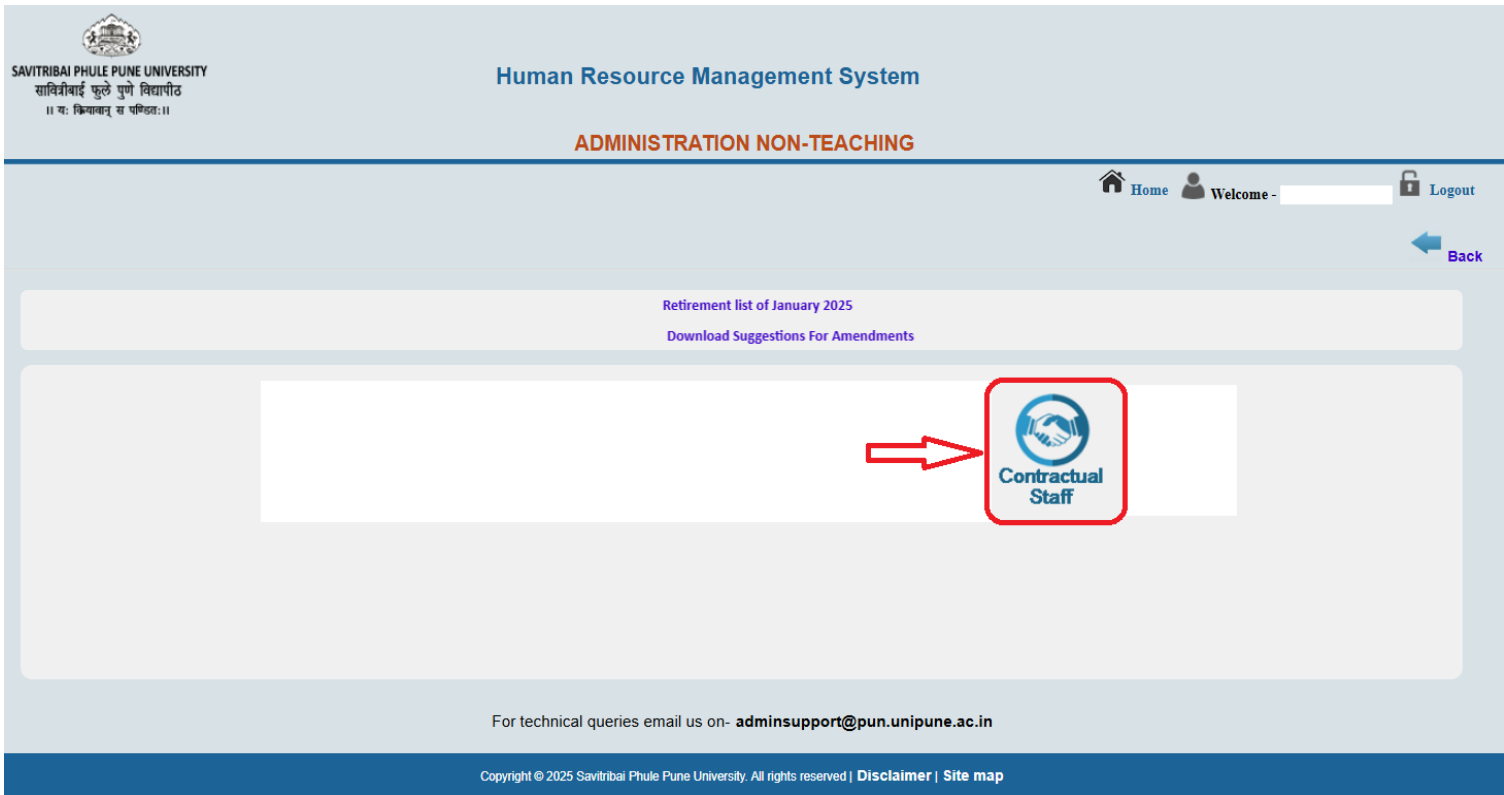
**Change Password** :  [Click here](#)

The function of human resources management is to provide the employees with the capability to manage: healthcare, record keeping, promotion and advancement, benefits, compensation, etc. The function, in terms of the employers benefit, is to create a management system to achieve long-term goals and plans. The management allows companies to study, target, and execute long-term employment goals. For any company to have an efficient ability to grow and advance human resource management is a key. Human resources are designed to manage the following: Employee Benefits Employee health care Compensation Annual, sick, and personal leave Sick banks Discipline Records (tax information, personal files, etc.) Recruitment and employee retention strategies Salary and Wages Administrations.

For technical queries email us on- [adminsupport@pun.unipune.ac.in](mailto:adminsupport@pun.unipune.ac.in)

## Step 6:

- Click on Contractual Staff



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॥ यः कियमात् स पण्डितः ॥

### Human Resource Management System

#### ADMINISTRATION NON-TEACHING

Home Welcome - Logout

Back

Retirement list of January 2025  
Download Suggestions For Amendments

**Contractual Staff**

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## Step 7:

- Move Cursor on Contractual Staff Details
- One Dropdown Will Come , Select Apprentices Attendance

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॥ यः क्रियावान् स परिश्रमः ॥

### Human Resource Management System

#### ADMINISTRATION NON-TEACHING

Contractual Staff Details

Apprentices Attendance

Home Welcome - [User Name] Logout

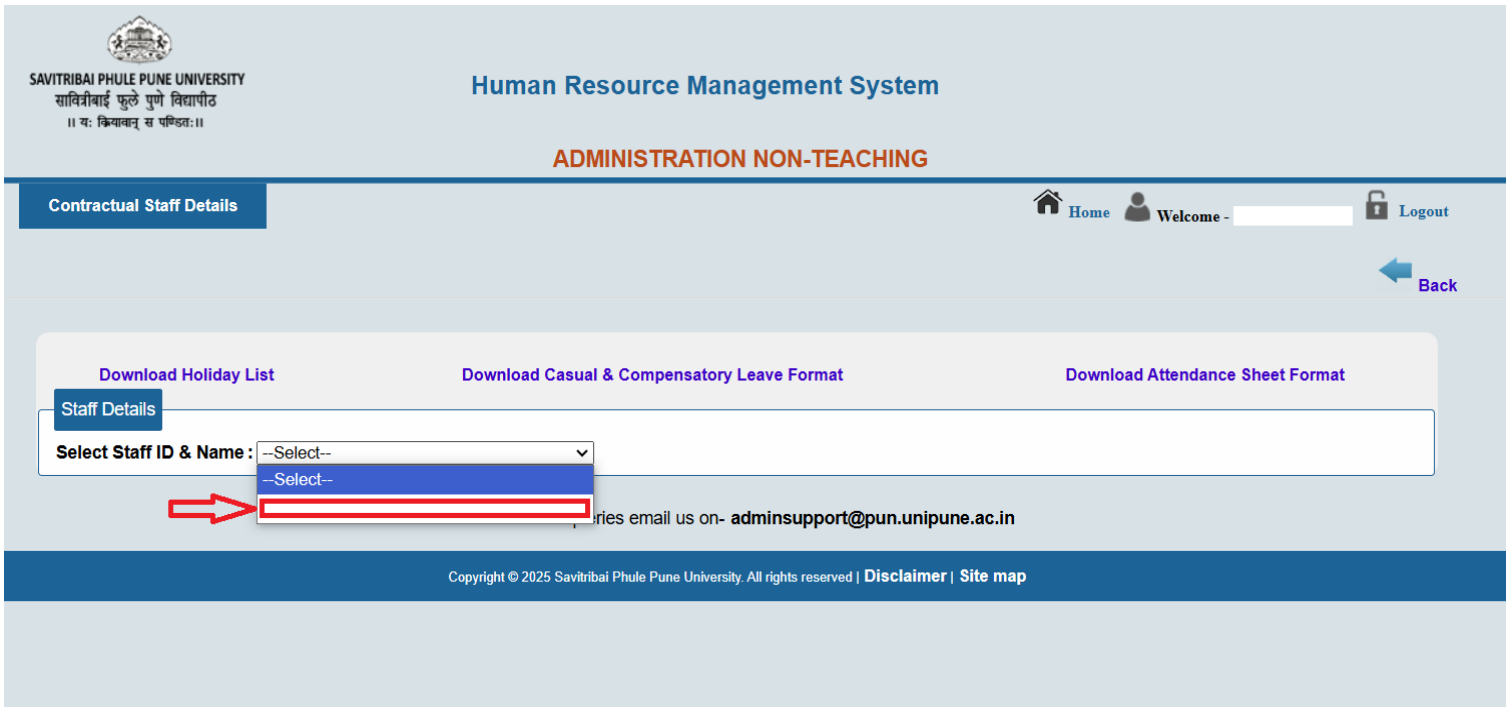
Back

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## Step 8:

- Select Staff Id and Staff name



The screenshot displays the 'Human Resource Management System' interface for 'ADMINISTRATION NON-TEACHING'. The page title is 'Contractual Staff Details'. The header includes the Savitribai Phule Pune University logo and name in English and Marathi, along with the motto '॥ यः कियान् स पण्डितः ॥'. The navigation bar contains 'Home', 'Welcome - [User Name]', and 'Logout' links. A 'Back' button is located on the right. Below the navigation bar, there are three download links: 'Download Holiday List', 'Download Casual & Compensatory Leave Format', and 'Download Attendance Sheet Format'. The 'Staff Details' section is highlighted, and a dropdown menu is open for 'Select Staff ID & Name'. The dropdown menu shows two options, both labeled '--Select--'. A red arrow points to the first option. Below the dropdown, there is a text input field and a contact email address: '...ries email us on- [adminsupport@pun.unipune.ac.in](mailto:adminsupport@pun.unipune.ac.in)'. The footer contains the copyright notice: 'Copyright © 2025 Savitribai Phule Pune University. All rights reserved | [Disclaimer](#) | [Site map](#)'.

## Step 9:

- Fill all the details in the Staff Attendance.
  - **Select Pay Month :**
  - **Present Days in Month :** Number of working days (Signature Days) excluding holiday observed as Working day.
  - **Paid Holidays in Month :** Number of Holidays adjacent to present days (Signature Days).
  - **Casual Leave Days in present month :**
  - **Compensatory Off Days in present month :**
  - **Muster Pay Document Upload :** 1) Attendance Sheet .  
2) If Apprentice avail paid leave then certified copy of leave card must Be uploaded along with attendance sheet.
- **Click On Save Button :**

Staff Attendance			
Select Pay Month	: January-2025 ▾	Total Days in Month	: 31
Present Days in Month	: 21	Paid Holidays in Month	: 7
Total Casual Leave Eligible Days	: 8	Total Casual Leave Taken Till Previous Months	: 0
Casual Leave Days in present month	: 2	Balance Casual Leave Days after this month	: 6
Compensatory Off Days in present month	: 1	Absent Days/Unpaid Days/Extraordinary Leave Days	: 0
Total Due Days	: 31		
Muster Pay Document Upload	: <input type="button" value="Choose File"/> DummyPDF..pdf		
<input type="button" value="Save"/> <input type="button" value="Clear"/>			

- After Save Button You can Edit details or you can view the Document.

Staff Attendance

**Select Pay Month** :

**Present Days in Month** :

**Total Casual Leave Eligible Days** :

**Casual Leave Days in present month** :

**Compensatory Off Days in present month** :

**Total Due Days** :

**Muster Pay Document Upload** :  No file chosen

**Total Days in Month** :

**Paid Holidays in Month** :

**Total Casual Leave Taken Till Previous Months** :

**Balance Casual Leave Days after this month** :

**Absent Days/Unpaid Days/Extraordinary Leave Days** :

Sr.No.	Full Name	Pay Month	Total Days in Month	Present Days in Month	Paid Holidays in Month	Total Casual Leave Eligible Days	Total Casual Leave Taken Till Previous Months	Casual Leave Days in present month	Compensatory Off Days in present month	Total Due Days	Staus	Document
1	<input type="text"/>	January-2025	31	21	7	8	0	2	1	31	<a href="#" style="color: blue;">Edit</a>	<a href="#" style="color: blue;">View</a>

For technical queries email us on- [adminsupport@pun.unipune.ac.in](mailto:adminsupport@pun.unipune.ac.in)

## 1. Edit Details .

If you want to Edit Details , Please Click on the Edit Button.

**Staff Attendance**

Select Pay Month : --Select--  
Present Days in Month :  
Total Casual Leave Eligible Days :  
Casual Leave Days in present month :  
Compensatory Off Days in present month :  
Total Due Days :  
Muster Pay Document Upload : Choose File No file chosen

Total Days in Month :  
Paid Holidays in Month :  
Total Casual Leave Taken Till Previous Months :  
Balance Casual Leave Days after this month :  
Absent Days/Unpaid Days/Extraordinary Leave Days :

[Save](#) [Clear](#)

Sr.No.	Full Name	Pay Month	Total Days in Month	Present Days in Month	Paid Holidays in Month	Total Casual Leave Eligible Days	Total Casual Leave Taken Till Previous Months	Casual Leave Days in present month	Compensatory Off Days in present month	Total Due Days	Staus	Document
1		January-2025	31	21	7	8	0	2	1	31	<a href="#">Edit</a>	<a href="#">View</a>

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## 2. View Document .

If you want to View Document , Please Click on the View Button.

**Staff Attendance**

Select Pay Month : --Select--  
Present Days in Month :  
Total Casual Leave Eligible Days :  
Casual Leave Days in present month :  
Compensatory Off Days in present month :  
Total Due Days :  
Muster Pay Document Upload : Choose File No file chosen

Total Days in Month :  
Paid Holidays in Month :  
Total Casual Leave Taken Till Previous Months :  
Balance Casual Leave Days after this month :  
Absent Days/Unpaid Days/Extraordinary Leave Days :

[Save](#) [Clear](#)

Sr.No.	Full Name	Pay Month	Total Days in Month	Present Days in Month	Paid Holidays in Month	Total Casual Leave Eligible Days	Total Casual Leave Taken Till Previous Months	Casual Leave Days in present month	Compensatory Off Days in present month	Total Due Days	Staus	Document
1		January-2025	31	21	7	8	0	2	1	31	<a href="#">Edit</a>	<a href="#">View</a>

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