

HMC ERP Manual

Indian Institute of Technology Kharagpur
Kharagpur - 721302

Home page of ERP Portal

HMC ERP
IIT Kharagpur
hmcERP v1.0

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Our institute is fully residential. Students are accommodated in 20 Halls of Residence which are managed by HMC. In addition to this, 2 numbers of family accommodations are available for married doctoral scholars and defence sponsored married M.Tech students. These halls are administered by Wardens and Assistant Wardens with help of hall managers and supervisors. Chairman and Coordinating Wardens (Mess, Maintenance, Allotment) look after the overall administration of HMC. Dean of Student Affairs acts as adviser. Students doing MS and PhD through projects are accommodated in VSRC, which is managed by the Sponsored Research and Industrial Consultancy cell of IIT Kharagpur. Catering service is provided by the regular hall staff members in some of the halls, and for the remaining halls it has been outsourced to private agencies. Cleaning service is outsourced for all the halls of residence. Currently there are 296 regular employees of HMC.

Username
Login ID

Password
Enter password

Enter TEXT as shown
D 8 N
Type Text

Login

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18:13
19-02-2018

Sample image of home page of HMC ERP login portal is looks as above. The employee has to input login, password as given by the HMC Office in confidential cover and random captcha generated by the system in order to login to the ERP portal. Please note that the password given by the HMC Office may be changed by the employee after login.

HMC ERP लॉगिन पोर्टल के होम पेज की नमूना छवि ऊपर की तरह दिखती है। कर्मचारी को ERP पोर्टल में लॉगिन करने के लिए, गोपनीय आवरण में HMC कार्यालय द्वारा दी गई प्रवेश और सिस्टम द्वारा उत्पन्न रैंडम कैप्चा इनपुट के लिए प्रवेश करना होगा। कृपया ध्यान दें कि प्रवेश के बाद कर्मचारी द्वारा HMC कार्यालय द्वारा दिया गया पासवर्ड बदला जा सकता है।

Employee Dash Board

The screenshot shows a web browser window with the URL www.hmc.iitkgp.ac.in/erp/coffusers. The page header includes the HMC ERP logo and the text "Hall Management Center". The user is logged in as AMITABH TIWARY. The dashboard displays the following information:

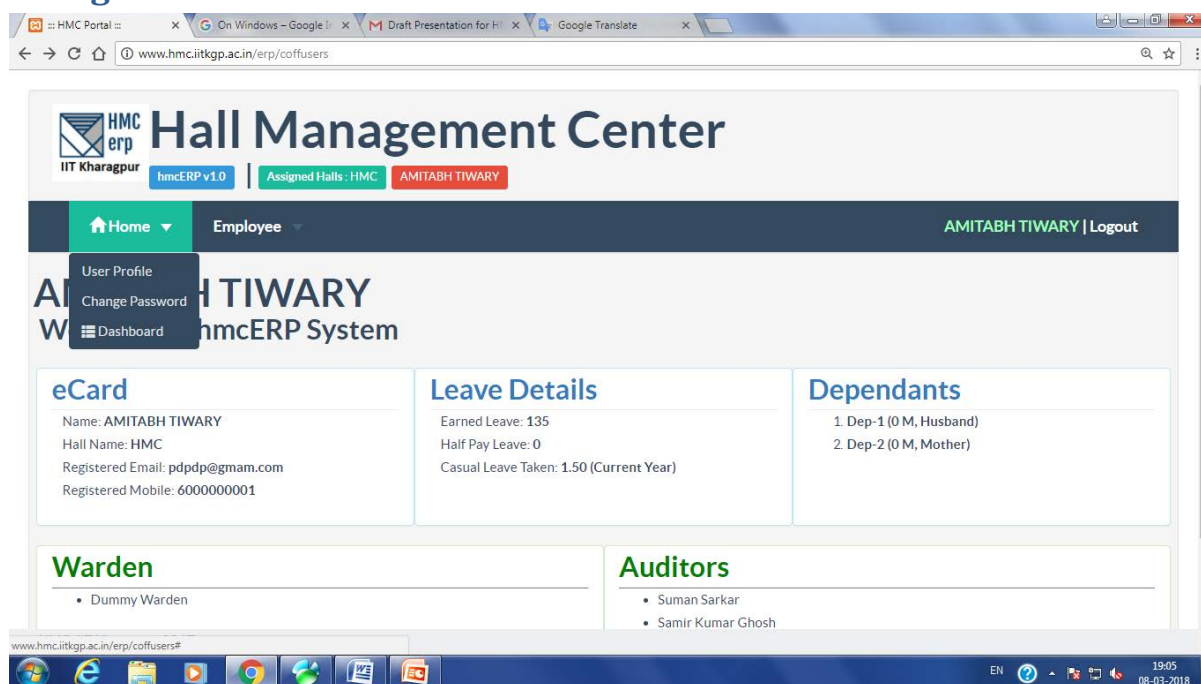
- eCard:** Name: AMITABH TIWARY, Hall Name: HMC, Registered Email: pdpdp@gmam.com, Registered Mobile: 6000000001.
- Leave Details:** Earned Leave: 129, Half Pay Leave: 0, Casual Leave: 0.
- Dependants:** 1. Dep-1 (0 M, Husband), 2. Dep-2 (0 M, Mother).
- Warden:** Dummy Warden.
- Auditors:** Suman Sarkar, Samir Kumar Ghosh.

A note at the bottom states: "Note: Contact your hall/hmc auditor for any discrepancy in your information."

This dash board is displayed after the user logs in. It displays summary about the user information. Any discrepancy found must be reported to the concerned HALL or HMC Auditor.

यह डैश बोर्ड उपयोगकर्ता लॉग इन के बाद प्रदर्शित होता है। यह उपयोगकर्ता की जानकारी के बारे में सारांश प्रदर्शित करता है। उपलब्ध किसी भी विसंगति संबंधित हॉल या एचएमसी लेखा परीक्षक को सूचना दी जानी चाहिए।

Change Password

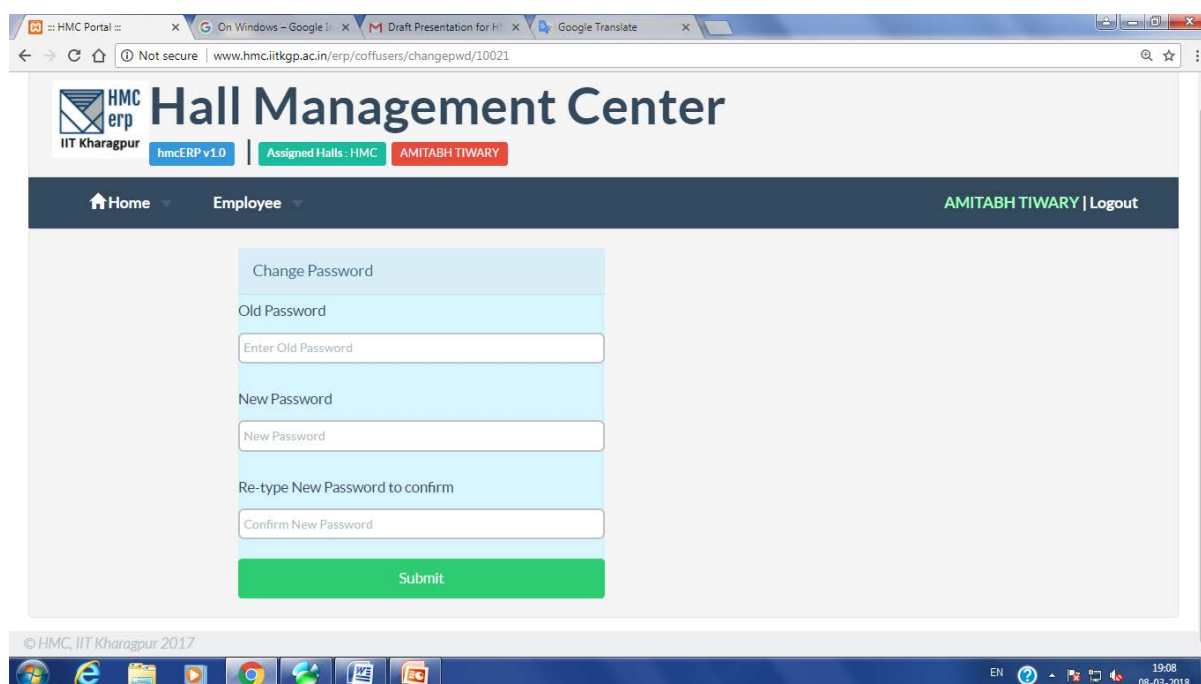


The screenshot shows the HMC Hall Management Center dashboard. The user is logged in as AMITABH TIWARY. The Home menu is open, and the 'Change Password' option is highlighted. The dashboard displays the following information:

- eCard:** Name: AMITABH TIWARY, Hall Name: HMC, Registered Email: pdpdp@gmam.com, Registered Mobile: 600000001.
- Leave Details:** Earned Leave: 135, Half Pay Leave: 0, Casual Leave Taken: 1.50 (Current Year).
- Dependants:** 1. Dep-1 (0 M, Husband), 2. Dep-2 (0 M, Mother).
- Warden:** Dummy Warden.
- Auditors:** Suman Sarkar, Samir Kumar Ghosh.

Select Change Password option from Home menu. You can view the Change Password screen as below:

होम मेनू से पासवर्ड बदलें विकल्प चुनें। आप नीचे पासवर्ड बदलें स्क्रीन देख सकते हैं:



The screenshot shows the Change Password screen in the HMC Hall Management Center. The form contains the following fields:

- Change Password
- Old Password: Enter Old Password
- New Password: New Password
- Re-type New Password to confirm: Confirm New Password
- Submit button

In the above screen it will ask the old password, new password and confirm new password and click on submit button for change. Please note that the new password and confirm new password should be same.

उपरोक्त स्क्रीन में यह पुराने पासवर्ड, नया पासवर्ड पूछेगा और नए पासवर्ड की पुष्टि करेगा और बदलाव के लिए सबमिट बटन पर क्लिक करेगी। कृपया ध्यान दें कि नया पासवर्ड और नए पासवर्ड की पुष्टि करना समान होना चाहिए।

View Profile

The screenshot shows the 'View Profile' page in the HMC ERP system. The user is AMITABH TIWARY. The page displays the following information:

- eCard:** Name: AMITABH TIWARY, Hall Name: HMC, Registered Email: pdpdp@gmam.com, Registered Mobile: 600000001.
- Leave Details:** Earned Leave: 135, Half Pay Leave: 0, Casual Leave Taken: 1.50 (Current Year).
- Dependants:** 1. Dep-1 (0 M, Husband), 2. Dep-2 (0 M, Mother).
- Warden:** Dummy Warden.
- Auditors:** Suman Sarkar, Samir Kumar Ghosh.

Select 'My Profile' option from 'Home' menu to view your profile screen as below.

अपनी प्रोफाइल स्क्रीन को नीचे देखने के लिए 'होम' मेनू से 'मेरा प्रोफाइल' विकल्प का चयन करें।

The screenshot shows the 'View Profile' page in the HMC ERP system, displaying a table of basic details. The table is titled 'View Uploaded Documents' and contains the following information:

HALL	HMC
DESIG	BMC
EC	00000
NAME	AMITABH TIWARY
GENDER	M
FATHER_NAME	
CATEGORY	OBC
BLOODGROUP	
HIGHEST QUALIFICATION	

You can view your basic details in this screen.




आप इस स्क्रीन में अपने मूल विवरण देख सकते हैं।

Employee → Leave Details

The screenshot shows the HMC ERP v1.0 interface. The page title is "Leave Details (EC 00000)". Below the title, there is a note: "Fields marked in * are mandatory." The form contains the following fields:

- ECode: 00000
- GUID *: 10021
- Leave Type *: CL
- From *: [Empty]
- Session: FN
- To *: [Empty]
- Session: AN
- Weekly Off-Day: Sunday
- Number of Days *: [Empty]
- Station Leave From: [Empty]

To the right of the form is a table with the following data:

ID	ECode	Type of Leave	From	To	Days	Status	Actions
4	00000	CL	2018-01-01 FN	2018-01-05 AN	10.00	APPLIED	  

Below the table is an "Add New" button. The footer of the page reads "© HMC, IIT Kharagpur 2017".

This Menu Item/Link is used to apply for Online Leave Application. Once applied. You must take a print out of the application and send it to your warden for his/her recommendation. After he recommends send in duly signed hard copy to the HMC for final approval and leave adjustment.

यह मेनू आइटम / लिंक ऑनलाइन छुट्टी आवेदन के लिए आवेदन करने के लिए उपयोग किया जाता है। एक बार आवेदन करने के बाद आपको आवेदन के बाहर प्रिंट लेना चाहिए और उसे अपनी सिफारिश के लिए अपने वार्डन को भेजें। बाद में वह अनुमोदित हार्ड कॉपी को अंतिम मंजूरी के लिए एचएमसी को भेजते हैं और समायोजन छोड़ देते हैं।

The Icon List:

1. **Green Pen** : Edit Application
2. **Red Trash Can**: Delete Application
3. **Yellow Print**: Take a print out of the application

Typical Leave Application

HMC erp
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HALL MANAGEMENT CENTER
Indian Institute of Technology Kharagpur - 721302
(CL) Leave Application (Form: ERP-101)

AMITABH TIWARY (ec: **00000** | Aadhar Card:)
BMC, Hall Management Centre

Leave Applied From : 2018-01-01 FN To : 2018-01-05 AN Station Leave InStation	Leave Balance Opening Balance:100 Closing Balance:90
---	--

Signature of Employee
Date:

Signature of Hall Warden

This leave application is generated for forwarding the hardcopy to the HMC Office. However the approval has to be taken from Warden for recommendation.

यह छुट्टी आवेदन एचडीसी कार्यालय को हार्डकॉपी अग्रेषित करने के लिए तैयार किया गया है। हालांकि अनुशंसा के लिए वार्डन से स्वीकृति लेनी होगी।

Claims (CEA, Medical, LTC, HTC, etc)

HMC erp
IIT Kharagpur

Hall Management Center

hmcERP v1.0 | Assigned Halls : HMC | AMITABH TIWARY

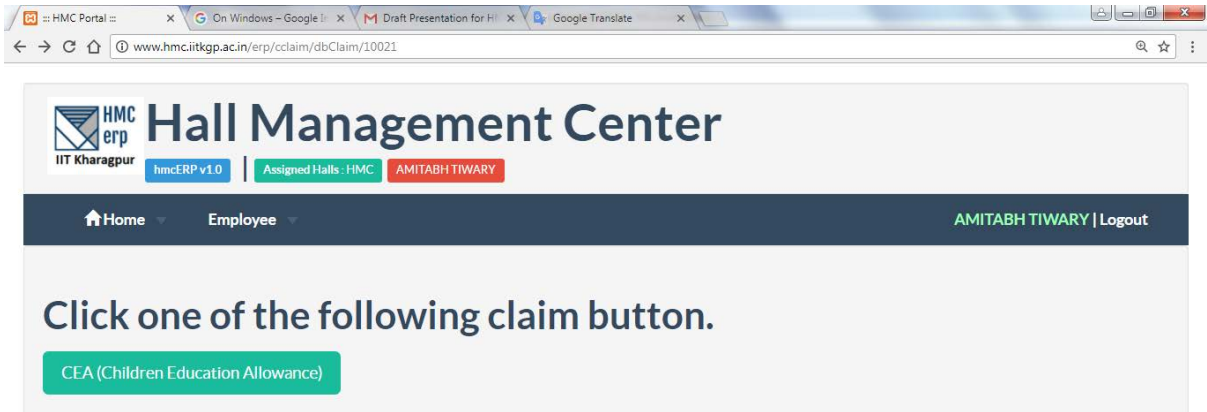
Home Employee AMITABH TIWARY | Logout

AMITABH TIWARY
Welcome to

- Leave Entry
- Claims (CEA,Medical,LTC,HTC,etc)
- View Pay Slip

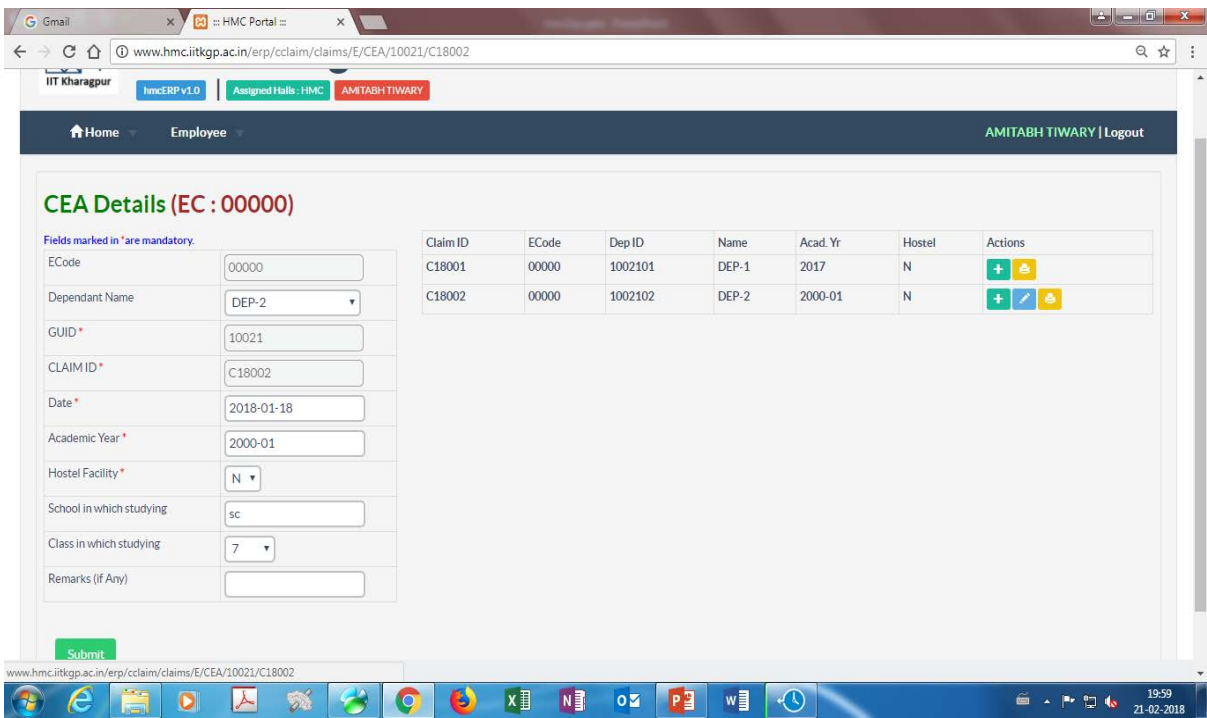
Select 'Claims (CEA,Medical,LTC,HTC,etc)' option from 'Employee' menu in order to get the screen below to apply online for various claims.

विभिन्न दावों के लिए ऑनलाइन आवेदन करने के लिए नीचे स्क्रीन प्राप्त करने के लिए 'कर्मचारी' मेनू से 'दावा (सीईए, मेडिकल, एलटीसी, एचटीसी, आदि)' विकल्प का चयन करें।



Click 'CEA(Children Education Allowance)' button is available for apply online. Buttons for other claims will be available soon. Screen for apply 'CEA(Children Education Allowance)' online is shown below.

ऑनलाइन आवेदन के लिए 'CEA(Children Education Allowance)' बटन उपलब्ध है। अन्य दावों के लिए बटन जल्द ही उपलब्ध होंगे । 'CEA(Children Education Allowance)' ऑनलाइन आवेदन के लिए स्क्रीन को नीचे दिखाया गया है।



In the above screen shot the left side is the form input that accepts basic details of the claim. After entering the basic details and click the 'Submit' button, you will find the submitted record at the right hand side. Now you may click button to add more details of the claim as shown in the screen shot below.

उपरोक्त स्क्रीन शॉट में बाईं ओर एक ऐसा फॉर्म इनपुट होता है जो दावा के मूल विवरण स्वीकार करता है। मूल विवरण दर्ज करने और 'Submit' बटन पर क्लिक करने के बाद, आपको दाएं हाथ की ओर से जमा रिकॉर्ड मिलेगा । अब आप नीचे दिए गए स्क्रीन शॉट में दिखाए गए दावे के अधिक विवरण जोड़ने के लिए बटन क्लिक कर सकते हैं।

The screenshot shows the HMC Portal interface for CEA Details (EC : 00000). The page includes a navigation bar with 'Home' and 'Employee' options, and a user profile for 'AMITABH TIWARY | Logout'. A green notification box states 'Data saved successfully'. Below this, there is a table of claim IDs and a form for adding items.

Claim ID	ECode	Dep ID	Name	Acad. Yr	Hostel	Actions
C18001	00000	1002101	DEP-1	2017	N	+ [Icon]
C18002	00000	1002102	DEP-2	2000-01	N	+ [Icon]

Current/Selected ClaimID : C18002

PARTICULARS	BILLNO	BILLDATE	AMTCLAIMED
Tuition Fee	12345	17 Dec, 2017	5500
Text Books	12321		

ClaimID : C18002

Buttons: + Add Item, Save Items, Final Submit

After enter and save all sub-items click 'Final Submit' button. Once the date is final submitted you can get print of pdf file by clicking print button. Send the printed hardcopy duly signed to HMC Office through your respective hall warden. Sample pdf file is given below:

सभी उप-आइटम दर्ज करने और सहेजने के बाद 'Final Submit' बटन पर क्लिक करें। एक बार तिथि प्रस्तुत करने के बाद आप प्रिंट बटन पर क्लिक करके पीडीएफ फाइल का प्रिंट प्राप्त कर सकते हैं। मुद्रित हार्डकॉपी को अपने संबंधित Hall Warden द्वारा विधिवत हस्ताक्षरित HMC कार्यालय के लिए भेजें। नमूना pdf फाइल नीचे दी गई है:



HALL MANAGEMENT CENTER
Indian Institute of Technology Kharagpur - 721302

Reimbursement of Children Education Allowances
(Form: CEA/1/C18002/Application)

1. Certified that the children/child mentioned below in respect of whom reimbursement of Children Education Allowance claimed is wholly dependent upon me.

Particulars of Dependant:

Child Name DEP-2	Date of Birth 06-10-2017	Acad. Year 2000-01
School sc	Class 7	Hos. Fac. N

Particulars of Claim:

Particulars	Bill Details	Amt Claimed	Amt Admissible
Tuition Fee	12345 dated 17 Dec, 2017	5500	
Text Books	12321 dated 11 Dec 2017	2000	
AMOUNT CLAIMED (Rupees Seven Thousand Five Hundred Only)		7500	0

Note: Tuition fee means tuitions fee, admission fee, lab fee, special fee charged for agriculture, electronics, music or any subject, fees charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extracurricular activities.

2. Certified that the Education Allowance indicated against the child/children has actually been paid by me (receipts duly endorsed and enclosed) (Note: Copy of school fee card & Bank Challans paid up receipts purchase receipts in original are to be enclosed).

3. Certified that:

- My spouse is not a Central Government servant.
- My spouse is a Central Government servant and that he/she not claimed/will not claim childrens education allowance in respect of our child/children.

4. Certified that during the period covered by the claim the child attended the school regularly and did not absent himself/herself from the school without proper leave for a period exceeding one month.

5. In the event of any change in the particulars given above which effect my eligibility for childrens educational allowance, I undertake to intimate the same promptly and also to refund the excess payments, if any made.

Encl. : Original receipt (___ Nos. duly endorsed)

Date: _____

FORWARDED

Signature of the Warden with seal

(Signature of the Hall Employee)
Name : AMITABH TIWARY (00000)
Hall : Hall Management Centre
Desig : BMC