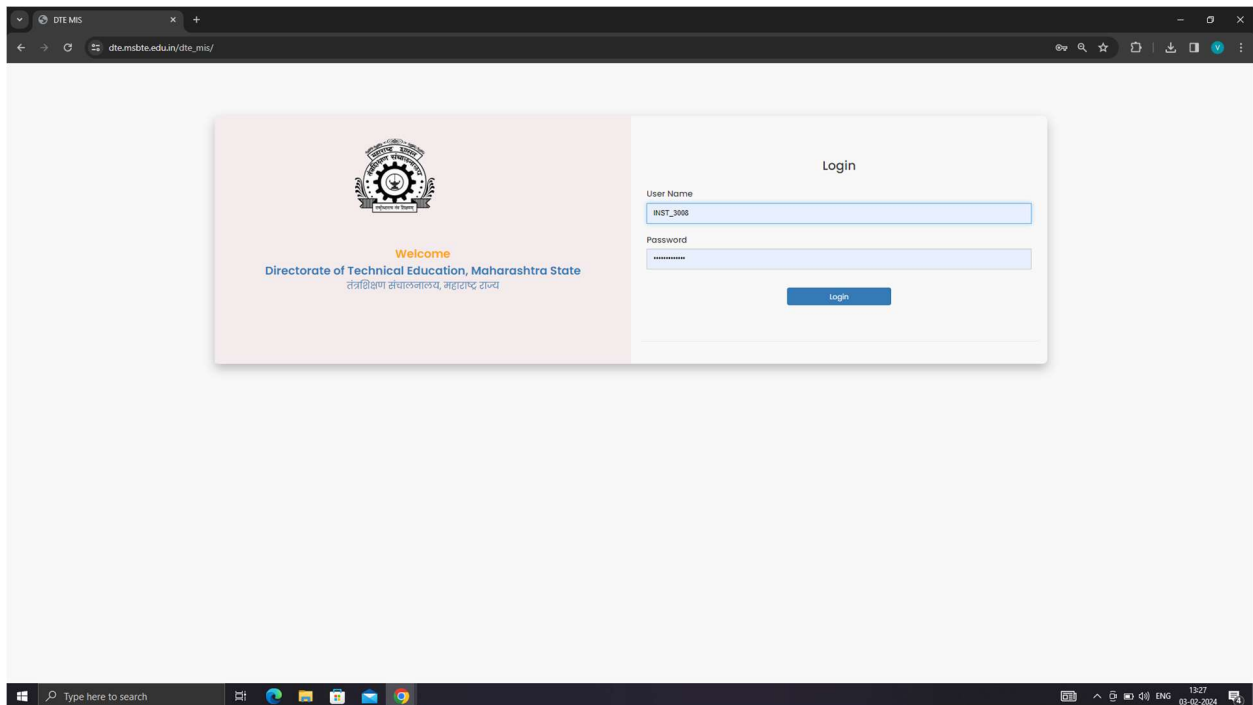# DTE Employee Management System

Employee Data Entry User Manual.

1) How to Access DTE Employee Management System:-
   ● Visit https://dte.msbte.edu.in/dte_mis/ and enter your credentials which are shared with you through Email.
   ● Then Click on the Login Button.

Institute Home Page:-

- After Successful login, you will be redirected to the DTE Employee Management System Home page.
- On this page, you will get information about your institute's filled posts, vacant posts, and employee data entry counts.

Directorate of Technical Education, Maharashtra State
तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य

Home | Government Polytechnic, Pen   Username :INST_3008 | Logout

- Home Page
- Employee Management ▼

Welcome To DTE Employee management System

Government Polytechnic, Pen   Staff Position Details

Course/Subject Name	Designation	Sanctioned Posts		Filled Posts		Vacant Post		Employee Details Added	
		Shift1	Shift2	Shift1	Shift2	Shift1	Shift2	Shift1	Shift2
Chemical Engineering	Lecturer	5	0	5	0	0	0	1	0
Instrumentation Engineering	Lecturer	1	0	1	0	0	0	0	0
Physics	Lecturer	2	0	2	0	0	0	0	0
Electronics Engineering	Lecturer	4	0	4	0	0	0	0	0
Mechanical Engineering	Lecturer	8	0	5	0	3	0	0	0
Civil Engineering	Lecturer	6	0	3	0	3	0	0	0
Chemistry	Lecturer	2	0	0	0	2	0	0	0
English	Lecturer	2	0	2	0	0	0	0	0
Computer Engineering	Lecturer	6	0	3	0	3	0	1	0
Electrical Engineering	Lecturer	1	0	1	0	0	0	0	0
Applied Mechanics	Lecturer	2	0	0	0	2	0	0	0
Mathematics	Lecturer	1	0	1	0	0	0	0	0
Instrumentation and Control Engineering	Head of Department (HoD)	1	0	1	0	0	0	0	0
Civil Engineering	Head of Department (HoD)	1	0	1	0	0	0	0	0

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- Kindly cross-check all post data mentioned in home page is correct or not.
- If there is any mismatch/correction then contact DTE office or raise an issue/query by visiting Raise a issue/Query tab.

- If all data is correct then click on confirm button

Department	Designation								
English (इंग्रजी)	Assistant Professor (सहाय्यक प्राध्यापक)	1	0	0	0	1	0	0	0
Geo Technical Engineering (जिओ टेक्निकल इंजिनीअरिंग)	Assistant Professor (सहाय्यक प्राध्यापक)	1	0	1	0	0	0	1	0
Information Technology (माहिती तंत्रज्ञान)	Assistant Professor (सहाय्यक प्राध्यापक)	7	0	7	0	0	0	5	0
Instrumentation Engineering (उपकरणीकरण)	Assistant Professor (सहाय्यक प्राध्यापक)	4	0	4	0	0	0	4	0
Mathematics (गणित)	Assistant Professor (सहाय्यक प्राध्यापक)	3	0	2	0	1	0	2	0
Mechanical Engineering (यंत्र अभियांत्रिकी)	Assistant Professor (सहाय्यक प्राध्यापक)	7	0	7	0	0	0	7	0
Metallurgical Engineering (मेटलर्जिकल अभियांत्रिकी)	Assistant Professor (सहाय्यक प्राध्यापक)	1	0	1	0	0	0	1	0
Physics (भौतिकशास्त्र)	Assistant Professor (सहाय्यक प्राध्यापक)	2	0	1	0	1	0	1	0
–	Librarian (ग्रंथपाल)	1	0	0	0	1	0	0	0
Total		**89**	**0**	**55**	**0**	**34**	**0**	**52**	**0**

Confirm ✔

Employee Data Entry:-
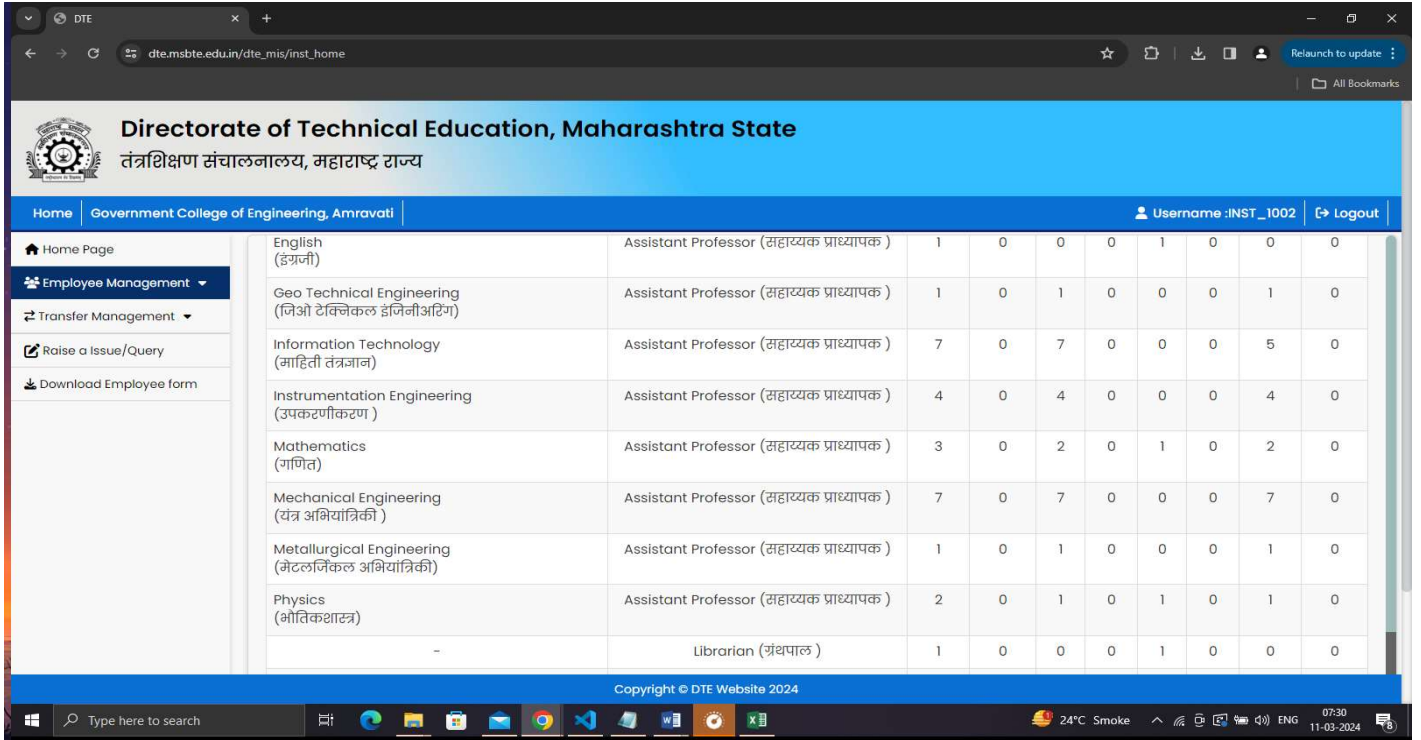
- Employee Data Entry Part is divided into two parts 1st one is to create an Employee Profile(Add Employee).
- The second one is filling all the details of the employee like Personal Details, Educational Details, Experience Details Etc.

Flow Of Data Entry:-

- First Institute will create an Employee Profile by filling the basic details of the employee.
- Then After Creating the profile Institute will able to fill the other details of the employee.

How To Create Employee Profile:-
- On the left side of the page, there are two tabs one is the Home Page and another is the Employee Management tab.
- Click on the Employee Management tab.

- After clicking on the Employee Management tab the dropdown list will open.

- In this list there are two tabs, one is Add Employee and the other one is Employee List (We will see this in the next part).
- Click on the Add Employee tab. After clicking this tab <u>Current Employee Profile</u> page will appear.

(Please see the below screenshot for an example)

- Now enter the details of the Employee which are asked in the form (page).
  Please see the below screenshot for an example.

- After filling all the details, click on the Submit button.
- Now you will redirected to the Employee List page.
- After creating the profile, the employee's name will appear in this list.
- Employee list is a list of employees whose profile is created in the MIS System.

- In this list, one column is the Action column. In this Action column, there are three buttons
- 1) Edit 2)Delete 3) Lock. Let's see the functions of these buttons one by one.
- 1)Edit Button:- Using this button you can view or edit the employee profile information.
- 2)Delete Button:- Using this button you can delete the profile.
- 3) Lock Button:- Using this button you can lock the profile and proceed next to our second part of the employee data entry.
Kindly note that once the employee profile is locked you are not able to change the data of the profile or delete the employee profile from the list.

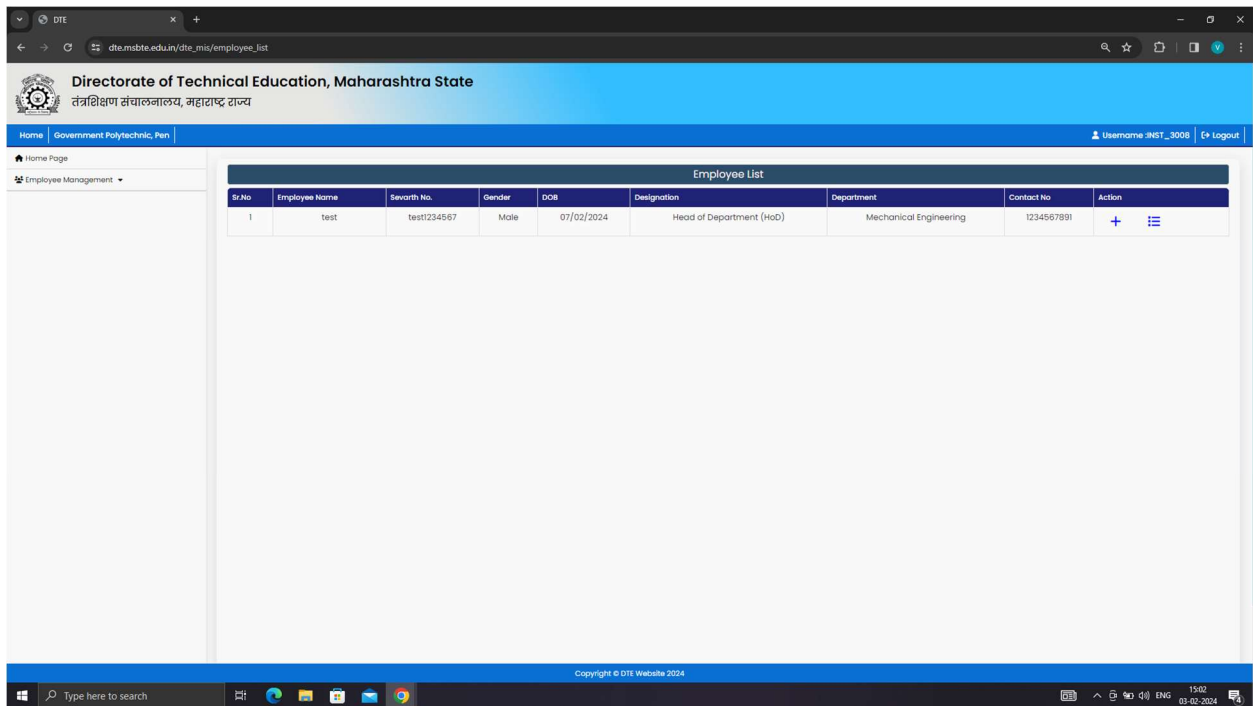Please see below screenshot for example.
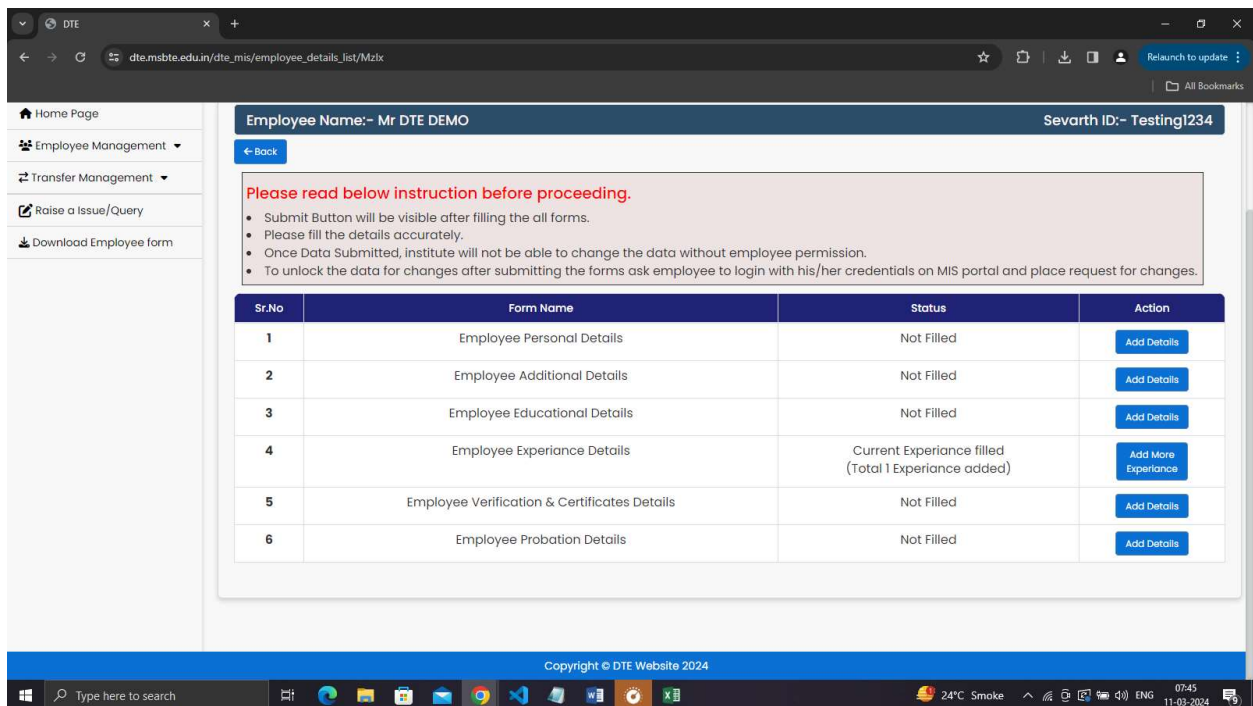
After confirmation of the lock prompt, now you can see the edit and delete options have disappeared and one new add button (+) appeared in the action column.

Now to start the second part of the employee data entry click on the + button(add button)

- After clicking the button you can see the list of forms which needs to fill.

Here you can also track the status of form(Filled/Not filled)

- There are total 6 forms:-
  1)Employee Personal Details.
  2) Additional Details.
  3)Educational Detail.
  4)Employee Experience Details.
  5)Verification and certification details.
  6)Employee Other Details.

- You can click on the form name to view or fill the information in this form.

Kindly note that all forms are mandatory, please fill all forms.

After filling the all forms submit button will appear.

- After clicking on the submit button Employee data will be locked in EMIS. Also employee's login credentials will send automatically on employee's mobile number through SMS.

- Please note that once data locked Institute/Office will not able to update the form data without employee's concern.
- To update the form which is locked, kindly ask the employee to login in EMIS portal and place the request for changes.
- Once the employee place the request for change Institute will able to make changes in forms.