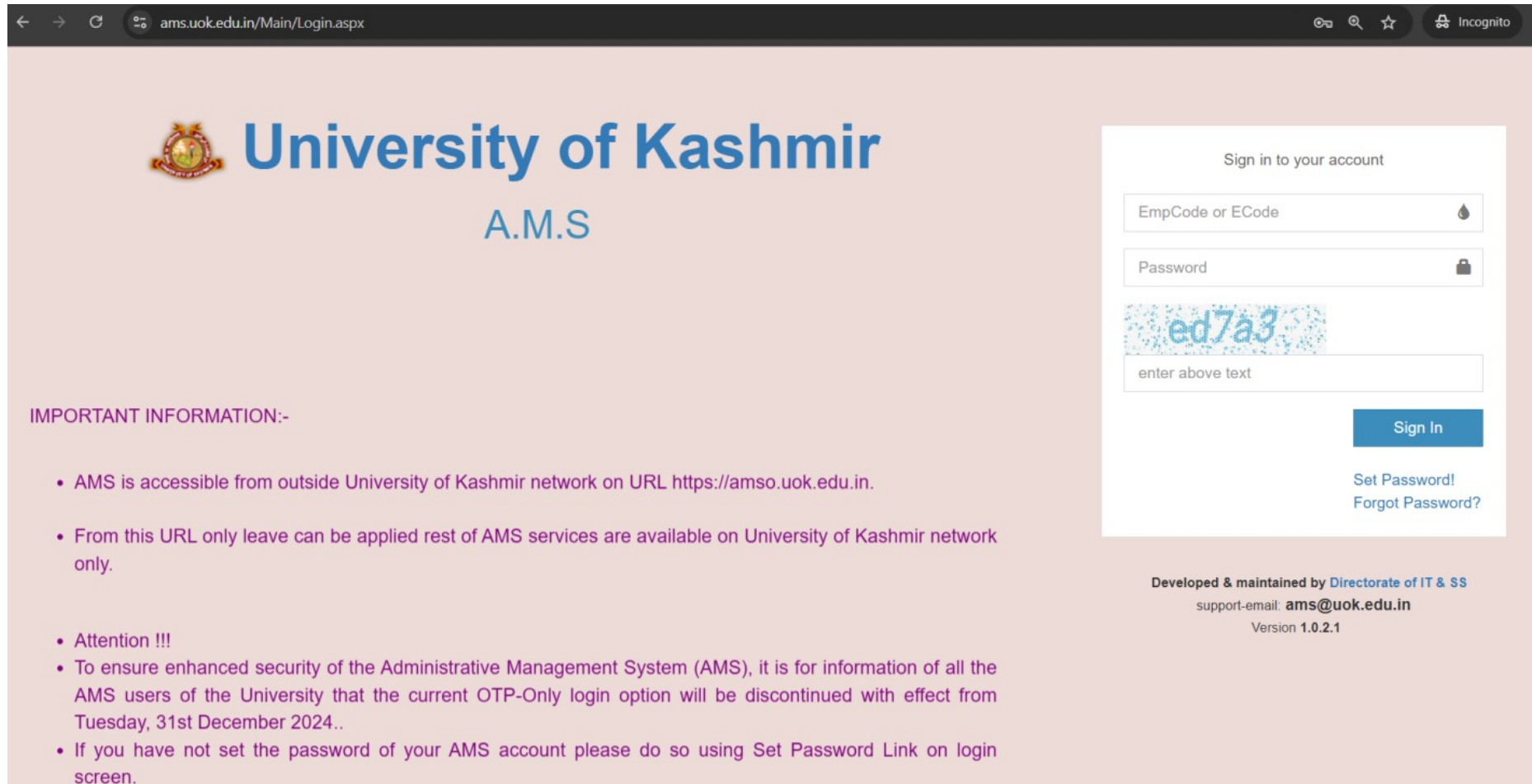



## Administrative Management System (AMS), University of Kashmir

URL 1 : <https://ams.uok.edu.in> (On Intranet)

URL 2 : <http://amso.uok.edu.in>



ams.uok.edu.in/Main/Login.aspx

 **University of Kashmir**  
A.M.S

IMPORTANT INFORMATION:-

- AMS is accessible from outside University of Kashmir network on URL <https://amso.uok.edu.in>.
- From this URL only leave can be applied rest of AMS services are available on University of Kashmir network only.
- Attention !!!
- To ensure enhanced security of the Administrative Management System (AMS), it is for information of all the AMS users of the University that the current OTP-Only login option will be discontinued with effect from Tuesday, 31st December 2024..
- If you have not set the password of your AMS account please do so using Set Password Link on login screen.

Sign in to your account

EmpCode or ECode

Password

ed7a3

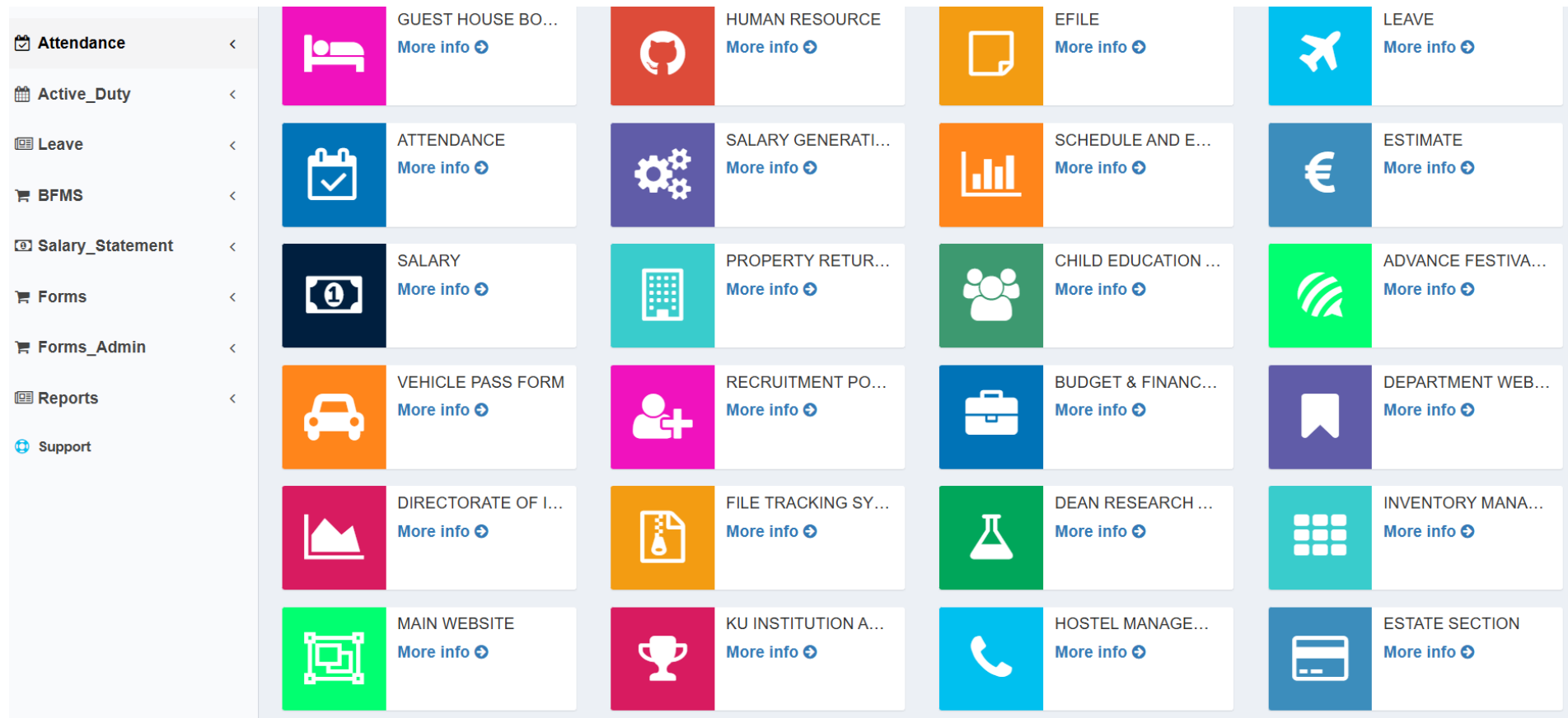
enter above text

Sign In

[Set Password!](#)  
[Forgot Password?](#)

Developed & maintained by Directorate of IT & SS  
support-email: [ams@uok.edu.in](mailto:ams@uok.edu.in)  
Version 1.0.2.1

**Log-In Screen**



Home Screen

# Biometric Attendance Dashboard

Attendance -View

Start Date

17-12-2024

End Date

13-01-2025

Search

Total Attendance Summary

No Entry / Exit: 1 / 3

Early Entry / Late Exit: 0 / 14

Days Not Attended: 1

Total Hours: 98.5

Late Entry / Early Exit: 8 / 1

On Time Entry / Exit: 8 / 0

Days on Leave: 1.5

Download

Attendance of 17-12-2024 To 13-01-2025

Date	Day of Week	In	Out	Type of Holiday	Remarks	Leave	No of Hours
17-12-2024	Tuesday	10:23:19	12:50:05			Casual_Second_Half_Day	2 h : 26 m
18-12-2024	Wednesday	10:15:10	16:40:57				6 h : 25 m
19-12-2024	Thursday	09:58:14	16:52:08				6 h : 53 m
20-12-2024	Friday	10:03:26	17:58:01				7 h : 54 m
21-12-2024	Saturday	No Entry	No Exit	Weekly Off			0
22-12-2024	Sunday	No Entry	No Exit	Weekly Off			0
23-12-2024	Monday	10:03:19	16:46:04				6 h : 42 m
24-12-2024	Tuesday	10:37:52	17:19:45				6 h : 41 m
25-12-2024	Wednesday	No Entry	No Exit	Gazetted Holiday	Christmas Day		0
26-12-2024	Thursday	09:53:17	17:00:16				7 h : 6 m
27-12-2024	Friday	No Entry	No Exit			Casual	0
28-12-2024	Saturday	No Entry	No Exit				0
29-12-2024	Sunday	16:34:05	No Exit	Weekly Off			0
30-12-2024	Monday	10:02:09	17:01:30				6 h : 59 m

After entering / updating an information in a line, click corresponding Save button before moving to next line

Department:

Nodal Officer DIQA Directorate of Information Technology and Support System

Active Duty:

December 2024 | Contractual | Contractual | Closed

☐ Show open only

Start Date: 25-12-2024

End Date: 28-12-2024

Print

To delete an active duty select NA in dropdown and then click SaveRow

By selecting 'On\_Active\_Duty' it is certified that the employees have satisfactorily performed their work for the specified month, and their attendance has been verified from the online biometric attendance system.

The concerned HoD Or officer must verify active duty only after thoroughly reviewing attendance records. This involves ensuring that the total number of days present, along with any leave days, equals the required number of working days. Additionally, the number of hours worked must be checked to confirm they meet the required threshold. Only after both the days and hours have been accurately verified should active duty be confirmed.

Emp Code	Employee	Duty Status	Extension End Date	Remarks	Attendance Days (Work Days: 23)	Leave Days	By Employee
210002	210002   Khalid Mehboob Shah   System Engineer   Directorate of Information Technology and Support System	On-Active-Duty	16-01-2025	No:F(Eng.IT &SS)GA/KU/	22	1	3597   Maroof Naieem Qadri   Director Directorate of Information Technology and Support System   Directorate of Information Technology and Support System
210004	210004   Rouf Ahmad Mir   System Engineer   Directorate of Information Technology and Support System	On-Active-Duty	16-01-2025	No:F(Eng.IT &SS)GA/KU/	22	1	3597   Maroof Naieem Qadri   Director Directorate of Information Technology and Support System   Directorate of Information Technology and Support System
210005	210005   Tufail Farooq Kanth   System Engineer   Directorate of Information Technology and Support System	On-Active-Duty	16-01-2025	No:F(Eng.IT &SS)GA/KU/	21	2	3597   Maroof Naieem Qadri   Director Directorate of Information Technology and Support System   Directorate of Information Technology and Support System
210006	210006   Mansoor Ahmed Dhar   Network Engineer   Directorate of Information Technology and Support System	On-Active-Duty	21-03-2025	No:F(Eng.IT &SS)GA/KU/	21	2	3597   Maroof Naieem Qadri   Director Directorate of Information Technology and Support System   Directorate of Information Technology and Support System

Employee Active Duty Dashboard

View Leave Rules

Attachment

Print

Add New

Save

Save & Forward

Back

Leave Type

Casual

Leave No

From Date

13-01-2025

To Date

13-01-2025

1 Day(s)

Leave Place

HomeTown

Destination Address

If you need station permission then you should select Leave Place as "Other" and mention the Leave Address otherwise keep HomeTown as Leave Place.

Leave Purpose

Service Leave Summary

Type	Taken
Casual Full Day	0
Casual First Half Day	0
Casual Second Half Day	0
Casual Excess	0
Special Casual	0

Type	Taken
Duty	0
Compensatory	0
Earned	0
Half Pay	0
Commuted	0

Type	Taken
Extra Ordinary	0
Quarantine	0
Leave Not Due	0
Maternity	0
Special Maternity	0

Type	Taken
Study	0
Sabbatical	0
Child_Care	0
Paternity	0
Adoption	0

# Employee Leave Management Dashboard

General Info

Address

Academic Detail

Relation

Service

Leave

Other

Salary

Status

Extension

Attachment

Missing (6256)

Back to Employee

Add New

Save

Employee Code

6256

Photo

Choose File

No file chosen

Name \*

Mr

Missing

Is User

☒

Active

☒

Email ID

DOB

PAN No.

Election Card No.

Gender

Male

Password

Permanent

☒ Regular

Security Template

Director | AP

Mobile No.

Aadhar No.

Passport No.

Previous Emp Code

Marital Status

Unmarried

Human Resource Management System Dashboard

New eFile

|

My eFiles

|

My Forwards

|

Select Designation

System Engineer

e-File (4)

e-Comm (2)

Leave (0)

Approval (0)

e-Bill (0)

e-Advance (0)

PMS-eBill (0)

PMS-eAdvance (0)

Tray

Search...

(&)

Search (Optional) ...

Type	Number	Title	Info	ForwardFor	Forward On	Forward By	Status		View	Park	
eFile	KU-ITSS-2023-129	Internet fee (North & South Campuses) Kashmir University		Note	01/01/2025 07:02 PM	3597   Maroof Naieem Qadri   Director Directorate of Information Technology and Support System   Directorate of Information Technology and Support System	Normal				
eFile	KU-BIT-2025-3	Request to Develop a web page for the E-YUVA Centre		Returned	09/01/2025 06:08 PM	3597   Maroof Naieem Qadri   Director Directorate of Information Technology and Support System   Directorate of Information Technology and Support System	Normal				
eFile	KU-DDE-2025-30	Request for Changes to be incorporated in the application form for admissions in ODL mode		Note	10/01/2025 12:57 PM	3597   Maroof Naieem Qadri   Director Directorate of Information Technology and Support System   Directorate of Information Technology and Support System	Normal				
eFile	KU-NC-2025-27	Request to provide unique ids for biometric attendance in favour of research scholars at North Campus		Note	10/01/2025 04:29 PM	5298   Muzaen Naseer Malik   Programmer   Directorate of Information Technology and Support System	Normal				

e-office File Management Dashboard

Name

Sarwar Hussain Malik ( 3087 )

Designation

Senior Assistant

Department

Directorate of Information Technology and Support System

Forward History

All

Open

Update

Print

Note Para 2

plz discuss

Maroof Naieem Qadri, (3597)

Director Directorate of Information Technology and Support System,  
Directorate of Information Technology and Support System  
02-01-2025 17:53:10

Note Para 1

Receipt dispatched

Sarwar Hussain Malik, (3087)

Dealing Assistant 4 Directorate of Information Technology and Support System,  
Directorate of Information Technology and Support System  
02-01-2025 16:23:51

e-Communication Details

Receipt Number: 1840 (18403134)

Dated: 02-01-2025

Status: Dispatched

File Number: No.F(Digi-Locker-plat-UGC)/KU/25

Title:  
Acceptance of Degree, Mark-Sheet and other educational documents presented through the Digi-Locker platform.

Received From: Academic


Remarks:

Put On e-File

ViewFile.aspx

1 / 2

82%



UNIVERSITY OF KASHMIR, SRINAGAR

NAAC ACCREDITED A\*

No:-F(Digi locker plat.-UGC)Acad/KU/25

Dated:- 02 -01-2025

## e-office e-Communication Dashboard

## File Tracking System (FTS), University of Kashmir



URL : <https://fts.uok.edu.in> (On Intranet)

Dispatch Files

Receive Files

Circulars/Notices

Create New File

Add Old File

eFile Upload

FILE TRACKING SYSTEM

University Of Kashmir

Welcome asim  
Directorate of IT & SS

Section Name

Change

HOME

FILE OPERATIONS

CIRCULARS/NOTICES

MANAGEMENT

CHANGE PASSWORD

Dispatched Files

LOGOUT

Enter File Number:

KU2025

-

ITSS

-

Search

View All Files

Help & Support

FILE NUMBER	CREATED AT	TITLE	DESCRIPTION	TYPE	DISPATCHED TO	
KU2024-DDE-Letter-6529	Directorate of Distance Education	Double payment	Double payment against a single online B.Ed. admission form for Rs. 15050 (IFRA JAN )	Letter	Accounts IV Salary/Bills	Cancel
KU2024-ITSS-Letter-3809	Directorate of IT & SS	Declaration of Result of M.Sc.IT 4th Semester Batch-2022 & Backlog.	Declaration of Result of M.Sc.IT 4th Semester Batch-2022 & Backlog.	Letter	Controller Examinations Office	Cancel
KU2024-ITSS-Letter-3808	Directorate of IT & SS	Course Review Committee for M.Sc.IT 3rd semester (Batch-2023).	Course Review Committee for M.Sc.IT 3rd semester (Batch-2023).	Letter	Dean School of Applied Science and Technology	Cancel
KU2024-ITSS-Letter-3807	Directorate of IT & SS	Outstanding on account of travel booking	Outstanding on account of travel booking	Letter	RUSA ,SAP & Rankings	Cancel
KU2024-ITSS-Letter-3805	Directorate of IT & SS	Outstanding on account of travel booking	Outstanding on account of travel booking	Letter	CCPC	Cancel
KU2024-ITSS-Letter-3803	Directorate of IT & SS	List of M.Sc.IT students from this Directorate who have applied for the National scholarship for the year 2024-25	List of M.Sc. IT students from this Directorate who have applied for the National scholarship for the year 2024-25	Letter	Dean Students Welfare	Cancel

FTS Dispatched Files Dashboard

Dispatch Files

Receive Files

Circulars/Notices

Create New File

Add Old File

eFile Upload

FILE TRACKING SYSTEM

University Of Kashmir

Welcome asim  
Directorate of IT & SS

Section Name

Change

HOME

FILE OPERATIONS

CIRCULARS/NOTICES

MANAGEMENT

CHANGE PASSWORD

## Administrative e- Circulars Dashboard

# Estate's Software, University of Kashmir

URL : <https://eadmin.uok.edu.in/estates> (On Intranet)



ESTATE SECTION  
University of Kashmir

Version : 4.0.0.1

HOME   ACCOMMODATION FORM   RE-PRINT FORM   WAITING LIST   LOG IN

University of Kashmir, Srinagar

Application Form for Allotment of Residential Accommodation

Enter Employee Code

Enter Mobile No

Search

1. Name:

2. Parentage:

3. Designation:

4. Deptt./Section:

5. Employee Type:

Teacher/Officer

6. Date of Ist Appointment:

7. Nature of Appointment:

7. Residential Address:

8. Type of accommodation entitled to  
(according to status/rank)

10. Email ID:

11. Phone No.:

Allotment Request Screen



My Account



Accommodation



Insurance



Stock



Auditorium



Online Forms



Sign Out



#### Accommodation Updates

19 Flat(s) available for allotment is/are RF-1,P-10,RF-5,RF-8,RF-11,RQ-7,Quarter-7,LF C3-10,D2-25,LF-19,LF-25,Sep. Hut (Old Foreign Lang. Deptt),E10,New RF-01,New RF-02,New RF-03,New RF-08,New RF-09,New RF-10,

#### Insurance Updates

[12/27/2013],Convocation Hall [1/2/2014],Quran of Ain Hyder Girls Hostel ( Main Campus) [1/29/2014],Wooden Shelter Sheds (Two) [2/18/2014],Zabarwan Guest House [2/18/2014],Env. Science (Green House) [2/18/2014],Home Science With Equipments [4/14/2014],Examination , Social Science, Health Centre, Girls Hostel [4/23/2014],EMMRC [5/16/2014],

#### Stock Updates

Loading.....

#### Auditorium Booking Updates

Loading.....

#### General Updates

Loading.....

#### Other Updates

/Loading.....