



Sri Lalithambigai Medical College and Hospital

Faculty Management System

A Centralized Digital Platform designed to automate and streamline the administrative lifecycle of educators within an institution. It serves as a "single source of truth," moving faculty data away from scattered spreadsheets and paper records into a secure, searchable environment.

The Faculty Management System (FMS) allows faculty members to log in, update their profiles, and manage their academic records.

Weblink:

<https://faculty.slmch.ac.in>

I. Initial Login and Verification

- **Access Credentials:** Retrieve your system-generated email and temporary password from your inbox.
- **Sign In:** Navigate to the FMS login portal and enter your registered email and temporary password(**Default: 12345678**).
- **OTP Verification:** An OTP (One-Time Password) will be sent to your email. Copy the 6-digit code and enter it on the "Verify Your Identity" page to access the dashboard.

II. Profile Management

To ensure your records are accurate, navigate to the **Edit Profile** section to update the following:

- **Personal Info:** Upload a profile photo and fill in basic details including date of birth, gender, marital status, nationality, and contact information.
- **Academic Info:** Review system-generated employment details such as Employee ID, department, and designation.
- **Educational Info:** Enter details for 10th Standard, 12th Standard, Undergraduate, and Postgraduate degrees, including school names, registration numbers, and years of completion.
- **Identity Documents:** Upload digital copies of your Aadhar, PAN, Voter ID, Passport, and Driving License.
- **Work History:** Add relieving certificates from previous institutions and records of past NMC inspections.

III. Managing Academic & Research Activities

The sidebar provides categories to log various professional achievements:

- **Research Publications:** Add new records by selecting the type (Paper/Publication or Project), scope (National/International), and indexing (Scopus/PubMed).
- **Intellectual Property:** Register Patents or Copyrights under the "Intellectual Property & Innovation" tab.
- **Guided Students:** Log the number of UG, PG, and Ph.D. students you are supervising as a Guide, Co-Guide, or Subject Expert.
- **Faculty Development:** Record participation in Conferences, Journals, or CME events, specifying your role (e.g., Speaker, Chairperson, or Presenter).
- **MET Training:** Log specialized training such as BCBR or CISP, including the level and venue.
- **Awards & Recognitions:** Register your Awards & Recognitions from SLMCH and other institutions.

Once your research content is approved, you will receive a confirmation from the HOD via email.

IV. Security and Logout

- **Change Password:** Access the profile dropdown menu to update your temporary password to a secure, personal one.
- **Logout:** Always use the "Logout" button in the profile menu to securely end your session.

NOTE:

Your initial username is your email address and the default password is **12345678**. You can change these settings as you wish