



GBU/ERP/e-file/265/2025/0313/IT/205

Date: as per e-sign

01/07/2026

CIRCULAR

Subject: Submission of Daily Work Report through ERP

Ref: 1. Circular No.: GBU/ Office of Registrar /2023/47 dated 14/12/2023

2. Circular No.: GBU/ Office of Registrar/66 dated 04/05/2026

3. Email of PA to Registrar dated 04/05/2026

All employees up to Level 7, including outsourced staff, are hereby informed that the Daily Work Report (DWR) Module has been implemented in the ERP system.

Accordingly, all concerned employees are required to submit their Daily Work Reports through the ERP on a daily basis with effect from 01/07/2026. The respective Reporting Officers shall review the submitted reports through the ERP workflow. User Guide is attached herewith for reference (Annx 1).

All Employees and their respective Heads of Departments (HoDs) are requested to ensure compliance with the above instructions.

Further, the said circular is intended only for implementation of the reporting mechanism through the ERP system in place of the existing manual process. All other instructions, provisions, and responsibilities prescribed under earlier circular(s)/orders relating to submission and review of Daily Work Reports shall continue to remain in force.

In case of any help related to Daily Work Report functionality in ERP, IT Department may be contacted.

Registrar

To,

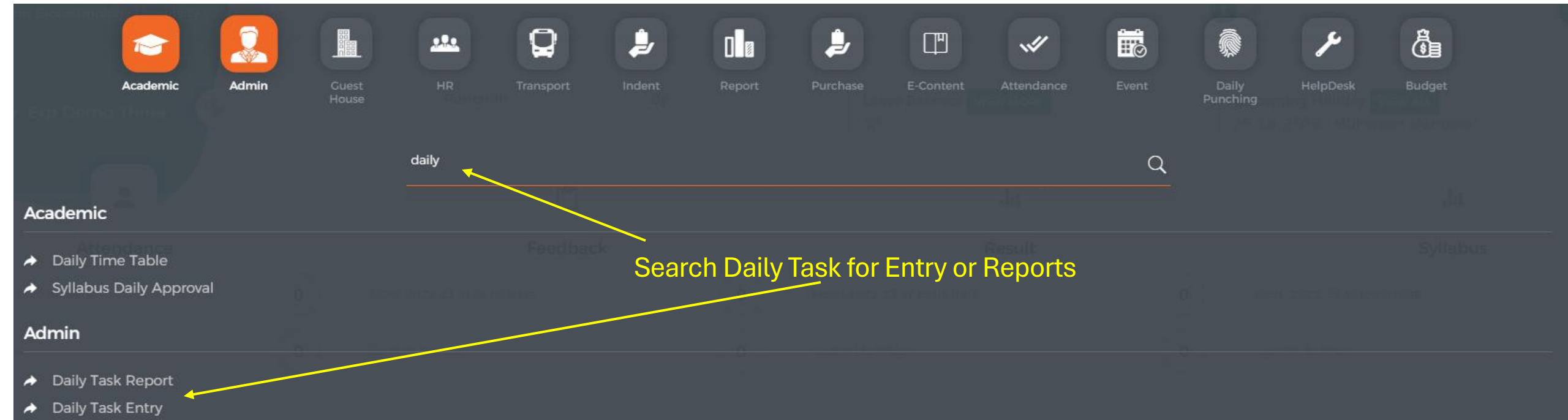
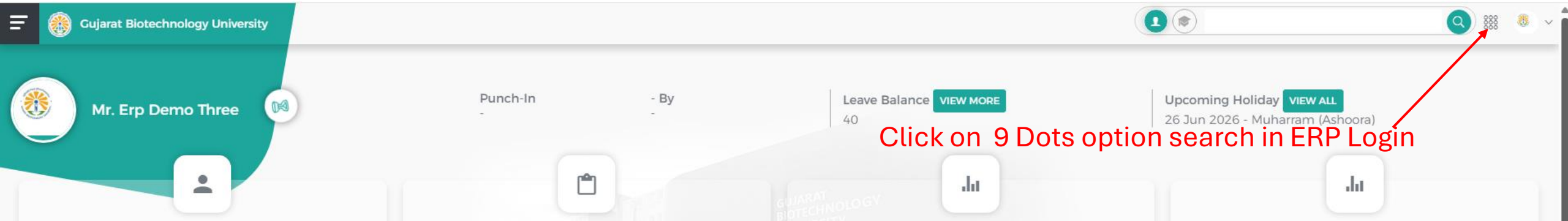
- All the faculties
- All the staff members

Copy to:

- PA to DG
- IT Dept. / select file

Daily work Report submission and Approval User Guide

For Employee who needs to submit daily work report



Daily Task Entry Page

Work Report Management System EXPORT REPORT

Select Date ADD TASK

Sr.	Name of Task	Time From	Time To	Time allocated (in minutes)	Task Type	Action
Total Time allocated for above tasks during day(A)						<input type="text" value="0"/>

Select Date and Click on Add Task option Popup will open for Task entry



Daily Task Entry Page

Popup for Task entry

Work Report Management System

Select Date: 22/06/2026 **ADD TASK**

Sr.	Name of Task	Time From	Time To	Task Type	Action
Total Time allocated for above tasks during day(A) 0					

Add Task

Task For Date : 22/06/2026

Name of Task
Daily Task Entry 1

Time From: 10:30 AM Time To: 11:30 AM

Current Status
-- Select Status --
Task / Work undertaken and completed during the day
Task undertaken during the day which is still pending
Record of absence (AB) from office during working hours for official or personal reasons
Tasks that are yet to start

Add Task

Task For Date : 23/06/2026

Name of Task
Daily Task Entry 1

Time From: 10:30 AM Time To: 11:30 AM

Current Status
Task / Work undertaken and completed during the day

SAVE **CLOSE**

Enter Your Task select Timing and Status
(Completed task, Pending task, Yet to start or Absent)
And Save the task one by one.



Daily Task Entry Page

Saved Task will be display

Edit or Delete task before Approved

Work Report Management System

Select Date [ADD TASK](#) [EXPORT REPORT](#)

Sr.	Name of Task	Time From	Time To	Time allocated (in minutes)	Task Type	Action
1	Daily Task Entry 1	10:30 AM	11:30 AM	60	Task / Work undertaken and completed during the day [Completed Task]	EDIT DELETE
2	Daily Task Entry 2	11:30 AM	12:30 PM	60	Task / Work undertaken and completed during the day [Completed Task]	EDIT DELETE
3	Daily Task Entry 3	12:30 PM	01:30 PM	60	Task / Work undertaken and completed during the day [Completed Task]	EDIT DELETE
4	Daily Task Entry 4	01:30 PM	02:00 PM	30	Task / Work undertaken and completed during the day [Completed Task]	EDIT DELETE
5	Daily Task Entry Pending 1	06:30 PM	07:00 PM	30	Task undertaken during the day which is still pending [In Progress]	EDIT DELETE
6	Pending Task	02:00 PM	04:00 PM	120	Tasks that are yet to start [Pending Task]	EDIT DELETE

Total Time allocated for above tasks during day(A) **360**

Note : Saved task automatically submitted to the Approver

Daily Task Entry Page

Approved Task cannot be edit.



Work Report Management System [EXPORT REPORT](#)

Select Date [ADD TASK](#)

Sr.	Name of Task	Time From	Time To	Time allocated (in minutes)	Task Type	Action
1	Daily Task Entry 1	10:30 AM	11:30 AM	60	Task / Work undertaken and completed during the day [Completed Task]	----
2	Daily Task Entry 2	11:30 AM	12:30 PM	60	Task / Work undertaken and completed during the day [Completed Task]	----
3	Daily Task Entry 3	12:30 PM	01:30 PM	60	Task / Work undertaken and completed during the day [Completed Task]	----
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5	Daily Task Entry Pending 1	06:30 PM	07:00 PM	30	Task undertaken during the day which is still pending [In Progress]	----
6	Pending Task	02:00 PM	04:00 PM	120	Tasks that are yet to start [Pending Task]	----

Total Time allocated for above tasks during day(A) 360

Note : Saved task automatically submitted to the Approver

Daily Task Report Page

Select Date and click on Report

Employee Daily Task Report

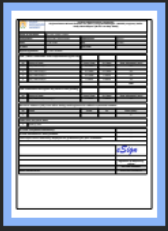
Employee: From Date: To Date:

VIEW REPORT

Daily Work Report

DownloadTaskReport.ashx

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GUJARAT BIOTECHNOLOGY UNIVERSITY		Gujarat International Finance Tec (GIFT)-City, Gandhinagar- 382355, Gujarat, India.		
Gujarat Biotechnology University Daily Work Report (W.E.F 1st May 2026)				
Name of the Staff	MR. ERP DEMO THREE			
Designation	ASSISTANT PROFESSOR	Department	Officers	
Date	22-06-2026	Day	Monday	
In time	-	Out Time	-	
Reporting Officer	DR. ERP HEMANT			
Task / Work undertaken and completed during the day				
Sr.	Name of Task	From Time	To Time	Time allocated (min)
1	Daily Task Entry 1	10:30AM	11:30AM	60
2	Daily Task Entry 2	11:30AM	12:30PM	60
3	Daily Task Entry 3	12:30PM	1:30PM	60
4	Daily Task Entry 4	1:30PM	2:00PM	30
				210
Task undertaken during the day which is still pending				
Sr.	Name of Task	From Time	To Time	Time allocated (min)
1	Daily Task Entry Pending 1	6:30PM	7:00PM	30
Record of absence (AB) from office during working hours for official or personal reasons				
Sr.	Detail	From	To	Time (min)
1	-			0
Tasks that are yet to start				
1	Pending Task			

For Reporting Officer/ HoD who needs to approve

Daily Task

home.gbu.edu.in/GBUHome.aspx

Academic Admin Guest House HR Transport Indent Report Purchase E-Content Attendance Event Daily Punching HelpDesk Budget

daily

Academic

- Daily Time Table
- Syllabus Daily Approval

Admin

- Daily Task Report
- Daily Task Entry
- Daily Task Approval

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES Hours Spent: 0.00

PROFESSIONAL DEVELOPMENT CO-CURRICULAR AND EXTENSION ACTIVITIES Hours Spent: 0.00

Search Daily Task options In ERP 9 Dots for Approval and Reports Click to open page.

Approver Login

Daily Task Approval Page

Select your employee from dropdown
And Date to view submitted task to approve



Pending Task Evaluations

Filter by Employee Filter by Date (Optional)

Employee	Date	Task Description	Task Type	Duration (in min.)
MR. ERP DEMO THREE	22/06/2026	Daily Task Entry 1	Task / Work undertaken and completed during the day [Completed Task]	60
MR. ERP DEMO THREE	22/06/2026	Daily Task Entry 2	Task / Work undertaken and completed during the day [Completed Task]	60
MR. ERP DEMO THREE	22/06/2026	Daily Task Entry 3	Task / Work undertaken and completed during the day [Completed Task]	60
MR. ERP DEMO THREE	22/06/2026	Daily Task Entry 4	Task / Work undertaken and completed during the day [Completed Task]	30
MR. ERP DEMO THREE	22/06/2026	Pending Task	Tasks that are yet to start [Pending Task]	120
MR. ERP DEMO THREE	22/06/2026	Daily Task Entry Pending 1	Task undertaken during the day which is still pending [In Progress]	30

Satisfactory? Yes No

Alloc. Justified? Yes No

Hrs Justified? Yes No

Approved? Yes No

Select Yes / No options and fill Remarks and Submit

Remarks

Enter Remarks

SUBMIT EVALUATIONS FOR SELECTED ITEMS

Daily Task Report Page



Select Employee and Date click on Report

Employee Daily Task Report

Employee

MR. ERP DEMO THREE [999]

From Date

22/06/2026

To Date

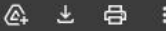
22/06/2026

VIEW REPORT

Daily Work Report

DownloadTaskReport.ashx

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GUJARAT BIOTECHNOLOGY UNIVERSITY		Gujarat International Finance Tec (GIFT)-City, Gandhinagar- 382355, Gujarat, India.		
Daily Work Report (W.E.F 1st May 2026)				
Name of the Staff	MR. ERP DEMO THREE			
Designation	ASSISTANT PROFESSOR	Department	Officers	
Date	22-06-2026	Day	Monday	
In time		Out Time		
Reporting Officer	DR. ERP HEHANT			
Task / Work undertaken and completed during the day				
Sr.	Name of Task	From Time	To Time	Time allocated (min)
1	Daily Task Entry 1	10:30AM	11:30AM	60
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3	Daily Task Entry 3	12:30PM	1:30PM	60
4	Daily Task Entry 4	1:30PM	2:00PM	30
				210
Task undertaken during the day which is still pending				
Sr.	Name of Task	From Time	To Time	Time allocated (min)
1	Daily Task Entry Pending 1	6:30PM	7:00PM	30
Record of absence (AB) from office during working hours for official or personal reasons				
Sr.	Detail	From	To	Time (min)
1				0
Tasks that are yet to start				
1	Pending task			
Are task completed satisfactory:				
Yes				
Is time allocated for work justified:				
Yes				
Total input hours claimed by employee are justified as per your evaluation.				
Yes				
Daily Task entry Test				
			<i>eSign</i>	
			23/06/2026 12:33 PM	
			Signature of Reporting officer	
			DR. ERP HEHANT	
Date : 23-06-2026			Associate Professor	

THANK YOU