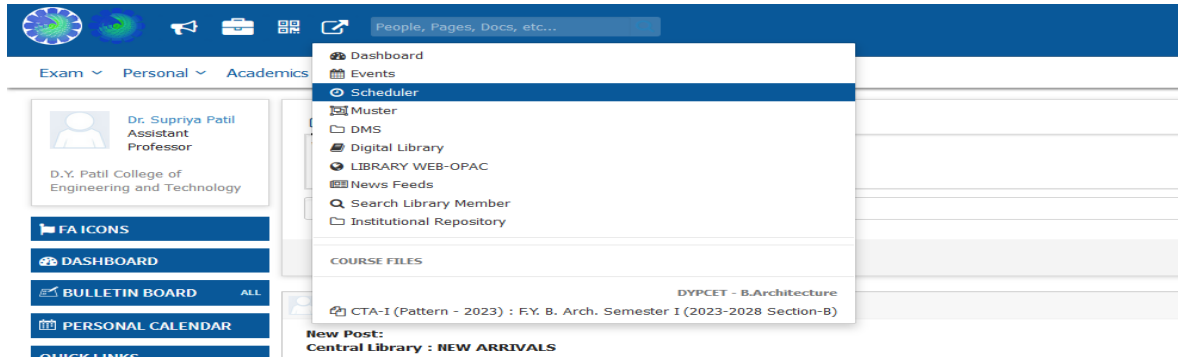


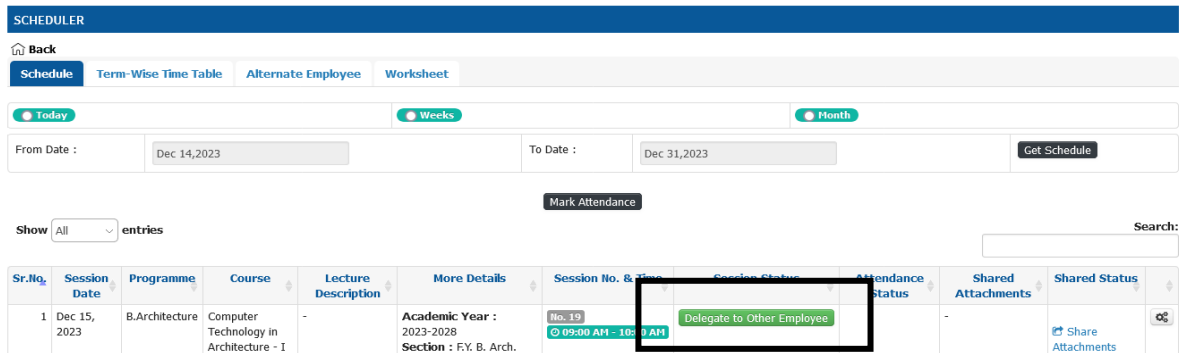
Delegation Of Lecture/practical Duty

Faculty 1:Who want to delegate duty

Step 1:Go to Scheduler



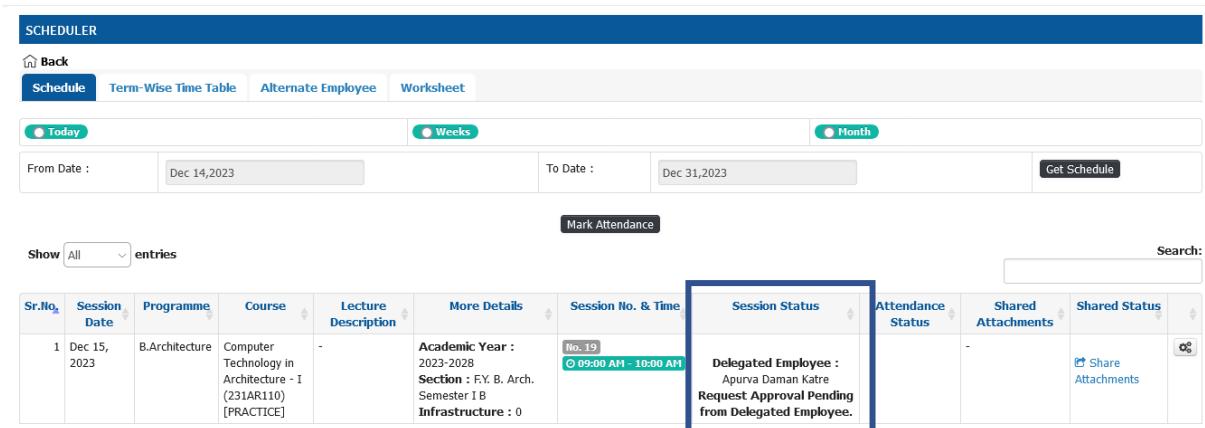
Step 2: Click on Delegate to Other Employee



Step 3: Select your Alternative Employee>>Click on "Save "



Step 4: Remark changes after duty Accepted by another Faculty



Faculty 2: Who is going to Accept the Duty

Step 5: Login to Juno Account>>Jo tray>>Delegated lecture>>Click on Check

The screenshot shows the Juno Account dashboard. At the top right, the user is identified as Dr. Apurva Katre (Department Level) Assistant Professor : Faculty. A 'JOB TRAY' notification is highlighted with a red box, showing 'Delegated Lecture' with a count of 3. Below this, a 'check' button is visible. The main content area displays a message from Dr. Supriya Mahesh Patil, dated 01:52 PM Dec 14, 2023. The message details a request to delegate a lecture for B.Architecture, Computer Technology in Architecture - I, on Dec 15, 2023, from 09:00 AM to 10:00 AM.

Step 6: If you want to Accept Click on “accept the Request “or Revert Back if you want to “Reject”

The screenshot shows the 'SCHEDULER' interface. It includes a navigation menu (Exam, Personal, Academics, Requisitions, Network) and tabs for 'Schedule', 'Term-Wise Time Table', 'Alternate Employee', and 'Worksheet'. The 'Alternate Employee' tab is active. The interface shows a date range from Dec 14, 2023 to Dec 15, 2023. A table of sessions is displayed with columns for Sr.No., Session Date, Programme, Course, Lecture Description, Academic Year, Section, Infrastructure, Session No., Session Time, Session Status, Attendance Status, Shared Attachments, and Shared Status. The 'Session Status' column for the first session (Sr.No. 1) contains two buttons: 'Accept Delegation Request' (highlighted with a red box) and 'Revert Back'.

The screenshot shows the 'SCHEDULER' interface after the 'Accept Delegation Request' button was clicked. A confirmation dialog box is displayed in the center of the screen with the text 'Delegation Accepted Successfully' and an 'OK' button. The background table shows the session status updated to 'Accepted'.