



KIIT-Employee Activity-Reporting Portal Guide



Login to the portal:

- Accessing the portal:

- Visit: <https://kap.kiituniversity.net/portal/index.php>

- Enter your credentials:

- **User ID:** KIIT Employee ID
- **Password:** Birth date in **YYYYMMDD**



KIIT Employee ID

KIIT-Employee Activity Portal
Please sign-in to your account

USERNAME

PASSWORD

Remember Me

For login issues, send an email to kap.helpdesk@kiit.ac.in through your KIIT email-id.

Birth date in YYYYMMDD

Dashboard Overview



« English Odia



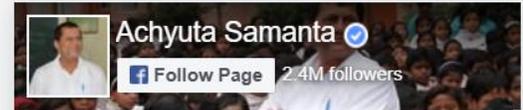
Self Portal Maintain Help

Welcome back, KIIT Employee Name 🙌

December 2024

Week : 1

[Click Here to Submit Activity Report](#)



Achyuta Samanta ✓
18 hours ago



History created at KIIT!

Congratulations to the Combined Universities Cricket Team from India for their spectacular series victory over the Combined Universities Cricket Team from Australia in the first-ever International University Bilateral Cricket Series, winning the T20 series 2:1 and dominating the only One-Day Match with a 113-run victory.

It was a pleasure to host this prestigious event at KIIT Cricket Stadium, equipped with world-class infrastructure, including inter...

[See more](#)



Submitting the weekly activity report



« English Odia



Self Portal ▾ Maintain ▾ Help ▾

→ New Submission

Activity form can be accessed using any of these links

Welcome back, KIIT Employee Name 🤝

December 2024

Week :

Shortcuts



Dashboard
My Dashboard



Activity Submission
Activity Report

Click Here to Submit Activity Report

Shortcuts
Tab

18 hours ago

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It was a pleasure event at KIIT O world-class info See more



Weekly Activity Reporting task

Activity Report

Weeks *

2024-49 (Week 1 -2024-12-02 - 2024-12-08)

Employee *

KIIT Employee Name

Assigned Work-I - Administrative & Student Support Activities

ASSIGNED WORK	STATUS	SELECT	TIME SPENT	COMMENTS
Administrative tasks	-- Status --	-- Status --		
Student Services	-- Status --	-- Status --		
Financial Management	-- Status --	-- Status --		
Communication	-- Status --	-- Status --		
	-- Status --	-- Status --		

Update the form with respect to the tasks assigned in Assigned Work I to III and Social Media branding along with number of hours spent and comments.

Assigned Work-II - Extended Activities

Activity History

Activity Report

 Submitted Form

Weeks * 2024-49 (Week 1 -2024-12-02 - 2024-12-08)

Employee * KIIT Employee Name

Assigned Work-I - Administrative & Student Support Activities

ASSIGNED WORK	STATUS	SELECT	TIME SPENT	COMMENT
Administrative tasks	-- Status --	-- Status --		
Student Services	-- Status --	-- Status --		
Financial Management	-- Status --	-- Status --		
Communication	-- Status --	-- Status --		
	-- Status --	-- Status --		

Click here to view the history of submission including the current.



Supervisor Approvals



« English Odia



Self Portal ▾ Maintain ▾ Help ▾ Manager Approval ▾

- Weekly Approval
- Monthly Approval(I & II)

Welcome back, Manoj Ukamandal 🙌

December 2024

Week : 1

Supervisors will be able to access the Weekly Approval/Monthly Approval pages.

[Click Here to Submit Activity Report](#)



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Congratulations to the Combined Universities Cricket Team from India for their spectacular series victory over the Combined Universities Cricket Team from Australia in the first-ever International University Bilateral Cricket Series, winning the T20 series 2:1 and dominating the only One-Day Match with a 113-run victory.
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[See more](#)



Supervisor Approvals



Self Portal ▾ Maintain ▾ Manager Approval ▾

Waiting for DPR Approval

ACTION	DATE	FREQUENCY	EMPLOYEE NAME	VIEW
	22-11-2024	47 (18-11-2024 to 24-11-2024)	Bhanupriya .	

Once the employee submits the activity report, then the supervisor will be able to see the Weekly Approval/Monthly Approval pages. The 2nd icon provides access for approval page.

Thank You