



Centurion
UNIVERSITY

Shaping Lives...
Empowering Communities...

E-GOVERNANCE POLICY 2018

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CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT
ODISHA

FOREWORD



In today's rapidly evolving world, characterized by advanced technologies and interconnectedness, our university recognizes the importance of embracing e-Governance for effective and efficient governance. With this understanding, we are proud to introduce our e-Governance policy, a milestone in our commitment to becoming a digitally empowered institution. Through this policy, Centurion University of Technology and Management, Odisha (CUTM) aim to leverage modern digital tools, streamline processes, and foster innovation to create an environment that promotes collaboration, transparency, and student-centricity.

At the core of University's e-Governance policy is the vision of a connected university, where information flows seamlessly across departments, enabling informed decision-making and empowering all stakeholders. By investing in robust digital infrastructure, we strive to eliminate manual, time-consuming tasks and simplify administrative processes. University's objective is to free up valuable time and resources, allowing it's faculty and staff to focus on their core responsibilities of teaching, research, and providing quality education to our students.

Transparency, accountability, and inclusivity are central pillars of our e-Governance policy. University is dedicated to ensuring that information is readily available to all relevant parties, promoting a culture of openness and collaboration. Through online portals and platforms, we provide our university community with easy access to services, resources, and up-to-date information. Moreover, University is committed to regularly assessing and improving our digital capabilities, investing in training and capacity building to equip it's faculty and staff with the necessary skills to navigate the digital landscape effectively.

Prof (Dr) Supriya Pattanayak
Vice-chancellor
Centurion University of Technology and Management

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1. Preamble

Centurion University of Technology and Management, E- governance policy takes a holistic view on E- Governance initiatives across various activities of the University in an effective and efficient manner. The main goal of e- governance is to improve the governance system of the University by utilizing advanced and innovative technologies. The University has engaged E- governance to a wide- ranging application in areas administration, finance and accounts, student admission and support and examination.

2. Policy Purpose and Objectives

- The aim of this policy document is to guarantee the successful adoption of e- governance across all functions within the University.
- The purpose is to assess, substitute, enhance, and/ or add to the former physical governance infrastructure with e- governance resources to increase the effectiveness of various functions within the University.

3. Scope of the Policy

This policy pertains to the routine activities and processes within the University, including administration accommodating employee and student- centered utilities. Finance and Accounts accommodating minimal movement of cash. Student admission and support accommodating teaching and learning, grievance management and proctoring. Examination accommodating marks entry, issuance of admit cards and conduct of examination.

4. Elements of Policy

Implementation and up- gradation of E- governance related processes in Centurion University of Technology and Management is enumerated below,

4.1. Administration

University`s E- governance in the ambit of administration accommodates the Enterprise Resource Planning (ERP) software and through other Information and Communication Technology Solutions. It caters to both students and employees and it is detailed below,

Through ERP

Employee Centred

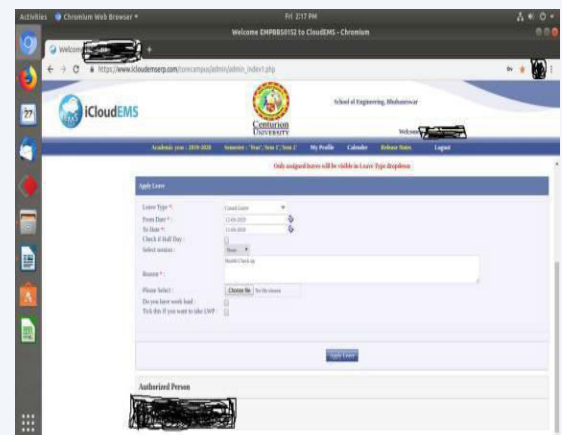
- Biometric attendance and tracking of entry/ exit and consolidated report of attendance for employees.
- Leave Management System of employees.
- Resolving grievances of different kind through grievance management module.
- Purchase management by university`s central store.

Student Centred

- Payment of academic and other fee.
- Accessing information of library resources.
- Daily class attendance and monthly reports.

Other ICT Modules for administration

- Communication with students and staff members through notice and circular.
- Communication with all concerned through emails, slack messenger.
- Ensuring security measures through MYGATE App.
- G- Suite account including Google Classrooms for academic management.
- Management of recruitment though University`s Career portal.
- Hostel management including room allotment and others.
- Management of University`s event through communication ICT.
- Alumni portal enables physical meet and emotional integration.



Leave Management System of Employees

4.2. Finance and Accounts

University's Finance and Accounts section through various ICT aims for zero movement of cash and it has following E- governance practices,

- The accounts of the institution are maintained through the Tally software and ERP
- ERP integration for fee payment.
- Performing all TDS related functions on “web e- TDS”

ERP Integration for Fee Payment

4.3. Student Admission and Support

Students' admission is carried out through an inbuilt Admissions portal. After being admitted almost every academic and other activity is facilitated through ERP modules or other ICT tools. The following points highlights the detail

- Student Admission is carried out through a dedicated portal.
- University's webpage caters almost every single information.
- Allotment of courses adhering to CBCS structure through ERP.
- Allotment of skill courses through ERP and other inbuilt ICT.
- Proctoring of students and maintenance of record through ERP modules.

Pre-Admission >> Search Prospect for Online Admission Process

Academic Year : --Select-- Select Branch : --Select-- From date To date

Application No First name Last name

Email Mobile No.

Pre-Admission >> Search Student for Online Admission Process >> Student Search

Sr No	Application No	First name	Last name	Email	Mobile No	Print Form	Form Status	Selection Process
1	1	BIKRAM	KALITA	bikrambikramkalita@gmail.com	8638730836	Print	Pending	<input type="button" value="SELECT"/>
2	1	TEST	T	retgdtyt@cutm.ac.in	7008654321	Print	Pending	<input type="button" value="SELECT"/>
3	10	DEEPAK	SAHOO	kanha.deepak174@gmail.com	8093387712	Print	Submitted	<input type="button" value="SELECT"/>
4	100	ANSHUMAN	GARNAIK	garnaikanshuman99@gmail.com	9658016496	Print	Submitted	<input type="button" value="SELECT"/>
5	1000	BALABADRUNI		srisampath.b1@gmail.com	9490345679	Print	Submitted	<input type="button" value="SELECT"/>
6	1000	BADIREDDI		jyoti987654@gmail.com	9966814148	Print	Submitted	<input type="button" value="SELECT"/>

Pre-Admission Process in ERP

4.4. Examination

Examination and all the related activity are carried out through ERP modules and external ICT tools as detailed below,

- Examination Process are handled through ERP
- Filling of examination forms, obtaining admit cards, uploading of marks and others done through ERP.
- Certain internal examination is conducted online through I- Calibrator app.

Centurion UNIVERSITY
Welcome, Handkishore Ray
Academic year : 2018-2019 Semester : 'Sem 2','Year','Sem 1' My Profile Calendar Release Notes Logout

Menu: Reports, Assignments, Employee, Student, Proctor, Attendance, Apply Leave, Grievance Complaint, Hostel, Circular, **Performances**, E-Library

Progressive Assessment: Add Marks

Academic Year : 2018-2019
Class : B.Tech EEE 6th Sem
Division : Sec-A
Course/Subject : CCEE0108 - POWER SYSTEM OPEI
Batch : EEE-6TH-PSOC
Exam Name : Internal Exam
Sub-exam Name : Class Test-I
OFF

Submit Cancel

Centurion UNIVERSITY
Academic year : 2018-2019 Semester : 'Sem 2','Year','Sem 1' My Profile Calendar Release Notes Logout

Attendance, Apply Leave, Grievance Complaint, Hostel, Circular, Performances, E-Library

#Sr.no	Rollno	Seat No.	Student Name	Class Test-I	Avg of Best of 1/2/3(G1)
				19-01-2019 -AM-AM MM-30.00 - (40.00%)	0
1	160301140001	-	SUBHANKHI SUBHADARSINI		
2	160301140002	-	MANAS MISHRA		
3	160301140003	-	DEBASMITA SUBHADARSANI PANDA		
4	160301140004	-	PRAVATANSHU PATTNAYAK		
5	160301140006	-	PRAJOL KUMAR DASH		

Mark Entry through ERP

5. Future Scope and Terminal Milestone

The University aims to implement E- governance in certain other areas with the following aims,

- Absolutely no physical movement of cash in Finance Section.
- Pro- bono insurance for all (employees and students) to be integrated in ERP.
- A dedicated Scholarship portal with external sponsors.

Centurion University aspires to attain the stage of “Zero Movement of Physical Files” and “Information at Mouse Click”.

6. Approval and Review

Policy for E-Governance is reviewed as and when required. The Registrar of the University is the custodian of the policy.



Dr. Anita Patra
Registrar

Centurion University of Technology and Management



REGISTRAR
Centurion University of
Technology & Management
ODISHA



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*Shaping Lives...
Empowering Communities...*

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA

CAMPUSES:

Paralakhemundi Campus

Village Alluri Nagar
P.O. – R Sitapur, Via- Uppalada
Paralakhemundi, Dist.- Gajapati
Odisha, India. PIN– 761211

Bhubaneswar Campus

Ramchandrapur
P.O. – Jatni, Bhubaneswar
Dist.- Khurda, Odisha,
India, PIN– 752050

Balangir Campus

Behind BSNL Office
IDCO land, Rajib Nagar
Dist.- Balangir, Odisha
India, PIN-767001

Rayagada Campus

IDCO Industrial Area
Pitamahal, Rayagada
Dist.-Rayagada, Odisha
India, PIN-765001

Balasore Campus

Gopalpur,
P.O.-Balasore
Dist.-Balasore, Odisha
India, PIN-756044

Chatrapur Campus

Ramchandrapur,
Kaliabali Chhak,
P.O-Chatrapur, Dist.-Ganjam
Odisha, India, PIN-761020