



Centurion  
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## 1. ADMINISTRATION

### STAFF PROFILE UPDATE

- Go to [www.cutm.ac.in](http://www.cutm.ac.in) and Click on CUTM Staff Profile
- Give user name and Password to continue
- In “New Staff Profile”, we have screen like above. Screen contains Personal Information of faculty, Educational Information etc. In this profile we have three options like Add Employee, Update Profile, Preview Profile.
- **Update Profile**:-If faculty wants to update their own profile then click on Update Profile option. After that all the fields are updatable of the faculty. Then all the points which are given in staff profile will be updatable.
- **Preview profile**:-When any faculty selects “Preview Profile” then all the information will preview to the faculty. In this option faculty can only read the information.
- **Educational Info, Experience details, Publications, Details of Patent, Awards, FDP** etc can be update here.
- Each information need to be filled otherwise save option will not be visible.

[Update Profile](#)  
[Preview Profile](#)

Staff Profile

Personal Information

Employee Id	: 100014	Last Name	: YADAV
First Name	: Dr. ANITA	Gender	: Female
Father Name	: Amit Yadav	Religion	: Hindu
Address	: E19, kakda Abhinav Homes Near Sagar Engineering College Ayodhya bypass road Bhopal	Designation	: Assistant Professor (Senior)
Faculty	: School of Engineering	Department	: SASL - School of Applied Science and Language
		Qualification	: Ph.D-Barkatullah Univ-2015,MA-Barkatullah Univ-2000BA-Barkatullah University-1998

Activities Firefox Web Browser Sat 4:03 PM Staff Profile - Mozilla Firefox

Staff Profile x +

https://www.icloudemserp.com/corecampus/admin/staffProfile/dist/#/staff/profile/preview

Most Visited Getting Started

Update Profile [↗](#)

Preview Profile [👁](#)

👤 📁 📄 🏆

### Details of Faculty Achievements

- Publications - Journals
- Publications-Conferences
- Patents
  - Patent Granted
  - Patent Applied
- Books /Chapters /Monograph/Case Study authored
- Research Grant Received

## PROCTOR

- **Assigned Student** have the students list, which are assigned to particular faculty.
- When any student from any department or branch assign to that faculty, all the students are displayed here.

The screenshot shows the iCloudEMS web application interface. The browser address bar displays the URL: [www.icloudemserp.com/corecampus/admin/admin\\_index1.php](http://www.icloudemserp.com/corecampus/admin/admin_index1.php). The page header includes the iCloudEMS logo, Centurion University logo, and the text "School of Engineering, Bhubaneswar". The navigation menu includes "Academic year : 2019-2020", "Semester : 'Year', 'Sem 1', 'Sem 2'", "My Profile", "Calendar", "Release Notes", and "Logout". The main content area is titled "Students Assigned" and features a "Table view" button. Below this, it states "Total students assigned : 69". A "Basic Details" section for a student is shown with the following information:

Name :	ANANYA AYUSMATI BEHERA
Fathername :	TRILOCHAN BEHERA
Mother Name :	SANJUKTA BEHERA
Email-Id :	170301120132@cutm.ac.in
Roll No :	170301120132

To the right of the details is a student profile picture. Below the details, there are links for "View More Details" and "View Attendance". A search bar is also visible at the bottom right.

- It will come student wise or else you can check the tabular view of list of mentees and communicate, view attendance, performance, time table etc.
- **View attendance:** -Under this proctor can see the attendance details of the students
- **View Time table:** -Under this proctor can check Time table of students
- **View Performance:-** Proctor can check Performance records here

## APPLY AND SANCTION LEAVE

### STEPS FOR APPLY LEAVE: -

- Go to Apply leave
- Choose the leave type, From & To Date, Reason. Back date leave can't be applied without permission of HR Office.
- If you have work load on that particular day you can sent class adjustment request and after approval only you can apply leave. Authorised person also reflecting in the bottom of the screen.
- Applied leave and status of leave can be checked on My leave list.

The screenshot shows the iCloudEMS web application interface. The top navigation bar includes links for 'My Profile', 'Calendar', 'Release Notes', and 'Logout'. The main content area features a table with the following data:

Type of leave	Leaves	Leave Balance	Leave Taken
Casual Leave	8.00	6.5	1.50
Earned Leave	44.00	44	0.00
Optional Leave	2.00	2	0.00

Below the table is the 'Apply Leave' form with the following fields:

- Leave Type \*: Select Leave Type (dropdown)
- From Date \*: (text input)
- To Date \*: (text input)
- Check if Half Day:
- Select session: None (dropdown)
- Reason \*: (text area)

The screenshot shows the iCloudEMS web application interface with the 'Apply Leave' form filled out. The form includes the following fields:

- Leave Type \*: Casual Leave (dropdown)
- From Date \*: 12-09-2019 (text input)
- To Date \*: 12-09-2019 (text input)
- Check if Half Day:
- Select session: None (dropdown)
- Reason \*: Health Check up (text area)
- Please Select: Choose file | No file chosen (button)
- Do you have work load:
- Tick this if you want to take LWP:

At the bottom of the form is an 'Apply Leave' button. Below the form is the 'Authorized Person' section, which is currently blank.



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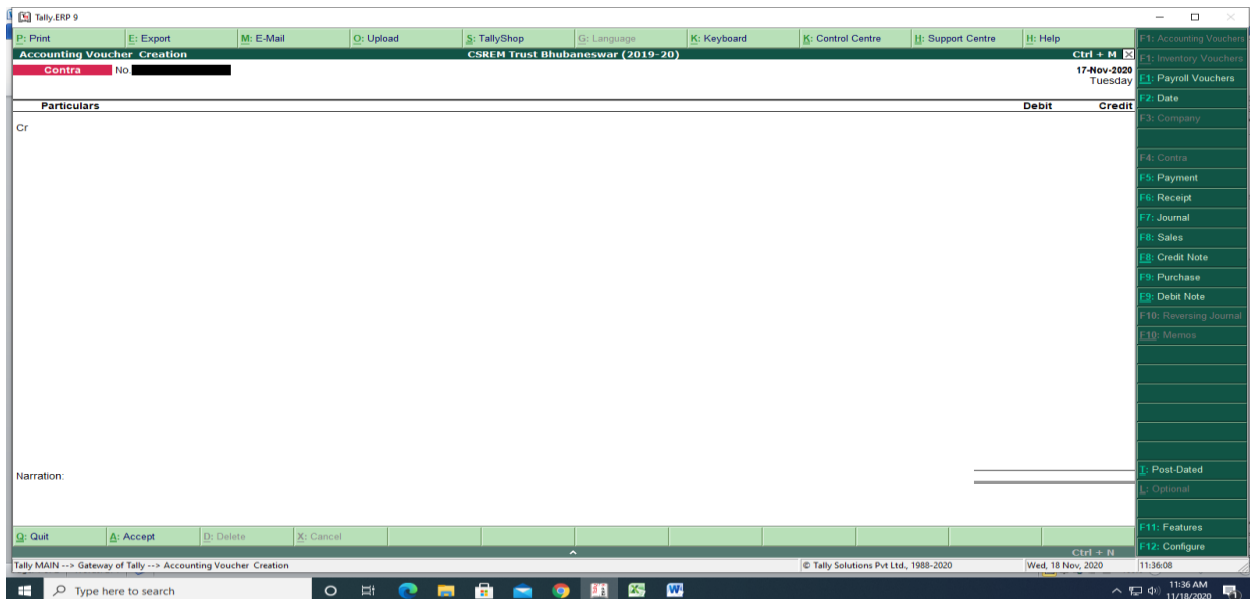
## 2. Finance and Accounts

### Fee Module

In Tally there are four basic accounting vouchers namely

#### 1. Contra Entry in Tally

When there are just two ledgers involved namely 1) **Cash Account** and 2) **Bank Account** an accounting entry which is required to create is Contra Entry.

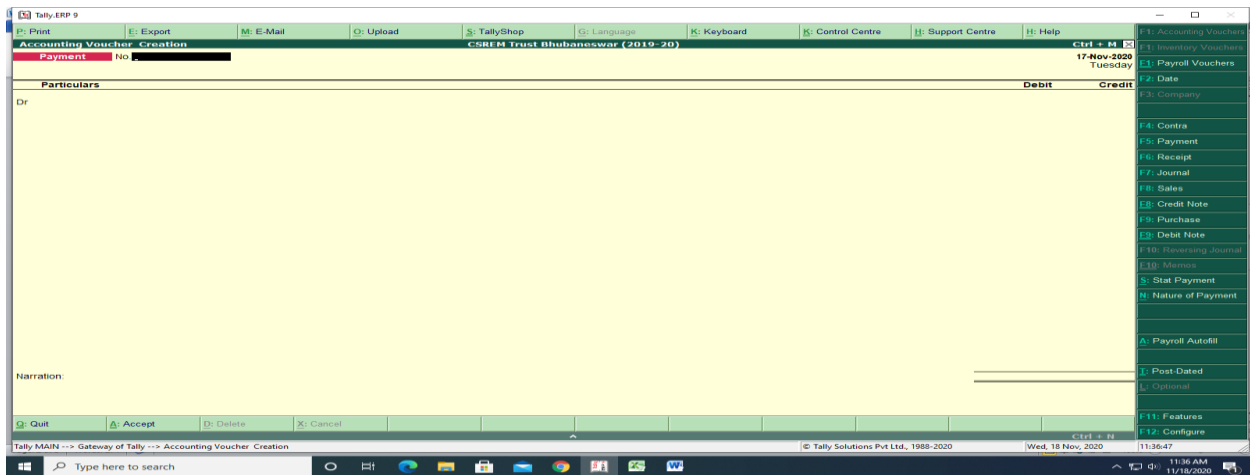


#### 2. Payment Entry in Tally

It is basically an accounting entry for the payment of anything.

**For example:**

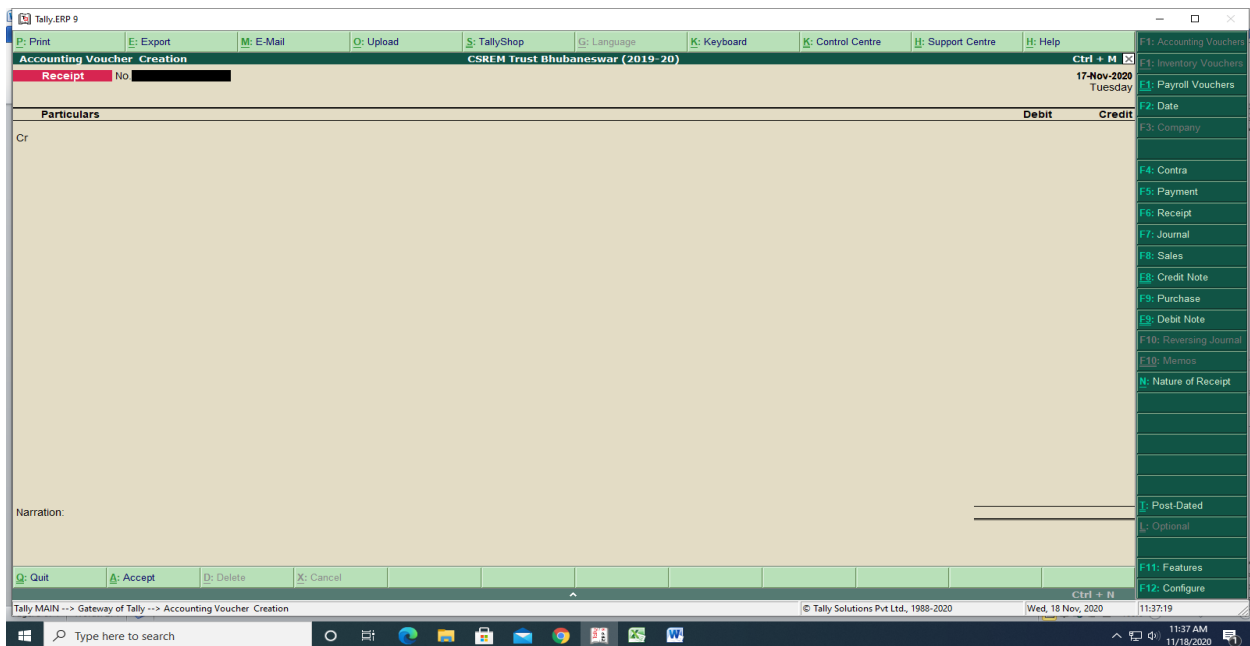
- If you want to pay salary to someone working for you, it will be payment entry. You can also do it by using Payment entry in tally.
- If you want to pay for an expense such as maintenance expenses, you have to pass a payment entry using the Payment voucher in tally.
- You can also use payment voucher in tally to pay your outstanding sundry creditors.
- You can pay through your bank account or via cash as per you needs.



### 3. Receipt Entry in Tally

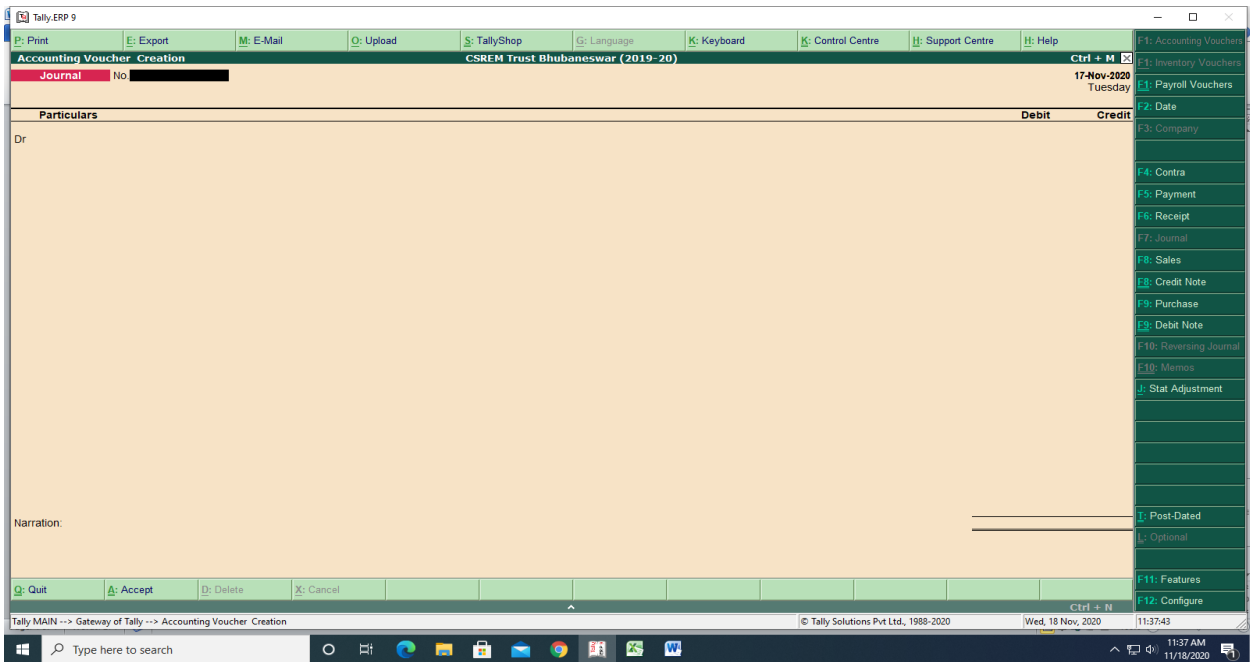
It is the exact opposite of a payment entry. It is passed when you receive cash or an amount in your bank account.

**For example:** if you receive cash for selling things, it will be a receipt entry. When you receive money by selling your products online, you can easily pass an entry in tally which in effect is a receipt entry.



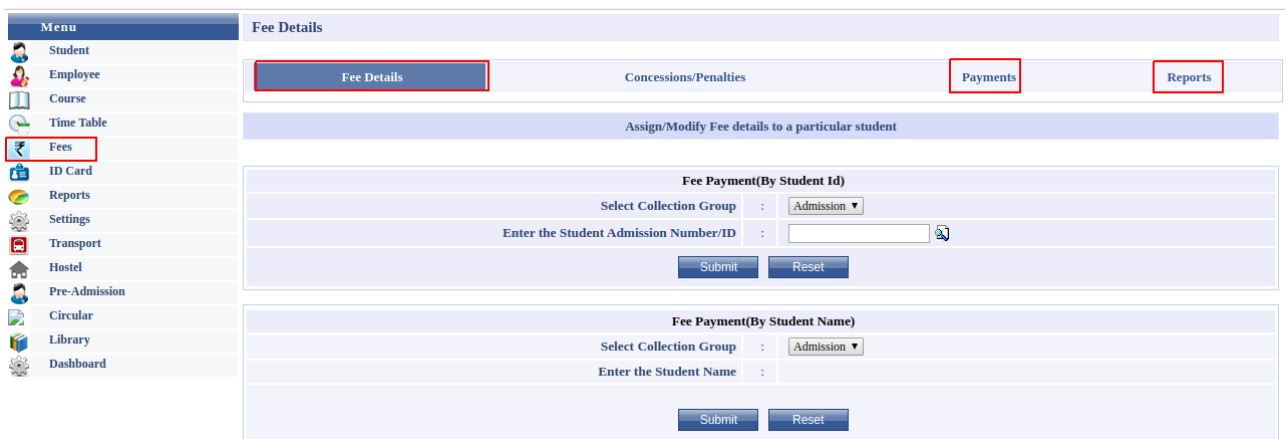
### 4. Journal Entry in Tally

It is an accounting entry which is required to be created when there is no cash or bank account involved. So, basically it is an entry for transactions such as **accounting adjustments** or it can be **closing entries** at the end of the accounting year. In simple words, whenever there is no cash account or bank account involved, it is a journal entry.



- Payment Screen

- Go to Fees. Click on Payments.
- Search by student registration number/Name and give the payment date. Then submit.
- Set Preference, Pay amount and date of deposit.
- Choose payment mode & date. Example-Cash, Cheque etc
- You can add remarks and click on pay.



Amount to Pay						0
---------------	--	--	--	--	--	---

**Transport Paid Transactions**

Sr.No.	Transaction Id	Date of Deposit	Transaction Type	Amount	Remarks	Print Receipt
--------	----------------	-----------------	------------------	--------	---------	---------------

Miscellaneous Fee							
Sr.No.	Head	Remarks	Due Amount	Paid Amount	Status	Date of Deposit	Print Receipt
No Miscellaneous Fee Found							

Academic (0) <input type="checkbox"/> Hostel (0) <input type="checkbox"/>		Transport (0) <input type="checkbox"/> Miscellaneous Fee (0) <input type="checkbox"/>		Pay Amount <input type="text"/>	Date of Deposit <input type="text" value="07/12/2019"/>
---	--	---	--	------------------------------------	--

Click here for Refund

Payment Mode <input type="text" value="Cash"/>	DD/Cheque No <input type="text"/>	DD/Cheque Date <input type="text" value="dd/mm/yyyy"/>	Amount <input type="text" value="0"/>	Remarks <input type="text"/>	Bank <input type="text" value="SBI Khurdha -"/>
---	--------------------------------------	---	--	---------------------------------	--

- Several Reports can be generated according to requirement.Example-Consolidated Fee Report,Due report etc.
- Example-Consolidated Fee Report,Due report etc.

## Payroll

- Go to payroll Module.
- Click on Generate Pay.
- According to the Department chosen, Staffs name will come.
- Select the Month& Year.
- Put the deduction part and generate pay.



Academic year : 2019-2020 Semester : 'Year','Sem 1','Sem 2' My Profile Calender Release Notes Logout

Menu **Pay Slip** Generate Pay

**Generate Automaticaly**

Use this search form to search for the employee

Employee Id	First Name	Last Name
Sex Both	Payroll Department All	Designation All
Payroll Class All	Status of Employee All	Unit of Employee All
Order By:	empid	Ascending
<span style="border: 1px solid red; padding: 2px;">Search</span> <span>Cancel</span>		

1. Several reports are present in Payroll as in the screen below.

Menu Reports >> Payroll Reports

Student	Monthly All Department Pay sheet New	Monthly All Department Pay sheet New
Employee	Employee Payroll Report Designation and Department	Employee Payroll Report Designation and Department
Course	Employee Bank Detail	Employee Bank Detail
Time Table	Employee wise Pay Register	Employee wise Pay Register
Leave Management	Allowances And Deduction Reports	Allowances And Deduction Reports
Assignments	Bank Advice Report	Bank Advice Report
Fees	Pay sheet Summary	Pay sheet Summary
Question Bank	Monthly Department wise Pay sheet	Monthly Department wise Pay sheet
Payroll	Monthly All Department Pay sheet	Monthly All Department Pay sheet
Apply Leave		
ID Card		
Attendance		
Reports		

*Anita Patra*  
 Registrar, CUTM  
**REGISTRAR**  
**Centurion University of**  
**Technology & Management**  
**ODISHA**



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### **3. STUDENT ADMISSION AND SUPPORT**

#### **ADMISSION MODULE**

#### **PRE-ADMISSION PROCESS IN SALESFORCE:**

1. Creation of Lead in Sales Force
2. Lead Nurturing & Follow up in SF
3. Conversion of Lead to Provisional Admission in SF
4. Generation of Money Receipt & Provisional Admission Letter through SF
5. Reporting
6. Full Fees update in SF
7. Final Admission
8. Cancelation

#### **Step -1: Creation of Lead in Salesforce**

The screenshot shows the Salesforce 'New Leads' page for Centurion University. The browser address bar shows the URL: `ap16.lightning.force.com/lightning/o/Leads_/new?originalUrl=https%3A%2F%2Fcap16.visual.force.com%2Fapex%2FCutmLeadGeneration%3F%3FObject%3DLeads_c%26save_new_url%3D%252F%26%26...`

The navigation menu includes: Centurion University, Dashboards, Home, Data, Leads, Agents, Reports, ERP, Campus, Cities, Districts, Programs, Schools, Seminar, and More.

**Your Details**

Student Name	<input type="text" value="XXXX"/>	Student Mobile No	<input type="text"/>
Gender	--None--	Father Name	<input type="text"/>
Father Mobile No	<input type="text"/>	Student's Email Id	<input type="text"/>
Parent's Email Id	<input type="text"/>	State	--None--
District	--None--	City	--None--
Address 1	<input type="text"/>	Address 2	<input type="text"/>

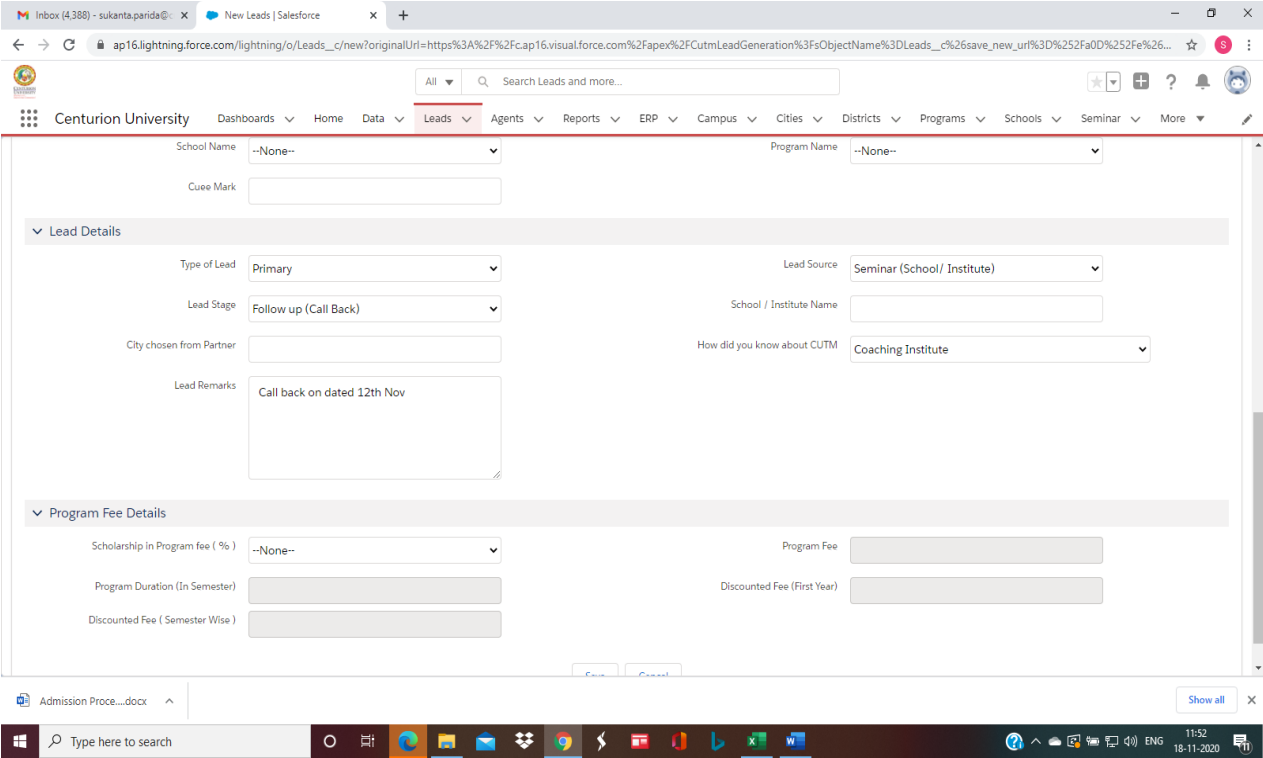
**Academic Details**

10th Board Name	<input type="text"/>	10th Passing Year	<input type="text"/>
10th Percentage	<input type="text"/>	10th School Name	<input type="text"/>
12th Board Name	<input type="text"/>	12th Passing Year	<input type="text"/>
12th Percentage	<input type="text"/>	12th School Name	<input type="text"/>
Graduation Mark	<input type="text"/>		

The taskbar at the bottom shows the Windows search bar, taskbar icons for various applications, and the system tray with the date and time (11:46, 18-11-2020).

**Description:** While creating a lead we need to capture every details of the students including personal and academic details.

### Step-2: Lead Nurturing & Follow up



**Description:** While following up we need to capture their interest and comments and next follow up dates. We also need to give maximum information about the program and university which will help them in taking a decision.

### Step-3: Conversion of Lead to Provisional Admission in SF

The screenshot displays a web browser window with a PDF viewer showing a form titled "Provisional Admission Details 4". The form is organized into two main sections: "Lead Details" and "Program Fee Details".

**Lead Details Section:**

- Type of Lead: --None--
- Lead Stage: Provisional Admission-Booking
- Booking Amount: Provisional Admission or seat registration amount to be mentioned here
- Date of Transaction: 17/11/2020 [ 17/11/2020 ]
- UTR No.: xxxxxxxxxxxxxxxxx
- City chosen from Partner: (empty)
- Lead Remarks: (empty text area)
- Lead Source: Campus Visit Leads
- Receipt No.: xxxxxxxxx
- Adhar Card No.: xxxx xxxx xxxx
- Bank Name: SBI
- Mode of Payment: NEFT
- How did you know about CUTM: --None--

**Program Fee Details Section:**

- Scholarship in: --None--
- Program Fee: 1,25,000.00

The browser's address bar shows the file path: C:/Users/lenovo/Desktop/Provisional%20Admission%20Details%204.pdf. The Windows taskbar at the bottom shows the time as 7:47 PM on 11/17/2020.

**Description:** Once the student details captured into the portal, one reference number will be created and reference task will be assigned automatically for payment confirmation to accounts authorities and once the payment is approved by accounts the provisional admission id will be created and the provisional admission letter and money receipt can be downloaded.

## Step -4 : Generation of Money Receipt and Provisional Admission Letter

The screenshot shows the Salesforce Lightning interface for a booking record. The main content area is titled "Booking AD-00003314" and is divided into "Details" and "Activity" sections.

**Details:**

Booking Name	AD-00003314	Student Email Id	shreettam143@gmail.com
Student Name	Shreettam Kumar Behera	Father Name	Suresh Kumar Behera
Student Mobile No.	7008264008	12th Percentage	70%
10th Percentage	78%	School Name	School of Engineering & Technology, BBSR
Cue Mark		Campus Code	BBSR
Campus Name	BHUBANESWAR	Program Fee (per sem)	₹ 62,500
Program Name	Bachelor of Technology In Computer Science and Engineering	Discounted Fee (per sem)	
Program Fee	₹ 1,25,000	Owner	Manish Mishra
Discounted Fee		Booking Amount	₹ 35,500
Reporting Done			
Program Duration (year wise)	4		
Program Duration (sem wise)	8		
Scholarship			

**Activity:**

Filters: All time - All activities - All types

Refresh · Expand All · View All

**Upcoming & Overdue**

No next steps.  
To get things moving, add a task or set up a meeting.

No past activity. Past meetings and tasks marked as done show up here.

**Payments (0)**

Activate Windows  
Go to Settings to activate Windows.

The screenshot shows the Salesforce Lightning interface for the "Notes & Attachments" section of the booking record AD-00003314. It displays a list of 4 items, sorted by Last Modified.

Title	Owner	Last Modified	Size
1 Booking_AD-00003314_2020-11-17 00:00:00.pdf	Manish Mishra	17/11/2020, 2:00 PM	479KB
2 Booking_AD-00003314_2020-11-17 00:00:00.pdf	Manish Mishra	17/11/2020, 2:00 PM	-
3 MoneyReceipt_AD-00003314_2020-11-17 00:00:00.pdf	Santosh Kumar Nanda	17/11/2020, 12:22 PM	-
4 MoneyReceipt_AD-00003314_2020-11-17 00:00:00.pdf	Santosh Kumar Nanda	17/11/2020, 12:22 PM	472KB

Activate Windows  
Go to Settings to activate Windows.

**Description:** Post approval from the accounts we can generate the money receipt and send it to the student.



## 4. EXAMINATIONS

### MARK ENTRY

#### For Subject Type as Theory

# Click on Performance—Add Marks-- Fill up all required field--Select the class test for which you want to enter the marks & click on submit button.

# Once you click on submit the list of students will be visible. Select the **Avg of Best1/2/3 (G1)** for considering two best of the three test. Enter the marks & the marks will be auto saved once you enter it. After entering click on **Freeze Class Test** to lock the marks.

#Sr.no	Rollno	Seat No.	Student Name	Class Test-I	Avg of Best of 1/2/3(G1)
1) If the question paper mapped then question paper details will visible. 2) If question paper marks and total marks not same then total marks will not saved.				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		

# Similarly enter the marks for Project & Workshop but here the scheme should be avg of (G1) & enter the marks.

**For Subject Type as Practice i.e. IPR Component.**

# Click on Performance--Progressive Assessment-- Fill up all required field Sem-2 for even semester, Select the Practical (PR) for which you want to enter the marks & click on submit button.

# Once you click on Submit button it will show the date wise Practice classes taken by you . Enter the marks (IPR) in any one date first column & put the tick mark against the date in which marks are entered & Click on Submit button.

		Practical Progressive Assessment ( Please Click on Checkbox To Consider In Examination.)				
		04-12-2018 <input checked="" type="checkbox"/>	11-12-2018 <input type="checkbox"/>	18-12-2018 <input type="checkbox"/>	15-01-2019 <input type="checkbox"/>	29-01-2019 <input type="checkbox"/>
Rollno	Name	0 0 0 AB	0 0 0	0 0 0	0 0 0 AB	0 0 0 AB
180301120031	ATUL THAKUR	0 0 0	0 0 0	0 0 0	0 0 0 AB	0 0 0 AB
180301120032	SURAJ MALLICK	0 0 0	0 0 0	0 0 0	0 0 0 AB	0 0 0 AB
180301120033	RUPAK PRADHAN	0 0 0	0 0 0	0 0 0	0 0 0 AB	0 0 0 AB
180301120034	DHEEMAN PATI	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
180301120035	HARSHIT SWAIN	0 0 0	0 0 0	0 0 0	0 0 0 AB	0 0 0
180301120036	SOVAN BEHERA	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0 AB
180301120037	PRIYANTU PANDA	0 0 0	0 0 0	0 0 0	0 0 0 AB	0 0 0 AB
180301120038	SIBA SAHOO	0 0 0	0 0 0	0 0 0	0 0 0 AB	0 0 0
180301120039	BISWADEEP MAJI	0 0 0	0 0 0	0 0 0	0 0 0 AB	0 0 0
180301120040	ROHIT RAJ	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0 AB
180301120041	NIDHI GUPTA	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0 AB

# After submitting the practice marks again go to performance-add marks. Select the PR component & Class Test as Practical & SUBMIT.

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

Academic Year : 2018-2019  
 Class : B.Tech EEE 5th Sem  
 Division : Sec-A  
 Course/Subject : CCEE0201 - NETWORK THEORY IJ  
 Batch : EEE-5TH-NTL  
 Exam Name : Internal Exam  
 Sub-exam Name : Practical

Submit Cancel

# After submit button is pressed all the entered marks against the students will be displayed & only Click on Submit Marks.

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

20	170301140017	DARSHIKA SAMAL	41	41/50	=	41.00	41.00
21	170301141019	ANSHUMAN PATTNAIK	40	40/50	=	40.00	40.00
22	170301141020	ANIL BISWAL	32	32/50	=	32.00	32.00
23	170301150002	ABDUL RAZAK	30	30/50	=	30.00	30.00
24	170301150003	RITVIK PARDA	37	37/50	=	37.00	37.00
25	170301150005	SIBANANDA DAS	36	36/50	=	36.00	36.00
26	170301150007	SAGAR KUMAR MAJHI	41	41/50	=	41.00	41.00
27	170301150008	UDDESH KUMAR PATI	40	40/50	=	40.00	40.00
28	170301150009	AMIYA RANJAN THAKUR	43	43/50	=	43.00	43.00
29	170301150012	MILAN PRUSTY	45	45/50	=	45.00	45.00
30	170301150014	PRITAM KUMAR TRIPATHY	47	47/50	=	47.00	47.00
31	170301150016	SIDDHARTH MISHRA	37	37/50	=	37.00	37.00
32	170301150017	ABHISEK MOHANTY	34	34/50	=	34.00	34.00
33	170301150018	DEEPSHIKHA NAYAK	45	45/50	=	45.00	45.00
34	170301150019	AMIT KUMAR	37	37/50	=	37.00	37.00
35	170301150020	SITARAM BEHERA	41	41/50	=	41.00	41.00
36	170301150021	SOUMYA RANJAN OJHA	31	31/50	=	31.00	31.00
37	170301150022	AYUSH KUMAR	45	45/50	=	45.00	45.00
38	170301151025	ABINASH BARIK	43	43/50	=	43.00	43.00

Submit Marks Cancel

# For attendance marks click on attendance & automatically it will assign marks based on the attendance entered by you in that subject only you have to click on SUBMIT to freeze the marks.

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

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 : Attendance

Submit Cancel



UNIVERSITY Welcome, Handakishore Ray

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

48	160301150022	MALAYA RAJ MAITY	29/32 (90.63)	4.53	4.53
49	160301150023	B ABHISHEK	26/32 (81.25)	4.06	4.06
50	160301150024	DAYANAND PRADHAN	24/32 (75)	3.75	3.75
51	160301150028	SUMANDEEP ROY	27/32 (84.38)	4.22	4.22
52	160301150029	SONAM PRIYADARSINI NAYAK	22/32 (68.75)	3.44	3.44
53	160301150031	JYOTI PRAKASH KARAN	16/32 (50)	2.5	2.50
54	160301151032	NIHAR RANJAN PANDA	20/32 (62.5)	3.13	3.13
55	160301151034	RAKESH KUMAR SAHOO	28/32 (87.5)	4.38	4.38
56	160301151036	NISHIKANT BEHERA	23/32 (71.88)	3.59	3.59
57	160301151038	RAKESH KUMAR SAHOO	25/32 (78.13)	3.91	3.91
58	160301151039	SAGARIKA BEHERA	11/32 (34.38)	1.72	1.72

**Submit**

# For assignment marks first created one assignment as per process shown below

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

**Menu** **Assigning Assignments** View Assignments Add Assignment Stamp Report

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

**View Assignments**

Teacher : \_\_\_\_\_

From Date :

To Date :

Tick this if you want to see personal Assignment List

**View**

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

**Menu** **Assignments/Notes**

Sr.No	Details				Class	Division	Batch	Create Assignment	View Assignment
	Code	Title	Credit	Type				Notes	Notes
1	ENFC0205	ELECTRICAL WORKSHOP PRACTICE	2	PR	B.Tech Computer Science 2nd Sem	Sec-A	BSC MB-1ST-3CB-A	Create	View
2	CCE0201	NETWORK THEORY LAB.	2	PR	B.Tech EEE 5th Sem	Sec-A	EEE-5TH-NTL	Create	View
3	CCE0101	NETWORK THEORY	3	PP	B.Tech EEE 5th Sem	Sec-A	EEE-5TH-NT	Create	View
4	CCE0108	POWER SYSTEM OPERATION & CONTROL	3	PP	B.Tech EEE 6th Sem	Sec-A	EEE-6TH-PSOC	Create	View
5	ISPS1101	POWER SYSTEM ANALYSIS	4	PP	M.Tech Power System and Control 1st Sem	Sec-A	PS-1ST-PSA-A	Create	View
6	DIEE2403	GENERATION, TRANSMISSION & DISTRIBUTION	4	PP	Diploma in Electrical Engineering Sem 4	Sec-A	EL-4TH-GTD	Create	View

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

<input checked="" type="checkbox"/>	39	160301150013	OMKAR NARAYAN TRIPATHY
<input checked="" type="checkbox"/>	40	160301150014	BISWAJIT NATH SHARMA
<input checked="" type="checkbox"/>	41	160301150015	BKASH KUMAR JENA
<input checked="" type="checkbox"/>	42	160301150016	ASHUTOSH SENAPATI
<input checked="" type="checkbox"/>	43	160301150017	KALINGA KESHARI MOHANTA
<input checked="" type="checkbox"/>	44	160301150018	ANUN KUMAR NAYAK
<input checked="" type="checkbox"/>	45	160301150019	PRZYANKA ORAON
<input checked="" type="checkbox"/>	46	160301150020	MRUTYUNJAYA SAHOO
<input checked="" type="checkbox"/>	47	160301150021	MD TANVEER AHMED
<input checked="" type="checkbox"/>	48	160301150022	MALAYA RAJ MAITY
<input checked="" type="checkbox"/>	49	160301150023	B ABHISHEK
<input checked="" type="checkbox"/>	50	160301150024	DAYANAND PRADHAN
<input checked="" type="checkbox"/>	51	160301150028	SUMANDEEP ROY
<input checked="" type="checkbox"/>	52	160301150029	SONAM PRIYADARSINI NAYAK
<input checked="" type="checkbox"/>	53	160301150031	JYOTI PRAKASH KARAN
<input checked="" type="checkbox"/>	54	160301151032	NIHAR RANJAN PANDA
<input checked="" type="checkbox"/>	55	160301151034	RAKESH KUMAR SAHOO
<input checked="" type="checkbox"/>	56	160301151036	NISHIKANT BEHERA
<input checked="" type="checkbox"/>	57	160301151038	RAKESH KUMAR SAHOO
<input checked="" type="checkbox"/>	58	160301151039	SAGARIKA BEHERA

**Assign** **Reset** **Cancel**

Click on create it will show the list of students, mark in Check all to select all students & click on Assign. Once you create the assignment it will be displayed as given below.

Click on Go button and enter the marks & click on Grant under **Approve** column as given below. & click on Submit button.

After this again go to Performance screen & choose assignment and click on Submit Marks in this screen.

*(Please note Attendance & assignment is applicable only for Theory type subject where internal mark (ITH) is 40). For attendance select Avg of G1 & Assignment as Avg of G2 & freeze it.*

  
Registrar, CUTM  
**REGISTRAR**  
Centurion University of  
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