1. ADMINISTRATION

STAFF PROFILE UPDATE

- Go to 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 faulty 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.

Staff Profile - Mozilla Firefox

Staff Profile

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.

- 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.

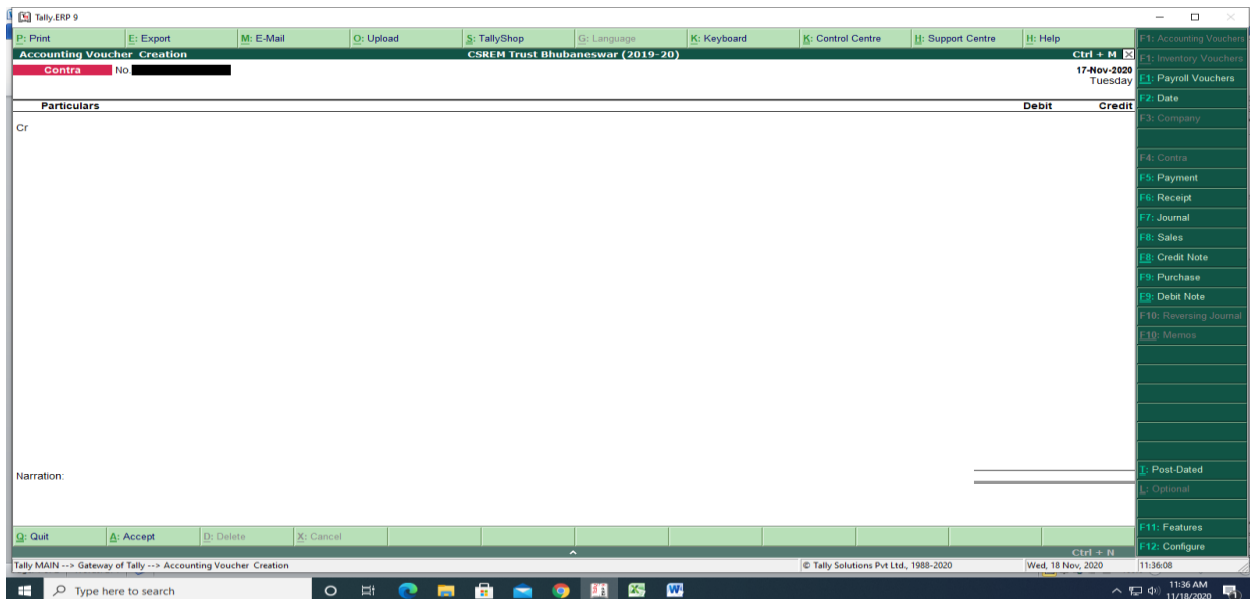- Applied leave and status of leave can be checked on My leave list.

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.
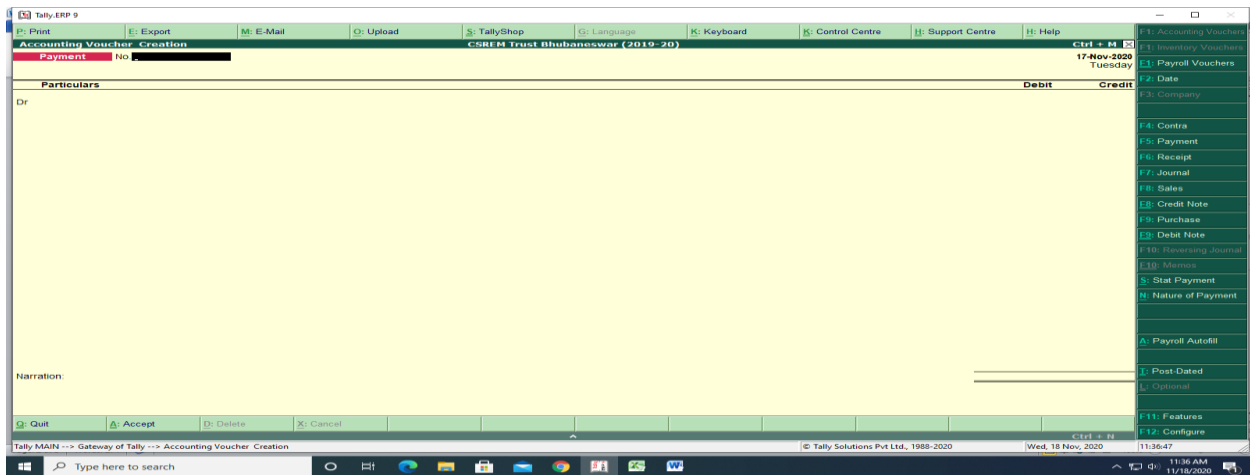

2. Payment Entry in Tally

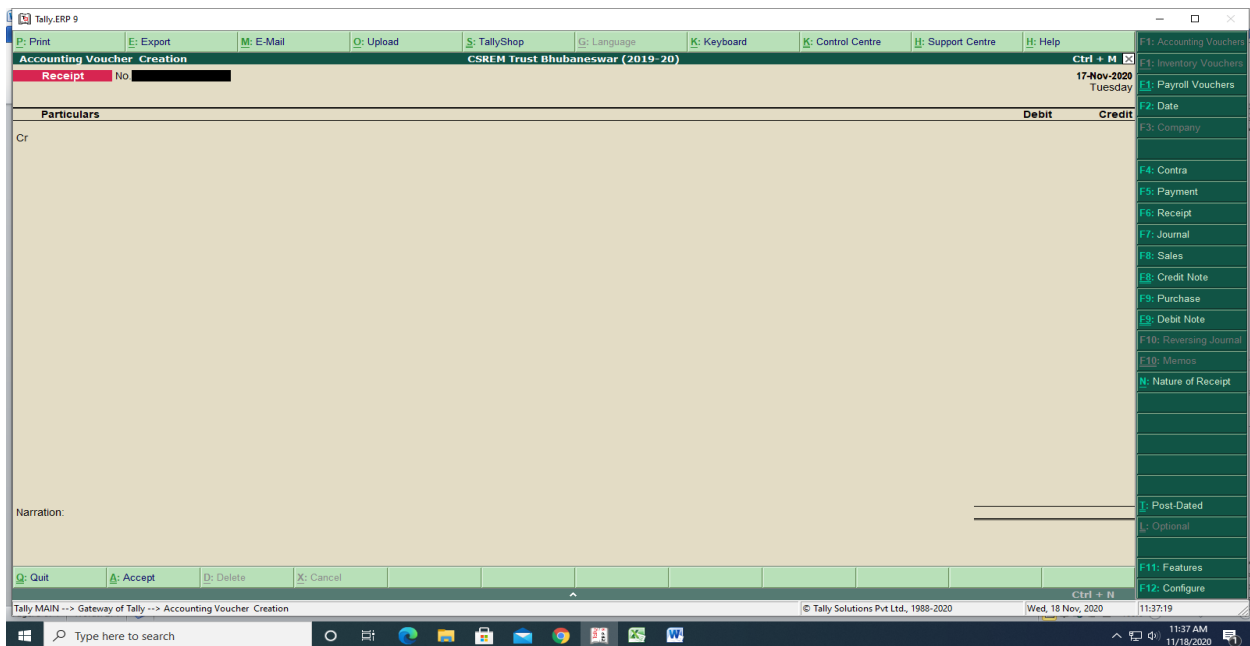It is basically an accounting entry for the payment of anything.

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.
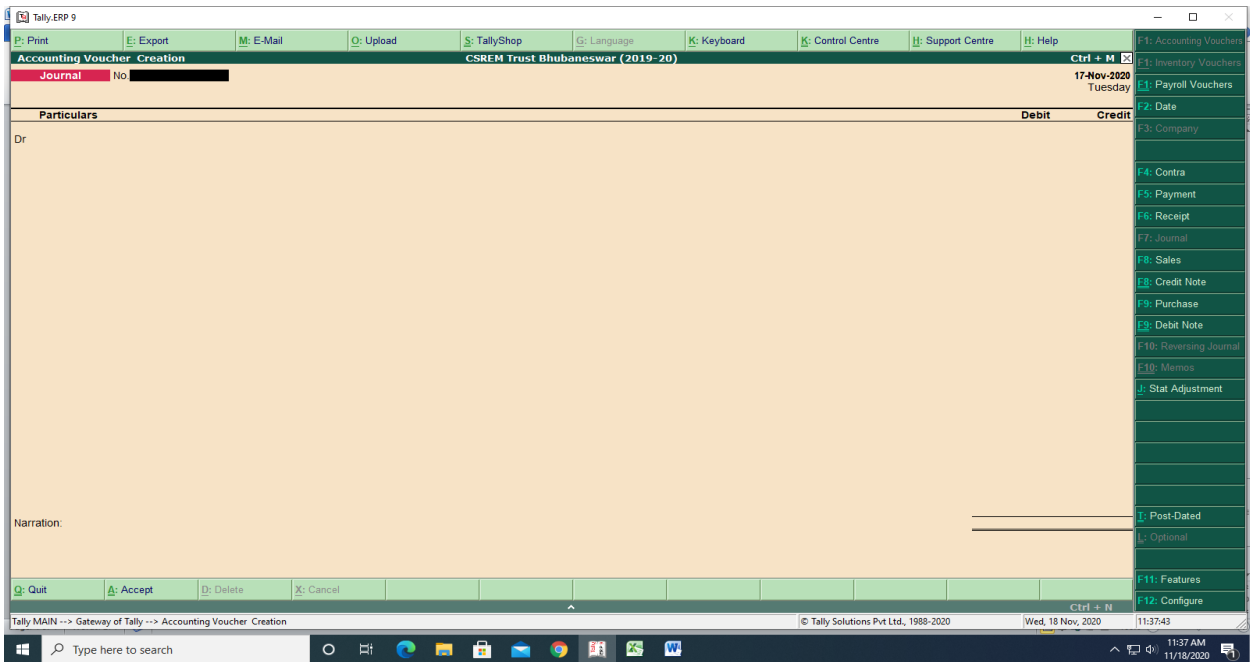
- Payment Screen

  - Go to Fees.Click on Payments.

  - Search by student registrtaion number/Name and give the payment date .Then submit.

  - Set Preference,Pay amount and date of deposite.

  - Choose payment mode & date.Example-Cash,Cheque etc

  - You can add remerks and click on pay.
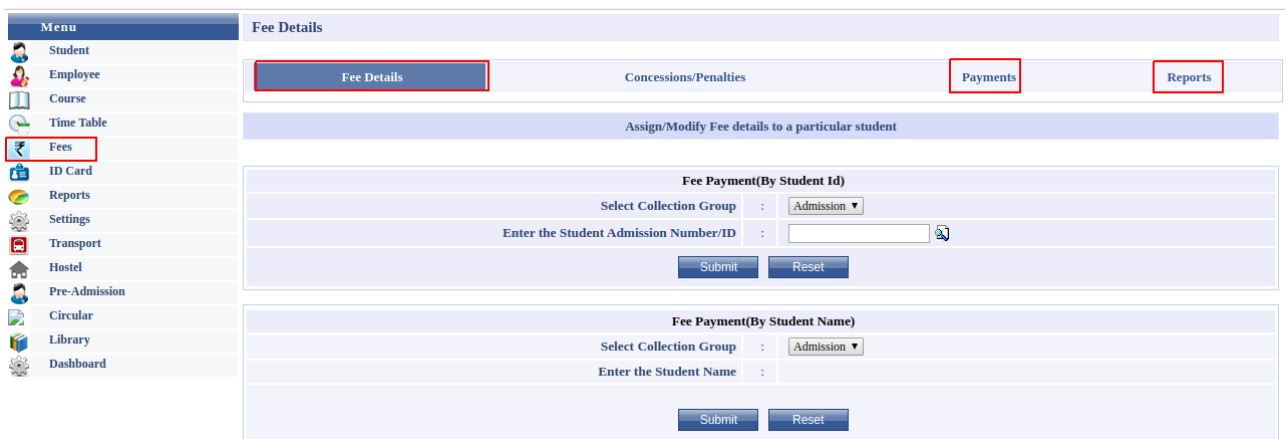
	Amount to Pay		0

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				

PREFERENCE

Academic (0) ☐ Hostel (0) ☐
Transport (0) ☐ Miscellaneous Fee () ☐

Pay Amount

Pay Amount

Date of Deposit

07/12/2019

Click here for Refund ☐   [ADD]   [DELETE]

Payment Mode	DD/Cheque No	DD/Cheque Date	Amount	Remarks	Bank
Cash ▾		dd/mm/yyyy	0		SBI Khurdha - ▾

[PAY] [BACK] [CHALAN]

- 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.

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

Anita Patra

Registrar, CUTM

REGISTRAR
Centurion University of
Technology & Management
ODISHA

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

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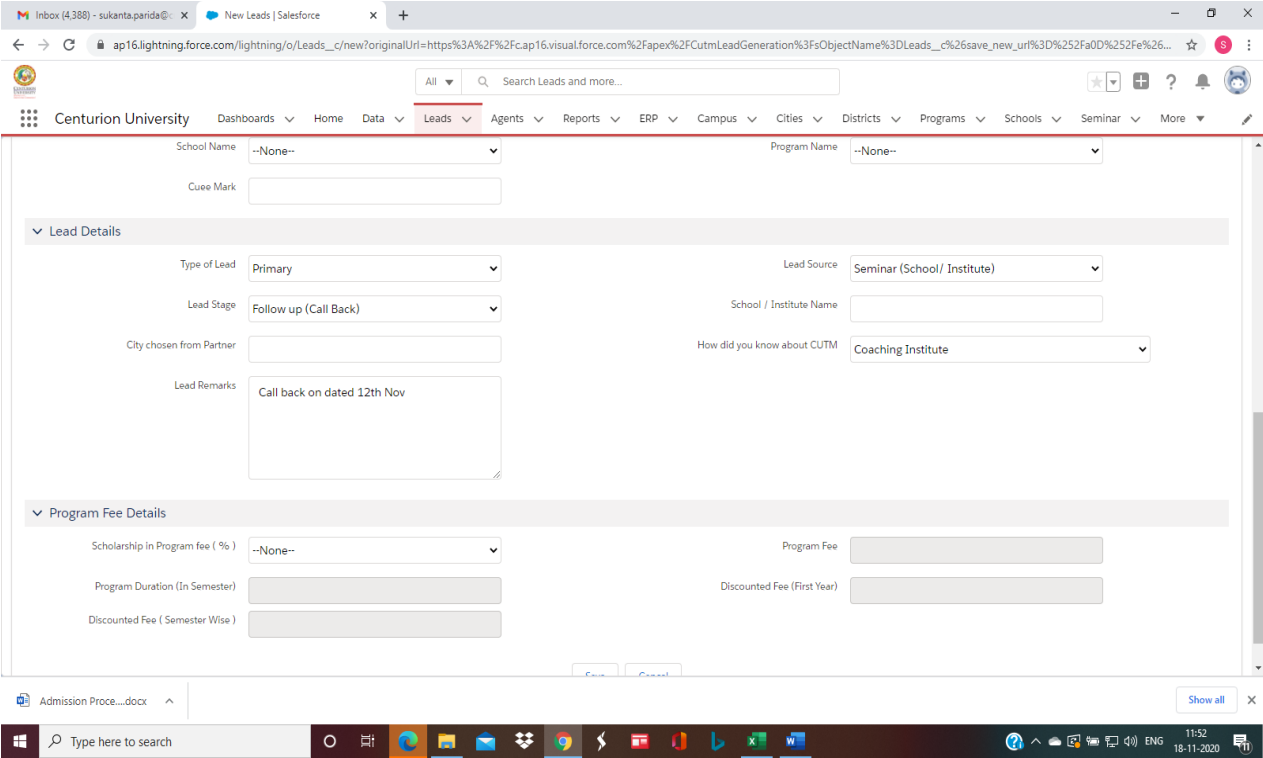
Description: While following up we need to capture their interest and comments and next follow up dates. We also need to give maximum information about the program and university which will help them in taking a decision.

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

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

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.

 # 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 clik 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.

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

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 5th Sem
Division	:	Sec-A
Course/Subject	:	CCEE0201 - NETWORK THEORY LA
Batch	:	EEE-5TH-NTL
Exam Name	:	Internal Exam OFF
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.

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	RITWIK PARIDA		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.

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Progressive Assessment   **Add Marks**

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

Submit   Cancel

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

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