



Centurion  
UNIVERSITY

**CERTIFIED COPY**

**This is to certify that “Policy on E-Governance” document contains  
8 Pages. The first and last pages are signed by the undersigned.**

*Anita Patra*

**Registrar**

**REGISTRAR**  
Centurion University of  
Technology & Management  
ODISHA



**Paralakhemundi Campus:** At - Village Alluri Nagar, P.O - R Sitapur, Via - Uppalada, Paralakhemundi - 761 211, Dist: Gajapati, Odisha, Phone: (06815) 222999  
**Bhubaneswar Campus:** At - Ramachandrapur, P.O - Jatni, Bhubaneswar - 752050, Dist: Khurda, Odisha, Phone: (0674) 2492496  
**Corporate Office:** At - HIG - 4, Jaydev Vihar, Opp. Pal Heights, Bhubaneswar - 751013, Dist: Khurda, Odisha, India.

Website: [www.cutm.ac.in](http://www.cutm.ac.in)

**centurion university of technology and management**

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



**Centurion**  
**UNIVERSITY**

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

# POLICY ON

*Anita Palta*



# E-GOVERNANCE

---

# **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-centred 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. I t caters to both students and employees and it is detailed below,

## Though 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 practises,

- 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”

The screenshot shows a web application interface for fee management. On the left is a vertical menu with options: Student, Employee, Course, Time Table, Fees (highlighted with a red box), ID Card, Reports, Settings, Transport, Hostel, Pre-Admission, Circular, Library, and Dashboard. The main content area is titled 'Fee Details' and contains sub-sections for 'Concessions/Penalties', 'Payments', and 'Reports'. Below these are two forms for 'Fee Payment'. The first form, 'Fee Payment (By Student Id)', includes a dropdown for 'Select Collection Group' (set to 'Admission'), a text input for 'Enter the Student Admission Number/ID', and 'Submit' and 'Reset' buttons. The second form, 'Fee Payment (By Student Name)', includes a dropdown for 'Select Collection Group' (set to 'Admission') and a text input for 'Enter the Student Name', also with 'Submit' and 'Reset' buttons.

This screenshot displays the fee payment summary and transaction entry interface. At the top, it shows 'Amount to Pay' as 0. Below this is a table for 'Transport Paid Transactions' with columns: Sr.No., Transaction Id, Date of Deposit, Transaction Type, Amount, Remarks, and Print Receipt. A section for 'Miscellaneous Fee' contains a table with columns: Sr.No., Head, Remarks, Due Amount, Paid Amount, Status, Date of Deposit, and Print Receipt, with the message 'No Miscellaneous Fee Found'. The 'PREFERENCE' section includes checkboxes for 'Academic (0)', 'Hostel (0)', 'Transport (0)', and 'Miscellaneous Fee (0)', along with a 'Pay Amount' input field and a 'Date of Deposit' field (07/12/2019). There are 'ADD' and 'DELETE' buttons. The 'Click here for Refund' section has a checkbox. The bottom section is for transaction entry, with fields for 'Payment Mode' (Cash), 'DD/Cheque No', 'DD/Cheque Date' (dd/mm/yyyy), 'Amount' (0), 'Remarks', and 'Bank' (SBI Khurda -). 'PAY', 'BACK', and 'CHALAN' buttons are at the bottom.

*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-- Semester : Even My Profile Calender Release Notes Logout

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	retgdyt@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		jjyoti987654@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, Nandkishore 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 OPEF  
Batch : EEE-6TH-PSOC  
Exam Name : Internal Exam  
Sub-exam Name : Class Test-I  
Class Test-II  
Class Test-III  
Attendance

Submit Cancel

Centurion UNIVERSITY  
Welcome, Nandkishore Ray  
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)
				Avg of Best of 1/2/3(G1)	0
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%)	Class Test-I
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”.

*Anita Patra*

Registrar, CUTM

REGISTRAR  
Centurion University of  
Technology & Management  
ODISHA

