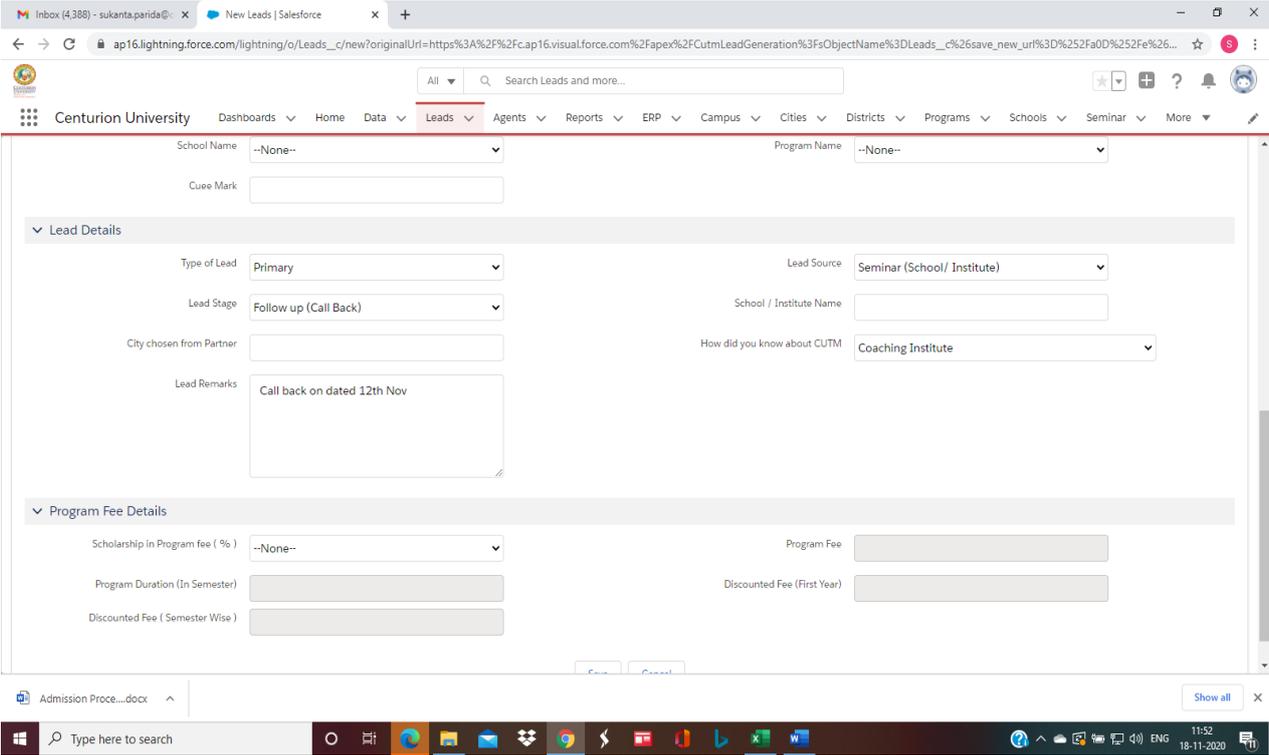


Description: While creating a lead we need to capture every details of the students including personal and academic details.

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 divided 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 divided into 'Details' and 'Activity' sections.

Booking Details:

- Booking Name: AD-00003314
- Student Name: Shreettam Kumar Behera
- Student Mobile No.: 7008264008
- 10th Percentage: 78%
- Cue Mark
- Campus Name: BHUBANESWAR
- Program Name: Bachelor of Technology in Computer Science and Engineering
- Program Fee: ₹ 1,25,000
- Discounted Fee
- Reporting Done
- Program Duration (year wise): 4
- Program Duration (sem wise): 8
- Scholarship

Student Information:

- Student Email Id: shreettam143@gmail.com
- Father Name: Suresh Kumar Behera
- 12th Percentage: 70%
- School Name: School of Engineering & Technology, BBSR
- Campus Code: BBSR
- Program Fee (per sem): ₹ 62,500
- Discounted Fee (per sem)
- Owner: Manish Mishra
- Booking Amount: ₹ 35,500

Activity Section:

- 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)

The screenshot shows the 'Notes & Attachments' section for the booking 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

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

Step-5: Reporting

School Name: --None-- Program Name: --None--

Cuee Mark:

Lead Details

Type of Lead: --None-- Lead Source: Personal Referral

Lead Stage: Reported City chosen from Partner: cuttack

How did you know about CUTM: Education Consultant Lead Remarks:

Program Fee Details

Scholarship in Program fee (%): --None-- Program Fee:

Program Duration (In Semester): Discounted Fee (First Year):

Discounted Fee (Semester Wise):

Description: In this step we need to verify all the documents of a student for his eligibility criteria for his desire course. If the student fulfills all the criteria then we mark him reported in Salesforce.

Step -6 : Full Fee Updates

Booking AD-00002455

Create New Payment

Amount: Mode of Payment:

Bank Name: Date of Transaction:

Cancel Save

Booking Name: AD-00002455

Student Name: MOU

Student Mobile No.: 8917

10th Percentage: 47%

Cuee Mark:

Campus Name: BHUE

Program Name: Bsc in...

Program Fee: ₹ 80,000

Discounted Fee:

Reporting Done:

Program Duration (year wise): 3

Program Duration (sem wise): 6

Scholarship:

Owner: Ghanashyam Jena

Booking Amount: ₹ 10,000

Payments (1)

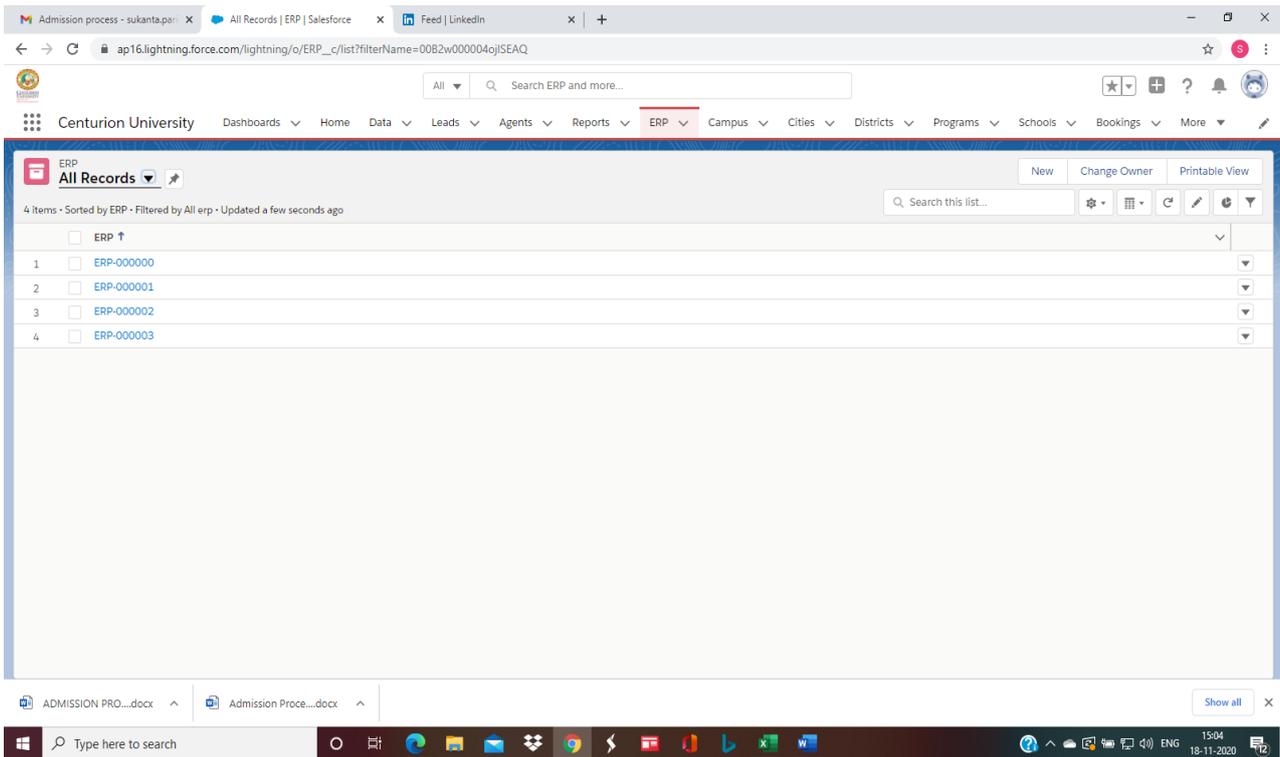
P-0000001099

Amount: ₹ 25,000

Bank Name: SBI-392

Description: After reporting the student needs to pay the applicable fees to complete his admission. The payment can be captured in this window and money receipt can be generated post payment confirmation.

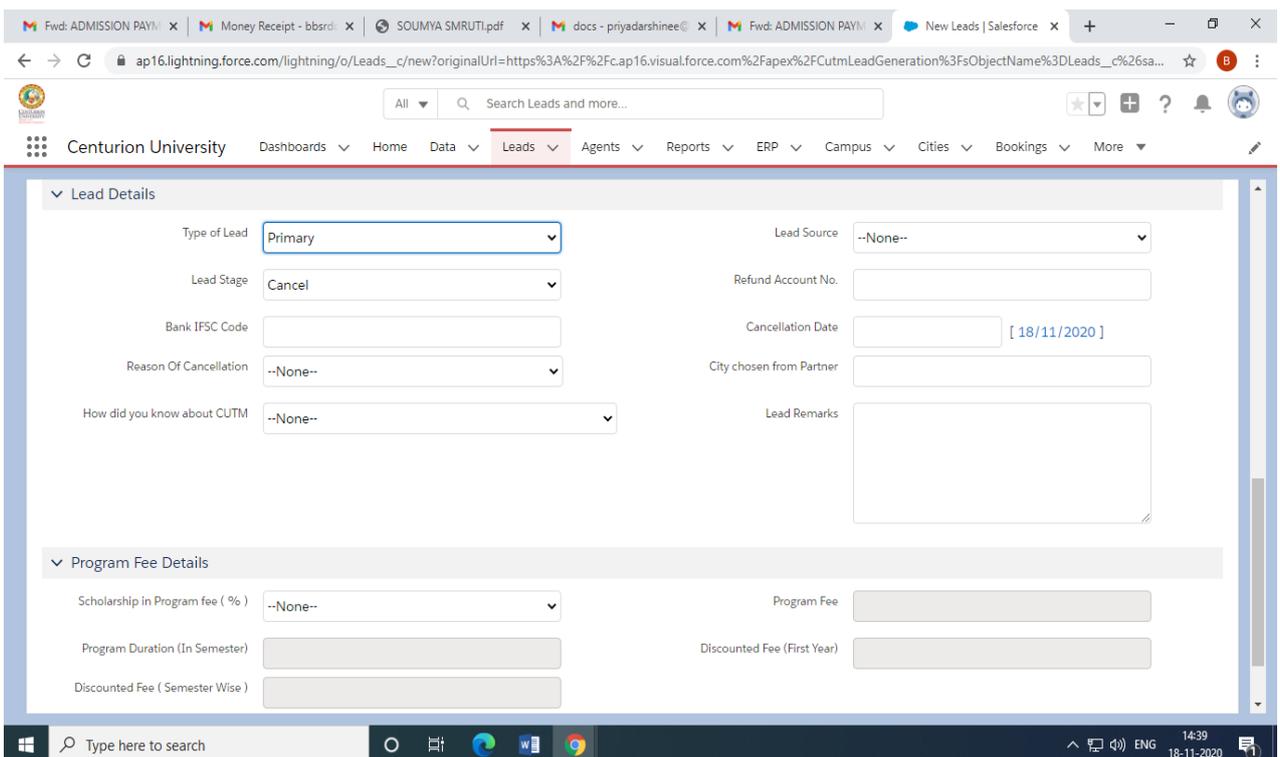
Step -7: Final Admission.



The screenshot shows a Salesforce interface for Centurion University. The browser address bar displays the URL: `ap16.lightning.force.com/lightning/o/ERP__c/list?filterName=00B2w000004oj5EAQ`. The page title is "ERP All Records". The navigation menu includes: Dashboards, Home, Data, Leads, Agents, Reports, ERP, Campus, Cities, Districts, Programs, Schools, Bookings, and More. The main content area shows a list of 4 items, sorted by ERP, filtered by All erp, and updated a few seconds ago. The list contains four entries with IDs: ERP-000000, ERP-000001, ERP-000002, and ERP-000003. Each entry has a checkbox and a dropdown arrow. The bottom of the screen shows the Windows taskbar with the search bar and various application icons. The system tray shows the time as 15:04 on 18-11-2020.

Description: The student details will be migrated to our inhouse ERP for creation of his University ID and complete his final admission.

Step-8 Cancelation



The screenshot shows the Salesforce interface for creating a new lead. The browser address bar displays the URL: `ap16.lightning.force.com/lightning/o/Leads__c/new?originalUrl=https%3A%2F%2Fap16.visual.force.com%2Fapex%2FCutMLeadGeneration%3FsObjectName%3DLeads__c%26sa...`. The page title is "New Leads | Salesforce". The navigation menu includes: Dashboards, Home, Data, Leads, Agents, Reports, ERP, Campus, Cities, Bookings, and More. The "Lead Details" section contains the following fields:

- Type of Lead: Primary (dropdown)
- Lead Stage: Cancel (dropdown)
- Bank IFSC Code: (text input)
- Reason Of Cancellation: --None-- (dropdown)
- How did you know about CUTM: --None-- (dropdown)
- Lead Source: --None-- (dropdown)
- Refund Account No.: (text input)
- Cancellation Date: [18/11/2020] (text input)
- City chosen from Partner: (text input)
- Lead Remarks: (text area)

The "Program Fee Details" section contains the following fields:

- Scholarship in Program fee (%): --None-- (dropdown)
- Program Fee: (text input)
- Program Duration (In Semester): (text input)
- Discounted Fee (First Year): (text input)
- Discounted Fee (Semester Wise): (text input)

The bottom of the screen shows the Windows taskbar with the search bar and various application icons. The system tray shows the time as 14:39 on 18-11-2020.

Browser tabs: Inbox (5,518) - ran, Edit Lead-0000353, Lead-00003531, MoneyReceipt_AD, Booking_AD-0000, A complete web e, New Tab

URL: ap16.salesforce.com/a0D2w000001DocaEAC/p

Academic Details

Program Details

Course Type	Under Graduate	Campus Name	BHUBANESWAR
School Name	School of Pharmacy & Life Sciences, BBSR	Program Name	Bachelor of Pharmacy

Lead Details

Type of Lead	Primary	Lead Stage	Cancel
Lead Source		How did you know about CUTM	
Lead category		Employee Code/ Id	
Agent		School / Institute Name	
Campus / Regional Office Name		Program chosen from website	
Partner Portal		Letter From	
Booking Amount	₹ 10,000.00		
Receipt No.	cash deposit and Cheque 910791		

CTI Details

Cancel Detail

Refund Account No.	358104000219013	Reason Of Cancellation	Others
Bank IFSC Code	IBKIL0000358	Cancellation Date	30/09/2020

Campus Visit Details

Program Fee Detail

Activate Windows
Go to Settings to activate Windows... Show all

Taskbar: Type here to search, Desktop, 9:55 PM, 11/17/2020

Browser tabs: Inbox (5,518) - ran, Edit Lead-0000353, Lead-00003531, MoneyReceipt_AD, Booking_AD-0000, A complete web e, New Tab

URL: ap16.salesforce.com/a0D2w000001DocaEAC/p

Approval History

08/06/2020, 2:30 pm

Status: Pending
Assigned To: Santosh Kumar Nanda
Actual Approver: Santosh Kumar Nanda
Comments:

08/06/2020, 2:30 pm

Status: Submitted
Assigned To: Santosh Kumar Nanda
Actual Approver: Santosh Kumar Nanda
Comments:

08/06/2020, 2:30 pm

Status: Approved
Assigned To: Santosh Kumar Nanda
Actual Approver: Santosh Kumar Nanda
Comments: Samar Sharma, B.Pharma, Bhubaneswar Campus
5,000/- deposited on 21.05.2020 vide e chq NO.910787 credited to SBI 58392 21.05.2020
Rs.5,000/- credited to SBI 58392 on 05.06.2020 vide E chq NO.910791
Lead No.00003531(chirantan)

05/06/2020, 1:32 pm

Status: Submitted
Assigned To: SOURJABRATA GHOSH
Actual Approver: SOURJABRATA GHOSH
Comments:

Bookings
AD-0000832

Activate Windows
Go to Settings to activate Windows... Show all

Taskbar: Type here to search, Desktop, 9:55 PM, 11/17/2020

Admission Selection Test- CUEE (Centurion University Entrance Exam)

Centurion University of Technology & Management

Centurion University Entrance Examination (CUEE) - 2020

Details and Process [collapse](#)

About University:
Centurion University of Technology and Management is a multi-sector, private state university from Odisha, India. It was established in 2010 and its main campus is located at Paralakhemundi in the Gajapati district. The university has been accredited by NAAC with 'A' Grade and it offers under-graduate, post-graduate and doctoral courses in the fields of Engineering & Technology, Management and Applied Sciences. It has around 10,000 student. It's constituent campus is located at Jatni, on the fringes of Bhubaneswar. The university actively works in the field of sustainable community development through its various social responsibility initiatives.
For more details, [Click Here](#)

Eligibility Criteria:
For details, [Click Here](#)

Important Notes:

- Last date to apply: **30 Nov, 2020 11:59 PM**



CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

Mob:+91 8018188057; E Mail:accounts@cutm.ac.in

MONEY RECEIPT

Receipt No. P-0000001291
Receipt Date: 16/11/2020
Student Name: SAUMYA SMRUTI RANJAN PARIDA
Student Mobile No. 7978235269
Campus/Branch: BHUBANESWAR
Course: Bachelor of Science in Zoology
Amount: 48000.0
Mode of Payment: UPI-031913451927
Payment Reference Details: P-0000001291//sbi-392/14/11/2020

We Thankfully Acknowledge the Receipt of Rs: 48000.0

Notes : (This is Computer generated receipt and does not require any signature or stamp.)

ADMISSION PROCESS IN ERP:

- Go to Pre-admission module
- Select Academic year and search

Academic year : 2019-2020 Semester : Even My Profile Calender Release Notes Logout

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. **SEARCH**

- And then search student by his/her name and click on select

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

[Back](#)

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	SELECT
2	1	TEST	T	retgdtyt@cutm.ac.in	7008654321	Print	Pending	SELECT
3	10	DEEPAK	SAHOO	kanha.deepak174@gmail.com	8093387712	Print	Submitted	SELECT
4	100	ANSHUMAN	GARNAIK	garnaikanshuman99@gmail.com	9658016496	Print	Submitted	SELECT
5	1000	BALABADRUNI		srisampath.b1@gmail.com	9490345679	Print	Submitted	SELECT
6	1000	BADIREDDI		jyoti987654@gmail.com	9966814148	Print	Submitted	SELECT

- First do the Data Scrutiny & Verification-->Fill students all the personal information
- Then do the Document Verification & Temporary Batch Allocation
- Correctly do the fee assign

Menu: Student, Employee, Course, Time Table, Fees, ID Card, Reports, Settings, Transport, Hostel, **Pre-Admission**, Circular, Library, Dashboard

Pre-Admission Process >> Selection Process

Student Name : BIKRAM KALITA Application Number : 1 Email Communication Count : 0

Buttons: Data Scrutiny and Verifications, Document Verification, Temporary Batch Allocation, Fee Assign, Final Seat Allocation

WorkFlow Status	Remark	Submitted By
Data Scrutiny	Test Done	Sekhar Sunil
Data Scrutiny	Test Done	Sekhar Sunil
Document Verification	Test Done	Sekhar Sunil
Data Scrutiny	test	Sekhar Sunil
Data Scrutiny	test	Sekhar Sunil

Program Name: Bachelor of Technology in Computer Science and Engineering (CSE) Remaining Seats: 335

- After doing the final seat allocation, Students Registration Number will generate

ERP LOGIN

- Go to CUTM web site i.e:- www.cutm.ac.in
- Then go for **MIS Login Portal**
- For 1st time login:- Click on **forgot password** option.

Firefox Web Browser Sat 6:40 PM

A complete web enabled Education Administration Software - Mozilla FireFox

www.icloudemserp.com/corecampus/index.php

iCloudEMS Centurion UNIVERSITY OPAC

Welcome to Centurion University

Login

User Name:

Password:

Branch: Centurion University of Technology and Manag... ▼

Login

[Forgot Password?](#)

- Enter Username i.e your Registration number and **Captcha** given right side.
- By default **School name** will appear in drop down.If not choose your school and click on **Submit**.

- ERP Username and Password will now sent to your **Registered Mail ID/College Mail ID**. Now open it and get your ERP Password.
- Whenever you will forget your password, Everytime you have to follow this process.

MOBILE APPLICATION LOGIN

- Link for download the App :-
<https://play.google.com/store/apps/details?id=com.icloudems>
- Give your registration number, Password and one token number will be asked, which can be get from your login screen when you will direct go through web.



SUBJECT REGISTRATIAION

- Go to **College Info-->Registration-->Course Registrtaion** as shown below.

The screenshot shows the user interface of the School of Engineering, Bhubaneswar. At the top right, there are links for 'Mobile App Token:Q1VUTQ==', 'My Profile', and 'Logout'. On the left, a 'Menu' sidebar lists various options, with 'College Info' highlighted. The main header area displays 'College Info >>' and a navigation bar with icons for Profile, Structure, Rooms, Departments, Perfo. Grades, Programme, Registration (highlighted), Calendar, and Certificates. Below the navigation bar, there are links for 'Exam Form Fillup' and 'Course Registration' (highlighted).

- Then below screen will come where details of class for which you are applying subjects will be shown.
- Subjects taken in previous semester will be shown at left side.
- Credit count, Basket detail also showing in that screen.
- After successful registration click on **Finalise Registration**. Remember, once you click on this you will not be able to change(Add/Remove) subjects.
- If you wrongly click on that then talk to your CBCS coordinator for help.

The screenshot displays the subject registration screen. At the top, there are input fields for 'Class Name' (B.Tech Computer Science 7th Sem Sec-A), 'Reg.No.', 'Student Name', 'Programme' (Bachelor of Technology in Computer Science and Engineering), 'Academic Year' (2019-2020), and 'Semester' (7th Sem). Below these fields, there is a checkbox for 'B.Tech Computer Science 8th Sem' and a 'Note:- Max credit allowed 40.' A 'Finalise Registration' button is visible on the right. The main area shows a 'Basket Name : Basket-V' and a summary of the basket: 'Total registered credit : 5', 'Basket Weightage : 40.00', 'Basket Credits : 72', and 'Maximum Basket Credits : 72'. Three subjects are listed in the basket, each with a credit of 5 and an 'Apply' button:

Course Code	Credit	Title
DEAR0642	5	GAME ANIMATION & SCRIPTING
DEAR0643	5	BUILDING GAME ENVIRONMENT
DEAR0644	5	DESIGN & DEPLOYMENTS

(Subject registration screen)

COURSES

- Here student can check faculty allotment for registered subjects.
- Session plans and contents uploaded by faculty also can be checked by students.

Menu

- College Info
- Courses
- Attendance
- Time Table
- Feedback
- Assignments
- Performances
- My Test
- Academic contents
- Circular
- Overall Attendance
- Proctor
- Library
- My Report Card
- APPLY TNP
- Grievance Complaint
- Survey Feedback

Subject >>

Subject Name	Lecture Type	Credits	Teacher	View Session Plan	View Contents
ROCK MECHANICS LAB (CCMN0203)	PR	2	Das Sweta	View Session Plan	View Contents
CAREER COMMUNICATION (FCHU1207)	TW	2	Sahoo Pradeep Kumar	View Session Plan	View Contents
MINE SURVEYING-II (DEMN0115)	PP	3	Mallick Srikant	View Session Plan	View Contents

ATTENDANCE

- Day Wise, Course Wise and Overall Attendance can be can be check here.

Menu

- College Info
- Courses
- Attendance
- Time Table
- Feedback
- Assignments
- Performances
- My Test
- Academic contents
- Circular
- Overall Attendance
- Proctor
- Library
- My Report Card
- APPLY TNP
- Grievance Complaint
- Survey Feedback

My Attendance >>

Day Wise Attendance

Course Wise Attendance

Overall Attendance

Jan Feb Mar Apr May June July Aug **Sept** Oct Nov Dec

Lecture Timings	03/09	04/09	06/09	09/09	13/09	16/09	17/09	18/09	19/09	20/09	21/09	23/09	24/09	25/09	26/09	27/09	28/09	30/09
Overall Attendance	09:30 TO 10:25	P	P	P	-	P	-	P	P	-	P	-	P	P	-	P	-	-
Proctor	10:25 TO 11:20	P	P	-	-	-	P	-	-	-	-	-	P	P	-	-	-	-
Library	11:20 TO 12:15	P	P	-	P	-	P	P	P	-	-	P	P	P	-	-	-	A
My Report Card	14:05 TO 15:00	-	-	-	-	-	-	P	P	-	P	-	-	-	P	-	P	-
APPLY TNP	15:00 TO 15:55	P	-	P	-	-	P	P	P	-	P	-	P	-	P	P	P	-
Grievance Complaint	15:55 TO 16:50	P	-	P	P	-	P	-	P	-	P	A	P	-	P	P	P	A

PERFORMANCES

- In Performance screen student can check the Internal marks awarded by respective faculties.

Academic Year	:	2019-2020
Class	:	B.Tech MI 5th Sem Sec-A
Exam Name	:	Internal Exam

- After filling the Academic year, Class and Exam name click on submit.
- Now you will be able to check the mark details.

ONLINE TEST

- Go to **My Test**
- In the screen Test name, Duration and Subject for which test will be conducted, all details will be shown.
- If the date is opened for test the status will be **Give test** otherwise it will show **Not Available**.
- See the screen below.

Name	Duration	Subjects	Status
Practice test-1	45	LIFE SKILLS DEVELOPMENT-III	Not Available

Name	Duration	Subjects	Status
Practice test-1	45	LIFE SKILLS DEVELOPMENT-III	Give Test »

- After click on **Give Test** exam window will come and after reading the instructions you can tick for proceed and start exam.

Start Exam Test

Student Homepage >> Exam Instruction

Class Details

Category	Package Name	Test Code	Total Questions	Total Time	Maximum Marks
Practice test-1	Practice test-1. There will be 30 questions. 10 questions each from Aptitude, Reasoning, & English.	Examination	30	45	30

1. Please go through all of the questions. First attempt the easy questions and leave the difficult questions to attend at the last.
2. If you find any reading comprehension or puzzle question then solve in details as you may get some other questions based on the same comprehension or puzzle.
3. There will not be any negative marking. For each correct answer one mark will be given.
4. Passing mark will be 60% of the total marks.

I have read and understood the instruction.I agree that in case of not adhering to the exam instruction.I will be disqualified from the exam.

Start Exam

- Then question will be shown and Remaining time will be showing on right corner of screen.

Start Exam Test

My Test For Display Question And Options 0 : 44 : 52 Time Remaining

Q 1.
A can do a piece of work in **X days** and B can do the same work in **3X days**. To finish the work together they take 12 days. In how many days can B alone do it?

48

32

16

8

All Question Number Display

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30		

Visit Question Attempted Question

Next Clear End Test

- Click any one of the answer and click **next**. By this you will be able to move to the next question.
- By using **clear** option, selected answer tick option will be removed. And that question will be treated as not attempted/Visited Question
- **Attempted questions** will be colored as Blue whereas only **Viewed/Visited questions** colored as Yellow.

My Test For Display Question And Options
 0 : 44 : 29 Time Remaining

Q 7.

1. A river flows west to east and on the way he turns left and goes in a semi-circle round a hillock, and then turns left at right angles. In which direction is the river finally flowing?

South

East

West

North

Previous

Next

Clear

End Test

All Question Number

Display

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30		

: Visit Question

: Attempted Question

- You can go to previous question by clicking on **Previous** option.
- After Successful completion of test click on **End Test**.
- If specific time given for exam will be over, then the test will be automatically submitted.
- Result can be viewed by clicking on **View Results**.

Sr.No	Test Name	View Results
-------	-----------	--------------

ACADEMIC CONTENTS

- Click on **Academic Contents**.
- Here students can able to rate the contents and Session plan prepared by faculties.

The screenshot shows a sidebar menu on the left with 'Academic contents' highlighted in a red box. The main content area displays a table with the following data:

Sr No	Subject Name	Lecture Type	Credits	Teacher	Batch	Rate Session Plan	Rate Contents
1	ROCK MECHANICS LAB	Practical	2		MI-5TH-RM LAB	Rate Session Plan	Rate Contents
2	CAREER COMMUNICATION	Practical	2		MI-5TH-CCM	Rate Session Plan	Rate Contents
3	MINE SURVEYING-II	Theory	3		MI-5TH-SURVEY-II	Rate Session Plan	Rate Contents
4	MINING EXCURSIONS-I	Practical	3		MI-5TH-MIE-I	Rate Session Plan	Rate Contents
5	ROCK MECHANICS	Theory	3		MI-5TH-RMCH	Rate Session Plan	Rate Contents

- Click on Rate Session plan and Rate the diffent stars accordingly.

The screenshot shows the rating interface with a sidebar menu on the left and a table for rating session plans. The 'Academic contents' menu item is highlighted. The table has the following data:

Lect No.	Contents to be Covered	Delivery Methods	Proposed date	Conducted date	Rating	Comments (if any)	Submit
1	Rock mechanics	Practice	20/06/2019	20/06/2019	★ ★ ★ ☆ ☆		SUBMIT
2	Rock mechanics	Practice	27/06/2019	27/06/2019	★ ★ ★ ★ ★		SUBMIT
3	Rock mechanics	Practice	11/07/2019	11/07/2019	★ ★ ★ ★ ☆		SUBMIT
4	Rock mechanics	Practice	18/07/2019	18/07/2019	★ ★ ☆ ☆ ☆		SUBMIT
5	Physico-mechanical properties of rock	Practice	25/07/2019	25/07/2019	★ ☆ ☆ ☆ ☆		SUBMIT
6	Physico-mechanical	Practice	01/08/2019	27/06/2019	☆ ☆ ☆ ☆ ☆		SUBMIT

- Comments can be filled and click on submit for each day session plan.
- Students can rate the contents here, by following the same process.

PROCTOR

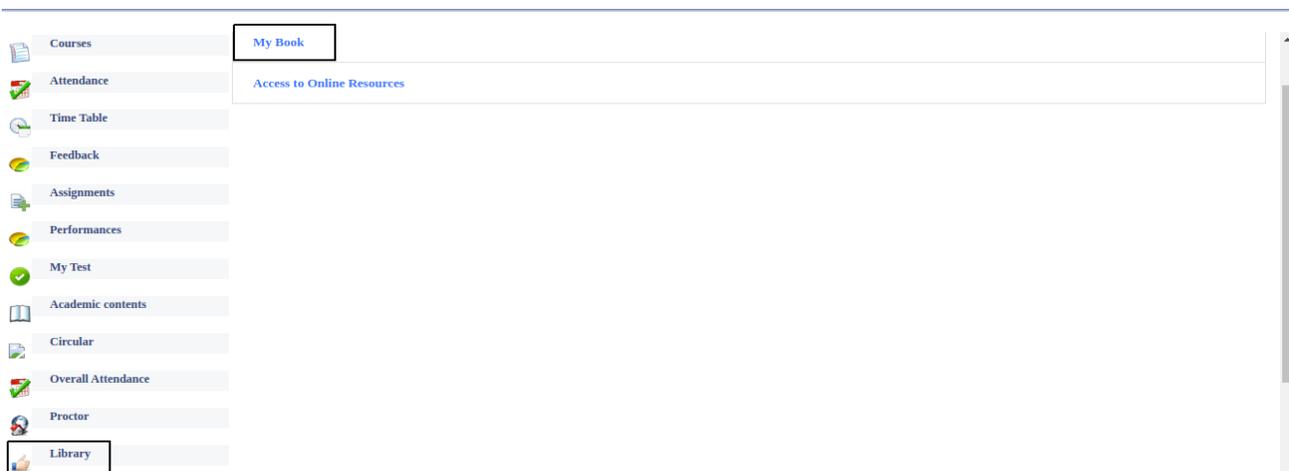
- Go to **Proctor** module.
- Here in your screen your mentor/mentors name will be appear with Photo,Mail ID,Mobile number,Department & Designation.



- You can contact him/her by sending message here in message option.
- Following screen will come where you can type your message and send.



LIBRARY



- Under Library module-> **MY BOOK** link students can check details of book issued

REPORT CARD

- Go to **My Report card**
- Select the semester/class then Click on **View**.

College Info
Courses
Attendance
Time Table
Feedback
Assignments
Performances
My Test
Academic contents
Circular
Overall Attendance
Proctor
Library
My Report Card
APPLY TNP
Grievance Complaint
Survey Feedback

Select Class

Select Class B.Tech MI (3rd Sem) ▼

View

GRIEVANCE COMPLAINT

- Go to **Grievance Complaint**
- Select Category and subject, describe your query and you can also attach file for reference.
- Click on **Submit**
- Complains raised by you will be showing under **My Complaints** with all details like complain date, status of query, subject etc..

Menu

Grievance >> Grievance Complaints

Grievance/ Complaint

Grievance Assigned to me

Register Complaint

Select Grievance Category * Select Category ▼

Select Grievance Subject * Select Subject ▼

Enter Description * Enter Grievance Description

Attach File Choose file No file chosen

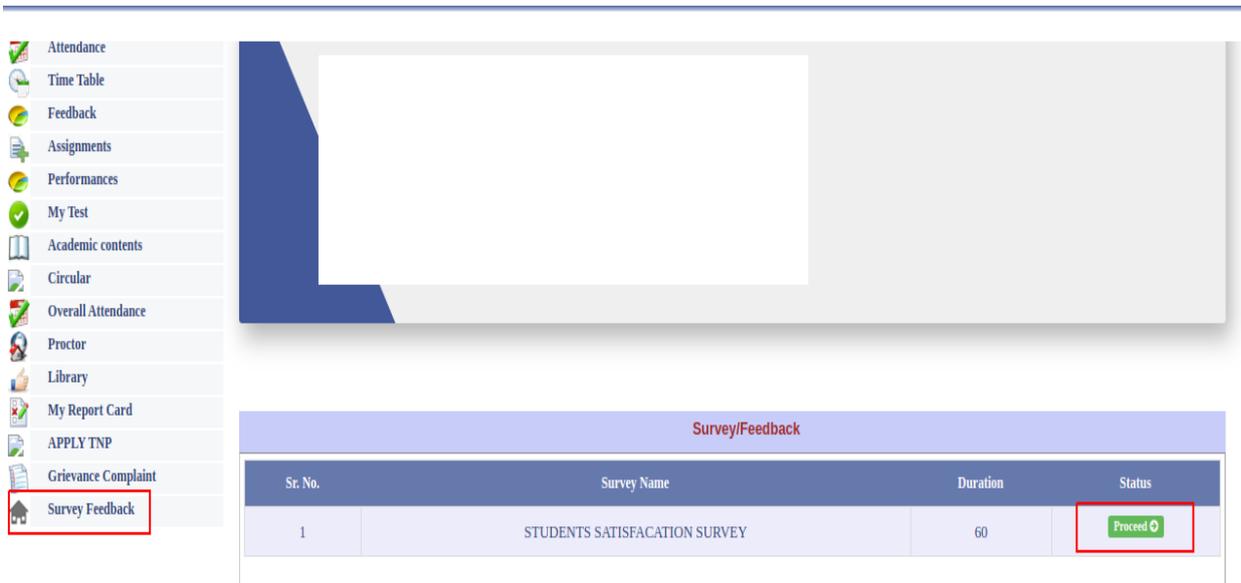
Submit

My Complaints

Sr	Complaint No.	Date	Subject	Category	Description	Attach File	Status	Message	Remark
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SURVEY/FEEDBACK

- Go to **Survey Feedback**
- Details of Survey will be showing and if survey is open in **status** it will show for **Proceed**.
- After or Before the activation of survey the status will show not available.



The screenshot shows a web application interface. On the left is a sidebar menu with various options, including 'Survey Feedback' which is highlighted with a red box. The main content area displays a table titled 'Survey/Feedback' with the following data:

Sr. No.	Survey Name	Duration	Status
1	STUDENTS SATISFACATION SURVEY	60	<input checked="" type="checkbox"/> Proceed

- After proceed following screen will come.
- Read the instruction (Tick mark on the box), Then start.



Survey/Feedback



The screenshot shows the 'Survey/Feedback Instruction' screen. It features a table with the following data:

Survey Name	Total Questions	Total Time
STUDENTS SATISFACATION SURVEY	5	60

Below the table, there are two instructions:

- All questions should be compulsorily attempted.
- Each question has five responses, choose the most appropriate one.

At the bottom, there is a checkbox with a blue circle containing a white checkmark, followed by the text 'I have read and understood the instruction.' and a blue 'START' button, both highlighted with red boxes.

- Online survey screen is given below.
- Same as online test ,Time allotted for survey, Total question will show in that screen.
- Click on **save and next** to attempt next question.
- Marked option can be remove by choosing **Clear selection**.
- At the end of the survey click on **Save and End**

Online Survey/Feedback 0 : 59 : 54 Time Remaining

Please Note :
• In Order to save answers please select answer and press save button
• Do not press refresh button or close current window , else survey will be terminated

Q 1.
How much of the syllabus was covered in the class?

85 to 100%	<input type="radio"/>
70-84%	<input type="radio"/>
55 to 69%	<input type="radio"/>
30 to 54%	<input type="radio"/>
Below 30%	<input type="radio"/>

All Questions
1 2 3 4 5
: Visited Question
: Attempted Question

Save & Next Clear Selection Save & End

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