EXAMINATION MANAGEMENT SYSTEM (EMS)

USER MANUAL

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

ODISHA, INDIA

Examination & Quality Assurance strives to achieve a unique, student friendly, technology supported transparent, reliable and credible assessment and certification process. The University has a well-established and efficient examination management system where processes related to pre examinations, conduct of examinations, declaration of results and awards of degrees are controlled and monitored by a central examination cell in co-ordination with the Deans and campus examination cells.

The University has a well-established and efficient software called "Examination Management System (EMS)" for processing results and maintaining result related data. This user manual contains all essential information for the user to make full use of EMS. The manual describes the process CUTM follows to -

1. Generate debarred students list,
2. Generate admit cards & signature sheets,
3. Answer-book receiving & coding,
4. Mark entry & result processing,
5. Publication of result
6. Grade-sheet & final certificate generation.

For ease of operation CUTM has decentralized the processes pertaining to point no. 1, 2 & 5 in the campus ERP. The activities relating to point no. 3, 4 & 5 are being carried out centrally by EMS. The report will briefly discuss with relevant snapshots about the processes being carried out in ERP as well as in EMS.

1. **ERP system is in place (with no manual intervention) for**

   a. *Generation of admit cards and signature sheets.*
   b. *Generation of debarred list of students as per University Regulations for appearing examination*
   c. *Publication of results to help the students/ parents/ teachers to check the progress of the student.*

   a. Given below is a sample Exam Admit Card being generated from ERP. The exam admit card/ hall ticket gives the list of courses that the student had registered under a given semester.

Centurion UNIVERSITY

Shaping Lives...
Empowering Communities...

Admit Card / Hall Ticket

REGISTRATION NO	YEAR OF REGISTRATION	PROGRAM CODE	PROGRAM NAME
11212129N79425	2021	29	Master of Science in Cyber Security & Digital Forensics

SCHOOL NAME	School of Forensic Sciences, BBSR		
NAME OF STUDENT	Biswabhusan Pradhan		
CLASS ROLL NUMBER	212105290006	CLASS	Master of Science in Cyber Security & Digital Forensics - Sem 1
FATHER NAME			
DATE OF BIRTH	.	GENDER	Male
EXAM NAME	2021-22MSC(CS&DF)2021O1R(BBSR) Bhubaneswar		

STUDENT SIGNATURE

SUBJECT DETAILS

SUBJECT CODE	SUBJECT TITLE	DATE	TIME	SUPERVISOR SIGN
CUTM1618	PRINCIPLES OF INFORMATION SECURITY	07/03/2022	10:00AM-01:00PM	
CUTM1622	INTELLECTUAL PROPERTY RIGHTS	08/03/2022	10:00AM-01:00PM	
CUTM1619	DIGITAL FORENSICS	09/03/2022	10:00AM-01:00PM	
CUTM1621	CYBER CRIME INVESTIGATIONS	10/03/2022	10:00AM-01:00PM	
CUTM1620	COMPUTER NETWORKS	11/03/2022	10:00AM-01:00PM	

The blank student signature sheet is generated from ERP which contains details about the subject, students' registration numbers, photographs and names. The invigilator takes the students signature after checking the details during the examination.

9/6/2019

Class/Sec : B.Tech ME 7th Sem   Subject   : CCM2849 MACHINE DESIGN FF Academic Year :   2019-2020
Exam Name : 2014 20BTECH2016OTB Room No/Exam Date : AR-320/Unit Room   Exam Schedule Date / Time : 09.04.2019 10.00 AM-12.00 PM
Supervisor : -   Alternate Supervisor : -

Sr.No	Photo	Reg.No	Student Name	Batch	Student Seat No	A.B Number	Signature	Remark
1		1620116011D	SAI SARTHAK ROUT	2016	1600011601110	1468801	Sai Sarthak Rout	
2		1620116012	MD. ADIL HUSSAIN	2016	1603011601117	1468802	Md. Adil Hussain	
3		1620116014	ASHUTOSH MOHAPATRA	2016	1620116011 14	1468803	Ashutosh Mohapatra	
4		1620116011B	ASHWAS MOHANTY	2016	1603011601116	1468804	Ashwas Mohanty	
5		1620116019	PIYUSH KUMAR	2016	1600011601119	1468805	Piyush Kumar	
6		1620116120	ARCHISMAN MISHRA	2016	1603011601123	1468807	Archisman Mishra	
7		1620116122	URUSHKESH CHAMPATI	2016	1603011601122	1468817	Hrushikesh Champati	
8		1620116123	SUBHAJYOTI DAS	2016	1603011601123	1468810	Subhajyoti Das	
9		1620116124	AKASH MONDAL	2016	1603011601123	1468811	Akash Mondal	
10		1620116125	DIPTI RANJAN JENA	2016	1603011601123	1468809	Dipti Ranjan Jena	
11		1620116126	SANJEEV KUMAR ROUT	2016	1603011601126	1468812	Sanjeev	
12		1620116127	ASHISH KUMAR MAHANTA	2016	1603011601127	← ABSENT →		
13		1620116128	SHANKAR KUMAR TUDU	2016	1603011601128	1468815	Shankar L Tudu	
14		1620116129	JYOTIRANJAN SAHOO	2016	1603011601129	1468813	Jyoti Ranjan Sahoo	
15		1620116131	TUSHAR BEHERA	2016	1603011601131	1468806	Tushar Behera	
16		1620116132	PRABIR BEHERA	2016	1603011601132	1468808	Prabir Behera	
17		1620116134	SOUMYA KANTA PADHI	2016	1603011601134	1468819	Soumyakanta Padhi	
18		1620116135	RAJESH KUMAR MALLICK	2016	1603011601135	1468818	Rajesh kumar Mallick	
19		1620116136	GOUTAM PATRA	2016	1603011601136	1468818	Goutam Patra	
20		1620116138	SIDHARTH PATTNAIK	2016	1603011601138	1468814	Sidharth Pattnaik	

NAME OF INVIGILATOR & SIGNATURE   SIGNATURE OF CENTRE SUPERITENDENT

Gitanjali Nayak.

ABSENT COUNT   01
PRESENT COUNT   19
TOTAL COUNT   19

b. Students are debarred to appear the examination if they do not fulfill the minimum attendance requirement for appearing for examinations. ERP generates debarred list of such students as per University Regulations for appearing examination. A snapshot of the report is given below for reference:

Class/Div	:	Bachelor of Pharmacy Sem 1 Sec-A	Subject	:	BPHT1101 HUMAN ANATOMY & PHYSIOLOGY I PP	Academic Year	:	2019-2020
Exam Name	:	2019-20BPHARM2019O1R	Room No/Room Desc	:	AR-307/Class Room	Exam Schedule Date / Time	:	26/11/2019 /02:00-PM 05:00-PM
Supervisor	:	-	Alternate Supervisor	:	-			

#Sr.No	Photo	Reg.No	Student Name	Batch	Student Seat No	A.B Number	Signature	Remark
1	☐	191516100001	RAHUL KUMAR DEY	2019	191516100001			
2	☐	191516100002	ASHUTOSH KUMAR GUPTA	2019	191516100002			
3	☐	191516100003	CHANDAN CHAKRABORTY	2019	191516100003			
4	☐	191516100004	SUBHANKAR MAITY	2019	191516100004			
5	☐	191516100005	JOY PRADHAN	2019	191516100005			
6	☐	191516100006	SAMIA MALIK	2019	191516100006			
7	☐	191516100007	SAYAN SAMANTA	2019	191516100007			

c. Semester results are made available in the student ERP ID to help the students/ parents/ teachers to check the progress of the student as given below:

Centurion University of Technology and Management

School of Engineering & Technology, Bhubaneswar

Bhubaneswar Campus

Provisional Grade Sheet

Student Regd. No : 160301120132
Student Name : SUNIT KUMAR PATTNAIK
Course : B.Tech Computer Science
Batch : 2016
Branch : Computer Science
Semester : 5th Sem

SL.NO	SUB.CODE	SUBJECT	TYPE	CREDIT	GRADE
1	CCCS0106	INTRODUCTION TO THEORY OF COMPUTATION	THEORY	3	S
2	CCCS0901	OPERATING SYSTEM	TPP	7	B
3	DEAR0241	INTRODUCTION TO UNITY GAME ENGINE	PRACTICAL	4	C
4	DEST0231	ADVANCED PROGRAMING IN C	PRACTICAL	5	C
5	DEST0432	CORE JAVA	BOTH	5	B
6	FCEN0203	SIGNALS & SYSTEMS LAB.	PRACTICAL	2	A
7	FCHU0211	LIFE SKILLS DEVELOPMENT-II	PRACTICAL	2	C

Total Credits : 28   **Credits Cleared : 25**   **SGPA : 5.92**   **CGPA : 7.01**

Date : 04-Aug-2019   **Prof. In charge of Exam cell**
                                                           CUTM, Bhubaneswar Campus

2. **Complete processing, compilation and declaration of result has been automated in EMS which has helped in**
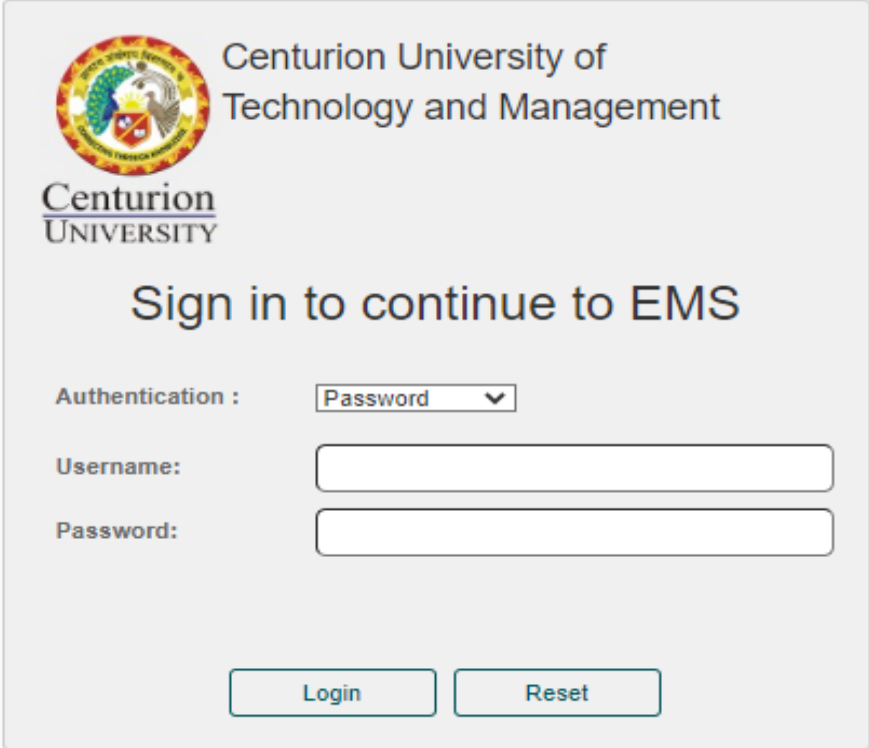   a. *Fast and error free compilation of results.*
    b. *Real time database*
    c. *Generation of consolidated grade-sheets after publication of results*

Given below the snapshots of some of the important features of EMS used for processing result and generation of academic transcripts.

EMS Portal Login:

Open Browser
Enter the URL : http://ems.cutm.ac.in/emsclient/index.html#

Then enter the Username & Password and click the login button to enter into the portal.
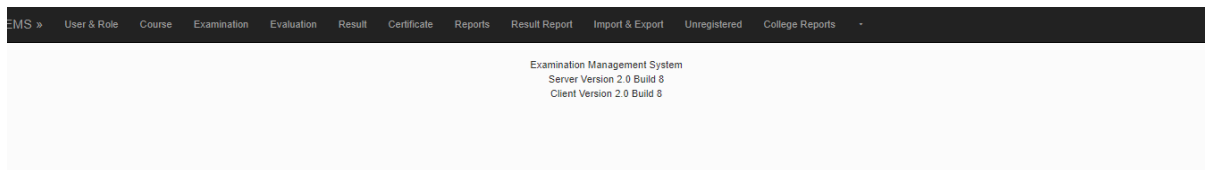
a. Compilation of results

Processing of result involves a series of activities i.e. receiving answer-books, coding to maintain confidentiality during evaluation process, mark entry, computing grades etc. A brief description of the processes involved as well as the corresponding screenshots is given below for reference.

Answer Booklet Receiving Screen:

After the completion of examination, answer sheets are collected in a sequence. Answer sheets of specific numbers are collected together campus wise and sent to the E&QA cell for evaluation. E&QA receives the Answer Booklets in bundles.

Room Name	Page#	Status	Total	No Of AB	Actions
1. MD-316	1	Received	20	18	VIEW
2. MD-314	1	Received	20	20	VIEW
3. MD-313	1	Received	20	20	VIEW

Masking Answer Booklets

During the centralized evaluation process each and every answer sheet is evaluated by the evaluator. In-order to maintain the secrecy and impartial evaluation each answer sheet in assigned with a coded number (barcode), which is tagged against a student's registration number.

Mark Entry

After the evaluation the mark is entered into the system using double entry to minimize errors.

Mark Entry

Exam Name:	2021-22BBA2020O3R
Subject :	CUTM1218 - HUMAN RESOURCE MANAGEMI
College :	School of Management, Bhubaneswar
Subject Type:	THEORY
Rack Code:	001-CUTM1218-2021-22BBA2020O3R
Rack Code Status:	TAGGING VERIFIED

Marks

S.No.	Barcode	Max Marks
1	21205429	
2	21205430	
3	21205431	
4	21205432	
5	21205433	
6	21205434	
7	21205436	

Save   Cancel

Grading Systems

CUTM follows absolute grading system having grace mark provisions. A committee comprising the VC, Controller of Examination and Deans review and approve the result for publication.

b. **Real time database**

After publication of results, student records are updated on real time basis in the system which enables to identify the all clear as well as backlog status of the students.

Exam Name: 2017-18MBA(ABM)2017E2R
Program: MBA(ABM)
Term: 2
Grading Absolute

SI No	Registration_No	Branch	Subject_Code	Subject_Name	Type	Barcode	Internal_mar	External_Ma	Sub Total	Grace_Mark	Total	Grade
1	170202140008	ABM	MBDM1202	OPERATION RESEARCH	Theory	NA	0	null	0	0	0	S
2	170202140004	ABM	MBDM1202	OPERATION RESEARCH	Theory	NA	0	null	0	0	0	S
3	170202140007	ABM	MBDM1202	OPERATION RESEARCH	Theory	NA	0	null	0	0	0	S
4	170202140001	ABM	MBDM1202	OPERATION RESEARCH	Theory	18009967	45	25	70	0	70	A
5	170202140006	ABM	MBDM1202	OPERATION RESEARCH	Theory	18009971	46	29	75	0	75	A
6	170202140005	ABM	MBDM1202	OPERATION RESEARCH	Theory	18009970	45	30	75	0	75	A
7	170202140003	ABM	MBDM1202	OPERATION RESEARCH	Theory	18009969	46	31	77	0	77	A
8	170202140002	ABM	MBDM1202	OPERATION RESEARCH	Theory	18009968	50	33	83	0	83	E
9	170202140004	ABM	MGAM1201	RESEARCH METHODS	Theory	NA	0	null	0	0	0	S
10	170202140008	ABM	MGAM1201	RESEARCH METHODS	Theory	NA	0	null	0	0	0	S
11	170202140007	ABM	MGAM1201	RESEARCH METHODS	Theory	NA	0	null	0	0	0	S
12	170202140001	ABM	MGAM1201	RESEARCH METHODS	Theory	18024086	27	26	53	0	53	C
13	170202140006	ABM	MGAM1201	RESEARCH METHODS	Theory	18024090	42	31	73	0	73	
14	170202140003	ABM	MGAM1201	RESEARCH METHODS	Theory	18024088	49	24	73	0	73	
15	170202140002	ABM	MGAM1201	RESEARCH METHODS	Theory	18024087	48	30	78	0	78	A
16	170202140005	ABM	MGAM1201	RESEARCH METHODS	Theory	18024089	50	32	82	0	82	
17	170202140007	ABM	MGAM1202	SOCIETAL ANALYSIS & RURAL INSTITUTIONS	Theory	NA	0	null	0	0	0	S
18	170202140008	ABM	MGAM1202	SOCIETAL ANALYSIS & RURAL INSTITUTIONS	Theory	NA	0	null	0	0	0	
19	170202140004	ABM	MGAM1202	SOCIETAL ANALYSIS & RURAL INSTITUTIONS	Theory	NA	0	null	0	0	0	S
20	170202140001	ABM	MGAM1202	SOCIETAL ANALYSIS & RURAL INSTITUTIONS	Theory	18024081	30	19	49	0	49	D

c. **Generation of consolidated grade-sheets and academic transcript**

Consolidated grade-sheets, provisional and degree certificates are generated from the system and printed on pre-printed stationery for issuance to students. Given below some sample transcripts for reference:

| Regd. No.: | 170402100002 | Name: | JAY PRAKASH SINGH | Batch: | 2017-19 | Aadhaar No.: | 2300 7123 9102 |

SCHOOL OF MANAGEMENT Programme: **MASTER OF BUSINESS ADMINISTRATION** Specialization: **MARKETING & DIGITAL MARKETING**

1st Semester

Sl.No.	Subject Code	Subject Name	Credit	Grade
1	MBDM1104	QUANTITATIVE TECHNIQUES	4	A
2	MGGM1101	EVOLUTION OF MANAGEMENT THOUGHT	2	B
3	MGGM1102	BASIC COMMUNICATION SKILLS	4	B
4	MGGM1104	MANAGERIAL ECONOMICS	4	C
5	MGIT1101	MANAGERIAL COMPUTING	2	C
6	MGFM1101	ACCOUNTING FOR MANAGERS	4	A
7	MGMK1101	MARKETING MANAGEMENT	4	C
8	MGGM1105	ORGANIZATIONAL BEHAVIOUR	4	B

Total Credit: 28 SGPA: 6.92 CGPA: 6.92

2nd Semester

Sl.No.	Subject Code	Subject Name	Credit	Grade
1	MGIT1202	MANAGEMENT INFORMATION SYSTEM	2	A
2	MBDM1202	OPERATION RESEARCH	2	B
3	MGGM1206	COMMUNICATION PERSPECTIVE OF MANAGEMENT	2	A
4	MGHR1201	HUMAN RESOURCE MANAGEMENT	4	C
5	MGGM1207	MANAGEMENT & MARKET RESEARCH	4	A
6	MGFM1202	FINANCIAL MANAGEMENT	4	A
7	MGOM1201	PRODUCTION & OPERATIONS MANAGEMENT	4	D
8	MGGM1208	ECONOMIC ENVIRONMENT OF BUSINESS	4	B
9	MGGM1212	INDIAN SOCIETY & CULTURE	2	C
10	MGGM1210	APTITUDE CAREER ENHANCEMENT-I	1	B

Total Credit: 27 SGPA: 6.93 CGPA: 6.92

3rd Semester

Sl.No.	Subject Code	Subject Name	Credit	Grade
1	MBDM2203	SOCIAL MEDIA MARKETING	4	A
2	MBDM2206	BRAND PLANNING & CONSUMER INSIGHTS	4	B
3	MGGM2318	STRATEGIC MANAGEMENT & ETHICS	4	B
4	MGMK2302	SALES & DISTRIBUTION MANAGEMENT	4	A
5	MGOM2302	LOGISTICS & SUPPLY CHAIN MANAGEMENT	2	B
6	MGMK2306	BRAND MANAGEMENT & MARCOMM	4	B
7	MGGM2314	CAREER COMMUNICATION & PROFESSIONAL SUCCESS LAB.	2	B
8	MGMK2314	CUSTOMER RELATIONSHIP MANAGEMENT	2	A
9	MGMK2313	SERVICES MARKETING	2	B
10	MGGM2317	APTITUDE & CAREER ENHANCEMENT-II	1	A
11	MGGM1211	SUMMER INTERNSHIP PROGRAM	4	C

Total Credit: 33 SGPA: 7.21 CGPA: 7.03

4th Semester

Sl.No.	Subject Code	Subject Name	Credit	Grade
1	MBDM2208	MOBILE & E-MAIL MARKETING	4	A
2	MBDM2212	ONLINE REPUTATION MANAGEMENT	4	A
3	MGGM2315	LEGAL ENVIRONMENT FOR ENTERPRISE	2	B
4	MGGM2316	PROJECT MANAGEMENT	4	D
5	MGMK2311	DIGITAL MARKETING	2	A
6	MGMK2315	RETAIL MANAGEMENT	4	C

Total Credit: 18 SGPA: 6.90 CGPA: 7.00

Culture, Sports and Responsibility : B

Checked by

Note: Marks in % is final CGPA x10

Dy. Director (E&QA)

Director (E&QA)

JAY PRAKASH SINGH

having fulfilled the academic requirements successfully

during the academic year 2018-19

has this day been admitted by the

Governing Body

to the Degree of

Master of Business Administration

in

Marketing & Digital Marketing

Given under the seal of the University

6th December, 2019

GRADE SHEET PRINTED ON THE STATIONARY

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA

(Estd. Vide Odisha Act 4 of 2010 & u/s 2 (f) of UGC Act, 1956)

ACADEMIC TRANSCRIPT

Regd. No.: 170301120006   Name: SANGRAM KESHARI SAHOO   Batch: 2017-21   Aadhaar No.: 4131 1521 4714

SCHOOL OF ENGINEERING AND TECHNOLOGY   Programme: BACHELOR OF TECHNOLOGY   Branch: COMPUTER SCIENCE & ENGINEERING

1st Semester

Sl.No.	Subject Code	Subject Name	Credit	Grade
1	FCBS0101	ENVIRONMENTAL SCIENCE	3	B
2	FCBS0103	LINEAR ALGEBRA & VECTOR CALCULUS	3	C
3	FCBS0406	OPTICS & OPTICAL FIBRES	4	C
4	FCEN0402	INTRODUCTION TO PROGRAMMING IN C	5	A
5	FCHU1201	FOUNDATIONS OF ENGLISH COMMUNICATION	2	O

Total Credit: 17   SGPA: 7.23

CGPA: 7.23

2nd Semester

Sl.No.	Subject Code	Subject Name	Credit	Grade
1	FCBS0102	DIFFERENTIAL EQUATIONS	3	D
2	FCBS0405	BASIC MECHANICS & PROPERTIES OF MATTER	4	B
3	FCEN0404	DATABASE MANAGEMENT SYSTEM	5	A
4	FCMG0103	MANAGEMENT PROCESSES & OB	2	C
5	CCCS0401	DATA STRUCTURES USING C	5	A
6	FCHU1202	COMMUNICATIVE PRACTICE LAB-I	2	E
7	FCHU0210	LIFE SKILLS DEVELOPMENT-I	2	A

Total Credit: 23   SGPA: 7.34

CGPA: 7.30

3rd Semester

Sl.No.	Subject Code	Subject Name	Credit	Grade
1	FCBS0106	DISCRETE MATHEMATICS	3	C
2	FCEN0108	WORKSHOP TECHNOLOGY	3	A
3	FCEN0403	OBJECT ORIENTED PROGRAMMING USING C++	5	B
4	CCCS0104	COMPUTER NETWORKING	3	C
5	CCCS0106	INTRODUCTION TO THEORY OF COMPUTATION	3	B
6	CCCS0403	ADVANCE DATABASE MANAGEMENT SYSTEM	6	A
7	FCHU1204	COMMUNICATIVE PRACTICE LAB-II	2	E
8	FCEN0213	WORKSHOP TECHNOLOGY PRACTICE	2	O

Total Credit: 27   SGPA: 7.48

CGPA: 7.37

4th Semester

Sl.No.	Subject Code	Subject Name	Credit	Grade
1	ENFC0412	PROGRAMMING FOR PROBLEM SOLVING-JAVA	3	C
2	FCEN0104	DIGITAL ELECTRONIC CIRCUITS	3	C
3	CCCS0103	COMPUTER ORGANIZATION	3	A
4	CSCC0404	DATA ANALYTICS	3	A
5	FCHU1206	IT ENABLED COMMUNICATION	2	E
6	FCHU1207	CAREER COMMUNICATION	2	E
7	FCHU1208	PERSONALITY DEVELOPMENT	2	E
8	CCCS0302	PROJECT-I	2	E
9	FCEN0201	INTRODUCTION TO INTERNET TECHNOLOGY	3	A
10	FCEN0204	DIGITAL ELECTRONIC CIRCUITS LAB.	2	E

Total Credit: 25   SGPA: 7.92

CGPA: 7.52

P.T.O

5th Semester

Sl.No.	Subject Code	Subject Name	Credit	Grade
1	DECT0901	BUILDING OF CLOUD INFRASTRUCTURE	5	A
2	DEES0417	LINUX SYSTEM PROGRAMMING	4	C
3	DEST0401	ORACLE DATABASE ADMINISTRATION	4	A
4	CCCS0402	DESIGN & ANALYSIS OF ALGORITHMS	6	B
5	CSCC0406	OPERATING SYSTEM PROGRAMMING	3	B
6	CCCS1401	MODERN TRENDS IN COMPUTING (WORKSHOP/SEMINAR)	1	E
7	FCHU1211	CREATIVE WRITING	2	B
8	CCCS0303	PROJECT-II	2	A
9	CSCC0201	ADVANCED WEB TECHNOLOGIES	3	C

Total Credit: 30   SGPA: 7.20
CGPA: 7.44

6th Semester

Sl.No.	Subject Code	Subject Name	Credit	Grade
1	DECD0601	CLOUD TECHNOLOGY	20	A
2	CUSE1235	ANIMATOR	4	E

Total Credit: 24   SGPA: 8.16
CGPA: 7.56

7th Semester

Sl.No.	Subject Code	Subject Name	Credit	Grade
1	CUCT2030	AWS SOLUTION ARCHITECT (SAA-C02)	6	E
2	CUTM1019	MACHINE LEARNING USING PYTHON	4	O
3	CUTM1024	IT INFRASTRUCTURE MANAGEMENT	6	E
4	CUDM0301	PROJECT	10	O
5	CUTM1905	INTERNSHIP	2	O
6	CUTM3115	DIGITAL PAINTING	4	E

Total Credit: 32   SGPA: 9.50
CGPA: 7.91

8th Semester

Sl.No.	Subject Code	Subject Name	Credit	Grade
1	CUCT2031	AWS DEVELOPER (DVA-C01)	6	O
2	CUTM3114	ADOBE TOOLS & ILLUSTRATIONS	4	E

Total Credit: 10   SGPA: 9.60
CGPA: 8.00

Culture, Sports and Responsibility : C

Checked by

Dy. Director (E&QA)

Director (E&QA)

Note : 1. O = 10 (>=90), E = 9 (80-89), A = 8 (70-79), B = 7 (60-69), C = 6 (50-59), D = 5 (40-49), F = 2 (<40)

2. Percentage of Marks = CGPA x 10

PROVISIONAL CERTIFICATE PRINTED ON THE STATIONARY

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA

(Estd. Vide Odisha Act 4 of 2010 & u/s 2 (f) of UGC Act, 1956)

Provisional Certificate

This is to Certify that

SANGRAM KESHARI SAHOO

bearing Registration Number

170301120006

Of

School of Engineering and Technology

has successfully completed the prescribed requirements for the award of

Bachelor of Technology

in

Computer Science & Engineering

in the year **2020-21**

Dated : 25th June, 2021

Deputy Director
(Examinations)

FINAL CERTIFICATE PRINTED ON THE STATIONARY

Reg. No. 170301120006

Sl. No. 0169/01-17/2021

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA

Centurion
UNIVERSITY

(Estd. Vide Odisha Act 4 of 2010 & u/s 2 (f) of UGC Act, 1956)

SANGRAM KESHARI SAHOO

having fulfilled the academic requirements successfully

during the academic year 2020-21

has this day been admitted by the

Governing Body

to the Degree of

Bachelor of Technology

in

Computer Science & Engineering

Given under the seal of the University

Dated: 26th November, 2021

Vice Chancellor

Cloud Based Education Management Software Solutions (ERP)

Centurion University of Technology and Management

1. About iCloud EMS:

- Automation of your institute using multi user web-based ERP solution independent manner
- 35+ modules to available meet academic, administrative, financial and communication need student enrolling and teaching option choices CloudEMS helps you address you Institute's Critical pain points:
- Accurately and timely address academic and financial information scarcity
- Appropriate reporting to the principal and management for efficient decision making
- Effective utilization of teachers by reducing administrative load

1.1. iCloudEMS Modules : An Overview

1.2. CloudEMS : N-Tier Architecture & Technology

- Front End : PHP & J2EE
- Database :MySql
- Webserver : Apache
- Operating System :Linux, Windows, Firefox, Chrome, Internet Explorer
- CloudEMS is a open source technology focused product – other options
- In addition to the above mentioned can be incorporated, compatible with SOA and various third party solutions
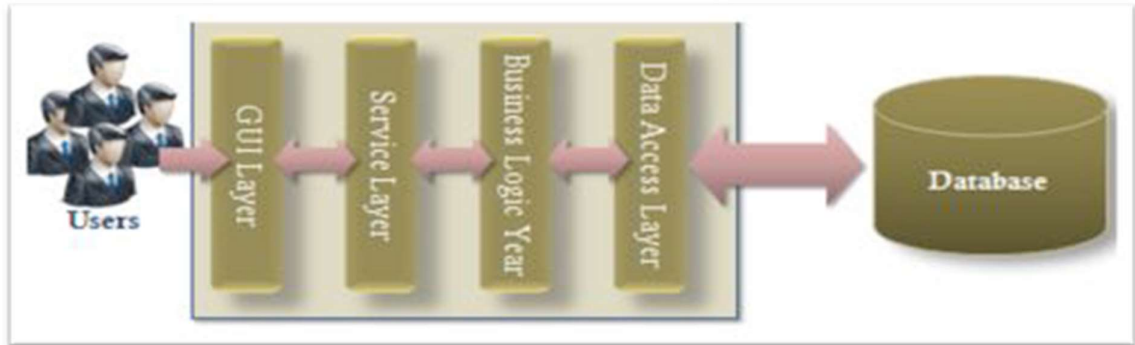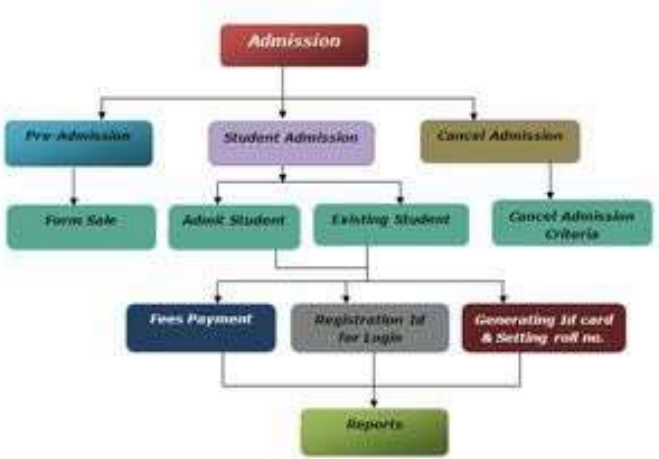

Benefits:

- Maintainability, Flexibility, Scalability, Reliability
- Performance, Transaction Concurrency, High volume transactions
- Handle Concurrent Users/Database Growth, Secured Transactions (Tokenization)
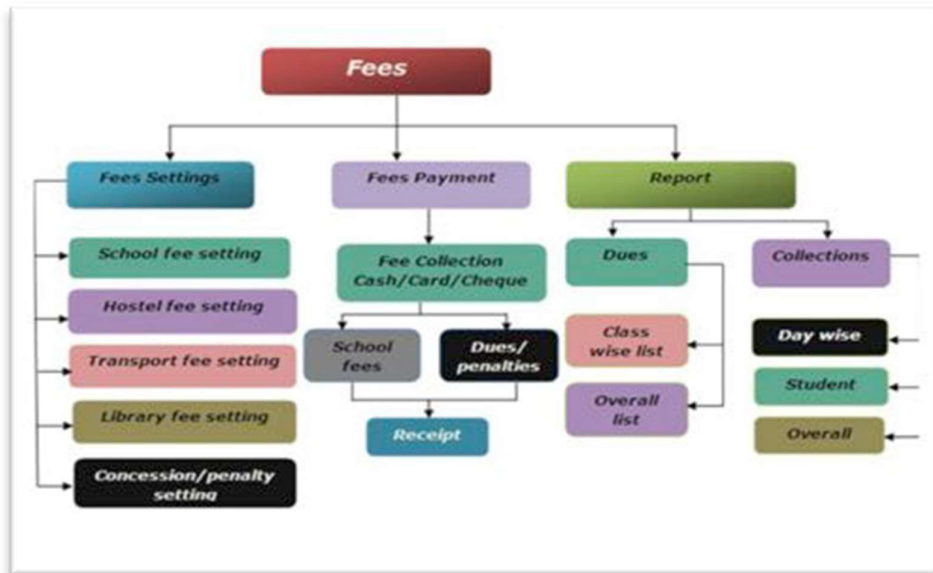- Open Source Technology, Better Load Management
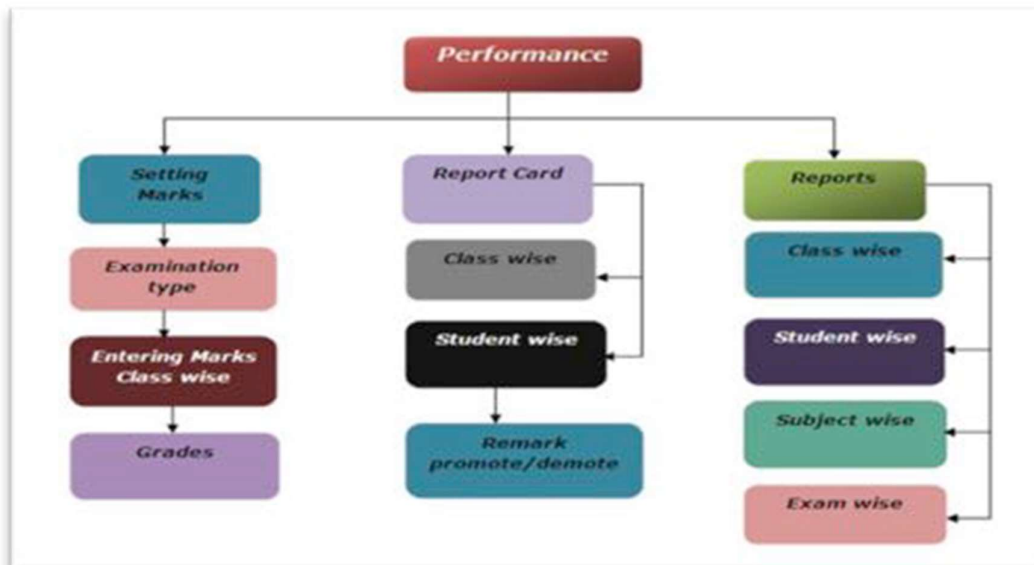
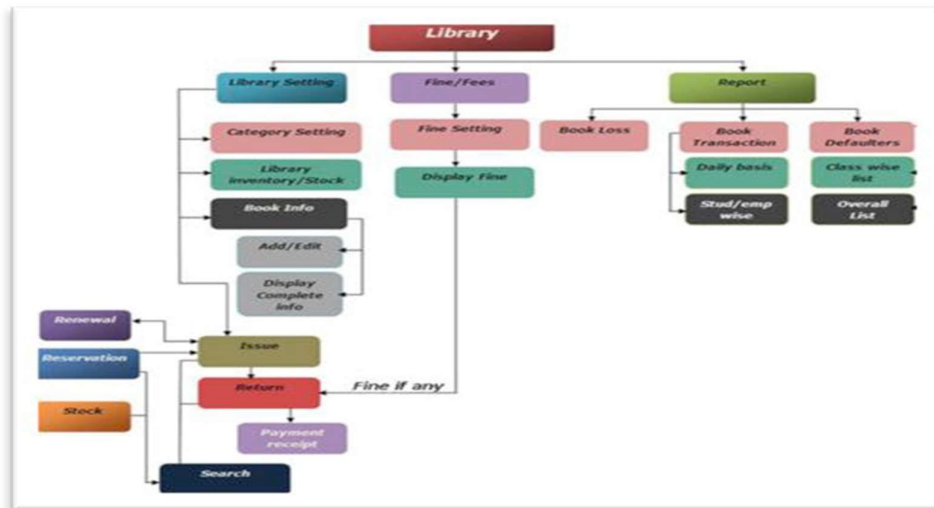## 1.3. iCloudEMS : Modules & Workflow

☐ **Admission**
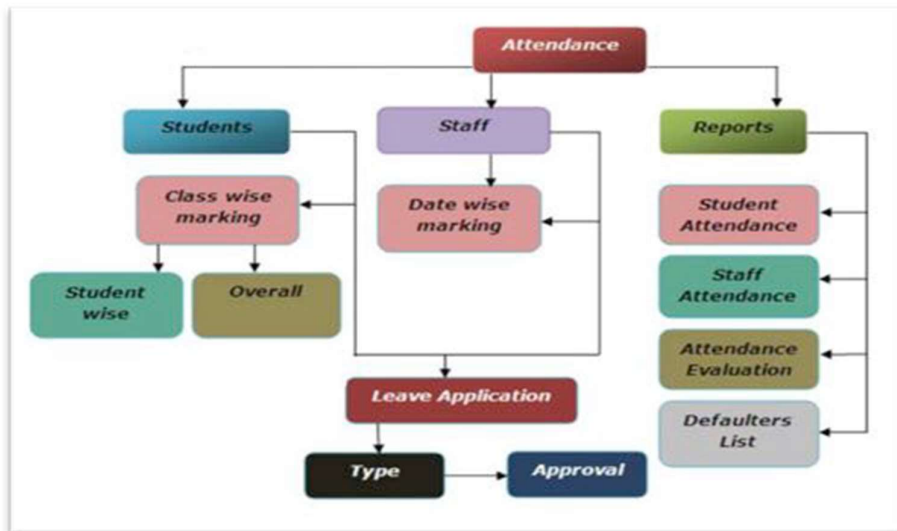
- **Fees**

- **Performance**
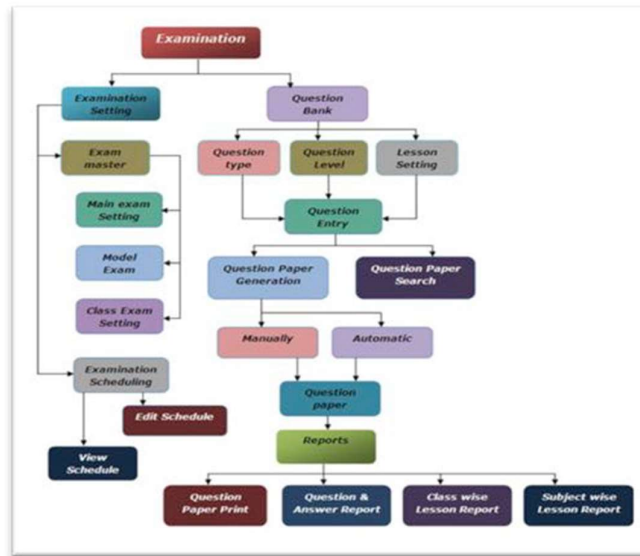
- **Library**

- **Attendance**

- **Examination**

1.4. CloudEMS : Modules & Workflow

2. Detail Scope

The scope of this proposal is to customize and implement Application Software to suit the requirement of the Institute. The scope also includes Reports, Utility and Administration Modules.

The detail scope of the proposal is as follows:

2.1. Student Management

☐ Add new student details (Unique ID to every newly admitted/existing student).
☐ Edit student details.
☐ Batch allotment.
☐ Batch shifting.
☐ Add student attendance.
☐ Personal Tutor allotment.
☐ Facility to scan and store compulsory documents.
☐ Photograph can be stored.
☐ Previous academic record.
☐ Address details such permanent, correspondence, guardian etc.
☐ Parent local guardian details.
☐ Academic fee receivable generation at the time of admission.
☐ Other fee charges can be made applicable.
☐ Online Registration/Admission
☐ Student Time Table.
☐ Result status can be defined such as Passed, Failed, Resit…etc.
☐ Award Transfer.
☐ All Student Scholarship report.
☐ Keeps track of student's attendance in class. Generates defaulter list as per predefined parameters.
☐ Accepts fees and generates fee receipts. Maintains individual fee-head ledger. Displays up- to- date fee status.
☐ Creates useful MIS reports like daily fees received, outstanding amount, defaulter list… etc.

2.2. Employee Management

☐ Unique ID to every employee with Unique Username and Password for Login facility provided in Software.
☐ All the transactions are recorded, against the ID only.
☐ Grade wise, designation wise allocation.

☐ Working types such as permanent, temporary and part time etc.
☐ Personal Information.
☐ Facility to scan and store Compulsory Documents.
☐ Office information covers department, Job profile, grade, etc.

- Photograph of the employee.
- Complete Qualifications details.
- Previous experience.
- Multiple address details such as permanent, correspondence.
- Family Details.
- Processes salary of employees based on configurable components. Employees can view salary slip.
- Generates the required financial and management Ad-Hoc reports as per predefined format.

2.3. Examinations and Boards

- Generating Students Mark sheets.
- Generating Students' Exam attendance Sheet
- Examination Time Table
- List of Students with Extenuating Circumstances (EC)
- List of Students with Suspected plagiarism (SPL)
- Generating module assessments sheets to be ready for assessment boards
- Generating Students Scripts for Awards boards
- Online results (Conditional to Fee clearance)
- Student Appeal
- Generating Certificates for graduated Students (Bachelor and Diploma)

2.4. Web Portal

- New system should has a Partial Replication component between local Database Server and Web Database Server
- Control panel to manage web portal
- Dynamic news interface
- Student Profile
- Student's modules (integrated with MOODLE)
- Student messages from the tutor
- Student financial status
- Student timetable

- Allowing student to register
- Allowing student to fill any form
- Allowing student to access library database
- Allowing tutor to manage his modules (attendance / marking)
- Integration component with mail server
- FTP access
- Extranet access for Student

2.5. Course Management System

- Create accounts for unlimited faculties
- Create accounts for unlimited modules for each faculty
- Assign more than one teacher for each module
- Assign more than one location for each module (lab/classroom/Hall …)
- Flexibility with marking system
- Ability to export any module configuration to MOODLE
- Ability to enroll bulk student

2.6. Finance Management

- General ledger
- Analytical ledger
- Account receivable
- Account payable
- Fixed asset A/C
- Debit note/ Credit note/ Journal entry
- Bank reconciliation
- Purchase invoices linked to Goods Receipt and Purchase Order
- Purchase orders
- Purchase prices
- Budgets
- Purchase suggestion
- Purchase statistics
- Order statistics
- Student Fees:Full sponsored / Partial sponsored / Self-Paid Students
- Staff salary.

2.7. Attendance

- Lecturer view/Edit for student attendance (daily, weekly, monthly).
- Average Attendance per subject report
- Average Attendance per class report
- Student Attendance chart per subject report
- Student Attendance per day report
- Attendance completion per Teacher report
- Attendance completion per class report
- Absence Summary report
- Issuing warning letters for students as per predefined criteria

2.8. Alumni Students

- Admission details
- Student details
- Facility to scan and store Compulsory Documents such as Address Proof, ID proof etc
- Photograph can be stored
- Previous academic record
- News & notices
- Alumni allocation/availability details
- Alumni current job
- Syllabus
- Alumni update information
- Report of all alumni information

2.9. Library Management

- Book Master Table:Book Unique ID / Book Author Name / Book category / Book sub category / Publisher / Supplier / More book details / Add new books / magazines / Journals / reference books / CD's / DVD's / e-books
- Fine Master:Fine creation according to member types like student, staff, visitor etc
- List of members:Students / Staff / Visitors
- Transaction Master: Issue books / Return books / Fine management / Book submission expiry & renewal reminder

- Reports:Library stock report / Student library report / Category library report / Issued books / Fine collected / Reserved books / Subject-wise / Author-wise / year- wise reports
- Download reports in excel format
- Quick search engine (By different entity details).
- Lost / Stolen book management
- RFID's / Smart Cards integration
- Barcode printing for books (Issue, Return)
- Maintain outstanding Purchase Order
- Receive Stock Against Purchase Orders
- Reports
- RFID Integration for Stock Take and Other
- Mobile App Integration for Renew Request
- Paytm & UPI Integration for Fine and other Amount.
- Periodicals Transactions
- Book Search
- 50+ Reports on Accession Register,Stock Take, Daily Transactions etc.

2.10. Hostel Management

- Dashboard
- Rules
- Maps
- Administrator & Staff Details
- Guests
- Time Table
- Committee Management
- Events Management
- Rooms & Bed Allocation
- Weekly & Daily Menu
- Hostel & Mess Accounts
- Asset Management
- Feedback
- Grievance Module
- Emergency Contact
- Health Records
- Notifications

2.11. Cafeteria Management

- Complete Mobile Based Cafeteria Ordering
- Mobile/Tablet Based Order Processing
- Cashless Transactions

2.12. Cashless Transaction Across Campus

- Cashless Transactions on Fees
- Payroll Processing
- Supplier Payments
- Hostel Transactions
- Cafeteria Transactions

2.13. eLearning & CMS

- Course Creation
- Content, Comunication and Collabration
- Virtual Classroom
- Feeds
- Outcome Statements Linking
- Assignments
- Mobile Apps Integration

2.14. Booking Site

- Deals
- Booking Halls, Events etc.
- Feedback
- Social Media Integration
- Search Facility
- Check In, Checkout Facility

3. Implementation Methodology

3.1. Approach

The implementation methodology ensures that the:

☐ The software is put to use quickly, thus allowing the institute to get the expected results faster.
☐ All the users of the system are properly trained in all the aspects of the system.
☐ There is a smooth transition from the old way of working to the new IT enabled working, and the users start using the system independently

Following tasks are involved in the implementation:

- Collection of master data: This involves making decision about various categories of the course, subject etc., and collecting other master information which would be used during the one time master entry that takes place immediately after installation.
- Responsibility matrix: This will define the access to be given to each person in the organization as per his hierarchy in the organization.
- Initial master data entry: This will be carried out by respective users under the guidance of implementation team.
- Data Migration: Some master data from older systems can be transferred to the new system provided it is consistent.
- Initial Transaction Entry: Once the masters are set up and the system is ready to use, student transactions will be started preferably from First semester / year of the courses and a new academic instance on the system with the help from implementation team. Hands on training will be carried out during this exercise.

3.2. BPA/GAP Analysis

Upon getting your order, this is the first step carried out by us.

☐ Our team consisting of senior analysts will study and understand various functions of your Institute, documents and reports.
☐ Software prototype for the relevant modules will be shown to the users.
☐ The (standard formats) reports / forms provided by the system will be matched against the user reports / forms. The standard formats will be shown to the user and his approval for using that format is obtained.
☐ Wherever users are keen on using their custom formats instead of standard system formats, the document / report will be added to customization requirements.

☐ Changes or additional requirements, which are not being met by the present software, will be handled by a separate customization project.

3.3.   Installation

☐ The Institute will give an installation clearance after ensuring that the computers are ready in all respects for installation of the software.
☐ Upon receiving such clearance, installation team would install the application software on each of the machine designated by the client. The team will not install any system software, antivirus, MS Office or any other software that is not supplied by CNV.
☐ After completion of installation, the installation team will demonstrate that the software is being executed by clicking on the icon on the desktop, and an installation signoff will be obtained from the customer.

3.4.   Training

☐ The training team can provide multiple training sessions at multiple locations.
☐ The Institute should organize computers and audiovisual equipment sufficient to train the number of users attending the training. The training dates would be mutually decided and conveyed to trainees and trainers.
☐ Upon receiving such communication, trainers would conduct the programs as per the schedule. During this program, the trainees would only be trained on Campus application software and not on Windows, MS Office or any other software.
☐ After completion of each training capsule, training sign off would be obtained.

3.5.   Implementation

Implementation consultants would conduct a handholding session for each module and for each form, during which sample entries are made and its effect on the overall working are shown.

Implementation will involve consultancy at three levels. Principal consultants will provide business-modeling inputs while the senior consultants will handle the project planning and control. Implementation executives will be responsible for tasks related to installation, training and master data preparation. The estimates of services required and implementation charges will be applicable as per the rates mentioned in the commercial proposal.

3.6.   **Data Entry**

Data entry operators would enter the manual data into the system, or would correct and modify the data received through the data migration activities.

3.7.   **Data Migration**

Consultants for data migration would help the client define the migration strategy and would also write the required routines to transfer the data.

3.8.   **Customization**

Any new software development, additional modules, modification of source code or database structure will be outside the scope of the project and can be carried out by CNV at an extra cost.

4. Infrastructure

We Host our Application on world Class data centers, which are centrally managed for a consistent environment across all our markets. Built to the highest global standards such as TIA 942 Standard at Tier III to deliver a secure, reliable, and resilient infrastructure.

For On Premises Installations, Application will be hosted on Hardware provided by Client.

5. Service definition and escalation

In order to provide the timely service to customer, service provider expect to attend the service calls as per definition mentioned below:

Incident Severity	Measurement Response Time (Business Hours)	Identification / Resolution Time (Business Hours)	Target (Green)	(Yellow)	(Red)
Priority 1	2	6	95%	93%	90%
Priority 2	4	10	95%	93%	90%
Priority 3	8	16	96%	90%	85%
Priority 4	24	72	96%	90%	85%

6. Module List in Details as mentioned below: List of Modules in the Basic Package

Sr	Module Names
1	Institute Management & Branch Management
2	Pre-Admission/ Enquiry Management
3	Campaign Management
4	Admission Management
5	Student Information Management
6	Fee & Financial Management
7	Program Management
8	Course Management

9	Time Table Management
10	Attendance Management & Monitoring
11	Examination & Mark sheet Management
12	College Calendar Management
13	Assignment & Home Works Management
14	Certificate & Document Module (LC, Bonafied, Experience Certificate and lots more)
15	Resource &Infrastructure Management
16	Course Completion Module
17	SMS, Email, Messaging Engine
18	Student Portal
19	System Admin
20	Dashboard
21	Faculty Portal
22	Reports
23	Integration with Tally
24	Leave Management
25	HR & Payroll
26	Staff Profile
27	Teachers Academic Diary
28	ISO Module
29	Online Examination
30	Training & Placement
31	Library Management
32	Inventory Management
33	Procurement Management
34	Course Outcome/ Program Outcome Reports for NBA & NAAC Accreditation
35	Mid Term/ End Term Analysis Reports

36	Hostel Management
37	Cafeteria Management
38	Cashless Transaction Across Campus
39	eLearning & CMS
40	Booking Site