



Centurion
UNIVERSITY
Shaping Lives...
Empowering Communities...

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 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 [👁](#)

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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. 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 navigation bar with "FacultyAdviser Communication", "Share Post", "Assigned Student" (highlighted with a red box), and "Reports". A "Table view" button is also present. Below this, it states "Total students assigned : 69".

The "Basic Details" section for a student is shown:

| | |
|---------------|-------------------------|
| 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 profile picture of the student. Below the details, there is a "View More Details" link and a search bar labeled "Search For Students". A "View Attendance" link is also visible at the bottom of the details section.

- 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.

Activities Chromium Web Browser Fri 2:08 PM
Welcome EMPBBS0152 to CloudEMS - Chromium
Welcome
https://www.icloudemserp.com/corecampus/admin/admin_index1.php
School of Engineering, Bhubaneswar
Academic year : 2019-2020 Semester : 'Year','Sem 1','Sem 2' My Profile Calender Release Notes Logout

Menu
Reports
Employee
Student
Apply Leave
Grievance Complaint
Circular
E-Library

Apply Leave
My Leave List Leave Summary Apply Leave Alternate Request to me Back Dated Leave List Comp Off

| 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 |

Only assigned leaves will be visible in Leave Type dropdown

Apply Leave
Leave Type *: Select Leave Type
From Date *:
To Date *:
Check if Half Day :
Select session : None
Reason *:

Activities Chromium Web Browser Fri 2:17 PM
Welcome EMPBBS0152 to CloudEMS - Chromium
Welcome
https://www.icloudemserp.com/corecampus/admin/admin_index1.php
School of Engineering, Bhubaneswar
Academic year : 2019-2020 Semester : 'Year','Sem 1','Sem 2' My Profile Calender Release Notes Logout

Only assigned leaves will be visible in Leave Type dropdown

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

Apply Leave

Authorized Person

STEPS FOR SANCTION LEAVE:-

- Only Authorised person have Leave Management Link in Left menu of ERP screen.
- Click on leave Management and below screen will come.
- Under leave list ,Pending leave request will reflect.
- Click on the check mark right to the details of particular leave and then press the Sanction button.
- Here all leave requested can be sanctioned by Sanction all option marked as green cell.
- In this screen Leave date, employee name and ID who have applied leave ,type of leave and no of days ,Dept of staff will show here.

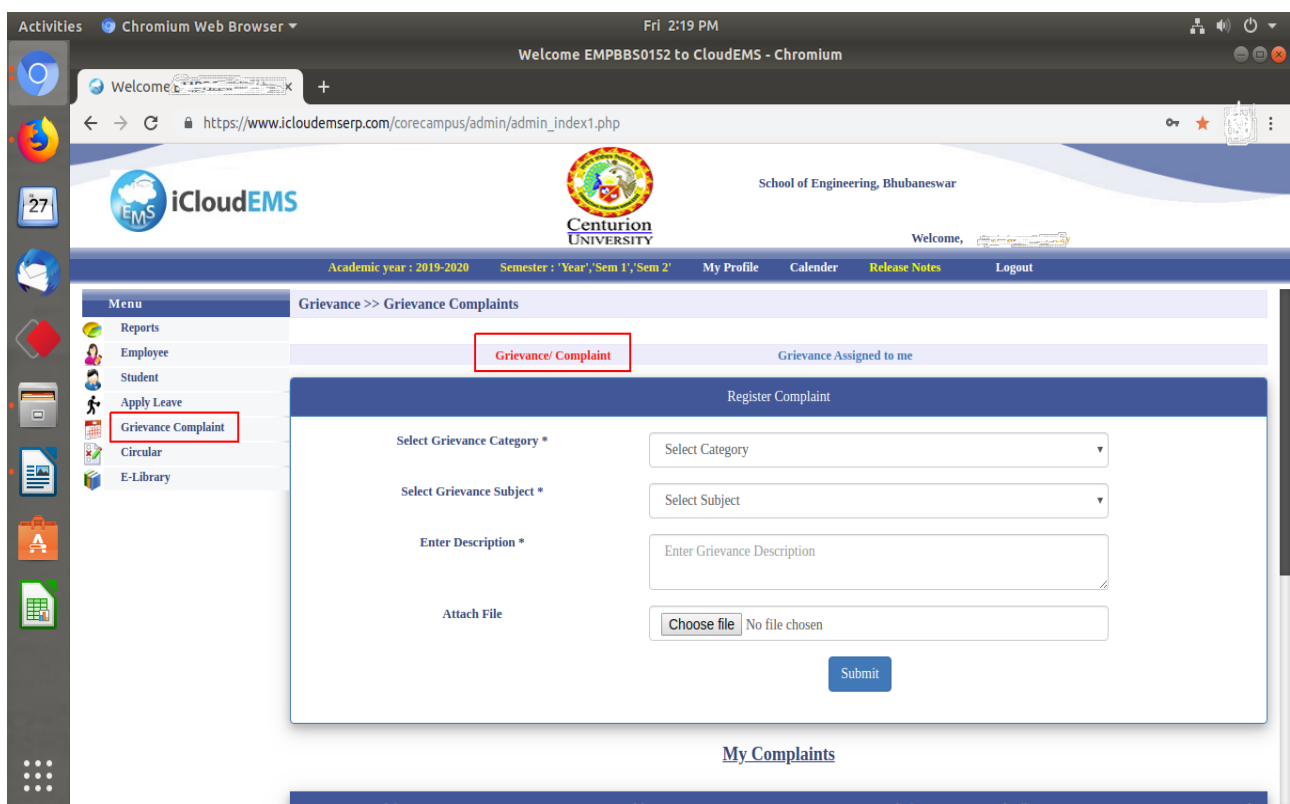
The screenshot displays the ERP Leave Management interface. On the left is a navigation menu with options: Employee, Student, Apply Leave, Grievance Complaint, Leave Management (highlighted), Hostel, Circular, and E-Library. The main content area has tabs for 'Leave List' (active), 'Leave Summary', and 'compOffList'. Below the tabs are search filters: 'From Date' and 'To Date' (both dd/mm/yyyy), 'Staff' (Nothing selected), and 'Show Leave with Status' (Select Status). There are 'SEARCH' and 'RESET' buttons. A message box says 'Showing pending leave requests'. A 'Sanction All' button with a 'SANCTION' checkbox is highlighted in green. Below this is a table with columns: Sr.No., Leave Date, Apply Date, Employee Id, Employee Name, Leave Types, Number of Days, Branch, Status, Action, Check, and Files. The table contains one entry with a checkmark in the 'Check' column, which is highlighted in green.

| Sr.No. | Leave Date | Apply Date | Employee Id | Employee Name | Leave Types | Number of Days | Branch | Status | Action | Check | Files |
|--------|-------------------|------------|-------------|---------------|--------------|----------------|-----------------------|------------|-------------------------------|-------------------------------------|-------|
| 1 | From: 31-08-2019, | 03-09-2019 | | | Casual Leave | 1.00 | School of Engineering | Status (0) | Detailed View | <input checked="" type="checkbox"/> | |

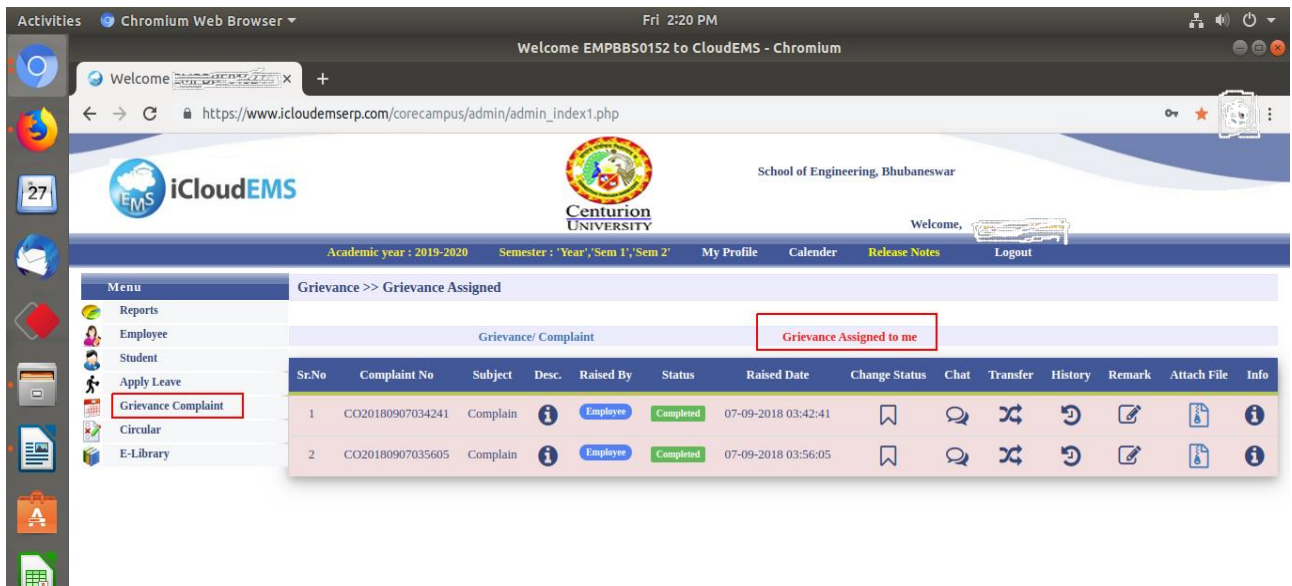
GRIEVANCE COMPLAINT

STEPS:-

- Click on Grievance Complaint on left side menu.
- Then choose the fields of category and write down subject.
- Click on submit
- Next to that your complain details will show with remarks status in my Complaints.
- Also the faculty can see the status of raised complaint. Like Complain ID, Date open/Attended/In-Progress or Completed/Status
- Complainer faculty can chat with the person, who has Grievance assigned.

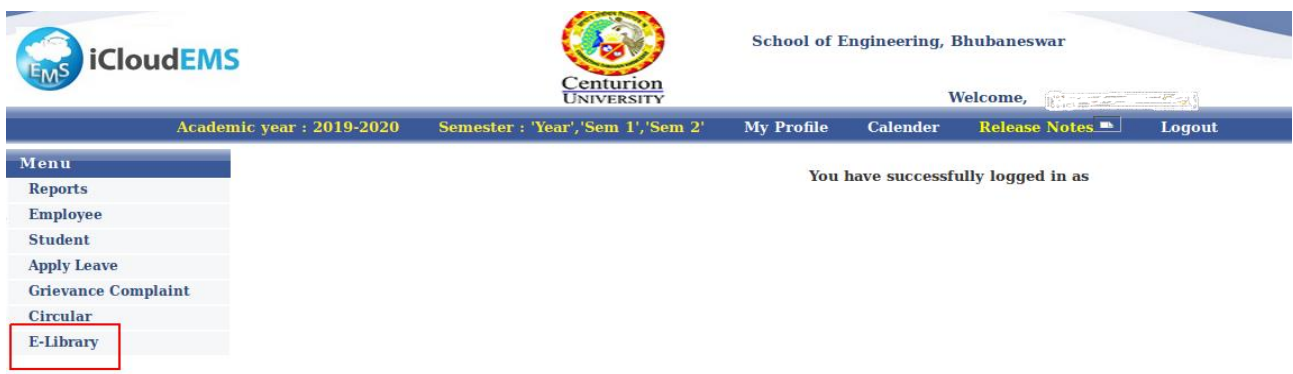


- In **grievance assigned to me** screen, you can able to check the complain assigned to you. Here we can see the complaints raised by students and employees.
- Faculty can change the status of complaint like below.
- After 1st level if faculty wants to transfer the complaint to 2nd level then click on “Transfer” button & Enter Comment.
- Faculty can see the history of every complaint.
- Also faculty should know who raised the complaint from which branch, department etc. This will know from info tab.

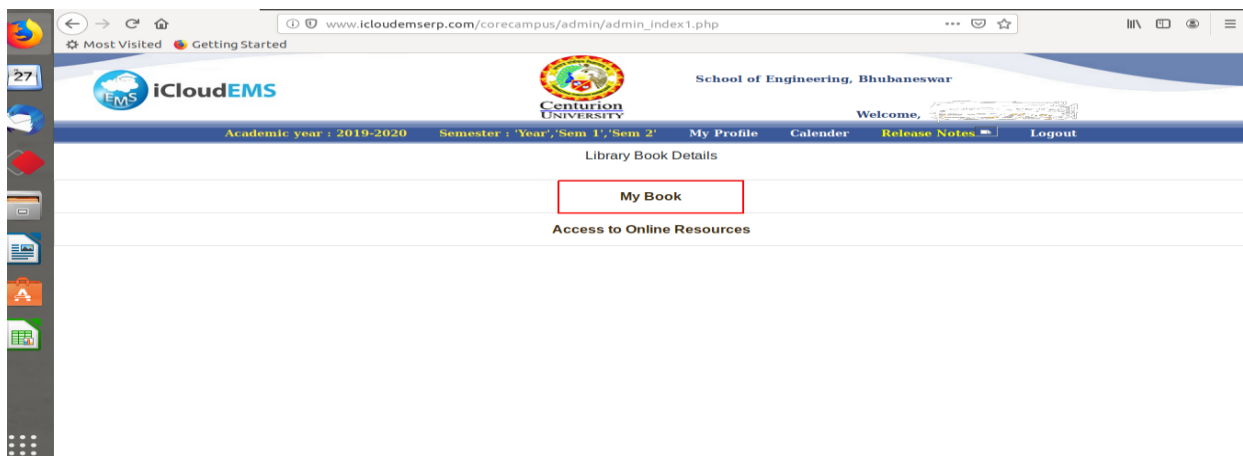


LIBRARY

- After login to ERP go to E-Library link which is present in left side menu.

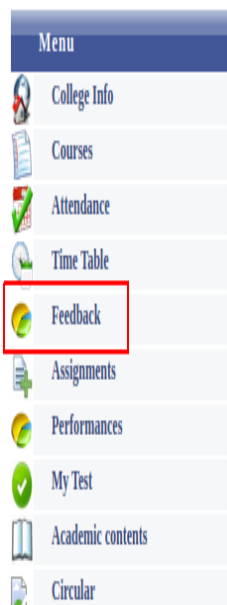


- Search for My Book.



- Here the details of book will appear on your screen.

FEEDBACK



- Go to Feedback module placed left side of screen under **Menu**.
- Then below screen will show where you have to choose your Academic year and class.
- Click on **Start** option to proceed.



Students Feedback For Academic Year 2019-2020

Academic Year : 2019-2020

Student Class : B.Tech MI 5th Sem (Sec-A)

✔ This feedback is very important for continuous improvement in Teaching-Learning process, please fill honestly.

✔ Express your opinion confidently without any fear in mind.

✔ The feedback data is secured and cannot be accessed by anyone else.

✔ No information of the student will be revealed at any instance of time.


✔ Please do not press browser close, refresh button while giving feedback.

START

- You have to rate all the questions asked on the screen for particular subject/Faculty.
- After completion of feedback for one subject you will be able to go to next.
- After clicking on Next, Other subject details will be reflect for feedback.
- Ratings are like:- 1 star : Not Satisfactory , 2 star : Satisfactory , 3 star: Good , 4 star : Verygood , 5 star : Excellent

Mobile App Tokens | My Profile | Logout

Marks (1 - Not Satisfactory) (2 - Satisfactory) (3 - Good) (4 - Very Good) (5 - Excellent)

Teacher Name _____ Subject Name _____ 

Feedback Questions

1. Teacher covers the syllabus completely in time. ☆1 ☆2 ☆3 ☆4 ☆5
2. Teacher engages classes regularly and maintains the discipline. ☆1 ☆2 ☆3 ☆4 ☆5
3. Teacher offers assistance and counselling as and when needed by you. ☆1 ☆2 ☆3 ☆4 ☆5
4. Aims and Objectives made clear. ☆1 ☆2 ☆3 ☆4 ☆5
5. Subject matter organized in a logical sequence. ☆1 ☆2 ☆3 ☆4 ☆5
6. Teacher comes to the class on time. ☆1 ☆2 ☆3 ☆4 ☆5
7. Teacher comes well prepared to the class. ☆1 ☆2 ☆3 ☆4 ☆5

Mobile App Tokens | My Profile | Logout

16. Teacher writes / draws legibly. ☆1 ☆2 ☆3 ☆4 ☆5

Suggestions

Type Suggestion Here

[NEXT](#)

| | | | |
|--|--|---|--|
| Subject : ROCK MECHANICS LAB (CCMN0203) MI-5TH-RM LAB (PR) Teacher : Sweta Das | Subject : CAREER COMMUNICATION (FCHU1207) MI-5TH-CCM (TW) Teacher : Pradeep Kumar Sahoo | Subject : MINE SURVEYING-II (DEMN0115) MI-5TH-SURVEY-II (PP) Teacher : Srikant Mallick | Subject : MINING EXCURSIONS-I (DEMN0201) MI-5TH-MIE-I (PR) Teacher : Monisha Mullik |
| Subject : ROCK MECHANICS (CCMN0113) MI-5TH-RMCH (PP) Teacher : Arun Kumar Sahoo | Subject : MINE SAFETY ENGINEERING (DEMN0110) MI-5TH-MSE (PP) Teacher : Ram Perumalla | Subject : INTERNSHIP-I (DEET0801) MI-5TH-INTERNSHIP (PR) Teacher : Ram Perumalla | Subject : MINE LEGISLATION & SAFETY-I (CCMN0109) MI-5TH-MLS-I (PP) Teacher : Rakesh Kulasrestha |

- Suggestion(If any) can be type here.

REPORTS

Goto Reports under left menu of front screen. Following reports are available in your ERP Login:

- Advance Course Registration Report
- Attendance Monitoring Report
- Attendance Not Taken Report
- Fees Reports
- Grade Report

- Grievance Reports
- Hostel Reports
- Student Attendance Reports
- Student Course Registration Report
- Student Report Student Report
- Teaching Plan
- Time Table Report

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