

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.

The screenshot displays the 'Staff Profile' update interface. On the left, there are two buttons: 'Update Profile' (with a checkmark icon) and 'Preview Profile' (with an eye icon). The main content area is titled 'Staff Profile' and contains a 'Personal Information' section. A profile picture of a woman is shown in the top right. Below the picture, the following details are listed:

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

The screenshot shows the 'Staff Profile' preview page in a Firefox browser window. The address bar displays the URL: <https://www.icloudemserp.com/corecampus/admin/staffProfile/dist/#/staff/profile/preview>. The page features a navigation menu with icons for profile, documents, and achievements. The 'Details of Faculty Achievements' section is highlighted with a red box and contains the following categories:

- 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 displays the iCloudEMS web application interface. The browser address bar shows 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", "Calender", "Release Notes", and "Logout".

The main content area is titled "Students Assigned" and features a "Menu" on the left with options like Reports, Assignments, Employee, Student, Proctor, Attendance, Apply Leave, Grievance Complaint, Hostel, Circular, Performances, and E-Library. The "Proctor" option is highlighted. The "Assigned Student" tab is selected, showing a "Table view" button and the text "Total students assigned : 69".

Below this, a "Basic Details" section displays the following information:

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 a woman. Below the picture are links for "View More Details", "Search For Students", and "View Attendance".

- 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: -

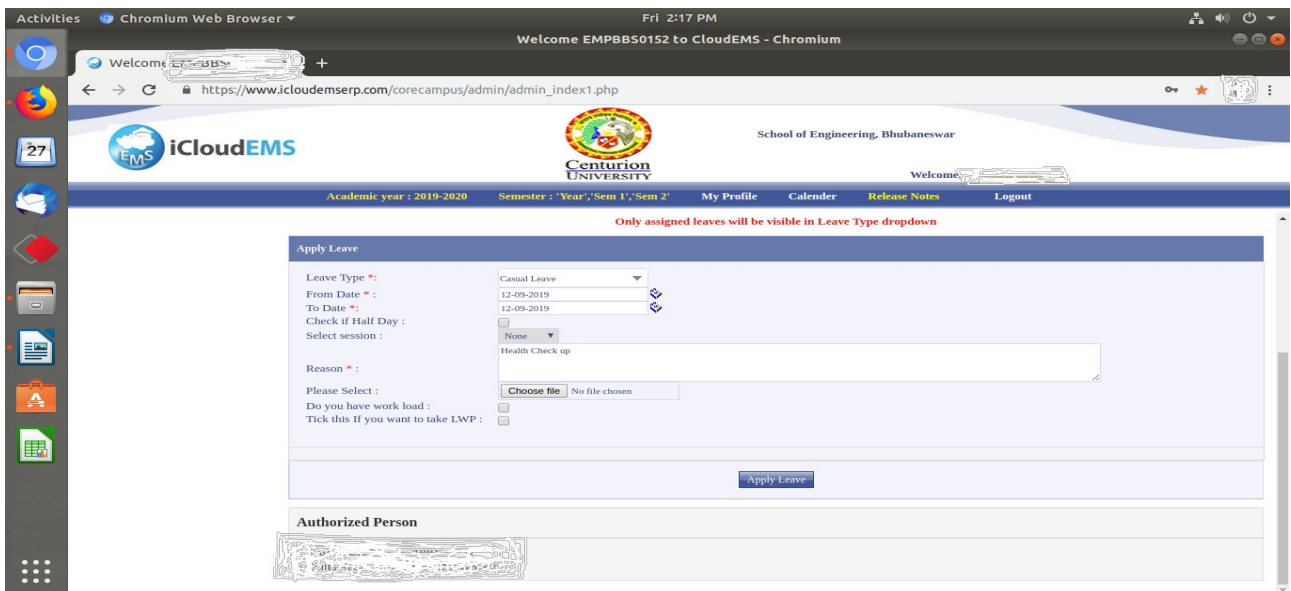
- Go to Apply leave
- Choose the leave type, From & To Date, Reason. Back date leave can't be applied without permission of HR Office.
- If you have work load on that particular day you can sent class adjustment request and after approval only you can apply leave. Authorised person also reflecting in the bottom of the screen.
- Applied leave and status of leave can be checked on My leave list.



The screenshot shows the iCloudEMS web application interface. The top navigation bar includes the logo, user name, and various menu items. The main content area is titled 'Apply Leave' and contains a table of leave types and their balances. The table is as follows:

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

Below the table, there is a form to apply for leave. The form includes fields for 'Leave Type *', 'From Date *', 'To Date *', 'Check if Half Day', 'Select session', and 'Reason *'. The 'Leave Type' dropdown is currently set to 'None'. A red message states: 'Only assigned leaves will be visible in Leave Type dropdown'.



The screenshot shows the iCloudEMS web application interface with the 'Apply Leave' form filled out. The form includes fields for 'Leave Type *', 'From Date *', 'To Date *', 'Check if Half Day', 'Select session', and 'Reason *'. The 'Leave Type' dropdown is set to 'Casual Leave', and the dates are '12-09-2019'. The 'Reason' field is empty. A red message states: 'Only assigned leaves will be visible in Leave Type dropdown'. Below the form, there is a section for 'Authorized Person' with a signature field.

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 particulat leave and then press the Sanction botton.
- Here all leave requested can be sanction 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.

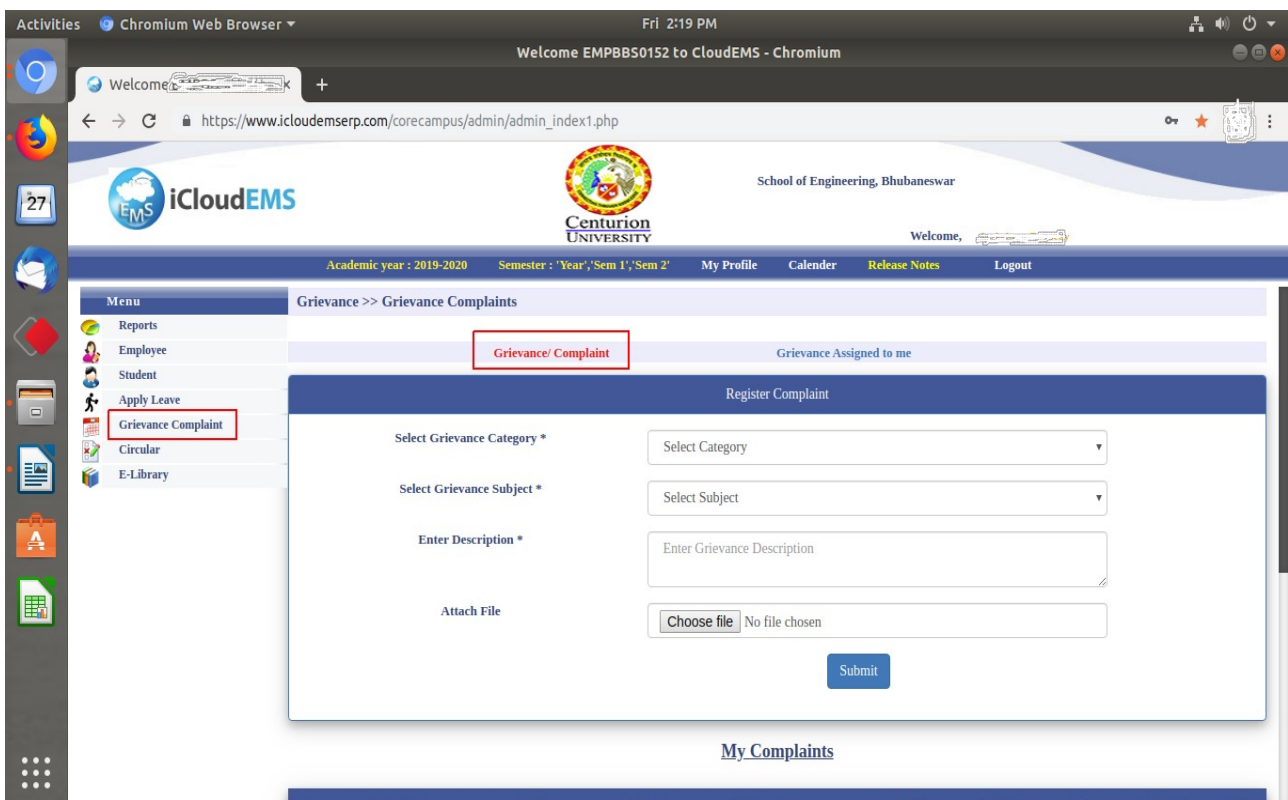
The screenshot displays the 'Leave List' section of an ERP system. On the left, a navigation menu includes 'Employee', 'Student', 'Apply Leave', 'Grievance Complaint', 'Leave Management' (highlighted), 'Hostel', 'Circular', and 'E-Library'. The main area features search filters for 'From Date', 'To Date', 'Staff', and 'Show Leave with Status'. Below these are 'SEARCH' and 'RESET' buttons. A message states 'Showing pending leave requests'. A 'Sanction All' button with a 'SANCTION' checkbox is highlighted in green. At the bottom, a table lists leave requests with columns for Sr.No., Leave Date, Apply Date, Employee Id, Employee Name, Leave Types, Number of Days, Branch, Status, Action, Check, and Files. The first row shows a request for 'Casual Leave' for 1.00 days, with a green checkmark in the 'Check' column.

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.

Activities Chromium Web Browser Fri 2:20 PM
Welcome EMPBBS0152 to CloudEMS - Chromium

https://www.icloudemserp.com/corecampus/admin/admin_index1.php

iCloudEMS School of Engineering, Bhubaneswar
Centurion UNIVERSITY

Welcome, [User Name]

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

Grievance >> Grievance Assigned

Grievance/ Complaint **Grievance Assigned to me**

Sr.No	Complaint No	Subject	Desc.	Raised By	Status	Raised Date	Change Status	Chat	Transfer	History	Remark	Attach File	Info
1	CO20180907034241	Complain		Employee	Completed	07-09-2018 03:42:41							
2	CO20180907035605	Complain		Employee	Completed	07-09-2018 03:56:05							

LIBRARY

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

iCloudEMS School of Engineering, Bhubaneswar
Centurion UNIVERSITY

Welcome, [User Name]

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

You have successfully logged in as

- Search for My Book.

www.icloudemserp.com/corecampus/admin/admin_index1.php

iCloudEMS School of Engineering, Bhubaneswar
Centurion UNIVERSITY

Welcome, [User Name]

Academic year : 2019-2020 Semester : 'Year','Sem 1','Sem 2' My Profile Calender Release Notes Logout

Library Book Details

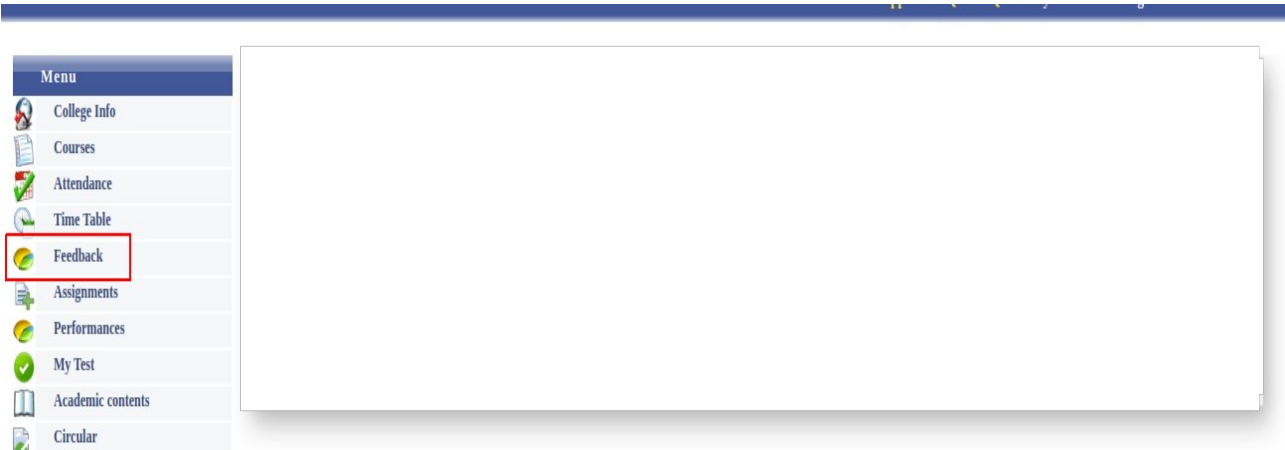
My Book

Access to Online Resources

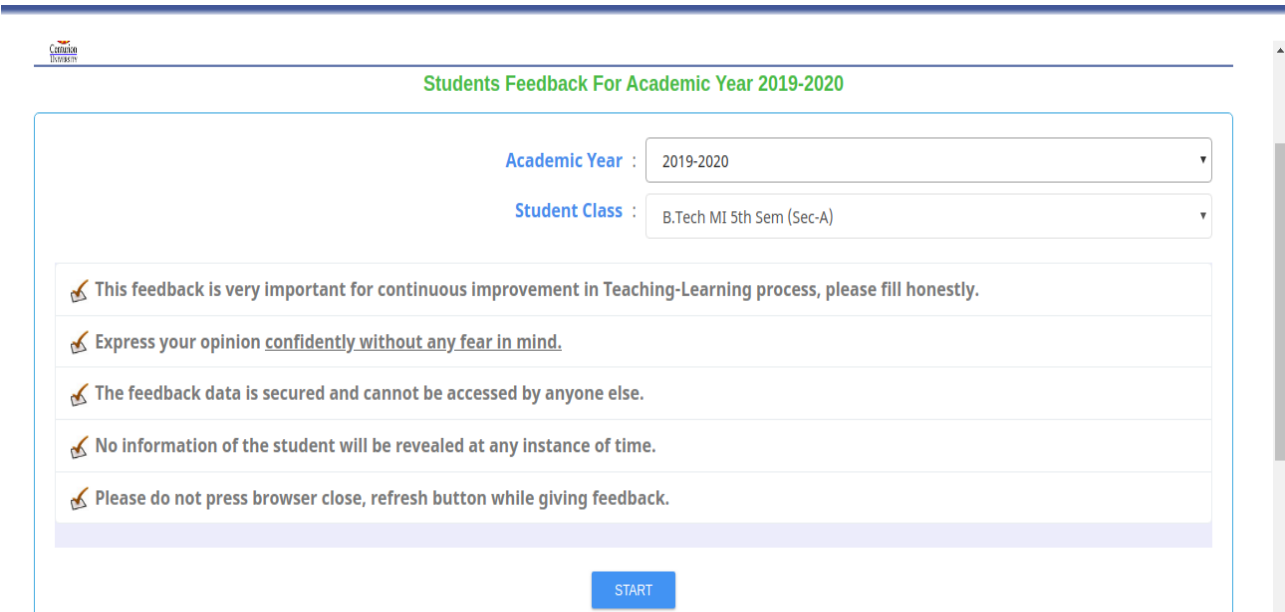
- Here the details of book will appear on your screen.

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.



- 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 Token: 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

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