



## CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT, ODISHA

### FREQUENTLY ASKED QUESTIONS - SUBJECT REGISTRATION

Date: 18.07.2020

#### 1. What are the conditions to be able to register?

A. You should have cleared your fee dues for the previous semester (that may be pending) and for the present semester.

#### 2. By when should I have cleared my dues to be able to register?

A. CEO of the University vide his email dated 30<sup>th</sup> June 2020, provided the following payment options for clearing semester fees.

- a. **3 Instalments:** Pay 35% of the semester fees by 5th July, 35% of the semester fees by 15th September, 30% of the semester fees by 15th November. This will incur an additional processing charge of INR 1500 which will be charged to your fees account.
- b. **2 Instalments:** Pay 50% of the semester fees (deadline extended to 5th July) and the remaining 50% by 15th November
- c. **Full payment:** Pay 100% of the semester fees upfront (deadline 5th July). If you do so, we will waive off 5% of the tuition fees due for the semester

This date was subsequently extended till the date of the start of the odd semester, that is, 13<sup>th</sup> July 2020.

Anybody who clears semester dues after this date can register only from that date and will be marked attendance only from the date they are registered and begin to attend on line classes.

#### 3. Why is there no clarity about the subject registration?

The Vice Chancellor addressed all students on 26<sup>th</sup> June 2020 regarding the initiatives taken up during the COVID 19 pandemic, the changes made to the curriculum/content, the pedagogy and the examination system. Subsequently, all Deans made presentations specific to their Schools and highlighted in detail about the registration process. These events on Zoom were widely announced to all students through

emails. It is possible you missed the emails or had connectivity problems and could not attend these sessions. Therefore the FAQs have been responded to here.

#### 4. Where can I find details regarding subject registration?

If you go to [www.courseware.cutm.ac.in](http://www.courseware.cutm.ac.in) and look into **Academic Schema**, you will find the programme structure there. The programme structure tells you about the basket structures and the number of credits you need to take from each basket, which are the mandatory courses, where you can exercise choice. To make it easier, when you log into ERP, only the courses you are eligible for will be visible. You will have to register based on those alone.

You will also find listed the assessment criterion, core courses, domain courses and skill courses

#### 5. I do not understand the programme structure. Can you please explain?

All programmes follow the Choice Based Credit System (CBCS) and may vary in their structure from two (MSc for example) to six (MBA for example) baskets. Depending on the programme you are pursuing, the credits you are required to acquire from each basket is indicated in the table. This credit requirement is for the whole duration of the programme. At the beginning of each academic year, you have to take stock of how many credits you have already acquired from each basket and accordingly meet the balance in the remaining part of your programme.

#### 6. Please give an example?

Suppose you are pursuing a BTech programme, you have to acquire a total of minimum 160 credits in four years of the programme (exception is the 2017-21 batch as they fall under the previous schema of AICTE and have to acquire minimum 180 credits to qualify their BTech). The BTech students have choice in Baskets I, II and v.

Basket I is Foundation Courses in Sciences; a student has to acquire a minimum of 17 credits (18 credits for 2017-21 batch) and there are several courses on offer from which you can choose.

Basket II is Foundation Courses in Humanities and Management; a student has to acquire a minimum of 12 credits, 6 credits are compulsory and for another 6 credits there is some choice (18 credits for 2017-21 batch).

Basket III is Smart Stack; a student has to acquire a minimum of 25 credits (27 credits for 2017-21 batch). These are core subjects and there is no choice.

Basket IV is Foundation and Core Engineering Courses; a student has to acquire a minimum of 59 credits (45 credits for 2017-19 batch). These are core subjects and there is no choice.

Basket V is Domain/ Skill/ Internship/ Minor Project; a student has to acquire a minimum of 48 credits (72 credits for 2017-19) and there are several courses on offer from which you can choose.

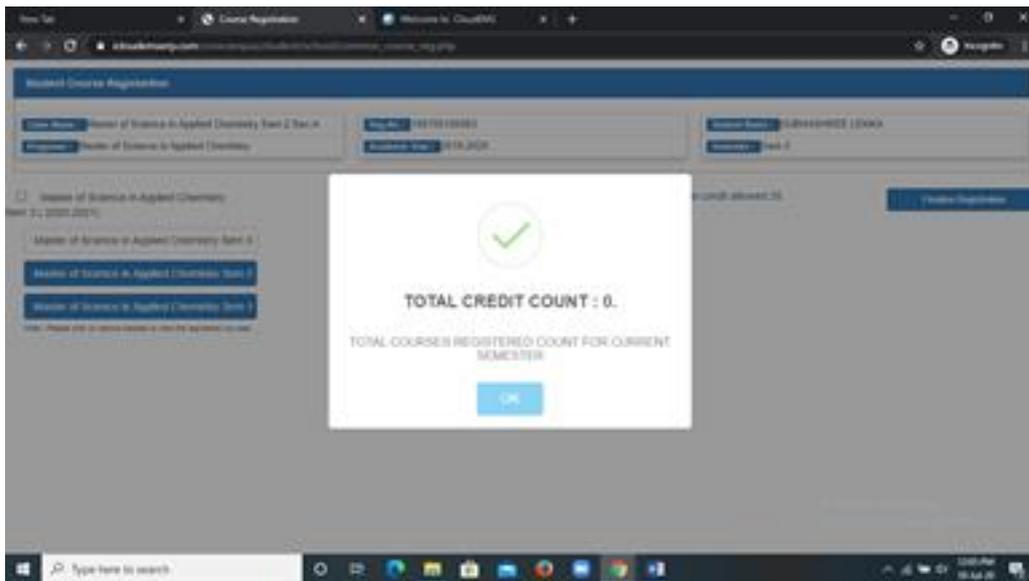
7. How do I register my subjects on ERP?/ After paying my fees, how do I register for my subjects?

A. Emails were sent by System Administrator on 8<sup>th</sup> and 10<sup>th</sup> July 2020 with step by step instructions on how to register on ERP

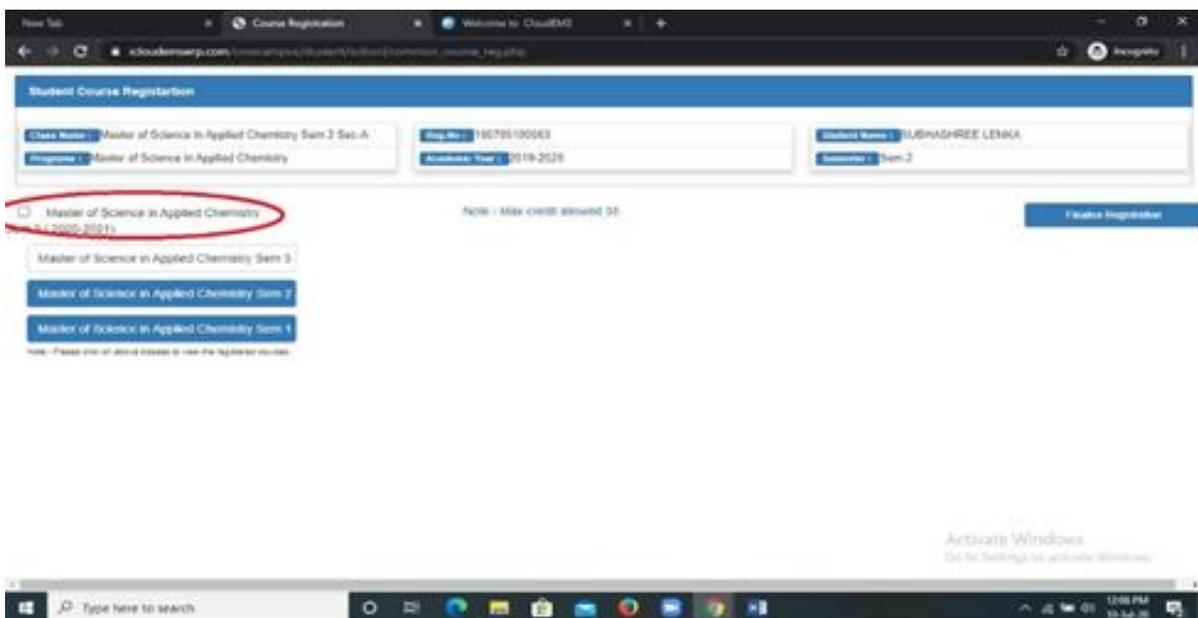
**Process for Subject Registration: -**

1. Go to University website- [www.cutm.ac.in](http://www.cutm.ac.in)
2. Click on the MIS/ERP login.
3. Give login ID as your Registration number and Password as set by you.
4. School name will automatically show in dropdown. If not, remove cookies and clear your system's history and check again.
5. After providing the credentials click on login.
6. After your ERP open, Go to **COLLEGE INFO-> REGISTRATION-> COURSE REGISTRATION**
7. Now you are on the Registration page. Class Name, Registration no. Program will appear on the top. One Credit popup will come, Click on OK.

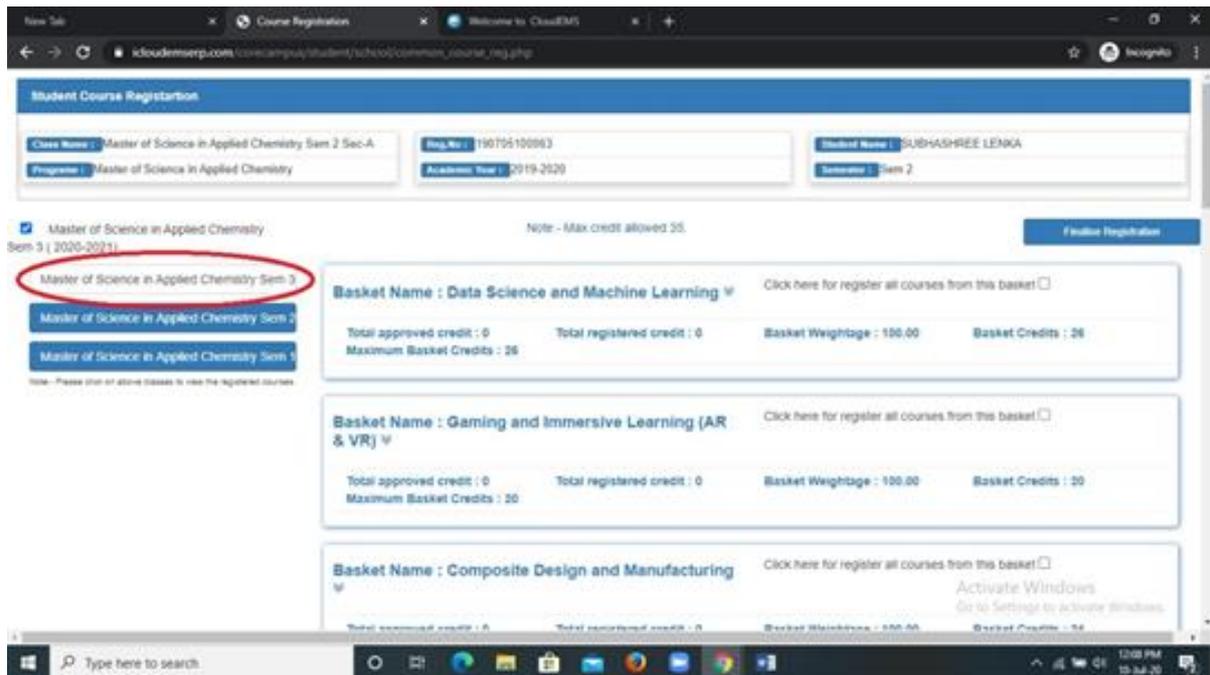
At the left corner- Your new academic semester i.e. **(2020-21)** will display. Tick mark on that box **not in the semester**. Then Popup will come as **advanced course registration is enabled**.



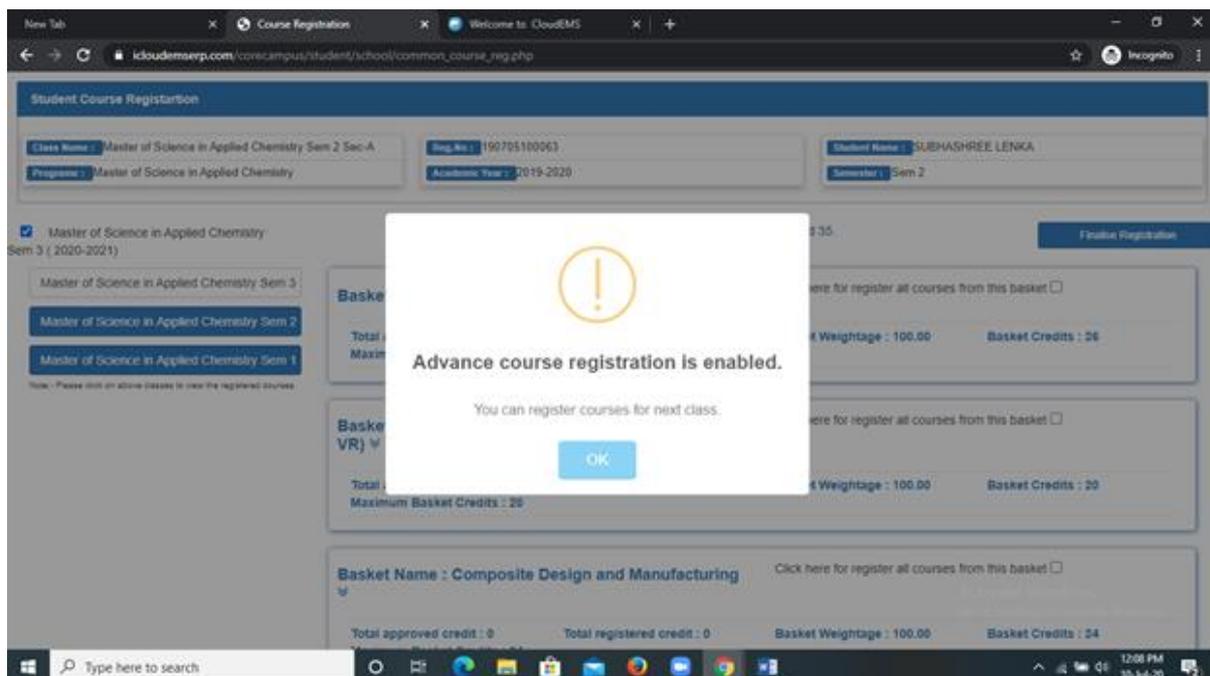
Click on ok and then choose the class as given in the below image.



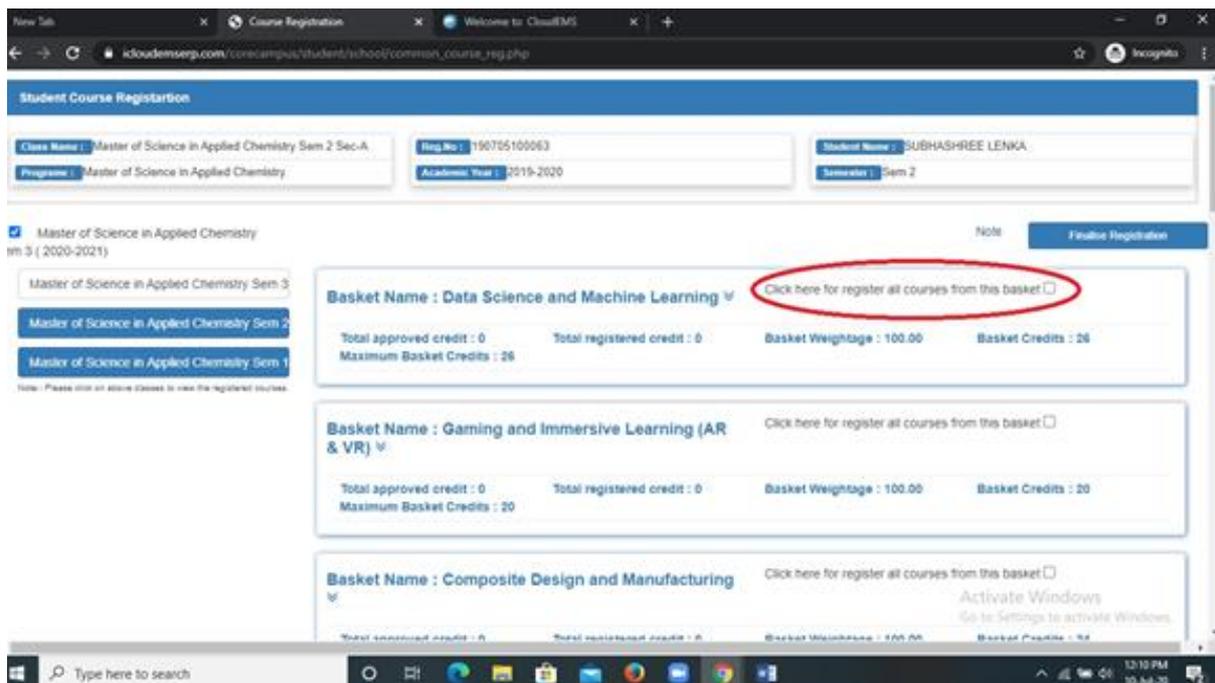
Don't click on the below class marked in red.



Then a pop will come. Click on OK and choose your subjects. Look in to the below image.

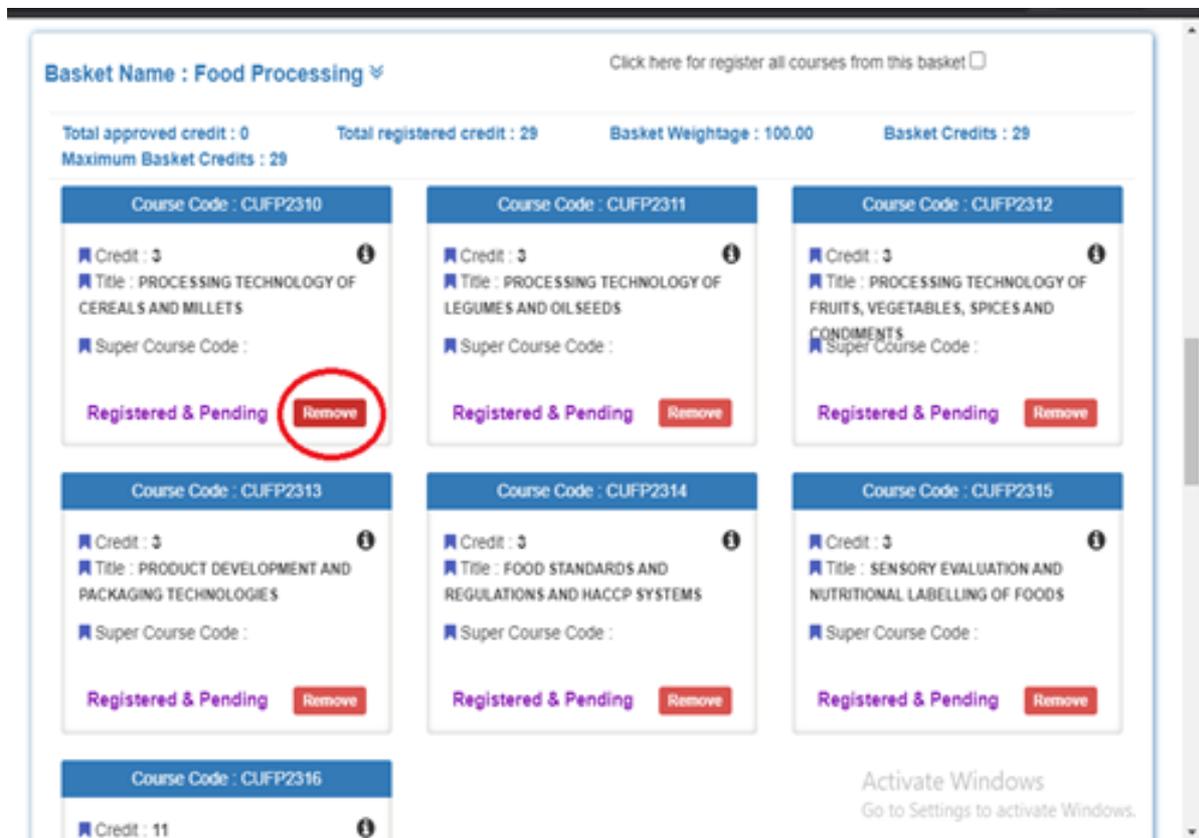


While choosing domain subject click on the tick box showing in the image.



Click on **APPLY** and **YES I AM SURE** against the subject you want to take.

If you want to remove domain subject -->**Click on the domain name -->Subjects will show under that-->Remove subject wise regd. Look into the below given image marked in red circle.**



After choice filling. Simply close the screen/ logout from ERP. **Don't click on the Finalize option.**

8. What is the dead line for changing the option of domain registration?

There will be cut off date fixed by the Dean's committee, after that if he/she want to change the domain then he/she will write an application through proper channel which would be ultimately go to VC for approval.

9. Is there any exception for a present 7<sup>th</sup> semester B.Tech Ag student who has completed all the internship and minor projects in a specific domain/ area in sixth semester but cannot register for the same domain in 7<sup>th</sup> semester because of seat limitations and late payment by students?

There won't be an exception for any students.

Students should register for another domain which would be a major project.

This will give students expertise in two fields for doing minor and major projects in two different domains.

10. After registration, how do I join online classes?

All those who have done online classes last semester are aware about the impartus platform. We continue to use the same platform to deliver the online this semester as well. Due to several questions raised, some FAQs were issued on 16<sup>th</sup> July 2020. They are modified and reproduced for your benefit below:

a. What if I am unable to attend the class, but can see the schedule?

Please check your timezone, date and time (Impartus class will run as per local system timing)

b. When will I be able to see the recording of the class?

You can see the previous recordings only 6 hours after the class schedule is completed

c. Why do I have problems in connecting to impartus?

If you try to login from more than 2 devices, then you cannot connect. You have to then go to the impartus website, login in and go to settings and deregister the devices.

d. I am unable to login even though I am using my password?

Please note that you have to use your old password (that you used to login last semester) when you are logging into impartus, if you enter the wrong password for 3 times your account will be locked automatically due to security reasons.

e. As I try to login, it keeps asking for IP address, what do I do?

Leave the IP address blank when you are logging into impartus

If the impartus app continues to ask for an IP address, please restart the app by closing background services of the app.

f. What if I cannot hear the teacher?

Please check your system or phone settings

11. Who should I contact if I need any assistance?

For issues related to fees; mail to [accounts@cutm.ac.in](mailto:accounts@cutm.ac.in)

For issues related to course registration; mail to [teammis@cutm.ac.in](mailto:teammis@cutm.ac.in)

For Impartus related issue; mail to [impartus@cutm.ac.in](mailto:impartus@cutm.ac.in)

You are requested to send all questions in the following format only

- i) Registration number
- ii) Department
- iii) Issue.

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