PROF. SULOCHANA SHEKHAR
प्रो. सुलोचना शेखर
REGISTRAR (I/C)
कुलसचिव (प्रभारी)

तमिलनाडु केन्द्रीय विश्वविद्यालय
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
नीलक्कुडी परिसर/Neelakudi Campus,
कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvarur - 610 101
: 04366 277230 /Telefax: 04366 277222
Email: registrar@cutn.ac.in

CUTN-29(26)/2016/Reg.Sec/Vol II / 195 **07.10.2021**

Office Order

Sub: CUTN - SAMARTH ERP – Nomination of module admin – Reg.

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Samarth eGov suite, an initiative of MoE and Delhi University is an Enterprise Resource planning system. It aims to transform the university operations allowing universities to achieve operational excellence, improve productivity while meeting stakeholder's expectations. The following members are hereby nominated till further notice for the respective roles in the Samarth project for its smoother implementation:

S No	Modules / Features	Module admin
1	**Module:** Organisational unit (Base Module) **Features:** ➢ Organisational Map ➢ Data APIs to display content and OU details on Website	**Module Admin:** **Mrs. Binny Binu** Assistant Registrar, Establishment Email id: arestt@cutn.ac.in Contact No: 7598010955 **Module Supporter:** **Mr. S. Jhon louis** Lower Division Clerk, Establishment Email id: esttldc1@cutn.ac.in Contact No: 8124437787
2	**Module:** Organigram (Base Module) **Features:** ➢ Designation Map ➢ Data APIs to display organigram on Website	**Module Admin:** **Mrs. Binny Binu** Assistant Registrar, Establishment Email id: arestt@cutn.ac.in Contact No: 7598010955 **Module Supporter:** **Mr. S. Jhon louis** Lower Division Clerk, Establishment Email id: esttldc1@cutn.ac.in Contact No: 8124437787
3	**Module:** User Management System (Base Module) **Features:** ➢ Role based access ➢ Login Administration	**Module Admin:** **Mrs. Binny Binu** Assistant Registrar, Establishment Email id: arestt@cutn.ac.in Contact No: 7598010955 **Module Supporter:** **Mr. S. Jhon louis** Lower Division Clerk, Establishment Email id: esttldc1@cutn.ac.in Contact No: 8124437787

4	**Module:** File Management and Tracking System **Features:** ➢ Manage incoming and outgoing files ➢ Track files ➢ Report generation ➢ File history	**Module Admin:** **Mrs. Binny Binu** Assistant Registrar, Establishment Email id: arestt@cutn.ac.in Contact No: 7598010955 **Module Supporter:** **Mr. A.G.Saravana Muthu Lingeswar** Upper Division Clerk, Establishment Section Email id: esttudc3@cutn.ac.in Contact No: 8489936632
5	**Module:** Recruitment System **Features:** ➢ UGC rule based Recruitment for Assistant Professors, Associate Professors, Professors ➢ Recruitment for non-teaching staff	**Module Admin:** **Mrs. Binny Binu** Assistant Registrar, Establishment Email id: arestt@cutn.ac.in Contact No: 7598010955 **Module Supporters:** **1.Mr. A.G.Saravana Muthu Lingeswar** Upper Division Clerk, Establishment Section Email id: esttudc3@cutn.ac.in Contact No: 8489936632 2. **Mr. Sujith kumar.B** MTS, Registrar Secretariat Email id: recttmts@cutn.ac.in Contact No. 7010665767
6	**Module:** Employee Management **Features:** ➢ Employee Record ➢ Employee Dashboard ➢ Career Advancement Scheme/APAR	**Module Admin:** **Mrs. Binny Binu** Assistant Registrar, Establishment Email id: arestt@cutn.ac.in Contact No: 7598010955 **Module Supporter:** **Mr. S. Jhon louis** Lower Division Clerk, Establishment Email id: esttldc1@cutn.ac.in Contact No: 8124437787
7	**Module:** RTI Management **Features:** ➢ University Helplines, ➢ Security Facilities, ➢ Awareness Programs/Workshops, ➢ Incident Record	**Module Admin:** **Prof. S. Manivannan,** Central Public Information Officer (CPIO) Head, Department of Horticulture Email id: rtionline@cutn.ac.in
8	**Module:** Legal Case Management System (LCMS) **Features:** ➢ Records of Legal Cases ➢ Notifications ➢ Case decisions	**Module Admin:** **Dr. Sangeetha Sriraam** Assistant Professor & Head i/c Department of Law, CUTN Email id: sangeethasriraam@cutn.ac.in Contact No: 8939819190
9	**Module:** Programme Management **Features:** ➢ Manage Programmes ➢ Manage Curriculum ➢ Create Course Structure ➢ Seats and fee configurations	**Module Admin:** **Prof. Prasant Kumar Panda** Professor in-charge Academic Section, CUTN Email id: jracad@cutn.ac.in Contact No: 8249139906

10	**Module:** Minutes & Resolutions Archive & Retrieval System **Features:** ➢ Repository of minutes and files ➢ Role based access and retrieval	**Module Admin:** **Dr. Sangeetha Sriraam** Assistant Professor & Head i/c Department of Law, CUTN Email id: sangeethasriraam@cutn.ac.in Contact No: 8939819190
11	**Module:** Payroll Management **Features:** ➢ 7th CPC With Salary ➢ Customizable salary structures ➢ Income Tax Declaration/Deposition ➢ Form 16 and Form 24 reporting ➢ Tax Deduction ➢ Remittances ➢ PF Interest Calculation ➢ Automated recurring and non-recurring salary generation ➢ Multi-level approval mechanism ➢ Employee Salary Slips	**Module Admin:** **Shri. A. R. Venkatakrishnan** Joint Registrar Finance Section Email id: jrfinance@cutn.ac.in Contact No: 9944175816
12	**Module:** Budget & Accounts **Features:** ➢ Formulation & Allocation ➢ Expenditure Monitoring ➢ DBT ➢ Grants-in-Aid (for Sponsored Projects) ➢ Budget and expenditure ➢ Other Charges Records ➢ Department Access and Dashboards	**Module Admin:** **Shri. A. R. Venkatakrishnan** Joint Registrar, Finance Section Email id: jrfinance@cutn.ac.in Contact No: 9944175816
13	**Module:** Knowledge Management System **Features:** ➢ Publications Record ➢ Patents Record	**Module Admin:** **Dr. G. Velumani** Assistant Librarian, Central Library Email id: asstlib@cutn.ac.in Contact No: 9444955990
14	**Module:** Grievance Management **Features:** ➢ Online portal for filing Grievance ➢ Admin Portal to Manage Grievances	**Module Admin:** **Dr. Sangeetha Sriraam** Assistant Professor & Head i/c Department of Law, CUTN Email id: sangeethasriraam@cutn.ac.in Contact No: 8939819190
15	**Module:** Alumni Portal **Features:** ➢ Alumni Registration ➢ Event Notification ➢ Alumni Feedback ➢ Alumni Meets/Seminars ➢ Donation Interface (linked with endowment portal)	**Module Admin:** **Dr. V. Rajendiran** Assistant Professor Department of Chemistry Emai id: rajendiran@cutn.ac.in Contact No: 9176832625
16	**Module:** Core Communication System **Features:** ➢ Send Bulk/Targeted Emails ➢ Send Bulk/Targeted SMS ➢ Send Bulk/Targeted Push Notifications	**Module Admin:** **Er. K. Murasoli** System Analyst IT Section Email id: admin@cutn.ac.in Contact No: 9442823855

17	**Module:** Student feedback **Features:** ➢ Feedback Templates ➢ Generate Reports	**Module Admin:** **Prof. V. Madhurima,** IQAC Coordinator, CUTN Email: madhurima@cutn.ac.in Contact No. 9444467728 **Module Supporter:** **Mr. A. Arun Sundar** Computer Operator IQAC, CUTN Email id : office_iqac@cutn.ac.in Contact No: 7904797097
18	**Module:** ToT Management **Features:** ➢ Online Platform for training of the trainers ➢ Online quizzes/ evaluation	**Module Admin:** **Prof. P. Sigamani,** Transparency Officer, CUTN Email id: sigamanip@cutn.ac.in Contact: 9716074575
19	**Module:** Residence Allocation Management **Features:** ➢ Allocating residences to university staffs ➢ Managing residences ➢ Maintenance of residences	**Module Admin:** **Er. Kanagaraj,** Executive Engineer, CUTN Email: ee@cutn.ac.in Contact: 9489054260 **Module Supporter:** **Mr. S. Manavalan** Junior Engineer, CUTN Email id: jecivil@cutn.ac.in Contact No: 9787111982
20	**Module:** IT Service Desk (for University Computer Centre) **Features:** ➢ Manage Incidents/Service Requests ➢ Manage SLAs ➢ Service Request for University ➢ Self Service Portal	**Module Admin:** **Er. K. Murasoli** System Analyst IT Section Email id: admin@cutn.ac.in Contact No: 9442823855
21	**Module:** Estate Management System **Features:** ➢ Capture and track estate of the university ➢ Employee Housing Records ➢ House Allocation	**Module Admin:** **Er. Kanagaraj,** Executive Engineer, CUTN Email: ee@cutn.ac.in Contact: 9489054260 **Module Supporter:** **Mr. S. Manavalan** Junior Engineer, CUTN Email id: jecivil@cutn.ac.in Contact No: 9787111982
22	**Module:** Inventory Management System **Features:** ➢ Stock Details ➢ Metadata based ➢ Asset Tracking ➢ Vendor Management ➢ Report Generation	**Module Admin:** **Mr. K. Ramesh Kumar** Assistant Registrar, Purchase Section Email id : arpurchase@cutn.ac.in Contact No: 9080411301

23	**Module:** Leave Management **Features:** ➢ Leave Dashboard ➢ Leave Application ➢ Leave application for approval ➢ Leave Cancellation Requests	**Module Admin:** **Mrs. Binny Binu** Assistant Registrar, Establishment Email id: arestt@cutn.ac.in Contact No: 7598010955 **Module Supporter:** **Ms. S. Sathiya** Assistant , Establishment Section Email id: esttudc1@cutn.ac.in Contact No: 9865682768
24	**Module:** Bill Tracking System **Features:** ➢ Manage Vendor bill Payments ➢ Activity Logs ➢ Report Generation	**Module Admin:** **Mr. K. Ramesh Kumar** Assistant Registrar, Purchase Section Email id : arpurchase@cutn.ac.in Contact No: 9080411301
25	**Module:** Hostel Management **Features:** ➢ Requests for hostel room allocation ➢ Subscription of Mess, Gym and other facilities ➢ Admin account to manage hostels and process requests ➢ Incident Record	**Module Admin:** **Dr. N. Rajagopal** Chief Warden, Boys Hostel, CUTN Email id: rajagopal@cutn.ac.in Contact No: 9750479160
26	**Module:** Training and Placement **Features:** ➢ Company Portal ➢ Students Portal ➢ Admin Portal ➢ Internship and Job Opportunities ➢ Online posting and Application	**Module Admin:** **Dr. Velmurugan PS** Coordinator Student Placement Office Email id: placement@cutn.ac.in Contact No: 9944115566
27	**Module:** University Web Portal **Features:** ➢ Data APIs for website ➢ Integration with CMS	**Module Admin:** **Prof. R. Roopkumar** Professor & Head Department of Mathematics Email id: roopkumarr@cutn.ac.in Contact No: 9842177072
28	**Module:** CAS & PBAS **Features:** ➢ Career Advancement Scheme, Linked with Employee profiles	**Module Admin:** **Prof. V. Madhurima,** IQAC Coordinator, CUTN Email: madhurima@cutn.ac.in Contact No. 9444467728 **Module Supporter:** **Mr. G. Muralidharan** LDC, IQAC, CUTN Email id : office_iqac@cutn.ac.in Contact No: 7904797097
29	**Module:** Research Project Management System (RPMS) **Features:** ➢ Research Project Approval ➢ Accounts ➢ Project Committee Management	**Module Admin:** **Prof. Natarajan Gopalan,** Professor In-charge (Project cell) Email: gopalan@cutn.ac.in, Contact: 9597756459 **Module Supporter:** **Mrs. S. Muthulakshmi** Multi-Tasking Staff, Project Cell Email id: projectcell@cutn.ac.in Contact No: 9442787806

30	**Module:** Content Federation System (CFS) **Features:** ➢ Federated content publishing for university web portal ➢ Role based access to Organisational Units to post approved content ➢ Content moderation and approval mechanism	**Module Admin:** **Dr.S. Dhanavandan** Deputy Librarian, Central Library Email id: dl@cutn.ac.in Contact No: 9442867275
31	**Module:** Sports **Features:** ➢ Sports Mapping ➢ Sports Facilities In Organization ➢ Sports/Gym Membership	**Module Admin:** **Dr. Dinakar Challabathula** Coordinator, Sports Email id: dinakarc@cutn.ac.in Contact No: 9176330486
32	**Module:** Transport **Features:** ➢ Fleet Management	**Module Admin:** **Mr. K. M. Sivakumar** Security Officer, CUTN Emai id: securityofficer@cutn.ac.in Contact No: 9515124629
33	**Module:** Health **Features:** ➢ Health Dashboard ➢ Subscription Details ➢ Health Record	**Module Admin:** **Dr. K. Vishnu Priya** Medical Officer Health Centre, CUTN Email id: lmo@cutn.ac.in Contact No: 7639291911
34	**Module:** Security **Features:** ➢ University Helplines, ➢ Security Facilities, ➢ Awareness Programs/Workshops, ➢ Incident Record	**Module Admin:** **Mr. K. M. Sivakumar** Security Officer, CUTN Emai id: securityofficer@cutn.ac.in Contact No: 9515124629
35	**Module:** Affiliation Management **Features:** ➢ Affiliation request ➢ Administration of affiliations	**Module Admin:** **Prof. Prasant Kumar Panda** Professor in-charge Academic Section, CUTN Email id: jracad@cutn.ac.in Contact No: 8249139906 **Module Supporter** **Mrs. U. Suriya** Lower Division Clerk Academic Section Email :academicldc1@cutn.ac.in Contact No: 7010886939
36	**Module:** Endowment Portal **Features:** ➢ Online portal for endowment from alumni and public ➢ Payment Gateway Integration ➢ Issue Tax exemption certificate under Section 80G (2) (a) (iiif) of the IT Act, 1961	**Module Admin:** **Dr. V. Rajendiran** Assistant Professor Department of Chemistry Emai id: rajendiran@cutn.ac.in Contact No: 9176832625

37	**Module:** Essential Services **Features:** ➢ Incident Management ➢ Amenities Subscription	**Module Admin:** **Mr. K. M. Sivakumar** Security Officer, CUTN Emai id: securityofficer@cutn.ac.in Contact No: 9515124629

Above nominated members will ensure timely implementation of Samarth modules.

This office order is issued with the approval of the Competent Authority 07/10

Date:

Registrar(I/c)

Registrar (I/c)
कुलसचिव (प्रभारी)
Central University of Tamil Nadu
तमिलनाडु केंद्रीय विश्वविद्यालय
Thiruvarur-610 005
तिरुवारूर-610 005

To

1. SAMARTH Team, IIC, UDSC
2. Prof. Sulochana Shekhar, Nodal Officer, SAMARTH-ERP, CUTN
3. All Concern

Copy to:

1. Hon'ble Vice Chancellor , CUTN
2. Registrar,CUTN
3. Finance Officer, CUTN
4. Controller of Examinations, CUTN
5. Librarian, CUTN
6. IQAC, CUTN
7. E-Circular (Website)
8. PS to Vice Chancellor
9. PA to Registrar