

Type of Sign Off

- User Group system activation Sign Off

Details

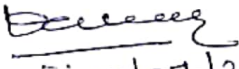
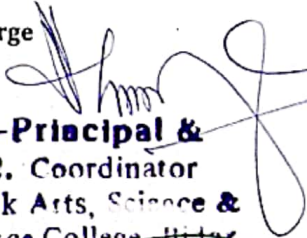
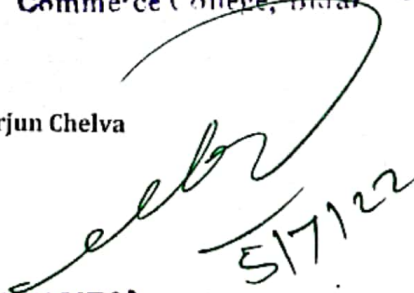
S.No	Module	Feature	Milestone	Status
1.	Enterprise	<ul style="list-style-type: none"> • Institution • Degree • Program • Dept/Category • Semester • Section • Courses • Courses Mapping • Billing course Configuration 	Training completed	Completed
2.	Admission	<ul style="list-style-type: none"> • Application Schedule • Applications • Application List • Online Application Schedule • Application Form Template 	Training completed	Completed
3.	Staff	<ul style="list-style-type: none"> • Attendance • New Staff Creation & Upload • Staff Photo Upload • Staff Widgets screen 	Training completed	Completed
4.	Student	<ul style="list-style-type: none"> • Student Password Reset • Student Information Changes • Student Photo Upload • Profile Update Approval 	Training completed	Completed
5.	Academic Plan	<ul style="list-style-type: none"> • Manage Advisors • Holiday & Events • Academic Configuration • Semester Configuration • Staff planning • Timetable • Combine class • Schedule Changes • Teaching content • Teaching plan 	Training completed	Completed
6.	Services	<ul style="list-style-type: none"> • Define Services • Services Request 	Training completed	Completed
7.	Communication	<ul style="list-style-type: none"> • Message • Announcement • Notice Board • Gallery 	Training completed	Completed

8.	Assessment	<ul style="list-style-type: none"> • Question Bank • Question Paper • Schedule Exam 	Training completed	Completed
9.	MyCamu	<ul style="list-style-type: none"> • My Institution • Home • Attendance • Assessment • Holiday • Timetable • Teaching content • Leave • Services • Billing • Electives • Exam Management 	Training completed	Completed

Forwarded for Approval

By Camu Team	
Initiated On: 01-07-2022 to 04-02-2022	Verified On: 04-07-2022
Product Analyst Mr. Joseph J	Implementation Manager Mr. Aravindh A

Approval

By Camu Team	
Verified On:	Approved On:
Implementation Coordinator Dr. Vinodkumar Kalekar Signature:  05/07/22	Vice-Principal Dr. Mallikarjun Hangarge Signature:  Vice-Principal & IQAC. Coordinator Karnatak Arts, Science & Commerce College, Bidar Principal Dr. Mallikarjun Chelva Signature:  5/7/22 PRINCIPAL

Karnatak Arts, Sci. & Com. College



User Group Training Attendance

Date and Day of Training : 01-07-2022 to 4-07-2022
Venue of Training : Chennais Amirta International Institute of Hotel
Management-Head Office
Training Supervisor (Institution) : Dr. Vinod k&Dr. Mallikarjun Chelva
Trainer (Camu Team) : Mr. J. Joseph

Training Modules	Specific Features
<ul style="list-style-type: none"><input type="checkbox"/> Basic Administration<input type="checkbox"/> Academics<input type="checkbox"/> Advance Administration	<ul style="list-style-type: none">• Admission• Staff• Student• Exam Management• Attendance• Academic Planning• Teaching Plan• Assignments• Assessment• Feedback• Communication

Admission Process flow Sign-Off

Type of application form → online application

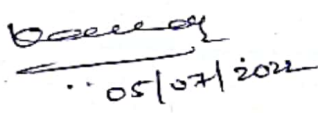
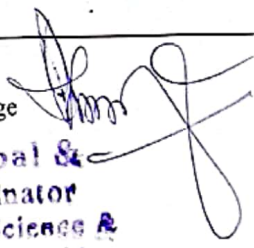
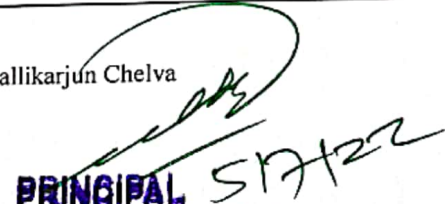
Process Flow:

1. Two types of the application form have been created
 - a. UG- Application Form
 - b. PG- Application Form
2. Online Application schedule has been done for the academic year 2022-2023 for UG and PG
3. After completing the schedule, an online application link will be generated, Karnatak Arts, Science & Commerce College needs to provide the link on their website.
4. Applicant will click the application form link, Then the Applicant will redirect to MyCamu online application registration page.
5. Applicants need to register their mail id with Mycamu. Once an Applicant register their id then the Applicant will receive the mail. In that mail, the Applicant will have their username and password.
6. Applicants must log in using the provided username and password. Then they will click the new application form and will start to fill the application form
7. After they fill out the application form, they will click submit button
8. After applicants submit the application, they will get the print & preview option in Mycamu.
9. Then Applicant will print their application, and they will come and provide the application form to the college.
10. Applicant will get the challan from the institute, and they will go to pay the application fee. After they come to the billing team, they will provide the challan.
11. Billing team will update the fees in Miscellaneous Receipts and they will provide the receipts to the applicant
12. Then the admission team will go to the camu → Application, on that they will select the student and validate the application form → then the admission staff will change the status from submitted to Validate.
13. After that, admission staff will update the status from validated to admit
14. Then the applicant will be changed to a student
15. Before admitting the student, need to create all the bill items (Fees) and map to the program. Then only the bill will automatically allocate to the student after admitted
16. After the applicant changed as a student, we can take the invoice and provide it to the student
17. After the student get their invoice, They will come and collect the challan from the office and they will enter all the details and the student will pay the fees in the bank.
18. Students will get the challan receipt from the bank, he/she provides the challan to the billing team. The billing team will generate the receipt from camu and they will provide it to students.
19. Then billing data will be maintained in Camu. We can take the reports based on the billing collections.

Forwarded for Approval

<p>Product Implementation & Support Manager</p>	
<p>Initiated On: 02-07-2022</p>	<p>Verified On: 02-07-2022</p>
<p>Lead Product Analyst Name: Mr. J Joseph</p>	<p>Product Implementation & Support Manager Name: Mr. A. Aravinth</p>

Approval

<p>Product Implementation & Support Manager</p>	
<p>Verified On:</p>	<p>Approved On:</p>
<p>Implementation coordinator Name: Dr. Vinodkumar Kalekar Signature:  05/07/2022</p>	<p>Vice- Principal Name: Dr. Mallikarjun Hangarge  Signature: Vice-Principal & IQAC, Coordinator Karnatak Arts, Science & Commerce College, Bidar</p>
<p>Principal Name: Dr. Mallikarjun Chelva Signature:  PRINCIPAL Karnataka Arts Sci. & Com. College BIDAR-595401</p>	

Training Feedback Form

Name : Mr. Joseph
 Designation : Product Analyst
 Department : Implementation and support

We hope you are now fully confident about performing your role on Camu.

Please indicate your level of satisfaction with respect to the following:
 (1 - Indicates Needs Improvement; 2 - Indicates Good; 3 - Indicates Very Good; 4 - Indicates Excellent; 5 - Indicates Well Done)

		1	2	3	4	5
Trainer				✓		
1	Communication			✓		
2	Presentation				✓	
3	Punctuality					✓
Training						
1	Coverage					✓
2	Explanation				✓	
3	Demonstration					✓
4	Clarification of Queries				✓	

Any other areas for improvement, please indicate:

*Still need good Communicator /
 Trainer in Kannada language*



**Vice-Principal &
 IQAC. Coordinator
 Karnatak Arts, Science &
 Commerce College, Bidar**