(Affiliated to Gulbarga University, Kalaburagi)
NAAC RE-ACCREDIATED WITH 'A' Grade CGPA 3.24



KARNATAK ARTS, SCIENCE & COMMERCE COLLEGE, BIDAR

College with Potential for Excellence Status Awarded by UCC New Delhi ISO 9001: 2015

KRE Society's Karnatak Arts, Science and Commerce College, Bidar Internal Quality Assurance Cell



POLICY FOR E-GOVERNANCE

(w.e.f. 2017-18, revised during 2021-22)



College with Potential for Excellence Status Awarded by UGC New Delhi ISO 9001 : 2015

POLICY FOR E-GOVERNANCE

INTRODUCTION

KRE Society's Karnatak Arts, Science, and Commerce College, Bidar aims to promote technology-enhanced governance and management practices for a transparent and efficient governing mechanism. It is attempting to facilitate all administrative and academic facilities through the college's e-portal developed under CAMU ERP. This will contribute to greater transparency and information availability for effective decision making.

PURPOSE

This document is designed to provide guidelines all academic and administrative heads, teaching, non-teaching staff and students of the KRE Society's Karnatak Arts, Science and Commerce College, Bidar

SCOPE

This policy document applies to all department, cells and committees of the KRE Society's Karnatak Arts, Science and Commerce College, Bidar

OBJECTIVES

- Maintain and strengthen the leadership through e-governance
- Availing the various services online
- Functioning of Administrative Office more effectively
- •College Website as single point of information
- Student Admission and Support

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- Academic and Administration
- Internal and External Examination
- Internet Based Communication System
- Finance & Accounts
- Library

PROCEDURES

- College Website: College website will serve as single point for information to be displayed publicly about the college and its functioning. The details about important notices, events, committees, cells and departments, Research Publications, Policy Documents etc. will be displayed on the website. The web development service will be outsourced by the management.
- Student Admission and Support: First year student admissions are carried out thought the UUCMS Portal and CAMU ERP. Learning Management System integrated in CAMU ERP serves as dedicated point of contact for academic course content access.
- Academics and Administration: Academic and Administration modules facilitate the planning of curriculum and monitoring attendance through CAMU ERP Portal.
- Internal & External Examinations: For the purpose of examination management college uses the UUCMS's examination Module provided by the Gulbarga University Kalaburagi.

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- Internet Based Communication System: College have created institutional email for easy and effective online communication through the email, all official communications are to be carried out through email id.
- Finance & Accounts: The financial modules of college ERP/ Tally ERP to be used for maintenance of financial records effectively and efficiently. Profit and loss, receipt and expenditure and all other reports are generated automatically or effective resource mobilization and utilization.
- Library: Automation in library is introduced through e-lib ILMS software. All
 library related Information to be maintained throughout this server-based
 system. The OPAC system to be used for information searching and retrieval
 related to books availability. Online access to e-resources is provided with
 subscription to INLFIBENT consortia.

Version 1.1 With Effect From 2017-18 Version 1.2 Revised during 2021-22

e-governance policy drafted by:

Dr. Mallikarjun Hangarge, Vice-Principal and IQAC Co-ordinator

Sri. Srikant Doddamani, Associate Prof. and Head Dept. of Computer Science

Approved by:

Dr. M S Chelva, Principal

PRINCIPAL

Karnatak Arts, Science &

Commerce College, BIDAR

Approved by

Sri. Sidram Para, Secretary, KRE Society

BIDAR 585401 CO



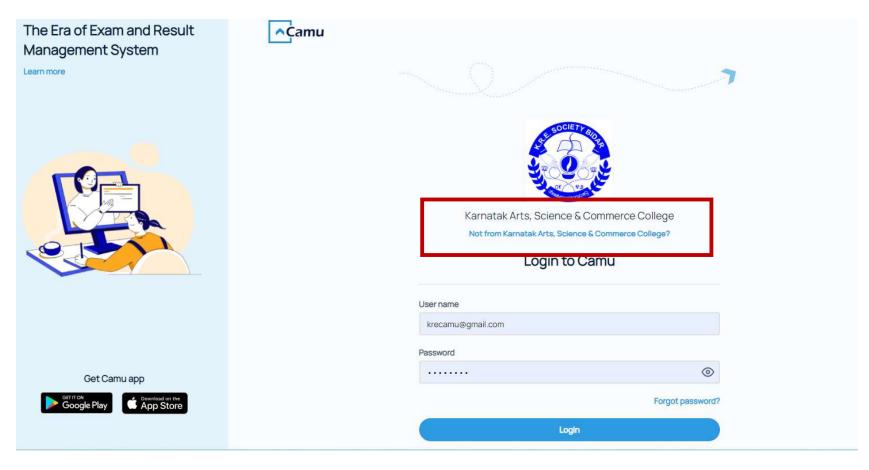


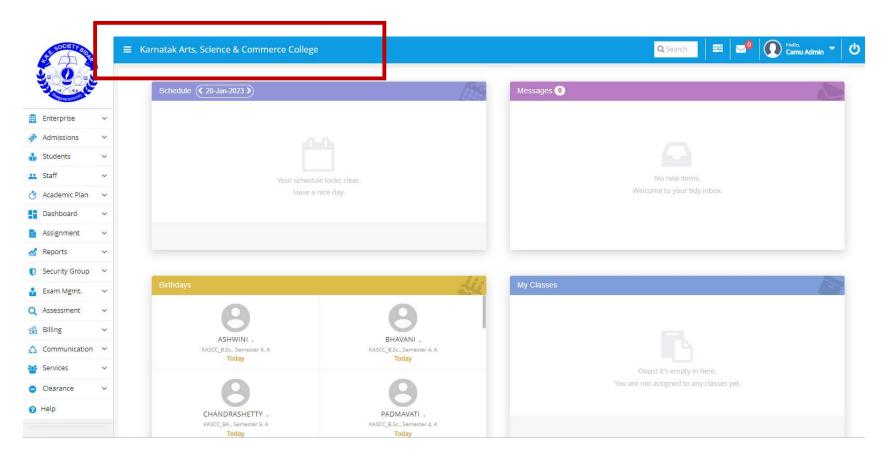
KARNATAK ARTS, SCIENCE & COMMERCE COLLEGE, BIDAR

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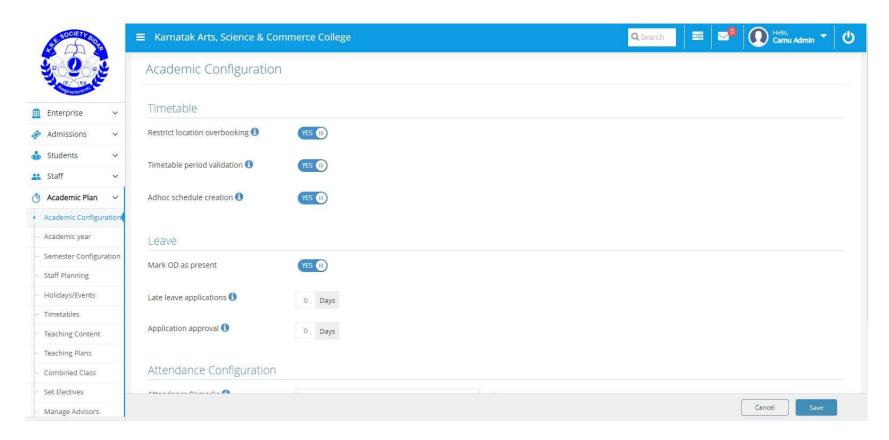
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CAMU ERP Screenshots of Implementation of e-governance in areas of operation

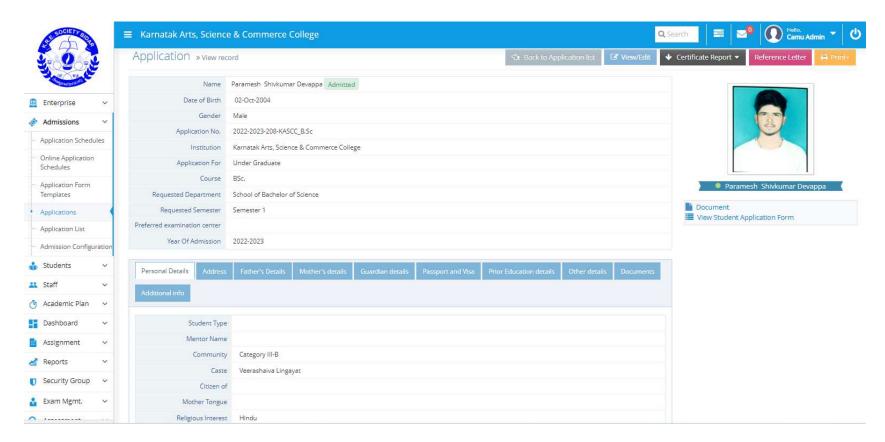




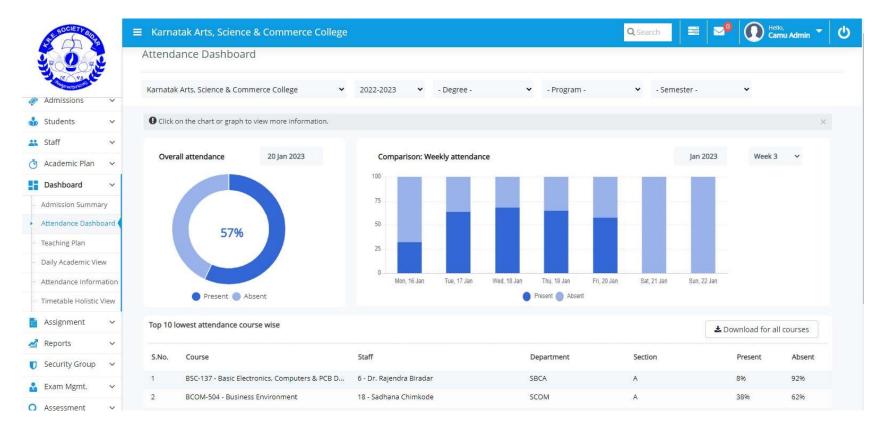
Home page of ERP System



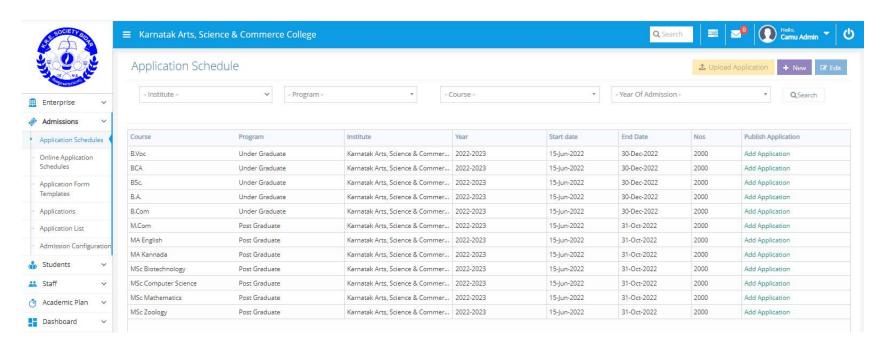
Academic Configuration as per the requirement of the College



Sample Screenshot of Student Admission Form



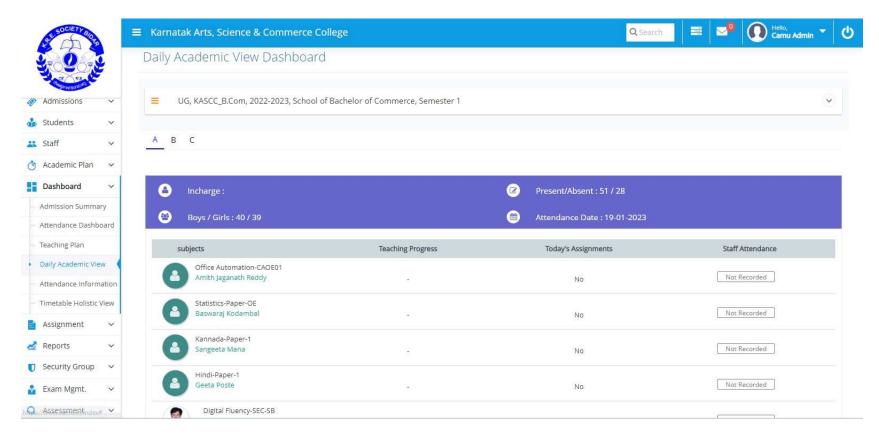
Student Attendance Monitoring Dashboard



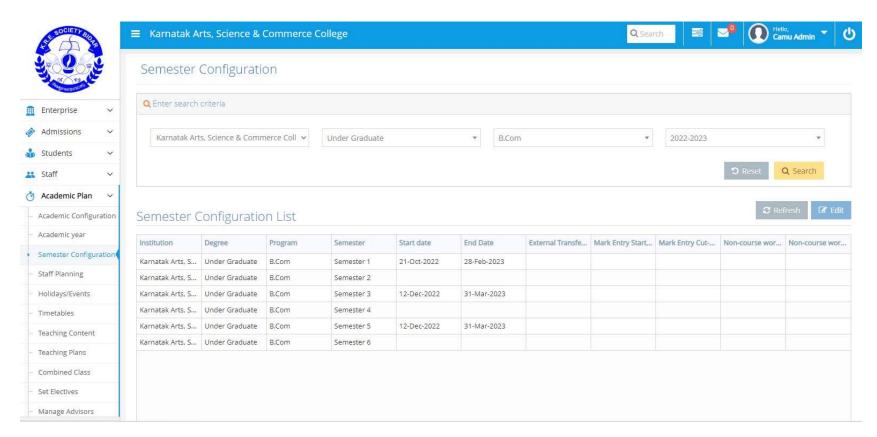
Course Schedule Configuration Module

PRINCIPAL

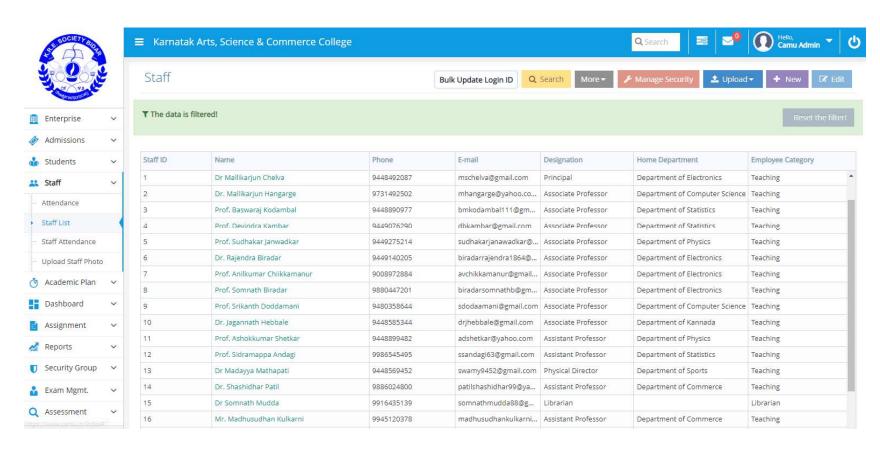
Karnatak Arts, Sci. & Com. College



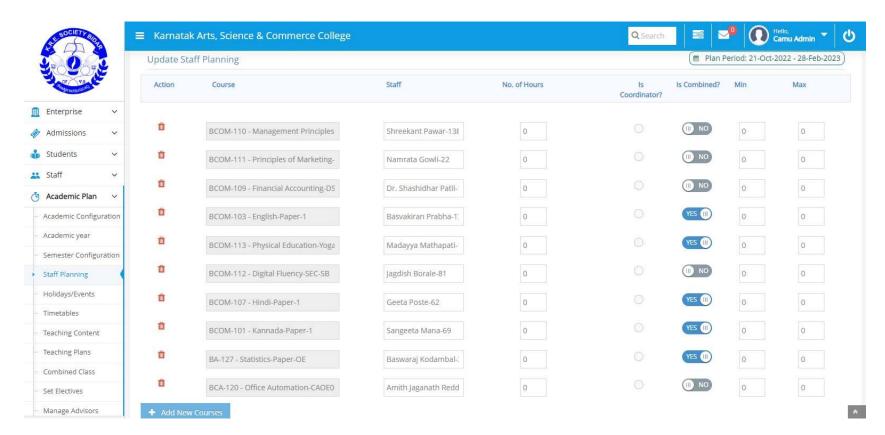
Daily Academic Activity View



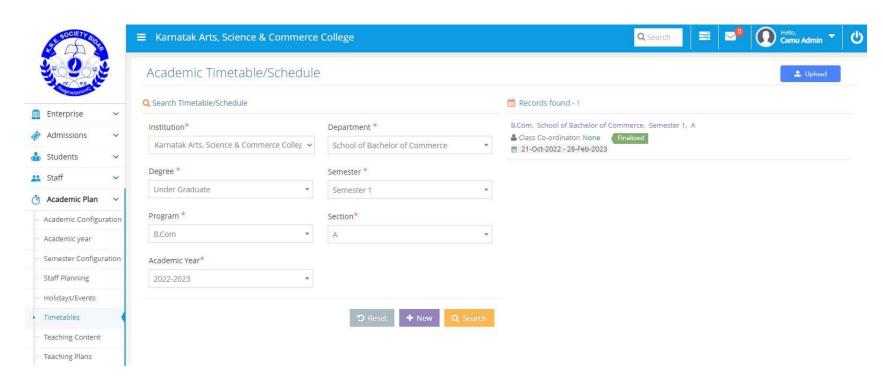
Semester Configuration



Staff Module

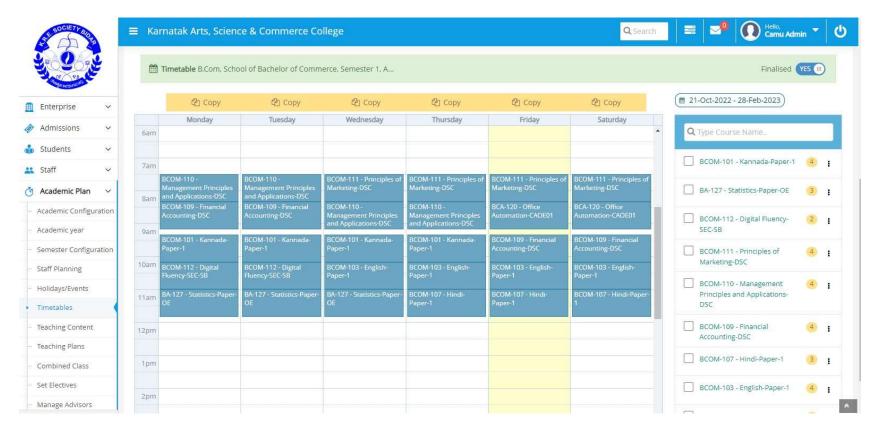


Configuration and Planning of Staff Members

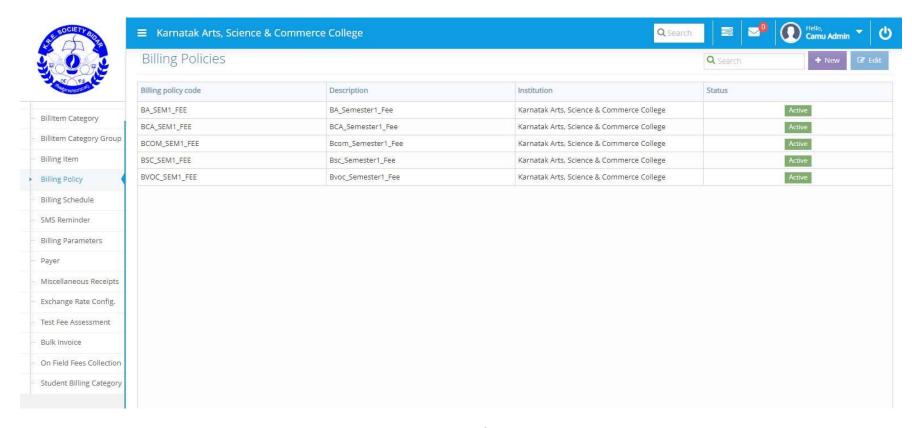


Configuration of Time Table

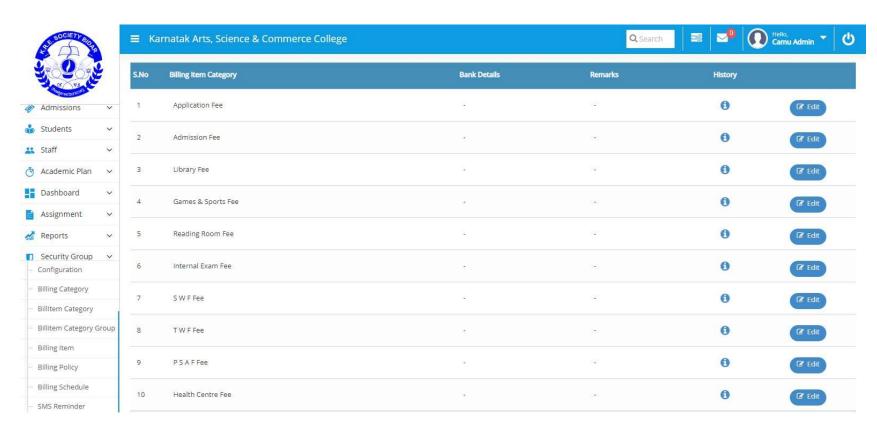
PRINCIPAL Karnatak Arts, Sci. & Com. College



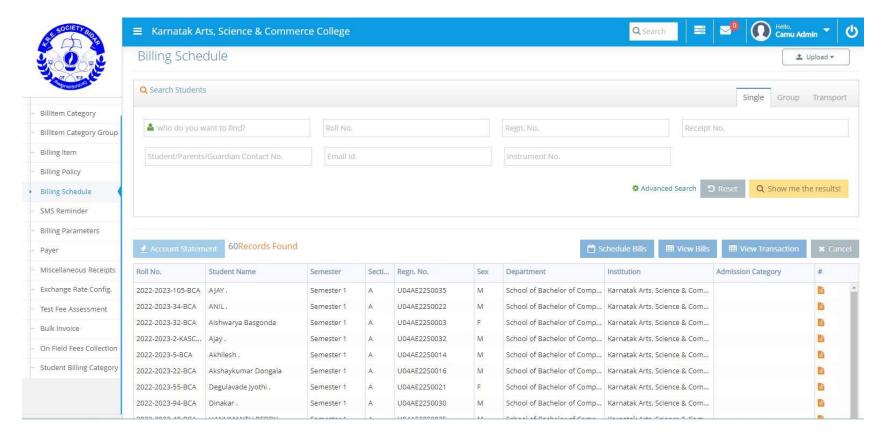
Sample of Time Table



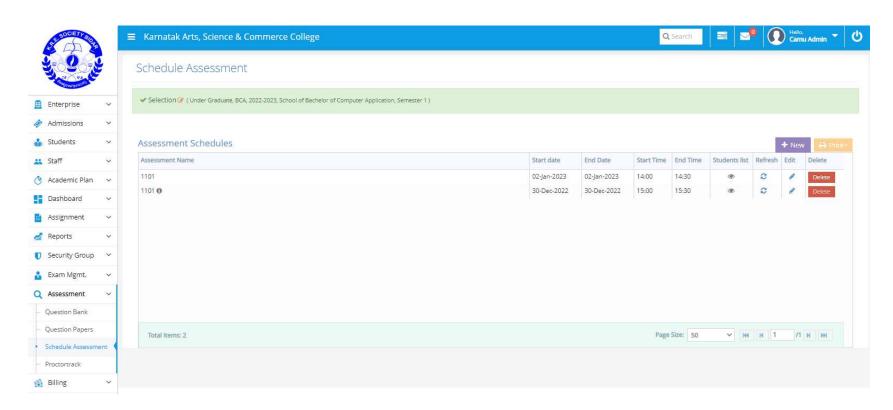
Billing and Finance Configuration



Billing Items Category Configuration



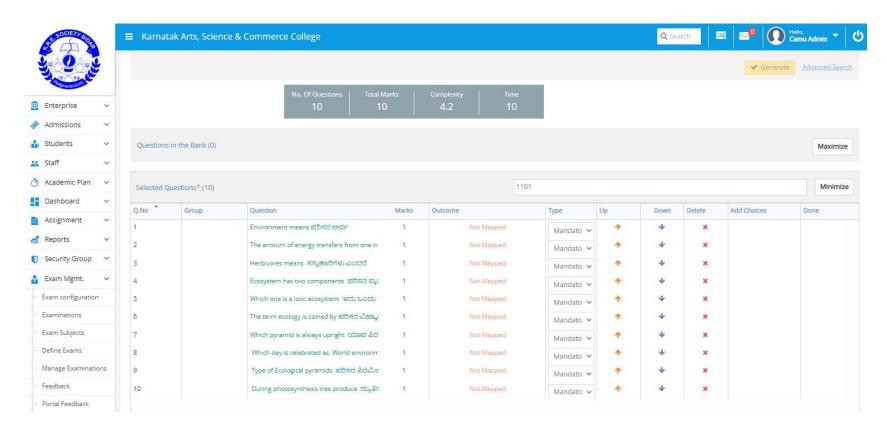
Display of Billing Schedule of Students



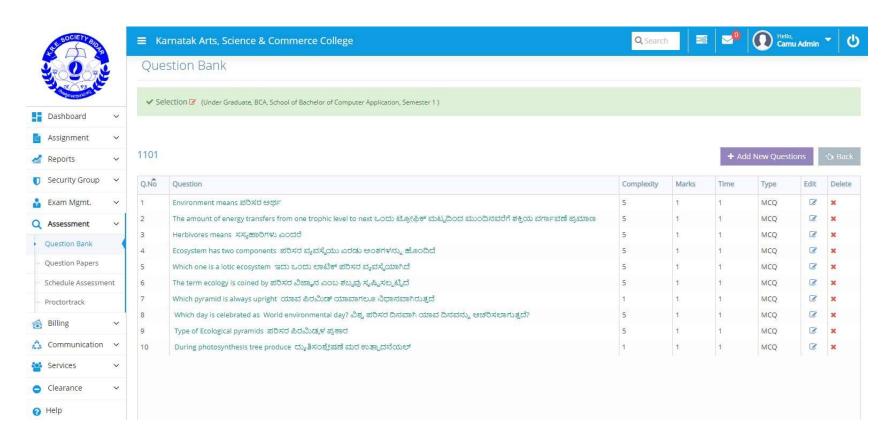
Examination Module

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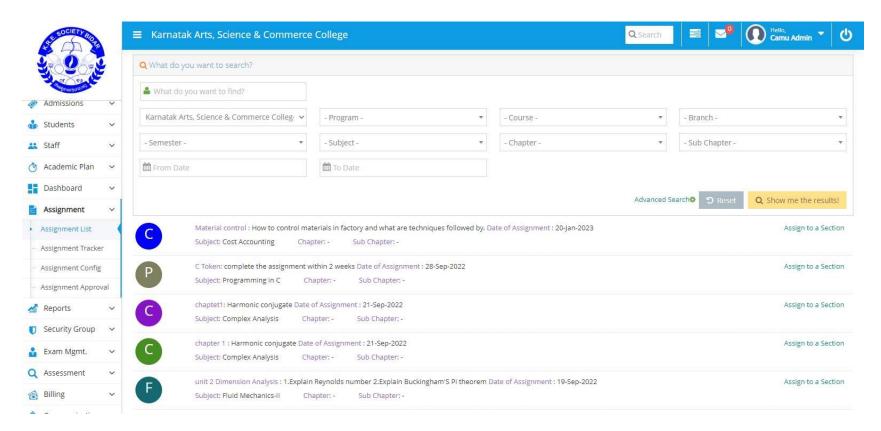
Karnatak Arts, Sci. & Com. College



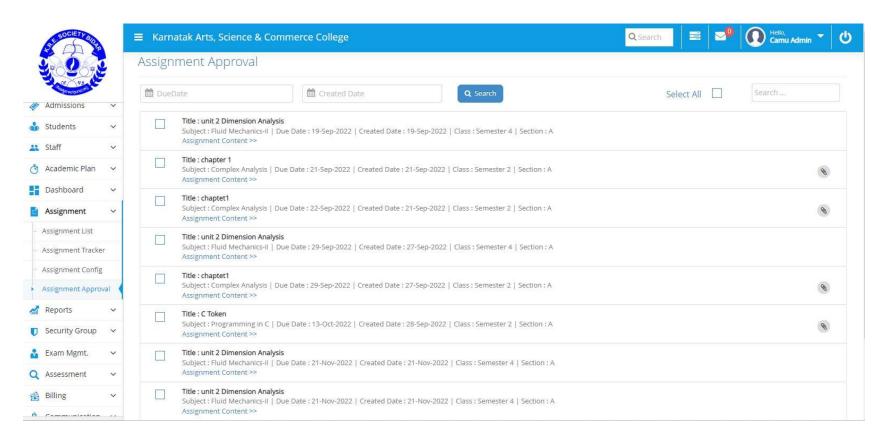
Sample of Configuration of MCQ based Internal Examination Configuration



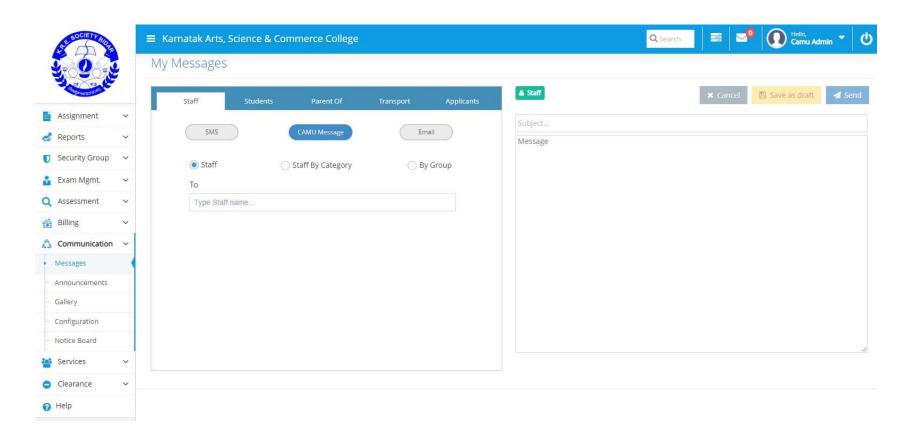
Question Bank Module



Assignment Module



Assignment Module



Communication Module



Type of Sign Off

☐ User Group system activation Sign Off

Details

S. No	Module	Feature	Milestone	Status
1.	Enterprise	 Institution Degree Program Dept/Category Semester Section Courses Courses Mapping Billing course Configuration 	Training completed	Completed
2.	Admission	 Application Schedule Applications Application List Online Application Schedule Application Form Template 	Training completed	Completed
3.	Staff	 Attendance New Staff Creation & Upload Staff Photo Upload Staff Widgets screen 	Training completed	Completed
4.	Student	 Student Password Reset Student Information Changes Student Photo Upload Profile Update Approval 	Training completed	Completed .
5.	Academic Plan	 Manage Advisors Holiday & Events Academic Configuration Semester Configuration Ştaff planning Timetable Combine class Schedule Changes Teaching content Teaching plan 	Training completed	Completed
6.	Services	Define ServicesServices Request	Training completed	Completed
7.	Communication	MessageAnnouncementNotice BoardGallery	Training completed	Completed .



			P36	
8.	Assessment	 Question Bank Question Paper Schedule Exam 	Training completed	Completed
9.	MyCamu	 My Institution Home Attendance Assessment Holiday Timetable Teaching content Leave Services Billing Electives Exam Management 	Training completed	Completed

Forwarded for Approval

By Camp keam	
Initiated On:01-07-2022 to 04-02-2022	Verified On: 04-07-2022
Product Analyst	Implementation Manager
Mr. Joseph J	Mr. Aravinth A
	A

Approval

Verified On:	Approved On:
Implementation Coordinator	Vice- Principal
Dr. Vinodkumar Kalekar	Dr. Mallikarjun Hangarge
Signature: Deceses	Signature:
05/07/22	Vice-Principal &
	IQAC. Coordinator Karnatak Arts, Science &
	Commerce College, Hidar
	Principal
	Dr. Mallikarjun Chelva
	Signature:
	2112
	PRINCIPAL



User Group Training Attendance

Date and Day of Training

Venue of Training

: 01-07-2022 to 4-07-2022

:Chennais Amirta International Institute of Hotel

Management-Head Office

Training Supervisor (Institution)

Trainer (Camu Team)

: Dr. Vinod k&Dr. Mallikarjun Chelva

: Mr. J. Joseph

Training Modules Basic Administration Academics Advance Administration	Specific Features
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Admission Process flow Sign-Off

Type of application form \rightarrow 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
- After completing the schedule, an online application link will be generated, Karnatak Arts, Science & Commerce College needs to provide the link on their website.
- Applicant will click the application form link, Then the Applicant will redirect to MyCamu
 online application registration page.
- Applicants need to register their mail id with Mycamu. Oncean Applicant register their id then the Applicant will receive the mail. In that mail, the Applicant will have their username and password.
- 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.
- Then Applicant will print their application, and they will come and provide the application formtothe college.
- 10. Applicant will get the challanfrom 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

Lead Product Analyst Name: Mr. J Joseph	Product Implementation & Support Manager Name: Mr. A. Aravinth
Initiated On:02-07-2022	Verified On:02-07-2022
BW(Rapin Ream	

Approval

Verified On:	Approved On:
Implementation coordinator Name: Dr. Vinodkumar Kalekar Signature: OS OT 2021	Vice-Principal Name: Dr. Mallikarjun Hangarge Signature: Vice-Principal & IQAC. Coordinator Rarpatak Arts, Science & Commerce College, Bidar

Name: Dr. Mallikarjun Chelva

Signature:



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)

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3	Punctuality		1 1 7			-
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Any other areas for improvement, please indicate:

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Vice-Principal &

IQAC. Coordinator Karnatak Arts, Science &

Comme ce College, Bidage