

6.2.2 Implementation of e-governance in areas of operation

1. Academic Planning and Development

2. Administration

3. Finance and Accounts

4. Student Admission and Support

5. Examination

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CERTIFICATE OF THE HEAD OF INSTITUTION

Dr.S. ELANCHEZHIAN, M.D.S.,
PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that, our Institutional has the Implementation of e-governance in areas of operations, such as:

- 1. Academic Planning and Development**
- 2. Administration**
- 3. Finance and Accounts**
- 4. Student Support**
- 5. Admissions**
- 6. Examination**
- 7. Staff management**
- 8. LMS**
- 9. OBE implementation**


PRINCIPAL
Dr. S. ELANCHEZHIAN, MDS.,
J.K.K.NATTRAJA DENTAL COLLEGE & HOSPITAL
KUMARAPALAYAM, NAMAKKAL - 638 183.
JKKN TAMILNADU.

PRINCIPAL

ADDITIONAL INFORMATION-
SoPs & RESPONSIBILITIES

SoP FOR CAMU UTILIZATION

Individual Learning Facilitator Responsibilities in Camu

- Attendance: Accurately record student attendance.
- Leave / On-Duty: Manage and respond to leave and on-duty requests.
- Teaching Plan: Create and update teaching plans.
- Teaching Content: Upload and manage instructional materials.
- Assignment Mark: Grade and record assignment scores.
- Internal Mark: Evaluate and enter marks for internal assessments.
- Quiz & Assessment: Develop and administer quizzes and assessments.
- SMS Communication: Use SMS for quick, essential communications.
- Email Communication: Send detailed information and documents via email.
- Camu App Communication: Facilitate group discussions and updates.
- Mentor Counselling: Record and track mentoring activities.
- Promotion / Progression: Monitor and report on student academic progression.
- Rubrics / OBE: Implement and align teaching with Outcome-Based Education rubrics.
- Feedback: Collect and analyze feedback from students.
- Extra-Curricular Activities: Organize and document extracurricular activities.
- Project Mark Entry: Enter and manage project marks.

Individual Department IQAC Coordinator (DIC) Responsibilities in Camu

- Subject Code Mapping: Define and manage subject codes.
- Subject & Class Mapping: Associate subjects with specific classes.
- Semester Configuration: Set up academic calendar and course schedules.
- Staff Planning: Allocate and manage faculty assignments.
- Time Table: Develop and oversee academic timetables.
- Service Request Claim: Handle and respond to service requests.
- SMS Communication: Manage departmental SMS alerts and messages.
- Email Communication: Coordinate departmental email communications.
- Camu App Communication: Supervise group communications.
- Project Staff & Students Mapping: Assign faculty and students to projects.

Institution Principal (IQAC Chairman) Responsibilities in Camu

- Hold & Suspend: Oversee account holds and student suspensions.
- Holidays & Events Mapping: Schedule institutional events and holidays.
- Service Request Approval & Close: Approve and close service requests.
- SMS Communication: Coordinate institutional SMS communications.
- Email Communication: Manage institution-wide email communications.
- Camu App Communication: Oversee group communications.
- Asset (Purchase / Issue / Return): Handle asset management.
- Placement Entry: Manage placement data entry.
- Admission Followup: Coordinate admission processes and follow-ups.

Learner Responsibilities in Camu

- Attendance Checking: Monitor personal attendance records.
- Apply Leave & On-Duty: Submit leave and on-duty applications.
- Check Time Table & Teaching Content: Access timetables and educational content.
- Assignment Submission: Submit assignments.
- Quiz Submission: Participate in quizzes.
- Follow SMS Communication: Stay updated via SMS.
- Follow Email Communication: Check and respond to emails.
- Follow Camu App Communication: Engage in class and subject group discussions.
- Check Internal Assessment Score: Monitor personal academic performance.
- Pay Fees Online: Complete fee payments online.
- Download Receipt: Download payment receipts.
- Request Service (Bonafide, Transfer Certificate, etc.): Apply for various student services.
- E-Portfolio (Resume): Create and maintain an electronic portfolio or resume within CAMU, showcasing academic achievements, projects, and extracurricular activities, useful for career development and job applications.

Accounts Team Responsibilities in Camu

- Schedule Bills to Year & Course Wise by Terms
- Receipt Entry by Cash & Online
- Discount Entry by Student Wise
- Scholarship Entry by Student Wise
- Hold Students to Unpaid Fees
- Suspend Students to Unpaid Fees


PRINCIPAL
Dr. S. ELANCHEZHIAN, MDS.,
J.K.K.NATTRAJA DENTAL COLLEGE & HOSPITAL
KUMARAPALAYAM, NAMAKKAL - 638 183.
JKKN TAMILNADU.

ADMIN ONE-TIME-PROCESS

ENTERPRISE MODULE

- **Institute: (To update the Institution's Information)**
 - Choose the institute, click on “Edit” and update the institution address and contact details. Also update the different departments contact persons Name, Email, Mobile No and enable “Publish to Portal” then click on “Update”.
 - Choose the institute, click on “Configuration” and update the working days, attendance, logo, SMS configuration, late attendance notification, staff email configuration, MyCamu student portal login then click on “Update”.
 - Choose the institute, click on “Configuration” and update the “Attendance Communication” details by activation of Send Attendance Notification-SMS, Send Attendance Notification-EMAIL, Send Attendance Notification To Hostellers and deactivation of Language Based Attendance Notification, Period Wise Attendance, Send Absent Notification for Period Attendance then update the message template:
Absent Message: Dear Parent, <NAME> did not attend one or more classes on <DATE>. To know more, kindly reach out to the Class Teacher - JKKN Institutions.
Late Attendance Message: Dear Parent, <NAME> did not attend one or more classes on <DATE>. To know more, kindly reach out to the Class Teacher - JKKN Institutions.
Period Wise Attendance Absent Message: Dear Parent, <NAME> is absent for <PERIOD> for the day <DATE> - JKKN Institutions.
 - Choose the institute, click on “Configuration” and update the “Assignment Communication” details by activation of Send Assignment Notification-EMAIL, Assignment Warning, No. of Un-submitted Assignments-3, Send Assignment Notification To Hostellers and deactivation of Send Assignment Notification-SMS, Send Assignment Notification-SMS To Class Coordinator.
- **Degree: (To Create New Degree)**
 - Click on “+New”, update the details in Institution, Degree ID, Degree Name, Description and click on “Save”.
- **Program: (To Create New Program)**
 - Click on “+New”, update the details in Institution, Degree, Program Type, Program ID, Program Name, Program Description, Program Details, Offering Departments and enable “Active” then click on “Save”.
- **Department: (To Create New Department)**
 - Click on “+New”, update the details in Institution, Department Code, Department, Description, Department Head and click on “Save”.
- **Campus: (To Create New Campus or Building for Hostel or Asset)**
 - Click on “+New”, update the details in Campus ID, Campus Name, Description and click on “Save”.
- **Facility: (To Create New Facility or Floor for Hostel or Asset)**
 - Click on “+New”, update the details in Campus, Facility ID, Facility Name, Description and activation of Hostel Facility then click on “Save”.

- **Location: (To Create New Location or Room for Hostel or Asset)**
 - Click on “+New”, update the details in Campus, Facility, Location ID, Location Name Capacity, Number of Rows, Number of Seats per Row and click on “Save”.
 - **Feedback: (To Create New Feedback for Students)**
 - Click on “+New”, again click on “+” type the name of Feedback Type then choose Feedback Type, update the details in Name, Maximum No of Star (Rating), Feedback Attribute (Question with Star Rating), Grade System and activation of Hide Student Name (If want to submit feedback by students without showcase their names for privacy).
 - **Bloom's Taxonomy: (To Create New Bloom's Taxonomy)**
 - Choose Learning Domains, type the Taxonomy Name and Taxonomy Code and click on “Save”.
 - **Student Access Control: (To Create Students Access)**
 - Click on “+Add”, choose Student Status Name, choose the list to access by students and click on “Save”.
-

ADMISSION COORDINATOR ONE-TIME-PROCESS

ADMISSIONS MODULE

- **Application Schedules: (To Create New Application)**
 - Click on “+New”, choose Institution, Program, Course, Academic Year, Application Start Date, Application End Date, No of Applications, Application Expiry Date and type the Prefix, Suffix, Initial Value (3 Digits) then click on “Submit”.
 - After application creation, choose course and click on “Add Application”
-

COLLEGE COORDINATOR ONE-TIME-PROCESS

ENTERPRISE MODULE

- **Semester: (To Create New Semester)**
 - Click on “+New”, update the details in Institution, Degree, Program, Semester Code, Semester Name, Description, Display Order (1,2,3,4,5,6,7,8) and activation of Send Daily Homework SMS with Daily SMS Timer 06.00 PM then click on “Save”.
 - **Section: (To Create New Section)**
 - Click on “+New”, update the details in Institute, Section Name, Section ID, Section Description and click on “Save”.
 - **Batch: (To Create New Batch)**
 - Click on “+”, type the name of Batch Type (Practical, Clinical, Internship) and click on “Save” then choose the Batch Type after type the name of Batch Name then click on “Save”.
 - **Timetable: (To Create New Timetable)**
 - Type Period Name, Period Start Time, Period End Time and click on “Save”.
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PRINCIPAL

Dr. S. ELANCHEZHIAN, MDS.,
J.K.K. NATTRAJA DENTAL COLLEGE & HOSPITAL
KUMARAPALAYAM, NAMAKKAL - 638 183.
JKKN TAMILNADU.

DEPARTMENT COORDINATOR ONE-TIME-PROCESS

ENTERPRISE MODULE

- **Course or Subject: (To Create New Course or Subject)**
 - Click on “+New”, update the details in Institution, Course ID, Course Name, Offering Department, Display Code (Same to Course ID), Type and activation of “Status Active”, Non-Course Work, Exclude from GPA/CGPA, Exclude from Graduation Criteria, Alphabetical Result, Grading System then click on “Save”.
- **Course or Subject Mapping to Semester or Year: (To Map New Course or Subject with Semester or Year)**
 - Click on “+New”, update the details in Institution, Degree, Program, Department, Semester and click on “Search” again click on “+” type Regular Course or Subject Code then click on “Save”. For elective paper click on “+Add Group” type Elective Course or Subject Code then update the details in Hours, Capacity.


PRINCIPAL
Dr. S. ELANCHEZHIAN, MDS.,
J.K.K. NATTRAJA DENTAL COLLEGE & HOSPITAL
KUMARAPALAYAM, NAMAKKAL - 638 183.
JKKN TAMILNADU.

ADDITIONAL INFORMATION-AGREEMENT



Dear Sir/Madam,

We are happy to announce that CAMU has been activated with our institution **JKKN Dental College and Hospital** with an Integrated SIS, and LMS Solution on 30/11/2020.

As per the agreed deliverables, we have been in use and all our users are trained sufficiently on the product for further usage in our institutions.

We would like to take this opportunity to thank our users and Team CAMU for the support received to make this solution system activated Successful.



Type of Sign Off

Institution System Activated Sign Off Details

SNo	Module	Feature	Milestone	Status
1	Enterprise	• All Institution Master details Creation	• Degree • Department • Semester • Section Creation	In Use
2	Admissions	• Student Application and Admission Process	• Student Application Entry • Validation Process • Admission Process • Admission-Related Reports	In Use
3	Student Record	• Student 360 Degree data view	• Student Record View • Communication Details • Fee details, Mark Details	In Use

PRINCIPAL

Dr. S. ELANCHEZHIAN, MDS.,
J.K.K. NATTRAJA DENTAL COLLEGE & HOSPITAL
KUMARAPALAYAM, NAMAKKAL - 638 183.
JKKN TAMILNADU.

4	Staff Record	<ul style="list-style-type: none"> • Staff Personal and Professional Details 	<ul style="list-style-type: none"> • Staff Profile • Staff Experience • Staff Qualification • Staff Archive 	In Use
5	Academic Plan	<ul style="list-style-type: none"> • LMS Master Data Entry 	<ul style="list-style-type: none"> • Academic Year Creation • Semester Configuration • Staff Planning • Timetable Creation • Holiday/ Events Creation • Elective Registration • Teaching Content • Teaching Plan Update 	In Use
6	Assignment	<ul style="list-style-type: none"> • Online assignment 	<ul style="list-style-type: none"> • Reduce paperless and improve the e-governance process 	In Use
7	Attendance	<ul style="list-style-type: none"> • Student Attendance entry 	<ul style="list-style-type: none"> • Attendance reports 	In Use
8	Exam Management	<ul style="list-style-type: none"> • Student Mark Entry 	<ul style="list-style-type: none"> • Exam Subjects • Define Exams • Exam Timetable • OBE Link with Exam management • Result publishes to the student • Exam Reports 	The system is ready to Use



9	Assessment	<ul style="list-style-type: none"> • Question Bank • Question Paper • Online Assessment 	<ul style="list-style-type: none"> • Question Creation based OBE pattern • Conduct a paperless online examination 	The system is ready to Use
10	Billing	<ul style="list-style-type: none"> • Student Fee collection Offline/Online 	<ul style="list-style-type: none"> • Bill Item Creation • Fees Schedule for Student • Payment Gateway Integration • Online Fee payment option for students 	In Use
11	OBE	<ul style="list-style-type: none"> • Blooms Taxonomy • PEO • PO • CO Mapping 	<ul style="list-style-type: none"> • Question-wise mark entry • Program Outcome, Course Outcome Reports • Individual Student Attainment Report 	The system is ready to Use

PRINCIPAL

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J.K.K. NATTRAJA DENTAL COLLEGE & HOSPITAL
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12	Communication	<ul style="list-style-type: none"> • SMS • Mail • Camu message • Announcement. 	<ul style="list-style-type: none"> • Multiway to communicate with students, parents, staff 	The system is ready to Use
13	Mobile App	<ul style="list-style-type: none"> • Attendance entry • Lesson plan update • communication. 	<ul style="list-style-type: none"> • Mobility and Transparent 	In Use
14	Leave Management	<ul style="list-style-type: none"> • Student Online leave Apply/ Approval 	<ul style="list-style-type: none"> • Reduce paperless and improve the e-governance process 	In Use
15	Staff Archive	<ul style="list-style-type: none"> • Staff Activities Tracking 	<ul style="list-style-type: none"> • Get NAAC-level reports 	In Use
16	Academic Reports	<ul style="list-style-type: none"> • Attendance, • Timetable reports 	<ul style="list-style-type: none"> • Student and staff-related reports 	In Use
17	Student Services	<ul style="list-style-type: none"> • Define Service • Assign Faculty 	<ul style="list-style-type: none"> • Reduce paperless and improve the e-governance process 	In Use
18	Mycamu	<ul style="list-style-type: none"> • Student Login 	<ul style="list-style-type: none"> • Student Portal 	In Use
19	Feedback	<ul style="list-style-type: none"> • Feedback Attribute Creation • Portal Feedback 	<ul style="list-style-type: none"> • Subject-wise Feedback Report • Question-wise Feedback report • Faculty-wise Feedback Report 	The system is ready to Use
20	Transport	<ul style="list-style-type: none"> • Setup Routes • Setup Boarding Points • Allocate Students and Faculty to the respective Routes 	<ul style="list-style-type: none"> • Generate reports for each boarding-wise strength report • Automatic billing schedule 	Training Completed
21	Hostel	<ul style="list-style-type: none"> • Hostel and Hostel Room Creation • Allocate Rooms to the student and Faculties 	<ul style="list-style-type: none"> • Generate Reports for hostel wise strength report • Automatic Billing schedule • Hostel Attendance 	Training Completed



PRINCIPAL

Dr. S. ELANCHEZHIAN, MDS.,

J.K.K. NATTRAJA DENTAL COLLEGE & HOSPITAL

KUMARAPALAYAM, NAMAKKAL - 638 183.

JKKN TAMILNADU.



Forwarded for Approval

By Camu Team	
Initiated On:15.12.2022	Verified On:15.12.2022
Support and Implementation Manager Mr. Aravinth A	

Approval

From Customer Institution	
Verified On:	Approved On:
Implementation SPOC Name: Mr. Ranjith	Director Name: Mr. S.Ommsharravana

PRINCIPAL

Dr. S. ELANCHEZHIAN, MDS.,
J.K.K. NATTRAJA DENTAL COLLEGE & HOSPITAL
KUMARAPALAYAM, NAMAKKAL - 638 183.
JKKN TAMILNADU.