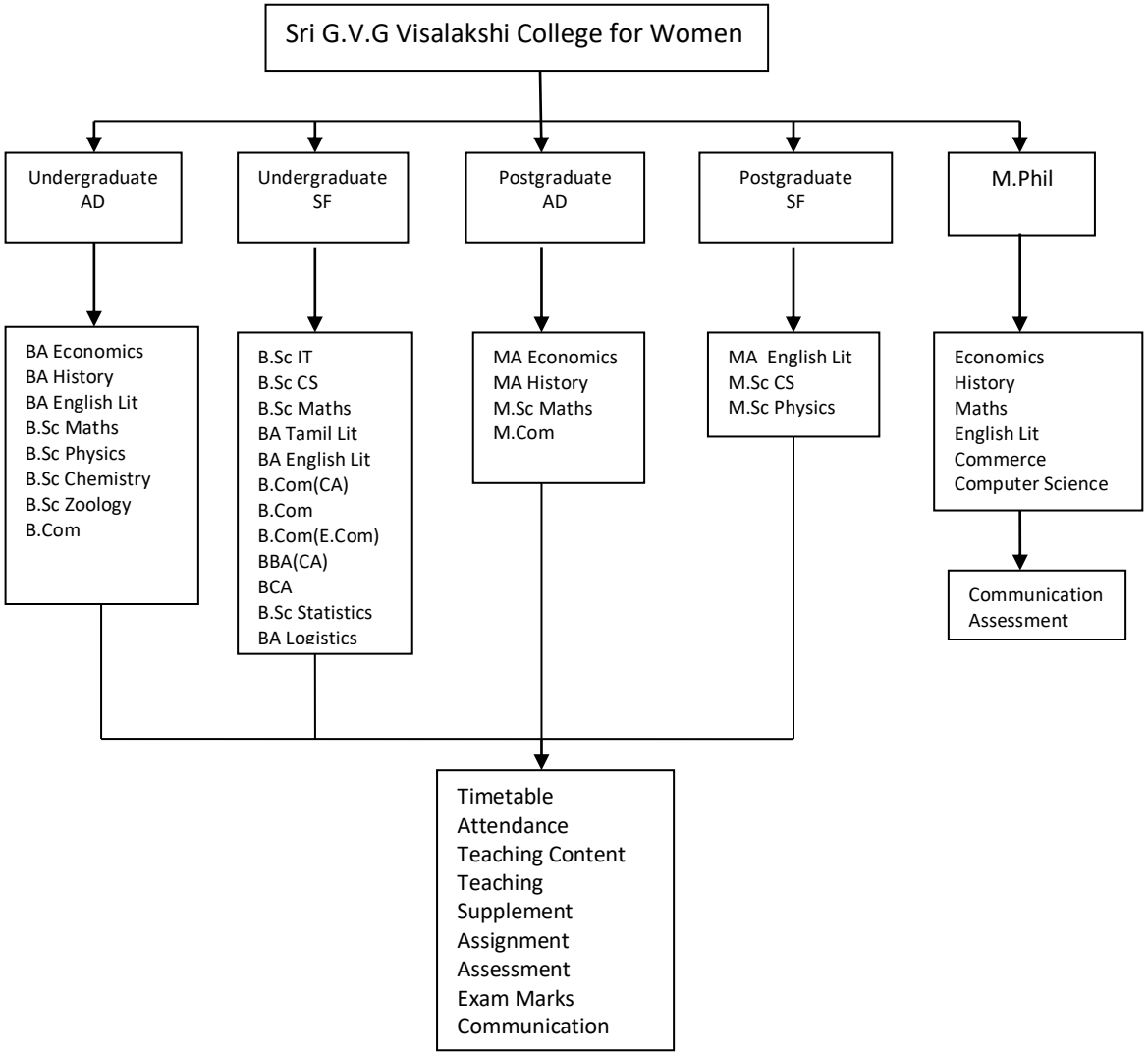
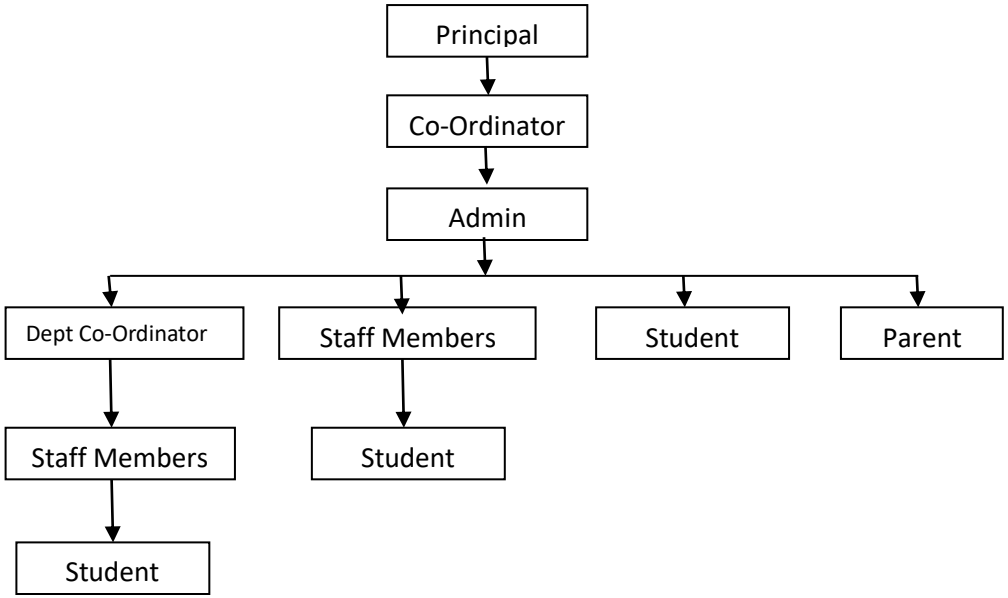
Organizational Structure of LMS:

General Structure:



Communication Flow:



Permissions:

Assisstant Professor	Department Co-Ordinator	Head of the Department	Principal
Student List	Student List	Student List	Student List
Staff List	Staff List	Staff List	Staff List
Attendance	Attendance	Attendance	Attendance
Timetable	Timetable	Timetable	Timetable
Teaching Content	Teaching Content	Teaching Content	Teaching Content
Teaching plan	Teaching plan	Teaching plan	Teaching plan
Assignment List	Assignment List	Assignment List	Assignment List
Assignment Tracker	Assignment Tracker	Assignment Tracker	Assignment Tracker
Timetable (Report)	Timetable (Report)	Timetable (Report)	Timetable (Report)
Staff Timetable (Report)	Staff Timetable (Report)	Staff Timetable (Report)	Staff Timetable (Report)
List of Students (Report)	List of Students (Report)	List of Students (Report)	List of Students (Report)
Question Bank	Question Bank	Question Bank	Question Bank
Question Papers	Question Papers	Question Papers	Question Papers
Schedule Assessment	Schedule Assessment	Schedule Assessment	Schedule Assessment
Exam Management	Exam Management	Exam Management	Exam Management
Manage Exams	Manage Exams	Manage Exams	Manage Exams
Enter Results	Enter Results	Enter Results	Messages
Messages	Messages	Messages	Attendance Percentage (Report)
Attendance Percentage (Report)	Attendance Percentage (Report)	Attendance Percentage (Report)	Attendance Summary (Report)
Attendance Summary (Report)	Attendance Summary (Report)	Attendance Summary (Report)	Staff Status (Report)
	Student Progression	Staff Status (Report)	Staff Availability (Report)
	Staff Status (Report)	Staff Availability (Report)	Who is Free (Report)
	Staff Availability (Report)	Who is Free (Report)	Can Approve Leave (Staff)
	Who is Free (Report)	Can Approve Leave (Staff)	Can Approve Student Leave (Tablet)
	Staff to Subject Mapping	Can Approve Student Leave (Tablet)	Can Send Bulk messages
		Can Send Bulk messages	Staff to Subject Mapping
		Staff to Subject Mapping	Teaching Plan (Dashboard)
		Teaching Plan (Dashboard)	Announcements
			Admission Summary (Report)
			Admission Status (Report)
			Admission Summary (Dashboard)

Camu Administrator	Contd..Camu Administrator	Controller of Examinations
Student List	Academic Year (Academic Plan)	Student List
Staff List	Holidays & Events(Academic Plan)	Staff List
Attendance	Institution (Enterprise)	Attendance Percentage (Report)
Timetable	Program(Enterprise)	Attendance Summary (Report)
Teaching Content	Course (Enterprise)	List of Students (Report)
Teaching plan	Dept./Category (Enterprise)	Exam Management
Assignment List	Sections (Enterprise)	Manage Exams
Assignment Tracker	Classes (Enterprise)	Enter Results
Timetable (Report)	Campus (Enterprise)	Student Evaluation (Report)
Staff Timetable (Report)	Facility (Enterprise)	
List of Students (Report)	Location (Enterprise)	
Question Bank	Batch (Enterprise)	
Question Papers	OBE Configuration(OBE)	
Schedule Assessment	Outcomes(OBE)	
Exam Management		
Manage Exams		
Enter Results		
Messages		
Attendance Percentage (Report)		
Attendance Summary (Report)		
Student Progression		
Staff Status (Report)		
Staff Availability (Report)		
Who is Free (Report)		
Can Approve Leave (Staff)		
Can Approve Student Leave (Tablet)		
Can Send Bulk messages		
Staff to Subject Mapping		
Teaching Plan (Dashboard)		
Announcements		
Admission Summary (Report)		
Admission Status (Report)		

Minutes of the CAMU Meeting

2015 - 2016

CAMU TRAINING - Schedule - I.

Venue: Conference Hall. Time - 2.30 - 3.30 p.m.

Following matters were demonstrated in the department Co-ordinators meeting on 18.6.2015.

1. Change in URL name → WWW.Camu.in. WWW.mycamu.co.in.
2. Use of tablets to view messages every day.
   - Problems regarding Wi-Fi to be reported to Mr. Ashok - System Analyst. or post in the note in the office.
3. Faculty were requested to verify
   (i) Individual Timetable
   (ii) Department timetable
   (iii) Matching of Time table hours and teaching plan hours.
   (iv) Admission numbers and details of students.
   (v) Combined class time table.
   (vi) Status of Login for students (II yr & III yr)
4. Hereafter the name list (& other details) for the students be taken from CAMU - demonstrated.
5. Posting of teaching content (supplement) - demonstrated Department co-ordinators were asked to convey the regular posting of teaching content details in camu for as many topics possible/necessary.
6. To identify or locate errors in student login, a sample assignment to be posted by every student within a week.

7. Faculty were requested to prepare question bank for their subjects and upload the same into CAMU.

8.

Rajeswari.N.
18.6.15.
CAMU Co-ordinator

Principal i/c

D. 18/6/15
CAMU SYSTEM ADMINISTRATOR

CAMU TRAINING - Schedule - II

Venue : Conference Hall 11.7.2015 - 1.30 - 3 pm

To add more familiarity and fluency in operating CAMU a second meeting was convened on 11.7.2015.

Following matters were demonstrated / discussed

(i) Leave application - Faculty - Verification
(ii) Assigning classes to other faculty while on Leave / on duty / other activities.
(iii) Uploading teaching content
(iv) Alteration / corrections in Teaching plan.
(v) Student list reports
(vi) Attendance Reports - Weekly, Monthly reports.
(vii) Usage of Institution ID for faculty.
(viii) Insertion of Notes, Powerpoint slides, Weblinks for subjects in teaching content.
(ix) Try to implement flip - Classroom Concept
(x) View of student Portal with teaching content, Assignment and announcements.
(xi) Use of Messages, SMS - faculty & Students
(xii) Updating student details like blood group, Aadhar Card.
(xiii) Communication between Student - Staff - Dialogue.

Rajeswari.D
11.7.2015
CAMU Co-ordinator

Principal i/c

CAMU System Administrator

CAMU TRAINING - Schedule III

Date: 19.8.2015 Venue: Conference Hall Time: 2.30 - 3.30 PM

The following matters were discussed in the department co-ordinators meeting for regular usage and updation of matters in CAMU.

1. Student database - Verify and update.
2. Details for ID card for I UG & I PG taken from CAMU Student database.
3. Verify the Laptop having details for both Student and Staff to register in Wifi.
4. Prepare Question Banks for Online exam.
5. Entering of I CIA Marks in Exam Schedule.
6. Mark attendance for all subjects during CIA.
7. Verify the rejoining Students details for II & III UG.
8. Make all the I year UG Students To login in to CAMU using their CAMU PIN.

Rajeswari. D
19.8.2015
CAMU Co-ordinator

Principal i/c

D. [signature]
19/8/15
CAMU System Administrator

CAMU TRAINING - Schedule IV

Date: 9.9.2015 Venue: Lab IV Time: 2.30 PM

The following matters were discussed and demonstrated in the meeting.

1. Uploading the Question bank, generating Question paper and Scheduling Assessment as per the Schedule.
2. Co-ordinators can take print outs of I CIA marks of all subjects.
3. Give demo to the Students for submitting assignments and taking online tests, especially for I year Students.
4. Particular dates were given for Students to register in Wifi, at that time they need to bring their laptops.
5. Fillups and Descriptive type questions can also be provided in Question bank.
6. Before Online exam, again Verify the login of all the Students.
7. Unrecorded attendances will be Send to department mail-ids, Verify and Complete it as early as possible.
8. Regularly update the attendances and teaching content.

Rajeswari.M
9.9.2015
CAMU Co-ordinator

Principal i/c

CAMU System Administrator

CAMU TRAINING - Schedule V

Date: 20.10.2015 Venue: Room-122 Time: 11.30 AM

The final meeting for this Semester had been conducted to discuss about the attendance percentage and Preparation of next Semester work as per the following discussion,

1. NMEC Attendance - check the Students list.
2. Attendance Report - Take overall attendance report using Attendance Percentage - For all attendances.
3. Verify whether all the attendances are completed for all dates from June 18 to October 30 using Monthly attendance report.
4. Take the attendance percentage report on October 30 (last working day).
5. Complete all the teaching contents before last working day.
6. Inform to the Students about dongle and usage of WIFI.
7. WIFI usage for the Students inside the campus is free
8. Preparation of Timetable and teaching Content for next Semester
9. While preparing Time table, the hours in timetable Should match the Syllabus hours.

Rajeswari.N
20.10.2015
CAMU co-Ordinator

[signature]
Principal i/c

D. [signature] 20/10/15
CAMU SYSTEM ADMINISTRATOR

CAMU TRAINING - Schedule VI

(For all faculty)

Date 23.11.2015 Venue: Conference Hall Timing: 1.30-3.30 p.m.

A special meeting was conversed for all the faculty members to update the new features introduced in CAMU and to orient the faculty in using all the features. Apart from the staff portal, Students portal features were also demonstrated.

Following activities were demonstrated in the session:

Staff Portal:

(i) Profile updation
(ii) Applying leave - complete & partial
(iii) Uploading teaching content.
(iv) Scheduling Teaching plan - Replanning topics.
(v) Editing teaching content
(vi) Adding documents, notes, presentation to teaching content
(vii) All activities pertaining to Assignments. (Scheduling assignments, Assigning to students Verification of submitted Assignments awarding marks)
(viii) Verification of Student details in Student List
(ix) Taking attendance reports.
(x) Uploading Staff time table.
(xi) Editing Staff details & updating staff information
(xii) Alternative assignment of faculty when they are on leave.
(xiii) Managing combined classes
(xiv) Use of system messages.

The meeting was attended by all faculty members Madam, Secretary Mrs Sumathi Krishnaprasad joined the session. She discussed about various features of CAMU and suggested that assignment task need to be simplified.

Rajeswari.m 23.11.15
CAMU Co-Ordinator

Principal i/c

D. Radha 23/11/15
CAMU SYSTEM ADMINISTRATOR

CAMU - Special Meeting.

29.1.2016. Venue: Conference Hall Time: 10-11 a.m

A special meeting was convened on . Mr A.R. Suraminathan, CEO, CAMU, answered the various queries put forth by the faculty members.

Our Madam Secretary interacted with the faculty members regarding the functioning of CAMU. Following matters were discussed.

(i) Submission of assignments
(ii) Providing supplement for teaching content.
(iii) Conducting Quiz
(iv) Faculty - Student dialog.

* Working of WiFi - Problems.

It was decided to convene a periodic review meeting in the month of March.

Rajeswari.D
29.1.2016
CAMU Co-ordinator

A. Suraminathan
Principal i/c

D. Radhika 29/1/16
CAMU System Administrator

CAMU CO-ordinators meeting.

5.2.2016 Venue: Conference Hall Time: 1.30 – 2.00

In the Co-ordinators meeting on 5.2.2016 following matters/issues were discussed.

(i) updating teaching plan
(ii) Entry of ICIA marks in CAMU
(iii) Preparation of teaching content (Avoid down loaded material) and providing web link for videos.
(iv) Assignments to students in Batches (size 30)
(v) Conduct practice test for students so as to prepare the students for online tests.
(vi) Provide Lab facilities for students from 3.30 – 5 p.m on all days to prepare and submit assignments in CAMU and also take up online test (practice)
(vii) Updation of teaching plan and attendance.
(viii) Preparation of Question Banks and scheduling online practice test.
(ix) Down load of attendance logs.

Rajeswari. N
5.2.2016
CAMU Co-ordinator

[signature]
Principal i/c

D. [signature] 5/2/16
CAMU System Administrator

18.2.2016.

CAMU - Co-ordinators Meeting.

Venue: Conference Hall.

A CAMU Co-ordinators meeting was convened on 18.2.2016 at 1.30 pm to discuss some general matters listed below.

(i) Different ways of uploading question bank through template.
(ii) Direct method of entering questions into a question bank.
(iii) Generating and printing a question paper.
(iv) Scheduling on-line examination
(v) Entering CIA marks into CAMU
(vi) Usage of Staff - Student communication.
(vii) Allotment of students to labs for using CAMU
(viii) Printing Marks report.
(ix) Request the students to use the evening lab hours for preparing and uploading assignments.
(x) Request to all faculty to view Camu messages and mails daily.

Rajeswari N
18.2.2016
CAMU Co-ordinator

R. Jumina
Principal i/c

D. [signature] 18/2/16
CAMU System Administrator.

2016 - 2017

28.6.16

CAMU Co-ordinators Meeting.

The Co-ordinators meeting was convened to update the new features introduced in CAMU and to provide the necessary details regarding the activities for the academic year 2016-2017.

New features:

(i) Report Launcher (with categories)
(ii) Display of Long absentees
(iii) Students choosing NMEC and SBC from their portal.

Other activities:

(i) Completion of 1st years students data in CAMU - Name, Address, Parents det, Blood group, Community, Aadhar Card no, Date of Birth etc.,-
(ii) Inform change in major, Long absentees, Discontinued students, Rejoined students to office (Verify & write to Kanagalakshmi / Mrs Savithri
(iii) NMEC procedures
(v) Instruction to I Year students regarding CAMU and its usage.
(vi) Inform all the students to view their teaching content and leaves regularly in CAMU.
(vii) Request to send Internal components to CAMU.
(viii) Faculty - to keep their leave details updated.

Rajeswari.N
28.6.16
CAMU-Co-ordinator.

Principal

System Administrator.

17.8.2016

CAMU - Extra Ordinary meeting

VENUE : Principal Room

TIME : 11.00 AM

24/08/2016 Extraordinary meeting with Mr. Venkat on 18.8.2016 - rajeswarimaths11@gmail.com - Gmail

Raji <rajeswarimaths11@gmail.com> Aug 19 (5 days ago)
to AR, Venkat, sumathi.krishn., Dayalan, pavithra, GVG

Sir,
Greetings,
Summary of matters discussed with Mr. Venkat, Director Operations, Octoze on 18.8.2016.

1. Setting right of the issue in Teaching Plan.
2. NMEC examination procedures and problems in downloading student name list (Subject wise, Program wise)
3. Outcome based assessment demo.
4. Student feedback on Teaching content, reports not available.
5. Staff Activities, reports not available - need clarity.
6. Creating Student Batches.
7. Display of Examination performance in Dashboard.
8. File upload available upto 5MB demonstrated.
9. Sharing of videos through Google drive link.
10. Request for reports with reference to IQAC, NAAC.

N.Rajeswari
Department of Mathematics
Sri GVG Visalakshi college for Women
Udumalpet

Rajeswari. N
CAMUCO-ordinator

Mr. Venkateshwara Rao,
Chief Operating Officer,
Octoze Technologies Pvt Ltd.

Principal

18.10.24

CAMU Co-ordinators Meeting

Time: 3.30 PM VENUE: Lab iv

Following matters were discussed/demonstrated in the meeting.

1. Demonstrated to take Student Evaluation Report.
2. Entry of marks to be done for both CIA & Component.
3. Complete the Attendance & take Attendance Percentage report on last working day, submit to Controller office.
4. Provide the staff Subject mapping and time table for next semester, Once uploaded cannot be altered.
5. Need to complete the timetable before College reopens.
6. Upload and complete the teaching content before reopening.
7. Give orientation to all the students regarding their usage of student Portal.
8. Verify and complete the unrecorded attendances, mark the attendances during CIA Time also.
9. Complete the Student database details like their blood group, Aadhar card no, etc.
10. The timetable hours should match the Syllabus hours. Ex: 3-38, 4-52, 5-65, 6-75.
11. For every change in Holiday and working day, need to reschedule the teaching plan accordingly.
12. Staff leaves should be updated regularly & Compensation to be done accordingly.

Rajeswari.D
CAMU Co-Ordinator

Principal

D. Arthur 18/10
System Administrator

22.11.16

TRAINING

TIME: 2.00 PM

VENUE: LAB IV

A training is given to the office staff Mrs. Mohana Priya regarding the activities carried out in the office through CAMU.

The following are the details trained to them,

1. Certificate verification report.
2. Taking student strength report.
3. Report for student list by category.
4. Merit list report.
5. List of students report
   (i) Discontinue list.
   (ii) Admission Register.
6. Period wise Attendance Summary report.
7. Staff list - Active & Inactive
8. Staff leave status & summary report.
9. Staff time table report.
10. Department time table report.
11. Teaching plan status view.
12. Daily assignment view.
13. Admission status report.

Rajeswari.N
22/11/16
CAMU CO-Ordinator

Principal

22/11
CAMU System Administrator

12.12.16

CAMU CO-Ordinators Meeting

VENUE: Lab IV

TIME: 3.30 PM

The following general matters were discussed in the department co-ordinators meeting:

1. The Time table change can be carried out by creating new time table for the classes those who need to change.
2. Upload the teaching content for this semester as soon as possible.
3. Re-scheduling of the teaching plan to be carried out during the change in holidays & working days.
4. Update the Aadhar card details of the students before 15.12.16.
5. Verify the internal component of the last semester for one subject of each class for clarification.
6. Regularly mark the attendance, update the teaching plan and assign the leaves in CAMU.
7. Any updations of the student details can be informed to office staff.

Rajeswari.N
12/12/16
CAMU CO-Ordinator

[signature]
Principal

D. [signature] 12/12
CAMU System Administrator

5.1.17

CAMU Co-Ordinator Meeting

VENUE: Lab II

TIME: 3.30 PM

In this meeting Internal Component entry was demonstrated to the department Co-ordinator,

1. Set the define exam.
2. Manage Examination is to set date and time for the Subjects that defined.
3. Finalize the schedule & Publish it to the portal for students reference.
4. Defining and Scheduling the examination will be done separately for different exam categories like TE Marks, SO Marks, Practicals, VE, IS & CS.
5. Complete this process on or before 12.1.17
6. Send the component mark details to the CAMU Mail.

Rajeswari.N
5/1/17
CAMU Co-Ordinator

Principal

D. Sathish
CAMU System Administrator

20.3.17

CAMU Co-Ordinators Meeting

Venue: Lab IV

TIME: 3.30 PM

The following matters were discussed & demonstrated in the meeting.

1. Demonstrated about the Elective: NMEC Selection from student Portal.
2. Complete this process on or before 12.4.2017.
3. Complete the mark entry details and take the Student Evaluation report.
4. Timetable for this semester is extended upto 12.4.2017, so reschedule the teaching plan.
5. Complete all the attendances and finalize it before last working day.
6. Provide the details of Staff Subject Mapping for the next Semester on or before 20.4.2017.
7. Timetable once fixed cannot be modified, so provide the final and corrected copy before uploading it in CAMU.

Rajeswari.D
20/3/17
CAMU Co-Ordinator

Principal

D. Arthur 2013
CAMU System Administrator

2017-2018

6.7.17

MEETING WITH OFFICIALS - OCTOZE TECHNOLOGIES

VENUE: Board Room TIME: 10.30 AM - 4.30 PM

The following matters were discussed in the meeting,

1. Creating the reports related to NAAC and staff database.
2. Need to print TC directly from CAMU with editable format as both bulk and individual.
3. Academic year wise filtering is needed in every module.
4. Teaching plan report has been taken for all the previous academic years as per the format given.
5. Possibility of conducting Union election through CAMU.
6. Need symbols, images etc., in Question bank.
7. Download option in teaching content page.
8. While uploading teaching content there is an option of selecting tamil font needed.
9. Possibility of making the subjects in define exam automatically by mapping it with the subjects in subject mapping.
10. Student staff communication portal.
11. E-mail is not sending while we try it in communication.
12. Staff planning report academic year wise and subject wise.
13. Question wise Analysis needed for Assessment.
14. Document upload option in messages.

Mr. Muzafar Hussain
Head of Implementation
Octoze Technologies

Mr. Dayalan
Implementation Engineer
Octoze Technologies

Rajeswari
CAMU Co-ordinator

Principal

D. Sifhra
CAMU System Administrator

4.8.17

CAMU Co-Ordinator Meeting

Venue: Lab IV

Time: 2.30PM

The following matters were discussed in CAMU Co-ordinator meeting.

1. Demonstrated the student upload template and its usage (details to be entered in capital letter).
2. Send the internal components of this semester to mail.
3. Put the entries for the examination and schedule it on or before 13.8.17.
4. Verify the list of I year students in CAMU and inform the missed student details to office.
5. Ask the NMEC staffs to verify all their NMEC students list and ask them to put attendance and teaching plan.
6. Regularly put attendance, teaching plan, assignment, assessment, notes, etc.,
7. The orientation for I UG students will be on 18.8.17.
8. Any corrections in the student database will be intimated immediately to the office and make a change of it.
9. Send the internal components through mail and also provide hard copy with HOD's signature.

Rajeswari.N
CAMU Co-ordinator

[signature]
Principal

D. [signature]
CAMU System Administrator

18.8.17

CAMU - ORIENTATION FOR I YEAR STUDENTS

Venue: Assembly Hall Time: 9.30 - 4.30

Orient all the I year students about the usage of CAMU. The following matters were demonstrated.

1. Login into CAMU Portal.
2. Verifying the Student database
3. Verifying their attendances subjectwise, month wise & overall.
4. Viewing their timetables, Holidays and Events.
5. Visibility of teaching Content and Supplements.
6. Submission of assignment.
7. Attending Online assessments.
8. Viewing their Exam schedules and Internal marks
9. Usage of messages & viewing announcements, Fee details.

S.No	Name of the Department	Class representative Signature
1.	Economics	P. Sivani
2.	English - Aided	V. Shilpa
3.	History	K. Ayeesha.
4.	Mathematics - Aided	N.S. Keerthana Devi
5.	Physics	Jayathiy
6.	Chemistry	K. Vlad j (K. Sharmiladharshini
7.	Zoology	Deepthy.S
8.	Commerce	J. Anu J. Ann Mercy
9.	Computer Science	B. Aswitha J. Joshua
10.	Information Technology	S. Krishnadevi S. Krishnadevi
11.	BCA	V. Vishnu Priya
12.	B.Com (CA)	S. Priyanka.
13.	BBA (CA)	A.H. A.H. Santoshi devi
14.	English - SF	P. Thanalakshmi
15.	Tamil - SF	R. Sangavi.
16.	Mathematics - SF	K. Gokila

S.No	Name of the Department	Class representative Signature
17.	B.Com (E.Com)	A. Muthulakshmi Muthulakshmi
18.	B.Com (SF)	T.Kalaivani
19.	Statistics	M.Rf M.Reshma
20.	Economics with Logistics.	M.Poongodi

Rajeswari D
CAMU Co-Ordinator

D. Qiffu
CAMU System Administrator

Principal

22.9.17

MEETING WITH OFFICIALS OF OCTOZE TECHNOLOGIES - OBE ASSESSMENT

VENUE: Assembly Hall TIME: 10.30 - 4.30

A meeting is organised with the officials of Octoze technologies and faculty members regarding the implementation of OBE Assessment procedure in CAMU. The officials discussed and demonstrated the steps to be prepared for OBE Assessment and mark entry details to be carried out in CAMU. The following general matters were also discussed.

1. Assignment list to be displayed based on year wise search.
2. Equation mode option is not enabled in Question bank.
3. Student and staff portal communication.
4. Need download option in teaching content page.
5. Attendance percentage report to be taken as overall in the institution level, both semester & year wise.
6. Bamini font conversion possibility to be added in teaching content page.
7. Need of symbols, images etc, in the question bank.

Rajeswari.D
CAMU Co-ordinator

D. [signature]
CAMU System Administrator

[signature]
CEO
Octoze Technologies

[signature]
Principal

[signature]
Sr. Implementation Engg.
Octoze Technologies

6.10.17 **CAMV - IMPLEMENTATION OF OBE ASSESSMENT IN CAMV**

VENUE: Assembly Hall TIME: 2.00 PM.

A special meeting regarding the preparatory work towards the implementation of OBE assessment in CAMV is convened on 6.10.17. Following matters are discussed / demonstrated.

1. The template given for preparing the Question bank of CIA Question papers.
2. Splitting of Course Outcomes for the questions discussed.
3. Uploading of the Question bank in Assessment module.
4. Entering the Students mark by downloading the template & providing question wise mark.

Rajeswari.N
CAMV Co-ordinator

Principal

D. Geethan
CAMV System Administrator

17.1.18

MEETING WITH OFFICIAL - OCTOZE TECHNOLOGIES

Venue: Lab VI

Time: 10.30 - 3.30

The CAMU team members and Mr. K. Dayalan, Implementation Engineer, Octoze technologies has discussed about the following issues and features in CAMU.

1. NAAC reports like planning and development, Administration, Finance & Accounts, Student Admission, Examination and also the attainments of PO's, PSO's and CO's.
2. Issues in dashboard, Assignment.
3. Feedback features to be enabled for students
4. Staff - Student Communication portal issue
5. Overall College level attendance percentage is needed.
6. Need back up of teaching content of the previous Semesters.
7. Need to update the details in the staff profile.

K. Dayalan

Mr. Dayalan
Implementation Engineer
Octoze Technologies.

Rajeswari.N.
CAMU Co-ordinator

D. Gifta
CAMU System Administrator

Principal

24.1.18

CAMU Co-Ordinator Meeting

Venue: Lab IV

Time: 1.30 PM

The following matters were discussed in the CAMU Co-Ordinator meeting.

1. Update attendances and teaching plans regularly.
2. Provide teaching supplements for the topics needed by the students.
3. Mention the teaching methodologies used for the topics & put it in the remarks.
4. Provide the practise test for all the subjects, analysis of the test will be carried out.
5. Verify the mark entry page and intimate the issues in that before entering the marks.
6. Inform the students to verify the feedback page in their portal.
7. Motivate the students to use their My CAMU portal regularly.
8. For First UG Students provide the marks as per the OBE template and also provide the syllabus of the subjects.
9. Make usage of the message communication in CAMU to send common messages to the students.

Rajeswari.N
CAMU Co-Ordinator

Principal

D. Sathya
CAMU System Administrator

12.3.18

CONSULTANCY

Venue: IQAC Room

Time: 3.30 PM

1. Dr. M. Raja Senathipathi - HOD, MCA, NGM College, Pollachi
2. Dr. E. Ramadevi - Dept of MCA, NGM College, Pollachi
3. Dr. M. Sakthi - HOD Dept of Computer Science, NGM College
4. Mr. V. Vishnu Prabhakar - System Admin, NGM College, Pollachi

As, Per Our Request the director Dr. N. Rajeswari, Associate Professor in Mathematics and the CAMU Administrator Mrs. D. Pavithra, Assistant Professor in Computer Science gave a detailed demonstration of the ERP CAMU, which encompasses the various functions like Planning and Development, Administration, Student Admission and Support, Teaching learning and Examination.

They also Offered Consultation for the queries regarding the various features of the ERP.

1. M. 12/3/18
2. 12/3/18
3. M. 12/3/18
4. 12/03/18

Rajeswari.N

27.3.18

CAMU Co-Ordinators Meeting

Venue: Lab II

Time: 2.30 PM

The following matters were discussed in the CAMU Co-ordinators Meeting.

* Schedule given to complete the online feed back process in CAMU.
* Instruct the students to enroll their NMEC elective course selection in CAMU from 4th April onwards
* Update the attendances and teaching plans regularly.
* Enter the marks of both CIA & components, then took the student Evaluation report for Internal marks.
* Verify the Mail ID & Phone numbers of all the students, if any corrections means update it before April 11, 2018.
* Send the marks for IUG - I & II CIA in the OBE template as provided.

Rajeswari D
CAMU Co-Ordinator

[signature]
Principal

[signature]
CAMU System Administrator