



# USER REFERENCE MANUAL

## MY CAMU

**Document Owner:** Octoze Technologies India

**Version:** MyCamu\_1.0

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## Introduction:

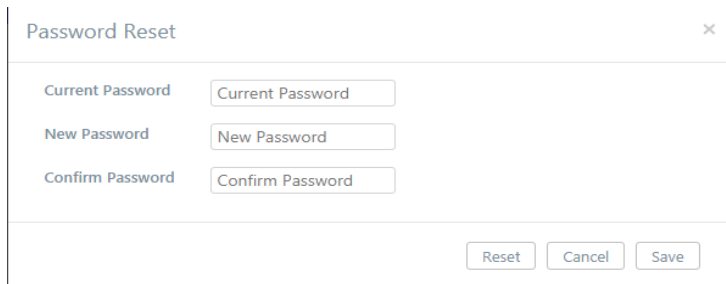
Parents/Students have access to the Student's Digital Record in their MyCamu Application. Attendance, Homework, Teaching Plans & Content, Timetable, Messages, Examination Schedules, Report cards, Feedback, Billing and Enrolment. Alert messages such as General Announcements and Assignment Notifications are available in Web Application and Android Mobile App.

For further queries, please write to [support@octoze.com](mailto:support@octoze.com)


## My Camu Home Screen:

1. Open MyCamu by entering the URL: 'www.mycamu.co.in' and login.

2. Click  and the Password reset will open.



A modal window titled "Password Reset" with a close button (X) in the top right corner. It contains three input fields: "Current Password", "New Password", and "Confirm Password". At the bottom right, there are three buttons: "Reset", "Cancel", and "Save".

3. Student / Parent can enter their Current and new Password and Click on .

4.  will display the General Announcement.








A screenshot of the MyCamu web application home screen. The browser address bar shows "https://www.mycamu.co.in/#/home/feed/profile". The page has a purple header with the "myCamu" logo and a user profile picture. A left sidebar contains a menu with items: Home, Attendance, Assignments, Exam Schedules, Assessments, Holidays, Timetable, Teaching Content, Leave, Billing, Activity, Electives, and Feedback. The main content area is divided into three sections: a student profile for "ASMA A" (Roll No: 16MS5943, Department: Computer Science-SF, Semester: Sem 4, Section: A, Course: M.Sc CS, name: SRI G.V.G VISALAKSHI, College: COLLEGE FOR WOMEN), a "PROFILE" section with personal details (DOB: 07-Apr-1996, Father Name: ABDUL BARI, Mother Name: Jannathul firthouse, Address: 3/46 NORTH STREET, SOLAMADEVI POST, MADATHUKULAM TK, TIRUPPUR DT, TAMILNADU, INDIA), and an "Announcements" section titled "Revised CIA schedule" with exam dates and a 3-day expiry notice. A "Password Reset" button is visible in the top right of the profile section.

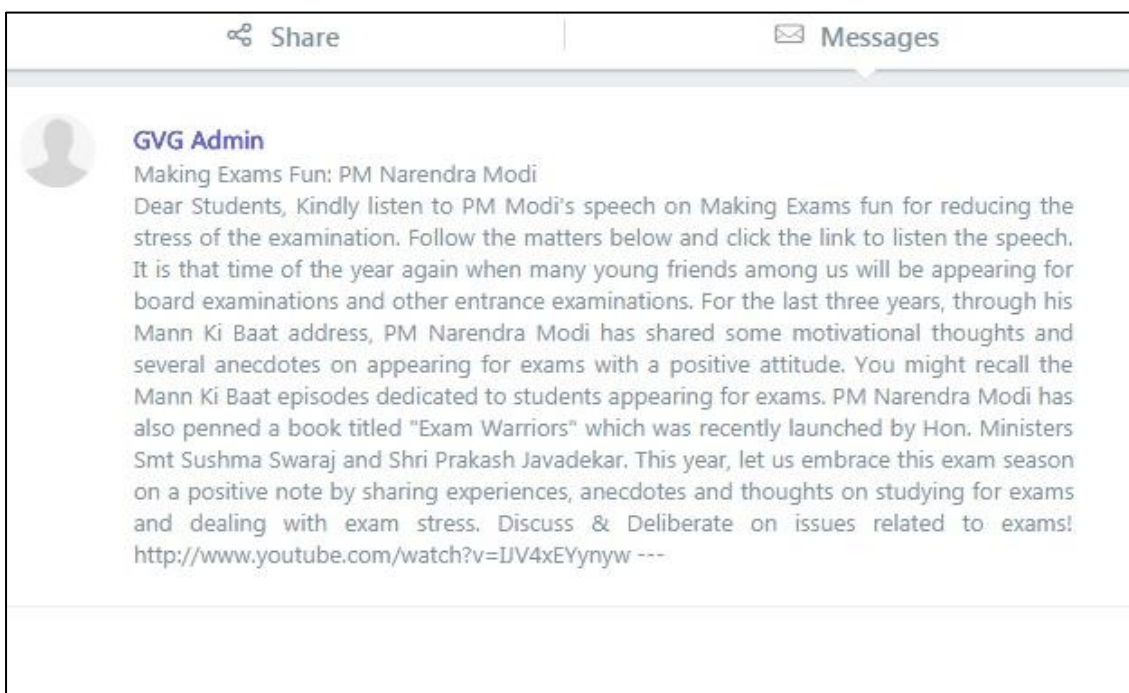
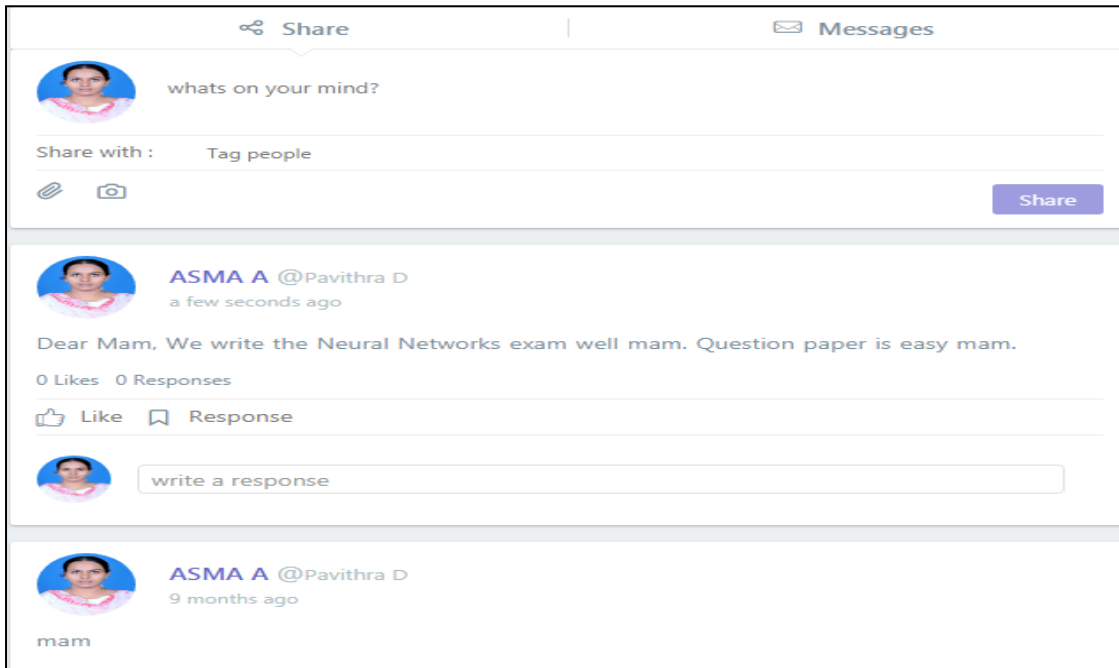
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## Home:

1. Click  Home ,the Home screen will open.
2. By clicking  Share ,Student can share the messages to the  Share with :  Tag people ,messages will be displayed in their login.
3. By clicking  Messages ,Student/Parent can see the history of messages received from Camu.

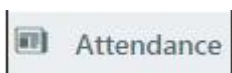


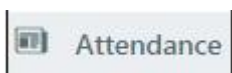
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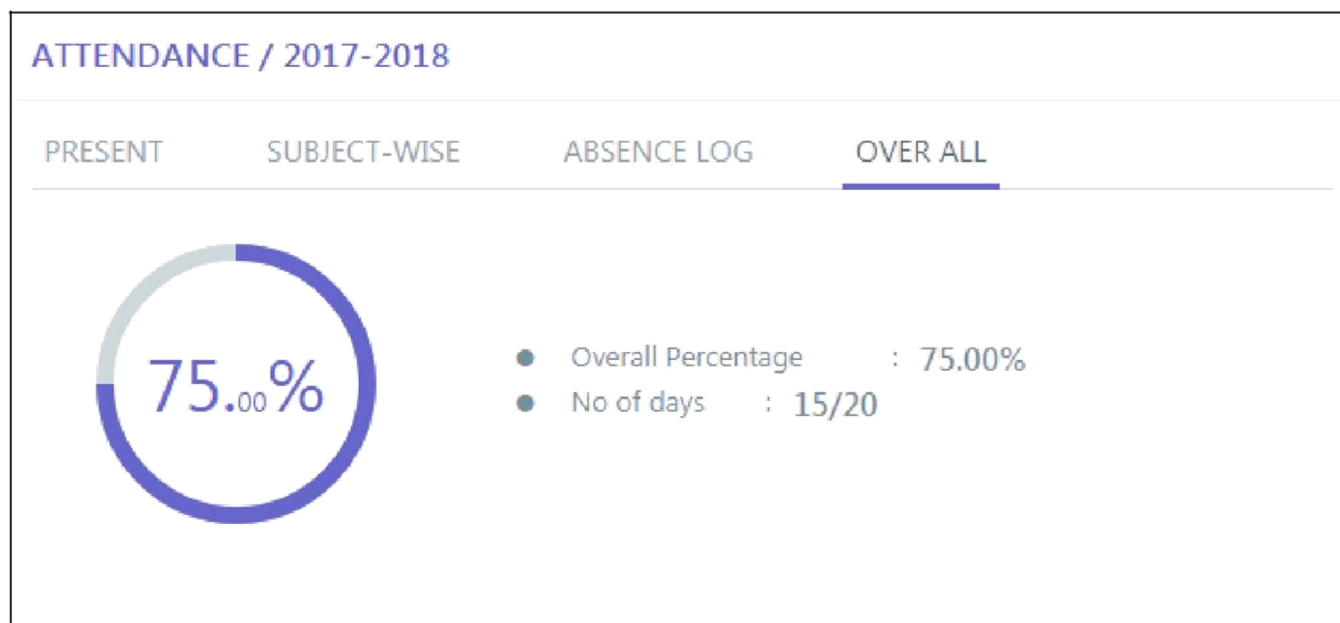
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## Attendance:





1. Click , the Attendance screen will open.
2. Student/Parent can see the individual attendance percentage like, Present and Absent log, Subject-wise and Overall attendance.




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## Assignments:


1. Click  Assignments, the Assignment screen will open.
2. Student can view the To-do assignments with due date and by clicking  can also submit the Assignments as an attachment.



ASSIGNMENT DETAILS

RATING: Not Available

ASSIGNMENT DATE:  22-Sep-2017

DUE DATE:  28-Sep-2017


TITLE: read In 1


SUBJECT: Chemistry,

REMARKS: -----

STATUS: Not Verified

DESCRIPTION :

DOWNLOAD(S) 




ADD FILES 

ATTACHEMENTS ( 0 )

DELETE

Submit


3. Non-Submitted and Not verified Assignments will be shown in the Pending List.

| ASSIGNMENTS / 2017 - 18 |  |                       |   |
|-------------------------|--|-----------------------|---|
| PENDING                 |  | ALL                   |   |
| DATE                    | PROJECT  | STATUS                | VIEW  |
| Feb 07                  | Genetic algorithm<br>E4 – Neural Networks and Fuzzy Logic<br>• Homework<br>★★★★☆   | Verified<br>Submitted |  |
| Jan 06                  | Submit an assignment on - What is<br>Neural Networks and Fuzzy logic? Its<br>relationship and its applications.<br>E4 – Neural Networks and Fuzzy Logic<br>• Homework<br>★★★★☆ | Verified<br>Submitted |  |
| Dec 31                  | Selection of Appropriate Project<br>Approach<br>C13 – Software Project Management<br>• Homework<br>★★★★☆   | Verified<br>Submitted |  |

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## Exam Schedules:

1. Click  Exam Schedules, the Exam Schedule screen will open.
2. Under the exam date, all Scheduled exams will be shown under 'All' category.
3. Specifically, the exam that are falling nearby will be shown under 'Upcoming' category
4. Also under this category, Student/Parent can view the Result and Report Card for the completed exam.

UPCOMING

ALL

VIEW PROGRESS REPORT

Internal Assessment

Result

Report Card

CCE Report

| Main Exam Subject                           | Exam Subject | Exam Code | Date        | Time          | Syllabus |
|---|--------------|-----------|-------------|---------------|----------|
| Core XIII Software Project Management       | I CIA        | I CIA     | 22-Jan-2018 | 9:30 to 12:30 |          |
| Elective IV Neural Networks and Fuzzy Logic | I CIA        | I CIA     | 27-Jan-2018 | 9:30 to 12:30 |          |
| Core XIII Software Project Management       | II CIA       | II CIA    | 12-Mar-2018 | 9:30 to 12:30 |          |
| Elective IV Neural Networks and Fuzzy Logic | II CIA       | II CIA    | 16-Mar-2018 | 9:30 to 12:30 |          |

Component

Result

Report Card


CCE Report

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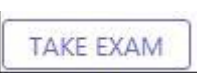

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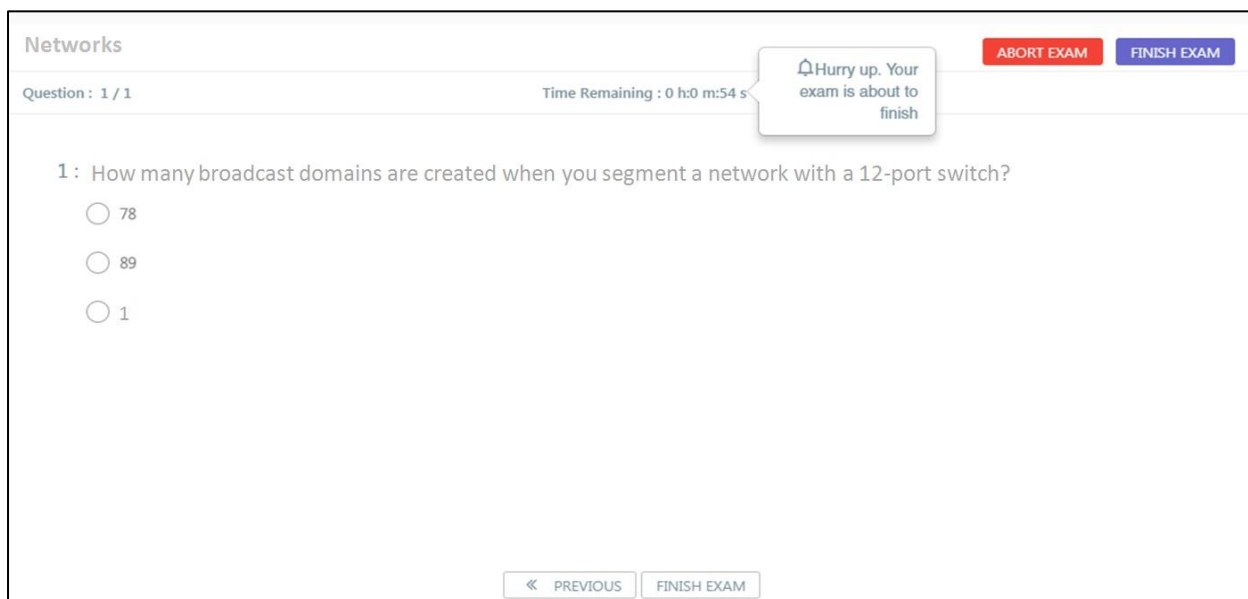




## Assessment:

1. Click , the Assessment screen will open.
2. The student can take the assessment online at any time using their MyCamu Login.



3. Click , Examination Start screen will open and then click on .




4. Finally click on  to finish the exam or  to terminate the exam.

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## Holidays:

1. Click  Holidays, the Holidays/Events screen will open.
2. List of holidays declared by the school management will be displayed here.
3. The Holiday that are falling nearby will be shown under 'Upcoming' Category.

### HOLIDAYS / EVENTS

UPCOMINGALL

HOLIDAYSEVENTS

College Reopens  
10 months ago

16-Jun-2017

Holiday  
10 months ago

24-Jun-2017

Ramzan  
10 months ago

26-Jun-2017

Holiday  
10 months ago

Ramzan

01-Jul-2017

Holiday  
10 months ago

08-Jul-2017

Holiday  
9 months ago

15-Jul-2017

Holiday  
9 months ago

22-Jul-2017

Holiday  
9 months ago

29-Jul-2017

## Timetable:



1. Click ,the Timetable screen Will open.
2. Periodical time table of the subjects will be shown as day wise.
3. Student/Parent can view their respective Timetable of the Current Academic Year.
4. Also, MyCamu will automatically update their Timetable once they are progressing to their next Academic Year.

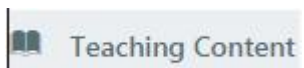
| TIMETABLE   2017 - 18 - SEM 2   A |       |       |                       |       |       |
|-----------------------------------|-------|-------|-----------------------|-------|-------|
| DAY 1                             | DAY 2 | DAY 3 | DAY 4                 | DAY 5 | DAY 6 |
| 01-Dec-2017 to 09-Apr-2018        |       |       |                       |       |       |
| P1: Tamil II                      |       |       | 🕒 09:30 Am - 10:30 Am |       |       |
| 👤 Anandhi                         |       |       |                       |       |       |
| P2: English II                    |       |       | 🕒 10:30 Am - 11:30 Am |       |       |
| 👤 Mahmoodha Muhsina               |       |       |                       |       |       |
| A2: Discrete Mathematics          |       |       | 🕒 11:30 Am - 12:30 Pm |       |       |
| 👤 Priyadharshini                  |       |       |                       |       |       |
| Lunch                             |       |       | 🕒 12:30 Pm - 01:30 Pm |       |       |
| P4 – Value Education              |       |       | 🕒 01:30 Pm - 02:30 Pm |       |       |
| 👤 Yasodha                         |       |       |                       |       |       |
| P3: C4 - Data Structures          |       |       | 🕒 02:30 Pm - 03:30 Pm |       |       |
| 👤 Yasodha                         |       |       |                       |       |       |

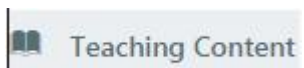
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## Teaching Content:



1. Click , the Teaching Content screen will open.
2. Student/Parent can view every day teaching content from MyCamu.



3. By touching , Student/Parent can view their subject wise teaching content.



| Chapter                                   | Subchapter                            |   | Date        | Status  | VIEW  |
|---|---------------------------------------|---|-------------|---|---|
| Unit I: Data Mining<br>Feedback:<br>☆☆☆☆☆ | Introduction                          |  0 | 01-Dec-2015 |  |  |
| Unit I: Data Mining<br>Feedback:<br>☆☆☆☆☆ | What is data mining? Definitions      |  0 | 02-Dec-2015 |  |  |
| Unit I: Data Mining<br>Feedback:<br>☆☆☆☆☆ | KDD vs Datamining, DBMS vs Datamining |  0 | 04-Dec-2015 |  |  |
| Unit I: Data Mining<br>Feedback:<br>☆☆☆☆☆ | Other related areas                   |  0 | 07-Dec-2015 |  |  |
| Unit I: Data Mining<br>Feedback:<br>☆☆☆☆☆ | DM techniques                         |  0 | 08-Dec-2015 |  |  |
| Unit I: Data Mining<br>Feedback:<br>☆☆☆☆☆ | DM application areas                  |  0 | 09-Dec-2015 |  |  |

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## Leave:

1. Click  Leave, the Leave screen will open.
2. Student can apply leave by selecting .
3. Select the date range for which the leave is to be applied.
4. Leave Request will send to the respective staff / co-ordinator for Approval.


### LEAVE


Apply Leave

#### LEAVE FORM


Type Of Leave ▼

Enter the Date range

 Start date

 Expected Finish date

Partial Date

 Start date

AM

PM

Reason for absence

Apply

Reset

Cancel


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## Billing:

















1. Click , the Billing screen will open.
2. Student/Parent can view All, Current, Paid and unpaid fee from their login
3. Also, partial settled fee status will reflect if the student has part paid the amount.

BILLING

VIEW TRANSACTIONS

ALLCURRENTPAIDUNPAIDCANCELLED

TO BE PAID : 4,100.00

| Bill No. | Bill Item         | Due Date   | Amount   | Outstanding | Status  | Details   |
|----------|-------------------|------------|----------|-------------|---|---|
| 69950    | Amenity Fee       | 15-02-1918 | 1,200.00 | 1,200.00    |  UNPAID                  |    |
| 38946    | Student Insurance | 01-07-2016 | 100.00   | 0.00        |  SETTLED<br>01-07-2016   |    |
| 38947    | Note Books        | 01-07-2016 | 400.00   | 0.00        |  SETTLED<br>01-07-2016   |    |
| 38945    | Amenity Fee       | 01-07-2016 | 1,200.00 | 0.00        |  SETTLED<br>01-07-2016   |    |
| 38399    | CD                | 17-07-2016 | 500.00   | 0.00        |  SETTLED<br>24-06-2016   |    |
| 38400    | Special Fee       | 17-07-2016 | 500.00   | 0.00        |  SETTLED<br>24-06-2016  |   |
| 38401    | University Fee    | 17-07-2016 | 975.00   | 0.00        |  SETTLED<br>24-06-2016 |  |



4. By clicking , Student/Parent can see the History of Transactions


| TRANSACTION |                    |         |              |           |         |
|-------------|--------------------|---------|--------------|-----------|---------|
| RECEIPTS    | CREDIT NOTE        | REFUND  | INVOICE      |           |         |
| Receipt No. | Bill No(s).        | Type    | Payment Date | Amount    | Payer   |
| 47          | 176                | Receipt | 01-09-2017   | 10,000.00 | Student |
| 48          | 175                | Receipt | 01-09-2017   | 5,000.00  | Student |
| 71          | 165                | Receipt | 25-10-2017   | 5.00      | Student |
| 72          | 164                | Receipt | 25-10-2017   | 30.00     | Student |
| 85          | 269, 268, 267, 165 | Receipt | 06-12-2017   | 22,055.00 | Student |
| 87          | 282                | Receipt | 26-12-2017   | 20.00     | Student |

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## Elective:

1. Click  Enrollment, the Electivet screen will open.

2. Choose the semester by clicking on .


### CHOOSE ELECTIVES

< Past Present > Future >

 The elective subjects can be choosen between 07-Apr-2018 and 31-May-2018.

3. The offered courses will be displayed and select it using .

#### GENERAL ELECTIVES 0

 Only1 subject(s) can be selected.

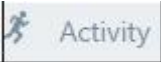
| Subjects                                 | Status                              |
|--|-------------------------------------|
| 317NTA - P4: NME - Animation             | <span>SELECT</span>                 |
| 317NMC (SF - P4: NME - Basic Maths for C | <span>SELECT</span>                 |
| 317NFM - P4: NME - Basics of Interne     | <span>SELECT</span>                 |
| 317NEC (SF - P4: NME - English for Compe | <span>SELECT</span>                 |
| 317NED (SF - P4: NME - Entrepreneurial D | <span>SELECT</span>                 |
| 317NMM - P4: NME - Materials Managem     | <span>SELECT</span>                 |
| 317NEC - P4: NME - Mobile Commerce       | <span>CANCEL PENDING REQUEST</span> |

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## Activity:

1. Click  ,the Activity screen will open.
2. Student/Parent can view their activity by using MyCamu. This activity will be assigned by the staff for respective student.

### ACTIVITY

| Activity Name | Activity Type | From Date  | To Date    | No Of Hours | Status      |   |
|---------------|---------------|------------|------------|-------------|-------------|---|
| Gaming        | Sports        | 28-12-2017 | 31-12-2017 | 40          | In Progress |  |

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