Comprehensive Autonomous Management System

Software User Manual

Version 1.8

Developed by

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Karur 639113, Tamil Nadu, India

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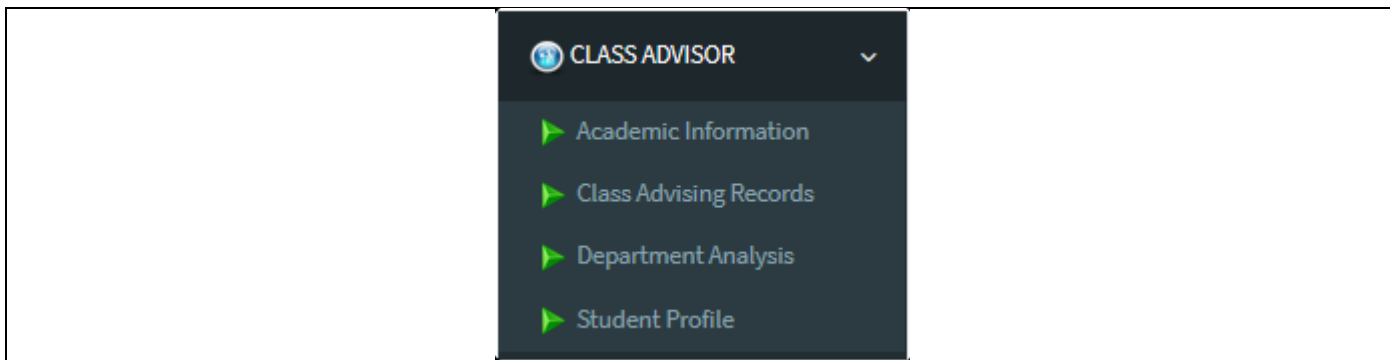# Comprehensive Autonomous Management System (CAMS) Software

(CAMS Software – USER MANUAL)

Index Page

1. Choosing a Section

Once you login to CAMS Web Portal, there will be a tab called Class Advisor.

Click on Academic Information. Academic Information process opens. First step is Section Choosing.

The Head of the Department will assign the class advisor role for all the years and all semesters from their login. Once they assigned you as the class advisor only then you will be displayed in the list.

All the classes for which the particular faculty is class advisor will be listed in this section with the details. Even if multiple classes allotted, the class advisor has to click the checkbox of the respective class for which he or she has to enter the details and then click on 'Next' Button.
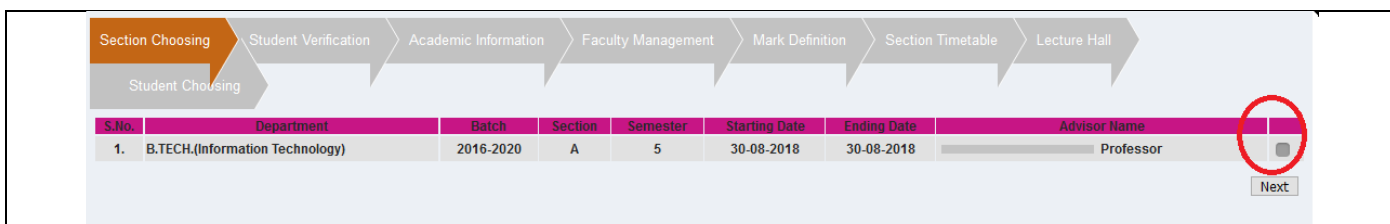
2. Student Verification

All the students who are under your class will be displayed. In this step class advisor have to confirm that all the students present in this list will come under them.

Check the number of students and their names and once everything is ok then click the checkbox at the bottom to confirm your list of students and click next.
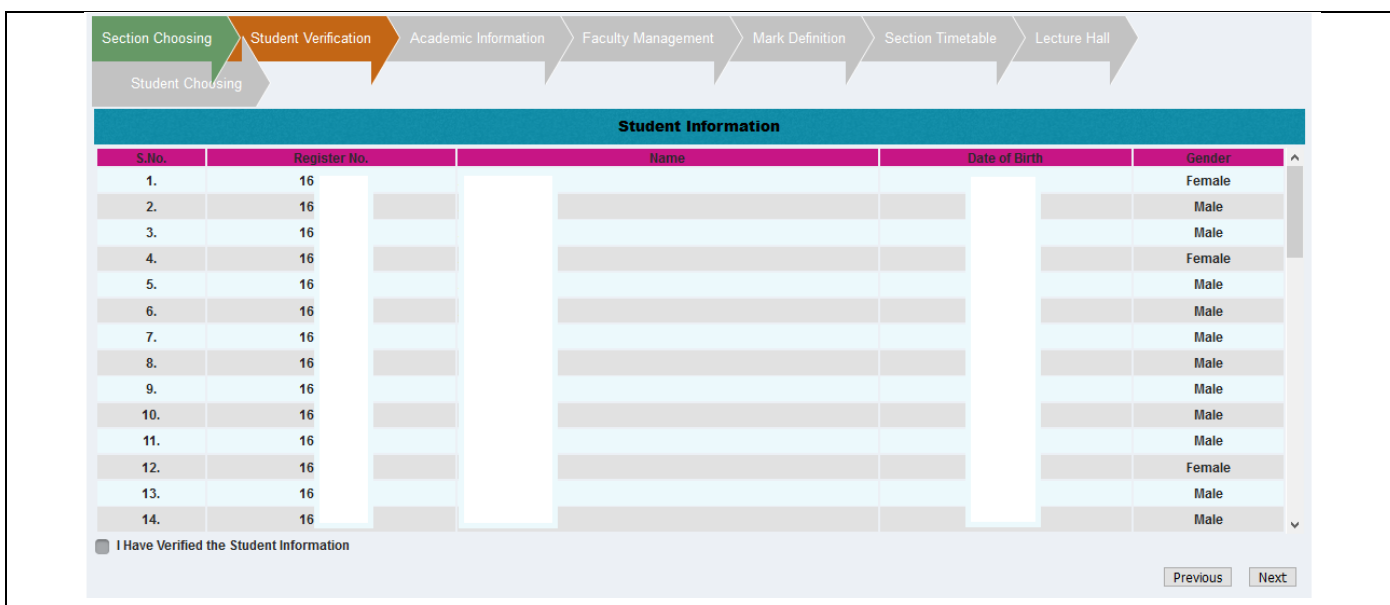
3. Academic Information

In Academic Information page enter subject information, additionally library hours and other hours like free hours, counseling hours with 0 credit also to be added. Only then we can map the students.

3.1 Particulars needed for adding a Course :

3.1.1 Course Code :

- o Incase the subject is with credits then it will definitely have Course Code. For Example 16ITY04. That has to be entered.
- o Incase of 0 credit subject then there will not be any official subject code. In that case you can use any common spelled words like FH for Free Hour. COUN for Counseling hour, etc.
- o And this time we have given new provision to add 0 credit subjects at single click. We have given buttons to do. Click any one of them and the dialog box will open with all default values filled and you will not be able to edit it since to avoid duplication of these commonly used hours we used this. Just click on the button, a popup will appear. You have to fill the Display Order alone which means the position where the subject you need it to be displayed. And rest of the subjects can be added using Add Subjects Button.
- o Do not add any extra text before or after course code and course name. like 14COUN (COUN - COUNSELING).

| Academic Information |
| Add Free Hour   Add Library Hour   Add Counselling Hour   Add Sports Hour   Add Subjects ∧ |

**3.1.2 Course Name :** It is the exact Subject Name .

3.1.3 Credit : The number of credits the subjects is allocated. You can refer syllabus documents for that number.

3.1.4 Board Name : The name of the course offered department. In case the subject Calculus and Linear Algebra is offered for Second Year Engineering Departments like ECE, CSE etc, the Board name will not be ECE or CSE but it will be Mathematics.

3.1.5 Course Acronym : This course acronym is the word used to call this subject or represent this subject in timetable shortly. Ex: PPS for Programming for Problem Solving.

3.1.6 Display Order : The position where the subject you need it to be displayed. For example, give 1 to display the subject at first in this list.

3.1.7 Course Type : We have around 7 subject types commonly used :
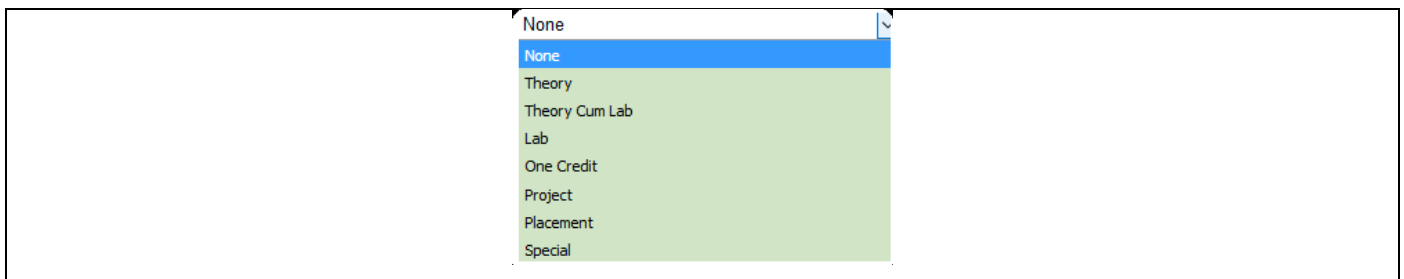
- o Theory – A subject with only theory classes.
- o Theory Cum Lab – A subject with theory classes and lab sessions for same subject code.
- o Lab – A subject with only lab sessions.
- o One Credit - Same thing like theory subject but its maximum credit a student can earn is 1.
- o Project – A subject where students will not write any exams but a final Project Presentation. (Changes applicable)
- o Placement – Subject that focuses on Communication, Aptitude etc. These subjects will also have end semester examination.
- o Special – All the rest of the hours without credits like free hour, library hour, counseling hour etc wil come under special. (Tips : Use Add Free Hour Button, Add Library Hour Button etc. to add them at one click.).

Once filled all the data you can click submit. You can see the subject added to the list.

Once all the subjects added, you can click next to go to next module.

4. Faculty Management

Last step we have added all the subjects. In this step we will be adding faculties for each subject. To do so, follow the steps given below.

Have to repeat same steps for all the subjects :

4.1 Click on the Choose faculty button on the right most corner of each subject.

4.2 Choose Faculty Information popup will open. Click on Add new course handler. Incase in this subject it is handled by two faculties like Lab subject or even theory, you can add any number of faculties to it.
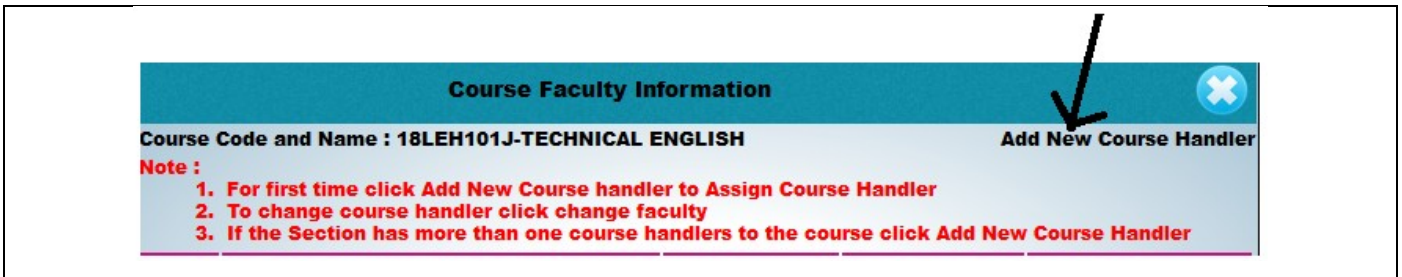
4.3 Select Faculty ID in that search option radio button. There in that search keyword text box type the staff id of whom the subject is allotted. Then press tab alone and wait for few seconds till it fetches the staff details. Once its loaded scroll up to see the details. Once everything is correct click on choose faculty option to complete the process.
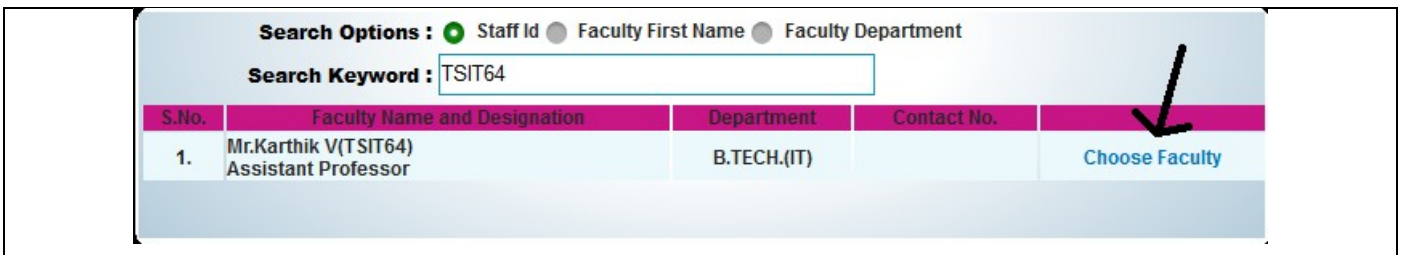
4.4 Then close the pop up menu. In the subject list you can find the faculty name is added to corresponding subject. Incase of multiple faculties it will display each one of them.

4.5 Then next step is the important one failing which will affect all the process will attendance. There is a button called Batch Split on the right most corner of each subject. You have to click it.

4.6 This subject has around 60 students handled by single staff. Do I need to add batches for this subject? YES. Even if its handled by single faculty, all the students must be mapped to him. Bye passing this step will leads to attendance issues thought the semester for that particular subject.

4.7 So Click on Batch Split Button. A pop up will open.
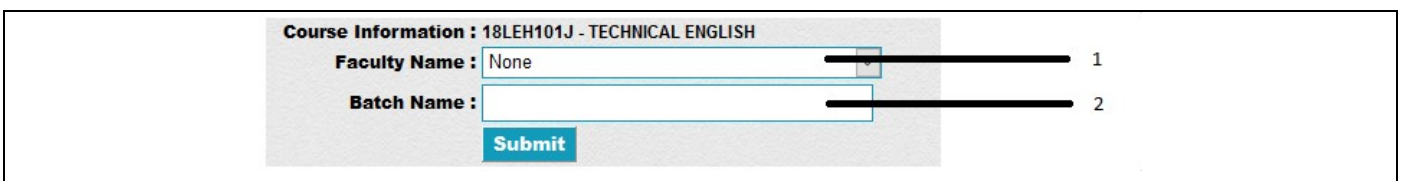
4.8 Click on the Faculty Name List Box. Select the faculty for whom the batch is created.

4.9 Then add a name for the batch in the batch name text box.

    a.   B1 -> First batch for that subject for that class.

    b.   B2 -> Second batch for that subject for that class.

    c.   B1, B2 can be commonly used for all the subjects.

4.10 Click Submit button to complete adding batch. Incase the students is spitted into two batches for this subjects and handled by two or more faculties then you will have to add batches for all every faculty handling this subject for this class.

4.11 Students count can be ignored at this level.

S.No.	Group Name	Students Register Number	No.of Students	Faculty Name	
1.	B1(A1)		0		Delete Group

4.12 Incase you need to change name for the batch, you can delete the group at this step itself. Once proceeded to next step, coming back and deleting the group will create issues in attendance throughout the semester.

4.13 Once everything is over, close the popup .

All these 13 steps have to be completed for all the subjects of a particular class. Click next.

5. Mark Definition

In this step all the subjects that carries credit will be listed and mark definition will be loaded by default. Incase you want any changes to be done you can do it by clicking Change Definition button, after validation from the COE Office.

Department : B.E.(A Stream)   **Batch : 2018-2022**   **Section : A1**   **Semester : 1**

Section Choosing → Student Choosing → Student Verification → Academic Information → Faculty Management → Mark Definition → Section Timetable → Lecture Hall

Mark Definition

S.No.	Course Code and Name	Int. Pass Mark	Max. Internal Mark	Ext. Pass Mark	Max. External Mark	Internal Weightage	External Weightage	
1.	18LEH101J-TECHNICAL ENGLISH	25	50	50	100	100%	50%	Change Definition
2.	18MAB101T-CALCULUS AND LINEAR ALGEBRA	25	50	50	100	100%	50%	Change Definition
3.	18PYB101JT-PHYSICS	25	50	50	100	100%	50%	Change Definition
4.	18CSS101JT-PROGRAMMING FOR PROBLEM SOLVING	25	50	50	100	100%	50%	Change Definition
5.	18MES102JT-BASIC CIVIL AND MECHANICAL ENGINEERING	25	50	50	100	100%	50%	Change Definition
6.	18MBH101L-PROFESSIONAL SKILLS AND PRACTICES	25	50	50	100	100%	50%	Change Definition
7.	18PYB101JL-PHY LAB	35	70	50	100	100%	30%	Change Definition
8.	18MES102JL-BCM LAB	35	70	50	100	100%	30%	Change Definition
9.	18LEM101T-CONSTITUTION OF INDIA	25	50	50	100	100%	50%	Change Definition
10.	18CSS101JL-PROGRAMMING FOR PROBLEM SOLVING	35	70	50	100	100%	30%	Change Definition

Previous   Next

If everything is correct click next to proceed.

6. Section Time Table

Section Timetable

View List of Subjects

Day	Hour 1 8.40am-09.30am	Hour 2 9.30am-10.20am	Hour 3 10.40am-11.30am	Hour 4 11.30am-12.20pm	Hour 5 1.10pm-2.00pm	Hour 6 02.00pm-02.50pm	Hour 7 03.00pm-03.50pm	Hour 8 03.50pm-04.40pm
Monday	PPS-B1(A1)	CLA-B1(A1)	BCM-B1(A1)	PHY-B1(A1)	TE-B1(A1)	PHY LAB-B1(A1)	PHY LAB-B1(A1)	PHY LAB-B1(A1)
Tuesday	PPS LAB-A1(A1)	PPS LAB-A1(A1)	BCM-B1(A1)	PHY-B1(A1)	PSP-B1(A1)	TE-B1(A1)	CLA-B1(A1)	PHY-B1(A1)
Wednesday	PHY-B1(A1)	TE-B1(A1)	FH-A1(A1)	CI-A1(A1)	LIB-A1(A1)	BCM-B1(A1)	CLA-B1(A1)	SPORTS-A1(A1)
Thursday	CLA-B1(A1)	PPS-B1(A1)	BCM LAB-A1(A1)	BCM LAB-A1(A1)	TE-B1(A1)	COUN-A1(A1)	YOGA-A1(A1)	YOGA-A1(A1)
Friday	TE-B1(A1)	PHY-B1(A1)	PSP-B1(A1)	CLA-B1(A1)	PPS LAB-A1(A1)	PPS LAB-A1(A1)	CLA-B1(A1)	BCM-B1(A1)

Previous   Next

o The timetable can be loaded in this page. You can click View List of Subjects Button to view the list of subjects.

o On the list select any particular subject and specific batch (Separate links will be displayed for separate batch – Division Name). After clicking you will be displayed with checkboxes for each hour.

o You can select the specific hour for the subject and click Submit. Make sure that you don't select a hour that is already allotted for another subject. Then click submit.
o Once you have entered timetable for all subjects you can close the popup. Then click next.

7. Lecture Hall Updation

o In this page we will be updating the number of students belong to each subject and the Hall Number or Name where this session will be carried on throughout the semester.

	Lecture Hall Updation			
S.No.	Course Code and Name	Faculty Details	Max. Student Strength	Room Name
1.	18LEH101J-TECHNICAL ENGLISH	Dr.ARUL PRAKASH T / (SH)	60	S305
2.	18MAB101T-CALCULUS AND LINEAR ALGEBRA	Ms.SATHYAVATHY M / (SH)	60	S305
3.	18PYB101JT-PHYSICS	Ms.VIDHYA J / (SH)	60	S305
4.	18CSS101JT-PROGRAMMING FOR PROBLEM SOLVING	Dr.Ashokkumar L / CoE	60	S305
5.	18MES102JT-BASIC CIVIL AND MECHANICAL ENGINEERING	Mr.DINESHKUMAR R / B.E.(CIVIL)	60	S305
6.	18MBH101L-PROFESSIONAL SKILLS AND PRACTICES	Dr.ARUL PRAKASH T / (SH)	60	S305
7.	18PYB101JL-PHY LAB	Ms.VIDHYA J / (SH)	60	PHY LAB
8.	18MES102JL-BCM LAB	Mr.SRINIVASAN N P / B.E.(CIVIL)	60	BCM LAB
9.	18LEM101T-CONSTITUTION OF INDIA	Dr.ARUL PRAKASH T / (SH)	60	S305
10.	18GNM101L-PHYSICAL AND MENTAL HEALTH USING YOGA	Mr.KAMARAJ P / PET	60	S305
11.	18COUN-COUNSELING	Mr.VENKATACHALAM A / (SH)	60	S305
12.	FREE -FREE HOUR	Ms.VIDHYA J / (SH)	60	S305
13.	SPORTS-SPORTS	Mr.DOMINIC A / PET	60	S305
14.	LIBRARY-LIBRARY	Mr.BALAMURUGAN P / (SH)	60	S305
15.	18CSS101JL-PROGRAMMING FOR PROBLEM SOLVING	Dr.Ashokkumar L / CoE	60	PPS LAB

Edit Hall

Previous   Next

o You can click Edit Hall Button and modify the Number of students and Hall number for all the subjects including free hour.

o Once all subjects updated you can click next.

8. Choosing Student

This section can be done by two methods.

8.1 Other Batches

8.2 CBCS Batches

8.1 Other Batches : Click on Update Students Button on the corresponding subject, and the students list will be displayed.

Update B1(A1) Student

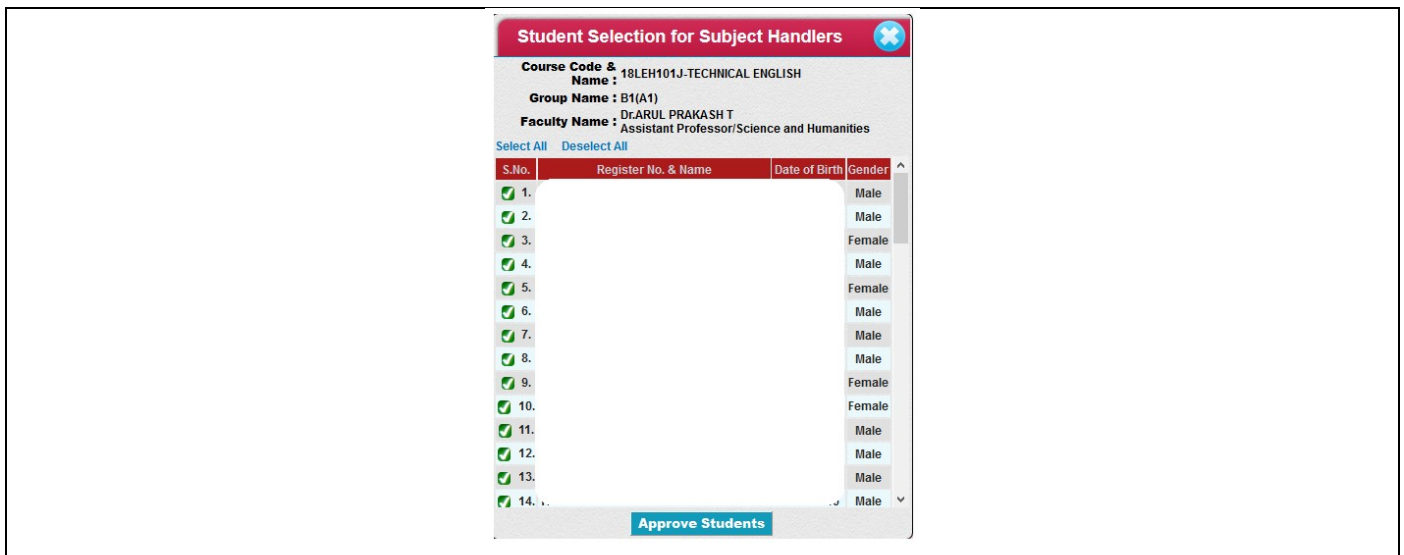o There you can select the list of students who will be under this batch (Division) and click on Approve

Student Selection for Subject Handlers

Course Code & Name : 18LEH101J-TECHNICAL ENGLISH

Group Name : B1(A1)

Faculty Name : Dr.ARUL PRAKASH T
Assistant Professor/Science and Humanities

Select All   Deselect All

S.No.	Register No. & Name	Date of Birth	Gender
1.			Male
2.			Male
3.			Female
4.			Male
5.			Female
6.			Male
7.			Male
8.			Male
9.			Female
10.			Female
11.			Male
12.			Male
13.			Male
14.			Male

Approve Students

- o Once this step is completed for all the subjects you can click finish.
- o The list will be sent to the concerned faculty , they have to check the list and approve. With this the process is over. Academic Information can be downloaded from HOD Login. You can download it and submit to the COE Office.

8.2 CBCS Batches : You don't need to click update and select students. Instead students will choose the section of hour during Section Choice Time and that list will be automatically updated to this module.

Once the Section Choice is over, then you can click update batch link. The list will be automatically selected with particular students whom chose this subject while Section Choice. After verifying the list you can click Approve Button.

- o Once this step is completed for all the subjects you can click finish.
- o The list will be sent to the concerned faculty, they have to check the list and approve. With this the process is over. Academic Information can be downloaded from HOD Login. You can download it and submit to the COE Office.