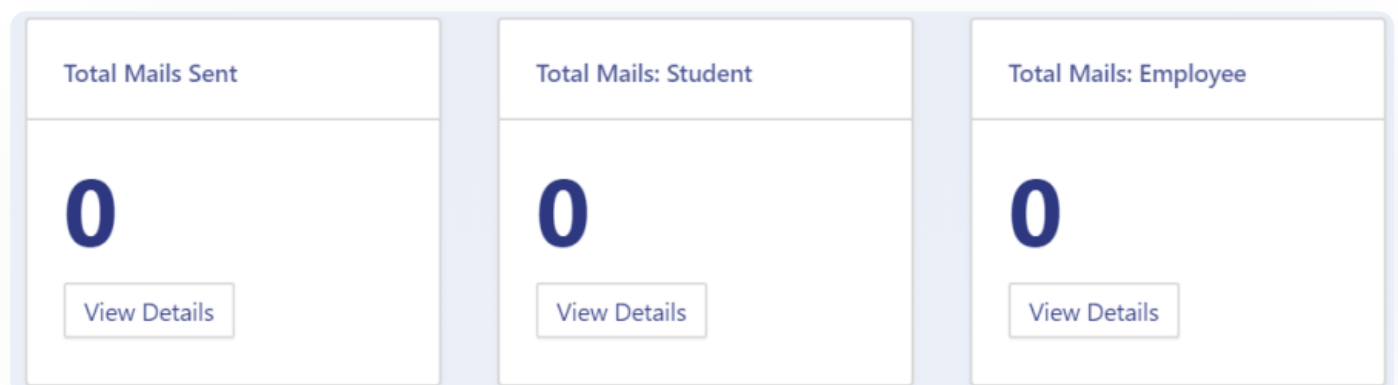


Core Communication System

Introduction

- This module helps in sending emails to more than one employee/student in a single click directly from the portal.
- This module also helps to keep a record of the emails sent to the employees/students.
- Significant features of CCS:
 - Compose Bulk mail(Send one mail to more than one employee at a time)
 - Filter Employees(select the employees according to choice)



Dashboard

This section gives a count of

1. The total number of mail sent combined(Student+Employees).

3. The total number of mail sent to Employees.

Employees

In this section, all types of employees are listed. Admin can select all those employees s/he wants to send mail by clicking on the checkbox provided.

Compose Mail

Admin can compose a mail to his/her employees by clicking on the “Compose Mail-Select Employee” button present on the top left side of the portal and fill in the required details:

1. Subject
2. CC(Carbon Copy)
3. BCC(Blind Carbon copy)
4. Reply To
5. Content(HTML/Text)

Then click on the “send” button to send that composed mail to those selected employee/employees.

Bulk Mail Compose

Admin can send mail to more than one employee/student at a time by clicking on the checkbox available at the start of every entry.

Only those employees whose checkbox is ticked will get an email that will be composed and sent by the admin.

- Admin needs to mark the checkbox and then click on the “compose mail” button.

While sending bulk emails to the employees the email address/es which is/are added in CC/BCC will receive the same email same as the number of recipients in “to” field, as the module sends the email

Filter Employees

In situations where mails are to be sent to a particular group of employees, we can use the “filter” feature provided in the module. For example, the admin needs to send mail only to teaching faculties or to permanent faculties, then the User can do it by:

1. Clicking on the “Filter Employee” button present on the top left side of the portal and fill in the required filter as per the choice.
2. After that click on the “Search” button present at the bottom left of the filters displayed.
3. Admin can reset its filters anytime by clicking on the “Reset” button.
4. After filtering the employees’ admin can click on the Compose mail button to proceed further.

Some of the Filters are:

1. Service cadre(Teaching/Non-teaching)
2. Organizational Unit(select from the drop-down)
3. Nature of Employment(Permanent/Temporary/Contractual/Etc)
4. Date of Joining(select from the calendar)
5. Date of Superannuation(select from the calendar)
6. Qualification at the time of Appointment(select from the drop-down)
7. Existing Employee Code
8. Salutation

10. Name in Hindi

11. Gender

12. Date of birth

13. Blood Group

14. Category/Religion/Nationality

15. Marital Status etc.

Annexure

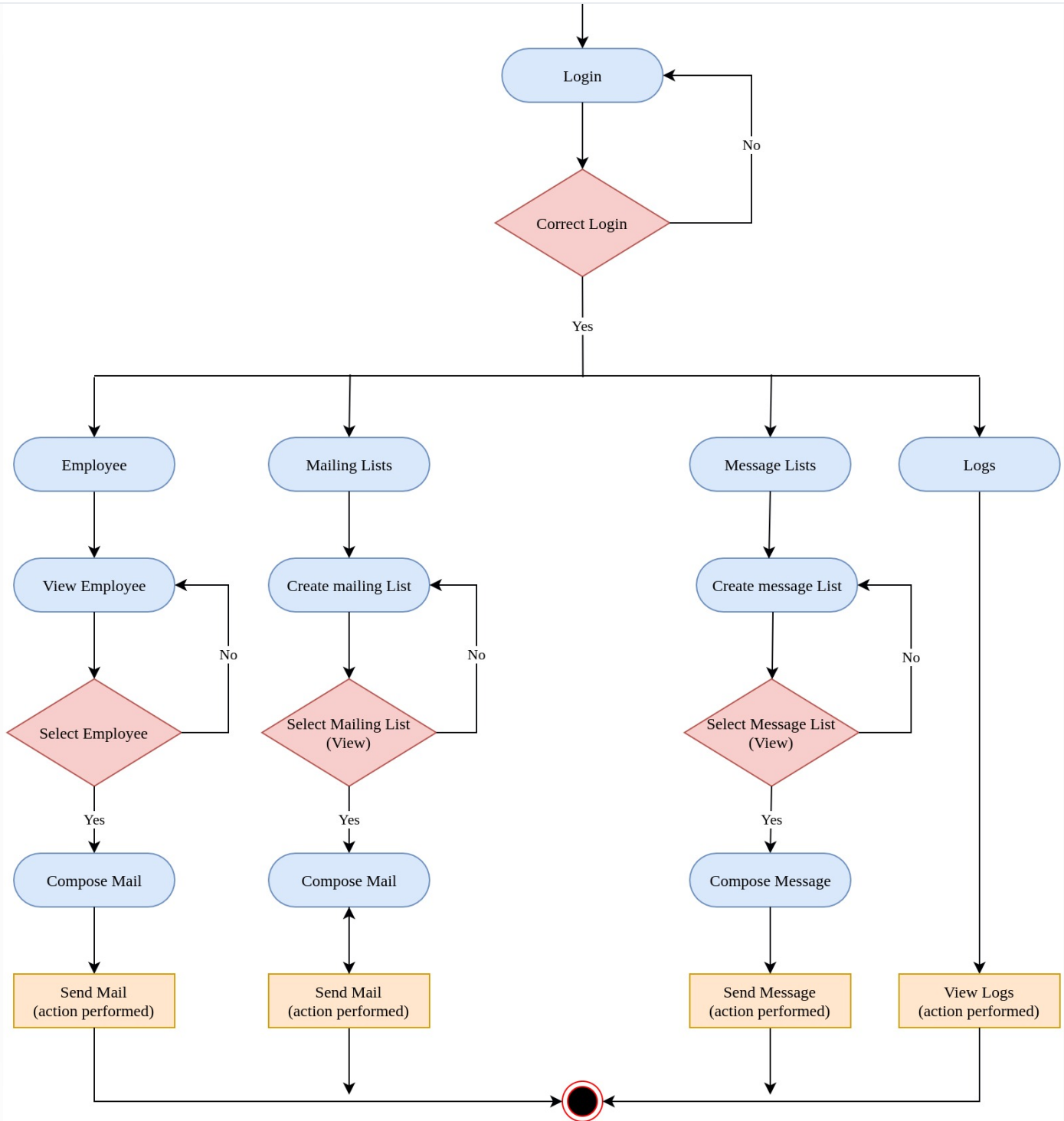
Roles

Role Name	Description
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ccs_admin	Configure settings and Compose email for individual or bulk employees
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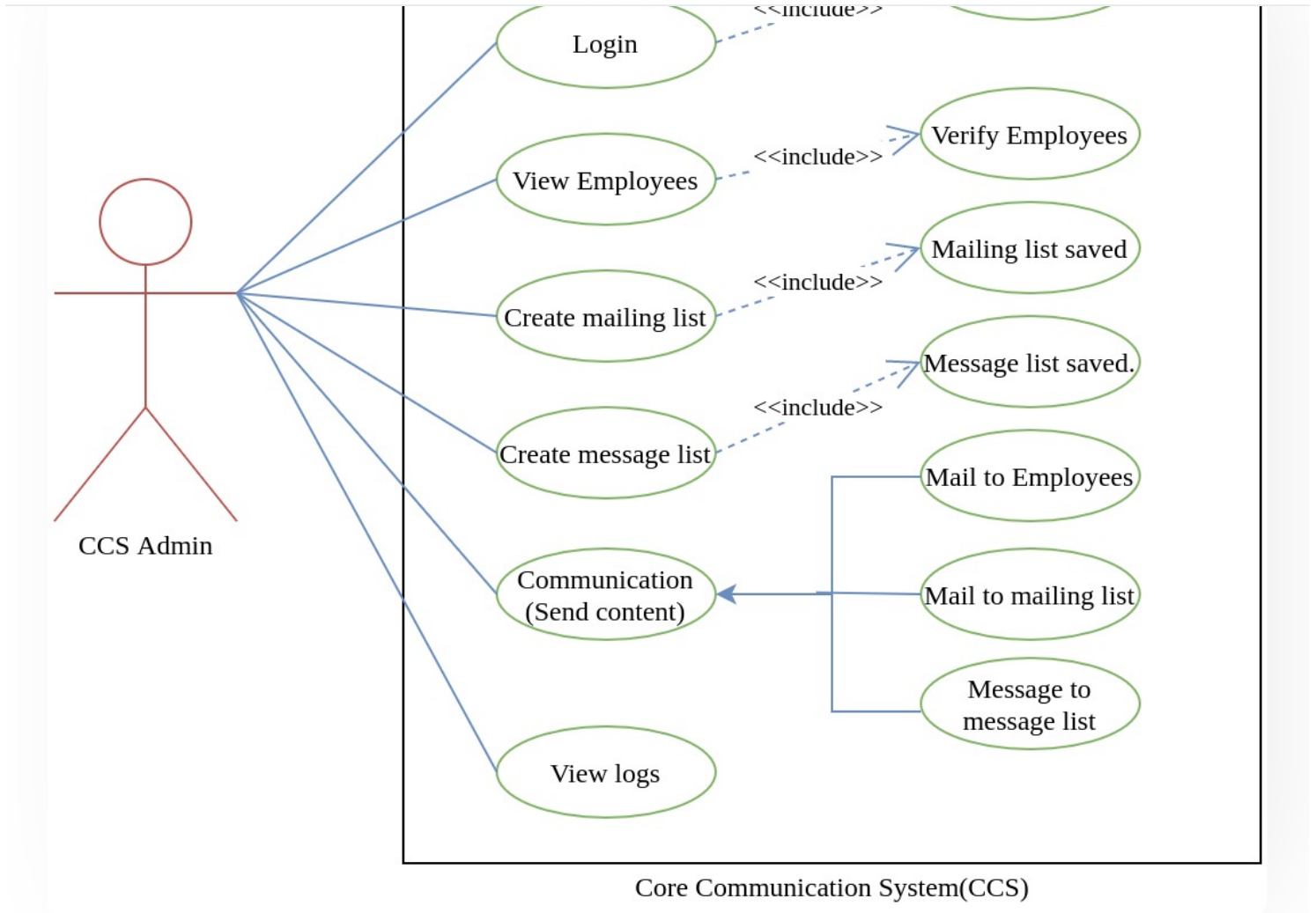
Workflow Diagram

Activity Diagram



Activity Diagram Core Communication System

Use Case Diagram



[Module Training Video](#)

[Edit this page](#)

[← Content Federation System System](#)

[CU Admission Userguide →](#)

INTRO

Getting Started

Module Breakup and Prerequisites

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

ACCOUNTS & FINANCE

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

ADMISSIONS

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

BASE MODULES

University Profile - Organizational Unit & Organigram

User Administration

DATA MANAGEMENT

Content Federation System System

EMPLOYEE SERVICES

Career Advancement Scheme
Employee Management - Admin
Employee Management - Non Teaching
Employee Management - Teaching
Knowledge
Leave Management System
ToT Management

GOVERNANCE

Affiliation Management
Estate Management System
File Management & Tracking System
Inventory Management System
IT Service Desk
Legal Case Management System
Residence Allocation (E-housing)
RTI Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching
Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment
Screening Process of Teaching Recruitment
Screening Process of Teaching Recruitment- University of Delhi
Recruitment Management System (Teaching) - Admin Portal

UNIVERSITY FACILITY

[Core Communication System](#)

Health Management System
Security Management System
Sports Management System
Transport Management System