

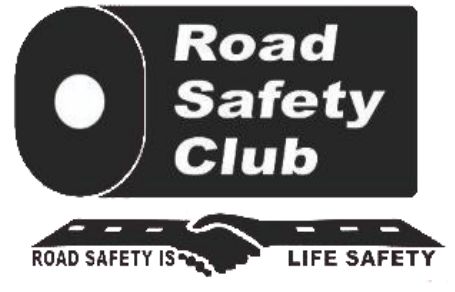
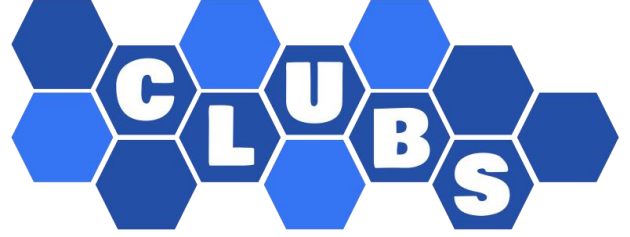


கல்வித் தகவல்  
மேலாண்மை முறைமை

Educational Management  
Information System

# TN-EMIS

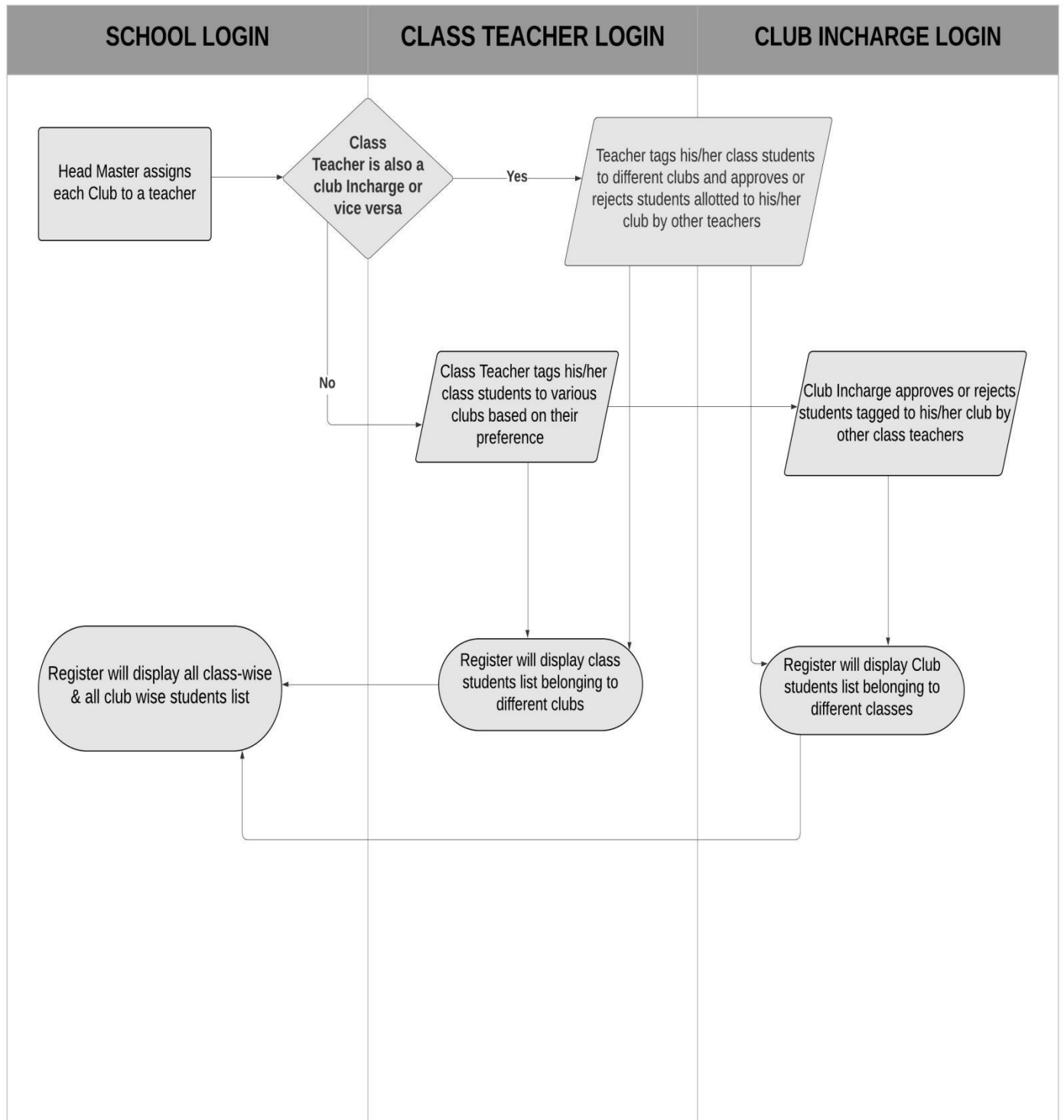
CLUB- Register



## Roles

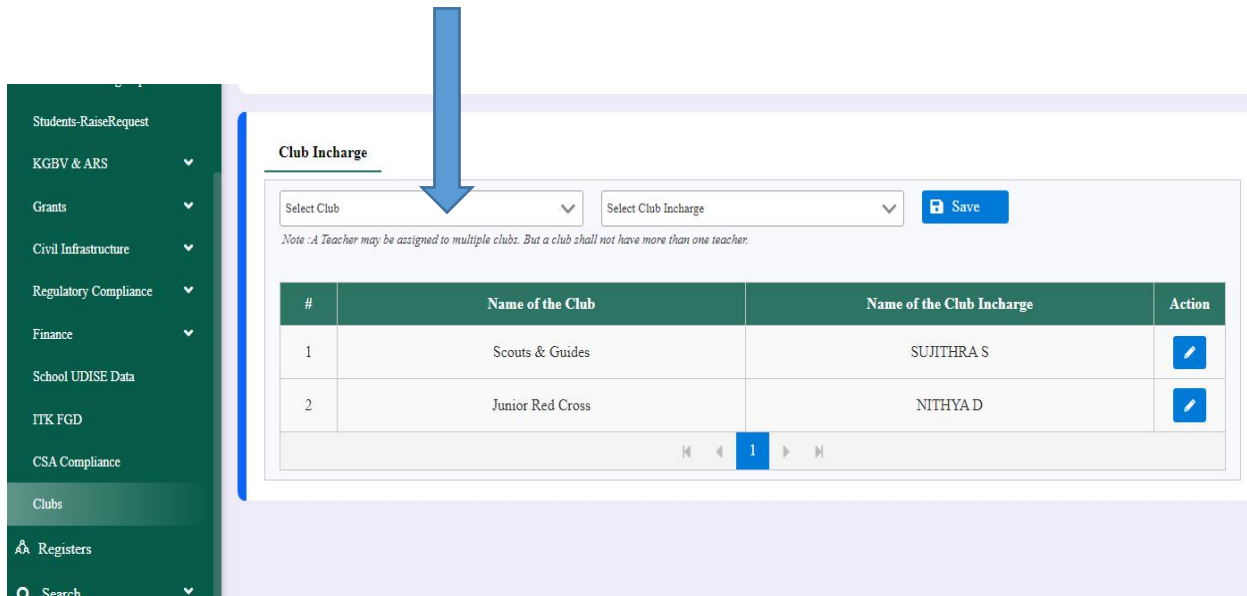
<b>Head Master's Role</b> (School Login)	The Head Master Assigns a Club Incharge to the various Clubs functioning in the School.
<b>Class Teachers Role</b> (Teacher Login)	The Class Teacher tags his/her class students to the clubs they are interested in.
<b>Club Incharges Role</b> (Teacher Login)	The Club Incharge approves or rejects the students assigned to his/her clubs. Moreover, he/she shall assign different ranks as per the students advancement in the club.
<b>Dual Role</b> (Teacher Login)	In case a Class Teacher is a Club Incharge as well, he/she shall tag his/her class students to various clubs and approve students assigned to his/her clubs from various classes in the same login.

## CLUBS-WORK FLOW



# School Login

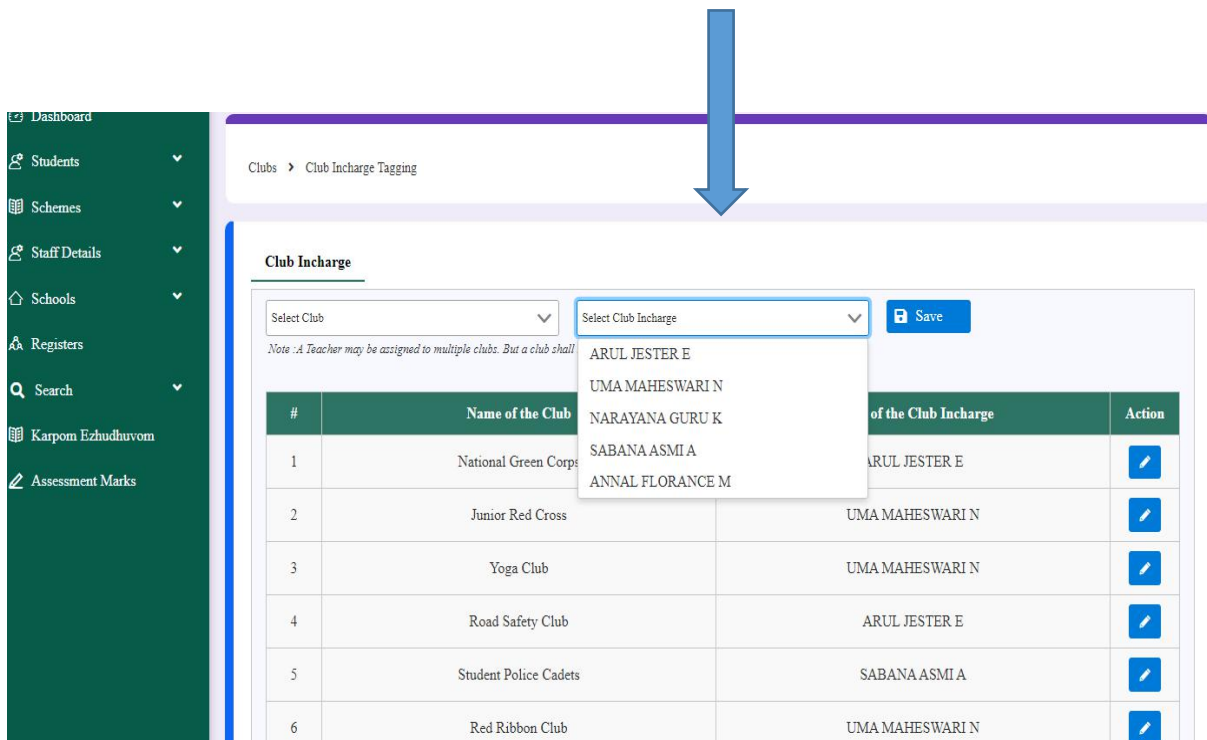
- a.) “Clubs” Option to be selected under “Schools” Tab. The Club for a which an Incharge is to be assigned shall be selected from the drop down menu.



The screenshot shows the 'Club Incharge' form. A blue arrow points to the 'Select Club' dropdown menu. The form includes a 'Select Club Incharge' dropdown and a 'Save' button. A note states: "Note :A Teacher may be assigned to multiple clubs. But a club shall not have more than one teacher." Below the form is a table with columns: #, Name of the Club, Name of the Club Incharge, and Action.

#	Name of the Club	Name of the Club Incharge	Action
1	Scouts & Guides	SUJITHRA S	
2	Junior Red Cross	NITHYA D	

- a.) The Name of the Club Incharge shall be selected from the drop down as shown below.  
(Changes shall be made using the Action Button)

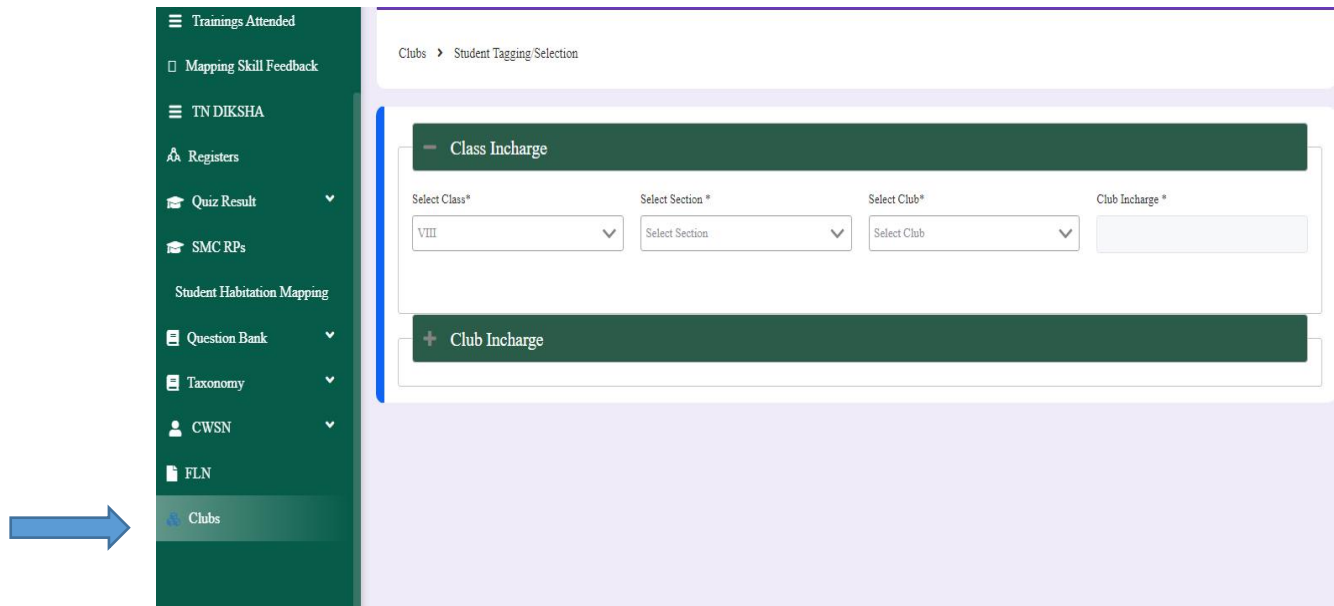


The screenshot shows the 'Club Incharge' form with the 'Select Club Incharge' dropdown menu open, displaying a list of names: ARUL JESTER E, UMA MAHESWARI N, NARAYANA GURU K, SABANA ASMIA, and ANNAL FLORANCE M. A blue arrow points to this dropdown. The table below shows the current assignments for various clubs.

#	Name of the Club	Name of the Club Incharge	Action
1	National Green Corps	ARUL JESTER E	
2	Junior Red Cross	UMA MAHESWARI N	
3	Yoga Club	UMA MAHESWARI N	
4	Road Safety Club	ARUL JESTER E	
5	Student Police Cadets	SABANA ASMIA	
6	Red Ribbon Club	UMA MAHESWARI N	

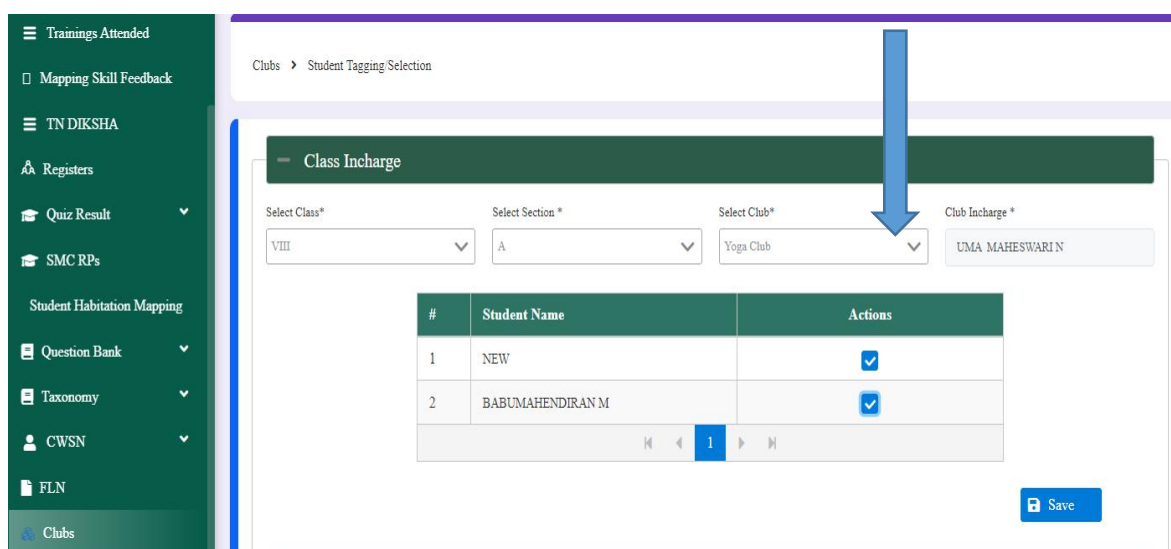
# Class Teacher Login

a.) The "Clubs" option shall be selected from the left hand Side menu.



The screenshot shows the 'Clubs' option selected in the left-hand menu. A blue arrow points to the 'Clubs' option. The main content area displays the 'Student Tagging Selection' page, which includes a 'Class Incharge' section with dropdowns for 'Select Class\*', 'Select Section\*', 'Select Club\*', and 'Club Incharge \*'. Below this is a 'Club Incharge' section.

b.) The Students belonging to a class shall be tagged to the Clubs for which a Club Incharge has already been assigned by the Head Master.



The screenshot shows the 'Club Incharge' section with a table of students. A blue arrow points to the 'Select Club\*' dropdown, which is set to 'Yoga Club'. The table lists students and their actions. The 'Club Incharge' is set to 'UMA MAHESWARI N'.

#	Student Name	Actions
1	NEW	<input checked="" type="checkbox"/>
2	BABUMAHENDIRAN M	<input checked="" type="checkbox"/>

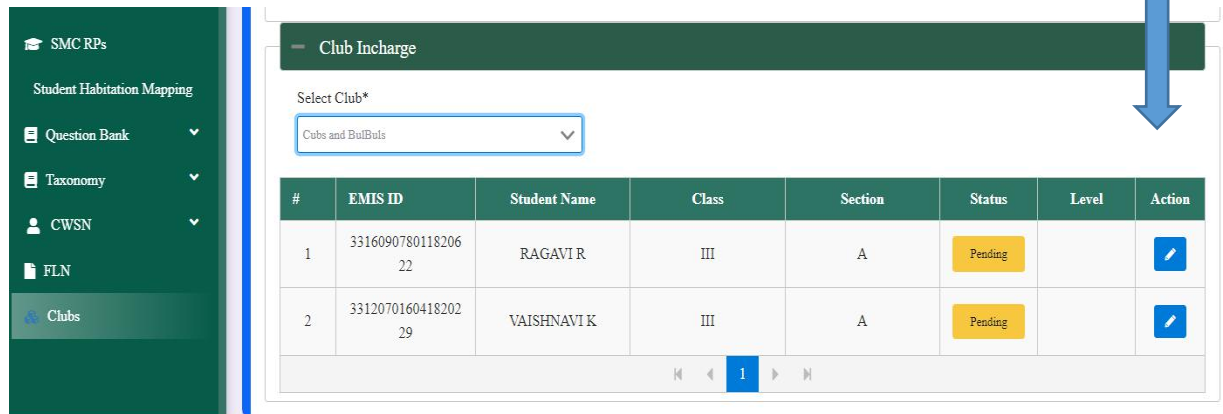
Page 1 of 1

Save

# Club In Charge Login

a.) The Club Incharge shall approve or reject the students assigned to his/her clubs by various class Teachers by clicking on the “Action” button.

(Clubs Option to be selected from the left hand side menu)



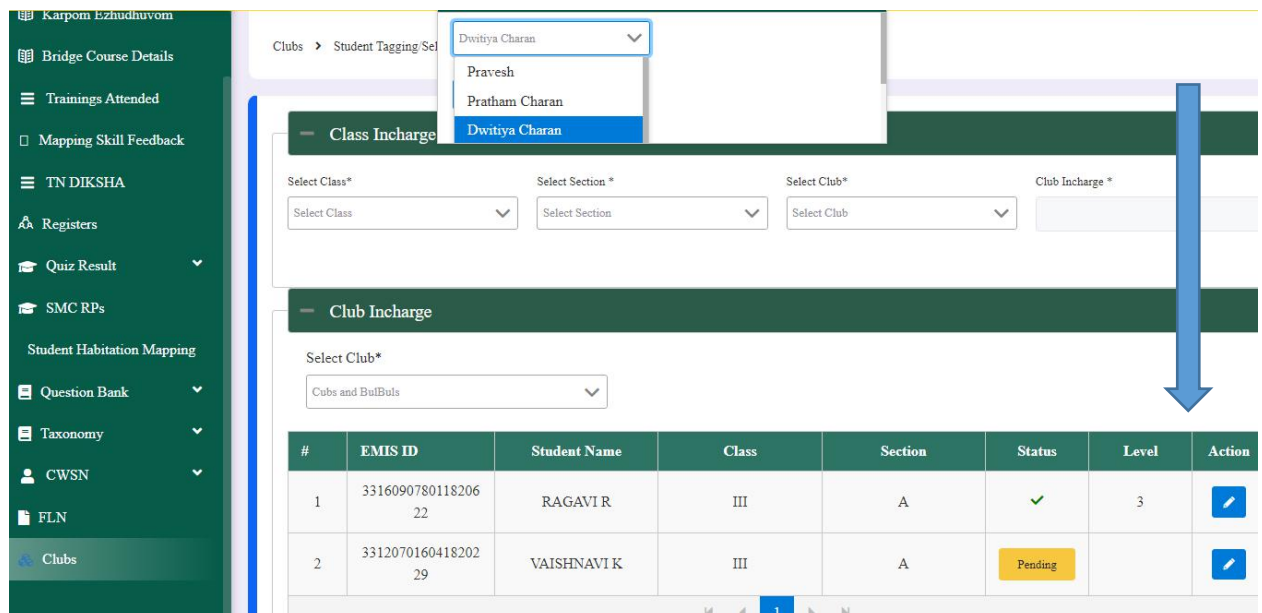
Club Incharge

Select Club\*

Cubs and BulBuls

#	EMIS ID	Student Name	Class	Section	Status	Level	Action
1	331609078011820622	RAGAVI R	III	A	Pending		
2	331207016041820229	VAISHNAVI K	III	A	Pending		

b.) The Club Incharge shall also assign ranks to the students based on the advancement of the student in the Club. (By Clicking on the “Action” Button)



Clubs > Student Tagging/Se

Class Incharge

Select Class\*

Select Section \*

Select Club\*

Club Incharge \*

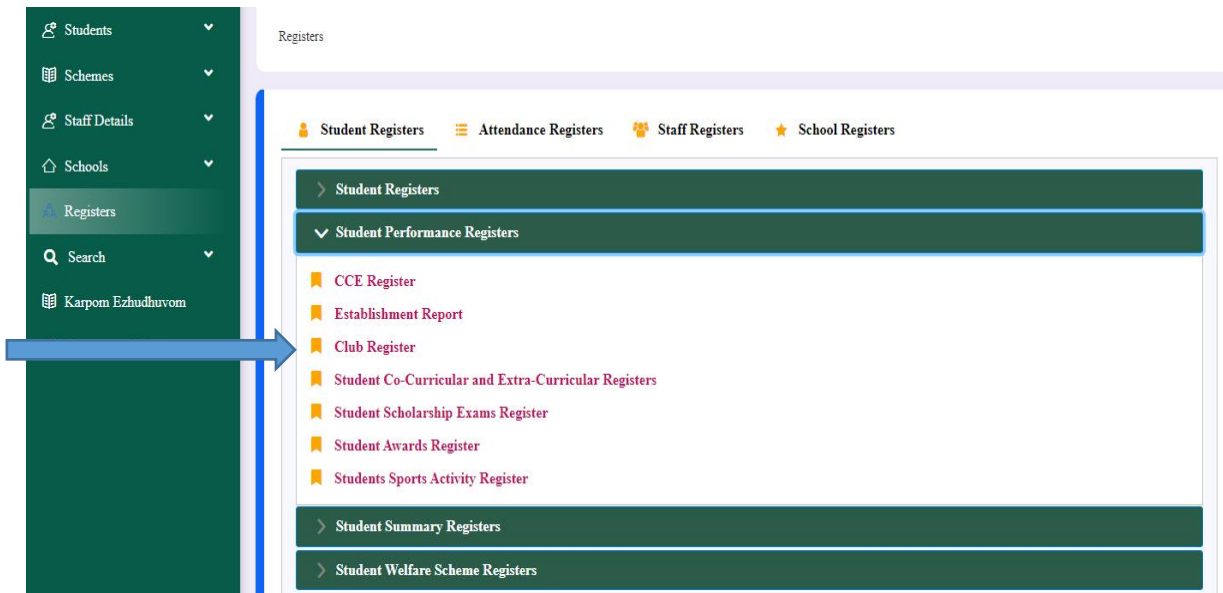
Select Club\*

Cubs and BulBuls

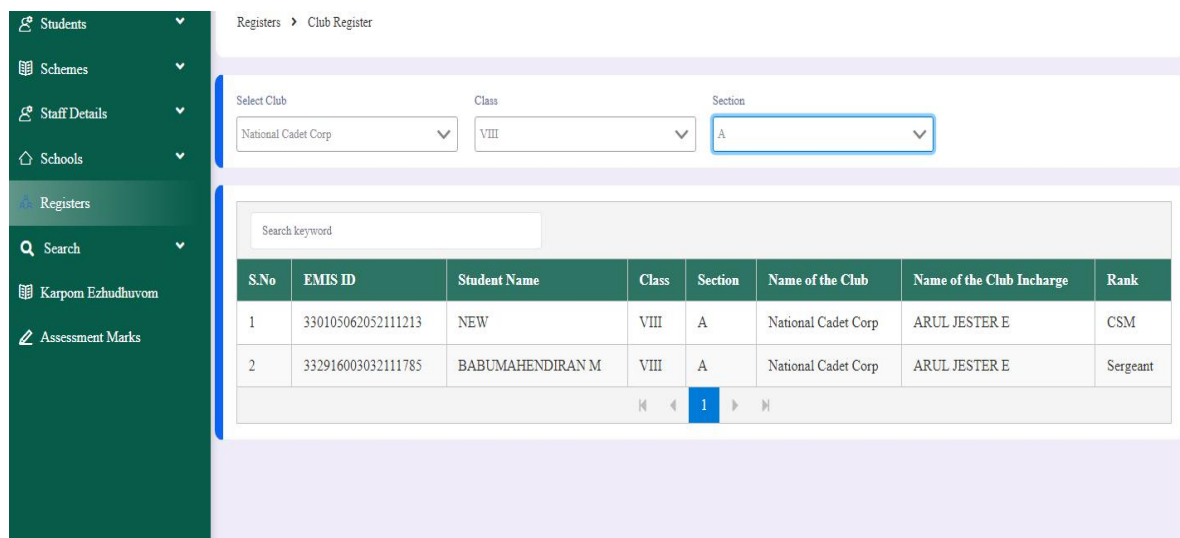
#	EMIS ID	Student Name	Class	Section	Status	Level	Action
1	331609078011820622	RAGAVI R	III	A	✓	3	
2	331207016041820229	VAISHNAVI K	III	A	Pending		

## Registers: (School Login)

a.) Club Register Can be found under “Student Performance Registers” under the “Registers” tab.

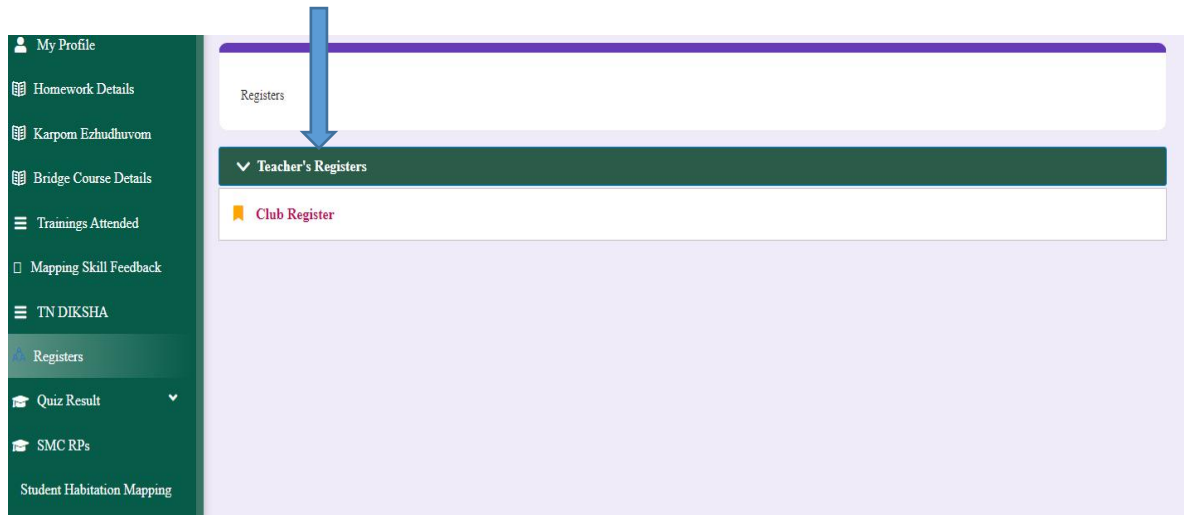


b.) Students belonging to various clubs with their ranks can be viewed here:



## Registers: Class Teacher Login:

a.) "Club Register" can be seen by clicking on "Registers" Tab on the Left hand Side menu.



b.) Students of that particular Class Teacher belonging to different clubs can be viewed here (Only those students approved by the "Club Incharge" will be displayed here.

**Class Incharge Club Registers**

Select Club\*  
National Cadet Corp ▼

Select Class\*  
VIII ▼

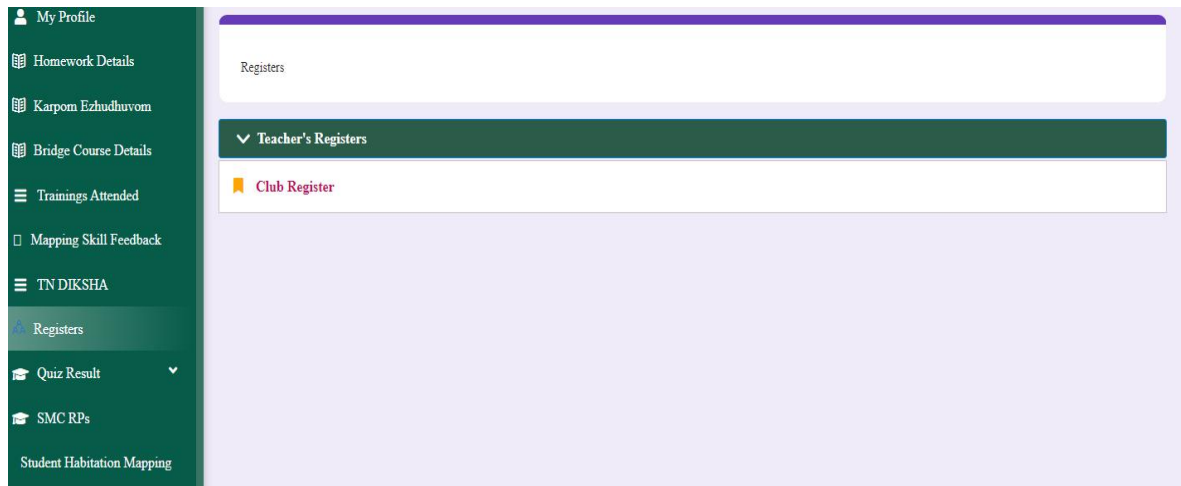
Select Section\*  
A ▼

#	EMIS ID	Student Name	Class	Section	Level
1	330105062052111213	NEW	VIII	A	CSM
2	332916003032111785	BABUMAHENDIRAN M	VIII	A	Sergeant



## Registers: Club Incharge Login:

a.) “Club Register” can be seen by clicking on “Registers” Tab on the Left hand Side menu



b.) Students approved by the “Club Incharge” belonging to different classes will be displayed here

Club Incharge Registers					
Select Club*					
Yoga Club					
#	EMIS ID	Student Name	Class	Section	Level
1	330105062052111213	NEW	8	A	
2	332916003032111785	BABUMAHENDIRAN M	8	A	
1					