

**COMMISSIONERATE OF COLLEGIATE EDUCATION, HYDERABAD**  
**GOVERNMENT OF TELANGANA**  
**CAIMS – Instructions for Academic Audit**

**Weblink for CAIMS: <https://caims.ccets.telangana.gov.in>**

**Instructions to the Principals for filling the Format-I  
(Institutional Data)**

For Principal, Login details:

Username: **CollegeCode**

Password: **CollegeCode@123**

- For filling the Academic Audit format, it has to be completed within 30 minutes of time only. Hence, the principals are advised to keep ready with all the relevant data, documents and links.
- Before filling the Format-I, Please go through the user manual mentioned in CAIMS- Academic Audit Login Page to know the Steps to fill the Format-I ((Institutional Data).
- Before Login, the Principals are advised to go through the template of Format-I (Institutional Data) (which is mentioned on Login page), to know the required document formats like pdfs or web links, etc. to fill the Format-I (Institutional Data).

For example: In S.No.11, 24, Activities shall be uploaded in pdf & in S.No 1, 10, Activities shall be provided with Web-links.

- While Uploading Pdf file, Please ensure that the size of pdf file must be below 1MB. (If Pdf file is more than 1MB, compress it to **1 MB=1000kb more than 1MB Pdf files will not be accepted/ saved**).
- Before filling the Format-I, the Principals are advised to fill the College details like Principal Id (By default given as College Code), Principal Name, Year of Establishment, NAAC Grade, CGPA, AISHE Code.
- **After submitting the college details only, Format-I (Institutional Data) will be opened for the Principals.**
- For filling the Institutional Data: Please click  
Transactions ---->Format-I---->Institutional Data
- For Faculty Registration, the **Principals have to give user roles (from Utilities Tab) and confirm whether the faculty is only faculty or both Head of the Department as well as faculty.**

- If the faculty is HOD, give user role as HOD/ Head of the Department.
- If the faculty is only faculty and not HOD, then give user role as Lecturer.
- The principals need to fill the Department details like (Name of the Department, No. of faculty working in the respective Departments).
- After giving User roles to the faculty by the Principal, then only Format-II (Department Proforma), Format-III (Faculty Proforma) will be opened for faculty according to their User roles.

### **Instructions to the Head of the Department for filling the Format-II (Department Proforma)**

HOD login details :

Username: **CollegeCode+Employee ID**

Password: **EmployeeID@123**

- For filling the Format II, Please click
- Transactions Tab -->Format-II-->Department Audit
- For filling the Academic Audit format, it has to be completed within 30 minutes of time only. Hence the HODs are advised to keep ready with all the relevant data, documents and links.
- Before filling the Format-II, the HODs are advised to go through the template of Format-II (Department Proforma) (which is mentioned on Login page), to know the required document formats like pdfs or web links, etc. to fill the Format II.

For example: In S.no. 1, 3 Activities shall be uploaded in pdf.

- While Uploading Pdf file, Please ensure that the size of pdf file must be below 1MB. (If Pdf file is more than 1MB, compress it to **1 MB=1000kb more than 1MB Pdf files will not be accepted/ saved**).
- Once again the HODs are advised to be ready with the pdf files and web links before filling the Format II, to avoid timeout session.

## Instructions for filling the Format-III (Faculty Proforma)

Faculty login details:

**Username:** CollegeCode + Employee ID

**Password:** Employee ID@123

- For filling the Format III, : Please click
- **Transactions Tab ->Format-III-->Lecturer**
  
- For filling the Academic Audit format, it has to be completed within 30 minutes of time only. Hence, the faculty members are advised to keep ready with all the relevant data, documents and links.
  
- Before filling the Format-III, the faculty members are advised to go through the template of Format-III (Faculty Proforma) (which is mentioned on Login page), to know the required documents like pdfs or web links, etc. to fill the Format III (Faculty Proforma)  
For example: In S.no.6,7 Activities shall be uploaded in pdf.
  
- While Uploading Pdf file, Please ensure that the size of pdf file must be below 1MB. (If Pdf file is more than 1MB, compress it to **1 MB=1000kb more than 1MB Pdf files will not be accepted/ saved**).
  
- Once again the faculty members are advised to be ready with the pdf files and web links before filling the Format III to avoid timeout session.

For Technical Support,Please Contact:9705557049,9948197049  
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