

User Manual for



Rayalaseema University, Kurnool

on

Examination Automation Integrated with  
JNANABHUMI portal



**JnānaBhūmi**

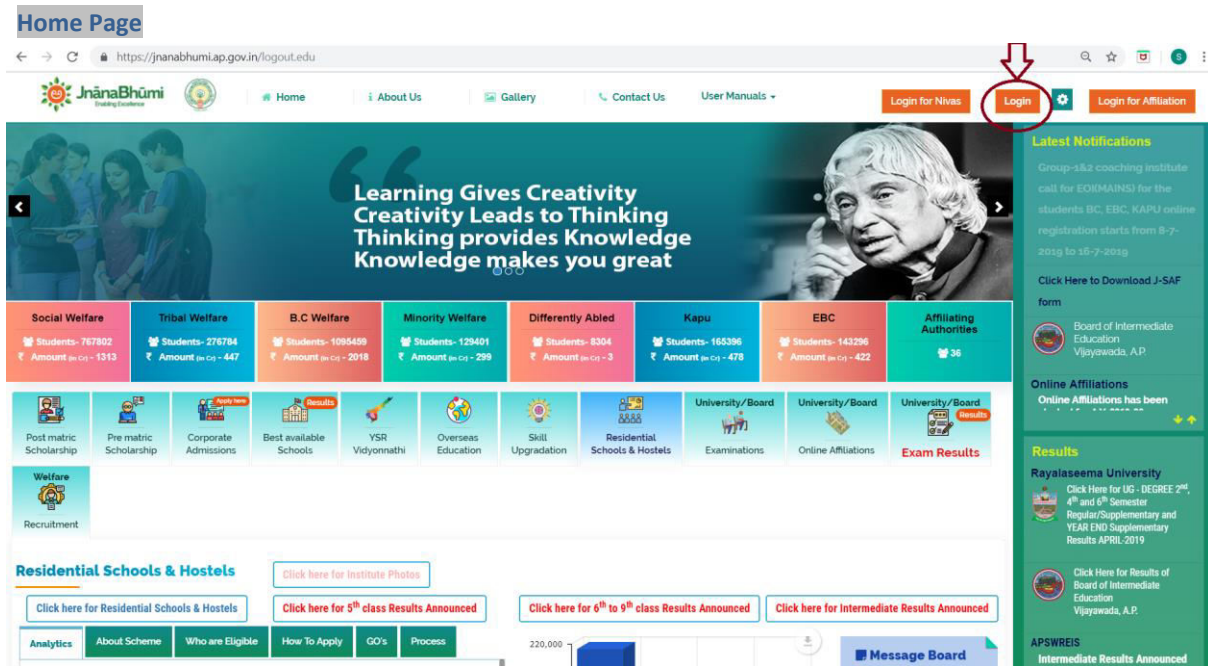
Enabling Excellence



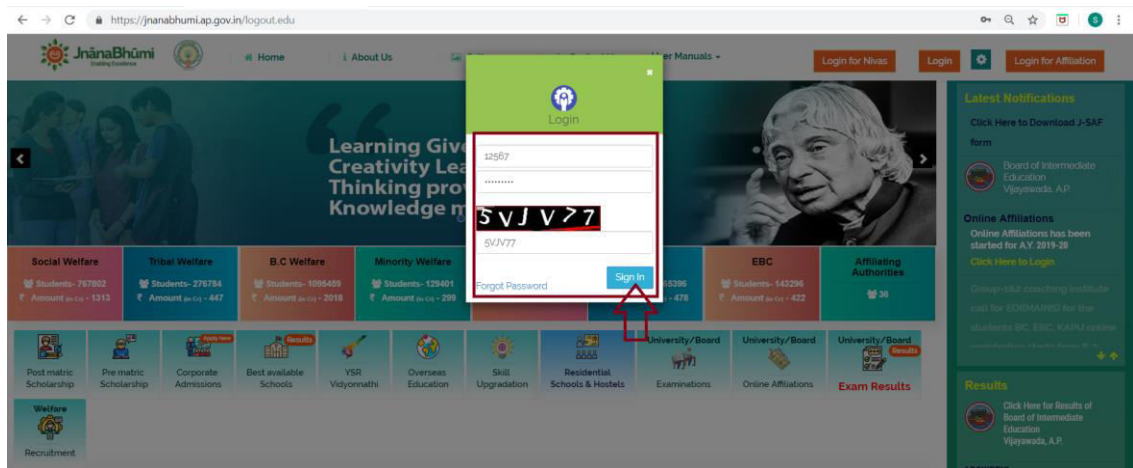
## 1. Introduction

This User Manual helps users to access services of “Examination Automation Integrated with JNANABHUMI” portal.

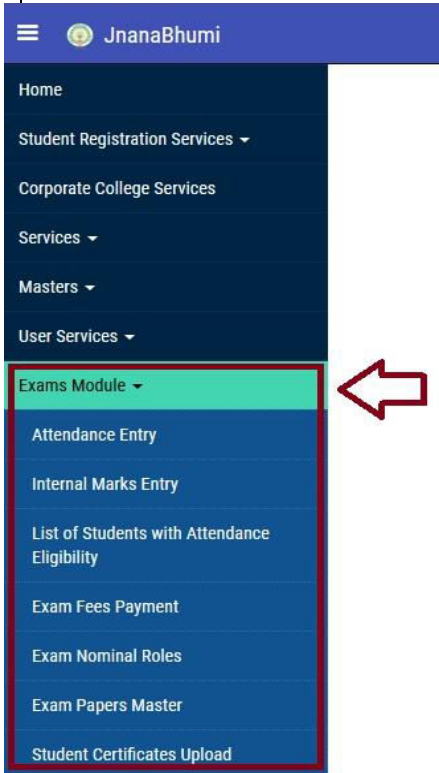
url : <https://jnanabhumi.ap.gov.in/>



### 1.1 Click on Login at shown



### 1.2 Enter User Name and Password and captcha text shown and click on SIGN IN



1.3 After Login please find the services under **Exams Module**

## 2. Attendance Entry Form

Welcome : GOVERNMENT DEGREE COLLEGE FOR MEN KURNOOL

College wise Attendance Entry Form

Regular  Supplementary  Year End

University : RAYALASEEMA UNIVERSITY      College Name : GOVT. DEGREE COLLEGE FOR MEN      Academic Year: 2018-19

Exam Pattern	CBCS	Course Year	--Select--	Semester	--Select--
Course Category	--Select--	Course	1st Year 2nd Year 3rd Year	Course Specialization	--Select--
Examination Type	Regular				

### 2.1 College wise Attendance Entry Form

**Regular:** Regular Students (CBCS pattern)

**Supplementary:** Supplementary (CBCS Pattern)

**Year End:** Year End pattern before 2015

Need to select either Regular /Supplementary/Year End

## College wise Attendance Entry Form

Regular  Supplementary  Year End

University : RAYALASEEMA UNIVERSITY

College Name : GOVERNMENT DEGREE COLLEGE FOR MEN KURNOOL

Academic Year: 2018-19

Exam Pattern	CBCS	Course Year	1st Year	Semester	IInd Semester
Course Category	Degree Academic	Course	Bachelor of Arts	Course Specialization	History,Economics,Political Scienc
Examination Type	Regular				

Get Data

Select the course year : 1<sup>st</sup> year / 2<sup>nd</sup> year / 3<sup>rd</sup> year

Select the semester: it will show the semester based on the course year

If 1<sup>st</sup> year → 2<sup>nd</sup> semester If 2<sup>nd</sup> year → 4<sup>th</sup> semester If 3<sup>rd</sup> year → 6<sup>th</sup> semester

Course Category, Course, Course Specialization. As selected / opted as Regular Examination Type **Regular** will be shown default. Click on **Get Data** to display Students Data

Get Data

\*Please enter correct data in No. of College working days(text box). Data once entered will not be editable.

\*Candidates with Physically Handicapped(PH) Category shown as Yes need to upload Physically Handicapped(PH) certificate under Student Certificates Upload Option.

\*Attendance above 65% and below 75% need to pay condonation Fee.

\*Candidates under category Physically Handicapped(PH) with attendance above 65% exempted paying Fee.

\*Candidates below 65% attendance are not eligible for Examination.

Total No. of College Working Days :

S No	Hallicket No	Student Name / Father Name	PH	Second Language	Papers	No of Days Present	Attendance Percentage	Exam Fee	Condonation Fee	Action Type
1	18110002001	M SAI VEERA MANIKANTA / M LAKSHMANNA	No	Telugu	1. C2101-ENGLISH 2. C2121-HISTORY 3. C2115-ENVIRONMENTAL STUDIES 4. C2102-Telugu 5. C2125-ECONOMICS 6. C2118-COMPUTER FUNDAMENTALS AND OFFICE TOOLS 7. C2122-POLITICAL SCIENCE	<input type="text"/>	<input type="text"/>	500	0	<input type="checkbox"/>
2	18110002002	TAPPETA MAHESH / T MADDILETY	No	Telugu	1. C2101-ENGLISH 2. C2121-HISTORY 3. C2115-ENVIRONMENTAL STUDIES 4. C2102-Telugu 5. C2125-ECONOMICS 6. C2118-COMPUTER FUNDAMENTALS AND OFFICE TOOLS 7. C2122-POLITICAL SCIENCE	<input type="text"/>	<input type="text"/>	500	0	<input type="checkbox"/>

**2.2** Please read the instructions shown marked with \* (asterisk) and in red colour. Data once entered will not be editable

- Please update the No. of Working days, Attendance Percentage will be calculated automatically. Examination fee will be displayed based on the attendance percentage.

- If attendance is greater than 75% No condonation fee will be collected.

localhost:8080 says  
Percentage below 65% Not Allowed Student Hallticket No. 18110002003

Welcome : GOVERNMENT DEGREE COLLEGE FOR MEN KURNOOL

OK

\*Please enter correct data in No. of College working days(text box). Data once entered will not be editable.  
\*Candidates with Physically Handicapped(PH) Category shown as Yes need to upload Physically Handicapped(PH) certificate under Student Certificates Upload Option.  
\*Attendance above 65% and below 75% need to pay condonation Fee.  
\*Candidates under category Physically Handicapped(PH) with attendance above 65% exempted paying Fee.  
\*Candidates below 65% attendance are not eligible for Examination.

Total No. of College Working Days:

S.No	Hallticket No	Student Name / Father Name	PH	Second Language	Papers	No of Days Present	Attendance Percentage	Exam Fee	Condonation Fee	Action Type
1	18110002001	M SAI VEERA MANIKANTA / M LAKSHMANNA	No	Telugu	1. C2101-ENGLISH 2. C2121-HISTORY 3. C2115-ENVIRONMENTAL STUDIES 4. C2102-Telugu 5. C2125-ECONOMICS 6. C2118-COMPUTER FUNDAMENTALS AND OFFICE TOOLS 7. C2122-POLITICAL SCIENCE	75	75.00	500	0	<input checked="" type="checkbox"/>
2	18110002002	TAPPETA MAHESH / T MADDILETY	No	Telugu	1. C2101-ENGLISH 2. C2121-HISTORY 3. C2115-ENVIRONMENTAL STUDIES 4. C2102-Telugu 5. C2125-ECONOMICS 6. C2118-COMPUTER FUNDAMENTALS AND OFFICE TOOLS 7. C2122-POLITICAL SCIENCE	65	65.00	500	500	<input checked="" type="checkbox"/>
3	18110002003	A JAYACHANDRA / A RANGAMMA	No	Telugu	1. C2101-ENGLISH 2. C2121-HISTORY 3. C2115-ENVIRONMENTAL STUDIES 4. C2102-Telugu 5. C2125-ECONOMICS 6. C2118-COMPUTER FUNDAMENTALS AND OFFICE TOOLS 7. C2122-POLITICAL SCIENCE	60		500	0	<input checked="" type="checkbox"/>

**2.3** If attendance is between **65% to 74%** condonation fee will be collected and which is same as Examination fee.

- If Attendance is less than **65%** the candidate cannot allow paying the Examination fee.

localhost:8080 says  
Please upload Physically Challenged(PH) Certificate for obtaining Fee exemption for the Student Hallticket No:18110002042

Welcome : GOVERNMENT DEGREE COLLEGE FOR MEN KURNOOL

OK

40	18110002040	G VINOD / G VIRUPAKSHI	No	Telugu	6. C2118-COMPUTER FUNDAMENTALS AND OFFICE TOOLS 7. C2122-POLITICAL SCIENCE			500	0	<input type="checkbox"/>
41	18110002041	GADDAM MANOJKUMAR / G MALLA REDDY	No	Telugu	1. C2101-ENGLISH 2. C2121-HISTORY 3. C2115-ENVIRONMENTAL STUDIES 4. C2102-Telugu 5. C2125-ECONOMICS 6. C2118-COMPUTER FUNDAMENTALS AND OFFICE TOOLS 7. C2122-POLITICAL SCIENCE			500	0	<input type="checkbox"/>
42	18110002042	GANESH MOHAN / G SRINIVASULU	Yes	Telugu	1. C2101-ENGLISH 2. C2121-HISTORY 3. C2115-ENVIRONMENTAL STUDIES 4. C2102-Telugu 5. C2125-ECONOMICS 6. C2118-COMPUTER FUNDAMENTALS AND OFFICE TOOLS 7. C2122-POLITICAL SCIENCE			0	0	<input type="checkbox"/>

- If the student is Physically Handicapped (PH) **Yes** will be displayed. If attendance is above 75% HE/SHE will qualify for appearing examination and was exempted paying Examination Fee. If attendance is above 65% and below 75% HE/SHE exempted from condonation Fee. If attendance is less than 65 % HE/SHE Not Eligible and cannot be allowed for Examination. And HE/SHE must upload the Physically Handicapped (PH) certificate in JPEG/JPG/PDF format. File size not to exceed 200 KB).
- Documents need to upload in the **Student Certificate upload** Service.
- After updating the Attendance of the students, college user can download the document.

### 3. Student Certificate Upload Form

Student Certificates Upload Form

University : RAYALASEEMA UNIVERSITY      College Name : GOVERNMENT DEGREE COLLEGE FOR MEN KURNOOL      Academic Year : 2018-19

Exam Pattern	CBCS	Course Year	1st Year	Semester	IInd Semester
Course Category	Degree Academic	Course	Bachelor of Arts	Course Specialization	History,Economics,Political Scienc
Certificate Type	Physically Handicapped(PH)				

Get Data

\*Upload only jpeg/jpg/pdf files with 200 KB.

S No	Hallticket No	Student Name	Father Name	PH	Upload Document	Action Type
1	18110002042	GANESH MOHAN	G SRINIVASULU	Yes	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>

Submit



3.1 Select **Action Type** checkbox for uploading **Physically Handicapped (PH)** certificate.

Student Certificates Upload Form

University : RAYALASEEMA UNIVERSITY      College Name : GOVERNMENT DEGREE COLLEGE FOR MEN KURNOOL      Academic Year : 2018-19

Exam Pattern	CBCS	Course Year	1st Year	Semester	IInd Semester
Course Category	Degree Academic	Course	Bachelor of Arts	Course Specialization	History,Economics,Political Scienc
Certificate Type	Physically Handicapped(PH)				

Get Data

\*Upload only jpeg/jpg/pdf files with 200 KB.

S No	Hallticket No	Student Name	Father Name	PH	Upload Document	Action Type
1	18110002042	GANESH MOHAN	G SRINIVASULU	Yes	<input type="button" value="Choose File"/> 202.jpg 	<input checked="" type="checkbox"/>

Submit



3.2 Click on **Choose File** and **upload Certificate**.

Student Certificates Upload Form

Inserted Successfully

University : RAYALASEEMA UNIVERSITY      College Name : GOVERNMENT DEGREE COLLEGE FOR MEN KURNOOL      Academic Year : 2018-19

Exam Pattern	CBCS	Course Year	1st Year	Semester	IInd Semester
Course Category	Degree Academic	Course	Bachelor of Arts	Course Specialization	History,Economics,Political Scienc
Certificate Type	Physically Handicapped(PH)				

Get Data

\*Upload only jpeg/jpg/pdf files with 200 KB.

S No	Hallticket No	Student Name	Father Name	PH	Upload Document	Action Type
1	18110002042	GANESH MOHAN	G SRINIVASULU	Yes		

Submit

3.3 Click on **Submit** button a message **Inserted Successfully** will be displayed after saving.

41	18110002041	GADDAM MANOJKUMAR / G MALLA REDDY	No	Telugu	1. C2101-ENGLISH 2. C2121-HISTORY 3. C2115-ENVIRONMENTAL STUDIES 4. C2102-Telugu 5. C2125-ECONOMICS 6. C2118-COMPUTER FUNDAMENTALS AND OFFICE TOOLS 7. C2122-POLITICAL SCIENCE			500	0	
42	18110002042	GANESH MOHAN / G SRINIVASULU	Yes	Telugu	1. C2101-ENGLISH 2. C2121-HISTORY 3. C2115-ENVIRONMENTAL STUDIES 4. C2102-Telugu 5. C2125-ECONOMICS 6. C2118-COMPUTER FUNDAMENTALS AND OFFICE TOOLS 7. C2122-POLITICAL SCIENCE	67	67.00	0	0	<input checked="" type="checkbox"/>

3.4 After uploading in **Attendance Entry Form** Attendance particulars of Physically Challenged (PH) can be entered as shown above. Fee exemption will applicable and displayed as 0(zero) automatically.

#### 4. Exam Fee Eligibility Form

**Exam Fees Eligibility Form**

University : RAYALASEEMA UNIVERSITY      College Name (Code): GOVT. DEGREE COLLEGE FOR MEN      Academic Year: 2018-19

Exam Pattern	CBCS	Course Year	1st Year	Semester	IInd Semester	Course Category	Degree Academic
Course	Bachelor of Arts	Course Specialization	History,Economic	Examination Type	REGULAR		

S.No	Hallticket No	Student Name	Father Name	Second Language	No. of Working Days	No. of Days Present	Attendance Percentage	Exam Fees	Condonation Fees	Late Fees	Action Type
1	18110002001	M SAI VEERA MANIKANTA	M LAKSHMANNA	Telugu	100	75.00	75.00	500.00	0	0	<input type="checkbox"/>
2	18110002002	TAPPETA MAHESH	T MADDILETY	Telugu	100	65.00	65.00	500.00	500	0	<input type="checkbox"/>
3	18110002042	GANESH MOHAN	G SRINIVASULU	Telugu	100	67.00	67.00	0.00	0	0	<input type="checkbox"/>

4.1 Eligible Student Details are displayed as shown above in detailed No. of Working Days, No. of Days Present, Attendance Percentage & Fee Details collected( i.e., Exam Fees, Condonation Fees & Late Fees(if any)).

**Exam Fees Eligibility Form**

University : RAYALASEEMA UNIVERSITY      College Name (Code): GOVT. DEGREE COLLEGE FOR MEN      Academic Year: 2018-19

Exam Pattern	CBCS	Course Year	1st Year	Semester	IInd Semester	Course Category	Degree Academic
Course	Bachelor of Arts	Course Specialization	History,Economic	Examination Type	REGULAR		

S.No	Hallticket No	Student Name	Father Name	Second Language	No. of Working Days	No. of Days Present	Attendance Percentage	Exam Fees	Condonation Fees	Late Fees	Action Type
1	18110002001	M SAI VEERA MANIKANTA	M LAKSHMANNA	Telugu	100	75.00	75.00	500.00	0	0	<input checked="" type="checkbox"/>
2	18110002002	TAPPETA MAHESH	T MADDILETY	Telugu	100	65.00	65.00	500.00	500	0	<input checked="" type="checkbox"/>
3	18110002042	GANESH MOHAN	G SRINIVASULU	Telugu	100	67.00	67.00	0.00	0	0	<input checked="" type="checkbox"/>

4.2 Click on **Action Type** for selecting multiple students processing to **Fee Payment** screen and click on **Submit** button.

Exam Fees Eligibility Form

✓ Inserted Successfully

University : RAYALASEEMA UNIVERSITY

College Name (Code): GOVT. DEGREE COLLEGE FOR MEN

Academic Year: 2018-19

Exam Pattern	CBCS	Course Year	1st Year	Semester	IInd Semester	Course Category	Degree Academi
Course	Bachelor of Arts	Course Specialization	History,Economic	Examination Type	REGULAR		

Get Data

S.No	Halticket No	Student Name	Father Name	Second Language	No. of Working Days	No. of Days Present	Attendance Percentage	Exam Fees	Condonation Fees	Late Fees	Action Type
No Data Found											

4.2 Inserted Successfully message will be displayed as shown above.

Exam Fees Payment

University : RAYALASEEMA UNIVERSITY

College Name (Code): GOVT. DEGREE COLLEGE FOR MEN

Academic Year: 2018-19

Exam Pattern	CBCS	Course Category	Degree Academi	Examination Type	REGULAR
--------------	------	-----------------	----------------	------------------	---------

Get Data

S.No	Course Year	Semester	Course Name	No. of students	Exam Fees	Condonation Fees	Late Fees	Amount to be Paid	Action Type
1	1st Year	IInd Semester	Bachelor of Arts	3	1000.00	500	0	1500.00	<input checked="" type="checkbox"/>
<b>Total</b>				<b>3</b>	<b>1000.00</b>	<b>500</b>	<b>0</b>	<b>1500.00</b>	
Amount to be paid in Words		One thousand Five hundred Rupees Only/-				Amount to be paid	1500/-		

Save & Pay

4.3 Exam Fee Details for Payment Course Year, Semester, Course Name wise, Exam Fees, Condonation Fees & Late Fees as shown above. Click on **Save & Pay** button which will be redirect to **Payment Gateway**



5. Internal Marks Entry Form

Internal Marks Entry Form

University : RAYALASEEMA UNIVERSITY      College Name (Code): GOVERNMENT DEGREE COLLEGE FOR MEN KURNOOL      Academic Year: 2018-19

Exam Pattern	CBCS	Course Year	1st Year	Semester	IInd Semester	Course Category	Degree Academ
Course	Bachelor of Arts	Course Specialization	History,Econom	Subject / Paper	C2122-POLITIC	Examination Type	Regular

[Get Data](#)

\* POLITICAL SCIENCE-C2122 – Theory/Practical Maximum Marks - 40 Seminar Maximum Marks - 0 Internal Pass Marks - 14

S.No	Hallticket No	Student Name	Father Name	Second Language	Exam Attendance	Marks				Action Type
						Internal Marks	Seminar Marks	Total Marks	Result	
1	18110002001	M SAI VEERA MANIKANTA	M LAKSHMANNA	Telugu	-Select-			0		<input type="checkbox"/>
2	18110002002	TAPPETA MAHESH	T MADDILETY	Telugu	-Select-			0		<input type="checkbox"/>
3	18110002003	A JAYACHANDRA	A RANGAMMA	Telugu	-Select-			0		<input type="checkbox"/>
4	18110002004	A SIVA KRISHNA	A MADHUSUDHAN	Hindi	-Select-			0		<input type="checkbox"/>
5	18110002005	A SREE VISHNU MOHAN	A VENKATSWAMY	Telugu	-Select-			0		<input type="checkbox"/>

5.1 Select all Details along with **Subject Paper** for entering **Internal Marks**. Click on **Action Type** for entering multiple records Data. Otherwise select checkbox provided against each record.

Internal Marks Entry Form

University : RAYALASEEMA UNIVERSITY      College Name (Code): GOVERNMENT DEGREE COLLEGE FOR MEN KURNOOL      Academic Year: 2018-19

Exam Pattern	CBCS	Course Year	1st Year	Semester	IInd Semester	Course Category	Degree Academ
Course	Bachelor of Arts	Course Specialization	History,Econom	Subject / Paper	C2122-POLITIC	Examination Type	Regular

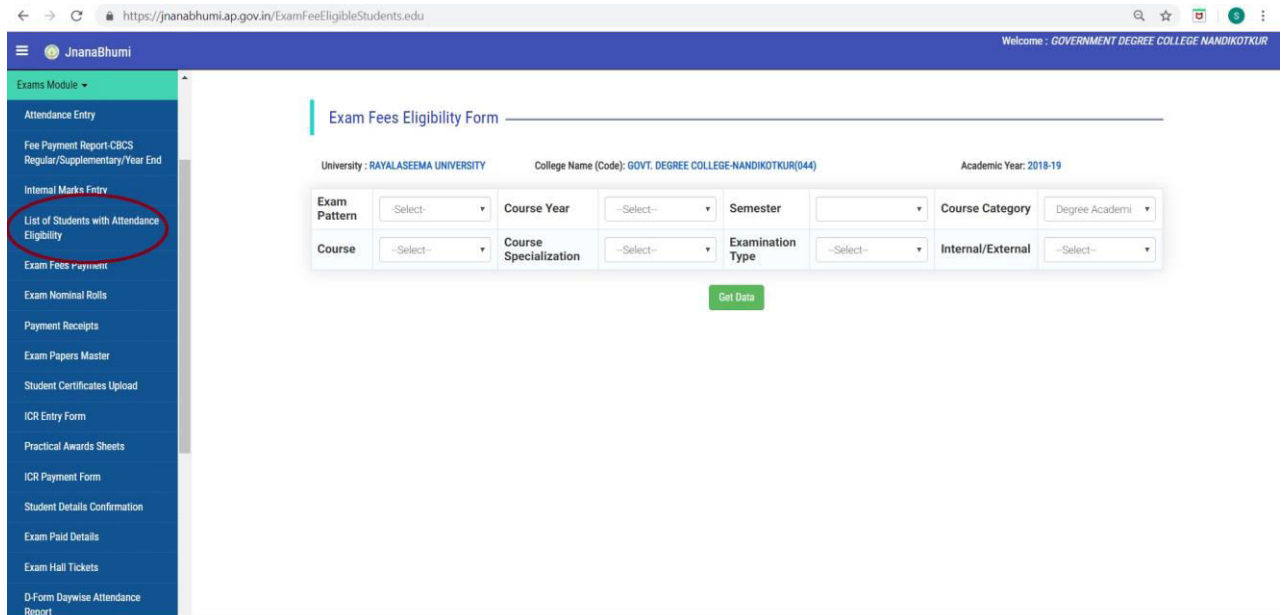
[Get Data](#)

\* POLITICAL SCIENCE-C2122 – Theory/Practical Maximum Marks - 40 Seminar Maximum Marks - 0 Internal Pass Marks - 14

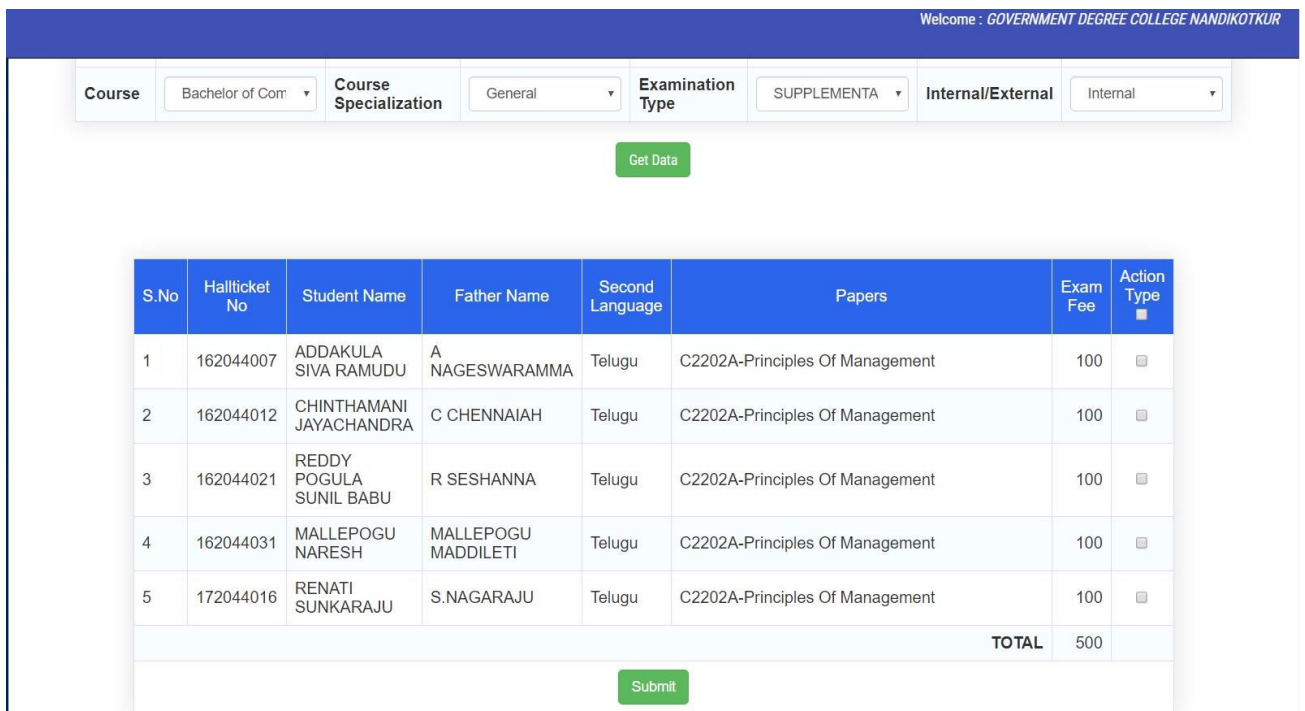
S.No	Hallticket No	Student Name	Father Name	Second Language	Exam Attendance	Marks				Action Type
						Internal Marks	Seminar Marks	Total Marks	Result	
1	18110002001	M SAI VEERA MANIKANTA	M LAKSHMANNA	Telugu	Present	39	0	39	P	<input checked="" type="checkbox"/>
2	18110002002	TAPPETA MAHESH	T MADDILETY	Telugu	-Select-			0		<input checked="" type="checkbox"/>
3	18110002003	A JAYACHANDRA	A RANGAMMA	Telugu	Present			0		<input type="checkbox"/>
4	18110002004	A SIVA KRISHNA	A MADHUSUDHAN	Hindi	Malpractice			0		<input type="checkbox"/>

5.2 In Exam Attendance category Present, Absent, Malpractice, Not Registered & Subject Exempted options are available. Enter the Marks and for saving Data click on **Submit** button.

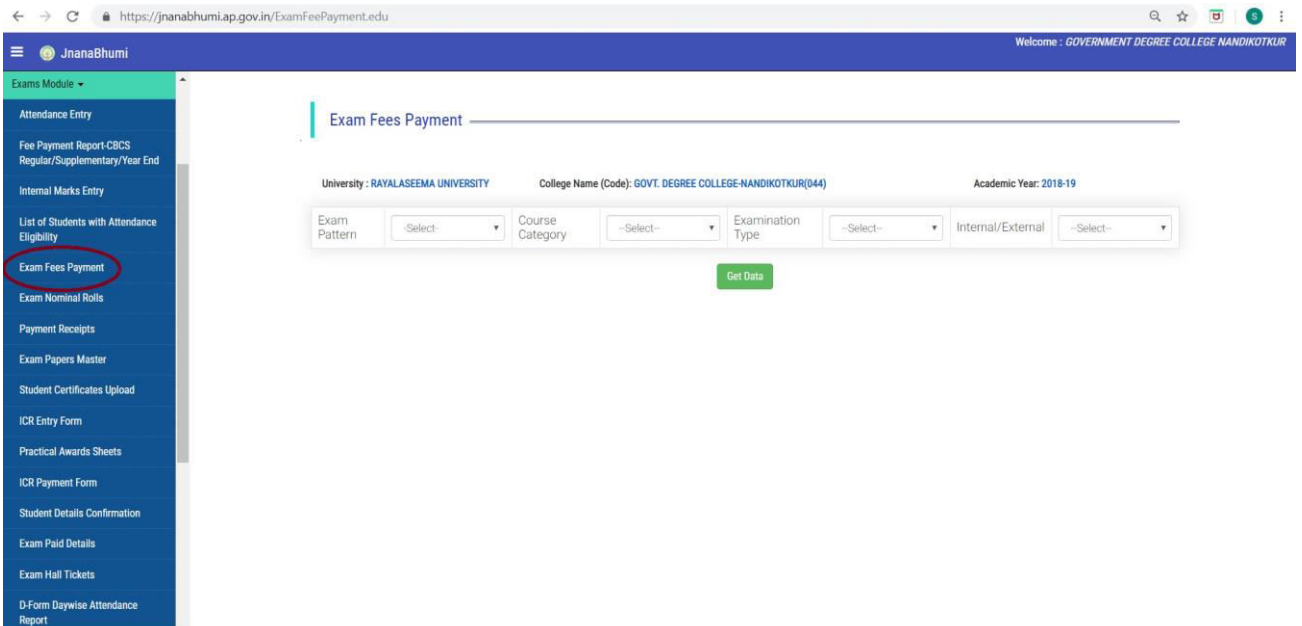
**Internal Marks (for Supplementary candidates)**



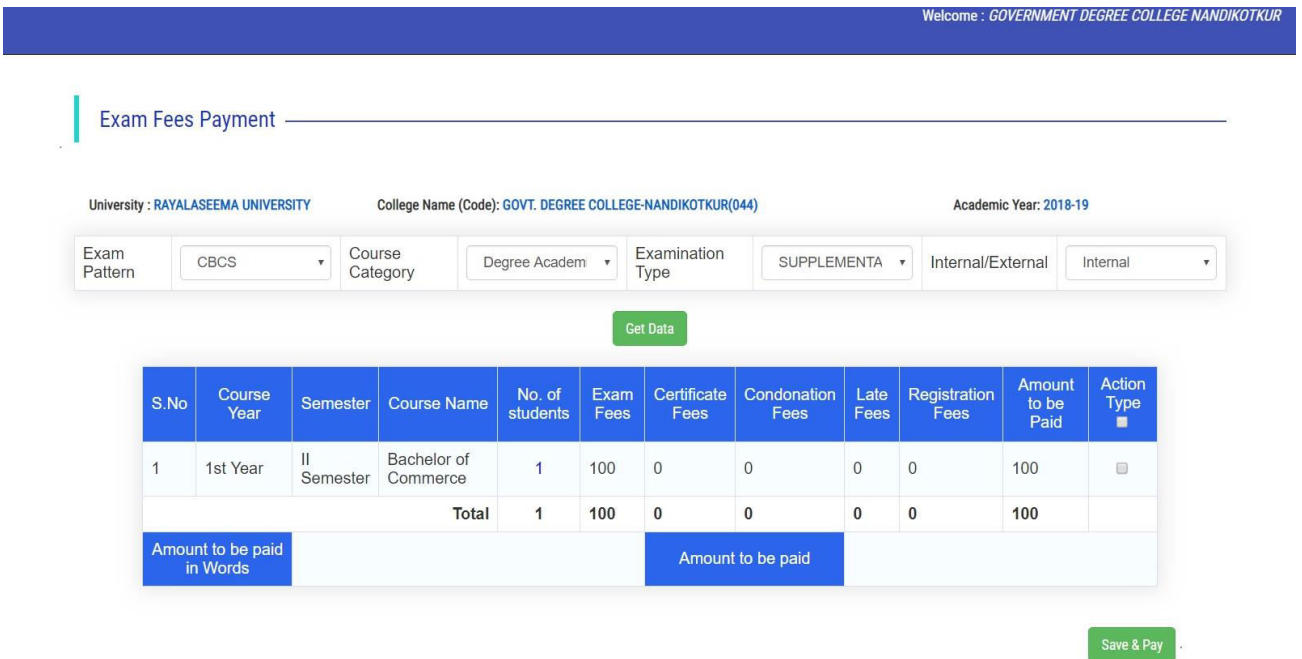
**5.3** After entering the Supplementary entry please click on List of Students with Eligibility Menu as shown above.



**5.4** Please select Course, Specialization, Examination Type & Internal/External option and Select Action Type against appropriate Student Details for confirming Exam Fee Payment as shown above.



5.5 Please click on **Exam Fee Payment (Menu)** and Select Exam Pattern, Course Category, Exam Type and Internal/External and click on **Get Data**.



5.6 Data for selected options will display as shown above. Select Action Type against for Course Year, Semester, Course for Payment and click on **Save & Pay** button to proceed for Payment.