

FAQs- College login



JnānaBhūmi

Enabling Excellence

A Smart Education Portal

Login

How to login?

Visit <http://janabhumi.ap.gov.in/>

Login with college code

- Login ID – APePASS college ID
- Password is provided by CFSS.

What are the functions in college login?

The Services mentioned below are Setup Activities to be undertaken by the Affiliating Authority. There are 3 Dependent Modules such as ‘Student Admission’, ‘Student Attendance’, and ‘Student Academic’ that rely on these services below and need to be completed as the first step to ensure other modules work smoothly.

1. Digital Signature registration
2. College Registration
 - College details
 - Current affiliation details
 - Course details
 - Details of governing body
 - Bank details
 - College attached hostel details
3. Fresh Student Registration
4. Renewal Student Confirmation.
5. Attendance
 - Section Creation
 - Roll Number Mapping to students
 - Daily Attendance
 - Monthly Attendance
6. User services
 - Change Password

7. Reports

- Admission Confirmation report

Why digital key registration?

- The main motive of JnanaBhumi is to make transactions paper less and hassle free.
- The owner of User login of the college is the principal
- Digital Signature Key (DSK) needs to be enabled through the portal to map the login with corresponding Digital Signature Key.
- The principal needs to register Digital Signature Key

How to register for ESign?

- Mobile Number should linked with AADHAAR
- Registration/ Updation of the mobile number in nearest AADHAAR center (processing time - minimum of 15 days)

How to register for DSK?

Instructions for Digital signature registration

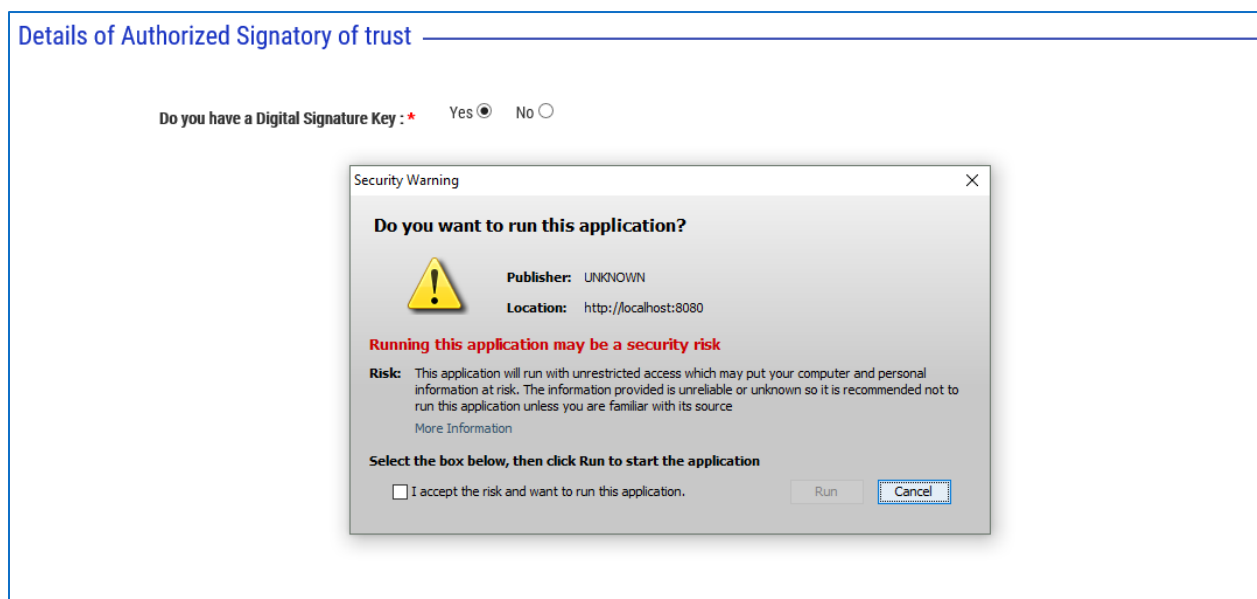
- Connect the DSK dongle in USB port. (Please use ePass2003Auto Dongle)
- Select the RUN button when a window prompts for confirmation
- Enter the “Digital Signature Dongle Password” when is asks for enter password.
- After successful sign-in, a window prompts the message “ Digital Signed Successfully/Registered Successfully)
- After Registration please take printout of the file and get signed by the principal and forward it to affiliating authority.

Steps for Digital signature registration

- Click on digital signature registration

- Select YES for “Do you have Digital signature key”
- Select name of the principal/Authorized signatory of trust from the drop down list .If the name is not in the list, then click “Register Employee “to insert employee details.
- Click “Register “.

A message/warning box asking to run the application will display when user clicks on “Register”.



- When user clicks” Run”, navigates to screen asking password of the DSK.
- Enter password & click OK
- When user clicks “OK”, the name of the authorized trust will falls into the table.
- To register the DSK, user has to click on “FILE “to get DSK request letter.
- After Registration please take printout of the file and get signed by the principal and forward it to affiliating authority.

How to Create/Register college details?

- This provision is with Affiliating Authority.

How to edit college details?

- Service will be given to AA with authentication through OTP/ DD SW.
- Please enter/edit details and click on 'update' to allow the changes.

How to enter CET details?

- There can be many to one mapping between course and CET
- User needs to enter the CET/NON-CET details-
 - If CET is selected, system displays the CET details. User to select check box of the required CET and enter the college code provided by convener
- Next step after the Affiliation details is Course details of the college.

How to enter courses details?

- Under college registration there is a menu exclusive for course details of the college to be entered in this section.
- User to enter the intake strength of each course per the year
- If the course is not available in the college, delete the course with delete option.

How to add a 'New Course'?

To add a new course for the college, click the 'New course request'

30.	MTECH(PETROLEUM ENGINEERING) / 2
31.	M.Tech(Power Electornic and Electrical Drives) / 2
NEW COURSE REQUEST	

User to enter the course name, GO number, GO date and intake strength of the course and click the SEND REQUEST button. The request will be sent to Affiliating Authority and post approval will be sent back to the user login.

How to confirm student bank details?

The following category of students can edit or confirm their bank account details. New Admission scholarship students need to submit bank account details at the time of biometric authentication and the bank account number mentioned in the Scholarship Application Form will be entered by the College

	New Admission	2 nd Yr and Above
Scholarship	✓	✓
Non-Scholarship	✗	✗

In the case of scholarship renewal or 2nd year above, students can update their bank account, mobile and emailID before biometric authentication.

Student has to authenticate with biometric at college level to confirm bank details.

How to enter attached hostel details?

- The College registration flow also contains College Attached Hostels
- Use the selection box and select YES or NO
- If selected YES, then enter the hostel details

How to register a fresh student?

- To register a fresh student in the system, click on 'Fresh Student Registration'.
- Select the SSC type of the student using radio buttons.
- Enter the SSC hall ticket number, SSC pass year of the student and click 'Proceed' to next page.
- New page displays 'Student Personal details', 'Admission details' and 'Scholarship details'
- Student will get an OTP to his registered mobile number upon admission.

How to enter special category details of students?

- If special category is applicable, then select the categories specified in the page.
- Select the type of the category from the drop down box and upload the documents (certificates) related to the category.
- If Physical Challenged, select YES and enter the details, upload the related documents.
- Document required for Physically challenged – Sadarem No

How to migrate students?

Service for migration of 1st year Students was already enabled and it is with college level.

SSC, AADHAAR & Ration card details of student are already in use what to do?

In such case JnanaBhumi to Display who has used the details of the students.

Two students from same family with single parent contact number?

In this scenario, Principal can authenticate the student's mobile number using OTP.

[How to verify and enter scholarship details?](#)

- This section allows user to enter/upload the caste certificate, income certificate and bank account details.
- Verification (hard copy verification) of the caste, income, and bank details to be done by user.
- To complete the entry of the scholarship details, click save.

[How to Renewal student confirmation?](#)

- For a 2nd year or above student availing scholarship, college should confirm the student details popped up on the screen.
- Before biometric authentication student can modify details such as email id, mobile number and bank account number
- Students 2nd yr and above not availing scholarship shall also follow the fresh admission

How to create section of student?

To create a section:

- Click on section creation and select the course details from the drop down list.
- Enter the section of the year with department and click submit

Student section mapping:

- Select the course, course year and section from their drop down list.
- To map the student to selected course, select the check box.

[How to insert attendance?](#)

The first step in the process is to create Academic Calendar. This is to be done by Affiliating Authority.

Click on services and select Academic calendar.

Steps to Create Academic Calendar:


1. Select the course group from the list of the groups.
2. Select the course form course check box displayed in the screen.
3. Enter the classes commencement date
4. Enter the classes end date

Academic calendar details can be editable. Click on edit to change/edit the created academic calendar.


Student Roll Number Mapping

- Maker (person assigned for the Attendance Submission service) has to enter the student Roll No in the form.

 --- Indicates No Admissions in the course.

 --- Indicates Roll Numbers are mapped.

 --- Indicates Roll Numbers are not mapped.

 ---- indicates Roll numbers are partially mapped. (Some sections left with students roll numbers not mapped)

- Select the course in which the student roll numbers are to be mapped
- Enter the student roll number and click “Confirm” to map the roll number to student.

[How to insert Backlog \(Monthly\) attendance?](#)

- To insert the monthly attendance of the students, click on the Student monthly attendance entry.
1. Select the course & year, the students in the selected course & year will display in the table as shown.
 2. Enter the no of working days of the student
 3. Click submit to insert the monthly attendance of the student.

[How to insert Daily attendance?](#)

Steps to insert daily attendance of the students.

Principal to assign daily attendance service to a person (maker).

1. Click on Maker services
2. Select the person from the list
3. Press ASSIGN button to assign the Attendance Submission service to the selected person
4. The assigned person has to login with UID and follow the below steps to insert the daily attendance.
 - Select SUBMITT ABSENTEES LIST.
 - Click on selected course and enter the absentees roll number (Absent Student roll number).
 - Click “Submit Absentees list “to insert the absent student list.

[How to change type of scholarship of student?](#)

This provision is available at college principal login.

[How to get AADHAR Authentication of students \(Biometric Pushing\)?](#)

Student has to give biometric authentication at college level to confirm bank details.

This is the final step in the grant process of scholarship to students. College management has to authenticate the AADHAR details of the student.

1. Go to services and select the AADHAR Authentication for students.
2. Course wise students list will display and user have to authenticate all the students in the course.
3. To authenticate the Student AADHAR details , click on “Authenticate Now”
4. Student UID details will display in the next screen and Click on the “Authenticate” button.
5. Select the Authentication device from the list.




The device capture the figure print of the students and the scholarship application of the student sent to social welfare department for further process.

Problems in Biometric Devices

All the vendors' mobile numbers were published on website. Process for performing installation for POS machines were also placed.

How to download reports from JnanaBhumi portal?

User can download required reports from JnanaBhumi portal. Please click on excel icon as shown in the figure

	489	423	86.50
	8386	4729	
			
			
			

How to change Password:

- Enter old password,
- Enter new password
- Renter new password to confirm it.