

FAQs- University login



JnānaBhūmi

Enabling Excellence
A Smart Education Portal

Login

1. How to login?

Visit <http://www.jnanabhumi.ap.gov.in/>

Login with university code as username.

Password is provided by C/FSS.

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)

Who are Key roles in university login?

There are three types of logins.

1. **University login:**

The Roles in the university login are approver, maker & checker. The initial login provided to the University is the Approver login. The login will be provided by AP CFSS.

Who are maker & checker?

Example roles of maker, checker and approver

Maker, Checker and Approver flow is a reflection of the existing manual flow of files, where a Person A enters the file details, Person B checks the veracity of the details and finally Person C approves the details in the file.

- Maker has data entry or edit rights,
- Checker has the right to check the data entered by the maker, forward to Approver or send back to maker with comments.
- Approver either approves the data sent by Checker or sends back to Checker and Maker for corrections.

MAKER- Computer Assistant/Operator

CHECKER – Assistant Registrar/Director of Admissions

APPROVER –Vice Chancellor/Registrar

NOTE: BY DEFAULT APPROVER IS GIVEN TO VICE CHANCELLOR LOGIN.

What are the roles of maker checker?

Maker:

1. College Master data entry
2. Course master data entry
3. College course mapping
4. Course – paper mapping
5. Academic calendar preparation

Checker:

Verify the data entered by maker and forward to approver for further process

What are the services in University 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. College Master
2. College Course Mapping
3. Course papers mapping
4. College Confirmation
5. Academic calendar preparation
6. Bulk Course fee entry
7. Single Course fee entry

8. Variable tuition fee entry

College Masters-

Wrong details in college masters, what to do?

Please edit details and click on 'update' to allow the changes.

How to delete Colleges?

All the colleges which were not confirmed by Affiliating Authority can be requested for deletion

How to create Academic Calendar?

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

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How to edit Academic Calendar?

- It can be done in Affiliating Authority login. Till the sanctions of the courses starts.
- Academic calendar details can be editable. Click on edit to change/edit the created academic calendar

How to Add/Map new courses to colleges?

- For common Courses across universities, service is given to DD SWD.
- For universities like BIE/DET service will be given to universities

How to map courses to colleges?

This service enables user to map the selected course to the selected college.

- Using the dropdown boxes select the District, Mandal and Course group.
- User can assign selective courses to the selected Course group by clicking GET UN ASSIGNED COURESES and can view the assigned courses by clicking GET ASSIGNED COURSES.
- All the fields are mandatory.

How to enter bulk course fee details?

- Use the dropdown and select the course group from the list. Select the desired courses using the check box.
- Select the type of the college and enter the fee details and click save. The selected course and the fee details will be sent for admin confirmation and will revert back to the user login.

How to enter single course fee?

- Use the dropdown and select the course group from the list.
- Select the year of course using the drop down box.
- Select the type of the college and enter the fee details and click save. The selected course and the fee details will be sent for admin confirmation and will revert back to the user login.

How to enter variable tuition fee entry?

- Service will be provided to Affiliating Authority .
- Use the dropdown and select the district from the list.
- Select the course group using the drop down box.
- All the courses under the selected college will display and user can be able to select the college and enter the fee details and click save.

Timelines

- College Masters, course masters, college to course mapping, course fee need to be completed before start of academic calendar of respective colleges and courses.

How to change my password?

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