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JnanaBhumi - A Smart Education Portal

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JnanaBhumi- A Smart Education Portal

Ensuring inclusive and equitable quality education and promoting lifelong learning opportunities for all is among the UNDP Sustainable Development Goals and is a key focus area of the Government of Andhra Pradesh under the leadership of Shri. Nara Chandrababu Naidu, Honorable Chief Minister of Andhra Pradesh.

JnanaBhumi, a Student cum Educational Institution Management System is an extension of this aforementioned vision and an effort to provide swift, on time in full services seamlessly to the student community of Andhra Pradesh. This is a platform that will drive change by leveraging on the network of colleges, universities and students.

Home Page Website:

jnanabhumi.ap.gov.in
College login summary

College login has the following services

- College employee details entry
- Registering, confirming college related information
- Student admissions
- Student scholarship forms
- Student attendance
- Student academics

WORKFLOW COLLEGE LOGIN

COLLEGE LOGIN SERVES THE ROLE OF
1. REGISTERING, CONFIRMING COLLEGE RELATED INFORMATION
2. STUDENT ADMISSIONS
3. STUDENT SCHOLARSHIP FORMS
4. STUDENT ATTENDANCE
5. STUDENT ACADEMICS

EXAMPLE ROLES OF MAKER, CHECKER AND APPROVER
*MAKER: COMP ASST/OP CHECKER – REGISTRAR/DIR.
ADMISSIONS APPROVER FOR UNIVERSITY IS THE VICE CHANCELLOR OR A PERSON ALLOTTED BY VICE CHANCELLOR

- NOTE: ONE PERSON FOR ONE SERVICE / FUNCTIONALITY CAN HAVE ONLY ONE ROLE MAKER / CHECKER / APPROVER
- NOTE: BY DEFAULT APPROVER IS GIVEN TO VICE CHANCELLOR LOGIN
1. **Login**
   Click on Login button.

   **Login with College Id**

2. **Change Password:**
   This is a mandatory step for the user.
   
   Steps involved to change password
   
   - Enter old password
   - Enter new password
   - Renter new password to confirm it.

3. **Enter the employee details**
   - The college principal has to enter and confirm the college employee details for digital key registration.
   - At least details of two persons (Principal & other person) to be inserted to proceed to next screen.
   - Enter and confirm all the details.
   - If the data entered is wrong, click reset button.
<table>
<thead>
<tr>
<th>S no</th>
<th>Field Name</th>
<th>Description</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Designation type</td>
<td>Drop down – select the designation type from the list</td>
<td>Please select the designation type</td>
</tr>
<tr>
<td>2</td>
<td>Designation</td>
<td>Drop down – Select the designation from the list</td>
<td>Please select the designation</td>
</tr>
<tr>
<td>3</td>
<td>Employee type</td>
<td>Drop down – Select the employee type from the list</td>
<td>Employee type required</td>
</tr>
<tr>
<td>4</td>
<td>AADHAR</td>
<td>Text field- enter the AADHAR number of the employee</td>
<td>AADHAR number required</td>
</tr>
<tr>
<td>5</td>
<td>Name</td>
<td>Text field- enter the name of the employee</td>
<td>Name required</td>
</tr>
<tr>
<td>6</td>
<td>Date of birth</td>
<td>Date picker- select the date from the calendar</td>
<td>DOB required</td>
</tr>
<tr>
<td>7</td>
<td>Gender</td>
<td>Select box- select the gender</td>
<td>Gender required</td>
</tr>
<tr>
<td>8</td>
<td>Date of entering service</td>
<td>Date picker- select the date from the calendar</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Present designation from</td>
<td>Date picker- select the date from the calendar</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Qualification</td>
<td>Drop down- select employee qualification from the drop down list</td>
<td>Qualification required</td>
</tr>
<tr>
<td>11</td>
<td>Scale</td>
<td>Text field- enter the employee pay scale</td>
<td>Pay scale required</td>
</tr>
<tr>
<td>12</td>
<td>Mobile number</td>
<td>Text field – enter the employee mobile number</td>
<td>Mobile number required</td>
</tr>
<tr>
<td>13</td>
<td>Confirm mobile number</td>
<td>Text field – re-enter the employee mobile number</td>
<td>Mobile number required</td>
</tr>
<tr>
<td>14</td>
<td>Email</td>
<td>Text field – enter employee email id</td>
<td>Email id required</td>
</tr>
<tr>
<td>15</td>
<td>Confirm email</td>
<td>Text field – re-enter the employee email id</td>
<td>Email id required</td>
</tr>
<tr>
<td>16</td>
<td>Employee profile</td>
<td>Text field – enter the employee profile</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Employee photo</td>
<td>Upload the employee photo</td>
<td></td>
</tr>
</tbody>
</table>

When user press save to insert the data, navigates to screen showing message “successfully inserted” & Asking for Digital sign key for the user.

- If the user selects “Yes”
- If the user selects “No” and clicks “submit” button, then proceed to next screen.
4. **Digital signature registration:**

**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 fall 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.

5. **College Registration**

5.1. **Confirm College Details**

- The process starts with college registration.
- College details will display here and user can edit the details.
- The concerned Scholarship person assigned by college principal (in Employee details Screen) are displayed in the drop down box.
- Check all the details and click on “confirm & next” button to navigate to next screen.
<table>
<thead>
<tr>
<th>S no</th>
<th>Field Name</th>
<th>Description</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>College name and code</td>
<td>Text field – user to enter</td>
<td>Please enter college name</td>
</tr>
<tr>
<td>2</td>
<td>Boys/Girls/Co-Education</td>
<td>Drop down – Select the college nature from the list</td>
<td>Please Select college</td>
</tr>
<tr>
<td>3</td>
<td>Telephone with STD Code</td>
<td>Text field- Enter the Telephone number</td>
<td>Please enter telephone number</td>
</tr>
<tr>
<td>4</td>
<td>Reenter Telephone with STD Code</td>
<td>Text field- Enter the Telephone number</td>
<td>Telephone Required</td>
</tr>
<tr>
<td></td>
<td>Field Name</td>
<td>Description</td>
<td>Validation Message</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>Year of establishment</td>
<td>Text field- Enter the year</td>
<td>Please enter year</td>
</tr>
<tr>
<td>6</td>
<td>Email</td>
<td>Text field- Enter the email id</td>
<td>Please enter email id</td>
</tr>
<tr>
<td>7</td>
<td>Re-enter email</td>
<td>Text field- Re-Enter the email id</td>
<td>Please enter email id</td>
</tr>
<tr>
<td>8</td>
<td>Road no/Street No</td>
<td>Text field- Enter the Road No/Street No</td>
<td>Address Required</td>
</tr>
<tr>
<td>9</td>
<td>District</td>
<td>Drop down- Select District from the list</td>
<td>Please select District</td>
</tr>
<tr>
<td>10</td>
<td>Land Mark</td>
<td>Text field- Enter the landmark</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Mandal</td>
<td>Drop down- Select mandal from the list</td>
<td>Please enter college name</td>
</tr>
<tr>
<td>12</td>
<td>Village/ward</td>
<td>Drop down- Select village from the list</td>
<td>Please enter college name</td>
</tr>
<tr>
<td>13</td>
<td>Pin code</td>
<td>Text field- Enter the pin code</td>
<td>Please enter correct pin code</td>
</tr>
<tr>
<td>14</td>
<td>Concerned scholarship</td>
<td>Drop down- select the concern person</td>
<td>Concern name required</td>
</tr>
<tr>
<td></td>
<td>assistant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.2. **Confirm Current Affiliation Details:**
This service enables user to edit the Affiliation Details of the selected college.

- Using the dropdown boxes select the District, Mandal and Course group.
- User can edit University Details.
- User can enter/edit Minority details
- To enter admission details of students by universities /Colleges
- User 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 colleges.
<table>
<thead>
<tr>
<th>S no</th>
<th>Field Name</th>
<th>Description</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>University Details</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>University Affiliated</td>
<td>Drop Down- select the university from the list</td>
<td>University Affiliation required</td>
</tr>
<tr>
<td>2</td>
<td>Document No</td>
<td>Text field- Enter the Telephone number</td>
<td>Please enter valid month</td>
</tr>
<tr>
<td>3</td>
<td>Nature of the college</td>
<td>Drop Down – Select from the list</td>
<td>Please select the college type</td>
</tr>
<tr>
<td>4</td>
<td>Date to which Affiliation is valid</td>
<td>Text field- Enter the date(DD/MM/YYY)</td>
<td>Please enter valid date</td>
</tr>
<tr>
<td>5</td>
<td>Document Date</td>
<td>Text field- Enter the date(DD/MM/YYY)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Approval Authority</td>
<td>Drop down- Select from the list</td>
<td>Approval authority required</td>
</tr>
<tr>
<td></td>
<td><strong>Minority Status</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Minority status</td>
<td>Drop down box-Select Yes or No</td>
<td>Please select Minority status</td>
</tr>
<tr>
<td>8</td>
<td>Document Number</td>
<td>Text field- Enter the document number</td>
<td>Minority Document number required</td>
</tr>
<tr>
<td>9</td>
<td>Minority type</td>
<td>Drop Down – Select from the list</td>
<td>Please select Minority type</td>
</tr>
<tr>
<td>10</td>
<td>Document date</td>
<td>Text field – enter the date (DD/Mm/YYYY)</td>
<td>Please enter valid date</td>
</tr>
<tr>
<td>11</td>
<td>CET/NON-CET</td>
<td>Check box- Select the CET/NON CET</td>
<td>Please select admission of student type.</td>
</tr>
</tbody>
</table>

- 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.
5.3. **College Course details (2017-18):**
- The course details inserted in University login falls in this section.
- User to enter the intake strength of each course.
- If the course is not available in the college, delete the course with delete option.
- Select course type as regular /self-financed
- Select the course medium of instruction.

5.3.1. **New Course Request**

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>30.</td>
<td>MTECH(PETROLEUM ENGINEERING) / 2</td>
<td>Self-Financed</td>
<td>English</td>
<td>0</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>31.</td>
<td>M.Tech(Power Electronic and Electrical Drives) / 2</td>
<td>Self-Financed</td>
<td>English</td>
<td>0</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

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 Admin and approval will be sent back to the user login.
<table>
<thead>
<tr>
<th>S no</th>
<th>Field Name</th>
<th>Description</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select Course</td>
<td>Drop down- Select the course name from the list</td>
<td>Please select course</td>
</tr>
<tr>
<td>2</td>
<td>GO NO</td>
<td>Text field- Enter the GO number</td>
<td>GO No Required</td>
</tr>
<tr>
<td>3</td>
<td>GO Date</td>
<td>Text field- Enter the GO date</td>
<td>Please enter valid date</td>
</tr>
<tr>
<td>4</td>
<td>2017-18 course intake strength</td>
<td>Text field- Enter the intake number</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Regular/Self-financed</td>
<td>Select regular/self-financed</td>
<td>Select the type</td>
</tr>
<tr>
<td>6</td>
<td>Medium</td>
<td>Select medium of instruction</td>
<td>Medium required</td>
</tr>
<tr>
<td>7</td>
<td>Send request</td>
<td>Button</td>
<td></td>
</tr>
</tbody>
</table>

5.4. **Confirm Details of governing body**

- In this section, user to enter the details of governing body.
- Please update once all the data is entered.
<table>
<thead>
<tr>
<th>S no</th>
<th>Field Name</th>
<th>Description</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Trust/Society</td>
<td>Text box- Enter the name</td>
<td>Name of the trust/Society required</td>
</tr>
<tr>
<td>2</td>
<td>Registration Number</td>
<td>Text Box- enter the Registration</td>
<td>Registration number required</td>
</tr>
<tr>
<td></td>
<td>number</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Registration Date</td>
<td>Text box- enter the Registration</td>
<td>Please enter valid date</td>
</tr>
<tr>
<td></td>
<td>date</td>
<td>date</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Name of the chairman</td>
<td>Text box- Enter the name of</td>
<td>Name of the chairman required</td>
</tr>
<tr>
<td></td>
<td>chairman</td>
<td>chairman</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Mobile number of chairman</td>
<td>Text box- Enter the mobile</td>
<td>Chairman mobile number required</td>
</tr>
<tr>
<td></td>
<td>number of chairman</td>
<td>number of chairman</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Road no/Street No/Door No</td>
<td>Text box – Enter the Road No/Street No</td>
<td>Address required</td>
</tr>
<tr>
<td>7</td>
<td>District</td>
<td>Drop down box- Select the district</td>
<td>Please select district</td>
</tr>
<tr>
<td></td>
<td>from the list</td>
<td>from the list</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Mandal /Municipality</td>
<td>Drop Down- Select the mandal from</td>
<td>Please select mandal</td>
</tr>
<tr>
<td></td>
<td>the list</td>
<td>the list</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Village / ward</td>
<td>Drop down- Select the village from</td>
<td>Please select village</td>
</tr>
<tr>
<td></td>
<td>the list</td>
<td>the list</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Landmark</td>
<td>Text box- enter the landmark</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Pin code</td>
<td>Text box- enter the pin code</td>
<td>Pin code required</td>
</tr>
<tr>
<td>12</td>
<td>Telephone of the office</td>
<td>Text Box- Enter the telephone</td>
<td>Office Telephone required</td>
</tr>
<tr>
<td></td>
<td>number of the office</td>
<td>number of the office</td>
<td></td>
</tr>
</tbody>
</table>
5.5. **Bank Details:**

- In this section, system to display the bank details of the college.

<table>
<thead>
<tr>
<th>Name of the Bank:</th>
<th>Andhra Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>District:</td>
<td>East Godavari</td>
</tr>
<tr>
<td>Branch IFSC Code &amp; Name:</td>
<td>ANDB0000428</td>
</tr>
<tr>
<td>Account No.:</td>
<td>042810011100065</td>
</tr>
</tbody>
</table>

5.6. **College attached Hostel details:**

This section allows user to enter the hostel details if selected YES.

If selected YES, then enter the hostel details as mentioned below.
<table>
<thead>
<tr>
<th>S no</th>
<th>Field Name</th>
<th>Description</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Hostel Details</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Hostel Name</td>
<td>Text box- Enter the Hostel name</td>
<td>Hostel Name required</td>
</tr>
<tr>
<td>2</td>
<td>Hostel Permission date</td>
<td>Text Box- enter the date(DD/MM/YYYY)</td>
<td>Please enter valid date</td>
</tr>
<tr>
<td>3</td>
<td>Permission document Proceeding No</td>
<td>Text box- enter the document Number</td>
<td>Permission document No required</td>
</tr>
<tr>
<td>4</td>
<td>Proceeding date</td>
<td>Text box- Enter the Date (DD/MM/YYYY)</td>
<td>Proceeding date Required</td>
</tr>
<tr>
<td></td>
<td><strong>Address Details</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Whether hostel located in college campus?</td>
<td>Drop down- Select from the list (Yes/No)</td>
<td>Whether hostel located in college campus?</td>
</tr>
<tr>
<td>6</td>
<td>Road no/Street No/Door No</td>
<td>Text box – Enter the Road No/Street No</td>
<td>Road/Street No required</td>
</tr>
<tr>
<td>7</td>
<td>District</td>
<td>Drop down box- Select the district from the list</td>
<td>Please select District</td>
</tr>
<tr>
<td>8</td>
<td>Mandal/Municipality</td>
<td>Drop Down- Select the mandal from the list</td>
<td>Please select mandal</td>
</tr>
<tr>
<td></td>
<td><strong>Village / ward</strong></td>
<td>Drop down- Select the village from the list</td>
<td>Please select village</td>
</tr>
<tr>
<td>---</td>
<td>-------------------</td>
<td>------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>10</td>
<td>Pin code</td>
<td>Text Field – Enter the pin code</td>
<td>Pin code Required</td>
</tr>
<tr>
<td>10</td>
<td>Landmark</td>
<td>Text box- enter the landmark</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Pin code</td>
<td>Text box- enter the pin code</td>
<td></td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Permitted Intake</td>
<td>Text Box- Enter the strength of students permitted.</td>
<td>Permitted intake required</td>
</tr>
<tr>
<td>13</td>
<td>Hostel Capacity</td>
<td>Text Box- Enter the hostel capacity</td>
<td>Hostel capacity required</td>
</tr>
<tr>
<td>14</td>
<td>Present Intake :Fresh</td>
<td>Text box- Enter the Fresh student numbers</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Renewal</td>
<td>Text field- Enter the student Renewal numbers</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Total</td>
<td>Text field – Enter the total</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Whether dining hall, Store room, living room available?</td>
<td>Radio button – select YES or NO</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Whether records, Accounts maintained for hostel?</td>
<td>Radio button- Select YES or NO</td>
<td></td>
</tr>
<tr>
<td><strong>Contact Details</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Name of warden</td>
<td>Text field – Enter the name of warden</td>
<td>Warden Name required</td>
</tr>
<tr>
<td>20</td>
<td>Warden Mobile</td>
<td>Text field – Enter the Mobile number of Warden</td>
<td>Warden Mobile Required</td>
</tr>
<tr>
<td>21</td>
<td>Re-enter warden mobile number</td>
<td>Text Field- Re-Enter the Mobile number of warden for confirmation</td>
<td></td>
</tr>
</tbody>
</table>
5.7. Forward to university

All the details furnished in the following screens are displayed in this screen

- College details screen
- Current affiliation details screen
- Course details screen
- Details of governing body screen
- Bank details screen
- College attached hostel details screen

### Forward to University for Confirmation (2017-18)

#### College Details

- **College Code & Name**: 10149 & ADITYA ENGINEERING COLLEGE SURAMPALEM
- **Year of Establishment**: 2001
- **Telephone with STD code**: 9049876662
- **Address**
  
  Aditya Nagar, ADB Road, SURAMPALEM Village, GANDEPALLE Mandal, East Godavari Dist. - 533437. **Landmark**: Aditya Engineering College

### Steps to forward with digital sign Key:

- Plug in DSK to the computer (Desktop/laptop)
- Click on forward with digital signed copy.

### Remarks

<table>
<thead>
<tr>
<th>S No.</th>
<th>Time</th>
<th>By</th>
<th>Remarks</th>
</tr>
</thead>
</table>

- A message/warning box asking to run the application will display when user clicks on “forward with digital signed copy”.

21
- When user clicks “Run”, navigates to screen asking password of the DSK.
- Enter password & click OK.
- When user clicks “OK”, the documents are digitally signed and to display a message box with message “Documents are digitally signed”.

- To view the digitally signed documents, click on “Digital Signed Copy”.

<table>
<thead>
<tr>
<th>College Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Code &amp; Name: 10149 &amp; ADITYA ENGINEERING COLLEGE SURAMPalem</td>
</tr>
<tr>
<td>Year of Establishment: 2001</td>
</tr>
<tr>
<td>Telephone with STD code: 9949766662</td>
</tr>
<tr>
<td>Address</td>
</tr>
</tbody>
</table>

| Forward to University for Confirmation(2017-18) |
| Digital Signed Copy |
| Boys/Girls/Co-Education: Co-Education |
| – |
| E-Mail: principal@aec.edu.in |
When User click on “Digital Signed Copy”, navigates to digitally signed copy.

Steps to forward manually to university

The details of the college have to forward to university for approval.

- Click manually button
- User will get a OTP to his registered mobile
- Enter OTP and click manually button.
6. **Sections**

6.1. **Section Creation**

This section allows user to create student section.

**To create a section:**

- Click on section creation
- Select the course details from the drop down list.
- Enter the section of the year with department and click submit.
6.2. **Student section mapping**

- This section allows user to map the students with the sections created.
- Select the course, course year and section from their drop down list.
- To map the student to selected course, select the check box.

![Screen shot of Student section mapping interface](image)

7. **New Admission Registration**

Categories of students under college login are listed below.

1. New student admission with scholarship eligibility
2. New student admission without scholarship eligibility

To start the process of scholarship grant to a student, follow the steps listed below

**New Admission**

1. During admission process Scholarship Application Form (SAF) needs to be submitted
2. SAF will be available at all District Welfare Offices, College Admission Office and Banks and [www.jnanbhumi.ap.gov.in](http://www.jnanbhumi.ap.gov.in).
3. Documents/Document Numbers required for SAF: AADHAR, Student bank passbook 1ST page copy containing account number and account holder name, Meeseva caste certificate number, White ration card number/
income certificate number, Mobile number, Email id (as entered on scholarship application form)

4. Student Copy of SAF needs to be retained by the student.

7.1. **Student Registration**

- 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.**

**Important Note:**

**It is advised that student should not change registered mobile number throughout the process.**

7.2. **Student Personal Details:**

- The student SSC details and AADHAR details appear for view only. They cannot be edited.
- AADHAR Number field is mandatory field. Enter the AADHAR number of the student
- Error Message when user forgot to select check box.

  **To check the SSC & AADHAR details are of same person, select YES or NO**

- In this section, the basic personal details of the student to display and they can be editable.
- All the star marked fields’ details are mandatory.

When clicks on ‘save’, navigates to ‘Admission Details’ section. The inserted data falls into student login to get confirmation from the student. Once student confirms the inserted data, again falls into college login.
<table>
<thead>
<tr>
<th>S no</th>
<th>Field Name</th>
<th>Description</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Personal Details</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Mothers Name</td>
<td>Text box- editable -auto populated</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Gender</td>
<td>Radio button- Select MALE/FEMALE/TRANSGENDER -Auto populated</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Religion</td>
<td>Drop Down- select religion from the list –Auto populated</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Caste</td>
<td>Drop Down – Select the caste from the list-Auto populated</td>
<td>Caste required</td>
</tr>
<tr>
<td>5</td>
<td>Sub caste</td>
<td>Drop Down – select the sub caste from the list-Auto populated</td>
<td>Sub caste required</td>
</tr>
<tr>
<td>6</td>
<td>Parent/husband Occupation</td>
<td>Drop down – Select occupation from the list- Auto Populated</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Mother tongue</td>
<td>Drop down – Select from the list-Auto populated</td>
<td></td>
</tr>
<tr>
<td><strong>Present Address Details</strong></td>
<td></td>
<td><strong>Other Details</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>9 State</td>
<td>Drop down – Select state from the list-Auto populated</td>
<td>Please select state</td>
<td></td>
</tr>
<tr>
<td>10 District</td>
<td>Drop down box- Select the district from the list-Auto populated</td>
<td>Please select District</td>
<td></td>
</tr>
<tr>
<td>11 Mandal /Municipality</td>
<td>Drop Down- Select the mandal from the list-Auto populated</td>
<td>Please select mandal</td>
<td></td>
</tr>
<tr>
<td>12 Village / ward</td>
<td>Drop down- Select the village from the list-Auto populated</td>
<td>Please select village</td>
<td></td>
</tr>
<tr>
<td>13 Habitation</td>
<td>Drop down – Select from the list.</td>
<td>Habitation Required</td>
<td></td>
</tr>
<tr>
<td>14 Street/Landmark</td>
<td>Text box- enter the Street/landmark</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Door Number</td>
<td>Text Box- Enter/Edit the door number</td>
<td>Door No required</td>
<td></td>
</tr>
<tr>
<td>16 Pin code</td>
<td>Text box- enter the pin code</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Details</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Mobile Number</td>
<td>Text Box- Enter/Edit the student Mobile number.</td>
<td>Mobile number required</td>
<td></td>
</tr>
<tr>
<td>18 Confirm Mobile Number</td>
<td>Text Box- Re- Enter/Edit the Mobile number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 email</td>
<td>Text box- Enter the email</td>
<td>Email required</td>
<td></td>
</tr>
<tr>
<td>20 Confirm email</td>
<td>Text box- Re-Enter/edit the email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 Parent/Guardian Mobile number</td>
<td>Text field – Enter the mobile number</td>
<td>Parent/guardian mobile required</td>
<td></td>
</tr>
<tr>
<td>22 Identification Marks 1</td>
<td>Text Field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Identification Marks 2</td>
<td>Text field</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7.3. Admission Details

☐ This section displays the admission details of student and special category details.

☐ 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.

---

**STUDENT REGISTRATION FORM FOR THE ACADEMIC YEAR (2017-18)**

**Admission details for the Student with ID: 201700000188**

1. **Course/Group:** * (Select) 
2. **Year of Study:** *
3. **Section:** *
4. **Second Language:** * (Select)
5. **Admission Category:** * (Regular) 
6. **Date of Admission:** * (dd/mm/yyyy)
<table>
<thead>
<tr>
<th>S no</th>
<th>Field Name</th>
<th>Description</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Course Details</td>
<td>Drop down- Select Course from the list</td>
<td>Select the course</td>
</tr>
<tr>
<td>2</td>
<td>Year of Study</td>
<td>Drop down- Select year from the list</td>
<td>Select year</td>
</tr>
<tr>
<td>3</td>
<td>Admission Category</td>
<td>Drop Down- select admission category from the list</td>
<td>Select the admission category</td>
</tr>
<tr>
<td>4</td>
<td>Second language</td>
<td>Drop Down – Select the language from the list</td>
<td>Second language required</td>
</tr>
<tr>
<td>5</td>
<td>Date of admission</td>
<td>Text field – enter the date of admission of student</td>
<td>Please enter valid date</td>
</tr>
<tr>
<td>6</td>
<td>Admission category</td>
<td>Drop down – Select admission category from the list</td>
<td>Select admission category</td>
</tr>
</tbody>
</table>

Select Special Category if applicable:

- CAP category
- Sports category
- NCC category
- NSS category
- Extracurricular Activity
- Physically Challenged
- Disability Certificate Upload
- Sudderam No.
<table>
<thead>
<tr>
<th></th>
<th>Category Description</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>CAP category (Children of Armed Personnel)</td>
<td>Select the category Drop down – Select Priority from the list Upload the related document for the category</td>
</tr>
<tr>
<td>8</td>
<td>Sports Category</td>
<td>Select the category Drop down – Select type from the list Upload the related document for the category</td>
</tr>
<tr>
<td>9</td>
<td>NCC category</td>
<td>Select the category Drop down – Select type of certificate from the list Upload the related document for the category</td>
</tr>
<tr>
<td>10</td>
<td>NSS Category</td>
<td>Select the category Upload the related documents</td>
</tr>
<tr>
<td>11</td>
<td>Extracurricular Activity</td>
<td>Select the category Upload the related documents</td>
</tr>
<tr>
<td>12</td>
<td>Physically Challenged</td>
<td>Select YES or No</td>
</tr>
<tr>
<td>13</td>
<td>Saderam Number</td>
<td>Text box- enter the saderam number</td>
</tr>
</tbody>
</table>

- System asks for eligibility of student for scholarship with a dialogue box asking to select YES or NO.
- **If selected YES, student is eligible for scholarship.**
- Click on save, system navigates to next page of SCHOLARSHIP DETAILS of student.
7.4. 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.

<table>
<thead>
<tr>
<th>S no</th>
<th>Field Name</th>
<th>Description</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scholarship Details</td>
<td>Drop down- Select type from the list</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Caste certification details</td>
<td>Text box- enter the mee seva caste certificate number.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Income certificate details</td>
<td>Drop Down- select document from the list</td>
<td>Text box- enter mee seva income certificate number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bank details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Bank IFSC code</td>
<td>Text field – enter the bank IFSC code.</td>
<td>Bank IFSC code required</td>
</tr>
<tr>
<td>6</td>
<td>Bank account Number</td>
<td>Text box- Enter the bank account number</td>
<td>Bank Account details required</td>
</tr>
<tr>
<td>7</td>
<td>Confirm bank account number</td>
<td>Text field – Re-enter the bank account number.</td>
<td></td>
</tr>
</tbody>
</table>
8. **Renewal/Promoted to second year & above with scholarship**

- Promoted to second year & above with scholarship eligibility
- Promoted to second year & above without scholarship eligibility.

For a 2\textsuperscript{nd} 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 2\textsuperscript{nd} year and above not availing scholarship shall also follow the fresh admission

To process the scholarship of the students under this category, follow the steps listed below.

**8.1. Renewal student confirmation**

1. Click on Renewal student confirmation & select the course.
2. Select the student using checkbox and enter the following details
   a) Section of the student
   b) Admission date
   c) Previous exam hall ticket number
3. By clicking submit, system generates username/login id of students and inserted data falls into student login to get confirmation from the student. Once student confirms the data, again falls into college login.
8.2. Attendance

8.2.1. Section Creation

This section allows user to create student section.

**To create a section:**

- Click on section creation
- Select the course details from the drop down list.
- Enter the section of the year with department and click submit.
8.3. **Student section mapping**

- This section allows user to map the students with the sections created.
- Select the course, course year and section from their drop down list.
- To map the student to selected course, select the check box.

8.4. **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

8.4.1. Student Roll Number entry
- 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.
8.4.2. Daily Attendance entry.

☐ Go to services, select the Daily attendance entry.

1. Select SUBMITT ABSENTEES LIST.
2. Click on selected course and enter the absentees roll number (Absent Student roll number).
3. Click “Submit Absentees list “to insert the absent student list.

8.5. 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.

Submission of student monthly attendance is completed with message displayed in the next screen as shown in the picture.

9. AADHAR Authentication of students
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 captures the fingerprint of the students and the scholarship application of the student sent to the social welfare department for further process.