User manual- University login

JnānaBhūmi

Enabling Excellence

A Smart Education Portal

A Smart Education Portal **1**
JnanaBhumi- A Smart Education Portal **3**
Home Page Website: **3**
University login flow **4**
1. Login **5**
2. Change Password: **5**
3. Enter the employee details **5**
3.1. Maker/checker/Approver Creation 6
3.2. Staff Report (Maker/checker) 8
3.3. Authorize signatory Approval 8
3.4. Maker/Checker/Approver 11
3.5. Manage maker/Checker 12
4. Create Academic calendar **13**
Semester details 13
5. Masters **15**
5.1. College master **15**
6.2. College Course Mapping: 16
6.3. Course master 18
6.4. Course- Paper mapping 20
7. Services **22**
7.1. College confirmation (2017-18): **22**
Total colleges 24
7.2. Course Fee approval **25**
7.2.1. Pending at Maker 25
7.2.2. Pending at checker 25
7.2.3. Pending at Approver 26
7.2.4. Approved & digital signed 26
7.3. Variable tuition fee entry: 26

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:

www.jnanabhumi.ap.gov.in

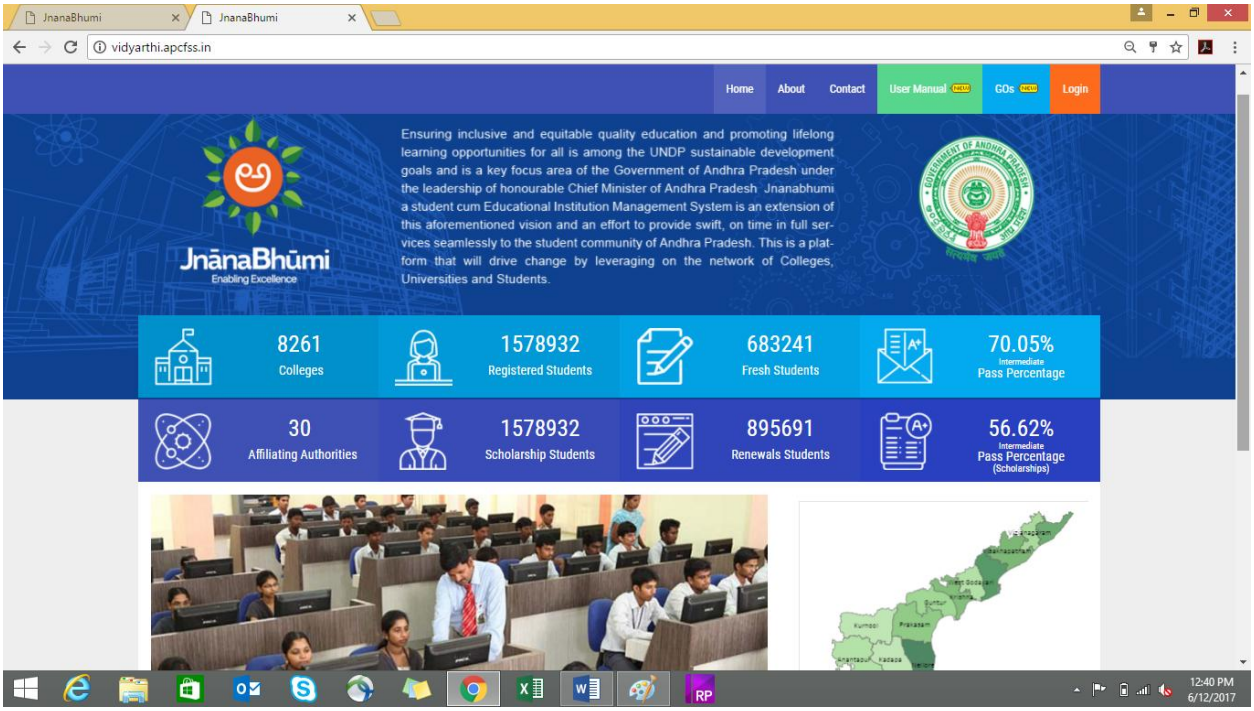


Figure 1 Home Page

University login flow

University serves the role of creating masters

Verifying and approving/rejecting affiliation details submitted by colleges on a continuous basis

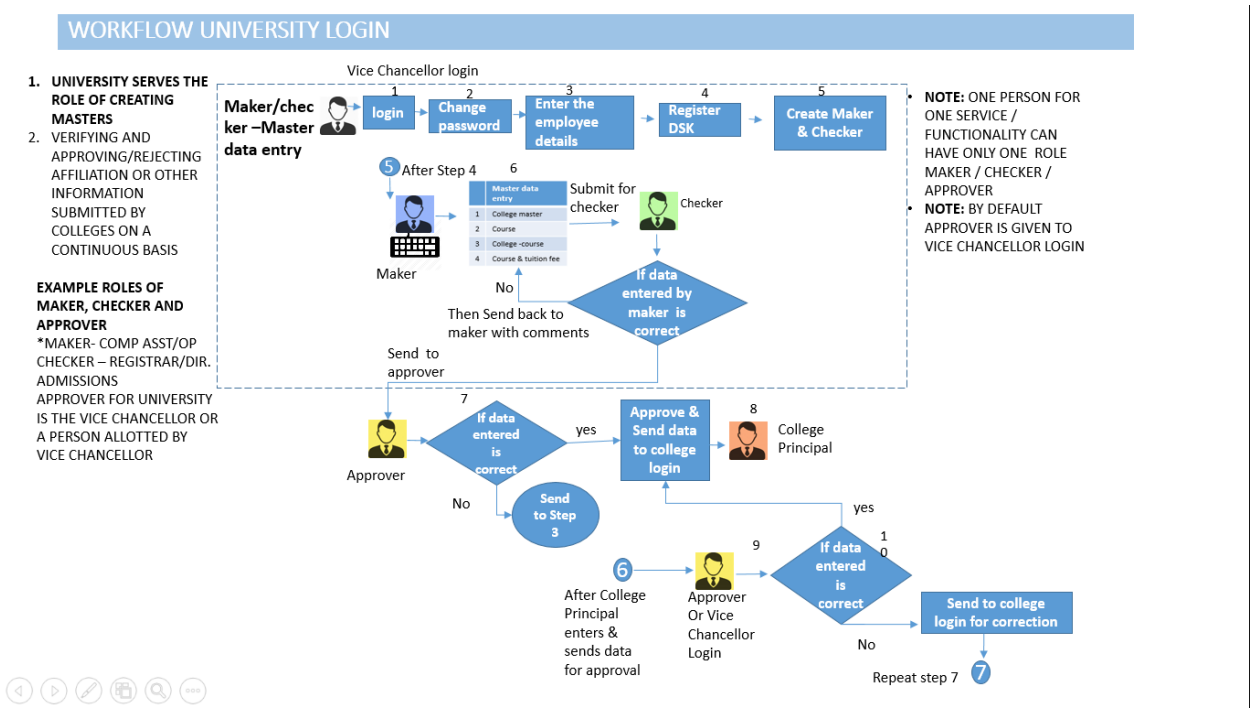
Example roles of maker, checker and approver

- maker- person who inserts the college masters data- Computer assistant/operator
- checker – person who checks/verify the data inserted by makerRegistrar/director of 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

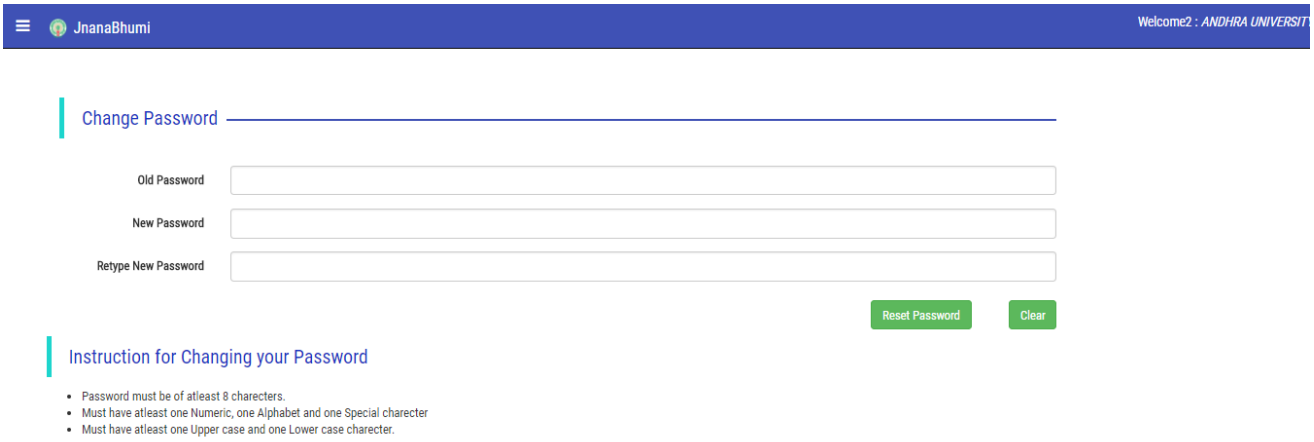
- Click on login
- Login with university code

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.
- Password must be of at least 8 characters.
- Must have at least one Numeric, one Alphabet and one Special character
- Must have at least one Upper case and one Lower case character.

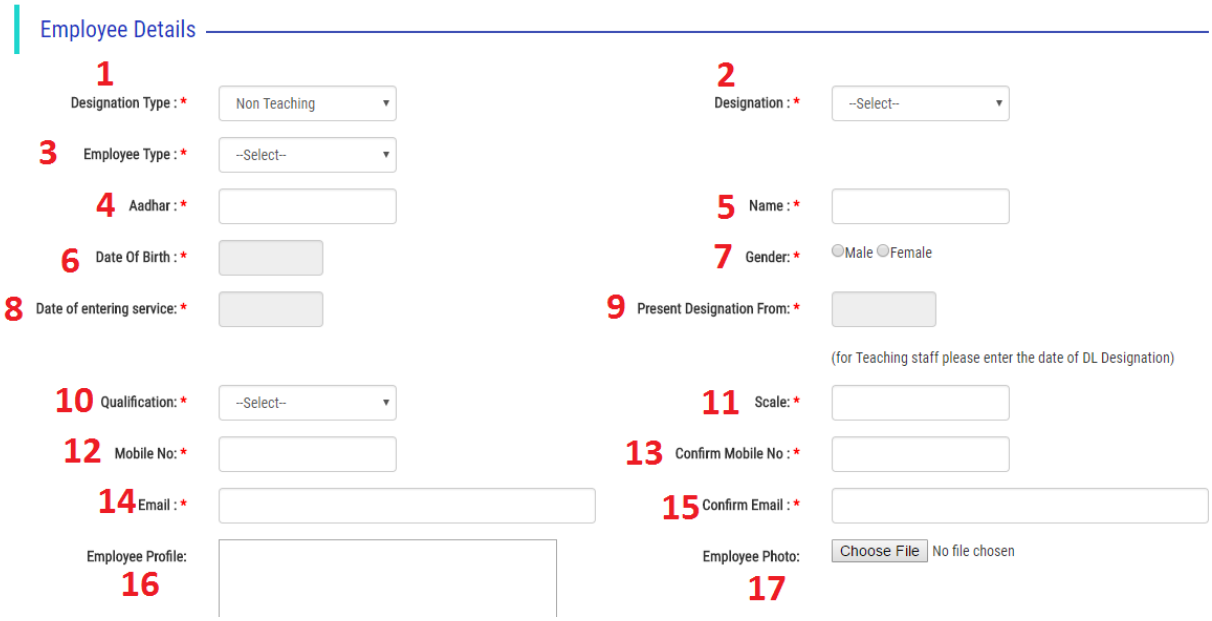


3. Enter the employee details

- Vice chancellor has to enter and confirm the employee details for digital key registration.
- Enter and confirm all the details.

3.1. Maker/checker/Approver Creation

- Maker /checker/approver are the staff of the university.
- To create maker/checker/Approver , click on Staff entry form
- Insert all the required data
- Click on save button
- **Password will be sent to employees registered mobile number**
- **Maker/checker/Approver has to login with AADHAR ID**



S no	Field Name	Description	Error Message
1	Designation type	Drop down – select the designation type from the list	Please select the designation type
2	Designation	Drop down – Select the designation from the list	Please select the designation

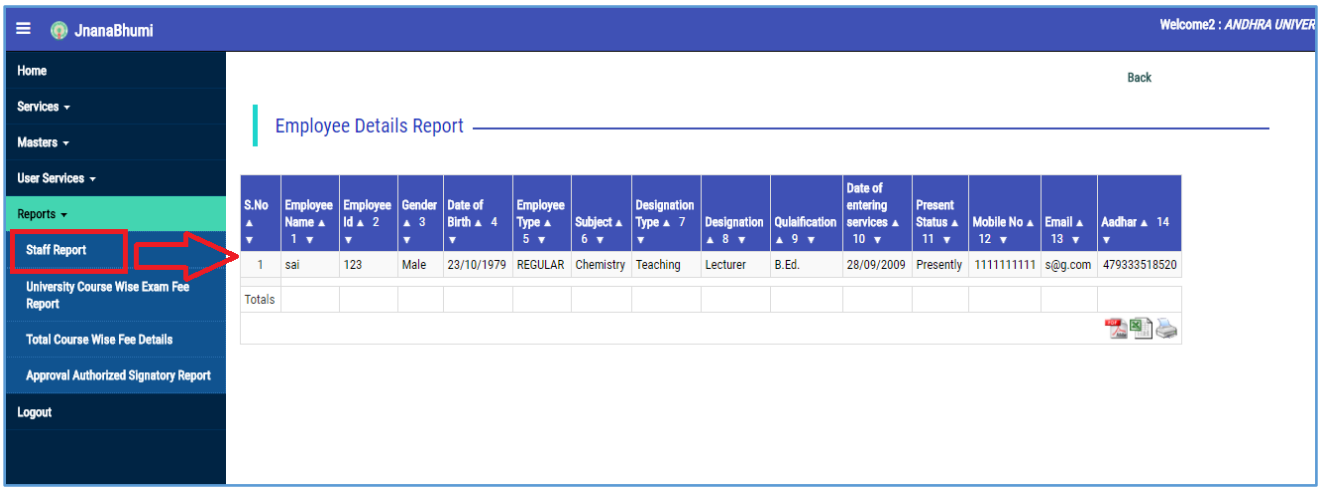
3	Employee type	Drop down – Select the employee type from the list	Employee type required
4	AADHAR	Text field- enter the AADHAR number of the employee	AADHAR number required
5	Name	Text field- enter the name of the employee	Name required
6	Date of birth	Date picker- select the date from the calendar	DOB required
7	Gender	Select box- select the gender	Gender required
8	Date of entering service	Date picker- select the date from the calendar	
9	Present designation from	Date picker- select the date from the calendar	
10	Qualification	Drop down- select employee qualification from the drop down list	Qualification required
11	Scale	Text field- enter the employee pay scale	Pay scale required
12	Mobile number	Text field – enter the employee mobile number	Mobile number required
13	Confirm mobile number	Text field – re-enter the employee mobile number	Mobile number required
14	Email	Text field – enter employee email id	Email id required
15	Confirm email	Text field – re-enter the employee email id	Email id required
16	Employee profile	Text field – enter the employee profile	
17	Employee photo	Upload the employee photo	

- If the data entered is wrong, click reset button.
- Click save to insert the data.

3.2. Staff Report (Maker/checker)

To check the inserted data of staff (maker/checker) follow the steps below.

- Go to Reports
- Click on staff report



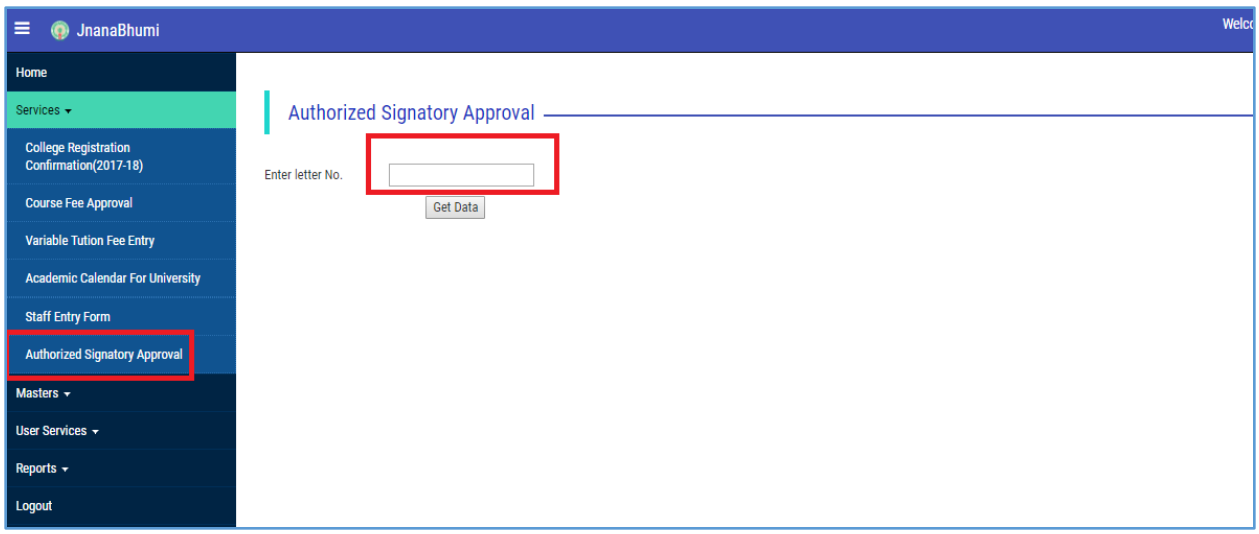
3.3. Authorize signatory Approval

University affiliation authority has a provision to approve the DSK for college level.

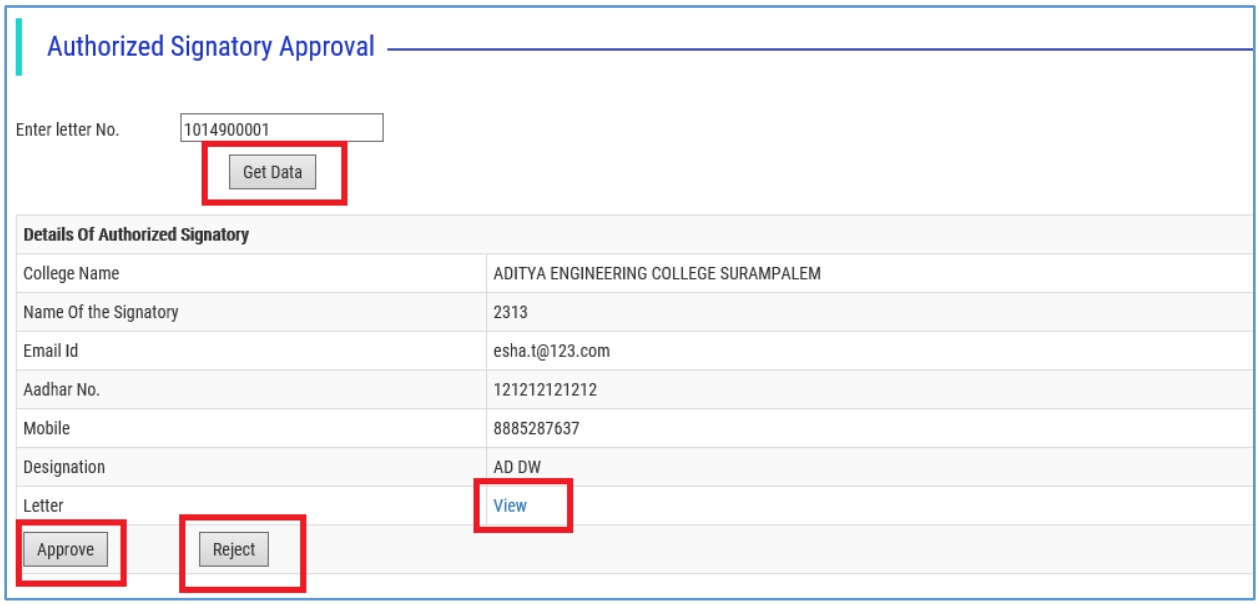
Approver or Person allotted by vice chancellor can be able to approve the DSK.

Steps for approval

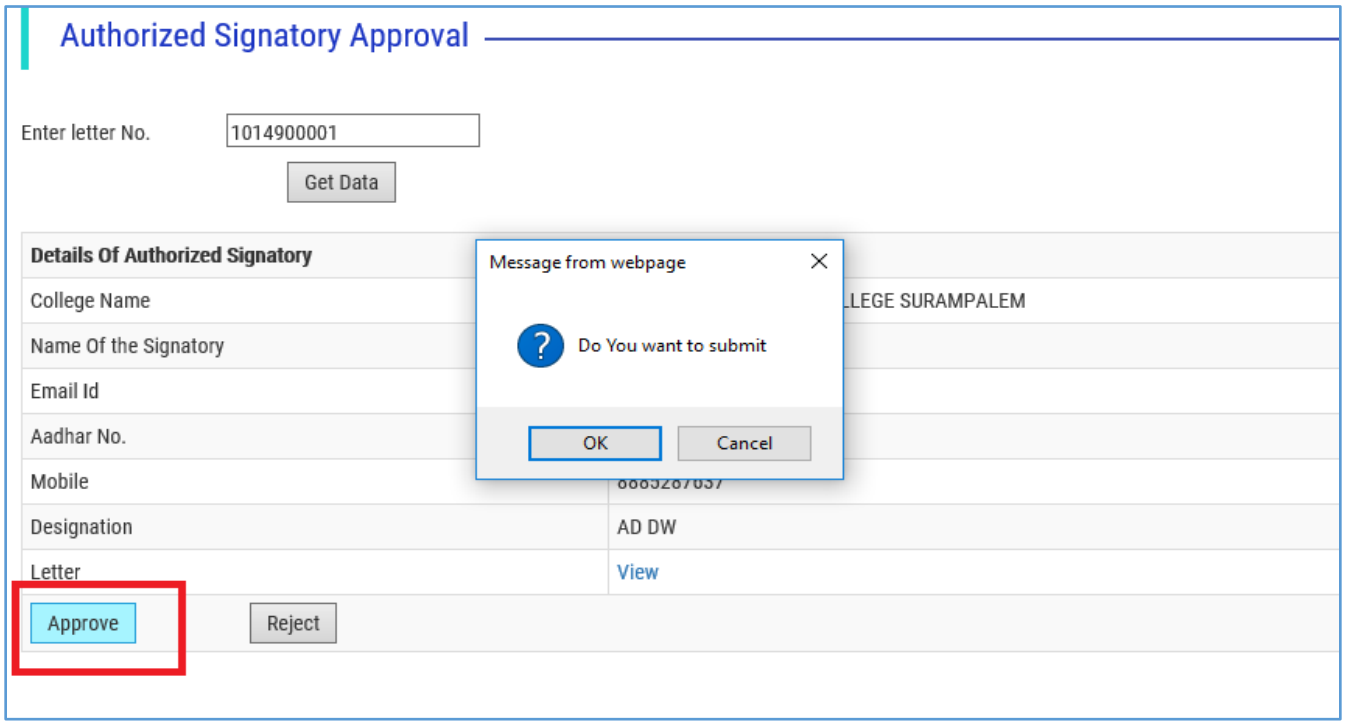
- Go to services and select the “Authorize signatory Approval”&



- Enter the letter number (letter submitted by college level staff for DSK registration).
- Click “Get Data” to get the details of the college who applied for DSK approval.



- If all the details are genuine and accurate then click “Approve”. A message window to display with “Do you want to Submit?”
- Click “Ok” to submit.



- After successful approval, a message will display saying “Approved successfully”.

3.4. Maker/Checker/Approver

- **Maker**- person who inserts the data-
  Computer assistant/operator- Maker has data entry or edit rights
- **Checker** – person who checks/verify the data inserted by maker
  Registrar/director of admissions Checker has the right to check the data entered by the maker, forward to Approver or send back to maker with comments
- **Approver** –Approver for university is the vice chancellor or a person allotted by vice chancellor- Approver either approves the data sent by checker or sends back to checker and maker for corrections.

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- Computer Assistant/Operator

CHECKER – Assistant Registrar/Director of Admissions

APPVOVER –Vice Chancellor/Registrar

Note:By Default Approver Is given to Vice Chancellor Login

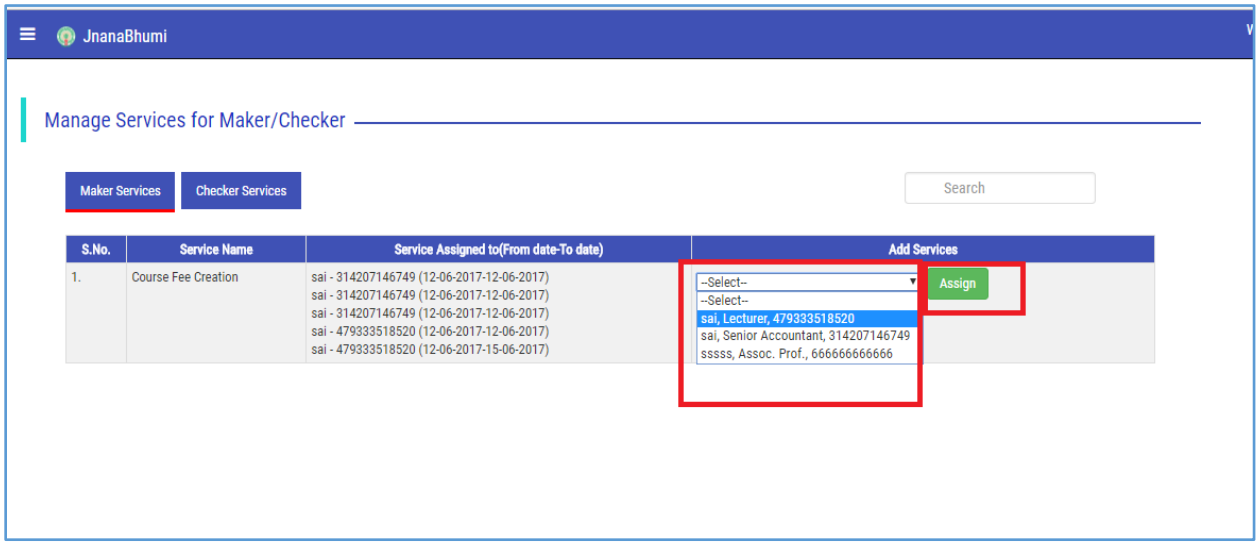
User Role	Expectation	PMS system
Maker	• Only Maker Can Do Data Entry • data Update/Deletion Upon Rejection By Checker/Approver	• Owner Of the Entire Data Entry In the Various Modules
Checker	• Checks the Data Entry by maker • Forwards Or Rejects Data to Approver or Maker respectively	• Specific key fields will be reconfirmed through data entry • In case of mismatch form will be sent back to maker to re-enter

Approver	• For high stakes transaction approval will be required to complete the transaction.	• Approves final form

3.5. Manage maker/Checker

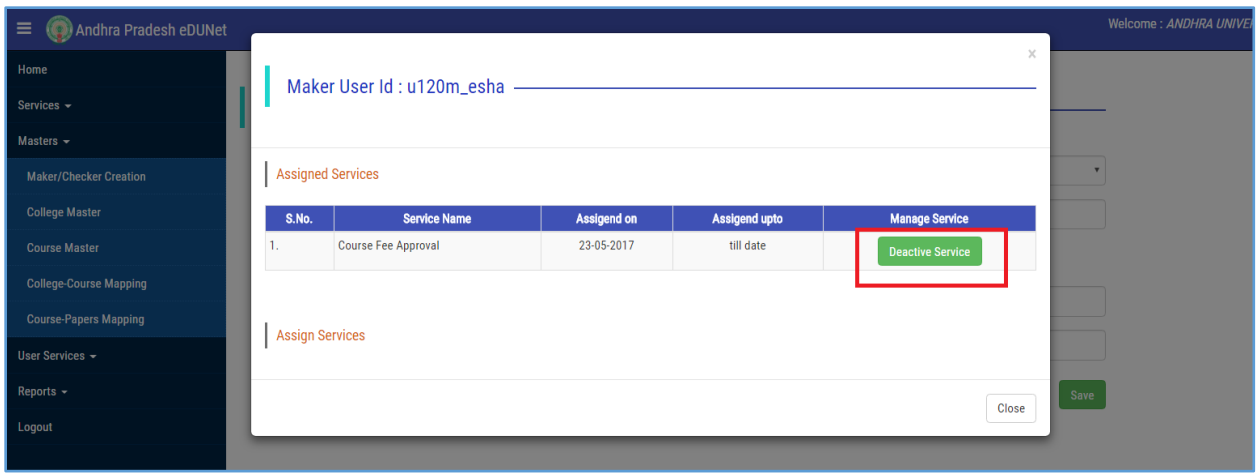
To activate Maker/checker

- Select the employee from the drop down list.
- To manage/restrict the role of selected checker/maker, click on Assign to assign the service.



To deactivate Maker/Checker

- Click deactivate service to disable the service of maker/checker.



4. Create Academic calendar

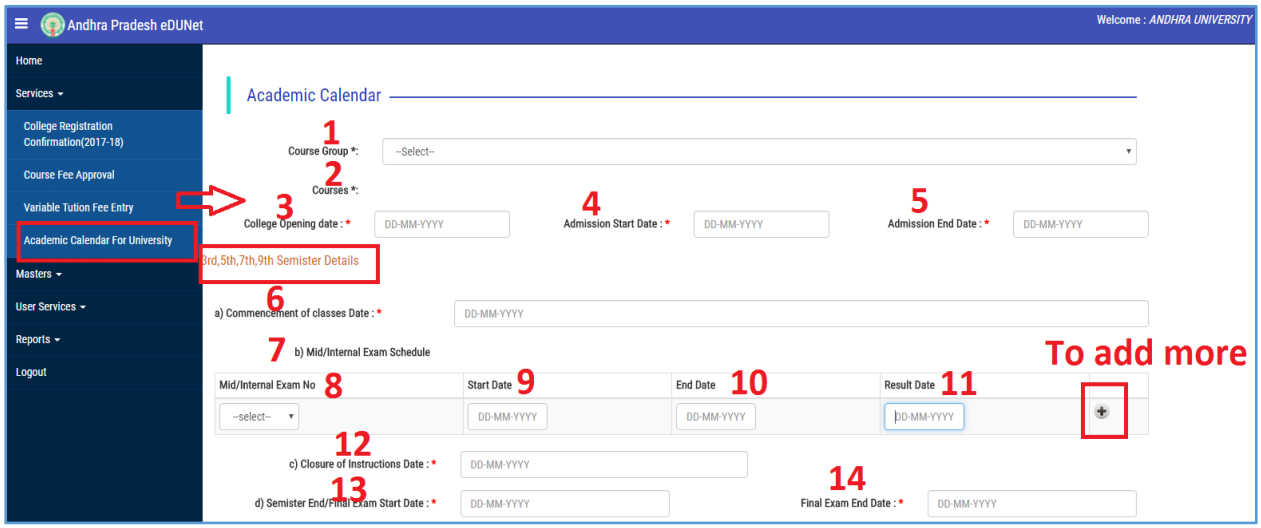
The first step in the process is to click on services and select Academic calendar

The process flow includes data entry of two sections.

Semester details

User to enter the semester details of the college

- 1st, 3rd, 5th, 6th& 9th semester details (odd semesters)
- 2nd 4th 6th 8th& 1oth semester details (even Semester)
- All the fields are similar for both odd & even semester



S no	Field Name	Description	Error Message
			Mandatory fields
1	Course group	Drop down- select course group from the list	Course group required
2	Course	Drop down- select course from the list based on the selected course group	Course required
3	College opening date	Text field – enter college opening date	College opening date required
4	Admission start date	Text field – enter admission start date	Admission start date required
5	Admission end date	Text field- enter end date	Admission start date required
6	**3rd,5th,7th,9th Semester details-odd semesters**		
7	Commencement of classes date	Text field – enter commencement of classes date	
8	Mid/internal exam No	Drop down – select from the list	
9	Start date	Text field – enter admission start date	
10	End date	Text field- enter end date	
11	Results date	Text field- enter results date ‘	
	Click + to add more schedules		
12	Closure of instructions date	Text field – enter the closure of instructional date	
13	Semester end/Final exam start date	Text field – enter the final exam start date	
14	Final exam end date	Text field – enter the final exam end date	

5. Masters

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. Maker/checker creation
2. College Master
3. Course Master
4. College –course Mapping
5. Course –Paper mapping

5.1. College master

- Approver has to enter the college master data
- This service enables user to enter masters of colleges.
- All the fields are mandatory.
- When click on submit button,System navigates to College Course mapping when user inserts college masters data

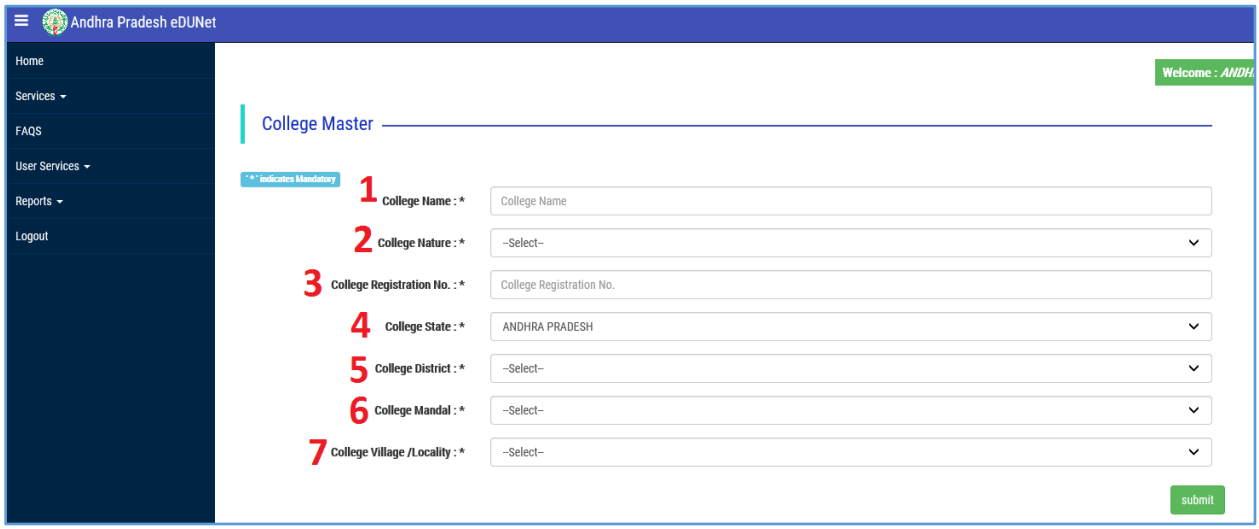


Figure 2 College Masters

S no	Field Name	Description	Mandatory fields & error message
1	College name	Text field –user to enter	College name required
2	College Nature	Drop down – Select the college nature from the list • Government college • Private aided college • Private College • University college • Residential college • Autonomous college	College nature required
3	College registration number	Text field- Enter the college registration number	College registration number required
4	College State	Drop Down box - Select the college state from the list of states	College state required
5	College District	Drop Down box – Select the district of college from the list of districts.	College district required
6	College Mandal	Drop Down box – Select the district of college from the list of mandals	College mandal required
7	College Locality /village	Drop Down box- Select the college village /Locality from the list.	College village required

5.2. College Course Mapping:

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

- Using the dropdown boxes select the District, Mandal and Course group
- System to display assigned courses and unassigned courses as shown in the screen.
- User can assign courses to the selected Course group by selecting courses and click ASSIGN COURESES

- To remove the assigned courses by clicking UN ASSIGN COURSES.
- All the fields are mandatory.

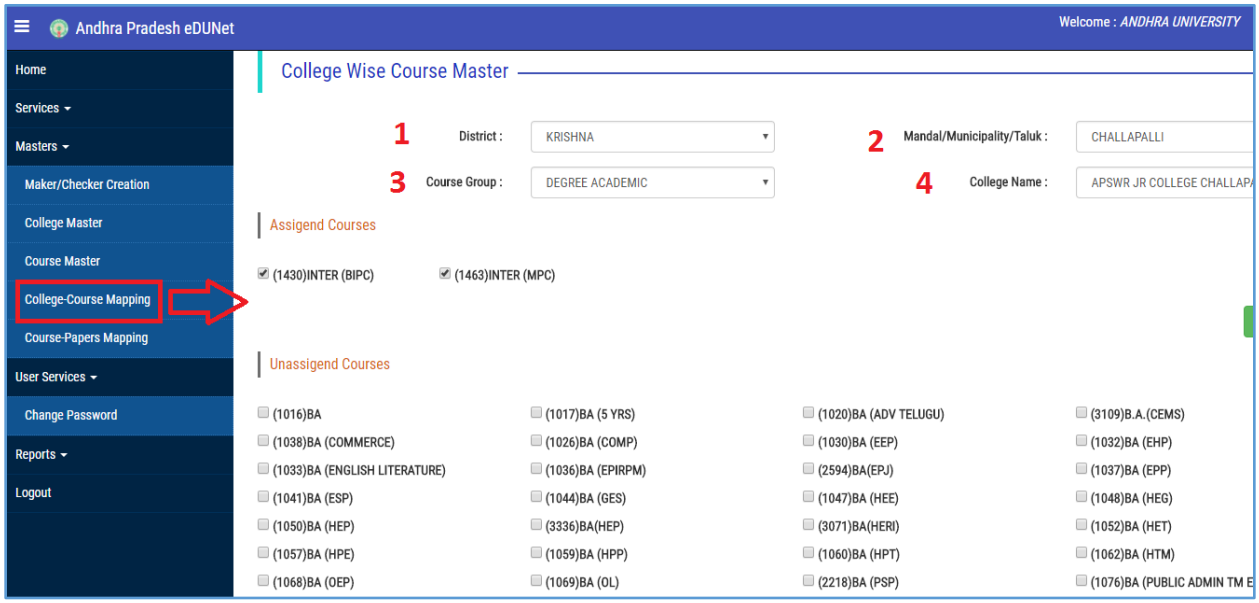


Figure 3 College Course Mapping

S no	Field Name	Description
1	District	Drop Down box – Select the district of college from the list of districts
2	Mandal/Municipality/Taluk	Drop down – Select the college Mandal/Municipality/Taluk from the list under selected district.
3	College Name	**Auto display the college Names with codes in selected Districts.**
4	Course group	Drop Down box - Select the college state from the list of Group.

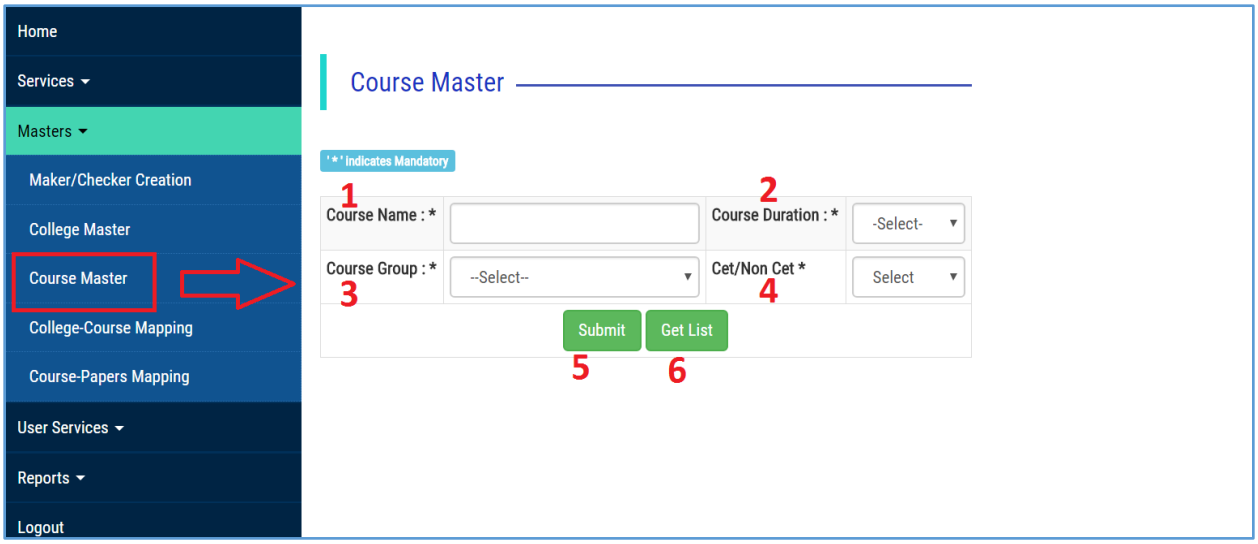
		Course Group : *	--Select-- Professional Courses-I PG Courses-II Degree Courses-III Intermediate Courses-IV IIIT Courses-V

5.3. Course master

Click on masters and select Course master to enter the course details.

To insert course into the system, enter all the required data and click Submit.

To check the course inserted, click on GET LIST with selected course group.



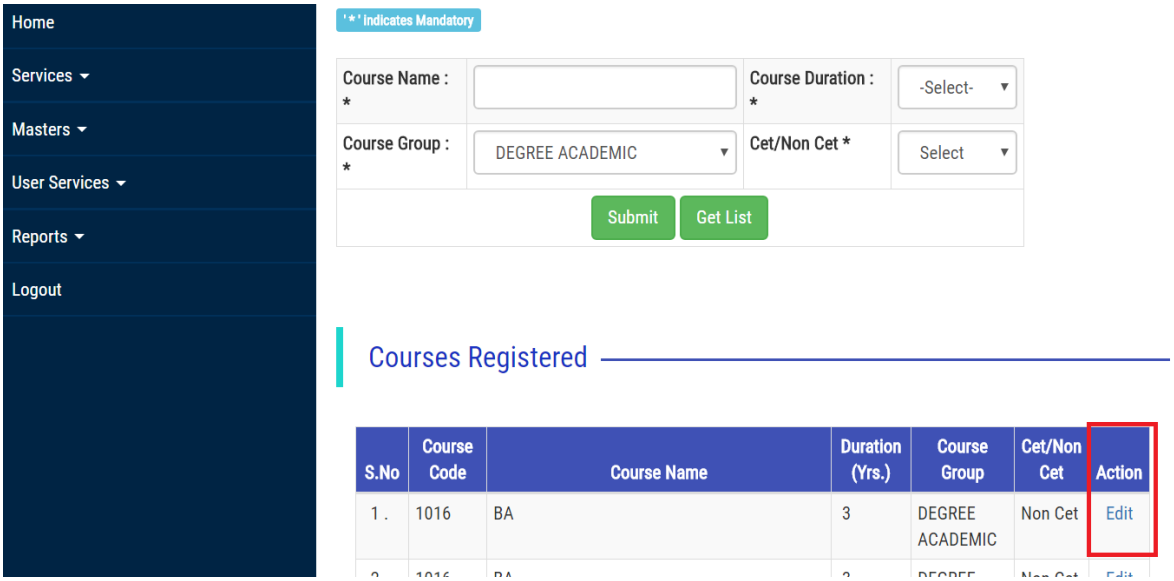
S no	Field Name	Description	Mandatory fields & error message
1	Course name	Text field –user to enter course name	Course name required
2	Course	Drop down- Select years form the	Course duration

	Duration	list- numeric	Required
3	Course Group	Drop down-select the group from the list	Course Group required
4	CET /Non CET	Drop down – select from the list	CET/No-CET required
5	Submit	Click submit –To insert the data	
6	GET List	Click Get List – to view and edit course data in the system	

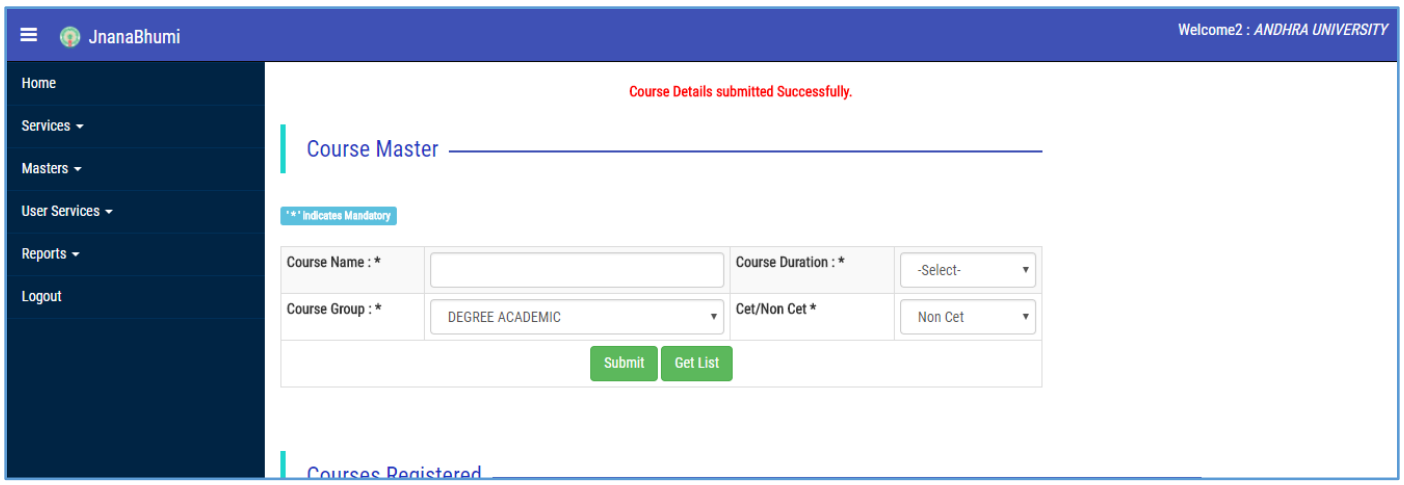
Click GET LIST to view and edit the registered courses.

To edit the details of the registered course, click on edit and the course details display in the fields.

Edit the details and click update to insert the course details.

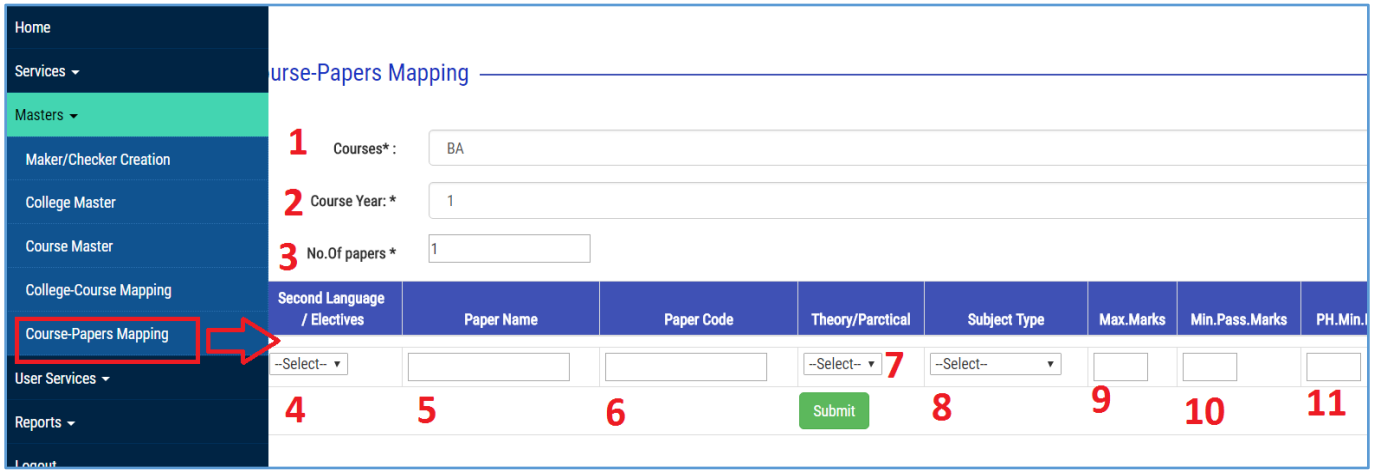


When user inserts the data and clicks on submit, then display the following success screen.

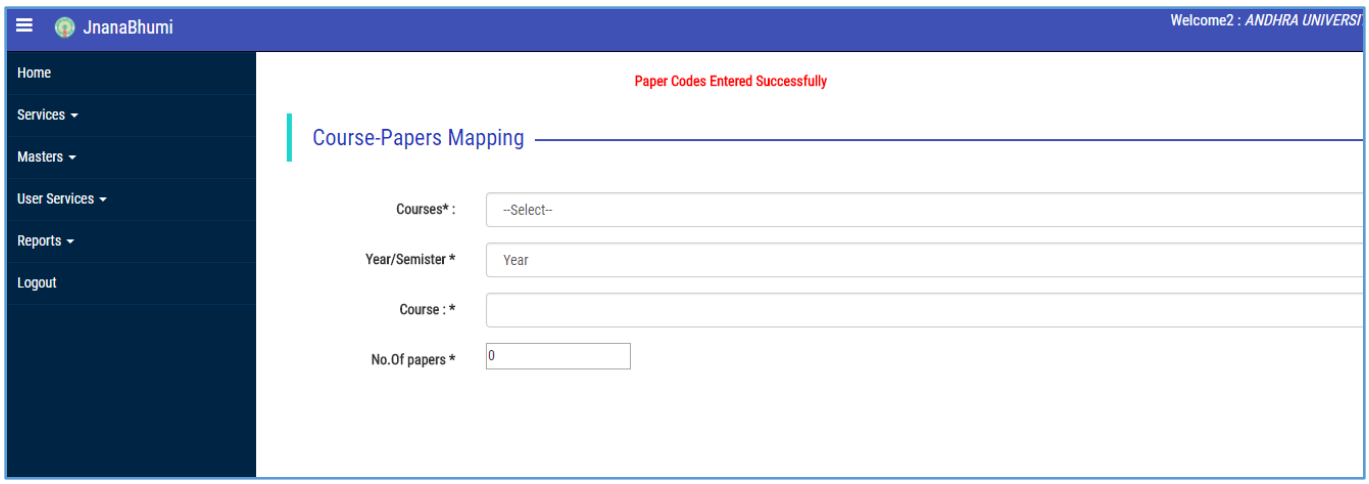


5.4. Course- Paper mapping

To map papers to courses, click on Masters and select Paper-course Mapping.



When user inserts the data and clicks on submit, the following screen to display showing a success message of data inserted



S no	Field Name	Description	Mandatory fields & error message
1	Course name	Drop down –select the course from the list	Course name required
2	Course Year	Drop down – select the course year from the list	Course year required
3	No. of Papers	Text field- enter no. of papers related to the course selected	No. of papers required
4	Second language /elective	Select YES or No form the drop down list	
5	Paper name	Enter paper name	
6	Paper code	Enter paper code	
7	THEORY/PRACTICAL	Select the type	
8	Subject Type	Select the type	
9	Max. Marks	Enter the max. marks of the paper	
10	Min. pass marks	Enter the Min. Pass marks	
11	PH Min. pass marks		

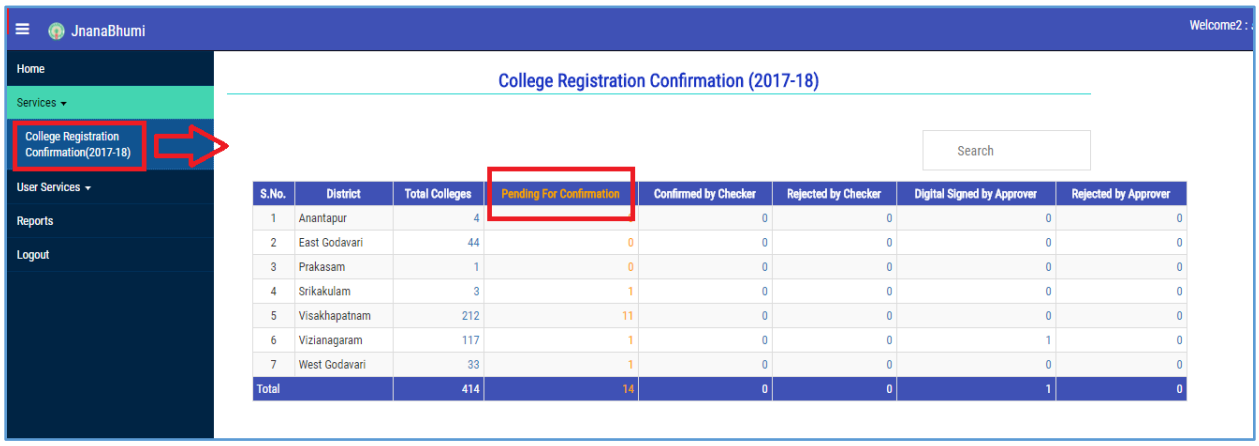
6. Services

Services under this section are listed below.

1. College confirmation
2. Course fee approval
3. Variable fee entry

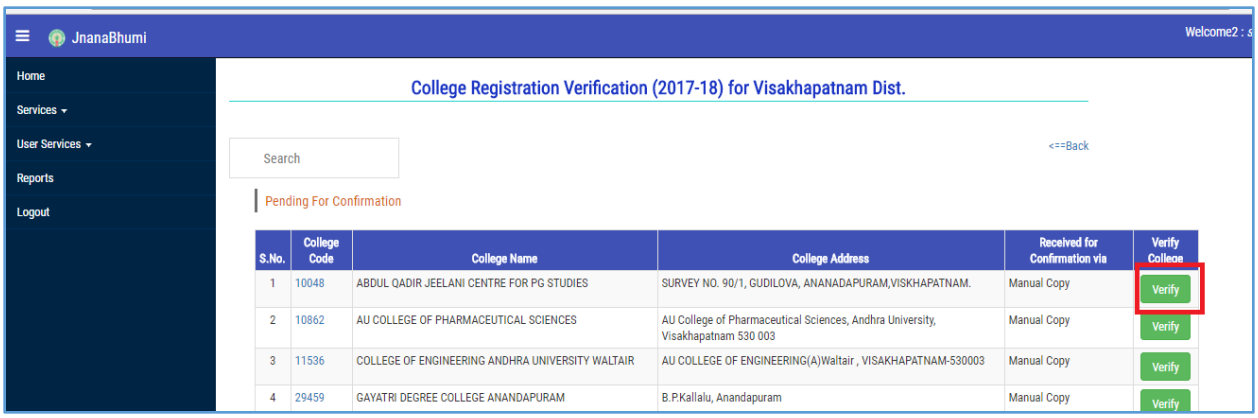
7.1. College confirmation (2017-18):

- Roles involved in this section are Checker&Approver.
- Checker to login with AADHAR ID.
- Click on Services and Select College Registration Confirmation
- To view the pending college details, select the numbers under pending for confirmation column.

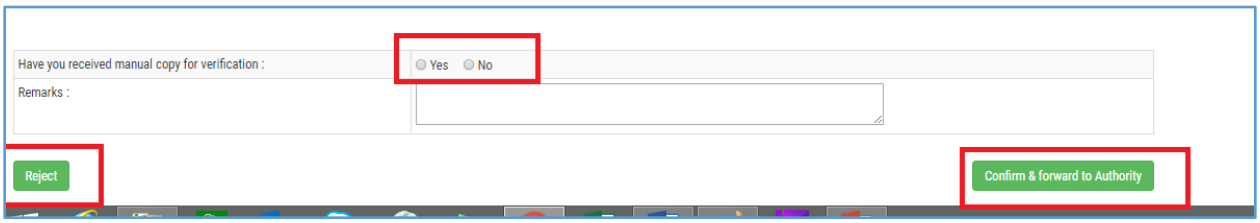


S.No.	District	Total Colleges	Pending For Confirmation	Confirmed by Checker	Rejected by Checker	Digital Signed by Approver	Rejected by Approver
1	Anantapur	4		0	0	0	0
2	East Godavari	44	0	0	0	0	0
3	Prakasam	1	0	0	0	0	0
4	Srikakulam	3	1	0	0	0	0
5	Visakhapatnam	212	11	0	0	0	0
6	Vizianagaram	117	1	0	0	1	0
7	West Godavari	33	1	0	0	0	0
Total		414	14	0	0	1	0

To confirm the college details, checker has to click on 'Verify' button.



- When checker clicks on verify button, all the college details to display in the next screen
- Checker has to verify the data and confirm it to send to approver
- For manual copy verification of college details, Select Yes or No.
- Insert any remarks if applicable.



- If the details are valid, send to approver by clicking on “confirm & send to authority “
  - On successful confirmation of college details ,data falls into approver login for approval with a message showing “SUCESSFULY CONFIRMED & FORWARD TO APPROVAL”

College Registration Confirmation (2017-18)

Successfully confirmed & forward for Approval

Search

S.No.	District	Total Colleges	Pending For Confirmation	Confirmed by Checker	Rejected by Checker	Digital Signed by Approver	Rejected by Approver
1	Anantapur	4	0	0	0	0	0
2	East Godavari	44	0	0	0	0	0
3	Prakasam	1	0	0	0	0	0
4	Srikakulam	3	1	0	0	0	0
5	Visakhapatnam	212	10	2	0	0	0
6	Vizianagaram	117	1	0	0	1	0
7	West Godavari	33	1	0	0	0	0
Total		414	13	2	0	1	0

- If the details are not valid, send back to maker by clicking on “Reject”.
  - On successful rejection of college details, data falls into college login for correction with a message showing “SUCESSFULY REJECT & SEND BACK TO COLLEGE LOGIN”.

College Registration Confirmation (2017-18)

Successfully reject and send back to college for updation

Search

S.No.	District	Total Colleges	Pending For Confirmation	Confirmed by Checker	Rejected by Checker	Digital Signed by Approver	Rejected by Approver
1	Anantapur	4	0	0	0	0	0
2	East Godavari	44	0	0	0	0	0
3	Prakasam	1	0	0	0	0	0
4	Srikakulam	3	0	0	1	0	0
5	Visakhapatnam	212	10	2	0	0	0
6	Vizianagaram	117	1	0	0	1	0
7	West Godavari	33	1	0	0	0	0
Total		414	12	2	1	1	0

Total colleges

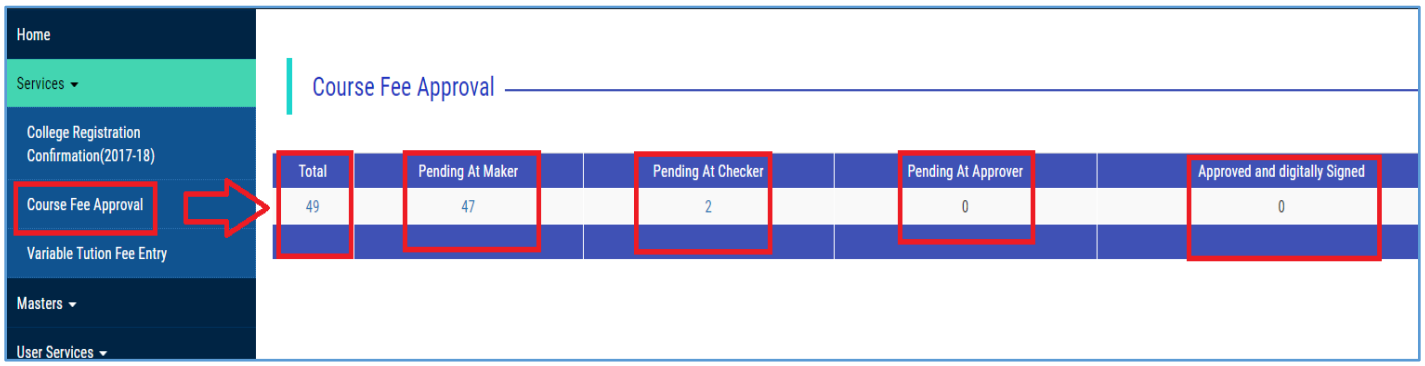
To view the total colleges confirmed in selected district, click on the number in total view column

Total Colleges

S.No.	College Code	College Name	College Address	Status	Received for Confirmation via
1	30944	asasas		Pending at College	
2	30942	xxxxxxx		Pending at College	
3	30943	xxxxxxx		Pending at College	

7.2. Course Fee approval

- Maker has to login with AADHAR (UID).
- To view the course fee approved colleges, click on services and select the Course fee approval.



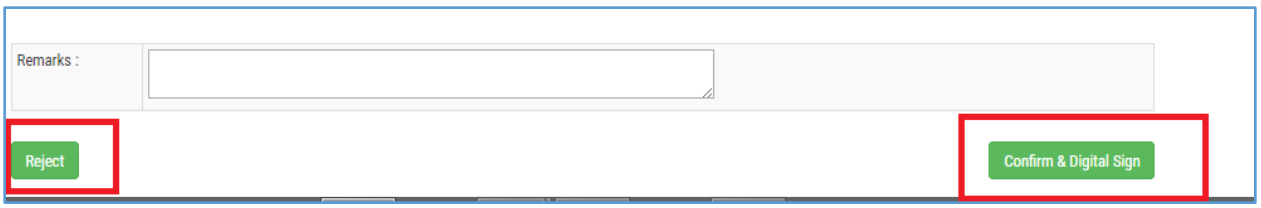
Click the numbers to view total colleges, pending at maker, pending at checker, pending at approver and approved digitally signed.

7.2.1. Pending at Maker

- To view college details pending at maker login, click on the number in the column
- To approve the pending, click approve with digital sign.

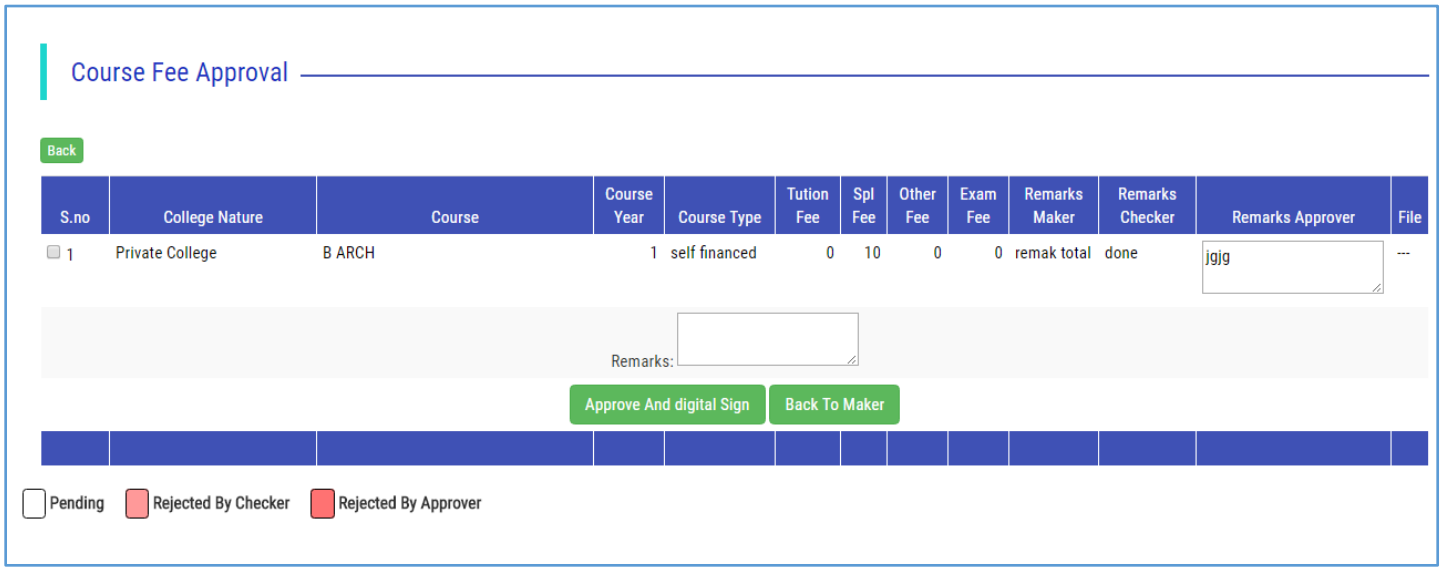
7.2.2. Pending at checker

- To view college details pending at maker login, click on the number in the column
- To approve the pending, click approve with digital sign.



7.2.3. Pending at Approver

- To view the colleges pending at approver click on the number in the column.
- To approve selected college, click on Approve and digital sign.
- Approver have provision to send back /reject the selected college along with the remarks.



7.2.4. Approved & digital signed

- To view total approved and digital signed ,click on the number

7.3. Variable tuition fee entry:

- This service allows user to enter the tuitionfee details of colleges from all districts. User can select a course at a time and can enter thetuition fee details.
- 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. The selected course and the fee details will be sent for admin confirmation and will revert back to the user login.
- All the fields are mandatory

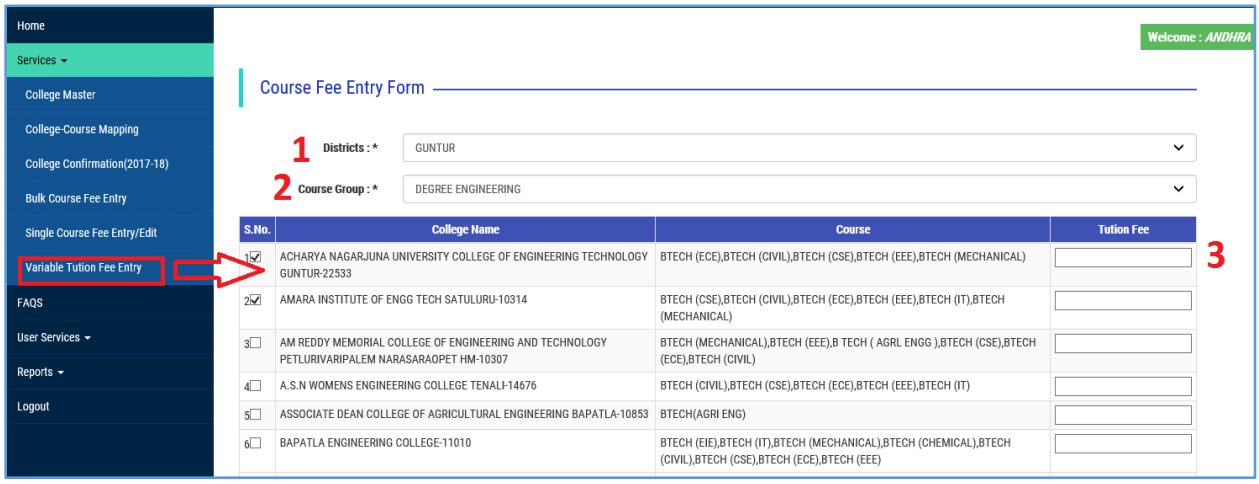
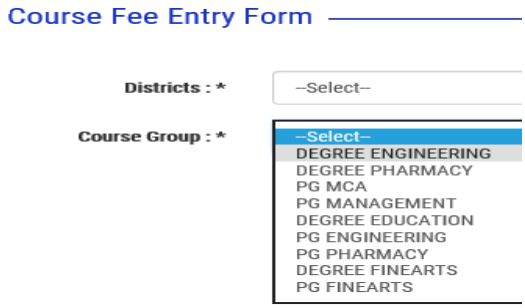


Figure 4 Variable Tuition fee Entry

Field Name	Description
Districts	Drop Down box – Select the districts from the list.
Course group	Drop Down box- Select the course groups from the list of courses. 

When user selects district and course group, system displays the list of colleges in the selected district.

Select the required college in the check box and enter the tuition fee in the text box and click submit.

Course Fee Entry Form

Districts : * CHITTOOR

Course Group : * DEGREE ENGINEERING

S.No.	College Name	Course	Tution Fee
1☐	ADITYA COLLEGE OF ENGINEERING MADANAPALLE-22582	BTECH (MECHANICAL),BTECH (EEE),BTECH (ECE),BTECH (CSE),BTECH (CIVIL)	12
2☐	ANNAMACHARYA INSTITUTE OF TECH. AND SCIENCES VENKATAPURAM TIRUPATI-10409	BTECH (CIVIL),BTECH (ECE),BTECH (EEE),BTECH (MECHANICAL),BTECH (CSE)	13
3☐	BES GROUP OF INSTITUTIONS FACULTY OF ENGINEERING ANGALLU-22691	BTECH (CIVIL),BTECH (ECE),BTECH (EEE),BTECH (MECHANICAL),BTECH (CSE)	12
4☐	CHADALAVADA VENKATA SUBBAIAH COLLEGE OF ENGINEERING RENIGUNTA ROAD TIRUPATHI-11599	BTECH (CIVIL),BTECH (CSE),BTECH (ECE)	
5☐	Chadalawada Ramanamma Engineering College Renigunta Road TIRUPATI-11564	BTECH (ECE),BTECH (IT),BTECH (MECHANICAL),BTECH (CSE),BTECH (EEE)	
6☐	COLLEGE OF DAIRY TECHNOLOGY TIRUPATI-11618	BTECH (DAIRYING)	
7☐	Indian Institute of Information Technology Sri City Chittoor District Andhra Pradesh-29268	BTECH (CSE),BTECH (ECE)	
8☐	JB WOMENS ENGINEERING COLLEGE TIRUPATI-14190	BTECH (ECE),BTECH (IT),BTECH (CSE),BTECH (EEE)	