

User manual- Manual Attendance



JnānaBhūmi

Enabling Excellence

A Smart Education Portal

Contents

1. Create Academic calendar	3
2. Student Roll Number Mapping.....	4
3. Backlog (Monthly) attendance entry	5
4. Daily attendance.	6
5. AADHAR Authentication of students (Biometric Pushing)	8

1. Create Academic calendar

The first step in the process is to create Academic Calendar.

Note: University staff has to create Academic Calendar

Click on services and select Academic calendar.

Steps to Create Academic Calendar:

The screenshot shows the 'Academic Calendar' interface. At the top right is a link for 'Academic Calendar University Report'. The main heading is 'Academic Calendar'. Below it, a dropdown menu for 'Course Group *:' is set to 'DEGREE EDUCATION'. A 'Check All Courses' checkbox is on the right. Under 'Courses *:', several checkboxes are visible, with 'B PED' selected. Below the checkboxes is a 'Year Wise Details' section with a table. The table has three columns: 'Course Year', 'Classes Commencement Start Date', and 'Classes Commencement End Date'. The first row is for the '1st Year'. Red boxes and numbers 1-4 highlight the 'Course Group *:' dropdown (1), the 'B PED' checkbox (2), the 'Start Date' input field (3), and the 'End Date' input field (4).

Course Year	Classes Commencement Start Date	Classes Commencement End Date
1st Year	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="DD-MM-YYYY"/>
2nd Year	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="DD-MM-YYYY"/>
3rd Year	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="DD-MM-YYYY"/>
4th Year	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="DD-MM-YYYY"/>

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.


Course Group ^: DEGREE ACADEMIC														
Sl.No	Course Name	1st Year Classes Start Date	1st Year Classes End Date	2nd Year Classes Start Date	2nd Year Classes End Date	3rd Year Classes Start Date	3rd Year Classes End Date	4th Year Classes Start Date	4th Year Classes End Date	5th Year Classes Start Date	5th Year Classes End Date	6th Year Classes Start Date	6th Year Classes End Date	Edit
1	B.A.(CEMS)	01-06-2017	15-04-2018	01-06-2017	15-04-2018	01-06-2017	15-04-2018	-	-	-	-	-	-	Edit
2	BA	01-06-2017	15-04-2018	01-06-2017	15-04-2018	01-06-2017	15-04-2018	-	-	-	-	-	-	Edit
3	BA (EGP)	01-06-2017	15-04-2018	01-06-2017	15-04-2018	01-06-2017	15-04-2018	-	-	-	-	-	-	Edit
4	BA (ADV ENGLISH)	01-06-2017	15-04-2018	01-06-2017	15-04-2018	01-06-2017	15-04-2018	-	-	-	-	-	-	Edit
5	BA (ADV TELUGU)	01-06-2017	15-04-2018	01-06-2017	15-04-2018	01-06-2017	15-04-2018	-	-	-	-	-	-	Edit
6	BA (COMMERCE)	01-06-2017	15-04-2018	01-06-2017	15-04-2018	01-06-2017	15-04-2018	-	-	-	-	-	-	Edit
7	BA (COMP)	01-06-2017	15-04-2018	01-06-2017	15-04-2018	01-06-2017	15-04-2018	-	-	-	-	-	-	Edit
8	BA (EEP)	01-06-2017	15-04-2018	01-06-2017	15-04-2018	01-06-2017	15-04-2018	-	-	-	-	-	-	Edit
9	BA (EHP)	01-06-2017	15-04-2018	01-06-2017	15-04-2018	01-06-2017	15-04-2018	-	-	-	-	-	-	Edit
10	BA (ENGLISH)	01-06-2017	15-04-2018	01-06-2017	15-04-2018	01-06-2017	15-04-2018	-	-	-	-	-	-	Edit


2. Student Roll Number Mapping

- College login has to do the 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

Students Roll No Entry

No Admissions
 Roll No's Not Mapped
 Roll No's Mapped
 Roll No's Partially Mapped

BA (HEP)	BA (HEP)	BSC (MPC) Year : 2 (Section-1) Year : 3 (Section-1)	BCOM (COMPUTER) Year : 2 (Section-1) Year : 3 (Section-1)
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- Enter the student roll number and click “Confirm” to map the roll number to student.

Students Roll No Entry

No Admissions
 Roll No's Not Mapped
 Roll No's Mapped
 Roll No's Partially Mapped

BA (HEP)
 BA (HEP)
 BSC (MPC)
 BCOM (COMPUTER)

BCOM (COMPUTER)(Self-Financed)-English Second Year Section - 1

S.No	Student Id	Student Name	Gender	Date of Birth	Date of Admission	Section	Roll No
1	201707027765	ANDRAJU DURGA PRASAD	Male	19/04/1998	19/06/2017	Section - 1	<input type="text" value="7"/>
2	201704725914	BOLLA PEDDIRAJULU	Male	04/02/1996	19/06/2017	Section - 1	<input type="text" value="8"/>
3	201709000979	JONNALA DURGA BHAVANI	Female	01/10/1998	19/06/2017	Section - 1	<input type="text"/>
4	201709096081	KANTHETI L N V SRINIVASARAO	Male	12/08/1997	06/06/2017	Section - 1	<input type="text" value="1"/>
5	201705419786	KODRU NARESH	Male	13/12/1996	19/06/2017	Section - 1	<input type="text" value="6"/>
6	201709010975	KOKKILIGADDA MADHU	Male	16/06/1997	19/06/2017	Section - 1	<input type="text" value="9"/>
7	201709000780	MAMIDI LALITHAMBIKA	Female	07/07/1999	19/06/2017	Section - 1	<input type="text"/>

3. Backlog (Monthly) attendance entry

- To insert the monthly attendance of the students, click on the Student monthly attendance entry.

JnanaBhumi Welcome : M. JAYASANKAR (L)

Home

Services ▾

Students Roll No Entry

Daily Attendance Submission Form

Student Monthly Attendance Entry →

User Services ▾

Reports

Logout

Student Monthly Attendance

No Admissions
 Attendance not Marked
 Attendance Marked
 Attendance Partially Marked

Select Month : *

No Admissions
 Attendance not Marked
 Attendance Marked
 Attendance Partially Marked

Select Month : *

1

Course: BCOM (CA)(Self-Financed)-English Year: 1 Year Section: 1 Month: June

S.No	Student Id	Student Name	Gender	June Attendance	Action
1	201707873634	GUNDU SANABEGUM	F	2 <input type="text" value="10"/> / 0	3 <input type="button" value="Submit"/>

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.

JnanaBhumi Welcome : M JAYASA

Attendance Registered Successfully

Student Monthly Attendance

No Admissions
 Attendance not Marked
 Attendance Marked
 Attendance Partially Marked

Select Month : *

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
4. The assigned person has to login with UID and follow the below steps to insert the daily attendance.

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.

5. 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.

S.No	Course Name	1st Year Scholarship Eligible Students	1st Year Students Authentication Done	1st Year Students Authentication Pending	2nd Year Scholarship Eligible Students	2nd Year Students Authentication Done	2nd Year Students Authentication Pending	3rd Year Scholarship Eligible Students	3rd Year Students Authentication Done	3rd Year Students Authentication Pending	4th Year Scholarship Eligible Students	4th Year Students Authentication Done
1	BCOM (CA)(Self-Financed)-English	1	0	0	1	0	1	0	0	0	0	0
Totals		1	0	0	1	0	1	0	0	0	0	0

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.

S.No	Student Name	Aadhaar No	Father Name	Date of Birth	Gender	Mobile No	Caste	Sub Caste	Course Name	Course Year	Bank IFSC No	Bank Account No	Authentication Status
1	BAIRAPPAGARI CHANDRAKALA	241985147064	BAIRAPPAGARI VENKATA RAMANA	29-11-1995	F	7661996966	SC	Mala	BCOM (CA)	Second Year	SBIN0005406	32637849602	Authenticate Now
Totals													

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 screenshot displays the 'Aadhar Authentication for Students' interface. On the left is a dark blue sidebar with navigation links: Home, New Student Registration (2017-18), 2nd Year and Above Student Confirmation (2017-18), Services, Masters, User Services, Reports, and Logout. The main content area has a title 'Aadhar Authentication for Students' and a table of student details. To the right of the table is a green 'Authenticate' button and a 'Finger Image' capture area. Below the table is a 'Select Device' dropdown menu.

Candidate ID:	201705091231
UID	241985147064
Student Name	BAIRAPPAGARI CHANDRAKALA
Father Name	BAIRAPPAGARI VENKATA RAMANA
Mobile	7661996966
D.O.B	29-11-1995
Gender	F
Caste	SC
Bank Details	
Select Device :	Oxy Creations/MFS100

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