

**ADIKAVI NANNAYA UNIVERSITY:: RAJAMAHENDRAVARAM
ANDHRA PRADESH**



The Office of the Dean
College Development Council

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No.ANUR/CDC / Jnanabhoomi /Circular/2017/23

Dt. 15.06.2017

To
The Principals of all affiliated UG, PG, Professional & Education Colleges of E.G.Dist.,

CIRCULAR

Sub: ANUR- CDC – Social Welfare Dept. – East Godavari District - Guidelines on implementation of “**Jnanabhoomi**” Webportal from the academic year 2017-18 – Certain Guidelines – Regarding.
Ref: Your Lr.No. A1/763/2017, dt. 13.06.2017 from the Deputy Director, Social Welfare Dept. East Godavari District, Kakinada.

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In accordance with reference cited, it is to inform you that the Principals of all affiliated UG, PG, Professional & Education Colleges in the East Godavari District, (Affiliated to Adikavi Nannaya University) are here by requested to attend the meeting on “**Jnanabhoomi**” Webportal for Education and Scholarship workshop organized today i.e., **15th June at 3.00 PM** at University in the seminar hall along with Scholarship Assistant, laptop with dongle (data card) without fail. Smt. MS Sobha Rani, M.A., Deputy Director, Social Welfare Dept., E.G.Dist. will demonstrate the process. Attendance will be noted and submitted to the Government of Andhra Pradesh. Copy of reference letter is enclosed herewith for your ready reference and information.

Most urgent and important.

Yours faithfully

P. Vijaya Nirmala
15/6/17
(P. VIJAYA NIRMALA)
Asst. DEAN

From

Smt.MS Sobha Rani, M.A.,
Deputy Director,
Social Welfare Dept.,
East Godavari, Kakinada

To

All College Principals,
East Godavari District.

RC.No. A1/763/2017, dated 13.06.2017

Sir/Madam,

Sub: Social Welfare Dept.,-East Godavari District- Guidelines on implementation of
JnanaBhumi Web portal from the academic year 2017-18- Certain Guidelines -
Regarding

- Ref: 1) G.O.Ms.No.103, Social Welfare(Edn.2) Department, dated 24-10-2016.
2) Workshop with all stakeholder Departments/Affiliating Authorities held on 28-12-16
at Vijayawada.
3) Review Meeting held by the Hon'ble Chief Minister on 9-2-2017 & 4-4-2017
4) Consultative Workshop with all stakeholder Departments/Affiliating Authorities held
on 3-5-2017 at Secretariat, Velagapudi.
5) Lr.Re. No. D/2197 /2016, dated 09.06.2017 of the Director Social Welfare,A.P
6. G.O.Ms.No.45, Social Welfare(Edn.2) Department, dated 09.06.2017

I invite kind attention to the references cited, In the reference 6th cited the Government of Andhra Pradesh have issued certain instructions on implementation of **JnanaBhumi Web portal** from the academic year 2017-18.

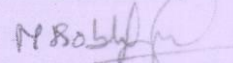
Hence, All the College Principals are request to shall follow the instructions intime and take necessary arrangements for implementation of the Govt orders vide reference 6th cited without fail.

All the Principals are request to attend all trainings/Workshops/Meetings organized by Social Welfare Department on JnanaBhumi	Continuously
The educational institutions shall ensure provisioning of requisite number of desktops/laptops/ printers/ scanners/Biometric devices with internet connectivity of required bandwidth in their office/campus for JnanaBhumi:	on or before 13 th June'2017
Deploy adequate resources trained on JnanaBhumi at their office/campus:	on or before 13 th June'2017
The educational institutions shall download and printout sufficient applications J-SAF(JnanaBhumi - Scholarship Application Form in Annexure) from "Jnanabhumi website" and kept at scholarship section incharge:	On or before 13 th June'2017
The educational institutions shall distribute J-SAF application at the time of admission to the student free of cost:	Before admission date or reopening date
The educational institutions shall ensure that the filled in applications are filed properly and available at all times in the office of the admissions incharge of the institution.	
The educational institutions shall register the Digital Signature Key of the Principal of the education institution/college on the JnanaBhumi as a first time setup activity.	On or before 16 th June'2017.
The educational institutions shall arrange Biometric device for capturing Student Attendance, if not already deployed. Specifications shall be as prescribed by UIDAI:	As per date given by the respective Affiliating Authority
Define Master data in JnanaBhumi:	(Service will be made available)

Complete Student Admission on JnanaBhumi for all Students:	As per academic calendar or admission date or reopening date
All Renewal Scholarship students details need to be confirmed on JnanaBhumi:	On or Before As per academic calendar or admission date or reopening date.
Collect the completed JnanaBhumi - Scholarship Application Form from new admission students & Give back student copy:	Within 7 days of Admission Date
The educational institutions shall enter the Scholarship applications in to the Scholarship module of each Fresh student and submit:	Within 7 days of Admission Date
Complete biometric authentication of all students availing Scholarships (in convenient batches) Fresh and Renewal students -Digitally Signed list of students needs to be submitted:	Within 7 days of Admission Date
The educational institutions shall daily Attendance needs to be updated on JnanaBhumi portal:	Daily
Student Academic performance details to be updated on JnanaBhumi by end of every semester or academic year as per the course to avail RTF release:	End of semester /Academic Year as per the course calendar
Update in any changes in Principal and College communication details on JnanaBhumi portal:	Within 5 working days from the change
Procure new Digital Signature Key & Update Digital Signature Key on change of Principal on JnanaBhumi portal:	Within 5 working days from the change

Please treat this as most priority.

Yours faithfully



Deputy Director(SW)
E.G.District, Kakinada



Encl : Above G.O.Ms.No.45,dt.09.06.2017

Copy to the All District Welfare Officers in this District.
Copy to All Field Officers in the District (ASWOs/ABCWOs/ATWOs) with a request to serve this letter to all Colleges in your jurisdiction.
Copy to CC to District Collector, East Godavari District
Copy to CC to Joint Collector-II, East Godavari District
Copy submitted to the Director, Social Welfare, Tadepalli, Guntur District, Andhra Pradesh for favour of information.
Copy submitted to the Principal Secretary, Social Welfare, Secretariate, Velagapudi, Amaravathi Andhra Pradesh for favour of information.