

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



Office of the Dean
College Development Council

Ph. No:0883-2566009
Email:deancdcanu@yahoo.com

No. ANUR/CDC/ JB-DMA /2017/31

Dt.16.09.2017

To
The Principals of all Affiliated Colleges,
Adikavi Nannaya University,
Rajamahendravaram .

CIRCULAR


Sub:- ANUR - CDC - Guidelines for implementation of Daily Manual Attendance -
Jnanabhumi - Reg.

- Ref:- 1. Circular memo No : 712179 / SW. Edn.2/2017, Social Welfare (EDN.2) Department,
Dt : 01.09.2017, regarding guidelines/instructions.
2. Memo No. 2609/MC.A1/2017, Higher Education Department, Dt: 07.09.2017.
3. Draft letter for Approval, Dt: 15.09.2017.

With reference to memo 2nd cited above, I am by direction inform you to scrupulously adopt the guidelines / instructions issued by Social Welfare Dept., which is herewith appended for your ready reference.

Thanking you sir,

Yours faithfully,


(Y. SRINIVASA RAO)
DEAN

Copies to:

- The Web Master, ANUR for uploading in ANUR Website & for keeping SMS to the Principals of All Affiliated Colleges
- The Principals, University Colleges (UCST, UCAC, UCed, UC Engg.)
- The PA to Registrar,
- PS to VC,
- OOF.

URGENT
MOST IMMEDIATE

GOVERNMENT OF ANDHRA PRADESH
HIGHER EDUCATION DEPARTMENT

Memo No.2609/MC.A1/2017 -

Dated 07-09-2017

Sub.- Higher Education – Jnana Bhumi (Integrated System for Education and Scholarships) – Implementation of Daily Manual Attendance (DAM) – Certain guidelines / instructions – Issued.

Ref.- Circular Memo No.712179/SW.Edn.2/2017, Social Welfare (Edn.2) Deptt., dt.01.09.2017.

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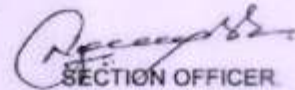
A copy of the reference cited regarding certain guidelines / instructions on Jnana Bhumi (Integrated System for Education and Scholarships) is here with sent to the Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada, Commissioner of Technical Education, Andhra Pradesh, Vijayawada, Secretary, Andhra Pradesh State Council of Higher Education, Tadepalli, Guntur District and the Vice Chancellors / Registrars of all Universities in the State.

2. They are requested to adopt the guidelines / instructions issued by the Social Welfare Department in their respective Departments scrupulously and to monitor the implementation of the same.

ADITYA NATH DAS,
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To:
The Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada.(we)
The Commissioner of Technical Education, Andhra Pradesh, Vijayawada. (we)
The Secretary, Andhra Pradesh State Council of Higher Education, Tadepalli,
Guntur District. (we)
The Vice Chancellors / Registrars of all Universities in the State. (we)
SF/SC

//FORWARDED BY ORDER//


SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH
SOCIAL WELFARE (EDN.2) DEPARTMENT

Circular Memo No.712179/SW.Edn.2/2017.

Dt:01-09-2017

Sub:- SWD - JnanaBhumi (Integrated system for Education and Scholarships) -
Implementation of Daily Manual Attendance (DAM) - Certain guidelines /
instructions - Issued.

Ref:-1. G.O.Ms.No.103 Social Welfare (Edn.2) Dept., dt.24-10-2016
2. G.O.Ms.No.45 Social Welfare (Edn.2) Dept., dt.09-06-2017

The attention of all Special Chief Secretaries /Principal Secretaries /
Secretaries / Heads of Departments/ Affiliating Authorities/ Joint Directors/ Deputy
Directors of Welfare Departments/ Principals of the Educational Institutions in the
State is invited to the references above cited.

2. In the reference 2nd cited, the Government have issued operational guidelines on implementation of JnanaBhumi, the integrated system for Education and Scholarships.
3. The Hon'ble Chief Minister has launched the logo of Jnanabhumi, the smart portal for Education & Scholarships on 30th May 2017 and the portal was made live w.e.f. 9th June 2017.
4. As per the Instructions / guidelines Issued vide Para 5(VI)(c) of reference 1st cited read with Para 7 (D)(2) of reference 2nd cited, the Maintenance Fee(MTF) will be released on a monthly basis to the eligible students belonging to the SC, ST, BC, DW and MW categories, having 75% attendance during the respective month/s.
5. Keeping in view the aforementioned and as directed in Para 5 (III)(b) of the reference 1st cited and also as directed in Para 7 (D)(1) of the reference 2nd cited, all the Educational Departments in the State, vis-a-vis, Higher Education, Technical Education, School Education, Labour, Employment & Training, Agriculture, Animal Husbandry, Health & Family Welfare and others/all the concerned Head of Departments/ all the Affiliating Authorities are requested to implement the Daily Biometric Attendance (DBA) in their affiliated educational institutions, integrated to JnanaBhumi scholarship portal, for the release of monthly MTF, at an early date.
6. The concerned Departments/ Heads of Departments/Affiliating Authorities are requested to get in touch with Sri V. Pratap (09666680523), Project Manager, Jnanabhumi, APCFSS for integrating their Biometric attendance system with the Jnanabhumi software, so that the MTF payments due to the students can be reckoned & payments made to the accounts of the students and so that the attendance can be displayed in the JnanaBhumi dashboard.
7. Further, upto the roll-out and the implementation of Daily Biometric Attendance in all the concerned educational institutes, the Government in the reference 2nd cited has mandated to take Daily Manual Attendance(DMA) electronically in the JnanaBhumi portal and accordingly the Daily Manual Attendance module is deployed in the JnanaBhumi portal w.e.f. 1st September, 2017.
8. The work flow of the Daily Manual Attendance(DMA) module in the JnanaBhumi portal is as follows:

(1) ROLE OF AFFILIATING AUTHORITIES:

(a) Updation of Academic Calendar:

The Affiliating Authority (AA) after login, has to enter the (i) Re-opening/
Commencement date & (ii) Ending date for each course offered by them,
using the service of "Academic Calendar for Universities".

(PTO)

(b) Entry of Holidays:

The Affiliating Authorities (AA) have to enter the list of holidays for the current academic year with supporting comments, using the service of "University Holidays entry Master".

(2) ROLE OF COLLEGES:

(a) ASSIGNING ROLE OF ATTENDANCE ENTRY TO "JNANABHUMI ATTENDANCE ASSISTANT (JAAS) BY THE PRINCIPAL:

The College Principal after login has to assign the role of attendance entry to any member of the administrative/college staff, whose details are entered/available in the JnanaBhumi, using the Maker services of the "Maker/Checker Creation" service provided in "Masters" of JnanaBhumi.

The staff assigned with this role shall be called as "JnanaBhumi Attendance Assistant (JAAS)" and will be provided with login credentials in JnanaBhumi.

(b) MAPPING OF ROLL NUMBERS OF STUDENTS BY "JNANABHUMI ATTENDANCE ASSISTANT (JAAS) :

The JnanaBhumi Attendance Assistant (JAAS) after login has to map the students enrolled/registered in JnanaBhumi with their respective Roll Numbers(as mentioned in the physical Attendance Register) using the service "Student Roll Number entry".

The JnanaBhumi Attendance Assistant (JAAS) can also modify the section of the students, wherever necessary, using the same service.

The JAAS shall enter the roll numbers of absentees in the text box provided, every day.

The mapping of the roll numbers of students shall be in numerals commencing from 1 and upto 4 digits.

The same roll numbers are also permitted to be used for different sections.

(c) SUBMISSION OF DAILY ATTENDANCE BY JAAS TO THE PRINCIPAL:

The JAAS, after login and using the "Submit Absentees List" sub-service of the "Daily Attendance Submission form" service, has to enter the roll numbers of absentee students on a daily basis.

After making the entries and after a final check, the JAAS has to submit the list of the absentee students to the Principal using the service "Push attendance to Principal".

(d) CONFIRMATION OF DAILY ATTENDANCE BY THE PRINCIPAL:

Post submission of the absentees list by the JAAS to the Principal, the Principal after login & after verifying the absentee students list, has to approve the attendance list using the service "Daily Attendance Confirmation" with eSign/DSK authentication.

Before Submitting/Approving the attendance list, the Principal can alter the present/absent status in the list, if so warranted.

(e) GENERATION OF ATTENDANCE LIST:

After the approval of the attendance list by the Principal, the complete attendance status (Present/Absent) list of all students will be generated in PDF format.

(Contd..P.3.)

(f) TIME LIMIT FOR SUBMISSION OF DAILY ATTENDANCE:

Following the above process flow, the Principals have to furnish the Daily Manual Attendance, through the Daily Manual Attendance module for all students in their Colleges before 5.00 P.M. every day.

The Principal should exercise due caution in taking and uploading the attendance, since the attendance is linked to the release of monthly MTF.

(3) DATE OF COMMENCEMENT OF DAILY MANUAL ATTENDANCE:

The Daily Manual Attendance (DMA) system will be implemented w.e.f. 1st September 2017 in all educational Institutions in the State on a mandatory basis, till the transition is made to the Daily Biometric Attendance (DBA) system.

(4) ENTRY OF BACK LOG ATTENDANCE BY JAAS / PRINCIPAL:

With respect to the backlog attendance for the months of June, July & August, of 2017, the JnanaBhum! Attendance Assistant (JAAS) has to enter the "number of days present" for each student for June, July & August of 2017 in a text box provided in the "Student Monthly Attendance Entry" service and submit to the concerned Principal.

The Principal can make modifications, wherever necessary, and shall approve the attendance list of students using eSign/DSK.

In case, the admission details of any student needs to be entered in the JnanBhum! admission module after 1st September 2017, the JAAS/ Principal should complete the backlog attendance for the previous months/ days in respect of these students & subsequently make entries in Daily Attendance module.

(5) SUBMISSION OF ATTENDANCE THROUGH eSIGN / DSK BY THE PRINCIPAL:

It is mandatory for the Principals to submit the Daily Attendance / Backlog Attendance in JnanaBhum! using eSign/DSK.

Further, it is mandatory to submit the Daily / Backlog attendance in respect of all students repeat all students studying in the educational institution i.e. students availing Post-Matric Scholarships as well as the students not availing Post-Matric Scholarships.

(6) TEMPORARY ASSIGNMENT OF ATTENDANCE SUBMISSION TO OTHER STAFF MEMBERS BY THE PRINCIPAL:

If the JnanaBhum! Attendance Assistant (JAAS) is on leave or on other duty, the concerned Principal can temporarily deactivate the attendance submission service from him and assign his duty to any other staff members, using the "Maker Services" provided in Principal's login.

If the Principal himself is on leave or on other duty or any other official work, he can temporarily assign the "Daily Attendance Confirmation" task to any other senior/responsible staff member, in the sequence of Vice Principal / In charge Principal / Senior faculty, etc. for a certain period, duly mentioning the specific reasons / remark for making the temporary assignment.

This service is provided for specific period only and after completion of such period (leave, other duty, etc., as the case may be), the Principal has to re-activate the said service and assign it to the original JAAS/Principal.

(PTO)

9. The Special Chief Secretaries /Principal Secretaries / Secretaries / Heads of Departments/ Affiliating Authorities/ Joint Directors/ Deputy Directors of Welfare Departments in the State are informed that the above instructions are mandatory in nature and are to be implemented, without any exception, by all the Institutions/ Colliges in State participating in the Post-Matric Scholarship scheme w.e.f. 1st September, 2017, in order to ensure that all the eligible students are able to receive the Maintenance Fee (MTF) every month, in time.

10. The Special Chief Secretaries /Principal Secretaries / Secretaries / Heads of Departments/ Affiliating Authorities/ Joint Directors/ Deputy Directors of Welfare Departments in the State are therefore requested to bring all the above guidelines / instructions to the notice of the Principals of the Colleges/ Institutions under their administrative control and all the other supervisory officers, in writing, and to monitor the implementation of the same.

11. They are also requested to furnish a copy of the same to the Social Welfare Department (peshiw1@gmail.com) and Director of Social Welfare, AP - the Nodal Officer for the Post-Matric Scholarship Scheme (swcommissioner@gmail.com/scholarships@apcfss.in) for record and for hosting the same in the JnanaBhumi website for wide dissemination.

12. All the District Collectors and Chairman of the District Level Committee for the implementation of JnanaBhumi, are requested to ensure that the instructions contained in this Circular Memo are implemented in-toto by all the educational institutions and monitored by all the supervisory officers and to review the same in the meeting of the District Level Committee & the other review meetings held by them, so as to ensure that all the eligible students are able to receive the Maintenance Fee (MTF), every month, in time.

S.S.RAWAT
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Spl. Chief Secretary to Government, Higher Education, A.P., Amaravati.
The Spl. Chief Secretary to Government, School Education, A.P., Amaravati.
The Special Chief Secretary to Government, Animal Husbandry, Dairy Development and Fisheries, A.P., Amaravati.
The Principal Secretary to Government, Health, Medical & Family Welfare, A.P., Amaravati.
The Principal Secretary to Government, Agriculture and Cooperation, AP, Amaravathi
The Principal Secretary to Government, Labour Employment and Training, A.P., Amaravati.
The Principal Secretary to Government, IT&C, A.P., Amaravati
The Secretary to Government, Finance, A.P., Amaravati
The Principal Secretary to Government, BC Welfare, A.P., Amaravati
The Principal Secretary to Government, Tribal Welfare, A.P., Amaravati
The Principal Secretary to Government, Minority Welfare, A.P., Amaravati
The Principal Secretary to Government, Women & Child, Disabled and Senior Citizen Welfare, A.P., Amaravati
The Ex-Officio Secretary, Horticulture and Sericulture, A.P., Amaravati
The Director of Social Welfare, A.P., Amaravati for necessary action of implementation.
The Director Treasury, A.P., Ibrahimpatnam.
The Commissioner of Tribal Welfare, A.P., Amaravati.
The Commissioner of B.C. Welfare, A.P., Amaravati.
The Director, Welfare of Disabled and Senior Citizens, A.P., Amaravati.
The Commissioner of Minority Welfare, A.P., Amaravati.
The Commissioner of Collegiate Education, AP, Amaravati.
The Commissioner of Technical Education, A.P., Amaravathi.
The Director of Medical Education, A.P., Amaravathi.
The Commissioner of Employment & Training, A.P., Amaravathi
The Commissioner of Intermediate Education, A.P., Amaravathi.
The Commissioner of School Education, A.P., Amaravathi.

(Contd..P.5)

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The Chairman, APSCHE
The Secretary, APSCHE
The Vice-Chairman, APSCHE
The CEO, APCFSS, AP, Ibrahimpatnam
The Convener, SLBC, AP
The Secretary, SBTET
The Secretary, AP Paramedical Board
The Secretary, APNMC
All the Vice Chancellors of Universities concerned.
All the Affiliating Authorities in the State.
All the District Collectors in the State for information and necessary action.
All the Joint Directors/ Deputy Directors of SW/TW/BC/Minority/DW Welfare in the State
All the Registrars of Universities in the State.
All the RJDs, Collegiate Education
All the RJOs, Intermediate Education
All the DVEOs, Intermediate Education,
All the DEOs of the districts
All the LDMs of the districts

Copy to:-

P.S. to Secretary to C.M.
P.S. to M (SW) / M (TW) / M (BCW) / M (MW) / M (DW) / M (Higher Edn.) / M (School Edn.) / M (Technical Edn.) / M (PR) / M (Agriculture) / M (Animal Husbandry) / M (Labour and Employment) / M (Health).
OSD to CS
SF/Spare

//FORWARDED :: BY ORDER//

T. V. Senthil
SECTION OFFICER

