

User manual- Residential Schools



JnānaBhūmi
Enabling Excellence

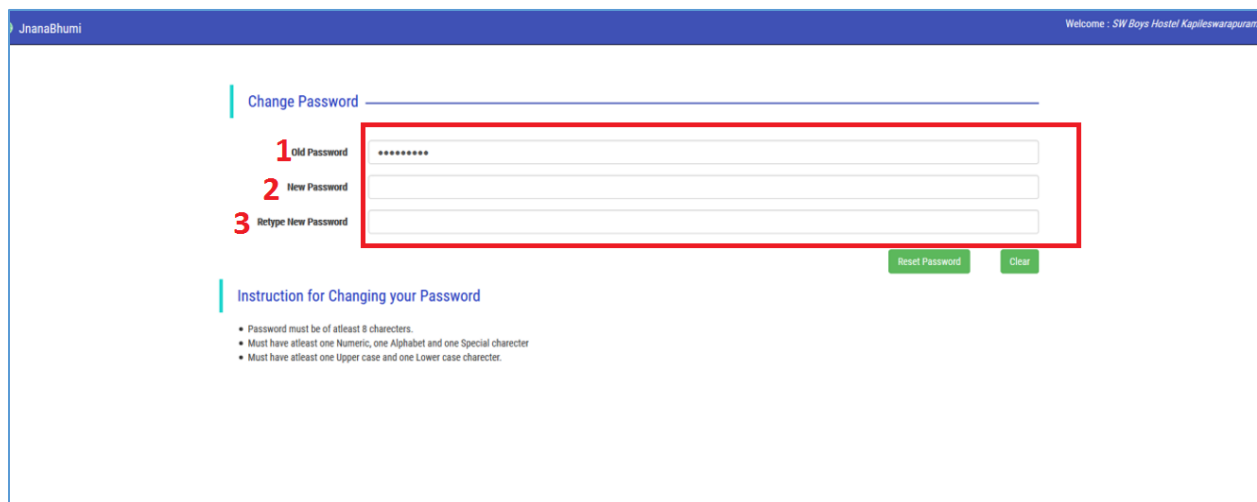
A Smart Education Portal

1. Change Password:

This is a mandatory step for the user.

Steps involved to change password

1. Enter old password
2. Enter new password
3. Renter new password to confirm it.



The screenshot shows the 'Change Password' form in the JnanaBhumi portal. The form is titled 'Change Password' and is located in the top right corner of the page. It contains three input fields: 'Old Password', 'New Password', and 'Retype New Password'. The 'Old Password' field is highlighted with a red border. Below the input fields are two buttons: 'Reset Password' and 'Clear'. Below the form, there is an 'Instruction for Changing your Password' section with the following instructions:

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

After password Re-set, employee details have to be inserted.

2. Employee Registration

In this step Employee details & Qualification details are inserted in JnanaBhumi portal.

- User can edit the employee qualification by clicking on “ADD Qualification” or “Delete Qualification”.
- By clicking” VIEW EMPLOYEES”, all the inserted employees can be visible in the table.

Employee Details
View Employee List

Employee Details

Designation: *

Employee Type: *

Aadhar: *

Date Of Birth: *

Date of entering service: *

Name: *

Gender: * Male Female

Working in Present Post From: *

Qualification Details

Qualification:

Add Qualification (Note : Please select the Qualification From Higher to Lower)

Salary Type: * Scale Monthly Salary

Scale/Monthly Salary: *

Mobile No: *

Confirm Mobile No: *

3. Institution Master

Go to “Basic Data “in the side menu and select the “Institution Details “.

Institution Details	Location	Bank Details	View Report
<p>1</p> <p>3</p> <p>5</p>	<p>Name of the Institution: APSWRS/JC,V P SOUTH (Macherla)</p> <p>Institution Category: <input type="text" value="Center of Excellence"/></p> <p>Institution Phone No: <input type="text" value="....."/></p> <p>Sanctioned Strength: <input type="text" value="180"/></p>	<p>2</p> <p>4</p>	<p>DISE Code: 28170100210</p> <p>Institution Type: <input checked="" type="radio"/> Girls <input type="radio"/> Boys <input type="radio"/> Co-Ed</p> <p>Re Enter Institution Phone No*: <input type="text" value="8888888888"/></p>

1. Institution category- Select from the dropdown list
2. Institute type- select the radio button
3. Enter the institute phone number
4. Re-enter the institute phone number
5. Insert the sanctioned strength of the institute.

3.1. Institute Location Details

Go to “Basic Data “in the side menu and select the “Institution Location Details “.

Insert the Door no, street, locality & Pin code of the institute.

Institution Details	Location	Bank Details	View Report
* Indicates a required field.			
Mandal/ Municipality	MACHERLA	Door No	S33
Village/Ward	A.J.MEDAKA-6	Street*	Sreee
Parliament Constituency	ADILABAD	Locality*	ccc
Assembly Constituency	BAPATLA	Land Mark	dd
Habitation	A.J.MEDAKA - 07107010060107	Pin Code*	520888
North Co-ordinates(Latitude)		East Co-ordinates(Longitude)	

3.2. Bank Details

Insert the bank details in the screen shown below. All the bank details are mandatory fields.

Salary Account Details			
IFSC Code*	SBIN0008503	Bank Details*	State Bank Of India , THOTAPALLY , East GodavariDist.
Account No. *	Confirm Account No. *	1111111111
General Account Details			
IFSC Code*	ANDB0001557	Bank Details*	Andhra Bank , ANDHRA BANK-YANAM , Other StateDist.
Account No. *	Confirm Account No. *	55555555555555
RVM Account Details			
IFSC Code	IFSC Code	Bank Details	
Account No.		Confirm Account No.	Confirm Account No.
RMSA Account Details			
IFSC Code	IFSC Code	Bank Details	
Account No.		Confirm Account No.	Confirm Account No.
ATL Account Details			
IFSC Code	IFSC Code	Bank Details	
Account No.		Confirm Account No.	Confirm Account No.
NSS Account Details			
IFSC Code	SBIN0008503	Bank Details	State Bank Of India , THOTAPALLY , East Godavari Dist.
Account No.	Confirm Account No.	1111111111

3.3. View Report

All the details inserted by the user can be view in the screen shown below.

The screenshot displays a web interface with a navigation bar at the top containing four tabs: 'Institution Details', 'Location', 'Bank Details', and 'View Report'. The 'View Report' tab is highlighted with a red border. Below the navigation bar, the report content is organized into five sections, each with a title and a table of data.

Institution Details

Name of the Institution	APSWRS/JC,V P SOUTH (Macherla)	DDO Code	28170100210
Institution Category	Center of Excellence	Institution Type	Girls
Institution Phone No.	8888888888	Sanctioned Strength	180

Location

Mandal/Municipality	MACHERLA	Village/Ward	A.J.MEDAKA
Parliament Constituency	ADILABAD	Assembly Constituency	BAPATLA
Habitation	A.J.MEDAKA	Door No	S33
Street	Sreee	Land Mark	dd
Locality	ccc	Pincode	528888
North Co-ordinates(Latitude)		East Co-ordinates(Longitude)	

Salary Bank Details

IFSC Code	SBIN008503	Bank Details	State Bank of India , THOTAPALLY , East Godavari Dist.	Account No.	11111111111
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General Bank Details

IFSC Code	ANDB0001557	Bank Details	Andhra Bank , ANDHRA BANK-YANAM , Other State Dist.	Account No.	5555555555555
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NSS Bank Details

IFSC Code	SBIN008503	Bank Details	State Bank Of India , THOTAPALLY , East Godavari Dist.	Account No.	11111111111
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