

Grams: "TECHNOLOGY"
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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA
KAKINADA-533003, Andhra Pradesh (India)
(Established by Andhra Pradesh Act No. 30 of 2008)

Lr. No. JNTUK/JNANA BHUMI/2017

Date. 14.06.2017

Dr. G.V.R. Prasada Raju
B.E., M.E., Ph.D.
REGISTRAR i/c

To
The Principals of the Constituent /Affiliated Colleges,
JNTUK Kakinada.

Sir,

Sub: - JNTUK- Academic - JNANA BHUMI - Smart portal for integrated delivery of services relating to Education and Scholarships - Certain instructions - Reg.

- Ref:- 1. G.O.Ms. No. 45 Social welfare (EDN.2) Department dated 09.06.2017.
2. Memo No. 2609/MC.A1/2017-1, dated 12.06.2017 of the Higher Education Department, Govt. of AP.
3. Mail dated 14.06.2017 of the Secretary, APSICHE.

In the references (1) & (2) cited, Government has issued instructions on JNANA BHUMI to Smart portal for integrated delivery of services relating to Education and Scholarships, copies of which are herewith enclosed.

In this connection, I am by direction inform you to take necessary for displaying the "G.O.Ms. No. 45 Social welfare (EDN.2) Department dated 09.06.2017" in all the Notice Boards of your College/Library.

A compliance report in the matter may be sent to the University for record.

Yours sincerely,


REGISTRAR i/c

Encl: as above

Copy to the Secretary to Hon'ble Vice Chancellor, JNTUK.
Copy to the Director, Academic & Planning, JNTUK.
Copy to PA to Rector, JNTUK.
Copy to PA to Registrar i/c, JNTUK.
Copy to PA to OSD, JNTUK.
Copy to JR/DR/AR, JNTUK.

URGENT

**GOVERNMENT OF ANDHRA PRADESH
HIGHER EDUCATION DEPARTMENT**

Memo No.2609/MC.A1/2017 - 1,

Dated 12-06-2017

Sub:- Higher Education – JNANA BHUMI – Smart Portal for integrated Delivery of Services relating to Education and Scholarships – Certain instructions issued – Reg.

Ref:- 1. G.O.Ms.No.45, Social Welfare (Edn.2) Deptt., dt.09.06.2017.
2. E-mail of Spl. C.S to Govt., HE, dt.12.06.2017.

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A copy of the G.O. 1st cited is here with sent to the Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada, Commissioner of Technical Education, Andhra Pradesh, Vijayawada and the Secretary, Andhra Pradesh State Council of Higher Education, Tadepalli, Guntur District and they are requested to take necessary further action as per the instructions issued in the G.O. 1st cited and also inform that Government have issued certain instructions on Jnana Bhumi to Smart Portal for integrated Delivery of Services relating to Education and Scholarships vide G.O. 1st cited to all the Regional Joint Directors and Principals / Vice Chancellors and Registrars / Educational Institutions / Staff members and student associations and students concerned and also issue necessary instructions to them. The G.O. 1st cited must be available at all College / all University Notice Boards and Library rooms to all students.

2. The Secretary, Andhra Pradesh State Council of Higher Education, Tadepalli, Guntur District is requested to inform the same to the Vice Chancellors and Registrars of all Universities in the State and issue necessary instructions to them.

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)

Copy to:

PS to Special Chief Secretary to Government, Higher Education Department.
SF/SC

//FORWARDED BY ORDER//


SECTION OFFICER.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Social Welfare Department – **JnanaBhumi**- Smart Portal for Integrated Delivery of Services relating to Education and Scholarships– Orders – Issued.

SOCIAL WELFARE(EDN.2) DEPARTMENT

G.O.MS.No. 45

Dated: 09-06-2017

Read the following: -

- 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.Rc. No. D/2197 /2016, dated 09.06.2017 of the Director Social Welfare

ORDER:

In the reference 1st read above, Government have issued comprehensive guidelines, after consulting all the stakeholder departments, for revamping the Post Matric Scholarship (PMS) system in order to align it with the mandate given by the Hon'ble Chief Minister for making the system predictable & providing hassle-free services for all the stakeholders, duly ensuring the Monthly release of MTF, Quarterly release of RTF, capturing the Biometric attendance & Academic performance of all the students & for making the Post-Matric Scholarships ecosystem resilient, secure, seamless & paperless.

2. Accordingly, the Social Welfare Department (Nodal Department for implementation of Post-Matric Scholarships) has simplified & streamlined the PMS system and deployed the APePASS version 2.0 software for processing the Post-Matric Scholarships during the academic year 2016-17.

3. During the review meetings held on 09-02-2017 & 04-04-2017, the Hon'ble Chief Minister has directed that the provisions contained in G.O.Ms.No.103, Social Welfare(Edn.2) Department, dated 24-10-2016 be implemented in letter and spirit & in-totofrom the academic year 2017-18 & to develop a smart portal for providing the integrated & seamless delivery of services relating to Education and Scholarships for both the students & the educational institutions to attain synergies.

4. In view of the above directive, the Social Welfare Department has incepted a detailed Business Process Re-engineering of the APePASS Version 2.0 software, deployed during the academic year 2016-17, and has through the APCFSS (Andhra Pradesh Centre for Financial Systems & Services) developed a comprehensive, modular, intuitive, robust & high-fidelity Web portal integrating the services relating to Education and Scholarships.

5. A Consultative Workshop was held by the Social Welfare Department on 3-05-2017 with all the stakeholders relating to Post-Matric Scholarships viz. the concerned Principal Secretaries/ Heads of Departments /Affiliating Authorities /Registrars of all Universities and the modules, features & functionality of the integrated Web portal were explained, demonstrated & discussed in detail.

6. During the aforementioned Consultative Workshop, the representatives of all the concerned stakeholders relating to the Post-Matric Scholarships viz. a) Departments (Higher Education, Technical Education, School Education, Labour Employment & Training, Medical Education, Agriculture & Cooperation, Horticulture & Sericulture, Animal Husbandry, Dairy Development & Fisheries, Health & Family welfare, Social Welfare, BC Welfare, Tribal Welfare, Disabled Welfare, Minority Welfare, Collegiate Education etc.) b) Boards (AP Paramedical Board/Board of Intermediate Education), c) Affiliating Authorities/Universities



(Acharya N.G. Ranga Agriculture University, Acharya Nagarjuna University, Andhra University, Dr. N.T.R. Health University, JNTU Kakinada, JNTU Ananthapur, Krishna University, Dr.B.R. Ambedkar University, Rayalaseema University, Sri Padmavathi Mahila University, Sri Venkateswara University, Sri Venkateswara Vedic University, Sri Venkateswara Veterinary University, Yogi Vemana University, Vikram Simhapuri University, Adikavi Nannaya University, Dr. Y.S.R. Horticulture University, Sri Krishna Devaraya University, Dravidian University, Dr. Abdul Haq Urdu University, Damodaram Sanjeevaiah Law University and others) and e) the Andhra Pradesh State Council for Higher Education (APSCHE) have given their consent to onboard onto the Web portal from the academic year 2017-18 & have also conveyed consent for onboarding of all their Affiliated Educational Institutions/Colleges on the Webportal.

7. The Hon'ble Chief Minister has unveiled the logo and launched the website of the Smart Web portal christened as "JnanaBhumi" (land of knowledge) [www.jnanabhumi.ap.gov.in] on 31st May, 2017 at Vijayawada and in continuation of the orders issued in the reference 1st cited, the following instructions are hereby issued regarding operationalization of JnanaBhumi Web portal (hereinafter referred as JnanaBhumi) from the academic year 2017-18:

A) SCOPE OF JnanaBhumi.

- 1) The implementation of JnanaBhumi, shall be mandatory, from the academic year 2017-18, for all Departments /Boards /Affiliating Authorities / Universities & APSCHE and their affiliated educational institutions / colleges, (hereinafter referred as JnanaBhumi institutions) desirous of availing the Post Matric Scholarship scheme of the Government of Andhra Pradesh.
- 2) JnanaBhumi institutions shall mandatorily implement the following JnanaBhumi modules: a) Institution Module b) Affiliating Authority Module c) Welfare Department Module d) Student module, as applicable (hereinafter referred to as "Core Modules")
- 3) All the Departments /Boards/Affiliating Authorities / Universities & APSCHE can develop and deploy customised modules/services in JnanaBhumi (hereinafter referred as "Additional Modules/Services") & which shall be mandatory for all their respective affiliated educational institutions/colleges and students to onboard/ implement.

B) CORE MODULES & SERVICES.

The following are the details of the Core Modules of JnanaBhumi and the services currently available in them:

- 1) **Institution Module (IM):** 1.1) College Registration 1.2) Student Admission, 1.3) Student Attendance, 1.4) Student Academics 1.5) Section Creation
- 2) **Affiliating Authorities Module (AAM):** 2.1) Confirmation of College Registration 2.2) Masters of Colleges, Courses and College & Course Mapping 2.3) Population of Course Fee structure
- 3) **Welfare Department Module (WDM):** 3.1) Student Scholarship, 3.2) Reports and Analytics
- 4) **Student Module (SM):** 4.1) Confirmation of Scholarship Details 4.2) Document Locker 4.3) Attendance & Academic information

C) INTEGRATION OF EDUCATION & SCHOLARSHIP SERVICES:

JnanaBhumi is a smart portal www.jnanabhumi.ap.gov.in for integrated delivery of services relating to Education and Scholarships. This portal integrates the workflow in the educational institutions with the scholarship lifecycle to create synergies and create value addition to the educational institutions and students as detailed below:

1. The workflow in the JnanaBhumi & the processing of the Post-Matric

scholarship is integrated with the admission of the students into the educational institutions.

2. The system of online registration earlier prescribed in the APePASS web portal stands dispensed from the academic year 2017-18 onwards. The student need not apply online for availing Post-Matric Scholarships but shall submit JnanaBhumi Scholarship Application Form(J-SAF), a physical form available free of cost at the College Admission in-charge office, at the time of submitting the admission form for the College. The J-SAF can also be downloaded at www.jnanabhumi.ap.gov.in. Basing on the details submitted by the student in J-SAF the educational institutions shall process the claim. The detailed instructions and details of J-SAF are enclosed in the Annexure.
3. The Post-Matric Scholarships claims, belonging to the periods prior to the academic year 2017-18, will continue to be processed in the APePASS portal.
4. The Principal of the concerned JnanaBhumi institution shall be the owner of the Institution Module and its services.
5. The Principal shall compulsorily enter in JnanaBhumi, the details of all Fresh and Renewal applications pertaining to the year 2017-18, irrespective of whether they are applying for Post-Matric Scholarships or not.
6. The Principal shall simultaneously process, as per the prescribed workflow, the details of the students who have applied for Post-Matric Scholarships in J-SAF and forward the same electronically to the Welfare Departments.
7. The Welfare Departments shall process and sanction the scholarship claims as per the eligibility of the applicants.

D) ATTENDANCE AND ACADEMICS

1. The Daily Biometric Attendance process, as defined in Para 5(III)(b) of G.O. Ms. No.103, SW(Edn.2) Department, dated 24-10-16 shall be implemented as per the date notified by each Affiliating Authority. Pending the implementation of the Daily Biometric Attendance capture, the affiliating authorities shall ensure that the educational institutions capture the daily attendance of the students by implementing the Daily Manual Attendance module of JnanaBhumi.
2. The attendance, so recorded, shall be used for payment of the monthly Maintenance Fee(MTF) of the students, as per the procedure prescribed at Para 5 (VI)(c), from the date notified for this purpose.
3. All the concerned educational institutions shall upload the Academic Performance record of the students in the Student Academics service of the Institution Module immediately after the declaration of the results of the Semester/ End of Year examinations, as applicable to the course.
4. Compliance by JnanaBhumi institutions
 - a. The concerned affiliating authorities shall be responsible for ensuring the implementation of the process changes/amendments made in this order & specifically for notifying the dates for the implementation of the Daily Biometric Attendance Capture, etc. entrusted to them.
 - b. All the concerned affiliating authorities shall ensure that all the details for the processing of the Post-Matric Scholarship claims in JnanaBhumi shall be entered & processed by the concerned Educational Institution within a reasonable timeframe, in any case not later than (15) working days from the date of admission of the student.
 - c. In case of established willful delay/non-compliance with Para (D)(4.a) or (4.b) above, by an affiliated educational institution/college, the concerned affiliating authority may suo-moto or on the basis of the report of the concerned District Collector or District/Regional Level

Officer may recommend to the Commissioner, Social Welfare (Nodal Officer for Post Matric Scholarships) for the debarring of the institution from participating in the Post- Matric Scholarships Scheme.

E) DIGITAL SIGNATURE.

1. The usage of Digital Signature Key(DSK) shall be compulsory for all concerned stakeholders, including educational institutions, wherever mandated by the workflow.
2. The DSK already being utilized for submitting documents to the EPFO by the JnanaBhumi institutions or the DSK utilized in eOffice software of NIC can be used for the purpose of JnanaBhumi.
3. The digitally signed documents shall be accepted by all the concerned stakeholder departments, including the Treasury Department.

F) MANDATORY COMPLIANCES & RESPONSIBILITIES OF STAKEHOLDERS

1	COMMON TO ALL JNANABHUMI INSTITUTIONS	TIMELINE
A	Attend all Trainings/Workshops/Meetings organized by Social Welfare Departments with respect to JnanaBhumi.	Continuous
B	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 16 th June
C	Deploy adequate resources trained on JnanaBhumi at their office/campus.	On or Before 16 th June
D	Issue Public Notification to students highlighting the changes in the process, documents and timelines brought in through this Order.	On or Before 16 th June
E	<i>The instructions issued in GO 103,SW(Edn.2)Department, dated 24-10-2016, which do not stand modified by the present order shall continue to be in force/operation. All process definitions as defined in the said G.O. shall continue to be operational.</i>	
2	ALL AFFILIATING AUTHORITIES & THEIR AFFILIATED EDUCATIONAL INSTITUTIONS/COLLEGES	TIMELINE
A	All Affiliating Authorities shall issue Notifications to their respective affiliated educational institutions/colleges to adhere to the common instructions, roles and responsibilities and timelines contained in this GO, if they are desirous of availing the Post-Matric Scholarship Scheme of the Government of Andhra Pradesh.	On or Before 16 th June
B	All affiliating authorities & their affiliated institutions shall mandatorily comply with the Periodic Audit Framework of JnanaBhumi.	As and when Notified by Social Welfare Department
C	Affiliating Authority shall ensure CET Convenors share the CET Admission data including the Master tables through a web service (or) data dump with the JnanaBhumi webportal	On or before start of Academic Calendar
D	Digital Signature Key of the Principals should be registered in the Institution Module. Digital Signature key of the University Registrar should be registered in the Affiliating Authority Module.	19 th June
E	Affiliating Authorities shall follow the process of designating the Maker, Checker and Approver of the eDocuments to be approved in the workflow relating to the services in the Affiliating Authority Module	19 th June
F	Affiliating authorities should enter the Master data of Course Fee, Colleges, Courses and All Courses of College mapping.	22 nd June
G	Affiliating authorities should approve the affiliated educational institution/college registrations entered by the respective Principals in their Institution module.	30 th June

H	Reimbursement of Tuition Fees(RTF) for Q4/ 2016-17 will be released to the Educational Institutions/Colleges that complete the submission of 2016-17 Academic Results of the students, as stipulated at Para 5(VII)(B) of the G.O.Ms.No. 103,SW (Edn.2) Department,dated 24-10-2016 & after successful completion of the JnanaBhumi onboarding process.	On or before 30 th June
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3	ENABLING DEPARTMENTS/SERVICE PROVIDERS	
A	The Treasury & Accounts Department shall make necessary arrangements for the acceptance of Digitally signed Post-Matric Scholarship Bills and supporting documents	-
B	APCFSS shall undertake security measures for preventing intrusion & malware and take up periodic security audits of the JnanaBhumi ecosystem. Additional Modules/Services will be taken up by APCFSS, up on mutually agreeable rates.	Continuous
C	The cost of development and maintenance of the JnanaBhumi Core Modules & their corresponding services mentioned in Section B shall be borne by the Department of Social Welfare Department.	
D	The cost of development and maintenance of the bespoke JnanaBhumi Additional Modules & services mentioned in Section B shall be borne by the concerned Departments as mutually agreed with APCFSS.	-
E	JnanaBhumi trainings shall be provided to the users by the Social Welfare Department as per a defined schedule & also as and when requested by the user Departments/Institutions.	Continuous
F	The requisite JnanaBhumi User Manuals, as updated from time to time, shall be made available on the JnanaBhumi website by the Social Welfare Department.	Continuous

G. ROLES & RESPONSIBILITIES

1) STUDENT - ROLES & RESPONSIBILITIES

1 A) APPLYING FOR SCHOLARSHIP

EVENT SNO	RESPONSIBILITY	TIMELINE
E ₀	All New Admissions Students should bring the following document identification numbers/ Documents/IDs while applying for Post-Matric Scholarships along with their filled in J-SAF(JnanaBhumi Scholarship Application Form): 1 White Ration Card number 2 MeeSeva Income Certificate number (for Non – white ration card holders) 3 MeeSeva Caste Certificate number 4 Aadhaar number 5 *Copy of 1 st Page of Bank Passbook containing Account No. and Name 6 Mobile number 7 Email ID *(Important: Ensure that the Bank Account is AADHAR linked/seeded)	On/Before Date of Admission
E ₁	All New Admission Students should submit the JnanaBhumi Scholarship Application Form(J-SAF) (enclosed in Annexure) at the concerned College Admission incharge office in the respective college and retain the student copy of the same application. J-SAF is a physical form available at the concerned College Admission incharge office in the respective College. 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.	On/Before Date of Admission

	<p>* (NOTE: Student Mobile Number and Email ID registered at the time of admission in the scholarship application shall be used for all communication and authentication. Hence this mobile number service has to be continued by the Student.)</p>	
E ₂	Students should submit the final list of scholarship related documents/document identification numbers/IDs as mentioned in E ₀ .	Within (7) working days of Student Date of Admission
E ₃	All New Admission Students shall login to the Student Module post the submission of Scholarship documents & check, update/confirm their personal, academic and scholarship details in their login.	Within (7) working days of Date of Admission
E ₄	All New Admission Students Post confirmation/updation of scholarship related details in the respective Student Module and all the Renewal Students shall be summoned in convenient batches by the college administration for Biometric authentication for submitting the online scholarship information and application.	Within (15) days of Date of Admission
E ₅	At the E ₄ stage, the Renewal students can make a onetime request to the college admission / college scholarship incharge for modification of their Mobile number, Email ID and Bank Account Number and these details shall be updated by the college admission / scholarship incharge. The student shall receive a One Time Password (OTP) as an SMS to the latest mobile number in the system at the time of E ₅ and this should be shared with the college admission / scholarship incharge. This OTP received and the students' biometric shall be used to submit the student scholarship application.	Within (15) days of Date of Admission

1 B) STUDENTS NOT APPLYING FOR SCHOLARSHIP

EVENT SNO	RESPONSIBILITY	TIMELINE
E ₀	All New Admissions students and 2 nd year & above students shall bring their AADHAR number, mobile number, Email ID along with the documents as mentioned by their colleges in their instructions of college application for new students.	On/Before Date of Admission
E ₁	<p>The New Admission students should confirm their disinclination to avail the scholarship by submitting the JnanaBhumi - Scholarship Application Form(J-SAF) with the respective documents/document numbers prescribed in the form. (Annexure)</p> <p>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.</p>	On/Before Date of Admission

2) ALL EDUCATIONAL INSTITUTIONS/COLLEGES – ROLES & RESPONSIBILITIES

EVENT SNO	RESPONSIBILITY	TIMELINE
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E ₀	Issue Public Notifications to students highlighting the changes in process, documents & timelines mentioned in this order & inform the Social Welfare Department	On or Before 16 th June
E ₁	Attend all Trainings/Workshops/Meetings organized by Social Welfare Department on JnanaBhumi.	Continuous
E ₂	Shall ensure CET Convenors share the CET Admission data including the Master tables through a web service (or) data dump with the JnanaBhumi webportal.	On or before start of Academic Calendar
E ₃	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 16 th June
E ₄	Deploy adequate resources trained on JnanaBhumi at their office/campus.	On or Before 16 th June
E ₅	Provide J-SAF(JnanaBhumi - Scholarship Application Form in Annexure) at the time of admission, free of cost to the students at their admission incharge's office. 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.	On or Before 16 th June
E ₆	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 19 th June
E ₇	Deploy 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
E ₈	Define Master data in JnanaBhumi	(Service will be made available)
E ₉	Complete Student Admission on JnanaBhumi for all Students	As per academic calendar or admission date or reopening date
E ₁₀	All Renewal Scholarship students details need to be confirmed on JnanaBhumi.	On or Before As per academic calendar or admission date or reopening date
E ₁₁	Distribute JnanaBhumi - Scholarship Application Form to all new admission students	Before admission date or reopening date
E ₁₂	Collect the completed JnanaBhumi - Scholarship Application Form from new admission students & Give back student copy	Within 7 days of Admission Date
E ₁₃	Enter the Scholarship applications in to the Scholarship module of each Fresh student and submit.	Within 7 days of Admission Date
E ₁₄	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
E ₁₅	Daily Attendance needs to be updated on JnanaBhumi portal	Daily
E ₁₆	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

E ₁₇	Update in any changes in Principal and College communication details on JnanaBhumi portal	Within 5 working days from the change
E ₁₈	Procure new Digital Signature Key & Update Digital Signature Key on change of Principal on JnanaBhumi portal	Within 5 working days from the change

3) ALL AFFILIATING AUTHORITIES – ROLES & RESPONSIBILITIES

EVENT SNO	RESPONSIBILITY	TIMELINE
E ₀	Issue Public Notifications to students highlighting the changes in process, documents & timelines mentioned in this order & inform the Social Welfare Department	On or Before 16 th June
E ₁	Attend all Trainings/Workshops/Meetings organized by Social Welfare Department on JnanaBhumi.	Continuous Process
E ₂	Complete registration of Digital Signature Key. And authorize the Digital Signature Keys of all Principals of affiliated educational institutions/colleges.	On or Before 22 nd June
E ₃	Complete the data entry in the Master Data of Colleges, Courses, College to Course Mappings and Course Fee.	On or Before 22 nd June
E ₄	Complete the confirmation of College Registration data	On or Before 30 th June
E ₅	Enter the Fee Structure for all Courses of all Colleges (Government, Aided, Unaided, University)	On or Before 30 th June
E ₆	Ensure update of Master Data of Colleges, Courses, College to Course Mappings and Course Fee as and when there is a change	Within (5) Working Days of the change
E ₇	Ensure all the Affiliated Educational Institutions / Colleges adhere to the timelines as mentioned in the current Order while delivering their responsibilities (College Registration, Student Admission, Student Attendance, Student Academics)	Continuous Process
E ₈	Ensure all the Affiliated Educational Institutions / Colleges move to Biometric attendance as per the date notified and informed to the Social Welfare Department.	On or Before the Date Notified and shared with the Social Welfare Department

4) WELFARE DEPARTMENTS – ROLES & RESPONSIBILITIES

EVENT SNO	RESPONSIBILITY	TIMELINE
E ₀	District Welfare Officer shall sanction, release the Scholarship Claims, generate the Bill and submit to District Treasury via Digital Signature Key. (No Physical Copies shall be submitted to Treasury)	As per prescribed timelines.
E ₁	Physical verification of at least (5)% random sample of documents related to scholarships against details entered in the JnanaBhumi	Quarterly

5) BANKS REGISTERED UNDER THE POST-MATRIC SCHOLARSHIPS SCHEME – ROLES & RESPONSIBILITIES

EVENT SNO	RESPONSIBILITY	TIMELINE
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E ₀	Shall open Basic Savings Bank Deposit Account (RBI/2012-13/164) to the students availing Scholarships. All students shall be provided facility of ATM card or ATM-cum-Debit Card & other facilities as per RBI Notification - RBI/2012-13/164	Within 30 days of Admission date
E ₁	Banks shall ensure & facilitate AADHAR linkage/Seeding to all student bank accounts.	Within 30 days of Admission date

6) TREASURY & ACCOUNTS DEPARTMENT – ROLES & RESPONSIBILITIES

EVENT S.NO	RESPONSIBILITY	TIMELINE
E ₀	District Treasury Officer shall honour and pass the Digitally signed scholarship bills and documents received from the login of Welfare DD/JD.	As per prescribed time cycle defined by the Finance Department.
E ₁	District Treasury Officer will not insist for submission of Hard Copies of the Digitally signed Post-Matric Scholarship bills & documents received from login of Welfare DD/JD	-

8. INSTITUTIONAL ARRANGEMENTS: Considering the extensive scope, coverage and complexity in bringing about the convergence of the Education & the Post-Matric Scholarship system onto a single platform viz. JnanaBhumi, the Government have decided to constitute the following Committees with immediate effect:

A) STATE LEVEL COMMITTEE

Principal Secretary Social Welfare – Nodal Secretary
 Principal Secretary Higher Education – Member
 Principal Secretary Finance - Member
 Principal Secretary Tribal Welfare - Member
 Principal Secretary BC Welfare - Member
 Principal Secretary Minorities Welfare - Member
 Principal Secretary School Education - Member
 Principal Secretary Agriculture & Cooperation - Member
 Principal Secretary Animal Husbandry Dairy Development and Fisheries - Member
 Principal Secretary Horticulture & Sericulture - Member
 Principal Secretary Labour Employment & Training - Member
 Principal Secretary Health and Family Welfare - Member
 Principal Secretary Welfare of Differently Abled & Senior Citizens – Member
 Secretary APSICHE - Member
 Secretary Board of Intermediate Education - Member
 Commissioner Intermediate Education - Member
 Commissioner Collegiate Education - Member
 Commissioner Technical Education - Member
 Convener, SLBC – Member
 Director of Social Welfare – Convener
 (This Committee shall meet every quarter. The periodicity may vary based upon the need.)

B) DISTRICT LEVEL COMMITTEE

District Collector – Chairman
 DD BC Welfare – Member
 DMWO - Member
 DD Tribal Welfare - Member
 AD Disabled Welfare – Me
 RJD, Collegiate Education - Member
 RIO – Member
 DVEO- Member
 DEO – Member
 Registrar of concerned University – Member

LDM – Member

DD/JD Social Welfare – Member Convener

(This committee shall meet monthly. The periodicity may vary on need basis.)

C) **APCFSS**: The CEO, APCFSS is requested to make the necessary arrangements for the smooth functioning of the JnanaBhumi web portal.

9. **GO LIVE**: The JnanaBhumi Web portal will Go-Live with effect from 9th June, 2017.

10. The Spl.Chief Secretaries/Principal Secretaries/Secretaries & HODs of Higher Education, Technical Education, School Education, Labour, Employment & Training, Medical Education, Agriculture & Cooperation, Horticulture & Sericulture, Animal Husbandry, Dairy Development & Fisheries, Health & Family welfare, Social Welfare, BC Welfare, Tribal Welfare, Disabled Welfare, Minority Welfare, Collegiate Education, AP Paramedical Board, Board of Intermediate Education, APNMC, APSCHE, SLBC Convener and all Affiliating Authorities are requested to take necessary action accordingly.

11. Copy of this order is available on internet and can be accessed at address <http://www.ap.gov.in/goir>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.S.RAWAT
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Principal Secretary to Government, Higher Education, A.P., Amaravati.
The Principal Secretary to Government, Medical Education, A.P., Amaravati.
The Principal Secretary to Government, Health & Family Welfare, A.P., Amaravati
The Principal Secretary to Government, School Education, A.P., Amaravati.
The Special Chief Secretary to Government, Agriculture and Cooperation
Fisheries, A.P., Amaravati.
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.
The Director Treasury, A.P., Ibrahimpatnam.
The Commissioner of Tribal 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., Hyderabad.
The Director of Medical Education, A.P., Hyderabad.
The Commissioner of Employment & Training, A.P., Hyderabad
The Commissioner of Intermediate Education, A.P., Hyderabad.
The Chairman, APSCHE
The Secretary, APSCHE
The Vice-Chairman, APSCHE
The CEO, APCFSS, AP, Ibrahimpatnam
SLBC Convener, AP

The Secretary, SBTET
 The Secretary, AP Paramedical Board
 The Secretary, APNMC
 All the Vice Chancellors of Universities concerned.
 All the District Collectors in the State.
 All the Registrars of Universities in the State.
 All the Deputy Directors of Social Welfare through Commissioner (SW)
 All the District Tribal Welfare Officers through Commissioner (TW)
 All the District B.C.Welfare Officers through Commissioner (BCW)
 All the District Minority Welfare Officers through Commissioner (MW)
 All the RJDs, Collegiate Education
 All the RIOs, Intermediate Education
 All the DVEOs, Intermediate Education,
 All the DEOs of the districts
 All the LDMs of the districts

Copy to:-

P.S. to Principal 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).
 Sc/Sf.

//FORWARDED:: BY ORDER//

SECTION OFFICER

ANNEXURE TO G.O.Ms.No.45, Social Welfare (Edn.2) Dept., Dated:09-06-2017

JnanaBhumi Scholarship Application Form (JSAF)

COLLEGE NAME: _____
 COURSE NAME : _____

Student Name		First Name	Last Name
Student Name			
SSC ID & Year (YYYY)			
College Admission Form No			
PHC		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Caste		<input type="checkbox"/> SC	<input type="checkbox"/> ST <input type="checkbox"/> BC
		<input type="checkbox"/> EBC	<input type="checkbox"/> MW
Yes <input type="checkbox"/> No <input type="checkbox"/> I would like to apply for scholarship		Yes <input type="checkbox"/> No <input type="checkbox"/> I would like to apply for scholarship	
IF No, THEN REASON FOR NOT AVAILING SCHOLARSHIP <input type="checkbox"/> Higher income <input type="checkbox"/> Intermediate Student belonging to EBC <input type="checkbox"/> Already Availed Scholarship in a same level Course <input type="checkbox"/> Readmission in the same course <input type="checkbox"/> Not a Convener Quota Student <input type="checkbox"/> Others Remarks/Comments to Supplement Others: _____		IF No, THEN REASON FOR NOT AVAILING SCHOLARSHIP <input type="checkbox"/> Higher income <input type="checkbox"/> Intermediate Student belonging to EBC <input type="checkbox"/> Already Availed Scholarship in a same level Course <input type="checkbox"/> Readmission in the same course <input type="checkbox"/> Not a Convener Quota Student <input type="checkbox"/> Others Remarks/Comments to Supplement Others: _____	
IF YES FILL THE FOLLOWING DETAILS		IF YES FILL THE FOLLOWING DETAILS	
Bank Account Number		Bank Account Number	
Account Holder Name		Account Holder Name	
Bank Name		Bank Name	
IFSC Code		IFSC Code	
Bank Branch Name		Bank Branch Name	
MeeSeva Caste Certificate Number		MeeSeva Caste Certificate Number	
White Ration Card Number/MeeSeva Income Certificate Number		White Ration Card Number/ MeeSeva Income Certificate Number	
Mobile Number		Mobile Number	
Email ID		Email ID	
Aadhar Number		Aadhar Number	
Student Signature & Date		Student Signature & Date	
Admission In charge Signature & Stamp & Date		Admission In charge Signature & Stamp & Date	
Student Copy		College Copy	

INSTRUCTIONS

- 1 This form is FREE. No charge shall be levied on the student for this application form
- 2 MEE SEVA CASTE CERTIFICATE has permanent validity.
- 3 MEE SEVA INCOME CERTIFICATE is valid for four years from the date of issue.
- 4 Call PEOPLE FIRST HELPLINE 1100 for any information/register grievances w.e.f. 21st June 2017.
- 5 Submit this form to the admission in charge, within (7) days of the date of admission, in order to be eligible for RTF & MTF
- 6 Fill the various identity numbers required in the application form or bring the original.
- 7 Bring 1st page copy of student bank passbook containing the student 'account number and account holder name'
- 8 Mobile number Registered on this form will be used for all Post Matric Scholarship transactions & for all communication purposes and for OTP authentication using this mobile number.
- 9 Students' cannot change their Registered mobile number
- 10 Email id of student Registered on this form will be used for all Post Matric Scholarship transactions along with mobile number for all communication purposes and for OTP authentication.
- 11 Students' cannot change their Registered email id
- 12 Student shall retain the duly student copy of this application form, duly signed and stamped by the admission in charge.
- 13 Student can approach the Bank and avail the facility of zero balance of account or create a new Aadhar linked no-frills bank account before submitting the application form
- 14 Student can collect Rupay cards for their respective bank accounts & in case of any difficulty the issue can be raised to the Deputy Director, Social Welfare.
- 15 After the submission of JnanaBhumi Scholarship Application form, the student will receive their userid and password on the mobile number and email id mentioned in the scholarship application form.
- 16 Student needs to confirm/update their Post-matric Scholarship related details in the JnanaBhumi portal and submit it back to college principal.
- 17 Student will need to complete biometric authentication for their Post-Matric Scholarships within 15 days of the date of admission.
