

NSRIT/CIR/staff/2017-18/056

Date: 12-9-2017

CIRCULAR

**Attn to : HODs- CE/EEE/ME/ECE/CSE/MBA/S&H/Vice-Principal 2nd shift
Polytechnic/Coordinator 1st Year Polytechnic**

**Sub : Daily Manual Attendance (DMA) posting through JnanaBhumi (Integrated system for
Education and Scholarship) – Mandatory – Regarding**

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With reference to the above captioned subject, it is mandatory to submit the students attendance daily to the social welfare department, Govt. of Andhra Pradesh through JnanaBhumi web portal wef 1st September 2017.

In this connection all Heads of the Department should ensure

- i) Make necessary steps to enroll/entry all the students data base of your respective department in JnanaBhumi portal i.e., students availing post-metric scholarships as well as the students not availing post metric scholarships.
- ii) Responsibility to check all your department students data which is entered into the portal and mapping with JMN
- iii) Every day before 3.00 pm respective department students attendance should be posted into the portal and push to the Principal's office.
- iv) Before push, concerned HODs are thoroughly check the students attendance.
- v) HODs are identify the exclusive faculty (markers) to mark the attendance without delay.
- vi) For the months of June/July/August 2017, post the Monthly attendance in portal.
- vii) As per the Circular Memo. No. 712179/SW.Edn.2/2017, dt. 01-09-2017, Posting of students attendance in JnanaBhumi web portal is mandatory, all HODs should take high priority and responsibility to make this task successfully every day without any disturbance.
- viii) Regarding this if necessary should take the Administrative Office & system administrative staff help to perform this work without any difficulty.
- ix) Administrative office responsibility is to submit the Daily Attendance/Backlog Attendance in JnanaBhumi using eSign/DSK with principal permission..

Please treated it as a most important



PRINCIPAL

Copy to:

1. Secretary – for kind information
2. All HODs – CE/EEE/ME/ECE/CSE/S&H/MBA /Poly Viceprincipal/Poly first year coordinator
3. Vice Principal & Assistant Principal
4. A.O. : for information and necessary action & support to the departments
5. System Admin : Mr. Chandra Mohan Reddy & Mr.Siva Smaran – extend necessary help to the departments.