



**Jharkhand State Open University**

(Established by the Government of Jharkhand & Recognised as per Jharkhand Act, 12, 2021)

झारखंड राज्य मुक्त विश्वविद्यालय

**Study Centre Admin**

**Manual for JSOU**

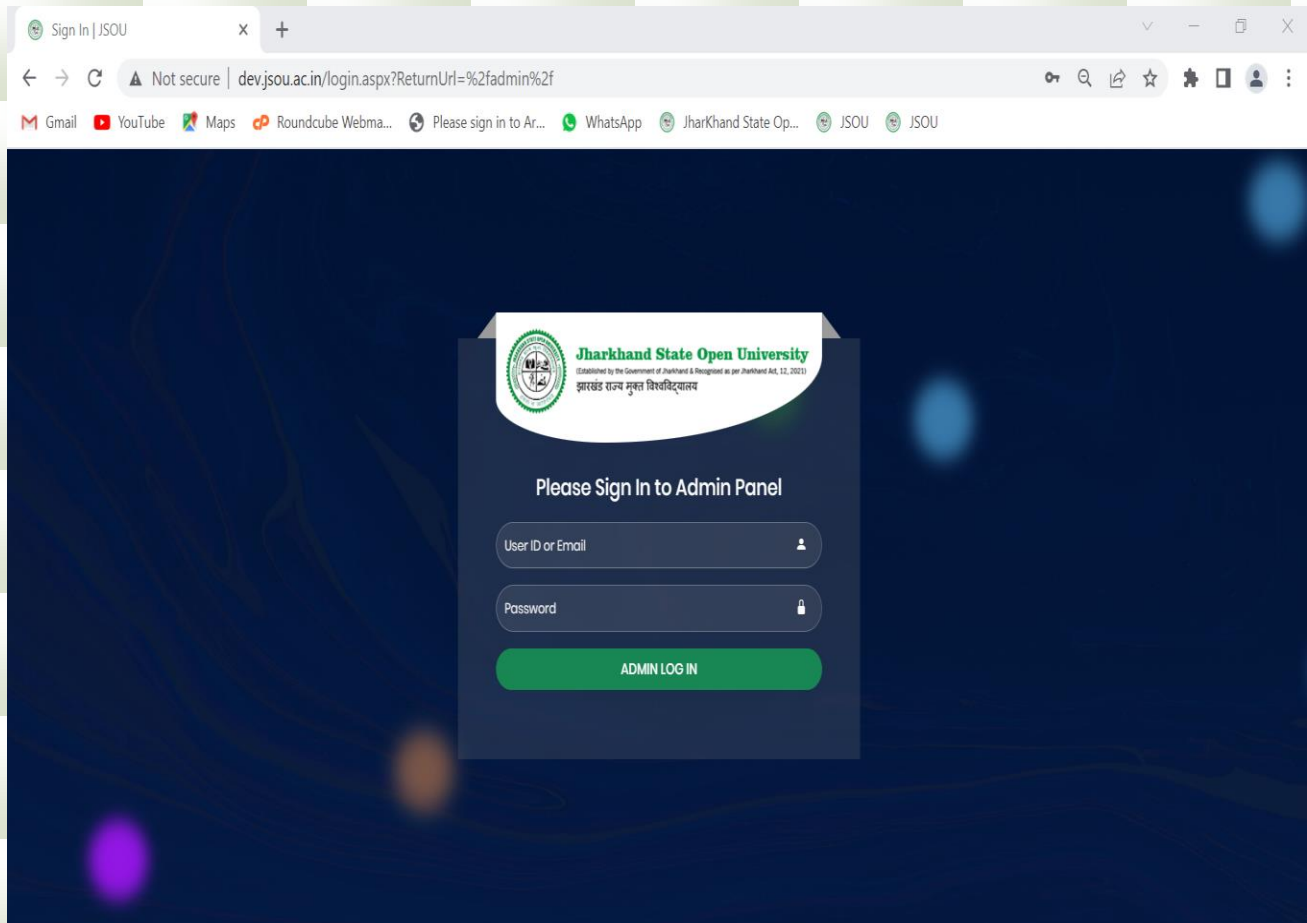
**Jharkhand**

# ADMIN DASHBOARD

## STEPS TO ADD STUDY CENTRE:-

1. Open Admin Panel URL

<http://dev.jsou.ac.in/login.aspx?ReturnUrl=%2fadmin%2f> and log in with your log in details.



The screenshot shows a web browser window with the URL <http://dev.jsou.ac.in/login.aspx?ReturnUrl=%2fadmin%2f>. The page features the Jharkhand State Open University logo and name at the top, followed by the text "Please Sign In to Admin Panel". Below this, there are two input fields: "User ID or Email" and "Password". A green button labeled "ADMIN LOG IN" is positioned at the bottom of the form.

2. After login to Admin Panel, Go to “Study Centre” and then go to the “Approved Study Centre” you will see the following dashboard.

The screenshot displays the 'Study Centers' dashboard in the JSOU Admin Panel. The dashboard includes a sidebar with navigation options: Dashboard, Website Content, Study Center, Approved Study Center, Pending Study Center, Rejected Study Center, Manager Banners, News & Updates, Department Corner, Gallery, and Settings. The main content area shows a table of approved study centers. The table has the following data:

No.	City	Study Center Name	Coordinator Name	Mobile No.	Email Id	Address	Status	Action
1	East Singhbhum	LAL BAHADUR SHASTRI MEMORIAL COLLEGE	DR. VIJAY PRAKASH	9000056324	vijayprakashranchi@gmail.com	KARANDIH, JAMSHEDPUR, 83100	Approved	✔ Edit ✖ DeActivate View
2	DHUMKA	GONDIWANA COLLEGE OF DISTANCE EDUCATION	DR. CHETLAL PRASAD	7903842402	chetalprasad@gmail.com	TETAR MORE, PUNDARA, SIMIRIYA, 825103	Approved	✔ Edit ✖ DeActivate View
3	Ranchi	JAHB PVT. ITI	RAM KUMAR SINHA	8541030649	sinharam1964@gmail.com	DAHU, ORMANJH+ 835210	Approved	✔ Edit ✖ DeActivate View
4	Ranchi	DAYANAND ARYA VIDYA PUBLIC SCHOOL	RAJESH PRASAD DUTTA	8757674340	rajeshdavi974@gmail.com	KANDRI MORE, MANDAR, 835214	Approved	✔ Edit ✖ DeActivate View
5	Ranchi	SILLI COLLEGE	ANANT KUMAR MAHTO	9431393237	sillicollegesilli@gmail.com	TUTKI, NAWADIH, SILLI, 835102	Approved	✔ Edit ✖ DeActivate

3. Click on “Add Study Centre” button to add the Centre details. ←

4. Admin can add a new “Study Centre” by clicking on add study Centre button.

5. Admin will have to select district dropdown list to select the district.

6. Admin can fill in details by filling in the form and select the district, Sub district, study Centre name, coordinator name etc.

The screenshot shows a web browser window with the URL `dev.jsou.ac.in/admin/AddStudyCenter.aspx`. The page title is "Add Study Center". On the left, there is a dark blue sidebar with a user profile "admin" and a menu with items: Dashboard, Website Content, Study Center, Manager Banners, News & Updates, Department Corner, Gallery, and Settings. The main content area contains a form with the following fields:

- District\*: -- Select District -- (dropdown menu)
- Sub District\*: Enter Sub District Name (text input)
- Study Center Name\*: Enter Study Center Name (text input)
- Coordinator Name\*: Enter Coordinator Name (text input)
- Mobile No.\*: Enter Mobile No (text input)
- Email Id\*: Enter Email Id (text input)
- Address\*: Enter Address (text input)

At the bottom right of the form, there are two buttons: "Submit" (green) and "Cancel" (blue). A blue arrow points from the "Submit" button towards the text of step 7.

7. Click on “Submit” button to add the details of study Centre.

8. Admin can also edit or deactivate the previously added Study Centre by using the edit and deactivate button.

**Edit & Deactivate button**

The screenshot displays the JSOU Admin Panel interface. The browser address bar shows the URL `dev.jsou.ac.in/admin/ApprovedStudyCenter.aspx`. The page title is "Study Centers". A sidebar on the left contains navigation options: Dashboard, Website Content, Study Center (selected), Approved Study Center, Pending Study Center, Rejected Study Center, Manager Banners, News & Updates, Department Corner, Gallery, and Settings. The main content area features a table with the following data:

No.	City	Study Center Name	Coordinator Name	Mobile No.	Email id	Address	Status	Action
1	East Singhbhum	LAL BAHADUR SHASTRI MEMORIAL COLLEGE	DR. VIJAY PRAKASH	9006056324	vijayprakashranchi@gmail.com	KARANDIH, JAMSHEDPUR, 83100	Approved	<a href="#">Edit</a> <a href="#">DeActivate</a> <a href="#">View</a>
2	DHUMKA	GONDWANA COLLEGE OF DISTANCE EDUCATION	DR. CHETAL PRASAD	7903842412	chetal.prasad@gmail.com	TETAR MORE, PUNDARA, SIMRIYA, 825103	Approved	<a href="#">Edit</a> <a href="#">DeActivate</a> <a href="#">View</a>
3	Ranchi	JAHB PVT. ITI.	RAM KUMAR SINHA	8541030649	sinharam1984@gmail.com	DAHU, ORMANJIH- 835219	Approved	<a href="#">Edit</a> <a href="#">DeActivate</a> <a href="#">View</a>
4	Ranchi	DAYANAND ARYA VIDYA PUBLIC SCHOOL	RAJESH PRASAD DUTTA	8757674340	rajeshdov1974@gmail.com	KANDRI MORE, MANDAR, 835214	Approved	<a href="#">Edit</a> <a href="#">DeActivate</a> <a href="#">View</a>
5	Ranchi	SILLI COLLEGE	ANANT KUMAR MAHTO	9431993237	sillicollegesilli@gmail.com	TUTKI, NAWADIH, SILLI, 835102	Approved	<a href="#">Edit</a> <a href="#">DeActivate</a>

An "Add Study Center" button is located at the top right of the table. A blue arrow points from the "Edit & Deactivate button" text box to the "Edit" button in the first row of the table.

9. After adding all the “Study Centre” details it will reflect on website In Study Centre page.

The screenshot shows the website interface for Jharkhand State Open University. At the top, there is a green navigation bar with "Study Centre Login" and "Select Language" options. Below this is the university's logo and name, "Jharkhand State Open University", along with its establishment details and a contact number: +91 8929006645. A dark blue navigation menu contains links for Home, About US, School & Faculties, Courses, Admissions, Study Centre, Gallery, Media Centre, and Contact Us. A red "Latest News" button is visible on the left. The main banner features a photograph of four students studying together, with the text "Study Centre" and "Home / Study Centre". Below the banner, the "All Study Centre" section displays "Total Districts (24) And Total Study Centre (123)". It includes a "Select District" dropdown menu currently set to "All", and a list of districts with their respective study centre counts: DEOGHAR (2), DHUMKA (2), BOKARO (8), and GRIDIII (7). Two buttons are present: "APPLY FOR STUDY CENTRE (ENGLISH)" in red and "DOWNLOAD FORM (HINDI)" in green.

10. Admin can easily check “Districts” and “Study Centre” In Study Centre page.