

### **GOVERNMENT DEGREE COLLEGE**

#### **SRUNGAVARAPU KOTA-535 145**





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## Office of the Commissioner of Collegiate Education Prasadampadu, Vijaywada dated: 17-08-2021.

Circular Memo. No. 34/OP-I/2021

Sub: Collegiate Education – Implementation of e-office system in Collegiate Education Department and Awareness on certain Academic & Administrative matters - Meeting on 20-08-2021 (Friday) – Regarding.

Ref: This office Procs.Rc. No. 34/OP-I/2021, dated 14.07.2021 and 23.07.2021.

#### &&&

The attention of all the Regional Joint Director of Collegiate Education and Principals of Government Degree Colleges in the state is invited to the reference read above where in they are instructed to implement the e-office system in processing the files from 26.07-2021 onwards, certain Principals of GDCs are requested for a training in process the files in e-office.

Hence, the Commissioner of Collegiate Education has pleased to arrange online Training programme on implementation of e-office system to all the Principals of GDCs and their supporting staff on 20.08.2021 at 10.00 am to 1.00pm.

Further, they are also informed that there will be a meeting follows with the Principals of GDCs & Lecturer in-charges from 2.00pm to 4.pm on the following issues;

- 1. O.T.L.M. Training
- 2. Grievance Redressal System implementation and Training
- 3. Discussion with HDFC Bank for fee collection
- 4. Websites for 13 college's discussion and pending things to be done.

Therefore, all the RJDCEs and Principals of GDCs in the state are requested to attend the said programmes through web-ex platform along with their lecturer in-charges in the link provided. The link will be provided on 20th August at 9.00am.

For Commissioner of Collegiate Education

To

All the RJDCEs and Principals of GDCs in the State.

OFFICE OF THE COMMISSIONER OF COLLEGIATE EDUCATION ANDHRA PRADESH :: MANGALAGIRI.

Cir.Memo.No.105/Estt./2022

Dated: 24.02.2023.

Sub:- Collegiate Education - Implementation of e-office system - Processing of files through e.office - Instructions - Issued - Regarding.

Ref:- This office Circular Memo.No.105/Estt./2022, dated 14.09.2022.

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The attention of the Regional Joint Directors of Collegiate Education and Principals of Government Degree Colleges in the State is invited to the reference read above and are informed that it is brought to the notice of the under signed that they have not followed the guidelines/instructions issued by this office time and again and maintaining manual files and sending the proposals manually to this office. In spite of instructions issued by this office for strict implementation of e-office, they are sending their outward communication through physical dispatch which is causing delay and defeating the purpose of introduction of e-office system.

Therefore, all the Regional Joint Directors and the Principals of Government Degree Colleges in the State are hereby directed to take immediate necessary steps for strict implementation of "e-office system" in the RJDCE offices and Colleges. Further, they are requested to not to send proposals / correspondence manually and send through e-dispatch without fail.

The receipt of these instructions should be acknowledged.

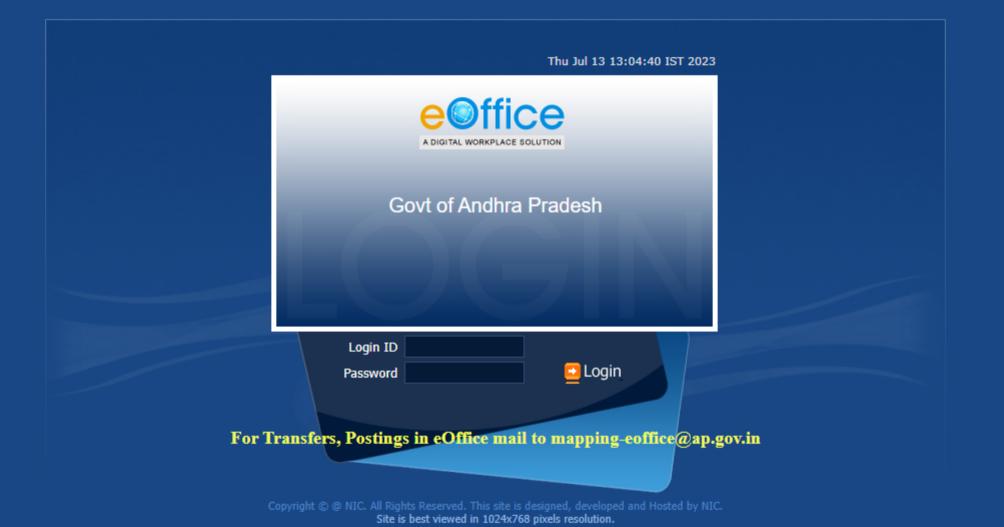
Dr.R.David Kumar Swamy, For Commissioner of Collegiate Education

To

The Regional Joint Directors of Collegiate Education in the State. The Principals of all the Government Degree Colleges in the State. Spare-1.

//True copy attested//

Deputy Director of Collegiate Education



Office of the Commissioner of Collegiate Education Prasadampadu, Vijayawada. Dated: 29-08-2021

#### Circular Memo.No. 1/OP-1/2021

Sub: Collegiate Education - Implementation of Bio-Metric Attendance in RJDCEs / Govt. Degree Colleges in the State Instructions issued - Regarding.

Ref: Govt. Circular Memo. GAD 01-NABEOMAT/1/2021-P.U.B – 1 Dated 24-08-2021.

#### &&&&

While enclosing here with a copy of the Govt. Circular Memo cited, all the Regional Joint Director of Collegiate Education and Principals of Government Degree Colleges in the state are informed that the Govt. have issued instructions to make attendance with Bio-metric device in all the units immediately.

Hence, the Regional Joint Director of Collegiate Education and Principals of Government Degree Colleges in the state are directed to make attendance with Bio-metric device in their offices and colleges immediately as it is mandatory.

Sd./- DR. POLA BHASKAR, I.A.S.
COMMISSIONER OF COLLEGIATE EDUCATION

Encl: As above.

To All the RJDCEs and Principals of G.D.C.s in the State.

// True Copy Attested//

DEPUTY DIRECTOR OF COLLEGIATE EDUCATION.

VS. N. Somkon

B

# GOVERNMENT OF ANDHRA PRADESH GENERAL ADMINISTRATION (PU-B) DEPARTMENT

#### Circular Memo.GAD01-NABE0BMAT/1/2021-PU-B-1 Dated:24.08.2021.

- Sub: General Administration Department Policy Unit Meeting held by CS with all Secretaries on 13.08.2021 Implementation of Bio metric Attendance Certain Instructions Regarding
- Ref. 1) Govt., Memo.No.58021/7/2017-PU A-GAD-02, Dated:29.09.2017.
  - Circular Memo.No.GAD01-NABE0BMAT(INST)/1/2020-PU-C-1, dated:19.03.2020.
  - 3) Minutes of the Meeting held by CS with all Secretaries held on 13.08.2021.

<<<<>>>>>

In the reference 1st cited, certain instructions have been Issued on Bio metric Attendance to all Secretariat Departments, all Heads of Departments, Autonomous organisations and District Collectors in the State.

- 2) In the reference 2<sup>nd</sup> cited, Bio metric Attendance have been dispensed with in view of the potential Covid-19 infection for the time being, as main source of the spread of Covid-19 virus is direct contact.
- 3) In a meeting held by CS with all Secretaries on 13.08.2021 a decision has been taken among others that attendance with Bio metric Device is mandatory in the Secretariat and other offices.
- 4) Therefore, the IT,E&C Department shall make operationalise the Bio metric Devices in Secretariat and other offices immediately and ensure the instructions issued in the Memo 1st cited.
- 5) All the Departments of Secretariat shall take immediate action to make attendance with Bio metric Device in Head of Departments, District Collectors, Autonomous Organisations & State Unit Offices under their control.
- 6) The IT, E&C Department / General Administration (PU) Department shall ensure that all Bio metric Devices in the Secretariat are functioning properly and Integrated report of Bio metric attendance has to be generated and submitted on monthly basis.
- 7) Every Secretary dealing with OP Section in all the Departments of Secretariat should watch Bio metric attendance of employees and take appropriate measures as per the rules.
- 8) All the Departments of Secretariat, Head of Departments, District Collectors, Autonomous Organisations/ State Units shall take necessary action accordingly.

#### ADITHYA NATH DAS CHIEF SECRETARY TO GOVERNEMNT

To

All the Departments of Secretariat.

The IT,E&C Department (requested to take necessary Acton to Enable the Bio metric devices)

All the Head of Departments.

All the District Collectors.

All Autonomous Organizations/State Units.

Copy to:

The Principal Advisor/Principal Secretary / Secretary / Additional Secretary to CM. The P.S. to Chief Secretary / Principal Secretary (Political) SF/SCs

//FORWARDED::BY ORDER//

SK. Haleez SECTION OFFICER



# COMMISSIONERATE OF COLLEGIATE EDUCATION GOVERNMENT OF ANDHRA PRADESH

#### CIRCULAR

Sub: Functioning of IAMS biometric devices for posting of attendance.

\* \* \*

All the Principals are requested to follow the given guidelines related to functioning of Biometric devices, and posting of attendance.

#### Through IAMS Login (Software)

- 1. The details of staff transferred from the present college to transferred college to be done.
- 2. If staff is retired from service, details of such staff should be made inactive.
- 3. If staff is under suspension or punishment such staff member data should be made **inactive**.
- 4. First move final year students to passed out student's list.
- 5. **Promote** students of second year to final year and similarly first year to second year.
- 6. **Register** newly admitted first year students' data.
- 7. Staff who are not registered, should be registered through college IAMS login.

#### In Biometric device (Hardware)

- 8. **Delete** passed out final year students' data from the biometric device.
- Delete retired staff from the biometric device.
- 10. **Delete** Transferred staff details from the **biometric device**.
- 11. **Enrol** the registered staff/students' with the **enrolment ID** in the respective biometric device.
- 12. If there is any problem with respect to battery and adaptor the Principal of the college should procure them from any electronic shop with the available funds as per the rules and procedure. The details of battery and adaptor is as below,
  - a. Battery Capacity is 3.7 Volts (Suitable battery with less volts can also be used, but should not be more than 3.7 Volts), Current 1250mAh.
  - b. Adaptor details Model XED 28138, Input AC 100 V 240 V, Output DC 12 V / 2 A or any suitable adaptor.

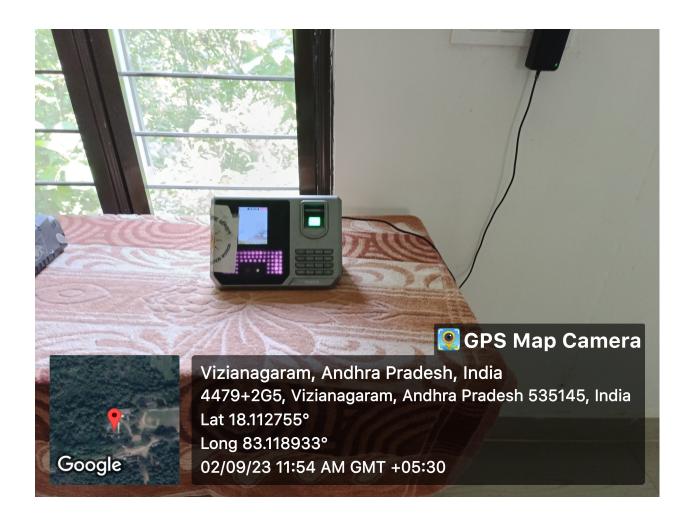


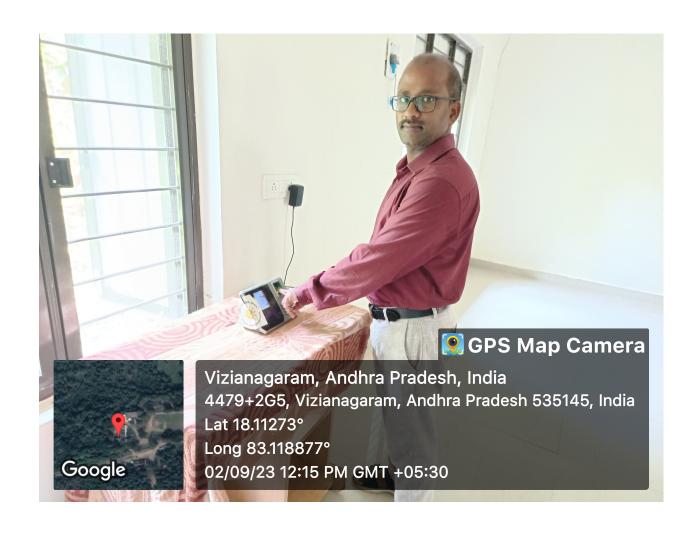


 To connect the device to internet, can use LAN / Any 2G/3G SIM Card / Converter for connecting wi-fi to device i.e., C-Type/B-Type connector to RJ45.



Academic Guidance Officer







# PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION GOVERNMENT OF ANDHRA PRADESH :: MANGALAGIRI Present: Dr Pola Bhaskar, IAS

Rc.No.01/CCE-AcadCell/AC-01/FRS

Sub: Collegiate Education – Implementation of Jnanabhumi Attendance App through Facial Recognition Solution (FRS) in Government Degree Colleges (GDCs) – Instructions to implement from 01st December 2022.

**Ref**: 1. G.O.Ms.No.115, Dated 30-11-2019 of Government of AP.

2. G.O.Ms.No.14, Dated 23-03-2020 of Government of AP.

3. Circular Rc.No.SOW02/16021/26/2022-D1, Dated 11-11-2022, from the O/o the Director, Social Welfare and Nodal Officer, JVD Schemes, A.P., Amaravati.

###

Government of Andhra Pradesh is implementing Jagananna Vidya Deevena (JVD) post-metric scholarship for eligible candidates through Jnanabhumi portal based on the student attendance data through Jnanabhumi Portal.

It is submitted that as per 3<sup>rd</sup> reference cited above, the student attendance for JVD is implemented through Jnanabhumi Attendance App which is through Facial Recognition System (FRS). To implement FRS in GDCs the task was assigned to "M/s. Syntizen Technologies Private Limited" by the Government. The attendance of students from 1<sup>st</sup> December, 2022 will be taken into account based on the FRS system only in Jnanabhumi portal.

Hence all the Principals are instructed to **complete the 100% enrolment of students of all the three years in Jnanabhumi portal before 22<sup>nd</sup> November, <b>2022** without fail in order to use the Jnanabhumi Attendance App (FRS App) for taking the attendance of students. Principals are instructed to inform the staff to use the FRS App daily for taking the attendance of students immediately.

Sd/- Dr Pola Bhaskar I.AS
Commissioner of Collegiate Education

Date: 21.11.2022

To

1. To All the Principals of Govt. Degree Colleges.

2. To the RJDCEs Rajahmundry, Guntur and Kadapa.

3. Copy to file

//True Copy Attested//

For Commissioner of Collegiate Education

#### GOVERNMENT OF ANDHRA PRADESH <u>A B S T R A C T</u>

GAD - PU - Attendance by Photography (Facial Recognition Based Attendance System)- Implementation of Attendance by Photography (FRBAS) to all the employees of all levels, across the State - Orders - Issued.

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#### GENERAL ADMINISTRATION (PU-B) DEPARTMENT

G.O.Ms.No.159

Dated:26-12-2022 Read the following:-

- 1. G.O.Ms.No.149, Gen.Admn.(PU-A) Dept., dated: 18-10-2017.
- 2. G.O.Ms.No.92, Gen.Admn.(SC.A) Dept., dated: 14-09-2022.
- 3. G.O.Ms.No.122, Gen.Admn.(SC.A) Dept., dt.13-10-2022.

-000-

ORDER:-

Government in the G.O. 1<sup>st</sup> read above, introduced the e-office system and Biometric Attendance in Secretariat, Heads of Departments/ Autonomous Organisations and all the District offices in the State in order to provide transparent, efficient and time bound services to the public.

- 2. Government in the G.O.2<sup>nd</sup> read above, have introduced the Attendance by Photography (Facial Recognition Based Attendance) to the Secretaries to Government of all the Departments of Secretariat. The ITE&C Department was requested to develop necessary application (Appbased) and bring the entire process operational.
- 3. Subsequently, Government in the G.O.3<sup>rd</sup> read above, have issued orders extending the Attendance by Photography (Facial Recognition based attendance) to all the Heads of Departments also. The ITE&C Department was requested to develop a mobile based application through APCFSS for capturing facial based attendance and to bring the entire process operational. Accordingly, all the Secretaries to Govt., and Heads of Departments have enrolled and marking their attendance regularly. Further, some departments have started implementing it from Secretary level to Village level functionary. Now, Government have decided to implement it in all departments and across at all levels.
- 4. Accordingly, Government hereby order to implement the Attendance by Photography (Facial Recognition Based Attendance System) to all the employees of all the categories of Government offices across the State, i.e., State Secretariat, Heads of Departments, Autonomous Organizations, Collectorates, all Regional, Divisional and District offices, Local Bodies, Mandal, Village level offices, Village and Ward Secretariats, including the persons working on Contract and Out-sourcing basis, for the purpose

of attendance and leave management (i.e., CL, Spl.C.L, OH). The Attendance by Photography (Facial Recognition Based Attendance System) shall be implemented to the employees working in the offices of Secretariat Departments, Heads of Departments and District Offices w.e.f. 01-01-2023, and in respect of employees of all other offices w.e.f. 16-01-2023.

- 5. The ITE&C Department is directed to take immediate action to develop and expand necessary Mobile Application through Andhra Pradesh Centre for Financial Systems and Services (APCFSS) for all the employees of above said Offices for capturing Facial Recognition Based Attendance, in consultation with the Departments concerned.
- 6. Government hereby designate the ITE&C Department as Nodal Department for implementation of Facial Recognition Based Attendance, development of required software, attending the technical and software related issues of the Departments and to bring the entire process operational by 01-01-2023 for Secretariat Departments, Heads of Departments and District Offices and by 16.01.2023 for all other Offices. The General Administration (PU) Department is the Monitoring Department for implementation of Attendance by Photography.
- 7. The ITE&C Department, the MD & CEO, APCFSS, the Departments of Secretariat, all Heads of Departments, Collectorates, and the Offices as mentioned at para (4) above shall take immediate action accordingly.

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

Dr. K.S. JAWAHAR REDDY, CHIEF SECRETARY TO GOVERNMENT

To

All the Departments of Secretariat.

The ITE&C Department.

The MD & CEO, APCFSS, A.P.

All Heads of Departments (with a request to communicate

to their all Regional, Divisional, District, Mandal and

Village Level Offices in the State.)

All District Collectors in the State.

All Local Bodies (Offices of ZPPs, MPPs , Municipal Corporations,

Municipalities, Mandal, Village Level Offices) in the State.

All Village and Ward Secretariats in the State.

The Commissioner, I&PR.

Copy to:

The O.S.Ds/P.Ss of all Secretaries to Hon'ble C.M.

All OSDs/PSs to Hon'ble Ministers.

The OSD to Chief Secretary.

The P.S. to Chief Secretary/Prl.Secretary(Poll.),GAD.

SF/SC.

// Forwarded :: By Order //

SECTION OFFICER





Login with password

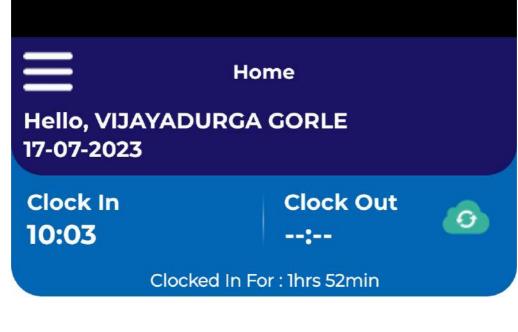
## Don't have an account?

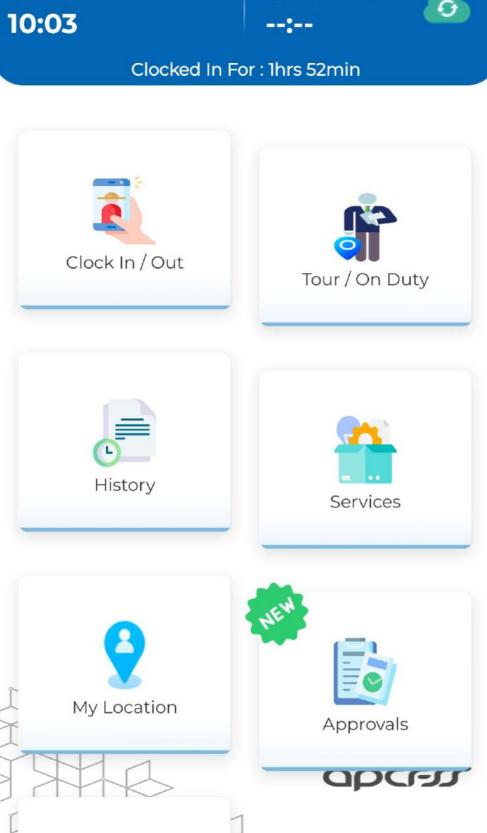
Register



Version - 1.0.7







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# **JnānaBhūmi**

**Enabling Excellence** 

**Degree Facial Attendance** 

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## Hi! G VIJAYA DURGA

Last used: 2023-06-22 10:12:06



#### Not Connected to Internet

### **Enrolment Process**

This video is about Enrolment Process. Click on play button to watch video.















Pending Synchronization.

Powered By









## Proceedings of Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada

Present: Dr.Pola Bhaskar, I.A.S.

#### Rc.No.64/CCE/OTLP/ 2020-21

**Dated 11 July 2021** 

<u>Sub</u>:-Commissionerate of Collegiate Education – OTLP –Instructions on usage of OTLM app - Orders – issued.

**Ref**:-Instructions of Commissioner of Collegiate Education, Andhra Pradesh, Dt. 05 July 2021

###

The attention of all the Principals of Government Degree Colleges is invited to the subject and reference cited and to inform that the Commissionerate of Collegiate Education, with a view to ensure seamless teaching – learning process during the Covid-19 pandemic, has put in place Online Teaching-Learning Process (OTLP) as an alternative tool to transact the curriculum online. Further, to monitor the conduct of classes effectively through OTLP, the CCE has designed a versatile software application - Online Teaching Learning Monitoring (OTLM) app which is intended not only to monitor and assess the performance of the faculty members but also to monitor the attendance of the students, take feedback from students, evaluate the academic performance of the students, etc., and requested the Principals and faculty members to use it for uploading details of classes transacted during the day.

However, it was observed that there was very poor response from the Principals and faculty members in using the app indicating the sheer negligence on the part of intended users.

Further, as per the instructions of Special Chief Secretary (H.E), salary of the faculty members will be drawn as per the performance report generated through the OTLM app from July 2021 onwards.

Therefore, all Principals are requested to ensure that every faculty member working in the respective colleges downloads the OTLM app invariably and puts it to use mandatorily. Further, the Principals shall prevail upon all the faculty members to conduct online teaching through laptops only for qualitative improvement in OTLP.

The Principals shall scrupulously follow the above instructions and comply with.

The receipt of the proceedings shall be acknowledged.

Sd/- Dr. Pola Bhaskar, I.A.S Commissioner of Collegiate Education

// t.c.f.b.o//

Academic Guidance Officer]

To

All the Principals of GDCs in the state All the RJDCEs of Rajamahendravaram, Guntur and Kadapa PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION A P: VIJAYAWADA

Present: Dr. Pola Bhaskar, IAS

File No.01/CCE-AP/OTLP/AC-2/2021

Dated: 1808-2022

Sub: Commissionerate of Collegiate Education – Guidelines for the usage of Teaching Learning Process Monitoring (TLP) App in Government Degree Colleges – Reg.

Ref: Discussions with principals during Zonal Review Meetings from 26.7.22 to 1.8.22.

\*\*\*\*

Commissioner of Collegiate Education has conducted Zonal-level review meetings from 26<sup>th</sup> July 2022 to 1<sup>st</sup> Aug 2022 to review the matters pertaining to Quality of Teaching, strengthening of Teaching learning processes, Student attendance, Monitoring, Evaluation, NAAC status, action plan to improve the Admissions in the Academic Year 2022-23.

During the Zonal-level review meetings and the CCE visit to various Govt. Degree Colleges (GDCs), the department discovered several flaws in the use of the Teaching-Learning Process (TLP) monitoring App, execution of class work, and monitoring aspects. There is an ambiguity of data in the class work information provided by the colleges to CCE and the reports generated by the TLP app, including a relatively low percentage of student attendance and the number of deviated classes and unauthorised deviated classes in the college- and lecturer-wise reports. In order to achieve compliance meticulously at various levels—college/teacher—the following rules are recommended to all GDCs throughout the state for handling leave adjustments, deviant class adjustments, recouping, and preparation holidays. The Principal will be instrumental in the implementation of the TLP App at the college level. He/she should ensure that

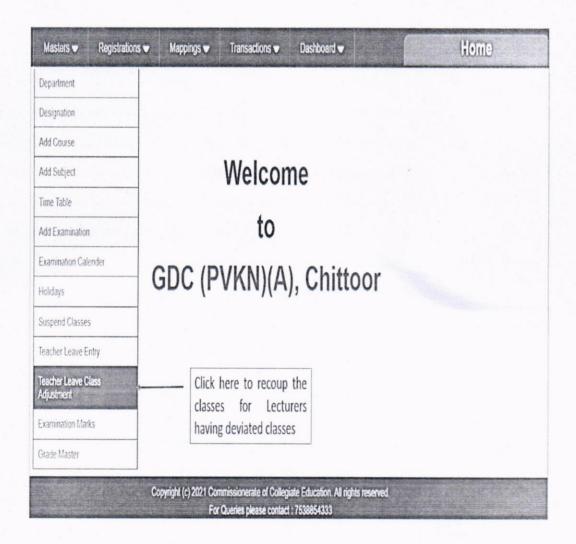
- If any lecturer or staff member is applying for leave/class cancellation/on duty for any reason, he/she should apply for the same well in advance. To modify the scheduled classes of the said lecturers, principals have to mark Leave/OD/class cancellation due to any curricular/extra-curricular activity entry in the TLP App in order to reflect the modifications in the scheduled classes, before 7 a.m. of the scheduled date or after 5 p.m. of the previous day.
- All the staff should report the completion of their scheduled class immediately after the class. Even in the case of technical difficulties, lecturers

should complete the reporting of the classes without fail. If any of the lecturers failed to report, their classes within the deadlines, those classes will be considered as "not reported classes" and they are displayed in the College- and Lecturer-level Summary reports.

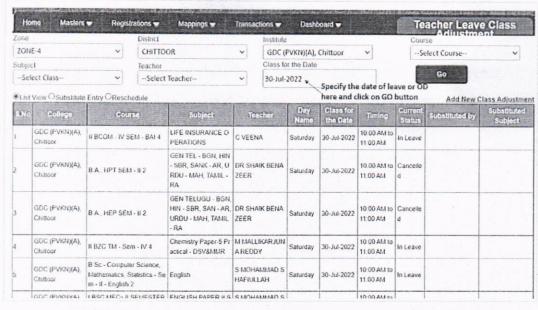
 Deviated classes of lecturers on leave/OD/cancellation of scheduled classes/transferred classes must be rescheduled (recouped) in the same or next month even during holidays also without fail in order to cover the prescribed syllabus without compromise. The deviated classes of all the lecturers shall be recouped in such a way that the number of deviated classes is equal to the number of recouped classes.

To recoup the deviated classes follow the steps given below:

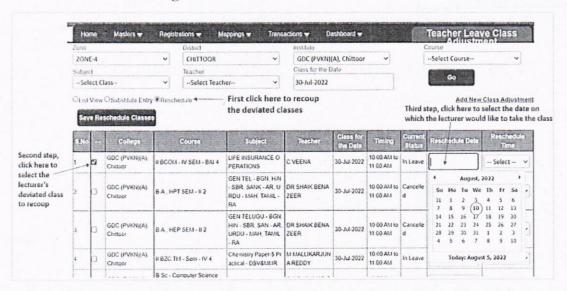
i. After login to the TLP App using Principal credentials, click on "Masters" and then select "Teacher Leave Class Adjustment" as shown below:



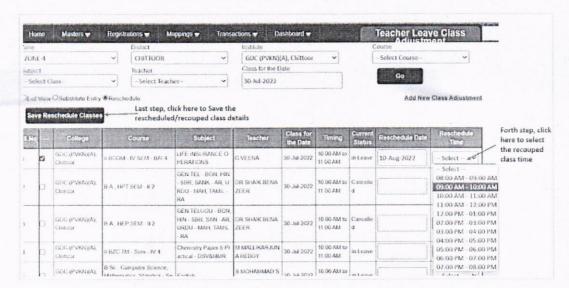
ii. It will display the Teacher Leave Class Adjustment Window, there specify the date on which deviated classed are there and click "Go" as shown in the figure below. There it will display all the lecturers who were either on Leave/OD/cancelled the classes/Transferred their classes.



iii. Click on Reschedule and select the checkboxes against the lecturer name for whom the recouping is to be done, then specify the reschedule date as shown in the figure below.



iv. Then, as a next step select class time as shown in the figure below and click on Save Rescheduled classes.

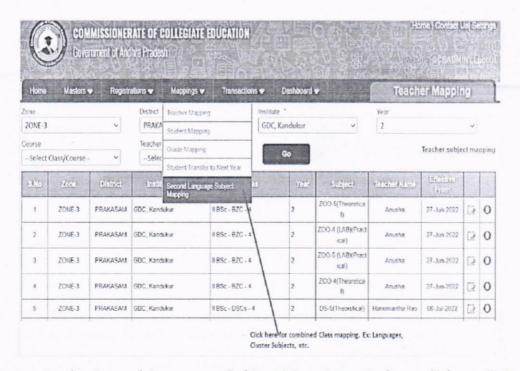


- Repeat the steps (iii) and (iv) to recoup the classes for all the lecturers who are having deviated classes on the same date.
- There shall not be any unauthorised deviated classes and also there shall not be any non-reported classes for any of the lecturers in the college (ie., No. of Unauthorised Deviated Classes = 0, No. of Not Reported Classes = 0)

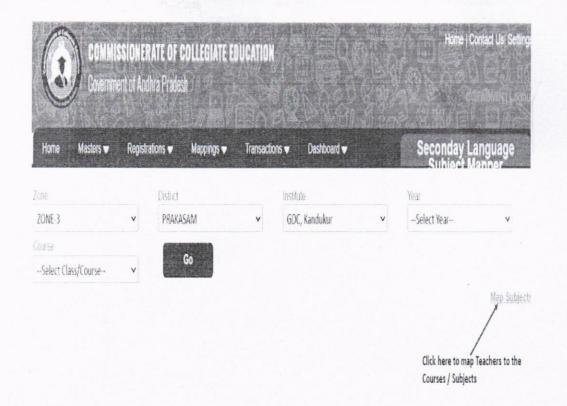
- The workload for all lecturers is 18 hours per week. If any of the lecturers
  has a workload below 18 hrs/week, he/she shall repeat the classes or
  compulsorily conduct either revision, remedial, or skill enhancement classes
  to meet the minimum workload.
- The number of staff applying for leave on a single day should not be more than 20% of the total staff. Sanctioning of leave / ODs to the lecturers should not disturb the academic work in the college.
- The same staff member shall not be permitted to go on OD to other colleges or universities repeatedly. Instead, lecturers may be permitted to be on duty (OD) on a rotation basis.
- The staff should motivate the students to attend all classes for study purpose and take all measures to prepare for the examinations during their preparation holidays.
- Both the Principal, TLP Coordinator and head of the department must ensure that the college general timetable is prepared and the timetable is mapped to the respective faculty correctly even in the case of combined classes. If there is, any lapse in mapping the timetable, action will be initiated against the principal and TLP coordinator.

<u>Combined Classes Mapping</u>: For all the lecturers who take classes by combining different programmes (Language classes, Cluster Classes, combining different programmes etc.,)

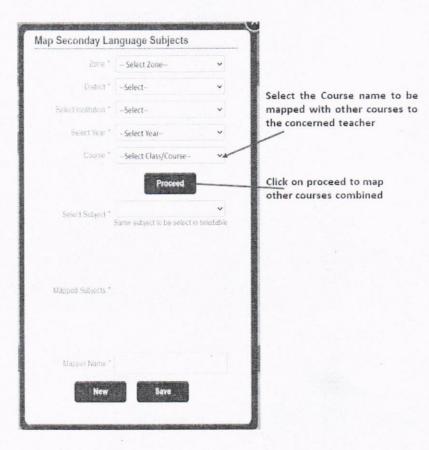
 Select "mapping" in main menu bar and then, select "select Second Language Subject Mapping" as shown in the screenshot below.



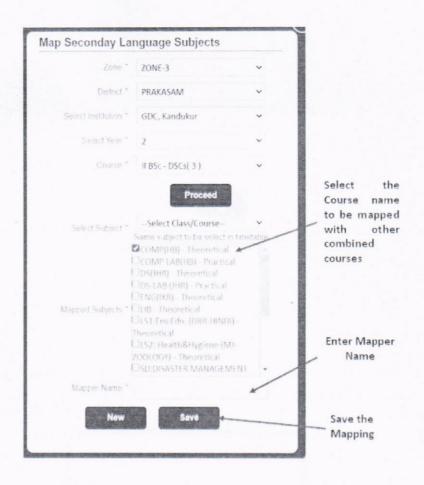
ii. In the Second Language Subject Mapping window, click on "Map Subjects" link as shown in the figure below:



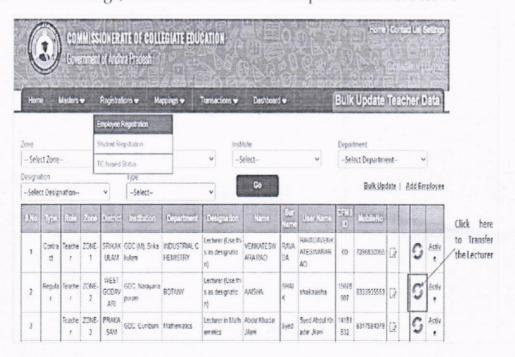
iii. After clicking on Map Subjects , a new window "Map Secondary Language Subjects" will pop up as shown below



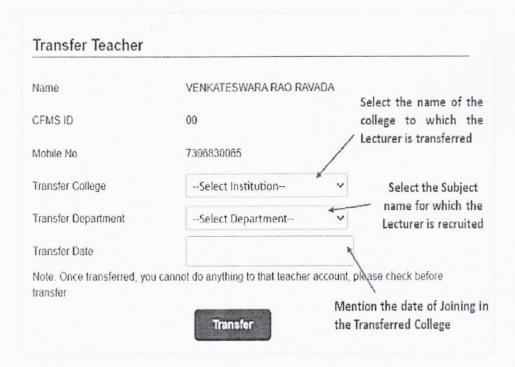
iv. As shown in the above picture, select Year and Course and click on Proceed; when clicked on "Proceed" all the subjects belonging to the year and course will be displayed as shown below and enter all the values as mentioned in the figure and then click on "Save" to save the timetable mapping.



Transfer of Lecturers to other Colleges: If any faculty is transferred from one college to another college, transfer the staff member by clicking on the image, and a new window will open as shown below:



In the Teacher Transfer window given below, select the Institute name (Name of the Institute to which the lecturer is transferred), department and date transferred and click on Transfer



If any college wishes to make the Second Saturday or Sunday a working day
in order to compensate for any of the college's declared holidays/local
holidays, they should send an e-mail to <a href="mailto:tlpms.cce@gmail.com">tlpms.cce@gmail.com</a> by mentioning
the date to be made as a working day, day name of the timetable considered,
and the reason for making the holiday as working day.

Eg:

Date of the holiday considered as working day	Time Table Day to be considered	Reason
13-08-202 (II Saturday)	Saturday	To Compensate the Holiday declared on 5-08-2022
14-08-2022	Monday	To compensate the holiday declared on 06-08-2022

Sd/- Dr. Pola Bhaskar, I.A.S Commissioner of Collegiate Education

//Attested//

Academic Guidance Officer

To
The Principals of all Government Degree Colleges in the State
Copy to the Regional Joint Directors of Collegiate Education, Rajahmundry, Guntur and
Kadapa

#### Proceedings of Commissioner of Collegiate Education :: A.P., Vijayawada

#### Present: Dr.Pola Bhaskar, I.A.S.

#### Rc.No.61A/CCE/ Acad. guidelines/2020-21 Dated 10 July 2021

<u>Sub</u>: Commissionerate of Collegiate Education – Certain Instructions to Principals and Lecturers on certain aspects of Online Teaching – Learning Process (OTLP) in Government and Private Aided Degree Colleges – Orders issued for scrupulous implementation – Reg.

**<u>Ref:</u>** Instructions of Special Chief Secretary (HE) issued on 7 July 2021 in the VC held with the Principals of Government Degree Colleges.

#### ###

The multifold challenges posed by the Covid-19 pandemic had thrown the academic activities of all Higher Educational Institutions out of gear and our institutions are no exception. The proactive efforts of academic administrators and teachers towards safeguarding the future of students led to the quick resilience of the same through a transformation to digital pedagogical and learning techniques. Though, some Principals and faculty members quickly adapted to such changes, it was observed that still there is an element of inertia and complacency on the part of some others in raising to the occasion and deliver the intended goods in the greater interest of students' future.

In the light of the above, the Chief Secretary (H.E), in the virtual conference held on 7 July 2021, had issued the following instructions on various academic parameters for effective and seamless transaction of quality online teaching-learning process.

#### All Principals shall ensure that

- i) All colleges have dynamic website with active Google workspace ( G suite) facility for effective handling of online classes.
- ii) Online classes be continued till such a time on-campus academic activity is allowed by the Government.
- iii) All faculty members transact curriculum using Laptops only. Principals shall prevail upon those faculty members who are teaching with mobile phones, to procure personal laptops within 3 days from the receipt of these proceedings and inform the compliance to this office.
- iv) All faculty members conduct their stipulated classes available as per the time tables. All the classes shall be recorded and the functional link shall be pasted in the CCE's OTLM app. The uploaded videos shall invariably belong to the stipulated classes only with the time, date and the list of students attended too recorded and visible. No fake videos or downloaded videos or back videos or repository content shall be uploaded. Further, faculty shall give correct data of the classed handled whenever required to provide. Penal provisions will be invoked for furnishing wrong figures and information.

- v) All faculty teach with quality content. They shall teach online classes using IT tools/ aids such as PPTs, white open boards, videos, case studies, etc., and make classes interacting and interesting.
- vi) All faculty incorporate proper evaluative systems including assignments, tests, project works etc., in the TLP and ensure that qualitative assessment process is put in place for realizing intended programme outcomes.
- vii)Theory classes are attached top priority. Science faculty shall, as far as possible, teach a minimum of 12 theory classes and the remaining practical classes. They shall invariably elucidate theoretical concepts or ideas through demonstration with experimental equipment or tools available in laboratories or models. All science shall faculty engage the practical classes too mandatorily through virtual laboratory platforms. They can take practical classes through recorded video either with the physical apparatus related to the experiment.
- viii) Faculty of humanities, languages, commerce, etc., shall take a minimum of 16 theory hours. They shall incorporate case studies, contemporary and current issues in the pedagogy for vivid understanding by students.
- ix) The students also possess their personal laptops for quality online tearning. The students and their parents shall be convinced to opt for laptops proposed to be provided by the Government through the Jagananna Vasathi Deevena Scheme.
- x) There is optimal attendance of the students to the classes. It is to be noted that the students attendance will be linked to issuing hall tickets for examinations, Jagananna Vasathi Deevena, Jagananna Vidyaa Deevena. Principal and faculty will be called for explanation if the students' attendance in online classes is less than 90%. Principals shall engage faculty members in securing 90% turn up of students to the classes by various means through quality teaching, motivation, pursuation, etc.,
- xi) All faculty conduct revision classes even if the transaction of the prescribed syllabi is completed.
- xii)Faculty shall not be given On Duty facility at the cost of class work. Principal shall ensure that class work is given precedence over the other works and attach top priority to it. Nor faculty members be allowed to attend conferences at the cost of class work.
- xiii) Faculty members take prior approval for leave from the Principal. Such leaves shall be deducted from the scheduled classes.
- xiv) The guest faculty, who are not taking online classes, shall be removed forthwith.

xv)Principals shall note that receipt of show cause notices by the faculty members successively for the months of May, June and July 2021 make them liable for being initiated disciplinary action which may range from cutting emoluments to the removal from service.

Hence, the Principals of both Government and Aided Colleges are requested to bestow their personal interest in taking forward the spirit of digital curriculum delivery effectively by adhering to the above instructions scrupulously.

The receipt of the proceedings shall be acknowledged.

Dr.Pola Bhashar, I.A.S Commissioner of Collegiate Education

// t.c.f.b.o//

(Academic Guidance Officer)

To

All the RJDCEs

All the Principals and Lecturers of Govt. and Aided Degree Colleges

## E

## Home





## Home



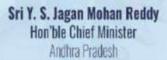


Inclusive Quality Affordable Education for All













## Welcome, APPALA NAIDU



CCE DESK



**TIMETABLE** 



ATTENDANCE



**NEWS & MEDIA** 



GALLERY



**FEEDBACK** 



REPORTS



**KNOW HOW** 



HELP





## ∃ Home



# JBCode Name of the College & Place   Name of the Faculty Member	OTLP (Online Teaching Learning Process) Data :: 20  # JBCode Name of the College & Place	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	w	2	_	S#	
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## GOVERNMENT OF ANDHRA PRADESH ABSTRACT

Public Services – Finance Department –Comprehensive Financial Management System (CFMS) –APCFSS – Validation of Human Resources Data by the Secretariat Departments and HODs –Orders – Issued.

#### FINANCE (IT) DEPARTMENT

**G.O.MS. NO**.39 Dated: 17-03-2018

Read the following:

1. G.O. RT No.: 2067 Fin IT Dept., Dt. 26-10-2017.

#### ORDER:

In an effort to establish state-of-the art IT applications for effective Public Finance Management, the Government has decided to establish a Comprehensive Financial Management System (CFMS), which would provide seamless and dynamic interface with all stakeholders and facilitate effective financial management.

- 2. Finance Department is in the process of operationalizing the Comprehensive Financial Management System (CFMS), which is being implemented on the SAP back-bone. Andhra Pradesh Centre for Financial Systems and Services (APCFSS) has already been assigned as the nodal agency for undertaking the end to end tasks of this implementation and continued support and maintenance of this application. As part of this, APCFSS is entrusted to undertake co-ordination with SAP, the Systems Integrator for CFMS, and with other 3<sup>rd</sup> party vendors and various government departments who are the stakeholders.
- 3. Vide the reference cited above, instructions were issued to all the Secretariat Departments and Heads of the Departments (HODs) to identify and enter all the offices (Organisational Units); define the sanctioned strength, working strength with the list of Posts (Positions) and their relevant information (Job/Post Category) and determine who (Person) is sitting in each of these posts. Additionally, they were also asked to determine the relationship between the Positions/Persons, viz. which Position/Person reports to which Position/Person. For this activity, APCFSS has developed a tool and training was given on this tool over a few sessions and also required user manuals and training videos were posted on the tool site. Most of the departments have entered the data in the tool and submitted to enable the CFMS team to extract the same for loading into CFMS.
- 4. CFMS team extracted the data from the tool and loaded the same to the CFMS application. On review of the extracted and loaded data, it has been observed that there are many gaps and inconsistencies with the data provided in the tool. Also, few differences are identified in comparison to the similar data provided to the General Administration Department for the purposes of Aadhar Enabled Bio-metric Attendance System.
- 5. It has been brought to the attention of the Government by the APCFSS team that accuracy of the HR data is a critical need for the CFMS. Establishing the state wide structures of the departments, structures of the individual offices and identifying people to positions in

every office are important prerequisites for the departments/users being able to prefer and process bills and for employee related payments like salaries/wages/arrears/allowances. In view of the inconsistencies in the data provided, APCFSS team has proposed that only HOD/Department validated data may be loaded to the CFMS production system and also proposed an online tool for reviewing and confirming the data. Detailed instructions with screenshots of the tool for the purpose of data validation is provided as an Annexure.

- 6. This concern has been outlined in the video conference dt. 09.03.2018 and since CFMS is going to be the single source of truth, all the departments have been instructed by the Hon'ble CM also to complete this data validation and confirmation or ensure providing missing data/incomplete data in a timely manner.
- 6. The Government after careful examination of the matter, hereby, permit APCFSS and the CFMS implementation team to launch the tool for Human Resources data validation. All the HODs (including the Secretariat Departments) are hereby instructed to log-on to the tool and perform the data validation and confirm the data. For correcting the differences, they are required to follow the instructions provided in the Annexure to get them corrected. Only confirmed data will be loaded to CFMS production system. It is in the interest of the departments to confirm this data so as to enable themselves to perform the activities in CFMS starting from April, 2018. Therefore, it is instructed that this data validation and confirmation activity must be completed on or before 22<sup>nd</sup> March, 2018. If confirmation is not carried out by this time, the data will be taken up for loading to CFMS production system only after 29<sup>th</sup> March, 2018 on a first come first serve basis.
- 7. All the Spl. Chief Secretaries, Principal Secretaries, Secretaries to the Government and HODs are hereby request to issue necessary instructions and ensure the timely completion of this activity for their respective departments and ensure their success in using the CFMS for carrying out the tasks related to preferring all types of bills and processing of the same (including all types of payments such as salaries, works bills, vendor payments etc.)

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

### MUDDADA RAVI CHANDRA SPECIAL CHIEF SECRETARY TO THE GOVERNMENT (FAC)

To

All the Spl. Chief Secretaries, Principal Secretaries, Secretaries to the Government. All the Heads of the Departments.

The Resident Commissioner, AP Bhavan, New Delhi.

The CEO, APCFSS, Ibrahimpatnam.

SF/SC.

//FORWARDED :: BY ORDER//

SECTION OFFICER

Bhasana Rabuedan

#### ANNEXURE TO GO MS No.: 39,Dt.:17.03.2018

#### STEPS TO FOLLOW FOR VALIDATING AND CONFIRMING HR DATA TO BE LOADED IN CFMS

To Validate & Confirm the HR data of a particular HOD and its Sub-ordinate offices, HOD must log on to the Portal and navigate through the services provided in the application. The following steps are to be followed to log on to Portal:

- Open the web browser
- Enter the website address as <a href="https://apfinane.apcfss.in">https://apfinane.apcfss.in</a>
- The Login Page of the application is displayed as shownbelow.

#### Login page



Screen: 1

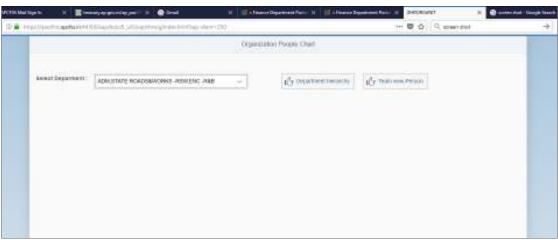
- HOD needs to enter the username and password to login into the website.
- After successful login, HOD can view the following two buttons (links) in home page as shown in screen 2.
  - 1. View Data in CFMS
  - 2. Confirm Data

#### Home Page



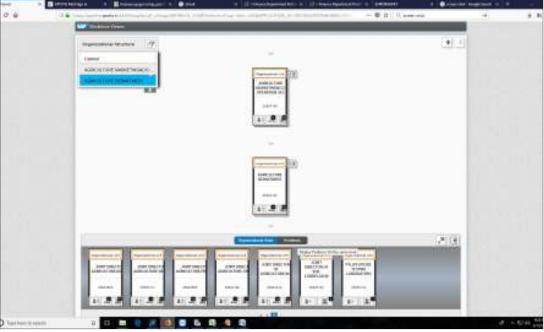
Screen: 2

- The data entered in HR data capturing tool (i.e. <a href="https://apfinance.apcfss.in">https://apfinance.apcfss.in</a>) has been uploaded into CFMS application. User must verify the data uploaded in SAP CFMS application before confirming it.
- Click on 'View Data in CFMS' button, System will navigate to CFMS application as shown in screen 3



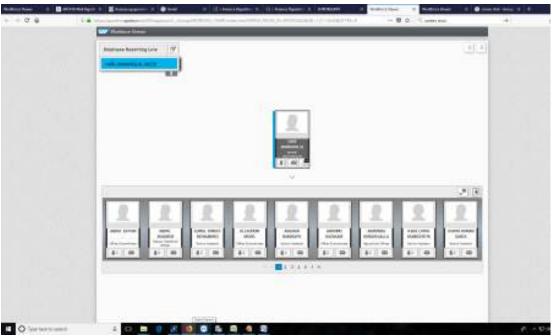
Screen: 3

• To view department hierarchy and positions, user needs to select the department name and click on 'Department Hierarchy' button.



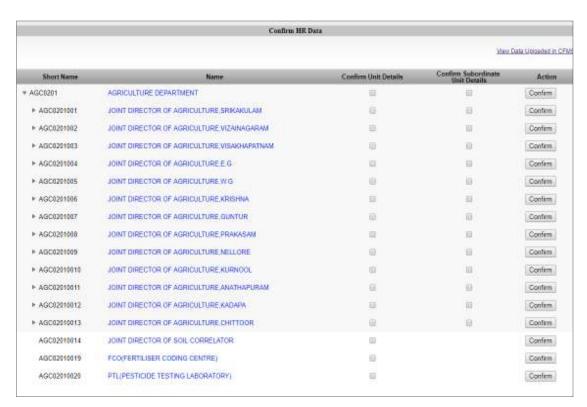
Screen: 4

• To view 'Team view-Person' in the department, user needs to select 'Team view-Person' button shown in screen3.



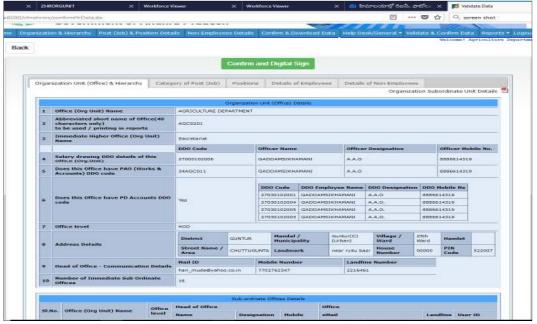
Screen: 5

- After verifying the data in CFMS application and validating its correctness, HOD can confirm the data in <a href="https://apfinance.apcfss.in">https://apfinance.apcfss.in</a> website.
- Select the Confirm HR data button as shown in screen 2



Screen: 6

- HOD can select the check box appearing in 'confirm unit details' column to confirm
  the data of a particular unit. Select check box in 'confirm sub ordinate offices details'
  column to confirm the data of all its sub-ordinate offices and press the confirm
  button.
- Once HOD clicks on Confirm button, the details of Organization units appear as shown below.
- Selects the "Confirm & Digital Sign" button to confirm the data by Digital signing with token.

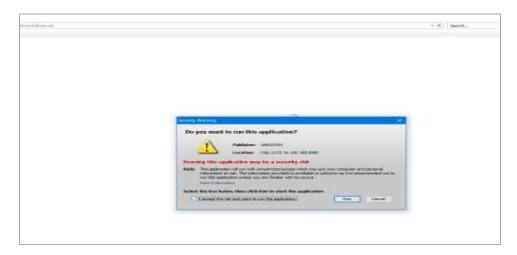


Screen: 7

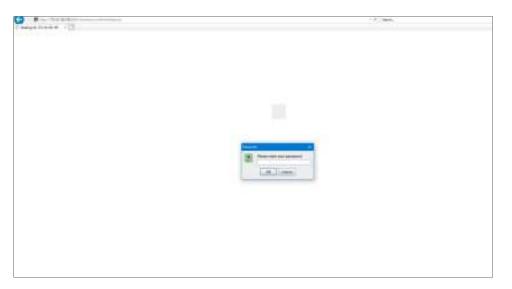
- To digital sign the HR data, HOD needs to connect the digital key (USB) to his computer and click on 'Confirm and Digital Sign' button.
- Once HOD clicks on 'Confirm and Digital Sign' button, the Digital signing process will start and system will ask the digital key password. (User must wait till the system prompts for password)



• Select the Check box and click on 'Run' button to proceed in the process of digital signing. Screen appears as follows

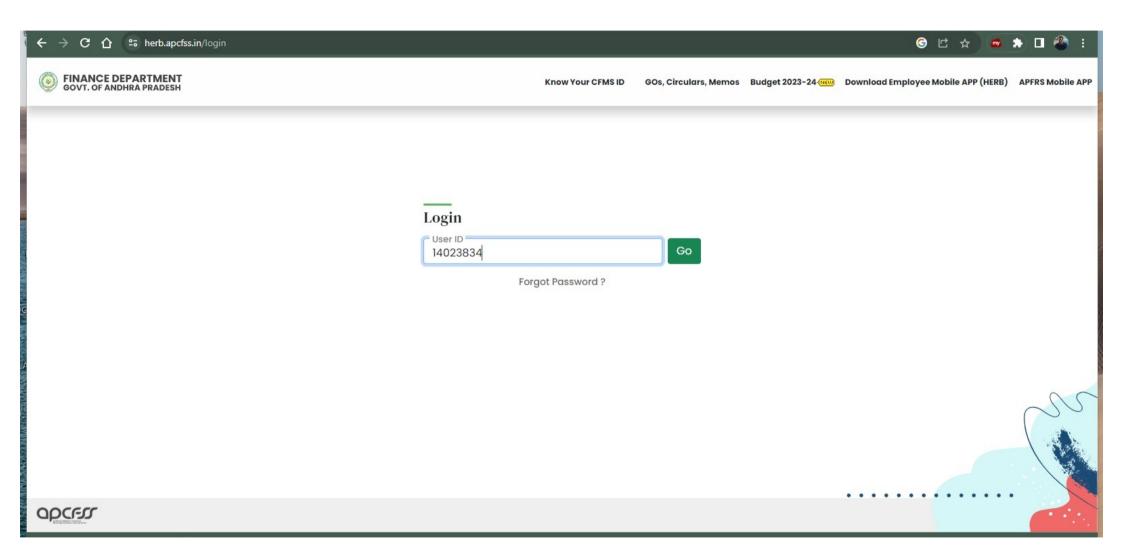


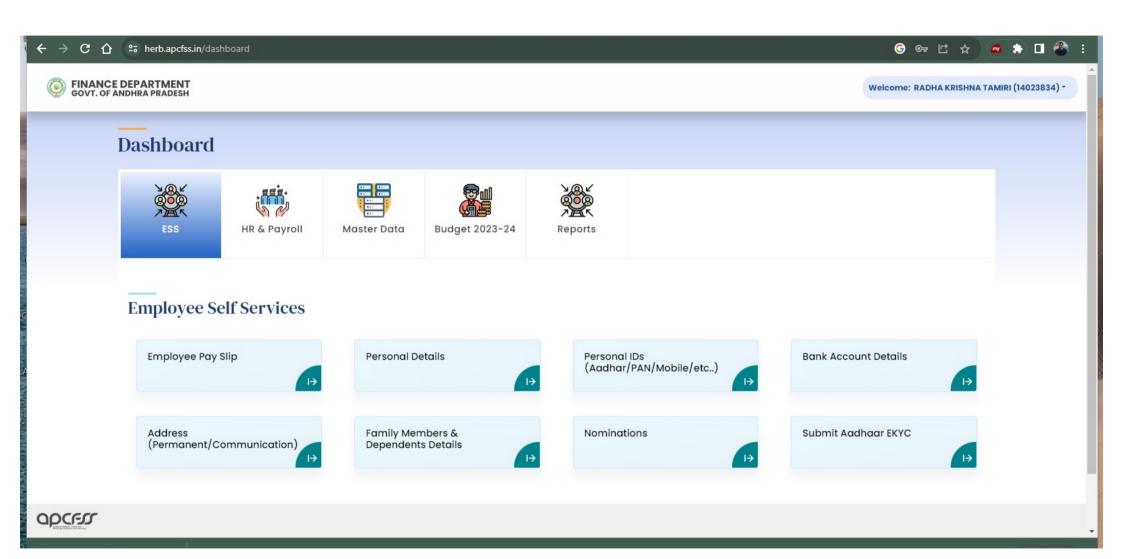
• Provide digital key password and click on 'OK' button

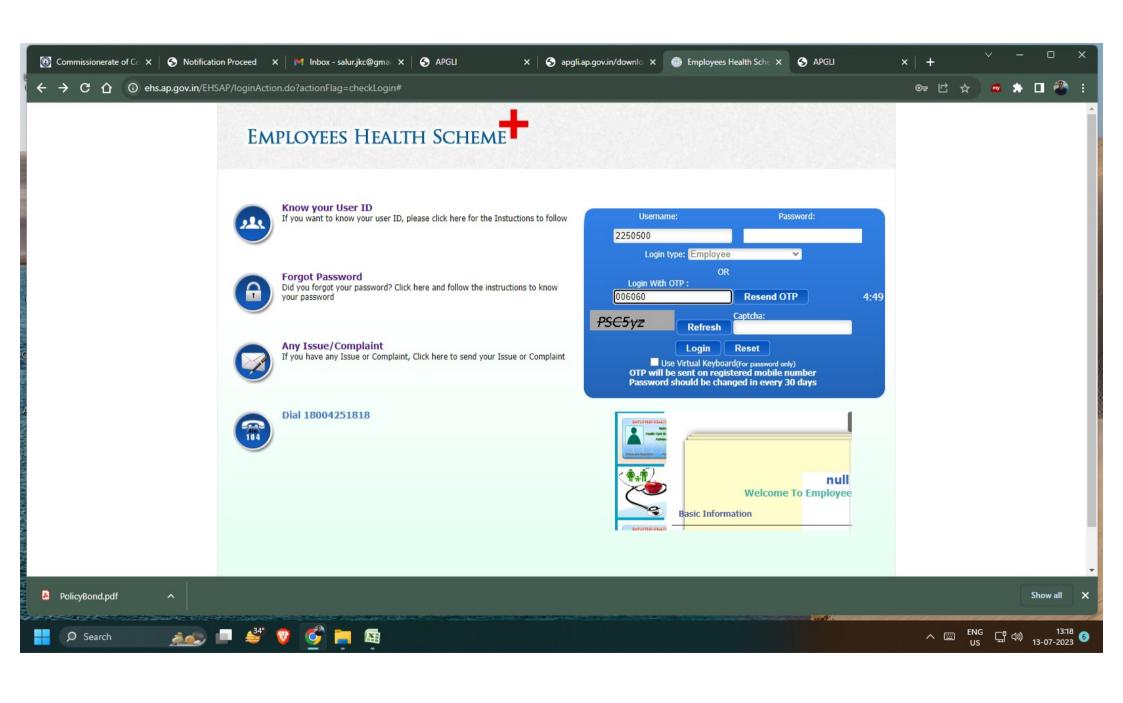


• Once Password is entered, the system will generate the digital sign PDF with organization unit HR data.











### **EMPLOYEE HEALTH SCHEME**

(GOVERNMENT OF ANDHRA PRADESH)



### HEALTH CARD CE0004407/01

Name : KAMBAKAYA VASUDEVA RAO

Gender : Male

Date of Birth: 10-OCT-67

Relation : Self

**Blood Group:** 

Employee ID: 0226109

Department : Higher education



V1028745

డా။ వై.యస్.ఆర్ ఆరోగ్య త్రీ హెల్త్ కేర్ ట్రస్ట్

# **GOVERNMENT OF ANDHRA PRADESH**

Health Card No. : CE0004407/01

VSP/HED/02070304001/0226109/1

House / Door No.: 504

Address : sri lakshmi residency, sujatha nagar

Village : PENDURTHI

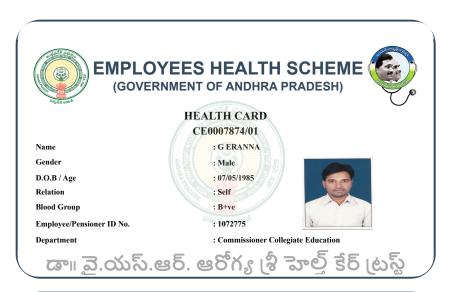
Mandal : PENDURTHI

District : VISAKHAPATNAM

Mobile No : 9491494227

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**GOVERNMENT OF ANDHRA PRADESH** 

Health Card No : CE0007874/01

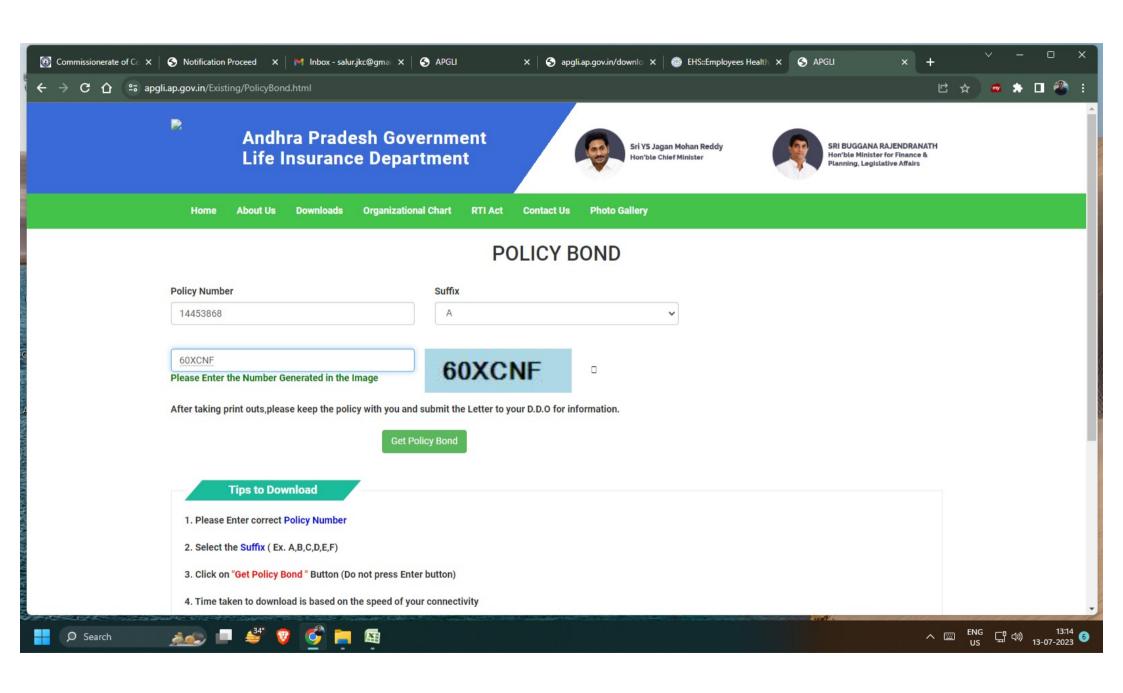
Address : karuganipalli

Village : KARIGANIPALLI

: KUNDURPI - R Mandal

District : ANANTHAPURAMU

ఉచిత ఆరోగ్య సమాచారం మరియు ఫిర్యాదులు కొరకు 18004251818 కు ఫోన్ చేయగలరు. WWW.YSRAAROGYASRI.AP.GOV.IN



### ణంధ్రప్రద్వక్త్ స్ట్రభుత్వ డైరెక్టరు భీమా కాఖ Andhra Pradesh Government Directorate of Insurance



ఈ క్రిందిఅనుసూచికలో 'రిమాదారుగా' నేర్కొనబడిన ప్రతిపాదకుడు అనుసూచికలో లెలిపిన రీమా ప్రతిపాదనను. ప్రకటనను ఆండ్రప్రదేశ్ గవర్నరుగారి. వడ్డ నిక్షిప్త పరతి, తగు నంతకము చేసిన సదరు ప్రతిపాదన, ప్రకటన బీమా ఒప్పందమునకు ప్రాతిపదికగా ఉండుటకు అంగీకరించినందున

Whereas the proposer named as the "Insured" in the Schedule annexed hereto has deposited with the Governor of Andhra Pradesh a proposal and declaration for assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for this assurance.

గవర్నరు గారు సదరు ప్రతిపాదనను ఆమోదించినందున, అనుసూచిలో పేర్కొనిన షరతులపై, అందులో శెలిపిన బీమా మొత్తమునకు గాను మొదటి బీమియము వారికి ముద్దినందువే. And WHEREAR 10 And WHEREAS the Governor has accepted the said proposal and has received the first premium for an assurance of the amount and on the terms stated in the Schedule. ఇందు నిమిత్తము గవర్నరు గారిచే నక్రమముగా ఆధికార మీయబడిన ఏ ఇతర ఆధికారకైనను సదురు అనుమాచిలో నిర్ణయించిన ప్రకారము లేక మరణము ఏటిలో ఏది ముండు సంభవించు ఆ సంభవించునో అంతవరకు నెలవారి ప్రేమియములు చెల్లించిన యెడల గవర్నరు గారు భీమా మొత్తము. సదరు అనుమాచి, పరతుల సమపరించి చెల్లించడగియున్నట్లు పదరు ప్రవాగములు ప్రావాణ సమీయములు చెల్లించిన యెడల గవర్నరు గారు భీమా మొత్తము. సదరు అనుమాచి, పరతుల సమపరించి చెల్లించడగియున్నట్లు పదరు ప్రకారముగా నిరూపించబడిన మీధట దానికి హక్కు కలిగి యున్నట్లు సదరు అనుసూచిలో పేర్కొనబడిన వ్యక్తికి లేక వ్యక్తులకు సదరు మొత్తమును చెల్లించుటకు బాధ్యులగుడుడు. Now this past and a suppose the suppose that the suppose Now this policy witnesseth that if the Insured shall pay or cause to be paid to the Director, Directorate of Insurance, or the Officer for the time being performing his functions or any other Officer duly authorised by the Governor in this behalf, subsequent a monthly premiums as stipulated in the said Schedule, or until his death, whichever shall see the said schedule. occur earlier, the Governor shall upon satisfactory proof that the sum assured has become payable, in terms of the said Schedule, be subject and liable to pay the said sum. to the person or persons mentioned in the said Schedule as entitled thereto:

ఇక్ పై చెప్పిన ప్రతిపాదనలు గల వివరణ, ప్రకటన, యదార్థమైనవిగాని ఎదల ఒప్పందము చెల్లదని రాని క్రింద భీమాదారు చెల్లించిన పైకము ఇష్ట చేసుకొనబడవలెనను నిబంధనకు కోప్పుకి మార్గారు లోబడియు, ఆనుసూచిలో పేర్కొనబడిన ఏదేని ప్రత్యేక నిబంధనలకు ఈ పాలసీలో భాగముగా ఇక ముందు చేయబడు ఏదేని ఎండార్వుమెంటులకు లోబడియు ఈ ఒప్పందము చేమకానగా

BUT THIS contract is made subject to the provision that it shall be void and the payment made by the insured under it shall be confiscated if the statement contained in the aforesaid proposal and declaration be untrue and subject to the special provisions, if any, stipulated in the Schedule and subject to further endorsements, if any, which may

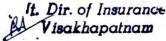
ఈ పాలసీ తత్కాలమందు అమలులో నున్న ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత భీమా శాఖ నియమావళికి లోబడి మంజూరు చేయబడినదని ఇందు మూలముగా ప్రకటించడమయినది. AND IT IS HEREBY DECLARED that this policy is granted subject to the Andhra Pradesh Govt. Life Insurance Fund rules in force.

#### Schedule (అనుమాచి)

Name K WASTED WARAC	సాలనీ నెం. Policy No.	
ວ່າວ	నెలనరి (పీమియం	
Desgn. JL Malc	Monthly Premium	
కండిపిం	రిమా మొత్తం	
Father's Name K. SURYANARAYANA	Sum Assured	
ವಿರುವರ್ಷ 2202	రీమా ప్రారంభపు కెద్	
Address GENERAL EDUCATION	Dt. of Commencement of Risk <b>CI-MAR-O</b> S	
PRL,COVT, IR.COLLECE,	చివరి ప్రేమియం కేదీ Dt. of Last Monthly Prem. Due. 23-FFF-21	
BHERMILI	ప్రత్యేమ కెద్ది	
VISAKHAPATNAM	Date of Birth	
POLICE APOLIC AP	పరివక్యపు లేదీ Dt. of Maturity	
లైతాదన లేద్	నామనీ పేరు వయస్సు	
Date of Proposal 22-FED-07	Name of the Nominee & Age	
වූජන මර්	నామినీ కండ్రిపేరు	
Dt. of Declaration 01-MAR-00	Father's Name of the Nominee	
స్థికిపోదన నెం.	బంధుత్వము మరియు వాటా	
Proposal No. 693713	Relationship and Share	

ప్రత్యేక విబంధవలు: Special Provisions:

ఖీమా మొక్తము ఎవరికి, ఎప్పుడు బెల్లించచదగి యుండును: 58 పంపత్సరములు షార్షియైన మీదట భీమాదారుకు లేక ఆతను మరడించిన సందర్భములో అండ్రస్టరేశ్ స్థరుత్వ భీమా శాఖ డైరెక్టరు కార్మాలయములో నమోదయి ఉన్న అతనికి పంబంధించిన నామినీకి లేక నామీనీలకు అద్ది నామినీలు లేనప్పడు అండ్రపైదేశ్ ప్రభుత్వ జీవిత భీమా శాఖ నియమావళిలో పొందువరచిన ప్రకారము అతనికి వారములకు TO WHOM AND WHEN THE SUM ASSURED IS PAYABLE: To the assured on his completing the age of 58 years or in the event of his death, to his valid nominee or non registered in the Office of the Directorate of Insurance, Government of Andhra Pradesh and failing such nominees, to his heirs as provided in the A.P.G.L.I. Department Rules



2000 4550 DIST. INS. OFFICER

ఆంధ్రప్రదేశ్ ప్రభుత్వ భీమా శాఖ **DIRECTORATE OF INSURANCE** 

3\_ APR 2007 36 ఆంధ్రప్రదేశ్ గవర్నరు గారి కౌరకు, వారి తరపున

\_\_\_ FOR AND ON BEHALF OF THE GOVERNOR OF ANDHRA PRADESH



### ఆంధ్రప్రదేశ్ ప్రభుత్వం Govt. of Andhra Pradesh



బీమా నిర్దేశాలయం తే Directorate of Insurance

APGLI ESTD: 1907

ఈ దిగువ అనుసూచికలో 'బీమాదారుగా' పేర్కొనబడిన ప్రతిపాదకుడు/ప్రతిపాదకురాలు అనుసూచికలో తెలిపిన బీమా ప్రతిపాదనను, ప్రతటనను అండ్రప్రదేశ్ గమ్ముడాని వర్ష నిక్షిప్త పరచి, తగు సంతకము చేసిన సదరు ప్రతిపాదను, ప్రకటన బీమా ఒప్పందమునకు ప్రాతిపదికగా ఉండుటకు అంగీతరించినండున Whereas the proposer named as the "Insured" in the schedule annexed hereto has deposited with the Governor of Andhra Pradesh a proposal and declaration for assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for

whereas the proposer named as the "Insured" in the schedule annexed hereto has deposited with the Governor of Andhra Pradesh a proposal and declaration for assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for గవర్గరుగారు నదరు ప్రతిపాదనను అమోదించినందున, అనుహచికలో పేర్కొనిన షరతులపై, అందులో తెలిపిన బీమా మొత్తమునకుగాను మొదది తీమియము వారికి మాడ్డిపుండున And WHEREAS the Governor has accepted the said proposal and has received the first Premium for an assurance of the amount and on the terms stated in the Schedule ఈ పాలసీ క్రిందీ అంశములకు సాక్షీభూతముగుచ్చుది. ఆంధ్రప్రదేశ్ ప్రభుత్వ జీమిత బీమా శాల డైరెక్టరుకీ రేక తత్యాలనుందు అతని కర్లవ్యములను నిర్వహించుచున్న అధికారికి రేక, ఇందు నిమిత్తము గవర్గరు గారిచే సక్రమముగా అధికారమీయబడిన ఏ ఇతర అధికారికైనను పదరు అనుమాచిలో విర్ణయించిన ప్రకారము తేక మరణము వీటిలో ఏడి ముందు సంభవించునో అంతవరకు వెలసరి బ్రీమీయములు చెల్లించిన యొదల గవర్గరు గారు బీమా మొత్తము, సదరు అనుమాచిక, షరతుల మమనరించి చెల్లించదిగేయమ్మట్లు పదరు ప్రకారముగా నిరూపించబడిన మీదల దానికి హక్కు కరిగియున్నట్లు సదరు అనుమాచికలో పేర్కొవబడిన మీదలు దానికి మాక్కు కరిగియున్నట్లు పదరు అనుమాచికలే పేర్యామడిన మీదలు దానికి మాక్కు కరిగియున్నట్లు పదరు అనుమాచికలే పేర్యామడిన మీదలు మమనరించి చెల్లించదిగేయున్నట్లు పదరు కుండా ప్రక్రించిన మీదలు చేసుకుందిన మీదలు మార్గులు మందు చేరుకుందిన మీదలు మందు కుండా ముందు మీదలు మందు ప్రక్రించిన అనుమునికి పోర్యముగు కుండా ప్రక్రించిన ప్రక్రించిన మందు ప్రక్రించిన మీదలు మందు పేరుకుందిన ఏదేని ప్రవేశ్రక్ నిబంధనలకు ఈ పాలసీలో భాగముగా ఇక ముందు చేయుకాడు ఏదేని ఎండార్బుమెంటుకు లోబడియు, అనుమాచికలో పేర్యామబడిన ఏదేని ప్రత్యేక నిబంధనలకు ఈ పాలసీలో భాగముగా ఇక ముందు చేయుకాడు ఏదేని ఎండార్బుమెంటుకు లోబడియు ఈ ఒప్పందము చేసుకానడమైనది.

BUT HIS / HER contract is made subject to the provision that it shall be void and the payment made by the insured under it shall be confiscated, if the statement contained in the aforesaid proposal and declaration be untrue and subject to the special provisions, stipulated in the schedule and subject to further endorsements, if any, which may be made part of this Policy.

ఈ పాలసీ తక్యాలమందు అమలులో వైన్న ఆంగ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళికి లోబడి మంజూరు చేయబడినదని ఇందు మూలముగా ప్రకటించటమైనది. AND IT IS HEREBY DECLARED that this policy is granted subject to the Andhra Pradesh Govt. Life Insurance Fund rules in force.

Schedule (అనుసూచి) S& -L'RADHAKRISHNA APGLDAPG DAPGED A SOL APGLIDAPG Policy No. 2612908\_A ಶ್ರ್ **నెలసరి (పీమియం** 🗆 🕸 Desgn. LECTURER A.En Monthly Premium 2,000 తండి పేర్చుANGLANNA Father's Name దీమా మొత్తం 148720 Sum Assured ... కార్యాలయ చిరునామా దీమా ప్రారంభప్త తేది Office Address Dt. of Commencement of R01/01/2022 2202 చివరి ప్రేమియం కేది GENERAL EDUCATION Dt. of Last Monthly Prem. Dsp/12/2031 PRL GOVT DEGREE COLLEGE, S.KOTA -- S.KOTA పట్టిన కేది APGLID APGLID APGLID Date of Birth LID APGLID APG15/08/1972 APGLID APGLID APGLID VIZIANAGARAM APGLID APGLID APGLID APGLID APGLID APGLID Date of Maturity APGLID APG14/08/2032 GLID పతిపాదన కేది Date of Proposal నామనీ పేరు మరియు వయస్సు గాంటర్ ID APGLIC APGLID APGLID APGLIC Name of the Nominee & Acces APGLID APGLID APGLID నామినీ తంటి-కోండ్ DAPGLIDAPGLID Dt Of Declaration 01/01/2022 DAPGLIDAPGLIDA Father's Name of the Nomines పతిపాదన నెం. బంధుత్సము మరియు వాటా 🚜 🙀 2563493 GLIDAPGLIDAPGLID Proposal No. 100 Relationship and Share

్రవేళ్లక నిబంధనలు : Special Provisions : టీమామెళ్లము ఎకంకి ఎమ్మేటు ఎల్లెంచికగీయుందుకు, 60 సంవశ్చరములు పార్షియైన మీదల బీమారారుకు లేక అను మరణించిన సందర్భములో అంట్రవైదేశ్ ప్రభుత్వ జీమా శాల డైనెళ్లకు కార్యాలయములే సమోచైనన్న అశనికి సంబంధించిన నామినికి లేక నామినీలు లేనిన్నురు అంట్రపైదేశ్ ప్రభుత్వ జీమాశాల వియమానశిలో పొందువరవిన ప్రకారము అమ్మిశిమీ వారములకు మెళ్లించబడును. TO WHOM AND WHEN THE SUM ASSURED IS PAYBLE : To the assured on his completing the age of 60 years or in the event of his death, to his valid nominee or nominees registered in the Office of the Directorate of insurance, Government of Andhra Pradesh and failling such nominees, to his heirs as provided in the APGLL Depurtment Pules

		జిల్లా వీమాధికారి	01
ttention: <sup>2</sup> 24/02/20	Bonds due.Submit proposal forms. No proposal-No.Risk covered 122 සිරි පෙළවන්දී රජුරු ලබ මෙරය.	DIST. INSURANCE OFFICER	Phoni Jumani ASSISTANT DIRECTOR DISTRICT INSURANCE OFFICE
THE		BEHALF OF THE GOVERNOR OF AND	

### అండ్రప్రవేశ్ ప్రభుత్వం Govt. of Andhra Pradesh



APGLI ESTB: 1997

# మీమా నిర్దేశాలయం స్ట్రాన్

### Directorate of Insurance

ණ පිහිසි මහිතික්වේ 'ව්යාංශාවාහ' විවැනිපයිය ලිසිමාසමහිරුවෙන්නගෙන මහිතික්වී සිවිමති ව්යා ලිසිමරිනිය, ලිසිවරිනි මෙල්ල්රීම් රණදුරුගෙ සසු විමුවූ සිප්ව, අත පිටඅස්සා වීපිති පසිස ලිසිමාසිති, ලිස්මත් ව්යා වෙතුපේසාත්ත ලිංගිවෙන්න අපරිත්ව මෙර්ම්වේනිවේන

Whereas the proposer named as the "insured" in the schedule annexed hereto has deposited with the Governor of Andhra Pradesh a proposal and declaration for assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for naggams assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for naggams assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for naggams assurance of the amount and on the terms stated in the Schedule as энь (both sections). Application of the said proposal and has received the first Premium for an assurance of the amount and on the terms stated in the Schedule as энь (both sections). Application of the said proposal and has received the first Premium for an assurance of the amount and on the terms stated in the Schedule as энь (both sections). Application of the said state in the Schedule as энь (both sections) and the said sections are proposed and proposed and has received the first Premium for an assurance of the amount and on the terms stated in the Schedule, and the said schedule, as an application of the said schedule, be subject and liable to pay the said sum to the person or persons mentioned in the said schedule as entired therato; and pulpy is particular and payed as a subject and liable to pay the said sum to the person or persons mentioned in the said schedule as entired therato; and pulpy is particular as a subject and liable to pay the said sum to the person or persons mentioned in the said schedule as entired therato; and subject and liable to pay the said sum to the person or persons mentioned in the said schedule as entired therato; and subject and liable to pay the said sum to the person or persons mentioned in the said schedule as entired therato; and subject as descriptions.

BUT HIS / HER contract is made subject to the provision that it shall be void and the payment made by the insured under it shall be confiscated, if the statement contained in the aforesaid proposal and declaration be untrue and subject to the special provisions,

If any, stipulated in the schedule and subject to further endorsements, if any, which may be made part of this Policy.

ණ විතර් ජපාලකියකි කොටර් රුනු පෙළිතුස්දී ලිණුණු ස්වජ විකා පතු වනානානවර් ඒකර් කාලපත විශාවේදරට ගෙන නාපරකාව දුන්රියේක්කුන්ය. AND IT IS HEREBY DECLARED that this policy is granted subject to the Andhra Pradesh Govt. Life Insurance Fund rules in force.

Schedule (කෙන්පර)	This course is the same of the
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ဖြစ်၍ စစ်စေတိုက်လ : Special Provisions

கள் களுக்க எக்கி எத்திக் இழக்கிரியல்கள், 50 நிலக்கு நின்படி நிறுக் நின்ப நின்பு நின்பு கண்ணி கண்டுக்கிற நின்பு நி

ಷೆಲ್ಲಾ ಬಿನ್ನಾಧಿಕಾರಿ DIST, INSURANCE OFFICER ASSISTANT DIRECTOR
DISTRICT INSURANCE OFFICE

### <sup>ఆ</sup>ంధ్రప్రదేశ్ ప్రభుత్వం Govt. of Andhra Pradesh





బీమా నిర్దేశాలయం Directorate of Insurance

ఈ దిగువ అనుసూచికలో 'బీమాదారుగా' పేర్కొనబడిన ప్రతిపాదకుడు/ప్రతిపాదకురాలు అనుసూచికలో తెలిపిన బీమా ప్రతిపాదనను, ప్రకటనను అండ్రప్రదేశ్ గవర్మనుగారి వద్ద నిక్షిప్త వరచి, తగు సంతకము చేసిన సదరు (పతిపాదన, (పకటన బీమా ఒప్పందమునకు (ప్రాతిపదికగా ఉందుటకు అంగీకరించినందున Whereas the proposer named as the "Insured" in the schedule annexed hereto has deposited with the Governor of Andhra Pradesh a proposal and declaration for

assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for గవర్నరుగారు సదరు ప్రతిపాదనను ఆమోదించినందున, అనుసూచికలో పేర్కొనిన షరతులపై, అందులో తెలిపిన బీమా మొత్తమునకుగాను మొదది బీమియము వారికి ముడ్డిపండున And WHEREAS the Governor has accepted the said proposal and has received the first Premium for an assurance of the amount and on the terms stated in the Schedule ఈ పాలసీ (కింది అంశములకు సాక్షీభూతమగుచున్నది. ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా కాఖ డైరెక్టరుకి లేక తత్మాలమందు అతని కర్షవ్యములను నిర్వహించుచున్న అధికారికి లేక, సంభవించునో అంతవరకు నెలసరి (పీమియములు చెల్లించిన యెదల గవర్నరు గారు బీమా మొత్తము, సదరు అనుసూచిక, షరతుల నమసరించి చెల్లించదగియాన్నట్లు, సదరు ప్రకారముగా నిరూపించబడిన మీదట దానికి హక్కు కలిగియున్నట్లు సదరు అనుసూచికలో పేర్కొనబడిన వృక్తికి లేక వ్యక్తులకు సదరు మొత్తమును చెల్లించుటకు బాధ్యులగుడురు. Now this policy witnesseth that if the insured shall pay or cause to be paid to the Director, Directorate of Insurance, or the Officer for the time being performing his functions or any other Officer duly authorised by the Governor in this behalf, subsequent monthly premiums as stipulated in the said Schedule, or until his death, whichever shall occur earlier, the Governor shall upon satisfactory proof that the sum assured as become payable, in terms of the said Schedule, be subject and liable to pay the said sum to the person or persons mentioned in the said schedule as entitled thereto: ఐతే పై చెప్పిన (పరిపాదనలు గల వివరణ, (పకటన, యదార్థమైనవిగాని ఎదల ఒప్పందము చెల్లదని దాని (కింద బీమాదారు చెల్లించిన పైకము అన్న దేసుకొనబడపలెనను నిబంధనకు లోబడియు, అనుసూచికలో పేర్కొనబడిన ఏదేని ప్రత్యేక నిబంధనలకు ఈ పాలసీలో భాగముగా ఇక ముందు దేయబడు ఏదేని ఎండార్బుమెంటుకు

BUT HIS / HER contract is made subject to the provision that it shall be void and the payment made by the insured under it shall be confiscated, if the statement contained in the aforesaid proposal and declaration be untrue and subject to the special provisions, if any, stipulated in the schedule and subject to further endorsements, if any, which may be made part of this Policy.

ఈ పాలసీ తత్మాలమందు అమలులో వృన్న ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళికి లోఐడి మంజూరు చేయబడినదని ఇండు మూలముగా ప్రకటించటమైనది. AND IT IS HEREBY DECLARED that this policy is granted subject to the Andhra Pradesh Govt. Life Insurance Fund rules in force.

Schedule (అనుసూచి)

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డ్రత్యేక నిజంధనలు : Special Provisions :

తీమా మొత్తము ఎకరికి ఎక్కుడు చెల్లించడగియుండుకు, 60 సంవత్సరములు పూర్తియైన మీదల వీమాచారుకు లేక అతను మరడించిన సందర్భములో అంద్రభవేశ్ భురుత్వ వీమా శాఖ డైరెక్టరు కార్మాలయమ సమాస్తున్న అతనికి సంబంధిందిన నామినికి లేక నామినీలకు అద్దే నామీనీలు లేదవుడు అండుపడికి ద్రువుత్త విమాశాల నియమావరిలో పొందువరినిన ద్రువారము అతని/ఆమె వారసులకు చెల్లిందలడును. 30 కంగాడు Ast) మాత్రమ 11-65 SUM ASSUMED IS PAYBUE. To the assured on his completing the age of 60 years or in the event of his death to his vaid nomineer egoderest in the Office of the Directorate of insurance, Government of Andhra Pradesh and failling such nominaes, to his heirs as provided in the A.P.G.L.I. Department Rules

ఉల్లా వీమాధికారి

DIST. INSURANCE OFFICER

ASSISTMAN DIRECTOR DISTRICT INSURANCE OFFICE

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FOR AND ON BEHALF OF THE GOVERNOR OF ANDHRA PROJECT VIZIANAGARAM

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#### Govt. of Andhra Pradesh



### బీమా నిర్దేశాలయం Directorate of Insurance

ఈ దిగువ అనుసూచికలో 'బీమాదారుగా' పేర్కొనబడిన (పతిపాదకుడు/(పతిపాదకురాలు అనుసూచికలో తెలిపిన బీమా (పతిపాదనను, (పకటనను ఆం(ధ(పదేశ్ గవర్నరుగారి వర్ల నిక్లిష్ఠ పరచి, తగు సంతకము చేసిన సదరు (పతిపాదన, (పకటన బీమా ఒప్పందమునకు (పాతిపదికగా ఉండుటకు అంగీకరించినందున

Whereas the proposer named as the "Insured" in the schedule annexed hereto has deposited with the Governor of Andhra Pradesh a proposal and declaration for assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for గవర్సరుగారు సదరు ప్రతిపాదనను ఆమోదించినందున, అనుసూచికలో పేర్కొనిని పదుతులపై, అందులో తెలిపిన బీమా మొత్తమునకు గాను మొదటి ప్రీమియము వారికి ముట్టినందున

And WHEREAS the Governor has accepted the said proposal and has received the first premium for an assurance of the amount and on the terms stated in the Schedule

ఈ పాలసీ (కింది అంశములకు సాక్షేభూతముగుచున్నది. ఆం(ధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ డైరెక్టరుకి లేక తత్కాలమందు అతని కర్తవ్యములను నిర్వహించుచున్న అధికారికి లేక, ఇందు నిమిత్తము గవర్నరు గారిచే స్వకమముగా అధికార మీయబడిన ఏ ఇతర అధికారికైనను సదరు అనుసూచిలో నిర్ణయించిన ప్రకారము లేక మరణము వీటిలో ఏది ముందు సంభవించునో అంతవరకు నెలసరి (పీమియములు చెల్లించిన యెడల గవర్నరు గారు బీమా మొత్తము, సదరు అనుసూచిక, షరతుల ననుసరించి చెల్లించదగియున్నట్లు సదరు ప్రకారముగా నిరూపించబడిన మీదట దానికి హక్కు కలిగి యున్నట్లు సదరు అనుసూచికలో పేర్కొనబడిన వ్యక్తికి లేక వ్యక్తులకు సదరు మొత్తమును చెల్లించుటకు భాధ్యులగుదురు.

Now this policy witnesseth that if the isured shall pay or cause to be paid to the Director, Directorate of Insurance, or the Officer for the time being performing his functions or any other Officer duly authorised by the Governor in this behalf, subsequent monthly premiums as stipulated in the said Schedule, or until his death, whichever shall occur earlier, the Governor shall upon satisfactory proof that the sum assured as become payable, in terms of the said Schedule, be subject and liable to pay the said sum to the person or persons mentioned in the said Schedule as entitled thereto:

ఐతే పై చెప్పిన (పతిపాదనలు గల వివరణ, (పకటన, యదార్ధమైనవిగాని ఎడల ఒప్పందము చెల్లదని దాని (కింది బీమాదారు చెల్లించిన పైకము జప్తు చేసుకొనబడవలెనను నిబంధనకు లోబడియు, అనుసూచికలో పేర్కొనబడిన ఏదేని (పత్యేక నిబంధనలకు ఈ పాలసీలో భాగముగా ఇక ముందు చేయడు ఏదేని ఎండార్సుమెంటుకు లోబడియు ఈ ఒప్పందము చేసుకొనడమైనది.

BUT HIS / HER contract is made subject to the provision that it shall be void and the payment made by the insured under it shall be confiscated if the statement contained in the aforesaid proposal and declaration be untrue and subject to the special provisions, if any, stipulated in the schedule and subject to further endorsements, if any, which may be made part of this Policy.

ఈ పాలసీ తత్కాలమందు అమలులో వున్న ఆంధ్రప్రదేశ్ స్థుభుత్వ జీవిత బీమా శాఖ నియమావళికి లోబడి మంజూరు చేయబడినదని ఇందు మూలముగా స్థకటించడమైనది.

 $AND\,IT\,IS\,HEREBY\,DECLARED\,that\,this\,policy\,is\,granted\,subject\,to\,the\,Andhra\,Pradesh\,Govt.\,Life\,Insurance\,Fund\,rules\,in\,force.$ 

#### Schedule (అనుసూచి)

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#### ప్రత్యేక నిబంధనలు: Special Provisions :

బీమా మొత్తము ఎవరికి ఎప్పుడు చెల్లించదగియుండును, 58 సంవత్సరములు పూర్తియైన మీదట బీమాదారుకు లేక అతను మరణించిన సందర్భములో ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ డైరెక్టరు కార్యాలయములో నమోదైవున్న అతనికి సంబంధించిన నామినికి లేక నామినీలకు అట్టి నామినీలు లేనప్పుడు ఆంధ్రప్రదేశ్ (ప్రభుత్వ బీమాశాఖ నియమావళిలో పొందుపరచిన (ప్రకారము అతని/ఆమే వారసులకు చెల్లించబడును.

TO WHOM AND WHEN THE SUM ASSURED IS PAYABLE: To the assured on his completing the age of 58 years or in the event of his death, to his valid nomiee or nominees regestered in the Office of the Directorate of Insurance, Government of Andhra Pradesh and failling such nominees, to his heirs as provided in the A.P.G.L.I. Department Rules.

జిల్లాబీమాధికారి DIST. INS OFFICER VIZIANAGARAM

20......తేది ఆంధ్రప్రదేశ్ గవర్నరు గారి కొరకు, వారి తరఫున

THE\_\_\_\_\_DAY OF\_\_\_\_\_20 \_\_\_\_FOR AND ON BEHALF OF THE GOVERNOR OF ANDHRA PRADESH

This Policy Bond is Electronically Generated, hence signature is not required.

(E.& O.E.)

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#### IMPORTANT INFORMATION

THE POLICY HOLDER is requested to note the followeing important provisions of the A.P.G.L.I. DEPARTMENT RULES. Further information can be had from the District insurance Office concerned.

- When an Insured official ceases to be in the service of Government before completing the age of 58 years he/she has to choose one of the alternatives given below by giving a written request to the Department within 3 months of such cessation failing which he will be deemed to have agreed to surrender his policy.
  - To continue to pay the premium due on his policy till the date of last premium due.
  - b) To surrender the policy, or
  - To discontinue the payment of premium and accept a paid- up policy for a proportionately reduce sum.
- A surrendered policy may be reinstated any time before the payment of surrender value at the discretion of the Director provided the policy holder undergoes medical examination at his own expense and pay up all the arrears of premiums, a paid-up policy can be reinstated like wise.
- A policy holder who has chosen 1 (a) is allowed to pay the premiums monthly, quarterly, half-yearly or yearly, 15 days grace is allowed when the premium is payable monthly and one month's grace when it is payable otherwise.
- 4. Bonus at the time of cliam will be paid to the claimant as per rates declared by the govt. time to time.
- 5. No assignment to third party is allowed.
- 6. All policies are exempted from attachment.
- The policy holders are advised in their own interest to nominate someone under the provisions of the rules of the department, as otherwise unnecessary complications might arise at the time of settlement of claims.
- 8. Subject to budget provision a loan can be granted to the subsciber under rule 45 of APGLI Department Rules.
- The sanctioning authority is authorised to pass orders to effect recoveries of the outstanding Premium/loan together with interest, if any, from the subscriber in such manner as per the rules of the department.
- If payment of premium is discontinued while in service for any reason, the arrears of premium together with interest at the rate earned by the Fund balances shall be paid.
- Correct Policy Number assigned has to be quoted in the monthly schedules to avoid suspense. Policy Number assigned shall be recorded on the first page of the service register for record.
- 12. Present insurable age is between the age group of 21 and 53.

#### ముఖ్య విషయము

ఆంద్రప్రదేశ్ స్టడుత్వ జీవిత బీమా శాఖ నియమావళిలోని ఈ క్రింద ముఖ్య నిబంధనలను దృష్టిలో ఉంచుకొనవలసినదని పాలసీదారును కోరడమైనది. ఇతర వివరములను ఆంధ్రప్రదేశ్ స్టభుత్వ జిల్లా బీమా కార్యాలయముల నుండి పొందవచ్చును.

- 1. బీమా చేసిన ఉద్యోగి 58 సంవత్సరముల వయస్సు పూర్తి చేయక ముందే [ప్రభుత్పోద్యోగమును విరమించిన యెడల విరమించిన మూడు నెలలలో గా డైరెక్టరుకు లిఖిత పూర్వకమైన నోటీసు ద్వారా ఈ క్రింది పద్ధతులలో ఒక దానిని ఎంచుకొని తెలియజేయవలెను. అట్లు చేయని ఎడల అతని పాలసీని అర్పించుటకు అంగీకరించినట్లు భావించబడును.
  - (ఎ) చివరి స్థిమియం తేదివరకు చెల్లించవలెను.
  - (బి) పాలసీని అర్చణ చేయుట లేక
  - (సి) (ప్రీమియము చెల్లింపును విరమించి, ఆ దామాషాలో తగ్గించిన మొత్తమునకు చెల్లించిన (పెయిడ్-అప్) పాలసీని స్వీకరించుట.
- 2. అర్పణ విలువ చెల్లించుటకు ముందు ఎప్పుడైనను డైరెక్టరు వివేచనానుసారము అర్పించిన పాలసీని పునరుద్ధరించ వచ్చును. అయితే పాలసీదారు తన స్వంత ఖర్చుపై వైద్య పరీక్ష చేయించుకొని (పీమియము బకాయిలన్నిటిని చెల్లించవలెను. అదే విధముగా చెల్లించిన (పెయిడ్-అప్) పాలసీని కూడా పునరుద్ధరించవచ్చును.
- 3. 1(ఎ)లో తెలిపిన పద్ధతిని ఎంచుకొన్న పాలసీదారు (పీమియములను నెలవారిగా గాని, మూడు నెలలకు, అర్ధ సంవత్సరమునకు లేక సంవత్సరమునకు ఒక్కసారి గాని చెల్లించుటకు అనుమతించబడును. నెలవారిగా చెల్లించవలసిన (పీమియమునకు 15 రోజులు గడువు, ఇతర విధమైన (పీమియములకు ఒక నెల గడువు ఇవ్వబడును.
- 4. క్లైయిము సమయమునందు చందదారునికి చెల్లించు బోనస్ (ప్రభుత్వముచే నిర్ధారించబడును.
- 5. మూడవ వానికి అప్పగించుటకు ఏ విధముగాను అనుమతించబడదు.
- అన్ని పాలసీలు జఫ్హు నుండి మినహాయించబడినవి.
- 7. శాఖ నియమావళిలోని నిబంధనల ప్రకారము స్వప్రయోజనము దృష్ట్యే ఎవరో ఒకరిని నామనిర్ధిష్టము చేయవలసినదని పాలసీదారులందరికి సలహా ఇవ్వడమైనది. అట్లు చేయని యెడల క్లెయిములను పరిష్కరించు సమయమున అనవసరమైన చిక్కులు ఏర్పడవచ్చును.
- 8. ఆం.క్షు. ఆం.క్షు. జీ.బీ. శాఖ నియమావళిలోని 45వ నిబంధనల క్రింద బడ్జైటు కేటాయింపుకు లోబడి చందాదారులకు పాలసీల ఆర్పణ విలువలో 90 శాతము మేరకు రుణము మంజారు చేయబడును.
- 9. ఆంధ్రప్రదేశ్ స్థ్రభుత్వ బీమా నిధి నియమనిబంధనలననుసరించి ఆదేశించిన రీతిగా చందాదారు చెల్లించవలసిన స్టీమియము/ఋణము మరియు వడ్డీ ఏమయినా ఉన్నచో దానితో సహా రాహబట్టుకొను నిమిత్తము ఉత్తరువుజారీ చేయుటకు బీమాధికారికి అధికారము ఇవ్వబడినది.
- 10. ఏదైన కారణము చేత (పీమియం తగ్గింపు చేయని పక్షములో, బకాయి పడిన (పీమియంలను బీమానిధి పై పొందే వడ్డీరెటుతో చెల్లించవలసి ఉంటుంది.
- 11. చందాదారుల (పీమియం అనామతు ఖాతాలోనికి వెళ్ళకుండా నివారించుటకు గాను నెలసరి షెడ్యూళ్లనందు పాలసీదారుల సరియైన పాలసీ నెంబరు పేర్కొనవలయును. మరియు ఉద్యోగులకు కేటాయించిన పాలసీ నెంబర్లను వారి సర్వీసు రిజిష్టరు మొదటి పేజీలో నమోదు చేయవలయును.
- 12. [ప్రస్తుత బీమా ఆర్హత వయస్సు 21 సంగల నుండి 53 సంగల లోపు.

#### DISTRICT INSURENCE OFFICE VIZIANAGARAM

To,

The PRL GDC, G.L.PURAM --

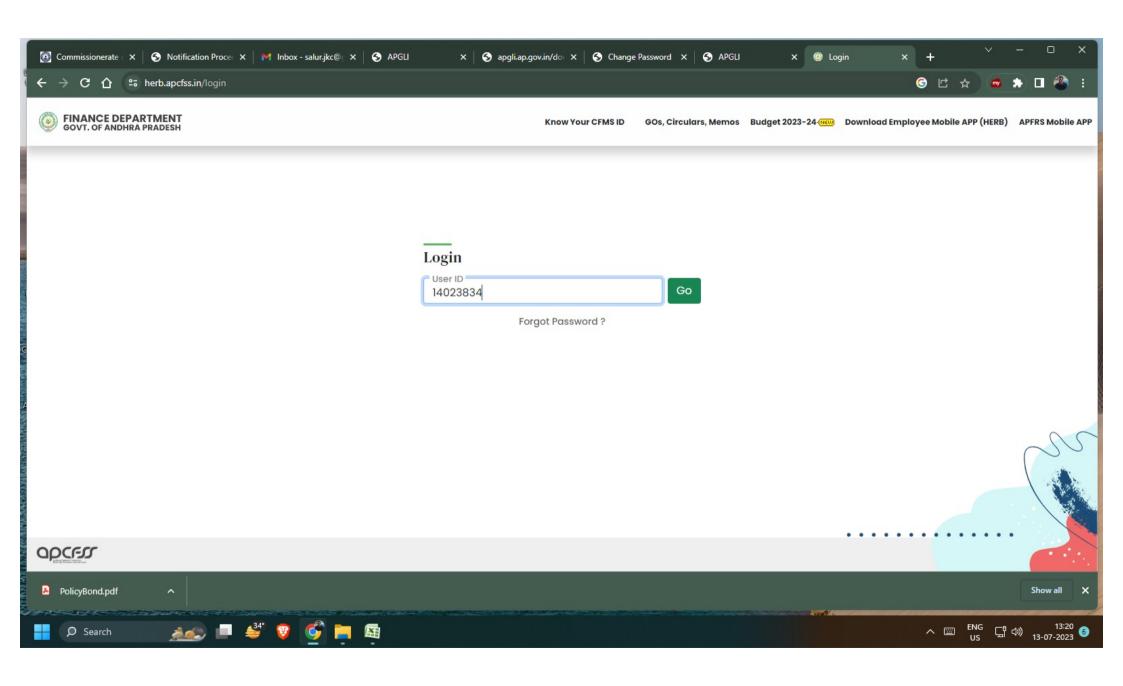
Sir/Madam,

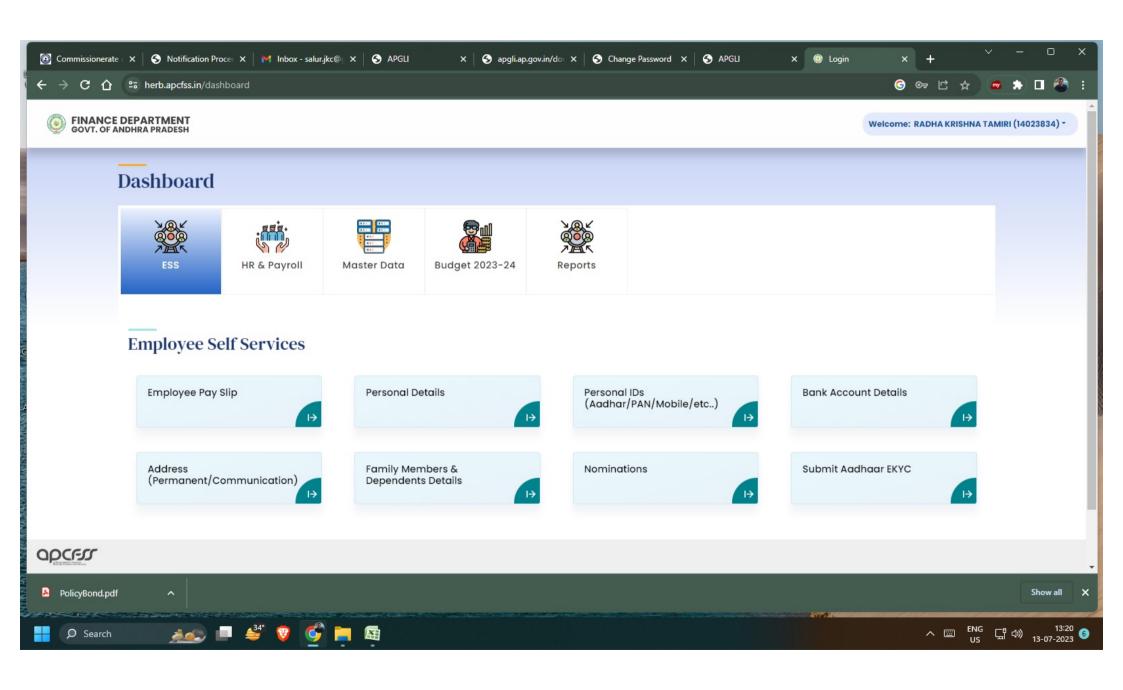
Sub:- Allotment of number and issue of policy to Sri/Smt. **T.RAMASUNKANNA**, **LECTURER** Intimation-Reg.

With reference to the subject cited it is to inform that Sri/Smt. **T.RAMASUNKANNA**, **LECTURER** of your Department had been alloted Policy number **2610559**. Kindly arrange to quote the policy number in the A.P.G.L.I. Schedule for proper accounting of the premium and also record the same in the S.R. of the employee. The premium shall be Compulsorily deducted every month till **31-03-2045** withoutfail.

Yours faithfully,
District Insurance Officer
VIZIANAGARAM

Note: This letter is electronically generated, hence signature is not required.







### ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION (A Statutory Body of the Government of A.P)

(A Statutory Body of the Government of A.P)
III, IV & V Floors, Neeladri Towers, Sri Ram Nagar,
6<sup>th</sup> Battalion Road, Atmakur (V), Mangalagiri (M)
Guntur – 522 503, Andhra Pradesh



Web: www.apsche.org. Email: academiccell@apsche.org

#### OAMDC-2023-24

#### ADMISSIONS INTO GENERAL UG PROGRAMMES

(B.A., B.Sc., B.Com., BBA., B.Voc., BCA, BBA, BFA, 5 year integrated PG programmes with Intermediate qualification etc. (excluding Engineering and Pharmacy streams))

#### **Notification for Online Admissions-2023-24**

As per G.O Ms. No. 34 Higher Education Dt: 15-10-2020, Online Admission Process was introduced for admission into Under Graduate Programmes offered by the Degree Colleges in the state to promote merit, achieve excellence, curb malpractices, implement reservations, conduct fair, non-discriminatory and merit based admissions in a transparent basis in the larger interest and welfare of the student community.

As per G.O.Ms.No. 46 HE (CE) Dt: 22.12.2020, all non-professional Degree Programmes shall be 4-year Honours Programme from the academic year 2020 – 21. There will be an exit option after 3 years.

The eligible candidates who passed out from Board of Intermediate, AP or other recognized Boards are eligible to participate in web counselling for the seats available in Undergraduate Programmes in Arts, Science, Social Sciences, Commerce, Management, Computer applications and Social Work, etc., leading to the award of B.A., B.Sc., B.Com., BBA., B.Voc, B.F.A, 5 year integrated PG programmes with Intermediate qualification (with the exception of Engineering and Pharmacy streams) etc, in Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges, Private Autonomous Degree Colleges (Aided and Unaided) in the State of Andhra Pradesh for the academic year 2023-24. Candidates are informed that the online admission process comprising of registration, payment of processing fee will commence from 19.06.2023 and pending certificate verification at HLCs will commence from 22.06.2023.

#### Payment of Processing fee:

Rs.400/- for OC, 300/- for BC and Rs. 200/- for SC/ST through online by credit card/debit card/ (or) net banking through the "Pay Processing Fee" link in the web site <a href="https://cets.apsche.ap.gov.in/APSCHEHome.aspx">https://cets.apsche.ap.gov.in/APSCHEHome.aspx</a>

All the eligible and desirous candidates can pay the processing fee from 19.06.2023 onwards using URL <a href="https://cets.apsche.ap.gov.in/APSCHEHome.aspx">https://cets.apsche.ap.gov.in/APSCHEHome.aspx</a>

- Processing fee can be paid through online using credit card or debit card or through internet banking.
- Enter URL <a href="https://cets.apsche.ap.gov.in/APSCHEHome.aspx">https://cets.apsche.ap.gov.in/APSCHEHome.aspx</a> and after filling in the required details of the Registration Page, click on "Proceed to Payment".
- The candidate will be directed to payment gateway.
- Select any one mode of payment i.e credit card or debit card or net banking and enter credentials.
- The transaction charges will be levied as applicable.

#### **Important Note:**

Payment of processing fee may sometimes be delayed due to network issues and payment made by the candidate may not be successful. In such cases, candidates need to pay the processing fee once again and the amount debited due to failure of transaction will be remitted back into the respective account within 7 working days from the date of payment. If excess payments are not remitted in 7 working days candidate has to send information like Hall ticket number, Transaction Id, Date of Payment etc to the Email Id: <a href="mailto:ugonlineadmns@apsche.org">ugonlineadmns@apsche.org</a> and action will be taken immediately for refund. Candidates are requested to note that only one payment will be taken and the amount paid in excess will be refunded automatically.

#### **Registration Process and Verification of Certificates:**

- After filling the application form with all relevant details and on successful payment of processing fee, application number will be sent to the registered mobile number and email id, furnished at the time of filling the Registration page.
- Candidates whose certificate data is already verified through web services can proceed for exercising web-options as per schedule.
- For candidates whose certificate data is incomplete/irrelevant, an SMS will be sent to upload the certificates for verification. The candidate can also attend verification of certificates at HLC from 22.06.2023 after uploading them.
- By entering the Application Number, date of birth and One Time Password the candidate can exercise the options from Home, subject to availability of internet facility/Internet Café/Helpline Center.
- In respect of candidates whose data is found irrelevant/incorrect during verification, an SMS will be sent to the registered Mobile Number to re-upload the certificates. The candidate can also visit the nearest HLC for verification of certificates.
- Such Candidates are informed that the verification of certificates viz SSC memo, Intermediate marks memo, VI class to Intermediate study certificates, Caste Certificate, Income Certificate/Ration Card, Economically Weaker section(EWS) certificate, Physically Challenged Certificate, Residence Certificate will be verified by verification officers.
- CANDIDATES BELONGING TO SPECIAL CATEGORY LIKE CAP, NCC/EXTRA CURRICULAR ACTIVITIES/SPORTS AND PHYSICALLY CHALLENGED SHALL REPORT TO THE SPECIFIED HELP LINE CENTRE FOR VERIFICATION ON THE SPECIFIED DATES INDICATED IN THE

### SCHEDULE, WHICH WILL BE HELD ONLY ONCE FOR ONLINE ADMISSIONS FOR 2023-24 i.e FROM 21.06.2023 TO 23.06.2023

- Candidates who register for online admissions 2023-24 can only get their certificates verified under Special Category and by clicking 'Yes' at the appropriate field. They cannot attend Special Category verification directly without registration.
- Unless the candidate fills in the application details online and exercises web options, he will not be considered for allotment of a seat.
- Candidates are informed that there are 20 Helpline Centers across the state of A.P and the list is provided in Annexure-I.
- ALL THE CANDIDATES NEED NOT go to help line centers for verification of certificates. In case of candidates whose data is verified, displayed and agreed, they can directly proceed for option entry as per the schedule.
- For such of the candidates whose data is found incorrect/irrelevant, in the verification process have to report to Help Line Centre and get the data verified and proceed for option entry.
- For any help such as change of Mobile number, Non Receipt of Login Id, Registration Number or any other corrections, candidates are requested to approach nearest Help Line centers with valid proof.
- Allotments now made are subject to the grant of affiliation from the University.
- Detailed instructions for options entry i.e Instruction Manual for candidates can be accessed through <a href="https://cets.apsche.ap.gov.in/APSCHEHome.aspx">https://cets.apsche.ap.gov.in/APSCHEHome.aspx</a>
- The local candidate status under AU and SVU areas will be determined as per the territorial jurisdiction of the Universities before re-organization of districts in A.P

#### Schedule for Phase-I of Online admissions 2023-24

SI No	Detail	Dates
1	Notification	18.06.2023
2	Registration of students	19.06.2023 to 24.06.2023
3	Special category verification	21.06.2023 to
		23.06.2023
4	Opening of HLCs for verification of	22.06.2023
	certificates	
5	Exercise of web options	26.06.2023 to
		30.06.2023
6	Allotment	03.07.2023
7	Reporting of students to college	04.07.2023
	allotted and commencement of	
	classes	

#### **VERIFICATION OF CERTIFICATES FOR SPECIAL CATEGORY CANDIDATES:**

- a) PH (Physically Handicapped) i.e Visually Challenged, Hearing Impaired and Orthopedically Handicapped candidates whose certificates are not automatically validated by the Departmental data through online web service need to attend certificate verification.
- b) Candidates claiming reservation under Sports & Games, CAP and NCC (National Cadet Cops) have to compulsorily attend certificate verification on any day from 21.06.2023 to 23.06.2023 as their data cannot be validated through web service.
- c) Such candidates have to attend certificate verification at any of the three HLCs before exercising options only at SRR & CVR Government Degree College Vijayawada, or Dr. V. S. Krishna Government Degree College, Visakhapatnam or S V University, Tirupati, on any of the dates from 21.06.2023 to 23.06.2023. Reporting time is 9 am.

#### Certificates to be produced by candidates at Helpline Centers

All original Certificates and one set of photocopies

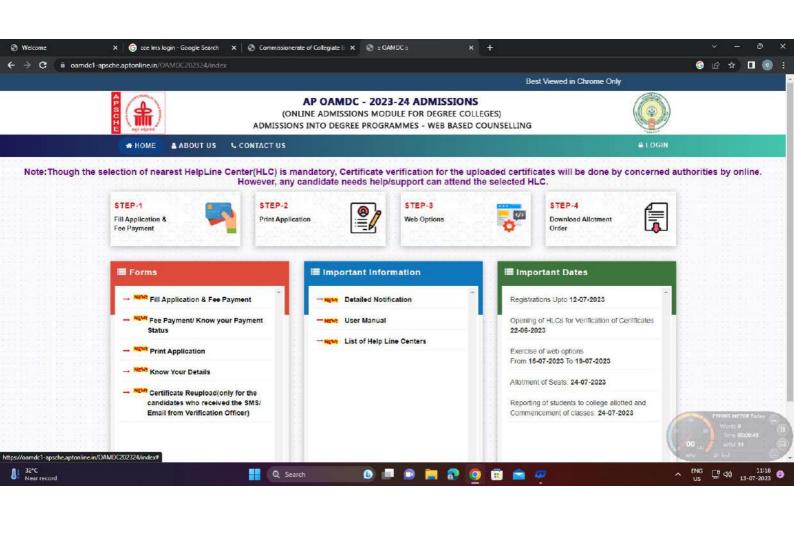
- 1) Memorandum of Marks (Inter or its equivalent).
- 2) Proof of Date of Birth (SSC or its Equivalent Memo).
- 3) Transfer Certificate (T.C)
- 4) Study Certificate from VI to Intermediate
- 5) EWS certificate valid for the year 2023-24 from Mee Seva for OC candidates who claim reservation under EWS category
- 6) Residence Certificate of candidate for a period of 7 years preceding the qualifying examination (Inter or its equivalent examination) in case where the candidate has no institutionalized education.
- 7) Andhra Pradesh Residence Certificate of father/mother for a period of 10 years excluding the period of employment outside Andhra Pradesh from Tahsildar in respect of Non-Local Candidates.
- 8) Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority.
- 9) Income certificate of parents from all sources issued on or after 01.01.2020 or White Ration card (candidate name and either of the parents name have to be reflected in the ration card) in case of candidates who claim tuition fee reimbursement.
- 10)Local status certificate (if applicable) i.e a candidate who migrates to any part of the state of Andhra Pradesh from the state of Telangana from 02-June-2014 to on/before 01-June- 2022 shall be regarded as the local candidate in the state of Andhra Pradesh.
- 11) Candidates claiming reservation under NCC/Sports/ PH/ CAP shall bring the original certificates.

- a) PH Candidates shall submit certificate issued by the District Medical Board.
- b) CAP Candidates shall submit certificates from the Zilla Sainik Welfare Board (viz) Discharge book & Identity card etc for Verification. Children of Ex-Service and In- Service persons who are domicile of Andhra Pradesh will alone be considered for allotment of seats under CAP Category.
- c) NCC & Sports Produce original certificates issued by competent authorities. The candidate should have represented from the state of AP.
- d) **Extracurricular activities**: Candidates claiming reservation under this category shall produce relevant certificates

#### **Convener Office Address:**

CONVENOR, OAMDC-2023-24 ADMISSIONS
A.P. State Council of Higher Education
(A Statutory Body of Government of AP)
III, IV & V Floors, Neeladri Towers,
Sri Ram Nagar, 6th Battalion Road, Atmakur (V)
Mangalagiri (M), Guntur-522503, AP
Email id: ugonlineadmns@apsche.org

Date: 18.06.2023 CONVENOR
Mangalagiri OAMDC-2023-24 ADMISSIONS





## **JnānaBhūmi**

**Enabling Excellence** 

**Degree Facial Attendance** 



#### Mark Attendance



### **Verify Staff Authorization**

I hereby declare that the face enrolment of the attendee is done with his/her consent and the face enrolled is correct against the student name to the best of my knowledge.

Proceed





#### Hi! P.BHASKARA RAO

Last used: 2023-06-19 10:27:48



#### **Enrolment Process**

This video is about Enrolment Process. Click on play button to watch video.







Attendee Exemption

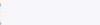








Pending Synchronization.



#### Mark Attendance



#### **Verify Staff Authorization**

Class/ Branch:

33189-B.Sc.(MATHEMATICS, STATISTICS, COMPUTER SCIENCE)\_3\_1

33190-B.Sc.(MATHEMATICS, PHYSICS, COMPUTER SCIENCE)\_3\_1

33191-B.Sc.(MATHEMATICS, PHYSICS, COMPUTER SCIENCE)\_2\_1

33197-B.Sc.(MATHEMATICS, PHYSICS, CHEMISTRY)\_3\_1

33210-B.Sc.(MATHEMATICS, PHYSICS, COMPUTER SCIENCE)\_3\_1

33233-B.Sc.(MATHEMATICS, STATISTICS, COMPUTER SCIENCE)\_2\_1

33235-B.Sc.(MATHEMATICS, PHYSICS, COMPUTER SCIENCE)\_1\_1

63330-B.Sc.(MATHEMATICS, CHEMISTRY, COMPUTER SCIENCE)\_1\_1

### PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION AP::MANGALAGIRI

Present: Dr. Pola Bhaskar, IAS

Rc. No. 01/CCE/Acad.Cell/CEJP/AC-15/2023

Sub: Collegiate Education-Standard Operating Procedure (SOP) of

Collegiate Education Job Portal (CEJP) - Reg.

Ref: 1) Oral Instructions of CCE, Dated: 17.05.2023

\*\*\*

The CCE is prestigiously launching a job platform named Collegiate Education Job Portal (CEJP) for the students of all Government Degree Colleges in continuation to I-MAP portal.

CEJP is an Initiative of State Administration. This website is meant to act as a virtual meeting place for final year students who are looking for a job and potential Job providers. Students can login with their login credentials and upload the necessary data. Employers will have access to the database which can be customized as per educational qualifications, experience levels and industry verticals.

CEJP URL is http://103.39.134.234/cce\_Jobportal/

Registrations for the Students are open **from 29.05.2023** on the above URL. Hence, it is instructed to the Principals, Placement Officers, a n d Internship Mentors of all Government Degree Colleges to create awareness among all the final-year students (A.Y. Batch: 2020-21) to register in CEJP **on or before 05.06.2023**. Even though students have registered themselves during the test drive phase, they need to register afresh now in the CEJP portal.

The CEJP services exclusively for final year students of all Government Degree Colleges for every Academic Year. The registration of other than final year students is strictly prohibited.

For the CEJP implementation in every Academic year, All Government Degree Colleges are instructed to follow the Standard Operating Procedure (SOP) of CEJP which is enclosed with this proceedings.

Sd/- Dr. Pola Bhaskar, IAS Commissioner of Collegiate Education

**Date:** 31/05/2023

To

Principals of all GDCs and RJDCEs Copy to File

//Attested//

Officer on Special Duty (IT) (6 (2023)

### THE COMMISSIONERATE OF COLLEGIATE EDUCATION AP::MANGALAGIRI

Date: 31/05/2023

CEJP/SOP/AC-15/OSD(IT)/2023

### Standard Operating Procedure of Collegiate Education Job Portal (SOP of CEJP)

#### **About Collegiate Education Job Portal (CEJP):**

Collegiate Education Job Portal (CEJP) is an initiative of Commissionerate of Collegiate Education. This portal is meant to act as a virtual meeting place for Job seekers and Job providers. CEJP acts as a digital lounge for employers. Students can login with their login credentials and can upload the required data. Employers will have access to the database which can be customized as per educational qualifications, experience levels, NRC details and industry verticals.

#### **Features of Job Portal:**

- 1. Centralized access for all stakeholders.
- 2. Student Dashboard.
  - a. User-friendly interfaces.
  - b. Any final-year student can register himself on CEJP.
  - c. Any student registered can login and download his e-Resume.
  - d. Can search for vacancy positions.
  - e. Apply for interested vacancy position.
  - f. Can select the Venue to attend the Job drives.
  - g. Finally, can get an appointment order if selected.
- 3. Employer Dashboard.
  - a. Any Employer can register on CEJP.
  - b. Can create a new vacancy position of the job role as per the requirement.
  - c. Can mention the Venue, date and targeted NRC for the Job drive.
  - d. Can post his vacancy position to all the students registered.
  - e. Can see who has applied for which job role.
  - f. Can see the data of all students of targeted NRC.
  - g. Can conduct a Job drive.
  - h. Can change the status of the student to "Selected", "Shortlisted" and "Rejected".
  - i. Can see the filtered lists as per the requirement.
  - j. Can post appointment orders to the selected candidates.

#### **Eligibility:**

For every Academic year the final year students are only eligible for CEJP registrations.

#### **Timelines:**

**During 5th Semester:** Registration Process of all final year Students.

**During 6th Semester:** The final year students apply for the relevant jobs and attend the placement drives.

#### **Website URL:**

http://103.39.134.234/cce\_Jobportal/

#### **Roles and Responsibilities:**

#### 1. Role of a student:

- Every student should register in CEJP during his/her V/5thsemester.
- Must enter his/her details during their registration and is solely responsible for any false information.
- Must download his/her e-resume which will be auto-generated in the CEJP.
- Must update profile regularly for optimized mapping and better opportunities.
- After each time of profile updating, the student must download his/her latest resume.
- Must visit CEJP regularly to check the vacancy positions posted by Employers.
- The student must apply for his/her relevant jobs after thoroughly checking the venue and dates of Placement drives.
- Based on the dates notified by the company, the student should attend the placement drive which may comprise of written and/or oral rounds.
- In case, the student is selected, the student will have to negotiate with the company/HR Personnel in terms of quantum of package and other allowances. The student may accept the offer only if he/she is fully satisfied with the package and terms of work. In some cases, the student may be required to visit the company for ascertaining the compatibility from both the employer and the job seeker.
- Upon receiving the appointment order the student should report to the employer before the expiry of the deadline.
- In case the student is selected but does not receive the appointment order, he/she has to approach his/her mentor or the placement officer of the college.
- In case the student is not selected, he/she can apply for another job with enhanced preparation.
- For any queries the student is free to seek clarification from the mentor/placement officer.

#### **Role of a Mentors:**

- Internship mentors of fifth/sixth semester are responsible to see that all final year (V Semester) students allotted to him/her are registered on CEJP.
- Should guide the students mapped to him during registration, downloading their resume, applying for jobs and placement processes.
- Ensure that students are applying for the relevant jobs.
- Must guide the students to prepare well prior to attend the placement drives.
- Must motivate students mapped to him to attend the placement drives.
- Ensure that the selected students have received appointment orders. If not intimate to placement officer.

- Ensure that the selected students have joined the companies or not and maintain the records. Share the record with Placement officer.
- For the smooth functioning of CEJP activities, the mentor should cooperate with the principal and Placement officer.

# Responsibilities of the Placement Officer at College/NRC level:

- Coordinate with the Principal, Mentors and Students for the smooth functioning of the CEJP activities in the college.
- Must organize awareness programmes on CEJP.
- Must organize programmes with eminent personalities to groom the interview skills, presentation skills, etc.
- Must arrange for online / offline trainings wherever needed like Computer skills, Communication skills, etc.
- Ensure that all final-year students are registered in CEJP.
- Must co-ordinate with local industries for potential job providers.
- Must get the employers register on CEJP.
- Must organize Placement drives at NRC level in co-ordination with CCE placement team.
- Maintain the centralized records to record all CEJP activities including number of placement drives organized, number of students attended, number of students placed, appointment orders of all selected students, etc., to share it with Principal and State Placement team at CCE.

# **Responsibilities of the GDC Principals:**

- Ensure that awareness sessions on CEJP are conducted for all the placement officers, Mentors and students.
- Monitor the CEJP activities.
- Ensure that the required data on CEJP activities is being maintained properly and see that the data asked by CCE is submitted on or before the deadlines.

#### **Responsibilities of the RJDCEs:**

- Monitor the CEJP activities in all GDCs within their zone.
- Monitor the Placement drives in the respective NRCs.
- Ensure that the selected students have received appointment orders or not.
- Must maintain the record of number of number of placements organized and students placed in their zones.

# Responsibilities of the Central Placement team at CCE:

- Monitor the CEJP activities in all GDCs of the state.
- Must co-ordinate with various industries / skill councils / companies and must identify the potential employers.
- Must get the employers to register on CEJP.
- Must guide the placement officers / colleges to organize programmes related to finishing school.
- Monitor the Placement drives in the respective NRCs throughout the state.
- Must maintain the record of total number of placement drives conducted and total number of students placed.

# **Execution Process:**

# **Basic Operations:**

- 1. Home Page
- 2. Student Registrations
- 3. Student Account Dashboard.
- 4. Resume Download
- 5. Applying for the Job
- 6. View Applied Jobs
- 7. Search Jobs
- 8. Change Password
- 9. Logout

# **Procedure:**

# 1. Home Page:

1.1. Enter CEJP Website URL in the web browser. (Fig-1.1).



Fig-1.1

# 2. Student Registration:

- 1. On Home Page Click the **Student Registration** Button (Fig-2.1).
- 2. Enter OAMDC Id and Click **Go** button (Fig-2.2).
- 3. Fill the mandatory details of the following sections in the Student Registration Form:
  - 3.1. Basic Information (Fig-2.3).
  - 3.2. Address for Communication (Fig-2.4).
  - 3.3. Educational Qualifications (Fig-2.5 and Fig-2.6).
  - 3.4. Other Qualifications (Fig-2.7).
  - 3.5. Add Projects (If Any) (Fig-2.8).
  - 3.6. Work Experience (If Any) (Last Three) (Fig-2.9).
  - 3.7. Skill Set (Fig-2.10).
  - 3.8. Add Achievements/Rewards (If Any) (Fig-2.11).
  - 3.9. Add Hobbies (If Any) (Fig-2.12)
- 4. For Reset the Form Click **Reset** Button or for completion of registration after fill the mandatory details Click **Register** Button (Fig-2.12).

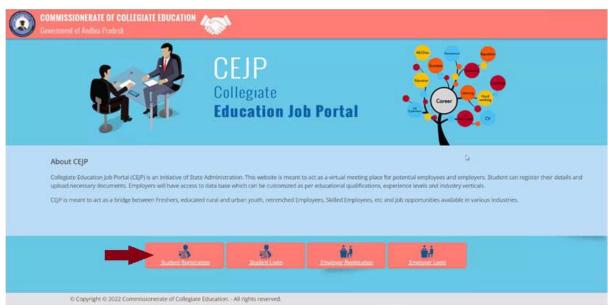


Fig-2.1



Fig-2.2



Fig-2.3

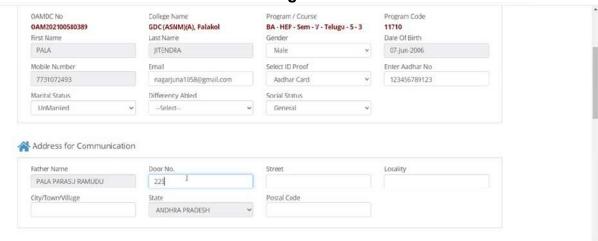


Fig-2.4

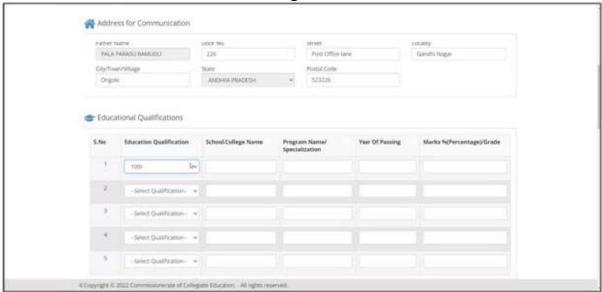


Fig-2.5

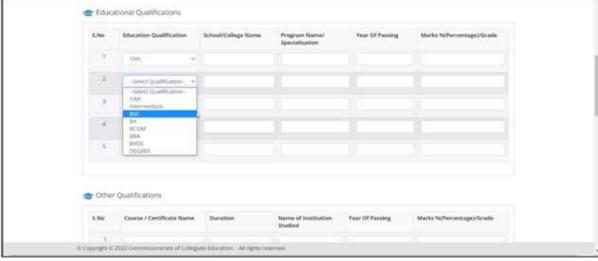


Fig-2.6

#### Cther Qualifications

i.No	Course / Certificate Name	Duration	Name of Institution Studied	Year Of Passing	Marks %(Percentage)/Grade
1					
2					
3					
4					
5					

Fig-2.7



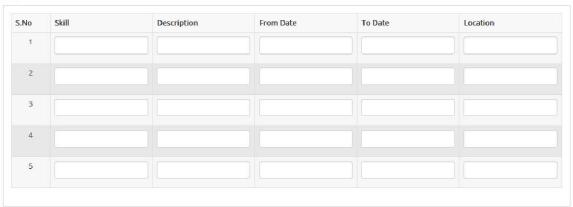


Fig-2.8



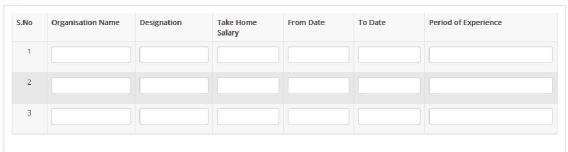


Fig-2.9



S.No	Skill	Skill Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Fig-2.10

Add Achievements/Rewards (If Any)

0	Achievement Name	Description	
1			
2			
3			
4			
5			

Fig-2.11

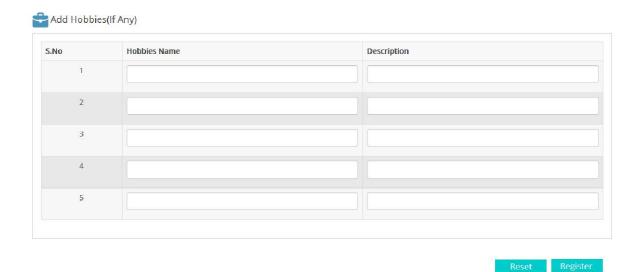


Fig-2.12

# 3. Student Account Dashboard

- 3.1. On the Home Page Click the **Student Login** Button (Fig-3.1).
- 3.2. Enter Student Login Credentials and Click **Sign in** Button (Fig-3.2). 3.2.1. **Username:** Numerical Part of the Student OAMDC Id. 3.2.2. **Password:** 123123.
- 3.3. The **Student Account Dashboard** Page will be displayed (Fig-3.3).



Fig-3.1



Fig-3.2

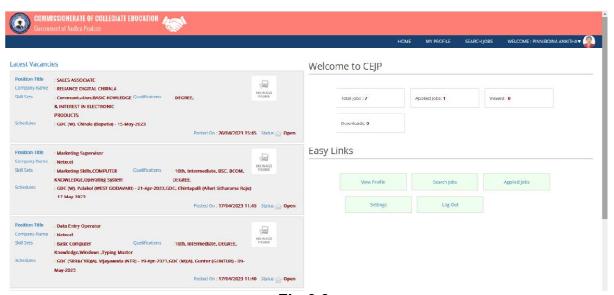


Fig-3.3

### 4. Resume Download:

- 4.1. On Student Account Dashboard Click the **View Profile** menu (Fig-4.1).
- 4.2. For Edit Profile, In View Profile Page Click Edit Profile Button (Fig-4.2).
- 4.3. On **View Profile** Page Click **Download Resume** Button (Fig-4.3).

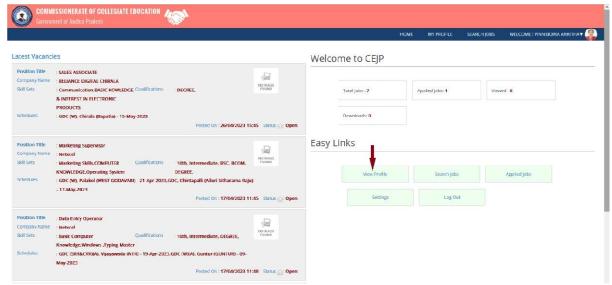


Fig-4.1

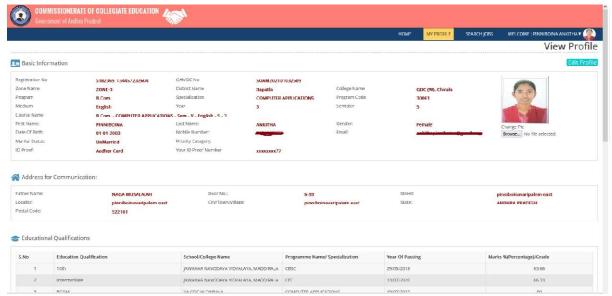


Fig-4.2

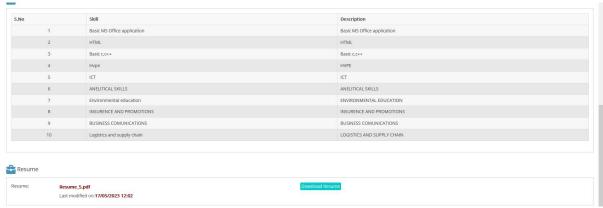


Fig-4.3

# 5. Applying for the Job:

- 5.1. On Student Account Dashboard for Current Job Vacancies See in Latest Vacancies (Fig-5.1).
- 5.2. To view the Vacancies Description in detail click **Open** (Fig-5.2).
- 5.3. On Vacancies Description Page Select the Venue from **Venue List** (Fig-5.3).
- 5.4. To apply the job click **Apply Now** button (Fig-5.4).
- 5.5. Status of Applied Jobs updated On Student Account Dashboard (Fig- 5.5).

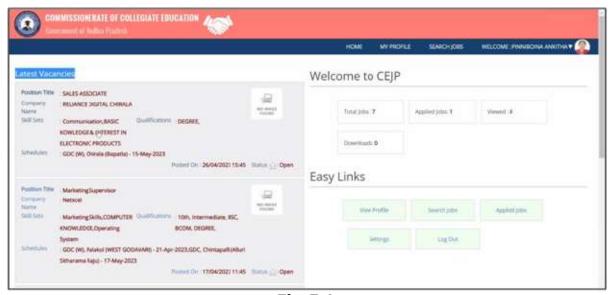


Fig-5.1

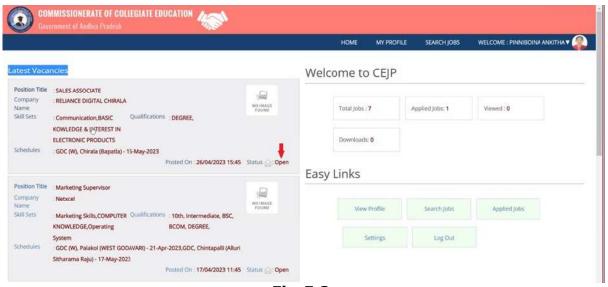


Fig-5.2

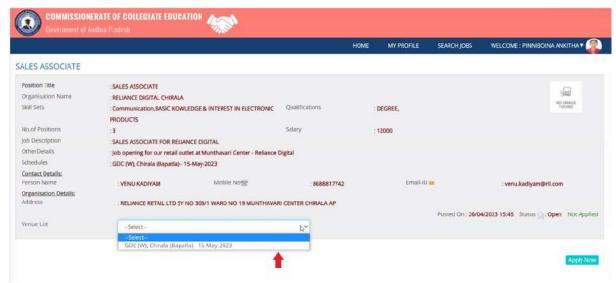


Fig-5.3

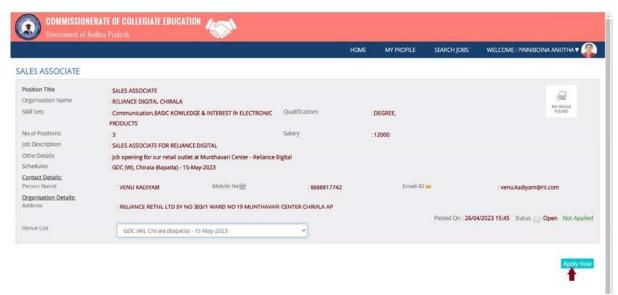


Fig-5.4

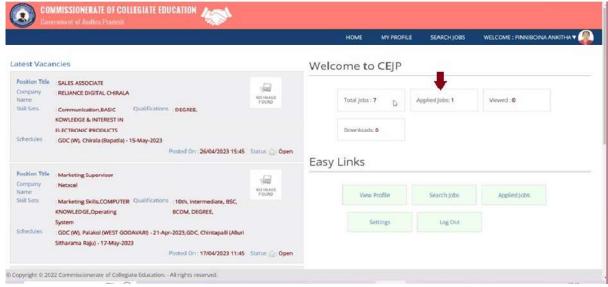


Fig-5.5

# 6. View Applied Jobs:

- 6.1. On Student Account Dashboard Click **Applied Jobs** (Fig-6.1).
- 6.2. List of Applied jobs with applications status and application applied date will be displayed (Fig-6.2).



Fig-6.1

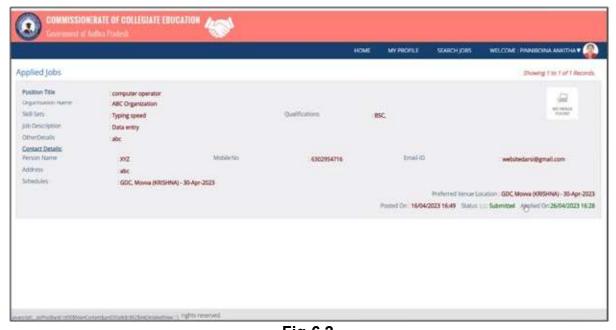


Fig-6.2

# 7. Search Jobs:

- 7.1. On the Student Account Dashboard Click **Search Jobs** (Fig-7.1).
- 7.2. Latest Vacancy Positions with the Filters will be displayed (Fig-7.2).

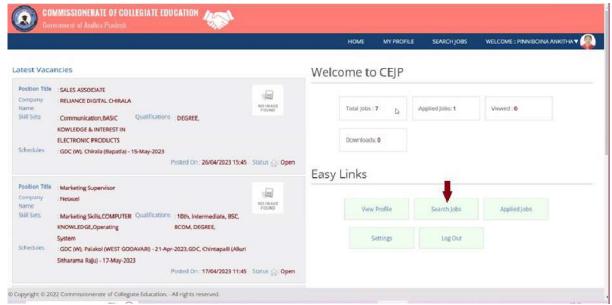


Fig-7.1

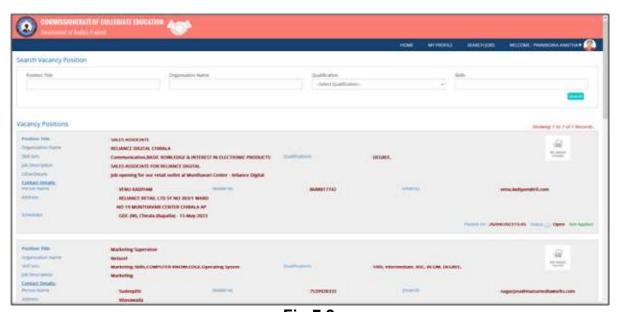


Fig-7.2

# 8. Change Password:

- 8.1. On the Student Account Menu Click **Account Settings** (Fig-8.1).
- 8.2. Change Password Form displayed, fill all fields and click the **Update Password** button (Fig-8.2).

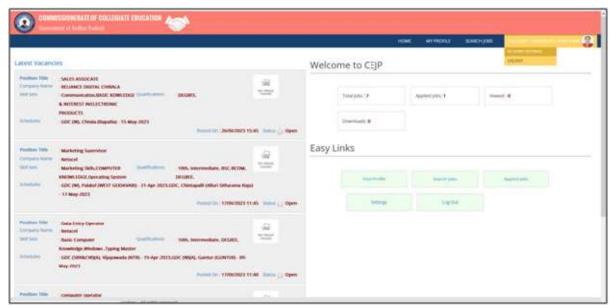


Fig-8.1

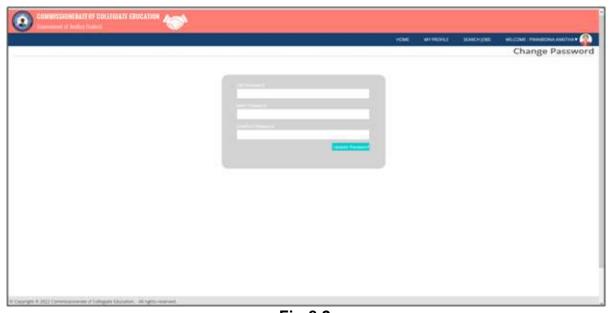


Fig-8.2

# 9. Logout:

9.1. On the Student Account Menu Click the **Logout** (Fig-9).

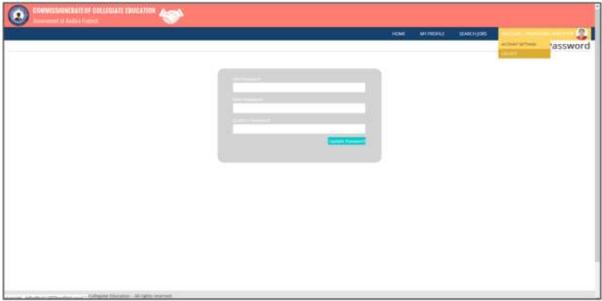


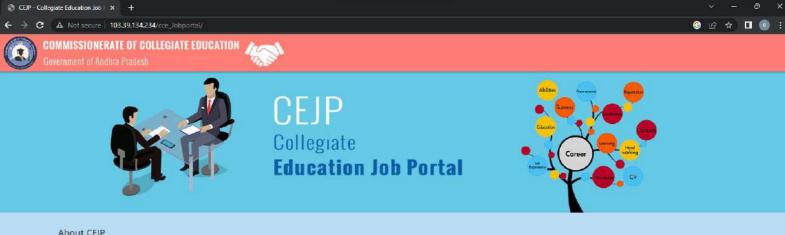
Fig-9.1

# Sd/- Dr. Pola Bhaskar, IAS Commissioner of Collegiate Education

**To**Principals of all GDCs and RJDCEs
Copy to File

//Attested//

Officer on Special Duty (IT) 16 (2023)



#### About CEJP

Collegiate Education Job Portal (CEJP) is an Initiative of State Administration. This website is meant to act as a virtual meeting place for potential employees and employers. Student can register their details and upload

CEJP is meant to act as a bridge between Freshers, educated rural and urban youth, retrenched Employees, Skilled Employees, etc and Job opportunities available in various industries.



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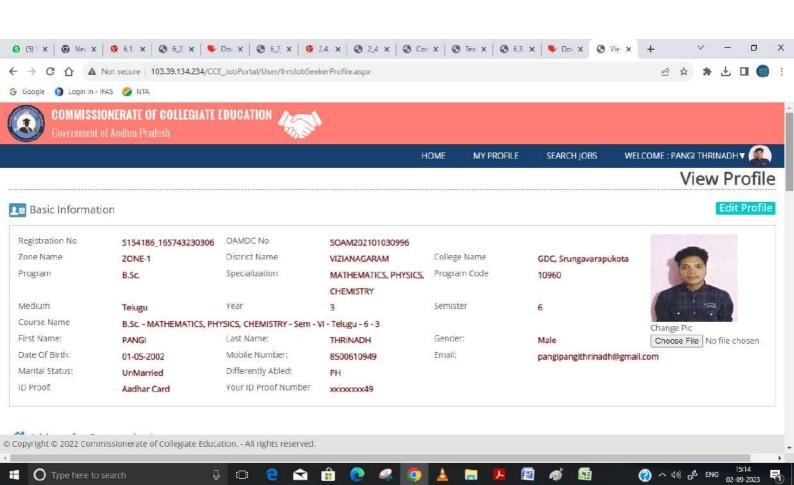












Office of the

**Commissionerate of Collegiate Education** 

Mangalagiri :: A.P.

Cir:02/CCE.AP/e-CEGRaM/AC-01/2023-24

Date: 11.05.2023

# **CIRCULAR**

**Sub**: Collegiate Education – e-CEGRaM – Dispose of the Grievances assigned to the Principals in their logins – Regarding.

Ref: Cir:01/CCE.AP/AC-01/2022-23 Dt: 28.10.2022

\* \* \*

I am by direction to inform you that all the Principals of Government Degree Colleges are directed to verify the e-CEGRaM Logins time-to-time and dispose of the grievances if any, at the earliest.

And also, all the Principals are directed to place the below URL link of the e-CEGRaM application on the website of your Colleges in order to promote the activity of using the application.

http://103.39.134.234/CCE\_ICTS/

For Commissioner of Collegiate Education

15/2023

To

The Principals of Government Degree Colleges, State of Andhra Pradesh. Copy to the RJDCEs of

Rajahmundry, Guntur & Kadapa for information.

Mangalagiri :: A.P.

Cir.02/CCE.AP/AC-01/2022-23

Date: 02.11.2022

# **CIRCULAR**

**Sub**: Request for placing the URL of Collegiate Education Grievance Redressal and Monitoring (e-CEGRaM) Application in all the official Websites of Government Degree Colleges – Re-circulation of updated URL – Regarding.

**Ref:** Cir.01/CCE.AP/AC-01/2022-23, dated 31.10.2022.

###

As per the instructions of Commissioner Sir, all the Principals are requested to guide the Students, Staff and Retired Staff to register their grievances through Web based application i.e., "Collegiate Education Grievance Redressal and Monitoring (e-CEGRaM)"

It is decided to promote the "Collegiate Education Grievance Redressal and Monitoring (e-CEGRaM)" Application to reach to a greater number of users in all the Government Degree Colleges across the State and to register their grievances through the web and to ensure grievance in an efficient way.

Hence, the Principals of all Government Degree College are requested to place the below URL link in their respective College Official Websites with immediate effect:

http://103.39.134.234/CCE\_ICTS/

For Commissioner of Collegiate Education

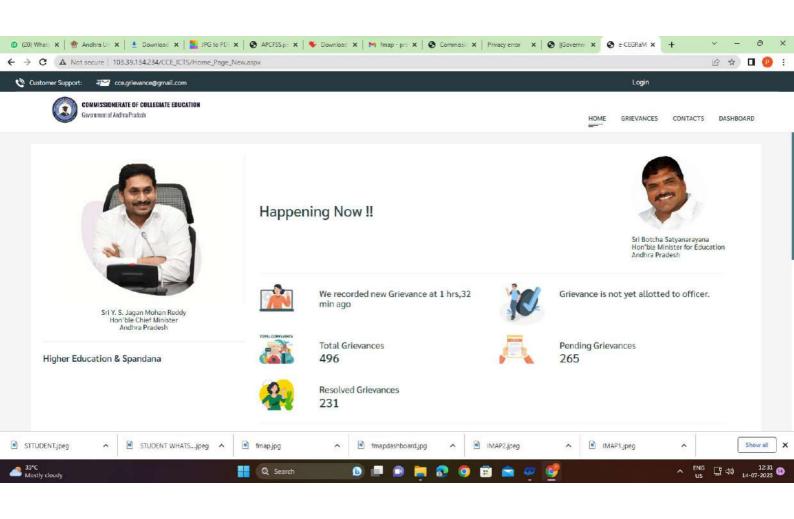
To

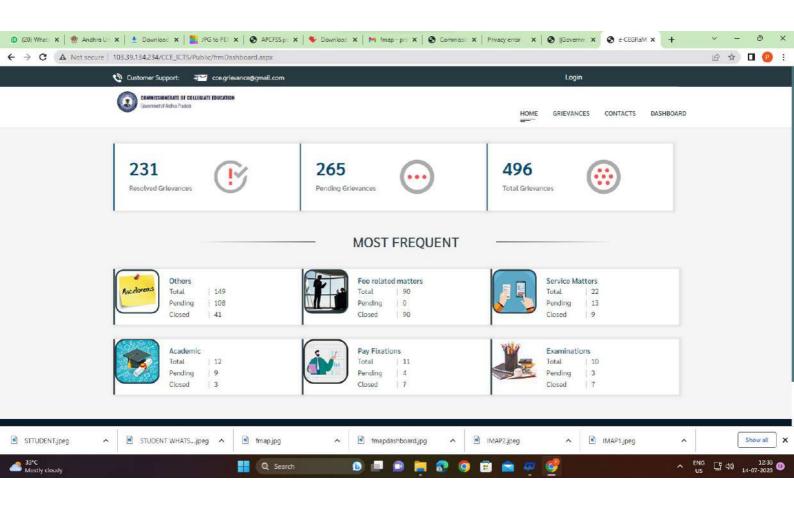
The Principals of all GDCs.

Copy to

The RJDCEs of all Zones for information.

The AGO, O/o CCE, AP.





**Commissionerate of Collegiate Education** 

Andhra Pradesh :: Mangalagiri

Circular Memo: Industry Connect/AC-15/2022

**Dated** 23.11.2022

Sub: Collegiate Education: Implementation of I-Map App Demo – Industry Connect and Placements Coordinators in Government Degree Colleges – Virtual Conference on

24.11.2022 – Attend at NRCs – Instructions Issued.

**Ref:** As per the oral instructions of CCE in the VC meeting held

on 21-11-2022.

\*\*\*

It is informed that on 24.11.2022 at 11 AM, a Virtual Conference (VC) is to be conducted on the demonstration of Internship Monitoring App i.e., I-Map. In this connection, all the Industry Connect and Placements Coordinators of Government Degree Colleges are instructed to attend this VC in their respective NRCs. The VC link will be provided tomorrow to the 16 NRCs through mail.

For Commissioner of Collegiate Education

To

All the Principals and RJDCEs





# i-Map

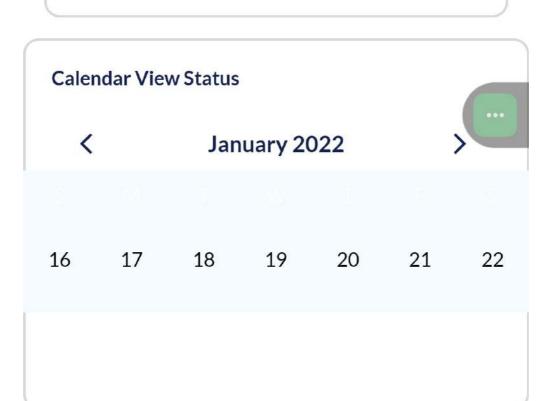
Internship monitoring application



Commissionerate of College Education



Interns





# COMMISSIONERATE OF COLLEGIATE EDUCATION GOVERNMENT OF ANDHRA PRADESH

### **CIRCULAR**

Circular-2/APCCE/Academic Cell/AC-09/2021

Date: 17th February, 2022

**Sub:** Commissionerate of Collegiate Education instructions for registration and usage of **CCE LMS** by Faculty and Students of Government Degree Colleges - Reg.

\* \* \*

To promote cooperative learning among students and to enhance the quality of teaching, Commissionerate of Collegiate Education has initiated CCE-Learning Management System (LMS) in the year 2017. It enables students to learn core subjects in a systematic manner and to empower their knowledge and skills. CCE-LMS is an ICT based learning platform which encourages self-learning among students. Every topic in LMS consists of a video lesson, PPT, Notes and self-assessment.

All the Principals are requested to follow the given guidelines related to LMS registration and usage of CCE-LMS by Faculty and Students. LMS Coordinators are requested to complete the following activities without fail for effective utilisation of LMS

# I. Registering New Faculty:

To register new faculty member, follow the mentioned below,

Click on CCE Learning Management System on CCE Website A new window will be opened and on the right-hand top corner click Register Enter the required details in the fields. Under user type select "Faculty" and enter Subject of the Faculty and after entering other details register the faculty by clicking on register.

# II. Expelling (Promotion) of Final Year Students Data

LMS coordinators of the college has to expel the final year students who completed the UG programme follow the below mentioned procedure

Click on CCE Learning Management System on CCE Website. 

A new window will be opened and on the right-hand top corner click Login. 

At the bottom of the window, you can see Presenter / Co-ordinator and click to login. 

Enter using the Co-Ordinator user name and password. 

On the Left Side you can see promote, click on it. 

Select your College, Year as "3rd Year" and Semester as "Sem-2".

For expelling passed out Students under promote select "Degree Completed".

# III. Promoting Students to next year

To promote the present second year and first year students follow the below mentioned procedure

On the Left Side you can see promote students, click on it. 

Select your College, Year and Sem-2.

- 1. For promoting First Year (2020-2021 batch) students select year as "1st Year" and Semester as "Sem-2". → Under Promote select Year as "2nd Year" and Semester as "Sem-1" and click bulk promote.
- 2. For promoting Second Year (2019-2020 batch) students select year as "2<sup>nd</sup> Year" and Semester as "Sem-2". 

   Under Promote to select Year as "3<sup>rd</sup> Year" and Semester as "Sem-1" and click bulk promote.

# IV. Registering First Year Students

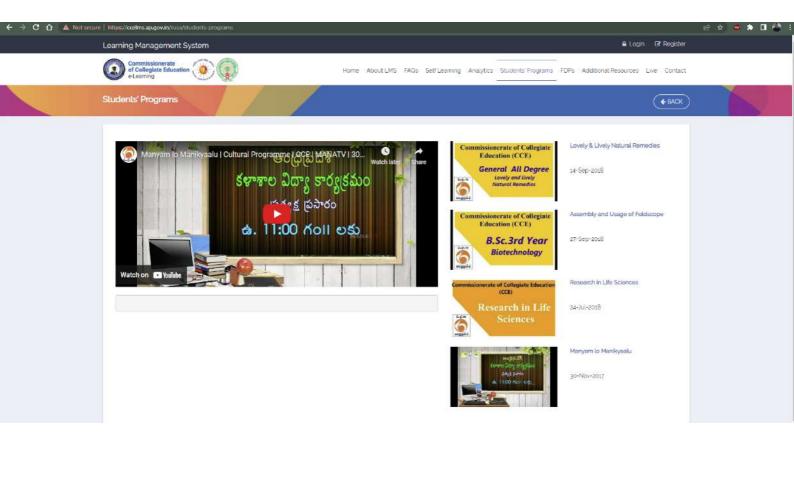
To newly admitted students can register themselves by following the below procedure.

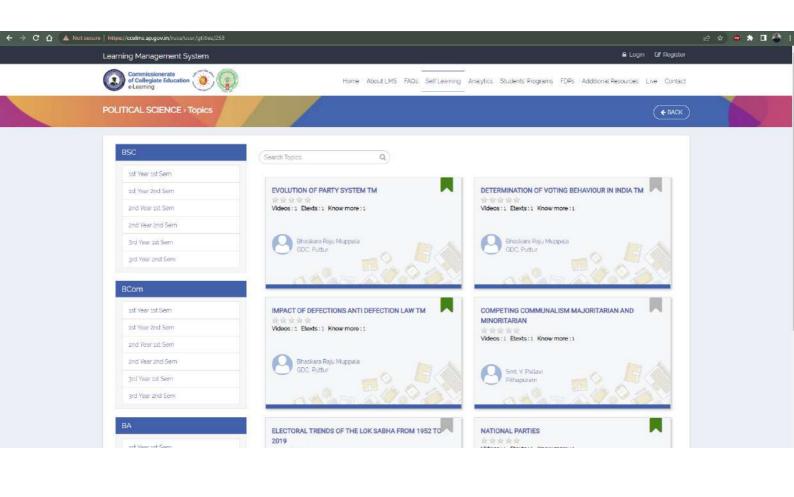
Click on CCE Learning Management System on CCE Website → A new window will be opened and on the right-hand top corner click Register → Enter the required details in the fields. → Under user type select "Student" and enter course, year, semester and under Admission No enter OAMDC registration number after entering the details register the student by clicking on register.

The registered candidates list will be available in the college coordinator login and the coordinator has to approve the candidate.

For any Queries related to LMS Contact Sri V Babu Ramjee, Lecturer Academic Cell, Ph No – **9849668868**, or through Email: **cceacadcell09@gmail.com**.

Academic Guidance Officer



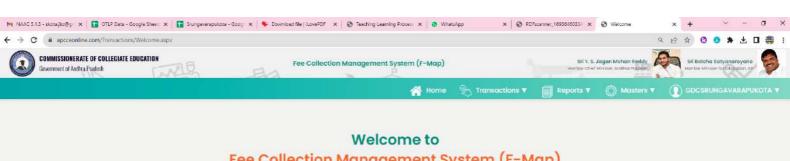




#### BharathPadheOnline Abstract-4

Uploaded so far (Total : 1297)

S.No	Zone	District	College	No. of Classes Conducted	Month Name	Date_wise
1	ZONE- 1	VIZIANAGARAM	GDC SRUNGAVARAPUKOTA	7	Aug	Click Here
2	ZONE- 1	VIZIANAGARAM	GDC SRUNGAVARAPUKOTA	654	Jul	Click Here
3	ZONE-	VIZIANAGARAM	GDC SRUNGAVARAPUKOTA	632	Jun	Click Here
4	ZONE-	VIZIANAGARAM	GDC SRUNGAVARAPUKOTA	4	Мау	Click Here



# Fee Collection Management System (F-Map)







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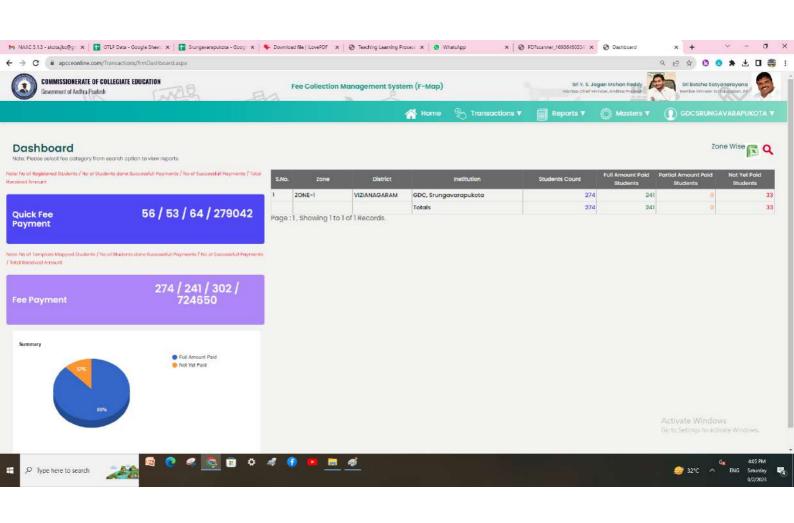




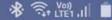












# $\leftarrow$

# Fee Page

# KONNODI CHINNABABU

Degree Program: B.Sc. - BOTANY, ZOOLOGY, CHEMISTR'

Year: 2nd year

Total Fee to be paid: 2900.00

Paid: 2900.00

Balance to be Paid: 0.00

30541 - B.Sc. - BOTANY, ZOOLOGY, CHEMISTRY - English - 2 (Total College Fee)

II B.Sc. BZC Fee 2022 - 2023

Academic Year : 2022 - 2023

Total Fee to be paid : 2900.00

Paid : 2900.00

Balance to be Paid : 0.00

Penalty Charges Applicable : 01-Feb-2023

From

Last Date for Payment : 31-Jul-2023





# Fee Status

# **KORRA THARUN** 's Fee Status

30541 - B.Sc. - BOTANY, ZOOLOGY, CHEMISTRY - English - 2

Total Amount: 2900.00

Penalty Charges Applicable

From

: 01-Feb-2023

Last Date for Payment : 31-Jul-2023

Last Updated Balance - need to pay

₹ 0.00

Pay Now

<sup>\*</sup> DCB: Demand Collection Balance

- 200	THE RESERVE	4 4 14		/ PS		
Fee		10.71	IFA.		- A	
The well well			100			
			obtilities (III)	Canali	Date Street	

Payment History

Fee Head	Fee	Paid	Balance
Special Fee - Library Fee	₂ ₹ 5.00	₹ 5.00	₹ 0.00
Tuition Fee - Tuition Fee	₹ 500.00	₹ 500.00	₹ 0.00
Special Fee - Laboratory Fee	<sup>′</sup> ₹ 30.00	₹ 30.00	₹ 0.00
University Fee - University Counseling Fee	₹ 20.00	₹ 20.00	₹ 0.00
Special Fee - College Magazine / Calendar / Stationary Fee	₹8.00	₹ 8.00	₹ 0.00
Special Fee - Indian Red Cross Fee	₹ 5.00	₹ 5.00	₹ 0.00
University Fee - IUT Fee	₹ 595.00	₹ 595.00	₹ 0.00

#### ANDHRA UNIVERSITY

Telegrams: UNIVERSITY, WALTAIR

Telephone: 0891-2844032

email

: edo@andhrauniversity.edu.in



All official letters, packages, etc. should be addressed to the Registrar by designation and not by name.

No. CII(Supdt.)/Online Payment of Fee/ 2023

Visakhapatnam, Date: 01-06-2023

From: THE DEAN, COLLEGE DEVELOPMENT COUNCIL

To

The Secretaries/Correspondents & Principals of Affiliated Colleges

Sir.

Sub: Payment of University Fee through online mode only - Reg.

. . .

This is to inform you about the newly deployed online portal for paying University fees. This portal is a convenient and secure way for colleges to pay annual fees without having to visit the University in person. In addition to being convenient, the online portal is a great way to save time and more secure way to pay, as all payments are processed through a secure server.

The online portal is easy to use and can be accessed from any computer or mobile device. To use the portal, the college will need to visit the University website www.andhrauniversity.edu.in, under Administrative Wing 

CDC Section and enter their payment information. Once the payment has been processed, the payee will receive online receipt, which should be submitted along with the first year students' allotment list from APSCHE and other related documents, to claim necessary certificates.

The Managements of the colleges are directed to henceforth use the online portal to pay annual University and other fees. Thank you for your cooperation.

Yours truly.

(C.N.V. SATYANARAYANA BEDDY)

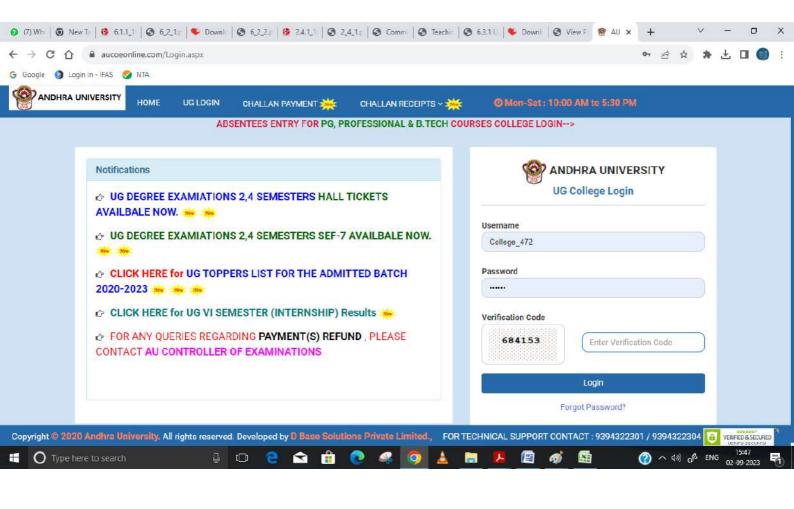
College Development Council

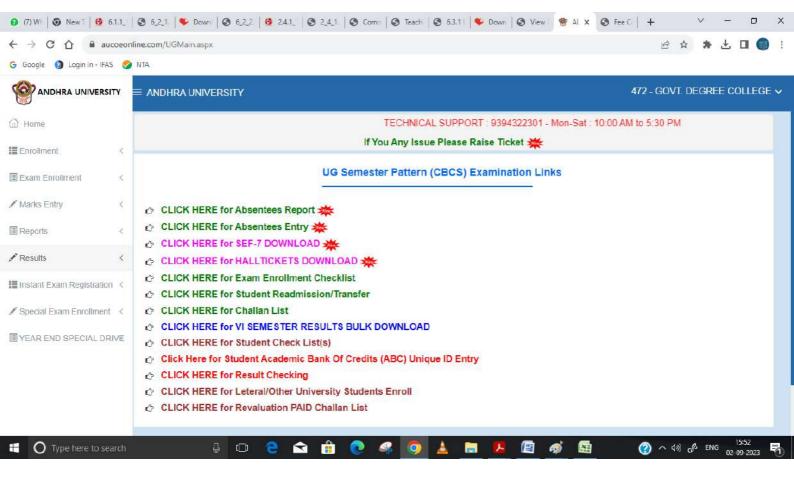
Andhra University, Visakhapatnam-530 003

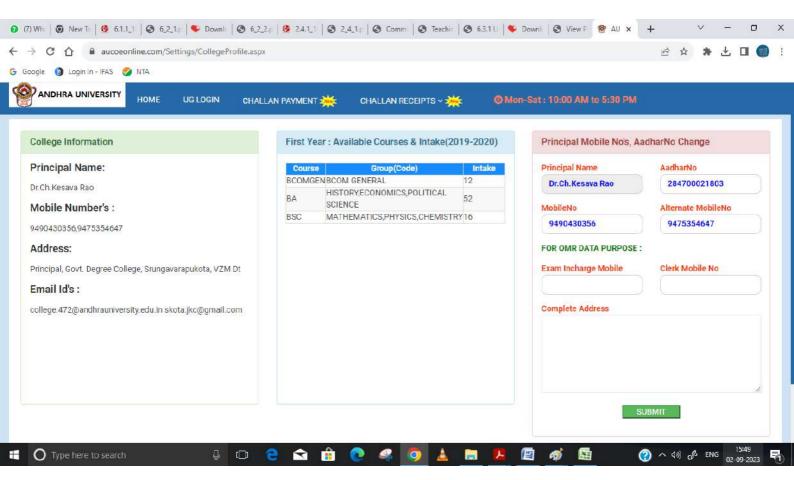
Copies to:

The Director, A.U. Computer Center. The Controller of Examinations, A.U.

The Secretary to Vice-Chancellor, PA to Registrar. OOF.







### College Development Council (CDC)



NAME: Prof. C.N.V. Satyanarayana Reddy

Office: +91-891-2753222.2844122.2754587

Email: cdc@andhrauniversity.edu.in

#### **PROFILE**

As the number of affiliated colleges is growing year by year, the UGC felt that there is an urgent need for creating an appropriate body at the university headquarters for ensuring the proper planning and integrated development of affiliated colleges and to provide the colleges necessary help and guidance. Thus the College Development Council (CDC) was evolved in Andhra University during the year 1986. The establishment of the CDC with the active and willing participation of various academic and administrative constituents, as envisaged by the UGC, is a welcome step in the direction of improvement of standards of higher education.

The main function of CDC is to serve as an academic guide to the college system on the one hand and on the other to ensure interaction between academic faculties in the university departments and teachers in the colleges. The CDC also conducts meetings with the Principals of affiliated colleges to appraise them and elicit suggestions with regard to the functioning of the CDC. In this regard, the CDC also consults different bodies of the university for the promotion, coordination and raising the standards of education in colleges. It also acts as a regulatory body in regard to proper planning and integrated development of colleges and furnish such information to the UGC and other bodies; advice the university on all matters relating to development of affiliated colleges, such as provision of adequate facilities – academic and physical – for raising the standard of learning, teaching and research and its periodic evaluation for enabling the university to maintain reasonable continuity of policy in regard to development of colleges. It also evaluates and assesses the impact of UGC grants utilized by the colleges for the implementation of various development projects in addition to various functions like reviewing the inspection reports of New Colleges as well as existing colleges and suggest remedies for the defects and irregularities reported.

