

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

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

Dated: 14.09.2022.

Sub: Collegiate Education - Various representations / grievances of staff
working in Government Degree Colleges / O/o the RJDCes -
Processing of files through e.office - Instructions - Issued.

--oOo--

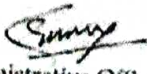
The Regional Joint Directors of Collegiate Education and Principals of Government Degree Colleges in the State are hereby requested to process any files pertaining to service matters / medical reimbursements and any other representations / grievances received from the employees working under their jurisdiction or any others to the competent authority through proper channel by e.office only with immediate effect. Further, wherever physical file is required viz., medical reimbursement, GPF, NOC etc., the draft letter should be sent through e.office besides sending proposal in physical shape, for taking necessary action.

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//


Administrative Officer (ODB)





Principal
Y.A. Govt. Degree College for Women
CHIRALA-523155. Prakasam Dt. (A.P)

CCE – Implementation of e-office at College and ID college level – Fulfilment of certain formalities to be done - Issue of Certain Instructions – Reg.

Inbox x
jkc monitoring cell commissionerate x

JKC Monitoring Cell CCE

12:46 (4
hours
ago)

to KAMAVARAPUKOTA, GDC, AVANIGADDA, TIRUVURU, Kanigiri, Guntur, ANAN THAPUR, TADIPATRI, ASD, Sithanagaram, KADAPA, KOILAKUNTLA, Kodur, MYD UKUR, NARSANNAPETA, NARAYANAPURAM, Narsipatnam, Jawahar, PATHAPA TNAM, PORUMAMILLA, RAYACHOTI, SALUR, YELAMANCHILI, PILER, sriabrgdcer epal.

All the Principals of Government Degree Colleges and ID Colleges are instructed to follow the following instructions to successfully complete the formalities and operate e-office at District levels.

1. we are sending mail IDs of various colleges/RJDCE staff created at State level unit of NIC, Velagapudi, Vijayawada (soft copy enclosed). These Mail IDs are to be verified their name of the college, and district (intimated if Name of college differs with staff). Apart from the above list, earlier District Collectors have created Mail IDs for some of the colleges in their districts (please send these list to tomsudana@gmail.com). The colleges for which Mail IDs not created, either by State Unit of NIC or District Collectors, are requested to get their Mail IDs by submitting 10 column e-office sheet (which was submitted earlier to NIC) of their employees to your District level NIC Unit and get their Mail IDs created.
2. After completion of creation of Mail IDs of all the colleges in the district, the ID college Principal of respective districts are requested to complete the Mapping Work of the GDCs within District. The Principals of ID Colleges should submit all Mail IDs of GDCs of your district to District level NIC and request them to complete Mapping work.
3. After creation of Mail IDs, request the State level NIC Unit to issue DSC Keys to the Principals of GDCs and Principals of ID Colleges (please send list of Principals for whom DSC Keys Issued).
4. The Principals of the GDCs and ID Colleges are requested to complete the above process with cooperation and coordination and get thing done. Contact Office of the District Collectors and represent the situation in a proper way, so as to get things done by 20.4.2018.
5. The GDCs, which have received Mail IDs, Mapping Work completed and DSC Keys received, are requested to use e-office filing system so as to improve the usage percentage of e-office at District Level.



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CHIRALA-523155, Prakasam DL (AP)

6. All the colleges are requested to preserve and maintain Mail ID data properly so that it is made available in future for various purposes.

The Principals of GDCs and ID Colleges are requested to take special interest in this regard as deadline for implementation of e-office is 20.4.2018 only.

Contact For any Technical help:

1. Srinivas, State level Coordinator for CCE, NIC, Velagapudi, Vijayawada.

Mobile No. 9515120831 (Official), 9398666850 (Personal),

e-mail: eoffice.seenu@gmail.com.

2. Dr.T.Madhu Sudana, AO and State level Nodal Officer for e-office, O/o.CCE, Vijayawada.

Mobile No. 7032639185 (Official), 9848726620 (Personal)

e-mail: tmsudana@gmail.com.

With regards,
Dr.Ila Ravi
Academic Guidance Officer,
Commissionerate of Collegiate Education
Government of Andhra Pradesh
3rd & 4th Floors, A.N.R. Towers, Prasadampadu,
Jammichettu Street,
Vijayawada Rural- 521108
www.apcce.gov.in
<https://www.facebook.com/jkcmc.cce>

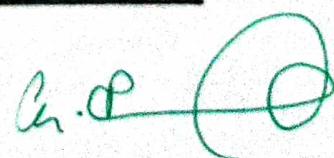


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eOffice Dos & Don'ts

S No	Dos	Don'ts
1	Browsers: Internet Explorer and Mozilla Firefox only.	Do not use Google Chrome, safari etc.
2	Operating System: Windows 7 or above version and Macintosh (Apple OS)	Do not use Windows XP, Linux, ubuntu Operating Systems.
3	Login ID: While logging to eoffice website use only Username (Eg: srinivas-ap)	Do not add domain name while logging to eOffice(Eg: @ap.gov.in or gov.in)
4	Tappal :Should only be scanned in PDF format.	Name the PDF document should not contain dot (.)
5	DSC Settings: select only signing option in-Preferences under Settings immediately after registering the DSC.	If selected other than signing option "Authentication or Both" in DSC settings then DSC is required for Logging to eoffice.
6	Sign & Send: must Connect the DSC Token to laptop or Desktop while sending the file along with Green Note and While Signing on Draft.	Don't use tab or mobile for signature
7	Update the "Java JRE" if there is a Security Update pop-up, if required check the version updates manually.	Don't use out dated version of Java JRE .
8	Check the Digital Signature Drivers in the System, if not download and install from the official website (www.e-mudhra.com)	In the absence of Software drivers in the system the Digital Signature will not work.
9	Wrong entry of passwords in Digital Signature for more than 8 times may lead to Lock.	In case of Digital Signature Lock don't try or attempt to unlock the same as it may lead to Certificate Corruption/Deletion. Contact IT Department or Technical Associate immediately for further assistance.
10	Update the Operating system when there is a Security Update pop-up, if required set to Automatic Update in Settings.	Outdated Operating System may lead to improper or Slow Loading of eOffice website.
11	Check the System Time, if required Set the System time manually and check the option "Set Time Automatically" in PC Settings. If System time is wrong or not in sync with the IST (India	




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	Standard Time) the same as eOffice server time, may lead to Digital Signature Issues while signing the Draft.	
12	While using the Noting, Draft part directly type in the endorsement in the available editor. If there is a predefined format in the system then paste the same content using the option "Paste From Word" in the editor available.	Don't copy and paste the Content directly from the Predefined format into Noting/Draft as this may lead to Improper Alignment, Font Family, Tables issues due to incompatibility between Microsoft Office and Open Editor (in eOffice).
13	Save the Draft by clicking the option "SAVE" available. If "SAVE" option is not clicked in Draft then Draft will get deleted after exiting File.	
14	Digital Signature is to be used only for Digitally Signing the File/Draft.	Don't try to Format the Digital Signature and/or use it as External Storage as this may lead to Certificate Corruption/Deletion.



C. Pa

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CHIRALA-523155, Prakasam Dt. (A.P)

**Implementation of E Office in GDCs of Zone-III - Certain
Instruction - issued - reg.**

Inbox

**REGIONAL JOINT DIRECTOR OF COLLEGIATE
EDUCATION GUNTUR**

12:01 (11 minutes
ago)

All the Principals of Government Degree Colleges of Zone-III are hereby informed to process every file through E-Office and send the same along with related enclosures (Scanned) to the Office of the Regional Joint Director of Collegiate Education, Guntur only. From this office, file will be sent to the Special Commissioner of Collegiate Education, Vijayawada. If any problem arises in this process, the Principals are informed to contact Sri Sudhadhar, Nodal Officer for E-Office, O/o Special Commissioner of Collegiate Education, AP, Vijayawada. These instructions should be implemented immediately and no manual files are accepted from today itself.



A handwritten signature in green ink, consisting of a series of loops and a long horizontal stroke.

Principal
Y.A. Govt. Degree College for Women
CHIRALA-523155, Prakasam Dt (A.P.)

Mail dated: 14-07-2021

URGENT: Implementation of e office by all GDCs - Certain Instructions -

Reg

Inbox

jkmc monitoring cell commissionerate

JKC Monitoring Cell CCE

11:59 (1
hour ago)

Dear RJDCEs and Principals

As per the Instructions of Hon'ble CCE in the Zonal review meetings, it is **MANDATE** to all the GDCs to start the file operations through **E Office** only. In this regard the mail IDs and Procedure for Resetting the Mail is explained in detail in the document and a Jist is given below for your reference. Hence you ensure the use of the e office immediately. No physical documents will be entertained to this office from any GDCs after a Week time.

Please follow the below instructions to change user password:-

- 1) Go to <https://passapp.emailgov.in/>.
- 2) Enter user NIC email address and captcha (Random Text shown as an image) and click on Submit button.
- 3) User will receive a random code(valid for 8 hours) on users registered mobile number(If user number is not registered, please get it registered)
- 4) Enter random code and captcha (Random Text shown as an image) and click on Submit button.
- 5) Enter new password and confirm, finally click on Submit.
- 6) Now, you can use this password to login into your email account.

Password Policy:

1. Password must at least be 8 characters.
2. Password must not be the same as the previous 1 passwords.
3. Password must contain Uppercase, lower case, number and Special Characters.
4. Password must not contain dictionary word.
5. If you do not set the password correctly, a message will be flashed "The password you entered does not follow the password creation policy. Please try again." This implies that the password needs to be set again as per the guidelines stated above.

Thank you

With regards,

Dr.G.Srinivas, M.Sc.B.Ed.Ph.D.

Chief Coordinator - JKC Monitoring Cell
Commissionerate of Collegiate Education
Government of Andhra Pradesh
3rd & 4th Floors, A.N.R.Towers, Prasadampaadu,
Jammichettu Street,
Vijayawada Rural- 521108
www.apcce.gov.in
<https://www.facebook.com/jkcmc.cce>



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PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
ANDHRA PRADESH - VIJAYAWADA.
Present : Dr. Pola Bhaskar, I.A.S.,

Re.No.34/OP.I/2021

Dated: 14.07.2021.

Sub:- COLLEGIATE EDUCATION DEPARTMENT - Processing of files through e-office in Government Degree Colleges in the State - Instructions - Issued.

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As per the directions of the Government, O/o the Commissioner of Collegiate Education, A.P., Vijayawada has already been switched over to e-office system and processing files through " e-office system" only. So far, many regional and district offices have already adopted the system started using " e-office system". The offices and colleges situated in regional and district level also have to adopt the system for better functioning of Commissionerate and also in view of the present pandemic situation. The Government implemented this system to bring transparency in administration and to go towards paperless offices. The Commissionerate of Collegiate Education has already implemented the e-office system and the RJDCes and Colleges also have to be implemented the e.office system.

Further, the following instructions should be followed in implementing the e-office system :

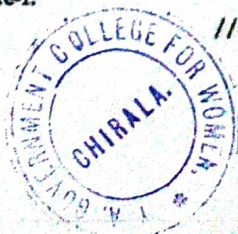
- 1) Already some Principals are given e.office Government E mail IDs. They are requested to verify the mail IDs and reset their passwords (the Mail IDs were already sent to colleges).
- 2) Maintain the correspondence through e-office only.
- 3) If any clarifications required in maintaining e-office, consult the NIC staff in District Collectorates concerned.
- 4) ID college Principals of the District concerned are directed to monitor the e-office system and see that it should be implemented in all GDCs in their jurisdiction strictly.

Therefore, the RJDCes and the Principals of Government Degree Colleges in the State are requested to take immediate necessary steps for implementing "e-office system" in the Colleges and process the files / correspondences through e-office with effect from 26.07.2021 and submit action taken report in the matter to this office promptly. All the RJDCes and Principals of GDCs in the State are informed that hereafter no physical paper correspondence will be accepted in the Department of Collegiate Education from 26th July, 2021.

The receipt of these instructions should be acknowledged.

Sd/- Dr.POLA BHASKAR,
COMMISSIONER OF COLLEGIATE EDUCATION

To
The Principals of all the Government Degree Colleges in the State.
Copy to Joint Director, O/o the C.C.E., A.P., Vijayawada.
Copy to Deputy Director, O/o the C.C.E., A.P., Vijayawada.
Copy to Academic Guidance Officer in the office.
Copy to Sri P.Sreedhar, Academic Officer to co-ordinate the matter with the Principals.
Copy to Regional Joint Directors of Collegiate Education in the State.
Spare-1.



//FORWARDED BY ORDER//

Sd/- *[Signature]* Principal
DEPUTY DIRECTOR OF COLLEGIATE EDUCATION

Y.A. Govt. Degree College for Women
CHIRALA-523155, Prakasam Dt. (A.P)



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
(A Statutory Body of the Government of A.P)
III, IV & V Floors, Neeladri Towers, Sri Ram Nagar,
6th Battalion Road, Atmakur (V), Mangalagiri (M)
Guntur – 522 503, Andhra Pradesh
Web: www.apsche.org. Email: academiccell@apsche.org



OAMDC-2022-23

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-2022-23

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 with Degree

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 2022-23. Candidates are informed that the online admission process comprising of registration, payment of processing fee and pending certificate verification will commence from 23.07.2022.

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 sche.ap.gov.in

- All the eligible and desirous candidates can pay the processing fee from 23.07.2022 onwards using URL sche.ap.gov.in
- Processing fee can be paid through online using credit card or debit card or through internet banking.



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- Enter URL sche.ap.gov.in 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 following are the transaction charges:

Sl No.	Mode	Type	Transaction charges
1	Credit Card/ Debit Card	Visa/Master/Rupay	Rs.10 + Taxes
2	Internet Banking	-	Rs 15/- plus taxes

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 the failure of transaction will be remitted back into the respective account within 4 working days from the date of payment. If excess payments are not remitted in 4 working days candidate has to send information like Hall ticket number, Transaction Id, Date of Payment etc to the Email Id: ugonlineadmns@apsche.org 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.

Verification of Certificates:

- On successful payment of processing fee, Application Number and Password will be provided through SMS to the Mobile number furnished at the time of filling the Registration page.
- By clicking the "Click here for Submitting the Application Details" the Online Application shall be filled. Photograph and signature of the candidate need to be uploaded.
- 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, an SMS will be sent to upload the certificates for verification. The candidate can also attend verification of certificates at HLC after uploading them.
- By entering the Application Number, date of birth and 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 not verified, 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.



(Handwritten signature in green ink)

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CHIRALA-523155 Prakasam Dt (A.P)

- **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.**
- 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 14 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 incomplete, their data will not be displayed. Such Candidates alone 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 sche.ap.gov.in
- 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 2022-23

Sl No	Detail	Dates
1	Notification	22.07.2022
2	Registration of students	23.07.2022 to 31.07.2022
3	Online verification of certificates/verification of certificates at HLCs	01.08.2022 to 05.08.2022
4	Special Category verification	03.08.2022 & 04.08.2022
5	Exercise of web options	08.08.2022 to 12.08.2022
6	Edit of web options	13.08.2022 to 15.08.2022
7	Allotment	20.08.2022
8	Reporting of students at college allotted	22.08.2022 to 24.08.2022
9	Commencement of classes	24.08.2022

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



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automatically validated by the Departmental data through online web service need to attend certificate verification.

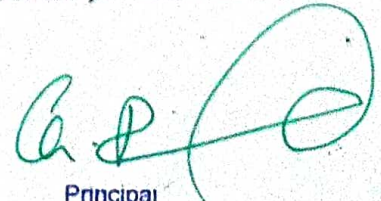
- b) Candidates claiming reservation under Sports & Games, CAP and NCC (National Cadet Cops) have to compulsorily attend certificate on both the dates as their data cannot be validated through web service.
- c) Such candidates have to attend certificate verification at any of the three HLCs before exercising options only at SRR & CVR Government Degree College Vijayawada, or Dr. V. S. Krishna Government Degree College, Visakhapatnam or S V University, Tirupati on 03.08.2022 and 04.08.2022. 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 2022-23 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 01.01.2018 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





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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) **Minorities** - Muslim and Christian Minority Candidates should produce TC of the SSC containing the Religion (Muslim/Christian/Other linguistic) or in the absence of TC, a Certificate issued by the Head of the Institution in which the student studied/appeared for SSC or its equivalent Examination.
- e) **Extracurricular activities:** Candidates claiming reservation under this category shall produce relevant certificates

Convener Office address:

CONVENOR, OAMDC-2022-23 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: 22.07.2022
Mangalagiri

CONVENOR
OAMDC-2022-23 ADMISSIONS



A handwritten signature in green ink, consisting of a series of loops and curves.

Principal

Y.A. Govt. Degree College for Women
CHIRALA-523155, Prakasam Dt. (A.P.)