

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
AP::MANGALAGIRI
Present: Dr. Pola Bhaskar, IAS**

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

Date: 31/05/2023

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, and 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**

To
Principals of all GDCs and RJDCEs
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//Attested//


Officer on Special Duty (IT) 17/6/2023

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

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

Date: 31/05/2023

**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

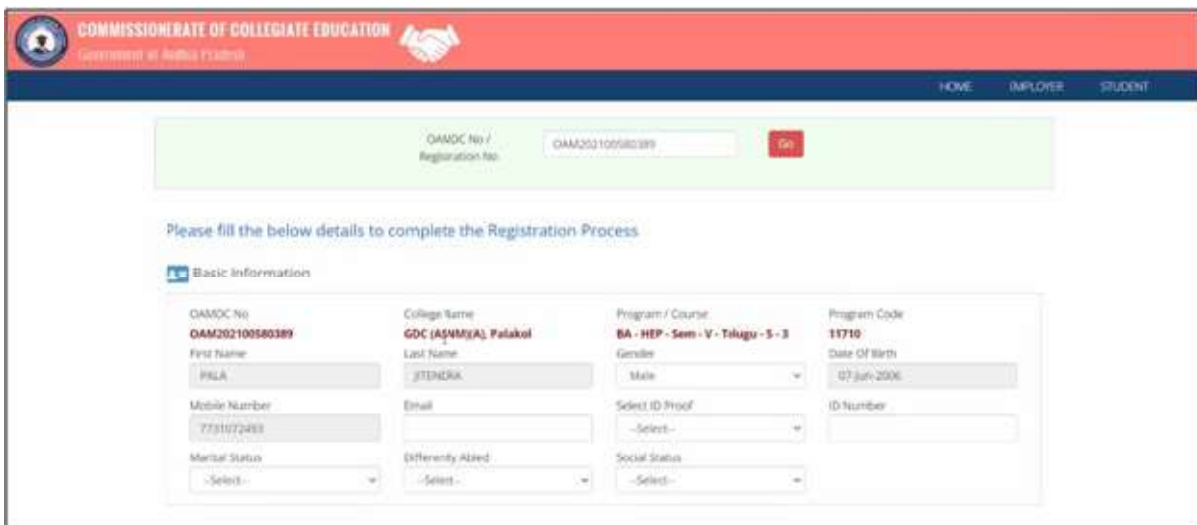


Fig-2.3

OAMDC No OAM202100580389	College Name GDC (ASNMI(A), Falakol	Program / Course BA - HEP - Sem - V - Telugu - 5 - 3	Program Code 11710
First Name PALA	Last Name JITENDRA	Gender Male	Date Of Birth 07-Jun-2006
Mobile Number 7731072493	Email nagarjuna1058@gmail.com	Select ID Proof Aadhar Card	Enter Aadhar No 123456789123
Marital Status UnMarried	Differently Abled --Select--	Social Status General	

Address for Communication

Father Name PALA PARASU RAMUDU	Door No. 223	Street	Locality
City/Town/Village	State ANDHRA PRADESH	Postal Code	

Fig-2.4

Address for Communication

Father Name PALA PARASU RAMUDU	Door No. 223	Street Post Office Lane	Locality Gandhi Nagar
City/Town/Village Ongole	State ANDHRA PRADESH	Postal Code 523226	

Educational Qualifications

S.No	Education Qualification	School/College Name	Program Name/ Specialization	Year Of Passing	Marks %/Percentage/Grade
1	10th				
2	--Select Qualification--				
3	--Select Qualification--				
4	--Select Qualification--				
5	--Select Qualification--				

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Fig-2.5

Educational Qualifications

S.No	Education Qualification	School/College Name	Program Name/ Specialization	Year Of Passing	Marks %/Percentage/Grade
1	10th				
2	--Select Qualification--				
3	--Select Qualification--				
4	10th				
5	Intermediate				
	BSC				
	BA				
	B.COM				
	BBA				
	BVOC				
	DEGREE				

Other Qualifications

S.No	Course / Certificate Name	Duration	Name of Institution Studied	Year Of Passing	Marks %/Percentage/Grade
1					

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Fig-2.6

 Other Qualifications

S.No	Course / Certificate Name	Duration	Name of Institution Studied	Year Of Passing	Marks %(Percentage)/Grade
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fig-2.7

 Add Projects(If Any)

S.No	Skill	Description	From Date	To Date	Location
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fig-2.8

 Work Experience if any (Last Three)

S.No	Organisation Name	Designation	Take Home Salary	From Date	To Date	Period of Experience
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fig-2.9

 Skill Set


S.No	Skill	Skill Description
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>

Fig-2.10

 Add Achievements/Rewards (If Any)

S.No	Achievement Name	Description
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

Fig-2.11

 Add Hobbies(If Any)

S.No	Hobbies Name	Description
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

Reset

Register

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

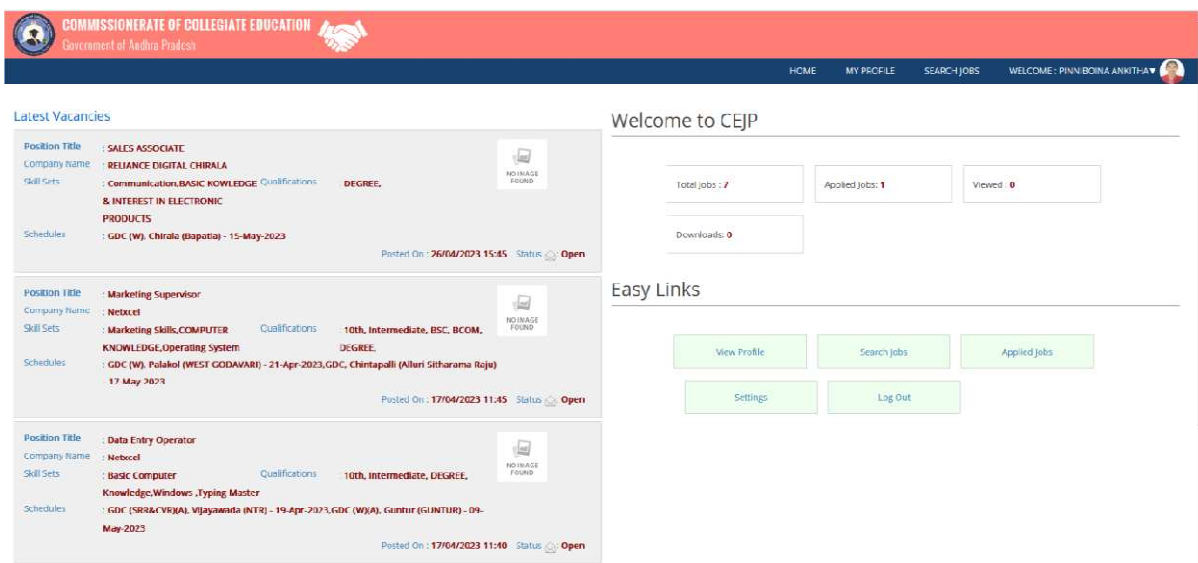


Fig-3.3

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).

COMMISSIONERATE OF COLLEGIATE EDUCATION
Government of Andhra Pradesh

HOME MY PROFILE SEARCH JOBS WELCOME: PINNIBOINA ANKITHA

Latest Vacancies

Position Title : SALES ASSOCIATE
Company Name : RELIANCE DIGITAL CHIRALA
Skill Sets : Communication,BASIC KNOWLEDGE Qualifications: DEGREE.
Schedules : GDC (W), Chirala (@Bapatla) - 15-May-2023
 Posted On : 26/04/2023 15:45 Status: **OPEN**

Position Title : Marketing Supervisor
Company Name : Netxcel
Skill Sets : Marketing Skills,COMPUTER Qualifications: 10th, Intermediate, BSC, BCOM, KNOWLEDGE,Operating System: DEGREE.
Schedules : GDC (W), Palakol (WEST GODAVARI) - 21-Apr-2023,GDC, Chintapalli (Alluri Sitharama Raju) - 11-May-2023
 Posted On : 17/04/2023 11:45 Status: **Open**

Position Title : Data Entry Operator
Company Name : Mahvrel
Skill Sets : Basic Computer Qualifications: 10th, Intermediate, DEGREE.
Schedules : Knowledge:Windows ,Typing Master
 GDC (SRK&CYRWA), Vijayawada (NTR) - 19-Apr-2023,GDC, WRAJ, Guntur (GUNTUR) - 09-May-2023
 Posted On : 17/04/2023 11:40 Status: **Open**

Welcome to CEJP

Total Jobs : 7 Applied Jobs: 1 Viewed : 0
 Downloads: 0

Easy Links

View Profile Search Jobs Applied Jobs
 Settings Log Out

Fig-4.1

COMMISSIONERATE OF COLLEGIATE EDUCATION
Government of Andhra Pradesh

HOME MY PROFILE SEARCH JOBS WELCOME: PINNIBOINA ANKITHA

View Profile

[Edit Profile](#)

Basic Information

Registration No	5182305 13493 /252004	CAN/DC No	SUMM/2021/132305	College Name	GDC (W), Chirala
Zone Name	ZONE-3	District Name	Daparla	Program Code	30061
Program	B.Com	Specialization	COMPUTER APPLICATIONS	Semester	5
Medium	English	Year	3	Gender	Female
Course Name	B.Com - COMPUTER APPLICATIONS - Gen - V - English - R - 3	Last Name	ANKITHA	Email	Change Pic Browse No file selected.
First Name	PINNIBOINA	Mobile Number	XXXXXXXXXX	Priority Category	
Date Of Birth	01-01-2003	Your ID Proof Number	XXXXXXXX77		
Marital Status	UnMarried				
ID Proof	Aadhar Card				

Address for Communication:

Father Name	NAGA MUSALAIAH	Door No.	6-33	Street	pinniboinavaripalem east
Localitz	pinniboinavaripalem east	City/Town/Village	pinniboinavaripalem east	State	ANDHRA PRADESH
Postal Code	522101				

Educational Qualifications

S.No	Education Qualification	School/College Name	Programme Name/ Specialization	Year Of Passing	Marks % (Percentage)/Grade
1	10th	JAWAHAR NAVODAYA VIDYALAYA, MADIPALA	CBCS	28/05/2018	63.66
2	Intermediate	JAWAHAR NAVODAYA VIDYALAYA, MADIPALA	CPC	13/02/2020	66.33
3	BCOM	SA.GDC.W.CHIRALA	COMPUTER APPLICATIONS	15/02/2023	60

Fig-4.2

S.No	Skill	Description
1	Basic MS Office application	Basic MS Office application
2	HTML	HTML
3	Basic c,c++	Basic c,c++
4	HVPE	HVPE
5	ICT	ICT
6	ANELITICAL SKILLS	ANELITICAL SKILLS
7	Environmental education	ENVIRONMENTAL EDUCATION
8	INSURENCE AND PROMOTIONS	INSURENCE AND PROMOTIONS
9	BUSINESS COMMUNICATIONS	BUSINESS COMMUNICATIONS
10	Logistics and supply chain	LOGISTICS AND SUPPLY CHAIN

Resume

Resume: **Resume_S.pdf** [Download Resume](#)
 Last modified on:17/05/2023 12:02

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).

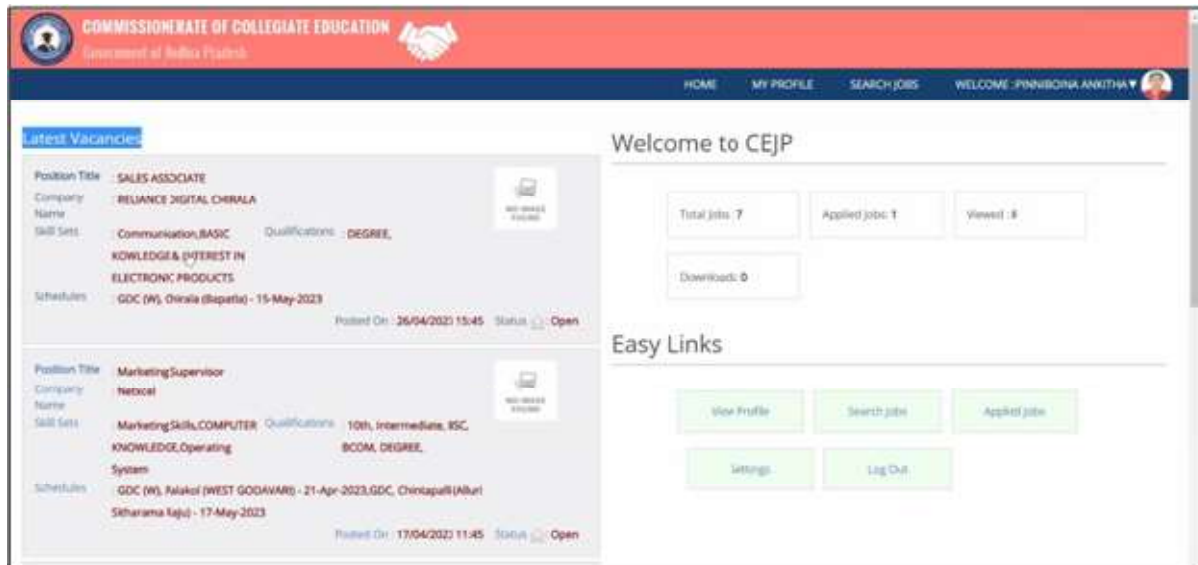


Fig-5.1

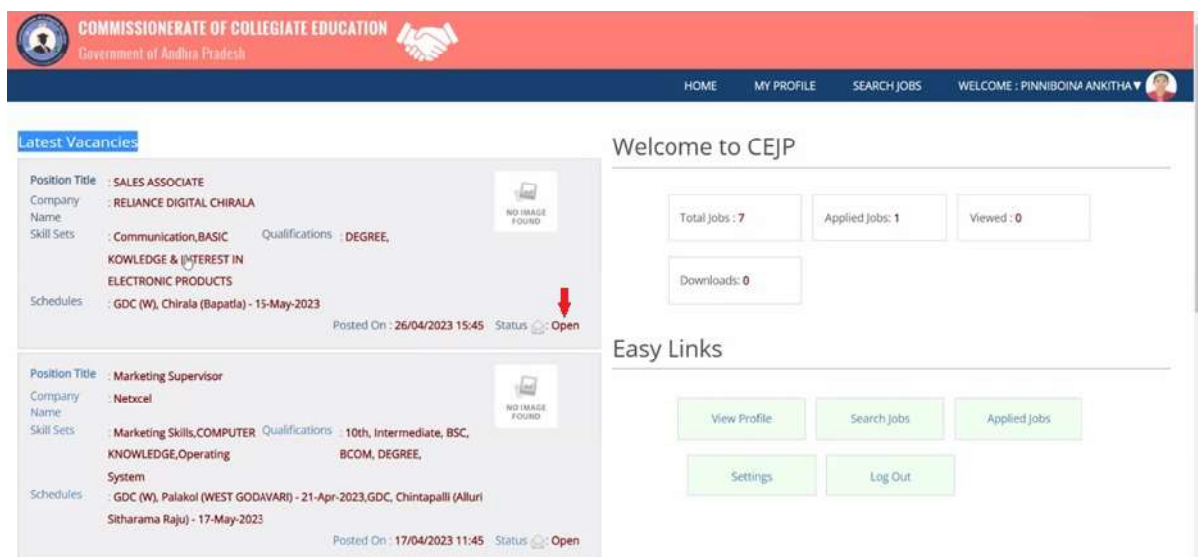



Fig-5.2


COMMISSIONERATE OF COLLEGIATE EDUCATION
 Government of Andhra Pradesh


HOME MY PROFILE SEARCH JOBS WELCOME : PINNIBOINA ANKITHA

SALES ASSOCIATE

Position Title : SALES ASSOCIATE
Organisation Name : RELIANCE DIGITAL CHIRALA
Skill Sets : Communication,BASIC KNOWLEDGE & INTEREST IN ELECTRONIC PRODUCTS
Qualifications : DEGREE,
No.of Positions : 3
Salary : 12000
Job Description : SALES ASSOCIATE FOR RELIANCE DIGITAL
Other Details : Job opening for our retail outlet at Munthavari Center - Reliance Digital
Schedules : GDC (W), Chirala (Bapatla) - 15-May-2023
Contact Details:
Person Name : VENU KADIYAM **Mobile No** : 8688817742 **Email-ID** : venu.kadiyam@ril.com
Organisation Details:
Address : RELIANCE RETAIL LTD SY NO 303/1 WARD NO 19 MUNTHAVARI CENTER CHIRALA AP
Posted On : 26/04/2023 15:45 **Status** : Open **Not Applied**
Venue List :

Apply Now

Fig-5.3


COMMISSIONERATE OF COLLEGIATE EDUCATION
 Government of Andhra Pradesh


HOME MY PROFILE SEARCH JOBS WELCOME : PINNIBOINA ANKITHA

SALES ASSOCIATE

Position Title : SALES ASSOCIATE
Organisation Name : RELIANCE DIGITAL CHIRALA
Skill Sets : Communication,BASIC KNOWLEDGE & INTEREST IN ELECTRONIC PRODUCTS
Qualifications : DEGREE,
No.of Positions : 3
Salary : 12000
Job Description : SALES ASSOCIATE FOR RELIANCE DIGITAL
Other Details : Job opening for our retail outlet at Munthavari Center - Reliance Digital
Schedules : GDC (W), Chirala (Bapatla) - 15-May-2023
Contact Details:
Person Name : VENU KADIYAM **Mobile No** : 8688817742 **Email-ID** : venu.kadiyam@ril.com
Organisation Details:
Address : RELIANCE RETAIL LTD SY NO 303/1 WARD NO 19 MUNTHAVARI CENTER CHIRALA AP
Posted On : 26/04/2023 15:45 **Status** : Open **Not Applied**
Venue List :

Apply Now

Fig-5.4


COMMISSIONERATE OF COLLEGIATE EDUCATION
 Government of Andhra Pradesh

HOME MY PROFILE SEARCH JOBS WELCOME : PINNIBOINA ANKITHA

Welcome to CEJP

Total Jobs : 7 Applied Jobs : 1 Viewed : 0
 Downloads : 0

Easy Links

Latest Vacancies

Position Title : SALES ASSOCIATE
Company Name : RELIANCE DIGITAL CHIRALA
Skill Sets : Communication,BASIC KNOWLEDGE & INTEREST IN ELECTRONIC PRODUCTS
Qualifications : DEGREE,
Schedules : GDC (W), Chirala (Bapatla) - 15-May-2023
Posted On : 26/04/2023 15:45 **Status** : Open

Position Title : Marketing Supervisor
Company Name : Netxcel
Skill Sets : Marketing Skills,COMPUTER KNOWLEDGE,Operating System
Qualifications : 10th, Intermediate, BSC, BCOM, DEGREE,
Schedules : GDC (W), Palakol (WEST GODAVARI) - 21-Apr-2023,GDC, Chintapalli (Alluri Sitharama Raju) - 17-May-2023
Posted On : 17/04/2023 11:45 **Status** : Open

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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).

The screenshot shows the 'COMMISSIONERATE OF COLLEGIATE EDUCATION' dashboard. The user is logged in as PINKBOINA ANKITHA. The dashboard includes a navigation bar with 'HOME', 'MY PROFILE', 'SEARCH JOBS', and 'WELCOME : PINKBOINA ANKITHA'. The main content area is divided into 'Latest Vacancies' and 'Welcome to CEJP'. The 'Welcome to CEJP' section shows statistics: Total Jobs: 7, Applied Jobs: 1, Viewed: 0, and Downloads: 0. The 'Easy Links' section contains buttons for 'View Profile', 'Search jobs', 'Applied Jobs' (highlighted with a red arrow), 'Settings', and 'Log Out'. The 'Latest Vacancies' section lists two job openings: 'SALES ASSOCIATE' at RELIANCE DIGITAL-CHIRALA and 'Marketing Supervisor' at Netxcel.

Fig-6.1

The screenshot shows the 'Applied Jobs' page. The user is logged in as PINKBOINA ANKITHA. The page displays a list of applied jobs. The first job is for 'computer operator' at 'ABC Organization'. The job details include: Position Title: computer operator, Organization Name: ABC Organization, Skill Sets: Typing speed, Job-Description: Data entry, Other Details: abc, Contact Details: Person Name: XYZ, Mobile No: 6302954716, Email ID: webbedarsi@gmail.com, Address: abc, Schedules: GDC, Movva (KRISHNA) - 30-Apr-2023. The job status is 'Submitted' and the applied date is '25/04/2023 16:28'. The page also shows 'Showing 1 to 1 of 1 Records'.

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).

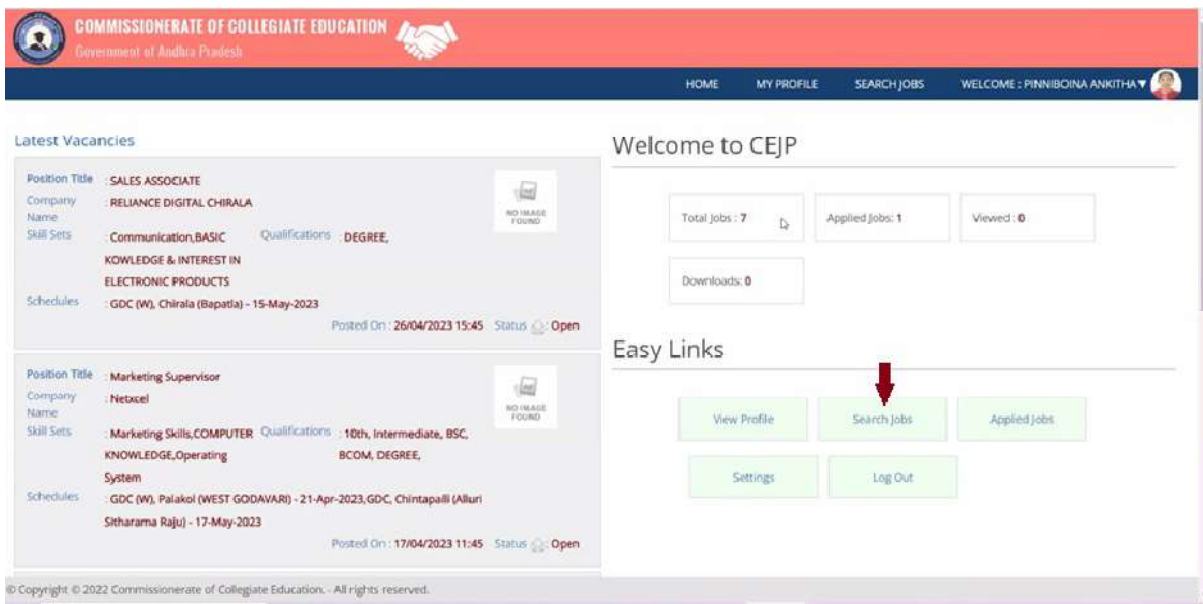


Fig-7.1

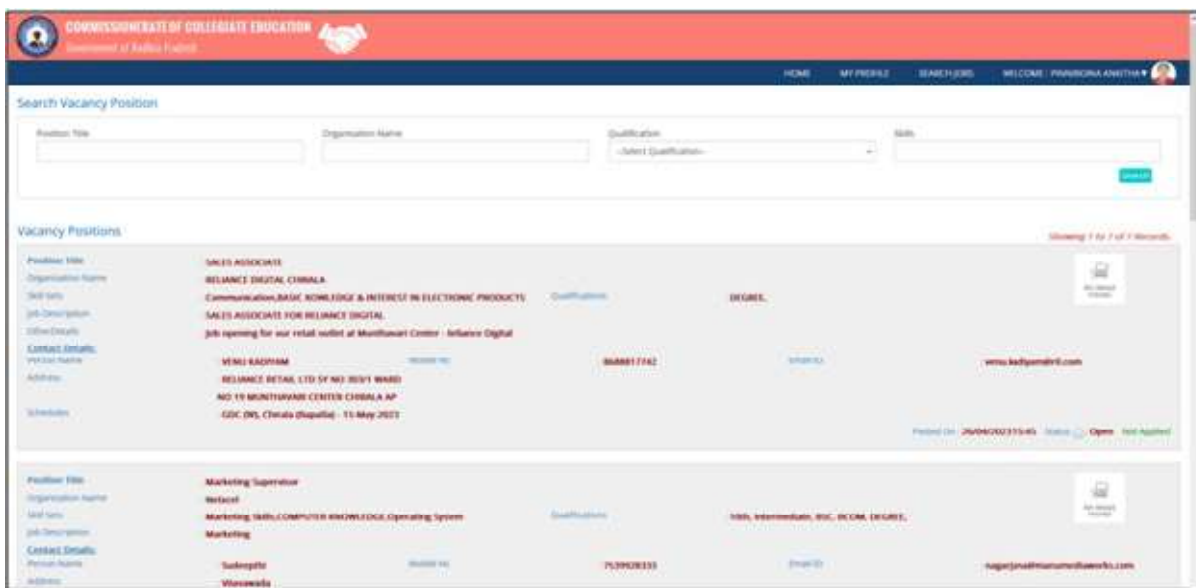


Fig-7.2

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).

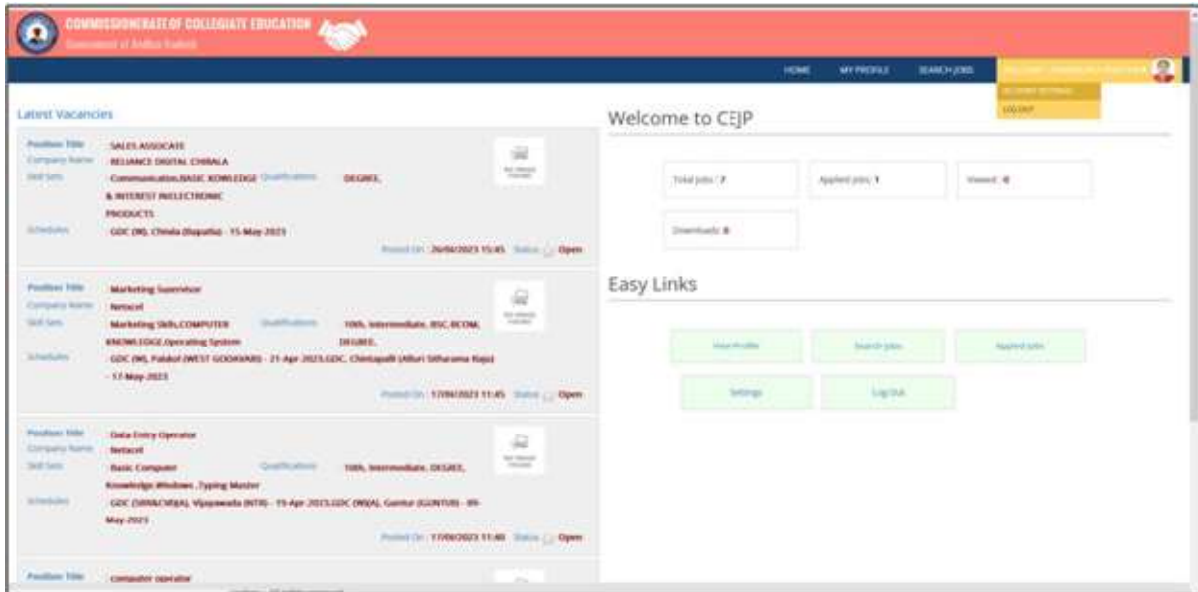


Fig-8.1

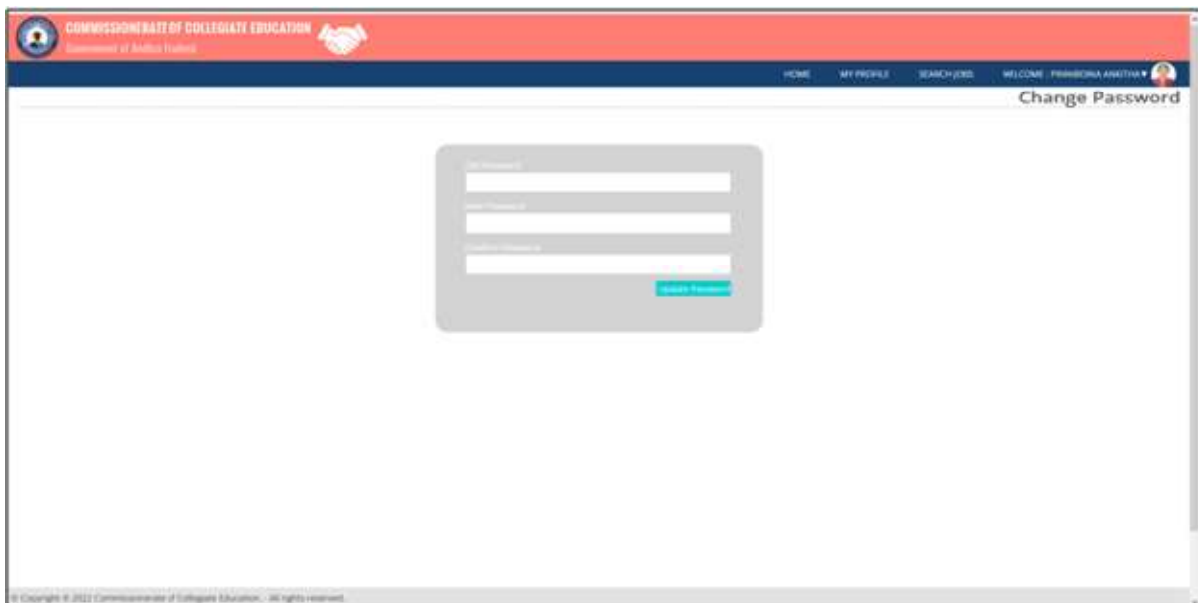


Fig-8.2

9. Logout:

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

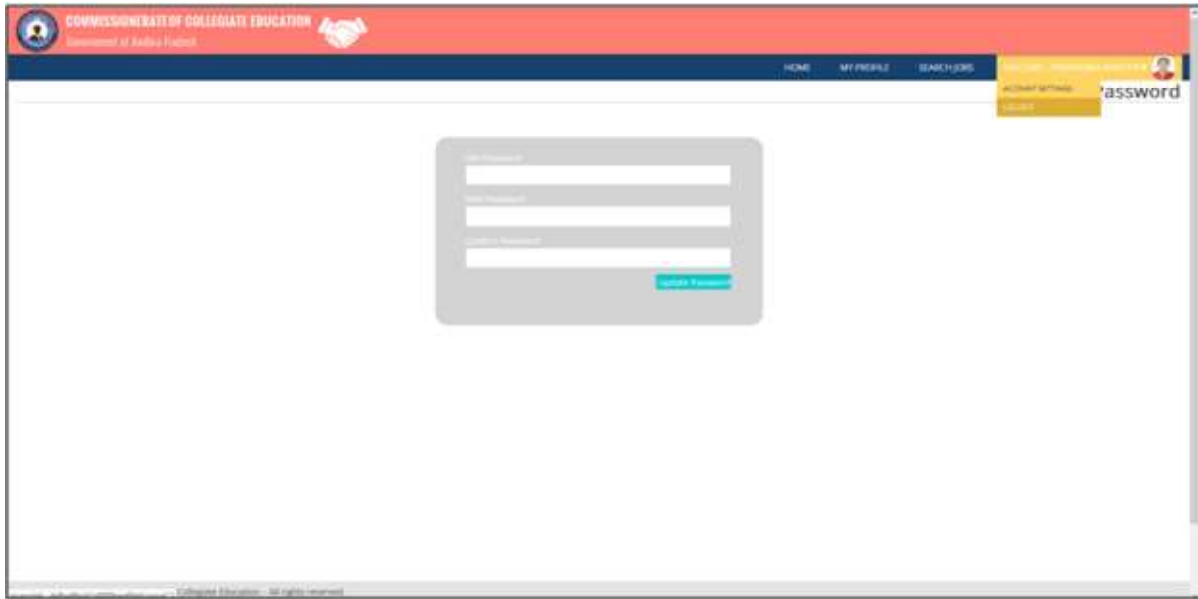


Fig-9.1

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

To
Principals of all GDCs and RJDCEs
Copy to File

//Attested//

Sec. [Signature]
Officer on Special Duty (IT) 1/6/2023