

**COMMISSIONERATE OF COLLEGIATE EDUCATION
ANDHRA PRADESH: MANGALAGIRI**

CIRCULAR

Proc. No.04/Acad.Cell/RRC/AC-13/2025

Date: 25-11-2025

Sub: Collegiate Education - Conduct of Activities/Programmes on the occasion of World AIDS Day 2025 during the Academic Year 2024-25 – Submission of Report on Implementation and Red Ribbon Club (RRC) Activities in Government and Private Aided Degree Colleges – Reg.

Ref: 1. APSACS mail communication to implement RRC activities in colleges.

2. .Lr.No APCCE/ECA/AC-12-/2023-24.Dated 22-08-2023

3. Lr.No APCCE/ECA/AC-12-/2023-24.Dated 28-08-2023

4. RC No.243/IEC & MS/ APSACS/2019-20 dated: 09-01-2024

5.Mail communication received from APSACS on 13-08-2024

6.Mail communication received from APSACS on 21-11-2025

With reference to the above subject, the Commissionerate of Collegiate Education, in collaboration with the Andhra Pradesh State AIDS Control Society (APSACS), is implementing Red Ribbon Club (RRC) activities in all Government and Aided Degree Colleges across the 26 districts of the state to achieve the objectives outlined by APSACS.

Vide reference 5, Andhra Pradesh State AIDS Control Society (APSACS) sanctioned an amount for effective implementation of Red Ribbon Club (RRC) activities in the Government / Aided Degree colleges.

In this connection, the Principals of Government and Private Aided Degree Colleges are requested to organize the following activities through the Red Ribbon Club (RRC) as part of the World AIDS Day 2025 celebrations:

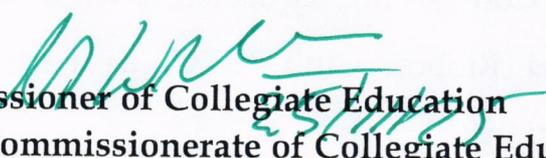
1. Debate Competition
2. Poster Presentation
3. Painting Competition
4. Face-Painting Competition

5. Formation of Human Chain
6. Reel Making
7. Rangoli Competition
8. Rally
9. Any other activity relevant to World AIDS Day

In addition to the above activities, all Principals are requested to submit an activity-wise report on the RRC initiatives undertaken during the academic year 2024-25, as per the prescribed proformas and enclosures. The report, along with the original expenditure bills duly signed by the Principal and the RRC Coordinator, should be submitted to the Commissionerate of Collegiate Education on or before **05-12-2025** for reimbursement of expenses.

Further, the Principals are requested to submit two sets of duly filled and ink-signed copies, along with the first page of the RRC account bank passbook, to the office of the CCE. A soft copy should also be emailed to cceac13@gmail.com

It is informed that reimbursement for the submitted bills will be processed on a first-come, first-served basis, subject to the availability of funds and verification of the enclosed reports and supporting documents. Therefore, the Principals are requested to submit the report in the prescribed format along with the original bills at the earliest to avoid any delay in reimbursement.


For Commissioner of Collegiate Education
Joint Director Commissionerate of Collegiate Education

Malathi
Ae-13

Enclosures: 1. Formats for submission of RRC details

TO
AU GDCS & PACS

Copy To:

RJDCEs of all zones

FORMAT FOR SUBMISSION OF RRC DETAILS

(* Please Read the Guidelines Before Submission)

PART: I - GUIDELINES TO BE FOLLOWED BEFORE SUBMISSION OF THE RRC REPORT

1. Statement of Expenditure (SOE) shall be supported by original bill
2. The bills are to be kept date wise and the same order shall be appearing in the SOE
3. Each and every bill shall be signed by the Advance recipient or the Authorised signatory / in charge of the institution in case of implementing Agency.
4. Rs. 1000/- and above expenditure shall be supported a Pucca bill (cash bill with a printed serial number on it and with vendor's name, CST/APGST/VAT/Service tax number etc. preferred a tax invoice).
5. In case of training expenditure, training report, list of participants shall be enclosed with the SOE.
6. TA bills of participants shall be supported by one side tickets in original and Xerox copy of return ticket.
7. Staff TA bills shall be accompanied with the tour programme approved by PD and shall be certified by the component officer.
8. Entry of the Principal on each voucher that the amount was paid by me and cancelled

PART: II - COVERING LETTER ADDRESSED TO CCE FOR THE REIMBURSEMENT OF AMOUNT INCURRED ON RRC ACTIVITIES

PART: III- BANK DETAILS.

1. Name of the Bank :
2. Branch Name :
3. Account Number :
4. Name of the Account:
5. IFSC Code :

Signature of the RRC Coordinator

Signature of the Principal
Office Seal

PART: IV (A) - UTILIZATION CERTIFICATE

This is to certify that an amount of Rs/- ----- (in words) -----
----- was incurred towards
conduct of Red Ribbon Club (RRC) activities during the Academic Year 2023-24.

Signature of the RRC Coordinator

Signature of the Principal
Office Seal

PART: IV (B) - ADVANCED STAMPED RECEIPT

Received an amount of Rs/ ----- (in words) -----
----- from the Commissionerate of Collegiate Education,
Government of AP. Mangalagiri towards conduct of Red Ribbon Club (RRC) activities
during
the Academic Year 2024-25.

Signature of the RRC Coordinator

Signature of the Principal

Office Seal

PART: V - STATEMENT OF EXPENDITURE (SOE) FOR ALL ACTIVITIES

Name of the Institution: _____

Academic Year - 2024-25.

S.NO	Name of the Activity	Date	Voucher Number	Voucher Date	Particulars of Expenditure	Amount Rs.
					TOTAL	

Encl: Original Bills duly certified

Signature of the RRC Coordinator

Signature of the Principal
Office Seal

PART: VI - CONSOLIDATED LIST OF ACTIVITIES

S.No	Activity Performed	Date	No.of students Participated	No. of staff Participated

Signature of the RRC Coordinator

Signature of the Principal
Office Seal

**PART: VII PROFORMA FOR SUBMISSION OF INDIVIDUAL
ACTIVITY * (Submit the Report Separately for each Activity in this
Format)**

1. Name of the activity
2. Venue, Date & time
3. Objectives
 - 1.
 - 2.
4. No of students attended Programme wise (B.A/ B.Com/B.Sc)
5. No of staff attended
6. Details of the Resource persons / Collaborations
7. Detailed Report on the Activity
8. Photos
9. Press Clippings
10. Feedback from the participants
11. Statement of Expenditure Details for the activity

S.NO	Item	Voucher. No	Voucher Date	Amount Rs.
			Total	

Total amount Incurred in Rs/-

Signature of the RRC Coordinator

Signature of the Principal
Office Seal