

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: 18/08-2022

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 26th July 2022 to 1st 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



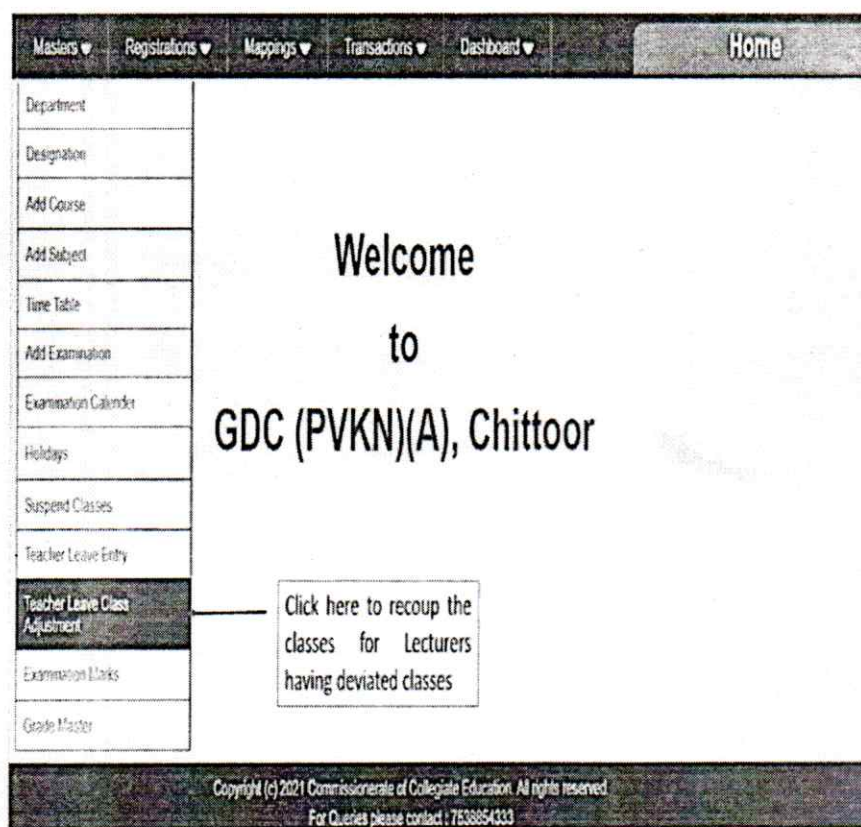
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should complete the reporting of the classes without fail. If any of the lecturers failed to report, their classes within the deadlines, those classes will be considered as “not reported classes” and they are displayed in the College- and Lecturer-level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

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



- It will display the Teacher Leave Class Adjustment Window, there specify the date on which deviated classes 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.




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Home Masters Registrations Mappings Transactions Dashboard **Teacher Leave Class Adjustment**

Zone: ZONE 4 District: CHITTOOR Institute: GDC (PVTNIA), Chittoor Course: --Select Course--

Subject: --Select Class-- Teacher: --Select Teacher-- Class for the Date: 30-Jul-2022

Specify the date of leave or GO here and click on GO button

Go

● List View ● Substitute Entry ● Reschedule

S.No	College	Course	Subject	Teacher	Day	Class for the Date	Timing	Current Status	Substituted by	Substituted Subject
1	GDC (PVTNIA), Chittoor	B.COM - IV SEM - BA 4	LIFE INSURANCE OPERATIONS	C VEENA	Saturday	30-Jul-2022	10:00 AM to 11:00 AM	In Leave		
2	GDC (PVTNIA), Chittoor	B.A. HPT SEM - II 2	GEN TEL - BON HIN - SDR, SAN - AR, U RDU - MAH, TAMIL - RA	DR SHAK BEHA ZEER	Saturday	30-Jul-2022	10:00 AM to 11:00 AM	Cancelled		
3	GDC (PVTNIA), Chittoor	B.A. HPT SEM - II 2	GEN TELUGU - BON HIN - SDR, SAN - AR, U RDU - MAH, TAMIL - RA	DR SHAK BEHA ZEER	Saturday	30-Jul-2022	10:00 AM to 11:00 AM	Cancelled		
4	GDC (PVTNIA), Chittoor	B.BC TM - Sem - IV 4	Chemistry Paper 5 Practical - DISVALION	METALLIKARAJU AREDDY	Saturday	30-Jul-2022	10:00 AM to 11:00 AM	In Leave		
5	GDC (PVTNIA), Chittoor	B.Sc - Computer Science, Mathematics, Statistics - 6th - II - English 2	English	S MCHALMAD S HAFULLAH	Saturday	30-Jul-2022	10:00 AM to 11:00 AM	In Leave		

- 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.

Home Masters Registrations Mappings Transactions Dashboard **Teacher Leave Class Adjustment**

Zone: ZONE 4 District: CHITTOOR Institute: GDC (PVTNIA), Chittoor Course: --Select Course--

Subject: --Select Class-- Teacher: --Select Teacher-- Class for the Date: 30-Jul-2022

Go

● List View ● Substitute Entry ● Reschedule

First click here to reschedule the deviated classes

Save Reschedule Classes

Second step, click here to select the lecturer's deviated class to reschedule

S.No	College	Course	Subject	Teacher	Class for the Date	Timing	Current Status	Reschedule Date	Reschedule Time																																																	
1	GDC (PVTNIA), Chittoor	B.COM - IV SEM - BA 4	LIFE INSURANCE OPERATIONS	C VEENA	30-Jul-2022	10:00 AM to 11:00 AM	In Leave	August, 2022	--Select--																																																	
2	GDC (PVTNIA), Chittoor	B.A. HPT SEM - II 2	GEN TEL - BON HIN - SDR, SAN - AR, U RDU - MAH, TAMIL - RA	DR SHAK BEHA ZEER	30-Jul-2022	10:00 AM to 11:00 AM	Cancelled	<table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	
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4	5	6	7	8	9	10																																																				
3	GDC (PVTNIA), Chittoor	B.A. HPT SEM - II 2	GEN TELUGU - BON HIN - SDR, SAN - AR, U RDU - MAH, TAMIL - RA	DR SHAK BEHA ZEER	30-Jul-2022	10:00 AM to 11:00 AM	Cancelled																																																			
4	GDC (PVTNIA), Chittoor	B.BC TM - Sem - IV 4	Chemistry Paper 5 Practical - DISVALION	METALLIKARAJU AREDDY	30-Jul-2022	10:00 AM to 11:00 AM	In Leave	Today: August 5, 2022																																																		

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

Home Masters Registrations Mappings Transactions Dashboard **Teacher Leave Class Adjustment**

Zone: ZONE 4 District: CHITTOOR Institute: GDC (PVTNIA), Chittoor Course: --Select Course--

Subject: --Select Class-- Teacher: --Select Teacher-- Class for the Date: 30-Jul-2022

Go

● List View ● Substitute Entry ● Reschedule

Last step, click here to Save the rescheduled/recouped class details

Save Reschedule Classes

Fourth step, click here to select the recouped class time

S.No	College	Course	Subject	Teacher	Class for the Date	Timing	Current Status	Reschedule Date	Reschedule Time																
1	GDC (PVTNIA), Chittoor	B.COM - IV SEM - BA 4	LIFE INSURANCE OPERATIONS	C VEENA	30-Jul-2022	10:00 AM to 11:00 AM	In Leave	10-Aug-2022	Select																
2	GDC (PVTNIA), Chittoor	B.A. HPT SEM - II 2	GEN TEL - BON HIN - SDR, SAN - AR, U RDU - MAH, TAMIL - RA	DR SHAK BEHA ZEER	30-Jul-2022	10:00 AM to 11:00 AM	Cancelled		<table border="1"> <tr><td>08:00 AM</td><td>09:00 AM</td></tr> <tr><td>10:00 AM</td><td>11:00 AM</td></tr> <tr><td>12:00 PM</td><td>01:00 PM</td></tr> <tr><td>02:00 PM</td><td>03:00 PM</td></tr> <tr><td>04:00 PM</td><td>05:00 PM</td></tr> <tr><td>06:00 PM</td><td>07:00 PM</td></tr> <tr><td>08:00 PM</td><td>09:00 PM</td></tr> <tr><td>10:00 PM</td><td>11:00 PM</td></tr> </table>	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM	06:00 PM	07:00 PM	08:00 PM	09:00 PM	10:00 PM	11:00 PM
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10:00 PM	11:00 PM																								
3	GDC (PVTNIA), Chittoor	B.A. HPT SEM - II 2	GEN TELUGU - BON HIN - SDR, SAN - AR, U RDU - MAH, TAMIL - RA	DR SHAK BEHA ZEER	30-Jul-2022	10:00 AM to 11:00 AM	Cancelled																		
4	GDC (PVTNIA), Chittoor	B.BC TM - Sem - IV 4	Chemistry Paper 5 Practical - DISVALION	METALLIKARAJU AREDDY	30-Jul-2022	10:00 AM to 11:00 AM	In Leave																		

- v. 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)



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- 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.

Combined Classes Mapping: 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.

S.No	Zone	District	Instt	Second Language Subject Mapping	Id	Year	Subjects	Teacher Name	Effective From
1	ZONE-3	PRAKASHAM	GDC Kandukur	18Sc - BZC - 4		2	ZOO-5 (Theoretical)	Anusha	27-Jun-2022
2	ZONE-3	PRAKASHAM	GDC Kandukur	18Sc - BZC - 4		2	ZOO-4 (Lab/Practical)	Anusha	27-Jun-2022
3	ZONE-3	PRAKASHAM	GDC Kandukur	18Sc - BZC - 4		2	ZOO-5 (Lab/Practical)	Anusha	27-Jun-2022
4	ZONE-3	PRAKASHAM	GDC Kandukur	18Sc - BZC - 4		2	ZOO-4 (Theoretical)	Anusha	27-Jun-2022
5	ZONE-3	PRAKASHAM	GDC Kandukur	18Sc - DSC - 4		2	DS-5 (Theoretical)	Haremanth Rao	06-Jul-2022

Click here for combined Class mapping. Ex: Languages, Cluster Subjects, etc.

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



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Zone: District: Institute: Year:

Course:

Map Subjects
 Click here to map Teachers to the Courses / Subjects

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

Map Secondary Language Subjects

Zone: District: Institute: Year: Course:

Select Subject:

Map Subject:

Select the Course name to be mapped with other courses to the concerned teacher

Click on proceed to map other courses combined

- 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.




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Transfer Teacher

Name	VENKATESWARA RAO RAVADA	
CFMS ID	00	Select the name of the college to which the Lecturer is transferred
Mobile No	7396830065	
Transfer College	--Select Institution--	Select the Subject name for which the Lecturer is recruited
Transfer Department	--Select Department--	
Transfer Date		
Note: Once transferred, you cannot do anything to that teacher account, please check before transfer		
Transfer		Mention the date of Joining in the Transferred College

- 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 tlpms.cce@gmail.com 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
13-08-2022 (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//

[Signature]

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



[Signature]
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Faculty Course Mapping for Attendance

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Course Details

-Select-

Employee
Details

-Select-

Map Attendance

S.No	Course Details	Employee Name	Employee User ID	Delete Mapping
1	BA(HISTORY, ECONOMICS, POLITICAL SCIENCE)(Regular)-English, Course Year-1, Section-1	KOLIPAKAM LAKSHMI, Employee Designation-Lecturer	9182246440	Delete Mapping
2	B.Sc.(BIO-TECHNOLOGY, ZOOLOGY, CHEMISTRY)(Self-Financed)-English, Course Year-1, Section-1	N ANITHA, Employee Designation-Lecturer	9849282108	Delete Mapping

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S.No	Course Details	Employee Name	Employee User ID	Delete Mapping
3	B.Sc.(BOTANY, CHEMISTRY, MICROBIOLOGY)(Self-Financed)-English, Course Year-1, Section-1	KASUKURTHI ESWARAMMA, Employee Designation-Lecturer	8705800817	Delete Mapping
4	BA(ECONOMICS, STATISTICS, COMPUTER APPLICATIONS)(Self-Financed)-English, Course Year-1, Section-1	VALLURI SAMATHA, Employee Designation-Lecturer	9885143772	Delete Mapping
5	B.Sc.(HOME SCIENCE for Women Candidates)(Regular)-English, Course Year-2, Section-1	K APARNA DEVI, Employee Designation-Lecturer	9182323406	Delete Mapping
6	B.Sc.(MATHEMATICS, STATISTICS, COMPUTER SCIENCE)(Self-Financed)-English, Course Year-1, Section-1	MAHAMMAD SAMEERA, Employee Designation-Lecturer	8588618899	Delete Mapping
7	B.Sc.(ZOOLOGY-CHEMISTRY-Aquaculture Technology)(Self-Financed)-English, Course Year-1, Section-1	KASUKURTHI ESWARAMMA, Employee Designation-Lecturer	8705800817	Delete Mapping
8	B.Sc.(MATHEMATICS, STATISTICS, COMPUTER SCIENCE)(Self-Financed)-English, Course Year-2, Section-1	N NAGA SYAMALA, Employee Designation-Lecturer	9985034477	Delete Mapping
9	B.Sc.(ZOOLOGY, CHEMISTRY, AQUACULTURE)(Self-Financed)-English, Course Year-2, Section-1	K NAGARAJU, Employee Designation-Lecturer	9493441321	Delete Mapping

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S.No	Course Details	Employee Name	Employee User ID	Delete Mapping
10	B.Sc.(BIO-TECHNOLOGY, ZOOLOGY, CHEMISTRY)(Self-Financed)-English, Course Year-2, Section-1	DR.S.PRIYANKA, Employee Designation-Lecturer	9959336164	Delete Mapping
11	B.Com.(COMPUTER APPLICATIONS) (Self-Financed)-English, Course Year-1, Section-1	JERRIPOTHU SRUJANA, Employee Designation-Lecturer	8297319671	Delete Mapping
12	BA(HISTORY, ECONOMICS, POLITICAL SCIENCE)(Regular)-English, Course Year-2, Section-1	K.JOJI, Employee Designation-Lecturer	9441220208	Delete Mapping
13	BBA(DIGITAL MARKETING)(Self-Financed)-English, Course Year-2, Section-1	BANDELA MADHUSUDHANA RAO, Employee Designation-Lecturer	9985301277	Delete Mapping
14	B.Com.(PROFESSIONAL)(Self-Financed)-English, Course Year-2, Section-1	BANDELA MADHUSUDHANA RAO, Employee Designation-Lecturer	9985301277	Delete Mapping
15	B.Sc.(BOTANY, ZOOLOGY, CHEMISTRY)(Regular)-English, Course Year-1, Section-1	K.VENKATA RAMANA, Employee Designation-Lecturer	8331808609	Delete Mapping
16	BA (HEP)(Regular)-English, Course Year-2, Section-1	K.JOJI, Employee Designation-Lecturer	9441220208	Delete Mapping
17	B.Sc.(BOTANY, ZOOLOGY, CHEMISTRY)(Regular)-English, Course Year-2, Section-1	DR CH RAMA DEVI, Employee Designation-Lecturer	9032246532	Delete Mapping

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S.No	Course Details	Employee Name	Employee User ID	Delete Mapping
18	B.Com.(GENERAL)(Regular)-English, Course Year-1, Section-1	M PREMANAND BABU, Employee Designation-Lecturer	9966119104	Delete Mapping
19	BCOM (CA)(Self-Financed)-English, Course Year-2, Section-1	KURNOOL ANUSHA DEVI, Employee Designation-Lecturer	8142153631	Delete Mapping
20	B.Sc.(BOTANY, CHEMISTRY, MICROBIOLOGY)(Self-Financed)-English, Course Year-2, Section-1	THOMMANDRU RAVEENDRANATH BABU, Employee Designation-Lecturer	9440506633	Delete Mapping
21	B.Sc.(MATHEMATICS, PHYSICS, COMPUTER SCIENCE)(Self-Financed)-English, Course Year-2, Section-1	CHITWEL SALMA, Employee Designation-Lecturer	8309506626	Delete Mapping
22	B.Sc.(MATHEMATICS, PHYSICS, COMPUTER SCIENCE)(Self-Financed)-English, Course Year-1, Section-1	YENDLURI VENKATESWARLU, Employee Designation-Lecturer	9030665477	Delete Mapping
23	BA(HISTORY-ECONOMICS-COMMUNICATIVE ENGLISH)(Self-Financed)-English, Course Year-2, Section-1	SHAIK TAMANNA, Employee Designation-Lecturer	8096162902	Delete Mapping
24	B.Com.(COMPUTER APPLICATIONS)(Self-Financed)-English, Course Year-2, Section-1	SHAIK TAMANNA, Employee Designation-Lecturer	8096162902	Delete Mapping

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S.No	Course Details	Employee Name	Employee User ID	Delete Mapping
25	BCOM (COMPUTER)(Regular)-English, Course Year-2, Section-1	SHAIK TAMANNA, Employee Designation-Lecturer	8096162902	Delete Mapping
26	BA(ECONOMICS, POLITICAL SCIENCE, SPECIAL TELUGU)(Regular)-English, Course Year-1, Section-1	DR. YEDDU DIVYA, Employee Designation-Lecturer	9848278788	Delete Mapping
27	BA(ECONOMICS, POLITICAL SCIENCE, SPECIAL TELUGU)(Regular)-Telugu, Course Year-2, Section-1	M.VENKATA RAO, Employee Designation-Lecturer	9492875262	Delete Mapping

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