

GOVERNMENT OF ANDHRA PRADESH

Office of the Commissioner of Technical Education
Department of Technical Education
Andhra Pradesh:: VIJAYAWADA

Cir. Memo No. AGC/TLE2022/7

Dt. 15-07-2022

Sub: Technical Education – Academic Guidance Cell (AGC) – Conduct of Class work - TLE Monitoring – Usage of APP by faculty – Updating in TLEM Web Portal – Help Document – Forwarded – Regarding.

- Ref: 1. Cir. Memo No. H/5781/2019, dated 12.10.2021 of CTE,AP, Vijayawada.
2. Cir. Memo No. AGC/TLE2022/2, Dt. 23-04-2022.
3. Cir. Memo No. AGC/TLE2022/4, Dt. 23-05-2022.
4. Video Conference held on 12-07-2022 with Principals of all Govt. Polytechnics on TLE Monitoring App.
5. Cir. Memo No. AGC/TLE2022/8, Dt. 14-07-2022 of CTE, AP, Vijayawada.

With reference to (4) and (5), read with (1) to (3) cited above and as per instructions of Commissioner of Technical Education, a detailed TLE Monitoring App/Portal **Help Document is herewith forwarded** to Principals of all Govt. Polytechnics. The Help Document includes procedures for important activities to be performed in day-to-day usage of TLE Monitoring application by Principals and Faculty of Polytechnics. It provides assistance regarding usage. The Principal can access all the features available in the application like: Time tables, Work-done statements such as individual & consolidated, Approvals etc., the faculty can report/upload class work, attendance etc.

The Principals of all Govt. Polytechnics are here by informed to make use of Help Document for better reporting/uploading of relevant information daily through TLE monitoring App/Portal for improvement of performance. The Principals are once again reminded to follow the instructions issued for conduct of class work and reporting through TLE monitoring App/Portal.

The receipt of this memo should be acknowledged.

Sd/- A Nirmal Kumar Priya
JOINT DIRECTOR

Encl: Help Document for TLEM App.

To:
All the Principals of Govt. Polytechnics for information and necessary action.
The RJD, TE, Kakinada & RJD, TE, Tirupati for information

//f.b.o//


DEPUTY DIRECTOR (AGO)

GOVERNAMENT OF ANDHRA PRADESH Department of Technical Education

Help Document for usage of TLEM Application in Principal Login (url:103.39.134.234/CTE_SPMS/)

1) How to Add Teacher Leaves ?

Masters (Menu) ->Teacher Leave Entry ->Click on Add leave link.

Provide the required information as shown below and press **Save** button.

Then teachers Leave details will be listed as shown in below table. By Default his/her leave will be approved.

S.No	Institution Name	Department	Teacher Name	Mobile No.	Leave Session For	Leave Type	Leave Date	Purpose of Leave	Leave Status
1	199 GOVERNMENT POLYTECHNIC KAMALI PULI	199 ELECTRICAL AND ELECTRONICS ENGINEERING	O SRIDHANA	739822487		CL	05-JUL-2022	Cost	Approved

Note: Until 11 am same day leave can be cancelled by principal by clicking on **Approved** link in **Leave Status** column. For next day

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leave cancellation, **delete** icon must be pressed.

2) How to do Teacher Leave Class Adjustment ?

Masters (Menu) -> Teachers Leave class adjustments

Select the **Class for the Date** and click on **Go** button as shown.

Then principal will have a facility to view with 3 radio buttons: **1) List view 2) Substitute entry 3) Reschedule (Recoup)**

S.No	College	Course	Subject	Teacher	Day Name	Class for the Date	Timing	Current Status	Substituted by	Substituted Subject
1	067 GMR POLYT ECHNIC, YATAFA KA	DIPLOMA - EE-4th SEM-ENGLISH 4	EE-405 ELECTRONICS ENGINEERING	V CHAITANYA	Thursday	15-May-2022	12 00 PM to 12 50 PM	Cancelled		
2	067 GMR POLYT ECHNIC, YATAFA KA	DIPLOMA - EE-4th SEM-ENGLISH 4	EE-405 ELECTRONICS ENGINEERING	V CHAITANYA	Thursday	15-May-2022	03 43 PM to 04 30 PM	Cancelled		

Principal has to select **Substitute Entry** radio button, look in to **Substituted by** column in the table and then select Lecturer name who has to be substituted. Then press **Save Class Adjustments** button.

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One popup window will appear for confirmation as shown below. Click on **OK** button to save the details.



Confirmations will be displayed in the **List view**, and then the adjusted staff member has to take the class.

3) How to Recoup(Reschedule) classes ?

In order to recoup classes, first leave must be approved and adjusted to some other staff member as explained above.

Masters (Menu) -> Teachers Leave class Adjustments

In order to recoup, select **Reschedule** from the Radio Button selection (**RECOUPING PROCESS**).

COMMISSIONERATE OF TECHNICAL EDUCATION
Government of Andhra Pradesh

Teacher Leave Class

Zone: ZONE-4 District: OUTDOOR Institute: 018 SV GOVERNMENT PCL
Course: Subject: Teacher: 15-Jun-2022

Save Reschedule Classes

S.No	College	Course	Subject	Teacher	Date for the Day	Timing	Class for the Day	Reschedule Date	Reschedule Time
1	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA-C-1 Year B and 1	C-108/SUR I LAB	C.GOWRI	15-Jun-22	09:30 AM to 10:25 AM	Is Leave	17-Jun-2022	04:00 PM - 05:00 P M
2	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA - PH - 1 - 1st Year - ENGLISH 1	PHARMACEUTICS (117)	K.Purnima	15-Jun-22	09:30 AM to 10:25 AM	Teacher not available		- Select -
3	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA - BM - 1 - 1st Year - ENGLISH-B	BM-107/ENGINEERING DRAWING	M.LEENA ROY	15-Jun-22	09:30 AM to 10:25 AM	Teacher not available		- Select -
4	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA-CIVIL-4th SEM B and 4	C-402 QUANTITY SURVEYING-I	THASLU	15-Jun-22	10:30 AM to 11:25 AM	Is Leave		- Select -
5	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA-C-1 Year B and 1	C-108/SUR I LAB	C.GOWRI	15-Jun-22	11:30 AM to 12:25 AM	Is Leave		- Select -

Select the Reschedule date.

COMMISSIONERATE OF TECHNICAL EDUCATION
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Teacher Leave Class

Zone: ZONE-4 District: OUTDOOR Institute: 018 SV GOVERNMENT PCL
Course: Subject: Teacher: 15-Jun-2022

Save Reschedule Classes

S.No	College	Course	Subject	Teacher	Date for the Day	Timing	Class for the Day	Reschedule Date	Reschedule Time
1	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA-C-1 Year B and 1	C-108/SUR I LAB	C.GOWRI	15-Jun-22	09:30 AM to 10:25 AM	Is Leave	17-Jun-2022	04:00 PM - 05:00 P M
2	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA - PH - 1 - 1st Year - ENGLISH 1	PHARMACEUTICS (117)	K.Purnima	15-Jun-22	09:30 AM to 10:25 AM	Teacher not available		- Select -
3	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA - BM - 1 - 1st Year - ENGLISH-B	BM-107/ENGINEERING DRAWING	M.LEENA ROY	15-Jun-22	09:30 AM to 10:25 AM	Teacher not available		- Select -
4	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA-CIVIL-4th SEM B and 4	C-402 QUANTITY SURVEYING-I	THASLU	15-Jun-22	10:30 AM to 11:25 AM	Is Leave		- Select -
5	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA-C-1 Year B and 1	C-108/SUR I LAB	C.GOWRI	15-Jun-22	11:30 AM to 12:25 AM	Is Leave		- Select -

Select the Reschedule time and the click on **Save Reschedule Classes** button.

COMMISSIONERATE OF TECHNICAL EDUCATION
Government of Andhra Pradesh

Teacher Leave Class

Zone: ZONE-4 District: OUTDOOR Institute: 018 SV GOVERNMENT PCL
Course: Subject: Teacher: 15-Jun-2022

Save Reschedule Classes

S.No	College	Course	Subject	Teacher	Date for the Day	Timing	Class for the Day	Reschedule Date	Reschedule Time
1	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA-C-1 Year B and 1	C-108/SUR I LAB	C.GOWRI	15-Jun-22	09:30 AM to 10:25 AM	Is Leave	17-Jun-2022	04:00 PM - 05:00 P M
2	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA - PH - 1 - 1st Year - ENGLISH 1	PHARMACEUTICS (117)	K.Purnima	15-Jun-22	09:30 AM to 10:25 AM	Teacher not available	17-Jun-2022	05:00 PM - 05:00 AM 06:00 AM - 10:00 AM 10:00 AM - 11:00 AM 11:00 AM - 03:00 PM 03:00 PM - 03:00 PM 03:00 PM - 04:30 PM
3	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA - BM - 1 - 1st Year - ENGLISH-B	BM-107/ENGINEERING DRAWING	M.LEENA ROY	15-Jun-22	09:30 AM to 10:25 AM	Teacher not available		
4	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA-CIVIL-4th SEM B and 4	C-402 QUANTITY SURVEYING-I	THASLU	15-Jun-22	10:30 AM to 11:25 AM	Is Leave		
5	018 BY GOVERNMENT POLYTECHNIC TRIPURATHA	DIPLOMA-C-1 Year B and 1	C-108/SUR I LAB	C.GOWRI	15-Jun-22	11:30 AM to 12:25 AM	Is Leave		

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One popup window will appear for confirmation. Click on **OK** button to save the details.

4) How to approve Deviated classes ?

Transaction -> Approve Deviated Classes

- Principal has to select dropdowns accordingly & click **GO**
- Click on the check box of the staff member you want to approve.
- After clicking the check box **Pending for Approval** radio button will be selected & then click on **Approve** button.

- After the above step status in the last column will be changed from red colored cross mark to green colored tick mark as shown below.

Pending for Approval List View

S.No	College	Course	Subject	Teacher	Class for the Date	Current Status	Substituted by	Substituted Subject	Pending At
1	067 GMR POLYT ECHNIC, YATAP AKA	DIPLOMA - EE-4th SEM- E NGULSH 4	EE-405 ELECTRONICS ENGINEERING	V CHAITANYA	19-May-2022 12:00 PM to 12:50 PM	Cancelled			Approved
2	067 GMR POLYT ECHNIC, YATAP AKA	DIPLOMA - EE-4th SEM- E NGULSH 4	EE-405 ELECTRONICS ENGINEERING	V CHAITANYA	19-May-2022 01:40 PM to 04:30 PM	Cancelled			Approved

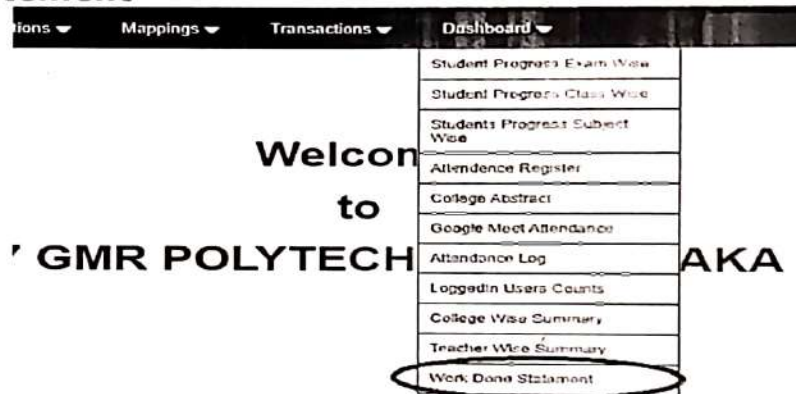
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Note:

- 1) Deviations will happen by means of
 - Transfer of classes by principal or individual faculty.
 - Cancellation of class work by principal or individual faculty.
- 2) Principal must see every staff member request is approved with green tick.
- 3) Recouping must be completed as soon as possible (typically within one month).
- 4) Principal must ensure that transferred class is taken by assigned faculty.

5) How to view/download work done statement?

a) For individual teacher work done statement: **Dashboard -> Work Done statement**



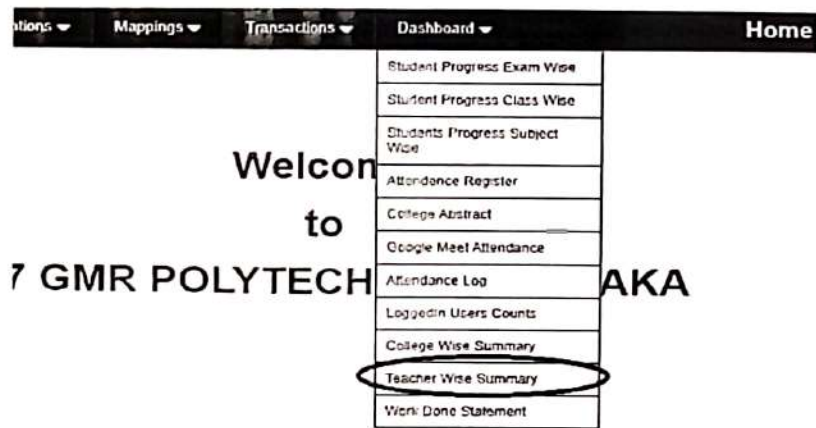
After clicking on **Work Done Statement** another page will be opened as shown below. Now click on Search Options link which appears on the right side of the page and provide necessary details especially **From date** and **To date**.

The screenshot shows a search form titled 'Teacher Work Done Statement'. It includes the following fields:

- Zone: ZONE-2
- District: EAST GODAVARI
- Institute: 007 GMR POLYTECHNIC, YATAFAKA
- Department: --Select Department--
- Teacher: --Select Teachers--
- Month: 7
- Year: 2022
- From Date (dd/MM/yyyy):
- To Date (dd/MM/yyyy):

There is a 'Go' button and a 'Help Search' link. A note at the bottom states: 'Note: Please open in Mozilla browser to print the college wise teachers report. Chrome will not support page breaks.'

- b) For consolidated work done statement of all teachers of the institute : **Dashboard -> Teacher Wise Summary**



After clicking on **Teacher Wise Summary** another page will be opened as shown below. Now click on Search Options link which appears on the right side of the page and provide necessary details especially **From date** and **To date**.

The screenshot shows a search form with the following fields: Zone (ZONE-2), District (EAST GODAVARI), Institute (057 GMR POLYTECHNIC, YATAPAKA), Department (-Select Department-), Teacher (-Select Teachers-), College Type (Government College), From Date (05-JUL-2022), and To Date (05-JUL-2022). A 'GO' button is present. A 'Hide Search' link is visible in the top right corner. A note at the bottom states: 'Note: Showing students count from cumulative count of students from attendance log records. This count will not match with physical students count.'

6) What is the process to be followed by principal when staff cancels classes due to some emergency work?

In the mobile App staff member can cancel a particular period.

- It will be reflected in principals login
- under **Transaction -> Approve Deviated Classes**
- Select check box and press **Approve** button
- "Approved successfully" message will be displayed.
- Then class will be displayed in reports as Approved deviated class.

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Note:- Follow **Teacher Leave Class Adjustment** process and follow **Recoup** process.

7) How to suspend class due to local holiday or by any valid reason?

Masters ->Suspend Classes->click on **Add Suspension** link. Fill all fields appropriately and press **Save** button.

Note: This can be done only on the suspension day/session.

8) How to set exam time table?

Step 1) **Masters -> Add Examination->**click on **Add Exam** link.

Provide Year, Sub Code/ Sub Name, Examination Type (Eg: Unit Test) and press **Save** button.

Adding Exam

Zone *	ZONE-2	▼
District *	EAST GODAVARI	▼
Select Institution *	067 GMR POLYTECHNIC, YATA	▼
Select Year *	2	▼
Select Sub Code/ Sub Name *	DIPLOMA - EE-4th SEM-ENGLI	▼
Examination Type *	UNIT TEST I	

New **Save**

Step 2) **Masters -> Examination Calendar->**click on **Add Exam Calendar** link.

Adding Examination Calendar

Zone *	ZONE-2	▼
District *	EAST GODAVARI	▼
Select Institution *	067 GMR POLYTECHNIC, YATA	▼
Select Year *	2	▼
Course *	DIPLOMA - EE-4th SEM-ENGLI	▼
Select Exam *	UNIT TEST I	▼
Session For (Optional)	--Select--	▼
Exams from *		TO
Remarks *		

New **Save**

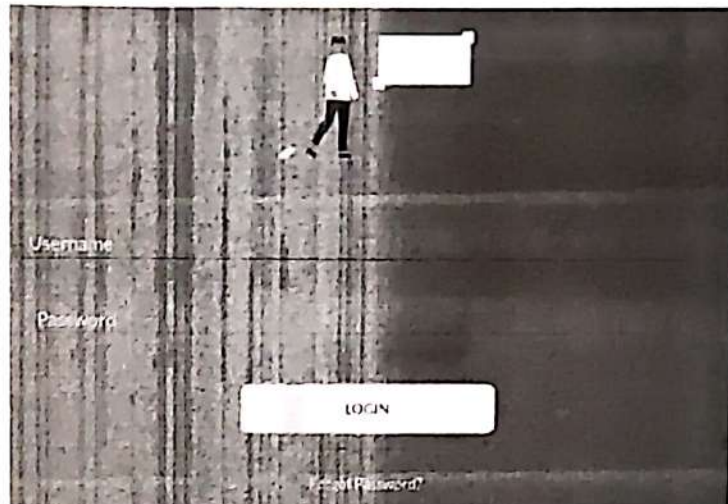
Note: On the Day/Session of examination the scheduled classes in the time table will be replaced with examination time table and will not be considered for compliance.

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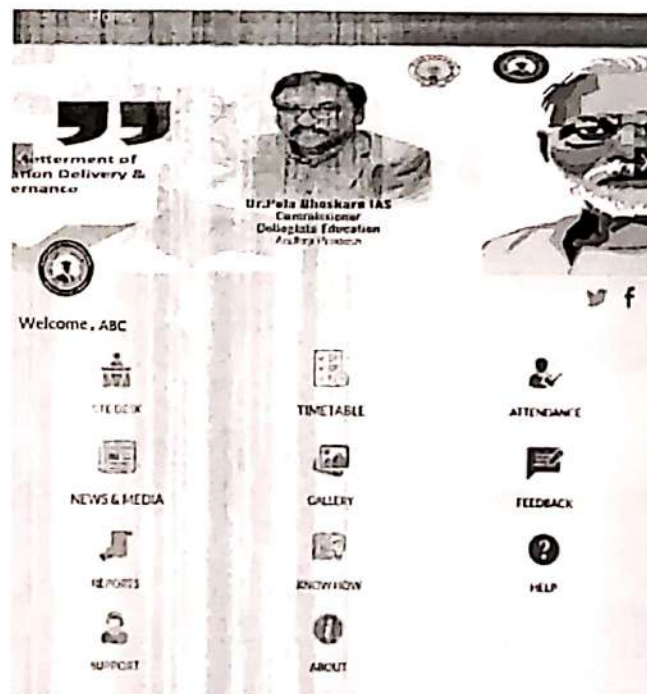
TLEM APP HELP DOCUMENT FOR TEACHING STAFF

1. All the registered staff members must download/maintain the latest version of **TLEM** mobile app.

APP URL:http://103.39.134.234/CTE_SPMS/CCE-1.0.28-cte-prod.apk

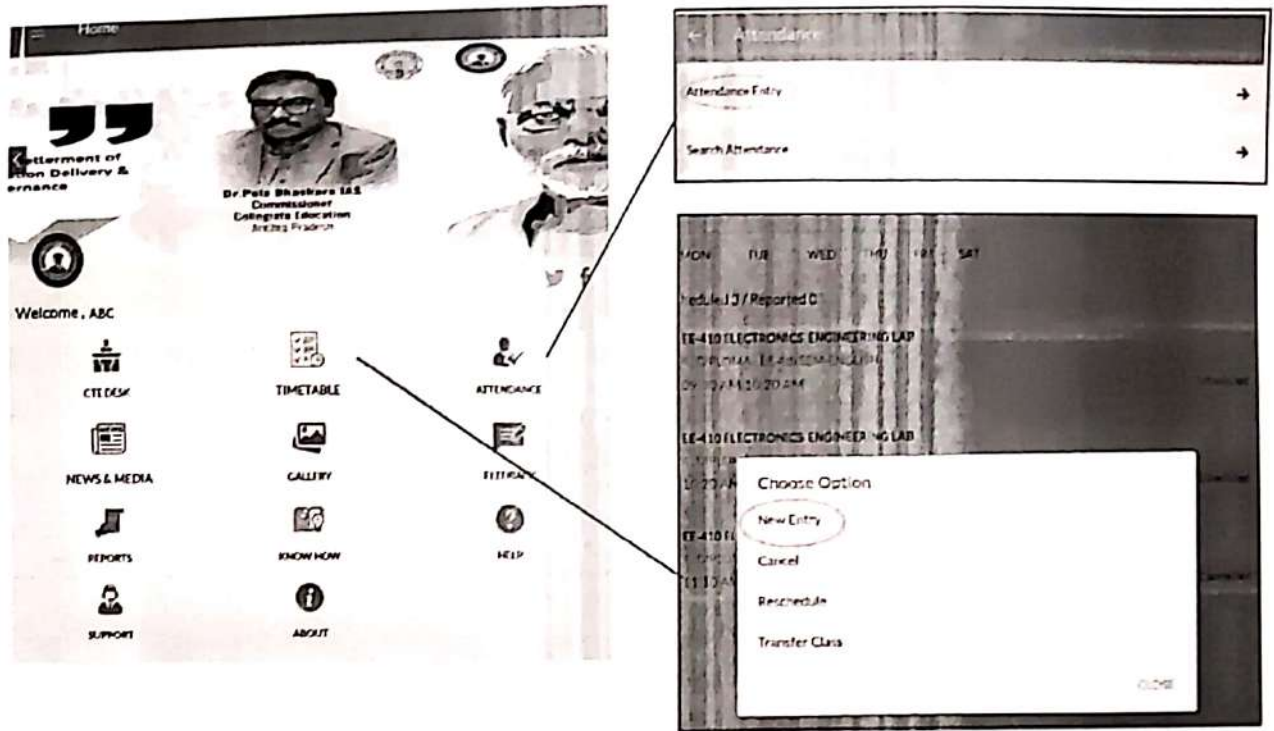


By providing **USERNAME** and **PASSWORD** following window opens.

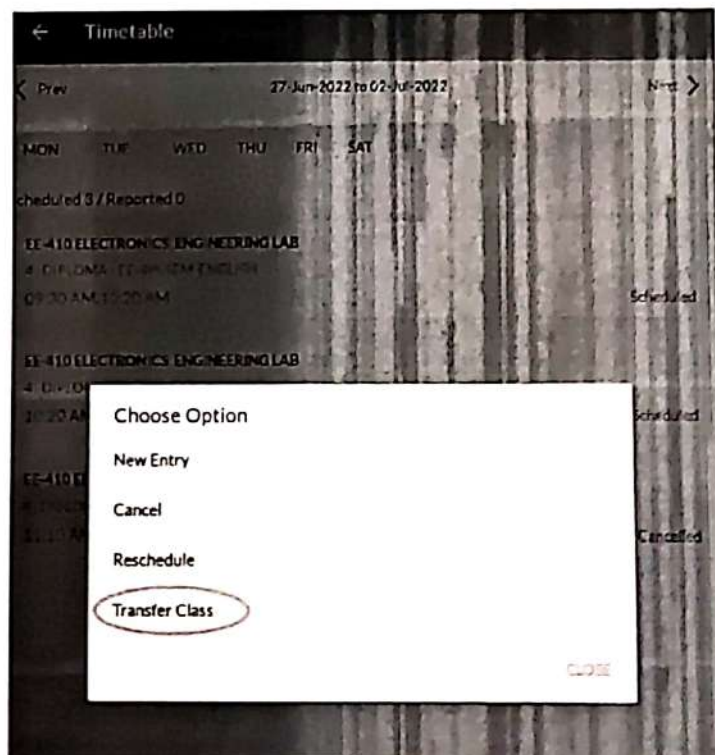


2. After completion of class the staff member has to upload the class details immediately through **ATTENDANCE ->Attendance Entry** or **TIMETABLE->New Entry** option.

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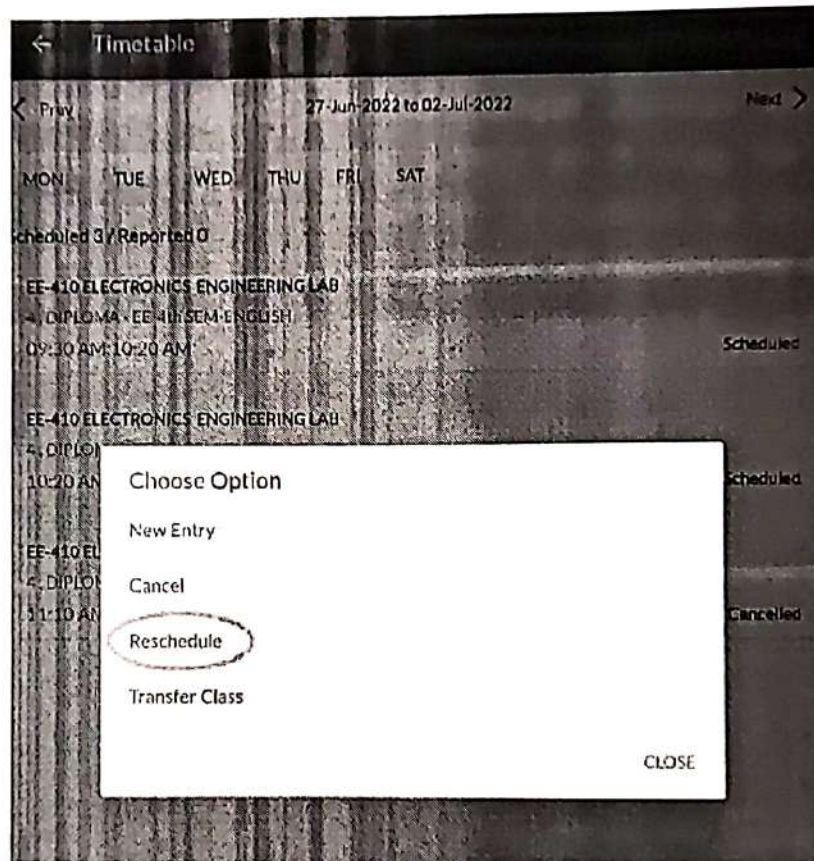


3. Whenever the staff member is on leave/OD, and unable to take the class, his/her scheduled classes must be transferred to another staff member by going through **Timetable->Transfer Class**.



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4. The teacher must **reschedule(recoup)** his/her **transferred/deferred/deviated/cancelled** classes by going through **Timetable-> Reschedule**, without doing so it may be treated as, the teacher has not taken prescribed number of classes as per curriculum and the same will be reflected in the compliance of respective staff member.



5. **Timetable-> Cancel** option used only when classes are cancelled or suspended officially, and such classes must be rescheduled (recouped).

6. The teacher has to **get approval** for transferred, rescheduled/recouped, deviated and cancelled classes in **Principal login**.

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