

GOVERNMENT OF ANDHRA PRADESH

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

Cir. Memo No. AGC/TLE2022/8

Dt. 14-07-2022

**Sub:** Technical Education – Academic Guidance Cell (AGC) – Conduct of Class work – Academic Year 2022-23 - Uploading through TLE Monitoring App/Portal – Monthly Performance Review Meetings in Govt. Polytechnics – Certain Instructions – Issued – Regarding.

**Ref:** Video Conference held on 12-07-2022 with Principals of all Govt. Polytechnics on TLE Monitoring App.

\*\*\*

In order to monitor the core academic activity of Teaching – Learning Process in Govt. Polytechnics, the TLE Monitoring App was introduced in the academic year 2021-2022. The daily and monthly situation reports (DSRs and MSR) were also communicated requesting to focus on scheduled classes to be handled by concerned staff and to compensate/recoup deviated classes in order to improve the performance.

At the hour of commencement of academic year 2022-23, to conduct class work effectively and to report the same through TLE Monitoring App/ Portal as well as further improvement of performance, the Principals of all Govt. Polytechnics are instructed:

1. to conduct staff meeting on 22<sup>nd</sup> of every month (if holiday, immediate next working day) with all faculty of Polytechnic and review academic performance based on monthly report (period of report is 21<sup>st</sup> of previous month to 20<sup>th</sup> of present month obtained through TLEM portal on 21<sup>st</sup>)
2. to record minutes of the meeting in TLE Monitoring/ Academic Performance minutes book and the copy of the minutes mail to Academic Guidance Cell.
3. to maintain record of monthly detailed/consolidated work done statements of all faculty of Polytechnic
4. to compensate/recoup deviated classes, if any( for the period of report ) before 20<sup>th</sup> of successive month

The Principals of all Govt. Polytechnics are further instructed to send the soft copy of minutes of meeting on academic performance to this office through email: [academicguidancecell.te21@gmail.com](mailto:academicguidancecell.te21@gmail.com) by 23<sup>rd</sup> of every month without fail. The Principals should strictly adhere to above instructions for conduct of class work regularly and reporting the same through TLE monitoring App/Portal for better performance.

The receipt of this memo shall be acknowledged.

Sd/- Dr. POLA BHASKAR  
COMMISSIONER

To  
The Principals of all the Govt. Polytechnics in the State for necessary action.  
The Regional Joint Director, AU Region & SVU Region for information.

// f – b – o //

  
Dy. DIRECTOR(AGO)