

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE  
DIRECTOR OF TECHNICAL EDUCATION  
ANDHRA PRADESH: MANGALAGIRI

Memo.No. EHE02/3/2023-ITCTE

Dated: 10/02/2023

Sub:	Technical Education – Usage of Management Information systems (MIS) - Employee Management module – Confirmation by Principals – Reg.
Ref:	1) Memo.No.IT-Cell/MIS/2022/1 Dated: 06.09.2022. 2) Memo.No.IT-Cell/MIS/2022/2 Dated: 22.09.2022.

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The kind attention of the Principals of Government Polytechnics to the subject cited and it is informed that Department of Technical Education has procured the MIS application which is a web-based portal to automate functionalities related to various departmental and SBTET activities. Further Vide ref (2) cited, all the principals of Government polytechnics were directed to verify the accuracy of all employee information in the MIS application, to intimate any missing employee data and ascertain whether all teaching faculty are able to login into MIS application with the help of supplied user manual.

In this context, all Principals of Government Polytechnics are instructed to send the scanned copy of filled-in format (which is given in Annexure) to the IT Cell email Id: itcodteap@gmail.com by 26.02.2023

Annexure

**GOVERNMENT OF ANDHRA PRADESH  
DEPARTMENT OF TECHNICAL EDUCATION**

**MANAGEMENT INFORMATION SYSTEM  
CONFIRMATION OF EMPLOYEE MODULE**

College Code:

College Name :

**Teaching Staff:**

College Name:

1	Number of Teaching staff on rolls	
2	Number of Teaching staff confirmed by the principal	
3	Number of Teaching staff able to log- in to MIS Application	

**Non-Teaching Staff:**

1	Number of Non-Teaching staff on rolls	
2	Number of Non-Teaching staff confirmed by the principal	
3	Number of Non-Teaching staff able to log- in to MIS Application	

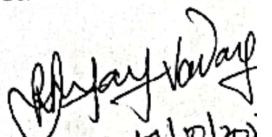
SIGNATURE OF A.O/SUPERINTENDENT

SIGNATURE OF THE PRINCIPAL

Sd/- C.Naga Rani

**DIRECTOR**

To  
The Principals of Govt Polytechnics.  
Copy to The RJD, Kakinada and Tirupati for information and necessary action.

  
ITCO 17/10/2023

