Department of Technical Education
Vijayawada
Andhra Pradesh
Management Information System (MIS)

User Manual for Student Profile Update for HOD

Ver: 1.0

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1. Introduction

This User Manual (UM) provides the information necessary for Head of the Department to effectively use the MIS application.

2. Application URL

- The MIS Application is web based and is available in the following URL https://www.dte.ap.gov.in/login. Use the url in the browser address bar to get the landing page.

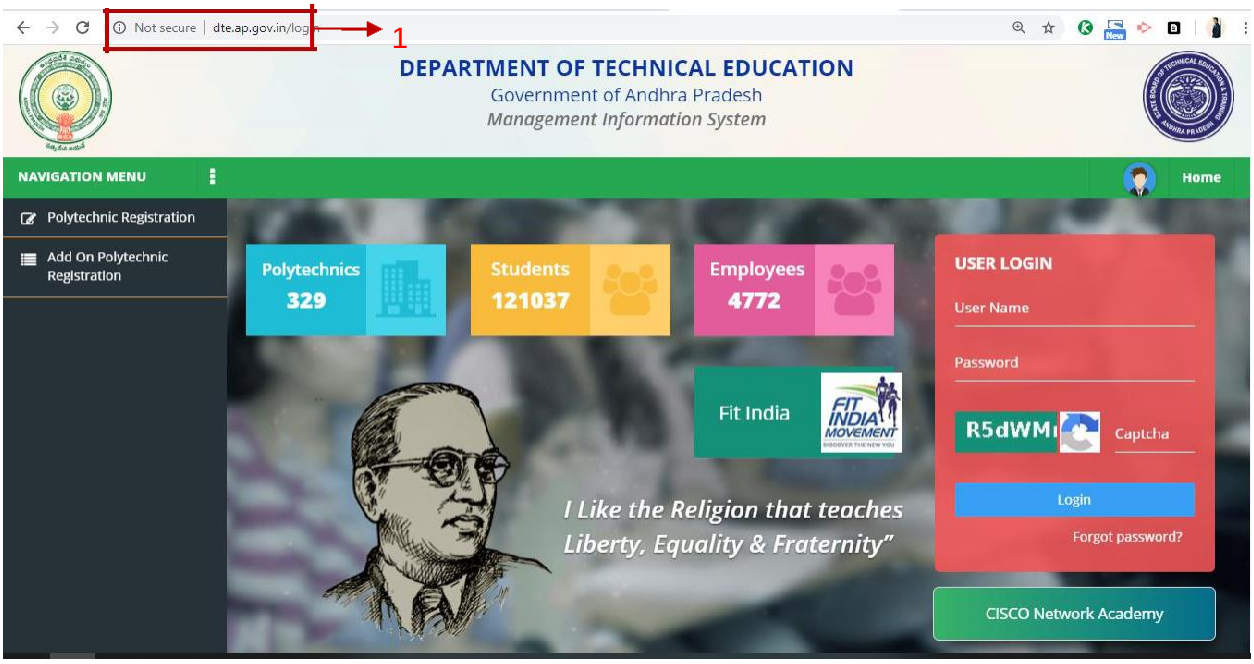

Fig (i) Landing Page of MIS

3. Login to the MIS Application

- HOD of polytechnic will receive login credential by SMS after your profile is submitted by DDO/AO/Secretary and approved by principal.
- HOD should login to the application by providing the valid user name and password along with captcha

4. Student Profile Update

- HOD will Edit/update incomplete student profile form and update by clicking update button
- Once user updates the form, student profile will be updated.

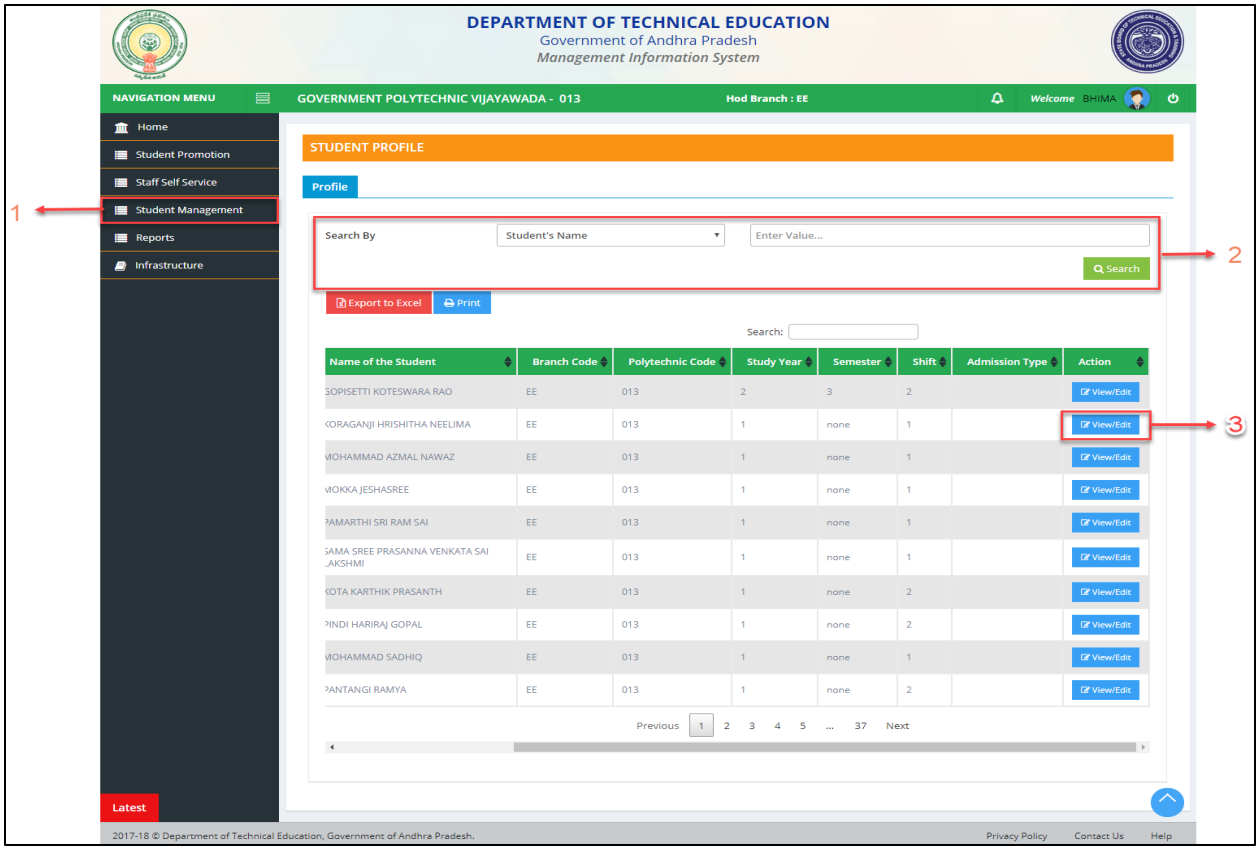

Fig (xiii) Student profile list

Steps to view student profile list

- Click on **Student Management** menu Box No 1 of fig (xiii).
- Click on **Student Profile List** sub menu
- Select and view list of student as per choice by choosing one option from search by drop down menu and value in enter value field.
- Click on **Search Button** to search Box No 2 of fig (xiii).
- Note – user can also search by using global search filed by entering value in search field.
- System will populate list of student in table as per select criteria.
- Click on **View/Edit Button** to view/edit student profile Box No of fig (xiii)

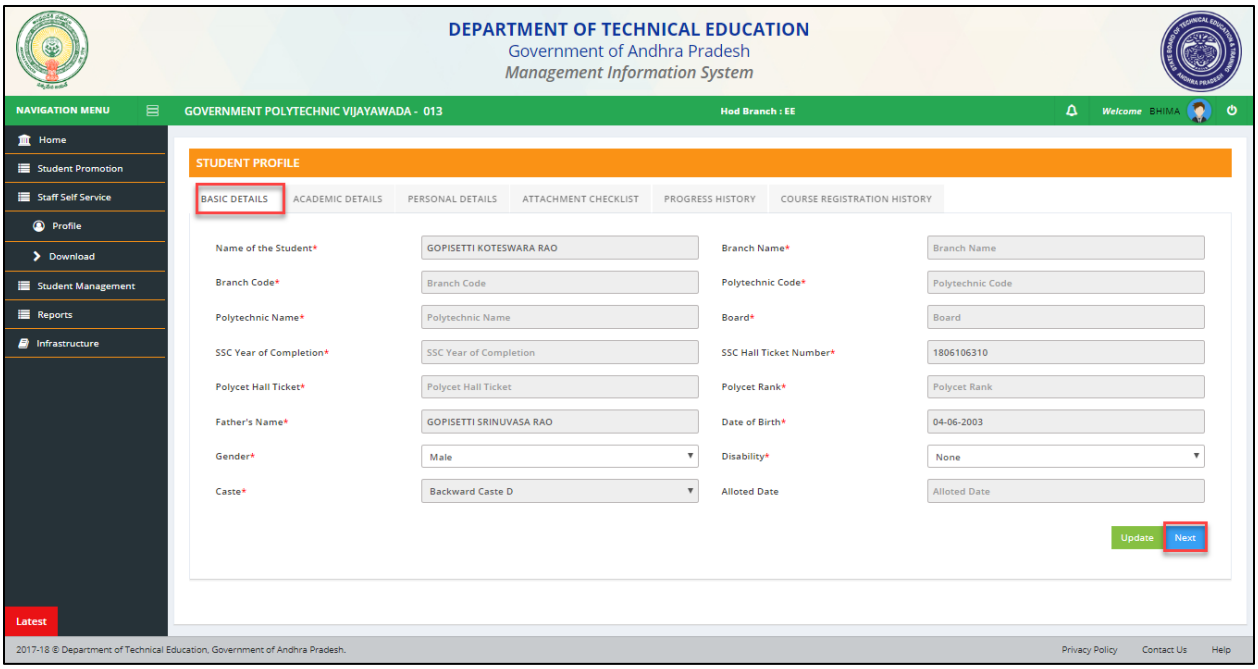

Fig (vii) Basic Details

- Fill Date of Birth, Gender and Disability fields of **Basic Details** form of student registration Box No 1 fig (vii).
- Click on **Next Button** to navigate to academic details form of student registration Box No 2 fig (vii).

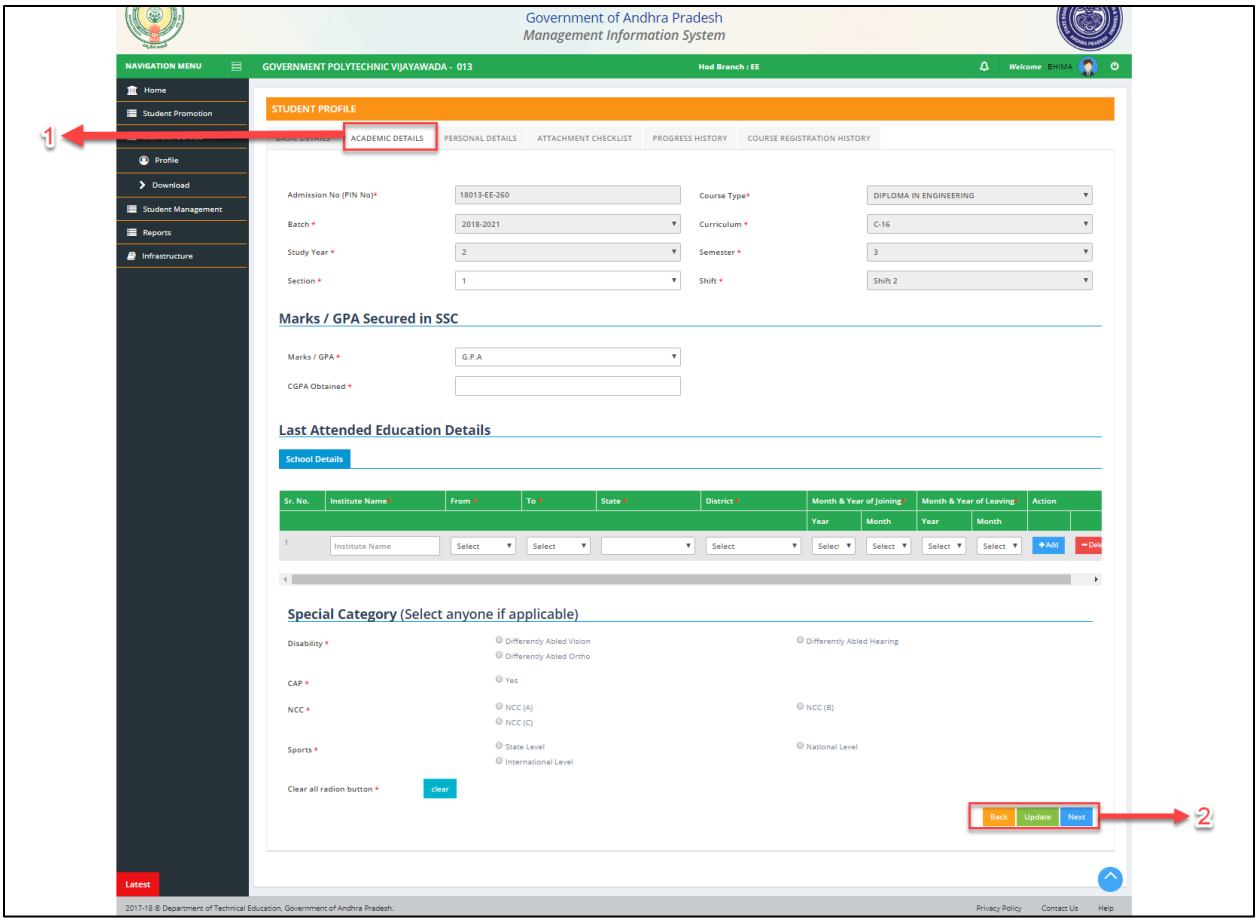

Fig (viii) Academic Details

- Fill all the mandatory fields of **Academic Details** form of student registration Box No 1 fig (viii).
- Click on **Radio Button** to select any one special category.
- Click on **Clear Button** of special category to uncheck radio button selection.
- Click on **Update Button** to update the details and **Next Button** to navigate to next page Box No 2 fig (viii).

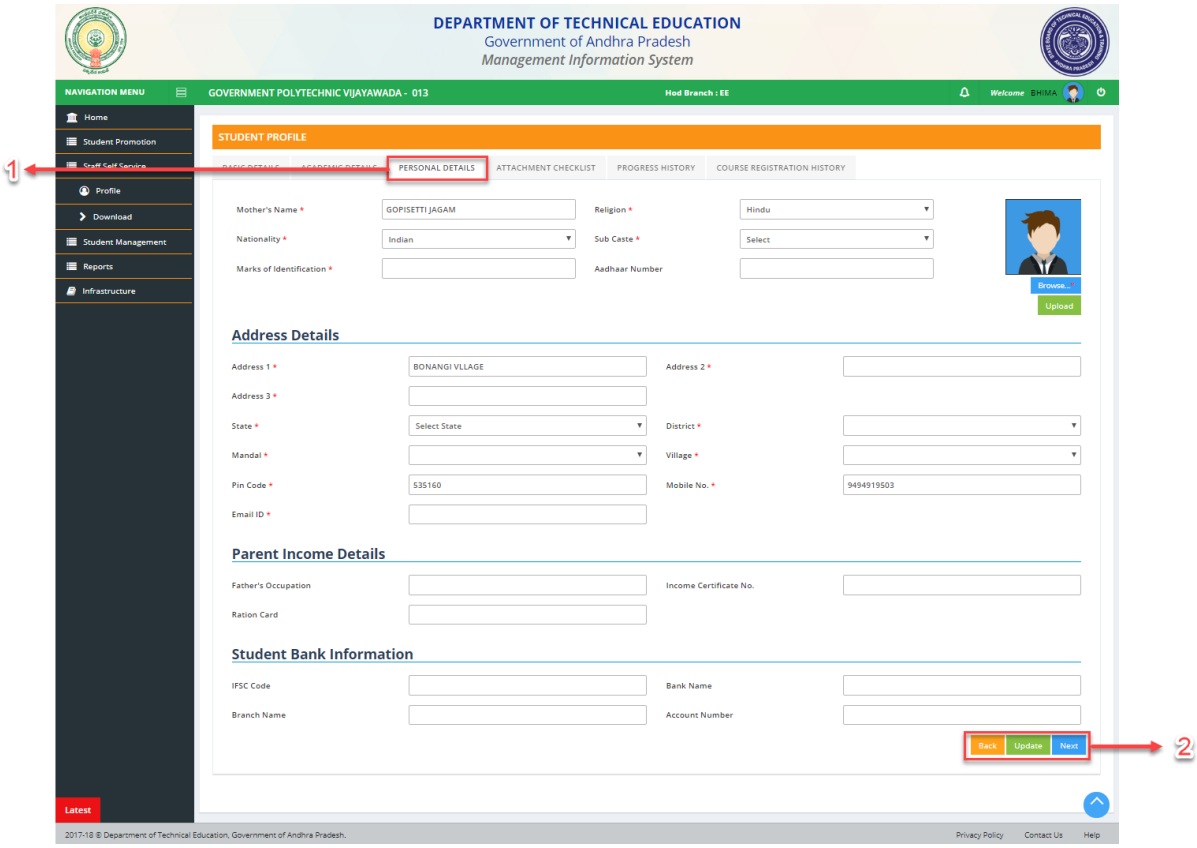

Fig (ix) Personal Details

- Fill all the mandatory fields of personal details to save/ continue to next page.
- Click on **Update Button** to update student profile Box No 1 of fig (ix).
- Click on **Next Button** to navigate to next page Box No 2 of fig (ix).

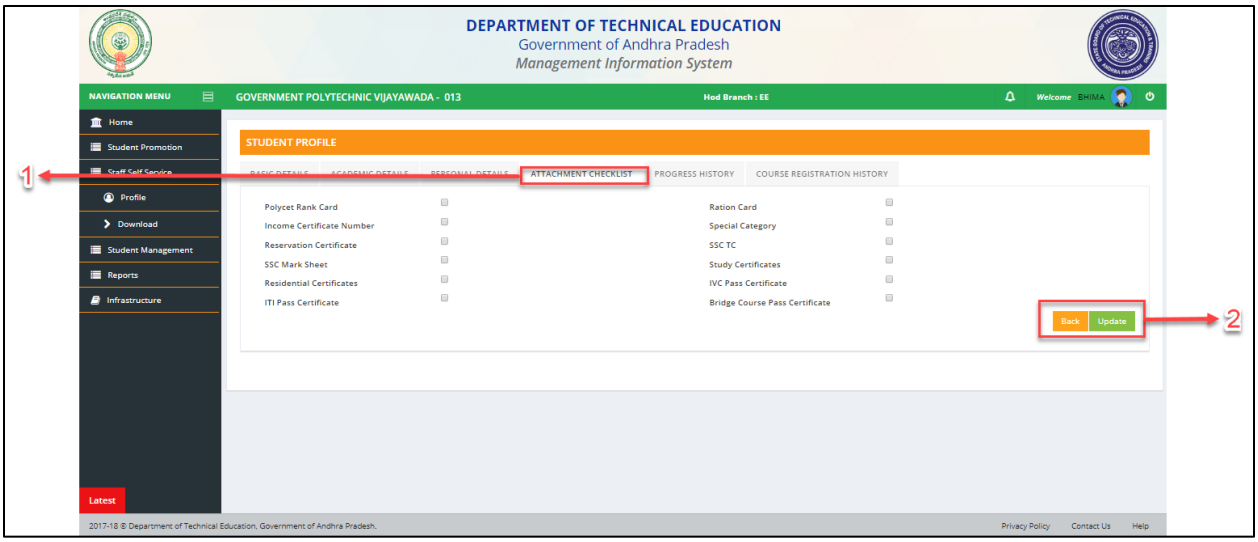

Fig (x) Attachment checklist

- Mark the check boxes of document checklist of student, which are verified.
- Submit the form by clicking on **update Button** Box No 2 of fig (x).
- Student Profile will be successfully updated.