**GOVERNMENT OF ANDHRA PRADESH**

**OFFICE OF THE**
**COMMISSIONER OF TECHNICAL EDUCATION, ANDHRA PRADESH**
**VIJAYAWADA**

**Circular Memo No. /LMS/2018** **Date:27 /01/2020**

All the Principals of Government Polytechnics are here by instructed to nominate a faculty member as the system administrator of the Polytechnic to look after the Learning Management System (LMS) activities in their Polytechnic and provide the Contact details of the LMS System Administrator in the Google form whose link is https://forms.gle/5hkyTmAcg173PEQL6 by 2.00 pm on 29-01-2020 without fail.

The Principals are further instructed to arrange to keep their Local Area Network ready so as to enable the Staff and Students to access Learning Management System online/offline.

The LMS System Administrators so nominated by the Principals are instructed to read the user manual of LMS attached herewith, before attending the video conference (whose date will be intimated shortly) which will be held by the Commissioner of Technical Education to train up the System Administrators on the installation, configuration procedure of LMS in the Intranet server for LMS in their Polytechnics and other activities in LMS.

Enclosed : Hand Book of LMS

Sd/- M. M. Nayak
SPECIAL COMMISSIONER

To

All the Principals of Government Polytechnics in the State.

//F.B.O//

D. Polaiah 27/01/2020
SUPERINTENDENT