

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

**OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
ANDHRA PRADESH: VIJAYAWADA**

Cir.Memo.No.EHE02/16/2022-ITCTE

Date: 04/01/2023

Sub : Technical Education -IT Cell – Management Information System (MIS)
- Utilization of MIS Modules by the Concern Stakeholders –
Instructions-Issued.

Ref : This Office Memo.No.IT-Cell/MIS/2022/1, dated 06.09.2022.

This office has instructed the Stakeholders of 19 modules, vide reference cited to verify the correctness of the modules assigned to them and offer their remarks and to submit the compliance report within one week from the date of receipt of the orders to enable the department to increase the usage of MIS application at the Commissionerate / SBTET AP and in the Polytechnics with the help of IT-Cell in the Commissionerate.

Accordingly all the Stakeholders verified their respective modules and submitted their remarks which are shown in Annexure attached in the (draft 3) Out of 19 modules, stakeholders of 16 modules have given the sign-of confirmation. Two (02) Modules were kept on hold (Pre Examination and Post Examination). One (01) Module i.e Examination Time Table Management (Final External Exam Time Tables generation) is not yet confirmed by the Stakeholder but several reviews have been done by stakeholder. Further it is informed that, once the sign-of process is completed by the stakeholders, the MIS application will again be forwarded for Security Audit to the APTS. The vendor has prepared User Manuals and Handouts for each module which can be used by stakeholders at the O/o the DTE/SBTET AP and the end users at the polytechnic level.

In this context, it is informed that the following is the list of modules which can be rolled out immediately.

| S.No. | Name of the Module | Remarks |
|--------------|---------------------------|---|
| 1 | Employee Management | Already rolled out |
| 2 | Student Management | Can be rolled out |
| 3 | Attendance Management | Can be rolled out. But policy decision has to be made whether to use this or not because FRS is already in place. |

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|----|----------------------|---|
| 4 | Assignment Tracking | Can be rolled out |
| 5 | Library Management | Can be rolled out |
| 6 | Placement Management | Can be rolled out after the rollout of the dependent module i.e. Student Management at Polytechnic Level. |
| 7 | Training Management | Can be rolled out after the rollout of the dependent module i.e. Student Management at Polytechnic Level. |
| 8 | Course Management | Can be rolled out |
| 9 | Reports & Analytics | Can be rolled out |
| 10 | Admin Module | Can be rolled out |
| 11 | Staff studentportal | Can be rolled out - Staff portal is already rolled out, once Student management rollout is completed, this will be available. |

In this context, it is instructed to all the stakeholders (Officers in DTE, SBTET, RJDs) of the above modules as listed in the table above to use their respective modules of Management Information System (MIS) by coordinating with the end users at the Polytechnics. All the Principals of Government Polytechnics are instructed to use the above modules of Management Information System (MIS) immediately for the academic and administration purposes.

Sd/- C.Naga Rani
DIRECTOR

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


Deputy Director (Tech)