

**Proceedings of Commissioner of Collegiate Education :: A.P., Vijayawada**  
**Present: Dr.Pola Bhaskar, I.A.S.**

**Rc.No.65/CCE/ GDCs SOPs/2020-21**

**Dated 22 -12- 2021**

**Sub:** Commissionerate of Collegiate Education - Teaching Learning Process (TLP) in Government Degree Colleges - Roles and Responsibilities fixed - SOP prescribed - Orders issued - Reg.

**Ref:** Rc.No.65/CCE/ GDCs SOPs/2020-21 dated 06.07.2021

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The Commissionerate of collegiate Education has institutionalized an online platform for monitoring the Teaching-Learning Process in Government Degree Colleges in the state of Andhra Pradesh. The online platform called as "Teaching Learning process Management System (TLPMS) App" is available in both web and as well as mobile app. In this regard, the following Standard Operating Procedure (SOP) is prescribed for the strict compliance at different levels namely Faculty/institutional/District/Zonal/State level.

1. Academic Cell, headed by the Academic Guidance Officer (A.G.O), is endorsed with the responsibility of planning and monitoring the Teaching Learning Process (TLP) regularly across the state.
2. A monitoring officer is appointed for each district and the details are shown below:

S. No.	Name of the Monitoring officer	Contact Mobile No	District assigned
1	Dr. P. John Kiran Babu	9440382140	Srikakulam
2	Sri. Babu Ramjee	9849668868	Vizianagaram
3	Dr.A.Ramgopal	94412 47706	Vishakhapatnam
4	Dr. M. S. Sudhir	9490645147	East Godavari
5	Sri. E. Vara Prasad	9440231336	West Godavari
6	Smt. S. Renuka	8309661072	Krishna
7	Dr. K. Vijaya Babu	8801823244	Guntur
8	Dr. P. Venu Gopal	9848414052	Prakasam
9	Smt. V. Beulah Rani	8686330943	Nellore
10	Sri. E. Vara Prasad	9440231336	Chittoor
11	Dr. P. Vijaya Kumar	9052002687	YSR Kadapa
12	Smt. J. Jyothi	9849871123	Kurnool
13	Sri. P. Sreedhar	9985096066	Anantapuramu

3. Principal shall play pivotal role in the implementation of TLPMS at college level. He/she should ensure that
- i) Each faculty member prepares timetable for the subjects dealt by him/her for different semesters and map the same in the app.
  - ii) All the students must be motivated and mobilized to attend all the scheduled classes by consulting the parents, if needed.
  - iii) All the faculty members conduct their scheduled classes as per timetable
  - iv) Instruct the faculty to report the classes along with details like topic, student attendance etc., immediately after the completion of each and every class but not at the end of the day and authenticate the said information through Principal login by 7:00 P.M on that day.
  - v) Leaves/OD/Activities/Examinations etc., are to marked a day advance, and classes adjustments should be made
4. Faculty members are the critical persons at the cutting-edge level who are really connected with the students for the transmission of the content. If the faculty member is not connected, the very purpose of the TLP is vitiated. Therefore, the faculty member is expected to be sincere and committed in his/her role. They are requested to
- 1) Involve themselves in teaching and see that the class work conducted with utmost care and fruitful manner
  - 2) Report the classes immediately after each and every class with all details
  - 3) Submit leave/OD or if any well in advance to the principal to make necessary arrangements/adjustments for conduct of classes
  - 4) Motivate students to attend all classes and take all measures to improve the attendance of the students
  - 5) Conduct of classes, and attendance of the students for the classes will be taken on day to day basis to assess the performance of the faculty and the same will be linked to the salary of the individual

The receipt of the proceedings shall be acknowledged.

**Sd/- Dr.Pola Bhaskar,I.A.S**  
**Commissioner of Collegiate Education**

To  
All the RJDCEs  
All the Principals and Lecturers of GDCs

// True Copy Attested//

  
**Academic Guidance Officer**