PROCEEDINGS OF THE COMMISSIONERATE OF COLLEGIATE EDUCATION
ANDHRA PRADESH :: VIJAYAWADA
Present: Dr. Pola Bhaskar, IAS.

Proc.No.04/CCE-AP/LMS/AC-02/2023-24   I   **Date:13/09/2023**

Sub: Commissionerate of Collegiate Education – Standard Operating Procedure for registration and usage of CCE LMS by Faculty and Students of Government & Private Aided Degree Colleges, Identification of Subject Expert Committee (SEC) members, re-indexing of existing topics as per Single Major Programmes and LMS action plan with timelines –Reg.

Ref: 1. Oral Instructions of the CCE, AP
2. Proc. No. 03/CCE-AP/LMS/AC-02/2022-23, dated: 16-09-2022
3. Proc. No. 02/CCE-AP/LMS/AC-07/2020-21, dated: 14-08-2020

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The Learning Management System (LMS) is an important initiative launched by the department to capture quality teaching and to promote self-learning among students. The LMS initiative aims to provide learners with the knowledge and skills required to succeed in their career path by developing critical and logical thinking as well as mastery over the subject. LMS portal provides a centralized platform for students to access course materials, faculty videos, and self-assessment questions to gaze the understanding of the learner and to track their progress. Approximately 3200 plus videos have been prepared as per the CBCS-2020 UG syllabus and hosted on CCE's LMS portal (https://ccelms.ap.gov.in/rusa).

In continuation and in line with the National Education Policy (NEP:2020), the Department of Collegiate Education proposed to develop e-Content as per the Single Major Programmes introduced from the academic year 2023-24 for I, II, and III/IV year UG syllabus which is to be hosted in the LMS portal. Every topic in LMS consists of a video lesson, PPT, Notes, Self-Assessment Questions and Podcast. Every lecturer

working in the Government Degree Colleges (GDCs) and Aided Lecturers working in Private Aided Degree Colleges (PACs) across the state must create at least one topic of the LMS in 5-quadrant model as per UGC norms, depending on the syllabus of the subject and availability of the faculty. Moreover, the department also proposed to re-index the existing LMS contents as per the Single Major System introduced in all the Degree Colleges across the state of Andhra Pradesh in the AY 2023-24 by identifying the Subject Expert Committee (SEC) members for both State Level & NRC Level.

The department is also planning to provide modern learning environment to all the students & faculty by strengthening the existing LMS by adding additional functionality and features in a phased manner as mentioned below:

- Strengthening of Existing LMS.
- Creation of New Content and add to LMS.
- Establishment of Studio at the GDC which is functioning as a Nodal Resource Centre (NRC)
- Integrating Artificial Intelligence Applications into Education

In light of these forthcoming initiatives, the department hereby mandate that the Principals of all the Government and Private Aided Degree Colleges to adhere scrupulously to the guidelines for registering and utilizing the CCE-LMS by both faculty and students. In this connection, the department proposes the following roles and responsibilities to the CCE-LMS stakeholders:

I. Roles & Responsibilities of the Principal pertaining to CCE LMS

As the head of the institution, the Principal should ensure that the institution makes optimal use of the Learning Management System to achieve its academic objectives, entrusted the following roles and responsibilities:

I.1 Mentor – Mentee Mapping to improve Academic Capabilities of Students

i) Ensure that **pairing of faculty with the First year students** soon as the First Semester classes have started as **Mentor - Mentee** based on academic interests, career goals, or other relevant criteria. The Mentor-Mentee group have to be continued even with Community Service Projects, Internships.

ii) These mentors shall be responsible for registration of students on to CCE-LMS portal.

I.2 Registration & Approval of Faculty & Students:

i) Ensure that all faculty members are registered on the CCE-LMS portal and that their registrations are approved by the LMS Coordinator.

ii) Complete the registration and approval process for all First year students as well as Second and Third-year students who have not yet registered on the CCE-LMS portal.

I.3 Academic Promotion of the Students:

i) Instruct the LMS Coordinator to expedite the promotion of First and Second-year students from the 2022-23 academic batch to their next academic year (2023-24) as soon as they are eligible for promotion.

I.4 Topic Allocation for e-Content Generation

i) Ensure that the CCE LMS team allocates one or more LMS topics for e-content generation to every faculty member and maintain a comprehensive list of the LMS topics assigned.

ii) Submit a report of non-allotment of topics for the faculty to the CCE LMS Team by sending an e-mail to lms.cce@gmail.com with the list of unassigned faculty members for LMS e-content generation.

I.5 Utilization of Learning Resources of CCE LMS

i) During Leisure hours, facilitate the playback of educational videos relevant to student subjects or other advancements in their fields from other learning resources of MHRD such as Swayam, Swayam Prabha,

NPTel, Vlabs, etc., provided on LMS.

ii) Ensure that videos related to the Faculty Development Programmes (FDPs), along with additional resources, are accessible via the Learning Management System (LMS) portal in the College Faculty Forum, aiming to equip the lecturers with essential pedagogical and technical competencies.

I.6 LMS Resource Utilization - Data Analysis & Reporting

i) Review the analysis of the CCE-LMS usage data, college-wise, faculty-wise, student-wise, subject-wise, and topic-wise, in order to understand engagement and effectiveness. Prepare a monthly report of the most frequently accessed topics, subjects, and faculty on daily basis and periodically.

ii) Please update the Google Sheet accessible via the link provided below with details of the LMS Coordinators. This should include the coordinator's name, their WhatsApp-enabled contact number, personal email address for correspondence, and the e-mail ID used for LMS coordinator login of CCE-LMS portal.

CCE LMS Coordinators details Google Sheet: https://tinyurl.com/bddvtu2m

By diligently fulfilling the said roles & responsibilities, the Principal can ensure that the institution makes optimal use of the Learning Management System in order to achieve its academic objectives.

II. Roles & Responsibilities of the NRC College Principal pertaining to CCE LMS

In addition to the above mentioned roles and responsibilities, NRC College Principals are held responsible for the following:

i) Establishment of Studio with all the facilities for video and podcast recording.
ii) Make sure that the best utilization of the established studio by the lecturers working in that NRC region by monitoring the usage of studios on regular intervals.

III. Roles & Responsibilities of LMS Coordinator of the College

As the LMS Coordinator of the institution, to utilise the LMS optimally and to achieve academic objectives of their institution through LMS, entrusted the following roles and responsibilities:

III.1 Registration & Approval of Faculty & Students:

i) Make sure that all faculty members on boarded to CCE-LMS portal by encouraging them to register on the CCE-LMS portal and ensure that their registrations are approved.

ii) Complete the registration and approval process for all First year students as well as Second and Third-year students who have not yet registered on the CCE-LMS portal.

iii) Conduct awareness sessions on how to register and use LMS portal for the learning purpose to both the students and faculty.

iv) Assist faculty & students in overcoming any technical barriers they might face while accessing the LMS, such as login issues or navigation challenges.

III.2 Academic Promotion of the Students

Instruct the LMS Coordinator to expedite the promotion of First and Second-year students from the 2022-23 academic batch to their next academic year (2023-24) as soon as they are eligible for promotion.

III.3 Expel the Passed out Students from the LMS

All the students who completed UG Programme (final year - VI Semester / VIII Semester) in the college must be removed/expelled from the CCE LMS portal.

III.4 Usage Analytics

Review the analysis of the CCE-LMS usage data, college-wise, faculty-wise, subject-wise, and topic-wise, in order to understand engagement and effectiveness. Prepare a monthly report of the most frequently accessed topics, subjects, and faculty on daily basis and periodically.

IV. Roles & Responsibility of Faculty pertaining to LMS

Faculty members serve as both educators and mentors in encouraging students to access and utilize the Learning Management System (LMS) to its fullest potential. Their roles and responsibilities in this regard can be categorized as follows:

i) Conduct orientation for the students (mentees) to the LMS system during class or mentorship sessions, providing a general overview such as registration, login, and usage by explaining its benefits.

ii) Assist students in overcoming any technical barriers they might face while accessing the LMS, such as login issues or navigation challenges.

iii) Make sure that all their assigned mentees completed their registration on to the CCE-LMS portal (instructions already given for mapping of mentor-mentee batches in the first year of the mentees) by coordinating with the LMS Coordinator.

iv) Ensure that the academic promotion of students (mentees) is completed in CCE-LMS.

v) Help mentees set academic goals and guide them to relevant LMS resources that can assist in achieving those goals.

vi) Point out specific learning resources within the LMS that align with course objectives or students' individual academic needs.

vii) Keep an eye on the analytics to monitor how often students are logging in, which resources they are accessing, and how much time they are spending on the LMS by coordinating with the LMS Coordinator.

viii) Evaluate the impact of LMS usage on students' academic performance and adapt your teaching strategies accordingly.

ix) During mentorship sessions, review the academic progress made through the LMS and provide constructive feedback both to the students and to the CCE LMS Team by dropping an e-mail to lms.cce@gmail.com.

x) Contribute to the LMS by generating the e-Content for the allotted topics, additional topics relevant to the subject in 5-quadrant model and

uploading useful academic material, such as course notes, assignment templates, or practice quizzes.

By assuming the said roles and responsibilities effectively, faculty members can create a culture of active learning and resource utilization, thereby enhancing the educational experience for all students.

V. Identification of Subject Expert Committee Members:

Beginning with the 2023-2024 academic year, the department intends to establish Subject Expert Committees (SECs) for CCE LMS e-Content generation in 5 – Quadrant model (Video, PPT, Additional Notes, Self-Assessment Questions and Podcast) for newly introduced Single Major Programmes for Under Graduates. State-level and Nodal Resource Centre (NRC)-level SECs are required to be formed for the design, creation and evaluation of e-content for CCE LMS effectively.

RJDCEs, Principals, and LMS Coordinators were requested to make sure that all lecturers complete the questionnaire available in the link below. This will facilitate the selection of Subject Matter Experts (SECs) who excel in core subjects, for both state and NRC levels.

Questionnaire link: https://forms.gle/LsjNYXD2wWoBHfSx5

VI. Formation of Subject Expert Committee (SEC) Members for State & NRC Level:

Upon receiving the responses from the filled-in questionnaires for identification of SECs, group the lecturers' subject wise with proficiency in the core-subjects. Due weightage will be given for ASAR, Academic Festival while evaluating for awards to them.

VII. Registration of new Faculty and Students

All the Faculty members working in Government Degree Colleges (GDCs) & Private Aided Colleges (PACs) across the state of Andhra Pradesh are to be registered to ccelms.gov.in. This can benefit the faculty in creating & accessing the educational resources, tracking of student progress, collaboration with other faculty as well as with students.

i)   To   register   both   students   &   faculty   to   the

"http://ccelms.ap.gov.in" portal, follow the steps given below or follow the procedure given in the video links:

S#	Video Topic	Video Link
1	Student Registration on the LMS	https://youtu.be/TumMZxciGeI
2	Student Login on to LMS Portal	https://youtu.be/v6ZpWVFjq7g
3	Faculty Registration & Login to LMS	https://youtu.be/BFJuZ61LOZA
4	Coordinator Login & Usage of LMS	https://youtu.be/72ImUjc5a2I
5	Presenter's Login & Procedure to Upload the Content on to LMS	https://youtu.be/sOurYzTJG20

ii) Open CCE LMS home page by clicking on http://ccelms.ap.gov.in/rusa, then it will open the home page as depicted below. Now, click on:

iii) Next Student / Faculty personal details as shown below:

Note: Based on the type of user to be registered, select the User Type from the dropdown either as Student / as Faculty.

VIII. For Registration of Students on to LMS

i) Select User Type as Student from the dropdown as shown below:

First Name :

Jonaki

Last Name :

Jami

Gender :

○ Male ● Female ○ Others

Email :

jj123@gmail.com

*(Your password must be min 8 characters, at least one (upper)case, one number digit, one special character)

Password :

••••••••

Confirm Password :

••••••••

Mobile No :

6345678905

Date of Birth :

20-08-2004

User Type :

Student ⌄

Select User Type
Student
Faculty

Course :

BSc ⌄

Semester :

Sem -1 ⌄

ii) Then, select the Course from the dropdown list (BSc/BA/BCom) as shown below:

User Type :

Student ⌄

Year :

1st Year ⌄

Adminssion Number :

20210023

Government College :

Select College ▾

Please Enter Captcha :

3_54_0

Enter Captcha

Course :

BSc ⌄

Select Course
BSc
BA
BCom
Foundation Courses
Life Skill Courses
Skill Development Courses

iii) Then, select the Year and Semester from the dropdowns as shown in the screenshot below:

User Type :

Student ⌄

Year :

1st Year ⌄

Select Year
1st Year
2nd Year
3rd Year

Government College :

Select College ▾

Please Enter Captcha :

3_54_0

Enter Captcha

Course :

BSc ⌄

Semester :

Sem -1 ⌄

College Type :

Government College ⌄

iv) Now, Enter the Admission Number of the Student and then select the College Type from the Dropdown as shown below:

User Type :	Course :
Student	BSc
Year :	**Semester :**
1st Year	Sem -1
Adminssion Number :	**College Type :**
20210023	Government College
	Select College Type
	Government College
Government College :	Aided College
Select College	Private College
Please Enter Captcha :	
$3_5{}^4 0$	
Enter Captcha	

v) Then, select College Name from the dropdown:

Mobile No :	Date of Birth :
6345678905	20-08-2004
	Course :
	BSc
Select College	**Semester :**
GDC Arakuvalley - Visakhapatnam	Sem -1
GDC Banaganapalle - Kurnool	
GDC Salur - Vizianagaram	**College Type :**
GDC V.Madugula - Visakhapatnam	Government College
GDC Yeelamanchali - Visakhapatnam	
GDC Banaganapalle - Kurnool	

vi) Finally, Enter Captcha and click on Register Button:

User Type :	Course :
Student	BSc
Year :	**Semester :**
1st Year	Sem -1
Adminssion Number :	**College Type :**
202312034	Government College
Government College :	
GDC Banaganapalle - Kurnool	
Please Enter Captcha :	
$0_4 9 8$	
0498	

Register

IX. For Faculty Registration:

i) After entering the personal details of the faculty, select User Type as Faculty from the dropdown and then select the Subject of the Faculty from the dropdown as shown below:

ii)Then, select the College Type and College Name from the dropdowns provided as shown below:

iii) Finally, Enter Captcha and click on Register Button:

X. For Student/Faculty Login:

To access the LMS e-content as a registered user, click on Login button in the ccelms.ap.gov.in home page as shown below:
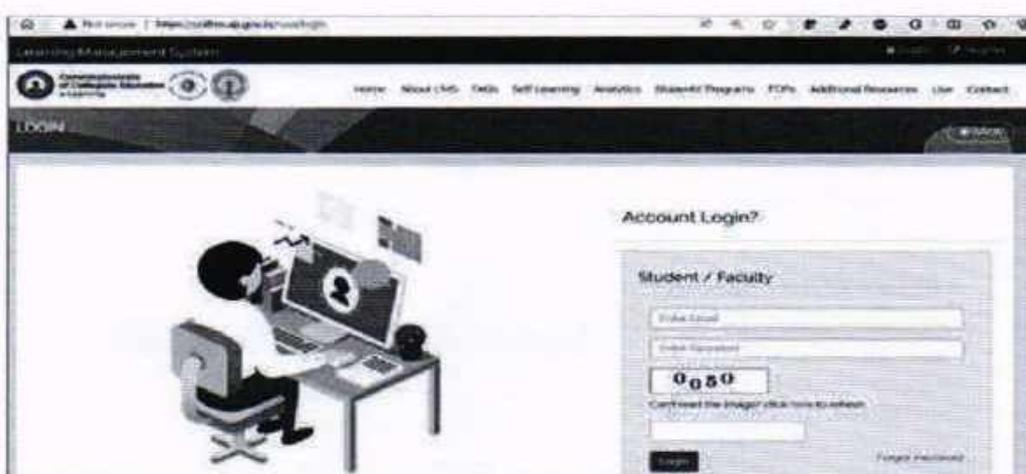
Note: Upon registration of both the student and faculty, their data will come into the college LMS coordinator's dashboard. Now, the student and faculty can login to the CCE LMS portal only after approval of the CCE LMS coordinator of the college.

To **approve the registration of both the student and faculty**, follow the steps given below:

i) Open CCE LMS portal home page.

ii) A **new window** will be opened and on the right-hand top corner click Login.
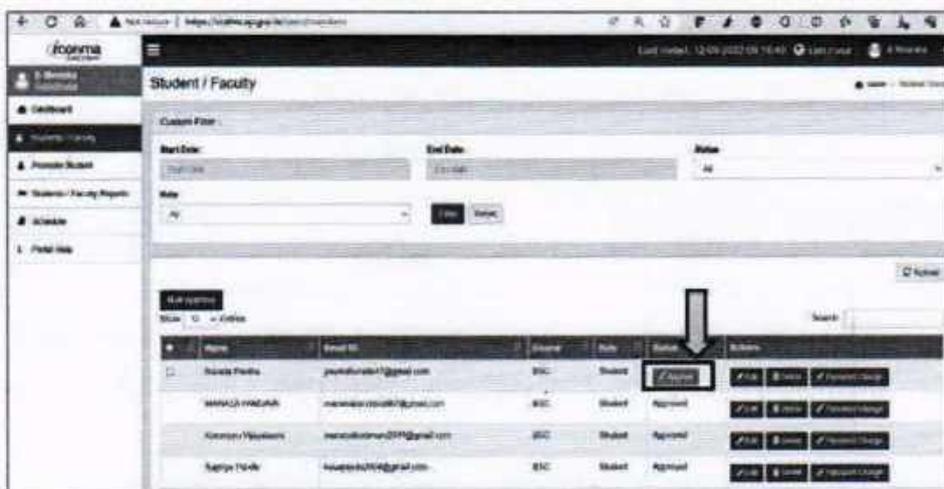
iii) **At** the bottom of the window, you can see Presenter / Co-ordinator and click to login.

iv) **Enter** using the **Co-Ordinator user name** and **password**.

v) **On the Left Side panel** you can see **Student/Faculty** (highlighted in green colour), click on it.

-- Then it will show list of all the students & faculty who already registered and approved and awaiting for approval.

-- To approve the registration, click on "**Approve**" highlighted in green colour.

XI. Expelling (Promotion) of Final Year Students Data:

All the students who completed UG Programme (final year - VI Semester) in the college must be removed/expelled from the CCE LMS portal. LMS coordinators of the college has to expel the final year students who completed the UG Programme as per the below mentioned procedure:
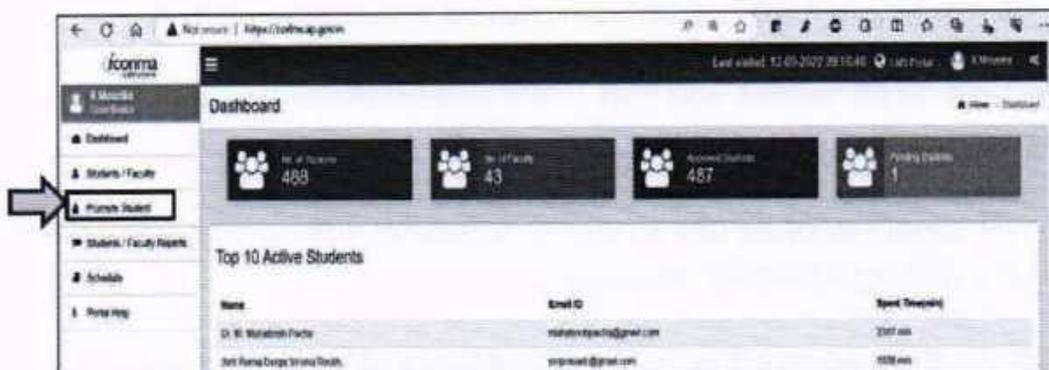
Upon opening CCE Learning Management System home page by clicking on http://ccelms.ap.gov.in/rusa:

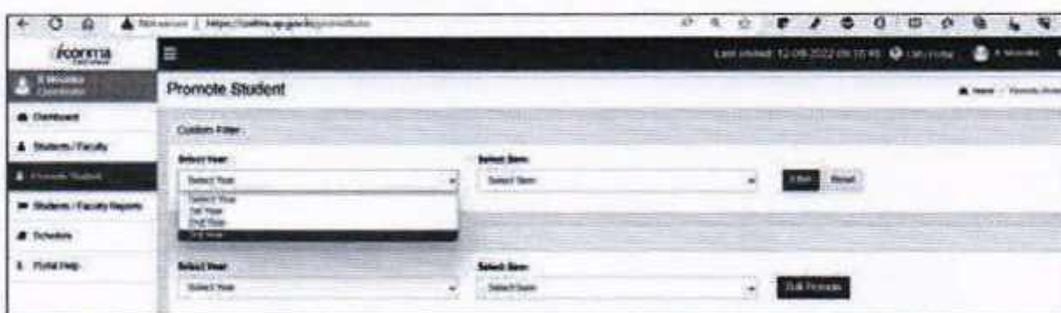-- **A new window** will be opened and on the right-hand top corner click Login.

-- **At** the bottom of the window, you can see Presenter / Co-ordinator and click to login.

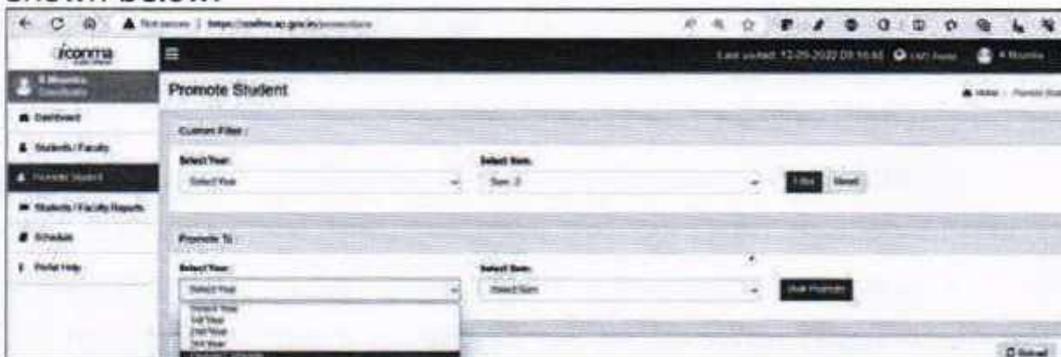-- **Enter** using the Co-Ordinator **user name** and **password**.

i) **On the Left Side** you can see promote, click on it.

ii) First, Select your **College**, Year as "3rd Year" and Semester as "Sem-2"

iii)**For expelling** passed out Students in the section "**Promote To:**" from the "**Select Year**" dropdown choose the option "**Degree Completed**" as shown below:

iv) **Promoting Students to the Next Academic Year**

To promote the present second year and first year students follow the below mentioned procedure:

i) **On the Left Side** you can see promote students, click on it.

ii) **Select** your College, Year and Sem-2.

iii) **For promoting First Year, (2022-2023 batch)** students select year as "1st Year" and Semester as "**Sem-2**".

iv) Under **Promote** select **Year** as "2nd Year" and Semester as "**Sem-1**" and click bulk promote.
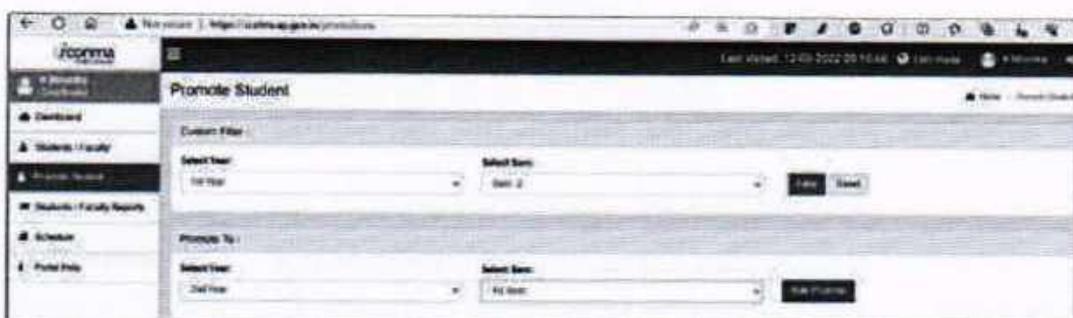
v) For **promoting Second Year (2021-2022 batch)** students select year as "**2nd Year**" and Semester as "**Sem-2**".

vi) Under **Promote** to select Year as "**3rd Year**" and Semester as "**Sem-1**" and click bulk promote:
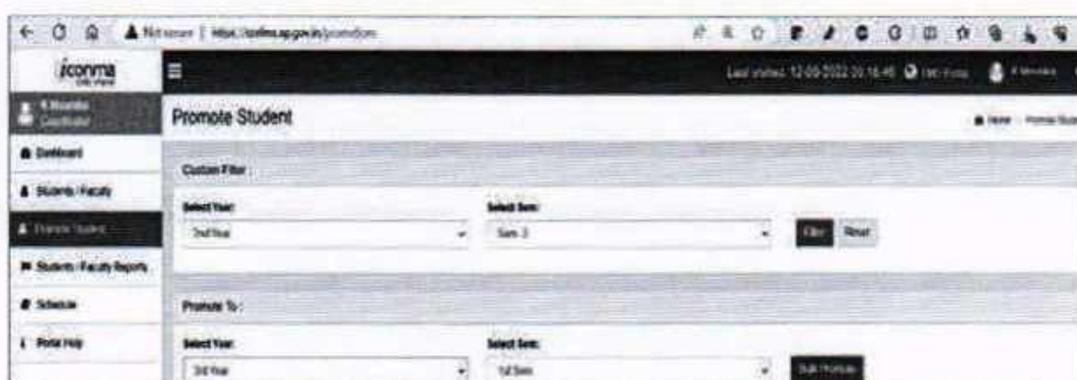
XII. Usage of CCE LMS portal by both the Students & Staff:

It is essential to ensure that both students and faculty effectively utilise the CCE LMS in order for students to adapt modern and cooperative learning skills and to enhance the quality of teaching. It is the responsibility of the Principal to monitor the use of the LMS portal by students registered from their respective college.

To know the usage statics of CCE LMS portal can presented as:

-- Usage by the Student

-- Usage by the Staff

-- Usage by all the students and staff

To obtain the usage statistics, follow the steps given below:

i) Open CCE LMS portal home page.

ii) **A new window** will be opened and on the right-hand top corner click Login.

iii) At the bottom of the window, you can see **Presenter / Co-ordinator** and click to login.

iv) Enter the **Co-Ordinator's user name** and **password**.

v) On the **Left Side panel** you can see **Students / Faculty** Reports (highlighted in green colour), click on it. Then, it will show the usage of all the users including students and staff as shown below. They can also see the usage statistics:

-- for a specific period by providing: Start Date and End Date.

-- usage by the Students only by selecting the Role: "Student" from the Role dropdown

-- usage by the Faculty by selecting the Role: "Faculty" from the Role dropdown

Action Plan for the Academic Year 2023-24:

1. Identification of Subject Expert Committee (SEC) members from the responses of Questionnaire given to all the faculty of both Government & Private Aided Degree Colleges.

2. Formation of groups of SECs for both State & NRC-level subject-wise,

categorizing them based on their proficiency in the subjects and technical expertise.

3. Hosting a Video Conference with the newly formed SECs of State & NRC-level to outline the action plan and relevant guidelines.

4. Formation of Post Production Teams from the responses of Questionnaire given to all the Lecturers.

5. Examine existing LMS topics that align with the new syllabus for Single Major Programs, Multi-disciplinary Courses, and Skill Enhancement courses. Validate these topics for post-production suitability.

6. State & NRC-level SECs should re-index the identified topics. Indexing of the LMS topics should be done viz. Subject (First 3 letters).Year.Semester.Paper.Unit.Topic.

7. Allocation of topics subject-wise for all the subjects as per the new syllabus of Single Major Programmes, including Multi-disciplinary Courses, Skill Enhancement Courses.

8. Plan & Organize a Training programme for all the SECs, Post Production Team and Faculty separately on LMS e-content design, creation and post production work in collaboration with Media and Entertainment Skill Sector Councils.

9. Set up a recording studio at every NRC College.

10. Design and Creation of e-content adhering to the guidelines.

11. Review of the generated e-content based on 5-quadrants at NRC-level by the SECs of NRC-level.

12. Review of the generated e-content in 5-quadrants at state-level by the SECs of State-level.

13. Submission of approved content to the post-production work to the post-production team, otherwise, send the content back to the content generator along with the remarks.

14. Arrangement of LMS topics by course within the LMS Dashboard

15. Utilization of the content by both the Faculty and Students

16. LMS usage analytics: college-wise, subject-wise, faculty-wise, and topic-wise to highlight the most accessed content.

The tentative timelines for the LMS action plan is as follows

S#	LMS Activity	Tentative Dates
1	Filling up & submission of Questionnaire given for Faculty	18/9/2023
2	Formation of subject-specific groups of State & NRC-level Subject Expert Committees	19/9/2023 to 21/9/2023
3	Issuance of Proceedings to the State & NRC-level SECs	23/09/2023
4	Conducting of Video Conference with all the SECs	25/09/2023
5	Identification of relevant and feasible topics existing in the LMS	03/10/2023
6	Re-indexing of identified feasible topics of LMS	10/10/2023
7	Allocation of Topics Subject-wise to the Lecturers as per new syllabus of Single Major Programmes	16/10/2023
8	Issuance of Topic Allocation Proceedings to all the Lecturers	19/10/2023

The LMS initiative of the department significantly facilitates self-learning among students. Consequently, the department plans to issue SOP-2 on the Learning Management System. This document will outline procedures and guidelines for both Subject Expert Committees (SECs) and faculty members regarding e-content design, generation, and evaluation. It will also cover the procedure and guidelines for creating PowerPoint presentations, e-notes, interactive videos, podcasts, short-answer questions (SAQs), and the software that should be used, in addition to the proceedings for allocation of topics to all faculty.

Sd/- Dr. Pola Bhaskar, IAS
Commissioner of Collegiate Education

To

The Principals of Govt . & Private Aided Degree Colleges, AP.
Copy to:

RJDCEs of all Zones

// ATTESTED //

Academic Guidance Officer