

2023-24EVEN SEM REGISTRATION SCHEDULE		
PROGRAM	YEAR	DATE
	UG	
B.TECH (ALL BRANCHES)	IV	01/12/2023 TO 03/12/2023
B.TECH (ALL BRANCHES)	II	01/12/2023 TO 03/12/2023
B.TECH (ALL BRANCHES)	III	01/12/2023 TO 03/12/2023
BBA-LLB	III,IV,V	01/12/2023 TO 03/12/2023
LLB	III	01/12/2023 TO 03/12/2023

REGISTRATION GUIDELINES

FOR STUDENTS

Registration Policy

- Students can register for a maximum of 26 credits in a semester of their choice to meet their program requirements after Fee Payment.
- Students who have opted for Minor degree, Honors program or degree with Specialization, can register for more number of credits (Max of 32) in a Semester through Overloading.
- In case of students, who wish to register for more than 32 credits through Overloading or less credits through Under-loading, have to seek prior permission from Dean-Academics.
- Within one week of the commencement of the semester, a student is permitted to substitute an elective course/ section subject to the availability with prior approval from Dean-Academics.

Registration Process

- Counselor /Academic Coordinator will share the Online Link (Microsoft Teams with KL Mail ID's)
- Students Must Contact the Counselor through the Online Link as per their slots based on their Token Numbers
- Share the Payment Advice and Payment receipt using the online link (share screen/share in chat)
- After Verification of the Payment, Complete the Registration Process with the help of the counselor.
- The student is responsible for the Courses registered in ERP.The counselor's role is only to mentor students towards Academic flexibilities & CBCS.
- Students can refer the document for [Academic Registration in ERP](#)

FOR HODs

- Conduct Orientation Sessions on Academic Flexibilities & CBCS in association with the Office of Dean Academics atleast three days prior to the commencement of registration to both students and counsellors.
- Instruct Counselors to guide the Students in selection of courses /electives during registration and record the same.

FOR REGISTRATION TEAM & ERP/TT TEAM

- Complete the Student fee Verification Process (Before 15 Minutes of the Student Slot)
- In ERP Go To -->-Student Information--> Student Fee Verification --> Verify and Activate the Student Fee payment (Allow)

FOR COUNSELORS

- Share the Faculty Allotment Section wise to the student's through <http://academics.klef.in>
- Share the Online Link (Microsoft Teams) to the students.
- Students must only be guided to complete registration by opting from the academic choices & flexibilities available.
- The counselor **MUST NOT** do the registration on behalf of the student.
- Complete **Registration process must be recorded** on Microsoft Teams by the counselor.
- Counselor must follow the time slots based on token numbers.

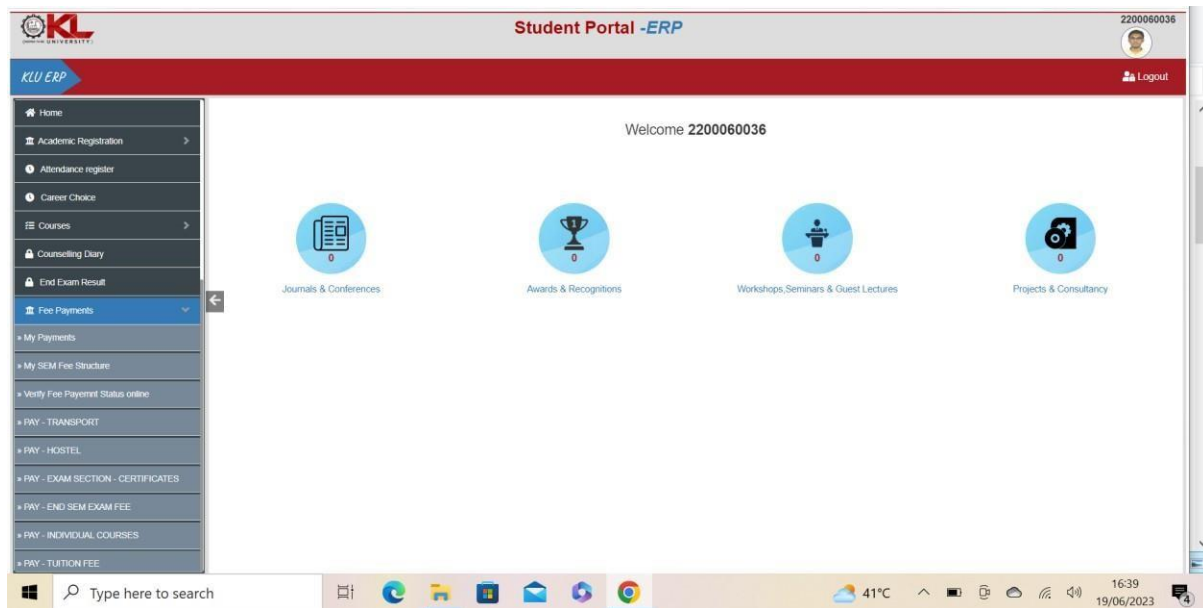
UG ENGINEERING TOKEN WISE SCHEDULE

1/12/2023 TO 03/12/2023	IVB.Tech -DEPT WISE TOKEN NUMBERS									
TIME	BT	CE	CSE	ECE	AI&DS	CS&IT	EEE	ME		
10:00 AM TO 11:00 AM	BT-3-1 TO 40	CE-3-1 TO 25	CSE-3-1 TO 350	ECE-3-1 TO 100	AIDS-3-1 TO AIDS-3-60	CSIT-3-1 TO AIDS-3-60	EEE-3-1 TO 25	ME-3-1 TO 40		
11:15 AM TO 12:15 PM	BT-3-41 TO 80	CE-3-26 TO 64	CSE-3-351 TO 700	ECE-3-101 TO 200	AIDS-3-61 TO AIDS-3-127	CSIT-3-61 TO AIDS-3-121	EEE-3-26 TO 60	ME-3-41 TO 99		
12:30 PM TO 1:30 PM	BT-3-81 TO 137		CSE-3-701 TO 1150	ECE-3-201 TO 264						
2:30 PM TO 3:15 PM			CSE-3- 1151 TO 1450							
3:30 PM TO 4:30 PM			CSE-3- 1451 TO 1679							
1/12/2023 TO 03/12/2023	III B.Tech -DEPT WISE TOKEN NUMBERS									
TIME	BT	CE	CSE	ECE	AI&DS	IOT	CS&IT	EEE	ME	ECM
10:00 AM TO 11:00 AM	BT-2-1 TO 20	CE-2-1 TO 48	CSE-2-1 TO 500	ECE-2-1 TO 100	AIDS-2-1 TO 100	IOT-2-1 TO 71	CSIT-2-1 TO 100	EEE-2-1 TO 108	ME-2-1 TO 105	ECM-2-1 TO 59
11:15 AM TO 12:15 PM	BT-2-21 TO 40		CSE-2-501 TO 1000	ECE-2-101 TO 200	AIDS-2- 101 TO 200		CSIT-2- 101 TO 191			
12:30 PM TO 1:30 PM	BT-2-41 TO 60		CSE-2-1001 TO 1500	ECE-2-201 TO 300	AIDS-2- 201 TO 250					
2:30 PM TO 3:15 PM	BT-2-61 TO 80		CSE-2-1501 TO 2000	ECE-2-301 TO 475						
3:30 PM TO 4:30 PM	BT-2-81 TO 147		CSE-2-2001 TO 2624							

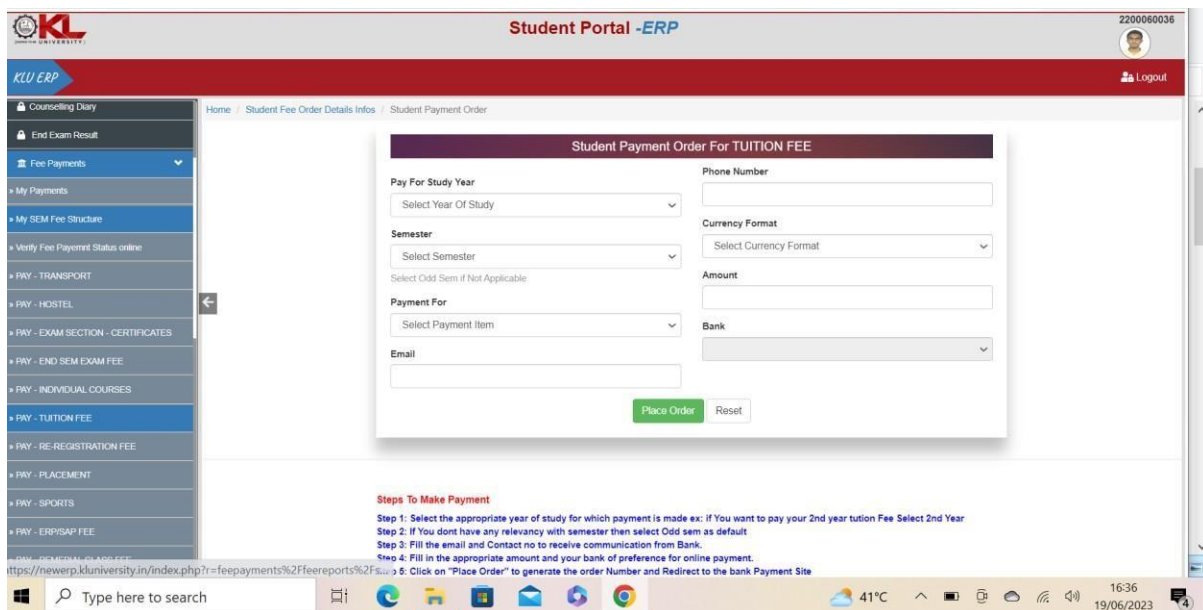
1/12/2023 TO 03/12/2023	II B.Tech -DEPT WISE TOKEN NUMBERS									
TIME	BT	CE	CSE	ECE	AI&DS	IOT	CS&IT	EEE	ME	ECM
10:00 AM TO 11:00 AM	BT-2-1 TO 20	CE-2-1 TO 43	CSE-2-1 TO 500	ECE-2-1 TO 100	AIDS-2-1 TO 100	IOT-2-1 TO 75	CSIT-2-1 TO 100	EEE-2-1 TO 37	ME-2-1 TO 64	ECM-2-1 TO 59
11:15 AM TO 12:15 PM	BT-2-21 TO 40		CSE-2-501 TO 1000	ECE-2-101 TO 200	AIDS-2- 101 TO 200		CSIT-2- 101 TO 260			
12:30 PM TO 1:30 PM	BT-2-41 TO 60		CSE-2-1001 TO 1700	ECE-2-201 TO 300	AIDS-2- 201 TO 284					
2:30 PM TO 3:15 PM	BT-2-61 TO 80		CSE-2-1701 TO 2600	ECE-2-301 TO 400						
3:30 PM TO 4:30 PM	BT-2-81 TO 162		CSE-2-2601 TO 3404	ECE-2-401 TO 546						

TUTION FEE PAYMENT PROCESS IN ERP

Step 1: Login to ERP and locate to FEE PAYMENTS tab



Step 2: Select Tution Fee tab in Fee payments Tab



Step 3: Fill the details- year of study (eg: 2 for y22 B.Tech, 3 for y21 B.Tech, 4 for Y20 B.Tech), select semester as EVEN sem, payment for as tution fee, emai id, phone number, currency format (INR), amount as applicable, bank and click on place order

KL UNIVERSITY **Student Portal -ERP** 2200060036 Logout

KLU ERP Home / Student Fee Order Details Infos / Student Payment Order

Student Payment Order For TUITION FEE

Pay For Study Year 2	Phone Number 9494393925
Semester Odd Sem	Currency Format INR
Select Odd Sem if Not Applicable	Amount 112500
Payment For Semester-1 Tuition Fee-0	Bank 1-HDFC PAYU
Email 22000xxxx@kluniversity.in	

Place Order **Reset**

Steps To Make Payment

Step 1: Select the appropriate year of study for which payment is made ex: If You want to pay your 2nd year tuition Fee Select 2nd Year
Step 2: If You dont have any relevancy with semester then select Odd sem as default
Step 3: Fill the email and Contact no to receive communication from Bank.
Step 4: Fill in the appropriate amount and your bank of preference for online payment.
Step 5: Click on "Place Order" to generate the order Number and Redirect to the bank Payment Site

Type here to search 41°C 16:37 19/06/2023

Step 4: You will be redirect to respective bank page. Complete the payment and save the receipt for further correspondence.

HDFC BANK SmartPay

Pay through EASYEMI with HDFC Bank Credit Cards

Your session will expire in 14:42 minutes

Billing Information

Amount
₹112500.00

Order No
HDF:P-5978...

Merchant
Newerp.kluniversity

Website
www.newerp.kluniversity.in

PAY WITH

Type here to search 41°C 16:38 19/06/2023

Academic Registration -FAQ's

1. Where can I find a “list of Courses & Faculty Options”?

List of Courses & Faculty Options will be available on <http://academics.klef.in>.

2. Is there a limit to the number of courses I can take?

Students can register for any number of courses of their choice (without having any timetable clash) which counts to a maximum of 26 credits in a semester. Take advise from your counsellor & HoD should you have further queries regarding the difficulty of each course. Students can register for a maximum of 26 credits in a semester

.Students who have opted for Minor degree, Honors program or degree with Specialization, can register for more number of credits (Max of 32) in a Semester through Overloading. Students who wish to focus either completely on research or on Entrepreneurship can get a waiver from registering into the courses offered by the department. In such a case, the semester is dedicated completely for the same and is termed as “Research Semester” or “Innovation Semester”. Students who wish to opt for such flexibility are advised to submit a letter in the Dean Academics Office for further guidance.

3. Where can I find the course timetable?

After successful Registration , Students can verify the Time table in ERP (Student Timetable). Prior to registrations, your counsellor will share a template of the timetable based on which you can plan your choices of courses.

4. What can I do if I have a Time Table Conflict?

Students must take the help of the counsellor in case of time table conflict during course selection/ section selection. ERP does NOT permit registration if there is a conflict of timetable. But it is complete responsibility of the student to ensure that they possess a conflict-free timetable for all LTPS components of their chosen courses.

5. How can I register if the tuition fees was NOT updated in ERP?

Student can get the fee payment authorized by ACCOUNTS Division InCharge available at HELP DESK (Beside Registrar’s Office in Vijayawada and Principal’s office in Hyderabad campus) and submit the same to Counsellor.

6. What evidence do I get upon successfully having my courses registered?

After Successful Registration , “ Registration Process Successfully Completed “ Message screen will be displayed. Student MUST verify if all the LTPS components timetable is available in ERP.

7. Can I change the courses / Section registered when the Semester begins?

Within one week of the commencement of the semester, a student is permitted to substitute an elective course/ section subject to the availability with prior approval from Dean-Academics.

8. Can I still register my courses if I have not paid my earlier dues / partial payment (Tuition fee/ Hostel fee)?.

Registration for the semester is automatically permitted in ERP once all dues are cleared.

ERP -Student Course Registration Process:

Student Course Registration : This menu option is available for Students Only.

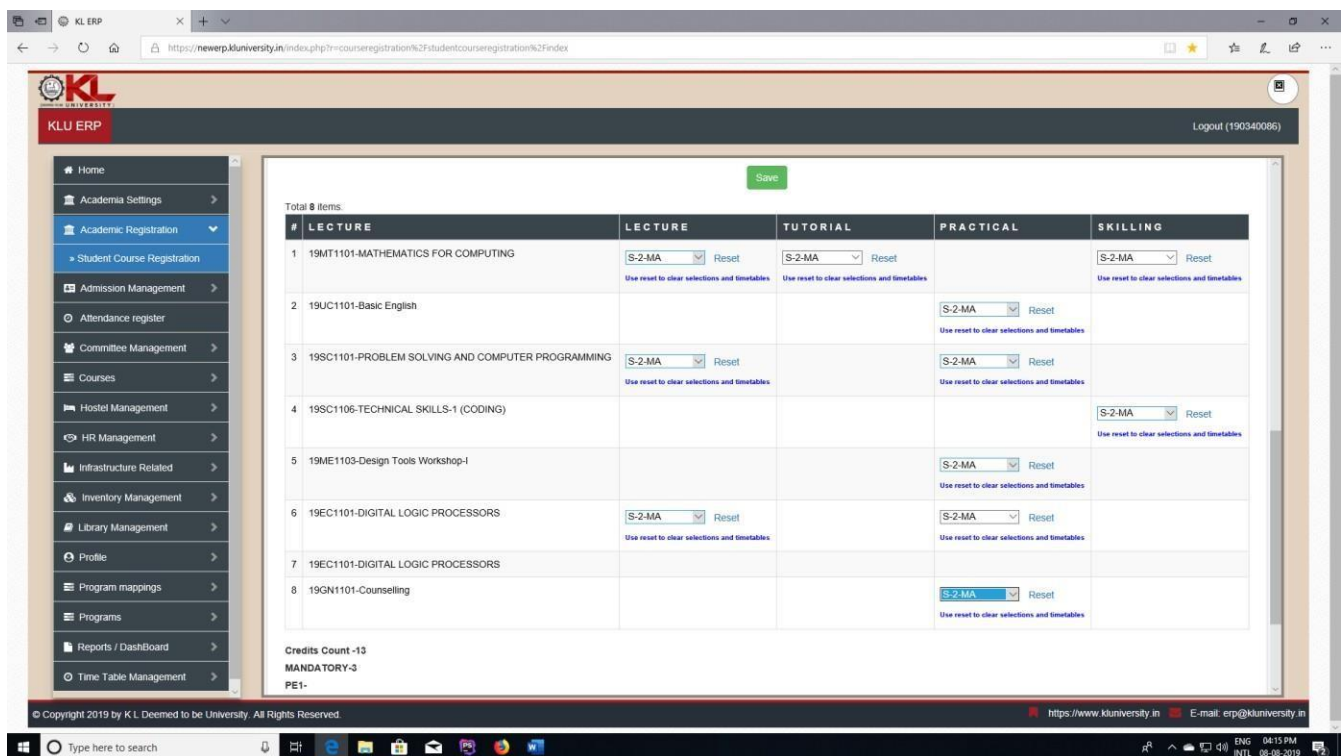
To complete the student registration, student login to new ERP portal with their valid login credentials. After login student should click on

Academic Registration→Student Course Registration.

Now Student can view the courses and sections in dropdown menus.

Student can select the sections against the courses on their own choice as mentioned in the following screen shot.

Student can view the timetable on top of the selection of each course and section.



KLU ERP Logout (190340086)

Save

Total 8 Items

#	LECTURE	LECTURE	TUTORIAL	PRACTICAL	SKILLING
1	19MT1101-MATHEMATICS FOR COMPUTING	S-2-MA Reset Use reset to clear selections and timetables	S-2-MA Reset Use reset to clear selections and timetables		S-2-MA Reset Use reset to clear selections and timetables
2	19UC1101-Basic English			S-2-MA Reset Use reset to clear selections and timetables	
3	19SC1101-PROBLEM SOLVING AND COMPUTER PROGRAMMING	S-2-MA Reset Use reset to clear selections and timetables		S-2-MA Reset Use reset to clear selections and timetables	
4	19SC1106-TECHNICAL SKILLS-1 (CODING)				S-2-MA Reset Use reset to clear selections and timetables
5	19ME1103-Design Tools Workshop-I			S-2-MA Reset Use reset to clear selections and timetables	
6	19EC1101-DIGITAL LOGIC PROCESSORS	S-2-MA Reset Use reset to clear selections and timetables		S-2-MA Reset Use reset to clear selections and timetables	
7	19EC1101-DIGITAL LOGIC PROCESSORS				
8	19GN1101-Counselling			S-2-MA Reset Use reset to clear selections and timetables	

Credits Count -13
MANDATORY-3
PE1-

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After completing the required Course(s) selection student need to click on **Save** to save the timetable, and will be re-directed to the following screen shot.

The screenshot displays the 'Student Course Registration' page in the KLU ERP system. The page title is 'Student Course Registration' with a subtitle 'Total 7 Items'. The interface includes a sidebar menu on the left with options like Home, Academia Settings, Academic Registration, Admission Management, Attendance register, Committee Management, Courses, Hostel Management, HR Management, Infrastructure Related, Inventory Management, Library Management, Profile, Program mappings, Programs, Reports / Dashboard, and Time Table Management. The main content area shows a grid for course registration. The grid has columns for days (1-13) and rows for days of the week (Mon-Sun). The data in the grid is as follows:

Day	1	2	3	4	5	6	7	8	9	10	11	12	13
Mon	19SC1106-S-H2-11-MA-LINGAM SUNITHA	19SC1106-S-H2-11-MA-LINGAM SUNITHA	19MT1101-S-H2-11-MA-Varalakshmi M	19MT1101-S-H2-11-MA-Varalakshmi M	19EC1101-L-H2-11-MA-GOUTHAM MAKKENA PLEASE ENTER	19MT1101-L-H2-11-MA-Varalakshmi M	19MT1101-L-H2-11-MA-Varalakshmi M						
Tue	19MT1101-S-H2-11-MA-Varalakshmi M	19MT1101-S-H2-11-MA-Varalakshmi M	19ME1103-P-H1-02-MA-MOON BANERJEE	19ME1103-P-H1-02-MA-MOON BANERJEE									
Wed	19MT1101-T-H2-11-MA-Varalakshmi M	19EC1101-L-H2-11-MA-GOUTHAM MAKKENA PLEASE ENTER	19SC1106-S-H2-11-MA-LINGAM SUNITHA	19SC1106-S-H2-11-MA-LINGAM SUNITHA	19SC1101-L-H2-11-MA-Saidreddy Malgreddy	19UC1101-P-H2-11-MA-SATYA NARAYAN TRIPATHY							
Thu	19UC1101-P-H2-11-MA-RAJANI THOTA THOTA				19SC1101-L-H2-11-MA-Saidreddy Malgreddy	19EC1101-P-H2-02-MA-GOUTHAM MAKKENA PLEASE ENTER	19EC1101-P-H2-02-MA-GOUTHAM MAKKENA PLEASE ENTER						
Fri	19ME1103-P-H1-02-MA-MOON BANERJEE	19ME1103-P-H1-02-MA-MOON BANERJEE	19SC1101-P-H1-01-MA-Saidreddy Malgreddy	19SC1101-P-H1-01-MA-Saidreddy Malgreddy	19EC1101-L-H2-11-MA-GOUTHAM MAKKENA PLEASE ENTER	19MT1101-L-H2-11-MA-Varalakshmi M	19SC1101-L-H2-11-MA-Saidreddy Malgreddy						
Sat		19GM1101-P-H2-11-MA-ABHISHEK KUMAR SHRIVASTAVA	19SC1106-S-H2-11-MA-LINGAM SUNITHA	19SC1106-S-H2-11-MA-LINGAM SUNITHA		19UC1101-P-H1-03-MA-RAJANI THOTA THOTA	19UC1101-P-H1-03-MA-RAJANI THOTA THOTA						
Sun													

A 'Submit' button is located at the bottom right of the grid.

After Verification of the timetable for all courses ,student need to click on **Submit** to complete the Registration process.

The screenshot shows the 'Report Status' message in the KLU ERP system. The message is displayed in a green box with the text 'Registration Process Successfully Completed'. The background of the page is white, and the sidebar menu is visible on the left. The page title is 'Report Status'.

After Clicking the Submit the above screen will be displayed , which contains the message “Student Registration Successfully Completed”.