Koneru Lakshmaiah Education Foundation
(Category -1, Deemed to be University estd u/s 3 of the UGC Act, 1956)
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OFFICE OF DEAN ACADEMICS

Policy Document

KLEF/ODA/1.20/P120001/2022/V1.0   Date: 27/08/2022

Title: Academic Registrations

1. Policy:

The registration process enables the students to opt for the courses in a sequence to meet the degree requirements. Students get a detailed record on the list of courses they have undergone and are to be completed periodically to attain the degree; utilizing the academic flexibilities laid out for their benefit towards involvement in research and innovation-related activities. Departments are required to ensure that all the students undergo the registration process prior to the commencement of the classwork.

2.Outcomes

- Helps improve the overall planning and distribution of courses to derive the best out of Choice based Credit System (CBCS).
- Encourages students to focus on their passionate areas alongside their academics.
- Enhances the performance of the students by allowing them to choose the right mix of courses.

3.Guidelines

3.1   Registration is an important process as it acts as a precursor to the persuasion of the course, enablement of students to attend the class and undertake the assessments,

appear for the final exams, and subsequently listing of the course completion status in the grade sheet of the students. Hence, it is required to ensure that the appropriate courses are not missed by the students during the registration carried out at various stages.

3.2   To earn a degree from the institute/university, students need to complete a series of courses, viz., basic science, engineering science, professional core, flexi core, open elective, etc., The registration helps the students to gather information about degree requirements and the set course needs to complete in a stipulated time.

3.3   All the students enrolling for the courses in a semester are required to go through the registration process by following the guidelines shared by the registration team. Students are given the flexibility to choose the courses, faculty, and timings etc.

3.4   The registration should ensure that the students choose the right set of courses across the years of study. This must support students be aligned with respect to the National Credit Framework leading to the attainment of the outcomes and levels of study in turn supporting Multi entry and multi-exit. Proper coordination between the registrations team and the departments plays a vital role in ensuring the smooth academic progress of the students.

3.5   Furthermore, departments must ensure that the students register a minimum of 20 credits to a maximum hours of engagement per week as per the timetable.

3.6   Departments are required to submit program wise list of courses being offered in the upcoming semester.

3.7   Further to that, the office of Dean Academics is required to verify for the compliance of the same and proceed further for preparing a program-wise timetable. The registration team must coordinate with the departments to derive the slots for the common courses which span across the departments, viz., university core, open electives, etc.,

3.8   The registration team must plan for the necessary classrooms required based on the modes of course offerings, viz., lecture, tutorial, practical, skilling, etc.

3.9   Registration of students should be done appropriately for experiential learning courses like projects, internships, fieldwork, etc. Proper guidelines related to the same be followed.

3.10   Compliance with the registration of the courses and the list of students who have not registered for the courses be collected and necessary action be taken in ensuring that the students have registered for the minimum number of courses in each semester.

3.11   Students who wish to take courses in addition to the existing courses registered for a semester may do the same through the "additional courses" provision. However, proper care should be taken in avoiding clashes in the timetable among the registered courses provided overall credit hours should not exceed the timetable.

3.12   Courses of due importance for the placements and career advancement of the students be properly highlighted and presented to the students so that they take appropriate care while doing such courses and perform up to expectations.

3.13   Academic Bank of Credits (ABC)

3.13.1   Departments are required to ensure that the students have registered for the Academic Bank of Credits (ABC) portal and the Academics Implementation team is required to coordinate with the departments on the same by adhering to the policy # KLEF/ODA/1.13/P11301/ 2022/V1.0.

3.14 Registrations supporting the Choice based Credit System (CBCS)

3.14.1   CBCS enables students to track their career progression based on their interests and performance in the courses that contribute to it. CBCS-based registration allows the students to be aware of the completed courses and enables them to take appropriate decision on the courses to be completed as a part of graduation requirements in turn help them to plan the registration of courses accordingly. Further, it enables the students to choose the number of courses and credits to be done in each semester per

their convenience. Student timetable for the semester will be generated based on the registration of the courses.

3.14.2   Students are given the choice of the courses, sections, and the teachers with whom they want to do the course. Students should be allowed to register for short semesters like summer or winter purely based on their capability to do the subjects in a short span and by limiting the number of subjects being offered. The maximum number of working hours should not exceed the timetable hours and not have a clash between the courses in the timetable. Sufficient time is considered for the students to attend the subject as well as prepare for the exams conducted in that span.

3.14.3   The registration team should release registration schedules for students program wise and year wise to make sure all the students registration completes without any chaos.

3.14.4   Students may use academic flexibilities including the acceleration and deceleration of courses in order to focus more on experiential learning or innovation. Refer policy # KLEF/ODA/1.16/P11601/2022/V1.0 on academic flexibilities offered by the institute. In all such cases, students must explain the need of accelerating/decelerating the courses to their Head of the Department and get a No objection certificate (NOC) to avail of the acceleration and deceleration flexibility.

3.14.5   Students must be allowed to utilize the academic flexibilities offered by the institute in order to excel in their chosen career paths through the registration process. For more information refer to policy# KLEF/ODA/1.16/ P11601/2022/V1.0

3.15 Honors and Minors

3.15.1   Students must register for Honors or minors courses offered by the departments in order to gain additional credits as additional courses through accelerating the courses in odd/even/summer semesters. For

more details refer to the Graduation Requirements # KLEF/ODA/1.11/P11101/2022/V1.0.

3.16 Registration of Value-added courses / Bridge Courses/ life skills

3.16.1   Courses identified by the departments for value addition to the students are aligned appropriate to the career category choice of students and are to be registered at regular intervals. These courses are level based and are to be done in subsequent semesters by the students in order to attain the outcomes effectively. Refer the Value-added courses policy # KLEF/ODA/1.6/P16001/2022/V1.0 for more information.

3.16.2   Departments are required to identify the list of bridge courses offered by the departments at various levels along with the list of students registering for the same. Bridge courses can be identified in order to provide students with the background knowledge required to undergo courses being offered in the coming semester/years of study or to bridge the gap in outcome attainment. Refer Bridge Courses policy #KLEF/ODA/1.7/P17001/2022/V1.0 for more information

3.16.3   All the courses identified in the above-said categories must be as per their BoS approval followed by academic council and are to be registered by the student in order to keep track of attendance and evaluations the student undergoes to attain a grade or satisfactory report as per the relevance.

3.17 Planning and registration of Open electives, University core courses, courses offered collaboratively by faculty from different departments.

3.17.1   Some of the courses like university core or open electives may be taken by students of different departments at the same time. In such cases, the registration team is required to ensure that proper planning is made in offering the courses in both odd and even semesters for the equal distribution of students based on the available faculty & resources. This planning needs to be done at the beginning of an academic semester/ year.

Students must be informed through the departments about the slots available for such courses and the number of seats available.

3.17.2   The timetable slots for such courses be planned with the departments so that the other courses offered by the departments are planned around them. Also, in courses offered by the faculty of multiple departments across the various programs, the slots in which the course is to be offered must be planned two months in advance and the faculty identified for the delivery and their parent department be informed appropriately. This enables the department timetable in-charges to take proper care while allotting the slots for such faculty in such a way that it does not create a clash with respect to contact hours across the courses.

3.18 Registration for the courses extended by the institute to the students of other ABC registered institutions:

3.18.1   Based on the available expertise departments are required to identify the list of courses which can be offered to the students at other higher education institutes registered for ABC. It is required to define Lecture-Tutorial-Practical-Skilling (LTPS), credits, outcomes and course content of the course and the same must be communicated to the students at least 2 months before the commencement of the class work.

3.18.2   Departments are required to identify the mode of course offerings viz. online, offline, blended, etc. It is required to choose the online mode of offering a course only after ensuring that it does not demand the physical presence of the students for any sort of experiential learning by utilizing the infrastructure available at the offering Institute.

3.18.3   All such identified courses and evaluation plans must be duly approved in department BOS minutes and subsequently in academic council. Further these approved "extended courses" related information must be disseminated through the digital media to enable the students from outside the host institute to choose the required course(s) either mapping

them towards their specialization, electives, or as part of their multidisciplinary study.

3.18.4   Students who are willing to register for the courses extended by the host institute may need to take a No Objection Certificate (NOC) from the parent Institute in order to get appropriate credit equivalence with respect to the courses offered by their parent institute.

3.18.5   In all such cases it is required to register the students course wise along with their ABC ID for due consideration towards their credits. The registration process of the host institute must be strictly followed in order to keep track of their academic performance in the opted course. Slow learners support be given to the students as per the slow learners policy of the host institute. Also, the host institute is required to issue the course completion certificate and a transcript of the same. Host institutes may promote scholarships for course-wise registration to support the interests of the learners.

3.18.6   A course mentor must be allotted in the ratio of 1:20 for the extended courses to support the queries of the students enrolled for the extended courses and to guide them further in taking up more courses for consideration towards a specialization or minors.

3.18.7   In order to enhance the visibility of the courses to the students outside the institute, innovative courses should be floated in emerging areas where the host institute has the expertise. The host institute may also extend the courses being floated by them in association with industry partners with mutual consent. In any such extended courses case, the registration is to be carried out course wise as per the process laid out for the same.

3.18.8   The extended courses can be attended by the students at the host institute as well, thereby promoting collaboration between the students at multiple institutes across the country enhancing their learning experience.

3.18.9   All the teaching learning models like work in lieu #KLEF/ODA/1.5/P15001/2022/V1.0, flipped learning #KLEF/ODA/2.4/ P24001/2022/V1.0, open book exam #KLEF/ODA/2.3/P23001/ 2022/V1.0, etc. can be adopted for the extended courses as well with a prior intimation of the same to the students through the official website.

3.18.10   Necessary provisions for addressing slow learners also to be followed as per the policy # KLEF/ODA/2.9/P29001/2021/V1.0 .

3.18.11   Students who have successfully completed a course may be recommended for further learning through mentors allotted for the course leading to attainment of minors or specialization whatever is applicable and accepted by the parent institute.

3.19   Course Codes Nomenclature

3.19.1   Departments are required to follow a uniform course code nomenclature which brings consistency among all the codes issued by the departments and these codes are to be approved by the office of Dean Academics.

3.19.2   Registration team must ensure that courses are made available to the students for registration and are in line with the Course code Nomenclature guidelines # KLEF/ODA/1.2/G12001/2021/V1.0

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