



Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

Accredited by NAAC as 'A++' ♦ Approved by AICTE ♦ ISO 9001-2015 Certified

Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.

Phone No. 08645 - 350200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in

Admin Off: 29-36-38 Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

OFFICE OF DEAN ACADEMICS

Policy Document

KLEF/ODA/1.16/P11601/2022/V1.0

Date: 25/07/2022

Title: Academic Flexibilities

Policy:

Students pursuing various programs of the university have academic flexibilities which can be utilized as per their need for the betterment of the learning outcomes. These flexibilities include credit bank & transfer, customizing your degree through specialization, honors and minors, academic pathways, acceleration or deceleration of the courses, modes of learning, etc.

Outcomes:

- Enable the students to excel in the chosen career path
- Enhances the opportunity to learn at their own space and pace
- Encourages the students to customize their degree based on their interest

Guidelines

The following are the academic flexibilities that are made available to the students in order to enhance their learning outcome and enable smooth progression across the program of study.

Academic Pathways

Students of all programs of study are given the opportunity to choose their career pathways viz. Employability, Innovation and Research. Each of these pathways prepares

the students in a unique way, enabling them to achieve the heights of their career. The choice of a pathway is left to the students and the institute extends the necessary support in pursuing excellence through the support systems like teachers, infrastructure, network, ecosystem, etc. For more information refer to policy#: KLEF/ODA/ 1.9/P19001/ 2022/ V1.0.

Acceleration

Enables advanced learners to overload themselves to create free time to concentrate on the work aligned with their career track. Internship semester, semester abroad program or prototype semester are the options available for the students

Deceleration

Students may opt for a smaller number of courses in a semester or distribute the selection of courses across regular and summer semesters in order to cope up with their learning pace or to take part in other activities like innovative projects, pursuing their startups or doing research work. Departments are required to identify suitable bridge courses that are appropriate for the students to attain a minimum level of learning outcome in core subjects.

Degree with Honors

- Degrees with honors can be awarded to students who have attained an additional 20 credits over and above the regular courses in the form of taking either Core and Professional electives in advanced mode (with extra credits for additional content and higher order evaluation) or by taking up a pool (relevant to program core or any specialization offered) of courses through acceleration or by overloading in regular semester/summer term.
- Students can accelerate or overload themselves by not exceeding 48 contact hours per week including the audit and certificate courses registered by the student.
- Students should maintain a minimum CGPA of 8.5 or higher at the end of semester-2 and continue to maintain the same in the subsequent semesters, without any outstanding backlogs or attempting betterment/reregistration after registering for Honors degree.

- In case a student fails to meet the CGPA requirement for Degree with Honors at any point after registration, s/he will be dropped from the list of students eligible for Degree with Honors and they will receive regular Degree only. However, the additional courses completed by them, and the due credits gained will be mentioned in their grade sheet.
- Students are permitted to take up MOOCs/Online courses up to a maximum of 40% of overall courses offered by the program of study and the corresponding equivalence of Online courses should be proposed by the department and subsequently approved by the office of Dean Academics.
- For more information refer to policy#: KLEF/ODA/1.11/P11101/2022/V1.0

Degree with Minor

- Students fulfilling all the program requirements of their discipline and are successful in completing a specified set of courses from another discipline through which they earn an additional 20 credits are eligible to get minor degree in that discipline.
- Students can accelerate or overload themselves by not exceeding 48 contact hours per week including the audit and certificate courses registered by the student.
- Students should maintain a minimum CGPA of 6.75 or higher at the end of semester-2 and continue to maintain the same in the subsequent semesters, without any outstanding backlogs after registering into minors for getting minors degree awarded.
- Due to unforeseen reasons students may drop at any point from minors degree and in such cases the courses completed by them under minors will be mentioned in their grade sheet.
- Departments are required to identify and offer minor courses so that students who take up those courses will get the required knowledge to excel further in that discipline or use that to augment an inter-disciplinary work.
- Departments may collect interest from students of other programs before they finalize the set of minor courses or disciplines and accordingly, they may float the minors courses or disciplines. The maximum limit on the number of

students/sections to be offered will be decided by the departments based on the availability of faculty.

- Students can do a maximum of 25% additional credits over and above the credit requirements for graduation.
- Students are permitted to take up MOOCs/Online courses up to a maximum of 40% of overall courses offered by the program of study and the corresponding equivalence of Online courses should be proposed by the department and subsequently approved by the office of Dean Academics.
- For more information refer to policy#: KLEF/ODA/1.11/P11101/2022/V1.0

Degree with Specialization

- Degree with Specialization will be awarded to student if they complete minimum five professional elective courses from a single specialization track and acquire a minimum of 15 credits from the identified track.
- Students should be sensitized on the tracks available in specialization, the list of subjects to choose from along with the scope and opportunities in each track.
- The maximum limit on the number of students/sections to be offered will be decided by the departments based on the availability of faculty to deal with the courses being offered under the specialization track or based on the need of the industry as recommended by the department in the form of self-learning courses to a maximum of 20% of total credit requirement for the award of the specialization degree.
- The students should do a minimum of two value added courses relevant to the specialization track at different levels towards a specific career category thereby enhancing the opportunities in the chosen specialization track.
- It is required that the students maintain a minimum of 6.75 CGPA at the time of award of degree failing which the student will be issued a regular degree without any specialization. However, the subjects completed under specialization along with their credits will be mentioned in their grade sheet.

- Students who are not interested in taking any specialization degree or do not have eligibility to get the same may select courses at random from across the specialization tracks offered by the department.
- It is required to encourage students to choose domain-based specialization in domains like Healthcare, Water, Energy etc. In such cases students may do all five professional electives from the same specialization track to ensure sufficient technical expertise relevant to the domain and in addition to that student may take minimum of 3 courses from the same pool of minors which supports them to gain background knowledge on the chosen domain.
- Students are required to design solutions for the problems identified in the chosen domain by taking up Inter disciplinary or multi-disciplinary projects.
- For more information refer to policy#: KLEF/ODA/1.11/P11101/2022/V1.0

Modes of learning:

The following are the different modes of learning which the learners can choose from based on their learning style and preference:

1. Informal learning

Support system to enable learners to learn in an alternative way rather than the conventional method of teaching and learning. Enables the learners to learn while solving the problem in a different learning space and at a different pace. For more information refer to policy#: KLEF/ODA/2.10/P210001/2022/V1.0

2. Work in lieu Courses

Allows the students to undergo work with the industry of their choice (appropriate to the career category) and attain the outcome through the exhibition of their attainment. Refer Work In lieu policy for more information. For more information refer to policy#: KLEF/ODA/1.5/P15001/2022/V1.0.

3. Self –Learning through MOOC:

Students are encouraged to take up to 40% of courses in self learning mode through Massively Open Online Courses (MOOC) platforms like NPTEL, SWAYAM, Coursera, etc. For more information refer to policy#: KLEF/ODA/1.4/P14001/2022/V1.0.

4. Advanced mode:

Students may take advanced level courses from their program core and professional electives or any courses which supports them to form a strong background knowledge in order to enrich their technical knowledge, which in turn helps them to acquire better career opportunities. In all such cases students will gain extra credits over and above their curriculum.

5. Peer Mentoring

Students can choose their mode of learning of a course by mentoring their peers. The students are required to attain the outcome of that course for which they are chosen as Peer mentors prior to the commencement of classes. They are required to assist the teachers inside the class by mentoring their peers and helping them to attain learning outcomes.

Credit Transfer

Students may transfer their credits from other institutes to KLEF and vice versa over all the programs offered by KLEF. Due to any unforeseen reason student may get transferred from any other HEI to KLEF to complete his program of study must be issued with an equivalence certificate towards the courses done by the student duly approved by the Office of Dean academics subjected to the condition that the student must study at least half of the minimum duration prescribed for a program and must adhere to the rules and regulations of KLEF.

Academic Bank of Credits (ABC)

ABC helps the students to digitally store their academic credits from any higher education institute registered under ABC in order to award Certificate/Diploma/Degree/Honors based on the credits earned by the student. All the credits acquired by the students are stored digitally by registering into Academic Bank of Credits (ABC) portal. It also supports retaining the credits for a shelf period and continue their program study with multiple breakovers.

Students may exit from their current program of study due to any unforeseen reasons or to focus on their chosen career path. In such cases, the student may break for a period of time (preferably not in the middle of an academic year) and may continue with the program of study at a later stage. Moreover, students must be able to complete their program by not exceeding the maximum duration of the program. If not, they may be issued with a Certificate, diploma, degree or honors based on the credits acquired over the period of time for all the programs approved by UGC. For more information refer to policy#: KLEF/ODA/1.13/P11301/ 2022/V1.0

Electives

Apart from the professional electives that the students choose to design their specialization, students are given the opportunity to choose from a wide range of open electives to pursue their passion with respect to multiple disciplines integrating it with their career pathway. The choice of foreign language can also be aligned to the scope and opportunities in their career track. Also, the students other than management stream are given the choice to choose one management elective course that helps them to hone their managerial skills.

Betterment

Students may reappear for semester end examination for betterment only in the theory part of the course for improving the grade, subject to the condition that, the student has passed the course, his/her CGPA is ≤ 6.75 and the grade in the respective course to be equal to or lower than "C". In the case of reappearing, the better of the two grades is considered.

Students can re-register in any course in any semester during the program for improvement of grade if the current grade in the course is lower than B+ and with due approval from the Office of Dean Academics in accordance with academic regulations.

Students cannot appear for betterment in courses like Internships, Industrial Training, courses with their L-T/ST-P-S Structure like 0-0-X-X, Project, Practice School and Term Paper.

Double degree

Students pursuing various programs in the university are given an opportunity to pursue two-degree programs in parallel. However, they are permitted to do so in two different streams provided there is no clash in the timetable. Also, students can do any of the following combinations like both degrees in regular, one in regular and other in online, both degrees in online. For more information refer to policy#: KLEF/ODA/1.12/P11201/2022/V1.0.

Twinning/Joint/Dual degree Programs

Students may acquire 30% to 50% credits by completing the courses in any collaborated higher education institute (HEI) either through Twinning, Joint, Dual degree programs and appropriate equivalence towards the courses can be provided. In the case of the Twinning Program, the students are required to do a maximum of 30% credits with the partner university and the student will get a certificate from the partner university and the degree will be awarded by KLEF. In the Joint degree program, students are required to do a minimum of 30% credits from the partner institute and the student will get a certificate from the partner university and the degree will be awarded by KLEF. In the Dual degree program, students are required to do a minimum of 30% and up to 50% of credits so that the degree will be awarded by both the institutes.



Dr. N. Venkataram
Pro Vice Chancellor

Prof. N. VENKATRAM
Pro-Vice Chancellor (Admin)



REGISTRAR
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522 302.
Guntur District, Andhra Pradesh.



Dr Raghuveer VR
Dean Academics

Dr. Raghuveer VR
Dean Academics