



Koneru Lakshmaiah Education Foundation

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

Accredited by NAAC as 'A++' Grade University ❖ Approved by AICTE ❖ ISO 9001-2015 Certified

Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.

Phone No. 0863 - 2399999; 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 -2577715, Fax: +91-866-2577717.

28/02/2024

PRACTICE SCHOOL

CIRCULAR

Guidelines for Registration for PS-1, 2024-25.

The present 3rd year B. Tech students who are interested to go for Practice School in 7th Semester are required to download the **Registration-cum-Data Forms** from <https://www.kluniversity.in/ips/notice/3.Practice%20school%20Registration-cum-Data%20Form.pdf> Registration form duly filled & signed should be submitted along with the required documents **on or before 16/03/2024** to respective Department Coordinators.

S. No	Dept	Coordinator	E mail ID	Contact No.
1	AI&DS	A.Srinivas Rao	asrinivasarao1@kluniversity.in	6300451563
2	BT	Dr K Srinivasulu	nikhi_bt@kluniversity.in	9849519527
3	CE	Dr Anu Mary Ealias	anumary@kluniversity.in	9443131926
4	CS&IT	Dr M Bhaskar	mbhasakar@kluniversity.in	9849507702
5	CSE(H)	Dr K Swathi	dr.kswathi@kluniversity.in	8885565288
6	CSE(R)	Mrs M Syamala	syamala@kluniversity.in	94916 60777
7	IOT	K T P S Kumar	satishkumar@kluniversity.in	9493025582
8	ECE	Dr G V Ganesh	ganeshgorla_ece@kluniversity.in	9908010199
9	EEE	Mr R Bhanu Prakash	bhanu184@kluniversity.in	9951952299
10	ME	Syed Karimulla	syedkarimulla@kluniversity.in	9603252537

The following are the guidelines of Practice School -1 registration for the academic year

2024 -25 to all Engineering Departments and Y21 batch students.

Period: The period of Practice School will be tentatively from July, 2024 to October, 2024.

Eligibility: Students having above 6 CGPA, and not exceeding 2 backlogs.

PS Locations: The students are being sent to the Practice School companies located at SIX regions ie., **Hyderabad, Vijayawada, Vizag, Bengaluru, Chennai.**

Last Date for Registration: The registrations will be closed **on 16/03/2024 without any fee.** However, late registrations will be allowed with a fee of ₹ 500/- up to **23/03/2024.**

Cancellation of Registrations: Usually the students registered for Practice School shall not be permitted to withdraw or cancel their registration. However, in deserving cases the cancellations will be allowed with a cancellation fee of ₹ 2,500/- along with a letter explaining the reasons for cancellation.

Evaluation components: Practice School program is evaluated for a maximum of **100 marks.** The aggregate marks awarded to each student shall subsequently be converted into grades as per the University regulations. Various components of evaluation and weightages are:

Component	Evaluator	Marks
Fortnightly Progress Reports	University Guide & Company Guide	40
Interim Evaluation	Department Committee	20
Final Evaluation	Department Committee	40
Total Marks		100

Important Guidelines:

- i) Practice School program carries 6 credits. Therefore, it involves substantial effort and requires seriousness, commitment and dedication from the students. One has to hard work for good experience and better placement opportunities.
- ii) Students must be disciplined, hard working and possess good attitude to undergo On the Job Engineering Training (**OJET**).
- iii) Students must abide by the rules and regulations of the company and the University fallowed dress code in the company.
- iv) Practice School is not mandatory for the students. However, Practice School experience enhances the opportunities for placement.
- v) Some Practice School companies do the selection of students for Practice School program. In such cases, the notices will be sent to the Departments, PS-Notice Board, PS-Website & SMS regarding schedule of selections as and when a company is visiting the campus. Interested students shall attend the selection process for the companies.

- vi) The students, who were not selected by the companies in the campus, will be allotted a company by the Director, Practice School. Allotment of company is done basing on the CGPA of the students and the availability of vacancies in the companies of their relevant branch of engineering.
- vii) Students who have submitted the Registration-cum-Data Form will not guarantee the Practice School. The number of students sent to the Practice School purely depends on the number of permissions obtained in various companies for different branches of engineering.
- viii) At the time of allotment of companies, the students should be ready for opting companies in any of the location (**Hyderabad, Vijayawada, Vizag, Bengaluru ,Chennai**) depending on the availability of the vacancies in their respective branches.
- ix) **ONCE THE STUDENTS ARE SELECTED BY A COMPANY OR ALLOTTED TO A COMPANY SHALL NOT BE ALLOWED EITHER TO CHANGE THE COMPANY OR TO CANCEL FROM THE PRACTICE SCHOOL.**
- x) The decision of the Director, Practice School is final and binding on all the students.
- xi) For any clarifications, please feel free to contact Dr. B. Suresh, In charge, In Practice School & Internships R502. on his mobile no. at +91-9849128792 or his email ID: sureshbadugu@kluniversity.in

All the Engineering HoDs are requested to bring this information to the notice of all the Y21 batch students their respective Departments.

Department Coordinators are requested to submit filled in forms to the Office of the Practice School by the last date.

Director (PS)

Copy to 1. **HODs- AI&DS/BT/CE/ CSE(H)/CSE(R)/ CS&IT /IOT/ECE/ECM/EEE/ME**

Requested to inform Students of their branch.

Dept. Coordinators –AI&DS/BT/CE/CSE(H)/CSR(R)/CS&IT/IOT/ECE/ECM/EEE/ME - to submit filled forms to PS.

- 2. Principal- COE
- 3. Additional Dean (Academics)
- 4. Pro-VC
- 5. Vice Chancellor