



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

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K L UNIVERSITY BUSINESS SCHOOL

ORIENTATION PROGRAM ON REGISTRATION PROCESS

Dated 15th July '2020

Program: Orientation Program on Online Student Registration of Process

Program Schedule: 15th July 2020, 10:15 AM -12.30 PM

Program Venue: SDC: Room No.406-BBA Class Room

Participants: KLBS Faculty

Program Objectives:

- ❖ To make the respective student counsellors well conversant with the process of handling online student registration process.
- ❖ To make the newly joined faculty to sensitize towards the online student registration process.
- ❖ To make all the faculty members independently handle the process of online registrations of students.

Resource Person:

Dr. A. Srikanth

Associate Professor, K L U Business School

Present:

HODs of MBA and BBA programs, 5 Professors, 7 Associate Professors and 23 Assistant Professors.

Brief Note on the Program:

As per the directions given by university authorities, registration of II BBA, III BBA, V BBA and II MBA students was scheduled by the department from 15th July 2020 onwards. In this connection a refresher orientation program for all the respective student counsellors who are responsible for registration and newly joined faculty; was slated on 15th July 2020 at K L Business School to impart knowledge on how-to-do online student registration.

Dr. A. Srikanth, Associate Professor at K L Business School, acted as the resource person for this program and has provided orientation in a step by step manner, in a detailed way at practical level. Student fee verification procedure and course registration procedure in ERP were dealt in detail. To make the registrations transparent, the total transaction was made linked to CISCO WebEx digital platform wherein the student counsellor and the student intending to register can interact digitally to complete the registration comfortably.

Upon completion of the orientation, on a trial basis, Dr. R. Vijaya Srinivas, Assistant Professor at K L Business School has displayed his learning by practically doing the student registration work in his ERP account. Further, some faculty members expressed queries and the same were resolved by the resource person.

- Attached Enclosures:**
1. Copy of Scheduled Dates for Registration
 2. Guidelines on Registration Process
 3. List of Participants who attended the program



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K L UNIVERSITY BUSINESS SCHOOL

Workshop on Using Microsoft Teams as Digital Platform for Online Class work

Dated 22nd July '2020

Program:

Workshop on Using Microsoft Teams as Digital Platform for Online Class work

Program Schedule: 22nd July 2020, 11:15 AM -12.30 PM

Program Venue: SDC: Room No.406-BBA Class Room.

Participants: KLBS Faculty

Program Objective:

- ✚ To make faculty members well conversant with handling online class work by using Microsoft Teams digital platform.

Resource Person:

Dr. A. Srikanth
Associate Professor, K L U Business School

Present:

Dr. M. Kishore Babu, Director- International Relations, **HODs** of **MBA** and **BBA** programs, **5 Professors**, **9 Associate Professors** and **21 Assistant Professors** attended the lecture cum demonstration.

Brief Note on the Program:

The department has taken a decision to use Microsoft Teams as the digital platform to convey subject content to students as part and parcel of the teaching-learning delivery system. Therefore, to make K L U Business School faculty fully equipped with the knowledge in this regard, an orientation lecture was scheduled on 22nd July 2020 at K L Business School.

Dr. A. Srikanth, Associate Professor at K L Business School, acted as the resource person for this program and has provided orientation to the participants in a detailed step by step procedure. Installation of Microsoft Teams in lap tops or android formula cell phones, creation of teacher- students class work teams, adding members into the teams, and how to operate digital class work were well taught with a demonstration of the same to give better understanding on the process. Doubts expressed by faculty participants in application of the digital platform were resolved.

Attached Enclosures: 1. List of Participants who attended the program