

| 2024-25 EVEN SEM REGISTRATION<br>SCHEDULE |             |                          |
|---|-------------|--------------------------|
| PROGRAM                                   | YEAR        | DATE                     |
| UG  |             |                          |
| B.TECH (ALL BRANCHES)                     | III,IV      | 05-12-24 to 7-12-24      |
| B.TECH (ALL BRANCHES)                     | II          | 05-12-2024 TO 06-12-2024 |
| MHS                                       | II,III,IV,V | 05-12-24 to 7-12-24      |

## **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 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

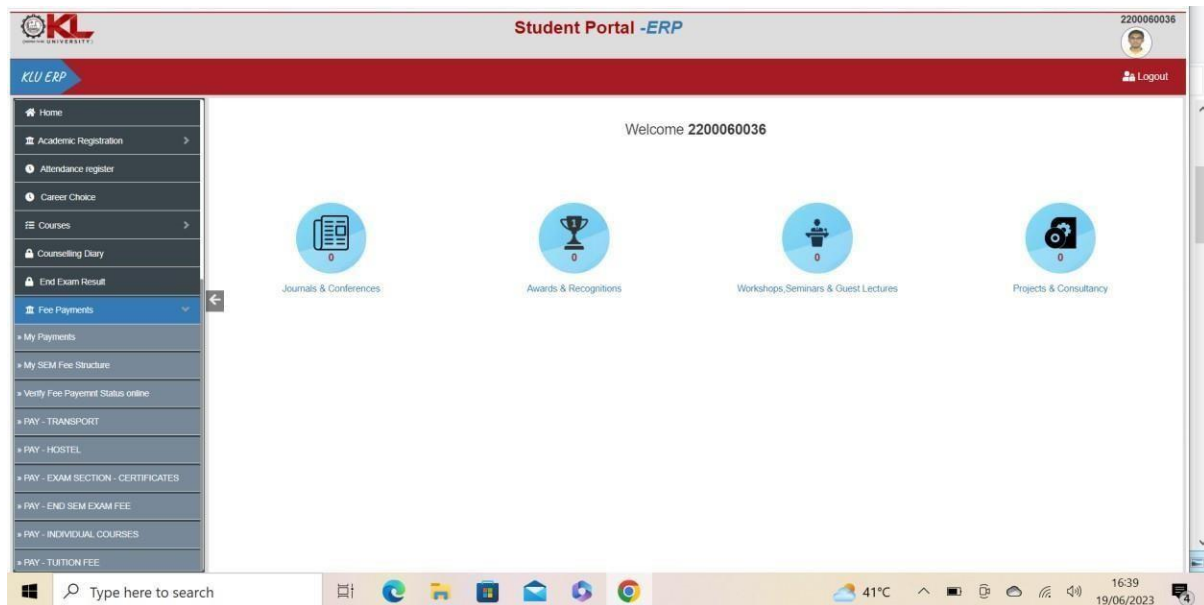
|                                |                                     |                |                         |                   |                        |                    |                        |                 |                |                |  |
|--------------------------------|-------------------------------------|----------------|-------------------------|-------------------|------------------------|--------------------|------------------------|-----------------|----------------|----------------|--|
| 05/12/2024<br>TO<br>07/12/2024 | IV B.Tech -DEPT WISE TOKEN NUMBERS  |                |                         |                   |                        |                    |                        |                 |                |                |  |
| TIME                           | BT                                  | CE             | CSE                     | ECE               | AI&DS                  | CS&IT              | EEE                    | ME              | ECS            | IOT            |  |
| 10:00 AM<br>TO 11:00 AM        | BT-1<br>TO 40                       | CE-1<br>TO 25  | CSE-1<br>TO 550         | ECE-1 TO<br>100   | AIDS-1 TO<br>AIDS-80   | CSIT-1 TO<br>60    | EEE-1<br>TO 60         | ME-1<br>TO 40   | ECS-1 TO<br>59 | IOT-1<br>TO 71 |  |
| 11:15 AM TO<br>12:15 PM        | BT-41<br>TO 80                      | CE 26<br>TO 50 | CSE-551<br>TO 1000      | ECE-101<br>TO 200 | AIDS-81 TO<br>AIDS-160 | CSIT-61 TO<br>121  | EEE 61<br>TO 108       | ME-41<br>TO 103 |                |                |  |
| 12:30 PM TO<br>1:30 PM         | BT-81<br>TO 143                     |                | CSE-1001<br>TO 1650     | ECE 201<br>TO 300 | AIDS-161 TO<br>200     | CSIT-122 TO<br>187 |                        |                 |                |                |  |
| 2:30 PM TO<br>3:15 PM          |                                     |                | CSE-<br>1651 TO<br>2100 | ECE-301<br>TO 400 | AIDS 201 TO<br>247     |                    |                        |                 |                |                |  |
| 3:30 PM TO<br>4:30 PM          |                                     |                | CSE-<br>2101 TO<br>2618 | ECE-401<br>TO 472 |                        |                    |                        |                 |                |                |  |
|                                |                                     |                |                         |                   |                        |                    |                        |                 |                |                |  |
| 05/12/2024<br>TO<br>07/12/2024 | III B.Tech -DEPT WISE TOKEN NUMBERS |                |                         |                   |                        |                    |                        |                 |                |                |  |
| TIME                           | BT                                  | CE             | CSE                     | ECE               | AI&DS                  | IOT                | CS&IT                  | EEE             | ME             | ECS            |  |
| 10:00 AM<br>TO 11:00 AM        | BT-1<br>TO 20                       | CE-1<br>TO 39  | CSE-1 TO<br>700         | ECE-1<br>TO 100   | AIDS-1<br>TO 100       | IOT-1<br>TO 74     | CSIT-1<br>TO 100       | EEE-1<br>TO 106 | ME-1<br>TO 57  | ECS-1 TO<br>57 |  |
| 11:15 AM TO<br>12:15 PM        | BT 21<br>TO 40                      |                | CSE-701<br>TO 1300      | ECE-101<br>TO 200 | AIDS-<br>101 TO<br>200 |                    | CSIT-<br>101 TO<br>256 |                 |                |                |  |
| 12:30 PM TO<br>1:30 PM         | BT-41<br>TO 60                      |                | CSE-1301<br>TO 2000     | ECE 201<br>TO 300 | AIDS-<br>201 TO<br>286 |                    |                        |                 |                |                |  |
| 2:30 PM TO<br>3:15 PM          | BT-61<br>TO 80                      |                | CSE-2001<br>TO 2700     | ECE 301<br>TO 525 |                        |                    |                        |                 |                |                |  |
| 3:30 PM TO<br>4:30 PM          | BT-81<br>TO 156                     |                | CSE 2701<br>TO 3314     |                   |                        |                    |                        |                 |                |                |  |

| 05/12/2024 | II B.Tech -DEPT WISE TOKEN NUMBERS -5/12/2024 |                                |                                 |                                |                          |
|------------|---|--------------------------------|---------------------------------|--------------------------------|--------------------------|
| DEPT       | 10:00 AM<br>to<br>11:00 AM                    | 11:15 AM<br>to<br>12:15 PM     | 12:30 PM<br>to<br>1:30 PM       | 2:30 PM<br>to<br>3:15 PM       | 3:30 PM<br>to<br>4:30 PM |
| HTE        | HTE-1 TO<br>HTE-200                           | HTE-201 TO<br>HTE-400          | HTE-401 TO<br>HTE-471           |                                |                          |
| HTI        | HTI-1 TO<br>HTI 90                            |                                |                                 |                                |                          |
| HTR        | HTR-1 TO<br>HTR -100                          | HTR-101 TO<br>HTR-200          | HTR-201 TO<br>HTR-312           |                                |                          |
| CSE-H1     | CSE-H1-1<br>TO CSE-H1-<br>250                 | CSE-H1-251 TO<br>CSE-H1-400    | CSE-H1-401 TO<br>CSE-H1 -500    | CSE-H1-501<br>TO<br>CSE-H1-592 |                          |
| CSE-H2     | CSE-H2-1<br>TO<br>CSE-H2-100                  | CSE-H2-101<br>TO<br>CSE-H2-200 | CSE-H2-201<br>TO CSE-H2-<br>350 | CSE-H2-351 TO<br>CSE-H2-428    |                          |
| CSE-R      | CSE-R-1 TO<br>CSE-R-80                        | CSE-R-81<br>TO<br>CSE-R-150    | CSE-R-151 TO<br>CSE-R-231       |                                |                          |
| ECE        | ECE-1 TO<br>ECE-100                           | ECE-101 TO<br>ECE-174          |                                 |                                |                          |
| AI&DS      | AI&DS-1 TO<br>AI&DS-60                        | AI&DS-61<br>TO<br>AI&DS-137    |                                 |                                |                          |
| CS&IT      | CS&IT-1 TO<br>CS&IT-50                        | CS&IT-51<br>TO<br>CS&IT-104    |                                 |                                |                          |
| EEE        | EEE-1 TO<br>EEE -25                           |                                |                                 |                                |                          |
| IOT        | IOT 1 TO 66                                   |                                |                                 |                                |                          |
| ME         | ME-1 TO 7                                     |                                |                                 | ME 8-43                        |                          |
| BT         | BT-1 TO<br>BT-17                              |                                |                                 | BT-18 TO<br>BT-61              |                          |
| CE         | CE -1 TO<br>CE-10                             |                                |                                 | CE -11 TO CE-<br>23            |                          |

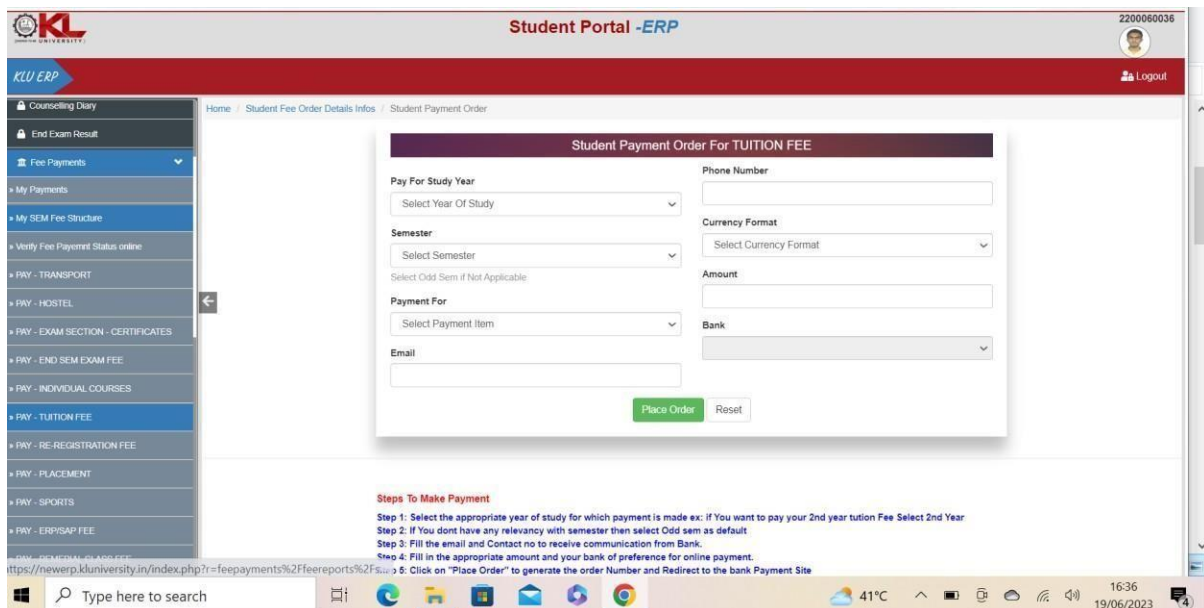
| 06/12/2024 | II B.Tech -DEPT WISE TOKEN NUMBERS-6/12/2024 |                            |                            |                            |                          |
|------------|--|----------------------------|----------------------------|----------------------------|--------------------------|
| DEPT       | 10:00 AM<br>to<br>11:00 AM                   | 11:15 AM<br>to<br>12:15 PM | 12:30 PM<br>to<br>1:30 PM  | 2:30 PM<br>to<br>3:15 PM   | 3:30 PM<br>to<br>4:30 PM |
| HTE        | HTE-472 TO HTE-600                           | HTE-601 TO HTE-700         | HTE-701 TO HTE-836         |                            |                          |
| HTI        | HTI-91 TO HTI-200                            | HTI-201 TO HTI-262         |                            |                            |                          |
| HTR        | HTR-313 TO HTR -400                          | HTR-401 TO HTR-500         | HTR-501 TO HTR-589         |                            |                          |
| CSE-H1     | CSE-H1-593 TO CSE-H1-700                     | CSE-H1-701 TO CSE-H1-900   | CSE-H1-901 TO CSE-H1 -1100 | CSE-H1-1101 TO CSE-H1-1147 |                          |
| CSE-H2     | CSE-H2-429 TO CSE-H2-550                     | CSE-H2-551 TO CSE-H2-650   | CSE-H2-651 TO CSE-H2-750   | CSE-H2-751 TO CSE-H2-850   | CSE-H2-851 TO CSE-H2-953 |
| CSE-R      | CSE-R-232 TO CSE-R-300                       | CSE-R-301 TO CSE-R-400     | CSE-R-401 TO CSE-R-500     | CSE-R-501 TO CSE-R-618     |                          |
| ECE        | ECE-175 TO ECE-250                           | ECE-251 TO ECE-350         | ECE-351 TO ECE-450         | ECE-451 TO ECE-524         |                          |
| AI&DS      | AI&DS-138 O AI&DS-200                        | AI&DS-201 TO AI&DS-260     | AI&DS-261 TO AI&DS-317     |                            |                          |
| CS&IT      | CS&IT-105 TO CS&IT-160                       | CS&IT-161 TO CS&IT-220     | CS&IT-221 TO CS&IT-303     |                            |                          |
| EEE        | EEE-26 TO EEE -69                            |                            |                            |                            |                          |
| IOT        | IOT 1 TO 66                                  |                            |                            |                            |                          |

## TUTION FEE PAYMENT PROCESS IN ERP

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



Step 2: Select Tuition Fee tab in Fee payments Tab



Step 3: Fill the details- year of study (eg: 2 for y23 B.Tech, 3 for y22 B.Tech, 4 for Y21 B.Tech), select semester as EVEN sem, payment for as tuition fee, email id, phone number, currency format (INR), amount as applicable, bank and click on place order

**Student Portal -ERP**
2200060036

**KLU ERP**

Counselling Diary
End Exam Result
**Fee Payments**
My Payments
My SEM Fee Structure
Verify Fee Payment Status online
PAY - TRANSPORT
PAY - HOSTEL
PAY - EXAM SECTION - CERTIFICATES
PAY - END SEM EXAM FEE
PAY - INDIVIDUAL COURSES
**PAY - TUITION FEE**
PAY - RE-REGISTRATION FEE
PAY - PLACEMENT
PAY - SPORTS
PAY - ERPSAP FEE
PAY - REMEDIAL CLASS FEE

Home / Student Fee Order Details Infos / Student Payment Order

### Student Payment Order For TUITION FEE

|  |                                   |
|--|-----------------------------------|
| <b>Pay For Study Year</b><br>2                 | <b>Phone Number</b><br>9494383925 |
| <b>Semester</b><br>Odd Sem                     | <b>Currency Format</b><br>INR     |
| Select Odd Sem if Not Applicable               | <b>Amount</b><br>112500           |
| <b>Payment For</b><br>Semester-1 Tuition Fee-0 | <b>Bank</b><br>1-HDFC PAYU        |
| <b>Email</b><br>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

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

### Pay through EASYEMI with HDFC Bank Credit Cards

**Billing Information**

Your session will expire in 14-42 minutes

**Amount**  
₹112500.00

**Order No**  
HDF:P-5978...

**Merchant**  
Newerp.kluniversity

**Website**  
www.newerp.kluniversity.in

PAY WITH



## Academic Registration -FAQ's

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

List of Courses & Faculty Options will be shared by the department /counselor

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**.

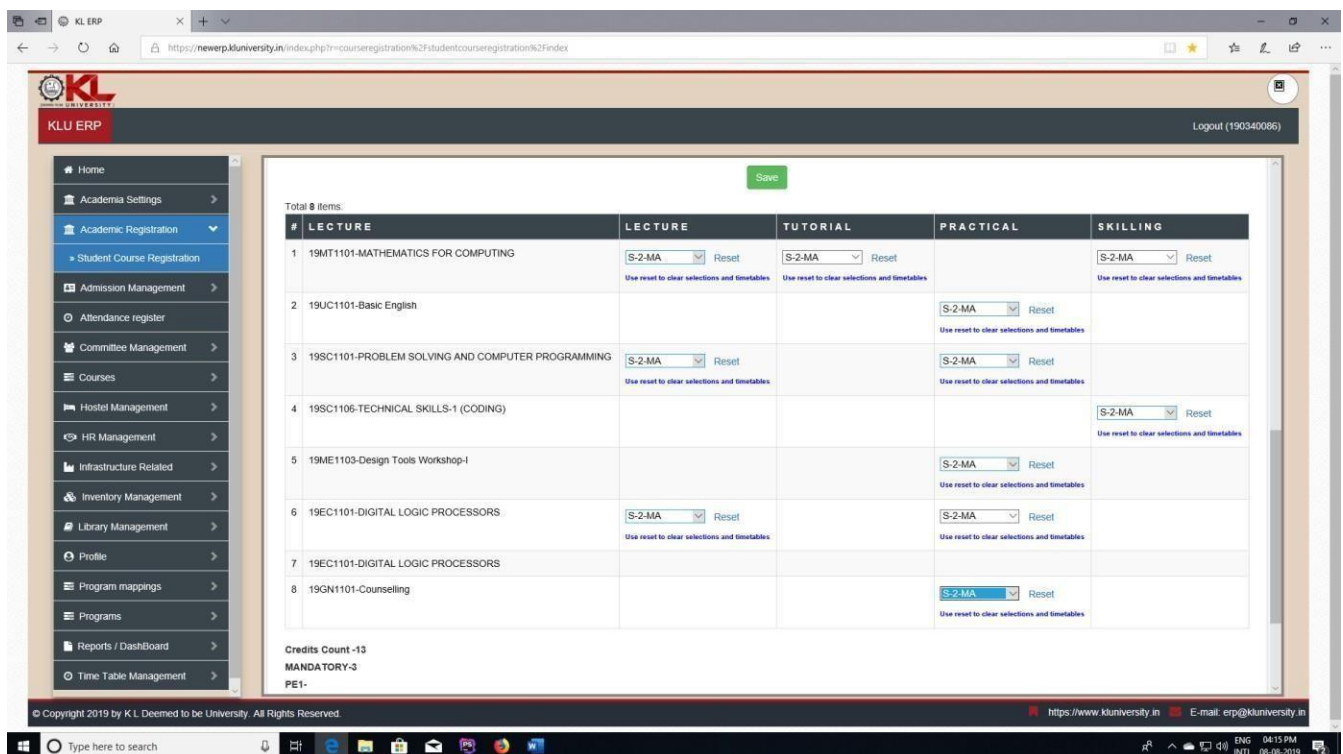
To complete the student registration, student login to new ERP portal with their valid login credentials. After login student should click on

**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.



KL ERP

Logout (190340086)

Home

Academia Settings

Academic Registration

Student Course Registration

Admission Management

Attendance register

Committee Management

Courses

Hostel Management

HR Management

Infrastructure Related

Inventory Management

Library Management

Profile

Program mappings

Programs

Reports / Dashboard

Time Table Management

Total 8 Items

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

Credits Count -13  
MANDATORY-3  
PE1-

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Type here to search

ENG 04:15 PM 08-08-2019

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.

KL ERP

Logout (190340086)

Student Course Registration  
Total 7 items.

| 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 Malgireddy         | 19UC1101-P-H2-11-MA-SATYA NARAYAN TRIPATHY       |  |   |   |    |    |    |    |
| Thu | 19UC1101-P-H2-11-MA-RAJANI THOTA THOTA |  |  |  | 19SC1101-L-H2-11-MA-Saidreddy Malgireddy         | 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 Malgireddy | 19SC1101-P-H1-01-MA-Saidreddy Malgireddy | 19EC1101-L-H2-11-MA-GOUTHAM MAKKENA PLEASE ENTER | 19MT1101-L-H2-11-MA-Varalakshmi M                | 19SC1101-L-H2-11-MA-Saidreddy Malgireddy         |   |   |    |    |    |    |
| 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 |  |  |  |  |  |  |  |   |   |    |    |    |    |

Submit

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

KL ERP

Logout (190340086)

Report Status

Registration Process Successfully Completed

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