2024-25 EVEN SEM REGISTRATION 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 TO 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 TO 11:00 AM	BT-1 TO 40	CE-1 TO 25	CSE-1 TO 550	ECE-1 TO 100	AIDS-1 TO AIDS-80	CSIT-1 TO 60	EEE-1 TO 60	ME-1 TO 40	ECS-1 TO 59	IOT-1 TO 71
11:15 AM TO 12:15 PM	BT-41 TO 80	CE 26 TO 50	CSE-551 TO 1000	ECE-101 TO 200	AIDS-81 TO AIDS-160	CSIT-61 TO 121	EEE 61 TO 108	ME-41 TO 103		
12:30 PM TO 1:30 PM	BT-81 TO 143		CSE-1001 TO 1650	ECE 201 TO 300	AIDS-161 TO 200	CSIT-122 TO 187				
2:30 PM TO 3:15 PM			CSE-1651 TO 2100	ECE-301 TO 400	AIDS 201 TO 247					
3:30 PM TO 4:30 PM			CSE-2101 TO 2618	ECE-401 TO 472						
05/12/2024 TO 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 TO 11:00 AM	BT-1 TO 20	CE-1 TO 39	CSE-1 TO 700	ECE-1 TO 100	AIDS-1 TO 100	IOT-1 TO 74	CSIT-1 TO 100	EEE-1 TO 106	ME-1 TO 57	ECS-1 TO 57
11:15 AM TO 12:15 PM	BT 21 TO 40		CSE-701 TO 1300	ECE-101 TO 200	AIDS-101 TO 200		CSIT-101 TO 256			
12:30 PM TO 1:30 PM	BT-41 TO 60		CSE-1301 TO 2000	ECE 201 TO 300	AIDS-201 TO 286					
2:30 PM TO 3:15 PM	BT-61 TO 80		CSE-2001 TO 2700	ECE 301 TO 525						
3:30 PM TO 4:30 PM	BT-81 TO 156		CSE 2701 TO 3314							

II B.Tech -DEPT WISE TOKEN NUMBERS -5/12/2024

05/12/2024

| DEPT	10:00 AM to 11:00 AM	11:15 AM to 12:15 PM	12:30 PM to 1:30 PM	2:30 PM to 3:15 PM	3:30 PM to 4:30 PM
HTE	HTE-1 TO HTE-200	HTE-201 TO HTE-400	HTE-401 TO HTE-471		
HTI	HT1-1 TO HTI 90				
HTR	HTR-1 TO HTR -100	HTR-101 TO HTR-200	HTR-201 TO HTR-312		
CSE-H1	CSE-H1-1 TO CSE-H1-250	CSE-H1-251 TO CSE-H1-400	CSE-H1-401 TO CSE-H1 -500	CSE-H1-501 TO CSE-H1-592	
CSE-H2	CSE-H2-1 TO CSE-H2-100	CSE-H2-101 TO CSE-H2-200	CSE-H2-201 TO CSE-H2-350	CSE-H2-351 TO CSE-H2-428	
CSE-R	CSE-R-1 TO CSE-R-80	CSE-R-81 TO CSE-R-150	CSE-R-151 TO CSE-R-231		
ECE	ECE-1 TO ECE-100	ECE-101 TO ECE-174			
AI&DS	AI&DS-1 TO AI&DS-60	AI&DS-61 TO AI&DS-137			
CS&IT	CS&IT-1 TO CS&IT-50	CS&IT-51 TO CS&IT-104			
EEE	EEE-1 TO EEE -25				
IOT	IOT 1 TO 66				
ME	ME-1 TO 7			ME 8-43	
BT	BT-1 TO BT-17			BT-18 TO BT-61	
CE	CE -1 TO CE-10			CE -11 TO CE-23	

06/12/2024	II B.Tech -DEPT WISE TOKEN NUMBERS-6/12/2024				
DEPT	10:00 AM to 11:00 AM	11:15 AM to 12:15 PM	12:30 PM to 1:30 PM	2:30 PM to 3:15 PM	3:30 PM to 4:30 PM
HTE	HTE-472 TO HTE-600	HTE-601 TO HTE-700	HTE-701 TO HTE-836		
HTI	HT1-91 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
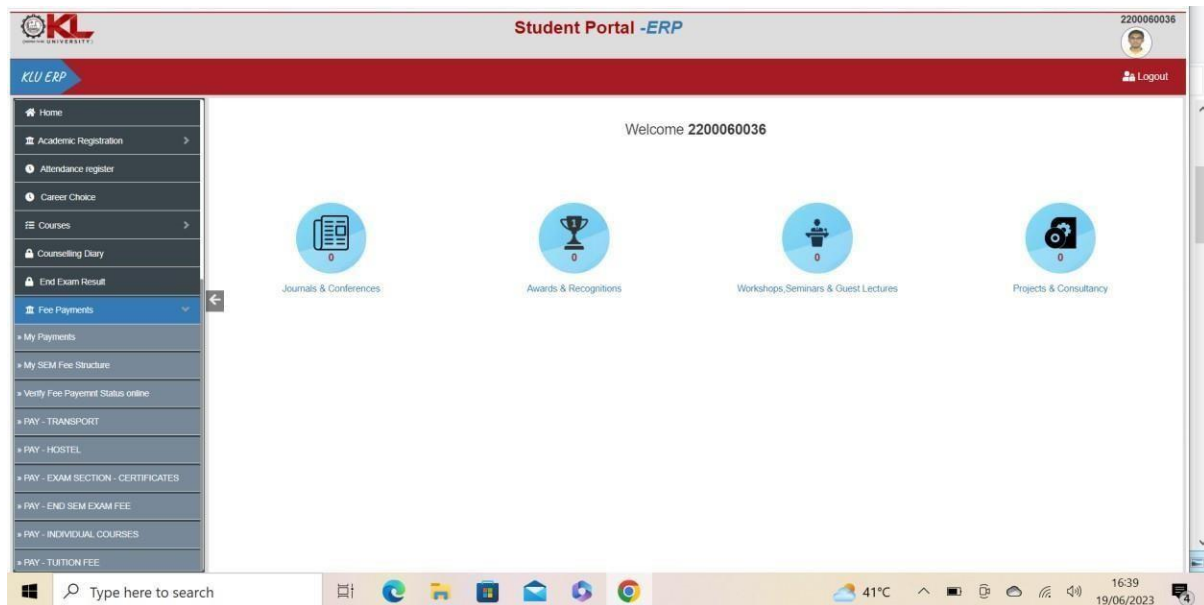
Step 2: Select Tution Fee tab in Fee payments Tab
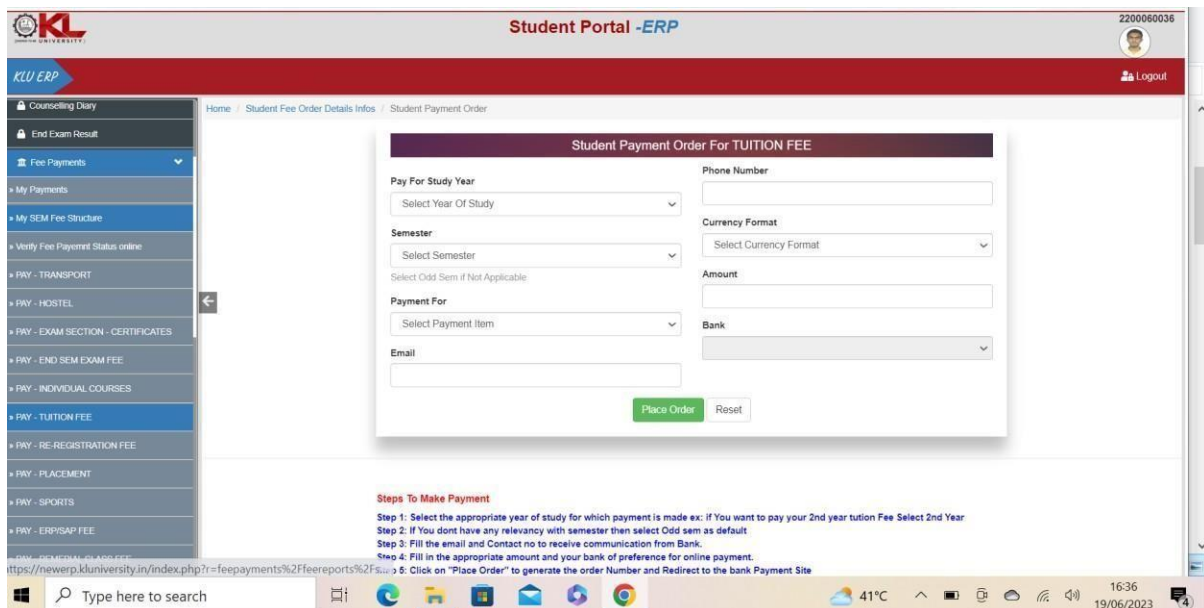
Step 3: Fill the details- year of study (eg: 2 for y23 B.Tech, 3 for y22 B.Tech, 4 for Y21 B.Tech), select semester as EVEN sem, payment for as tution fee, email id, phone number, curreny format (INR), amount as applicable, bank and click on place order

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

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:

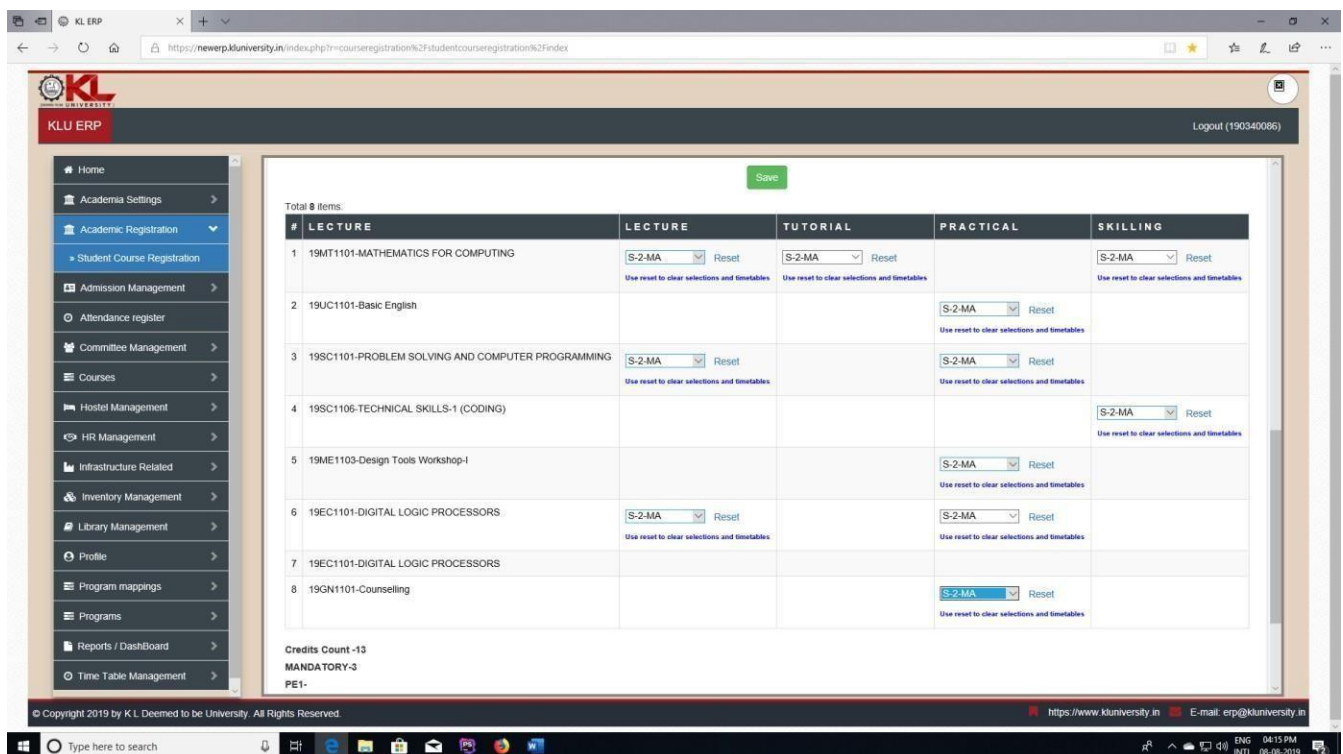**Student Course Registration :** This menu option is available for **Students** Only.

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.

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.

After Verification of thetimetable forallcourses ,student need to click on **Submit** to complete the Registration process.

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