



## Koneru Lakshmaiah Education Foundation

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

Accredited by NAAC (is - A++) Approved by AICTE ISO 9001-2015 Certified

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### OFFICE OF DEAN ACADEMICS

## Policy Document

KLEF/ODA/1.5/P15001/2022/V1.0

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**Title: Work In-Lieu Mode Courses.**

### **Policy:**

Work In Lieu courses allow the students to undergo experiential learning in the domain specific context on a predefined set of learning outcomes which are otherwise attained through the traditional teaching learning process inside the University.

### **Outcomes:**

- Exposure to domain specific context and experiential learning
- Apply knowledge to solve domain specific problems and enhance further learning.
- Reflect on the learning through Handson practice.

### **Procedure:**

The following procedure is to be followed by the departments in order to offer specific courses to students through Work in Lieu mode.

1. Departments are required to identify the set of Industries or work environments in which the students can undergo the learning experience appropriate to the courses under the domain of study.
2. Departments are required to float the list of courses that can be offered through Work In Lieu mode duly approved in the Board of Studies at the beginning of each academic Year/ Semester.

3. The students who are interested in applying for such Experiential Learning are required to register for the same through the department and after the scrutiny of the applications subjected to the eligibility of no outstanding backlogs and CGPA more than 8.
4. Departments must take a written consent from the industry for their acceptance of the candidates to be sent for the Work with a proper mentioning of the list of course outcomes for which the student is about to undertake the work.
5. Students undergoing the course in Work In Lieu mode should have an industry mentor to assess the progress of the students at regular intervals based on the Outcomes and the parameters for the assessment be finalized in due consultation with the appropriate industry in advance.
6. A detailed report must be submitted by the student (along with Annexure-14) highlighting the work undergone by them and the learnings related to the various outcomes of the course. The report should include all the assessments carried out and the attainment of outcome on the same duly evaluated and signed by the industry mentor in the report as per the format in annexure.
7. Course Coordinator is required to take feedback from the industry mentor on the students nominated by the University on various aspects related to their knowledge, attitude, involvement, communication, ethics, and performance.
8. The student is required to complete the assessment with a minimum pass grade as per the University norms failing which the student has to undergo the course in self-learning mode and appear for the evaluation by the University in the regular mode. Students who are not being regular to the work or get detained in the course, are required to re-register the course in regular / work in lieu mode as decided by the department.

#### **Credits and Equivalence:**

The courses that the students undergo in Work In Lieu mode will be treated on par with the regular courses and the performance of the students will be considered as such without any reduction or inflation of the scores. In such courses the students need not have to appear separately for the exams at the University.

The award of the credits is based on the LTP structure approved for the course in the BoS. Students are allowed to choose only one course in a semester under Work in Lieu mode unless otherwise the work involves the outcome from different courses. In such cases, prior mapping is done by the

departments and approved by the office of Dean Academics. Students undergoing work in lieu courses should be recommended to take the remaining courses in self-learning mode for the period of work. Evaluation for the self-learning courses will be as per self-learning policy.

Students who have taken up work in related domains through their earlier association (College / University /Industry) which is not more than 2 years from the date of registration to Work In Lieu Mode on a specific course may be treated as course equivalent subjected to the verification of attainment of outcomes through the exhibition of their skills in the form of participation in the National and International forum or certification. Absence of attainment of specific outcomes in such cases may be attained through self-learning and further evaluation of the same by the department.

#### **EVALUATION PLAN:**

At the end of Work in lieu course, students will be assessed based on marks acquired under the different evaluation components.

1	Institution/Industry supervisor's assessment report	60 M
2	Student's presentation	20 M
3	Work report prepared by student (along with along with Annexure-14)	20 M

#### **Industry / Institute supervisor's Assessment Evaluation (60 M):**

Institution/Industry supervisor's assessment report will contribute 60% of the overall evaluation. Below are listed points that need to be considered when evaluating the assessment report. Rubrics with respect to each review can be decided by the department in consultation with the industry expert.

- Review 1 (10 M)
- Review 2 (10 M)
- Review 3 (10 M)
- Review 4 (10 M)

- Logbook explaining the Progress of the student duly acknowledged by Institute / Industry Supervisor (20 M)

**Student's Presentation Evaluation (20 M):**

Student's presentation will contribute 20% of the overall evaluation. Below are the presentation aspects that need to be considered while evaluating a student's presentation.

- Assignment background (05 M)
- Objective fulfillment (05 M)
- Presentation skills (05 M)
- Ability to answer questions during QA session (05 M)

**Work Report Evaluation Guidelines (20 M):**

Work report prepared by the students will contribute 20% of the overall evaluation. Below are listed points to be considered while evaluating the report.

Introduction & Background	5 M – synopsis, company profile etc.
Task undertaken and reflections on learning	10M – type of assignment(s), involvement in solving the assigned task, knowledge gained, duration to complete, problems encountered and resolution of the same, conclusion.
Documentation traits	5 M – format, proper language usage, continuity, tidiness etc.



**Dr N Venkatram**

**Pro VC**

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



**Dr Raghuvver VR**

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