
Conduction of a One-Day Training session on “Question Paper Uploading process in ERP” on 13th October 2025 for the Course Coordinators of KLEF Off Campus Centres, Hyderabad, by Academic Staff College, KLEF, Vaddeswaram campus - Communic

From Registrar's Office <registraroffice@kluniversity.in>

Date Fri 2025-10-10 1:18 PM

To PRESIDENT <president@kluniversity.in>; Raja Harin koneru <krh@kluniversity.in>; PRO-CHANCELLOR <prochancellor@kluniversity.in>; Vice Chancellor - KLU <vc@kluniversity.in>; Dr.G.P.S. Varma, Vice- Chancellor <gpsvarma@kluniversity.in>; N Venkat Ram <venkatram@kluniversity.in>; Pro VC <provc@kluniversity.in>; ProVC-KRR <provc-krr@kluniversity.in>; Registrar <registrar@kluniversity.in>; Dr Jagadeesh Anne <drjagadeesh@kluniversity.in>; Joint Registrar <jointregistrar@kluniversity.in>; Deputy Registrar-II <deputyregistrar.2@kluniversity.in>; Prabhath Jasthi <prabhathjasthi@kluniversity.in>; A Krishna Rao <akr@kluniversity.in>; Assistant Registrar-Office of Registrar <asstregistrar@kluniversity.in>; Dr. A Vani <drvani@kluniversity.in>; Dr. JKR Sastry <drsastry@kluniversity.in>; Advisor Student Affairs <habibulla@kluniversity.in>; Dr. Subrahmanyam <smkodukula@kluniversity.in>; Dr Santosh Kumar <santosh@kluniversity.in>

Ref: KLEF/RO/ASC/Training session/2025-26

Date : 10-10-2025

Orders of the Hon'ble Vice-Chancellor dt. 10-10-2025

CIRCULAR

Sub: Conduction of a **One-Day Training session on “Question Paper Uploading process in ERP” on 13th October 2025 for the Course Coordinators of KLEF Off Campus Centres, Hyderabad**, by Academic Staff College, KLEF, Vaddeswaram campus - Communication – reg.

Ref: Letter dt. 09-10-2025 received from Dr. Radhika Rani Chintala, Principal, Academic Staff College.

This is to inform that Academic Staff College, KLEF Vaddeswaram campus, in association with Office of Dean (Academics) is organizing a One-Day Training Session on the modified “**Question Paper Uploading Process in ERP**” on **13-10-2025 for all Course Coordinators of KLEF Off Campus Centres, Hyderabad**, as detailed below:

- **Date** :13thOctober 2025 (Monday)
- **Time** :1:30 PM – 3:30 PM
- **Mode** : **Online**
- **Meeting Link** : <https://meet.google.com/nir-zqtp-hfb>

Resource Persons:

- 1) Dr. B. Chaitanya Krishna, Assoc. Dean-OBE & E, KLEF.
- 2) Dr. E. Vamsidhar, Assoc. Dean -OBE & E, KLEF.

This session is aimed at providing faculty with hands-on training and updated instructions on the revised / modified procedure for uploading question papers in ERP, ensuring a smooth, secure, and error-free

process.

All Course Coordinators of KLEF Off Campus Centres of Hyderabad are directed to attend this training session to understand the updated process for uploading question papers in ERP and ensure smooth implementation within their respective departments.

All the Deans, Principals, HoDs and Functionaries concerned of KL-Hyderabad Campus are requested to ensure participation of all Course Coordinators accordingly.

REGISTRAR

Mail & Hard copy to: Hon'ble President, KLEF

Mail to: Hon'ble Vice-Presidents, KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

Mail & Hard copy to: Hon'ble Vice-Chancellor

Mail & Hard copy to: Pro Vice-Chancellors

Mail to: Chief Coordinating Officer-Dr.A. Jagadeesh

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans

Mail to: Controller of Examinations-Dr.A.S.C.S.Sastry

Mail to: Joint Registrar / Deputy Registrar / Sr.Manager (Alumni Relations) & AR-Sri A.Krishna Rao / AR-Dr.MVAL Narasimha Rao

Mail to: All HoDs / All Alternate HoDs / All Deputy HoDs

Mail to: KL H - Principal Off Campus Centre, Aziz Nagar Campus / KL H - Principal Off Campus Centre, Bowrampet

Vice-Principal / Director / Deputy Director

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail: rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar, Assoc. Professor, ECE

Mail to: Principal-Academic Staff College

Dean (Academics)

Additional Dean (Academics)

Principal, KLEF Off Campus Centre, Aziz Nagar, Hyderabad

Principal, KLEF Off Campus Centre, Bowrampet, Hyderabad

Dean, KLEF GBS, Kondapur, Hyderabad

Thanks & Regards,



O/o REGISTRAR

C-006, EXTN. NO. 1200

KONERU LAKSHMAIAH EDUCATION FOUNDATION

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Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.

Phone No. 08645 - 350200. www.klef.ac.in; www.klef.edu.in; www.kluniversity.in

Welcome to

The 1-Day Online Training Session on

Modified Question Paper Uploading Process

in ERP

Organized by

Academic Staff College

in association with

Dean-Academics

Resource Persons

Dr. B. Chaitanya Krishna

Dr. E. Vamsidhar



**Academic
Staff College**

**CATEGORY 1
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AMONG ALL
UNIVERSITIES

Report on One-Day Training Session on modified Question Paper Uploading Process in ERP”

Date: 13-10-2025

Time: 10:00 AM to 1:00 PM.

Mode: Online

Resource persons:

- 1) Dr. B. Chaitanya Krishna, Assoc. Dean -OBE & E, KLEF.
- 2) Dr. E. Vamsidhar, Assoc. Dean -OBE & E, KLEF.

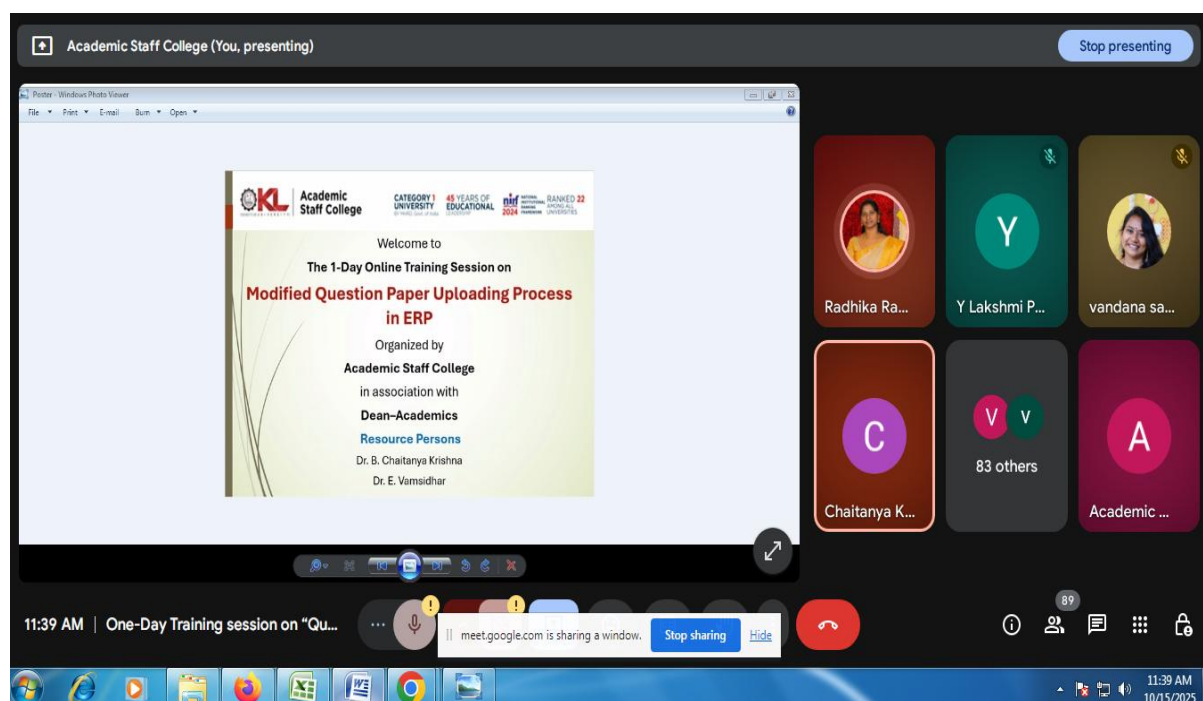
The Academic Staff College (ASC), KLEF, Vaddeswaram Campus, conducted a One-Day Virtual Training Session on the modified “**Question Paper Uploading Process in ERP**” for all Course Coordinators of KLEF Off Campus Centres, Hyderabad. The programme was organized with the objective of providing participants with a comprehensive understanding of the revised ERP-based question paper uploading system and ensuring its uniform implementation across all off-campus centres. Conducted in an online mode, the session enabled wider participation and accessibility while maintaining the effectiveness of training delivery. The initiative aimed to enhance the efficiency, accuracy, and security of the examination process by streamlining digital submission practices and minimizing potential errors.

The session focused on familiarizing participants with the updated ERP interface and the modified workflow involved in uploading question papers. Through detailed virtual demonstrations, including screen sharing and live walkthroughs, the resource persons explained the step-by-step procedure for uploading, verifying, and finalizing question papers

within the system. Special emphasis was placed on maintaining data integrity and confidentiality, given the sensitive nature of examination-related information. Participants were also briefed on new features and improvements in the ERP system that support better usability and error reduction.

A key highlight of the training was its interactive and practice-oriented approach, even in the virtual format. Participants were encouraged to simultaneously access the ERP system and perform the steps as demonstrated, thereby gaining hands-on experience. Common challenges and errors encountered during the uploading process were discussed in detail, along with practical troubleshooting techniques. The session also emphasized adherence to institutional guidelines, including timely submission, proper formatting, and thorough verification before final upload.

The virtual platform facilitated active engagement through live discussions and query resolution, allowing participants to clarify their doubts in real time. The exchange of experiences among course coordinators from different centres further enriched the learning process and promoted consistency in implementation. Overall, the training session proved to be highly effective in strengthening the technical competence of participants and ensuring a smooth transition to the modified ERP system, thereby contributing to improved examination management across KLEF Off Campus Centres.



Chaitanya Krishna (Presenting)

Academic Registrar
2024-2025
Even Sem
Search Reset

Courses List As Coordinator

Course Ref No	Course Code	Course Name	Course Nature	Campus	Offered to	Degree	Academic Year	Sem	Type	Year	Student	Course Staff
1	65032	20C35205	AGE IT BASICS SOFTWARE ENGINEERING	Regular	WVTA	DSF-I	Multi-DSF	2024-2025	Even Sem	mandatory	1	Dr. G. Annal... Dr. Madired... Dr. C. Rani Dr. Sudhars... 87 others Academic ...

11:41 AM | One-Day Training session on "Qu..."

Chaitanya Krishna (Presenting)

Radhika Rani Chintala
Chaitanya Krishna
89 others
Radhika Rani Chintala

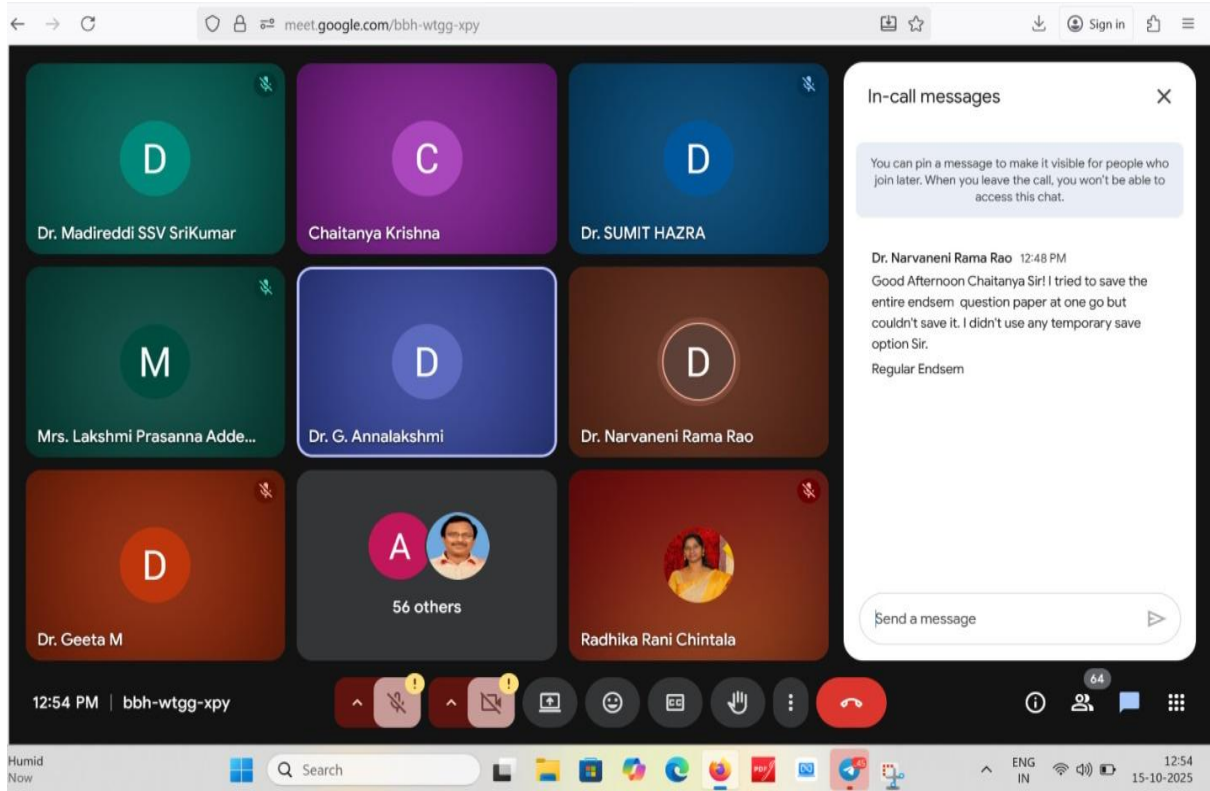
People

- A SIVA KRISHNA REDDY
- Academic Staff College Meeting host
- Alampally Sreedevi
- Anuradha Nandula
- B.Srinivas
- Chaitanya Krishna
- Chaitanya Krishna Presentation
- CHUNDAKATH SUMALAK...

11:41 AM | bbh-wtgg-xpy

Air: Moderate Today

The screenshot displays a Google Meet interface during a presentation. The main window shows the 'iLASS' software, which is used for creating and managing online exams. A 'Set Rule' dialog box is open, allowing the user to configure a rule for a specific question type. The rule is set to 'Answer All' with a mark of 11. There is a checkbox for 'Do You Require Textbox in Question Paper for any text?' which is currently set to 'NO'. The background of the presentation shows a list of questions under different sections, and a sidebar on the right lists participants: Dr. Geeta M, Chaitanya Kri..., 95 others, and Radhika Rani... The bottom of the screen shows the Google Meet controls and the system clock indicating 12:22 PM on 15-10-2025.



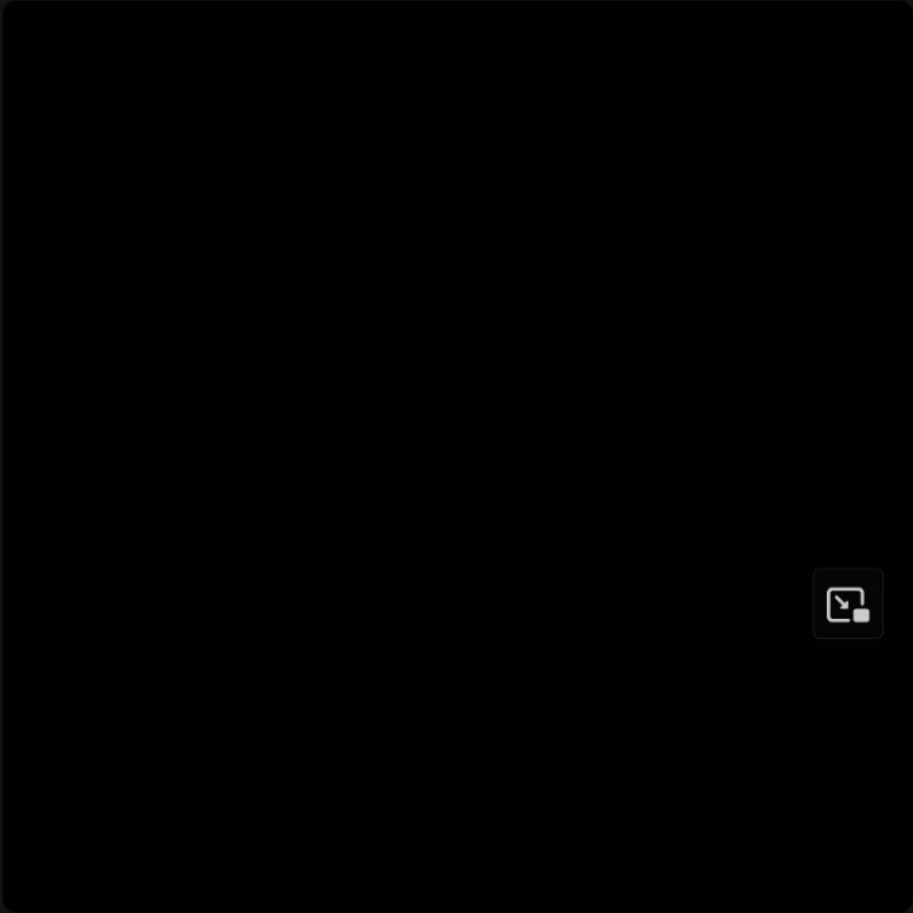
Dr. Radhika Rani Chintala

Principal, Academic Staff College

PRINCIPAL
ACADEMIC STAFF COLLEGE
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522 302

A

Academic Staff College (Presenting)



D

DOLPRIYA D...

A

Academic S...

V C

2 others

D

Dr.Radhika ...

In-call messages

✕

You can pin a message to make it visible for people who join later. When you leave the call, you won't be able to access this chat.

You 2:39 PM

Sorry to announce that the training session is cancelled due to very low participation. We waited for an hour but only one faculty from KLH campus has joined the session. Sorry for the convenience created.

Hover over a message to pin it 📌

Send a message

➤