

KONERU LAKSHMAIAH EDUCATION FOUNDATION

STUDENT HANDBOOK

2025-2026

INTRODUCTION

Welcome aboard the KL (Deemed to be) University to have an enjoyable and successful time as a student.

This handbook helps you to familiarize with important features such as rules and regulations, various program structures, academic calendar, learning plan, live sessions and schedules, assessment criteria, academic counselling, and grievance redressal procedures. It also leads you to contact the coordinators and the faculty of your respective program as well as familiarizes with the Learning Management System (LMS) and ERP.

KL Center for Distance & Online Education (CDOE) has highly experienced faculty who have expertise in their subject area and can deliver the course to the satisfaction of the students. They are student-friendly and are highly approachable for necessary clarifications related to the courses. CDOE has also a student counselling center for guidance on academic matters and a grievance redressal cell to address students' problems related to their programs of study.

Wish you a joyous academic journey with us in the days to come!

PROGRAMS OFFERED

KL (Deemed to be) University offers the following Programmes in the academic year 2025-26.

Undergraduate Programmes (3 Years)

- Bachelor of Business Administration (BBA)
- Bachelor of Computer Applications (BCA)

Postgraduate Programmes (2 years)

- Master of Business Administration (MBA)
- Master of Business Administration (Digital marketing)
- Master of Business Administration (Entrepreneurship)
- Master of Business Administration (Logistics & Supply Chain Management)
- Master of Business Administration (Data Science)
- Master of Computer Applications (MCA)

All programs are approved by the respective regulatory bodies and the University follows a four-quadrant approach to deliver the programs to make learning more effective.

- Quadrant I – e-tutorial
- Quadrant II – e-content
- Quadrant III – Web resources
- Quadrant IV – Self- Assessment

Important: Live sessions through online are conducted on Saturdays and Sundays for 12 weeks for each course to facilitate the availability of those students who are employed and are unable to attend the conventional classes. Each student will be provided with Self-Learning Material (SLM) for all courses through Learning Management System (LMS) which facilitates 24x7 accessibility to learn at their own pace.

Note: The maximum period allowed to complete the respective courses are as follows:

S.No	Programme Name	Programme Duration	Maximum Duration
1	Bachelor of Business Administration (BBA)	3 Years	6 Years
2	Bachelor of Computer Applications (BCA)	3 Years	6 Years
3	Master of Business Administration (MBA) / Master of Business Administration (Digital marketing) / Master of Business Administration (Entrepreneurship)/Master of Business Administration (Logistics & Supply Chain Management)/ Master of Business Administration (Data Science)	2 Years	4 years
4	Master of Computer Applications (MCA)	2 Years	4 years

COORDINATORS OF VARIOUS PROGRAMS



Co-Ordinator for BBA Programme

Dr. N. Durga Prasad is a distinguished faculty for the past 9 years teaching both finance and marketing at graduation and post-graduation levels in different Institutions in Andhra and Telangana. He is currently an Assistant Professor in KL Business School and Coordinator for BBA Programme at Center for Online Education in Koneru Lakshmaiah Education Foundation, Andhra Pradesh, India. He received his master's degree at JNTU Kakinada, Andhra Pradesh and his Ph.D. at National Institute of Technology Warangal in Finance specialisation.

Dr. Navulla published nearly 25 articles in various national, international and Scopus indexed journals and attended a number of national and international conference. He received excellent paper award in Internal Conference held at National University of Singapore. He has considerable experience in virtual teaching and is quick to adapt to technological changes taking place in teaching-learning process from time to time.



Co-Ordinator for BCA Programme

Mr. Rajeev Kudari is currently working as a Program Co-Ordinator, Centre for Distance and Online Education, at Koneru Lakshmaiah Education Foundation, Vaddeswaram, Guntur, Andhra Pradesh. He has significant experience of working for 8 years in Academic space. He is well-versed in dealing with undergraduate as well as postgraduate students in various premier institutions. He has excellent organizational skills gained through all-around administrative experience, and he has been involved in a wide variety of tasks at the university level in the capacity of Program Coordinator and Project Coordinator. His areas of research interest are Machine Learning, Cloud Computing, and Network Security. He has gained considerable experience in virtual teaching and is quick to adapt to technological changes taking place in the teaching-learning process from time to time. Mr. Kudari has actively organized workshops and taken the lead on several students training programmes and academic projects to help students secure a better future. Some of the projects he has guided have been showcased in many competitions and implemented in the university.



Co-Ordinator for MCA Programme

Mr. Rajesh Babu Nagineni is currently working as a Program Co-Ordinator for MCA, Centre for Distance and Online Education, at Koneru Lakshmaiah Education Foundation, Vaddeswaram, Guntur, Andhra Pradesh. He has significant experience of working for 27 years in Academic space. He is well-versed in dealing with undergraduate as well as postgraduate students in various premier institutions. He has excellent organizational skills gained through all-around administrative experience, and he has been involved in a wide variety of tasks at the university level in the capacity of Program Coordinator . His areas of research interest are Programming Languages and Cloud Computing. He has gained considerable experience in virtual teaching and is quick to adapt to technological changes taking place in the teaching-learning process from time to time. Mr. Nagineni has actively organized workshops and taken the lead on several students training programmes and academic projects to help students secure a better future. Some of the projects he has guided have been showcased in many competitions and implemented in the university.



Co-Ordinator for MBA Programmes

Dr. U. Padmavathi, PGDBM, MBA (HR), MBA (Finance), and Ph.D, is currently Program Coordinator for MBA OL and Assistant Professor in Department of CDOE-Management, KL (Deemed to be) University. She has specialised in the areas of Accounting, Finance and HR with 20 years of experience. She also obtained a patent from Govt of India Intellectual Property Rights in 2025. A member of Hyderabad Association, Dr. Padmavathi has published 5 Scopus-indexed papers and 10 papers in UGC Care-indexed journals. She has organised various Faculty development programmes and workshops in the area of Finance and attended various National and International conferences. She earned her Doctoral Degree from Osmania University and proved her academic excellence by qualifying for the AP State Eligibility Test (SET). Published the textbook of Operational Engineering.

Dr. Padmavathi has won several awards including the Best Faculty Award in 2016. She has completed certificate courses from prestigious institutions like NPTEL, NISM, etc. She has also presented 10 papers in national and international seminars.



Coordinator MBA (Digital marketing &. Entrepreneurship)

Prof. U. K. Shukla, **Program Coordinator** at the Centre for Online Education, Koneru Lakshmaiah Education Foundation, is an accomplished individual with an MBA, M.Phil., and SET qualification. With 30+ years of industry and academic experience, he has excelled in syllabus framing, project development, and organizing conferences. His international teaching experience and association with institutions like Symbiosis highlight his commitment to excellence. Prof. Shukla is Vice-Chairman of the MBA Central Valuation Board, chairs technical sessions at international conferences, and specializes in Special Economic Zones research. Proficient in various methodologies, he contributes to academic research as an international journal reviewer, elevating its quality.



Coordinator MBA (Logistics & Supply Chain Management)

Dr. Srinivasa Rao Kasisomayajula has obtained Doctorate in Business Management from Osmania University, in 2012. He also successfully completed M.Com, MBA, M.Phil, B.Ed, Diploma in Computer Applications, Global Certificate Courses in Financial Management for Managers, Financial Accounting and Analysis, Design Thinking & Innovation. He is currently working as Associate Professor in Department of Commerce & Business Management (CDOE), Koneru Lakshmaiah Education Foundation (Deemed to be University), He has 30 years of Teaching experience and sworn various administrative responsibilities. A prolific writer; he has authored 2 text books and around 60 research articles in Scopus, UGC Care list National & International journals. He attended 200 FDP and National, International Conferences. He Got 15 Best Faculty awards and 6 Lifetime Achievement awards for recognition of his academic achievements. He also acts Director in Research Stars Association and Editor in Chief in AEIJMR. He has guideship from Mysore University and evaluated 25 Ph.D. theses as Adjudicator. He is a member in HMA, IAACS.



Co-Ordinator for MBA (DATA SCIENCE) Programme

Dr. Ravi Avuldar is a distinguished professor for the past 28 years teaching both Marketing Management and Human Resources Management at undergraduate as well as postgraduate levels in various premier Institutions in India, Ethiopia, Malaysia, and Zambia. He was an Associate Professor and Coordinator of Programmes Management at Centre for Distance and Online Education (CDOE) in Koneru Lakshmaiah Education Foundation, Andhra Pradesh, India. He has 5 years of experience in managing industries at various locations in India prior to pursuing his passion for a teaching career. He received his Master's degree at Alagappa University, Tamil Nadu, and his Ph.D. at Bundelkhand University, Uttar Pradesh, both in Marketing Management. Dr. Avuldar is the author of Personnel Management, International Marketing, and Principles of Management. In addition, he has published more than 30 articles in leading journals, including IEEE and Scopus indexed journals. He has been a member of Ph.D. Curriculum Review Committee at Haramaya University, Ethiopia, and has been trained in programme quality assessment in Malaysia. He has established the Department of Management and developed curriculum for undergraduate management programme at Adama University in Ethiopia. He has been the Chairman and External Examiner of the Postgraduate Dissertation Evaluation Committees at various universities in Ethiopia. He has considerable experience in virtual teaching and is quick to adapt to technological changes taking place in teaching-learning process from time to time.



ACADEMIC CALENDAR for A.Y. 2025 – 2026 KL CENTRE FOR DISTANCE & ONLINE EDUCATION

BBA, BCA, MCA, MBA, MBA (Data Science), MBA (Digital Marketing), MBA (Entrepreneurship), MBA (Logistics & Supply Chain Management) PROGRAMMES

JULY 2025 ACADEMIC SESSION

Start Date	End Date	Activity
17-09-2025	-----	Commencement of Semester
20-09-2025	-----	Program wise Orientation- Phase I*
17-10-2025	-----	Program wise Orientation- Phase II*
18-10-2025	-----	Commencement of Live Sessions (During Weekends)
27-10-2025	16-11-2025	CO1 Assessment Dates / Title Submission (For Project)
23-11-2025	07-12-2025	CO2 Assessment Dates / Review-1 (For Project)
06-12-2025	13-12-2025	Student Feedback
06-12-2025	14-12-2025	Sem In Lab Exams
14-12-2025	28-12-2025	CO3 Assessment Dates / Review-2 (For Project)
15-12-2025	25-12-2025	Student Counselling
04-01-2026	18-01-2026	CO4 Assessment Dates/ Final Review (For Project)
04-01-2026	-----	Closure of Live Sessions
04-01-2026	11-01-2026	Sem End Lab Examinations
10-01-2026	18-01-2026	Exam Review Sessions (During Weekends)
12-01-2026	20-01-2026	End Quiz
20-01-2026	-----	Last Working Day
01-02-2026 to 28-02-2026 (During Weekends)		Sem End Examinations

*For I Semester students

**DIRECTOR
KLCDOE**



Koneru Lakshmaiah Education Foundation

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

❖ Recognised as Category 1 University by UGC ❖ Approved by AICTE ❖ ISO 21001:2018 Certified

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

Phone No. +91 8645 - 350 200; www.kluniversity.in

Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2577715, 2576129

KL- CENTRE FOR DISTANCE & ONLINE EDUCATION LEARNING PLAN - JULY 2025 ACADEMIC SESSION

WEEK	Activity	Syllabus To be covered	Start date	End date
WEEK 1	Read text	Chapter 1	Monday, 29 September 2025	Sunday, 05 October 2025
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 2	Read text	Chapter 2	Monday, 06 October 2025	Sunday, 12 October 2025
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 3	Read text	Chapter 3	Monday, 13 October 2025	Sunday, 19 October 2025
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 4	Read text	Chapter 4	Monday, 20 October 2025	Sunday, 26 October 2025
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 5	Read text	CO1 Assessment Submission	Monday, 27 October 2025	Sunday, 02 November 2025
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 6	Read text	Chapter 5	Monday, 03 November 2025	Sunday, 09 November 2025
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 7	Read text	Chapter 6	Monday, 10 November 2025	Sunday, 16 November 2025
	View PPT			
	View Video			
	Attempt assessment questions			

WEEK 8	Read text	Chapter 7	Monday, 17 November 2025	Sunday, 23 November 2025
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 9	View Video	CO2 Assessment submission	Monday, 24 November 2025	Sunday, 30 November 2024
	Attempt assessment questions			
	View Video			
	Attempt assessment questions			
WEEK 10	Read text	Chapter 8	Monday 01 December 2025	Sunday, 07 December 2025
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 11	Read text	Chapter 9	Monday, 08 December 2025	Sunday, 14 December 2025
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 12	Read text	CO3 Assessment submission	Monday, 15 December 2025	Sunday, 21 December 2025
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 13	Read text	Chapter 10	Monday, 22 December 2025	Sunday, 28 December 2025
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 14	Read text	Chapter 11	Monday, 29 December 2025	Sunday, 4 January 2026
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 15	Read text	CO4 Assessment submission	Monday, 5 January 2026	Sunday, 11 January 2026
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 16	Revision for End Semester Examinations	Revision	Monday 12 January 2026	Sunday 18 January 2026
WEEK 17	Revision for End Semester Examinations	Revision	Monday 19 January 2026	Sunday 25 January 2026

Week 18	Revision for End Semester Examinations	Revision	Monday 26 January 2026	Sunday 01 February 2026
Commencement of End Semester Examinations during weekends from February 02 2026				

KL CENTRE FOR DISTANCE & ONLINE EDUCATION				
LEARNING PLAN - JANUARY 2026 ACADEMIC SESSION				
WEEK No	ACTIVITY	SYLLABUS TO BE COVERED	START DATE	END DATE
WEEK 1	Read text	Chapter 1	Monday, 20 April 2026	Sunday, 26 April 2026
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 2	Read text	Chapter 2	Monday, 27 April 2026	Sunday, 03 May 2026
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 3	Read text	Chapter 3	Monday, 04 May 2026	Sunday, 10 May 2026
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 4	Read text	Chapter 4	Monday, 11 May 2026	Sunday, 17 May 2026
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 5	Read text	Chapter 5	Monday, 18 May 2026	Sunday, 24 May 2026
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 6	Read text	Chapter 6	Monday, 25 May 2026	Sunday, 31 May 2026
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 7	Read text	Chapter 7	Monday, 01 June 2026	Sunday, 07 June 2026
	View PPT			
	View Video			
	Attempt assessment questions			

WEEK 8	Read text	Chapter 8	Monday, 08 June 2026	Sunday, 14 June 2026
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 9	View Video	Chapter 9	Monday 15 June 2026	Sunday 21 June 2026
	Attempt assessment questions			
	View Video			
	Attempt assessment questions			
WEEK 10	Read text	Chapter 10	Monday 22 June 2026	Sunday, 28 June 2026
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 11	Read text	Chapter 11	Monday, 29 June 2026	Sunday, 05 July 2026
WEEK 12	View PPT	Chapter 11	Monday, 06 July 2026	Sunday, 12 July 2026
	View Video			
	Attempt assessment questions			
	Read text			
WEEK 13	View PPT	Chapter 12	Monday, 13 July 2026	Sunday, 19 July 2026
	View Video			
	Attempt assessment questions			
	Read text			
WEEK 14	View PPT	Revision	Monday, 20 July 2026	Sunday, 26 July 2026
	View Video			
	Attempt assessment questions			
	Read text			

Commencement of End Semester Examinations during weekends from 08 August 2026

**DIRECTOR
KLCDOE**

PROGRAMME INFORMATION AT A GLANCE

The following Academic Programmes are on offer from the KLEF in Online Learning mode (OL) during academic year 2025-2026.

Level	Programmes	Duration	Eligibility
UG	Bachelor of Business Administration (BBA)	03 Years	HSC (12th) or Equivalent
UG	Bachelor of Computer Applications (BCA)	03 Years	HSC (12th) or Equivalent
PG	Master of Business Administration (MBA)	02 years	UG Degree or Equivalent
PG	MBA (Digital Marketing)	02 years	UG Degree or Equivalent
PG	MBA (Logistics & Supply Chain Management)	02 years	UG Degree or Equivalent
PG	MBA (Data Science)	02 years	UG Degree or Equivalent
PG	MBA (Entrepreneurship)	02 years	UG Degree or Equivalent
PG	Master of Computer Applications (MCA)	02 years	UG Degree or Equivalent

MEDIUM OF INSTRUCTION

The medium of instruction used in the counseling, study materials, question papers and all modes of communication shall be English only.

Program Educational Objectives (PEOs) and Program Outcomes (POs)

Bachelor of Business Administration Program Educational Objectives

PO NO	Description
PO 1	To educate the business graduates to respond effectively in meeting the competitive business needs of the society.
PO 2	To nurture the spirit of Entrepreneurship among the students that propagates the business world.
PO 3	To train the students in emerging as efficient managers equipped with innovation, rationality and application-oriented decision- making in the context of the ever-changing business environment.

Bachelor of Business Administration Program outcomes (POs)

PO NO	Description
PO 1	Core Business Knowledge Demonstrate competency in the underlying concepts, theory and tools taught in the core undergraduate curriculum.
PO 2	Critical Thinking skills Able to define analyze and devise solutions for multifunctional business problems and issues in the areas like Marketing, Finance, Human Resources and Production.
PO 3	Global Perspective Identify and analyze relevant global factors that influences decision making in International Business Perspective
PO 4	Investigation of complex problems An ability to use research-based knowledge and research methods including design of innovative processes, analysis and interpretation of data and synthesis of the information to obtain solutions to organizational problems
PO 5	Application of Statistical and Analytical tools Ability to create, select and apply appropriate analytical tools, techniques and methods in the modern management activities.
PO 6	The Manager and society Ability to apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional management practices.
PO 7	Legal Environment and sustainability Ability to demonstrate the knowledge of contemporary issues in legal aspects, understanding and reporting their impact on societal and environmental contexts, leading towards sustainable organizational development through entrepreneurial orientation.

PO 8	Ethics & Corporate Social Responsibility An ability to apply ethical principles and commit to professional ethics and responsibilities and norms of management practice. Identify and analyze ethical conflicts and social responsibility issues involving different stakeholders.
PO 9	Individual and Teamwork An ability to perform different roles effectively as an individual and a member or leader in diverse teams and in multi-disciplinary streams with entrepreneurial edge.
PO 10	Communication Ability to communicate effectively oral, written reports and graphical forms on complex managerial and administrative activities.
PO 11	Project Management and Finance Ability to demonstrate knowledge and understanding of the business and operational activities and having sound knowledge in the financial aspects and applying those concepts to manage projects in multi-disciplinary environments.
PO 12	Lifelong Learning An ability to recognize the need for and having the preparation and ability to engage independent and life-long learning in global context of technological and organizational change.

Bachelor of computer applications (BCA) Program Educational Objectives

PEO NO	Description
PEO 1	Practice Computer Applications in a broad range of industrial, societal and real world applications.
PEO 2	Pursue advanced education, research and development, and other creative and innovative efforts in science, engineering, and technology, as well as other professional careers
PEO 3	Conduct them in a responsible, professional, and ethical manner.

Bachelor of computer applications (BCA) Program Outcomes

PO NO	Description
PO 1	Problem Analysis: Ability to identify, formulate, research literature, and analyze complex computer application-oriented problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and computer applications.
PO 2	Design / development of solutions: Ability to design solutions for complex computer application problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety, and cultural, societal, and environmental considerations.
PO 3	Conduct investigations of complex problems: Ability to use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO NO	Description
PO 4	Modern tool usage: Ability to create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
PO 5	Communication: Ability to communicate and engage effectively with diverse stakeholders.
PO 6	Ability to apply ethical principles and commit to professional ethics and responsibilities.
PO 7	Life-long learning: Ability to recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.
PO 8	Individual and teamwork: Ability to function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

Master of Business Administration (MBA) Program Outcomes Program Educational Objectives

PEO NO	Description
PEO 1	Make students to apply techniques of business analysis, data management and problem-solving skills in order to support business management decision-making in the field of relevance.
PEO 2	Inculcate leadership skills needed for implementing and coordinating organizational activities and managing change to explore business problems in depth for developing their functional knowledge to think strategically and to lead, motivate and manage teams across borders.
PEO 3	Nurture with abilities to integrate business knowledge and management techniques to aid planning and control in a changing environment and to enhance better career paths.

Master of Business Administration (MBA) Program Outcomes

PO NO	Description
PO 1	Core Business Knowledge: Able to synthesize the knowledge, management skills, and tools acquired in the program, which will be helpful to shape the organizations effectively.
PO 2	Career Planning and Decision Making: Able to excel in their chosen career paths, by learning on how to live, adapt and manage business environmental change through decision making.
PO 3	Critical Thinking and Leadership :Able to reflect upon and explore business and research problems in depth, to demonstrate leadership skills and to demonstrate ability to pursue new knowledge necessary to succeed in dynamic domestic and international business environments.

PO 4	Manager & Society: Able to emerge as efficient managers equipped with innovation, rationality and application-oriented decision-making in the context of the ever-changing business environment.
PO 5	Team Building & Business Communication: Able to communicate effectively and to perform different roles efficiently as an individual or in a team in multi-disciplinary streams with entrepreneurial edge.
PO 6	Business perspective and Sustainability: Able to gain an understanding of professional, legal, financial, marketing, production & operational activities, logistics, ethical, social issues and responsibilities.
PO 7	Application of Statistical and Analytical tools: Able to gain knowledge of contemporary issues and develops an art of using current techniques, skills and necessary analytical tools for managerial practice.

KL CENTRE FOR DISTANCE & ONLINE EDUCATION MBA DIGITAL MARKETING

Programme Outcomes (PO's)

PO NO	Description
PO 1	Core Business Knowledge Able to conceptualize, create value in terms of products and services utilizing resources like manpower, time, material and money.
PO 2	Career Planning and Decision Making Able to realize one's own potential in terms of personal growth, and organizational agility through understanding business roles and skills.
PO 3	Critical Thinking and Leadership Able to reflect upon and explore business and research problems in depth, to demonstrate leader-ship skills and to demonstrate ability to pursue new knowledge nec-essary to succeed in dynamic domestic and international business environments.
PO 4	Manager & Society Able to connect and combine priorities in terms of environmental, social and economic objectives.
PO 5	Scale-Up to National and Global Aspirations Able to leverage lo-cal resources and expertise to build scalable organizations globally.
PO 6	Use Tools and Techniques Effectively Able to gain skills and ex-pertise to use advanced digital marketing tools and to design effec-tive campaigns and promotions.
PO 7	Building Business Innovation & Customer Loyalty Able to gain skills to use effective strategies and techniques to enhance reach of potential customers and create bonding through digital Campaigns.

Program Specific Outcomes (PSOs) – MBA Digital Marketing Programme

PSO 1	Graduates will offer specialized skills in conceptualizing, designing and deployment of digital media tools and technologies to explore innovative business opportunities and strategic advantage of the organizations.
PSO 2	Graduates will be able to align and optimize digital marketing strategies to utilize resources and time of the organization to gain competitive advantage through branding, promotions and nurturing.

MBA ENTREPRENEURSHIP

Programme Outcomes (PO's)

PO NO	Description
PO 1	Core Business Knowledge Able to conceptualize, create value in terms of products and services utilizing resources like manpower, time, material and money.
PO 2	Career Planning and Decision Making Able to realize one's own potential in terms of personal growth, and organizational agility through understanding business roles and skills.
PO 3	Critical Thinking and Leadership Able to reflect upon and explore business and research problems in depth, to demonstrate leadership skills and to demonstrate ability to pursue new knowledge necessary to succeed in dynamic domestic and international business environments.
PO 4	Manager & Society Able to connect and combine priorities in terms of environmental, social and economic objectives.
PO 5	Scale-Up to National and Global Aspirations Able to leverage local resources and expertise to build scalable organizations globally.
PO 6	Use Tools and Techniques Effectively Able to do research and identify tools and techniques to build and commercially propagate products and services.
PO 7	Creating Viable Businesses Able to devise strategies and tactics to promote concepts and ideas into profitable propositions.

Program Specific Outcomes (PSOs) – MBA Entrepreneurship Programme

PSO 1	Graduates will gain insights into necessary skills, attitudes and knowledge required to be successful in their entrepreneurial ventures.
PSO 2	Graduates will master the techniques in different functional areas to sustain business growth and maximize stakeholder value.

MBA LOGISTICS & SUPPLY CHAIN MANAGEMENT

Programme Outcomes (PO's)

PO NO	Description
PO 1	Core Business Knowledge Able to conceptualize, create value in terms of products and services utilizing resources like manpower, time, material and money.
PO 2	Career Planning and Decision Making Able to realize one's own potential in terms of personal growth, and organizational agility through understanding business roles and skills.
PO 3	Critical Thinking and Leadership Able to reflect upon and explore business and research problems in depth, to demonstrate leader-ship skills and to demonstrate ability to pursue new knowledge necessary to succeed in dynamic domestic and international business environments.
PO 4	Manager & Society Able to connect and combine priorities in terms of environmental, social and economic objectives.
PO 5	Scale-Up to National and Global Aspirations Able to leverage local resources and expertise to build scalable organizations globally.
PO 6	Use Tools and Techniques Effectively Able to gain knowledge and expertise on using state of art technology and applications to add value to supply chain and logistics solutions.
PO 7	Creating Business Innovations Able to utilize business & technology knowledge to deliver innovative, affordable and scalable solutions.

Program Specific Outcomes (PSOs) – MBA Logistics & Supply Chain Management Programme

PSO 1	Graduates will use their expertise and knowledge to align local supply and demand factor to global opportunities leveraging the concepts, tools, and applications in Supply Chain and logistics.
PSO 2	Graduate will offer innovative and cost-effective solutions by utilizing opportunities in national and international markets in production, logistics and warehousing.

MBA DATA SCIENCE

Programme Outcomes (PO's)

PO NO	Description
PO 1	Core Business Knowledge Able to conceptualize, create value in terms of products and services utilizing resources like man-power, time, material and money.
PO 2	Career Planning and Decision Making Able to realize one's own potential in terms of personal growth, and organizational agility through understanding business roles and skills.
PO 3	Critical Thinking and Leadership Able to reflect upon and explore business and research problems in depth, to demonstrate leadership skills and to demonstrate ability to pursue new knowledge necessary to succeed in dynamic domestic and international business environments.
PO 4	Manager & Society Able to connect and combine priorities in terms of environmental, social and economic objectives.
PO 5	Scale-Up to National and Global Aspirations Able to leverage local resources and expertise to build scalable organizations globally.
PO 6	Use Tools and Techniques Effectively Able to use and deploy advanced tools of analysis and visualization to project trends and present solutions.
PO 7	Delivering Business Innovations Able to use analytical proficiency to model innovative business strategies and solutions.

Program Specific Outcomes (PSOs) – MBA Data Science Programme

PSO 1	Graduates will leverage advanced and emerging trends in Data Science to capture, analyze and utilize insights to further organizational growth and profitability.
PSO 2	Graduates will bring into play their expertise in technologies such as AI, ML, statistical techniques and tools to model business operations and strategies to provide competitive thrust in the marketplace.

MCA

Programme Outcomes (PO's)

PO NO	Description
PO 1	Computational Knowledge: Acquire knowledge of advanced program-ming practices, computing skills, and domain knowledge for developing application software to solve real world problems.
PO 2	Problem Analysis Ability to identify computing problem and analyze the component of problem using principles of mathematics, specialized com-puting, and application strategies.
PO 3	Design and Development Design and develop efficient solutions for com-plex problems across different domains.
PO 4	Research Apply research-based knowledge and methodologies to ana-lyze, design, validate result and interpret it into optimized conclusions.
PO 5	Modern Tool Usage Create, select, adapt and apply appropriate tech-niques, resources and modern IT tools to solve complex computing prob-blems.
PO 6	Project Management Demonstrate knowledge on project management principles, interpersonal skill and communicate in the team effectively to deliver solutions and operational procedures.
PO 7	Communication Communicate effectively in the team and the user to de-liver solution and operational procedures with professional standards and ethics.

Program Specific Outcomes (PSOs) – MCA Program

PSO 1	The Graduate will exhibit a great sense of leadership with competent knowledge, in-novation, and creativity in their field of specialization and gain exposure in preventive, ethical hacking, and forensic security technologies.
PSO 2	The Graduate will exhibit professionalism, ethical attitude communication skills and teamwork in their profession and adapt to current trends by engaging in lifelong learning.

ACADEMIC REGULATIONS

This document supplements the KLEF rules and regulations to assist all students. It is required that every individual must abide by these regulations.

Note: The regulations stated in this document are subject to change or can be relaxed / modified without prior notice at the discretion of the Hon'ble Vice Chancellor.

Terminology

Academic Council: The Academic Council is the highest academic body of the University and is responsible for the maintenance of standards of instruction, education and examination within the University. The Academic Council is an authority as per UGC regulations and it has the right to take decisions on all academic matters including academic research.

Academic Year & Calendar Year: It is the period necessary to complete an actual course of study within a year. It comprises of two consecutive semesters i.e., Even and Odd semester. As per UGC regulations admissions are opened twice in a year i.e. July and January. Admissions made in July are called as Academic Year admissions and January admissions are named as calendar year admissions.

Audited Course: It is a course of study which has zero credits and has a "Satisfactory" or an "Unsatisfactory" grade.

Backlog Course: A course is considered to be a backlog if the student has obtained a failure grade (F).

Basic Sciences: The courses of foundational nature in the areas of Mathematics, Physics, Chemistry, Biology etc., are offered in this category.

Betterment: Betterment is a way that contributes towards improving the students' grade in any course(s). It can be done by either (a) re-appearing or (b) re-registering for the course.

Board of Studies: Board of Studies (BOS) is an authority as defined in UGC regulations, constituted by Vice Chancellor for each of the department separately. They are responsible for curriculum design and update in respect of all the programs offered by a department.

Branch of Study: It is a branch of knowledge, an area of study or a specific program (like Commerce, Management, Computer Applications etc.)

Certificate course: It is a course that makes a student gain hands-on expertise and skills required for holistic development. It is a mandatory, non-credited course for the award of degree.

Change of Branch: Change of branch means transfer from one's branch of study to another.

Compulsory course: Course required to be undertaken for the award of the degree as per the pro-gram.

Course: A course is a subject offered by the University for learning in a particular semester.

Course Handout: Course Handout is a document which gives a complete plan of the course. It contains the details of the course viz. Course title, Course code, Pre-requisite, Credit structure, team of instructors, Course objectives, Course rationale, Course Outcomes and the relevant syllabus, text-book(s) and reference books, Course delivery plan and session plan, evaluation method, chamber consultation hour, course notices and other course related aspects. In essence, course handout is an agreement between students (learners) and the instructor.

Course Outcomes: The essential skills that need to be acquired by every student through a course.

Credit: A credit is a unit that gives weight to the value, level or time requirements of an academic course. The number of 'Contact Hours' in a week of a particular course determines its credit value. One credit is equivalent to one lecture hour per week or two hours per week of tutorials/ self-learning/ practical/ field work during a semester.

Credit point: It is the product of grade point and number of credits for a course.

Credit Transfer: The procedure of granting credit(s) to a student for course(s) undertaken at another institution.

Cumulative Grade Point Average (CGPA): It is a measure of cumulative performance of a student over all the completed semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

Curriculum: Curriculum is a standards-based sequence of planned experiences where students practice and achieve proficiency in content and applied learning skills. Curriculum is the central guide for all educators as to what is essential for teaching and learning, so that every student has access to rigorous academic experiences.

Degree: A student who fulfills all the Program requirements is eligible to receive a degree.

Degree with Specialisation: A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of Professional elective courses in a specialised area is eligible to receive a degree with specialisation.

Department: An academic entity that conducts relevant curricular and co-curricular activities, involving both teaching and non-teaching staff and other resources.

Detention in a course: Student who does not obtain minimum prescribed marks in continuous in-semester evaluation and /or minimum prescribed attendance in a course shall be detained in that course.

Dropping from the Semester: A student who doesn't want to register for the semester should do so in writing in a prescribed format before commencement of the semester.

Elective Course: A course that can be chosen from a set of courses. An elective can be Professional Elective, Open Elective, Management Elective and Humanities Elective.

Engineering Sciences: The courses belonging to basic evolutionary aspects of engineering from Mechanical Sciences, Electrical Sciences and Computing like Engineering Mechanics, Data structures, Network Theory, Signal Analysis etc...

Evaluation: Evaluation is the process of judging the academic work done by the student in her/his courses. It is done through a combination of continuous in-semester assessment and semester end examinations.

Grade: It is an index of the performance of the students in a said course. Grades are denoted by alphabets.

Grade Point: It is a numerical weight allotted to each letter grade on a 10 - point scale.

Honors Degree: A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of additional courses within the same program is eligible to receive an Honors degree.

Humanities Elective: A course offered in the area of Liberal Arts.

Industrial Training: Training program undergone by the student as per the academic requirement in any company/firm. It is a credited course.

Industrial Visit: Visit to a company/firm as per the academic requirement.

In-Semester Evaluation: Summative assessments used to evaluate student learning, acquired skills, and academic attainment during a course.

Make-up Test: An additional test scheduled on a date other than the originally scheduled date. (Describe elaborately)

Management elective: A course that develops managerial skills and inculcates entrepreneurial skills.

Minor Degree: A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of courses from another discipline is eligible to receive a minor degree in that discipline.

Multi- Section Course: Course taught for more than one section.

Open Elective: This is a course of interdisciplinary nature. It is offered across the University for All Programs.

Over loading: Registering for more number of credits than normally prescribed by the Program in a semester.

Practice School: It is a part of the total program and takes one full semester in a professional location, where the students and the faculty get involved in finding solutions to real-world problems. A student can choose Project/Practice School during his/her 7th or 8th semester of his/her Academic Year to meet the final requirements for the award of B.Tech degree.

Pre-requisite: A course, the knowledge of which is required for registration into higher level course.

Professional Core: The courses that are essential constituents of each engineering discipline are categorized as Professional Core courses for that discipline.

Professional Elective: A course that is discipline centric. An appropriate choice of minimum number of such electives as specified in the program will lead to a degree with specialization.

Program: A set of courses offered by the Department. A student can opt and complete the stipulated minimum credits to qualify for the award of a degree in that Program.

Program Educational Objectives: The broad career, professional, personal goals that every student will achieve through a strategic and sequential action plan.

Project: Course that a student has to undergo during his/her final year which involves the student to undertake a research or design, which is carefully planned to achieve a particular aim. It is a credit-based course.

Supplementary: A student can reappear only in the semester end examination for the Theory component of a course, subject to the regulations contained herein.

Registration: Process of enrolling into a set of courses in a semester/ term of the Program.

Re-Registration: Student who are detained in courses due to attendance or marks criteria as per their regulation are given a chance to re-register for the same and complete it during the summer term.

Semester: It is a period of study consisting of 15 to 18 weeks of academic work equivalent to normally 90 working days including examination and preparation holidays. The odd Semester starts normally in July and even semester in December.

Semester End Examinations: It is an examination conducted at the end of a course of study.

Social Service: An activity designed to promote social awareness and generate well-being; to improve the life and living conditions of the society.

Student Outcomes: The essential skill sets that need to be acquired by every student during her/his program of study. These skill sets are in the areas of employability, entrepreneurial, social and behavioral.

Substitution of Elective course: Replacing an elective course with another elective course as opted by the student.

Summer term: The term during which courses are offered from May to July. Summer term is not a student's right and will be offered at the discretion of the University.

Term Paper: A 'term paper' is a research report written by students that evolves their course-based knowledge, accounting for a grade. Term paper is a written original research work discussing a topic in detail. It is a credit-based course.

Under-loading: Registering for lesser number of credits than normally prescribed for a semester in that Program.

Course Withdrawal: Withdrawing from a Course means that a student can drop from a course within the first two weeks of the odd or even Semester (deadlines are different for summer sessions). However, s/he can choose a substitute course in place of it by exercising the option within 5 working days from the date of withdrawal.

GRADUATION REQUIREMENT

Following are the requirements in UG programmes under Management Humanities and sciences:

- The student should complete all mandatory courses (University Core, College core, Departmenta Core) as prescribed in the curriculum of the respective department.
- The student should complete all courses (Professional electives, Basic Sciences and Humanities and social sciences) as prescribed in the curriculum of the respective department.
- Acquire minimum credits through term-paper/project/ practice school/ internship prescribed in the curriculum of the respective department.
- Student must earn minimum number of credits as stipulated in the program structure. Must complete the industrial training (internship) of four weeks duration.
- Must obtain a minimum CGPA of 5.25 at the end of the Graduate Programs in Bachelor of Computer applications, Bachelor of Business Administration.
- Meet all the above-mentioned requirements in less than twice the period of the program, which includes deceleration period chosen by the student, deceleration imposed by KLEF.

For PG programmes in Management Humanities and sciences

- The student should complete all mandatory courses (University Core, College Core and Depa mental Core) as prescribed in the curriculum of the respective department.
- The student should complete all courses (Professional electives, Basic Sciences and Humanities and social sciences) as prescribed in the curriculum of the respective department.
- Student must earn minimum number of credits as stipulated in the program structure.
- Acquire minimum credits through term-paper/project/ practice school/ internship prescribed in the curriculum of the respective department.
- Must complete Dissertation and/or practice school.
- Must obtain a minimum CGPA of 5.5 at the end of the Post Graduate Programs MBA and its s cializations.

- Meet all the above-mentioned requirements in less than twice the period of the program, which includes deceleration period chosen by the student, deceleration imposed by KLEF. Students should acquire the number of credits to complete the respective program and CGPA as given below.

S No	Name of the program	Total Credits to be completed	Minimum CGPA required
1	Bachelor of Computer Applications	120	5.25
2	Bachelor of Business Administration	125	5.25
3	Master of Business Administration (OL)	104	5.5
4	Master of Business Administration (Digital Marketing)	104	5.5
5	Master of Business Administration (Entrepreneurship)	104	5.5
6	Master of Business Administration (Logistics & Supply Chain Management)	104	5.5
7	Master of Business Administration (Data Science)	101	5.5
8	Master of Computer Applications	80	5.5

PROGRAM CURRICULUM

For an academic program the curriculum is the basic framework that will stipulate the credits, category, course code, course title, course delivery (Lectures / Tutorials / Practice / Skill/ Project/ Self Study / Cap-stone Design etc.), in the Choice Based Credit System. However, all such are essentially designed, implemented, and assessed in Outcome Based Education Framework.

Program Structure

- A. An Academic Year is made of Two semesters each is of, approximately 15+1 week duration and each semester is classified as:
 - Odd Semester (September – March)
 - Even Semester (April– August).
- B. KLEF may offer summer term between May and June.
- C. All courses are offered under three categories vis-à-vis. even, odd and dual semester courses.
- D. Students have the flexibility to choose courses of their own choice prescribed by the KLEF.
- E. From 3rd Semester onwards a student can register for a maximum of 30 credits, other than audited and certificate courses per semester. This is not applicable when student exercises the overloading option (while doing project work/practice school/ Minor degree/Honors degree program/specialization).
- F. Every course has a Lecture-Tutorial-Practice-Skill (L-T/ST-P-S) component. attached to it.
- G. Based upon the L-T-P-S structure the credits are allotted to a course using the following criteria.
 - Every Lecture / Tutorial hour is equivalent to one credit.
 - Every Practical hour is equivalent to half credit.
 - Every skill-based practice hour is equivalent to quarter credit.
 - If the calculated value of credit is a fraction, it is rounded to the next integer.
 - Every (ST) Studio hour is equivalent to one and a half credit.

Audit Courses:

Any course offered in the University that has no assessment of student performance and no grading.

Value-Added courses:

Courses leading to global certification and those which are conducted exclusively for employability are referred to as value added courses.

Bridge Courses:

Courses which are required to bridge the continuity among the Basic sciences/Engineering Sciences/professional courses (both core and electives) and are identified through gap analysis carried out using feedback obtained from various academic stakeholders are termed as Bridge Courses. These courses also do not yield any credits but require a "Satisfactory" result to register into the attached professional courses.

Course Precedence:

The following are the guidelines for registering into courses with pre-requisites. 1. Every course may have one or more of its preceding course(s) as pre-requisite(s). 2. To register for a course, the student must successfully be promoted in these course(s) earmarked as pre-requisite(s) for that course.

KLEF offers summer term courses during May and June.

The following are the guidelines to register into courses offered in Summer Semester.

- H. A student may register for course/s in each summer term by paying the stipulated fee. Students registering for more than one (1) summer course must ensure that there is no clash in the time table.
- I. A student can register into a detained course or a not-registered course (course offered in regular semester, but student failed to register due to the non-compliance of pre-requisite condition but has paid the fee.) A student can also register for other than the above two mentioned categories of courses only if they are permitted for acceleration.
- J. In any case, a student can register only for a maximum of 12 credits during summer term.
- K. Attendance & Promotion policy for summer term is same as compared to the regular semester except for condonation policy. Condonation is not applicable for summer term courses.

Award of Degree

A student having cleared all the courses and met all the requirements for the award of degree with

- a. $5.5 \leq \text{CGPA} < 5.75$ will be awarded Pass class.
- b. $5.75 \leq \text{CGPA} < 6.75$ will be awarded Second-class.
- c. $6.75 \leq \text{CGPA} < 7.75$ will be awarded First class.
- d. $\text{CGPA} \geq 7.75$ will be awarded First class with Distinction provided the student has cleared all the courses in first attempt and must have fulfilled all the program requirements within the specified minimum years duration.

ASSESSMENT & EVALUATION PROCESS

The assessment in each theory subject consists of two Sem-In Assessments (Home Assignment & Quiz) and the Semester-End Examination (SEE) (Subjective Examinations). The Sem-In Assessments and the Semester-End Examinations will be conducted as per the Academic Calendar.

As per the necessity, the Supplementary examinations will be conducted at the discretion of Dean Academics with the approval of the Vice-Chancellor.

ASSESSMENT CRITERIA

In semester assessment – 30% End semester assessment – 70%

In Semester Assessment

- Objective type - 15% - 40 questions of 1 mark each- MCQ Quiz
- Subjective type - 15% - 4 questions of 10 marks each – Home Assignment

End Semester Assessment

- Conducted for 100 marks scaled down to 70 marks
- 8 questions - 10 marks each out of which student should attempt 4 questions.
- 8 questions - 15 marks each out of which student should attempt 4 questions.

SEMESTER-IN EVALUATION

The following guidelines are followed for the Semester-In evaluation.

- A. The process of evaluation is continuous throughout the semester.
- B. The distribution of marks for Semester-In evaluation is 30% of aggregate marks of the course for all the programs
- C. The distribution of weightage for various evaluation components are decided and notified by the course coordinator through the course handout after approval by the Dean Academics, prior to the beginning of the semester.
- D. In case the student is unable to appear for any evaluation component owing to hospitalization, participation in extra/ co-curricular activities representing KLEF/ state/ country; the Dean Academics can permit to conduct of re-examination for such students.
- E. In case a student has missed any of the two in-semester evaluations, S/he is eligible for and will be provided with an opportunity of appearing for re-Assessment.

Semester End Examination

- A. The pattern and duration of such examination are decided and notified by the Course Co-ordinator through the Course handout, after approval from the Dean Academic.
- B. To maintain transparency in evaluation, answer scripts are shown to the students for verification. If there is any discrepancy in evaluation, the student can request the Controller of Examinations to re-evaluate.
- C. If a student earns F grade in any of the courses of a semester, an instant supplementary exam (for only Semester End Exam component) will be provided within a fortnight of the declaration of the results.

Assessment of Project/Research-Based Subjects

All project or research-based subjects must have a defined time-limit for completion. The specific time limits for completion and schedule for monitoring and evaluation of performance of students will be announced each term. The final project report, after getting the plagiarism certificate, only will be considered and evaluated by the panel of examiners. Student project reports must follow the guidelines prescribed by the office of Dean Academics.

Grading Process

At the end of all evaluation components based on the performance of the student, each student is awarded based on absolute grading system. Choice of grading system is decided by the Course-Coordinator with due approval of Dean Academics and is specified in the course handout.

Absolute Grading

The list of absolute grades and its connotation are given below for BCA, BBA, MBA programs

Performance	Letter Grade	Grade Point	Percentage of marks
Outstanding	O	10	90 - 100
Excellent	A+	9	80 - 89
Very Good	A	8	70 - 79
Good	B+	7	60 - 69
Above Average	B	6	50 - 59
Average	C	5	46 - 49
Pass	P	4	40 - 45
Failed	F	0	0 – 39
Absent	AB	0	Absent

SGPA & CGPA

The SGPA is the ratio of sum of the product of the number of credits with the grade point scored by a student in all the courses and the sum of the number of credits of all the courses undergone by a student, in a semester.

$$SGPA(S_i) = \frac{\sum C_i * G_i}{\sum C_i}$$

Where 'Ci' is the number of credits of the ith course and 'Gi' is the grade point scored by the student in the ith course.

$$CGPA(S_i) = \frac{\sum C_i * S_i}{\sum C_i}$$

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program,

Where 'S'i is the SGPA of the ith semester and 'Ci' is the total number of credits in that semester.

- A. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- B. CGPA can be converted to percentage of marks: $10 \times CGPA - 7.5$
- C. A student appearing for a course having lab integrated with theory and in case obtains less than 40% in either of lab or theory component of semester end examination, and in such case the student has to reappear for the component only in which he has secured less than 40%. Till successful attainment of minimum 40% of both components, the student remains in the F grade for that course.
- D. Audit/Certificate courses are graded as satisfactory (S) or Non-Satisfactory (NS) only
- E. At the end of each semester, the KLEF issues grade sheet indicating the SGPA and CGPA of the student. However, grade sheet will not be issued to the student if he/she has any outstanding dues.

Illustration of Computation of SGPA AND CGPA

Computation of SGPA and CGPA Illustration for SGPA

COURSE	CREDITS	GRADE LETTER	GRADE POINT	CREDIT POINT (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			139

Thus, SGPA = $139/20 = 6.95$

Illustration for CGPA

Item	Semester					
	I	II	III	IV	V	VI
Credits	20	22	25	26	26	25
SGPA	6.9	7.8	5.6	6.0	6.3	8.0

Thus,

$$CGPA = \frac{(20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0)}{(20 + 22 + 25 + 26 + 26 + 25)} = 6.73$$

Betterment

A student may reappear for semester end examination for betterment only in the theory part of the course for improving the grade, subject to the condition that, the student has passed the course, his/ her CGPA is ≤ 6.75 and the grade in the respective course to be equal to or lower than "C". In the case of reappearing for a course, the best of the two grades will be considered.

A Student can re-register in any course in any semester during the program for improvement of grade if the current grade in the course is lower than B+ and with due approval from Dean Academics in accordance with academic regulations.

A student cannot reappear for semester end examination in courses like Industrial Training, courses with their L-T/ST-P-S Structure like 0-0-X-X, Project, Practice School and Term Paper.

STUDENT COUNSELING & FEEDBACK

COUNSELING:

Student counseling / mentoring service ensures that every student gets to know the academic structure of the University and utilize maximum opportunities that the institute offers to fulfill their career and personal life goals. The objective of “Student Counseling/Mentoring Service” is to provide friendly support to the students for their well-being and for their holistic development. Counsellors offer individual counseling to help students resolve personal or interpersonal problems. They may also offer small group counseling to help students enhance listening and social skills, learn to empathize with others.

However, the benefits of Counsellor-student relationships are as follows:

- Maintain academic standards and set goals for academic success.
- Develop skills to improve organization, study habits, and time management.
- Work through personal problems that may affect academics or relationships.
- Improve social skills.

COUNSELING POLICY:

Student counseling takes great place in K L University. Counseling is designed to facilitate student achievement, improve student behavior, subject analysis levels, attendance, and help students develop socially, professionals with bachelor's, master's degrees or beyond. Faculty Counsellors provide counseling and serve an educational role in K L University. We have Mentors, Academic, Career, Physiological, Co-Curricular & Extra Curricular activities Counsellors in order to support students who are experiencing personal or academic challenges, help students choose careers and plan for university and intervene when students face behavioral, physical, or mental health challenges.

ACADEMIC COUNSELING:

Develop a systematic and process-oriented mechanism to improve academic counseling in relation to student attendance, punctuality, performance of students in internal and semester assessments, course / program to be enrolled based on the strength and weakness of the student.

ACADEMIC COUNSELLING CENTRE

The Counselling Centre is a crucial component of support services extended to the entire student community at CDOE – KLEF. It provides support to students to cope with

varied academic as well as personal concerns. The Counselling Centre provides services like individual counselling, and group counselling.

Presently, the Counselling Centre provides services 6 days a week from 10 AM – 5 PM. The services are offered over telephone and email.

ACADEMIC COUNSELING PARAMETERS

S.NO	PARAMETER
1.	Attendance in Online Classes
2.	Attendance on LMS
3.	Progress on Study Plan
4.	Clarification of Academic Queries
5.	Resolution of Technical Issues
6.	Completion of Assessments
7.	End Term Exam Preparation
8.	End Term Exam Attendance
9.	End Term Exam Performance
10.	Faculty Access and Support
11.	Guidance on Assignment
12.	Guidance on Project
13.	Students' Feedback
14.	Online Sessions Progress
15.	Feedback on Faculty

For further assistance, please visit: supportcdoe@kluniversity.in

FEEDBACK SYSTEM

At KLEF, monitoring of feedback is a continuous process. Feedback is obtained from students on various aspects. General Feedback to be taken from the students on the aspects like Course Contents, Self-Learning Material, Outcomes, Resources and Evaluation twice in every semester (Mid semester and End Semester Feedback) in a structured format. Online Feedback is collected from all the students using well designed questionnaire.

CONTACT DETAILS OF PROGRAMME COORDINATORS

S.No	Program	Name of program coordinator	contact number	Mail ID
1	Bachelor of Business Administration (BBA)	Dr.N.Durga Chaithanya Prasad	9666450766	ndurgaprasad@kluniversity.in
2	Bachelor of Computer Applications (BCA)	Mr.Rajeev Kudari	7842334454	krajeev@kluniversity.in
3	Master of Business Administration (MBA)	Dr.U.Padmavathi	7702055981	upadmavathi@kluniversity.in
4	Master of Business Administration (Data Science)	Dr.Ravi Avuldar	9677041894	raviavuldar@kluniversity.in
5	Master of Business Administration (Digital Marketing)	Dr. U.K.Shukla	9952069823	ushukla@kluniversity.in
6	Master of Business Administration (Entrepreneurship)	Dr. U.K.Shukla	9952069823	ushukla@kluniversity.in
7	Master of Business Administration (Logistics & Supply Chain Management)	Dr.K.Srinivasa Rao	8106108544	kssrinivasarao@kluniversity.in
8	Master of Computer Applications (MCA)	Mr.Rajesh Nagineni	8465089691	rajeshnagine-ni2010@kluniversity.in

CONTACT DETAILS OF STUDENT ENGAGEMENT EXECUTIVE

S.No	Program	Name of Student Engagement Executive	Contact Number	Mail ID
1	Bachelor of Business Administration (BBA)	Ms.P. Chaitanya	7675922315	chaitanyapenumudi@kluniversity.in
2	Bachelor of Computer Applications (BCA)	Ms.U.Gowthami	9642292296	ugowthami@kluniversity.in
3	Master of Business Administration (MBA General & MBA (Entrepreneurship)	Mr.P. Durga siva prasad	8328231847	pdurgasivaprasad@kluniversity.in
4	MBA (Data Science)	Mr. Rahamatulla Shaik	9989547847	rahamtullahshaik@kluniversity.in
5	MBA (Logistics & Supply Chain management) & MBA (Digital Marketing)	Mr.Ramana	9032533227	ramanaayodhya@kluniversity.in
6	Master of Computer Applications	Ms.G.Naga saritha	6303036886	gnagasaritha@kluniversity.in
		For Academic support - supportcdoe@kluniversity.in		
IMPORTANT MAIL ID'S For LMS queries - cdoelmssupport@kluniversity.in				

KL CENTRE FOR DISTANCE & ONLINE EDUCATION FEE REFUND POLICY

We value our students and strive to offer the best educational experience. To maintain transparency, here is our comprehensive Fee Refund policy for online programs. Students are required to apply to supportcdoe@kluniversity.in for the withdrawal from the Online Program along with the necessary documents like fee receipts to initiate the refund process. The percentage of refund to the student is determined based on the point of time at which the notice of withdrawal of admission is received by KL CDOE.

Category	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI	JANUARY SESSION (If admissions closes on March 31 st)	JULY SESSION (If admissions closes on August 31 st)
1	100%	15 days or more before the formally notified last date of admission	Before 16 th March	Before August 16 th
2	90%	Less than 15 days before the formally notified last date of admission	After 16 th March to 31 st March	After 16 th August to 31 st August
3	80%	15 days or less after the formally notified last date of admission	After 31 st March and before 15 th April	After 31 st August and before September 15 th
4	50%	30 days or less, but more than 15 days after formally notified last date of admission	From 16 th April to 30 th April	From 16 th September to 30 th September
5	0%	More than 30 days after formally notified last date of admission	After 30 th April	After 30 th September

Fees shall be refunded to the eligible candidate by the institute within 1 month after the candidate has submitted the official written letter to the authority.

**DIRECTOR
KL CDOE**

KL CENTRE FOR DISTANCE AND ONLINE EDUCATION PROGRAMME STRUCTURE BBA		
SEMESTER -I		
S No	Course Name	CR
1	Business Mathematics	4
2	Managerial Economics	4
3	Perspectives Of Management	4
4	Business Environment	4
5	IT For Business Managers & Mis	2
6	Human Values, Gender Equality & Professional Ethics	2
SEMESTER -II		
1	Business Statistics	4
2	Organizational Behaviour	4
3	Human Resource Management	4
4	Marketing Management	4
5	Financial Accounting	2
6	Social Immersive Learning - 1	1
7	Language Skills for Managers	2
8	SIP-1	2
SEMESTER -III		
1	Foreign Language Elective	3
2	Design Thinking for Innovation	3
3	Foundations Of Financial Management	4
4	Fundamentals Of Digital Marketing	4
5	Production & Operations Management	4
6	Management And Cost Accountancy	2
7	Social Immersive Learning - 2	1
SEMESTER -IV		
1	Communication Skills for Managers	2
2	Logistics & Supply Chain Management	4
3	Income Tax & GST	4
4	Ecology & Environment	0
5	Dynamics Of Capital Market	2
6	Leadership And Management Skills	2
7	Social Immersive Learning - 3	1
8	SIP-2	2
SEMESTER -V		
1	Professional Elective - 1	4
2	Professional Elective - 2	3
3	Professional Elective - 3	3
4	Open Elective - 1	4

5	Business Model Generation	2
6	Research Paper Writing	2
7	Open Elective - 2	4
SEMESTER -VI		
1	Strategic Management	4
2	Business Analytics	2
3	Professional Elective - 4	4
4	Professional Elective - 5	3
5	Professional Elective - 6	3
6	Open Elective - 3	4
7	SIP-3	2
Total Credits		125
Marketing Electives		
1	Services Marketing	4
2	Advertising And Sales Promotion	3
3	Customer Relationship Management	3
4	Search Engine Optimisation	4
5	Web Analytics and Affiliate Marketing	3
6	Social Media Marketing	3
Finance Electives		
1	Banking & Insurance Management	4
2	Investment Management	3
3	Financial Services	3
4	Financial Markets	4
5	Fundamentals Of Fintech	3
6	Financial Derivatives	3
HR Electives		
1	Personal Effectiveness and Self-Leadership	4
2	Dynamics of Industrial Relations	3
3	Human Resource Development	3
4	Performance Management & Reward System	4
5	Labour Legislation	3
6	Training & Development	3
LSCM Electives		
S No		Cr
1	Inland Waterways and Surface Transportation	4
2	Materials & Warehousing Management	3
3	Freight Forwarding and Surface Transportation	3

4	Forecasting & Inventory Management	4
5	International Logistics	3
6	Total Quality Management	3

BCA		
SEMESTER -I		
S No	Course Name	CR
1	Mathematics for Computer Science	4
2	Language Skills	2
3	Ecology & Environment	0
4	Computer Organization	4
5	Essentials Of Information Technology	4
6	Computational Thinking for Structured Design Through C	4
7	Web And Social Media Technologies	2
SEMESTER -II		
1	Probability And Statistics	4
2	Communication Skills	2
3	Essentials of Operating System	4
4	Data Structures	4
5	Database Management Systems	4
6	Object Oriented Programming	2
7	Social Immersive Learning - 1	1
8	Summer Internship Program -1	2
SEMESTER -III		
1	Design And Analysis of Algorithms	4
2	Computer Networks	4
3	Web Development Using Python	2
4	Cloud Architectures/Machine Learning/Cyber Security And Ethical Hacking (PE1)	4
5	Design Thinking & Innovation	3
6	Indian Constitution	0
7	Social Immersive Learning - 2	1
8	Global Logic Building Contest Practical-1	0
SEMESTER -IV		
1	Object Oriented Analysis & Design	4
2	Software Engineering	4
3	Java Full Stack Development	2
4	Cloud Serverless Computing/Data Management & Big Data Analytics/Cyber Forensics (PE2)	3

5	Cloud Native Application Development/Deep Learning/Malware Analysis (PE3)	3
6	Human Values, Gender Equality and Professional Ethics	2
7	Social Immersive Learning - 3	1
8	Global Logic Building Contest Practical-2	0
9	Summer Internship Program -2	2
SEMESTER -V		
1	Continuous Delivery and Deployment with Devops	4
2	Network and Infrastructure Security	4
3	Aspects of Mobile Application	2
4	Cloud Security/Natural Language Processing and Large Large Language Models/Cloud Security (PE4)	4
5	Design And Development of Cloud Application/Data Visualization Techniques/Security Governance and Management (PE5)	3
6	Foreign Language Elective (Hss6)- German Language	3
SEMESTER -VI		
1	Major Project	5
2	IPR And Patent Laws (OE1)	4
3	Image Processing (OE2)	3
4	Marketing Management (Management Elective)	4
5	Leadership and Management Skills	2
Total Credits		120

Master of Business Administration

S NO.	Course Title	Credits
MBA I SEMESTER		
1	Applied Quantitative Methods for Business Management	3
2	Principles Of Management and Organizational Behaviour	3
3	Business Economics	3
4	Financial and Management Accounting	3
5	Marketing Management	3
6	IT Skills for Managers	2
7	Business Environment and Law	3
8	Logic Building and Reasoning Skills for Managers	2
MBA II Semester		
1	Business Analytics For Decision Making	3
2	Business Research Methodology	3
3	Human Resource Management	3
4	Financial Management	3
5	Operations Management	3

6	Project Management	2
7	Enterprise Resource Planning	3
8	Design Thinking and Innovation	3
9	Professional Skills for Managers	2
	MBA III SEMESTER	
1	Strategic Management	3
2	Innovation, Business Models and Entrepreneurship	3
3	Business Ethics and Corporate Governance	3
4	Professional Elective - 1	3
5	Professional Elective - 2	3
6	Professional Elective - 3	3
7	Professional Elective - 4	3
8	Sectoral Elective - 1	3
9	Summer Internship Program	9
	MBA IV SEMESTER	
1	Leadership in Organisations	3
2	Professional Elective - 5	3
3	Professional Elective - 6	3
4	Professional Elective - 7	3
5	Professional Elective - 8	3
6	Sectoral Elective - 2	3
7	Management Research Project	6
	TOTAL CREDITS	104
	Functional specializations	
	MBA (OL - MARKETING)	
1	Product And Brand Management	3
2	Sales And Distribution Management	3
3	Global Marketing Management	3
4	Consumer Behaviour	3
5	Digital Marketing	3
6	Marketing Of Services and Relationship Management	3
7	Rural And Agricultural Marketing	3
8	Event And Entertainment Management	3
	MBA (OL - FINANCE)	
1	Financial Modelling and Valuation	3
2	Fintech Services	3
3	Security Analysis and Portfolio Management	3
4	Behavioural Finance	
5	Investment Banking	3
6	Financial Risk Management	3

7	Taxation	3
8	Blockchain Technology	3
	MBA (OL - HR)	
1	Talent And Competency Management	3
2	Compensation Management	3
3	Organizational Change and Change Management	3
4	Labour Legislation	3
4	Performance Management and Reward Systems	3
5	International Human Resource Management	3
6	Training And Development	3
7	Strategic Human Resource Management	3

Sectoral Electives
Banking

1	Overview Of Banking	3
2	Banking Service Operations Retailing	3
1	Overview Of Retailing	3
2	Management of Retail Operations	3

MBA (Digital Marketing)

S NO.	Course Title	Credits
	MBA I SEMESTER	
1	Applied Quantitative Methods for Business Management	3
2	Principles of Management and Organizational Behaviour	3
3	Business Economics	3
4	Financial and Management Accounting	3
5	Marketing Management	3
6	IT Skills for Managers	2
7	Business Environment and Law	3
8	Logic Building and Reasoning Skills for Managers	2
	MBA II SEMESTER	
1	Business Analytics for Decision Making	3
2	Business Research Methodology	3
3	Human Resource Management	3
4	Financial Management	3
5	Operations Management	3
6	Project Management	2
7	Enterprise Resource Planning	3
8	Design Thinking and Innovation	3
9	Professional Skills for Managers	2

MBA III SEMESTER		
1	Strategic Management	3
2	Innovation, Business Models and Entrepreneurship	3
3	Business Ethics and Corporate Governance	3
4	Professional Elective - 1	3
5	Professional Elective - 2	3
6	Professional Elective - 3	3
7	Professional Elective - 4	3
8	Sectoral Elective - 1	3
9	Summer Internship Program	9
MBA IV SEMESTER		
1	Leadership In Organisations	3
2	Professional Elective - 5	3
3	Professional Elective - 6	3
4	Professional Elective - 7	3
5	Professional Elective - 8	3
6	Sectoral Elective - 2	3
7	Management Research Project	6
	TOTAL CREDITS	104

Functional specializations		
1	Media Planning	3
2	Search Engine Optimization	3
3	Affiliate marketing	3
4	Social Media Marketing & Analytics	3
5	Mobile Marketing	3
6	E-Mail & Content Marketing	3
7	E-Commerce	3
8	Digital PR & Corporate Communication	3

Sectoral Electives

Banking

4	Overview of Banking	3
2	Banking Service Operations	3

Retailing

4	Overview of Retailing	3
2	Management of Retail Operations	3

MBA (Logistics & Supply Chain Management)		
S NO.	Course Title	Credits
MBA I SEMESTER		
1	Applied Quantitative Methods for Business Management	3
2	Principles Of Management and Organizational Behaviour	3
3	Business Economics	3
4	Financial And Management Accounting	3
5	Marketing Management	3
6	IT Skills For Managers	2
7	Business Environment and Law	3
8	Logic Building and Reasoning Skills For Managers	2
MBA II SEMESTER		
1	Business Analytics For Decision Making	3
2	Business Research Methodology	3
3	Human Resource Management	3
4	Financial Management	3
5	Operations Management	3
6	Project Management	2
7	Enterprise Resource Planning	3
8	Design Thinking and Innovation	3
9	Professional Skills for Managers	2
MBA III SEMESTER		
1	Strategic Management	3
2	Innovation, Business Models and Entrepreneurship	3
3	Business Ethics and Corporate Governance	3
4	Professional Elective - 1	3
5	Professional Elective - 2	3
6	Professional Elective - 3	3
7	Professional Elective - 4	3
8	Sectoral Elective - 1	3
9	Summer Internship Program	9
MBA IV SEMESTER		
1	Leadership In Organisations	3
2	Professional Elective - 5	3
3	Professional Elective - 6	3
4	Professional Elective - 7	3
5	Professional Elective - 8	3
6	Sectoral Elective - 2	3
7	Management Research Project	6
8	Total Credits	104

Functional Electives		
1	Materials Management	3
2	Fundamentals of Supply Chain Management	3
3	Operations Strategy	3
4	Total Quality Management	3
5	Lean Management	3
6	Warehouse Management	3
7	Supply Chain Analytics	3
8	International Logistics Management	3

Sectoral Electives
Banking

1	Overview of Banking	3
2	Banking Service Operations	3
Retailing		
1	Overview of Retailing	3
2	Management of Retail Operations	3

MBA (Entrepreneurship)

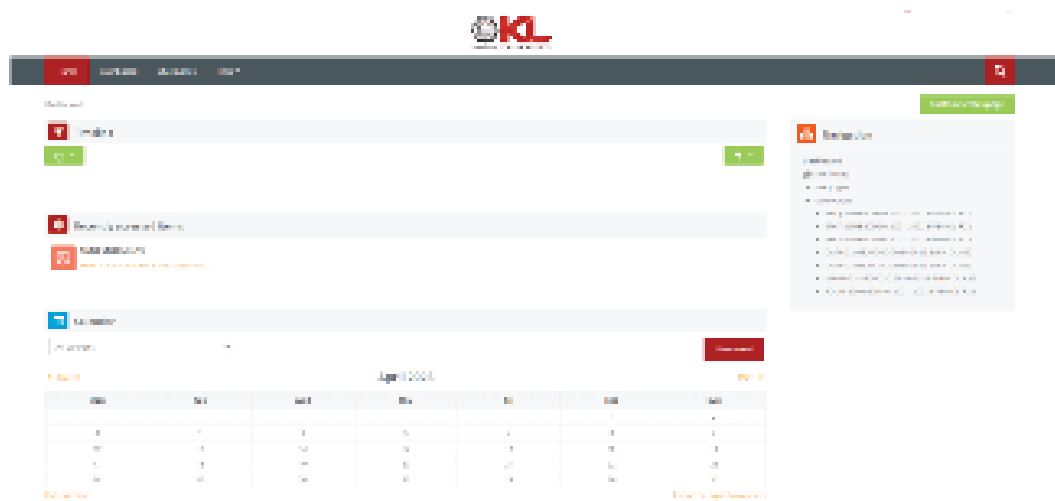
S NO.	Course Title	Credits
MBA I SEMESTER		
1	Applied Quantitative Methods for Business Management	3
2	Principles Of Management And Organizational Behaviour	3
3	Business Economics	3
4	Financial And Management Accounting	3
5	Marketing Management	3
6	IT Skills For Managers	2
7	Business Environment and Law	3
8	Logic Building and Reasoning Skills for Managers	2
MBA II SEMESTER		
1	Business Analytics for Decision Making	3
2	Business Research Methodology	3
3	Human Resource Management	3
4	Financial Management	3
5	Operations Management	3
6	Project Management	2
7	Enterprise Resource Planning	3
8	Design Thinking and Innovation	3
9	Professional Skills for Managers	2

MBA III SEMESTER		
1	Strategic Management	3
2	Innovation, Business Models and Entrepreneurship	3
3	Business Ethics and Corporate Governance	3
4	Professional Elective - 1	3
5	Professional Elective - 2	3
6	Professional Elective - 3	3
7	Professional Elective - 4	3
8	Sectoral Elective - 1	3
9	Summer Internship Program	9
MBA IV SEMESTER		
1	Leadership in Organisations	3
2	Professional Elective - 5	3
3	Professional Elective - 6	3
4	Professional Elective - 7	3
5	Professional Elective - 8	3
6	Sectoral Elective - 2	3
7	Management Research Project	6
TOTAL CREDITS		104
Functional specializations		
1	Technology Innovation, Product Development & Prototyping	3
2	Entrepreneurial Ecosystem	3
3	Theories & Models of Techno Entrepreneurship	3
4	Start-up Law, Ethics and Environment in India	3
5	Managing Operations for Technological Innovations in Start-ups	3
6	Entrepreneurial Leadership	3
7	Corporate and Social Entrepreneurship	3
8	Venture Financing & Management	3
Sectoral Electives		
Banking		
1	Overview Of Banking	3
2	Banking Service Operations	3
Retailing		
1	Overview Of Retailing	3
2	Management of Retail Operations	3

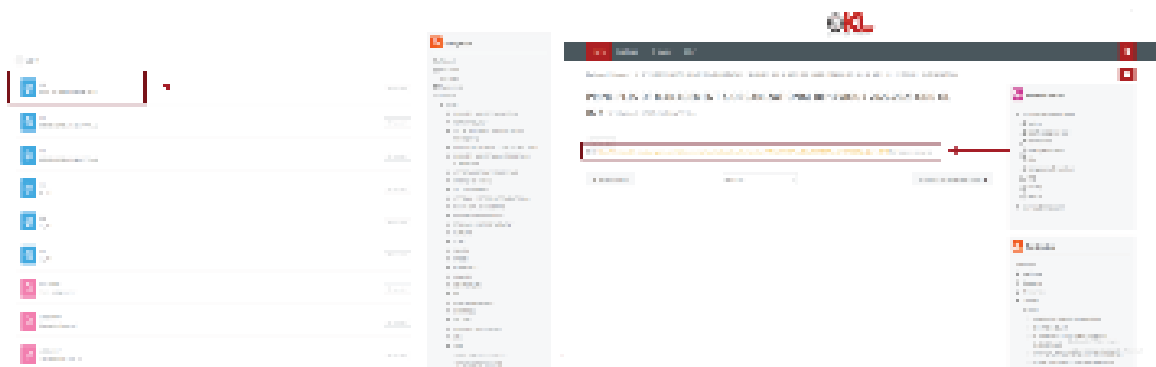
MASTER OF COMPUTER APPLICATIONS		
SEMESTER -I		
S No	Course Name	CR
1	Computer Networks And Communications	4
2	Data Structures and Algorithms	5
3	Operating Systems Concepts	4
4	Database Systems	5
5	Professional Communication Skills	2
SEMESTER -II		
6	Object Oriented Programming	5
7	Data Analytics	4
8	Comprehensive Software Engineering	3
9	Professional Elective 1	5
10	Professional Elective 2	3
SEMESTER -III		
11	Web Technologies	5
12	Essentials of Research Design	2
13	Professional Elective 3	5
14	Professional Elective 4	3
15	Professional Elective 5	4
16	INTERNSHIP	3
17	Term Paper	2
SEMESTER -IV		
18	IPR and Patent Laws (OE1)	3
19	Fundamentals of IOT (OE2)	3
20	PROJECT	10
	TOTAL	80

Professional Electives		
	ARTIFICIAL INTELLIGENCE	
4	Applied Machine Learning (PE 1)	5
5	Pattern Recognition (PE2)	3
3	Computer Vision (PE 3)	5
4	Applied Deep Learning (PE 4)	3
5	Applications of Natural Language Processing (PE 5)	4
	CLOUD TECHNOLOGY	
6	Cloud Computing (PE 1)	5
7	Cloud Information Security (PE2)	3
6	Cloud Architectures (PE 3)	5
7	Cloud and Serverless Computing (PE 4)	3
8	Cloud Web Services (PE 5)	4
	DATA SCIENCE	
8	Applied Machine Learning (PE 1)	5
9	Hadoop and Bigdata (PE2)	3
12	Data Visualization Techniques (PE 3)	5
13	Statistics for Data Science (PE 4)	3
14	Graph and Web Analytics (PE 5)	4
	CYBER SECURITY	
10	Cyber Security And Ethical Hacking (PE 1)	5
11	Cyber Forensics (PE 2)	3
9	Malware Analysis (PE 3)	5
10	Security Governance and Management (PE 4)	3
11	Cloud Security (PE 5)	4

DASHBOARD

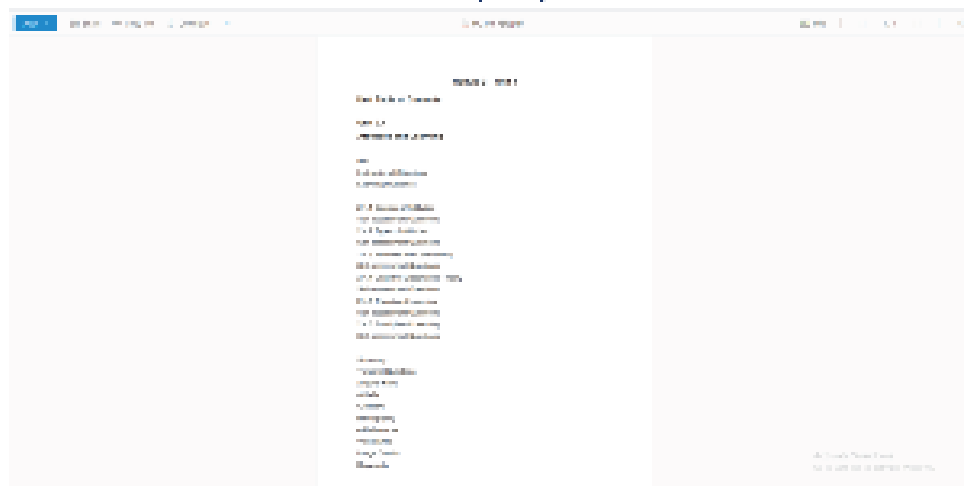


COURSE OUTCOME(C.O) WISE MATERIALS

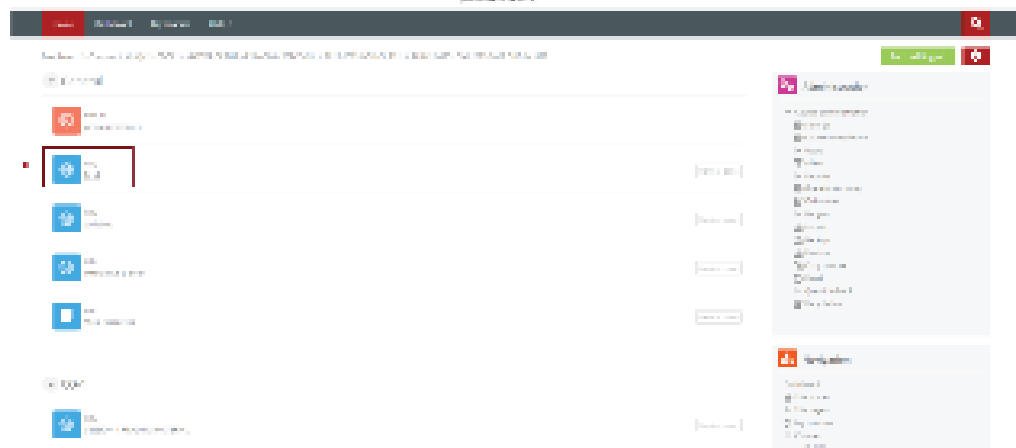


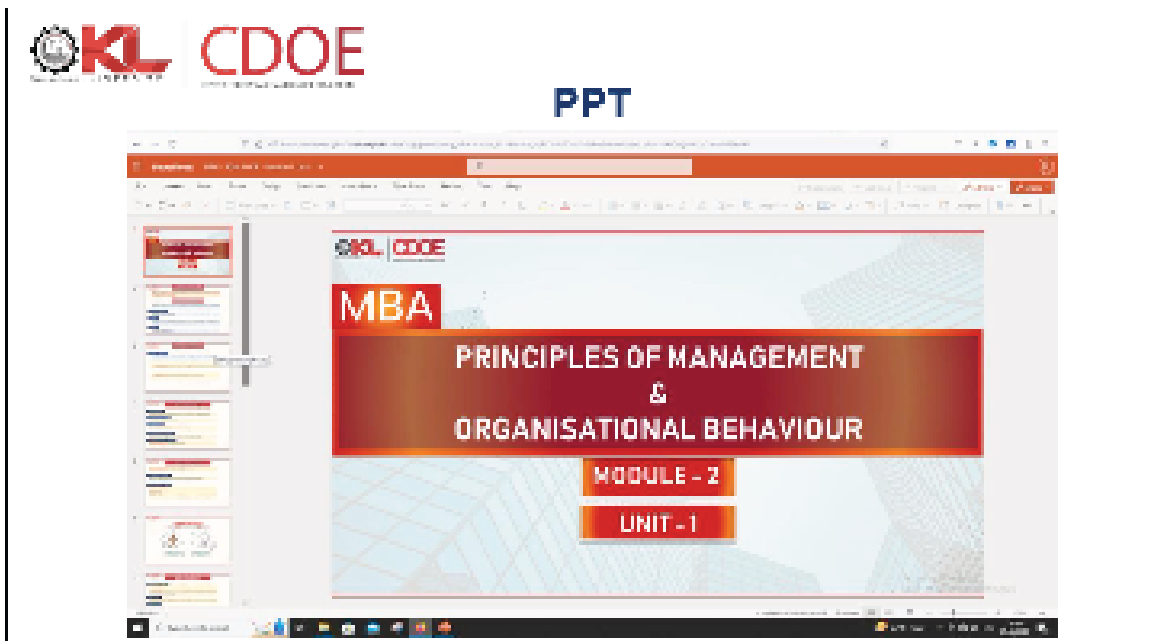


COURSE OUTCOME(C.O) WISE MATERIALS

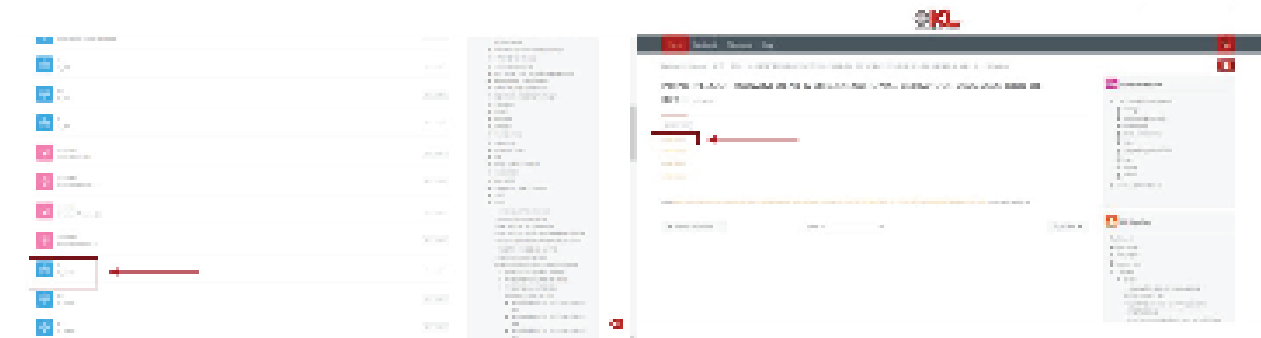


SLM

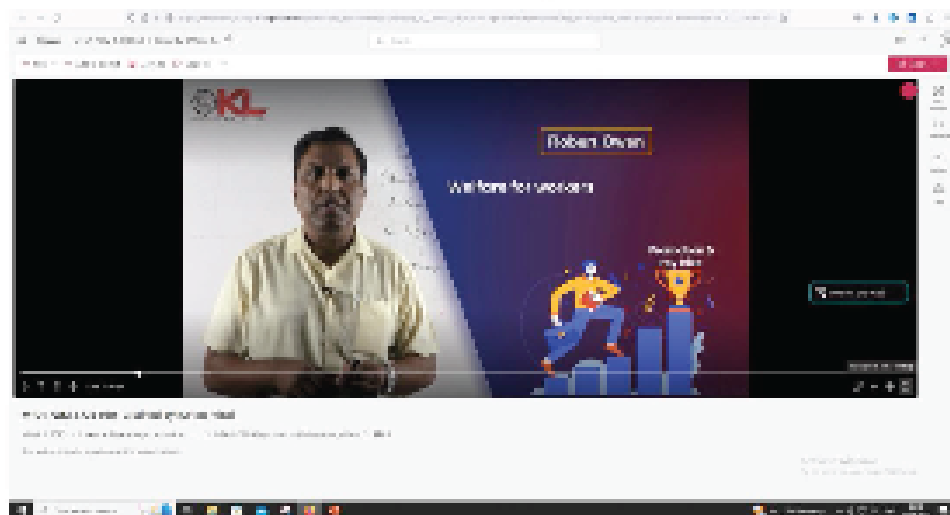




VIDEO



VIDEO

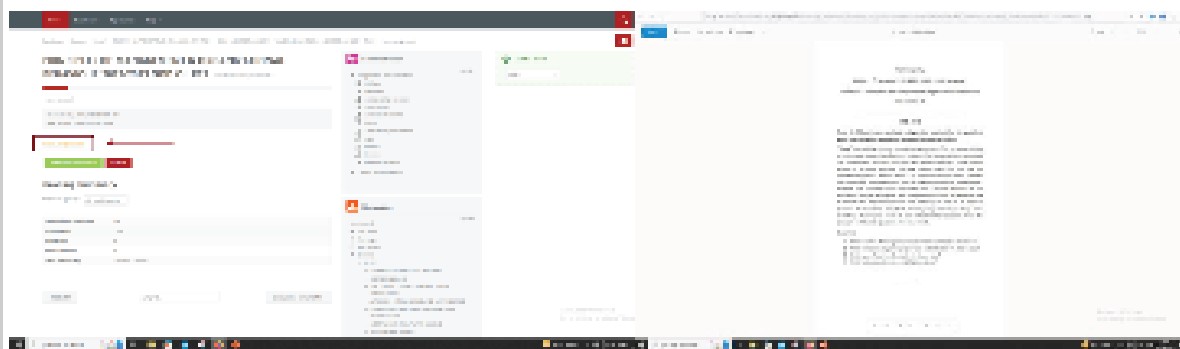


Icon	Item Name	Item Description	Item Price
Icon 1	Item 1	Item 1 Description	Item 1 Price
Icon 2	Item 2	Item 2 Description	Item 2 Price
Icon 3	Item 3	Item 3 Description	Item 3 Price
Icon 4	Item 4	Item 4 Description	Item 4 Price
Icon 5	Item 5	Item 5 Description	Item 5 Price
Icon 6	Item 6	Item 6 Description	Item 6 Price
Icon 7	Item 7	Item 7 Description	Item 7 Price
Icon 8	Item 8	Item 8 Description	Item 8 Price
Icon 9	Item 9	Item 9 Description	Item 9 Price
Icon 10	Item 10	Item 10 Description	Item 10 Price
Icon 11	Item 11	Item 11 Description	Item 11 Price
Icon 12	Item 12	Item 12 Description	Item 12 Price
Icon 13	Item 13	Item 13 Description	Item 13 Price
Icon 14	Item 14	Item 14 Description	Item 14 Price
Icon 15	Item 15	Item 15 Description	Item 15 Price
Icon 16	Item 16	Item 16 Description	Item 16 Price
Icon 17	Item 17	Item 17 Description	Item 17 Price
Icon 18	Item 18	Item 18 Description	Item 18 Price
Icon 19	Item 19	Item 19 Description	Item 19 Price
Icon 20	Item 20	Item 20 Description	Item 20 Price

DISCUSSION FORUM

[illegible]

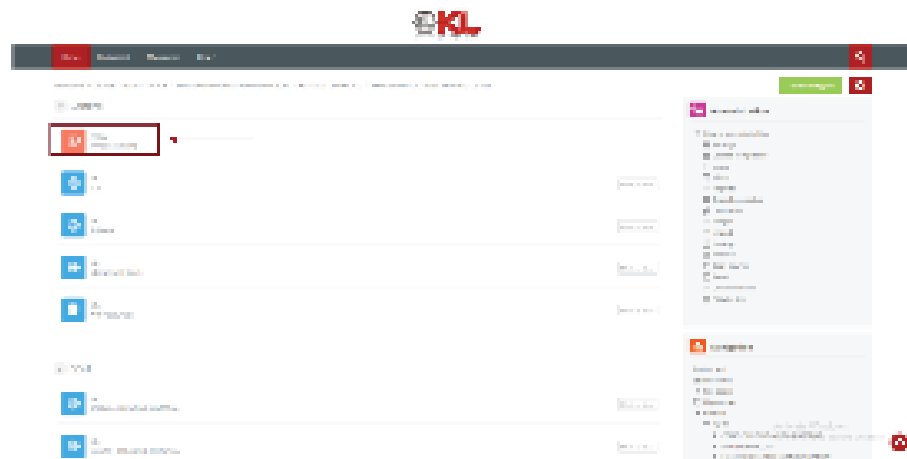
HOME ASSIGNMENT



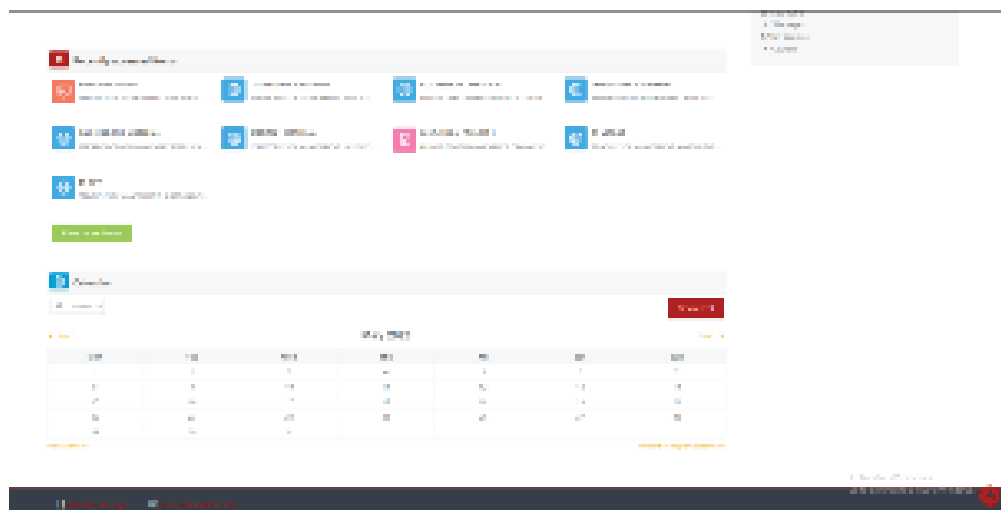
ASSESSMENTS Quiz



ANNOUNCEMENTS



CALENDAR



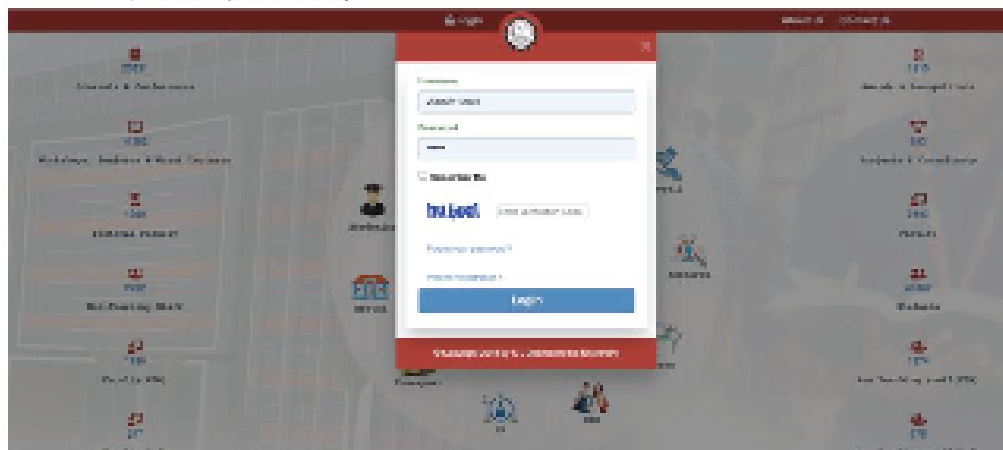
ERP

ERP is the portal for end semester assessment and is used for academic registration for every semester. Results of the internal, external exams will be released in this portal.



ERP LOGIN PAGE

URL - <https://www.erp.kluniversity.in/>



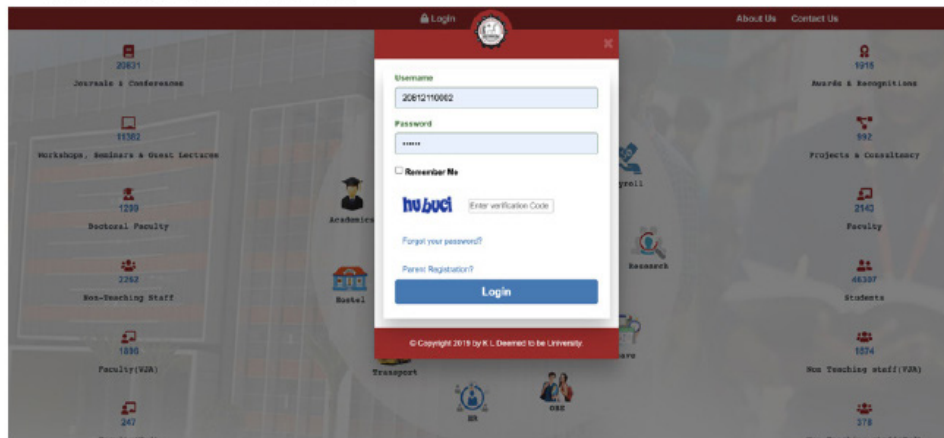
ERP LOGIN PAGE

URL - <https://www.erp.kluniversity.in/>

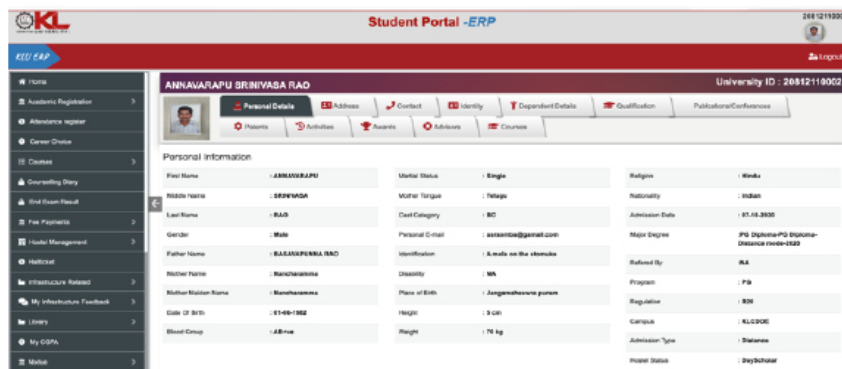


CDOE **ERP LOGIN PAGE**
DEEMED TO BE UNIVERSITY | CENTER FOR DISTANCE AND ONLINE EDUCATION

URL - <https://newerp.kluniversity.in/>



CDOE **STUDENT PROFILE**
DEEMED TO BE UNIVERSITY | CENTER FOR DISTANCE AND ONLINE EDUCATION

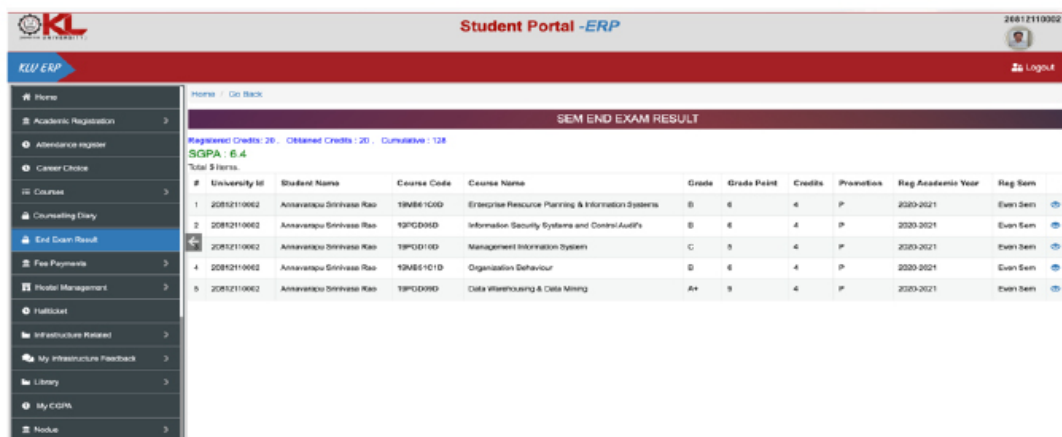


ANNABAPU BRINIVASA RAO University ID : 20812110002

Personal Information

First Name	ANNABAPU	Martial Status	Single	Religion	Hindu
Middle Name	BRINIVASA	Mother Tongue	Telugu	Nationality	Indian
Last Name	RAO	Dist Category	BC	Admission Date	07.10.2020
Gender	Male	Personal Email	annabapu@gmail.com	Major Degree	PB Diploma-PB Diploma-Distance mode-2020
Father Name	SALASPERLA RAO	Identification	Aadhar on the website	Refused By	NA
Mother Name	Bandhanamma	Disability	NA	Program	PB
Mother Maiden Name	Bandhanamma	Place of Birth	Jangamchervu puram	Registration	BC
Date Of Birth	07.09.1982	Hair	Black	Campus	KLCDOE
Blood Group	A-B+	Weight	70 kg	Admission Type	Distance
				Hostel Status	Day Scholar

CDOE **STUDENT END SEM RESULT**
DEEMED TO BE UNIVERSITY | CENTER FOR DISTANCE AND ONLINE EDUCATION



SEM END EXAM RESULT

Register Credits: 20 - Obtained Credits: 20 - Cumulative: 128
SGPA: 6.4
 Total 5 Items.

#	University Id	Student Name	Course Code	Course Name	Grade	Grade Point	Credits	Promotion	Reg Academic Year	Reg Sem
1	20812110002	Annabapu Brinivasa Rao	19AB100D	Enterprise Resource Planning & Information Systems	B	6	4	P	2020-2021	Even Sem
2	20812110002	Annabapu Brinivasa Rao	19CD09D	Information Security Systems and Control/Audit's	B	6	4	P	2020-2021	Even Sem
3	20812110002	Annabapu Brinivasa Rao	19PD10D	Management Information Systems	C	5	4	P	2020-2021	Even Sem
4	20812110002	Annabapu Brinivasa Rao	19AB101D	Organization Behaviour	B	6	4	P	2020-2021	Even Sem
5	20812110002	Annabapu Brinivasa Rao	19PD09D	Data Warehousing & Data Mining	A+	9	4	P	2020-2021	Even Sem

CDOE DELIVERY PROCESSES

SCIENTIFIC BASIS OF ONLINE EDUCATION



**Bloom's
Taxonomy**

Gagne's 9 events

1. Gaining attention
2. Informing the learner of the objective
3. Stimulating recall of prior knowledge
4. Presenting information
5. Providing guidance
6. Eliciting performance
7. Providing feedback
8. Assessing performance
9. Enhancing retention and transfer



4 QUADRANT APPROACH



E-TUTORIALS

Audio Video Lectures



E-CONTENT

TEXTUAL CONTENT
CASE STUDY



WEB RESOURCES DISCUSSION FORUM

REFERENCE MATERIAL
DISCUSSION FORUM



SELF ASSESSMENTS

SELF ASSESSMENT
ACADEMIC ACTIVITIES



COURSE OBJECTIVES
& OUTCOMES



E-LEARNING
CONTENT



LIVE INTERACTIVE
CLASSES (LIC)



SYLLABUS



GLOSSARY



ACADEMIC
ACTIVITIES



Self Study

SLMs

PPTs

Videos

Review and Interaction

Online Classes



Validation of Learning

Discussion Forums

External References

Flipped Model of Learning

LEARNING SCHEME AND EFFORT FOR CDOE STUDENTS

EFFORT PER WEEK FOR EACH COURSE

	Learning Content	Time suggested
01	SLM Reading	1 hour
02	PPT Review	30 minutes
03	Video Learning	30 minutes
04	Quiz Practice	30 minutes
05	External References	15 minutes
06	Online Live Class	1 hour
07	Discussion Forum	15 minutes
	Total Effort	4.0 Hours per week per course

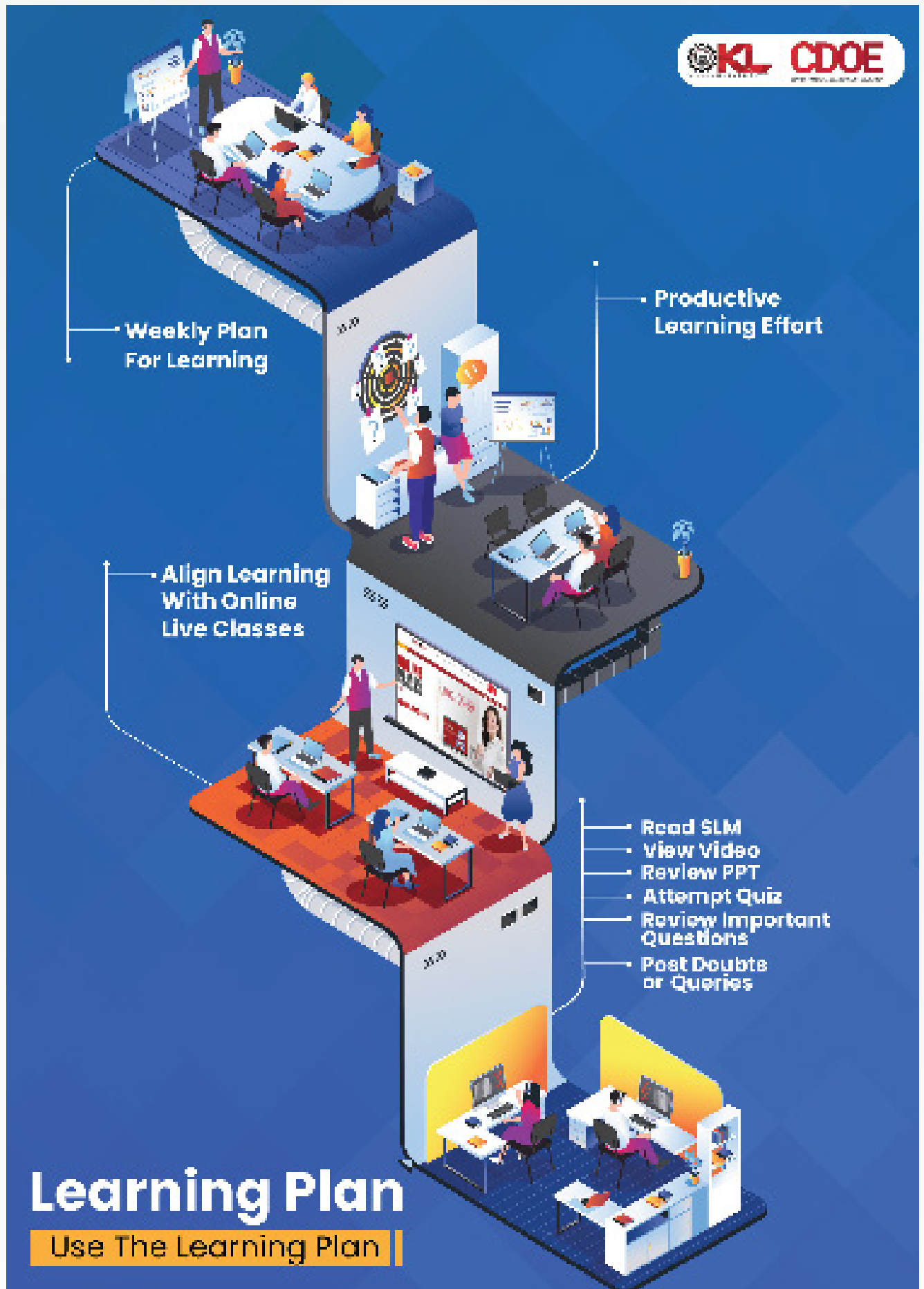
14 WEEKS PER SEMESTER

12 WEEKS ONLINE LIVE CLASSES

2 WEEKS EXAMINATION PREPARATION AND REVIEW



For a semester: 8 courses = 4 X 8 = 24 Hours of learning per week



Mobile First Learning

Access Learning on The Go!

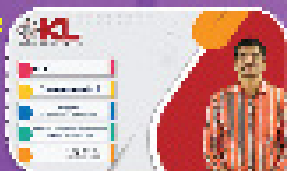
**Attempt
Quiz**



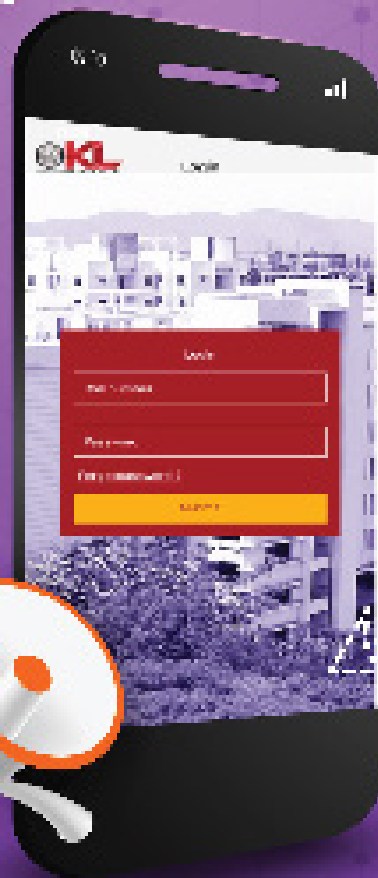
**Read
Self Learning
Material**



**View
2 Minute
Video**



**View
6 Minute
Video**



INDIVIDUALISED LEARNING

- STANDARD CONTENT AND DELIVERY
- DELIVERED TO INDIVIDUAL LEARNERS

PERSONALISED LEARNING

- VARIED CONTENT AND
- DELIVERY - DESIGNED AND DELIVERED ACCORDING TO PERSONAL PREFERENCES



Types Of Online Learning



FLEXIBLE LEARNING

- CHOICE OF CONTENT AND DELIVERY COMPLY WITH LEARNERS

ADAPTIVE LEARNING

- DESIGNED AND DELIVERED BASED ON CAPS IDENTIFIED IN LEARNERS AND CHALLENGES

Norms for Delivery of Courses in Online Mode

