

STUDENT MANUAL

(GUIDELINES FOR STUDENTS)

(ACADEMIC YEAR : 2022-23)



VISION

To become a leading institution nationally in the area of professional education, research & innovation for serving the global community.

MISSION

- To impart quality professional education, skills and values through outcome-based innovative teaching learning process in all spheres.
- To undertake collaborative interdisciplinary research as a co-requisite for professional education and simultaneously solve problems faced by society and industry.
- To create an ambience of innovation, entrepreneurship and consultancy for future leaders and innovators.
- To keep faculty members enthusiastic by continuous professional development and positive working environment.

QUALITY POLICY

Acknowledging our commitment towards quality and systematically streamlined working, the quality certifying authority has awarded us the ISO-9001-2015 certification. This certification means that we have an established system for monitoring and examining of academic procedures like lesson plans, completion of syllabus and manuals. A well established hierarchical and organizational structure, authority system, documentation procedure, safety and security system have inspired the certification authorities to award the institute the coveted ISO-9001-2015 certification.

CORE VALUES

- Academic excellence
- Collaborative and interdisciplinary research culture
- Conducive eco-system
- Strong humanitarian values & Ethics

EDUCATIONAL OBJECTIVES

- To provide quality education for better academic achievements.
- To provide the essential skills to meet the current and future needs of industry & society.
- To encourage the students to attain excellent professional knowledge with holistic approach.
- To inculcate a successive learning environment that allows students to be adaptive and responsive to new avenues as well as career demands.

EXPECTATIONS FROM KIET STUDENTS

➤ ***One project per year to be showcased in Annual Technical Fest-Innotech:***

Projects help in becoming better learners and better engineers. The skills learnt by doing projects help the students to prepare better for the industry. It helps to inculcate and to explore qualities like leadership, teamwork, confidence and hard work.

➤ ***One publication/patent/product during the degree:***

A publication/patent/product is important because it can help safeguard your invention. It can protect any product, design or process that meets certain specifications according to its originality, practicality, suitability, and utility. As an Engineering/ Management/ Pharmacy student, a patent can definitely add to your credentials and will help you in getting good placements.

➤ ***Appearance in GATE/GPAT for (undergraduate only):***

It's always good to strengthen your career and pursue postgraduate courses. Qualifying GATE is also a minimum requirement to apply for various fellowships awarded/job opportunities by many government organizations/PSU like DRDO, BARC, ISRO, NTPC, BPCH, HPCL, GAIL, HAL and many more. Further, GATE qualified candidates are also eligible for Junior Research Fellowship in CSIR. GPAT is conducted by All India Council for Technical Education (AICTE) for admissions in M. Pharma programs in the country.

➤ ***One participation in National Level Event (Cultural/Technical/Literary):***

When students participate in cultural/ technical and literary activities, it gives a boost to their self-esteem. This self-esteem helps them face the outer world more confidently.

CONTENTS

1.	KIET Group of Institutions	01
2.	Courses Offered	02
3.	Office of the Dean Student Welfare	03
4.	Academic Policy 2022-23	04
5.	Department of SD&FS	24
6.	Department of IEC	25
7.	KIET Innovation Centre	27
8.	Medical Attendance Policy	29
9.	Approval Mechanism for Students' Participation	30
10.	Student Discipline Policy	31
11.	Disciplinary Instructions	39
12.	Institute Proctorial Board	40
13.	Anti-Ragging	41
14.	Anti-Ragging Squad	44
15.	Anti Ragging Committee	45
16.	Functional Heads & Additional Heads	47
17.	Internal Complaints Committee (ICC): KIET	48
18.	Vehicle Entry Policy	50
19.	Guidelines For:	
	19.1 Hostel Students	52
	19.2 Availing facility of Knowledge Resource Centre (Library)	58
	19.3 The Dress Code of Students	60
	19.4 Cafeteria	61
20.	Student Driven Clubs of Extra Curricular Activities	62
21.	New Add ons in the Campus	63
22.	Student Support:	
	22.1 Award Policy for Female Faculty, Staff & Students	65
	22.2 Group Insurance for Students	70
	22.3 On Campus Medical Facility	71
	22.4 Online Counseling Partner: YOUR DOST	71
	22.5 Career Counselling Centre (CCC)	72
23.	Corporate Relations & Placement Centre (CRPC)	73
24.	Department of Humanities & Social Sciences	74
25.	TBI KIET	76
26.	Internship & Industry Partnership Cell (IIPC)	78
27.	Alumni Engagement Cell (AEC)	79
28.	Department of PR&IR	81
29.	Guidelines for KIET Hostel Residents in case of COVID 19	82
30.	Glimpse: KIET Accolades & Celebrations	83
31.	Academic Calendar Odd Semester (2022-2023)	86
32.	Activity Calendar Odd Semester (2022-2023)	87
33.	IT Services@KIET	88
34.	Important Links	88

KIET Group of Institutions (KIET), was established in 1998 at Ghaziabad (Delhi-NCR) with an annual intake of 180 students. It is an AICTE approved Institution affiliated to Dr. A.P.J Abdul Kalam Technical University (AKTU), Lucknow (formerly UPTU). KIET offers UG & PG courses in four disciplines i.e. Engineering, MBA, MCA & Pharmacy. With the glorious legacy of 24+ years, the Institute now has 6500+ students and is empowered with 390+ highly qualified full-time faculty to nurture our students. Institute credentials & Centres of Excellence can be viewed @ our website www.kiet.edu.

The Institute has NAAC accreditation status with 'A+' Grade & all its eligible programs are NBA accredited. The effort of the institute in imparting Technical education has been recognized in terms of achieving 187th rank for Engineering discipline and 97th rank in Pharmacy category in National Institutional Ranking Framework (NIRF) - India Ranking 2022 released by Ministry of Education, GOI. The Institute has to its credit notable Ranking in ARIIA 2021 (Atal Ranking of Institutions on Innovation Achievements)-3rd rank in the category "Private Institutions (Technical), QS-I GAUGE 'Diamond' rating and Scientific and Industrial Research Organization (SIRO) recognition by Department of Scientific and Industrial Research (DSIR) etc.

The Institute also has Technology Business Incubator (TBI) set up in association with NSTEDB, DST, Govt. of India to promote Innovation & Entrepreneurship in the Institute and the adjoining areas. Since its inception 125 incubatee companies have established their venture in KIET-TBI. Presently 36 nos. incubatees are operational.

Besides this, KIET is also running Advanced Diploma in Automotive Mechatronics (ADAM) course in association with Mercedes-Benz India Pvt. Ltd., Pune and has established Centre for Advanced Woodworking (CAW) in association with Biesse Manufacturing Company Pvt. Ltd., India, H.Q Italy to support our youth under Skill Development Initiative.

KIET Centre for Industrial Testing & Field Research (KCITFR) @ KIET has also been assessed and accredited by National Accreditation Board for Testing & Calibration Laboratories in the field of 'Testing' in following disciplines:

- Mechanical - Mechanical Properties of metal
- Non-destructive building materials -Reinforced concrete structures

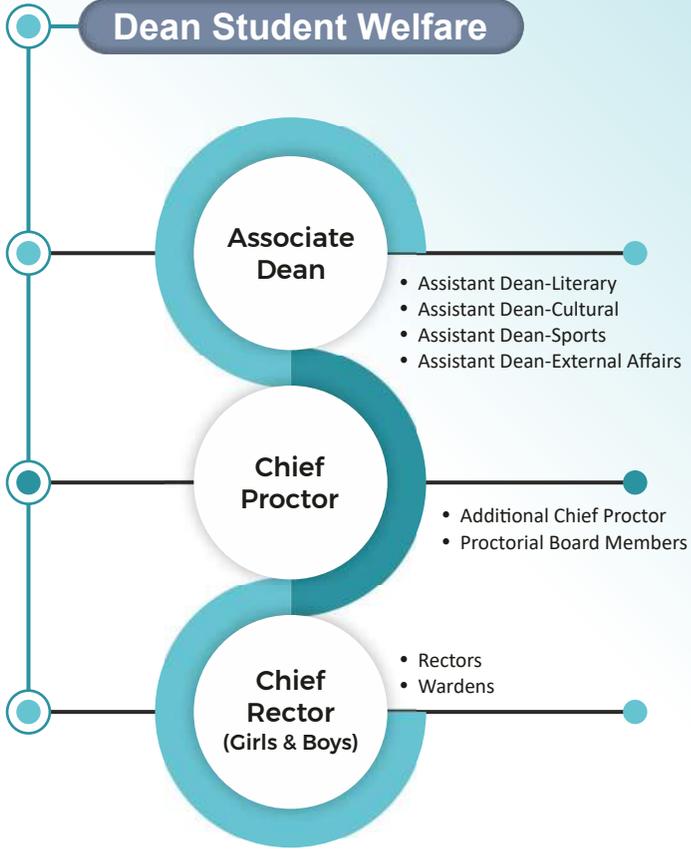
COURSES OFFERED

Courses			
S.No.		U.G. Courses	Intake
1.	B.Tech	Computer Science & Engineering	180
2.		Computer Science & Information Technology	180
3.		Computer Science	180
4.		Computer Science & Engg. (Artificial Intelligence)	180
5.		Computer Science & Engg. (Artificial Intelligence & Machine Learning)	120
6.		Electronics & Communication Engineering	150
7.		Electrical & Electronics Engineering	90
8.		Mechanical Engineering	60
9.		Information Technology	180
10.		Civil Engineering	30
11.	D.Pharm		60
12.	B.Pharm		100
P.G. Courses			
13.	MBA		180
14.	MCA		180
15.	M.Tech	Mechanical Engineering	6
16.		Computer Science & Engineering	12
17.	M.Pharm	Pharmaceutics	15
18.		Quality Assurance	12
19.		Pharmacology	15
20.	ADAM	Advanced Diploma in Automotive Mechatronics	20

Courses



DEAN STUDENT WELFARE OFFICE STRUCTURE



Name	Appointment
Prof. (Dr.) Satish Kumar	Dean-SW
Dr. Mani Tyagi	Associate Dean-SW
Prof. Bhoopendra Kumar	Chief Proctor
Prof. (Dr.) Pratibha Kumari	Chief Rector-Girls
Prof. Amit Kumar Goyal	Chief Rector-Boys
Dr. Abhishek Kumar	Assistant Dean-SW (Cultural)
Dr. Prarthana Srivastava	Assistant Dean-SW (Literary)
Prof. Sachin Rathore	Assistant Dean-SW (Sports)
Prof. Himanshu Saxena	Assistant Dean-SW (External Affairs)

KIET Group of Institutions is providing the quality education. The foremost priority and aim of the institution is to nurture our students and make them competent professionals by enriching knowledge and skills in their own area of interest. The goal is not only to enrich the knowledge but shape up the student's career even in this pandemic situation through the online teaching and learning. KIET Group of Institutions has taken unique steps to achieve the desired goals.

In view of this, KIET Group of Institutions has initiated an Academic System with a purpose to introduce students with the new guidelines for Odd semester 2022-23. The policy may be revised in future as per updated guidelines of AKTU/State Government.

It is important to note that all the students need to be mandatorily vaccinated before the commencement of the Odd Semester 2022-23 to maintain a healthy environment in the campus.

The main criteria of academic policy 2022-23 @ KIET Group of Institutions for the Odd Semester are as follows:

1. Academic Calendar: Academic Calendar is the most crucial activity as it is the first communication with all the stakeholders regarding academic and administrative scheduling for the entire semester. It also includes a detailed schedule for internal examinations, institute level major events like annual fest, technical fest, etc. A well planned academic calendar and its adherence has a huge impact on the outcomes. The Academic Calendar is prepared at the commencement of each semester (January/July).

- The schedule for academic and non-academic activities, examination, holidays and vacations for the institute are planned in accordance with the Academic Calendar issued by Dr. A. P. J. Abdul Kalam Technical University, Lucknow (AKTU) (Ref. No. AKTU/RO/2022/16913) dated 21st July 2022 for Academic Session 2022-2023.
- KIET Academic Calendar for Odd Semester 2022-2023 is attached as Annexure 1 and the same has been made available on KIET website and KIET ERP. For First year (all courses), a separate Academic Calendar will be shared.
- For Even Semester 2022-2023, a separate calendar will be shared after completion of Odd Semester.
- All academic and non-academic departments have to ensure proper adherence to the KIET Academic Calendar while planning the activities.
- In case of any unprecedented circumstances, natural calamity or a sudden holiday, the Director, KIET Group of Institutions can warrant the change and the same will be informed accordingly.

2. Registration and Commencement of classes:

2.1 Registration Process

The registration date for the new academic session is circulated by the Office of Dean Academics keeping in view the instructions issued by Dr. A. P. J. Abdul Kalam Technical University, Lucknow regarding commencement of academic activities.

The commencement date for the Academic Session 2022-2023 are marked by the Dean Academics on KIET ERP. Following are the details of registration and class commencement schedule for Odd Semester 2022-2023:

Year/Semester/Course	Date of Registration	Date of class commencement
Final year (VII sem) (B. Tech/B. Pharm)	16 th August 2022	17 th August 2022
Third year (V sem) (B. Tech/B. Pharm)	25 th August 2022	26 th August 2022
Second year (III sem) (Regular and Direct lateral entry students) (B. Tech/B. Pharm/MCA)	1 st September 2022	2 nd September 2022
Second year (III sem) (MBA)	10 th October 2022	11 th October 2022
First year (I sem) (All courses)	25 th October 2022	25 th October 22

Following are the details of registration and classes commencement schedule for Even Semester 2022-2023:

Year/Semester/Course	Date of Registration	Date of class commencement
VI, VIII sem (B. Tech/B. Pharm)	21 st January 2023	22 nd January 2023
IV sem (MCA)	21 st January 2023	22 nd January 2023
II and IV sem (B. Tech/B. Pharm/ MBA/ MCA/M Pharm/M. Tech)	15 th February 2023	16 th February 2023

The registration process will be carried out during the first two lectures on the scheduled dates of registration.

The registration process is through KIET ERP in offline mode and on the day of registration, class coordinators are available at their assigned place. Only the registered students are allowed to attend the class and the teacher will mark attendance as per rules on KIET ERP. Students are advised to follow the schedule and guidelines during the registration process which includes:

- Students should get registered in One MOOC course in NPTEL/Coursera/edx etc. and submit the details of registration.
- Students are required to submit an undertaking regarding attendance signed by themselves and their parents.
- Students are required to submit an anti-ragging undertaking.

2.2 Lateral entry students:

- Lateral entry students admitted through direct entry will join the classes along

with the regular second year students.

- For lateral entry students admitted through counseling, departments will prepare a separate timetable. Departments shall organize extra theory and labs/practical classes for lateral entry students towards syllabus coverage as and when required.
- For non-core/computing branches, having similar subjects, class grouping and faculty sharing can be adopted based on the strength of students with prior permission from Dean Academics.
- For lateral entry students admitted through counseling, classes will commence as per the notification shared by the university.
- Departments will ensure entry of all lateral entry students on KIET ERP and AKTU ERP through the Registrar Office.
- For lateral entry students admitted within first two weeks of academic session, the internal examination will be conducted along with regular students while for other students separate internal examination schedule will be adopted.
- Assessment criteria for internal marks will be same as defined for other students.

2.3 Modalities of late registration :

- Fine for late registration: Students will be paying a fine if they will not register before or on the due date i.e. two days after the registration date. The fine is Rs. 500/- for late registration along with Rs. 100/- per day will be charged till the date of actual registration.
- If any student due to any reason fails to complete registration within 15 days from the date of registration, then a fine of Rs. 5000/- will be initiated.
- The late registration fine will be deposited in the Accounts Office and faculty class coordinators will open the registration portal for students after verification of the late fee receipt.
- In reference to late registration of the students due to any genuine reason, the students are required to seek permission from the concerned HODs to attend the classes.
- HoDs may allow the non-registered students to attend the classes to avoid their loss of classroom teaching. While their attendance will not be marked on KIET ERP until they are registered. In such cases, the physical records for attendance are maintained by the respective subject teacher as per format (refer Annexure 4).
- To upload the attendance for late registered students on KIET ERP approval will be taken as per the above given format from the Dean (Academics) one week before the commencement of first Class Test (CT) Examination.

3. Orientation Program:

- The orientation program will be organized during the first week of commencement of the Odd semester in each department for all the students. The orientation program will be conducted as per the guidelines issued by AICTE and AKTU.
- During this program, the HoD shall discuss the policy guidelines suggested as

per Academic Process Handbook, Outcome Based Education (OBE) policy, CO-PO mapping, scheme, subjects, project guidelines and achievements of the department/institute with the students.

- In addition to this, other sessions focusing on skill development, career counseling, etc. may be organized during orientation.
- A detailed schedule will be prepared by the department and communicated to the students.

4. Allotment of Elective Subjects (Open/Departmental/Science Based):

- The elective courses viz open, department level and science-based electives as suggested in the university syllabus are considered. The elective subjects are run in accordance with the guidelines from the university.
- The details of elective subjects offered by the department for a particular semester should be floated among the students for their choice and selection, preferably at the end of previous semester or at least 1 month before the commencement of the semester.
- The department may organize a presentation for the students preferably by the faculty members interested in teaching these electives, to share the course objectives, learning outcomes and scope of each elective during External/University Practical Examination.
- The records of choice taken from students and floated electives should be maintained by the department.

5. Time-Table :

- As per the subject allotment and workload guidelines the time-table coordinator will prepare the time-table (Annexure 5: Sample format) and teaching load for theory, lab/practical and tutorial subjects.
- Slot will be allotted for mentoring, remedial classes (Four lectures/week for slow learners), minor specialization, etc. as per the guidelines and requirements in individual departments.
- Critical subjects in terms of result for the last 2-3 academic sessions are suggested to be identified and extra classes will be assigned for them.
- For III sem (B. Tech/B. Pharm), it is suggested to assign 7th and 8th lectures daily for project development by advanced/average learners while remedial classes will be organized for slow learners during these lectures.
- For final year courses, departments to adopt minimum four days/week schedule keeping in view the syllabus scheme prescribed by the university.
- Departments may plan academic/training/project activities on working Saturdays as per individual requirement and accordingly the timetable shall be shared with concerned faculty members, staff and students in advance.
- While preparing the teaching load the guidelines issued as per the cadre are to be ensured. Timetable should be thoroughly checked for any discrepancy/clashes by the coordinator and should be resolved before finalization.

- Time-table and teaching load will be reviewed by the DAAC and approved by the HoD. A copy of timetable will be submitted to the Office of Dean Academics for further approval.
- After approval from Dean Academics, the coordinator will notify each faculty member about their subject allocation and timetable. The same will be published on KIET ERP and circulated among students, faculty members, lab staff and all concerned members before the commencement of classes.
- Time-table coordinator/s will maintain all the documents. Any changes in the timetable during the semester should not be done without the approval of HoD. Timetable coordinator should keep a record of all such changes with the effective date of change, in the same file.

6. Course File/e-Content :

- Course files for all the subjects are made available on the MOODLE along with the Lesson Plan for theory and Lab/Practical subjects as per the format provided by the Office of Dean Academics as **Annexure 9**.
- Course file contains details about lectures notes/handouts, assignments, quiz planned for the subject and it should be regularly updated.
- Question papers from previous semester university examinations and CT/PUE question papers should be uploaded in Course File along with Question bank.
- The lesson plan contains the hyperlink of all the e-contents so that the students can read the material thoroughly before or after the lecture.
- Students can access MOODLE server with the help of their login-password provided by the class coordinators during their registration. (If students find any difficulty in accessing the content they may contact to respective subject teacher)
- The books are issued to the students through a book bank and e-book bank facility. A separate notice is issued by the Professor-In-Charge/Librarian to provide the URL to the students and faculty members.



7. Practical Classes/Project Based Learning (PBL):

- A copy of Lab Manual as per format will be provided to the students by uploading it on MOODLE as a part of Course File.
- In the lab/practical class, one/two faculty members will be assigned i.e., one faculty member/group. The faculty members will conduct the viva-voce in each lab regularly and marks will be awarded during the evaluation. Continuous Lab Assessment Sheet shall be used to maintain the record for marks (refer Annexure 10).
- Single experiment may be given to the students/group and a lab quiz of 2-3 questions may also be conducted in each lab class and may be used to mark attendance.
- The individual departments are suggested to increase the frequency of lab classes during III/IV/V/VI semester for the identified subjects having industry application or essential for placement purposes.
- The practical experiments prescribed as per syllabus will be completed at the beginning (during initial 5-6 weeks). The department will identify practical/s based on industrial application/important for placement purpose and will conduct during remaining lab hours to ensure compliance with the identified gap in the syllabus.
- All labs (if possible) or 2-3 labs/subject should be selected by the department for considering Project Based Learning (PBL). A small problem based on theory/lab courses can be assigned to individual/small group of students after CT and departments will assign the marks as per the policy shared by the Office of Dean Academics.
- The monitoring of the lab will be done by all the faculty members assigned in the lab as per the Annexure 10 and accordingly the internal marks will be given to each student at the end of semester.

8. Projects by Students:

A detailed policy for student's research projects in specific to the completion of course as prescribed by the university is circulated by the Office of Dean Academics.

Final year students (of all courses) are well trained and skilled which should reflect in the quality outcomes through their projects. Faculty members assigned as supervisors should encourage and guide them towards developing quality projects/products as per their interest area/technology.

The project allotment shall be initiated in the IV semester for all final year projects. During selection of topic for project work faculty members and students are suggested to consider following points:

- Meaningful/outcome-based utilization of time
- Project outcomes/learned skills should be helpful during to the student's professional assignments/industry placement
- Student's will be proficient in at-least one technology
- Submission of project report with outcomes (product/research publication/patent/etc.) will ensure them to score higher marks



- Quality and outcome based projects will encourage students while facing placement interviews.

In addition to this departments are suggested to adopt following corrective measures starting from project allotment to completion of projects:

- Students should be well informed regarding the expected outcomes from the selected projects.
- Students should be assigned experienced mentors/supervisors.
- Students should be properly guided towards selection of quality projects.
- Students should be connected to relevant Center of Excellence (CoE) or Technical clubs.
- Continuous monitoring and regular counseling/motivation should be carried out.

Project outcomes are well defined and all the departments should communicate final year students and faculty Supervisors about the expected outcomes. The project outcomes should be either published as research paper in SCI/Scopus indexed Journals/Conferences or patented with the affiliation of “**KIET Group of Institutions**”. **In the absence of proofs related to project outcomes, the project report will not be considered for evaluation.**

The detailed Outcome Based Project Guidelines is to be referred as attached in **Annexure 11**. Outcomes of application based projects.

Note: The project policy for B. Pharm/MCA will be shared separately by the office of Dean Academics.

9. MOODLE:

- Faculty members should upload the Course File for theory and practical subject on MOODLE as per the format shared by Dean Academics along with the Lesson Plan.
- The entire subject related e-content, assignments, quiz, university question papers, etc. is provided on MOODLE and students can access it.
- E-Book Bank will be also provided through MOODLE.
- Students can access MOODLE server with the help of their login/password provided by the class coordinators during their registration. In case of any difficulty to access the MOODLE, students may contact their respective subject teacher.
- Students shall refer to the TA scheme as mentioned in Lesson Plan for all subjects and ensure their presence and submit the assignments/complete MOOCs as per suggested time schedule.

10. Modalities of Assignment/Tutorial :

10.1. Assignments:

- Faculty members may give 2 to 3 assignments as per the subject gravity but descriptive type questions and just copied from internet/books will not be given.
- Only logical/analytical/mathematical questions based on the application of knowledge would be given in assignments.
- Faculty members may give the case studies/project in each subject followed by report submission, and presentation/some set of questionnaires to the students in such a way that each student will get 1 or 2 questions in one assignment individually.

10.2. Tutorials (As per syllabus scheme)

- Departments will organize tutorial classes as per the prescribed syllabus by AKTU/requirement of subject and all tutorial sheets should be given to the students in advance and will be uploaded on MOODLE.
- Number of tutorials will be planned as per the number of tutorial classes to be organized.
- The batch size will be half in the tutorial classes and it will be strictly in adherence with the AKTU Syllabus Scheme.

11. Attendance Modalities :

11.1. Marking Attendance on KIET ERP I

- The attendance during theory/practical classes will be marked by faculty members in the same lecture through Smartphone/TAB/LAPTOP and should be marked at KIET ERP in the normal category.
- It is suggested that faculty members will organize a quiz having 2-3 questions related to the same content in the ongoing lecture using mobile app/pen-paper mode. On the basis of the quiz attended (online/offline) by students, faculty members are suggested to mark as “normal attendance” on the KIET ERP portal.
- Attendance for remedial classes will be marked under “normal attendance” using the slow learners groups/subject created on KIET ERP.
- Extracurricular activities will be organized after academic hours however in case of any extra attendance it will be uploaded on KIET ERP by the department within three days of the event. Otherwise, the attendance will not be considered.

11.2. Marking Attendance on AKTU ERP:

- Registrar Office and departments will coordinate with each other and the nominal roll will be defined for students on AKTU ERP.
- Students' attendance will be marked on AKTU ERP by the respective faculty member as per the guidelines issued by the university.

11.3. Attendance Monitoring of Students (by HoDs/Attendance Monitoring Cell)

- As the attendance of students is uploaded on KIET ERP, faculty members are suggested to analyze a weekly record and monitor the students' attendance on weekly basis.

- HoDs may create an Attendance Monitoring Cell at the department level by involving contributions from academic leaders as well as staff.
- Faculty members are suggested to mark the daily attendance of students on KIET ERP in the same lecture on a regular basis before 5:00 PM. The institute has a system to fetch the daily attendance from the KIET ERP system.

Few of the checkpoints to regularize student's attendance are enlisted below:

- For non-reporting students, communication by postal service (letter) must be sent to their parents'/guardians on the 4th day from the commencement of the semester.
- Attendance of all the students must be displayed on the department notice board, fortnightly.
- As per the ordinance of the university, 75% attendance is mandatory in theory, tutorials and lab/practical classes. The attendance against co-curricular and extracurricular activities shall not be counted in this 75%.
- Before each internal examination (CTs and PUE), faculty members are suggested to communicate with the parent's/guardian's of detained students.
- The letters are also to be sent to the parent's/guardians of students, detained from the Odd/Even semester university examinations.

11.4. Attendance Marks :

Students are encouraged to maintain 100% attendance and they will be rewarded with attendance marks according to the following scale

Percentage attendance	Max. marks
86 – 100	5 marks
76 – 85	4 marks
71 – 75	3 marks
66 – 70	2 marks
60 – 65	1 marks



12. Detention Policy:

12.1. Attendance Criteria for Internal Examination :

- The criteria of attendance for First year all the courses and Second year B. Tech/B. Pharm to appear in CT-1 will be 70% and to appear in CT-2 and PUE will be 75% which is in accordance with the university (AKTU) norms.
- For Third year B. Tech/B. Pharm and Final year all the courses to appear in CT is 75% and PUE will be 75% which is in accordance with the university (AKTU) norms.
- HoDs have to ensure “**ZERO DETAINEES**” during internal and external university examinations (theory/lab).
- If any student will not fulfill the given criteria of attendance, then they will be detained from internal/University Examination. So, HoDs shall discuss all the policies/guidelines including attendance to the students during Orientation Program.
- Departments will display short attendance cases on the notice board fortnightly. The probable detainee list will be displayed on the notice board on Friday before one week of CTs/PUE.
- The final detainee list will be issued by the Office of Dean Academics on Saturday (subjective to initiation of examination from Monday) and classes will be organized till Friday, for which attendance portal will be freeze at 5 pm. After that the detainee list will be fetched and circulated to all departments which they can use to share among students. The COE office will also use it in the process of examination.
- The students having attendance <70% for CT-1 and <75% for CT-2 and PUE, the department will prepare a separate subject wise timetable for these students and **remedial** classes will be conducted during CTs/PUE. The attendance will be uploaded at KIET ERP under the “**Doubt Clearing**” category.
- After PUE Examination, the attendance improvement classes will be conducted for those students whose attendance are below 75 % and this attendance will be uploaded at KIET ERP under the “**Attendance Improvement**” category.
- Despite all the efforts, if the student falls short of attendance without any valid reason, he/she will be detained from appearing in the Odd/Even semester examination.

12.2. Medical Policy :

- As per AKTU Ordinance effective from session 2018-2019 as; every student is required to attend all the lectures, tutorials, practical and other prescribed curricular and co- curricular activities. The attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students. Thus, it is mandatory for each student to attend 100% classes and a relaxation of 25% may be given on medical ground or other genuine reason.
- Severe medical cases (Genuine) other than above will be submitted to Dean SW (as per procedure in vogue) by individual departments for taking approval up to 15% attendance from the Director under the “**Director Discretion Head**”.

However it is mandatory to complete 60% attendance for “**Director Discretion Head**”.

- The above mentioned genuine medical cases will be considered for 15% attendance weightage under the “Director Discretion Head” only if the students will complete the MOOCs of equivalent hours as prescribed by the department. The individual department will submit the MOOCs registration and completion report for these students before PUE to Dean SW along with request application.

12.3. Criteria for Attendance Improvement Classes:

- The attendance improvement classes will be organized by all the departments for students having attendance less than 75% as per AKTU notification during PUE and/or after PUE. **It is mandatory for the students to complete at least 50% attendance to be allowed in the Attendance Improvement Classes.** In addition to this, the students who are allowed to attend attendance improvement classes have to register in equivalent hours MOOCs courses. These classes will be organized in such a way that students will complete the minimum attendance criteria during this period to appear in AKTU Examination.

13. Internal Examination System (Theory and Lab):

Examinations have an important role in the process of learning and in the whole academic system. Examinations and tests are a great way to assess what the students have learned with regard to particular subject. All the Examinations are a part of growth for the students; they are essential for knowledge and capability testing. Examinations are intended to develop a sense of responsibility among the learners to remember the concepts and present them in the most valuable form. Following are the details for internal examination:

- The schedule for all internal examinations (Pre-CT, CT, PUE, and Make-up) is prescribed in the Academic Calendar (**Annexure 1**).
- Examinations are conducted as one subject per day (two subjects/day for MBA) if required to follow the time schedule.
- It suggested to schedule the examination for subjects requiring more preparation time at the beginning and advised to schedule the Saturday before internal examination week as preparatory off for students.
- The Controller of Examination (COE) has the authority to allow students who are coming late in examination due to genuine reason that is beyond the control of student up to half an hour from the commencement of examination.



13.1. Examination System for Theory Subjects :

The KIET internal examination system is divided into three different groups i.e., Group A, Group B, and Group C.

IMPORTANT: Students who do not appear in the internal examination (CTs, PUE, Make-up Exam) will not be allowed to appear in the AKTU Examination. They will be detained from the Final Odd/Even Semester Examination.

13.1.1 Group A (for all courses, First and Second Year students) for 50 marks subject :

Exam Name	Weightage	Max. Marks	Duration
Pre-CT Test	10%	3	1 Lec
CT1 Exam	20%	6	2 hr
CT2 Exam	20%	6	2 hr
PUE Exam (Mandatory)	50%	15	3 hr
Makeup Exam	Makeup exam weightage as per missed CT1/CT2 exam		3 hr
PIT Exam with Continuous assessment of slow learners	For PIT Max marks will be 10 with capping of 60% marks i.e. (30 marks)		

13.1.2 Group B (for all courses, Third Year students) for 50 marks subject :

Exam Name	Weightage	Max. Marks	Duration
Pre-CT Test	10%	3	1 Lec
CT Exam	40%	12	2 hr
PUE Exam (Mandatory)	50%	15	3 hr
Makeup Exam	Makeup exam weightage as per missed CT exam		3 hr
PIT Exam with Continuous assessment of slow learners	For PIT Max marks will be 10 with capping of 60% marks i.e. (30 marks)		

13.1.3 Group C (for all courses, Final Year students) for 50 marks subject:

Exam Name	Weightage	Max. Marks	Duration
CT Exam	40%	15	2 hr
PUE Exam (Mandatory)	50%	15	3 hr
Makeup Exam	Makeup exam weightage as per missed CT exam		3 hr
PIT Exam with Continuous assessment of slow learners	For PIT Max marks will be 10 with capping of 60% marks i.e. (30 marks)		

NOTE: *One Internal Test (Pre-CT Test) must be taken by faculty members in their scheduled class for each subject respectively to identify slow learners after 2 weeks of beginning of semester.

No Make-up Examination will be conducted against PUE.

13.2. Eligibility Criteria for Appearing in Make-Up Examination :

Make-up examination will be conducted by the department for the following categories of students:

- Students who were absent in CT due to unavoidable circumstances like:
 - i. Hospitalization
 - ii. Accident
 - iii. Due to demise of family member
 - iv. Due to the serious illness of parents which needs hospitalization for which student presence is must
 - v. Due to participation in the College/University level co-curricular/extracurricular/technical activities.
 - vi. Due to participation in placement activity with prior intimation to Department Head-DPC
- Students can appear in Make-up examination only with prior intimation to the Head of the Department through the concerned mentor and submission of relevant documents with it.

Note: Students have to fill the format given in **Annexure 13** to be allowed for appearing in the Make-up examination and submit it to the class coordinator for approval by the HoD.

A summary for approval (for make-up examination) will be submitted to Dean Academics as per format (**Annexure 14**)

13.3. PIT Exam through Continuous Assessment :

PIT Exam through continuous assessment of slow learners will be conducted as:

1. At the time of CT and PUE, the Detained students will also appear in the examination at the same time in separate classroom and the same set of question paper will be solved by the students in scheduled remedial classes.
2. Continuous assessment of slow learners is required: For which faculty may give the second set of question paper of CT/PUE to all the slow learners and ask them to solve it and discuss it with subject faculty member in remedial classes.

The weightage of above tests will be included in PIT marks as:

PIT Marks = Average of marks secured in the test (CT and PUE detained students test at the same time but different place and slow learner students test using second set of question papers of CT and PUE, respectively)

Format for taking approval for marks under PIT through continuous assessment from the Director through Dean (Academics) is attached in **Annexure 15**.



13.4. Internal Marks (AT+TA) Scheme :

Criteria	Marks
Attendance	5 Marks
Teacher Assessment	15 Marks
i) Video Assignments (min 5-8 minutes) per subject/ Seminar/Case Study Presentation/Group Discussion per subject OR 1 MOOC (NPTEL) related to any subject in curriculum / Project Based Learning	5 Marks (7 Marks for B. Tech-First and Final Year, B. Pharm-First, Second & Final Year MCA-Final Year)
ii) Average of 3 Random Quizzes / Average of 3 Regular Assignments	5 Marks
iii) Discipline (Student conduct in class)	3 Marks
iv) Soft Skill (for B. Tech-Second and Third year; B. Pharm-Third year; MBA-First and Second year; MCA-First year)	2 Marks per subject

13.5. Internal Lab/Practical Examination :

Each practical/lab experiment performed by the students will be examined by the faculty member according to the format given in Annexure 10 and the final internal marks will be provided on KIET ERP portal according to the following scheme. All faculty members are requested to maintain this uniform format for conducting Lab/Practical Examination.

Criteria	Marks (25)	Marks (50)
Continuous Lab Assessment	(1*10) =10	(2*10) =20
Project Based Learning (PBL) Exam (Small Project/Prototype/Model and Students presentation with viva and Quiz/ Training of tools completed by students based on the requirement of content beyond syllabus	10	25
Attendance	5	5

NOTE:

Subject faculty member may choose criteria for evaluation under TA as per subject requirement from the options mentioned in section 3.5.4 and 3.5.5. For theory subjects, the evaluation scheme shall be approved by HoD (Refer Annexure 16: Subject Scheme Handout). The department will define the appropriate rubric for the selected internal assessment tool for theory/practical/lab. The same shall be shared among students through MOODLE as a part of course file. For theory and lab/practical subjects, the rubrics for awarding marks may be displayed on Notice Board in Classroom and Labs,

respectively. In addition to this marks may be awarded based on student's performance (theory and lab/practical subjects)

Student's performance	Excellent	Very good	Good	Fair	Poor
Marks	100%	80%	60%	40%	20%

14. Syllabus Coverage:

The distribution of syllabus coverage with respect to internal examinations is divided as:

For all Courses (First and Second year)	For all courses (Third and Final year)
<ul style="list-style-type: none"> ➤ CT-1 : 1.5 units ➤ CT-2 : 1.5 units ➤ PUE : 5 units ➤ Make-up examination will be conducted on the similar pattern of PUE with complete syllabus. 	<ul style="list-style-type: none"> ➤ CT : 2.5 units ➤ PUE : 05 units ➤ Make-up examination will be conducted on the similar pattern of PUE with complete syllabus.

- In a similar manner, syllabus coverage is planned in the Lesson Plan for theory and lab/practical subjects.
- Syllabus coverage is monitored regularly, and if additional classes are required extra classes are organized for syllabus coverage.

15. Unfair Means (UFM) Policy :

The UFM Policy is communicated with students and faculty members mentioning the types of cases which come under UFM and the important points are communicated as an instruction sheet before each internal examination.

During examination if any UFM cases are registered, it is suggested to strictly follow the UFM case guidelines. As per the guidelines:

- The original answer script is replaced with another/2nd answer sheet.
- Explanation from the student and UFM report from the invigilator to be filled and submitted in the provided format.
- Action against UFM cases is decided by the Controller of Examination (COE) as per the policy.
- Both the answer scripts along with the UFM report are shared with the respective Principals/HoDs.
- Principal/HODs are suggested to observe the compliance of the actions decided for the UFM cases and counsel the student accordingly



16. Academic Performance Improvement of Students (Advanced/Average/Slow learner) :

16.1. Advance/Average/Slow Learners Analysis :

- At the initiation of Academic Session (Odd/Even semester), faculty members are suggested to prepare basket analysis of the students for their allotted subject/s.
- Categorize the students based on their performance in previous semester/s, number of PCP into advanced/average/slow learner.
- The subject wise list for advanced/average/slow learner will be updated according to student's performance during Pre-CT, CT and PUE examinations.
- **Advanced/Average Learner students:** Departments will identify advanced/average learner students and plan to associate those students in Industry oriented projects/advanced MOOCs courses/coding competitions and research activities etc.
- **Slow Learner students:** Departments will identify slow learner students on the basis of Identification of slow learners for each subject based on odd/even semester university examination result, and update the list based on performance in Pre-CT, CT and PUE. Departments shall plan remedial classes (4 lectures/week viz. preferably 7th and 8th lecture/day)/provide extra support/guidance/solution of last year question papers etc. to improve their academic performance.

16.2. Advance and Average Learners :

The institute will reward advanced and average learners for their performance improvement based on their punctuality as per following guidelines:

- 3 marks will be awarded to those students who have appeared in all the internal examinations (CT/PUE) and their marks are above 60% in each subject.
- If required, marks obtained during the tests conducted in remedial classes may be considered as PIT marks as per the internal examination scheme given above for the students having less than 60% marks. The actual marks obtained in PIT out of 10 will be awarded. The upper limit will be fixed as 60% marks i.e., 30 marks in case of 50 marks subject.
- (For ex., if actual obtained marks of a student are 20 out of 50 then he/she will be considered as slow learner, in case the student gets 5 marks out of 10 in PIT then only 5 marks will be awarded in PIT and now his total marks will be 25. In second example, if a student has 28 marks out of 50 and in PIT, he gets 7 marks out of 10 then his total marks will be 30 marks (as an upper limit).

16.3. Monitoring of Slow Learners :

- Individual faculty member is responsible for attendance and academic performance of students in the assigned subjects.
- To assist the faculty members in improving the student's performance following corrective measures are suggested to be planned from the beginning of the semester by the subject faculty members and HoD. In addition to this departments can plan additional corrective measures to

- improve the student's attendance in regular and remedial classes.
- Faculty members are suggested to counsel the student's queries during remedial classes and plan corrective measures to improve their learning and academic performance.
- **Creation of Slow Learners Groups on KIET ERP:**
Slow Learners Groups (SLG) will be defined for each subject based on pre-CT assessment/CT/PUE and defined on KIET ERP based on the performance of students during internal examinations. The suggested nomenclature may be:

SUB1: for slow learners for subject one (Continuous update after Pre CT, CT1, CT2)

SUB1: for slow learners identified during CT or CT-1

SUB1: for slow learners identified during CT-2

- Departments will make the provision in timetable **from the beginning of semester as 4 lectures per week assigned as Remedial Classes.**
- Attendance during remedial classes will be marked as **"normal attendance"** on KIET ERP using the above created groups.
- Subject faculty member will maintain the attendance and academic performance record of slow learners as per the format provided in **Annexure 21 (slow learner monitoring format)** Countersigned by the HoD after each CT and PUE.
- **Attendance Monitoring Cell/committee** constituted at the department level and individual subject faculty member is suggested to engage Lab staff to monitor the attendance of slow learners during regular and remedial classes and to communicate the absent students or their parents on daily basis to ensure attendance in the next class.
- Class coordinators/Event coordinators and HoDs will not allow slow learner students having attendance less than 75% or PCP in previous semesters for participation in any other activities.
- HoDs are suggested to relieve all the faculty members involved in teaching theory classes for First and Second year from other activities.
- **Lack of classes towards syllabus coverage or academic performance:** In such case, for faculty members involved in First and Second semester, the third Saturday may be scheduled as academic day and a separate timetable will be prepared to conduct classes. Later compensatory off can be availed by these faculty members in lieu of third Saturday.
- The class test of detained students should be conducted at the same time and a test of important questions from the set-2 question paper may be conducted in the classes by respective subject teachers.
- If any student has scored unexpected results in the external examination of odd/even semester though they are having very good internal marks, the departments may ask these students to apply for showing the answer sheets from the university in consultation with respective faculty members and if



required then will fill the challenge evaluation form.

- Subject faculty member will communicate (by phone) to the parents of slow learners about their ward's performance on regular intervals.
- In case if the identified slow learner student is absent in any of the class the subject teacher must communicate to students and his/her parents to ensure that he/she is present in the next class.
- Undertaking will be taken from students' (slow learners) and their parents by the class coordinator.
- If required, during Lab/Practical classes, one lecture may be conducted as a routine lab and in the remaining lecture(s) the subject teacher will take slow learners in separate classrooms and will ensure learning, memorizing, and writing down of the important questions and their answers. Other assigned faculty members may conduct the lab for the remaining students.
- Faculty members are suggested to take video assignments from all the students and may award a part of TA marks on the basis of quality of video assignment.
- Faculty members may conduct random quizzes (based on AKTU examination important questions) during regular classes.
- The subject teachers may take the exam of these students in scheduled remedial classes as a continuous assessment of slow learners and may provide the marks to them as per the guidelines issued in internal examination system.

17. Felicitation of Students :

- The institute has adopted the policy to award the meritorious students securing rank in the university. The felicitation is organized during the Annual Convocation Function and students are rewarded as per the following scheme:

University Rank	Reward Amount (INR)
Gold medalist	50,000/- each
Silver medalist	40,000/- each
Bronze medalist	30,000/- each
4th to 10th Rank holders	20,000/- each

- licitation of toppers for individual course (top 10 students), students having exemplary research contributions at the department level may be organized.

18. Nalanda e-consortium:

Following are the detailed guidelines for using Nalanda e-consortium

S. No.	Course	Minimum number of research papers to be downloaded	Outcomes	Source
1	B.Tech/B.Pharm (First Year)	at least two research papers (from the subjects mentioned in Policy)	Assignment based on the downloaded research papers (1 assignment/subject).	MyLoft/Nalanda E Consortium (http://www.app.mylotf.xyz/)
2	B.Tech/B.Pharm (Second Year)	at least five research papers in the five technical subjects	Assignment: Literature Survey Paper based the research papers in all the five subjects (1 assignment/subject).	
3	B.Tech/B.Pharm (Third Year)	at least 10 Research papers (based upon his or her interest)	Finalization of the project topic for final year project after doing the detailed literature survey from the downloaded Research papers	
4	B.Tech/B.Pharm (Final Year)-	at least 15 Research Papers	students will include these research papers in thereferences of the project report	
5	MBA/MCA (First Year)	at least two research papers (from the subjects mentioned in the Policy)	The students are required to submit the study of the research papers	
6	MBA/MCA (Second Year)	at least 15 Research Papers	students will include these research papers in the references of the project report.	

19. MOOCs Courses/Video Lectures Policy :

- First, Second and Third year students will register for MOOCs courses as per the list provided by AKTU to receive the degree with Honors. For details kindly explore AKTU website <https://aktu.ac.in>.
- For students from all year, registration in one MOOCs course is mandatory and the proof will be shown at the time of semester registration. Department will identify the relevant MOOCs courses from NPTEL/Coursera/edx/KIET and will provide the options to the students.
- **For MBA students:** Department will identify the relevant MOOCs courses from NPTEL/Coursera/NSIM/E-Marketing Institute, etc. and will provide the options to the students.

20. Computer Programming Proficiency (CPP) Cell:

- Four hours class on HackerRank platform for competitive coding per week in online mode is suggested for B. Tech First Year students of all branches.
- Provision of normal attendance is available.
- One coding challenge per semester on HackerRank is suggested to be organized.



21. Soft Skills and Aptitude classes :

- **B. Tech (First year):** The students would go through the AKTU prescribed audit course on Soft Skills KNC–101/KNC–201 consisting of 20-24 hours of training.
- **B.Tech (Second and Third year):** In the timetable, separate slots will be allotted for conducting soft skills and aptitude classes which will help them to secure suitable placement.
- **B. Tech (Third year):** All the students would undergo training on Soft Skills and Verbal Ability for one session per week, and on Quantitative Aptitude and Logical Reasoning two sessions per week, respectively, during the Odd/Even semester along with their performance evaluation; and students needing to improve their English communication skills would be given separate sessions within the timetable along with continuous performance monitoring.

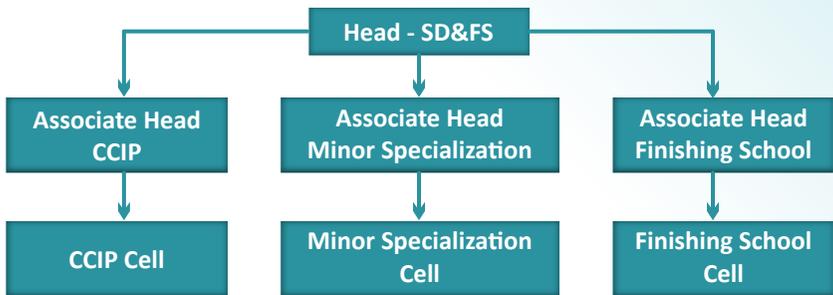
Note: The annexure are available in the Academic Process Handbook 2022-23, shared by the office of the Dean Academics.



About SDFS

The changing demands of the Industry require more emphasis on coding as a culture, industry-based projects, and soft skills. The Institute is already working on these aspects in a distributed manner but coding as a culture in core engineering branches is not adequately addressed. So, a separate vertical named Skill Development & Finishing School is created to address these industry demands and align these distributed activities.

The structure of the vertical is shown below:



CCIP:

The competitive Coding Improvement Program is a new initiative of the KIET Group of Institutions for fulfilling the need of current trends in hiring freshers in big IT companies. Nowadays all IT companies are focusing very much on coding skills and other skills of students.

Minor Specialization:

Each department develops and designs the syllabus for offering minor specialization which is approved by the Board of Studies of the respective department. The minor specialization includes MOOCs etc. Minor specialization course duration will be 6 weeks (180 hrs.) in summer break.

Finishing School:

The Finishing School at KIET Group of Institutions has been created with a view to providing final polishing to the students across all domains just before appearing for their recruitment process and getting hired as a professional in the corporate world after earning the ASSET (Aptitude + Soft Skills + English + Technical Proficiency). The number of hours invested during this program will be counted as a part of the student's internship, and hence considered to be mandatory.

KIET Group of institutions is committed to achieve excellence through innovation, entrepreneurship, and Industry academia interface to promote outcome-based education.

The purpose of the Innovation, Entrepreneurship and Consultancy (IEC) Council is to channelize the efforts of academic projects and learning programs towards entrepreneurship mindset development. The abilities like initiative taking, risk management, problem solving approach, thinking out of the box for achieving the objectives, creative thinking etc. are required to be developed among the students so that they can convert the problems present in the society into opportunities.

Objectives of IEC

- To create self-sustaining learning system to support the knowledge creation and skill set development
- To create an ecosystem for supporting ideation to start-up journey via prototype and product development
- To create vibrant Innovation ecosystem and to develop better cognitive ability amongst the KIET students
- To create vibrant ecosystem for industrial consultancy culture.
- To promote and support entrepreneurship where the students, immediately after joining KIET institute in any stream get guidance, mentoring, physical space and network for funding and value based collaboration.
- To create Institution's Innovation and Entrepreneurship portal for KIET to highlight innovative and entrepreneurial projects carried out by KIET faculty and students.
- To create an ecosystem for supporting industry institute collaboration activities in industrial research and consultancy, process prototype and product development etc.
- Add value to product and services of MSME through KIET Industrial Acharya (KIA).
- To bridge the gap between the Academia, Industry & Government.
- To provide an opportunity to students and faculty members on “Live” industry projects.
- To provide expert advice & guidance to industries to make them competitive.
- To provide consultancy and analytical services to MSME for Atma Nirbhar Bharat & Vocal for Local.
- To solve problems of the industries regarding Design/Product development/Production Issue/Energy audit/Marketing etc.
- Helping MSME to use best practices available globally and by giving exposure of Industry 4.0.

DEPARTMENT OF IEC

Designation	Name	Contact Details
Dean IEC	Prof. (Dr.) K.L.A. Khan	9711178650
Head Entrepreneurship (EC)	Dr. Ashish Thombre	9871963840
Head Innovation Centre (IC)	Prof. Sachin Rathore	9811283742
Head Industrial Research & Consultancy Cell (IRCDC)	Prof. (Dr.) Subodh Sharma	9808621738

Entrepreneurship Centre Activities

Entrepreneurship Awareness Camp	Implementation of "National Innovation & Startup Policy" (NISP), MOE
Entrepreneurship Development Programs	Minor Certificate Course in "Innovation & Entrepreneurship" Being offered to First year Students
Technology Entrepreneurship Development Programs	Promoting "Ideate, Create & Incubate" KIET Incubation Program for KIET Startup - Under implementation in collaboration with Idea Town - Mentorship of Prof. R A Mashelker, FRS
EC-TBI-KIET Driven Activity in Institute	EC-KIET Driven Activity in Institute

Innovation Centre Activities

AI for Biomedical Applications (Brain MRI, ECG, Mammography)	Workshop on UI/UX Design	AI for Complex Problem Solution & Optimization
Industrial Automation (PLC & SCADA)	IIoT for Industry 4.0 Application	3-D Printing Technologies
Additive Manufacturing Processes	IOT & WSN Protocol	Artificial Intelligence
Advanced Embedded Robotics & Automation	Product Prototyping & Fabrication Processes	

Industrial Research & Consultancy Development Centre (IRCDC) Facilities & Consultancy Services available

Measuring & Testing <ul style="list-style-type: none"> Computerized UTM M/C Hardness Tester Fatigue/Wear Testing Machine Roughness Tester Fault Analysis of Electric Machines Rebound Hammer Ultrasonic ReBar Locator 	Processing <ul style="list-style-type: none"> CNC Vertical Machining Centre (VMC) TIG/MIG Welding M/C Lathe/Milling Machine Herbal & Synthetic Cosmetic Production Micro-encapsulation & Pallet Tech. 	Product Design <ul style="list-style-type: none"> 3D Printer 3D Scanner CNC Plasma Arc Cutting M/C Metal Laser Engraver PCB Fabrication Designing/ Drafting (ANSYS) 	Training & Development <ul style="list-style-type: none"> Management Development Programme on various issues viz. mainly HR Management, Organizational behavior, Quality Circle etc. 	Software Solution <ul style="list-style-type: none"> ERP Solution Website Development
---	---	--	--	--

KIET INNOVATION CENTRE

Experience personalized learning where you will get the opportunity to learn the future technology of “**your choice**”, “**Be a Maker**” yourself and finally to take your innovative product to the market.

This requires you to find a purpose, a subject you are most passionate about. During initial phase you start with learning the basics of your chosen subject; then you start exploring the scope and growth potential in the same subject.

Once you have set your goals as per your aspirations, you think, and choose a product that you want to make. You learn and do everything possible to make your dream product. Once you get it done, you form a habit of making and learning with fun.

INNOVATION CENTRE PERFORMER CLUB

SNo.	IC Club (Performer)	Club Nick Name	Faculty Coordinator
1.	Prototype and Product Maker (KIET Product Innovation Centre)	KPIC	Mr. Salim (EN) Mr. Sharad Gupta (ECE)
2.	User interface, user experience and user interaction design	Mosaic	Mr. Ankit Verma (MCA)
3.	IoT (Digital input output system)	DIOS	Mr. Saurav Chandra (CSE) Mr. Sharad Gupta - (ECE) Mr. Piyush Ojha (EN) Dr. Himanshu Sharma (ECE)
4.	Chip designing (RTL to Netlist and physical design - floor planning)	DEUCE	Mr. Vipin K Verma (ECE)
5.	Artificial intelligence and machine learning	Mycine	Dr. Sushil Kumar (CSE) Mr. Harsh Khatter (CS)
6.	Data Science Business Analytics Visualization	InSinght	Mr. Nitin Kumar (IT)
7.	Game Creator	Trans-Reptor	Mr. Diksha Arora (CSE)
8.	Flying objects Drone Creators	iNav	Mr. Shivali Tyagi (CSE) Mr. Amit Kumar (ECE)
9.	Server architecture, Network security & ethical hacking	SAGE	Dr. Seema Maitrey (CSE) Mr. Layak Singh (ITIS)
10.	3D Designing, CAD Modeling	Pronto	Mr. Shubham Kumar (CE)

SOME HIGHLIGHTS:

- You will be working with experts in their respective technology areas like Rapid Prototyping, Drone/UAV making and piloting, Inventive Problem Solving, Interaction designing, Design thinking, IOT, Robotics, Embedded system, Artificial Intelligence & Machine Learning, Augmented Reality, Game Development, CAD Modelling, web development, digital content creation, videography, cinematography, Cyber Security and ethical hacking.
- You will get the opportunity to work on state-of-the-art equipment's (like 3D Printers, CNC milling machine) and tools like Drill, different types of power saw, grinders, etc.
- You will be supported in teams having an amalgamation of students from different branches, different seniority and skills simulating an industrial environment eventually helping you to understand the life-cycle of any product development process. This enriches your overall personality by reducing hesitation in speech, developing team spirit and working with a collaborative approach.
- We aim to promote hands-on learning for all enrolled engineering students and also to support theoretical course work with a practical approach.
- Additionally, the facilities build will serve as places of outreach and engagement with the non-engineering community. Other stated goals included enhancing creativity, team-oriented problem solving, and multidisciplinary collaboration skills, goals which address industry needs for graduating engineers to have such skills.



MEDICAL ATTENDANCE POLICY

In order to streamline the medical attendance cases of the students (which is at the Director's discretion), a department-level committee needs to be formed comprising respective HoD, Mentor, and Class Coordinators for scrutinizing such medical cases. This committee will verify all the relevant documents submitted by the students with the checklist along with its remarks for granting them medical attendance by the office of the Dean Student Welfare. However, normal medical cases may be sent directly as usual to the office of Dean SW for the grant of attendance.

Checklist for Special Medical Attendance Cases (>60% & < 75%)

S.No.	Particulars	Yes/No
1	Application of the Student	
2	Parent's Approval Letter	
3	Mentor's Recommendation Letter	
4	Medical Certificate	
5	Doctor's Prescription	
6	Medical Investigation Reports	
7	HoD's Remark and Final Recommendation	
8	Any other Points of concern	

Note: All normal medical attendance approved by the office of the Dean Student Welfare will be uploaded by the extra attendance coordinator of the concerned department.

Approval Mechanism for Students' Participation in Different Activities Outside KIET Campus

Before Participation

Step-1

The Student/Entire team participating or going for participation (outside KIET), must read the undertaking and get the approval/signature of respective Head of Department (Department wise list must be presented for participation outside KIET) using Annexure A-Form-1.

Note: Annexure A-Form-1, not signed by respective HoD will not be accepted

Step-2

The student/team must attach the duly filled list of requirements also, if any (Transport/Fooding/Lodging/Any Other) signed by student group leader-1 or 2 along with using

Annexure A-Form-2.

Step-3

Once both the forms (Annexure A-Form-1 and Annexure A-Form-2) are filled and signed, the student(s) need(s) to submit these forms to the office of Dean SW before participation in the event.

After Participation

Step-4

After participating from the event the following list of documents must be submitted along with Annexure B to office of Dean SW so that the student/team will get extra attendance (to be uploaded by respective departmental extra attendance coordinators) against the absence during those days:

- Certificate of Participation.
- One page report or write-up about the event and team's participation.
- A few photographs (Geo Tagged) in soft form-For website/other social media handles.

Reimbursement (If Any)

Step-5

In case any student/team is presenting any reimbursement request of his/their participation (Outside KIET Only), it must be submitted using Annexure C (Students' participation outside KIET-Reimbursement Claim Form) with all original bills and other relevant documents as mentioned in step-4.

Note: The forms (Annexure) are available on the DSW Tab of KIET Website.

Objective of the Policy :

1. Good discipline is the fundamental requirement for the achievement of any institute's Vision and Mission. The primary focus at KIET Group of Institutions is the overall development of each and every student. Discipline is a collaborative effort by the institute's administration, parents, teachers and students. When this happens, we believe that a very positive and productive learning environment prevails, enabling students to strive for excellence. We seek to build within each student a love for learning, a sense of responsibility, self-discipline, an entrepreneur mindset and respect for others. Institute's goal is to create a community in which each one is respected and encouraged to reach their full potential. All students of KIET Group of Institutions is expected to make positive behaviour choices that promote their safety, the safety of others and a productive learning environment. However, mistakes are a natural part of growth.

When any student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the institute's faculty members, staff members, other students or anyone else, then this leads to disciplinary action against them. In order to combat discipline issues, KIET Group of Institutions has developed a **discipline policy** that is **firm, transparent and will be consistently applied**. The disciplinary policy is aimed at ensuring that issues of indiscipline and misconduct are managed and dealt within a fair, unbiased and confidential manner.

Disciplinary Rules and Procedures :

2. Details of **various acts of indiscipline** along with **corrective action(s)** for each are enumerated at **Appendix-A**. The disciplinary process is not intended to be punitive in nature. The procedure therefore describes the steps to be taken to deal with each situation reasonably and, wherever possible, help the student(s) concerned to improve their standards of conduct to reach to the acceptable level. However, it also allows to take necessary and sufficient steps to avoid any severe and repeated act of indiscipline.

Implementation Modality :

3. In case, any act of indiscipline is noticed, respective HoDs/ Chief Rector/ Dean-SW/ other Functional Heads can give a suitable decision as per **implementation modality** given in **Appendix - B**.
4. It is expected that all the students at KIET Group of Institutions shall be responsible for conducting themselves in a manner that helps augment environment of learning and discipline during their stay in campus.
5. The Policy shall come into practice **with immediate effect**.


Dr. (Col) A Garg
Director

APPENDIX-A: DISCIPLINARY RULES & PROCEDURES

Clause No.	Act of Indiscipline	Corrective Action(s)
1.	Staying in the hostel during academic hours without permission.	<ol style="list-style-type: none"> 1. Counselling/Warning to Student. 2. Repetition may lead to information to parents.
2.	Fighting/Using abusive language with Hostel Staff/Mess boys/ Security Guards/ Attenders etc.	<ol style="list-style-type: none"> 1. Counselling/Warning to Student. 2. Information to Parents. 3. Termination from Hostel.
3.	Damage of college property due to negligence, e.g; causing damage to window panes while playing at unauthorized places.	<ol style="list-style-type: none"> 1. Warning to Student. 2. Information to Parents. 3. Suitable Monetary Penalty.
4.	Pasting of posters or distributing pamphlets, handbills etc., of an objectionable nature or writing on walls and disfiguring buildings.	<ol style="list-style-type: none"> 1.Warning to student along with undertaking from student. 2. Information to Parents. 3. Suspension from Classes. 4. Termination from Hostel.
5.	Organizing meetings in the institute and/or Displaying notices on the institute notice boards without permission of the competent authority.	<ol style="list-style-type: none"> 1. Warning to Student. 2. Information to Parents. 3. Suspension from Classes. 4. Termination from Hostel. 5. Expulsion from the Institute.
6.	Creating public nuisance and disturbing the natural ambience by means of shouting; burning crackers, banging doors etc.	<ol style="list-style-type: none"> 1. Counselling/Warning to Student. 2. Information to Parents. 3. Suspension from Classes.
7.	Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the institute.	<ol style="list-style-type: none"> 1. Counseling/Warning to Student along with undertaking from student. 2. Information to parents along with undertaking from parents. 3. Suspension from Classes.
8.	Use of abusive language or Any act of disrespect towards the faculty & staff members.	<ol style="list-style-type: none"> 1. Information to Parents and their physical presence in the Institute along with undertaking from parents. 2. Suspension from Classes.
9.	Misbehavior with company representatives/Faculty and Staff involved during placement drive.	Restrain from placement drive along with apology.

Clause No.	Act of indiscipline	Corrective Action(s)
10.	Improper behavior while on Industrial Visits/Placements Visits/Educational Tours.	Debarring from participation in visits/tours.
11.	Bullying (includes any electronic, written, verbal or physical act or a series of acts of physical, social, or emotional domination) that cause physical or substantial emotional harm to another student or group of students.	<ol style="list-style-type: none"> 1. Information to Parents. 2. Suspension from Classes. 3. Debarring from Participation in Sports/Cultural/Placement Activities.
12.	Violation of the status, Dignity & honor of a student belonging to a differently abled or tribal communities. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.	<ol style="list-style-type: none"> 1. Warning to Student. 2. Information to Parents. 3. Suspension from Classes. 4. Termination from Hostel. 5. Expulsion from the Institute.
13.	Discrimination on the ground of sex/sexual harassment of women employees and girl students.	As per the Internal Complaints Committee (ICC) of the Institute.
14.	Deliberate act of mental harassment to any fellow student causing psychological trauma of serious nature amounting to ragging.	As per AICTE Regulations (2009) on Prevention and Prohibition of Ragging in Technical Institutions.
15.	Possession, distribution and consumption of cigarette & chewable tobacco as well as smoking in the hostel or institute campus.	<ol style="list-style-type: none"> 1. Counseling/Warning to Student. 2. Information to Parents.
16.	Possession and consumption of alcoholic drinks as well as other banned narcotic substances (Opium, marijuana etc.) and/or Entering the campus in intoxicated state.	<ol style="list-style-type: none"> 1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel. 4. Expulsion from the Institute.
17.	Possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the institute premises.	<ol style="list-style-type: none"> 1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel. 4. Expulsion from the Institute.

Clause No.	Act of indiscipline	Corrective Action(s)
18.	Physical assault/Fighting/abusing with other students causing serious/significant injury.	1. Counseling/Warning to Student. 2. Information to Parents. 3. Suspension from Classes. 4. Termination from Hostel.
19.	Use of College resources for unauthorized commercial purposes or personal gain.	1. Counseling/Warning to Student. 2. Information to Parents. 3. Suspension from Classes.
20.	Stealing of money or expensive electronic items like Laptop, Smart watch, Mobile or Camera etc.	1. Warning to Student. 2. Information to Parents.
21.	Use of social media to tarnish the image of Institute, staff members and students of the Institute. Any other acts of indiscipline that tarnishes the image of the Institute.	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel.
22.	Using unfair means in the examination.	As per the Institute Internal Examination Policy/As per AKTU Examination Guidelines
23.	Retaliation against any student or group of students who makes a complaint, cooperates with an investigation, or participates in a resolution process.	1. Counseling/Warning to Student. 2. Information to Parents. 3. Suspension from Classes.
24.	Wastage of Food.	1. Counselling of Student. 2. Warning to Student.
25.	Use of mobile in class/Late entry inside the class/Entry of two-wheeler rider in campus without helmet/Driveing License.	1. Counselling of Student. 2. Warning to Student. 3. Information to Parents. 4. Suspension from Classes.
26.	Absconding from classes/Mass Agitation, Mass Bunking, Improper Wearing,	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel. 4. Debarred from Placement.
27.	Any celebration without permission/smothering cake on the face/involvement in any kind of violence (Physical/Verbal/for sadistic pleasure) whatsoever and in any form.	1. Information to Parents. 2. Warning to Student. 3. Suspension from Classes. 4. Termination from Hostel.

Clause No.	Act of indiscipline	Corrective Action(s)
28.	Possession of ID cards of another student/Entering the institute with ID card of other student/Having XEROX copy of ID Card/Misuse of permission in the extended hours/Accompanying unknown person without permission.	<ol style="list-style-type: none"> 1. Information to Parents. 2. Warning to Student. 3. Termination from Hostel. 4. Suspension from Classes.
29.	Public Display of Affection (PDA).	<ol style="list-style-type: none"> 1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel. 4. Debarred from Placement.

EXPECTATIONS FROM STUDENTS WITH REGARD TO DISCIPLINE

Discipline is the 'Gateway' to the quality education. All the students have the right to an education in a positive environment which is free from all kinds of disruptions. KIET Group of Institutions provides a positive environment for all sorts of learning. All the students are encouraged to achieve their personal best and to work collaboratively. Every effort is made by the institute to work together to resolve any problems of the students. This discipline policy was developed to promote consistency and encourage appropriate behaviours that require students to become increasingly more responsible for their behaviours. Institute believe that if students clearly understand the rules and the consequences for inappropriate behaviours, they can make the intelligent choices. We expect students and parents to recognize the importance of institute's disciplinary rules and to cooperate with their enforcement. Institute believe that most of our students are considerate, well-behaved, and responsible. According to a growing body of the literature, the primary determinant of discipline policy's effectiveness is a healthy relationship between the institute and students. Even the best policy is only a document, if it is not implemented in the true letter and spirit. With fewer day-to-day discipline problems, institute would become more productive and educate happier, healthier individuals. Each and every student is expected to abide the following rules and regulations for the proper implementation of this discipline policy:

- Students should always treat teachers and staff with regard, respect and be courteous to the fellow students.
- Unacceptable behaviour including, but not limited to irregular attendance, academic dishonesty, disruptive behaviour, and disrespectful behaviour towards teachers, staff or fellow students will result in serious disciplinary action(s).

- All the classes start sharp at 09:00 AM and any student coming after 09:00 AM will not be allowed to enter the class. If any student is coming late, he/she will have to wait in the study hall (central library) till the first period is over. Thereafter, he/she will be allowed to join the rest of the day classes.
- If any student is repeatedly coming late, then he/she may not be permitted to the campus for the day or further they may be suspended for more number of days, if they continuously repeat the habit of coming late (whatsoever may be the reason).
- It is mandatory to wear the college ID card during the academic hours. All the students are bound to show their ID cards, whenever asked by any faculty/staff/authority of the institute. Students not wearing college ID card will not be allowed in the college premises.
- All the students must follow the dress code (formals) of the institute (Refer Students Handbook). If any student arrives at college in inappropriate attire or loose footwear, he/she will be immediately returned to the home/hostel.
- Clothing, jewellery, and accessories should be free of writing, pictures or any other insignia that are crude, vulgar, profane, or sexually suggestive or which become a nuisance or attracts undue attention in a study situation will not be permitted.
- Students are strictly advised to behave in an orderly manner in the college premises and in public places. Their manner of movement should be quiet and orderly, at all the times.
- Use of foul language, scratching on college furnitures/lifts and walls and any misbehaviour in college buses and public places will be strictly dealt with.
- Any student who is persistently insubordinate or is repeatedly or wilfully mischievous or is guilty of malpractice or who has an unwholesome influence on his fellow students, may be expelled permanently from the institute.
- Alcohol, tobacco, drugs, or drug paraphernalia are not allowed in the college premises and hostels. Any student found guilty in this regard will attract strict disciplinary action.
- Bikes/Scooters/Any vehicle must be parked in the parking areas only. All the riders must wear a helmet.
- Institute has very well-designed vehicle policy. All students are advised to bring their vehicle as per the policy. If any student is found with fake papers/ unauthorized vehicle/ unauthorized persons in the vehicle, strict disciplinary action will be initiated.
- Looking into the overall development of the students, institute grant permission for extended hours (05:00 pm to 08:00 pm). All the students availing this privilege are strictly advised to follow the timings and place in true letter and spirit.
- If any student is found breaching the discipline policy and asked to call the parents, then the student must ensure that his/her parents should meet the institute authorities within one week of incidence.

APPENDIX-B: IMPLEMENTATION MODALITY

S.No.	Corrective Actions	Decisive Authority (Incident happening during academic hours)	Non-Academic Hours	
			Decisive Authority (Incident involving hostellers)	Decisive Authority (Incident involving Non-hostellers)
1.	Counselling of Student/Warning to Student/ Information to Parents/Undertaking by Student & Parents	Respective HoD/Addl-HoD on the recommendation of faculty or staff with whom incident took place	Respective Chief Rector/Rector on the recommendation of Warden with whom incident took place	Respective HoD/Addl HoD on the recommendation of Proctorial Board Member/Mentor
2.	Suitable Monetary Penalty	Respective HoD/Chief Proctor/Dean-SW/Joint Director	Respective Chief Rector/Chief Proctor/Dean-SW/Joint Director	Respective HoD/Chief Proctor/Dean-SW/Joint Director
3.	Debarring from Participation in Visits/Tours	Respective HoD/Chief Proctor/Dean-SW	Respective Chief Rector/Chief Proctor/Dean-SW	Respective HoD/Chief Proctor/Dean-SW
4.	Debarring from Participation in Sports/Cultural and Other Activities	Respective HoD/Chief Proctor/Dean-SW	Respective Chief Rector/Chief Proctor/Dean-SW	Respective HoD/Chief Proctor/Dean-SW
5.	Restrain from Placement Drive along with Apology	Head CRPC in consultation with Respective HoD	Head CRPC in consultation with respective HoD	Head CRPC in consultation with respective HoD
6.	Suspension from Classes up to three days	Respective HoD	Respective Chief Rector	Respective HoD
7.	Suspension from Classes for four to five days	Respective HOD in consultation with Chief Proctor & Dean-SW	Respective Chief Rector in consultation with Chief Proctor & Dean-SW	Respective HOD in consultation with Chief Proctor & Dean-SW
8.	Suspension from Classes beyond five days/ Termination from Hostel/ Expulsion from the Institute	Joint Director/ Director	Joint Director/ Director	Joint Director/ Director

NOTE :

1. Every student along with his/her parents will have to submit an undertaking to the institute (*In case parents are called because of any indisciplinary activity*).
2. Repetition of any of the above clause will lead to the severe punishment, which may have bad impact on the character certificate of student.
3. Any indiscipline act made by a student along with the corrective action(s) must be registered in the mentoring record by respective mentor at the department level.

4. A copy of the same will also be maintained by the respective proctorial board member in the format issued from the office of Chief Proctor/Dean-SW. Respective Proctor has to submit the data at the end of every fortnight to the office of Chief Proctor/Dean-SW for the purpose of record keeping and vigil for repetitive nature of students.

Note: If a student is expelled from the hostel due to any act of indiscipline, no fee shall be refunded under any circumstances. However mess fees may be refunded as per institute norms.



DISCIPLINE

is the bridge between

GOALS & ACCOMPLISHMENT

DISCIPLINARY INSTRUCTIONS

- Every student must carry his/her Identity Card issued by the institute in the KIET premises. Failing which will be treated as the act of indiscipline.
- It is mandatory for the students to attend the classes, laboratory sessions, tutorial, etc; on all working days from the start to the end of the term/semester.
- Students are expected to behave in a responsible manner and abstain from chatting among themselves while the class is in progress.
- Any indiscipline or misbehavior in class or in the campus or in the bus or even outside the campus would warrant disciplinary action against the student(s).
- Students are encouraged to spend their free time in the Library/Reading Room. Clustering in the verandahs or crowding in front of the offices or the Campus roads are to be avoided.
- No student shall indulge in any activity that might be illegal or may lead to disorderliness.
- Possession or consumption of narcotic drugs, tobacco, smoking cigarettes, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
- Students should follow institute dress code as per the institute guidelines.
- Any reported, observed, objectionable conduct within or outside the premises of the Institute, will make him/ her liable for strict disciplinary action.
- Students shall not indulge in activities, which would damage/ disfigure Institute's property including books, apparatus, furniture etc.
- Students involving in business, collection of funds, compelling others to join in some organization as a member etc must not be made under any circumstances.
- No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements. Such activities may lead to expulsion of the student from the hostel as well as from the Institute.
- Misconduct or infringement of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action and even expulsion from the hostel as well as from the Institute.
- The institute has full power to suspend, fine, rusticate or to take any action which is necessary in case of any indiscipline by the student.
- Students need to obtain prior permission from the college authorities to exhibit any type of banners, flags, boards etc. inside the campus, hostels, gates, buildings or on the compound walls.

INSTITUTE PROCTORIAL BOARD

To monitor the proper discipline in the Campus, KIET Group of Institutions has constituted a Proctorial Board to look after any incident of indiscipline.

S.No.	Name	Deptt.	Post	Mobile
1	Prof. Bhoopendra Kumar	CSIT	Chief Proctor	9582943933
2	Prof. Surya Prakash	KSOP	Addl. Chief Proctor	8587017568
3	Dr. Abhay Bhardwaj		Proctor	8859424878
4	Dr. Amit Kumar Gupta	MCA	Proctor	9410815532
5	Prof. Neelam Rawat		Proctor	9899201939
6	Dr. Deepa	MBA	Proctor	9997661845
7	Dr. Meenakshi Tyagi		Proctor	9540806623
8	Dr. Kuldeep Sharma	AS	Proctor	9411927994
9	Dr. Deepti Seth		Proctor	8368209395
10	Prof. Vikas Sharma	CE	Proctor	8011028252
11	Prof. Sudhir Kumar Singh	EN	Proctor	9015298870
12	Prof. Rajneesh Kr. Gahlot		Proctor	8506007005
13	Prof. Neeraj Kumar	ME	Proctor	9999439021
14	Prof. Vivek Kr. Pathak		Proctor	7000327175
15	Prof. Parmanand Sharma	ECE	Proctor	9716821546
16	Prof. Diksha Singh		Proctor	8860904893
17	Prof. Vipin Deval	CSE	Proctor	9650534400
18	Dr. Manish Bhardwaj		Proctor	9457966671
19	Dr. Jitendra Seth	IT	Proctor	9582072481
20	Prof. Nitin Kumar		Proctor	8851801392
21	Dr. Pradeep Tyagi	CS	Proctor	9991219789
22	Prof. Baldivya Mitra		Proctor	9720719485
23	Prof. Ankit Kumar Saini	CSIT	Proctor	9667670618
24	Prof. Arti Pandey		Proctor	8191853628
25	Prof. Seema Chauhan	CSE (AI)/ (AIML)	Proctor	8368144047
26	Shri Sudhir Kumar	Admin	Vigilance Officer	8218348188

ANTI - RAGGING

KIET Group of Institutions is **RAGGING FREE INSTITUTE**. In the incident of Ragging, students have to report the matter forthwith to any member of Anti-Ragging committee. Besides above arrangements, students have to report as per the following directive:

- STEP I : Respective Class coordinator/ Mentor
- STEP II : Respective HoD/ Anti-Ragging squad Members
- STEP III : Chief Proctor/ Dean (SW)/ Dean (Academics)
- STEP IV : Director/ Joint Director
- STEP V : AKTU Anti-Ragging Cell/ Anti-Ragging Cell (ARC)

The student can also report an incident of ragging through the website of KIET i.e., www.kiet.edu. Further student may also contact KIET Helpline No-1800-313-0056 or write a mail to antiragginghelpline@kiet.edu.

WHAT IS RAGGING ?

The Hon'ble Supreme Court of India has given a comprehensive meaning of Ragging as under: *“Ragging is any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness, indulging in rowdy or indisciplined activities which cause or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student.”*



FORMS OF RAGGING

It is said that man's imagination knows no bounds. Very true, but when it comes to Ragging, it can be rightly said that man's perverted imagination too knows no bounds! From what was intended to provide good humor and harmless fun to students, ragging today has assumed torturous, vulgar and inhuman forms that defy all norms of decency, humanity and morality. Some of the most popular forms of ragging in colleges are:

- **Dress Code Ragging:** The freshers are asked to dress in a specific dress code for a particular period of time. But this isn't as easy as it seems. For the dress code prescribed is generally weird e.g. dressing totally in white or black with the hair oiled and combed in a particular style. The dress code ragging may make the freshers feel awkward and uncomfortable as it often brings them unnecessary attention from everybody.
- **Formal Introduction:** This involves asking the freshers to introduce themselves in 'Shuddh Hindi'. The introduction includes the fresher's name, address, school, marks, etc.
- **Verbal Torture:** Verbal torture involves indulging in inappropriate talks. The freshers may be asked to sing the lyrics of any vulgar song or use abusive language while talking to the seniors.
- **Sexual Abuse:** This is the severest form of ragging that takes place in colleges. The seniors are mainly interested in 'juicy' details such as the anatomical description of one's body parts, his or her sexual interests, etc. In many cases, the freshers have been asked to strip before the seniors.
- **Playing The Fool:** The freshers may be asked to enact scenes from a particular movie or mimic a particular film star. In many cases, the seniors may also ask the freshers to do silly things like climbing a tree, kissing a tree, proposing to someone from the opposite gender, etc.
- **Hostel Ragging:** Outstation students who stay in the hostel are most vulnerable to ragging. They may be asked to do all odd acts from cleaning the room of seniors to washing their clothes, from fetching them water or milk to completing their assignments.
- **Drug Abuse:** This can be the worst form of ragging wherein the freshers are forced to try drugs thereby driving them into addiction.

PUNISHMENTS/STRINGENT ACTION IN CASE OF RAGGING

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the Institute level shall be anyone or any combination of the following: -

- Cancellation of admission
- Suspension from attending classes
- Withholding/ Withdrawing Scholarship/ Fellowship and/ or any other benefits
- Debarring from appearing for any test/ examination and/ or other evaluation process
- Withholding results of any test / examination
- Debarring from representing the Institute in any campus interview
- Debarring from attending/ participating in any national or international meet/ tournament/ youth festival, etc.
- Suspension /expulsion from the hostel
- Rustication from the Institute for such period as may be decided by the competent authorities
- Expulsion from the Institute and consequent debarring from admission to any other educational institution, for such period as may be decided by concerned authorities
- Imposition of fine up to Rs. 25,000/- (Rupees Twenty-Five Thousand)
- Rigorous imprisonment up to 3 (three) years (by a Court of Law) etc.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.



ANTI-RAGGING SQUAD

KIET Group of Institutions has constituted an Anti-Ragging Squad as per the UGC guidelines. The squad will conduct on-the-spot enquiry into the incidents of ragging referred by any student or guardian.

S.No.	Faculty Name	Department	Mobile No.
1.	Prof. (Dr.) Pratibha Kumari	ME	7906675694
2.	Prof. Amit Goyal	MCA	9899979748
3.	Dr. Abhishek Kumar	KSOP	9827196617
4.	Prof. Shiv Kumar Sikarwar	EN	7906064530
5.	Prof. Mukul Agrawal	IT	9899260385
6.	Prof. Hunny Pahuja	ECE	9729288808
7.	Prof. Balwan Singh	Rector	9958253600
8.	Prof. Kumari Archana	ME	8447164122
9.	Dr. Deepti Katiyar	KSOP	8860132632
10.	Prof. Priya Bansal	KSOP	7017442956
11.	Prof. Nitin Kumar	IT	7503447787
12.	Prof. Ankush Chaudhary	CE	9911598876
13.	Prof. Ankit Saini	CSIT	9627534652
14.	Prof. Baldivya Mitra	CS	9720719485
15.	Prof. Harsh Vardhan	CS	9118884768
16.	Mr. Dhananjay Sharma	Sports Officer	9718090052
17.	Ms. Mona Agrawal	Sports Officer	9058958681
18.	Shri Sudhir Kumar	Admin	8218348188



www.kiet.edu

RAGGING FREE CAMPUS



ANTI - RAGGING COMMITTEE

In order to prevent any incident of ragging, an **Anti-Ragging Committee** headed by the Director and comprising of following members has been constituted:

Chairman:	Dr. (Col) A Garg	Director	8744097773
Vice Chairman:	Dr. Manoj Goel	Joint Director	9873816173

Members:

1.	Prof. (Dr.) K.Nagarajan	Principal KSOP	9997628670
2.	Prof. (Dr.) Anil K. Ahlawat	Dean-Academics	9891616861
3.	Prof. (Dr.) Satish Kumar	Dean-SW	9871322833
4.	Prof. (Dr.) Vibhav Kumar Sachan	Dean (R&D) & HoD-ECE	9811539205
5.	Prof. (Dr.) Adesh Kumar Pandey	Dean (ITS) & HoD-IT	9873709715
6.	Prof. (Dr.) K L A Khan	Dean-IEC	9412660124
7.	Prof. (Dr.) Shailendra K. Tiwary	Dean-B.Tech 1st Year & HoD-CE	8923483564
8.	Prof. (Dr.) Sumita R. Chaudhary	COE	9811861570
9.	Prof. Bhoopendra Kumar	Chief Proctor	9582943933
10.	Prof. (Dr.) R. Srinivasan	HoD-MBA	9958967555
11.	Prof. (Dr.) Vineet Sharma	HoD-CSE	9811139463
12.	Prof. (Dr.) Ajay Kr. Shrivastava	HoD-CS	9873657877
13.	Prof. (Dr.) Abhinav Juneja	HoD-CSIT	9416943312
14.	Prof. (Dr.) Rekha Kashyap	HoD-CSAI & CSML	9818488166
15.	Prof. (Dr.) Arun Kr. Tripathi	HoD-MCA	9873816191
16.	Prof. (Dr.) Ashish Karanwal	HoD-ME	9999365444
17.	Prof. (Dr.) Neeraj Gupta	HoD-EN	9761115253
18.	Prof. (Dr.) C.M. Batra	HoD-AS-Group-1	9873725677
19.	Prof. (Dr.) Rashid Ali	HoD-AS-Group-2	9811711672
20.	Prof. Komal Mehrotra	HoD-HS	9415267620
21.	Prof. (Dr.) Sheetal Mittal	Joint COE & Professor-AS	9999021456
22.	Dr. Mani Tyagi	Assoc. Prof.-MBA	8171540944
23.	Shri Anup Srivastava	Registrar	9873816182
24.	Shri K. P. Singh	Manager-Admin.	9711598330

Wardens and Students:

List of Hostel Wardens (10) and Students (24) are attached herewith. (**Annexure-I**)

Representatives from outside Institute:

1. Civil & Police Administration	SHO, Muradnagar	9454403422
2. Uddeshya (NGO)	Mr. Aniket Chaturvedi	8787269231
3. Local Media	Shri. Braham Pal Singh	9873667400
4. Parent	Dr. Archana Sharma	9634700561
5. Parent	Dr. Babita Tyagi	9211333444

Above committee members are to keep an extra vigil at all times to ensure that no ragging of fresher takes place in any form. Any incidence of ragging is to be reported to the committee at the earliest.



Director

ANNEXURE-I

Hostel Warden's List

S.No.	Name of Warden	Name of Hostel	Mobile No.	E-Mail Id
1.	Ms. Uma Sharma	Saraswati	8588816608	uma.sharma@kiet.edu
2.	Ms. Anjali Dixit	Gargi	8588816606	anjali.dixit@kiet.edu
3.	Ms. Neelam Sharma	Gargi	9520869472	neelam.sharma.warden@kiet.edu
4.	Ms. Alka Mittal	Sarojini	8588848709	alka.mittal@kiet.edu
5.	Mr. Lalit Mohan	Chandragupta	8588816612	lalit.mohan@kiet.edu
6.	Mr. Nagesh Kumar Tiwari	CV Raman	8588816603	nagesh.tiwari@kiet.edu
7.	Mr. Sajal Mandal	Tagore	8279938933	sajal.mandal@kiet.edu
8.	Mr. Kudey Singh	Aryabhata	8588816609	kudey.singh@kiet.edu
9.	Mr. Vijay Shanker Tiwary	Vivekanand	8588816616	vijay.tiwari@kiet.edu
10.	Mr. Saurabh Singh	Vivekanand	7007787913	saurabh.singh@kiet.edu

S. No.	Name of Student	University Roll No.	Course/Branch	Whatsapp No.
1	Ashutosh Sharma	2100290700041	MBA	8979500545
2	Habiba Ansari	2100290700054	MBA	7376254403
3	Prena Sharma	2100290140106	MCA	9027214982
4	Sachin Lal	2100290140114	MCA	9654192138
5	Palak	2101990500064	KSOP	8789957747
6	Jagjeet Pratap Singh	2001990500039	KSOP	8574059105
7	Paras Jain	Student First Year	AS	9068760993
8	Nandini Bansal	Student First Year	AS	9027442359
9	Harshita Singh	2000290000019	CE	9634907865
10	Divyansh Jain	2000290000016	CE	9528692514
11	Anushka Kumar	2000290210032	EN	8171195794
12	Samarth Narayan Tandon	2000290210120	EN	9717618826
13	Rohan Ghosh	2000290400094	ME	6387836352
14	Riya Rastogi	2000290400093	ME	9557440738
15	Prateek Dubey	200290310123	ECE	6393269094
16	Vanshita Srivastava	200290310185	ECE	9455420263
17	Rishabh Jaiswal	2000290100114	CSE	8003195644
18	Rajani Dixit	2000290100110	CSE	7310818213
19	Abhinav Saxena	2000290130006	IT	7348445574
20	Kopal Kapoor	2000290130098	IT	8707554562
21	Nishant Varshney	2000290120099	CS	8218194574
22	Nandini Tyagi	2000290120102	CS	6397624311
23	Riya Srivastava	2000290110135	CSIT	8707380146
24	Owais Asif	2100290119005	CSIT	8535098560

FUNCTIONAL HEADS

S.N	Name	Designation	Mobile No.
1.	Mr. Arvind K. Sharma	Head-CRPC	9999995765
2.	Mr. Rishi Malhotra	Head-HR	9810567834
3.	Mr. Varun Suryavanshy	Addl. Head IIPC	9555426447
4.	Mr. Vinay Ahlawat	Head & Assoc. Dean-ITSS	9643240079
5.	Prof. (Dr.) Subodh Sharma	Head-IRCDC	9808621738
6.	Prof. (Dr.) Binkey Srivastava	Head-AEC	9999958118
7.	Prof. (Dr.) Ritu Gupta	Chairperson - ICC	9810335686
8.	Dr. Preeti Chitkara	Head - PR&IR	9837524994
9.	Prof. Amit Goyal	Chief Rector (Boys)	9899979748
10.	Prof. (Dr.) Pratibha Kumari	Chief Rector (Girls)	7906675694
11.	Prof. Bhoopendra Kumar	Chief Proctor	9582943933
12.	Commandant R. B. Prasad	Head National & International Collaboration	9971739074
13.	Mr. Saurav Kumar	Dy. General Manager-TBI	9069345557
14.	Mr. Anup Srivastava	Registrar	9873816182
15.	Mr. Arun Agarwal	Head Finance & Accounts	9873196050
16.	Dr. Sanjay Sharma	Librarian	9953218447
17.	Hon. Capt. K. P. Singh	Manager Administration	9711598330
18.	Mr. Sunil Vashishta	Head - Purchase & Store	9873816171
19.	Mr. Madhurendra	Sr. Manager - ITIS	9899941574

ADDITIONAL HODS

S.N	Name	Department	Mobile No.
1.	Prof. (Dr.) Atul Kant Piyooosh	CE	9918900101
2.	Prof. (Dr.) Rupesh Chalisgaonkar	ME	9899916452
3.	Prof. (Dr.) Ruchita Gautam	ECE	8860082170
4.	Prof. Rabi N. Panda	MCA	9899545613
5.	Prof. (Dr.) Binkey Srivastava	MBA	9999958118
6.	Prof. (Dr.) Sheetal Mittal	AS (Group 2)	9999021456
7.	Prof. (Dr.) Vipin Kumar	AS (Group 1)	9891019236
8.	Prof. Ambrish Gangal	CSIT	9616230906
9.	Prof. (Dr.) Arvind Kumar Sharma	EN	9999595770
10.	Dr. Shivani Batra	CSE	7015684691
11.	Prof. (Dr.) Vikas Goel	IT	9412002442
12.	Prof. (Dr.) N. G. Raghavendra Rao	B.Pharma	9966794479
13.	Ms. Puja Rohatgi	H&SS	9634575108
14.	Dr. Priyanka Sharma	H&SS	9971581144
15.	Prof. Raj Kumar	CS	9758171015

Objectives

1. To comply with the direction of the Hon'ble Supreme Court in the case of sexual harassment at the work place.
2. To bring change in behavior and attitude for prevention of sexual harassment at the work place.

What Constitutes Harassment?

1. Unwelcome physical, verbal or non verbal sexual conduct
2. Forcible Physical Touch or Molestation
3. Physical Contact and advances
4. Requests for sexual favors
5. Sexually colored remarks
6. Showing pornography
7. Pursuing and Stalking Former Girl Friends
8. Gossiping and Spreading Information about a woman's private life
9. Ridiculing a woman on the basis of her color , Ethnicity, Dress or Physical Appearance
10. Eve Teasing Innuendos and Taunts

Anyone found indulging in such activities may face following disciplinary actions:

1. Debarring entry in the hostel / campus.
2. Debarring from heading posts.
3. Separation from the institute / hostel.
4. Stopping of increment / promotion (in case of employees only).
5. Any other action as per discretions of the competent authority. Appropriate cases police / civil authorities may also be approached.

Email ID: icccell@kiet.edu

**SPEAK OUT!
STOP HARASSMENT**



ICC TEAM MEMBERS

S.No.	Name	Nomination Type	Appointment	Contact
1.	Prof. (Dr.) Ritu Gupta	Chairperson		9810335686
2.	Prof. (Dr.) R Srinivasan	Faculty Representatives	Members	9958967555
3.	Dr. Preeti Chitkara			9837524994
4.	Prof. Jyoti Srivastava			9899293208
5.	Dr. Neha Bhadauria			9811523618
6.	Dr. Prathana Srivastava			9456680456
7.	Ms. Reeta Singhal			Staff Representatives
8.	Mr. Anil Kumar	NGO Representative		9012625465
9.	Ms. Pallavi Verma (NGO-Uddeshya)			9506580820
10.	Mr. Sarthak Chaudhary			Student Representatives
11.	Mr. Aman Rai	8290441475		
12.	Ms. Prachi Barnwal	9026936042		
13.	One member from among Non-Government Organization or Associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.			On receipt of the complaint, the said member by name would be nominated by the Executive Authority based on his/her availability.



VEHICLE ENTRY POLICY

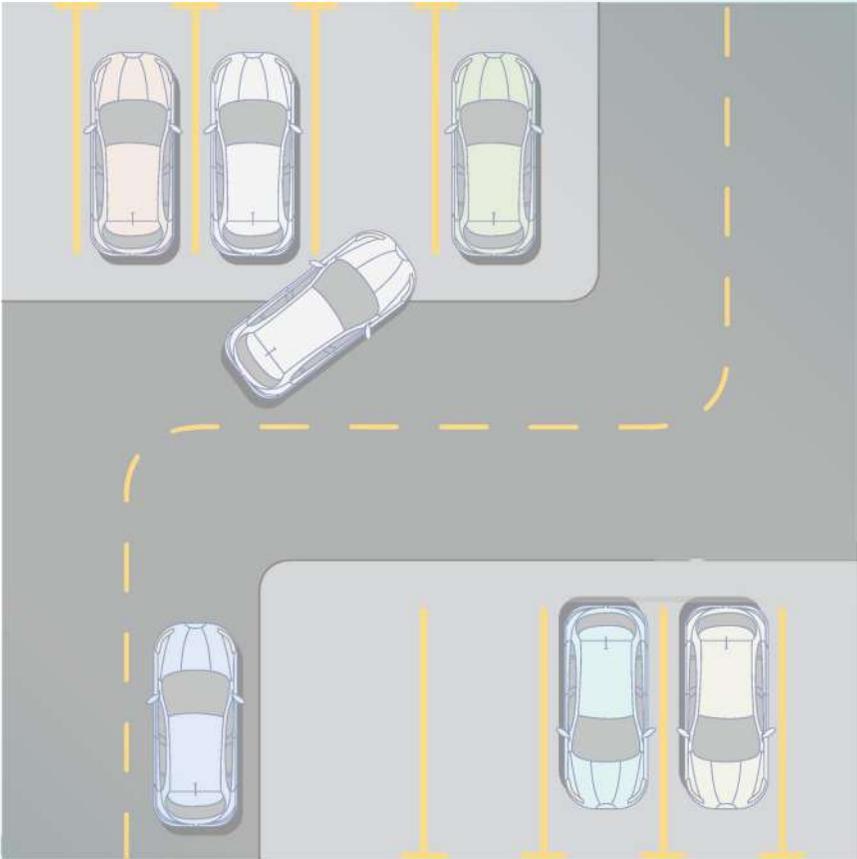
In order to ease the process of vehicle entry and exit in the campus we all are supposed to abide by the following instructions-(However, we strongly favor the usage of safe public transport and support the green initiatives).

1. The students of the campus can come by two- wheeler. (In this case the **students and the accompanist** must wear **helmet** else, they will not be allowed to enter the premises).
2. Four- wheeler is NOT permitted in the campus for the students of KIET. However, Fourwheeler MAY BE PERMITTED TO A PARTICULAR student provided:
 - The distance between the campus and her/ his residence is at least **50 kilometers**. (The students must ensure they are wearing seat belts; else they will not be allowed to enter the premises).
 - In case of medical emergency, the vehicle pass can be issued if the student is providing valid medical prescription, diagnosis letter, path tests report etc., Also note that, if the student is coming with the driver, **the driver is not allowed** to stay in campus during the college hours. However, the car can be parked inside only if the parking id vehicle sticker pass is issued.
 - Student must have a valid driving license.
 - Student must get the authorization/ consent letter signed duly by the parents.
 - Student must get KIET parking pass sticker issued from the Manager-Administration Office post submission of the copies of valid DL, RC Pollution Certificate and Recommendation from parents. Further they are required to paste sticker on their vehicle.

Points to Note:

- The student must fill the Application for Vehicle Permit and attach all relevant documents for applying Vehicle Pass.
- If any unauthorized vehicle by any student is found in the campus, suitable disciplinary action as well as monetary penalty of INR 1K will be imposed.
- All students are supposed to park their vehicles in the designated areas (for two-wheeler Football Ground, for four- wheeler- Near CV Raman Hostel).
- Speed of the vehicle (Two-Wheeler and Four Wheeler) inside the campus must be between **10-20 kmph**.
- The registered pass owner must not hand over her/ his vehicle to any friend/or any person in any case.
- Random checking of the vehicle can be done at any point any time by the college authorities.
- College will not be responsible for any loss/ damage to the vehicles.
- Students should not create sound pollution by honking or any other means.
- Vehicle should have a pollution clearance certificate by competent authority.

- Single non transferrable vehicles parking pass will be issued per student.
- Vehicle pass will be renewed semester wise.
- Duplicate KIET entry pass will be issued on the payment ₹500 along with an application duly approved by Manager-Administration.
- Any violation of the said norms will lead to confiscation of the Vehicle pass for few days.
- If repeated violation of norms is found, the vehicles pass will be cancelled and the concerned student will be debarred from bringing any vehicle in the future.



RULES
are for your own
SAFETY

GUIDELINES FOR HOSTEL STUDENTS

1. All residents are required to maintain standards of behavior expected of students of a prestigious institution. They are expected to behave courteously and fairly with every one inside and outside the COLLEGE campus.
2. All residents are required to always carry their valid Identity Cards issued to them by the Institute.
3. The rooms, common areas and surroundings of the hostel should always be kept clean and hygienic. Notices shall not be pasted on walls, glass panes and walls shall not be scribbled on.
4. Rooms are allotted to each resident on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.
5. Residents should bring to the notice of the warden any pending maintenance work (Civil, Carpentry, Electrical and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.
6. Residents should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
7. The residents should not carry unauthorized/illegal movies in their rooms. Any violation will be dealt severely.
8. Day scholars are not permitted to enter the hostel. No resident is permitted to entertain day scholars or students of other institutions. The penalty for disobeying this rule will be very severe.
9. Students are not supposed to use any kind of electrical appliance.



GUIDELINES FOR HOSTEL STUDENTS

10. The resident of a room is responsible for any damage to the property in the room during his/her occupancy of that room and will be required to replace/repair the damage at their own cost, if any.
11. In case of damage to or loss of hostel property the cost will be recovered from the residents responsible for such damage or loss, if identified, or from all the residents of the wing/hostel, as decided by the Rectors.
12. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the warden, failing which he/she will be charged a penal rent as decided by the Wardens.
13. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
14. Ragging of students admitted to the Institute is totally banned. Any violation of this by the senior students will be dealt with very severely as per the Institute norms and guidelines issued from time to time by the competent authorities.
15. Freshers should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.



16. When the persons committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.
17. All hostellers are required to sign an Anti-Ragging Undertaking form as per AICTE/UGC guidelines and submit to Registrar Office.
18. In the hostel premises following are strictly prohibited –
 - Smoking
 - Consumption of alcoholic drinks/drugs.
 - Gambling
 - Intimidation or violence
 - Willful damage to property
 - Entering the hostel premises in intoxicated state.
 - Boys moving near the girls' hostel premises.
 - Shouting and using abusive language in their own hostel or in other hostel premises and campus.
 - Employing unauthorized persons for personal work such as washing clothes, etc.
 - Cooking in room.
 - Parents/Relatives/Friends are not allowed to stay overnight in hostels. Mother/Father of the residents can only visit till 9 pm.
19. Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Rector/Warden. Roommate may be permitted.
20. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.
21. The use of electrical appliances such as immersion heaters, electric stove / heaters are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed.
22. The usage of audio systems which may cause inconvenience to other occupants are not allowed. The residents should not view objectionable videos.
23. When the residents go out of their room they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.
24. In case any resident has to stay out of hostel for a day or more for any reason, he has to obtain written permission from the Warden. However, during academic days students shall obtain written permission from concerned HoD/Addl. HoD and Warden.
25. No resident is permitted to stay in hostel rooms during academic working hours. However, any sick residents should obtain written permission from the Rector.
26. Residents of all hostels (both boys and Girls) must make entry in the in-out register available at main security gate for going out of the institute campus.

27. Birthday /celebrations of any kind to be conducted with prior permission of the Rector. Strict adherence to the timings (duration of 3 hrs. max. till 12:30 AM) as well as proper discipline should be maintained in the hostel premises. However, celebrations of any kind should be pleasant and it should not cause any inconvenience to other inmates. Any type of physical handling and thereby deriving sadistic pleasure is strictly prohibited.

**28. Hostel Timings and Entry/Out rules for Girls' Hostel:
Chief Rector : Dr. Pratibha Kumari (Mob. 7906675694)**

S. No.	Course/Year	Normal entry time	Emergency	Students attending Coaching Classes
1.	All B.Tech/ B.Pharm/ MBA/ MCA 1 st year students	8:00 PM	Upto 9:00 PM with prior written permission of rector/warden	Not allowed after 8:00 PM
2.	All B.Tech/B.Pharm 2 nd , 3 rd , 4 th year, MCA 2 nd & 3 rd year, MBA 2 nd year students	8:00 PM	Upto 9:00 PM with prior written permission of rector/warden	Upto 9:00 PM with consent letter from parents

- No resident of Girls' hostels is allowed to go out of the institute campus after 7:30 PM at night or before 6:00 AM in the morning without gate pass and sanctioned leave.
- All the residents of Girls' hostels must adhere to the timings strictly.
- Violation of the above rules may lead to disciplinary action including expulsion from the hostel.
- If a student returns after normal entry time, guards at the main gate should allow the student only after informing the concerned wardens.



29. Hostel Timings and Entry/Out rules for Boys' Hostel:

Chief Rector : Prof. Amit Goyal (Mob. 9899979748)

S. No.	Hostel name	Normal entry time	Night out pass (in case of more than 1 hr)	Emergency
1.	Chandragupt Hall of Residence	7:00 PM	After 7:00 PM	1 HR. Max.
2.	Tagore Hall of Residence	10:00 PM	After 9:30 PM	1 HR. Max.
3.	Aryabhata Hall of Residence	10:00 PM	After 9:30 PM	1 HR. Max.
4.	Vivekanand Hall of Residence	10:00 PM	After 9:30 PM	1 HR. Max.
5.	CV Raman Hall of Residence	7:00 PM	After 7:00 PM	1 HR. Max.

- If a student returns after 7:00 PM / 10:00 PM, the respective warden has to be informed first then only the entry of that student is allowed.
- After 7:00 PM/ 9:30 PM if a Student wants to stay out for more than 1 hr., he has to take the night out pass from the respective wardens.
- In case of emergency, residents have to make entry in the register placed on the main gate and he is allowed to stay out from the hostel only for 1 hr.
- Violation of the above rules may lead to disciplinary action including expulsion from the hostel



GIRLS' HOSTEL COMMITTEE

1.	Prof. (Dr.) Pratibha Kumari	Chief Rector		7906675694
2.	Prof. Kumari Archana	Saraswati	Rector	8447164122
3.	Ms. Uma Sharma		Warden	8588816608
4.	Prof. Priya Bansal	Gargi	Rector	8874589760
5.	Ms. Neelam Sharma		Warden	9520869472
6.	Prof. Deepti Katiyar	Sarojini	Rector	8860132632
7.	Ms. Alka Mittal		Warden	8588848709
8.	Ms. Ritu Sharma		Warden	8218998530

BOYS' HOSTEL COMMITTEE

1.	Prof. Amit Goyal	Chief Rector		9899979748
2.	Prof. Balwan Singh	Chandragupta	Rector	9958253600
3.	Mr. Lalit Mohan		Warden	8588816612
4.	Prof. Shiv Kumar Sikarwar	Tagore	Rector	9882878815
5.	Mr. Sajal Mandal		Warden	8279938933
6.	Mr. Saurabh Singh		Warden	9520869471
7.	Prof. Hunny Pahuja	Aryabhata	Rector	9729288808
8.	Mr. Kudey Singh		Warden	8588816609
9.	Prof. Mukul Aggarwal	Vivekanand	Rector	9899260385
10.	Mr. Vijay Shanker Tiwary		Warden	8588816616
11.	Prof. Ankush Chaudhary	CV Raman	Rector	9911598876
12.	Mr. Nagesh Kumar Tiwari		Warden	8588816603
13.	Mr. Amar Bahadur		Warden	7355667598

GUIDELINES FOR AVAILING FACILITY OF KNOWLEDGE RESOURCE CENTRE

1. KIET Knowledge Resource Centre (Library) offers a variety of books including text books, reference books, magazines, journals (hard/soft copy) etc.
2. A maximum of 5 books will be issued to M.Tech., MCA, MBA students, 4 books to B.Tech. students, 6 books to B.Pharma students and 7 books to M.Pharma. students at a time for 15 days.
3. Book-Bank facility is also available for B.Tech., B.Pharma., MBA and MCA, Diploma in Pharmacy students. One book for each subject will be issued to students for the entire semester.
4. An overdue charge of Rs. 2/- will be collected for each day per book when it is kept over-time.
5. Borrowing facility is only for the members of the library against Q R Coded Identity cum library card issued to them by library. Books are issued on counter on presenting the Q R Coded identity card. The library cum identity card is Non-Transferable. In case of misuse of Identity card student will be fined Rs. 200/-.
6. If only a single copy of any book is available in the library, then it will not be issued, the same can only be consulted in the library.
7. The defaulters will not be issued books in future.
8. In the case of loss of book the borrower will have to replace the book along with fine as admissible. If he /she does not replace the book then he/she will have to pay current cost of the book.
9. Loss ID card should be reported to the Librarian immediately. Duplicate ID card will be issued after completion of due process by Library.
10. Library remains open from 9:00 AM to 8:00 PM. Reading hall 2 opens from 9:00 AM to 11:00 PM and during university exam 9:00 AM to 2:00 AM.



11. Book Issue/ Return in library& Book-Bank Library will be as follows:

S. No.	Library	Days	Timing
1.	Central Library	Monday-Friday	9:30 AM to 4:45 PM*
		Working Saturday, Sunday & all holidays	9:30 AM to 4:45 PM*
2.	Pharmacy Library	Monday-Friday & working Saturday	9:30 AM to 4:45 PM*
3.	MBA Library	Monday-Friday & working Saturday	9:30 AM to 4:45 PM*
4.	Book-Bank Library (One month after commencement of odd and even semester)	Monday-Friday & working Saturday	10:00 AM to 1:30 PM & 2:00 PM to 4:00 PM
5.	During Semester Break (Odd & Even)	Monday-Friday & working Saturday	9:30 AM to 4:45 PM*



Note: Above Schedule for ISSUE/ Return of books may be changed as per INSTITUTION'S requirement.

- If any student is found indulging in the process of book hiding, stealing, mutilating, this will be treated as indiscipline act and will be punished accordingly.
- Misbehaving with library staff will be treated as serious Indiscipline. He/she will be terminated from library membership.
- E-Resource (E-journals/E-Books) can be accessed though AKTU Nalanda E-Consortium for which separate login and password will be sent by AKTU (My Loft) individually.
- For **Library related matters (like fine, lost of I-card, lost of book... etc)**, student should contact Librarian Dr. Sanjay Sharma.

DRESS CODE FOR THE STUDENTS

Formal dressing makes you feel confident at work. You get that energy and confidence if you dress up gracefully. Dressing formally not only reflects your image but also the institution you represent. Hence, you must be in proper attire and in the presentable form in the institution.

All students are required to follow the dress code (also mentioned in Student Manual) from Academic Session 2021-22 as illustrated below:

During Academic Hours (9:00 am- 5:00 pm):

1. Full Trousers, Jeans, Shirt / T-Shirt, Kurta with legging / formal pants, Salwar Kameej and all formals are allowed for all.
2. **Playing Area (Non-Academic Hours):** Sportswear as per the concerned activities is allowed.
3. **Other Areas:** Decent wearing that should not cause inconvenience to other students.
4. Night dress permitted within the premises of the hostels only.
5. **Footwear:** Both shoes and sandals / formal belly are allowed but bathroom slippers will not be permitted in classrooms, workshops, and labs.
6. Shorts/Bermudas, night dress etc. **are strictly not allowed during working day of the Institute for any reason.**
7. All hostellers are advised that they must come from their respective hostels with Full Trousers, Shirt /T-Shirt, Jeans, along with shoes.
8. Display of Profane/ Bad Language / Promoting use of Drugs, Alcohol or Tobacco in any form **embossed** on the dress is not permitted.

Dresses for labs/workshops:

The uniform stipulated by the concerned department must be worn for all lab and workshop classes.

In case of violation of dress code, the students concerned will be asked by the concerned faculty/ coordinators/ HoD/ Deans/ Director to leave the campus immediately.

In the event of repeated violation of the prescribed dress code, strict disciplinary action may be initiated against the defaulter students. It is mandatory for all Hostel Residents, that they must wear/show college ID Card while going out and coming back to the KIET Campus.

Note: Every student is expected to maintain the sanctity of the Academic Institute in the truest tradition.

CAFETERIA RULES

1. No student is allowed in the cafeteria during academic hours. They can avail the facility only during tea break/lunch hours.
2. Students should enter the cafeteria quietly, orderly and be seated. Loud talking, yelling, screaming, and other disruptions are strictly prohibited.
3. Respect and politeness must be shown to all, including the cafeteria staff.
4. Throwing cake and other food item or any other object is not allowed. Running, excessive noise or other disruptive behavior is not allowed in the Cafeteria.
5. Each student is responsible for the disposal of his/her trash in an appropriate receptacle kept in the dining hall.
6. All central government /state government/ local authorities / administration guidelines of COVID-19 are applicable in cafeteria.



EXTRA CURRICULAR ACTIVITIES

KIET Group of Institutions strives to make the arrangement of holistic development of the youth and strives to provide a nurturing climate, a trusting environment, and a soil of celebrations. With events, fests, parties, and treks. The various clubs aspire to maintain high levels of enthusiasm and team integration. Be it the colors of cultural club, or the parley of the literary club, be it the mechanics of the robotics or expertise of the technical club, KIET offers it all! Apart from serving as a retreat from intense academic loads, these extracurricular activities present an opportunity that builds confidence, encourages teamwork and gives students a strong sense of achievement and belongingness.

Student Driven Clubs of Extra-curricular activities

S.No.	Student Club	Activity Performed by Club
1.	Quizzinga	National and International Quiz
2.	KIET Dramatic Society	Nukkar Natak/ Skit
3.	Kavyanjali	Kavi Sammelan
4.	Odyssey	Literary events (Essay, debate etc.)
5.	KIET MUN	Public Speaking etc.
6.	KIET Music Club	Music group (singing, instrumentation etc.)
7.	KIET Dance Club	Group Dance and Solo Dance
8.	TEDX	Talk show and Motivational Speaker
9.	Uddeshhya	Social Welfare
10.	UBA	Unnat Bharat Abhiyan
10.	Movie Club	Movie creation
11.	KIET Fashion Club	Fashion
12.	Impeccable	Painting / Drawing
13.	EBSB Club	Ek Bharat Shresth Bharat(Cultural Exchange)
14.	WOR-Center	Women Outreach Activity Centre
15.	Ek Prayass (Jagrookta Ki Orr)	To establish conditions that foster positive growth & development
16.	Spic Macay	The society for the promotion of Indian Classical Music & Culture among youth
17.	SDG	The club caters to the implementation needs of sustainable development goals
18.	Institute Fitness Committee	To conduct various Sports Activities with the help of various sports clubs like volley ball, table tennis & billiards, football, cricket, basketball, badminton, chess, athletics, carrom, yoga, lawn tennis, martial art.

The offices of the above mentioned clubs are in the 'F' Block.

In addition to these clubs, around 20+ clubs are running in various departments at KIET Group of Institutions.

Creche facility

With an objective of providing a stable work life balance , KIET has offered this thoughtful facility for its members wherein the KIETians can feel relaxed and at peace that their children are being taken care of and thus, they can contribute to their duties as the future shapers of the world.



Shooting Range

In the series of providing all the platforms to the students of KIET, a shooting range has also been set up wherein the interested students can practice shooting and come a step closer to their dreams.

Tea with the Director

For not leaving any achievement unnoticed, this unique initiative has been taken wherein the students of KIET who get glory to the institutions beyond the realms of KIET get to interact with the hon'ble Director of the institute and share the tales of victory.



Institute is responsible for providing support services to all students throughout their time at KIET. Institute will also support the student in academic, co-curricular and cultural activities. For any services students are advised to follow the given instructions:

1. **Examination & result related:** If students have any query regarding their result/exam/back paper/bonafide certificate/ enrollment/ discrepancy in marks sheet etc he/she may visit to the registrar office from 12:30 PM to 4:30 PM (Lunch hours - 1:30 PM to 2:00 PM).
2. **Verification of Document/ attesting any document or a photograph/ application form:** The student can visit P.A. to the Dean Academics from 02:00 PM to 04:00 PM on all working days.
3. **Query/permission/approval for Cultural/Sports/Activity outside the campus:** Students are advised to visit Dean (SW) office on all working days.
4. **Discipline related issues:** All students are advised to report immediately to the proctorial Office regarding any indiscipline issue. The office will entertain indiscipline matters 24X7. **5. Gender based harassment:** If a student feels any harassment regarding abuse/ discrimination can contact any members of Internal complaint committee (ICC) at any time.
6. **Hostel related matter:** Students residing in the college hostel can raise their problem related to any issue to their respective rectors only with a written application.
7. **Academic holidays:** Students are advised to follow the academic calendar issued by the Institute only. They are also advised to follow the notices regularly issued by Director/Dean (Academic) Office. Students can also consult their respective HoD regarding any confusion in above respect.
8. Students are advised to visit **Accounts department/Counter** only for any query related to fee/scholarship/fine/reimbursements.
9. Students are advised to contact the placement faculty coordinator of respective departments for **training letters/placement** related matter.
10. For **scholarship related issues**, students are advised to contact the administrative office/registrar office.
11. Students are advised to report for their **lost & found** to admin office between 9 AM and 5 PM.
12. Students are advised to contact admin office for their query regarding **transport facility**.
13. For **courier & post service**, students should contact Library.
14. All students can send their grievances regarding any problem related to attendance/marks/ hostel/extra curricular activities etc. through **student ERP portal available on KIET website**.
15. Students can send their grievances to respective Chief-Proctor/Chief rector through ERP portal if having any **Indiscipline/hostel regarding issues**.
16. **Internet Facility** : Students can contact **Mr. Madhurendra Singh (Mob. 9899941574)** for their Internet related issues.

Award Policy to motivate Female (Students/Faculty/Helping Staff members) adopting best practices

Reference: AICTE mail communication dated 27th November 2020 w.r.t. Guidelines on promoting Gender Equality in Institutions and to motivate girl students adopting best practices from ancient Indian Wisdom.

1. As per the above guidelines, the technical institutions are advised to conduct activities during the academic year to enable gender mainstreaming, women empowerment, removal of gender stereotypes, awareness on gender bias, harmony and provide opportunities and a definite role for women in decision-making process.
2. In line with AICTE guidelines (Para I & II) of letter under reference, a policy to recognize and felicitate the outstanding contribution of female - student, faculty and helping staff at KIET is hereby formulated to motivate/encourage girl students/ faculty/helping staff (female) adopting best practices.
3. The policy document comprising the list of different Awards (10 categories), eligibility criteria/general guidelines, Screening Committee & Implementation Modalities are attached at Appendix-A.
4. These awardees will be felicitated on 26th January every year with a Certificate of Appreciation & Cash Prize.
5. Dean-SW to ensure the effective implementation of the award policy in close coordination with associated stakeholders and ensure proper conduct/promotion of other activities as mentioned in the AICTE letter under reference.



Motivation

Achievement



Awards Category

S. No	Category	Name of Award	Details	Cash Prize
1	Student	MedhaviChhatra Award	For female student who gets the highest score in First year, second year & third year respectively (excluding final year).	5100/-
2		Udyamita Award for Entrepreneurship	For female student taking initiatives in the field of entrepreneurship	5100/-
3		Kala Shresthi Award	For female student showing exceptional performance in Dance	5100/-
4		Mirabai Award	For female student with exceptional performance in music	5100/-
5		Ojaswi Award	For female student excelling in sports	5100/-
6		Nivida Award	For female student exceptional work in social services	5100/-
7		Navonmesha Award	For female student who comes up with novel ideas in technology and innovation	5100/-
8		Vaicharik Award	Knowledge of female student about ancient time values and cultures of the society (Vedas etc)	5100/-
9	Faculty	Maa Saraswati Award	For extraordinary contribution of female faculty towards grooming of students	11,000/-
10	Helping Staff	Tulsi Gowda Award	For extraordinary contribution at KIET by female helping staff	2100/-



GENERAL GUIDELINES AND ELIGIBILITY CATEGORY: STUDENT (Female)

1. Medhavi Chhatra Award: Eligibility

- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should have more than 90% marks in 10 & 12 classes.
- The female student should have 85% marks in graduation - For PG Students only.
- The female student should have aggregate % of 80-85 in Graduation/PG course at KIET.
- This scheme is applicable for the female students of B.Tech, B.Pharm, MBA & MCA (except final year).

2. Udyamita Award for Entrepreneurship: Eligibility

- The female student should not be involved in any Indiscipline case/Legal case.
- The entrepreneur (female student) should have full/ part ownership of the company/ business/ brand
- The company/ business/ brand should be operational in India
- The entrepreneur (female student) should have any Socio-economic impact of the innovative product.
- It is also mandatory to upload PPT (three-slides) and video (60 seconds).
- The Video need to be uploaded through Google Drive (public view/ download access) or YouTube and the URL needs to be provided in the Video URL field in the form. The File Size should not exceed 60 seconds and cannot be more than 60 MB.
- Video needs to be shared in AVI or MPEG4 format, whichever is applicable or both.

3. Kala Shresthi Award: Eligibility

- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should be awarded among top three positions by NIT/IIT/State University/State level/National level competitions.
- The female student should be an Indian classical dance performer.
- The female student should have any diploma /degree of Indian classical dance.
- The award is only for dance category.

4. Mirabai Award:

Eligibility

- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should be awarded among top three positions by NIT/IIT/State University/ State level/National level competitions.
- The female student should be a classical singer /can play any Indian classical instrument.
- The female student should have any diploma /degree of Indian Classical Singing/musical instrument.

5. Ojaswi Award:

Eligibility

- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should have outstanding performance in any sports/yoga/gymnastic at district/state/national/international level.
- The female student should be awarded among top three positions in any sports/yoga/gymnastic individually or as a team.

6. Nivida Award:

Eligibility

- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should be a member of any NGO involved in social works from last three years.
- The female student should have done outstanding performance in above mentioned fields for which recognition received at district/ state/ national/ international level.

7. Navonmesha Award:

Eligibility

- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should have any Patents/Technology transfer/ licensed to Indian Industry
- The female student should have drawn any Socio-economic impact of the innovation

8. Vaicharik Award:

Eligibility

- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should have done human value level 2/3.
- The female student should be the winner of quiz/debate contest conducted by the institute.
- The female student should have received any recognition in the above said topic at district/state/national level.

CATEGORY: FACULTY

Maa Saraswati Award:

- To the female faculty who helps students understand the concept better and receives best feedback
Or
- To female faculty who enhances skills among students and makes them industry ready.
Or
- To female faculty who helps students in personality development
Or
- To female faculty who helps students outside classroom for internships, projects or industry placements.
Or
- To female faculty members who inculcate in learners the value of clean and green environment (viz. Uddeshya, EBSB, UBA, EEM, 5 Adopted villages)
Or
- To female faculty members who help students by providing conducive learning opportunities for laboratory work and experimentation.
Or
- (viz. Outcome of Innotech /Societal Development)

Eligibility

- The award is only for Assistant /Associate Professors (female faculty).
- The female faculty should not be involved in any Indiscipline case/Legal case act /advisory in any of the previous years.
- The female faculty should have done human value course level 2/3.
- The female faculty should have 90% or above results in subjects taught in last two semesters.
- The female faculty should have feedback above 9 in last two semesters.
- The female faculty should have published her research work with students.

AWARD POLICY FOR FEMALE FACULTY, STAFF & STUDENTS

CATEGORY OF HELPING STAFF (Female)

Tulsi Gowda Award

Eligibility

- More than 3/5 years of service in KIET.
- Should not be involved in any disciplinary act.
- Feedback of Reporting HoD/Manager Administration/Supervisor.

Screening Committee

Committee members will consist of: Director, Joint Director, Dean SW, Head Finance & Accounts, Chairperson -WORC and two members nominated by Director.

Modalities of Selection

- Self-nomination by student/ faculty will be accepted.
- Screening of documents as well as eligibility by the committee members.
- One award per category will be given. However, students can nominate themselves in different award categories.
- The winners will receive a certificate of Appreciation and cash prize from the Institute.
- The awards will be given on 26 January every year.
- Dean SW Office will initiate/invite nominations through Google form against mentioned award categories proactively to meet the award timeline.
- Helping Staff Award – Screening committee will decide based on the feedback from Reporting HoD/Manager Administration/Supervisor

GROUP INSURANCE FOR STUDENTS

Provision of Insurance:

Every student is covered under mediclaim insurance of Rs 50000/- from ICICI Lombard Insurance Co (as per the institute policy). They can avail cashless facility (in Network Hospital) for hospitalization of more than 24 hours. In addition, students and their one parent are insured for Rs 2.00 lacs against death due to road accidents.



ON CAMPUS MEDICAL FACILITY

Healthy students can build a strong Nation. The institute provides Health Care Facility to all the students by providing First-Aid and other basic Medical facilities. The campus has fully equipped dispensary with full time medical staff. All the students are given free treatment for their day to day medical problems. Ambulance facility is also available 24*7 in the campus and a senior MBBS doctor is available in the KIET medical OPD situated at the MPC block ground floor, from 1500 hrs 1700 hrs daily except on Sunday and holidays". Also, KIET has a tie-up with Columbia Asia hospital and Naveen Hospital, Ghaziabad. First Aid Facility is available on campus provided by-

Dr. Pradeep K. Sighania-Sr. Family Physician (Mob. 09873886647)

Mr. Naveen (Mob. 09654621173, 07906596613)

ONLINE COUNSELING PARTNER: YOUR DOST

Online Counseling Partner (24 Hrs)

Your journey through college is riddled with so many questions, right? Questions about academics, career, relationships and even yourself. If only it were possible to get a friend who could give you anonymous, unbiased, round the clock help. Well, look no further, because we've got just the thing for you. KIET is pleased to join hands with YourDOST, one of India's leading online and emotional wellness platforms, to ensure that your emotional well-being is always looked after.

So how can you go about utilizing YourDOST's services for free as a student of KIET?

- **Here's how**
- **Visit www.yourdost.com**
- Sign up in a jiffy and be on your way to seeking professional guidance in no time. Important! - You must sign-up using your official KIET email id (*@kiet.edu). This will whitelist your account and make sure that you receive our services for free.
- Alternatively, you can sign up with your personal email id Important! - In this case, you must sign up using your college's/hostel's network. Once that's done, you can use YourDOST from any network.
- After verifying your email address, click "Chat Now" to start chatting with a YourDOST Expert.
- That's all! You can now start chatting with a YourDOST Expert anytime you want.
- Alternatively, click "Book An Appointment" to book an audio/video appointment with a YourDOST Expert. Should you ever feel the need to open up to someone about your concerns, remember help is always just a click away. Here's wishing a happier and healthier future for you.

Introduction to the CCC

Welcome to the Career Counselling Centre at KIET Group of Institutions – your friend & partner that helps you determine the best suited career path to meet your goals. At the CCC, we consider it our mission to empower & optimize your professional & life potential through self-exploration, which thereby aptly connect with the opportunities presented to you.

We strive to provide apt career services by integrating individual attention, theory, assessment of interests, skills, values, & personality to find the perfect fit for you so that you are meaningfully employed before you leave the campus.

Overview of Services offered

Career Exploration & Apt Decision Making

We will assist you in going through the whole gamut of options available to you, clear any doubts that you may have, and make informed decisions that are synchronized with your personality, skills, interests, and values.

Skill Development

We will connect you with the Humanities & Social Sciences Department and the SD&FS (Skill Development & Finishing School) to equip you with the professional, leadership, and interpersonal skills that will ensure your future career growth & success.

Experiential Learning & Employment Opportunities

We will connect you with the CRPC (Corporate Relations and Placement Centre) & IIPC (Internship & Industry Partnership Cell), IR & PR (International Relations & Public Relations) to provide you with hand-on learning opportunities.

Hours of Operation

The CCC is open Monday to Friday, 8:55 am to 4:55 pm. Appointments for individual counselling and small group counselling are available after obtaining prior permission from your parent department and emailing to ccc@kiet.edu. After due permission from the concerned HOD you can drop-in on Thursday, Friday, & working Saturdays either between 10:00 am and 12:00 noon or between 2:00 pm and 4:30 pm.

CCC is situated on the first floor of the MBA Building - office of the HoD-H&SS

As famously quoted by Steve Jobs, **“Have the courage to follow your heart and intuition. They somehow know what you truly want to become.”**

We are all individuals, unique in significant and profound ways. Finding out more about who we are and who we can be is part of the reason that you came to college. You must find a path and then follow it passionately to achieve your desired success. You may not be able to realize it immediately, but you are already on your path – you maybe studying in your chosen field, and you may already have an inkling of the type of job that you want after graduation, or you may still be somewhat confused and have just started to think about your career – wherever you may be in your journey just rest assured that CCC@KIET is there with you to assist you in taking the next step.

OVERVIEW:

Industry Connect is one of the three core principles of KIET Group of Institutions. The other two being Value Driven and Skill Oriented. KIET has developed a distinctive multi-level mechanism of its own to promote a unifying interface with the industry. The Corporate Relations and Placement Centre is equipped to create a pool of skilled human resource by guiding the students to reach their goals with perfection; towards this CRPC has also initiated the Internship & Industry Partnership Cell which follows the guidelines laid down under the Internship Policy of AICTE. The objective of IIPC is to structure and institutionalize Internship which is the most important aspect of Engineering Education in the country as it provides the pre-requisite hands-on practical experience of the workplace to the students. CRPC is piloted by a dedicated team. The department has successfully placed the students in reputed National & Multi-National Companies like TCS, Capgemini, Wipro, NTT Data, IBM, Samsung India Electronics, HUL, ION Trading, HSBC, ZS Associates, Kronos, Pernod Ricard, Sanmar, Atkins, Torrent Power and many more. The zeal and enthusiasm exhibited by premier companies for getting zero day slot, speaks for itself regarding the excellent quality of professionals churned out by the institute.

Team CRPC:

Mr. Arvind Kumar Sharma - Head CRPC

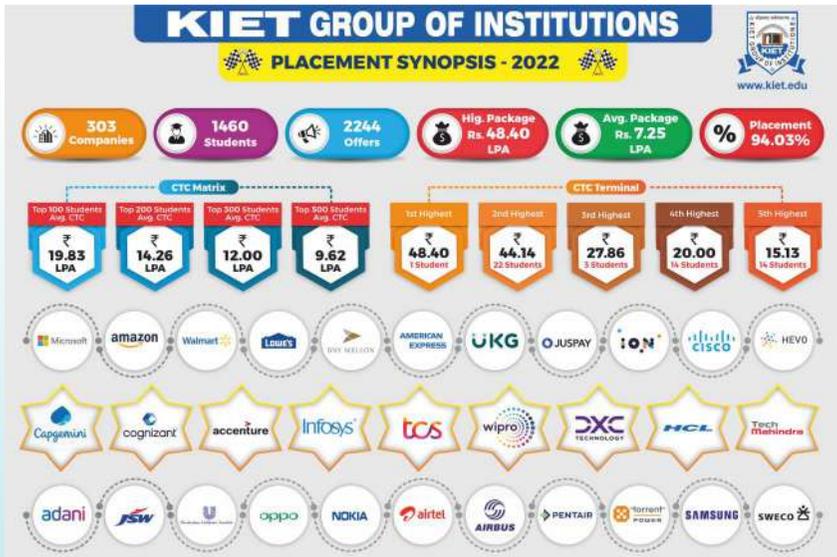
Ms. Pankaj Dhupar - Addl. Head CRPC

Mr. Vishal Sharma - Sr. Manager CRPC

Ms. Vidhu Saxena - Placement Incharge - KSOP

Ms. Kratika Saraswat - Assistant Manager CRPC

Mr. Ashish Sehgal - Sr. Executive



KIET Group of Institutions has always been known for its visionary approach and the institute has always been a trailblazer in terms of starting many innovative practices.

Following the same pattern the institute felt a need of training the students in order to enhance their employability (as per the contemporary hiring trends) and life skills, the institute set up the department of Soft Skills in October 2012.

Within a short span of time the department produced effective results and thus, it was decided in the year 2018 to provide it with a well planned structure wherein the experts from the domains of Soft Skills and English Communication came together to form the department of Humanities & Social Sciences with a common objective of making the students industry ready.

The training wing of the department shoulders its responsibility in terms of providing the students with a clear glimpse of industry 4.0 and 5.0 which eventually helps them to prepare themselves for the industry. This wing works on the premise that no matter how advanced we are becoming technologically, the need for human skills will always remain. The American Anthropologist, author and futurist, Jamais Cascio who came up with the concept of BANI (Brittle, Anxious, Non-Linear and Incomprehensible) world that clearly envisages the role of human skills like empathy, emotional intelligence, etc. to succeed in this BANI World. As robots can't emote and human skills will never get obsolete thus, soft skills will always play a pivotal role in one's life.

This wing actively works in the dimensions of providing training on Soft Skills, employability, quantitative aptitude and logical reasoning & holds the hands of the students right from their 1 year till they get happily hired. Other than regular training sessions, this wing also organizes various capsule trainings, Faculty Development Programs, Staff Development Programs, Management Development Programs etc.

The English wing of the department takes care of the university subject of English across various courses in the institute along with providing the students with English Language lab practice and helps them build proficiency in the Global Business & Scientific language according to the CEFR levels.

The department uses well developed modules for all kinds of training wherein Pre-Assessment, Mid- Assessment and Post -Assessment of the students are conducted in order to track their progress.

The department also coordinates with various agencies of repute to provide the students with international exposure; some of them are VERSANT, CEPT, TalentSprint, Cambridge English Assessment, Pearson Education etc.

The department has taken many initiatives like E-Boosters (peer learning club), sending word of the day/idiom of the week and CNA mails, etc. which together act as a catalyst to ensure synergistic efforts towards making the students ready to face the real world.

The department as a whole has been catering to all the training needs wherein it always strives to provide the best of resources to the students.

It is only because of the continuous endeavors of the department that the Soft Skills course has been recognized by the university (AKTU, Lucknow) and thus, Soft Skills was introduced as an audit course in the curriculum with effect from the session 2020-21.

The department always believes that whatever it does is a drop in the ocean and the best is yet to come.





Krishna Path Incubation Society-TBI is a registered body under Society Registration Act 1860 in 2007. Krishna Path Incubation Society-TBI is jointly promoted by NSTEDB, Department of Science & Technology, Govt. of India, Ministry of Electronics and Information Technology, Govt. of India, and KIET Group of Institutions, Ghaziabad. Since 2012 TBI-KIET is self-supportive and showing satisfactory growth in terms of the number of start-ups incubated, mentored, and graduated. This is the only incubator across the country which promotes only first-generation entrepreneurs. TBI-KIET has been ranked 8th among all best TBI/ STEP by Economic Times in 2011. TBI-KIET has also received National Award for Technology Business Incubator, 2020 on 11th May, 2022.

Till date 126 incubatees have been promoted under various schemes like SEED Support sponsored by DST, Govt. of India since 2007, NIDHI-EIR since 2017 sponsored by DST, Govt. of India, NIDHI-PRAYAS sponsored by DST, Govt. of India since 2019, TIDE 2.0 sponsored by MeitY Govt. of India since 2019 and Start in UP supported by Govt. of Uttar Pradesh since 2018 out of the total promoted start-up 90 start-ups graduated from TBI-KIET and leading their path successfully as entrepreneurs and professionals.

On another side, TBI-KIET shoulders its responsibility for the growth of the region and organized 425 entrepreneurial training and instilled entrepreneurial culture in more than 20000 participants in the state of Uttar Pradesh to promote entrepreneurial culture in the region also supported the society through skill development training and benefitted Youth to achieve the career goal. TBI-KIET is also taken responsibility of supporting society in the COVID-19 pandemic by organizing a program for awareness against the **Covid-19** under **Year of Awareness on Science and Health' (YASH)** Scheme supported by DST, Govt. of India for Ghaziabad rural region and is in continuation. TBI office at Jaipur with an objective to create "Human Capital under the Scheme "**Apni Pehchan Kausahi Se**" under CSR activities.

A brief of schemes supported to startups:

NIDHI-EIR: The NIDHI-EIR scheme sponsored by DST, Govt. of India. The NIDHI-EIR Programme would provide a subsistence grant of Rs. 30000/- per month to each innovator. Till date we have supported 38 nos. innovator.

NIDHI-PRAYAS: This scheme aims at providing prototype funding max Rs. 10 lac only to convert an idea into a prototype for young and aspiring innovators. Scheme sponsored by DST, Govt. of India. Till date we have supported total 47 nos. innovators.

Seed Support System: To provide a maximum of Rs. 20.00 lakh soft loans for a period of five years with 6% interest rate. Total supported startups 14 nos.

TIDE 2.0 (Grant): The program mainly targets a valid PoC to be transformed into a prototype or a Minimum Viable Product (MVP) by providing ample opportunities. The grant of max. Rs. 7.00 to innovators.

TIDE 2.0 (EIR): The program provides a support platform for aspiring entrepreneurs to develop their innovation through a technology-enabling environment having access to a fellowship grant of 4 lakhs, networks, mentors, and other fellow entrepreneurs.

Start In U.P.: Under this scheme at the Idea/Prototype stage Startups shall be provided a sustenance allowance of INR 15,000 per month for a period of 1 year whose project is recommended by the Nodal agency & approved by the committee and marketing seed support of INR 5 to 7.5 Lac. Total supported 05 nos. startup.

Contact TBI-KIET at: tbkiet@gmail.com, tbi@kiet.edu, saurav.kumar@kiet.edu
Visit us at: www.tbi-kiet.in



OVERVIEW:

The Internship & Industry Partnership Cell (IIPC) at KIET Group of Institutions stands on a noble thought of developing and igniting innovative minds and to equip them with contemporary skills to meet the challenges ahead. The cell follows the guidelines laid down under the Internship Policy of AICTE and AKTU.

The objective of IIPC is to structure and institutionalize Internship culture at all levels of the professional program. The students are sensitized and efforts are made to make them aware about the importance of internship/ mini projects/ live projects from exploring, analyzing and innovative implementation of their acquired knowledge nudging them to feel and understand a corporate environment.

IIPC comes under the umbrella of Corporate Relation and Placement Centre (CRPC) in KIET. We work cohesively with various professional departments exploring meaningful projects/ internships. We are well connected to the corporate and institutions providing such programs, also KIET has a culture among students where they participate in various inter and intra disciplinary technical clubs and skill enhancement programs.

Team IIPC:

Mr. Varun Suryanshi - Add. Head IIPC (Mob. 09721297213)

Dr. Ajay Singh Verma - Assoc. Head IIPC (Mob. 09999215730)

Mr. Raghunath Singh - Sr. Executive IIPC (Mob. 07599067762)



KIET Group of Institutions, Ghaziabad was established in the year 1998. Since inception, it has produced more than 20k+ graduates and post graduates. Our Alumni have distinguished themselves globally and made their Alma Mater proud by achieving great heights of excellence in their respective fields and contribution to the socioeconomic development of the nation and the world at large. Our alumni be as Entrepreneur, Academician at IIT/NSIT/IIM, Civil Services officers as IAS/IFS/IRS/IES, PSUs professionals at IOCL/NTPC/ONGC/BEL/HPCL/SAIL, Scientists at ISRO/BARC or Corporate professionals at Google/ Microsoft/ Apple/ Barclay/ Siemens/ Capgemini/ CISCO/Mercedes have distinguished themselves globally and made their Alma Mater proud by achieving great heights of excellence in their respective fields and contribution to the socioeconomic development of the nation and the world at large.

Alumni Engagement Cell (AEC): The Institute, in its endeavor to strengthen the link with the alumni, has an Alumni Engagement Cell (AEC). The role of AEC includes the following: to plan, implement and promote alumni activities that support the KIET strategic initiatives; serve as the single point of contact for alumni & Institute for all matters related to alumni affairs, and to maintain regular communication with alumni; Educate graduating students about alumni benefits and engage them in various events. The cell has a team of AEC-Head, Associate Head and Sr. Executive along with two faculty and student representatives from each department.

KIET Alumni Association (KAA): The institute has registered Alumni association which is called KIET Alumni Association (KAA) society. KAA plans, implements, and promotes the Alumni activities to build the strong relation with Alumni. The Managing Committee of KAA has President - Mr. Shivam Shukla (Global Manager / Associate Director IT at NXP Semiconductors, Amsterdam), VicePresident - Mr. Kumar Gaurav (Captain in AIR INDIA, Mumbai) and Joint Secretary (Overseas US) - Mr. Vinay Kureel (Sr. Manager (Cloud Native Leader), Capgemini, USA) and others. Alumniportal:- The institute has annual subscription of an online portal – kiet.almaconnect.com which more than 10,000 alumni are registered. It has alumni Directories categorized on graduating year-wise, company-wise, region-wise and domain-wise. It provides a platform for networking, job postings and sharing of KIET updates and various events information.

Annual Alumni Meet & Other Events: To conjure up vivid memories of yester years and develop a strong connect, the Annual Alumni Meet-Reminiscence is organized at campus/off campus every year. Besides annual meet institute also organize various events such as Outstation Chapter meets, Alumni Sports, Alumni Talks, etc round the year. Institute also invite its alumni on various college events as cultural fest, seminars, conferences, sports fest, etc.

ALUMNI ENGAGEMENT CELL (AEC)

Alumni Cards: AEC has also initiated to issue Alumni ID cards to its alumni since 2018 for ease of alumnus to get back to their campus and avail its facilities as and when required.

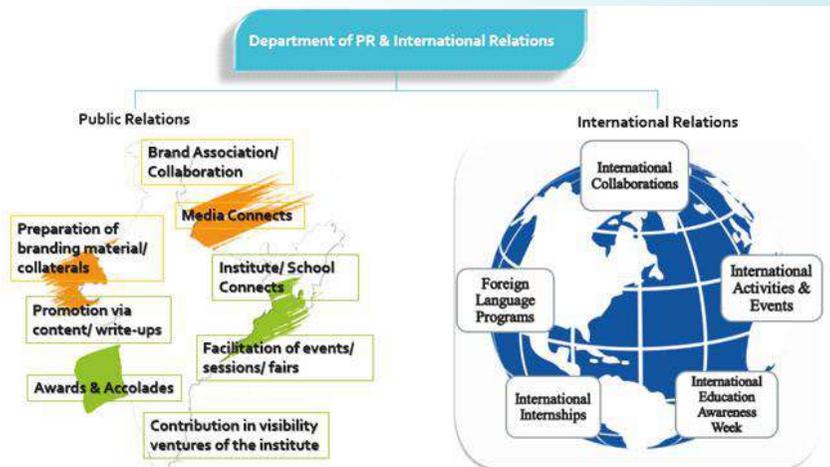
Alumni Collaboration: Alumni partners with various committees of the institute as member of IQAC, Departmental Advisory Board, Academic Council, etc. to spearhead the introduction of alumni involvement in the growth and continued leadership of the institute.

To reach AEC you can call or whatsapp at **09355132277** or email at kietalumni@kiet.edu.



DEPARTMENT OF PR & INTERNATIONAL RELATIONS

The Department of PR & International Relations endeavors to bring visibility to the Institution's achievements & accolades through promotional programs, press, media, networking, global connections and collaborations. Since its inception, the department is inclined towards strengthening the bond with the internal as well as external stakeholders, i.e. the students, their parents, faculty & staff members, our alumni, international organizations and universities.



Public Relations encompasses anticipating, analyzing and interpreting public opinion, attitudes and issues that might have an impact on the operations and plans of the Institutions. Highlighting major achievements and day-to-day activities of corporation in both electronic and print media is the foremost job of the Public Relation vertical of this department. It acknowledges the contribution of the students through Regional meets like "KIET EduVision" across the country. International Relations harbors all the **INTERNATIONAL COLLABORATIONS, INTERNATIONAL ACTIVITIES & EVENTS, INTERNATIONAL INTERNSHIPS/ SUMMER SCHOOLS, FOREIGN LANGUAGE CLASSES** and **INTERNATIONAL EDUCATION AWARENESS WEEK**. It bridges the gap between the students, teachers & academicians from around the world for the exchange of knowledge & culture and prepares them to be global citizens.

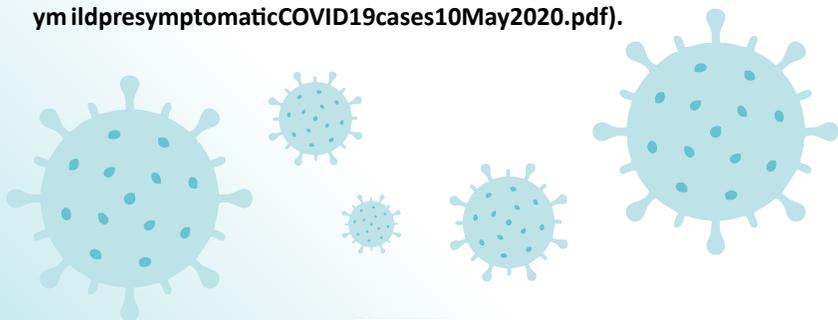
Structure of PR & International Relations



The document provides guidance and standard operating procedure to prevent the hostellers of KIET Group of Institutions from getting infected by COVID-19 in the Hostels as well.

- Every resident shall wear face masks in the hostel premises preferably recyclable cloth masks. Strict disciplinary action would be taken if anyone found roaming without mask.
- All residents have to follow Social Distancing (i.e. 6 feet distance) in the campus. Gathering in other/ friend's room is not allowed.
- Residents shall not share the food and water among themselves.
- Social gathering like birthday or any other celebration must be forbidden in the campus until time CORONA virus (COVID-19) is eliminated.
- Residents are instructed to avoid wasting and throwing food in the waste bin to avoid transmission of virus.
- Outdoor activities/common room/study room/indoor courts/ gymnasium will be kept closed till further notice and night out pass (1 Hr.) is banned till further order.
- Residents must follow the procedure for daily temperature scans by thermal scanners while entering and exit from the Hostel. Guard/Warden must report to the admin office and Rector, in case of any abnormality found or anyone is found with body temperature equal or more than 99-degree F.
- Use of elevator is to be restricted and it will be available only for top floor of the hostels.
- Hostel Residents shall not be allowed to go to outside using Public Transport. Only special cases with special permissions from Rector shall be allowed.
- While using washroom in the hostels, use of personal Disinfectant/ soap is mandatory.
- Bringing/ordering food from outside campus is prohibited till further notice.
- Residents are bound to follow all the safety precautions/Instructions issued by competent authorities/Institute/Local administration/Gol for prevention of Novel COVID-19 virus:

(<https://www.mohfw.gov.in/pdf/RevisedguidelinesforHomelsolationofverymildpresymptomaticCOVID19cases10May2020.pdf>).



GLIMPSE: KIET ACCOLADES & CELEBRATIONS





ACADEMIC CALENDAR-ODD SEM. (2022-23)

Academic Year	11 th Batch							Academic Days
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
August 2022	1	2	3	4	5	6	7	Academic Days 1. Registration & Orientation for IV year (B.Tech & B.Pharma) → 14th Aug'2022 2. Commencement of classes for IV year (B.Tech & B.Pharma) → 17th Aug'2022 3. Registration & Orientation for III year (B.Tech & B.Pharma) → 25th Aug'2022 4. Commencement of classes for III year (B.Tech & B.Pharma) → 26th Aug'2022 Holidays 1. First Saturday → 26th Aug'2022 2. Dussehra → 28th Aug'2022 3. Raksha Bandhan → 29th Aug'2022 4. Independence Day → 15th Aug'2022 5. Commencement of classes for II year (B.Tech & B.Pharma) → 26th Aug'2022 6. Third Saturday → 20th Aug'2022
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
September 2022	1	2	3	4	5	6	7	Academic Days 1. Registration & Orientation for II year (B.Tech & B.Pharma), MCA (II year) → 1st Sep'2022 2. Commencement of classes for II year (B.Tech & B.Pharma), MCA (II year) → 2nd Sep'2022 3. Address Session by Director → 1st Sep'2022 Examinations 1. PFE Exam for candidates who are admitted during regular classes → B.Tech & B.Pharma III & IV year, MCA (II year) → 8th, 9th, 10th, 11th, 14th, 15th, 16th, 17th, 2022 Holidays 1. First Saturday → 3rd Sep'2022 2. Third Saturday → 17th Sep'2022
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
October 2022	1	2	3	4	5	6	7	Academic Days 1. Registration & Orientation for I year (MBA) → 10th Oct'2022 2. Commencement for I year (MBA) → 13th Oct'2022 3. 6th Sem Students Feedback by departments B.Tech, B.Pharma III & IV year, MCA → 6th & 7th Oct'2022 4. Departmental CR Meeting Week for B.Tech & B.Pharma III & IV year, MCA → 2nd & 3rd Oct'2022 5. Declaration of MID Sem Result for B.Tech & B.Pharma III & IV year, MCA → 22nd Oct'2022 Examinations 1. CT Examination B.Tech & B.Pharma III & IV year, MCA → 15th Oct'2022 to 17th Oct'2022 2. CT Examination B.Tech & B.Pharma II year → 15th Oct'2022 to 17th Oct'2022 3. Evaluation/Showing of Answer sheets to students/Uploading of marks at KJET ERP → 20th Oct'2022 Additional Activities 1. CR Meeting B.Tech IV year → 18th Oct'2022 2. CR Meeting B.Tech III year → 19th Oct'2022 3. CR Meeting B.Tech II year → 20th Oct'2022 4. CR Meeting B.Pharma III, II & IV year, MBA & MCA II year → 21st Oct'2022 Holidays 1. First Saturday → 1st Oct'2022 2. Dussehra → 4th Oct'2022 3. Dussehra → 9th Oct'2022 4. 6th & 7th → 6th Oct'2022 5. Third Saturday → 15th Oct'2022 6. Deepavali (Holidays) → 24th Oct'2022 to 27th Oct'2022
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
November 2022	1	2	3	4	5	6	7	Examinations 1. Internal Practical Examination Week for B.Tech & B.Pharma III & IV year, MCA II year → 14th Nov'2022 to 18th Nov'2022 2. PFE Examination (Mandatory) for B.Tech & B.Pharma III & IV year, MCA II year → 21st Nov'2022 - 26th Nov'2022 3. CT Examination for MBA II year → 21st Nov'2022 - 26th Nov'2022 4. CT Examination for B.Tech & B.Pharma II year → 21st Nov'2022 - 26th Nov'2022 5. Mid Sem Exam (only for M.Tech C.Y) for B.Tech & B.Pharma III & IV year, MCA II year → 28th Nov'2022 - 28th Nov'2022 6. Evaluation/Showing of Answer sheets to students/Uploading of marks at KJET ERP → 30th Nov'2022 Additional Activities 1. INNOVATE → 18th Nov'2022 2. Faculty Feedback by students (B.Tech & B.Pharma III & IV year, MCA II year) → 14th Nov'2022 to 18th Nov'2022 3. Curriculum Feedback by all stakeholders (B.Tech & B.Pharma III & IV year, MCA II year) → 14th Nov'2022 to 26th Nov'2022 4. Mid Sem Students Feedback by departments B.Tech, B.Pharma III year, MBA, II year → 26th Nov'2022 to 11th Nov'2022 5. Departmental CR Meeting Week for B.Tech, B.Pharma (II year), MBA -II year → 7th to 11th Nov'2022 Holidays 1. First Saturday → 4th Nov'2022 2. Gauri Namb Jayanti → 8th Nov'2022 3. Third Saturday → 18th Nov'2022
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
December 2022	1	2	3	4	5	6	7	Examinations 1. PFE Exam University Examination B.TECH & B.Pharm III, IV year, MCA II year → 16th Dec'2022 onwards (Tentative) 2. PFE Exam University Practical Examination B.TECH & B.Pharm III, IV year, MCA II year → 8th Dec'2022 onwards (Tentative) Additional Activities 1. A-Sem Work → 21st Dec'2022 to 24th Dec'2022 2. IQAC Academic Audit → 19th Dec'2022 - 24th Dec'2022 3. Declaration of MID Sem Result for B.Tech, B.Pharma, MBA II year → 2nd Dec'2022 4. Faculty Feedback by students (B.Tech & B.Pharma II year, MBA II year) → 26th Dec'2022 to 21st Dec'2022 5. Curriculum Feedback by all stakeholders (B.Tech & B.Pharma II year, MBA II year) → 26th Dec'2022 to 31st Dec'2022 Holidays 1. First Saturday → 3rd Dec'2022 2. Third Saturday → 17th Dec'2022 3. Christmas Day → 25th Dec'2022
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
January 2023	1	2	3	4	5	6	7	Examinations 1. PFE Examination (Mandatory) for B.Tech & B.Pharma II, MBA II year → 2nd Jan'2023 - 6th Jan'2023 2. Make UP Examination (only for M.Tech C.Y) for B.Tech & B.Pharma II, MBA II year → 11th Jan'2023 - 15th Jan'2023 Holidays 1. First Saturday → 7th January'2023 2. Third Saturday → 21st January'2023 3. Republic Day → 26th January'2023
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	

103
03 Aug 22

Date
03/08/2022

ACTIVITY CALENDAR-ODD SEM. (2022-23)

KIET GROUP OF INSTITUTIONS Office of the Dean Student Welfare ACTIVITY CALENDAR : 2022-23 (ODD SEMESTER)

MONTH/ WEEK	MON	TUE	WED	THU	FRI	SAT	SUN
August, 2022	1	2	3	4	5	6	7
	8	9	10	11	12	Her Char Uranga Campaign	Movie show
	13	16	Performances on Maathan Day	Performances on Maathan Event	19	20	Senior Citizen Day
	21	23	Movie show	25	Movie show	27	Movie show
	28	30	31				
29							
30							
31							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Cultural Clubs
Literary Clubs
Outreach Clubs
Sports Events

Dean Student Welfare

Director

IT SERVICES@KIET

The Department of Information Technology Services (ITS) provides support and services related to Internet, Student Portal, ERP Portal, MobiKIET, MS Team and Moodle. IT Helpdesk and ERP at KIET serve as the first point of contact for students in case of any technical issues or grievances.

All students can send their grievances regarding any problem related to Student Portal & MobiKIET Mobile application through email at erp@kiet.edu.

Regarding grievances related to internet services, KIET Email, MS Team and Moodle, students can contact us personally at the 'IT Helpdesk' located in Central Lab, A-Block.

IT Help Desk: 08744097774 | email: itsupport@kiet.edu.

IMPORTANT LINKS

-  <https://www.kiet.edu/>
-  <http://lms.kiet.edu/moodle/>
-  <https://tech.kiet.edu/ERP.php>
-  <https://www.facebook.com/kiet.edu/>
-  <https://in.linkedin.com/school/kiet-group-of-institutions/>
-  https://twitter.com/Kiet_edu/status/1290599361592860673?lang=ga
-  https://instagram.com/kiet_edu?utm_medium=copy_link
-  <https://kiet.almaconnect.com/>
-  <https://www.youtube.com/channel/UCBnGPDFKBm-pcp7Ec8lulvg>
-  <https://yourdost.com/>
-  <https://aktu.ac.in/>
-  <https://www.aicte-india.org/>
-  <https://www.education.gov.in/en>