

# STUDENT MANUAL

## (GUIDELINES FOR STUDENTS)

### (ACADEMIC YEAR : 2023-24)



## 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.

## 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.



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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](http://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)-3<sup>rd</sup> 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



A tiny seed sown by a few philanthropist industrialists in the year 1998 with a clear vision of providing quality education in the country has today fruited itself into a great fruit-bearing tree today.

These 25 years have been worthwhile for being able to nurture this dream of providing technical education at par with the national and international institutes of repute. In these years KIET has created its niche in the academics segment and is now known for its quality of learning. Thus, KIET Group of Institutions has become one of preferred learning destinations of the learners across the nation.

From a meagre intake of 180 students to a whopping 6800+ students today, we have come a far way, and yet we believe we have to go even beyond. Today, with an alumni base of 19000+ engineers, technologists, pharmacists, entrepreneurs, and managers, KIET Group of Institutions has been able to mark its prints on the world map and in all the dimensions of public and private undertakings along with successful start-ups.

It is the only due to the synergistic efforts of all the stakeholders that KIET Group of Institutions has been accredited by NAAC Grade A+ and its programmes (CSE, ECE, EEE, IT, ME, CE, MCA, MBA, and Pharmacy) are NBA accredited.

The institute today has gained a distinct image as an outstanding educational colossal among the technical institutions of Uttar Pradesh, due to its inclination towards innovative and skill-based education. Its consistent belief in '**Achieving High**' is aptly reflected in its academics, extracurricular activities, and placements.

The Director of KIET Group of Institutions on the 25th foundation year announced that one of the eras for KIET is going and the "**Amrit Kaal**" is beginning, wherein there will be more glory, laurels, and victory for all of us.

### WAR CRY OF KIET

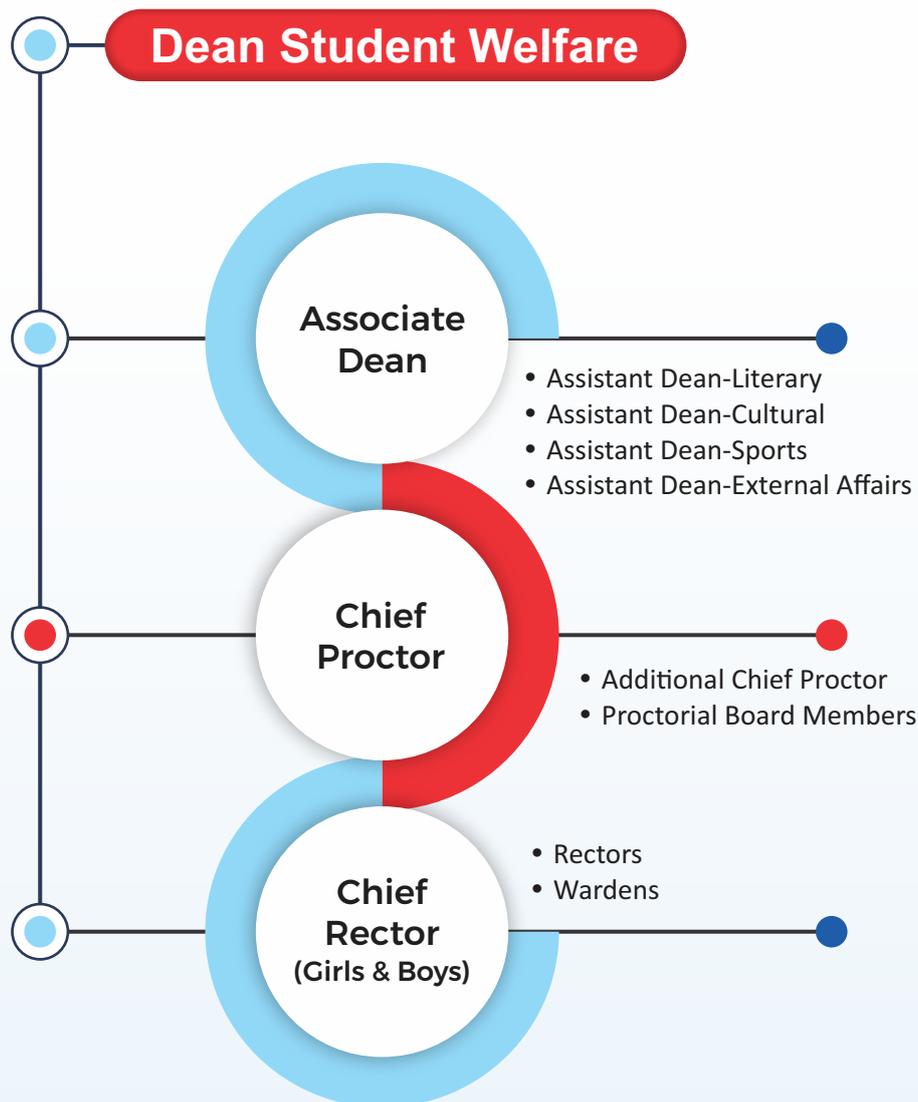
You say college, we say KIET.

Who will? KIETians will.

## COURSES OFFERED

Courses			
S.No.		U.G. Courses	Intake
1.	<b>B.Tech</b>	Computer Science & Engineering	240
2.		Computer Science & Information Technology	180
3.		Computer Science	240
4.		Computer Science & Engg. (Artificial Intelligence)	180
5.		Computer Science & Engg. (Artificial Intelligence & Machine Learning)	180
6.		Electronics & Communication Engineering	180
7.		Electrical & Electronics Engineering	90
8.		Mechanical Engineering	30
9.		Information Technology	180
10.	<b>D.Pharm</b>		60
11.	<b>B.Pharm</b>		100
P.G. Courses			
12.	<b>MBA</b>		240
13.	<b>MCA</b>		180
14.	<b>M.Tech</b>	Mechanical Engineering	6
15.		Computer Science & Engineering	18
16.	<b>M.Pharm</b>	Pharmaceutics	15
17.		Quality Assurance	12
18.		Pharmacology	15
19.	<b>ADAM</b>	Advanced Diploma in Automotive Mechatronics	20





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

## EXCERPT FROM THE ACADEMIC PROCESS HANDBOOK 2023-24

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 2023-24. The policy may be revised in future as per updated guidelines of AKTU/State Government.

The main criteria of academic policy 2023-24 @ KIET Group of Institutions for the Odd Semester are as follows:

### **2.1 Admission Process**

- Admission to all courses (B. Tech/B. Pharm/MBA/MCA/M. Pharm/M. Tech) First year in I semester and lateral admission in B. Tech/B. Pharm. second year in III semester (for diploma holder/B.Sc. candidates only) will be made as per the rules prescribed by the Academic Council of the Dr. A. P. J. Abdul Kalam Technical University, Lucknow. For B. Pharm/M. Pharm admissions guidelines issued by the Pharmacy Council of India (PCI) are followed.
- For the remaining 15% seats, institute/individual departments shall initiate the admission process in advance (preferably at least one month). In this process, the institute organizes its own entrance examination/interview and students are admitted based on the merits.

### **2.2 Bridge Course**

- The institute conducts the Bridge Courses for all the first-year students (all courses) with an aim to make students comfortable with the institute environment and the course curriculum.
- All the departments are suggested to design the course plan for the students which will be helpful for their transition to technical education (B. Tech/B. Pharm/MBA/MCA/M. Pharm/M. Tech)
- The Bridge Course will be conducted for the newly admitted students by the departments till the commencement of regular classes as prescribed by Dr. A. P. J. Abdul Kalam Technical University, Lucknow.

### **2.3 Schedule of Academic Activities**

#### **2.3.1 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/2023/19163) dated 13th June 2023 for Academic Session 2023-2024.
- KIET Academic Calendar for Odd Semester 2023-2024 is attached as Annexure 1 and the same has been made available on KIET website and KIET ERP. For the first year (all courses), a separate Academic Calendar will be shared.
- For Even Semester 2023-2024, 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.

### **2.3.2 Planning of extracurricular and other activities (at institute and department level)**

Quality education is the foremost priority of the institute and thus while planning any other activities, or extracurricular activities, the academic schedule should not be compromised. Following are some points to be kept in mind before planning any event at the institute and department level:

- *Organizing any events by hampering academics is not allowed.*
- *No class can be suspended towards organization of non-academic/extracurricular activities.*
- *Faculty members are not allowed to join these events by leaving/adjusting his/her classes.*
- *Planning of events to be done in consideration with departmental HoD by keeping academics as first priority.*
- *Class coordinator/faculty-in-charge should ensure that students should not participate in such events by compromising their academic assignments.*
- *Event coordinators and discipline-in-charge will ensure that participants/students are properly aligned, and discipline is maintained.*
- *Gradual learners or students having attendance less than 75% should not be allowed to participate in these extra activities.*

### **2.3.3 OBE Activity Calendar**

A detailed schedule for the information related to outcome-based education (OBE) activities is shared by the Office of Dean Academics (Annexure 2).

It includes schedule for OBE awareness/training workshops/classes, planning and implementation of OBE practices, preparation of proposed accreditation visits, conduct of stakeholders' feedback survey, etc.

### **2.3.4 Departmental Meetings**

- **Meetings with faculty/staff members:** Departments are suggested to conduct faculty meetings (fortnightly) to discuss the minutes of meeting (MoM) of Academic Council meetings or any other relevant information. All faculty members shall be present and MoM of the meeting should be shared with the Director Office and Dean Academics. Similarly, meetings with staff members may be planned as per requirement.
- **Meetings with students:** Departments are suggested to conduct quality circle meetings (QCM)/Program Committee Meetings (PCM, for pharmacy course as suggested by PCI) with student class representatives (CRs) or other students during each semester as per the schedule mentioned in Academic Calendar. The meeting frequency may vary as per requirement. Meeting agenda shall focus towards improving student's attendance, academic performance, training and placement, feedback analysis, etc. and shall be conducted by the HoD in the absence of class coordinators and subject faculty members. The MoM for each meeting shall be shared with Director Office and Dean Academics as per attached format (Annexure 3).

## **2.4 Registration and Commencement of classes**

### **2.4.1 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 2023-2024 is marked by the Dean Academics on KIET ERP. Following are the details of registration and class commencement schedule for Odd Semester 2023-2024:

Year/Semester/Course	Date of Registration	Date of Class Commencement
Final year (VII sem) (B.Tech/B.Pharma)	16 <sup>th</sup> August 2023	16 <sup>th</sup> August 2023
Third year (V sem) (B.Tech/B.Pharma)	08 <sup>th</sup> September 2023	08 <sup>th</sup> September 2023
Second year (III sem) Regular and Direct lateral entry Students (B.Tech/B.Pharma/MCA)	08 <sup>th</sup> September 2023	08 <sup>th</sup> September 2023
Second year (III sem) (MBA)	03 <sup>rd</sup> October 2023	03 <sup>rd</sup> October 2023
First year (I sem) (All courses)*	03 <sup>rd</sup> October 2023	03 <sup>rd</sup> October 2023

*\*Tentative date and may change with respect to AKTU Counseling schedule.*

Following are the details of registration and class commencement schedule for Even Semester 2023-2024:

Year/Semester/Course	Date of Registration	Date of Class Commencement
VI, VIII semester (B. Tech/B. Pharm)	1 <sup>st</sup> February 2024	1 <sup>st</sup> February 2024
IV semester (MCA)	5 <sup>th</sup> February 2024	5 <sup>th</sup> February 2024
II and IV sem (B. Tech/B. Pharm/ MBA/ MCA/M Pharm/ M. Tech)	5 <sup>th</sup> February 2024	5 <sup>th</sup> February 2024

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 below guidelines during the registration process:

- Students should get registered in One MOOC course in NPTEL/LinkedIn/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.

### **2.4.2 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 the first two weeks of academic session, the internal examination will be conducted along with regular students while for other students a separate internal

examination schedule will be adopted.

- *Assessment criteria for internal marks will be the same as defined for other students.*

### **2.4.3 Modalities of Late Registration**

- Fine for late registration: Students will be paying a fine if they will not register on KIET ERP before or on the due date. Late registration fine is imposed on students for noncompliance one day after the actual date of registration.
- Rs. 500/- as late registration fine along with Rs. 100/- per day will be charged till the date of actual registration.
- If any student fails to complete registration due to any reason 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. Attendance for these students 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 format (Annexure 4) one week before the commencement of the first Class Test (CT/CT-1).

## **2.5 Orientation Program**

### **2.5.1 For Students**

- 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, CO-PO mapping, examination 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.

## **2.7 Mentor-Mentee System**

### **2.7.1 For Students**

- The department assigns a faculty mentor to each newly admitted student before the commencement of the session and maintains a record of the same.
- For B. Pharm/MBA/MCA/M. Pharm/M. Tech students, the mentor allotted in the first year will be mentoring till the completion of course.
- For B. Tech First year students, initially mentors are allotted for one year. During the second year, faculty members from the parent department are appointed as mentors and they shall remain associated with the student till he/she completes the program of study.

**2.9 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.

*After completion of all type of subject allotment, the scheme for internal assessment (theory/lab subjects) shall be defined at KIET ERP through HoD login.*

**2.12 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 gradual 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 B. Tech/B. Pharm - III semester, it is suggested to assign 7th and 8th lectures daily for project development by gallant/growing learners while remedial classes will be organized for gradual learners during these lectures.
- For final year courses, departments adopt a 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 the 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 coordinators 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.

**2.14.5 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.

#### **2.14.6 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 lab/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 groups 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.

#### **2.15 Projects by Students**

A detailed policy for student's research projects 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 department 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 to 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 and it is as attached in **Annexure 11**.

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

## 2.16 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.

## 3.2.4 Attendance Marks

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

Percentage attendance	Maximum Marks (5)	Maximum Marks (3)
86 – 100	5 marks	3 marks
76 – 85	4 marks	2 marks
71 – 75	3 marks	
66 – 70	2 marks	1 marks
60 – 65	1 marks	

## 3.3 Detention Policy

### 3.3.1 Attendance Criteria for Internal Examination

- The criteria of attendance for First year of all the courses 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.
- The criteria of attendance for the Second, Third, and Fourth years of all the courses B. Tech/B. Pharm to appear in CT 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 does not fulfill the given criteria of attendance, they will be detained from internal or university examination. So, HoDs shall discuss all the policies/guidelines including attendance, to the students during the 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 Controller of Examination (COE) on Saturday (subject to initiation of examination from Monday), and classes will be organized till Friday, for which the attendance portal will freeze at 5:00 PM. After that, the detainee list will be fetched and circulated to all the departments, which will further be shared among the students. The COE Office will also use it in the process of examination.
- For students having attendance < 70% for CT-1 and < 75% for CT-2, CT, and PUE, the department will prepare a separate subject wise timetable, and remedial classes will be conducted during CTs/PUE. The attendance will be uploaded at KIET ERP under the “Doubt Clearing” category.
- At the time of PUE Examination, attendance improvement classes may be planned for students having attendance in the range of 50% to 75% due to unavoidable circumstances like long-term hospitalization/medical case requiring long term leave only. Attendance will be marked at KIET ERP under the “Attendance Improvement” category. No classes will be organized for students having < 50% attendance.
- 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.

### 3.3.2 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 grounds or other genuine reasons.
- 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.

### 3.3.3 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 for 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.

### 3.5 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 regards to a 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 the internal examination:

- The schedule for all internal examinations (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.

#### 3.5.1 Examination System for Theory Subjects

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

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

The details of their weightage, maximum marks, and duration are provided in tabular format.

##### 3.5.1.1 Group A (B.Tech/B.Pharm/MCA First Year) for 50 marks subjects

Exam Name	Weightage	Max. Marks	Duration	Syllabus Coverage
CT1 Exam	30%	9	2 hr	33%
CT2 Exam	30%	9	2 hr	33%
PUE Exam (Mandatory)	40%	12	3 hr	100%
Makeup Exam	Makeup exam weightage as per missed CT1/CT2 exam		3 hr	100%
Continuous Assessment Test (CAT) for gradual learners	For CAT Max marks will be 10 with capping of 60% marks i.e. (30 marks)			

- For 30 marks subjects

Exam Name	Weightage	Max. Marks	Duration	Syllabus Coverage
CT1 Exam	30%	6	2 hr	33%
CT2 Exam	30%	6	2 hr	33%
PUE Exam (Mandatory)	40%	8	3 hr	100%
Makeup Exam	Makeup exam weightage as per missed CT1/CT2 exam		3 hr	100%
Continuous Assessment Test (CAT) for gradual learners	For CAT Max marks will be 6 with capping of 60% marks i.e. (18 marks)			

- For 25 marks subjects

Exam Name	Weightage	Max. Marks	Duration	Syllabus Coverage
CT1 Exam	30%	4.5	2 hr	33%
CT2 Exam	30%	4.5	2 hr	33%
PUE Exam (Mandatory)	40%	6	3 hr	100%
Makeup Exam	Makeup exam weightage as per missed CT1/CT2 exam		3 hr	100%
Continuous Assessment Test (CAT) for gradual learners	For CAT Max marks will be 5 with capping of 60% marks i.e. (18 marks)			

**3.5.1.2 Group B (B.Tech/B.Pharm - Second, Third, and Fourth Year; MBA - First and Second Year; MCA - Second Year)**

- For 50 marks subjects

Exam Name	Weightage	Max. Marks	Duration	Syllabus Coverage
CT Exam	50%	15	2 hr	50%
PUE Exam (Mandatory)	50%	15	3 hr	100%
Makeup Exam	Makeup exam weightage as per missed CT exam		3 hr	100%
Continuous Assessment Test (CAT) for gradual learners	For CAT Max marks will be 10 with capping of 60% marks i.e. (30 marks)			

- For 30 marks subjects

Exam Name	Weightage	Max. Marks	Duration	Syllabus Coverage
CT Exam	50%	10	2 hr	50%
PUE Exam (Mandatory)	50%	10	3 hr	100%
Makeup Exam	Makeup exam weightage as per missed CT exam		3 hr	100%
Continuous Assessment Test (CAT) for gradual learners	For CAT Max marks will be 6 with capping of 60% marks i.e. (18 marks)			

- For 25 marks subjects

Exam Name	Weightage	Max. Marks	Duration	Syllabus Coverage
CT Exam	50%	7.5	2 hr	50%
PUE Exam (Mandatory)	50%	7.5	3 hr	100%
Makeup Exam	Makeup exam weightage as per missed CT exam		3 hr	100%
Continuous Assessment Test (CAT) for gradual learners	For CAT Max marks will be 5 with capping of 60% marks i.e. (18 marks)			

**NOTE:**

- One Internal Test (Pre-CT Test) may be conducted by faculty members in their scheduled class for each subject respectively, to identify gradual learners after 2 weeks of beginning of the semester.
- No Make-up Examination will be conducted against PUE.

**3.5.2 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. Medical issues requiring hospitalization
  - ii. Accidental injuries
  - 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 with prior intimation to HoD.
  - 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 HoD through the concerned mentor/class coordinator 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 the Dean Academics as per format (Annexure 14) within one week after the conduction of CT.

**3.5.4 Internal Marks (AT+TA) Scheme**

Criteria	Marks (20)	Marks (10)
<b>Attendance</b>	<b>5 Marks</b>	<b>3 Marks</b>
<b>Teacher Assessment</b>	<b>15 Marks</b>	<b>7 Marks</b>
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 Final Year, B. Pharm-First, Second & Final Year MCA-Final Year)	2 Marks
ii) Average of 3 Random Quizzes / Average of 3 Regular Assignments	5 Marks	3 Marks
iii) Discipline (Student conduct in class)	3 Marks	2 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	NA

### 3.13 Felicitation of Students

- Dean's List is to recognize students achieving a certain level of academic excellence. Such students receive a personalized letter of appreciation from the Dean (Academic) to honor and recognize their excellent academic performance. Students who have minimum CGPA of 8.5, attendance > 95%, no fail/non-pass/carry or back paper, and no record of disciplinary act will be eligible at the end of a semester.
- Identified students will be felicitated during the institutional event “Tea with Director” and a list will be displayed on the KIET website.
- 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

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

### 3.17 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/LinkedIn/edx/KIET and will provide the options to the students.
- **For MBA students:** The Department will identify the relevant MOOCs courses from NPTEL/Coursera/NSIM/E-Marketing Institute, etc. and will provide the options to the students.



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.

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.

### *Objective of the Policy :*

1. 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.

### *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"> <li>1. Counselling/Warning to Student.</li> <li>2. Repetition may lead to information to parents.</li> </ol>
2.	Fighting/Using abusive language with Hostel Staff/Mess boys/ Security Guards/ Attenders etc.	<ol style="list-style-type: none"> <li>1. Counselling/Warning to Student.</li> <li>2. Information to Parents.</li> <li>3. Termination from Hostel.</li> </ol>
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"> <li>1. Warning to Student.</li> <li>2. Information to Parents.</li> <li>3. Suitable Monetary Penalty.</li> </ol>
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"> <li>1. Warning to student along with undertaking from student.</li> <li>2. Information to Parents.</li> <li>3. Suspension from Classes.</li> <li>4. Termination from Hostel.</li> </ol>
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"> <li>1. Warning to Student.</li> <li>2. Information to Parents.</li> <li>3. Suspension from Classes.</li> <li>4. Termination from Hostel.</li> <li>5. Expulsion from the Institute.</li> </ol>
6.	Creating public nuisance and disturbing the natural ambience by means of shouting; burning crackers, banging doors etc.	<ol style="list-style-type: none"> <li>1. Counselling/Warning to Student.</li> <li>2. Information to Parents.</li> <li>3. Suspension from Classes.</li> </ol>
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"> <li>1. Counseling/Warning to Student along with undertaking from student.</li> <li>2. Information to parents along with undertaking from parents.</li> <li>3. Suspension from Classes.</li> </ol>
8.	Use of abusive language or Any act of disrespect towards the faculty & staff members.	<ol style="list-style-type: none"> <li>1. Information to Parents and their physical presence in the Institute along with undertaking from parents.</li> <li>2. Suspension from Classes.</li> </ol>
9.	Misbehavior with company representatives/Faculty and Staff involved during placement drive.	Restrain from placement drive along with apology.
10.	Improper behavior while on Industrial Visits/Placements Visits/Educational Tours.	Debarring from participation in visits/tours.
11.	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.

## APPENDIX-A: DISCIPLINARY RULES & PROCEDURES

Clause No.	Act of indiscipline	Corrective Action(s)
12.	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"> <li>1. Information to Parents.</li> <li>2. Suspension from Classes.</li> <li>3. Debarring from Participation in Sports/Cultural/Placement Activities.</li> </ol>
13.	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"> <li>1. Warning to Student.</li> <li>2. Information to Parents.</li> <li>3. Suspension from Classes.</li> <li>4. Termination from Hostel.</li> <li>5. Expulsion from the Institute.</li> </ol>
14.	Discrimination on the ground of sex/sexual harassment of women employees and girl students.	As per the Internal Complaints Committee (ICC) of the Institute.
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"> <li>1. Counseling/Warning to Student.</li> <li>2. Information to Parents.</li> </ol>
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"> <li>1. Information to Parents.</li> <li>2. Suspension from Classes.</li> <li>3. Termination from Hostel.</li> <li>4. Expulsion from the Institute.</li> </ol>
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"> <li>1. Information to Parents.</li> <li>2. Suspension from Classes.</li> <li>3. Termination from Hostel.</li> <li>4. Expulsion from the Institute.</li> </ol>
18.	Physical assault/Fighting/abusing with other students causing serious/significant injury.	<ol style="list-style-type: none"> <li>1. Counseling/Warning to Student.</li> <li>2. Information to Parents.</li> <li>3. Suspension from Classes.</li> <li>4. Termination from Hostel.</li> </ol>
19.	Use of College resources for unauthorized commercial purposes or personal gain.	<ol style="list-style-type: none"> <li>1. Counseling/Warning to Student.</li> <li>2. Information to Parents.</li> <li>3. Suspension from Classes.</li> </ol>
20.	Stealing of money or expensive electronic items like Laptop, Smart watch, Mobile or Camera etc.	<ol style="list-style-type: none"> <li>1. Warning to Student.</li> <li>2. Information to Parents.</li> </ol>
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.	<ol style="list-style-type: none"> <li>1. Information to Parents.</li> <li>2. Suspension from Classes.</li> <li>3. Termination from Hostel.</li> </ol>

## APPENDIX-A: DISCIPLINARY RULES & PROCEDURES

Clause No.	Act of indiscipline	Corrective Action(s)
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.	<ol style="list-style-type: none"> <li>1. Counseling/Warning to Student.</li> <li>2. Information to Parents.</li> <li>3. Suspension from Classes.</li> </ol>
24.	Wastage of Food.	<ol style="list-style-type: none"> <li>1. Counselling of Student.</li> <li>2. Warning to Student.</li> </ol>
25.	Use of mobile in class/Late entry inside the class/Entry of two-wheeler rider in campus without helmet/Driveing License.	<ol style="list-style-type: none"> <li>1. Counselling of Student.</li> <li>2. Warning to Student.</li> <li>3. Information to Parents.</li> <li>4. Suspension from Classes.</li> </ol>
26.	Absconding from classes/Mass Agitation, Mass Bunking, Improper Wearing,	<ol style="list-style-type: none"> <li>1. Information to Parents.</li> <li>2. Suspension from Classes.</li> <li>3. Termination from Hostel.</li> <li>4. Debarred from Placement.</li> </ol>
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.	<ol style="list-style-type: none"> <li>1. Information to Parents.</li> <li>2. Warning to Student.</li> <li>3. Suspension from Classes.</li> <li>4. Termination from Hostel.</li> </ol>
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"> <li>1. Information to Parents.</li> <li>2. Warning to Student.</li> <li>3. Termination from Hostel.</li> <li>4. Suspension from Classes.</li> </ol>
29.	Public Display of Affection (PDA).	<ol style="list-style-type: none"> <li>1. Information to Parents.</li> <li>2. Suspension from Classes.</li> <li>3. Termination from Hostel.</li> <li>4. Debarred from Placement.</li> </ol>

**Note:** This is to be noted that student may be terminated from Hostel/Institute in case of severe indiscipline cases (if found guilty in the investigation by higher authorities).

### 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 Reading Hall-2 (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.

### 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 some time in the Knowledge Resource Centre (Central Library) and explore books of curriculum and beyond curriculum. KRC hosts a huge collection of books on life skills, competitive studies etc.
- 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	Designation	Deptt.	Post	Mobile
1.	<b>Dr. Bhoopendra Kumar</b>	<b>Associate Professor</b>	<b>CSIT</b>	<b>Chief Proctor</b>	<b>9582943933</b>
2.	<b>Prof. Surya Prakash</b>	<b>Assistant Professor</b>	<b>KSOP</b>	<b>Addl. Chief Proctor</b>	<b>8587017568</b>
3.	Dr. Abhay Bhardwaj	Associate Professor	KSOP	Proctors	8859424878
4.	Prof. Sanjeev Chauhan	Assistant Professor			9953100260
5.	Dr. Amit Kumar Gupta	Professor	MCA	Proctors	9410815532
6.	Prof. Neelam Rawat	Associate Professor			9899201939
7.	Dr. Deepa	Associate Professor	MBA	Proctors	9997661845
8.	Prof. Rajat Tayal	Assistant Professor			8938026409
9.	Dr. Neelam Sharma	Associate Professor	AS	Proctors	9711993990
10.	Dr. Akansha Agarwal	Assistant Professor			9837690843
11.	Dr. Deepti Chaudhary	Assistant Professor			8802571634
12.	Dr. Archana Sharma	Assistant Professor			9634700561
13.	Prof. Sheetal	Assistant Professor	EN	Proctors	9654853792
14.	Dr. Rajeev Kumar	Assistant Professor			9015437886
15.	Prof. Neeraj Kumar	Assistant Professor	ME	Proctors	9999439021
16.	Prof. Vivek Kr. Pathak	Assistant Professor			7000327175
17.	Dr. Abhas Kanoongo	Assistant Professor	ECE	Proctors	9996437384
18.	Prof. Ragini Sharma	Assistant Professor			9098826888
19.	Prof. Kushal Gupta	Assistant Professor	CSE	Proctors	7017949492
20.	Dr. Seema Maitrey	Associate Professor			7906949692
21.	Dr. Jitendra Seth	Associate Professor	IT	Proctors	8851801392
22.	Prof. Ajay Kumar	Assistant Professor			9999350881
23.	Prof. Pradeep Tyagi	Assistant Professor	CS	Proctors	9991219789
24.	Prof. Pawan Kr. Pal	Assistant Professor			7055568809
25.	Prof. Ankit Kumar Saini	Assistant Professor	CSIT	Proctors	9667670618
26.	Prof. Arti Pandey	Assistant Professor			8191853628
27.	Prof. Gagan Singh	Assistant Professor	CSE (AI)	Proctor	8318670117
28.	Mr. Sudhir Kumar	Vigilance Officer	Admin	Proctors	8218348188
29.	Ms. Barkha Tyagi	Vigilance Officer			9084846407

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](http://www.kiet.edu). Further student may also contact KIET Helpline No-1800-313-0056 or write a mail to [antiragginghelpline@kiet.edu](mailto: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 any one 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

AICTE Regulation (F.No.37-3/Legal/AICTE/2009) and the Hon'ble Supreme Court's directives have led to the formation of an Anti-Ragging Squad, which includes the following members.

S.No.	Faculty Name	Designation	Department	Mobile No.
1.	Prof. (Dr.) Pratibha Kumari	Professor	ME	7906675694
2.	Dr. Amit Goyal	Associate Professor	MCA	9899979748
3.	Dr. Urvashi Chugh	Associate Professor	IT	9540720801
4.	Prof. Mukul Agrawal	Assistant Professor	IT	9899260385
5.	Dr. Hunny Pahuja	Assistant Professor	ECE	9729288808
6.	Dr. Natwar Singh Rathore	Assistant Professor	EN	9462658092
7.	Prof. Priya Bansal	Assistant Professor	KSOP	7017442956
8.	Prof. Archana Sharma	Assistant Professor	AS	9760197803
9.	Prof. Praveen Kr. Gupta	Assistant Professor	MCA	7905468348
10.	Prof. Umang Rastogi	Assistant Professor	CS	8826626703
11.	Prof. Pragati Gupta	Assistant Professor	KSOP	7906429752
12.	Prof. Deepika Kamboj	Assistant Professor	IT	7011377552
13.	Prof. Kavya Gupta	Assistant Professor	CSE-AI	8755002728
14.	Prof. Ankit Saini	Assistant Professor	CSIT	9627534652
15.	Prof. Richa Singh	Assistant Professor	CSE	8299868927
16.	Prof. Isha Grewal	Assistant Professor	HSS	8840718412
17.	Prof. Shivani	Assistant Professor	CS	9915806395
18.	Mr. Badal Singh	Trainer (ADAM)	ME	9870945302
19.	Mr. Vikas Kumar	Trainer (ADAM)	ME	9456408150
20.	Ms. Mona Agarwal	Sports Officer	DSW	9058958681



www.kiet.edu

# RAGGING FREE CAMPUS



## ANTI - RAGGING COMMITTEE

AICTE Regulation (F.No.37-3/Legal/AICTE/2009) and the Hon'ble Supreme Court's directives have led to the formation of an **Anti-Ragging Committee**, which is chaired by the Institute's director and includes the following members:

**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-Student Welfare	9871322833
4. Prof. (Dr.) Adesh Kumar Pandey	Dean (ITSS) & HoD-IT	9873709715
5. Prof. (Dr.) K L A Khan	Dean-IEC	9412660124
6. Prof. (Dr.) Vibhav Kumar Sachan	Dean-R&D & HoD-ECE	9811539205
7. Prof. (Dr.) Shailendra K. Tiwary	Dean-B.Tech 1st Year & HoD-CE	8923483564
8. Mr. Anup Srivastava	Registrar	9873816182
9. Mr. Arvind Kumar Sharma	Head-CRPC	9999995765
10. Prof. (Dr.) Sumita R. Chaudhary	Controller of Examination	9811861570
11. Dr. Bhoopendra Kumar	Chief Proctor	9582943933
12. Prof. (Dr.) Binkey Srivastava	HoD-MBA	9999958118
13. Prof. (Dr.) Arun Tripathi	HoD-MCA	9873816191
14. Prof. (Dr.) Ashish Karanwal	HoD-ME	9999365444
15. Prof. (Dr.) Neeraj Gupta	HoD-EN	9761115253
13. Prof. (Dr.) Vineet Sharma	HoD-CSE	9811139463
14. Prof. (Dr.) Ajay Kr. Shrivastava	HoD-CS	9873657877
15. Prof. (Dr.) Rekha Kashyap	HoD-CSE-AI, CSE-AI&ML	9818488166
16. Prof. (Dr.) Abhinav Juneja	HoD-CSIT	9416943312
17. Prof. (Dr.) C.M. Batra	HoD-AS-Group-1	9873725677
18. Prof. (Dr.) Rashid Ali	HoD-AS-Group-2	9811711672
19. Prof. Komal Mehrotra	HoD-HSS	9415267620
20. Prof. (Dr.) Sheetal Mittal	Joint COE	9999021456
21. Dr. Mani Tyagi	Associate Dean-SW	8171540944
22. Prof. Surya Prakash	Addl. Chief Proctor	8587017568
23. Prof. (Dr.) Pratibha Kumari	Chief Rector-Girls' Hostel	7906675694
24. Dr. Amit Goyal	Chief Rector-Boys' Hostel	9899979748
25. Hon. Capt. 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. Utkarsh Saxena	7302225557
3. Local Media	Shri. Braham Pal Singh	9873667400
4. Parent	Prof. (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

**Hostel Wardens' List**

<b>Name of Hostel</b>	<b>Mobile Number</b>
<b>Saraswati Hostel</b>	<b>8588816608</b>
<b>Sarojini Hostel</b>	<b>8588816606, 9520869423</b>
<b>Gargi Hostel</b>	<b>8588816607, 8588848709</b>
<b>Chandragupt Hostel</b>	<b>9958253600</b>
<b>CV Raman Hostel</b>	<b>8588816616</b>
<b>Tagore Hostel</b>	<b>8770528148</b>
<b>Aryabhata Hostel</b>	<b>8826626703</b>
<b>Vivekanand Hostel</b>	<b>7355667598</b>

**Students' List**

<b>S.No.</b>	<b>Name of Student</b>	<b>University Roll No</b>	<b>Course/Branch</b>	<b>E-Mail ID</b>	<b>Mobile No.</b>
1.	Abhinav Chaudhary	2200290700011	MBA	abhinav.2224mba1029@kiet.edu	8126523602
2.	Isha Panwar	2200290700073	MBA	isha.2224mba1048@kiet.edu	6396537711
3.	Vaibhav Tiwari	2200290140173	MCA	vaibhav.2224mca1025@kiet.edu	70715 34192
4.	Diksha	2200290140055	MCA	dikshavarshney802@gmail.com	8218684652
5.	Palak	2101990500064	KSOP	palak.2125bph1068@kiet.edu	8700253623
6.	Ayush Kumar Mishra	2101990500023	KSOP	ayush.2125bph1033@kiet.edu	7393012586
7.	Aryan Saini	2200290210024	EN	aryan.2226en1013@kiet.edu	6396251680
8.	Apeksha	2200290210021	EN	apeksha.2226en1005@kiet.edu	8445064690
9.	Ashutosh Mishra	2100290400011	ME	ashutosh.2125me1019@kiet.edu	6389849562
10.	Tanu Shree	2100290400065	ME	tanushree.2125me063@kiet.edu	7668574407
11.	Abhigyan Kr. Srivastava	2100290310004	ECE	abhigyan.2125ec1113@kiet.edu	8178091642
12.	Divyanshi Srivastava	2100290310059	ECE	divyanshi.2125ec1048@kiet.edu	9198422183
13.	Khushi Agnihotri	2100290130087	CSE	khushi.2125it1072@kiet.edu	6386427999
14.	Rishabh Kumar Chaudhary	2200290109012	CSE	rishabh.2125cse1202@kiet.edu	9794119748
15.	Garima Shukla	2100290120078	CS	garima.2125cs1020@kiet.edu	7905262129
16.	Mayank Choudhary	210290120104	CS	mayank.2125cs1200@kiet.edu	8979842720
17.	Prabhat Keshari	2100290130121	IT	prabhat.2125it1086@kiet.edu	8299560331
18.	Nivedita Rai	2100290130114	IT	nivedita.2125it1079@kiet.edu	8957692913
19.	Saloni Jain	2100291530047	CSE(AI&ML)	saloni.2125csme1006@kiet.edu	9193892021
20.	Neeraj Gandhi	2100291530036	CSE(AI&ML)	neeraj.2125csme1056@kiet.edu	8588860427
21.	Sampada Agarwal	2100290110140	CSE(AI)	sampada.2125csit1041@kiet.edu	7983557276
22.	Vivaan Sharma	2100291520062	CSE(AI)	vivaan.2125csai1056@kiet.edu	8824391334
23.	Sambhrant Tiwari	2100290110139	CSIT	sambhrant.2125csai@kiet.edu	8858311388
24.	Sanskriti Vats	2100290110141	CSIT	sanskriti.2125csit@kiet.edu	8923761859

## FUNCTIONAL HEADS

S.N	Name	Designation	Mobile No.
1.	Mr. Anup Srivastava	Registrar	9873816182
2.	Mr. Arvind K. Sharma	Head-CRPC	9999995765
3.	Mr. Rishi Malhotra	Head-HR	9810567834
4.	Mr. Vinay Ahlawat	Head-IT Operations	9643240079
5.	Mr. Arun Agarwal	Head-Finance & Accounts	9873196050
6.	Mr. Sunil Vashishta	Head-Purchase & Store	9873816171
7.	Mr. Saurav Kumar	Dy. General Manager-TBI	9069345557
8.	Dr. Preeti Chitkara	Head-PR&IR	9837524994
9.	Hon. Capt. K. P. Singh	Manager-Administration	9711598330

## ADDITIONAL HODS

S.N	Name	Designation	Mobile No.
1.	Dr. Vipin Kumar	AS (Group I)	9891019236
2.	Dr. Sheetal Mittal	AS (Group II)	9999021456
3.	Dr. Sanjiv Sharma	CSE	9634001591
4.	Dr. Vikas Goel	IT	9412002442
5.	Prof. Ambrish Gangal	CSIT	9616230906
6.	Prof. Raj Kumar	CS	9758171015
7.	Dr. Gaurav Agrawal	CSE (AI)	9899987137
8.	Dr. Yaduvir singh	EN	9899319491
9.	Dr. Ajay Singh Verma	ME	9999215730
10.	Dr. Ruchita Gautam	ECE	8860082170
11.	Dr. N. G. Raghavendra Rao	KSOP	9966794479
12.	Dr. Rabi N. Panda	MCA	9899545613
13.	Prof. Puja Rohatgi	HSS	9634575108
14.	Dr. Priyanka Sharma	HSS	9971581144

**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. Intimidation, threats, blackmail around sexual favours
4. Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours
5. Sexually colored remarks / Showing pornography
6. Pursuing and Stalking Former Girlfriends
7. Criticizing, insulting, blaming, reprimanding, or condemning in public
8. Ridiculing a woman on the basis of her Color, Ethnicity, Dress or Physical Appearance
9. Gossiping/Controlling a person's reputation by rumor-mongering about her private life

**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: [iccell@kiet.edu](mailto:iccell@kiet.edu)**

**ICC TEAM MEMBERS**

S.No.	Name	Nomination Type	Appointment	Contact
1.	Prof. (Dr.) Ritu Gupta	Presiding Officer	Chairperson	9810335686
2.	Prof. (Dr.) Shailendra Tiwary	Faculty Representatives	Members	8923483564
3.	Prof. (Dr.) Ekata			9410638178
4.	Prof. (Dr.) Roma Ghai			9213943075
5.	Dr. Preeti Chitkara			9837524994
6.	Dr. Bhagwanti Bishnoi			9999754782
7.	Ms. Reeta Singhal			Staff Representatives
8.	Mr. Anil Kumar	9012625465		
9.	Ms. Gati Saraswat (NGO-Uddeshhya)	NGO Representative		9058193211
10.	Mr. Shagun Dahiya	Student Representatives		9084309409
11.	Ms. Anushka Srivastava			8126653222
12.	Mr. Rajveer Mishra			8948048788

## COMMON FACILITIES @ KIET (AT A GLANCE)

Multi Purpose Complex (MPC)

Fully Wi-Fi Campus

Cafeteria (Amul, Big Treat, Nishu's Café)

Bus Transport Facility

Canteen (Managed by Green Chilly)

ICICI Bank ATM at KIET Main Gate

Mess Facility for hostellers and faculty  
(Payment basis)

Medical Facility for all (24\*7)

Online Counseling Facility (Your Dost)

Online Reporting of Indiscipline Cases

Faculty Apartments (as per availability)

Creche Facility

Knowledge Resource Centre

Shooting Range

Play Grounds

Ezfy Smart Laundry Facility



## TIMING PROTOCOL OF THE INSTITUTE (FOR HOSTELLERS)

S.No.	Facility	Timings	
1.	Institute Timings	9:00 AM - 4:50 PM	
2.	Knowledge Resource Centre (Central Library)	9:00 AM - 8:00 PM (on working days) 9:00 AM - 5:00 PM (Holidays/ Non Academic Days)	
3.	Accounts Office	10:00 AM - 1:30 PM   2:30 PM - 4:30 PM	
4.	Registrar Office	12:00 Noon - 1:30 PM   2:00 PM - 4:30 PM	
5.	Sports Complex*	5:00 AM - 8:00 AM   6:00 PM - 9:00 PM	
6.	Self-Study Hall* (Knowledge Resource Center)	9:00 AM - 11:00 PM 9:00 AM - 2:00 AM (During Examination)	
7.	KIET Canteen (Green Chilli)	10:00 AM - 7:30 PM	
8.	All Cafeteria* (Amul, Nishu's, Big Treat etc.)	10:00 AM - 11:30 PM	
9.	Main Gate Entry Timings	Girls	Last entry at 7:45 PM
		Boys	I year Hostel's last Entry at 7:45 PM II, III & IV year Hostel's last Entry at 9:15 PM
10.	Hostel Entry Timings	Girls	Last entry at 8:00 PM
		Boys	—
11.	Mess Timings (Both Boys and girls)	Breakfast	7:30 AM - 9:00 AM 8:00 AM - 10:00 AM (Holidays/ Non Academic Days)
		Lunch	12:30 PM - 01:30 PM 01:00 PM - 02:15 PM (Holidays/ Non Academic Days)
		Evening Tea and Snacks	5:00 PM - 6:00 PM
		Dinner	8:00 PM - 9:30 PM

\* For Girls: As per Hostel Rules i.e. 8:00 PM.

## TIMING PROTOCOL OF THE INSTITUTE (FOR DAY SCHOLARS)

S.No.	Facility	Timings
1.	Institute Timings	9:00 AM - 4:50 PM
2.	Knowledge Resource Centre	9:00 AM - 5:00 PM (on working days)
3.	Accounts Office	10:00 AM - 1:30 PM   2:30 PM - 4:30 PM
4.	Registrar Office	12:00 Noon - 1:30 PM   2:00 PM - 4:30 PM
5.	Stay back facility* (Only after taking permission from the office of DSW)	5:00 PM - 7:00 PM
6.	KIET Canteen (Green Chilli)	10:00 AM - 5:00 PM
7.	Cafeteria (Amul, Nishu's, Big Treat etc.)	10:00 AM - 5:00 PM
8.	Lunch	12:30 PM - 1:30 PM

\* With prior approval from the office of DSW.



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. Any student caught using any electrical appliance will be penalized with a fine of INR 5000 and the appliance will be confiscated.
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 raggings 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.

## GUIDELINES FOR HOSTEL STUDENTS

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 <sup>st</sup> 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 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> year, MCA 2 <sup>nd</sup> & 3 <sup>rd</sup> year, MBA 2 <sup>nd</sup> 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.	Aryabhatta 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

## HOSTEL MANAGEMENT COMMITTEE

In order to improve student welfare in hostels, guiding students to nurture good habits in everyday life and making hostel life the basis for building a healthy campus culture and to advice on matters concerning further development/planning for overall improvement in the existing system, a institute hostel management committee has been organized as follows:

- a) Prof. (Dr.) Satish Kumar, Dean SW - Member
- b) Prof. (Dr.) Bhoopendra Kumar, Chief Proctor - Member
- c) Prof. (Dr.) Pratibha Kumari, Chief Rector (Girl's Hostel)
- d) Dr. Amit Kumar Goyal, Chief Rector (Boy's Hostel)
- e) Honorary Captain K P Singh, Administrative Officer - Member
- f) Faculty Incharge - Rector - for each Boy's & Girl's Hostel



Rules and regulations of any institution are to create a positive and conducive learning environment. These rules define the expected standards of clothing, timekeeping, social behavior and work ethic.

KIET Group of Institutions believes day scholars are equally important as compared with hostellers and believes in providing facilities available in the campus to them as well. The following guidelines must be followed by the day scholars during their stay in the campus.

### Institute Timings: 9:00 AM to 5:00 PM

- Institute timings for day scholars are displayed on Institute notice boards, main gate, cafeteria, near auditorium and all prominent locations of the institute. The day scholars are expected to strictly adhere to these timings.
- The students are expected to reach the Institute by **9:00 AM** to avoid loss of attendance of the first lecture.
- In between the academic hours, lunch break will be there from **12:30 PM** to **01:30 PM**. Students may visit canteen, cafeterias, grounds etc. in the premises during this duration.
- The classes will end by **4:50 PM** and all day scholar students are suggested/advised to leave the institute latest by **5:15 PM**. Buses will depart at **5:05 PM**.
- Student may visit Institute knowledge resource center (library), canteen, cafeterias, etc. during academic hours if they do not have lectures or labs.
- Students can visit administrative offices (accounts department, registrar office etc.) according to the timing protocols of the institute only.

### Stay-Back Facilities:

- The Institute offers stay-back facilities for the day scholars, except **Saturday** (Non-working), **Sunday & Institute Holidays** from **5:00 PM** to **7:00 PM**. This facility can be availed for extracurricular clubs, sports clubs, Institute knowledge resource center (library), center of excellence, etc.
- The students may use stay-back facilities from **5:00 PM** to **7:00 PM** with **prior permission from the office of Dean SW**. All permission forms are available on the Dean SW tab of KIET Group of Institutions website. Students may download and submit the duly filled/Approved forms from respective authority (HoD/ Club coordinators) to the office of Dean SW in hard copy. If permission is granted the form has to be given to Manager Administration & a copy at the main gate (security office) for further action. **It is mandatory to keep one copy (Hard/Soft) of the same by the student during his extended stay in campus.**
- Any stay-back for curricular/extracurricular/sports clubs can be availed only by the registered members of the respective clubs only. For any type of pre preparation in the institute beyond college hours, registration in the concerned event is mandatory by the registered members of the clubs.
- During stay beyond the college hours, students are strictly advised to be present only at the locations (clubs/grounds/library etc.) for which they have been permitted to stay in the prior permission forms. Any day scholar student found inside the campus after 5:00 PM without permission/approval will be penalized as per the KIET student discipline policy.

### Id card:

- ID card is provided to each student with his/her Name, Photo, Address, Blood group and barcode printed on it. Wearing ID Cards is mandatory while students are in the campus or in the bus.

### Dress code:

- All the students in the campus should be neatly dressed according to the Institute's guideline - on all days including during all Examinations.
- Full Trousers, Jeans, Shirt / T-Shirt, Kurta with legging / formal pants, Salwar Kameej and all formals are allowed for all.
- **Footwear:** Both shoes and sandals / formal belly are allowed but bathroom slippers will not be permitted in classrooms, workshops, and labs.
- Shorts/Bermudas, night dress etc. is strictly not allowed during working day of the Institute for any reason.

### Transportation facilities for day scholars:

- Transportation facilities are available for day scholars. Students can avail the facilities by paying bus fees with the institute's annual fees. All the rules and regulation must be followed by bus boarders; any misconduct may cancel their bus membership.

### Attendance and leaves:

- As per AKTU guidelines, a student has to attend at least 75% of the classes for appearing in end semester examination. However the college insists on a maintaining 100% attendance for both theory and Practical classes. All the students should make note of the leave regulations and instructed to strictly abide by the rules while availing leave.

### Electronic Gadgets:

- Students can carry mobile phones, tablets, laptops etc. but their use during classes should be according to the guidelines of the respective department. Electronic gadgets are strictly not permitted inside the examination halls.

### General Rules:

- NO day scholar student is permitted to visit/ stay in the KIET hostel/Mess.
- Any visitor accompanying the student is not permitted to visit the campus without prior permission from the respective authorities of the institute.
- Students are expected to be alert on their email/WhatsApp/KIET website/notice board for any notice/circular. Ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
- Spitting, smoking and throwing bits of paper inside the institute campus are harmful and must be avoided. Students must keep the campus clean by properly using dustbins and should avoid spitting or throwing items in the open spaces in the campus.
- Students are strictly advised to refrain themselves from possessing, consuming, or distributing alcohol, harmful drugs, narcotics, gutka, cigarette or any other substance causing serious or substantial impact on health. Any violation of these orders will lead to disciplinary action.
- Students must not possess firecrackers/explosive/flammable materials or spread colored powder and splash color water in the pretext of festivals and functions on or during any other occasion in the college campus.
- Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.

**Wish you all a very happy and pleasant stay in KIET.**

**Happy Learning!!**

**GUIDELINES FOR AVAILING FACILITY**

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 KRC against RFID Coded Identity cum library card issued to them by KRC. Books are issued through RFID system on counter presenting the RFID Coded identity card. The KRC 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 KRC, then it will not be issued, the same can only be consulted in the KRC.
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 on the payment of Rs. 200/- after completion of due process by KRC.
10. KRC remains open from 9:00 AM to 8:00 PM. Reading hall 2 opens from 9:00 AM to 11:00 PM and during exams 9:00 AM to 2:00 AM.
11. Book issued from KRC are for specific duration. If the books are not returned on time, a fine of Rs.2/- per day per book is liable to be paid by the borrower.
12. Book Issue/ Return in KRC & Book-Bank Library will be as follows:

S. No.	Library	Days	Timing
1.	Central Library	Monday-Friday	9:00 AM to 6.00 PM*
		Working Saturday, Sunday & all holidays	9:30 AM to 4:45 PM*
2.	Pharmacy Library	Monday-Friday & working Saturday	9:00 AM to 4:45 PM*
3.	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
4.	During Semester Break (Odd & Even)	Monday-Friday & working Saturday	9:00 AM to 6.00 PM*



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

13. If any student is found indulging in the process of book hiding, stealing, mutilating, this will be treated as indiscipline act and accordingly strict disciplinary action will be taken..
14. Misbehaving with library staff will be treated as serious Indiscipline. He/she will be terminated from library membership.
15. For **Library related matters (like fine, lost of I-card, lost of book... etc)**, student should contact Librarian Ms. Reeta Singhal.



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 Kameez 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. Timings of cafeteria: 10:00 AM to 11:30 PM
2. No student is allowed in the cafeteria during academic hours. They can avail the facility only during tea break/lunch hours.
3. Students should enter the cafeteria quietly, orderly and be seated. Loud talking, yelling, screaming, and other disruptions are strictly prohibited.
4. Respect and politeness must be shown to all, including the cafeteria staff.
5. 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.



## 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, shooting range.

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

***In addition to these clubs, around 100+ 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 Knowledge Resource Centre (Central 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 27<sup>th</sup> 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.



### Awards Category

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

## 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. Uddeshhya, EBSB, UBA, EEM, 5 Adopted villages)  
Or
- To female faculty members who help students by providing conducive learning opportunities for laboratory work and experimentation. (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.

## 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

Inspired by the guidelines laid by AICTE for motivating the female stakeholders of the academic institutions, KIET Group of Institutions came up with this noble idea of announcing these awards at the institute level.

As per the office order no. Dir/ 17/2022 dated September 07th, 2022 the nominations were asked from the all the departments (via HoDs/ A.HoDs).

A committee was set up to decide the winners and after following a rigorous process the following are declared the winners for the session 2022-23:

### Faculty Category: **Maa Saraswati Award**

Dr. Deepti Katiyar, Associate Professor, KSOP

### Staff Category: **Tulsi Gowda Award**

Mrs. Savita Devi, House Keeping staff

### Student Category:

S.No.	Category	Name	Branch & year
1.	Navonmesha	Yashasvi Baliyan	CS & III Year
2.	Kala Shresthi	Adrika Tripathi	CS & III Year
3.	Ojaswi	Riya Tyagi	ECE & III Year
4.	Medhavi	Pallavi Pal	CSE & IV year
5.	Mirabai	Eligibility not fulfilled	
6.	Vaicharik	Eligibility not fulfilled	
7.	Udyamita	Eligibility not fulfilled	
8.	Nivida	Eligibility not fulfilled	

# GROUP INSURANCE FOR STUDENTS

## Provision of Group Insurance for Students:

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.

Following steps should be taken for downloading **ICICI Lombard Digital Health Care Card** :

**Step 1:** Go to <https://ilhc.icicilombard.com/Customer/iCard>

**Step 2:** Following page will appear:

Customer/iCard: (Available 9 am to 9 pm)

ICICI Lombard Health Care Claims & Wellness Management

Search PrintiCard

Select Corporate

Card Number:

OR

Company Name:  & Employee No:

DOB:  Age of Primary Member\*:

Search Back

Click on Search

Plz enter KIET Group of Institutions

Plz enter Library ID

May or May not Required

Mandatory

\* In case of any specific disclaimer requirements please write to: [healthcare@icicilombard.com](mailto:healthcare@icicilombard.com)

ICICI Lombard General Insurance Company Ltd. All rights reserved. Insurance is the subject matter of solicitation. IRDA Reg. No. 115. ISO 9001:2015\*. Best viewed with IE 8+, Firefox 3.0+, Chrome 3.0+, Safari 4.0+ with a resolution of 1024x768.

**Step 3:** Following page will appear after clicking on search option:

PrintiCard

Email Save as PDF Print I-Card Customize I-Card Family I-Card Back

ICICI Lombard Health Care Card

Company Name: KIET GROUP OF INSTITUTIONS

Name: DIVYANSH TYAGI

Age: 19

Card No: IL21800654300

Valid from: 05-JAN-2023 Valid To: 04-JAN-2024

ICICI Lombard Health Care

ICICI Lombard Nibhaya Vaade Toll Free No.: 1800 2666

- \* For services like second opinion, doctor appointment, including hospitalization, and hospitalization care, call our Health Assistance Helpline at 1800 2666 (9 AM to 8 PM Monday to Saturday except public holidays).
- This card is not transferable and is valid at network hospitals only.
- Use of this card is governed by the policy terms and conditions.
- Cashless access to the network provider can only be obtained when accompanied with an authorization letter issued by ICICI Lombard Health Care.
- In case of non photo cards, to prove your identity, please produce this card along with any photo ID card issued by Government.
- Wield up to policy expiry date or cancellation date whichever is earlier.

ICICI Lombard Health Care Pays: Hospitalization bills for admissible claims, subject to prior approval. In case of emergency, approximations for latest admission hours of hospitalization.

Network Pays: All non-medical hospitalization bills and expenses not covered under the policy.

Mailing Address: ICICI Lombard (GIC) Ltd. 7th, 8th & 9th Floor, Vasant Towers-4, Opp. Hyderabad Public School, Begumpet, Hyderabad - 500016, Telangana

Registered Address: ICICI Lombard - General Insurance Company Limited, ICICI Lombard House, 414, Near Sauerkar Marg, Near 200th Anniversary Temple, Prabhadevi, Mumbai - 400029

Email: [healthcare@icicilombard.com](mailto:healthcare@icicilombard.com) Toll Free Number: 1800 2666  
Visit us at: [www.icicilombard.com](http://www.icicilombard.com)

Insurance is the subject matter of the solicitation. IRDA Reg. No. 115. CN 1672004H-000PLC124606  
\*The non-transferable cards are valid only by paying additional premium and available only if opted by the policyholders.

## GROUP INSURANCE FOR STUDENTS

**Step 4:** Student can visit and search for the ICICI Lombard Network Hospital List through the following Link: <https://www.icicilombard.com/cashless-hospitals>

The screenshot shows the ICICI Lombard website's 'FIND NETWORK HOSPITAL' search page. The search filters are set to 'UTTAR PRADESH' for the state and 'GHAZIABAD' for the city. A table of hospitals is displayed below the search filters, with columns for Hospital Name, Address, City, State, Contact No, and Operations. The table lists several hospitals, including ANSOKYA HOSPITAL, AMBYA HOSPITAL, AMICARE HOSPITAL PVT LTD, APOLLO CRADLE & CHILDREN'S HOSPITAL, and ATLANTA HOSPITAL. A 'Live Chat' button is visible in the bottom right corner.

Hospital Name	Address	City	State	Contact No	Operations
ANSOKYA HOSPITAL	PLOT NO. NH-1, SECTOR - E, MANSALI	GHAZIABAD	UTTAR PRADESH	0120-4102200/0883333/04400616204975	
AMBYA HOSPITAL	T LAJHAT NAQAR SAHIBABAD	GHAZIABAD	UTTAR PRADESH	0120-4195797/0001948198/0010408186	
AMICARE HOSPITAL PVT LTD	PLOT NO. 15-16, VPOY KHANDI-1, NEAR INDIRAPURAM PUBLIC SCHOOL, INDIRAPURAM	GHAZIABAD	UTTAR PRADESH	0120-3900007	
APOLLO CRADLE & CHILDREN'S HOSPITAL	NH-5, SHAKTI KHANDI - 2, INDIRAPURAM	GHAZIABAD	UTTAR PRADESH	00818147200	
ATLANTA HOSPITAL	NH - 01, SECTOR 44, JETA, GHAZIABAD	GHAZIABAD	UTTAR PRADESH	0120-2882899/0120-4723355/08871462306	

### Provision of Chhatra Kalyan Nidhi:

The institute provides assistance for the university scheme of Chhatra Kalyan Nidhi.

The details can be viewed at

<https://erp.aktu.ac.in/webpages/ckn/CKNGuideLine.html>

The students can contact the office of the Registrar for any assistance.

The screenshot shows the website of Dr. A.P.J. Abdul Kalam Technical University, Lucknow. The page is titled 'Chhatra Kalyan Nidhi' and features a search bar, a navigation menu, and a list of links related to the Chhatra Kalyan Nidhi scheme. The links include 'Chhatra Kalyan Nidhi Rules-2020' and 'Necessary Check List of Death Compensation'. The page also includes a 'Student Welfare Cell' section and a 'Quick Links' section with links to 'Copyright Statement', 'Hyperlinking Policy', 'Terms & Conditions', and 'Privacy Policy'. The footer contains contact information for the Registrar and a 'Student's Grievance Help Desk' with a call number: 0622 2336805.

### Unity and Discipline are the motto of NCC:

The National Cadet Corps is the Youth Wing of the Armed Forces with its Headquarters in New Delhi, India. It is available to schools (Junior Division) and colleges (Senior Division). The National Cadet Corps is a Tri-Services Organization, involving the Army, Navy, and Air Wing. It is engaged in training the youth of the nation to become disciplined and energetic citizens.

The National Cadet Corps in India is a voluntary organization that enrolls cadets from secondary schools, universities, and colleges all over India. The cadets are given basic military training.

### NCC at KIET Group of Institutions:

KIET Group of Institutions, Delhi NCR, has the NCC Troop (ARMY WING) under 35 UP Bn NCC Modinagar since 2020. Presently, the institute has 20 approved vacancies for NCC enrollment under the Ministry of Defence. NCC provides specialized training for engineering students to enhance their interpersonal skills. NCC training is given to NCC cadets for three years during their graduation studies. The enrolled cadets undergo rigorous assessment during the training, and after successful completion, they can achieve significant NCC "B" and "C" Certificates.

During the NCC service, cadets get sufficient opportunities to improve their personalities, which becomes helpful to them in their future careers as engineers. In addition to that, cadets with NCC "C" certificates with good grading would have a great chance to build their careers in the Armed Forces, Para-military Forces, and Police departments with some special entry scheme or with some relaxation in entry merit.

### Core Values:

A sense of patriotic commitment to encourage cadets to contribute to national development.

Respect for diversities in religion, language, culture, ethnicity, lifestyle, and habitat to instill a sense of national unity and social cohesion.

An abiding commitment to learn and adhere to the norms and values enshrined in the Indian Constitution.

Understanding the value of a just and impartial exercise of authority.

The ability to participate in community development and other social programs.

A healthy lifestyle free of substance abuse and other unhealthy practices.

Sensitivity to the needs of poor and socially disadvantaged fellow citizens.

Inculcating habits of restraint and self-awareness.

Understanding the values of honesty, truthfulness, self-sacrifice, perseverance, and hard work.

Respect for knowledge, wisdom, and the power of ideas.



## How to Join NCC (Eligibility Conditions)

- a. Citizen of India or a subject of Nepal.
- b. Bearing good moral character.
- c. Enrolled in an educational institution.
- d. Meets the prescribed medical standards.
- e. Age for Senior Division/Wing (Boys/Girls) - Up to 26 years.
- f. Enrolment Period for Senior Division/Wing (Boys/Girls) - 3 years.



## Enrollment Procedure:

- i. A student desirous of being enrolled in the Senior Division shall apply against the notification issued by the Associate NCC Officer/Caretaker Officer for fresh NCC enrollment.
- ii. All applicants must appear in the written and physical tests conducted by the Battalion. The shortlisting of cadets will be done based on merit.
- iii. The short-listed cadets need to fill the online NCC enrollment form on the NCC website.
- iv. The final selection will be done by the Commanding officer of the battalion and Group Headquarters.

**NOTE:** "Rule" refers to the NCC Acts & Rules.

**Faculty Coordinator: Dr. Anurag Gupta**

**Phone No.: 08881548979**

**Mail Id: anurag.gupta@kiet.edu**

## LIST OF ENROLLED CADETS

Regimental No.	Name of the Cadet	Branch	Enrollment Year
UP2022SWA370052	Aparna Singh	EEE	2022-23
UP2022SDA370066	Aayush Raghav	CSE-AI	2022-23
UP2023SDA370070	Aniket Ray	CSE-AI	2022-23
UP2023SDA370068	Govind Panwar	EN	2022-23
UP2022SDA370058	Harsh Chhillar	EC	2022-23
UP2022SDA370065	Shivam Tyagi	CS	2022-23
UP2022SDA370067	Ish Dev Sharma	EN	2022-23
UP2022SWA370054	Namasya Tyagi	CSE-AI	2022-23
UP2022SDA370059	Kartikay Tomar	CSIT	2022-23
UP2022SWA370053	Amrita Geetam	CS	2022-23
UP2022SDA370057	Dipansu	IT	2022-23
UP2022SDA370056	Amit Kumar Yadav	ECE	2022-23
UP2022SDA370064	Abhishek Parmar	IT	2022-23
UP2022SDA370061	Saurabh Kumar Gupta	CSIT	2022-23
UP2022SDA370062	Chaitany Saini	CS	2022-23
UP2023SDA370069	Akash Pal	CS	2022-23
UP2022SDA370060	Gautam Pandey	CSE-AI&ML	2022-23
UP2022SWA370063	Shaswat Singh	Drop out	Drop out
UP2022SDA370055	Amber Shisodia	CSE-AI&ML	2022-23
UP2022SWA370051	Tanishka Agarwal	Drop out	Drop out

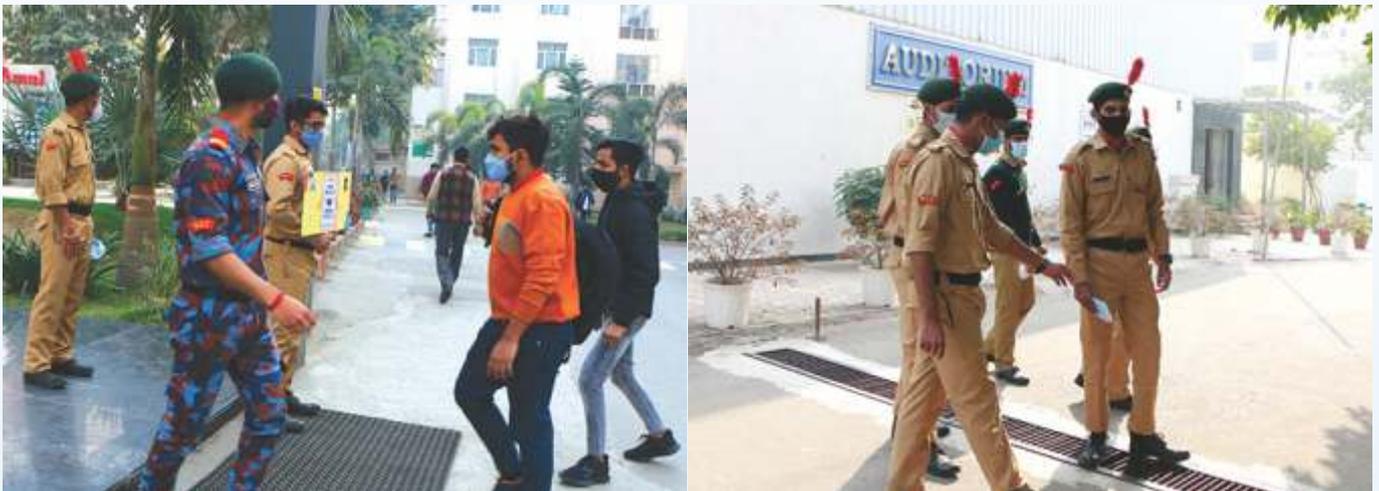
Establishing a solid career in Indian armed forces is an eminent option that a number of aspirants aim at. The Services Selection Board (SSB) interview is an integral part of the selection process for the Indian Armed Forces. It is a five-day long interview process that evaluates the candidates on various parameters, including intelligence, personality, and character. While the SSB interview is not a test of knowledge, it does require candidates to possess certain qualities, such as leadership, decision-making, and communication skills. Therefore, SSB coaching plays a crucial role in preparing candidates for the interview process.

In order to help the engineering graduate to fulfill their dream of becoming Officers in Defence Forces, KIET-SSB Academy has been established. The training at KIET SSB Academy seeks prepare candidates for inculcate and develop Leadership Qualities, Communication Skills and Officer like Qualities (OLQ), thus enabling the individuals to confidently face the SSB Interview successfully. The KIET SSB Academy has excellent infrastructure. A separate training area in the Campus has complete obstacle course consisting of Progressive group tasks, Command tasks, individual obstacles and various other group testing facilities.

**Faculty Coordinator: Dr. Sandeep Chhabra**

**Phone No.: 09412061770**

**Mail Id: [sandeep.chhabra@kiet.edu](mailto:sandeep.chhabra@kiet.edu)**



**Support to Students - Students participation in Inter College Competitions**

The following guidelines are to be followed w.r.t. reimbursement of registration fee, travelling allowance (TA) and accommodation for encouraging students' participation in various inter collegiate competitions! AKTU events.

<b>Particulars</b>	<b>Event Type</b>	<b>Position</b>	<b>Remarks</b>
Participation In AKTU	All Events	All Participating students	<b>Registration fee (if any), TA &amp; Accommodation</b> full reimbursement
<b>Participation in IITs/NITs</b>	Sports & Cultural events	Top 3 position holders	<b>Registration fee:</b> full Reimbursement <b>TA &amp; Accommodation</b> 50% reimbursement
		Participating students	<b>Registration fee:</b> 50% reimbursement TA: 50% reimbursement <b>Accommodation:</b> No reimbursement
	Other Events	Top 3 position holders	<b>Registration fee:</b> full Reimbursement <b>TA &amp; Accommodation</b> 50% reimbursement
		Participating students	<b>Registration fee:</b> 50% reimbursement <b>TA :50%</b> Reimbursement <b>Accommodation:</b> No reimbursement
<b>Participation in OTHER Institutes (other than IITs/NITs)</b>	All Events	Top 3 position holders	<b>Registration fee:</b> full Reimbursement <b>TA: 50%</b> reimbursement <b>Accommodation:</b> 25% reimbursement
		Participating Students	<b>Registration Fee/ TA/ Accommodation</b> No Reimbursement

Prior Permission of respective HoDs & Dean-SW is must in all cases.

**Reimbursement Claim by individual / team - Only Two times/ semester is permissible**

The Office of Dean-SW shall maintain all the details w.r.t. students' achievements as above and keep copy of Certificate of achievements for record.



Rapid growth in scientific knowledge is an indication of the quest for discovery and has a substantial impact on economic and societal development. Science, technology and innovation are often initiated in an Institutions research environment. Research and developmental activities create and disseminate new knowledge in different fields, promotes innovation and motivates better learning and teaching among faculty members and students of our Institute as these are often incorporated in the courses. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes a part of an active community that shares common objectives. Moreover, there is good evidence that research supports and improves teaching, helps to build excellence in this dimension as well. Research can have salutary effects on faculty members, on the nature of their teaching, and on the undergraduate and postgraduate students.

Evidence is accumulating that students do benefit in significant ways from having researchers as instructors if, the institution balances resources spent and rewards assigned between research and teaching. This positive view, which has been consistently detected in recent studies, sees the benefits of 'research-led teaching.'

- Research is an important-even integral-component of the KIET Group of Institutions' vision and mission: Knowledge creation and dissemination are key.
- Developing a robust research programme requires careful planning, including evidence-based assessment.
- The KIET Group of Institutions research plan must consider its institutional ancestry, resources, talents, and capacities of current staff, and its realistic, practical opportunities.
- Research talent is a first-order concern, so recognition, retention, and recruitment of well-trained, creative, and passionate scientists and scholars should be a priority.
- Researchers require time, not only for their work but for their development: KIET Group of Institutions' expectations of research performance should be well balanced in a reasonable way with teaching duties.
- Opportunities for collaboration are desired and, in fact, necessary for KIET Group of Institutions researchers.
- Governance requires monitoring and evaluation, but policy should determine measures of performance and not the reverse.

### **Policy of Research Incentives Scheme:**

Undergraduate and postgraduate students who are on roll with the KIET Group of Institutions can publish their original research work. An incentive amount of rupees two thousand (Rs. 2000/-) is applicable to student authors for publications in any Scopus-indexed, non-paid journals.

### **Requirements to be fulfilled for claiming the Incentives by Students:**

- A publication claim under Research Incentive Schemes (RIS) of KIET must be made within a month of the publication of a research paper in Conference Proceedings Citation Index-Science (CPCI-S), Conference Proceedings Citation Index-Social Sciences & Humanities (CPCI-SSH) and SCOPUS Indexed Conference Proceedings in the prescribed form (Annexure III (a)).
  - Details of the knowledge sharing session must be submitted while making the claim (Annexure III (b)).
- In the case of student T.A (as per Institute policy), registration fees or Rs. 1000/-whichever is less.

KIET Group of Institutions always believes in rendering comprehensive services to its faculty, staff and students. Healthcare is important because it helps establish guidelines that benefit all stakeholders and help prevent human error and poor communication when medical decisions are concerned.

This medical policy explains the processes, procedures and documentation that are available in campus to support and respond to faculties, staff and students with identified health care needs or complex medical needs which require personal care and support.

### **Medical Policy for faculty/ staff:**

- The institute has a well-kept medical room to cater health care needs of its Faculty members, staff members and students. The medical room is equipped with all the necessary medications, first aid kit and has the facility of two single beds in case of an emergency. The clinic can handle situations by providing immediate relief in the form of first aid. A full-time qualified medical assistant is present in case of need during college hours. Apart from this, a lady RMO (general physician with 12 years of experience) is available in MI room from 1130 hours to 1330 hours and 1500 hours to 1930 hours, so that students need not miss their lecture for routine OPD. Lady RMO resides in the campus, so she is available on call for handling emergencies and providing first aid round the clock.
- Institute has a tie up with ITS Dental College, Muradnagar, Ghaziabad and Naveen Hospital Ghaziabad. Faculty and Staff members are taken to these two hospitals in case of emergency.
- Insurance plans help you pay for medical emergencies, hospitalization, contraction of any illnesses and treatment, and medical care. To cater this institute has facilitated medical insurance for faculty and staff from Paramount Health Services and insurance amounting to Rs.1 Lakh.
- To address the financial loss to the family due to the unfortunate death of the sole earner term insurance plan is required for the same term plan of Rs. 20 lakh is taken for faculty and staff of the institute.
- In case of any medical emergencies during academic hours, institute has tie up with **ITS Muradnagar and Naveen Hospital Ghaziabad.**

### **Medical Policy for Student:**

The institute provides medical Insurance coverage for all registered students. See page no. 51 and 52 of student Manual 2023-24.

### **In case of emergency medical situation following measures are taken**

During academic hour (for day scholars) and Non Academic Hour (for Hostellers)

- On campus medical room with well qualified Doctor. The medical room is equipped with all the necessary medications, first aid kit and has the facility of two single beds in case of an emergency.
- A residential doctor is always available on call in case of any emergency.
- 24\*7 Ambulance service to take the student to the nearest hospital/ hospitals with tie up. Faculty/mentor Warden or Rector (in case of hostellers) always escort the student to the hospital till the arrival of his/ her parents.

### **Strategies to improve health and medical fitness of the students:**

- A medical undertaking duly signed by Chief Medical Officer or Medical Officer of participating UP State authenticated by the parent/ guardian has to be submitted at the time of admission (Annexure 1).
- A health card has to be maintained for hostellers in which routine medical checkup and details have to be entered and monitored. (Annexure 2).

- Residential Medical Officer (female) especially for the hostel students is in campus 24\*7 to take care of any medical emergency.
- In order to create awareness related to Breast cancer, cervical cancer, PCOD and other female problems, workshops are conducted from time to time.
- To organize Vaccination drives (as and when required)
- To organize Routine blood check up camps in the campus

**STUDENT'S MEDICAL FITNESS UNDERTAKING FORM**

(MUST SUBMIT IN ORIGINAL AT THE TIME OF ADMISSION)

**Annexure-1**

Name ..... Branch .....  
 Father's Name ..... Library ID .....  
 Year /Semester ..... DOB ..... Age ..... Sex .....  
 Student's Mobile No. .... City ..... District .....  
 Information to be furnished by Student.

**Personal History:**

- |                                                                                                                    |                  |
|--------------------------------------------------------------------------------------------------------------------|------------------|
| 1. I am fully vaccinated against (DPT, Hepatitis B ,OPV)                                                           | Yes/No           |
| 2. I am vaccinated against (Chickenpox, COVID-19, Diphtheria, Hepatitis A, Human Papillomavirus (HPV), Influenza). | ( Put tick mark) |
| 3. I am Addicted to tobacco/Alcohol/ or any other narcotics substance.                                             | Yes/No           |
| 4. I am suffering from any type of Allergy.                                                                        | Yes/No           |
| .....                                                                                                              |                  |
| 5. I have undergone any surgery in the last six month.                                                             | Yes/No           |
| If yes, please mention, .....                                                                                      |                  |
| 6. I possess psychological disorder (depression, panic attacks, sleep disorder etc).                               | Yes/No           |
| 7. I am undergoing psychological treatment.                                                                        | Yes/No           |
| If yes, please mention, .....                                                                                      |                  |
| 8. I have met with an accident in the last one year.                                                               | Yes/No           |
| If yes, please mention, .....                                                                                      |                  |
| 9. I am a patient of Chronic lower respiratory diseases.                                                           | Yes/No           |
| 10. I am a patient of young onset dementia(memory loss).                                                           | Yes/No           |
| 11. I am a patient of Diabetes/BP/Asthama.                                                                         | Yes/No           |
| 12. I am taking medicine of .....on regular basis                                                                  | Yes/No           |
| If yes, please mention, .....                                                                                      |                  |

**General Examination:**

Weight: ..... Height:..... Blood Group: .....  
 History of any illness/Surgery/Prolonged Hospitalisation: .....  
 Any communicable /other disease(if any) .....

**Declaration by Student:**

I .....S/O ..... hereby declare that the above information furnished by me is correct to the best of my knowledge & belief, if any information or document supplied by me is found to be incorrect, I will be responsible for the same and Institute authorities may take any action on me.

Name & Sign of Student Date:.....

**Declaration by Parents:**

I (Shri / Kumari / Smt.) ..... Father/Mother/of ..... state that, he / she is free from deafness, defective vision (including colour vision) or any other infirmity, mental or physical, likely to interfere with the efficiency of his / her academics and possessing good health. I hereby declare that the above information furnished by my ward is correct to the best of my knowledge & belief, if any information or document supplied is found to be incorrect, I will be responsible for the same.

Name & Sign of Parents Date: .....

Mobile No.....

**Annexure-2**

Date of Issue of Medical Card: .....

Name of Hostel: .....

Name of Student: .....

Univ. Roll No.....Course/Branch.....Year/Sem/Section.....

Date of Birth.....Weight.....Age.....Height.....

Blood Group.....

**Health Checkup Record**

S.No.	Date	Medical Officer Remark	Action for Remedy	Date of Re Check up	Signature

Signature of Student.....

Signature of Warden.....

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. Suman Singh-Sr. Family Physician (Mob. 09392649911)**

**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?**

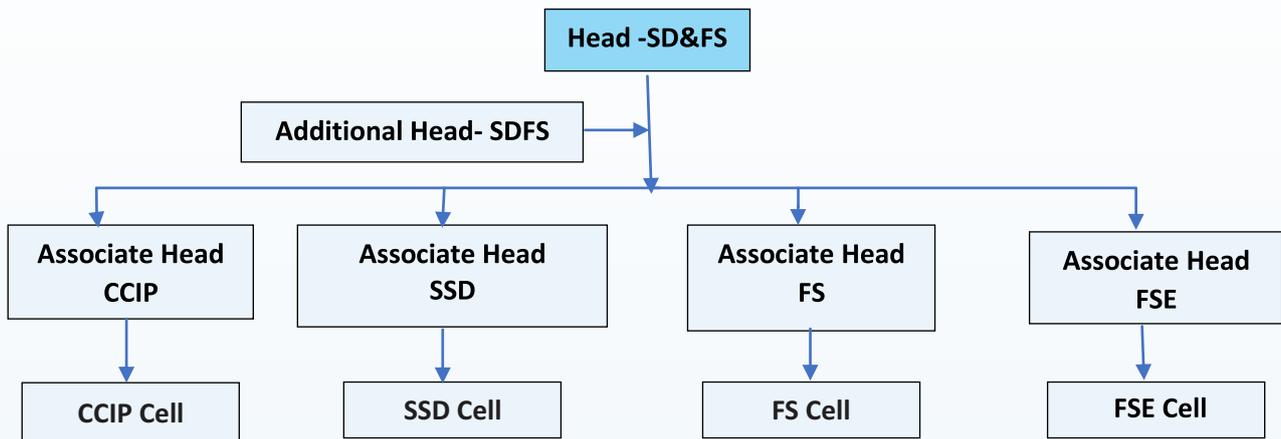
- **Here's how**
- **Visit [www.yourdost.com](http://www.yourdost.com)**
- Sign up in a jiffy and be on your way to seeking professional guidance in no time. Important! - You must sign-up using your official KIET email id (\*@kiet.edu). This will whitelist your account and make sure that you receive 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.



**About Skill Development & Finishing School:**

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:



**Competitive Coding Improvement Program (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.

**Student Skill Development (SSD) Cell:**

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.



## INNOVATION, ENTREPRENEURSHIP AND CONSULTANCY (IEC) COUNCIL

KIET Group of Institutions (KIET) intends to consciously create an ecosystem that inculcates entrepreneurial and innovative temperament within the students and faculty members of the institution.

For this purpose, Innovation, Entrepreneurship and Consultancy (IEC) Council has been constituted in the institute. The prime objective of IEC is to create an Innovation & Entrepreneurship ecosystem in the institute among students and faculty members for supporting ideation to start-up journey via prototype and product development. The IEC is also working on bridging the gap between Industry and academia and create an ecosystem for supporting industry institute collaboration activities in industrial research and consultancy, process prototype and product development etc.

A dedicated Innovation Centre is developed the institute to nurture and expose the students to ideas and processes and inspire to take up innovative activities. The objective of the Innovation Centre is to promote innovation, creativity and engagement in technology and make student's learning experience joyful while keeping emphasis on developing them as skilled engineers that are both job-ready and entrepreneurial in their outlook.

Entrepreneurship Centre is working on creating awareness towards Entrepreneurship & Startup and motivates and encourages students to consider startup as a career. A minor specialization course in Innovation & Entrepreneurship has been started with first year students. KIET Startup is also started at the TBI for students & faculty members to convert their prototype developed/PoC to a startup. The entrepreneurship centre will nurture these budding entrepreneurs and institute is committed to support the student start ups with infrastructure, mentoring and finance till they graduate as startups.

Institute has also started KIET Innovation Day Challenge on monthly basis to provide a platform to students to showcase their innovative thinking in terms of idea presentation or product/prototype demonstration. Best ideas/products are felicitated at institute level in software and hardware categories. The students with best ideas/products are further mentored by experts to motivate and encourage them to participate in various competitions. The winners of Innovation Day Challenges are registered under KIET Start up program in which all the pre-incubation and incubation facilities are being provided to the teams free of cost.

Industrial Research & Consultancy Development Centre (IRCDC) shall be responsible for the promotion, facilitation, coordination and administration of all the industry sponsored consultancy projects handled by faculty members/other staff of KIET Group of Institutions. IRCDC shall also form and lead liaising team to prepare the proposal for industry-wise research and consultancy project facilities and explore consultancy work for NABL accredited Lab.



Sales Team is to look after the market and sale of the products developed at KIET and trainings to other institutions and industries. Sales team also have to liaison with academic institutions and Industries for consultancy and research & development work in order to utilize the infrastructure facilities and Human resource expertise available in the institute.

Designation	Name	Contact Details
Dean IEC	Prof. (Dr.) K.L.A. Khan	9711178650
Head Innovation Centre (IC)	Prof. Sachin Rathore	9811283742

### Some of the Notable achievements in year 2022-23:

1. Conducted SIH 2022 (Hardware Edition) at KIET on 25th to 29th August 2022.
2. Eight students Teams were selected to participate in SIH-22 at various Nodal Centres.
3. Two teams have won first prizes at different Nodal Centres and awarded with Rs. 1.00 Lac each SIH 2022.
4. To encourage and motivate students in Innovation and Entrepreneurship, Innovation Day Challenge is being organized on monthly basis and winners have been further screened and 8 students' startups selected and allocated space and other infrastructure to start their entrepreneurship Journey.
5. A corporate event "Endeavour" an e-summit by the KIET e- Cell (Entrepreneurship development cell of KIET GROUP OF INSTITUTIONS) is being organized annually for students as a platform to showcase their innovative and entrepreneurial capabilities by participating in various events like Hackathon, B Plan, B-Quiz, Pitch Tank, Bidding House, Market Watch etc.

### INNOVATION CENTRE: Schools in different domain:

S.No.	Name	School In-charge	Designation	Department
1.	Prof. Sachin Rathore	School of 3D Desing, XR Design and Product Development	Assistant Professor	ME
2.	Prof. Ankit Verma	School of UI/UX design	Assistant Professor	MCA
3.	Dr. Sushil Kumar	School of AI/ML & Data Sciences	Assistant Professor	CSE
4.	Prof. Amit Kumar	School of Drone/IOT/Robotics	Associate Professor	ECE
5.	Prof. Anuj Pathak	School of Biomedical	Assistant Professor	B.Pharm
6.	Prof. Anjan Kumar	School of Aspiring Businesses & New GEN Leaders	Assistant Professor	MBA



### **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](mailto: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.

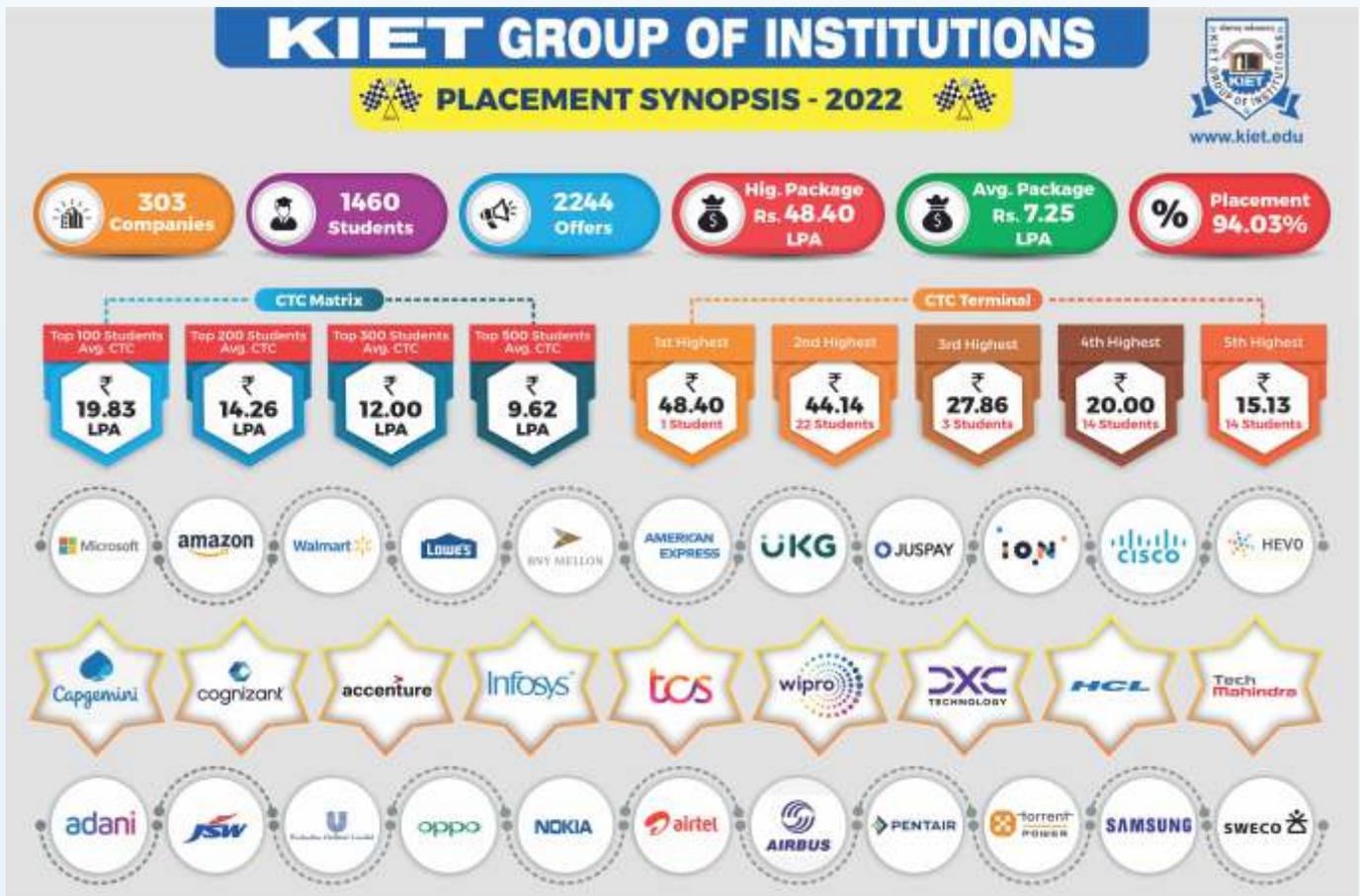


## OVERVIEW:

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 11<sup>th</sup> May, 2022.

Till date 126 incubatee 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 carrier 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 Kausahl 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](mailto:tbkiet@gmail.com), [tbi@kiet.edu](mailto:tbi@kiet.edu), [saurav.kumar@kiet.edu](mailto:saurav.kumar@kiet.edu)

**Visit us at:** [www.tbi-kiet.in](http://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 Suryavanshi - Add. Head IIPC (Mob. 09721297213)**

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

**Ms. Astha Sholanki - Executive IIPC**



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 Assistant Manager 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](http://kiet.almaconnect.com) on which more than 12,000 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.



**Registered as a Society under the UP Society Act 1860.**

## 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.

The institute has an annual subscription of an online portal - [kiet.almaconnect.com](http://kiet.almaconnect.com) on which more than 12,000 alumni are registered. The cell has a team headed by **Dr. Binkey Srivastava**, two faculty and two student representatives from each department, along with Associate Head-**Mr. Kamal Kant Sharma** and Asst. Manager-**Mr. Nishant Atrey**.

**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](mailto:kietalumni@kiet.edu).



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.

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 events like **KIET EduVision**, **Manthan** - The inter-school quiz competition, **India's Video Hunt** etc.

International Relations harbors all the **International Collaborations**, **International Activities & Events**, **International Internships/ Summer Schools**, **Foreign Language Classes** and **International Education Awareness Week**.

To know more or reach out to PR&IR, visit A-Block, Central Lab or drop a mail at [head\\_pr.ir@kiet.edu](mailto:head_pr.ir@kiet.edu).



## OUTSIDE KIET PARTICIPATION FORM

### 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.



**Annexure A-Form-1**

**Undertaking by the students seeking approval to participate in/Outside KIET Group of Institutions, in any Cultural/Sports/Literary event hosted by IIT/NIT/Central/State Universities/KIET**

- I have maintained/will maintain minimum 75% attendance till date.
- I have not missed/will not miss any internal examination due to my participation in/outside KIET.
- I shall maintain strict discipline/adhere to the discipline policy of the KIET/host Institutions//Place of event.
- I am physically fit/have not undergone any severe medical treatment/surgery in the recent past (last six months).
- My parents are aware about my participation in/outside KIET as per the institute policy.
- I shall be sole responsible for any kind of injury/accident at KIET/Host Institutions/Place of event.
- I have registered for the event.
- I shall not leave the classes from Monday to Friday between 9:00 AM to 04:50 PM neither for my practice nor participation.

*(Department wise list of participants to be filled)*

**Name of the Department:**

Name of the Department	
Name of Event	
Venue of Event	
Date of Event	

S.No.	Student Name	Roll No	Branch/Year/Section	% Attendance Till Date	Any Back Log	Mobile No	Signature
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

**Recommended/Not Recommended  
HoD**

**Approved/Not Approved  
Dean-SW**

List of Requirements (Transport/Fooding/Lodging/Any Other)

To be filled by the Group Leader-1 & 2 as per the institute Policy

S.No.	Requirement	Responsibility	Date of Requirement	Time of Requirement	Any Remark
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

**Note:** The above-mentioned requirements along with all documents (Annexure-A and B) must be submitted by the Group Leader-1/2 to the office of DSW **at least 03 working days before the schedule departure of the students/Teams.**

Name of the Student-Group leader-1/leader-2

Branch:

Year:

Mobile No:

**Format for Student Participation in Events**

(Must produce for Extra-Attendance/To be filled by individual student)

**KIET/DEAN-SW/2022/01**

**Date of Application:** .....

**Name of Student:** .....

**Univ. Roll No :** ..... **Course/Branch :** ..... **Year/Sem/Section :** .....

**Attendance % age:** ..... **Average CT Marks (If conducted) :** .....

**Status of any back log in the current or previous years/semesters :** No/Yes (How many).....

**Nature of the Event:** Technical/ Extra-Curricular .....

**Name of the Event:** .....

**Venue of the Event:**.....

**Date of Event:** From.....to.....

**Participation Category:** AKTU/IIT/NIT/Central/State University/Other.....

**Permission before attending (Annexure-A, Form-1):** Yes/No

S.No.	Date	Lecture Number (Kindly mark P/A)							
		1	2	3	4	5	6	7	8
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									

**Signature of Student:** ..... **Recommendation by Club Coordinator:** .....

**Approved/Not Approved**  
**(Signature DSW)**

**NOTE:** Students are required to submit this application along with Annexure-A, Form-1, to the respective departmental Extra Attendance Coordinator for marking extra attendance

**STUDENTS' PARTICIPATION OUTSIDE KIET CAMPUS-REIMBURSEMENT  
CLAIM FORM**

**(To be submitted within one week of rejoining of Institute)**

**Rejoining Date:** .....

**Date of Submission:** .....

Name of Group Leader/Student			
Univ. Roll No .and Phone Number			
Number of students in Team			
Course and Semester			
Branch			
Details of Event			
Name and address of host Institute of event			
Participation Category		AKTU <input type="checkbox"/>	IIT/NIT <input type="checkbox"/> OTHER INSTITUTIONS <input type="checkbox"/>
Date of Events			
Result	Participation <input type="checkbox"/>	Tick in Suitable Box	
	Winner <input type="checkbox"/>		
Report along with Photographs and Certificates submitted		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Details of Expenses:** .....

Particulars	Amount	No. of participants	Amount Claimed		Total Amount
			% as per KIET policy for reimbursement (100% or 50 % or Nil)	Amount	
Registration fees					
TA					
Accommodation					
Total					
<b>Total Claimed Amount in words:</b>					

**Student/Group Leader Signature:** ..... **Faculty/Club Coordinator:** .....

**Approved by DSW**

**Important:**

1. Attach Original Registration fee receipt and self-attested bills of TA and Accommodation.
2. Account details of the Student/Group leader and signed copy of No Objection Certificate from team members that they don't have any objection if claimed money is transferred to the Group Leaders Account.

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:

1. 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.
2. All medical documents must be submitted in original to either the HoD or the office of the Dean SW within 7 Days of rejoining the institute.



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, Four- wheeler 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 he is not allowed to stay in campus during the college hours. However, the car can be parked inside the parking id vehicle sticker pass is issued.
  - Student must have a valid driving license.
  - Student must get KIET parking pass sticker issued from the Manager-Administration Office post submission of the copies of valid DL and RC and paste it duly on your vehicle.
  - Student must get the authorization/ consent letter signed duly by the parents followed by respective mentors and Head of the Department.

### Points to Note:

1. 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.
2. All students are supposed to park their vehicles in the designated areas (for two-wheeler- Football Ground, for four- wheeler- Near CV Raman Hostel).
3. Speed of the vehicle (Two-Wheeler and Four Wheeler) inside the campus must be between 10-20 kmph.
4. The registered pass owner must not hand over her/ his vehicle to any friend/or any person in any case.
5. Random checking of the vehicle can be done at any point any time by the college authorities.
6. College will not be responsible for any loss/ damage to the vehicles.
7. Students should not create sound pollution by honking or any other means.
8. Vehicle should have a pollution clearance certificate by competent authority.
9. Any student is not permitted for two vehicles parking pass.
10. For Parents/any visitor a **gate pass will be issued at the main gate** of the campus.
11. **The pass will be renewed semester wise.**
12. Duplicate KIET entry pass will be issued on the payment ₹500 along with an application duly approved by Manager-Administration
13. Any violation of the said norms will lead to the cancellation of the entry pass and the concerned student will be debarred from bringing any vehicle in the future. Also, other suitable action will be taken against the concerned student.



## OFFICE OF THE DEAN STUDENT WELFARE

(Application for Vehicle Permit)

1	<b>Two Wheeler/ Four Wheeler</b>	
2	<b>Name of Student</b>	
3	<b>Course (Branch)</b>	
4	<b>Year Semester Section</b>	
5	<b>Address and Contact Number</b>	
6	<b>Parent's Name and Contact Number</b>	
7	<b>Vehicle Number</b>	
8	<b>RC Owner Name</b>	
9	<b>Relationship with RC Owner</b>	
10	<b>Signature of Parent</b>	
11	<b>Signature of Mentor</b>	
12	<b>Signature of Head of Department</b>	

Signature of Manager Administration

Recommended/ Not Recommended  
Dean SW

*Attach copies of*

- *RC*
- *Driving License*
- *Pollution Certificate*
- *Parents Consent letter*

**Note:** For rest of the form please visit DSW tab on [www.kiet.edu](http://www.kiet.edu).







Azadi Ka Amrit Mahotsav  
15th August, 2023



# GLIMPSE: KIET ACCOLADES & CELEBRATIONS



# ACADEMIC CALENDAR-ODD SEM. (2023-24)



## KIET GROUP OF INSTITUTIONS ACADEMIC CALENDAR - ODD SEMESTER (2023-24) B.Tech & B.Pharm III,V & VII semester, MBA, MCA III semester

<b>Academics</b> → 1.Registration, Orientation & Commencement of classes for IV year (B.Tech & B.Pharma) → 16th Aug 2023  <b>Holidays</b> → 1.First Saturday → 5th Aug 2023 2.Independence Day → 15th Aug 2023 3.Third Saturday → 19th Aug 2023 4. Rakshsha Bandhan → 31st Aug 2023								Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
								12 Days								
								Aug'2023								
										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				
								Academic Days								
								22 Days								
								Sep'2023								
									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		
								Academic Days								
								22 Days								
								Oct'2023								
									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	
								Academic Days								
								23 Days								
								Nov' 2023								
									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			
								Academic Days								
								23 Days								
								Dec' 2023								
									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	
								Academic Days								
								00 Days								
								Jan' 2024								
									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					

**Note:** Total Academic Days → 102 Days  
 \* The date may change on the visibility of the moon.

**Dean Academics****Director**

# ACTIVITY CALENDAR-ODD SEM. (2023-24)

## Office of the Dean Student Welfare

MONTH/WEEK	MON	TUE	WED	THU	FRI	SAT	SUN	
August, 2023	1	OUTDOOR SPORTS ACTIVITY	2	3	4	5	6	
	2	7	INDOOR SPORTS ACTIVITY	9	10	11	Mission Red (WORC); Health awareness camp (KDS)	13
	3	14	Content Writing competition (KFC); Independence Day Celebration (Uddeshhya)	16	17	18	Tree Plantation in Sainthali (UBA)	20
	4	21	Online fashion event (KFC)	Online fashion event (KFC)	24	25	DANCE MANIA-Solo (KDC); Food Drive (Impeccables)	Movie Show (KMS)
	5	28	NATIONAL SPORTS DAY	30	Spark Creations Founder's day (KFC)			
September, 2023	6				OUTDOOR SPORTS ACTIVITY	2	3	
	7	4	Online competition on Teacher's Day (Kavyanjali); KMC Core Committee Selections; Teacher's Day Celebration (Uddeshhya)	KMC Core Committee Selections	7	Group Fashion Shoot (KFC); INDOOR SPORTS ACTIVITY	Mission Blue (WORC); Senstization & Awareness program (Ek Prayaas)	Movie Show (KMS)
	8	11	12	Short Film Shoot (KMS); MEME Quiz (Quizzinga)	HINDI DIWAS EVENT ON 14TH (Kavyanjali); Short Film Shoot (KMS); SHORT VIDEO (KFC)	Y20 (KMUN); Short Film Shoot (KMS); SHORT VIDEO (KFC); Words-Da-Worth (Odyssey)	Tree plantation around pond; DANCE FUSION-DUO/TRIO (KDC); Short Film Shoot (KMS); Bollywood Day (KFC); Photography Event (Impeccables); Health Awareness camp in Hisali (UBA)	17
	9	18	19	20	21	PHOTOSHOOT (KFC)	Nukkad Performance (KDS)	24
	10	25	26	27	Monologue Shoot (KMS)	Monologue Shoot (KMS)	Monologue Shoot (KMS); Indian Classical Dance Performance (SPIC Macay)	
October, 2023	11						1	
	12	Workshops on Music, Instrumentation and Production (KMC); Movie Show (KMS); Gandhi Jayanti (Uddeshhya)	Workshops on Music, Instrumentation and Production (KMC)	Workshops on Music, Instrumentation and Production (KMC); General Quiz (Quizzinga)	RECRUITMENT (KFC)	RECRUITMENT (KFC)	Online Reverb Sessions (KMC); Online Competition on Know Tobacco (Ek Prayaas)	8
	13	9	10	International girl child day (Kavyanjali)	12	13	Mission Pink (WORC)	15
	14	16	17	18	Recruitment (KDS)	Recruitment (KDS); Reels Shoot (KMS); Writers Up! (Odyssey); INTER HOSTEL SPORTS TOURNAMENT	Recruitment (KDS); Online Reverb Sessions (KMC); Reels Shoot (KMS); Awareness about Vermi composting and waste management (UBA)	Movie Show (KMS)
	15	KMC Recruitments	KMC Recruitments	KMC Recruitments	26	27	Kisan sangosthi (KDS); Online Reverb Sessions (KMC); Gaming Event (Impeccables)	29
	16	30	Sports & Entertainment Quiz (Quizzinga)					
November, 2023	17		1	2	Diwali Shoot(KFC); Unity in Diversity (KFC)	Skit Performance (KDS); DIWALI SHOOT (KFC)	DIWALI CELEBRATION EVENT (Kavyanjali)	
	18	6	7	8	9	10	Mission Orange (WORC)	Diwali Art Spree (KFC); DEEPOTSAV (Uddeshhya)
	19	13	Children's Day Celebration (Uddeshhya)	15	Litfest '23 (Odyssey)	Litfest '23 (Odyssey)	Skit Performance (KDS); Litfest '23 (Odyssey); Kisan sangosthi in Kanauja (UBA); Visit to school for senstization Program (Ek Prayaas)	Litfest '23 (Odyssey)
	20	20	21	The World Cup Quiz (Quizzinga)	23	Musical Evening (KMC)	Musical Evening (KMC); ShowBizz'23 (KMS); Kashti 2.0 (Impeccables)	26
	21	27	28	29	30			
December, 2023	22				1	2	Movie Show (KMS)	
	23	4	5	6	7	8	Mission Green (WORC)	10
	24	11	12	13	14	15	Nari sashaktikaran Abhiyan (KDS)	17
	25	18	19	20	21	SPARDHA -23	Face Painting (Impeccables); World AID's day, awareness camp and sanitary napkin distribution (UBA)	24
	26	Christmas Celebration (Uddeshhya)	26	27	28	29	30	31

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](mailto: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](mailto: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://twitter.com/Kiet_edu/status/1290599361592860673?lang=ga)
-  [https://instagram.com/kiet\\_edu?utm\\_medium=copy\\_link](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>