List of committees

S.No.	Committee Name	Page No.
1	Academic Council	2
2	Research & Development Committee	3 - 50
3	IQAC	51 - 52
4	Value Education Cell	53 - 60
5	IT Cell	61 - 80
6	Industrial Research & Consultancy Development Centre (IRCDC)	81 - 127
7	Innovation & Entrepreneurship Council (IEC)	128 - 174
8	Internal Complaints Committee (ICC)	175 - 176
9	Skill Development & Finishing School	177 - 188
10	Unnat Bharat Abhiyaan (UBA) Cell	189 - 194
11	Computer Programming Proficiency (CPP) Cell	195 - 202
12	Environment & Energy Management (EEM) Cell	203 - 213
13	Proctorial Board	214 - 216
14	Career Guidance Centre for National & International Affairs	217 - 218
15	Anti-Ragging Committee	219 - 220
16	Examination Committee	221 - 226
17	Institute Hostel Management Committee (HMC)	227 - 232
18	Grievance Redressal Committee	233 - 234
19	Alumni Engagement Cell	235 - 239
20	Corporate Relations & Placement Centre	240 - 241
21	Institute’s Committee for National Institutional Ranking Framework	242 - 243
22	Institutional Fitness Committee	244 - 246
23	Library Advisory Committee	247 - 248

Ref/ Dir/13-A/2022 **21 July'22**

OFFICE ORDER: 13-A/2022
Re-Organization of Academic Council (AC)

Reference: Office Order 17/2016 dated 5 Jul'16

This is to notify that Institute's **Academic Council (AC)** has been *re-organized* as follows:

Academic Council:

Director	Chairman
Joint Director	Member
All Deans	Member
Controller of Examination	Member
Principal -KSOP	Member
All Heads of Academic Department (B.Tech/MBA/MCA)	Member
Dean Academics	Member Secretary

The above council will be responsible to the Director for their duties.

With this Office Order under reference stands dissolved.

Dr. (Col) A Garg
Director
21....Jul'22

Distribution:

- Joint Director, All Deans, Controller of Examination, Principal KSOP, All HoDs (Academic department)

Copy to:

- Functional Heads - For Information

Ref/Dir/03/2023

24th Mar'23

OFFICE ORDER: 03/2023

Re-Organization of Research & Development Committee

1. It is to notify that **Institute's Research and Development Committee** has been **re-organized** as follows:

Research & Development Committee

S.N	Appointment	Name	Dept.	Roles/ Responsibilities
1	**Dean** Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor & HoD	ECE	**(Annexure-A)**
2	**Associate Dean** Collaborative Research & Development	Dr. Vipin Kumar Professor	AS	
3	**Associate Dean** Intellectual Property Rights (IPR)	Dr. K. Nagarajan Professor & Principal	KSOP	
4	**Associate Dean** Research Planning, Implementation & Development	Dr. Ruchita Gautam Professor & Addl. HoD	ECE	
5	**Associate Dean** Research, Industrial & Sponsored Project Development	Dr. Sapna Juneja Professor	CS	
6	**Assistant Dean** Research Projects & Grants	Dr. Parvin Kumar Associate Prof.	ECE	
7	**Assistant Dean** Research Data Management	Dr. Abhishek Sharma Associate Prof.	ECE	
8	**Assistant Dean** Promotion & Implementation of Sustainable Development in Research	Dr. Minakshi Karwal Assistant Prof.	AS	
9	**Assistant Dean** Students' Research Promotion in KIET	Dr. Shubham Shukla Assistant Prof.	ECE	
10	**Assistant Dean** Research Quality Assurance	Dr. Himanshu Chaudhary Assistant Prof.	ECE	
11	**Assistant Dean** Industrial & Academia Research Collaboration & Promotion	Dr. Brijesh Singh Associate Prof.	EN	

(Director)

2. In addition, **Collaborative Research and Development Committee** has also been reorganized comprising of following members (even for the small projects), to augment a culture for collaborative research in the Institute and to ensure the compliance of Policy for Research Guidance/ Ph.D Guidance for Improving Research Culture:

Collaborative Research and Development Committee (CRDC)

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor &HoD	ECE	Committee - Functioning & Responsibilities **(Annexure-B)**
Associate Dean Collaborative Research & Development	Dr. Vipin Kumar Professor	AS	
Assistant Dean Industrial & Academia Research Collaboration & Promotion	Dr. Brijesh Singh Associate Professor	EN	
Members (Department Level)	Associate/Assistant Head (DRC)	All Departments	
Research Faculty (Departmental)	All Research Faculty (Only Associate Professors and Assistant Professors) will be de-facto members		
Ten Student Coordinators from each department to be nominated by HoDs.			

3. The structure of **Intellectual Property Rights (IPR) Committee** comprising of following members constituted at Institute level is as follows:

Intellectual Property Rights (IPR) Committee

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor &HoD	ECE	Committee - Functioning & Responsibilities **(Annexure-C)**
Associate Dean Intellectual Property Rights (IPR)	Dr. K. Nagarajan Professor & Principal	KSOP	
Member Secretary (Institute Level)	Dr. Richa Goel Assistant Professor	KSOP	

Director

24 MAR 23.

4. The structure of **Research Planning Implementation & Development Committee** comprising of the following members constituted at Institute level is as follows:

Research Planning Implementation & Development Committee

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor & HoD	ECE	Committee - Functioning & Responsibilities **(Annexure-D)**
Associate Dean Research Planning, Implementation & Development	Dr. Ruchita Gautam Professor & Addl. HoD	ECE	
Member Secretary (Institute Level)	Dr. Shivani Assistant Professor	ECE	

5. The **Proposal Shadowing Committee (PSC)** comprising of following members is constituted at Institute level to enhance the quality of research Grants at KIET and to create a vibrant atmosphere of research in campus amongst its faculty, students and staff:

Proposal Shadowing Committee (PSC)

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor & HoD	ECE	Committee - Functioning & Responsibilities **(Annexure-E)**
Associate Dean Research, Industrial & Sponsored Project Development	Dr. Sapna Juneja Professor	CS	
Assistant Dean Research Projects & Grants	Dr. Parvin Kumar Associate Prof.	ECE	
Member Secretary (Institute Level)	Dr. Shivani Assistant Professor	ECE	
Scientific Officer/ Shadowing Manager	*Appointment – In process		

24 MAR 23.

(Director)

6. The structure of **Research Data Management Committee** comprising of following members constituted at Institute level is as follows: -

Research Data Management Committee

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor &HoD	ECE	Committee - Functioning & Responsibilities **(Annexure-F)**
Assistant Dean Research Data Management	Dr. Abhishek Sharma Associate Prof.	ECE	
Assistant Dean Research Quality Assurance	Dr. Himanshu Chaudhary Assistant Prof.	ECE	
Member Secretary (Institute Level)	Dr. Richa Goel Assistant Professor	KSOP	

7. The structure of **Students' Research Promotion in KIET** and **Promotion & Implementation of Sustainable Development in Research Committee** comprising of following members constituted at Institute level is as follows: -

Students' Research Promotion in KIET and Promotion & Implementation of Sustainable Development in Research Committee

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor &HoD	ECE	Committee - Functioning & Responsibilities **(Annexure-G)**
Assistant Dean Research Data Management	Dr. Abhishek Sharma Associate Prof.	ECE	
Assistant Dean Promotion & Implementation of Sustainable Development in Research	Dr. Minakshi Karwal Assistant Prof.	AS	
Assistant Dean Students' Research Promotion in KIET	Dr. Shubham Shukla Assistant Prof.	ECE	
Assistant Dean Research Quality Assurance	Dr. Himanshu Chaudhary Assistant Prof.	ECE	

24 MAR 23.

(Director)

8. The structure of **Research Magazine Committee** comprising of following members constituted at Institute level is as follows: -

Research Magazine Committee (RMC)

Appointment	Name	Department	Remarks
Editor -in -Chief	Dr. Vibhav Kumar Sachan Dean (R&D)	ECE	Committee - Functioning & Responsibilities **(Annexure-H)**
Editor	Dr. Brijesh Singh Assistant Dean R&D	EN	
Associate Editor	Dr. Minakshi Karwal Assistant Dean R&D	AS	
Associate Editor	Dr. Himanshu Chaudhary Assistant Dean R&D	ECE	

9. The structure of **Departmental Research Committee (DRC)** comprising of following members constituted at department level is as follows: -

Departmental Research Committee (DRC)

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor &HoD	ECE	Committee - Functioning & Responsibilities **(Annexure-I)**
Chairman - Committee	Head of the Department	All departments	
Member- DRC	Associate/Assistant Head (DRC)	All departments	
Member - DRC	A person well versed with anti-plagiarism tools, nominated by the Head of department	All departments	

10. Dean - R&D will consult the Associate/Assistant Deans - R&D Committee and will convene minimum one meeting per month. However, Dean - R &D is at liberty to conduct as many meetings as deemed appropriate with members to further strengthen the research activities in KIET Group of Institutions. The minutes of these meetings shall be forwarded to the Office of Director for information.

24 MAR 23

Director

11. The Research and Development Committee including Collaborative Research and Development Committee (CRDC), Intellectual Property Rights (IPR) Committee, Research Planning Implementation & Development Committee, Proposal Shadowing Committee (PSC), Research Data Management Committee, Students' Research Promotion in KIET and Promotion & Implementation of Sustainable Development in Research Committee, Research Magazine Committee (RMC), Departmental Research Committee (DRC) will be **responsible to the Dean R&D** for their duties in designated roles and **Dean R&D will be responsible to Director** for his duties in designated capacity.

12. The above Order comes into force **with immediate effect**.

13. With this, Office Order 07/2022 dated 11th Apr'22, Office Order 08/2022 dated 6th May'22 and all previous Orders in this regard stands superseded.

Dr. (Col) A Garg
Director
24.... **March'23**

Distribution:

- Joint Director/Deans/Principal-KSOP/HoDs (CSE/IT/CS/CSIT/CSE(AI),(AI&ML)/EC/EN/CE/ME/AS/MCA/MBA/HS), COE, Dy. GM-TBI, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Head-EC/IC/Sales (IEC), Addl. Head-IIPC, Associate Dean & Head IT Operations, Head PR&IR, Head HR, Registrar, Manager Administration, Head F&A, Librarian, Head Purchase & Stores, KIETians

Copy to:

- Dean- Research & Development
- All concerned Members - Research & Development Committee/Collaborative Research and Development Committee/ Intellectual Property Rights (IPR) Committee/ Research Planning Implementation & Development Committee/ Proposal Shadowing Committee (PSC)/ Research Data Management Committee/ Students' Research Promotion in KIET and Promotion & Implementation of Sustainable Development in Research Committee/ Research Magazine Committee (RMC)/ Departmental Research Committee (DRC)

Annexure - A

Roles / Responsibilities

Research & Development Committee

Dean (Research & Development)

- Coordinate overall Research & Development (R&D) activities in the Institute.
- Initiation of R&D projects & monitoring them.
- Guiding faculty for research projects & students for projects.
- Ensuring motivation for faculty for research publication, articles, book writing & higher studies and suggesting measures & encourage.
- Bring in live projects from industry for resource generation.
- Develop consultancy concept.
- Compilation of all research related articles published in National and International journals by the faculty members.
- Monitoring of responsibilities of Associate/ Assistant Deans and functioning of CRDC.
- Ensuring standardized conduction of Conferences in KIET.

Associate Dean (Collaborative Research & Development)

- To promote and facilitate collaborative and Interdisciplinary research in different areas.
- Developing networks between the KIET Research Centre and eminent Researchers in respective fields in public and private sectors, locally, nationally and internationally.
- To develop mutually beneficial linkages with organizations/ Industries for partnerships and collaborative research.
- Evaluation of Progress reports of Research faculty on monthly basis.
- Execution of Ph.D program in KIET under Homi Bhabha Scheme in association with AKTU, Lucknow.
- Time to time dissemination of information about Ph.D. entrance examination of various reputed Universities of NCR region, so that all the Ph.D. aspirants may be motivated and can register themselves. It may create more awareness among them.

Associate Dean (Intellectual Property Rights)

- To promote Patent filing.
- To protect intellectual property (IP) rights generated by faculty/ personnel, students, and staff of the academic institution, by translating their creative and innovative work into IP rights.
- Development and Execution of Research Training Programs within the Institute.
- To create a mechanism for knowledge generation and its commercial exploitation.

Associate Dean (Research Planning, Implementation & Development)

- To promote quality research publications in SCI/SCOPUS and IEEE conferences etc.
- Representation and Promotion of ongoing significant Research/ Research related initiatives internally and externally.
- Monthly dissemination of list of Journals/Conferences where all departmental faculty & students can go for publishing.

- Research and Development Evaluation and Research Incentives.
- Building and providing sufficient support to enhance research facility for faculty support for applications submitted for post Ph.D. Incentives.
- Building and providing sufficient support for Research incentives to enhance research facility for faculty and students across the Institute for Research Papers submitted for Conferences/ Publications in Journals.
- Processing/forwarding of applications for Ph.D. Incentives, Research Incentives etc. after due examination / recommendation by Research & Development Committee wherein HR will act as facilitator.

Associate Dean (Research, Industrial & Sponsored Project Development)

- Promote Research & Development (R&D) activities in the Circuit Branches.
- Coordinate overall Research & Development (R&D) activities in the Circuit Branches.
- Promote and support a culture of innovative Industrial and sponsored project development in Institute.
- Provide direction, resources and oversight in the preparation of scientific proposals in accordance with Government Funding Agencies like DRDO, ICMR, DST, AICTE, ISRO, MEITY etc.
- Provide direction, resources and oversight in industrial and sponsored project/product development in accordance with KIET Ethics Policy and sponsoring agency policies and procedures.
- Work and facilitate with Latest Innovative Ideas/Schemes to create awareness among faculty and students towards product development.
- Assist graduate and post graduate student funding, in particular with respect to fellowships on research and training grants.
- Foster and facilitate proposal development and promote interaction for large multi-disciplinary faculty and student research opportunities.
- Assist the progress of faculty members and students involved in various departmental research groups based on Centres of Excellence on a regular basis.

Assistant Dean (Research Projects and Grants)

- To explore and apply to get funded Research projects as per the expertise available in the Institute.
- To promote research grants through funding agencies.
- Updating on KIET website regarding research data.
- Execution of KIET Ethics Policy for students and faculty members.
- To increase the research citations in SCI/SCOPUS Database for the improvement of NIRF Ranking.

Assistant Dean (Research Data Management)

- Promotes ethical conduct in all aspects of the research process including but not limited to the data acquisition, management, sharing and ownership, publication practices, responsible authorship, and collaborative research and reporting.
- Mentoring faculty (especially junior faculty) on research career issues.
- Coordinating the Research Budget and Research Experts Talks.

Assistant Dean (Promotion & Implementation of Sustainable Development in Research)

- To monitor and map Sustainable Development Goals for the growth of research in KIET.
- To monitor the execution of Research Policy to ensure research culture in the academics.
- To manage the record of research activity (Invited Talks, Guest lectures etc.)
- Social Media Cell Coordinator for research and to foster the necessary infrastructure for further research projects.
- To maintain the record of weekly R&D meetings with MOM.

Assistant Dean (Students' Research Promotion in KIET)

- To manage research activity among students of the institution.
- To maintain the outcome of the final year research Project and to monitor the compliance report.
- To promote Research in the Centers of Excellence, involving students, of various departments.
- To coordinate with the Assistant Dean R&D Project and funding of grants for student related activities.

Assistant Dean (Research Quality Assurance)

- College level NAAC, NIRF, and NBA accreditation R&D data management
- To coordinate with various departmental DRC committees.
- Journal/ Conference/Book/ Grants/ Invited Lectures/ Product developed data management.
- To monitor the citation improvement.
- To monitor the growth of Ph.D. graduation in various departments.
- To coordinate with Assistant Dean Research Data Management.
- To maintain record of CV Raman Award.

Assistant Dean (Industrial & Academia Research Collaboration & Promotion)

- To coordinate with various department for the promotion of Research.
- To promote and facilitate collaborative and Interdisciplinary research in different areas.
- To coordinate CRD meetings on working Saturdays.
- To submit the consolidated progress report of CRD meetings to Dean R&D once in a month.
- To collect the monthly data for KIET Research Magazine- Anusandhan.

Annexure-B

Functioning and Responsibilities

Collaborative Research and Development Committee (CRDC)

- On working Saturdays, two sessions of 2 hours for Collaborative Research and Development shall be organized. Presentations shall be carried out at respective departments by the member of respective research groups (Faculty and Students) under the supervision of Professor Research.
- During each session two- three journal articles shall be presented. After a 10-15 minutes presentation of each article, a 10-minute discussion period shall be ensured.
- Research work discussion to be documented and approval by the core committee of collaborative Research and Development for further implementation of proposed Research work.
- Thus, above concrete findings in research to be used further to write research papers and grants project proposals. Finally filling of patent and product development shall be ensured.

Responsibility (HoDs/Members: Department Level)

- HoDs need to facilitate and ensure all the above-mentioned points in their respective departments.
- HoDsneed to submit the progress report to Dr. Brijesh Singh (Member Secretary: Institute Level) in consultation with Member Secretary-Department Level once in a month.

Annexure-C

Functioning and Responsibilities

Intellectual Property Rights (IPR) Committee

- Data management of the National and International Intellectual Property Rights (patents/designs/copyrights) with KIET as applicant, as well as for patents of KIET faculty members of all disciplines for the purpose of NIRF, NBA, NAAC and ARIIA rankings.
- Facilitating the information of IPR filing through a new module in KIET ERP portal.
- Getting approval from higher authorities regarding conducting prior art search, filing of patent, early publication, request for examination, conduction of IPR Awareness sessions.
- SPOC for coordinating with patent agencies Verispire Pvt. Ltd. & sr4ipr Partners and faculty inventors for initial prior art search, rectification of patent draft after taking technical inputs from prior art search, queries regarding drafting of patent, filing of patent, preparation of POA, applying early publication, applying request for examination, sending first examination report, filing of response against first examination report etc.
- Preparation of files for getting approval of payment for the same and tallying the accounts as per approved budget for payment.

- Liaisoning with accounts department for processing of payment and record keeping.
- Organizing various IPR Awareness sessions in the Institute.
- Conducting meetings quarterly in a year for KAPILA portal, SPOC for KAPILA.
- Data feeding of patents of KIET on KAPILA portal.

Annexure-D

Functioning and Responsibilities

Research Planning Implementation & Development Committee

- To motivate the faculty of the Institute in achieving the objectives of R&D.
- To draft policies related to Research and Development.
- Maintain excellence and encourage multidisciplinary research amongst faculty, students.
- Promote, by maintaining highest standards of academic integrity, interdisciplinary research, and formulate related policies.
- Create awareness and promote faculty for publication, research contribution and patents.
- Execution of research initiatives planned by Dean R &D.
- To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposia, and faculty development programs.
- To motivate students for presenting papers in National and International conferences and projects in competitions Interdepartmental / collaborative work to be encouraged.
- To motivate students for presenting papers in National and International conferences and projects in competitions Interdepartmental / collaborative work to be encouraged.

Annexure-E

Functioning and Responsibilities

Proposal Shadowing Cell (PSC)

- Able to apply expert scientific knowledge and expertise in support of research independently, as a service for several people, or within a specific research group.
- Collect and analyze research data as a support to Research faculties.
- Assist with the preparation of funding applications.
- Undertake supervision of students' technical work.
- Ensure that the research proposals are drafted in line with Standard Operating Procedures of various funding agencies and institution policies.
- Carry out administrative and/or compliance work for the office of Dean R& D.
- Periodic orientation of new researchers, students, and other users for different centre of excellence in the institute.
- Assist the faculties on all aspects of the appropriate proposal process (text, quote, budget) (i.e., collating data, following up with multiple departments, meeting minutes, etc.)

- Proficient in MS excel and word.
- Able to keep track of the call of the proposals by various funding institutes such as SERB, DRDO, DST and many more.
- Review the organization's proposal guidelines.

Responsibility (Member Secretary: Institute Level)

- Member Secretary: Institute Level need to facilitate and ensure all the above-mentioned points in Institute Level.
- Member Secretary: Institute Level need to submit the consolidated progress report to Dean R&D once in a month.

Annexure-F

Functioning and Responsibilities

Research Data Management Committee

- Promotes ethical conduct in all aspects of the research process including but not limited to the data acquisition, management, sharing and ownership, publication practices, responsible authorship, and collaborative research and reporting.
- Mentoring faculty (especially junior faculty) on research career issues.
- Coordinating the Research Budget and Research Experts Talks.
- College level NAAC, NIRF, and NBA accreditation R&D data management
- To coordinate with various departmental DRC committees.
- Journal/ Conference/Book/ Grants/ Invited Lectures/ Product developed data management.
- To monitor the citation improvement.
- To monitor the growth of Ph.D. graduation in various departments.
- To coordinate with Assistant Dean Research Data Management.
- To maintain record of CV Raman Award.
- Data management of the National and International Intellectual Property Rights (patents/designs/copyrights) with KIET as applicant, as well as for patents of KIET faculty members of all disciplines for the purpose of NIRF, NBA, NAAC and ARIIA rankings.
- Coordinate with the Assistant Dean (Research Projects and Grants) for the research data updation on KIET website.
- Research data management committee will be responsible to verify the provided research data credentials by various DRCs and submit for kind approval to the Dean of R&D.

Annexure-G

Functioning and Responsibilities

Students' Research Promotion in KIET and Promotion & Implementation of Sustainable Development in Research Committee

- To acquaint the students about the booming technological innovations and the prospects of their survival in the industry.
- Conducting the events categorized into workshops, seminars, training, certification course work.
- Unfolding and paving way to the talents hidden among the students.
- Promote and motivate students to organize and attend conference/workshops/ Seminars/Training
- Helping faculty research committee in execution of research initiatives planned by Dean R&D
- To arrange brainstorming sessions through talks by eminent personalities from industry, R&D organizations, and institutions of repute for the better understanding of research methodology and practices currently followed.
- To organize sessions on Sustainable Development Goals (SDGs) for creating an awareness among faculty and students.
- To monitor and map Sustainable Development Goals for the growth of research in KIET.
- To monitor the execution of Research Policy to ensure research culture in the academics.
- To manage the record of research activity (Invited Talks, Guest lectures etc.)

Annexure-H

Functioning and Responsibilities

Research Magazine Committee (RMC)

- The committee will be responsible for monthly publication of KIET Research Magazine 'Anusandhan'.
- To ensure the content of research magazine that includes featured research articles on variety of topics, including engineering, technology, and innovation.
- To maintain a healthy Research & Development culture in KIET Institute.
- To provide monthly statistics of KIET Research and Development Activity.
- To showcase the student's role in different project activities using KIET Research Magazine.
- RMC will be responsible to foster the environment of collaboration and open communication between academia and industry.
- RMC will be responsible for showcasing of Research & Development in KIET to outside the world.

Annexure-I

Functioning and Responsibilities

Departmental Research Committee (DRC)

- The DRC shall have the power to recommendations including penalties with due justification for Bachelor's/Master's project reports/thesis/dissertations submitted by a student as well as research papers of students submitted for academic credits.

- The DRC shall send the report after investigation and the recommendation on penalties to be imposed, to the Research and Development Committee within a period of 30 days from the date of receipt complaint /initiation of the proceedings.

- Final course of action should be decided by the Head of the Institution.

- Faculty shall submit the reprint of the paper published in Journal/ Conference along with the Plagiarism report to DRC. Respective HoD shall submit the recommendation to the office of Dean R&D and Associate Dean-Research Planning, Implementation & Development shall verify the credentials submitted by the respective HoD and shall put up the recommendation to Dean R&D. Faculty member shall upload the published paper in the achievement section of KIET ERP only after getting the approval from Dean R&D.

Office of the Research Council

KIET Research Policy - 2018
(1st October 2018- 30th September 2023)

Drafted and Prepared By

Dr. Sanjay Sharma
Dr. Vipin Kumar
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Dr. Rupesh Chalisgaonkar
Mr. Sanjeev K. Yadav

Issued By

Dr. Sanjay Sharma
Chairman, Research Council

History of KIET Group of Institutions

KIET was established in 1998 by Krishna Charitable Society at Ghaziabad, U.P. It is located on the Ghaziabad – Meerut Road. Presently, KIET Group of Institutions has more than 5600 students on its roll, a substantial growth in 20 years, to meet the need of quality technical education in U.P. The institute has gained a distinct image as an outstanding educational colossal among 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 success of its belief is clearly brought out in the plethora of Education Excellence Awards bagged by the institute. KIET has been adjudged No.1 in the **'Result Analysis 2016-17'**, published by Dr APJ Abdul Kalam Technical University (formerly UPTU), for the students of B.Tech (I Year), MBA as well as B.Pharma. The institute has been accredited by **NAAC with Grade 'A'** and its programmes (CSE, ECE, EEE, IT and ME) are **NBA accredited.**
KIET has earned a vital position in the Overall Rank Band of 151-200 for Engineering discipline amongst 1007 Engineering Institutions and in the Rank band of 51-75 for Management discipline among 542 Management Institutions in **National Institutional Ranking Framework (NIRF)** - India Ranking 2017 by MHRD, Govt. of India on the basis of excellence in teaching, learning, research and innovation. KIET is the **only private institute** in the state of Uttar Pradesh, to have been included in the Overall Rank Band of NIRF-India Ranking 2017. KIET has pioneered technical, pharmaceutical &

management courses. It is an **approved Research Centre** of Dr APJ Abdul Kalam Technical University, Lucknow and offers PhD programmes in selected streams. The industry-academia connect enriches the hands-on experience of the students while studying. The unique attribute of

KIET is that it instills in its students an 'attitude to excel' in whatever they do and that stimulates it to take steps of eminence and go beyond the curriculum to develop the overall skills of its students. It organizes a number of inter and intra-institute fests and runs value-based courses. It's been the Centre of Excellence in various aspects due to its contemporary high tech labs and development of effectively operating hobby clubs in various departments. The focus of the institute is to get evolved as an innovative and exclusive Autonomous University with unique global standards of teaching-learning experience, R&D, quality placements and entrepreneurship.

Krishna Charitable Society

All progressive organizations are the outcome of dreams, creative ideas and leadership of certain dedicated people. A few years ago, a group of illustrious edupreneurs from Ghaziabad got together and began the most ambitious programme of philanthropy. They established Krishna Charitable Society, a non-profit making organization, and undertook the bold venture of performing service to society through a non-governmental education system. Under the aegis of this society was born, Krishna Institute of Engineering and Technology. KIET is a self-financed institute engaged in imparting technical and management education. It is approved by AICTE and affiliated to Dr A.P.J. Abdul Kalam Technical University, Lucknow, Uttar Pradesh. It is committed to generating, disseminating and preserving knowledge for the development of the society.

KIET is a private engineering college imparting engineering and technical education. It is committed by being in-tune with the changing needs of the industry and is working hand in hand with others in order to overcome the latest challenges of the world.

CONTENTS

S. No.	Particulars	Page No.
1	**The Vision of the Institute for Research**	**1**
2	**The Mission of the Institute for Research**	**1**
3	**Research Challenges in KIET**	**2**
4	**A Multidimensional framework for achieving Excellence**	**2**
4.1	Incorporating Research into Classroom-Based Teaching	2
4.2	Collaboration with Foreign Universities / International Collaboration	3
4.3	Consultancy and Extension Activities	3
4.4	Increase the Volume and Impact of Research Across Every Discipline	4
4.5	Improve Faculty Research Development Support (Across All Disciplines)	4
4.6	Improve use and support of core research facilities	4
4.7	Enable and support student research	4
5	**Developing and Executing a Robust Research Plan / Objectives**	**5**
5.1	SWOT Analysis	6
5.2	Current Research Focus	7
5.3	Consulting Thought Leaders to Confirm Research Focus	8
5.4	Developing talent recruitment, retention and recognition plan.	8
6	**Continuous Improvement and Sustainability**	**9**
7	**Policy Of Research Incentives Scheme**	**10**
7.1	Scope Of the Scheme	10
7.2	Research Publications (Journals)	10
7.3	Presentation of Research Papers in Conferences in India	11
7.4	Presentation of Research Papers in Conferences in Abroad	12
7.5	For Attending Workshops/ Seminar/ FDPs	12
7.6	Publications of Books	12
7.7	Generation of Research Grants or Grants for Up gradation of Research Infrastructure	13
7.8	Undertaking Consultancy Projects	14
7.9	Membership of Professional Societies	14
7.10	PhD- Fee Reimbursement, OD & Incentives	15
7.11	Intellectual Property Rights	16
8	**Ethics In Research**	**16**
8.1	Custodian of Policy	16

8.2	Period of Reckoning	17
8.3	Payment of Incentive	17
9	**Concluding Remarks**	**17**
	Annexure I (a)	18
	Annexure I (b)	19
	Annexure II	20
	Annexure III	22
	Annexure IV	23
	Annexure V	24
	Annexure VI	25
	Annexure VII	26
	Annexure VIII	27
	Annexure IX	28
	Annexure X	29

RESEARCH POLICY OF KIET GROUP OF INSTITUTIONS

Rapid growth in scientific knowledge is an indication of quest for discovery and has an impact on economic and societal development. Science, technology and innovation are often initiated in an Institute's research environment. Research and developmental activities create and disseminate new knowledge in a range of fields, promotes innovation and these will motivate 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 the mission objectives. Moreover, there is good evidence that research supports and improves teaching, helping to build excellence in this dimension as well. Research can have salutary effects on faculty members, on the nature of their teaching, and on their students, undergraduate and postgraduate.

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.' In this approach, the experience of the researcher is integrated into teaching.

1. The Vision of the Institute for Research

To achieve excellence in research and create an outstanding climate of support for researchers, broadly enabling research advances to meet National and International needs.

2. The Mission of the Institute for Research

- To motivate faculty members to concentrate on research related activities, in addition to the teaching, so as to publish research articles in reputed journals.
- To pursue efforts to write books and monographs for publication by – International and National publishers of repute.
- To evince interest among the faculty members so that they take efforts to establish collaborative research projects with their counterparts in reputed National and International Universities.
- To encourage faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- To undertake consultancy projects sponsored by the Government as well as the Private, Industrial and other organizations.
- To encourage creativity in the minds of the faculty members, so that they make original contributions by way of products, concepts, etc., and obtain patents.

- To reach out to National and International professional societies.

3. Research Challenges in KIET

- Collaboration with Foreign Universities /International Collaboration.
- Consultancy and Extension Activities
- Increase the Volume and Impact of Research Across Every Discipline
- Improve Faculty Research Development Support (Across All Disciplines)
- Improve Use and Support of Core Research Facilities
- Enable and Support Student Research

4. A Multidimensional Framework for achieving excellence

This document focuses on how research activities can contribute to the overall quality of KIET Group of Institutions and enhance its stature. It describes how to fashion, support, and sustain a culture of research, even if such a culture has not existed or has not been emphasized previously. Moreover, there is good evidence that research supports and improves teaching, helping to build excellence in this dimension as well. Therefore, perceiving that an institution is teaching-only or vocationally oriented and not in need of a research component is incorrect. A research program can have salutary effects on faculty, on the nature of their teaching, and on their students, undergraduate and postgraduate.

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and researchers in the KIET Group of Institutions. The policy shall serve as an overall framework according to which research activities may be carried out.

4.1 Incorporating Research into Classroom-Based Teaching

- Every faculty member should think that teaching in the classroom is not sufficient by using text books/class notes/ppt etc.
- Creating exercises that help students to develop research skills (i.e., literature reviews, critically reading articles, publishing to a publicly accessible site).
- Encouraging students to use research tools such as software, research equipment etc.
- Every faculty member should consult one research paper unit wise and also explain it to the students. This will develop the understanding of importance of research among the undergraduate students.
- Every faculty member should share and show his own research done (M.Tech /Ph.D.) to the students in classroom.
- A research seminar/presentation should be delivered by individual students in which he consults at least 10 technical/research papers related to the topic.

- After giving the presentation a summary of the literature review should be submitted by the student to the concerned faculty.
- Eminent researchers should be invited in the campus to deliver talks.
- Every unit of subject taught by faculty should contain current research topics.
- Students could be suggested to perform experiments by consulting research paper of any interesting topic on the equipments available in the laboratory.
- Encouraging students to work in groups to address novel scientific questions aimed at generating and testing new hypotheses. This will foster a spirit of collaboration and team work.
- Teaching students to develop an experimental plan and implement the same in a laboratory setting.

The above approaches will lead to an increase in critical thinking ability, experimental design ability, and self-rated abilities such as navigating the literature, thinking like a scientist, and understanding research in context. Thus, incorporating research into classroom-based teaching ultimately leads to a) stimulation of student interest, b) creating a classroom environment of lifelong learning for both student and teacher, and, finally, c) striving to achieve optimum outcomes for the society.

4.2 Collaboration with Foreign Universities / International Collaboration

- Encourages innovations and knowledge creation
- Collaboration with world-class education institutions can raise the standards of our Institute through exposure to teaching and research activities
- Wider array of techniques to work upon
- Deeper research
- Increased number of publications
- Patents will also increase
- Impressing and Inviting investors and funding agencies.

4.3 Consultancy and Extension Activities

- The process of promoting a culture for Consultancy and Extension Activities among faculty and students to be ensured by facilitating participation in research and related activities
- Consultancy and Extension Activities to be actively organized or managed by the Faculty of various Disciplines for an external agency for which the expertise and the specific knowledge base of the faculty is the major input.
- Departments to establish active collaborations with leading Scientists/ Experts to enhance the research potential of our institute
- Interdisciplinary Consultancy and Extension Activities may also be promoted by Various Departments

4.4 Increase the Volume and Impact of Research Across Every Discipline

- Talks by eminent scientists and scholars to be arranged by various Departments
- Visit to major research labs in NCR by the Faculty of Various Departments
- By making our research visible and accessible to the outside world, we increase the chances of our research being noticed, used and having impact, thus increasing our own reputation and so that KIET can serve as a major resource for the nearby Industries' innovation strategies.

4.5 Improve Faculty Research Development Support (Across All Disciplines)

- Motivate faculty members towards fundable research endeavors by bringing awareness of sponsored research opportunities
- Increase number of sponsored research projects
- Identify and eliminate challenges associated with the faculty applying for sponsored research opportunities
- Significantly increase the number of collaborative research efforts
- Increase campus awareness, conversation and culture around sponsored research
- Educate faculty on transitioning research results to intellectual property

4.6 Improve use and support of core research facilities

- Improve core facilities infrastructure.
- Consolidation of Research facilities, less duplication of resources.
- Increase in research skills from training opportunities.
- Increase in research productivity.
- Easy access to resources and services.

4.7 Enable and support student research

- Create a research-friendly culture by facilitating the students research experience
- All students must be motivated towards the value of incorporating research in education
- Provide more opportunities to students to do mentored research
- Increased number of students doing research

- Improved students educational experience, via an enhanced research culture
- Identify existing research programs for students
- Improved awareness of existing opportunities

Following the above activities KIET can achieve -

- World-Class Research with Excellence in Teaching
- Selected Focus Areas for Research in All Disciplines
- Address Real-World Problems - Local, National, Global
- Strong National and Global Partnerships
- Foster Local & National Entrepreneurship
- Nurture Local Technical Institutions

5 Developing and Executing a Robust Research Plan

An institution seeking to grow its research activities should proceed step by step. Good intentions and an ambition to succeed are not enough. Success requires planning. KIET Group of Institutions will need to develop a Long-term research plan with Short-term and Medium-term objectives. The major objectives of the Research Plan along with Short Term, Medium Term and Long Term targets include:

- To create an enabling environment within KIET in order to foster a research culture as well as provide the required support through a research framework and guidelines.
- To ensure a high level of an efficient and effective support system to facilitate the faculty and researchers in their research activities.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- Forge interdisciplinary collaborations and partnerships nationally and globally.
- Identification of private support for funding of research in the KIET Group of Institution.
- Identification of more thrust research areas department wise.
- Employing the efforts and resources effectively in these identified areas.
- Each Faculty in KIET must register themselves in Ph.D as early as possible.
- Also if a faculty gets himself / herself registered in Ph.D at AKTU, the Main supervisor shall be from KIET, however, if faculty prefers to get registered in other reputed Institutes/ Universities, the co-supervisor shall be from KIET.
- Faculty with Ph.D are required to get Ph.D students /Ph.D scholars enrolled in Ph.D program under them i.e. each Ph.D faculty in KIET must be supervising some Ph.D students.
- It is mandatory for all faculties, receiving / received Research paper Incentives based upon impact factor, to Establish/ Contribute Centre of Excellence, Research Lab, Student Research

Facility, Sponsored Projects in their respective departments based upon the research carried out in their paper.

- It is mandatory for each and every faculty (Assistant Professors, Associate Professors and Professors) to publish one Research paper in Science Citation Index (SCI) Journals in one academic year.
- It is mandatory for each and every faculty (Assistant Professors, Associate Professors and Professors) having teaching experience of 8 years or more to file 01 patents in each academic year.
- It is mandatory for each and every faculty (Assistant Professors, Associate Professors and Professors) to qualify any one MOOC in one academic year.
- All the departments should formulate Research Group depending upon the available resources within the department or interdepartmental with one senior faculty heading group of five members.
- Each faculty must have Google Scholar account showing all your publications to establish Citations, h-Index and i10-index.

Research Council will issue Targets periodically for each department.

5.1 SWOT Analysis

One technique for assessing KIET Group of Institutions current research position is a SWOT analysis. The acronym stands for Strength, Weakness, Opportunity, and Threat.

Strength (Intellectuals)

- Departments in KIET = 12
- Total no. of Faculty Members: 311
- Faculty Members with Ph D: 94
- Faculty Members with Ph.D. (Pursuing or Submitted) : 91
- Non-Ph.D. Faculty Members : 126

Weakness

- Lack of support for international collaboration.
- Inadequate industry institute interaction
- Lack of patents
- Consultancy work to be improved.
- Shortage of space for expansion of facilities.

Opportunity

- Student's projects internship is encouraged in industries and National laboratories.
- The interdisciplinary research in niche areas is the need of the day, which gives opportunity in all areas.
- Student's participation in Research publications and Projects
- Faculty participation in Research publications and Projects

Challenges

- Consultancy and extension activities need improvement
- Collaboration with Foreign Universities /International Collaboration.
- Increase the Volume and Impact of Research Across Every Discipline
- Improve Faculty Research Development Support (Across All Disciplines)
- Improve Use and Support of Core Research Facilities
- Enable and Support Student Research
- Understand – and Communicate – The Impact of Research

This analysis will help us to focus on the overall image of research status of the KIET Group of Institutions.

5.2 Current Research Focus

The current research focus of KIET includes-

- A reward for students if they have contributed in a research paper. However this could be applied for the starting phase to enhance the publications.
- To focus on admission in PG courses as well as doctoral program because research needs the involvement of students from PG and doctoral programs.
- There should be some relaxation to attend the conferences and FDP during teaching days subjected to academic target. At present most faculty members attend FDPs only in lean period. Faculty could attend some quality FDPs during teaching days also for knowledge enhancement. A limited number of faculty member should be permitted to attend.
- The emphasis should be given to attend conference abroad subjected to screening. Faculty members should be motivated and sponsored up to 20% of open access fee to publish their papers in international open access journals to increase the citations of the published papers.
- Each department should proceed and try to publish its journal.
- It could be planned to reduce teaching load by three hour per week of faculty members who are actively involved in research as reflected by the research papers published / patents taken or applied in last five years. This time relaxation should involve free hours from administrative duties also.

5.3 Consulting Thought Leaders to Confirm Research Focus

A systematic analysis of the data to understand the research area, a SWOT analysis, and detection of emerging research will bring out several evidence-based insights in defining and refining KIET Group of Institutions research focus. However, inputs from thought leaders will be instrumental in bringing in practical aspects arising from experience and expertise.

Thought leaders are typically an excellent consulting source for shaping the chosen research focus areas as well as overall research program planning, given their hands-on experience. Some of the approaches and steps that institutions can leverage to identify, profile, and partner with the thought leaders for consulting are as follows.

- Identify top researchers and thought leaders in a given area based on publishing, patenting, and clinical trials information.
- Further profile the identified individuals by analyzing related activity on professional and technical social media platforms
- Some expert talk should be arranged department wise to share the knowledge about how to write and submit the project proposal to funding agency.

5.4 Developing talent recruitment, retention and recognition plan

- Undertaking Research: Faculty members of KIET Group of Institutions are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.
- Obligations of faculty and researchers (including post graduate researchers): Research output will be considered one of the criteria for faculty recruitment and promotion along with other academic responsibilities.
- Recruitment and Promotion: KIET shall recruit such faculty members and researchers who have demonstrable/demonstrated capability in research. Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Impact Factor (IF) and which will be revised from time-to-time as appropriate. Overall research activities may be coordinated by Research council under direct supervision of Chairman. Research Council shall be responsible for overall functioning of research activities within the Institute. Each Departmental research activities will be coordinated by Research council member nominated from the Department.
- Chairman of Research Council shall be one of the member of selection committee in all the departments.

- Credentials of the candidate like publications in indexed journals (For Technology, Science, Management and Social Sciences-SCI / SCI-E / SSCI and for Pharmacy -Pubmed / SCOPUS / Index Medicus) must be verified before interview.
- Also the candidates are required to submit the future research Plan for next five years.

6. Continuous Improvement and Sustainability

An emphasis on human development is another essential. In the 21st century people – researchers and research support staff – require constant continuing education. This can be facilitated by the institution through hosting workshops and seminars designed to promote best practices in research, publication, managing workflow, finding funding, human and resource management, as well as in teaching.

All the departments (CSE, CS, CS & IT, ECE, EN, EI, IT, CE, ME, AS, HS, MBA, MCA & B.Pharma) are required to submit the progress of Research Council road map filled by the faculty members of respective department at the starting of every academic session in the prescribed format (**Annexure I**).

A well-structured training program is critical to ensuring continuous improvement in the institution

- Conducting effective research to power discovery
- Authoring influential publications
- Avoiding and discouraging plagiarism
- Writing effective funding applications
- Using technology to monitor research

Lastly, but, importantly, the leadership of an institution should communicate, continuously and very clearly, its purpose and priorities so that faculty and staff know and collectively work toward the institution's stated mission for research. If research is a priority then the administration should provide participatory leadership to match the way that researchers themselves function. Researchers typically do not take kindly to orders but are open and responsive to collaboration on projects of common interest, such as the quality and advancement of research activities within the institution.

By following proper research planning KIET Group of Institutions can:

- Facilitate the integration of new technology into the college
- Support for company strategy and planning processes
- Identify new business opportunities for exploiting technology
- Provide top level information on the technological direction of the Institute
- Support communication and co-operation within the Institute
- Identify gaps in market and technical knowledge

- Support sourcing decisions, resource allocation, risk management and exploitation decisions
- High-level integrated planning and control - a common reference / framework.

7. Policy of Research Incentives Scheme

7.1 Scope of the Scheme

- The undergraduate and postgraduate students who are on rolls with KIET Group of Institutions can publish their original research work.
- Fulltime Employees of KIET Group of Institutions who are on probation/permanent payrolls and faculty who are appointed on contract basis in any of the constituent Department of the Institute.

7.2 Research Publications (Journals)

- Publications in indexed journals (For Technology, Science, Management and Social Sciences-SCI / SCI-E / SSCI and for Pharmacy -Pubmed / SCOPUS / Index Medicus) will only be considered for incentive.
- The faculty will be paid following incentives based upon the impact factor of the Journals in which the research paper has been published.

S.No.	Impact Factor /CiteScore™	Incentive (In Rs.)
1.	0.750 & above	11,000/-
2.	0.500 to 0.749	8,000/-
3.	0.250 to 0.499	5,000/-

- Maximum of two research papers in an academic year shall be considered.

Faculty

- The faculty asking for incentive must be first author in the research paper. The amount shall be equally divided among authors for multi authored publication.
- It is mandatory for all faculties, receiving/received Research papers Incentives based upon impact factor, to Establish / Contribute Centre of Excellence, Research Lab, Student

Research Facility, Sponsored Projects in their respective departments based upon the research carried out in the paper.

- In case of multi authored publication, incentive will be equally shared by authors.
- Published paper must have **'KIET Group of Institutions'** as the affiliation.
- On-line date is to be considered as the date of publication.
- Authors outside the KIET fraternity are not entitled for this scheme.
- Authors must also be aware of Institute policy on academic dishonesty and plagiarism (**Annexure II**).
- The corresponding author shall take the responsibility to screen the paper for plagiarism, ethics approval, and background checks about the potential, possible, or probable predatory scholarly open access journals before communicating the research publication for Beall's list of predatory publishers.
- Eligible candidate to inform Head of the Institution with a reprint of publication.
- Proof of journal paper and its indexing must be submitted while making claim.
- Publication claim under Research Incentive Schemes (RIS) of KIET must be made within a month of publication in the prescribed form (**Annexure III**).

Students

- Incentive amount of Rupees Two Thousand (Rs. 2000/-) is applicable to student authors for publications in any Scopus Indexed, non paid journals besides journals quoted above.

7.3 Presentation of Research Papers in Conferences in India

- The International/ National conference must be of repute (viz. IEEE, Springer/Wiley/IPC etc.) and the hosting Institutions must be of Institutes of repute-IITs/IISc/NITs/IIITs/ Universities/ Deemed Universities etc.
- The faculty would be allowed OD + Registration + T.A. on actual basis or Rs. 10000/- whichever is less.
- In case of joint authorship only one faculty can avail the facility.
- Each faculty can present research papers in Conferences of repute twice in an academic year with financial assistance (limited to Rs. 10,000/- only).
- Maximum number of ODs is limited to one week during lean period. Only one day OD is allowed in the academic period.
- Only Oral presentation of research papers is acceptable.
- Publication claim under Research Incentive Schemes (RIS) of KIET must be made within a month of publication in the prescribed form (**Annexure IV**).
- In case of student T.A (as per Institute policy) Registration fees or Rs. 1000/- whichever is less.

7.4 Presentation of Research Papers in Conferences Abroad

- The faculty has to approach AICTE (which provides 100% funding subject to meeting their norms) or other Funding Agencies of Govt. of India.
- It has been observed that some of the proposal may not meet AICTE norms besides paucity of funds with them because of their All India Scope. Therefore KIET may also consider funding for International Conferences on case to case basis, subject to 60% to be paid by the candidate and 40 % by KIET with the candidate having at least 5 years service in KIET. Also the candidate should register for Ph.D after coming as soon as possible.
- This sanction would be allowed depending upon the track record of the faculty to be adjudged by panel of at least four Research Council members.
- Publication claim under Research Incentive Schemes (RIS) of KIET must be made within a month of publication in the prescribed form (**Annexure IV**).

7.5 For Attending Workshops/ Seminar/ FDPs

- The faculty would be allowed OD+ Registration+ T.A. on actual basis or Rs. 10,000/- whichever is less.
- The Workshops/Seminars/FDPs hosting Institutions must be Institutes of repute-IITs/IISc/NITs/IITs/Universities/ Deemed Universities etc.
- Each faculty can attend Workshops/Seminars/FDPs of repute twice in an academic year with financial assistance. However, financial assistance is limited to Rs. 10,000/- only.
- Maximum number of ODs is limited to one week during lean period. Only one day OD is allowed in the academic period.
- Clause of "minimum requirement of 6 months service in KIET" stands discontinued for claiming any research related incentives or OD for attending Workshops/Seminars/FDPs etc.
- Faculties going for attending FDPs outside need to disseminate knowledge / information by organizing faculty Development Program (FDP)/ Student Development Program (SDP)/ Student Workshop/ Summer/ Winter Schools etc for the benefit of Faculty and Students in their respective departments.
- The OD and Registration claim under Research Incentive Schemes (RIS) of KIET must be made within a month in the prescribed form (**Annexure V**).

7.6 Publications of Books

- Faculty members who have taken efforts to write and publish books or monographs are encouraged and incentive will be given to the faculty member as per the cap provided:

Details	Published By	Amount
Full Book	Renowned International Publisher	Rs. 10000/-
Full Book	Renowned National Publisher	Rs. 5000/-
Edited volume of book with articles or chapters *(with ISSN/ISBN number wherever necessary)*	Renowned International / National Publisher	Rs. 2000/-
Monographs	National Level / International Level	Rs. 2000/-

- If the book / chapter / monograph are contributed by more than one author, the incentive amount will be shared by all the authors equally.
- Published chapters or monographs must have **'KIET Group of Institutions'** as the affiliation.
- Incentive claim under Research Incentive Schemes (RIS) of KIET must be made within a month of publication in the prescribed form (**Annexure VI**)

7.7 Generation of Research Grants or Grants for Up gradation of Research Infrastructure

- Faculty members are expected to submit proposals for research grants from funding agencies.
- It is quite likely, that these projects may involve modernization of laboratories or research infrastructure, acquiring of equipment required specific to the research study or conducting of surveys, etc.
- Research incentive will be 5% of the allocable amount if the Institutional overheads are less than 10% of the project and 10% if the overheads are 10% or more of the project cost. Research grants with no overheads are eligible up to 5% incentive. However, researchers are encouraged to include institutional overheads while proposing the grant budgets. Applicable on DST/DRDO/ISRO/DAE/ICMR/DEIT/DST.
- Principal Investigator will be entitled for 60% of the incentive while remaining 40% shall be equally distributed among the Co-Investigators.
- The maximum limit for any faculty shall be Rupees One Lakhs (Rs.1.00 Lakhs) per year with taxes as applicable. The amount will be payable over the period of the grant.

- There will be only one Principal Investigator and faculty members assisting the Principal Investigator with any other title/s will be treated as Co-Investigators for the purpose of calculation of the incentives.
- If there is no Principal Investigator, the incentive shall be shared equally among the Co-Investigators
- Principal and Co-Investigators from outside the University will not be eligible for the incentive.
- Incentive claim under Research Incentive Schemes (RIS) of KIET must be made within a month of sanction of project grant in the prescribed form (**Annexure VII**).

7.8 Undertaking Consultancy Projects

- 25% amount will be with KIET for infrastructure and other supports for research and consultancy development.

- As per current understanding with EDRPL, which is a firm to facilitate consultancy work in KIET as per MOU signed, the remaining 75% amount will be with IRCDC and same will be utilized as follows:

  (a) 25% to EDRPL Nominee staff attached to IRCDC for Project Management/ Business Promotions/ Client Interaction/ Coordination with EDRPL & KIET.

  (b) 50% will be spent on salary of IRCDC technical staff /consultancy fee/ travel and lodging expenses on IRCDC Project according recommendation of IRCDC head and as per mutual agreement with EDRPL to successfully deliver the project.

- Incentive claim under Research Incentive Schemes (RIS) of KIET must be made within a month of publication in the prescribed form (**Annexure VIII**)

7.9 Membership of Professional Societies

- All faculty members on roll of KIET having more than 05 SCI / SCI-E / SSCI/ Pubmed / SCOPUS / Index Medicus research papers, acquiring membership for National and International professional societies are eligible for reimbursement of 75% of cost of membership registration fee
- No life membership fees will be reimbursed for any professional society / association.
- Maximum of Rupees Eight Thousand (Rs. 8000) will be paid for both National and International society membership.
- Incentive claim under Research Incentive Schemes (RIS) of KIET must be made within a month of registration with the professional bodies in the prescribed form. (**Annexure IX**).

7.10 PhD- Fee Reimbursement, OD & Incentives

Ph.D. Fee Reimbursement- Full Time & Part Time

- Faculty members entering service without Ph.D. shall be encouraged to enroll themselves/acquire Ph.D. in the relevant branch/discipline from Institutes/ Universities of repute.
- On acquisition of Ph.D. from Institutes/Universities of repute with minimum one referred journal publication of repute (SCI-Thomson Reuters), a faculty may avail Ph.D tuition fee reimbursement on actual basis but not exceeding Rs. 30,000/- per year (on prorate basis with salary) for three years.
- The faculty members, who are presently availing the Ph.D. fee reimbursement, may apply for their remaining period of reimbursement on acquisition of Ph.D degree.
- The faculty members who are regular and confirmed employee of KIET and those faculty members who are on study leave to pursue full time Ph.D. are eligible for Ph.D. fee reimbursement.
- One needs to claim the Ph.D. tuition fee reimbursement within a month after award of degree by submitting a copy of degree certificate and tuition fee paid slips.

ODs

- The maximum total number of ODs for completing Ph.D. is 12 per academic year/leave year for maximum 4 years.
- Maximum 3 ODs at a stretch are given to faculty in a month during lean period while faculty members who are at Course work stage of Ph.D. may avail 1 OD on working Saturday during non-lean period provided the number of count of OD's remains 12.
- Faculty may avail the facility of OD for completing PhD immediately post joining KIET.
- If the course work of Ph.D. program falls during summer break, then faculty must consume their summer vacation first (two weeks) and rest will be treated as OD provided the count remains 12 ODs per academic/ leave year.

Incentives on Award of Ph.D. Degree

- Five increments shall be admissible at the entry level of recruitment to persons possessing the degree of Ph.D. awarded in the relevant discipline from Institute/ University of repute.
- Teachers who complete their Ph.D. degree while in service shall be entitled to three increments if such Ph.D. is in the relevant branch/discipline and has been awarded by a University of repute.
- University of repute included (IISc Banglore, IITs, JNU,NITs,IIITs and central Universities of repute) and scholars from other Universities other than stated should have to their credit/published at least one refereed journal publication (SCI-Thomson Reuters)

- One needs to claim the Ph.D incentives within a month after award of degree by submitting a copy of degree certificate/provisional degree certificate
- The Ph.D. incentives in terms of increments will be applicable from the date of submission of application copy along with copy of degree certificate/provisional degree certificate.

7.11 Intellectual Property Rights (IPR)

KIET owed IP

- In case of provisional patent application the initial processing fees of Rs. 25000/- or actual, whichever is less will be paid by KIET.
- Also in the case when patent is commercialized, its patent shall be shared among the inventors and KIET in the ratio 80:20.
- The inventors among themselves shall decide the share among the inventors.
- Incentive claim under Research Incentive Schemes (RIS) of KIET must be made within a month of filing with the patent in the prescribed form. (**Annexure X**).

Joint IP

Any revenue, proceeds from commercialization of joint IP would be shared between KIET in the ratio of 60:40. In the event, provisional and complete patent filling expenses shall be shared 50:50 by both the party and ownership will be jointly in the name of KIET & the inventor.

8. Ethics in Research

The basic responsibility of the Research council (RC) is to ensure a competent review of all ethical aspects of the project proposals received and execute the same free from any bias and influence that could affect their objectivity. The RC should provide advice to the researchers on all aspects of welfare and safety of the research participants after ensuring the scientific soundness of the proposed research through appropriate Scientific Review Committees.

8.1 Custodian of Policy

The implementation and updating of the Research Policy shall be carried out by the Research Council of the KIET Group of Institutions. The Research Council will function under its Chairman, Dr. Sanjay Sharma, to assist and advice in matters related to research within the KIET Group of Institutions.

8.2 Period of Reckoning

The period of Reckoning is at the end of every financial year.

8.3 Payment of Incentive

All claims to be made within a month of same financial year based upon the evidence produced and recommendations of the Head of the Department followed by the Chairman (R&D) to the Head of the Institution.

9. Concluding Remarks

In conclusion, here are some key points presented in this policy document:

- Research is an important – even integral – component of KIET Group of Institutions vision and mission: knowledge creation and dissemination are key
- Developing a robust research program requires careful planning including evidence-based assessment
- 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

This document is intended to encourage KIET Group of Institutions to consider how to build up or improve research activity.

Annexure I (a)

Progress Report of Research Council Road Map……Cont.

Name of Department:

Faculty Members (Research Activities) during Session 2018-19

Sr. No.	Name of Faculty	Ph.D. Registration Status	Ph.D. Course Work Status	Ph.D. Completion Status	No. of Publications		Research Based FDPs	Patent	Funded Research Projects from Local Industries, Research Labs etc	SCOPUS Index CITATION	Google Scholar Citation	Ph.D. Guidance
					SCI Indexed journals	Scopus Indexed journals						

Annexure I (b)

Progress Report of Research Council Road Map

Name of Department:

Faculty Members (Research Activities) during Session 2018-19

. No.	Name of Faculty	Research Training Program to promote Quality Research Publications	International Collaboration	Awareness Camp of Research among all Students	Students' Magazines contribution based on innovative ideas	No. of Publications with Students	Participation in Different Technical Competition in IIT / NIT/ Reputed Institute with students

Annexure II

KIET Group of Institutions (KIET) Policy on Academic Dishonesty and Plagiarism

1. Preamble:

The Institute is committed to academic excellence and high standards of ethical conduct in research and scientific work.

Scientific misconduct relates to data fabrication, falsification, plagiarism, or any other practice that seriously deviates from those commonly accepted within the national and international scientific community, either in performing or reporting research. KIET expects that its faculty, research scholars and students will adhere to the highest national and international standards of good scientific conduct in their research work. Researchers will be responsible for their work and actions.

Sensitization of researchers / faculty / staff with regard to the Institute policy on Academic Dishonesty and Plagiarism will be implemented through the Head of the Institute with the help of the research committee of the Institution. Academic excellence of the Institute shall be maintained on implementation of the Institute Policy on Academic Dishonesty and Plagiarism.

2. Prevention:

It is the authors' and co-authors' responsibility to prevent any complaint of plagiarism and academic dishonesty while publishing papers / manuscripts, books or making paper presentation in a conference / seminar.

The authors are also responsible for any act of plagiarism, cheating, fabrication, academic dishonesty and research misconduct. Matters related to student plagiarism, authorship issues and actions of research misconduct will be dealt with the Institution concerned. A committee appointed by the Head of Institution will scrutinize authorship, affiliations, acknowledgement, suitability, improvement and other issues.

3. Disciplinary Actions:

The Head of Institution under KIET will appoint an enquiry committee, to investigate and suggest punitive actions whenever an act of plagiarism or academic dishonesty is reported. The Head of Institution with the help of the respective Departments will help KIET to prevent and curb any type of plagiarism and academic dishonesty.

Disciplinary action will be taken as per the recommendations of the enquiry committee after approval of the Director.

This policy is framed in order to maintain the academic excellence and honesty at KIET. This policy may be amended from time to time as per the requirements and circumstances.

Annexure III

Claim Form for Incentive Scheme for Journal Publication

- **PUBLICATION ID:**
- **Title of the paper:** ----------

Names of Authors	Type of Author	Department	EMP code	Corresponding Author (Y/N)

- **Name of the Journal:**----------
  Volume: ----------
  Issue: ----------
  Month & Year: ----------
  Page: From ----- to ----
- **Category of article:**----------
- **Journal article indexed in:** ----------

Declaration by the submitting Author:

I / we certify that I / we have published article which is devoid of plagiarism. I / We have taken due care to ensure that my / our published paper does not contain plagiarism material.

Name:----------

Department:---------- Institution:----------

Email ID:---------- Signature with date:----------

For the use of forwarding office only:
Name & Signature of the HoD

Name & Signature of Chairman, RC

For the use of the Head of Institution, only:
Approved / Not approved for incentive
Head of Institution

Annexure IV

Claim Form for Incentive Scheme for Conference Presentation / Publication

- **PUBLICATION ID:**
- **Title of the paper:** ----------

Names of Authors	Type of Author	Department	EMP code	Corresponding Author (Y/N)

For Conference Publication

- **Name of the Conference:**----------
  Volume:---------- **Issue:** ---------- **Month & Year:** ---------- **Page: From ---- to ---**
- **ISSN/ISBN of Conference Proceeding:**----------
- **Paper indexed in:** ----------

Declaration by the submitting Author:

I / we certify that I / we have published article which is devoid of plagiarism. I / We have taken due care to ensure that my / our published paper does not contain plagiarism material.

Name:----------

Department:---------- Institution:----------

Email ID:---------- Signature with date:----------

For the use of forwarding office only:

Name & Signature of the HoD **Name & Signature of Chairman, RC**

For the use of the Head of Institution, only:

Approved / Not approved for incentive

Head of Institution

Annexure V

Claim Form for Attending Workshops/ Seminar/ FDPs

- **Title of the Workshops/ Seminar/ FDPs:** ----------

Names of Employee	Organizing Institute	Department	EMP code	Duration

Declaration by the submitting Author:

I / we certify that I / we attended workshop/Seminar/FDP in the Institute of repute IITs/IISc/NITs/IITs/Universities/ Deemed Universities and will disseminate knowledge / information by organizing faculty Development Program (FDP)/ Student Development Program (SDP)/ Student Workshop/ Summer/ Winter Schools etc for the benefit of Faculty and Students in the respective departments.

Name:----------
Department:---------- Institution:----------
Email ID:---------- Signature with date:----------

For the use of forwarding office only:
Name & Signature of the HoD **Name & Signature of Chairman, RC**

For the use of the Head of Institution, only:
Approved / Not approved for incentive
Head of Institution

Annexure VI

Claim Form for Incentive Scheme for Book / Chapter / Monograph Publication

- **Month and Year of Publication:**
- **Title of the book / chapter / monograph: ----------**
- **ISSN / ISBN Number (if any): .....**
- **Page Number (for Book Chapter / Monograph): From..... to .....**

Names of Authors	Department	EMP code	National / International Publisher	Name of the Publishing house	Edition

- **Sample of the Book / Book Chapter / Monograph to be submitted along with the claim form.**

Author(s):

1. Name:----------
   Department:---------- Institution:----------
   Email ID:---------- Signature with date:----------

2. Name:----------
   Department:---------- Institution:----------
   Email ID:---------- Signature with date:----------

3. Name:----------
   Department:---------- Institution:----------
   Email ID:---------- Signature with date:----------

For the use of forwarding office only:

Name & Signature of the HoD **Name & Signature of Chairman, RC**

For the use of the Head of Institution, only:
Approved / not approved for incentive
Head of Institution

Annexure VII

Claim Form for Incentive Scheme on Research Grant / Grant on Upgradation of Research Infrastructure

- **Title of Research Project / Laboratory Upgradation:**
- **Project Granting Agency / Organization:**
- **Grant Date / Year:**
- **Grant Reference Number:**
- **Total Amount of the Project:**
- **Amount Sanctioned:**
- **Overhead Charge (if any):**
- **Tenure of the Project:**
- **Incentive amount claimed:**

Investigator (s):

1. Name of Principal Investigator:----------
   Department:---------- Institution:----------
   Email ID:---------- Signature with date:----------
2. Name of Co-Investigator:----------
   Department:---------- Institution:----------
   Email ID:---------- Signature with date:----------
3. Name of Co-Investigator:----------
   Department:---------- Institution:----------
   Email ID:---------- Signature with date:----------

For the use of forwarding office only:

Name & Signature of the HoD **Name & Signature of Chairman, RC**

For the use of the Head of Institution, only:

Approved / Not approved for incentive

Head of Institution

Annexure VIII

Claim Form for Incentive Scheme on Consultancy Services

- **Title of Consultancy Project / Laboratory Tests:**
- **Project Granting Agency / Organisation:**
- **Total Amount of the Project / Tests:**
- **Amount Sanctioned:**
- **Overhead Charge (specified if any):**
- **Tenure of the Project / Tests:**
- **Incentive amount claimed (60% of the total amount / 40% of the total amount):**
- **Grant Date / Year:**
- **Grant Reference Number:**

Investigator (s):

1. Name of Principal Investigator:----------
   Department:---------- Institution:----------
   Email ID:---------- Signature with date:----------
2. Name of Co-Investigator:----------
   Department:---------- Institution:----------
   Email ID:---------- Signature with date:----------
3. Name of Laboratory Assistant / Junior Engineer:----------
   Department:---------- Institution:----------
   Email ID:---------- Signature with date:----------

For the use of forwarding office only:
Name & Signature of the HoD **Name & Signature of Chairman, RC**

For the use of the Head of Institution, only:
Approved / Not approved for incentive
Head of Institution

Annexure IX

Claim Form for Registration with Professional Bodies

- **Name of the Professional Body:**
- **Registration Date / Month / Year:**
- **Total Amount for Registration:**

  (Enclose letter of registration)
- Name of Faculty Member:----------
- Department:----------
- Institution:----------
- Email ID:---------- Signature with date:----------

For the use of forwarding office only:

Name & Signature of the HoD **Name & Signature of Chairman, RC**

For the use of the Head of Institution, only:

Approved / Not approved for incentive

Head of Institution

Annexure X

Claim Form for Provisional Patent Filing

- **Name of the Faculty:**
- **Department:**
- **Title:**
- **Amount for Filing :**

  (Enclose letter)
- Email ID:---------- Signature with date:----------

For the use of forwarding office only:

Name & Signature of the HoD **Name & Signature of Chairman, RC**

For the use of the Head of Institution, only:

Approved / Not approved for incentive

Head of Institution

Ref/ Dir/09/2022

23rd May'22

OFFICE ORDER: 09/2022

Reconstitution of Internal Quality Assurance Cell (IQAC)

It is to notify that Institute **Internal Quality Assurance Cell (IQAC)** has been **re-organized** as follows. All concerned are requested to actively participate in achieving **quality objectives of the Institute.**

1. **Chairperson**
   - Director
2. **Coordinator of the IQAC**
   - Dr. Anil K. Ahlawat, Dean (A)
3. **Co-coordinator**
   - Dr. Sangeeta Arora (MCA), Asst. Dean (Quality Assurance)
4. **Faculty Representatives**
   - Dr. Ritu Gupta (AS)
   - Dr. Arvind Sharma (EN)
   - Dr. Rupesh Chalisgaonkar (ME)
   - Dr. Shivani Batra (CSE)
   - Dr. Atul Kant Piyoosh (CE)
   - Dr. Ajay Agarwal (IT)
   - Mr. R.N Panda (MCA)
   - Dr. Binkey Srivastava (MBA)
   - Dr. Ashu Mittal (KSOP)
   - Dr. Sonia Gouri (HS)
   - Dr. Sapna Juneja (CS)
   - Dr. Pushpa (CSIT)
   - Dr. Ruchita Gautam (ECE)
5. **Management Representative**
   - Dr. Manoj Goel, Joint Director
6. **Representatives from Administration**
   - Dr. Vibhav Kumar Sachan (ECE) (Dean - Research & Development)
   - Dr. Satish Kumar (Dean - Student Welfare)
   - Mr. Arvind Sharma (Head - CRPC)
   - Dr. Ajay Singh Verma (Associate Head - IIPC)
   - Mr. Anup Srivastava (Registrar)

Cont...2

- Mr. Arun Agarwal (Head - Finance &Accounts)
- Dr. Sanjay Sharma (Librarian)
- Mr. Rishi Malhotra (Head-HR)
- Honorary Captain K.P Singh (Manager-Admin)

7. **Representatives from local society**

- Mr. Saurav Kumar, Deputy GM -TBI

8. **Representative from Students & Alumni**

- Ms.Preksha Agarwal (IT) II SEM
- Mr. Shivam Shukla, Asst. Director, Global Service Manager IT Practice (B.Tech Passout 2003)

9. **Representative from Employers/Industrialists/Stakeholders**

- Mr. S.K Sinha, M.D, Chiatnya Projects Consultancy Pvt. Ltd.
- Mr. Vinay Panwar, Senior Manager, Sri Ram Pistons & Rings

With this, Office Order 17/2021 dated 14th Jul'21 stands superseded.

Dr. (Col) A Garg
Director
23...May'22

Distribution:

- Joint Director/ Deans/ Principal-KSOP/HoDs (CSE/IT/CSIT/CS/AI&ML/AI/EC/EN/CE/ME/MCA/MBA/HS/AS),COE, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Associate Dean & Head-IT Operations, Head-HR, Head-PR&IR, Dy GM-TBI, Head EC (IEC), Addl. Head-IIPC, Registrar, Head F&A, Manager Administration, Librarian, Head-Purchase & Stores, KIETians

Copy to:

- Coordinator-IQAC , Co-Coordinator-IQAC & All concerned Representatives - IQAC

Ref/Dir/ 05/ 2023

8th May'23

OFFICE ORDER: 05/2023

Formation of Happiness and Cognition Centre (HCC)
(KIET Nodal Centre – VE Cell, AKTU)

1. In today's scenario, **Human Values and Professional Ethics** are the perennial streams which alone can stipulate sustenance to the nurturing of the societal values/moral conduct/awareness in young minds/professionals. For every individual, it is a much-needed requirement that cannot be ignored.

2. **Happiness & Cognition Centre (HCC)** is hereby constituted at Institute level comprising of Head, Conveners, Faculty Coordinators/Co-Coordinators/Members & student coordinators with an objective to familiarize the faculty, staff and students to the importance and need of **Values & Ethics** along with **Indian Knowledge System (IKS)** which is likely to contribute towards the development of self & society as a whole.

3. A well-structured **policy document** covering the detailed Structure of Happiness & Cognition Centre including Value Education Cell (VE) & IKS Cell, designated members, roles & responsibilities, proposed activities, future plan etc. is attached at **(Appendix-A)** for a thorough understanding.

4. **Dr. Arvind Kumar Sharma, Professor EN Department** is hereby designated as **Head-Happiness & Cognition Centre (HCC) with immediate effect.**

5. **Dr. Arunima Mishra, Assistant Professor (MBA)** and **Dr. Archana Sharma, Assistant Professor (AS-2)** are hereby designated as **Conveners - Value Education Cell** and **Indian Knowledge System** respectively with immediate effect.

6. The appointees at para 4 & 5 shall be performing their respective duties in addition to their regular academic engagement. Head-HCC will be responsible to the undersigned for his role in designated role and Conveners - VE Cell & IKS Cell will be responsible to Head- Happiness & Cognition Centre (HCC) for their duties in designated roles.

7. The overall implementation of the policy in a phased manner and progression of the activities of the Centre shall be under the direct control and supervision of **Head-Happiness & Cognition Centre and Conveners respectively**. Conveners will be responsible to coordinate all divisions of the cell together with proper documentation. Head-HCC will be working in close coordination with all Deans/Principal/HoDs for the purpose.

8. With this, Office Order 26/2020 dated 13 Nov'20 in this regard stands dissolved.

Dr. (Col) A Garg
Director
08....May'23

Distribution:

- Joint Director/Deans/Principal-KSOP/HoDs (CSE/IT/CS/CSIT/CSE(AI),(AI&ML)/EC/EN/CE/ME/AS/MCA/MBA/HS), COE, Dy. GM-TBI, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Head-EC/IC/Sales (IEC), Addl. Head-IIPC, Associate Dean & Head IT Operations, Head PR&IR, Head HR, Registrar, Manager Administration, Head F&A, Librarian, Head Purchase & Stores, KIETians

Copy to:

- Head, Conveners & team -HCC /All concerned
- Dr. C M Batra, Former Convener, VE Cell (For Information)
- Dean SW – For requisite support to Head- HCC & team w.r.t. student activities

Appendix-A

Incorporating Happiness & Cognition at KIET Campus

Contents

1. Need of Value Education (VE)
2. Need of Indian Knowledge System (IKS)
3. Structure of Happiness & Cognition Centre
4. Roles and responsibilities
5. Proposed Activities of the Centre
6. Future Plan

1. Need of Value Education

Education is the key determinant of how the student utilizes the skills imparted for self-centred purposes or also for broader societal & environmental good. Human education facilitates definite human conduct and the development of humane society. Lack of right understanding leads the human beings to a point where the results of our collective education system appears in the form of different problems such as pollution, resource depletion, and extinction of animals, global warming, terrorism and even threats to the human race on earth.

This need for value-based education has been repeatedly highlighted by various commissions and expert committees on education (Dr. Radhakrishnan, Dr. Kothari, UNESCO declaration on service to society and so on).

The scope of education is to understand one's purposefulness or goal, both as an individual and as a society. Education should facilitate students to have the understanding, commitment, competence and the practice of living with definite human conduct and to participate in the development of a humane society.

Education must be clearly about understanding (what to do?), learning skills (how to do?) and practicing the understanding & skills, leading to fulfilment of human purpose. Understanding of what to do and learning of how to do is required. Human education must enable the student to (in order of priority):

- Develop Right Understanding By sharing the understanding of what to do (Value Education)
- Develop Right Skills by teaching how to do (Technical Education)
- Practice Right living during the period of education. Living in relationship with human being leading to mutual happiness by living in relationship with rest-of-nature leading to mutual prosperity.

Over a period of time, such *value-based education* can contribute to the development of a humane society. The Value Education (VE) Cell will enable the students to view the world that is required for a 'humane society' through Value Education.

08 May 23

Effects of Value Education:

- Development of right feelings, thought and behaviour in faculty, staff and students.
- Development of right understanding free from pressure and affection based on natural acceptance.
- Development of positive relationship among faculty, staff and students.
- Development of fearless, stress free and harmonic environment with right understanding and relationship among administration, faculty, staff and students in KIET family.
- Elimination of negative/ unfairness/ jealousness/ duplicity of thoughts from Institutional environment with the help of right understanding and relationship.
- Holistic development of students with the help of valued based education and sanskar.
- Develop the feeling of co-existence and prosperity among self, family, society and nature through value-based education.

2. Need of Indian Knowledge System

It is realized that the current models of development are unsustainable and are in serious conflict with nature. The rising inequalities in the modern world point to a dire need for new paradigm of development. There is a Bhartiya way that is both sustainable and strives for the welfare of all.

Bharat, a country of the oldest continuously living civilization of the world, has been a knowledge, technology and manufacturing power house of the world for most of the known history. A rich culture that stresses upon all-round development of all the dimensions of humanity with an emphasis on living in harmony with oneself, one's environment, and the universe at large.

The **Bhartiya (now known as Indian) Knowledge System and Traditions** are based on a deep understanding of human being as well as of the underlying harmony in nature and the entire existence. It has been tested through practice, verified and improved over thousands of years. The knowledge has been constituted, stored and maintained in the framework of the living traditions and oral cultures.

Traditions are coming from the past, over centuries, uninterrupted (evaluated and updated time to time), without break but many of them not documented, or organised, structured or written down.

Indian Knowledge Systems has been developed over a period of time and has been institutionalized in different domains. Broadly, they are divided into two.

1. 14 Knowledge streams
2. 64 Skills & Art-forms

08 May 23

The Knowledge Streams are like the roots in the development of the tree of Indian knowledge system. There are 14 Knowledge Streams which becomes 18 if four Upangas are added.

The Skills and Art forms are different branches of the development of the tree of Indian knowledge system. A total of 64 Skills and Art-forms are listed in different domains of knowledge which includes Vastuvidya (Art of engineering), Yantramatrika (Art of mechanics), Takshana (Art of carpentry), Dhatuvada (Art of metallurgy), Akara jnana (Art of mineralogy), Vrikshayurvedayoga (Art of practicing medicine or medical treatment by herbs) and many more.

The Indian Traditional Knowledge Systems (Bharatiya Gyana Parampara) Division of Ministry of Education (MoE) was established in Oct. 2020. It is located in the AICTE Headquarters.

Functions of IKS division are:

- Facilitate and coordinate IKS based/related inter and transdisciplinary work done by various institutions in India and abroad including universities, institutions of national importance, R&D laboratories and different ministries and inspire private sector organizations to get engaged with it.
- Establish, guide and monitor subject-wise interdisciplinary research groups comprising of researchers from institutes, centers and individuals.
- Create and promote popularization schemes.
- Facilitate funding of various projects and develop mechanisms to undertake research.
- Make Policy recommendations wherever required for the promotion of IKS.

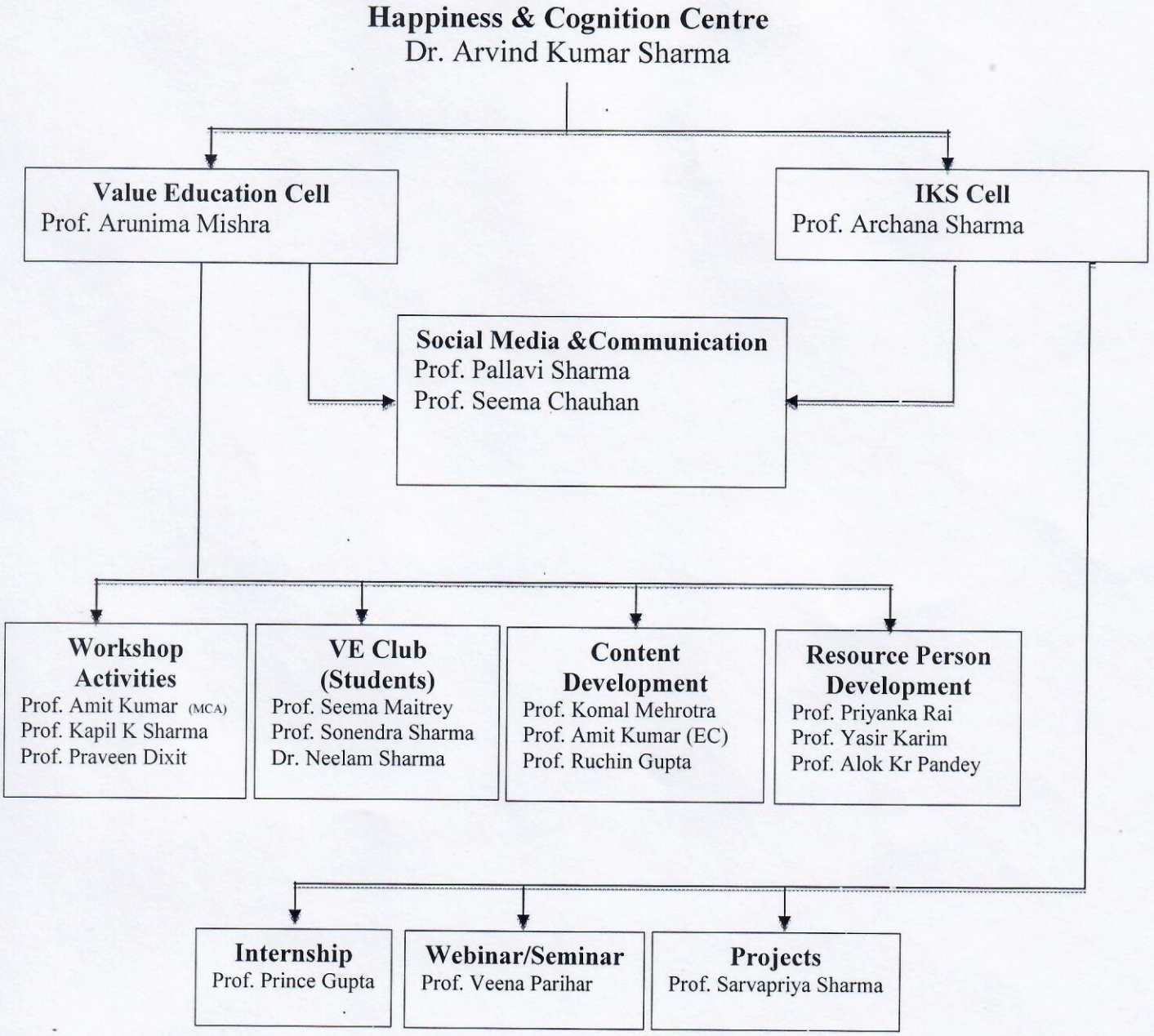
The formation of IKS Cell is intended to establish a study cum research centre in KIET Group of Institutions, Ghaziabad. The centre will impart the knowledge in different domains listed in knowledge streams and skills and Art forms. The **expected outcomes** for the IKS Cell may include:

- Shaping young minds with skill-oriented & value based education that in turn will contribute towards the sustainable growth of the Nation.
- Encouraging the students to take up research work through projects for providing proof of concepts.
- New knowledge generation for the benefit of the society by publishing papers, articles and books.
- Popularization of rich culture and technology that stresses upon all-round development of all the dimensions of humanity with an emphasis on living in harmony with oneself, one's environment, and the universe at large.

08 May 23

3. Structure of Happiness and Cognition Centre

The Happiness and Cognition Centre will be functioning under the visionary leadership of Dr. (Col) A. Garg, Director, KIET Group of Institutions. The detailed structure of the Centre is given below.



08 May 23

4. Roles and Responsibilities

Roles		
Name	**Designation**	**Appointment**
Dr. Arvind Kumar Sharma	Professor-EN	Head
Dr. Arunima Mishra	Asst. Professor-MBA	Convener-Value Education
Dr. Archana Sharma	Asst. Professor-AS-2	Convener--Indian Knowledge System
Dr. Komal Mehrotra	Professor - HSS	Coordinator-Content Development
Prof. Ruchin Gupta	Asst. Professor-IT	Co-Coordinator-Content Development
Dr. Priyanka Rai	Asst. Professor-AS-2	Coordinator-RP Development
Prof. Yasir Karim	Asst. Professor-CE	Co-Coordinator -RP Development
Dr. Amit Kumar	Assoc. Professor-MCA	Coordinator-Workshop Activities (Internal)
Dr. Kapil K Sharma	Asst. Professor -AS-1	Coordinator-Workshop Activities (External)
Prof. Praveen Dixit	Asst. Professor- KSOP	Co-Coordinator-Workshop Activities
Prof. Seema Maitrey	Asst. Professor- CSE	Coordinator-VE Club (Students)
Prof. Sonendra Sharma	Asst. Professor-ME	Co-Coordinator- VE Club (Students)
Prof. Prince Gupta	Asst. Professor-CSIT	Coordinator-Internship (IKS)
Prof. Veena Parihar	Asst. Professor-AI	Coordinator-Webinar/Seminar (IKS)
Prof. Sarvapriya Sharma	Asst. Professor-CE	Coordinator-Projects (IKS)
Prof. Pallavi Sharma	Asst. Professor-CS	Coordinator- Social Media and Communication
Prof. Seema Chauhan	Asst. Professor-AI-ML	Co-Coordinator- Social Media and Communication
Dr. Amit Kumar (EC)	Asst. Professor - EC	Member- Content Development
Dr. Neelam Sharma	Asst. Professor - AS-1	Member- VE Club (Students)
Prof. Alok Kr. Pandey	Asst. Professor-EN	Member- Resource Person Development

08 May 23

Responsibilities

Head:

- Decision of the activities according to the requirements of AICTE, VE Cell of AKTU and KIET Group of Institutions.
- Prepare a suitable plan to organize the activities and ensure its implementation.
- Monitor the progress of the programs and ensure proper reporting to the authorities and publicity of the program through different media.
- Obtain the approvals from the authorities at the Institute for organizing the events.

Conveners:

The Conveners of the Cells shall be Heading their respective Cell (VE Cell and IKS Cell). The responsibilities of the conveners include the following:-

- Assisting the Head in deciding the activities according to the requirements of AICTE, VE Cell of AKTU and KIET Group of Institutions.
- Ensure the proper implementation of the plan prepared through the team coordinators.
- Monitor the progress of the programs and ensure proper reporting to the Head.
- Ensure the publicity of the program and its outcome through different media.
- Prepare the files for obtaining the approvals from the authorities at the Institute for organizing the events.
- Form the committees for smooth conduction of the events.

Coordinators, Co-Cordinators and Members:

Team coordinators and Co-coordinators along with the members shall implement the task allocated to the team by the Convener of the respective Cell and ensure the preparation and submission of report of the outcome.

Proposed Activities of the Centre

Planned regular activities to be looked after by the teams of the Centre are listed below.

- Plan and conduct internal workshops/webinars for faculties/staff/students. Such programs may be arranged for the parents of the students and families/relatives of employees of the Institute.
- To plan the activities with AOL (Art of Living) with happiness activities/Yoga For continuous happiness.
- Guide and supervise the awareness programs in nearby colleges functioning under our Nodal Centre. Such programs may be organized in schools and villages in the vicinity.
- Prepare a Uniform and comprehensive syllabus and study material of UHV and IKS for faculty/staff/students of our Institute.
- Prepare shorts (less than one minute)/short video (less than five minutes) and full length video (for Academic purpose).
- Prepare short stories and its audio recording.
- Writing Books on covering different areas of UHV and IKS.
- Identify potential resource person and help them in their growth.

08 May 23

- Prepare and detail the faculty for teaching the subjects related to UHVPE in 2nd, 3rd and 4th year in different departments to ensure uniform and effective delivery of the UHVPE content to the students.
- Prepare facilitator to deliver UHVPE content in small workshop/webinar/induction programs. Invite speakers from outside the Institute for development of resource person.
- Plan and organize different activities for comprehensive development of the students.
- Providing the counseling to the students of the Institute if required.
- Prepare a team of students with whom other students may express them self without any hesitation.
- Identify the activities which are needed to fulfill above activities.
- Prepare the student representative and team to look after the activities as well.

5. Future Plan

- To organize a 3 or 5-day workshop for the Leaders at KIET Group of Institutions.
- To organize one 8 days self-funded workshop in each semester during CTs for faculty and staff members.
- To organize 8 days self-funded workshop for student during academic session.
- To organize one 8 days AICTE funded higher level workshop during academic session.
- To organize a Regional/National Conference on Universal Human Values in coming years.
- The Centre will issue the activity calendar for each semester.

- **The policy will be reviewed on annual basis for its performance and Modifications, if need arises.**
- **All the Principals/Department Heads are requested to keep the faculty/staff members, working in the Centre, free from academic/departmental work during 7th and 8th lectures of each Thursday.**

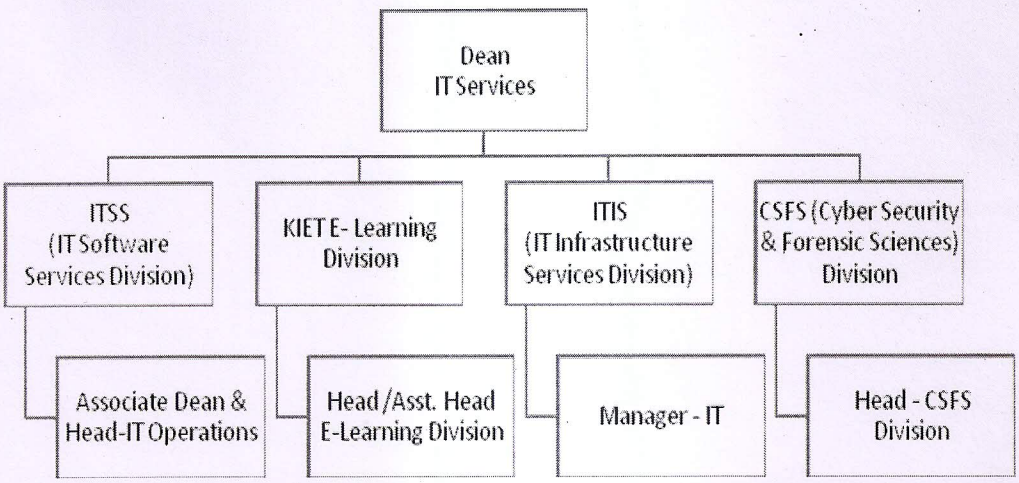
OP May 23.

Ref/ Dir/32/2021 **4th Dec'21**

OFFICE ORDER: 32/2021
Re-organization of KIET IT Cell

Reference: Office Order 05/2020 dated 25th May'20 titled Formation of KIET IT Cell.

1. **KIET IT Cell** that has been instituted to supplement IT services @ campus professionally for a better user experience has been **reorganized** as follows:-



2. The following personnel would be responsible for their **designated roles** as under:

   (a) Dr. Adesh Pandey, Dean- IT Services (ITS) & HoD IT
   (b) Mr. Vinay Ahlawat, Associate Dean & Head IT Operations (ITSS Division)
   (c) Ms. Vaishali Kikan (ECE), Asst. Head (E-Learning Division)
   (d) Mr. Madhurendra, Manager - IT (ITIS Division)
   (e) Dr. Arun Tripathi (MCA), Head - Cyber Security & Forensic Sciences (CSFS Division)

3. The detailed policy documents for the above four verticals including SOPs are attached at **Appendix-A** as per following details.

   3.1 Standard Operating Procedure (SOP) of ITSS **(Annexure -I to Appendix-A)**
   3.2 ELearning Division - Policies **(Annexure-II to Appendix-A)**
   3.3 SOP of ITIS, IT Hardware Procurement, Replacement, Redeployment and Retirement Policy & Back Up Policy for Disaster Recovery **(Annexure-III to Appendix-A)**
   3.4 Cyber Security and Data Privacy Policy & Digital Media Policy **(Annexure-IV to Appendix-A)**

Cont..2

(Director)

4. The designated team as above shall work under the direct control and supervision of Dean IT Services and will be responsible to him for the assigned duties in the nominated domains. They shall be performing the above roles in addition to their regular academic/administrative engagement.

5. Dean-IT Services will be responsible to Director for this additional assignment.

6. The above Order comes into force with immediate effect.

Dr. (Col) A Garg
Director
04....Dec'21

Distribution:

- Joint Director/ Deans/ Principal-KSOP/HoDs(CSE/IT/CSIT/CS/EC/EN/CE/ME/MCA/MBA/HS/AS),COE,Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Associate Dean & Head IT Operations, Head-HR, Head-PR&IR, Head F&A, Dy. GM-TBI, Addl. Head-IIPC, Registrar, Manager-Administration, Librarian, Head Purchase & Stores, KIETians

Copy to:

- Dean -IT Services & Team (ITSS, ITIS, E-Learning & CSFS)

Annexure-I to Appendix A

SOP (STANDARD OPERATING PROCEDURE) OF ITSS

1.0 Objectives:

ITSS department is meant with the unique objective to provide in-house services in the domain of Website, Web Applications, Mobile Applications, Multimedia Services (Graphic Designing, Image Editing, 2D Animation, Photography & Videography), Printing Services (Mug, T-Shirt and Paper), Social Media Handles (Facebook, YouTube, Twitter, Instagram etc.) etc. Main purpose is to provide all the services in lesser time and cost effective in compared to market. ITSS department is to make the institution's various processes & functions more comfortable and hassle free.

1.1 Team Members

- **Mr. Vinay Ahlawat**, Associate Dean & Head IT Operations (ITSS)
- **Mr. Shekhar Sharma**, Asst. Manager, ITSS
- **Mr. Durgesh Gaur**, Sr. Executive, ITSS
- **Mr. Sant Kumar**, Executive (Academic Support), ITSS
- **Mr. Pawan Kumar**, AVS Operator, ITSS
- **Dr. Shashank Bhardwaj**, KIET Website In charge, Asst. Professor, MCA
- **Dr. Soniya Verma**, (Ad hoc basis Content Editor), Asst. Professor, HSS
- **Team ERP**: Students Team
- **Creative Cell**: Students Team
- **Social Media**: Students Team

2.0 Time line for work allocation and accomplishments:

The ITSS department is responsible for different type of task at Institute level. The nature of work allocated to the department is creative in nature and department wish to serve all with utmost satisfaction. We propose following time line for task allocation (it is expected that user should inform the ITSS department ‘n’ number of days before the commencement of the event/task):

S.No.	Category of Task	Subcategory of Task	Timeline	Remark
1	Graphic Designing	Flex, Banner, Sunboard, Standees, Certificate, Memento or any other graphic	4 Days	
		Brochure, Flyer, Ads	10 Days	
		Magazine, Newsletter	20 Days	

Annexure-I to Appendix A

		Multiple banners, flexes, invitation, social media post and any other material required for scheduled event like conference, innotech etc.	20 days	The event mentioned in activity/academic calendar have fix schedule and their planning can be done in advance by respective departments.
2	Image Editing		3 Days	
3	Photography/Videography		4 Days	
4	Animation		15 Days	
5	Video Making		15 Days	
6	Event Website	Content Updation	2 Days	
		New Website	20 days	
7	Social Media Updates		2 Day	
8	ERP	Maintenance	2 Days	
		Update in previous module		After analysis of requirements, timeline will be given.**Note:** After analysis, the SOW (Scope Of Work) will be duly signed by the assigning authority. Once SOW is signed & after implementation of that module, no updates will be provided for that particular module between the semester. The new requirement in ERP can be routed through Dean Academics office only.
		New Module		
9	Printing	Certificates	3 Days	
		T-Shirts	5 Days	
		Mug & Badges Printing	5 Days	
		Question Paper	5 Days	Printing Question

				Papers is sensitive issue. So it is proposed that it may be routed through Dean Academic office only.
		Brochure, Newsletter	5 Days	
10	Scanning		5 Days	

The person responsible will maintain the **log of the task** according to the **format** attached given in **Para 4**.

2.1 Task Assignment & Approval Process

Step-1: Understanding of Task at Concern Department Level: A User must be very clear about purpose of the task and accordingly he should collect the desired information related to the task. He must be aware about the output type e.g.:

- ERP: Existing Change or New? Why is it needed? What is the objective? Who is it for?
- Social Media Handles: To publish any achievement and activities client need to provide detail information (content as well as pics) timely. Press release of any program should also share with ITSS Dept.
- Video Production

Step-2: Work Allocation to ITSS: Departments should inform about the requisite services and task well in advance as per defined timeline. All the work should be forwarded through the HOD mail or in hard copy duly approved by the concerned HOD in attached task allocation form **(department may mail the form on itss@kiet.edu)**. The department must appoint the task coordinator and same must be communicated to ITSS department (pl. mention Name, Contact Number and Email id of coordinator)

Step-3: Allocation of work to ITSS Team: Team creation and task allocation will be done by Head ITSS as per task. The Head ITSS will allocate the work to concerned staff with Date & Time for meeting with concern person and stipulated time of task accomplishment.

Step -4: Analysis of Work with: The concerned departmental coordinator will be requested for the meeting by the ITSS staff. The Proper homework and research should be done for proposed task

Step-5: Deadline for the Accomplishment: After analysis and feasibility the task completion timeline will be given to the departmental coordinator.

Step-6: Creative approval of work: The first level of creative approval will be done at the Manager ITSS level. The accomplished task will be sent for client approval.

Step-7: Release: ITSS department will hand over the completed task to the concern departmental coordinator for use.

Annexure-I to Appendix A

Note:

- The accomplishment date of the task can be given only after finalization of content and other creative things from the department. Textual content must be proofread and duly signed by the coordinator before designing.
- Beyond scope if any changes come in between the development process then again completion time will be revised accordingly.
- If task is assigned as per advanced days of SOP then only HOD approval is required and Head ITSS decide accordingly.
- The initial level of proof reading must be done on soft copy only. The ITSS department will provide the one final color printout for the proof of concept (in other case black & white printout may be taken at department level.
- If the task is beyond SOP then it has to be approved by Director/Joint Director.

3.0 Photography by the Departments

All the academic Departments have been provided the good quality camera from the Institute and proper training/guidance has been given to the staff of respective departments by ITSS. Departments should arrange the in-house photography of day-to-day events like departmental FDPs, Workshops, Guest Lectures and Felicitations etc. ITSS department will not provide the photography service for the same.

The selected photographs and event detail must be shared with ITSS department within two days of accomplishment of event.

4.0 Task Monitoring System

ITSS Department will maintain / monitor the task in following format.

S.No.	Task Initiated by (Department/Individual)	Date	Time	Task Assigned to	Date and Time of personal Meeting (if required)	Task Completed & Delivered (Date & Time)	Remarks by Head ITSS

Annexure-II to Appendix A

Policies - KIET E-Learning Division

The use of technology in **education is not new**. The pandemic has only made it more pervasive and acceptable. In the wake of the lockdown last year in 2020, educational institutions across the world had to shift classes online and incorporate digital learning and assessment techniques into the curriculum. Its **flexibility enables individuals to learn at their own pace as they prepare for their future**.

Key Drivers of E-learning Growth in India

1. Improvement in internet connectivity due to the low cost of 4G data.
2. Growth in Smartphone penetration.
3. Online education cost is comparatively small compared to traditional programs.
4. Favorable e-learning government policies such as e-Basta, SWAYAM and Digital India
5. Rising demand among working professionals due to the flexibility of time.

Advantages of online education:

Online education in India has witnessed an enhanced acceptance over a few years. It is becoming an integral part of the school, colleges and even in offices across India. One of the advantages of online education has been that this kind of education model is easily scalable. The Indian government is also allowing the universities to offer fully online degrees - a change that could reshape the education industry in the country. The Indian Online Education Market is forecast to be worth S$ 8.6 billion by 2026.

Easy availability of the internet is the primary reason for the growth of online education in India. Between 2019 and 2020 the number of internet users in India increased by 128 million. For the first time, rural India has a greater number of internet users compared to urban India.

Challenges in Digital Education:

Online education is definitely has a bright future in India, but the journey is fraught with several challenges.

- **Insufficient digital infrastructure.**
- **Poor interaction with Instructor:** In traditional classrooms, the student-teacher and peer-to-peer engagement is very high. Learners can approach the instructors and fellow students for feedback or discussions, and get their concerns addressed on-the-spot. E-learning is yet not developed to a level to stimulate open-ended or crowd learning, unless the courses are imparted live with the help of an online instructor.
- **Lack of standardization, credibility and quality:** The lack of standardization of online programmes and their formal acceptability still remain a concern. The e-learning players offer multiple courses on the same subjects with different levels of certifications,

methodology and assessment parameters. Online courses are designed and imparted by different instructors, who may be given autonomy to design the curriculum. So, the quality of courses may differ across different e-learning platforms. **Most online courses do not get academic credits, credibility and recognition in the traditional educational eco-system.**

- **Language of the courses:** India is a multi-linguistic country, and a majority of the population comes from non-urban areas. The online courses mostly focus on English content. Hence, non-English speaking students struggle with the availability of vernacular content.
- **Low completion rates:** Online courses are self-paced learning. There is minimum or negligible motivation due to lack of face-to-face interaction. Hence, the completion rate of online courses is very low.

KIET E-LEARNING CELL

- Faculty members can be encouraged to develop the e-Learning (Video Lectures) and upload them on the **"KIET Career Maestro"** YouTube Channel.
- Many faculties are already uploading their video lectures on YouTube Channels; such faculties can utilize the facilities of proper guidance, training and support for better quality of videos.
- A dedicated classroom good enough for video recording during free time of faculties in college itself; so they can utilize the free time.
- If any faculty member records the video lectures using college facilities, he/she will have to use the KIET logo in the video and give credits to KIET.
- It is expected from the faculty members who are involved in the development of eLearning contents will develop at least three videos per semester for KIET Career Maestro.
- All faculty members are required to provide at least 1 video of Theory or Lab/Experiment of minimum 8-10 minutes per semester of any topic of his/her choice for KIET Career Maestro YouTube channel.
- All lab instructors/assistants are required to provide 1 video of their practical experiments per semester.
- The video provided for KIET Career Maestro YouTube channel, will be given with the copyright and faculty can't upload same video on his personal YouTube channel.
- Faculty will mention the KIET group of institutions in the about section of the YouTube channel.

Annexure-II to Appendix A

Benefits to Faculty Members:

- Self-development in terms of knowledge and personality.
- Distinguished respect and recognition amongst students, society and may be worldwide.
- Faculty will get free guidance from the experienced persons for editing videos.
- Faculty members will get video recording and editing facilities during his/her free time in college itself.
- Faculty members might get consultancies and projects from industry based upon his/her work.

Benefits to the College:

- Development of eLearning content.
- Branding of KIET through multiple YouTube Channels.
- Improvement in quality and skills of the faculties.
- More videos will be available for KIET YouTube Channels.
- Visibility of the KIET will be increased across the nation.
- Improvement in students' quality.
- Improvement in admissions in terms of quality as well as quantity.

Workflow:

- Faculty/Staff members will coordinate with their departmental e-Learning coordinator for the requirements regarding slot booking in campus and manpower to record/edit the video if requires. Further the information will be sent to Asst. Head (E-Learning Division) for final approval.
- After that the edited video will be submitted to their departmental e-Learning coordinator for quality check and approval by E-Content QA Team.
- Departmental E-Learning Coordinator will send the data to Asst. Head (E-Learning Division) for final remarks and upload.
- Time to time the format and pre-requisite of the videos will be sent by Asst. Head (E-Learning Division) to departmental e-Learning coordinator.
- If department feel the requirement for training, they can approach to Asst. Head (E-Learning Division) for the same.
- All the correspondence will be done through e-mail to the given mail id econtent@kiet.edu.

Annexure-III to Appendix-A

Standard Operating Procedure (SOP) - ITIS

KIET-ITIS (KIET IT Infrastructure Services) is separate department, which is responsible to maintain all IT infrastructure and service in the campus. ITIS department is having well equipped team of professionals to provide the smooth IT services to the users.

1.0 SOP (Standard Operating Procedure) of ITIS

The purpose of this Standard Operating Procedure (SOP) is to form guidelines and procedures to be adopted for maintenance of computers (Hardware & Software), networking and Internet services.

1.1 Scope

This procedure is applicable for maintenance of computers in all the Departments, Hostels and Labs.

1.2 Quality Control

This document will be reviewed annually and adjusted as needed.

2.0 Proposed Timeline for work allocation and accomplishments:

S.No.	Category of Task	Timeline	Expectations
1	Arrangement for Placement Activities	4 Days	Placement Department should inform to ITIS team for necessary arrangements with all IT requirements e.g. web camera, any special s/w requirements etc.
2	Infrastructure requirement for pre decided events as per activity/academic calendar viz. internal & University Examinations, conferences, project exhibition, Innotech and others.	7 Days	Organizing office/department should inform to ITIS team for necessary arrangements. All IT requirements must be briefed in detail in advance so that necessary action can be taken timely.
3	Internet/Intranet/Wi-Fi /Other Network/UPS/UPS Batteries/Projector/ Interactive Panels and other related issues	Try to resolve the issue as earliest possible	Inform the ITIS team for mentioned issues as early as possible.
4	Hostel Internet Maintenance	4 hrs during working hrs.	Internet issues regarding hostels can be informed via register placed in hostel or in central lab, on mobile no. of ITIS team, through e-mail (itsupport@kiet.edu). ITIS team will take prompt action on complaints and try to resolve the issue as early as possible.

Annexure-III to Appendix-A

5	Power Backup	Try to resolve the issue as earliest possible	**Generator Sets:** Institutions has appropriate power backup system in the form of diesel generators to take care of long-time power cuts **Standby UPS:** KIET uses standby UPS for few individual systems **In any case of power disruption user inform to ITIS team without delay.**

2.1Task Assignment & Approval Process

Step-1: Understanding of Task at Concern Department Level: A user must be very clear about purpose of the task and accordingly he should collect the desired information and inform to ITIS team for further process.

Step-2: The Use of Locally Deployed Staff: For any department level issues, department try to resolve the issue through deputed resource at their end first. If problem does not resolve at department level, then concern can be raised at central level.

Step-3: Place your grievance to ITIS team: The grievance can be placed to ITIS team through the following steps:

- **IT Help Desk** which has been setup in Central Lab
- Mail at itsupport@kiet.edu
- Via Whatsapp : **8744097774** or at IT Help Desk Extension No.: **2140**

Following Information is required for timely and effective grievance handling

Name of Faculty/Staff/student:……Emp Id/Roll No:…….

Department/Branch:…….Phone Number: ……

Email ID…… Location/Room No……..

Step-4: Action by ITIS Team: The ITIS team will record the problem on service form and depute the staff for the solution. The concerned department will give their feedback on the same form about the service. The form is attached in Annexure-1. ITIS provides complete user support. Manager IT will deploy the team during/beyond working hrs.

Note:

1. The solution of problem may require the new hardware and other peripherals so the timeline of solution will depend on the availability of the item. ITIS team will be bound to move the new requirement with appropriate approval of Director/Joint Director.
2. Maintenance Engineer will maintain the record of request and services for one academic year.

Annexure-III to Appendix-A

3. Priority of task will be decided by the Manager IT.
4. The request will be closed after the signature and feedback of the user on service form.

Policies and Procedures for Major Problems

- Any new requirement and installation (included new project/purchase or material required for operation) can be initialed by the concern department after prior written approval of Director/Join Director only.
- If task is assigned as per timeline of SOP then only HOD approval is required and Manager IT can decide accordingly.
- If the task is beyond SOP then it has to be approved by Director/J. Director/Dean ITS

3.0 Escalation matrix for service support

The Users are requested to register their complaint at help desk first and follow the process of escalating their complaint as follows:

IT Help Desk [the help desk will convey the maintenance schedule to the users]

↓

Manager IT [after the 2 hrs of time allocated by the help desk]

↓

Dean ITS [after 24 hrs of the of the time allocated by the Manager IT]

↓

Joint Director [after 24 hrs of the of the time allocated by the Dean ITS]

↓

Director [after 24 hrs of the of the time allocated by the Joint Director]

4.0 Records to be maintained

- Call log book
- Request letters forms
- Purchase Requisition book
- Material issue book
- All the bill of New Purchase or Repairing
- Internet Bandwidth logbook

Annexure-III to Appendix-A

Service Form (Call Report)

KIET
GROUP OF INSTITUTIONS
13 KM STONE, GHAZIABAD-MEERUT ROAD, GHAZIABAD (U.P.) - 201 206 (INDIA)
ITIS Department - Service Form

User Name : _____ Call Logged In : _____
Department: _____ Call Attend On: _____
Call Completed On: _____

Nature of Complaint: ☐ Installation ☐ Repairing ☐ Purchased ☐ Internet

Nature of Fault: _____

Call Forwarded To: _____

Remarks: _____

User Sign. : _____ For ITIS : _____

For User

Remarks: _____

Job Completed: ☐ Yes ☐ No User Sign. : For ITIS : _____

IT Hardware Procurement, Replacement, Redeployment and Retirement Policy (ITIS)

The KIET Group of Institutions has very well-defined process for IT hardware replacement and upgradation including peripherals.

Procurement/Improvement of IT H/W:

1. The growth of users in the campus
2. Digitalization of teaching learning process
3. Addition of new courses and branches in the campus
4. Capacity enhancement of IT networking, hardware and software

Replace/Redeployment of H/W:

1. The change of teaching scheme and additions of new labs
2. Research and innovative projects by faculty and students
3. Hardware stops working

Retirement of H/W:

1. Hardware exceeds their EOL (end of life) as mentioned during purchase and not maintainable.

Process Owner: Concerned Department

Annexure-III to Appendix-A

BACKUP POLICY FOR DISASTER RECOVERY (ITIS)

A backup policy sets forth the importance of data and system backups, defines the ground rules for planning, executing and validating backups and includes specific activities to ensure that critical data is backed up to secure storage media located in a secure location.

KIET Group of Institutions is having its own server maintenance and backup policy for disaster recovery as follows:

ITS Server Team is responsible for maintenance and support for data backup.

Procedures Regarding Target Media (e.g. NAS Server)

1. The Backup retention frequency is as follows:

a. Daily backups

i. Incremental and full backups will be kept on-site for 1 month

b. Weekly Production Backups

i. Full and incremental weekly backups will be stored on-site for 1 month

iii. Occur as scheduled; 4 iterations per month

c. Monthly Production Backups

i. Full and incremental backups will be stored on-site for 3 months

d. Non-production

i. Non-production environments will be retained by user as per their requirement

ii. Will not be stored on NAS

Note: Data backup copies may be set up for up to 4 years' retention

Procedures regarding Data Recovery

- Data recovery can be done on special circumstances and requests by the end users.

Process Owner: ITS Team

Annexure-IV to Appendix-A

CYBER SECURITY AND DATA PRIVACY POLICY (CSFS)

KIET Group of Institutions implemented a robust IT governance program that uses the National Institute of Standards and Technology (NIST) cyber security model as part of its risk-management framework. This framework monitors the following key areas of IT risks:

(a) Network security both at the edge boundary (firewall rules and intrusion detection) and internal assets management (vulnerability scanning, patch management and virus protection);
(b) User access management;
(c) Third-party security review and Service Level Monitoring;
(d) Incident management of cyber security events;
(e) Business continuity and disaster recovery;
(f) Mandatory training of employees in security awareness programs;
(g) Regular "phishing" and penetration testing to determine potential security gaps.

A) General Guidelines to Prevent the Cyber Security and Data Privacy Threats

1. **Set password requirements:**

   (a) User should not store its password in any of the computing device.
   (b) Often need to update passwords.
   (c) Having unique passwords for different logins

2. **Handle sensitive data**

   (a) Share the sensitive data appropriately.
   (b) Store the physical files, such as in a locked room or drawer
   (c) Properly identify sensitive data
   (d) Destroy any sensitive data when it is no longer needed

3. **Computer, email and internet usage Guidelines for User**

   (a) Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted
   (b) Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role
   (c) All Internet data that is composed, transmitted and/or received by KIET Group of Institutions' computer systems is considered to belong to KIET and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties

Annexure-IV to Appendix-A

(d) The equipment, services and technology used to access the Internet are the property of KIET Group of Institutions and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
(e) Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images
(f) All sites and downloads may be monitored and/or blocked by KIET if they are deemed to be harmful and/or not productive to business.
(g) The installation of software such as instant messaging technology is strictly prohibited

4. Unacceptable use of the internet by employees includes, but is not limited to:

(a) Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via KIET email service
(b) Using computers to perpetrate any form of fraud, and/or software, film or music piracy
(c) Stealing, using, or disclosing someone else's password without authorization
(d) Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
(e) Sharing confidential material, trade secrets, or proprietary information outside of the organization.
(f) Hacking into unauthorized websites
(g) Sending or posting information that is defamatory to the KIET, its products/services, colleagues and/or customers
(h) Introducing malicious software onto the KIET network and/or jeopardizing the security of the organization's electronic communications systems
(i) Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
(j) Passing off personal views as representing those of the organization
(k) The user should not delete/uninstall any data or software.

B) Technical System to Prevent the Cyber Security and Data Privacy Threats

i. KIET Internet/Intranet services are governed by UTM
ii. Security protocols implemented to use only secure configuration, and to not support insecure version or configuration.
iii. Only trusted keys and certificate accepted.
iv. Proper encryption strength implemented for the encryption methodology in use.
v. Antivirus software deployed on all systems.
vi. All Antivirus mechanism generating audit logs.
vii. Critical security patches install as per requirement.

Annexure-IV to Appendix-A

viii. Our software development process based on industry standard and best practices.
ix. Development, test, and or custom application accounts, user IDs, and passwords removed before application become active and released to user.
x. Code changes reviewed by individuals other than the originating code author and by individuals who are knowledgeable about code review techniques and secure code practices.
xi. Developers trained at least annually in up-to-date secure coding techniques, including how to avoid common coding vulnerabilities.
xii. Our coding techniques address cross-site scripting (XSS) vulnerabilities, and protect from XSS attack
xiii. Our secure data/folder protected with password and authorized IP only.
xiv. Security patches update in our day to day activity.
xv. Our application and database backup store on secure places.
xvi. Installing an automated technical solution that detects and prevents web-based attacks.
xvii. Configured to either block web based attacks or generate an alert that is immediately investigated.
xviii. Access for any terminated users immediately deactivated or removed.
xix. Inactive user accounts either removed or disabled within 90 days.
xx. User passwords/passphrase changed at least once every 90 days.
xxi. System root privileges given only on authorized IP.
xxii. Our database and application server kept in the private subnet, not available for access on the public domain.

DIGITAL MEDIA POLICY

A **digital media policy** (also called **social media policy or social networking policy**) is a corporate code of conduct that provides **guidelines** for employees/students who post content on the Internet either as part of their job or as a private person.

A **digital media policy** is the best way to make sure our employees/students know how to act on various channels of media. The goal is to provide employees with straightforward guidelines that are easy to follow.

A **digital media policy** can also help stave off legal or security problems. It helps in defending against legal trouble and security risks. It helps in empowering employees/students to share organization's messaging. It helps in creating consistency across channels.

Annexure-IV to Appendix-A

Purpose of KIET Digital Media Policy

It's too common for an organization to have to apologize for an employee's/student's thoughtless tweet/post and it could have been avoided if that employee/student had been given proper guidance from the start.

These guidelines are intended to support employees by ensuring that all employees clearly understand the many factors and possible ramifications to consider and use communication tools in a manner within approved platforms. These guidelines are in addition to, and complement, existing and future KIET's policies (e.g. policies for KIET Website, for social handles).

This policy covers the use of social media handles for KIET purposes, including sites hosted and maintained on behalf of the institute.

Digital Media Covered Under This Policy

This policy applies to -

- Blogs, microblogs such as Twitter, chatrooms, forums, podcasts, WhatsApp,
- Open access online encyclopedias such as Wikipedia,
- Social bookmarking sites such as del.icio.us and
- Content sharing sites such as flickr and YouTube.
- Social media policy for the KIET's official accounts
- Social media policy for employees' official accounts

The internet is a fast-moving technology and it is impossible to cover all circumstances or emerging media – the principles set out in this policy must be followed irrespective of the medium.

KIET Digital Media Policy- Restrictions

- Users should not put themselves in a position where there is a conflict between the KIET and their personal interests.
- Users should not engage in activities involving social media which might bring KIET into disrepute.
- Users should not represent their personal views as those of KIET on any social medium.
- Users should not discuss personal information about others, students, KIET and the wider community they interact with on any social media.
- Users should not use social media and the internet in any way to attack, insult, abuse or defame students, their family members, their religion, colleagues, other professionals, other organizations or the Institute.
- Stay Away from Inappropriate Posts.
- Users should not present a content which may be a case of sexual harassment (as defined by KIET Internal Complaints Committee)

Annexure-IV to Appendix-A

Rights and Responsibilities

- Be Responsible and Respectful.
- KIET email addresses should not be used for setting up personal social media accounts or to communicate through such media.
- Users should be conscious at all times of the need to keep their personal and professional lives separate.
- If students and employees of KIET wish to communicate with each other they should only do it through the approved medium, official emails.
- All employees, parents, students and members of KIET are strongly advised to ensure that they set the privacy levels of their personal sites as strictly as they can and to opt out of public listings on social networking sites to protect their own privacy.
- All employees, parents, students and members of KIET should keep their passwords confidential, change them often and be careful about what is posted online.
- Social Media Coordinators have access to as part of their employment, including personal information about students and their family members, colleagues, other affiliated parties and KIET's corporate information must not be discussed in their personal web space.
- Sites like LinkedIn may be used for professional purposes to highlight a personal profile with summarized detail. However, KIET advises that care is taken to maintain an up to date profile.
- Make Your Profile Private and Skip the Personal Details.
- A community can only function effectively when all members afford and treat each other with respect. Members of the KIET community are expected to give respect to others and the reputation and good name of the institute.

This policy is to encourage a person for personal expression or online activities; however, potential for direct or indirect damage to be caused to others in our community or the school through inappropriate use of social media is very real. As such a person's online behavior should reflect the same standards of honesty, respect, and consideration that a person uses face-to-face, and be in accordance with the Ethos of the institute.

Breach of this Policy

A breach of this policy may also involve a breach of other policies of KIET, such as, but not limited to-

- Student and Parent Code of Conduct
- Employee Code of Ethics
- Privacy Policy

Annexure-IV to Appendix-A

Actions as following may be taken on breaching the **KIET Digital Media Policy-**

- Any breach of this policy will be considered by the Leadership Team as serious and will be dealt with on a case by case basis.
- All reports of cyber bullying and other technology misuses will be investigated and may result in a notification to Police.
- Student sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or exclusion from the KIET.
- It is important that employees, students and parents should be aware that in certain circumstances where a crime has or may have been committed, they may be subjected to a criminal investigation by Police over which KIET will have no control.

Ref/Dir/01/2023 **1st Mar'23**

OFFICE ORDER: 01/2023

Re-structuring of Innovation, Entrepreneurship & Consultancy Council (IEC)

Reference: Announcement made by the undersigned during the New Year celebrations to observe this year i.e. **2023 as Innovation & StartUp year**.

1. **Year 2023** is declared as **INNOVATION & STARTUP YEAR** to further **intensify the Innovation & Entrepreneurship ecosystem in the institute.** In order to have a **focused approach** towards realizing this thought, Institute's Innovation, Entrepreneurship & Consultancy Council (IEC) has been **re-structured** and **IEC policy duly revised.**

2. As per revised structure, an **additional team** is added as **Sales Team to existing three verticals** (i.e. **Innovation Centre, Entrepreneurship Centre & IRCDC**) with an objective to market and sale the products developed at KIET and trainings to other institutions and industries.

3. The **revised policy doc.** covering the detailed structure of IEC-different verticals, Objectives, KRAs of the Managing Team -IEC Council (IC, EC, IRCDC & Sales Division), KPIs, details of Officials i.e. Core team including few new appointments, associated faculty team (IC,EC&IRCDC), Monetary terms & revenue management etc. is attached at **Appendix-A**.

4. Few **salient features of revised IEC policy** are shared below:-

(a) In Entrepreneurship Centre, a **minor specialization course on Innovation and Entrepreneurship** has been initiated **from first year** for entrepreneur mindset development.

(b) **StartUP KIET** is initiated for **students of all years** as well **faculty** members with an objective to incubate entrepreneurial ideas that students/faculty may wish to work upon.

(c) **Entrepreneurship Cell** (E-Cell) has been restructured with a motive to promote entrepreneurship and act as enablers for promoting interested students/faculty members. Apart from managing events for IEC, **E-Cell will have dedicated teams** to work on **five areas: KIET Studio, KIET Alumni Pool, E-Commerce platform, Digital marketing** and **PR & Media**.

(d) Earlier for Consultancy services, the profit generated were distributed in the ratio of 75:25 after deducting all the expenses to consultancy team and Institute respectively. Now the **distribution of profit** generated after all expenses in **three verticals** will be as:-

- Innovation Centre: 85% to 95% to (Training team +Sales team) & 5% to 15% (Institute) (Refer **Page 14, Appendix-A**).
- Entrepreneurship Centre: 85% to 95% to (EC team+ Sales team) & 5% to 15% (Institute) (Refer **Page 16, Appendix-A**).
- IRCDC: 80% to 100% to (Consultancy team + Sales team) and 0% to 20% (Institute) (Refer **Pages 20-21, Appendix-A**)

(Directed)

(e) KIET Faculty members are encouraged to take up consultancy assignments and **Best Faculty Consultancy Awards** with a cash prize and certificates will be given to the faculty members **with highest consultancy** on Teacher's day every year.

(f) KIET has multiple **Centres of Excellence (COEs)** and **NABL lab** and they will be used to **generate revenue via academic/industrial consultancy** through **conducting workshops and training programs every semester on a regular basis.**

5. **Detail of respective Office Bearers as per revised policy** is also attached separately for quick reference **(Appendix-B)**.

6. The appointees (at **Para 5)** shall be performing their designated duties in addition to their regular academic/administrative engagement.

7. Dean IEC will be responsible to the Director for his duties in the designated capacity. He shall be working in close coordination with all the stakeholders for the purpose. However, respective Heads under different verticals shall take full ownership and will be accountable to Dean IEC for their designated roles/responsibilities.

8. **The above Order comes into force with immediate effect.**

9. With this, **all previous Office Orders** i.e. Office Order 28/2021 dated 9th Oct'21 and Amendment Note to Office Order 28/2021 dated 11 Mar'22, Office Order 06/2019 dated 1st Apr'19, Office Order 08/2020 dated 9 Jun'20, Office Order 18/2018 dated 11 Jul'18 **stands dissolved**.

Dr. (Col) A Garg
Director
01...**Mar'23**

Distribution:

- Joint Director/Deans/Principal-KSOP/HoDs (CSE/IT/CS/CSIT/CSE(AI),(AI&ML)/EC/EN/CE/ME/AS/MCA/MBA/HS), COE, Dy. GM-TBI, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Head-EC/IC/Sales (IEC), Addl. Head-IIPC, Associate Dean & Head IT Operations, Head PR&IR, Head HR, Registrar, Manager Administration, Head F&A, Librarian, Head Purchase & Stores, KIETians

Copy to:

- Dean IEC & Core Team /Associated faculty team (IC/IIC/ EC/IRCDC/Sales division) /All concerned
- HoDs - For required support

Appendix-A

KIET IEC Policy Document

The information contained in this document intended solely for the use of the individual or entity to whom it is addressed. It contains highly confidential & legally privileged information. If you are not the intended user you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited, is unlawful & a punishable offense. If you have reached the document by error, please notify us immediately by reaching out to our team and then delete it from your system

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Table of Content

Version History 2

Table of Content 4

1. Overview 6

2. IEC Council Structure 7
- 2.1. Departmental Structure 7
- 2.2. Organizational Structure 8

3. IEC Council - Managing Team 9
- 3.1. Dean 99
  - 3.1.1. Key Responsibility Areas (KRAs) 9
  - 3.1.2. Key Performance Indicators (KPIs) 10
- 3.2. Associate Dean 10
  - 3.2.1. Key Responsibility Areas (KRAs) & Key Performance Indicators (KPIs) 10
- 3.3. DGM-TBI
  - 3.3.1. Key Responsibility Areas (KRAs) 10
  - 3.3.2. Key Performance Indicators (KPIs) 11

4. Innovation Centre 12
- 4.1. Sections 12
  - 4.1.1. Innovation Schools 12
  - 4.1.2. Innovation Gallery 12
  - 4.1.3. IIC/ARIIA 12
  - 4.1.4. Third Party 13
- 4.2. Head - Innovation Centre 13
  - 4.2.1. Key Responsibility Areas (KRAs) 13
  - 4.2.2. Key Performance Indicators (KPIs) 13
- 4.3. Role of IIC-KIET Members 14
- 4.4. Monetary Terms & Revenue Management 14

5. Entrepreneurship Centre 15
- 5.1. Sections 15
  - 5.1.1. Minor Specialization 15
  - 5.1.2. StartUP KIET 15
  - 5.1.3. E-Cell 16
- 5.2. Head - Entrepreneurship Centre 17
  - 5.2.1. Key Responsibility Areas (KRAs) 17
  - 5.2.2. Key Performance Indicators (KPIs) 17
- 5.3. Mentor - Entrepreneurship Centre 17
  - 5.3.1. Key Responsibility Areas (KRAs) 17

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5.3.2. Key Performance Indicators (KPIs) 17

6. Consultancy Centre (IRCDC) 18
6.1. Overview 18
6.1.1. Objectives 18
6.1.2. Consultancy Scope 18
6.2. Sections 19
6.2.1. IRCDC Consultancy assignments 19
6.2.2. Faculty Consultancy assignments 20
6.2.3. Job Work and NABL Testing 20
6.2.4. Center of Excellence 21
6.3. Head - IRCDC 21
6.3.1. Key Responsibility Areas (KRAs) 21
6.3.2. Key Performance Indicators (KPIs) 22
6.4. Associate Head - Consultancy 23
6.4.1. Key Responsibility Areas (KRAs) 23
6.4.2. Key Performance Indicators (KPIs) 23
6.5. Terms and Code of Ethics 23
6.5.1. Terms 23
6.5.2. Code of Ethics 23

7. Sales Division 25
7.1. Sections 25
7.1.1. Institutional Sales 25
7.1.2. Channel Sales 25
7.1.3. Enterprise Sales and Partnerships 25
7.2. Head - Sales Division 25
7.2.1. Key Responsibility Areas (KRAs) 25
7.2.2. Key Performance Indicators (KPIs) 25

Annexure 1: Present Officials **26**

Annexure 2: Standard Operating Procedures of IRCDC 29

Annexure 3: Approved Rate List of Testing equipments & Facilities 30

Annexure 4: Approval Form for Consultancy Work 41

Annexure 5: Remuneration Form for Consultancy 42

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1. Overview

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, a dedicated body called Innovation, Entrepreneurship and Consultancy (IEC) Council has been constituted and a new Section 8 company "KRISHNAPATH INDUSTRIAL RESEARCH & CONSULTANCY FOUNDATION" has been incorporated with the Ministry of Corporate Affairs, Government of India.

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

Role

- Council will coordinate and harmonize all the efforts and activities being done towards innovation, entrepreneurship and consultancy.
- Council will plan and execute co-curricular activities with the objective of creating a culture of entrepreneurship among the students and actively handhold them in revenue generating activities.
- Council will coordinate the organization of awareness programs, skill development programs, sessions on emerging technologies, design, hands on training and value-added courses related to innovation, entrepreneurship and consultancy for capacity building.

Objectives of IEC

- To create self-sustaining learning system to support the knowledge creation and skill set development.
- To create an ecosystem for supporting ideation to start-up journey via prototype and product development.
- To create vibrant Innovation ecosystem and to develop better cognitive ability amongst the KIET students.
- To create a vibrant ecosystem for industrial consultancy culture.
- To promote and support entrepreneurship where the students, immediately after joining KIET institute in any stream, get guidance, mentoring, physical space and network for funding and value based collaboration.
- To create the Institution's Innovation and Entrepreneurship portal for KIET to highlight innovative and entrepreneurial projects carried out by KIET faculty and students.
- To create an ecosystem for supporting industry institute collaboration activities in industrial research and consultancy, process prototype and product development etc.
- To bridge the gap between the Academia, Industry & Government.
- To provide an opportunity to students and faculty members on "Live" industry projects.
- To provide expert advice & guidance to industries to make them competitive.

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- To provide consultancy and analytical services to MSMEs for Atma Nirbhar Bharat & Vocal for Local.
- To solve problems of the industries regarding Design/Product development/Production Issue/Energy audit/Marketing etc.

2. IEC Council Structure

2.1. Departmental Structure

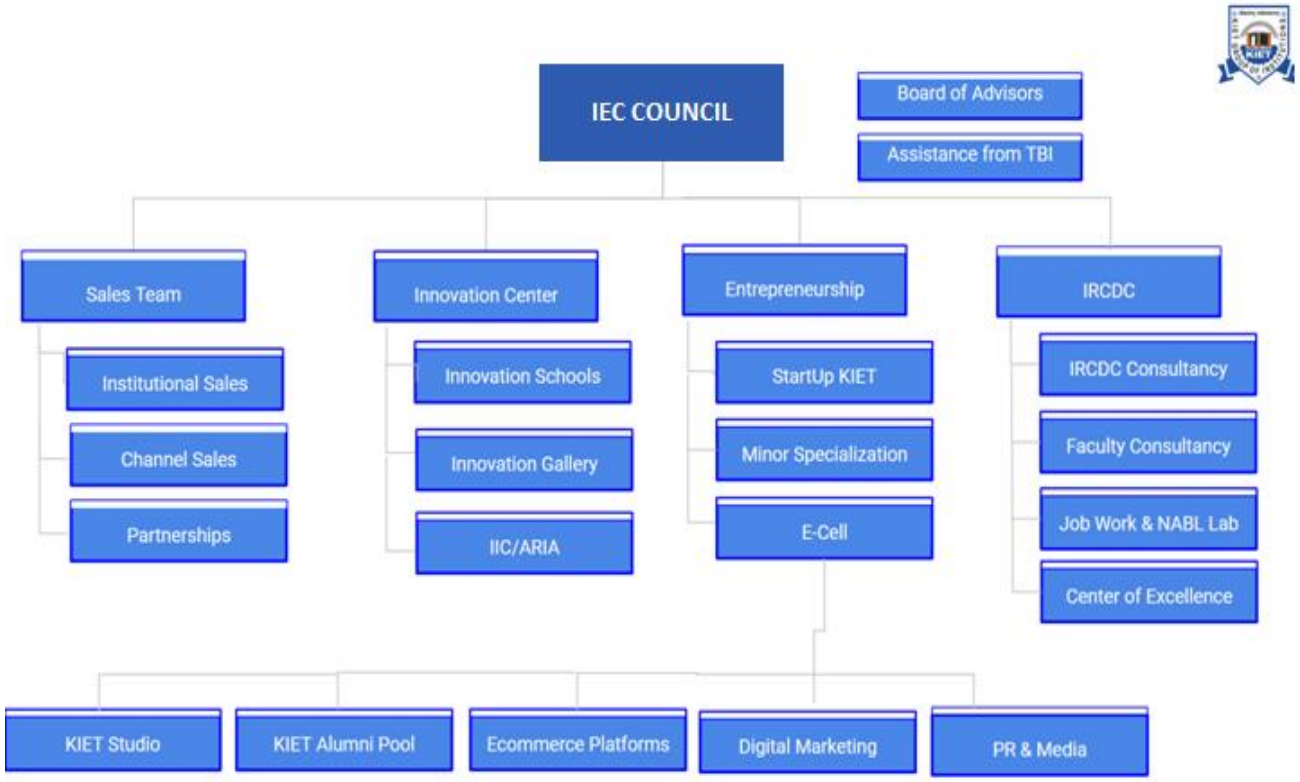

Fig 1: IEC Council Departmental Structure

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2.2. Organizational Structure

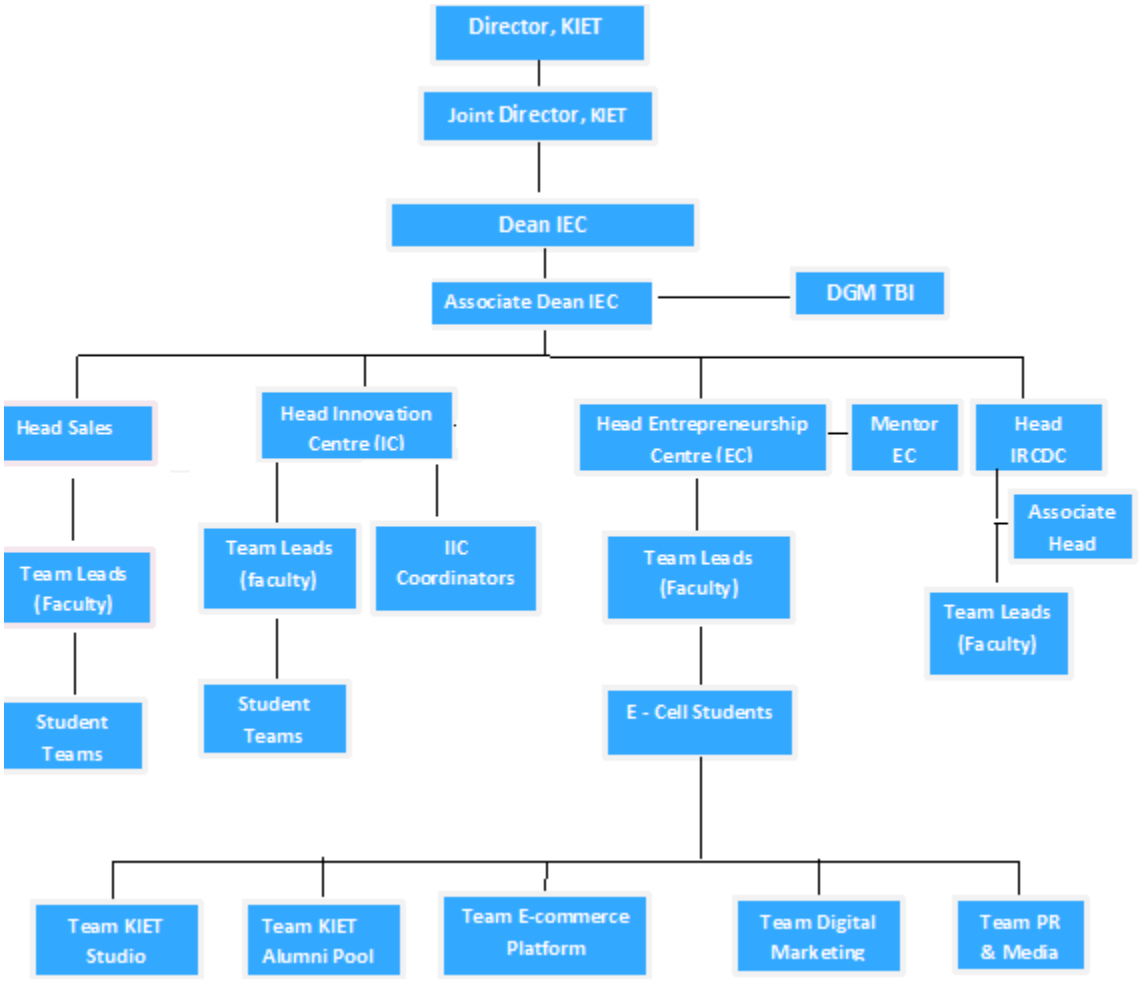

Fig 2: IEC Council Organizational Structure

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3. IEC Council - Managing Team

3.1. Dean-IEC

3.1.1. Key Responsibility Areas (KRAs)

a. Responsibility Scope

Dean-IEC is the Head of IEC Council and shall be responsible for managing the IEC Council's overall operations as well as tactical and strategic decisions. This may include delegating and directing agendas, allocating capital, driving revenue generation and profitability, managing the team, and communicating with the KIET management.
He will also be responsible for reviewing and requesting the KIET management for amendments in the IEC policy as and when necessary.

b. Supervision
Dean-IEC shall supervise and mentor Heads of Innovation Centre, Entrepreneurship Centre, IRCDC and Sales Team and will serve as approval authority for programs, events and initiatives taken by all the Centres.

c. Yearly Roadmap
Dean-IEC shall prepare and present a yearly roadmap with expected outcome to the KIET management with the following clearly defined parameters:

- Activity planner for each centre
- Revenue targets for each centre
- Innovation Center
    - Number of trainings/workshops imparted and people trained
    - IIC/ARIIA rankings
    - Number of patents filed and granted
- Entrepreneurship Center:
    - Number of new startups,
    - Total revenue generated by all startups
    - Total people employed by all startups
- Consultancy (IRCDC)
    - Number of clients consulted
    - Revenue generated from consultation

d. Culture of Innovation and Entrepreneurship
Dean-IEC shall be the evangelist for innovation and entrepreneurship in the institute and may guide students and faculty members in developing, evaluating, and implementing entrepreneurship as a career option.

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He shall promote the culture of Innovation and Entrepreneurship.

3.1.2. Key Performance Indicators (KPIs)

The Dean-IEC, Associate Dean-IEC, DGM TBI along with the IEC verticals Heads will have a **quarterly review meeting** with the KIET Management Team.

KPIs to be reviewed will include department wise:

- Quarterly Revenue of IEC (Total and vertical centre wise)
- New Product/Services launched
- New Startups formed
- Number of students/faculty members impacted via training/workshops
- Number of consultancy assignments
- IPR application filing, grant and commercialization
- Media Impressions
- Utilized and unutilized facilities and resources under IEC
- Comparative analysis with previous quarters
- Progress percentage with respect to the Yearly Roadmap

3.2. Associate Dean-IEC

Associate Dean-IEC is to assist the Dean IEC and shall be responsible for managing the IEC Council's overall operations and will give suggestions in tactical and strategic decisions. In addition, He has to manage Institute Innovation Council (IIC) activities along with IIC Members.

3.2.1 Key Responsibility Areas (KRAs) & Key Performance Indicators (KPIs)

- Same as Dean- IEC
- Awareness and training programmes as per the IIC-KIET calendar in each department.
- Implementation of NISP.
- Uploading of IIC activities reports on MIC portal & ARIIA portal.

3.3 DGM TBI

The primary objective of the role would be to bring non-academic exposure to the IEC-Council, offer TBI's networks in Government, Industry and Institutions to the advantage of the Council and act as a guide and support to the overall mission of IEC Council.

3.3.1. Key Responsibility Areas (KRAs)

a. External Partner Management
   The DGM TBI will be overseeing dealing with all external partners pertaining to industry, government and institution.
b. Polytechnics & Schools

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The DGM TBI will be responsible for signing MoUs with Polytechnics and Schools so that Academic Consultancy can be provided to them via KIET.

c. Monthly Review Meetings

The DGM TBI (along with Dean-IEC) will convene Monthly review meeting with IEC Departmental HODs at TBI-KIET and following aspects of each department will be reviewed department wise:

- Revenue generation
- Ongoing product/projects/programs
- New initiatives
- Month on month growth trajectory

The review meeting shall also involve performing a gap analysis of set outcomes and attained outcome in line with the Yearly Roadmap and to decide necessary action
He would also be responsible to represent IEC Council (along with Dean-IEC & Associate Dean-IEC) in the Quarterly Meetings

3.3.2. Key Performance Indicators (KPIs)

KPIs to be reviewed will include department wise:

- Quarterly Revenue of IEC (Total and Department wise)
- New Partners on boarded - Polytechnic, Schools, Govt bodies, Industries, etc.
- New Startups formed
- Number of consultancy assignments

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4. Innovation Centre (IC)

Innovation Centre is conceptualized with a mission to promote outcome-based learning for students which will include learning by making market ready projects and developing deeper understanding of the subject specifically in the students' own interest area.

At the Innovation Centre, the students of KIET would be nurtured and exposed to ideas and processes to inspire them 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.

4.1. Sections

4.1.1. Innovation Schools

Innovation Schools are a student-faculty driven new-age technical education centers that have two objectives:

- To support members in conceiving, incubating and nurturing innovative ideas,
- To facilitate new-age technical education for all interested aspirants (within KIET and outside KIET) by means of outcome based training and workshops.

List of Innovation Schools

1. School of AI/ML & Data Sciences
2. School of UI/UX design
3. School of Drone/IOT/Robotics
4. School of AR/VR
5. School of Design
6. School of Product Development
7. School of Biomedical
8. School of Aspiring Businesses & New GEN Leaders

4.1.2. Innovation Gallery

Innovation Gallery is a physical space within the Innovation Center where:

- Demonstrations of KIET student/faculty created market ready project/products are displayed
- Record on all innovations & inventions that have been created in KIET are readily available
- IPR Wall

Apart from this, Innovation of the Month contest is also organized and the winners are to be felicitated at Institute level.

4.1.3. IIC/ARIIA

Innovation Center will also be responsible for constituting, managing and maintaining the Institutional Innovation Council (IIC) within KIET with the support of IIC-KIET departments' coordinators and to prepare

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and participate for IIC ranking and Atal Ranking of Institutions on Innovation Achievement (ARIIA) each year.

4.1.4. Third Party

A third party has been assigned to the Innovation Center and their scope of work is defined as per the MoU signed between KIET and the third party.

4.2. Head - Innovation Centre

4.2.1. Key Responsibility Areas (KRAs)

- To plan, execute, delegate and oversee all the activities of the Innovation center
- To enroll faculty coordinators and students on a volunteering basis for running the activities of the Innovation Centre.
- To present the progress in each Monthly review meetings to the Managing Team and Quarterly review meeting to the KIET Management Team
- Coordinate with Head - Sales and E-Cell Digital Marketing Team to drive the Sales and Marketing for the Department.
- To coordinate with other IEC centres in project/product/program development.
- To provide other facilities to the innovation schools/projects as and when necessary
- To plan and organize activities/innovation meets/fairs and competitions like Hackathon, Innovation of the month, etc. in the Innovation Centre for which prizes/recognition may be given along with preparation to students willing to participate in national innovation fairs & festivals.
- To identify the innovation opportunities from industry and to prepare the team to work on those opportunities.
- To Plan and organize regular workshops within Innovation Schools on emerging and future Technologies and by using the facilities present in different KIET laboratories.
- To list the products to be manufactured from various teams of the students and to facilitate them.
- To create Institution's Innovation Portal for KIET to highlight innovative projects carried out by KIET faculty and students.
- Guidance (Internal and External) for development of innovative solutions to solve everyday problems.
- Periodic interaction of the participants with Innovators/Inventors & researchers. Encouraging students to make use of locally available resources for hands-on activities to supplement curriculum-based teaching.

4.2.2. Key Performance Indicators (KPIs)

- Revenue generated from Innovation Center activities
- Number of students/faculties impacted via training/workshops
- Number of IPR application filing, grant and commercialization
- Awards/Participation/Recognition in International/National events /Innovation events

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4.3. Role of IIC KIET Members-Innovation Centre (Department Representative)

- Awareness and training programmes as per the IIC-KIET calendar in each department.
- Implementation of NISP.
- To act as SPOC of department for all the tasks related to Innovation & Entrepreneurship.
- To prepare and participate in IIC & ARIIA ranking

4.4. Monetary Terms & Revenue Management

The revenue generated from Innovation Centre activities will be utilized as

- For every commercial activity being conducted, the amount generated will be deposited in the bank account of KRISHNAPATH INDUSTRIAL RESEARCH & CONSULTANCY FOUNDATION" against a valid GST bill that will be raised by the Accounts Team.
- Post the activity, all the reimbursements will be completed and the **balance profit** will be distributed as per the following structure:

S. No.	Use Case	Innovation Center	Sales Team	Institute
1	Workshop/Training outside college	75%	20%	5%
2	Workshop/Training within college (College facilities used)	65%	20%	15%
3	Workshop/Training outside college (No Sales Team involved)	95%	0%	5%
4	Workshop/Training within college (No Sales Team involved)	85%	0%	15%

- Innovation Centre's profit share (excluding prize money, certificates & other expense) will be distributed between the executing team (faculty coordinators, trainers, assistants, etc.).
- The amount for each individual in the executing team would be capped at 5000 INR/activity and the distribution would be decided by the Head- Innovation Center
- A utilization certificate needs to be submitted for each revenue generation activity which details the expenses and income clearly.

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5. Entrepreneurship Centre (EC)

The Entrepreneurship Centre is dedicated in inculcating an entrepreneurial temperament in students and faculties of the institute by means of multifarious activities.

5.1. Sections

5.1.1. Minor Specialization

- The Minor Specialization program offers a diversified approach in teaching and learning pedagogy including cross disciplinary learning using mentors, laboratories, case studies, games, etc. in place of traditional lecture-based delivery. Experts from industry, mentors from different areas of business and enterprise will be the part of the resource person team of these programs. Head EC in supervision of Dean (IEC) would execute Minor Specialization Certification Course on Innovation and Entrepreneurship.
- The Minor Specialization is a Certificate course in entrepreneurship starting from 1st year of engineering education.
- The course has been divided into 2 modules/semester. Students can opt for the course for a minimum 1 semester. Each semester will have an individual certification.
- The initial batch is proposed to be of 250 students and further batch size will be decided by the Head-Entrepreneurship as per the response from students.
- The fees/student is Rs. 500 per year for the initial batch. It can be increased/decreased by the Head-Entrepreneurship as per the response from students.
- The students opting for this program would be granted attendance for the classes attended.
- The program will be managed in lines with the already approved Minor Specialization curriculum

5.1.2. StartUP KIET

- StartUP KIET aims to incubate entrepreneurial ideas that students/faculty members may wish to work upon.
- The program will select ideas from such student/faculty members teams and hone them to become scalable businesses
- The teams will be mentored by the industry experts and TBI team.
- Marketing and Sales support will be provided by E-Cell and the Sales Team of the IEC.
- The startups will be exposed to periodic workshops/seminars/interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators, etc.
- The revenue structure can be amended by the Head- Entrepreneurship on a case to case basis after informing the IEC Managing Team.
- Any revenue generated from these incubated startups will be structured as per the following:

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S. No.	Use Case	Startup	Sales Team	Institute
1	Revenue generated by the Startup itself	95%	0%	5%
2	Revenue generated by IEC Sales Team	75%	20%	5%
3	Revenue generated through E-Cell activities	85%	0%	15%

5.1.3. E-Cell

- Entrepreneurship cell (E-Cell) has been formed under IEC with a motive to promote entrepreneurship and act as enablers for promoting the students/faculty members that are interested in such endeavors.
- The E-Cell will be constituted, managed and headed by Head- Entrepreneurship along with the interested students and faculties.
- Apart from managing events for IEC, E-Cell will have dedicated teams for the following 5 areas of work:

#	Areas of Work	Responsibility Areas
1	KIET Studio	• Photography/ videography / product cataloging activities
2	KIET Alumni Pool	• Identifying alumni for mentoring in StartUP KIET program • Identifying alumni to support in consulting/innovation verticals
3	E-Commerce Platforms	Listing and managing product and services sales of in-house StartUps and Consultancy wing on following 4 platforms: • Amazon • Flipkart • Indiamart • TradeIndia
4	Digital Marketing	• Handling Social Media Marketing on Facebook, LinkedIn, Twitter, etc. • Developing and Maintaining the IEC website • Content creation for the IEC website - like interviews with startups, competition details, etc. • Graphic Designing for all verticals
5	PR & Media	• Getting startups, innovation, consultancy, etc. covered in online and offline publications • Managing the physical media screens across the campus

- New work areas can be introduced by the Head- Entrepreneurship as and when required.

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5.2. Head - Entrepreneurship Centre

5.2.1. Key Responsibility Areas (KRAs)

- Organizing and overall management of the Minor Specialization program along the lines of the curriculum.
- Organizing and overall management of the StartUP KIET program.
- To establish a functional ecosystem for scouting ideas and pre-incubation of ideas.
- Mentoring the incubated startup ideas with intent of scaling them to mature businesses.
- Heading the E-Cell and all the associated activities with it such as organizing events, overseeing e-commerce sales, digital marketing, website, etc.
- Allocating the E-Cell resources as and when required to the Consultancy and Innovation teams.
- Assisting the IEC Sales Team to work in tandem with the E-Cell team.
- To facilitate commercialization of products developed by Startups.
- To organize demo-days with prospective investors for fundraising of the start-ups.
- To create entrepreneurial portal for KIET to highlighting student's startup & conventional enterprises launched without or with the support of self
- To take responsibility for the IEC website for highlighting achievements & progress of students & faculty members such as incubated projects coming-out from KIET faculty members & students.
- To initiate the efforts for implementation of KIET-Innovation and Start up policy.
- Develop close associations with industry for benefitting our startups and consultancy wing.

5.2.2. Key Performance Indicators (KPIs)

- Satisfaction feedback of the participants in minor certification program.
- Number of ideas incubated under StartUp KIET.
- Total revenue generated by all startups.
- Total employment generated by all startups.
- IPR generated by the startups.
- Number of startups maturing and getting incorporated.
- Grants/funds raised by the startups.

5.3. Mentor - Entrepreneurship Centre

5.3.1. Key Responsibility Areas (KRAs)

- Advising and assisting the Head- Entrepreneurship in planning, implementing and executing various activities upon request from Head- Entrepreneurship

5.3.2. Key Performance Indicators (KPIs)

- Same as the Head-Entrepreneurship

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6. Consultancy Centre (IRCDC)

Industrial Research & Consultancy and Development Centre (IRCDC) is established to promote industrial research and consultancy work across the departments and to develop strong links with industry for collaborative research, technology transfer and specialized human resource development. 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.

6.1. Overview

6.1.1. Objectives

- To Make KIET Multidisciplinary Engineering Knowledge Center and Provide Consultancy services to National and International Industrial Clients, Social Sectors and Government on their projects and technical concerns.
- Value the client vision for the project and deliver high quality technical services within the specified time and cost budget.
- Promote research and learning process to introduce new technologies being practiced worldwide.
- Cultivate the strong links with industry
- Organize Seminars, Workshops, training Camps through the Cell for the benefit of practicing engineers to update their knowledge.

6.1.2. Consultancy Scope

Consultancy Services may be offered to Industries, Service Sector, Govt. Departments, and other National and International agencies in niche areas of expertise available at KIET. All consultancy services in IRCDC-KIET shall be institutional.

Consultancy services offered may cover a variety of activities such as Feasibility Studies; Technology Assessments; Assessment of Design and / or Current Manufacturing Process; Material, Energy, Environmental and Manpower Audits; Product Design; Process Development, Software Development; General Troubleshooting, Retrofitting Exercises, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy statement and so on.

Testing and Evaluation services may be offered in which facilities are available or can be augmented. Such services should normally be backed by periodic calibration/standardization of laboratory equipment used for such purposes.

The faculty members desirous of accepting any consultancy work from any external agency should put up the Consultancy Proposal on a prescribed Performa, the Assignment Proposal and the details of Agreement and Standard Terms and Conditions of the proposed Contract. All such proposals shall have to be accompanied with a communication from the Client by e-mail or through letters clearly indicating the title, scope, and duration of the proposed consultancy as well as the amount of consultancy charges being offered with timelines and deliverables, and any other relevant information. The estimated budget should be in a format so

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as to be processed and executed easily by IRCDC and Administration. Work on a consultancy project shall be undertaken only after the prior approval of the competent authority of IRCDC-KIET.

Technical services are meant to render to the clients/ customers, assistance of a minor nature based on available knowledge, expertise, skill and facilities of the institute.

Technical services shall comprise:

- Testing & analysis
- Training
- Technical assistance of an advisory nature
- Fabrication/ production of special products
- Supply of information/ database

IRCDC offers expertise broadly in the following disciplines viz.,

- Civil Engineering
- Mechanical Engineering
- Electrical & Electronics Engineering
- Solar & Non-Conventional Energy
- Electronics & Communication Engineering - Specially Robotics & Automation
- Computer Science· & Engineering - especially AI/ IoT/ Block-Chain
- Information Technology
- Finance/ Marketing
- Pharmacy
- Reverse Engineering
- Soft Skills & Communication Training

6.2. Sections

6.2.1. IRCDC Consultancy assignments

- The IEC Sales Team and E-Cell may bring in the Consultancy assignments from the industry, government and institutions.
- Such assignments may be reviewed by the Head-IRCDC and assigned to a competent faculty member/student/body (Consulting Team) within KIET with due process and consideration of the commercials.
- Such assignments can be listed on the IEC website so that it can be accessed and viewed by all the teams interested in pursuing it.
- On completion of such assignment, a project report along with the utilization certificate needs to be submitted to Head- IRCDC by the Consulting Team.
- For every commercial transaction being conducted, the amount generated will be deposited in the bank account of "KRISHNAPATH INDUSTRIAL RESEARCH & CONSULTANCY FOUNDATION" a section 8 company, against a valid GST bill that will be raised by the Accounts Team.
- Post the activity, all the reimbursements will be completed and the **balance profit** will be distributed as per the following structure:

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S. No.	Use Case	Consulting Team	Sales Team	Institute
1	IRCDC Consulting Assignment	60%	20%	20%

6.2.2. Faculty Consultancy assignments

- KIET Faculty members are encouraged to take up consultancy assignments directly or through IRCDC.
- Faculty members undertaking consultancy assignments shall be given a chance to compete for the Best Faculty Consultancy Award with a cash prize and certificate and felicitation will be done on Teachers' Day.
- In the event of a faculty member taking the assignments directly, the faculty member must share such information with the Head- IRCDC and he shall facilitate the billing for such an assignment.
- On completion of such assignment, a project report along with the utilization certificate needs to be submitted to Head- IRCDC by the Consulting Team.
- For every commercial transaction being conducted, the amount generated will be deposited in the bank account of "KRISHNAPATH INDUSTRIAL RESEARCH & CONSULTANCY FOUNDATION" against a valid GST bill that will be raised by the Accounts Team.
- Post the activity, all the reimbursements will be completed and the balance profit will be distributed as per the following structure:

S. No.	Use Case	Consulting Team	Institute
1	Faculty Consultancy Assignment (Self)	100%	0%
2	Faculty Consultancy Assignment (College resources used)	90%	10%

6.2.3. Job Work and NABL Testing

- KIET also has multiple departmental labs apart from tools available in COEs and other centers that may be used for Job Work by the industry.
- Similarly, an NABL Testing and Accreditation Center is also established at KIET that may be used by other interested parties from Industry, Government, and Institutes.
- Each such facility will have a trained lab technician that shall be reimbursed for his/her services as per the reimbursement amount decided by the Head- IRCDC.
- For NABL Testing, all in-house resources being used will be reimbursed as per the reimbursement amount decided by the Head- IRCDC.
- The Job Work and NABL testing activities shall be billed to the client and the amount generated will be deposited in the bank account of "KRISHNAPATH INDUSTRIAL RESEARCH & CONSULTANCY FOUNDATION" against a valid GST bill that will be raised by the Accounts Team.

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- Post the activity, all the reimbursements (including materials, machinery cost etc) will be completed and the balance profit will be distributed as per the following structure:

S. No.	Use Case	Consulting Team	Sales Team	Institute
1	Revenue generated by IEC Sales Team	60%	20%	20%
2	Revenue generated by E-Cell leads	80%	0%	20%
3	Direct Customer	90%	0%	10%

6.2.4. Center of Excellence

- The KIET has multiple Center of Excellences (COEs) and IRCDC will use them to generate revenue via academic/industrial consultancy.
- Each COE will design and conduct its own workshops of 2-3 days and training of 2-4 weeks every semester.
- IRCDC shall prepare an academic calendar for the same.
- The students will be from nearby schools and Polytechnics and IRCDC along with COE Co-ordinator will be responsible for forming a long term relationship with such institutions so that they can provide the COE a regular intake.
- The revenue generated from such activities shall be billed and the amount generated will be deposited in the bank account of "KRISHNAPATH INDUSTRIAL RESEARCH & CONSULTANCY FOUNDATION" against a valid GST bill that will be raised by the Accounts Team.
- Post the activity, all the reimbursements will be completed and the balance profit will be distributed as per the following structure:

S. No.	Use Case	Consulting Team	Sales Team	Institute
1	Revenue generated by IEC Sales Team (COE - Workshop/Training)	60%	20%	20%
2	Revenue generated by IRCDC directly (COE - Workshop/Training)	90%	0%	10%

6.3. Head - IRCDC

6.3.1. Key Responsibility Areas (KRAs)

- Identification, setting up ties and collaborating with industry for consultancy assignments.
- Identification, setting up ties and collaborating with industry and institutes for accelerating the use of NABL labs and college machinery for job work

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- To present the progress in each Monthly review meetings to the Managing Team and Quarterly review meeting to the KIET Management Team
- Coordinate with Head - Sales and E-Cell Digital Marketing Team to drive the Sales and Marketing for the Department.
- To coordinate with other IEC centres in project/product/program development.
- To form and lead a liaison team that will prepare the proposal for industry-wise research and consultancy project facilities
- To perform project management task depending upon industrial consultancy work like PERT chart for project, job description and broad requirements, resource allocation in assistance with departmental coordinators –IRCDC.
- To provide admin support for conducting consultancy work.
- To prepare project completion reports in assistance with departmental coordinators-IRCDC and technical implementation team.
- Showcasing the facilities and capabilities of the institute and to obtain consultancy projects and facilitate its execution.
- To facilitate the conversion of industry related activities into research publications.
- To constitute and manage department coordinators and delegating them work as defined below:
    - To attend the meeting with prospective customers along with Associate Head-IRCDC to understand the consultancy opportunity.
    - To translate the problem of industry into consultancy opportunities in consultation with Associate Head-IRCDC.
    - To identify human resources from department and from industry to carry out the project execution work effectively.
    - To review the achievement of milestones described at the planning stage and to confirm adherence to the timeline of the project.
    - To shape the outcome of the project and prepare the initial draft for publication/ IPR filing wherever possible.

- To constitute and manage the project specific technical team delegating them work as defined below:
    - To execute the received consultancy work with the support of respective departments and their resources.
    - To ensure the procurement and maintenance of facilities available in the department and facilities to be availed from outside of the department.
    - To help and assist departmental coordinators in drafting work.

6.3.2. Key Performance Indicators (KPIs)

- Revenue generated (Overall and each section)
- Number of consultancy projects received and completed with letter of appreciations
- Number of faculty members involved in providing consultancy services
- Total number of MoUs signed with Polytechnics and Schools for COE activities.

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6.4. Associate Head - IRCDC

6.4.1. Key Responsibility Areas (KRAs)

- Associate Head- IRCDC will be responsible for planning, implementing and executing various activities upon direction from Head- IRCDC

6.4.2. Key Performance Indicators (KPIs)

- Same as the Head-IRCDC

6.5. Terms and Code of Ethics

6.5.1. Terms

- Testing using laboratory facilities of the departments will be handled at departmental level by IRCDC department coordinator.
- The work is allotted by the Head IRCDC to a faculty member based on his/her relevant qualification, specialization & prowess.
- The rates of these testing shall be as per approved rates of the institute.
- The rates for the consultancy charges shall be revised in every three years.
- For projects involving only site visits for consultation work, charges will be decided at mutually acceptable prices which shall be based on extent and nature of work.
- The traveling & daily allowance will be extra as per institute norms will be borne by the client.
- The faculty members going out for consultancy will be required to assure themselves that any of the Institute responsibilities are not hampered during the period of their non-availability.
- Traveling out of the campus on account of consultancy activities should be undertaken with intimation to the head of the department and intimation should be sent to the Head- IRCDC.
- Completing the duties, in time will be the sole responsibility of the faculty member engaged in consultancy.
- Whenever a consultant/Mechanic is found irregular and irresponsible in discharging his/ her duties, he/ she will be replaced from that consultancy work with suitable person(s).
- All the consultancy reports shall be dispatched to the clients address through a registered post with acknowledgement due, on client's charges.
- Any other employee of the Institute may take up consultancy work with prior approval of the Head IRCDC.
- In case of any discrepancy the decision of the head of the institute will be final.

6.5.2. Code of Ethics

The team involved in the consultancy activities shall adhere to the Code of Ethics of the Institute as outlined below:

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- IRCDC shall serve their clients with integrity, competence, independence, objectivity, and professionalism.
- They shall only assign staff or engage colleagues with the knowledge and expertise needed to serve our clients effectively.
- They shall treat all confidential client information appropriately that is not in public knowledge; take reasonable steps to prevent it from access by unauthorized people and will not take advantage of proprietary or privileged information, either for use by ourselves, the client's firm, or another client, without the client's permission.
- They shall offer to withdraw from a consulting assignment when we believe our objectivity or integrity may be impaired.
- They shall agree in advance with a client on the basis for fee and expenses and will charge a fee that is reasonable and commensurate with the services delivered and the responsibility accepted.
- They shall not accept commissions, remuneration, or other benefits from a third party in connection with the recommendations to a client without that client's prior knowledge and consent, and will disclose in advance any financial interests in goods or services that form part of such recommendations.
- They shall respect the rights of consulting colleagues and will not use their proprietary information or methodologies without permission.
- They shall represent the profession with integrity and professionalism in our relations with our clients, colleagues, and the general public.

IRCDC related Attachments

- Standard Operating Procedure of IRCDC (Annexure-2)
- Approved Rate List of the Testing Equipments/ Facilities (Annexure-3)
- Approval Form for Consultancy Work (Annexure-4)
- Remuneration Form for Consultancy Work (Annexure-5)

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7. Sales Division

7.1. Sections

7.1.1. Institutional Sales

The institutional sales will be focused on selling to educational institutes such as Engineering Colleges, Polytechnics and Schools.

7.1.2. Channel Sales

The Channel Sales will focus on developing a retailer network using which the IEC Council generated services and products can be sold.

7.1.3. Enterprise Sales and Partnerships

The Enterprise Sales would require selling to the micro, small, medium and large enterprises directly.

7.2. Head - Sales Division

7.2.1. Key Responsibility Areas (KRAs)

a. Overall Sales Strategy
   The Head - Sales would be responsible for creating an overall sales strategy considering the product and services available as per the Yearly roadmap.
b. Department Wise Sales Strategy

The Head - Sales would coordinate with each IEC centre Head to lay out a Sales plan pertaining to each department's products and services.

c. Sales Team Formation
   The Head- Sales would be responsible for constituting, managing and directing a Sales Team as per the requirement.

7.2.2. Key Performance Indicators (KPIs)

- Total Revenue Generated per quarter via Sales Team
  - Overall
  - Department Wise
- Total Sales Pipeline
  - Hot Leads
  - Warm Leads
  - Cold Leads

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Annexure 1: Present Officials

- Core Team

S. No.	Designation	Faculty Member
1	Dean - IEC	Prof.(Dr.) K. L. A. Khan
2	Associate Dean - IEC	Prof.(Dr.) Rupesh Chalisgaonkar
3	DGM-TBI	Mr. Saurav Kumar
4	Mentor- Entrepreneurship Center	Prof. Komal Mehrotra
5	Head- Innovation Center	Prof. Sachin Rathore
6	Head- Entrepreneurship Center	Prof. Ashish Thombre
7	Head- IRCDC	Prof.(Dr.) Subodh Kumar Sharma
8	Associate Head - IRCDC	Prof.(Dr.) Prateek Gupta
9	Sales- Head	Prof. Anjan Kumar

- Innovation Centre Team

S.N.	Schools of Innovation	Faculty In charge	Designation	Department
1	Design & Product Development and R/VR	Prof. Sachin Rathore	Assistant Professor	ME
2	UI/UX design	Prof. Ankit Verma	Assistant Professor	MCA
3	AI/ML & Data Sciences	Dr. Sushil Kumar	Associate Professor	CSE
4	Drone/IOT/Robotic	Prof. Amit Kumar	Associate Professor	ECE
5	Biomedical	Prof. Anuj Pathak	Assistant Professor	KSOP
6	Aspiring Businesses & New GEN Leaders	Prof. Anjan Kumar	Assistant Professor	MBA

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- IIC-KIET Team

S. No.	Responsibilities	Faculty Member
1	President (IIC)	Prof. (Dr.) K. L.A. Khan
2	Convener	Prof. (Dr.) Rupesh Chalisgaonkar
3	Vice President	Prof. Ashish Thombre
4	Startup activity coordinator	Mr. Awadesh Kumar
5	IPR Activity Coordinator	Dr. Richa Goel
6	Social Media Coordinator	Mr. Vinay Ahlawat
7	NIRF Coordinator	Dr. Pravin Kaushik
8	Internship Activity Coordinator	Mr. Varun Suryavanshy
9.	Innovation Activity Coordinator	Prof. Sachin Rathore
10.	IIC Member, ME	Prof. Kumari Archana
11.	IIC Member, ECE	Dr. Sharad Gupta
12.	IIC Member, CSE	Dr. Manish Bhardwaj
13.	IIC Member, CS	Prof. Pardeep Tyagi
14.	IIC Member, IT	Prof. Nidhi Goel
15.	IIC Member, CSIT	Prof. Ankit Kumar Saini
16.	IIC Member, CE	Prof. Siddharth Jain
17.	IIC Member, EEE	Prof. Salim
18.	IIC Member, AS	Prof. Ajay Dixit
19.	IIC Member, KSOP	Prof. Richa Goel
20.	IIC Member, MCA	Prof. Amit Kumar
21.	IIC Member, MBA	Prof. Anjan Kumar

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- Entrepreneurship Centre Team

S. No.	Faculty Member	Department
1	Prof. Anmol Gupta	EEE
2	Prof. Salim	EEE

- IRCDC Team

S. No.	Faculty Member	Department
1	Dr. Brijesh Singh, Assoc Prof.	EEE
2	Prof. Yasir Karim, Asst Prof.	CE
3	Prof. Anuj Pathak, Asst Prof.	KSOP
4	Prof. Abhas Kanungo, Asst. Prof	ECE
5	Prof. Monika Khurana, Asst. Prof.	HS
6	Prof. Neeraj Kumar, Asst Prof.	ME
7	Prof. Gaurav Parashar, Asst. Prof.	CSE
8	All Center of Excellence (COE) Coordinators	-

- Sales Team

S. No.	Faculty Member	Department
1	Dr. Arunima	MBA
2	Prof. Tanushree	MBA

Tenure: The tenure of each official will be 2 years and can be extended based on the performance review.

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Annexure 2

Standard Operating Procedure of IRCDC

Any faculty desirous of getting consultancy of the concerned field may follow the following steps-

Before going any further it is advised to read the IRCDC Policy document carefully.

Consultancy Work may arrive via two ways-

(1) A problem that comes from the company/ industry to IRCDC.

(2) A problem that comes from the company/ industry to a faculty member.

Please note the following steps-

A Problem that comes from the company/ industry to IRCDC

IRCDC will identify the concerned department and will discuss the consultancy project with the concerned HOD/ A.HOD.

The concerned HOD/ A.HOD will then identify a suitable resource person, who will then discuss the problem in detail with the company. The concerned faculty will also fill the Annexure 1 of the Policy Document. An MOU (if need be) can also be signed clearly stating all the terms & conditions that are mutually agreed upon.

The concerned Faculty and the department will then execute the project within the stipulated time duration.

The project will be closed by submitting all the required documents to IRCDC. (Remuneration form - Annexure-2 to be filled).

A Problem that comes from the company/ industry to a faculty member.

The Concerned Faculty will keep IRCDC in loop for any correspondence that happens.
For any important discussion IRCDC will take over and keep the concerned faculty Member in loop.

Kindly note-

1. The charges/ prices of the consultancy can be fixed at the departmental level which needs to be duly informed to IRCDC.
2. Remuneration will be given as per consultancy policy.
3. If any resource is to be procured from any external agency, the amount of the procurement will be adjusted in the remuneration.

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Annexure 3

Approved Rate List of the Testing Equipments/ Facilities for Academic-Industrial Research and Consultancy

1. Civil Engineering Department

1.1 Total Station

AREA	DESCRIPTION	SERVICE CHARGE
1 Hectare ($10000m^2$)	Plain, Obstruction Free Land without RL	Rs.10000/-
	Plain, Obstruction Free Land with RL	Rs.15000/-
	Built up Area without RL	Rs.15000/-
	Built up Area with RL	Rs.20000/-

1.2 Concrete

Concrete Mix Design (For each grade)	Rs.20000/-
Concrete Cube testing (3 cubes per batch)	Rs.600/-

1.3 NDT of Concrete

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE	Remark
REBOUND HAMMER	10 POINTS (3 Readings Per Point)	Rs.2000/-	Rates to be revised after NABL accreditation
UPV TESTER	Per structure element	Rs.2000/-	Rates to be revised after NABL accreditation
HALF-CELL POTENTIOMETER	Corrosion Mapping (Area 1m x 1m)	Rs.3000/-	Rates to be revised after NABL accreditation
REBAR LOCATOR AND COVER METER	No. of Bars, Location and Cover Depth (Per structure element)	Rs.3000/-	Rates to be revised after NABL accreditation

All NDT Equipment Services can also be availed at Rs. 10000/- Per Day Basis Also.

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Pick up and Drop from Collage to the existing site to be provided or else transportation charges extra.

2. Mechanical Engineering Department

2.1 Material Testing

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE	Remark
Analogue Rockwell Cum Brinell Hardness Testing Machine	Model no-TRB-250, Max Capacity-250kgf, Brinelll Microscope least count - 0.01 mm	Rs.150/- per test	Rates to be revised after NABL accreditation for Brinell hardness test
Vickers Hardness Test	Load(kgf)=1,5,10,20,30&50, Maximum test height=200mm, Weight(kgf)=180, Depth of throat=150mm	Rs.150/- per test	Rates to be revised after NABL accreditation
Surface Roughness Test	Roughness Parameters- Ra, Rz, R_Y, Rq, Rt, Rp, Rmax, Range-0.02-160µ m	Rs.150/- per test	
Impact Test	Potential Energy (Joules)-300, Overall size (mm) - 930Lx460Wx2070H, Resolution for AIT-300-ASTM(D)- 0.5	Rs.150/- per test	
NDT for Internal flaws, welding defects	Ultrasonic Flaw Detector (DIGISCAN DS-324)	Rs.2000/- per test	
Computerized UTM	Max capacity=400KN	Rs. 300/- per test	Rates to be revised after NABL accreditation
Fatigue Test	Maximum bending moment 2NM, Range-2.5-12.5Nm, Rotating speed=5000 rpm	Rs.150/- per hr	
Torsion test of a rod using torsion testing machine.	Model no-RTT-50, Max torque-50(NM), Torque speed-1.5RPM	Rs. 200/- per test	
Bottom Loading Furnace	Programmable Bottom loading furnace- Max.Temp.-1200^{0}C, Working temp.-1000^{0}C, Chamber- 6x6x12 5, Anvil - 4x4	Rs. 200/- per heat	

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Pin/ball on Disc Tester TR-20LE PHM-400	Sliding wear test machine	Rs. 600/- per test	

2.2 Casting/ Machining

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE
Stir Casting	-	Rs. 100/- per heat
Lathe/ Milling/ Drilling M/C	-	Rs. 300/- per hr
Vertical Milling M/C (VMC)	Machining Center 3–axes with Vertical Spindle. Table Size (mm): 915 x 460 T-Slot-Dimension (mm): 3 x 14 x 125 Max Load on Table (Kgf): 500	Rs. 2000/- per hr
Flat Bed Plasma Cutting M/C	Max Cutting Thickness - 0.5-5mm, Max Cutting Speed- 0-6000mm/min, Working Material- Iron, Steel, Aluminum sheets, Galvanized sheets, Titanium Plates	Rs. 1500/- per hr

2.3 Internal Combustion Engine Test

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE
Morse test	3-Cylinder Maruti Engine, Max. power output of 48 PS @ 6000 rpm and a peak torque of 69 Nm @ 3500 rpm	Rs. 1500.00 /Day
VCR Petrol Engine	Variable compression engines (Range 12-18 CR)	Rs. 1500.00 /Day
Diesel Engine	5BHP, Single Cylinder	Rs. 1000.00 /Day
Exhaust 5-Gas Analyzer	CO, CO2, HC, NOx, O_2	Rs. 1000.00 /Day
Smoke Meter	Model SM-054, Measuring range - 99.99% opacity, rpm range up to 6000	Rs. 1000.00 /Day

3. Electrical and Electronics Engineering Department

3.1 Simulation and Prototyping

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE

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Prototype PCB Machine	Parshwanath robotics 1KW, 2400RPM, 230V, 50 Hertz	Rs. 300/- PCB fabrication (Excluding material cost)
OPAL-RT (OP4510) (CPU-based real-time simulation and sub-microsecond time step power electronic simulation)	In build Intel Xeon 4-Core processors, Xilinx Kintex 7 FPGA (2U chassis works equally well for desktop or rack mounted setups), 128 high-performance analog/digital channels with signal conditioning, 4 SFP-GTX optical high-speed links for hardware interfacing, 32 digital outputs, 32 digital inputs, 16 analog outputs, and 16 analog inputs	Daily: Rs. 750/- Weekly (5 days): Rs. 3500/- Monthly: Rs. 18000/-
Digital Storage Oscilloscope (100 mhz)	RIGOL DS1102E, 2 channel, 100 mhz	Daily: Rs. 150/- Weekly (5 days): Rs. 500/- Monthly: Rs. 3000/-
Digital Storage Oscilloscope (60 MHz/1GS)	60 MHz/1GS, 2 channel, Make-SCIENTIFIC	Daily: Rs. 150/- Weekly (5 days): Rs. 500/- Monthly: Rs. 3000/-
100 MHZ Color Digital Storage Oscilloscope model: DS1102E make Rigol	100 MHZ, 2 channel, Resolution 320 x 234 Pixel, model: DS1102E make Rigol	Daily: Rs. 150/- Weekly (5 days): Rs. 500/- Monthly: Rs. 3000/-

3.2Power quality analysis and energy auditing

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE
Single Phase Power Analyser WT300E Digital Power Analyzer (Power quality analysis and energy auditing)	Current measurement capability: 50 micro-Amps to to 26 Amps RMS. Stand-by power measurements, Energy Star®, SPECpower and IEC62301 / EN50564 testing, battery charger and other low-level power measurements.	Daily: Rs. 350/- Weekly (5 days): 1500 Rs. 7500/- monthly
Power Quality Analyzer Fluke make Sr.No.31113105	Vrms (AC + DC): 1 V to 1000 V phase to neutral, Vpk: 1 Vpk to 1400 Vpk Amps (AC + DC): 5 A to 6000 A, max 2000 MW	Daily: Rs. 350/- Weekly (5 days): 1500 Rs. 7500/- monthly

3.3 Electrical Design and estimation of PV based solar power system (Feasibility Analysis for PV system installations)

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE

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PVsyst 6 PRO 30	Industrial datasheets of PV panels, inverters and other parameters	Daily: Rs. 200/- Weekly (5 days): Rs. 750/- Monthly: Rs. 3000/-

4. Electronics Engineering Department

4.1 Robotics and Mechatronics

INSTRUMENT/ TESTING	DESCRIPTION	RATE
Ox- Delta robotics plateform	It has i4 processor, high resolution camera, ARm controller and 4 wheels. It has powerful trust.	Rs.300/- per day
Firebird XII ROBOTICS PLATFORM	It has i3 processor, high resolution camera, ARm controller and 2 wheels. It has less trust.	Rs.300/- per day

4.2 Space Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
Most Advanced PCB milling machine LPKF Protomat E44	-Computer operated high-quality double-sided Industry standard PCB making machine	Rs.2400/- per PCB

4.3 KIET NI Lab VIEW Academy

INSTRUMENT	DESCRIPTION	RATE
BIO Medical Sensors	Thermocouple, EKG sensor, Heart rate variability sensor, Muscle fatigue measuring sensor, Lung capacity measurement sensor, ultrasonic sensor, load cell	Rs. 499.00 /Day
MYRIO	Xilinx Z-7010 processor 667 MHz (ARM Cortex A9 x2 cores 28 nm process NEON SIMD, VFPv3 Vector Float)	Rs. 299.00 /Day

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	Memory: NV: 256 MB, DDR3 512MB, 533 MHz, 16 bits FPGA type same as processor Wireless: IEEE 802.11 b,g,n ISM 2.4 GHz 20 MHz. USB 2.0 Hi-Speed Breakout Board support 2 ports of 16 Digital I/O lines 3 axis accelerometer Max power consumption : 14 W Typical idle : 2.6 W LED's	

4.4 Advance communication Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
Wireless sensor network	Wireless sensor network	Rs.500/- per day

4.5 Microwave Engineering Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
VSWR meter	Amplifier Type: High gain tuned, Frequency: 1 Khz, Sensitivity: 0.1 at 200 ohms,Band width: 25-30 Hz,Range: 60 dB min,Scale Accuracy: 0.15 dB,Meter Linearity: 1% of full scale,Scale-selector: Normal,Expander Gain Control: Coarse & fine	Rs.2000/- per day
Power Meter	Power Supply100-240V~50-60Hz,0.5A	Rs.2500/- per day

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4.5 Advanced PCB Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
Spin Coater	Make a very thin uniform layer of chemical on glass epoxy sheet/ other plane surfacesFrequency: 1 Khz, Sensitivity: 0.1 at 200 ohms,Band width: 25-30 Hz,Range: 60 dB min,Scale Accuracy: 0.15 dB,Meter Linearity: 1% of full scale,Scale-selector: Normal,Expander Gain Control: Coarse & fine	Rs.200/- per 15 Min
Evacuated UV exposure Unit	Double Sided UV exposure Machine	Rs.500/- per 10 Min
PTH	Make connectivity through holes in double sided PCB	Rs.8000/ per 6 hrs

4.6 Optical Integrated Circuit Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
Multi Stage Positioning (XYZ) (SGT300) with computer interface.	Absolute positioning accuracy of optical sample at Linear stages (XYZ) : ± 0.025 mm or better Resolution :Linear stages: 20 µm (full Step)	Rs.999/- per visit
Motorized Rotation Stage (MRS50) with controller and Software	360º rotatable with multistage XYZ positioning with the accuracy up to six decimal place.	Rs.999/- per visit

5. KSOP Department

5.1 Formulation Development Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
Rotary Tablet	“D”, “B”& “BB” tooling manufactured	Rs.500/- per lab batch

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Compression Machine	to meet the requirement of Research & Development as per SUPAC (scale up post approval changes) & Pilot Production.	
Tablet coating pan and Spray Gun with Air compressor	Loading capacity 1 kg.	Rs.150/- per hour
Spheronizer	Loading Capacity Manual Loading of Wet Extrude Min 10g to Max 100g Output / Hr. 130g / hr Disc Fitted With Equipment Cross Hatch Pattern 3 MM sq. Disc Available [Optional] Cross Hatch Pattern 2, 4 & 6 MM sq. Disc Speed 10 to 1365 RPM. Motor Power 0.09 kw, Dimensions 323x440x510H, Gross Weight 50 kg.	Rs.250/- per hour
All-purpose equipment with pelletizer	Coating, pellatization, wet granulation	Rs.200/- per operation
Hot air oven/tray dryer	Temperature Range 5°C above ambient to 250°C maximum	Rs.200/ sample
Magnetic Stirrer/Homogeniser/Mechanical stirrer	Max capacity=5ltr	200rs per operation
Double cone blender/RMG	Maximum Capacity 1 kg	Rs.100/- per hr
FBP (Fluidized bed processor) For coating of granules	Cornimach	500 rs/ product
Orbital shaker	Shakti engineering's (24)	100 rs/sample

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• Tablet dissolution test apparatus IP • Monsanto's hardness tester • Pfizer type hardness tester • Friability test apparatus	According to GLP compliance Quality control test of tablet	200/ sample for dissolution and for combo testing 300 rs / batch
Rotavap	Evaporating the solvent from extract used in liposomes/niosomes development	300/cycle
Muffle Furnace	Max.Temp. around 1100degrees	100 rs/ sample
Ultrasonicator bath/probe sonicator	Used in formulation of nanosuspension & nanoemulsion	100 rs / sample
Clavenger's	For extracting volatile oils from aromatic drugs	200rs/sample

5.2 Analytical Method Development Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
FT-IR (Shimadzu Affinity-1)	Solid powder accessibility using Fourier transformation Infra red spectrometer with preparation of samples by KBr-Pelletizer with IR solution software for Qualitative and Quantitative analysis	Rs.100/- per sample
HPLC (Waters)	High Pressure pump up to 4000 psi and 1-10 ml /minute flow rate with C-18 column and amino column with variable wavelength UV-Visible detector	Rs.50/- per sample

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Gas Chromatograph System (GC-2010 plus)	ab solution software, 230V, Single phase, 50Hz. Servo Voltage Stabilizer : Capacity - 4 KVA, Carrier Gas: Nitrogen, Helium or Hydrogen Input Voltage - 180 to 270 Volts Output Voltage (Earth to Phase)-230 Volts Earth to Neutral-0 to 3 Volt AC (earthing)	Rs.500/- per hr
Karl Fischer Instrument	Moisture Analysis (Coulometric or Volumetric titration to determine trace amounts of water in a sample).	200rs/sample
Chemical Analysis	Milk testing, food adulteration	50 rs /sample
Tissue culture	GLP compliance	200/sample

5.3 Pharmacology Research lab

INSTRUMENT	DESCRIPTION	RATE
Behavioral Video tracking Software (includes morrris water maze, Y maze, elevated plus maze, open field)	Behavioral Video tracking Software (includes morrris water maze, Y maze, elevated plus maze, open field)	Rs. 500 /Day
ELISA (Enzyme-linked immunosorbent Assay)	ELISA is a diagnostic tool that is used to identify peptides, proteins, antibodies and hormones and is a very useful tool in biotechnology and help in diagnosis of biomarkers like cancer markers.	Rs. 1000 /Day
Stereotaxic Apparatus (SGLM 18DEG)	This equipment manipulate the brain of living animal as it allows to accurately target the drugs/ elctrodes within the deep structures of the brain	Rs. 1000.00 /Day

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Weswox Fluoroscent microscope	Weswox Fluoroscent microscope It is used for selectively identifying antigens (proteins) in cells of a tissue section. Immunohistochemistry is also widely used in basic research to understand the distribution and localization of biomarkers and differentially expressed proteins in different parts of a biological tissue.	Rs. 1000.00 /Day
Non Invasive Blood Pressure Measurement instrument for rat	It is used for intermittent rat blood pressure measurement based on the periodic occlusion of tail blood flow. It is used to rest anti-hypertensive activity of a compound.	Rs. 1000.00 /Day

6. Technology Business Incubator

INSTRUMENT/ TESTING	DESCRIPTION	RATE
3D Printing	Make: Ultimake 2+, FDM Technology	Rs. 20/- per gram of material used
3D Printing	Make: Sinterit, SLS Technology	Rs. 100/- per gram of material used
Laser Engraving and Cutting	80 W, Materials can be used on are acrylic and wood.	Rs.200/- per hour of working
Laser Marking	Metal and Non Metals	Rs. 200/- per hour of working
Vinyl Plotter	Make: Rishabh	Rs. 50/- per hour of working

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Annexure 4

Approval Form for Consultancy Work

(To be sent to Head IRCDC along with original request from client)

Date:

1) **Title of Consultancy work:**
2) **Name of the Client:**
3) **Type of consultancy work (define):**
4) **Consultancy Team:**
5) **Consultancy fee to be charged**
6) **Probable dates of commencement and completion of the work:**
7) **Name any other external consultant (if any with designation):**
8) **Whether necessary facilities and expertise available:**
9) **If interdepartmental, name of other departments / centers:**

Consultant

Head of the Department

Note: Detailed estimated budget may please be attached by consultant along with the proposal.

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Annexure 5

Remuneration Form for Consultancy

Date:

Name of the Resource Person: _____
Designation: _____
Department: _____
Type of Consultancy: _____
Client: _____
Duration of Consultancy (mention dates also): _____
Resources of college used (if any): _____
Consultancy amount (in INR): _____
Transaction Details:

Date	Transaction No.	Amount (Rs)	Account officer for verification & remark (If any)

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief and thus, I request the concerned official to sanction the remuneration as per the institute's policy (Rs…….) to the following heads as given below.

Sr. No.	Name of Person	Employee Id	Amount (Rs)

Name & Signature

Head of Department

Head-IRCDC **Dean-IEC**

Joint Director **Director**

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Appendix-B

IEC - Core Team

S. No.	Designation	Faculty Member
1	Dean - IEC	Prof. (Dr.) K. L. A. Khan
2	Associate Dean - IEC	Prof. (Dr.) Rupesh Chalisgaonkar
3	DGM-TBI	Mr. Saurav Kumar
4	Mentor- Entrepreneurship Center	Prof. Komal Mehrotra
5	Head- Innovation Center	Prof. Sachin Rathore
6	Head- Entrepreneurship Center	Prof. Ashish Thombre
7	Head- IRCDC	Prof. (Dr.) Subodh Kumar Sharma
8	Associate Head - IRCDC	Prof. (Dr.) Prateek Gupta
9	Sales- Head	Prof. Anjan Kumar

Innovation Centre Team

S.N.	Schools of Innovation	Faculty In charge	Designation	Department
1	Design & Product Development and R/VR	Mr. Sachin Rathore	Assistant Professor	ME
2	UI/UX design	Mr. Ankit Verma	Assistant Professor	MCA
3	AI/ML & Data Sciences	Dr. Sushil Kumar	Associate Professor	CSE
4	Drone/IOT/Robotic	Mr. Amit Kumar	Associate Professor	ECE
5	Biomedical	Mr. Anuj Pathak	Assistant Professor	KSOP
6	Aspiring Businesses & New GEN Leaders	Mr. Anjan Kumar	Assistant Professor	MBA

01 MAR 23
(Director)

IIC-KIET Team

S. No.	Responsibilities	Faculty Member
1	President (IIC)	Prof. (Dr.) K. L.A. Khan
2	Convener	Prof. (Dr.) Rupesh Chalisgaonkar
3	Vice President	Prof. Ashish Thombre
4	Startup activity coordinator	Mr. Awadesh Kumar
5	IPR Activity Coordinator	Dr. Richa Goel
6	Social Media Coordinator	Mr. Vinay Ahlawat
7	NIRF Coordinator	Dr. Parvin Kaushik
8	Internship Activity Coordinator	Mr. Varun Suryavanshy
9.	Innovation Activity Coordinator	Prof. Sachin Rathore
10.	IIC Member, ME	Prof. Kumari Archana
11.	IIC Member, ECE	Dr. Sharad Gupta
12.	IIC Member, CSE	Dr. Manish Bhardwaj
13.	IIC Member, CS	Prof. Pardeep Tyagi
14.	IIC Member, IT	Prof. Nidhi Goel
15.	IIC Member, CSIT	Prof. Ankit Kumar Saini
16.	IIC Member, CE	Prof. Siddharth Jain
17.	IIC Member, EEE	Prof. Salim
18.	IIC Member, AS	Prof. Ajay Dixit
19.	IIC Member, KSOP	Prof. Richa Goel
20.	IIC Member, MCA	Prof. Amit Kumar
21.	IIC Member, MBA	Prof. Anjan Kumar

01 MAR 23
(Director)

Entrepreneurship Centre Team

S. No.	Faculty Member	Department
1	Prof. Anmol Gupta	EEE
2	Prof. Salim	EEE

IRCDC Team

S. No.	Faculty Member	Department
1	Dr. Brijesh Singh, Assoc Prof	EEE
2	Prof. Yasir Karim, Asst Prof	CE
3	Prof. Anuj Pathak, Asst Prof	KSOP
4	Prof. Abhas Kanungo, Asst. Prof	ECE
5	Prof. Monika Khurana, Asst. Prof.	HS
6	Prof. Neeraj Kumar, Asst Prof.	ME
7	Prof. Gaurav Parashar, Asst. Prof	CSE
8	All Centres of Excellence (COE) Coordinators	-

Sales Team

S. No.	Faculty Member	Department
1	Dr. Arunima	MBA
2	Prof. Tanushree	MBA

Tenure: The tenure of each official will be 2 years and can be extended based on the performance review.

01 MAR 23

(Director).

Ref/Dir/01/2023 **1st Mar'23**

OFFICE ORDER: 01/2023

Re-structuring of Innovation, Entrepreneurship & Consultancy Council (IEC)

Reference: Announcement made by the undersigned during the New Year celebrations to observe this year i.e. **2023 as Innovation & StartUp year**.

1. **Year 2023** is declared as **INNOVATION & STARTUP YEAR** to further **intensify the Innovation & Entrepreneurship ecosystem in the institute.** In order to have a **focused approach** towards realizing this thought, Institute's Innovation, Entrepreneurship & Consultancy Council (IEC) has been **re-structured** and **IEC policy duly revised.**

2. As per revised structure, an **additional team** is added as **Sales Team to existing three verticals** (i.e. **Innovation Centre, Entrepreneurship Centre & IRCDC**) with an objective to market and sale the products developed at KIET and trainings to other institutions and industries.

3. The **revised policy doc.** covering the detailed structure of IEC-different verticals, Objectives, KRAs of the Managing Team -IEC Council (IC, EC, IRCDC & Sales Division), KPIs, details of Officials i.e. Core team including few new appointments, associated faculty team (IC,EC&IRCDC), Monetary terms & revenue management etc. is attached at **Appendix-A**.

4. Few **salient features of revised IEC policy** are shared below:-

(a) In Entrepreneurship Centre, a **minor specialization course on Innovation and Entrepreneurship** has been initiated **from first year** for entrepreneur mindset development.

(b) **StartUP KIET** is initiated for **students of all years** as well **faculty** members with an objective to incubate entrepreneurial ideas that students/faculty may wish to work upon.

(c) **Entrepreneurship Cell** (E-Cell) has been restructured with a motive to promote entrepreneurship and act as enablers for promoting interested students/faculty members. Apart from managing events for IEC, **E-Cell will have dedicated teams** to work on **five areas: KIET Studio, KIET Alumni Pool, E-Commerce platform, Digital marketing** and **PR & Media**.

(d) Earlier for Consultancy services, the profit generated were distributed in the ratio of 75:25 after deducting all the expenses to consultancy team and Institute respectively. Now the **distribution of profit** generated after all expenses in **three verticals** will be as:-

- Innovation Centre: 85% to 95% to (Training team +Sales team) & 5% to 15% (Institute) (Refer **Page 14, Appendix-A**).
- Entrepreneurship Centre: 85% to 95% to (EC team+ Sales team) & 5% to 15% (Institute) (Refer **Page 16, Appendix-A**).
- IRCDC: 80% to 100% to (Consultancy team + Sales team) and 0% to 20% (Institute) (Refer **Pages 20-21, Appendix-A**)

(Directed)

(e) KIET Faculty members are encouraged to take up consultancy assignments and **Best Faculty Consultancy Awards** with a cash prize and certificates will be given to the faculty members **with highest consultancy** on Teacher's day every year.

(f) KIET has multiple **Centres of Excellence (COEs)** and **NABL lab** and they will be used to **generate revenue via academic/industrial consultancy** through **conducting workshops and training programs every semester on a regular basis.**

5. **Detail of respective Office Bearers as per revised policy** is also attached separately for quick reference **(Appendix-B)**.

6. The appointees (at **Para 5)** shall be performing their designated duties in addition to their regular academic/administrative engagement.

7. Dean IEC will be responsible to the Director for his duties in the designated capacity. He shall be working in close coordination with all the stakeholders for the purpose. However, respective Heads under different verticals shall take full ownership and will be accountable to Dean IEC for their designated roles/responsibilities.

8. **The above Order comes into force with immediate effect.**

9. With this, **all previous Office Orders** i.e. Office Order 28/2021 dated 9th Oct'21 and Amendment Note to Office Order 28/2021 dated 11 Mar'22, Office Order 06/2019 dated 1st Apr'19, Office Order 08/2020 dated 9 Jun'20, Office Order 18/2018 dated 11 Jul'18 **stands dissolved**.

Dr. (Col) A Garg
Director
01...**Mar'23**

Distribution:

- Joint Director/Deans/Principal-KSOP/HoDs (CSE/IT/CS/CSIT/CSE(AI),(AI&ML)/EC/EN/CE/ME/AS/MCA/MBA/HS), COE, Dy. GM-TBI, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Head-EC/IC/Sales (IEC), Addl. Head-IIPC, Associate Dean & Head IT Operations, Head PR&IR, Head HR, Registrar, Manager Administration, Head F&A, Librarian, Head Purchase & Stores, KIETians

Copy to:

- Dean IEC & Core Team /Associated faculty team (IC/IIC/ EC/IRCDC/Sales division) /All concerned
- HoDs - For required support

Appendix-A

KIET IEC Policy Document

The information contained in this document intended solely for the use of the individual or entity to whom it is addressed. It contains highly confidential & legally privileged information. If you are not the intended user you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited, is unlawful & a punishable offense. If you have reached the document by error, please notify us immediately by reaching out to our team and then delete it from your system

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Table of Content

Version History 2

Table of Content 4

1. Overview 6

2. IEC Council Structure 7
- 2.1. Departmental Structure 7
- 2.2. Organizational Structure 8

3. IEC Council - Managing Team 9
- 3.1. Dean 99
  - 3.1.1. Key Responsibility Areas (KRAs) 9
  - 3.1.2. Key Performance Indicators (KPIs) 10
- 3.2. Associate Dean 10
  - 3.2.1. Key Responsibility Areas (KRAs) & Key Performance Indicators (KPIs) 10
- 3.3. DGM-TBI
  - 3.3.1. Key Responsibility Areas (KRAs) 10
  - 3.3.2. Key Performance Indicators (KPIs) 11

4. Innovation Centre 12
- 4.1. Sections 12
  - 4.1.1. Innovation Schools 12
  - 4.1.2. Innovation Gallery 12
  - 4.1.3. IIC/ARIIA 12
  - 4.1.4. Third Party 13
- 4.2. Head - Innovation Centre 13
  - 4.2.1. Key Responsibility Areas (KRAs) 13
  - 4.2.2. Key Performance Indicators (KPIs) 13
- 4.3. Role of IIC-KIET Members 14
- 4.4. Monetary Terms & Revenue Management 14

5. Entrepreneurship Centre 15
- 5.1. Sections 15
  - 5.1.1. Minor Specialization 15
  - 5.1.2. StartUP KIET 15
  - 5.1.3. E-Cell 16
- 5.2. Head - Entrepreneurship Centre 17
  - 5.2.1. Key Responsibility Areas (KRAs) 17
  - 5.2.2. Key Performance Indicators (KPIs) 17
- 5.3. Mentor - Entrepreneurship Centre 17
  - 5.3.1. Key Responsibility Areas (KRAs) 17

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5.3.2. Key Performance Indicators (KPIs) 17

6. Consultancy Centre (IRCDC) 18
6.1. Overview 18
6.1.1. Objectives 18
6.1.2. Consultancy Scope 18
6.2. Sections 19
6.2.1. IRCDC Consultancy assignments 19
6.2.2. Faculty Consultancy assignments 20
6.2.3. Job Work and NABL Testing 20
6.2.4. Center of Excellence 21
6.3. Head - IRCDC 21
6.3.1. Key Responsibility Areas (KRAs) 21
6.3.2. Key Performance Indicators (KPIs) 22
6.4. Associate Head - Consultancy 23
6.4.1. Key Responsibility Areas (KRAs) 23
6.4.2. Key Performance Indicators (KPIs) 23
6.5. Terms and Code of Ethics 23
6.5.1. Terms 23
6.5.2. Code of Ethics 23

7. Sales Division 25
7.1. Sections 25
7.1.1. Institutional Sales 25
7.1.2. Channel Sales 25
7.1.3. Enterprise Sales and Partnerships 25
7.2. Head - Sales Division 25
7.2.1. Key Responsibility Areas (KRAs) 25
7.2.2. Key Performance Indicators (KPIs) 25

Annexure 1: Present Officials **26**

Annexure 2: Standard Operating Procedures of IRCDC 29

Annexure 3: Approved Rate List of Testing equipments & Facilities 30

Annexure 4: Approval Form for Consultancy Work 41

Annexure 5: Remuneration Form for Consultancy 42

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1. Overview

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, a dedicated body called Innovation, Entrepreneurship and Consultancy (IEC) Council has been constituted and a new Section 8 company "KRISHNAPATH INDUSTRIAL RESEARCH & CONSULTANCY FOUNDATION" has been incorporated with the Ministry of Corporate Affairs, Government of India.

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

Role

- Council will coordinate and harmonize all the efforts and activities being done towards innovation, entrepreneurship and consultancy.
- Council will plan and execute co-curricular activities with the objective of creating a culture of entrepreneurship among the students and actively handhold them in revenue generating activities.
- Council will coordinate the organization of awareness programs, skill development programs, sessions on emerging technologies, design, hands on training and value-added courses related to innovation, entrepreneurship and consultancy for capacity building.

Objectives of IEC

- To create self-sustaining learning system to support the knowledge creation and skill set development.
- To create an ecosystem for supporting ideation to start-up journey via prototype and product development.
- To create vibrant Innovation ecosystem and to develop better cognitive ability amongst the KIET students.
- To create a vibrant ecosystem for industrial consultancy culture.
- To promote and support entrepreneurship where the students, immediately after joining KIET institute in any stream, get guidance, mentoring, physical space and network for funding and value based collaboration.
- To create the Institution's Innovation and Entrepreneurship portal for KIET to highlight innovative and entrepreneurial projects carried out by KIET faculty and students.
- To create an ecosystem for supporting industry institute collaboration activities in industrial research and consultancy, process prototype and product development etc.
- To bridge the gap between the Academia, Industry & Government.
- To provide an opportunity to students and faculty members on "Live" industry projects.
- To provide expert advice & guidance to industries to make them competitive.

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- To provide consultancy and analytical services to MSMEs for Atma Nirbhar Bharat & Vocal for Local.
- To solve problems of the industries regarding Design/Product development/Production Issue/Energy audit/Marketing etc.

2. IEC Council Structure

2.1. Departmental Structure

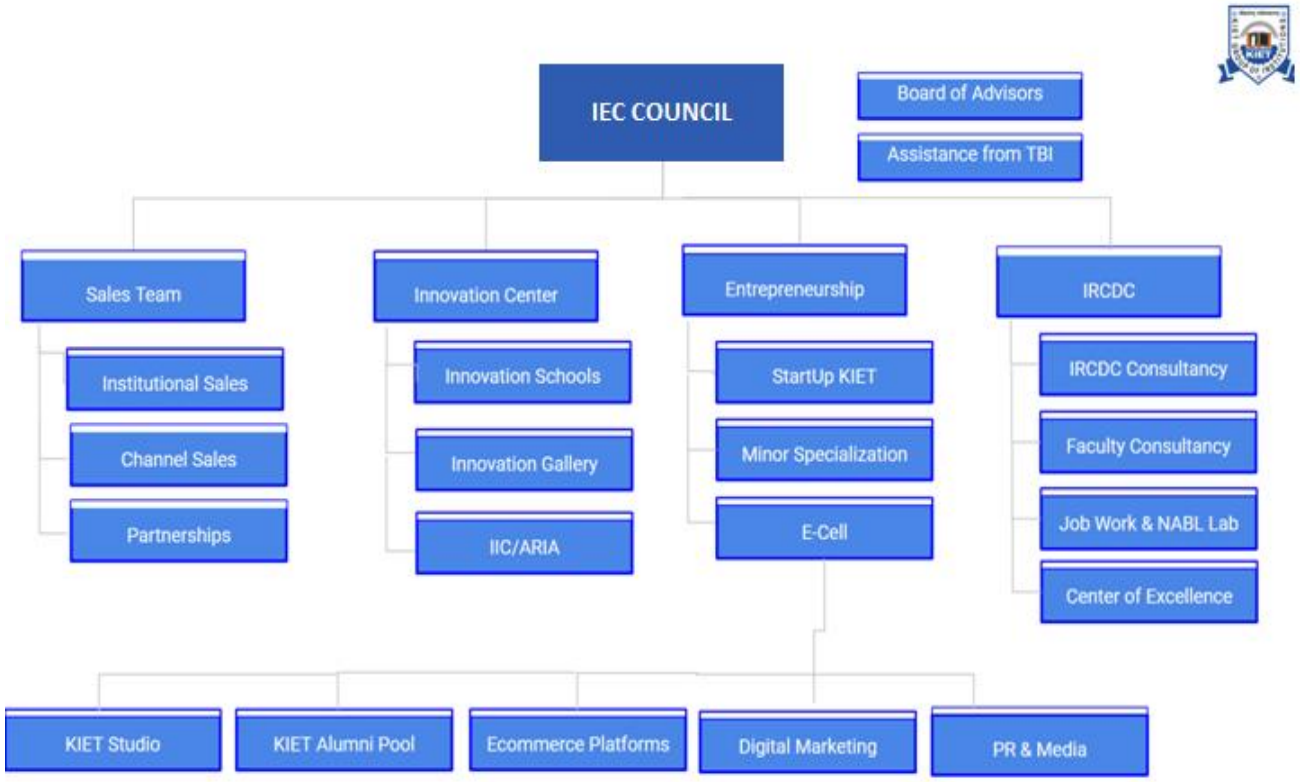

Fig 1: IEC Council Departmental Structure

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2.2. Organizational Structure

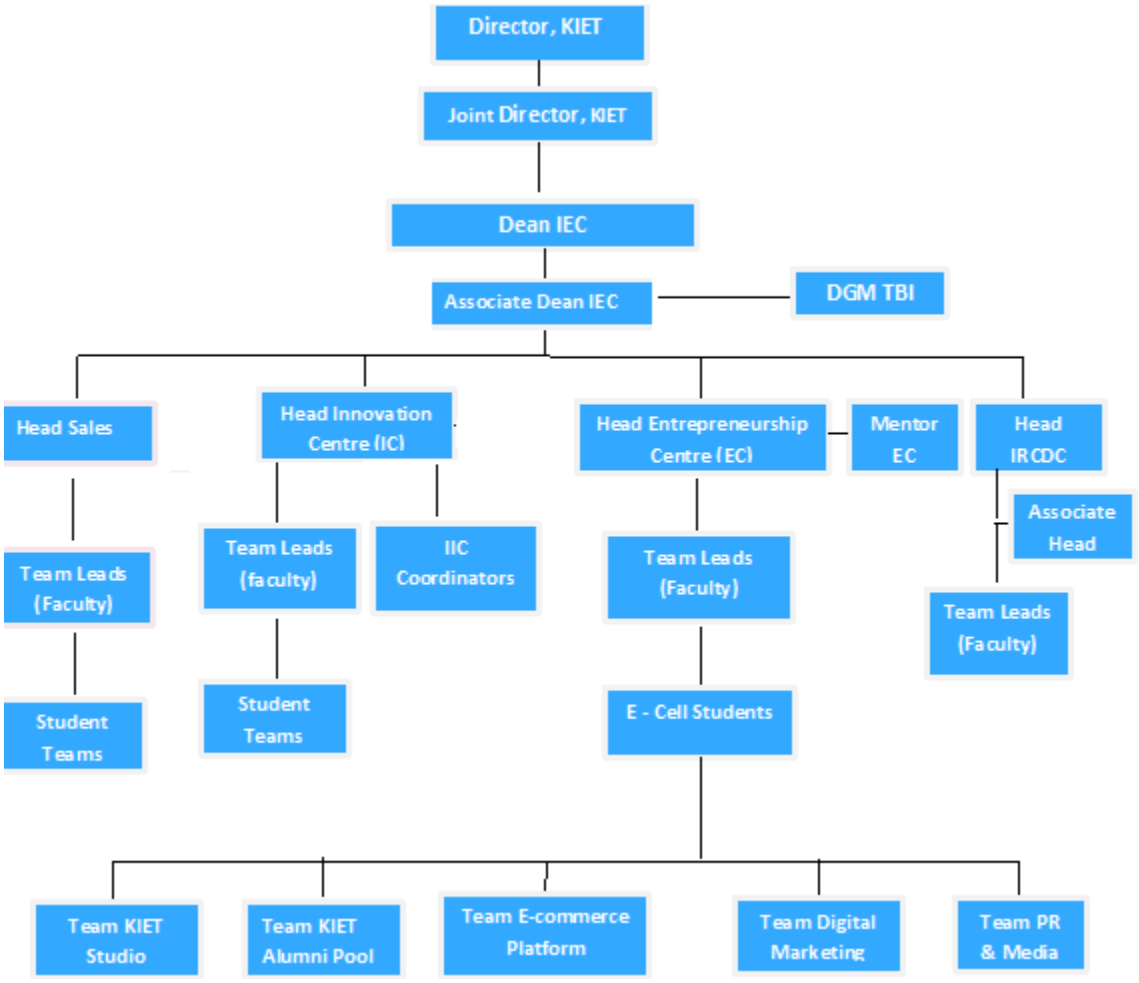

Fig 2: IEC Council Organizational Structure

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3. IEC Council - Managing Team

3.1. Dean-IEC

3.1.1. Key Responsibility Areas (KRAs)

a. Responsibility Scope

Dean-IEC is the Head of IEC Council and shall be responsible for managing the IEC Council's overall operations as well as tactical and strategic decisions. This may include delegating and directing agendas, allocating capital, driving revenue generation and profitability, managing the team, and communicating with the KIET management.
He will also be responsible for reviewing and requesting the KIET management for amendments in the IEC policy as and when necessary.

b. Supervision
Dean-IEC shall supervise and mentor Heads of Innovation Centre, Entrepreneurship Centre, IRCDC and Sales Team and will serve as approval authority for programs, events and initiatives taken by all the Centres.

c. Yearly Roadmap
Dean-IEC shall prepare and present a yearly roadmap with expected outcome to the KIET management with the following clearly defined parameters:

- Activity planner for each centre
- Revenue targets for each centre
- Innovation Center
    - Number of trainings/workshops imparted and people trained
    - IIC/ARIIA rankings
    - Number of patents filed and granted
- Entrepreneurship Center:
    - Number of new startups,
    - Total revenue generated by all startups
    - Total people employed by all startups
- Consultancy (IRCDC)
    - Number of clients consulted
    - Revenue generated from consultation

d. Culture of Innovation and Entrepreneurship
Dean-IEC shall be the evangelist for innovation and entrepreneurship in the institute and may guide students and faculty members in developing, evaluating, and implementing entrepreneurship as a career option.

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He shall promote the culture of Innovation and Entrepreneurship.

3.1.2. Key Performance Indicators (KPIs)

The Dean-IEC, Associate Dean-IEC, DGM TBI along with the IEC verticals Heads will have a **quarterly review meeting** with the KIET Management Team.

KPIs to be reviewed will include department wise:

- Quarterly Revenue of IEC (Total and vertical centre wise)
- New Product/Services launched
- New Startups formed
- Number of students/faculty members impacted via training/workshops
- Number of consultancy assignments
- IPR application filing, grant and commercialization
- Media Impressions
- Utilized and unutilized facilities and resources under IEC
- Comparative analysis with previous quarters
- Progress percentage with respect to the Yearly Roadmap

3.2. Associate Dean-IEC

Associate Dean-IEC is to assist the Dean IEC and shall be responsible for managing the IEC Council's overall operations and will give suggestions in tactical and strategic decisions. In addition, He has to manage Institute Innovation Council (IIC) activities along with IIC Members.

3.2.1 Key Responsibility Areas (KRAs) & Key Performance Indicators (KPIs)

- Same as Dean- IEC
- Awareness and training programmes as per the IIC-KIET calendar in each department.
- Implementation of NISP.
- Uploading of IIC activities reports on MIC portal & ARIIA portal.

3.3 DGM TBI

The primary objective of the role would be to bring non-academic exposure to the IEC-Council, offer TBI's networks in Government, Industry and Institutions to the advantage of the Council and act as a guide and support to the overall mission of IEC Council.

3.3.1. Key Responsibility Areas (KRAs)

a. External Partner Management
   The DGM TBI will be overseeing dealing with all external partners pertaining to industry, government and institution.
b. Polytechnics & Schools

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The DGM TBI will be responsible for signing MoUs with Polytechnics and Schools so that Academic Consultancy can be provided to them via KIET.

c. Monthly Review Meetings

The DGM TBI (along with Dean-IEC) will convene Monthly review meeting with IEC Departmental HODs at TBI-KIET and following aspects of each department will be reviewed department wise:

- Revenue generation
- Ongoing product/projects/programs
- New initiatives
- Month on month growth trajectory

The review meeting shall also involve performing a gap analysis of set outcomes and attained outcome in line with the Yearly Roadmap and to decide necessary action
He would also be responsible to represent IEC Council (along with Dean-IEC & Associate Dean-IEC) in the Quarterly Meetings

3.3.2. Key Performance Indicators (KPIs)

KPIs to be reviewed will include department wise:

- Quarterly Revenue of IEC (Total and Department wise)
- New Partners on boarded - Polytechnic, Schools, Govt bodies, Industries, etc.
- New Startups formed
- Number of consultancy assignments

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4. Innovation Centre (IC)

Innovation Centre is conceptualized with a mission to promote outcome-based learning for students which will include learning by making market ready projects and developing deeper understanding of the subject specifically in the students' own interest area.

At the Innovation Centre, the students of KIET would be nurtured and exposed to ideas and processes to inspire them 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.

4.1. Sections

4.1.1. Innovation Schools

Innovation Schools are a student-faculty driven new-age technical education centers that have two objectives:

- To support members in conceiving, incubating and nurturing innovative ideas,
- To facilitate new-age technical education for all interested aspirants (within KIET and outside KIET) by means of outcome based training and workshops.

List of Innovation Schools

1. School of AI/ML & Data Sciences
2. School of UI/UX design
3. School of Drone/IOT/Robotics
4. School of AR/VR
5. School of Design
6. School of Product Development
7. School of Biomedical
8. School of Aspiring Businesses & New GEN Leaders

4.1.2. Innovation Gallery

Innovation Gallery is a physical space within the Innovation Center where:

- Demonstrations of KIET student/faculty created market ready project/products are displayed
- Record on all innovations & inventions that have been created in KIET are readily available
- IPR Wall

Apart from this, Innovation of the Month contest is also organized and the winners are to be felicitated at Institute level.

4.1.3. IIC/ARIIA

Innovation Center will also be responsible for constituting, managing and maintaining the Institutional Innovation Council (IIC) within KIET with the support of IIC-KIET departments' coordinators and to prepare

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and participate for IIC ranking and Atal Ranking of Institutions on Innovation Achievement (ARIIA) each year.

4.1.4. Third Party

A third party has been assigned to the Innovation Center and their scope of work is defined as per the MoU signed between KIET and the third party.

4.2. Head - Innovation Centre

4.2.1. Key Responsibility Areas (KRAs)

- To plan, execute, delegate and oversee all the activities of the Innovation center
- To enroll faculty coordinators and students on a volunteering basis for running the activities of the Innovation Centre.
- To present the progress in each Monthly review meetings to the Managing Team and Quarterly review meeting to the KIET Management Team
- Coordinate with Head - Sales and E-Cell Digital Marketing Team to drive the Sales and Marketing for the Department.
- To coordinate with other IEC centres in project/product/program development.
- To provide other facilities to the innovation schools/projects as and when necessary
- To plan and organize activities/innovation meets/fairs and competitions like Hackathon, Innovation of the month, etc. in the Innovation Centre for which prizes/recognition may be given along with preparation to students willing to participate in national innovation fairs & festivals.
- To identify the innovation opportunities from industry and to prepare the team to work on those opportunities.
- To Plan and organize regular workshops within Innovation Schools on emerging and future Technologies and by using the facilities present in different KIET laboratories.
- To list the products to be manufactured from various teams of the students and to facilitate them.
- To create Institution's Innovation Portal for KIET to highlight innovative projects carried out by KIET faculty and students.
- Guidance (Internal and External) for development of innovative solutions to solve everyday problems.
- Periodic interaction of the participants with Innovators/Inventors & researchers. Encouraging students to make use of locally available resources for hands-on activities to supplement curriculum-based teaching.

4.2.2. Key Performance Indicators (KPIs)

- Revenue generated from Innovation Center activities
- Number of students/faculties impacted via training/workshops
- Number of IPR application filing, grant and commercialization
- Awards/Participation/Recognition in International/National events /Innovation events

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4.3. Role of IIC KIET Members-Innovation Centre (Department Representative)

- Awareness and training programmes as per the IIC-KIET calendar in each department.
- Implementation of NISP.
- To act as SPOC of department for all the tasks related to Innovation & Entrepreneurship.
- To prepare and participate in IIC & ARIIA ranking

4.4. Monetary Terms & Revenue Management

The revenue generated from Innovation Centre activities will be utilized as

- For every commercial activity being conducted, the amount generated will be deposited in the bank account of KRISHNAPATH INDUSTRIAL RESEARCH & CONSULTANCY FOUNDATION" against a valid GST bill that will be raised by the Accounts Team.
- Post the activity, all the reimbursements will be completed and the **balance profit** will be distributed as per the following structure:

S. No.	Use Case	Innovation Center	Sales Team	Institute
1	Workshop/Training outside college	75%	20%	5%
2	Workshop/Training within college (College facilities used)	65%	20%	15%
3	Workshop/Training outside college (No Sales Team involved)	95%	0%	5%
4	Workshop/Training within college (No Sales Team involved)	85%	0%	15%

- Innovation Centre's profit share (excluding prize money, certificates & other expense) will be distributed between the executing team (faculty coordinators, trainers, assistants, etc.).
- The amount for each individual in the executing team would be capped at 5000 INR/activity and the distribution would be decided by the Head- Innovation Center
- A utilization certificate needs to be submitted for each revenue generation activity which details the expenses and income clearly.

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5. Entrepreneurship Centre (EC)

The Entrepreneurship Centre is dedicated in inculcating an entrepreneurial temperament in students and faculties of the institute by means of multifarious activities.

5.1. Sections

5.1.1. Minor Specialization

- The Minor Specialization program offers a diversified approach in teaching and learning pedagogy including cross disciplinary learning using mentors, laboratories, case studies, games, etc. in place of traditional lecture-based delivery. Experts from industry, mentors from different areas of business and enterprise will be the part of the resource person team of these programs. Head EC in supervision of Dean (IEC) would execute Minor Specialization Certification Course on Innovation and Entrepreneurship.
- The Minor Specialization is a Certificate course in entrepreneurship starting from 1st year of engineering education.
- The course has been divided into 2 modules/semester. Students can opt for the course for a minimum 1 semester. Each semester will have an individual certification.
- The initial batch is proposed to be of 250 students and further batch size will be decided by the Head-Entrepreneurship as per the response from students.
- The fees/student is Rs. 500 per year for the initial batch. It can be increased/decreased by the Head-Entrepreneurship as per the response from students.
- The students opting for this program would be granted attendance for the classes attended.
- The program will be managed in lines with the already approved Minor Specialization curriculum

5.1.2. StartUP KIET

- StartUP KIET aims to incubate entrepreneurial ideas that students/faculty members may wish to work upon.
- The program will select ideas from such student/faculty members teams and hone them to become scalable businesses
- The teams will be mentored by the industry experts and TBI team.
- Marketing and Sales support will be provided by E-Cell and the Sales Team of the IEC.
- The startups will be exposed to periodic workshops/seminars/interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators, etc.
- The revenue structure can be amended by the Head- Entrepreneurship on a case to case basis after informing the IEC Managing Team.
- Any revenue generated from these incubated startups will be structured as per the following:

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S. No.	Use Case	Startup	Sales Team	Institute
1	Revenue generated by the Startup itself	95%	0%	5%
2	Revenue generated by IEC Sales Team	75%	20%	5%
3	Revenue generated through E-Cell activities	85%	0%	15%

5.1.3. E-Cell

- Entrepreneurship cell (E-Cell) has been formed under IEC with a motive to promote entrepreneurship and act as enablers for promoting the students/faculty members that are interested in such endeavors.
- The E-Cell will be constituted, managed and headed by Head- Entrepreneurship along with the interested students and faculties.
- Apart from managing events for IEC, E-Cell will have dedicated teams for the following 5 areas of work:

#	Areas of Work	Responsibility Areas
1	KIET Studio	• Photography/ videography / product cataloging activities
2	KIET Alumni Pool	• Identifying alumni for mentoring in StartUP KIET program • Identifying alumni to support in consulting/innovation verticals
3	E-Commerce Platforms	Listing and managing product and services sales of in-house StartUps and Consultancy wing on following 4 platforms: • Amazon • Flipkart • Indiamart • TradeIndia
4	Digital Marketing	• Handling Social Media Marketing on Facebook, LinkedIn, Twitter, etc. • Developing and Maintaining the IEC website • Content creation for the IEC website - like interviews with startups, competition details, etc. • Graphic Designing for all verticals
5	PR & Media	• Getting startups, innovation, consultancy, etc. covered in online and offline publications • Managing the physical media screens across the campus

- New work areas can be introduced by the Head- Entrepreneurship as and when required.

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5.2. Head - Entrepreneurship Centre

5.2.1. Key Responsibility Areas (KRAs)

- Organizing and overall management of the Minor Specialization program along the lines of the curriculum.
- Organizing and overall management of the StartUP KIET program.
- To establish a functional ecosystem for scouting ideas and pre-incubation of ideas.
- Mentoring the incubated startup ideas with intent of scaling them to mature businesses.
- Heading the E-Cell and all the associated activities with it such as organizing events, overseeing e-commerce sales, digital marketing, website, etc.
- Allocating the E-Cell resources as and when required to the Consultancy and Innovation teams.
- Assisting the IEC Sales Team to work in tandem with the E-Cell team.
- To facilitate commercialization of products developed by Startups.
- To organize demo-days with prospective investors for fundraising of the start-ups.
- To create entrepreneurial portal for KIET to highlighting student's startup & conventional enterprises launched without or with the support of self
- To take responsibility for the IEC website for highlighting achievements & progress of students & faculty members such as incubated projects coming-out from KIET faculty members & students.
- To initiate the efforts for implementation of KIET-Innovation and Start up policy.
- Develop close associations with industry for benefitting our startups and consultancy wing.

5.2.2. Key Performance Indicators (KPIs)

- Satisfaction feedback of the participants in minor certification program.
- Number of ideas incubated under StartUp KIET.
- Total revenue generated by all startups.
- Total employment generated by all startups.
- IPR generated by the startups.
- Number of startups maturing and getting incorporated.
- Grants/funds raised by the startups.

5.3. Mentor - Entrepreneurship Centre

5.3.1. Key Responsibility Areas (KRAs)

- Advising and assisting the Head- Entrepreneurship in planning, implementing and executing various activities upon request from Head- Entrepreneurship

5.3.2. Key Performance Indicators (KPIs)

- Same as the Head-Entrepreneurship

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6. Consultancy Centre (IRCDC)

Industrial Research & Consultancy and Development Centre (IRCDC) is established to promote industrial research and consultancy work across the departments and to develop strong links with industry for collaborative research, technology transfer and specialized human resource development. 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.

6.1. Overview

6.1.1. Objectives

- To Make KIET Multidisciplinary Engineering Knowledge Center and Provide Consultancy services to National and International Industrial Clients, Social Sectors and Government on their projects and technical concerns.
- Value the client vision for the project and deliver high quality technical services within the specified time and cost budget.
- Promote research and learning process to introduce new technologies being practiced worldwide.
- Cultivate the strong links with industry
- Organize Seminars, Workshops, training Camps through the Cell for the benefit of practicing engineers to update their knowledge.

6.1.2. Consultancy Scope

Consultancy Services may be offered to Industries, Service Sector, Govt. Departments, and other National and International agencies in niche areas of expertise available at KIET. All consultancy services in IRCDC-KIET shall be institutional.

Consultancy services offered may cover a variety of activities such as Feasibility Studies; Technology Assessments; Assessment of Design and / or Current Manufacturing Process; Material, Energy, Environmental and Manpower Audits; Product Design; Process Development, Software Development; General Troubleshooting, Retrofitting Exercises, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy statement and so on.

Testing and Evaluation services may be offered in which facilities are available or can be augmented. Such services should normally be backed by periodic calibration/standardization of laboratory equipment used for such purposes.

The faculty members desirous of accepting any consultancy work from any external agency should put up the Consultancy Proposal on a prescribed Performa, the Assignment Proposal and the details of Agreement and Standard Terms and Conditions of the proposed Contract. All such proposals shall have to be accompanied with a communication from the Client by e-mail or through letters clearly indicating the title, scope, and duration of the proposed consultancy as well as the amount of consultancy charges being offered with timelines and deliverables, and any other relevant information. The estimated budget should be in a format so

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as to be processed and executed easily by IRCDC and Administration. Work on a consultancy project shall be undertaken only after the prior approval of the competent authority of IRCDC-KIET.

Technical services are meant to render to the clients/ customers, assistance of a minor nature based on available knowledge, expertise, skill and facilities of the institute.

Technical services shall comprise:

- Testing & analysis
- Training
- Technical assistance of an advisory nature
- Fabrication/ production of special products
- Supply of information/ database

IRCDC offers expertise broadly in the following disciplines viz.,

- Civil Engineering
- Mechanical Engineering
- Electrical & Electronics Engineering
- Solar & Non-Conventional Energy
- Electronics & Communication Engineering - Specially Robotics & Automation
- Computer Science· & Engineering - especially AI/ IoT/ Block-Chain
- Information Technology
- Finance/ Marketing
- Pharmacy
- Reverse Engineering
- Soft Skills & Communication Training

6.2. Sections

6.2.1. IRCDC Consultancy assignments

- The IEC Sales Team and E-Cell may bring in the Consultancy assignments from the industry, government and institutions.
- Such assignments may be reviewed by the Head-IRCDC and assigned to a competent faculty member/student/body (Consulting Team) within KIET with due process and consideration of the commercials.
- Such assignments can be listed on the IEC website so that it can be accessed and viewed by all the teams interested in pursuing it.
- On completion of such assignment, a project report along with the utilization certificate needs to be submitted to Head- IRCDC by the Consulting Team.
- For every commercial transaction being conducted, the amount generated will be deposited in the bank account of "KRISHNAPATH INDUSTRIAL RESEARCH & CONSULTANCY FOUNDATION" a section 8 company, against a valid GST bill that will be raised by the Accounts Team.
- Post the activity, all the reimbursements will be completed and the **balance profit** will be distributed as per the following structure:

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S. No.	Use Case	Consulting Team	Sales Team	Institute
1	IRCDC Consulting Assignment	60%	20%	20%

6.2.2. Faculty Consultancy assignments

- KIET Faculty members are encouraged to take up consultancy assignments directly or through IRCDC.
- Faculty members undertaking consultancy assignments shall be given a chance to compete for the Best Faculty Consultancy Award with a cash prize and certificate and felicitation will be done on Teachers' Day.
- In the event of a faculty member taking the assignments directly, the faculty member must share such information with the Head- IRCDC and he shall facilitate the billing for such an assignment.
- On completion of such assignment, a project report along with the utilization certificate needs to be submitted to Head- IRCDC by the Consulting Team.
- For every commercial transaction being conducted, the amount generated will be deposited in the bank account of "KRISHNAPATH INDUSTRIAL RESEARCH & CONSULTANCY FOUNDATION" against a valid GST bill that will be raised by the Accounts Team.
- Post the activity, all the reimbursements will be completed and the balance profit will be distributed as per the following structure:

S. No.	Use Case	Consulting Team	Institute
1	Faculty Consultancy Assignment (Self)	100%	0%
2	Faculty Consultancy Assignment (College resources used)	90%	10%

6.2.3. Job Work and NABL Testing

- KIET also has multiple departmental labs apart from tools available in COEs and other centers that may be used for Job Work by the industry.
- Similarly, an NABL Testing and Accreditation Center is also established at KIET that may be used by other interested parties from Industry, Government, and Institutes.
- Each such facility will have a trained lab technician that shall be reimbursed for his/her services as per the reimbursement amount decided by the Head- IRCDC.
- For NABL Testing, all in-house resources being used will be reimbursed as per the reimbursement amount decided by the Head- IRCDC.
- The Job Work and NABL testing activities shall be billed to the client and the amount generated will be deposited in the bank account of "KRISHNAPATH INDUSTRIAL RESEARCH & CONSULTANCY FOUNDATION" against a valid GST bill that will be raised by the Accounts Team.

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- Post the activity, all the reimbursements (including materials, machinery cost etc) will be completed and the balance profit will be distributed as per the following structure:

S. No.	Use Case	Consulting Team	Sales Team	Institute
1	Revenue generated by IEC Sales Team	60%	20%	20%
2	Revenue generated by E-Cell leads	80%	0%	20%
3	Direct Customer	90%	0%	10%

6.2.4. Center of Excellence

- The KIET has multiple Center of Excellences (COEs) and IRCDC will use them to generate revenue via academic/industrial consultancy.
- Each COE will design and conduct its own workshops of 2-3 days and training of 2-4 weeks every semester.
- IRCDC shall prepare an academic calendar for the same.
- The students will be from nearby schools and Polytechnics and IRCDC along with COE Co-ordinator will be responsible for forming a long term relationship with such institutions so that they can provide the COE a regular intake.
- The revenue generated from such activities shall be billed and the amount generated will be deposited in the bank account of "KRISHNAPATH INDUSTRIAL RESEARCH & CONSULTANCY FOUNDATION" against a valid GST bill that will be raised by the Accounts Team.
- Post the activity, all the reimbursements will be completed and the balance profit will be distributed as per the following structure:

S. No.	Use Case	Consulting Team	Sales Team	Institute
1	Revenue generated by IEC Sales Team (COE - Workshop/Training)	60%	20%	20%
2	Revenue generated by IRCDC directly (COE - Workshop/Training)	90%	0%	10%

6.3. Head - IRCDC

6.3.1. Key Responsibility Areas (KRAs)

- Identification, setting up ties and collaborating with industry for consultancy assignments.
- Identification, setting up ties and collaborating with industry and institutes for accelerating the use of NABL labs and college machinery for job work

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- To present the progress in each Monthly review meetings to the Managing Team and Quarterly review meeting to the KIET Management Team
- Coordinate with Head - Sales and E-Cell Digital Marketing Team to drive the Sales and Marketing for the Department.
- To coordinate with other IEC centres in project/product/program development.
- To form and lead a liaison team that will prepare the proposal for industry-wise research and consultancy project facilities
- To perform project management task depending upon industrial consultancy work like PERT chart for project, job description and broad requirements, resource allocation in assistance with departmental coordinators –IRCDC.
- To provide admin support for conducting consultancy work.
- To prepare project completion reports in assistance with departmental coordinators-IRCDC and technical implementation team.
- Showcasing the facilities and capabilities of the institute and to obtain consultancy projects and facilitate its execution.
- To facilitate the conversion of industry related activities into research publications.
- To constitute and manage department coordinators and delegating them work as defined below:
    - To attend the meeting with prospective customers along with Associate Head-IRCDC to understand the consultancy opportunity.
    - To translate the problem of industry into consultancy opportunities in consultation with Associate Head-IRCDC.
    - To identify human resources from department and from industry to carry out the project execution work effectively.
    - To review the achievement of milestones described at the planning stage and to confirm adherence to the timeline of the project.
    - To shape the outcome of the project and prepare the initial draft for publication/ IPR filing wherever possible.

- To constitute and manage the project specific technical team delegating them work as defined below:
    - To execute the received consultancy work with the support of respective departments and their resources.
    - To ensure the procurement and maintenance of facilities available in the department and facilities to be availed from outside of the department.
    - To help and assist departmental coordinators in drafting work.

6.3.2. Key Performance Indicators (KPIs)

- Revenue generated (Overall and each section)
- Number of consultancy projects received and completed with letter of appreciations
- Number of faculty members involved in providing consultancy services
- Total number of MoUs signed with Polytechnics and Schools for COE activities.

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6.4. Associate Head - IRCDC

6.4.1. Key Responsibility Areas (KRAs)

- Associate Head- IRCDC will be responsible for planning, implementing and executing various activities upon direction from Head- IRCDC

6.4.2. Key Performance Indicators (KPIs)

- Same as the Head-IRCDC

6.5. Terms and Code of Ethics

6.5.1. Terms

- Testing using laboratory facilities of the departments will be handled at departmental level by IRCDC department coordinator.
- The work is allotted by the Head IRCDC to a faculty member based on his/her relevant qualification, specialization & prowess.
- The rates of these testing shall be as per approved rates of the institute.
- The rates for the consultancy charges shall be revised in every three years.
- For projects involving only site visits for consultation work, charges will be decided at mutually acceptable prices which shall be based on extent and nature of work.
- The traveling & daily allowance will be extra as per institute norms will be borne by the client.
- The faculty members going out for consultancy will be required to assure themselves that any of the Institute responsibilities are not hampered during the period of their non-availability.
- Traveling out of the campus on account of consultancy activities should be undertaken with intimation to the head of the department and intimation should be sent to the Head- IRCDC.
- Completing the duties, in time will be the sole responsibility of the faculty member engaged in consultancy.
- Whenever a consultant/Mechanic is found irregular and irresponsible in discharging his/ her duties, he/ she will be replaced from that consultancy work with suitable person(s).
- All the consultancy reports shall be dispatched to the clients address through a registered post with acknowledgement due, on client's charges.
- Any other employee of the Institute may take up consultancy work with prior approval of the Head IRCDC.
- In case of any discrepancy the decision of the head of the institute will be final.

6.5.2. Code of Ethics

The team involved in the consultancy activities shall adhere to the Code of Ethics of the Institute as outlined below:

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- IRCDC shall serve their clients with integrity, competence, independence, objectivity, and professionalism.
- They shall only assign staff or engage colleagues with the knowledge and expertise needed to serve our clients effectively.
- They shall treat all confidential client information appropriately that is not in public knowledge; take reasonable steps to prevent it from access by unauthorized people and will not take advantage of proprietary or privileged information, either for use by ourselves, the client's firm, or another client, without the client's permission.
- They shall offer to withdraw from a consulting assignment when we believe our objectivity or integrity may be impaired.
- They shall agree in advance with a client on the basis for fee and expenses and will charge a fee that is reasonable and commensurate with the services delivered and the responsibility accepted.
- They shall not accept commissions, remuneration, or other benefits from a third party in connection with the recommendations to a client without that client's prior knowledge and consent, and will disclose in advance any financial interests in goods or services that form part of such recommendations.
- They shall respect the rights of consulting colleagues and will not use their proprietary information or methodologies without permission.
- They shall represent the profession with integrity and professionalism in our relations with our clients, colleagues, and the general public.

IRCDC related Attachments

- Standard Operating Procedure of IRCDC (Annexure-2)
- Approved Rate List of the Testing Equipments/ Facilities (Annexure-3)
- Approval Form for Consultancy Work (Annexure-4)
- Remuneration Form for Consultancy Work (Annexure-5)

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7. Sales Division

7.1. Sections

7.1.1. Institutional Sales

The institutional sales will be focused on selling to educational institutes such as Engineering Colleges, Polytechnics and Schools.

7.1.2. Channel Sales

The Channel Sales will focus on developing a retailer network using which the IEC Council generated services and products can be sold.

7.1.3. Enterprise Sales and Partnerships

The Enterprise Sales would require selling to the micro, small, medium and large enterprises directly.

7.2. Head - Sales Division

7.2.1. Key Responsibility Areas (KRAs)

a. Overall Sales Strategy
   The Head - Sales would be responsible for creating an overall sales strategy considering the product and services available as per the Yearly roadmap.
b. Department Wise Sales Strategy

The Head - Sales would coordinate with each IEC centre Head to lay out a Sales plan pertaining to each department's products and services.

c. Sales Team Formation
   The Head- Sales would be responsible for constituting, managing and directing a Sales Team as per the requirement.

7.2.2. Key Performance Indicators (KPIs)

- Total Revenue Generated per quarter via Sales Team
  - Overall
  - Department Wise
- Total Sales Pipeline
  - Hot Leads
  - Warm Leads
  - Cold Leads

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Annexure 1: Present Officials

- Core Team

S. No.	Designation	Faculty Member
1	Dean - IEC	Prof.(Dr.) K. L. A. Khan
2	Associate Dean - IEC	Prof.(Dr.) Rupesh Chalisgaonkar
3	DGM-TBI	Mr. Saurav Kumar
4	Mentor- Entrepreneurship Center	Prof. Komal Mehrotra
5	Head- Innovation Center	Prof. Sachin Rathore
6	Head- Entrepreneurship Center	Prof. Ashish Thombre
7	Head- IRCDC	Prof.(Dr.) Subodh Kumar Sharma
8	Associate Head - IRCDC	Prof.(Dr.) Prateek Gupta
9	Sales- Head	Prof. Anjan Kumar

- Innovation Centre Team

S.N.	Schools of Innovation	Faculty In charge	Designation	Department
1	Design & Product Development and R/VR	Prof. Sachin Rathore	Assistant Professor	ME
2	UI/UX design	Prof. Ankit Verma	Assistant Professor	MCA
3	AI/ML & Data Sciences	Dr. Sushil Kumar	Associate Professor	CSE
4	Drone/IOT/Robotic	Prof. Amit Kumar	Associate Professor	ECE
5	Biomedical	Prof. Anuj Pathak	Assistant Professor	KSOP
6	Aspiring Businesses & New GEN Leaders	Prof. Anjan Kumar	Assistant Professor	MBA

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- IIC-KIET Team

S. No.	Responsibilities	Faculty Member
1	President (IIC)	Prof. (Dr.) K. L.A. Khan
2	Convener	Prof. (Dr.) Rupesh Chalisgaonkar
3	Vice President	Prof. Ashish Thombre
4	Startup activity coordinator	Mr. Awadesh Kumar
5	IPR Activity Coordinator	Dr. Richa Goel
6	Social Media Coordinator	Mr. Vinay Ahlawat
7	NIRF Coordinator	Dr. Pravin Kaushik
8	Internship Activity Coordinator	Mr. Varun Suryavanshy
9.	Innovation Activity Coordinator	Prof. Sachin Rathore
10.	IIC Member, ME	Prof. Kumari Archana
11.	IIC Member, ECE	Dr. Sharad Gupta
12.	IIC Member, CSE	Dr. Manish Bhardwaj
13.	IIC Member, CS	Prof. Pardeep Tyagi
14.	IIC Member, IT	Prof. Nidhi Goel
15.	IIC Member, CSIT	Prof. Ankit Kumar Saini
16.	IIC Member, CE	Prof. Siddharth Jain
17.	IIC Member, EEE	Prof. Salim
18.	IIC Member, AS	Prof. Ajay Dixit
19.	IIC Member, KSOP	Prof. Richa Goel
20.	IIC Member, MCA	Prof. Amit Kumar
21.	IIC Member, MBA	Prof. Anjan Kumar

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- Entrepreneurship Centre Team

S. No.	Faculty Member	Department
1	Prof. Anmol Gupta	EEE
2	Prof. Salim	EEE

- IRCDC Team

S. No.	Faculty Member	Department
1	Dr. Brijesh Singh, Assoc Prof.	EEE
2	Prof. Yasir Karim, Asst Prof.	CE
3	Prof. Anuj Pathak, Asst Prof.	KSOP
4	Prof. Abhas Kanungo, Asst. Prof	ECE
5	Prof. Monika Khurana, Asst. Prof.	HS
6	Prof. Neeraj Kumar, Asst Prof.	ME
7	Prof. Gaurav Parashar, Asst. Prof.	CSE
8	All Center of Excellence (COE) Coordinators	-

- Sales Team

S. No.	Faculty Member	Department
1	Dr. Arunima	MBA
2	Prof. Tanushree	MBA

Tenure: The tenure of each official will be 2 years and can be extended based on the performance review.

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Annexure 2

Standard Operating Procedure of IRCDC

Any faculty desirous of getting consultancy of the concerned field may follow the following steps-

Before going any further it is advised to read the IRCDC Policy document carefully.

Consultancy Work may arrive via two ways-

(1) A problem that comes from the company/ industry to IRCDC.

(2) A problem that comes from the company/ industry to a faculty member.

Please note the following steps-

A Problem that comes from the company/ industry to IRCDC

IRCDC will identify the concerned department and will discuss the consultancy project with the concerned HOD/ A.HOD.

The concerned HOD/ A.HOD will then identify a suitable resource person, who will then discuss the problem in detail with the company. The concerned faculty will also fill the Annexure 1 of the Policy Document. An MOU (if need be) can also be signed clearly stating all the terms & conditions that are mutually agreed upon.

The concerned Faculty and the department will then execute the project within the stipulated time duration.

The project will be closed by submitting all the required documents to IRCDC. (Remuneration form - Annexure-2 to be filled).

A Problem that comes from the company/ industry to a faculty member.

The Concerned Faculty will keep IRCDC in loop for any correspondence that happens.
For any important discussion IRCDC will take over and keep the concerned faculty Member in loop.

Kindly note-

1. The charges/ prices of the consultancy can be fixed at the departmental level which needs to be duly informed to IRCDC.
2. Remuneration will be given as per consultancy policy.
3. If any resource is to be procured from any external agency, the amount of the procurement will be adjusted in the remuneration.

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Annexure 3

Approved Rate List of the Testing Equipments/ Facilities for Academic-Industrial Research and Consultancy

1. Civil Engineering Department

1.1 Total Station

AREA	DESCRIPTION	SERVICE CHARGE
1 Hectare ($10000m^2$)	Plain, Obstruction Free Land without RL	Rs.10000/-
	Plain, Obstruction Free Land with RL	Rs.15000/-
	Built up Area without RL	Rs.15000/-
	Built up Area with RL	Rs.20000/-

1.2 Concrete

Concrete Mix Design (For each grade)	Rs.20000/-
Concrete Cube testing (3 cubes per batch)	Rs.600/-

1.3 NDT of Concrete

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE	Remark
REBOUND HAMMER	10 POINTS (3 Readings Per Point)	Rs.2000/-	Rates to be revised after NABL accreditation
UPV TESTER	Per structure element	Rs.2000/-	Rates to be revised after NABL accreditation
HALF-CELL POTENTIOMETER	Corrosion Mapping (Area 1m x 1m)	Rs.3000/-	Rates to be revised after NABL accreditation
REBAR LOCATOR AND COVER METER	No. of Bars, Location and Cover Depth (Per structure element)	Rs.3000/-	Rates to be revised after NABL accreditation

All NDT Equipment Services can also be availed at Rs. 10000/- Per Day Basis Also.

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Pick up and Drop from Collage to the existing site to be provided or else transportation charges extra.

2. Mechanical Engineering Department

2.1 Material Testing

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE	Remark
Analogue Rockwell Cum Brinell Hardness Testing Machine	Model no-TRB-250, Max Capacity-250kgf, Brinelll Microscope least count - 0.01 mm	Rs.150/- per test	Rates to be revised after NABL accreditation for Brinell hardness test
Vickers Hardness Test	Load(kgf)=1,5,10,20,30&50, Maximum test height=200mm, Weight(kgf)=180, Depth of throat=150mm	Rs.150/- per test	Rates to be revised after NABL accreditation
Surface Roughness Test	Roughness Parameters- Ra, Rz, R_Y, Rq, Rt, Rp, Rmax, Range-0.02-160µ m	Rs.150/- per test	
Impact Test	Potential Energy (Joules)-300, Overall size (mm) - 930Lx460Wx2070H, Resolution for AIT-300-ASTM(D)- 0.5	Rs.150/- per test	
NDT for Internal flaws, welding defects	Ultrasonic Flaw Detector (DIGISCAN DS-324)	Rs.2000/- per test	
Computerized UTM	Max capacity=400KN	Rs. 300/- per test	Rates to be revised after NABL accreditation
Fatigue Test	Maximum bending moment 2NM, Range-2.5-12.5Nm, Rotating speed=5000 rpm	Rs.150/- per hr	
Torsion test of a rod using torsion testing machine.	Model no-RTT-50, Max torque-50(NM), Torque speed-1.5RPM	Rs. 200/- per test	
Bottom Loading Furnace	Programmable Bottom loading furnace- Max.Temp.-1200^{0}C, Working temp.-1000^{0}C, Chamber- 6x6x12 5, Anvil - 4x4	Rs. 200/- per heat	

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Pin/ball on Disc Tester TR-20LE PHM-400	Sliding wear test machine	Rs. 600/- per test	

2.2 Casting/ Machining

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE
Stir Casting	-	Rs. 100/- per heat
Lathe/ Milling/ Drilling M/C	-	Rs. 300/- per hr
Vertical Milling M/C (VMC)	Machining Center 3–axes with Vertical Spindle. Table Size (mm): 915 x 460 T-Slot-Dimension (mm): 3 x 14 x 125 Max Load on Table (Kgf): 500	Rs. 2000/- per hr
Flat Bed Plasma Cutting M/C	Max Cutting Thickness - 0.5-5mm, Max Cutting Speed- 0-6000mm/min, Working Material- Iron, Steel, Aluminum sheets, Galvanized sheets, Titanium Plates	Rs. 1500/- per hr

2.3 Internal Combustion Engine Test

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE
Morse test	3-Cylinder Maruti Engine, Max. power output of 48 PS @ 6000 rpm and a peak torque of 69 Nm @ 3500 rpm	Rs. 1500.00 /Day
VCR Petrol Engine	Variable compression engines (Range 12-18 CR)	Rs. 1500.00 /Day
Diesel Engine	5BHP, Single Cylinder	Rs. 1000.00 /Day
Exhaust 5-Gas Analyzer	CO, CO2, HC, NOx, O_2	Rs. 1000.00 /Day
Smoke Meter	Model SM-054, Measuring range - 99.99% opacity, rpm range up to 6000	Rs. 1000.00 /Day

3. Electrical and Electronics Engineering Department

3.1 Simulation and Prototyping

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE

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Prototype PCB Machine	Parshwanath robotics 1KW, 2400RPM, 230V, 50 Hertz	Rs. 300/- PCB fabrication (Excluding material cost)
OPAL-RT (OP4510) (CPU-based real-time simulation and sub-microsecond time step power electronic simulation)	In build Intel Xeon 4-Core processors, Xilinx Kintex 7 FPGA (2U chassis works equally well for desktop or rack mounted setups), 128 high-performance analog/digital channels with signal conditioning, 4 SFP-GTX optical high-speed links for hardware interfacing, 32 digital outputs, 32 digital inputs, 16 analog outputs, and 16 analog inputs	Daily: Rs. 750/- Weekly (5 days): Rs. 3500/- Monthly: Rs. 18000/-
Digital Storage Oscilloscope (100 mhz)	RIGOL DS1102E, 2 channel, 100 mhz	Daily: Rs. 150/- Weekly (5 days): Rs. 500/- Monthly: Rs. 3000/-
Digital Storage Oscilloscope (60 MHz/1GS)	60 MHz/1GS, 2 channel, Make-SCIENTIFIC	Daily: Rs. 150/- Weekly (5 days): Rs. 500/- Monthly: Rs. 3000/-
100 MHZ Color Digital Storage Oscilloscope model: DS1102E make Rigol	100 MHZ, 2 channel, Resolution 320 x 234 Pixel, model: DS1102E make Rigol	Daily: Rs. 150/- Weekly (5 days): Rs. 500/- Monthly: Rs. 3000/-

3.2Power quality analysis and energy auditing

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE
Single Phase Power Analyser WT300E Digital Power Analyzer (Power quality analysis and energy auditing)	Current measurement capability: 50 micro-Amps to to 26 Amps RMS. Stand-by power measurements, Energy Star®, SPECpower and IEC62301 / EN50564 testing, battery charger and other low-level power measurements.	Daily: Rs. 350/- Weekly (5 days): 1500 Rs. 7500/- monthly
Power Quality Analyzer Fluke make Sr.No.31113105	Vrms (AC + DC): 1 V to 1000 V phase to neutral, Vpk: 1 Vpk to 1400 Vpk Amps (AC + DC): 5 A to 6000 A, max 2000 MW	Daily: Rs. 350/- Weekly (5 days): 1500 Rs. 7500/- monthly

3.3 Electrical Design and estimation of PV based solar power system (Feasibility Analysis for PV system installations)

INSTRUMENT/ TESTING	DESCRIPTION	SERVICE CHARGE

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PVsyst 6 PRO 30	Industrial datasheets of PV panels, inverters and other parameters	Daily: Rs. 200/- Weekly (5 days): Rs. 750/- Monthly: Rs. 3000/-

4. Electronics Engineering Department

4.1 Robotics and Mechatronics

INSTRUMENT/ TESTING	DESCRIPTION	RATE
Ox- Delta robotics plateform	It has i4 processor, high resolution camera, ARm controller and 4 wheels. It has powerful trust.	Rs.300/- per day
Firebird XII ROBOTICS PLATFORM	It has i3 processor, high resolution camera, ARm controller and 2 wheels. It has less trust.	Rs.300/- per day

4.2 Space Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
Most Advanced PCB milling machine LPKF Protomat E44	-Computer operated high-quality double-sided Industry standard PCB making machine	Rs.2400/- per PCB

4.3 KIET NI Lab VIEW Academy

INSTRUMENT	DESCRIPTION	RATE
BIO Medical Sensors	Thermocouple, EKG sensor, Heart rate variability sensor, Muscle fatigue measuring sensor, Lung capacity measurement sensor, ultrasonic sensor, load cell	Rs. 499.00 /Day
MYRIO	Xilinx Z-7010 processor 667 MHz (ARM Cortex A9 x2 cores 28 nm process NEON SIMD, VFPv3 Vector Float)	Rs. 299.00 /Day

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	Memory: NV: 256 MB, DDR3 512MB, 533 MHz, 16 bits FPGA type same as processor Wireless: IEEE 802.11 b,g,n ISM 2.4 GHz 20 MHz. USB 2.0 Hi-Speed Breakout Board support 2 ports of 16 Digital I/O lines 3 axis accelerometer Max power consumption : 14 W Typical idle : 2.6 W LED's	

4.4 Advance communication Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
Wireless sensor network	Wireless sensor network	Rs.500/- per day

4.5 Microwave Engineering Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
VSWR meter	Amplifier Type: High gain tuned, Frequency: 1 Khz, Sensitivity: 0.1 at 200 ohms,Band width: 25-30 Hz,Range: 60 dB min,Scale Accuracy: 0.15 dB,Meter Linearity: 1% of full scale,Scale-selector: Normal,Expander Gain Control: Coarse & fine	Rs.2000/- per day
Power Meter	Power Supply100-240V~50-60Hz,0.5A	Rs.2500/- per day

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4.5 Advanced PCB Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
Spin Coater	Make a very thin uniform layer of chemical on glass epoxy sheet/ other plane surfacesFrequency: 1 Khz, Sensitivity: 0.1 at 200 ohms,Band width: 25-30 Hz,Range: 60 dB min,Scale Accuracy: 0.15 dB,Meter Linearity: 1% of full scale,Scale-selector: Normal,Expander Gain Control: Coarse & fine	Rs.200/- per 15 Min
Evacuated UV exposure Unit	Double Sided UV exposure Machine	Rs.500/- per 10 Min
PTH	Make connectivity through holes in double sided PCB	Rs.8000/ per 6 hrs

4.6 Optical Integrated Circuit Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
Multi Stage Positioning (XYZ) (SGT300) with computer interface.	Absolute positioning accuracy of optical sample at Linear stages (XYZ) : ± 0.025 mm or better Resolution :Linear stages: 20 µm (full Step)	Rs.999/- per visit
Motorized Rotation Stage (MRS50) with controller and Software	360º rotatable with multistage XYZ positioning with the accuracy up to six decimal place.	Rs.999/- per visit

5. KSOP Department

5.1 Formulation Development Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
Rotary Tablet	“D”, “B”& “BB” tooling manufactured	Rs.500/- per lab batch

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Compression Machine	to meet the requirement of Research & Development as per SUPAC (scale up post approval changes) & Pilot Production.	
Tablet coating pan and Spray Gun with Air compressor	Loading capacity 1 kg.	Rs.150/- per hour
Spheronizer	Loading Capacity Manual Loading of Wet Extrude Min 10g to Max 100g Output / Hr. 130g / hr Disc Fitted With Equipment Cross Hatch Pattern 3 MM sq. Disc Available [Optional] Cross Hatch Pattern 2, 4 & 6 MM sq. Disc Speed 10 to 1365 RPM. Motor Power 0.09 kw, Dimensions 323x440x510H, Gross Weight 50 kg.	Rs.250/- per hour
All-purpose equipment with pelletizer	Coating, pellatization, wet granulation	Rs.200/- per operation
Hot air oven/tray dryer	Temperature Range 5°C above ambient to 250°C maximum	Rs.200/ sample
Magnetic Stirrer/Homogeniser/Mechanical stirrer	Max capacity=5ltr	200rs per operation
Double cone blender/RMG	Maximum Capacity 1 kg	Rs.100/- per hr
FBP (Fluidized bed processor) For coating of granules	Cornimach	500 rs/ product
Orbital shaker	Shakti engineering's (24)	100 rs/sample

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• Tablet dissolution test apparatus IP • Monsanto's hardness tester • Pfizer type hardness tester • Friability test apparatus	According to GLP compliance Quality control test of tablet	200/ sample for dissolution and for combo testing 300 rs / batch
Rotavap	Evaporating the solvent from extract used in liposomes/niosomes development	300/cycle
Muffle Furnace	Max.Temp. around 1100degrees	100 rs/ sample
Ultrasonicator bath/probe sonicator	Used in formulation of nanosuspension & nanoemulsion	100 rs / sample
Clavenger's	For extracting volatile oils from aromatic drugs	200rs/sample

5.2 Analytical Method Development Lab

INSTRUMENT/ TESTING	DESCRIPTION	RATE
FT-IR (Shimadzu Affinity-1)	Solid powder accessibility using Fourier transformation Infra red spectrometer with preparation of samples by KBr-Pelletizer with IR solution software for Qualitative and Quantitative analysis	Rs.100/- per sample
HPLC (Waters)	High Pressure pump up to 4000 psi and 1-10 ml /minute flow rate with C-18 column and amino column with variable wavelength UV-Visible detector	Rs.50/- per sample

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Gas Chromatograph System (GC-2010 plus)	ab solution software, 230V, Single phase, 50Hz. Servo Voltage Stabilizer : Capacity - 4 KVA, Carrier Gas: Nitrogen, Helium or Hydrogen Input Voltage - 180 to 270 Volts Output Voltage (Earth to Phase)-230 Volts Earth to Neutral-0 to 3 Volt AC (earthing)	Rs.500/- per hr
Karl Fischer Instrument	Moisture Analysis (Coulometric or Volumetric titration to determine trace amounts of water in a sample).	200rs/sample
Chemical Analysis	Milk testing, food adulteration	50 rs /sample
Tissue culture	GLP compliance	200/sample

5.3 Pharmacology Research lab

INSTRUMENT	DESCRIPTION	RATE
Behavioral Video tracking Software (includes morrris water maze, Y maze, elevated plus maze, open field)	Behavioral Video tracking Software (includes morrris water maze, Y maze, elevated plus maze, open field)	Rs. 500 /Day
ELISA (Enzyme-linked immunosorbent Assay)	ELISA is a diagnostic tool that is used to identify peptides, proteins, antibodies and hormones and is a very useful tool in biotechnology and help in diagnosis of biomarkers like cancer markers.	Rs. 1000 /Day
Stereotaxic Apparatus (SGLM 18DEG)	This equipment manipulate the brain of living animal as it allows to accurately target the drugs/ elctrodes within the deep structures of the brain	Rs. 1000.00 /Day

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Weswox Fluoroscent microscope	Weswox Fluoroscent microscope It is used for selectively identifying antigens (proteins) in cells of a tissue section. Immunohistochemistry is also widely used in basic research to understand the distribution and localization of biomarkers and differentially expressed proteins in different parts of a biological tissue.	Rs. 1000.00 /Day
Non Invasive Blood Pressure Measurement instrument for rat	It is used for intermittent rat blood pressure measurement based on the periodic occlusion of tail blood flow. It is used to rest anti-hypertensive activity of a compound.	Rs. 1000.00 /Day

6. Technology Business Incubator

INSTRUMENT/ TESTING	DESCRIPTION	RATE
3D Printing	Make: Ultimake 2+, FDM Technology	Rs. 20/- per gram of material used
3D Printing	Make: Sinterit, SLS Technology	Rs. 100/- per gram of material used
Laser Engraving and Cutting	80 W, Materials can be used on are acrylic and wood.	Rs.200/- per hour of working
Laser Marking	Metal and Non Metals	Rs. 200/- per hour of working
Vinyl Plotter	Make: Rishabh	Rs. 50/- per hour of working

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Annexure 4

Approval Form for Consultancy Work

(To be sent to Head IRCDC along with original request from client)

Date:

1) **Title of Consultancy work:**
2) **Name of the Client:**
3) **Type of consultancy work (define):**
4) **Consultancy Team:**
5) **Consultancy fee to be charged**
6) **Probable dates of commencement and completion of the work:**
7) **Name any other external consultant (if any with designation):**
8) **Whether necessary facilities and expertise available:**
9) **If interdepartmental, name of other departments / centers:**

Consultant

Head of the Department

Note: Detailed estimated budget may please be attached by consultant along with the proposal.

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Annexure 5

Remuneration Form for Consultancy

Date:

Name of the Resource Person: _____
Designation: _____
Department: _____
Type of Consultancy: _____
Client: _____
Duration of Consultancy (mention dates also): _____
Resources of college used (if any): _____
Consultancy amount (in INR): _____
Transaction Details:

Date	Transaction No.	Amount (Rs)	Account officer for verification & remark (If any)

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief and thus, I request the concerned official to sanction the remuneration as per the institute's policy (Rs…….) to the following heads as given below.

Sr. No.	Name of Person	Employee Id	Amount (Rs)

Name & Signature

Head of Department

Head-IRCDC **Dean-IEC**

Joint Director **Director**

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Appendix-B

IEC - Core Team

S. No.	Designation	Faculty Member
1	Dean - IEC	Prof. (Dr.) K. L. A. Khan
2	Associate Dean - IEC	Prof. (Dr.) Rupesh Chalisgaonkar
3	DGM-TBI	Mr. Saurav Kumar
4	Mentor- Entrepreneurship Center	Prof. Komal Mehrotra
5	Head- Innovation Center	Prof. Sachin Rathore
6	Head- Entrepreneurship Center	Prof. Ashish Thombre
7	Head- IRCDC	Prof. (Dr.) Subodh Kumar Sharma
8	Associate Head - IRCDC	Prof. (Dr.) Prateek Gupta
9	Sales- Head	Prof. Anjan Kumar

Innovation Centre Team

S.N.	Schools of Innovation	Faculty In charge	Designation	Department
1	Design & Product Development and R/VR	Mr. Sachin Rathore	Assistant Professor	ME
2	UI/UX design	Mr. Ankit Verma	Assistant Professor	MCA
3	AI/ML & Data Sciences	Dr. Sushil Kumar	Associate Professor	CSE
4	Drone/IOT/Robotic	Mr. Amit Kumar	Associate Professor	ECE
5	Biomedical	Mr. Anuj Pathak	Assistant Professor	KSOP
6	Aspiring Businesses & New GEN Leaders	Mr. Anjan Kumar	Assistant Professor	MBA

01 MAR 23
(Director)

IIC-KIET Team

S. No.	Responsibilities	Faculty Member
1	President (IIC)	Prof. (Dr.) K. L.A. Khan
2	Convener	Prof. (Dr.) Rupesh Chalisgaonkar
3	Vice President	Prof. Ashish Thombre
4	Startup activity coordinator	Mr. Awadesh Kumar
5	IPR Activity Coordinator	Dr. Richa Goel
6	Social Media Coordinator	Mr. Vinay Ahlawat
7	NIRF Coordinator	Dr. Parvin Kaushik
8	Internship Activity Coordinator	Mr. Varun Suryavanshy
9.	Innovation Activity Coordinator	Prof. Sachin Rathore
10.	IIC Member, ME	Prof. Kumari Archana
11.	IIC Member, ECE	Dr. Sharad Gupta
12.	IIC Member, CSE	Dr. Manish Bhardwaj
13.	IIC Member, CS	Prof. Pardeep Tyagi
14.	IIC Member, IT	Prof. Nidhi Goel
15.	IIC Member, CSIT	Prof. Ankit Kumar Saini
16.	IIC Member, CE	Prof. Siddharth Jain
17.	IIC Member, EEE	Prof. Salim
18.	IIC Member, AS	Prof. Ajay Dixit
19.	IIC Member, KSOP	Prof. Richa Goel
20.	IIC Member, MCA	Prof. Amit Kumar
21.	IIC Member, MBA	Prof. Anjan Kumar

01 MAR 23
(Director)

Entrepreneurship Centre Team

S. No.	Faculty Member	Department
1	Prof. Anmol Gupta	EEE
2	Prof. Salim	EEE

IRCDC Team

S. No.	Faculty Member	Department
1	Dr. Brijesh Singh, Assoc Prof	EEE
2	Prof. Yasir Karim, Asst Prof	CE
3	Prof. Anuj Pathak, Asst Prof	KSOP
4	Prof. Abhas Kanungo, Asst. Prof	ECE
5	Prof. Monika Khurana, Asst. Prof.	HS
6	Prof. Neeraj Kumar, Asst Prof.	ME
7	Prof. Gaurav Parashar, Asst. Prof	CSE
8	All Centres of Excellence (COE) Coordinators	-

Sales Team

S. No.	Faculty Member	Department
1	Dr. Arunima	MBA
2	Prof. Tanushree	MBA

Tenure: The tenure of each official will be 2 years and can be extended based on the performance review.

01 MAR 23

(Director).

Ref/ Dir/ 08 /2023

10 Aug'23

OFFICE ORDER: 08/2023

Internal Complaints Committee (ICC) for Academic Year 2023-24

References:

(a) Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) **Act, 2013**

(b) **AICTE Notification** No. F.AICTE/WH/2016/01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), **Regulations, 2016**.

1. **KIET** Group of Institutions has **ZERO tolerance policy** against sexual harassment. The Internal Complaints Committee (ICC) is hereby reorganized according to the norms specified in the **Act, 2013 & Regulations, 2016 {References (a) & (b) above}** as under:-

Internal Complaints Committee (ICC)

S. N	Name	Nomination Type	Appointment	Contact	Mail id
1	Dr. Ritu Gupta (AS)	**Chairperson**	**Presiding Officer**	9810335686	ritu.gupta@kiet.edu
2	Dr. Shailendra Tiwary (CE)	**Faculty Representatives**	**Members**	8923483564	shailendra.tiwary@kiet.edu
3	Dr. Ekata (AS)			9410638178	ekata@kiet.edu
4	Dr. Roma Ghai (KSOP)			9213943075	roma.ghai@kiet.edu
5	Dr. Preeti Chitkara (HSS)			9837524994	preeti.chitkara@kiet.edu
6	Dr. Bhagwanti Bishnoi (AS)			9999754782	bhagwanti.bishnoi@kiet.edu
7	Ms. Reeta Singhal (Lib.)	**Staff Representatives**		9811471093	reeta.singhal@kiet.edu
8	Mr. Anil Kumar (MBA)			9012625465	anil.kumar.mba@kiet.edu
9	Ms. Gati Saraswat (ECE) IV Yr.	**NGO Representative**		9058193211	gati.2024ec1183@kiet.edu
10	Mr. Shagun Dahiya (MBA) II Yr.	**Student Representatives**		9084309409	shagun.2224mba1003@kiet.edu
11	Ms. Anushka Srivastava (B.Pharma) IV Yr.			8126653222	anushka.2024bph1024@kiet.edu
12	Mr. Rajveer Mishra (CS) IV Yr.			8948048788	rajveer.2024cs1176@kiet.edu
13	One member from amongst Non-Government Organization *or* Associations committed to the cause of women *or* a person familiar with the issues relating to sexual harassment.			On receipt of the complaint, the said member by name would be nominated by the Executive Authority based on his/her availability.	

(Director).

2. Roles and Responsibilities (ICC)

(a) To deal with complaints received from women employees and students. Based on the complaints, ICC shall carry out an enquiry, attempts to resolve the problem through counseling, recommend appropriate punitive action against perpetrators to the competent authority and provides assistance to the victims. The issues shall be dealt with diligence and with due confidentiality.

(b) To act as Inquiry Authority on a complaint of sexual harassment.

(c) To ensure that complainant and witnesses are not victimized or discriminated because of their complaint.

(d) To address issues concerning women specific needs at the workplace.

(e) To organize various activities such as lectures and discussions promoting gender equality and gender amity.

(f) To take proactive measures towards sensitization of all those, whose workplace is KIET on the rules of Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(g) The detailed modalities are covered under AICTE Notification No. F.AICTE/ WH/ 2016/ 01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), Regulations, 2016.

3. The committee will be responsible for redressal of complaints and take proactive measures to exterminate the problem.

4. The above Committee will be responsible to the Director.

5. This Office Order supersedes the previous Office Order 14/2022 dated 25 Aug'22.

Dr. (Col) A Garg
Director
10...Aug'23

Distribution:

- Joint Director/ Deans /Principal-KSOP /HoDs (CSE/IT/CS/CSIT/CSE(AI),(AI&ML)/EC/EN/CE/ME/AS/MCA/MBA/HS),COE, Dy. GM-TBI, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Head-EC/IC/Sales (IEC), Addl. Head-IIPC, Associate Dean & Head IT Operations, Head PR&IR, Head HR, Registrar, Manager Administration, Head F&A, Librarian, Head Purchase & Stores, KIETians

Copy to:

- Dr. Ritu Gupta, Prof. AS, Chairperson- ICC
- All concerned members - ICC

Ref/Dir/11/2023 **28 Sep'23**

OFFICE ORDER: 11/2023

Re-structuring of Skill Development & Finishing School (SD&FS)

References:

(a) Office Order 27/2020 dated 18 Nov'2020 w.r.t. SD&FS - New vertical

(b) Policy doc (SD&FS) - Annexure to Office Order 27/2020 dated 18 Nov'20 circulated vide email dated 2 Dec' 2020

(c) Office Order 10/2022 dated 6 Jun'2022 w.r.t. Policy for faculty Skill Development

1. Institute's **Skill Development & Finishing School (SD&FS)** has been **re-structured** and **SD&FS policy duly revised**.

2. As per revised structure, a **new vertical** is added as **Faculty Skill Enhancement (FSE)** Cell **to existing three verticals** (i.e. **Competitive Coding Improvement Program (CCIP)** Cell, **Student Skill Development (SSD)** Cell & **Finishing School** (FS) with an objective to further reinforce Institute's efforts towards skill enhancement of students/faculty through trainings for desired outcome/value addition.

3. In addition, a new role of **Additional Head - SD&FS** is also created to provide requisite support to Head SD&FS in planning/co-coordinating/ensuring fair implementation of SD&FS policies in close coordination with all stakeholders. This **role of Additional Head - SD&FS** will be given to **Vertical Heads** on **rotation basis**.

Structure - Skill Development & Finishing School (SD&FS)

S.N	Name/ Dept.	Appointment/Verticals	All Verticals (Policy Doc - Description)
1	Dr. Ajay K Shrivastava HoD-CS	Head - Skill Development & Finishing School (SD&FS)	
2	Addl. Head - Skill Development & Finishing School (SD&FS) - ***Rotation basis**		
3	Mr. Prashant Agrawal Associate Prof. (MCA)	Associate Head - Competitive Coding Improvement Program **(**CCIP)	**Appendix-1**
4	Dr. Vipin Kumar Associate Prof. (MCA)	Associate Head - Student Skill Development (SSD)	**Appendix-2**
5	Ms. Puja Rohatgi Addl. Head (HSS)	Associate Head- Finishing School (FS)	**Appendix-3**
6	Dr. Harsh Khatter Asst. Prof. (CS)	Associate Head - Faculty Skill Enhancement (FSE)	**Appendix-4**
*__Mr. Prashant Agrawal, Associate Head-CCIP__ is hereby entrusted with the role of **Additional Head - SD&FS** as mentioned at Para 3 above.			

4. The **revised policy doc.** covering the detailed structure of SD&FS - different verticals, objectives, working modalities, roles & responsibilities of the Managing Team - CCIP, SSD, FS & FSE etc. is attached at **Appendix (1- 4)** as mentioned at Para 3 above.

5. The appointees (at **Para 3)** shall be performing their duties in addition to their regular academic/administrative engagement and shall take full ownership & will be accountable to Head-SD&FS for their roles/responsibilities in designated capacities.

6. Head SD&FS will be responsible to the Director for his duties in the designated capacity. He shall be working in close coordination with all the stakeholders for the purpose.

7. The above Order comes into force **with immediate effect**.

8. With this, Office Orders/mail communication under reference above stands dissolved.

Dr. (Col) A Garg
Director
28 Sep'23

Distribution:

- Joint Director/Deans/Principal-KSOP/HoDs (CSE/IT/CS/CSIT/CSE(AI),(AI&ML)/EC/EN/CE/ME/AS/MCA/MBA/HS), COE, Dy. GM-TBI, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Head-EC/IC/Sales (IEC), Addl. Head-IIPC, Associate Dean & Head IT Operations, Head PR&IR, Head HR, Registrar, Manager Administration, Head F&A, Librarian, Head Purchase & Stores, KIETians

Copy to:

- Head SD&FS, Addl Head-SD&FS, Vertical Heads - CCIP, SSD, FS & FSE
- Head HR

Revised Policy Document - Skill Development & Finishing School (SD&FS)

Objective: The Skill Development and Finishing School (**SDFS**) is working to improve the skills of the students in the Institute. The impact of **CCIP** vertical is visible as almost all students are having the coding exposure. The Student Skill Development (**SSD**) vertical is working for the effective implementation of MOOC courses (i.e. Coursera, LinkedIn and other platforms) and also effectively coordinating the student Technical clubs, Minor Specialization and Centres of Excellence. The SDFS is also working for the training for placement through Finishing School (**FS**).

Now a **new vertical** is added to look after the **Faculty Skill Enhancement** (**FSE**). A new role of **Additional Head - SDFS** is also created for effective implementation of policies. This role will be assigned to vertical heads on **rotation** basis. The **structure of SDFS** is shown in Figure 1.

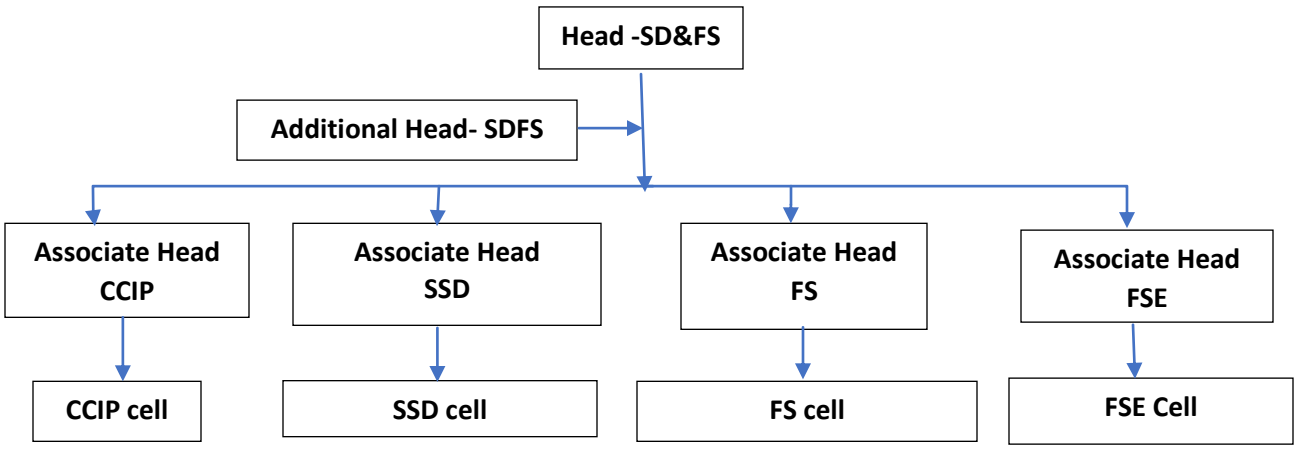


Figure 1: Organizational structure of SD&FS

1. **Mr. Prashant Agrawal, Associate Professor, MCA** is designated as **Associate Head-CCIP** and appointed as the **first Additional Head-SDFS**. This appointment is additional to his regular duties and Associate Head-CCIP. He will be responsible for planning and smooth conduction of Skill Development and Finishing School. He will report to **Head-SD&FS**. The detailed description of CCIP Cell is attached in **Appendix 1**.

2. **Dr. Vipin Kumar, Associate Professor, MCA** is designated as **Associate Head-Student Skill Development.** He will be responsible for planning and coordinating for Minor Specialization including various technical clubs and Centres of excellence. He will also coordinate the various online learning platforms like Coursera, LinkedIn, etc. He will report to **Head-SD&FS**. The detailed description of SSD Cell is attached in **Appendix 2.**

3. **Ms Puja Rohatgi, Additional Head- HSS** is designated as **Associate Head-Finishing School**. She will be responsible for planning and execution of finishing school. She will report to **Head-SD&FS** for this role. The detailed description of FS Cell is attached in **Appendix 3**.

4. **Dr. Harsh Khatter, Assistant Professor, Computer Science** is appointed as **Associate Head-Faculty Skill Enhancement**. This appointment is additional to his regular duties. He will be responsible for planning and smooth conduction of Skill Enhancement for faculty members. He will report to **Head -SD&FS**. The detailed description of FSE Cell is attached in **Appendix 4**.

5. The Office of the SDFS will issue the office notes for effective implementation of the policies.

6. The team SDFS will meet fortnightly to discuss progress and challenges.

7. Faculty coordinators of SDFS for respective Departments will be entitled to get 3 marks per semester in annual appraisal form (**AAR**).

8. The Associate Heads of SDFS will be entitled to get 10 marks per semester in annual appraisal form (**AAR**). The Additional-Head of SDFS will get additional 3 marks per semester in AAR.

APPENDIX-1

Policy Document for CCIP Module

CCIP- Competitive Coding Improvement Program, is a well-established initiative of KIET Group of Institutions for fulfilling the need of current trends in hiring fresher's in big IT companies. Nowadays all IT companies are focusing very much on coding skills and coding is a qualification skill.

This document will give you a brief about organizational structure and working process of the CCIP module.

1.0 Organizational Structure of CCIP Module

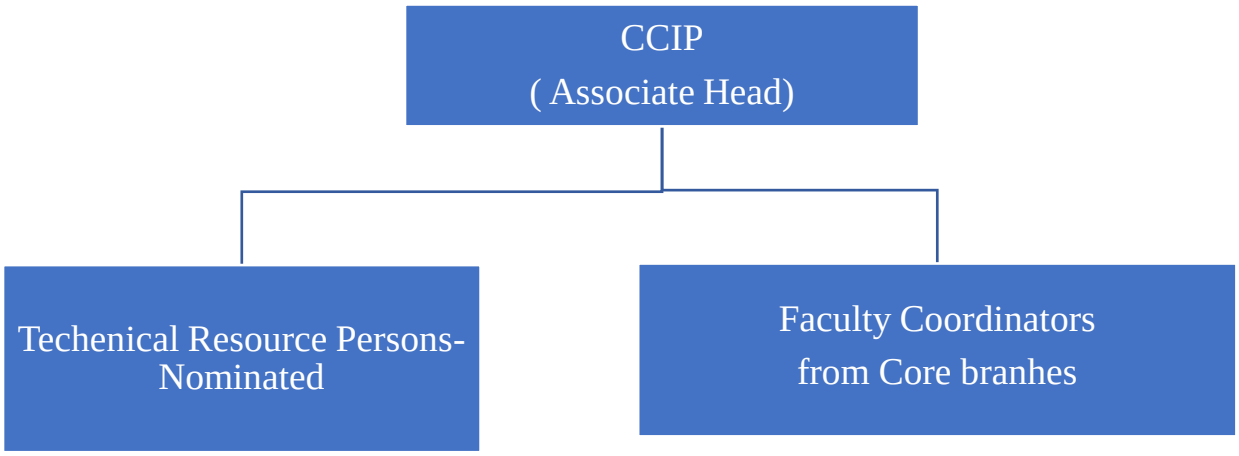


Figure 1: Structure

2.0 Hierarchical Structure of CCIP module

The hierarchical structure of the CCIP module is shown below

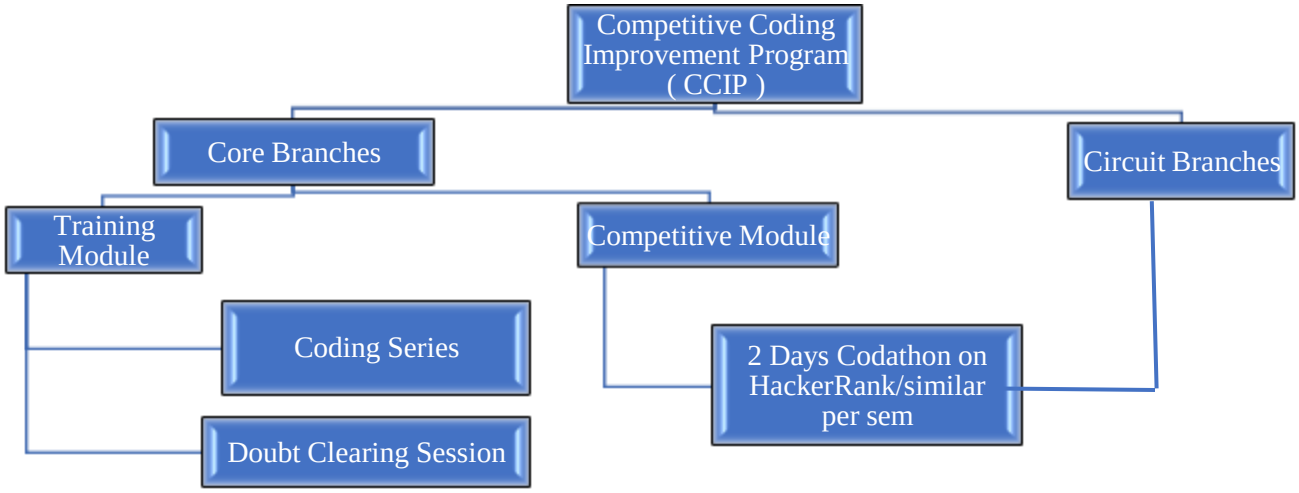


Figure 2: Hierarchical structure of CCIP Module

3.0 Process of Training Module

- From the **session 2023-24** SD&FS will **offer CCIP training module for to III, IV and Vth sem** only.

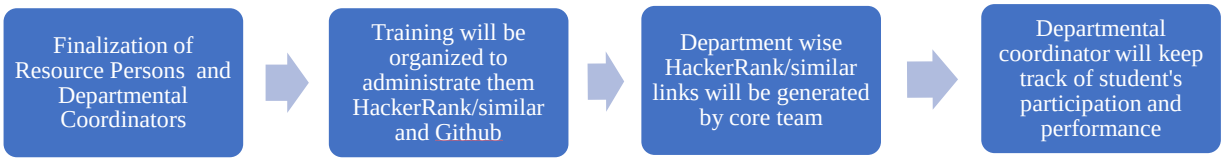


Figure 3: Process of Training Module

4.0 Role and Responsibility of members - CCIP Module

4. 1 Role of Associate Head-CCIP

- Finalizing Resource persons and departmental coordinator through respective HoDs.
- Preparing Time Table slots for smooth conduction of CCIP training module after consulting with resource person and Departmental Time Table Coordinators
- Providing sem-wise syllabus to resource person to maintain alignment between all the classes
- Conducting fortnightly meeting to keep track of the progress of entire CCIP module with all associated entities, and shared MOM with the Director Office as well as SD&FS office
- Conducting Bi-Annual Codathon KICCS-D-HACK 2X.X across all the branches

- Conducting webinar/seminar to discuss the importance of coding, coding competitions related to career growth in online and offline mode.
- To ensure the effective implementation of CCIP policy and maintain the required documentation.

4.2 Role of Resource Person

- Creating and uploading question set on HackerRank/similar on weekly basis as per need of syllabus
- Providing technical guidance to students during doubt clearing sessions
- Provide technical training to departmental coordinator regarding HackerRank/ GitHub/ LinkedIn
- Marking attendance during the class and upload it on KIET-ERP (if required).
- Generating branch wise report, based upon submission on HackerRank/similar platform.

4.3 Role of Respective Department

- Departmental coordinator will coordinate between department and CCIP team
- Department will segregate the set of students based upon their coding skill between Gradual and Gallant
- To allocate common time slot for running gradual and gallant groups
- The department will ensure that the students submit their problem solution on the HackerRank/similar platform, share their code on GitHub and post their learning on LinkedIn
- The department will motivate and ensure the max participation of students in Coding Series as well as in the doubt clearing session.
- Department will give attendance weightage to CCIP classes.

5.0 Appreciation to students as per their involvement

5.1 Training Module

- Consistency certificates for 100 % participation in throughout the semester
- Star performer certificates for performing better than average
- Achiever Certificates for performing best in throughout the semester

5. 2 Competitive Module

- Top Three students will be awarded by certificates and cash prize at institute level
- Top Three students will be awarded by certificates and cash prize at department level
- T-Shirts for consistent players and student coordinators

5.3 Semester wise notifications

- Syllabus of each semester will be shared in advance
- Activity Calendar will be published, which include tentative dates of KICCS-D-HACK and guest lecture
- List of resource persons and departmental coordinator will be issued in every semester by department of SD&FS through office note.

6.0 Proposed model for the Autonomous

- An open elective subject can be offered by SD&FS of 2 credits in IV and V sem on "Critical thinking with problem solving approaches"

APPENDIX-2

Policy for Student Skill Development (SSD)

The administrative structure of the **Student Skill Development (SSD)** Cell is shown in Figure 1.

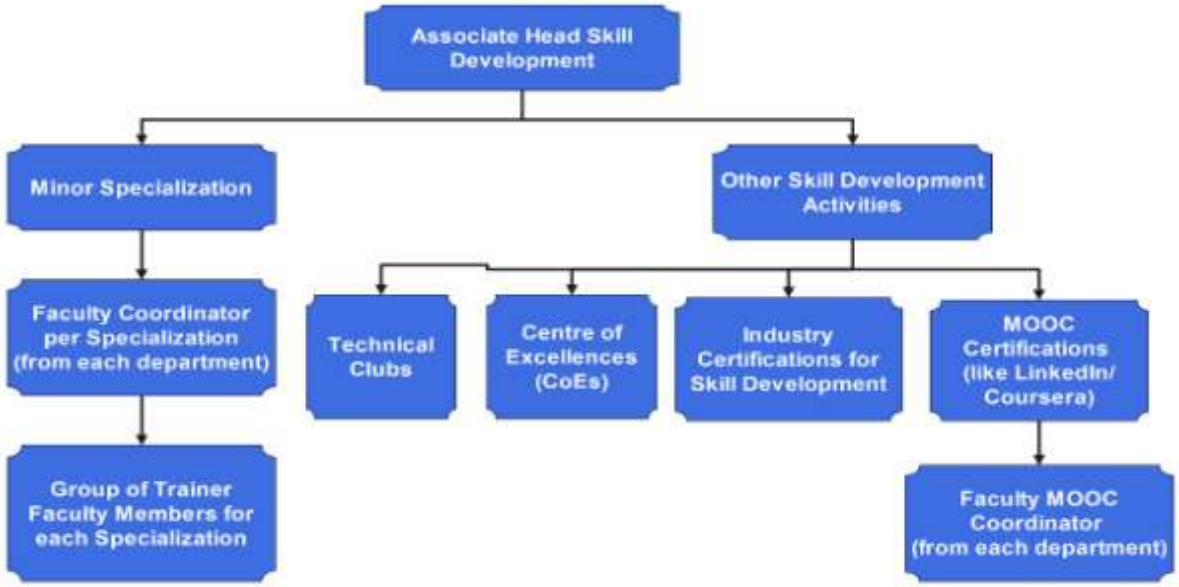


Figure 1: Administrative Structure of Student Skill Development Cell

Minor Specialization Policy:

- Department will identify their own minor specialization as per their faculty strength and based on industry requirements and student needs.
- These minor specialization courses will be offered for interested students of all departments
- Minor Specialization will be offered in summer break only.
- As per New National Education Policy (NEP), it should be one entry and multiple exit points.
- Each minor specialization will be one term only. If any department wishes to run in two terms, then they can take the separate approval.

- Certificate distribution will be performed after evaluation of project and MOOC course of Minor Specialization in same year.
- 10% contents of the MS-syllabus have to be delivered by Industry Experts
- Minor specialization course duration will be 6 weeks (180 hrs.) or as per available duration in summer break. The suggestive distribution will be:
    a. 45 hrs. Training
    b. 45 hrs. Practical
    c. 90 hrs. Project Work
- Individual department will be fully responsible for successful execution of their minor specialization course.
- Each department will design syllabus for their minor specialization as per industry requirements and syllabus will be approved by department BOS.
- Syllabus will be practical oriented and based on industry requirements.
- Department should train or arrange their faculty member as per their selected minor specialization area.
- If any faculty coordinator or SPOC change or left college, respected department should provide detail of new coordinator or SPOC to SDFS on priority basis.

Modus Operandi:

- Finalization of minor specialization areas
- Finalization of Faculty Coordinator from each department
- Finalization of formation of Inter-Departmental expert faculty members group
- Finalization of Syllabus & MOOC Courses (if possible) and its approval from respective department Board of Studies (BOS).
- Time table for summer break

Other Skill Development Activities:

- All responsibilities w.r.t. Technical Clubs, CoE, Industry Certifications & MOOC Courses e.g. LinkedIn & Coursera etc. for Skill Development will continue as hither to fore.

Appendix-3

Finishing School Policy

The Finishing School at KIET Group of Institutions is designed to provide pre-final year students with the necessary skills and certifications to make them industry ready. It caters to students from various branches of **B. Tech** and **MCA**.

The main objectives of the Finishing School are as follows:

Grooming students: The school aims to groom students according to the standards set by companies, ensuring they possess the professional demeanor and etiquette required in the industry.

Skill enhancement: The school focuses on honing students' skills in three key areas: Aptitude (Quantitative Aptitude, Logical Reasoning, and Verbal Ability), Soft Skills., and Technical Skills (through respective Departments).

Gap identification: The school identifies any gaps in students' knowledge or skills that may prevent them from qualifying for the Placement Readiness Test -1 (PRT-1). Special training programs are then offered to address these gaps and enhance students' chances of success.

Preparation for Mass Recruiters: The school prepares students specifically for mass recruiters, who often have specific requirements and recruitment processes. Students are trained to meet these requirements and increase their chances of securing job offers from such recruiters.

Certification: The Finishing School certifies pre-final year students as "placement ready" upon successful completion of the program, indicating that they have acquired the necessary skills and qualifications sought by employers.

Overall, the Finishing School at KIET Group of Institutions plays a crucial role in preparing students for the industry, ensuring they possess the required skills, certifications, and readiness to excel in their careers.

Modus Operandi:

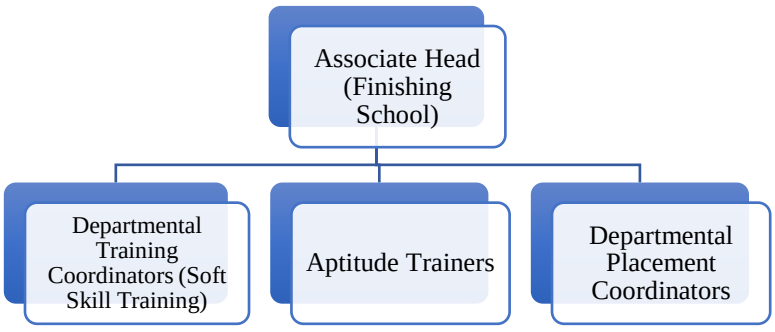
The training provided during the pre-Final year on Soft Skills, Aptitude, and Coding would be tested through **Placement Readiness Test** (PRT). The qualifying criteria for this will be 60% overall.

- PRT-1 would be conducted after the pre-Final year. Qualifying students will be certified by ASSET.
- Students who will not qualify for PRT-1 will be given training by Finishing School in their respective weak areas.
- PRT-2 will be conducted after the completion of Finishing School Training and qualifying students will be awarded an ASSET certificate.

Capsule Training for selected companies:

After receiving relevant information from the CRPC (Corporate Relations and Placement Centre) Department about the upcoming recruitment drive, the Finishing School will organize company-specific training. The training will be tailored to meet the specific requirements and expectations of the companies participating in the recruitment drive.

Administrative Structure of the Finishing School:



Appendix-4

Faculty Skill Enhancement Policy

Policy Document for Faculty Skill Enhancement (F-SEP)

The objective of this skill enhancement policy is to motivate the faculty members to undergo various training programs and enhance & update their knowledge and skills in the field of their specialization. The benefits listed in this policy are provided to only Industry faculty members.

4.1 The Department is to take the following activities:

- Each Department is required to nominate 10% (max) faculty members as Industry faculty.
- To identify industry-academia gap pertaining to their Department along with two-three (or more) domains as per their need.
- To prepare the skill requirement of the faculty based on the selected domain and also prepare the training plan as per the requirement of the respective domain.
- To prepare the deliverables/ outcome in terms of student training, projects, patents/copyrights, and consultancy (if possible) with timeline for the faculty who would be trained under this policy.

4.2 The members of the faculty nominated as Industry faculty are required to give: -

- At-least 20 hrs. training (beyond academic subjects) to students.
- Two MOOCs on latest technologies per semester as per the Department requirement.
- One week sponsored/semi-sponsored industry internship if required.
- Conduction of summer/winter courses as per the requirement & feasibility of the Department.
- Three good student's projects with visible outcome (Patent/Publication/Product).
- Consultancy work (If possible).

4.3 The members of faculty nominated as Industry faculty will be entitled to receive following benefits:-

- The teaching load will be max 14 hrs./week (one theory subject only).
- Their industrial credentials will be considered as research credentials in AAR.
- The trainings and MOOCs will be sponsored by the Institute as per the Institute policy.
- They will get the support for Industry visit in terms of TA/DA/OD.
- They can opt for the flexi timing.

4.4 Benefits for the Students/Institute

- It will increase the intellectual capital of the Institute
- Faculty underwent the training, will transfer the skills to the students.
- Help with better projects, case-studies, products, etc.
- Seminars/ Events/ Workshops/Summer camps can be conducted for the students by the trained faculty members.

4.5 Organizational Structure

The organizational structure of the Faculty Skill Enhancement Program module is depicted as figure 1.

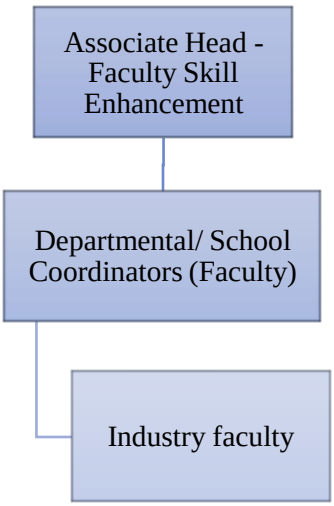


Figure 1: Organizational Structure of Skill development module

4.6 Roles and Responsibilities

i. F-SEP (Associate Head- Faculty Skill Enhancement Module):

a. To ensure the functioning of the F-SEP module
b. To work in the exploring, the courses and areas for skill enhancement for faculty members.
c. Coordination of department faculty member to the Head SD&FS for the approval of training module and execution of the policy
d. Defining the team of F-SEP and work distribution.
e. Documentation and records maintenance.

ii. Departmental/School Coordinators (Faculty)

a. Coordinate with F-SEP Head to implement the policies.
b. Coordinate with the departmental faculty members to opt for the training courses for faculty members.
c. Take the awareness session in the department to promote the F-SEP policy to enhance the skills and get benefitted.
d. Documentation and records maintenance of the respective department nominations about the training and workshop modules.

iii. Industry faculty

a. As per the domain expertise, the faculty will plan the sessions and the course delivery sheet.
b. Take the students batches for training.
c. Conduction of summer camp/ winter camps/seminars/ etc. for the student batches.
d. Regular tracking and mentoring of the students with respect to the training.
e. Finalizing the outcome of the respective training module.
f. Documentation and records maintenance of the respective delivered course.

4.7 Expectations

The policy is drafted for the betterment of the faculty members and enhancing the skill set of faculty members which is further shared with the other faculty members and students.

- In case, the faculty procured training, resigns within the three months of the training completion without giving the claimed outcome, the faculty member is liable to payback the amount provided by the college for the training before leaving the organization (i.e. 50% of the training or/and certification cost).

- In case, the faculty procured training, is unable to clear the exam or get the certificate due to whatsoever reasons, the faculty member need to train the student batches or create two resources of the same. Otherwise, the faculty member is liable to payback the amount provided by the college for the training (i.e. 50% of the training or/and certification cost).

- The timing of the student batches and the training hours are decided by the mutual consent of Volunteer Faculty Member and the F-SEP department coordinator/head of the department. SD&FS won't be responsible for this scheduling.

- If the training course opted by the faculty member requires some special hardware or software, which is not available in the college, then College is not bound to provide all the resources. It is subject to the cost, lab and the maintenance of the same.

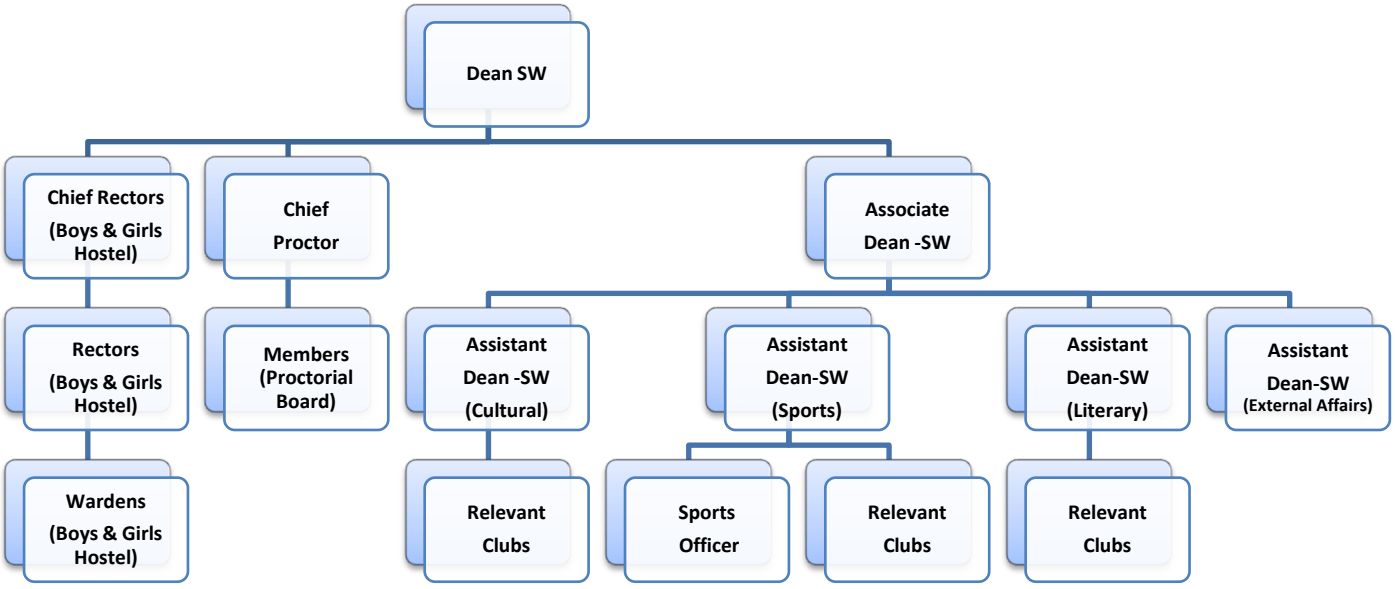
Ref/ Dir/ 15/2021 **Date: 10th Jul'21**

OFFICE ORDER: 15/2021

Re-Organization of Office of Dean-SW
&
Different Student Driven Clubs of Extra-Curricular Activities
(i.e. Cultural, Literary/Personality Development, Sports & Others)

1. It is to notify the **revised structure** of **Office of Dean-SW** as follows:

Structure of Office of Dean-SW



2. It is reiterated that Institute aims for **all-round development** of students involving their physical, mental, social, cultural and spiritual well-being including discipline. The institute provides a host of various students' activities ranging from sports, cultural activities, personal-hobbies to technical interests. The students are encouraged to become the member of various clubs to help broaden their skills and horizons. These student clubs not only help the students to explore their hidden talent but also help in areas such as personality development and inculcating in the students the spirit of organization by providing them a platform for hosting their talents.

3. Accordingly, revised list of **different student driven clubs of Extra-Curricular Activities** operating under Dean-SW is attached for information of all concerned **(Annexure- A)**

4. It is important for any Club members to participate in the different Institutes/ Universities/ other bodies' events to showcase their talent. To maintain a balance between the academic and overall development, certain **guidelines** have been formulated for smooth functioning of these clubs specified at **para 1, Annexure-B**.

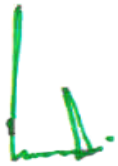
5. **No club other than mentioned in this list will have official recognition by KIET Group of Institutions.**

6. **KIET Creative Cell & ERP (Institutional body)** will facilitate/give required support to the listed student driven clubs **(Annexure-A)** under the directions of Dean-SW. Guidelines to **seek support from Creative Cell & ERP (Institutional body)** also included in **para 2, Annexure B**.

7. **Approval Mechanism** for **student's participation** in different activities outside KIET is given in **Annexure - C**.

8. In case of any **reimbursement request** (any participant), he/she need to submit all the original bills and other relevant documents along with the **Student's participation outside KIET -reimbursement claim form** given in **Annexure D**.

9. With this, **Office Order 02/2020 dated 8th Jan'20** stands dissolved.



Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs(CSE/IT/CS/CSIT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-EEM Cell, Deputy GM-TBI, Head-EC (IEC), Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Head-HR, Head- PR&IR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:

- Dr. Satish Kumar, Dean- SW
- Dr. Mani Tyagi (MBA), Associate Dean -SW
- Dr. Brajesh K Tiwari (EN), Asst. Dean-SW (Sports)
- Ms. Pooja Tyagi (EC), Asst. Dean-SW (Cultural)
- Ms. Swati (EN), Asst. Dean-SW (Literary)
- Mr. Himanshu Saxena, Asst. Dean-SW (External Affairs)
- Mr. Vinay Ahlawat, Head-IT Operations
- Faculty Coordinators (Relevant clubs)
- Chief Rectors, Rectors, Chief Proctor, Members - Proctorial Board, Wardens

Annexure A

Student Driven Clubs of extra-curricular activities

Cultural			Faculty Coordinator	Contact details	Email-Ids	Club Location	Responsibility
S.N	Name of Club	Activity Performed by Club					
1	KIET Skit Club	Nukkar Natak/ Skit	Mr. Salim (EI)	9891913083	salim@kiet.edu	Cabin No. 7 MPC	Ms. Pooja Tyagi Assistant Dean-SW (Cultural)
			Mr. Abhas Kanunjo (EI)	9996437384	abhas.kanungo@kiet.edu		
2	Kavyanjali	Kavi Sammelan	Mr. Siddharth jain (CE)	8126270776	siddharth.jain@kiet.edu	Cabin No.3 MPC	
			Dr. Neha Bhaduria (ME)	9811523618	neha.bhadauria@kiet.edu		
3	KIET Music Club	Music group (singing, instrumentation etc.)	Mr. Hitesh Kumar Chadha, (HS)	9873492826	hitesh.chadha@kiet.edu	F-Block 202	
			Dr. Richa Agarwal (AS)	8272007587	richa.agarwal@kiet.edu		
4	KIET Dance Club	Group and Solo Dance	Ms. Arika Singh (EN)	9899008270	arika.singh@kiet.edu	F-Block, F-115& F-301	
			Mr. Sonendra Sharma (ME)	9910420705	sonendra.sharma@kiet.edu		
5	Movie Club	Movie creation	Dr. Abhishek Kumar (KSOP)	9827196617	abhishek.kumar@kiet.edu	Cabin No. 4 MPC	
			Mr. Neeraj Kumar (ME)	9999439021	neeraj.kumar@kiet.edu		
6	KIET Fashion Club	Fashion	Ms. Pooja Tyagi (EC)	9999960500	pooja.tyagi@kiet.edu	F-Block 201	
			Mr. Prashant Vashistha (ME)	9871193986	prashant.vashishtha@kiet.edu		
7	Impeccable	Painting / Drawing	Ms. Vineeta Pal (CE)	8860080886	vineeta.pal@kiet.edu	Cabin No.2 MPC	
			Mr. Amnider Singh Nayyar (CE)	9041076188	amninder.nayyar@kiet.edu		
8	EBSB Club	Ek Bharat Shresth Bharat (Cultural Exchange)	Dr. Ranchay Bhateja (MBA)	9319111513	ranchay.bhateja@kiet.edu	MBA-Third Floor-304	
			Ms. Shweta Singh (CSE)	8266914189	shweta.singh@kiet.edu		
Literary/Personality Development			**Faculty Coordinator**	**Contact details**	**Email-Ids**	Location	**Responsibility**
1	Quizzinga	National and International Quiz	Mr. Shiv Kumar Sikarwar (EN)	9882878815	shiv.sikarwar@kiet.edu	Cabin No. 5 MPC	Ms. Swati Assistant Dean-SW (Literary)
			Mr. Deepak Panwar (ME)	8979662995	deepak.panwar@kiet.edu		
2	Odyssey	Literary events (Essay, debate etc.)	Dr. Priyanka Sharma (HS)	9654328955	priyanka.sharma.as@kiet.edu	Cabin No. 6 MPC	
			Dr. Sheetal Mital (AS)	9999021456	sheetal.mital@kiet.edu		
3	KIET MUN	Public Speaking etc.	Dr. Nutan Kumari Chauhan (AS)	9457088679	nutan.chauhan@kiet.edu	Cabin No. 1 MPC	
			Dr. Deepti Seth	8368209395	deepti.seth@kiet.edu		
4	TEDx	Talk show and	Dr. Adesh Pandey (IT)	9873709715	ak.pandey@kiet.edu	Cabin No. 8 MPC	
		Motivational Speaker	Ms. Varsha Gupta (IT)	9650064867	varsha.gupta@kiet.edu		
5	E-Boosters	Mentoring & Training of students in General aptitude, Soft Skills & Coding	Prof. Komal Mehrotra (HS)	9415267620	komal.mehrotra@kiet.edu	HSS Department	
			Ms. Puja Rohatgi (HS)	9634575108	puja.rohatgi@kiet.edu		
Others			**Faculty Coordinator**	**Contact details**	**Email-Ids**	Location	**Responsibility**
1	Uddeshhya	Social Welfare	Dr. Pratibha Kumari (ME)	9873896841	pratibha.kumari@kiet.edu	Temple Basement	Dr. Mani Tyagi Associate Dean-SW
			Ms. Kumari Archana (ME)	9999164878	kumari.archana@kiet.edu		
2	UBA	Desh Ki Pragati	Dr. K P Mishra	9411245964	kp.mishra@kiet.edu	AS Department	
			Ms Minakshi Karwal (AS)	7983025980	minakshi.karwal@kiet.edu		
3	TBI Incubation Lab Cum E-Cell	Entrepreneur and Start-up Lab Etc	Mr. Ashish D. Thombre	9871963840	ashish.thombre@kiet.edu	TBI 3rd Floor	
			Mr. Sajid Raza	98719 66361	sajid.raza@kiet.edu		
4	*Creative Cell & ERP		Mr. Vinay Ahlawat (ITSS)	7906692590	vinay.ahlawat@kiet.edu	ITSS	Mr. Vinay Ahlawat **(Head-IT Operations)**
Sports	**Name of Sport Activity**		**Faculty Coordinator**	**Contact No.**	**Email-Ids**	**Location**	**Responsibility**
1	Volley Ball		Prof. Abhas Kanoongo (EI)	9996437384	abhas.kanungo@kiet.edu	Vollyball Court, Te	Dr Brajesh Kumar Tiwari Asst. Dean SW (Sports) & Mr. Tushar Shukla (Sports Officer)
2	Table-Tennis & Biliards		Prof. Sakshi (IT)	8923049510	sakshi@kiet.edu	MPC, 2nd Floor	
3	Foot Ball		Prof. Nitin Kumar (IT)	7503447787	nitin.kumar@kiet.edu	Football Ground	
4	Cricket		Prof. Rohit Kaliyar (CSIT)	8826966077	rohit.kaliyar@kiet.edu	Cricket Ground	
5	Basket Ball		Prof. Deepak Panwar (ME)	8979662995	deepak.panwar@kiet.edu	Basket ball Court	
6	Badminton		Prof. Vineeta Pal (CE)	8860080886	vineeta.pal@kiet.edu	Badminton Court, Near Auditorium	
7	Chess		Prof. Mohit Tyagi (ECE)	9643142808	mohit.tyagi@kiet.edu	MPC, 1st Floor	
8	Athletics		Prof. Sachin Rathore (ME)	9811283742	sachin.rathore@kiet.edu	and Cricket Ground	
9	Carrom		Prof. Aman Jolly (CSE)	9968967301	aman.jolly@kiet.edu	MPC, 1st Floor	
10	Yoga		Dr. Pramod Sharma (AS)	8859669380	pramod.sharma.as@kiet.edu	F-Block and Temple Lawn	
11	Lawn Tennis		Dr. Ramesh Singh (EN)	9716000576	ramesh.singh@kiet.edu	Lawn Tennis, Next to Auditorium	
12	Martial Art		Prof Praveen Dixit (KSOP)	8192026467	praveen.dixit@kiet.edu	F-Block 2nd Floor	
AICTE, AKTU, UGC, NBA, NAAC, any other outreach activities			Prof. Himanshu Saxena	8909921488	himanshu.saxena@kiet.edu	HS Dept.	**Mr. Himanshu Saxena, Asst. Dean SW (External Affairs)**

Note: **Dr. Mani Tyagi, Associate Dean-SW will closely work under the direct control & supervision of Dean-SW and will be responsible for the duties of Dean-SW in absentia.**

*This is an Institutional body and not a club. Above listed student driven Clubs can take the support of this Institutional body.

Annexure-B

1. Functioning of Club (Guidelines)

(a) Students of each club are allowed to participate outside the campus in reputed institute with prior permission of respective HoD and Dean SW. The participation is limited to **thrice** per semester of respective group.

(b) Attendance for participation in various events outside college will be marked in accordance with the *Attendance Policy* issued from the Office of Dean Academics.

(c) **Joining a Club:**
If a student wishes to join a particular Club, the following procedure is followed:
- Call for Joining the Club will be made available on Notice board or via email through faculty /student coordinator.
- Preliminary scrutiny followed by Quiz/ interview.
- Final Result will be disseminated via mail.

(d) All requirements related to development or upgradation of the club must route via respective representative from Dean SW office (i.e. Associate/Assistant Dean) to the office of Dean SWfor necessary action.

(e) All clubs must maintain proper documentation of their participation and achievements semester wise.

(f) Preparations/Practice of various events under Clubs must be done after academic working hours. However, students may be allowed to practice/ prepare for the events on non working Saturdays and Holidays with due permission from respective Faculty Coordinator and Dean SW.

(g) All these clubs are bound to respond and act as per instructions whenever the college needs their services.

(h) **Making New club:**
- An application clearly mentioning the need and objectives of the club has to be submitted to Dean-SW Office for approval.
- One faculty coordinator is necessary to act as a mentor for the respective new club.
- After approval from the authorities, the club will be formed.

2. Guidelines to seek support of KIET Creative Cell & ERP

(a) Creative cell to provide services to other clubs with the purpose to promote activities taking place in KIET Group of Institutions.

(b) The services provided shall be content writing, social media promotion, photography, videography & editing - All clubs are requested to inform Creative Cell in advance their above requirements.

(c) KIET Group of Institutions has all the rights to use all the content for social media promotion of that project or activity which is performed in association with Creative Cell.

Annexure-C

Approval Mechanism for student's participation in different activities outside KIET

Before Participation

Step 1

Student/Entire team has to take approval from Club Coordinator/Faculty Coordinator on the request application.

Step 2

The student/team has to attach the duly filled attendance form along with the request application and get the approval/signature of respective Head of Department.

Step 3

Once the form is filled and signed, the student needs to submit it to the office of Dean SW before participation in the event.

After Participation

Step 4

After participation, the following documents must be submitted to office of Dean SW so that the team will get extra attendance against the Absence during those days:

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

Step 5

In case of any reimbursement request is there of any participant, then they have to submit all the original bills and other relevant documents along with the **Student's participation outside KIET – reimbursement claim form** given in **Annexure D**.

Annexure-D

STUDENT'S PARTICIPATION OUTSIDE KIET – REIMBURSEMENT CLAIM FORM

Date:

Name of Student/ Group Leader			
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			
Date of Events			
Result	Participation ☐		Tick in Suitable Box
	Winner ☐	☐ First ☐ Second ☐ Third	
Report along with Photographs and Certificates submitted		☐ Yes ☐ 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					
Total Claimed Amount in words:					

Student/ Group Leader Signature_____ Faculty/ Club Coordinator _____

Approved by Dean -SW

Joint Director

Important:

1. Attach Original Registration fee receipt and self-attested bills of TA and Accommodation.

2. Account detail 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.

Ref/ Dir/18 /2020 **15th Sep'20**

OFFICE ORDER: 18/2020

Formation of Computer Programming Proficiency (CPP) Cell
Appointment of Head - Computer Programming Proficiency (CPP) Cell

1. In today's competitive scenario, **sound knowledge of programming languages** by the students opting engineering branches is a much-needed requirement which cannot be ignored in order to prepare them for the skills of tomorrow.

2. **Computer Programming Proficiency (CPP) Cell @ Institute level** is hereby constituted with an objective to familiarize & equip B.Tech students with programming language & coding skills right in the first year thereby preparing them to excel amidst fast changing technological demands to become a Global Professional.

3. **Dr. Vineet Sharma, Professor & HoD CSE** is hereby designated as **Head - Computer Programming Proficiency (CPP) Cell** ***with immediate effect.***

4. The policy doc. covering the details w.r.t. objectives of the CPP Cell, its structure, working, syllabus, outcome, Roadmap etc. for a comprehensive understanding/ clarity shall be issued separately on finalization by Dr. Vineet Sharma in consultation with all stakeholders.

5. The **overall implementation of the proposed policy in a phased manner** in first year (for newly admitted students) shall be under the direct control and supervision of **Head-CPP Cell**. He will be working in close coordination with HoD AS, other engineering HoDs & Head CRPC (Coordinator - KIET Koder's Korner – K3) for the purpose.

6. Dr. Vineet Sharma shall be performing the above duties in addition to his regular academic engagement & will be responsible to the undersigned for this additional assignment.

Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS/CS/CSIT), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:

- Dr. Vineet Sharma, HoD CSE & Head-CPP Cell
- Dr. C.M Batra, HoD AS - To facilitate its smooth implementation @ dept. level (Ist year)
- HoDs (Engineering) & Head CRPC - For requisite support

Annexure to Office Order 18/2020 dated 15th Sep'20 (CPP Cell)

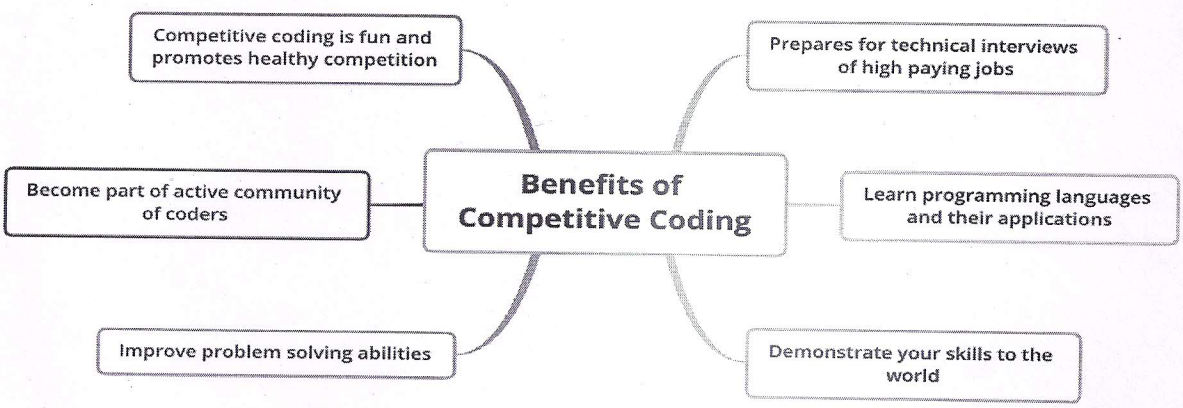
Computer Programming and Proficiency Policy

1. Need for the Policy

Learning and gaining the expertise in computer programming language is extremely important for engineering students not only for circuit branches but for core branches also. It has also been observed that a large number of students of core branches are joining the IT companies and making their career in IT. Knowledge of computer programming is one of the essential tools for students of all branches. It can be anticipated that to become a global professional, computer programming language is an essential attribute along with technical, communication and interpersonal skills.

Students possessing good coding (programming) and analytical skills, polished with soft skills, will prove worthy in their complete professional journey. In KIET, lots of efforts are being applied to make students a complete engineer so that they can sustain and excel amidst the fast-changing technological demands of the industry.

By the interactions of various industry professionals and the feedback received from alumni, it has been found that strong fundamentals and programming language expertise are essential for engineering graduates of all branches in the industry. It is also observed that every year less than 50% of the newly admitted students have computers in their class XII syllabus, and out of them, very few develop computer projects.



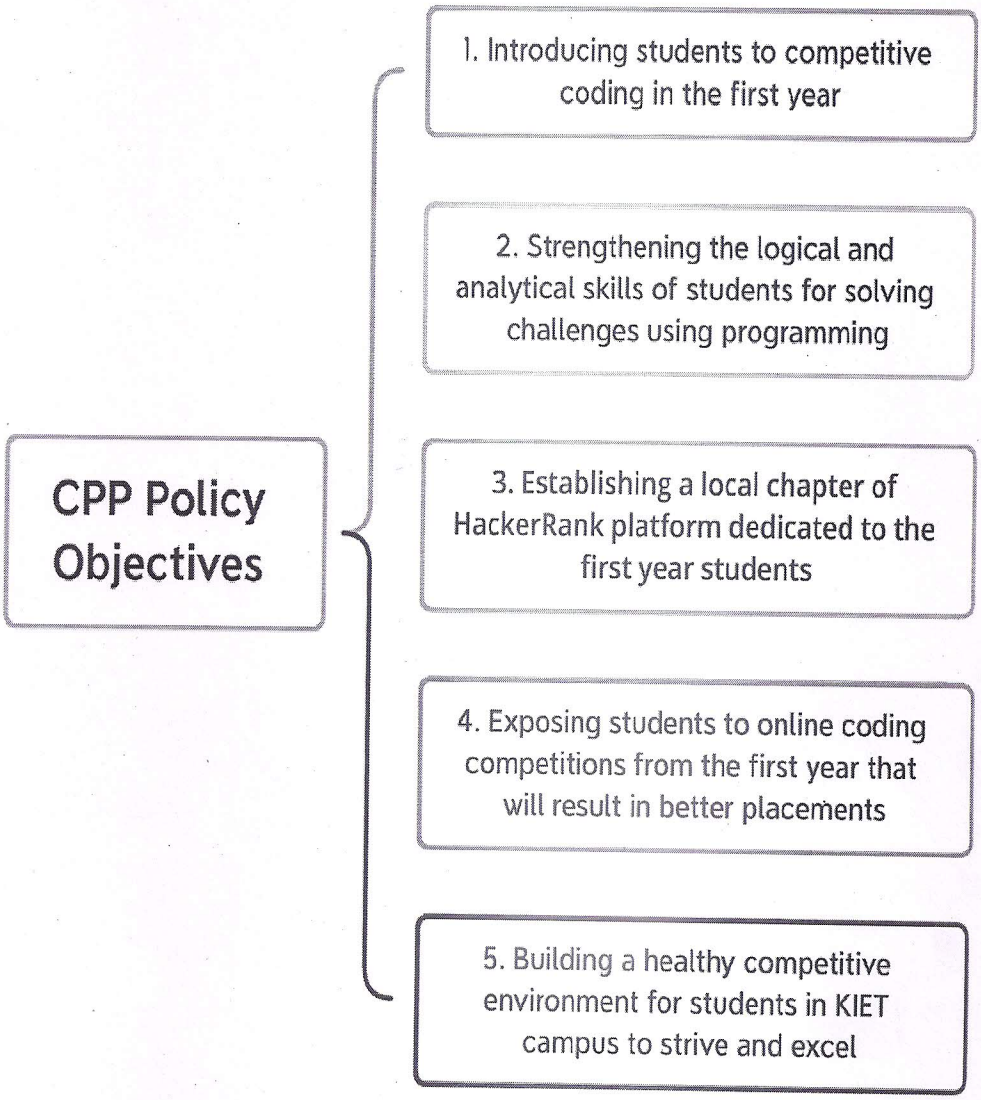
The need of the hour is to strengthen the coding ability of each KIET student irrespective of his/her branch from the first year itself. Almost all the world-class institutes and organizations rely on competitive coding to improve their candidate's coding skills. Competitive coding is prevalent in KIET CSE/IT/MCA departments from the second year onwards. However, students of other branches get little exposure to competitive coding before the placement season. Many colleges, including IIIT-Hyderabad (which produces world-class coders), expose students to competitive coding fundamentals in the first year itself. This results in their students performing much better than other colleges in various national and international competitions and securing record-shattering placements. KIET can also gain tremendously by introducing the same **coding culture among our students from the first year itself**.

05 OCT 20

Keeping the above facts in mind i.e. to enhance the programming skills in the engineering graduates of KIET, the **Computer Programming and Proficiency (CPP) Cell** has framed the **programming proficiency policy** to be **implemented for the first year** so that students will have the desired level of computer programming expertise in due course of the B.Tech program.

2. Objectives of the CPP Policy

Many methodologies are there to evaluate and check students' knowledge like sessional exams, university exams, and achieving different MOOCs certificates. Still, none of these methodologies examines whether students have learned the art to synthesize the knowledge gained by them. In the industry, the art of synthesizing knowledge is more critical than merely acquiring knowledge without having an idea where and how to implement it. The objectives of this policy are designed as follows, keeping in mind the applicability of learning in the real-world:



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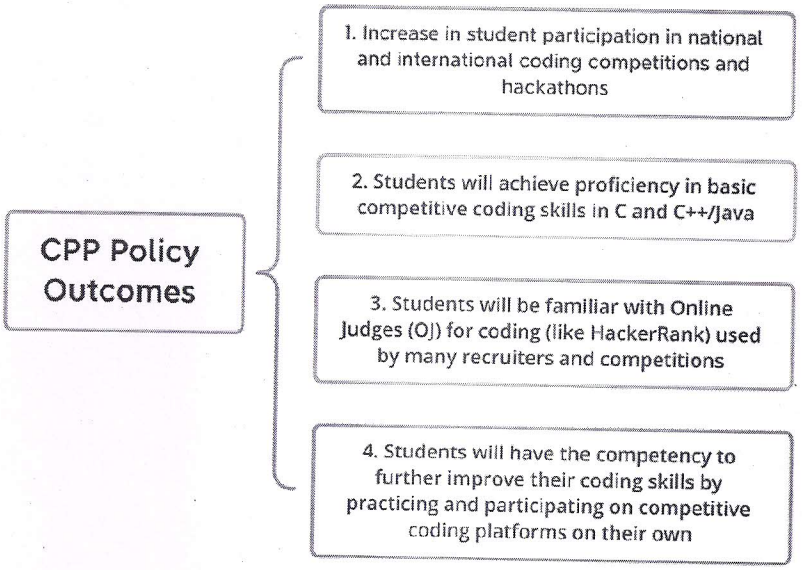
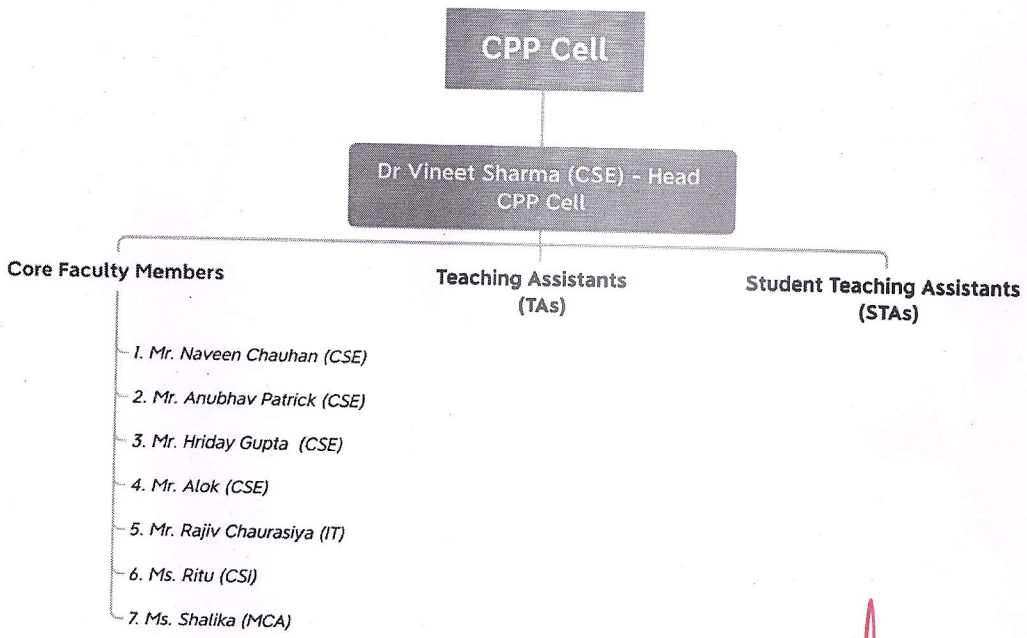
3. Outcomes of the CPP Policy

The CPP policy is designed to help students to garner the ability to synthesize knowledge in competitive coding environment. The outcomes of the CPP policy after successful implementation in the first year will be as follows:



4. Structure of the CPP Cell

- The CPP cell is headed by Dr. Vineet Sharma, Professor and HoD, CSE Department.
- Seven expert faculty from CSE/IT/MCA departments are core members of the CPP cell.
- Four teaching assistants (TAs) who are expert in competitive coding will be members of the CPP cell.
- A pool of dedicated and willing students from IIIrd/IVth year will also be part of the CPP cell as student teaching assistants (STAs).



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5. CPP Curriculum for the First Year

- The CPP curriculum is created after consulting alumni, industry experts, and competitive coders
- The curriculum is divided in two modules
  - **Module 1**– *Odd Semester*
  - **Module 2**– *Even Semester*
- Each module requires 96 hours of student interaction in 12 weeks. This will be a mix of student interaction during the time table and also beyond academic hours.
- The curriculum covers the basics of programming, data structures and algorithms, mathematical and analytical problems
- Regular updation of curriculum based on feedback of students, faculties and industry experts will be done

5.1. Module 1 Syllabus

- It is divided in six parts
- Each part has multiple coding challenges of varying difficulties levels:
  - Practice - To be attempted by students only
  - Level 1 (*Beginners*) - Few challenges to be solved by faculties and TAs
  - Level 2 (*Intermediate*) - Few challenges to be solved by faculties, TAs and STAs
  - Level 3 (*Advanced*) - To be attempted by students only

Module 1 Syllabus

Part-Wise Syllabus

Part 1	Basic Programming Techniques and Complexity Analysis	input/output, loops, conditional statements, functions etc. space and time restrictions on output
Part 2	Arrays and Matrices	Kth maximum and minimum number, rearrangement, cyclic shift, subsequences etc. rotations, inversions, chain multiplication, submatrices etc.
Part 3	Searching and Sorting	linear, binary, ternary, n-ary search quadratic sorting, logarithmic sorting, linear sorting
Part 4	Number Based Problems	different Types of Numbers (Armstrong, perfect, automorphic, special etc.) combinatorics number theory (primality testing, exponentiation, modular arithmetic etc.) probability bit manipulation
Part 5	Recursion and Backtracking	GCD, array reversal, recursive binary search etc.
Part 6	String Manipulation	pattern search, substring removal, simple encryption, pattern based splitting etc.

05 OCT 20

5.2. Module 2 Syllabus

The contents will be similar to in structure and spirit to those of Module 1. However, object oriented programming languages like C++/Java along with Standard Template Library (STL) will be utilized. Some basic data structures and algorithms will also be introduced in Module 2. The level of difficulty of coding challenges in Module 2 will be substantially increased. The syllabus could be issued well in advance before commencement of even semester.

6. Methodology of Teaching in CPP Cell

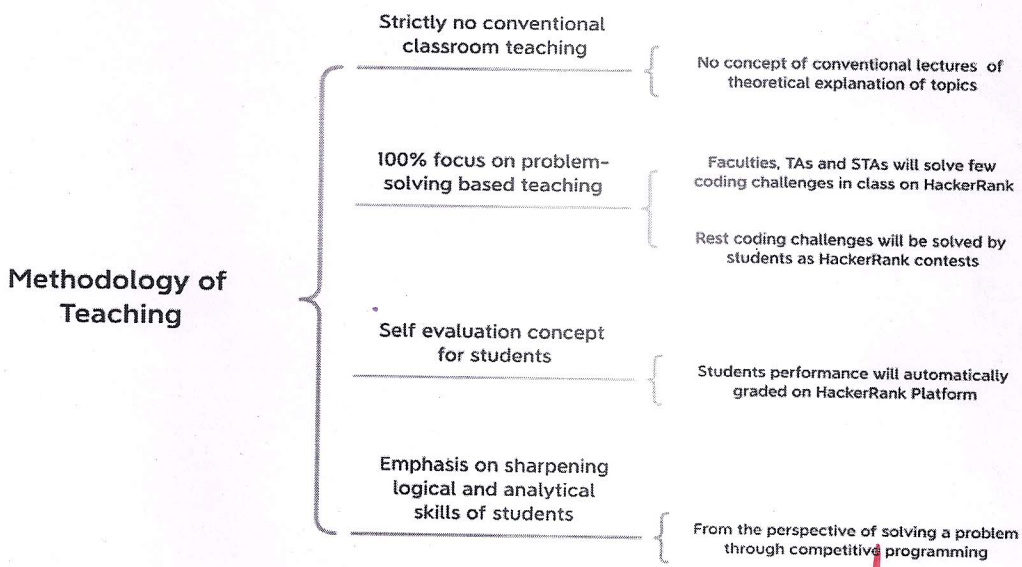
6.1. Coding Platform

After evaluating various competitive coding platforms for their relative merits and demerits, the CPP cell has finalized **HackerRank** platform for all its activities. HackerRank platform provides following advantages over its rivals (like HackerEarth and CodeChef):

- Easy to use for beginners
- Lots of tutorials for students for self-study
- Contain domain/programming language specific challenges for self-practice

6.2. Teaching Methodology

The teaching methodology in CPP cell will be strictly "problem solving" and "self-evaluation" based. There will be no theoretical lectures and the members of the CPP cell (faculty and TAs) will solve the challenges (L1 and L2) of a topic live on HackerRank in the classroom. The students will then try to solve challenges of L1, L2 and L3 of the topic and get automated feedback from HackerRank based on the test cases for each challenge. The students will discuss their doubts with STAs beyond the academic hours of the institute. KIET student clubs like KIET Koders Korner (K3) and DSC Club will organize monthly coding competition with support of CPP cell.



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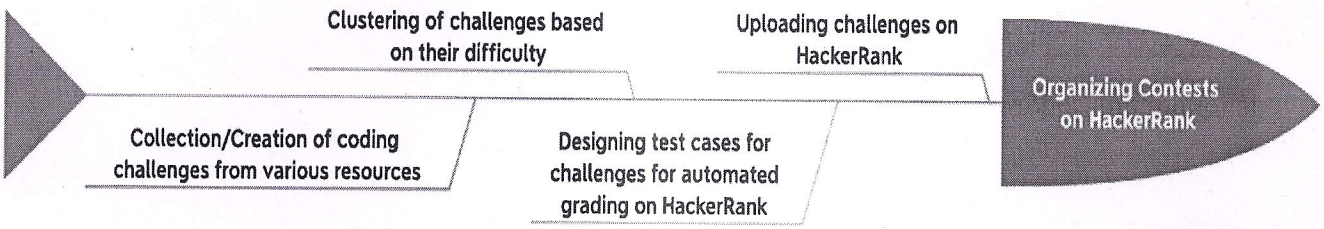
6.3. Creating Coding Challenges for Students and Organizing Coding Contests

- The CPP cell members can utilize variety of resources to design coding challenges like:
  a. Laaksonen, Guide to Competitive Programming, 2nd ed., Springer International Publishing, 2020.
  b. Johan Sannemo, Principles of Algorithmic Problem Solving, Draft version, 2018.
  c. S. Skiena and M. Revilla, Programming challenges, New York: Springer, 2005.
  d. Existing programming challenges on HackerRank, HackerEarth and CodeChef
  e. Coding related websites and blogs like GeeksforGeeks, CareerCup etc.
- 20-25% novel challenges for each level need to be created by the CPP cell members.
- Following figure summarizes the steps involved in organizing coding contests for the students on HackerRank:



6.4. Motivation for First Year Students for the Success of CPP Policy:

To motivate the first-year students to participate wholeheartedly in the activities of the CPP cell, the following steps can be taken:

- Frequent interaction with KIET alumni in IT industry having good package
- Certificate of appreciation
- Coding books as reward
- KIET Coder T-shirts and/or other goodies
- Additional bonus marks may be given to top ranking students in coding competitions
- Participation in prescribed number of competitive coding competitions during summer and winter vacation may be counted towards their internship requirements

6.5. Motivation for Senior Students for Student Teaching Assistantship:

Senior students with proven competitive coding and communication skills who will be involved in this program may get:

- Certificate of appreciation
- Bonus marks in internals
- Their work may be counted towards their internship requirements

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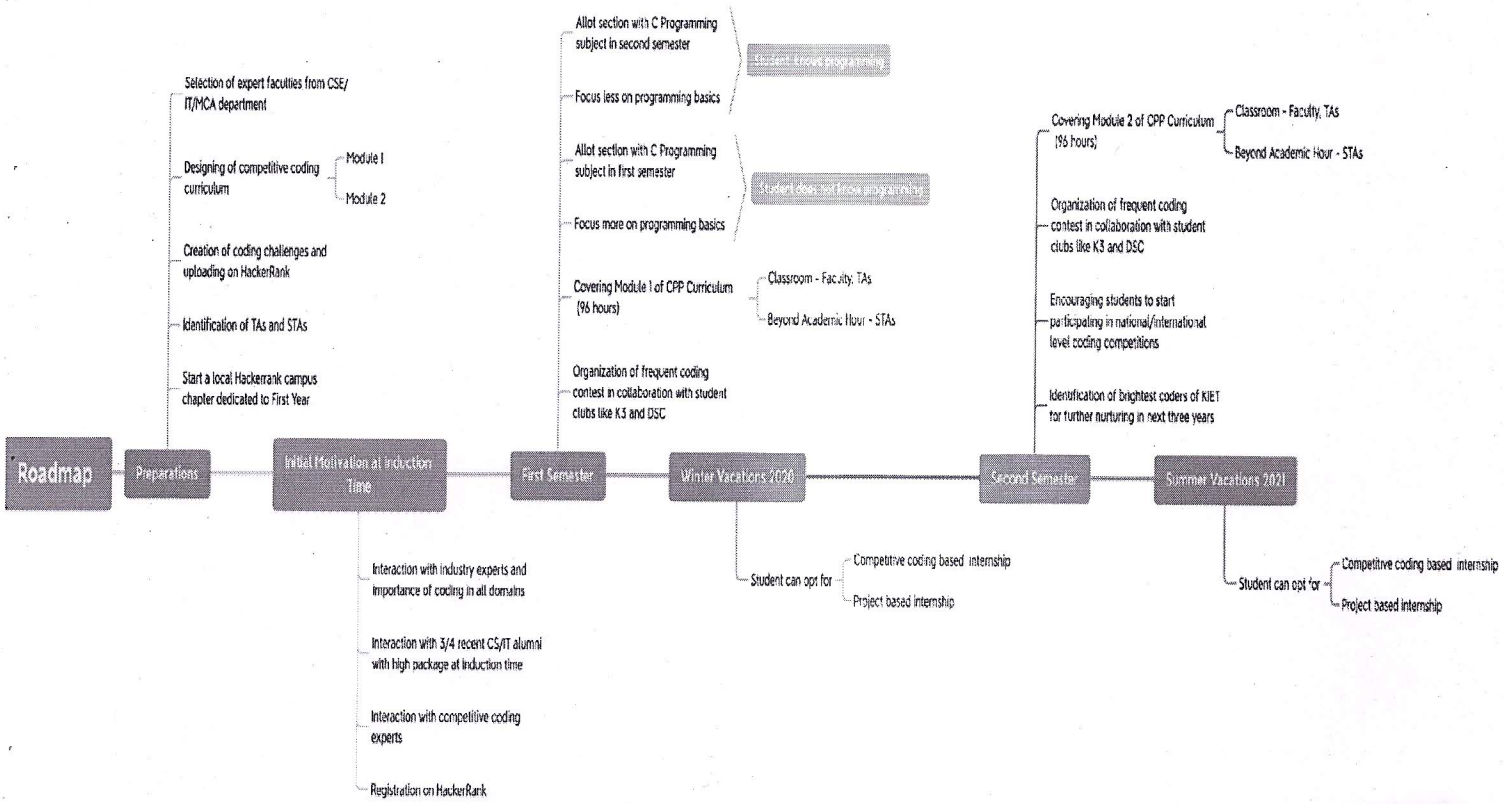
7. Roadmap of CPP Cell for the Session 2020-21



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Ref/ Dir/24-A/2019 27th Aug'19

OFFICE ORDER:24-A/2019

Formation of Environment & Energy Management (EEM) Cell &
Appointment of Head - Environment & Energy Management (EEM) Cell

1. In support of varied National level campaigns promoting environmental safety/ eco-friendly measures that can be undertaken @ Institute level, AICTE notifications from time to time to support this noble cause, it has been decided to take requisite measures to **implement the possible activities @ Institute level** in a more methodical way and gradually convert/ move towards making the entire campus ***eco-friendly/Green Campus***.

2. In view of this, an **Environment & Energy Management (EEM) Cell @ Institute level** comprising of a Head, members & Student Coordinators is hereby constituted who shall be taking care of divergent areas as identified *viz.* Energy Audit, Green Audit, Environmental Audit, Clean and Green campus and carrying out Environmental Promotion Activities (In and Outside campus) with an objective to support Institute's initiative towards methodical implementation of set targets as per **Environment Management Plan (EMP) goals.**

3. A **well-structured doc.** covering the Objectives, Scope, Structure of EEM Cell, roles & responsibilities of Members, Environment Management Plan (EMP) goals, Future targets etc. is attached for thorough understanding and clarity **(Appendix-A).**

4. **Dr. Shailendra K Tiwary, Prof. & HoD CE** is hereby appointed as **Head-EEM Cell** @ Institute level to carry out/plan activities w.r.t. EEM Cell so formulated. He shall plan activities as per **Environment Management Plan (EMP) Goals/** ensure its implementation in close coordination with the Members of EEM Cell.

5. **EEM Cell Members** shall perform the above duties at **paras 2 & 3** in addition to their regular academic/administrative engagement. Members-EEM Cell shall be responsible to Head-EEM Cell for their duties in their termed domains.

6. Head EEM Cell shall be performing the above duties in addition to his regular academic engagement. He shall be responsible to Director for this designated role.

7. Head-EEM Cell to share the **progress report** on **quarterly basis** to the Office of Director.

Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans / Principal-KSOP/ HODs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS/CO/CSI) GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head – IC,Addl. Head IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, Central Lab, KIETians

Copy to:

- Head- EEM Cell & all concerned members

Environment & Energy Management (EEM) Cell

KIET Group of Institutions,
Delhi-NCR,
Ghaziabad-201206

KIET

27 Aug 19

Environment & Energy Management (EEM) Cell

1. Mission:

The mission of Environment & Energy Management (EEM) Cell is to reduce the environmental impact of various day-to-day activities of the institute and make the campus eco-friendly. It will also lead to developing environmental consciousness in the minds of young professionals who graduate from the institute as well as faculty and staff members. Reactive approach is fast becoming redundant as environmental problems are becoming complex and multidimensional. What is needed in the present scenario is a professional and systematic Environmental Management System for achieving environmental sustainability.

The primary field of focus for the EEM Cell can be broadly identified as reduction of energy use/energy efficiency, waste management, pollution prevention, and resource and energy conservation. It also aims to maximize the 4R rules of waste management & energy conservation intra - campus for sustainable development and thus generate circular economy.

2. Objective:

a) To recognize the initiative taken by the institute towards environment.

b) To conserve water resources and reuse the recycled wastewater discharged from STP.

c) To analyze, predict, evaluate, and access the existing solid waste associated problems in the campus.

d) To identify & select existing innovative technologies, enable customization of technologies, or devise implementation method for reducing environmental pollution in the campus.

e) To leverage the knowledge base of the institution to devise processes for effective implementation of various techniques to improve the ambient conditions related to environmental conservation and energy efficiency.

f) To secure the environment and cut down the threats posed.

3. Environmental Policy

The institute aims to involve stakeholders in reducing the environmental impacts and integrate the environmental concern in all policies, plans and management systems. The institute acknowledges and understands its role in striving towards global environmental sustainability. It

27 Aug 19

aims to set standards in terms of on-campus environmental performance through its continuous endeavors. In this regard, the institute shall:

a) Comply with all requisite environmental legislation and government guideline, wherever applicable
b) Ensure that there is optimum utilization of resources and waste generation is minimized
c) Integrate environmental concerns in decision-making, e.g. purchasing policy
d) Prepare and implement an Environmental Management Plan (EMP)
e) Strive towards continual reduction in ecological footprint of the university as it grows.

4. Responsibility of Environment & Energy Management (EEM) Cell:

a) To prepare and implement an Environmental Management Plan.
b) To identify potential areas for improving the institute's environmental performance and give recommendations on how the goals of on-campus environmental sustainability can achieved.
c) To raise environmental awareness among KIETians
d) To recommend policies for adoption by the institute in order to promote conservation, energy efficiency and sustainable use of resources
e) To assess the environmental and energy state of the institute on a regular basis
f) To report quarterly about all activities/updates under any of the head to the Director office for kind perusal.
g) To organize awareness activities in all sectors viz. energy, environment, Green campus among stakeholders
h) To conduct internal environmental, green and energy audits quarterly and submission of reports and certification based on summary report.**(Annexure -1)**
i) To get external audit conducted once in a year.

5. Scope:

In the present scenario, the two key areas of focus are **energy conservation** and **waste management**. Energy conservation has its potential to reduce overall energy demand, costs and consumption. Energy conservation also plays an important role in addressing climate change by lowering overall greenhouse gas emissions. It is often the most economical strategy to advance

27 Aug 19

climate protection efforts and provides an environmentally safe alternative to increased energy production and consumption. Moreover, by lowering energy demand, energy conservation provides for greater flexibility in choosing preferred methods of energy production e.g., "green power" - renewable energy that is produced with no man-made greenhouse gas emissions.

However, waste management is the need of the hour because as per Solid Waste Management Rules, 2016 that suggests every residential institution with an area >5,000 sq. m should segregate waste at source in to valuable dry waste like plastic, tin, glass, paper, etc. and wet (biodegradable) waste. Therefore, through channelization of waste to energy and wealth could be implemented for generating circular economy and reverting its negative impact on ground water pollution, climate change and air pollution nuisance and un-aesthetic condition.

The **Environment & Energy Management (EEM) Cell** will **recommend general efficiency techniques and methodologies that could be reasonably implemented in day-to-day functions within campus facilities that will have an immediate effect on energy savings and waste management leading to decline in cost benefit ratio**. The **various scope** of the Environment & Energy Management (EEM) Cell are:-

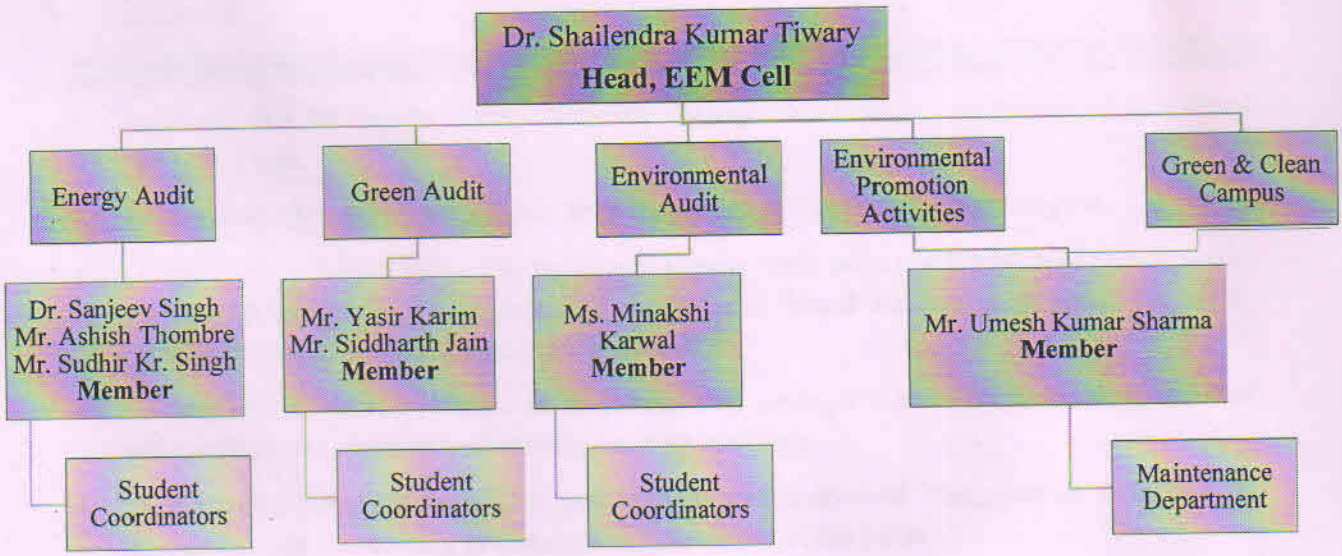
a) To focus on balancing energy usage, conserve water resources, reuse of recycled wastewater, management of solid waste etc.
b) To reduce the carbon footprint of campus facilities and manage budgetary concerns and costs.
c) To continually seek ways to realize the full potential of current energy control systems as well as new equipment and upgrades and to accelerate the implementation process of behavioral and operational resource conservation measures.
d) To introduce cost-effective, energy-efficient technologies inside campus facilities and promote an energy conscious culture that encourages prudent decisions with regard to energy consumption.

The **EEM Cell shall review the attained objective periodically**. The primary domains in consideration include energy, resources, waste (solid and hazardous). The operational mechanism behind the plan will be the department of facilities and maintenance working collaboratively with the Environment & Energy Management (EEM) Cell to have the improving environment through energy conservation, waste management and water conservation. Internal audits will be conducted on a regular quarterly at the institute. Besides routine internal audits, surprise checks will also be in place in order to ensure that there are no concern areas in implementation.

Whenever, need arises EEM Cell can take the help of the expertise from different departmental faculty members.

27 Aug 19

6. Structure of Environment& Energy Management (EEM) Cell:



S.N	Name	Department	Appointment
1	Dr. Shailendra Kumar Tiwary, Professor & HoD	Civil Engineering	Head-Environment & Energy Management (EEM) Cell
2	Dr. Sanjeev Singh- Professor	Civil Engineering	Member- Energy Audit
3	Mr. Ashish D. ThombreAssoc. Prof.	Electrical & Electronics Engineering	
4	Mr. Sudhir Kumar Singh Asst. Prof.		
5	Mr. Yasir Karim, Asst. Prof.	Civil Engineering	Member- Green Audit
6	Mr. Siddharth Jain, Asst. Prof.	Civil Engineering	
7	Ms.MinakshiKarwal, Asst. Prof.	Applied Science	Member- Environmental Audit
8	Mr. Umesh Kumar Sharma, Administrative Officer	Administration	Member- Green & Clean campus and Environment Promotional Activities

7. Role and Responsibilities

Head- Environment & Energy Management (EEM) Cell

- To monitor the overall functioning of the Environment & Energy Management (EEM) Cell.
- To prepare and implement an Environmental Management Plan.
- To ensure its continued utility, suitability and adequacy in promoting continual environmental improvement.
- To make sure that rules and regulations are taken care to avoid the interruptions in environment.

27 Aug 19

- To identify potential areas for improving the institute's environmental performance and give recommendations on how the goals of on-campus environmental sustainability can be achieved.

Member- Energy Audit

- To ensure that the targets of Environmental Management Plan for environmental domain of energy are met.
- To document the progress made and keep the record of works done in this regard.
- To assess the energy state of the institute at regular basis and conduct internal energy audits quarterly and submit the reports and certification based on summary report to Head, Environment & Energy Management (EEM) Cell.
- To facilitate better communication and awareness amongst the stakeholders, supplemented with workshops, seminars and other interactive activities.
- To supervise the implementation activities of Environmental Management Plan and its integration into the existing administrative framework of the institute.
- To reduce energy consumption.
- To give preference to the most energy efficient and environmentally sound appliances.

Member- Green Audit

- To ensure that the targets of Environmental Management Plan for green campus are met.
- To document the progress made and keep the record of works done in this regard.
- To assess the environmental impact of institute, process, project, product etc.
- To assess the green campus state of the institute at regular basis and conduct internal green audits quarterly and submit the reports and certification based on summary report to Head, Environment & Energy Management (EEM) Cell.
- To facilitate better communication and awareness amongst the stakeholders, supplemented with workshops, seminars and other interactive activities.
- To supervise the implementation activities of Environmental Management Plan and its integration into the existing administrative framework of the institute.
- To establish the parameters for maintaining health and welfare of the community of the institute.
- To identify and control the impact of activities of institution on green campus state.
  - To ensure that the natural resources are utilized properly as per statutory norms.
  - Use of Green chemistry/ Green synthesis using aqueous solvents as an alternative for organic solvents.
- To train all stakeholders of the organization and empower them to contribute and participate in the environmental protection and making campus a green campus.
- To make sure that rules and regulations are taken care to avoid the interruptions in environment.

27 Aug 19

Member- Environmental Audit

- To ensure that the targets of Environmental Management Plan for protection of environment are met.
- To document the progress made and keep the record of works done in this regard.
- To assess the environmental state of the institute at regular basis, conduct internal environmental audits quarterly, and submit the reports and certification based on summary report to Head, Environment & Energy Management (EEM) Cell.

  - To identify, evaluate and assess the impact of various activities on environment at KIET Group of Institutions through basic survey.
  - To oversee environmental performance through developing, implementing and monitoring environmental strategies and schemes that promotes sustainable development.
  - To work for Accreditation of ISO 14001 and 9001 and NABET.
  - To work for attaining status of Carbon Neutral Institute
  - To work for Solid and Plastic Waste Management as per "Solid Waste Management Rule 2016"
  - To facilitate better communication and awareness amongst the stakeholders, supplemented with other interactive activities.
  - Ground Water Quality Analysis
  - Air Pollution Tolerance Index
  - Practical implementation of some innovative projects related to environment.
  - Inviting Esteemed Speakers for expert/guest talks.
  - Collaboration with national organizations
  - To organize Awareness program on environmental conservation, climate change, global warming and environmental pollution, water conservation
  - Awareness program on Plastic Pollution Mitigation
  - To organize Plantation Drive

- To supervise the implementation activities of Environmental Management Plan and its integration into the existing administrative framework of the institute.
- To provide baseline information to enable institute to evaluate and manage environmental change, threat and risk.
- To recognize, diagnose and resolve the environmental problems and suggest protective measures.
  - Environmental contamination prevention with residues of volatile organic impurities (VOCs) detection in trace levels in atmosphere, water (containing hydrocarbon impurity)etc.
- To assess environmental performance and the effectiveness of the measures to achieve the defined objectives and targets.
- To establish the parameters for maintaining health and welfare of the community of the institute.

27 Aug 19

- To set the procedure for disposal of all types of harmful wastes.
- To develop skill among all the gardeners waste handling and management.
- To make sure that rules and regulations are taken care to avoid the interruptions in environment.

Member- Green & Clean campus and Environment Promotional Activities

- To implement the initiatives taken by organization towards environment.
- To create awareness about various rules and regulations among the stakeholders in the institute to improve the environmental performance.
- To ensure that the natural resources are utilized properly as per national policy of environment.
- To identify the risks of hazards and implement the policies for safety of stakeholders.
- To facilitate the stakeholders with different aspects of disaster management.
- To train all stakeholders of the organization and empower them to contribute and participate in the environmental protection.
- To make sure that rules and regulations are taken care to avoid the interruptions in environment.
- To ensure that the targets of Environmental Management Plan for green campus are met.
- To document the progress made and keep the record of works done in this regard.
- To assess the green campus state of the institute at regular basis and conduct internal green audits quarterly and submit the reports and certification based on summary report to Head, Environment & Energy Management (EEM) Cell.
- To facilitate better communication and awareness amongst the stakeholders.
- To supervise the implementation activities of Environmental Management Plan and its integration into the existing administrative framework of the institute.

Student Coordinators

Each department will **nominate two student Coordinators**. The nomination will be for **one year**. The student coordinators will be **associated with different verticals of EEM Cell**. The roles and responsibilities of student coordinators are mentioned as below:

- To help in accessing the energy state/green campus state/environmental state of the institute at regular basis and to help in conduct of internal energy audits/green audits/environmental audits.
- To help in implementation of initiatives taken by institute towards environment.
- To organize Awareness events/program on environmental conservation, climate change, global warming and environmental pollution, water conservation.
- To create awareness about reduction in energy consumption, amongst the stakeholders with the help of interactive activities.
- To contribute and participate in the environmental protection initiatives and making campus a green campus.
- To promote proper use of natural resources as per statutory norms.
- To work on innovative projects related to environment protection.

27 Aug 19

8. Environmental Management Plan (EMP) Goals:

The Institute targets **energy consumption reductions by 25%**by **December 2023.**The institute has always put efforts for reduction in energy consumption but intense initiatives for energy consumption reduction were started from the year 2018-19 and it has been planned to maintain an annual energy consumption reduction rate of 5%.

The following represents the institute initiatives:

a. Improve Building Operations by energy reduction of 5 percent
b. Expand usage of Energy Performance contracting (ESPC)
c. Purchase and application of Energy Star Products
d. Ensure accountability in establishing the goals.
e. To ensure optimum utilization of natural resources in the campus.

9. Future Targets:

Energy Conservation:

a. Reduction of energy consumption by 5% for Year 2018-19, with an overall goal of reducing energy consumption by 25% by Year 2023.

b. Reduction of energy consumption by 5% for Year 2019-20, with an overall goal of reducing energy consumption by 25% by Year 2023.

c. Reduction of energy consumption by 5% for Year 2020-21, with an overall goal of reducing energy consumption by 25% by Year 2023.

d. Reduction of energy consumption by 5% for Year 2021-22, with an overall goal of reducing energy consumption by 25% by Year 2023.

e. Reduction of energy consumption by 5% for Year 2022-23, with an overall goal of reducing energy consumption by 25% by Year 2023.

Waste Management:

a. Management of solid waste by 5% for Year 2018-19, with an overall goal of reducing produced solid waste by 25% by Year 2023.

b. Management of solid waste by 5% for Year 2019-20, with an overall goal of reducing produced solid waste by 25% by Year 2023.

c. Management of solid waste by 5% for Year 2020-21, with an overall goal of reducing producedsolid waste by 25% by Year 2023.

d. Management of solid waste by 5% for Year 2021-22, with an overall goal of reducing produced solid waste by 25% by Year 2023.

e. Management of solid waste by 5% for Year 2022-23, with an overall goal of reducing produced solid waste by 25% by Year 2023.

27 Aug 19

Periodic Internal Audit:

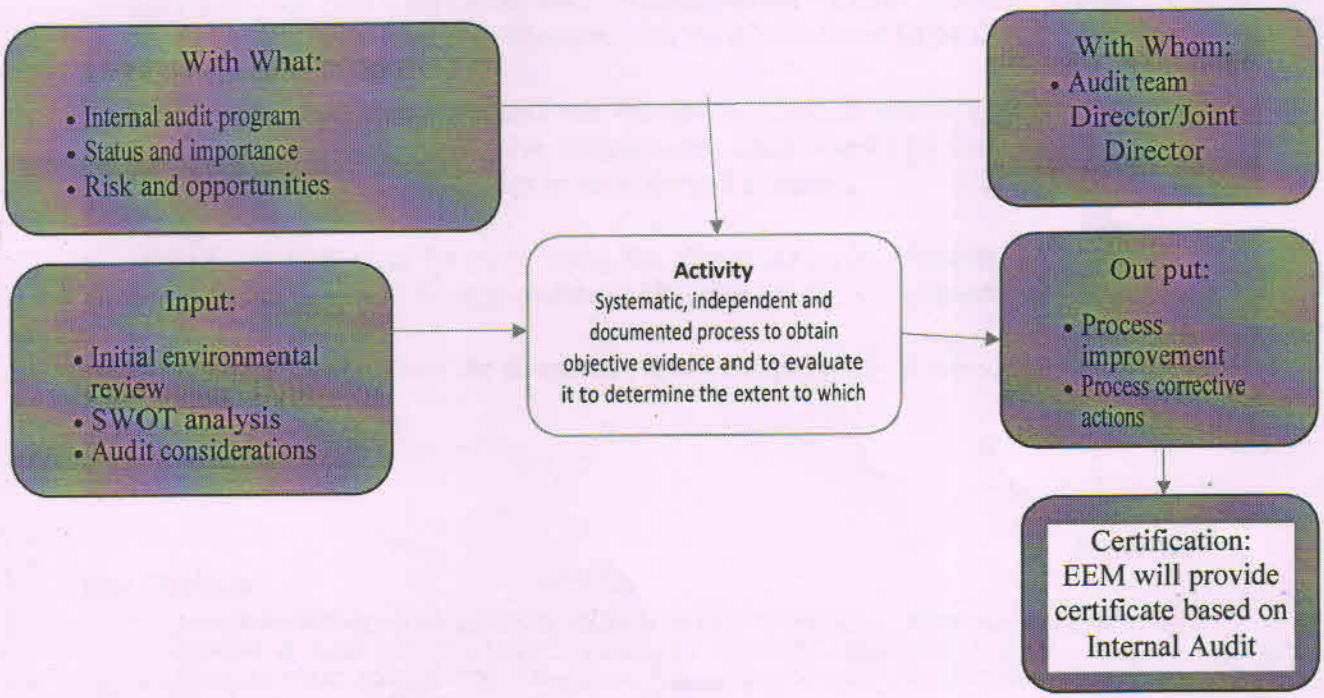
- To ensure the successful implementation of Environmental Management Plan, internal audits will be conducted quarterly by the EEM Cell.
- Audit will cover all sections of this plan.
- Audit results will be documented and reports will be submitted to the office of Director through Joint Director for perusal.
- Once in a year, an external audit will be conducted.

Three main audits to be conducted: **Environmental audits**, **Energy audits** and **Green audits** (to verify whether the campus meets its stated and functional objectives, such as for water and electricity).

Quality Management: Quality management review to assess how processes are performing and ensuring objectives to achieve the Goal 2023.

Continuous Improvement: Continuous improvement would be assessed and accordingly modification in the processes would be done.

Process-activity map:



27 Aug 19

Ref/Dir/16/2022 2nd Sep'22

OFFICE ORDER: 16/2022

Re-Constitution of Institute's Proctorial Board

It is to notify that **Institute's Proctorial Board** has been re-organized as follows:

Institute's Proctorial Board:

S.N.	Name	Designation	Dept.	Appointment	Mobile	Email ID
1	Prof. Bhoopendra Kumar	Associate Professor	CSIT	**Chief Proctor**	9582943933	bhoopendra.kumar@kiet.edu
2	Prof. Surya Prakash	Assistant Professor	KSOP	**Additional Chief Proctor**	8587017568	surya.prakash@kiet.edu
3	Dr. Abhay Bhardwaj	Assistant Professor	KSOP	Proctor	8859424878	abhay.bhardwaj@kiet.edu
4	Dr. Amit Kumar Gupta	Associate Professor	MCA	Proctor	9410815532	amit.gupta@kiet.edu
5	Prof. Neelam Rawat	Associate Professor			9899201939	neelam.rawat@kiet.edu
6	Dr. Deepa	Associate Professor	MBA	Proctor	9997661845	deepa@kiet.edu
7	Dr. Meenakshi Tyagi	Associate Professor			9540806623	meenakshi.tyagi@kiet.edu
8	Dr. Kuldeep Sharma	Associate Professor	AS	Proctor	9411927994	kuldeep.sharma.as@kiet.edu
9	Dr. Deepti Seth	Assistant Professor			8368209395	deepti.seth@kiet.edu
10	Prof. Vikas Sharma	Assistant Professor	CE	Proctor	8011028252	vikas.sharma@kiet.edu
11	Prof. Sudhir Kumar Singh	Assistant Professor	EN	Proctor	9015298870	sudhir.singh@kiet.edu
12	Prof. Rajneesh Kumar Gahlot	Assistant Professor			8506007005	rajneesh.gahlot@kiet.edu
13	Prof. Neeraj Kumar	Assistant Professor	ME	Proctor	9999439021	neeraj.kumar@kiet.edu
14	Prof. Vivek Kumar Pathak	Assistant Professor			7000327175	vivek.phatak@kiet.edu
15	Prof. Parmanand Sharma	Assistant Professor	ECE	Proctor	9716821546	paramanand.sharma@kiet.edu
16	Prof. Diksha Singh	Assistant Professor			8860904893	diksha.singh@kiet.edu
17	Prof. Vipin Deval	Assistant Professor	CSE	Proctor	9650534400	vipin.deval@kiet.edu
18	Dr. Manish Bhardwaj	Assistant Professor			9457966671	manish.bhardwaj@kiet.edu

(Director)

19	Dr. Jitendra Seth	Associate Professor	IT	Proctor	9582072481	nitin.kumar@kiet.edu
20	Prof. Nitin Kumar	Assistant Professor			8851801392	jitendra.seth@kiet.edu
21	Prof. Pradeep Tyagi	Assistant Professor	CS	Proctor	9991219789	pardeep.tyagi@kiet.edu
22	Prof. Baldivya Mitra	Assistant Professor			9720719485	baldivya.mitra@kiet.edu
23	Prof. Ankit Kumar Saini	Assistant Professor	CSIT	Proctor	9667670618	ankit.saini@kiet.edu
24	Prof. Arti Pandey	Assistant Professor			8191853628	arti.pandey@kiet.edu

All HoDs will be ex-officio members of the Proctorial Board.

The broad responsibilities of Proctorial Board members are attached **(Annexure-A).**

The Proctorial board members will be responsible to **Dean-SW** for their duties.

With this, Office Order: 21/2021 dated 3rd Sep'21 stands superseded.

Dr. (Col) A Garg
Director
02 **Sep'22**

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/CS/CSIT//CSE-AI&ML/EC/EN/CE/ME/AS/MCA/MBA/HS), COE, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Addl. Head-IIPC, Chairperson-ICC, Associate Dean & Head IT Operations, Head-HR, Registrar, Head PR&IR, Dy. GM-TBI, Head EC (IEC), Manager Administration, Head F&A, Librarian, Head-Purchase & Store, KIETians

Copy to:

- Dean -SW, Chief Proctor, Addl. Chief Proctor & Proctors -Institute's Proctorial Board & Chief Rectors (Boys/Girls Hostel)

Annexure - A

Institute's Proctorial Board – Responsibilities

- To keep regular vigilance in maintaining the discipline
- To monitor the indiscipline cases in the campus and also formulate a policy for the same.
- To deal with indiscipline issues (if any) of both boys/ girls hostel as & when referred by respective Chief Rectors.
- To keep the records of indiscipline cases.
- To propose/ undertake required anti-ragging measures.
- To prepare anti-ragging committee/ squad/ team for proper vigilance.
- To prepare a team of students (02 from each branch) as anti-ragging team members.
- To prepare and display the relevant posters/ banners at relevant places regarding indiscipline act/ punishment.
- To make a team with outside hostel owners and arrange regular meetings with them and keep the records.
- To prepare notices of the decisions approved by Director.

Dr. (Col) A Garg
Director 02 Sep 22

Ref/ Dir/ 19 /2022

22nd Sep'22

OFFICE ORDER: 19/2022

Constitution of Career Counseling Centre (CCC)

1. Career Counseling Centre (CCC) comprising following members is hereby constituted with an objective to provide requisite guidance/moral support to the students, creating awareness about varied career avenues, exploring/providing possible solutions to the challenges that they generally face while making their career choices, thereby enabling them to make a well-informed decision about their career and educational journey.

Career Counseling Centre – Core Team

S.N	Name	Department	Appointment
1.	Mr. Komal Mehrotra	HS	Head-Career Counseling Centre
2.	Ms. Sudesh Pathania	HS	Apex Coordinator
3.	Ms. Arunita Mukhopadhyay	HS	Apex Coordinator
4.	Associate/Asst. Head - DPC each department	Ex-officio members - Career Counseling Centre - Core Team	

2. **Major activities** to be conducted under the aegis of **Career Counseling Centre** are attached at **Appendix-A**.

3. Apex Coordinators so nominated will be responsible to **Head-Career Counseling Centre** for the associated services/its smooth conduct in close coordination with Associate/Asst. Head DPCs.

4. Head - Career Counseling Centre shall be performing the above duties in addition to his regular academic/administrative engagement and will be responsible to Director for his duties in designated capacity.

5. This supersedes Office Order 22/2017 dated 7 Dec'17.

Dr. (Col) A Garg
Director
22..Sep'22

Distribution:

- Joint Director/ Deans/ Principal-KSOP/HoDs(CSE/IT/CSIT/CS/ AI/AI&ML/EC/EN/CE/ME/MCA/MBA/HS/AS/),COE, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Associate Dean & Head-IT Operations, Head-HR, Head-PR&IR, Dy GM-TBI, Head EC (IEC), Addl. Head-IIPC, Registrar, Head F&A, Manager Administration, Librarian, Head-Purchase & Stores, KIETians

Copy to:

- Mr. Komal Mehrotra, HoD HS & Head - Career Counseling Centre/Core Team-CCC
- Head PR&IR - The additional responsibility (i.e. CGC activities) as promulgated vide mail communication dated 19 Jun'21 hereby stands dissolved.

Appendix-A

Major Activities - Career Counseling Centre

- Awareness/Orientation sessions (on mass recruiters, class recruiters, further education, competitive examinations & avenues in the government, entrepreneurship awareness sessions in collaboration with the TBI)
- Need based sessions (as per requirement raised by any department/student group)
- One-to-one sessions (with students)
- Connect with the department of PR & IR for foreign opportunities & languages.
- Connect with the IIPC for exploring a variety of promising internships.
- The student career counselling sessions will be organized as per the NAAC/NBA guidelines/requirements and data maintained as per the prescribed formats.

Director

22 Sept 22

(Dr. A Garg)

KIET/DO/Anti Ragging Measures/Aug/2023 Date: 23 Aug'23

Anti-Ragging Committee (2023-24)

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 First 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
16. Prof. (Dr.) Vineet Sharma	HoD-CSE	9811139463
17. Prof. (Dr.) Ajay Kr. Shrivastava	HoD-CS	9873657877
18. Prof. (Dr.) Rekha Kashyap	HoD-CSE-AI, CSE-AI&ML	9818488166
19. Prof. (Dr.) Abhinav Juneja	HoD-CSIT	9416943312
20. Prof. (Dr.) C.M. Batra	HoD-AS-Group-1	9873725677
21. Prof. (Dr.) Rashid Ali	HoD-AS-Group-2	9811711672
22. Prof. Komal Mehrotra	HoD-HSS	9415267620
23. Prof. (Dr.) Sheetal Mittal	Joint COE	9999021456
24. Dr. Mani Tyagi	Associate Dean-SW	8171540944
25. Prof. Surya Prakash	Addl. Chief Proctor	8587017568
26. Prof. (Dr.) Pratibha Kumari	Chief Rector-Girls' Hostel	7906675694
27. Prof. Amit Goyal	Chief Rector-Boys' Hostel	9899979748
28. 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	9211338444

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

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/CS/CSIT/CSE-AI,CSE-AI&ML /EC /EN/CE /ME/AS /MCA /MBA/HS), COE, Dy. GM-TBI, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Addl. Head-IIPC, Chairperson-ICC, Associate Dean & Head IT Operations, Head-HR, Registrar, Head PR&IR, Head-EC/IC/ Sales (IEC), Manager Administration, Head F&A, Librarian, Head-Purchase & Store, KIETians

Copy to:

- All members of the Anti-Ragging Committee
- All Hostels (Boys/Girls) /All Notice Boards / Main Gate

Annexure-I

Hostel Wardens' List

S.No.	Name of Warden	Name of Hostel	Mobile No.	E-Mail Id
1	Ms. Uma Sharma	Saraswati	8588816608	uma.sharma@kiet.edu
2	Ms. Sarita	Sarojini	9520869423	sarita.warden@ kiet.edu
3	Ms. Ritu Sharma	Sarojini	8588816606	ritu.sharma@kiet.edu
4	Ms. Jyoti Chauhan	Gargi	8588816607	jyoti.chauhan.warden@kiet.edu
5	Ms. Barkha Tyagi	Gargi	9084846407	barkha.tyagi@kiet.edu
6	Mr. Nagesh Kumar Tiwari	Chandragupt	8588816603	nagesh.tiwari@kiet.edu
7	Mr. Jaishi Ram Bharmouria	CV Raman	9816413284	jaishibharmouria@gmail.com
8	Mr. Lalit Kumar	CV Raman	8588816616	lalit.kumar.warden@kiet.edu
9	Mr. Muneesh Kumar	Tagore	9996200722	maneesh.kumar.warden@kiet.edu
10	Mr. Arjun Singh	Tagore	7889786548	arjun.singh@kiet.edu

Students' List

S.No.	Name of Student	University Roll No	Course/Branch	E-Mail ID	Mobile No.
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	Tanushree	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 Kr. 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

4th Apr'22

AMENDMENT NOTE

Ref: Office Order: 29/2019 dated 11th Oct'19 titled Structure of Office of Controller of Examination (COE).

1. This is to notify that the **Office of Controller of Examination** as mentioned @ **Para 2** of Office Order under reference has been **reorganized** and will **comprise of the following members**:-

S. N	Name	Department	Appointment
1	Dr. Sumita Ray Chaudhuri	ECE	COE
2	Dr. Sheetal Mittal	AS	Joint COE (Digital Evaluation)
3	Dr. Daksh Bhatia	KSOP	Deputy COE
4	Dr. Sangeeta Arora	MCA	Deputy COE **(Till the end of Session 2021-22)**
5	Dr. Ajeet Pratap Singh	ECE	Deputy COE
6	Ms. Jyoti Srivastava	EN	Deputy COE
7	Dr. Pramod Kumar Sharma	AS	Deputy COE
8	Mr. Anup Srivastava	Administration	Registrar

2. This comes into force with immediate effect. There is no other change in the Office Order under reference.

Dr. (Col) A Garg
Director
04 Apr'22

Distribution:

- Joint Director/ Deans/ Principal-KSOP/HoDs (CSE/IT/CSIT/CS/EC/EN/CE/ME/MCA/MBA/HS/AS),COE, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Associate Dean & Head-IT Operations, Head-HR, Head-PR&IR, Dy GM-TBI, Head EC (IEC), Addl. Head-IIPC, Registrar, Head F&A, Manager Administration, Librarian, Head-Purchase & Stores, KIETians

Copy to:

- COE & Team /All concerned

Ref/ Dir/ 29/2019

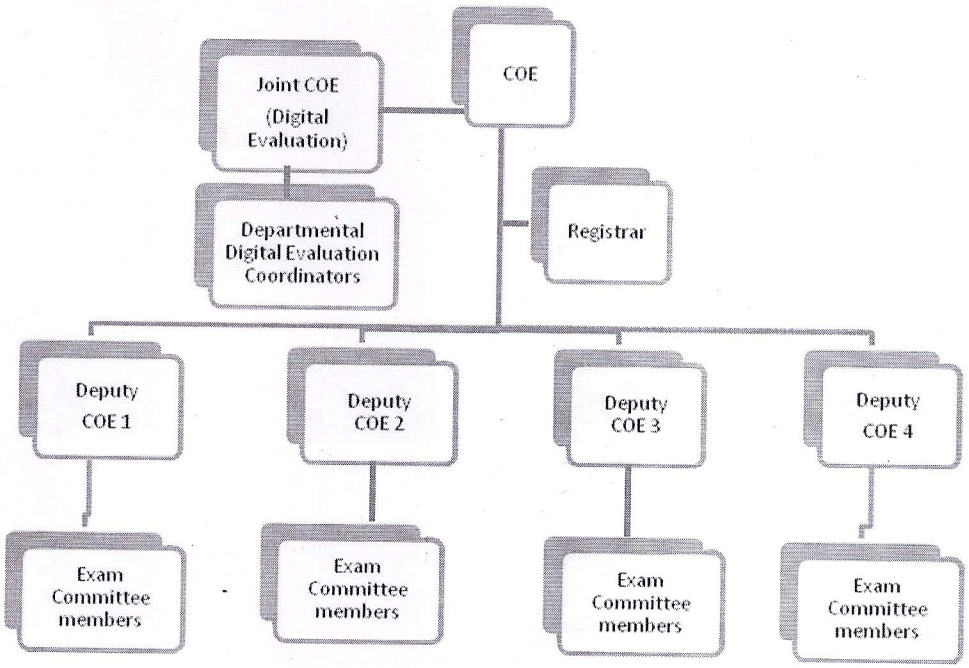
Date: 11th Oct'19

OFFICE ORDER: 29/2019

Structure of Office of Controller of Examination
Formation of Examination Committee A.Y 2019-20

1. **Reference: Para 3, Office Order 24/2019 dated 27th Aug'19.**
2. It is to notify the **structure of Office of Controller of Examination** comprising of following members including their **roles & responsibilities (Annexure-A)** as follows:-

Structure of Office of Controller of Examination



Office of Controller of Examination

S. N	Name	Department	Appointment
a.	Dr. Sumita R Chaudhary, HoD	EIE	COE
b.	Dr. Sheetal Mital	AS	Joint COE **(Digital Evaluation)**
c.	Dr. Daksh Bhatia	KSOP	DY. COE
d.	Dr. Sangeeta Arora	MCA	DY. COE
e.	Dr. Ajeet Pratap Singh	EIE	DY. COE
f.	Dr. Satish Kumar	EIE	DY. COE
g.	Mr. Anup Srivastava	Registrar	Facilitator

3. In addition, following *two examination committees* for **A.Y 2019-20** have been constituted so as to ensure smooth conduct of examination as per University notifications and ordinance:-

   (i) External Committee for CT & end semester examination **(Annexure-B)**
   (ii) Internal Committee for CT examination **(Annexure-C)**

4. Registrar alongwith his team (on required basis) will act as a facilitator to the Controller of Examination (COE).

5. It is reiterated that Examination body is an apex body of the Institute and all the departments shall extend their full cooperation and support to meet out the objective with which it is constituted.

6. Controller of Examination will be responsible to Director for the designated duties. However, The Joint COE (Digital Evaluation), Deputy Controllers, Members of Examination Committee will be responsible to Controller of Examination for the assigned duties.

7. The above Office Order comes into force **with immediate effect**.

Dr. (Col) A Garg
Director
.... Oct'19

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:

- Controller of Examination (COE)
- Joint Controller of Examination (Digital Evaluation)
- All concerned Members (Office of COE) & Members - Examination Committee

Annexure-A

Appointment	Responsibilities	Authority
Controller of Examination	(a) Principal Officer In-Charge to conduct Class Tests, University Examinations (b) Making all prior arrangements necessary for the conduct of Class Tests, University Examinations. (c) May start the culture of Internal Lab Examinations in KIET Group of Institutions which may help to bring seriousness in labs. (d) Shall take Disciplinary action against candidate, paper-setters, moderators or any other persons connected with examination and found guilty of malpractices in relation to examination. (e) Shall Ensure confidentiality and make necessary assessment/improvement in the process of examination. (f) Conduct fair and timely examinations as per academic calendar of KIET Group of Institutions for all courses/ branches/ years. (g) Shall submit reports regarding examination to Director. (h) Shall exercise other powers and perform other duties also as may be assigned from time to time by Honorable Director. (i) Convene the meeting of Unfair Means during CTs/PUE.	▪ Issue notices related to Examination. ▪ Issue Examination Schedule. ▪ Issue unfair means Orders during CTs/PUE.
Joint Controller of Examination (Digital Evaluation)	(a) Principal Officer In-Charge to conduct University Digital Evaluation. (b) Making all prior arrangements necessary for the University Evaluation. (c) Shall take Disciplinary action against examiners found guilty of malpractices in relation to evaluation. (d) Shall make continuous improvement in the process of Evaluation.	▪ Issue notices related to Digital Evaluation.
Deputy COE1	(a) Shall prepare Schedule of Class tests (CTs) and Pre University Exam (PUE) in consultation with COE and Heads of Departments. (b) Shall prepare the list of Invigilators duly approved by Honorable Director. (c) Shall prepare Duty chart of invigilators for smooth conduction of exams. (d) Shall Depute Flying Squad teams during CTs/ PUE.	
Deputy COE2	(a) Shall be responsible for collecting question papers in required number of copies for all courses/branches/years from respective Heads of Departments. (b) Shall be responsible for room-wise segregation and distribution of required numbers of question papers during examinations.	
Deputy COE3	(a) Shall be responsible for fixation of Examination Halls and Control Rooms/Strong Rooms in consultation with COE. (b) Shall be responsible for making seating arrangement and smooth conduct of examinations.	
Deputy COE4	(a) Shall be the responsible for overall coordination of all control rooms. (b) Handle front end activities of examination as ensuring availability of Answer Books, distributing of answer books to respective departments after completion of internal exams/packing of answer books during university exams, handle students' problems and queries. (c) Shall Handle Unfair Means cases with the help of Unfair Means Committee. (d) Shall prepare Daily Absentee Statement and other documents related examination. (e) Shall Compile Flying Squad Reports.	
Departmental Digital Evaluation Coordinators	Will be nominated by respective HoDs. The nominated faculty coordinator will closely work under the direction of JCOE (Digital Evaluation) & will be responsible for carrying out the Digital Evaluation work smoothly.	

Dr. (Col) A Garg
Director

Annexure -B

External Committee C.T. & End Semester Exam 2019-20

S. No.	Name	Department	Capacity
1	Mr. Gautam Narula	CIVIL	Member
2	Ms. Neha Singh	MBA	Member
3	Mr. Amit Bohra	ECE	Member
4	Mr. Rajesh Dwivedi	CSE	Member
5	Mr. Shiv Kumar Sikarwar	EN	Member
6	Mr. Ankit Goel	ECE	Member
7	Mr. Manoj Singh Bisht	ME	Member
8	Dr. Shradha Srivastava	HS	Member
9	Mr. Salim	EIE	Member
10	Mr. Kamal Kant Sharma	IT	Member
11	Dr. Anamika Singh	AS	Member
12	Ms. Arti Sharma	CO	Member
Lab Instructors			
1	Mr. S.N. Singh	ECE	Member
2	Mr. Firoj Khan	ME	Member
3	Mr. Sudhir	EIE	Member
4	Mr. Sudhir	B.PHARM	Member

Note: External Committee CT & End Semester Exam as mentioned will work for both CTs / PUE and External exam.

Dr. (Col) A Garg
Director

Annexure-C

Internal Committee Only C.T. Exam 2019-20

S. No.	Name	Department	Capacity
1	Mr. Sartaj Ahmed	IT	Member
2	Dr. Roma Ghai	KSOP	Member
3	Dr. Pramod Sharma	AS	Member
4	Ms. Arika Singh	EN	Member
5	Mr. Abhas Kanungo	EIE	Member
6	Ms. Shalika Arora	MCA	Member
7	Ms. Minakshi Karwal	AS	Member
8	Ms. Monika Khurana	HS	Member
9	Dr. Seema Maitrey	CSE	Member
10	Ms. Neha Gupta	CSE	Member
11	Mr. Varun Sharma	EN	Member
12	Mr. Prashant Vashishtha	ME	Member
13	Mr. Rakesh Kumar	ECE	Member
14	Mr. Abhishek Yadav	ME	Member
Lab Instructors			
1	Mr. Bhupendra Dixit	ECE	Member
2	Mr. P.C. Thakur	EN	Member
3	Mr. K.P. Singh	EN	Member
4	Mr. Trivendra Kumar	ME	Member
5	Mr. Pramod Kumar	ME	Member
6	Mr. Ravindra Pal Singh	Civil	Member
7	Mr. Shivakant Tripathi	Civil	Member
8	Mr. Rahul Panchal	AS	Member

Note: Internal Committee CT as mentioned will work for CTs/PUE only.

Dr. (Col) A Garg
Director

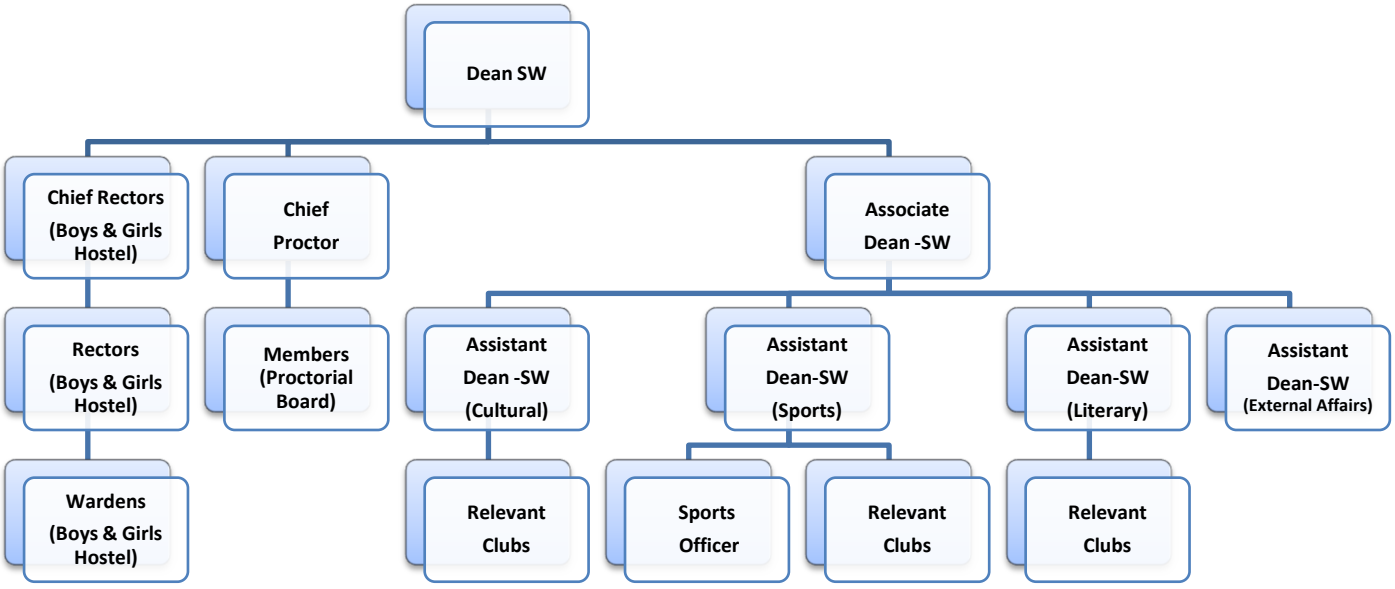
Ref/ Dir/ 15/2021 **Date: 10th Jul'21**

OFFICE ORDER: 15/2021

Re-Organization of Office of Dean-SW
&
Different Student Driven Clubs of Extra-Curricular Activities
(i.e. Cultural, Literary/Personality Development, Sports & Others)

1. It is to notify the **revised structure** of **Office of Dean-SW** as follows:

Structure of Office of Dean-SW



2. It is reiterated that Institute aims for **all-round development** of students involving their physical, mental, social, cultural and spiritual well-being including discipline. The institute provides a host of various students' activities ranging from sports, cultural activities, personal-hobbies to technical interests. The students are encouraged to become the member of various clubs to help broaden their skills and horizons. These student clubs not only help the students to explore their hidden talent but also help in areas such as personality development and inculcating in the students the spirit of organization by providing them a platform for hosting their talents.

3. Accordingly, revised list of **different student driven clubs of Extra-Curricular Activities** operating under Dean-SW is attached for information of all concerned **(Annexure- A)**

4. It is important for any Club members to participate in the different Institutes/ Universities/ other bodies' events to showcase their talent. To maintain a balance between the academic and overall development, certain **guidelines** have been formulated for smooth functioning of these clubs specified at **para 1, Annexure-B**.

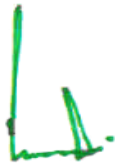
5. **No club other than mentioned in this list will have official recognition by KIET Group of Institutions.**

6. **KIET Creative Cell & ERP (Institutional body)** will facilitate/give required support to the listed student driven clubs **(Annexure-A)** under the directions of Dean-SW. Guidelines to **seek support from Creative Cell & ERP (Institutional body)** also included in **para 2, Annexure B**.

7. **Approval Mechanism** for **student's participation** in different activities outside KIET is given in **Annexure - C**.

8. In case of any **reimbursement request** (any participant), he/she need to submit all the original bills and other relevant documents along with the **Student's participation outside KIET -reimbursement claim form** given in **Annexure D**.

9. With this, **Office Order 02/2020 dated 8th Jan'20** stands dissolved.



Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs(CSE/IT/CS/CSIT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-EEM Cell, Deputy GM-TBI, Head-EC (IEC), Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Head-HR, Head- PR&IR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:

- Dr. Satish Kumar, Dean- SW
- Dr. Mani Tyagi (MBA), Associate Dean -SW
- Dr. Brajesh K Tiwari (EN), Asst. Dean-SW (Sports)
- Ms. Pooja Tyagi (EC), Asst. Dean-SW (Cultural)
- Ms. Swati (EN), Asst. Dean-SW (Literary)
- Mr. Himanshu Saxena, Asst. Dean-SW (External Affairs)
- Mr. Vinay Ahlawat, Head-IT Operations
- Faculty Coordinators (Relevant clubs)
- Chief Rectors, Rectors, Chief Proctor, Members - Proctorial Board, Wardens

Annexure A

Student Driven Clubs of extra-curricular activities

Cultural			Faculty Coordinator	Contact details	Email-Ids	Club Location	Responsibility
S.N	Name of Club	Activity Performed by Club					
1	KIET Skit Club	Nukkar Natak/ Skit	Mr. Salim (EI)	9891913083	salim@kiet.edu	Cabin No. 7 MPC	Ms. Pooja Tyagi Assistant Dean-SW (Cultural)
			Mr. Abhas Kanunjo (EI)	9996437384	abhas.kanungo@kiet.edu		
2	Kavyanjali	Kavi Sammelan	Mr. Siddharth jain (CE)	8126270776	siddharth.jain@kiet.edu	Cabin No.3 MPC	
			Dr. Neha Bhaduria (ME)	9811523618	neha.bhadauria@kiet.edu		
3	KIET Music Club	Music group (singing, instrumentation etc.)	Mr. Hitesh Kumar Chadha, (HS)	9873492826	hitesh.chadha@kiet.edu	F-Block 202	
			Dr. Richa Agarwal (AS)	8272007587	richa.agarwal@kiet.edu		
4	KIET Dance Club	Group and Solo Dance	Ms. Arika Singh (EN)	9899008270	arika.singh@kiet.edu	F-Block, F-115& F-301	
			Mr. Sonendra Sharma (ME)	9910420705	sonendra.sharma@kiet.edu		
5	Movie Club	Movie creation	Dr. Abhishek Kumar (KSOP)	9827196617	abhishek.kumar@kiet.edu	Cabin No. 4 MPC	
			Mr. Neeraj Kumar (ME)	9999439021	neeraj.kumar@kiet.edu		
6	KIET Fashion Club	Fashion	Ms. Pooja Tyagi (EC)	9999960500	pooja.tyagi@kiet.edu	F-Block 201	
			Mr. Prashant Vashistha (ME)	9871193986	prashant.vashishtha@kiet.edu		
7	Impeccable	Painting / Drawing	Ms. Vineeta Pal (CE)	8860080886	vineeta.pal@kiet.edu	Cabin No.2 MPC	
			Mr. Amnider Singh Nayyar (CE)	9041076188	amninder.nayyar@kiet.edu		
8	EBSB Club	Ek Bharat Shresth Bharat (Cultural Exchange)	Dr. Ranchay Bhateja (MBA)	9319111513	ranchay.bhateja@kiet.edu	MBA-Third Floor-304	
			Ms. Shweta Singh (CSE)	8266914189	shweta.singh@kiet.edu		
Literary/Personality Development			**Faculty Coordinator**	**Contact details**	**Email-Ids**	Location	**Responsibility**
1	Quizzinga	National and International Quiz	Mr. Shiv Kumar Sikarwar (EN)	9882878815	shiv.sikarwar@kiet.edu	Cabin No. 5 MPC	Ms. Swati Assistant Dean-SW (Literary)
			Mr. Deepak Panwar (ME)	8979662995	deepak.panwar@kiet.edu		
2	Odyssey	Literary events (Essay, debate etc.)	Dr. Priyanka Sharma (HS)	9654328955	priyanka.sharma.as@kiet.edu	Cabin No. 6 MPC	
			Dr. Sheetal Mital (AS)	9999021456	sheetal.mital@kiet.edu		
3	KIET MUN	Public Speaking etc.	Dr. Nutan Kumari Chauhan (AS)	9457088679	nutan.chauhan@kiet.edu	Cabin No. 1 MPC	
			Dr. Deepti Seth	8368209395	deepti.seth@kiet.edu		
4	TEDx	Talk show and	Dr. Adesh Pandey (IT)	9873709715	ak.pandey@kiet.edu	Cabin No. 8 MPC	
		Motivational Speaker	Ms. Varsha Gupta (IT)	9650064867	varsha.gupta@kiet.edu		
5	E-Boosters	Mentoring & Training of students in General aptitude, Soft Skills & Coding	Prof. Komal Mehrotra (HS)	9415267620	komal.mehrotra@kiet.edu	HSS Department	
			Ms. Puja Rohatgi (HS)	9634575108	puja.rohatgi@kiet.edu		
Others			**Faculty Coordinator**	**Contact details**	**Email-Ids**	Location	**Responsibility**
1	Uddeshhya	Social Welfare	Dr. Pratibha Kumari (ME)	9873896841	pratibha.kumari@kiet.edu	Temple Basement	Dr. Mani Tyagi Associate Dean-SW
			Ms. Kumari Archana (ME)	9999164878	kumari.archana@kiet.edu		
2	UBA	Desh Ki Pragati	Dr. K P Mishra	9411245964	kp.mishra@kiet.edu	AS Department	
			Ms Minakshi Karwal (AS)	7983025980	minakshi.karwal@kiet.edu		
3	TBI Incubation Lab Cum E-Cell	Entrepreneur and Start-up Lab Etc	Mr. Ashish D. Thombre	9871963840	ashish.thombre@kiet.edu	TBI 3rd Floor	
			Mr. Sajid Raza	98719 66361	sajid.raza@kiet.edu		
4	*Creative Cell & ERP		Mr. Vinay Ahlawat (ITSS)	7906692590	vinay.ahlawat@kiet.edu	ITSS	Mr. Vinay Ahlawat **(Head-IT Operations)**
Sports	**Name of Sport Activity**		**Faculty Coordinator**	**Contact No.**	**Email-Ids**	**Location**	**Responsibility**
1	Volley Ball		Prof. Abhas Kanoongo (EI)	9996437384	abhas.kanungo@kiet.edu	Vollyball Court, Te	Dr Brajesh Kumar Tiwari Asst. Dean SW (Sports) & Mr. Tushar Shukla (Sports Officer)
2	Table-Tennis & Biliards		Prof. Sakshi (IT)	8923049510	sakshi@kiet.edu	MPC, 2nd Floor	
3	Foot Ball		Prof. Nitin Kumar (IT)	7503447787	nitin.kumar@kiet.edu	Football Ground	
4	Cricket		Prof. Rohit Kaliyar (CSIT)	8826966077	rohit.kaliyar@kiet.edu	Cricket Ground	
5	Basket Ball		Prof. Deepak Panwar (ME)	8979662995	deepak.panwar@kiet.edu	Basket ball Court	
6	Badminton		Prof. Vineeta Pal (CE)	8860080886	vineeta.pal@kiet.edu	Badminton Court, Near Auditorium	
7	Chess		Prof. Mohit Tyagi (ECE)	9643142808	mohit.tyagi@kiet.edu	MPC, 1st Floor	
8	Athletics		Prof. Sachin Rathore (ME)	9811283742	sachin.rathore@kiet.edu	and Cricket Ground	
9	Carrom		Prof. Aman Jolly (CSE)	9968967301	aman.jolly@kiet.edu	MPC, 1st Floor	
10	Yoga		Dr. Pramod Sharma (AS)	8859669380	pramod.sharma.as@kiet.edu	F-Block and Temple Lawn	
11	Lawn Tennis		Dr. Ramesh Singh (EN)	9716000576	ramesh.singh@kiet.edu	Lawn Tennis, Next to Auditorium	
12	Martial Art		Prof Praveen Dixit (KSOP)	8192026467	praveen.dixit@kiet.edu	F-Block 2nd Floor	
AICTE, AKTU, UGC, NBA, NAAC, any other outreach activities			Prof. Himanshu Saxena	8909921488	himanshu.saxena@kiet.edu	HS Dept.	**Mr. Himanshu Saxena, Asst. Dean SW (External Affairs)**

Note: **Dr. Mani Tyagi, Associate Dean-SW will closely work under the direct control & supervision of Dean-SW and will be responsible for the duties of Dean-SW in absentia.**

*This is an Institutional body and not a club. Above listed student driven Clubs can take the support of this Institutional body.

Annexure-B

1. Functioning of Club (Guidelines)

(a) Students of each club are allowed to participate outside the campus in reputed institute with prior permission of respective HoD and Dean SW. The participation is limited to **thrice** per semester of respective group.

(b) Attendance for participation in various events outside college will be marked in accordance with the *Attendance Policy* issued from the Office of Dean Academics.

(c) **Joining a Club:**
If a student wishes to join a particular Club, the following procedure is followed:
- Call for Joining the Club will be made available on Notice board or via email through faculty /student coordinator.
- Preliminary scrutiny followed by Quiz/ interview.
- Final Result will be disseminated via mail.

(d) All requirements related to development or upgradation of the club must route via respective representative from Dean SW office (i.e. Associate/Assistant Dean) to the office of Dean SWfor necessary action.

(e) All clubs must maintain proper documentation of their participation and achievements semester wise.

(f) Preparations/Practice of various events under Clubs must be done after academic working hours. However, students may be allowed to practice/ prepare for the events on non working Saturdays and Holidays with due permission from respective Faculty Coordinator and Dean SW.

(g) All these clubs are bound to respond and act as per instructions whenever the college needs their services.

(h) **Making New club:**
- An application clearly mentioning the need and objectives of the club has to be submitted to Dean-SW Office for approval.
- One faculty coordinator is necessary to act as a mentor for the respective new club.
- After approval from the authorities, the club will be formed.

2. Guidelines to seek support of KIET Creative Cell & ERP

(a) Creative cell to provide services to other clubs with the purpose to promote activities taking place in KIET Group of Institutions.

(b) The services provided shall be content writing, social media promotion, photography, videography & editing - All clubs are requested to inform Creative Cell in advance their above requirements.

(c) KIET Group of Institutions has all the rights to use all the content for social media promotion of that project or activity which is performed in association with Creative Cell.

Annexure-C

Approval Mechanism for student's participation in different activities outside KIET

Before Participation

Step 1

Student/Entire team has to take approval from Club Coordinator/Faculty Coordinator on the request application.

Step 2

The student/team has to attach the duly filled attendance form along with the request application and get the approval/signature of respective Head of Department.

Step 3

Once the form is filled and signed, the student needs to submit it to the office of Dean SW before participation in the event.

After Participation

Step 4

After participation, the following documents must be submitted to office of Dean SW so that the team will get extra attendance against the Absence during those days:

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

Step 5

In case of any reimbursement request is there of any participant, then they have to submit all the original bills and other relevant documents along with the **Student's participation outside KIET – reimbursement claim form** given in **Annexure D**.

Annexure-D

STUDENT'S PARTICIPATION OUTSIDE KIET – REIMBURSEMENT CLAIM FORM

Date:

Name of Student/ Group Leader			
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			
Date of Events			
Result	Participation ☐		Tick in Suitable Box
	Winner ☐	☐ First ☐ Second ☐ Third	
Report along with Photographs and Certificates submitted		☐ Yes ☐ 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					
Total Claimed Amount in words:					

Student/ Group Leader Signature_____ Faculty/ Club Coordinator _____

Approved by Dean -SW

Joint Director

Important:

1. Attach Original Registration fee receipt and self-attested bills of TA and Accommodation.

2. Account detail 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.

Ref/ Dir/ 14 /2022 **25th Aug'22**

OFFICE ORDER: 14/2022

Internal Complaints Committee (ICC) for Academic Year 2022-23

References:

(a) Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) **Act, 2013**

(b) **AICTE Notification** No. F.AICTE/WH/2016/01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), **Regulations, 2016**.

1. **KIET** Group of Institutions has **ZERO tolerance policy** against **sexual harassment.** The Internal Complaints Committee (ICC) is hereby reorganized according to the norms specified in the **Act, 2013 & Regulations, 2016 {References (a) & (b) above}** as under:-

Internal Complaints Committee (ICC)

S.N	Name	Nomination Type	Appointment	Contact
1	Dr. Ritu Gupta (AS)	**Presiding officer**	**Chairperson**	9810335686
2	Dr. R Srinivasan (MBA)	**Faculty Representatives**	**Members**	9958967555
3	Dr. Preeti Chitkara (HS)			9837524994
4	Ms. Jyoti Srivastava (EN)			9899293208
5	Dr. Neha Bhadauria (ME)			9811523618
6	Dr. Prarthana Srivastava (AS)			9456680456
7	Ms. Reeta Singhal (Lib.)	**Staff Representatives**		9811471093
8	Mr. Anil Kumar (MBA)			9012625465
9	Ms. Pallavi Verma (NGO-Uddeshya) (CSE) IV Yr.	**NGO Representative**		9506580820
10	Mr. Sarthak Chaudhary (MBA) II Yr.	**Student Representatives**		7217278061
11	Mr. Aman Rai (B.Pharma) IV Yr.			8290441475
12	Ms. Prachi Barnwal (ME) IV Yr.			9026936042
13	One member from amongst Non-Government Organization *or* Associations committed to the cause of women *or* a person familiar with the issues relating to sexual harassment.		On receipt of the complaint, the said member by name would be nominated by the Executive Authority based on his/her availability.	

2. Roles and Responsibilities (ICC)

(a) To deal with complaints received from women employees and students. Based on the complaints, ICC shall carry out an enquiry, attempts to resolve the problem through counseling, recommend appropriate punitive action against perpetrators to the competent authority and provides assistance to the victims. The issues shall be dealt with diligence and with due confidentiality.

(b) To act as Inquiry Authority on a complaint of sexual harassment.

(c) To ensure that complainant and witnesses are not victimized or discriminated because of their complaint.

(d) To address issues concerning women specific needs at the workplace.

(e) To organize various activities such as lectures and discussions promoting gender equality and gender amity.

(f) To take proactive measures towards sensitization of all those, whose workplace is KIET on the rules of Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(g) The detailed modalities are covered under AICTE Notification No. F.AICTE/ WH/ 2016/ 01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), **Regulations, 2016**

3. The committee will be responsible for redressal of complaints and take proactive measures to exterminate the problem.

4. The above Committee will be responsible to the Director.

5. This Office Order supersedes the previous Office Order 08/2021 dated 8 Jun'21.

Dr. (Col) A Garg
Director
25..Aug'22

Distribution:

- Joint Director/ Deans/ Principal-KSOP/HoDs(CSE/IT/CSIT/CS/EC/EN/CE/ME/MCA/MBA/HS/AS/AI/AI&ML),COE, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Associate Dean & Head-IT Operations, Head-HR, Head-PR&IR, Dy GM-TBI, Head EC (IEC), Addl. Head-IIPC, Registrar, Head F&A, Manager Administration, Librarian, Head-Purchase & Stores, KIETians

Copy to:

- Dr. Ritu Gupta, Prof. AS, Chairperson- ICC
- All concerned members - ICC
- Prof. (Dr.) Ekata, AS - For Information

KIET Group of Institutions

Ref/Dir/21/2022 **24th Nov'22**

OFFICE ORDER: 21/2022

Re-organization of Alumni Engagement Cell (AEC)

1. This is to notify that Institute's **Alumni Engagement Cell (AEC)** has been re-organized as follows:

Team - Alumni Engagement Cell (AEC)

S.N	Name	Department	Appointment
1	Dr. Binkey Srivastava, Professor & Addl. Head	MBA	Head - AEC
2	Mr. Kamal Kant Sharma	IT	Associate Head - AEC
3	Departmental Faculty Members	All Department	Faculty Alumni Coordinator-FAC
4	KIET Alumni Association	KAA	Members
5	Mr. Manish Verma	AEC	Executive - AEC
6	Student Apex Coordinator	All Department	Student Alumni Coordinator-SAC
7	Students Members		

2. A well formulated document covering the detailed structure of department (AEC) - list of KAA Members, associated faculty & student coordinators at the department level, roles & responsibilities of KAA & AEC, individual roles/responsibilities of faculty coordinators etc. is attached at **Appendix A**.

3. It is reiterated that the objective is to engage Alumni, develop strong relations, get senior Alumni involved in the professional integration of students, implementing mentor/ mentee relationship between senior/junior Alumni to share expertise and best practices in their respective fields and empower the Alumni network (Students, Recruiters, Faculty members and Alumni).

4. Student coordinators will be responsible to their respective Faculty Coordinators for the assigned role-as per the requirement projected by respective Coordinators from time to time. However, all FACs mentioned at **Para 1** above will take full ownership and will be accountable to Head-AEC for their designated roles & responsibilities.

5. The above appointees shall be performing their designated duties in addition to their regular academic engagement in their respective parent department.

6. Head - AEC will be responsible to the Director for her duties in the designated capacity.

7. The above Order is applicable with immediate effect. This supersedes the previous **Office Order 33/2021 dated 23rd Dec'21** in this regard.

Dr. (Col) A Garg
Director
24.....Nov'22

Distribution:

- Joint Director/Deans/Principal-KSOP/HoDs (CSE/IT/CS/CSIT/CSE(AI),(AI&ML)/EC/EN/CE/ME/AS/MCA/MBA/HS), COE, Dy. GM-TBI, Head EC (IEC), Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Addl. Head-IIPC, Associate Dean & Head IT Operations, Head PR&IR, Head HR, Registrar, Manager Administration, Head F&A, Librarian, Head Purchase & Store, KIETians

Copy to: Head - AEC &Team/KAA Members/ Faculty/Student Coordinators

Appendix-A

KIET Alumni Association Members (KAA)

S.No	Name	Designation	E-Mail ID
1	Mr. Shivam Shukla	President	president.alumni@kiet.edu
2	Mr. Kumar Gaurav	Vice President	vicepresident.alumni@kiet.edu
3	Mr. Vinod Kumar	General Secretary	generalsecretary.alumni@kiet.edu
4	Mr. Vinay Kureel	Joint Secretary (Overseas US)	jointsecretary.alumni@kiet.edu
5	Dr. Yudhishthir Pandey	Joint Secretary (India)	jointsecretary.alumni@kiet.edu
6	Ms. Arjita Bhatnagar	Treasurer	treasurer.alumni@kiet.edu
7	Mr. Brijesh Yadav	Member	managingmember1@kiet.edu
8	Mr. Ankur Pathak	Member	managingmember2@kiet.edu

Departmental Faculty AEC Coordinators (FAC)

S. N.	Name	Designation	Department	Contact Number
1	Mr. Hriday Kumar Gupta	Assistant Professor	CSE	9758514515
2	Dr. Seema Maitrey	Assistant Professor		7906949692
3	Ms. Priya Singh	Assistant Professor	IT	7380759304
4	Mr. Anuraj Malav	Assistant Professor		9486476470
5	Dr. Jyoti Srivastava	Associate Professor	EN	9899293208
6	Ms. Sheetal	Assistant Professor		9654853792
7	Dr. Pravesh Singh	Professor	ECE	9873632623
8	Dr. Rochak Bajpai	Assistant Professor		8745877459
9	Mr. Sharad Gupta	Assistant Professor		8802910879
10	Mr. Vikas Sharma	Assistant Professor	CE	8011028252
11	Mr. Varna Vishakar	Assistant Professor		9095030279
12	Dr. Sandeep Chhabra	Professor	ME	8266924441
13	Mr. Rajesh Kumar Patel	Assistant Professor		9718220673
14	Mr. Vivek Pathak	Assistant Professor		7000327175
15	Dr. Kiran Sharma	Assistant Professor	KSOP	7838269630
16	Mr. Sanjeev Chauhan	Assistant Professor		9953100260
17	Mr. Ankit Verma	Assistant Professor	MCA	9873137958
18	Dr. Amit Kumar	Assistant Professor		9457308581
19	Dr. Mrinal Verma	Assistant Professor	MBA	9811671621
20	Dr. Puja Roshani	Assistant Professor		9880050894
21	Ms. Veena Parihar	Assistant Professor	CSE AI & AI&ML	7014082335
22	Mr. Harsh Vardhan	Assistant Professor	CS	9118884768
23	Ms. Arti Sharma	Assistant Professor		9027244524
24	Mr. Sudhans Shekhar Pandey	Assistant Professor	CSIT	8393838881
25	Mr. Manish Verma	Executive	AEC	9355132277

24 NOV 22

Student Alumni Coordinator (SAC)

AEC – Student Alumni Coordinators	
Core Members	**Contact No.**
KARTIKEYA SRIVASTAVA: PRESIDENT(CSE)	8765558348
SANIDHYA SHARMA: VICE SECRETARY(CSE)	7408993183
ASHMIT TAYAL: GENERAL SECRETARY(CSE)	8077704901
CSE	
1. ABHISHEK KUMAR RAI	8090373680
2. ALISHA RAGHAV	7500910005
CS	
1. SHIKHA DIXIT	9927476217
2. AVIKA TYAGI	6397646889
CIVIL	
1. ANURAG JAISWAL	6388465240
2. PALAK RATHORE	9453410701
ME	
1. ROHAN GHOSH	6387836352
2. RIYA RASTOGI	9557440738
IT	
1. ANSHIKA MISHRA	7839454766
2. ANSHUMAN DWIVEDI	9454242556
CSIT	
1. ANVANSH ANURAG SINGH	9532137494
2. ANANYA PUNIA	7906595546
ECE	
1. ANISHA	9870885151
2. JASSI SANDHU	8826815704
3. PRAJESH	6393318060
EN	
1. ANUSHKA KUMAR	8171195794
2. SWEKRITI SANYA	9835315534
KSOP	
1. ALANKRITA SHARMA	7302272735
2. ANMOL VATS	9654222588
MBA	
1. ANNU KUMARI	8755519585
2. AKRATI	8851238331
MCA	
1. HARSHIKA SHRIVASTAVA	9839812828
2. HIMANSHU	8394054656

24 NOV 22

Roles & Responsibilities - KAA & AEC

(a) Establish and build relationships with a wide range of Alumni, locally, regionally, nationally, and internationally; maintain regular communication with Alumni via direct contact, email, Alumni web pages, or print publications.
(b) Maintain department alumni email address on kietalumni@kiet.edu.
(c) Promote the Alumni community to current students.
(d) Maintenance of accurate departmental Alumni records batch-wise.
(e) Encourage unregistered Alumni of Alumni portal to register.
(f) Keep the Alumni community aware of the Institute's developments and achievements through webs.
(g) Build networking opportunity for Alumni and student body in order to benefit all through maintenance of Alumni portal, Facebook, LinkedIn, Alma Connect and other social sites.
(h) Through Alumni portalwww.almaconnect.com support Alumni Mentorship Program that offers current KIET Students an opportunity to access experienced KIET Alumni.
(i) Seek personal contact of Alumni at highest decision-making level within corporations and business and arrange for student interaction. Organize Alumni talk at least one in a month during academics.
(j) Identify volunteer student coordinators to develop activities that will ensure student involvement with the Alumni and Alumni Association.
(k) Implement various Alumni focused promotional opportunities throughout the year by updating Alumni about KIET Special Events – Sports fest, Tech fest, Reminiscence, News Releases etc.
(l) Coordinate with alumni in order to gather information about further education, employment, and preparedness for any positions in the public and commercial sectors.

Individual Roles of faculty coordinators for (Alumni Engagement Cell-AEC)

S. No.	Name	Designation	Deptt.	Contact Number	Email Id	Responsibilities
1	Mr. Hriday Kumar Gupta	Assistant Professor	CSE	9758514515	hriday.gupta@kiet.edu	Social Media-News Letter, Chronicle, Spotlight, Event, Press Release, Uploading, etc.
2	Dr. Seema Maitrey	Assistant Professor		7906949692	seema.maitrey@kiet.edu	
3	Ms. Priya Singh	Assistant Professor	IT	7380759304	priya.singh@kiet.edu	Chapter Meet, Coordination with chapter leads
4	Mr. AnurajMalav	Assistant Professor		9486476470	anuraj.malav@kiet.edu	
5	Dr. Jyoti Srivastava	Associate Professor	EN	9899293208	jyoti.srivastava@kiet.edu	Coordination with KAA Members, GBM Meeting, Induction Program, Bills Reimbursement etc.
6	Ms. Sheetal	Assistant Professor		9654853792	sheetal.singh@kiet.edu	
7	Dr. Pravesh Singh	Professor	ECE	9873632623	pravesh.singh@kiet.edu	AEC Documentation, Coordination with Batch Ambassador
8	Dr. Rochak Bajpai	Assistant Professor		8745877459	rochak.bajpai@kiet.edu	

24 NOV 22

9	Mr. Sharad Gupta	Assistant Professor		8802910879	sharad.gupta@kiet.edu	
10	Mr. Vikas Sharma	Assistant Professor	CE	8011028252	vikas.sharma@kiet.edu	Higher Studies Data, Unplaced Data, Tracking
11	Mr. Varna Vishakar	Assistant Professor		9095030279	varna.vishakar@kiet.edu	
12	Dr. Sandeep Chhabra	Professor	ME	8266924441	sandeep.chhabra@kiet.edu	Annual Alumni Meet
13	Mr. Rajesh Kumar Patel	Assistant Professor		9718220673	rajesh.patel@kiet.edu	
14	Mr.Vivek Pathak	Assistant Professor		700032-7175	vivek.pathak@kiet.edu	
15	Dr. Kiran Sharma	Assistant Professor	KSOP	7838269630	kiran.sharma@kiet.edu	
16	Mr. Sanjeev Chauhan	Assistant Professor		9953100260	sanjeev.chauhan@kiet.edu	
17	Mr. Ankit Verma	Assistant Professor	MCA	9873137958	ankit.verma@kiet.edu	Alumni Sports
18	Dr. Amit Kumar	Assistant Professor		9457308581	amit.kumar.mca@kiet.edu	
19	Dr. Mrinal Verma	Assistant Professor	MBA	9811671621	mrinal.verma@kiet.edu	Alma Connect Registration, Mentor-mentee record
20	Dr. Puja Roshani	Assistant Professor		9880050894	puja.roshani@kiet.edu	
21	Ms. Veena Parihar	Assistant Professor	CSEAI &CSEAI&ML	7014082335	veena.parihar@kiet.edu	Alumni Website (AEC & KAA) Management
22	Mr. Harsh Vardhan	Assistant Professor	CS	9118884768	harsh.vardhan@kiet.edu	Institute Level Alumni Interaction - Talk Series/Panel Discussion/ Musical Evening etc.
23	Ms. Arti Sharma	Assistant Professor		9027244524	arti.sharma@kiet.edu	
24	Mr. Sudhans Shekhar Pandey	Assistant Professor	CS-IT	8393838881	sudhansh.pandey@kiet.edu	Distinguished Alumni Award Internal & External
25	All FAC's	-	All Department	-	-	Departmental Alumni Interaction-Min. 2 Per semester

Note: - FAC's already designated at department level shall be perform the above assigned individual roles of coordinator-AEC in addition.

24 NOV 22

Ref/ Dir/01 /2019

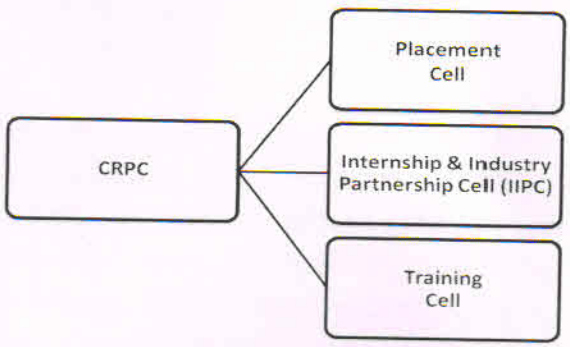
4th Jan'19

OFFICE ORDER: 01/2019

Restructuring of Corporate Relations & Placement Centre (CRPC)
and
Setting up of Internship & Industry Partnership Cell (IIPC)

Ref: Office Order 25/2016 dated 29th Sep'16 having title "Restructuring of Corporate Relations & Placement Centre (CRPC)".

1. In consonance with **AICTE Internship Policy** : Guidelines & Procedures on streamlining the Internship of the students, the **Corporate Relations & Placement Centre** (CRPC) is hereby **re-constituted** as under:



2. The following personnel would be responsible for their designated roles as under:

   (a) Corporate Relations & Placement Centre (CRPC) - Mr. Arvind Sharma, Head CRPC

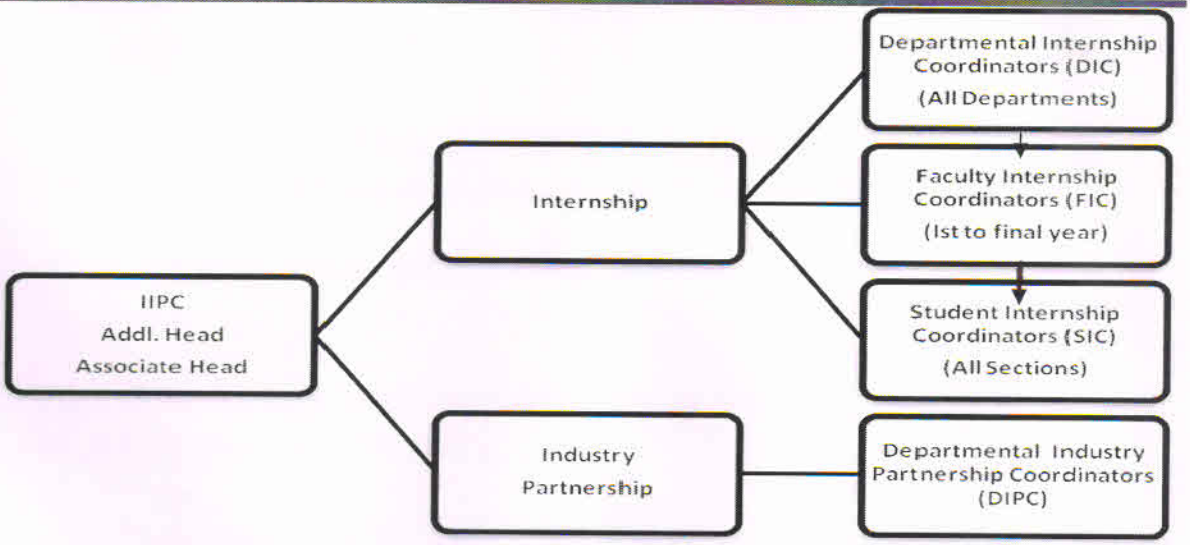
   (b) Placement Cell - Ms. Pankaj Dhupar, Addl. Head CRPC

   (c) Internship & Industry Partnership Cell (IIPC) : Addl. Head - Will be notified separately & Mr. Ajay S. Verma, Associate Head IIPC

   (d) Training Cell - Ms. Puja Rohatgi, Addl. HoD - HS

3. The ***expected roles & responsibilities*** for the above three cells will be issued separately in consonance with AICTE Internship Policy doc. Addl HoD HS will act as like an interface between CRPC & HS department for meeting the training needs.

4. The main objective of IIPC is to structure and institutionalize Internship which is one of the most important aspects of Engineering Education. The structure of **Internship & Industry Partnership Cell (IIPC)** will be as follows:



Legend

- DICs (One faculty per department)
- FICs (One faculty per department / year)
- SICs (One student / section)
- DIPCs (One faculty / department)

5. The Head - CRPC will be responsible to the Director for his duties. However, the personnel responsible mentioned at para 2 (b, c & d) will take full ownership of the assigned roles & responsibilities and will be accountable towards their roles to Head-CRPC. Also, IIPC as per above structure will closely work under the overall directions of Head-CRPC. Respective FICs & DIPCs will be responsible for their assigned role to Addl. Head-Internship. Student Internship Coordinators (SIC s) will perform their role under the overall instructions of respective FICs as per requirement projected from time to time.

6. The above Order is applicable with immediate effect.

7. With this Office Order, **Institute Industry Interaction Cell (IIIC) stands dissolved**. However, the faculty representatives (IIIC) shall continue as DIPCs under IIPC so constituted.

Dr. (Col) A Garg
Director
04 Jan 2019

Distribution:

- Director-Admin/Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/IT/CE/ME/AS/MCA/MBA/~~HS~~) GM-TBI, Head - CRPC, Manager-IT Operations, Manager-Institutional Affairs, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer

Copy to:

- All concerned

Ref/ Dir/05/2022 **Date: 28th Feb'22**

OFFICE ORDER: 05/2022

Revision in few Appointments: Restructured Team - Office of Dean Academics

References:

(a) Office Order 01/2021 dt. 14 Jan'21 titled Restructured Team – Office of Dean Academics
(b) Amendment Note dated 11th Oct'21 w.r.t Office Order under reference.

1. This is to notify the **following revision** in few appointments made in **Para 4.4.2** of Office Order under reference **with immediate effect**.

   (a) **Dr. Parvin K Kaushik, Associate Professor (ECE) & Asst. Dean (Research & Grants)** is hereby appointed as **NIRF Coordinator (Institute level)**.

   (b) **Dr. Sartaj Ahmed, Associate Professor (IT)** is hereby appointed as **NIRF Coordinator (Engineering)**.

2. The appointees as above shall perform their duties in designated capacity in addition to their existing academic/administrative responsibilities.

3. **Re-organized Team** of Coordinators/Prof. In Charge (Para 4.4.2) is attached at **Annexure-A**. There is **no other change** in Office Order under reference.

4. Further, I sincerely acknowledge & appreciate **Dr. Prakash Srivastava (CSE)** for his diligent contribution as **NIRF Coordinator (Engineering) & (Institute level)**.

5. With this, Para 1(a), of Amendment Note under reference stands dissolved.

Dr. (Col) A Garg
Director
28. Feb'22

Distribution:

- Joint Director/ Deans/ Principal-KSOP/HoDs (CSE/IT/CSIT/CS/EC/EN/CE/ME/MCA/MBA/HS/AS),COE, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Associate Dean & Head-IT Operations, Head-HR, Head-PR&IR, Dy GM-TBI, Head EC (IEC), Addl. Head-IIPC, Registrar, Head F&A, Manager Administration, Librarian, Head-Purchase & Stores, KIETians

Copy to:

- Dean A & Team, HoDs – ECE & IT
- Dr. Parvin K Kaushik (ECE) & Dr. Sartaj (IT) - NIRF Coordinators – Institute level & Engineering
- **Dr. Prakash Srivastava (CSE)** – To initiate the process of Knowledge Transfer/ Learning's acquired during the NIRF 2022 submission to above Coordinators for a better understanding/clarity of the entire process. **Dean A** to plan/organise a knowledge sharing session through Dr. Prakash Srivastava for appointed NIRF Coordinators. **Handing & taking over points to be completed/ shared with Dean A within one week of issue of this Office Order.**

Annexure-A

Para 4.4.2: Re-Organized Team of Coordinators/Prof. Incharge

Responsibility		Appointment	Name	Department
Project Repository, Allocation & Monitoring		Prof. In-charge (Project)	Dr. Dilkeshvar Pandey, Professor	CSE
NIRF	Institute Level	Coordinator	Dr. Parvin K Kaushik	ECE
	Research	Coordinator	Dr. Vipin Kumar Professor	AS
	Engineering	Coordinator	Dr. Sartaj Ahmad Associate Professor	IT
	Management	Coordinator	Dr. Prateek Gupta Professor	MBA
	Pharmacy	Coordinator	Mr. Surya Prakash Assistant Professor	KSOP
Private Ranking&Rating (e.g QS . I-GAUGE Survey)		Coordinator	Ms. Sapna Yadav Assistant Professor	MBA
Student's Club	Student's higher education preparation club	Chief Coordinator	Dr. Arunesh Chandra Professor	ME
	GPAT	Coordinator	Mr. Surya Prakash Assistant Professor	KSOP
	TechEdventure Student Club	Coordinator	Dr. Sangeeta Arora Associate Professor	MCA
AICTE Schemes		Coordinator	Dr. Richa Srivastava Associate Professor	ECE
Library (KIET-Knowledge Resource Centre)		Prof. In charge (KIET-KRC)	Dr. Abhinav Juneja Professor	IT
Academic Event Management		Coordinator	Dr. Soniya Verma Assistant Professor	HS

Director

28 Feb. 22

Ref/ Dir/ 16 /2021 **Date: 12th Jul'21**

OFFICE ORDER: 16/2021

Re-Organization of Institutional Fitness Committee (IFC)

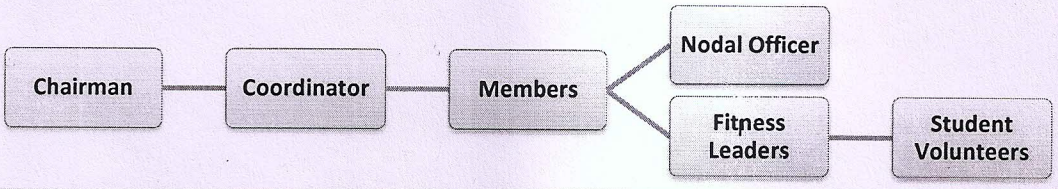
References:

(a) AICTE notification dated 2nd Sep'19 w.r.t. Institutional Fitness Plan in the Higher Educational Institutions.

(b) Office Order 30/2019 dated 15th Oct'19 titled Constitution of Institutional Fitness Committee (IFC).

1. It is notified that Institutional Fitness Committee (IFC) has been **re-organised** as follows:-

Structure of Institutional Fitness Committee (IFC)



Institutional Fitness Committee (IFC)

Appointment		Name
Chairman		▪ Dr. Satish Kumar, Prof. & Dean-SW
Coordinator		▪ Dr. Mani Tyagi (MBA), Associate Dean-SW
Members		▪ Dr. Brajesh K Tiwari (EN), Asst. Dean-SW (Sports)
		▪ Prof. Swati (EN), Asst. Dean-SW (Literary)
		▪ Prof. Pooja Tyagi (EC), Asst. Dean-SW (Cultural)
		▪ Prof. Himanshu Saxena (HS), Asst. Dean -SW (External Affairs)
		▪ Honorary Captain K P Singh, Administrative Officer
Nodal Officer		▪ **Dr. Mrinal Verma (MBA)**
Fitness Leaders	Volley Ball	Prof. Abhas Kanungo (EI)
	Table-Tennis & Billiards	Prof. Sakshi (IT)
	Football	Prof. Nitin Kumar (IT)
	Cricket	Prof. Rohit Kaliyar (CSIT)
	Basket Ball	Prof. Deepak Panwar (ME)
	Badminton	Prof. Vineeta Pal (CE)
	Chess	Prof. MohitTyagi (ECE)
	Athletics	Prof. Sachin Rathore (ME)
	Carrom	Prof. Aman Jolly (CSE)
	Yoga	Dr. Pramod Sharma (AS)
	Lawn Tennis	Dr. Ramesh Singh (EN)
	Martial Art	Prof. Praveen Dixit (KSOP)
Student Volunteers (Two student Leader/dept.)		Nominated by Fitness Leaders/HoDs

2. Coordinator - IFC will be the **SPOC** between AICTE and this Institute to take this initiative forward in coordination with Chairman/Members of Institutional Fitness Committee.
3. She will be responsible to ensure that **semester wise action plan be formulated in advance and implemented** in the full spirit within guidelines of AICTE. **Semester-wise Action Plan** with dates be freezed in consultation with Director before the beginning of every semester.
4. Coordinator - IFC will be responsible to Chairman-IFC for Fitness Implementation & Monitoring at Institute level.
5. Institutional Fitness Committee (IFC) will be responsible to Director for their duties.

Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs(CSE/IT/CS/CSIT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-EEM Cell, Deputy GM-TBI, Head-EC (IEC), Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Head-HR, Head- PR&IR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:

- Chairman, Coordinator, Members, Nodal Officer , Fitness Leaders- IFC

KIET GROUP OF INSTITUTIONS

DIRECTOR OFFICE <directoroffice@kiet.edu>

FIT INDIA MOVEMENT

no-reply <admin@aicte-india.org> Mon, Sep 2, 2019 at 1:47 PM
To: directoroffice@kiet.edu

Dear Sir/Madam,

Greetings from All India Council For Technical Education..!!

GUIDELINES FOR AN INSTITUTIONAL FITNESS PLAN IN THE HIGHER EDUCATIONAL INSTITUTIONS
All Higher Educational Institutions need to accord special & significant priority to physical & mental fitness of students and faculty in the campus and nominate a Nodal Officer for Fitness Implementation & Monitoring, whose activities would be monitored by an Institutional Committee. The following indicative guidelines/steps may be taken in this regard:
1. Physical fitness period or session may be incorporated into the academic calendar of the An institution, covering the aspects of sports, yoga, meditation, right diet etc. The physical fitness sessions may be staggered throughout the day to enable all students to participate.

2. Fitness Leaders in each institution to be created. For guiding students into physical fitness, services of students volunteer from the institutions, ex-servicemen and other volunteers may be obtained on a daily & voluntary basis.10 committed persons well versed in physical activity may be involved in the exercise.

3. Proper the utilisation of existing infrastructure, encouraging students to climb stairs, walk at least 10,000 steps a day, use cycles within the campus by creating cycling zones etc.

4. The top leadership of the Institution and professors actively participate with staff and students in fitness activities on a periodic basis to lead by example, eg: cycling, running, aerobics, marathon, meditation activities etc.

5. Incorporating provisions of healthcare and wellness initiatives in the objectives of the institution.

6. Annual health check-ups by volunteer health doctors or voluntary organisations to monitor student health & fitness and also maintain a record.

7. Providing guidance regarding a balanced nutritional diet, distribution of pamphlets and information material on the subject.

8. Redressing the emotional concerns of students in mental health. Awareness camps or sensitisation workshops on depression, anxiety and stress management may be organized for faculty and students.

9. Inviting health icons and motivational speakers on health & fitness to address students in campus and regular conduct of outdoor sports events in campus

10. Data pertaining to health & fitness activities of an institution should be placed on the website. Exemplary performers shall be selected subsequently for National level awards.

Regards,
AICTE

Ref/Dir/09/2023 5th Sep'23

OFFICE ORDER: 09/2023

Re-Constitution of Knowledge Resource Centre (Library) Advisory Committee

Ref: Office Order 13-A/2022 dated 22nd Jul' 22

1. This is to notify that Knowledge Resource Centre (Library) Advisory Committee has been re-organized as follows:

S.No.	Name	Department	Appointment
1.	Dr. Anil Kumar Ahlawat, Prof. & Dean Academics	CSE	Chairman
2.	Dr. Abhinav Juneja, Prof. & HOD	CSIT	Vice-Chairman
3.	Ms. Reeta Singhal, Library Incharge	KRC	Ex-Officio Member
4.	Dr. Amit Kumar Gupta	MCA	Member
5.	Dr. Amit Kumar Arora	MBA	Member
6.	Dr. Deepti Katiyar	KSOP	Member
7.	Dr. Babita Tyagi	H&SS	Member
8.	Dr. Archana Sharma	AS	Member
9.	Mr. Shashank Yadav	IT	Member
10.	Mr. Saurav Chandra	CSE	Member
11.	Ms. Shivani	CS	Member
12.	Mr. Kshatrapal Singh	CSIT	Member
13.	Mr. Nagesh Sharma	CSE (AI)	Member
14.	Mr. Balram Tamarkar	ECE	Member
15.	Mr. Varun Sharma	EN	Member
16.	Mr. Abhishek Yadav	ME	Member
17.	Mr. Sarvpriya Sharma	CE	Member

2. The committee shall look forward and plan for the best usage of KRC resources for their respective department.
3. The committee will meet prior to the commencement of each semester to review the progress of previous decisions, requirement of books and journal, expansion of KRC facilities and other areas of improvements, which committee may think suitable.
4. The suggestions and recommendation of the committee may be put up to the Director within 7 days of such meetings for necessary approval.
5. Committee Objectives, Duties & Responsibilities, Methods of Operations and Committee structure are attached for information **(Annexure-1).**

Dr. (Col) A Garg
Director
05 **... Sep'23**

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/CS/CSIT/CSE-AI,CSE-AI&ML/EC/EN/CE/ME/AS/MCA/MBA/HS), COE, Dy. GM-TBI, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Addl. Head-IIPC, Chairperson-ICC, Associate Dean & Head IT Operations, Head-HR, Registrar, Head PR&IR, Head-EC/IC/ Sales (IEC), Manager Administration, Head F&A, Librarian, Head-Purchase & Store, KIETians

Copy to:

- Chairman & all concerned members - Knowledge Resource Centre (Library) Advisory Committee

Annexure-1

KIET GROUP OF INSTITUTIONS
Knowledge Resource Centre (Library) Advisory Committee

1. **Committee Objectives:**
   - Advice the librarian to work in line with proposed policy.
   - Counsel the librarian for general development & administration of KRC.
   - Express the opinions and requirements of faculty members and students related to KRC policies, books, journals, and magazines etc.
   - Suggest librarian regarding innovative practice needed in the KRC for R&D purpose.

2. **Duties and Responsibilities:**
   - Committee will study KRC needs in view of current educational, research and service programme of university and will advice the librarian accordingly.
   - Committee will study the current industrial requirement and will suggest the librarian accordingly for the procurement of books/study materials.
   - Committee serves as a liaison group among faculty members, staff, students and the KRC staff.
   - Committee will make planning and will project improvement/expansion/moderation of KRC from time to time.
   - Committee will review the demand of books & journals forwarded by the departments and will make suggestion/recommendations depending upon the requirements and guidelines.
   - Committee will frame a set of rules for KRC and revise it time to time.

3. **Methods of Operation:**
   - The committee seeks to hold meeting before commencement of semester or as and when required to discuss the issues related to KRC.
   - Actions would be taken on the basis of the agenda drafted by the Chair with the librarian which is announced prior to the meeting.
   - Policy proposals are presented and discussed. Administrative matters of importance are brought to the attention of the committee by the Chairman of Committee.
   - The members of the Committee will communicate questions, complaints, inquiries and suggestions to the Chairman of committee concerning KRC policies and administrative procedures.

4. **Committee Structure:**
   - The Chair and members of the Committee will be appointed by the Director of the Institute for a period of one year and renewable.
   - Committee will consist of a chairperson, representative of each department and librarian-ex officio member.
   - The members of the committee will be selected form the different departments with the concurrence of the concern HOD.
   - Dean Academics will chair the committee.

Dr. (Col) A Garg
Director