

# KIET GROUP OF INSTITUTIONS

## Office of Dean-SW

### Approval Mechanism for Students' Participation in Different Activities outside KIET Campus

#### Before Participation

##### Step-1

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

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

##### Step-2

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

##### Step-3

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

#### After Participation

##### Step-4

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

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

#### Reimbursement (If Any)

##### Step-5

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

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

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

<b>Name of the Department</b>	
<b>Name of Event</b>	
<b>Venue of Event</b>	
<b>Date of Event</b>	

<b>S.No.</b>	<b>Student Name</b>	<b>Roll No</b>	<b>Branch/Year / Section</b>	<b>% Attendance Till Date</b>	<b>Any Back Log</b>	<b>Mobile No</b>	<b>Sign (I agree and read the undertaking)</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Recommended/Not Recommended  
HoD

**Approved/Not Approved**  
Dean-SW

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

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

<i>S.No.</i>	<i>Requirement</i>	<i>Responsibility</i>	<i>Date of Requirement</i>	<i>Time of Requirement</i>	<i>Any Remark</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					

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

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

***Branch:***

***Year:***

***Mobile No:***

# KIET GROUP OF INSTITUTIONS, Delhi-NCR, GHAZIABAD

## Format for Student Participation in Events

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

KIET/DEAN-SW/2022/01

Date of Application.....

Name of Student.....

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

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

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

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

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

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

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

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

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

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

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

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

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

# STUDENTS' PARTICIPATION OUTSIDE KIET CAMPUS

## REIMBURSEMENT CLAIM FORM

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

Rejoining Date:

Date of Submission:

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

### DetailsofExpenses

Particulars	Amount	No. of participants	Amount Claimed		TotalAmount
			% as per KIET policy for reimbursement (100% or50 %or Nil)	Amount	
Registration fees					
TA					
Accommodation					
Total					

**Total Claimed Amount in words:**

Student/Group Leader Signature \_\_\_\_\_ Faculty/Club Coordinator \_\_\_\_\_

Approved by Dean-SW

**JointDirector**

**Important: 1. Attach Original Registration fee receipt and self-attested bills of TA and Accommodation.**

**2. Account details of the Student/Group leader and signed copy of No Objection Certificate from team members that they don't have any objection if claimed money is transferred to the Group Leaders Account.**