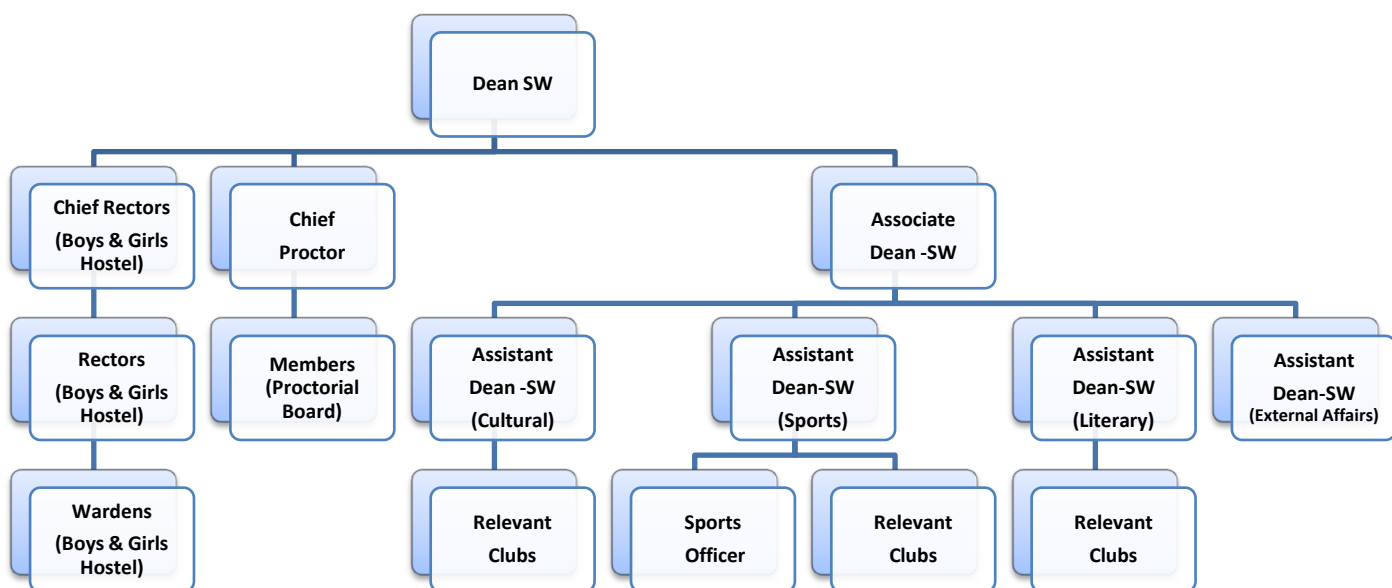


**OFFICE ORDER: 15/2021**  
**Re-Organization of Office of Dean-SW**  
**&**  
**Different Student Driven Clubs of Extra-Curricular Activities**  
**(i.e. Cultural, Literary/Personality Development, Sports & Others)**

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 8<sup>th</sup> 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

## 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 Kanungo (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 Bhadoria (ME)	9811523618	neha.bhadoria@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 Vashishtha (ME)	9871193986	prashant.vashishtha@kiet.edu			
7	Impeccable	Painting / Drawing	Ms. Vineeta Pal (CE)	8860080886	vineeta.pal@kiet.edu	Cabin No.2 MPC		
			Mr. Aminder Singh Nayyar (CE)	9041076188	aminder.nayyar@kiet.edu			
8	EBSB Club	Ek Bharat Shresth Bharat (Cultural Exchange)	Dr. Ranchay Bhatija (MBA)	9319111513	ranchay.bhatija@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	Quizzing	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. Deepthi Seth	8368209395	deepthi.seth@kiet.edu			
4	TEDx	Talk show and Motivational Speaker	Dr. Adesh Pandey (IT)	9873709715	ak.pandey@kiet.edu	Cabin No. 8 MPC		
			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 Kanungo (EI)	9996437384	abhas.kanungo@kiet.edu	Volleyball Court, T	Dr. Brajesh Kumar Tiwari Asst. Dean SW (Sports) & Mr. Tushar Shukla (Sports Officer)		
2	Table-Tennis & Billiards	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	Carrrom	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	Marital 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.

### **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 SW for 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.

**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**.

# KIET Group of Institutions

**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 <input type="checkbox"/>	<input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third		Tick in Suitable Box
	Winner <input type="checkbox"/>			
Report along with Photographs and Certificates submitted		<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Details of Expenses**

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

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

**Approved by 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.