

## **EXCLUSIVE INITIATIVES**

### **TEA WITH DIRECTOR**

The event “Tea with Director” is initiated by our Hon’ble Director, KIET Group of Institutions from May, 2022, to felicitate our young achievers. Office of Dean SW hosts the event on the last Saturday of Every Month to felicitate students and also maintain the records. The first event was conducted on 27<sup>th</sup> May 2022 and since then it is continuously conducted every month.

### **Incentive Policies for student achievers/winners**

The Incentive Policies for felicitating the student winners and reward achievers in the field of Extra- & Co- curricular events outside the KIET with a Cash Prize on behalf of the Institute are implemented from April 2023 with the guidance of College Management. A well-defined policies were designed to keep the system transparent and unbiased.

### **CRECHE FACILITY FOR EMPLOYEES**

Creche centre “**Small Steps@KIET**” at KIET is functional from October' 2021 and has been running successfully since then, faculty members are availing the facility for their wards. It is further informed that if any faculty wishes to accompany their wards with personal caretaker, they can give their names on a first come first serve basis. Faculty members interested to avail the facility need to go through the SOP (*Annexure-A*) and register by filling up the registration form (*Annexure-B*).

**Annexure-A**

**KIET Group of Institutions**

**Small Steps @ KIET**

**Because your little champ deserves the best**

**In Campus creche facility for children of KIET employees  
Standard Operating Procedure**

1. Faculty and staff members desirous for creche facility for their wards will have to apply in writing to the Creche Coordinator. This facility will be allotted on first come first serve basis.
2. Creche facility can be availed for children between the age group of 6 Months to 8 Years.
3. Monitoring and supervision for smooth running of the creche will be done by a committee which will have representation from the women employees.
4. Creche will run on self-sustaining/sponsored basis. A monthly fee will be fixed based on actual expenses of creche.
5. Creche timings will be 8:45 a. m. to 5:15 p. m.
6. Parents are required to sign in register when dropping off and picking up their children.
7. Parents need to notify in writing of any allergies, special instructions or medical needs for their children.
8. Parents are to provide beverages, clothing's or any special items such as diapers, creams, baby powders, wipes, bottle, cup, etc.
9. To make creche safe for every child, children should not be brought to creche if suffering from running nose, colored discharge from eyes, coughing, sneezing, chest congestion, labored breathing, diarrhea, vomiting, fever, excessive crying, contagious disease (i.e Chicken Pox/Pink Eye, etc).
10. The parent (KIET employee) will be allowed for a maximum of four visits of 10-15 minutes each to the creche in a day, however in case of any problem/emergency, the parent should immediately reach the facility. Entry and exit to be mentioned in the register for the same.
11. Institutes Administration reserves the right to amend the rules any time.

**Undertaking:**

- I agree that the amount of Rs. 2500/- per month will be deducted from my salary in advance for the month.
- I have read the rules and regulations mentioned above and I bind myself not to violate any rules, regulations and guidelines of the institute.

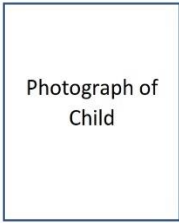
**Signature of Parent**

**(KIET Employee)**

**Employee ID:**

Designation:

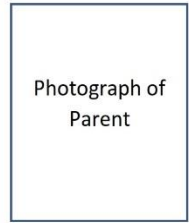
Department:



# KIET Group of Institutions

## Small Steps@KIET

Because your little champ deserves the best



### Registration Form

**For office use only:**

Date of Enrolment: \_\_\_\_\_

**Personal Information**

Full Name of Child: \_\_\_\_\_

Gender: \_\_\_\_\_

Name Child Responds to: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Phone: \_\_\_\_\_

**Persons Authorized to Pick up Child (other than parents listed above)**

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mention any type of allergies, special instructions or medical needs for your child.

\_\_\_\_\_  
\_\_\_\_\_

Signature of Parents

## **AWARD POLICY TO MOTIVATE FEMALE (STUDENTS/FACULTY/HELPING STAFF MEMBERS)**

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

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

**Awards Category**

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

## GENERAL GUIDELINES AND ELIGIBILITY

### CATEGORY: STUDENT (Female)

#### 1. Medhavi Chhatra Award:

##### Eligibility

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

#### 2. Udyamita Award for Entrepreneurship:

##### Eligibility

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

#### 3. Kala Shresthi Award:

##### Eligibility

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

##### **Eligibility**

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

#### **5. Ojaswi Award:**

##### **Eligibility**

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

#### **6. Nivida Award:**

##### **Eligibility**

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

#### **7. Navonmesha Award:**

##### **Eligibility**

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

#### **8. Vaicharik Award:**

##### **Eligibility**

- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should have done human value level2/3.
- The female student should be the winner of quiz/debate contest conducted by the institute.
- The female student should have received any recognition in the above said topic at district/state/national level.

## CATEGORY: FACULTY

### Maa Saraswati Award:

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

### Eligibility

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

## CATEGORY OF HELPING STAFF (Female)

### Tulsi Gowda Award

### Eligibility

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



## Screening Committee

### Committee members will consist of:

- Director, Joint Director, Dean SW, Head Finance &Accounts, Chairperson -WORC and two members nominated by Director.

## Modalities of Selection

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