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education

KIET

GROUP OF INSTITUTIONS

Delhi-NCR, Ghaziabad

A Technical Campus approved by AICTE &

Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow

Accredited by NAAC with Grade 'A' (5Yrs.)

"Shaping Young Minds With Skill Oriented & Value Based Education"

STUDENT MANUAL

(GUIDELINE BOOKLET FOR STUDENTS)

(ACADEMIC YEAR : 2019-20)





DIRECTOR'S MESSAGE

On behalf of entire KIET family, I extend a warm welcome to all the students in the academic session 2019-20.

We are pleased to handover this student handbook to you all. It contains comprehensive information which will be useful on day to day basis. I request all students to go through the contents methodically and utilize all the facilities, both technical & co-curricular, while they spend another glorious year in their favorite Institution. I am sure that ensuing year will add immense value to the learning of the students in their respective journey.



Dr. (Col) A Garg
Director

Best wishes!!

Dr. A Garg
Director

VISION

To achieve excellence in technical education and create competent professionals for Industry & Socio-economic development to meet National and International needs.

MISSION

To achieve academic excellence in technical education through innovative teaching-learning process.

To provide strong fundamental & conceptual knowledge with essential skills to meet current and future needs.

To build strong industry academia connect through industrial & socially relevant projects.

To inculcate right human values and professional ethics.

QUALITY POLICY

Acknowledging our commitment towards quality and systematically streamlined working, the quality certifying authority has awarded us the ISO-9001-2015 certification. This certification means that we have an established system for monitoring and examining of academic procedures like lesson plans, completion of syllabus and manuals. A well established hierarchical and organizational structure, authority system, documentation procedure, safety and security system have inspired the certification authorities to award the institute the coveted ISO-9001-2015 certification.

INDEX

S.No.	Contents	Page No.
1.	Brief Introduction KIET	01
2.	Courses Offered	01
3.	Anti-Ragging Committee	02
4.	Anti-Ragging Squad	06
5.	List of Student Anti-Ragging Committee	07
6.	KIET Internal Complaints Committee	08
7.	Disciplinary Instructions	10
8.	Discipline Policy	11
9.	Dress Code for the students	17
10.	Institute Proctorial Board	17
11.	Guidelines for Hostel Students	18
12.	Guidelines for attendance	21
13.	Guidelines for Library	24
14.	Student Support	26
15.	List of Functional Heads and Additional Heads	27
16.	Student driven clubs of extra curricular activities	28
17.	KIET- Innovation & Entrepreneurship Council	29
18.	Cafeteria Rules	30
19.	Counseling Facility	31
20.	TBI KIET	32
21.	Medical Facilities	33
22.	Alumni Cell	33
23.	Corporate Relations & Placement Centre (CRPC)	34

KIET GROUP OF INSTITUTIONS

KIET Group of Institutions (KIET) was established at Delhi - NCR, Delhi-Meerut Road, UP, India in 1998. It is an AICTE approved Institution and is affiliated to Dr. A.P.J Abdul Kalam Technical University, Lucknow. Starting with 180 students, the Institute has 5400+ students and it's empowered with 350+ highly qualified full time faculty. KIET offers B.Tech Degree courses in nine disciplines, M.Tech in four disciplines, MCA, MBA & Pharmacy (B.Pharm & M.Pharm) courses to meet varied aspirations of the students. Our annual Intake is 1765 including all our UG/PG programs.

With a rich alumni base of 15000 + students spread in all the nooks and corners of the world, KIET Group of Institutions is moving efficiently towards its vision of shaping young minds with skill-oriented & value based education as these alumni serve the dual purpose of mentoring the present students, as well as opening new doors for them.

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 institute has been accredited by NAAC with Grade 'A' and its programmes (CSE, ECE, EEE, IT, ME, MCA and Pharmacy) are NBA accredited.

COURSES OFFERED

Courses			
S.No.		U.G. Courses	Intake
1	B.Tech	Computer Science & Engineering	180
2		Computer Science & Information Technology	120
3		Computer Science	120
4		Electronics & Communication Engineering	180
5		Electrical & Electronics Engineering	180
6		Mechanical Engineering	180
7		Information Technology	180
8		Civil Engineering	120
9		Electronics & Instrumentation Engineering	60
10	B.Pharm		100
P.G. Courses			
11	MBA		120
12	MCA		120

Courses			
S.No.		P.G. Courses	Intake
13	M.Tech	Electrical & Electronics Engineering	18
14		Mechanical Engineering	09
15		Electronics & Communication Engineering	18
16		Computer Science & Engineering	
17	M.Pharm	Pharmaceutics	15
18		Quality Assurance	15
19	ADAM	Advanced Diploma in Automotive Mechatronics	20

ANTI - RAGGING COMMITTEE (ACADEMIC YEAR 2019-20)

In order to prevent any incident of ragging, an Anti-Ragging Committee headed by the Director and comprising of following members has been constituted:

Chairman: Dr. (Col) A Garg **Director** 8744097773
Vice Chairman: Dr. Manoj Goel **Joint Director** 9873816173

Members:

01. Prof. J. N. Sahoo	Principal KSOP	9458888544
02. Prof. Anil K. Ahlawat	Dean-Academic	9891616861
03. Prof. Ashish Karnwal	Dean-SW	9999365444
04. Shri Satendra Kumar	Dean-IEC	9999017712
05. Prof. Bhoopendra Kumar	Chief Proctor	9582943933
06. Prof. K. R. Chaturvedi	HoD-MBA	9711869278
07. Prof. Ajay K. Shrivastava	HoD-MCA	9873657877
08. Prof. C.M. Batra	HoD-AS	9873725677
09. Prof. K.L.A Khan	HoD-ME	9711178650
10. Prof. Shailendra Kr. Tiwary	HoD-CE	8923483564
11. Prof. Sanjay Sharma	HoD-ECE	9917251286
12. Prof. Vineet Sharma	HoD-CSE	9811139463
13. Prof. Neeraj Gupta	HoD-EN	9761115253
14. Prof. Adesh Kumar Pandey	HoD-IT	9873709715
15. Prof. Sumita R. Chaudhary	HoD-EI	9811861570
16. Mr. Komal Mehrotra	HoD-H&S	9415267620
17. Prof. Sheetal Mittal	Prof.-AS	9999021456
18. Prof. Mani Tyagi	Assoc. Prof.-MBA	8171540944
19. Mr. Umesh Sharma	Admin. Officer	9711598330
20. Mr. Anup Srivastava	Registrar	9873816182

Wardens and Students:

List of Hostel wardens (16) and senior students (20) is on page no.

Representatives from outside Institute:

1. Civil & Police Administration	SHO, Muradnagar	9454403422
2. Uddeshya (NGO)	Mr. Aditya Rao	7071232371
3. Local Media	Mr. Braham Pal Singh	9411613949
4. Parent	Prof. K. P. Mishra	9411245964

Above committee members are to keep an extra vigil at all times to ensure that no ragging takes place in any form. Any incidence of ragging is to be reported to the committee at the earliest.

Director

ANTI - RAGGING

KIET Group of Institutions is **RAGGING FREE INSTITUTE**. In the incident of ragging, students have to report the matter forthwith to any member of anti-ragging committee. Besides above arrangements, students have to report as per following directive:

STEP I: Respective Class coordinator/ Mentor

STEP II: Respective HoD/ Anti-Ragging squad Members

STEP III: Dean (SW)/ Dean (Academics)

STEP IV: Director/ Joint Director

STEP V: AKTU Anti-ragging Cell/ Anti-Ragging Cell (ARC)

The student can also report an incident of ragging through the website of KIET i.e., www.kiet.edu. Further student may also contact KIET Helpline No-1800-313-0056 or National Anti-Ragging cell Number-1800-180-5522 as a last resort.

WHAT IS RAGGING?

The Hon'ble Supreme Court of India has given a comprehensive meaning of ragging as under: "Ragging is any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to any student, indulging in rowdy or indisciplined activities which cause or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student."

FORMS OF RAGGING

It is said that man's imagination knows no bounds. Very true, but when it comes to ragging, it can be rightly said that man's perverted imagination too knows no bounds! From what was intended to provide good humor and harmless fun to students, ragging today has assumed torturous, vulgar and inhuman forms that defy all norms of decency, humanity and morality. Some of the most popular forms of ragging in colleges are:

• **Dress Code Ragging:** The freshers are asked to dress in a specific dress code for a particular period of time. But this isn't as easy as it seems. For the dress code prescribed is generally weird e.g. dressing totally in white or black with the hair oiled and combed in a particular style. The dress code ragging may make the freshers feel awkward and uncomfortable as it often brings them unnecessary attention from everybody.

- ✎ **Formal Introduction:** This involves asking the freshers to introduce themselves in 'Shuddh Hindi'. The introduction includes the fresher's name, address, school, marks, etc.
- ✎ **Verbal Torture:** Verbal torture involves indulging in loose talks. The freshers may be asked to sing the lyrics of any vulgar song or use abusive language while talking to the seniors.
- ✎ **Sexual Abuse:** This is the severest form of ragging that takes place in colleges. The seniors are mainly interested in 'juicy' details such as the anatomical description of one's body parts, his or her sexual interests, etc. In many cases, the freshers have been asked to strip before the seniors.
- ✎ **Playing The Fool:** The freshers may be asked to enact scenes from a particular movie or mimic a particular film star. In many cases, the seniors may also ask the freshers to do silly things like climbing a tree, kissing a tree, proposing to someone from the opposite sex, etc.
- ✎ **Hostel Ragging:** Outstation students who stay in the hostel are most vulnerable to ragging. They may be asked to do all odd acts from cleaning the room of seniors to washing their clothes, from fetching them water or milk to completing their assignments.
- ✎ **Drug Abuse:** This can be the worst form of ragging wherein the freshers are forced to try drugs thereby driving them into addiction.

PUNISHMENTS STRINGENT ACTION IN CASE OF RAGGING

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the Institution level shall be anyone or any combination of the following: -

- ✎ Cancellation of admission
- ✎ Suspension from attending classes
- ✎ Withholding/ Withdrawing Scholarship/ Fellowship and/ or any other benefits
- ✎ Debarring from appearing for any test / examination and/ or other evaluation process
- ✎ Withholding results of any test / examination
- ✎ Debarring from representing the Institute in any campus interview

- Ÿ Debarring from representing the Institute from attending/ participating in any national or international meet/ tournament / youth festival, etc.
- Ÿ Suspension / expulsion from the hostel
- Ÿ Rustication from the Institute for such period as may be decided by concerned authorities
- Ÿ Expulsion from the Institute and consequent debarring from admission to any other educational institution, for such period as may be decided by concerned authorities
- Ÿ Imposition of fine up to Rs. 25,000/- (Rupees Twenty-Five Thousand)
- Ÿ Rigorous imprisonment up to 3 (three) years (by a Court of Law) etc.
- Ÿ **Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.**

NO RAGGING

ANTI-RAGGING SQUAD (ACADEMIC YEAR 2019-20)

KIET Group of Institutions has constituted an Anti-ragging Squad as per the UGC guidelines. The squad will conduct an on-the-spot enquiry into the incidents of ragging referred by any students or guardian.

S.No.	Name	Dept.	Mobile No.
1.	Prof. Amit Goel	MCA	9899979748
2.	Prof. Akansha Agarwal	AS	9837690843
3.	Prof. Neha Yadav	CSE	9999740592
4.	Prof. Shikha Jain	CSE	8442010332
5.	Prof. HunnyPahuja	ECE	9729288808
6.	Prof. Brajesh K. Tiwari	EN	9999297600
7.	Prof. Mukul Agrawal	IT	9899260385
8.	Prof. Om Prakash	IT	9582072481
9.	Prof. Shadab A. Siddiqui	KSOP	9999967128
10.	Prof. Pratibha Kumari	ME	9873896841
11.	Prof. Manoj Singh Bisht	ME	9131205085
12.	Mr. Tushar Shukla	Sports Officer	9999841112



LIST OF STUDENTS ANTI-RAGGING COMMITTEE (ACADEMIC YEAR 2019-20)

To prevent ragging, KIET group of institution has constituted a team of 20 senior students from various branches for monitoring the incident of ragging in the campus.

S.No.	Roll. No.	Student Name	Mobile No.	Br.
1.	1802970011	Anamika Chaturvdi	8931960439	MBA
2.	1802970092	Shubham Pundir	8685054979	MBA
3.	1802914017	Ujjawal Kuchhal	9456033445	MCA
4.	1802914018	Vikas Tiwari	7830859005	MCA
5.	1702900093	Sunishtha Mishra	8433479974	CE
6.	1702900036	Bhavesh Kumar	7071023558	CE
7.	1702910051	Bhavna Chauhan	9760371345	CSE
8.	1702910084	Kumar Yashoratna	8279874712	CSE
9.	1702931103	Prateek Singh	8090042794	ECE
10.	1702931096	Prada Gupta	9795113438	ECE
11.	1702932031	Suryansh Pathak	9161996499	EIE
12.	1702932013	Danishta Maqsood	7084138905	EIE
13.	1702921100	Raghav Gupta	9058408487	EN
14.	1702921096	Priya Shukla	9721682507	EN
15.	1702913048	Geetika Garg	9045167949	IT
16.	1702913104	Shivam Dwivedi	9058933387	IT
17.	1719950066	Praveen Kumar Patel	9532960489	KSOP
18.	1719950054	Neha Gupta	8076000347	KSOP
19.	1702940031	Aditi Kumar Singh	9304426085	ME
20.	1702940006	Arshad Hussain	8808678588	ME

Objectives

1. To comply with the direction of the Hon'ble Supreme Court in the case of sexual harassment at the work place.
2. To bring change in behavior and attitude for prevention of sexual harassment at the work place.

What Constitutes Harassment?

1. Unwelcome physical, verbal or non verbal sexual conduct
2. Forcible Physical Touch or Molestation
3. Physical Contact and advances
4. Requests for sexual favors
5. Sexually colored remarks
6. Showing pornography
7. Pursuing and Stalking Former Girl Friends
8. Gossiping and Spreading Information about a woman's private life
9. Ridiculing a woman on the basis of her color , Ethnicity, Dress or Physical Appearance
10. Eve Teasing Innuendos and Taunts

Anyone found indulging in such activities may face following disciplinary actions:

1. Debarring entry in the hostel / campus.
2. Debarring from heading posts.
3. Separation from the institute / hostel.
4. Stopping of increment / promotion (in case of employees only).
5. Any other action as per discretions of the competent authority. In appropriate cases police / civil authorities may also be approached.

Email ID: icccell@kiet.edu



KIET INTERNAL COMPLAINTS COMMITTEE (ICC)

S.No.	Name	Contact	Nomination Type	Appointment
1.	Dr. Ritu Gupta (AS)	9810335686	Chairperson	
2.	Dr. K.R. Chaturvedi (MBA)	9711869278	Faculty Representatives	Members
3.	Dr. Rajesh Kr. Mishra (AS)	7838055529		
4.	Dr. Preeti Chitkara (AS)	9837524994		
5.	Ms. Neha Bhadauria (ME)	9999568050		
6.	Ms. Reeta Singhal (Lib.)	9811471093		
7.	Mr. Vipin Kumar (AS)	9997126402	Representatives (Non-Teaching Staff)	
8.	Ms. Samreen Fatima (Uddeshya)	8218680233	NGO Representatives	
9.	Ms. Pranavi Singh Chauhan (CSE 4th Year)	9548955268	Student Representatives	
10.	Ms. Vikal Rathi (IT 4th Year)	9643696570		
11.	Mr. Geetesh Kumar Gupta (ECE 4th Year)	8299382422		



DISCIPLINARY INSTRUCTIONS

- Ø Every student must carry his/her Identity Card issued by the institute in the KIET premises. Failing which will be treated as indiscipline act.
- Ø It is mandatory for the students to attend the classes, laboratory sessions, tutorial, etc... on all working days from the start to the end of the term/semester.
- Ø Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress.
- Ø Any indiscipline or misbehavior in class or in the campus or in the bus or even outside the campus would warrant disciplinary action against the student(s).
- Ø Students are encouraged to spend their free time in the Library/Reading Room. Clustering in the verandahs or crowding in front of the offices or the Campus roads are to be avoided.
- Ø No student shall indulge in any activity that might be illegal or may lead to disorderliness.
- Ø Possession or consumption of narcotic drugs, tobacco, smoking cigarettes, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
- Ø Students should follow institute dress code as per the institute guidelines.
- Ø Any reported, observed, objectionable conduct within or outside the premises of the Institute, will make him / her liable for strict disciplinary action.
- Ø Students shall not indulge in activities, which would damage / disfigure Institute's property including books, apparatus, furniture etc.
- Ø Students involving in business, collection of funds, compelling others to join in some organization as a member etc must not be made under any circumstances.
- Ø No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements. Such activities may lead to expulsion of the student from the hostel as well as from the Institute.
- Ø Misconduct or infringement of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action and even expulsion from the hostel as well as from the Institute.
- Ø The institute has full power to suspend, fine, rusticate or to take any action which is necessary in case of any indiscipline by the student.
- Ø Students need to obtain prior permission from the college authorities to exhibit any type of banners, flags, boards etc. inside the campus, hostels, gates, buildings or on the compound walls.

DISCIPLINE POLICY

Student Discipline Policy w.e.f. Academic year 2019 -20

Objective of the Policy

1. Good discipline is the fundamental requirement for the achievement of any institute's Vision and Mission. The primary focus at KIET Group of Institutions is the overall development of each and every student. Discipline is a collaborative effort by the institute's administration, parents, teachers and students. When this happens, we believe that a very positive and productive learning environment prevails, enabling students to strive for excellence. We seek to build within each student a love for learning, a sense of responsibility, self-discipline, an entrepreneur mindset and respect for others. Institute's goal is to create a community in which each one is respected and encouraged to reach their full potential. All students of KIET Group of Institutions are expected to make positive behaviour choices that promote their safety, the safety of others and a productive learning environment. However, mistakes are a natural part of growth.

When any student disregard rules, disobey instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the institute's faculty members, staff members, other students or anyone else, then this leads to disciplinary action against them. In order to combat discipline issues, KIET Group of Institutions has developed a discipline policy that is firm, transparent and will be consistently applied. The disciplinary policy is aimed at ensuring that issues of indiscipline and misconduct are managed and dealt within a fair, unbiased and confidential manner.

Disciplinary Rules and Procedures

2. Details of various acts of indiscipline along with corrective action(s) for each are enumerated in the table given on the next page. The disciplinary process is not intended to be punitive in nature. The procedure therefore describes the steps to be taken to deal with each situation reasonably and, wherever possible, help the student(s) concerned to improve their standards of conduct to reach to the acceptable level. However, it also allows to take necessary and sufficient steps to avoid any severe and repeated act of indiscipline.

Implementation Modality

3. In case, any act of indiscipline is noticed, respective HoD's/ Chief Rector/ Dean-SW/ other Functional Heads can give a suitable decision as per implementation modality given on page no. - .
4. It is expected that all students at KIET Group of Institutions shall be responsible for conducting themselves in a manner that helps augment environment of learning and discipline during their stay in campus.
5. The Policy shall come into practice with immediate effect.

Clause No.	Act of Indiscipline	Corrective Action(s)
1.	Staying in the hostel during academic hours without permission.	1. Counselling/Warning to Student. 2. Repetition may lead to information to parents.
2.	Fighting/Using abusive language with Hostel Staff/Mess boys/ Security Guards/ Attenders etc.	1. Counselling/Warning to Student. 2. Information to Parents. 3. Termination from Hostel.
3.	Damage of college property due to negligence, e.g; causing damage to window panes while playing at unauthorized places.	1. Warning to Student. 2. Information to Parents. 3. Suitable Monetary Penalty.
4.	Pasting of posters or distributing pamphlets, handbills etc., of an objectionable nature or writing on walls and disfiguring buildings.	1.Warning to student along with undertaking from student. 2. Information to Parents. 3. Suspension from Classes. 4. Termination from Hostel.
5.	Organizing meetings in the institute and/or Displaying notices on the institute notice boards without permission of competent authority.	1. Warning to Student. 2. Information to Parents. 3. Suspension from Classes. 4. Termination from Hostel. 5. Expulsion from the Institute.
6.	Creating public nuisance and disturbing the natural ambience by means of shouting; burning crackers, banging doors etc.	1. Counselling/Warning to Student. 2. Information to Parents. 3. Suspension from Classes.
7.	Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the institute.	1. Counseling/Warning to Student along with undertaking from student. 2. Information to parents along with undertaking from parents. 3. Suspension from Classes.
8.	Use of abusive language or Any act of disrespect towards the faculty&staff members.	1. Information to Parents and their physical presence in the Institute along with undertaking from parents. 2. Suspension from Classes.
9.	Misbehavior with company representatives/Faculty and Staff involved during placement drive.	Restrain from placement drive along with apology.

Clause No.	Act of Indiscipline	Corrective Action(s)
10.	Improper behavior while on Industrial Visits/Placements Visits/Educational Tours.	Debarring from participation in visits/tours.
11.	Bullying (includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination) that cause physical or substantial emotional harm to another student or group of students.	1. Information to Parents.
		2. Suspension from Classes.
		3. Debarring from Participation in Sports/Cultural/Placement Activities.
12.	Violation of the status, Dignity and honor of a student belonging to a differently abled or tribal communities. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.	1. Warning to Student.
		2. Information to Parents.
		3. Suspension from Classes.
		4. Termination from Hostel.
		5. Expulsion from the Institute.
13.	Discrimination on the ground of sex/sexual harassment of women employees and girl students.	As per the Internal Complaints Committee (ICC) of the Institute.
14.	Deliberate act of mental harassment to any fellow student causing psychological trauma of serious nature amounting to ragging.	As per AICTE Regulations (2009) on Prevention and Prohibition of Ragging in Technical Institutions.
15.	Possession, distribution and consumption of cigarette and chewable tobacco as well as smoking in the hostel or institute campus.	1. Counseling/Warning to Student.
		2. Information to Parents.
16.	Possession and consumption of alcoholic drinks as well as other banned narcotic substances (Opium, marijuana etc.) and/or Entering the campus in intoxicated state.	1. Information to Parents.
		2. Suspension from Classes.
		3. Termination from Hostel.
		4. Expulsion from the Institute.

Clause No.	Act of Indiscipline	Corrective Action(s)
17.	Possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the institute premises.	1. Information to Parents.
		2. Suspension from Classes.
		3. Termination from Hostel.
		4. Expulsion from the Institute.
18.	Physical assault/ Fighting/ abusing with other students causing serious/ significant injury.	1. Counseling/Warning to Student.
		2. Information to Parents.
		3. Suspension from Classes.
		4. Termination from Hostel.
19.	Use of computing resources for unauthorized commercial purposes or personal gain.	1. Counseling/Warning to Student.
		2. Information to Parents.
		3. Suspension from Classes.
20.	Stealing of money or costly electronic items like Laptop, Smart watch, Mobile or Camera etc.	1. Warning to Student.
		2. Information to Parents.
21.	Use of social media to tarnish the image of Institute, staff members and students of the Institute. Any other acts of indiscipline that tarnishes the image of the Institute.	1. Information to Parents.
		2. Suspension from Classes.
		3. Termination from Hostel.
22.	Using unfair means in the examination.	As per the Institute Internal Examination Policy/As per AKTU Examination Guidelines
23.	Retaliation against any student or group of students who makes a complaint, cooperates with an investigation, or participates in a resolution process.	1. Counseling/Warning to Student.
		2. Information to Parents.
		3. Suspension from Classes.
24.	Wastage of Food.	1. Counselling of Student.
		2. Warning to Student.
25.	Use of mobile in class/Late entry inside the class/Entry of two-wheeler rider in campus without helmet.	1. Counselling of Student.
		2. Warning to Student.
		3. Information to Parents.
		4. Suspension from Classes.

IMPLEMENTATION MODALITY

Sno.	Corrective Actions	Decisive Authority (Incident happening during academic hours)	Non-Academic Hours	
			Decisive Authority (Incident involving hostellers)	Decisive Authority (Incident involving Non-hostellers)
1.	Counselling of Student/Warning to Student/ Information to Parents/ Undertaking by Student & Parents	Respective HoD/Addl-HoD on the recommendation of faculty or staff with whom incident took place	Respective Chief Rector/Rector on the recommendation of Warden with whom incident took place	Respective HoD/Addl HoD on the recommendation of Proctorial Board Member/Mentor
2.	Suitable Monetary Penalty	Respective HoD/Chief Proctor/Dean-SW/Joint Director	Respective Chief Rector/Chief Proctor/Dean-SW/Joint Director	Respective HoD/Chief Proctor/Dean-SW/Joint Director
3.	Debarring from Participation in Visits/Tours	Respective HoD/Chief Proctor/Dean-SW	Respective Chief Rector/Chief Proctor/Dean-SW	Respective HoD/Chief Proctor/Dean-SW
4.	Debarring from Participation in Sports/Cultural and Other Activities	Respective HoD/Chief Proctor/Dean-SW	Respective Chief Rector/Chief Proctor/Dean-SW	Respective HoD/Chief Proctor/Dean-SW
5.	Restrain from Placement Drive along with Apology	Head CRPC in consultation with Respective HoD	Head CRPC in consultation with respective HoD	Head CRPC in consultation with respective HoD
6.	Suspension from Classes up to three days	Respective HoD	Respective Chief Rector	Respective HoD

Sno.	Corrective Actions	Decisive Authority (Incident happening during academic hours)	Non-Academic Hours	
			Decisive Authority (Incident involving hostellers)	Decisive Authority (Incident involving Non-hostellers)
7.	Suspension from Classes from four to five days	Respective HOD in consultation with Chief Proctor & Dean-SW	Respective Chief Rector in consultation with Chief Proctor & Dean-SW	Respective HOD in consultation with Chief Proctor & Dean-SW
8.	Suspension from Classes beyond five days/ Termination from Hostel/ Expulsion from the Institute	Joint Director/ Director	Joint Director/ Director	Joint Director/ Director

NOTE:

1. Every student along with their parents will have to submit undertaking to the institute (*In case parents are called because of any indisciplinary activity*).
2. **Repetition of any of the above clause will lead to the severe punishment, which may have bad impact on the character certificate of student.**
3. Every indiscipline act made by student along with the corrective action(s) must be registered in the mentoring record by respective mentor at the department level.
4. A copy of the same will also be maintained by the respective proctorial board member in the format issued from the office of Chief Proctor/Dean-SW. Respective Proctor has to submit the data at the end of every fortnight to the office of Chief Proctor/Dean-SW for the purpose of record keeping and vigil for repetitive nature of students.

DRESS CODE FOR THE STUDENTS

1. All students are required to follow the dress code from Academic Session 2019-20 as illustrated below:
 - (a) **Academic Area:** Full Pant, Shirt / T-Shirt, Jeans, long Kurta / Kurti with legging / formal pant, Salwar Kameez and all formals are allowed.
 - (b) **Playing Area:** Sportswear as per activities is allowed.
 - (c) **Other Areas:** Vulgar dress not permitted in common area/ social gathering. Night dress permitted within the premises of hostel only.
 - (d) **Display of** profane/ bad language / promoting use of drugs, Alcohol or Tobacco in any form embossed on the dress is not permitted.
 - (e) **Footwear:** Both shoes and sandals / formal belly are allowed but bathroom slippers will not be permitted in classrooms, workshops and labs.
2. **Dresses for labs/workshops:** The uniform stipulated by the concerned department must be worn for all lab and workshop classes.
3. In case of violation of dress code, the students concerned will be asked by the concerned faculty / coordinators / HoD/ Deans / Director to leave the academic areas.
4. In the event of repeated violation of the prescribed dress code strict disciplinary action may be initiated against the defaulter students.

Note: Every student is expected to maintain the sanctity of the academic Institute in the truest tradition.

INSTITUTE PROCTORIAL BOARD

To monitor the proper discipline in the Campus, KIET group of Institution has constituted a Proctorial Board to look after any incident of indiscipline.

S.No.	Name	Deptt.	Designation	Mobile No.
1.	Prof. Bhoopendra Kumar	IT	Chief Proctor	9582943933
2.	Prof. Yasir Karim	CE	Proctor	9718215799
3.	Prof. Om Prakash	IT	Proctor	9582072481
4.	Prof. Sandeep Chhabra	ME	Proctor	9412061770
5.	Prof. Arun Tripathi	MCA	Proctor	9873816191
6.	Prof. S.K. Tripathi	EN	Proctor	9873905027
7.	Prof. Sanjeev K. Yadav	CSE	Proctor	9411808080
8.	Prof. Prarthana Srivastava	AS	Proctor	9456680456
9.	Prof. Sachin Tyagi	ECE	Proctor	8506097863
10.	Prof. Ranchay Bhateja	MBA	Proctor	9690020669
11.	Prof. Surya Prakash	KSOP	Proctor	8587017568
12.	Prof. Varun Gupta	EIE	Proctor	9045440911

GUIDELINES FOR HOSTEL STUDENTS

1. All residents are required to maintain standards of behavior expected of students of a prestigious institution. They are expected to behave courteously and fairly with every one inside and outside the COLLEGE campus.
2. All residents are required to always carry their valid Identity Cards issued to them by the Institute.
3. The rooms, common areas and surroundings of the hostel should always be kept clean and hygienic. Notices shall not be pasted on walls, glass panes and walls shall not be scribbled on.
4. Rooms are allotted to each resident on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.
5. Residents should bring to the notice of the warden any pending maintenance work (Civil, Carpentry, Electrical and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.
6. Residents should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
7. The residents should not carry unauthorized/illegal movies in their rooms. Any violation will be dealt severely.
8. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.
9. In case of damage to or loss of hostel property the cost will be recovered from the residents responsible for such damage or loss, if identified, or from all the residents of the wing/hostel, as decided by the Rectors.
10. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the warden, failing which he/she will be charged a penal rent as decided by the Wardens.
11. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
12. Ragging of students admitted to the Institute is totally banned. Any violation of this by the senior students will be dealt with very severely as per the Institute norms and guidelines issued from time to time by the competent authorities.
13. Freshers should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.

14. When the persons committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.
15. All hostellers are required to sign an Anti-Ragging Undertaking form as per AICTE/UGC guidelines and submit to Registrar Office.
16. In the hostel premises following are strictly prohibited –
 - ✧ Smoking
 - ✧ Consumption of alcoholic drinks/drugs.
 - ✧ Gambling
 - ✧ Intimidation or violence
 - ✧ Willful damage to property
 - ✧ Entering the hostel premises in intoxicated state.
 - ✧ Boys moving near the girl's hostel premises.
 - ✧ Shouting and using abusive language in their own hostel or in other hostel premises and campus.
 - ✧ Employing unauthorized persons for personal work such as washing clothes, etc.
 - ✧ Cooking in room.
 - ✧ Parents/Relatives/Friends are not allowed to stay overnight in hostels. Mother/Father of the residents can only visit till 9 pm.
17. Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Rector/Warden. Roommate may be permitted.
18. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.
19. The use of electrical appliances such as immersion heaters, electric stove / heaters are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed.
20. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The residents should not view objectionable videos.
21. When the residents go out of their room they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.
22. In case any resident has to stay out of hostel for a day or more for any reason, he has to obtain written permission from the Warden. However, during academic days students shall obtain written permission from concerned HoD/Addl. HoD and Warden.
23. No resident is permitted to stay in hostel rooms during academic working hours. However, any sick residents should obtain written permission from the Rector.
24. Residents of all hostels (both boys and Girls) must make entry in the in-out register available at main security gate for going out of the institute campus.

25. Birthday /celebrations of any kind with prior permission of the Rector. Strict adherence to the timings (duration of 3 hrs. max. till 12:30 am) as well as maintaining the discipline in the hostel premises. However, celebrations of any kind should be pleasant and it should not cause any inconvenience to other inmates. Any type of physical handling and thereby deriving sadistic pleasure is strictly prohibited.

26. Hostel Timings and Entry/Out rules for Girl's Hostel:

Chief Rector : Dr. Sumita Ray Chaudhary (Mob. 9811861570)

S. No.	Course/Year	Normal entry time	Emergency	Students attending Coaching Classes
1.	All B.Tech/B.Pharm/MB A/MCA 1st year students	8.00 PM	Upto 9.00 PM with prior written permission of rector/warden	Not allowed after 8.00 PM
2.	All B.Tech/B.Pharm 2nd , 3rd, 4th year, MCA 2nd& 3rd year, MBA 2ndyear students	8.00 PM	Upto 9.00 PM with prior written permission of rector/warden	Upto 9.00 PM with consent letter from parents

Ÿ No resident of Girl's hostels is allowed to go out of the institute campus **after 7.30 PM at night or before 6.00 AM in the morning** without gate pass and sanctioned leave.

Ÿ All the residents of Girl's hostels must adhere to the timings strictly.

Ÿ Violation of the above rules may lead to disciplinary action including expulsion from the hostel.

Ÿ If a student returns after normal entry time, guards at the main gate should allow the student only after informing the concerned wardens



27. Hostel Timings and Entry/Out rules for Boy's Hostel:

Chief Rector : Prof. Amit Kumar Goyal (Mob. 9899979748)

S. No.	Hostel name	Normal entry time	Night out pass (in case of more than 1 hr)	Emergency
1.	ATITHI BOYS HOSTEL	7.00PM	AFTER 7.00 PM	1 HR. MAX.
2.	CHANDRAGUPT	7.00PM	AFTER 7.00 PM	1 HR. MAX.
3.	C.V. RAMAN	7.00PM	AFTER 7.00 PM	1 HR. MAX.
4.	TAGORE	10.00PM	AFTER 9.30 PM	1 HR. MAX.
5.	ARYABHATTA	10.00PM	AFTER 9.30 PM	1 HR. MAX.
6.	VIVEKANAND	10.00PM	AFTER 9.30 PM	1 HR. MAX.

- ✘ If a student returns after 7.00pm / 10.00 pm then the respective warden has to be informed first then only the entry of that student is allowed.
- ✘ After 7.00pm/9.30 pm if a Student wants to stay out for more than 1 hr. he has to take the night out pass from the respective wardens.
- ✘ In case of emergency, residents have to make entry in the register placed on the main gate and he is allowed to stay out from the hostel only for 1 hr.
- ✘ Violation of the above rules may lead to disciplinary action including expulsion from the hostel

GUIDELINES FOR ATTENDANCE

1. As per AKTU rules, minimum 75% attendance is required to appeared in end semester University Examination.
2. As per AKTU norms i.e. 70% in CT1 and 75% in CT2, PUE (Pre University Examination) & AKTU Examinations.
3. In medical case the students will be allowed to appear in examination with the minimum of 60% attendance.
4. There are two types of attendance i.e Normal and Extra attendance. Normal attendance consists of Class attendance, Remedial attendance, Soft Skill attendance, Industry Readiness Skills, SAE project work and is to be uploaded on KIET ERP portal by subject Teacher while Extra attendance consists of Technical event, Non- technical event and Medical cases.
5. Normal Attendance:

Types	Cases for Considering normal attendance	To be marked as	Duration of uploading attendance on KIET portal	Class Timing	Uploaded By
Class Attendance	1. Physical Class Attendance	P	Same Day	9:10 AM to 4:50 PM	Subject Teacher
	2. Guest Lecture				
	3. Workshop				
	4. Seminar				
	5. Industrial Visit		24 Hrs (05:00 P.M next Day)		
	6. ERP Team (after approval by IT-Manager (operations) & Dean (Academics))				
	7. Miscellaneous Activity				
Remedial Attendance	8. During all academic days	Same Day	9th/10th Lecture		
	9. During CTs		As per Time Table		
Attendance for Soft Skill	10. Equal weight-age as normal subjects		Fixed Slot in the Time Table	Soft Skill Trainer	
Attendance for Industry Readiness (IR)Skills				Nominated Subject Teacher	
SAE Project Work	11. Design and Fabrication		S	9:10 AM to 4:50 PM	HoD (ME) / Dean (SW)

General Rules for the grant of normal attendance:

- ✧ For 1st and 5th lecture, attendance will be taken in the first 10 Minutes of beginning and for other lectures; it will be taken in the first 5 minutes of beginning the lecture.
- ✧ If any student is not present in the class then he/she will be marked as absent.
- ✧ Subject Teacher will be responsible for taking attendance and uploading attendance on KIET portal and AKTU portal for all types of attendance (listed above).
- ✧ SAE attendance mentioned in A1 category will be uploaded by SAE coordinator of ME department after due permission by HoD (ME) at Dean

Y The activities which are not included in the list of the cases in Normal attendance, will only be considered as Miscellaneous Activity and such cases will be routed through Dean Academics (for maintaining uniformity in all Departments) before uploading their attendance on the portal.

6. **Extra Attendance:** Though the attendance criterion is 75% however 15% relaxation may be given as extra attendance to the students (after taking approval on the attendance Performa) who will participate in the following activities:

Types	Cases for Considering normal attendance	To be marked as	Duration of uploading attendance on KIET portal	Uploaded By
Technical Events	On Campus /Off Campus Events	E	Within 24 Hrs of event completion (5 PM next day)	Dean (SW) (After filling a Performa by students)
	1. Student's project development			
	2. Project competition			
	3. Consultancy project			
	4. Technical activity			
	5. Students project at Industry			
	6. Innovation Centre			
Nontechnical Events	On Campus /Off Campus Events		Within 24 Hrs of Institute joining (5 PM next day)	All medical cases will be verified, approved and uploaded by the Dean (SW).
	8. Cultural events			
	9. Sports events			
	10. Coordinator in the events like Endeavour, Innotech, Cultural fest, RANN etc.			
	11. Miscellaneous Activity			
Medical Cases	12. With all supported documents as: prescription and medical certificates			

General Rules for the grant of extra attendance:

- ✧ All the students will approach to their respective HoD/Addl. HoD with filled extra attendance Performa for prior permission to attend the event and after attending the event, students will submit the completion certificates to the HOD office.
- ✧ After getting clearance of extra attendance cases from HoD/Addl. HoD as above; Office of HoD (PA to HoD) will forward these applications to Dean (SW) for uploading on KIET portal.
- ✧ Dean (SW)/HoDs not to permit students to be the member of any club/activity claiming extra attendance or request permission to participate in extra activity if their CTs average marks are below 40% AND their attendance is below 60% AND they have any backlog.
- ✧ The activities which are not included in the list of the cases in Extra attendance, will only be considered as Miscellaneous Activity and such cases will be routed through Dean Academics (for maintaining uniformity in all departments) before uploading their attendance on the portal.
- ✧ If some students participate in the activities mentioned in S. No. 6 then activity attendance will be approved/ uploaded by the Dean (SW) after recommendation by their HoD/Ad HoD.
- ✧ Remaining students will attend the classes and their attendance will be uploaded by concerned faculty member.
- ✧ If a student participates in technical and non-technical activities and **claims more than 15% attendance** than, due weightage will be given to them.

GUIDELINES FOR LIBRARY

1. KIET Library offers a variety of books including text books, reference books, magazines, journals (hard/soft copy) etc.
2. A maximum of 5 books will be issued to M.Tech., MCA, MBA students, 4 books to B.Tech. students, 6 books to B.Pharm students and 7 books to M.Pharm. students at a time for 15 days.
3. Book-Bank facility is also available for B.Tech., B.Pharm., MBA and MCA students. One book for each subject will be issued to students for entire semester.
4. An overdue charge of Rs. 2/- will be collected for each day for per book when it is kept over-time.
5. Borrowing facility is only for the members of the library against Q R Coded Identity Card cum library card issued to them by library. Books are issued on counter on presenting the Q R Coded identity card. The library cum identity card is Non-Transferable. In case of misuse of Identity card student will be fined Rs. 200/-.
6. If only a single copy of any book is available in the library, then it will not be issued, the same can only be consulted in the library.
7. The defaulters will not be issued books in future.

8. In the case of loss of book the borrower will have to replace the book along with fine as admissible. If he/ she does not replace the book then he/ she will have to pay current cost of the book.
9. Loss ID card should be reported to the Chief Proctor immediately. Duplicate ID card will be issued on payment of Rs. 200/-.
10. Library remains open from 9.00 AM to 9.00 PM. Self Study hall is also open from 9.00 AM to 2.00 midnight.
11. Book Issue/ Return in library& Book-Bank Library will be as follows:

S. No.	Library	Days	Timing
1.	Central Library	Monday -Friday	8.30 A.M. to 7.30 P.M.
		Working Saturday, Sunday & all holidays	8.30 A.M. to 4.00 P.M.
2.	Pharmacy Library	Monday -Friday & working Saturday	8.30 A.M. to 4.00 P.M.
3.	MBA Library	Monday – Friday & working Saturday	8.30 A.M. to 4.00 P.M.
4.	Book-Bank Library (One month after commencement of odd and even semester)	Monday -Friday & working Saturday	10.00 A.M. to 1.30 P.M. & 2.00 P.M. to 4.00 P.M.
5.	During Semester Break (Odd & Even)	Monday -Friday & working Saturday	9.00 A.M. to 7.00 P.M.

Note: Above Schedule for Issue/ Return of books may be changed as per Institution's requirement.

12. If any student found indulging in the process of book hiding, stealing, mutilating, this will be treated as indiscipline act and person will punished accordingly.
13. Misbehaving with library staff will be treated as serious Indiscipline. He/she will be terminated from library membership.



STUDENT SUPPORT

Institute is responsible for providing support services to all students throughout their time in KIET. Institute will also support the student in academic, co-curricular and cultural activities. For any services students are advised to follow the given instructions:

1. **Examination & result related:** If students have any query regarding their result/exam/back paper/bonafide certificate/ enrollment/ discrepancy in marks sheet etc he/she may visit to registrar office from 12:30 pm to 4:30 pm (Lunch 1:30 pm to 2:00 pm).
2. **Verification of Document/ attesting any document or a photograph/ application form:** The student can visit P.A. to Dean Academic from 02:00 pm to 04:00 pm on all working day.
3. **Query/permission/approval for Cultural/Sports/Activity outside the campus:** Students are advised to visit Dean (SW) office on all working days.
4. **Discipline related issues:** All students are advised to report immediately to the proctorial Office regarding any indiscipline issue. The office will entertain indiscipline matters 24X7.
5. **Gender based harassment:** If a student feels any harassment regarding abuse/ discrimination can contact any time to members of Internal complaint committee (ICC).
6. **Hostel related matter:** Students residing in the college hostel can raise their problem related to any issue to their respective rectors only with a written application.
7. **Academic holidays:** Students are advised to follow the academic calendar issue by the Institute only. They are also advised to follow the notices regularly issued by Director/Dean (Academic) Office. Students can also consult to the respective HoD regarding any confusion in above respect.
8. Students are advised to visit **Account department/Counter** only for any query related to fee/scholarship/fine/reimbursements.
9. Students are advised to contact the placement faculty coordinator of respective departments for **training letters/placement** related matter.
10. For **scholarship related issues**, students are advised to contact the administrative office/registrar office.
11. Students are advised to report for their **lost & found** to admin office between 9 am to 5 pm.
12. Students are advised to contacts admin office for their query regarding **transport facility**.
13. For **courier & post service**, student should contact Library.
14. For **Library related matters (like fine, lost of I-card, lost of book... etc)**, student should contact Librarian Dr. Sanjay Sharma.
15. All students can send their grievances regarding any problem related to attendance/marks/ hostel/extra curricular activities etc. through **student ERP portal available on KIET website**.

16. Students can send their grievances to respective Chief-Proctor/Chief rector through ERP portal if having any **Indiscipline/hostel regarding issues**.
17. **Internet Facility** : Students can contact to **Mr. Madhurendra Singh (Mob. 9899941574)** for their Internet related issues.

FUNCTIONAL HEADS

<i>Name</i>	<i>Department</i>	<i>Mobile</i>
1. Mr. Arvind Kr. Sharma	Head CRPC	9999995765
2. Mr. Anup Srivastava	Registrar	9873816182
3. Mr. Arun Agarwal	Account Officer	9873196050
4. Dr. Sanjay Sharma	Librarian	9953218447
5. Mr. Umesh Sharma	Admin Officer	9711598330
6. Mr. Vinay Ahlawat	Manager IT Operations	9643240079
7. Mr. Sunil Vashishtha	Purchase Officer	9873816171
8. Dr. Preeti Chitkara	Manager (Institutional Affair)	9837524994
9. Tushar Shukla	Sports Officer	9999841112

ADDITIONAL HODS

<i>Name</i>	<i>Department</i>	<i>Mobile</i>
1. Dr. Atul Kant Piyoosh	CE	9918900101
2. Dr. Rupesh Chalisgaonkar	ME	9899916452
3. Dr. Vibhav Sachan	EC	9811539205
4. Dr. Ajeet Pratap Singh	EI	9711117417
5. Prof. Rabi N. Panda	MCA	9899545613
6. Dr. Binkey Srivastava	MBA	9999958118
7. Dr. Vipin Kumar	AS	9891019236
8. Prof. Raghvendra Kr. Dwivedi	IT	9711404708
9. Prof. Bhoopendra Kumar	CSI	9582943933
10. Dr. Sanjeev Kumar	CS	9411808080
11. Dr. A.P. Shukla	CO	9412619852
12. Dr. Arvind Kumar Sharma	EN	9999595770
13. Dr. K. Nagarajan	KSOP	9997628670

EXTRA CURRICULAR ACTIVITIES

KIET Group of Institutions strives to make the arrangement of holistic development of the youth and strives to provide a nurturing climate, a trusting environment, and a soil of celebrations. With events, fests, parties, and treks the club aspires to maintain high levels of enthusiasm and team integration. Be it the colors of cultural club, or the parley of the literary club, be it the mechanics of the robotics or expertise of the technical club, KIET offers it all! Apart from serving as a retreat from intense academic loads, these extracurricular activities present an opportunity that builds confidence, encourages teamwork and gives students a strong sense of achievement and belongingness.

Students Driven Clubs of Extra-curricular activities

Cultural		
SN	Name of Club	Activity performed by club
1.	KIET Skit Club	Nukkar Natak/ Skit
2.	Kavyanjali	Kavi Sammelan
3.	KIET Music Club	Music group (singing, instrumentation etc.
4.	KIET Dance Club	Group Dance and Solo Dance
5.	Movie Club	Movie creation
6.	KIET Fashion Club	Fashion
7.	Impeccable	Painting / Drawing
Literary/Personality Development		
1.	Quizzinga	National and International Quiz
2.	Odyssey	Literary events (Essay, debate etc.)
3.	KIET MUN	Public Speaking etc.
4.	TEDX	Talk show and Motivational Speaker
Sports		
1.	Martial Art Club	Self defense
2.	FC KIET	Sports
Others		
1.	Uddeshya	Social Welfare
2.	TBI IncubationLab Cum E-Cell	Entrepreneur and Start-up Lab etc.

In addition to this clubs, around 20+ clubs are also running in various departments in KIET group of Institutions.

KIET- INNOVATION & ENTREPRENEURSHIP COUNCIL

This is only self-financial institute across India which has initiated to launch third vertical i.e. to promote Innovation & Entrepreneurship culture thereby create, starting & groom them to become job giver instead of job seeker.

To achieve this IEC has been established with following two objectives.

1. To promote experience based learning so that from first year students shall be capable to address upcoming technologies by practising hands on experience in Innovation Centre (details below).
2. To sensitise and motivate passionate students who have capability to learn future technology and play a vital role in developing Indian economy thereby becoming own boss. (Dedicated TBI promoted by DST, Govt. of India, UP Govt & NITI Ayog)

INNOVATION CENTRE PERFORMER CLUB

S.N	IC Club (Performer)	Club Nick Name	Faculty Coordinator
1.	Prototype and Product Maker (KIET Product Innovation Centre)	KPIC	Mr. Himanshu Sharma - ECE Mr. Salim – EIE Prof. Ankit Singhal - EN
2.	IP, BMI & Process Invention (Theory of Inventing problem solving)	TIPS	Dr. Shivani Aggarwal (MBA)
3.	User interface, user experience and user interaction design	Mosaic	Mr. Ankit Verma (MCA)
4.	IoT (Digital input output system)	DIOS	Prof. Ankur Bhardwaj – CSE Mr. Sharad Gupta – EIE Prof. Anil Kumar -EN
5.	Augmented reality	Sensorama	Prof. Neha Yadav – CSE
6.	Chip designing (RTL to Netlist and physical design – floor planning)	DEUCE	Mr. Rakesh Kumar – ECE
7.	Artificial intelligence and machine learning	Mycine	Prof. Sanjeev K. Yadav – CSE
8.	Data Science, Business Analytics Visualization	InSight	Prof. Nitin Kumar - IT
9.	Game Creator	Trans-Raptor	Prof. Aman Jolly – CSE
10.	Flying objects drone creators	iNav	Prof. Alok Kumar – CSE Mr. Amit Kumar – ECE
11.	Server architecture, Network security and ethical hacking	SAGE	Ms. Priya Singh – IT Prof. Seema Maitrey - CSE
12.	3D Designing, CAD Modeling	Pronto	Mr. Shubham Kumar – CE

SOME HIGHLIGHTS:

- ✧ You will be working with experts in their respective technology areas like Rapid Prototyping, Drone/UAV making and piloting, Inventive Problem Solving, Interaction designing, Design thinking, IOT, Robotics, Embedded system, Artificial Intelligence & Machine Learning, Augmented Reality, Game Development, CAD Modelling, web development, digital content creation, videography, cinematography, Cyber Security and ethical hacking.
- ✧ You will get the opportunity to work on state-of-the-art equipment's (like 3D Printers, CNC milling machine) and tools like Drill, different types of power saw, grinders, etc.
- ✧ You will be supported in teams having mix of students from different branches, different seniority and skills simulating an industrial environment eventually helping you to understand the life-cycle of any product development process. This enriches your overall personality by reducing hesitation in speech, developing team and working with a collaborative approach.
- ✧ We aim to promote hands-on learning for all enrolled engineering students and also to support theoretical course work with a practical approach.
- ✧ Additionally, the facilities build will serve as places of outreach and engagement with the non-engineering community. Other stated goals included enhancing creativity, team-oriented problem solving, and multidisciplinary collaboration skills, goals which address industry needs for graduating engineers to have such skills.
- ✧ For any support and suggestions, Visit Innovation centre, A Block. Room No 17, or reach out to Abhay Upadhyay, Head -Department of Innovation @

CAFETERIA RULES

1. No student is allowed in the cafeteria during academic hours. They can avail the facility only during tea break/lunch hours.
2. Students should enter the cafeteria quietly, orderly and be seated. Loud talking, yelling, screaming, and other disruptions are strictly prohibited.
3. Respect and politeness must be shown to all, including the cafeteria staff.
4. Throwing cake and other food item or any other object is not allowed. Running, excessive noise or other disruptive behavior is not allowed in the Cafeteria.
5. Each student is responsible for the disposal of his/her trash in an appropriate receptacle kept in the dining hall.

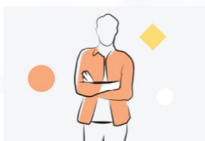


COUNSELING FACILITY

One to One Counseling Facility

To promote the overall well-being of students, Institute has established a counselling cell.

Counselling cell support the students through their tough times and empowering them to face the challenges of life offers. Students have been successfully seeking the expertise opinion through the counselor for issues like; anxiety, homesickness, anger, low confidence, stress, general loss of interest, deteriorating academic performance, problem in adjustment with peers, relationship problems, nightmares, career confusions, placement anxiety, etc.



YOUR DOST

Online Counseling Partner (24 hrs)

In it's continuing efforts to promote a holistic approach to students' wellness, KIET is proud to partner with YourDOST - India's first and largest online mental health and emotional wellness coach. This initiative brings students expert online advice 24x7, from 900+ counselors, with complete privacy, confidentiality and anonymity on a range of subjects like stress, time management, career, confidence building, etc.

In order to avail of this service, please follow the following steps:

1. Visit yourdost.com and [signup to make your account on the platform](#)
 2. You must signup using your official KIET email id (*[@kiet.edu](mailto:kiet.edu)). [This will whitelist your account and make sure that you receive our services for free.](#)
 3. Alternatively, you can sign up with your personal email id. In this case, you must signup using your college's/hostel's network. Once that's done you can use YourDOST from any network.
 4. That's all! You can now connect with a YourDOST Expert for free.
- Go ahead, unleash the best version of yourself!

PS. If you have any questions, please drop a mail to campus@yourdost.com



TBI-KIET

A dedicated and Art of the State Centre to promote Startup & Entrepreneurship in college and also across the country. Technology Business Incubator is promoted jointly by NSTEDB, DST, Govt. of India, New Delhi & KIET Group of Institutions, Ghaziabad. Since inception TBI is actively engaged in promoting startup, self employment & Entrepreneurship. With its planned & strategic approach, we motivate students & passionate aspirants to become their own boss & be a CEO of their company. Till date in house 85 companies has been supported through grant of Rs. 6.25 lacs, Fellowship of Rs. 30,000/- pm for one year, grant of Rs.10 lacs & seed support upto Rs. 20 lacs without any guarantee as soft loan. These companies are owned by college passout students & have turnover ranging between Rs. 10 lac (p.a) to Rs. 40 cr (p.a) and employed more than 450 personal. One company's CEO is running retail food chain in the name of Mougli Express & also have master franchisee of Kaizo, AND, Van Huesen & Madame. He is going to invest Rs. 1200 crore in next three years to expand his business. He has opened many outlets across the country & one at UAE (Sharjah) too.

KIET & its all stakeholder are fortunate that TBI has been shortlisted by Niti Ayog, Govt. of India for a grant of Rs. 10 cr to strengthen the TBI. This is only college in under Dr. Abdul Kalam Technical University who has this recognition under Atal Innovation Mission (AIM). More than 8 patents have been filed. TBI helps all young youths who want to start their start up, willing to file patent, commercialization of technology, want national & international exposure .These are available under one roof. In the year 2019 TBI-KIET has recognized by UP Govt. under it's IT policy i.e. Startup in U.P. under this scheme TBI-KIET shall be supporting Rs. 15000/- for one year as substance allowance, Rs. 10.00 Lacs for marketing & reimbursement of Rs. 2.00 Lacs for patent filling in India.

This is golden time for you, when our Prime Minister is actively promoting startup in country why not you?

TBI invites all of you to utilise the facilities of TBI & be your own boss thereby strengthen the economy of country & have a strong binding with your parents & ecosystem.

Shri Satendra Kumar

GM - TBI



MEDICAL FACILITY

Healthy students can build a strong Nation. The institute provides Health Care Facility to all the students by providing First-Aid and other basic Medical facilities. The campus has fully equipped dispensary with full time medical staff. All the students are given free treatment for their day to day medical problem. Ambulance facility is also available 24*7 in the campus and qualified doctors are available on call. Besides this, Institute organizes various medical camps (Dental, Eye-care, Blood pressure, General Health Check- up) periodically with a view to keep a check on the medical fitness of the students. Institute has a tie-up with notable Hospital of Ghaziabad viz ITS and YASHODA which are in close proximity to the institute.

First Aid Facility is available on campus provided by **Mr. Naveen (Mob. 9654621173)**

ALUMNI CELL

Institute's Alumni Engagement Cell (AEC) is setup with an objective to engage alumni, develop strong alumni relations, get senior alumni involved in the professional integration of students, implementing mentor/mentee relationship between senior/junior alumni or students to share expertise and best practices in their respective fields and empower the alumni network of students, recruiters, teachers and alumni.

AEC organizes various events for its Alumni meet round the year. Few earmarked events are Reminiscence – An Annual Alumni Meet, Outstation Chapter meets, Alumni Sports, Alumni Talks, etc

The cell is constituted with team of AEC manager, faculty and student representation from all departments and headed by a Professor.

The institute has its alumni portal **www.kietalmaconnect.com** which has a strong database of more than 12,000 alumni.

To reach AEC you can call at **9355132277** or email at **kietalumni@kiet.edu**.

Prof. (Dr.) Binkey Srivastava
Head - AEC



OVERVIEW:

Industry Connect is one of the three core principles of KIET Group of Institutions. The other two being Value Driven and Skill Oriented. KIET has developed a distinctive multi-level mechanism of its own to promote a unifying interface with industry. The Corporate Relations and Placement Centre is equipped to create a pool of skilled human resource by guiding the students to reach their goals with perfection; towards this CRPC has also initiated the Internship & Industry Partnership Cell which follows the guidelines laid down under the Internship Policy of AICTE. The objective of IIPC is to structure and institutionalize Internship which is the most important aspect of Engineering Education in the country as it provides the pre-requisite hands-on practical experience of the workplace to the students. CRPC is piloted by a dedicated team. The department has successfully placed the students in reputed National & Multi-National Companies like TCS, Capgemini, Wipro, NTT Data, IBM, Samsung India Electronics, HUL, ION Trading, HSBC, ZS Associates, Kronos, Pernod Ricard, Sanmar, Atkins, Torrent Power and many more. The zeal and enthusiasm exhibited by premier companies for getting zero day slot, speaks for itself regarding the excellent quality of professionals churned out by the institute.

Team CRPC:

Arvind Kumar Sharma - Head CRPC

Pankaj Dhupar - Addl.Head CRPC

Vishal Sharma - Sr. Manager CRPC

Vidhu Saxena - Placement Incharge – KSOP

Kratika Saraswat - Executive CRPC

Raghunath Singh - Office Assistant



NIET GROUP OF INSTITUTIONS
ACADEMIC CALENDAR : 2019-20 (ODD SEMESTER) Draft
FOR B.TECH/B.PHARM/BRANCH/AM.TECH/M.PHARM

Month	MON	TUE	WED	THU	FRI	SAT	SUN	Remarks	
July '19	1	28	19	27	18	19	20 (1st Saturday Holiday)	21	
	2	29 Registration of 9 Tech/IT Phases (Sat 11, Sat 12, 8 Tech/IT, Sat 13, Sat 14, Sat 15, Sat 16, Sat 17, Sat 18, Sat 19, Sat 20, Sat 21, Sat 22, Sat 23, Sat 24, Sat 25, Sat 26, Sat 27, Sat 28, Sat 29, Sat 30, Sat 31)	20 Commencement of Classes For 9 Tech/IT Phases (Sat 11, Sat 12, 8 Tech/IT, Sat 13, Sat 14, Sat 15, Sat 16, Sat 17, Sat 18, Sat 19, Sat 20, Sat 21, Sat 22, Sat 23, Sat 24, Sat 25, Sat 26, Sat 27, Sat 28, Sat 29, Sat 30, Sat 31)	21	22	23	24 Commencement of 1st Year 60 percent	25	
	3	Pre-Placement Training for 8-Tech Final Year (Mandatory)							
	4	29	30 (Holiday)	31	Pre-Placement Training for 8-Tech Final Year (Mandatory)				
August '19	1	MON	TUE	WED	THU	FRI	SAT	SUN	
	2					5	6	7	
	3					Pre-Placement Training for 8-Tech Final Year (Mandatory)			
	4	9 Commencement of classes for 9 Tech (Sat 11)	10	11	12	13	14 (1st Saturday Holiday)	15	
	5	16 1st Tech/IT Phase	17	18	19 Independence Day (National Holiday)	20	21 2nd Saturday Holiday	22	
	6	23 Commencement of classes for 8 Tech (Sat 11)	24	25	26 Independence Day	27 (Holiday - 1st day of 15th July 28 - 2nd day)	28	29	
	7	30	31	1	2	3	4		
September '19	1	MON	TUE	WED	THU	FRI	SAT	SUN	
	2					6	7 (Holiday - 1st day of 15th Aug 28 - 2nd day)	8	
	3	9 1st day	10 1st day	11 1st day	12 1st day	13 1st day	14 1st day	15	
	4	16	17	18	19	20	21 (1st Saturday Holiday)	22	
	5	23	24	25	26	27	28	29	
	6	30	1	2	3	4	5		
	7	8	9	10	11	12	13		
October '19	1	MON	TUE	WED	THU	FRI	SAT	SUN	
	2	9	10 (Holiday - 1st day of 15th Sep 28 - 2nd day)	11	12	13	14 (1st Saturday Holiday)	15	
	3	16 1st day	17 1st day	18 1st day	19 1st day	20 1st day	21 1st day	22	
	4	23	24	25	26	27	28	29	
	5	30 1st day	31 1st day	1	2	3	4	5	
	6	6	7	8	9	10	11	12	
	7	13	14	15	16	17	18	19	
November '19	1	MON	TUE	WED	THU	FRI	SAT	SUN	
	2	9	10 (Holiday - 1st day of 15th Oct 28 - 2nd day)	11	12	13	14 (1st Saturday Holiday)	15	
	3	16 1st day	17 1st day	18 1st day	19 1st day	20 1st day	21 1st day	22	
	4	23	24	25	26	27	28	29	
	5	30 1st day	1	2	3	4	5	6	
	6	7	8	9	10	11	12	13	
	7	14	15	16	17	18	19	20	
December '19	1	MON	TUE	WED	THU	FRI	SAT	SUN	
	2	9	10 (Holiday - 1st day of 15th Nov 28 - 2nd day)	11	12	13	14 (1st Saturday Holiday)	15	
	3	16 1st day	17 1st day	18 1st day	19 1st day	20 1st day	21 1st day	22	
	4	23	24	25	26	27	28	29	
	5	30 1st day	1	2	3	4	5	6	
	6	7	8	9	10	11	12	13	
	7	14	15	16	17	18	19	20	

Total Academic Days : 94

1. Industrial Training Presentation Week: 6th to 8th July 2019; 18th August 2019 to 22nd August 2019
2. Mini Project Assessment: 6th to 8th July 2019; 18th August 2019 to 20th August 2019
3. Finalisation of NPTEL Toppers Faculty members' (Dr. Anurag K. S. & Ramana Reddy / Non Teaching Staff Award): 10th September/19 (Teacher's Day)
4. Finalisation of Toppers Students and NPTEL Toppers Students: 16th September 2019 to 18th September 2019
5. Project Exhibition - 23rd October 2019 - CSE/IT/MAE/CE/ME/NA/SDP; 24th October 2019 - ECE/ET/IN/MA/IN
6. MHO to be observed as full Academic Day: 19th October / 19 & 20th October
7. Course Outcome Survey Week: 4th November 2019 to 8th November 2019 / Student's Feedback
8. Loan Policy starts: 18th December 2019 to 19th January 2019