



# KIET

## GROUP OF INSTITUTIONS

A Technical Campus approved by AICTE &

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

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

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

# STUDENT'S MANUAL

## (GUIDELINE BOOKLET FOR STUDENTS)

**(SESSION : 2018-19)**

## 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-9001-2008 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-9001-2008 certification.

## KIET GROUP OF INSTITUTIONS

KIET Group of institutions was established in 1998, located at Ghaziabad – Meerut Road having more than 5600 students, a substantial growth in 20 years, to meet the need of quality technical education in U.P. KIET has earned a vital position in the Overall Rank Band of 151-200 for Engineering discipline and in the Rank band of 51-75 for Management discipline in National Institutional Ranking Framework (NIRF) - India Ranking 2018 by MHRD, Government of India. The unique attribute of KIET is that it instills in its students an 'attitude to excel' in whatever they do and that stimulates it to take steps of eminence and go beyond the curriculum to develop the overall skills of its students.

### COURSE OFFERED

Courses	Intake
<b>B. Tech.</b>	
Computer Science & Engineering	180
Computer Science & Information Technology	60
Computer Science	60
Electronics & Communication Engineering	180
Electrical & Electronics Engineering	180
Mechanical Engineering	180
Information Technology	180
Civil Engineering	120
Electronics & Instrumentation Engineering	60
<b>B.Pharm</b>	100
<b>MBA</b>	120
<b>MCA</b>	120
<b>M.Pharm.</b>	
Pharmaceutics	15
Pharmacology	15

<b>M.Tech.</b>	
Electrical & Electronics Engineering	18
Mechanical Engineering	18
Electronics & Communication Engineering	18
Computer Science & Engineering	18

## ANTI - RAGGING COMMITTEE

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

<b>Chairman:</b>	Dr. (Col) A Garg	Director	8744097773
<b>Vice Chairman:</b>	Dr. Manoj Goel	Director-Admin	9873816173

### **Members:**

<b>1. Prof. J. N. Sahoo</b>	<b>Principal KSOP</b>	<b>9458888544</b>
<b>2. Prof. Anil K. Ahlawat</b>	<b>Dean -Academic</b>	<b>9891616861</b>
<b>3. Prof. Rajesh Mishra</b>	<b>Dean-SW &amp; Chief Proctor</b>	<b>7838055529</b>
<b>4. Prof. K. R. Chaturvedi</b>	<b>HoD-MBA</b>	<b>9711869278</b>
<b>5. Prof. Ajay K. Shrivastava</b>	<b>HoD-MCA</b>	<b>9873657877</b>
<b>6. Prof. C.M. Batra</b>	<b>HoD -AS</b>	<b>9873725677</b>
<b>7. Prof. K.L.A Khan</b>	<b>HoD -ME</b>	<b>9711178650</b>
<b>8. Prof. Atul Kant Piyooosh</b>	<b>HoD -CE</b>	<b>9918900101</b>
<b>9. Prof. Sanjay Sharma</b>	<b>HoD -ECE</b>	<b>9917251286</b>
<b>10. Prof. Vineet Sharma</b>	<b>HoD -CSE</b>	<b>9811139463</b>
<b>11. Prof. Neeraj Gupta</b>	<b>HoD -EN</b>	<b>9761115253</b>
<b>12. Prof. Adesh Kr. Pandey</b>	<b>HoD -IT</b>	<b>9873709715</b>
<b>13. Prof. Sumita R. Chaudhary</b>	<b>HoD -EI</b>	<b>9811861570</b>
<b>14. Mr. Umesh Sharma</b>	<b>Admin. Officer</b>	<b>9711598330</b>
<b>15. Mr. Anoop Srivastava</b>	<b>Registrar</b>	<b>9873816182</b>

### **Wardens and Students:**

List of Hostel wardens (16) and senior students (20) as published separately

### **Representatives from outside Institute:**

1. Civil & Police Administration	SHO, Muradnagar	9454403422
2. Mr. Akshay Agarwal	Uddeshya (NGO)	8960651955
3. Local Media	Mr. Braham Pal Singh	9411613949
4. Parent	Dr. Sanjay Sharma	9953218447

Above committee members are to keep an extra vigil at all times to ensure that no ragging of fresher takes place in any form. Any incidence of ragging is to be reported to me 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 arrangement students have to report as per following directive:

**STEP I:** Respective Class coordinator/Faculty Mentor

**STEP II:** Respective HoD/Anti-Ragging squad Members

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

**STEP IV:** Director (Admin)/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](http://www.kiet.edu). Further student may also contact National Anti-Ragging cell Number-1800-180-5522 or KIET Helpline No-1800-313-0056*

## 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 undisciplined 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
- Debarring from representing the Institute from attending/ participating in any national or international meet/tournament / youth festival, etc.
- Suspension / expulsion from the hostel
- Rustication from the Institute for such period as may be decided by concerned authorities
- Expulsion from the Institute and consequent debarring from admission to any other educational institution, for such period as may be decided by concerned authorities
- Imposition of fine up to Rs. 25,000/- (Rupees Twenty-Five Thousand)
- Rigorous imprisonment up to 3 (three) years (by a Court of Law) etc.

**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

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. Om Prakash	IT	9582072481
2.	Prof. Shadab A. Siddiqui	KSOP	9999967128
3.	Prof. Honey Pahuja	ECE	9729288808
4.	Prof. Sanjeev Kr Dwivedi	IT	9584307678
5.	Prof. Himanshu Agrawal	KSOP	9456639009
6.	Prof. Amit Goel	MCA	9899979748
7.	Prof. Brajesh K Tiwari	EN	9999297600
8.	Prof. Mukul Aggrawal	IT	9899260385
9.	Prof. Pratibha Kumari	ME	9873896841
10.	Prof. Neha Yadav	CSE	9999740592
11.	Prof. Priti Singh	AS	8447326913
12.	Prof. Vivek Pathak	ME	9996402667



## LIST OF STUDENTS ANTI-RAGGING COMMITTEE

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.	1602921065	Gaytri Rai	7895899293	EN
2.	1602921071	Harshjot Singh	9084838183	EN
3.	1602921165	Tejaswita Chandra	8860780801	ECE
4.	1602931092	Mukund Mohan Tiwari	8433277365	ECE
5.	1602910042	Bharat Bhushan Sharma	7017721260	CSE
6.	1602910131	Ritivi Garg	9627430841	CSE
7.	1702914003	Amit Kumar Rajput	7078047751	MCA
8.	1702914051	Tanu Verma	7785066729	MCA
9.	1619950043	Mayuri Gupta	8742940405	B.Ph.
10.	1619950045	Mohd Sahib Parvez	8273413953	B.Ph.
11.	1602913019	Arpita Verma	8604566108	IT
12.	1602913066	Nikunj Kr. Gupta	8954354494	IT
13.	1602940166	Srashti Mishra	9837633767	ME
14.	1602940176	Vageesh Dwivedi	7300720504	ME
15.	1702970115	Vikalp	7017958191	MBA
16.	1702970081	Prachi Gupta	8979665133	MBA
17.	1602932004	Aman Tyagi	9536264525	EI
18.	1602932037	Swati Singh	9953001972	EI
19.	1602900030	Avichal Rastogi	7230950233	CE
20.	1602900115	Vaishali Narula	9927363574	CE

## INTERNAL COMPLAINTS COMMITTEE (ICC)

### *(Sexual Harassment of Women Employees and Students at Workplace-Prevention, Prohibition and Redressal)*

The KIET Group of Institutions has zero tolerance against sexual harassment.

#### ***Sexual Harassment meaning-***

An unwanted conduct with sexual undertones which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely: -

- (a) Any unwelcome physical, verbal or non-verbal conduct of sexual nature
- (b) Demand or request for sexual favors
- (c) Making sexually colored remarks
- (d) Showing pornography
- (e) Any comment or post on social media platforms like WhatsApp, Facebook, Twitter...etc.which effect detrimental treatment to the person.

#### ***Punishment***

Any student found guilty of sexual harassment shall be punished in accordance depending upon the severity of the offence. The Institute may: -

- (a) Withhold privileges of the student such as access to the library, auditorium, hostel, transportation, scholarships, allowances and identity card.
- (b) Suspend or restrict entry into the campus for a specific period.
- (c) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.
- (d) Award reformatory punishment like mandatory counselling and or performance of community services.

**Action against frivolous complaint:-** If the allegations were false, malicious or forged/misleading, the complainant shall be liable to be punished as per the Institute policy/punishment regulation.

*You can mail your complaint at: [icccell@kiet.edu](mailto: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. Sangeeta Arora (MCA)	9811594340		
5.	Ms. Pankaj Dhupar (CRPC)	8860287788		
6.	Ms. Anamika Dron (Reg.)	9917778987	Representatives (Non-Teaching Staff)	
7.	Ms. Nisha Biju (Admin.)	9999412351		
8.	Mr. Akshay (Uddeshya)	8960651955	NGO Representatives	
9.	Ms. Ayushi Srivastava (ME)	9794839591	Student Representatives	
10.	Mr. Aman Jain (ECE)	7417588002		
11.	Ms. Niketa Tomar (IT)	7248229440		

## DISCIPLINARY INSTRUCTIONS

- 1.** Every student must carry his/her Identity Card issued by the institute in the KIET premises. Failing which will be treated as indiscipline act.
- 2.** 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.
- 3.** Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress.
- 4.** 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).
- 5.** 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.
- 6.** No student shall indulge in any activity that might be illegal or may lead to disorderliness.
- 7.** Possession or consumption of narcotic drugs, tobacco, smoking cigarettes, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
- 8.** Students should follow institute dress code as per the institute guidelines.
- 9.** Any reported, observed, objectionable conduct within or outside the premises of the Institute, will make him / her liable for strict disciplinary action.
- 10.** Students shall not indulge in activities, which would damage / disfigure Institute's property including books, apparatus, furniture etc.
- 11.** 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.
- 12.** 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.
- 13.** 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.
- 14.** 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.
- 15.** 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.

## INDISCIPLINE SHALL INCLUDE

1. Not carrying the institute identity card.
2. Staying away from classes without any valid reason.
3. Staying in hostels during academic hours without any valid reason.
4. Disrespectful behavior towards the faculty/staff.
5. Provoking students to abstain from classes and participating in strikes in the institute.
6. Walking around verandah during free hours and creating disturbance to the classes. (During free hours the students are expected to make use of the library or go to the reading room).
7. Disorderly behavior in the class.
8. Organizing tours without the permission of the Director.
9. Organizing meetings in the college institute or displaying notices on the institute notice board without the permission of the Director.
10. Bringing outsiders unnecessarily into the institute campus.
11. Distributing leaflets, hand-bills or other printed materials and displaying banners/posters inside the campus.
12. Scribbling offensive, abusive obscene words or figures on black boards, or any kind of writing on the wall or other places in the institute.
13. Holding meetings on political/religious basis.
14. Smoking, consumption of alcoholic beverages and use of narcotic drugs are strictly prohibited. Criminal proceedings will be taken against those found under the influence of alcohol or narcotic drugs within the campus/ hostel.
15. Vandalism and destruction of institute property will be severely dealt with and material loss will be fully recovered with fine.
16. Fighting/ abusing with other students.

***NOTE: The above rules are liable to be amended when found necessary. In any indiscipline act, victim student should contact to any member of Institute Proctorial Board.***

## DRESS CODE FOR THE STUDENTS

1. All students are required to follow the dress code from session 2018-2019 as illustrated below:

**(a) Academic Area:** Full Pant, Shirt / T-Shirt, Jeans, long Kurta / Kurti with legging / formal pant, Salwar Kameej 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.

(c) Display of profane/ bad language / promoting use of drugs, Alcohol or Tobacco in any form embossed on the dress is not permitted.

(d) **Footwear:** Both shoes and sandals / formal belly are allowed but bathroom slippers will not be permitted in classrooms, workshops and labs.

**1. Dresses for labs/workshops:** The uniform stipulated by the concerned department must be worn for all lab and workshop classes.

2. 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.

3. In the event of repeated violation of the prescribed dress code strict disciplinary action may be initiated against the defaulter.

**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	Designation	Mobile No.
1	Prof. Rajesh Mishra	Chief Proctor	7838055529
2	Prof. Sanjeev Singh	Proctor	9719891108
3	Prof. Sumit Kumar	Proctor	9953320244
4	Prof. Sandeep Chhabra	Proctor	8266924441
5	Prof. Arun Tripathi	Proctor	9873816191
6	Prof. S.K. Tripathi	Proctor	9873905027
7	Prof. Sanjeev K. Yadav	Proctor	9411808080
8	Prof. Prarthana Srivastava	Proctor	9456680456
9	Prof. Pooja Tyagi	Proctor	9999960500
10	Prof. Priya Rathi	Proctor	9990124433
11	Prof. Surya Prakash	Proctor	8587017568
12	Prof. Varun Gupta	Proctor	9045440911

## GUIDELINES FOR HOSTEL STUDENTS

A new student, on arrival, will report to the Hostel Warden/Rector who will allot him/her a room/seat in one of the Hostels after the student has paid fees and got registered. The following are the Standing Orders for compliance by all Hostellers:

- 1.** At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/she will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action if warranted. Sketching/painting on walls is prohibited. Rooms once allocated are not to be changed without the written permission of Competent Authority.
- 2.** Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for short period. They are advised to use good quality locks.
- 3.** Students must show their hostel ID card to the security staff every time they enter/leave Hostel gate.
- 4.** Hostellers are required to compulsorily get their rooms cleaned by the house keeping.
- 5.** Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc inside or outside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ Institute.
- 6.** Hostellers should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
- 7.** Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
- 8.** Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
- 9.** Electrical appliances like electric irons, heaters, VCD/DVD player, T.V., V.C.P. and V.C.R. etc., are not permitted in hostel rooms.

10. Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise, they must vacate their rooms, within 3 days of the closure of their academic session.

11. Before proceeding on summer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Warden / Rector and get a receipt from him.

12. No student is allowed to engage private servant or keep pets.

13. Visitors including parents are not allowed to go inside the hostel rooms. Parents/Guardians can meet their wards in the Visitor's Room during the specified visiting hours with the permission of Warden.

14. Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the respective HoD.

15. Students are prohibited from giving shelters to any other student / outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation / shelter to any outsider will be reported to local administration for suitable action.

16. All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the respective Head of Departments.

17. All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.

18. Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess.

**Breakfast:** 7:30 a.m. – 8:15 a.m.

**Lunch:** 12:00 p.m. – 1:00 p.m.

**Evening Snacks:** 4:45 p.m. – 5:45 p.m.

**Dinner:** 8:00p.m. -9:00 p.m.

19. Ragging in any form is unlawful and strictly prohibited. Student found indulged in ragging may be expelled from the Hostel as well as the Institute. FIR will also be lodged against student indulging in ragging.



**20.** Students not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action. The student may be expelled from the Hostel in case of repeated offences.

**21.** Students violating any of the above guidelines will face disciplinary action in which case the decision of Director will be final

## GUIDELINES FOR ATTENDANCE:

**(1)** Every student has to maintain 100% attendance (minimum 70%) to appeared in all the class tests and pre-semester examinations.

**(2)** As per AKTU rules, minimum 75% attendance is required to appeared in end semester University Examination.

**(3)** In medical case the students will be allowed to appear in examination with the minimum of 60% attendance.

**(4)** The following criteria for attendance will be followed.

- Student involved in industrial visit/ Project competition/ Presentation at industry will get 100% attendance of the approved duration. (Prior approval of HoD is mandatory).
- Students involved in guest lecture/seminar/workshop and placement will get 100% attendance for the approved duration. (Prior approval of HoD is mandatory).
- Student involved in consultancy/ Project at industry, appearing in the examinations like; GATE/CAT/GPET/GRE/SSB (on providing evidence of actual days of leave) will get maximum of 20% attendance of the total attendance.
- Student involved in participation in Cultural Event/Sports Event (like endeavor/ INNOTECH/ Cultural Event/ RANN/ Sports Fest) will get 10% attendance (With approval of Dean SW)for the approved duration.

**(5)** Attendance in all the lectures, tutorials and laboratory classes are compulsory.

**(6)** Parents of the students (having monthly attendance less than 70%)will be informed by the respective HODs.

**(7)** If any student is absent from classes for more than three consecutive days, shall have to take prior permission of the respective HoD. Without permission absenteeism will be treated as serious indiscipline act.

**(8)** Conduct of the students should be exemplary, not only within the KIET premises but also outside the campus to maintain the prestige of Institute. To make KIET best institute, students are adhere to follow the guidelines for discipline regularly.

## 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.Pharma students and 7 books to M.Pharma. students at a time for 15 days.
3. Book-Bank facility is also available for B.Tech., B.Pharma., 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 <small>(One month after commencement of odd and even semester)</small>	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 be 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 from 04:00 to 05:00 pm 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**.

## FUNCTIONAL HEADS

<i>Name</i>	<i>Department</i>	<i>Mobile</i>
1. Mr. Satendra Kumar	GM-TBI	9999017712
2. Mr. Arvind Kr. Sharma	Head CRPC	9999995765
3. Mr. Anup Srivastava	Registrar	9873816182
4. Mr. Arun Agarwal	Account Officer	9873196050
5. Dr. Sanjay Sharma	Librarian	9953218447
6. Mr. Umesh Sharma	Admin Officer	9711598330
7. Mr. Vinay Ahlawat	Manager IT Operations	9643240079
8. Mr. Sunil Vashishtha	Purchase Officer	9873816171
9. Dr. Preeti Chitkara	Manager (Institutional Affair)	9837524994

## ADDITIONAL HoDs

<i>Name</i>	<i>Department</i>	<i>Mobile</i>
1. Prof. Ravindra Gautam	CE	9720333183
2. Dr. Rupesh Chalisgaonkar	ME	9899916452
3. Dr. Vibhav Sachan	EC	9811539205
4. Prof. 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. Bhoopendra Kumar	IT	9582943933
9. Dr. A.P. Shukla	CS	9412619852
10. Dr. Arvind Kumar Sharma	EN	9999595770
11. 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.

<b>S. No.</b>	<b>Student Group</b>	<b>Activity performed by Students</b>	<b>Faculty Mentors</b>
1	Quizzinga	National and International Quiz	Prof. Hunny Pahuja(ECE)/Dr. Sanjeev Singh(CE)
2	Expression	Nukkar Natak	Prof. Salim(EI)/Dr. Mani Tyagi (MBA)
3	Kavyanjali	Kavi Sammelan	Prof. Siddharth Jain(CE)/Prof. Neha Bhaduria(ME)
4	Odyssey	Literary events (Essay, debate etc.)	Dr. Priyanka Sharma(AS)/Prof. Dr. Sheetal Mital(AS)
5	MUN	Public Speaking etc.	Dr. Rajesh Mishra(AS)

6	KIET Music Club	Music group (singing, instrumentation etc)	Prof. Alok Pandey(EN)/Prof.Richa Agarwal(AS)
7	KIET Dance Club	Group Dance and Solo Dance	Prof. Anjali Yadav(CSE)/Prof. Sonendra Sharma(ME)
8	KIET Band Club	Band War, singing & Instrument Play	Prof. Twinkle Tiwari(IT)/ Prof. Sonendra Sharma(ME)
9	TEDX	Talk show and Motivational Speaker	Dr. Adesh Pandey(IT)/ Dr. Subodh Sharma(ME)
10	Spic Macay	Cultural Heritage	Dr. Priyanka Sharma(AS)/Prof. Richa Goel (KSOP)
11	Ayushmaan	Health awareness, Blood Donation Camp etc	Prof. Anuj Pathak(KSOP)/Prof Shikha Sharma(KSOP)
12	Martial Art Club	Self defense	Dr. Brajesh Tiwari(EN)/Prof. Neha Yadav(CSE)
13	Uddesya	Social Welfare	Dr. Pratibha Kumari(ME)/Dr. Satish Kumar(EI)
14	Horizon	College Magazine	Dr. C. M. Batra(AS)/ Dr. Sonia Gauri(AS)
15	E-Cell	Entrepreneur and Start-up Lab etc	Prof. Satendra Kumar(GM-TBI)/ Prof. Seema Maiteray(CSE)
16	C-Cell	Website design, Event-management etc	Prof. Vinay Ahalwat (ITSS)/ Dr. Preeti Chitkara(AS)
17	SAE	Mechanical vehicle making, automobiles	Prof.Tuhin Srivastava(ME)/Prof Ashish Singh(ME)
18	Dinobots	Robotics and Robo war etc..	Prof. N.R. Srivastava(ECE)/Prof.S.P.Singh(ECE)
19	FC KIET	Sports, Football	Dr. Pramod Kumar Yadav(CSE)/Prof Swati (EN)
20	Sports	Atheletics, basket ball and Tennis etc	Dr. Brajesh Tiwari(EN)/Mr. Ranjeet Saha(Sports Teacher)
21	Movie Club	Movie creation	Dr. Priyanka Sharma(AS)/ Prof. Raghavendra Dwivedi(IT)

## CAFETERIA RULES

- 1.No students will be allowed in 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 prohibited.
- 3.Respect and politeness must be shown to all, including the cafeteria staff.
- 4.Throwing food or other objects is not allowed. Running, excessive noise or other disruptive behavior is not allowed.
- 5.Each student is responsible for the disposal of his/her trash in an appropriate receptacle. All students must leave their eating area clean, including food, paper, and spilled liquids.
- 6.No food items or drinks must be taken outside the cafeteria.



## COUNSELLING CELL

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.

Counselling is available for each and every person of the Institute on all working days during 01:00 PM to 05:00 PM

Counsellor- Mrs. Rachna Kakkar  
(Ph. No: - 9891371139).



## TBI-KIET

A 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 52 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 400 personal. One company's CEO is running retail food chain in the name of Mongli Express & also have master franchisee of Kaizo, AND, Van huesen & Madame. 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. 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.



## 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.

## 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 to share expertise and best practices in their respective fields and empower the alumni network of students, recruiters, teachers and alumni.
- The cell is constituted with faculty representation from all departments. Student coordinators are appointed at department level to run the alumni activities smoothly.
- The institute has its alumni portal named as **www.kietalmaconnect.com** which has a strong database of more than 12,000 alumni.
- Reminiscence, an Annual Alumni meet is organized every year in month of September or October.