

STUDENT MANUAL

(GUIDELINES FOR STUDENTS)

(ACADEMIC YEAR : 2025-26)



VISION

To become a leading institution nationally in the area of professional education, research & innovation for serving the global community.



MISSION

- To impart quality professional education, skills and values through outcome-based innovative teaching learning process in all spheres.
- To undertake collaborative interdisciplinary research as a co-requisite for professional education and simultaneously solve problems faced by society and industry.
- To create an ambience of innovation, entrepreneurship and consultancy for future leaders and innovators.
- To keep faculty members enthusiastic by continuous professional development and positive working environment.



EDUCATIONAL OBJECTIVES

- To provide quality education for better academic achievements.
- To provide the essential skills to meet the current and future needs of industry & society.
- To encourage the students to attain excellent professional knowledge with holistic approach.
- To inculcate a successive learning environment that allows students to be adaptive and responsive to new avenues as well as career demands.



CORE VALUES

- Academic excellence
- Collaborative and interdisciplinary research culture
- Conducive eco-system
- Strong humanitarian values & Ethics



EXPECTATIONS FROM KIET STUDENTS

➤ *One project per year to be showcased in Annual Technical Fest-Innotech:*

Projects help in becoming better learners and better engineers. The skills learnt by doing projects help the students to prepare better for the industry. It helps to inculcate and to explore qualities like leadership, teamwork, confidence and hard work.

➤ *One publication/patent/product during the degree:*

A publication/patent/product is important because it can help safeguard your invention. It can protect any product, design or process that meets certain specifications according to its originality, practicality, suitability, and utility. As an Engineering/ Management/ Pharmacy student, a patent can definitely add to your credentials and will help you in getting good placements.

➤ *Appearance in GATE/GPAT for (undergraduate only):*

It's always good to strengthen your career and pursue postgraduate courses. Qualifying GATE is also a minimum requirement to apply for various fellowships awarded/job opportunities by many government organizations/PSU like DRDO, BARC, ISRO, NTPC, BPCL, HPCL, GAIL, HAL and many more. Further, GATE qualified candidates are also eligible for Junior Research Fellowship in CSIR. GPAT is conducted by All India Council for Technical Education (AICTE) for admissions in M. Pharma programs in the country.

➤ *One participation in National Level Event (Cultural/Technical/ Literary):*

When students participate in cultural/ technical and literary activities, it gives a boost to their self-esteem. This self-esteem helps them face the outer world more confidently.



List of Dos and Don'ts for B.Tech 1st-year students to ensure good conduct on Campus



1. Attend Orientation Programs:

- **Purpose:** Familiarize yourself with campus resources, academic expectations, and the overall environment.
- **Action:** Participate actively in all orientation sessions and introductory workshops.

2. Be Punctual:

- **Purpose:** Demonstrates discipline and respect for others' time.
- **Action:** Arrive on time for classes, meetings, and events. Use reminders to manage your schedule effectively.

3. Engage in Class:

- **Purpose:** Enhances learning and builds relationships with instructors.
- **Action:** Ask questions, participate in discussions, and take thorough notes.

4. Maintain Academic Integrity:

- **Purpose:** Ensures fairness and preserves the value of your degree.
- **Action:** Submit your work honestly, avoid plagiarism, and do your own assignments.

5. Stay Organized:

- **Purpose:** Helps in managing time and reducing stress.
- **Action:** Use planners or apps to track assignments, deadlines, and exams. Keep your study space clean and orderly.

6. Join Extra-curricular Clubs and Societies:

- **Purpose:** Broadens your network and enhances skills beyond academics.
- **Action:** Explore student clubs, societies, or technical teams aligned with your interests.

7. Respect Campus Property:

- **Purpose:** Contributes to a safe and pleasant environment for everyone.
- **Action:** Use facilities responsibly, avoid vandalism, and report any damage immediately.

8. Be Courteous to Everyone:

- **Purpose:** Builds a supportive and respectful community.
- **Action:** Greet others politely, respect personal space, and be mindful of cultural differences.

9. Prioritize Your Health:

- **Purpose:** Ensures you remain physically and mentally fit to handle academic pressures.
- **Action:** Eat well, exercise regularly, and seek help if you're feeling overwhelmed.

10. Adhere to Campus Rules and Policies:

- **Purpose:** Maintains order and safety on campus.
- **Action:** Follow rules regarding attendance, dress code, and behavior. Familiarize yourself with the student handbook.

DOS & DONTs



1. Don't Skip Classes:

- **Reason:** Regular attendance is crucial for understanding coursework and avoiding gaps in learning.
- **Avoid:** Missing classes without a valid reason, or relying on friends for notes.

2. Don't Engage in Ragging or Hazing:

- **Reason:** Ragging is illegal and harmful, creating a toxic environment.
- **Avoid:** Any form of bullying, harassment, or initiation rituals. Report such activities if you witness them.

3. Don't Procrastinate:

- **Reason:** Leads to stress, poor performance, and last-minute cramming.
- **Avoid:** Delaying assignments or studying. Break tasks into smaller, manageable parts and tackle them early.

4. Don't Disrespect Faculty or Peers:

- **Reason:** Disrespect disrupts the learning environment and can lead to disciplinary action.
- **Avoid:** Speaking out of turn, using inappropriate language, or being disruptive in class.

5. Don't Engage in Substance Abuse:

- **Reason:** Drugs and alcohol can impair judgment, academic performance, and health.
- **Avoid:** Using or distributing illegal substances. Be mindful of your choices at social events.

6. Don't Plagiarize or Cheat:

- **Reason:** Academic dishonesty can result in severe penalties, including expulsion.
- **Avoid:** Copying others' work, using unauthorized resources during exams, or submitting the same work for multiple assignments.

7. Don't Misuse Technology:

- **Reason:** Technology should aid learning, not distract from it.
- **Avoid:** Using phones or laptops for non-academic purposes during class, or engaging in cyberbullying.

8. Don't Ignore Campus Safety Guidelines:

- **Reason:** Ensures personal safety and the safety of others.
- **Avoid:** Walking alone at night in unlit areas, ignoring emergency procedures, or violating lab safety rules.

9. Don't Isolate Yourself:

- **Reason:** Social connections are important for emotional support and networking.
- **Avoid:** Avoiding group activities, events, or opportunities to interact with peers.

10. Don't Neglect Financial Responsibilities:

- **Reason:** Managing finances is crucial for reducing stress and avoiding debt.
- **Avoid:** Missing tuition payments, overspending, or ignoring scholarship and financial aid deadlines.

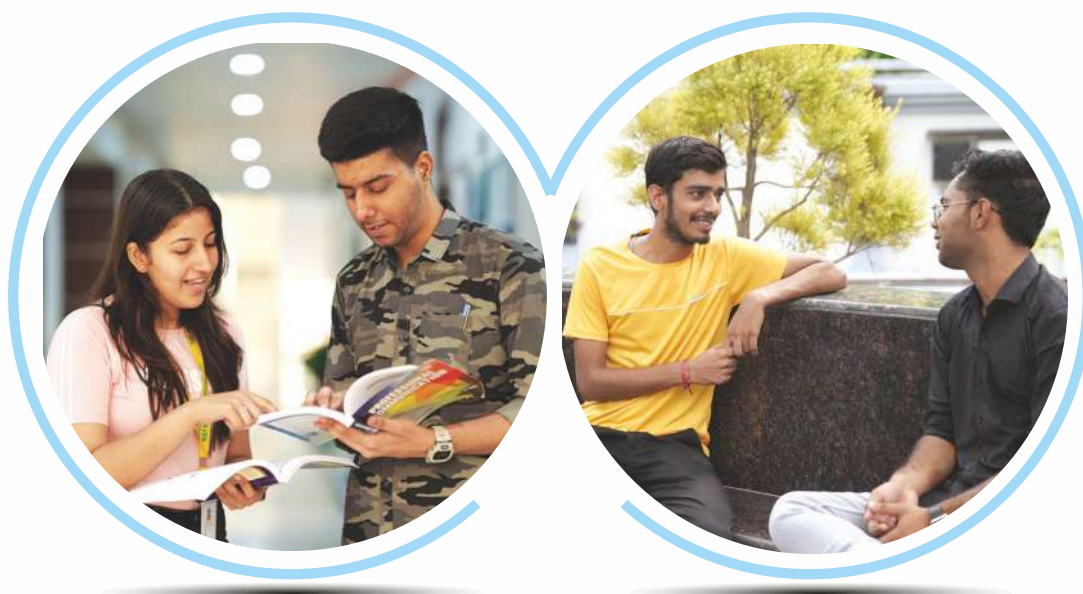
By following these dos and don'ts, you can ensure a smooth transition into college life, build a solid academic foundation, and enjoy a fulfilling campus experience.

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27 GLORIOUS YEARS OF KIET

With the glorious legacy of 27+ years in Engineering, Pharmacy, Management and Computer Application education, KIET has successfully contributed to the multidimensional development of future professionals.

Accredited by NAAC with “A+” grade, KIET Group of Institutions is one of the top Autonomous Private Engineering Colleges in Delhi-NCR. NBA accreditation of all of its eligible courses add to the credibility of the institute. It is affiliated to Dr. A.P.J Abdul Kalam Technical University, Lucknow and approved by AICTE.

The destiny crossed the paths of 11 philanthropists-cum-entrepreneurs from Ghaziabad, who were very successful in their respective fields, and had an unwavering zeal to serve the society. Thereby, they established a non-profit making organization, known as Krishna Charitable Society, under the aegis of which, KIET ('Krishna Institute of Engineering & Technology') came into being in the year 1998. KIET's journey began with 3 branches in B.Tech (Mechanical Engineering, Electronics & Communication Engineering), and 180 student intake in each of them.

Today, the institute has over 8500 students' strength across various courses, viz.

B.Tech

- **Computer Science**
- **Computer Science & Engineering**
- **Computer Science & Engineering**
(Artificial Intelligence)
- **Computer Science & Engineering**
(Artificial Intelligence & Machine Learning)
- **Computer Science & Engineering**
(Cyber Security)
- **Computer Science & Engineering**
(Data Science)
- **Information Technology**
- **Computer Science & Information Technology**
- **Electronics & Communication Engineering**
- **Electronics & Communication Engineering**
(VLSI Design and Technology)
- **Electrical & Electronics Engineering**
- **Electrical & Computer Engineering**
- **Mechanical Engineering**
- **Advanced Mechatronics & Industrial Automation**

M.Tech

- **Computer Science & Engineering**

D.Pharm

B.Pharm

M.Pharm

- **Pharmaceutics**
- **Pharmacology**
- **Pharmaceutical Quality Assurance**

MCA

MBA

Diploma Course

- **Diploma in Pharmacy**
- **Advanced Diploma in Automotive Mechatronics**

27 GLORIOUS YEARS OF KIET

KIET Group of Institutions is embellished with a number of Centers of Excellence that take care of providing exclusive skills to the students beyond the syllabi <https://www.kiet.edu/centre-of-excellence>. The institute ensures to bridge the gap between industry and academia by collaborating with industry experts through Memorandum of Understanding. For example, KIET has signed MoU with Space Application Centre (SAC), ISRO Ahmedabad (Center of Excellence for Space Technologies), Mitsubishi India, Wipro Ltd. India (Center of Excellence for Cybersecurity), and others to promote industry and academic interaction in the areas of mutual interest.

KIET Centre for Industrial Testing & Field Research (KCITFR) @ KIET has also been assessed and accredited by National Accreditation Board for Testing & Calibration Laboratories in the field of 'Testing' in following disciplines:

- Mechanical - Mechanical Properties of metal
- Non-destructive building materials -Reinforced concrete structures



The institution's commitment to research and innovation is evident in its status as an approved Ph.D. Research Centre by AKTU since 2010. A total of 836 SCI Research Publications and 2043 Scopus Indexed Research Publications with an affiliation of KIET Group of Institutions, Delhi-NCR, Ghaziabad are listed in Web of Science and Scopus Database till April 2025.

The institute's organized Research and Development Committee, Collaborative Research and Development Committee, and Departmental Research Committee (DRC) ensure effective implementation of research policies and intellectual property rights (IPR). Since November 2024, KIET faculty members and students have filed 203 patent applications, of which 177 patent applications (till April 2025) have been published by the Indian Patent office.

In the NIRF Rankings 2024, KIET has achieved 77th rank in Pharmacy, placed within the 151-200 band for Engineering, and within the 11-50 band for Innovation. The prestigious QS I-Gauge Ranking has rated KIET as '**DIAMOND**,' and got recognized as the "Best Education Brand 2025" by ET Edge, The Times Group. We have received numerous Education Excellence Awards as well, including the "National Award for Technology Business Incubator" from the National Science & Technology Entrepreneurship Development Board (NSTEDB), DST, Govt.

27 GLORIOUS YEARS OF KIET

Apart from institutional rankings and accolades, the students of the institution have also brought various laurels on national and international levels, including the '**Crash and burn award**' and '**Social media award**' won at the NASA Human Exploration Rover Challenge 2024 and 2023 respectively.

KIET nurtures entrepreneurial spirit and enhances employability through the Technology Business Incubator (TBI-KIET), Innovation Centre, Department of Public & International Relations, and dedicated Placement Center (CRPC). With nearly 170+ start-up companies successfully incubated, 118 start-ups graduated and 54 start-ups currently on campus, the focus on entrepreneurship and innovation is unwavering, providing a robust platform for students to develop their ideas and launch successful ventures.

KIET Group of Institutions is dedicated to molding raw talent into professionals of excellence. Through strategic collaborations, innovative teaching methods, and a dynamic curriculum, KIET ensures graduates are well-prepared to meet the challenges of the professional world.



COURSES OFFERED

Courses			
S.No.	B.Tech	U.G. Courses	Intake
1.		Computer Science & Engineering	300
2.		Computer Science & Information Technology	180
3.		Computer Science	240
4.		Computer Science & Engg. (Artificial Intelligence)	240
5.		Computer Science & Engg. (Artificial Intelligence & Machine Learning)	300
6.		Electronics & Communication Engineering	180
7.		Electrical & Electronics Engineering	60
8.		Electrical & Computer Engineering	60
9.		Mechanical Engineering	60
10.		Information Technology	180
11.		Computer Science & Engineering (Data Science)	60
12.		Computer Science & Engineering (Cyber Security)	60
13.		Advanced Mechatronics & Industrial Automation	30
14.		VLSI Design & Technology	30
15.	D.Pharm		60
16.	B.Pharm		100
P.G. Courses			
13.	MBA		240
14.	MCA		240
15.	M.Tech	Computer Science & Engineering	18
16.	M.Pharm	Pharmaceutics	15
17.		Pharmaceutical Quality Assurance	15
18.		Pharmacology	15
19.	ADAM	Advanced Diploma in Automotive Mechatronics	25



COURSES OFFERED

LEADERSHIP TEAM

Sno.	Name	Designation	Department	Mobile No
1	Dr. Manoj Goel	Executive Director	-	9873816173
2	Dr. Adesh Kr. Pandey	Director Academics	IT	9873709715
3	Dr. Abhinav Juneja	Director - CRPC	CRPC	9416943312
4	Dr. Vinay Ahlawat	Associate Director (Technology & Online Education)	ITSS	9643240079
5	Dr. Anurag Gupta	Professor & Dean - SW	ME	8881548979
6	Dr. Vibhav Kr. Sachan	Dean-ECE & Dean (R&D)	ECE	9811539205
7	Dr. K. Nagarajan	Professor Cum Principal-ksop	KSOP	9997628670
8	Dr. Vineet Sharma	Dean-CSE & Dean-Innovative & Inclusive Pedagogy Cum Professor	CSE	9811139463
9	Dr. Ajay Kr. Shrivastava	Dean-CS & Dean-Skill Development & Finishing School	CS	9873657877
10	Dr. Rekha Kashyap	Dean-CSE(AI&ML) & CSE(AI)	CSE(AI&ML) & CSE(AI)	9818488166
11	Dr. Puneet Goswami	Professor & Dean	IT	9416325485
12	Dr. Harsh Khatter	Dean-CSIT & Associate Professor	CSIT	9219275292
13	Dr. Neeraj Kr. Gupta	Dean-EN	EN	9761115253
14	Dr. Ashish Karnwal	Dean-ME	ME	9999365444
15	Dr. Sachin Malhotra	Dean-MCA	MCA	9818369279
16	Dr. Binkey Srivastava	Dean-KIET School of Management	MBA	9999958118
17	Dr. Sumita Ray Chaudhuri	Professor-ECE & CoE	ECE	9811861570
18	Dr. Chandra Mohan Batra	Professor cum Hod-ASH	ASH	9873725677
19	Mr. Komal Mehrotra	Hod & Associate Professor (ii)	Training Division	9415267620
20	Dr. Brijesh Singh	Professor & Dean-ELCE	ELCE	8377825935
21	Mr. Arun Kr. Agarwal	Chief Financial Officer	Accounts	9873196050
22	Mr. Anup Kr. Srivastava	Registrar	Registrar	9873816182
23	Mr. Rishi Malhotra	Chief Human Resource Officer	HR	9810567834
24	Dr. Preeti Chitkara	Professor & Head-PR&IR	ASH	9837524994
25	Mr. Sunil Vashishtha	Head - Purchase & Store	Purchase & Store	9873816171
26	Mr. Kaver Pal Singh	Head-Facility Management	Admin	9711598330

PROGRAM HEAD & PROGRAM HEAD (FIRST YEAR)

S.No.	Name of Dean/ Principal	Program Head	Program Head (First Year)	Department
1.	Dr. K. Nagarajan	Dr. N G R Rao	Dr. Snigdha Bhardwaj	KSOP
2.	Dr. Vineet Sharma	Dr. Swati Sharma	Dr. Preeti Garg	CSE
3.	Dr. Ajay K Shrivastava	Dr. Raj Kumar	Dr. Rishabh Jain	CS
		-	Prof. Sreesh Gaur	CSE (Data Science)
4.	Dr. Rekha Kashyap	Dr. Shelly Gupta	Mr. Sahil Bhatia	CSE (AI)
		Dr. Pratibha Singh	Mr. Mayank Lakhotia	CSE (AI&ML)
5.	Dr. Puneet Goswami	Dr. Sanjeev Kumar	Dr. Mukul Aggarwal	IT
		-	Dr. Surendra Keshari	CSE (Cyber Security)
6.	Dr. Harsh Khatter	Dr. Ankur Garg	Mr. Deep Thakur	CSIT
7.	Dr. Neeraj Gupta	Dr. Yaduvir Singh	Dr. Ankur Maheshwari	EN
			Mr. Kapil Gandhi	ELCE
8.	Dr. Vibhav K Sachan	Dr. Ruchita Gautam	Mr. Sachin Tyagi	ECE
		-	Dr. Abhishek Sharma	ECE (VLSI Design & Technology)
9.	Dr. Ashish Karnwal	Dr. Ajay Singh Verma	Mr. Ashok Kumar	ME
		-	Dr. Sandeep Chhabra	Advanced Mechatronics & Industrial Automation



OFFICES TO CONTACT

S.No.	Purpose	Name of Authority	Contact No.	Mail ID
1	For Admission Process & University Affairs	Mr. Anup Kr. Srivastava (Registrar)	9873816182	registrar@kiet.edu
2	Fee Deposit & Financial Matter	Mr. Arun Agarwal (Chief Financial Officer)	9873196050	accountsofficer@kiet.edu
3	For Administrative Work & Scholarship	Captain K.P. Singh (Head-Facility Management)	9711598330	adminofficer@kiet.edu
4	For Transport Facility	Dr. Anurag Gupta (Dean Student Welfare) Captain K.P. Singh (Manager - Administration)	8881548979 9711598330	deansw@kiet.edu adminofficer@kiet.edu
5	For IT Services	Mr. Madhurendra Singh (Manager- IT)	9899941574	madhurendra@kiet.edu
6	For Hostel Related Queries	Dr. Pratibha Kumari (Chief Rector-Girls) Dr. Abhishek Kumar (Chief Rector-Boys)	7906675694 9827196617	chiefrector.girls@kiet.edu chiefrector.boys@kiet.edu
7	Student Welfare (Internal/External Participation/Stay Back Permission/Cultural & Social Club/Vechical Pass/Extra Attendance Related queries)	Dr. Anurag Gupta (Dean Student Welfare)	8881548979	deansw@kiet.edu
8	For Disciplinary Issues	Dr. Bhoopendra Kumar (Chief Proctor)	9582943933	bhoopendra.kumar@kiet.edu
9	For Training & Soft Skills	Mr. Komal Mehrotra	9415267620	komal.mehrotra@kiet.edu



Rules of Admission

- The Institute shall adopt procedures to admit the students to the different Undergraduate/Postgraduate Programs as prescribed by the Governing Body.
- The Institute shall follow norms for eligibility of the students for admission to various Programs as per the affiliated university/ state government norms.

Rules of Admission to B.Tech First Year of UG degree Programs in Engineering

(A) Admission to B.Tech. First year in 1st semester and lateral admission in B.Tech. second year in 3rd semester (for diploma holder/B.Sc. candidates only) will be made as per the rules prescribed by the Academic Council of the Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow.

(B) Admission on migration of a candidate from any other University to the University is not permitted.

(C) Eligibility Criteria

- (i) Admission to B. Tech. First Year through Counseling: 85% of seats of the total approved intake will be filled through JEE Main counseling.
- (ii) Admission to B. Tech. First Year through Management Quota: Remaining 15% of seats of the total approved intake will be filled under the management quota. Candidates must apply online through the Institute website. Institute will shortlist the candidate based on their PCM merit at the 10+2 level & candidate will be called for a written test and personal interview. On successful completion of a written test and interview, the candidate will be admitted.
- (iii) Admission against Left-over vacant seats from Counseling: The left-over vacant seats from counseling will be filled by university in special round counselling.
- (iv) **Admission to B.Tech. Second Year through Lateral Entry Scheme:**
 - Candidates who have passed 3 year Diploma (with minimum 60% marks) from institutions recognized by the U.P. Board of Technical Education in any branch of Engineering/Technology except Agriculture Engineering are eligible for admission to second year in any branch of Engineering/Technology except Agriculture Engineering.

Rules of Admissions to PG Degree Programs (M.Tech)

- University shall permit admission to M. Tech. Programmes and award M.Tech. degrees to only such courses those are duly approved by AICTE/Academic Council.
- Admission to M.Tech. Programmes in the first year will only be made through GATE/Entrance test(s) conducted by the University followed by counseling(s) or merit based on gradation percentage.
- Admission on migration of a candidate from any other University to the University is not permitted.
- Reservation in admission to an M.Tech. programme shall be governed by the AICTE/State Government/ Central Government rules. Where such rules are at variance with each other, the decision of the Academic Council/Executive Council shall be final.
- Eligibility Criteria: Eligibility for admission in the M. Tech. Programme shall be the Bachelor's degree in the appropriate branch.

Rules of Admission to B.Pharm First Year

- 85% of the total approved intake is filled through counselling conducted by Dr. A.P.J. Abdul Kalam Technical University (AKTU), based on the candidate's CUET rank.
- 15% of the approved intake is reserved for direct admissions. Interested candidates must apply online through the Institute's official website. The Institute shortlists applicants based on their merit in PCM/PCB at the 10+2 level. Shortlisted candidates are invited for a written test followed by a personal interview. Candidates who successfully clear both stages will be offered admission.

Rules of Admission to M.Pharm

- University shall permit admission to M.Pharm Programmes and award M.Pharm degrees to only such courses those are duly approved by AICTE/Academic Council.
- Admission to M.Pharm Programmes in the first year will only be made through GATE/Entrance test(s) conducted by the University followed by counseling(s) or merit based on graduation percentage.
- Admission on migration of a candidate from any other University to the University is not permitted.
- Reservation in admission to M.Pharm programme shall be governed by the AICTE/State Government/Central Government rules. Where such rules are at variance with each other, the decision of the Academic Council/Executive Council shall be final.
- Eligibility Criteria: Eligibility for admission in the M.Pharm. Programme shall be the Bachelor's degree in the appropriate branch.

Rules of Admission to PG Degree Programs (MBA)

Admission to MBA 1st year in 1st semester will be made as per the rules prescribed by the Academic Council of the Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow and also according to the latest notification of the government of Uttar Pradesh (U.P.).

Eligibility Criteria

- Admission to MBA First Year through Entrance Examination: Candidates who have passed a minimum of three years of Bachelor's degree or equivalent qualification with at least 50% marks (relaxation for SC/ST candidates of 5%) from a recognized university.
- Direct admission on vacant seats at institution/college level: The eligibility criteria for direct admission is a minimum 3-year Bachelor Degree or equivalent from a recognized university with at least 50% marks or as may be notified from time to time by AICTE/University/Government of Uttar Pradesh.

Rules of Admission to PG Degree Programs (MCA)

- Admission to MCA 1st year in 1st semester will be made as per the rules prescribed by the Academic Council of the Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow and also according to the latest notification of the government of Uttar Pradesh (UP).
- Admission on migration of a candidate from any other University to the University is not permitted.

Eligibility Criteria

Admission to MCA First Year will be through Entrance Examination: For admission to first year of MCA in any institution affiliated to AKTU, Lucknow, a candidate must have passed Bachelors degree course of 03 Years minimum duration from any recognized Indian University; or its equivalent, recognized by A.I.U. securing minimum 50% (45% for SC/ST) marks in aggregate. Candidates must have passed Mathematics at 10+2 level or Graduation level. The Academic Council shall have power to amend or repeal the eligibility criteria as per the guidelines of AICTE.

Fees to be charged for the Undergraduate, Postgraduate Programme

Tuition Fees : For the UG and PG programs, the tuition and other fees charged to students over the duration of Programs shall be as per the approval of the Fees Regulatory Body time to time. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices. . The tuition fees and other fees payable by the student will have to be deposited in the institution's office/bank as prescribed by the Fees Regulatory Body, as per the given dates in the calendar of activities.

Examination Fees : There shall be separate examination fees year wise based on the courses and credits.

Summer Semester Fees: The summer Semester is not mandatory and is additional term so there shall be additional fees for the same which shall be calculated based on the credits opted by a student.

ADMISSION PROCESS

Caution Money Deposits: Caution money deposits received from the students shall be refunded after successful completion of the course or after canceling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit. However, the amount of caution money deposit shall be transferred to Students Aid Fund in case if candidate does not apply for refund, within 3 complete financial years after the student actually leaves the institution; or, within 3 complete financial years after the date of successful completion of the course, whichever is earlier.

Fees Concession / Scholarship

The various schemes of fee concession / Scholarship / Free ship are as given below.

Scholarship Schemes

Sl. No.	Type of Scholarships	Details of Scholarships	
1	Merit Based Scholarship for 1 st Year students at the time of admission (For Direct Admission)	For CS & Allied Branches (Under General Category) ≥ 98 % PCM in XII	1 st Semester Tuition Fee Waiver
		For Core Branches (Under General Category) ≥ 95 % PCM in XII	1 st Semester Tuition Fee Waiver
		For Core Branches (Under Economically & Socially Challenged Category) ≥ 85 % PCM in XII	1 st Semester Tuition Fee Waiver
2	Merit Based Scholarship for 1 st Year students based on 1 st Year Results	Best Performer Student of 1st Year (Under Economically & Socially Challenged Category) (Among CS and Allied Branches)	3 rd Semester Tuition Fee Waiver
		Best Performer Student of 1st Year (Under Economically & Socially Challenged Category) (Among Core Branches)	3 rd Semester Tuition Fee Waiver
3	Merit Based Scholarship for 2 nd Year students based on 2 nd Year Results	Best Performer Student of 2nd Year (Under Economically & Socially Challenged Category) (Among CS and Allied Branches)	5 th Semester Tuition Fee Waiver
		Best Performer Student of 2nd Year (Under Economically & Socially Challenged Category) (Among Core Branches)	5 th Semester Tuition Fee Waiver



ADMISSION PROCESS

Sl. No.	Type of Scholarships	Details of Scholarships	
4	Merit Based Scholarship for 3 rd Year students based on 3 rd Year Results	Best Performer Student of 3rd Year (Under Economically & Socially Challenged Category) (Among CS and Allied Branches)	7 th Semester Tuition Fee Waiver
		Best Performer Student of 3rd Year (Under Economically & Socially Challenged Category) (Among Core Branches)	7 th Semester Tuition Fee Waiver
5	University Gold Medalist Scholarship	8 th Semester Tuition Fee reimbursement	
6	Scholarship based on Performance in Sports at International and National Level	One Semester Tuition Fee Waiver The students, who have represented India in International competitions/ sports, namely Olympic Games, Commonwealth Games, Asian Games and World University Games including Cricket are eligible for award of scholarship under this category against submission of participation Certificate issued by competent authority.	
7	Merit based Scholarship for Program / Branch Toppers	1st Position: Rs. 12000/- 2nd Position: Rs. 6000/- Toppers of the class will be judged on the basis of the result of both semesters (without carryover/clear pass in first attempt) and this incentive will be awarded in the following year.	
8	Scheme to encourage students to excel in University Examination	Students of B. Tech & B. Pharm 1 st to 3 rd year, securing 85% (aggregate marks including both semesters) will be awarded Rs. 500/- and for each % marks above 85%, will be given Rs. 200/- extra in addition to Rs. 500/- (e.g. Student who secures 90% will be in awarded Rs.1500/-). Students of MCA 1 st & 2 nd year and MBA 1 st year securing 80% (aggregate marks including both semesters) will be awarded Rs. 500/- and for each % marks above 80%, will be given Rs. 200/- extra in addition to Rs. 500/- (e.g. Student who secures 85% will be in awarded Rs.1500). However, Branch Toppers at para B a) will not be eligible to get the benefit under this clause.	
9	Scheme to encourage undergraduate program students with highest improvement in academic result in comparison to previous year examination	i. For B. Tech. 1st Year Students: Top two Students from each branch securing highest improvement % in First year, result in comparison to PCM% at 10+2 level will get incentive as below: 1st highest improvement in %: Rs. 5000/- 2nd highest improvement in %: Rs. 3000/- ii. For B. Tech. 2nd & 3rd Year Students: Top two Students from each branch securing highest improvement % in 2nd year/3rd year result in comparison 1st year / 2nd year result will get incentive as below: 1st highest improvement in %: Rs. 3000/- 2nd highest improvement in %: Rs. 3000/- iii. For B. Pharm. 1st Year Students: Top two Students from each branch securing highest improvement % in First year result in comparison to PCB / PCM % at 10+2 level will get	

ADMISSION PROCESS

		incentive as below: 1st highest improvement in %: Rs. 3000/- 2nd highest improvement in %: Rs. 3000/- iv. For B. Pharm. 2nd & 3rd Year Students: Top two Students from each branch securing highest improvement % in 2nd year/3rd year result in comparison to 1st year / 2nd year result will get incentive as below: 1st highest improvement in %: Rs. 3000/- 2nd highest improvement in %: Rs. 3000/-
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Note:

1. Notwithstanding anything under this Scholarship, KIET Group of Institutions has sole discretion to edit, modify, change, update, continue or abandon this scholarship going forward at any given point in time, without any prior written intimation.
2. If a student is eligible for grant of more than one scholarships, the total amount of all scholarships in such cases cannot exceed the total tuition fee for the semester.



OFFICE OF DIRECTOR ACADEMICS

Dedicated to empowering students through academic excellence, the Office of Director Academics serves as the nerve center for all academic planning, implementation, monitoring, and quality enhancement at KIET Group of Institutions. Functioning under the leadership of the Director Academics, it drives innovation in teaching-learning practices, curriculum design, academic data management, rankings, accreditations, and student-focused reforms.

With a dynamic team of Deans, Associate Deans, Coordinators, and academic leaders, the office manages policy formulation, lesson plan development, continuous assessment, ERP systems, NIRF rankings, and accreditation processes such as NBA, NAAC, ABET, and IQAC - anchored firmly in the principles of Outcome-Based Education (OBE).

Student welfare remains at the heart of its mission through initiatives such as industry oriented curriculum, entrepreneurial and interdisciplinary courses, mentor–mentee programs, grievance redressal, and innovative pedagogies. As part of these efforts, the office allocates and monitors interdisciplinary projects, promotes student participation in hackathons, manages project data, and supports patents, publications, and project reviews at both UG and PG levels.

The office spearheads institutional initiatives in OBE, NBA, NAAC, IQAC, NIRF, QS-I Gauge, and global rankings, while managing academic calendars, ERP systems, accreditation compliance, and benchmarking. Dedicated coordinators ensure smooth execution of functions related to rankings, academic schemes, mentor - mentee programs, projects, and library resources—driving continuous improvement in learning outcomes.

Above all, the Office of Director Academics is committed for serving and assisting students in their academic journey, placing their learning, growth, and success at the core of every initiative.

S.N	Appointment	Name	Department
1.	Dean - Ranking and Accreditations	Dr. Yaduvir Singh	EN
	Associate Dean - Ranking & Accreditations	Dr. Prarthana Shrivastava	ASH
2.	Associate Dean Academics1	Dr. Parita Jain	CSE
	Associate Dean Academics2	Dr. Anal Pathak	IT
	Assistant Dean-Academic Planning & Data Management	Ms. Garima Singh	CSIT
3.	ERP MIS Coordinator (Institute)	Mr. Gaurav Parashar	CSE
	Assistant ERP MIS Coordinator (Institute)	Ms. Shikha Tyagi	ME
4.	NIRF :		
	NIRF Coordinator (Institute level)	Dr. Parvin Kaushik	ECE
	Research Coordinator	Dr. Vipin Kumar	ASH
	Engineering Coordinator	Dr. Sartaj Ahmed	IT
	Management Coordinator	Ms. Punjika Rathi	KSOM
	Pharmacy Coordinator	Mr. Surya Prakash	KSOP
	SDG Coordinator	Dr. Prateek Gupta	KSOM
5.	Mentor Mentee - Institute Level Coordinator	Dr. Rashid Ali	ASH
6.	Project In charge (Institute)	Dr. Satish Kumar	EN
7.	Coordinator-Academic Schemes in UGC/AICTE	Dr. Richa Shrivastava	ECE
8.	Prof. Incharge Library (Knowledge Resource Centre)	Dr. Ankur Garg	CSIT

All the academic programs of the institute are governed by the rules and regulation approved by Academic council of KIET Group of Institutions, Ghaziabad. These rules and regulations are applicable to all the students to this institute from academic session 2025-26 onwards as per the decision in Academic Council meeting.

Leveraging Autonomy

KIET Group of Institution's autonomous status allows for swift adaptation and innovation in its curriculum, incorporating the latest academic trends and industry demands. This ensures students receive an education that is both rigorous and relevant to contemporary requirements.

National Education Policy (NEP2020):The Institute has incorporated the key recommendations of the National Education Policy 2020 in to its curriculum design process to ensure relevance and effectiveness.

1. Course Registration under CBCS Scheme

1.1 Rationale for Introduction of CBCS

- The University Grants Commission, New Delhi in its 12th plan guidelines directed the Universities in the country to implement the Choice Based Credit System (CBCS Scheme) in both the under-graduate and postgraduate programs.

1.2 Course Registration

- It is mandatory for all students to register every semester, for courses that he/she is going to study in the semester through a Course Registration process.
- The list of courses offered by each program will be announced between the registration.
- Students shall register all offered mandatory courses given by the program in the semester.
- Selection of professional and open electives courses from the offered list.
- The registration and commencement date for each Academic Session will be circulated by the Director Academics office.
- Only registered students are permitted to attend the classes, and their attendance is marked.
- Students are advised to follow the schedule and guidelines during the registration process.

1.2.1 Maximum Credit Limit under CBCS Scheme

- For first-year and second-year students, the credit load is fixed for both semesters.
- Registration for Higher Semester Courses (Only elective courses offered in higher semesters), provided they meet the following criteria: a CGPA of 8.0 or above, no backlogs, and no detained courses from lower semesters. Additionally, the prerequisites for the desired courses must be fulfilled.

1.2.2 Adding and Dropping/ Withdrawal of Courses

The addition and dropping/ withdrawal of courses may be accomplished subject to the following conditions:

- (i) The choice of elective/ open elective courses will be based on the registration, which has to be completed well in advance before the commencement of the semester, as per the Academic Calendar.
- (ii) There may be a provision for adding/dropping/switching of elective/ open elective courses within stipulated time period, after obtaining the approval of the concerned Dean of the Department. After that no such above modification will be entertained.

1.2.3 Professional Elective Courses in Collaboration with Industry for B.Tech

- The professional electives to be offered by the departments in collaboration with industry, providing students with the unique opportunity to learn directly from professionals with real-world experience.

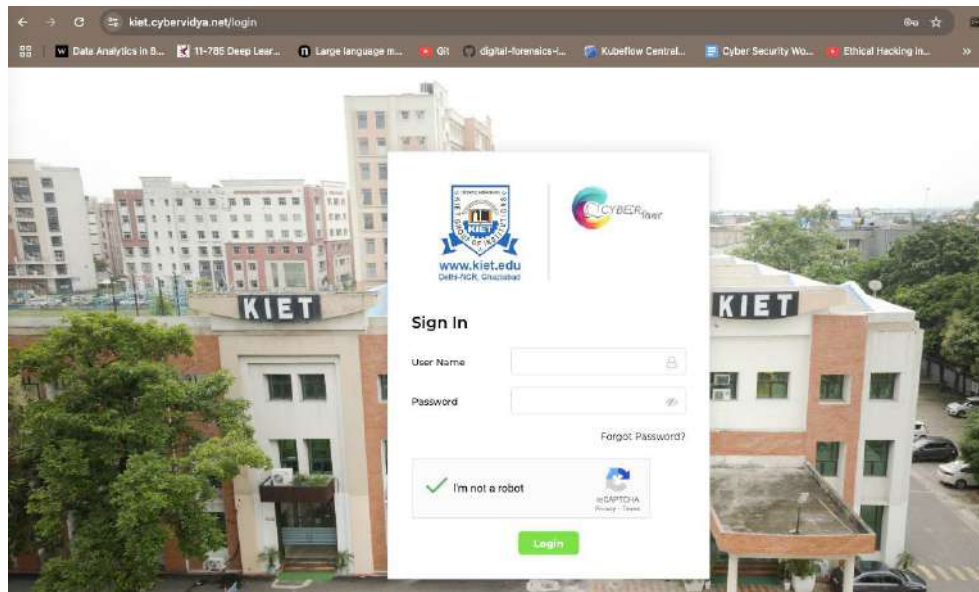
ACADEMIC POLICY 2025-2026

- This collaboration ensures that the curriculum is up to date with current industry standards and practices.
- Students may choose any of the professional electives offered by different Boards of Studies.
- Professional electives are included as part of the total 160 credits.

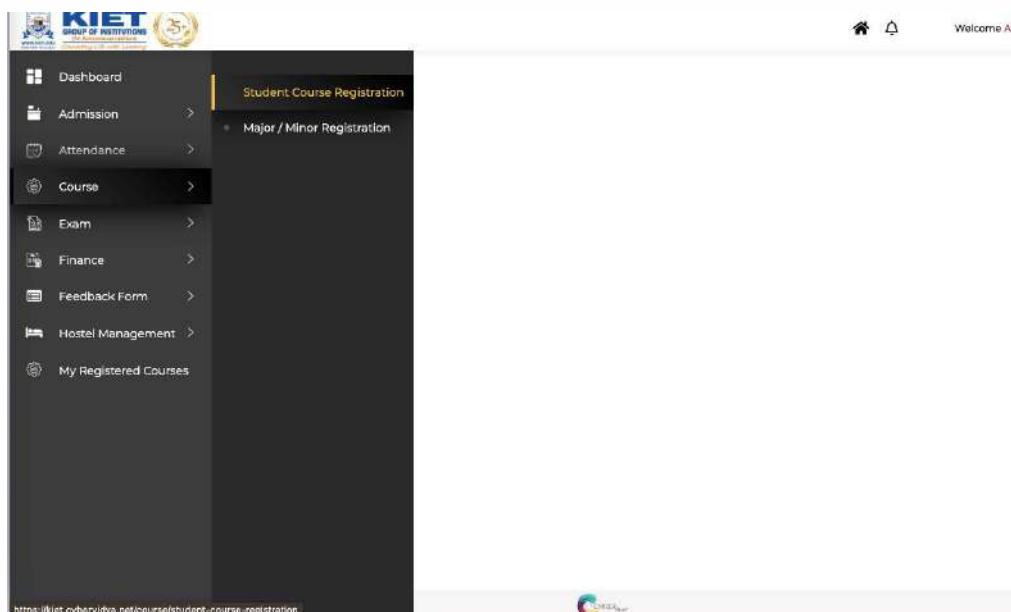
ERP REGISTRATION

Registration Process

1. Enter the User Name and Password



2. Click Course-> Course Registration



3. Click Regular and click + sign to expand and select the course.

The top screenshot shows the 'Student Course Registration' page with the 'Regular' tab selected. The 'Course List' table is as follows:

S.No.	Course Code	Course Name	Category Group	Eligibility	Credit	Total Number of Components	Selected Components
1	MA001	Linear Algebra for Engineers	Basic Science Course	MANDATORY	4	1	1
2	CH001	Environmental Chemistry	Basic Science Course	MANDATORY	2	1	1
3	CS001B	Data Structure	Engineering Science	MANDATORY	4	2	2
4	AI001P	Python for Engineers	Engineering Science	MANDATORY	2	1	1
5	EC001	Computer Organization & Logic Design	Engineering Science	MANDATORY	3	1	1
6	EC002P	Computer Organization & Logic Design Lab	Engineering Science	MANDATORY	1	1	1

The bottom screenshot shows the 'Regular' tab selected, with a detailed view of the selected course (MA001) and its components. The 'Component' table is as follows:

Component	Credit	Register Type	Course Variant	Faculty	Class Room	Time Slot	Action
THEORY / MA001_T	4	REGULAR	MA001, Bachelor of Technology-MA001_T-Summer 2025-CSEAI B	ABCHANA SHARMA	H-305	MON(2:00 PM to 3:00 PM) TUE(3:00 AM to 12:00 PM) THU(3:00 AM to 12:00 AM) FRI(12:00 AM to 12:00 AM) FRI(12:00 PM to 2:00 PM)	☒

4. After selecting all the courses then click Preview Selection button to view all the selected courses and verify. After everything is correct then click Finalize Registration button.

2. Induction Program as per AICTE guideline

There is a 2-week induction Program for the students entering the institution, right at the start. Normal classes start only after the induction Program is over. The purpose of the Student Induction Program (SIP) is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self-exploration.

3. Minimum and Maximum Duration of Courses

There shall be two Semesters, namely Odd Semester and Even Semester in each academic year. Duration of semesters for different programs shall be as follows:

S. No.	Program	Minimum Duration	Maximum Duration
1	B.Tech Program	8 Semesters	14 Semesters
2	B.Tech Program (Admitted) Directly to Second Year)	6 Semester	12 Semesters
3	M.Tech Program	4 Semesters	8 Semesters
4	MBA Program	4 Semesters	8 Semesters
5	MCA Program	4 Semesters	8 Semesters

- For the students joining late, especially for First Year, provision of bridge classes shall be made to compensate for the loss of teaching. For Direct Second Year admissions, the provision of bridge classes shall be made.

3.1 Credit Framework as per NEP 2020

A typical Credit Structure for the courses is given in the below Table. This shall apply to the courses of students registered for all programs offered by the institution.

Lectures (L) (Hours/Week)	Tutorials (T) (Hours/Week)	Laboratory Work (P) (Hours/Week)	L:T:P	Credits (Total)
1	0	0	1:0:0	1
2	0	0	2:0:0	2
3	0	0	3:0:0	3
3	1	0	3:1:0	4
0	0	2	0:0:2	1
0	0	4	0:0:4	2

3.2 Credits to be Earned for the Award of Degree

- The total number of credits to be earned by a student to qualify for the award of B.Tech. Degree is given in Table.

Program		Normal Duration		Total number of Credits to be Earned
		Years	Semesters	
UG Degree	B. Tech	4	8	160
	B.Tech.(Lateral entry)	3	6	115
	B.Tech. with Honors	4	8	160+20=180
	B.Tech. with a Minor Certification	4	8	160+16=176

- The total number of credits to be earned by a student to qualify for the award of M.Tech Degree is given in Table.

Program		Normal Duration		Total number of Credits to be Earned
PG Degree	M.Tech.	Years	Semesters	
		2	4	80

- The total number of credits to be earned by a student to qualify for the award of MBA Degree is given in Table.

Program		Normal Duration		Total number of Credits to be Earned
PG Degree	MBA	Years	Semesters	
		2	4	80

- The total number of credits to be earned by a student to qualify for the award of MCA Degree is given in Table.

Program		Normal Duration		Total number of Credits to be Earned
PG Degree	MCA	Years	Semesters	
		2	4	80

3.3 Credit Framework under Four-Years UG Engineering Program with Multiple Entry and Multiple Exit options

The Four-year Bachelor's Multidisciplinary Engineering Degree Program allows the students to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per their choices and the feasibility of exploring learning in different institutions. The minimum and maximum credit structure for different levels under the Four-year Bachelor's Multidisciplinary Engineering UG Program with multiple entry and multiple exit options are as given below:

Rules for Multiple Exit

S.No.	Qualification Title	Credit Requirements		Semester	Year
		Minimum	Skill Development Programs (SSP)		
1	One-year UG Certificate in Engg./Tech.	45	1 Credit (Social Internship)	2	1
2	Two Years UG Diploma in Engg./Tech.	95	1 Credit (Summer Internship) and Mini Project	4	2
3	Three Years UG Advance Diploma in (Engg./ Tech.)	140	4 Credits (Industrial Internship) and Minor Project	6	3
4	4-Years Bachelor's degree (B.Tech. or Equivalent) in Engg./ Tech.	160	Capstone Project	8	4
5	4-Years Bachelor's degree (B.Tech. or Equivalent) in Engg./ Tech. with Honors	180	20 additional Credits shall include NPTEL MOOC courses OR Global Certifications + Project)	8	4
6	4-Years Bachelor's degree (B.Tech. or Equivalent) in Engg./Tech with Multidisciplinary Minor	176	16 additional credits shall include courses in a discipline other than the discipline in which he/she is doing the major degree	8	4

3.4 Academic Bank of Credits (ABC), Credit Transfer Policy

It is essential that all students should get enrolled on ABC, create ABC ID, and share these ABC IDs with Institute. Credits Earned by the student will reflect in the student's ABC account. The Credit Transfer Policy aims at providing a framework for promoting and facilitating Interinstitutional transfer and mobility of students with transfer of credit across different Universities of India and abroad as per the Autonomous Rules and Regulations.

3.5 Minimum Requirement for Award of Degree

3.5.1 B.Tech Program

- The minimum number of credits to be earned for B.Tech Programs in a discipline shall not be less than 160 credits.
- The minimum number of credits to be earned for B.Tech (Honors) Programs in a discipline shall not be less than 180 credits.
- Completion of all audit courses
- Completion of all internship courses
- Eligibility for UG Bachelor's Degree is 5.00 CGPA

3.5.1.1 B.Tech (Honors)

For B.Tech (Honors) Degree, 20 additional Credits to be earned as per the following structure: NPTEL Courses (20 Credits) [8-week course (3 credits) / 12-week course (4 credits)]

OR

4 Global Certifications and Project of 20 credits (applicable for CS and allied branches)

The courses and certifications shall be domain specific. List of Approved NPTEL Courses and certifications for each branch shall be provided by respective BOS.

3.5.1.2 B.Tech (Minor)

For B.Tech (Minor) Degree, 16 additional Credits to be earned of any discipline other than his/her major domain.

3.5.2 M.Tech Programs

- The minimum number of credits to be earned for M.Tech Programs in a discipline shall not be less than 80 credits.
- Completion of seminar and dissertation
- Eligibility for award of M.Tech Degree is securing D or above grades in all courses of all the semesters.

3.5.3 MBA Programs

- The minimum number of credits to be earned for MBA Programs shall not be less than 80 credits.
- Completion of all audit courses
- Completion of project/internship/field work.
- Eligibility for Award of MBA Degree is 5.00 CGPA

3.5.4 MCA Programs

- The minimum number of credits to be earned for MCA Programs in a discipline shall not be less than 80 credits.
- Completion of seminar/project/internship.
- Eligibility for Award of MCA Degree is 5.00 CGPA

4. Enrolment

A student should have obtained the eligibility certificate from the AKTU if he/she has passed the qualifying examination from any board other than Uttar Pradesh State Board / AKTU. The students admitted to the programs offered by the Institution will be enrolled at AKTU, soon after the admission, if he is not enrolled

earlier. The candidature of the student will be provisional till his enrolment is accepted and an enrolment number is assigned by the AKTU. Every student has to fill the enrollment form as per procedure laid by the university time to time.

Student's Institute Registration ID

After completion of admission, students are given a unique registration code/roll number, alpha numeric of 15 (YYYYDDABBBNNNNN) details as below:

YYYY: Year of Admission

DD: Degree (01:UG/ 10:PG)

A: Admission Status (1: Regular/2: Lateral)

BBB: Branch Code

NNNNN: Serial Number (Roll Number)

e.g. 202401100100001 (CS 1st year Roll No. UG regular)

The Branch codes for different programs are:

Branches/Programes	Branch Codes
Computer Science	001
Computer Science and Engineering (UG&PG)	002
Computer Science and Engineering (Artificial Intelligence)	003
Computer Science and Engineering (Artificial Intelligence & Machine Learning)	004
Computer Science and Information Technology	005
Information Technology	006
Electronics & Communication Engineering	007
Electrical & Computer Engineering	008
Electrical and Electronics Engineering	009
Mechanical Engineering	010
Advanced Mechatronics and Industrial Automation	011
Electronics and Communication engineering (VLSI Design and Technology)	012
Computer Science and Engineering (Data Science)	013
Computer Science and Engineering (Cyber Security)	014
Master of Business Administration	151
Master of Computer Applications	161
B.Pharm	171
D.Pharm	172
M.Pharm (Pharmaceutics)	181
M.Pharm (Pharmacology)	182
M.Pharm (Pharmaceutical Quality Assurance)	183

The Enrollment number and Roll number of the students will be given by the university AKTU.

5. Academic Calendar

The Institution shall follow a semester system. Each academic year is divided into two semesters, with the calendar, durations and academic activities being fixed in advance by the institute while maintaining a common opening /reopening date for the odd and even semester. The breakdown of an academic year for implementing the Semester Scheme is given in the table below.

S.No.	Activity	Description
1	Odd Semester	August-December
2	Even Semester	January-May
3	Duration of Regular Semester	15 weeks
4	Duration of Summer Semester	5-6 weeks
5	Summer Vacation/Internship	June-July
6	Summer Semester	Summer Semester shall be conducted for the benefit of the students who are detained due to shortage of attendance

6. Attendance Criteria

- Students are encouraged to maintain 100% attendance. Every student is required to attend all the lectures, tutorials, practical and other prescribed curricular and co-curricular activities.
- The attendance criteria for appearing in MSE1 will be 70% , MSE2 and ESE will be 75% course wise. However, if there is one MSE the attendance criteria will be 75%.
- Students not allowed to appear in ESE due to low attendance has to register for the courses in the summer semester.
- If a student wants to participate in any co-curricular /extracurricular activities in and outside of the campus, he/she has to approve the leave in advance.
- Severe medical cases other than above will be submitted to Head of the Institute, by individual departments for approval up to 15% attendance. However, it is mandatory to complete 60% attendance.
- For detail attendance policy and related annexure, please refer page no. 102 - 109.

7. 3G Policy (Gallant/ Growing/ GradualLearner)

- In KIET Group of Institutions, 3G policy is introduced in which students are bifurcated as Gradual, Growing, Gallant Learners with the following criteria:
 - Gradual: Students having Marks less than 40%
 - Growing: Students having marks between 40% and 60%
 - Gallant: Students having marks greater than 60%
- At the initiation of Academic Session (Odd/Even semester), faculty members are suggested to prepare basket analysis of the students for their allotted course's and categorize the students based on their performance in to gallant/growing/gradual learner.
 - Gradual Learner students: Departments will identify gradual learner students based on performance in class test, MSE1 or MSE2. Departments shall plan remedial classes/ provide extra support/guidance etc. to improve their academic performance.
 - Gallant/ Growing Learner students: Departments will identify gallant/ growing learner students and plan to associate those students in industry oriented projects/advanced MOOCs courses/coding competitions and research activities etc.
- The subject wise list for gallant/growing/gradual learner will be updated according to student's performance after MSE1 and MSE2 examinations.

8. Mentor Mentee System:

- A faculty mentor is an advisor who can help student to adapt college life, manage stress and overcome personal challenges. The objective of mentor mentee system is to provide Academic Guidance, Career Counselling, Personal Development, Social Support.
- The department assigns a faculty mentor to each newly admitted student before the commencement of the session and maintains a record of the same.
- For B. Pharm/MBA/MCA/M. Pharm/M. Tech students, the mentor allotted in the first year will be mentoring till the completion of course.
- For B.Tech First year students, initially mentors are allotted for one year. During the second year, faculty members from the parent department are appointed as mentors and they shall remain associated with the student till he/she completes the program of study.
- The list for allocated mentor and mentee should be circulated among the faculty members and students and to be displayed on the departmental notice board. Simultaneously, mentor-mentee allotment is defined on ERP by the mentoring coordinator and the same is used to maintain the mentoring/counselling details.
- The mentors are expected to keep the record of their mentee, including their personal information, attendance, performance in academics, soft skill and technical skill training, counselling records, placements, etc. and should be uploaded at ERP in mentor form.
- The mentee is expected to meet their mentor every week or maximum fortnightly. Departments will provide a mentor-mentee slot in the time table itself to ensure better communication.
- The records of mentor-mentee meetings/counselling are to be documented properly at ERP.
- The mentor can be changed in case of need. For other special cases, the departmental head may make necessary changes as deemed fit to the situation.
- In addition to this, class coordinators and subject faculty members are available to mentor the students for any related queries.
- Faculty mentor shall advise and counsel the students about the details of the academic programme and the choice of courses considering the student's academic background and career objectives. Faculty mentor will be allotted a batch of 15 to 20 students and will carry this batch of students till the completion of the degree.

9. Summer Semester

It is designed to support students who were detained in a few courses during the regular ESE examinations (either ODD or EVEN semester) due to low attendance. This program is offered at an accelerated pace, with the course load being double that of a normal semester. For example, a one-credit course will require two hours of class per week to ensure the total contact hours are equivalent to those of a regular semester. Students can appear in the Summer Semester Examination after attending Summer Semester classes. If a student's attendance is less than 90% in any course/tutorial, then he/she will not be permitted to take the summer semester examination of that course.



EXAMINATION PROCESS

Credit System

The institution shall adopt a Choice Based Credit System (CBCS), allowing students to select from a diverse array of elective courses, both departmental and institutional, enabling them to progress through the program at their own pace. Additionally, value-added courses will be available to enhance interdisciplinary and multidisciplinary learning, promoting continuous assessment and skill development. The implementation of CBCS across various programs will equip students with the necessary preparation to tackle future challenges and opportunities effectively.

Credit Structure

A typical Credit Structure for the courses is given in Table. This shall apply to the courses of students registered for all programs offered by the institution.

Note: Some courses may have only one Mid-Semester Exam (MSE) as per course requirements.



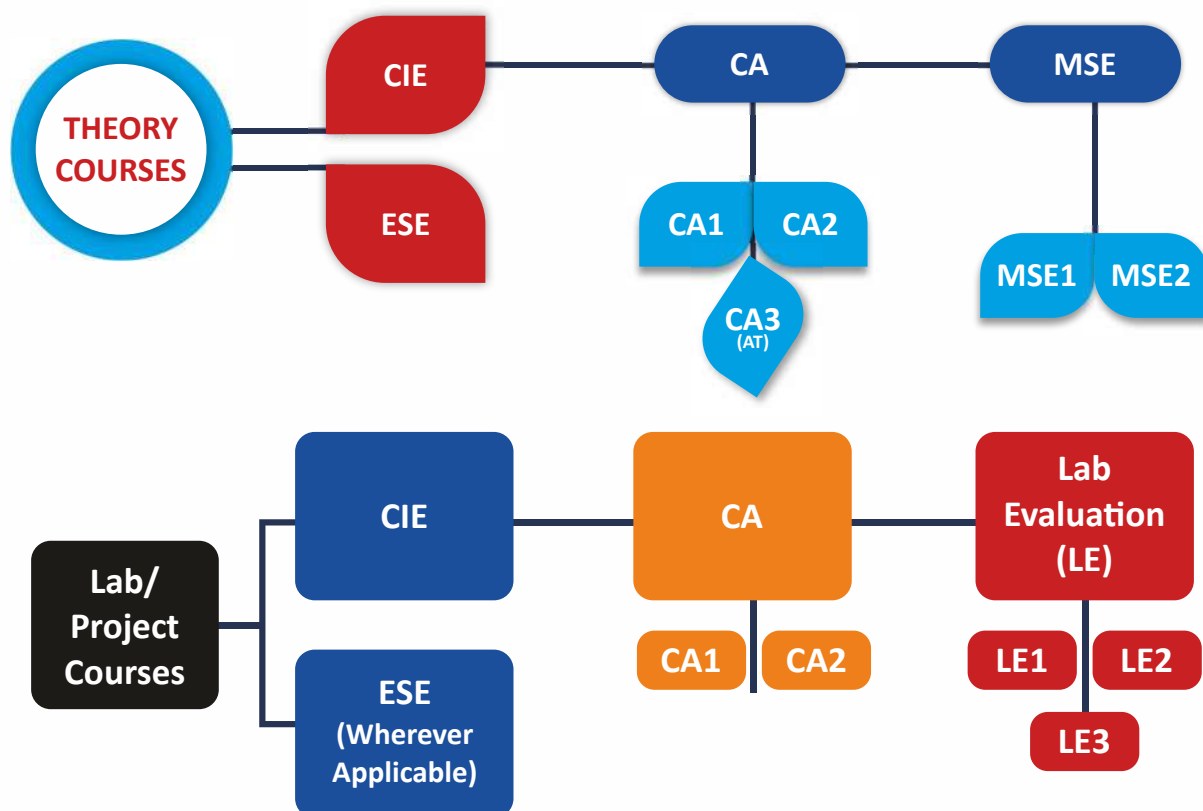
Assessment

Continuous Internal Evaluation & End Semester Examination

- A. A student's performance in a Semester shall be evaluated in two parts through (a) Continuous Internal Evaluation (CIE) and (b) End Semester Examination (ESE). CIE will include Continuous Assessments (CA), Mid Semester Examinations (MSE) and Attendance (ATT) in classes. The examinations will be held each Semester on dates as per the academic calendar.
 - i. The Continuous Assessments (CA) shall be based on Assignments/Tutorials, Quizzes/Viva-Voce, Activity-based Learning, Collaborative Learning, Practical Based Learning, Problem-Solving, Group Discussions, and Seminars depending on the course.
 - ii. There will be two Mid Semester Examinations (MSE1 & MSE2) for Theory courses.
- B. Evaluation of Project Based Courses, Lab Courses, or Internships will be conducted three times each Semester (CA1, CA2 & CA3).
- C. The End-Semester Examination will consist of Written Papers for Theory Courses, Blended mode (online exams or activity based) for Blended courses, Lab Examination for Lab Courses and Evaluation of Project Work for Project courses.
- D. It is the responsibility of students to see the evaluated answer sheet and marks obtained after each MSE and ESE within the specified time in the Examination calendar and as per the notification from Contrller of Examination.

EXAMINATION PROCESS

The process of awarding CIE, MSE, ESE marks for various courses in UG & PG programs are given below:



A. Permission for Scribe/Writer:

- The students who use a scribe should produce a medical certificate in the prescribed format from a Medical Officer in the Government Service to the effect that the student has physical limitations to write including that of speed and submit it along with the Admit Card at the time of examination.
- Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/ Medical Superintendent of a Central or State Government Hospital /Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions
- The academic qualification of a 'Scribe' (Writer) to write the examination on behalf of a physically challenged student should be one step lower than the qualification possessed by the student enrolled for appearing in the Examination. However, the qualification of the scribe should be matriculate or above.
- Every student with a specified disability, whether using a scribe or not, shall be entitled to 30 minutes extra time for every 3 hours of examination.

B. In case of pandemic / natural calamities / untoward happening, the Institute may take an appropriate decision as per the guidelines of the Academic Council / Governing Body.

• UFM Cases:

- If an instance of unfair means is detected, the room invigilator or Flying Squad member will confiscate the incriminating materials and the answer booklet, and promptly report the incident to the officer in charge using the designated form.
- Statement of Defence from the concerned student will be taken on the UFM cases if interested.

EXAMINATION PROCESS

- iii. Decision will be taken as per the UFM Policy.
- iv. The decision of the Executive UFM Committee will be final in all cases.
- ESE of Project Courses: For Capstone Project/ Industrial Project/R&D Project/Start-up Project/Departmental Project courses, the End Semester Examination will be conducted by appointing External Examiners.
- Awarding of Grades:
 - i. At the end of the Semester, each student will be awarded a Letter Grade and corresponding grade points in each registered course for the Semester depending on the overall performance which consists of CIE and ESE.
 - ii. A Relative Grading Scale will be adopted for awarding Letter Grades and Grade points.

UNFAIR MEANS POLICY

(END SEMESTER THEORY/PRACTICAL/PROJECT EXAMINATIONS)

Preamble

Evaluation of students by means of various types of examinations is an integral part of the teaching-learning process. It not only allows teachers to evaluate the students for professional readiness but also makes students learn to obey various “Do's and Don'ts” while he/ she is in the profession. In the recent past, the number and types of UFM cases have noticeably increased, which is a very alarming situation. Above this, misbehavior by students during examinations is also rising day by day.

Keeping this in mind, the following are the proposed policies for curbing and handling such cases.

The following acts on the part of a student will be considered as the use of Unfair Means.

Minor Acts (Category I offenses)

- A. The following acts will be considered Intentional cheating:
 - i. Being in possession or having access in the examination hall of Papers, books, notes, or chits with content related to the examination.
 - ii. Writing on clothes, handkerchief, body parts, table, desk, calculator, foot rule, set squares, protractors, slide rules, or any other material.
 - iii. Any smart electronic device or similar material accessible to the candidate that could potentially provide assistance during the examination or is intended to do so.
 - iv. Using or attempting to use objectionable material in their possession for copying.
 - v. Looking at another candidate's work and trying to replicate it.
 - vi. Assisting others by providing answers or sharing unauthorized material.
 - vii. Carrying Mobile inside the Examination Hall.
- B. Engaging in conversation with another candidate or individual, either inside or outside the examination hall, without the authorization of the supervisory or invigilation staff, or seeking or offering guidance through verbal communication or any form of body language, is prohibited.
- C. Writing on any other material, any question or any portion of a question from the question paper, or any related material, as well as the solution to such questions on any paper or other material in the Examination Hall.
- D. Altering one's seat without the approval of the supervisory staff or deliberately sitting in a seat that has not been assigned to them is prohibited.
- E. Disclosing identity by writing the Roll number on any part of the Answer- booklet other than the specified place or making any peculiar remarks in the answer booklet.

EXAMINATION PROCESS

- F. Failure to comply with the legitimate instructions of the controller of examinations or any member of the supervisory staff is not permitted.

Serious Acts (Category II offenses)

- A. Leaving the examination hall without handing over the complete answer booklet, or any part of it, to the supervisor/invigilator, as well as removing or damaging it, is strictly prohibited.
- B. Tearing or disposing of another candidate's answer booklet.
- C. Destroying any evidence of Unfair Means.
- D. Illegally bringing an answer booklet, continuation sheet, or any part of it into or out of the examination venue is strictly forbidden.
- E. Replacing or facilitating the replacement of an answer booklet, any of its pages, or a continuation sheet during or after the examination is also prohibited.
- F. The use of abusive or obscene language in the answer booklet or within the examination hall is not permitted.
- G. Misbehaving during Examination. This includes:
 - i. Engaging in misconduct or inappropriate behavior toward the Superintendent, any member of the supervisory staff, the inspection team, the flying squad, or with another candidate, whether inside or outside the examination hall, before, during, or after the examination, is strictly prohibited.
 - ii. Causing any disturbance in the examination hall or its surrounding area is strictly prohibited.
 - iii. Organizing a walkout, encouraging others to walk out, or engaging in any form of misconduct, either inside or outside the examination hall, is strictly forbidden.
 - iv. Disrupting or disturbing the examination in any way is strictly prohibited.
 - v. Making disrespectful/provocative remarks or gestures to anyone within the premises during the examination.
 - vi. Manhandling someone within the examination premises.
 - vii. Creating/making unusual/absurd sounds/noise individually or in mass.
- H. Intentionally writing another person's roll number on one's answer booklet is strictly prohibited.
- I. Forging another person's signature on any document or using a forged document, knowing it to be fraudulent, to gain admission to the examination hall or for any other purpose is strictly prohibited.
- J. Repeating any of the Minor Acts Second Time.

Very Serious Acts (Category III offenses)

- A. Attempting any act that disrupts the sanctity and confidentiality of the Examination Process.
- B. Allowing oneself to be impersonated by another individual during the examination or impersonating another candidate is strictly prohibited.
- C. Entering the examination hall while under the influence of alcohol or drugs is strictly prohibited.
- D. Bringing firearms or any other weapons into the examination hall is strictly prohibited..
- E. Repeating any of the Serious Acts Second Time.
- F. Repeating any of the Minor acts Third time.

Action to be taken during the Examination

During the examination, if any candidate is found indulging in Unfair Means, UFM guidelines should be strictly followed.

- i. The original answer booklet is replaced by 2nd answer booklet.
- ii. The student must provide an explanation, and the invigilator is required to submit a report, both in the designated format provided

EXAMINATION PROCESS

- iii. UFM copies (both 1st & 2nd) along with the UFM form and supporting documents should be kept in separate packets and submitted to the Control Room.
- iv. The Candidate shall be allowed to appear in that examination and remaining examinations provisionally. However, CoE may debar the candidate from appearing in remaining examinations if he/she feels the presence of the candidate to be detrimental to the smooth conduction of Examinations.

Punishments

Table I			
S. No.	For Offences under the		Punishment
	Category	Clause	
1	I	A	Cancellation of 01 course which can be extended to 50% of the courses of the concerned ESE depending upon the severity of the offense.
2		B, C	Cancellation of 1 st copy and evaluation of 2 nd copy.
3		D	Cancellation of 01 course of the concerned ESE
4		E, F	Cancellation of 02 courses of the concerned ESE
5	II	A, B, C, H	Cancellation of 50% of the courses of the concerned ESE
6		D, E, F, G, I, J	Cancellation of 50% of the courses of concerned ESE which may be extended to all courses of concerned ESE depending upon the severity.
7	III	B, C, E, F	Cancellation of examinations of all courses of concerned ESE followed by Proctorial Action.
8		A, D	Cancellation of examinations of all courses of concerned ESE followed by Proctorial Action/Rustication. The candidate will be turned over to the police, and a case will be filed against them.

Implementation of Punishments

For an understanding of the offense, its severity, and the implementation of punishments, a committee shall be constituted as follows-

Table II	
Parties Mean	The offender and invigilators
Executive UFM Committee	Five members – Controller of examination (COE), 02 Deputy COE, Chief Proctor, Discipline Incharge of Concerned Department.
Sub Committee Type I	Three Members –01 Deputy COE, 01 external member (a senior professor from any other program/branch), 01 Course Expert (not teaching the student that course)
Sub Committee Type II	Three Members –01 Deputy COE, 01 member (a senior professor from any other program/branch), Chief Proctor/Addl. Chief Proctor.

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- The sub-committees will be formed by CoE. The sub-Committee will make decisions on individual cases. These decisions will then be ratified by Executive UFM Committee.
- Under all the circumstances, the decision of the Executive UFM Committee would be final.

Implementation Protocols:

A. Category I:

- i. Formal receiving of complaints from students/members of the examination committee/any other member concerned.
- ii. Talk to parties, if required.
- iii. Taking a Statement of Defense from the Concerned Student.
- iv. Matter to be forwarded to the committee.
- v. Decision by Sub-Committee Type I.
- vi. Ratification by Executive UFM Committee.
- vii. Information to the Digital Evaluation Incharge & ERP incharge for implementation.

B. Category II & III:

- i. Formal receiving of complaints from students/members of the examination committee/any other member concerned.
- ii. Talk to parties, if required.
- iii. Taking a Statement of Defense from the Concerned Student.
- iv. Matter to be forwarded to the committee.
- v. Decision by Sub-Committee Type II.
- vi. Ratification by Executive UFM Committee.
- vii. Information to the Digital Evaluation Incharge & ERP incharge for implementation.

Power to Modify:

- i. The office of CoE reserves the right to addition, deletion, or modification of any clauses mentioned in the manual.
- ii. Notwithstanding anything contained in this manual, the Chief Controller (Head of the Institute) can take appropriate decisions in an emergency situation.

Paper Showing and Grievance Handling

- The schedule for paper showing will be published by CoE. The schedule contains the details of Paper, dates, valuer, senior expert etc. According to the schedule the students should login on ERP to see the evaluated answer booklet of ESE. If a student fails to see in the said date, he/she is not entitled to file a grievance after the date of the paper showing.
- After seeing the answer booklet, they can apply to the CoE in the grievance format. The CoE will forward the grievance to the Professor In-charge of Digital Evaluation. The Professor In-charge of Digital Evaluation will appoint a senior expert for re-valuation and if there are at least 10% changes in the marks (of the obtained marks) then the previous marks are replaced by changed marks in software.

Exam-Registration

- A student should necessarily register separately for the End Semester Examinations (ESE) in all Backlog Course and the new registered courses as per the dates mentioned in the calendar.
- Every student must fill the online examination form as per the notification given by the Registrar Office through an available portal.
- If a student gets detained in a course after exam registration, then his/her exam registration for that course will be treated as cancelled and will have to register for the summer semester.

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- Students shall be permitted to appear in a backlog exam of a course within the Vacation Exam for that semester and whenever the exam is conducted in the next session regular exam.
- Every student must fill in the online examination form as per the dates given in the academic calendar through the portal.

Eligibility For Passing

B.Tech./MBA/MCA programs

Sl. No.	Type of Course	Components of Assessment	Minimum Qualifying Criteria (%)
1	Theory / Blended Courses	End Semester Examination (ESE)	$\geq 30\%$
		Overall Assessment (ESE+CIE)	$\geq 40\%$
2	Lab / Internship/ Project/ Viva-voce/ Field Work courses where only CIE is proposed	Overall Assessment (CIE)	$\geq 50\%$
3	Lab/Internship/ Project/ Viva-voce/ Field Work courses where both CIE and ESE are proposed	Overall Assessment (ESE+CIE)	$\geq 50\%$

M.Tech programs

Sl. No.	Type of Course	Components of Assessment	Minimum Qualifying Criteria (%)
1	Theory Course	End Semester Examination (ESE)	$\geq 40\%$
		Overall Assessment (ESE+CIE)	$\geq 50\%$
2	Lab / Internship/ Project/ Viva-voce courses where only CIE is proposed	Overall Assessment (CIE)	$\geq 50\%$
3	Lab/Internship/ Project/ Viva-voce courses where both CIE and ESE are proposed	End Semester Examination (ESE)	$\geq 50\%$
		Overall Assessment (ESE+CIE)	$\geq 50\%$



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• B.Pharm/M.Pharm Programs

Sl. No.	Type of Course	Components of Assessment	Minimum Qualifying Criteria (%)
1	Theory Courses	Overall Assessment (ESE+CIE)	≥ 50%
2	Theory/ Lab / Internship/ Project/ Viva-voce/ Field Work courses where only CIE is proposed	Overall Assessment (CIE)	≥ 50%
3	Lab/Internship/ Project/ Viva-voce/ Field Work courses where both CIE and ESE are proposed	Overall Assessment (ESE+CIE)	≥ 50%

Computation of SGPA, CGPA

$$SGPA (S_i) = \frac{\sum C_i \times G_i}{\sum C_i}$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course considering all courses registered in that Semester (including those with Fail or Absent Grades)

$$CGPA = \frac{\sum C_i \times G_i}{\sum C_i}$$

considering all courses registered until that Semester.

Vacation Exam

Students with backlogs (only FF grades) shall get the benefit of vacation examinations for clearing backlogs.

- **Eligibility:** Vacation Examinations are only for students who have backlogs in the most recent end semester exams.
- **Purpose:** They are offered a one-time opportunity to clear these backlogs without reflecting them on the grade card.
- **Exclusions:** Students with backlogs due to UFM (Unfair Means) or Absent cases are not eligible.
- **Timeline:** These exams are held within 15 days of the result announcement.

If a student fails to clear a backlog in the Vacation Examination, the course will remain as a backlog and must be carried into the next academic year. The student will then need to clear it during the End Semester Examination of the same semester in which the backlog was originally incurred.

Summer Semester

- Students who have been detained in a few courses of Odd and Even semesters have to register for summer semester for the detained courses.
- Students can register for maximum 16 credits in the summer semester. If a student is detained in more than 16 credits, then he/she has to register for the remaining courses in the summer semester of the next academic session.
- Fees will be applicable as decided by the Finance committee.

Exam Schedule

The tentative dates for all examinations will be provided in the academic / Examination calendar. A detailed

EXAMINATION PROCESS

day- and shift-wise schedule will be shared on ERP at least one week before the examination. Students can view the schedule in the student's login.

Hall Ticket

For MSE, the Hall Ticket for the examination will be your college ID card. In case ID card is misplaced, students can take the hardcopy of Hall Ticket from their ERP login.

For ESE, hard copy of Hall Ticket is mandatory for entry to Examination Hall.

Hall Ticket will be visible only to those who are eligible for appearing in a MSE or ESE. ID card is mandatory for all students for entry to Examination Hall.

Seating Plan

Seating plan for a particular examination shall be either communicated through e-mail or can be viewed in student's login in ERP. Students should also see their seat arrangement once before every examination since seating plan is dynamic in nature.

Question Papers

The format of the question paper will be discussed by course teachers in the class. However, question papers would comprise of varying degrees of difficulty, including 'Easy', 'Average', and 'Difficult'. It Covers all the units of the course uniformly.

Detention Policy

To be eligible for the Mid Semester Examination and the End Semester Examination, students must maintain a minimum attendance of 75% in all courses, as stipulated by the UGC Guidelines.

If a student has less than 75% attendance in any course, including audit courses, and has not completed 100% of the term work to the satisfaction of the Head of the Institution, they will be detained and not permitted to appear for the End Semester Examination (ESE). In such cases, the student must re-register for the courses when they are offered next



DEAN STUDENT WELFARE OFFICE STRUCTURE

The Office of the Dean, Student Welfare plays a central role in ensuring that students experience a safe, supportive, and enriching environment throughout their academic journey. Acting as a bridge between the student community and the institutional administration, the Dean, Student Welfare is entrusted with the comprehensive care of students; non-academic needs-ensuring their emotional, social, physical, and ethical development.

The DSW is responsible for overseeing a wide spectrum of welfare activities and services. This includes the smooth functioning and administration of hostels, coordination of student counseling services, and ensuring the mental and emotional well-being of students. The office also provides support and guidance for students dealing with personal challenges, adjustment issues, or disciplinary concerns. Under its wings, the DSW encourages vibrant campus life by facilitating sports, cultural events, community service, and extracurricular activity clubs. It promotes inclusivity, talent development, and leadership skills by organizing student engagement programs, awareness campaigns, and wellness initiatives.

The Dean, Student Welfare shall also look after the welfare and discipline of the students with the assistance of the Proctorial Board, Wardens, and other staff members directly connected with student affairs. Together, they work to maintain discipline, resolve grievances, and create an atmosphere conducive to learning and personal growth. Above all, the DSW functions as the guardian of student interests within the institution ensuring that every student feels heard, respected, and empowered to thrive both within and beyond the classroom, whether it is through structured programs or one-on-one support, the DSW remains committed to nurturing a compassionate, student-centric campus culture.

Name	Appointment	Contact No.
Dr. Anurag Gupta	Dean-SW	8881548979
Prof. (Dr.) Pratibha Kumari	Associate Dean-SW	7906675694
Dr. Bhoopendra Kumar	Chief Proctor	9582943933
Prof. Surya Prakash	Addl. Chief Proctor	8587017568
Prof. (Dr.) Pratibha Kumari	Chief Rector-Girls	7906675694
Dr. Abhishek Kumar	Chief Rector-Boys	9827196617
Dr. Prarthana Srivastava	Assistant Dean-SW	9456680456
Dr. Abhas Kanungoo	Assistant Dean-SW	9996437384
Prof. Ankita Banerjee	Assistant Dean-SW	9627206081



INSTITUTE PROCTORIAL BOARD

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

S.No.	Name	Designation	Deptt.	Post	Mobile
1	Dr. Bhoopendra Kumar	Associate Professor	CSIT	Chief Proctor	9582943933
2	Prof. Surya Prakash	Assistant Professor	KSOP	Addl. Chief Proctor	8587017568
3	Dr. Abhay Bhardwaj	Associate Professor	KSOP	Proctor	8859424878
4	Prof. Sanjeev Chauhan	Assistant Professor			9953100260
5	Dr. Amit Kumar Gupta	Professor	MCA	Proctor	9410815532
6	Prof. Neelam Rawat	Associate Professor			9899201939
7	Prof. Isha Jain	Assistant Professor	MBA	Proctor	9034899749
8	Prof. Rajat Tayal	Assistant Professor			8938026409
9	Dr. Neelam Sharma	Associate Professor	AS	Proctor	9711993990
10	Dr. Akansha Agarwal	Assistant Professor			9837690843
11	Dr. Deepti Chaudhary	Assistant Professor			8802571634
12	Dr. Archana Sharma	Assistant Professor			9634700561
13	Prof. Ameer Faisal	Assistant Professor	ELCE EEE	Proctor	9310879505
14	Dr. Rajeev Kumar	Assistant Professor			9015437886
15	Prof. Abhishek Yadav	Assistant Professor	ME	Proctor	9311290379
16	Prof. Vivek Bhardwaj	Assistant Professor			9897715462
17	Dr. Pravesh	Professor	ECE	Proctor	9873632623
18	Dr. Chirag Arora	Associate Professor			9411791466
19	Prof. Gagan Thakral	Assistant Professor	CSE	Proctor	9911022331
20	Prof. Deepti Singh	Assistant Professor			9953709296
21	Dr. Jitendra Seth	Professor	IT	Proctor	8851801392
22	Prof. Mayank Tyagi	Assistant Professor			9560048009
23	Prof. Amit Singh Sanger	Assistant Professor	CS	Proctor	8077968189
24	Prof. Pawan Kumar Pal	Assistant Professor			7055568809
25	Prof. Shobha Singh	Assistant Professor	CSIT	Proctor	9718770136
26	Prof. Yousuf Haider	Assistant Pofessor			8755535335
27	Prof. Abhishek Kumar	Assistant Professor	CSE (AI)	Proctor	8789260047
28	Prof. Tanmoy Das	Assistant Professor	CSE(AI&ML)		9330835847
29	Mr. Sudhir Kumar	Vigilance officer	Admin	Proctor	8218348188
30	Ms. Barkha Tyagi	Vigilance officer			9084846407

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 the following directive:

STEP I : Respective Class coordinator/ Mentor

STEP II : Respective HoD/ Anti-Ragging squad Members

STEP III: Chief Proctor/ 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 write a mail to antiragginghelpline@kiet.edu.

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 any student with rudeness, 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.

ANTI - RAGGING

- **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 inappropriate 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 gender, 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 Institute 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 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 the competent 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.

ANTI-RAGGING SQUAD

AICTE Regulation (F.No.37-3/Legal/AICTE/2009) and the Hon'ble Supreme Court's directives have led to the formation of an Anti-Ragging Squad, which includes the following members.

S.No.	Faculty Name	Designation	Department	Mobile No.
1.	Prof. (Dr.) Pratibha Kumari	Professor	ME	7906675694
2.	Dr. Abhishek Kumar	Assistant Professor	KSOP	9827196617
3.	Dr. Urvashi Chugh	Associate Professor	IT	9540720801
4.	Dr. Deepti Katiyar	Associate Professor	KSOP	8860132632
5.	Dr. Neha Yadav	Assistant Professor	CSE	9999740592
6.	Prof. Isha Grewal	Assistant Professor	HSS	8840718412
7.	Dr. Pranay Meshram	Associate Professor	CSE	7020959472
8.	Dr. Veepin Kumar	Assistant Professor	IT	8818035090
9.	Prof. Balwan Singh	Assistant Professor	KSOP	9958253600
10.	Prof. Umang Rastogi	Assistant Professor	CSE	8826626703
11.	Dr. Gaurav Sharma	Assistant Professor	ME	8126528068
12.	Prof. Madhukar	Assistant Professor	CSIT	8194075790
13.	Prof. Archana Sharma	Assistant Professor	AS	9760197803
14.	Prof. Shivani	Assistant Professor	CS	9915806395
15.	Prof. Kavya Gupta	Assistant Professor	CSE-AIML	8755002728
16.	Prof. Ayushi	Assistant Professor	IT	9654106088
17.	Ms. Mona Agarwal	Sports Officer	DSW	9058958681
18.	Mr. Chandan Kumar	Sports Officer	DSW	8368601093
19.	Mr. Sudhir Kumar	Vigilance Officer	Admin	8218348188
20.	Ms. Barkha Tyagi	Vigilance Officer	Admin	9084846407



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RAGGING FREE CAMPUS



ANTI - RAGGING COMMITTEE

AICTE Regulation (F.No.37-3/Legal/AICTE/2009) and the Hon'ble Supreme Court's directives have led to the formation of an **Anti-Ragging Committee**, which is chaired by the Institute's director and includes the following members:

Chairman Person: Prof. (Dr.) Adesh K. Pandey	Director Academics	9873709715
Vice Chairman: Dr. Manoj Goel	Executive Director	9873816173

Members:

1. Prof. (Dr.) Abhinav Juneja	Director-CRPC	9416943312
2. Prof. (Dr.) K.Nagarajan	Principal-KSOP	9997628670
3. Prof. (Dr.) Anurag Gupta	Dean-Student Welfare	8881548979
4. Prof. (Dr.) Vibhav Kumar Sachan	Dean-ECE	9811539205
5. Mr. Anup Srivastava	Registrar	9873816182
6. Dr. Bhoopendra Kumar	Chief Proctor	9582943933
7. Prof. (Dr.) Binkey Srivastava	Dean-MBA	9999958118
8. Prof. (Dr.) Sachin Malhotra	Dean-MCA	9818369279
9. Prof. (Dr.) Ashish Karanwal	Dean-ME	9999365444
10. Prof. (Dr.) Neeraj Gupta	Dean-EN	9761115253
11. Prof. (Dr.) Vineet Sharma	Dean-CSE	9811139463
12. Prof. (Dr.) Ajay Kr. Shrivastava	Dean-CS	9873657877
13. Prof. (Dr.) Rekha Kashyap	Dean-CSE-AI, CSE-AI&ML	9818488166
14. Prof. (Dr.) Puneet Goswami	Dean-IT	9416325485
15. Dr. Harsh Khatter	Dean-CSIT	9219275292
16. Prof. (Dr.) Pratibha Kumari	Chief Rector-Girls' Hostel	7906675694
17. Dr. Abhishek Kumar	Chief Rector-Boys' Hostel	9827196617
18. Prof. Surya Prakash	Addl. Chief Proctor	8587017568
19. Hon. Capt. K. P. Singh	Head-Facility Management	9711598330

Wardens and Students:

List of Hostel Wardens (14) and Students (24) are attached herewith. **(Annexure-I)**

Representatives from Outside Institute:

1. Civil & Police Administration	SHO, Muradnagar	9643322929
2. Uddeshya (NGO)	Mr. Aryan Gupta	9012376261
3. Local Media	Shri. Braham Pal Singh	9873667400
4. Parent	Mr. Praveen Tyagi	9953204450
5. Parent	Mr. Yatendra Singh	9690439468

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 the committee at the earliest.



ANTI - RAGGING COMMITTEE

Hostel Wardens' List

Annexure-I

S.No.	Name of Warden	Name of Hostel	Mobile No.	E-Mail Id
1.	Ms. Jyoti Chauhan	Gargi Hostel	8588816607	jyoti.chauhan.warden@kiet.edu
2.	Ms. Barkha Tyagi	Gargi Hostel	8588848709	barkha.tyagi@kiet.edu
3.	Ms. Ritu Sharma	Sarojini Hostel	8588816606	ritu.sharma@kiet.edu
4.	Ms. Sonia Dwivedi	Sarojini Hostel	9520869423	sonia.dwivedi@kiet.edu
5.	Ms. Uma Sharma	Saraswati Hostel	8588816608	uma.sharma@kiet.edu
6.	Mr. Tarkeshwar Pathak	C. V. Raman	9412683417	tarkeshwar.pathak@kiet.edu
7.	Mr. Arjun Singh	C. V. Raman	9520869471	arjun.singh@kiet.edu
8.	Mr. Nirmal Singh	Aryabhata	8588816616	nirmal.singh@kiet.edu
9.	Mr. Rahul Singh	Aryabhata	8588816612	rahul.singh@kiet.edu
10.	Mr. Govind Waldia	Tagore	8588816614	govind.waldia@kiet.edu
11.	Mr. Amar Bahadur	Tagore	8588816605	amar.bahadur@kiet.edu
12.	Mr. Kudey Singh	Chandragupt	8588816609	kudey.singh@kiet.edu
13.	Mr. Maneesh Kumar Mishra	Vivekanand	9068809306	maneesh.kumar.warden@kiet.edu
14.	Mr. Nagesh Tiwari	Chanakya	8588816603	nagesh.tiwari@kiet.edu

Students' List

S.No.	Name of Student	University Roll No	Course/Branch	E-Mail ID	Mobile No.
1.	Ashish Tiwari	202410115100048	MBA	ashish.2426mba024@kiet.edu	8368176694
2.	Vishaka Tyagi	202410115100244	MBA	vishakatyagi2004@gmail.com	7428934807
3.	Khushi Jain	202410116100100	MCA	khushi.2426mca176@kiet.edu	8439665191
4.	Harsh Maheshwari	202410116100083	MCA	harsh.2426mca632@kiet.edu	7037297133
5.	Manish Kumar	2301990500045	KSOP	manish.2327bph1071@kiet.edu	7042615953
6.	Gorisha	2301990500033	KSOP	gorisha.2327bph1009@kiet.edu	8279512610
7.	Amulya Verma	202401100900008	EN	amulya.2428eee1891@kiet.edu	7505773657
8.	Tanupriya	202401100900064	EN	tanupriya.2428eee245@kiet.edu	7979911491
9.	Dev Pratap	202401101000023	ME	devpratap.2428me562@kiet.edu	8391068398
10.	Diljit Singh Sahota	2300290400009	ME	diljit.2327me1003@kiet.edu	8303269546
11.	Shreya Shukla	202401100700176	ECE	shreya.2428ece1797@kiet.edu	8840310812
12.	Pushkar Shrivastava	202401100700140	ECE	pushkar.2428ece1115@kiet.edu	7007999355
13.	Rishesh Shukla	2300290100207	CSE	rishesh.2327cs1022@kiet.edu	8931993353
14.	Khushi Agarwal	2300290100140	CSE	khushi.2327cseml1113@kiet.edu	8171902090
15.	Saurabh Tripathi	2300290120220	CS	saurabh.2327cs1153@kiet.edu	9569932897
16.	Saurabh Kumar	2300290120117	CS	saurabh.2327cs1171@kiet.edu	9709886669
17.	KIARA GUPTA	2300290130097	IT	kiara.2327it1158@kiet.edu	9616079593
18.	PRABHAT PRAJAPATI	2300290130135	IT	prabhat.2327it1130@kiet.edu	6307636079
19.	Abhishek Singh	2300291520009	CSE(AI&ML)	abhishek.2327cseai10@kiet.edu	9555113672
20.	Abhilasha Arora	2300291520006	CSE(AI)	abhilasha.2327cseai1@kiet.edu	7668660388
21.	Rashi Gupta	2300290110144	CSIT	rashi.2327csit1196@kiet.edu	8279923458
22.	Devansh Mishra	2300290110071	CSIT	devansh.2327csit1213@kiet.edu	8887741755
23.	Anshuman Rohila	Ist Year	CSE		9873394917
24.	Khushi	Ist Year	ELCE		9953040242

INTERNAL COMPLAINTS COMMITTEE (ICC): KIET

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. Intimidation, threats, blackmail around sexual favours
4. Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours
5. Sexually colored remarks / Showing pornography
6. Pursuing and Stalking Former Girlfriends
7. Criticizing, insulting, blaming, reprimanding, or condemning in public
8. Ridiculing a woman on the basis of her Color, Ethnicity, Dress or Physical Appearance
9. Gossiping/Controlling a person's reputation by rumor-mongering about her private life

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. Appropriate cases police / civil authorities may also be approached.

Email ID: icccell@kiet.edu

ICC TEAM MEMBERS

S.No.	Name	Nomination Type	Appointment	Contact
1.	Prof. (Dr.) Ritu Gupta (ASH)	Chairperson	Presiding Officer	9810335686
2.	Dr. C.M. Batra (ASH)	Faculty Representatives	Members	9873725677
3.	Dr. Ekata (ASH)			9410638178
4.	Dr. Preeti Chitkara (IRPR)			9837524994
5.	Dr. Bhagwanti Bishnoi (ASH)			9999754782
6.	Ms. Vidhu Saxena (KSOP)			9818227114
7.	Mr. Vipin Kumar (ASH)	Staff Representatives		9997126402
8.	Mr. Durgesh Kumar (CS)			7042645376
9.	Ms. Vanshika Chadurvedi (EN) IV Yr.	NGO Representative		8937800706
10.	Mr. Arham Ansari (CSE) IV Yr.	Student Representatives		6392062431
11.	Ms. Shreya Singh (CSE AI) III Yr.			9555355905
12.	Mr. Akash Kr. Singh (CSE AIML) III Yr.			9118677728

TIMING PROTOCOL OF THE INSTITUTE (FOR HOSTELLERS & FOR DAY SCHOLARS)

S.No.	Facility	Timings	
1.	Institute Timings	9:00 AM - 5:00 PM	
2.	Library	9:00 AM - 8:00 PM* (on working days) 9:00 AM - 5:00 PM* (Holidays/ Non Academic Days)	
3.	Accounts Office	09:30 AM - 4:30 PM	
4.	Registrar Office	09:30 AM - 4:30 PM	
5.	Sports Complex	Day Scholar	Hosteller
		6:00 AM - 8:00 AM* 4:00 PM - 7:00 PM*	6:00 AM - 8:00 AM 4:00 PM - 9:00 PM [#]
6.	Self-Study Hall (Knowledge Resource Center)	9:00 AM - 5:00 PM 5:00 PM - 7:00 PM*	9:00 AM - 02:00 AM [#]
7.	KIET Canteen (Green Chilli)	09:00 AM - 5:30 PM	09:00 AM - 8:00 PM
8.	All Cafeteria (Healthy Hut, Nishu's, BigTreat etc.)	09:00 AM - 05:30 PM	09:00 AM - 11:00 PM
9.	Main Gate Entry Timings for Hosteller	Girls	Last entry at 7:45 PM
		Boys	I year Hostel's last Entry at 7:45 PM II, III & IV year Hostel's last Entry at 9:15 PM
10.	Hostel Entry Timings for Hosteller	Girls	Last entry at 8:00 PM
		Boys	—
11.	Mess Timings (Both Boys and girls) for Hosteller	Breakfast	7:30 AM - 8:50 AM 8:00 AM - 10:00 AM (Holidays/ Non Academic Days)
		Lunch	12:30 PM - 01:20 PM (1st Year Group A) 01:20 PM - 02:10 PM (1st Year Group B) 01:00 PM - 02:15 PM (Holidays/Non Academic Days)
		Evening Tea and Snacks	5:00 PM - 6:00 PM
		Dinner	8:00 PM - 9:30 PM

* Extended hours permission required for day scholar from Office of DSW.

For Hosteller Girls: As per Hostel Rule i.e. 8:00 PM.

DISCIPLINARY INSTRUCTIONS

- Every student must carry his/her Identity Card issued by the institute in the KIET premises. Failing which will be treated as the act of indiscipline.
- 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.
- Students are expected to behave in a responsible manner and abstain from chatting among themselves while the class is in progress.
- 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).
- Students are encouraged to spend some time in the Knowledge Resource Centre (Central Library) and explore books of curriculum and beyond curriculum. KRC hosts a huge collection of books on life skills, competitive studies etc.
- Clustering in the verandahs or crowding in front of the offices or the Campus roads are to be avoided.
- No student shall indulge in any activity that might be illegal or may lead to disorderliness.
- Possession or consumption of narcotic drugs, tobacco, smoking cigarettes, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
- Students should follow institute dress code as per the institute guidelines.
- Any reported, observed, objectionable conduct within or outside the premises of the Institute, will make him/ her liable for strict disciplinary action.
- Students shall not indulge in activities, which would damage/ disfigure Institute's property including books, apparatus, furniture etc.
- 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.
- 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.
- 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.
- 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.
- 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.



STUDENT DISCIPLINE POLICY

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.

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.

Objective of the Policy :

1. 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 is 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 disregards rules, disobeys 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.

Disciplinary Rules and Procedures :

2. Details of **various acts of indiscipline** along with **corrective action(s)** for each are enumerated at **Appendix-A**. 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 HoDs/ Chief Rector/ Dean-SW/ other Functional Heads can give a suitable decision as per **implementation modality** given in **Appendix - B**.
4. It is expected that all the 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**.

Prof. (Dr.) Adesh Kr. Pandey
Director Academics



APPENDIX-A: DISCIPLINARY RULES & PROCEDURES

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 the 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.
10.	Improper behavior while on Industrial Visits/Placements Visits/Educational Tours.	Debarring from participation in visits/tours.
11.	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.

APPENDIX-A: DISCIPLINARY RULES & PROCEDURES

Clause No.	Act of indiscipline	Corrective Action(s)
12.	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.
13.	Violation of the status, Dignity & 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.
14.	Discrimination on the ground of sex/sexual harassment of women employees and girl students.	As per the Internal Complaints Committee (ICC) of the Institute.
15.	Possession, distribution and consumption of cigarette & 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.
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 College 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 expensive 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.

APPENDIX-A: DISCIPLINARY RULES & PROCEDURES

Clause No.	Act of indiscipline	Corrective Action(s)
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/Driveing License.	1. Counselling of Student. 2. Warning to Student. 3. Information to Parents. 4. Suspension from Classes.
26.	Absconding from classes/Mass Agitation, Mass Bunking, Improper Wearing,	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel. 4. Debarred from Placement.
27.	Any celebration without permission/smothering cake on the face/involvement in any kind of violence (Physical/Verbal/for sadistic pleasure) whatsoever and in any form.	1. Information to Parents. 2. Warning to Student. 3. Suspension from Classes. 4. Termination from Hostel.
28.	Possession of ID cards of another student/Entering the institute with ID card of other student/Having XEROX copy of ID Card/Misuse of permission in the extended hours/Accompanying unknown person without permission.	1. Information to Parents. 2. Warning to Student. 3. Termination from Hostel. 4. Suspension from Classes.
29.	Public Display of Affection (PDA).	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel. 4. Debarred from Placement.

Note: This is to be noted that student may be terminated from Hostel/Institute in case of severe indiscipline cases (if found guilty in the investigation by higher authorities).

EXPECTATIONS FROM STUDENTS WITH REGARD TO DISCIPLINE

Discipline is the '**Gateway**' to the quality education. All the students have the right to an education in a positive environment which is free from all kinds of disruptions. KIET Group of Institutions provides a positive environment for all sorts of learning. All the students are encouraged to achieve their personal best and to work collaboratively. Every effort is made by the institute to work together to resolve any problems of the students. This discipline policy was developed to promote consistency and encourage appropriate behaviours that require students to become increasingly more responsible for their behaviours. Institute believe that if students clearly understand the rules and the consequences for inappropriate behaviours,

APPENDIX-A: DISCIPLINARY RULES & PROCEDURES

they can make the intelligent choices. We expect students and parents to recognize the importance of institute's disciplinary rules and to cooperate with their enforcement. Institute believe that most of our students are considerate, well-behaved, and responsible. According to a growing body of the literature, the primary determinant of discipline policy's effectiveness is a healthy relationship between the institute and students. Even the best policy is only a document, if it is not implemented in the true letter and spirit. With fewer day-to-day discipline problems, institute would become more productive and educate happier, healthier individuals. Each and every student is expected to abide the following rules and regulations for the proper implementation of this discipline policy:

- Students should always treat teachers and staff with regard, respect and be courteous to the fellow students.
- Unacceptable behaviour including, but not limited to irregular attendance, academic dishonesty, disruptive behaviour, and disrespectful behaviour towards teachers, staff or fellow students will result in serious disciplinary action(s).
- All the classes start sharp at 09:00 AM and any student coming after 09:00 AM will not be allowed to enter the class. If any student is coming late, he/she will have to wait in the Reading Hall-2 (central library) till the first period is over. Thereafter, he/she will be allowed to join the rest of the day classes.
- If any student is repeatedly coming late, then he/she may not be permitted to the campus for the day or further they may be suspended for more number of days, if they continuously repeat the habit of coming late (whatsoever may be the reason).
- It is mandatory to wear the college ID card during the academic hours. All the students are bound to show their ID cards, whenever asked by any faculty/staff/authority of the institute. Students not wearing college ID card will not be allowed in the college premises.
- All the students must follow the dress code (formals) of the institute (Refer Students Handbook). If any student arrives at college in inappropriate attire or loose footwear, he/she will be immediately returned to the home/hostel.
- Clothing, jewellery, and accessories should be free of writing, pictures or any other insignia that are crude, vulgar, profane, or sexually suggestive or which become a nuisance or attracts undue attention in a study situation will not be permitted.
- Students are strictly advised to behave in an orderly manner in the college premises and in public places. Their manner of movement should be quiet and orderly, at all the times.
- Use of foul language, scratching on college furnitures/lifts and walls and any misbehaviour in college buses and public places will be strictly dealt with.
- Any student who is persistently insubordinate or is repeatedly or wilfully mischievous or is guilty of malpractice or who has an unwholesome influence on his fellow students, may be expelled permanently from the institute.
- Alcohol, tobacco, drugs, or drug paraphernalia are not allowed in the college premises and hostels. Any student found guilty in this regard will attract strict disciplinary action.
- Bikes/Scooters/Any vehicle must be parked in the parking areas only. All the riders must wear a helmet.
- Institute has very well-designed vehicle policy. All students are advised to bring their vehicle as per the policy. If any student is found with fake papers/unauthorized vehicle/unauthorized persons in the vehicle, strict disciplinary action will be initiated.
- Looking into the overall development of the students, institute grant permission for extended hours (05:00 pm to 08:00 pm). All the students availing this privilege are strictly advised to follow the timings and place in true letter and spirit.
- If any student is found breaching the discipline policy and asked to call the parents, then the student must ensure that his/her parents should meet the institute authorities within one week of incidence.

APPENDIX-B: IMPLEMENTATION MODALITY

S.No.	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
7.	Suspension from Classes for 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 his/her parents will have to submit an 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. Any indiscipline act made by a student along with the corrective action(s) must be registered in the mentoring record by respective mentor at the department level.

APPENDIX-B: IMPLEMENTATION MODALITY

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.

Note: If a student is expelled from the hostel due to any act of indiscipline, no fee shall be refunded under any circumstances. However mess fees may be refunded as per institute norms.



DRESS CODE FOR THE STUDENTS

Formal dressing makes you feel confident at work. You get that energy and confidence if you dress up gracefully. Dressing formally not only reflects your image but also the institution you represent. Hence, you must be in proper attire and in the presentable form in the institution.

All students are required to follow the dress code (also mentioned in Student Manual) from Academic Session 2021-22 as illustrated below:

During Academic Hours (9:00 am- 5:00 pm):

1. Full Trousers, Jeans, Shirt / T-Shirt, Kurta with legging / formal pants, Salwar Kameez and all formals are allowed for all.
2. **Playing Area (Non-Academic Hours):** Sportswear as per the concerned activities is allowed.
3. **Other Areas:** Decent wearing that should not cause inconvenience to other students.
4. Night dress permitted within the premises of the hostels only.
5. **Footwear:** Both shoes and sandals / formal belly are allowed but bathroom slippers will not be permitted in classrooms, workshops, and labs.
6. Shorts/Bermudas, night dress etc. **are strictly not allowed during working day of the Institute for any reason.**
7. All hostellers are advised that they must come from their respective hostels with Full Trousers, Shirt /T-Shirt, Jeans, along with shoes.
8. Display of Profane/ Bad Language / Promoting use of Drugs, Alcohol or Tobacco in any form **embossed** on the dress is not permitted.

Dresses for labs/workshops:

The uniform stipulated by the concerned department must be worn for all lab and workshop classes.

In case of violation of dress code, the students concerned will be asked by the concerned faculty/ coordinators/ HoD/ Deans/ Director to leave the campus immediately.

In the event of repeated violation of the prescribed dress code, strict disciplinary action may be initiated against the defaulter students. It is mandatory for all Hostel Residents, that they must wear/show college ID Card while going out and coming back to the KIET Campus.

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



COMMON FACILITIES @ KIET (AT A GLANCE)

Multi Purpose Complex (MPC)

Fully Wi-Fi Campus

Cafeteria (Amul, Big Treat, Nishu's Café)

Bus Transport Facility

Canteen (Managed by Green Chilly)

ICICI Bank ATM at KIET Main Gate

Mess Facility for hostellers and faculty
(Payment basis)

Medical Facility for all (24*7)

Online Counseling Facility (Your Dost)

Online Reporting of Indiscipline Cases

Faculty Apartments (as per availability)

Creche Facility

Knowledge Resource Centre

Shooting Range

Play Grounds

LG Smart Laundry Facility



HOSTEL MANAGEMENT COMMITTEE

In order to improve student welfare in hostels, guiding students to nurture good habits in everyday life and making hostel life the basis for building a healthy campus culture and to advice on matters concerning further development/planning for overall improvement in the existing system, a institute hostel management committee has been organized as follows:

- a) Prof. (Dr.) Anurag Gupta , Dean SW - Member
- b) Prof. (Dr.) Bhoopendra Kumar, Chief Proctor - Member
- c) Prof. (Dr.) Pratibha Kumari, Chief Rector (Girl's Hostel)
- d) Dr. Abhishek Kumar, Chief Rector (Boy's Hostel)
- e) Honorary Captain K P Singh, Administrative Officer - Member
- f) Faculty Incharge - Rector - for each Boy's & Girl's Hostel



GUIDELINES FOR HOSTEL STUDENTS

1. All residents are required to maintain standards of behaviour expected of students of a prestigious Institution. They are expected to behave courteously and fairly with everyone inside and outside the COLLEGE campus.
2. All residents are required to always carry their valid Hostel 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. Any non-residents are not permitted to enter the hostel. No resident is permitted to entertain day scholars or students of other institutions. The penalty for disobeying this rule will be very severe.
9. 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 the damage at their own cost, if any.
10. 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.
11. The resident shall not move any furniture from its proper allotted place and 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.
12. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
13. 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.
14. Freshers should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered a part of this practice, and will also be punished accordingly.
15. When the persons committing or abetting the crime of ragging are not identified, collective punishment



GUIDELINES FOR HOSTEL STUDENTS



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.

16. All hostellers are required to sign an Anti-Ragging Undertaking form as per AICTE/UGC guidelines and submit to Registrar Office.

17. In the hostel premises following are strictly prohibited:

- Smoking
- Consumption of alcoholic drinks/drugs.
- Gambling
- Intimidation or violence
- Wilful damage to property
- Entering the hostel premises in intoxicated state.
- Boys moving near the girls' 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 inside the hostel premises. However, they may meet the residents at visitor's room till 8:00 pm.

18. Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Rector/Warden. Roommate may be permitted.

19. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

20. The use of electrical appliances such as immersion heaters, electric stove / heaters, kettle, iron are not allowed in the rooms. Such appliances, if found will be confiscated and a fine of Rs. 5000/ will also be imposed.

21. The usage of audio systems which may cause inconvenience to other occupants are not allowed. The residents should not view objectionable videos.

22. 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.

23. In case any resident must 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.

24. No resident is permitted to stay in hostel rooms during academic working hours. However, any sick residents should obtain written permission from the Rector.

25. 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.

GUIDELINES FOR HOSTEL STUDENTS

26. Birthday /celebrations of any kind to be conducted in the hostels with prior permission of the Rector, but no celebration should be done in the campus (outside student's hostel). Strict adherence to the timings (duration of 3 hrs. max. till 12:30 AM) as well as proper discipline should be maintained in the hostel premises.
27. 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.
28. To protect the privacy and security of the residents, sharing of any live feed, photographs, or any video recording of the hostel premises (Common area, TV Room, Mess, Kitchen, study room) or, any activities conducted inside the hostel, is strictly prohibited. This also restricts misuse of any digital content leads to any individual's harassment, false fabrication against the institute or any damage to the Institution's reputation.
29. Non vegetarian food is strictly not allowed in the hostel mess and not suggested to be consumed in hostel rooms to avoid any inconvenience to other roommates.
30. The room lights suggested to be turned off between 12:00 AM and 5:00 AM to avoid any inconvenience to the roommates.
31. All residents must respect the privacy and personal space of others. No resident may record, photograph, or disclose any personal information about another resident without their explicit consent.
32. Residents are not permitted to make video calls in shared or private spaces in the hostels as same is breach the privacy of other residents. In case of any complaint by any resident on this, same will be considered as Indiscipline act.
33. Residents are required to wear decent and appropriate attire within the college and hostel premises.

34. Hostel Timings and Entry/Out rules for Girls' Hostel:
Chief Rector : Dr. Pratibha Kumari (Mob. 7906675694)

S. No.	Course/Year	Normal entry time	Emergency	Students attending Coaching Classes
1.	All B.Tech/ B.Pharm/ MBA/ MCA 1 st 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 2 nd , 3 rd , 4 th year, MCA 2 nd & 3 rd year, MBA 2 nd year students	8:00 PM	Upto 9:00 PM with prior written permission of rector/warden	Upto 9:00 PM with consent letter from parents

- No resident of Girls' 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.
- All the residents of Girls' hostels must adhere to the timings strictly.
- Violation of the above rules may lead to disciplinary action including expulsion from the hostel.
- If a student returns after normal entry time, guards at the main gate should allow the student only after informing the concerned wardens.

GUIDELINES FOR HOSTEL STUDENTS

35. **Hostel Timings and Entry/Out rules for Boys' Hostel:** **Chief Rector : Prof. Abhishek Kumar (Mob. 9827196617)**

S. No.	Students	Normal entry time	Emergency (with prior Permission)
1.	All UG and PG 1st year students	7:00 PM	1 HR. Max.
2.	All B.Tech/B.Pharm 2nd, 3rd, 4th year, MCA 2nd & 3rd year, MBA 2nd year students	9:15 PM	1 HR. Max.

- If a student returns after 7:00 PM / 09:15 PM (till 1 hr), the respective warden has to be informed first then only the entry of that student is allowed.
- After 7:00 PM/ 9:15 PM in case of emergency, if any student have to stay out for more than 1 hr., he has to take prior permission from the respective rector/wardens.
- Violation of the above rules may lead to disciplinary action including expulsion from the hostel.
- Mess timing schedule will be provided hostel wise and Hostel Attendance timing will be from 9:40 PM. Students found absent without leave consecutively then disciplinary action will be taken against them.
- Regular late entry of students (after 9:30PM) without any valid/emergency causes and prior information to warden, will liable to indisciplinary action against that student. If any student will do such three times then warning letter will be issued and hostel may not be allotted further.



GUIDELINES FOR DAY SCHOLARS

Rules and regulations of any institution are to create a positive and conducive learning environment. These rules define the expected standards of clothing, timekeeping, social behavior and work ethic.

KIET Group of Institutions believes day scholars are equally important as compared with hostellers and believes in providing facilities available in the campus to them as well. The following guidelines must be followed by the day scholars during their stay in the campus.

Institute Timings: 9:00 AM to 5:00 PM

- Institute timings for day scholars are displayed on Institute notice boards, main gate, cafeteria, near auditorium and all prominent locations of the institute. The day scholars are expected to strictly adhere to these timings.
- The students are expected to reach the Institute by **8:50 AM** to avoid loss of attendance of the first lecture.
- In between the academic hours, lunch break will be there from **12:00 Noon to 1:00 PM**. Students may visit canteen, cafeterias, grounds etc. in the premises during this duration.
- The classes will end by **5:00 PM** and all day scholar students are suggested/advised to leave the institute latest by **5:15 PM**. Buses will depart at **5:15 PM**.
- Student may visit Institute knowledge resource center (library), canteen, cafeterias, etc. during academic hours if they do not have lectures or labs.
- Students can visit administrative offices (accounts department, registrar office etc.) according to the timing protocols of the institute only.

Stay-Back Facilities:

- The Institute offers stay-back facilities for the day scholars, except-**Saturday** (Non-working), **Sunday & Institute Holidays** from **5:00 PM to 7:00 PM**. This facility can be availed for extracurricular clubs, sports clubs, Institute knowledge resource center (library), center of excellence, etc.
- The students may use stay-back facilities from **5:00 PM to 7:00 PM** with **prior permission from the office of Dean SW**. All permission forms are available on the Dean SW tab of KIET Group of Institutions website. Students may download and submit the duly filled/Approved forms from respective authority (HoD/ Club coordinators) to the office of Dean SW in hard copy. If permission is granted the form has to be given to Manager Administration & a copy at the main gate (security office) for further action. **It is mandatory to keep one copy (Hard/Soft) of the same by the student during his extended stay in campus.**
- Any stay-back for curricular/extracurricular/sports clubs can be availed only by the registered members of the respective clubs only. For any type of pre preparation in the institute beyond college hours, registration in the concerned event is mandatory by the registered members of the clubs.
- During stay beyond the college hours, students are strictly advised to be present only at the locations (clubs/grounds/library etc.) for which they have been permitted to stay in the prior permission forms. Any day scholar student found inside the campus after 5:00 PM without permission/approval will be penalized as per the KIET student discipline policy.

Id card:

- ID card is provided to each student with his/her Name, Photo, Address, Blood group and barcode printed on it. Wearing ID Cards is mandatory while students are in the campus or in the bus.

GUIDELINES FOR DAY SCHOLARS

Dress code:

- All the students in the campus should be neatly dressed according to the Institute's guideline - on all days including during all Examinations.
- Full Trousers, Jeans, Shirt / T-Shirt, Kurta with legging / formal pants, Salwar Kameej and all formals are allowed for all.
- **Footwear:** Both shoes and sandals / formal belly are allowed but bathroom slippers will not be permitted in classrooms, workshops, and labs.
- Shorts/Bermudas, night dress etc. is strictly not allowed during working day of the Institute for any reason.

Transportation facilities for day scholars:

- Transportation facilities are available for day scholars. Students can avail the facilities by paying bus fees with the institute's annual fees. All the rules and regulation must be followed by bus boarders; any misconduct may cancel their bus membership.

Attendance and leaves:

- As per AKTU guidelines, a student has to attend at least 75% of the classes for appearing in end semester examination. However the college insists on a maintaining 100% attendance for both theory and Practical classes. All the students should make note of the leave regulations and instructed to strictly abide by the rules while availing leave.

Electronic Gadgets:

- Students can carry mobile phones, tablets, laptops etc. but their use during classes should be according the guidelines of the respective department. Electronic gadgets are strictly not permitted inside the examination halls.

General Rules:

- NO day scholar student is permitted to visit/ stay in the KIET hostel/Mess.
- Any visitor accompanying the student is not permitted to visit the campus without prior permission from the respective authorities of the institute.
- Students are expected to be alert on their email/WhatsApp/KIET website/notice board for any notice/circular. Ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
- Spitting, smoking and throwing bits of paper inside the institute campus are harmful and must be avoided. Students must keep the campus clean by properly using dustbins and should avoid spitting or throwing items in the open spaces in the campus.
- Students are strictly advised to refrain themselves from possessing, consuming, or distributing alcohol, harmful drugs, narcotics, gutka, cigarette or any other substance causing serious or substantial impact on health. Any violation of these orders will lead to disciplinary action.
- Students must not possess firecrackers/explosive/flammable materials or spread colored powder and splash color water in the pretext of festivals and functions on or during any other occasion in the college campus.
- Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.

Wish you all a very happy and pleasant stay in KIET.

Happy Learning!!

KNOWLEDGE RESOURCE CENTRE

GUIDELINES FOR AVAILING FACILITY

1. KIET Knowledge Resource Centre (Library) offers a variety of books including text books, reference books, magazines, journals, e-resources (e-books & e-journals) 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 and D.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, Diploma in Pharmacy students. One book for each subject will be issued to students for the entire semester.
4. Book issued from KRC are for specific duration. If the books are not returned on time, a fine of Rs.2/- per day per book is liable to be paid by the borrower.
5. Borrowing facility is only for the members of the KRC against RFID Coded Identity cum library card issued to them by KRC. Books are issued through RFID system on counter presenting the RFID Coded identity card. The KRC 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 KRC, then it will not be issued, the same can only be consulted in the KRC.
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 and fine as admissible.
9. Loss ID card should be reported to the Librarian immediately. Duplicate ID card will be issued on the payment of Rs. 200/- and damaged ID Card fine Rs. 100/- after completion of due process by KRC.
10. KRC remains open from 9:00 AM to 8:00 PM. Reading hall 2 opens from 9:00 AM to 2:00 AM.

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

11. Book Issue/ Return in KRC & Book-Bank Library will be as follows:

S. No.	Library	Days	Timing
1.	Central Library	Monday-Friday and working Saturday	9:00 AM to 6.00 PM*
		Saturday, Sunday & all holidays	9:00 AM to 5:00 PM*
2.	Pharmacy Library	Monday-Friday & working Saturday	9:00 AM to 4:45 PM*
3.	Book-Bank Library (One month after commencement of odd and even semester)	Monday-Friday & working Saturday	10:00 AM to 1:30 PM & 2:00 PM to 4:00 PM
4.	During Semester Break (Odd & Even)	Monday-Friday & working Saturday	9:00 AM to 6.00 PM*



KNOWLEDGE RESOURCE CENTRE

12. If any student is found indulging in the process of book hiding, stealing, mutilating, this will be treated as indiscipline act and accordingly strict disciplinary action will be taken..
13. Misbehaving with library staff will be treated as serious Indiscipline. He/she will be terminated from library membership.
14. For Library related matters (like fine, lost of I-card, lost of book... etc), student should contact Librarian.



CAFETERIA RULES



1. Timings of cafeteria: 10:00 AM to 11:30 PM
2. No student is allowed in the cafeteria during academic hours. They can avail the facility only during tea break/lunch hours.
3. Students should enter the cafeteria quietly, orderly and be seated. Loud talking, yelling, screaming, and other disruptions are strictly prohibited.
4. Respect and politeness must be shown to all, including the cafeteria staff.
5. 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.
6. Each student is responsible for the disposal of his/her trash in an appropriate receptacle kept in the dining hall.



STUDENT DRIVEN CLUBS OF 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 various clubs aspire 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.

Student Driven Clubs of Extra-Curricular Activities

S.No.	Student Club	Activity Performed by Club
1.	Quizzinga	National and International Quiz
2.	KIET Dramatic Society	Nukkar Natak/ Skit
3.	Kavyanjali	Kavi Sammelan
4.	Odyssey	Literary events (Essay, debate etc.)
5.	KIET MUN	Public Speaking etc.
6.	KIET Music Club	Music group (singing, instrumentation etc.)
7.	KIET Dance Club	Group Dance and Solo Dance
8.	TEDX	Talk show and Motivational Speaker
9.	Uddeshhya	Social Welfare
10.	UBA	Unnat Bharat Abhiyan
10.	Movie Club	Movie creation
11.	KIET Fashion Club	Fashion
12.	Impeccable	Painting / Drawing
13.	EBSB Club	Ek Bharat Shresth Bharat(Cultural Exchange)
14.	WOR-Center	Women Outreach Activity Centre
15.	Ek Prayass (Jagrookta Ki Orr)	To establish conditions that foster positive growth & development
16.	Spic Macay	The society for the promotion of Indian Classical Music & Culture among youth
17.	SDG	The club caters to the implementation needs of sustainable development goals
18.	Institute Fitness Committee	To conduct various Sports Activities with the help of various sports clubs like volley ball, table tennis & billiards, football, cricket, basketball, badminton, chess, athletics, carrom, yoga, lawn tennis, martial art, shooting range.

The offices of the above mentioned clubs are in the 'F' Block.

In addition to these clubs, around 100+ clubs are running in various departments at KIET Group of Institutions.

STUDENT SUPPORT

Institute is responsible for providing support services to all students throughout their time at 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 the registrar office from 12:30 PM to 4:30 PM (Lunch hours - 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 the Dean Academics from 02:00 PM to 04:00 PM on all working days.
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 members of Internal complaint committee (ICC) at any time.
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 issued by the Institute only. They are also advised to follow the notices regularly issued by Director/Dean (Academic) Office. Students can also consult their respective HoD regarding any confusion in above respect.
8. Students are advised to visit **Accounts 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 and 5 PM.
12. Students are advised to contact admin office for their query regarding **transport facility**.
13. For **courier & post service**, students should contact Knowledge Resource Centre (Central Library).
14. 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**.
15. Students can send their grievances to respective Chief-Proctor/Chief rector through ERP portal if having any **Indiscipline/hostel regarding issues**.
16. **Internet Facility** : Students can contact **Mr. Madhurendra Singh (Mob. 9899941574)** for their Internet related issues.



AWARD POLICY FOR FEMALE FACULTY & STUDENTS

Revised Criteria for determining the Winners of AICTE Awards for Female Faculty, Staff and Students

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

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

Awards Category

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

GENERAL GUIDELINES AND ELIGIBILITY CATEGORY: STUDENT (Female)

1. Medhavi Chhatra Award (Eligibility)

- For female student who gets the highest score in First year, second year & third year respectively (excluding final year).
- The award is for the pre-final year students of all the courses.
- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should have the highest percentage of marks in the institute.

2. Udyamita Award for Entrepreneurship (Eligibility)

- For female student taking initiatives in the field of entrepreneurship.
- The female student should not be involved in any Indiscipline case/Legal case.
- The entrepreneur (female student) should have full/ part ownership of the company/ business/ brand.
- The company/ business/ brand should be registered.
- The entrepreneur (female student) should have any Socio-economic impact of the innovative product.

3. Kala Shresthi Award (Eligibility)

- For female student showing exceptional performance in Dance.
- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should be awarded among top three positions by NIT/IIT/State University/State level/National level competitions.
- The female student should have any diploma /degree of Indian classical dance. (*Desirable*)

4. Mirabai Award (Eligibility)

- For female student with exceptional performance in music.
- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should be awarded among top three positions by NIT/IIT/State University/ State level/National level competitions.
- The female student should have any diploma /degree of Indian Classical Singing/musical instrument. (*Desirable*)

5. Ojaswi Award (Eligibility)

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

6. Nivida Award (Eligibility)

- For female student exceptional work in social services.
- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should be a member of any NGO involved in social works from last three years.

AWARD POLICY FOR FEMALE FACULTY & STUDENTS

7. Navonmesha Award (Eligibility)

- For female student who comes up with novel ideas in technology and innovation.
- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should have any Patents/Technology transfer/ licensed to Indian Industry.
- The female student should have drawn any Socio-economic impact of the innovation.

8. Vaicharik Award (Eligibility)

- Knowledge of female student about ancient time values and cultures of the society (Vedas etc).
- The female student should not be involved in any Indiscipline case/Legal case.
- The female student should be the winner of quiz/debate contest conducted by the institute.
- The female student should have received any recognition in the above said topic at district/state/national level.
- The female student should have done human value level 2/3. (*Desirable*)

CATEGORY: FACULTY

Maa Saraswati Award:

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

Eligibility

- The award is for all the female faculty members except the Professor grade.
- The female faculty should not be involved in any Indiscipline case/Legal case act /advisory in any of the previous years.
- The female faculty should have 90% or above results in subjects taught in last two semesters.
- The female faculty should have the highest feedback in the previous academic session.

AWARD POLICY FOR FEMALE FACULTY & STUDENTS

CATEGORY OF HELPING STAFF (Female)

Screening Committee

Committee members will consist of: Director General, Joint Director, Director Academic, Dean SW, Head Finance & Accounts, Chairperson -WORC and two members nominated by Director.

Modalities of Selection

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

Inspired by the guidelines laid by AICTE for motivating the female stakeholders of the academic institutions, KIET Group of Institutions came up with this noble idea of announcing these awards at the institute level.

As per the office order no. Dir/ 17/2022 dated September 07th, 2022 the nominations were asked from the all the departments (via HoDs/ A.HoDs).

A committee was set up to decide the winners and after following a rigorous process the following are declared the winners for the session 2022-23:

Faculty Category: **Maa Saraswati Award**

Dr. Richa Goel, Associate Professor, KSOP

Student Category:

S.No.	Category	Name
1.	Navomesha Award	Suchita Tripathi
2.	Kala Shershhti Award	Arpita
3.	Ojaswi Award	Sanjeevani Mangla
4.	Medhavi Chhatra Award	Khushi Agnihotri
5.	Mirabai Award	Shivani
6.	Vaicharik Award	Eligibility not fulfilled
7.	Udyamita Award for Enterprenureship	Sagun Rana
8.	Nivida Award	Shreya Khare

GROUP INSURANCE FOR STUDENTS

Provision of Group Insurance for Students:

Every student is covered under mediclaim insurance of Rs 50000/- from ICICI Lombard Insurance Co (as per the institute policy). They can avail cashless facility (in Network Hospital) for hospitalization of more than 24 hours. In addition, students are insured for Rs 2.00 lacs against death due to road accidents.

Following steps should be taken for downloading **ICICI Lombard Digital Health Care Card** :

Step 1: Go to <https://ilhc.icicilombard.com/Customer/iCard>

Step 2: Following page will appear:

Step 3: Following page will appear after clicking on search option:

GROUP INSURANCE FOR STUDENTS

Step 4: Student can visit and search for the ICICI Lombard Network Hospital List through the following Link: <https://www.icicilombard.com/cashless-hospitals>

Select State

Select City

FIND NETWORK HOSPITAL

UTTAR PRADESH

GHAZIABAD

All Hospitals

SEARCH

Hospital Name	Address	City	State	Contact No	Operations
AAROGYA HOSPITAL	PLOT NO. NH-1, SECTOR - 8, VAISHALI	GHAZIABAD	UTTAR PRADESH	/0120-4112222/08800336324/09816204575	
AMBAY HOSPITAL	1 LAJPAT NAGAR SAHIBABAD	GHAZIABAD	UTTAR PRADESH	/0120-4155787/09310408198/09310408193	
AMICARE HOSPITAL PVT LTD	PLOT NO. 15-16, NYAY KHAND -1, NEAR INDIRAPURAM PUBLIC SCHOOL, INDIRAPURAM	GHAZIABAD	UTTAR PRADESH	/0120-2606007	
APOLLO CRADLE & CHILDREN'S HOSPITAL	NH-1, SHAKTI KHAND - 2, INDIRAPURAM	GHAZIABAD	UTTAR PRADESH	/08816147330	
ATLANTA	NH - 01, SECTOR - 15, GHAZIABAD	GHAZIABAD	UTTAR PRADESH	/0120-2882999/0120-4735555/09971462506	

List of Hospitals

Live Chat

Provision of Chhatra Kalyan Nidhi:

The institute provides assistance for the university scheme of Chhatra Kalyan Nidhi.

The details can be viewed at

<https://erp.aktu.ac.in/webpages/ckn/CKNGuideLine.html>

The students can contact the office of the Registrar for any assistance.

Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh, Lucknow

Chhatra Kalyan Nidhi

Student Welfare Cell

Chhatra Kalyan Nidhi

Anti-Ragging Cell

Chhatra Kalyan Nidhi Rules-2003

Necessary Check List of Death Compensation

Our Constituent Colleges

Quick Links

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

Tweets from @AKTU_Lucknow

NATIONAL CADET CORPS (NCC)

Unity and Discipline are the motto of NCC:

The National Cadet Corps is the Youth Wing of the Armed Forces with its Headquarters in New Delhi, India. It is available to schools (Junior Division) and colleges (Senior Division). The National Cadet Corps is a Tri-Services Organization, involving the Army, Navy, and Air Wing. It is engaged in training the youth of the nation to become disciplined and energetic citizens.

The National Cadet Corps in India is a voluntary organization that enrolls cadets from secondary schools, universities, and colleges all over India. The cadets are given basic military training.

NCC at KIET Group of Institutions:

KIET Group of Institutions, Delhi NCR, has the NCC Troop (ARMY WING) under 35 UP Bn NCC Modinagar since 2020. Presently, the institute has 20 approved vacancies for NCC enrollment under the Ministry of Defence. NCC provides specialized training for engineering students to enhance their interpersonal skills. NCC training is given to NCC cadets for three years during their graduation studies. The enrolled cadets undergo rigorous assessment during the training, and after successful completion, they can achieve significant NCC "B" and "C" Certificates.

During the NCC service, cadets get sufficient opportunities to improve their personalities, which becomes helpful to them in their future careers as engineers. In addition to that, cadets with NCC "C" certificates with good grading would have a great chance to build their careers in the Armed Forces, Para-military Forces, and Police departments with some special entry scheme or with some relaxation in entry merit.

Core Values:

A sense of patriotic commitment to encourage cadets to contribute to national development.

Respect for diversities in religion, language, culture, ethnicity, lifestyle, and habitat to instill a sense of national unity and social cohesion.

An abiding commitment to learn and adhere to the norms and values enshrined in the Indian Constitution.

Understanding the value of a just and impartial exercise of authority.

The ability to participate in community development and other social programs.

A healthy lifestyle free of substance abuse and other unhealthy practices.

Sensitivity to the needs of poor and socially disadvantaged fellow citizens.

Inculcating habits of restraint and self-awareness.

Understanding the values of honesty, truthfulness, self-sacrifice, perseverance, and hard work.

Respect for knowledge, wisdom, and the power of ideas.



NATIONAL CADET CORPS (NCC)

How to Join NCC (Eligibility Conditions)

- a. Citizen of India or a subject of Nepal.
- b. Bearing good moral character.
- c. Enrolled in an educational institution.
- d. Meets the prescribed medical standards.
- e. Age for Senior Division/Wing (Boys/Girls) - Up to 26 years.
- f. Enrolment Period for Senior Division/Wing (Boys/Girls) - 3 years.



Enrollment Procedure:

- i. A student desirous of being enrolled in the Senior Division shall apply against the notification issued by the Associate NCC Officer/Caretaker Officer for fresh NCC enrollment.
- ii. All applicants must appear in the written and physical tests conducted by the Battalion. The shortlisting of cadets will be done based on merit.
- iii. The short-listed cadets need to fill the online NCC enrollment form on the NCC website.
- iv. The final selection will be done by the Commanding officer of the battalion and Group Headquarters.

NOTE: "Rule" refers to the NCC Acts & Rules.

Faculty Coordinator: Dr. Anurag Gupta

Phone No.: 08881548979

Mail Id: anurag.gupta@kiet.edu

LIST OF ENROLLED CADETS

S.No.	Regimental. No.	Name of Cadet	Branch	Enrollment year
1	UP2024SDIA8330179	Nitin Varshney	ECE	2024-25
2	UP2324SWIA8330186	Sakshi Rana	ECE	2024-25
3	UP2024SWIA8330193	Khushi khanna	ECE	2024-25
4	UP2024SWIA8330191	Anamika Yadav	ECE	2024-25
5	UP2024SWIA8330189	Avni	EEE	2024-25
6	UP2024SDIA8330185	Pratul Tiwari	CS	2024-25
7	UP2024SDIA8330178	Prashant	ME	2024-25
8	UP2024SWIA8330187	Parul Yadav	CS	2024-25
9	UP2024SDIA8330175	Rishit Chaudhary	CSIT	2024-25
10	UP2024SDIA8330177	Ayush Kumar Chaurasia	CSE	2024-25
11	UP2024SDIA8330182	Aryan Tomar	CSE(AI)	2024-25
12	UP2024SDIA8330176	Prince	CSE(AI)	2024-25
13	UP2024SWIA8330188	Karuna Rajpoot	CSE(AI & ML)	2024-25
14	UP2024SWIA8330192	Vanshika Teotia	CS	2024-25

NATIONAL CADET CORPS (NCC)

S.No.	Regimental. No.	Name of Cadet	Branch	Enrollment year
15	UP2024SDIA8330180	Shubh Raghav	ECE	2024-25
16	UP2024SDIA8330181	Rishabh Sharma	CSE(AI & ML)	2024-25
17	UP2024SWIA8330190	Navishka Sharma	CSE(AI & ML)	2024-25
18	UP2024SDIA8330174	Utsav Verma	CS	2024-25
19	UP2024SDIA8330184	Rudraksha Singh	CSE AI	2024-25
20	UP2024SDIA8330183	Kartikey Teotia	CSEAIML	2024-25
21	UP2023SDA007999	Ritdhvaj Mishra	IT	2023-24
22	UP2023 SDA 007992	Saurabh Kumar Singh	CSE(AI)	2023-24
23	UP2023SDA007984	Ritesh Budania	EEE	2023-24
24	UPSD22A586467	Ansh	CSE(AI)	2023-24
25	UPSD22A586474	Naveen Kumar	CSE(AI)	2023-24
26	UP2023SWA007968	SANJANA SHARMA (Seargent)	EN	2023-24
27	UPSDA2023007990	Harvansh Singh Jadoun	EC	2023-24
28	UP2023SWA007987	Muskan	CS	2023-24
29	UP2023SDA007970	Vipul Sharma	EN	2023-24
30	UP2023SDA007997	Aryan Sharma	CSE(AI)	2023-24
31	UP2023SWA008001	Yashvi Singh	CSIT	2023-24
32	2023SDA007986	Sashreek Praveen Chandkaushik	CS	2023-24
33	UP2023SWA007993	Neha Singh	IT	2023-24
34	UP2023SDA007982	Sahajdeep Singh Gill	ECE	2023-24
35	UP23 SWA 008003	Vaishnavi Goel	IT	2023-24
36	UP23SDA007975	Shivam Tiwari	CSIT	2023-24
37	UP2023SDA008006	Suryansh Dev	CS	2023-24
38	UP2023 SDA 007973	Yash Gautam	CS	2023-24
39	UP2023SDA007985	Gaurang Chaudhary	CSE(AI&ML)	2023-24
40	UP2023SDA007996	Avneesh Gupta	EN	2023-24
41	UP2023SDA007971	Sonu Kumar	CSIT	2023-24
42	UP2023SDA007994	Rishabh Raturi	CSE	2023-24

Establishing a solid career in Indian armed forces is an eminent option that a number of aspirants aim at. The Services Selection Board (SSB) interview is an integral part of the selection process for the Indian Armed Forces. It is a five-day long interview process that evaluates the candidates on various parameters, including intelligence, personality, and character. While the SSB interview is not a test of knowledge, it does require candidates to possess certain qualities, such as leadership, decision-making, and communication skills. Therefore, SSB coaching plays a crucial role in preparing candidates for the interview process.

In order to help the engineering graduate to fulfill their dream of becoming Officers in Defence Forces, KIET-SSB Academy has been established. The training at KIET SSB Academy seeks prepare candidates for inculcate and develop Leadership Qualities, Communication Skills and Officer like Qualities (OLQ), thus enabling the individuals to confidently face the SSB Interview successfully. The KIET SSB Academy has excellent infrastructure. A separate training area in the Campus has complete obstacle course consisting of Progressive group tasks, Command tasks, individual obstacles and various other group testing facilities.

Faculty Coordinator: Dr. Sandeep Chhabra

Phone No.: 09412061770

Mail Id: sandeep.chhabra@kiet.edu



NSS (NATIONAL SERVICE SCHEME)

General Guidelines:

- NSS is open for all students from UG and PG Courses.
- NSS requires volunteers to commit to 2 years of service, completing a minimum of 120 hours each year.
- Volunteers have to participate in special camps, campaigns, and outreach programs that address social issues like health, literacy, environment, etc.
- Typically, a student has to fill out a registration form and attend an orientation session.
- A programme officer from institute will coordinate for smooth execution of NSS programmes and activities.

Expectation from NSS Volunteers:

A volunteer is expected to possess of:

1. Sense of Social Responsibility
2. Commitment and Dedication
3. Teamwork and Collaboration
4. Leadership Skills
5. Adaptability and Resilience
6. Empathy and Patience
7. Communication Skills
8. Awareness of Social Issues
9. Problem-Solving Skills
10. Physical and Mental Fitness

Programme Officer: Dr. Ajay Singh Verma

Mail ID: ajay.verma@kiet.edu

Phone No. :+91 9999215730

List of NSS Coordinators

S.No.	Name of Coordinator	Year	Branch/Course	Responsibility
1	Aditya Chaudhary	3rd Year	Pharmacy	Team Managemnt
2	Mansvi Verma	3rd Year	CSE (AIML)	Cinematography
3	Swasti	3rd Year	Pharmacy	Content
4	Simran	3rd Year	Pharmacy	Graphic



REIMBURSEMENT POLICY

Support to Students - Students participation in Inter College Competitions

The following guidelines are to be followed w.r.t. reimbursement of registration fee, travelling allowance (TA) and accommodation for encouraging students' participation in various inter collegiate competitions! AKTU events.

Appendix-A

Particulars	Event type	Position	Particulars		
Participation in AKTU	All Events	All participating students	Registration Fee (If Applicable)	100% as declared by AKTU.	
			Morning (Breakfast)	100% of mentioned amount on Bill up to Rs. 50 /- per head.	
			Lunch / Dinner	100% of mentioned amount on Bill up to Rs. 150 /- per head.	
			Evening Snacks	100% of mentioned amount on Bill up to Rs. 40 /- per head.	
			Travelling Allowance for Students (If Applicable)	100 % of ticket fare. By Train - Sleeper Class / Non-AC Chair Car. By Bus - AC	
			Lodging (If Applicable)	100% of mentioned amount on Bill upto Rs.1000 Per day/room on triple sharing basis.	
Participation in IITs/NITs/IIM/ Govt & Central University/ Colleges	All Events	Top 3 position holders	Registration Fees (If Applicable)	100% of mentioned amount on Bill.	Prior Permission of respective HoDs & Dean-SW is mandatory in all cases. Reimbursement Claims by individual or team is permissible only Two times in a semester
			Morning (Breakfast)	100% of mentioned amount on Bill up to Rs. 50 /- per head.	
			Lunch / Dinner	100% of mentioned amount on Bill up to Rs. 150 /- per head.	
			Evening Snacks	100% of mentioned amount on Bill up to Rs. 40 /- per head.	
			Travelling Allowance for Students (If Applicable)	100 % of ticket fare. By Train – Sleeper Class / Non-AC Chair Car. By Bus - AC	
			Lodging (If Applicable)	100% of mentioned amount on Bill upto Rs.1000 Per day/room on triple sharing basis.	
		Participating students	Registration Fee (If Applicable)	50% of mentioned amount of Bill.	
			Morning (Breakfast)	100% of mentioned amount on Bill up to Rs. 50 /- per head.	
			Lunch / Dinner	100% of mentioned amount on Bill up to Rs. 150 /- per head.	



REIMBURSEMENT POLICY

Support to Students - Students participation in Inter College Competitions

Participation in Private Colleges /of Repute / Private University / Leading B School	All events	Top 3 position holders	Evening Snacks	100% of mentioned amount on Bill up to Rs. 40 /- per head.	Prior Permission of respective HoDs & Dean-SW is mandatory in all cases. Reimbursement Claims by individual or team is permissible only Two times in a semester
			Travelling Allowance for Students (If Applicable)	50 % of ticket fare. By Train – Sleeper Class / Non-AC Chair Car. By Bus - AC	
			Lodging (If Applicable)	50% of mentioned amount on Bill upto Rs.500/- Per day/room on triple sharing basis.	
			Registration Fees (If Applicable)	100 % of mentioned amount on Bill.	
			Morning (Breakfast)	100 % of mentioned amount on Bill up to Rs. 40 /- per head.	
			Lunch / Dinner	100% of mentioned amount on Bill up to Rs. 100 /- per head.	
		Participating Students	Evening Snacks	100% of mentioned amount on Bill up to Rs. 30 /- per head.	Prior Permission of respective HoDs & Dean-SW is mandatory in all cases.
			Travelling Allowance for Students (If Applicable)	100 % of ticket fare. By Train – Sleeper Class / Non-AC Chair Car. By Bus - AC	
			Lodging (If Applicable)	100% of mentioned amount on Bill upto Rs.1000 Per day/room on triple sharing basis.	
For all events (Faculty Coordinator/ Sports Officer)		Travelling Allowance for Accompanying Faculty Coordinator/ Sports Officer (If Applicable)	100% of mentioned amount on Ticket. By Train - AC 3- Tier/AC Chair Car, By Bus-AC		
		Lodging (If Applicable)	100% of mentioned amount on Bill up to Rs. 1500 /- per head/per day.		
		Refreshment	100% of mentioned amount on Bill up to Rs. 500 /- per head/per day.		

Note: Original Travel Ticket/Accommodation Bills and Refreshment Bills (Only Vegetarian food) must be produced for claim reimbursement.

STUDENT INCENTIVE POLICY (RESEARCH)

Research Policy For Students

Research and developmental activities create and disseminate new knowledge in a range of fields, promote innovation, and will motivate better learning and teaching among faculty members and students at our institute as they are often incorporated into the courses. Research is the foundation of knowledge that brings new energy, builds state-of-the-art facilities, promotes research publications, develops collaborations, and becomes a part of an active community that shares the mission objectives. Researching is a process that not only improves your skills but also teaches you a lot and broadens your knowledge, even though we could get to conclusions we already know. A deeper comprehension of the subject matter, a greater understanding of your issue, and the ability to ensure that your writing is well-informed and supported can all be attained through conducting research.

1. Objectives of Research

- **Enhancing Knowledge-** New avenues for knowledge discovery can be reached through conducting research and producing research papers. Research will have a chance to develop your writing abilities when writing a research paper, and in the future, you will be able to produce a better piece of writing that will impress others. These skills would certainly be useful for getting high package placements.
- **Adds Value to Your Resume-** A research paper helps you to find more knowledge about the field you are researching, so you can learn something new and fascinating about the discipline that you can use for work later. Besides expanding your knowledge in each field, Research will enhance your CV and make you stand out as a candidate. Therefore, research is essential since it enhances the value of your CV and demonstrates the talents you currently possess—skills that they may be seeking for.
- **Raising Awareness-** Conducting research enhances your knowledge and helps you boost your analytical and critical thinking skills. As you choose your topic and do the research, you may reach new conclusions that spark discussions in academic work. Developing critical thinking is important not only for the writing of research papers, but also for many other duties. To become a successful person and a specialist in your field, becoming a better thinker is something that is certainly important.
- **Important for Higher Studies-** When students pursue postgraduate studies such as an M. Tech or MS degree in India or overseas, having strong research experience at the undergraduate level is crucial.
- **Enhancement of Practical knowledge-** Research is crucial for students to improve their practical knowledge. High package employment in R&D agencies such as DRDO/ISRO, etc., are available to students if they are having good research background.

2. The Vision of the Institute for Research

To achieve excellence in research and create an outstanding climate of support for researchers, broadly enabling research advances to meet national and international needs.

3. The Mission of the Institute for Research

- To motivate faculty members and students to concentrate on research-related activities to publish research articles in reputed journals and Scopus indexed conferences.
- To pursue efforts to write books and monographs for publication by international and national publishers of repute.
- To spark faculty members' interest in joint research projects with colleagues at prestigious national and international universities.
- To encourage faculty members and students to submit proposals and secure funded research projects from various funding agencies in India and abroad.
- To undertake consultancy projects sponsored by the government as well as private, industrial, and other organizations.

STUDENT INCENTIVE POLICY (RESEARCH)

Research Policy For Students

- To encourage creativity in the minds of the faculty members and students so that they make original contributions by way of products, concepts, etc., and obtain patents.
- To reach out to national and international professional societies.

4. Policy of Research Incentives Scheme

4.1 Scope of the Scheme

Undergraduate and postgraduate students of KIET Group of Institutions can publish their original research work.

4.2 Incentives for Research Publications in Journals

To further promote the intensive research culture among the students of KIET, it is intended to adopt the incentive policies under the vision of the research institution. KIET has already adopted the incentive policies for SCI, SCIE, SSCI, AHCI, SCOPUS, eSCI and CCR Expanded indexed international journals, but to make the research more adaptive, it is required to give more freedom in the regulation of SCI publications. In view of the above, students may claim a maximum of 5 Research Publications incentives for Journals in an academic year as mentioned in different categories of Table-1. The primary objective of this incentive scheme is to motivate the students of our Institution to undertake quality research and other related activities.

Table-1			
S. No.	Categories	Conditions	Incentive (In Rs.)
Incentive for publication in SCI/SCIE/SSCI/AHCI			
1	Outstanding Research Publication Incentive	Publication in ➤ a) Nature (British Multidisciplinary Scientific Journal) ➤ b) Science Academic Journal of the American Association ➤ c) Harvard Business Review (Management magazine published by Harvard Business Publishing, a wholly owned subsidiary of Harvard University)	25,000 /-
2	Premier Research Publication Incentive	Paper must be published in SCI/SCIE/SSCI ➤ American Mathematical Society ➤ American Physical Society ➤ American Society for Civil Engineers (ASCE) ➤ American Society for Mechanical Engineers (ASME) ➤ American Society of Testing Materials (ASTM) ➤ Association for Computing Machinery (ACM) Transactions ➤ IEEE Transactions /Journals/ Letters/Reviews ➤ IET Transactions/ Journals/ Letters/ Reviews ➤ Institute of Civil Engineering Publishing, London ➤ Institute of Mechanical Engineering In addition to the above list the SCI/ SCIE/SSCI journals with impact factor ≥ 7 will be considered	21,000 /-
3	Commendable Research Publication Incentive	Paper must be published in journal with an impact factor between 5 to 6.99 and indexed in SCI/ SCIE/ SSCI	15,000 /-

STUDENT INCENTIVE POLICY (RESEARCH)

Research Policy For Students

S. No.	Categories	Conditions	Incentive (In Rs.)
Incentive for publication in SCI/SCIE/SSCI/AHCI			
4	Admirable Research Publication Incentive for SCI	Paper must be published in journal with an impact factor between 0.750 to 4.99 and indexed in SCI/ SCIE/ SSCI	11,000/-
5	Valuable Research Publication Incentive for SCI	Paper must be published in journal with an impact factor between 0.500 to 0.749 and indexed in SCI/ SCIE/ SSCI	8,000/-
6	Gratifying Research Incentive for SCI	Paper must be published in journal with an impact factor between 0.250 to 0.499 and indexed in SCI/ SCIE/ SSCI	5000/-
Incentive for publication in Scopus			
7	Admirable Research Publication Incentive for SCOPUS	Quality research published in SCOPUS having Cite Score 3 and above	5000/-
8	Valuable Research Publication Incentive for SCOPUS	Quality research published in SCOPUS having Cite score 2 to 2.999	4000/-
9	Gratifying Research Incentive for SCOPUS	Quality research published in SCOPUS having Cite score 1.000 to 1.999	3000/-
Incentive for publication in eSCI and CCR Expanded			
10	eSCI indexed Journal	Quality research published in eSCI Journals is applicable for publications in any ESCI/CCR- Expanded journal, and a maximum of one ESCI/CCR-Expanded indexed research paper in an academic year shall be considered.	2000 /-

Requirements to be fulfilled by students for claiming the Incentives

- The current/present impact factor, indexing (SCI/SCIE/SSCI) and other information will be taken from Clarivate analytics for evaluation of the papers. For indexing in Scopus, Cite Score and other information will be taken from scopus.com.
- The student requesting the incentive must be the first author in the research paper and its mandatory to have other author as his/her supervisor(s) from KIET Group of Institutions only.
- For claiming the research incentives, atleast one faculty mentor from KIET Group of Institutions is mandatory to be included in research paper.
- Published papers must have "KIET Group of Institutions, Delhi-NCR, Ghaziabad" as the affiliation.
- Students needs to claim the incentive only after the volume number, issue number, and page number have been assigned to the research paper by the journal.
- To raise the number of citations for improvement of KIET NIRF Ranking, it is advised for the perspective authors to include at least two references of already published Research Papers by KIET faculty/students in their Research papers.
- Authors must also be aware of the KIET Ethics Policy for Students on academic dishonesty and plagiarism.

STUDENT INCENTIVE POLICY (RESEARCH)

Research Policy For Students

- Students shall take the responsibility of screening the paper for plagiarism, ethics approval, and background checks on the potential, possible, or probable predatory scholarly open access journals before communicating the research publication to Beall's list of predatory publishers.
- A publication claim under the Research Incentive Schemes (RIS) of KIET must be made within a month of publication in the prescribed form duly signed by the Dean of Department (**Annexure I**).
- Students after publication of the research paper with volume, issue and page no. must fill the below google form and upload the following documents in the google form within one month of publication -
 1. Annexure I
 2. Copy of College ID card
 3. Proof of Volume/ Issue/ Page Number allotted by the respective journal.
 4. PDF of the research manuscript.
 5. Indexing of the journal
 - i. Scopus Valid proof (if journal is Scopus indexed)
 - ii. SCI Valid proof (if journal is SCI indexed)
- Dean R&D will take the approval from Director, KIET Group of Institutions and will submit the approval note to the account's office for final disbursement of registration fees within a week.
- Google form to apply for the research incentive is as follows-
<https://forms.gle/YsPdJ2WB6jbZqCcaA>

4.1 Presentation of Research Papers in Conferences in India

Reimbursement of Conference Registration Fees-

- For the Research paper Publication by students (Undergraduate/postgraduate) of KIET Group of Institutions in Scopus Indexed Conference, the institute will reimburse full registration fee to the students claiming the registration fee.
- Each student can present research papers at conferences of repute twice in an academic year with financial assistance as full reimbursement of registration fee.

Requirements to be fulfilled by students for claiming the Conference Registration Fees

- The International/National conference must be of repute (viz. IEEE, Springer/Wiley/IPC etc.) and the hosting institutions must be of repute as well (IITs/IISc/NITs/IIITs/Universities/Deemed Universities etc.).
- Authors must also be aware of the KIET Ethics Policy for Students and Faculty Members on academic dishonesty and plagiarism.
- For claiming the reimbursement of registration fee, atleast one faculty mentor from KIET Group of Institutions as an author is mandatory to be included in research paper.
- Before submission of claim, the final report of Turnitin to be submitted along with the published paper.
- Published paper must have '**KIET Group of Institutions, Delhi-NCR, Ghaziabad**' as the affiliation.
- Only oral presentation of research papers is acceptable.
- To raise the number of citations for improvement of KIET NIRF Ranking, it is advised for the perspective authors to include at least two references of already published Research Papers by KIET faculty/students in their Research papers.
- Only one student may use the facility in the case of joint authorship.
- A publication claim must be made within a month of the publication of a research paper (available online) in the prescribed form duly signed by Dean of the Department (**Annexure II**).
- Students after publication of research paper online must fill the below google form and upload the

STUDENT INCENTIVE POLICY (RESEARCH)

Research Policy For Students

Following documents in the google form within one month of publication for claiming the registration fee-

1. Annexure II
 2. Copy of College ID card
 3. Valid proof of published paper in conference
 4. Valid proof of presentation certificate
 5. Valid proof of Scopus Indexing
 6. PDF of the research manuscript
 7. Page number of the research paper if published as book chapter
 8. ISSN/ ISBN number
 9. Valid proof of registration/fee receipt in the name of student claiming the registration fee
 10. Turnitin Report of the research paper
- Dean R&D will take the approval from Director, KIET Group of Institutions and will submit the approval note to the account's office for final disbursement of registration fees within a week.
- Google form to apply for the registration fee reimbursement is as follows-
<https://forms.gle/YsPdJ2WB6jbZqCcaA>

Annexure I

Claim Form for Incentive Scheme for Journal Publication

Publication Id: _____

Title of the paper: _____

Names of Authors	Type of Author (Faculty/Student)	Dept.	Year (in case of student)	Roll No./Emp. ID

- Name of the Journal: _____
- Volume: _____ Issue: _____ Month & Year: _____ Page: From _____ to _____
- Category of article: _____
- Journal article indexed in: _____

Declaration by the submitting Author:

I / we certify that I / we have published article which is devoid of plagiarism. I / We have taken due care to ensure that my / our published paper does not contain plagiarism material.

Name: _____

Department: _____

Email ID: _____

Mobile No.: _____

Roll No: _____

Signature of Student with date: _____

Bank Details of Student:

Name of the Bank: _____

Account No.: _____ IFSC Code : _____

Address: _____

For the use of forwarding office only:

Name & Signature of the Dean of Dept.

Name & Signature of Dean R&D

STUDENT INCENTIVE POLICY (RESEARCH)

Research Policy For Students

Annexure II

Claim Form for Incentive Scheme for Conference Presentation / Publication

- Publication Id: _____
- Title of the paper: _____

Names of Authors	Type of Author (Faculty/Student)	Dept.	Year (in case of student)	Roll No./Emp. ID

For Conference Publication:

- Name of the Conference: _____
- ISSN/ISBN of Conference Proceeding: _____
- Paper indexed in: _____

Declaration by the submitting Author:

I / we certify that I / we have published article which is devoid of plagiarism. I / We have taken due care to ensure that my / our published paper does not contain plagiarism material.

Name: _____ Department: _____

Email ID: _____ Mobile No.: _____

Signature of Student with date: _____

Bank Details of Student:

Name of the Bank: _____

Account No.: _____ IFSC Code : _____

Address: _____

For the use of forwarding office only:

Name & Signature of the HoD

Name & Signature of Dean R&D



MEDICAL FACILITY FOR FACULTY, STAFF & STUDENTS

KIET Group of Institutions always believes in rendering comprehensive services to its faculty, staff and students. Healthcare is important because it helps establish guidelines that benefit all stake holders and help prevent human error and poor communication when medical decisions are concerned.

This medical facility explains the processes, procedures and documentation that are available in campus to support and respond to faculties, staff and students with identified health care needs or complex medical needs which require personal care and support.

Medical Facility for faculty/ staff:

- The institute has a well-kept medical room to cater health care needs of its Faculty members, staff members and students. The medical room is equipped with all the necessary medications, first aid kit and has the facility of two single beds in case of an emergency. The clinic can handle situations by providing immediate relief in the form of first aid. A full-time qualified medical assistant is present in case of need during college hours.
- Ambulance facility is also available 24*7 in the campus and a senior MBBS doctor is available in the KIET medical OPD situated at the MPC block ground floor, from 1500 hrs 1700 hrs daily except on Sunday and holidays". Also, KIET has a tie-up with Naveen Hospital, Ghaziabad. First Aid Facility is available on campus provided by-

Dr. Pradeep Singhania (Mob. 09873886647)

Mr. Naveen (Mob. 09654621173, 07906596613)

Dr. Manisha Aggarwal (Mob. 9810526040) will be available for consultation at the Girls' Hostel every **Saturday from 3:00 PM to 5:00 PM.**

- For any health concerns, feel free to reach out to her during the mentioned hours.
- Institute has a tie up with ITS Dental College, Muradnagar, Ghaziabad and Naveen Hospital Ghaziabad. Faculty and Staff members are taken to these two hospitals in case of emergency.
- Insurance plans helps you pay for medical emergencies, hospitalization, contraction of any illnesses and treatment, and medical care. To cater this institute has facilitated medical insurance for faculty and staff from Paramount Health Services and insurance amounting to Rs.1 Lakh.
- To address the financial loss to the family due to the unfortunate death of the sole earner term insurance plan is required for the same term plan of Rs. 20 lakh is taken for faculty and staff of the institute.
- In case of any medical emergencies during academic hours, institute has tie up with **ITS Muradnagar** and **Naveen Hospital Ghaziabad.**

In case of emergency medical situation following measures are taken

During academic hour (for day scholars) and Non Academic Hour (for Hostellers)

- On campus medical room with well qualified Doctor. The medical room is equipped with all the necessary medications, first aid kit and has the facility of two single beds in case of an emergency.
- A residential doctor is always available on call in case of any emergency.
- 24*7 Ambulance service to take the student to the nearest hospital/ hospitals with tie up. Faculty/ mentor Warden or Rector (in case of hostellers) always escort the student to the hospital till the arrival of his/ her parents.

MEDICAL FACILITY FOR FACULTY, STAFF & STUDENTS

Strategies to improve health and medical fitness of the students:

- A medical undertaking duly signed by Chief Medical Officer or Medical Officer of participating UP State authenticated by the parent/ guardian has to be submitted at the time of admission (Annexure 1).
- A health card has to be maintained for hostellers in which routine medical checkup and details have to be entered and monitored. (Annexure 2).
- Residential Medical Officer (female) especially for the hostel students is in campus 24*7 to take care of any medical emergency.
- In order to create awareness related to Breast cancer, cervical cancer, PCOD and other female problems, workshops are conducted from time to time.
- To organize Vaccination drives (as and when required).
- To organize Routine blood check up camps in the campus.

STUDENT'S MEDICAL FITNESS UNDERTAKING FORM (MUST SUBMIT IN ORIGINAL AT THE TIME OF ADMISSION)

Annexure-1

Name Branch
 Father's Name Library ID
 Year /Semester DOB Age Sex
 Student's Mobile No. City District
 Information to be furnished by Student.

Personal History:

- | | |
|--|------------------|
| 1. I am fully vaccinated against (DPT, Hepatitis B ,OPV) | Yes/No |
| 2. I am vaccinated against (Chickenpox, COVID-19, Diphtheria, Hepatitis A, Human Papillomavirus (HPV), Influenza). | (Put tick mark) |
| 3. I am Addicted to tobacco/Alcohol/ or any other narcotics substance. | Yes/No |
| 4. I am suffering from any type of Allergy. | Yes/No |
| | |
| 5. I have undergone any surgery in the last six month. | Yes/No |
| If yes, please mention, | |
| 6. I possess psychological disorder (depression, panic attacks, sleep disorder etc). | Yes/No |
| 7. I am undergoing psychological treatment. | Yes/No |
| If yes, please mention, | |
| 8. I have met with an accident in the last one year. | Yes/No |
| If yes, please mention, | |
| 9. I am a patient of Chronic lower respiratory diseases. | Yes/No |
| 10. I am a patient of young onset dementia(memory loss). | Yes/No |
| 11. I am a patient of Diabetes/BP/Asthama. | Yes/No |
| 12. I am taking medicine ofon regular basis | Yes/No |
| If yes, please mention, | |

General Examination:

Weight: Height:..... Blood Group:
 History of any illness/Surgery/Prolonged Hospitalisation:
 Any communicable /other disease(if any)

MEDICAL FACILITY FOR FACULTY, STAFF & STUDENTS

Declaration by Student:

IS/O hereby declare that the above information furnished by me is correct to the best of my knowledge & belief, if any information or document supplied by me is found to be incorrect, I will be responsible for the same and Institute authorities may take any action on me.

Name & Sign of Student Date:.....

Declaration by Parents:

I (Shri / Kumari / Smt.) Father/Mother/of state that, he / she is free from deafness, defective vision (including colour vision) or any other infirmity, mental or physical, likely to interfere with the efficiency of his / her academics and possessing good health. I hereby declare that the above information furnished by my ward is correct to the best of my knowledge & belief, if any information or document supplied is found to be incorrect, I will be responsible for the same.

Name & Sign of Parents Date:

Mobile No.....

Annexure-2

Date of Issue of Medical Card:

Name of Hostel:

Name of Student:

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

Date of Birth.....Weight.....Age.....Height.....

Blood Group.....

Health Checkup Record

S.No.	Date	Medical Officer Remark	Action for Remedy	Date of Re Check up	Signature

Signature of Student.....

Signature of Warden.....

ONLINE COUNSELING PARTNER: YOUR DOST

Online Counseling Partner (24 Hrs)

Your journey through college is riddled with so many questions, right? Questions about academics, career, relationships and even yourself. If only it were possible to get a friend who could give you anonymous, unbiased, round the clock help. Well, look no further, because we've got just the thing for you. KIET is pleased to join hands with YourDOST, one of India's leading online and emotional wellness platforms, to ensure that your emotional well-being is always looked after.

So how can you go about utilizing **YourDOST's services for free as a student of KIET?**

- **Here's how**
- **Visit www.yourdost.com**
- Sign up in a jiffy and be on your way to seeking professional guidance in no time. Important! - You must sign-up using your official KIET email id (*@kiet.edu). This will whitelist your account and make sure that you receive our services for free.
- Alternatively, you can sign up with your personal email id Important! - In this case, you must sign up using your college's/hostel's network. Once that's done, you can use YourDOST from any network.
- After verifying your email address, click "Chat Now" to start chatting with a YourDOST Expert.
- That's all! You can now start chatting with a YourDOST Expert anytime you want.
- Alternatively, click "Book An Appointment" to book an audio/video appointment with a YourDOST Expert. Should you ever feel the need to open up to someone about your concerns, remember help is always just a click away. Here's wishing a happier and healthier future for you.



VEHICLE ENTRY POLICY

In order to ease the process of vehicle entry and exit in the campus we all are supposed to abide by the following instructions-(However, we strongly favor the usage of safe public transport and support the green initiatives).

1. The students of the campus can come by two- wheeler. (In this case the students and the **accompanist must wear helmet** else, they will not be allowed to enter the premises).
2. **Four- wheeler is NOT permitted in the campus for the students of KIET.** However, Four- wheeler MAY BE PERMITTED TO A PARTICULAR student provided:
 - The distance between the campus and her/ his residence is at least 50 kilometers. (The students must ensure they are wearing seat belts; else they will not be allowed to enter the premises).
 - In case of medical emergency, the vehicle pass can be issued if the student is providing valid medical prescription, diagnosis letter, path tests report etc., Also note that, if the student is coming with the driver, the driver he is not allowed to stay in campus during the college hours. However, the car can be parked inside the parking id vehicle sticker pass is issued.
 - Student must have a valid driving license.
 - Student must get KIET parking pass sticker issued from the Manager-Administration Office post submission of the copies of valid DL and RC and paste it duly on your vehicle.
 - Student must get the authorization/ consent letter signed duly by the parents followed by respective mentors and Head of the Department.

Points to Note:

1. If any unauthorized vehicle by any student is found in the campus, suitable disciplinary action as well as monetary penalty of INR 1K will be imposed.
2. All students are supposed to park their vehicles in the designated areas (for two-wheeler- Football Ground, for four- wheeler- Near CV Raman Hostel).
3. Speed of the vehicle (Two-Wheeler and Four Wheeler) inside the campus must be between 10-20 kmph.
4. The registered pass owner must not hand over her/ his vehicle to any friend/or any person in any case.
5. Random checking of the vehicle can be done at any point any time by the college authorities.
6. College will not be responsible for any loss/ damage to the vehicles.
7. Students should not create sound pollution by honking or any other means.
8. Vehicle should have a pollution clearance certificate by competent authority.
9. Any student is not permitted for two vehicles parking pass.
10. For Parents/any visitor a **gate pass will be issued at the main gate** of the campus.
11. **The pass will be renewed semester wise.**
12. Duplicate KIET entry pass will be issued on the payment ₹500 along with an application duly approved by Manager-Administration
13. Any violation of the said norms will lead to the cancellation of the entry pass and the concerned student will be debarred from bringing any vehicle in the future. Also, other suitable action will be taken against the concerned student.



VEHICLE ENTRY POLICY

OFFICE OF THE DEAN STUDENT WELFARE (Application for Vehicle Permit)

1	Two Wheeler/ Four Wheeler	
2	Name of Student	
3	Course (Branch)	
4	Year Semester Section	
5	Address and Contact Number	
6	Parent's Name and Contact Number	
7	Vehicle Number	
8	RC Owner Name	
9	Relationship with RC Owner	
10	Signature of Parent	
11	Signature of Mentor	
12	Signature of Head of Department	

Signature of Manager Administration

Recommended/ Not Recommended
Dean SW

Attach copies of

- *RC*
- *Driving License*
- *Pollution Certificate*
- *Parents Consent letter*

Note: For rest of the form please visit DSW tab on www.kiet.edu.



DEPARTMENT OF SKILL DEVELOPMENT & FINISHING SCHOOL

Objective: The Skill Development and Finishing School (SDFS) is working to improve the skills of the student in the Institute. The impact of CCIP vertical is visible as almost all students are having the coding exposure. The Student Skill Development (SSD) vertical is working for the effective implementation of MOOC courses i.e. Coursera, LinkedIn and other platforms. The SSD vertical effectively coordinating the student Technical clubs, Minor Specialization and Centre of Excellences. The Department also working for the placement training through Finishing School (FS).

Now a new vertical is added to look after the **Faculty Skill Enhancement (FSE)**. A new role of Additional Head-SDFS is also created for effective implementation of policies. This role will be assigned to vertical head on rotation basis.



DEPARTMENT OF IEC

INNOVATION, ENTREPRENEURSHIP AND CONSULTANCY (IEC) COUNCIL

KIET Group of Institutions (KIET) intends to consciously create an ecosystem that inculcates entrepreneurial and innovative temperament within the students and faculty members of the institution.

For this purpose, Innovation, Entrepreneurship and Consultancy (IEC) Council has been constituted in the institute. The prime objective of IEC is to create an Innovation & Entrepreneurship ecosystem in the institute among students and faculty members for supporting ideation to start-up journey via prototype and product development. The IEC is also working on bridging the gap between Industry and academia and create an ecosystem for supporting industry institute collaboration activities in industrial research and consultancy, process prototype and product development etc.

A dedicated **Innovation Centre** is developed in the institute to nurture and expose the students to ideas and processes and inspire to take up innovative activities. The objective of the Innovation Centre is to promote innovation, creativity and engagement in technology and make student's learning experience joyful through different schools while keeping emphasis on developing them as skilled engineers that are both job-ready and entrepreneurial in their outlook. Innovation Schools are a student-faculty driven new-age technical education centres that have two objectives: 1.To support students in conceiving, incubating and nurturing innovative ideas and 2. To facilitate new-age technical education for all interested aspirants by means of outcome-based training and workshops.

LIST OF INNOVATION SCHOOLS

- 1 School of AI/ML & Data Sciences
- 2 School of UI/UX design
- 3 School of Drone Technology
- 4 School of AR/VR
- 5 School of Design
- 6 School of Product Development
- 7 School of Biomedical

Institute has also started **KIET Innovation Day Challenge** on monthly basis to provide a platform to students to showcase their innovative thinking in terms of idea presentation or product/prototype demonstration. Best ideas/products are felicitated at institute level in software and hardware categories. The students with best ideas/products are further mentored by experts to motivate and encourage them to participate in various competitions. The winners of Innovation Day Challenges are registered under KIET Start up program in which all the pre-incubation and incubation facilities are being provided to the these budding startups and hand hold them for nurturing their idea to prototype or product.



Entrepreneurship Centre is working on creating awareness towards Entrepreneurship & Startup and motivates, encourages students to consider startup as a career. The entrepreneurship centre will nurture these budding entrepreneurs and institute is committed to support the student start ups with infrastructure, mentoring and finance till they graduate as startups.

E-Cell (Entrepreneurship Cell): Student's body: Entrepreneurship cell (E-Cell) has been formed under IEC with a motive to promote entrepreneurship and act as enablers for promoting the students that are interested in startup endeavors.

Team E-Cell participated in annual NEC finals at E-Summit 2024 during 02-04 February 2024 at IIT Bombay Campus and secured AIR 13 and first position in UP.

Team E-Cell organizes many entrepreneurial activities like annual Endeavour, Ideate-X, seminars etc. The objective of these events are to promote the spirit of entrepreneurship within the young minds and transforming their ideas into impact, conceptualizing innovative concepts and translating them into tangible outcomes that benefit individuals, communities, or society at large.

Industrial Research & Consultancy Development Centre (IRCDC) is working for promotion, facilitation, coordination and administration of all the industry sponsored consultancy projects handled by faculty members/other staff and students of KIET Group of Institutions.

Dr. Abhinav Juneja Dean- Industry Institute Collaboration Cell
Phone No. 9416943312

Some of the glimpses of Innovation centre are :



Introduction to the CCC

Welcome to the Career Counselling Centre at KIET Group of Institutions – your friend & partner that helps you determine the best suited career path to meet your goals. At the CCC, we consider it our mission to empower & optimize your professional & life potential through self-exploration, which thereby aptly connect with the opportunities presented to you.

We strive to provide apt career services by integrating individual attention, theory, assessment of interests, skills, values, & personality to find the perfect fit for you so that you are meaningfully employed before you leave the campus.

Overview of Services offered

Career Exploration & Apt Decision Making

We will assist you in going through the whole gamut of options available to you, clear any doubts that you may have, and make informed decisions that are synchronized with your personality, skills, interests, and values.

Skill Development

We will connect you with the Humanities & Social Sciences Department and the SD&FS (Skill Development & Finishing School) to equip you with the professional, leadership, and interpersonal skills that will ensure your future career growth & success.

Experiential Learning & Employment Opportunities

We will connect you with the CRPC (Corporate Relations and Placement Centre) & IIPC (Internship & Industry Partnership Cell), IR & PR (International Relations & Public Relations) to provide you with hand-on learning opportunities.

Hours of Operation

Appointments for individual counselling and small group counselling are available after obtaining prior permission from your parent department and emailing to ccc@kiet.edu

After due permission from the concerned HOD you can drop-in on Thursday, Friday, & working Saturdays either between 10:00 am and 12:00 noon or between 2:00 pm and 4:30 pm.

CCC is situated on the first floor of the MBA Building.

As famously quoted by Steve Jobs, **“Have the courage to follow your heart and intuition. They somehow know what you truly want to become.”**

We are all individuals, unique in significant and profound ways. Finding out more about who we are and who we can be is part of the reason that you came to college. You must find a path and then follow it passionately to achieve your desired success. You may not be able to realize it immediately, but you are already on your path – you maybe studying in your chosen field, and you may already have an inkling of the type of job that you want after graduation, or you may still be somewhat confused and have just started to think about your career – wherever you may be in your journey just rest assured that CCC@KIET is there with you to assist you in taking the next step.



TRAINING DIVISION- CRPC

The **Training Division** at KIET Group of Institutions plays a pivotal role in shaping students into industry-ready professionals. Functioning in close collaboration with the **Corporate Relations and Placement Centre (CRPC)**, the division is committed to enhancing students' employability across all departments of the institution.

Under the institution's **autonomous structure**, the Training Division offers a range of **credit and non-credit courses**, carefully integrated into the academic framework across all departments. These courses are designed as per the NEP guidelines to include 'Ability Enhancement Courses' to ensure holistic development and seamless alignment with recruitment goals, with a structured and multi-dimensional approach, the division focuses on comprehensive **placement training**, which includes:

Core Verticals:

- Soft Skills Development (Communication, teamwork, emotional intelligence, leadership, and professional etiquette)
- Quantitative Aptitude (Problem-solving techniques, arithmetic, and data interpretation)
- Logical Reasoning (Analytical thinking, puzzles, decision-making)
- Verbal Ability (Grammar, reading comprehension, vocabulary, and sentence correction)

In addition to regular training, the division conducts **Capsule Training Programs**-short, focused modules designed to sharpen specific skills such as interview techniques, resume building, and confidence enhancement.

Key Initiatives:

- **Mock HR Interview**
- **Group Discussions**
- **Public Speaking & JAM Sessions**
- **Verbal Ability Boosters**
- **Industry-specific Aptitude Sessions**

The Training Division works in tandem with academic departments and CRPC to ensure that students receive continuous support and real-time practice, aligning their skill sets with industry expectations. Through a blend of expert mentoring and targeted interventions, the division remains committed to unlocking every student's potential and preparing them for successful careers.



CORPORATE RELATIONS & PLACEMENT CENTRE (CRPC)

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 the 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:

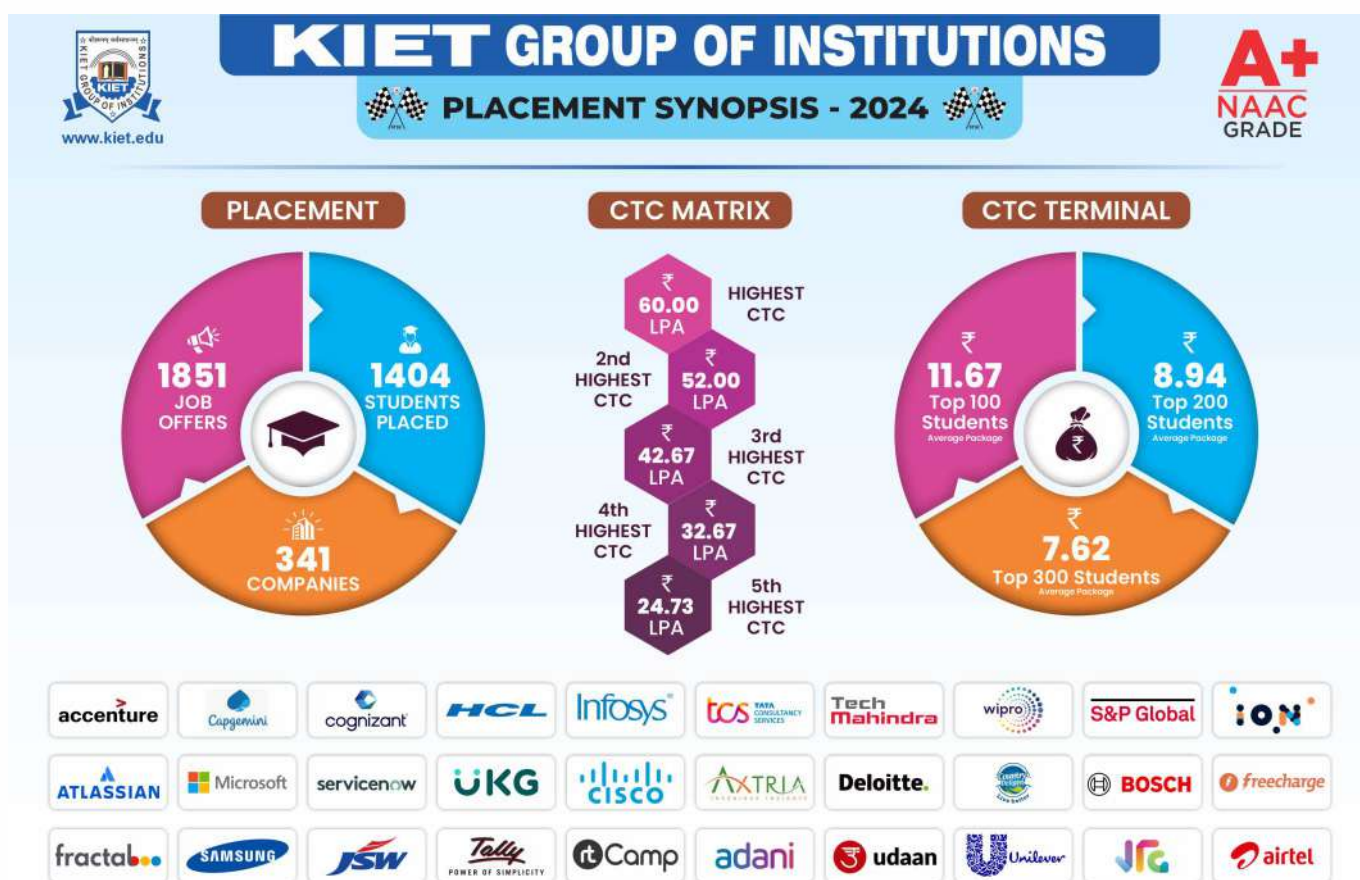
Dr. Abhinav Juneja - Director CRPC

Ms. Pankaj Dhupar - Addl. Head CRPC

Mr. Vishal Sharma - Sr. Manager CRPC

Ms. Kratika Saraswat - Assistant Manager CRPC

Mr. Navneet Rana - Executive CRPC



TBI-KIET (TECHNOLOGY BUSINESS INCUBATOR)

Krishna Path Incubation Society-TBI is a registered body under Society Registration Act 1860 in 2007. Krishna Path Incubation Society-TBI is jointly promoted by NSTEDB, Department of Science & Technology, Govt. of India Ministry of Electronics and Information Technology, Govt. of India, and KIET Group of Institutions, Ghaziabad. Since 2012 TBI-KIET is self-supportive and showing satisfactory growth in terms of the number of start-ups incubated, mentored, and graduated. This is the only incubator across the country which promotes only first generation entrepreneurs. TBI-KIET has been ranked 8th among all best TBI/ STEP by Economic Times in 2011.



TBI-KIET has also received National Award for Technology Business Incubator, 2020 on 11th May, 2022. Till date 195 incubatees have been promoted under various schemes like SEED Support sponsored by DST, Govt. of India since 2007, NIDHI-EIR since 2017 sponsored by DST, Govt. of India, NIDHI-PRAYAS sponsored by DST, Govt. of India since 2019, TIDE 2.0 sponsored by MeitY Govt. of India since 2019 and Start in UP supported by Govt. of Uttar Pradesh since 2018. Out of the total promoted start-up 138 start-ups graduated from TBI-KIET and leading their path successfully as entrepreneurs and professionals. On another side, TBI-KIET shoulders its responsibility for the growth of the region and organized 430+ entrepreneurial training and instilled entrepreneurial culture in more than 20000+ participants in the state of Uttar Pradesh to promote entrepreneurial culture in the region also supported the society through skill development training and benefited Youth to achieve the career goal.

TBI-KIET is also taken responsibility of supporting society in the COVID-19 pandemic by organizing a program for awareness against the Covid-19 under Year of Awareness on Science and Health' (YASH) Scheme supported by DST, Govt. of India for Ghaziabad rural region and is in continuation. TBI office at Jaipur with an objective to create "Human Capital under the Scheme **"Apni Pehchan Kausahl Se"** under CSR activities.



A brief of schemes supported to startups:

NIDHI-EIR: The NIDHI-EIR scheme sponsored by DST, Govt. of India. The NIDHI-EIR Programme would provide a subsistence grant of Rs. 30000/- per month to each innovator. Till date we have supported 52 nos. innovator.

NIDHI-PRAYAS: This scheme aims at providing prototype funding max Rs. 10 lac only to convert an idea into a prototype for young and aspiring innovators. Scheme sponsored by DST, Govt. of India. Till date we have supported total 70 nos. innovators.

Seed Support System: To provide a maximum of Rs. 20.00 lakh soft loans for a period of five years with 6% interest rate. Total supported startups 17 nos.

TIDE 2.0 (Grant): The program mainly targets a valid PoC to be transformed into a prototype or a Minimum Viable Product (MVP) by providing ample opportunities. The grant of max. Rs. 7.00 to innovators.

TIDE 2.0 (EIR): The program provides a support platform for aspiring entrepreneurs to develop their innovation through a technology-enabling environment having access to a fellowship grant of 4 lakhs, networks, mentors, and other fellow entrepreneurs.

Start In U.P.: Under this scheme at the Idea/Prototype stage Startups shall be provided a sustenance allowance of INR 15,000 per month for a period of 1 year whose project is recommended by the Nodal agency & approved by the committee and marketing seed support of INR 7.5 to 11.25 Lac.

Startup India Seed Fund (SISFS): Startup India Seed Fund Scheme (SISFS) aims to provide financial assistance to startups for proof of concept, prototype development, product trials, market entry and commercialization. Under this scheme start-ups gets support of upto Rs. 20 Lacs as grant and upto Rs. 40 lacs as CCD/Debt.

GENESIS-EIR: The GENESIS Entrepreneur-in-Residence (EiR) program is a government-backed initiative in India that supports early-stage, technology-driven startups, particularly in Tier-II and Tier-III cities. It aims to foster innovation and entrepreneurship by providing financial assistance, mentorship, and access to resources. The program is funded by the Ministry of Electronics and Information Technology (MeitY) and is designed to help entrepreneurs transform innovative ideas into scalable businesses. The grant upto Rs. 10 lakh to each selected idea for startup needs, including product development, marketing, team building, and scaling operations.

Contact TBI-KIET at: tbikiet@gmail.com, tbi@kiet.edu, saurav.kumar@kiet.edu

Visit us at: www.tbi-kiet.in

OUR PARTNERS



INTERNSHIP & INDUSTRY PARTNERSHIP CELL (IIPC)



OVERVIEW:

The Internship & Industry Partnership Cell (IIPC) at KIET Group of Institutions stands on a noble thought of developing and igniting innovative minds and to equip them with contemporary skills to meet the challenges ahead. The cell follows the guidelines laid down under the Internship Policy of AICTE and AKTU.

The objective of IIPC is to structure and institutionalize Internship culture at all levels of the professional program. The students are sensitized and efforts are made to make them aware about the importance of internship/ mini projects/ live projects from exploring, analyzing and innovative implementation of their acquired knowledge nudging them to feel and understand a corporate environment.

IIPC comes under the umbrella of Corporate Relation and Placement Centre (CRPC) in KIET. We work cohesively with various professional departments exploring meaningful projects/ internships. We are well connected to the corporate and institutions providing such programs, also KIET has a culture among students where they participate in various inter and intra disciplinary technical clubs and skill enhancement programs

Team IIPC:

Ms. Shweta Sharma - Head IIPC (Mob. 09871587559)

Dr. Ajay Singh Verma- Assoc. Head IIPC (Mob. 09999215730)

Ms. Astha Solanki - Executive IIPC (Mob. 7838263592)



ALUMNI ENGAGEMENT CELL (AEC)

KIET Group of Institutions, Ghaziabad was established in the year 1998. Since inception, it has produced more than 20k+ graduates and post graduates. Our Alumni have distinguished themselves globally and made their Alma Mater proud by achieving great heights of excellence in their respective fields and contribution to the socioeconomic development of the nation and the world at large. Our alumni be as Entrepreneur, Academician at IIT/NSIT/IIM, Civil Services officers as IAS/IFS/IRS/IES, PSUs professionals at IOCL/NTPC/ONGC/BEL/HPCL/SAIL, Scientists at ISRO/BARC/DRDO or Corporate professionals at Google/Microsoft/ Apple/ Barclay/ Siemens/Capgemini/CISCO/Mercedes/Adobe/Samsung have distinguished themselves globally and made their Alma Mater proud by achieving great heights of excellence in their respective fields and contribution to the socioeconomic development of the nation and the world at large.

Alumni Engagement Cell (AEC): The Alumni Engagement Cell (AEC) at KIET Group of Institutions plays a pivotal role in fostering and maintaining strong connections between the institute and its alumni. Established in 2014, the AEC is dedicated to planning, implementing, and promoting alumni activities that align with KIET's strategic initiatives. It serves as the primary liaison for all alumni-related affairs, ensuring consistent communication and engagement.

Key responsibilities of the AEC include:

- **Strategic Alumni Relations:** Organizing events and programs that support the institute's goals and enhance alumni involvement.
- **Communication Hub:** Acting as the central point of contact for alumni, facilitating information exchange and updates between the alumni and the institute.
- **Student Engagement:** Educating graduating students about the benefits of alumni networks and encouraging their participation in various events.

The AEC is structured with an Incharge and an Executive, supported by two faculty and student representatives from each department, ensuring comprehensive representation and coordination across the institute.

In collaboration with the KIET Alumni Association (KAA), the AEC organizes a variety of events such as alumni meets, cultural fests, and professional development sessions, fostering a vibrant and connected alumni community.

KIET Alumni Association (KAA): The institute has registered Alumni association which is called KIET Alumni Association (KAA) society. KAA plans, implements, and promotes the Alumni activities to build the strong relation with Alumni. The Managing Committee of KAA has President - Mr. Shivam Shukla (Global Manager /Associate Director IT at NXP Semiconductors, Amsterdam), Vice-President - Mr. Kumar Gaurav (Captain in AIR INDIA, Mumbai) and Joint Secretary (Overseas US) - Mr. Vinay Kureel (Sr. Manager (Cloud Native Leader), Capgemini, USA) and others.



Registered as a Society under the UP Society Act 1860.

ALUMNI ENGAGEMENT CELL (AEC)

Alumni Portal: The institute has annual subscription of an online portal - kiet.almaconnect.com on which more than 14,000 alumni are registered. It has alumni Directories categorized on graduating year-wise, company-wise, region-wise and domain-wise. It provides a platform for networking, job postings and sharing of KIET updates and various events information.

Annual Alumni Meet & Other Events: To rekindle cherished memories and strengthen alumni bonds, the institute organizes the Annual Alumni Meet-Reminiscence-either on campus or at external venues each year. This event serves as a heartfelt reunion, celebrating the enduring connections formed during college days.

Beyond the annual meet, the institute hosts a variety of alumni-centric events throughout the year, including Outstation Chapter Meets, Alumni Sports, and Alumni Talks. Alumni are also invited to participate in major college events such as cultural festivals, seminars, conferences, and sports fests, fostering continuous engagement with the institute community.

Alumni Cards: AEC has also initiated to issue Alumni ID cards to its alumni since 2018 for ease of alumnus to get back to their campus and avail its facilities as and when required.

The institute has an annual subscription of an online portal - kiet.almaconnect.com on which more than 14,000 alumni are registered. The cell has a team headed by Dr. Anamika Singh, one faculty and two student representatives from each department, along with Executive - Ms. Anchal.

Alumni Collaboration: Alumni partners with various committees of the institute as member of IQAC, Departmental Advisory Board, Academic Council, etc. to spearhead the introduction of alumni involvement in the growth and continued leadership of the institute.

To reach AEC you can call or whatsapp at **09355132277** or email at kietalumni@kiet.edu.



DEPARTMENT OF PR & INTERNATIONAL RELATIONS

The Department of PR & International Relations endeavors to bring visibility to the Institution's achievements & accolades on national and international scale through promotional programs, media, networking, global connections and collaborations.

Highlighting major achievements of the institute in both electronic and print media as well as participation in various branding activities, like DMRC advertisement, advertisement in magazines, education fairs, is the foremost job of the Public Relations vertical of this department. It acknowledges the contribution of the students through events like KIET EduVision, Manthan - The inter-school quiz competition, Inter-College Cultural Fest, Career Counselling Sessions etc.

International Relations harbors all the International Collaborations, International Activities & Events, International Internships/ Summer Schools, Study & Work Abroad Programmes, Foreign Language Classes and International Education Awareness Week (IEAW).

To know more or reach out to PR&IR Department, visit A-Block, Central Lab or drop a mail at head_pr.ir@kiet.edu.



ATTENDANCE POLICY FOR STUDENTS (AUTONOMOUS SYSTEM)

Attendance plays a vital role in professional courses due to the structured, skill-based, and outcome-oriented nature of the curriculum. Maintaining regular attendance ensures:

- Academic consistency and continuity
- Enhanced learning through classroom interaction
- Exposure to real-time examples and industry practices
- Continuous assessment and internal evaluation readiness
- Development of professional discipline
- Eligibility for examinations and certifications
- Faculty mentoring and personalized academic support
- Preparation for team-based projects and industry internships

1. General Attendance Requirement

- All students are expected to attend 100% of scheduled theory and laboratory classes.
- Classroom learning, interaction, and participation form the foundation of academic and professional development.
- Attendance records will be maintained meticulously and reviewed before each evaluation stage.
- The maximum total extra attendance weightage a student can receive from any or all categories combined (Co-Curricular / Extra-Curricular / Medical Case) is 15%.

2. Eligibility Criteria Based on Attendance

Examination / Evaluation	Minimum Attendance Required
Mid Semester Exam - I (MSE-1)	70%
Mid Semester Exam - II (MSE-2)	75%
End Semester Exam (ESE)	75%
Laboratory Final Examination	75% (in Lab Attendance)

- Students not meeting the above thresholds will not be permitted to appear in the respective evaluation.

3. Co-Curricular and Extra-Curricular Participation

Students participating in approved events - whether within the institute (Annexure A), such as technical fests, sports, cultural competitions, or other officially recognized campus activities, or representing the institute at inter-college, state, national, or international level events (Annexure B) - are eligible for attendance weightage as per the following:

- Minimum 60% actual attendance in regular classes is mandatory.
- Prior permission in the prescribed format must be obtained for planned events.
- A certificate/proof of participation, duly verified by the concerned authority, must be submitted within 3 working days of completion of the event.

4. Medical Cases

a) Genuine Medical Emergencies- Annexure C

- Up to 15% attendance weightage may be considered at the discretion of the Director (Academics).
- Minimum 60% actual attendance in regular classes is mandatory.
- Application to be submitted within 3 working days of rejoining.
- Mandatory documents:
 - Doctor's Prescription
 - Medical Certificate
 - Medical Report / Discharge Summary (if applicable)

b) Other Genuine Medical Cases - Annexure D

- At the discretion of the respective Deans.
- Minimum 75% actual attendance in regular classes is mandatory.
- Doctor's Prescription and Medical Certificate to be submitted to the department within 3 working days of rejoining.
- No consideration will be given without complete supporting documents.

4. Attendance Correction

- Any discrepancy in attendance must be reported within 3 working days from the date the attendance record is posted or updated.
- Requests made after this period will not be entertained.
- In professional education, attendance is not merely a formality-it directly impacts learning quality, skill development, and future career opportunities. Students are encouraged to view attendance as an investment in their personal and professional growth.



Dr. Adesh Kr. Pandey
Director Academics

IMPORTANT ANNEXURES AND FORMS FOR STUDENTS

OUTSIDE KIET PARTICIPATION FORM

Approval Mechanism for Students' Participation in Different Activities Outside KIET Campus

Before Participation

Step-1

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

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

Step-2

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

Step-3

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

After Participation

Step-4

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

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

Reimbursement (If Any)

Step-5

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



IMPORTANT ANNEXURES AND FORMS FOR STUDENTS

Annexure A-Form-1

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

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

(Department wise list of participants to be filled)

Name of the Department:

Name of the Department	
Name of Event	
Venue of Event	
Date of Event	

S.No.	Student Name	Roll No	Branch/Year/Section	% Attendance Till Date	Any Back Log	Mobile No	Signature
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

**Recommended/Not Recommended
HoD**

**Approved/Not Approved
Dean-SW**

IMPORTANT ANNEXURES AND FORMS FOR STUDENTS

Annexure A-Form-2

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

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

S.No.	Requirement	Responsibility	Date of Requirement	Time of Requirement	Any Remark
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

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

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

Branch:

Year:

Mobile No:



KIET GROUP OF INSTITUTIONS, GHAZIABAD
 Format for Co-Curricular and Extra-Curricular Institute Level Participation
 (Autonomous System)
 Attendance Weightage Request
 (For prior intimation cases only)

KIET/DEAN-SW/2025/01

Date of Application: ...

Name of Student.....

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

Nature of Activity (✓): Technical / Sports / Cultural / Other:

- Name of Event:
- Organized by:
- Venue:
- Duration of Participation: From.....To.....No of Days.....
- Total Attendance % (before activity):
- Certificate/Proof of Participation Attached: ☐ Yes ☐ No

S. No.	Date(s) of Missed Classes	Lecture Numbers Missed (Tick P/A)							
		1	2	3	4	5	6	7	8

Student's Signature

Mentor's Recommendation:
 Recommended / Not Recommended

Dean of the Department
 (Signature & Date)

NOTE: Submit this application within 3 working days after the activity ends. Attach a valid certificate of participation with the signature/seal of the event organizers.

KIET GROUP OF INSTITUTIONS, GHAZIABAD

Format for Co-Curricular and Extra-Curricular Outside the Institution Participation

(Autonomous System)

Attendance Weightage Request

(For prior intimation cases only)

KIET/DEAN-SW/2025/02

Date of Application: ...

Name of Student.....

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

Nature of Activity (✓): Technical / Sports / Cultural / Other:

- Name of Event:
- Organized by:
- Venue:
- Duration of Participation: From.....To..... No. of Days.....
- Total Attendance % (before activity):
- Certificate/Proof of Participation Attached: ☐ Yes ☐ No

S. No.	Date(s) of Missed Classes	Lecture Numbers Missed (Tick P/A)							
		1	2	3	4	5	6	7	8

Student's Signature

Mentor's Recommendation:

Recommended / Not Recommended

Dean Student Welfare
(Signature & Date)

NOTE: Submit this application within 3 working days after the activity ends. Attach a valid certificate of participation with the signature/seal of the event organizers.

STUDENTS' PARTICIPATION OUTSIDE KIET CAMPUS-REIMBURSEMENT CLAIM FORM

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

Rejoining Date:

Date of Submission:

Name of Group Leader/Student			
Univ. Roll No .and Phone Number			
Number of students in Team			
Course and Semester			
Branch			
Details of Event			
Name and address of host Institute of event			
Participation Category		AKTU ☐ IIT/NIT ☐ OTHER INSTITUTIONS ☐	
Date of Events			
Result	Participation ☐	Tick in Suitable Box	
	Winner ☐		
Report along with Photographs and Certificates submitted		☐ Yes ☐ No	

Details of Expenses:

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

Student/Group Leader Signature: Faculty/Club Coordinator:

Approved by DSW

Important:

1. Attach Original Registration fee receipt and self-attested bills of TA and Accommodation.
2. Account details of the Student/Group leader and signed copy of No Objection Certificate from team members that they don't have any objection if claimed money is transferred to the Group Leaders Account.

KIET GROUP OF INSTITUTIONS, GHAZIABAD

Format for **Emergency Medical Cases**
(Autonomous System)

(For Prior Intimation Cases Only – Applicable for Director's Discretion Category)

KIET/DA/2025/01

Date of Application:

Name of Student.....

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

Attendance %Medical Applicable From.....to.....No of days.....

Note: For special medical consideration, the student's overall attendance must be more than 60% but less than 75%.

List of Mandatory Documents

S.No.	Particulars	Yes/ No
1.	Student's written application (mentioning the reason for absence)	
2.	Doctor's Prescription and Medical Certificate	
3.	Hospital Investigation Reports (if any)	
4.	Hospital Discharge Summary (if applicable)	

S. No.	Date(s) of Missed Classes	Lecture Numbers Missed (Tick Absent (A))							
		1	2	3	4	5	6	7	8

Student's Signature

Recommended by the **Dean**
of the Department
(Signature & Date)

Approved by **Director**
Academics
(Signature & Date)

Note: The student must submit the application **within 3 working days of rejoining** along with all **valid supporting documents**. **Incomplete or delayed submissions will not be entertained.**

IMPORTANT ANNEXURES AND FORMS FOR STUDENTS

Annexure – D

KIET GROUP OF INSTITUTIONS, GHAZIABAD

Format for **Normal Medical Attendance** Consideration
(Autonomous System)

(For prior intimation cases only)

KIET/DA/2025/02

Date of Application:

Name of Student.....

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

Attendance %Medical Applicable From.....to.....No of days.....

Note: For regular genuine medical cases, a minimum of 75% attendance is mandatory to be eligible for any attendance relaxation.

List of Mandatory Documents

S.No.	Particulars	Yes/ No
1.	Student's written application (mentioning the reason for absence)	
2.	Doctor's Prescription and Medical Certificate	
3.	Hospital Investigation Reports (if any)	
4.	Hospital Discharge Summary (if applicable)	

S. No.	Date(s) of Missed Classes	Lecture Numbers Missed (Tick Absent (A))							
		1	2	3	4	5	6	7	8

Student's Signature

Recommended by the
Mentor
(Signature & Date)

Approved by the **Dean of
the Department**
(Signature & Date)

Note: The student must submit the application **within 3 working days of rejoining** along with all **valid supporting documents**. **Incomplete or delayed submissions will not be entertained.**

CENTRE OF EXCELLENCE

Centre of SuperComputing

The DGX A100 is built on the NVIDIA A100 Tensor Core GPU architecture, which features third-generation Tensor Cores for AI acceleration, enabling unprecedented performance and versatility. It also incorporates NVIDIA NVLink™ and NVIDIA NVSwitch™ technologies, allowing for high-speed GPU-to-GPU communication and scalability for large-scale AI workloads. The DGX A100 delivers exceptional performance for AI workloads, with up to 5 petaFLOPS of AI performance in a single system. The DGX A100 comes with a

comprehensive software stack optimized for AI and data science workloads, including NVIDIA CUDA-X AI libraries, NVIDIA TensorRT™ for inference optimization, and NVIDIA Triton™ for deploying AI models in production environments. It also includes NVIDIA Deep Learning SDK, NVIDIA RAPIDS™ for accelerated data analytics, and support for popular deep learning frameworks such as TensorFlow, PyTorch, and MXNet.



It offers integrated monitoring and management capabilities, allowing administrators to monitor system health, performance, and resource utilization in real-time. The DGX A100 is well-suited for a wide range of AI applications, including deep learning training for image and speech recognition, natural language processing, recommendation systems, and autonomous vehicles. It is also used for data analytics, scientific computing, and other high-performance computing (HPC) workloads requiring massive parallel processing capabilities. The NVIDIA DGX A100 has 8x NVIDIA A100 Tensor Core GPUs, 40 GB HBM2 per GPU memory, Dual AMD EPYC CPUs, Up to 128 CPU cores, Up to 2 TB DDR4 memory, Up to 30 TB SSD, Dual 200GbE, HDR InfiniBand, and form factor: Rack-mount server.



KIET-NI LabVIEW Academy

KIET Group of Institutions in collaboration with National Instruments (India) has set up KIET-NI LabVIEW Academy (Centre of Excellence) at ECE Department, KIET Group of Institutions, Ghaziabad. This Academy has been conducting the Employability Enhancement Program for Indian engineering graduates to provide cost effective access to world class latest technology through classroom teaching-learning. The KIET-NI LabVIEW Academy is the authorized center in ECE Department to provide the CLAD certification course training and

hands-on Hardware modules like MyDAQ, MyRIO, sbRIO, WSN, Bio-Medical Sensors, ELVIS, USRP RIO, etc., using LabVIEW for engineering students, faculty and industrial personnel. The KIET-NI LabVIEW Academy also provides facilities for students to carry out their undergraduate and postgraduate projects.

CENTRE OF EXCELLENCE

Centre for Automotive Mechatronics

The Centre for Automotive Mechatronics was jointly established by KIET Group of Institutions and Mercedes Benz India Ltd in 2018. The Centre runs Advanced Diploma in Automotive Mechatronics (ADAM) course. The course is developed to respond to the clear demand in the service sector of Automotive Industry and during the course enrolled candidates got equipped with advanced level skills that provides them success in this competitive environment. Automotive Mechatronics is a life-cycle activity that involves the multidisciplinary integration of automotive mechanical and electronic systems. The highly specialize ADAM course contains Electrical, Mechanical, Electronics/ Embedded system, Vehicle Systems and Soft Skills modules. The Centre also

provides skill development trainings to the B. Tech Mechanical Engineering students for enhancement of their employability. The training is imparted in the areas of Electrical & Electronics Technology, Advanced Automobile Systems / Engineering and its diagnosis, practical hands on experience on Mercedes-Benz Car. The methodology is a self-reliant learning and team concept as being practiced successfully in the MBIL in-house facility.



Robotics and Mechatronics Lab

Center of excellence of Robotics and Mechatronics has also been established by the Electronics and Communication Engineering Department of KIET Group of Institutions. E-Yantra Lab has also been established by the ECE Department which is sponsored by IIT, Bombay. Robotics and Mechatronics Lab are beyond the AKTU syllabus. This lab is very useful for all the other departments of engineering. In this lab we have Fire Bird V, Fire Bird VI, Fire bird XII, and Four Wheel based robots. We also have a humanoid in this lab which is designed by 20 servo motors.

IOS Learning Centre of Excellence

The iOS learning centre has been established under an MOU with Apple iOS University Programme in Jan 2015. It is equipped with 24 Mac machines, 2 iPads, (1) Laptop MAC book and LCD Projector.

The main objective of the centre is to make our students industry ready for the MAC Platform and for iOS development.



CENTRE OF EXCELLENCE



Centre of Advanced Woodworking (CAW)

The skill development is foundation of nation building and KIET Group of Institutions is committed for this from last two decades. To fulfill its commitment KIET Group of Institutions have taken up many steps for skill development of youth. The recent skill development initiative is the joint venture of KIET GROUP OF INSTITUTIONS and BIESSE MANUFACTURING COMPANY PVT. LTD. in the form of "Centre of Advanced Woodworking (CAW)". The prime objective of the CAW is to impart the training to young professionals and to develop new entrepreneur in the

highly disorganized woodworking industry with a concept of smart factory. To achieve the objective of CAW, Centre is having highly automated woodworking machinery and software to mitigate the requirement of industry in terms of technology and trained manpower.

BIESSE INDIA

BIESSE Group is an ITALY based MNC specializing in the wood working segment since 1968 and involved in designing, Manufacturing, and marketing of a comprehensive range of technology and solutions for joiners and large furniture window doors and wood building components manufacturers. In recent years BIESSE has also been active in the plastic processing machinery sector, developing ad-hoc solution for the growing market. BIESSE India having its tech centre at Nelamangala Bengaluru is a sprawling space of 1000 square metres where all the modern amenities to accommodate the wide range of machinery are in place. From Edge Banding to CNC Nesting, as many as fifteen technologies are in display with each variant offering an innovative yet unique solution in the field of wood, glass, and advanced material processing. Our dedicated training facility at the tech centre helps in educating customers regarding all the latest developments & trends.

Space Technologies

To keep the pace with the new advancement and technologies, Center of Excellence in "**Space Technologies**" is providing a platform to the researcher faculties and curative students, who want to nurture themselves in this newly emerging field of space technology. This Center of Excellence is hosted by the Department of Electronics and Communication Engineering under KIET Group of Institutions, Ghaziabad. This establishment is supporting the vision and mission of the Institution to imparting the knowledge to the desired one.

In the recent advancement of technological era of space science is playing a dominant role on each and every person direct or indirect way. Cellular communication, farming, geographic area mapping, remote sensing and many more other areas are available that are affected by new advancement of space technologies.





Centre of Excellence for Power Engineering Technologies and Clean Energy Integration

About Centre

"Centre of Excellence for Power Engineering Technologies and Clean Energy Integration" is one of the centre of KIET Group of Institutions Ghaziabad established by Department of Electrical and Electronics Engineering in March 2019. It is one of centres in Dr. A.P.J. Abdul Kalam Technical University (AKTU) Lucknow, working in power engineering applications included clean and renewable energy system technologies. The intention is to create a platform with multi-disciplinary environment in area of power engineering and renewable energy technologies for experts, researcher, academicians, students and industry.

To accommodate this objective, the centre will provide an infrastructural facilities and environment to conduct experiments to understands knowhow, constraints and requirements of power engineering applications including clean/ renewable energy system technologies. The purpose is to produce collaborative research outcomes/solutions with social impacts in association with academic institutions and industries globally. The platform also provides a channel of communication to exchange the experiences and ideas at global level through technical programme such as training, workshops, seminars, conferences, expert talks, schools, internships and FDPs. The centre is placed in Room No. A-016, A-Block, KIET Group of Institutions, Delhi-NCR, Ghaziabad, Uttar Pradesh, India.



Process Control and Industrial Automation

In order to meet the exacting demands of the oil and gas, mining, manufacturing and downstream processing industries, modern plants are equipped with systems and devices which are needed to measure and regulate variables such as temperature, pressure, flow, humidity, liquid level, velocity and density. Industrial Automation provides the technology to control and monitor a process plant using such concepts as feedback, cascade, feed forward and advanced process control.

Students in the Centre of Excellence in Process Control and Industrial Automation are exposed to the practical, up-to-the-minute knowledge and skills demanded by leading industries worldwide. Here they study subjects which include: process control, instrumentation, control valves, process plant layout and piping design, tuning of process loops, SCADA, PLCs, advanced process control (APC), boiler control, hazardous areas, safety instrumentation (IEC 61511 and IEC 61508), industrial data communications, networking, device Net and Fieldbus, industrial wireless, shielding/EMC/EMI, and noise reduction.

CENTRE OF EXCELLENCE

Cyber Peace Centre

Cyber Peace Centre (Centre of Excellence) was established in February 2022. The center has collaborations/ MOU with the following organizations:

CyberSec Consulting, Dubai

EC Council

The Cyber Peace Centre(CPC) has attracted many talented students to pursue their interest in exploring the domain of cyber security. CPC is inviting resource persons from outside for knowledge sharing and student guidance. The CPC has also support of the CISCO Academy to offer a wide range of Cyber Security related courses in self-paced learning mode and also CISCO internship programs are available. A media coverage of Cyber Peace Centre of KIET was recently broadcasted on Sahara News by one of the leading journalist Ms. Mitali Chandola on 9 July,2022.



Computer Aided Manufacturing

Centre of excellence for computer aided manufacturing has a vertical machining center (JYOTI MAKE PX-40 MODEL) and a CNC Lathe (JYOTI MAKE DX-135 MODEL). Students are given hands on training on these machines. Various certificate training programmes are run round the year in which students get to learn about machine settings, setting up work-pieces, CNC programming, setting work offset, automatic tool changers (ATCs), Siemens and Fanuc controller setup etc. Such type of short term courses provides students an opportunity to learn the latest technology used in the area of Computer Aided Manufacturing.

The aim of center is to promote

- Professional efficiency in various software being used by industry
- Industrial consultancy projects
- The placement of students
- The quality of major Projects of final year students

Finance and Tally Lab

A value added offering, KSM has a dedicated Finance and Tally Lab for honing the financial acumen of students. Apart from providing training on ERP softwares like Tally and MARG ERP, this lab also provide a chance for simulative environment for stock market trading. The lab has a capacity of 30 students and has all the teaching aids.



CENTRE OF EXCELLENCE



PARAM SAVAK SUPER COMPUTING FACILITY For AI AND ML Centre of Excellence

The PARAM SAVAK SUPER COMPUTING FACILITY For AI AND ML Centre of Excellence consist of dedicated and hardworking students along with highly skilled faculties of CSE department. It aims to provide practical knowledge and familiarity with how the industry is adopting and utilizing AI and ML. The students are provided dedicated cabins which with all the necessary equipment including systems installed with the latest version of Linux.

For high-performance computation, they have been provided Param Shavak desktop supercomputer by CDAC. The Param Shavak has dual intel Xenon Gold 6132, 14 cores server-grade processors with each core having a minimum 2.6GHz clock speed, 96GB (expandable) DDR4 2666MHz RAM in a balanced configuration, two 1GbE networks ports, 2x16 PCI-E Gen3 slots for GPU/Co-processors with NVIDIA P5000 GPUs. For deployment of their projects, students are provided NVIDIA Jetson devices. They have also been provided with access to the latest contents published by top publishers, including O'Reilly and Wiley.

KIET MBS Research Centre

KIET MBS Research Centre was established in the month of January 2021 with the Vision to develop a Research and Development platform in the institute to meet the needs of one of the biggest industries in the world that is Health Industry. To become the only institute having maximum no. of commercialized products. The Mission of the Centre is to establish a high level R&D in the Institute and to provide the emerging technology to the students, faculty and staff. Taking the concept of Make in India further, the mission of the Centre is to develop indigenous Bio-Medical Instrument.



Power Semiconductor Devices

The Department of Electronics & Communication Engineering of KIET group of Institutions has signed MoU with Mitsubishi Electric, India and inaugurated Centre of Excellence on Power Semiconductor Devices on 22-02-2024 under CSR initiative. The

objective of this COE is to offer specialized training programs, workshops, and seminars on power semiconductor devices for our students and faculty members and to foster a culture of innovation and entrepreneurship in the field of power electronics.

Advanced Microwave Engineering Laboratory (Centre of Excellence for Antenna Design, Fabrication and Testing)

Microwaves and radio-frequency (RF) are at the heart of many electronic applications such as cellular phones, Wi-Fi, RFID, GPS, Radar and satellites etc.. The Lab allows both hardware implementations and theoretical studies in electromagnetic theory, antennas and RF, microwave and millimeter-wave circuits and systems for various government, industry and defense related applications, e.g. wireless communications, biomedical and healthcare applications, and satellite and space thrusts. The laboratories have the EM simulation tool HFSS for RF circuit and antenna design and the E44 Miller Machine for PCB Fabrication.



Centre of Excellence For Electric Mobility

VISION: To achieve excellence in research and development of Electric Vehicles by providing more Reliable, Cost Effective, and Indigenous solutions.

MISSION :

- Design, Analysis and Performance Evaluation of different motor topologies for their suitability to EV.
- Using Finite Element and other simulation tools for in-depth investigation of Evs.
- Investigate different Controllers for the Battery Management System.
- Analyze and Evaluate different Power Electronic Converter topologies for Hardware-in-Loop experiments.
- Designing Human-Machine Interface with the help of AI/ML/IOT for monitoring and control of EV.
- To Backfit old vehicles to Electric Vehicles.
- To Evaluate different Energy Storage techniques and optimize them.

KIET Group of Institutions has partnered with CodeTantra to redefine digital education and enhance the learning experience for its students. This collaboration brings together KIET's academic excellence and CodeTantra's cutting-edge platform, providing students with a comprehensive and immersive learning environment.

Through this partnership, KIET students gain access to CodeTantra's wide range of programming courses, from beginner to advanced levels, catering to diverse learning needs. The platform's real-time coding environment, automated assessments, and collaboration tools enable students to develop practical skills, problem-solving abilities, and teamwork skills.

KIET faculty members also benefit from CodeTantra's virtual classrooms and resources, enabling them to create engaging lesson plans and track student progress effectively. This partnership strengthens KIET's commitment to providing industry-relevant education and preparing students for successful careers in technology.

With CodeTantra, KIET students can:

- Develop in-demand programming skills.
- Enhance problem-solving abilities.
- Collaborate with peers and professionals.
- Access industry-relevant resources and mentorship.
- Stay updated with the latest industry trends and technologies

This partnership demonstrates KIET's dedication to innovation and excellence in education, empowering students to succeed in the ever-evolving field of computer science and technology.

CODETANTRA



The image shows a 'Sign In' form for CodeTantra. The form is white with a light blue border and a green 'Forgot' link in the top right corner. It contains two input fields: 'Email' and 'Password'. Below the 'Password' field is a 'Forgot Password?' link. A blue 'Submit' button is located at the bottom right of the form. The form is set against a background of light blue dots.

TECHNICAL CLUBS @ KIET

S.No	Dept. Name	Name of Clubs	Domain	Coordinator Name	Faculty Coordinators (Email)	Mobile Number
1	CSE	DSDL	Machine Learning, Deep Learning, Computer Vision, Back-End	Dr. Sushil Kr. Mr. Gaurav Parashar	sushil.kumar@kiet.edu	9086735085 9873295508
		Developer Student Circuit KIET	Web Development, Android Development, Machine Learning, AR/VR, Competitive Programming	Dr. Sanjiv Sharma	sanjiv.sharma@kiet.edu	9634001591
2	IT	Innogeeks	Android Development, Web Development, ML, IOT, AR/VR	Prof. Dinesh Kumar	dinesh.kumar@kiet.edu	9811742738
3	AI & AIML	DevUp	Web Development, Android Development, Machine Learning, Extended Reality, Competitive Programming	Mr. Rajeev Kumar Singh, Ms. Bhawna	rajeev.kumar.csai@kiet.edu, bhawna.cseai@kiet.edu	7376495623, 8708411764
4	ME	KIET Design Club (KDC)	Training on CAD Software and tools	Prof. Ashish Sharma	ashish.singh@kiet.edu	8859846218
		Metallurgy and Material Testing Club	Manufacturing and Materials Science	Dr. Neha Bhadauria	neha.bhadauria@kiet.edu	9811523618
		SAEINDIA Collegiate Club	Automotive Technology	Tuhin Srivastava	tuhin.srivastava@kiet.edu	9999227420
5	EC	e-Yantra & Dianabots	Robotics and Control	Dr. Himanshu Chaudhary	himanshu.chaudhary@kiet.edu	9582726878
6	EN	SocioTech Innovation Club	Product Design and Development	Dr Rahat U Khan	rahat.khan@kiet.edu	8439825711
		EV CLUB	Embedded, Automation, Control	Prof Salim	salim@kiet.edu	9891913083
7	MBA	GM Club	General Management	Dr. Reenu	reenu.mba@kiet.edu	9634456507
		Rupaiyaa	Finance	Dr. Prateek Gupta	prateek.gupta@kiet.edu	9634067469
		HR Oasis	Human Resource	Dr. Tanushree Sanwal	tanushree.sanwal@kiet.edu	9711005607
		Marketing Maneuver	Marketing	Prof. Anjan Kumar	anjan.kumar@kiet.edu	9997661845
		Case Club	Case Analysis	Prof Punjika Rathi	punjika.rathi@kiet.edu	9968828835
8	KSOP	Aayushman & Pharma Innovation	Healthcare	Mr. Anuj Pathak	anuj.pathak@kiet.edu	997537188
9	CS	Kinesis Technical Society (KTS)	Competitive Coding and Career planning	Ms. Shivani	shivani.cs@kiet.edu	8146946305 9915806395
		CP Byte	Web development, Android Development, AIML, DSA, UI/UX, AR/VR			
10	CSIT	Technocrats Club	Android Development, Web Development, Machine Learning, Cyber Security, AR/VR, UI/UX Design	Ms. Latika Sharma	latika.sharma@kiet.edu	7409318885

ACHIEVEMENT AT UNIVERSITY LEVEL

The students of KIET Group of Institutions have achieved remarkable success in the AKTU Exams, bringing home a total of eight prestigious medals. The institution proudly celebrates three gold medals earned by students from B.Tech in Information Technology, B.Tech in Mechanical Engineering, and the Master of Computer Applications (MCA) program. These gold medalists have distinguished themselves as the top achievers in their respective fields, reflecting their dedication, hard work, and academic brilliance.

In addition to the gold medals, KIET students also secured four silver medals in various disciplines. These accolades were awarded to students from B.Tech in Computer Science Engineering (CSE), B.Tech in Electrical and Electronics Engineering, MCA, and B.Tech in Information Technology. Their outstanding performance, ranking just below the top, is a testament to their strong academic foundation and commitment to excellence. Furthermore, a bronze medal was awarded to a student from B.Tech in Electronics and Communication Engineering (ECE), highlighting their resilience and determination in a competitive academic environment.

The achievements of KIET students extend beyond the medal winners, with several others securing top positions in the university exams. Notably, a student from Civil Engineering secured the 4th position in the university, demonstrating exceptional skills and knowledge. Another student from Information Technology also achieved the 4th position, while a Computer Science Engineering student earned the 5th position, showcasing their high levels of competence. Additionally, students from MCA and Information Technology secured the 6th position, further affirming the quality of education and the rigorous academic standards at KIET. The School of Pharmacy and the department of Electronics and Communication also celebrated as their students earned the 8th position in the university exams. Moreover, the Mechanical Engineering department had students who achieved both the 8th and 10th ranks, underscoring the strength of their academic training.

These achievements not only bring honor to the students but also highlight the excellence of KIET Group of Institutions in nurturing top-tier talent, preparing them to excel in their academic and professional careers. The institution's commitment to fostering a culture of excellence is clearly reflected in these outstanding results.



ACHIEVEMENT AT UNIVERSITY LEVEL

Dr. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY, LUCKNOW

SUMMARY OF TOP-10 UNIVERSITY RANK HOLDERS FOR THE SESSION

2023-24

Date : 29/07/2024

GROUP	BRANCH	KIET (029)	AKG (027)	JSS (091)	ABES (032)	GALGOTIA (097)	G L BAJAJ (192)	NIET (133)
GR-A	CIVIL	4	0	0	0	0	0	0
GR-B	CSE	2,5,7	4	0	0	0	0	0
GR-P	IT	1,2,4,6	0	3	9	0	0	0
GR-C	EN	2	0	4	0	0	0	0
GR-E	ECE	3,8	10	0	0	0	0	0
GR-F	ME	1,8,10	0	3	0	0	0	0
GR-M	MCA	1,2,6	0	0	0	0	0	0
GR-L	MBA	2		0	0	0	0	0
GR-J	B.PHARM.	8	0	0	0	0	0	0
	M.TECH	1,3		0	0	0	0	
	M.PHARM- Pharmacology	3	0	0	0	0	0	
KAMAL RANI VARUN	IT	SPECIAL						
TOTAL		23	2	3	1	0	0	0



GLIMPSE: KIET ACCOLADES & CELEBRATIONS



GLIMPSE: KIET ACCOLADES & CELEBRATIONS



GLIMPSE: KIET ACCOLADES & CELEBRATIONS



ACADEMIC CALENDAR-FIRST SEM. (2025-26)



KIET GROUP OF INSTITUTIONS ACADEMIC CALENDAR - ODD SEMESTER (2025-26) B.Tech, B.Pharm, MCA, MBA, M.Tech(CSE), M.Pharm 1st Semester

July 2025 Academic Activities 1. Load Distribution → 10th July 2025 2. Finalization of Course Coordinators → 12th July 2025 3. Uploading Lesson Plan on ERP → 15th July 2025 4. BOS wise Meeting → 25th July 2025 to 30th July 2025							
Academic Activities 1. Induction Programme → 25th Aug 2025 to 06th Sept 2025 Holidays 1. First Saturday → 2nd Aug 2025 2. Raksha Bandhan → 9th Aug 2025 3. Independence Day → 15th Aug 2025 4. Janmashtami/Third Saturday → 16th Aug 2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06 Days						1	2
Aug/25	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
Academic Activities 1. Commencement of Classes → 8th Sept 2025 2. Departmental CR Meeting 1 → 29th Sept 2025 to 30th Sept 2025 3. Attendance Display to the students at Department Level → 27th Sept 2025 Examination Activities 1. Uploading of Continuous Assessment (CA1) Theory/Blended/Practical Courses on ERP → 29th Sept 2025 to 06th Oct 2025 2. Detention List Publication (MSE1) by COE → 30th Sept 2025 Additional Activities 1. Teacher's Day → 5th Sept 2025 2. FRESCO'S 2025 → 13th Sept 2025 3. Engineer's Day → 15th Sept 2025 4. Finalization of Class Representatives → 19th Sept 2025 Holidays 1. Eid-E-Milad → 5th Sept 2025 2. First Saturday → 6th Sept 2025 3. Third Saturday → 10th Sept 2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25 Days	1	2	3	4	5	6	7
Sept/25	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
Academic Activities 1. IQAC Academic Audit 1 → 6th Oct 2025 to 11th Oct 2025 2. Mid-Sem Feedback at Department Level → 13th Oct 2025 to 16th Oct 2025 3. Mid Semester Result analysis at Department Level → 27th Oct 2025 to 30th Oct 2025 Examination Activities 1. Mid Sem Examination (MSE1) Central Level → 6th Oct 2025 to 11th Oct 2025 2. Evaluation of Answer Sheets (MSE1) → 17th Oct 2025 3. Moderation of Answer Sheets (MSE1) → 25th Oct 2025 4. Grievance Redressal (MSE1) → Till 26th Oct 2025 5. Marks Uploading on ERP (MSE1) → Till 30th Oct 2025 Additional Activities 1. CR Meeting Institute Level → 13th Oct 2025 to 16th Oct 2025 Holidays 1. Maha Navami → 1st Oct 2025 2. Mahatma Gandhi Jayanti/Dussehra → 2nd Oct 2025 3. First Saturday → 4th Oct 2025 4. Third Saturday → 18th Oct 2025 5. Deepawali Break → 19th Oct 2025 to 23rd Oct 2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
20 Days							
Oct/25	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
Academic Activities 1. Attendance Display to the students at Departmental Level → 10th Nov 2025 2. Departmental CR Meeting 2 → 10th Nov 2025 to 14th Nov 2025 Examination Activities 1. Uploading of Continuous Assessment (CA2) Theory/Blended/Practical Courses on ERP → 10th Nov 2025 to 14th Nov 2025 2. Detention List Publication (MSE2) by COE → 14th Nov 2025 3. Mid Sem Examination (MSE2) Central Level → 17th Nov 2025 to 22nd Nov 2025 4. Evaluation of Answer Sheets (MSE2) → 28th Nov 2025 Holidays 1. First Saturday → 1st November 2025 2. Guru Nanak Jayanti/Ganga Snan → 5th November 2025 3. Third Saturday → 15th November 2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
14 Days	1	2	3	4	5	6	7
Nov/25	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
Academic Activities 1. Last Instructional Day → 17th Dec 2025 Examination Activities 1. Moderation of Answer Sheets (MSE2) → 1st Dec 2025 2. Grievance Redressal (MSE2) → 3rd Dec 2025 3. Marks Uploading on ERP (MSE2) → Till 6th Dec 2025 4. Detention List Publication (ESE) by COE → 18th Dec 2025 5. Make-up Examination (Central Level) → 18th Dec 2025 to 23rd Dec 2025 6. End Semester Examination (ESE) → 26th Dec 2025 to 05th Jan 2026 Additional Activities 1. Student Faculty Feedback → 01st Dec 2025 to 5th Dec 2025 2. Curriculum Feedback by all Stakeholders → 8th Dec 2025 to 13th Dec 2025 3. International Conference FTNCT'08 → 18th Dec 2025 to 20th Dec 2025 Holidays 1. First Saturday → 6th December 2025 2. Third Saturday → 20th December 2025 3. Christmas Day → 25th December 2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
15 Days	1	2	3	4	5	6	7
Dec/25	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
Academic Activities 1. New Semester Beginning → 22nd Jan 2026 Examination Activities 1. End Semester Practical Examination → 06th Jan 2026 to 10th Jan 2026 2. Answer Script showing to the students (ESE) → 16th Jan 2026 3. Result Publication → 27th Jan 2026 Additional Activities 1. IQAC Academic Audit 2 → 19th Jan 2026 to 24th Jan 2026 Holidays 1. First Saturday → 3rd Jan 2026 2. Third Saturday → 17th Jan 2026 3. Republic Day → 26th Jan 2026							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
15 Days	1	2	3	4	5	6	7
Jan/26	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

Note: Total Academic Days → 90 Days
* The date may change on the visibility of the moon.

Director (Academics)

ACADEMIC CALENDAR 3RD SEM. (2025-26)



KIET GROUP OF INSTITUTIONS ACADEMIC CALENDAR - ODD SEMESTER (2025-26) B.Tech, B.Pharm, MCA, MBA, M.Tech(CSE), M.Pharm 3rd Semester

July-2025

Academic Activities

1. Load Distribution → 10th July'2025
2. Finalization of Course Coordinators → 12th July'2025
3. Uploading Lesson Plan on ERP → 15th July'2025
4. BOS wise Meeting → 25th July'2025 to 30th July'2025

Academic Activities

1. Registration of the students → 6th Aug'2025
2. Commencement of Classes → 7th Aug'2025
3. Induction Programme → 6th Aug'2025 to 13th Aug'2025

Additional Activities

1. Finalization of Class Representatives → 25th Aug'2025

Holidays

1. First Saturday → 2nd Aug'2025
2. Raksha Bandhan → 9th Aug'2025
3. Independence Day → 15th Aug'2025
4. Janamashtami/Third Saturday → 16th Aug'2025

Academic Days

19 Days

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Academic Days

23 Days

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Academic Activities

1. IQAC Academic Audit 1 → 6th Oct'2025 to 11th Oct'2025
2. Mid-Sem Feedback at Department Level → 13th Oct'2025 to 16th Oct'2025
3. Mid Semester Result analysis at Department Level → 27th Oct'2025 to 30th Oct'2025

Examination Activities

1. Mid Sem Examination (MSE1) Central Level → 6th Oct'2025 to 11th Oct'2025
2. Evaluation of Answer Sheets (MSE1) → 17th Oct'2025
3. Moderation of Answer Sheets (MSE1) → 25th Oct'2025
4. Grievance Redressal (MSE1) → Till 28th Oct'2025
5. Marks Uploading on ERP (MSE1) → Till 30th Oct'2025

Additional Activities

1. CR Meeting Institute Level → 13th Oct'2025 to 16th Oct'2025

Holidays

1. Maha Navami → 1st Oct'2025
2. Mahatma Gandhi Jayanti/Dussehra → 2nd Oct'2025
3. First Saturday → 4th Oct'2025
4. Third Saturday → 18th Oct'2025
5. Deepawali Break → 19th Oct'2025 to 23rd Oct'2025

Academic Days

22 Days

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Academic Activities

1. Last Instructional Day → 9th Dec'2025

Examination Activities

1. Moderation of Answer Sheets (MSE2) → 1st Dec'2025
2. Grievance Redressal (MSE2) → 3rd Dec'2025
3. Marks Uploading on ERP (MSE2) → Till 5th Dec'2025
4. Detention List Publication (ESE) by COE → 10th Dec'2025
5. Make-up Examination (Central Level) → 10th Dec'2025 to 13th Dec'2025
6. End Semester Examination (ESE) → 15th Dec'2025 to 26th Dec'2025
7. End Semester Practical Examination → 26th Dec'2025 to 30th Dec'2025

Additional Activities

1. INNOTECH 2025 → 04th Dec'2025
2. Curriculum Feedback by all Stakeholders → 8th Dec'2025 to 13th Dec'2025
3. International Conference FTNCT'08 → 18th Dec'2025 to 20th Dec'2025

Holidays

1. First Saturday → 6th December'2025
2. Third Saturday → 20th December'2025
3. Christmas Day → 25th December'2025

Academic Days

07 Days

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Academic Activities

1. New Semester Beginning → 22nd Jan'2026

Examination Activities

1. Answer Script showing to the students (ESE) → 1st Jan'2026
2. Result Publication → 14th Jan'2026

Additional Activities

1. IQAC Academic Audit 2 → 19th Jan'2026 to 24th Jan'2026

Holidays

1. First Saturday → 3rd Jan'2026
2. Third Saturday → 17th Jan'2026
3. Republic Day → 26th Jan'2026

Note: Total Academic Days → 90 Days.
* The date may change on the visibility of the moon.

Handwritten Signature
Director (Academics)

ACADEMIC CALENDAR 5TH & 7TH SEM. (2025-26)



KIET GROUP OF INSTITUTIONS ACADEMIC CALENDAR - ODD SEMESTER (2025-26) B.Tech, B.Pharm 5th and 7th Semester (Tentative)

July'2025							
Academic Activities 1. Load Distribution --> 10th July'2025 2. Finalization of Subject Coordinators --> 15th July'2025 3. ERP Settings for odd semester --> 25th July'25 4. Meeting of Subject Teachers for planning of course execution --> 25th July'2025 to 30th July'2025							
Academic Activities 1. Registration and Commencement of classes (7th Sem) --> 1st Aug'2025 2. Orientation of students (7th Sem) --> 4th Aug'2025 to 8th Aug'2025 3. Registration and Commencement of classes (5th Sem) --> 11th Aug'2025 4. Orientation of students (5th Sem) --> 11th Aug'2025 to 14th Aug'2025 5. Identification of Gradual Learners (5th Sem) --> 25th Aug'2025 to 30th Aug'2025							
Additional Activities 1. Finalization of Class Representatives --> 27th Aug'2025							
Holidays 1. First Saturday --> 2nd Aug'2025 2. Raksha Bandhan --> 9th Aug'2025 3. Independence Day --> 15th Aug'2025 4. Janamashtami/Third Saturday --> 16th Aug'2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 Days							
August'2025					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
Academic Activities 1. Departmental CR Meeting 1 --> 15th Sept'2025 to 17th Sept'2025 2. Attendance Display to the students at Department Level --> 19th Sept'2025							
Examination Activities 1. Detention List Publication (CT) by COE --> 30th Sept'2025							
Additional Activities 1. Teacher's Day --> 5th Sept'2025 2. Engineer's Day --> 15th Sept'2025 3. Internship/ Project Progress Presentation at Department Level --> 15th Sept'2025 to 19th Sept'2025							
Holidays 1. Eid-E-Milad --> 5th Sept'2025 2. First Saturday --> 6th Sept'2025 3. Third Saturday --> 20th Sept'2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
23 Days							
September'2025	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
Academic Activities 1. IQAC Academic Audit 1 --> 6th Oct'2025 to 11th Oct'2025 2. Mid-Sem Feedback at Department Level --> 13th Oct'2025 to 16th Oct'2025 3. Mid Semester Result analysis at Department Level --> 27th Oct'2025 to 30th Oct'2025							
Examination Activities 1. CT Examination Central Level --> 6th Oct'2025 to 11th Oct'2025 2. Evaluation/Showing of Answer sheets to students/Uploading of marks at KIET ERP --> 17th Oct'2025							
Additional Activities 1. CR Meeting Institute Level --> 13th Oct'2025 to 16th Oct'2025							
Holidays 1. Maha Navami --> 1st Oct'2025 2. Mahatma Gandhi Jayanti/Dussehra --> 2nd Oct'2025 3. First Saturday --> 4th Oct'2025 4. Third Saturday --> 18th Oct'2025 5. Deepawali Break --> 19th Oct'2025 to 23rd Oct'2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
19 Days							
October'2025			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
Academic Activities 1. Attendance Display to the students at Department Level --> 17th Nov'2025 2. Departmental CR Meeting 2 --> 10th Nov'2025 to 14th Nov'2025 3. Internship/ Project Progress Presentation 2 at Department Level --> 10th Nov'2025 to 14th Nov'2025							
Additional Activities 1. Departmental Project Exhibition --> 29th Nov'2025 2. Student Faculty Feedback --> 17th Nov'2025 to 05th Dec'2025 3. Alumni Mock Interviews for Recruitment Preparation (5th Sem) --> 22nd Nov'2025 and 29th Nov'2025 4. Internal Practical Examination --> 24th Nov'2025 to 29th Nov'2025							
Holidays 1. First Saturday --> 1st Nov'2025 2. Guru Nanak Jayanti/Ganga Snan --> 5th Nov'2025 3. Third Saturday --> 15th Nov'2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
23 Days							
November'2025					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
Academic Activities 1. Uploading of TA Theory/Practical Marks on KIET ERP --> 19th Dec'2025							
Examination Activities 1. Detention List Publication (PUE) by COE --> 5th Nov'2025 2. PUE Examination Central Level --> 8th Dec'2025 to 13th Dec'2025 3. Make-up Examination (Department Level) --> 15th Dec'2025 to 17th Dec'2025 4. Evaluation/Showing of Answer sheets to students/Uploading of marks at KIET ERP --> 19th Dec'2025 5. **End Semester University Theory examination --> 22nd Dec'2025 onwards 6. **End Semester University Practical examination --> 29th Dec'2025 onwards							
Additional Activities 1. INNOTECH 2025 --> 04th Dec'2025 2. Curriculum Feedback by all Stakeholders --> 8th Dec'2025 to 19th Dec'2025 3. Circulation of Final Detention List from AKTU --> 19th Dec'2025 4. International Conference F'N'NC'08 --> 18th Dec'2025 to 20th Dec'2025 5. IQAC Academic Audit 2 --> 29th Dec'2025 to 2nd Jan'2026							
Holidays 1. First Saturday --> 6th Dec'2025 2. Third Saturday --> 20th Dec'2025 3. Christmas Day --> 25th Dec'2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
16 Days							
December'2025	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

Note: Total Academic Days --> 102 Days
 * The date may change on the visibility of the moon.
 ** Tentative

Director (Academics)

ACTIVITY CALENDAR-ODD SEM. (2025-26)

Office of the Dean Student Welfare

KIET GROUP OF INSTITUTIONS ACADEMIC CALENDAR - ODD SEMESTER (2025-26)

B.Tech /B.Pharm and MCA/MBA

Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
14 Days							
July 2025		1	2	3	4	5	6
		7	8	9	10	11	12
		14	15	16	17	18	19
		21	22	23	24	25	26
		28	29	30	31		
06.08.2025 or 20.08.2025: Intra College Dance Competition (KIET Dance Club) 15.08.2025 To 25.08.2025 (Tentative): Difto (Intra College Monoact competition) (KIET Skit Club) 15.08.2025: Movie Show (Movie Club) 28/08.2025 (Tentative): Flashmob (Movie Club) In Month of August: Beparwah 2.0 (KIET Fashion Club) In Month of August: A Creative writing Event (Odyssey) In Month of August: SLP (KIET MUN) In Month of August: Surmay 2.0 (KIET Music Club) Holidays 1. First Saturday → 2nd August'2025 2. Raksha Bandhan → 9th August'2025 3. Independence Day → 15th August'2025 4. Janamashtami/Third Saturday → 16th August'2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
14 Days							
August 2025						1	2
						2	3
						3	4
						4	5
						5	6
05.09.2025 Teacher's Day Uddeshhya 05.09.2025 To 26.09.2025 (Tentative) Workshop training in Candles and Diyas making WORC 07.09.2025 Rezdevvous - IIT Delhi KIET Dance Club 10.09.2025 (Tentative) Awareness Sessions EK PRAYASS 2nd Friday of September Poetry & Storytelling Sessions EBSB Club 13.09.2025 Pad Drive Uddeshhya 20.09.2025 (Tentative) Stun Visit EK PRAYASS 20.09.2025 Inter Hostel Indoor activities Boys Sports 21.09.2025 Karate Sports 23.09.2025 Bollywood Day Movie Club 22.09.2025 To 27.09.2025 (Tentative) Quiz Quiz Event Quizzinga 27.09.25 (Tentative) ARTVERSE Impeccable In Month of September Hindi Diwas Spic Macay In Month of September Quiz Recruitment Quizzinga In Month of September Open Sessions Odyssey In Month of September Recruitment KIET MUN In month of September NCC GUIDLINE RANKJ NCC 1. First Saturday → 6th September 2025 2. Third Saturday → 20th September 2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
21 Days							
September 2025							
02.10.2025 Gandhi Jayanti Celebration Uddeshhya 02.10.2025 Gandhi Jayanti (swachhtra pakhwada) WORC 02.10.2025 Gandhi Jayanti Celebration EK PRAYASS 04.10.2025 Foundation Day Celebration Uddeshhya 06.10.2024 To 19.10.2025 (Tentative) Photography/Videography Workshop Impeccable 06.10.2025 To 10.10.2025 (Tentative) Quiz Event Quizzinga 07.10.2025 To 10.10.2025 IIT Roorkee Thoms KIET Dance Club 07.10.2025 To 10.10.2025 IIT Roorkee Thoms Movie Club 2nd Friday of October Debates & Elocution Competitions EBSB Club 15.10.2025 (Tentative) Cleanliness Drive EK PRAYASS 15.10.2025 Inter Hostel outdoor Activities Boys Sports 16.10.2025 Cricket, Basketball, Kabaddi Sports 17.10.2025 Football Sports 18.10.2025 (Tentative) Deepotsav Uddeshhya 20.10.2024 To 24.10.2025 (Tentative) IIT (Inter college Culture Fest) KIET Skit Club 27.10.2025 (Tentative) Anti-Tobacco Session EK PRAYASS In Month of October Melody Muse (Alumni Meet) KIET Music Club In month of October KIET Got Latent KIET Fashion Club In Month of October An Inter-College event Odyssey In Month of October Youth day, NCC Holidays 1. Maha Navami → 1st October'2025 2. Mahatma Gandhi Jayanti/Dussehra → 2nd October'2025 3. First Saturday → 4th October'2025 4. Third Saturday → 18th October'2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
21 Days							
October 2025							
06.11.2025 Sports Activity Sports 09.11.2025 To 11.11.2025 VIPS KIET Dance Club 10.11.2025 To 13.11.2025 (Tentative) Quiz Event Quizzinga 2nd Friday of Month Poster Making & Essay Writing EBSB Club 14.11.2025 Children's Day Uddeshhya 14.11.2025 Children's day Celebration EK PRAYASS 16.11.2025 Movie Show Movie Club 18.09.2025 Culrav - MNNIT KIET Dance Club 22.11.25 (Tentative) PRATIBIMB 3.0 Impeccable In Month of November Groove Jam KIET Music Club In Month of November Debate event Odyssey In Month of November KIETMUN 8.0 (Tentative) KIET MUN In Month of November Social Service EK PRAYASS In Month of November NCC DAY NCC Holidays 1. First Saturday → 1st November'2025 2. Guru Nanak Jayanti/Ganga Snan → 5th November'2025 3. Third Saturday → 15th November'2025							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
13 Days							
November 2025							
13.12.25 (Tentative) CREATIVE CTRL Impeccable 2nd Friday of December Webinars & Guest Lectures EBSB Club 14.12.2025 Movie Show Movie Club 15.12.2025 To 18.12.2025 (Tentative) Quiz Event (2025 End of the Year Quiz) Quizzinga 15.12.2025 To 23.12.2025 Leadership and Participation programme WORC 18.12.2025 Inter Departmental Sports Fest Spardha 25 Sports 22.12.2025 To 26.12.2025 Inter College Nukkad Natak Competition KIET SKIT Club 25.12.2025 Christmas Day Uddeshhya 25.12.2025 CHRISTMAS DAY EK PRAYASS In Month of December Bandish Beats KIET Music Club In Month of December IMS Ghaziabad KIET Dance Club In Month of December Fashion Forward KIET Fashion Club In Month of December Atal Jyoti Sammelan Spic Macay In Month of December Literary Workshop Odyssey In Month of December GD KIET MUN In Month of December Army Day NCC Holidays 1. First Saturday → 6th December'2025 2. Third Saturday → 20th December'2025 3. Christmas Day → 25th December'2025 Note: Total Academic Days → 92 Days * The date may change on the visibility of the moon. ** Tentative							
Academic Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
13 Days							
December 2025							
Director (Academics)							

IT SERVICES@KIET

The Department of Information Technology Services (ITS) provides support and services related to Internet, Student Portal, ERP Portal, MobiKIET, MS Team and Moodle. IT Helpdesk and ERP at KIET serve as the first point of contact for students in case of any technical issues or grievances.

All students can send their grievances regarding any problem related to Student Portal & MobiKIET Mobile application through email at erp@kiet.edu.

Regarding grievances related to internet services, KIET Email, MS Team and Moodle, students can contact us personally at the '**IT Helpdesk**' located in Central Lab, A-Block.

IT Help Desk: 08744097774 | email: itsupport@kiet.edu.

IMPORTANT LINKS



<https://www.kiet.edu/>



<http://lms.kiet.edu/moodle/>



<https://tech.kiet.edu/ERP.php>



<https://www.facebook.com/kiet.edu/>



<https://in.linkedin.com/school/kiet-group-of-institutions/>



https://twitter.com/Kiet_edu/status/1290599361592860673?lang=ga



https://instagram.com/kiet_edu?utm_medium=copy_link



<https://kiet.almaconnect.com/>



<https://www.youtube.com/channel/UCBnGPDFKBm-pcp7Ec8lulvg>



<https://yourdost.com/>



<https://aktu.ac.in/>



<https://www.aicte-india.org/>



<https://www.education.gov.in/en>



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