List of committees

Ref/ Dir/17/2016   5th Jul'16

OFFICE ORDER: 17/2016
Re-Constitution of Academic Council (AC)
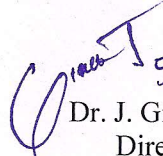
This is with reference to Office Order **Ref/Dir/01-A/2015 released on 22nd Jul'15** having title **"Constitution of Academic Council (AC)"**

This is to notify that Institutes *Academic Council* (AC) has been *re-organized* as follows:

The members of Academic Council are:

Director	Chairman
Principal - KSOP	Member
All Heads of Academic Department HoDs (AS/CS/IT/EN/EC/EI/ME/CE/MCA/MBA)	Member
Dean Academics	Member

The above council will be responsible to the Director for their duties.

Dr. J. Girish
Director

Distribution:
- Deans/ Principal-KSOP/HoDs (AS/CS/IT/EN/EC/EI/ME/CE/MCA/MBA)
  GM-TBI, CAO, Head-HR, Head-CRPC, Manager-IT Operations, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, Central Lab

Copy to:
- All concerned Members (Academic Council)

OFFICE ORDER: 32/2019
Re-Organization of Research & Development Committee

1. It is to notify that Institute's Research and Development Committee has been *re-organized* as follows:

Research & Development Committee

Appointment	Name	Department	Roles/ Responsibilities
Dean Research & Development (R&D)	Dr. Sanjay Sharma Professor & HoD	ECE	Annexure - A
Associate Dean Collaborative Research & Development	Dr. Vipin Kumar Professor & Addl. HoD	AS	
Associate Dean Implementation of Research & Development	Dr. Vibhav K Sachan Professor & Addl. HoD	ECE	
Associate Dean Patents & Consultancy	Dr. K. Nagarajan Professor & Addl. HoD	KSOP	
Assistant Dean Research Planning & Execution	Dr. Ruchita Gautam Associate Prof.	ECE	
Assistant Dean Research Projects & Grants	Dr. Dharmendra Kumar Associate Prof.	ECE	

2. In addition, a **Collaborative Research and Development Committee** comprising of following members is hereby constituted (even for the small projects), to augment a culture for collaborative research in the Institute.

Collaborative Research and Development Committee (CRDC)

Appointment	Name	Department	Remarks
Chairman - Committee	Dr. Sanjay Sharma Dean (R&D)	ECE	Committee - Functioning & Responsibilities (Annexure-B)
Member Secretary	Dr. Vipin Kumar Associate Dean - Collaborative Research & Development (CRD)	AS	
Joint Secretary	Dr. K. Nagarajan Associate Dean (Patents & Consultancy)	KSOP	
Joint Secretary	Dr. Mandeep Arora Associate Professor	KSOP	
Research Faculty (Departmental)	All research faculty will be de-facto members		
Ten Student Coordinators from each department to be nominated by HoDs.			

3. Also, in addition a Departmental Research Committee (DRC) comprising of following members is hereby constituted at department level.

Departmental Research Committee (DRC)

Appointment	Name	Department	Remarks
Chairman - Committee	Head of the Department	All departments	Committee - Functioning & Responsibilities (Annexure-C)
Member- DRC	Senior Academician who has good credentials in Research (SCI Papers, Funded projects, Patents etc.) to be nominated by the Head of department.	All departments	
Member - DRC	A person well versed with anti-plagiarism tools, to be nominated by the Head of department.	All departments	

4. Dean - R&D will consult the Associate/Assistant Deans - R&D Committee and will convene minimum one meeting per month. However, Dean - R &D is at liberty to conduct as many meetings as deemed appropriate with members to further strengthen the research activities in KIET Group of Institutions. The minutes of these meetings shall be forwarded to the Office of Director for information.

5. The Research and Development Committee including Collaborative Research and Development Committee will be responsible to the Director for their duties.

6. The Office Order 06/2018 dated 5th April'18 hereby stands superseded.

Dr. (Col) A Garg
Director
07....Nov'19

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:
- Dean- Research & Development
- All concerned Members - Research & Development Committee / Collaborative Research and Development Committee /Departmental Research Committee

KIET Group of Institutions

Roles /Responsibilities
Research & Development Committee

Dean (Research & Development)

- Coordinate overall Research & Development (R&D) activities in the Institute.
- Initiation of R & D projects & monitoring them.
- Guiding faculty for research projects & students for projects.
- Ensuring motivation for faculty for research publication, articles, book writing & higher studies and suggesting measures & encourage.
- Bring in live projects from industry for resource generation.
- Develop consultancy concept.
- Compilation of all research related articles published in National and International journals by the faculty members.
- Monitoring of responsibilities of Associate/Assistant Deans and functioning of CRDC.
- Ensuring standardized conduction of Conferences in KIET.

Associate Dean (Collaborative Research & Development)

- To promote and facilitate collaborative and Interdisciplinary research in different areas.
- Developing networks between the KIET Research Centre and eminent Researchers in respective fields in public and private sectors, locally, nationally and internationally.
- To develop mutually beneficial linkages with organizations/ Industries for partnerships and collaborative research.
- Evaluation of Progress reports of Research faculty on monthly basis.
- Execution of Ph.D program in KIET under Homi Bhabha Scheme in association with AKTU, Lucknow.

Associate Dean (Implementation of Research & Development)

- Research and Development Evaluation and Research Incentives.
- Building and providing sufficient support to enhance research facility for faculty support for applications submitted for post Ph.D Incentives.
- Building and providing sufficient support for Research incentives to enhance research facility for faculty and students across the Institute for Research Papers submitted for Conferences/ Publications in Journals.
- Processing/forwarding of applications for Ph.D Incentives, Research Incentives etc. after due examination / recommendation by Research & Development Committee wherein HR will act as facilitator.
- Time to time dissemination of information about Ph.D. entrance examination of various reputed Universities of NCR region, so that all the Ph.D. aspirants may be motivated and can register themselves. It may create more awareness among them.
- Execution of KIET Ethics Policy for students and faculty members.

KIET

07 Nov 19

Associate Dean (Patents and Consultancy)

- To promote Patent filing.
- Development and Execution of Research Training Programs within the Institute.
- To promote Consultancy.

Assistant Dean (Research Planning and Execution)

- To draft policies related to Research and Development.
- To promote quality research publications in SCI/SCOPUS and IEEE conferences etc.
- Representation and Promotion of ongoing significant Research/ Research related initiatives internally and externally.
- Six monthly dissemination of list of Journals/Conferences where all departmental faculty & students can go for publishing.

Assistant Dean (Research Projects and Grants)

- To explore and apply to get funded Research projects as per the expertise available in the Institute.
- To promote research grants through funding agencies.
- Updating on KIET website regarding research data.

Dr. (Col) A Garg
Director
07 NOV19.

Functioning and Responsibilities

Collaborative Research and Development Committee (CRDC)

- On working Saturdays, two sessions of 2 hours for Collaborative Research and Development shall be organized. 1st working Saturday presentation shall be carried out at department level & selected topic shall be forwarded for Institutional level discussion and on last working Saturday presentation shall be carried out at Institutional level at B-209 (ECE department).

- During each session two- three journal articles shall be presented. After a 10-15 minutes presentation of each article, a 10 minutes discussion period shall be ensured.

- Research work discussion and approval by the core committee of collaborative Research and Development for further implementation of proposed Research work.

- Research work shall be carried out and finally filling of patent shall be ensured.

Responsibility (Departmental Research Committee (DRC) towards CRDC)

- DRC should organize presentations for non-research faculty on weekly basis on latest technology so that new culture of self-learning can be developed. This can be taken by Research faculty so as to create friendly research environment in KIET.
- Facilitating in developing and enhancing the research based skills among newly joined or interested faculty members so that they can also write or publish their research paper in quality journals.

Dr. (Col) A Garg
Director
07 Nov 19.

Functioning and Responsibilities

Departmental Research Committee (DRC)

- The DRC shall motivate the faculty members and students for publishing Research papers in Indexed journals- SCI/SCI-E/SSCI/ESCI/SCOPUS and full Papers in Conference Proceedings/ presenting papers in Conferences, Seminars, Workshops, Symposia (conference in association with IEEE/ Springer/ Elsevier/ ACM/ Wiley/ IPC.

- DRC shall also motivate the faculty members for writing Research proposals for various government agencies and for publishing patents which in turn improve the NIFF Ranking.

- All faculty members are required to motivate and involve students for writing Research papers.

- Faculty members shall inform the members of DRC about the submission of Research papers in reputed Journals/ Conferences.

- The DRC shall have the power to give recommendations including penalties with due justification for Bachelor's/Master's project report/theses/dissertations submitted by a student as well as research papers of students submitted for academic credits.

- The DRC shall send the report after investigation and the recommendation on penalties to be imposed, to the Research and Development Committee within a period of 30 days from the date of receipt complaint /initiation of the proceedings.

- Final course of action should be decided by the Head of Institution.

- Faculty shall submit the reprint of the paper published in Journal/ Conference along with the Plagiarism report to DRC. Respective HoD shall submit the recommendation to the office of Dean R & D and Associate Dean, Implementation of Research and Development shall verify the credentials submitted by the respective HoD and he shall put up the recommendation to Dean R & D. Faculty member shall upload the published paper in achievement section of KIET ERP only after getting the approval from Dean R & D.

Dr. (Col) A Garg
Director

07 Nov 19.

OFFICE ORDER: 33/2019
Reconstitution of Internal Quality Assurance Cell (IQAC)

It is to notify that Institutes **Internal Quality Assurance Cell (IQAC)** has been **re-organized** as follows. All concerned are requested to actively participate in achieving **quality objectives of the Institute.**

1. **Chairperson**
   - Director

2. **Coordinator of the IQAC**
   - Dr. Anil K. Ahlawat, Dean (A)

3. **Faculty Representatives**
   - Prof. Ritu Gupta (AS)
   - Prof. Yatendra Chaturvedi (EN)
   - Prof. Rupesh Chalisgaonkar (ME)
   - Prof. Vibhav Kumar Sachan (ECE)
   - Prof. Ajeet Pratap Singh (EIE)
   - Prof. A.P Shukla (CSE & CO)
   - Prof. Atul Kant Piyoosh (CE)
   - Prof. Bhoopendra Kumar (IT & CSI)
   - Prof. R.N Panda (MCA)
   - Prof. Binkey Srivastava (MBA)
   - Prof. Ashu Mittal (KSOP)
   - Prof. Sonia Gouri (HS)

4. **Management Representative**
   - Dr. Manoj Goel, Joint Director

5. **Representatives from Administration**
   - Dr. Sanjay Sharma (Dean - Research & Development)
   - Dr. Ashish Karnwal (Dean - Student Welfare)
   - Mr. Arvind Sharma (Head - CRPC)
   - Mr. Ajay Singh Verma (Associate Head - IIPC)
   - Mr. Anup Srivastava (Registrar)
   - Mr. Arun Agarwal (Account Officer)
   - Dr. Sanjay Sharma (Librarian)
   - Mr. Kharak Singh (HR)
   - Mr. Umesh Sharma (Administrative Officer)

6. **Representatives from local society**
   - Sh. Satendra Kumar Srivastava, Dean -IEC & GM -TBI

7. **Representative from Students & Alumni**
   - Ms. Torsha Naidu (IT - 3rd Sem C)
   - Mr. Shivam Shukla, Asst. Director, Global Service Manager IT Practice (B.Tech Passout 2003)

8. **Representative from Employers / Industrialists / Stakeholders**
   - Mr. S.K Sinha, M.D, Chiatnya Projects Consultancy Pvt. Ltd.
   - Mr. Vinay Panwar, Senior Manager, Sri Ram Pistons & Rings

With this, Office Order 03/2018 dated 17th Jan'18 stands superseded.

Dr. (Col) A Garg
.Director
09 ....Dec'19

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:
- Coordinator-IQAC & All concerned Representatives - IQAC

Ref/Dir/ 26 /2020   **13th Nov'20**

OFFICE ORDER: 26 /2020
Formation of Value Education (VE) Cell @ KIET
KIET Nodal Centre - Universal Human Values & Professional Ethics (UHVPE), AKTU

1. In today's scenario, **Human Values and Professional Ethics** are the perennial streams which alone can stipulate sustenance to the nurturing of the societal values/moral conduct/awareness in young minds/professionals. For every individual, it is a much-needed requirement that cannot be ignored.

2. **Value Education (VE) Cell @ Institute level** is hereby constituted comprising of a Convener, Co-Conveners, Coordinators, Co-Coordinators, members & student coordinators with an objective to familiarize and equip students as well as faculty and staff to the *importance* and *need of values & ethics* for development of self & society as a whole.

3. A well-structured **policy document** covering the details w.r.t Need of the VE Cell, its structure, Roles & responsibilities, working, outcome, roadmap etc. is attached at **(Annexure – A)** for detailed understanding.

4. **Dr. C. M. Batra, Professor & Head- AS** is hereby designated as **Convener - Value Education (VE) Cell – KIET Nodal Centre - UHVPE, AKTU** with **immediate effect.**

5. The **overall implementation** of the proposed policy in a **phased manner for faculty, staff and students** shall be under the direct control and supervision of **Convener- Value Education Cell/ Nodal Centre.** He will be working in close coordination with all HODs & Principal for the purpose.

6. **Dr. K. P. Mishra**, Assoc. Professor (AS) and **Dr. Neelam Sharma**, Assoc. Professor (AS) are hereby designated as **Co-Conveners -VE Cell /Nodal Centre** with immediate effect.

7. The overall responsibility of progression of the activities of Value Education Cell will be under supervision of Co-Conveners of Value Education Cell/ Nodal Centre. They will be responsible to coordinate all divisions of the cell together with proper documentation.

8. Co-conveners, Coordinators & Co-Coordinators shall be performing their respective duties in addition to their regular academic engagement and will be responsible to the Convener/ Co-Conveners respectively for this additional assignment.

9. Dr. C. M. Batra shall be performing the above duties in addition to his regular academic engagement & will be responsible to the undersigned for this designated duty.

Dr. (Col) A Garg
Director

Distribution:
- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CS/CSIT) GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:
- Convener, Co-conveners & all Coordinators and Co-coordinators - VE Cell/Nodal Centre , All concerned

Incorporating Universal Human Values @ KIET

Contents

- Need of Value Education (VE)
- Process of Value Education
- VE Cell/ Nodal Centre structure
- Roles and responsibilities
- Student Activity Club
- Universal Human Value & Professional Ethics (UHVPE) Cell
- Colleges under our Nodal Centre
- Work done till now and future plan
- Outcomes of VE Cell/ Nodal Centre

Need of Value Education

Education is the key determinant of how the student utilizes the skills imparted for self-centred purposes or also for broader societal & environmental good. Human education facilitates human conduct and the development of humane society, otherwise education results in inhuman conduct and degradation of society and environment. We are witness to the conduct exhibited by the students, not only here, but world-wide. Due to lack of right understanding we have reached a point where we can clearly see the results of our collective education system, problems such as pollution, resource depletion, and extinction of animals, global warming, terrorism and even threats to the human race on earth.

This need for value-based education has been repeatedly highlighted by various commissions and expert committees on education (Dr. Radhakrishnan, Dr. Kothari, UNESCO declaration on service to society and so on).

The scope of education is to understand one's purposefulness or goal, both as an individual, as well as a society. Education should facilitate students to have the understanding, commitment, competence and the practice of living with definite human conduct and to participate in the development of a humane society.

Education must be clearly about understanding (what to do?), learning skills (how to do?) and practicing the understanding & skills, leading to fulfilment of human purpose. Understanding of what to do, what is valuable is required and learning how to do is also required. Both are required. Human education must enable the student to (in order of priority):

1. Develop Right Understanding By sharing the understanding of what to do (Value Education)

2. Develop Right Skills by teaching how to do (Technical Education)

3. Practice Right living during the period of education. Living in relationship with human being leading to mutual happiness by living in relationship with rest-of-nature leading to mutual prosperity.

Over a period of time, such *value-based education* can contribute to the development of a humane society. The department will contribute, through Value Education, to the world view that is required for a humane society.

Effects of Value Education on Institute

➢ Development of right feelings, thought and behaviour in faculties, staff and students.
➢ Development of right understanding free from pressure and affection based on natural acceptance.
➢ Development of positive relationship among faculty, staff and student.
➢ Development of fearless, stress less and harmonic environment with right understanding and relationship among administration, faculty, staff and student in KIET family.
➢ Elimination of negative/ unfairness/ jealousness/ duplicity of thoughts from Institutional environment with the help of right understanding and relationship.
➢ Holistic development of students with the help of valued based education and sanskar.
➢ Development the feeling of co-existence and prosperity among self, family, society and nature through value-based education.

Process of Value Education

Whatever is stated is a **Proposal** (**Do not assume it to be true**)
Verify it on your own right

Proposal

Verify on the basis
1 **Of your Natural Acceptance**

2 **Experiential Validation**
Live according to it

2a Behaviour with Human Beings

2b Work with Rest of Nature

Mutual Happiness   Mutual Prosperity
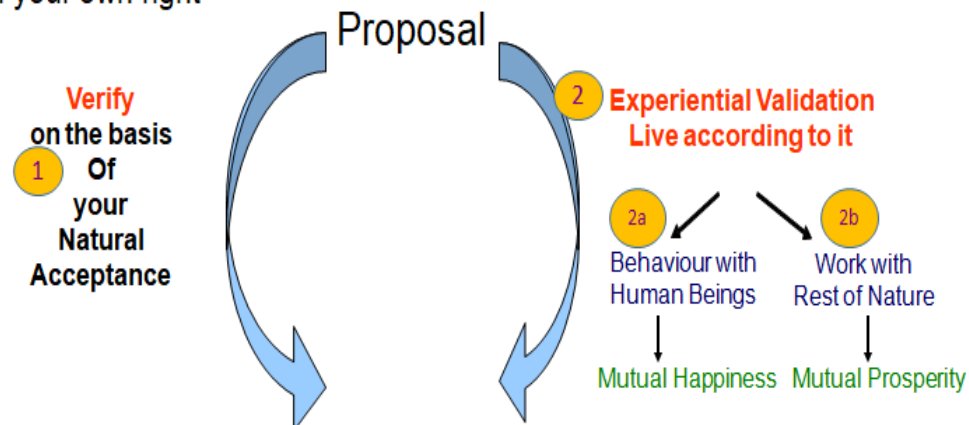
Which process is Naturally Acceptable to you?

A process of self-exploration on your own right, leading to understanding in your self
or
A process of discourse, do's & don'ts, in which you assume what is said

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KIET Group of Institutions

Structure of VE Cell

VE Cell (KIET)

↓

Chairperson
Dr. (Col) A Garg, Director

↓

Convener
Dr. C. M. Batra

↓

Co-Conveners
Dr. K. P. Mishra (AS)
Dr. Neelam Sharma (AS)

(Internal Affairs Team)	(External Affairs Team)	(Development of Resource Person)
Coordinator: Dr. Richa Agarwal (AS)	Coordinator: Dr. Kapil Kumar Sharma (AS)	Coordinator: Prof. Alok Kumar Pandey (EN)
Co-coordinator: Prof. Sonendra Sharma (ME)	Co-coordinator: Prof. Arun Kumar (EN)	Co-coordinator: Dr. Pramod Kr. Sharma (AS)

Members	Members	Members
Dr. Anamika Singh (AS)	Prof. Aruna Yadav (CS)	Dr. Archana Sharma (AS)
Prof. Hemant Kr. Gupta (CE)	Prof. Praveen Dixit (KSOP)	Dr. Satish Kumar (EI)
Prof. Mukul Agarwal (IT)	Prof. Minakshi Karwal (AS)	Prof. Vineeta Pal (CE)

Student Activity Club
(President- Ms. Vandana Yadav, CE-IV Year and
Vice President- Mr. Saurav Singh Bhadauriya, CSE-IV Year)

↓

Fostering unit (Supporting Unit)
(Student Coordinator 1- Mr. Aryan Kumar Jaiswal, CE-III Year)

→ **UHV (Mr. Abhijeet Sharma, ECE-III Year)**

→ **Health (Mr. Aditya Shukla, ME-III Year)**

→ **Career (Mr. Siddharth Singh, CS-III Year)**

KIET Group of Institutions

Coordinators and Co-Coordinators of different divisions of VE Cell/ Nodal Centre

Name	Designation	Appointment
Dr. Richa Agarwal	**Asst. Professor-AS**	**Coordinator - Internal Affairs Team**
Prof. Sonendra Sharma	**Asst. Professor-ME**	**Co-Coordinator-Internal Affairs Team**
Dr. Anamika Singh	Asst. Professor-AS	Member
Prof. Hemant Kr. Gupta	Asst. Professor-CE	
Prof. Mukul Agarwal	Asst. Professor-IT	
Dr. Kapil Kumar Sharma	**Asst. Professor-AS**	**Coordinator - External Affairs Team**
Prof. Arun Kumar	**Asst. Professor-EN**	**Co-Coordinator-External Affairs Team**
Prof. Aruna Yadav	Asst. Professor-CSE	Member
Prof. Praveen Dixit	Asst. Professor-KSOP	
Prof. Minakshi Karwal	Asst. Professor-AS	
Prof. Alok Kr. Pandey	**Asst. Professor-EN**	**Coordinator- Development of Resource Person**
Dr. Pramod Kr. Sharma	**Asst. Professor-AS**	**Co-Coordinator - Development of Resource Person**
Dr. Archana Sharma	Asst. Professor-AS	Member
Dr. Satish Kumar	Asst. Professor-EIE	
Prof. Vineeta Pal	Asst. Professor-CE	

Note: This policy will be reviewed after one year.

Roles & Responsibilities

Convener and Co -conveners:

Convener & Co-Conveners: Provide guidance and support to every team.

Coordinator – 1 (Internal organizations team): To look after all the credentials related to internal activities.

(a) To take prior approval from convener/chairperson for conducting workshops of all levels.
(b) To make a committee for smooth conduction of workshops viz. lodging, fooding, filing process work etc.
(c) To ensure means of transport for resource person/co facilitator /observer from university.
(d) To check all files and keep record/send to TEQIP and AKTU.
(e) To plan and conduct internal workshops/webinars for faculties/staff/students/parents of students/families of employees etc.

Coordinator – 2 (External Affairs team):

(a) To take care of awareness programs in nearby colleges under our nodal centre and schools, villages etc.
(b) To plan activities with AOL (Art of Living) with happiness activities/ Yoga (For continuous happiness)
(c) Help to establish VE-cell in Institutes which belongs our nodal centre.
(d) To provide all possible support to VE-cells belong to our nodal centre.
(e) To keep record of activities of VE-cell under our nodal centre.
(f) To maintain media coverage properly updated at college as well as university level.

Coordinator – 3 (Development of Resource Person):

(a) Content design for small workshop/webinar/ classes in induction program.
(b) To identify potential resource person and help them in their growth.
(c) Help to convener for deciding the faculty who can teach subject related to UHVPE in 2nd and 4th year, so that UHVPE content can be delivered in effective manner.
(d) Decide facilitator who can deliver UHVPE content in small workshop/webinar/induction program etc.
(e) Invite speakers from outside the Institute for development of resource person.

Student Activity Club

Objective:

- To understand himself/herself as a human being and his/her relationship with other human being.
- To be able to identify his/her and family need and learn skill to ensure what is required with sustainable method.
- Identify the activities which are needed to fulfill above these two activities.
- Prepare the student representative and team to look after the activity as well.
- To ensure holistic development of students.
- To support in Induction Program.

Objective of Fostering Unit:

- Develop Right Understanding by sharing the understanding of what to do (Value Education).
- To able to identify the need of himself/herself & family and able to choose the right skill (Career) to ensure more than what is required.
- Develop Right Skills by teaching how to do (Technical Education).
- Practice Right living during the period of education and its continuity.
- Live in relationship in the self and with other human being & leading to mutual happiness.

- Live in relationship with rest-of-Nature leading to mutual prosperity.
- Understand Sanyam and plan activity to ensure Health of the body.
- Understand other dimensions to express his/her feelings like literature, art, music, dance etc. to serve the purpose of life.
- To understand the comprehensive human goal so that plans the activities for to fulfill the goal of society.
- To ensure smooth conduction of Student Induction Program launched by AICTE in the institute.

Action Plan of Student Activity Club:

(a) To identify approx. 20 students (02 students from each department *but not necessary*) whose inclination towards Value education and done some workshop. There will be regular meetings of these students under VE-Cell.
(b) Plan a level-1 workshop and Refresher Workshop for all of them and divide them in *three categories.*

UHV
(a) Plan an evening workshop for students (Not more than 30 students).
(b) Further plan 5 parallel evening workshops can be initiated.
(c) After six months selected students (mentioned above 20 and others if eligible) should attend level 2 workshops. They can also be sent for social internship program.
(d) Before completion 3rd year a social/ nature friendly projects to be completed and a case study will be published as a research article before completion of final year.

Health:
(a) Students SAC may propose a diet chart for hostel mess as well as students under the guidance of doctor.
(b) A standard daily routine can be proposed in view of nature's harmony and it should be discussed openly at different forums of institute by every stake holder.
(c) Labor work in a daily routine e.g. to produce some vegetables formless or cleaning of sports ground/ nearby area etc.
(d) A standard exercise routine be proposed
(e) To involve students more in art, music, dance, literature and physical activity etc. instead of Mobile/ Laptop.
(f) There should be at least one activity that helps Yoga/ Sport groups, etc. per semester.

Career:
(a) To develop the right understanding so that decision made be free from external person/ resource.
(b) An ability to select their career and growth with right understanding.
(c) Ability to develop a relationship among family, society and rest of nature.
(d) With an ability what to do and how to do play a powerful role in holistic development.

UHVPE Cell

(a) Introductory/awareness of UHVPE workshops will be conducted for all the students of all the programs/courses. To cater to this need, the introductory/awareness one-week short duration workshops will be conducted.

(b) Regular meeting with the members of VE Cell will be conducted.

(c) To do a survey and compile the data of previously participated candidates, so that the environmental and behavioral change can be observed and the conclusion can be published.

(d) Establish a connection with pass-out students and organizing workshops for them and their families.

(e) Try to organize small-small workshops at the Inter College level.

(f) Design and implementation of other social activities for the welfare of the society.

(g) Being the nodal centre at KIET, this will be our responsibility to take care of activities and data record of colleges under our nodal centre.

(h) To organize an activity every month for Society / Nature.

(i) To organize one day workshop for school children of nearby schools.

(j) To organize 3-day workshop for school teachers.

(k) A web site of VE Cell would be maintained by the Cell with the following purpose.
  ➢ Activities related to UHVPE would be uploaded.
  ➢ Information about the upcoming events or workshops would be uploaded.
  ➢ The feedback sharing of faculty members/staff members would be uploaded.
  ➢ To update record of activities and data of colleges under our nodal centre related to UHVPE.

Colleges under our Nodal Centre:

There are **six colleges** under our nodal Centre:

1. R.D. Engineering College
2. Sanskar Group of Institutions
3. HRIT, GZB
4. KNMIPER
5. KNGD
6. KNMIET

Work Done Till Now and Future Plan

➢ Formation of VE Cell

➢ Organized UHV-level-1(188), refresher level -1(37) & level -2 (8) Workshops for faculty

➢ Organized UHV- level1(45), UHV- level1 refresher (Nil) & UHV- level 2(Nil) Workshops for staff

➢ Identified more than 10 faculty members and 3 staff members as Potential Resource Persons

➢ Developments of these faculties & staff members have been started through different workshops.

➢ One in house evening workshop for students has been done.

➢ Target: - 100% faculty and staff to complete UHVPE level 1 up to 2022.

PRESENT STATUS OF FACULTY AND STAFF

List of Faculty done UHVPE Workshop

Dept.	Total No. of Faculty	No. of Faculty done Level - I Workshop	No. of Faculty done Refresher Level Workshop	No. of Faculty done Level - II Workshop	No. of Faculty done Level - III Workshop
AS	37	35	18	Nil	Nil
EC	32	15	1	Nil	Nil
EN	40	18	4	2	Nil
EI	9	6	2	2	1
ME	43	24	2	1	Nil
CE	24	9	2	Nil	Nil
CSE	35	14	Nil	Nil	Nil
IT	29	09	2	1	1
MBA	16	12	Nil	Nil	Nil
MCA	17	12	Nil	Nil	Nil
KSOP	30	17	2	2	Nil
CO	6	1	Nil	Nil	Nil
HSS	19	12	3	Nil	Nil
CSI	5	Nil	Nil	Nil	Nil
Total	**342**	**184**	**36**	**8**	**2**

KIET Group of Institutions

List of Staff done UHVPE Workshop

Dept.	Total No. of Staff (Lab instructor/P.A.) available	No. of Staff done Level - I Workshop	No. of Staff done Refresher Level Workshop	No. of Staff done Level - II Workshop	No. of Staff done Level - III Workshop
Admin	44	1	Nil	Nil	Nil
AS	4	4	Nil	Nil	Nil
EC	8	5	Nil	Nil	Nil
EN	9	8	Nil	Nil	Nil
EI	2	2	Nil	Nil	Nil
ME	17	6	Nil	Nil	Nil
CE	4	3	Nil	Nil	Nil
Account	6	Nil	Nil	Nil	Nil
CSE	3	Nil	Nil	Nil	Nil
IT	2	2	Nil	Nil	Nil
MBA	1	1	Nil	Nil	Nil
MCA	1	1	Nil	Nil	Nil
KSOP	6	5	Nil	Nil	Nil
Registrar	7	Nil	Nil	Nil	Nil
HSS	3	1	Nil	Nil	Nil
ITSS	7		Nil	Nil	Nil
LIB	11	6	Nil	Nil	Nil
Total	**133**	**45**			

FUTURE PLAN
KIET Group of Institutions, Ghaziabad

Future Plan for 100% faculty go through UHVPE Workshop

Month/Year	Level I		Refresher Level I		Level II	Remaining Faculty for Level I		Remaining Faculty for Refresher Level I	
Jan. 2021	AS -	2	AS -	7	Minimum 05 faculty members are required to complete level II	AS -	0	AS -	11
	EC -	5	EC -	5		EC -	12	EC -	9
	EN -	7	EN -	4		EN -	15	EN -	10
	EI -	1	EI -	1		EI -	2	EI -	3
	ME -	6	ME -	6		ME -	12	ME -	16
	CE -	5	CE -	3		CE -	9	CE -	4
	CSE -	6	CSE -	5		CSE -	11	CSE -	11
	IT -	6	IT -	3		IT -	13	IT -	5
	MBA -	1	MBA -	4		MBA -	3	MBA -	8
	MCA -	1	MCA -	4		MCA -	4	MCA -	8
	KSOP -	4	KSOP -	5		KSOP -	9	KSOP -	10
	CO -	1	CO -	1		CO -	1	CO -	2
	HSS -	2	HSS -	3		HSS -	5	HSS -	6
	CSI -	1	CSI -	1		CSI -	1	CSI -	1

Month/Year	Level I	Refresher Level I	Refresher level II	Remaining Faculty for Level I	Remaining Faculty for Refresher Level I
June, 2021	AS - 0	AS - 4	02-05 Faculties are proposed to complete refresher level II	AS - 0	AS - 7
	EC - 6	EC - 3		EC - 6	EC - 6
	EN - 7	EN - 4		EN - 8	EN - 6
	EI - 1	EI - 1		EI - 1	EI - 2
	ME - 6	ME - 5		ME - 6	ME - 11
	CE - 4	CE - 2		CE - 5	CE - 2
	CSE - 5	CSE - 4		CSE - 6	CSE - 7
	IT - 6	IT - 2		IT - 7	IT - 3
	MBA - 1	MBA - 3		MBA - 2	MBA - 5
	MCA - 2	MCA - 3		MCA - 2	MCA - 5
	KSOP - 4	KSOP - 3		KSOP - 5	KSOP - 7
	CO - 1	CO - 1		CO - 0	CO - 1
	HSS - 3	HSS - 2		HSS - 2	HSS - 4
	CSI - 1	CSI - 1		CSI - 0	CSI - 0

Month/Year	Level I		Level II		100% Faculty assumed to be completed Level I	Minimum 05 faculties will complete refresher level II	minimum 02-05 will complete level III	Remaining Faculty for Level II		Remaining Faculty for Refresher Level I	
Jan. 2022	AS -	0	AS -	10				AS -	28	AS -	7
	EC -	6	EC -	6				EC -	20	EC -	6
	EN -	8	EN -	6				EN -	24	EN -	6
	EI -	1	EI -	2				EI -	4	EI -	2
	ME -	6	ME -	7				ME -	28	ME -	11
	CE -	5	CE -	4				CE -	14	CE -	2
	CSE -	6	CSE -	7				CSE -	20	CSE -	7
	IT -	7	IT -	6				IT -	15	IT -	3
	MBA -	2	MBA -	4				MBA -	10	MBA -	5
	MCA -	2	MCA -	4				MCA -	11	MCA -	5
	KSOP -	5	KSOP -	4				KSOP -	19	KSOP -	7
	CO -	0	CO -	1				CO -	2	CO -	1
	HSS -	2	HSS -	4				HSS -	13	HSS -	4
	CSI -	0	CSI -	1				CSI -	1	CSI -	0

Month/Year	Refresher Level I		Level II		Level III	Remaining Faculty for Refresher Level I		Remaining Faculty for Level II	
June, 2022	AS -	4	AS -	7	Minimum 10 faculties will complete level III	AS -	3	AS -	21
	EC -	3	EC -	6		EC -	3	EC -	14
	EN -	3	EN -	6		EN -	3	EN -	18
	EI -	1	EI -	2		EI -	1	EI -	2
	ME -	5	ME -	7		ME -	6	ME -	21
	CE -	1	CE -	6		CE -	1	CE -	8
	CSE -	4	CSE -	6		CSE -	3	CSE -	14
	IT -	2	IT -	5		IT -	1	IT -	10
	MBA -	3	MBA -	4		MBA -	2	MBA -	6
	MCA -	3	MCA -	4		MCA -	2	MCA -	7
	KSOP -	4	KSOP -	7		KSOP -	3	KSOP -	12
	CO -	1	CO -	1		CO -	0	CO -	1
	HSS -	2	HSS -	5		HSS -	2	HSS -	8
	CSI -	0	CSI -	1		CSI -	0	CSI -	0
						Total	**30**	**Total**	**142**

Month/Year	Refresher Level I		Level II				Remaining Faculty for Level II	
Jan., 2023	AS -	3	AS -	3	Minimum 10 faculties will attend the workshop	100% Faculty assumed to be completed Refresher Level I	AS -	8
	EC -	3	EC -	3			EC -	11
	EN -	3	EN -	3			EN -	15
	EI -	1	EI -	1			EI -	1
	ME -	6	ME -	3			ME -	18
	CE -	1	CE -	2			CE -	6
	CSE -	3	CSE -	3			CSE -	11
	IT -	1	IT -	2			IT -	8
	MBA -	2	MBA -	2			MBA -	4
	MCA -	2	MCA -	2			MCA -	5
	KSOP -	3	KSOP -	3			KSOP -	9
	CO -	0	CO -	1			CO -	0
	HSS -	2	HSS -	2			HSS -	6
	CSI -	0	CSI -	0			CSI -	0

Month/Year	Level II		Remaining Faculty for Level II		Minimum 10 faculties will complete level III	Organizing 01 FDP of Level II in Jan. 2024 & 01 FDP of Level II in June 2024 may ensure 100% faculty gone through Level I workshop
June., 2023	AS -	3	AS -	15		
	EC -	2	EC -	9		
	EN -	3	EN -	12		
	EI -	1	EI -	0		
	ME -	3	ME -	15		
	CE -	2	CE -	4		
	CSE -	2	CSE -	9		
	IT -	2	IT -	6		
	MBA -	1	MBA -	3		
	MCA -	1	MCA -	4		
	KSOP -	2	KSOP -	7		
	CO -	0	CO -	0		
	HSS -	1	HSS -	5		
	CSI -	0	CSI -	0		
	Total	**23**	**Total**	**89**		

Director

KIET Group of Institutions

OFFICE ORDER: 05 /2020
Formation of KIET IT Cell

1. **Reference**: Discussion held in ACM on 23rd May'20 w.r.t. new vertical - **KIET IT Cell**.

2. A new vertical by the name **KIET IT Cell** is being instituted in campus **with immediate effect** thereby consolidating the services of existing ITSS & ITIS under this cell and also adding up two more divisions with an objective to supplement IT services @ campus professionally for **better user experience.** KIET IT Cell would be **headed by Dean- IT Services** and its structure would be as follows:

```
                              Dean
                            IT Services
   ┌──────────────┬──────────────┬──────────────┬──────────────┐
  ITSS          KIET E- Learning    ITIS        CSFS (Cyber Security
(IT Software Services   Division   (IT Infrastructure  & Forensic Sciences)
  Division)                      Services Division)    Division
   │              │               │              │
Head-IT Operation  Head - E learning  System     Head-CSFS Division
                   Division        Administrator
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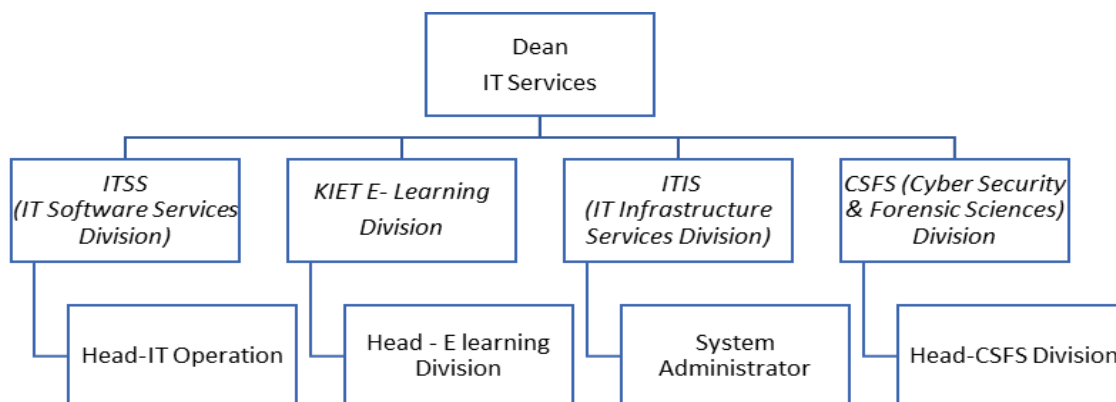
3. The following personnel would be responsible for their new **designated roles** as under:
    (a) Dean- IT Services (ITS) - Dr. Adesh Pandey, HoD IT
    (b) Head- IT Operations - Mr. Vinay Ahlawat, Manager -IT *promoted* to Head-IT Operations
    (c) Head- e Learning Division - Dr. Puspendra Kumar, KSOP
    (d) System Administrator - Mr. Madhurendra, ITIS Division
    (e) Head - CSFS Division - *Updates shall follow*

4. The **detailed policy doc.** covering the need, objectives, roles & responsibilities, Standard Operating Procedures (SOPs) etc. for the above four verticals shall follow separately. Each member will be accountable for his/her designated roles.

5. Dean-IT Services & Head- E Learning shall be performing the above duties in addition to their regular academic engagement.

KIET Group of Institutions

6. Dean-IT Services will be responsible to Director for this additional assignment.

7. The above Order comes into force with immediate effect.

Dr. (Col) A Garg
Director

Distribution:
- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to: Dean -IT Services & all concerned team members

KIET Group of Institutions

OFFICE ORDER: 08/2020
Re-Organisation of Industrial Research & Consultancy Development Centre (IRCDC)
(Institute level)

1. **Reference:** Office Order 18/2018 dated 11th Jul'18. It is to notify that **Industrial Research & Consultancy Development Centre (IRCDC)** has been re-organised as follows.

   Industrial Research & Consultancy Development Centre (IRCDC):-

S.N	Particulars	Appointment
a.	Dr. Subodh K Sharma, Professor (ME)	Head-IRCDC
b.	Dr. Brijesh Singh, Assoc. Prof. (EN)	Member representative from department
c.	Mr. Yasir Karim, Asst. Prof. (CE)	
d.	Mr. Anuj Pathak, Asst. Prof. (KSOP)	
e.	Mr. Himanshu Saxena, Asst. Prof. (HS)	
f.	Mr. Neeraj Kumar, Asst. Prof. (ME)	Member - Responsible for initiating **NABL Accreditation (Institute level)**

2. It is reiterated that Institute aims to promote **industrial research** and **consultancy work across departments** and to **develop strong links with industry** for **collaborative research, technology transfer** and **specialized human resource development.** IRCDC shall be responsible for the promotion, facilitation, coordination and administration of all the **industry sponsored consultancy projects** handled by the faculty members/ other staff of KIET Group of Institutions.

3. However, the above centre i.e. IRCDC shall be *mentored & supported* by following members in their designated capacity as follows: -

S.N	Particulars	Appointment
a.	Dr. S.K Singh, Director - EDRPL	**Advisor** from **EDRPL** (to Core committee IRCDC)
b.	Mr. Satendra Srivastava, Dean IEC & GM-TBI	**Institute Mentors** (to Core committee IRCDC)
c.	Mr. Varun Suryavanshy, Addl Head-IIPC	
d.	Dr. Ajay S Verma (ME), Assoc. Head -IIPC	

4. The overall responsibility of IRCDC team shall be to develop strong connect with Industry, sharing Industry problem statements & bringing consultancy work through Incubatees / individual connects/ local sources *viz.* GMA, IIA etc. and rolling it out through Head-IRCDC based on dept. expertise. However, individual's *expected roles & responsibility* is attached @ **Annexure-1**.

5. It is expected from IRCDC team to play an instrumental role in **elevating the overall industrial research & consultancy across departments** and **set target (first year)** for bringing **consultancy worth INR 40 lacs** equally spread over all departments.

6. Monthly meeting of IRCDC would be conducted on the dates as decided by Head-IRCDC. However, a quarterly progress presentation will be given by the above centre to the Director under the overall coordination of Head-IRCDC and record maintained.

7. The above centre will be responsible to the Director for their duties.

Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans / Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:

- Head IRCDC, Member representatives, Advisor, Institute Mentors

Role and Responsibilities: -

- **Head IRCDC -** Drive & coordinate the entire initiative forward**.** Depending upon industrial consultancy work, identify human resources and provide admin support for conducting consultancy work.

- **Member (Department representative)** - Execute the received consultancy work with the support of respective department and their resources.

- **Member (Mr. Neeraj Kumar)** - Responsible for applying/obtaining the NABL certification.

- **Dean IEC**- In addition to being a Mentor to the core committee of IRCDC, Dean IEC is also requested to create a mechanism to provide industrial research and consultancy work opportunity to IRCDC from start-up companies registered under KIET-TBI on preference basis and to activate number of industrial research and consultancy work opportunity from government and private sectors too.

- **Advisor (EDRPL)** - Business development /Client management / Industrial Projects etc. as per mutually agreed terms & conditions.

- **Addl. Head & Associate Head IIPC** - In addition to being a Mentor, concerned members to organize meetings with core technical team of various industry associations for industrial research and consultancy work opportunity in Ghaziabad, Muradnagar Delhi-NCR etc. besides Internships.

Dr. (Col) A Garg
Director

KIET Group of Institutions

OFFICE ORDER: 06/2019
Establishment of Innovation and Entrepreneurship Council (IEC)
KIET Group of Institutions

1. KIET Group of Institutions is committed to achieve excellence in technical education & create competent professionals for industry & socio economic development to meet national and international needs.

2. In order to give a holistic approach to education and in addition to Academics/Research, another vertical for *Innovation and Entrepreneurship* is being created in the Institute *(i.e. IEC)* with the following broad objectives:-

   a. The students will have facilities to innovate technology and products. Sufficient training on state of the art technology will be imparted to the students.

   b. Interested students can incubate various innovative products.

   c. Those interested can start their own company and complete entrepreneurship support would be provided.

   d. This vertical will be a platform for the students who wish to start their entrepreneurial journey right from the first year onward.

3. The structure of the **Innovation and Entrepreneurship Council (IEC)** will be as follows:

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                    ┌─────────────────────────────────────────┐
                    │                  Dean                    │
                    │  Innovation and Entrepreneurship Council │
                    │                (IEC-KIET)                │
                    └─────────────────────────────────────────┘
                          │                        │
         ┌────────────────────────┐   ┌────────────────────────────┐
         │          Head          │   │            Head            │
         │   Innovation Centre    │   │   Entrepreneurship Centre  │
         │       (IC-KIET)        │   │          (EC-KIET)         │
         └────────────────────────┘   └────────────────────────────┘
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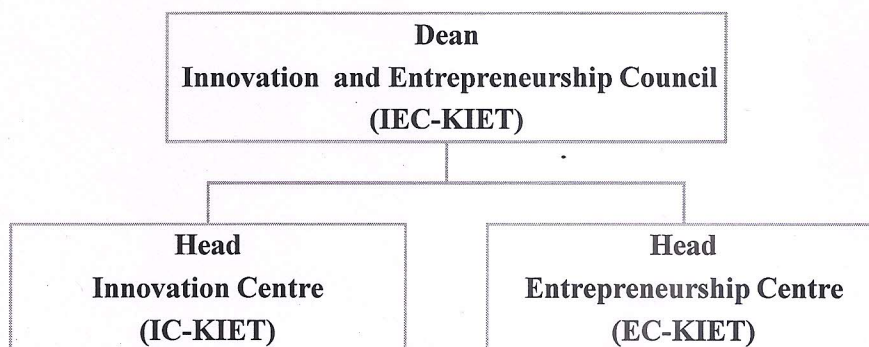
4. The following personnel would be responsible for their designated roles as under:

   a. Dean Innovation and Entrepreneurship Council (IEC) - Mr. Satendra Kumar, GM-TBI (Additional Charge).
   b. Head, Entrepreneurship Centre (EC) - Mr. Ashish Thombre
   c. Head, Innovation Centre (IC) - Mr. Abhay Upadhyaya

KIET Group of Institutions

5. Additional Heads may be appointed separately as deemed fit with recommendation of Dean IEC.

6. The roles and responsibilities of various office bearers are mentioned in the enclosed policy document. Detailed functioning of the Innovation Centre has already been spelt out vide circular dates 5 Dec'18.

7. The above Office Order is applicable with immediate effect (i.e. **01 April 2019**).

8. HoDs are requested to give a wide publicity of the above vertical and lay departmental policies for its effective utilization.

Dr. (Col) A Garg
Director

01 APR 19

Distribution:

- Joint Director /Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS) GM-TBI, Head - CRPC, Manager-IT Operations, Manager-Institutional Affairs, Head IC, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer

Copy to:

- Mr. Satendra Kumar, Dean IEC -KIET
- Mr. Ashish Thombre, Head EC -KIET
- Mr. Abhay Upadhyaya, Head IC-KIET

POLICY & PROGRAMME FOR INNOVATION AND ENTREPRENEURSHIP COUNCIL

YEAR 2019

Mandate of Policy:-

❖ To Create Effective Platform for Innovation, Incubation and Entrepreneurship
❖ To Align with the Policies & Programmes of MHRD, AICTE & others Organization

Prepared by:-

Team TBI-KIET

Policy and programme
Of
Innovation and Entrepreneurship Council (IEC)

About   KIET Group of Institutions

Krishna Institute of Engineering & Technology (KIET) was established in 1998 by Krishna Charitable Society at Ghaziabad, U.P. KIET Group of Institutions is an AICTE approved Institution and is affiliated to Dr. A.P.J Abdul Kalam Technical University, Lucknow. Started with 180 students, the Institute now has 5400+ students which is a substantial growth in 20 years and empowered with 300+ highly qualified full time faculty to nurture our students. KIET offers B.Tech Degree courses in nine disciplines and in addition M.Tech in four disciplines, MCA, MBA & Pharmacy (B.Pharm & M.Pharm) courses to meet varied aspirations of the students. Our annual Intake is 1642 including all our UG/PG programs.Our NBA accredited courses are (CSE, IT, ECE, ME, MCA & KSOP) and Institute has NAAC accreditation status with 'A' Grade. The institute has earned a vital position in the **Rank Band** of 151-200 for Engineering discipline and in the **band** of 76-100 for Pharmacy discipline in **National Institutional Ranking Framework** (**NIRF) - India Ranking 2018 by MHRD, Govt. of India and in the rank band of 51-74 for Management discipline (NIRF 2017).**

The institute has gained a distinct image as an outstanding educational colossal among technical institutions of Uttar Pradesh, due to its inclination towards innovative and skill-based education. Its consistent belief in 'Achieving High' is aptly reflected in its academics, extracurricular activities and placements. The success of its belief is clearly brought out in the plethora of Education Excellence Awards bagged by the Institute.

KIET organizes a number of inter and intra-institute fests and runs value-based courses. It's been the Centre of Excellence in various aspects due to its contemporary high tech labs and development of effectively elevating hobby clubs in various departments.

The focus of the institute is to get evolved as an innovative and exclusive Autonomous University with unique global standards of teaching-learning experience, R&D, quality placements and entrepreneurship.

About Background of TBI

The Technology Business Incubator (TBI) was supported and established jointly by the National Science & Technology Entrepreneurship Development Board (NSTEDB), Ministry of Science & Technology, Government of India and Krishna Institute of Engineering & Technology, Ghaziabad in Dec. 2007. Technology Business Incubator has a very strong Governing board comprising of Ex. Hon'ble Vice Chancellor and Advisor, TBI-KIET Group of Institutions (Eminent expert of Entrepreneurship), Representative of National Science & Technology Entrepreneurship Development Board, Ministry of Science & Technology, govt. of India, Additional Industrial Advisor, Ministry of Micro, Small & Medium Enterprise, Govt. of India, SIDBI (Small Industries Development Bank of India), Representative of NRDC (National Research and Development Corporation), Lead Bank Manager, Syndicate Bank, Ghaziabad, Directorate of Industries, R&D expert, lead entrepreneurs etc. The Chairman of the Board is Head (HI), KIET Group of Institutions, Ghaziabad and General Manager, TBI-KIET who is an ex-officio Member Secretary of the Governing board of TBI-KIET, Ghaziabad. The thrust areas of TBI-KIET are ICT, Mechanical, Electronics & Electrical. Since inception, TBI-KIET has shown remarkable growth and 69 incubatees were supported by TBI and graduated successfully. Twenty One ideas were also funded by the Ministry of Micro Small & Medium Enterprise Govt. of India and the grant to each idea was Rs. 6.25 Lacs. We have signed MOU with Mahindra World City-SEZ, Jaipur to establish a TBI office at Jaipur with an objective to create "Human Capital under the Scheme "Apni Pehchan Kausahl Se" till date 1488 persons have been trained under the scheme and 288 persons placed in various companies in the area and also till date 100 SHGs were formed by women of the catchment area under the project. Based on our performance Mahindra World City-SEZ has awarded Certificate of Excellence for skilled training programme being implemented by us. Beside CSR we are also organizing regularly variety of programs for unemployed youth, unemployed youths with Engineering/ Management/Science education background, faculties and officers of various engineering / management colleges. Till date in all programme i.e. EAC, EDP, WEDP, TEDP & FDP, we have trained total 17005 candidates.

During last 11 years our remarkable growth has been endorsed by NSTEDB, DST, GoI by approving flagship programme i.e. National Initiative for Developing and Harnessing Innovations-Entrepreneur in Residence (NIDHI-EIR) – a fellowship programme where TBI-KIET gives fellowship of RS. 20000 to 30000 per month for next one year to 12 aspirants and NIDHI-PRAYAS under which

TBI-KIET gives a grant of maximum 10 lacs to minimum 10 selected innovators to convert their idea into prototype.

TBI-KIET has been selected by NITI Ayog, Government of India, under flagship programme of Atal Innovation Mission to strengthen Established Incubator Centre.

Contents of IEC Policy and Programme

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1. Definition of Innovation and Entrepreneurship:-

1.1 Innovation:-

Innovation is production or adoption, assimilation and exploitation of a value-added novelty in economic and social spheres; renewal and enlargement of products, services, and markets; development of new methods of production; and the establishment of new management systems. It is considered as both a process and an outcome.

Innovation is the specific function of entrepreneurship. However, innovation is also viewed as the application of better solutions that meet new requirements, unarticulated needs, or existing market needs. Such innovation takes place through the provision of more effective products, processes, services, technologies, or business models that are made available to markets, governments and society. In nutshell this may also be described as "Innovation means giving any solution to any problem to make life of common masses easier. The innovation may be product or service.

Incubation is a process or tools to enhance the immune system of idea by supporting and creating eco-system to startup for sustainability and scalability.

1.2 Entrepreneurship:-

Entrepreneurship typically has been described as the capacity and willingness to develop, organize and manage a business venture along with any of its risks in order to make a profit.

As per the broader definition of the term, Entrepreneurship is a characteristic of human being who is striving for the excellence and growth, mobilize resources, to establish enterprise for some cause.

In this sense, the term "Entrepreneurship" also captures innovative activities on the part of established firms, in addition to similar activities on the part of new businesses.

2. Purpose of Innovation and Entrepreneurship Council (IEC):-

The purpose of the Innovation and Entrepreneurship Council is to channelize the efforts of academic projects and learning programs towards entrepreneurship mindset development. The abilities like initiative taking, risk management, problem solving approach, thinking out of the box for achieving the objectives, creative thinking etc. are required to be developed among the students so that they can convert the problems present in the society into opportunities.

3. Role of IEC:-

Innovation and Entrepreneurship Council shall play following role:-

3.1. Council will co-ordinate and harmonize all the efforts being done towards innovation, incubation and entrepreneurship.

3.2. Council will plan and execute co-curricular activities with the objective of creating a culture of entrepreneurship among the students.

3.3. Council will promote the activities leading to development of innovation.

3.4. Council will co-ordinate the organization of awareness programs, skill development programs, sessions on emerging technologies, design , hands on training etc. for capacity building, certification of value added course related to employability.

4. Overall Objectives of Innovation and Entrepreneurship Council:-

4.1 To create self sustaining learning system to support the knowledge creation and skill set development

4.2 To create an ecosystem for supporting ideation to start-up journey via prototype and product development

4.3 To create vibrant Innovation ecosystem and to develop better cognitive ability amongst the KIET students

4.4 To promote and support entrepreneurship where the students, immediately after joining KIET institute in any stream get guidance, mentoring, physical space and network for funding and value based collaboration.

4.5 Students of the institute from 1st semester onwards shall be trained to learn all friction i.e. Market, Product and Team**.**

4.6 To create Institution's Innovation and Entrepreneurship portal Portal for KIET to highlight innovative and entrepreneurial projects carried out by KIET faculty and students.

5. Objectives of Innovation centre:-

5.1. To promote creativity, innovation and engagement in science and its applications.

5.2. To foster problem solving ability and project based learning.

5.3. To provide hands on / practical learning and engagement in the process of science, technology and innovation.

6. Objectives of Entrepreneurship centre:-

Already E-centre owned by students established and constituted in 2015 with an objective to motivate student community by the students, for the students to learn skill of Entrepreneurship and increase managerial competence.

6.1. To create awareness among faculty and students of Engineering and Science courses about various facets of entrepreneurship as an alternative career option as also to highlight the merits of pursuing such an option.

6.2. To mentor and help the students to convert their ideas, innovations, inventions and discoveries into prototype and products incorporating market friendly features

6.3. To create and develop support systems for design thinking, critical thinking, cognitive thinking, ideation with problem solving approach etc.

6.4. To develop know-how regarding IPR as a tool to protect the interest of innovator

6.5. To develop and execute the program where participants can develop holistic approach and skill sets required to be a successful entrepreneur

6.6. To create an ecosystem for start-ups

6.7. To create the start-ups with sellable products and services and help them to scale up

7. Stakeholders:- The various stakeholders of the IEC are

   i.   KIET Group of Institutions
         a. Students irrespective of their gender, religion, cast and creed
         b. Parents irrespective of their gender, religion, cast and creed
  ii.   TBI-KIET
         a. Industry
         b. Government institutions
         c. Non Government agencies
         d. Any other who left out

8. Structure of IEC:-

Director, KIET Group of Institutions		
Dean, Innovation and Entrepreneurship Council -KIET		
Head, Innovation Centre-KIET	**Head, Entrepreneurship Centre-KIET**	
Team of Faculty Mentors and Vendors	**Team of Departmental Project Coordinators and Faculty nominated from college & associates**	
1. CAD-CAM Design expert	1. Applied Science	1. Awareness and Training for students of college
2. PCB Design expert	2. Civil Engineering	
3. Mechatronics Design expert	3. Electronics and Telecommunication	
4. Embedded system design expert	4. Electronics and Instrumentation	2. Commercialization of products of college students & faculties
5. Embedded software design expert	5. Electrical and Electronics	3. Counseling and mentoring Student start ups
6. IT services related expert	6. Computer Science Engg.	
7. Mobile App design and Web Design expert	7. Information Technology	**4.** Helping for filing IPR
Facility to be utilized for Innovation realization	**Facilities to be Utilized for Entrepreneurship**	
Makers lab	E-Cell, IIC & MHRD	

9. Job Description:- The description of the job for IEC team is as given below:-

9.1 Job Description of Dean:-

9.1.1. To supervise and mentor Head of Innovation and Entrepreneurship centre
9.1.2. To serve as approval authority for programs, events and initiatives taken by both the centres.
9.1.3. To review the policy of IEC and to set outcomes of IEC,
9.1.4. To perform gap analysis of set outcomes and attained outcome and to decide necessary action.
9.1.5 To establish start-up/entrepreneurship supporting mechanism in KIET
9.1.6 To prepare KIET for Atal Ranking of Institutions on Innovation Achievement for each year

9.1.7 To identify and reward innovations and share success stories

9.1.8 To network with peers and national entrepreneurship development organizations

9.1.9 To organize periodic workshops/seminars/interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.

9.1.10 To monitor all portal created by Innovation & Entrepreneurship centre to highlight achievements & progress of students of college & faculty.

9.1.11 To guide & help both the centres to make publicity of innovation & entrepreneurship centre through social and print media, you-tube channel etc.

9.2   Head, Innovation:-

9.2.1. To identify the innovation opportunities from industry and to prepare the team to work on those opportunities

9.2.2. To plan and organize regular workshops on Emerging Future Technologies

9.2.3. To organize regular sessions/workshops on the facilities present in makers lab

9.2.4. To organize courses on engineering design for branch specific topics

9.2.5. To list the products to be manufactured from various teams of the students and to facilitate them

9.2.6. To create Institution's Innovation Portal for KIET to highlight innovative projects carried out by KIET faculty and students

9.3   Head, Entrepreneurship:-

9.3.1. To plan and organize regular workshops on Entrepreneurship, start up boot camps for students of college.

9.3.2. To organize regular sessions/workshops on marketing and Sales for students of college.

9.3.3. To mentor the selected students groomed from innovation centre for start up of college students.

9.3.4. To facilitate commercialization of products developed through innovation centre at various levels

9.3.5 To organize meeting of Venture Capital funding and Angel funding for next round of funding for start-ups

9.3.6 To create entrepreneurial portal for KIET to highlighting students startup & conventional enterprises launched without or with the support of self.

9.3.7.   To plan and organize regular workshops on IPR

9.3.8 To motivate and expedite IPR culture and filing of Patent/copyrights.

9.3.9   To organize regular sessions/workshops on branch specific facilities available for project work

9.3.10 To list the projects to be worked upon from the students of the all the branches and to facilitate for the product development or service.

9.3.11 To prepare and mentor the students for the participation in various project competitions/hackathons

9.3.12 To establish functional ecosystem for scouting ideas and pre-incubation of ideas

9.3.13 To develop better Cognitive Ability amongst Technology Students

9.3.14 To conduct various innovation and entrepreneurship related activities prescribed by Central MIC in time bounded fashion

9.3.15 To organize Hackathons, idea competitions, mini-challenges etc. with the involvement of industries**.**

9.3.16 To create incubation portal for KIET to highlight incubatee projects coming-out by KIET faculties & students.

10 . Implementation strategy:-

All programme/activities related to innovation and technology driven programme shall be conducted by innovation centre. Similarly programme/activities related to incubation and entrepreneurship shall be taken care by Entrepreneurship centre. All programme & activities firstly will be assessed and also Training Need Analysis (TNA) will be surveyed not only among students but also with faculties, it will help us to frame the programme based on TNA.

However programme proposed for IIC-MHRD is aligned with the mandate of MHRD. The details are as follows:

- Program/ Activities aligned with MHRD Innovation Council
- Activities related to Teaching, learning and capacity building in Innovation and Entrepreneurship.

10.1 Proposed Program /Activities aligned with MHRD Innovation Council

Sr. No.	Month	Activities		
		I	II	III
1	**April 2019**	Workshop on "Business plan Development"	Overview of participation in Smart India Hackathon 2019 – Hardware	Boot Camp for Entrepreneurship Development
2	**June 2019**	Launch of Innovation Competition Theme –	Visit Local Hospital and Observe for two days Identify problem	Visit Village and Observe for two days Identify problem

		i. Health Care ii. Agriculture & Rural Development	statement in Hospital Create POC Implementation: Selection of 3 Short Team Project (One Month) and Facilitating the teams in TBI/labs in various departments	statement in Village Create POC Implementation: Selection of 3 Long Term Project (2-6 Months) and Facilitating the teams in TBI/labs in various departments
3	**July 2019**	Launch of Innovation Competition Theme – i. Energy ii. Environment	Visit Local field for energy survey and Observe for two days Identify problem statement Create POC Implementation Selection of 3 Short Team Project (One Month) and Facilitating the teams in TBI/labs in various departments	Visit Local field for environmental issues survey and Observe for two days Identify problem statement Create POC Implementation: Selection of 3 Long Term Project (2-6 Months) and Facilitating the teams in TBI/labs in various departments
4	**August 2019**	Organizing Technical Expo Theme: Health Care,	Organizing Technical Expo Theme: Agriculture,	Organizing Technical Expo Theme: Energy and Environment)
5	**September 2019**	Business Plan Competitions Preliminary Round	Business Plan Competitions : Final Round	Organizing Hackathons

10.2 Activities related to Teaching and learning in Innovation and Entrepreneurship:

Structured programme shall be finalized phase-wise based on TNA.

Phase 1: For the First Year B. Tech. Students:

Objective: To inculcate an entrepreneurial temperament among students by giving them hands-on workshop that teaches to build a sellable item

Activities:
1. Sessions on Entrepreneurial Temperament Development common to all branches
2. Sellable Projects based workshops (Branch Specific)-Shall be worked out based on need.
3. Establishing commercialization facility for products/service to sell.

Phase 2: For Second Year B. Tech. Students (in parallel with Phase 1)

Objective: To enhance the skills of the students that may translate into more earnings for them

Activities:
1. Core competency-Skill set development course (Branch Specific)
2. Workshops on Organization Registration, Sales and Promotion module (common to all branches)

Phase 3: For Third Year B. Tech. Students (in parallel with Phase 1 and Phase 2)

Objective: To develop/built and sell out a product under minor project and to offer one industry standard course aligning to the branch and choice of student.

Activities:
1. To develop/built and sell out a product under minor project
2. Specialized industry standard course certification
3. Introduction to IPR

Phase 4: For Final Year B. Tech. Students (in parallel with Phase 1,2 and 3)

Objective: To equip the student with hands on knowledge of at least 1 technology using which he/she can strive to make some money and also file patent.

Activities:

1. To perform major project work with potential to become small business/start up.

2. To provide hands on internships which will proved to be beneficial in the professional journey of the students.

11. Description of Implementation Activities:-

Organizing Programs

- Organizing orientation program for I year students and parents at session starting.
- Carry-the-baton/hand-holding program for II/III/IV year students at the session starting.
- Regular workshops on Emerging Future Technologies
- Speaker from Industry for Sessions on Emerging Future Technologies

Commercialization Programs/Events:-

An instrument to facilitate the sales of projects/products for students who are new to entrepreneurship and do not have registered organizations. Through this program, the projects/products will have access to market through direct channels for:

- B2B Sales: India-mart, Trade-India
- B2C Sales: Amazon, Flipkart, Paytm, Snapdeal, etc.
- Google Play Store
- Apple iStore

Marketing and Business Promotion:-

- Events/competitions and award/ranking ceremonies: Marketing in-house startup Innovations at various platforms
- Creating & managing IIEC YouTube Channel: Videos of Start-ups, Award ceremonies, events, etc.
- Social Media marketing management
- Managing PR channels- online and offline around student/startup innovations.

Vendor/Mentor empanelment:-
For in-house startups and students: CA, IPR, IT and website, Design and printing, Embedded Systems, Lawyers, Training/Workshop Partners, etc.

Startup Eco-System Development:-
- Determining actionable use-cases from stake-holders such as industry, Government institutions and Non Government Agencies for in-house startups.
- Reaching out to industry associations such as Nasscom, seed and angel investors and other relevant stake-holders.

12. Annual Felicitation Day:-
Every year following award shall be announced by core team.
a. Best Innovator Award -02 (One for each category - Man and Woman Innovator)
b. Best IPR awarded (Patent and Copyright)-02 (One for each category - Man and Woman)
c. Best Start-up award-02 (One for each category - Man and Woman)
d. Proud Parent Award-06 (for parents of winners of a, b and c category)
The awardees shall be given felicitation, certificate, trophy and cash award too.

13. Policy Review:-
a) Yearly targets will be set for each activity in each centre and outcome will be reviewed.
b) Each year this policy document should be reviewed by the Innovation Council, and amended as per the joint decision.

KIET Group of Institutions

OFFICE ORDER: 12/2020
Addendum to Office Order 07/2020
Internal Complaints Committee (ICC) for Academic Year 2020-21

Ref: Office Order 07/2020 dated 8th Jun'20.

In order to ensure the compliance of AICTE Notification No. F. AICTE/WH/2016/01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), Regulations 2016, two additional members are nominated in ICC as per following details: -

1. Ms. Reeta Singhal (Library staff) as second member from non-teaching staff.

2. One member from amongst Non-Government Organization *or* Associations committed to the cause of women *or* a person familiar with the issues relating to sexual harassment – **Keeping in view the availability with external agencies, this member by name would be nominated by the Executive Authority on receipt of the complaint (s).**

3. The above additions shall be read in conjunction with the Office Order under reference.

Dr. (Col) A Garg
Director

Distribution:
- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:
- Dr. Ritu Gupta, Prof. AS, Chairperson-ICC
- All concerned members - ICC

KIET Group of Institutions

OFFICE ORDER: 07/2020
Internal Complaints Committee (ICC) for Academic Year 2020-21

References:

(a) Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) **Act, 2013**

(b) **AICTE Notification** No. F.AICTE/WH/2016/01 dated 10ᵗʰ June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions),**Regulations, 2016**.

1. **KIET** Group of Institutions has **ZERO tolerance policy** against **sexual harassment.** The Internal Complaints Committee (ICC) is hereby reorganized according to the norms specified in the **Act, 2013 & Regulations, 2016 {References (a) & (b) above}** as under:-

Internal Complaints Committee (ICC)

S.N	Name	Nomination Type	Appointment	Contact
1.	Dr. Ritu Gupta (AS)	Chairperson		9810335686
2.	Dr. R Srinivasan (MBA)	Faculty Representatives	Members	9958967555
3.	Dr. Rajesh K. Mishra (AS)			7838055529
4.	Dr. Preeti Chitkara (AS)			9837524994
5.	Dr. Brajesh K Tiwari (EN)			9999297600
6.	Ms. Neha Bhadauria (ME)			9811523618
7.	Mr. Vipin Kumar (AS)	Staff		9997126402
8.	Ms. Rupal Singh (NGO-Uddeshya) CSE IV Yr.	NGO Representative		7310029781
9.	Ms. Shilpy Tyagi EN - IV Yr.	Student Representatives		9720294353
10.	Ms. Shivani Meena CE - IV Yr.			7983851847
11.	Ms. Himanshi Rawat ME - IV yr.			7251095116

2. Roles and Responsibilities (ICC)

(a) To deal with complaints received from women employees and students. Based on the complaints, ICC shall carry out an enquiry, attempts to resolve the problem through counseling, recommend appropriate punitive action against perpetrators to the competent authority and provides assistance to the victims. The issues shall be dealt with diligence and with due confidentiality.

(b) To act as Inquiry Authority on a complaint of sexual harassment.

(c) To ensure that complainant and witnesses are not victimized or discriminated because of their complaint.

(d) To address issues concerning women specific needs at the workplace.

(e) To organize various activities such as lectures and discussions promoting gender equality and gender amity.

(f) To take proactive measures towards sensitization of all those, whose workplace is KIET on the rules of Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(g) The detailed modalities are covered under AICTE Notification No. F.AICTE/ WH/ 2016/ 01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), **Regulations, 2016**

3. The committee will be responsible for redressal of complaints and take proactive measures to exterminate the problem.

4. The above Committee will be responsible to the Director.

5. The above Order supersedes the previous Office Order 10/2019 dated 7th Jun'19 in this regard.

Dr. (Col) A Garg
Director

Distribution:
- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:
- Dr. Ritu Gupta, Prof. AS, Chairperson-ICC
- All concerned members - ICC

KIET Group of Institutions

OFFICE ORDER: 27/2020
Skill Development & Finishing School (SD&FS) - New vertical
Appointment of Head - Skill Development & Finishing School (Head-SD&FS)

Ref: Para 3, Minutes of Academic Council Meeting (ACM) dated 7th Nov'20

1. **Dr. Ajay K. Shrivastava, Prof. & HoD MCA** is hereby designated as **Head - Skill Development & Finishing School (Head-SD&FS)** *with immediate effect.*

2. He shall be performing the above duties in addition to his regular academic engagement & will be responsible to the undersigned for this additional assignment.

3. The policy doc. covering the detailed modalities w.r.t this new vertical shall be issued separately on finalization.

Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CS/CSIT) GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:

- Dr. Ajay. K Shrivastava, HoD MCA & Head - Skill Development & Finishing School (Head-SD&FS)

Annexure to Office Order 27/2020 dated 18th Nov'20

Policy Document - Skill Development & Finishing School (SD&FS)

Objective: The changing demands of the Industry require more emphasis on coding as a culture, industry-based project and soft skills. The Institute is already working on these aspects in a distributed manner but *coding as a culture* in core engineering branches is not properly addressed. So, a separate vertical **named Skill Development & Finishing School (SD&FS)** is created to address these industry demands and align these distributed activities.

The **structure of the vertical** is shown in *Figure 1*. It is shown below
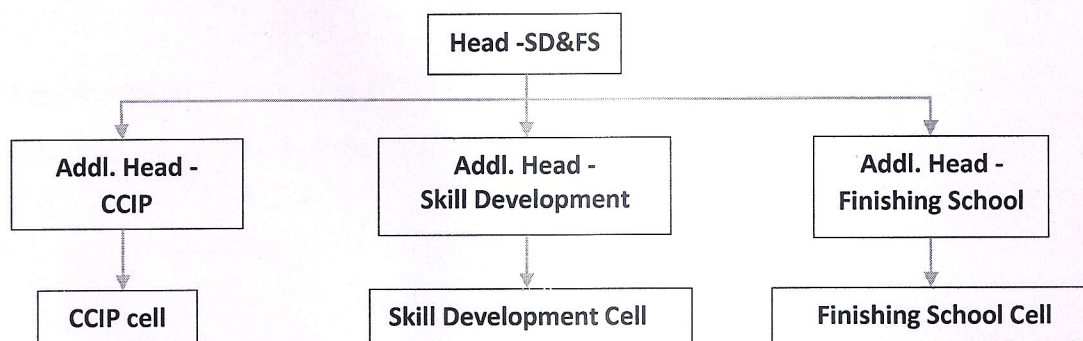

Figure 1: Organizational structure of SD&FS

1. **Mr. Prashant Agrawal, Associate Professor-MCA** appointed as **Addl. Head- CCIP.** This appointment is additional to his regular duties. He will be responsible for planning and smooth conduction of **competitive coding improvement program (CCIP)** for core branches through respective Departments. He will report to Head -SD&FS for CCIP cell. The detailed description is attached at **Appendix-1.**

2. **Dr Vipin Kumar, Associate Professor-MCA** redesignated as **Addl. Head- Skill Development.** This appointment is additional to his regular duties as Associate Professor. He will be responsible for planning and smooth conduct of various skill development activities including Minor Specialization & various technical clubs/Centre of excellences. He will report to Head-SD&FS for this responsibility. The detailed description is attached at **Appendix-2.**

3. **Ms Puja Rohatgi, Addl. Head-HS** is appointed as **Addl. Head- Finishing School.** This appointment is additional to her regular duties. She will be responsible for planning and execution of finishing school. She will report to Head-SD&FS for this responsibility. The detailed description is attached at **Appendix 3.**

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APPENDIX-1

Policy Document for CCIP Module

CCIP- Competitive Coding Improvement Program, is a new initiative of KIET Group of Institutions for fulfilling the need of current trends in hiring freshers in big IT companies. Nowadays all IT companies are focusing very much on coding skills as well as other skills of students.

This document will give you a brief about **organizational structure** and **working process** of the **CCIP module.**

1.0 Organizational Structure of CCIP Module

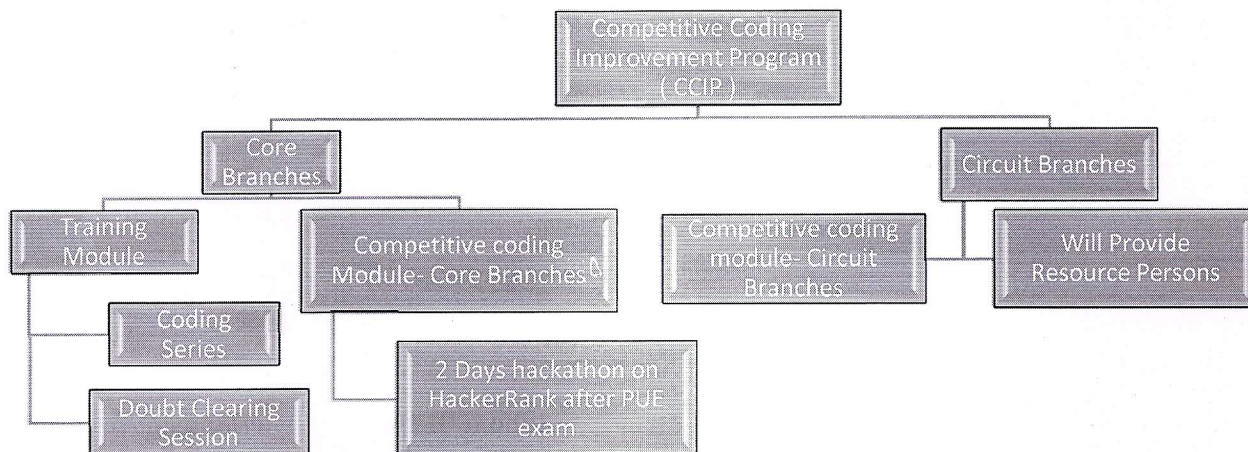The organizational structure of the CCIP module is depicted in Figure 2.0.
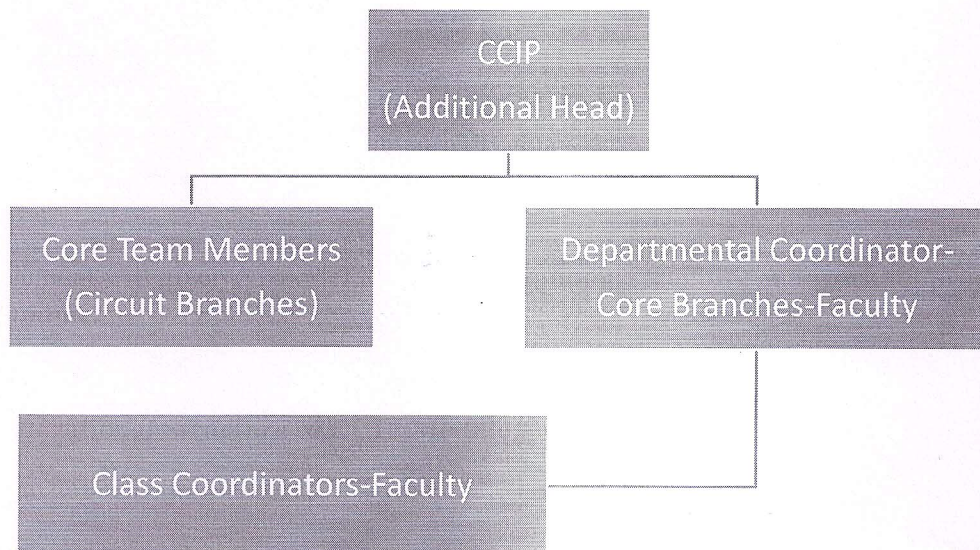
Figure 2: Organizational Structure of CCIP Module

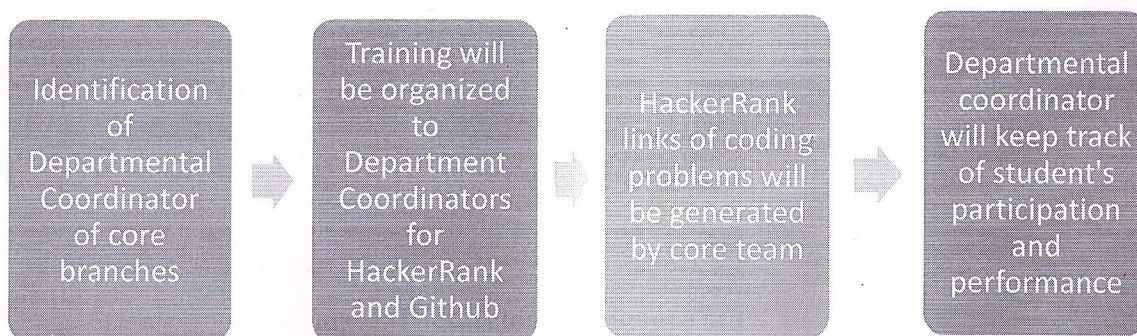02 Dec 20

2.0 Hierarchical Structure of CCIP module

The hierarchical structure of the CCIP module is shown in Figure 3.

Figure 3: Hierarchical Structure of CCIP Module

3.0 Process of Training Module

The process of training module is shown in Figure 4.

Figure 4: Process of Training Module

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4.0 Role and Responsibility of members - CCIP Module

4. 1 Role of Resource Person

- Creating and uploading question set on HackerRank
- Providing technical guidance to students during doubt clearing sessions
- Provide technical training to departmental coordinator regarding HackerRank/GitHub/LinkedIn

4.2 Role of Respective Department

- Department will be responsible to record attendance and maintain discipline of the doubt clearing session.
- The Department will ensure that the students submit their problem solutions on HackerRank, share their code on GitHub and share their learning on LinkedIn.
- The Department will motivate and ensure the 100% participation of students in coding series as well as doubt clearing session.

5.0 Appreciation to students as per their involvement

5.1 Training Module

- Consistency certificates for 100 % participation in throughout the semester
- Star performer certificates for performing better than average
- Achiever Certificates for performing best in throughout the semester
- All certificates will be issued department and semester wise

5. 2 Competitive Module

- Top Three students will be awarded by certificates and cash prize at institute level
- Top Three students will be awarded by certificates and cash prize at department level

CCIP for Session 20-21

- Introductory classes on Python will be organized by resource persons for core branches for second year students

- From 4th and 6th semester same CCIP modules can be introduced to all students

Modus Operandi

- Coding Problems will be published on HackerRank per week.
- Students should submit the problems on Hacker Rank within given time period.
- Two lectures per week will be scheduled for doubt clearing session for the problems published in previous week.
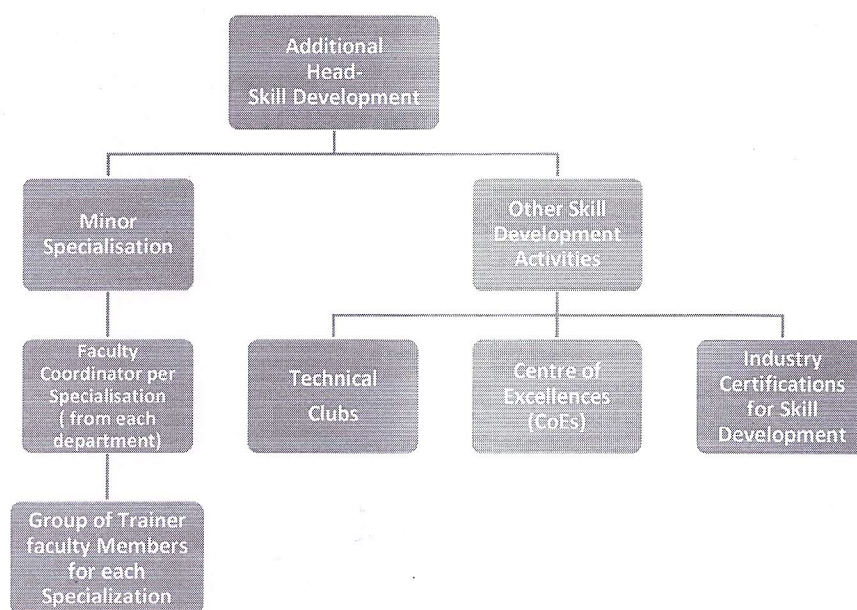- Students will get the regular attendance for attending the doubt clearing session.

02 Dec 20.

APPENDIX-2

Policy for Skill Development

Administrative Structure

The administrative structure of the Skill Development Cell is shown in Figure 5.

Figure 5: Administrative Structure of Skill Development Cell

Minor Specialization: -

1. Each department should select their own minor specialization area as per their faculty strength and based on industry requirements and student's needs.
2. These minor specialization courses will be offered for interested student of all departments.
3. Minor specialization will be offered in summer break.
4. Evaluation work cum Certificate distribution will be performed in 6th semester.
5. MOOC courses should be offered to students during semester.
6. During semester, all students should work in Excellence Centers (CoEs), Department and Innovation Clubs as per their selected minor specialization.

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7. Minor specialization course duration will be 6 weeks (180 hrs.) in summer break. The suggestive distribution will be:
   a. 45 hrs. Training
   b. 45 hrs. Practical
   c. 90 hrs. Project Work
8. Departments will appoint a faculty coordinator for coordinating the minor specialization course.
9. Respective Department will be fully responsible for successfully running their minor specialization course.
10. Each department will design their own syllabus for their minor specialization and this syllabus should be approved from Board of Studies (BoS) of respective Department.
11. Syllabus should be practical oriented and based on industry requirements.
12. Syllabus should be planned for two parts. First part should be basic or fundamental that should be offered in 1st summer break and 2nd part should be advanced that should be offered in 2nd summer break.
13. Department should train or arrange their faculty member as per their selected minor specialization area.
14. Inter-Department expert faculty members group should be formed for teaching the respective minor specialization.

Modus operandi:

1. Finalization of minor specialization areas
2. Finalization of Faculty Coordinator from each department
3. Finalization of formation of Inter-Departmental expert faculty members group
4. Finalization of Syllabus & MOOC Courses (if possible) and its approval from respective Department Board of Studies (BoS).
5. Timetable for summer break

Other Skill Development Activities:

- All responsibilities w.r.t. Technical Clubs, CoE & Industry Certifications e.g Coursera / faculty skill development initiatives etc. for Skill Development will continue to be performed as assigned under the previous appointment of Asst. Dean Academics (Skill Development).

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Appendix-3

Finishing School Policy

The Finishing School at KIET Group of Institutions has been created with a view to provide final polishing touches to the students across all domains just before appearing for their recruitment process and getting hired as a professional in the corporate world after earning **the ASSET (Aptitude + Soft Skills + English + Technical Proficiency) Certificate** within a period of 4 – 8 weeks. The number of hours invested during this program will be counted as **a part of the students' internship**, and hence considered to be mandatory.

As soon as the student ends the pre-final year exams, he/she will undergo a mix of external third-party training and an in-house training, to meet the following objectives –

- ➢ To groom students as per the company standards

- ➢ To hone the skills of the students in three verticals viz., Aptitude (QA + LR + VA), Soft Skills, and Technical Skills in tandem with the current industry needs

- ➢ To prepare the students for Recruitment for mass recruiters

- ➢ To provide students with the "ASSET" certificate for readiness towards recruitment drives

As a pilot program, this will be starting from the 2021 passing out batch of B. Tech and MCA. Modalities for Pharmacy & MBA students shall follow separately.

Modus operandi ...

- ➢ All students will undergo a 17-days training that will be imparted to them as follows –
  - o A 2-day input on Soft Skills – tips on Resume Writing, Group Discussions, and Personal Interviews from the faculty of H&S Department – Training Wing.
  - o A 10-day input on Aptitude (QA + LR + VA) / Cognitive Assessment by an external 3rd party vendor.
  - o A 5-day input on Technical topics useful for recruitment tests by an Industry expert, Alumni, or an Expert Faculty from our Institute. The two days will be given to problem solving and coding skills and remaining three days will be given to branch specific technical training. Respective Departments will be responsible to conduct the branch specific technical training for three days.

- ➢ On completion of this training, all the students will appear for **the first placement readiness test (PRT-1)**, based on the pattern of the major mass recruiters that will have sectional cut-off, so as to identify the problem area of particular students.

- ➢ Those students who qualify the PRT-1 will appear for a mock panel interview round with a technical resource person (Industry expert/Alumni/Institute Faculty) and an in-house HR expert / Soft Skills Trainer (number of days required may vary according to the

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number of students that qualify PRT-1), will be conducted parallel to the refresher being run for the students who fail to qualify PRT-1.

- o Those students who qualify the interview will gain the ASSET Certification.
- o Those students who are unable to qualify the interview process will get one-on-one mentoring sessions with a Soft Skills Trainer.

➢ Those students who are unable to qualify PRT-1, will get a one-week refresher/doubt removal session that will be conducted by in-house resources on their domain of improvement and then **appear for PRT-2** that will be conducted on similar lines to PRT-1.

➢ Those students who qualify the PRT-2, will appear for a mock panel interview (technical + HR – here the resource persons would be internal) .

- o Students who qualify the interview will gain the ASSET Certification.
- o Students who are unable to qualify the interview process will get one-on-one mentoring sessions with a Soft Skills Trainer.

➢ Those students who are unable to qualify PRT-2, will again undergo a one-week refresher/doubt removal session according to their improvement area, and then **appear for a final PRT-3** based on similar lines as PRT-1.

➢ Those students who qualify the PRT-3, will appear for a mock panel interview (technical + HR)

- o Students who qualify the interview process will gain the ASSET Certification.
- o Students who are unable to qualify the interview process will not be awarded the ASSET Certification.

Modus operandi for the SCHOLAR BATCH

➢ Those students who **qualify PRT-1 with an above average score** in all the sections and also **perform well in the interview process** will be considered as the premium/scholar batch of students who will be eligible for better job profiles/packages.

➢ These students will be imparted special training for the remaining duration of the summer break to prepare them for the better profiles/packages (resource persons from the industry / alumni / faculty to be used as per requirement).

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Modus operandi for Capsule Trainings of selected companies

➤ After receiving the relevant information regarding the next recruitment drive from the CRPC Department, and taking the number of days available for the recruitment process to commence, a company specific training would be organized as per its recruitment pattern.

  o The duration of the training and the requirement of resource persons for the training would be dependent on two variables – first, is the number of days available, and second is the number of students eligible/registered for the process.

Administrative Structure of the Finishing School:

The administrative structure of the finishing school is shown in Figure 6.
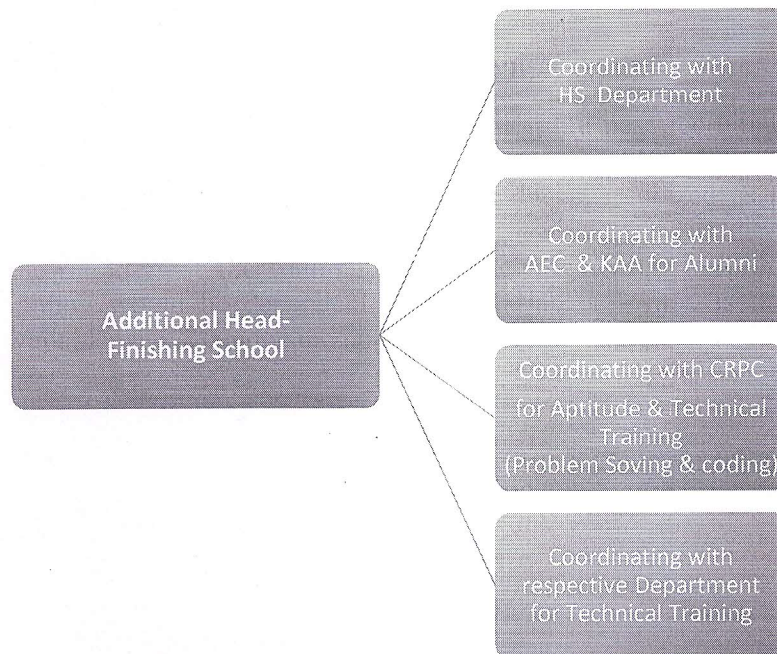
Figure 6: Administrative Structure of Finishing School

Note:

1. **Student Training Coordinators (STCs)** - One student (final year)/section would be assigned as Student Training Coordinators (STCs) who will perform their role under the overall directions of Addl. Head- FS as per requirement projected from time to time.

2. **Nomination of SPOCs - Soft Skill & Technical Skill Training** – In case SPOCs are needed from concerned dept., Addl. Head-FS will nominate in consultation with Head-SD&FS.

Ref/ Dir/ 15 /2020   **Date: 20th Jul'20**

OFFICE ORDER: 15/2020
Formation of Unnat Bharat Abhiyaan (UBA) Cell @ Institute level

Ref: AICTE Letter F.NO. 7-6/D-SDC/Meeting/2018 dated 10th Sep'18
Unnat Bharat Abhiyaan 2.0 Manual launched by MHRD, GOI (2018)

1. KIET Group of Institutions is attached as **Participating Institute (PI)** for **Unnat Bharat Abhiyaan (UBA),** which is a flagship programme of the **Ministry of Human Resource Development (MHRD),** GOI launched with a vision to involve Professional and other Higher Educational Institutions in the development process of village clusters to achieve sustainable development and better quality of life.

2. In view of this, **UBA Cell @ Institute level** comprising of a *Coordinator & Members* is hereby constituted with an objective to support our services in a more methodical way in all domains coming under the various themes of Unnat Bharat Abhiyan as Participating Institute (PI).

3. A **well-structured doc**. covering the Objectives, Major areas of intervention, Structure of UBA Cell involving faculty & Student's team, their roles & responsibilities, details w.r.t. identified five villages and Road Map for each domain is attached for more comprehensive understanding and clarity **(Appendix-A)**.

4. **Dr. K.P Mishra, Assoc. Prof. (AS)** is hereby appointed as **Coordinator** for **UBA Cell @ Institute level** to carry out/plan UBA activities in accordance with the MHRD guidelines, coordinate with Regional Coordinating Institution (IITD) time to time, Uploading data on UBA portal and to ensure **implementation of the proposed Road Map @ identified villages** in close coordination with the designated team members-UBA Cell. He shall be responsible to Joint Director for this designated role.

5. UBA Cell *(i.e. Coordinator & Members)* shall perform the above duties at **paras 3 & 4** in addition to their regular academic/administrative engagement. Members-UBA Cell shall be responsible to **Coordinator -UBA Cell** for their duties in their designated domains.

6. Coordinator -UBA Cell to submit/ present the UBA-Road Map at the beginning of each semester and its progress report with concrete changes undertaken at the end of the semester to the Office of Director through Joint Director.

Dr. (Col) A Garg
Director

Distribution:
- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS)/ Addl. HoDs (CSI/CO), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to: Coordinator & Members -UBA Team

Unnat Bharat Abhiyan (UBA)
UBA Cell @ KIET

Vision

Unnat Bharat Abhiyan is inspired by the vision of transformational change in rural development processes by leveraging knowledge institutions to help build the architecture of an Inclusive India.

Mission

The Mission of Unnat Bharat Abhiyan is to enable higher educational institutions to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. It also aims to create a virtuous cycle between society and an inclusive academic system by providing knowledge and practices for emerging professions and to upgrade the capabilities of both the public and the private sectors in responding to the development needs of rural India.

Our Objective

a) Our main objective is to contribute with our full capacity in fulfilling the mission of Unnat Bharat Abhiyan.
b) To provide our services in all domains coming under the various themes of Unnat Bharat Abhiyan.
c) To engage the faculty and students in understanding rural realities.
d) To identify & select existing innovative technologies, enable customization of technologies, or devise implementation method for innovative solutions, as per the local needs.
e) To leverage the knowledge base of the institutions to devise processes for effective implementation of various government programs.

Major Areas of Intervention

Two major domains namely, human development and material (economic) development, which need to develop in an integrated way.

➢ **Human development**
- Health
- Education and Culture
- Values
- Skills and entrepreneurship

➢ **Material (economic) development**
- Organic agriculture
- Water management and conservation
- Renewable energy sources
- Artisan and rural industries
- Development and harnessing of local natural resources
- Basic amenities
- E-support

UBA Cell @ KIET

S.N	Name	Department	Designation
1	Dr. K. P. Mishra	AS	Coordinator
2	Dr. Pratibha	ME	Member
3	Ms. Meenakshi Karwal	AS	Member
4	Mr. Sachin Rathore	ME	Member
5	Mr. Anuj Pathak	KSOP	Member
6	Mr. Rajeev Kumar	EN	Member
7	Mr. Shivam Kasana	CE	Member
8	Mr. Awadhesh K. Yadav	TBI	Member
9	Mr. Vikas Tyagi	ME	Member
10	Dr. Ashish Karnwal, Dean SW	*Ex -Officio member*	

Structure of UBA Cell @ KIET
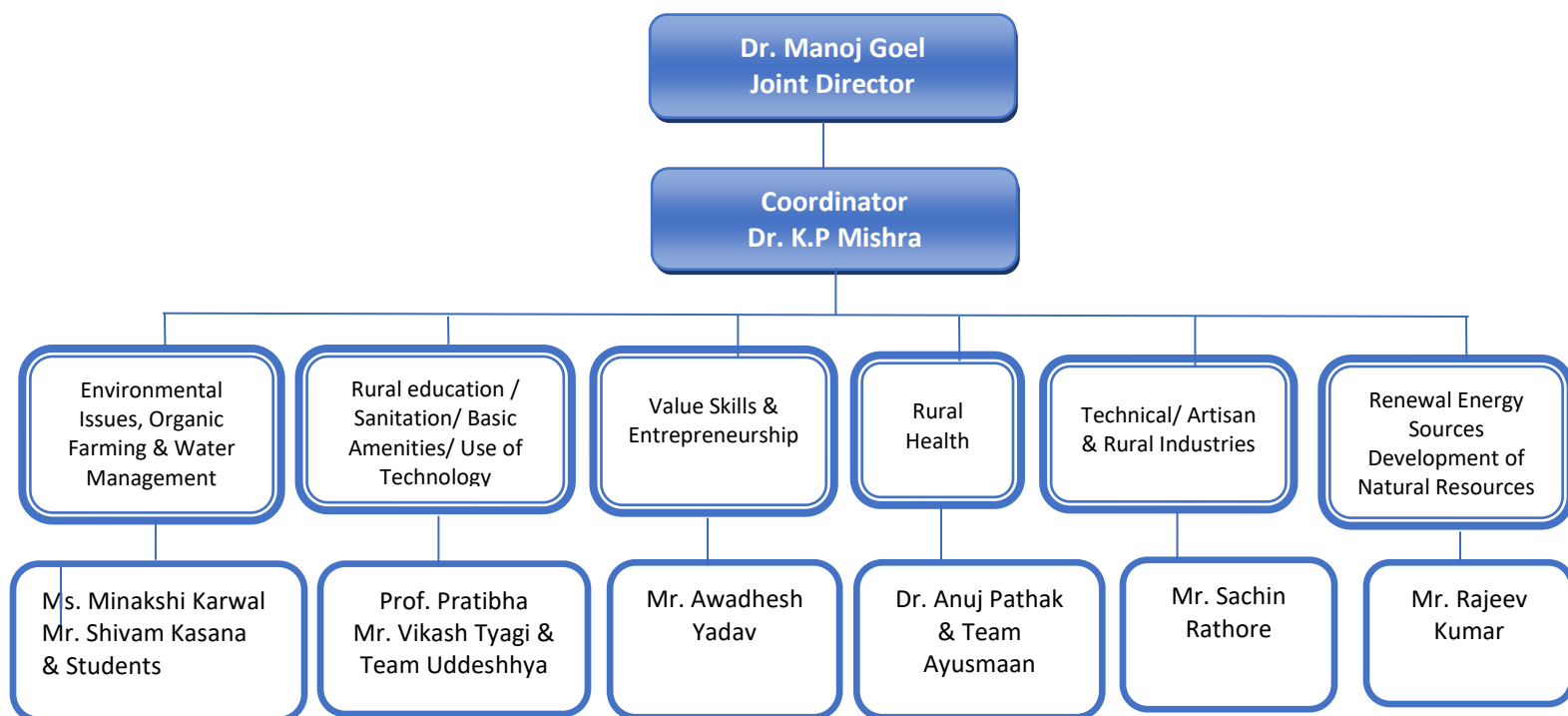
```
                    Dr. Manoj Goel
                    Joint Director
                          |
                     Coordinator
                    Dr. K.P Mishra
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Environmental Issues, Organic Farming & Water Management	Rural education / Sanitation/ Basic Amenities/ Use of Technology	Value Skills & Entrepreneurship	Rural Health	Technical/ Artisan & Rural Industries	Renewal Energy Sources Development of Natural Resources
Ms. Minakshi Karwal Mr. Shivam Kasana & Students	Prof. Pratibha Mr. Vikash Tyagi & Team Uddeshhya	Mr. Awadhesh Yadav	Dr. Anuj Pathak & Team Ayusmaan	Mr. Sachin Rathore	Mr. Rajeev Kumar

ROLES	RESPONSIBILITY
Coordinator (Work as per activities provided by MHRD)	Dr. K.P. Mishra (AS)
THEMES	
Technical and Others (Survey/ Uploading data on UBA portal/Coordination with Regional coordinating Institution (IIT D)/AKTU etc.)	Dr. K.P Mishra (AS)
Basic Amenities	
1. Environmental Issues, Organic Farming & Water Management	Ms. Minakshi Karwal AS) Mr. Shivam Kasana (CE) & Students
2. Rural education / Sanitation / Basic Amenities / Use of Technology	Dr. Pratibha Karwal (ME) Mr. Vikas Tyagi & Team Uddeshhya
3. Values Skills and Entrepreneurship	Mr. Awadhesh Yadav (TBI)
4. Rural Health	Mr. Anuj Pathak (KSOP) & Team Aayusmaan
5. Technical/Artisan and rural industries	Mr. Sachin Rathore (ME)
6. Renewable Energy Sources Development of natural resources	Mr. Rajiv Kumar (EN)

Team UBA is expected to closely coordinate with the state government/district administration/Panchayat Raj Institutions/ Other stakeholders including voluntary organizations for the overall development of Villages. Below are some of the **key roles and responsibilities of KIET UBA team:**

Team UBA **already identified below listed 5 villages** that may be adopted under UBA scheme.

S. N.	Name of Village	Name of Gram Pradhan
1	Asalatnagar	Vinod Kumar
2	Kanuaja	Ajeet Kumar
3	Dheda	Raju Kumar
4	Hisali	Amreesh Tyagi
5	Basantpur Sainthli	Varun Tyagi

- Develop a team of self-motivated students for the purpose.
- Work in close contact with AKTU/Regional coordinating Institutions (IIT Delhi in our case)
- Identify the **Needs** of selected villages
- Work for improvement overall **Human development** and **Economic development.**
- Explore the possibilities of **customizing existing technologies** or **development of new technology** for any specific purpose.
- Explore the possibility of getting funds support from district administration/Panchayat Raj Institutions/Other sources.
- Implementation of the **Road map** in coordination with local administration and other stakeholders.

Coordinator/UBA Team shall submit/ present the UBA-Road Map at the beginning of each semester and its progress report with concrete changes undertaken at the end of the semester to the Office of Director through Joint Director.

It is also expected from team to **publicize their good work at various social media platform/AKTU/Regional coordinating Institution (IIT Delhi)** and also submit the report of the event after the completion of it.

Road -Map

Sno	Theme	Planned activities	Frequency/Action
1	**Organic farming**	Awareness about benefits of organic farming (sustainable agriculture)	Once in a semester
		Providing technical solutions (Based on survey)	Once in semester
		Providing training and skill development on organic farming, animal husbandry and mushroom cultivation	Once in semester
		Collaboration with prestigious government institutions for better output on Organic farming.	Will submit the report at the end of semester
2	**Rural Education**	School Visit for finding the gap between students learning and improving it	Once in a semester
		Survey regarding student attendance	Once in a month
		Parents Counseling	Once in a month
		Awareness about Beti bachao beti Padhao	Once in a semester
		Extra-curricular activities	Once in a semester
		Awareness on Good Touch Bad Touch	Once in a month
		Use of Mobile/Internet	Once in a semester
3	**Rural Sanitation**	Identification of problem through basic survey	Once in a semester

		Providing training and skill development on waste segregation, composting and vermin composting	Once in a semester
		Awareness about Proper disposal of garbage	Once in a month
		Awareness about open defecation	Once in a semester
4	**Renewable Energy Sources and Development of Local Natural Resources**	Meeting with Panchayat Secretary, Gram Pradhan, BDPO, JE.	Once in a semester
		Meeting with elders and youth groups.	Once in a semester
		Work on Identified Issues/projects	Submit the report after identification and also after its completion
		Educate the local people to harness the local biodiversity to improve their income through the intervention of stakeholders.	Once in a semester
5	**ARTISAN AND RURAL INDUSTRIES**	Identification of main income resources of villages	Once in a semester
		Identification of education background of villagers	Once in a semester
		Aware about following schemes : ▪ मुख्यमंत्री ग्रामोद्योग रोजगार योजना ▪ प्रधानमंत्री रोजगार सृजन कार्यक्रम ▪ पं0 दीनदयाल ग्रामोद्योग रोजगार योजना ▪ Project Profiles for Small Enterprises-Food Products	Once in a semester
6	**VALUES AND ENTERPRANURESHIP**	Awareness about Entrepreneurial opportunity available in Local area	Once in semester
		Skill development program as per need i.e Cutting Tailoring, Making Jam Jelly, Pickle, Basic Computer, Basic Electronics etc.	Will submit the report at the end of semester
		Arrange some trainings, workshops & Counseling with local industries/ MSME/KIET TBI.	Will submit the report at the end of semester
7	**WATER MANAGEMENT AND CONSERVATION**	Meeting with Panchayat Secretary, Gram Pradhan and elderly persons.	Once in a semester
		Awareness program about Water Management and its Conservation	Once in a semester
		Educate the local people to use the technology to increase the productivity of agriculture and dairy farming.	Once in a semester
		Identification of rural issues related to water conservation and availability of safe drinking water and try to work on probable solution of the problem	Will submit the report at the end of semester
8	**Rural Health**	Awareness camps about different type of	Once a month

		disease at identified villages	
		Hygiene and health tips for pregnant women.	Once a semester
		Health Awareness Camps - BLOOD TESTINGS, DIABETES TESTING, BLOOD PRESSUREMEASUEMENT	Once a semester
		Awareness about the adverse effects of drinking and tobacco consumption.	Once a semester

Note

- Month wise all activities/updates about any of the head will be informed to the Director Office for kind perusal.

- Efforts will be made to organize all above activities in all 5 selected villages.

THEME OF UNNAT BHARAT ABHIYAN

1. Organic Farming

With the increase in population our compulsion would be not only to stabilize agricultural production but to increase it further in sustainable manner. The scientists have realized that the 'Green Revolution' with high input use has reached a plateau and is now sustained with diminishing return of falling dividends. Thus, a natural balance needs to be maintained at all cost for existence of life and property. The obvious choice for that would be more relevant in the present era, when these agrochemicals which are produced from fossil fuel and are not renewable and are diminishing in availability. It may also cost heavily on our foreign exchange in future. The solution lies in organic farming. Organic farming is a method of crop and livestock production that involves much more than choosing not to use pesticides, fertilizers, genetically modified organisms, antibiotics and growth hormones.The key characteristics of organic farming include

- Protecting the long term fertility of soils by maintaining organic matter levels, encouraging soil biological activity, and careful mechanical intervention
- Providing crop nutrients indirectly using relatively insoluble nutrient sources which are made available to the plant by the action of soil micro-organisms
- Nitrogen self-sufficiency through the use of legumes and biological nitrogen fixation, as well as effective recycling of organic materials including crop residues and livestock manures.

- Weed, disease and pest control relying primarily on crop rotations, natural predators, diversity, organic manuring, resistant varieties and limited (preferably minimal) thermal, biological and chemical intervention
- The extensive management of livestock, paying full regard to their evolutionary adaptations, behavioural needs and animal welfare issues with respect to nutrition, housing, health, breeding and rearing.
- Careful attention to the impact of the farming system on the wider environment and the conservation of wildlife and natural habitats Organic farming system in India is not new and is being followed from ancient time. It is a method of farming system which primarily aimed at cultivating the land and raising crops in such a way, as to keep the soil alive and in good health by use of organic wastes (crop, animal and farm wastes, aquatic wastes) and other biological materials along with beneficial microbes (bio fertilizers) to release nutrients to crops for increased sustainable production in an eco-friendly pollution free environment. As per the definition of the United States Department of Agriculture (USDA) study team on organic farming "organic farming is a system which avoids or largely excludes the use of synthetic inputs (such as fertilizers, pesticides, hormones, feed additives etc) and to the maximum extent feasible rely upon crop rotations, crop residues, animal manures, off-farm organic waste, mineral grade rock additives and biological system of nutrient mobilization and plant protection".

The world has already tasted the ill effects of chemicals based agriculture in terms of land pollution, water pollution, air pollution and even worst like causing deadly diseases like cancer in different parts. In India, Punjab and Haryana are major examples of such degradations taking place in the name of green revolution over the past few decades. The world is looking now to organic products from agriculture even at premium prices, where no chemicals are used in agriculture practices. This offers a large scope for building rural enterprises, right from testing, certification, training to production and processing in pre and post agriculture practices. This requires all kinds of skills, right from high level modern scientific expertise available in laboratories and universities to traditional agricultural practices already available with people. Animal husbandry is closely linked with agriculture. There are several inputs that the animal husbandry shall have to provide to practices of organic agriculture like organic manure from cow dung, natural pest repellents from cow urine and many other combinations from animal husbandry products. In fact, there are many products these days being prepared from cow urine and cow dung which are capable of being commercially exploited. Other than agriculture, there are several applications in medicines, utility items etc. All these provide huge opportunities for start-ups and entrepreneurship. In addition, the food products from animal husbandry including milk, curd, ghee which are traditionally and culturally highly desirable and consumed in large quantities in India are not easily available in adequate quantity and with assured quality. The statistics say that only 10 percent of the milk produced in India is handled by the organized sector through cooperatives etc. Rest remains as unorganized sector with no control of quality. Increasing production, assuring quality, regular supply and freshness desired in such products.

2. Water Management

Water is becoming more and more scare with time both in the rural areas as well as the urban areas. This is largely because of bad management and wrong exploitation of water resources. Drinking water is a problem even in urban areas and so is the case in rural areas including water for irrigation. India has enough rains. Most of that water flows down into the sea taking with it the fertile top soil. It does not percolate down and as a result the ground water is also depleting fast, the water table going down and down almost everywhere. There are technologies available, both in the modern sector as well as in the traditional sector for better water management.

Water resource management is the activity of planning, developing, distributing and managing the optimum use of water resources. It is a sub-set of water cycle management. Ideally, water resource management planning has regard to all the competing demands for water and seeks to allocate water on an equitable basis to satisfy all uses and demands. Water is an essential resource for all life on the planet. Of the water resources on Earth only three percent of it is fresh and two-thirds of the freshwater is locked up in ice caps and glaciers. Of the remaining one percent, a fifth is in remote, inaccessible areas and much seasonal rainfall in monsoonal deluges and floods cannot easily be used. As time advances, water is becoming scarcer and having access to clean, safe, drinking water is limited among countries. At present only about 0.08 percent of all the world's fresh water is exploited by mankind in ever increasing demand for sanitation, drinking, manufacturing, leisure and agriculture. Due to the small percentage of water remaining, optimizing the fresh water we have left from natural resources has been a continuous difficulty in several locations worldwide.

Much effort in water resource management is directed at optimizing the use of water and in minimizing the environmental impact of water use on the natural environment. The observation of water as an integral part of the ecosystem is based on integrated water resource management, where the quantity and quality of the ecosystem help to determine the nature of the natural resources.

Successful management of any resources requires accurate knowledge of the resource available, the uses to which it may be put, the competing demands for the resource, measures to and processes to evaluate the significance and worth of competing demands and mechanisms to translate policy decisions into actions on the ground.

3. Basic Amenities

Rural education, sanitation, connectivity, transport, health

3.1 Rural education in India

Majority of India still lives in villages and so the topic of rural education in India is of utmost importance. A survey named called the Annual Status of Education Report (ASER), shows that even though the number of rural students attending schools is rising, but more than half of the students in fifth grade are unable to read a second grade text book and are not able to solve simple mathematical problems. Not only this, the level of maths and reading is further declining. Though efforts are being made, they are not in the right direction. The reason cited for this problem in surveys is the increasing number of single classroom to educate students from more than one grade. In some states attendance of teachers and students is also declining. These are a few reasons why schools have failed to educate rural India.

Quality and access to education is the major concern in rural schools as there are fewer committed teachers, lack of proper text books and learning material in the schools. Though Government schools exist, but when compared to private schools then quality is a major issue. Majority of people living in villages have understood the importance of education and know that it is the only way to get rid of poverty. But due to lack of money they are not able to send their children to private schools and hence depend upon government schools for education. Above that, in some of the government schools there is only one teacher for the entire school and if they don't show up at work, then it is a holiday. If the quality along with number of teachers and, that too committed teachers can be improved in these schools, then aspiring rural children and India can fulfill their dreams of doing something great.

Some government schools in rural India are overly packed with students, leading to a distorted teacher- student ratio. In one such remote village in Arunachal Pradesh there are more than 300 students in class X which makes nearly 100 students in each classroom. In such a situation it is impossible for teachers to pay full attention towards each and every student, even if they are willing to help.

Every village is not provided with school which means that students have to go to another village to get education. Owing to this parents usually do not send their daughters to school, leading to a failure in achieving rural education in India.

Poverty is another setback. Government schools are not as good and private schools are expensive. This results in a very low number of students actually clearing their secondary education and taking admission in colleges for further studies. So, the drop-out-rate at the secondary level is extremely high in villages. Only parents who can afford college education send their kids to secondary schools. If parents are not able to send their wards for higher education then all their previous efforts get wasted as completing just secondary education means a low paying job and the person is again struck in the same never ending cycle of money, life and poverty.

Most textbooks are in English and since people in rural areas either speak their native language or Hindi, but not English that defeats the purpose. This results in lack of their interest in studies. Though some of the students from villages are really brilliant, as they have a wealth of practical knowledge and know how to survive even in very harsh conditions of life, difficultly in understanding their textbooks, lack of facilities and their poverty is a hurdle in their education.

Quality related issues are far powerful than poverty. Students are not at all encouraged to think but they are asked to memorize pre-defined questions for exams. So, for many students clearing examination at the end of the session, passing their exam becomes more important than gaining knowledge. Also, as per the new CBSE rule, every student is supposed to be promoted to the next class irrespective of marks in their examination. Hence majority of students do not bother to study, which means a decline in their education level. Neither students nor teachers take any interest in studies which is why the level of education is declining in India despite many efforts.

The foundation to turn India into a strong nation has to be laid down at primary and rural levels and so the quality of education right from the beginning should be excellent. Education and text books should be made interesting. For rural students textbooks related to their culture, their traditions and values should also be there so as to create their interest in studies. The reasons behind so many drop-outs in spite of free education should be found out as this is a hurdle on the road to progress. Improvement in the condition of government schools, education quality, committed teachers and more salaries to these teachers should be part of development.

There is a difference between city and village student not in terms of brain or development but their initial environment, skills, learning ability, availability of infrastructure, and access to different facilities. All of these must be considered while making the curricula which should not be different but how it is going to be taught would make the difference. Encourage the genuine rural students who are interested in education and make them competent. There are many examples of success in rural education in India like the Barefoot College, 8 Day Academy and Gurukul School in Bihar. These are innovative and successful examples of schools running in rural India. It is the time to replicate such efforts as our country and its rural population is very vast which means one of two stories of these kinds won't make any difference. Instead of this large number of such schools are required in rural India. It is also absolutely mandatory to evaluate the success of the schools and students at each and every level. Timely assessment will throw light on present problems and achievements. Let us try to build a solution around these problems which will resolve the overall issues of rural education in India.

3.2 Use of technology in rural education of India

Mobile phones, internet, tablets, iPads, their applications, social media even traveling, cooking, communication etc are part of our lives from the start till the end of the day. Technology is touching every aspect of society and changing it dramatically. But there is one very important and

indispensable part of the society that has also been tapped by new innovations and discoveries and that is education. Like all other areas, in this case also urban areas are influenced to a greater extent than rural one. So much more could have been done to bring the revolution in learning process in rural areas of India. In India illiteracy is one of the biggest problems. Lack of easy access, lack of teachers, lack of interest, poverty, gender differentiation, lack of infrastructure, common curricula are few of the reasons which are holding back the progress in rural education. But with the use of technology mass education can be given and situation can be changed. To reach rural areas, first of all study material can be distributed to the students then online interaction and online videos can be made with teachers. Online teaching creates extended classroom communities for discussions, virtual classrooms and for interaction. There is another option in which classroom courses can be recorded in a real time and used for teaching the students who cannot attend these classes. This creates an expanded access to education. Rural education needs e-learning technologies. Apart from this audio conferencing and video conferencing should be made part of the education system in rural India. Teachers at the schools are not well equipped with the gadgets. So teachers should be given printers, laptops, for giving notes and notices to the students. By using technology the problem of unqualified teachers can also be solved.

3.3 Rural Connectivity

India has one of the largest and densest road networks in the world. However, a large part of the 2.7 million km rural road network was in poor condition and, until the year 2000, around 30 percent of the country's population (about 300 million people) lacked access to all-weather roads. In 1998, the NDA government under Atal Bihari Vajpayee launched a massive National Highways Development Project for building a four/six-lane expressway network connecting the four metros (Delhi, Mumbai, Chennai and Kolkata) along with four corners of the country (Srinagar, Porbandar, Kanyakumari and Silchar). The impact of it is well-documented. Not as known and celebrated, however, is a parallel programme that his government initiated on December 25, 2000 — the Pradhan Mantri Gram Sadak Yojana (PMGSY) for providing all-weather road connectivity to every rural habitation with a minimum population of 500 in the plains and 250-plus in hill states, tribal districts and desert areas. The fully centrally-sponsored scheme covered a total of 1,78,184 habitations as per the criteria laid down. The fact that 1,14,540 or 64 per cent of these eligible habitations actually have roads today — with projects being cleared for another 30,501 — can be considered a reasonable achievement. Since its inception, PMGSY has provided connectivity of over 4,66,044 km — including upgradation of 1,67,977 km of existing roads — at an aggregate cost of Rs 1,41,822 crore as on January 2016. But the real story is not how much, but where these roads have got built. National Rural Road Development Agency (NRRDA) has prepared a manual "Managing Maintenance of Rural Roads in India". This initiated the execution of maintenance works and the development of these training modules for engineers and contractors associated with rural road maintenance works. To strengthen such activities in the participating states, a series of training of trainers workshops were arranged at national and state level based on the course material developed.

The training modules broadly cover the principles for maintenance management of rural roads, planning and execution of common maintenance interventions to ensure reliable transport services and safety to users and the local communities served by the rural roads, and arrangements for monitoring the performance of contractors engaged for the task. Digital India & Skill India play a key role in driving economic growth by creating new income-generating opportunities, making the delivery of public services more effective, transparent and efficient, connecting them to the world economy and overall contributing to the social and economic transformation of entire region. This

kind of transformation is even more necessary for rural and isolated areas, where widespread access to ICTs and effective use of these technologies for productive purposes, can make a tremendous difference in development outcomes. The development and application of e-governance, e-agriculture, e-health centres will be more popular and attractive in rural areas.

3.4 Rural Sanitation

If water is life, sanitation is surely a 'way of life' and access to such facilities has an impact on the quality of human life and health. A holistic definition of sanitation includes safe drinking water, liquid and solid waste management, environmental cleanliness and personal hygiene. Failing to ensure any one of these can have direct implications on the individual/family/community's health. Environmental cleanliness and sanitation were subjects closest to Mahatma Gandhi's heart who proclaimed that "cleanliness is next only to godliness".

Lack of adequate sanitation is a pressing challenge in rural India. Every day, an estimated 1,000 children under five die in the country because of diarrhoea alone. Prevalence of child under-nutrition in India (47 per cent according to National Family Health Survey (NFHS) III, 2005-06) is among the highest in the world. Child under-nutrition is aggravated by the prevalence of diarrhoeal disease, and is responsible for 22 per cent of the country's burden of disease (World Bank 2005). Sanitation-related diseases take a heavy toll of lives, especially children's lives, and are a drain on productivity and incomes. Lack of adequate sanitation also forces households into the continued indignity of open defecation, which is an acute problem especially for women and young girls. Improving access to sanitation is therefore appropriately included in the Millennium Development Goals. Another major problem that the country faces today is the practise of scavenging, which mostly engages women. There are 7,70,338 human scavengers and their dependents in India. The first national program to increase access to rural sanitation on a large scale, the Central Rural Sanitation Program, was launched in 1986. Despite considerable investment, this approach failed to motivate and sustain high levels of sanitation coverage as it was based on the erroneous assumption that provision of sanitary facilities would lead to increased coverage and usage. Recognizing the limitations of this approach, the Total Sanitation Campaign was launched in 1999. The TSC moves away from the infrastructure focused approach of earlier programs and concentrates on promoting behaviour change. People do not attribute lack of sanitation to be the primary cause for major illness but think that it is due to a lack of proper nutrition, hard physical labour or general weakness of the human system over the years from early marriage, child birth, weakness from repeated attacks of malaria and viral fevers, etc. Subsistence livelihoods and living conditions, generate a lower hope for improvement. "Aspirations for a better quality and healthy life do not include sanitation and toilet in their list of priorities," There are several barriers to sanitation and hygiene in rural areas. Among those are financial limitations, physical limitations but also gender inequalities. "Low sanitation coverage could be an outcome of material conditions of the lack of water and space for toilets, as well as a result of subsistence livelihoods." The sanitation situation often varies from one village to another, with growing density of population, the practices of open defecation are shrinking, which promotes people to build toilets. However, where open spaces are plenty, there is often less pressure to build toilets. sanitation uptakes are not as simple as they appear. "Many women, girls and elderly do feel a desperate need for toilet, but they think that it is unreasonable to make the demand considering the financial crisis of the family and the struggle of their parents or head of the family," India faces the challenge of having the most number of people in the world defecating in the open and also has a burgeoning crisis of untreated faecal waste that is contaminating surfaces and ground water creating an imminent health crisis. Both motivating people to build and to use toilets is emerging as a major national priority as outlined in the Swachh Bharat Mission (Clean India Mission) initiated in October

2014 by Prime Minister Narendra Modi for achieving open defecation free India by 2nd October 2019.

3.5 Rural Health

Health forms an Important index of human development and in turn that of the development of any society. It is the fundamental human right. Health, defined as the state of complete physical, mental, social and spiritual well-being and not merely absence of disease and infirmity, proves to be a major contributor to the level of quality of life. Healthy population plays a key role in achieving the developmental activities as health helps to improve the productivity of mankind both directly and indirectly. The health picture of our country is far from satisfactory. The vision of "Health for all by 2000" has not materialized. The situation in rural areas of India, where over two-thirds of our population lives is worse with only rudimentary health care services being available to the masses. All the recent advances in medical science and technology have not reached the majority of the disadvantaged people living in rural India. Poor socio-economic status and poor health status together make a vicious cycle wherein poverty brings inadequate nutrition, unhealthy environment, sickness causing low productivity and hence poverty Several organizations are working alongside the government and NGOs to help relieve the burden on the public health system using mobile technology. India has over 900 million mobile phone users and this fact can be leveraged to employ better practices in even the remote areas. Leading global organizations of healthcare industry are using our mobile technology to enhance the quality of care and bridge the gaps in healthcare services.

4. Artisans, Industries and Livelihood

One of the blunders that India has committed is to ignore her artisans and rural industries in planning process for development. No country, particularly the industrialized ones, has achieved that status without making their artisans as an important part of the process and making their rural industries as the base for modern industrialization. Modern industrialization is phenomenon of development and application of science and technology in production. Science and technology develop in research institutions and universities by scientists and academicians. However, the application of the same happens in industry through the practitioners who are none other than the artisans and the technicians coming from the traditional sector. There has to be a proper synergy and complementariness of the two. This is really missing in India. There is a huge scope to bring that in through start-ups and entrepreneurship. The power loom sector, the automobile sector, the repair and maintenance sector and in fact the "Jugaads" technologies seen all-around are demonstrative of what this kind of interphase can do in the industrial sector. It needs to be carried out in a more formal and organized way in order to bring out the best of the both, the modern sector as well as the traditional sector.

Ref/ Dir/18 /2020   **15th Sep'20**

OFFICE ORDER: 18/2020
Formation of Computer Programming Proficiency (CPP) Cell
Appointment of Head - Computer Programming Proficiency (CPP) Cell

1. In today's competitive scenario, **sound knowledge of programming languages** by the students opting engineering branches is a much-needed requirement which cannot be ignored in order to prepare them for the skills of tomorrow.

2. **Computer Programming Proficiency (CPP) Cell @ Institute level** is hereby constituted with an objective to familiarize & equip B.Tech students with programming language & coding skills right in the first year thereby preparing them to excel amidst fast changing technological demands to become a Global Professional.

3. **Dr. Vineet Sharma, Professor & HoD CSE** is hereby designated as **Head - Computer Programming Proficiency (CPP) Cell** *with immediate effect.*

4. The policy doc. covering the details w.r.t. objectives of the CPP Cell, its structure, working, syllabus, outcome, Roadmap etc. for a comprehensive understanding/ clarity shall be issued separately on finalization by Dr. Vineet Sharma in consultation with all stakeholders.

5. The **overall implementation of the proposed policy in a phased manner** in first year (for newly admitted students) shall be under the direct control and supervision of **Head-CPP Cell**. He will be working in close coordination with HoD AS, other engineering HoDs & Head CRPC (Coordinator - KIET Koder's Korner – K3) for the purpose.

6. Dr. Vineet Sharma shall be performing the above duties in addition to his regular academic engagement & will be responsible to the undersigned for this additional assignment.

Dr. (Col) A Garg
Director

Distribution:
- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS/CS/CSIT), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:
- Dr. Vineet Sharma, HoD CSE & Head-CPP Cell
- Dr. C.M Batra, HoD AS - To facilitate its smooth implementation @ dept. level (Ist year)
- HoDs (Engineering) & Head CRPC - For requisite support
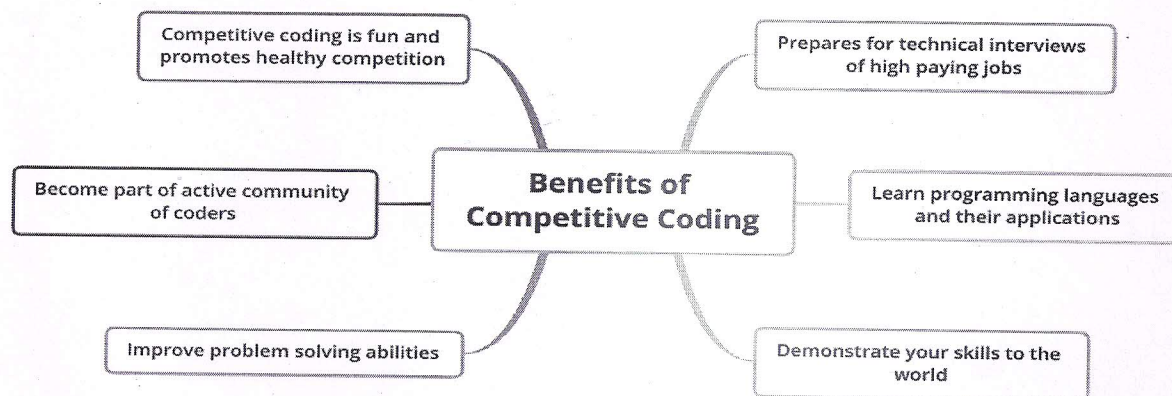
KIET Group of Institutions

Computer Programming and Proficiency Policy

1. Need for the Policy

Learning and gaining the expertise in computer programming language is extremely important for engineering students not only for circuit branches but for core branches also. It has also been observed that a large number of students of core branches are joining the IT companies and making their career in IT. Knowledge of computer programming is one of the essential tools for students of all branches. It can be anticipated that to become a global professional, computer programming language is an essential attribute along with technical, communication and interpersonal skills.

Students possessing good coding (programming) and analytical skills, polished with soft skills, will prove worthy in their complete professional journey. In KIET, lots of efforts are being applied to make students a complete engineer so that they can sustain and excel amidst the fast-changing technological demands of the industry.

By the interactions of various industry professionals and the feedback received from alumni, it has been found that strong fundamentals and programming language expertise are essential for engineering graduates of all branches in the industry. It is also observed that every year less than 50% of the newly admitted students have computers in their class XII syllabus, and out of them, very few develop computer projects.

```
   Competitive coding is fun and              Prepares for technical interviews
   promotes healthy competition                    of high paying jobs


   Become part of active community      Benefits of      Learn programming languages
          of coders                 Competitive Coding      and their applications


   Improve problem solving abilities          Demonstrate your skills to the
                                                         world
```

The need of the hour is to strengthen the coding ability of each KIET student irrespective of his/her branch from the first year itself. Almost all the world-class institutes and organizations rely on competitive coding to improve their candidate's coding skills. Competitive coding is prevalent in KIET CSE/IT/MCA departments from the second year onwards. However, students of other branches get little exposure to competitive coding before the placement season. Many colleges, including IIIT-Hyderabad (which produces world-class coders), expose students to competitive coding fundamentals in the first year itself. This results in their students performing much better than other colleges in various national and international competitions and securing record-shattering placements. KIET can also gain tremendously by introducing the same **coding culture among our students from the first year itself.**

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Keeping the above facts in mind i.e. to enhance the programming skills in the engineering graduates of KIET, the **Computer Programming and Proficiency (CPP) Cell** has framed the **programming proficiency policy** to be **implemented for the first year** so that students will have the desired level of computer programming expertise in due course of the B.Tech program.

2. Objectives of the CPP Policy

Many methodologies are there to evaluate and check students' knowledge like sessional exams, university exams, and achieving different MOOCs certificates. Still, none of these methodologies examines whether students have learned the art to synthesize the knowledge gained by them. In the industry, the art of synthesizing knowledge is more critical than merely acquiring knowledge without having an idea where and how to implement it. The objectives of this policy are designed as follows, keeping in mind the applicability of learning in the real-world:

CPP Policy Objectives

1. Introducing students to competitive coding in the first year

2. Strengthening the logical and analytical skills of students for solving challenges using programming

3. Establishing a local chapter of HackerRank platform dedicated to the first year students

4. Exposing students to online coding competitions from the first year that will result in better placements

5. Building a healthy competitive environment for students in KIET campus to strive and excel
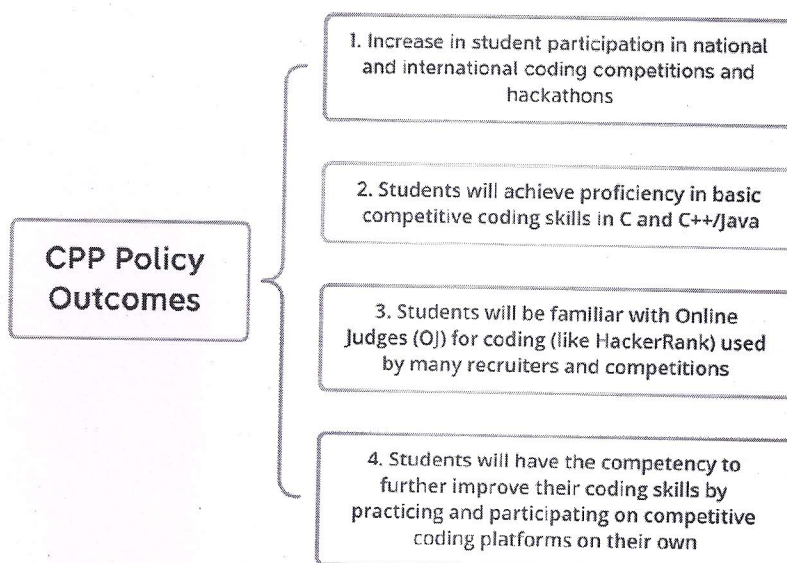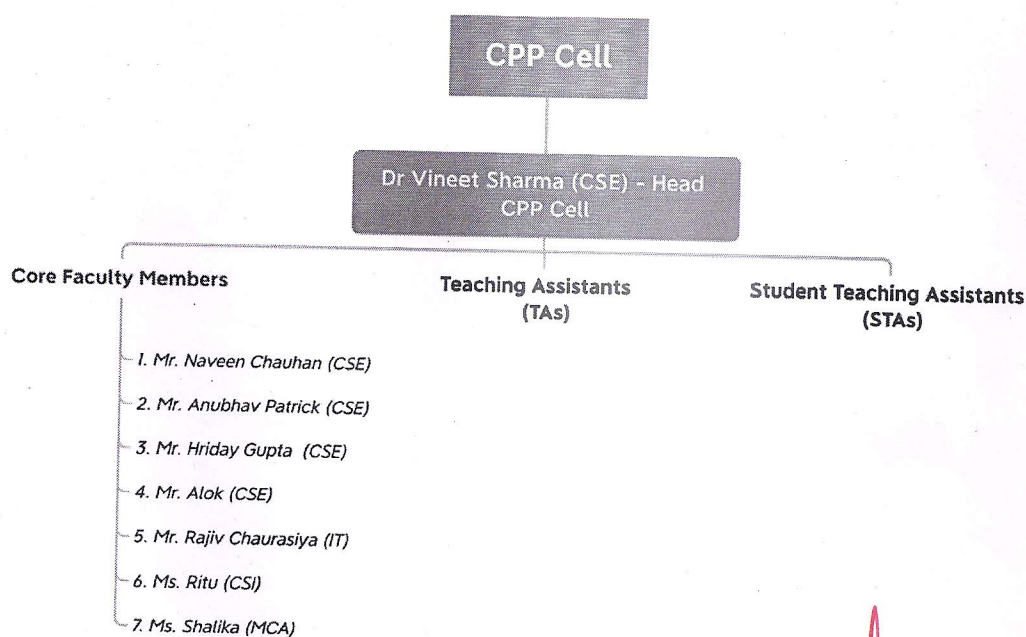
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3. Outcomes of the CPP Policy

The CPP policy is designed to help students to garner the ability to synthesize knowledge in competitive coding environment. The outcomes of the CPP policy after successful implementation in the first year will be as follows:

```
CPP Policy
Outcomes
  ├─ 1. Increase in student participation in national
  │     and international coding competitions and
  │     hackathons
  ├─ 2. Students will achieve proficiency in basic
  │     competitive coding skills in C and C++/Java
  ├─ 3. Students will be familiar with Online
  │     Judges (OJ) for coding (like HackerRank) used
  │     by many recruiters and competitions
  └─ 4. Students will have the competency to
        further improve their coding skills by
        practicing and participating on competitive
        coding platforms on their own
```

4. Structure of the CPP Cell

- The CPP cell is headed by Dr. Vineet Sharma, Professor and HoD, CSE Department.
- Seven expert faculty from CSE/IT/MCA departments are core members of the CPP cell.
- Four teaching assistants (TAs) who are expert in competitive coding will be members of the CPP cell.
- A pool of dedicated and willing students from IIIrd/IVth year will also be part of the CPP cell as student teaching assistants (STAs).

```
CPP Cell
   │
Dr Vineet Sharma (CSE) - Head
        CPP Cell
   ├──────────────────┬──────────────────────┐
Core Faculty      Teaching Assistants   Student Teaching Assistants
Members                 (TAs)                   (STAs)
   │
   ├─ 1. Mr. Naveen Chauhan (CSE)
   ├─ 2. Mr. Anubhav Patrick (CSE)
   ├─ 3. Mr. Hriday Gupta  (CSE)
   ├─ 4. Mr. Alok (CSE)
   ├─ 5. Mr. Rajiv Chaurasiya (IT)
   ├─ 6. Ms. Ritu (CSI)
   └─ 7. Ms. Shalika (MCA)
```

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5. CPP Curriculum for the First Year

- The CPP curriculum is created after consulting alumni, industry experts, and competitive coders
- The curriculum is divided in two modules
  - Module 1– *Odd Semester*
  - Module 2– *Even Semester*
- Each module requires 96 hours of student interaction in 12 weeks. This will be a mix of student interaction during the time table and also beyond academic hours.
- The curriculum covers the basics of programming, data structures and algorithms, mathematical and analytical problems
- Regular updation of curriculum based on feedback of students, faculties and industry experts will be done

5.1. Module 1 Syllabus

- It is divided in six parts
- Each part has multiple coding challenges of varying difficulties levels:
  - Practice - To be attempted by students only
  - Level 1 (*Beginners*) - Few challenges to be solved by faculties and TAs
  - Level 2 (*Intermediate*) - Few challenges to be solved by faculties, TAs and STAs
  - Level 3 (*Advanced*) - To be attempted by students only

Module I Syllabus

Part-Wise Syllabus

Part	Topic	Sub-topics
Part 1	Basic Programming Techniques and Complexity Analysis	input/output, loops, conditional statements, functions etc.
		space and time restrictions on output
Part 2	Arrays and Matrices	Kth maximum and minimum number, rearrangement, cyclic shift, subsequences etc.
		rotations, inversions, chain multiplication, submatrices etc.
Part 3	Searching and Sorting	linear, binary, ternary, n-ary search
		quadratic sorting, logarithmic sorting, linear sorting
Part 4	Number Based Problems	different Types of Numbers (Armstrong, perfect, automorphic, special etc.)
		combinatorics
		number theory (primality testing, exponentiation, modular arithmetic etc.)
		probability
		bit manipulation
Part 5	Recursion and Backtracking	GCD, array reversal, recursive binary search etc.
Part 6	String Manipulation	pattern search, substring removal, simple encryption, pattern based splitting etc.

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5.2. Module 2 Syllabus

The contents will be similar to in structure and spirit to those of Module 1. However, object oriented programming languages like C++/Java along with Standard Template Library (STL) will be utilized. Some basic data structures and algorithms will also be introduced in Module 2. The level of difficulty of coding challenges in Module 2 will be substantially increased. The syllabus could be issued well in advance before commencement of even semester.
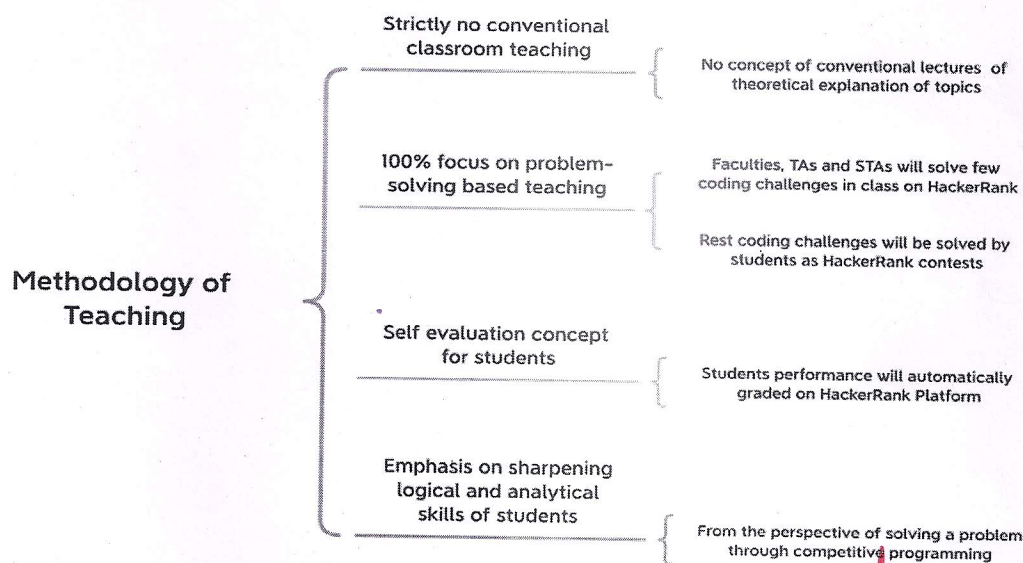
6. Methodology of Teaching in CPP Cell

6.1. Coding Platform

After evaluating various competitive coding platforms for their relative merits and demerits, the CPP cell has finalized **HackerRank** platform for all its activities. HackerRank platform provides following advantages over its rivals (like HackerEarth and CodeChef):

- Easy to use for beginners
- Lots of tutorials for students for self-study
- Contain domain/programming language specific challenges for self-practice

6.2. Teaching Methodology

The teaching methodology in CPP cell will be strictly "problem solving" and "self-evaluation" based. There will be no theoretical lectures and the members of the CPP cell (faculty and TAs) will solve the challenges (L1 and L2) of a topic live on HackerRank in the classroom. The students will then try to solve challenges of L1, L2 and L3 of the topic and get automated feedback from HackerRank based on the test cases for each challenge. The students will discuss their doubts with STAs beyond the academic hours of the institute. KIET student clubs like KIET Koders Korner (K3) and DSC Club will organize monthly coding competition with support of CPP cell.

Methodology of Teaching

- **Strictly no conventional classroom teaching**
  - No concept of conventional lectures of theoretical explanation of topics
- **100% focus on problem-solving based teaching**
  - Faculties, TAs and STAs will solve few coding challenges in class on HackerRank
  - Rest coding challenges will be solved by students as HackerRank contests
- **Self evaluation concept for students**
  - Students performance will automatically graded on HackerRank Platform
- **Emphasis on sharpening logical and analytical skills of students**
  - From the perspective of solving a problem through competitive programming

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6.3. Creating Coding Challenges for Students and Organizing Coding Contests

- The CPP cell members can utilize variety of resources to design coding challenges like:
  a. Laaksonen, Guide to Competitive Programming, 2nd ed., Springer International Publishing, 2020.
  b. Johan Sannemo, Principles of Algorithmic Problem Solving, Draft version, 2018.
  c. S. Skiena and M. Revilla, Programming challenges, New York: Springer, 2005.
  d. Existing programming challenges on HackerRank, HackerEarth and CodeChef
  e. Coding related websites and blogs like GeeksforGeeks, CareerCup etc.

- 20-25% novel challenges for each level need to be created by the CPP cell members.
- Following figure summarizes the steps involved in organizing coding contests for the students on HackerRank:
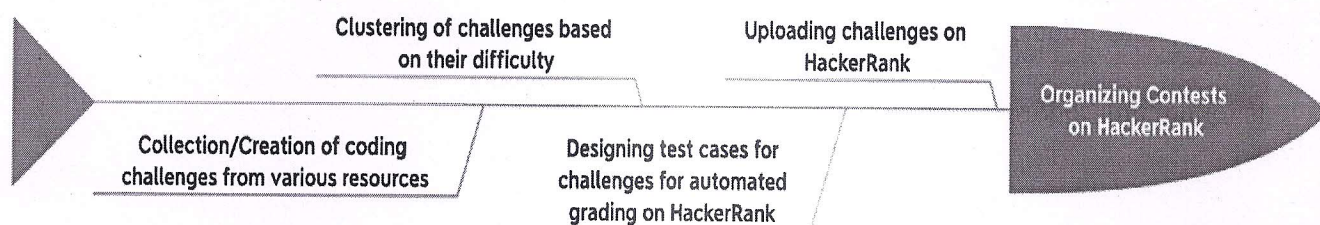
6.4. Motivation for First Year Students for the Success of CPP Policy:

To motivate the first-year students to participate wholeheartedly in the activities of the CPP cell, the following steps can be taken:
- Frequent interaction with KIET alumni in IT industry having good package
- Certificate of appreciation
- Coding books as reward
- KIET Coder T-shirts and/or other goodies
- Additional bonus marks may be given to top ranking students in coding competitions
- Participation in prescribed number of competitive coding competitions during summer and winter vacation may be counted towards their internship requirements

6.5. Motivation for Senior Students for Student Teaching Assistantship:

Senior students with proven competitive coding and communication skills who will be involved in this program may get:
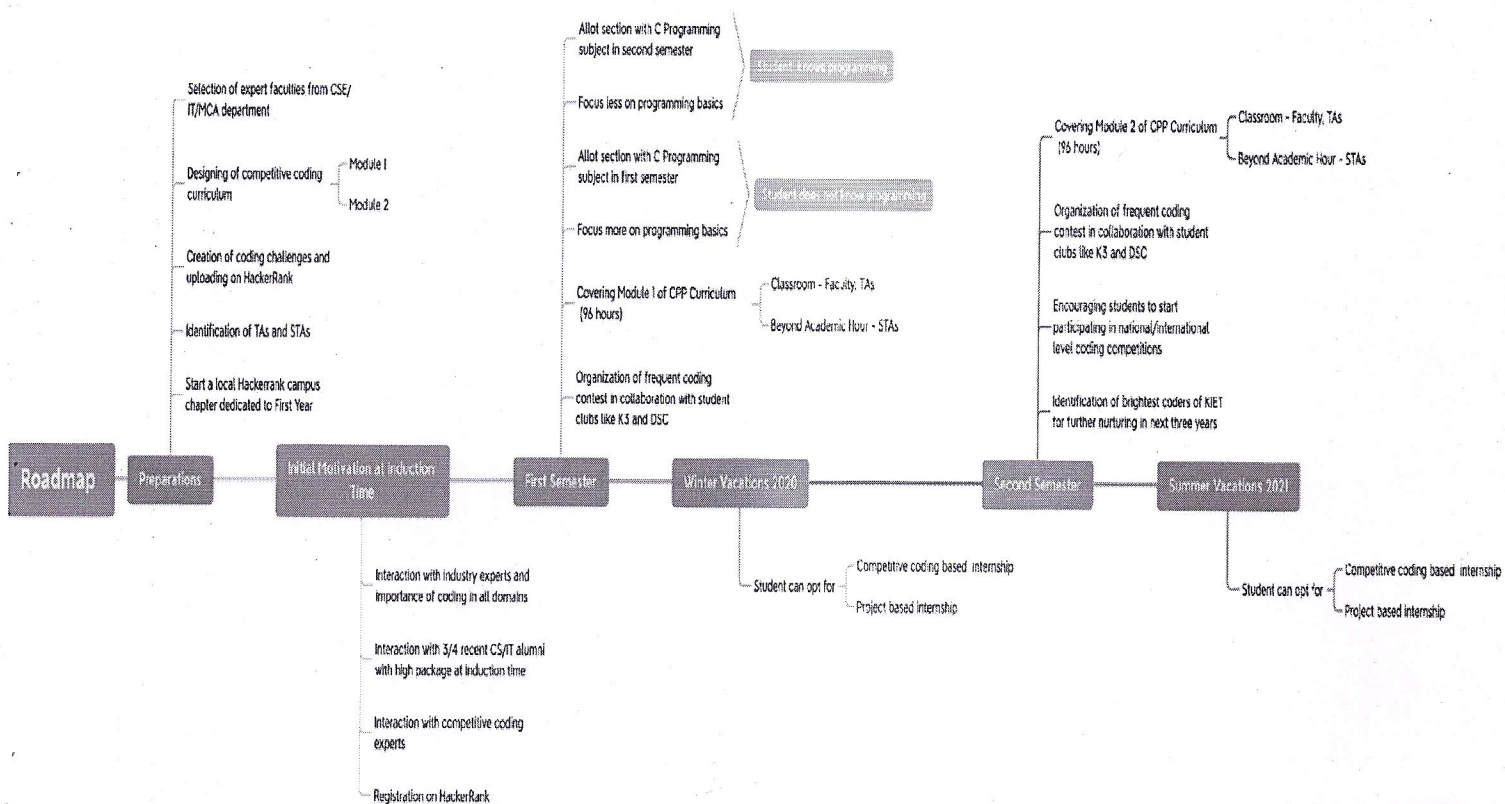- Certificate of appreciation
- Bonus marks in internals
- Their work may be counted towards their internship requirements

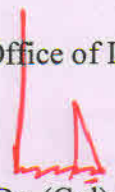05 OCT 20

7. Roadmap of CPP Cell for the Session 2020-21

Roadmap

Preparations
- Selection of expert faculties from CSE/IT/MCA department
- Designing of competitive coding curriculum
  - Module 1
  - Module 2
- Creation of coding challenges and uploading on HackerRank
- Identification of TAs and STAs
- Start a local Hackerrank campus chapter dedicated to First Year

Initial Motivation at Induction Time
- Interaction with industry experts and importance of coding in all domains
- Interaction with 3/4 recent CS/IT alumni with high package at Induction time
- Interaction with competitive coding experts
- Registration on HackerRank

First Semester
- Allot section with C Programming subject in second semester
  - Focus less on programming basics
  - *Student knows programming*
- Allot section with C Programming subject in first semester
  - Focus more on programming basics
  - *Student does not know programming*
- Covering Module 1 of CPP Curriculum (96 hours)
  - Classroom - Faculty, TAs
  - Beyond Academic Hour - STAs
- Organization of frequent coding contest in collaboration with student clubs like K3 and DSC

Winter Vacations 2020
- Student can opt for
  - Competitive coding based internship
  - Project based internship

Second Semester
- Covering Module 2 of CPP Curriculum (96 hours)
  - Classroom - Faculty, TAs
  - Beyond Academic Hour - STAs
- Organization of frequent coding contest in collaboration with student clubs like K3 and DSC
- Encouraging students to start participating in national/international level coding competitions
- Identification of brightest coders of KIET for further nurturing in next three years

Summer Vacations 2021
- Student can opt for
  - Competitive coding based internship
  - Project based internship

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KIET Group of Institutions

Ref/ Dir/24-A/2019   27th Aug'19

OFFICE ORDER:24-A/2019
Formation of Environment & Energy Management (EEM) Cell &
Appointment of Head - Environment & Energy Management (EEM) Cell

1. In support of varied National level campaigns promoting environmental safety/ eco-friendly measures that can be undertaken @ Institute level, AICTE notifications from time to time to support this noble cause, it has been decided to take requisite measures to **implement the possible activities @ Institute level** in a more methodical way and gradually convert/ move towards making the entire campus *eco-friendly/Green Campus*.

2. In view of this, an **Environment & Energy Management (EEM) Cell @ Institute level** comprising of a Head, members & Student Coordinators is hereby constituted who shall be taking care of divergent areas as identified *viz.* Energy Audit, Green Audit, Environmental Audit, Clean and Green campus and carrying out Environmental Promotion Activities (In and Outside campus) with an objective to support Institute's initiative towards methodical implementation of set targets as per **Environment Management Plan (EMP) goals.**

3. A **well-structured doc.** covering the Objectives, Scope, Structure of EEM Cell, roles & responsibilities of Members, Environment Management Plan (EMP) goals, Future targets etc. is attached for thorough understanding and clarity **(Appendix-A).**

4. **Dr. Shailendra K Tiwary, Prof. & HoD CE** is hereby appointed as **Head-EEM Cell @** Institute level to carry out/plan activities w.r.t. EEM Cell so formulated. He shall plan activities as per **Environment Management Plan (EMP) Goals/** ensure its implementation in close coordination with the Members of EEM Cell.

5. **EEM Cell Members** shall perform the above duties at **paras 2 & 3** in addition to their regular academic/administrative engagement. Members-EEM Cell shall be responsible to Head-EEM Cell for their duties in their termed domains.

6. Head EEM Cell shall be performing the above duties in addition to his regular academic engagement. He shall be responsible to Director for this designated role.

7. Head-EEM Cell to share the **progress report** on **quarterly basis** to the Office of Director.

Dr. (Col) A Garg
Director

Environment & Energy Management (EEM) Cell

KIET Group of Institutions, Delhi-NCR, Ghaziabad-201206

27 Aug 19

Environment & Energy Management (EEM) Cell

1. Mission:

The mission of Environment & Energy Management (EEM) Cell is to reduce the environmental impact of various day-to-day activities of the institute and make the campus eco-friendly. It will also lead to developing environmental consciousness in the minds of young professionals who graduate from the institute as well as faculty and staff members. Reactive approach is fast becoming redundant as environmental problems are becoming complex and multidimensional. What is needed in the present scenario is a professional and systematic Environmental Management System for achieving environmental sustainability.

The primary field of focus for the EEM Cell can be broadly identified as reduction of energy use/energy efficiency, waste management, pollution prevention, and resource and energy conservation. It also aims to maximize the 4R rules of waste management & energy conservation intra - campus for sustainable development and thus generate circular economy.

2. Objective:

a) To recognize the initiative taken by the institute towards environment.

b) To conserve water resources and reuse the recycled wastewater discharged from STP.

c) To analyze, predict, evaluate, and access the existing solid waste associated problems in the campus.

d) To identify & select existing innovative technologies, enable customization of technologies, or devise implementation method for reducing environmental pollution in the campus.

e) To leverage the knowledge base of the institution to devise processes for effective implementation of various techniques to improve the ambient conditions related to environmental conservation and energy efficiency.

f) To secure the environment and cut down the threats posed.

3. Environmental Policy

The institute aims to involve stakeholders in reducing the environmental impacts and integrate the environmental concern in all policies, plans and management systems. The institute acknowledges and understands its role in striving towards global environmental sustainability. It

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aims to set standards in terms of on-campus environmental performance through its continuous endeavors. In this regard, the institute shall:

a) Comply with all requisite environmental legislation and government guideline, wherever applicable
b) Ensure that there is optimum utilization of resources and waste generation is minimized
c) Integrate environmental concerns in decision-making, e.g. purchasing policy
d) Prepare and implement an Environmental Management Plan (EMP)
e) Strive towards continual reduction in ecological footprint of the university as it grows.

4. Responsibility of Environment & Energy Management (EEM) Cell:

a) To prepare and implement an Environmental Management Plan.
b) To identify potential areas for improving the institute's environmental performance and give recommendations on how the goals of on-campus environmental sustainability can achieved.
c) To raise environmental awareness among KIETians
d) To recommend policies for adoption by the institute in order to promote conservation, energy efficiency and sustainable use of resources
e) To assess the environmental and energy state of the institute on a regular basis
f) To report quarterly about all activities/updates under any of the head to the Director office for kind perusal.
g) To organize awareness activities in all sectors viz. energy, environment, Green campus among stakeholders
h) To conduct internal environmental, green and energy audits quarterly and submission of reports and certification based on summary report.(Annexure -1)
i) To get external audit conducted once in a year.

5. Scope:

In the present scenario, the two key areas of focus are **energy conservation** and **waste management**. Energy conservation has its potential to reduce overall energy demand, costs and consumption. Energy conservation also plays an important role in addressing climate change by lowering overall greenhouse gas emissions. It is often the most economical strategy to advance

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climate protection efforts and provides an environmentally safe alternative to increased energy production and consumption. Moreover, by lowering energy demand, energy conservation provides for greater flexibility in choosing preferred methods of energy production e.g., "green power" - renewable energy that is produced with no man-made greenhouse gas emissions.

However, waste management is the need of the hour because as per Solid Waste Management Rules, 2016 that suggests every residential institution with an area >5,000 sq. m should segregate waste at source in to valuable dry waste like plastic, tin, glass, paper, etc. and wet (biodegradable) waste. Therefore, through channelization of waste to energy and wealth could be implemented for generating circular economy and reverting its negative impact on ground water pollution, climate change and air pollution nuisance and un-aesthetic condition.

The **Environment & Energy Management (EEM) Cell** will **recommend general efficiency techniques and methodologies that could be reasonably implemented in day-to-day functions within campus facilities that will have an immediate effect on energy savings and waste management leading to decline in cost benefit ratio**. The **various scope** of the Environment & Energy Management (EEM) Cell are:-

a) To focus on balancing energy usage, conserve water resources, reuse of recycled wastewater, management of solid waste etc.
b) To reduce the carbon footprint of campus facilities and manage budgetary concerns and costs.
c) To continually seek ways to realize the full potential of current energy control systems as well as new equipment and upgrades and to accelerate the implementation process of behavioral and operational resource conservation measures.
d) To introduce cost-effective, energy-efficient technologies inside campus facilities and promote an energy conscious culture that encourages prudent decisions with regard to energy consumption.

The **EEM Cell shall review the attained objective periodically**. The primary domains in consideration include energy, resources, waste (solid and hazardous). The operational mechanism behind the plan will be the department of facilities and maintenance working collaboratively with the Environment & Energy Management (EEM) Cell to have the improving environment through energy conservation, waste management and water conservation. Internal audits will be conducted on a regular quarterly at the institute. Besides routine internal audits, surprise checks will also be in place in order to ensure that there are no concern areas in implementation.
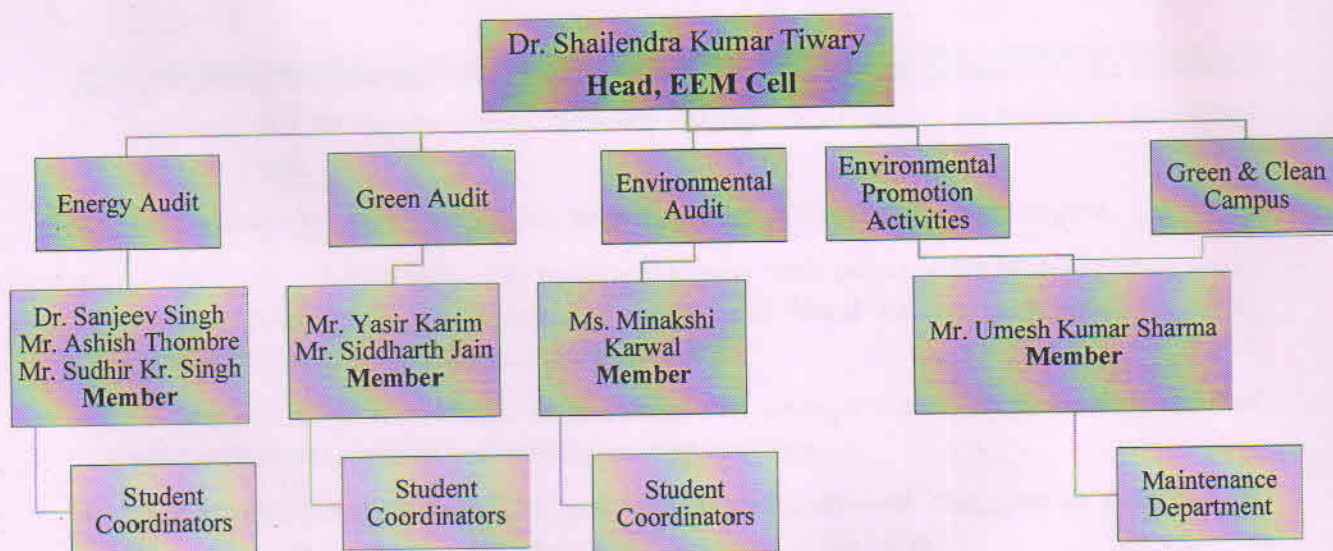
Whenever, need arises EEM Cell can take the help of the expertise from different departmental faculty members.

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6. Structure of Environment& Energy Management (EEM) Cell:

S.N	Name	Department	Appointment
1	Dr. Shailendra Kumar Tiwary, Professor & HoD	Civil Engineering	Head-Environment & Energy Management (EEM) Cell
2	Dr. Sanjeev Singh- Professor	Civil Engineering	Member- Energy Audit
3	Mr. Ashish D. ThombreAssoc. Prof.	Electrical & Electronics Engineering	Member- Energy Audit
4	Mr. Sudhir Kumar Singh Asst. Prof.	Electrical & Electronics Engineering	Member- Energy Audit
5	Mr. Yasir Karim, Asst. Prof.	Civil Engineering	Member- Green Audit
6	Mr. Siddharth Jain, Asst. Prof.	Civil Engineering	Member- Green Audit
7	Ms.MinakshiKarwal, Asst. Prof.	Applied Science	Member- Environmental Audit
8	Mr. Umesh Kumar Sharma, Administrative Officer	Administration	Member- Green & Clean campus and Environment Promotional Activities

7. Role and Responsibilities

Head- Environment & Energy Management (EEM) Cell

- To monitor the overall functioning of the Environment & Energy Management (EEM) Cell.
- To prepare and implement an Environmental Management Plan.
- To ensure its continued utility, suitability and adequacy in promoting continual environmental improvement.
- To make sure that rules and regulations are taken care to avoid the interruptions in environment.

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- To identify potential areas for improving the institute's environmental performance and give recommendations on how the goals of on-campus environmental sustainability can be achieved.

Member- Energy Audit

- To ensure that the targets of Environmental Management Plan for environmental domain of energy are met.

- To document the progress made and keep the record of works done in this regard.

- To assess the energy state of the institute at regular basis and conduct internal energy audits quarterly and submit the reports and certification based on summary report to Head, Environment & Energy Management (EEM) Cell.

- To facilitate better communication and awareness amongst the stakeholders, supplemented with workshops, seminars and other interactive activities.

- To supervise the implementation activities of Environmental Management Plan and its integration into the existing administrative framework of the institute.

- To reduce energy consumption.

- To give preference to the most energy efficient and environmentally sound appliances.

Member- Green Audit

- To ensure that the targets of Environmental Management Plan for green campus are met.
- To document the progress made and keep the record of works done in this regard.
- To assess the environmental impact of institute, process, project, product etc.
- To assess the green campus state of the institute at regular basis and conduct internal green audits quarterly and submit the reports and certification based on summary report to Head, Environment & Energy Management (EEM) Cell.
- To facilitate better communication and awareness amongst the stakeholders, supplemented with workshops, seminars and other interactive activities.
- To supervise the implementation activities of Environmental Management Plan and its integration into the existing administrative framework of the institute.
- To establish the parameters for maintaining health and welfare of the community of the institute.
- To identify and control the impact of activities of institution on green campus state.
  - To ensure that the natural resources are utilized properly as per statutory norms.
  - Use of Green chemistry/ Green synthesis using aqueous solvents as an alternative for organic solvents.
- To train all stakeholders of the organization and empower them to contribute and participate in the environmental protection and making campus a green campus.
- To make sure that rules and regulations are taken care to avoid the interruptions in environment.

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Member- Environmental Audit

- To ensure that the targets of Environmental Management Plan for protection of environment are met.
- To document the progress made and keep the record of works done in this regard.
- To assess the environmental state of the institute at regular basis, conduct internal environmental audits quarterly, and submit the reports and certification based on summary report to Head, Environment & Energy Management (EEM) Cell.

  - To identify, evaluate and assess the impact of various activities on environment at KIET Group of Institutions through basic survey.
  - To oversee environmental performance through developing, implementing and monitoring environmental strategies and schemes that promotes sustainable development.
  - To work for Accreditation of ISO 14001 and 9001 and NABET.
  - To work for attaining status of Carbon Neutral Institute
  - To work for Solid and Plastic Waste Management as per "Solid Waste Management Rule 2016"
  - To facilitate better communication and awareness amongst the stakeholders, supplemented with other interactive activities.
  - Ground Water Quality Analysis
  - Air Pollution Tolerance Index
  - Practical implementation of some innovative projects related to environment.
  - Inviting Esteemed Speakers for expert/guest talks.
  - Collaboration with national organizations
  - To organize Awareness program on environmental conservation, climate change, global warming and environmental pollution, water conservation
  - Awareness program on Plastic Pollution Mitigation
  - To organize Plantation Drive

- To supervise the implementation activities of Environmental Management Plan and its integration into the existing administrative framework of the institute.
- To provide baseline information to enable institute to evaluate and manage environmental change, threat and risk.
- To recognize, diagnose and resolve the environmental problems and suggest protective measures.
  - Environmental contamination prevention with residues of volatile organic impurities (VOCs) detection in trace levels in atmosphere, water (containing hydrocarbon impurity)etc.
- To assess environmental performance and the effectiveness of the measures to achieve the defined objectives and targets.
- To establish the parameters for maintaining health and welfare of the community of the institute.

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- To set the procedure for disposal of all types of harmful wastes.
- To develop skill among all the gardeners waste handling and management.
- To make sure that rules and regulations are taken care to avoid the interruptions in environment.

Member- Green & Clean campus and Environment Promotional Activities

- To implement the initiatives taken by organization towards environment.
- To create awareness about various rules and regulations among the stakeholders in the institute to improve the environmental performance.
- To ensure that the natural resources are utilized properly as per national policy of environment.
- To identify the risks of hazards and implement the policies for safety of stakeholders.
- To facilitate the stakeholders with different aspects of disaster management.
- To train all stakeholders of the organization and empower them to contribute and participate in the environmental protection.
- To make sure that rules and regulations are taken care to avoid the interruptions in environment.
- To ensure that the targets of Environmental Management Plan for green campus are met.
- To document the progress made and keep the record of works done in this regard.
- To assess the green campus state of the institute at regular basis and conduct internal green audits quarterly and submit the reports and certification based on summary report to Head, Environment & Energy Management (EEM) Cell.
- To facilitate better communication and awareness amongst the stakeholders.
- To supervise the implementation activities of Environmental Management Plan and its integration into the existing administrative framework of the institute.

Student Coordinators

Each department will **nominate two student Coordinators**. The nomination will be for **one year**. The student coordinators will be **associated with different verticals of EEM Cell**. The roles and responsibilities of student coordinators are mentioned as below:

- To help in accessing the energy state/green campus state/environmental state of the institute at regular basis and to help in conduct of internal energy audits/green audits/environmental audits.
- To help in implementation of initiatives taken by institute towards environment.
- To organize Awareness events/program on environmental conservation, climate change, global warming and environmental pollution, water conservation.
- To create awareness about reduction in energy consumption, amongst the stakeholders with the help of interactive activities.
- To contribute and participate in the environmental protection initiatives and making campus a green campus.
- To promote proper use of natural resources as per statutory norms.
- To work on innovative projects related to environment protection.

KIET

8

27 Aug 19

8. Environmental Management Plan (EMP) Goals:

The Institute targets **energy consumption reductions by 25%** by **December 2023.** The institute has always put efforts for reduction in energy consumption but intense initiatives for energy consumption reduction were started from the year 2018-19 and it has been planned to maintain an annual energy consumption reduction rate of 5%.

The following represents the institute initiatives:

    a. Improve Building Operations by energy reduction of 5 percent
    b. Expand usage of Energy Performance contracting (ESPC)
    c. Purchase and application of Energy Star Products
    d. Ensure accountability in establishing the goals.
    e. To ensure optimum utilization of natural resources in the campus.

9. Future Targets:

Energy Conservation:

    a. Reduction of energy consumption by 5% for Year 2018-19, with an overall goal of reducing energy consumption by 25% by Year 2023.

    b. Reduction of energy consumption by 5% for Year 2019-20, with an overall goal of reducing energy consumption by 25% by Year 2023.

    c. Reduction of energy consumption by 5% for Year 2020-21, with an overall goal of reducing energy consumption by 25% by Year 2023.

    d. Reduction of energy consumption by 5% for Year 2021-22, with an overall goal of reducing energy consumption by 25% by Year 2023.

    e. Reduction of energy consumption by 5% for Year 2022-23, with an overall goal of reducing energy consumption by 25% by Year 2023.

Waste Management:

    a. Management of solid waste by 5% for Year 2018-19, with an overall goal of reducing produced solid waste by 25% by Year 2023.

    b. Management of solid waste by 5% for Year 2019-20, with an overall goal of reducing produced solid waste by 25% by Year 2023.

    c. Management of solid waste by 5% for Year 2020-21, with an overall goal of reducing producedsolid waste by 25% by Year 2023.

    d. Management of solid waste by 5% for Year 2021-22, with an overall goal of reducing produced solid waste by 25% by Year 2023.

    e. Management of solid waste by 5% for Year 2022-23, with an overall goal of reducing produced solid waste by 25% by Year 2023.
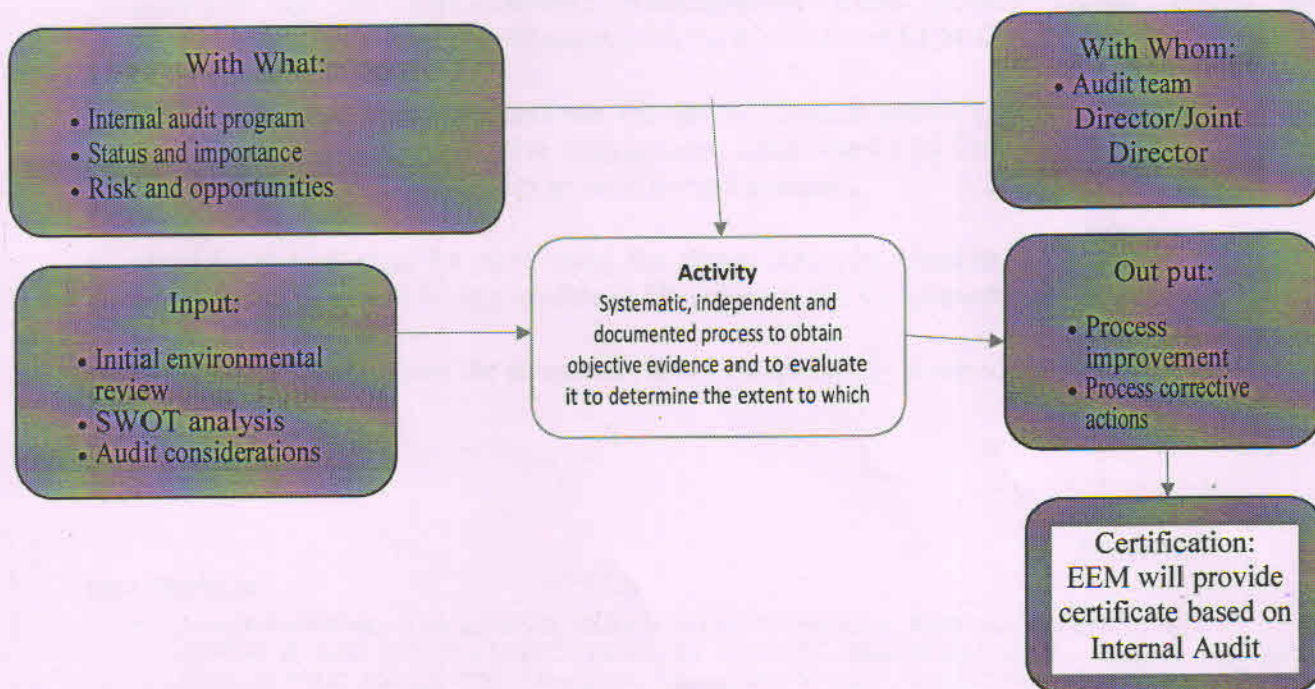
27 Auh 19

Periodic Internal Audit:

- To ensure the successful implementation of Environmental Management Plan, internal audits will be conducted quarterly by the EEM Cell.
- Audit will cover all sections of this plan.
- Audit results will be documented and reports will be submitted to the office of Director through Joint Director for perusal.
- Once in a year, an external audit will be conducted.

Three main audits to be conducted: **Environmental audits, Energy audits** and **Green audits** (to verify whether the campus meets its stated and functional objectives, such as for water and electricity).

Quality Management: Quality management review to assess how processes are performing and ensuring objectives to achieve the Goal 2023.

Continuous Improvement: Continuous improvement would be assessed and accordingly modification in the processes would be done.

Process-activity map:

With What:
- Internal audit program
- Status and importance
- Risk and opportunities

With Whom:
- Audit team Director/Joint Director

Input:
- Initial environmental review
- SWOT analysis
- Audit considerations

Activity
Systematic, independent and documented process to obtain objective evidence and to evaluate it to determine the extent to which

Out put:
- Process improvement
- Process corrective actions

Certification: EEM will provide certificate based on Internal Audit

27 Auh 19

Ref/Dir/ 25 /2020   **22ⁿᵈ Oct'20**

OFFICE ORDER: 25 /2020
Re - Constitution of Institute's Proctorial Board

It is to notify that **Institute's Proctorial Board** has been **re-organized** as follows:
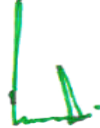
Institute Proctorial Board:

S.N	Name	Dept.	Post	Mobile
1	Prof. Bhoopendra Kumar	CSIT	Chief Proctor	9582943933
2	Prof. Yasir Karim	CE	Proctor	9718215799
3	Prof. Om Prakash	IT	Proctor	9582072481
4	Prof. Krishna Vijay Ojha	ME	Proctor	8800625835
5	Prof. Amit Kumar Gupta	MCA	Proctor	9410815532
6	Prof. S.K. Tripathi	EN	Proctor	9873905027
7	Prof. Aditya Bhardwaj	CSE	Proctor	9041710993
8	Prof. Prarthana Srivastava	AS	Proctor	9456680456
9	Prof. Sachin Tyagi	ECE	Proctor	8506097863
10	Prof. Ranchay Bhateja	MBA	Proctor	9319111513
11	Prof. Surya Prakash	KSOP	Proctor	8587017568
12	Prof. Varun Gupta	EIE	Proctor	9045440911
13	Prof. Zatin Gupta	CS	Proctor	9899430033
14	Prof. Ritu	CSIT	Proctor	9667670618

All **HoDs** will be *ex-officio* members of the **Proctorial Board**.

The **broad responsibilities** of Proctorial Board members are attached **(Annexure A)**.

The Proctorial board members will be responsible to **Dean-SW** for their duties.

With this, Office Order: 09/2019 dated 31ˢᵗ May'19 stands superseded.

Dr. (Col) A Garg
Director

Distribution:
- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CS/CSIT) GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:
- Dean -SW, Chief Proctor & Proctors - Institute's Proctorial Board & Chief Rectors (Boys/Girls Hostel)

KIET Group of Institutions

Institute's Proctorial Board – Responsibilities

- To keep regular vigilance in maintaining the discipline
- To monitor the indiscipline cases in the campus and also formulate a policy for the same.
- To deal with indiscipline issues (if any) of both boys/ girls hostel as & when referred by respective Chief Rectors.
- To keep the records of indiscipline cases.
- To propose/ undertake required anti-ragging measures.
- To prepare anti-ragging committee/ squad/ team for proper vigilance.
- To prepare a team of students (02 from each branch) as anti-ragging team members.
- To prepare and display the relevant posters/ banners at relevant places regarding indiscipline act/ punishment.
- To make a team with outside hostel owners and arrange regular meeting with them and keep the records.
- To prepare notices of the decisions approved by Director.

Dr. (Col) A Garg
Director

7ᵗʰ **Dec'17**

OFFICE ORDER: 22/2017

Addendum to Office Order 10/2015 dated 5 Nov'15
Career Guidance Centre for National & International Affairs

With reference to Office Order 10/2015 dated 5 Nov'15 having title 'Career Guidance Centre for National & International Affairs' it is to notify that *Institutes Career Guidance Centre* has been *reorganized* as follows:

Career Guidance Centre: National and International Affairs

1. Dr. Preeti Chitkara (AS) - Coordinator
2. Mr. Komal Mehrotra (Soft Skill Training Dept.) - Member
3. Prof. Ranchay Bhateja (MBA) - Member
4. Prof. Nitesh Chauhan (KSOP) - Member

The objective of setting up the Career Guidance Centre is to explore /promote varied possibilities and opportunities *viz.* international tie ups for academic collaboration, development and delivery of educational programme, student exchange programme, internship opportunity & certification programmes, faculty fellowship, joint seminars/conferences, acquaint students of various offers and scholarship schemes etc.

The members will carry out the above duties in addition to their routine departmental academic activities.

The above centre will be responsible to the Director for their duties.

Dr. Anil K Ahlawat
Offg. Director

Distribution:

- Deans/ Principal-KSOP/HoDs (AS/CS/IT/EN/EC/EI/ME/CE/MCA/MBA)
  GM-TBI, CAO, HR, Head-CRPC, Manager-ITSS, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, Central Lab, Soft Skill Training dept.

Copy to:

- All concerned members

KIET Group of Institutions

ANTI - RAGGING COMMITTEE (2019-20)

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

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

Members:

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

Wardens and Students:

List of Hostel wardens (16) and senior students (20) are attached herewith.

Representatives from outside Institute:

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

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

Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS) GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer

Copy to:

- All members of the Anti-Ragging committee, Chief-Rectors, Rectors, Wardens, Main Gate
- All Hostels (Boys/Girls) /All Notice Boards

KIET

LIST OF HOSTEL WARDENS
ANTI-RAGGING COMMITTEE (2019-20)

To prevent ragging, KIET Group of Institutions has constituted a team of 16 Hostel Wardens for monitoring the incident of ragging in the campus.

S.N	Name	Hostel	Contact
1	Mr. Nagesh Kr. Tiwari	Tagore	8588816603
2	Ms. Usha Rani	Sarojini	8588816608
3	Mr. Baldev Singh	Vivekanand	8588816605
4	Mr. Chandra Bhusan Tripathi	Athithi	8588816614
5	Mr. Vinod Pandey	Chandragupt	8588816612
6	Ms. Alka Garg	Gargi	8588848709
7	Ms. Anita Sharma	Sarojini	8447735632
8	Mr. Navneet Tripathi	Aryabhatt	8588838477
9	Ms. Vinita Ruhela	Gargi	8588816607
10	Mr. Gajendra Singh Rathore	Tagore	8588816604
11	Ms. Vijay Shanker Tiwari	Vivekanand	8588816616
12	Mr. Rajeev Sharma	Atithi	8802871300
13	Ms. Anjali Dixit	Saraswati	8588816606
14	Mr. Kaver Pal Singh	Chandragupt	9560522120
15	Ms. Rekha Singh	Sarojini	8588816610
16	Mr. Devendra Singh Tongar	Aryabhatt	6395466513

19 Jul 19

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

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

S.No.	Roll No.	Student Name	Mobile No.	Branch
1	1802970011	Anamika Chaturvedi	8931960439	MBA
2	1802970092	Shubham Pundir	8685054979	MBA
3	1802914017	Ujjawal Kuchhal	9456033445	MCA
4	1802914018	Vikas Tiwari	7830859005	MCA
5	1702900093	Sunishtha Mishra	8433479974	Civil
6	1702900036	Bhavesh Kumar	7071023558	Civil
7	1702910051	Bhavna Chauhan	9760371342	CSE
8	1702910084	Kumar Yashoratna	8279874712	CSE
9	1702931103	Prateek Singh	8090042794	ECE
10	1702931096	Prada Gupta	9795113438	ECE
11	1702932031	Suryansh Pathak	9161996499	EIE
12	1702932013	Danishta Maqsood	7084138905	EIE
13	1702921100	Raghav Gupta	9058408487	EN
14	1702921096	Priya Shukla	9721682507	EN
15	1702913048	Geetika Garg	9045167949	IT
16	1702913104	Shivam Dwivedi	9058933387	IT
17	1719950066	Praveen Kumar Patel	9532960489	KSOP
18	1719950054	Neha Gupta	8076000347	KSOP
19	1702940031	Aditi Kumari Singh	9304426085	ME
20	1702940006	Arshad Hussain	8808678588	ME

19 Jul 19.

Ref/ Dir/ 29/2019   Date: 11th Oct'19

OFFICE ORDER: 29/2019
Structure of Office of Controller of Examination
Formation of Examination Committee A.Y 2019-20

1. **Reference:** Para 3, Office Order 24/2019 dated 27th Aug'19.

2. It is to notify the **structure of Office of Controller of Examination** comprising of following members including their **roles & responsibilities (Annexure-A)** as follows:-

Structure of Office of Controller of Examination
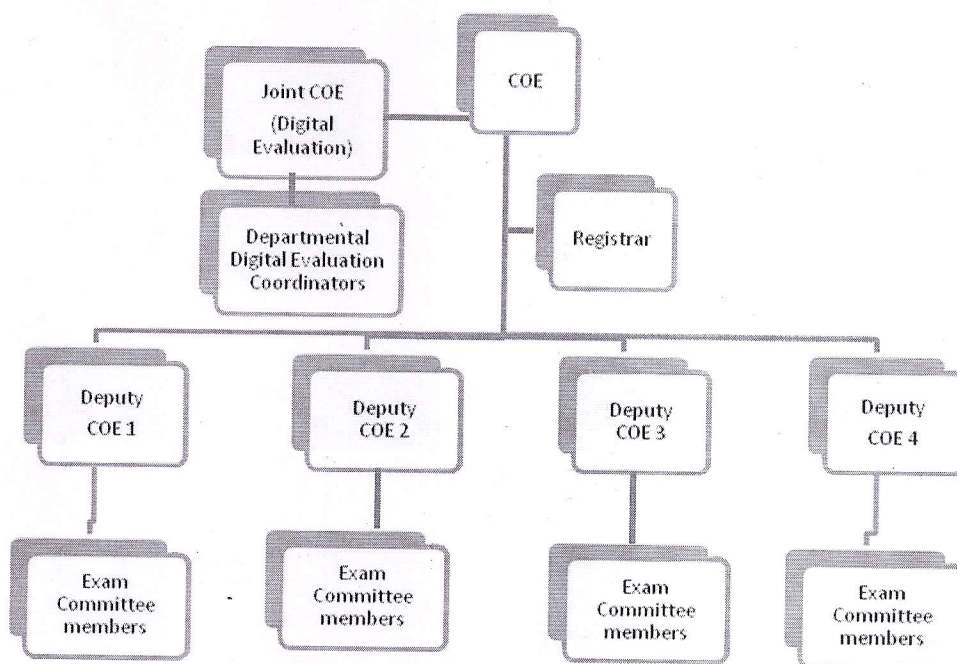
Office of Controller of Examination

S. N	Name	Department	Appointment
a.	Dr. Sumita R Chaudhary, HoD	EIE	COE
b.	Dr. Sheetal Mital	AS	Joint COE **(Digital Evaluation)**
c.	Dr. Daksh Bhatia	KSOP	DY. COE
d.	Dr. Sangeeta Arora	MCA	DY. COE
e.	Dr. Ajeet Pratap Singh	EIE	DY. COE
f.	Dr. Satish Kumar	EIE	DY. COE
g.	Mr. Anup Srivastava	Registrar	Facilitator

KIET

3. In addition, following *two examination committees* for **A.Y 2019-20** have been constituted so as to ensure smooth conduct of examination as per University notifications and ordinance:-

   (i) External Committee for CT & end semester examination **(Annexure-B)**
   (ii) Internal Committee for CT examination **(Annexure-C)**

4. Registrar alongwith his team (on required basis) will act as a facilitator to the Controller of Examination (COE).

5. It is reiterated that Examination body is an apex body of the Institute and all the departments shall extend their full cooperation and support to meet out the objective with which it is constituted.

6. Controller of Examination will be responsible to Director for the designated duties. However, The Joint COE (Digital Evaluation), Deputy Controllers, Members of Examination Committee will be responsible to Controller of Examination for the assigned duties.

7. The above Office Order comes into force **with immediate effect**.

Dr. (Col) A Garg
Director
|| ....Oct'19

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:

- Controller of Examination (COE)
- Joint Controller of Examination (Digital Evaluation)
- All concerned Members (Office of COE) & Members - Examination Committee

KIET Group of Institutions

Appointment	Responsibilities	Authority
Controller of Examination	(a) Principal Officer In-Charge to conduct Class Tests, University Examinations (b) Making all prior arrangements necessary for the conduct of Class Tests, University Examinations. (c) May start the culture of Internal Lab Examinations in KIET Group of Institutions which may help to bring seriousness in labs. (d) Shall take Disciplinary action against candidate, paper-setters, moderators or any other persons connected with examination and found guilty of malpractices in relation to examination. (e) Shall Ensure confidentiality and make necessary assessment/improvement in the process of examination. (f) Conduct fair and timely examinations as per academic calendar of KIET Group of Institutions for all courses/ branches/ years. (g) Shall submit reports regarding examination to Director. (h) Shall exercise other powers and perform other duties also as may be assigned from time to time by Honorable Director. (i) Convene the meeting of Unfair Means during CTs/PUE.	▪ Issue notices related to Examination. ▪ Issue Examination Schedule. ▪ Issue unfair means Orders during CTs/PUE.
Joint Controller of Examination (Digital Evaluation)	(a) Principal Officer In-Charge to conduct University Digital Evaluation. (b) Making all prior arrangements necessary for the University Evaluation. (c) Shall take Disciplinary action against examiners found guilty of malpractices in relation to evaluation. (d) Shall make continuous improvement in the process of Evaluation.	▪ Issue notices related to Digital Evaluation.
Deputy COE1	(a) Shall prepare Schedule of Class tests (CTs) and Pre University Exam (PUE) in consultation with COE and Heads of Departments. (b) Shall prepare the list of Invigilators duly approved by Honorable Director. (c) Shall prepare Duty chart of invigilators for smooth conduction of exams. (d) Shall Depute Flying Squad teams during CTs/ PUE.	
Deputy COE2	(a) Shall be responsible for collecting question papers in required number of copies for all courses/branches/years from respective Heads of Departments. (b) Shall be responsible for room-wise segregation and distribution of required numbers of question papers during examinations.	
Deputy COE3	(a) Shall be responsible for fixation of Examination Halls and Control Rooms/Strong Rooms in consultation with COE. (b) Shall be responsible for making seating arrangement and smooth conduct of examinations.	
Deputy COE4	(a) Shall be the responsible for overall coordination of all control rooms. (b) Handle front end activities of examination as ensuring availability of Answer Books, distributing of answer books to respective departments after completion of internal exams/packing of answer books during university exams, handle students' problems and queries. (c) Shall Handle Unfair Means cases with the help of Unfair Means Committee. (d) Shall prepare Daily Absentee Statement and other documents related examination. (e) Shall Compile Flying Squad Reports.	
Departmental Digital Evaluation Coordinators	Will be nominated by respective HoDs. The nominated faculty coordinator will closely work under the direction of JCOE (Digital Evaluation) & will be responsible for carrying out the Digital Evaluation work smoothly.	

Dr. (Col) A Garg
Director

KIET

KIET Group of Institutions

External Committee C.T. & End Semester Exam 2019-20

S. No.	Name	Department	Capacity
1	Mr. Gautam Narula	CIVIL	Member
2	Ms. Neha Singh	MBA	Member
3	Mr. Amit Bohra	ECE	Member
4	Mr. Rajesh Dwivedi	CSE	Member
5	Mr. Shiv Kumar Sikarwar	EN	Member
6	Mr. Ankit Goel	ECE	Member
7	Mr. Manoj Singh Bisht	ME	Member
8	Dr. Shradha Srivastava	HS	Member
9	Mr. Salim	EIE	Member
10	Mr. Kamal Kant Sharma	IT	Member
11	Dr. Anamika Singh	AS	Member
12	Ms. Arti Sharma	CO	Member
Lab Instructors			
1	Mr. S.N. Singh	ECE	Member
2	Mr. Firoj Khan	ME	Member
3	Mr. Sudhir	EIE	Member
4	Mr. Sudhir	B.PHARM	Member

Note: External Committee CT & End Semester Exam as mentioned will work for both CTs / PUE and External exam.

Dr. (Col) A Garg
Director

KIET Group of Institutions

Internal Committee Only C.T. Exam 2019-20

S. No.	Name	Department	Capacity
1	Mr. Sartaj Ahmed	IT	Member
2	Dr. Roma Ghai	KSOP	Member
3	Dr. Pramod Sharma	AS	Member
4	Ms. Arika Singh	EN	Member
5	Mr. Abhas Kanungo	EIE	Member
6	Ms. Shalika Arora	MCA	Member
7	Ms. Minakshi Karwal	AS	Member
8	Ms. Monika Khurana	HS	Member
9	Dr. Seema Maitrey	CSE	Member
10	Ms. Neha Gupta	CSE	Member
11	Mr. Varun Sharma	EN	Member
12	Mr. Prashant Vashishtha	ME	Member
13	Mr. Rakesh Kumar	ECE	Member
14	Mr. Abhishek Yadav	ME	Member
Lab Instructors			
1	Mr. Bhupendra Dixit	ECE	Member
2	Mr. P.C. Thakur	EN	Member
3	Mr. K.P. Singh	EN	Member
4	Mr. Trivendra Kumar	ME	Member
5	Mr. Pramod Kumar	ME	Member
6	Mr. Ravindra Pal Singh	Civil	Member
7	Mr. Shivakant Tripathi	Civil	Member
8	Mr. Rahul Panchal	AS	Member

Note: Internal Committee CT as mentioned will work for CTs/PUE only.

Dr. (Col) A Garg
Director

KIET Group of Institutions

OFFICE ORDER: 23/2020
Re - Organisation of Institute Hostel Management Committee (HMC)

1. It is to notify that **Institutes Hostel Management Committee** has been **re-organized** as follows:

Institute Hostel Management Committee

(a) Dr. Pratibha Kumari, Prof. (ME) - **Chief Rector** (Girl's Hostel)
(b) Mr. Amit K Goyal, Associate Prof. (MCA) - **Chief Rector** (Boy's Hostel)
(c) Dr. Ashish Karnwal, Dean SW - Member
(d) Mr. Bhoopendra Kumar, Chief Proctor - Member
(e) Mr. Umesh Sharma, Administrative Officer - Member
(f) Faculty Incharge - **Rector** - for each Boy's & Girl's Hostel as indicated below:

S.N	Faculty Incharge (Rectors)	Dept.	Hostel Name	Type
(i)	Mr. Ankit Verma	MCA	Chandragupt	Boys
(ii)	Dr. Brajesh K Tiwari	EN	Tagore	
(iii)	Mr. Hunny Pahuja	ECE	Aryabhatta	
(iv)	Mr. Mukul Agarwal	IT	Vivekanand	
(v)	Mr. Shahdab A. Siddiqui	KSOP	C V Raman	
(vi)	Dr. Priti Singh	AS	Gargi	Girls
(vii)	Ms. Kumari Archana	ME	Saraswati	
(viii)	Ms. Aruna Yadav	CSE	Sarojini	

2. It is reiterated that our objective is to **improve student welfare** in hostels (Boys/Girls), 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.

3. The policy framework/decisions (rules & regulations) regarding hostels shall be decided by the **Chief Rector** (respective Boy's/Girl's hostel) in consultation with the Director. Hostel policies are to be implemented by the Chief Rector, Rectors and Wardens.

4. Each hostel shall have a Hostel Management Committee of the following structure:
    a. Chief Rector - Boy's or Girl's Hostel- *Chairman*
    b. Faculty Incharge - Rector - *Convener*
    c. Wardens - *Member*
    d. Two students - *Members (To be nominated by Rector)*

In addition, Rectors can also nominate *3-5 hostel student representatives* to help them in hostel administrations. Rectors to forward the names of the students after the resumption of hostel functioning.

5. **Hostel Regulations** shall be prepared/ updated by Institutes Hostel Management Committee on **annual basis**.

6. Respective Chief Rectors to **organize monthly meeting** separately **(last two working days of the month)** of the Institute Hostel Management Committee along with Director & Joint Director.

7. Provision of financial allowance to Chief Rectors, Chief Proctor, Dean-SW, Rectors as per KIET policy.

8. The above committee will be responsible to the Director for their duties.

9. **Office Order 20/2019** dated **5th Aug'19** and **subsequent amendments notifications stand dissolved.**

Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CS/CSIT), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IC, Head-IRCDC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Office, KIETians

Copy to:
- Chief Rectors / Rectors / Members of Hostel Management Committee / Wardens
- All Hostels (Boy's/Girl's) /All Notice Boards

KIET Group of Institutions

OFFICE ORDER: 22/2020
Re-organization of Grievance Redressal Committee

1. This is to notify that Grievance Redressal Committee (Employee) has been **re-organized** as follows:

    Grievance Redressal Committee:

    a. Dr. (Col) A Garg, Director - Chairperson
    b. Dr. Manoj Goel, Joint Director - Member
    c. Dr. Anil K. Ahlawat, Dean (A) - Member
    d. HoD (concerned dept.) - Member
    e. Mr. Rishi Malhotra, Head HR - Coordinator

2. Employees can place their grievance through KIET-ERP or can submit the written grievance in a sealed cover to the authority through Coordinator as above. The Grievance Redressal Committee shall redress the grievances (if any).

3. Office Order 04 -A /2019 dated 18th Feb'19 stands superseded.

Dr. (Col) A Garg
Director

Distribution:
- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CS/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:
- All Concerned Members - Grievance Redressal Committee

Ref/Dir/11/2018   24th May'18

OFFICE ORDER: 11/2018
Constitution of Alumni Engagement Cell (AEC) - Institute level

1. Institute's **Alumni Engagement Cell (AEC)** comprising of following members is hereby constituted with an objective to engage alumni, develop strong alumni relations, get senior alumni involved in the professional integration of students, implementing mentor/ mentee relationship between senior/junior alumni to share expertise and best practices in their respective fields and empower the alumni network (Students, Recruiters, Teachers and Alumni).

2. **Team - Alumni Engagement Cell (AEC)**

a.	Dr. Binkey Srivastava, Prof. MBA	**Head -AEC**
b.	Mr. Kamal Kant Sharma, IT	**Associate - AEC**
c.	Faculty/Staff members	Departmental Coordinators -AEC
d.	Student members	Student Coordinators - AEC

3. **Departmental Coordinators - AEC**

a.	Mr. Sachin Rathore	ME
b.	Mr. Rajesh Patel	
c.	Ms. Sarika Awasthi	CE
d.	Mr. Nitesh Bhardwaj	
e.	Ms. Kiran Sharma	KSOP
f.	Mr. Sanjeev Chauhan	
g.	Mr. Rajiv Chourasiya	IT
h.	Mr. R.N Panda	MCA
i.	Mr. Ankit Verma	
j.	Mr. Satish Kumar	EI
k.	Mr. Sharad Gupta	
l.	Dr. Pravesh Singh	ECE
m.	Ms. Pooja Tyagi	
n.	Ms. Jyoti Srivastava	EN
o.	Mr. Ameer Faisal	
p.	Mr. Hriday Gupta	CSE
q.	Ms. Aruna Yadav	
r.	Ms. Neha Singh	MBA
s.	Mr. Amit Arora	
t.	Mr. Vishal Sharma	CRPC
u.	Ms. Kratika Saraswat	

4. **Student Coordinators - AEC**

a.	MCA	3rd Year	Aman Jaiswal	7985742622
b.		2nd Year	Neeraj Kumar Maurya	9807755250
c.	ME	2nd Year	Anmol Singh	7275256288
d.		2nd Year	Umesh Yadav	7786020455
e.	KSOP	2nd Year	Dhruv	9837821904
f.		3rd Year	Unnati Batra	9650494297
g.	MBA	2nd Year	Pankhuri Agarwal	8979766402
h.		2nd Year	Yashmit	7500506996

24 May 18

i.	Civil	3rd Year	Damanddeep Singh	9532312248
j.	EN	2nd Year	Vikrant Goswami	9412642077
k.		3rd Year	Meghna Singh	7060074907
l.	EI	3rd Year	Harshwardhan Tyagi	-
m.	IT	2nd Year	Yash Goel	9536718735
n.		3rd Year	Vashudev Dhama	9917741206
o.	CS	2nd Year	Shivam Jaiswal	8932825430
p.		3rd Year	Abhishek Bansal	9953973363
q.	EC	2nd Year	Ishani Rawat	8742999639
r.		3rd Year	Sachin Singh	8941856165

5. Roles & Responsibilities

(a) Establish and build relationships with a wide range of Alumni, locally, regionally, nationally and internationally; maintain regular communication with Alumni via direct contact, email, Alumni web pages, or print publications.

(b) Maintain department alumni email address on **kietalumni@kiet.edu**

(c) Promote the Alumni community to current students.

(d) Maintenance of accurate departmental alumni records batch-wise.

(e) Encourage unregistered alumni of alumni portal to be registered.

(f) Keep the Alumni community aware of the institute's developments and achievements through webs.

(g) Build networking opportunity for alumni and student body in order to benefit all through maintenance of alumni portal, Facebook page and other social sites.

(h) Seek personal contact of alumni at highest decision-making level within corporations and business and arrange for student interaction. Organize alumni talk at least one in a month during academics.

(i) Identify volunteer student coordinators to develop activities that will ensure student involvement with the Alumni and Alumni Association.

(j) Implement various Alumni focused promotional opportunities throughout the year by updating alumni about KIET Special Events - Sports fest, Tech fest, Reminiscence, News Releases etc.

(k) Through alumni portal support Alumni Mentorship Program that offers current KIET Students an opportunity to access experienced KIET Alumni.

(l) Prepare monthly reports relating to alumni activity of your department and mail it to Alumni Head.

(m) Assist team KIET Alma Connect.

6. The Head - AEC will be responsible to the Director for her duties. However, the **departmental coordinators** (at para 3) will take full ownership of the roles & responsibilities as mentioned (at para 5) and will be accountable towards their roles to Head-AEC. **Student coordinators** (at para 4) will be responsible to their respective departmental Coordinators - AEC for the assigned role - as per the requirement projected by respective Coordinators from time to time.

7. The above Order is applicable with immediate effect.

8. The Office Order no. 05/2015 dated 14th Sep'15 stands superseded.

Dr. (Col) A Garg
Director 24 May 2018.

Distribution:
- Director-Admin/Deans/ Principal-KSOP/ All HoDs /GM-TBI/ All Functional Heads

Copy to:
- Head - Alumni Engagement Cell (AEC) & all concerned members - AEC

KIET

KIET Group of Institutions

3rd Jan'20

OFFICE ORDER: 01/2020
Re-Organization of Corporate Relations & Placement Centre (CRPC)

1. It is to notify the **revised structure** as follows of Corporate Relations & Placement Centre (CRPC) with the introduction of a new vertical **KIET SSB Academy @ campus** set up with an objective to impart requisite support, direction & training to aspiring students for their entry into Armed Forces and address their queries like selection criteria, personality Development Issues etc.
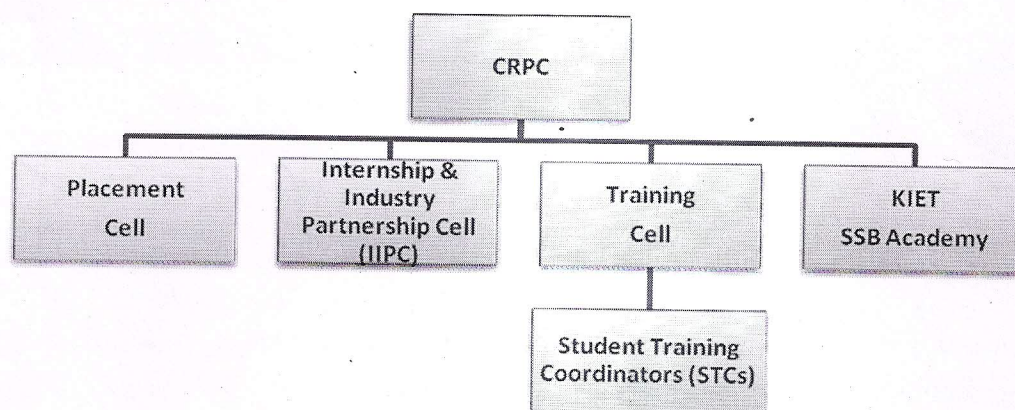
2. The following personnel would be responsible for their designated roles as under:
   (a) Corporate Relations & Placement Centre (CRPC) - Mr. Arvind Sharma, Head- CRPC
   (b) Placement Cell - Ms. Pankaj Dhupar, Addl. Head - CRPC
   (c) Internship & Industry Partnership Cell (IIPC) : Mr. Varun Suryavanshy, Addl. Head - IIPC & Dr. Ajay S. Verma, Associate Head - IIPC
   (d) Training Cell - Ms. Puja Rohatgi (HS), Addl. Head - Training Cell (TC)
   (e) KIET SSB Academy - (Col) Mahesh Bhardwaj, Asst. Prof. (ME) as Associate Head, KIET SSB Academy

3. The *expected roles & responsibilities* for the above four verticals are attached at **Annexure-1**. Addl. Head Training Cell (TC) will be an interface between CRPC & HS department for meeting the training needs.

4. The main objective of IIPC is to structure and institutionalize Internship in consonance with AICTE policy which is one of the most important aspects of Engineering Education alongwith partnership of Institute with Industries to bridge the gap between academia & industry. The structure of **Internship & Industry Partnership Cell (IIPC)** is as follows:

03 Jan 2020
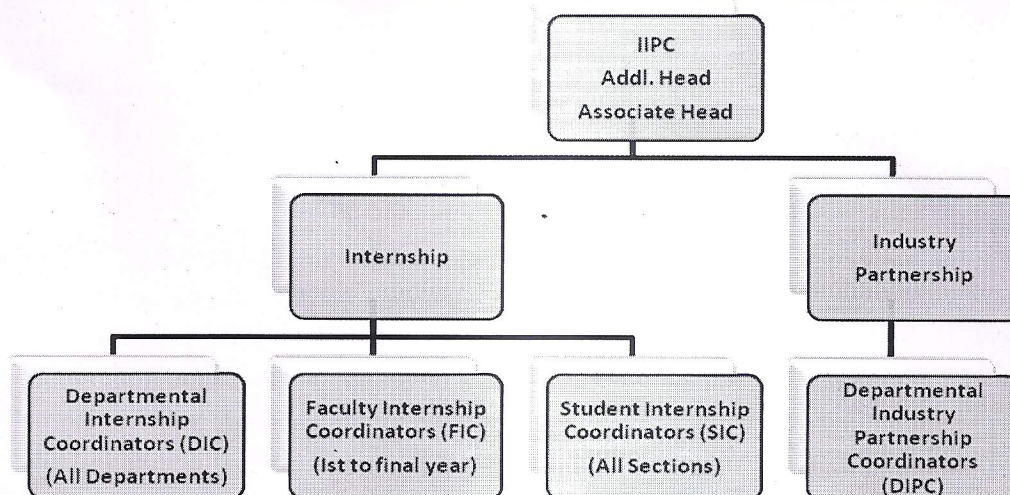
Legend

- DICs (One faculty per department)
- FICs (One faculty per department / year)
- SICs (One student / section)
- DIPCs (One faculty / department)

5. **Student Training Coordinators (STCs)** - One student (final year) / section. *Student Training Coordinators* (STCs) will perform their role under the overall directions of **Addl. Head - Training Cell** as per requirement projected from time to time.

6. Head - CRPC will be responsible to the Director for his duties. However, the personnel responsible mentioned at para 2 (b, c, d & e) will take full ownership of the assigned roles & responsibilities and will be accountable towards their roles to Head-CRPC. Also, IIPC as per above structure will closely work under the overall directions of Head-CRPC. Respective FICs & DIPCs will be responsible for their assigned role to Addl. & Associate Head -IIPC. *Student Internship Coordinators* (SICs) will perform their role under the overall instructions of **respective FICs** as per requirement projected from time to time.

7. The above Order is applicable with immediate effect.

8. Office Orders 01/2019 dated 4th Jan'19 and 15/2019 dated 24th Jul'19 stands superseded.

Dr. (Col) A Garg
Director
0.3...Jan'20

Distribution:
- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to: All concerned

ROLES & RESPONSIBILITIES

Head - CRPC

The Head-CRPC is responsible for advancing the mission, core values, and purpose of the university as well as support academic and experiential learning programs to promote student learning and student development. The Primary purpose of the Head - CRPC is to assist students and graduates in developing, evaluating, and implementing career, education, and employment decisions and plans throughout their tenure at the university. The Head - CRPC works directly with the Student Success and other constituents of the Institute in the career development, counselling, Training, Internship, and job placement support for students.

Addl. Head - CRPC

- Responsible and accountable for the Placement of the students.
- Liaison with Corporate and Companies, Accreditation of the Institute with Corporate and Companies etc.
- Develops students' self- knowledge related to career choice and work performance by identifying, assessing, and understanding their competencies, interests, values, and personal characteristics.
- Obtains educational and occupational information for students to aid their career and educational planning and to develop their understanding of the world of work.
- Counsels students to take responsibility for developing career decisions, graduate/professional school plans, employment plans, and job-search competencies.
- Obtains and provides students' information on employment opportunities to prospective employers and industries.
- Connects students with employers through campus interviews, job listings, referrals, direct application, networking, job-search events, publications, and information technology.
- Promotes employer visitation and on-campus recruiting efforts and plans and organize on-site employer visits.

Addl. Head - IIPC

- Initiate and build partnerships with employers to develop student opportunities for experiential endeavours locally, state-wide, nationally and internationally.
- Work collaboratively with faculty and administration to create policy and procedures for ensuring the academic quality and integrity of internships.
- Work alongside faculty and academic departments to identify and promote internships for specific majors.

03 Jan 2020

- To formulate and implement an impactful strategy to roll out AICTE Internship Policy and AKTU Guideline for creating future talent pool from KIET Group of Institutions.
- To implement model Internship curriculum suggested by AICTE / AKTU.
- To utilize AICTE's MoUs with various Ministries, Government / Non-Government / Private Organizations to facilitate Internship.
- To arrange internship for :-
    - B. Tech 1st / 2nd / 3rd Year
    - MCA 1st / 2nd / 3rd Year
    - MBA 1st Year
    - B. Pharm 1st / 2nd / 3rd Year
- To document all records.
- To maintain T.L./ Attendance / Daily Log / Evaluation Sheet

Associate Head - IIPC

- Industry federations - CII and others to develop student opportunities for experiential endeavours locally, state-wide, nationally and internationally.

- Implementation of 100 activities points

Addl. Head - Training Cell

- Identifying training needs by using assessment methods.
- Ensuring strategic alignment of the Soft skill and Aptitude training for the students.
- Optimizing training processes for efficiency
- Implementing, delivering and arranging the Soft skill and Aptitude training for all the students of B.Tech, MBA, MCA & Pharmacy courses.
- Student Training Co-ordinators involvement for the guidance of career/placement opportunity.

Associate Head - SSB Academy

- Regular orientation program for the students during winter and summer vacation.
- KIET SSB Academy update on our website.
- In - house grooming of the students to be carried out by Col Mahesh Bhardwaj for a batch size of 20 for 2o hours (02 hours per day for two weeks post lunch.
- Grooming of final year students who have already undergone in-house grooming by external resource persons will be carried out during weekends (Sat/Sun) for six days or continuously for six days during summer/winter vacation.
- Third year students to be groomed during winter/summer vacation for duration of continuous two weeks. One week by Col Mahesh Bhardwaj and one week by external resource persons on payment basis. The batch size to be 30 students.
- Ensure KIET SSB Academy to be open for nearby schools (NDA) and colleges (CDS/Tech Entry). The offer is on payment basis for duration of 12 working days.

03 Jan 2020

KIET Group of Institutions

OFFICE ORDER: 13/2020
Constitution of Institute's Committee for National Institutional Ranking Framework (NIRF) Ranking - Target 2021

1. The **National Institutional Ranking Framework (NIRF)** is a methodology adopted by the **Ministry of Human Resource Development (MHRD)**, **Government of India**, to rank Institutions of higher education in India, launched in the year 2015.
2. The ranking parameters broadly cover: Teaching, Learning & Resources, Research and Professional Practices, Graduation Outcomes, Outreach and Inclusivity and Perception.
3. KIET has been able to grab its position in **Engineering & Management (NIRF 2017), Engineering & Pharmacy (NIRF 2018) and Engineering (NIRF 2020)** respectively.
4. NIRF ranking has been gaining popularity year after year and the evaluation / competition is going to be tough in the years to come.
5. In view of above, Institute's Committee '**NIRF Ranking Target – 2021**' comprising of members mentioned at **Para 6** below is hereby constituted with the following objectives:
    a) The responsibility of data collection from different departments for filling up of the **NIRF application (2021)** with utmost care. HoDs to facilitate by nominating one faculty member of their department **(Other than NIRF Committee member)** to the Chairman Committee in the attached format **(Annexure-A).** It is expected from designated faculty coordinators to make available/submit the supporting documents timely as required by committee**.**

    b) Submit NIRF (2021) application on time.

6. **Committee: NIRF Ranking – Target 2021**

a	Dr. Anil K. Ahlawat, Dean (A)	Chairman
b	Dr. Pramod Kumar Yadav, ASOP - CSE	Coordinator
c	Mr. Surya Prakash, Asst. Prof. - KSOP	Member
d	Ms. Renu Sharma, Asst. Prof - MBA	Member
e	One faculty from each Dept.	Member
f	Ms. Anamika Dron - Deputy Registrar	Member cum Facilitator

7. Our target in the long run will be to move in the rank band of top 100 institutes and thereby improving Institute's overall ranking/ improved ranking in all disciplines under all circumstances.
8. The Committee will be responsible to the Director for their duties.
9. The above order is applicable with immediate effect.

Dr. (Col) A Garg
Director

Distribution:
- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IC, Addl. Head-IIPC, Head-IRCDC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to: Committee – NIRF Ranking Target -2021

KIET Group of Institutions, Ghaziabad					
Departmental Faculty Coordinator (NIRF - 2021)					
S. N	Name	Designation	Dept.	Mobile No.	E-mail

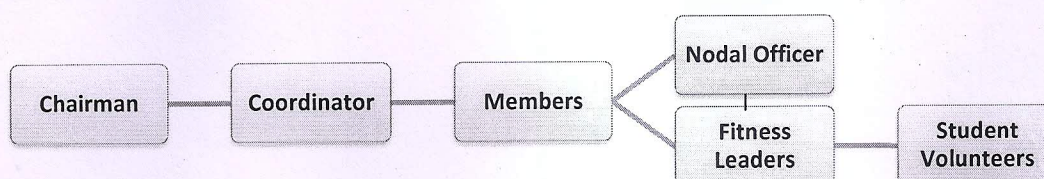Ref/ Dir/ 30 /2019   Date: 15th Oct'19

OFFICE ORDER: 30/2019
Constitution of Institutional Fitness Committee (IFC)

1. **Reference:** AICTE notification dated 2nd Sep'19 w.r.t. **Institutional Fitness Plan in the Higher Educational Institutions.** (Copy attached)

2. In line with AICTE notification, **Institutional Fitness Committee (IFC)** comprising of following members is hereby constituted with an objective to accord *special & significant priority* to *physical & mental fitness* of *students and faculty* in the campus.

Structure of Institutional Fitness Committee (IFC)

Institutional Fitness Committee (IFC)

Appointment	Name
Chairman	▪ Dr. Ashish Karnwal, Dean-SW
Coordinator	▪ Dr. Pramod Kumar Yadav, Associate Dean-SW
Members	▪ Dr. Mani Tyagi, Associate Dean-SW (Cultural)
	▪ Ms. Swati, Assistant Dean-SW (Literary)
	▪ Mr. Umesh Sharma, AO
Nodal Officer	▪ Dr. Brajesh K Tiwari , Assistant Dean-SW (Sports)
Fitness Leaders	▪ Dr. Pushpendra Patel (KSOP)
	▪ Mr. Manoj Bist (ME)
	▪ Mr. Manu Chauhan (ECE)
	▪ Mr. Mrinal Verma (MBA)
	▪ Mr. Shiv Kumar Sikrawar (EN)
	▪ Mr. Ankit Verma (MCA)
	▪ Ms. Vineeta Pal (CE)
	▪ Ms. Krati Gupta (CSI)
	▪ Ms. Shikha Jain (CS)
	▪ Mr. Tushar Shukla (Sports Officer)
Student Volunteers (Two students/dept.)	Nominated by HoDs List attached (**Annexure-A**)

3. Coordinator - IFC will be the **SPOC** between AICTE and this Institute to take this initiative forward in coordination with Chairman/Members of Institutional Fitness Committee.

4. He will be responsible to ensure that **semester wise action plan be formulated in advance and implemented** in the full spirit within guidelines of AICTE. **Semester-wise Action Plan** with dates be freezed in consultation with Director before the beginning of every semester.

5. Coordinator - IFC will be responsible to Chairman-IFC for *Fitness Implementation & Monitoring at Institute level.*

6. Institutional Fitness Committee (IFC) will be responsible to Director for their duties.

Dr. (Col) A Garg
Director
15...Oct'19

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- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:
- Chairman, Members, Nodal Officer , Fitness Leaders of Institutional Fitness Committee (IFC)
- Student Volunteers (For Information) through Office of Dean-SW

Student Volunteer:

S.No.	Name of Student	Deptt	Year	Mobile No.	E-mail ID
1	Ankit Dwivedi	ME	III	8574007525	ankit.1721me1048@kiet.edu
2	Arya	ME	II	7355031589	rai.arya2000@gmail.com
3	Sayed Raza Haider	CE	III	7007128885	sayed.1721ce1083@kiet.edu
4	Vandana Yadav	CE	III	8960479598	vandana.1721ce1096@kiet.edu
5	Ujjawal Kucchal	MCA	II	9456033445	ujjawalkuchhal1@gmail.com
6	Harshika Shrivastava	MCA	I	9839812828	harshika062@gmail.com
7	Shubham Gautam	KSOP	III	8899224445	gautamshubham1811@gmail.com
8	Shanjhi Sharma	KSOP	III	9555908890	sanjhisharma97@gmail.com
9	Ria Gupta	CSE	IV	7895219991	Ria.1610124@kiet.edu
10	Anubhav Pandey	CSE	IV	7071144701	Anubhav.1610021@kiet.edu
11	Abhishek Kumar	EN	III	9784072503	abhishek.1721en1009@kiet.edu
12	Aman Srivastava	EN	III	9149105996	aman.srivastava1983@gmail.com
13	Aman Verma	ECE	III	9450228966	aman1721ec1028@gmail.com
14	Kanchan	ECE	III	8218751028	kanchangu02@gmail.com
15	Namrata Singh	MBA	II	7617823021	namrata.1820mba1032@kiet.edu
16	Rachin Pandey	MBA	II	9971423277	rachin.1820mba1099@kiet.edu
17	Aditi Kansal	EIE	III	8859626589	aditi.1721ei1047@kiet.edu
18	Sunny Chaudhary	EIE	III	7906898599	sunny.1721ei1043@kiet.edu
19	Yogesh Bhatia	IT	III	8577078317	yogesh.1721IT1100@kiet.edu
20	Isha Bansal	IT	III	9690688265	bansalisha056@gmail.com

Dr. (Col) A Garg
Director
15 OCT 19

KIET
GROUP OF INSTITUTIONS

DIRECTOR OFFICE <directoroffice@kiet.edu>

FIT INDIA MOVEMENT

no-reply <admin@aicte-india.org>
To: directoroffice@kiet.edu

Mon, Sep 2, 2019 at 1:47 PM

Dear Sir/Madam,

Greetings from All India Council For Technical Education..!!

GUIDELINES FOR AN INSTITUTIONAL FITNESS PLAN IN THE HIGHER EDUCATIONAL INSTITUTIONS
All Higher Educational Institutions need to accord special & significant priority to physical & mental fitness of students and faculty in the campus and nominate a Nodal Officer for Fitness Implementation & Monitoring, whose activities would be monitored by an Institutional Committee. The following indicative guidelines/steps may be taken in this regard:

1. Physical fitness period or session may be incorporated into the academic calendar of the An institution, covering the aspects of sports, yoga, meditation, right diet etc. The physical fitness sessions may be staggered throughout the day to enable all students to participate.

2. Fitness Leaders in each institution to be created. For guiding students into physical fitness, services of students volunteer from the institutions, ex-servicemen and other volunteers may be obtained on a daily & voluntary basis.10 committed persons well versed in physical activity may be involved in the exercise.

3. Proper the utilisation of existing infrastructure, encouraging students to climb stairs, walk at least 10,000 steps a day, use cycles within the campus by creating cycling zones etc.

4. The top leadership of the Institution and professors actively participate with staff and students in fitness activities on a periodic basis to lead by example, eg: cycling, running, aerobics, marathon, meditation activities etc.

5. Incorporating provisions of healthcare and wellness initiatives in the objectives of the institution.

6. Annual health check-ups by volunteer health doctors or voluntary organisations to monitor student health & fitness and also maintain a record.

7. Providing guidance regarding a balanced nutritional diet, distribution of pamphlets and information material on the subject.

8. Redressing the emotional concerns of students in mental health. Awareness camps or sensitisation workshops on depression, anxiety and stress management may be organized for faculty and students.

9. Inviting health icons and motivational speakers on health & fitness to address students in campus and regular conduct of outdoor sports events in campus

10. Data pertaining to health & fitness activities of an institution should be placed on the website. Exemplary performers shall be selected subsequently for National level awards.

Regards,
AICTE

KIET Group of Institutions

OFFICE ORDER: 13-A/2020
Re-constitution of Library Advisory Committee

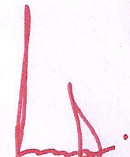This is to notify that Library Advisory Committee has been *re-organized* as follows:

The members of Library Advisory Committee:

S. N	Name	Dept.	Appointment
1.	Dr. Anil Kumar Ahlawat, Prof. & Dean Academics		Chairman
2.	Prof. Kuldeep Sharma, Assoc. Prof.	AS	Members
3.	Prof. Chirag Arora, Assoc. Prof.	EIE	
4.	Prof. Sakshi, Asst. Prof.	IT	
5.	Prof. Abhishek Yadav, Asst. Prof.	ME	
6.	Prof. Balram Tamarkar, Asst. Prof.	EC	
7.	Prof. Arti Sharma, Asst. Prof.	CS	
8.	Prof. Sarvpriya Sharma, Asst. Prof.	CE	
9.	Prof. Md. Faisal Jalil, Asst. Prof.	EN	
10.	Prof. Deepti Katiyar, Asst. Prof.	KSOP	
11.	Prof. Amit Kumar Gupta, Assoc. Prof.	MCA	
12.	Prof. Amit Arora, Asst. Prof.	MBA	
13.	Prof. Monika Khurana, Asst. Prof. (Communication & Soft Skill)	HS	
14.	Dr. Sanjay Kumar Sharma, Librarian	*Ex-Officio member*	

The committee will meet prior to the commencement of each semester to review the progress of previous decisions, requirement of books and journal, expansion of library facilities and other areas of improvements, which committee may think suitable.

The suggestions and recommendation of the committee may be put up to the Director within 7 days of such meetings for necessary approval.

Committee Objectives, Duties & Responsibilities, Methods of Operations and Committee Structure are attached for information **(Annexure-1)**.

Dr. (Col) A Garg
Director

Distribution:
- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IC, Addl. Head-IIPC, Head-IRCDC, Chairperson-ICC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to: Chairman & all concerned members – Library Advisory Committee

Library Advisory Committee

1. Committee Objectives

- Advice the librarian to work in line with proposed policy.
- Counsel the librarian for general development & administration of library
- Express the opinions and requirements of faculty members and students related to library policies, books, journals, and magazines etc.
- Suggest librarian regarding innovative practice needed in the library for R&D purpose.

2. Duties and Responsibilities

- Committee will study library needs in view of current educational, research and service programme of university and will advise the librarian accordingly.
- Committee will study the current industrial requirement and will suggest the librarian accordingly for the procurement of books/study materials.
- Committee serves as a liaison group among faculty members, staff, students and the library staff.
- Committee will make planning and will project improvement/expansion/moderation of library from time to time.
- Committee will review the demand of books & journals forwarded by the departments and will make suggestion/recommendations depending upon the requirements and guidelines.
- Committee will frame a set of rules for library and revise it time to time.

3. Methods of Operation

- The committee seeks to hold meeting before commencement of semester or as and when required to discuss the issues related to library.
- Actions would be taken on the basis of the agenda drafted by the Chair with the librarian which is announced prior to the meeting.
- Policy proposals are presented and discussed. Administrative matters of importance are brought to the attention of the committee by the Chairman of Committee.
- The members of the Committee will communicate questions, complaints, inquiries and suggestions to the Chairman of committee concerning library policies and administrative procedures.

4. Committee Structure

- The Chair and members of the Committee will be appointed by the Director of the Institute for a period of one year and renewable.
- Committee will consist of a chairperson, representative of each department and librarian-ex officio member.
- The members of the committee will be selected form the different departments with the concurrence of the concern HOD.
- Dean Academics will Chair the committee.

Director