

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-Coordination, 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-Coordination 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)

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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.

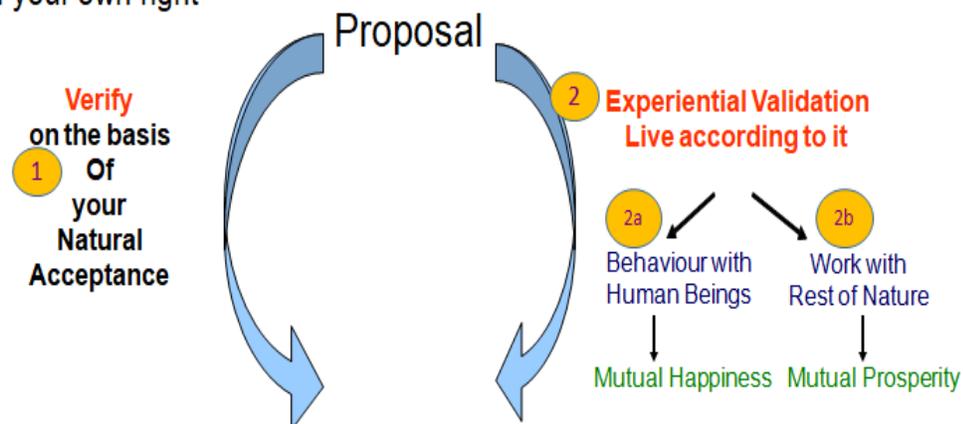
Effects of Value Education on Institute

- 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/ jealousy/ 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



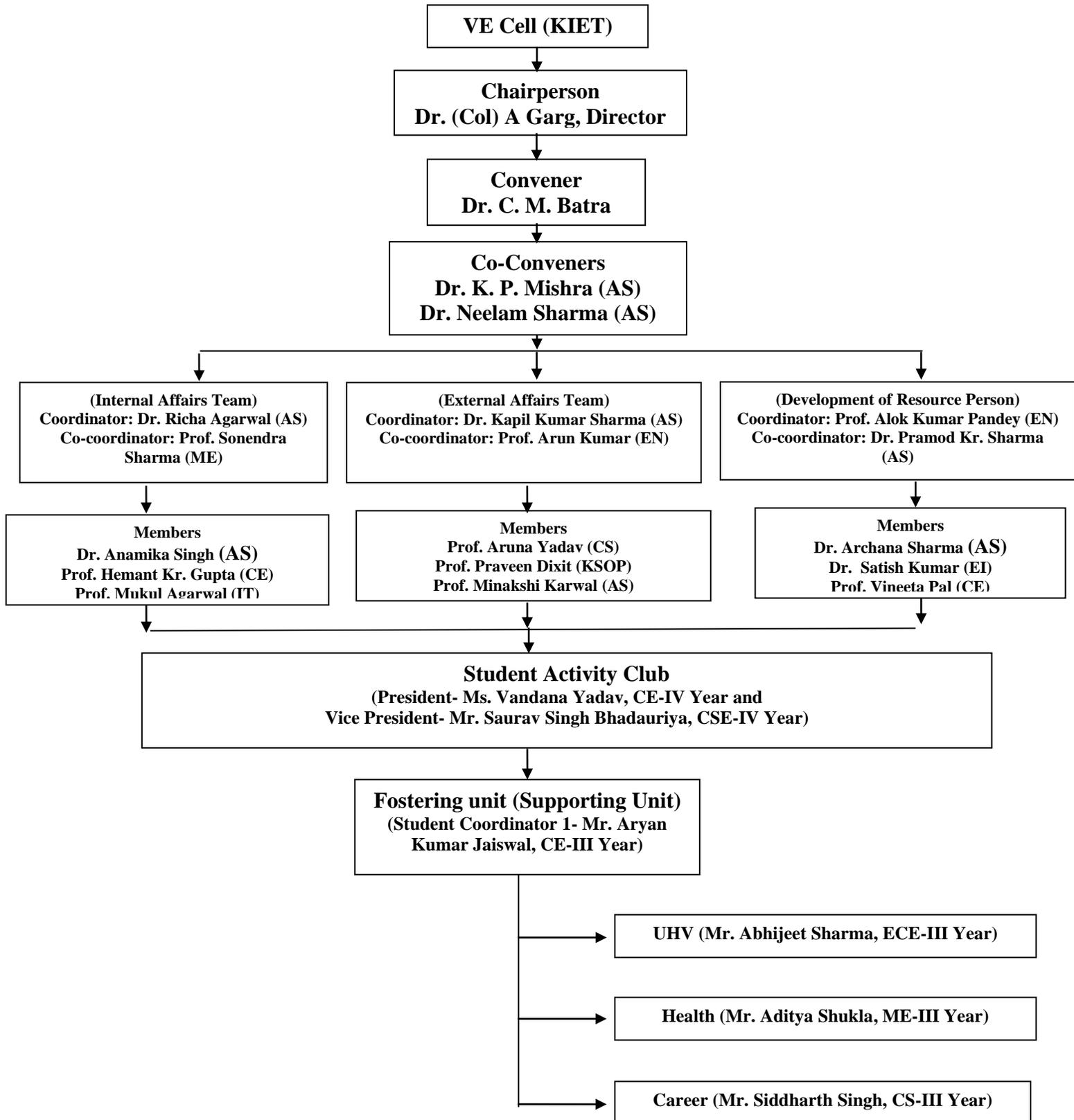
Which process is Naturally Acceptable to you?

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

Structure of VE Cell



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Coordinators and Co-Coordiators 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.

- To take prior approval from convener/chairperson for conducting workshops of all levels.
- To make a committee for smooth conduction of workshops viz. lodging, fooding, filing process work etc.
- To ensure means of transport for resource person/co facilitator /observer from university.
- To check all files and keep record/send to TEQIP and AKTU.
- 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 convene 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.

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- 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.

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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.

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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

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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			

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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

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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

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Month/Year	Level I		Level II					Remaining Faculty for Level II		Remaining Faculty for Refresher Level I	
Jan. 2022	AS -	0	AS -	10	100% Faculty assumed to be completed Level I	Minimum 05 faculties will complete refresher level II	minimum 02-05 will complete level III	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

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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			
June., 2023	AS -	3	AS -	15	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
	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

OFFICE ORDER: 19/2019

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

Ref: Para 8, Office Order 18/2019 dated 1st Aug'19.**Objective of the Policy**

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

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

Disciplinary Rules and Procedures

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

Implementation Modality

3. In case, any act of indiscipline is noticed, respective HoDs/ Chief Rector/ Dean-SW/ other Functional Heads can give a suitable decision as per **implementation modality** given in **Appendix - B**.

4. It is expected that all students at KIET Group of Institutions shall be responsible for conducting themselves in a manner that helps augment environment of learning and discipline during their stay in campus.

5. The Policy shall come into practice **with immediate effect**.


Dr. (Col) A Garg
Director

Distribution:

Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS) - *For dissemination to students*

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

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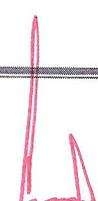
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Clause No.	Act of indiscipline	Corrective Action(s)
10	Improper behavior while on Industrial Visits/Placements Visits/Educational Tours.	Debarring from participation in visits/tours.
11	Bullying (includes any electronic, written, verbal, or physical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

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Appendix –A
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Clause No.	Act of indiscipline	Corrective Action(s)
20	Stealing of money or costly electronic items like Laptop, Smart watch, Mobile or Camera etc.	1. Warning to Student. 2. Information to Parents.
21	Use of social media to tarnish the image of Institute, staff members and students of the Institute. Any other acts of indiscipline that tarnishes the image of the Institute.	1. Information to Parents. 2. Suspension from Classes. 3. Termination from Hostel.
22	Using unfair means in the examination.	As per the Institute Internal Examination Policy/As per AKTU Examination Guidelines
23	Retaliation against any student or group of students who makes a complaint, cooperates with an investigation, or participates in a resolution process.	1. Counseling/Warning to Student. 2. Information to Parents. 3. Suspension from Classes.
24	Wastage of Food.	1. Counselling of Student. 2. Warning to Student.
25	Use of mobile in class/Late entry inside the class/Entry of two-wheeler rider in campus without helmet.	1. Counselling of Student. 2. Warning to Student. 3. Information to Parents. 4. Suspension from Classes.


02 Aug 19

Implementation Modality

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

NOTE

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

02 Aug 19

OFFICE NOTE
DRESS CODE FOR FACULTY AND STAFF

1. All employees are required to follow the dress code **from session 2018-2019** as illustrated below:
 - (a) Formal Shirt (Full / Half Sleeves), Formal Pant/ Formal Trousers, Long Kurta / Kurti with Legging/ Formal Pant, Salwar Kameej, Saree (i.e. only formals are allowed on all academic days).
 - (b) **Display of profane/ bad language / promoting use of drugs, Alcohol or Tobacco** in any form embossed on the dress is not permitted.
 - (c) **Footwear:** Formal Shoes (for all), formal belly/ sandals (only for ladies) are allowed but slippers will not be permitted.
 - (d) In case of violation of above, the employee concerned will be asked for explanation by the concerned HoD/ Deans / Director and for repeated case strict action will be taken.
2. All faculty and staff are expected to strictly follow the dress code as above. They are also expected to check students for adherence to 'Dress code for the students' as promulgated vide **Office Note No. KIET/DEAN/2018/04 dated 20th Jun'18**.
3. Let us adhere to the workplace rules for 'Dress Code' as it represents the culture and promotes the impression of 'being professional'.

Dr. (Col) A Garg
Director

Distribution:

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

Copy to:

- All Faculty and Staff members

KIET Group of Institutions

Date: -20th Dec'18

Office Note (Revised)

A Sports Regulatory Committee is hereby constituted for the upgradation and improvement of sports facility in the Institute. This committee will perform its responsibilities under the guidance of Dean (SW).

Sports Regulatory Committee

S.No	Name	Department	Post
1	Dr. Sandeep Chhabra	ME	Chairman
2	Dr. Pramod Yadav	CSE	Member
3	Dr. Pushendra Kumar	KSOP	
4	Mr. Vivek Kr. Pathak	ME	
5	Ms. Pooja Tyagi	ECE	
6	Mr. Umesh Sharma	Admin. Officer	Administration
7	Mr. Sunil Vashishtha	Purchase Officer	
6	Mr. Vikhyat Bhatnagar	ECE	Students Representative
7	Mr. Nikhil Srivastva	EN	
8	Ms. Ayushi Srivastava	ME	
9	Ms. Ria Gupta	CSE	

The above committee will look after the basic amenities required for smooth conduct of games in the campus and also suggest about the upgradation of sports facilities.


Dr. Manoj Goel
Director- Admin

Copy to:

- Director- For information please
- Dean-SW, HoDs, Committee members
- Admin- Officer, Purchase Officer