



KIET Group of Institutions

KSET – KIET School of Engineering & Technology

KSOP – KIET School of Pharmacy

KSOM – KIET School of Management

KSCA – KIET School of Computer Applications

Employee Service Rule Book

Document Number: KIET/HR/ESRB/0720/01

Version Number: V3.0

Issue Date: 1st July 2020

Effective Date: 1st July 2020

B. S. S.
01/07/20

[Handwritten signature]

[Handwritten signature]
01 JUL 20

[Handwritten signature]
01/07/2020

Preface

This **Employee Service Rulebook**, prepared by the department of Human Resources with due approval of Director, provides employees with a helpful, employee-related benefits, policies, and procedures that are in effect at the time this service rulebook is prepared. It includes an overview of the KIET Group of Institutions, a summary of personnel policies and benefits, and highlights of the resources, services, and activities that are available.

This service rulebook, however, cannot anticipate every situation or answer every question about employment. The personnel procedures and practices stated in this service rule book are subject to change. To maintain flexibility in the administration of personnel policies and procedures, the institute reserves the right to revise or rescind any provisions of this service rule book without notice.

If you have any questions about policies and procedures that have not been specifically addressed in this service rule book, please consult with your reporting officer, or the department of Human Resources.

Employee suggestions for Service Rulebook topics are appreciated and may be submitted in writing to the department of Human Resources via mail at hr@kiet.edu.

Department of HR

INDEX

CHAPTER	CONTENTS	Page No.
1.	INTRODUCTION TO KIET: KIET Introduction Vision Mission Quality Policy Department of HR Work Culture Composition of Board of Governors Organization Chart Rules & Bye Laws	6 – 18
2.	Code of Conduct: 2.1 Institute Employee Code of Conduct Rules	18-22
3.	Common Employment Practices: Official Notices Documentation norms Hours/Work Day Holidays Attendance HR PORTAL – Attendance / Leaves/Pay slip /Notices etc. Late Stay by Faculty & Staff beyond Institute Academic Hours and Working on Sundays/Holidays Pay Day	22-25
4	Leave Rules Leave Rules Types of Leaves Short leave and Late arrival norms & c/offers Hostel Warden Leave Rules	26-32
5	Research & Development Faculty Contribution in Research & Development/ Quality research publication/Funded projects/Patents PhD Fee Reimbursement /OD/Incentive Promotion policy for Assistant Professor, Associate Professor & Professor Incentives for outstanding Research Publications & Attending conferences MOOC"s for KIET Faculty Members-Incentive Policy Attending & Development of MOOC"s Conduct of Knowledge Sharing in department Guidelines for Consultancy by Faculty	32-54
6	Recruitment & Selection Recruitment/Selection/Documentation Policy/ Appointment Policy for past Industrial experience faculty Documentation Policy (Appointment) Career Progression (Faculty/Staff)	55-57
7	Induction Induction & Orientation Process Probation Period	58-59

8	Performance Management System Annual Increment Faculty & Staff Promotion Policy – CAS Reward & Recognition Policy	60-72
9	Training & Development 9.1 Training Policy & Incentives	73-74
10	Organization Communication – Formal Notices (Office Orders) Re-organization of research & development Committee Hostel Mgmt. Committee (HMC) Career Guidance Centre for National & International Affairs Constitution of Alumni Engagement Cell (AEC)– Institutelevel IQAC (Internal Quality Assurance Cell) Constitution of value education cell Constitution of central purchase committee Grievance Redressal committee Structure of Office of Controller of Examination formation of Examination Committee Effective Mgmt. of Internet facility within Campus Delegation of Administrative and Financial Powers to HoDs Terms of Appointment – Faculty/Staff Communication Systems Regular updates on Website and Social Media handles Constitution of Institute’s Committee for NIRF Ranking Setting up of new dept.-“Humanities and Social Sciences” Office of Dean-A Re-Constitution of Institute Proctorial Board Constitution of Anti Discrimination Cell(ADC) Establishment of Innovation and Entrepreneurship Council(IEC) Constitution of Institutional Fitness Committee(IFC) Appointment of Nodal Officer Re-organization of Corporate Relation and Placement Centre(CRPC) Re-Organization of Office of Dean-SW Create „Global language- English speaking environment“ in campus- Preparing students to be Global Citizens Formation of KIET-IT Cell Internal Complaints Committee of AY: 2020-2021 Re-Organisation of Industrial Research & Consultancy Development Centre (IRCDC)(Institute level) Constitution of Programme Evaluation Committee Rationalization of Secondary Duties Constitution of Institutional Committee - National Assessment and Accreditation Council (NAAC)	74-112
11	Separation 11.1 Separation Policy / Resignation	112 -113
12	Workplace Guidelines Dress Code Good Housekeeping Drug Free Workplace Confidentiality	113
13	Services, Conveniences & Activities I-Cards Grievance Redressal/Ticketing System (Online) Medical Insurance	113-126

	Bus/Cab Facilitation Bank ATM Vehicle Parking Suggestion Boxes Cafeteria Services Tea Coupons Book Store/Library Counselor Facility Multipurpose Complex Gym / Recreational & Fitness Activity ITSS & ITSS Faculty Accommodation – In campus E-Mail policy TA/DA Rules	
14	Annexure PMS Related <ul style="list-style-type: none"> A. AAR- Faculty B. AAR – Professors & Heads C. AAR – Staff D. Probationary Assessment Review Form Recruitment Related <ul style="list-style-type: none"> A. Manpower Requisition Form B. Consent Form C. Joining Checklist D. Joining Report E. ID Card making form F. Pending Documents Declaration G. AICTE Faculty Biodata H. Re-reporting form Separation Related <ul style="list-style-type: none"> A. No-Dues Form B. Charge Handing & Taking over form C. Exit Form Training Related <ul style="list-style-type: none"> A. Attendance Form B. Feedback Form Research & Development Forms <ul style="list-style-type: none"> A. PhD Fee reimbursement B. PhD Progress Report C. Consultancy Agreement Form D. Others (For information) 	126-186

CHAPTER – 1 Introduction to KIET

CHAPTER – 1.1 KIET Introduction

KIET Group of Institutions, Ghaziabad established in year 1998. The Institute now has more than 5000 students on its rolls in AY 2018-19, a substantial growth in 21 years to meet the need of quality technical education in U.P., as also to ensure their overall growth as responsible professionals and global citizens.

KIET has vision "To achieve excellence in technical education and create competent professionals for Industry & Socio-economic development to meet National and International needs." To achieve the vision, KIET has determined mission as follows:

- To achieve academic excellence in technical education through innovative teaching-learning process
- To provide strong fundamental & conceptual knowledge with essential skills to meet current and future needs
- To build strong industry academia connect through industrial & socially relevant projects
- To inculcate right human values and professional ethics

This is leading KIET Group of Institutions to shape young minds with skill oriented and value based education.

Courses Offered

<p>B.Tech. (Duration – 4 years):</p> <ul style="list-style-type: none"> • Computer Science & Engineering • Computer Science • Information Technology • Computer Science & Information Technology • Civil Engineering • Electronics & Communication Engineering • Electrical & Electronics Engineering • Electronics & Instrumentation Engineering • Mechanical Engineering 	<ul style="list-style-type: none"> • M.Tech. (Duration – 2 years) • B.Pharm (Duration – 4 years) • M.Pharm (Duration – 2 years) • MCA (Duration – 2 years) • MBA (Duration – 2 years)
--	--

KIET Group of Institutions – Definition

- **Passionate** education provider in multi disciplines at undergraduate and postgraduate level
- **Vibrant campus** with inspired and brilliant students
- The **best engineering Institute** and consistently maintaining the top position in Uttar Pradesh
- Highly **inquisitive students** who take risks, experiments and put novel ideas into action
- Sharpens the **Technical** as well as **Life Skills** of students – Developing young leaders
- Use of **modern teaching aids** (animations, e-learning, videos etc.) in teaching & learning practices
- **Collaboration** with reputed **National and International Industries** & Corporate Houses. We make " DO Engineers"
- Consistently positioned as **top placement provider** for students from the all range of companies offering **best packages**.
- **Hi – Tech Campus** having beautiful, serene environment & students enjoying learning.
- Believes in relentless change and **desire to improve**.

1.2 Vision

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

1.3 Mission

- To achieve academic excellence in technical education through innovative teaching-learning process
- To provide strong fundamental & conceptual knowledge with essential skills to meet current and future needs
- To build strong industry academia connect through industrial & socially relevant projects
- To inculcate right human values and professional ethics

1.4 Quality Policy

“Committed to achieve the preferred destination among the students by continually improving the quality education.”

1.5 Department of Human Resource**Vision**

To create, build and nourish the **Top Class passionate Intellectual Capital KIETian Team** to excel and lead the education services having centre of high level **technological research and learning in the country.**

Mission

To create an **outstanding work ambience** with **Best in Class innovative HR Practices** globally to support intellectual capital growth through **competent, versatile, dynamic, research oriented team** members.

Core Values

1. Innovation
2. Integrity
3. Shared Prosperity
4. People
5. Education
6. Transparency

1.6 Work Culture

- Open, transparent & process driven institution
- Empowerment of HODs and Faculty members on all academic matters
- Faculty encouraged to improve their qualification and professional skills

- Appreciation and recognition of high level of sincerity and dedication to the cause of student progression

S. No.	Area	Meaning
1	Focused clear and SMART goals for our team members (Faculty & Staff).	Our team members have clearly defined roles and responsibilities. They have clarity on the work assignment with SMART (Specific, Measurable, Attainable, Result Oriented and Time Bound) goal concept.
2	Innovation and continuous improvement in whatever we do for an Institute and the world.	The faculty and staff members working attitude is to innovate, explore, experiment, research, take risk, learn, improve and implement with excellence drives them to give "THE BEST IN HIM/HER". Innovation is present in every task we do to impart the best education with ease to our STUDENT and make them the future LEADERS of INDIA.
3	Equal Opportunity to all	KIET values diversity among our team members. Our all activities are conducted without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, disability, age or caste.
4	Performance and potential driven environment	We nurture the talent with intelligence and integrity. KIET Group of Institutions work atmosphere is charged up with performance and potential of team members (faculty & staff).
5	Learning and Development work atmosphere	KIET Group of Institutions believes that each individual has the storage of unseen potential. Digging and polishing unseen individual's potential by providing learning and development atmosphere gives KIET immense energy to boost Institute and individual's growth.
6	Career	Each talent (Faculty & Staff member) hired has a growth oriented journey at KIET Group of Institutions. The faculty's career progression is based on AICTE norms. The team member walks on the career path, show the performance and progress on the same. The potential in the team member drives him/her to give the best performance which leads to enriched job responsibilities.
7	Adaptable	KIET Group of Institutions is full of dynamic work force. We believe in giving flexibility, empowerment and independence to achieve the tasks in the competitive environment. Each team member (Faculty & Staff) at KIET is not just an employee rather shares the entrepreneurial flair and has fire to distinct the self from the mass and achieve the BEST. KIET make the work enjoyable for our team members (Faculty & Staff).
8	Rewards & Recognition	KIET Group of Institutions respects and values each faculty and staff member's effort to accomplish the work with desired parameters. KIET Group of Institutions recognizes the efforts of the right team member at the right time at the right place.

1.7 Composition of Board of Governors

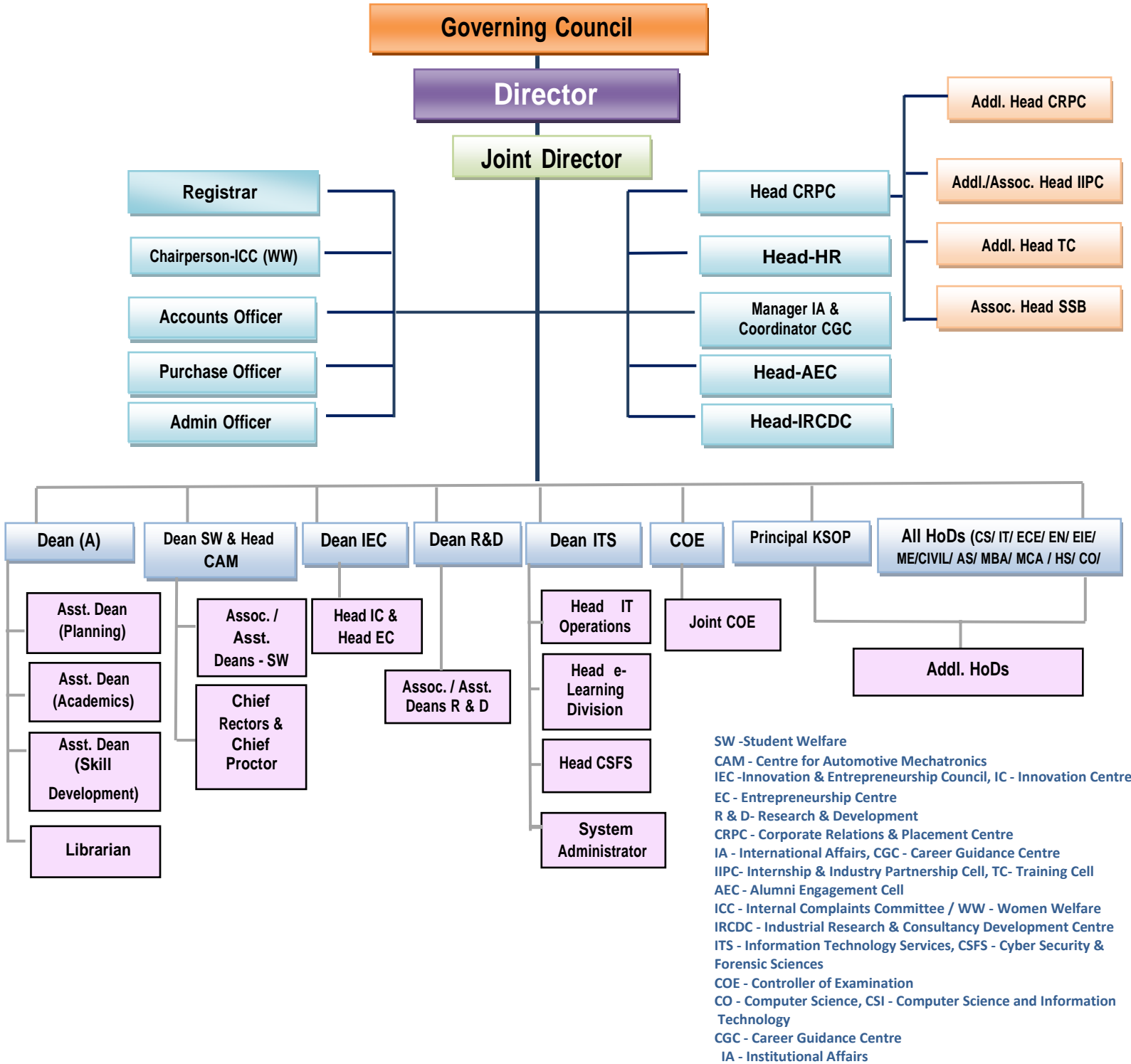
Reference: Appendix „18“, AICTE APPROVAL PROCESS HANDBOOK

S.No	Name	Appointment	Nomination Status/Occupation
1.	Shri M. P. Jain	Chairman	Nominee of Krishna Charitable Society/Industrialist
2.	Shri Sarish Aggarwal	Member	Nominee of Krishna Charitable Society/Industrialist
3.	Shri Atul Garg	Member	Nominee of Krishna Charitable Society/Industrialist
4.	Shri Sunil P. Gupta	Member	Nominee of Krishna Charitable Society/Industrialist
5.	Shri G. D. Jain	Member	Nominee of Krishna Charitable Society/Industrialist
6.	Shri A.N Gupta	Member	Nominee of Krishna Charitable Society/Industrialist
7.	Shri Neeraj Chaudhary	Member	Nominee of Krishna Charitable Society/Industrialist
8.	Shri Rakesh Goel	Member	Nominee of Krishna Charitable Society/Industrialist
9.	Shri Bisham Makkar	Member	Industrialist
10.	Regional Officer	Member	Nominee of AICTE, RO (Ex-Officio), Kanpur
11.	Dr. A.K Chawla, Head-HR (North), TCS, New Delhi (Industrialist - Nominee of AICTE)	Member	Industrialist/Educationist from region to be nominated by RO, AICTE, Kanpur (Details of the said nominee has been sent via letter 31st Aug"16 for seeking approval) - Awaited
12.	Nominee of the affiliating University	Member	Nomination of said member is awaited from AKTU
13.	Nominee of the State Govt. (U.P)	Member	Director of Technical Education (DTE), (Ex-officio)
14.	Principal, Govt. Polytechnic Gzb	Member	Nominee of the State Govt. (U.P)
15.	Dr. Ritu Gupta	Member	Faculty member nominated from Regular staff Professor, Dept. of Applied Science, KIET
16.	Dr. Sanjay Sharma	Member	Faculty member nominated from Regular staff Professor, Dept. of Electronics & Comm. Engg., KIET
17.	Director- KIET	Member Secretary	Nominee of Krishna Charitable Society Director, KIET (Ex-Officio)

1.8 Organization Chart

KIET Group of Institutions

Organization Structure



1.9**Rules & Bye laws****1.9.1 Rules of the Institute**

1.0. In these rules:

- (a) „**Council**“ means the Governing Council of the Institute.
- (b) „**Chairman**“ means the Chairman of the Board/Society.
- (c) „**Secretary**“ means the Secretary of the Society.
- (d) „**Director**“ means the Director of the Institute.
- (e) „**Institute**“ means the KIET Group of Institutions
- (f) „**Society**“ means the Trust by the name of Krishna Charitable Society.
- (g) „**University**“ means the University to which the Institute is affiliated.

2.0. The registered office of the society shall be at Ghaziabad

3.0. The Society shall consist of all the trustees of the KIET Group of Institutions

4.0. The Society shall meet whenever the Chairman thinks fit.

5.0. The Council shall be governing council of the Institute and the general superintendence, direction, and control of the affairs of the Institute and its income and property, movable as well as immovable, shall be vested in it.

The Governing Council shall be composed as per the AICTE guide lines time to time.

The council shall ordinarily meet once in every six months. The meeting of the council shall be convened by the Chairman, either on his own initiative or at the request of the Director.

For every meeting of the Society or the council, fifteen days clear notice shall be given provided that in the case of emergency, the chairman may reduce the period of notice to such period as he deems fit.

6.3 Five members of the Society or council, as the case may be, shall constitute quorum for any meeting. Provided that if a meeting is adjourned for want of quorum, no quorum will be necessary for the adjourned meeting.

The Chairman, if present, shall preside at every meeting of the Society or the council. In the absence of the Chairman, the members present shall elect one from amongst themselves to preside over the meeting.

Each member of the Society or the council shall have one vote & all the matters be decided by a majority of votes. In case of equality of votes, the Chairman shall have a casting vote.

The agenda of the meeting of the council shall be circulated to the members at least ten days before the meeting.

Ruling of the Chairman in regard to all questions of procedure shall be final.

The minutes of the proceedings of a meeting of the council shall be drawn up and circulated amongst the members. The minutes along with any amendments suggested shall be placed for confirmation at the next meeting of the council. After the minutes are confirmed and signed by the Chairman, they shall be recorded in the „minutes book“ which shall be kept open for inspection of the members at all times during office hours.

All orders and decisions of the council shall be authenticated by the signature of the Secretary.

A member of the council shall be entitled to such traveling allowances for attending the meetings as may be fixed by the council from time to time.

The powers and functions of the council shall be:

To take decision on the question of policy relating to administration and working of the Institute.

To prepare and execute detailed plans and programmes for the establishment of the Institute and carry on its administration and development.

To frame bye-laws- this may provide for all or any of the following matters:

Formation of departments of teaching.

Fees to be charged for courses of study in the Institute.

Creation of fellowships, scholarships, prizes and medals.

Holding of seminars and scientific meets.

Classification and method of appointment and determination of terms and conditions of teachers and other staff of the Institute.

Establishment and maintenance of halls, hostels, and residential quarters for teachers and other staff of the Institute.

The conditions of residence of students of the Institute and levying of fees for the residence in the halls and hostels and of other charges.

To create posts and appoint persons to academic and others posts in the Institute.

To consider and pass resolutions on annual reports, annual accounts and the budget estimates of the Institute for the next financial year and sanction expenditure within limits of the budget.

To delegate by the resolution to a committee or the Chairman, such of its powers for the conduct of its business as it may deem fit, subject to the condition that action taken by any committee or the chairman under the power delegated to them under this clause shall be reported for confirmation at the next meeting of the Board.

8.0. Powers and duties of Chairman.

The Chairman shall ordinary preside at the meeting of the Council/Society. It shall be the duty of the Chairman to ensure that the decisions taken by the Council/Society are implemented.

The Chairman shall exercise such powers as may be delegated to him by the Council which will be reported in the next meeting of the Council.

In emergent cases, the Chairman may exercise the powers of the Council and inform the Council of the action taken by him for its approval.

Secretary of the Society

The Secretary shall be the custodian of the records and funds of the College and perform such duties of the College as may be assigned to him by the Council.

The Secretary shall act as Vice-Chairman of such committees as may be appointed by the Council from time to time.

The Secretary shall be the drawing and disbursing authority of the College funds.

The Secretary shall exercise such other powers and perform such other duties as may be assigned to him by the Council.

The Secretary shall submit the annual audited accounts and balance sheet of the college to the Council.

Director

The Director shall be the principal academic and administrative officer of the Institute and shall be responsible for the proper administration of the Institute and for the imparting of instructions of discipline therein.

Subject to the budget provisions made for the specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Council from time to time and with consent of the Chairman of the Council.

The Director shall also have such other powers and perform such other as may be delegated to him by the Council.

11.0. Modification of the rules

These rules may be altered at any time by a resolution passed by a majority of two-thirds of the members present in any meeting of the Council duly convened for this purpose. The presence of the Chairman and the Secretary of the Society shall be necessary at such meeting.

12.0. All contracts for and on behalf of the Society shall be expressed to be made in the name of the Society and shall be executed by the Secretary of the Society.

1.9.2 Rules & Bye-Laws of the Institute**Definitions.**

“**Council**” means the Governing Council of the KIET Group of Institutions

“**Bye-Laws**” mean the Bye-Laws of the KIET Group of Institutions

“**Institute**” means the KIET Group of Institutions

“**Chairman**” means the Chairman of the Council/Society.

“**Secretary**” means the Secretary of the Society.

„**Director**” means the Director of the Institute.

“**Rules**” means the rules of KIET Group of Institutions.

“**Society**” means the trust by the name of Krishna Charitable Society.

„**University**” means the University to which the College is affiliated.

Classification of members of staff of the Institute.

Except in case of persons brought to work in the Institute on contingency basis for specific purpose, the members of the Institute shall be as follows:

Academic and Administrative.

2.0.2. Director

2.0.3 Joint Director

Academic.

Professor
Associate Professor
Assistant Professor
Such other academic staff as may be decided by the Council.

Non Teaching Technical Staff

Workshop Superintendent
Lab Instructor
Lab Technician
Lab Assistant
Manager-IT Operations
Network Engineer
Such other technical staff as may be decided by the Council.

Administrative.

Head-HR
Admin Officer
Registrar
Accounts Officer
Purchase Officer
Head-Corporate Relations & Placement Centre
Librarian
Deputy Librarian
Nursing Assistant
Manager- Institutional Affairs
Site Engineer
Physical Training Instructor
such other administrative staff as may be decided by the Council.

Appointments

All appointments to the posts under the Institute shall be made by the Council.

All posts of the Institute shall normally be filled by advertisements but the Council shall have the power to decide on the recommendation of the Director that a particular post may be filled by offering it to any particular person by promotion from amongst the members of the staff of the Institute.

Screening Committee consisting of the following shall examine the credentials of all persons who have applied for a particular post(s) in the light of the requirement for the post(s) as given in the relevant advertisements and shall finalize the names of candidates qualified to be called for interview:

- (a) Director
- (b) Joint Director
- (c) One local expert (two experts in case Professor/Head of the Department)
- (d) Head of department Concerned
- (e) Head- HR
- (f) Chairman/Secretary of the Society.

Selection Committees for filling various posts, other than those on which appointments are to be made on contract basis, shall be constituted in the manner laid down below:

Academic Posts

- (a) Chairman/Secretary of the Society
- (b) Director
- (c) Joint Director
- (d) Nominee of the AICTE Northern Regional Committee
- (e) Head- HR
- (f) Nominee of the Affiliating University on the Council
- (g) Two experts in the case of appointment to the posts of Professor and Associate Professor (minimum one out of two must be present on the committee at the time of interview), and one expert in the case of appointment to the posts of Assistant Professor and Associate Professor
- (h) Head of department concerned if the post for which the appointments is to be made is lower in status than held by the head of the department.

Non Teaching Technical Staff

- (a) Chairman/Secretary of the Society
- (b) Director
- (c) Head of department for which the appointments is to be made
- (d) Joint Director
- (e) Head- HR

Administrative Posts

- (a) Chairman/Secretary of the Society
- (b) Director
- (c) Head of department for which the appointments is to be made
- (d) Joint Director
- (e) Head- HR

The Selection Committee shall interview all the candidates called for interview on recommendation of the screening committee. The selection committee shall inter alia consider the bio-data of any person suggested by any member of the Selection Committee or brought otherwise to its notice.

Subject to the proviso of Bye-law 3.4 no act or proceedings of the Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee provided that at least half of the

number of members of the Selection Committee are present at the time of selection of candidates.

In case of immediate requirement internal selection committee may appoint a person (employee), who has to be regularized later.

Qualifications required for the various academic/administrative posts shall be such as may, from time to time, be laid down by the All India Council for Technical Education/the University to which the Institute is affiliated.

Departments of Teaching

The Institute shall have the following Departments of teaching:

School of Engineering & Technology

Computer Science and Engineering
 Computer Science
 Information Technology
 Computer Science & Information Technology
 Electrical & Electronics Engineering
 Electronics & Communication Engineering
 Electronics & Instrumentation Engineering
 Mechanical Engineering
 Civil Engineering

School of Computer Applications

Department of Computer Application

School of Management

Department of Business Administration

School of Pharmacy

4.12 Department of Pharmacy

Applied Sciences

Such other departments/sections as may be formed by the Council from time to time.

5.0 Terms and Conditions of Service of Permanent Employees

Permanent employees of the Institute shall be governed by the following terms and conditions:

Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for the service by medical authority nominated by the Council.

Provided that the Council may, for sufficient reasons relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or cases.

Subject to the provisions of the Rules and Bye-laws, all appointments to posts under the Institute shall ordinarily be made on probation period initially during appointment.

The appointing authority shall have the power to extend the period of probation of any employee of the Institute as may be found necessary.

An employee of the Institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in private tuition or any other work which may interfere with the proper discharge of

his/her duties. Any employee indulging in any type of activity given above shall be liable for disciplinary action.

All employees of the Institute shall be governed by the Service Rules of KIET Group of Institutions, Ghaziabad.

The appointing authority may terminate any faculty and staff due to the following reasons:-

- (a) Where a disciplinary proceeding against him/her is contemplated or is pending, or
- (b) Where a case against him/her in respect of any criminal offence is under investigation or trial.
- (c) Any act, willful omission, negligence, causing any loss/destruction of property belonging to the employer.
- (d) Riotous or disorderly conduct or any other act of violence of employee or offence involving moral turpitude.

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the faculty and staff:-

- (a) Withholding of increment or promotion,
- (b) Recovery of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of orders.
- (c) Reduction in rank.
- (d) Removal from service, which shall not be a disqualification for future employment under the Institute.
- (e) Dismissal from service, which shall be a disqualification for future employment under the Institute.
- (f) Gratuity payable to the employee may be wholly or partially forfeited.

provided that orders imposing penalties specified at (a) and (b) shall be passed on any member of faculty and staff by the appointing authority after the faculty and staff concerned has been given an opportunity to make a representation in his/her defense.

provided further that orders imposing penalties specified at (c), (d),(e) and (f) shall be passed by the appointing authority after an inquiry has been held and the faculty and staff has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him/her.

In case if any employee is terminated on any of the above grounds listed in 5.6, then he/she shall not be entitled for any separation benefits such as E/L, Gratuity, Notice Pay, etc

Leave: The employees of the Institute shall be entitled to leave in accordance with provisions laid down by the Council in the Leave Rules.

6.0. Appointment on Contract

The board may, in special circumstances, appoint an eminent person on contract for a period, not exceeding five years, with a provision of renewal for further period.

7.0. Travelling Allowance

As per TA/DA rules.

8.0. Holidays

The Institute shall follow holiday list as per its academic calendar published by the office of the Director. Institutes academic calendar shall be prepared, keeping in view University calendar.

9.0. Payment of Salary

The salary of the employees of the Institute shall be paid within seven working days of the succeeding month. In case the last day of the months happens to be holiday, then the salary shall be paid on the previous or next day. The salary of the employee shall be subjected to statutory deductions at source, viz. Income tax, etc.

10.0. General

Any matter not covered by the above Rules and Bye-laws will be governed by the decisions of the Council taken from time to time.

CHAPTER – 2 – CODE OF CONDUCT

2.1

Institute Employee Code of Conduct Rules

Definitions

In this schedule unless the context otherwise requires:

“**Competent authority**” means:

- (a) “**Governing Council**” in case of Director.
- (b) “**Director**” in case of all other employees.

“**Employees**” means a person appointed to the service and posts in connection with the affairs of the Institute.

“**Members of the family**” in relation to an employee include,

- (a) the wife, son, step-son, unmarried daughter, or unmarried step-daughter of such employees whether residing with him or not and in relation to an employee who is a woman, the husband residing with her and dependent on her, and
- (b) any other person related, whether by blood or by marriage to the employee or to such employee’s wife or her husband and wholly dependent on such employee, but does not include as wife or husband legally separated from the employee or a son, step-son, unmarried daughter or unmarried step-daughter who is no longer, in any way, dependent upon him or her, or of whose custody, the employee has been deprived by law.

“**Service**” means the service under the Institute.

2.0. General

Every employee shall at all times maintain absolute integrity and devotion to duty and also be strict, honest, and impartial in his /her official dealings.

An employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of public.

Unless otherwise stated specifically in the terms of appointment, every employee is the whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.

An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.

Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.

No employee shall leave station except with the prior permission of the competent authority even during leave or vacation.

Whenever leaving the station, an employee shall inform the Head of the Department to which he/she is attached, or the Director if he/she himself/herself is the Head of the department, the address where he/she should be available during the period of his/her absence from the station.

3.0. Equal treatment for all

Every employee shall accord equal treatment to people irrespective of their cast, creed, sect, or religion.

4.0. Taking part in Politics & Elections

No employee shall be a member of or be otherwise associated with, any political part or any organization, which takes part in politics.

Employee shall canvass or otherwise interfere or use his/her influence in connection with, or take part in, an election to legislature or local authority. Provided that:

- (a) An employee qualified to vote at such election may exercise his/her right to vote.
- (b) An employee shall not be deemed to have contravened the provisions of this rule by reason only that he/she assists in the conduct of an election in due performance of a duty imposed upon him/her by or under any law for the time being in force.

5.0. Demonstrations and Strikes

No employee shall engage oneself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his/her conditions of service.

Joining of Association by Employees

No employee shall join or continue to be member of any service Association of employees,

- (a) Which has not, within a period of one month from its formation, obtained the recognition of the Governing Council of the Institute.

- (b) Recognition in respect of which has been refused or withdrawn by the Governing Council of the Institution.

Connection with Media

No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any news-paper or other periodical publication.

No employee shall except with the previous sanction of the competent authority or in bonafide discharge of his/her duties, participate in a broadcast or contribute any article or write any letter, either anonymously or in his/her own name or in the name of any other person to any news-paper or periodical except if such contribution is of a purely literary, artistic or scientific character.

Criticism of the Institute

No employee shall, in any broadcast or any document published anonymously or in his/her own name or in the name of any other person, or in any communication to the press or in public utterance, make any statement of fact or opinion.

- (a) which has the effect of any adverse criticism of any decision of his/her superior officers, or of any current or recent policy or action of the Institute, or
- (b) which is capable of embarrassing the relations between the Institute and any other Institution, University, Organization, state or central Governments, or any member of public, or
- (c) which is capable of embarrassing the relations between the Central Government and the Government of any foreign state.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in due performance of the duties assigned to him/her.

Evidence before a committee or any other authority

Same as provided in the rule 9.3. below, no employee shall, except with the previous sanction of the competent authority give evidence in connection with any inquiry by any person, committee or authority.

When any sanction has been accorded under rule 9.1. above, no employee giving such evidence shall criticize the policy or any action of the Institute.

Nothing of this rule shall apply to:-

- (a) evidence given at any inquiry before an authority appointed by the Institute, by the Central Government, by the state Legislature, or by parliament, or
- (b) evidence given in a judicial inquiry.

10.0. Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of the competent authority or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

11.0. Subscriptions

An employee may, with the previous sanction of the competent authority, ask for or accept or participate in the raising of subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility but it shall not be permissible for him to ask for subscription, etc., for any other purpose whatsoever.

12.0. Private Trade or Employment

No employee shall, except with the prior sanction of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment.

Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer and that he/she informs the Director within one month of his/her undertaking such a work, but he/she shall undertake or discontinue such work if so directed by the competent authority.

13.0. Registration, Promotion and Management of Companies

No employee shall, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any Bank or other company registered under the Indian Companies Act, 1913, or under any other law for the time being in force.

Provided that employees may take part in the registration, promotion or management of a cooperative society registered under the Cooperative Societies Act or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies registration Act, 1860 or under any corresponding law in force.

14.0. Insurance Business

No employee shall, except with the prior approval of the competent authority, act as an insurance agent or permit his wife or any other relative who is either wholly dependent on him or is residing within to act as an insurance agent in the district Ghaziabad.

15.0. Guardianship of Minors

An employee may not without the prior approval of the competent authority act as a legal guardian of the person or property of a minor other than his/her dependant.

Insolvency, habitual Indebtedness and Criminal Proceedings

An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse insolvency or when it is found that most of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the competent authority of the Institute.

An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he/she released on bail or not. An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his/her duties in the College unless he/she has

obtained written permission to that effect from the competent authority of the Institute.

17. Vindication of Acts and Character of employees

No employee shall, except with the prior sanction of the competent authority, have recourse to any court or go to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in private capacity.

18. Litigation on Service matters

No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service, even in cases where such remedy is legally admissible, without first exhausting the normal official channels of redress.

19. Canvassing of Non-official or other outside Influence

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service.

20. Unauthorized Pecuniary Arrangements

No employee shall enter into any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorized or against the specific, or implied, provisions of any rule for the time being in force.

21. Proper Use of Amenities

No employee shall misuse, or carelessly use, amenities provided to him/her by the Institute to facilitate the Discharge of his/her duties.

22. Representations

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she shall forward his/her case through proper channel and shall not forward any advance copy of his/her application to the higher authority, unless the lower authority has rejected the claim, or refused relief, or disposal of the matter is delayed by more than three months.

No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

CHAPTER – 3 - Common Employment Practices

3.1 Official Notices

- The official notices are sent to all departments duly signed by competent authority in the form of Office Orders, circulars and notices.
- Employees also receive information via official electronic mail and uploaded on HR portal

3.2 Documentation Norms

- The faculty and staff of the institute continuously keep upgrading their respective academic qualification. Completion of any higher qualification/ Degree, faculty must submit the copy of documents e.g. degree certificate/provisional certificate within a week of its acquisition to HoD and Head-HR.
- All the documents self attested with date related to personal file like (qualification degrees and mark sheets, PhD Progress report, research papers etc.) to be submitted in department of HR.
- The warning letters, show cause notices, advisories, documents related to performance and indiscipline needs to be duly approved by Director and then issued and the copy to be kept in the personal file in the department of HR.
- CAPA forms related to student feedback (original) need to be submitted in department of HR and copy in the office of registrar by respective departments.
- All certificates related to the career journey of the employee needs to be submitted with due signature of the Director (Experience certificates, NOCs, Confirmation letters etc.)
- The appreciation letters or recommendation letters on the letter head of the Institute needs to be duly approved by Director before issuing by the departmental Head.
- The certificates like offer letter, salary certificates, address proofs etc. to be issued by due signature of Head-HR.

3.3 Hours/Work Day

- a. Unless otherwise stated specifically in the terms of appointment, every employee is the whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.
- b. An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.
- c. Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.
- d. No employee shall leave station except with the prior permission of the competent authority even during leave or vacation.
- e. Whenever leaving the station, an employee shall inform the Head of the Department to which he/she is attached, or the Director if he/she himself/herself is the Head of the department, the address where he/she should be available during the period of his/her absence from the station.

3.4 Holidays

Holiday means a day declared by a notification of the Institute to be closed day for all employees except those otherwise specifically asked to attend the Institute.

3.5 Attendance

- a. An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.
- b. Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.
- c. No employee shall leave station except with the prior permission of the competent authority even during leave or vacation.
- d. Whenever leaving the station, an employee shall inform the Head of the Department to which he/she is attached, or the Director if he/she himself/herself is the Head of the department, the address where he/she should be available during the period of his/her absence from the station.

Process:

- (a) Biometric attendance is marked.
- (b) The scanners are available in all departments and in common areas from where the faculty and staff can mark the attendance.
- (c) Online attendance mechanism is working. The faculty and staff as an individual can see his/her daily attendance on HR Portal.

Guidelines for marking attendance:

1. Scanners are universal so that faculty and staff can mark attendance from anywhere in emergency conditions.
2. Reception area is meant for marking attendance during URGENCY only.

3.6 HR PORTAL – Attendance / Leaves/Pay slip /Notices etc.**How to enter the portal:**

- Open browser –Google Chrome
- Type in address bar – www.kiet.edu
- Open **ERP Portal link** on home page of KIET website
- You will reach to **LOGIN PAGE**
- Fill the LOGIN PAGE. User name is your Employee ID and password.
- Your HRMS Portal will be opened – Your home page of HRMS Portal is called as **“Your Dashboard”**
- Upload your recent pic – in TOP Right Hand side of Dashboard

- ❑ Click on **“Edit your profile”** adjacent to the PIC and **change the password** immediately and remember it. It is your personal INTERCATION PAGE.
- ❑ The dashboard will inform & interact with you about:
 - ❑ You will receive any circulars/notices from all authorized positions like Director/DEANs/HoD’s/Functional Heads – category wise
 - ❑ Important Announcements of any information will be published here
 - ❑ You can write your suggestions – name wise or anonymous
- ❑ You can see your attendance per day/per month/late in /early exit – track it
- ❑ You can see your leave balance (data will complete by the end of this month)
- ❑ You can apply leaves online
- ❑ The HoD’s dashboard will update them about the absenteeism/leave absence/late entry/early in/time table occupancy/ online leave application approval etc.
- ❑ Payslip can be generated by the portal

3.7 Late stay by Faculty & staff beyond Institute Academic hours & working on Sundays/Holidays

Office Order 01/2009 dated 08/01/2009

- i. No academic/ non-academic activity or students’ function can be held in any department or section beyond working hours or on holidays without prior intimation and permission of the Director.
- ii. As a rule, HoDs/ Section in-charges must ensure that lady faculty or lady staff is not asked for such overstay or working on Sunday / Holidays without prior approval of Director.
- iii. Each dep’t/ Section of the institute is to maintain a register indicating the details of personnel staying beyond working hours or working on Sundays/ Holidays with specific reasons.

3.8 Pay Day

The salary of the employees of the Institute shall be paid within seven working days of the succeeding month. In case the last day of the months happens to be holiday, then the salary shall be paid on the previous or next day. The salary of the employee shall be subjected to statutory deductions at source, viz. Income tax, etc.

CHAPTER 4 – LEAVE RULES

4.1 Leave Rules

LEAVE RULES

1. Definitions

Holiday: Holiday means a day declared by a notification of the Institute to be closed day for all employees except those otherwise specifically asked to attend the Institute.

Salary: salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA, etc.

Average Pay: Average pay means the average of salary of last 10 calendar months.

Vacation Employee: Vacation Employee means that employee who is entitled to summer vacations.

Retirement: The term refers to superannuation after attaining the age of 65 years. It has all other connotations as applied to a government dept. including pre-mature retirement.

Release: The term refers to termination of employment in accordance with terms of employment.

2. General

Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

Leave Application: The leave application shall be submitted on prescribed form on-line via HR Portal well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged.

No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deductions.

Acceptance of alternate employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same.

No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized on joining the duty in writing. One can apply leave within three days of joining duty.

Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

3. Types of Leave:-

- (a) Casual leave (CL)
- (b) Sick leave (SL)
- (c) Earned leave (EL)
- (d) Leave without pay (LWP)
- (e) Extra-ordinary leave (EOL)
- (f) Official Duty leave (OD)
- (g) Sabbatical
- (h) Study leave
- (i) Vacation leave (VL)
- (j) Maternity leave (ML)
- (k) Short Leave (SHL)
- (l) Compensatory Leave (Comp/Off)

Casual Leave (C/L)

Every employee held on the roster of the Institute is entitled to (one) 01 day casual leave each month, subject to a maximum of twelve (12) days of casual leave in one academic year.

Every employee earns 1 CL each month, in case an employee joins on or before 15th of the month, C/Ls will be credited to his/her account for that month and if joins after 15th of the month, the CL for that month will not be credited to his/her account.

The Leaves will be credited on 1st of every month in the leave account.

Availing of C/L in excess of credited C/L will be treated as absence without leave and may attract disciplinary action besides penal deductions.

A minimum of half (1/2) day or a maximum of three (03) days of C/L can be availed of at one time. Half day C/L will not be granted on half working days.

C/L can be pre-fixed/suffixed with all types of holidays/leaves.

C/L upto total accumulated period but not exceeding seven (07) days may be granted under very special circumstances.

C/L will not be carried forward to next academic year and will lapse at the end of the ensuing academic year.

Sick Leave

Sick leave may be granted in case of sickness of the employee and not his/her dependents a certificate medical attendant or a registered medical practitioner would be required in case where more than one day the person was sick. However for one day sickness no medical certificate is required.

Each employee is entitled to (1/2) half day sick leave on full pay for every block of 30 days of duty performed by him/her subject to a maximum of 6 (six) days during one academic year.

Sick leave may be combined with vacation/other leaves. Sick leave can be carried forward and accumulated upto a maximum of 150 days.

Earned Leave

E.L. is admissible to all employees at the rate of 1/20 of the period spent on duty subject to a maximum of 15 days in a year.

Earned leave can be pre-fixed/suffixed with other holidays/leaves.

- 3.3.3. Earned leave can be accumulated to a maximum of 60 days, which may be encashed at the time of retirement/superannuation.
- 3.3.4. Earned leave shall not be sought by the employees during the commencement of semester. However, a maximum of 07 (seven) days EL may be granted during the semester under exceptional circumstances.

Leave with-out Pay

No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of ones authorization, he may be granted, "Leave without pay" at the discretion of the Director/management subject to exigencies of service. Such leave shall not exceed 30 (thirty) days in an academic year subject to a maximum of 15 (Fifteen) days at a time.

Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.

„Leave without-pay“ shall also be got sanctioned in advance as any other leave.

Extra Ordinary Leave

As the name suggests, this leave is granted under extra-ordinary circumstances only. This may include the following:-

Prolonged sickness of self or a family member.

Higher education.

Forced exile/renunciation.

Although there cannot be fixed guide line for the duration of such a leave, yet it shall not exceed 550 (five hundred fifty) days at the time.

Official Duty Leave

An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.

Official Duty leave may be granted for one or more of the following purposes:

To deliver academic lecture.

To work on behalf of the university.

To read/present a research paper in a conference/symposium of National/International level.

To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the govt.

To inspect academic institutions attached to a statutory body or a university recognized by the government.

The Official Duty leave will be restricted to a maximum of 15 (15) days during a calendar year subject to the following conditions:

There exists a written request from the competent authority.

The paper has been accepted for presentation and a communication to this effect received in writing.

Purpose of OD	Number of OD	Other Details
FDP/Seminar/Conference/QIP/Workshop	7 days (lean period) & 1 day (Academics)	Twice in an academic year.
Ph.D (Post registration till completion)	12 days in an academic year maximum to 4 years	Maximum 3 OD"s at a stretch (lean period) & 1 OD on working Saturday during non lean period
Miscellaneous work	7 days (Academic Year)	Chairing a session in National/International conference, Speaker/Guest Lecture in seminar/conference, BOS, Selection committee member of other eminent bodies, OD may be considered as an expert for M.Tech/Ph.D thesis (other universities) with prior approval only.

Sabbatical

Sabbatical upto a period of ONE year may be granted once in every FIVE years for attachment to a research organization or an institute of good standing with the sole aim of pursuing research activity.

Although the employee will hold the lien with the parent organization, yet he/she will not be entitled to draw salary from this organization.

As regards the retention of accommodation is concerned, same rule as applied to study leave will be applicable.

Study Leave

Leave for upto a maximum of THREE YEARS may be granted ONCE in the tenure of service for pursuing higher studies at the recognized institute.

Study leave may be granted after an employee has rendered at least 3 years of unblemished service to the Institute.

An employee will not be entitled to draw the salary during Study Leave.

Vacation

3.9. 1 Vacation-Faculty

- Total of 14 days (2 weeks) summer vacation may be availed by the faculty members for academic year.
- Summer vacation to be availed in the notified lean period of summer vacation as communicated via circular every year.
- Faculty members avail the summer vacation with due approval of the HoD so as to ensure that the department / Institute are functioning in smooth manner.
- The faculty members who have worked for 1 year in that particular year (excluding maternity leave) from 1st June till 31st May (are entitled to 14 days summer break in the lean period).
- The summer vacation will be calculated on the pro-rata basis for those faculty members who have worked less than a year till 31st May in that particular year.

6. All faculty members must ensure that their respective academic commitments are completed before they proceed on summer vacation.
7. Affiliated University evaluation work is mandatory and every faculty needs to attend and complete their assigned work.
8. To facilitate different activities of department viz. FDPs, Summer Schools and affiliated University work etc. HoDs can sanction summer vacation to few faculty members in extended period i.e beyond lean period (Max: 30 days) without impacting department/institute work.

Vacation-Non Teaching-Technical staff

1. Total of 7 days (1 week) summer vacation to be availed by the Lab Instructors/Lab Assistants/Lab Technician in one academic year.
2. Summer vacation to be availed in the notified lean period of summer vacation.
3. The HoD"s will approve the summer vacation of lab instructors so as to ensure that the department / Institute are functioning in smooth manner.
4. The lab instructors who have worked for a particular year (excluding maternity) from 1st June till 31st May are entitled to 7 days summer break in the lean period.
5. The summer vacation will be calculated on the pro-rata basis for those lab instructors who have worked less than a year till 31st May in that particular year.
6. All lab instructors must ensure that their respective academic commitments are completed before they proceed on summer vacation.

Vacation- Non Teaching- Staff

(Excluding Non Teaching-Technical Staff, Office Attendants Gardeners, Electricians and Hostel Wardens)

1. All staff members are entitled to 3 days of summer vacation to be availed in the notified lean period of summer vacation.
 2. The staff members who have worked for a period of one year from 1st June till 31st May in that particular year are entitled for summer break in lean period.
- a) The vacation period amongst staff members shall be staggered by respective HoDs & functional heads, so as to ensure that the deptt / Institute"s functioning does not suffer.

Lean Period

Lean Period is notified every year via circular.

3. 10. Maternity Leave

Maternity leave may be granted to a permanent female employee by the competent authority for a period which may be,

- a) In case of confinement, up to the end of three months from the date of commencement of leave or to the end of six weeks from the date of confinement whichever is earlier.
- b) In case of miscarriage, including abortion, upto a total period of two/one weeks on each occasion, provided that the application for the leave is supported by a certificate from the Institute Doctor.

3.11 Short Leave and Late In/Early Out Norms w.e.f. 21 Aug'17

A. Short Leave	B. Norms: Late in/Early Out norms
<p>1. Purpose of Short Leave:</p> <p>Short leave is for the purpose of covering short periods of leave which may be in relation on the grounds of urgent private business without notice. The objective is to provide care and support to the employees for meeting urgent needs.</p> <p>2. Entitlement of Short Leave:</p> <ul style="list-style-type: none"> • The employees can avail 2 short leaves per month for 1.5 hours in a working day. • Beyond two short leaves ERP will automatically deduct half day per short leave. • This norm is applicable to all full time employees (Faculty and staff) <p>3. Conditions of Leave:</p> <ul style="list-style-type: none"> • Short leave is for urgent private business that occurs without notice. • Short leave can be used for an emergency at home. • Short leave need to be approved by HoD/FH. 	<p>1. Objective</p> <p>To encourage discipline in the Institute.</p> <p>2. Applicable:</p> <p>To all permanent employees (Faculty and Staff) of Institute.</p> <p>3. Norms:</p> <ul style="list-style-type: none"> • The Institute's office hours are from 8:30 am to 4:30 pm. Every employee of the Institute is expected to be present for the duty at his work place on time on all working days. • However to accommodate the delay which may be caused due to various reason the grace period of 10 minutes is available to each employee.
<p>Compensatory Off</p> <ul style="list-style-type: none"> • As per norms, all regular (full time employees) are entitled for compensatory offs. However, Deans/HoDs/Functional Heads are not entitled for compensatory offs. • As per norms, if one works more than 1 hour but less than 4 hours on holidays/weekly offs, he/she is entitled to receive compensatory off for half day. • If one works more than 5 hours on holidays/weekly offs, he/she is entitled to receive compensatory off for 1 day. • One has to avail the compensatory off within 3 months of the accrued leave. • Compensatory Off will be generated in HRMS only after HoD has approved extra working hours. • Compensatory Off/leave will be treated like casual leave. 	

3.12 Hostel Warden's Leave Rules

1. The following leave rules will apply for hostel wardens with effect from **1st February, 2017:**
 - a) CL = 12 days
 - b) SL = 6 days
 - d) EL = 15 days
 - e) Session-based Special Leave = 42 days (This leave is to be availed in four parts during academic lean periods i.e., Summer Break (Max. 28 days & Min 21 days), Winter Break (Max. 7 days), Holi (Max. 7 days), and Deepawali (Max. 7 days). This leave is admissible only after ensuring a

minimum availability of wardens during these academic lean periods. It cannot be accumulated and carried forward to the next session. It will lapse at the end of the academic session, if not taken).

- e) Prefix/Suffix (Sat/Sun/Holidays): Only 12 days of prefix/suffix in a academic year is permitted. Wardens can avail maximum 3 days prefix/suffix-twice in a academic year. In this case he/she can be granted remaining six days of prefix/suffix in a academic year one at a time.
 - f) Short leave: Once in a fortnight (i.e., 01-15 / 16-30 of the month) for duration not exceeding four hours. It is admissible only during the working hours subject to the availability of the second warden.
2. With above rules in place, all Sundays, non-working Saturdays and Holidays other than 12 days as mentioned at para 1(e) above, will be full working days for the Wardens.

CHAPTER – 5 – RESEARCH & DEVELOPMENT

5.1 Faculty contribution in Research & Development / Quality research publications/ Funded Projects/ Patents (OFFICE ORDER: 19/2017)

Research and innovation have occupied a predominant position in the current scenario. Even, the national rankings viz. NIRF, MHRD - GOI including private ranking agencies take into account the educational effort in promoting the research activities in campus, faculty-quality publications, sponsored projects and patents to institutes credit as one of the foremost ranking parameter. It is the need of the hour - for sustenance, for professional growth, attracting quality students as well as enriching institutes profile.

Looking at the current scenario; to compete with the changing demands and to accelerate research activities in campus, **following has been decided:**

1. All **Professors** and **Associate Professors** of our Engineering/MCA/MBA/KSOP have to **mandatorily** look forward for **one research publication (per academic year) in SCI indexed Journal**.
2. For **MBA dept. Professors / Associate Professors** - Publication in **Scopus journals (free)** will also be taken into consideration. Though, they shall try preferably for SSCI indexed journal publication. **No weightage for conference publication.**
3. For promotion cases as well (Assistant Professors) - such faculty members are advised to strengthen their research publication efforts proactively as per above criteria.
4. All Professors and Associate Professors (All dept.) shall **mandatorily** have to **write a project per academic year** (can be more) and apply it to funding agencies DST/AICTE/UGC/Govt. funded/others for grant.
5. **Professors** should have at least **10 quality publications** and **Associate Professors** should have at least **5 quality publications** to their credit. In view of it, Professors and Associate Professors are advised to **enrich their profile** accordingly. **Keep research target per year.**
6. To facilitate faculty in quality publication / research proposal effort, their teaching load shall be adjusted as per AICTE norms at dept. level by respective HoDs.
7. Further, HoDs to monitor progress at dept. level of faculty research publication / project proposal status (year wise) and a copy of the same shall be submitted to Dean (R&D) and Office of Director for information.

5.2**Ph.D - Fee Reimbursement, OD & Incentives**

(Office Order 13/2017 dated 4 Aug'17 :Addendum & Office Order 27/2016 dated 8 Dec'16)

A. PhD Fee Reimbursement – full time & part time

1. Faculty members **entering service without Ph.D** shall be encouraged to enroll themselves / acquire Ph.D in the relevant branch / discipline from Institutes/ Universities of repute.
2. **On acquisition of Ph.D** from institutes/ Universities of repute with minimum **one refereed journal publication of repute (SCI-Thomson Reuters)**, a faculty may avail Ph.D tuition fee reimbursement on actual basis but not exceeding **Rs. 30,000/- per year (on prorata basis with salary) for three years.**
3. The faculty members, who are presently availing the Ph.D fee reimbursement, may apply for their remaining period of reimbursement on acquisition of Ph.D degree.
4. The faculty members who are regular and confirmed employee of KIET and those faculty members who are on study leave to pursue full time PhD are eligible for PhD fee reimbursement.
5. One needs to claim the Ph.D tuition fee reimbursement within a month after award of degree by submitting a copy of degree certificate and tuition fee paid slips.

B. OD's – For PhD progression (Post Registration till completion – Max. 4 years @ 12 per academic year)

- a) The maximum total number of ODs (Official Duty) for completing PhD is 12 per academic year/leave year for maximum 4 years.
- b) Maximum 3 ODs at a stretch are given to faculty in a month during lean period while faculty members who are at Course Work stage of PhD may avail 1 OD on working Saturday during non-lean period provided the number of count of OD's for academic/leave year remains 12 in number and the Institute's work does not hamper due to the absence. Submission of attendance report/progression report for availing OD for that day to be submitted to RC to approve the OD.
- c) Faculty may avail the facility of OD for completing PhD immediately post joining KIET.
- d) If the course work of Ph.D program falls during summer break, then faculty must consume their summer vacation first (two weeks) and rest will be treated as OD provided the count remains 12 ODs per academic/leave year.

C. Incentives – On Award of PhD Degree

- a) Cadre Assistant Professor is eligible for incentives in terms of increments post award of degree as per AICTE norms/UGC Regulations, 2009 and assessed by screening committee.
- b) Five increments shall be admissible at the entry level of recruitment to persons possessing the degree of Ph.D awarded in the relevant discipline from institute/University of repute.
- c) Teachers who complete their Ph.D degree while in service shall be entitled to three increments if such Ph.D is in the relevant branch/ discipline and has been awarded by a University of repute.
- d) For point (b) and (c) above University of repute includes (IISc Bangalore, IITs, JNU, NITs, IIITs and central Universities of repute) and scholars from other Universities other than stated should have to their credit / published at least one refereed journal publication (SCI-Thomson Reuters).
- e) One needs to claim the PhD incentives within a month after award of degree by submitting a copy of degree certificate/provisional degree certificate.
- f) The PhD incentives in terms of increments will be applicable from the date of submission of application copy along with copy of degree certificate/ provisional degree certificate. (If the application is submitted on or before 15th, the benefit will be effective from same month and if it is post 15th ; the benefit will be effective from subsequent month only)

5.3

Promotion from Assistant Professor to Associate Professor and Associate Professor to Professor

Engineering Faculty

Sr. No.	Designation	Stage/AGP	Mode of Appointment	Qualification	Exp. (In Yrs)	Research Publications in SCI Journals/UGC / AICTE approved list of Journals	Avg. 360 Feedback score (out of 10)	Training Requirements (Mandatory)	Total Exps. (In Yrs)
1	Asst. Prof.	Entry Level, Stage-I (AGP:6K)	Direct Recruitment	* BE/B.TECH/B.S and ME/M.TECH/M.S or Integrated M.Tech. in relevant branch with First Class or equivalent in any one of the degrees.	Fresher	-	-	-	Nil
2	Asst. Prof. (Senior Scale)	Stage-II (AGP:7K)	Promotion	* BE/B.TECH/B.S and ME/M.TECH/M.S or Integrated M.Tech. in relevant branch with First Class or equivalent in any one of the degrees.	To have acquired in the cadre of Assistant Professor(Stage-I)				
					4 Yrs	2	8 to 10	(A) FDP (2 Weeks) OR FDP (1 Week) + 1 MOOC (8 Weeks) OR 2 MOOCs (8 Weeks duration) AND (B) Completed Min. 2 Weeks of relevant Industrial Training/ Professional Training	4 Yrs/ 5 Yrs
					5 Yrs	1	8 to 10		
5 Yrs	2	5 to <8							
					To have acquired in the cadre of Assistant Professor (Senior Scale)				

3	Asst. Prof. (Selection Grade)	Stage-III (AGP:8K)	Promotion	* BE/B.TECH/B.S and ME/M.TECH/M.S or Integrated M.Tech. in relevant branch with First Class or equivalent in any one of the degrees.	4 Yrs	1	8 to 10	(A) FDP (2 Weeks) OR FDP (1 Week) + 1 MOOC (8 Weeks) OR 2 MOOCs (8 Weeks duration)	8 Yrs/ 9 Yrs
					4 Yrs	2	5 to <8	AND (B) Completed Min. 2 Weeks of relevant Industrial Training/ Professional Training	
4	Assoc. Prof.	Stage-IV (AGP:9K)	Direct Recruitment	<p>For Direct Recruitment</p> <p>* Ph.D. Degree in the relevant field and 1st Class or equivalent at either Bachelor's or Master's level in the relevant Branch.</p> <p>* Minimum of 8 Yrs Exp. In teaching/research/industry out of which at least 2 years shall be post Ph.D Exp.</p> <p>* At Least total 6 research publications in SCI Journals/ UGC/ AICTE approved list of Journals.</p>	-	-	-	-	8 Yrs
			Promotion	<p>For Promotion of Incumbents:</p> <p>* Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelor's or Master's level in the relevant Branch.</p>	To have acquired in the cadre of Assistant Professor (Selection Grade)				
					3 Yrs	2	5 to <8	(A) FDP (2 Weeks) OR FDP (1 Week) + 1 MOOC (8 Weeks) OR 2 MOOCs (8 Weeks duration)	11 Yrs/ 12 Yrs
					3 Yrs	1	8 to 10	AND (B) Completed Min. 2 Weeks of relevant Industrial Training/ Professional	

								Training				
5	Profesor	Stage-V (AGP: 10K)	Direct Recruitment/Promotion	<p>For Direct Recruitment</p> <p>* Ph.D. Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.</p> <p>* Min. 10 Yrs Exp. In teaching/Research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.</p> <p>* 06 Research Publications in SCI/UGC/AICTE Approved list of journal at Assoc. Prof. Level</p> <p>AND</p> <p>At least 2 Successful PhD guided as Supervisor/ Co-Supervisor till the date of Eligibility of promotion</p> <p>OR</p> <p>At least 10 Research Publications at Assoc. Prof. Level in SCI Journals/ UGC/ AICTE approved list of Journals till the date of eligibility of promotion.</p>	-	-	-	-	10 Yrs			
				To have acquired in the cadre of Associate Professor								
				<p>For Promotion of Incumbents</p> <p>* Ph.D. Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.</p> <p>* At least 3 years shall be in the cadre of Associate Professor.</p> <p>* If PhD Guided - 1 then Total Exp. Required:15 Yrs, If PhD Guided - 2 then Total Exp. Required: 15 Yrs, If PhD Guided - Nil then Total Exp. Required:16 Yrs.</p>	3	6	8 to 10	-	15 Yrs			
					3	6	5 to <8	-	15 Yrs			
				3	4	8 to 10	-	16 Yrs				
					To have acquired in the cadre of Professor							
6	Sr. Profesor	Stage-VI (AGP: 12K)	Promotion	<p>For Promotion of Incumbents</p> <p>* Ph.D Degree in the relevant field.</p> <p>* Minimum 10 Yrs Exp. in the cadre of Professor.</p> <p>* At least 8 Research Publications in SCI Journals/ UGC/ AICTE approved list of</p>	-	-	-	-				

				<p>Journals, should have at least 2 Successful PhD guided as Supervisor/ Co-Supervisor as a Professor.</p> <p>OR</p> <p>At least 8 Research Publications in SCI Journals/ UGC/ AICTE approved list of Journals should have provided academic leadership as institution head at least for 3 years at the level of Professor.</p> <p>OR</p> <p>At least 8 Research Publications in SCI Journals/ UGC/ AICTE approved list of Journals should have provided educational leadership at State / National level at least for 3 years at the level of professor.</p> <p>* At least One Patent Awarded</p> <p>OR</p> <p>Development of one MOOC course applicable at National Platform.</p>					19 Yrs.
--	--	--	--	--	--	--	--	--	---------

MCA Faculty*

Sr. No.	Designation	Stage/ AGP	Mode of Appointment	Qualification	Exp. (In Yrs)	Research Publications in SCI Journals/UGC / AICTE approved List of Journals	Avg. 360 Feedback score (out of 10)	Training Requirements (Mandatory)	Total Exps. (In Yrs)
1	Asst. Prof.	Entry Level, Stage-I (AGP:6K)	Direct Recruitment	<p>* BE/B.TECH./B.S and ME/M.TECH/M.S or Integrated M.Tech. in relevant branch with First Class or equivalent in any one of the degrees.</p> <p>OR</p> <p>* BE/B.TECH. and MCA with First Class or equivalent in any one of the two degrees.</p> <p>OR</p> <p>* Graduation of three years duration with Mathematics as compulsory subject and MCA with First Class or equivalent with 2 Years of relevant Exp.</p>	Fresher	-	-	-	Nil

				after acquiring degree of MCA					
					To have acquired in the cadre of Assistant Professor(Stage-1)				
2	Asst. Prof. (Senior Scale)	Stage-II (AGP:7K)	Promotion	<p>* BE/B.TECH./B.S and ME/M.TECH/M.S or Integrated M.Tech. in relevant branch with First Class or equivalent in any one of the degrees.</p> <p style="text-align: center;">OR</p> <p>* BE/B.TECH. and MCA with First Class or equivalent in any one of the two degrees.</p> <p style="text-align: center;">OR</p> <p>* Graduation of three years duration with Mathematics as compulsory subject and MCA with First Class or equivalent with 2 Years of relevant Exp. after acquiring degree of MCA</p>	4 Yrs	2	8 to 10	<p>(A) FDP (2 Weeks)</p> <p style="text-align: center;">OR</p> <p>FDP (1 Week) + 1 MOOC (8 Weeks)</p> <p style="text-align: center;">OR</p> <p>2 MOOCS (8 Weeks duration)</p> <p style="text-align: center;">AND</p> <p>(B) Completed Min. 2 Weeks of relevant Industrial Training/ Professional Training</p>	4 Yrs/ 5 Yrs
					5 Yrs	1	8 to 10		
					5 Yrs	2	5 to <8		
					To have acquired in the cadre of Assistant Professor(Senior Scale)				
3	Asst. Prof. (Selection Grade)	Stage-III (AGP:8K)	Promotion	<p>* BE/B.TECH./B.S and ME/M.TECH/M.S or Integrated M.Tech. in relevant branch with First Class or equivalent in any one of the degrees.</p> <p style="text-align: center;">OR</p> <p>* BE/B.TECH. and MCA with First Class or equivalent in any one of the two degrees.</p> <p style="text-align: center;">OR</p> <p>* Graduation of three years duration with Mathematics as compulsory subject and MCA with First Class or equivalent with 2 Years of relevant Exp. after acquiring degree of MCA</p>	4 Yrs	1	8 to 10	<p>(A) FDP (2 Weeks)</p> <p style="text-align: center;">OR</p> <p>FDP (1 Week) + MOOCS (8 Weeks)</p> <p style="text-align: center;">OR</p> <p>2 MOOCS (8 Weeks duration)</p> <p style="text-align: center;">AND</p> <p>(B) Completed Min. 2 Weeks of relevant Industrial Training/ Professional Training</p>	8 Yrs/ 9 Yrs
					4 Yrs	2	5 to <8		
					To have acquired in the cadre of Assistant Professor(Selection Grade)				

4	Assoc. Prof.	Stage-IV (AGP:9K)	Direct Recruitment / Promotion	<p>For Direct Recruitment</p> <p>* Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.</p> <p>* Min. 8 Yrs Exp. In teaching/Research/industry out of which at least 2 years shall be post Ph.D. Exp.</p> <p>* At Least total 6 research publications in SCI Journals/UGC/ AICTE approved list of Journals.</p>	-	-	-	-	8 Yrs
				<p>For Promotion of Incumbents</p> <p>* Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.</p>	3 Yrs	2	5 to <8	<p>(A) FDP (2 Weeks) OR FDP (1 Week) + 1 MOOC (8 Weeks) OR 2 MOOCS (8 Weeks duration) AND (B) Completed Min. 2 Weeks of relevant Industrial Training/ Professional Training</p>	11 Yrs/ 12 Yrs
	3 Yrs	1	8 to 10	To have acquired in the cadre of Associate Professor					
5	Professor	Stage-V (AGP:10 K)	Direct Recruitment / Promotion	<p>For Direct Recruitment</p> <p>* Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.</p> <p>* Min. 10 Yrs Exp. In teaching/Research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.</p> <p>* 06 Research Publications at Assoc. Prof. Level AND 2 Successful PhD guided as Supervisor/ Co-Supervisor till the date of Eligibility of promotion OR 10 Research Publications at Assoc. Prof. Level in SCI Journals/UGC/ AICTE approved list of Journals till the date of eligibility of promotion.</p>	-	-	-	-	10 Yrs.

					To have acquired in the cadre of Associate Professor				
				<p>For Promotion of Incumbents</p> <p>* Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.</p> <p>* At least 3 years shall be in the cadre of Associate Professor.</p> <p>* If PhD Guided - 1 then Total Exp. Required:15 Yrs, If PhD Guided - 2 then Total Exp. Required: 15 Yrs, If PhD Guided - Nil then Total Exp. Required:16 Yrs.</p>	3	6	8 to 10	-	15 Yrs
					3	6	5 to <8	-	16 Yrs
					3	4	8 to 10	-	16 Yrs

					To have acquired in the cadre of Professor				
--	--	--	--	--	---	--	--	--	--

6	Sr. Professor	Stage-VI (AGP:12 K)	Promotion	<p>For Promotion of Incumbents</p> <p>* Ph.D Degree in the relevant field.</p> <p>* Minimum 10 Yrs Exp. in the cadre of Professor.</p> <p>* At least 8 Research Publications in SCI Journals/ UGC/ AICTE approved list of Journals should have at least 2 Successful PhD guided as Supervisor/ Co-Supervisor as a professor.</p> <p style="text-align: center;">OR</p> <p>At least 8 Research Publications in SCI Journals/ UGC/ AICTE approved list of Journals should have provided academic leadership as institution head at least for 3 years at the level of professor.</p> <p style="text-align: center;">OR</p> <p>At least 8 Research Publications in SCI Journals/ UGC/ AICTE approved list of Journals should have provided educational leadership at State / National level at least for 3 years at the level of professor.</p> <p>* At least One Patent Awarded.</p> <p>* Development of one MOOC course applicable at National Platform.</p>	-	-	-	-	19 Yrs.
---	---------------	---------------------	-----------	---	---	---	---	---	----------------

***2 Yrs. Experience post MCA is required (At entry level, it will be treated as a fresher and this exp. will carried under each stage of Promotion/direct recruitment) as required as per AICTE Guidelines.**

Management Faculty

Sr. No.	Designation	Stage/ AGP	Mode of Appointment	Qualification	Exp. (In Yrs)	Research Publications in SCI Journals /UGC / AICTE approved List of Journals	Avg. 360 Feedback score (out of 10)	Training Requirements (Mandatory)	Total Exps. (In Yrs)
1	Asst. Prof.	Entry Level, Stage-I (AGP:6K)	Direct Recruitment	*Bachelor's Degree in any discipline and Master's Degree in Business Administration/PGDM/C.A./ICWA/ M.COM with First Class or equivalent & two Years of Professional Experience after acquiring the degree of Master's Degree	Fresher	-	-	-	Nil
					To have acquired in the cadre of Assistant Professor (Stage-I)				
2	Asst. Prof. (Senior Scale)	Stage-II (AGP:7K)	Promotion	*Bachelor's Degree in any discipline and Master's Degree in Business Administration/PGDM/C.A./ICWA/ M.COM with First Class or equivalent & two Years of Professional Experience after acquiring the degree of Master's Degree	4 Yrs	2	8 to 10	(A) FDP (2 Weeks) OR FDP (1 Week) + MOOCS (8 Weeks) OR 2 MOOCS (8 Weeks duration) AND (B) Completed Min. 2 Weeks of relevant Industrial Training/ Professional Training	4 Yrs/ 5 Yrs
					5 Yrs	1	8 to 10		
					5 Yrs	2	5 to <8		
					To have acquired in the cadre of Assistant Professor(Senior Scale)				
3	Asst. Prof. (Selection Grade)	Stage-III (AGP:8K)	Promotion	*Bachelor's Degree in any discipline and Master's Degree in Business Administration/PGDM/C.A./ICWA/ M.COM with First Class or equivalent & two Years of Professional Experience after acquiring the degree of Master's Degree	4 Yrs	1	8 to 10	(A) FDP (2 Weeks) OR FDP (1 Week) + MOOCS (8 Weeks) OR 2 MOOCS (8 Weeks)	8 Yrs/ 9 Yrs
					4 Yrs	2	5 to <8		

									duration) AND (B) Completed Min. 2 Weeks of relevant Industrial Training/ Professional Training
					To have acquired in the cadre of Assistant Professor (Selection Grade)				
4	Assoc. Prof.	Stage-IV (AGP:9K)	Direct Recruitment / Promotion	<p><u>For Direct Recruitment</u></p> <p>* Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.</p> <p>* Min. 8 Yrs Exp. In teaching/Research/industry out of which at least 2 years shall be post Ph.D Exp.</p> <p>* At Least total 6 research publications in SCI Journals/ UGC/ AICTE approved list of Journals.</p>	-	-	-	-	10 Yrs
				<p><u>For Promotion of Incumbents</u></p> <p>* Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.</p>	3 Yrs	2	5 to <8	<p>(A) FDP (2 Weeks) OR FDP (1 Week) + MOOCS (8 Weeks) OR 2 MOOCS (8 Weeks duration)</p> <p>AND</p> <p>(B) Completed Min. 2 Weeks of relevant Industrial Training/ Professional Training</p>	11 Yrs / 12 Yrs
					To have acquired in the cadre of Associate Professor				

5	Professor	Stage-V (AGP:10K)	Direct Recruitment / Promotion	<p>For Direct Recruitment</p> <p>* Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.</p> <p>* Min. 10 Yrs Exp. In teaching/Research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.</p> <p>* 06 Research Publications at Assoc. Prof. Level AND</p> <p>2 Successful PhD guided as Supervisor/ Co-Supervisor till the date of Eligibility of promotion</p> <p>OR</p> <p>10 Research Publications at Assoc. Prof. Level in SCI Journals/ UGC/ AICTE approved list of Journals till the date of eligibility of promotion.</p>	-	-	-	-	10 Yrs
				To have acquired in the cadre of Associate Professor					
				<p>For Promotion of Incumbents</p> <p>* Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.</p> <p>* At least 3 years shall be in the cadre of Associate Professor.</p> <p>* If PhD Guided - 1 then Total Exp. Required:15 Yrs, If PhD Guided - 2 then Total Exp. Required: 15 Yrs, If PhD Guided - Nil then Total Exp. Required:16 Yrs.</p>	3	6	8 to 10	-	15 Yrs
	3	6	5 to <8	-	16 Yrs				
					3	4	8 to 10	-	16 Yrs
					To have acquired in the cadre of Professor				
6	Sr. Professor	Stage-VI (AGP:12K)	Promotion	<p>For Promotion of Incumbents</p> <p>* Ph.D Degree in the relevant field.</p> <p>* Minimum 10 Yrs Exp. in the cadre of Professor.</p> <p>* At least 8 Research Publications in SCI Journals/ UGC/ AICTE approved list of Journals should have at least 2 Successful PhD guided as Supervisor/ Co-Supervisor as a professor.</p> <p>OR</p> <p>At least 8 Research Publications in SCI Journals/ UGC/ AICTE approved list of Journals should have provided academic leadership as institution head at least for 3 years at the level of professor</p>	-	-	-	-	-

				<p style="text-align: center;">OR</p> <p>At least 8 Research Publications in SCI Journals/ UGC/ AICTE approved list of Journals should have provided educational leadership at State / National level at least for 3 years at the level of professor.</p> <p style="text-align: center;">* At least One Patent Awarded</p> <p style="text-align: center;">OR</p> <p>* Development of one MOOC course applicable at National Platform.</p>					
*2 Yrs. Experience post MBA is required (At entry level, it will be treated as a fresher and this exp. will carried under each stage of promotion/direct recruitment) as required as per AICTE Guidelines.									

Pharmacy Faculty

Sr. No.	Designation	Stage/AGP	Mode of Appointment	Qualification	Exp. (In Yrs)	Research Publications in SCI Journals/UGC / AICTE approved List of Journals	Avg. 360 Feedback score (out of 10)	Training Requirements (Mandatory)	Total Exps. (In Yrs)
1	Asst. Prof.	Entry Level, Stage-I (AGP:6K)	Direct Recruitment	* B.Pharm. and M.Pharm. in the relevant branch with First Class or equivalent in any one of the two degrees.	Fresher	-	-	-	Nil
To have acquired in the cadre of Assistant Professor(Stage-1)									
2	Asst. Prof. (Senior Scale)	Stage-II (AGP:7K)	Promotion	* B.Pharm. and M.Pharm. in the relevant branch with First Class or equivalent in any one of the two degrees.	4 Yrs	2	8 to 10	(A) FDP (2 Weeks) OR FDP (1 Week) + 1 MOOC (8 Weeks) OR 2 MOOCs (8 Weeks duration) AND (B) Completed Min. 2 Weeks of relevant Industrial Training/ Professional Training	4 Yrs/ 5 Yrs
					5 Yrs	1	8 to 10		
					5 Yrs	2	5 to <8		

					To have acquired in the cadre of Assistant Professor(Senior Scale)				
3	Asst. Prof. (Selection Grade)	Stage-III (AGP:8K)	Promotion	* B.Pharm. and M.Pharm. in the relevant branch with First Class or equivalent in any one of the two degrees.	4 Yrs	1	8 to 10	(A) FDP (2 Weeks) OR FDP (1 Week) + MOOCS (8 Weeks) OR 2 MOOCS (8 Weeks duration) AND (B) Completed Min. 2 Weeks of relevant Industrial Training/ Professional Training	8 Yrs/ 9 Yrs
					4 Yrs	2	5 to <8		
					To have acquired in the cadre of Assistant Professor(Selection Grade)				
4	Assoc. Prof.	Stage-IV (AGP:9K)	Direct Recruitment / Promotion	For Direct Recruitment * Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch. * Min. 8 Yrs Exp. In teaching/Research/industry out of which at least 2 years shall be post Ph.D. Exp. * At Least total 6 research publications in SCI Journals/UGC/ AICTE approved list of Journals.	-	-	-	-	8 Yrs
				For Promotion of Incumbents * Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.	3 Yrs	2	5 to <8	(A) FDP (2 Weeks) OR FDP (1 Week) + 1 MOOC (8 Weeks) OR 2 MOOCS (8 Weeks duration) AND (B) Completed Min. 2 Weeks of relevant Industrial Training/ Professional Training	11 Yrs/ 12 Yrs
	3 Yrs	1	8 to 10						

					To have acquired in the cadre of Associate Professor				
5	Professor	Stage-V (AGP:10 K)	Direct Recruitment / Promotion	<p>For Direct Recruitment</p> <p>* Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.</p> <p>* Min. 10 Yrs Exp. In teaching/Research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.</p> <p>* 06 Research Publications at Assoc. Prof. Level</p> <p style="text-align: center;">AND</p> <p>2 Successful PhD guided as Supervisor/ Co-Supervisor till the date of Eligibility of promotion OR</p> <p>10 Research Publications at Assoc. Prof. Level in SCI Journals/ UGC/ AICTE approved list of Journals till the date of eligibility of promotion.</p>	-	-	-	-	10 Yrs.
				To have acquired in the cadre of Associate Professor					
				<p>For Promotion of Incumbents</p> <p>* Ph.D Degree in the relevant field and 1st Class or equivalent at either Bachelors or Master's level in the relevant Branch.</p> <p>* At least 3 years shall be in the cadre of Associate Professor.</p> <p>* If PhD Guided - 1 then Total Exp. Required:15 Yrs, If PhD Guided - 2 then Total Exp. Required: 15 Yrs, If PhD Guided - Nil then Total Exp. Required:16 Yrs.</p>	3	6	8 to 10	-	15 Yrs
					3	6	5 to <8	-	16 Yrs
					To have acquired in the cadre of Professor				
6	Sr. Professor	Stage-VI (AGP:12 K)	Promotion	<p>For Promotion of Incumbents</p> <p>* Ph.D Degree in the relevant field.</p> <p>* Minimum 10 Yrs Exp. in the cadre of Professor.</p> <p>* At least 8 Research Publications in SCI Journals/ UGC/ AICTE approved list of Journals should have at least 2 Successful PhD guided as Supervisor/ Co-Supervisor as a</p>	-	-	-	-	19 Yrs.

professor.
OR
 At least 8 Research Publications in SCI Journals/ UGC/ AICTE approved list of Journals should have provided **academic leadership as institution head at least for 3 years** at the level of professor.
OR
 At least 8 Research Publications in SCI Journals/ UGC/ AICTE approved list of Journals should have provided **educational leadership at State / National level at least for 3 years** at the level of professor.
 * At least One Patent Awarded.
 * Development of one MOOC course applicable at National Platform.

5.4

Incentives for Outstanding Research Publications and Attending Conferences, Workshops/Seminars /FDPs (OFFICE ORDER: 16 /2016 dated 22 Jun¹⁶ : Addendum to Office Order 01/2016 dated 7th Jan¹⁶)

1. The faculty will be paid following **incentives based upon the impact factor** of the Journals in which the research paper has been published.

S. No.	Impact Factor	Incentive (in Rs.)
1.	0.750 & above	11,000/-
2.	0.500 to 0.749	8,000/-
3.	0.250 to 0.499	5,000/-

2. Maximum of two research papers in an academic year shall be considered. The research paper should be published in refereed academic journal with impact factor (Journals that are indexed in the Journal Citation Reports viz., Thomson Reuters, Scopus Citation Index).
3. The faculty asking for incentive must be the **first author** in the research paper. **“Publication Incentive”** based on the **impact factor** will be **equally divided among all the authors in case of joint publication by KIET faculty. If the publication is jointly done by faculty & students, only the faculty is entitled to claim the incentive.** Name of Institution i.e. „**KIET Group of Institution, Delhi- NCR, Ghaziabad**“ in paper is **compulsory** for the award. **On-line date** is to be considered as the date of publication.

4. Presentation of Research Papers in Conferences:

a. Presentation of Research Papers in Conferences in India

- i. The faculty would be allowed **OD + Registration+ T.A. on actual basis or Rs. 10000/- whichever is less**. In case of joint authorship only one faculty can avail the facility. The International / National conference must be of **repute (viz. IEEE, Springer/ Wiley/IPC etc.)** and hosting Institutions must be **Institutes of repute** - IITs/IISc/NITs/IITs/Universities/Deemed Universities etc. However, **Asst. Prof. (Fresher level)** may be allowed to attend/ present research papers as organized by **other Institutes**.
- ii. Each faculty can present research papers in Conferences of repute **twice in an academic year** with financial assistance. However, **financial assistance is limited to Rs. 10,000/- only**.
- iii. Maximum number of ODs is limited to **one week during lean period**. Only **one day OD** is allowed in the **academic period**.
- iv. Only **Oral presentation** of research papers is allowed.

b. Presentation of Research Papers in Conferences Abroad:

The faculty has to approach AICTE (who provide 100% funding subject to meeting their norms) or other Funding Agencies of Govt. of India.

It has been observed that some of the proposals may not meet AICTE norms besides paucity of Funds with them because of their All India Scope. Therefore, KIET may also consider funding such International Conferences on case-to-case basis, subject to an annual budget of Rs 2 Lakh. This sanction would be allowed depending upon the track record of the Faculty to be adjudged by panel of at least Four Research Council members.

5. For attending Workshops/Seminars /FDPs :

- i. The faculty would be allowed **OD + Registration+ T.A. on actual basis or Rs. 10000/- whichever is less**. The Workshops/Seminars /FDPs hosting Institutions must be **Institutes of repute** - IITs/IISc/NITs/IITs/ Universities / Deemed Universities etc.
- ii. Each faculty can attend Workshops/Seminars /FDPs of repute **twice in an academic year** with financial assistance. However, financial assistance is limited to Rs. 10,000/- only.
- iii. Clause of "minimum requirement of 6 months service in KIET" **stands discontinued for claiming any research related incentives or OD for attending FDP/Workshop/seminar etc.**
- iv. Maximum number of ODs is limited to **one week during lean period**. Only **one day OD** is allowed in the **academic period**.

6. Faculty would be allowed OD who is going as an expert for Ph.D Viva / RDC meeting / Selection Board/ M.Tech Viva in any Institution/University.

All request applications for attending Conferences/Workshops/Seminars/FDPs to be **routed through Deam - R&D**. HoDs will **pre-screen** the faculty request at department level and then process **relevant cases to HR through register** maintained at

department level for creating link page. HR will process the case to Chairman - RC for recommendations and final approval by Director.

5.5

**Massive Open Online Courses (MOOCs) for KIET Faculty Members – Incentive Policy
Attending & Development of MOOCs
Office order 16/2018**

1. To augment teaching and learning process in campus (in sync with AICTE mandate) thereby promoting SWAYAM (National MOOCs portal developed by MHRD, GOI - An online interactive learning platform) and MOOCs like NPTEL, Coursera, Udacity, AWS, edX etc. for professional development of faculty; it has been decided that **all faculty will attend MOOCs on a regular basis and attain certificates from any of the platform available globally**. Succeeding paragraphs spell out the **detailed policy for implementation of MOOCs for faculty in KIET Group of Institutions**.
2. Following modalities for **implementation of MOOCs for faculty in KIET** will be adopted **with immediate effect** : -
 - (a) It will be mandatory for all faculty members to complete **one MOOCs per academic year** with **immediate effect** and obtain the certificate from the National/ Global platform offering the MOOCs.
 - (b) Faculty members will register for online courses as per their expert area/ other associated field in consultation with their respective HODs. After completion of the above MOOCs, faculty will send the Certificate to their respective HODs for verification & claiming the fee re-imburement.
 - (c) HoDs will prepare a list of faculty members of their department who have completed the MOOCs and will put their **recommendation to Director through Dean (A)** as per the reimbursement policy enumerated in **para 3** below:
 - (d) HoDs will submit the above list to the Office of Dean (A) twice a year i.e. on **30th Jun** and **31st Dec** every year.
 - (e) Dean (A) will consolidate the claim and submit the details to Director by **10th Jul** and **10th Jan** every year for perusal/ sanction.
 - (f) Though, it is mandatory to attend and clear one MOOCs per faculty per academic year, faculty is encouraged to attend **two MOOCs per academic year**. The **reimbursement** will be given for **both the MOOCs being cleared every year**.
3. The **Reimbursement Policy of the fee for MOOCs** will be as follows: -
 - (a) **NPTEL (SWAYAM) Courses:**
 - Score ≥ 90 (Elite & Gold Medal) $> 100\%$ of fee will be reimbursed.
 - Score between 60-89 (Elite) $> 50\%$ of fee will be reimbursed.
 - Score between 40-59 (Successfully Completed) $> 25\%$ of fee will be reimbursed.
 - If any faculty member complete certificate course from any reputed MOOCs (e.g. Coursera, Udacity, AWS, edX etc.), maximum **INR 1500/-** or **50% of the fee** (lesser one) will be reimbursed.

- (b) **Development of new courses on SWAYAM portal:** For faculty members who are willing to **reach out to wider student base by developing and offering their courses on NPTEL/SWAYAM Portal;** the following is the guideline:
- After the acceptance of course idea submitted by faculty members on SWAYAM portal, faculty members will upload the full course module on SWAYAM portal. Institute will reimburse **INR 10,000 (One time)/ course after final selection and development of new course.**
 - HoDs will prepare a list of such faculty and will put their **recommendation to Director through Dean (A)** for perusal/sanction.
4. It is mandatory for every faculty to **upload the soft copy of their MOOCs certificate** through HRMS portal.

5.6

Conduct of Knowledge Sharing Sessions in department :Faculty members participating in Conferences / Seminars/ Workshops /Training / FDPs/QIP programs (vide circular 20 May'16)

Faculty members participating in Conferences/ Seminars/ Workshops/ Training/ FDPs/ QIP programmes as organized by different institutes are required to give presentation in their department. The basic idea is - exchange of information / updates/ knowledge sharing with all faculty members rather limiting it to an individual.

Records are maintained accordingly by respective departments. HoDs to ensure that the presentations take place within a month after the completion of said seminar/workshop/conference.

5.7 Guidelines for Consultancy by Faculty**OFFICE ORDER: 10 / 2010 dated 8/4/2010**

1.0 Following guidelines have been approved by the Institute Management with respect to consultancy by faculty.

IDENTIFICATION OF FACULTY

In order to handle a given Consultancy Project, the HODs will supply list of suitable faculty members who are competent and willing to undertake Consultancy / R & D work depending upon their special areas of interest.

HODs will also provide information about the special academic infrastructure available in their respective departments along with special needs if any, in order to handle a given Consultancy / R & D work.

Based upon the information contained in Para 2.1 and 2.2, HODs will identify the names of Consultant In charge and Co-Consultant In- charge under intimation to Dean (R&D) in order to complete the Consultancy Proposal and Agreement Form (copy of the form is enclosed with this Order).

CONSULTANCY CHARGES

HODs would also intimate to the Dean (R&D), the estimated amount of Consultancy charges in Consultation with Consultant In charge and Co-Consultant In charge so that the amount may be indicated in the Consultancy Proposal and Agreement Form.

Consultancy Charges will be deposited in a separate Bank Account.

DISTRIBUTION OF CONSULTANCY CHARGES

The R&D and Consultancy includes Analytical / Experimental work.

In case the work is Analytical only, then 80% is to be shared between the persons doing and helping in the work and the remaining 20% goes to KIET.

In case the work is Experimental in nature, then 70% is to be shared between the persons doing and helping in the work and the remaining 30% goes to KIET, provided the infrastructure facilities of KIET are used, failing which the distribution of money shall be as per provision of Para 4.2.

4.6. In case the work is both Analytical and Experimental, then 75% is to be shared between the persons doing and helping in the work and the remaining 25% goes to KIET, provided the infrastructure facilities of KIET are used, failing which the distribution of money shall be as per provision of Para 4.2.

UNFORESEEN ISSUES

Notwithstanding anything stated in these Rules, for any unforeseen issues arising, and / or not covered by these Rules, or in the event of differences of interpretation, the Research Council may take a decision, after obtaining, if necessary, the opinion/advice of committee consisting of senior faculty members in the relevant field. The decision of the Director shall be final.

STANDARD TERMS AND CONDITIONS OF CONTRACT FOR CONSULTANCY

These terms and conditions are to cover projects for the development of products, processes, field studies, model studies, calculations, economic and technical consulting and other forms of project of specific interest to the client. The conditions are binding unless otherwise agreed upon in a separate document.

- 1. PROJECT PLANNING:** The Institute shall, together with the Client, prepare work plan and budget for the project or parts of the project wherever the project size or subject makes this necessary. The Client before commencement of the work on the project shall normally accept this plan. The Institute shall supply information regarding the progress of the project at any time at the Client's request. The Client may, with the agreement of the Institute, follow the progress of the project personally, or through a third party named by the Client. The Institute and the Client shall agree on the form and frequency of formal reports concerning the progress and the results of the project.
- 2. RESPONSIBILITY:** The Institute undertakes to carry out the project as conscientiously as conditions allow, but accepts no economic responsibility, should the work not lead to expected results. The Institute accepts the project on condition that the Client renounces all right to claim damages for losses sustained directly or indirectly in consequence of the work done by the Institute.
- 3. DISCRETION:** The Institute undertakes to handle with discretion reports, results, the identity of the Client, and all material, which the Client places at the disposal of the Institute in connection with the project.
- 4. SUB-CONTRACTING:** The Institute reserves the right to allow any work, experimental or otherwise to be carried out by a third party provided this does not result in the danger of information of a confidential nature coming into the hands of unauthorized persons.
- 5. RESULTS OF THE PROJECT:** The results of all work done by the Institute in connection with the project, incorporated in written reports in accordance with paragraph 1, shall remain the property of the Client. Results arrived at with little or no involvement on the part of the Client are available free of

charge for the Client's own use. However, the Institute reserves the right to use such results in connection with activities outside the scope of the project. Inventions are covered in paragraph 6. If the Client consists of several individuals, all questions of Client, rights between the Clients must be settled between such individuals, and are of no concern to the Institute. Unless otherwise agreed, all reports are to be sent to the Client in triplicate. The Institute has the right to retain a copy.

6. **INVENTIONS:** All reports of Institute on the project are the property of the Client. This includes patentable inventions while working on the project.
7. **PUBLISHING THE RESULTS/OUTCOME OF THE CONSULTANCY:** The results/outcome of the consultancy must not be exploited by the client organization for its business interests by using KIET's name/logo through press advertisements/publicity material or in any other manner. Both parties before publication shall vet manuscripts of academic papers, brochures, advertisements or other form of published material, which refer to or quote the propriety results of the project.
8. **COMMUNICATION OF RESULTS TO A THIRD PARTY:** The institute may not, without the written agreement of the Client, communicate the results of the project to a third party. The Client shall arrange the necessary agreement of all parties on the Client's side' who may have publication rights with respect to the project.
9. **PROJECTS FOR OTHER CLIENTS:** The institute may normally undertake other projects in the same field provided - to the best of the Institute's knowledge and belief - there exists no danger of information of a confidential nature coming into hands of a third party. Any agreement to restrict the Institute from undertaking similar projects during or after the life of the project shall be covered by a separate contract.
10. **APPARATUS:** Instruments and/or equipment obtained in connection with the project and charged to the client remain the property of KIET, unless otherwise the institute specifically agrees it to.
11. **TERMINATION OF THE PROJECT:** The client has a right to terminate the project at any time, but shall be liable for all reasonable expenses incurred in connection with halting work already in progress according to the agreed work programme. The Institute has the right to terminate the project with three months' notice except where otherwise agreed upon. The client in this case will not be liable for any expenses incurred after the period of notice.
12. **NORMAL TERMS OF PAYMENT:** The payment of the Institute charges for the consultancy projects are required to be deposited in full (unless otherwise it is specifically agreed by the Institute) before the start of the work, through a crossed bank draft/ cheque (Bank drafts in the case of private organisations and by draft/cheque for others). **The draft/cheque is to be drawn in favour of "KIET Ghaziabad" and sent to The Dean, Industrial Research and Development (IR&D) and drawn on any bank in Ghaziabad/ Delhi.**
13. **DISPUTES:** In the event of any dispute or difference between the parties hereto, such dispute or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to an outside arbitrator to be nominated by the Director of the Institute for a reasoned Award. The award of the arbitrator shall be binding on the parties to the dispute, under jurisdiction of Ghaziabad. '
14. **SERVICE TAX:** As per Service Tax Act of G.O.I., the service tax plus education cess @ 10.36% or as applicable will be levied on total consultancy charges and this amount is to be borne by the client organization.

Intellectual Property Rights (IPR) Policy

KIET Group of Institutions & TBI-KIET

(Reference: Mail issued (IPR Policy) on dated **9th December'2019** from the office of Director)

Purpose

KIET and TBI-KIET needs to adopt an IP policy to establish the respective IP rights and obligations of KIET & TBI-KIET, its faculty, students, employees and other stakeholders and startup/incubatee in IP. The purpose of this document is to provide the overarching policy framework under which KIET and TBI-KIET will manage the Intellectual Property resources of the KIET and TBI-KIET community consistent with its mission.

The Policy Objectives:

- a) To foster, stimulate and encourage creative activities in the widest sense in the areas of science & technology and management.
- b) To protect the legitimate interests of KIET, faculty, scholars, students and other members and TBI-KIET's incubate and also resolve the possibility of conflicts of opposing interests.
- c) To facilitate wide transfer of useful IP to society for public benefit.

Whom Is This Meant For?

This policy is applicable to KIET and TBI-KIET only. The document is meant for all those who are, directly or indirectly, engaged in scientific research, s activities, creative pursuits and management of innovation. It covers all its employees, faculty, staff, researchers and inventors, students, incubate companies and startups.

Commencement of the Policy

The ordinance governing the IP policy shall come into effect from 14th April, 2018 subject as approved by the Executive Council of the college on 13th April, 2018 in GCM Meeting.

Intellectual Property

It is the product of the mind that qualifies for legal protection under relevant legislations regulating and governing various forms of IP, provided it fulfills the basic criteria as contained in the respective legislations and conforms to all other requirement provided therein. Rights relating to IP are conferred by the Government of a country to its citizens and are protected in accordance with the provisions of the respective Acts.

With respect to the KIET the relevant IP forms are the following:-

- a. Patents
- b. Copyright
- c. Trademark
- d. Design

a) All potentially protectable forms of I.P. where the inventor, creator, designer, author or originator from KIET group of institution shall be disclosed and assigned to KIET.

b) All inventors shall undertake public disclosure such as publications, presentations, participating in conferences, workshops and fairs only once the IP is protected.

Jurisdiction

As a policy, all agreements to be signed by KIET & TBI-KIET will be subject to the jurisdiction of the courts in Ghaziabad and shall be governed by appropriate laws of India.

(For detail policy kindly refer the mail issued on dated 9th December'2019 from the office of Director)

CHAPTER – 6 – RECRUITMENT & SELECTION

6.1 Recruitment / Selection / Documentation Policy- Appointment

KIET Recruitment Process - (For Faculty/ Technical Staff / Staff)

A. Raising the Requirement of Faculty in Summer & Winter session

1. Requirement as per **AICTE norms**.
2. The department of HR raises the requirement note for all HoD's in the month of March and October of the year to facilitate all HoDs to give their requirement to DEAN (A).
3. The faculty's current strength along with faculty members who may join after long leave is shared with DEAN (A) by the department of HR.
4. DEAN (A) raises the faculty requirement after completing the calculation on sharing faculty manpower in various departments (Interdepartmental adjustments) and as per AICTE norms to the department of HR.
5. DEAN (A) and department of HR prepare the final faculty requirement note duly signed by both departments.
6. The faculty requirement note on faculty requirement is presented to the Director for due approval.
7. Based on the approval of the faculty requirement, the decision of advertisement in print media in summers or winters is raised in April and November.
8. With due approval from the Joint Director, chairman, advertisement is published in the newspaper.
9. The department of HR fills the open positions duly approved faculty requirement by Director
10. HR takes the requirement and prepares the **Job Description** of the position and uses the sources like
 - Print Media
 - Job Portals
 - References
 - KIET Portal
 - Consultants
 - Social Networking sites like LinkedIn, Facebook etc.

B. Screening of CVs KIET norms:

1. Throughout first class from 10th till PG.
2. Academic Average 10th + 12th + UG+PG = above 60%
3. The first preference is given to the candidates who have high academic average.
4. Quality of Institutes and Universities to be given preference after step 3 defined above.
5. Quality of experience to be given importance.
6. Relevant Industry experience is calculated as half to bring it to the equivalence of teaching experience.
7. Experience less than 6 Months is not counted as teaching experience.
8. Experience in degree colleges or schools is not counted as teaching experience
9. Post M.Tech experience is counted as teaching experience.
10. Based on the above criteria's, the department of HR completes screening of the CVs and screened CVs are sent to the relevant department for further screening by HoD.
11. The HoD screens the CVs and mentions the reasons for shortlisting and not shortlisting the candidates.
12. The screened candidates from HoD's get finally approved by the Director for inviting them for the interview.

13. The candidates are invited in the ratio of 1:5 i.e. for 1 position, first 5 candidates are invited. If they do not confirm, the next candidate is invited.
14. On the day of interview, the candidates are facilitated by department of HR.
15. The decision of the selection committee on the day of interview is considered a final decision.

C. Inviting External subject Experts – Norms

1. The list of subject expert panels is approved by University.
2. After the fixation of the date of interview, the external subject expert is invited for the interview on the basis of availability as per the date finalized.
3. The finalized expert is invited by the department of HR.
4. On the day of interview, the HoD's are given the ownership to extend the welcome to the expert besides department of HR.
5. After the conduction of interview, the honorarium of Rs. 5000/- and travelling allowance is handed over in the envelope by the Director to the subject expert.

D. Approved Selection Committee – Interview Panel

FACULTY SELECTION COMMITTEE	
Assistant Professor to Associate Professor	Professors
<ul style="list-style-type: none"> • The Chairman • Head of the Department • One Outside subject Expert Panel • Internal subject matter expert • Director • Head-HR 	<ul style="list-style-type: none"> • Chairman • Director • Head of the department • Subject matter expert (Internal/External) • Head-HR

STAFF SELECTION COMMITTEE	
Lab Instructors / Technical Staff/ Library Staff	Staff selections
<ul style="list-style-type: none"> • The Head of the Department • Subject Matter Expert (Inside) • Head-HR 	<ul style="list-style-type: none"> • Joint Director (For Head Positions only) • Administrative Officer (For all other positions) • Concerned HOD • Head-HR

E. Approval from the management

1. HR prepares the departmental recruitment file with following contents:
 - Faculty Requirement Note
 - List of Expert Panel – Recommended by Department and approved by Chairman as per the norms
 - Details of members in the interview panel
 - Summary of shortlisted candidates
 - List of total candidates presented for screening to HOD by HR
 - List of shortlisted candidates scheduled for the interview who has confirmed their attendance in the interview
2. The above file is prepared by HR in due coordination with HOD and sent for approval by Chairman.
3. The date of interview to be finalised by proper coordination. The chairman's consent/approval to be taken on the date of interview a week before.
4. After the conduction of the interview, the file is created. The approval on the interview assessment sheet is only for selection and not for joining. Joining happens after the approval by the management only.
5. The file is created after the interview conduction with as many details as possible – educational and experience certificates verification.

6. Highest qualification of faculty members (new joiness) verification is conducted via formal process.
7. The file is sent to the management via following channel:
 - File created by HR
 - Sent for approval to Director
 - Management i.e. Signature of Shri Sunil P Gupta and Shri M.P. Jain (Chairman)
 - Receipt of the file in HR

F. Important Points in Process

1. The recruitment process should be aligned after the semester gets over. The recruitments is not facilitated during semester. Special permission needs to be taken from "The Chairman" for conducting the interview.
2. The interviews should be conducted in the presence of complete panel. Recruitment without panel are not facilitated.

G. Raising an Offer for Joining & Induction

1. Based on the approval employment offer raised
2. Joining of the candidate occurs
3. Joining formalities and Induction of the candidate by HR and handing over the candidate to concerned HOD.

6.2 Policy for Past Industrial Experience of Faculty

It has been observed that number of candidates having industrial experience apply for the appointment of faculty. In order to give benefit of industrial experience to such candidates, guidelines followed are appended below:-

1. As a general rule every two years of industrial experience may be taken as an equivalent to one year of teaching experience. However, while deciding this equivalence, following parameters must be examined so as to moderate the number of years accordingly.
 - (a) Level of appointment in the industry e.g. Floor level/ Managerial level/ Sr. Executive level.
 - (b) Type and status of industry served e.g. Local /National /MNC/ Manufacturing /R & D.
2. The equivalence has to be decided at the time of Interview Board only. The decision of the Board need to be mentioned clearly in the selection committee minutes and also shared with the candidate.
3. After joining the institute, there shall be no change in the status of seniority (for having industrial experiences) once decided at the time of appointment.

This policy is applicable for faculty in the disciplines of **Engg, MBA, MCA and Pharmacy**.

6.3 Documentation Policy (Appointment)

Submission of Relevant Documents, Certificates and Photographs by the candidate and forwarding of file at the time of appointment of a faculty/ staff member.

After the interview board, the file for the selected candidate is to be prepared. This file must possess following enclosures along-with any other additional documents:-

- (i) Copy of minutes of Interview Board.
 - (ii) Copy of Experience certificates (if applicable)
 - (iii) Proof of last salary drawn (if applicable)
 - (iv) Copy of Marks sheets & Certificates in support of academic qualification
 - (v) Date of Birth Certificate
 - (vi) Character Certificate
 - (vii) Medical Certificate
 - (viii) PAN Number (if available)
 - (ix) Aadhar Card
 - (x) Residence Proof
 - (xi) Identity Proof (e.g. Voter ID Card, Driving license etc)
 - (xii) Passport size photographs (02 copies)
- (b) Principal / HoDs/ section In charge will put up this file with a Note to the Director through Head HR. Head HR will carry out necessary checks/verifications of the enclosed documents of the selected candidate and forward the file immediately to Director (after having been satisfied with the enclosed documents).

It is also brought out that the candidates are to be asked to join the institute only after obtaining the necessary approval of the Management members on the file. **Only under the exceptional circumstances** (considering urgency of situation), verbal approval from Management for joining of a specific candidate may be sought through Director before receipt of file.

Joining Checklist-Current (HR Policy)

Particulars	Details
Educational Certificates (Degree as well as Mark Sheets of all semester)	A. Doctorate (If Applicable) B. Post-Graduation(M. Tech/M.E./M. Sc) – all Semesters C. Graduation(B. Tech/B.E./B. Sc) – all semesters/years D. 12th Standard or equivalent E. 10th Standard { Original and Photocopies are required }
Service and/or Experience Cum Relieving Letter from all previous organizations	If applicable { Original and Photocopies are required }
Character Certificate	Either it should be from the last organization or from a gazetted(Government) officer
Last Salary Certificate	Last 3 months salary slip
Medical Certificate	Certificate signifying that the individual is medically/physically fit. Should be from a M.B.B.S Doctor
Government issued ID Proof – Permanent & Present Address & ID Proof – 02 copies	Passport/Voter ID/Driver's License/PAN Card/Aadhar Card In case of Present Address (if on rent) – Rent Agreement need to be provided { Original and Photocopies are required }
Passport Size Photographs	08 copies

6.4

CAREER PROGRESSION (FACULTY/STAFF)**Faculty - Ladder**

Faculty			
Sr. No.	Designation	AGP – AICTE CADRE	Ladder
1	Management	C	C
2	Leadership	L	L
3	Dean/HoD	9000/10000/Consolidated	M1
4	Professor	10000	M1
5	Associate Professor (AICTE)	9000	E1
6	Associate Professor (KIET)	8000	E2
7	Assistant Professor	8000 - AP-FI	E1
		8000	E2
		7000	E3
		6000	E4
		6000 - Non M.Tech/Non PhD/NET/Only UG	E5

All the documents (Photocopy) should be duly self attested.

New joinees are also provided with **Welcome Kit** comprising Joining checklist/Account Opening details etc. during **orientation/Induction** programme

Staff - Ladder Report

Technical & Non Technical Staff				
Sr. No.	Role	Grade/Band	Ladder	Type of Designations
1	Management	C	C	Trustees
2	Leadership	L	L	Joint Director, Director-Academics
3	Managerial	M	M1	Accounts Officer, Librarian, Registrar, Admin Officer, Head-HR, Head-CRPC, Purchase Officer, GM-TBI
			M2	Addl. Head-CRPC, Addl. Head-IIPC, Sr. Mgr. - CRPC, Sr. Mgr. - CRPC, Mgr.-IT Ops, Sr. Soft Skill Trainer, Mgr.-Director Office, Manager-HR

			M3	Dy. Librarian, Dy. Mgr.-CRPC, Dy. Registrar, Soft Skill Trainer, Asst. Manager-HR, Veterinarian
4	Executive	E	E1	AAO, Network Engineer, Sr. HR Ops. Exec., Cashier, Chief Girl's Hostel Warden, Counsellor
			E2	Front Office Executive cum PA to Joint Director, Hostel Warden, HR Exec., Personal Assistant, Psychologist cum Counsellor, Warden cum Sports Officer, Site Engineer
			E3	Accounts Assistant, Asst. Librarian, Asst. Registrar, Lab Instructor, Lib. Asst., Purchase Exec., Software Developer, Office Superintendent, Trg. Associate
5	Assistants	A	A1	Maint. Supervisor, Office Assistant
			A2	Store In charge, Nursing Assistant, Electrical Supervisor, Lab Technician
			A3	Lab Assistant, Maintenance Assistant
7	Support Staff	S	S1	Field Boy, Motor Winder/Mechanic, DG Operator, Record Keeper, AVS operator, AC Mechanic, Book Lifter, Carpenter, Plumber
			S2	Driver, Lock In charge
			S3	Night Guard, Key Guard, Office Attendant, Gardner

Chapter - 7 – Induction

7.1 Induction & Orientation Process

1. The new joinees are given welcome Kit by the department of HR.
2. The new joinees get the detailed welcome note describing KIET from department of HR in his/her official mail ID.
3. The information about the new joinees is released by department of HR to an organization via Welcome note via mail having photograph and details of new joinees.
4. The HR related induction training is imparted to the new joinee on the same day in the department of HR.
5. The formal Induction Training is organized in lean period with detailed agenda wherein all important functionaries of KIET impart training to all new joinees in planned manner for minimum 2 days.
6. The Induction lunch is organized for all new joinees with all the important functionaries.
7. The salary account, ID Cards making is facilitated by department of HR for all new joinees.
8. The new joinees are handed over to the department in formal way.
9. The HoD's assign mentors to the new joinees for making them understand the department's academic and non academic work like (time table making, ISO, NBA quality related tasks, Industry – academia connect work, alumni work, placement work, evaluation work, course file making, subject allocation, how to upload student class attendance in portal, student feedback, CAPA forms, departmental communication method for delegating information or departmental meeting schedules, research related activities, introduction to labs, beyond the curriculum activities if going on, summer/winter schools, examination duties, internal CT/Presem assessments and its impact, classroom conduct, remedial classes, student mentoring etc.)

10. The HoD sets the SMART Goals to the new joinee with an objective to bring focus and clarity in the tasks.
11. Formal induction feedback in writing is taken from the new joinees in the prescribed form.
12. The new joinees meet with the Director after 3 months is organized as feedback meet.

7.2 Probation Period

Subject to the provisions of the Rules and Bye-laws, all appointments to posts under the Institute shall ordinarily be made on probation, after which period the appointee, if confirmed, shall continue to hold his office till he/she attains the age of superannuation. The appointing authority shall have the power to extend the period of probation of any employee of the Institute as may be found necessary.

Process:

- The Probationary Assessment review form is raised before the date of confirmation to respective HoD"s/Functional Heads.
- Based on the recommendation of reporting officer and Annual Appraisal Report, the confirmation case is duly assessed and approved by the Director.
- The probation period may be extended to minimum six months to maximum one year only one time during assessment.
- Based on due approval from the management, the communication on confirmation of an employee is made.
- The confirmation letters duly signed by Director are given to the employee.

PROMOTION / REVISION OF SALARY DURING PROBATION PERIOD

During the probation period, no promotion or upward revision of salary will be considered unless it has been clearly mentioned in the minutes of the selection board and spelt out in the Note on file for appointment. Also, during the probation period there will be no review of terms of appointment.

CHAPTER - 8 – PERFORMANCE MANAGEMENT SYSTEM

8.1 Annual Increment – Faculty & Staff

A. The Annual Appraisal Process – Staff (Graded and Non-Graded)

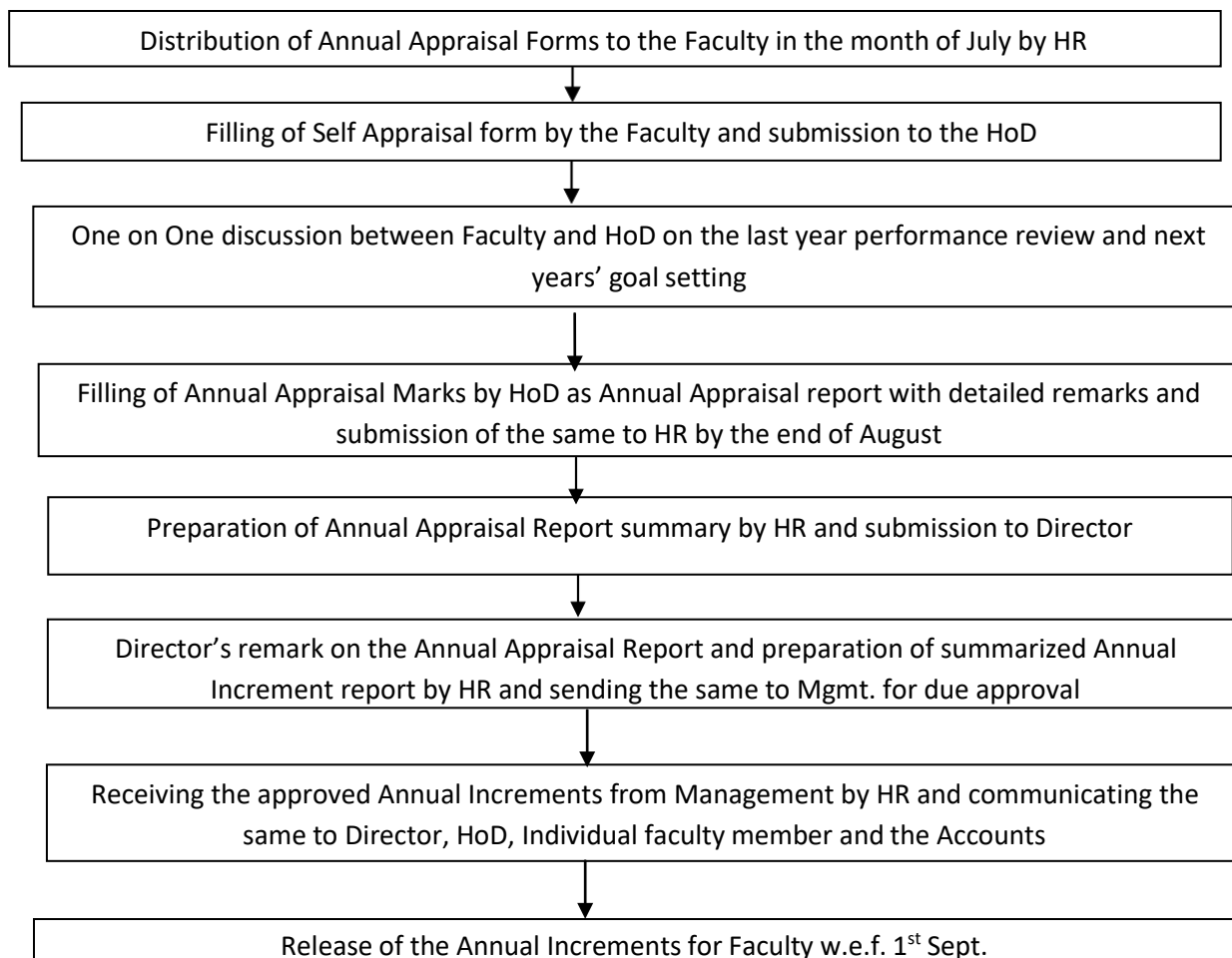
1. The Annual Appraisal cycle for the staff is from **1st July to 30th June**.
2. The annual increment will be due with effect from **1st July every year**.
3. Minimum six months of experience with KIET is necessary for eligibility for an Annual Increment.

B. Annual Increment Process (Faculty)

1. Faculty gets an **annual increment**.
2. The **appraisal cycle runs from 1st September to 31st August**.
3. Increments for faculty are with effect from **1st September**.

4. In case a faculty joins the institute / gets promoted within six months preceding to 01 September i.e. during the period from 01 March to 31 August, he/ she will not be eligible for annual increment from 01 September that year. Such faculty will be paid the annual increment from 01 September of next year only.
5. Those faculty members **who have joined after Feb** i.e. from 1st March are not entitled for increments for that year.
6. Promotions of all faculty members will be with effect from 1st September only.

The flow is as follows:



8.2 Promotion Policy – Career Advancement Scheme (CAS)

Career Advancement Scheme or Promotion Policy

1. Definition

Promotion of the faculty member is defined as career advancement from one Academic grade pay to another in the same scale or different scale as per AICTE norms for Engineering, MBA, MCA, KIET School of Pharmacy and Applied Science and Humanities.

2. Objective

To recognize the good, differentiated consistent performance of the faculty member based on the Annual Appraisal report.

3. Applicability

The policy is applicable to all regular full time faculty members of the Institute.

4. Eligibility

- The faculty member should have basic eligibility qualification & experience as per AICTE regulations.
- The faculty member should be regular full time employee of the Institute.
- The faculty member should have minimum 1 year of regular service at Institute.
- The faculty member should be confirmed employee of the Institute.

5. Non- eligibility for promotions:

- Regular employees who are on long leave without pay for a period of more than 3 months.
- Regular employees who are on study leave, sabbatical – must have given 9 months of that academic year to become eligible for annual increment/promotions etc.

6. Scheme

- i. The promotions are annual based on annual appraisal report and the consistency of differentiated performance in the Annual Appraisal report.
- ii. The promotions will be with effect from 1st September.
- iii. All the promotions are vacancy based as per AICTE/UGC norms.
- iv. The vacancy will be declared open via advertisement.
- v. There are only three designations in respect of teachers, namely, Assistant Professors, Associate Professors and Professors.
- vi. The other position associate with teaching is "Teaching Assistant" who is pursuing M. Tech and may be given lab classes as per AICTE norms.
- vii. For grant of promotion and continuation of the same, a holistic assessment is made covering quality of performance, length of service, results, student feedback and annual appraisal. Differentiation based on performance should be a key factor in grant of promotion.

7. DISBURSEMENT

The disbursement of promotion will be annual with effect from 1st September.

8. PROMOTION/REVISION OF SALARY DURING PROBATION PERIOD

During the probation period (i.e. first one year after appointment), no promotion or upward revision of salary will be considered unless it has been clearly mentioned in the minutes of the selection board and spelt out in the Note on file for appointment. Also, during the probation period there will be no review of terms of appointment.

9. Career Advancement – shown in tabular form as summary guidelines are as follows:

10. SELECTION BASED PROMOTIONS:

- (a) Promotions are vacancy and selection based.
- (b) The Career Advancement Scheme promotions from a lower grade to a higher grade of Assistant Professor/Associate Professor/Professor shall be conducted by a "Screening –cum-Evaluation Committee".
- (c) Following is the constitution of Screening – cum – Evaluation Committee :

Stages of Promotions under Career Advancement Scheme	Scale (in Rs.)	Grade pay	Screening – cum- Evaluation Committee
Professor Grade (Stage-V, AGP:10K)	37400-67000	AGP-10000	1. Chairman 2. Director 3. One External Member/ Subject Expert 4. Head-HR

Associate Professor (Stage-IV, AGP:9K)	37400-67000	AGP-9000	1. Chairman 2. Director 3. One External Member/ Subject Expert 4. Dept.'s HoD 5. Head-HR
Assistant Professor – (Stage-III, AGP:8K)	15600-39100	AGP-8000	1. Director 2. Dept. HoD 3. One External Member/Subject Expert 4. Head-HR
Assistant Professor – (Stage-II, AGP:7K)	15600-39100	AGP-7000	
Assistant Professor (Stage-1, AGP:6K)	15600-39100	AGP-6000	

a) **Key result areas of the screening – cum – evaluation committee is to review the following:**

- Academic Qualification
- Research Publications
- Contribution to projects & Research
- Past Academic Performances & contribution to KIET
- Overall suitability for the assignment.

b) **Meet** the candidate and then assess his/her suitability for posting as Professor/Associate Professor/Assistant Professor at stage 1, 2 or 3.

8.3 Reward & Recognition Policy

Category-1:

Young Dronacharya Award

(Reference mail dated 28th Jan'20 from office of Dean-A)

KIET Group of Institutions having a valuable & precious asset in the form of our faculty members. They have initiated their efforts towards the institutional progress.

Appreciation is the best policy to motivate for more work. It is proven theory that **“People work for money is obvious but they can go extra miles for recognition.”**

Therefore to recognize their efforts and hard work, a policy is furnished to recognize their endeavor named **“Young Dronacharya Award”**.

This policy will maintain the transparency and honest evaluation of the merits of the faculty members.

1. **Name of Policy:** Young Dronacharya Award
2. **Purpose:** To identify one best young faculty (Assistant Professor) at department level once in a year.
3. **Applicability:** All confirmed Assistant Professor at Department level
4. **Award:** Rs.11, 000/- (equivalent gift) + certificate of recognition

5. Salient features:

- Evaluation will be based on the overall teaching performance in an academic year.
- Identify one best faculty once in a year as per the nominations of the assistant Professor in the department
- Faculty member with advisory note will not be eligible for the award.
- If anyone received this award then he/she will be eligible again only after 2 years.

6. Process:

- i. The nominations will be invited by HR from Assistant Professor in the **first week of July**.
- ii. The final summary sheet of shortlisted candidates will be submitted to HR by **31st July**
- iii. The list of finalists will be submitted by Screening Committee to the Director by **15th August**.
- iv. The final list will be available with HR to verify till **20th August**.
- v. The award will be given on **5th September (Teacher's Day)**.

7. Evaluation Methodology:

The Evaluation methodology for the award is as follows:

Category	Sub Category	Methodology	Max.Marks	Total
Teaching and Learning Process	Any course material published in public domain like MOOCs, You tube(if having more than 500 likes or subscription) or any equivalent media of the subject assigned in the same academic session	25 Marks/Subject	50	100
	MOOCS (Only NPTEL)	<ul style="list-style-type: none"> • 50 marks for getting certificate (20 for Elite + Gold, 15 for Elite, 10 for Successfully completion) and -10 for fail • 50 marks for designing course (For NPTEL or other reputed MOOC) 	50	
Outcomes on	Carry Over	<p>50 marks: If present CP is equal to last 5 years average</p> <p>+1 mark for every 0.1 percent below the last 5 yrs average</p> <p>-1 mark for every 0.1 percent above the last 5 yrs average</p>	100	

basis of results	External Average	50 marks: If current average is equal to average of subject for last 5 years. +1 mark for every 0.1 percent above the last 5 yrs average. -1 mark for every 0.1 percent below the last 5 yrs average.	100	200
Student's Feedback		As per Appraisal form (marks will be taken equivalent to %age and if it is less than 6.5 in any subject or lab then zero marks)	100	100
Opinion by Seniors	By department Ad HoD, Professor and Associate Professor	25 marks (average of all members) will be awarded on the basis of given parameters (5 marks each): 1. Attitude 2. Mentor / Class Coordinator – avg. att. %age of students 3. Expertise in labs 4. Taking additional load/ Remedial classes 5. Behavior with colleagues	25	50
	By HoD	25 marks (average of all members) will be awarded on the basis of given parameters (5 marks each): 1. Attitude 2. Mentor / Class Coordinator – avg. att. %age of students 3. Expertise in labs 4. Taking additional load/ Remedial classes 5. Behavior with colleagues	25	
Punctuality		Marks will be given equal to percent of number of days faculty member will be present in the teaching days (as per academic calendar) in one academic session.	50	50
Total				500

Category-2:**Raman Award**(Reference mail dated: 22nd May²⁰²⁰ from Dean- R&D)

- 1. Name of Policy: C.V. Raman Award**
- 2. Purpose:** To identify **ten best researchers** at Institute level once in a year.
- 3. Applicability:** All confirmed faculty members (All Cadres/Levels of departments- Except HoDs/Deans).
- 4. Award:** Rs.25,000/- (equivalent gift) + certificate of recognition
- 5. Process:** The process for filing the Nomination of C.V. Raman Award is as follows:

1. The nominations will be invited by HR from Professors, Associate Professors and Assistant Professors (**Except Deans and HoDs**) in the **first week of July**.
2. Separate Merit List of CV Raman Awards shall be prepared for **Research Faculty Members and Normal Faculty Members**.
3. All Faculty Members should Claim only those Research credentials in CV Raman Award in all categories in which Affiliation '**KIET Group of Institution, Delhi -NCR, Ghaziabad**' has been mentioned.
4. The final summary sheet of shortlisted candidates shall be submitted to HR by **31st July**.
5. The list of shortlisted candidates shall be submitted by the Screening Committee to the Director by **15th August**. The Screening Committee comprises the Dean (R&D), Associate Deans (R&D) and Assistant Deans (R&D). The Screening Committee will check and re-verify all the credentials of nominated faculty members through a thorough online process.
6. Dean (R&D) will submit the final list duly approved by the Honourable Director to Head HR for further action till **20th August**.
7. The Awards shall be conferred on **5th September (Teacher's Day)**.
8. Any faculty member awarded once will be eligible again for the award in subsequent years.

6. Parameters:

CV Raman Award is based on five parameters which are as follows-

A (i). Papers published in Indexed journals- SCI/SCI-E/SSCI/ESCI

A (ii). Papers Published in Indexed journals- SCOPUS

A (iii). Full Papers published in Scopus Indexed Conference Proceedings (Scopus Indexed conference in association with IEEE/ Springer/ Elsevier/ ACM/ Wiley/ IPC etc. or organized by reputed Institutions (IIT/IISc/NIT/IIIT/JNU/Central Universities)

B. Books published as author (Books to be considered that are in the curriculum)

C (i) Ongoing/Completed Research projects and consultancies

C (ii) Completed Research outcomes/Patents: Quality and Outcomes

C (iii) Completed Research outcomes: Design/Industrial Design

D. Research Guidance

E. Peer Review

The faculty members will submit the filled nomination form along with the supporting documents which are as follows:

A (i). Reprints of Journal paper and proof of Impact factor and citation like SCI/SCI-E/SSCI/ESCI

A(ii). Reprints of Journal paper and proof of CiteScore and citation like SCOPUS

A(iii). Reprints of published papers in scopus Indexed Proceedings of International Conference in association with IEEE/ Springer/ Elsevier/ ACM/ Wiley/ IPC etc. or organized by reputed Institutions (IIT/IISc/NIT/IIIT/JNU/Central Universities).

B. One copy of Books published as author

C (i). Proof of Research project/Consultancy grant letter issued by competent authority like DST/DBT/CST etc. and the proof of amount received by accounts section duly signed by accounts officer.

C(ii-iii). For completed projects/ Patents/ Design completion report of project along with the utilization certificate and Photocopy of Patents (Published/Grant) Letter

D. Photocopy of Ph.D degree or submission certificate issued by the University and letter of Supervisor/Admission letter.

E. Reviewer Letter/ Certificate issued by Publon etc.

The Nomination Form is as follows:

A (i) Papers Published in Indexed journals- SCI/SCI-E/SSCI/ESCI for faculty members having experience more than 3 years. Papers Published in UGC listed Journals for faculty members having experience less than 3 years.						
S.No.	Title of Journal paper , Name of Journal, Vol., Issue No., Date of Publication and Page No. (In IEEE reference format)	ISSN/ ISBN No.	SCI/SCI-E/SSCI/ ESCI/ UGC	Impact factor (if any)	Score claimed	Score awarded
1						
2						

Guidelines for Score Claiming

S. No.	Parameter	Score	Unit	Obtained Score
PART - A (i)	RESEARCH PAPERS PUBLISHED IN SCI JOURNALS (The impact factor shall be taken from the website of the SCI Journals (Listed in Web of Science, Thomson Reuters) https://mjlcclarivate.com/home , and It will consider impact factor if both impact factor and cite score are mentioned by the Scopus and SCI journal)			
	i	Impact factor 5 or above		
		Single Author	40	
		First or Corresponding Author/Supervisor/Mentor	24	
		Coauthor	16	
	ii	Impact factor between 2 & 5		
		Single Author	30	
		First or Corresponding Author/Supervisor/Mentor	18	
		Coauthor	12	
	iii	Impact factor between 1 & 2		
		Single Author	25	
		First or Corresponding Author/Supervisor/Mentor	15	
	Coauthor	10		

iv	Impact factor less than 1			
	Single Author	20		
	First or Corresponding Author/Supervisor/Mentor	12		
	Coauthor	8		
v.	ESCI Journal			
	Single Author	15		
	First or Corresponding Author/Supervisor/Mentor	10		
	Coauthor	5		
vi.	UGC listed Journals (for faculty having experience less than 3 years)	2		
Sub-Total Part-A(i)				

A (ii) Papers Published in Indexed journals- SCOPUS						
S.No.	Title of Journal paper , Name of Journal, Vol., Issue No., Date of Publication and Page No. (In IEEE reference format)	ISSN/ ISBN No.	SCOPUS	CiteScore™ (if any)	Score claimed	Score awarded
1						
2						

Guidelines for Score Claiming

S. No.	Parameter	Score	Unit	Obtained Score
PART - A (ii)	RESEARCH PAPERS PUBLISHED IN SCOPUS JOURNALS (CiteScore shall be taken from SCOPUS indexed website www.scopus.com)			
i	CiteScore 5 or above			
	Single Author	35		
	First or Corresponding Author/Supervisor/Mentor	19		
	Coauthor	11		
ii	CiteScore between 2 & 5			
	Single Author	25		
	First or Corresponding Author/Supervisor/Mentor	13		
	Coauthor	7		
iii	CiteScore between 1 & 2			
	Single Author	20		
	First or Corresponding Author/Supervisor/Mentor	10		
	Coauthor	5		

iv	CiteScore less than 1				
	Single Author	15			
	First or Corresponding Author/Supervisor/Mentor	7			
	Coauthor	3			
Sub-Total Part-A(ii)					
A (iii) Full Papers published in Scopus Indexed Conference Proceeding (Conference in association with IEEE/ Springer/ Elsevier/ ACM/ Wiley/ IPC etc. or organized by reputed Institutions (IIT/IISc/NIT/IIIT/JNU/Central Universities))					
S.No	Title of Papers Published in Scopus Indexed Conference proceedings, Name of Publisher, Vol., Issue No., Date of Publication and Page No. (In IEEE reference format)	ISSN/ ISBN No.	Details of Conference International/ National/Regional	Score claimed	Score awarded
1					
2					

Guidelines for Score Claiming

S. No.	Parameter	Score	Unit	Obtained Score [5]
PART - A(iii)	CONFERENCE PAPERS (CV Raman Award will only consider published papers in SCOPUS indexed conferences)			
i.	International Conferences			
	Single Author	10		
	First or Corresponding Author/Supervisor/Mentor	6		
	Coauthor	4		
ii	National Conferences			
	Single Author	7.5		
	First or Corresponding Author/Supervisor/Mentor	4.5		
	Coauthor	3.5		
Sub-Total Part-A(iii)				

B. Books published as author (Maximum Limit to score is 50 for International Publication of Book and 25 for National Publication of Book)

S.No.	Books Published (In IEEE reference format)	ISSN/ ISBN	International /National /Regional	Name of Publisher	Score claimed	Score awarded
1						
2						

Guidelines for Score Claiming:

C (i) Ongoing /Completed Research projects and consultancies – [60% for PI & 40% marks will be divided among the Co-PIs].

S.No.	Title	Agency	Period	Principal Investigator or Co-PIs	Grant/ Amount in (Rs Lakhs)	Score Claimed	Score Awarded
1							
2							
3							

C (ii) Completed Research outcomes: Quality and Outcomes – [60% Marks for Main Applicant and 40% marks will be divided among remaining Co-Applicants].

S.No.	Title	Agency	Period	Main Applicant or Co-Applicants	Report Accepted/ Patent/ Technology transferred	Score Claimed	Score awarded
1							
2							

C (iii) Completed Research outcomes: Design/Industrial Design – [60% Marks for Main Applicant and 40% marks will be divided among remaining Co-Applicants].

S.No.	Title	Agency	Period	Main Applicant or Co-Applicants	Report Accepted/ Patent/ Technology transferred	Score Claimed	Score awarded
1							
2							

--	--	--	--	--	--	--	--

Guidelines for Score Claiming

S. No.	Parameter	Score	Unit	Obtained Score
PART - C(i to iii)	RESEARCH PROJECTS/CONSULTANCY/ Completed Projects/Project Outcome			
i.	RESEARCH PROJECTS:			
(a)	Major Sponsored Project Carried Out/Ongoing			
	Project > 30.0 lac	20		
	Single Applicant	20		
	Main Applicant	12		
	Co-Applicant	8(equally divided among Co-Applicant s)		
(b)	Major Sponsored Project Carried Out/Ongoing			
	Project between 5.0-30.0 lac	15		
	Single Applicant	15		
	Main Applicant	9		
	Co-Applicant	6(equally divided among Co-Applicant s)		
(c)	Minor Sponsored Projects Carried out/Ongoing:			
	Project between 0.5-5.0 lac	10		
	Single Applicant	10		
	Main Applicant	6		
	Co-Applicant	4(equally divided among Co-Applicants)		
ii.	CONSULTANCY PROJECTS			
	Project Min 10.0 lac [10/each 10.0 lac]	10		
	Single Applicant	10		
	Main Applicant	6		

	Co-Applicant	4(equally divided among Co-Applicants)		
--	--------------	--	--	--

iii	PROJECT OUTCOMES / OUTPUTS			
	Patent/Technology transfer /Product/ Process at International level	50		
	Single Applicant	50		
	Main Applicant	30		
	Co-Applicant	20(equally divided among Co Applicant s)		
	Patent/Technology transfer/Product/ Process at Central/State level	30		
	Single Applicant	50		
	Main Applicant	30		
	Co-Applicant	20(equally divided among Co Applicant s)		
	Sub-Total Part-C(i,ii,iii)			

D. Research Guidance					
Title	Details of Ph.D. Research Scholar, Name of University and Date of Thesis Submission / Degree Awarded	Thesis Submitted	Degree awarded	Score Claimed	Score Awarded
Ph. D		7 Marks for each	10 Marks for each		

Guidelines for Score Claiming:

S. No.	Parameter	Score	Unit	Obtained Score
PART - D	RESEARCH GUIDANCE			
	PhD Awarded (10 each)	10		
	PhD thesis submitted (7 each)	7		
	Sub-Total Part-D			

E. Peer Review

S.No.	Name of SCI Journal	ISSN/ ISBN No.	Date of submission of Reviewer's Report	Score claimed	Score awarded

Guidelines for Score Claiming:

S. No.	Parameter	Score	Unit	Obtained Score
PART-E	SCI Journal PEER REVIEW (2 Marks can be given for SCI Peer Review and Maximum of 6 marks in total can be allotted for this category)	Max. Limit : 6 Score		
Sub-Total Part-E				

Summary of Total Marks Claimed by the applicants for the award:

S.No	Category	Score Claimed	Score Awarded by Expert Committee			
1	Part-A					
2	Part-B					
3	Part-C					
4	Part-D					
5	Part-E					
Total Marks						

Name and Signature of the Applicant

Verified by Associate Dean-R&D and Assistant Dean R&D

CHAPTER – 9 – TRAINING & DEVELOPMENT

9.1 Training Policy

KIET Group of Institutions believes in continuous development of the human resource (Faculty & Staff). The institute focuses on following four areas for designing training objectives:

- **Individual Objectives** – help employees in achieving their personal goals, which in turn, enhances the individual contribution to an organization.
- **Institute’s Objectives** – assist the Institute with its primary objective by bringing individual effectiveness.
- **Functional Objectives** – maintain the department’s contribution at a level suitable to the institute’s needs.
- **Societal Objectives** – ensure that an institute is ethically and socially responsible to the needs and challenges of the society.

The training objectives for faculty are as follows:

S. No.	Objectives	Focus Areas
1	Pedagogy: Principles & Methods of Teaching for Fresh New Joinees (Induction Training)	Institute’s Objective
2	To raise the subject competence	Functional Objective
3	To develop Laboratory	Functional Objective
4	Enhance Research Competence	Functional Objective
5	To raise management Skills	Individual’s and Institute’s Objective
6	Professional Development – Up gradation in qualification/Certifications new technology : Career Development	Individual’s Objective
7	Implementation of Consultancy	Functional Objective
8	General Training for Personality Grooming etc.	Individual’s Objective
9	Institute Social Responsibility	Societal Objective

To meet the above objectives, KIET provides the training and development to faculty and staff by following methods:

- Faculties attend workshop and conferences – National/International
- Faculties participates in FDP’s (Internal/External)
- Internal Trainings at departmental level.
- Training at Institute Level for Faculty & Staff

Training Procedure

1. The training needs are identified by various process like:
 - Annual Appraisal (Self and Reporting Boss)
 - Based on the Institute’s need – Inputs from Director Office/Market etc.
2. The training needs are compiled and categorized as follows:
 - Strategic Training Needs

- Functional Training Needs
 - Behavioral Training Needs
3. Based on the above the area of trainings is identified (Soft Skills, HR, Policy, Administrative, Technical, Academics etc.)
 4. Out of total training needs, the needs are prioritized
 5. The internal/external trainer is identified and duration of the program is decided
 6. Based on the same, the training calendar is prepared for a semester and communicated to all for implementation.
 7. The trainings are imparted and the attendance and feedback is collected for further improvement.
 8. The feedback collected is shared with the trainer for further improvement.

Monitoring of Effectiveness of Training Imparted

1. Following outputs are monitored for effectiveness of training imparted like:
 - a) The improvement or decrease in the student feedback.
 - b) The improvement in the result of the same subject – quality of result, clear pass %age, external average, number of back papers etc.
 - c) Increase/Decrease in the Annual Appraisal Rating – HoD’s remarks
 - d) HoD’s assessment for various academic roles given to the faculty/staff – researcher/teacher/administrator etc.
2. The above inputs defines that skills/competencies required as per the job description/Key result areas are improved or decreased.

CHAPTER – 10 Organization Communications – FORMAL NOTICES (Office Orders)

10.1

Reorganization of Research & Development Committee: (Office Order- 32/2019)

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

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	

Research & Development Committee

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.

Overall Roles and Responsibilities of Research & Development Committee

- a) Planning, Promoting and Facilitating Leading-Edge Research, including collaborative and interdisciplinary research in areas to meet the mission & vision of the Institute.
- b) Building and providing sufficient support to enhance research facility for faculty research development and innovative research across the Institute and to increase internal and external research opportunities for faculty and departments thereby promoting research excellence.
- c) Development of Research Training Programs and Research Development Evaluation within the Institute and to promote quality research publication in SCI/SCOPUS/ICI database/Patent to improve the rank band in NIRF.
- d) Developing networks between the KIET Research Centre (Centre of Excellence in KIET) and Eminent Researchers in respective fields in the Public and Private sectors, Locally, Nationally and Internationally. This includes liaising with Outside Partner Organizations and Industries and implementing on Departmental Level across the Institute. Hence, developing mutually beneficial linkages with organizations/industries in order to develop partnerships and collaborative research.
- e) Representation and Promotion of Ongoing Significant Research/ Research-related initiatives internally and externally.
- f) Research & Development Committee will explore and apply to get funded research projects as per the expertise available within Institute.
- g) Research & Development Committee will prepare the programme for Ph.D course work, exam and research work for AKTU Research Centre.
- h) In addition, Research Council will examine the following:
 - i. Applications submitted for post PhD Incentives.
 - ii. Research Papers submitted for conferences/Publications in Journals for grant of incentives.
 - iii. Research Grants through funding agencies.

The cases related to above at **i & ii** will be processed through HR and will be submitted to the Research & Development Committee for recommendation.

The Dean Research & Development Committee will consult the members of the Research & Development Committee and will convene one meeting per month for **i & ii** above with the members. However, Dean- Research & Development Committee is at liberty to conduct as many meetings as deemed appropriate with members to further develop the Research activities in KIET Group of Institutions.

The Research & Development Committee will be responsible to the Director for their duties.

10.2

Hostel Management Committee (HMC) Office Order: 25/2019

Institute Hostel Management Committee

- (a) Dr. Pratibha Kumari, Associate Prof. (ME) - **Chief Rector** (Girl's Hostel)
- (b) Mr. Amit K Goyal, Associate Prof. (MCA) - **Chief Rector** (Boy's Hostel)
- (c) Dr. Ashish Karnwal, Professor (ME) & 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)	Dr. Dharmendra Kumar	ECE	Atithi	Boys
(ii)	Mr. Ankit Verma	MCA	Chandragupt	
(iii)	Dr. Brajesh Tiwari	EN	Tagore	
(iv)	Mr. Hunny Pahuja	ECE	Aryabhatta	
(v)	Mr. Mukul Agarwal	IT	Vivekanand	
(vi)	Mr. Shahdab A. Siddiqui	KSOP	C V Raman	
(vii)	Ms. Tanuja	AS	Gargi	Girls
(viii)	Ms. Kumari Archana	ME	Saraswati	
(ix)	Ms. Aruna Yadav	CSE	Sarojini	

- 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.
- 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.
- Each hostel shall have a Hostel Management Committee of the following structure:
 - Chief Rector - Boy's or Girl's Hostel- **Chairman**
 - Faculty Incharge-Rector - **Convener**
 - Wardens - **Member**
 - 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.
- Hostel Regulations** shall be prepared/ updated by Institutes Hostel Management Committee on **annual basis**.
- 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.
- Provision of financial allowance to Chief Rectors, Chief Proctor, Dean-SW, Rectors as per KIET policy.
- The above committee will be responsible to the Director for their duties.

10.3 Career Guidance Centre for National & International Affairs

The Institutes **Career Guidance Centre** has been constituted with an objective 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.

Career Guidance Centre: National and International Affairs

1. Dr. Preeti Chitkara (AS) - Coordinator
2. Mr. Komal Mehrotra (HoD-HS) - Member
3. Prof. Ranchay Bhateja (MBA) - Member

**10.4 Constitution of Alumni Engagement Cell (AEC) - Institute level
Office Order: 11/2018**

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	3 rd Year	Aman Jaiswal	7985742622
b.		2 nd Year	Neeraj Kumar Maurya	9807755250
c.	ME	2 nd Year	Anmol Singh	7275256288
d.		2 nd Year	Umesh Yadav	7786020455
e.	KSOP	2 nd Year	Dhruv	9837821904
f.		3 rd Year	Unnati Batra	9650494297
g.	MBA	2 nd Year	Pankhuri Agarwal	8979766402
h.		2 nd Year	Yashmit	7500506996
i.	Civil	3 rd Year	Damanddeep Singh	9532312248
j.	EN	2 nd Year	Vikrant Goswami	9412642077
k.		3 rd Year	Meghna Singh	7060074907
l.	EI	3 rd Year	Harshwardhan Tyagi	-
m.	IT	2 nd Year	Yash Goel	9536718735
n.		3 rd Year	Vashudev Dhama	9917741206
o.	CS	2 nd Year	Shivam Jaiswal	8932825430
p.		3 rd Year	Abhishek Bansal	9953973363
q.	EC	2 nd Year	Ishani Rawat	8742999639
r.		3 rd 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.

10.5 Reconstitution of Internal Quality Assurance Cell (IQAC) (Office Order 33/2019)-Dated- 9th Dec, 2019

It is to notify that Institutes **Internal Quality Assurance Cell (IQAC)** has been **re-organized** (*Ref. Office Order 03/2018 dated 17th Jan'18*) 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

10.6 Constitution of Value Education Cell (VEC)

„**Value Education Cell**“ at Institute level comprising of following members has been constituted (**as per University Guidelines**) to ensure smooth conduction of course related to Human Values and Professional ethics and thereby facilitating in effective implementation of Value Education system.

Value Education Cell Members (VEC)

S.No	Name	Appointment
1.	Director	Chairperson
2.	Dr. Anil K. Ahlawat, Dean (A)	Convener
3.	Dr. Rupesh Chalisgaonkar (ME)	Coordinator
4.	Dr. Prateek Gupta (MBA)	Members
5.	Mr. Anuj Pathak (KSOP)	
6.	Prof. Neha Yadav (CS)	
7.	Mr. Virendra Sharma (MCA)	
8.	Ms. Sunita Kanaujiya (IT)	
9.	Mr. Chirag Arora (EI)	
10.	Mr. Alok Pandey (EN)	
11.	Ms. Shipra Srivastava (EC)	
12.	Dr. Saif Ahmad Khan (CIVIL)	

Responsibilities of Value Education Cell (VEC)

- To ensure the smooth conduction of courses related to Value Education like “Universal Human Values and Professional Ethics” and other higher course.
- To ensure the orientation of member of Value Education Cell and faculty through Faculty Development Program/Workshop organized by Value Education Cell, AKTU, Lucknow.
- To ensure the Value Education related activities in the institute for Faculty, Staff, Students and Society as per Nodal Center Value Education and University direction.
- Coordination with Nodal Center of Value Education and University Value Education Cell through participation in the meeting at Nodal Center and in University.
- Prepare Status Report related to Value Education Cell activities and Impact at Institute level among Students, Staff and Faculty as per Nodal Center Value Education and University direction.

10.7 Constitution of Central Purchase Committee

Institutes Central Purchase Committee comprising of following members has been constituted with an objective to procure items at central level.

Central Purchase Committee:

S.N	Designation	Appointment
1	Director	Chairman
2	Dean (A)	Member
3	Joint Director	Member
4	Purchase Officer	Member

10.8 Grievance Redressal Committee

Grievance Redressal Committee has been constituted to redress employee grievances. The employee can submit the written grievance in a sealed cover to the **Coordinator - Grievance Redressal Committee**. The Grievance Redressal Committee shall redress the grievances.

Grievance Redressal Committee:

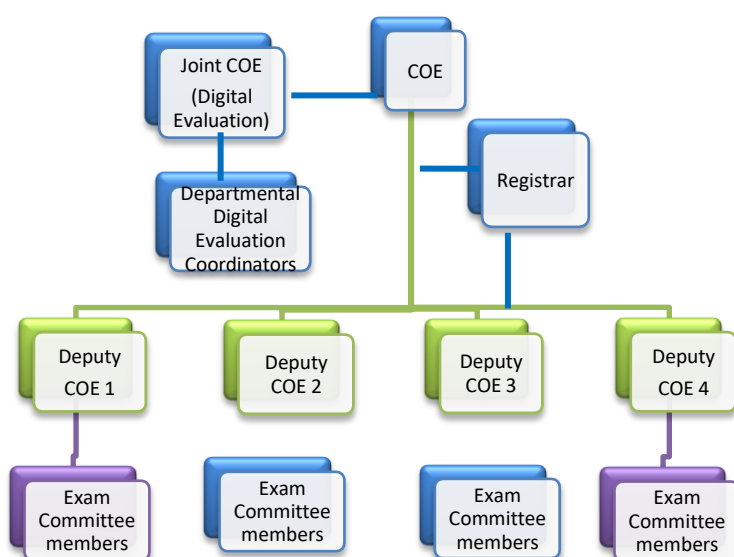
S.N	Designation	Appointment
1	Director	Chairman
2	Dean (A)	Member
3	HoD (concerned dept.)	Member
4	Joint Director	Member
5	Head HR	Coordinator

10.9 Structure of office of controller of Examination Formation of Examination Committee AY: 2019-20 (Office Order : 29/2019)

Reference: Para 3, Office Order 24/2019 dated 27th Aug¹⁹.

structure of Office of Controller of Examination comprising of following members

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

6. 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**)
7. Registrar along with his team (on required basis) will act as a facilitator to the Controller of Examination (COE).
8. 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.
9. 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.
10. **Roles & Responsibilities** are as follows:

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.	<ul style="list-style-type: none"> ▪ 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.	<ul style="list-style-type: none"> ▪ 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.

**10.10 Effective Management of Internet facility within Campus
Office Order 08/2008 dated 01/09/2008**

A Committee has been constituted to look after the Internet related aspects inside the campus. This Committee shall be responsible for the provisioning and the effective utilization of Internet facilities in the various Academic deptts., Admin sections, Hostels, TBI and faculty apartments etc.

The Committee shall be headed by **Prof Adesh Kumar Pandey** with following members:

1. Prof R.N. Panda (MCA)
2. Prof Sanjeev Yadav (CSE)
3. Mr Vipin Kumar (MCA)
4. Mr Amit Kumar(MCA)
5. Mr Madhurendra Singh (ITIS)

**10.11 Delegation of Administrative & Financial Powers to HoDs
(Office Order : 01/2017 dated 25th Aug'17-Addendum)**

HoDs are fully empowered with all administrative & financial powers. Each HoD prepares his/her budget for all recurring & non-recurring amount required in a year and presents to the Director & Management before the commencement of the academic year. Once management approves the budget, HoDs ensure utilization of their projected budget by following the institute procurement process.

In addition, HoDs have been delegated more financial powers.

The delegated schedule of these under various administrative & financial heads is as below:

Revised Schedule of Power				Date: 25th Aug'17
(Addendum to Office Order Office Order: 02/2015 dated 25th Aug'15 titled "Delegation of Administrative & Financial Powers to HoDs")				
	1	Full power vests with the Director		
	2	Administrative/financial powers delegated to HoDs		
Nature of Power	SN	Items	Extent of Power Delegated	Remarks
Admin-istrative	2.1	Sanction of OD (PhD)	Upto 3 days during lean period	
	2.2	Sanction of OD (Attending Conferences)	Upto 3 days during lean period and Upto 1 day during non-lean period per faculty per semester	

	2.3	OD for University Exam/Evaluation Duty	Upto 15 days per semester	HoD with approval by Dean(A)
	2.4	Sanction of leaves (CL/SL/EL)	Full power during lean period and upto 3 days during non-lean period	
	2.5	Industrial Visits for students (NCR) with transport	Upto 1 day per sem per section	
Financial	2.6	Guest Lectures/Expert Sessions (Honarium)	Upto 5000/- per session (4 Lectures per semester)	
	2.7	Workshop/FDPs/Conferences/Seminars/Campus Connect prg/Printing dept. brochures/Pamphlets etc.	Rs. 5000/- per event	
	2.8	Dept. level get together/Toppers Felicitation/ Competitions	Rs. 2000/- per event	
	2.9	Support to students (Projects by students/ Purchase of KITS/hardware for projects)	Rs. 5000/- (Max.) per project (10 projects each sem)	
	2.10	Support to students : Paper presentation/ Workshops/ Participation in inter college events etc.)	Rs. 2000/- each case Rs. 10,000 (Max.) Total 5 cases per semester	
	2.11	Entertaining Guests/ Hospitality (Dept. Meetings/Parents/External Examiners)	Rs. 2000/- per month	
	2.12	Telephone expenses reimbursement	Rs. 100/- per month for all mentors, faculty placement coordinator and alumni cell coordinator	
	2.13	Car Facility or TA reimbursement for faculty/students (Dept. placement Cell) visiting Industries /Visit to Industrial Fairs/Technical Exhibitions	4 visits per month (Max. of Rs. 5000/- pm)	
	2.14	Sanctioning Registration Fee/TA for presentation of paper	Rs. 2000/- per registration (Subject to 5 per month)	Dean Research
	2.15	Release of Nominal amount under HoD-Fund to meet miscellaneous expenses Routine Repairs & Maintenance / Upkeep of Labs-Fund	Rs. 5000/- pm (Petty repairs/procurement/ miscellaneous expenses)	

10.12

Terms & Conditions of employment (Teaching & Non-teaching Staff)
Probation leading to confirmation & Notice period on resignation
(OFFICE ORDER: 12/2016 dated 13 May'16)

A. PROCEDURE OF PROBATION LEADING TO CONFIRMATION

It relates to all newly appointed faculty, staff and technical staff whose terms and conditions of employment state that their appointment is subject to a probationary period.

The minimum period of probation shall be as follows (Teaching & Non-Teaching staff)

- One Year probation period for Professor, Associate Professor
- One year probation period for Assistant Professor with experience of minimum two years
- Two years for Faculty joining as fresh Assistant Professor having zero years of experience
- One year for non-teaching staff

The Institute authority has the power to extend the period of probation (maximum period of one year in case of unsatisfactory performance) of an employee of the Institute as may be found necessary.

The confirmation at the end of one year shall be automatic, unless probation extended for another year by a specific order, before expiry of the first year.

B. NOTICE PERIOD OF AN EMPLOYEE DURING PROBATION

The notice period during probation for teaching and non-teaching staff is **one month** or one month salary in lieu of such notice. (from either side)

The notice period of temporary/ adhoc appointees in teaching staff is one month or one month salary in lieu of notice period.

C. NOTICE PERIOD OF AN EMPLOYEE - Full time regular employee

A Non-teaching (Staff) employee may resign from the service of the Institute giving one month notice or one month salary in lieu of notice. (From either side)

Teaching employee (Faculty & Technical staff) may resign from the service of the Institute giving **one month notice during lean period** (No class work period) or one month salary in lieu of notice period. (from either side)

Teaching employee (Faculty & Technical Staff) may resign from the service of the institute giving **three month notice period during running academic semester** or salary in lieu of notice period. (from either side)

The order as above supersedes all the previous orders in this regard.

10.13**Communication System: Calls to Guardians
Office Order: 06/2011: Mobile Bill Reimbursement**

In order to make phone-calls to the parents of students on mobile, the Management has kindly agreed to provide following amount to HoDs/ Addl HoDs/Class Coordinators.

HoDs	:	Rs 300/- pm
Addl HoDs	:	Rs 200/-pm
Class Coordinators	:	Rs 1500/-per department per semester

This is applicable from the month of **March 2011**.

10.14

**Regular updates on website (www.kiet.edu) & Social Media Handles
Office order: 12/2019**

1. **1.** It is intimated that our new website and social media handles linked to it are already live and can be accessed through link www.kiet.edu. It is imperative that the website and social media handles remain updated at all times and for that, wholehearted participation by all stakeholders of both *academic and administrative* departments is a must. In order to ensure the same, *guidelines in succeeding paragraph should be implemented in letter and spirit.*
2. **Dr. Shashank Bhardwaj, Asst. Prof. (MCA)** is hereby designated as **Institute Website Coordinator** and **Mr. Vinay Ahlawat, Manager-ITSS** is hereby designated as **Institute Social Media Coordinator** with immediate effect.
3. The list of Responsible Deans/HODs/Heads of various departments along with their respective Website & Social Media Co-ordinators (*both Academic/Administrative*) is attached at **Appendix-A***. The responsibility of each of the Website & Social Media co-ordinator is also specified in the website structure table attached at **Appendix B**(Ref. Office order mail on dated (2nd July 2019))
4. The **overall responsibilities** lie with **Responsible Heads** as mentioned in **Appendix-A***.
5. ***The modalities to keep the website and Social Media updated shall be as follows :-***
 - (a) There will be **two defined days** i.e. **1st & 15th** of every month. All data on website and social media should be updated on a regular basis and on these days there will be a review meeting with all coordinators.
 - (b) An alert message will be sent 3 days before the review meeting day to each HoD / Head (both academic & administrative) and coordinators so that they may check the required updates.
 - (c) Social media updates (Content & Photos) will also be provided to Dr. Shashank Bhardwaj in addition to Website updates on regular basis.
 - (d) On review meeting day, coordinator will check that the required data is updated and sign on a document that **“website & social media are totally up-to-date”** available with **Institute website Coordinator**.
 - (e) Queries related to website & social media be sent at websitequery@kiet.edu
 - (f) ***The Roles & Responsibilities for the upkeep of the Website:-***
 - The coordinators will provide the related content & photos for timely updates.
 - The coordinators will keep eye on all the pages of their respective tabs that they should be updated.
 - (g) ***The Roles & Responsibilities for the upkeep of the social media handles:-***

- Collection of data regarding every activity/achievement taking place in the department and forwarding the same to the Institute Coordinator.
 - Increase the reach of every post from KIET's social media links by sharing them and asking for the same from your department's stake holders (Faculty/Student).
 - Provide content for a Monthly Blog.
 - Support to develop the contents (Text/Graphic/Photos/Videos) to be published.
 - Increase Rating for KIET as a Brand.
6. **For Institute website Co-ordinator only:** Please maintain the record of the fortnightly attendance and request for updates received from all Co-ordinators on a regular basis.
7. It is requested that **these instructions be followed in letter & spirit by all concerned** so that **Institute website & social media handles remain updated at all times.**

***Appendix-A: Social Media Coordinators & Responsible Head are as follows:**

Website & Social Media Coordinators (Academic/ Non Academic)			
S.No	Department	Responsible Coordinator (Website and Social Media)	Responsible Head
1	Director Office	Ms. Nisha Biju	Director, Dr. (Col) A Garg
2	Admin Office	Mr. Umesh Sharma	Joint Director, Dr. Manoj Goel
3	Dean (SW) Office	Dr. Ashish Karnwal	Dean-SW, Dr. Ashish Karnwal
4	ADAM	Mr. Piyush Ojha	Head- CAM, Dr. Ashish Karnwal
5	ITSS	Mr. Vinay Kumar Ahlawat	Joint Director, Dr. Manoj Goel
6	Innovation Entrepreneurship Council	Mr. Abhay Upadhyay & Dr. Ashish Thombre	Dean-IEC, Mr. Satendra Srivastava
7	Registrar Office	Ms. Anamika	Registrar, Mr. Anup Srivastava
8	Accounts Office	Mr. Arun Agarwal	Joint Director, Dr. Manoj Goel
9	International Relations	Dr. Preeti Chitkara	Manager-IA, Dr. Preeti Chitkara
10	TBI	Mr. Satendra Srivastava	GM-TBI, Mr. Satendra Srivastava
11	Dean (A) Office	Dr. Vipin Kumar	Dean (A), Dr. Anil Ahlawat
12	Research	Mr. Parvin Kr. Kaushik	Dean R&D, Dr. Sanjay Sharma
13	CRPC/IIPC	Mr. Vishal Sharma	Head CRPC, Mr. Arvind K Sharma
14	Library	Mr. Kuldeep Sharma	Librarian, Dr. Sanjay Sharma
15	Internal Complaints Committee	Dr. Ritu Gupta	Chairperson-ICC, Dr. Ritu Gupta
16	Rector/Hostel	Mr. Amit Kumar Goyal	Chief Rector, Mr. Amit Kumar Goyal
17	ALUMNI	Dr. Binkey Srivastava	Head AEC, Dr. Binkey Srivastava
18	HR/Career	Ms. Shilpi Gupta	Joint Director, Dr. Manoj Goel
19	IT IS	Mr. Madhurendra	Joint Director, Dr. Manoj Goel
20	CSI Student Branch	Dr. Vineet Sharma	HoD CSE, Dr. Vineet Sharma
21	CSE	Dr. Sanjeev Kumar Yadav	HoD CSE, Dr. Vineet Sharma
22	CO	Dr. Sanjeev Kumar Yadav	HoD CSE, Dr. Vineet Sharma
23	IT	Ms. Varsha Gupta	HoD IT, Dr. Adesh Pandey
24	CSI	Ms. Varsha Gupta	HoD IT, Dr. Adesh Pandey

25	ECE	Ms. Ragini Sharma	HoD ECE, Dr. Sanjay Sharma
26	EN	Ms. Arika Singh	HoD EN, Dr. Neeraj Gupta
27	EI	Mr. Piyush Ojha	HoD EI, Dr. Sumita Ray Chaudhary
28	ME	Ms. Neha Bhadauria and Ms. Smriti Mishra	HoD ME, Dr. KLA Khan
29	CE	Mr. Shubham Kumar	HoD CE, Dr. Shailendra Tiwary
30	KSOP	Mr. Himanshu Aggarwal	Principal KSOP, Dr. J. Sahoo
31	MBA	Ms. Neha Singh	HoD MBA, Dr. R. Srinivasan
32	MCA	Dr. Shashank Bhardwaj	HoD MCA, Dr. Ajay K Shrivastava
33	AS	Ms. Sweta Shukla and Ms. Barkha Rohatgi	HoD AS, Dr. C.M Batra
34	HS	Ms. Samiksha Tewari	HoD HS, Mr. Komal Mehrotra

(h) The Roles & Responsibilities for the upkeep of the Website:-

- The coordinators will provide the related content & photos for timely updates.
- The coordinators will keep eye on all the pages of their respective tabs that they should be updated.

(i) The Roles & Responsibilities for the upkeep of the social media handles:-

- Collection of data regarding every activity/achievement taking place in the department and forwarding the same to the Institute Coordinator.
- Increase the reach of every post from KIET's social media links by sharing them and asking for the same from your department's stake holders (Faculty/Student).
- Provide content for a Monthly Blog.
- Support to develop the contents (Text/Graphic/Photos/Videos) to be published.
- Increase Rating for KIET as a Brand.

10.15

**Constitution of Institute's Committee for National Institutional Ranking Framework (NIRF) Ranking - Target 2020
Office Order: 31/2019**

7. 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.
8. The ranking parameters broadly cover: Teaching, Learning and Resources, Research and Professional Practices, Graduation Outcomes, Outreach and Inclusivity and Perception.
9. KIET has been able to grab its position in **Engineering & Management (NIRF 2017)** and **Engineering & Pharmacy (NIRF 2018)** respectively.
10. NIRF ranking has been gaining popularity year after year and the evaluation / competition is going to be tough in the years to come.
11. In view of above, Institute's **Committee „NIRF Ranking - Target 2020“** 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 (2020) with utmost care. HoDs to facilitate by nominating one faculty member of their department (other than NIRF Committee member) to the

Chairman Committee. It is expected from designated faculty coordinators to make available/submit the supporting documents timely as required by Committee.

- (b) Submit NIRF (2020) Application on time.

12. Committee : NIRF Ranking - Target 2020

a.	Dr. Anil K. Ahlawat, Dean(A)	Chairman
b.	Dr. Pramod Kumar Yadav, ASOP - CSE	Coordinator
c.	Dr. K Nagarajan, Prof. - KSOP	Member
d.	Dr. Prateek Gupta, ASOP - MBA	Member
e.	One Faculty from each Dept.	Member
f.	Ms. Anamika Dron - Deputy Registrar	Member cum facilitator

13. 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.

14. The Committee will be responsible to the Director for their duties.

10.16 Setting up of new Department - "Department of Humanities & Social Science (HS)" Office Order: 19/2018

1. It is to notify that a new department by the name "**Department of Humanities & Social Science (HS)**" has been formed having the following structure:

2. Department of Humanities & Social Science (HS) :

S.N	Particulars	Appointment
a.	Mr. Komal Mehrotra, Training Dept.	HoD Department of Humanities & Social Science
b.	Dr. Priyanka Sharma, AS Dept.	Addl. HoD Department of Humanities & Social Science
c.	Ms. Puja Rohatgi, Training Dept.	Addl. HoD Department of Humanities & Social Science
d.	Faculty members of disciplines: (i) Assistant Professor (Professional Communication) (ii) Assistant Professor (Soft Skill (Trainer)) (iii) Psychology & Sociology (iv) Language courses (proposed from forthcoming semester)	Faculty Members of various disciplines as mentioned (i-iv) Members - Department of Humanities & Social Science

3. The objective is to strategically focus on the challenges, explore new areas and with the proposed expansion to bring more effectiveness into the system.

4. The HoD-HS will be responsible to the Director for all kinds of trainings, administrative and academic activities. However, the respective appointees as mentioned at **para 2 (b, c & d)** will be accountable to HoD-HS for the assigned role - as per the requirement projected by respective HoD from time to time.

10.17 Charge of Asst. Dean (Academics) – Office of Dean Academics
Office Order: 22/2019

Ref: Office Order 2/2019 dated 16th Jan'19 'Restructuring of Office of Dean (A)'. It is to notify the revised structure of Office of Dean (A) will be as follows:

Name	Dept.	Appointment
1. Mr. Yaduvir Singh	EN	Asst. Dean (Planning)
2. Mr. Vipin Kumar	MCA	Asst. Dean (Skill Development)
3. Ms. Kalpana Sagar	CO	Asst. Dean (Academics) (Ref. Off. Order 22/2019)

With this arrangement, Office of Dean (A) will have **three Assistant Deans** who will be **responsible to Dean (A)** for all kinds of **administrative activities (as per appointment)** related to Office of Dean (A) in addition to existing responsibilities carried out by respective appointee.

10.18 Re- Constitution of Institute Proctorial Board
Office Order: 09/2019

This is with reference to Office Order 09/2018 dated 17th May'18, having title "Reconstitution of Institute Proctorial Board"; this is to notify that **Institute Proctorial Board** has been re-organized as follows:

Institute Proctorial Board:

S.N	Name	Dept.	Post	Mobile
1	Prof. Bhoopendra Kumar	IT	Chief Proctor	9582943933
2	Prof. Yasir Karim	CE	Proctor	9718215799
3	Prof. Om Prakash	IT	Proctor	9582072481
4	Prof. Sandeep Chhabra	ME	Proctor	8266924441
5	Prof. ArunTripathi	MCA	Proctor	9873816191
6	Prof. S.K. Tripathi	EN	Proctor	9873905027
7	Prof. Sanjeev Kumar	CSE	Proctor	9411808080
8	Prof. Prarthana Srivastava	AS	Proctor	9456680456
9	Prof. SachinTyagi	ECE	Proctor	8506097863

10	Prof. Surya Prakash	KSOP	Proctor	8587017568
11	Prof. Varun Gupta	EIE	Proctor	9045440911

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

10.19

**Constitution of Anti Discrimination Cell (ADC)
Office Order: 03-A/2019**

The above committee will be responsible to the Dean-SW for their duties.

Ref. : UGC (Promotion of Equity in Higher Educational Institutions and Grievance Redressal) Regulations, 2012.

In compliance with UGC directives, Anti Discrimination Cell (ADC) comprising of following members is hereby constituted with an objective to protect and safeguard the interest of students/staff without any prejudice to their caste, creed, religion, language, ethnicity, gender, disability and redressal of complaints (if any) connected therewith.

Anti Discrimination Cell:

1. Dr. Jagannath Sahoo - Convener
2. Dr. K. Nagarajan- Member
3. Dr. Daksh Bhatia -Member
4. Dr. Deepti Katiyar- Member
5. Mr. Rajiv Mohan Sharma -Member

The cell will be responsible for redressal of complaints and take proactive measures to eradicate the problem.

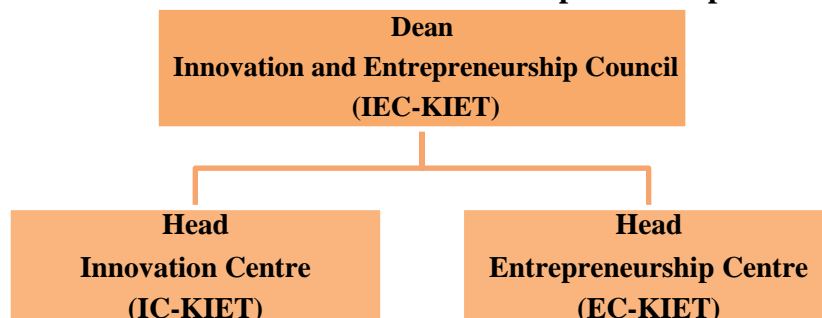
The Cell will be responsible to the Director.

10.20

**Establishment of Innovation and Entrepreneurship Council (IEC)
Office Order: 06/2019**

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:



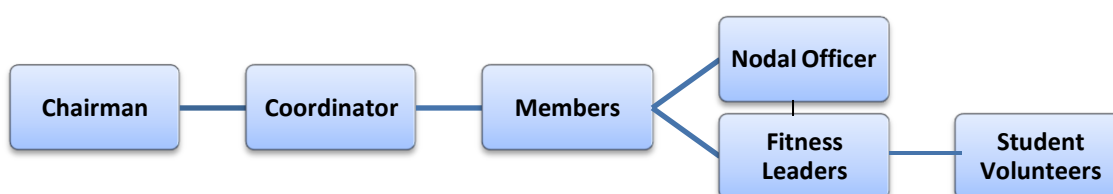
4. The following personnel would be responsible for their designated roles as under:

- 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

**10.21 Constitution of Institution Fitness Committee (IFC)
Office Order: 30/2019**

- 1. **Reference:** AICTE notification dated 2nd Sep¹⁹ 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. Arvind Sharma, Professor-EN

Fitness Leaders	<ul style="list-style-type: none"> ▪ Dr. Pushendra 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.)	<p>Nominated by HoDs</p> <p>List attached (Annexure-A)</p>

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.

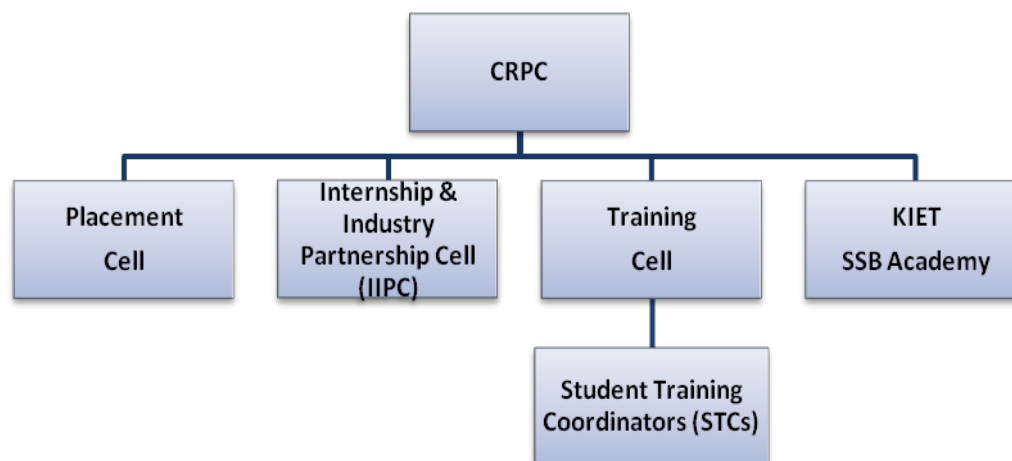
10.22
**Appointment of Nodal Officer (Institute Level) for Pradhan Mantri Kaushal Vikas
Yojana PMKVY-TI)
Office Order 28/2019**

1. KIET Group of Institutions is **active partner** for **PMKVY-TI to AICTE, MHRD** from **last three years** which is a flagship programme of the Ministry of Skill Development of Entrepreneurship (MSDE) running with an objective to enable a large number of Indian youth to take up **industry-relevant skill training** that will help them in securing a better livelihood. Till date **91 students** under varied sectors have passed the assessment test / got benefitted.
2. Seeing the importance of PMKVY-TI and also to enable youth to enhance their employability skills, a dedicated „**PMKVY-TI Cell**“ comprising of Nodal Officer & faculty Coordinator (concerned departments) is being formed **with immediate effect** for carrying out this important initiative smoothly in support thereof.
3. Accordingly, **Mr. Arvind K Sharma, Associate Professor, EN Department** is hereby appointed as **Nodal Officer** for **PMKVY-TI** at **Institute level**.
4. His **roles and responsibilities** shall be to coordinate, plan, implement and document all the pre and post programme report as per the requirement of AICTE.

5. Concerned HoDs shall **nominate one faculty** of their department (**As per sector job skills**) to coordinate and implement the PMKVY-TI programme at Institute in **coordination with Nodal Officer, PMKVY-TI Cell**.
6. Mr. Arvind Kumar Sharma, Nodal Officer shall be reporting for PMKVY-TI to Dean IEC for the purpose of this engagement. Also, he will be submitting reports viz. UC/ SE etc. to AICTE in consultation with Dean IEC.

10.23**Re-Organization of Corporate Relations & Placement Centre (CRPC)
(Office Order: 01/2020)**

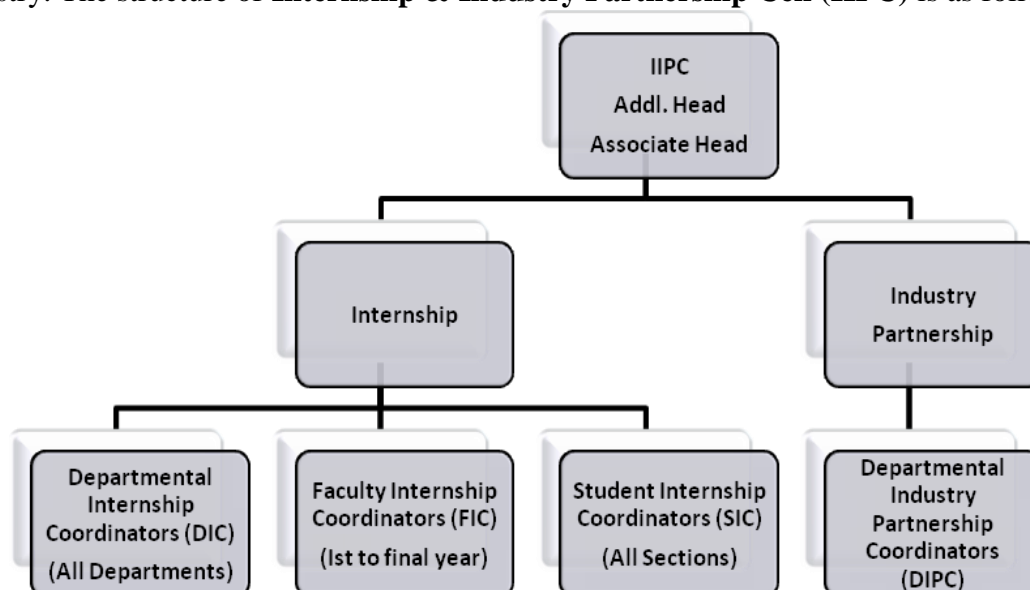
1. It is to notify the **revised structure** as follows of Corporate Relations & Placement Centre (CRPC) with the introduction of a new vertical **KIET SSB Academy @ campus** set up with an objective to impart requisite support, direction & training to aspiring students for their entry into Armed Forces 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:



Legend

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

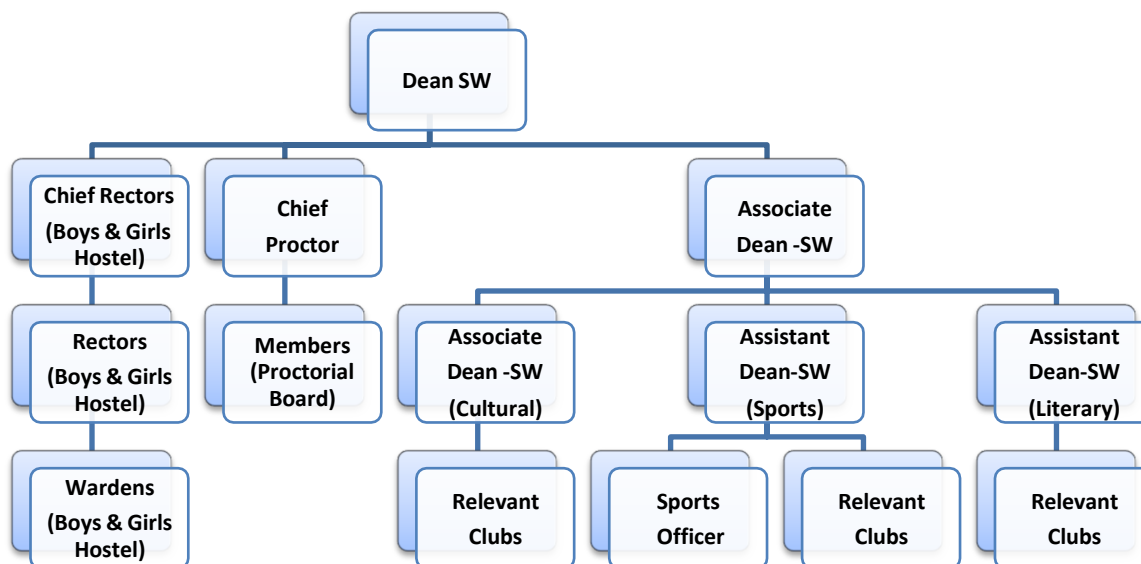
5. **Student Training Coordinators (STCs)** - One student (final year) / section. Student Training Coordinators (STCs) will perform their role under the overall directions of **Addl. Head - Training Cell** as per requirement projected from time to time.
6. Head - CRPC will be responsible to the Director 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 & DIPC's 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.

10.24 **Re-Organization of Office of Dean-SW
&
Re-Organization of different Student Driven Clubs of Extra-Curricular Activities
(i.e. Cultural, Literary/Personality Development, Sports & Others)
(Office Order: 02/2020)**

It is notified that **revised structure** of **Office of Dean-SW** will be as follows:

Structure of Office of Dean-SW



1. It is reiterated that Institute aims for **all-round development** of students involving their physical, mental, social, cultural and spiritual well being including discipline. The institute provides a host of various students' activities ranging from sports, cultural activities, personal-hobbies to technical interests. The students are encouraged to become the member of various clubs to help broaden their skills and horizons. These student clubs not only help the students to explore their hidden talent but also help in areas such as personality development and inculcating in the students the spirit of organization by providing them a platform for hosting their talents.

2. Accordingly, fresh list of **different student driven clubs of Extra-Curricular Activities** operating under Dean-SW is attached for information of all concerned (**Annexure- A***).

3. It is important for any Club members to participate in the different Institutes/ Universities/ other bodies' events to showcase their talent. To maintain a balance between the academic and overall development, certain **guidelines** have been formulated for smooth functioning of these clubs specified at **para 1, (Annexure-B*)**.

4. **No club other than mentioned in this list will have official recognition by KIET Group of Institutions.**

5. **KIET Creative Cell & ERP (Institutional body)** will facilitate/give required support to the listed student driven clubs (**Annexure-A**) under the directions of Dean-SW. Guidelines to **seek support from Creative Cell & ERP (Institutional body)** also included in **para 2, (Annexure B*)**.
6. **Approval Mechanism for student's participation** in different activities outside KIET is given in (**Annexure – C***).
7. In case of any **reimbursement request** (any participant), he/she need to submit all the original bills and other relevant documents along with the **Student's participation outside KIET - reimbursement claim form** given in (**Annexure D***).
8. The list of student president of various extra-curricular activities clubs is attached at (**Annexure-E***).

(*Reference of all annexure: Office order circulated by Director Office on dated 25th June'2020.)

10.25	Let's create „Global language- English speaking environment“ in campus Preparing students to be Global Citizens (Office Order: 04/2020)
--------------	--

Dear Faculty Members,

Heartiest congratulations to one and all for proving their mettle in the online diagnostic test by Cambridge - CEPT.

Majority of our faculty members have been able to achieve a **score of above average** and and it really shows the **credibility & quality of our powerful human resource** who are no less than anyone else and stand aligned with the **future vision of KIET Group of Institutions i.e. to be at par with International Educational Institutions.**

Keeping this laudable effort of all the KIETians in view, it is promulgated that the opinion cited by the Class Representatives in their meeting with the Director, Joint Director & Dean Academics, of the creation of **“Global language-English speaking environment” in the institute can easily be adopted.**

The same recommendation also came from the New Idea Committee @KIET **at par with International Standards**, wherein **many faculty members had voiced the same opinion.**

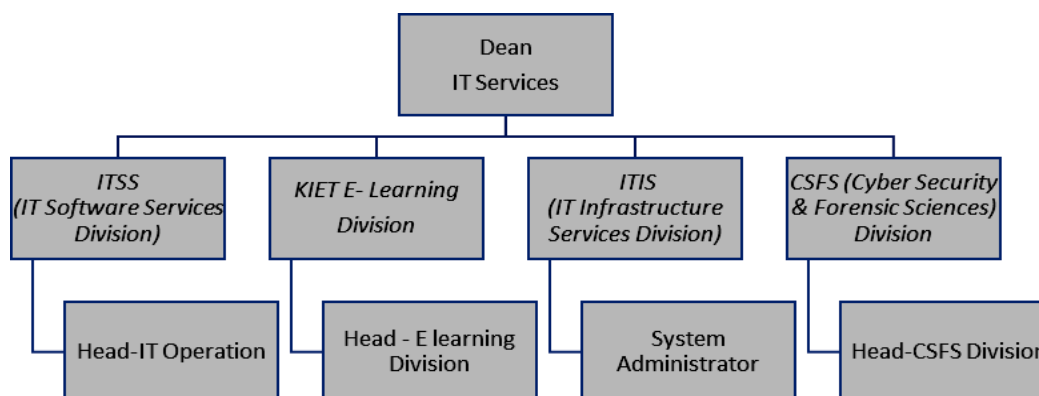
So, everyone is called forward **to be a part of this process by implementing the usage of Global language-English to the maximum** in the **campus** and using Hindi, only, sporadically, for the better understanding of the students. The **following modalities** may therefore be **followed in campus with immediate effect:-**

- (a) Primary mode of communication should be the Global language -English only for all years & all programs running in the campus. However, use of Hindi to be made wherever absolutely necessary and as per the discretion of the subject teacher.

- (b) Teaching of all the subjects in the 1st year, maybe in a mix of Global language- English and Hindi (as deemed essential by the subject teacher) for enhancing the understanding of subjects by the students.
- (c) Teaching of all the subjects in the 2nd year should be in Global language- English, and Hindi may be used to ease the understanding of the students admitted through the lateral entry scheme.
- (d) Teaching in the 3rd and 4th year should happen in Global language-English only so that we are able to make our vision of creating an *English only KIET Campus* a reality.
- (e) HoDs of MBA & MCA Departments to implement above guidelines for their faculty accordingly.
- (f) It will be highly appreciated if all the meetings - formal as well as informal are conducted in the Global Language-English so that everyone becomes comfortable in its use and is able to comprehend its nuances easily.
- (g) Last but not the least, when talking to students informally and to the non-teaching staff members, anywhere across the campus, to bring the vision of creating an English speaking environment at KIET to fruition, it is hoped that all the faculty members will converse in the Global Language-English thereby assisting in developing the Global Professionals of tomorrow.

10.26**Formation of KIET IT Cell
(Office Order: 05/2020)**

A new vertical by the name **KIET IT Cell** is being instituted in campus, 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:



7. The following personnel would be responsible for their new **designated roles** as under:

- (f) Dean- IT Services (ITS) - Dr. Adesh Pandey, HoD IT

- (g) Head- IT Operations - Mr. Vinay Ahlawat, Manager -IT **promoted** to Head-IT Operations
- (h) Head- e Learning Division - Dr. Puspendra Kumar, KSOP
- (i) System Administrator - Mr. Madhurendra, ITIS Division
- (j) Head - CSFS Division - Dr. Arun K Tripathi, Assoc. Prof. (MCA)- (Officer Order 06/2020)
8. 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.
9. Dean-IT Services & Head- E Learning shall be performing the above duties in addition to their regular academic engagement.
10. Dean-IT Services will be responsible to Director for this additional assignment.

10.27 Internal Complaints Committee (ICC) for Academic Year 2020-21
Office Order: 07/2020

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
8.	Ms. Rupal Singh (NGO- Uddeshya) - CSE IV Yr.	NGO Representative		7310029781
9.	Ms. Shilpy Tyagi - EN IV Yr.	Student		9720294353

10.	Ms. Shivani Meena- CE IV Yr.	Representatives	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.

10.28 Re-Organisation of Industrial Research & Consultancy Development Centre (IRCDC)(Institute level) Office Order: 08/2020

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)	Member - Responsible for initiating NABL Accreditation (Institute level)
e.	Mr. Himanshu Saxena, Asst. Prof. (HS)	
f.	Mr. Neeraj Kumar, Asst. Prof. (ME)	

7. 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.
8. 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	

9. 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-IRDCDC based on dept. expertise. However, individual's *expected roles & responsibility* is attached @ **Annexure-1(mentioned below)**.
10. 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.
11. Monthly meeting of IRCDC would be conducted on the dates as decided by Head-IRDCDC. However, a quarterly progress presentation will be given by the above centre to the Director under the overall coordination of Head-IRDCDC and record maintained.
12. The above centre will be responsible to the Director for their duties

Annexure-1*

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.

10.29

**Constitution of Programme Evaluation Committee (PEC) – Institute level
Skill and Personality Development Program Centre for SC/ST Students (SPDC)@ KIET
Office Order: 09/2020**

Institutional Development Cell (IDC), AICTE New Delhi, has approved (File No. 65-06/ IDC / SPDC / Policy-1/2019-20) grant of Rs 15,33,333/- (**Non recurring 13,03,333 + Recurring 2,30,000**) to setup the **Skill and Personality Development Program Centre for SC/ST Students (SPDC)** at **KIET Group of Institutions**. The 1st installment has been released by the AICTE.

A **Programme Evaluation Committee (PEC)** comprising of following members is hereby constituted to *monitor and guide* activities of **Skill and Personality Development Program Centre for SC/ST Students (SPDC)** as per the established norms.

Programme Evaluation Committee (PEC)

S.N	Name	Appointment
1.	Dr. (Col) A Garg, Director	Chairperson
2.	Dr. Adesh K Pandey, Dean ITS & HoD IT	Member Secretary & Project In charge
3.	Dr. K.L A. Khan, Professor & HoD ME	Member
4.	Dr. Vineet K Sharma, Professor & HoD CSE	Member
5.	Dr. Priyanka Sharma, Assoc. Prof. & Addl. HoD HS	Member

The above committee will be responsible to the undersigned for the smooth conduction of the Skill and Personality Development Program by the center as per the AICTE Guidelines.

**10.30 Rationalization of Secondary Duties – Faculty Members @ KIET
Office Order: 10/2020**

1. To recognize and quantify the varied administrative responsibilities undertaken by a faculty member at department/Institute level *besides teaching*, a well-structured document defining the methodology, faculty load, categorization of load @ KIET, nature of secondary duties etc. has been enlisted which can be used as more of a **tool for the rationalized distribution of load** among faculty members of respective departments. The detailed policy doc. is attached (**Annexure-A***). The objective is to arrest the issues pertaining to disparities, if any while assigning of secondary duties to departmental faculty. HoDs to ensure its effective implementation in their respective departments.
2. **Dr. A.P Shukla, Addl HoD CO** is hereby designated as the **Institute Coordinator-Secondary Duties** for a period of one year. This is necessitated for a **smooth implementation of the policy uniformly across all Departments** of the institute. He will also periodically give suggestions to make policy more robust & practical based on the accrued learnings.
3. He shall be performing the above duties in addition to his regular academic engagement.

Rationalization of Secondary Duties

June 2020

1 Introduction

This document is prepared for the purpose of rationalization of secondary duties of the faculty members of KIET Group of institutions. In this proposal some suggestions are provided for monitoring and quantifying the day to day activity of faculty members of various departments. The whole document is prepared considering only teachers and all other persons not involved in teaching are not under the scope of this document.

HODs are supposed to use this draft as a tool for the rationalized distribution of load among faculty members of their respective departments. If in special circumstances any HOD find that there is a high priority requirement, then he has power to take decision from his own discretion.

2 Methodology

It is the responsibility of the respective HOD/Departmental Committee to assign weightage for different categories of tasks and department level activities, as it may vary department wise. For example, if we consider an activity like admission, then in some branches, this load is almost zero but on the other hand the same activity in other branches may be the challenging task. Similarly, the load of Time Table committee is very tedious for branches having more number of

sections and who are sharing the academic loads of other departments also, while same activity in the branches having lesser sections per year, is comparatively easier. So, it should be the responsibility of the department to assign load/ weightage for each task. Assigning load/weightage to the institute level activities will be the responsibility of the reporting head as per organizational chart of KIET (Annexure IV*), like Director will assign the weightage of administrative task of Deans, Heads and COE, Deans will assign the weightage of administrative task of associate and assistant deans, rectors and proctors, Head CRPC will assign administrative load to DICC.2.1 Load.

The load is defined as the time required or a person engaged to accomplish some activity during office hours.

2.1.1 UGC Guidelines for Faculty Load

As per UGC (Minimum Standards of Instruction for the Grant of the First Degree through Formal Education) Regulations, 2003 "The workload of a teacher shall take into account activities such as teaching, research and extension, preparation of lessons, evaluation of assignments and term papers, supervision of fieldwork as also guidance of project work done by the students. The time spent on extension work, if it forms an integral part of the prescribed course, shall count towards the teaching load. The total workload and the distribution of hours of workload for the various components shall be in accordance with the guidelines issued by the UGC and the other statutory bodies concerned in this regard from time to time."

Similarly, as per "Draft UGC Regulations On Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for The Maintenance of Standards in Higher Education 2018" load is defined as follows:

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 7 hours daily in the University/College, out of which at least 2 hours for mentoring of students (minimum 15 students per coordinator) for Community Development/Extra Curricular Activities/library consultation in case of Under Graduate Courses and at least 2 hours for research in case of Post Graduate course.

Categorization of Load in KIET

Keeping in mind the aforementioned guidelines by UGC the load of faculty members in KIET is considered as follows: In KIET the timing is from 9.00 am to 4.50 pm and whole time is divided into 8 periods and one extra lunch period. Duration of one period is 50 minutes. So hereafter the unit of load is considered as hour (abbreviated as hrs) which is duration of 50 min. The load may be calculated on the weekly basis. Total load in a week is 44 hrs (8 hrs from Monday to Friday per day and 4 hrs for Saturday considering 2 out of 4 Saturdays as working) and lunch break is exempted from this calculation. Aim should be that the overall load calculated along with teaching load must be approximately equal for all faculty members of the institute and it must not be more than 44 hrs per week. It should be noted that one cannot bound the teaching and

learning activities in time limit but here the aim is to balance the load distribution among faculty members. All the calculations made in this document are virtual quantification of office hours and most of them are intuition basis and it depends on discretion of authorities.

Department and institute level activities may be broadly categories into three types:

1. Revision Time
2. Research & Development Load
3. Administrative Load

2.3 Revision Time

“If I had eight hours to chop down a tree, I’d spend six sharpening my axe” Abraham Lincoln (1809-1865).

Classroom teaching and learning is one of the most important and major activity of any academic institutions. All other activities move around it. Sufficient time and resources must be provided to each and every faculty member for efficient and fruitful lecture delivery. It requires a lot of preparation for delivering efficiently one lecture in the class. Activities in this category are: Delivering lecture, Tutorials, Labs as per curriculum, preparation of lecture, notes, ppt, videos, lab experiment, assignments, checking of assignments, preparing exam papers, evaluation of answer scripts, interaction with students, doubt clearing, discussion with students, peer discussion of technical and subject related topics, maintaining course file and other documents, mentoring, remedial classes etc.

As per UGC/ AICTE guidelines, lot of time and efforts are required to prepare one hour of lecture. It is expected that faculty members prepare well in advance the subject and other supporting materials during the lean period or the time when teaching is off. However, there is a provision of revision/ brush up time for the faculty members so that they can perform the final revision before delivering the lecture. The distribution of revision time is shown in Annexure I.

It is observed that faculty members having less experience or someone teaching first time requires more time for preparation of lecture rather than experienced faculties or faculty who have already taken the same subjects in past years.

It is also observed that there are certain branches in which rapid change in the technology takes place which reflects in continuous improvement and change in the syllabus of the subjects. Some subjects related to branches like Applied Science and Humanities, there is no change (or very little shuffling) in course contents from last several decades and faculty members who learnt the subjects during their graduation/post-graduation, same contents are repeating with little change or shuffling. In such type of subject time required for preparation and revision is comparatively very less than the subjects of rapid changing and advance technology.

On the basis of aforementioned logic, the revision time for lectures may be distributed as follows:

For faculty members 0-3 years of experience or Teaching first time any subject: 1 hr/lecture for AS & HSS, 1.5 hrs/lecture for Management subjects and 2 hrs/lecture for engineering and pharmacy subjects.

More than 3 years of experience and not teaching first time: 0.5 hrs/lecture for AS &

HSS, 0.75 hrs/lecture for Management subjects and 1hr/lecture for Engineering and pharmacy subjects.

These calculations are for per hour of lectures per subject. For Faculty members teaching same subject in more than one sections, revision time of one section will be considered. This load is only for regular lectures and not for remedial or other type of classes.

For the Lab and tutorial classes, half of above calculation will be considered.

It is expected that all the documentations and online data entry related to subject will be done in this time.

Research and development

Research and development also play major role and is important for the academic institutions offering higher education specially for engineering, pharmacy and management courses. Some fixed load may be assigned to each and every faculty member for performing the research and development activity. This load may be higher for the research faculties and senior faculty members. Major activities involved in this category are: Research Publication, Consultancy, Seminar/Conference organization, DRC/ R & D Data, Guest Talk, MDP/FDP/Workshop organization, Research Project, Research Project (Grant Applying) etc.

Some tentative R & D load for faculty members is as follows:

Research Faculties: 15 hrs per week.

Professors: 10 hrs per week

For Associate Professors: 6 hrs per week

For Assistant Professors: 4 hrs per week.

It is expected that faculty members may utilize this time for writing research papers, developing projects, filing patents, writing and applying research proposals, planning for FDP, MDP and other activities related to research and development.[Refer Annexure 1 to allocate academic and research load*]

Administrative load

In this category load required to manage, control, organize, plan, implement, deployment of right person at right work etc. for smooth functioning of day to day departmental and institute level activities. Role of various functional heads, deans and their associates lie in this category. Though activities involved for smooth conduction of functionalities are endless and it requires continuous efforts to manage (sometimes 24 hours per day is also not sufficient), but in order to quantify the time allotted for these activities in some justifiable manner some suggestions are as follows:

For Deans, Head of Departments, Proctor, COE, Chief Rector, Overall

coordinators of events: 30 hrs per week

Associate Deans, Additional Heads and equivalent responsibilities: 25 hrs per week.
(Aforementioned administrative load of heads, deans and associate deans are tentative and can be decided from office of Director/ Joint Director as per requirement.)

For Assistant deans, Rectors, team members of institute level activities: May be decided by respective Dean, COE, Rector and other team leaders as per the organizational chart of KIET. For departmental level activities coordinators: will be decided by respective HOD. [Refer Annexure II*]

First, fix the secondary duties at the Institute level and by taking the reference of the institute duties the department should allot the secondary duties.

Some activities lying in this category are as follows:

Department Level: Admission, Alumni, Clubs coordinators, Industrial Visits, innovation Club Coordinator, Internal Exam coordinator, KIET Newsletter/Magazine/ Brochure/Progress & Monthly Report coordinator, MOOC & Class Coordinator, Notice Board, INNOTECH, Sports, Tie-up, Time Table in charge, Training & Placements, Website coordinator, Academic council & BOS member, Additional Skill Coordinator, Budget Purchase, CCA/Literary Fest/Endeavour, Class coordinator, Course File In-charge, Discipline Committee, ECA/Frescos/Epoque, Faculty MOOCs, Internship, liaison with other departments, NBA, NAAC & NIRF and other data information coordinator, NPTEL, Hackathon Coordinator SPOC for students related external technical events etc.

Institute level: Head –AEC, IQAC- Member, CGC-Member, Institute Proctorial Board-Member, NIRF-Member, Associate Dean (SW), Exam Committee – Member, IIPC-Member, ICC-Representatives, Anti Ragging, ADAM Centre, Asst. Dean, Chief Proctor, Deputy Controller of Examination, Induction Plan, Proctor, Rector, Women Cell, Associate Dean (RC), Annual Convocation Committee etc.

Note: If any faculty member (specially Professor or Associate Professor) is underutilized (refer Annexure II) then in order to rationalize the load, HOD has freedom to increase Teaching/ Research/ Admin load. However, During the allocation process, HODs must decide the maximum threshold limit for each category and load shall not be exceeded to this limit in any case.

3 Dependencies

It has been observed that load of all activities depends on various circumstances. Also, overall time available to perform secondary duties by faculty members is not fixed throughout the year. On the basis of that following dependencies are identified.

3.1 Nature of Secondary Activities

It may also be considered that nature of activities is of two types:

Continuous Activities

Time Frame activities

Continuous Activities

In this category those activities lie which run throughout the year. It may be possible that for the time being the weight and efforts for the activity may be reduced but activities related to this category exist for whole year. For example, research and development, documentation, quality improvement, role of heads of department, monitoring and control etc.

Time Frame Activities

In this category those activities lie which occur for particular span of time and after that it is considered to be completed. For example, activities related to annual fest, sports activity, admission, conference and FDP organization, internal and external examinations etc. Load of such type of events may be assigned to coordinator/ team members involved. But if total load of particular faculty is more than a certain limit then he/she may be temporarily released from other loads on the basis of priority and importance. It will be decided by concerned head/ dean and in certain cases they may instruct some faculty members to work with higher load for certain period of time for the successful completion of time frame activity.

Time Availability for Secondary Duties

On the basis of availability of time, the whole academic year may be divided into following categories.

Academic Time

This time period is defined as the duration in which all academic and class room teaching and learning activities are in full swing. In this time period more emphasis is given in teaching, learning and preparatory load. Time available for research, development and admin load is less.

Lean Period

This period is defined as time period in which no academics related activity like teaching learning occurs. The lean period is declared by office of the Director. During this period teaching load and preparatory load become zero. Heads/ Dean can utilize this period for quality improvement and value addition in terms of academics like allowing faculty members to attend FDPs, workshops, seminars, Short term courses etc. Head/ Dean may offer more load related to admin and research activity to faculty members. Obviously more

research output is expected in lean period and quality improvement related task such as preparation for NBA, NAAC may be accelerated in this time span.

Event Time

Time period in which there is some event like annual fest, convocation, sessional and university examinations and similar type of high priority event takes place. During this period short duration events take place but most of them are very high priority events, effort involve for successful completion is relatively very high and almost whole institute involve and work together for successful completion of the event. This policy could not be applicable or make any kind of hindrance in the smooth execution of these type of events of short duration. To deal with load during this period, all other load may be reduced (sometimes may be zero depending on priority) for the persons involved in events.

4 Publication of Load Chart

To rationalize the overall load among all the faculty members, the department will prepare and publish the complete load chart before the commencement of academic semester. (Annexure II*).

To monitor the involvement of faculty members in lean period towards the preparation of academics of next semester and enhancing the technical abilities/ attending FDPs, STPs, Internship or value addition, the department will prepare a departmental load chart for lean period before the commencement of lean period. (Annexure III*).

Note: For any clarifications *w.r.t.* Publication of Load Chart as above or any other assistance towards the distribution of load under this policy (i.e. Annexures- II & III*), HODs may contact the Institute Coordinator, Dr. A.P Shukla for requisite assistance & support.

5 Conclusion

On the basis of observations, some suggestions for rationalization of secondary duties of faculty members have been provided in the draft. Though all the aspects from the faculty point of view have been tried to cover in this draft, authorities may change the methodology, amount of load assigned to activities on the basis of feedback received from various stakeholders. It is the initial draft and time to time revision will definitely improve the quality and scope of this draft.

(* For All Annexure please refer mail from Director Office circulated on dated 25th June'2020)

10.31 Constitution of Institutional Committee - National Assessment and Accreditation Council (NAAC) Office Order: 11/2020

1. **NAAC (An autonomous institution of UGC)**, evaluates the HEIs for its conformance to the standards of quality in terms of its performance related to the educational processes and outcomes, curriculum coverage, teaching-learning processes, faculty, research, infrastructure, learning resources, organization, governance, financial well-being and student services etc.
2. **KIET Group of Institutions** has been accredited by **NAAC** with **grade „A“** valid upto **24th May 2021** and *is due for Accreditation*.
3. The SAR needs to be filled **before six months of validation date** so we need to submit it on or before **24th December 2020**.
4. In view of above, a **Core Committee @ Institute level** comprising of following members *duly supported by Mentors* is hereby constituted to undertake necessary preparations (NAAC) at Institute level and ensure timely submission of SAR. **Our target will be to move / achieve next best ranking @ NAAC this time.**

Institute level – Core Committee (NAAC)

S.N	Name	Dept.	Role	Responsibility	Mentor
i.	Dr. Anil K. Ahlawat	CSE	Chairman	Overall	Director
ii	Dr. Ritu Gupta	AS	Coordinator	Teaching - Learning and Evaluation	Dean A
iii	Dr. Sangeeta Arora	MCA	Member	Infrastructure and Learning Resources	Joint Director and Dean A
iv	Mr. Yaduvir Singh	EN	Member	Innovations and Best Practices	Dean IEC
v	Dr. Ruchita Gautam	ECE	Member	Research, Consultancy and Evaluation	Dean R & D
vi	Ms. Neha Singh	MBA	Member	Governance, Leadership and Management	Director
vii	Ms. Swati	EN	Member	Student Support and Progression	Dean SW
viii	Ms. Kalpna Sagar	CO	Member	Curricular Aspects	Dean A
ix	Internal Quality Assurance Cell (IQAC)	Ex -Officio members			

5. IQAC team has a prominent role to play in this. Their major responsibilities include:
 - Interim scrutiny of department files - To be completed by **Octth20**.
 - Final scrutiny of department files (i.e. before SAR submission) - To be completed by **first week of Decth20**

- Pre team visit - Ensure required updation of departmental files, Readiness of Departmental Presentations as per specified/ assessing parameters.
 - Compilation/preparation of slides by the Core Committee members against assigned role/assessing parameters under the guidance of Committee -Chairman.
6. The core committee shall be responsible for data collection from different departments and filling up of the NAAC form / SAR with utmost care / completed in all aspects. The core committee shall also responsible for overall readiness including files in collaboration with IQAC members and representing Institute in a best way to the NAAC visiting team. Deans, Principal-KSOP, HoDs, Functional Heads to facilitate Chairman - Core Committee (NAAC) & Team in carrying out related preparation smoothly / submission of SAR by the given timeline.
7. The Chairman -Core Committee (NAAC) will be responsible to the Director for his duties.

CHAPTER- 11 - SEPARATION

11.1 Separation Policy/Resignation

- If an employee decides to separate with an organization, he/she should submit resignation in writing to the head of the department duly signed with the date.
- The Head of the department will discuss the same with the employee and submit the recommendation to the Director via the department of HR.
- The Director will approve the resignation for all faculty members as per the appointment terms.
- The resignations of Professors and department heads will be approved by the Director/General Secretary of the Institute.
- Based on the approval, the department of HR will send the "Acceptance of resignation" to the employee citing the relieving date.
- The leaves during notice period are restricted with an objective to transfer the charge to the Institute. During emergency, the employee may avail CL/SL with due approval during notice period.
- The separation documents like "No-Dues Form" and "Charge handing and taking over form" will be given the separating employee 2-3 days before the relieving date.
- The stakeholders of "No-Dues" form will be informed by department of HR about the separating employee on the day of releasing the "No-Dues" form.
- Duly signed separating documents will be submitted in the department of HR.

- The exit form will be filled by the employee on the relieving date and exit interview will be conducted on the same day by department of HR.
- The separating employee's full and final settlement will be completed in next 10-15 days and their due full and final settlement amount via cheque and experience cum relieving certificate will be handed over to the separating employee. The information of collecting the documents will be sent by department of HR to the separating employee.
- The separating employee can authorize to collect his/her documents via authorization letter duly signed by him/her.

CHAPTER- 12 – Workplace Guidelines

12.0.1 Workplace Guidelines

Dress Code

For Males/Females

- Formals on all working days

12.2. Good Housekeeping

Keep your surrounding neat, clean and safe

Drug Free Work Place

Smoking/consuming Alcohol in the Institute campus is strictly prohibited

Confidentiality

No employee shall, except in accordance with any general or special order of the competent authority or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

CHAPTER – 13 - Service, Conveniences & Activities

13.1 I-Cards

- For creating the new ID cards the old ID cards need to be submitted in HR.
- Those who have lost the ID card need to deposit **Rs.100/-** for creating new ID card.
- Those who are promoted and designation is changed, submission of an old ID card is necessary otherwise you need to deposit Rs. 100/- for its creation.
- **The ID cards will not be created in between the year.** It is a yearly activity.

13.2 Grievance Redressal / Ticketing (Online) Procedure

The module "Grievance Redressal" is working online on HR Portal or Mail @ hr@kiet.edu

- The category of grievance is defined related to the employee's career journey at KIET.
- Ticketing System is working online which manages the complaints related to all service departments.

13.3 Medical Insurance: Group Mediclaim Policy (Royal Sundaram Alliance Insurance Co. Ltd.)

KIETIANs are covered in **Group Mediclaim Policy (Royal Sundaram Alliance Insurance Co. Ltd.)** The details are as follows:

- **342 employees** (not covered under ESIC Scheme of Govt.) covered under this Group Mediclaim Policy. Employees present till 30th June, 2017 are included. **(Policy No. HG00002186000102)**
- The period of Insurance is: **From 10th July 2017 to midnight of 09th July 2018.**
- Sum Insured: **Rs. 1,00,000/- (Rupees One Lac Only)**
- Sum Insured for an **Individual only.**
- **Rs. 600/-** (50% share) has been deducted from the salary of each employee **(One time)**
- The policy has cashless facility also.
- An individual has to file the claim reimbursement from the company **within 15 days** of discharge from the hospital.
- TPA for the policy is Paramount Health Services (TPA) Pvt. Ltd.
- Link for procedure and network hospital for cashless medical treatment <https://www.paramounttpa.com/ProviderNetwork/ProviderNetwork.aspx>

13.4 Bus/Cab facilitation

1. We have bus facility available for students, faculty and staff.
2. We have facility available for to and fro from stop defined on bus route to KIET, Muradnagar as per office hours.
3. The bus facility is available for Ghaziabad, Meerut, Indirapuram, Anand Vihar etc.
4. Each bus has bus coordinator.
5. The bus facility ownership lies with Administrative Officer.

13.5 Bank-ATM

- Our College gate has Punjab National Bank ATM.
- The services available for all students and faculty 24x7.
- The ownership lies with the Bank.

13.6 Vehicle Parking

- We have students parking area & employee's vehicle parking area at separate places.

13.7 Suggestion Box

- The Library and reception has suggestion box, kept for students.
- Students can anonymously put their suggestions in the same.
- AO has the ownership to take the suggestions and submit the same with report to DEAN (A).
- HR has suggestion box for employees.

- Online Suggestion Cell is also working for employees
- HR has the ownership to make a report on the suggestions received in hard form via suggestion box or in soft form via official mail id hr@kiet.edu and report the same to "Director".

13.8 Cafeteria Services

- We have a cafeteria and three food points (Nescafe/Coca Cola/Amul) at different places opened during office hours
- One can have snacks, lunch and tea as per the requirement.

13.9 Tea Coupons

- Tea Coupons in the form of card is given to KIET employees.
- The ownership of Tea Coupon distribution/ updation to canteen lies with Administration department.

13.10 Book Store/Library

- We have 3 libraries for students and KIET employees in KIET group of Institutions.
- Central Library, KIET School of Management and KIET School of Pharmacy departments' library.
- The library rules are defined for students and faculty.

13.11 Counselor Facility

KIET offers free counseling session for students, faculty and staff members in case they face any problems related to emotional, behavioral & psychological or academic nature which may create obstacles in their lives or career growth.

At present we have one counselor.

Mrs. Rachna Kakkar (sits in MPC) visits **thrice a week.**

13.12 Multipurpose Complex

- We have multipurpose complex having many facility like presence of sports room with amenities, gym, medical room with the facility of 24x7 medical assistance and [doctor visit in evening hours from 3:30 p.m to 5:30 p.m.](#)
- We have multipurpose shop with all basic things present.

13.13 Gym/Recreational Fitness Activity

- We have Gym facility available having gym instructor for students and faculty in multipurpose complex.

13.14 ITSS & ITIS (Information Technology Software Services & Information Services)

- ITSS team is headed by Mr. Vinay Ahlawat (includes centralized Event Management, Software Development, Magazine Design, Branding, Social Media management, Institute's website, Photograph management etc.)

- ITIS team is managed by Mr. Madhurendra Kumar (IT infrastructure, networking, wiring, servers, hardwares, laptop distribution & maintenance as per policy, desktop distribution and maintenance etc.)

13.15 Faculty Accommodation – In Campus

Faculty is given in-campus accommodation based on first come first basis of application.

KIET Group of Institutions, GHAZIABAD

Requisition For Faculty Apartment with-in Campus

Name : _____ **Date of Joining the Institute** : _____
Date of Birth : _____ **Department/ School** : _____
Designation : _____ **Date of Application** : _____
Highest Qualification : _____ **Present Salary** : _____

Type of Accommodation Required (2 BHK / 1 BHK / Single Room Set) :

Details of Family members :

	Affix Self Photo	Affix Photo	Affix Photo	Affix Photo	Affix Photo
--	------------------------	----------------	----------------	----------------	----------------

Name :

Age :

Sex :

Relationship :

Permanent Address:

Present Address & Mobile No.:

(Signature of Applicant)

Recommended / Not Recommended by

(Head Of Deptt.)

Approval by Director

Admin.Officer : For Compliance

Apartment No..... Allotted to Mr./Mrs./Miss..... On.....

Signature of Allottee

Signature of Admin.Officer

**Copy to :
Accounts
Officer**

RULES FOR ALLOTMENT OF IN-CAMPUS FACULTY ACCOMODATION

1. Faculty members desirous for allotment of faculty residence will apply in writing to Administrative Officer who will maintain a seniority Accommodation will be allotted on First come first serve basis based on the seniority roster.
2. Local residents hailing from Meerut, Modi Nagar, Ghziabad, Noida, Delhi and other nearby places will not be considered for allotment of in-campus faculty accommodation.
3. No HRA will be admissible for the faculty members allotted in-campus accommodation or Rent as applicable will be deducted from Salary.
4. Each allottee may be asked to pay an amount every month for general upkeep of stairs, surroundings, etc. This amount will be subjected to revision every two years.
5. Charges for Electricity and Water as per actual will be borne by the allottees.
6. Basic infrastructure in the residential accommodation will be maintained by the Institute. However routine maintenance and replacement of minor items like switches, tube lights, bulb, etc. will be responsibility of the occupant.
7. Accommodation will not be sub-letted by the allottee.
8. Facilities like Internet, Cable, TV will be available on payment.
9. Residential premises will not be used for any commercial activities.
10. Residents will not be permitted to keep pets.
11. Allottees of in-campus accommodation will be required to share same additional responsibility after working hours.
12. In case a faculty members, staying in-campus accommodation leaves KIET, he will have to vacate the accommodation by the last working day.
13. An allottee can be asked by the Institute Administration to be shifted to another flat on the same or different floor. However this authority shall be exercised by the Administration under unavoidable circumstances only.
14. A proper code of conduct befitting the status of the faculty is required to be observed.
15. In case of any personal guests staying with an allottee for more that 3 days, the details of the guests need to be submitted with AO.
16. For organizing any kind of function/event/celebrations outside the flat within campus premises will require specific permission from the institute administration.
17. Parking of two/four wheelers of the residents and their visitors will be done at the place earmarked for the same.
18. Institute Administration reserves the right to amend above rules at any time.
19. The Allotment of Flat is for 1 year only. After review, it may be extended for next 1 year.

NOTE : Although allotment will be based on first come first served basis, in case of dispute, allotment of flats could be resorted through lottery. Decision of Institute administration will be final in case of allotments.

Declaration : I am in agreement with the above.

Date :

(Signature of Allottee)

13.16 E-Mail Policy**1. General**

E-mail is a critical mechanism for communications at the KIET Group of Institutions. Use of KIET's electronic mail systems and services is a privilege, not a right, and therefore must be used with respect and in accordance with the rules, regulations, and policies of KIET.

The objectives of this policy are to outline appropriate and inappropriate use of KIET's e-mail systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws.

2. Scope

This policy applies to all e-mail systems and services owned or operated by KIET, all e-mail account users/ holders at KIET (both temporary and permanent), and all Institute e-mail records.

2. Account Activation/Termination

E-mail access at KIET is controlled through individual accounts and passwords. Each user of KIET's e-mail system is required to read and sign a copy of this E-Mail Acceptable Use Policy prior to receiving an e-mail access account and password. It is the responsibility of each user to protect the confidentiality of their account and password information. Substantial changes to this policy may require users to read and sign an updated copy of this Use Policy.

All staff and faculty at KIET will receive an e-mail account.

All terms, conditions, and restrictions governing e-mail use must be in a written and signed agreement. E-mail access will be terminated when the e-mail account holder terminates his or her association with KIET, unless other arrangements are made.

4. Rights and Responsibilities

The Institute often delivers official communications via e-mail. As a result, staff and faculty at KIET with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important Institute announcements and updates, as well as for fulfilling organisational and role-oriented tasks.

5. Disclaimer

KIET assumes no liability for direct and/or indirect damages arising from the user's use of KIET's e-mail system and services. Users are solely responsible for the content they disseminate. KIET is not responsible for any third-party claim, demand, or damage arising out of use the KIET's e-mail systems or services.

6. User Responsibilities

E-mail users are responsible for mailbox management, including organization and cleaning. E-mail users are expected to remember that e-mail sent from the Institute's email accounts reflects on the Institute. Please comply with normal standards of professional and personal courtesy and conduct.

Individuals at KIET are encouraged to use e-mail to further the goals and objectives of KIET.

7. Acceptable Use of KIET e-mail systems includes:

Communication with fellow employees within the context of an individual's assigned responsibilities;

Participation in educational or professional development activities.

Mass mailing for disseminating the official information to all KIETians is to be done by approved authorities only (HoD's, DEAN(s) and functional Heads). They have to take the authorisation from IT Operations department – Head to open the facility of mass mailing to all KIETians for the same for them.

The mail received from an individual employee will be treated as official copy since the e-mail signature will be treated as individual's signature. It will be used as document for official purpose.

8. Inappropriate Use

KIET's e-mail systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g., e-mailing large attachments) Individual e-mail use shall not interfere with others' use and enjoyment of KIET's e-mail system and services.

E-mail use at KIET shall comply with all applicable laws, all KIET policies, and all KIET contracts.

The individual employees are not authorised to mass mail any information to KIETians or group of KIET employees by using the short cut of applying cut-copy-paste the e-mail ID's of all KIET employees and mailing the same keeping them in "To" or "cc" or "bcc".

The following activities are deemed inappropriate uses of KIET e-mail systems and services and are prohibited:

It is NOT ACCEPTABLE to:

- i. Use e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading of computer viruses);
- ii. Use e-mail in any way that violates KIET's policies, rules, or administrative orders, including, but not limited to, the KIET Acceptable Use Policy.
- iii. View, copy, alter, or delete e-mail accounts or files belonging to KIET or another individual without authorization;
- iv. Send unreasonably large e-mail attachments.
- v. Open e-mail attachments from unknown or unsigned sources.

- vi. Forge or attempt to forge email messages.
- vii. Disguise or attempt to disguise your identity when sending mail.
- viii. Send email messages using another person's email account.
- ix. Share e-mail account passwords with another person, or attempt to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user;
- x. Make excessive personal use of KIET e-mail resources. KIET allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with productivity, pre-empt any organisational activity, or consume more than a trivial amount of resources. KIET prohibits personal use of its e-mail systems and services for **unsolicited mass mailings**, non-KIET commercial activity, political campaigning, dissemination of chain letters, and use by non - employees.

Note that attachments are the primary source of computer viruses and should be treated with utmost caution.

9. Reporting Misuse

Any allegations of misuse should be promptly reported to the person responsible for operating the KIET e-mail systems by sending an e-mail to: admin@kiet.edu. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the individual designated above.

10. Content Sensitivity and Disclosure

Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of KIET become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence to ensure the resulting message is not delivered to unintended recipients.

11. Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at KIET. Allegations of misconduct will be adjudicated according to established procedures.

12. Sanctions

Sanctions for inappropriate use on KIET's e-mail systems and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of e-mail access;
2. Disciplinary action according to applicable KIET policies;
3. Termination of employment and/or
4. Legal action according to applicable laws and contractual agreements

13. Best Practices

KIET Group of Institutions considers email as an important means of communication and recognizes the importance of proper email content in conveying a professional image. Users should take the same care in drafting an email as they would for any other communication. Therefore the Institute wishes users to adhere to the following email guidelines:

Writing emails:

- a. Write well-structured emails and use short, descriptive subjects.
- b. Institute's email style is informal. This means that sentences can be short and to the point. You can start your email with „Hi“, or „Dear“, and the name of the person. Messages can be ended with „Best Regards“. The use of Internet abbreviations and characters such as smileys however, is not encouraged.
- c. Signatures must include your name, job title and Department.
- d. Users must spell check all mails prior to transmission.
- e. Users must read official mails daily and reply/acknowledge the same maximum in 24 hours.
- f. Do not send unnecessary attachments. Compress attachments larger than 1 MB before sending them.
- g. Do not write emails in capitals.
- h. Do not use cc: or bcc: fields to send a mailing to multiple recipients.
- i. Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, do not send the same
- j. Only mark emails as important if they really are important.

14. Declaration

I have read, understand and acknowledge receipt of the Email Policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

Name _____

Signature _____

Date _____

13.18 TA – DA Rules

1. General

The traveling and daily allowance rules are framed to ensure that an employee is able to perform his/her duties at the outstation effectively. The TA/DA shall be regulated in accordance with TA/DA rules laid down here under and will be amended from time to time.

2. Approval

2.1 All journeys must be got approved by the competent authority (Director/An Executive member of the Managing Committee) in writing. If, however, time does not permit to obtain

written permission in advance it shall be done immediately on return from tour/temporary duty, Approval form is attached at Annexure- A.

3. The journey on tour may be performed by any of the following modes:

- a) Air
- b) Rail
- c) Road
- d) Combination of the above

Journey by Air: May be performed in exception circumstances with the prior approval of Director/ one of the Executives of the managing Committee.

By the Rail: The entitlement of the class of journey by rail is given below:

Professors and equivalent : IInd A/c

Assistant/Associate Professor: IIIrd A/c

Technical Assistant and equivalent : IInd Class

Journey By Road: The entitlement is given below:-

Faculty & equivalent: Institute“ Car/Taxi/Own Vehicle

Teach. Asst. and equivalent: Bus

4. Mileage Allowance

Mileage allowance is admissible when the journey is performed by own vehicle. It is admissible at the following rate:

Own Scooter : Rs. 2.50 per Km.

Own Car : Rs. 5.50 per Km.

No mileage allowance is, however, admissible when the journey is performed within a radius of 10 Km. from Institute. Actual expense may, however, be charged rendering an appropriate certificate.

5. Daily Allowance for Halts at Out Station.

D.A. at the prescribed rates for each full day of halt for a maximum of 30 days of halt at one station except under special circumstances is admissible. However, when an employee enjoys free boarding and lodging at the expense of the Institute / host organization / government, he is entitled to draw only one fourth rate of full rate of D.A. Faculty & staff deputed for counseling during admissions are generally expected to avail of the facilities provided by the counseling agency. Additional arrangements may, however, be made under special circumstances.

5.1 The D.A. rates are given below:

5.1.1 Professors and equivalents : Rs.500/- per day.

5.1.2 Associate Professors and equivalents : Rs.400/- per day.

5.1.3 Assistant Professor and equivalents : Rs.350/- per day.

5.1.4 Tech. Asst. and equivalents : Rs.250/- per day

6. Incidental Charges.

Incidental charges are admissible as under:-

Transportation from residence to railway station/Airport, Airport/Railway station to place of duty: Actual expenses will be admitted.

Taxi charges for traveling to other offices in town: Actual expenses will be Admitted.

7. Lodging at the Out Station.

It is expected that the faculty in general will be able to arrange accommodation in the guest house/hostel of the host organization. In such a case, no additional allowance will be admitted. However, if the employee has to make his/her own arrangements of accommodation, following are the entitlements:

Type of City	Prof	Professor & equivalent	Associate/Assist. Professor
a)	Class A city	Rs.800/-per day	Rs.600/- per day
b)	Class B city	Rs.500/- per day	Rs.350/- per day
c)	Class C city	Rs.350/- per day	Rs.200/- per day

In such a case D.A.shall be reduced by 25% of the entitlement

Hotel charges will be paid against actual bills & most practical means of transportation shall generally be resorted to. Full day taxi shall not be hired unless unavoidable.

8. Advance

Advance may be drawn with the approval of the sanctioning authority.

Settlement of TA/DA claim

TA/DA claim must be settlement with in 7 days from the date of return from tour. TA/DA claim shall be got countersigned by the HOD and submitted to the Accounts Officer, who in turn shall check for entitlement and get it approved by the Director. All claims must be accompanied with bills etc. In case of non-settlement within prescribed time, advance drawn will be deducted from the salary.

9. Official Duty TA Report

All TA/DA claim shall be accompanied with a copy of Official Duty report. This shall briefly highlight the activities and the duties performed by the officer at the outstation. No claim will be passed without OD report. Accounts officer is to ensure this.

OFFICIAL /DUTY REQUITISION FORM

1. Name :

2. Designation :

3. Department :

4. Purpose of Temporary Duty :

5. Details of Journey: (a) From _____ To _____

(b) Mode of Conveyance
(Air/Rail/Road)

6. Dates of journey :

7. Recommendation by :

Date

Signature

Place

Recommended / Not Recommended

HOD

Approved / Not Approved

Director / Gen.Secy.

CHAPTER – 14 – ANNEXURES

14.1 Performance Management System related

AAR-FACULTY

KIET GROUP OF INSTITUTIONS

AAR/Deans//HoD-2019-20

Annual Appraisal Report

E. Code

(Self – Appraisal -To be filled by Faculty)

Personal Particulars			
Name of the Employee		Department	
Designation		DOJ	
Scale		AGP	

Highest Qualification		Total Experience	
-----------------------	--	------------------	--

CATEGORY -I (Maximum Marks: 100)
(TEACHING, LEARNING & ACADEMIC RELATED ACTIVITIES)

A.1 Lectures(including additional skills subjects), Seminars, Tutorials, Practical's, project guidance (B.Tech. B.Pharm, M.Tech, M.Pharm, MBA, MCA)Contact Hour (Give semester wise details, where necessary)

S. No.	Course /Paper & Year	Total lectures as per academic calendar (a)	Total no of lecture taken as per portal (b)	% of classes taken as per documented record	Score claimed by the Faculty	Score Awarded by HoD
1						
2						
3						

Note: Classes Taken-Average for the year (Max. 10 Marks for 100% performance & proportionate score up to 80% performance, below which no score may be given)

A.2 Percentage of average attendance (Max. 5 Marks)

S. No.	Subject Taught	% of Average Attendance	Score obtained as per % of attendance
1			
2			
3			

A.3	Details of MOOC's Developed (1 MOOCs/05 Marks)	Score claimed	Score Awarded
1			
2			
Total Score (Max.05 Marks)			
A.4	MOOC's (NPTEL/Coursera/edx) Certification Gold-10 Marks,Elite-8 Marks, Pass-5 Marks	Score claimed	Score Awarded
1			
2			

Total Score (Max.10 Marks)			

***Faculty member will be eligible for annual appraisal if he/she fulfils the criteria defined in category II: Research Contributions (Minimum Marks: 6 for Assistant Professor at 6K: 10 for Assistant Professor at 7K: 15 for Assistant Professor at 8K: 20 for Associate Professor: 32 for Research Faculty : 25 for Professor) and he/she has obtained overall 60 % marks.**

A.5 Academic Result (Entire Academic Year)

Branch/Semester /Section	Subject	Result (Clear Pass %)	Result (Ext. Theory Exam Average)	No of Students with marks in external exam				
				Below 40 %	40 - 49%	50 - 59%	60% and above	
Total								
TOTAL SCORE (Max. 30 Marks)							Score Claimed	Score Awarded
<p>RESULT: External Exam Average of same subjects in last 3-5 years/last 3-5 results. In case of New subject introduced during last 2 years then compare current result with best two colleges of AKTU For Example 3-5 years -Result of (2018-19+ 2017-18+ 2016-17+ 2015-16+ 2014-15)/5 = X New subject/upto 2 years current result- [AKG(avg)+ ABES(avg)]/2 = X</p> <p>MARKS ALLOTMENT:</p> <ul style="list-style-type: none"> • $\geq X = 30$ Marks • For every 1% drop in external average %, 3 marks will be deducted up to X-10 • $< (X-10) = 0$ Marks • Note: All results will be provided by the office of Registrar 								

A.6 Invited Lectures/ presentation in conferences/ talks in refresher courses at National or International Conference/Seminars (International (out of India) -5 Marks, National (within India) -2.5 Marks each) (Max:5 Marks)

S.No.	Details of event.	Class/ Talk or session Chair	International /National	Score claimed	Score awarded
1					

A.7 1 week Industrial training/Professional Training,1 week refresher program, 1 week FDP attended or organized [Attended other than ICT mode- 2 Marks each, Attended ICT mode-1 marks each, Organized other than ICT mode- 3 Marks each, Organized ICT mode- 2 marks each]. (If more than one coordinator then 3 or 2 marks equally divided between them) (Max:5 Marks)

S.No.	Programme	Duration	Organized by
1			
2			

A.8 Feedback Survey

Branch	Semester	Section	Subject	Student feedback	Overall Average
Feedback Survey: Max. Score – 30 Marks				Score Claimed	Score Awarded
<ul style="list-style-type: none"> • ≥ 8.4 : 30 Marks • 6.5 – 8.4 : 1.5 Marks per 0.1 point 					

CATEGORY – II (Maximum Marks: 50) (RESEARCH & ACADEMIC CONTRIBUTIONS)

A (i) Papers Published in Indexed journals- SCI/SCI-E/SSCI/ESCI/SCOPUS for faculty members having experience more than 3 years.

Papers Published in UGC listed Journals for faculty members having experience less than 3 years.

(15 Marks for single author, 9 Marks for 1st author and Supervisor and 6 Marks for others and these will be augmented as "SCI/SCI-E/SSCI/ESCI/SCOPUS Impact Factor/CiteScore™" less than 0.499 – 4 Marks, IF between 0.5 & 0.749 – 6 Marks, IF above 0.75 – 8 Marks, UGS listed Journals -2 Marks / each Journal)

S.No	Full Journal paper (In IEEE reference format)	ISSN/ ISBN No.	SCI/SCI- E/SSCI/ ESCI/ SCOPUS/ UGC	Impact factor/ CiteScore™ (if any)	Score claimed	Score awarded
1						
2						
3						

A (ii) Full Papers published in Conference Proceedings/ Papers presented in Conferences, Seminars, Workshops, Symposia (conference in association with IEEE/ Springer/ Elsevier/ ACM/ Wiley/ IPC or organized by reputed Institutions (IIT/IISc/NIT/IIIT/JNU/Central Universities) will be considered as International otherwise will be considered as National ([Int. Conf. 10 Marks for single author, 6 Marks for 1st author & Supervisor and 4 Marks for others], [Nat Conf 7.5 Marks for single author, 4.5 Marks for 1st author & Supervisor and 3.5 Marks for others])

S.No	Full Papers in Conference proceedings. (In IEEE reference format)	ISSN/ ISBN No.	Details of Conference International/ National/Regional	Score claimed	Score awarded
1					
2					
3					

B. Books published as author or as editor or Articles/Chapters or Monographs published in Books

(International publisher – 20 Marks/book & 5 Marks/chapter or Monographs in edited book, National – 10 Marks/book & 2 Marks/chapter or Monographs, local publisher-5 Marks)[60% for 1st Author & 40% will be divided among the co-authors].

S.No.	Books Published/ Articles/Chapters published in Books as single author (In IEEE reference format)	ISSN/ ISBN No.	International /National /Regional	Editor /Author	Score claimed	Score awarded
1						

2

C (i) Ongoing / Completed Research projects and consultancies (Projects > 30 Lakhs – 20 Marks, between 5-30 Lakhs – 15 Marks, between 50,000 – 5 Lakhs – 10 Marks)) **[60% marks for PI & 40% marks will be divided among the co-PIs].**

S.No.	Title	Agency	Period	Principal Investigator or Co-PI	Grant/ Amount in (Rs Lakhs)	Score Claimed	Score Awarded
1							
2							
3							
4							
5							

C (ii) Completed Research outcomes: Quality and Outcomes: (At National level output/Patent-25 Marks (if granted) & 20 Marks (if published) **and** at International level output/Patent-40 Marks (if granted) & 30 Marks (if published)) **[60% marks for main applicants & 40% marks will be divided among the remaining co-applicants].**

S.No.	Title	Agency	Period	Principal Investigator or Co-PI	Report Accepted/ Patent/ Technology transferred	Score Claimed	Score awarded
1							
2							
3							
4							

C (iii) Completed Research outcomes: Design/Industrial Design : (At National level Design / Industrial Design- 20 Marks(if granted) & 15 Marks (if published) and at International level Design/Industrial Design - 30 Marks(if granted) & 20 Marks(if published)). **[60% marks for Main Applicants & 40% marks will be divided among the co-Applicants].**

Title	Agency	Period	Principal Investigator or Co-PI	Report Accepted/ Patent/ Technology transferred	Score Claimed	Score awarded

D. Research Guidance

S. No.	Number Enrolled	Thesis Submitted	Degree awarded	Score Claimed	Score Awarded
Ph. D		7 Marks for each	10 Marks for each		

CATEGORY – III (Maximum Marks: 50)

**CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT
RELATED ACTIVITIES**

Please mention your contribution to any of the following:

Extension, Co-curricular, Field based activities, Contribution to corporate life, management of the Institution and Professional Development Activities (* All activities during Academic Year)			
A (i)	Departmental Activities (Max:20 Marks) (Max: 3 Marks/ semester/ activity for Mentor/Class Coordinator or Lab IC, Time Table IC, Consultancy, etc), (2 Marks per event for Organizing event at departmental level), (1 Mark per event to be divided between all co-coordinators)	Score claimed	Score Awarded
1			
2			
A (ii)	Monthly/on occurrence uploading of data as individual and Coordinator on KIET ERP (Max:3 Marks)	Score claimed	Score Awarded
1			
2			
3			
4			
A (iii)	Publicity of different events on social media on regular basis (Max:2 Marks)	Score claimed	Score Awarded
1			
2			
3			
B	Institute Activity (Max: 15 Marks) (Max: 10 Marks /semester/activity for Chief Proctor/Additional HoD/Associate Dean (SW) / Assistant Dean (A)/ IQAC Coordinator/Chief Rector/Digital/NAAC/NBA Coordinator, etc),(5 marks per activity-Rector/Proctor)(3 Marks per activity for coordinator at institute level)/(International conference organizer-(leading-5 Marks)& Coordinators-if more than one then 5 marks equally divided among them). (2 mark per event to be divided between all co-coordinators)	Score claimed	Score Awarded
1			
2			
3			
4			
C.	Annual confidential report (ACR)(Max:10 Marks - Extraordinary: 10,Excellent:9, Very Good:8 ,Good:7, Average:6, Satisfactory:5, etc)	Score Awarded	
1			
2			

D1. Mention your achievements / awards / recognition during the Year.

D2. What are your training and development needs? Write in brief.

D3. What are your suggestions to improve KIET as an Institute? Write in brief.

Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Performa.

Place

Date

Name and Signature of the Faculty

PART – IV

(For Use by Assessment/Selection (For CAS-Promotion as per norms) and Screening Committee (For Annual Increment))

Total Max. Score: 200

Category I: Teaching, Learning and Academic related activities

S.No.	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded by HoD
A.1	Allotted Lectures taken %	10		
A.2	Average Attendance	05		
A.3	MOOC"s Developed	05		
A.4	MOOC"s(NPTEL) Certification	10		
A.5	Academic Result	30		
A.6	Invited talks	5		
A.7	Industrial Training/Refresher/FDP Attended or Organized	5		
A.8	Feedback Survey	30		
	Total Score	100		

Category II: Research Contributions

Min. Score per Year : 6 for AP at 6K; 10 for AP at 7K; 15 for AP at 8K; 20 for Associate Professor ; 32 for Research Faculty 25 for Professor
 Maximum Score allowed: 50

S. No.	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded
I.A(i)	Publications in Journals	50		
II.A (ii)	Publications in Conference Proc.			
B	Publications in Books			
C (i)	Research & Consultancy-Ongoing			
C (ii)	Research & Consultancy-Completed (Quality and Outcomes)			
C(iii)	Research & Consultancy-Completed (Design / Industrial Design)			
D	Research Guidance			
	Total Score			

Category III: Co-Curricular, Extension and Professional Development Related Activities

S. No.	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded by HoD
A (i)	Departmental Level Activity	20		
A (ii)	Data Uploading on KIET ERP	3		
A (iii)	Publicity on Social Media	2		
B	Institute Level Activity	15		
C	Annual Confidential Report	10	NA	
	Total Score	50		
OVERALL SCORE(I+II+III)		200		

(Faculty)**(HoD)****(Dean-A)****(Director)****KIET GROUP OF INSTITUTIONS**

AAR/Deans//HoD-2019-20

Annual Appraisal Report

E. Code

(Self – Appraisal -To be filled by Deans/HoDs less HoD HS)**Personal Particulars**

Name of the Employee		Department	
Designation		DOJ	
Scale		AGP	
Highest Qualification		Total Experience	

CATEGORY -1 (60 Marks)**(TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES)**

A.1 Lectures(including additional skill subjects), Seminars, Tutorials, Practical"s, Practical"s, Project Guidance (B.Tech, B.Pharm, M.Tech, M.Pharm, MBA, MCA) Contact Hour (Give semester wise details, where necessary)						
S. No.	Course /Paper & Year	Total lectures as per academic calendar (a)	Total no of lecture taken as per portal (b)	% of classes taken as per documented record	Score claimed	Score Awarded
1.						
2.						
3.						
4.						

Note: Classes Taken-Average for the year (**Max. 10 Marks** for 100% performance & proportionate score upto 80% performance, below which no score may be given)

A.2 Percentage of average attendance (Max. 5 Marks)			
S. No.	Subject Taught	% of Average Attendance	Score obtained as per % of attendance

1			
2			
3			

A.3	Details of MOOC"s Developed (1 MOOCs/05 Marks)	Score claimed	Score Awarded
1.			
2.			
3.			
Total Score (Max.05 Marks)			
A.4	MOOC"s (NPTEL/Cousera/edx) Certification Gold-10 Marks,Elite-8 Marks, Pass-5 Marks	Score claimed	Score Awarded
1.			
2.			
3.			
4.			
5.			
6.			
Total Score (Max.10 Marks)			

A.5 Academic Result (Entire Academic Year)

Branch/Semester/Section	Subject	Result (Clear Pass %)	Result (Ext. Theory Exam Average)	No of Students with marks in external exam			
				Below 40 %	40 - 49%	50 - 59%	60% and above
Total							

TOTAL SCORE (Max. 30 Marks)Score
ClaimedScore
Awarded

RESULT: External Exam Average of same subjects in last 3-5 years/last 3-5 results. In case of New subject introduced during last 2 years then compare current result with best two colleges of AKTU

For Example

3-5 years -Result of (2018-19+ 2017-18+ 2016-17+ 2015-16+ 2014-15)/5 = X

New subject/upto 2 years current result- [AKG(avg)+ ABES(avg)]/2 = X

MARKS ALLOTMENT:

- $\geq X = 30$ Marks
- For every 1% drop in external average %, 3 marks will be deducted up to X-10
- $< (X-10) = 0$ Marks
- Note: All results will be provided by the office of Registrar

A.6 Invited Lectures/ presentation in conferences/ talks in refresher courses at National or International Conference/Seminars (International (out of India) -3 Marks, National (within India) -2 Marks each) **(Max:5 Marks)**

S.No.	Details of event.	Class/ Talk or session Chair	International /National	Score claimed	Score awarded
1					
2					

A.7 1 week Industrial training/Professional Training,1 week refresher program, 1 week FDP

attended or organized [Attended (other than ICT mode)- 3 Marks each, Organized (other than ICT mode 5 Marks each)(ICT mode-1 marks for attending & 2 marks for organizing)-(If more than one coordinator then equally divided between them) **(Max:5 Marks)**

S.No.	Programme	Duration	Organized by
1			
2			

A.8 Feedback Survey

Branch	Semester	Section	Subject	Student feedback	Overall Average
Feedback Survey: Max. Score – 30 Marks				Score Claimed	Score Awarded
<ul style="list-style-type: none"> ≥8.4 : 30 Marks 6.5 – 8.4 : 1.5 Marks per 0.1 point 					

CATEGORY – II (50 Marks)

(RESEARCH & ACADEMIC CONTRIBUTIONS)(All activities during Academic Year only)

A (i) Papers Published in Indexed journals- SCI/SCI-E/SSCI/ESCI/SCOPUS

(15 Marks for single author, 9 Marks for 1st author and Supervisor and 6 Marks for others and these will be augmented as "SCI/SCI-E/SSCI/ESCI/SCOPUS Impact Factor/Cite Score™" less than 0.499 – 4 Marks, IF between 0.5 & 0.749 – 6 Marks, IF above 0.75 – 8 Marks)

S.No.	Full Journal paper. (In IEEE reference format)	ISSN/ ISBN No.	SCI/SCI- E/SSCI/ ESCI/ SCOPUS	Impact factor/ Cite Score™ (if any)	Score claimed	Score awarded
1						
2						
3						

--	--	--	--	--	--	--

A (ii) Full Papers published in Conference Proceedings/ Papers presented in Conferences, Seminars, Workshops, Symposia (conference in association with IEEE/ Springer/ Elsevier/ ACM/ Wiley/ IPC or organized by reputed Institutions (IIT/IISc/NIT/IIIT/JNU/Central Universities) will be considered as International otherwise will be considered as National ([Int. Conf. 10 Marks for single author, 6 Marks for 1st author & Supervisor and 4 Marks for others], [Nat Conf 7.5 Marks for single author, 4.5 Marks for 1st author & Supervisor and 3.5 Marks for others])

S.No	Full Papers in Conference proceedings. (In IEEE reference format)	ISSN/ ISBN No.	Details of Conference International/ National/Regional	Score claimed	Score awarded
1					
2					
3					

B. Books published as author or as editor or Articles/Chapters or Monographs published in Books (International publisher – 20 Marks/book & 5 Marks/chapter or Monographs in edited book, National – 10 Marks/book & 2 Marks/chapter or Monographs, local publisher-5 Marks) **[60% for I Author & 40% will be divided among the co-authors].**

S.No.	Books Published/ Articles/Chapters published in Books as single author (In IEEE reference format)	ISSN/ ISBN No.	International /National /Regional	Editor /Author	Score claimed	Score awarded
1.						
2.						
3.						

C (i) Ongoing /Completed Research projects and consultancies (Projects>30 Lakhs – 20 Marks, between 5-30 Lakhs – 15 Marks, between 50,000 – 5 Lakhs – 10 Marks) **[60% for PI & 40% marks will be divided among the CO-PI].**

S.No.	Title	Agency	Period	Main Applicants or Co Applicant	Grant/ Amount in (Rs Lakhs)	Score Claimed	Score Awarded

1.							
2.							
3.							

C. (ii) Completed Research outcomes: quality and outcomes (25 Marks at National level output/Patent, 40 Marks at International level output/Patent)- **[60% Marks for main applicants and 40% marks will be divided among remaining Co Applicants].**

S.No.	Title	Agency	Period	Main Applicants or Co Applicant	Report Accepted/ Patent/ Technology transferred	Score Claimed	Score awarded
1							
2							

C (iii) Completed Research outcomes: Design/Industrial Design : (At National level Design / Industrial Design- 20 Marks(if granted) & 15 Marks (if published) **and** at International level Design/Industrial Design (if granted) & 20 Marks(if published) – **[60% Marks for main applicants and 40% marks will be divided among remaining Co Applicants].**

S.No.	Title	Agency	Period	Main Applicants or Co-Applicants	Grant/Amount in (Rs Lakhs)	Score Claimed	Score Awarded
1							
2							
3							

D. Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	Score Claimed	Score Awarded
Ph. D		7 Marks for each	10 Marks for each		

CATEGORY – III (50 Marks)**Departmental Progress Analysis****Academic result of the department, university rank holders, departmental research papers in SCI and Scopus, events organized, ACR (* All activities during Academic Year only)**

Note: A to D is for HoDs only

A	Academic Result of Department (Max:10 Marks): current year result (X) \geq Average of last 5 years result=10 marks For every 1% drop in external average %, 1 mark will be deducted up to X-10 < (X-10) = 0 Marks	Score claimed	Score Awarded
1.			
2.			
B	University Rank Holders (Max:10 Marks): Gold-10 Marks, Silver-9 Marks, Bronze-8 Marks, 3 students in top 10- 7 Marks, 2 students in top 10 - 6 Marks, 1 students in top 10 -5 Marks	Score claimed	Score Awarded
1.			
2.			

C	Departmental Research Papers in SCI and Scopus: (Max:10 Marks) No. of SCI/Scopus, Research Papers published by- 50% faculty-10 Marks, 40% faculty-8 Marks, 30% faculty- 6 Marks , 10% faculty- 2 Marks, 5% faculty- 1 Mark and/or Patent Filed- 5 Marks	Score claimed	Score Awarded
D	Events Organized (Max:5 Marks) (i) International (Conf./Seminar)-5 Marks (ii) National Level Event (Conf./Seminar)-3 Marks (iii) Institute Level Events (Innotech/Epoque/Prastuti/Rann/ Convocation/AKTU Exams) -3 Marks (iv) Uploading of data on KIET Portal -2 Marks (v) Branding of department on Social media- 2 Marks	Score claimed	Score Awarded
Or			
E	Institute Level Additional charge appointments (Max: 35 Marks/Semester) (For Deans/Chief Proctor/T&P Officer (Professor)/Chief Rector/Controller of Examination (Full time Internal & External) etc	Score claimed	Score Awarded
F	Annual confidential report (ACR) (Max:15 Marks: extraordinaty:15 , Excellent:13-14, Very Good:11-12, Good:9-10, Average:6-8, Satisfactory:5)	Score Awarded	

CATEGORY – IV**OTHER RELEVANT INFORMATION**

D1. Mention your achievements / awards / recognition during the Year.

D2. What are your training and development needs? Write in brief

D3. What are your suggestions to improve KIET as an Institute? Write in brief.

Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Performa.

Place

Date

Name and Signature of the HoD

PART – V

(For Use by Assessment/Selection (For CAS-Promotion as per norms) and Screening Committee (For Annual Increment))

(Note: Eligibility for regular increment is 60%)

Total Max. Score: 200

Total Min. Score: 120 i.e. 60%

Category I: Teaching, Learning and Evaluation related activities

S.No.	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded
A.1	Allotted Lectures taken %	10		
A.2	Average Attendance	05		
A.3	MOOC"s Developed	05		

A.4	MOOC"s(NPTEL) Certification	10		
A.5	Academic Result	30		
A.6	Invited talks	5		
A.7	Industrial Training/Refresher/FDP Attended or Organized	5		
A.8	Feedback Survey	30		
	Total Score	100		

Category II: Research and Academic contributions

S.No.	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded
I.A(i)	Publications in Journals	50		
I.A (ii)	Publications in Conference Proc.			
B	Publications in Books			
C (i)	Research & Consultancy-Ongoing			
C (ii)	Research & Consultancy-Completed			
D	Research Guidance			
	Total Score			

Category III: Departmental Progress Analysis

S. No.	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded
A.	Academic Result of Department	10		
B.	University Rank Holders	10		
C.	Departmental Research Papers in SCI and Scopus	10		
D.	Events Organized	05		

Or				
E.	Institute Level Additional charge Appointments	35		
F.	Annual Confidential Report	15		
	Total Score ((A to D OR E)+F))	50		
OVERALL SCORE(I+II+III)		200		
				(Director)

KIET GROUP OF INSTITUTIONS

AAR/HS-2019-20

Annual Appraisal Report

E. Code (Self – Appraisal -To be filled by HoD, Assoc. & Asst. Prof. (Soft Skills)- HS)

Personal Particulars			
Name of the Employee		Department	
Designation		DOJ	
Scale		AGP	
Highest Qualification		Total Experience	

CATEGORY -1 (50 Marks)**(TRAINING & EVALUATION RELATED ACTIVITIES)**

**A.1 Training Sessions, Activities, Orientation (Give semester wise details, where necessary)
(Max.10 Marks)**

S. No.	Course/ Paper & Year	Total lectures as per academic calendar (a)	Total no. of lectures taken as per portal (b)	% of classes taken as per documented record	Score claimed by the Faculty	Score Awarded by HoD
1.						
2.						
3.						

Note: Average Classes Taken for the year (**Max. 10 Marks** for 100% performance & proportionate score upto 80% performance, below which no score may be given)

A.2 Percentage of average attendance (Max: 20 Marks)

S. No.	Subject Taught	% of Average Attendance	Score obtained as per % of attendance
1.			
2.			
3.			

Total Score (Max.20 Marks)

A.3	Details of MOOC's Developed (1 MOOCs/5 Marks) - (Max: 10 Marks)	Score claimed	Score Awarded
1.			

2.			
3.			
Total Score (Max.10 Marks)			
A.4	MOOC"s (NPTEL) Certification (Gold-10 Marks, Elite-8 Marks, Pass-5 Marks) - (Max: 10 Marks)	Score claimed	Score Awarded
1.			
2.			
Total Score (Max.10 Marks)			

CATEGORY – II (70 Marks)**EXTRA-CURRICULAR and PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

1. Contribution to Institute life and management of the Institution - (Max. 10 Marks)				
S. No	Type of Activity	Yearly / Semester wise responsibility	Score claimed	Score Awarded
1				
2				
Total (Max.: 10)				

2. Professional Development Activities (FDP/SDP)-Conducted/Organized - (Max. 20 Marks)				
S. No	Type of Activity	Yearly / Semester wise responsibility	Score claimed	Score Awarded
1				
2				
Total (Max.: 20)				

3. 1 week Industrial training/Professional Training,1 week refresher program, 1 week FDP attended or organized [Attended (other than ICT mode)- 2 Marks each, Organized (other than ICT mode 8 Marks each)-(If more than one coordinator then equally divided between them)] -

(Max:10 Marks)			
S. No.	Programme	Duration	Organized by
1			
2			
3			
4. Professional Development Activities/Self Learning Instructions -(Max:10 Marks)			
Professional development – Participation in the training programs, certification program related to job profile, publication of an article in magazines (internal or external), HR Portal blog writing – Knowledge sharing, getting higher qualification (distance mode/part time etc.) during job related job profile.			
S. No.	Type of Activity		
1			
2			
3			
5. Annual confidential report (ACR) (Max:20 marks- Extraordinary: 20, Excellent:18, Very Good:15, Good:12, Average:8, Satisfactory:5 etc)			
S. No.	Type of Activity		
1			
2			
3			

Category-III : (90 Marks)

Other Relevant Information

A. Events Organized (Max:20 Marks)				
Sl. No.	Nature of Activity	Max Score Allowed	Score claimed	Score Awarded
(i)	International/ National Level Event (Conf./Seminar)	6		
(ii)	Institute Level Events (Innotech/Epoque/Prastuti/Rann/Convocation/AKTU Exams)	6		
		4		
(iii)	Uploading of data on KIET Portal/website			
(iv)	Branding of department on Social media	4		

B. Individual Competencies (Max: 20 Marks) (each attribute mentioned is 4 marks)				
Sl. No.	Nature of Activity	Max. Score allowed	Score Claimed	Score Awarded
(i)	Creative & Initiative	20		
(ii)	Ability to cope with stress			
(iii)	Ability to learn and implement			
(iv)	Ability to promote team work & Belongingness to the organization			

C. Feedback Survey(Max: 50 Marks)					
Branch	Semester	Section	Subject	Student feedback	Overall Average
Feedback Survey: Max. Score – 50 Marks				Score Claimed	Score Awarded
<ul style="list-style-type: none"> • ≥ 8.5 : 50 Marks • 6.5 – 8.5 : 1.5 Marks per 0.1 point 					

D.1 Mention your achievements / awards / recognition during the Year.

D.2 What type of training & development programs are you interested in to develop you professionally? Write in brief.

D.3 What are your suggestions to improve KIET as an Institute? Write in brief.

Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Performa.

Place

Date

Name and Signature

PART – IV

(For Use by Assessment/Selection (For CAS-Promotion as per norms) and Screening Committee (For Annual Increment))

(Note: Eligibility for regular increment is 60%)

Total Max. Score: 200

Total Min. Score: 120 i.e. 60%

Category I: Teaching, Learning and Evaluation related activities

S.No.	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded by HoD
A.1	Allotted Lectures Taken %	10		
A.2	Percentage of average attendance	20		

A.3	MOOC"s Developed	10		
A.4	MOOC"s(NPTEL) Certification	10		
	Total Score	50		

Category II: Extra-Curricular & Professional Development Activities

S.No	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded by HoD
A.	Contribution to Institute life and management of the Institution	10		
B.	Professional Development Activities (FDP/SDP)-Conducted/Organized	20		
C.	1 week Industrial training/Professional Training,1 week refresher programConducted/Organized	10		
D.	Professional Development Activities/Self Learning	10		
E.	Annual confidential report (ACR) (Max:20 marks- Extraordinary: 20, Excellent:18, Very Good:15, Good:12, Average:8, Satisfactory:5 etc)	20		
	Total Score	70		

Category III: Other Relevant Information

S. No	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded
A.	Event Organized	20		
B.	Individual Competencies	20		
C.	Feedback Survey	50		
	Total Score (A+B+C)	90		
OVERALL SCORE(I+II+III)		200		

**Dr. (Col.) A. Garg
(Director)**

KIET GROUP OF INSTITUTIONS

AAR/Staff – S Band

Annual Appraisal Report

E. Code (Staff Appraisal -S-Band)

July, 2019- June'2020

PART – I

Personal Particulars

Name of the Employee		Department	
Designation		Date Of Joining	
Highest Qualification		Gross Salary	
Ladder (S1/S2/S3)		Total Experience	

PART - II

(Note: Eligibility for regular increment is 60% & Marks in decimals or fractions will not be accepted)

(KASP)

Total Max. Score: 100

Total Min. Score: 60 i.e. 60%

S. No.	EVALUATION CRITERIA		Max. Marks	HoD/FH – Functional Heads
1	Knowledge	<ul style="list-style-type: none"> • Job Grasp • Experience • Quality of output 	40	
2	Abilities	<ul style="list-style-type: none"> • Initiative • Self motivation • Dedication • Ability to generate ideas/suggestions 	20	
3	Skills	<ul style="list-style-type: none"> • Speed • Ability • Memory • Concentration 	20	

5	Personality	<ul style="list-style-type: none"> • Co-operation • Persistence • Activeness • Sociable • Discipline 	20	
Max. Marks			100	
Head of the Department/FH				
Specific Remarks if any: Signature of HoD/FH				
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <p style="text-align: center;">(Joint Director)</p> <p>Date: _____</p> </div> <div style="width: 45%;"> <p style="text-align: center;">(Director)</p> <p>Name and Signatures of Screening Committee Members</p> </div> </div>				

KIET GROUP OF INSTITUTIONS

AAR/Staff - A

Staff Appraisal -A-Band

E. Code

July, 2019- June, 20

Personal Particulars			
Name of the Employee		Department	
Designation		Date Of Joining	
Highest Qualification		Gross Salary (Scale/Consolidated)	

Ladder (A1/A2/A3)		Total Experience	

PART - II

<p>1. What are the difficulties you have faced while performing your duties? $\frac{1}{4}$viu dk;Z d le; vkidk fdl çdkj dh dBukbZ;k dk lkeuk djuk iMrk g\$ \frac{1}{2}</p>
<p>2. List the training programs that will make your performance better. $\frac{1}{4}$viu çn"ku e lq/kkj ds fy, vko";d çf"k{k.k dk;ZØek dh lwph cuk;saA</p>
<p>3. Which other areas would you like to work in & why? $\frac{1}{4}$fdu vksj {ks=ls es vki dk;Z djuk ilan djx vksj D;k \frac{1}{2}</p>
<p>5. Any Suggestions to Improve your performance? $\frac{1}{4}$viu çn"ku e lq/kkj d fy, dksbZ lq>ko \frac{1}{2}</p>
<p><u>Declaration</u></p> <p>I certify that the information provided is correct as per records available.</p>
<p>Place Date Name and Signature of the Employee</p>

PART - III**(For Use by Assessment/Screening Committee)**

(Note: Eligibility for regular increment is 60% & Marks in decimals or fractions will not be accepted)

Total Max. Score: 100

Total Min. Score: 60 i.e. 60%

S. No.	EVALUATION CRITERIA		Max. Marks	HoD/FH – Functional Heads
1	Knowledge	<ul style="list-style-type: none"> • Job knowledge/Grasp • Experience • Quality of output 	40	
2	Interest	<ul style="list-style-type: none"> • Initiative • Self motivation • Dedication • Ability to generate ideas/suggestions 	20	
3	Skills	<ul style="list-style-type: none"> • Speed • Numerical ability • Memory • Concentration 	20	
4	Personality	<ul style="list-style-type: none"> • Co-operation • Persistence • Activeness • Sociable • Discipline 	20	
Max. Marks			100	
<p>Head of the Department/FH</p> <p>Specific Remarks if any:</p> <p style="text-align: right;">Signature of HoD/FH</p>				

<p>(Joint Director)</p> <p>Date:</p>	<p>(Director)</p> <p>Name and Signatures of Screening Committee Members</p>
--------------------------------------	---

KIET GROUP OF INSTITUTIONS

AAR/Staff-E/M/G

AAR Staff-EMG Band

E. Code

July,19- June,20

Personal Particulars

Name of the Employee		Department	
Designation & Band		Date Of Joining	
Scale/Consolidated		Gross Salary	
Highest Qualification		Total Experience	

CATEGORY - I

(Professional Performance)

A.1 What are the Additional Tasks/Assignments done by you apart from regular job responsibilities/duties in the past year?(These are some specific assignments given to you and those routine or specific jobs/assignments which are not specified in routine job responsibility and the individual feels that these are to be filled.

CATEGORY - II

PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

B.1 Professional Development Activities/Self Learning

(Instructions)

Professional development – Participation in the training programs, certification program related to job profile, publication of an article in magazines (internal or external), HR Portal blog writing – Knowledge sharing, getting higher qualification (distance mode/part time etc.) during job related to job profile.

S. No.	Type of Activity

(RELEVANT INFORMATION)

Attributes	Self Analysis
1. What are the problems you have faced in normal working and what steps would have helped in removing these problems?	
2. Which other areas would you like to work in & why? (Only one area to be mentioned)	
3. What Training inputs will make you perform better? (Maximum 2 training needs to be identified)	

4. What are your suggestions to improve KIET as an Institute? Write in brief.	
---	--

5 Rate your satisfaction level in your present job? Rate from 1 to 5 (1 in lower side and 5 on higher side

S. No.	Attribute	Rating				
		1 5	2	3	4	
i.	Job Role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Institute's Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Reporting Head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Learning Opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v.	Career Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi.	Organisational Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vii.	Organisation's Infrastructure (Facilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

I certify that the information provided is correct as per records available

Place

Date

Name and Signature of the Employee

PART – IV

(Note: Eligibility for regular increment is 60% & Marks in decimals or fractions will not be accepted)

Total Max. Score: 100

Total Min. Score: 60 i.e. 60%

S. No.	Parameters	Nature of Activity	Max Score allowed	Score Claimed	Score Awarded – HoD/FH
1.		Performance in Key Result Areas	30		

	Category I: Professional Performance	Performance in Additional Tasks/Assignments	20		
		Performance in Interpersonal Relations	15		
2.	Category II: Professional development related activities	Professional Development Activities	5		
3.	Category III : Individual Competencies (each attribute mentioned is of 5 marks)	• Creativity & Initiative	30		
		• Ability to cope with stress			
		• Verbal & Written Communication			
		• Ability to learn and implement			
		• Ability to promote team work & Belongingness to the organization,			
		• Emotional Quotient and Attitude			
Total Score			100		
Strengths / Weaknesses (To be mentioned by HoD/FH)					
Special Aptitude & Strength (Write here about functional or behavioral strength the individual possess.)			Areas of Improvement (AOI) (Write here about functional or behavioral AOI of the individual)		
Signature (HoD/FH)					

Please give your recommendation to confirm an appointment/ extend probation/or termination (Please specify the reasons).

Date/Signature of the HoD

2. Director's Remarks on Final Probation Assessment Review to Confirmation

Director's Signature

14.2 Recruitment Related – Forms

A) Manpower Requisition Form

Department / Course (Mention the sub-function also)		
Type of Requirement	Regular / Contractual / Temporary / Trainee/any other plz. specify	
Period of Engagement		Applicable in cases of Contractual / Temporary and Trainees Only
Reason (Whether additional/attrition / internal transfer and / or any other)		

Replacement of				Mention the name of individual whose replacement is sought	
Designation / Level					
Justification of Requirement as per AICTE/UGC norms (attach the sheet) – If applicable	To be Available (Nos.)	Current Availability		Gap (Requirement)	
Number of Vacancies		Priority			
Job Description (In brief only. The detailed Job Description to be attached with this). Please mention the subject to be taught in case of faculty requirement.					
Candidates' Profile					
Qualification	Essential	Desirable		Additional (if any)	
Experience (In years) (length and nature:- Describe the nature of experience briefly)	Relevant (For non academic)	Teaching (For Faculty)		Industry	Research (For Faculty)
	Functional (Nature)		Behavioral (Nature)		
Preference: (from any specific geographical or domain area)					
Is the required skill set available in the Organization	Yes/No	Name		Dep't.	
Suggested Sources					
When required (Date)					
Raised By HOD (Name & Signature)					
		Signature			

Joint Director (Seen by)	Name		
Director (Approved By)	Name	Signature	
Head HR (Processed By)	Name	Signature	
Received By (Name & Signature)			

B) CONSENT LETTER

To,
 The Director
 KIET
 Ghaziabad, U.P., India

Subject: Consent Letter

Sir,

With reference to your offer for the post of in Department of, I hereby accept your offer and give my consent to join on (date) _____ in your organization on terms and conditions of my selection.

Thanking You!

Name _____

Contact No. _____

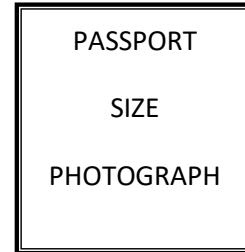
E-Mail ID: _____

Signature _____

C) JOINING CHECKLIST

Joining Checklist		
S.No	Documents	Check
(A) –	Copies of Education Certificates	
1		
(i)	10th (For Date of Birth Verification)	
(ii)	12th	
(iii)	Graduation	
(iv)	Post-Graduation	
(v)	Doctorate	
2	Character Certificate	
3	Last Salary Certificate	
4	Relieving Letter from last organization	
5	Experience Certificate from last organization	
6	All other experience certificates as mentioned in CV	
7	Medical Certificate	
8	8 Passport Size Photograph	
9	Aadhar Card	
10	Pan Card	
11	Permanent Address	
a)	Proof of Residence (Ration Card/Voter ID/Driving Licence) - 2 copies	
12	Character Certificate	
13	Communication Address if on rent	
a)	Rent Agreement	

14 ID Proof & Address Proof - 02 copies

D) Joining Report

I, S/D/W/o Shri..... request you to please permit me to join as in the Department of w.e.f.....

I am submitting herewith the originals of the following documents along with copy of the same for verification and retention of the photocopies and return of the originals.

1. Educational Certificates (All)
2. Medical Certificate
3. Photographs 8 Copies
4. Character Certificate
5. Date of Birth Certificate (Mark Sheet 10th Standard)
6. Experience Certificate/Relieving Certificate
7. PAN No.
8. Residence Proof
9. Identity Proof

(Signature of the Employee)

Name:
Date:

(Head-HR)

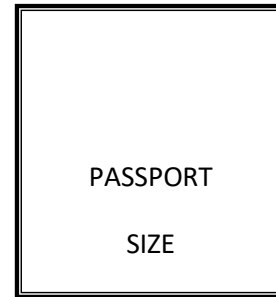
Note: Unless the above documents were received and verified with originals, Appointment letter and Salary for the month will not be released.

Mr./Mrs./Ms..... joined as.....

w.e.f.....in the department of

(Head-HR)

Date:

E) ID Card making Form

1. I.D.No. : _____
2. Name : _____
3. Department : _____
4. Designation : _____
5. Date of Joining : _____
6. Blood Group : _____
7. Mobile No. : _____

Home Address:

(Head-HR)

Pending Documents at the Time of Joining**To Whom so ever it may concern**

This is to certify that I who has joined KIET ason this date has not been able to submit the following documents which are mandatory as a part of the joining process .Would be submitting the same by the end of the following

week. Request you to please grant me time for the same (No. of days / Date of submission.....)

(Have to bring all the Originals on the day of joining for verification of certificates)

Submission Status of the documents

S. No.	From New Joinee on or Before the day of joining	Tick
1	10 th	
2	12 th	
3	Graduation/Engineering	
4	Diploma	
5	Post Graduation (Degree/Diploma)	
6	Certifications (Professional)	
7	PhD.	
8	Relieving Letter (Previous Company)	
9	Experience Certificate (Previous Company)	
10	Last all clearance certificates	
11	Last all experience certificates	
12	Last 3 months salary slips	
13	Address Proof (Permanent)	
14	Address Proof (Communication)	
15	Medical Certificate	
16	IT Declaration Form	
17	Passport size photograph (8)	
18	Photo ID Proof	
19	Character Certificate	
20	Aadhar Card	

Would like to certify that all the documents are duly submitted, hereby are true as per my knowledge.

Name of the Employee:

Date of Submission:

Signature

F)

Faculty Bio-Data

Paste
recent
photograph

(Don't
Staple)

Session Date...to...**PERSONAL DETAILS**

TITLE: MR / MRS / MS. / DR.	ADDRESS LINE 1:	DATE OF BIRTH:
SURNAME:	ADDRESS LINE 2:	PAN:
FIRST NAME:	POSTAL CODE:	STD CODE:
MIDDLE NAME:	CITY/VILLAGE:	LAND LINE:
GENDER:	STATE:	MOBILE PHONE:
FATHER'S NAME:	RELIGION: HINDU / MUSLIM / SIKH / CHRISTIAN / BUDDHIST / JAIN	EMAIL ADDRESS:
MOTHER'S NAME:	CASTE: GEN / OBC / SC / ST	FAX PHONE:

DETAILS RELATED TO PROFESSION

EXACT DESIGNATION:	APPOINTMENT FT/PT	GROSS PAY PER MONTH:
APPOINTMENT TYPE: Regular	FACULTY TYPE: UG / PG	PAY SCALE: VI Pay Scale
PROGRAMME: ENGG & TECHNOLOGY / MCA / MGMT /PHARMACY	SALARY MODE: Credit to Bank A/ C	PF NUMBER:
BRANCH :	DATE OF JOINING:	

EDUCATIONAL DETAILS

DOCTRATE DEGREE:	PG DEGREE:	UG DEGREE:
OTHER QUALIFICATION“S:	AREA OF SPECIALIZATION:	

EXPERIENCE DETAILS

TEACHING EXP. IN YEARS:	TOTAL WORK EXP. IN YEARS:	RESEARCH EXP. IN YEARS:
-------------------------	---------------------------	-------------------------

OTHER DETAILS

BANK A/C NO.	NATIONAL PUBLICATIONS:	IS PHYSICALLY HANDICAPPED: Y / N
BANK NAME:	PATENTS:	MINORITY INDICATOR: Y / N
BANK BRANCH NAME :	NO. OF PG PROJECTS GUIDED:	FIRST YEAR TEACHER: Y / N
IFSC CODE :	NO.OF DOCTORATE STUDENTS GUIDED:	FIRST YEAR / COMMON SUBJECT TEACHER: Y/ N
BASIC PAY IN D :	INTERNATIONAL PUBLICATIONS:	FIRST YEAR / COMMON SUBJECT NAME:
DA% :	NO OF BOOKS PUBLISHED :	
HRA IN D:	OTHER ALLOWANCES IN D:	

Would you like to work as expert member on various committees of AICTE: Y/ N

Have you ever applied for to AICTE for any grants / assistance: Y/ N

Signature of the faculty

G) Re-reporting Form (After Long Leave 1 or more than 1 month)

This is to inform you that, I would like to **Reporting KIET (KIET Group of Institutions).**

My KIET particulars are as follows:

S. No.	Particulars	
1	Name	
2	Date of Joining	
3	Employee Code	
4	Designation	
5	Department	
6	HOD/Functional Head's name (Before proceeding for leave)	
7	Type of Leaves taken (Study/Maternity/Any other please specify)	
8	Period (From – To)	
9	Leaves approved : With Pay/Without Pay	
10	Re-Reporting Date	

I request you to please permit me to report as _____
 in the Department of
 (kindly mention the date)

w.e.f

Name of the employee
 Signature of the Employee

Name of the HoD
 (HOD – Dept.)

Name of the Head HR
 (Head HR)

Name of the Director
 (Director)

14.3 Separation Related – Forms**A) No – Dues Form**

Name		Employee Code	
Designation		Date of Resignation	
Department		Date of Relieving/Last working Day	

S. No.	Department	Name	Signature
1	Dept. <ul style="list-style-type: none"> • Pending work • Knowledge Transfer or Charge Handing and Taking over form (list) attached and form duly signed • Others, if any 	HoD	
2	IT Operations/Computer Lab <ul style="list-style-type: none"> • Laptop/PC handed over • E-Mails closed/forwarded • AMS • Others (if any) 	Network Engineer	
3	Library <ul style="list-style-type: none"> • Library Book issued (if any) • Others (If any) 	Librarian	
4	Stores & Purchase <ul style="list-style-type: none"> • Any material Issued • Others (If any) 	Purchase Officer	
5	Personnel <ul style="list-style-type: none"> • Attendance/Leaves • Attach the attendance sheet and calculate the data with no. of days to be paid and leaves in detail • ID Card handed over • Others if any 	Manager- HR(Ops)	

6.	Administration <ul style="list-style-type: none"> • Food Expenses in Cafeteria (if any) • Housing Accommodation Hand Over • Others (If any) 	AO	
7.	Finance <ul style="list-style-type: none"> • Form 16 / IT Queries • Loan (If any) • Advance Salary (If any) • Full and Final Statement • Others 	Accounts Officers	
8.	HR <ul style="list-style-type: none"> • KT/Sign Off document duly signed • No Dues Form • Others (If any) 	Head-HR	

Submitted By-

Date-

B) Charge – Handing & Taking Over Form

Name		Employee Code	
Designation		Date of Resignation	
Department		Date of Relieving	

S. No.	Charge Handing & Taking Over	Transferred To (Name)	Signature

(Name of the Separating Employee)**(HoD)****(Head-HR)****C) Exit Form**

This questionnaire is designed to improve the work culture and Institute's climate prevailing in KIET. Your sincere advice will help us in making the work culture more satisfying and fulfilling for our KIET team members. We would appreciate it if you would take a few minutes to respond to the questions below. All answers will be held in strict confidence. Thank you.

Name:	Designation:	Department:
E.Code:	Period of service in KIET:	Resigning:

1. What are your primary reasons for leaving KIET?

2. What did you find most satisfying about your job?

3. What did you find most frustrating about your job?

4. Would you recommend KIET to a friend as a good place to work?

5. Is there anything the Institute could have done to prevent you from leaving?

6. If you are leaving for a new position, what makes it more attractive than the one you are leaving?

<input type="checkbox"/> Compensation and benefits	<input type="checkbox"/> Opportunity for advancement & growth
<input type="checkbox"/> More desirable location	<input type="checkbox"/> More responsibility
<input type="checkbox"/> Opportunity to work on good projects	<input type="checkbox"/> Working for a Big Name in IT industry
<input type="checkbox"/> More job flexibility	<input type="checkbox"/> Others (please specify) _____

7. How would you rate the following?

	Good	Poor	Comments
Performance reviews	<input type="checkbox"/>	<input type="checkbox"/>	_____
Opportunity for advancement & growth	<input type="checkbox"/>	<input type="checkbox"/>	_____
Training received	<input type="checkbox"/>	<input type="checkbox"/>	_____
Institute's policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	_____
Your job responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	_____
Support you received from management & superiors	<input type="checkbox"/>	<input type="checkbox"/>	_____
Your compensation & benefits	<input type="checkbox"/>	<input type="checkbox"/>	_____
Transparency in Institute's processes	<input type="checkbox"/>	<input type="checkbox"/>	_____
Internal Communication	<input type="checkbox"/>	<input type="checkbox"/>	_____

8. What suggestions do you have in terms of responsibilities, growth and future prospects associated with your position in KIET?

9. Do you feel you were fairly compensated for the position you held?

10. Did you like/enjoy your job?

11. Was your job what you expected it to be? If not, how did it differ?

12. Do you feel you were placed in a position compatible with your skills? If not, explain.

13. Do you feel that there was the possibility for advancement in your position? If not, what do you feel prevented advancement?

14. What was the greatest challenge you faced in your position?
15. Are there any particular practices or working conditions that either led to your decision to resign or that you feel are detrimental to a satisfactory working relationship? If so, have you any suggestions on how to eliminate them?
16. Are there any particular practices or working conditions that you feel are particularly beneficial to an effective working relationship and that should be maintained?
17. Did you feel a sense of security in your position? If not, why?
18. How did you find the morale within your department?
19. Were you motivated to reach peak of your performance?
20. Were you ever discouraged?
21. Did you gel well with your teammates & superior?
22. Was there anything the Institute could have done to improve morale?
23. Were the working conditions suitable? (i.e. hours, work area, etc.)
24. Did you feel you were well informed regarding the Institute's policies and procedures? If not, why?
25. Is there anything we could have done differently that may have affected your decision to leave?
26. Would you re-consider employment with this company?

27. Would you care to make any other comments?

Interviewer Signature

Employee signature

14.4 Training Related – Forms

A) Training Attendance Sheet

Training Program				
Training Period	From		To	
Timings	From		To	

S. No.	Name of Participant (in full)	Designation	Department	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

B) Training Feedback Form

Dear participant,

We hope you have benefited by the **training programme cum workshop** that you have undergone. We would like to have a feedback from you with the utmost sincerity and seriousness. Your feedback will aid us in improving our Training programs. If you wish to remain anonymous, you can.

TRAINING DETAILS (TO BE FILLED BY THE FACULTY)							
Training Program		From					
		To					
TRAINING EVALUATION							
(The Rating Scale indicates a gradual increase of satisfaction level from 1 to 6. (1 – Poor 6- Excellent)							
S. No.	Assessment Parameter	1	2	3	4	5	6
1.	Achievement of Training Objectives						
2.	Course / Presentation Material if Applicable (Quality, Coverage, Sufficiency, Use of more diagrams/ pictures/animations, presentation sequence, examples/results))						
3.	Training Applicability (value addition)						
4.	Facility Management						
5.	Overall Training Rating						
TRAINER'S EVALUATION							
S. No.	Assessment Parameter	1	2	3	4	5	6
6.	Subject Knowledge (depth of knowledge and coverage)						
7.	Training Delivery Skills (Presentation Skills, Real Life examples, Query Handling)						
8.	Ability to explain the concepts						
9.	Interaction with participants (encourage participation,						
REMARKS ON TRAINING PRG.							
STRENGTHS				AREAS OF IMPROVEMENT			

14.4 Research & Development Related – Forms

Internal HR form for RC Office (Sharing for information)

A) Based on the Policy For Summer School/QIP/RFP/FDP/WKSP Fee Reimbursement**KIET/RC/HR/MMYY/WKSP/0--**

Name		DOJ	
E. Code		Qualification	
Department		Application / Noting Sheet	
Designation		Subject	

Sr. No.	KIET Policy For Summer School/QIP/RFP/FDP/WKSP Fee Reimbursement	Current Status	Follows the KIET Norms
1	Prior Approval from the Director is mandatory		Yes/No
2	A faculty member can attend One Summer School/QIP/Research Fellowship Programmes of maximum one week duration during entire notified summer vacation period. Any courses of longer duration will result into deduction of balance duration from entitled summer vacation.		Yes/No
3	Once in Academic Year		Yes/No
4	Duration of Program		For Information
5	No. of Weeks/Days		For Information
6	Sponsorship (OD) from KIET will be performance based.		Yes/No
7	Maximum 2 Faculty members from one department will be sponsored in one programme.		Yes/No
8	Faculty will be required to submit Certificate of Completion		Yes/No
9	Summer Vacation Period (Only Lean Period)		Yes/No

Note :- For more Details, see Circular dated 16th May, 2015 – “Summer Schools/QIP/Research Fellowship programs during summer months”

Date :

B) PhD Fees Reimbursement Form**A. Personal Particulars**

Name		PhD Stream	
E.Code		Date of Registration	
Designation		Ph.D. Stage	
Department		Enrolment No./ Registration No.	
D.O.J		Claim Session/Year	
Ph.D. University		Research Topic	

B. PhD Related Information**Details of Fees – Claimed**

Date of Fees Paid as per Receipt	Fees Receipt No.	Annual or Semester	Fees Break Up (If Any) Note:- Only Tution Fees is Reimbursed	Total Amount of Fees Claimed

Faculty - Signature**Date:****HoD Signature****Date:**

Internal HR form for RC Office (Sharing for information)

C) Form Based on Policy of Fee Reimbursement for Paper Presentation in International/National Conferences

KIET/RC/HR/MMYY/PPFee/01

Name		DOJ	
E. Code		Qualification	
Department		Application / Noting Sheet	
Designation		Subject	

Sr. No.	KIET Policy of Fee Reimbursement for Paper Presentation in International/National Conferences	Current Status	Follows the KIET Norms
1	Research Paper written and accepted in International Conference		Yes/No
2	Paper presented in International/National Conference(Y/N) Certificate of Presentation Submitted? (Yes/No)		Yes/No
3	Title of Paper		For Information
4	In case of Joint Authorship only one faculty of the Institute can avail this facility.		Yes/No
5	<p><u>Each faculty can attend once in an academic year</u></p> <p>1. Seminar/Workshop - Each faculty can attend once in an academic year</p> <p>2. Conference of Repute - once in an academic year.</p> <p>3. Each faculty can participate in either (S.No. 1 + S.No. 2) or only S.No. 2 twice in an academic year.</p>	<p>Academic Year (Jul 2014 – Jun2015) S.No.1 Seminar/Workshop: The Faculty has attended ----- seminar/workshop in the above mentioned academic year.</p>	Yes/No
		<p>S.No.2 Whether the conference is of Repute: It is organized by xxxxxxxxxxxxxxxxxxxxxxxx.</p> <p>a) Conference to be attended once in academic year: It is his----- application for participation in International Conference & Registration fees reimbursement in current Academic Year (201x-1x).</p>	<p><u>Conference of Repute:</u> To be assessed by Research Council</p> <p>Yes/No</p>
6	Name of the Institution i.e. KIET in the Paper is compulsory for the award.		Yes/No
7	Faculty would be allowed Registration Fees + TA/DA on actual basis or Rs 10000/- whichever is less.	<p>Claimed for Registration Charges – Rs. xxxxxx</p>	For Information

**CERTIFICATE OF PRESENTATION
(KNOWLEDGE SHARING)
IN THE DEPARTMENT**

A. Personal Particulars

Name		DOJ	
E. Code		Qualification	
Department		Designation	

B. Details of FDP/WKSP

S. No.	Information	(Kindly fill the details)
1	Host Institution	
2	Topic	
3	Date of attendance in host institution	
4	Number of Days/ Duration	
5	Date of notice of presentation in the department - sent to Dean (R&D) for information	
6	Date of presentation in the department (Knowledge Sharing)	
7	Number of attendees	

C. Application Submission Details

Date of submission of an application		Signature of the applicant	
--------------------------------------	--	----------------------------	--

D. Remarks by HoD

Date Signature of HoD

Internal HR form for RC Office (Sharing for information)

D) Form based on Policy for Reimbursement of Incentives for Research Publications

KIET/RC/HR/...../PaperPubFee/.....

Name		DOJ	
E. Code		Qualification	
Department		Application/ Noting Sheet	
Designation		Subject	

S. No.	KIET Policy for Reimbursement of Incentives for Research Publications	Current Status	Condition Fulfilled Status
1	Title of Paper published in International Journals		
2	Published By		
3	Incentives for Outstanding Publications based on the Impact factor of the Journals in which the paper has been published. Impact Factor Incentive(Rs.) 0.750 & Above 11,000/- 0.500 to 0.749 8,000/- 0.250 to 0.499 5,000/-		
4	Claimant for the award is supposed to be the first author or the corresponding author		
5	Name of the Institution i.e. KIET in the Paper is compulsory for the award.		
6	(a) Incentives for referred journal publications: Maximum of two papers in an academic year shall be considered. (b) The article should be published in referred academic journal with impact factor.	<u>Academic Year (Jul 20xx – Jun20xx)</u> (A) (B)	<u>Publication in referred Journal:</u> To be assessed by Research Council
7	Guide is not entitled for the award		

Internal HR form for RC Office (Sharing for information)

E) Form based on Policy For PH.D. Fee Reimbursement

KIET/RC/HR/...../PhDFee/.....

Name		DOJ	
E. Code		Qualification	
Department		Application / Noting Sheet	
Designation		Subject	

Sr. No.	KIET Policy For PH.D. Fee Reimbursement	Current Status	Follows the KIET Norms
1	Office order 07/2012 (Revised) – For Fees Reimbursement (Annexure “D”)		
2	University changed for PhD (P) in the past career history		

3	Whether Fee reimbursement for PhD course availed in the past for an old university		
4	PhD fee receipt submitted		
5	Formally registered about their admission to Research Council within one month of their registration/admission		
6	Reimbursement of Tuition fee for Higher qualification will be entertained only if it is forwarded by concerned faculty/Dept. Within a month of the date of fee deposit.		
7	At least Six month service in KIET.		
8	PhD fee receipt amount		
9	PhD registration/Date/Enrolment No		
10	Subsequent Semester fees will be paid - Submission of Progress report countersigned by the respective supervisor.		
11	PhD Research Stream		
12	PhD - Semester Number/ Session		

Internal HR form for RC Office (Sharing for information)


F) Form based on Policy for Reimbursement of Incentives for Research Publications

KIET/RC/HR/-----/PPRegFee/.....

Name		DOJ	
E. Code		Qualification	
Department		Application / Noting Sheet	
Designation		Subject	

S. No.	KIET Policy for Reimbursement of Incentives for Research Publications	Current Status	Condition Fulfilled Status
1	Title of Paper published in International Journals		
2	Published By		
3	Claimant for the award is supposed to be the first author or the corresponding author		
4	Name of the Institution i.e. KIET in the Paper is compulsory for the award.		
5	Faculty would be reimbursed 50% of the Registration Fee.		

G) PhD Progress Report - Form

 <p>Shaping Young Minds With Skill Oriented & Value Based Education</p>	KIET GROUP OF INSTITUTIONS <u>PROFORMA OF PROGRESS REPORT FOR FACULTY PURSUING PH.D</u> PROGRESS REPORT OF (JAN/JUL – JUN/DEC) 201___ (Strike out which is not applicable)		
	<u>PERSONAL DETAILS</u>		<u>REGISTRATION DETAILS</u>
Name:		Registered University	
Emp. Code/ Designation:		Enrollment/ Registration No:	
Department:		Date of Registration:	
Date of joining:		PhD Stream:	
Contact No. :		PhD Stage:	
E-mail ID:		Area of Research/ Research Topic:	

<u>SUPERVISOR DETAILS</u>			
Name:		Designation:	
Institute:		Department:	
Area of specialization:			
Contact No. & E-mail ID:			
<u>PROGRESS DETAILS</u>			
Course work	Completed/ Not Completed/ Not Applicable		
Subjects in course work			
Date of start of course work		Date of completion of course work	
Result of Course Work			
<u>PRESENT STATUS OF RESEARCH</u>			
Literature Review: Progress	Completed/ In	Experimental Set-up: Progress	Completed/ In
Data Collection & Analysis: Progress	Completed/ In	Writing: Progress	Completed/ In
Date of Pre- Ph.D. Viva:	Date of Submission:		
Signature of Supervisor			
Signature of Applicant			
<u>FUTURE PLANNING OF RESEARCH</u>			
<u>PUBLICATION DETAILS</u>			
S.No.	Title of paper with details of Journal		Date of Publication
Note: Attach separate sheet if necessary			
<u>FOR OFFICE USE ONLY</u>			

Fee Payment Particulars					
Sr. No.	Fees Receipt No.	Date of Fees Paid as per Receipt	Semester/ Annual	Fees Break Up (If Any) – Only Tuition Fees is reimbursed	Total Amount of Fees Claimed
1.					
2.					
3.					
4.					
5.					
6.					
OD Particulars					
Period of OD	Number of ODs availed during mentioned period for PhD Work			Remarks (If Any)	
Head – HR					
Dean – (R&D)					
Director					

H) **Forms related to consultancy**
OFFICE OF DEAN (INDUSTRIAL RESEARCH AND DEVELOPMENT)

KIET Group of Institutions

----- **Consultancy Assignment Proposal and Agreement Form**-----

TITLE OF THE CONSULTANCY (Kindly fill in BLOCK Letters)

CONSULTANT INCHARGE

Name: - Designation:
Department/Centre:
Telephone Direct: EPABX Extn. Email:

EXPECTED TIME SCHEDULE

Duration: - Years: Months: Weeks: Starting Date:

CLIENT DETAILS (Kindly fill in BLOCK Letters)

Firm's Name. _____

Address

Contact Person's Name:

Designation:

City:

Pin:

Ph.

Ext.

Fax:

Email:

TOTAL CHARGES AND PAYMENT DETAILS

Mode of Payment: → By Cheque : By Draft: Telegraphic Transfer:
 Currency: → Indian Rupees: Foreign → Country: Currency: _____
 Payment enclosed: → Full Payment: Part Payment:

Total Value (in figure)	Total Value (in words)	Bank's Name and Branch DFHDFHDFHDF
DD/Cheque No.	DD/Cheque Amount	DD/Cheque Date

SCOPE OF THE CONSULTANCY (attach separate sheet, if necessary)

Consultancy Type (Please)	Client Type (Please)
<input type="radio"/> Product Development <input type="checkbox"/>	<input type="radio"/> Private Sector <input type="checkbox"/>
<input type="radio"/> Process Development <input type="checkbox"/>	<input type="radio"/> Govt. Sector <input type="checkbox"/>
<input type="radio"/> Checking of Design <input type="checkbox"/>	<input type="radio"/> Public Sector <input type="checkbox"/>
<input type="radio"/> Checking of analysis <input type="checkbox"/>	<input type="radio"/> Funding Agency <input type="checkbox"/>
<input type="radio"/> Report writing/Evolution <input type="checkbox"/>	<input type="radio"/> Foreign Organization <input type="checkbox"/>
<input type="radio"/> Advice <input type="checkbox"/>	<input type="radio"/> Others (Please Specify) <input type="checkbox"/>
<input type="radio"/> Testing & Interpreting <input type="checkbox"/>	

AGREEMENT BETWEEN CLIENT AND CONSULTANT

This agreement is subject to the Standard Terms and Conditions contained herein (overleaf) for undertaking consultancy projects at IIT, Delhi. The Consultant Incharge(s) certify that these terms and conditions have been made known to the client organization and it has agreed to adhere to the same.

Signature of the Consultant Incharge

Signature of the Client

Date

Date