



SERVICE RULES & POLICIES



**KNIPSS- ENGINEERING INSTITUTE
FARIDIPUR CAMPUS, SULTANPUR (U.P.)-228119**



Kamla Nehru Institute of Physical & Social Sciences

Approved by AICTE, New Delhi

Affiliated to Dr. APJ AKTU, Lucknow (UP) & Board of Technical Education, Lucknow (UP)

Ref: KNIPSS/ ENGG/2022-23/165

Date: 15/12/2022

All the "Service Rules and Policies" of the KNIPSS- Engineering Institute, Faridipur Campus, Sultanpur have been compiled. These service rules and policies have been duly approved by the BOG in its 10th Meeting at Item No. 10.10 held on 5th December 2022.



(Director)

DIRECTOR
KNIPSS Engineering College
Faridipur, Sultanpur (UP) 228119

+91-76078-09620

www.knmt.org.in

knipsenggsln@gmail.com

NH-330, Ayodhya-Prayagraj Bypass Road, Faridipur, Sultanpur (UP) - 228 119

INDEX

Sr. No.	Content	Page No.
1.	About The Institute <ul style="list-style-type: none">• Vision & Mission• Administration Setup• Functions and Responsibilities of Key Administrative positions	1-5
2.	Appointment of Faculty Members & Code of Conduct <ul style="list-style-type: none">• Professional Code of Conduct• Teachers and their responsibilities	6-9
3.	Policies	10-51
	<i>HR Policy</i>	10-15
	<i>Academic Policy</i>	16-26
	<i>R&D Policy & Remuneration Rules</i>	27-30
	<i>Appraisal Form</i>	31-36
	<i>Administrative Policy</i>	37-38
	<i>Admission Policy</i>	39-40
	<i>Fee Policy</i>	41-41
	<i>Employee Welfare Policy</i>	41-44
	<i>Student Welfare Policy</i>	45-46
	<i>Placement Process & Policy</i>	47-49
	<i>Purchase Policy</i>	49-51
4.	Others Committee	52-62
	<i>Anti-Ragging Committee</i>	52-52
	<i>Sports Committee</i>	52-53
	<i>Library Committee</i>	53-54
	<i>Cultural Committee</i>	54-54
	<i>Examination Cell</i>	54-55
	<i>Grievance Redressal Cell</i>	55-55
	<i>SC/ST Committee</i>	55-55

ABOUT THE INSTITUTE

KNIPSS- Engineering Institute is run by the society named “Kamla Nehru Memorial Trust”. The Manager of the society is Shri Vinod Singh. The society has a total of 13 members, as given in Table below:

Members of the Society

Sr. No.	Name	Designation
1.	Mr. Pulkit Singh	Chairman
2.	Sri Vinod Singh	Manager/ Secretary
3.	Sri Sadhu Charan Singh	Member
4.	Sri Arvind Singh	Member
5.	Sri Vivek Srivastava	Member
6.	Smt. M. Mishra	Member
7.	Sri M. K. Tulsiyani	Member
8.	Smt. A. Kumari	Member
9.	Sri A. N. Siddiqui	Member
10.	Sri N. K. Singh	Member
11.	Dr. R. S. Singh	Member
12.	Km. Palak Singh	Member
13.	Smt. Asha. Singh	Member

KNIPSS- Engineering Institute has its own Board of Governors (BOG), which governs all the horizontal and verticals in the college. The Board of Governors is headed by the Chairman Mr. Pulkit Singh. The members of Board of Governors as on December 2022 are shown in following table:

Members of Board of Governors

Sr. No.	Name of Members	Remarks
1.	Dr. Radheshyam Singh	Chairman
2.	Shri Vinod Singh	Secretary/ Manager (KNMT, Society)
3.	Shri Pulkit Singh	Member
4.	Shri Atahar Nayab Siddiqui	Member (Society-Nominee)
5.	Prof. Nand Kishore Saxena	Member (Faculty Rep.)
6.	Smt. Shashi Singh	Member (Society-Nominee)
7.	Prof. M P Singh	Member (Society-Nominee)
8.	Prof. B K Singh	Member (Society-Nominee)
9.	Prof. Ratnesh Singh	Member (Faculty Rep.)
10.	Dr. Ram Sagar Singh	Member (Faculty Rep.)
11.	Prof. (Dr.) Sarab Preet Singh	Member (Secretary)

Institute Vision & Mission Statements

VISION

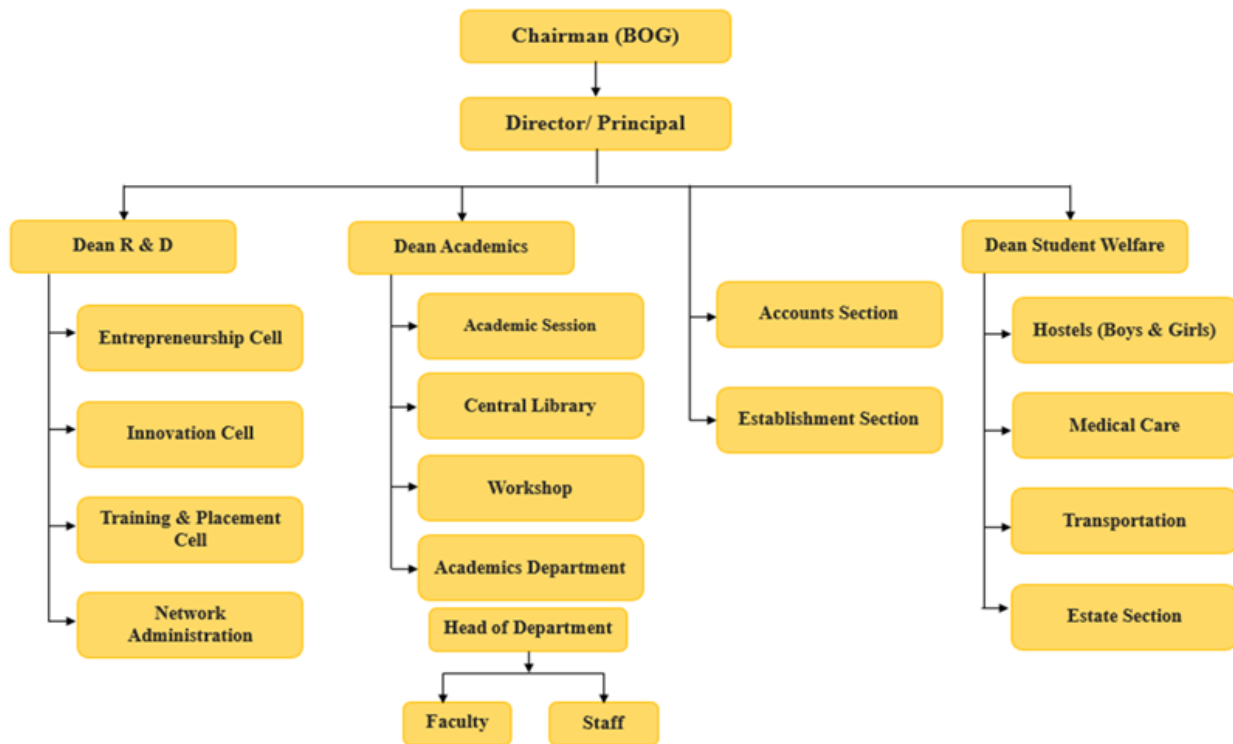
To be **globally acclaimed** technical institution producing **competent engineering professionals** with **human values** and **societal concern**.

MISSION

- M1:** Providing contemporary knowledge of Science & Engineering in **coordinated** and **integrated** manner.
- M2:** Promoting effective **teaching learning practices** supported by modern educational tools and techniques.
- M3:** Enhancing **design** and **research** culture to produce **industry relevant professionals**.
- M4:** Inculcating **ethics, human values** and **societal responsibility** among students.

ADMINISTRATIVE SETUP

The College has an administrative setup, which include BOG members, Director, Deans and HODs along with all vertical heads & section heads. The flowchart of administrative setup is shown:



Flow chart of Administrative Setup

FUNCTIONS AND RESPONSIBILITIES OF KEY ADMINISTRATIVE POSITIONS:

Functions and Responsibilities of some Key Administrative positions are defined below:

Functions of Key Administrative Positions

(SESSION: 2021-22)

Administration: Various Key Positions and their Functions		
Key Positions	Name	Functions
BOG		<ul style="list-style-type: none">• To uphold the legal status of the Institute in view of AICTE, State Government and affiliating University or any other body or agency.• To take decisions regarding the addition or discontinuation of any program and accordingly recommending the Institute Director to take formal steps with the affiliating body to put into action.• Fix the fee structure with the approval of state government and affiliating university.• Decide extension & promotions in the service, penalties, Renovation and Procurement plans.• Approve the budget and suggest necessary corrections.• Nominate & constitute any other central committees for smooth discharge of responsibilities.• Ensure proper management, maintenance and custody of the institution in relation to land, infrastructure, equipment and funds.• To ensure good condition of the campus.• To ensure that instructions are imparted in accordance with norms and standards prescribed by AICTE, Government of Uttar Pradesh and affiliating University.• To ensure approval of appointment of staff by way of selection committee of the institute in accordance with the norms prescribed by AICTE and Government of Uttar Pradesh• To ensure implementation of provision of acts, instructions, rules and regulations prescribed by AICTE and Government of Uttar Pradesh in matters of service conditions of staff relating to appointment, leave, Provident Fund, age of retirement and disciplinary actions.• To ensure observance and compliance of instructions issued by AICTE, Government of Uttar Pradesh and affiliating University.• To ensure that the building, land, furniture and facilities are not being used for any other purpose (such as holding political meetings, communal meetings), except for running AICTE approved courses in the institute.• Create peaceful academic atmosphere conducive for study and free from ragging.

Director / Principal	Prof. (Dr.) Sarab Preet Singh	<ul style="list-style-type: none"> • Design & define organization structure. • Define & delegate responsibilities of various positions in the organization. • Ensure periodic monitoring & evaluation, of various processes & sub-processes Mobilize external resources to strengthen the institute • Plan & provide for necessary facilities/ equipments for development. • Instill confidence and devotion in every member of the institute • Conduct periodic meeting of various bodies such as Board of Governors, Finance Committee etc. • Manage accounts and finance Resource Generation • Arrange stock verification annually • Appraisal/ ACR
Registrar	Mr. Awadhesh Kumar Singh	<ul style="list-style-type: none"> • All data related to students • Liaisoning and Compliance with AICTE, University, & any other state government agency.
Assistant Registrar	Mr. Shahid	<ul style="list-style-type: none"> • All State Government Scholarships Maintain up-to-date master documents • New proposals
Office Superintendents	Mr. Ram Milan Vishwakarma	<ul style="list-style-type: none"> • Employee recruitment process Faculty Personal Files • Keep Service Books, Appraisal Form/ ACR Faculty Leave Records • Faculty Joining/ Leaving Records
Chief Accounts Officer	Mr. Deepak Kumar Sharma	<ul style="list-style-type: none"> • Annual College budget • Oversee Employee Attendance System & maintain the monthly attendance report
Accountant I	Mr. Yogendra Pratap Singh	<ul style="list-style-type: none"> • Salary preparation
Accountant II	Mr. Mastram	
Dean, Academics Affairs	Mr. Ratnesh Singh	<ul style="list-style-type: none"> • Prepare and execute academic calendar • Carry out result analysis and submit to Director Oversee the teaching-learning process • Initiate supplementary teaching measures Monitor Academic Audit • Alumni interaction Annual Magazine ERP Coordination Library Upgradation • Orientation of First Year Students
Director, IQAC	Dr. Sarab Preet Singh	<ul style="list-style-type: none"> • Establish, implement and maintain quality management system through Outcome Based Education (OBE). • Arranging internal and external audits. • Feedback and analysis. • Publication of technical magazine and newsletters.
Institute Proctor	Dr. Sarab Preet Singh	<ul style="list-style-type: none"> • Student discipline Anti Ragging Grievance Cell • WGRC

Dean, R&D and Innovation	Dr. Jyoti Prakash	<ul style="list-style-type: none"> • EDC IIC • Sponsored Projects Consultancy • Industry Supported Labs • Patents & Copyrights Liasoning with industry
Faculty In charge Admission	Mr. Ratnesh Singh	<ul style="list-style-type: none"> • Design and print admission brochure Propose admission policy • Arrange admission campaign Execute the admission process Maintain and update college website Maintain softcopy of photographs • Publicity of Admission related events
Training and Placement Officer	Mr. Raghvendra Tripathi	<ul style="list-style-type: none"> • Arrange and notify Employee Development Programs Maintain Training & Placement records • Identify and provide for training needs of students Facilitate career guidance to students • Maintain record of counseling activities • Proposing annual Training & Placement budget Liaison with industry • Student Placement • Student Industrial Visits, internship Arrange campus placement interviews
Incharge Sports & I/c NSS	Dr. Saras Prakash	<ul style="list-style-type: none"> • Ensure smooth conduct of sports • Ensure proper use of gym • Purchasing of sport items • Encourage students to participate in zonal tournaments • Creation and up keep of sports facilities • Coordinate NSS activities in the institute
Controller of Examination	Mr. Ratnesh Singh	<ul style="list-style-type: none"> • Conduct Internal Examinations & External Examination Keep stock of all Internal Examination copies • Keep Record of all Exams
Librarian	Mr. Gyan Chandra Yadav	<ul style="list-style-type: none"> • Plan and execute routine activity of the library Plan and propose expansion/ development Maintain library discipline and culture • Prepare annual budget for library
Head of the Departments		
Applied Sciences and Humanities	Dr. Ram Sagar Singh	<ul style="list-style-type: none"> • Maintain records of departmental academic activities and achievements Plan and execute academic activities of the department • Maintain discipline and culture in the department Maintain the department neat and clean • Pick and promote strengths of students/ faculty/ staff Monitor academic activities of the department Monitoring of lectures and practical • Students feedback • Collective attendance of students Propose Department Budget Academic Audit • Arrange remedial classes for weaker students
Mechanical Engineering	Dr. Jyoti Prakash	
Computer Science & Engg.	Dr. Kavita Srivastava	
Civil Engg. (B. Tech & Dip.)	Mr. Sainuddin	
Electronics & Communication Engineering	Mr. Kaustubh Kundan Srivastava	

The institute has in-place a well-documented system guided by various policies. Few of them are as listed below:

- Appointment of Faculty Members & Code of Conduct
- HR Policy
- Academic Policy
- Research & Development Policy
- Appraisal Form
- Admission Policy
- Fees Policy
- Student Welfare Policy
- Purchase Policy
- Placement Policy

Appointment of Faculty Members & Code of Conduct

1. Teacher

- a) A teacher in an institute (or faculty) includes various roles like **Lecturers, Professors** (Assistant, Associate,), **Tutors, Researchers, and Teacher Educators**, focusing on subject expertise, pedagogy, student assessment, mentoring, and fostering critical thinking, with specific titles and responsibilities depending on the institution level.
- b) A teacher of the institute shall be a whole-time salaried employee of the University and shall devote his/ her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.

2. Recruitment

- a) The College will issue advertisement for recruitment to the teaching posts in leading national dailies giving at least 10-15 days' from the date of publication of the advertisement time and make appointments there on the recommendations of the Selection Committee as per UGC and AICTE Regulations on minimum qualifications for appointment of teachers.
- b) In order to attract best talents, the College may make rolling advertisements where by eligible candidates can submit their applications for different faculty positions throughout the year.

3. Minimum Qualifications and Experience

The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed in the AICTE Regulations on minimum qualifications for appointment of teachers and other academic staff in colleges and measures for the maintenance and amended from time to time, shall be followed.

The minimum qualifications required for the post of Professor, Associate Professor, Assistant Professor are as per AICTE.

4. Process of Selection

- a) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the performance of the candidate in different relevant dimensions and his/ her performance.
- b) Colleges may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage.

5. Selection Committee

The **Selection Committee** for the post of **Professor** in the College shall have the following composition.

- The Director shall be the Chairman of the Selection Committee.
- An academician nominated by the Director/ BOG.
- Two-Three experts in the concerned subject nominated by the Director/ BOG.
- Dean Academic and HOD of concerned department.

The **Selection Committee** for the post of **Associate Professor** in the College shall have the following composition.

- The Director shall be the Chairperson of the Selection Committee.
- An academician nominated by the Director/BOG.
- Two experts in the concerned subject nominated by Director/ BOG.
- Dean Academic & HOD of the concerned department (HOD should be Professor)

The **Selection Committee** for the post of **Assistant Professor** in the College shall have the following composition.

- The Director shall be the Chairperson of the Selection Committee.
- An academician nominated by the Director/BOG.
- Three experts in the concerned subject nominated by Director/BOG.
- Dean of the concerned School, wherever applicable
- Chairperson of the department.

Professional Code of Conduct

Every teacher of the College shall abide by the Code of Conduct framed by the College and the following lapses would constitute misconduct on the part of a College teacher.

- Any lapses in performing his/ her duties as assigned by the College from time to time.
- Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his/ her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the College.
- Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his/ her relationship with his/ her colleagues and trying to use the above considerations for improvement of his/ her prospects or any other such actions which are against the interest of the college.
- Refusal to carry out the decisions by appropriate administrative and academic bodies and/ Or functionaries of the college without giving reason.
- Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

Teachers and Their Responsibilities

The responsibilities of an institute teacher include instruction (planning lessons, delivering content), student development (mentoring, assessing progress, providing feedback, managing behavior, fostering critical thinking), curriculum & administration (developing materials, record-keeping, meetings), and professional growth.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation; and participate in extension, co-curricular and extra-curricular activities including community service.

- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organizations for change of any such rule detrimental to the professional interest;
- Co-operate in the formulation of policies of the College by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the College keeping in view the interest and in conformity with dignity of the profession;
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within college.
- Try to see through teachers' bodies and organizations, that College maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the College.

HR POLICY

(For Teaching and Non-Teaching Staff)

IMPLEMENTATION DATE: 01st JANUARY, 2022

COLLEGE TIMINGS

Teaching	-	09:00 AM – 05:00 PM with 10 minutes grace time
Non-Teaching	-	09:00 AM – 05:05 PM with 10 minutes grace time
Administration	-	08:30 AM – 05:30 PM with 10 minutes grace time

PURPOSE OF LEAVE

Leaves granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company.

LEAVE YEAR AND APPLICABILITY RULES

- Sanctioning of leave is at Directors discretion based on exigencies of requirement or seriousness of the case.
- Leave year is from 1st July to 30th June (Academic Year).
- The different types of leaves given under the policy are:

LEAVES

Casual Leave (CL)	12	
Medical Leave (ML)	05	
Short Leave (SHL)	24 (2 in each month for 1 hour duration) for Teaching & Non- Teaching Staff (except Admin)	
Summer Leave (SL)	Teaching Staff	06 working days
	Non-Teaching Staff	04 working days
Winter Leave (WL)	Teaching Staff	06 working days (including Saturday)
	Non-Teaching Staff	03 working days
Leave without Pay (LWP)	LWP will not be encouraged, however, if it is a pattern disciplinary action would be initiated.	
Paid Leave Guidelines	4/Semester (for teaching staff only)	

Maternity Leave & Paternity Leave-(for teaching staff only)

The Leave policy is applicable for all permanent staff of the institution.

- ❑ Any Female/ Male faculty serving more than 2 years is entitled for Maternity/ Paternity Leaves as per the norms of the institute.
 - For Female–2 Month (Paid) & 1Month (Half paid)
 - For Male–12Working days (6days Paid & 6days Unpaid)
- ❑ Employees who are appointed during the course in between the academic year shall be entitled to the above leaves on pro-rata basis.
- ❑ Application should be properly filled online. Any application not filled properly shall be rejected.
- ❑ Application for leave toward the end of month should be submitted in advance or by next working day. However, in case of an emergency, it can be submitted by 1st of succeeding month, otherwise it would be counted in next month.

Special Approvals

Designation	Casual Leave	Medical Leave	Short Leave	Gate Pass/ Out Pass
Warden	48 CL per Year (4 CL per Month)	5 ML per Year	2 Hours once per Month	2 Hours twice per Month
Security Officer	50 CL per year (4/5 per month)	-	-	1 Hour once per Month
Security Supervisor Security Guard Lady Guard	24 CL per Year (2 CL per Month)	-	-	1 Hour once per Month
Drivers (Security Deducted)	30 CL per Year (2.5 CL per Month)	-	-	1 Hour once per Month
Civil Supervisor in Campus	36 CL per Year	-	-	1 Hour once per Month

CASUAL LEAVE (CL)

ELIGIBILITY:

All permanent staff and Trainees/Probationers

ENTITLEMENT:

1. Casual Leave in a year This will be given as per service period (12 for permanent employees & as per contract for contractual based employees per month, who is full day working & minimum 6-month contractual period)
2. Employee will be eligible after completion of 1 month from the joining date.

3. A minimum of half CL can be availed.
4. National Holidays/ Festival/ Declared off/ weekly off days can be prefixed and/ or suffixed to CL. In case of either prefix or suffix applied on leave, only CL will be deducted. But in case applied leave falls in between prefix and suffix then all the days including prefix and suffix will be treated as CL. It will be deducted from CL if balance or else they will be LWP.

(For instance, if an employee is taking a leave on working Saturday and Monday his 3 days CL/ LWP will be marked.)
5. Balanced CL/ ML remaining unutilized will lapse on 30th June of every session.
6. When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective HOD on the same day through phone or mail etc.
7. CL can be availed maximum up to 3 days in a month in academic days, during non-academic days faculty can avail as per their leave balance.
8. For employees who have not completed one year, leave will be credited to them on monthly pro-rata basis.
9. Non-Approved leaves would be considered as LWP (applicable with immediate effect).

MEDICAL LEAVE (ML)

ENTITLEMENT:

1. 5 days Medical Leave (ML) in an academic year.
2. A minimum of half ML can be availed
3. Employee will be eligible after completion of 1 month from the joining date.
4. If ML extends beyond 3 days, it has to be accompanied with a fitness certificate from a Doctor.
5. In case adequate numbers of ML are not available with an employee, then CL can be clubbed with it. If no leave balance is available, then it will be treated as LWP.
6. Intervening National Holidays / Festival / Declared off / weekly off of any kind will be counted as part of the leave.

Clubbing of Leaves/Absence

1. In case no leaves are balance three working days in a week are mandatory to avail weekly off. Also it should not be in practice.
2. Any special application approved by Competent Authority should be submitted by next working day of each month for further processing.
3. Leave should not be clubbed without prior approval.

SHORT LEAVE (SHL)

ENTITLEMENT:

Short leave of 1 hour, twice in each month for Teaching & Non-Teaching Staff (except Admin)

GATE PASS (for all except Admin Staff)

A gate pass for 1 hour once in each month (should not be clubbed with lunch time or short leave).

WINTER LEAVE (WL)

ELIGIBILITY:

Minimum 1 year of service.

ENTITLEMENT:

1. **Faculty:** 08 days of leave from Sunday to Sunday in one slot for fulltime faculty.
2. **Staff:** 03 working days in one slot.
3. No half day is admissible for winter leave.
4. It will not be clubbed with any other leave.
5. It has to be consumed within the approved winter slot by the Director.
6. Under any natural delay (i.e. Natural Calamity, train delay, etc.) one or half a day CL (Max.) may be clubbed at the end of the leave.

SUMMER LEAVE (SL)

ELIGIBILITY:

Min 1 year of service to avail summer leave benefits Min 10 months to avail all the leaves entitled.

ENTITLEMENT:

1. 06 days for Teaching Staff who have completed 10 months or more within the organization.
2. Summer leave needs to be availed before the commencement of academic session that too in lean period only.
3. For others who have completed 6 months but less than 10 months can avail only on pro-data basis
4. 04 days summer leaves for non-teaching staff
5. It will not be clubbed with any other leave
6. It has to be availed within the approved summer leaves lot approved by Director, For the Directors, Deans and HODs the period is flexible, yet has to be availed till 15th July.

7. Under any natural delay (i.e. Natural Calamity, train delay, etc.) one or half a day CL (Max.) may be clubbed at the end of the leave.
8. For those who are a part of admission team, their leave period will be decided by the Competent Authority.

(**Note:** Even if there is flexibility to take Winter & Summer leaves during Examination, prior approval by Director will be needed)

Voluntary Exit from the Organization

The Teaching Staff after completing their syllabus and academic duties (either on 30th April or 30th Nov) may put up resignation and their 3 months' notice period would be waived off. They would be relieved immediately with all dues cleared. In such cases, he/ she is not even required to give any notice before the leaving of job (as per appointment letter clause no-4) & his/her full salary will be paid till the duration of job.)

Paid Leave/Duty Leave

1. It will be given to faculties for conducting external practical exams assigned by University (Maximum up to 04 days) in one semester.
2. For Evaluation as a special case, CL/SL can be clubbed with Summer/Winter Break.
3. Those Faculties who have to attend Convocation for her/his Ph.D. degree will be entitled for paid leave.

DRESS CODE

Female Employees:

1. For normal days Salwar Suit are allowed.
2. In special circumstances, the Director may give instruction for dress code

Male Employees:

1. Formal Shirts & Trousers (Tie is as per special days not compulsory).
2. For Saturday Jeans, Collared T-Shirts/ Shirt (Only in Non-Academic days).

Faculty should also wear Identity Cards. Faculties, not following the above dress code, will invite disciplinary action including LWP.

COMPENSATORY LEAVE

All the regular employees of the college will be entitled for this leave if they worked for college in any off day. (Sunday or declared off by college) for minimum half day.

This leave will be valid till next month only.

Long Term Leaves

If any regular employee of the college wants to avail long term leave (15 days to 2 months) during non-academic period, they may apply minimum 15 days in advance for the same for approval.

These leaves shall be treated as LWP, may be clubbed with summer break or CL/ML with the permission of competent authorities.

To avail these leaves minimum 2 years of regular service is required.

Miscellaneous Cases: Any other types of leaves (which is not stated in HR Policy) shall be reviewed by a committee constituted by the management.

NOTE

Teaching staff shall mean those who impart education to students in college and rest will be considered as Non-Teaching Staff.

Campus Discipline

- ❑ Consumption and possession of alcoholic drinks inside the KNIPSS College Campus (including living accommodation of faculty, staff and hostel) is prohibited.
- ❑ Adherence to Covid Guidelines is mandatory for all employees.
- ❑ Adherence to Administrative policy for Parking, security is mandatory

OTHER BENEFITS TO EMPLOYEES

Medical Benefit for Employees

- ❑ All regular teaching and non-teaching staff members with continuous service of minimum 3 months will be provided with medical benefit of up to INR 15000/-. The ceiling expenditure on the treatment is of INR 15000/- for an employee admitted in a 100 bedded hospital for min two days (48 Hours).
- ❑ All the staff can contact Accounts Department to avail this benefit.

Tie-up with Hospitals (With discount on Medical Treatment bills)

- ❑ JPK Hospital, Tatiya Nagar, Sultanpur (Free OPD and 15-20% discount in medicine and other charges).

Faculty Birthday Celebrations

- ❑ At the end of each month, Birthday celebrations will be done for the entire faculty having birthday in that month.

Transportation Facility for Teaching Staff

- ❑ Transport Facility is also available to faculty members on very nominal charges.
- ❑ Further, College will provide concession or discount of 25% of total charges, for Faculty Bus Coordinators.

Salaried Bank Account

- ❑ For Salary disbursement to all employees of KNIPSS Engineering College, we have tie-up with a bank in Sultanpur.

Employee Marriage & Child Birth

- ❑ Token of Blessings for employee marriage for all teaching & non-teaching staff.

Meritorious Performance Award

The meritorious performance award will be given in recognition of meritorious services, outstanding performance and remarkable contribution to institutional development, is awarded with a cash award (As decided by a Committee under Director) along with Appreciation Certificate to faculty members in Department/ College.

Certificate of Excellence

The award will be given in recognition of Excellence, Outstanding Performance and Remarkable contribution in the field of education and research.

Work Anniversary

05+below 10 Years	Silver Coin (20gm) + Certificate of Excellence
10+below 15 Years	Silver Coin (40gm) + Certificate of Excellence
15+ Years	Silver Coin (50gm) + Certificate of Excellence

Honor for PhD Awarded Candidates

- ❑ Award of Honour for the faculty who have completed PhD during their tenure in KNIPSS Engineering College, Sultanpur.

ACADEMIC POLICY

- 1. Academic Calendar:** Academic calendar of KNIPSS Engineering College will strictly be in line with AKTU/ UPBTE calendar (Enclosed).
- 2. Faculty Feedback from Students and eligibility criteria:**
 - 1st Feedback: Taken by HOD, within 10 working days from commencement of classes with 60% Attendance criteria.
 - 2nd Feedback: Taken by Director, on or before 20 working days from commencement of classes with 75% Attendance criteria.

- a. For all official purposes, Director's feedback shall be used.
 - b. Faculties showing poor performance, Counseling by Director will be initiated, the process may be repeated for faculties, if performance not improved, all such faculties, whose performance does not improve one month notice will be served prior to closing of academic session.
 - c. The counseling of weak performers has to be performed after every feedback and documented
 - d. Classes conducted by Training and Placement department will also be included in all the feedbacks taken by HOD and Director
- 3. Conduction of Classes:** The classes for Odd/Even Semester will commence as per AKTU/ UPBTE calendar.
- a. Normal Class Time: 9:20 AM to 5:00pm (Including Lunch Break)
 - b. Registration - No students should be allowed to attend the classes without registration and minimum 50% fee submission within one week from the commencement of the classes in odd semester.
 - c. Tele-calling (On **Tuesday/Wednesday**) by mentors will be done for students whose attendance is less than **75 %** on last working day of every week. Attendance to be compiled on every month.
 - d. Weekly tele-calling report must be checked and signed by HOD.
 - e. **Parallel classes for detained students:** After sessional, all detained students will be counseled and motivational lecture by Director to attend classes regularly. Extra classes from 9:20 am to 5:00 pm to be scheduled every day covering the revision of core courses in merged fashion, subject wise not class wise.
- 4. Instructions and Undertakings:** The required instructions (university statutes) are to be displayed before the commencement of the academic year.
- a. All undertakings are required to be completed at the time of registration
 - b. All students to sign a common letter stating that min 75% attendance will be maintained to appear in Sessional, PUT/ PBE & End term University exams.
 - c. All students are referred to sign an affidavit, about their commitment & responsibility to maintain 75% or as per AKTU/ UPBTE attendance for being able to appear in all sessional/ PUT and university exam, or else they stand detained from the above exams.

HODs to update student's details as per following FORMAT

Sr. No.	Student's Name	Mobile No.	Email ID	Father's Name	Mobile No.	Email ID	Address	Date	Sign of Student

5. **List of Weak Students:** Weak students need to be identified, either based on the performance in university examinations or 1st sessional marks, whichever is available earlier. Special consideration will be given by faculties to weak students in terms of their tutorials, labs, programming and learning of subject, based on evaluation of their weekly performance. Weak students should be given extra attention in the class in way of personal attention of their understanding the subject, other queries, writing notes etc. (Weak students will henceforth be refereed as ‘slow learners’).
6. **Smart Classes:** Where-ever the smart classroom is available; HOD's must ensure that, once in a week on the rotation basis, every section must have all the classes in the smart class room, as per the availability. HOD is to ensure effective utilization of board for whole week.
7. **Director’s Meeting with Heads:** To ensure the quality of education and smooth conduction of academic activities, Director meets with all HODs fortnightly. He also discusses and checks the performance of the events.
8. **Quality Teaching:**
 - a. Carrying book in the class room and reproducing the material as it is from the book on blackboard is the main cause of losing interest in the subject contents. Avoid carrying text books to the class.
 - b. Students must be motivated to ask questions during the last 5-6 minutes of lecture. Students may be asked to use blackboard for explaining some deliberation or their problems.
 - c. Delivery of lecture must be in English to a large extent. However; discussions can be in Hindi also. The English content is to be (1) In first year as per demand (2) 50% in 2nd year (3) 75% in 3rd year and (4) 90% in 4th year.
 - d. Free and fearless homely environment should be provided to all students.
 - e. Faculty by their hard work and knowledge must ensure that all students give better academic feedback.
 - f. All faculties to reach their respective classes 5 minutes in advance.
 - g. Before taking attendance, the class teacher has to ensure proper organization of the class.
 - h. Revising previous lecture contents for 5-10minutes before commencing next lecture, so as to ensure continuity of thought.
 - i. Group interaction, counseling with faculty & students should be between Monday to Friday afternoon session.
 - (i) However total freedom is given to the faculty to conduct the classes.
 - (ii) HOD should ensure the condition of the classroom/common amenities are clean and in hygienic condition.
9. **Revision of Course:** Based on actual course covered the revision classes required are to be planned by respective HODs in consultation with respective faculty member. It should be mandatory for all faculties to ensure revision of courses after completion of every Unit.

- a. No tutorial classes to be converted in lecture classes and no sections can be merged without prior approval from the Director.
 - b. After completing each unit, the numerical/question from question Bank should be discussed/solved in the class.
 - c. Class notes of lectures missed by absentee students, should be provided to such students by the faculty concerned, if the demand comes from those students.
- 10. Assignments, Tutorials and Class Test:** From each unit, at least one assignment (5-10 questions), one tutorial sheets (2-3 questions) and one class test/ quiz (for 40-45 minutes) should be conducted. Tutorial is mandatory for those courses where the university/ board has prescribed in its evaluation sheet, but for other courses it is optional. Date of delivery to students, date of submission by the students must be written on the above. A copy of each of the above must be submitted to the head and one copy must be available in faculty course file. All the above after critical evaluation must be submitted to Head for checking and for verification by college authorities. In numerical subjects only the unsolved questions should be given in assignment.
- 11. Monitoring of Academic Policy:** Director/ Dean Academics/ Academic Monitoring Committee will be checking the effective implementation of academic policy, by inspecting the following activities/ documents in all classes/ courses. Any flouting of the same, will automatically invite “**disciplinary proceedings**” leading to show-cause notices/ penalties/ even termination.
- 12. Markings of Attendance in Register/Excel Sheet:**
- a. First lecture attendance has to be marked before first 10 minutes and in subsequent lectures within first 5 minutes.
 - b. The absent students to be marked preferably in red ink, as “A” only and not in any other alphanumeric.
 - c. The last two lines of attendance register/excel sheet should represent: “**Total no. of absent:**” and “**Total no. of present:**” in the class”.
 - d. The last line should be signed by faculty of that course, counter-signed by HOD on weekly basis and Director/ Dean on monthly basis or as & when they visit the class at the time of attendance.
 - e. As students' attendance in any class in various departments is many times quite poor during semester, it is mandatory for faculty to ensure that every fortnight the department displays the student's attendance status.
 - f. Each day the attendance is to be recorded and submitted in consolidated section/ class wise form to the Director.
 - g. Excel sheet for calculation of cumulative attendance % on daily basis: Faculty members have to ensure that attendance for all courses in every class is compiled properly to keep a check. The cumulative attendance % is calculated on weekly basis and if attendance is 75% and

above, no call should be made to parents, even though the student may be absent on/more than 3rd consecutive days. Weekly consolidated list to be prepared duly signed by HOD. Respective parents of all the absent students will be tele-called by respective mentors on Tuesday/ Saturday.

- h. For any mass bunk, the concerned faculty member should inform the HOD immediately and the respective HODs should convey the information to Director immediately. Necessary steps/actions to be taken to ensure not to repeat mass bunk.
- i. The tele calling and its report, with proper remarks of the father/ guardian, is to be submitted by all mentors to the respective HODs, on the same day.

13. Conduction of Labs/ Practical Classes and their conversion to class lectures:

- a. Faculty should always be present in the lab, during conduction of experiments/ programming.
- b. At least ten experiments are to be performed by students' areas prescribed by AKTU/ UPBTE.
- c. Faculty should ensure that all experiments are completed before PUT/ PBE.
- d. Respective Lab manuals to be prepared and made available. Lab time should not be used for copying lab manuals/ practical records/files.
- e. The record file should be checked and graded, observation taken by students must be written in lab record not in rough note book. The same to be signed by faculty with date.
- f. Students are to be motivated to write the lab record on their own.
- g. Lab record must be regularly evaluated and marked out of 10 marks.
- h. Post-experimental quiz questions (3-5) related with the concerned lab experiment must be given to each student and they should be asked to write the answers in the Lab record itself. FAQ for each experiment should be prepared and shared with the students.
- i. In lab, no copying of lab report from lab manuals is allowed and project report is to be suitably marked in scale of, say, 10 marks, after asking relevant viva-voce. FAQ should be developed for each lab experiments by associated faculties and students to be prepared for the same.
- j. Director/ Dean/ HODs must be on round when practical are going on in I/ II/ III/ IV year classes. Monitoring team to focus on practical aspects in every lab.
- k. Lab manuals should be up graded by faculty, as per requirement. Directors/ HOD will monitor thoroughly the conduction of Labs and Viva-Voce.
- l. **Question Banks:** Students should be provided question bank and to be discuss/ solved in the class.
- m. A model question paper, on university pattern, has to be solved in the class after completing the syllabus before PUT/ PBE.

- 14. Unit Tests & Tutorials:**
- a. Tutorial is mandatory for those courses where the university has prescribed in its evaluation sheet, but for other courses it is optional. One tutorial per course having 2-3 questions.
 - b. Repeating the same numerical/ theoretical problems again and again is inevitable while preparing students, so it should not be any restrictive.
- 15. Status of Syllabus coverage before every sessional exam:** All HODs should provide the current status of each course with
- a. Percentage of syllabus covered
 - b. No. of experiments completed
 - c. Status of corrected lab records
 - d. Syllabus to be covered before the commencement of 1st sessional: 30% to 40%
 - e. Syllabus to be covered before the before the PUT/ PBE: 100%
- 16. Extra Classes, Assignments & Test:** Notes to be provided in question-answer format, thereby avoiding any requirement of providing separate question bank (which most of the time contain only questions not their answers), and model paper at the end.
- a. Emphasis should be given on practical applications of the course.
 - b. Revision classes to be conducted as and when required.
 - c. Separate attendance sheet is to be prepared of slow learners for marking attendance.
 - d. Extra classes for slow learners to be arranged after three weeks of class commencement daily 4:40 pm to 5:30 pm as and when required.
 - e. Standard questions as per AKTU/ UPBTE pattern & tough marking for all sessional/ PUT/ PBE exams.
- 17. Detention & Attendance cut Off%:** Special cases may need policy directions from higher authority, for some students. Such cases to be brought forward with all required details by respective HOD for inclusion/exclusion from detention list.
- a. For all sessional exams, attendance cut off is to be always 75%, while students to be told to maintain minimum 75% attendance conforming to AKTU/ UPBTE guidelines.
 - b. It should be announced in the beginning of semester, in each class, that all students through advisors/ mentors have to sign such notice making them aware of 75% as cut off % for attendance.
 - c. A specific date is to be announced from COE to consider as attendance cutoff date, i.e. from start of the session till the time of examination, excluding those who register late due to clearing of their back papers, after declaration of AKTU/ UPBTE result.
 - d. Detained List has to be prepared as per the guidelines and submitted to the university before the last date.

- e. No student below 60% attendance will be allowed to participate in any activity, be it an industrial visit or any cultural/sports activity.
- f. **Undertaking by parents/ students for detained students:** For detained students, all HODs have been advised to call the respective father/ parents and tell them about detention of their ward and invite them to visit the college and meet HODs/ Director, so as to sign an undertaking for being responsible for possible detention from PUT/PBE final AKTU/ UPBTE examination, if attendance found less than 75%. The HODs to be ready with the parents' feedback regarding date of their arrival in the campus.
18. **Progress Report to parents:** The "Progress Report" is to be sent to parents of students having low attendance and also to slow performers.
- a. After every sessional examination, a copy of attendance record and sessional marks must be sent to parents by registered postal letters, signed by advisor, HOD and Director, with a clear intent that parents are kept in loop for pressurizing their wards to maintain at least 75% attendance and also to improve their academic performance.
- b. No Call/ SMS/ Letter is to be sent to students above 75% attendance/ marks.
19. **Mentor/ Advisor System:** For ensuring better understanding of personal/ professional problems of students, Mentors/ Advisors are to be appointed in each class, with assigned responsibilities as delineated below:
- More effective interaction/ relationship with students & their parents/ guardians with specific responsibilities.
 - Counselling of the students for all problems including personal and related to academic performance, sessional/ university examination results, fee, fines and all other academic-related issues.
 - Dispatch of Progress Report to parents after sessional examination.
 - Rectify the changed/ altered/ fake mobile nos. of students' parents and submit such updated list, with email ids & postal address to HOD with a copy to Registrar and Director.
 - Tele calling to be done by Mentors on **Tuesday/Wednesday** and on same day if there is a mass bunk of classes.
 - Attendance compilation on regular basis.
 - Compilation of results of Sessional, PUT and AKTU exams.
 - Counseling tele-calling should be done for all classes/ years except for final year/ final semester students.
 - Mentor/ advisor should submit the report of the counselling once in 15 days.
20. **Counselling reports:** To be submitted with explicitly delineated problems faced by students after sessional exam in pre-defined format, by advisors/ mentors to solve them. After 15 days, HODs will take a follow-up and or provide complete solutions to pending problems/ issues, if any.

21. Final Year projects: The students have to submit Project synopsis/ report, based on literature survey as undertaken by students, on their already pre-allotted project titles by some prefixed date. It is further understood and agreed upon that the department will ensure the following:

- Project Guide and title of the project to be decided & finalized for students and submitted to HOD at the start of 7th Semester for B. Tech./ 5th Semester for Diploma.
- Both 7th and 8th Semester for B. Tech and 5th and 6th Semester for Diploma is utilized for the final year Projects as per the time table, but not at the cost of academics.
- Students to be desisted from purchasing readymade projects from the market.
- They should be inspired to think creatively, so as to make their projects as unique, innovative, interesting and thought-provoking.
- They should be persuaded to do things on their own.
- They should be insisted upon to understand the underlying principles and their general and specific applications, along with desired mathematical formulations/ programming: if any, explicitly.
- They should also be motivated to prepare FAQs for their Projects.
- Research paper based on the Project report to be published in reputed journals.
- Dean academic should ensure and monitor that all the projects are made by students themselves and the progress of projects should be reported on regular basis.

22. Industrial visit/PDP classes by T&P Cell:

- Students with 60% & above attendance only are permitted for industrial visits and that too in formal dress only. (Trousers, shirt, brown or black leather shoes for boys and salwar suit/business suits for girls).
- Excluding 1st year, there should be one industrial visit per semester in core companies, one arranged by HOD and one arranged by T&P cell for one session.
- At least 2 PDP classes per week for 2nd & 3rd year and in 1st & 4th year one PDP class per week.
- For 1st year students, English & Communication classes will be conducted, one class per week in even semester only.
- Every department should display the list of placed students in their department, including the name of the company and the package. There should also be a display board that will cover all the departmental activities. It should also display all newspaper cutting concerning their departmental activities.

23. Time Table Format for 1st year: New Time Table timings will comprise of 8 lectures.

- All practical classes shall be performed preferably in the afternoon session.

- Groups G1 and G2 will be adjusted as lab & tutorials Load distribution: It should be judiciously done by HODs and approved by Director at commencement of semester. Difficult courses in each department are identified and only senior/experienced faculty is to teach them. Senior faculties are to teach 2nd & 3rd year and junior ones to teach Final Year.

24. Course File: Before going to the classes all faculties to finalize the Course Files in desired Format for respective course as per NBA format and to include:

- Lecture plan,
- One assignment per unit
- One tutorial per unit (as per point 9)
- Course notes
- Unit wise question bank
- Previous (3 Years) AKTU/ UPBTE question papers
- 1 model paper

Before going for the vacation at the end of the semester, faculty members have to submit the course file to HOD, duly signed by the HOD & Director.

25. Result: The target result for any course should be 5% to 10% high in comparison from the previous result of AKTU/ UPBTE. Target fixing & Result analysis:

- Every faculty is given individual target for the course they teach.
- Target to be fixed based on previous semester result and students performance in sessional and PUT/ PBE.
- Faculty who achieves the target may be recommending for incentives.
- Every department has to prepare the critical analysis of the result and document it for record purpose.

26. Faculty Development: Each Department has to undertake FDP preferably every semester/ year, so as to maintain faculties' performance level at its highest. It should be done by mock demonstration by each faculty in front of respective HOD/ Dean & Director and graded for 10 attributes in a scale of 1-10 and creating overall performance index by vector addition, which is to be arranged in a descending order. All such faculties who perform less than 60% in FDP, are to be given another opportunity for Demo. If the performance is still less than satisfactory, the faculty concerned would invite some administrative action to be decided by the Director.

- **R&D Cell:** All faculties are to be counseled by the respective HODs/ Dean/ Directors to ensure a creative research environment in the college/ labs. R&D Chief, in coordination with respective HODs would ensure that each faculty publishes at least one research paper every year in refereed Journals. The faculties are also encouraged to publish books on respective course for which they will be rewarded as per R&D Policy.

- Each department should arrange one sponsored International/National Conference, FDP, work shop every year for/by industry.
 - Each faculty is encouraged to file patents for innovation.
 - Industry inter face is encouraged and invited.
 - Consultancy by faculty to/ from industry is invited.
 - MDP, EDP, FDP, Workshop (Minimum 1 week)
 - Motivation to students for GATE & guidance for same
 - Every department has to prepare financial budget if any for the above said R&D activities and get it approved from competent authorities through Directors well in advance.
27. **Personality Development Program (PDP):** Its syllabus is prepared for the whole year for each branch. The HODs must ensure that the classes are running timely and with highest efficiency as per PDP syllabus.
28. **Startup & ED CELL:** For enhancing skill development and developing entrepreneurship in students for setting up their own industries/ businesses/ startups, the **Startup & Entrepreneur Development Cell (ED)** is working in the institution. It has to submit its monthly report to the Director.
- a. **IQAC:** Internal Quality Assurance Cell (IQAC) has to work for creation, development, sustenance and improvement of high-quality standards of a various academic process, on continuous basis. It will include teaching/ learning of various courses, Labs/ workshops experiments, faculty improvement, R&D activities, Projects, industrial training, PDP, professional communication, soft skill set enhancement, mock interviews, so that not only making our students place able, but actually ensuring their placement, in various companies/ corporate.
29. **Research Papers by Students:** Motivating students to participate and publish research papers in reputed research journals/ conferences. It is mandatory for final year students, before submission of the project. Students involved in research must be reasonably encouraged while awarding marks, after due verification by Head, R&D.
30. **Director's Meeting with CRs:** All Directors have to organize monthly meeting with Class Representatives (CRs).
31. **Faculty Role in R&D:** Each faculty has to publish one research paper/year and to participate in QIPs/ FDPs/ workshop, organized by various government institutions, in summer session break.
32. **Department's Role:** Each department has to organize/arrange:
- Minimum two guest lecture per semester, one from industry and one from academia.
 - One national/ international conference preferably sponsored through reputed agencies.
 - Minimum one external FDP and one workshop according to NBA norms.

- One 6 days' workshop (1-day external expert + 5 days internal faculty members)
 - One patent per year.
 - To receive one grant/per semester for research project other than MSME & NSDC.
 - Publishing of one book per year and 5 - 10 % of faculties should be encouraged for the registration for Ph. D. from reputed universities every year.
- 33. Weak Student/Slow Learners Policy:** It is applicable for 1st year only to focus on the following:
- Separate classes for slow learners and extra classes whenever required after three weeks of commencement of classes.
 - Special notes covering important topics should be provided to weak students/ slow learners, along with unit wise question banks with solutions.
 - Only important/Difficult subject extra classes will be organized.
- 34. Counseling/ problem Solving Sessions:** It will be organized by a committee comprising Director, respective HODs/Dean and IQAC representative twice in a semester i.e. first one after MST and second before PUT for students with less than 40% attendance and weak students, for assessing the reasons of their absence from the class/mass bunk/ poor marks in sessional/ performance. **Min. cut off attendance of 75%:** All students should be counselled by respective HODs to maintain at least 75% attendance, so as to be eligible to sit in Placement activities. In special circumstances it may be lowered up to 60%, after taking permission from higher authorities.
- 35. Additional Points for 1st year:**
- Practical classes may be emphasized in the starting of the session and faculties are advised to complete all practical before PUT/ PBE.
 - Assignment will be given by faculty members as per syllabus coverage of individual subject.
- 36. Miscellaneous Points:** Composition of committee is permitted to be changed as per the requirement. Committee formed is only a guideline.
- 37.** The revised AKTU Guidelines/ Norms i.e. for syllabus and examination pattern is to be updated by the HOD regularly.
- 38. Target& Rewards:** To be among the Top 03 Institutes in Uttar Pradesh.

RESEARCH PROMOTION AND INCENTIVE POLICY

(With effect from Session 2023-24)

KNIPSS Engineering College, Sultanpur Greater a well-defined Research Promotion and Incentive Policy, as given below:

OFFICIAL DUTY (PAID LEAVE):

Any faculty member with continuous service of **minimum 6 months** is eligible to avail paid leaves with prior approval from the Director.

1. Faculty members are provided paid leaves of **two days** per academic year for attending workshops/ seminars/ conference, etc.
2. Faculty member may attend Short Term Course (STC)/ Faculty Development Program (FDP) for **one week** per academic year during lean period, which will be approved only after presentation in the respective department. **For this proper departmental notice should be circulated at least two days before the presentation with a copy to Director.**
3. Maximum **five days** paid leaves may be permitted for delivering Expert Lecture, as Key Note Speaker, as NBA expert team members etc. However, for special conditions this may be relaxed by Director, subject to a limit of total 12 days in gross total.
4. Paid leaves of maximum **five days** per academic year, to visit reputed research labs, for (collaboration, project work, copyright or patent, NBA visit as an expert etc.) without affecting academics.

PH.D. PURSUING FACULTY MEMBERS:

The faculty members who have completed **minimum one year** in the organization and registered for their Ph. D. program under any government/ reputed universities are only eligible to avail leaves for Ph. D. with prior approval from the Director.

1. For attending the exam of course-work, paid leaves may be availed with prior approval from the Director. One day additional paid leave can be availed for far distance candidates.
2. For appearing before Research Degree Committee (RDC)/ Departmental Research Committee (DRC) or to submit Annual Progress Report, **one day** paid leave may be availed with prior approval from the Director. One-day additional paid leave can be availed by candidates who have their university at a faraway place.
3. Both Friday and Saturdays can be availed during academic days for Ph.D. work in non-academic days which may be stretched to **fifteen days** per academic year.
4. For attending convocation and to receive Ph. D. Degree, paid leaves of **one day** can be availed.
5. In case of six months of regular course-work, employee may be permitted with prior approval from the Director.

QUALITY IMPROVEMENT PROGRAM (QIP):

For availing paid leave for QIP, continuous service of **minimum one year** is required.

Faculty members are also allowed to participate in QIP up to maximum duration of 30 days including summer break in a year, organized by IITs/ NITs/ Central Universities/ Institute of Eminence (by MoE) after obtaining proper approval from the Director.

FINANCIAL SUPPORT TO FACULTY MEMBERS:

- a) For developing proto type which will be converted into product, a support of **INR 3,000/-** will be provided by the college.
- b) Faculty Members completed **minimum one year** of service with KNIPSS Engineering Faculty are entitled for the Financial Support as per the details highlighted below:
 1. Faculty members could claim up to **INR 2,000/-** per academic year towards registration expenses for attending FDP, Seminars, Conference, workshop, in reputed academic institution, duly sponsored by government/recognized body like IEEE, ISTE, IEI etc.
 2. An incentive of a maximum of **INR 8,000/-** for paper publication in IEEE/ Springer/ SCOPUS/ SCI/ ESCI indexed Journal or proceeding. For publication of 2nd paper in same academic year **INR 10,000/-** will be rewarded. This will only be applicable, if the first/ second/ third authors are from KNIPSS Engineering Faculty
 3. An incentive of a maximum of **INR 8,000/-** for **hard-bond book publication** with proper ISBN no. in an academic year with a recognized publisher provided the first/ second authors are from KNIPSS Engineering Faculty. Maximum authors of the book should not be more than three. The list of recognized book publishers is attached (**Annexure I**).
 4. An incentive of a maximum of **INR 6,000/-** for book chapter publication in a year with a recognized publisher as IEEE/ Springer/ Taylor & Francis/ TMH/ PHI/ CRC Press etc. This will only be applicable, if the first/ second/ third authors are from KNIPSS Engineering Faculty Director may attend any two seminars/ conferences/ workshops/ short term course per year organized by IITs/ NITs/ Central Universities/ Institute of Eminence; other reputed institution/ university/ organization, or duly sponsored by government/ recognized body like IEEE, ISTE etc. with registration fee.
 5. Reimbursement for technical membership in any National/International Professional Society shall be **50%** of the membership fees or up to a maximum of **INR 1,500/-**.
 6. **Seed Money:** On the recommendation of research committee which comprises Director, Dean (R&D), Dean (Academics), HODs and Subject Experts, college may recommend for seed money up to **INR 2,00,000/-** to faculty members to start their research project.
 7. Startup Project:
 - i) Faculty members will be encouraged to register their Startup.
 - ii) Faculty Start-up who will achieve turnover of INR Ten Lakhs in a year will be facilitated and awarded a sum of **INR 10,000/- or 1% of the turnover**, whichever is less.

- iii) Faculty members, who are mentoring more than five Startups from KNIPSS Engineering Faculty, will be suitably facilitated and rewarded.
- iv) Faculty members, who help Startups in getting seed money and funds for successful operations will be suitably facilitated and rewarded.
- v) Any faculty member, who is desirous of investing in any of the Startup, will be treated as angel investor. (T&C and modalities mutually agreed upon with management).
- 8. Faculty members who will join and complete Innovation Ambassador training program through Ministry of Education will be suitably rewarded.
- 9. Any consultancy work carried out by faculty member with consultancy fees, **50%** fee share will be credited to his/ her account after deducting all the expenses.
- 10. Faculty members who help in getting MoUs and collaborations with any Govt. and reputed agencies/organizations will be suitably facilitated and rewarded.

REMUNERATION POLICY

(With effect from Session 2023-24)

- a) Remuneration/ TA to external experts for selection committee, guest lecture, invited talk, conference, workshop, etc. will be paid as per the following policy:

Sr. No.	Honorarium/TA	Physical/Offline Mode	Online Mode
1.	Honorarium for Professor	Rs.1500/day	Rs.1500/day
2.	Honorarium for Associate & Assistant Professor	Rs.1000/day	Rs.1000/day
3.	Person from industry will be paid as per equivalent cadre.		
4.	Travelling Allowance	As per actual, if by Taxi, OR Rs. 15 / Km, if by own vehicle (from outside NCR), OR Rs.1000, if by own vehicle (fixed for NCR)	Not applicable

- b) Remuneration/ TA to visiting faculty and person of equivalent cadre from industry will be paid as per the following policy:

Sr. No.	Honorarium/TA	Physical/ Offline Mode	Online Mode
1.	Honorarium for Professor	Rs.1200 /hour	Rs.800/hour
2.	Honorarium for Associate Professor	Rs.1000/hour	Rs.600/hour
3.	Honorarium for Assistant Professor	Rs.700/hour	Rs.500/hour
4.	Travelling Allowance for Professor	Rs.1000 (fixed for NCR)	Not applicable
5.	Travelling Allowance for Associate & Assistant Professor	Rs.600 (fixed for NCR)	Not applicable

c) Remuneration for Experts for Academic Audit Report

Honorarium	Professor	Rs. 2000
------------	-----------	----------

d) Remuneration for Experts for Selection Committee

Honorarium	Professor/ Asso. Professor	Rs. 2000
------------	----------------------------	----------

Note: For extraordinary/ special cases, the remuneration may be increased with prior approval from Director.

ANNEXURE: LIST OF ESTABLISHED PUBLISHERS

Sr. No.	Publisher	Sr. No.	Publisher
1.	A. B. Publishers	2.	A. K. Publication
3.	Asian Publishers	4.	Axis Publications
5.	B. P. B. Publications	6.	Bharat Bharti
7.	C. B. S. Publishers	8.	Cengage India
9.	Charotar Publication House	10.	Compas Book International
11.	Dhanpat Rai Publications	12.	East West Press
13.	Euresia Publication	14.	Jai Prakash Nath
15.	Kedar Nath Ram Nath	16.	Khana Publication
17.	Knowledge Distributor	18.	Krishna Publication
19.	Luxmi Publications	20.	McGrow Hill Publications
21.	Metro Politan Press	22.	Nav Bharat
23.	New Age International	24.	Pacific Book International
25.	Pearson Education	26.	Prentice Hall of India
27.	Rastogi Publication	28.	S. Chand & Co.
29.	S. K. Kataria	30.	Satya Prakashan
31.	Sonali Publication	32.	Sun India
33.	Swastik Publication	34.	Technical Publication
35.	Thakur Publication	36.	Trintiy Publications
37.	Umesh Publication	38.	University Science Press
39.	Wiley India	40.	Word Press

APPRAISAL FORM



Kamla Nehru Institute of Physical & Social Sciences Engineering Institute

NH-330 Prayagraj-Ayodhya Bypass, Faridipur, Sultanpur (U.P.) -228119

PERFORMA FOR ANNUAL APPRAISAL FOR FACULTY MEMBER

(FOR ACADEMIC YEAR CAY: 20 - 20)

(Refer annexure I for guidelines for filing annual appraisal)

Part A (To be filled by faculty member)

1. Personal Data

Name: Designation:
Qualification: Department: Date of Birth:
Experience: Pay Scale: Nature of Job: (Confirmed/ Contractual)
Email: Contact No.:
PAN No.: Aadhar No.:

2. Academics

Sr. No.	Subject with Code	Semester	L-T-P	No. of Students Appeared	No. of Students Passed	Result Percentage

3. Research Publications/ Publication of Books / writing of Book Chapters

Sr. No.	Title	Journal/ Conference/ Magazine etc.	Year of Publication	Name of the Sponsor

4. Result Analysis:

Semester	Course Name	Course Code	Pass % in CAY 2021-22 (A)	Pass % in CAY-1 2020-21 (B)	Difference (C = A – B)	Pass % Marks (Out of 15)
ODD						
EVEN						
					Avg. Pass %:	Avg. Pass % Marks:

5. Faculty Feedback given by students:

Semester	Course Name	Course Code	Feedback %	Feedback Marks (Out of 10)	Average Feedback Marks (10)
ODD					
EVEN					

6. FDP / QIP / STTP / Workshop Attended:

Sr. No.	Whether FDP / QIP / STTP / Workshop	Title of FDP / QIP / STTP / Workshop	From – To	Organized / Sponsored by

7. Research Project / Consultancy / Patent / Copyright / Start Up:

Sr. No.	Whether Research Project / Consultancy / Patent / Copyright / Start Up	Title / Type	Agency / Sponsor	Date of Commencement / Completion	Other details (Attach separate sheet, if required)

8. Additional Qualification achieved:

Sr. No.	Qualification	Status (Enrolled / Completed)	Institute, University, City	Enrollment No.

9. Administrative performance at Department level:

Sr. No.	Job Performed / Title	Role / Scope of work	Date / Duration

10. Administrative performance at Institute level:

Sr. No.	Job Performed / Title	Role / Scope of work	Date / Duration

11. Specify your Responsibilities/ Achievements, if any

Sr. No.	Responsibilities/ Achievements
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

12. Any other achievement which you want to provide: (attach separate sheet in its support)

Signature of Faculty

Name & Signature of Verifying Authority

Date:

Date:

Part B (To be filled by faculty member / Evaluating Authority)

Self-Evaluation Summary:

S. No.	Evaluating Criteria	Maximum Marks	Evaluation by Faculty	Evaluation by Evaluating Authority
1.	Result Analysis	30		
2.	Faculty Feedback given by students	10		
3.	Research Paper Published	05		
4.	FDP / QIP / STTP / Workshop Attended	10		
5.	Awards / Achievements	05		
6.	Publication of Book / Writing Book chapter	05		
7.	Research Project / Consultancy / Patent / Copyright / Start Up	05		
8.	Additional Qualification	05		
9.	Administrative performance at Department level	10		
10.	Administrative performance at Institute level	10		
	Total (A)	95		

Signature of Faculty

Name & Signature of Verifying Authority

Date:

Date:

Part C (To be filled by Head of Department)

Evaluation by HOD: Personal and Professional skills (Rating on a 5-point scale; 5 being the best and 0 the poorest):

S. No.	Attributes	Rating
1.	A self-starter, able to work without constant supervision. Willing to take responsibilities readily	
2.	Commitment to task assigned, dedication & devotion to duty	
3.	Adherence to academic time lines as per calendar of activities	
4.	Efforts towards NBA accreditation / similar activities	
5.	Contribution in support activities (departmental and college)	
	Total	
	Averaged out of 05 (B)	
	GRAND TOTAL (A + B)	/ 100

Remarks with regard to his/her strength and weaknesses, if any, Opinion on any other attributes not covered above may also be expressed. Dedicated to his work, supportive.

Name, Signature & Stamp of HOD

Date:

Part D (To be filled by Head of Institution)

Overall Grading: (Poor / Average / Good / Very Good / Outstanding)

Recommendation:

Signature & Stamp of Director

Date:

Annexure I: Guidelines for annual appraisal for faculty member

(For Academic Year _____)

1. Result Analysis (MAX. MARKS: 30)

30 Marks: Passing % of CAY \geq 86 % or C \geq 5 %
24 Marks: Passing % of CAY \geq 80 % & < 86 % or C \geq 4 %
20 Marks: Passing % of CAY \geq 75 % & < 80 % or C \geq 3 %
16 Marks: Passing % of CAY \geq 70 % & < 75 % or C \geq 2 %
10 Marks: Passing % of CAY < 70 %

2. Faculty Feedback given by students (MAX. MARKS: 10)

10 Marks: Feedback % \geq 90 %
08 Marks: Feedback % \geq 85 % & < 90 %
06 Marks: Feedback % \geq 80 % & < 85 %
04 Marks: Feedback % < 80 %

3. Research Paper Publication (MAX. MARKS: 05)

05 Marks: Publication in Scopus / SCI / SPRINGER / ELSEVIER / IEEE
02 Marks: Publication in UGC CARE (per paper)

4. FDP / QIP / STTP / Workshop Attended (10 Marks)

05 Marks for each FDP / QIP / STTP / Workshop Attended

5. Awards / Achievements (Max. Marks: 05)

05 Marks: Award at International level
04 Marks: Award at National level
03 Marks: Award at State level
02 Marks: Award at Zonal level
01 Mark: Award at Local level

6. Publication of Book / Writing Book chapter (Max. Marks: 05)

05 Marks: Publication of Book / Book chapter with ISBN no.
03 Marks: Publication of Book / Book chapter without ISBN no.

7. Research Project / Consultancy / Patent / Copyright / Start Up (Max. Marks: 05)

2.5 Marks for each Research Project / Consultancy / Patent / Copyright

8. Additional Qualification achieved (Max. Marks: 05)

05 Marks: For all the sessions in from date of qualification enrolled-in to date of receiving provisional degree.

9. Administrative performance at Department level (Max. Marks: 10)

05 Marks: For being a member of organizing committee of any Conference / FDP / Workshop / Seminar / QIP organized by the department. (03 per event, maximum 05).
05 Marks: For being HOD / Dy. HOD / NBA Coord. / Time Table Coord or taking any such important activity at departmental level. (03 per event, maximum 05)

10. Administrative performance at Institute level (Max. Marks: 10)

04 Marks: For being a member of organizing committee of any Tech Fest / Sports Meet / Cultural Fest / Conference / FDP / Workshop / Seminar / QIP organized by the Institute, or for being a member of any other committee constituted at Institute level. (02per event, maximum 04).
03 Marks: For being in the list of 'Top Officials' or taking any such important activity at Institute level.
03 Marks: For all other tasks assigned at Institute level, not covered above.

Signature & Stamp of Director

Date:

ADMINISTRATIVE POLICY

The present document containing administrative policies provide broad framework as applicable to B.Tech./Polytechnic courses.

College Timings:

- a. Reporting Time for faculties/ staff: 9:00 AM with relaxation upto 09:05 A.M. for thumb/ face impression / recognition.
- b. Five times delay of 5 minutes i.e. 9:10 AM allowed per month. Subsequently it would be ½ day CL/LWP
- c. Normal Class Times: 09:15 AM to 05:00 PM. On one day in a week classes will run till 04:10 PM.
- d. Relaxation for GATE exam for 4th year students: 10 days prior the actual date of GATE exam will be given as preparatory leave.

Library Timings: The college library will remain open upto 6:00 PM.

“Off Days”:

For final year students, all Saturdays will be “off”, for “GATE” Examination Preparation & placement “ON / OFF” Drives etc.

Maintenance of Discipline: To maintain high professional standards and security purposes in our Institute/ campus, all the students must carry valid ID cards.

- a. **ID card:** Faculty and students will not be allowed to enter the campus without ID card and it should be produced as when demanded by the authorities.
- b. **ID is not transferable:** If anyone found/ involved for wrong entry/ miss-utilize his/her id card will be warned & suitable disciplinary action will be initiated.
- c. **Uniform/ Formal Dress:** It is mandatory for all students to wear College uniform.
- d. **Campus Discipline:** Hostellers will not be allowed to go out without a valid gate pass on all off & working days. They must carry hostel ID card. Hostellers are allowed to get their gate passes during lunch hour in advance to avoid rush. They must return in laid down time schedule. Action against indiscipline of students in hostel should be through Hostel In-charge, under information to competent authorities in concerned Department/ Colleges.
- e. Consumption and possession of alcoholic drinks inside the KNIPSS Engineering Faculty Campus (including living accommodation of faculty, staff and hostel) is prohibited. Entry of any person who has consumed alcoholic drinks is prohibited and relevant authorities must be informed immediately. It is once again reiterated that anyone found violating these orders will be immediately suspended and then further action will be taken by concerned department as deemed fit.
- f. **Faculty Discipline:** Normal entry in the campus for resident staff/ faculty will be restricted to 10:00 PM through security gate. However necessary permission will be obtained in advance for any late entry and security officer will be informed accordingly.

Dedicated rooms/ cubical/ computers for faculties:

- a. Faculties to be provided comfortable sitting arrangement with individual table and chair. Computers/printer/internet and one storage facility.

Help Desk: Anew facility to be added for making our college/ campus problem free.

- a. Help Desk has been located in college premises with a register along with an authorized person handling that desk.
- b. It is single-window solution to all problems faced by students.
- c. All HOD/ advisors/ Mentors/ subject teachers to advise students to write the problems in the “**Help Register**” kept in all colleges, at a proper central location along with authorized personnel.
- d. Respective Directors/unit in-charges to monitor the register every morning, and set appropriate actions rolling so as to get it solved in next 24-48 hours, through Competent Authority/ HOD/ subject teacher/ lab in-charge, as the case may be.
- e. For all such problems which cannot be solved even in 3 days, the matter should reviewed by the Director and should be brought to notice of Manager Sir for his advice, suggestions and directions.

Infrastructure Maintenance: It needs to be strictly adhered to.

- a. There is a proper arrangement of the drinking water by which we can reduce the turn over time of the students in the class.
- b. HOD’s are responsible for cleaning Hygiene, Labs & stock of their departments which may include Lab equipment, furniture, cleaning of Floors/ Labs/ Wash rooms/ drinking water. Report to be sent to the Director
- c. HOD’s & Directors to be present on Floor for monitoring the discipline of students
- d. HOD’s & Directors to put effort to solve students problem
- e. Cleanliness of classrooms, corridors, toilets and proper RO Water supply should be ensured. Because it is also the reason of dissatisfaction among students as quoted various times.
- f. The list of infrastructural requirements will be prepared and submitted to the Director Administration for implementation/procurement.

Hygiene Committee: For maintenance of desired hygiene levels in classes, labs, workshops, hostels and whole campus comprising College Blocks “A” & “B”, Hygiene Committee (HC) is formed. HC will ensure not only ensure abhorrence of chewing Gutka & Tobacco, smoking cigarettes/ beedi and alcohol in college campus by all faculties, staff & students in the campus, but also enforce strict disciplinary action including a fine of Rs 500/- for each such default.

Campus Disciplinary Committee: For monitoring, exploring, investigating, solving and recommending actions/ penalties/fine in various intra-college in disciplinary cases in the KNIPSS-Engineering Institute Campus and suggesting future strategies for better control & maintenance of discipline among students of various colleges, a “Campus Discipline Committee (CDC)” is hereby formed with Chief Proctors of individual college as committee members.

Suggestion/ Complaint Box: The Director will ensure that a locked suggestion/ complaint box will be placed in each block A & B, which will be opened in the presence of Manager & Director every fortnight.

All the faculties should always involve themselves positively and whole heartedly for the betterment of the college rather than blaming the college.

Management also encourages faculty members to provide their valuable suggestions for the further progress of the institution through Director(s)/ HOD(s).

ADMISSION POLICY

Selection Procedure

The selection committee is entrusted with the selection of the candidates for admission. Based on the eligibility criteria, students are admitted to the Institution. The admission is purely provisional and subject to the approval from AKTU, Lucknow.

Mode of Selection

We admit all the students under government quota allotted through single window counseling by UPTAC / JEECUP.

We admit the students under management quota apart from counseling for B. Tech Programs.

Institute Admission Process:

- a. The college publishes the annual admission brochure and leaflet.
- b. The admission form is also available on the college website.
- c. The advertisement for admission is given in local/ regional/ national News Papers.
- d. The college displays Posters, Banners and Hoardings at different locations in various cities to attract the meritorious students seeking admission.
- e. All enquiries about the admission is handled through telephonic talk, and website.
- f. The College gives the information to the affiliated AKTU/ UPBTE about the details of courses and seat intake before the commencement of admission process.
- g. The college has a dedicated page in social media like Facebook, etc. which is regularly updated.
- h. College is in regular touch with Alumni and informs them about all the activities related to placement and other technical events.

1. Transparency:

KNIPSS- Engineering Institute follow the guidelines and rules as stipulated by the State Government, which inherently has transparency, access, equity and social justice through its quotas for various reservation categories.

2. The following criteria and process has been adopted by KNIPSS- Engineering Institute for admission in various courses:

3. Eligibility Criteria: As per the AICTE and AKTU/ UPBTE Norms.

Course	Stream	Eligibility Criteria
Under Graduate	B. Tech. (CSE ME, & CE)	Candidates must have completed their 10+2 education with a minimum of 45% marks (40% for SC/ST candidates) in Physics, Chemistry, and Mathematics (PCM) from a recognized board.
Diploma	Diploma (CE & ECE)	Candidates should have passed their 10th grade (High School) exam from a recognized board with at least 35% aggregate marks.

Note: The above-mentioned criteria are valid for all college sunder AKTU/ UPBTE.

4. Annual Review of Admission Process:

The college admission committee reviews the admission process as per the directives given by the University/ Board/ State Government. In addition to that, The College Admission Cell will also review the admission process and student profile annually. The College Admission Cell collects and provides the detailed information about the students. The College Admission Cell creates individual files for each student containing information regarding his/her academic performance, counseling and disciplinary action taken along with overall profile of the student.

The adoption of this practice helps the college to modify and restructure its admission- related policies so that meritorious students from different segments of the society can be attracted for admissions.

5. Strategies adopted to increase/ improve access for following categories of students.

- a. SC/ST
- b. OBC
- c. Girls
- d. Differently-abled
- e. Economically Weaker Sections (EWS)
- f. Minority Community
- g. Any other

The college is committed to provide equal opportunity for the students belonging to the economically weaker and disadvantaged sections of society. The college helps them by offering scholarships based on their performance in academics. The admission process is guided by University / State Government guidelines, and the college strictly adheres to the various provisions laid down by the University for this purpose so that a uniformity and equity can be created among the above-mentioned sections of the society. In addition to this, the college provides all necessary support so that the students from SC/ST, OBC, Minority and Economically weaker sections can avail the maximum benefit of scholarships provided by State Govt. and the Central Govt.

FEE POLICY

1. Last date for payment of **50%** fee for all year students on or before commencement of classes.
2. The Exam fee, Excess fee, security amount if any, submitted by student has to be directly paid to university/ board
3. The Director may get approval through Management to waive-off 25-50 % fine on the fee for deserving cases, total numbers should not exceed more than 10% of the total strength of the class.
4. Counseling of students/ parents to be done on regular basis by mentor, for timely clearing of dues & reporting to respective Directors about the updated status.

EMPLOYEES WELFARE POLICY

Employees are the most important asset of an institution; The Management has to assess and record the values and cost of people of the KNIPSS- Engineering Institute. The Management feels that the value of human assets can be augmented substantially by making investment in their training and welfare activities. Employee welfare includes the schemes that benefit the employees working in the KNIPSS group. Although it is an expensive procedure for the KNIPSS group, yet it is needed as it helps in the overall development of the employees.

Benefits of Employee Welfare Measures:

- To provide better physical and mental health to faculty members and non-teaching staff and thus promote a healthy work environment
- Facilities like timely promotions, residences, medical facilities, and education and recreation facilities help in raising their efficiency and wellbeing. This makes faculty members and non-teaching staff to pay more attention towards work and thus increases their productivity. The social evils prevalent among the employees are reduced to a great extent by sound welfare policies.

List of Welfare Benefits

1. Employee Provident Fund
2. Medical Benefit for Employees
3. Maternity and Paternity leaves
4. Women Empowerment Programs
5. Emergency Service (Ambulance, etc.)
6. Tie-up with Hospitals (providing discount on Medical Treatment bills)
7. Faculty birthday celebration
8. Transportation facility for teaching staff
9. Family and Bachelors accommodation for needy staff
10. Recognition of Faculty against achievement-**Appreciation Certificates.**

11. Recognition of Faculty against overall achievement-**Cash Rewards**
12. Financial support for up-gradation of Knowledge through QIP/ Conferences/ Workshops/ Ph.D. / (R& D support), etc.
13. Special cash award for remarkable performance. (AppendixI)
14. Group Personal Accident Insurance

1. **Employee Provident Fund**

Any teaching and non-teaching staff with continuous service of minimum 6 months can avail the employee provident fund benefits. Scheme is applicable for workers/ employees earning INR 15,000/= or less per month as reimbursement. The facility is available to all on optional basis.

2. **Medical Benefit for Employees**

All regular teaching and non-teaching staff members with continuous service of minimum 3 months will be provided with medical benefit of up to INR 15000/-. The ceiling expenditure on the treatment is of INR 15000/= for an employee admitted in a 100 bedded hospital for min two days (48 Hours)

All the staff can contact Accounts Department to avail this benefit.

3. **Maternity Leave & Paternity Leave (refer to HR Policy)**

4. **Women Empowerment Programs**

1. KNIPSS- Engineering Institute provides opportunities and programs for female employees/students to be financially, mentally and emotionally empowered, to promote their growth as individuals in their own right.
2. Organizes workshops, seminar and sensitization programs both for faculty and staff by eminent social workers and persons of repute.
3. Celebrate International Women's Day on March 8th every year.

5. **Emergency Services (Ambulance, etc.)**

1. KNIPSS- Engineering Institute provides easy-to-use indoor *emergency* medical facilities, ambulance services and miscellaneous *services* in campus under the supervision and guidance of physician available at medical centre.
2. KNIPSS- Engineering Institute provides 24×7 Medicare for all our faculty and staff. Healthcare facilities for staff are felt to be the basic need and an MOU has been signed in this connection with JPK Hospital, Tatiya Nagar, Sultanpur.
3. Healthcare facilities are available round-the-clock at the KNIPSS- Engineering Institute Health Centre in hostel. A doctor has been appointed as College Doctor. The Health Centre functions to provide immediate medical and first aid to all staff. The Health Centre is well-equipped with respect to the availability of basic health-related facilities like thermometer, sterilizer, auto-clave, dressing drum, weight measuring machine, B. P. Apparatus, patient bed and stretcher etc.

4. Regular Health Checkup camps are organized with active support from hospitals in the city.
5. In case of complications, the patients are referred to JPK Hospital, Tatiya Nagar, Sultanpur. A free Ambulance service is readily available 24×7 for faculty and staff.
6. Free OTC medicines are made available for all faculty/ staff and students.
7. Free sanitary napkins are made available for all female faculty/ staff and girl students.

6. Tie-up with Hospitals (With discount on Medical Treatment bills)

1. KNIPSS- Engineering Institute group has *tie-ups* with various *hospitals* and diagnostic test centres. The tie- up hospital will *provide medical care* as specified in the referral and offer 5% to 20% *Discount* on gross *bill* amount for various categories of services.
2. Faculty and staff should carry college ID-Card bearing Employment number to avail the services in the Empanelled Hospitals.

3. Hospital (MOUs)

- i) JPK Hospital, Tatiya Nagar Sultanpur

Services offered at JPK Hospital OPD

- ❖ Free OPD.
- ❖ 15-20% discount in medicines & other facilities.

7. Faculty Birthday Celebrations

1. The Department maintains record of birthdays of all teaching staff.
2. The Department will display list of faculties having birthday on the day in the respective college notice boards.
3. HR Department will also share personalized greeting card on the behalf of the group to the concerned faculty.
4. At the end of each month Birthday celebrations will be done, for the entire faculty having birthday in that month.
5. Record of all such celebrations to be kept by HR department in hard copy.

8. Transportation Facility for Teaching Staff

1. Offers transport facility to faculty members on very nominal charges.
2. Further, College will provide concessioner discount of 25% of total charges, for Faculty Bus coordinators.

9. Family and Bachelors accommodation

KNIPSS- Engineering Institute provide accommodation to employees (Teaching/Non-teaching) on a first-come-first- served basis on very nominal charges to faculty/ Staff, subject to availability in the campus.

10. Certificate of Excellence

The award will be given in recognition of Excellence, Outstanding Performance and Remarkable contribution in the field of education and research.

The award along with Certificate of Excellence will be given to faculty members, for best performances in academics in the dept. /college.

11. Meritorious Performance Award

The meritorious performance award will be given in recognition of meritorious services, outstanding performance and remarkable contribution to institutional development, is awarded with a cash award (As decided by a Committee under Director) along with Appreciation certificate to faculty members in Dept./college.

Meritorious performance award along with Appreciation Certificate will be awarded in the campus at an event organized by the Institution.

12. R&D Support (refer to R&D Policy)

General Policy Rule:

1. The process of identifying, assessing and awarding shall be communicated in advance to all faculty members.
2. All relevant employees shall be informed about the criteria beforehand.
3. It is important to understand that behind every award there is recognition. But for recognizing someone, a reward is not always necessary. It is recommended that recognition is done in the presence of employee's peers, colleagues and family.
4. Wherever the achievement is Department specific, it is the responsibility of the Head of the Department to plan and implement. Financial Support (Ref. to R&D Policy)
5. Facilities with at least 3 years' service could claim up to INR 2000/- per year toward registration expenses for attending FDP, Seminars, Conference, workshop, in reputed academic institution, duly sponsored by government/ recognized body like IEEE, ISTE etc.
6. Exposure to Faculty: Paid leave (Maximum 5 days/year) to visit reputed Research labs without affecting academics, for any collaboration, project work, Copy Right or Patent, NBA/NAAC work etc. with due permission of Director.
7. Seed Money: On the recommendation of research committee with comprised Head (R&D), Dean, HOD, Experts and Director, college may grant seed money up to 2 Lac to faculty member to start their research project.
8. Consideration of incentive of INR 8000/= for paper publication in refereed listed journals with impact factor 3 and above or SCI/ SCOPUS for publication of 2nd paper in same academic calendar Scopus/SCI INR 10000/= with be awarded.
9. Consideration of cash incentive of INR 8000/= for book publication in a year with any recognized publisher.

10. Start-up Project: 90.5% of the profit amount of start-up venture will be shared with faculty (PI) members as incentive. For project work, aid leave may be availed with prior permission of Director.
11. Director may attend any two seminars/ Conferences/ workshops/ short term course per year with TA & DA Maximum INR 3000/- per year duly sponsored by government/ recognized body like IEEE, ISTE etc. (Excluding hotels and stay expenditure).
12. Reimbursement for technical membership in any National/ International Professional Society shall be 50 % of membership fees up to maximum of Rs. 3000/- provided the faculty member, has completed three or more years, of service.
13. For all Department level individual awards, the Head of the Department shall ensure documentation and their implementation.

13. Special cash award for remarkable performance.

Special cash rewards are provided to faculty members and staff based on their performance.

14. Group Personal Accident Insurance

The policy covers the insured persons (or his/her legal heir, as the case may be) for the occurrence of any Insured event, as specifically described, arising due to an injury sustained by the insured person during policy period. The policy provides benefits in the following cases:

Death

- Permanent total disablement
- Permanent partial disablement
- Temporary total disablement

STUDENTS WELFARE POLICY

- Attendance will be given to the students for working in “R&D Cell”, which shall be duly verified by HOD (R&D) and approved by the Director every month.
- An incentive of Rs.3000/ will be awarded to students, for scientific paper publication in SCI and SCOPUS journals.
- Best Project Award of Rs. 2000/- will be given department wise, based on the decision of Jury. The project guide will also be given a letter of appreciation for the same.

Merit Scholarship: Based on University result performance, subject to min.75% attendance, scholarships are awarded in the range of INR 5000/= to 2,00,000/= depending upon actual marks.

Emergency Services:

1. KNIPSS- Engineering Institute provides easy-to-use indoor emergency medical facilities, ambulance services and miscellaneous services in campus under the supervision and guidance of physician available at medical centre.

2. KNIPSS- Engineering Institute provides 24×7 Medicare for all students. Health care facilities for students are felt to be the basic need and an MOU has been signed in this connection with JPK Hospital, Sultanpur to facilitate health care facilities.
3. Primary Healthcare facilities are available round the clock at the KNIPSS- Engineering Institute Health Centre in hostel. A doctor has been appointed as Institute Doctor. The Health Centre functions to provide immediate medical and first aid to all students. The Health Centre is well equipped with respect to the availability of basic health related facilities like thermometer, sterilizer, auto-clave, dressing drum, weight measuring machine, B. P. apparatus, patient bed and stretcher, etc.
4. Regular Health Checkup camps are organized with active support from hospitals in the city.
5. In case of complications, the patients are referred to Lalmani Hospital, Sultanpur. A free Ambulance service is readily available 24×7 for students.

Tie-up with hospitals (providing discount on Medical treatment bills)

1. KNIPSS- Engineering Institute group has tie ups with various hospitals and diagnostic test canters The tie- up hospital will provide medical care as specified in the referral and offer 5% to 20% discount on gross bill amount for various categories of services.
2. Students should carry college ID-Card bearing admission number to avail the services in the Empanelled Hospitals.
3. List of hospital having MOUs:
 - a) Lalmani Hospital, Kailashpuram, Sultanpur
 - **Start-up Project:** KNIPSS- Engineering Institute encourages students to set up start-ups in the campus. Required facilities will be provided to establish start-up sand also 25% of the profit amount of start-up revenue will be shared with student (PI) members as incentive.
 - **Academic Counseling:** Academic counseling is provided through the Dean of Student Activities and Welfare.
 - **Student Scientific Societies:** The student scientific societies aim to develop students' academic and cultural skills and knowledge by organizing seminars, exhibitions and academic lectures inside and outside the College. Membership is open to all students, Support of up to INR 500/ to meet the incidental expenses.
 - **Membership in any professional society.** Support of INR 250/= to meet the expenses.
 - **Participation in any event** in other college/university (shall be reimbursed to the extent INR 250/ and INR.500/ in case he/she wins an award).

(Eligibility: Marks >75% and attendance > 75%in previous session)

- **Merit-based scholarships:** Students merit scholarships will be awarded on the basis of academic performance.
- **Foreign educational tour:** Students will be rewarded with foreign educational tours on the basis of academic performance.

- **Funding of project** under student chapter.
- **Best Project Award;** To motivate final year students towards true research and projects, INR 2000 Cash award along with certificate is given for all branches, as best project of the year.
- **Certificate of appreciation** will be awarded to the student for continuous work in R&D on the recommendation of Committee.

PLACEMENT PROCESS & POLICY

The placement policy is to define the structure & processes of the T&P Cell of KNIPSS- Engineering Institute.

The policy abides by the following:

1. Maximum number of students get on-campus placement.
2. To maintain the quality standards of the jobs offered.
3. To ensure that the whole team works according to the defined processes to achieve the common objectives.
4. T&P Department will endeavor to bring together the students and the potential employing organizations and facilitate interactions between the two.
5. All the placements will be routed through the T&P.

Facilities for Recruiters:

1. State-of-the-art Auditoriums with a seating capacity in excess of 500 for conducting pre-placement talks & other analytical tests.
2. Conference rooms for Group Discussions and Group Interviews.
3. Training & Placement staff support for test & evaluation.
4. Student volunteers/ Placement coordinators for assistance during the placement visit.
5. Stay arrangements at the college-owned guest house for Recruiters.
6. More than 200 computers with high band width to conduct on line task.

Recruitment Methodology:

1. Training & Placement wing constantly networks with top notch companies to facilitate Campus Interview.
2. Students are helped in the preparation of Resume for screening/short listing.
3. Group Discussions & Interview sessions are conducted to prepare the students for actual Interview.

The students shall strictly follow Placement Process & Policy, failing which the student shall not be allowed to avail placement facility.

- Placement facility is available to all the students who register with the Department of Training & Placement. Any Student not registered with the Department of Training & Placement is not eligible for Placement opportunities.
- Attendance in training sessions organized by the Department of Training should not be less than be 75%.
- Active participation in all contests organized by different companies
- Eligibility criteria are specified by every company participating in Recruitment process. Those students who are not meeting with the criteria even by 0.1 % will not be allowed to participate in the recruitment drive.
- Every student, who fulfils the company criteria, would be allowed to attend the Recruitment Process of the company until and unless he/she clears each level.
- The student, who registers for campus drives & found absent without any prior permission from placement department, will be debarred from upcoming campus drives.
- Once the students has given the consent to join in any of the companies where he or she is selected, would be treated as final confirmation and cannot be changed in any circumstances.
- Any student who does not intend to appear in the placement opportunities given by Placement Department has to submit a form declaring their intention for non- participation in the Placement process.
- A student can appear in any number of drives until the first job is secured. A student will be considered to have secured a job if his/her name appears in the selection list.
- If student gets multiple offers due to non-disclosure of the result in time by the company, where he/she has appeared in other drives he/she will be free to choose any one among them.
- The Department of Placement has Two Offer Policies for the students in below mentioned categories.
 - A student selected in a non core company of his/her profile has the option of upgrading to a core profile company.
 - In case the student gets a core profile in the FIRST go, then he/she shall not be eligible for any further offers, without the prior approval from placement cell.
- At the end of the placement season, Department of Placement will call some companies only for the unplaced students to help them grab their first offer.

Instructions for Students:

- Students should be punctual and adhere to the timings.
- Students should be formally dressed and well groomed.
- Should carry all testimonials (Ex. Resume, Copy of Educational certificates, photograph, Govt. ID proof & college ID card) during the interview/ placement drive.

- Students should be well versed with the company profile, job description and other details.
- During the entire placement process student should exhibit good code of conduct.
- Pre-Placement Talk (PPT) can be organized depending on the company policy.
- Attendance during pre-placement talk is mandatory after registration. It will make the student eligible for further placement process.
- Students proceeding after the Pre-Placement Talk for the next step in the selection process of a Company cannot quit in between. If a student quits in between, then he/ she will be debarred and will not be allowed to appear in any other future placement event.
- If a company conducts any round outside the campus, the students who have registered will compulsorily have to participate in the process. Students remaining absent in such cases will be debarred for any further placement opportunities. Any kind of misbehavior/ complaints reported by the company officials will be taken seriously and if proved, the student will be debarred from future campus placements.

Placement Schedule and Pre information:

1. The placement process will start in the month of August/ September for the final year students.
2. Once the company profile and other details of the company are shared to the students they can register to appear in the placement drive through the modes desired by the Department of Training & Placement.
3. The Joining Details along with any other information will be made available to the students, through mails. The registered Students interested to sit for the said company are required to record their responses through modes desired by Placement Cell.
4. After confirmation by the company, the Placement Cell will announce the dates for campus interviews.
5. The date of the placement drive may change from the company side due to the issues beyond their control.

PURCHASE POLICY

1. Indent/ Requirement will be raised by the department, signed by faculty coordinator and Head of that department, and send to Registrar/ store, to let them check the availability of the items.
2. HOD will send the requirement to purchase officer.
3. Purchase officer will arrange the quotations and prepare a Comparative Table.
 - i) 01 quotation, if amount is \leq Rs10,000
 - ii) 03 quotation, if amount is $>$ Rs10,000
4. The delegation of power given to HOD is Rs. 10,000 per item, with a cap of Rs. 50,000 per purchase.

Therefore, if the amount of every item is less than Rs 10,000 and total purchase amount is less than Rs. 50,000, the Purchase Officer will finalize the vendor. But if any of the condition is not met, the Purchase Officer will send back the indent and the comparative statement to HOD.

- i) HOD will take permission from Director of the institute for this purchase.
- ii) After taking the permission HOD will submit the documents to Purchase Officer.
5. The delegation of power given to Director is Rs. 50,000 per item, with a cap of Rs. 2,00,000 per purchase.

Therefore, if the amount of every item is less than Rs 50,000 and total purchase amount is less than Rs. 2,00,000, the Purchase Officer will finalize the vendor. But if any of the condition is not met, the Purchase Officer will send back the indent and the comparative statement to the Director.

- i) Director will take permission from Finance Committee of the institute for this purchase.
- ii) After taking the permission Director will submit the documents to Purchase Officer.
6. Once the vendor is finalized, the Purchase Officer will raise Purchase Order (PO).
7. Once the material arrives, its first entry will be done at Central Store Facility. Bill received will be signed by store in-charge, Purchase Officer, after verification of the items as per the Purchase Order.
8. From central store facility, the items will be issued to the concerned department. HOD will sign the bill and keep a copy of it.
9. Once the material arrives in the department, its second entry will be done at departmental stock register. Bill received will be signed by lab in-charge and faculty coordinator.
10. Once all the commitments are completed from vendor's side like demo or installation, HOD will give a n undertaking to purchase officer that the material is received as per the terms and conditions decided and the payment may be released.

PURCHASE PROCEDURE STEP BY STEP

S. N.	Step	Signatures Required From
1.	Requirement raised by a department & sent to store & IT cell to check the availability of the required items.	Department Head (HOD) Store Incharge, IT Manager
2.	HOD will send the requirement to purchase officer.	Purchase Officer/
3.	Purchase Officer will Arrange the quotations and prepare a comparative statement 1 quotation if total amount \leq RS 10,000 3 quotations if total amount $>$ RS 10,000	Purchase Officer
4.	4.1) The delegation of power given to HOD is Rs.10,000 per item, with a cap of Rs. 50,000 per purchase. Therefore, if the amount of every item is less than Rs10,000 and total purchase amount is less than Rs. 50,000. Purchase Officer will finalize the vendor.	PURCHASE OFFICER
	4.2) But if any of the condition in 4.1 is not met, the Purchase Officer will send back the indent and the comparative statement to HOD. HOD will take permission from Director of the institute for this purchase and submit the documents to Purchase Officer. Purchase Officer will finalize the vendor.	PURCHASE OFFICER REGISTRAR/ DIRECTOR
	4.3) The delegation of power given to Director is Rs. 50,000 per item, with a cap of Rs. 2,00,000 per purchase. Therefore, if the amount of every item is less than Rs50,000 and total purchase amount is less than Rs. 2,00,000, the Purchase Officer will finalize the vendor.	PURCHASE OFFICER
	4.4) But if any of the condition in 4.3 is not met, the Purchase Officer will send back the indent and the comparative statement to the Director. Director will take permission from Sub Committee of BOG of the institute for this purchase and submit the documents to Purchase Officer. Purchase Officer will finalize the vendor.	PURCHASE OFFICER REGISTRAR/ DIRECTOR
5.	Purchase Officer will raise the purchase order, along with the terms and conditions specified clearly.	Purchase officer, HOD, Accounts Dept.
6.	Once the material arrives, First Entry is made at Central Store Facility.	Store Incharge, Purchase Officer
7.	From Central Store Facility, The Material Will Be Issued to the Concerned Department. HOD will sign the Bill and keep a copy of it.	HOD, Faculty Incharge
8.	in the department the second entry will be done at Lab Stock Register. bill received will be signed by Lab in-Charge and faculty coordinator.	HOD, Faculty Incharge, Lab Incharge
9.	Once all the commitments are fulfilled by the Vendor, like De Moor Installation, HOD will give an undertaking to the Purchase Officer.	HOD, Faculty Incharge
10.	Purchase Officer will complete the Payment related formalities with the Accounts Department.	Purchase Officer, Accounts Dept.

OTHER COMMITTEES

ANTI-RAGGING COMMITTEE

Ragging though a universal phenomenon, it often takes a malignant form wherein the juniors and new students may be subjected to physiological or physical discomfort or harassment. To prevent and deter such incidents in higher educational institutions, the Government of India has taken a serious view on the cases of ragging. The AICTE, UGC and BTE and statutory bodies implement the provisions.

KNIPSS- Engineering Institute follows the procedures:

1. A pledge is administered to the students by the principal/ class in charge.
2. The students submit the affidavit to the college as per the format.
3. An undertaking from the students and parents.
4. An undertaking from the employees.

Faculty members are constantly monitoring the campus to ensure no incident of ragging takes Place. For this a roster duty chart is prepared by the Chief Proctor. The faculty members keep a Strict vigil of the designated areas.

Objectives

- A. The aims and objectives of the Committee shall be to maintain the ragging free environment in the Institute campus including hostel, mess, and canteen including student transport in buses.
- B. To form and look after anti-ragging squad.

Responsibilities & Mechanism

- A. The members of the committee shall be vigilant in the campus for ragging related activities.
- B. If any ragging related activity occurs in the campus, student shall bring it to the notice of committee through convener.
- C. A meeting shall be called to discuss the complaint.
- D. The views of each individual member shall be taken during the meeting.
- E. The recommendations of the members shall be sought regarding the ragging activity.

SPORTS COMMITTEE

Functions

- A. To create zeal amongst students and faculty members towards sports.
- B. To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.
- C. To enhance the interest of participants in the field of sports.
- D. To achieve the goals, we plan to organize various competitions in the following sports: football, cricket, basketball, volleyball, table tennis, chess, carom and badminton etc.

- E. To promote every individual's health, physical well-being as well as the acquisition of physical skill among the students.
- F. The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding.
- G. It is designed to serve the interests of the student's community in competitive sports and other recreational activities i.e. both indoor and outdoor.

Responsibilities

- A. The committee shall promote sports activities by motivating students and members of faculty.
- B. Promoting team spirit by making healthy competition.
- C. To organize regular sports events in order to train students for state and national level competitions.
- D. To arrange for better coaching facilities.
- E. Proper maintenance of sports accessories.
- F. To provide necessary infrastructure for the sports.

LIBRARY COMMITTEE

Functions

- A. To create world class library by creating state-of-art infrastructure and containing books of eminent writers in different fields of academia with special emphasis on digital techniques and access to the students and other users thereof.
- B. To provide material that will stimulate students' acquisitions of factual knowledge, development of literary appreciation, aesthetics values and ethical standards.
- C. To provide sources of research-oriented information's and articles/ journals for academia.
- D. To select, evaluate and acquire library materials in varied formats to meet and respond to the needs of our diverse community.
- E. To inform the Faculty members with latest up-dates in their respective subject area.
- F. To help in promoting there search in various departments of the Institute.
- G. It provides healthy entertainment material to its users.
- H. To ensure smooth functioning and effective management of central library with coordinating with the various departments of the Institute.

Responsibilities

- A. The committee shall promote the use of latest techniques and software by the library staff for smooth functioning and management of library.
- B. By coordinating/ communicating with R&D committee to bring updated journal and research papers.

- C. To organize regular seminars and workshops on emerging trends and technologies with a special focus on innovations in library.
- D. By creating world class infrastructure.
- E. By focusing on digitalization of library and promoting digital policies by having access to national digital library portal and delnet.
- F. To promote access of SCOPUS and SCI indexed journals to all faculty and students.

CULTURAL COMMITTEE

Functions

- A. To create zeal amongst students and faculty members towards cultural activities.
- B. To provide the platform for students so that they can show case their talent.
- C. To enhance the interest of participants in cultural events.
- D. To achieve the goals we organize various competitions in the following categories: dancing, singing, drama, mime, extempore, nukkad natak, debate etc.
- E. To promote every individuals interest and try to discover the talent in students.
- F. The committee aspires to inculcate qualities such as, team spirit, confidence, expressiveness, communication.
- G. It is designed to serve the interests of the student's community in competitive cultural fest.

Responsibilities

- A. The committee shall promote cultural activities by motivating students and members of faculty.
- B. Promoting team spirit by making healthy competition.
- C. To organize cultural events in order to train students for state and national level competitions.
- D. To arrange for better platform where they can exhibit their skills.
- E. Proper maintenance of cultural accessories.

EXAMINATION CELL

This cell is formulated to coordinate and systematize examinations. It indulges in designing proper examination profiles for the smooth functioning of curriculum accomplishment. The Cell keeps a thorough track of discipline throughout the module of the session.

Functions

- A. To get all the internal examinations and university examinations smoothly conducted.
- B. To get university examinations form filled and scrutinize them thoroughly and properly.
- C. To get question papers of internal examinations and university papers (if required) prepared.
- D. To monitor and process results. Evaluation of internal answer books.

Responsibilities

- A.** The members of the committee sit together at regular internal of times or whenever required to develop the ways & means to ensure smooth conduct of examinations.
- B.** This cell also formulates the guidelines, rules & regulations of all examination related affairs of the Institute.
- C.** The cell gives suggestions for smooth conduct of examinations in academic perspective.
- D.** Question papers of internal examinations are processed and compiled two days before the commencement of examinations.
- E.** Quality of papers in formatting and other aspects are checked by the committee after the academic quality check from respective HODs' desk.
- F.** University examination forms are filled in accordance with the university guidelines and declared dates.
- G.** Internal examination copies are checked within 3 days of commencement of examinations by the respective members of the faculty.
- H.** External examinations are conducted in accordance with the university schedule.
- I.** After declaration of results, compiling and comparing of the results along with the tabulation is carried out.

GRIEVANCE REDRESSAL CELL

The Grievance Redressal Cell, headed by DSW, attempts to address genuine problems and complaints of students, whatever the nature of the problem. Students are encouraged to use the suggestion boxes placed on different sections of the campus to express constructive suggestions and grievances. They may also approach the members of the cell or any of their other teachers as is comfortable to them.

The Grievance Redressal Cell is also looking after the grievance of employers, which help in systematic and expeditious settlement of grievances of employees, ensuring healthy employer-employee relationships.

SC/ ST COMMITTEE

Institute also has a committee to look into the atrocities/ grievance of SC/ST candidates, under the act 1989, no. 33 of 1989, and dated 11.09.1989.



Vision of the Department

To be a **leading department** producing **competent professionals** in the field of Electronics and Communication Engineering with **human values**.

Mission of the Department

M1: Providing **contextual knowledge & skills** in line with industrial trends.

M2: Promoting **effective teaching and learning practices** using **modern tools** and techniques.

M3: Enhancing the culture of **innovation and product development**

M4: Inculcating **ethics and soft skills**.

Program Educational Objectives (PEOs)

PEO1: Equip with contextual knowledge and technical skills to solve Electronics and Communication engineering problems.

PEO2: Develop leadership qualities and human values.

PEO3: Prepare for lifelong learning and communication skills.

Program Outcomes

PO1. Basic and Discipline specific knowledge: Apply knowledge of basic mathematics, science and engineering fundamentals and engineering specialization to solve the engineering problems.

PO2. Problem Analysis: Identify and analyse well-defined engineering problems using codified standard methods.

PO3. Design/ development of solutions: Design solutions for well-defined technical problems and assist with the design of systems components or processes to meet specified needs.

PO4. Engineering Tools, Experimentation and Testing: Apply modern engineering tools and appropriate technique to conduct standard tests and measurements.

PO5. Engineering practices for society, sustainability and environment: Apply appropriate technology in context of society, sustainability, environment and ethical practices.

PO6. Project Management: Use engineering management principles individually, as a team member or a leader to manage projects and effectively communicate about well-defined engineering activities.

PO7. Life Long Learning: Ability to analyse individual needs and engage in updating in the context of technological changes.

Program Specific Outcome's (PSO's)

PSO1: Use of modern technological trends in the field of Communication Engineering.

PSO2: Use of modern technological trends in the field of embedded system for development of smart applications



Vision of the Department

To be a leading department producing **competent professionals** in the field of Civil Engineering with **human values**.

Mission of the Department

M1: Providing **contextual knowledge & skills** in line with industrial trends.

M2: Promoting **effective teaching and learning practices** using **modern tools** and techniques.

M3: Enhancing the culture of **innovation and product development**.

M4: Inculcating **ethics and soft skills**.

Program Educational Objectives (PEOs)

PEO1: **Equip** with contextual knowledge and technical skills to solve civil engineering problems.

PEO2: **Develop** leadership qualities and human values.

PEO3: **Prepare** for lifelong learning and communication skills.

Program Outcomes

PO1. Basic and Discipline specific knowledge: Apply knowledge of basic mathematics, science and engineering fundamentals and engineering specialization to solve the engineering problems.

PO2. Problem Analysis: Identify and analyse well-defined engineering problems using codified standard methods.

PO3. Design/ development of solutions: Design solutions for well-defined technical problems and assist with the design of systems components or processes to meet specified needs.

PO4. Engineering Tools, Experimentation and Testing: Apply modern engineering tools and appropriate technique to conduct standard tests and measurements.

PO5. Engineering practices for society, sustainability and environment: Apply appropriate technology in context of society, sustainability, environment and ethical practices.

PO6. Project Management: Use engineering management principles individually, as a team member or a leader to manage projects and effectively communicate about well-defined engineering activities.

PO7. Life Long Learning: Ability to analyse individual needs and engage in updating in the context of technological changes.

Program Specific Outcome's (PSO's)

PSO1: Develop proficiency in handling infrastructure projects related to construction and restoration adopting sustainable materials and technologies, considering environmental responsibility and resource efficiency.

PSO2: Execute effectively in multidisciplinary teams, pursue higher studies and entrepreneurship, adopting modern tools and technologies.



Vision of the Department

To be a leading department producing **competent engineering professional** in computer science and engineering with **ethics and societal concerns**.

Mission of the Department

M1: Providing **contemporary knowledge** to students in line with industrial trends.

M2: Promoting **Effective Teaching and Learning Practices** using modern educational tools and techniques.

M3: Developing environment of **research & development** through **training** in emerging software and technologies.

M4: Inculcating **ethics and soft skills** among students.

Program Educational Objectives (PEOs)

PEO1: Develop **professional competency** in Computer Science and Engineering for global acceptance in **industries, research** and premier institution of higher studies.

PEO2: Develop **computing skills**, enabling them to provide **intelligent solutions** to meet industry challenges.

PEO3: Compete with the challenges of **social and professional concern** by use of modern tools and software.

PEO4: Exhibit **leadership quality** and **human values**.

PEO5: Demonstrate **effective communication** and **lifelong learning skills**.

Program Outcomes

PO1. Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

PO2. Problem analysis: Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

PO3. Design / development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

PO4. Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO5. Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

PO6. The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

PO7. Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8. Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

PO9. Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10. Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PO11. Project Management and Finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12. Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

Program Specific Outcome's (PSO's)

PSO1: Design/Development of Intelligent systems: Design solutions of complex engineering problems and design system components and procedure that meet the trending smart space features required in different domains.

PSO2: System verification and validation: Design robust and fault tolerant components and systems

PSO3: Collaborative work culture: Perform ethically and professionally fostering a collaborative work culture



Vision of the Department

To be a **leading department** producing **competent professionals** in the field of Civil Engineering with **human values**.

Mission of the Department

M1: Providing **contemporary knowledge** to students in line with industrial trends.

M2: Promoting **effective teaching and learning practices** using modern educational tools and techniques.

M3: Promoting **research environment** through training in emerging softwares and technologies.

M4: Inculcating **ethics and soft skills** among students.

Program Educational Objectives (PEOs)

PEO1: Develop **professional competency** in Civil Engineering for global acceptance in **industry, research** and **premier institution** of higher studies.

PEO2: Develop **technical skills**, enabling them to **provide intelligent solutions** to meet **industry challenges**.

PEO3: Cope-up with **challenges of social and professional concern** by use of **modern** civil engineering tools and software.

PEO4: Exhibit **leadership quality** and **human values**.

PEO5: Demonstrate **effective communication** and **lifelong learning** skills.

Program Outcomes

PO1. Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

PO2. Problem analysis: Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

PO3. Design / development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

PO4. Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO5. Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

PO6. The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

PO7. Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8. Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

PO9. Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10. Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PO11. Project Management and Finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12. Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

Program Specific Outcome's (PSO's)

PSO1: Analyze, design and supervise Residential and Public Buildings/ structures using the knowledge of Structural, Environmental, Irrigation and Transportation Engineering.

PSO2: Execute civil engineering profession ethically and to enhance lifelong learning by adopting modern engineering tools.

PSO3: Perform ethically and professionally fostering a collaborative work culture.



Vision of the Department

To be a **globally acclaimed department** producing competent professionals in the field of Mechanical Engineering with **human values**.

Mission of the Department

M1: Providing **contextual knowledge** of science and engineering in coordinated and integrated manner.

M2: Promoting **effective teaching and learning practices** supported by modern educational tools and techniques.

M3: Promoting **research environment, use of simulation and automation**.

M4: Inculcating **ethics, soft skills and lifelong learning** among students.

Program Educational Objectives (PEOs)

PEO1: Develop **professional competency** in Mechanical Engineering for **global acceptance** in industry, research and premier institutions of higher studies.

PEO2: Develop **technical skills**, enabling students to meet industry challenges.

PEO3: Cope up with **challenges of social and professional concern**.

PEO4: Exhibit **leadership quality and human values**

PEO5: Demonstrate **effective communication and lifelong learning skills**.

Program Outcomes

PO1. Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

PO2. Problem analysis: Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

PO3. Design / development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

PO4. Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO5. Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

PO6. The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

PO7. Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8. Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

PO9. Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10. Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PO11. Project Management and Finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12. Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

Program Specific Outcome's (PSO's)

PSO1: Advance Software Tools: Develop proficiency in designing through advanced software tools related to mechanical engineering.

PSO2: Multidisciplinary Approach: Adopt Multidisciplinary Approach to solve real world industrial problem.

PSO3: Collaborative work culture: Perform ethically and professionally fostering a collaborative work culture.



Kamla Nehru Memorial Trust is a non-profitable society established for charitable purpose to impart quality education in various professional fields with vision and firm commitment to uplift the economic & educational status of the people of eastern region of the Uttar Pradesh especially in Awadh region which was behind the race of development.

कमला नेहरू इन्स्टीट्यूट की स्थापना का मकसद महज एक तालीमी इदारा कायम करना नहीं है, बल्कि इस पूरे इलाके की गुरबत की लड़ाई इसी इदारे से उसी दोहरे निश्चय के साथ लड़ना है, जिस अज़ूम के साथ इस इलाके के बाशिन्दों ने सन् 1857 की जंगे आज़ादी लड़ी थी।

“.....आर्थिक आज़ादी के लिए जंग का मरकज़ कमला नेहरू इन्स्टीट्यूट है।”

बाबू केदार नाथ सिंह
संस्थापक

Kamla Nehru Institute of Physical & Social Sciences

Engineering Institute

Faridipur Campus- Sultanpur

(Approved by AICTE, New Delhi and Affiliated to Dr. APJAKTU & UPBTE, Lucknow)

N.H. 330, Prayagraj- Ayodhya Bypass Road, Faridipur, Sultanpur (U.P)- 228119

Phone: 07607809620, 09935047100 Email: knipssenggsln@gmail.com

Website: www.knmt.org.in