

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Institutional Perspective Plan

Institutional Perspective Plan & Deployment

(2018-2023)



KANPUR INSTITUTE OF TECHNOLOGY AND PHARMACY



INTRODUCTION

Since its inception in 2009, Kanpur Institute of Technology And Pharmacy (KITP) has been successfully shouldering the monumental responsibility of producing capable health care professional and highly skilled peoples with positive mind-set. Run by a team of visionary and motivated IIT alumni.

KITP is counted among the top-rated Pharmacy institutes of North India. The Institute runs B. Pharma, M. Pharma and Diploma courses. The institute is affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow (formerly U.P.T.U., Lucknow) with College Code 550 & BTE with College Code (3380). The courses are approved by The Pharmacy Council of India (PCI).

Being pharmacy Institute we are committed to create not only 'the Pharmacists for future' but also 'Future for the pharmacists' With the support of the tireless efforts of devoted and highly skilled administration and faculty members. The institute has distinguished itself through time as one of the leading pharmacy institutes of Dr. A.P.J. Abdul Kalam Technical University, Lucknow in northern India.

Any institute's main focus and reason for being is academics. The academics of KITP are focused on developing a person's thinking via the methodical application of knowledge, innovation, and Advance technology.

Last but not the least; the institute always continuously strives for maintaining excellence in higher technical and professional education, through a student centric approach, aiming to bring out the best in them and transforming the students into industry ready professionals.



Vision

To transform ignited minds into healthcare professional , globally competitive, highly skilled with positive mind-set, responsive to the social needs of the patient care and drug development and work for society as a cohesive team to contribute to the needs of the country and world at large.

Mission

- Prepare students to acquire required skills, positive mind set towards social and human values.
- Facilitates the exchange of knowledge and ideas to provide a broad range of services to its members to develop their careers.
- Prepare students to cater to the needs of global community.
- Be the leading Institute to maintain the high standards of professional conduct.
- Development ability to provide solutions with integrity and ethical behaviour.
- Prime focus on the advancement of general health and quality of life for the international community/people.



Objectives

- 1- Nutrients students to become successful in their academics and future endeavors.
- 2- Improving employability skills of the students.
- 3- Encouraging students and faculty members to bring innovative ideas.
- 4- Motivating students for self-employment which turns in lead to entrepreneurships.
- 5- Promote team spirit and healthy competition.
- 6- Create healthy atmosphere for effective teaching–learning process.
- 7- Promote creativity and innovation in all activities.
- 8- Promote equality, integrity, patriotism and brotherhood.
- 9- Promote communal harmony and religious tolerance.
- 10-Value individual differences and dignity of labor.
- 11-Sharing of experience, knowledge and skills.
- 12-Planning of upgraded classroom with AC & projector.
- 13- Renewable Energy usage.
- 14- Increases in computer for computer lab.
- 15-Planning for NAAC Accrediation.



Short Term Goals

1. To further improvise results, increase in numbers of students going for higher studies by clearing various entrance exams like GPAT.
2. To improve sports, cultural activities and literary performances of students in various competitions.
3. To encourage and support professional development and welfare of staff.
4. To motivate faculty and students towards research and innovation by conducting seminars.
5. To conduct field visit to industries, incubation centers and research organizations.
6. Extending financial support to the R & D Projects.
7. To encourage and guide to students to take up innovation and entrepreneurship.

Long Term Goals

1. To strengthen R & D, Innovation cell of the institution by allocating funds.
2. To identify performance and rewards accordingly.
3. To implement E governance system in institute.
4. To train the students towards entrepreneurship, start-ups, self employment and providing employments to others.
5. To apply for patents.
6. To decentralize the academic, administration and student related authorities & responsibilities.
7. To publish all the research outcomes in UGC recognized or Scopus Indexed Journals.
8. To implement NEP in Institute.
9. To sustained institutional growth including quality assurance, financial management, innovation, collaboration & student centric approaches.



SWOC Analysis

Strengths-

1. Good reputation for high quality teaching & laboratory based practical skills & knowledge development.
2. Equal emphasis on co-curricular and value added programs on Emerging Technologies.
3. Eco-friendly and amicable ambience for working.
4. Beyond the syllabus curriculum to make the students ready for the present global scenario.
5. Constant encouragement of faculty for pursuing Ph.D., research, advancement of qualification etc.
6. Constant mentoring, monitoring, and a strong feedback system of students.
7. Training and Grooming of students to make them industry ready and enhancing their Employability skills by imparting GD & Training classes etc.
8. Various activity clubs viz. Cultural club, Sports club etc., for Innovation & all round development and extracurricular activities.
9. Academic achievements of student in University examination and other platforms.
10. Strong Alumni base that helps for the job generation and referral drive of junior students. They also appraise the college about any known students still jobless, who are given opportunity for new jobs through job fair.



Weaknesses-

1. Lack of PhD & GPAT qualified faculties.
2. Lack of publication of books and papers in indexed journal.

Opportunities-

1. Collaboration with International and National Institutes of repute and other recognitions.
2. Focus on Research activities & collaboration with institutes and industries
3. Involving more faculty members in research oriented programs
4. Preparing students in GPAT & other examinations.
5. Enrollment of Students in Internship programs in different Hospitals & Industries.



Challenges-

1. Students come with various rural and urban areas and training these Hindi speaking students by English books language and developing their communication skills is really a challenging job.
2. Keeping pace with continuous modification of technological advancement.
3. To motivate faculty for New Research/ R&D/ Innovation etc.
4. To attract eminent Professors, Ph.D. Holders and Researchers in Campus to share their knowledge and experience with students.
5. Stiff competition towards bringing core companies to campus for bulk hiring.



Institutional Perspective Plan 2018-23

IPP of the Institution were formulated after a brain storming session with Management, Director, HOD & Faculties.

Our IPP is the roadmap of strategies to achieve the vision, mission and goals of the institution.

Strategy 1: Teaching learning process

- Academic planning and preparation of Academic Calendar
- Preparation of Lesson Plan based on CO & PO mapping
- Use of more teaching aids and adopt more ICT
- Development of e- learning resources
- Promote research culture & facilities
- Provide mentoring and personal support
- Follow a transparent and fair feedback system
- Conduct training based on need analysis
- Evaluation parameters and benchmarking
- Continuous assessment to measure outcomes
- Performance development through credit system
- Implementation of best practices



Strategy 2: Leadership and participative management

- To follow reporting structure.
- Decentralize the academic, administration and student related authorities & responsibilities.
- Prescribe duties, responsibilities and accountability.
- Portfolio assignments.
- Establishment of functional committees.

Strategy 3: Internal Quality Assurance System

- Educating & Training of all employees
- Periodic check & guidance for quality improvement
- Promoting best practices

Strategy 4: Good governance

- Vision, Mission development & their articulation in every key position
- Evaluation of Institute's performance
- Institutional strategic goals setting
- Following organization structure
- Smooth Working of statutory committees
- Establishing E governance
- Leadership development through decentralization
- Code of conduct and policy formulation, approval and implementation
- Establishing fair and transparent performance appraisal system



Strategy 5: Student's development and participation

- Budget allocation for student development programmes and activities
- Students Trainings & Placement Activities
- Formation of student welfare cell
- Participation in competitions
- Organizing competitions
- Participation in extracurricular activities
- Participating in social and welfare activities

Strategy 6: Staff development & welfare

- Staff performance evaluation system
- Staff Training for quality improvement
- Best possible work facilities & infrastructure facilities
- Code of conduct, service rules & leave rules
- Group Insurance
- Rewards, recognitions and incentives
- Deputation for seminars, conferences and workshops etc.
- Support for research work



Strategy 7: Institute – Industry Connect

- Formation of industry institute connect cell
- MoUs with industries
- Support for internships, visits, trainings, guest lectures
- Providing career guidance
- Strengthen training & placement
- Establishing innovation cell

Strategy 8: Physical infrastructure

- Infrastructure building development & modification
- Modernization of Laboratory & equipment
- Library infrastructure up gradation
- Functional facilities for e-learning
- Safety & Security management
- Water facility
- Medical facility
- Developing sports (indoor/outdoor) facilities
- Plantations
- Rain water harvesting
- Renewable Energy usage
- Hygiene & green campus



Institutional Perspective Plan Deployment

Sr. No.	Perspective Plan	Deployment
1	Teaching learning process	<ul style="list-style-type: none"> • Academic planning and preparation of Academic Calendar • Preparation of Lesson Plan based on CO & PO mapping • Use of more teaching aids and adopt more ICT • Development of e- learning resources • Promote research culture & facilities • Provide mentoring and personal support • Follow a transparent and fair feedback system • Conduct training based on need analysis • Evaluation parameters and benchmarking • Continuous assessment to measure outcomes • Performance development through credit system • Implementation of best practices
2	Leadership and participative management	<ul style="list-style-type: none"> • Decentralize the academic, administration and student related authorities & responsibilities. • Prescribe duties, responsibilities and accountability. • Portfolio assignments. • Establishment of functional committees.
3	Internal Quality Assurance System	<ul style="list-style-type: none"> • Educating & Training of all employees • Periodic check & guidance for quality improvement • Promoting best practices



4	Good governance	<ul style="list-style-type: none"> • Vision, Mission development & their articulation in every key position • Evaluation of Institute's performance • Institutional strategic goals setting • Following organization structure • Smooth Working of statutory committees • Establishing E governance • Leadership development through decentralization • Code of conduct and policy formulation, approval and implementation • Establishing fair and transparent performance appraisal system
5	Student's development and participation	<ul style="list-style-type: none"> • Budget allocation for student development programmes and activities • Students Trainings & Placement Activities • Formation of student welfare cell • Participation in competitions • Organizing competitions • Participation in extracurricular activities • Participating in social and welfare activities
6	Staff development & welfare	<ul style="list-style-type: none"> • Staff performance evaluation system • Staff Training for quality improvement • Best possible work facilities & infrastructure facilities • Code of conduct, service rules & leave rules • Group Insurance • Rewards, recognitions and incentives • Deputation for seminars, conferences and workshops etc. • Support for research work



7	Institute – Industry Connect	<ul style="list-style-type: none"> • Formation of industry institute connect cell • MoUs with industries • Support for internships, visits, trainings, guest lectures • Providing career guidance • Strengthen training & placement • Establishing innovation cell
8	Physical infrastructure	<ul style="list-style-type: none"> • Infrastructure building development & modification • All classrooms are upgraded with centralized AC. • Modernization of Laboratory & equipment • Library infrastructure up gradation • Functional facilities for e-learning • Safety & Security management • Water facility • Medical facility • Developing sports (indoor/outdoor) facilities • Plantations • Rain water harvesting • Solar panals are install for renewable Energy usage. • Hygiene & green campus

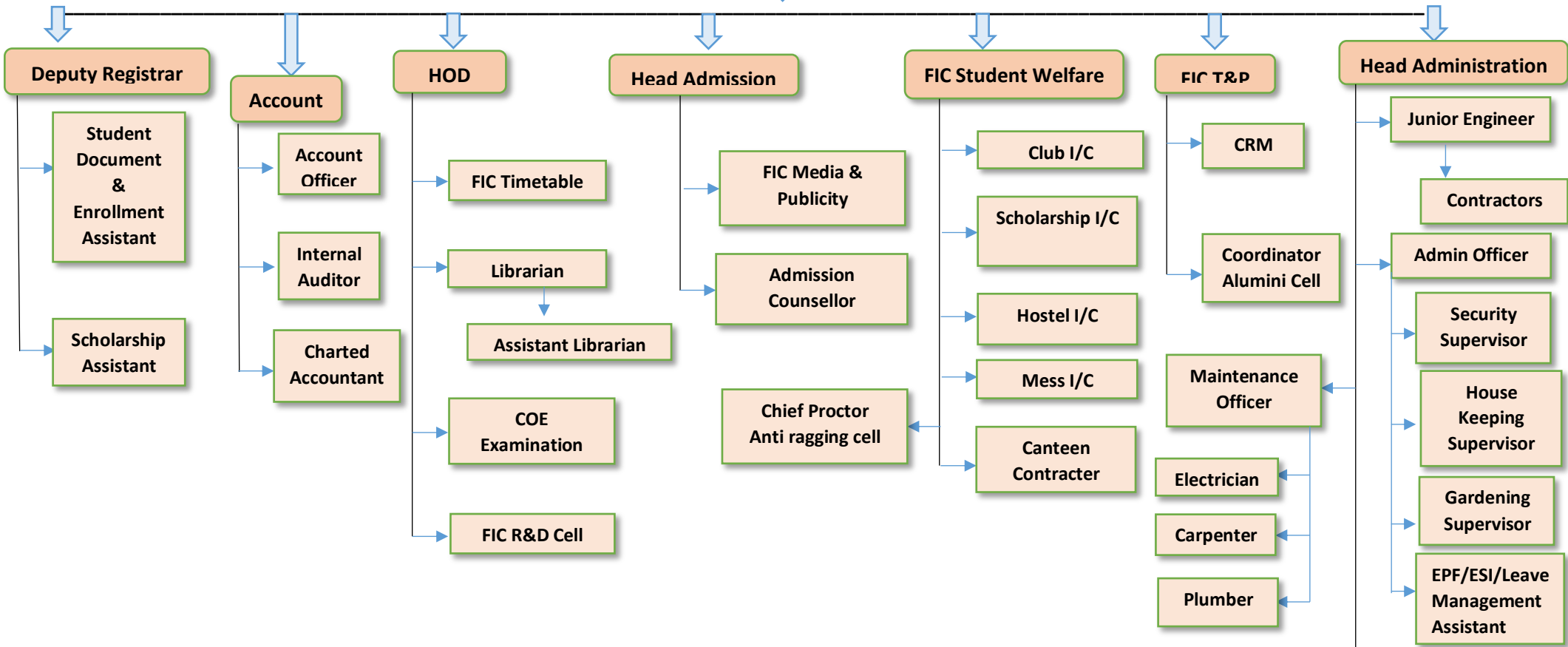


Organization Structure

ORGANIZATION STRUCTURE

Management Committee

Director



Training & Placement Policy

Kanpur Institute of Technology & Pharmacy

**A-1, UPSIDC Industrial Area, Chakeri, Rooma, Kanpur,
Uttar Pradesh – 208001**



Training & Placement Policy

Prepared by: T&P Cell

Website: www.kit.ac.in/kitp

T&P POLICY – KITP

1. INTRODUCTION (Preamble)

- ❖ The training and placement cell is an integral part of the institute since inception
- ❖ The institute provides exceptional infrastructure and other facilities that may help the efficient functioning of the T&P Cell
- ❖ The Training and Placement cells operates under the full time guidance and leadership of Dean – Training and Placement
- ❖ The cell functions all around the year to provide and arrange campus placement drives at the college
- ❖ The purpose of T&P Cell is to shape the students of the institute to the extent of being place able in the industry
- ❖ Placement Team plays a vital role in motivating and guiding the students to make them achieve their desired goals of placements

Vision: To inculcate the strengths of creative thinking and improving analytical skills to achieve the desired result of a better society

Mission: To provide technical and professional competencies in addition to the high spirits of imagination, creativity, passion and determination in students

2. OBJECTIVES

- ❖ Placement of maximum number of students in campus placement drives
- ❖ Support our students in attending pool campus placement drives organised at other colleges and collecting updates from off campus invitations
- ❖ To make our students placement ready as well as provide them skills to become an entrepreneur
- ❖ Providing trainings to make the students eligible for placements in multinational companies
- ❖ To maintain the quality standards of the jobs offered by the institute
- ❖ Providing necessary trainings in the fields of technical and aptitude skills
- ❖ Our team visits the companies for background check before placing students there
- ❖ Our team adheres to all the processes to ensure smooth flow of the placement procedure
- ❖ Deserving candidates are provided with multiple opportunities to make sure they get to work with their most preferred companies

3. PLACEMENT PROCESS

3. PLACEMENT PROCESS



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graph TD; A[3. PLACEMENT PROCESS] --> B[Invitation is shared with companies to participate in the placement drive]; B --> C[The companies share details of the job opportunity and share their requirements with our team]; C --> D[Students are informed about the placement opportunity and asked to apply on the jobs based on certain eligibility criteria]; D --> E[Company visits the campus and organizes pre placement talk prior to the final placement process and the recruitment process is initiated]; E --> F[The representatives of the company share the final list of selected candidates post screening rounds]; F --> G[A job offer containing various necessary elements such as positions offered, remuneration and job description is shared with the selected students]; G --> H[Further processes of the company are communicated by the company representatives through the placement team];
```

Invitation is shared with companies to participate in the placement drive

The companies share details of the job opportunity and share their requirements with our team

Students are informed about the placement opportunity and asked to apply on the jobs based on certain eligibility criteria

Company visits the campus and organizes pre placement talk prior to the final placement process and the recruitment process is initiated

The representatives of the company share the final list of selected candidates post screening rounds

A job offer containing various necessary elements such as positions offered, remuneration and job description is shared with the selected students

Further processes of the company are communicated by the company representatives through the placement team

4. TRAINING POLICY GUIDELINES

- ❖ Students should sign the Training Mandate form and make sure that they adhere to the guidelines of the mandate.
- ❖ Any student, who fails to attend the training session with 95% or more attendance post registration, will have to pay a penalty of Rs. 5,000 to the institute and other strict actions will be taken against him/her.
- ❖ Students should prepare their resume and get them verified with the T&P Cell to ensure that their resume is shortlisted.
- ❖ It is mandatory for all the students to be present in the classroom/lab for training session 10 minutes before the start of the session. If anyone is late, he/she will not be marked as present for the day.
- ❖ It is compulsory for the students to follow all the instructions of the trainer, during the session and be in proper discipline while the class continues.
- ❖ All the students are advised to give all the tests taken during the session. If any student does not attend/give a test in the training session, he/she will be marked as absent for 1 day.
- ❖ Any student who does not perform well/under performs during the training session; he/she shall be entitled to remedial classes, which solely depends on the discretion of Dean – Training and Placement.
- ❖ If anyone who has signed the Training Mandate form and given the consent for training, he or she will be solely liable for the actions taken against him/her.
- ❖ If anyone wants to avail a leave during the training schedule, he/she has to apply for the same and send the application to Dean – Training and Placement, with supporting documents as proof for validation.
- ❖ A one-day pre placement training will be provided to make the students aware of the placement process and a brief introduction of the company will also be given during the training.
- ❖ SPOC from their respective departments should attend as well as coordinate in the training sessions.
- ❖ HOD is requested to attend the training sessions to understand the training curriculum and share feedback with Dean – Training and Placement.

5. PLACEMENT POLICY GUIDELINES

- ❖ Student's eligibility will be decided on the basis of attendance in training, which is 95% and more, as well as on the basis of decision made at the discretion of T&P Cell and the company.
- ❖ Students are free to opt out of the Campus Placements. However, the students have to make sure that they sign the consent form for the same.
- ❖ The placement support will be extended to the candidate for the final year only, till the student is the part of the college. After passing out from the college, the student will have to login to the alumni portal to receive any job opportunities.
- ❖ If a student has registered for a particular drive, he/she is bound to attend the placement drive under all circumstances. The student will be barred from sitting in the placement drives, until and unless the reason of absence is justifiable.
- ❖ Students should register on the placements portal of the college to receive updates related to job opportunities and complete their profiles to ensure that they are eligible for the placement drive.
- ❖ It is mandatory for all the students to be in proper formal, wear I-Cards and follow all the other guidelines laid down for the placement process.
- ❖ SPOC from respective department shall be present during the placement drive to ensure smooth function of the placement drive.
- ❖ HOD of the respective department is requested to visit the campus placement drive for Pre Placement Talk session.
- ❖ In case a student is placed in a company, he/she will only be allowed to sit in other placement drive if the salary package exceeds a gap Rs. 1 Lacs or if the company is a Tier I company.
- ❖ If a student has shared the willingness to join an organization, he/she is supposed to join the same without any fail. If the student fails to join the organization, he/she will be barred from campus placements and future opportunities with immediate effect.
- ❖ It is mandatory for all the students to gather proper information about the visiting company, visit the company website and read the job profile as well as job description properly before appearing in the placement drive.
- ❖ Students are guided not mention any ambiguous or false information in their resume. If any discrepancy is found in the shared information, immediate action will be taken and student will be barred from sitting in the future placement drives.
- ❖ Any misconduct or indiscipline during the placement drive or with the recruiter will lead to strict actions and even barring from sitting in the placement drives.

ADDRESS FOR CORRESPONDENCE

Nidhi G Kapoor
Dean – Training and Placement
Training & Placement Cell
Kanpur Institute of Technology,
A-1, UPSIDC Industrial Area, Chakeri Ward,
Rooma, Kanpur – 208001

STUDENT'S UNDERTAKING FORM

SESSION: 2023 - 24

University Roll Number: _____

Student's Name: _____

Parent's Name: _____

Date of Birth: _____

Course: _____

Branch: _____

Student's Email ID: _____

Parent's Mobile No.: _____



Rules and Regulations:

- * If registered and shortlisted, and not appeared in campus interview; the student will be barred from further placements.
- * If training attendance is less than 85%, then the student will be barred from Tier-1 companies.
- * Once the undertaking is signed and the commitment is given post selection, the student has to join the company. If fails to do so, he/she will be barred from campus placements. Exceptional cases will be looked after by Dean, PCRC.
- * One student will get only one offer, unless there is an option for Tier-1/Grade-A Company.

Declaration by Student

I have read the above mentioned rules of Campus Placements and will abide by them. I understand that not complying with the above mentioned clauses will lead to getting barred from campus placements.

Signature of Student

Authorized Signatory
(T&P Cell)

KANPUR INSTITUTE OF TECHNOLOGY & PHARMACY

A-1, UPSIDC Industrial Area, Rooma, Chakeri Ward, Kanpur, Uttar Pradesh 208001

WITHDRAWAL FROM PLACEMENT ASSISTANCE

SESSION: 2023 - 24

I _____ (Student Name) hereby withdraw my name from seeking placement assistance from Kanpur Institute of Technology & Pharmacy, because of the following reason(s)-

Higher Studies

Family Business

Others, Please Specify _____

DATE : _____

STUDENT NAME _____

SIGNATURE _____

UNIVERSITY ROLL NO.

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

MOBILE NO.

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

E-MAIL ID

Signature of Student

Signature of HOD

Authorized Signatory
(T&P Cell)

TRAINING MANDATE

SESSION: 2023 - 24

University Roll Number: _____

Name: _____

Date of Birth: _____

Course: _____

PASTE YOUR
PASSPORT SIZE
PHOTO HERE

DECLARATION BY STUDENT

I hereby declare that, I will attend all the Training classes provided by the college on a regular basis.

I understand and agree to the clause that, if I am found absconding/irregular during the training time period, I will not be allowed to sit in the Tier – I Companies' Placement Drive, during the Campus Placements.

Terms and Conditions:

- ★ I have read the terms and conditions laid down by the college
- ★ I agree to give my consent to participate in special training program
- ★ I will abide by the Placement Policy
- ★ I will be present for at least 90% of the training classes scheduled by the Training and Placement cell

Signature (Student)

**Authorized Signatory
(T&P Cell)**

Campus Recruitment Invitation for Final Year B.Pharm, M.Pharm students from Kanpur Institute of Technology & Pharmacy, Kanpur

Dear Sir/Madam,

Greetings from Training & Placement Cell, Kanpur Institute of Technology & Pharmacy!

Kanpur Institute of Technology and Pharmacy has been successfully shouldering the monumental responsibility of producing capable technocrats and managers. Run by a team of visionary and motivated IIT alumni, KITP is counted among the top rated Pharmacy institutes of North India. Kanpur Institute of Technology & Pharmacy runs B.Pharm , M.Pharm courses. The institute is affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow (formerly U.P.T.U., Lucknow) with College Code 550. The courses are approved by the Pharmacy Council of India (PCI). The institute is ISO 9001:2015 certified for it's up to the mark quality systems and best practices in technical and professional education.

We have a diverse and a very competitive curriculum for our students, which are developed by experts in their respective fields. The faculty members have their background of many reputed institutions and have worked on multiple and rich research papers.

Our alumni base is large, and many of them work in multiple reputed organization's such as Cipla, Sun Pharma, Dr.Reddy, Alkem, Lotus Herbals, Alembic, XL Lab., Micro Labs, Ipca Laboratory, Johnson & Johnson, Mankind Pharma, Biocon Limited, WIPRO, Unix Biotech, and many other organization's as well.

Campus Placements have been successful because of active participation by many industries located in the areas of Asian as well as Global presence. We connect with such organizations for providing placement opportunities not only to the fresher's, but also to the experienced bank of alumni.

In continuation of this placement exercise, we are inviting multiple organization's for the placement drives this year also. It would a matter of honors for us if your company visits the campus for the placement drives for the students of B.Pharm, M.Pharm courses, whichever suits your interest and professional preference.

We feel proud to present our young and future technocrats and business leaders to the people seeking fresh talent and versatile human resource. Details of the process can be finalized through dean.tnp@kit.ac.in

We are looking forward to your precious visit to our beautiful campus of Kanpur Institute of Technology & Pharmacy, Kanpur.

With Best Regards,

Dean – Training & Placement

Training & Placement Cell

Confidential



To,
The Management
Kanpur Institute of Technology, Rooma, Kanpur

From :

Name of Official Designation

Name of Organization

Mobile Number E-mail ID

CORPORATE FEEDBACK FORM

STUDENT EVALUATION

Technical Skills	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor
Communication Skills	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor
Interpersonal Skills	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor
Attitude	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor
Passion for Growth	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor

INFRASTRUCTURE & SUPPORT

Arrangements	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor
Hospitality	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor
Overall Coordination	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor

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SUGGESTIONS FOR STUDENTS

SUGGESTIONS FOR PLACEMENT & CORPORATE RELATIONS CELL

----- fold here -----

Would you like to consider our students for placements for future requirements ?

Yes

No

My Birthday is on :

YOUR OVERALL EXPERIENCE @ KANPUR INSTITUTE OF TECHNOLOGY

HR Policy



Kanpur Institute of Technology And Pharmacy

UPSIDC, Industrial Area, Rooma, Kanpur

HR Policy & Procedure Manual

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1. INTRODUCTION: ABOUT US

The Indus Technical Education Society was founded about a decade ago with the long-held vision of promoting and disseminating knowledge to serve the cause of education. Since its humble beginnings in 2009, Kanpur Institute of Technology and Pharmacy has effectively carried the tremendous responsibility of thereby transforming out competent Pharmacist and chemist. KITP is one of the top-rated Pharmacy institutions in North India, run by a group of forward- thinking and driven IIT alumni. As a multi-disciplinary academic institution, Kanpur Institute of Technology and Pharmacy offers quality education in pharmacy. In addition to having excellent infrastructure, institute is dedicated to fostering high-quality learning.

2. MANAGEMENT AND GOVERNING BODY

The Institute is led and managed by a group of IIT alumni. They envisioned creating an acclaimed professional institution and steering the institution to develop into a centre of excellence owing to their distinguished technical backgrounds and trustworthy administrative expertise.

The management committee of the institute is composed of the following members -

1. Shri P.K. Jain
2. Shri Vipul Jain
3. Mrs. Neena Verma
4. Shri Anil Kumar Agarwal
5. Shri Ashok Agarwal
6. Mrs. Ruchi Jain
7. Shri Kumar Akshay
8. Shri Vatsal Jain

2.1 GOVERNING BODY – POWERS AND FUNCTIONS

The governing body of KITP is constituted as per AKTU and PCI norms. Its powers and functions are as follows –

1. Create and fill the positions in accordance with the requirements given by the head of the institute, while adhering to the prescribed qualification, experience, and pay scales of the affiliating university.
2. Budget approval for infrastructure and academic advancements.
3. Approval of action plans of the institution regarding introduction of new courses and increased enrollment in existing courses.
4. Originate, plan, provide and revise the functioning of various committees in administering the institution.
5. Review, monitor, and take necessary actions in the execution of plans and schemes.
6. Provide and help in issuing the necessary guidelines to the head of the institute for administration.

3. VISION, MISSION, CORE VALUES

VISION –

“To transform ignited minds into health care professional, globally competitive, highly skilled with positive mind-set, responsive to the social needs of the patient care and drug development and work for the society as a cohesive team to contribute to the needs of the country and world at large.”

MISSION –

1. Prepare students to acquire required skills and positive mind set towards social and human values.
2. Facilitate the exchange of knowledge and ideas to provide a broad range of services to its members to develop their careers.
3. Prepare students to cater to the needs of global community.
4. Be the leading institute to maintain high standards of professional conduct.
5. Develop ability to provide solutions with integrity and ethical behaviour.
6. Prime focus on the advancement of general health and quality of life for the international community/ people.

CORE VALUES –

- To ensure excellence in teaching, and service to meet the needs of all our students, employers, parents. Faculty, staff and others.
- To furnish students with sound knowledge as well as skills.
- To provide educational programs with innovative concepts for creating technically equipped professionals.
- To develop leadership qualities
- To foster respect for all people and appreciation of diversity in our surroundings.
- To promote civic responsibility and proper assessment at every level of the institute.

4. PREAMBLE –

“We aspire to continuously improve our performance through systematic monitoring and up gradation of all aspects of the teaching learning process.”

“You have to dream before your dreams come true.” – A.P.J. ABDUL KALAM

“The illiterate of the 21st century will not be those who cannot read and write, but those whocannot learn, unlearn, and relearn.” – Alvin Toffler

OBJECTIVES –

- To become a high-quality institution among PCI/AKTU/BTE affiliated Pharmacy Institute.
- To acquire knowledge for overall development and skills of faculties, staff members, and students.
- To create pharmacist with sound knowledge, creativity, and self development.
- To create ignite minds for developing enthusiasm of learning.
- Celebrate and learn from our diversity in every aspect.
- To develop confident & competent students and faculties to make outstanding contributions in institute and university.
- To show extra ordinary performance in academic excellence in the institution and university.
- To achieve better employability and placement potential among eligible students.
- To design and formulate programs to provide quality education.
- To develop social, ethical, and environmental consciousness among community.
- To be accredited by NBA and NAAC.
- To extend Research & development as well as consultancy is association with MHRD, and industries.

5. HUMAN RESOURCE POLICY -

- It is very important to have an effective set of policies that are dynamic, flexible, and accommodating in creating an efficient working environment for sustainable development, institutional growth, and employee satisfaction where employees can work and benefit the vision, mission, core values, and objectives of the institution.
- KITP encourages its employees to think, create and express their views in facilitating decisions and activities through their collective contribution. This is a noble approach in recognition of the employee which is essential for the development of values, loyalty, and trust among all.
- In terms of privacy, the institution expects that every employee should have inbuilt discipline in maintaining confidentiality. This is not to disclose information related to personnel compensation, HR policy, training materials, personal data, and other financial compensation matters. Employee who fails to follow institute privacy terms and disclose confidential information will be liable to disciplinary action, which may lead even to dismissal and prosecution.

❖ **HUMAN RESOURCE MANAGEMENT**

• **WORKING DAYS AND WORKING HOURS –**

- There are six days of work per week at the institution (i.e., from Monday to Saturday)
- The working hours are of eight hours (i.e., from 9.00 AM to 5.00 PM) with a lunch break of 55 minutes.
- Extremity may affect working hours. The employee must be loyal enough to contribute their duties and responsibilities, and the compensation will be determined by the heads of the institute, which will vary periodically and by employee grade.

• **CLASSIFICATION OF HUMAN RESOURCE –**

- Administrative staff
- Teaching staff
- Technical support staff
- Non- technical support staff

JOB RESPONSIBILITY

The responsibilities of various faculty positions are laid out in accordance with the PCI/AKTU/Institute guidelines that are aligned with the vision and mission of the institute.

ACADEMIC

- Class room teaching with modern aids.
- Development of laboratory, curriculum, and resource material by using modern technique.
- Monitoring of Students evaluation and assessment.
- Student guidance, counseling, personality, and overall character development.
- To prepare, provide, generate, and propagate knowledge in the interest of students.

R&D AND IPR CELL –

R&D (Research and Development) and IPR (Intellectual Property Rights) cell deals with managing and protecting intellectual property derived from research and development. Some of the activities performed by R&D and IPR cells include:

- R&D activities through projects and research guidelines as per AICTE/PCI/AKTU/ Institutional norms.
- Instructing researchers and staff on intellectual property issues and best practices.
- Encourage students and faculties for patent ideas.
- Performing patent searches and drafting patent applications.
- Promotion of institute-industry interaction.

ADMINISTRATION –

- Mobilizing resources of the institute
- Development, administration, and management of institutional facilities.
- Participation in policy planning for development of technical and non technical education.
- Administration both at the institutional and departmental levels.
- Design, develop, and maintain the administrative requirements of the institute.
- Maintain accountability.

EXTENSION ACTIVITY –

Below are the activities covered under this.

TRAINING AND PLACEMENT CELL –

- The cell works to enhance the employability of students by providing them with training and skills necessary to succeed in the workplace.
- Provides career services and opportunities to students, including on-campus interviews, job fairs, and internships, in collaboration with companies and organizations.
- Provides career counseling, resume writing, interview preparation, and interview practice to students.
- Offers non-formal placement-oriented education.
- Provides technical support wherever required.

TEACHING AND LEARNING PROCESS –

All faculty members have to plan their academic teaching schedules well in advance before the commencement of the semester. Following are some of the contents of learning modules for subjects –

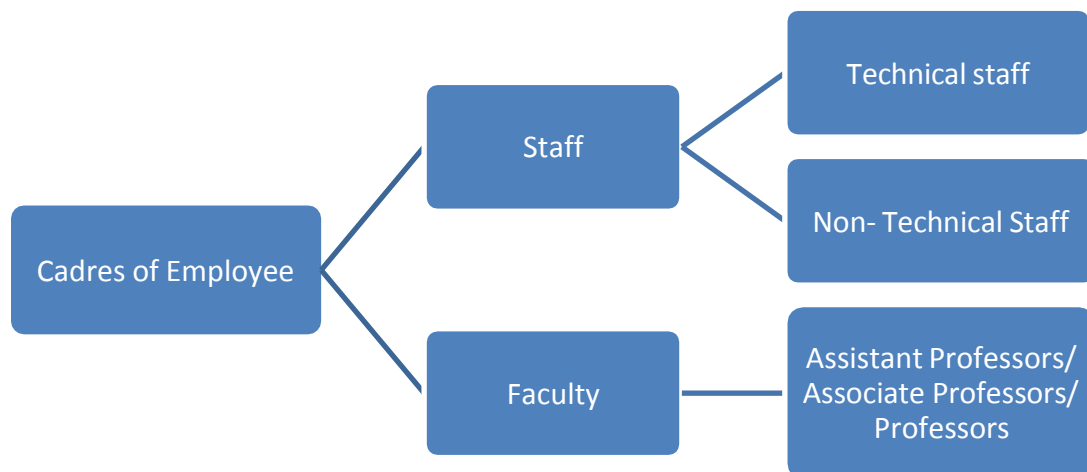
- Course files
- Lesson plan
- Assignments
- Provision of Class tests, sessional exams and other internal assessments as per the subject requirement
- Course materials
- Project/ practical manuals
- Case studies
- Self-learning materials
- Guest/ expert lectures
- Industrial visits respective to their subject needs.

FEEDBACK EVALUATION –

- Twice a year, the students evaluate the teachers' handling of their respective subjects covering various aspects of student – teacher interaction through a structured format.
- Teaching process aspects i.e., punctuality, regularity, teacher’s control and conduct of the class, understandability of lectures, discussion of assessments, and syllabus coverage.
- Assessment of college environment, facilities, and management responsiveness measured on the following aspects – college environment, cleanliness, library facilities, sports, transport, or any other grievance.
- Privacy and confidentiality is maintained during the feedback evaluation to avoid identifying a particular student assessor.
- Institutional administration will encourage or reward faculties for excellent performance. If any faculty member is ineffective, he/she is counseled and trained to improve.

6. EMPLOYEE SERVICE CODE –

CADRES OF EMPLOYEE



The categories listed below fall under the aforementioned cadres-

1. FACULTY-

- a. Director/ Principal
- b. Academic Coordinator
- c. Head of the Departments (HOD)
- d. Professors
- e. Associate Professors
- f. Assistant Professors

2. STAFF –

A. TECHNICAL STAFF –

- a. System Administrators
- b. Lab Technicians

B. NON –TECHNICAL STAFF –

- a. Accounts Officer
- b. Administrative Officer
- c. Assistants
- d. Attendants
- e. Drivers
- f. Carpenters
- g. Plumbers
- h. Gatemen
- i. Sweepers
- j. Gardeners

QUALIFICATION & EXPERIENCE

The qualification and experience required for candidates to fill the various posts shall be as per the norms/guidelines prescribed by the PCI/AKTU (affiliated university)/Institute.

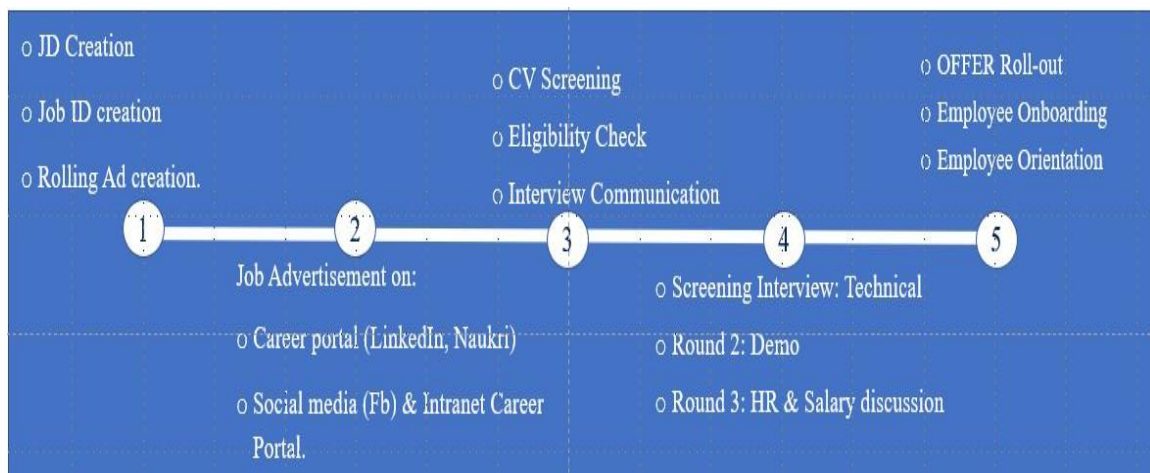
PAY, ALLOWANCES, INCREMENTS

- The governing body shall determine the pay, allowances, and other financial benefits for different categories of staff/faculty. The scales shall be determined based on the guidelines provided by the PCI/AKTU/Institute.
- Annual increments shall be sanctioned by the Management members on satisfactory performance based on the recommendations provided by the head of the institution i.e., the Director.
- Management shall have the opportunity to withhold an increment as a disciplinary measure for sufficient and valid reasons.

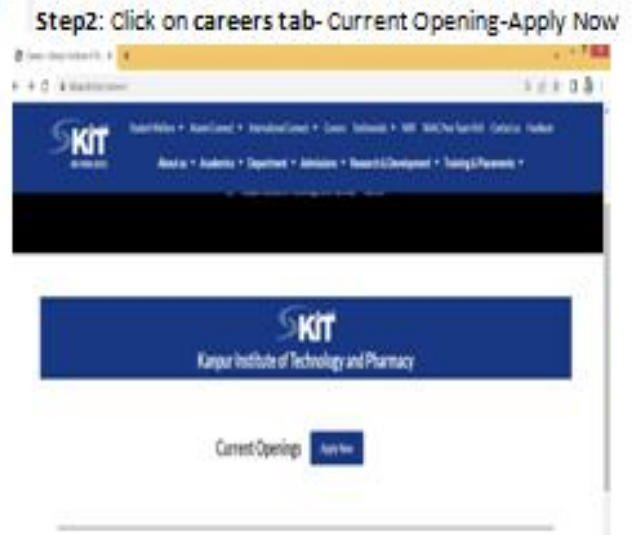
RECRUITMENT & SELECTION–

- Faculty/staff recruitment and selection is a need-based process. The Head of the institution projects the requirement based on workload.
- The rules prescribed for selection of employees by PCI/AKTU/Institute shall be followed periodically.
- A post shall be filled by direct recruitment through open rolling advertisement or by promotion among qualified and eligible internal candidates, as directed by the management members.
- The Management may appoint a person in special circumstances on an invitation/deputation/contract basis.
- Applicants for the position of Assistant Professor/ Associate Professor are required to give a demo lecture and take a personal interview by a selection committee. This is followed by a one-on-one interview by the Director/Management Members.
- Candidates for non-teaching posts are selected based on a practical test conducted by the departmental selection committee followed by a final interview round by the Director.
- Various positions can be filled through internal promotions, if a suitable candidate is found based on performance and service length.

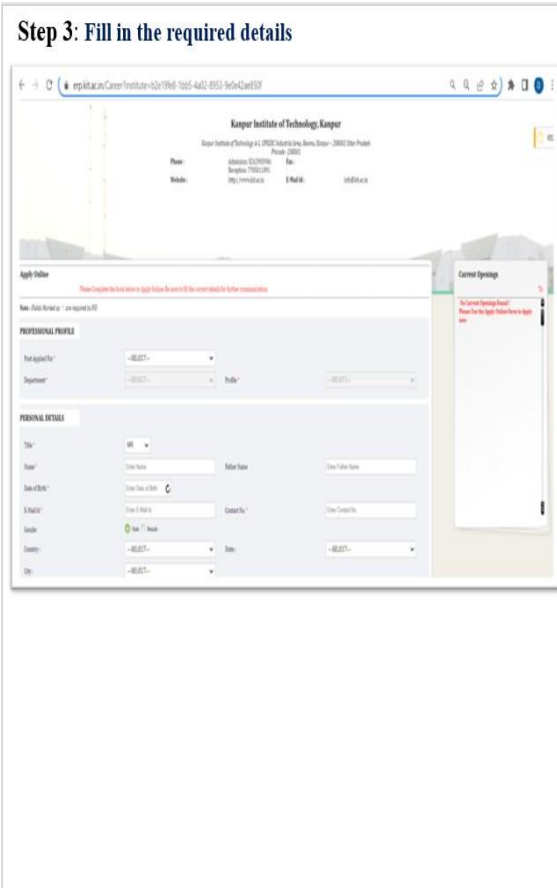
Process Flow




How to apply



Step 3: Fill in the required details



Step 4: Upload Photo and Post Resume



Step 3: Fill in the required details

Apply Online

Professional Profile

Personal Details

Step 4: Upload Photo and Post Resume

Qualification & Experience

Attachments

Upload Your Resume

Upload Your Photo

Post Resume

Reset

APPOINTING AUTHORITY –

All the appointments are made by the Director with the consent of the Management members in accordance with PCI/ AKTU/ Institution norms.

REPORTING –

- On receiving the offer letter from the institution, the appointed person must give his/her consent to join the college on or before the last date notified for reporting.
- On the day of reporting the candidate must submit the undertaking stating that he/she will serve the institute and adhere to its conduct regulations on the day he/she reports for service.
- He/she must submit original document of class 10th/12th (Mark sheet/certificate) for one month only along with two photographs, photocopies of academic documents and identity proof.

RESIGNATIONS, RELIEVE, AND TERMINATION –

Employee who wants to resign voluntarily must give proper notice as detailed below –

RESIGNATION & RELIEVE –

- Notice period is not required if an employee provides services for a complete semester and so he/she may resign between 15th to 31st of December/ May of any year.
- In other cases, if an employee resigns between the semester period, he/she must provide notice period or compensation i.e., an amount equal to two months' salary to the institute.

No.	Category	Notice Period
1	HODs and Professors	60 days' notice period or salary in lieu of notice at the discretion of the head of the institute
2	Faculty	60 days' notice period or salary in lieu of notice at the discretion of the head of the institute
3	Technical staff	60 days' notice period or salary in lieu of notice at the discretion of the head of the institute
4	Administrative staff	60 days' notice period or salary in lieu of notice at the discretion of the head of the institute

In case applications are submitted for the pursue higher studies, the management may prescribe the suitable conditions for relieving the employee as and when so the academic process of the institute shall have no disruption.

TERMINATION –

The institute reserves the right to terminate the services of any employee without notice or assigning any reason in cases as under performance or misconduct.

Employees' services may be terminated by the institute between 1st to 15th of January/ June of any year. However, if you are terminated on any other date, institute will pay you an amount equal to two months' salary.

SALARY DISBURSEMENT –

- The salary will be determined according to the guidelines set by the PCI/AKTU/BTE based on the qualifications and experience of the employees.
- Employees are sanctioned to receive annual increments after one successful year and satisfactory performance.
- Employee salaries will be deposited directly into their respective bank accounts in accordance with the institution's policy.
- In case of any disbursement, if any statutory deduction is made, it will be remitted to the respective employee's account.

FACULTY SELF APPRAISAL –

The institute welcomes all efforts employees make to improve themselves and allows them to promote their achievements on social media.

8. INCENTIVES & RECOGNITION –

EMPLOYEES PROVIDENT FUND (EPF) –

- The eligible members of the institute are enrolled under EPF scheme and the contribution as fixed by the Management members is deducted from their salary.
- The amount will be deposited in the institute's bank account for the stipulated time which could be taken off as the employee is relieved.

GROUP INSURANCE –

The institute offers free group insurance i.e. accidental insurance with all free benefits applicable to all employees.

9. FACULTY AND STAFF DEVELOPMENT PROGRAMMES AND SERVICE INITIATIVES –

A successful institutional development is a result of a well-developed faculty, staff, and student group. KIT extends its efforts in this positive direction and offers incentives as per norms.

NO	NATURE OF SERVICE	CATEGORY	AMOUNT (RS.)
1	Publication of Papers in National Level Conference/Journals	Faculty/Staff	Registrationamount
2	Publication of Papers in International Conference/Journals	Faculty/Staff	Registrationamount
3	Participation in FDPs/ Workshops	Faculty/Staff	Registrationamount
4	Text Book Authorship	Faculty/Staff	Registrationamount
5	Loans and Advances, Transport Allowances, Medical Insurance and PF	Faculty/Staff	As per requirement
6	Patent Application	Faculty/Staff	Total amount

10. LEAVE RULES AND LEAVE POLICY –

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when work exigencies demand.
- Leaves can be taken after sanctioning by the competent authority. Employee has to apply for leave over ERP properly before taking leave and prior intimation is given to the Head of the Department.
- All leaves are granted by the Director/Principal of the vertical concerned.
- The leave rules require all employees to use leaves as needed and not on the basis of using up all the leave provided.
- Leave rules and policy document is attached at the end.

11. CODE OF CONDUCT AND DISCIPLINE –

All employees of the institution in general shall abide by the following rules –

DO's –

- Maintain absolute integrity and devotion to duty.
- Attend college regularly and punctually.
- Take lectures, both theory and practical; punctually and effectively.
- Manage and monitor assignments and lab records systematically.
- Be meticulous while assigning question papers and marks of the internal tests.
- Attend assigned duties punctually.
- Preparing hard/soft copies of course files, online materials and required mandatory documents.
- Monitoring, counseling, and proper mentoring of students' academic performance.
- Honesty, impartiality and courteousness are mandatory expectations for employees.
- Promote decency, decorum, dignity, and discipline among employees and students.
- Enhance student skills by acquiring and developing professional/interpersonal competence.
- Administrative compliance.
- Publication of papers in seminars/conferences/journals/magazines
- Attend guest lectures, FDPs, workshops, seminars, industrial visits, etc.

DON'TS –

- Negligence of duties and responsibilities.
- Propagation of religious, communal, anti-social, anti-national activities on the campus.
- Discrimination by caste, creed, religion, language, domicile, social, and cultural background.
- Encouraging unfair practices during exams.
- Leaving the campus without permission from the institution's head.
- Any monetary transactions and private assignments should be avoided.
- Organize, attend, or involve in any duty outside the college without prior and proper approval.
- Any act which is detrimental to the interests of the institution.

DRESS CODE –

- KITP encourages all employees to follow the formal dress code. The official attire for men is a formal shirt and trouser with formal shoes, and the official attire for women is a formal suit or saree with flat/platform heels.
- It is mandated to wear and display ID card appropriately within the Institute premises.

DISCIPLINARY ACTION –

- In the event of disobedience, misconduct, or negligence of duty, all employees are liable for disciplinary action. However, such disciplinary action shall be taken after establishing the circumstances surrounding its initiation. Defendant shall be afforded a reasonable opportunity to defend themselves before the disciplinary action is taken against them.
- An employee's misconduct is investigated by a disciplinary committee appointed by the director/principal.
- The institution may impose the following punishment on its employees for sufficient reasons as part of disciplinary action after committing an offence or failing to perform their duties.
 - a. Withholding increments/ promotion
 - b. A part of the salary is recovered due to negligence of duty or breach of orders/rules.
 - c. Suspension
 - d. Removal from service

12. ADMINISTRATIVE PROCEDURES –

PERSONNEL RECORDS –

- Employees will have their basic information collected as part of on boarding process and maintained by the main office in separate employee personal files.
- The documents would be saved in personal files and include:
 - a. Updated resume with a front page of the institute; one passport size photograph.
 - b. Appointment letter
 - c. Photocopies of the academic certificates/ mark sheets along with the ID proof.
 - d. Experience letter and last drawn salary proof.
 - e. Feedback appraisal, incentives, promotions and increments.

MAINTENANCE OF ATTENDANCE REGISTERS –

- Authenticated and unquestionable attendance record is maintained.
- Every employee is expected to mark their attendance twice a day (9.00 AM on arrival and 4:30 PM at the time of departure) in biometric machine and duly sign the attendance register.
- The custody and maintenance of the attendance register is done under the supervision of administrative cell headed by the Dean Administration.

PUNCTUALITY –

- Punctuality is the core of our institution and admin department maintains due diligence in its enforcement.
- At the discretion of the Head of the Institution, under special circumstances employees can avail “Late log in” and “Early log out” option.

FEEDBACK AND SUGGESTION SCHEME –

- To achieve its vision, mission, objectives, goals and quality policy, the institute encourages both open and close participation and involvement of all the employees, students, professional experts and alumni.
- Any employee/ student can voluntarily write their suggestions anonymously and drop the envelope in suggestion box placed outside of the Director/ Principal’s office.
- The institution has the provision to collect suggestions and feedback twice a year from students and employees.
- For the betterment of the institute, management also takes initiatives to interact with the students and employees to gather their suggestions and feedbacks.

13. FACILITIES AND AMENITIES –

ERP –

- KITP encourages its employees to adopt automated work culture (zero paper policy). The institute boasts an ERP system where all the required data related to the employees are stored annually.
- ERP has “leave configuration” functionality to access “credited and availed leave” information. Employees can create their leave request through ERP, post which it is triggered to authorized authorities for approval.
- Daily attendance sheet and biometric details of employees is maintained over the ERP.
- Time table of individual faculties can be accessed over the ERP.
- Every academic activity related to the students and faculties can be stored and monitored through ERP. For example – Attendance of students, class time table, assessment marks uploading, assignments, question bank, lectures plan etc.
- Registration for transport facility can also be done through ERP.

LIBRARY –

- KITP has an excellent library facility with thousands of books related to various disciplines.
- To encourage and create research atmosphere the institute offers subscription to multiple national and international journals.

TRANSPORT –

- Driven by a team of trained drivers, a large fleet of AC as well as non-AC buses operate round the city, offering comfortable and hassle-free transport support to students and employees.
- Institute has all the records (from registration to facility utilization) online to avoid confusion of any sort.

MEDICAL CARE –

- The institute is surrounded by a number of government and private hospitals. However, the institute has also appointed one trained nurse and maintains primary medical equipment to attend to emergencies or casualties and provide general medical care to all the employees and students, at no cost.

CANTEEN AND FAST-FOOD CENTRE –

Institute boasts a dedicated canteen which is equipped with modern cooking facilities.

SPORTS –

- Sports officer provides sports facilities to the students of the institution.
- The institute has two big sports grounds allotted for various sports activities such as Cricket, Basket Ball, Volley Ball, Badminton, etc.
- Indoor game facilities are also available in the institute.

GYM –

Institute has provided the gym facility to the students within the hostel premises. Students are free to use the gym in their leisure.

COMPUTER CENTRE –

- Institute has an air-conditioned computer center that includes 01 dedicated lab with flexible timings and one in department during academic Hr's.
- Employees and students can avail free access to the computer center for academic purposes, anytime during the day.

CELEBRATIONS AT INSTITUTE -

Institute believes in a group-oriented activities for a better interaction and overall development of its employees. Institute organizes various events round the year such as – Republic Day, Independence Day, Teachers' Day, Women's Day, Holi Milan Samaroh, Diwali celebration, etc.

LEAVE RULE - 2023

All the faculty & staff members (will be called as an Employee) of the Institute are advised to adhere to the following leave/attendance rules w.e.f 1st January, 2023.

1. Types of Leaves–

Casual Leave (CL), Earn Leave (EL), Vacation Leave (VL), Medical Leave (ML), Duty Leave (DL), Compensatory Leave (CPL), Week off (WO), Leave without Pay (LWP).

2. Leave/Attendance Rules–

2.1. Faculty Members –

2.1.1. No. of leaves: VL-12, CL-12, ML-06.

2.1.2.1. During Academic Period: Maximum three leaves per month can be availed with proper substitution of work/classes.

2.1.2.2. During Non Academic period: Maximum of six leaves including CPL can be availed with proper substitution of work/classes.

Non Academic period will be notified separately.

2.2. Staff Members–

2.2.1. No. of leaves: EL-15, CL-08.

2.2.2.1. During Academic period: Maximum three leaves per month can be availed with proper substitution of work/classes.

2.2.2.2. During Non Academic period: Maximum of six leaves including CPL can be availed with proper substitution of work/classes.

Non Academic period will be notified separately.

2.3. Common Leave/Attendance Rules for all employees–

2.3.1. All the employees of the institute are required to give biometric attendance while coming and going out from the institute. Attendance will be uploaded directly on the ERP from Biometric Machine.

2.3.2. Besides Biometric attendance, it is mandatory for everyone to sign on attendance register daily.

2.3.3. In case of early leaving from the institute (with permission), it is mandatory to sign in the register kept at main gate. However, putting thumb in Biometric machine will be mandatory in this case also.

2.3.4. No permission will be given for going outside for personal work (like tea/coffee/bank work, etc.)

2.3.5. Those who forget to give biometric attendance; they will be treated as absent.

2.3.6. Absenteeism without information for three or more than three days will be treated as indiscipline and punishment from deduction of salary to the termination of services may be there.

2.3.7. No cutting/overwriting on attendance register will be permitted.

2.3.8. All the leaves must be applied over ERP only before availing (except in the case of medical emergencies) with proper substitution of work/class. Further, information of the absence must be given on department Whatsapp group.

2.3.9. In the case of medical emergency, leaves have to be applied after immediate joining in the college. However, the information of medical emergency should be available with the departmental/section head. The leave application for approval of medical leave must have the **medical certificate** issued by the treating registered medical practitioner and should be uploaded on ERP.

2.3.10. SUNDAY/HOLIDAY falling between any two types of leaves will be included in leave. Even a person is availing half day leave (2nd half) on Saturday and full day on Monday or 1st Half, Sunday and holiday will be included in leave.

2.3.11. All types of leaves will be calculated from 1st January to 31st December every year. **Leaves will not carry forward to next year.**

2.3.12. Leaves will be credited proportionately on month basis in the account of an employee.

2.3.13. Provision of half day leaves is available with the prior approval on the condition that work/class is properly substituted.

1st half means: 09:00 am to 01:00 pm

2nd half means: 01:00 pm to 05:00 pm.

2.3.14. Compensatory leaves (CPL) will be credited in the account only for working beyond college hours/on holidays with a prior approval of competent authority in proper format.

2.3.15. Duty Leave for working college work outside the campus will be given with prior permission of competent authority only.

2.3.16. If no leave is credited in the account, LWP has to be applied.

2.3.17. College timing (General Shift): 09:00 am to 05: 00 pm.

2.3.18. All the employees reaching within five minutes of scheduled time of their shift will not be treated as late.

2.3.19. Maximum of two times 10 minutes, (i.e. up to 9:10 am) and one time 30 minutes (i.e. up to 9:30 am) late beyond scheduled time coming in college will not be considered as late. Otherwise, any delay will be considered as half LWP/full day LWP as the case may be.

Note:

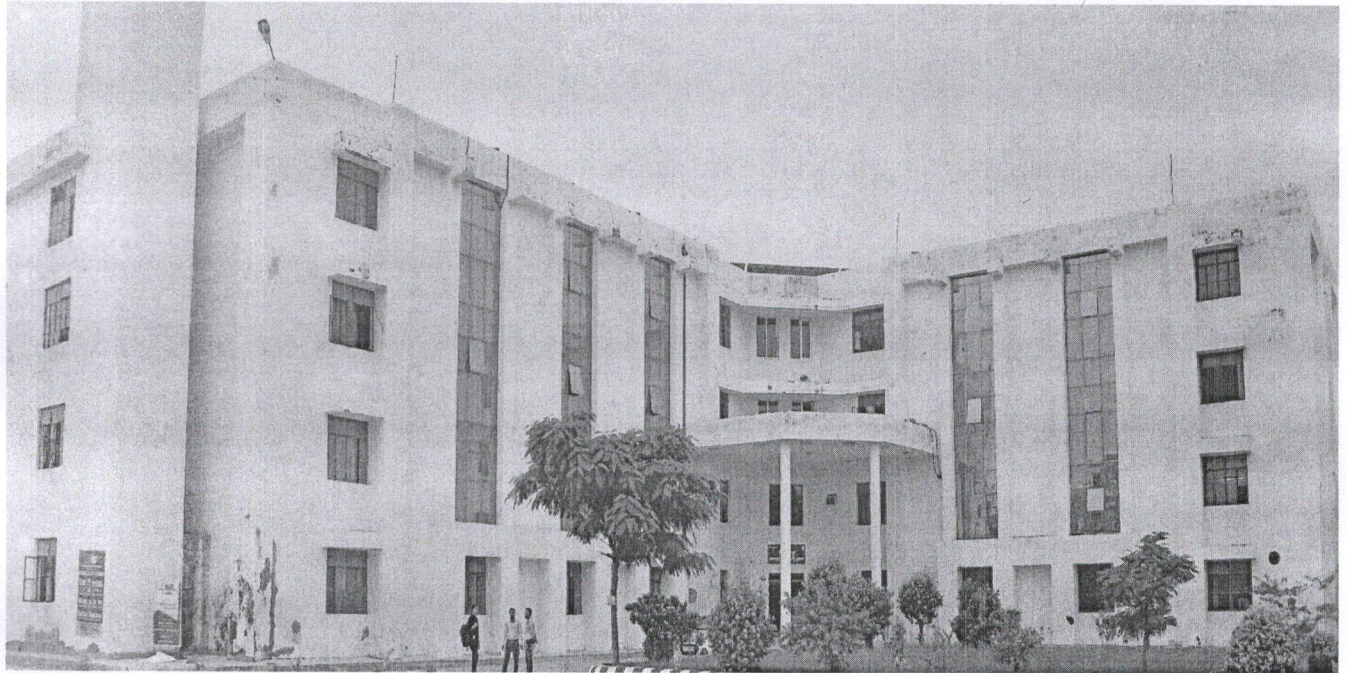
1. "Availing Leave" is not a matter of right of an employee. The power of sanctioning and cancelling the credited leaves rests with the competent authority of the institute.
2. Leaves should be availed only for important work. It is mandatory for an employee to ensure that there is no disruption in day-to-day work, due to their absenteeism.
3. Any breach would be treated as non-compliance and lead to disciplinary action ranging from salary deduction to termination.
4. This circular overwrites all previous leave/attendance rules and past practices in this regard.
5. **Only ECM reserves the right to amend the leave rules.**

KIND ATTENTION: HODs & SECTION HEAD

Head of Department requested to forward the leave with their recommendations clearly after checking/verifying the eligibility of the leave. They are further requested to ensure that the classes and the work are properly substituted.

Research & Development Policy

Research & Development Policy-(2023-24)



Since its inception in 2009, Kanpur Institute of Technology and Pharmacy (KITP) has been successfully shouldering the monumental responsibility of producing capable health care professional and highly skilled with positive mind-set person. Run by a team of visionary and motivated IIT alumni, KITP is counted among the top-rated Pharmacy Institutes of North India. Kanpur Institute of Technology & Pharmacy runs B. Pharma, M. Pharma and Diploma courses. The Institute is affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow (formerly U.P.T.U., Lucknow) with College Code 550. The courses are approved by The Pharmacy Council of India (PCI) and affiliated to AKTU (550) & BTE (3380), Lucknow. The Institute is very easily accessible; it is located in Rooma, on Kanpur – Prayagraj Highway, around 6 Km away from Ramadevi round over.

The Institute fulfils its promise of academic excellence. Every year, Kanpur Institute of Technology & Pharmacy produces university rank holders in various streams. The students are given exposure to various skills development programs during the course of their study at KITP. This helps them to gain an edge over others and prove themselves better for placement opportunities. The Institute leaves no stone unturned to provide the best and conducive study environment to the students.



Laboratories studded with modern equipment, computer centers, fully Wi-Fi campus, video lecture rooms, projector-based, air-conditioned classes, air-conditioned seminar halls are just a glimpse of the facilities that the students get at KITP, add to it the personal attention showered by the teachers to explain the intricate concepts to the students in the most lucid way.

The institution promotes faculty members by helping them in developing a proper equilibrium between their academic and administrative responsibilities and by providing them with adequate financial and administrative assistance.

To encourage a culture of research and innovation among Faculties and students and to improve the quality of academic research projects, the institution has clearly defined rules and incentives.

We give importance to research activities as part of our ongoing effort to enhance the effectiveness of the teaching-learning process. Research and developmental activities create and disseminate new knowledge in different fields, promote innovation and motivate better learning and teaching among faculty members and students of our institute.

Research and Development Policy of Kanpur Institute of Technology & Pharmacy:

Rapid advancement in science is a sign of the search for new knowledge and has an effect on social and economic progress. Research is the creation of new information that creates cutting edge facilities, encourages research publications, fosters partnerships, and becomes a member of an engaged community that shares the mission goals. Furthermore, there is strong evidence that research enhances and supports teaching, contributing to the development of excellence in this area as well. Institution encourages research/innovation, produces and distributes new knowledge across a variety of sectors, and inspire better teaching and learning among faculty members and students at our institution.

Kanpur Institute of Technology & Pharmacy, Kanpur has a well defined Research and Development policy to promote research activities.

1. Incentives for faculty/Students:

1.1. Research Publications:

To promote the research culture among the faculty members, KITP has incentive policies for SCI, SCOPUS, and UGC listed Journals. Faculty may claim maximum 4 Research Publications incentives for Journals in an academic year. The primary objective of this incentive scheme is to motivate the faculty members of our Institution to undertake quality research and other related activities.

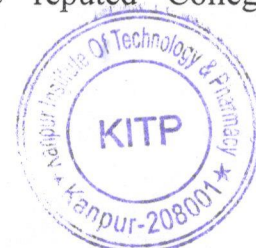


Research Publications in Journals		
Sr.No.	Categories	Incentive (RS.)
1	SCI indexed Journals	Rs 8000 /-
2	SCOPUS indexed Journals	Rs 6000 /-
3	UGC indexed Journals	Rs 5000 /-
Research Publications in Conferences(International/National)		
1	Research Publication in Conference of repute (viz. Springer/Wiley/IPC/Pubmed etc.) or hosting institutions must be of repute as well (IITs/IISc/NITs/IIITs/Universities/Deemed Universities etc.).	Maximum of Rs.4000 and the faculty would be allowed Duty Leave (DL)
Poster Presentation in conferences (International/National)		
1	Poster Presentation in the conferences of repute.	Rs 1000/-

- Published papers must have "Kanpur Institute of Technology & Pharmacy, Kanpur" as the affiliation.
- The author needs to claim the incentive only after the volume number, issue number, and page numbers have been assigned to the research paper by the journal.
- Authors outside the KITP fraternity are not entitled to this scheme.
- To raise the number of citations for improvement of KITP Ranking, it is desirable for the Perspective authors to include at least two references of already published Research Papers by KITP faculty in their Research papers.
- Each faculty can present research papers at conferences of repute twice in an academic year with financial assistance.
- The maximum number of DL is limited to one week during the non Academic Period.

1.2 For Attending Conference/Workshops/ FDPs

- The faculty would be allowed for Renumeration fee maximum upto Rs. 6,000/- including registration and TA/DA.
- Each Faculty allowed for duty leave as per numbers of days of the program.
- The Workshops/Seminars/FDPs hosting institutions must be reputed Colleges/ University/ Deemed University etc.



1.3 Publications of Books:

Faculties who have made efforts to write and publish books are encouraged and an Incentive will be given as per following details:

Published by	Details	Amount
International Publisher	Full Book	Rs 8000/-
	Book Chapter	Rs 3000/-
National Publisher	Full Book	Rs. 6,000/-
	Book Chapter	Rs.2000/-

A maximum of two books/chapters/monographs may be considered per academic year. **Published book/chapters must have “Kanpur Institute of Technology & Pharmacy, Kanpur” as the affiliation.**

1.4 Generation of Research Grants or Grants for up gradation of Research Infrastructure/ Consultancies

Faculties are expected to submit proposals for research grants from funding agencies, it is quite likely that these projects may involve modernization of laboratories or research infrastructure, acquiring equipment required specific to the research study or conducting surveys, etc.

The Principal Investigator from the institute will receive 80% of the grants after deducting all the expenses. 20% will be deposited in the institute account.

Principal or co-investigators from outside the Institute will not be eligible for getting the benefits under this scheme.



Other incentives:

1. Seed Money: On the recommendation of research committee which comprises Assistant HOD, Experts and Director, college may recommend for seed money up to 2 Lac to faculty members to start their research project.
2. Start-up Project: 25% of the profit amount of startup venture will be shared with faculty (PI) member as incentive. For project work, Paid leave may be availed with prior approval.

Consultancies:

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.

1.5 Membership of Professional Societies:

- Faculty members are eligible for 50% reimbursement of membership registration fees for the membership in national and international societies of repute with Kanpur Institute of Technology and Pharmacy affiliation.
- No life membership fees will be reimbursed for any professional society or association.

1.6 Policy for PhD pursuing Faculties.

The faculties who have completed at least one year in the organization and registered for their Ph.D. Program under any Government/ Reputed Universities (are only eligible to avail study leaves for Ph.D. with prior approval)

- For attending the exam of course- work, study leave may be availed with prior approval. One day additional study leave can be availed for long distance.
- For attending RDC/DSC/Annual progress report, one study leave may be availed with prior approval. One day additional study leave can be availed for long distance.
- In case of 6 months of regular course-work, employee may be permitted as LWP with prior approval.
- All above benefits application only for initial 3 years of Ph. D. Program from the date of enrolment/ registration.



1.7 Intellectual Property Rights and Patents:

All potentially protectable forms of IP arising from research at KITP by using KITP resources where the inventor, creator, designer, author or originator of which is an employee or student of KITP shall be owned by KITP. In this regard, Institute has taken a big step towards fostering, stimulating and encourages students & faculty members to take proactive initiatives for filing Patent / copyright.

The incentive policy for the publication of Patents and Granting of Patents are as follows:

Sr.No.	Nature of Patent	Incentives
1.	Patent Publication	Rs. 8000/-
2.	Patent Granted	Rs.15000/-

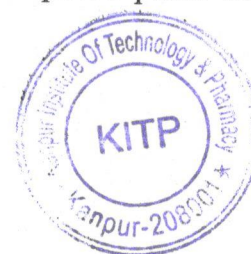
1.8 Honorarium & TA/DA for Experts.

Expert invited for various activities like Expert Lecture, Lecture in FDPs, Conferences, Seminars etc are to be paid honorarium/remuneration and TA as per following policy.

1. Honorarium upto ₹5000/- for offline programs in the institute.
2. Honorarium upto ₹1500/- for online programs.
3. Hospitality.
4. T.A. applicable as per actual.
5. In any other cases, need to take prior approval of higher authority.

1.9 Official Duties:

- Faculties will be provided study leave for attending Workshops/Seminars/Conference, etc. with prior approval.
- Faculty may attend FDP for one week during non academic period with prior approval.
- For attending convocation to receive Ph.D. Degree, one day study leave can be availed with prior approval.
- Study leave for delivering expert lecture/Key note Speaker at reputed place may be approved.
- Study leave may be approved to visit reputed research labs.



Desirable:

- Each faculty should publish at least two research publications in an academic year/ one patent.
- Each faculty should do at least one MOOC course in an academic year.
- Each department should file at least one research project an academic year.
- Each department should organize at least organize one conference (National/International level) in an academic year.
- If a faculty member gets himself/herself registered for a Ph.D at AKTU, the supervisor/co supervisor should be from KITP.

NOTE:

- 1) All the claim of incentives/proposal of FDP/workshop should be through Academic Cell.
- 2) A maximum of six study leave will be permitted in an academic year.



Minutes of Meeting

(IQAC)

Minutes of the Meeting

A first meeting of IQAC was held on 10.07.2018 at 1:00 P.M. in Conference Hall. Meeting was chaired by Dr. Sadath Ali, Chairperson of IQAC. Following members attended the meeting:

1. Dr. Sadath Ali	Chairperson	Present
2. Sh. Vipul Jain	Management representative	Present
3. Ms Esha Yadav	Assistant Professor	Present
4. Mr. Amit Bharti,	Assistant Professor	Present
5. Ms. Anjali Kushwaha,	Assistant Professor	Present
6. Ms. Fatima Aleem,	Assistant Professor	Present
7. Ms. Akriti Pal,	Assistant Professor	Present
8. Mr. Satendra Kumar Yadav,	Deputy Registrar	Present
9. Mr. Anurag Mishra,	Accounts Dept.	Present
10. Mr. Deepak Singh,	Office Superintendent	Present
11. Mr. Shiv Prakash,	System Administrator	Present
12. Mr. Alok Kumar,	Librarian	Present
13. Dr. S.K. Mishra,	Blood Bank Superintendent, UHM, Kanpur	Present
14. Mr. Shivam Agrawal	Alumni	Present
15. Mr. Shubham Sinha	Alumni	
16. Mr. Shyam Singh	Employer Head- Govt Business Monlycke Healthcare India Pvt. Ltd Mobile No.: 9703137907 Email: shyam.singh@monlycke.com	Present
17. Mr. Pramit Agarwal,	Industrialist Managing Director, India Braids Pvt. Ltd.	Present
18. Mr. Vipin kumar pal	Father of Ankit Kumar	Present
19. Mr. Anwar saidd	Father of Aqsa Sayeed	Absent
20. Ms Swati Trivedi	IQAC Coordinator	Present

The Chairperson Dr. Sadath Ali (Director) welcomed the members for participating in the meeting. Ms Swati Trivedi, Coordinator of IQAC started the proceedings of the meeting.

The following points were discussed in the meeting:

Agenda 1: Framing of Mission, Vision and Values of the Institution

Resolution: Ms. Swati Trivedi emphasized the need to frame the mission, vision and core values of the institution. For growth of the Institute, concrete steps are to be taken with proper coordination and hard work.



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Agenda 2: Framing of Research policies and organization of conferences, workshops etc

Resolution: Ms. Swati Trivedi suggested the importance of research and development in the institute, which should be in align with the current industry scenario. She also suggested revising the academic policies accordingly, which could promote the concept of research culture in the institute.

She also suggested about the organization of conferences and workshops for Faculty and Staff along with the students

Agenda 3: Planning of Social activities Students Welfare Cell

Resolution: On the basis of suggestions given by all the Committee members, Chairperson Dr. Sadath Ali decided to conduct social activities in the institute like Tree Plantation, Blood Donation Camp, Road Safety program etc in near future.

Meeting ended with a cup of tea at 2:00 P.M. with thanks to the Chair.


Ms Swati Trivedi

Coordinator (IQAC)


Dr. Sadath Ali (Director)

Chairperson
Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Room
Kanpur-208001

Minutes of the Meeting

A second meeting of IQAC was held on 16.01.2019 at 3:00 P.M. in Conference Hall. Meeting was chaired by Dr. Sadath Ali, Chairperson of IQAC. Following members attended the meeting:

1. Dr. Sadath Ali	Chairperson	Present
2. Sh. Vipul Jain	Management representative	Present
3. Ms Esha Yadav	Assistant Professor	Present
4. Mr. Amit Bharti,	Assistant Professor	Present
5. Ms. Anjali Kushwaha,	Assistant Professor	Present
6. Ms. Fatima Aleem,	Assistant Professor	Present
7. Ms. Akriti Pal,	Assistant Professor	Present
8. Mr. Satendra Kumar Yadav,	Deputy Registrar	Present
9. Mr. Anurag Mishra,	Accounts Dept.	Present
10. Mr. Deepak Singh,	Office Superintendent	Present
11. Mr. Shiv Prakash,	System Administrator	Present
12. Mr. Alok Kumar,	Librarian	Present
13. Dr. S.K. Mishra,	Blood Bank Superintendent, UHM, Kanpur	Present
14. Mr. Shivam Agrawal	Alumni	Present
15. Mr. Shubham Sinha	Alumni	
16. Mr. Shyam Singh	Employer Head- Govt Business Monlycke Healthcare India Pvt. Ltd Mobile No.: 9703137907 Email: shyam.singh@monlycke.com	Present
17. Mr. Pramit Agarwal,	Industrialist Managing Director, India Braids Pvt. Ltd.	Present
18. Mr. Vipin kumar pal	Father of Ankit Kumar	Present
19. Mr. Anwar saidd	Father of Aqsa Sayeed	
20. Ms Swati Trivedi	IQAC Coordinator	Present

The Chairperson Dr. Sadath Ali (Director) welcomed the members for participating in the meeting. Ms Swati Trivedi, Coordinator of IQAC started the proceedings of the meeting.

The following points were discussed in the meeting:


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Agenda 1: To verify the minutes of the first meeting.

- (i) The mission and vision of the institute have been created.
- (ii) To promote the Research & Development Activities, Research & Development Cell has been created. The objective of the cell is to organize the workshop, conference, faculty development program, motivation for research publications, etc.
- (iii) Ms. Fatima Aleem has informed that tree plantation is done in the campus. Moreover, other activities like road safety program, literary activities and cultural activities are being continuously organized.

Agenda-2 : To work out the mechanism for ensuring efficient performance of academic activities on regular basis.

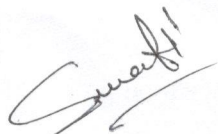
Resolution :- Dr. Sadath Ali, Chairperson of IQAC is emphasized on mechanism required for efficient and periodic progress of academics activities. All committee members discussed the current status and recommended for the decentralization of academics activities.

Members also stressed on enhancing teaching-learning process in various departments. The members suggested on providing students Industry oriented courses apart from the regular syllabus.

Agenda 3: To initiate E-Governance in administration for Administrative reforms


Resolution: Mr. Satendra Kumar Yadav discussed about the digitalization of the administrative reforms of the institute with the help of which the functioning of administration activities like service record of the employees, Leave Records etc can be easily maintained. Faculty also emphasized on digitalization to improve the student's database such as attendance, marks statements, achievements, Training & Placements etc. IQAC Committee members supported the views of above members regarding the need of digitalization required for integrating all academic and administrative activities.

Meeting ended with a cup of tea at 4:00 P.M. with thanks to the Chair.



Ms Swati Trivedi

Coordinator (IQAC)



Dr. Sadath Ali (Director)

Chairperson
Kanpur Institute of Technology & Pharmacy
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Kanpur-208001

Minutes of the Meeting

A third meeting of IQAC was held on 11.07.2019 at 2:00 P.M. in Conference Hall. Meeting was chaired by Dr. Sambit Kumar Parida, Chairperson of IQAC. Following members attended the meeting:

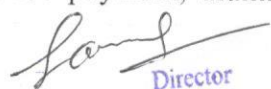
1. Dr. Sambit Kumar Parida	Chairperson	Present
2. Sh. Vipul Jain	Management representative	Absent
3. Ms Esha Yadav	Assistant Professor	Present
4. Mr. Amit Bharti,	Assistant Professor	Present
5. Mr. Anoop Singh Sachan,	Assistant Professor	Present
6. Ms. Fatima Aleem,	Assistant Professor	Present
7. Ms. Akriti Pal,	Assistant Professor	Present
8. Mr. Satendra Kumar Yadav,	Deputy Registrar	Present
9. Mr. Anurag Mishra,	Accounts Dept.	Present
10. Mr. Deepak Singh,	Office Superintendent	Present
11. Mr. Shiv Prakash,	System Administrator	Present
12. Mr. Alok Kumar,	Librarian	Present
13. Dr. S.K. Mishra,	Blood Bank Superintendent, UHM, Kanpur	Present
14. Mr. Shivam Agrawal	Alumni	Absent
15. Mr. Shuham Sinha	Alumni	Present
16. Mr. Shyam Singh	Employer Head- Govt Business Monlycke Healthcare India Pvt. Ltd Mobile No.: 9703137907 Email: shyam.singh@monlycke.com	
17. Mr. Pramit Agarwal,	Industrialist Managing Director, India Braids Pvt. Ltd. E-mail ID: pramit@indiabraids.com	
18. Mr. VIPIN KUMAR PAL	Father of ANKIT KUMAR PAL	Present
19. Mr. Anwar Saidd	Father of AQSA SAYEED	Present
20. Ms Anjali Kushwaha	IQAC Coordinator	Present

The Chairperson Dr. Sambit Kumar Parida (Director) welcomed the members for participating in the meeting. Ms Anjali Kushwaha, Coordinator of IQAC started the proceedings of the meeting.

The following points were discussed in the meeting:

Agenda 1: To verify the minutes of the second meeting.

- (i) Ms. Esha Yadav has informed that to improve the teaching-learning processes, the faculty is required to plan and implement academic activities as per their need and requirement.
- (ii) She has also informed that existing ERP of the college has been redesigned. Now it has all the features like leave management, no dues management, fee payment, alumni management,


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students grievance management, hostel allotment management, transport seat management etc.

Agenda 2: To decide about the Faculty Development Program

Resolution:- To develop the concept of research culture in the institute, it was decided that the regular Faculty Development Programs are to be organized in the institution..

Agenda 3: To adopt Eco-friendly measures to reduce consumption of electrical energy

Resolution: Mr. Anoop Singh Sachan suggested adopting Eco – friendly measures to reduce the consumption of electricity in the institute by replacing Incandescent light bulbs and fluorescent tube-lights by cost effective, high efficient LEDs. Committee members appreciated the suggestion and requested the chairperson Dr. Sambit Kumar Parida to take the matter to management members for immediate approval.

Agenda 4: To review the status of CCTV installation in Campus

Mr. Shiv Prakash informed about the status of Installation of CCTV. All the Committee members agreed with the status of CCTV facility installation.

Meeting ended with a cup of tea at 3:15 P.M. with thanks to the Chair.

Ms. Anjali Kushwaha

Coordinator (IQAC)

Dr. Sambit Kumar Parida (Director)

Chairperson
Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Room 4
Kanpur-208001

Minutes of the Meeting

A fourth meeting of IQAC was held on 08.01.2020 at 2:30 P.M. in Conference Hall. Meeting was chaired by Dr. Sambit Kumar Parida, Chairperson of IQAC. Following members attended the meeting:

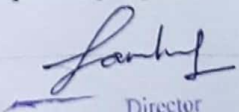
1. Dr. Sambit Kumar Parida	Chairperson	Present
2. Sh. Vipul Jain	Management representative	Absent
3. Ms Esha Yadav	Assistant Professor	Present
4. Mr. Amit Bharti,	Assistant Professor	Present
5. Mr. Anoop Singh Sachan,	Assistant Professor	Present
6. Ms. Fatima Aleem,	Assistant Professor	Present
7. Ms. Akriti Pal,	Assistant Professor	Present
8. Mr. Satendra Kumar Yadav,	Deputy Registrar	Present
9. Mr. Anurag Mishra,	Accounts Dept.	Present
10. Mr. Deepak Singh,	Office Superintendent	Present
11. Mr. Shiv Prakash,	System Administrator	Present
12. Mr. Alok Kumar,	Librarian	Present
13. Dr. S.K. Mishra,	Blood Bank Superintendent, UHM, Kanpur	Present
14. Mr. Shivam Agrawal	Alumni	Absent
15. Mr. Shuham Sinha	Alumni	Present
16. Mr. Shyam Singh	Employer Head- Govt Business Monlycke Healthcare India Pvt. Ltd Mobile No.: 9703137907 Email: shyam.singh@monlycke.com	
17. Mr. Pramit Agarwal,	Industrialist Managing Director, India Braids Pvt. Ltd. E-mail ID: pramit@indiabraids.com	
18. Mr. VIPIN KUMAR PAL	Father of ANKIT KUMAR PAL	Present
19. Mr. Anwar Saidd	Father of AQSA SAYEED	Present
20. Ms Anjali Kushwaha	IQAC Coordinator	Present

The Chairperson Dr. Sambit Kumar Parida (Director) welcomed the members for participating in the meeting. Ms Anjali Kushwaha, Coordinator of IQAC started the proceedings of the meeting.

The following points were discussed in the meeting:

Agenda 1: To verify the minutes of the third meeting.

- (i) Ms Esha Yadav has informed that different departments are continuously organizing faculty development programs. He has also informed that conversation has also started with the concerned authorities in AKTU to sponsor out faculty development program.


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- (ii) Mr. Anoop Singh Sachan has informed that 25% existing bulbs and tube lights are being replaced by high efficient LEDs. The replacement of others is also in process.
- (iii) He has informed that the power generation through solar is satisfactory.

Agenda 2: To decide and approved Course outcomes (COs)

Resolution : In order to improve the academic and administrative performance of the Institution, the committee members discussed in depth the current status of academics, administrative and student activities. It was decided that university has not provided the CO (Course outcomes) of the pharmacy subjects, so COs were prepared and approved.

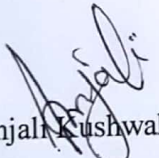
Agenda 3: To decide about Entrepreneurship Development Cell / Incubation Centre.

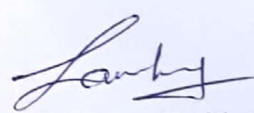
Resolution : Ms Anjali Kushwaha suggested to take lead initiatives to promote innovation in student's projects and their Entrepreneurial skills and requested the committee to provide inputs to the innovation activities. Committee recommended starting activities under Entrepreneurship Development Cell / Incubation Centre to promote students innovative ideas.

Agenda 4: To strengthen the Industry Institute Interaction

Resolution: Dr. Sambit Kumar Parida recommended increasing the frequency of Industrial visits, Expert lectures, Industrial exposure training from Industry persons, Membership & MOU's to explore the various practical aspects of industrial development to the students.

Meeting ended with a cup of tea at 3:30 P.M. with thanks to the Chair.


Ms Anjali Kushwaha
Coordinator (IQAC)


Dr. Sambit Kumar Parida (Director)

Chairperson

Director
Kanpur Institute of Technology & Pharmacy
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Minutes of the Meeting

A fifth meeting of IQAC was held on 08.07.2020 at 1:30 P.M. on online Google meet platform. Meeting was chaired by Dr. Rahul Mayi, Chairperson of IQAC. Following members attended the meeting:

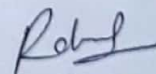
1. Dr. Rahul Mayi	Chairperson	Present
2. Sh. Vipul Jain	Management representative	Absent
3. Dr. Rajneesh Kumar,	Professor	Present
4. Ms. Rachna Yadav,	Assistant Professor	Present
5. Mr. Satish Kumar,	Assistant Professor	Present
6. Mr. Manish Kumar ,	Associate Professor	Present
7. Ms. Akriti Pal,	Assistant Professor	Present
8. Mr. Satendra Kumar Yadav,	Deputy Registrar	Present
9. Mr. Anurag Mishra,	Accounts Dept.	Present
10. Mr. Deepak Singh,	Office Superintendent	Present
11. Mr. Shiv Prakash,	System Administrator	Present
12. Mr. Alok Kumar,	Librarian	Present
13. Dr. S.K. Mishra,	Blood Bank Superintendent, UHM, Kanpur	Present
14. Mr. Sudhanshu Sharma	Alumni	Present
15. Mr. Shuham Maurya	Alumni	Absent
16. Mr. Shyam Singh	Employer Head- Govt Business Monlycke Healthcare India Pvt. Ltd Mobile No.: 9703137907 Email: shyam.singh@monlycke.com	Absent
17. Mr. Pramit Agarwal,	Industrialist Managing Director, India Braids Pvt. Ltd.	Present
18. Mr. Jitendra Tiwari	Father of Kashish Tiwari	Present
19. Mr. Satish Kumar	Father of Vishal Chaurasiya	Present
20. Ms. Swati Trivedi	IQAC Coordinator	Present

The Chairperson Dr. Rahul Mayi (Director) welcomed the members for participating in the meeting. Ms. Swati Trivedi, Coordinator of IQAC started the proceedings of the meeting.

The following points were discussed in the meeting:

Agenda 1: To verify the minutes of the fourth meeting.

- (i) Dr. Rajneesh Kumar informed that all the departments are organizing various activities like presentation, group discussion, case study, etc. as per the need of their academic curriculum.



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- (ii) Ms. Swati Trivedi informed that AKTU has also recognized our efforts in this direction and issued Certificate of Appreciation for facilitating innovations and entrepreneurship among students.
- (iii) Dr. Rajneesh Kumar informed that MOUs have been signed by number of companies to make the students aware of the current industrial development.
- (iv) Ms. Akriti Pal informed that separate technical cultural and literacy clubs have been formed to encourage students to participate in different activities.

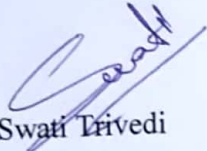
Agenda 2: To continue the Industry-Institute Interaction through Membership & MOU's

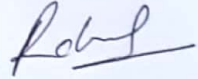
Resolution: Mr. Manish Kumar raised the point towards enhancement of the Industry-Institute Interactions by increasing memberships and MOUs. This will be useful for students as well as for Institutional overall growth. It decided to plan activities to be initiated for Industry Interaction.

Agenda 3: To enhance the Research culture activities to be carried out.

Resolution: All faculties were suggested to plan workshops on IPR by Dr. Rahul Mayi, Chairperson of the committee. It was decided to file the Patents in the coming academic, session. It was also decided to encourage the faculties to apply for various research agencies for funding and also for publications of research articles in reputed journals.

Meeting ended with a cup of tea at 3:00 P.M. with thanks to the Chair.


Ms. Swati Trivedi
Coordinator (IQAC)


Dr. Rahul Mayi (Director)
Chairperson
Director
Kanpur Institute of Technology & Pharmacy
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Kanpur-208001

Minutes of the Meeting

A sixth meeting of IQAC was held on 12.01.2021 at 2:00 P.M. on online Google meet platform. Meeting was chaired by Dr. Rahul Mayi, Chairperson of IQAC. Following members attended online meeting:

1. Dr. Rahul Mayi	Chairperson	Present
2. Sh. Vipul Jain	Management representative	Absent
3. Dr. Rajneesh Kumar,	Professor	Present
4. Ms. Rachna Yadav,	Assistant Professor	Present
5. Mr. Satish Kumar,	Assistant Professor	Present
6. Mr. Manish Kumar,	Associate Professor	Present
7. Ms. Akriti Pal,	Assistant Professor	Present
8. Mr. Satendra Kumar Yadav,	Deputy Registrar	Present
9. Mr. Anurag Mishra,	Accounts Dept.	Present
10. Mr. Deepak Singh,	Office Superintendent	Present
11. Mr. Shiv Prakash,	System Administrator	Present
12. Mr. Alok Kumar, Librarian		
13. Dr. S.K. Mishra,	Blood Bank Superintendent, UHM, Kanpur	Absent
14. Mr. Sudhanshu Sharma	Alumni	Present
15. Mr. Shuham Maurya	Alumni	
16. Mr. Shyam Singh	Employer	Absent
Head- Govt Business Monlycke Healthcare India Pvt. Ltd Mobile No.: 9703137907 Email: shyam.singh@monlycke.com		
17. Mr. Pramit Agarwal,	Industrialist	Absent
Managing Director, India Braids Pvt. Ltd.		
18. Mr. Jitendra Tiwari	Father of Kashish Tiwari	Present
19. Mr. Satish Kumar	Father of Vishal Chaurasiya	Absent
20. Ms. Swati Trivedi	IQAC Coordinator	Present

The Chairperson Dr. Rahul Mayi (Director) welcomed the members for participating in the meeting. Ms. Swati Trivedi, Coordinator of IQAC started the proceedings of the meeting.

The following points were discussed in the meeting:

Agenda 1: To verify the minutes of the fifth meeting.

- (i) Ms. Akriti Pal, informed about the various MOUs signed between KITP and various industries for industrial visits and training.



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- (ii) Director, Dr. Rahul Mayi informed about the publication of research papers of the faculties in reputed journals and also about the progress of filing patent.

Agenda 2: To make regular follow up of E-Governance in administration for Administrative reforms

Resolution: ERP is implemented in all the departments and Administration for Faculty Profile, Student data, Lesson Plan and administrative activities etc. All faculty also emphasized on digitalization to improve the student's database such as attendance, marks statements, achievements, Training & Placements and higher education records. IQAC Committee members supported the views of above members regarding the need of digitalization required for integrating all academic and administrative activities.


Agenda 3: To take regular follow up of activity conducted under Incubation Center

Resolution: Dr. Rahul Mayi raised the point towards the research activities to be initiated under Incubation center. It is decided to conduct various activities under Incubation center to enhance Multidisciplinary activities.

Agenda 4: To incorporate extension activities under the program of Social Activities

Resolution: Ms. Rachna Yadav suggested for organizing more extracurricular activities. All Committee members decided to plan more activities in Social awareness, special Camps such as Awareness about Digitalization, Water harvesting, SWACH BHARAT ABHIYAN, etc.

Meeting ended with a cup of tea at 3:30 P.M. with thanks to the Chair.


Ms. Swati Trivedi

Coordinator (IQAC)


Dr. Rahul Mayi (Director)

Chairperson
Director
Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Room 1
Kanpur-208001

Minutes of the Meeting

A seventh meeting of IQAC was held on 07.09.2021 at 3:30 P.M. on online mode at Google Meet platform. Meeting was chaired by Dr. Prashant Kumar katiyar, Chairperson of IQAC. Following members attended the meeting:

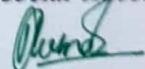
1. Dr. Prashant Kumar katiyar	Chairperson	Present
2. Sh. Vipul Jain	Management representative	Absent
3. Dr. Deepak Godara,	Professor,	Present
4. Ms. Garima Srivastava,	Assistant Professor	Present
5. Mr. Satish Kumar,	Assistant Professor,	Present
6. Ms. Harshita Gupta,	Assistant Professor,	Present
7. Ms. Madhavi Pal,	Assistant Professor,	Present
8. Mr. Satendra Kumar Yadav,	Deputy Registrar	Present
9. Mr. Anurag Mishra	Accounts Dept.	Present
10. Mr. Deepak Singh,	Office Superintendent	Present
11. Mr. Shiv Prakash,	System Administrator	Present
12. Mr. Alok Kumar,	Librarian	Present
13. Dr. S.K. Mishra,	Blood Bank Superintendent, UHM, Kanpur	Absent
14. Ms. Divyanshi Shukla	Alumni	Present
15. Mr. Shuham Maurya	Alumni	Absent
16. Mr. Shyam Singh Head- Govt Business Monlycke Healthcare India Pvt. Ltd	Employer	Absent
17. Mr. Pramit Agarwal, Managing Director, India Braids Pvt. Ltd.	Industrialist	Absent
18. Mr. Jitendra Tiwari	Father of Kashish Tiwari	Present
19. Mr. Satish Kumar	Father of Vishal Chaurasiya	Absent
20. Ms. Jyoti Yadav	IQAC Coordinator	Present

The Chairperson Dr. Prashant Kumar katiyar (Director) welcomed the members for participating in the meeting. Ms. Jyoti Yadav, Coordinator of IQAC started the proceedings of the meeting.

The following points were discussed in the meeting:

Agenda 1: To verify the minutes of the sixth meeting.

- (i) Dr. Deepak Godara informed about the upgradation of ERP which has improved the monitoring and controlling of academic and administrative activities.
- (ii) Dr. Prashant Kumar katiyar informed about the various projects under going E-Cell and incubation centre.
- (iii) Ms. Harshita Gupta informed about the various social activities organized under social clubs.



Director

Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Rooma
Kanpur-208001

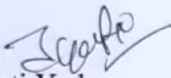
Agenda 2: Use of online platforms for classes/ activities/ meetings;


Resolution: Dr. Deepak Godara has informed that all online classes/ internal examinations/ meetings/ activities are being conducted through Google classroom. As college has G-suite license and students & employees are having their official e-mail ID, therefore, all the online activities are being smoothly conducted.

Agenda 3: Review of Academic Result and Action plan for e-Learning activities

Resolution: A review of previous Academic years results were taken. It is discussed that for a few subjects, there is a need to improve the results. In view of Covid-19 pandemic situation, the institute has to adapt online teaching-learning methodologies. Various initiatives such as recorded video lectures, additional teaching materials, e-books, etc were taken by staff for conducting teaching-learning processes through online mode. However, for the next semester, it is decided to continue the online teaching-learning activities along with regular teaching activities as per the guidelines of University.

Meeting ended at 4:45 P.M. with thanks to the Chair.


Ms. Jyoti Yadav
Coordinator (IQAC)


Dr. Prashant Kumar katiyar (Director)
Director
Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Room 1
Kanpur-208001
Chairperson

Minutes of the Meeting

A eighth meeting of IQAC was held on 01.02.2022 at 2:00 P.M. in conference hall. Meeting was chaired by Dr. Prashant Kumar katiyar, Chairperson of IQAC. Following members attended the meeting:

1. Dr. Prashant Kumar katiyar	Chairperson	Present
2. Sh. Vipul Jain	Management representative	Absent
3. Dr. Deepak Godara,	Professor,	Present
4. Ms. Garima Srivastava,	Assistant Professor	Present
5. Mr. Satish Kumar,	Assistant Professor,	Present
6. Ms. Harshita Gupta,	Assistant Professor,	Present
7. Ms. Madhavi Pal,	Assistant Professor,	Present
8. Mr. Satendra Kumar Yadav,	Deputy Registrar	Present
9. Mr. Anurag Mishra	Accounts Dept.	Present
10. Mr. Deepak Singh,	Office Superintendent	Present
11. Mr. Shiv Prakash,	System Administrator	Present
12. Mr. Alok Kumar,	Librarian	Present
13. Dr. S.K. Mishra,	Blood Bank Superintendent, UHM, Kanpur	Absent
14. Ms. Divyanshi Shukla	Alumni	Present
15. Mr. Shuham Maurya	Alumni	Absent
16. Mr. Shyam Singh Head- Govt Business Monlycke Healthcare India Pvt. Ltd	Employer	Absent
17. Mr. Pramit Agarwal, Managing Director, India Braids Pvt. Ltd.	Industrialist	Absent
18. Mr. Jitendra Tiwari	Father of Kashish Tiwari	Present
19. Mr. Satish Kumar	Father of Vishal Chaurasiya	Absent
20. Ms. Jyoti Yadav	IQAC Coordinator	Present

The Chairperson Dr. Prashant Kumar katiyar (Director) welcomed the members for participating in the meeting. Ms. Jyoti Yadav, Coordinator of IQAC started the proceedings of the meeting.

The following points were discussed in the meeting:

Agenda 1: To verify the minutes of the seventh meeting.

- (i) Ms. Garima Srivastava informed about the improvement in the academic performance of the students by focusing on individual subjects and weaker students.
- (ii) Ms. Harshita Gupta informed about the growth in the placement of students in Tier-1 Company by increasing industry-institute interaction.
- (iii) Chairperson Dr. Prashant Kumar katiyar informed about the progress of patent filing of various innovative projects undertaken by faculties.



Director

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Kanpur-208001

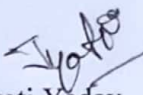
Agenda 3: Review of Industry Institute Interaction and Student's Placement.

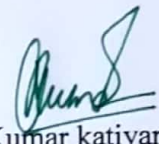
Resolution: Several activities such as Industry-Institute Interaction, Personal interview and Group discussion practice sessions, Sessions for higher studies such as GPAT were planned in upcoming even semester.

Agenda 4: To discuss about the strengthening of Entrepreneur Development Cell and its future activities.

Resolution: Planned to organize "Entrepreneurship Awareness Camp", for students and motivate them to become entrepreneur. It was also discussed that the institute needs to strengthen the R&D activities.

Meeting ended at 3:15 P.M. with thanks to the Chair.


Ms. Jyoti Yadav
Coordinator (IQAC)


Dr. Prashant Kumar katiyar (Director)
Chairperson
Director
Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Room 4
Kanpur-208001

Minutes of the Meeting

A ninth meeting of IQAC was held on 02.08.2022 at 2:00 P.M. Meeting was chaired by Dr. Prashant Kumar Katiyar, Chairperson of IQAC. Following members attended the meeting:

1. Dr. Prashant Kumar Katiyar	Chairperson	Present
2. Sh. Vipul Jain	Management representative	Absent
3. Ms. Nalini Pandey,	Assistant Professor	Present
4. Ms. Nidhi Tyagi,	Assistant Professor	Present
5. Mr. Mohd Kaleem,	Assistant Professor	Present
6. Ms. Harshita Gupta,	Assistant Professor	Present
7. Ms. Sonam Parmar,	Assistant Professor	Present
8. Mr. Satendra Kumar Yadav,	Deputy Registrar	Present
9. Mr. Anurag Mishra,	Accounts Dept.	Present
10. Mr. Deepak Singh,	Office Superintendent	Present
11. Mr. Shiv Prakash,	System Administrator	Present
12. Mr. Alok Kumar,	Librarian	Present
13. Dr. S.K. Mishra,	Blood Bank Superintendent, UHM, Kanpur	Present
14. Ms. Garima Yadav	Alumni	Present
15. Mr. Shuham Maurya	Alumni	Absent
16. Mr. Shyam Singh	Employer Head- Govt Business Monlycke Healthcare India Pvt. Ltd	Absent
17. Mr. Pramit Agarwal,	Industrialist Managing Director, India Braids Pvt. Ltd.	Absent
18. Mr. Jitendra Tiwari	Father of Kashish Tiwari	Present
19. Mr. Satish Kumar	Father of Vishal Chaurasiya	Absent
20. Ms Jyoti Yadav,	IQAC Coordinator	Present

The Chairperson Dr. Prashant Kumar Katiyar (Director) welcomed the members for participating in the meeting. Ms Jyoti Yadav, Coordinator of IQAC started the proceedings of the meeting.

The following points were discussed in the meeting:

Agenda 1: To verify the minutes of the eights meeting.

- Mr. Shiv Prakash informed about the progress of construction of labs and purchase of new systems.
- Ms Jyoti Yadav informed about the various workshops organized by the institute for enhancement of entrepreneurship.

Agenda 2 : To enhance the research potential of the teachers and motivate them to get major and minor research projects from government and other funding agencies.

Resolution: It has been decided by the chairperson, Dr. Prashant Kumar Katiyar to arrange for the workshop and motivate teachers to publish research papers in reputed journals and develop innovative projects along with the final year students which could be promoted to apply for patents.


Director
Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Rooma
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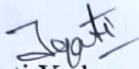
Agenda 3: To include industry oriented training in the academic curriculum.

Resolution: Ms. Nalini Pandey has informed that there is a need to include industry oriented training in the academic curriculum. After detailed discussion with all the members of IQAC it has been decided to create separate department for technical training and professional communication. Further, the responsibility for imparting training related to HR round of interview is given to Training & Placement dept.

Agenda 4: To adopt measures for reducing energy consumption.

Resolution: Ms. Nidhi Tyagi informed about the methods and techniques adopted by the college to reduce down energy consumption and proposed to have energy audit from external agency.

Meeting ended at 3:15 P.M. with thanks to the Chair.



Ms. Jyoti Yadav

Coordinator (IQAC)



Dr. Prashant Kumar Katiyar (Director)

Chairperson

Director

Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Room 4
Kanpur-208001

Minutes of the Meeting

A tenth meeting of IQAC was held on 18.01.2023 at 2:30 P.M. in Conference Hall. Meeting was chaired by Dr. Prashant kumar Katiyar, Chairperson of IQAC. Following members attended the meeting:

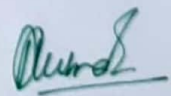
1. Dr. Prashant Kumar Katiyar	Chairperson	Present
2. Sh. Vipul Jain	Management representative	Absent
3. Ms. Nalini Pandey,	Assistant Professor	Present
4. Ms. Nidhi tyagi,	Assistant Professor	Present
5. Mr. Mohd Kaleem,	Assistant Professor	Present
6. Ms. Harshita Gupta,	Assistant Professor	Present
7. Ms. Sonam Parmar,	Assistant Professor	Present
8. Mr. Satendra Kumar Yadav,	Deputy Registrar	Present
9. Mr. Anurag Mishra,	Accounts Dept.	Present
10. Mr. Deepak Singh,	Office Superintendent	Present
11. Mr. Shiv Prakash,	System Administrator	Present
12. Mr. Alok Kumar,	Librarian	Present
13. Dr. S.K. Mishra,	Blood Bank Superintendent, UHM, Kanpur	Present
14. Ms. Garima Yadav	Alumni	Absent
15. Mr. Shuham Maurya	Alumni	Absent
16. Mr. Shyam Singh	Employer	Absent
17. Head- Govt Business		
18. Monlycke Healthcare India Pvt. Ltd		
19. Mr. Pramit Agarwal,	Industrialist	Absent
20. Managing Director, India Braids Pvt. Ltd.		
21. Mr. Jitendra Tiwari	Father of Kashish Tiwari	Present
22. Mr. Satish Kumar	Father of Vishal Chaurasiya	Absent
23. Ms Jyoti Yadav,	IQAC Coordinator	Present

The Chairperson Dr. Prashant Kumar Katiyar (Director) welcomed the members for participating in the meeting. Ms Jyoti Yadav, Coordinator of IQAC started the proceedings of the meeting.

The following points were discussed in the meeting:

Agenda 1: To verify the minutes of the ninth meeting.

- (i) Chairperson Dr. Prashant Kumar Katiyar informed about the task taken up by various committee members for NAAC Accreditation.
- (ii) Chairperson also informed about the progress in the field of patent filing.
- (iii) Ms. Jyoti Yadav informed about the increase in the placement of students.



Director

Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Rooma
Kanpur-208001

Agenda 2:- Regarding NAAC Accreditation.

Resolution: - Dr. Prashant Kumar Katiyar, Chairperson discussed about the various criteria of NAAC accreditation. Separate criteria were allotted to each members of the committee and were told to prepare the documents for their respective criteria as discussed and it was also suggested by the members to file IIQA & SSR for NAAC in the month of November, 2023.

Agenda 3:- Renew the membership of IEEE student branch.

Resolution: Ms Jyoti Yadav has informed that there is a need to renew/ adding new members in the IEEE branch of college. Further, Ms Jyoti Yadav has been assigned the duty to add new members and renew the IEEE membership.

Agenda 4:- Blood Donation Camp

Resolution: Dr. S.K. Mishra, Blood Bank Superintendent, UHM, Kanpur has requested to organize the blood donation camp in the institute.

Meeting ended with a cup of tea at 3:30 P.M. with thanks to the Chair.



Ms Jyoti Yadav

Coordinator (IQAC)



Dr. Prashant Kumar Katiyar (Director)

Chairperson

Director

Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Room
Kanpur-208001

Minutes of Meeting

(Exam Cell)

Date-20/10/2018

Minutes of Meeting
Examination committee

A meeting of examination committee was held on 20/10/2018 at 2:10 PM in the office of undersigned to discuss the various issues related to the effective implementation of examination guidelines in the campus.

The following members were present in the meeting.

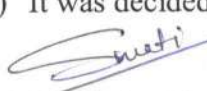
SR. NO.	NAME OF PERSON	PORTFOLIO
1	Ms. Swati Trivedi	COE (Controller of Examination)
2	Ms. Akriti Pal	ACOE (Assistant Controller of Examination)
3	Mr. Saurav Kumar Gupta	Member

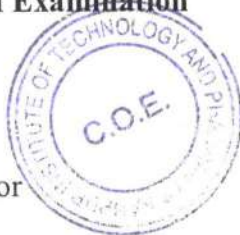
Agenda-

- 1) To discuss about the no. of class test & internal marks to be given for assignment & class test.
- 2) To discuss about the date of examination, duration of sessional, PUT & makeup exam, allotment of invigilation duties.

Proceeding of the meeting :

- 1) It was decided to conduct internal sessional exam for 01:30 hours & maximum marks decided as 50 and PUT exam for 03:00 hours & maximum marks decided as 75.
- 2) It was decided to conduct makeup sessional for students who fails or miss in sessional.
- 3) It was decided to prepare time table of internal exam & duty allotment.
- 4) Last date was decided for question paper submission.
- 5) It was decided to prepare time table flying squad duty allotment.


(Ms. Swati Trivedi)
Controller of Examination

**Copy to:**

1. Director
2. HOD
3. Faculty Members
4. Staff

Date-16/02/2019

Minutes of Meeting
Examination committee

A meeting of examination committee was held on 16/02/2019 at 4:00 PM in the office of undersigned to discuss the various issues related to the effective implementation of examination guidelines in the campus.

The following members were present in the meeting.


SR. NO.	NAME OF PERSON	PORTFOLIO
1	Ms. Swati Trivedi	COE (Controller of Examination)
2	Ms. Akriti Pal	ACOE (Assistant Controller of Examination)
3	Mr. Saurav Kumar Gupta	Member

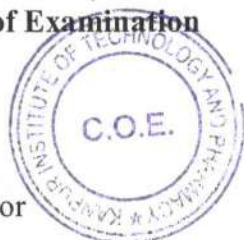
Agenda-

- 1-To discuss about the no. of class test & internal marks to be given for assignment & class test.
- 2-To discuss about the date of examination, duration of sessional, PUT & makeup exam, allotment of invigilation duties.

Proceeding of the meeting :

- 1-It was decided to conduct internal sessional exam for 01:30 hours & maximum marks decided as 50 and PUT exam for 03:00 hours & maximum marks decided as 75.
- 2-It was decided to conduct makeup sessional for students who fails or miss in sessional.
- 3-It was decided to prepare time table of internal exam & duty allotment.
- 4-Last date was decided for question paper submission.
- 5-It was decided to prepare time table for flying squad duty allotment.


(Ms. Swati Trivedi)
Controller of Examination

**Copy to:**

1. Director
2. HOD
3. Faculty Members
4. Staff

Date-09/09/2019

Minutes of Meeting
Examination committee

A meeting of examination committee was held on 09/09/2019 at 3:00 PM in the office of undersigned to discuss the various issues related to the effective implementation of examination guidelines in the campus.

The following members were present in the meeting.

SR. NO.	NAME OF PERSON	PORTFOLIO
1	Ms. Rakhi Rajput	COE (Controller of Examination)
2	Ms. Swati Trivedi	ACOE (Assistant Controller of Examination)
3	Mr. Saurav Kumar Gupta	Member
4	Mr. Naveen Kumar	Member

Agenda-

- 1-To discuss about the no. of class test & internal marks to be given for assignment & class test.
- 2-To discuss about the date of examination, duration of sessional, PUT & makeup exam, allotment of invigilation duties.

Proceeding of the meeting :

- 1-It was decided to conduct internal sessional exam for 01:30 hours & maximum marks decided as 50 and PUT exam for 03:00 hours & maximum marks decided as 75.
- 2-It was decided to conduct makeup sessional for students who fails or miss in sessional.
- 3-It was decided to prepare time table of internal exam & duty allotment.
- 4-Last date was decided for question paper submission.
- 5-It was decided to prepare time table for flying squad duty allotment.

Rakhi
(Ms. Rakhi Rajput)
Controller of Examination

**Copy to:**

1. Director
2. HOD
3. Faculty Members
4. Staff

Date-08/02/2020

Minutes of Meeting
Examination committee

A meeting of examination committee was held on 08/02/2020 03:10 PM in the office of undersigned to discuss the various issues related to the effective implementation of examination guidelines in the campus.

The following members were present in the meeting.

SR. NO.	NAME OF PERSON	PORTFOLIO
1	Ms. Rakhi Rajput	COE (Controller of Examination)
2	Ms. Swati Trivedi	ACOE (Assistant Controller of Examination)
3	Mr. Saurav Kumar Gupta	Member
4	Mr. Naveen Kumar	Member

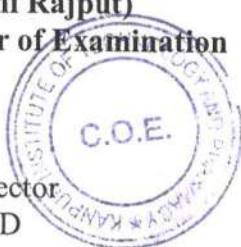
Agenda-

- 1-To discuss about the no. of class test & internal marks to be given for assignment & class test.
- 2-To discuss about the date of examination, duration of sessional, PUT & makeup exam, allotment of invigilation duties.

Proceeding of the meeting :

- 1-It was decided to conduct internal sessional exam for 01:30 hours & maximum marks decided as 50 and PUT exam for 03:00 hours & maximum marks decided as 75.
- 2-It was decided to conduct makeup sessional for students who fails or miss in sessional.
- 3-It was decided to prepare time table of internal exam & duty allotment.
- 4-Last date was decided for question paper submission.
- 5-It was decided to prepare time table for flying squad duty allotment.

Rakhi
(Ms. Rakhi Rajput)
Controller of Examination

**Copy to:**

1. Director
2. HOD
3. Faculty Members
4. Staff

Date-14/08/2020

Minutes of Meeting
Examination committee

A online meeting of examination committee was held on 14/08/2020 at 4:10 PM at the google meet platform to discuss the various issues related to the effective implementation of examination guidelines in the campus.

The following members were present in the meeting.

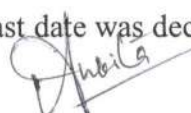
SR. NO.	NAME OF PERSON	PORTFOLIO
1	Ms. Ankita Chaturvedi	COE (Controller of Examination)
2	Ms. Akriti Pal	ACOE (Assistant Controller of Examination)
3	Mr. Anuj Kumar Sonakar	Member
4	Mr. Saurav Kumar Gupta	Member

Agenda-

- 1-To discuss about online exam.
- 2-To discuss about the no. of class test & internal marks to be given for assignment & class test.
- 3-To discuss about the date of examination, duration of sessional, PUT & makeup exam.

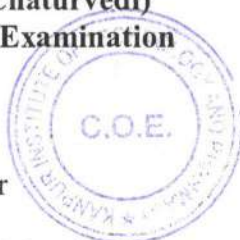
Proceeding of the meeting :

- 1-Online exam process was decided.
- 2-It was decided to conduct internal sessional exam for 01:30 hours & maximum marks decided as 50 and PUT exam for 03:00 hours & maximum marks decided as 75.
- 3-It was decided to conduct makeup sessional for students who fails or miss in sessional.
- 4-Last date was decided for question paper submission.


(Ms. Ankita Chaturvedi)
Controller of Examination

Copy to:

1. Director
2. HOD
3. Faculty Members
4. Staff



Date-24/04/2021

Minutes of Meeting
Examination committee

A online meeting of examination committee was held on 24/04/2021 02:10 PM at the google meet platform to discuss the various issues related to the effective implementation of examination guidelines in the campus.

The following members were present in the meeting.

SR. NO.	NAME OF PERSON	PORTFOLIO
1	Ms. Ankita Chaturvedi	COE (Controller of Examination)
2	Ms. Akriti Pal	ACOE (Assistant Controller of Examination)
3	Mr. Anuj Kumar Sonakar	Member
4	Mr. Saurav Kumar Gupta	Member

Agenda-

1-To discuss about online exam.

2-To discuss about the no. of class test & internal marks to be given for assignment & class test.

3-To discuss about the date of examination, duration of sessional, PUT & makeup exam.

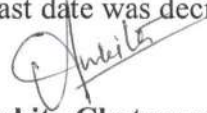
Proceeding of the meeting :

1-Online exam process was decided.

2-It was decided to conduct internal sessional exam for 01:30 hours & maximum marks decided as 50 and PUT exam for 03:00 hours & maximum marks decided as 75.

3-It was decided to conduct makeup sessional for students who fails or miss in sessional.

4-Last date was decided for question paper submission.


(Ms. Ankita Chaturvedi)
Controller of Examination

Copy to:

1. Director
2. HOD
3. Faculty Members
4. Staff



Date-13/11/2021

Minutes of Meeting
Examination committee

A meeting of examination committee was held on 13/11/2021 at 03:10 PM in the office of undersigned to discuss the various issues related to the effective implementation of examination guidelines in the campus.

The following members were present in the meeting.

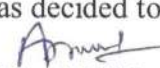
SR. NO.	NAME OF PERSON	PORTFOLIO
1	Ms. Anubhuti Mishra	COE (Controller of Examination)
2	Mr. Kushal Kesarwani	ACOE (Assistant Controller of Examination)
3	Ms. Prerana Singh	Member
4	Mr. Satish Kumar	Member

Agenda-

- 1-To discuss about the no. of class test & internal marks to be given for assignment & class test.
- 2-To discuss about the date of examination, duration of sessional, PUT & makeup exam, allotment of invigilation duties.

Proceeding of the meeting :

- 1-It was decided to conduct internal sessional exam for 01:30 hours & maximum marks decided as 50 and PUT exam for 03:00 hours & maximum marks decided as 75.
- 2-It was decided to conduct makeup sessional for students who fails or miss in sessional.
- 3-It was decided to prepare time table of internal exam & duty allotment.
- 4-Last date was decided for question paper submission.
- 5-It was decided to prepare time table for flying squad duty allotment.


(Ms. Anubhuti Mishra)
Controller of Examination

Copy to:

1. Director
2. HOD
3. Faculty Members
4. Staff



Date-26/02/2022

Minutes of Meeting
Examination committee

A meeting of examination committee was held on 26/02/2022 04:10 PM in the office of undersigned to discuss the various issues related to the effective implementation of examination guidelines in the campus.

The following members were present in the meeting.


SR. NO.	NAME OF PERSON	PORTFOLIO
1	Ms. Anubhuti Mishra	COE (Controller of Examination)
2	Mr. Kushal Kesarwani	ACOE (Assistant Controller of Examination)
3	Ms. Prerana Singh	Member
4	Mr. Satish Kumar	Member

Agenda-

- 1) To discuss about the no. of class test & internal marks to be given for assignment & class test.
- 2) To discuss about the date of examination, duration of sessional, PUT & makeup exam, allotment of invigilation duties.

Proceeding of the meeting :

- 1-It was decided to conduct internal sessional exam for 01:30 hours & maximum marks decided as 50 and PUT exam for 03:00 hours & maximum marks decided as 75.
- 2-It was decided to conduct makeup sessional for students who fails or miss in sessional.
- 3-It was decided to prepare time table of internal exam & duty allotment.
- 4-Last date was decided for question paper submission.
- 5-It was decided to prepare time table for flying squad duty allotment.


(Ms. Anubhuti Mishra)
Controller of Examination

Copy to:

1. Director
2. HOD
3. Faculty Members
4. Staff



Date-09/11/2022

Minutes of Meeting
Examination committee

A meeting of examination committee was held on 09/11/2022 at 3:10 PM in the office of undersigned to discuss the various issues related to the effective implementation of examination guidelines in the campus.

The following members were present in the meeting.

SR. NO.	NAME OF PERSON	PORTFOLIO
1	Ms. Sneha Yadav	COE (Controller of Examination)
2	Ms. Sonam Singh Parmar	ACOE (Assistant Controller of Examination)
3	Ms. Karishma Gupta	Member
4	Ms. Anjali Singh	Member

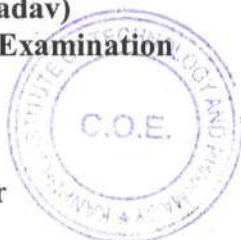
Agenda-

- 1-To discuss about the no. of class test & internal marks to be given for assignment & class test.
- 2-To discuss about the date of examination, duration of sessional, PUT & makeup exam, allotment of invigilation duties.

Proceeding of the meeting :

- 1-It was decided to conduct internal sessional exam for 01:30 hours & maximum marks decided as 50 and PUT exam for 03:00 hours & maximum marks decided as 75.
- 2-It was decided to conduct makeup sessional for students who fails or miss in sessional.
- 3-It was decided to prepare time table of internal exam & duty allotment.
- 4-Last date was decided for question paper submission.
- 5-It was decided to prepare time table for flying squad duty allotment.

Sneha
(Ms. Sneha Yadav)
Controller of Examination

**Copy to:**

1. Director
2. HOD
3. Faculty Members
4. Staff

Date-09/02/2023

Minutes of Meeting
Examination committee

A meeting of examination committee was held on 09/02/2023 04:10 PM in the office of undersigned to discuss the various issues related to the effective implementation of examination guidelines in the campus.

The following members were present in the meeting.

SR. NO.	NAME OF PERSON	PORTFOLIO
1	Ms. Sneha Yadav	COE (Controller of Examination)
2	Ms. Sonam Singh Parmar	ACOE (Assistant Controller of Examination)
3	Ms. Karishma Gupta	Member
4	Ms. Anjali Singh	Member

Agenda-

- 1-To discuss about the no. of class test & internal marks to be given for assignment & class test.
- 2-To discuss about the date of examination, duration of sessional, PUT & makeup exam, allotment of invigilation duties.

Proceeding of the meeting :

- 1-It was decided to conduct internal sessional exam for 01:30 hours & maximum marks decided as 50 and PUT exam for 03:00 hours & maximum marks decided as 75.
- 2-It was decided to conduct makeup sessional for students who fails or miss in sessional.
- 3-It was decided to prepare time table of internal exam & duty allotment.
- 4-Last date was decided for question paper submission.
- 5-It was decided to prepare time table for flying squad duty allotment.


(Ms. Sneha Yadav)

Controller of Examination

**Copy to:**

1. Director
2. HOD
3. Faculty Members
4. Staff

Minutes of Meeting
(Grievance Redressal Cell)

Date-19/12/2018

Minutes of Meeting

A meeting of Grievance Redressal Committee was held on 19/12/2018 at 03:25 pm in conference hall. The following members attend the meeting-

1. Dr. Sadath Ali
(Director)
2. Ms. Akriti Pal
(FIC Administration)
3. Ms. Anjali Kushwaha
(FIC Student Welfare)
4. Ms. Hina Siraj
(FIC SDC)
5. Mr. Saurav Kumar Gupta
(Assistant Professor)

The chairperson gave a quick explanation of the procedure for submitting recommendations from the students using the box that is located in front of Director office in pharmacy building. The students recommendations that posted during the academic year were discussed.

Grievance-

•Not understanding concepts in multiple theoretical domains.

Grievance Redressal-

•The director called the concerned faculty members and advise them to improve further.

Meeting ended with a cup of tea at 04:25 pm with thanks to the Director.



Dr. Sadath Ali
(Director)

Director

Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Roama
Kanpur-208001

Date-14/05/2019

Minutes of Meeting

A meeting of Grievance Redressal Committee was held on 14/05/2019 at 03:15 pm in conference hall. The following members attend the meeting-

1. Dr. Sadath Ali
(Director)
2. Ms. Akriti Pal
(FIC Administration)
3. Ms. Anjali Kushwaha
(FIC Student Welfare)
4. Ms. Hina Siraj
(FIC SDC)
5. Mr. Saurav Kumar Gupta
(Assistant Professor)

The committee reviewed Grievance Redressal Mechanism.

No any case of grievance has been reported till date.

Meeting ended with a cup of tea at 04:15 pm with thanks to the Director.



Dr. Sadath Ali
(Director)

Director

Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Rooma
Kanpur-208001

Date-10/12/2019

Minutes of Meeting

A meeting of Grievance Redressal Committee was held on 10/12/2019 at 03:00 pm in conference hall.
The following members attend the meeting-

1. Dr. Sambit Kumar Parida
(Director)
2. Mr. Anuj Kumar Sonker
(FIC Administration)
3. Ms. Swati Trivedi
(FIC Student Welfare)
4. Ms. HinaSiraj
(FIC SDC)
5. Ms. Rachana Yadav
(Assistant Professor)

Suggestion/Grievance-

- .Asked for chilled water on each hostel floor.
- . Cleaning of washroom.

Suggestion/Grievance Redressal-

- .In hostel, there is chilled water arranged on each floor.
- .Give instruction to sweepers and all washroom are cleaned.

Meeting ended with a cup of tea at 04:00 pm with thanks to the Director.



Dr. Sambit Kumar Parida
(Director)

Director
Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Roosa
Kanpur-208001

Date: 06/05/2020

Minutes of Meeting

A meeting of Grievance Redressal Committee was held on 06/05/2020 at 03:15 pm on online mode at Google Meet platform.

The following members attend the meeting-

1. Dr. Sambit Kumar Parida
(Director)
2. Mr. Anuj Kumar Sonker
(FIC Administration)
3. Ms. Swati Trivedi
(FIC Student Welfare)
4. Ms. Hina Siraj
(FIC SDC)
5. Ms. Rachana Yadav
(Assistant Professor)

Suggestion/Grievance-

.Maintain Yoga Classes on online platform.

Suggestion/Grievance Redressal-

.Regular Yoga classes schedules are being thought upon.

Meeting ended at 04:15 pm with thanks to the Director.



Dr. Sambit Kumar Parida
(Director)

Director
Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Rooma
Kanpur-208001

Date: 14/10/2020

Minutes of Meeting

A meeting of Grievance Redressal Committee was held on 14/10/2020 at 03:30 pm on online mode at Google Meet platform.

The following members attend the meeting-

1. Dr. Rahul Mayi
(Director)
2. Ms. Tamsheel Fatima Roohi
(FIC Administration)
3. Ms. Nalini Pandey
(FIC Student Welfare)
4. Ms. Hina Siraj
(FIC SDC)
5. Mr. Anuj Kumar Sonker
(Assistant Professor)

In this meeting maintenance related problems grievance are discussed.

Suggestion/Grievance-

- .Walls needs paint and putty work.
- .Arrangement of mikes for online classes.

Suggestion/Grievance Redressal-

- .All walls are painted.
- .Mikes are arranged for smooth online classes.

Meeting ended at 04:30 pm with thanks to the Director.



Dr. Rahul Mayi
(Director)

Date: 08/05/2021

Minutes of Meeting

A meeting of Grievance Redressal Committee was held on 08/05/2021 at 03:40 pm on online mode at Google Meet platform.

The following members attend the meeting-

1. Dr. Rahul Mayi
(Director)
2. Ms. Tamsheel Fatima Roohi
(FIC Administration)
3. Ms. Nalini Pandey
(FIC Student Welfare)
4. Ms. Hina Siraj
(FIC SDC)
5. Mr. Anuj Kumar Sonker
(Assistant Professor)

The committee periodically enquired about grievances.

No any case of Grievance has been reported to till date.

Meeting ended at 04:15 pm with thanks to the Director.



Dr. Rahul Mayi
(Director)

Date-29/10/2021

Minutes of Meeting

A meeting of Grievance Redressal Committee was held on 29/10/2021 at 03:15 pm in conference hall. The following members attend the meeting-

1. Dr. Prashant Kumar Katiyar
(Director)
2. Dr. Deepak Godara
(FIC Administration)
3. Mr. Shubham Pandey
(FIC Student Welfare)
4. Ms. HinaSiraj
(FIC SDC)
5. Ms. Swati Katiyar
(Assistant Professor)

Suggestion/Grievance-

- . Room no. P 301 board is flashing.
- . Wifi connectivity problem.

Suggestion/Grievance Redressal-

- .Board is replaced.
- .System admin was instructed to resolve the problem.

Meeting ended with a cup of tea at 04:15 pm with thanks to the Director.



Dr. Prashant Kumar Katiyar
(Director)

Director
Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Rooma
Kanpur-208001

Date-03/06/2022

Minutes of Meeting

A meeting of Grievance Redressal Committee was held on 03/06/2022 at 03:00 pm in conference hall. The following members attend the meeting-

1. Dr. Prashant Kumar Katiyar
(Director)
2. Dr. Deepak Godara
(FIC Administration)
3. Mr. Shubham Pandey
(FIC Student Welfare)
4. Ms. HinaSiraj
(FIC SDC)
5. Ms. Swati Katiyar
(Assistant Professor)

Suggestion/Grievance-

.Cleaning issue in classrooms.

Suggestion/Grievance Redressal-

.Instructed to cleaner that clean the classrooms timely.

Meeting ended with a cup of tea at 04:00 pm with thanks to the Director.



Dr. Prashant Kumar Katiyar
(Director)

Director
Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Rooma,
Kanpur-208001

Date-24/11/2022

Minutes of Meeting

A meeting of Grievance Redressal Committee was held on 24/11/2022 at 03:15 pm in conference hall. The following members attend the meeting-

1. Dr. Prashant Kumar Katiyar
(Director)
2. Dr. Nidhi Tyagi
(FIC Administration)
3. Ms. Harshita Gupta
(FIC Student Welfare)
4. Ms. HinaSiraj
(FIC SDC)
5. Mr. Deepak Katiyar
(Assistant Professor)

Suggestion/Grievance-

- .ForCanteen charge reduction.
- . Mosquito problem in rooms.
- . Some Class room chairs are broken.

Suggestion/Grievance Redressal-

- .The request for charge reduction is thought about.
- .Mosquito spray was sprayed in all rooms and buildings.
- .Broken chairs are replaced for smooth classes.

Meeting ended with a cup of tea at 04:15 pm with thanks to the Director.



Dr. Prashant Kumar Katiyar
(Director)

Director
Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Rooma
Kanpur - 208001

Date-04/05/2023

Minutes of Meeting

A meeting of Grievance Redressal Committee was held on 04/05/2023 at 03:30 pm in conference hall. The following members attend the meeting-

1. Dr. Prashant Kumar Katiyar
(Director)
2. Dr. Nidhi Tyagi
(FIC Administration)
3. Ms. Harshita Gupta
(FIC Student Welfare)
4. Ms. HinaSiraj
(FIC SDC)
5. Mr. Deepak Katiyar
(Assistant Professor)

The committee reviewed mechanism of redressal.

No any case report till date.

Meeting ended with a cup of tea at 04:30 pm with thanks to the Director.



Dr. Prashant Kumar Katiyar
(Director)

Director
Kanpur Institute of Technology & Pharmacy
A-1, UPSIDC Industrial Area, Rooma
Kanpur-208001

Minutes of Meeting
(Anti-Ragging Committee)

Date: 27 August 2018**Minutes of Meeting**

A meeting of Anti-Ragging committee was held on 27 August 2018 at 3:00 pm in the office of undersigned to discuss the various issues related to the effective implementation of anti-ragging guidelines in the campus.

The following members were present in the meeting:

Sr. no.	Name of the Members
1	Mr. Anoop Singh Sachan
2	Ms. Shipra Omar
3	Mr. Shashank Mishra
4	Ms. Akriti Pal
5	Mr. Prashant Chaudhary

Following points were discussed:

It is decided to implement the following actions seriously from the starting of the academic session:

1. Action to be taken to curb ragging in the college campus and hostels.
2. Creating awareness among students about the punishment for ragging.
3. Anti-ragging Affidavit from students as undertaking.
4. No complaint of ragging was registered as classes were being held online.



(Mr. Anoop Singh Sachan)

Chief Proctor/Head, Anti-Ragging Committee

Copy to:

1. The Management
2. The Directors
3. HOD
4. Concern Faculty member

Date: 12 January 2019**Minutes of Meeting**

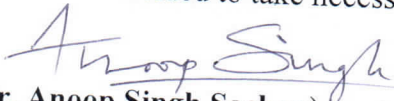
A meeting of Anti-Ragging committee was held on 12 January 2019 at 3:00 pm in the office of undersigned to discuss the various issues related to the effective implementation of anti-ragging guidelines in the campus.

The following members were present in the meeting:

Sr. no.	Name of the Members
1	Mr. Anoop Singh Sachan
2	Ms. Shipra Omar
3	Mr. Shashank Mishra
4	Ms. Akriti Pal
5	Mr. Prashant Chaudhary

Following points were discussed:

1. The members of the Anti-ragging squad monitor and supervise the students in the classrooms as well as in the campus.
2. The committee members requested to organize meeting with hostels students by the department coordinators to make ragging free campus.
3. The committee noted that no such case has been recorded as a matter of fact and the campus is ragging free zone.
4. Students are advised to report to the committee members immediately if any attempt to rag is identified by the students.
5. It is decided to take necessary measures to prevent ragging in the campus.



(Mr. Anoop Singh Sachan)

Chief Proctor/Head, Anti-Ragging Committee

Copy to:

1. The Management
2. The Directors
3. HOD
4. Concern Faculty member

Date: 23 August 2019**Minutes of Meeting**

A meeting of Anti-Ragging committee was held on 23 August 2019 at 3:00 pm in the office of undersigned to discuss the various issues related to the effective implementation of anti-ragging guidelines in the campus.


The following members were present in the meeting:

Sr. no.	Name of the Members
1	Mr. Shashank Mishra
2	Mr. Jainendra Kumar Singh
3	Mr. Amit Bharti
4	Ms. Anjali Kushwaha
5	Ms. Akriti Pal

Following points were discussed:

It is decided to implement the following actions seriously from the starting of the academic session:

- 1) Creating awareness among students about the punishment of ragging.
- 2) Severe actions would be taken against the students involve in ragging.
- 3) Role and responsibilities of members.
- 4) To stringently deal with the incidents of ragging.



(Mr. Shashank Mishra)

Chief Proctor/Head, Anti-Ragging Committee

Copy to:

1. The Management
2. The Directors
3. Deans
4. All HODs
5. Concern Faculty member

Date: 18 January 2020**Minutes of Meeting**

A meeting of Anti-Ragging committee was held on 18 January 2020 at 3:00 pm in the office of undersigned to discuss the various issues related to the effective implementation of anti-ragging guidelines in the campus.

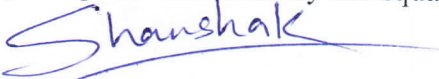
The following members were present in the meeting:

Sr. no.	Name of the Members
1	Mr. Shashank Mishra
2	Mr. Jainendra Kumar Singh
3	Mr. Amit Bharti
4	Ms. Anjali Kushwaha
5	Ms. Akriti Pal

Following points were discussed:

It is decided to implement the following actions seriously from the starting of the academic session:

- 1) Squad members has discussed with students regarding ragging free Campus.
- 2) Organized meeting with students to advise them to regulate their own movement and interaction.
- 3) Student involving in ragging would be banished from the institute with an imposition of fine.
- 4) Surprise visit made by our squad members in Campus and Hostel.



(Mr. Shashank Mishra)

Chief Proctor/Head, Anti-Ragging Committee

Copy to:

1. The Management
2. The Directors
3. Deans
4. All HODs
5. Concern Faculty member

Date: 14 August 2020**Minutes of Meeting**

A meeting of Anti-Ragging committee was held on 14 August 2020 at 2:00 pm on online mode at Google Meet platform to discuss the various issues related to the effective implementation of anti-ragging guidelines in the campus.

The following members were present in the meeting:

Sr. no.	Name of the Members
1	Mr. Ankur Tripathi
2	Mr. Naveen Kumar
3	Mr. Jainendra Kumar Singh
4	Mr. Manish Kumar
5	Ms. Rachna Yadav

Following points were discussed:

It is decided to implement the following actions seriously from the starting of the academic session:

- 1) Strict action will be taken against those students involved in ragging.
- 2) Students involved in ragging will be expelled from the institute and fine will be imposed.
- 3) Ragging is strictly interdicted inside & outside the campus.



(Mr. Ankur Tripathi)

Chief Proctor/Head, Anti-Ragging Committee

Copy to:

1. The Management
2. The Director
3. HOD
4. Concern Faculty member

Date: 15 January 2021**Minutes of Meeting**

A meeting of Anti-Ragging committee was held on 15 January 2021 at 2:00 pm on online mode at Google Meet platform to discuss the various issues related to the effective implementation of anti-ragging guidelines in the campus.

The following members were present in the meeting:

Sr. no.	Name of the Members
1	Mr. Ankur Tripathi
2	Mr. Naveen Kumar
3	Mr. Jainendra Kumar Singh
4	Mr. Manish Kumar
5	Ms. Rachna Yadav

Following points were discussed:

It is decided to implement the following actions seriously from the starting of the academic session:

- 1) Awareness programme regarding ragging shall be discussed periodically.
- 2) Result of ragging shall be told to student soon at the timing of admission.
- 3) The counsellors to prevent ragging shall be appointed to help students.
- 4) The ragging committee members have to deal with all the ragging related issues.


(Mr. Ankur Tripathi)

Chief Proctor/Head, Anti-Ragging Committee

Copy to:

1. The Management
2. The Director
3. HOD
4. Concern Faculty member

Date: 13 September 2021**Minutes of Meeting**

A meeting of Anti-Ragging committee was held on 13 September 2021 at 3:00 pm on online mode at Google Meet platform to discuss the various issues related to the effective implementation of anti-ragging guidelines in the campus.

The following members were present in the meeting:

Sr. no.	Name of the Members
1	Mr. Nirmal Singh
2	Mr. Manish Kumar
3	Mr. Deepak Katiyar
4	Ms. Anubhuti Mishra
5	Ms. Harshita Gupta

Following points were discussed:

It is decided to implement the following actions seriously from the starting of the academic session:

- 1) A strict action will be taken against those involve in ragging.
- 2) There is no any complaint related to anti-Ragging.
- 3) To take all necessary measures for prevention of Ragging inside the Campus/Hostels.
- 4) Students are advised to report to the committee members immediately if any attempt to rag is identified by the students.



(Mr. Nirmal Singh)

Chief Proctor/Head, Anti-Ragging Committee

Copy to:

1. The Management
2. The Director
3. HOD
4. Concern Faculty member

Date: 24 January 2022**Minutes of Meeting**


A meeting of Anti-Ragging committee was held on 24 January 2022 at 3:00 pm in the office of undersigned to discuss the various issues related to the effective implementation of anti-ragging guidelines in the campus.

The following members were present in the meeting:

Sr. no.	Name of the Members
1	Mr. Nirmal Singh
2	Mr. Manish Kumar
3	Mr. Deepak Katiyar
4	Ms. Anubhuti Mishra
5	Ms. Harshita Gupta

Following points were discussed:

1. Notice boards to be erected in all conspicuous place and display Anti-ragging provisions and penalties.
2. Mischievous elements shall be identified and mischievous behavior shall be liable for punishment as per the rule and regulation of the university /institute.
3. Seniors must ensure that no ragging is taking place anywhere in the campus.
4. As responsible members of the college, seniors must help and cooperate with the juniors.



(Mr. Nirmal Singh)

Chief Proctor/Head, Anti-Ragging Committee

Copy to:

1. The Management
2. The Director
3. HOD
4. Concern Faculty member

Date: 23 September 2022**Minutes of Meeting**

A meeting of Anti-Ragging committee was held on 23 September 2022 at 3:00 pm in the office of undersigned to discuss the various issues related to the effective implementation of anti-ragging guidelines in the campus.

The following members were present in the meeting:

Sr. no.	Name of the Members
1	Mr. Mohd. Kalim
2	Ms. Komal Manwani
3	Mr. Deepak Katiyar
4	Mr. Anukool Shukla
5	Ms. Anushka Verma

Following points were discussed:

It is decided to implement the following actions seriously from the starting of the academic session:

- 1) Ragging is prohibited inside and outside the college campus.
- 2) Severe actions would be taken against the students involve in ragging.
- 3) It is decided to conduct Anti-Raging awareness programs in the department by Seniors faculty members.
- 4) Surprise visits to hostels during night time.
- 5) It was decided to meet with first year students and introduce them with Anti-Ragging committee members.



(Mr. Mohd Kalim)

Chief Proctor/Head, Anti-Ragging Committee

Copy to:

1. The Management
2. The Director
3. HOD
4. Concern Faculty member

Date: 13 April 2023**Minutes of Meeting**

A meeting of Anti-Ragging committee was held on 13 April 2023 at 2:00 pm in the office of undersigned to discuss the various issues related to the effective implementation of anti-ragging guidelines in the campus.

The following members were present in the meeting:

Sr. no.	Name of the Members
1	Mr. Mohd. Kalim
2	Ms. Komal Manwani
3	Mr. Deepak Katiyar
4	Mr. Anukool Shukla
5	Ms. Anushka Verma

Following points were discussed:

- 1) To inform all the students to keep their ID Cards always with them.
- 2) Vigilance rounds should be taken by committee members periodically at different places in the campus.
- 3) To avoid any incident of ragging in the hostels during night hours, it was decided that Anti ragging squads will carry out night patrolling.
- 4) The committee members reported that no case of ragging was found either in hostels or in college campus.

**(Mr. Mohd Kalim)**

Chief Proctor/Head, Anti-Ragging Committee

Copy to:

1. The Management
2. The Directors
3. Deans
4. All HODs
5. Concern Faculty member

Anti-Ragging Squad

Ref: KITP/AR/2018-19/01

Date: 23/08/2018

NOTICE**ANTI-RAGGING SQUAD**

As per the guidelines of Hon'ble Supreme Court /AICTE/ AKTU, Lucknow, an Anti-Ragging squad has been formed to prevent the ragging cases in the institute premises. The squad comprises of following faculty members:

Academic Block – Ground Floor, Canteen etc.			
1	Ms. Shipra Omar	Coordinator	9793435628
2	Ms. Richa Shukla	Member	8707835590

Academic Block – First Floor, CC Lab, Library			
1	Mr. Shashank Mishra	Coordinator	7060345605
2	Ms. Akriti Pal	Member	6386058121

Academic Block – Second Floor, Third Floor			
1	Mr. Prashant Chaudhary	Coordinator	9451157097
2	Mr. Amit Bharti	Member	9458429217

Boys' Hostel & Mess			
1	Mr. Amarnath Awasthi	Coordinator	8115331103
2	Mr. Amit Kumar Chaurasiya	Member	9473588767
3	Ms. Shubhankur Dutta	Member	8474886517
4	Mr. Ranjeet Kumar	Member	9504162449

Girls' Hostel & Mess			
1	Ms. Farah Shan Khan	Coordinator	8009808150
2	Ms. Pallavi Yadu	Member	6386260232



(Mr. Anoop Singh Sachan)
Faculty I/c Anti-Ragging

Copy to-

1. The Management
2. The Director
3. HOD
4. Chief Proctor
5. Concerned Faculty members
6. All Notice Boards

KIT&P/AR/2019-20/01

Date: 05/08/2019

NOTICE
ANTI-RAGGING SQUAD

As per the guidelines of Hon'ble Supreme Court /AICTE/ AKTU, Lucknow, an Anti-Ragging squad has been formed to prevent the ragging cases in the institute premises. The squad comprises of following faculty members:

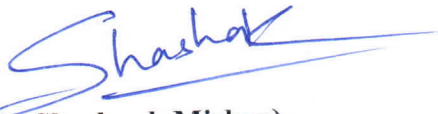
Academic Block – Ground Floor, Canteen etc.			
1	Mr. Rakhi Rajput	Coordinator	9889581956
2	Mr. Jainendra Kumar Singh	Member	8958046554

Academic Block – First Floor, CC Lab, Library			
1	Mr. Amit Bharti	Coordinator	9458429217
2	Ms. Anjali Kushwaha	Member	9651671789

Academic Block – Second Floor, Third Floor			
1	Ms. Akriti Pal	Coordinator	6386058121
2	Mr. Saurav Kumar Gupta	Member	7081386060

Boys' Hostel & Mess			
1	Mr. Amarnath Awasthi	Coordinator	8115331103
2	Mr. Amit Kumar Chaurasiya	Member	9473588767
3	Ms. Shubhankur Dutta	Member	8474886517
4	Mr. Ranjeet Kumar	Member	9504162449

Girls' Hostel & Mess			
1	Ms. Farah Shan Khan	Coordinator	8009808150
2	Ms. Pallavi Yadu	Member	6386260232



(Mr. Shashank Mishra)
Faculty I/c Anti-Ragging

Copy to-

1. The Management
2. The Director
3. HOD
4. Chief Proctor
5. Concerned Faculty members
6. All Notice Boards

Ref: KITP/AR/2020-21/01

Date: 10/08/2020

NOTICE**ANTI-RAGGING SQUAD**

As per the guidelines of Hon'ble Supreme Court /AICTE/ AKTU, Lucknow, an Anti-Ragging squad has been formed to prevent the ragging cases in the institute premises. The squad comprises of following faculty members:

Academic Block – Ground Floor, Canteen etc.			
1	Mr. Harshita Gupta	Coordinator	7355418058
2	Mr. Naveen Kumar	Member	9625221308

Academic Block – First Floor, CC Lab, Library			
1	Mr. Jainendra Kumar Singh	Coordinator	8958046554
2	Mr. Manish Kumar	Member	8948337976

Academic Block – Second Floor, Third Floor			
1	Ms. Rachna Yadav	Coordinator	8604480698
2	Mr. Nirmal Singh	Member	8574134535

Boys' Hostel & Mess			
1	Mr. Noorul Islam	Coordinator	8076739066
2	Mr. Amit Kumar Chaurasiya	Member	9473588767
3	Ms. Shubhankur Dutta	Member	8474886517
4	Mr. Ranjeet Kumar	Member	9504162449

Girls' Hostel & Mess			
1	Ms. Farah Shan Khan	Coordinator	8009808150
2	Ms. Pallavi Yadu	Member	6386260232


(Mr. Ankur Tripathi)
Faculty I/c Anti-Ragging

Copy to-

1. The Management
2. The Director
3. HOD
4. Chief Proctor
5. Concerned Faculty members
6. All Notice Boards

KIT&P/AR/2021-22/01

Date: 23/08/2021

NOTICE
ANTI-RAGGING SQUAD

As per the guidelines of Hon'ble Supreme Court /AICTE/ AKTU, Lucknow, an Anti-Ragging squad has been formed to prevent the ragging cases in the institute premises. The squad comprises of following faculty members:

Academic Block – Ground Floor, Canteen etc.			
1	Ms. Prerana Singh	Coordinator	7752953429
2	Mr. Manish Kumar	Member	9999745637

Academic Block – First Floor, CC Lab, Library			
1	Mr. Deepak Katiyar	Coordinator	8630319789
2	Mr. Anubhuti Mishra	Member	7667331768

Academic Block – Second Floor, Third Floor			
1	Ms. Harshita Gupta	Coordinator	7355418058
2	Mr. Kushal Kesharvani	Member	8112713755

Boys' Hostel & Mess			
1	Mr. Noorul Islam	Coordinator	8076739066
2	Mr. Prabhat Kumar Sharma	Member	8957012057
3	Mr. Suraj Srivastava	Member	9794408131
4	Mr. Piyush Sharma	Member	8052530753

Girls' Hostel & Mess			
1	Ms. Aishwarya Gautam	Coordinator	9794007513
2	Ms. Pallavi Yadu	Member	6386260232

Nirmal

(Mr. Nirmal Singh)
Faculty I/c Anti-Ragging

Copy to-

1. The Management
2. The Director
3. HOD
4. Chief Proctor
5. Concerned Faculty members
6. All Notice Boards

KIT&P/AR/2022-23/01

Date: 11/08/2022

NOTICE
ANTI-RAGGING SQUAD

As per the guidelines of Hon'ble Supreme Court /AICTE/ AKTU, Lucknow, an Anti-Ragging squad has been formed to prevent the ragging cases in the institute premises. The squad comprises of following faculty members:

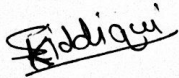
Academic Block – Ground Floor, Canteen etc.			
1	Mr. Deepak Katiyar	Coordinator	8630319789
2	Mr. Ashish tripathi	Member	9759959819

Academic Block – First Floor, CC Lab, Library			
1	Ms. Komal Manwani	Coordinator	9554888147
2	Mr. Deepak Katiyar	Member	8630319789

Academic Block – Second Floor, Third Floor			
1	Mr. Anukool Shukla	Coordinator	7275752175
2	Mr. Hari Krishna Yadav	Member	9519634147

Boys' Hostel & Mess			
1	Dr. Ashish Ranjan Singh	Coordinator	8376023933
2	Mr. Prabhat Kumar Sharma	Member	8957012057
3	Mr. Suraj Srivastava	Member	9794408131
4	Mr. Piyush Sharma	Member	8052530753

Girls' Hostel & Mess			
1	Ms. Aishwarya Gautam	Coordinator	9794007513
2	Ms. Preeti Singh	Member	6386260232



(Mr. Mohd Kalim)
Faculty I/c Anti-Ragging

Copy to-

1. The Management
2. The Director
3. HOD
4. Chief Proctor
5. Concerned Faculty members
6. All Notice Boards