

## 6.3.1

**The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Self Appraisal System for Teaching and Non-  
Teaching Staff**

**Annual Performance Appraisal Report for  
Teaching Staff**



# KANPUR INSTITUTE OF TECHNOLOGY AND PHARMACY

A-1, UPSIDC, Industrial Area, Rooma, Kanpur-208001 (U.P.) India

Ph.: 7705011891 E-mail ID: info.kitp@kit.ac.in, director.kitp@kit.ac.in

## ANNUAL PERFORMANCE APPRAISAL REPORT FOR TEACHING FACULTY

Report for the year/period ending ..... 2022-23 .....

### PERSONAL INFORMATION

1. Employee Name & ID: Prachant Kumar KITP300  
 2. Date of Appointment: 01-07-2022  
 3. Department: Pharmacy  
 4. Designation: Professor  
 5. Official Email: prachant.kumar@kit.ac.in  
 5. Mobile No: 9451223730

### Evaluation Criteria

- Teaching Outcome:** Total # of students who cleared the External exam upon total students appeared.  
Employee Remark: 157/197
- Shrinkage:** # of hours of classes conducted upon Total hours of classes planned during the academic year.  
Employee Remark: 139/130
- Research Contribution:** # of Scholarly articles published during the academic year (mention in number)  
Employee Remark: .....

Research Publications	Published Books	Books Chapters	FDPs/MDPs	Conferences	Workshops

- Policy Adherence:** Organizational Policy adherence- like Unplanned leaves, deliberately/ intentional misconduct in discharge of duty.  
Employee Remark: I am punctual with my work.

- Feedback:** Supervisor, Peer and Student Feedback score (conducted by management)-Not to be filled by Faculty.

Evaluation Criteria	Teaching Outcome	Shrinkage	Research Contribution	Policy Adherence	Feedback
HOD's Remark	4	4	3	4	4
Director's Remark	4	3	3	4	4

HR Remark .....

(Employee)

(Head of the Department)

(HR)

(Director)

Director

Kanpur Institute of Technology And Pharmacy  
 A-1, UPSIDC Industries Area, Rooma  
 Kanpur-208001



ANNUAL PERFORMANCE APPRAISAL REPORT FOR TEACHING FACULTY

Report for the year/period ending ..... 2022-23 .....

**PERSONAL INFORMATION**

1. Employee Name & ID: Seraj Alam Siddique ..... 2. Date of Appointment: 13/07/2022  
 3. Department: Pharmacy ..... 4. Designation: Asst. Professor  
 5. Official Email: Seraj.siddique@kit.ac.in ..... 5. Mobile No: 9784970233

Evaluation Criteria

1. **Teaching Outcome:** Total # of students who cleared the External exam upon total students appeared.

Employee Remark: ..... 150/189 .....

2. **Shrinkage:** # of hours of classes conducted upon Total hours of classes planned during the academic year.

Employee Remark: ..... 128 .....

3. **Research Contribution:** # of Scholarly articles published during the academic year (mention in number)

Employee Remark: ..... 130  
 Three papers published .....

Research Publications	Published Books	Books Chapters	FDPs/MDPs	Conferences	Workshops
03					

4. **Policy Adherence:** Organizational Policy adherence- like Unplanned leaves, deliberately/ intentional misconduct in discharge of duty.

Employee Remark: ..... I follow all the policies of institute .....

5. **Feedback:** Supervisor, Peer and Student Feedback score (conducted by management)-Not to be filled by Faculty.

Evaluation Criteria	Teaching Outcome	Shrinkage	Research Contribution	Policy Adherence	Feedback
HOD's Remark	4	3	1	4	4
Director's Remark	4	3	1	4	4

HR Remark .....

Seraj Alam Siddique  
 (Employee)

Mid  
 (Head of the Department)

(HR)

Alam  
 (Director)

Alam  
 Director

**Annual Performance Appraisal Report for  
Non-Teaching Staff**



# KANPUR INSTITUTE OF TECHNOLOGY AND PHARMACY

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## ANNUAL PERFORMANCE APPRAISAL REPORT FOR NON-TEACHING STAFF

Report for the year/period ending ..... 2022-23 .....

### PERSONAL INFORMATION

1. Employee Name & ID: Atul Gupta KITP922 ..... 2. Date of Appointment: 11/01/2022 .....  
 3. Department: Pharmacy ..... 4. Designation: Technical Assistant .....  
 5. Official Email: Atul.gupta@kit.ac.in ..... 6. Mobile: 8010902680 .....

### Evaluation Criteria

1. **Goals & Objectives Outcome:** Total amount of task completed first time right within defined timelines upon Total amount of tasks assigned.

Employee Remark: ..... 15.6/160 .....

2. **Policy Adherence & Compliance:** Organization policy adherence around Unplanned leaves/time in office/Code of conduct etc.

Employee Remark: ..... I adhere all policies except We awards .....

3. **Competence Development:** # Skill development sessions/modules attended.

Employee Remark: ..... Participated in medical camps & webinar .....

4. **Feedback:** Peer and Supervisor Feedback score (conducted by management)-Not to be filled by Employee

Evaluation Criteria	Goals & Objective outcome	Policy Adherence & Compliance	Competence Development	Feedback
HOD's Remark	4	4	3	4
Director's Remark	4	4	3	4

HR Remark .....

Atul Gupta  
(Employee)

Nishu  
(Head of the Department)

Atul  
(HR) (Director)

Atul

Director

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001



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ANNUAL PERFORMANCE APPRAISAL REPORT FOR NON-TEACHING STAFF

Report for the year/period ending ..... 2022-2023 .....

PERSONAL INFORMATION

1. Employee Name & ID: Gunjan Singh KITP/22. Date of Appointment: 29.12.2021.....  
3. Department: pharmacy..... 4. Designation: Technical Assistant.....  
5. Official Email: gunjan.singh@kit.ac.in. 6. Mobile: 9569019774.....

Evaluation Criteria

1. Goals & Objectives Outcome: Total amount of task completed first time right within defined timelines upon Total amount of tasks assigned.

Employee Remark: .... 152/160 .....

2. Policy Adherence & Compliance: Organization policy adherence around Unplanned leaves/time in office/Code of conduct etc.

Employee Remark: .... I adhere all policies of institute except late arrivals .....

3. Competence Development: # Skill development sessions/modules attended.

Employee Remark: .... I participated in seminars and medical camp .....

4. Feedback: Peer and Supervisor Feedback score (conducted by management)-Not to be filled by Employee

Evaluation Criteria	Goals & Objective outcome	Policy Adherence & Compliance	Competence Development	Feedback
HOD's Remark	4	4	3	3
Director's Remark	4	3	3	3

HR Remark .....

(Employee)

(Head of the Department)

(HR)

(Director)

Director

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001



**Welfare measures for teaching and non-teaching  
staff and avenues for career  
development/progression**

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Director

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001

## 1. Provision of Provident Fund & ESI Facility

Employee welfare plays an important role here at KITP because our employees are the backbone of our institute. We have a provident fund scheme for the current and future benefit of our employees. In this scheme, a certain amount is contributed to a certain amount from the employee's salary. This amount is then saved and deposited into the PF account where the employee can utilise the money in the future. This policy is offered to employees of KITP through Indus Technical Educational Society.

KITP has the ESI Scheme facility to help our employees with their future benefits. All our employees are covered by government-approved ESI schemes, so we make sure they're insured. These schemes are there to help our employees if they need any medical help in any of the government hospitals.



**COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With EMPLOYEES' PROVIDENT FUND ORGANISATION)**

Establishment Code & Name: UPKNP0029788000 KANPUR INSTITUTE OF TECHNOLOGY  
 Address: A-1, INDUSTRIAL AREA ESTATE, ROOMA, KANPUR, KANPUR NAGAR, UTTAR PRADESH

TRRN: 4302309004770  
 ECR Id: 94452483  
 LIN: 1183274835  
 Dues for the wage month of August 2023


	EPF	EPS	EDLI
Total Subscribers :	71	71	71
Total Wages :	6,61,447	6,61,447	6,61,447

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	3,307	0	0	200	3,507
2	Employer's Share Of	24,301	0	55,069	3,297	0	82,667
3	Employee's Share Of	79,370	0	0	0	0	79,370
<b>Grand Total : One Lakh Sixty-Five Thousand Five Hundred Forty-Four Rupees Only</b>							<b>1,65,544</b>

(This is a system generated challan on 12-SEP-2023 16:17, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) ( Rs.) -	0	0
B) A/C no 10 (Pension fund) ( Rs.) -	0	0
C) A/C no 1 (Employee share) ( Rs.) -	0	0
D) Total (A + B + C) ( Rs.) -	0	0
E) Total remittance by Employer ( Rs.) -	1,65,544	
F) Total amount of uploaded ECR (D + E) (	1,65,544	



  
**Director**  
 Kanpur Institute of Technology And Pharmacy  
 A-1, UPSIDC Industries Area, Rooma  
 Kanpur-208001

## 2. Subsidized Bus Facility

KITP is offering bus transportation for students, staff, and faculty. Institute made sure the buses are clean and well-maintained. Staff and faculty have to pay a subsidised bus fare. The buses will be picked up and dropped off at the closest of residence of all faculty, staff and students. Institute provide proper service to all bus users and ensure that they do not face any issues.



Director

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001



# KANPUR INSTITUTE OF TECHNOLOGY AND PHARMACY

A-1, UPSIDC Industrial Area, Rooma, Kanpur-208001 (U.P.) India  
Ph: 7705011891E-Mail-ID: [info.kitp@kit.ac.in](mailto:info.kitp@kit.ac.in), [director.kitp@kit.ac.in](mailto:director.kitp@kit.ac.in)

Ref: KITP/Director Office/2023/006

Date: 20<sup>th</sup> July, 2023

## OFFICE ORDER

All the Faculty member and staff members hereby informed that the transport charges from **1 Aug, 2023** will be as follows-

### Transport Fees (AC Bus) -

- 1-Faculty- Rs. 33000/-per annum
- 2-Staff-Rs. 26400/-per annum

All the interested persons are requested to register for transport. The transport process will be shared by concerned sections soon.

*Unregistered users will not be permitted to use transport services in any case.*

(Dr. Prashant Kumar Katiyar)

Director

Director

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

CC:

1. Management
2. All Faculty Members
3. All Staff Members

Director

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001

### **3. Training and Development by External Experts**

At KITP, we've put together a bunch of different training and development programs to help our employees reach their full potential. We've got experts from all over the place who are here to give their advice and lead our staff. They know what they're talking about.



Director

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001




Director

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001

#### **4. Faculty outbound visit reward and recognition policy**

At KITP, the work of employees is regularly assessed and rewarded. Employees who demonstrate excellence in their work are acknowledged and rewarded for their contributions by the institute. This also encourages others to strive for excellence.

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Ref: KITP/Director Office/2022/028 Date: 10<sup>th</sup> Aug, 2022

To,  
Mr. Mohd. Kaleem  
Assistant Professor


**Subject- Letter for Performance Appreciation**

Dear Mr. Mohd. Kaleem,

We would like to thank you for your outstanding performance in the admission session 2022-23. Your determination and hard work have paid off well, and we feel truly grateful to have you as our employee. We appreciate your performance in the admission cell.

Kindly accept the token of appreciation of **Rs.5000/-**.

Wishing you a great future ahead & long term relationship with the institute.

  
**(Dr. Prashant Kumar Katiyar)**  
Director  
Director  
Kanpur Institute of Technology & Pharmacy  
A-1, UPSIDC Industrial Area, Rooma  
Kanpur-208001

**CC:**

1. The Management
2. Deputy Registrar
3. Accounts

  
Director  
Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001





# KANPUR INSTITUTE OF TECHNOLOGY AND PHARMACY

A-1, UPSIDC Industrial Area, Rooma, Kanpur-208001 (U.P.) India

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Ref: KITP/Director Office/2023/007

Date: 20<sup>th</sup> July, 2023

To,

Dr. Prashant Kumar

Professor

**Subject- Letter for Performance Appreciation**

Dear Mr. Prashant Kumar,

We would like to thank you for your outstanding performance in the admission session 2023-24. Your determination and hard work have paid off well, and we feel truly grateful to have you as our employee. We appreciate your performance in the admission cell.

Kindly accept the token of appreciation of **Rs.4000/-**.

Wishing you a great future ahead & long term relationship with the institute.

**(Dr. Prashant Kumar Katiyar)**

**Director**

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

**CC:**

1. The Management
2. Deputy Registrar
3. Accounts

**Director**

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001

## **5. Maternity Benefits events and Employees engagement activity**

Pregnancy is one of the most sacred moments in a mother's life, when she and her baby bond while the baby is growing, but it's so much more than that. The experience of pregnancy and motherhood is one that every new mother wants to savor. At KITP we value and celebrate this experience for our faculty and staff. KITP allows soon-to-be mothers faculty & staff to focus on their family, and take some time from work, in the form of **maternity leave** for 06 months.

KITP also organizes a variety of gatherings to foster employee engagement.

- **Help in Emergency Case:** Causal relationships are inherently unexpected. We cannot predict or analyze unexpected events or crises in our lives. At KITP, we respect and care about our employees.

We have the following Employee Death Benefit policy at our Institute

### **Employee Death Benefit Policy**

As a policy in Kanpur Institute of Technology & Pharmacy, in case of death of any employee,

- The institute is closed for condolence
- Financial help is given to the family members of the deceased
- Job offer suitable to the qualification and experience of nearest family member is made.



Director

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001

On 25 November 2015 at 17:29, Brajesh Varshney <bv@kit.ac.in> wrote:

Sir,

I am forwarding the request from Ms. Anjali Kushawaha, AP, Pharmacy Dept. duly recommended by concerned Head regarding the maternity leave from 1 Jan to 31st May 2015. During the interview, we have given commitment for the approval of the leaves. I also recommend for the approval of leaves

Warm Regards

**Prof. (Dr.) Brajesh Varshney**  
Director  
Kanpur Institute of Technology (College Code: 165)  
A-1, UPSIDC Industrial Area, Rooma  
Kanpur-208001  
9936853611(office)  
7705011891(office)

----- Forwarded message -----

From: **Prashant Kumar Katiyar** <pkk@kit.ac.in>  
Date: Thu, Nov 19, 2015 at 12:34 PM  
Subject: Fwd: Regarding maternity leave of one Semester (1 Jan to 31 May)  
To: Brajesh Varshney <director.kit@kit.ac.in>

Dear Sir,

please find maternity leave request from Mrs Anjali Kushwaha for one semester (1 Jan to 31 May), as she completed all academic work assign to her during semester and remaining work like updation of marks and university practical exams may complete till December end. On these conditions I recommend and college may provide leave as per rule.

Thanking You

----- Forwarded message -----

From: **anjali kushwaha** <anjali.kushwaha1@gmail.com>  
Date: Thu, Nov 19, 2015 at 12:13 PM  
Subject: Regarding maternity leave of one Semester (1 Jan to 31 May)  
To: Prashant Kumar Katiyar <pkk@kit.ac.in>

Respected Sir,

I want to say that, in present day I am eight month pregnant and due to my medical condition, I want to apply for maternity leave of one semester from 1 Jan to 31 May. I have completed all my syllabus in all given years, uploaded PUT papers in portal and all work regarding portal is also completed. Before continue my leave, I will completed all work related university exam like evaluation of copies (PUT), marks filling etc. So that the academic session is not affected by my leave. As at the time of joining, I had a discussion with respected Anil Agrawal sir, regarding this condition. So I request you kindly provide me the same.

Thanking you

Director

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001

## 6. Research and Development Environment, Fee Reimbursement and Duty leave for attending FDP/ Workshop/ Seminar.

In order to motivate the faculty to be more involved in R&D, the KITP provides reimbursement for the costs incurred by the faculty in their research work. Thanks to this reimbursement policy, there is a good atmosphere of R&D on campus. Institute provides Duty leaves to the faculty for FDP/ workshop/ seminar.



  
Director  
Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001

10/05/22, 11:00 AM

Kanpur Institute of Technology Mail – Application for Duty Leave



Rakhi Rajpoot <rakhi.rajpoot@kit.ac.in>

**Application for Duty Leave**

2 messages

6 May 2022 at 14:08

Rakhi Rajpoot <rakhi.rajpoot@kit.ac.in>

To: Prashant Kumar Katiyar <prashant.katiyar@kit.ac.in>

Respected Sir

This is to inform you that, tomorrow (07/05/2022) I have to attend National Conference on "IPR2.0 at PSIT, Kanpur. Kindly grant me one day duty leave to attend the conference.

Thanking you

6 May 2022 at 16:31

**Prashant Kumar Katiyar** <prashant.katiyar@kit.ac.in>

To: "Rakhi Rajpoot" <rakhi.rajpoot@kit.ac.in>

Approved

[Quoted text hidden]

https://mail.google.com/mail/u/0/?ik=22cf4170ce&view=pt&search=all&permthid=thread-a-r-7216972907938141759&siml=... 1/1

Director

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001

## **7. Ph. D. Incentive reimbursement study leave and sabbatical leave**

Faculties enrolling for doctorate at KITP are financially supported by reimbursement of their fees and proper study leaves are provided to enable them to continue with their Ph.Ds. KITP has implemented proper incentive plans to encourage faculties to pursue doctorate.



Ref: KITP/Director Office/2022/029

Date: 10<sup>th</sup> Aug. 2022

### **NO OBJECTION CERTIFICATE**

This is to certify that Ms. Komal Manwani d/o Mr. Manohar Lal Manwani is employed with our organization as Assistant Professor since 20 Apr. 2022.

To the best of my knowledge, she bears a good moral character.

KITP allows her to join Ph.D and Institute has **No Objection** and she will allowed to use facilities for research work at our organization

**(Dr. Prashant Kumar Katiyar)**  
Director  
Kanpur Institute of Technology & Pharmacy  
A-1, UPSIDC industrial Area, Ro.  
Kanpur-208001

Director  
Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
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# KANPUR INSTITUTE OF TECHNOLOGY AND PHARMACY

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Ref: KITP/Director Office/2022/030

Date: 10<sup>th</sup> Aug, 2022

## NO OBJECTION CERTIFICATE

This is certify that Mr. Seraj Alam Siddique S/o Mr. Noor Mohammad Siddique is employed with our organization as Assistant Professor since 13 July 2022 .

To the best of my knowledge, he bears a good moral character.

KITP allows him to join Ph.D and institute has **No Objection** and he will allowed to use facilities for research work at our organization

**(Dr. Prashant Kumar Katiyar)**  
**Director**

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

Director  
Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001

## **8. Conference Fee reimbursement**

KITP is offering TA and DA to the candidates attending the conferences, and they're covering the conference fees too. These policies are encouraging faculties to participate in as many conferences as possible and to adapt to the ever-evolving academic landscape.

## **9. Incentive for Research Publications**

Institute has come up with a plan to help faculty members who are getting their research papers published in UGC-approved publications by paying them back their fees.

## **10. Patent application fee reimbursement and legal advice**

KITP has a fee reimbursement policy to encourage students and faculty to apply for patents. KITP also has agencies to provide students and faculty with the right legal advice on IPR standards.

## **11. Group Insurance**

At KITP, we have a group insurance facility for our employees. This means that groups of employees will be covered under an insurance company's Insurance Scheme. A very nominal amount is deducted from the employee's salary and, in the event of an unforeseen accident, it is provided to the employee to assist them in their distress or emergency.



Director

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001





May 13, 2023

**KANPUR INSTITUTE OF TECHNOLOGY AND PHARMACY**

A-1, UPSIDC INDUSTRIAL AREA ROOMA,  
CAMBRIDGE ROAD, KANPUR NAGAR-  
KANPUR UTTAR PRADESH -208007

Dear Customer,

**Sub: SARV SURAKSHA PLUS (GROUP) Policy No. 2999205422616500000**

We thank you for having preferred us for your *Insurance* requirements. We at HDFC ERGO General Insurance believe "*Insurance*" not only to be an assurance to indemnify in the event of unfortunate circumstances, but one that signifies protection and support you can count on when you need it most.

The Insurance Policy enclosed is a written agreement providing confirmation of our responsibility towards you that puts insurance coverage into effect against stipulated perils.

The Policy has been designed so as to augment the key facets and aims to provide information in a clear cut manner.

Please note that the policy has been issued based on the information contained in the proposal form and / or documents received from you or your representative / broker. Where the proposal form is not received, information obtained from you or your representative /broker, whether orally or otherwise, is captured in the policy document.

If you wish to contact us in reference to your existing policy and /or other general insurance solutions been offered by us, you may write to our correspondence address as mentioned below. Alternatively, you may visit our website [www.hdfcergo.com](http://www.hdfcergo.com). To enable us to serve you better, you are requested to quote your Policy Number in all correspondences.

Thanking you once again for choosing HDFC ERGO General Insurance Company Limited and looking forward to many more years of association.

Yours sincerely,

Authorised Signatory

Insurance is the subject matter of solicitation

Director

Kanpur Institute of Technology And Pharmacy  
A-1, UPSIDC Industries Area, Rooma  
Kanpur-208001



Annexure attached to and forming a part of the Policy No. 29920458216210000

Sr. No.	Employee ID	Hegic Card No.	Name of the Insured	Date of Birth	Age	Gender	Designation	Relationship	Nominee Name	Sum Insured (Rs)
1	KIT010	EC2207532284-01E	Mr. Aksh Kumar	15-Jul-87	34	Male	Librarian / Assistant Librarian / Library Assistant	Self	Meenakshi Singh (Wife)	1,00,000
2	KIT016	EC2207532304-01E	Ms. Anita Sharma	06-Dec-79	42	Female	Librarian / Assistant Librarian / Library Assistant	Self	Rishabh Sharma (Nephew)	1,00,000
3	KIT020	EC2207532436-01E	Ms. Anshika Shukla	04-Dec-88	35	Female	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Meera Shukla (Mother)	1,00,000
4	KIT021	EC2207532370-01E	Dr. Anshu Srivastava	12-Aug-91	40	Female	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Shakun Srivastava (Husband)	1,00,000
5	KIT025	EC2207532461-01E	Mr. Anurag Trivedi	19-Jul-81	40	Male	Registrar / Deputy Registrar / Assistant Registrar	Self	Smriti Trivedi (Wife)	1,00,000
6	KIT030	EC2207532462-01E	Mr. Ashesh Gupta	15-Mar-83	39	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Kamna Gupta (Wife)	1,00,000
7	KIT038	EC2207532463-01E	Dr. Brijesh Vardhney	04-Jul-74	47	Male	Director (Engineering & Technology)	Self	Ragnee Gupta (Wife)	1,00,000
8	KIT042	EC2207532464-01E	Mr. Dharmendra Kumar Dixit	20-Aug-71	50	Male	Maintenance In Charge	Self	Anita Dixit (Wife)	1,00,000
9	KIT053	EC2207532371-01E	Mr. Gyanendra Kumar Verma	15-Aug-71	50	Male	lab / Technical Assistant	Self	Sunita (Wife)	1,00,000
10	KIT059	EC2207532305-01E	Mr. Ja Prakash Pal	20-Apr-80	41	Male	lab / Technical Assistant	Self	Shaily Pal (Wife)	1,00,000
11	KIT060	EC2207532465-01E	Mrs. Jyotsna Banerjee	02-May-80	41	Female	lab / Technical Assistant	Self	Shruti Banerjee (Daughter)	1,00,000
12	KIT072	EC2207532335-01E	Mr. Mahesh Pal	20-Mar-79	43	Male	lab / Technical Assistant	Self	Rani Pal (Wife)	1,00,000
13	KIT080	EC2207532372-01E	Dr. Nand Kumar Pandey	04-Sep-76	45	Male	Principal	Self	Reeta Pandey (Wife)	1,00,000
14	KITP069	EC2207532466-01E	Dr. Prashant Kumar Kalyar	31-Jul-81	40	Male	Director (Pharmacy)	Self	Priy Uitam (Wife)	1,00,000
15	KIT071	EC2207532403-01E	Mr. Praveen Kumar Dwevedi	15-Sep-88	33	Male	lab / Technical Assistant	Self	Pratiksha Tripathi (Wife)	1,00,000
16	KIT070	EC2207532467-01E	Dr. Rakesh Kumar Pandey	16-Dec-69	55	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Shweta Pandey (Wife)	1,00,000
17	KIT106	EC2207532404-01E	Mr. Rahul Singh	07-Feb-82	40	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Manjive Mall (Wife)	1,00,000
18	KIT107	EC2207532306-01E	Mr. Rajesh Singh	05-Sep-71	50	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Sudha Singh (Wife)	1,00,000
19	KIT110	EC2207532339-01E	Mr. Rakesh Kumar Prajapati	08-Jul-72	49	Male	lab / Technical Assistant	Self	Sara Prajapati (Wife)	1,00,000
20	KIT112	EC2207532468-01E	Mr. Ranjeev Gupta	14-Apr-89	35	Male	Account Assistant / Account Manager / Account Officer / Assistant Account Officer	Self	Swati Gupta (Wife)	1,00,000
21	KIT114	EC2207532374-01E	Mrs. Rekha Kishwaha	06-Jul-77	44	Female	MEDICAL OFFICER / DOCTOR / Nurse	Self	Dhanrajay Kishwaha (Son)	1,00,000
22	KIT119	EC2207532373-01E	Mr. Sunder Lal Dixit	19-Jan-61	61	Male	lab / Technical Assistant	Self	Sunita Dixit (Wife)	1,00,000
23	KIT122	EC2207532375-01E	Ms. Sangeta Pal	08-Jul-84	37	Female	Office Assistant	Self	Aruv Pal (Son)	1,00,000
24	KIT138	EC2207532376-01E	Mr. Shiv Prakash	24-Jul-80	35	Male	System Administrator	Self	Vijay Lam (Wife)	1,00,000
25	KIT047	EC2207532263-01E	Mr. Som Nath Gupta	10-Jan-80	42	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Maia Gupta (Wife)	1,00,000
26	KIT162	EC2207532354-01E	Mrs. Vani Dawa	02-Mar-81	41	Female	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Varnika Dawa (Sister)	1,00,000
27	KIT165	EC2207532337-01E	Dr. Vikas Kumar Pandey	03-Jul-73	48	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Ujjwala Pandey (Wife)	1,00,000
28	KIT178	EC2207532378-01E	Mr. Abhishek Vishno	26-Nov-87	34	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Rachia Vishno (Mother)	1,00,000
29	KIT196	EC2207532377-01E	Mr. Pratik Kumar Mishra	13-Jun-84	37	Male	lab / Technical Assistant	Self	Ananya Mishra (Wife)	1,00,000
30	KIT250	EC2207532473-01E	Mr. Vimal Kumar Awasthi	15-Feb-87	35	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Sadhna (Wife)	1,00,000
31	KITP253	EC2207532338-01E	Ms. Hina Firdous	30-Sep-90	31	Female	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Firdous Jahan (Mother)	1,00,000
32	KIT256	EC2207532379-01E	Ms. Nidhi Kapoor	14-Aug-70	51	Female	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Sanjay Kapoor (Husband)	1,00,000
33	KIT0281	EC2207532438-01E	Mr. Deepak Singh	10-Dec-79	42	Male	Office Assistant	Self	Shaina Singh (Wife)	1,00,000
34	KIT266	EC2207532379-01E	Mr. Satendra Kumar Yadav	29-Dec-88	33	Male	Office Assistant	Self	Archana Yadav (Wife)	1,00,000
35	KIT273	EC2207532380-01E	Ms. Hina	20-Jul-89	32	Female	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Uma Singh (Sister)	1,00,000
36	KIT303	EC2207532381-01E	Mr. Vikas Bhalla	21-Jan-84	38	Male	Office Assistant	Self	Kiraa Bhalla (Mother)	1,00,000
37	KIT305	EC2207532469-01E	Mr. Ashish Shrivastava	04-Apr-81	39	Male	Office Assistant	Self	Neha Shrivastava (Wife)	1,00,000
38	KIT308	EC2207532307-01E	Mr. Atul Kumar Sachan	14-Apr-86	35	Male	lab / Technical Assistant	Self	Virangana (Wife)	1,00,000
39	KIT316	EC2207532406-01E	Mr. Jagdamba Prasad	25-Dec-78	43	Male	Electrician	Self	Meenu Kushwaha (Wife)	1,00,000
40	KIT317	EC2207532382-01E	Mr. Ajay Singh	20-Oct-78	43	Male	Electrician	Self	Reshna Kushwaha (Wife)	1,00,000
41	KIT320	EC2207532470-01E	Mr. Vijay Kumar Awasthi	11-Nov-76	45	Male	Attendant	Self	Ramji Awasthi (Wife)	1,00,000
42	KIT321	EC2207532432-01E	Mr. Manoj Kumar (N)	18-Jan-87	35	Male	Attendant	Self	Ranjana (Wife)	1,00,000
43	KIT0233	EC2207532308-01E	Mr. Laxmi Narayan Mishra	26-Oct-86	35	Male	Attendant	Self	Ruchi Mishra (Wife)	1,00,000
44	KIT0324	EC2207532255-01E	Mr. Sudhir Kumar Tiwari	30-Aug-70	51	Male	Attendant	Self	Manju Tiwari (Wife)	1,00,000
45	KIT326	EC2207532433-01E	Mr. Hemchandra Namdev	04-Apr-81	39	Male	Attendant	Self	Namji Kishor Namdev (Father)	1,00,000
46	KIT327	EC2207532309-01E	Mr. Bablu Pal	12-Jan-90	32	Male	Attendant	Self	Mahi Pal (Daughter)	1,00,000
47	KIT328	EC2207532470-01E	Mr. Rajendra Kumar Singh	03-Mar-72	50	Male	Attendant	Self	Shesh Lata Singh (Wife)	1,00,000
48	KIT332	EC2207532385-01E	Mr. Sudhakar Pandey	06-Nov-85	36	Male	Attendant	Self	Richa Tiwari (Wife)	1,00,000
49	KIT335	EC2207532384-01E	Mr. Rahul Rajgot	02-Dec-88	23	Male	Attendant	Self	Archana Rajgot (Wife)	1,00,000
50	KIT339	EC2207532344-01E	Mr. Vikram Singh	12-May-81	40	Male	Security Guard / PSO	Self	Sunita Singh (Wife)	1,00,000
51	KIT339	EC2207532256-01E	Mr. Gajraj Singh	05-Sep-83	38	Male	Security Guard / PSO	Self	Suman Devi (Wife)	1,00,000
52	KIT340	EC2207532345-01E	Mr. Ajay Kumar	01-Jan-70	52	Male	Security Guard / PSO	Self	Manju Kushwaha (Wife)	1,00,000
53	KIT341	EC2207532310-01E	Mr. Moti Lal	01-Jan-69	53	Male	Security Guard / PSO	Self	Bachcha (Wife)	1,00,000
54	KIT343	EC2207532311-01E	Mr. Rakesh Kumar	01-Jan-74	48	Male	Security Guard / PSO	Self	Sanjay Kumar (Wife)	1,00,000
55	KIT344	EC2207532311-01E	Mr. Ram Khilawan Pal	12-Jan-63	59	Male	Security Guard / PSO	Self	Sunil Kumar Pal (Son)	1,00,000
56	KIT345	EC2207532382-01E	Mr. Ram Lakhani	01-Jan-59	63	Male	Gardener	Self	Shivam (Son)	1,00,000
57	KIT347	EC2207532383-01E	Mr. Aksh Kumar	01-Jan-85	37	Male	Gardener	Self	Soni Devi (Wife)	1,00,000
58	KIT348	EC2207532407-01E	Mr. Rajesh Kalyar	22-Nov-81	40	Male	Electrician	Self	Neelam Kalyar (Wife)	1,00,000
59	KIT349	EC2207532407-01E	Mr. Pappu	01-Jan-80	42	Male	Sweeper	Self	Aneta (Wife)	1,00,000
60	KIT350	EC2207532312-01E	Mr. Ram Vilas	01-Jan-83	39	Male	Sweeper	Self	Vimla Devi (Wife)	1,00,000
61	KIT351	EC2207532313-01E	Mrs. Vinita Devi	01-Jan-75	47	Female	Sweeper	Self	Ram Vilas (Husband)	1,00,000
62	KIT352	EC2207532314-01E	Mr. Manoj	01-Jan-89	34	Male	Sweeper	Self	Soni Devi (Wife)	1,00,000
63	KIT353	EC2207532384-01E	Mr. Baboo Kumar	01-Jan-91	31	Male	Sweeper	Self	Anantam (Father)	1,00,000
64	KIT355	EC2207532440-01E	Mr. Kamal	01-Jan-77	45	Male	Sweeper	Self	Geeta (Wife)	1,00,000
65	KIT356	EC2207532314-01E	Mr. Chandra Ball	01-Jan-83	39	Male	Sweeper	Self	Sanoo Devi (Wife)	1,00,000
66	KIT357	EC2207532346-01E	Mr. Santosh Kumar	01-Jan-78	44	Male	Sweeper	Self	Sheshu (Son)	1,00,000
67	KIT358	EC2207532472-01E	Mrs. Anona	01-Jan-80	42	Female	Sweeper	Self	Pappu (Husband)	1,00,000
68	KIT359	EC2207532473-01E	Mrs. Geeta	01-Jan-80	42	Female	Sweeper	Self	Kamal (Husband)	1,00,000
69	KIT360	EC2207532386-01E	Mr. Ajit Singh	05-Jun-53	68	Male	Security Supervisor	Self	Sanjay Singh (Wife)	1,00,000
70	KIT361	EC2207532385-01E	Mr. Sanoo Devi	01-Jan-82	40	Female	Sweeper	Self	Chandna Ball (Husband)	1,00,000
71	KIT372	EC2207532409-01E	Mrs. Anshu Sainani	02-Sep-89	33	Female	P.A. to Director	Self	J.H. Sainani (Father)	1,00,000
72	KIT0E378	EC2207532441-01E	Mr. Prabhakar Kumar Sharma	20-Apr-82	39	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Ruchi Sharma (Wife)	1,00,000
73	KIT379	EC2207532474-01E	Mr. Vivek Soni	17-May-99	22	Male	Attendant	Self	Indu Soni (Mother)	1,00,000
74	KIT380	EC2207532442-01E	Mr. Pradeep Kumar	13-Aug-94	27	Male	lab / Technical Assistant	Self	Kiran Devi (Mother)	1,00,000
75	KIT384	EC2207532343-01E	Mr. Anil Kumar Srivastava	02-May-89	35	Male	Maintenance In Charge	Self	Sapna Srivastava (Wife)	1,00,000
76	KIT387	EC2207532444-01E	Mr. Aditya Prasad Tripathi	30-Jun-83	38	Male	Office Assistant	Self	Amit Tripathi (Wife)	1,00,000
77	KIT390	EC2207532386-01E	Mr. Arvind Kumar	20-May-92	29	Male	Office Assistant	Self	Pooja (Wife)	1,00,000
78	KIT392	EC2207532387-01E	Mr. Sanj Kumar	10-Jul-89	23	Male	Attendant	Self	Deepak Dwalwar (Father)	1,00,000
79	KIT407	EC2207532315-01E	Mr. Pawan Tiwari	24-Oct-87	34	Male	Attendant	Self	Priya Mishra (Wife)	1,00,000
80	KIT408	EC2207532327-01E	Mr. Munendra Mohan Dixit	30-Aug-72	49	Male	Security Guard / PSO	Self	Pinkhi Dixit (Wife)	1,00,000
81	KIT411	EC2207532347-01E	Mrs. Santoshi	01-Jan-85	37	Female	Sweeper	Self	Santosh (Husband)	1,00,000
82	KIT412	EC2207532445-01E	Mr. Santosh	01-Jan-85	37	Male	Sweeper	Self	Santosh (Wife)	1,00,000
83	KIT413	EC2207532286-01E	Mr. Sapna Lal	01-Jan-88	36	Female	Gardener	Self	Rachia (Wife)	1,00,000
84	KIT414	EC2207532348-01E	Mrs. Shobha Tiwari	25-Jul-88	33	Female	P.A. to Director	Self	Shobha Tiwari (Mother)	1,00,000
85	KIT428	EC2207532410-01E	Mr. Faraz Khan	12-Dec-92	29	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Farzana Parveen (Mother)	1,00,000
86	KIT437	EC2207532411-01E	Mr. Ashutosh Gaur	28-Sep-91	30	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Anchal Sharma	1,00,000
87	KIT441	EC2207532389-01E	Mrs. Manju Singh	06-Aug-79	42	Female	Office Assistant	Self	Sajal Singh (Son)	1,00,000
88	KIT444	EC2207532460-01E	Mrs. Nagma Khatoon	18-Jan-97	23	Female	Admission Counselor	Self	Tara Devi Awasthi	1,00,000
89	KIT445	EC2207532316-01E	Mr. Suraj Kumar Pal	10-Nov-71	50	Male	Electrician	Self	Archana Pal (Wife)	1,00,000
90	KIT446	EC2207532412-01E	Mr. Shashank Srivastava	19-Apr-88	33	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Aarti Srivastava (Mother)	1,00,000
91	KIT453	EC2207532256-01E	Mr. Rakesh	01-Jan-88	34	Male	Attendant	Self	Phool Dulan (Wife)	1,00,000
92	KIT458	EC2207532349-01E	Mr. Yashendra Singh	10-Jul-74	47	Male	Office Assistant	Self	Neha Singh (Wife)	1,00,000
93	KIT453	EC2207532447-01E	Mr. Dhanrajay Singh	10-May-91	30	Male	Lecturer / Assistant Professor / Associate Professor / Professor	Self	Rajkumar Singh (Mother)	1,00,000
94	KIT475	EC2207532317-01E	Mrs. Nidhi Pandey	0						

## **12. Teacher's Day celebration and honoring the faculty members**

At KITP, we think teachers are the best of the best. They're the ones who bring knowledge to the world. To honor and motivate them, we put together special awards and events. One of these is Teacher's Day, which we celebrate every year. We want to show our appreciation for our amazing teachers who work hard all year to help our students' futures. We have a get-together and lots of fun activities, plus some surprise gifts for all our teachers.



Director

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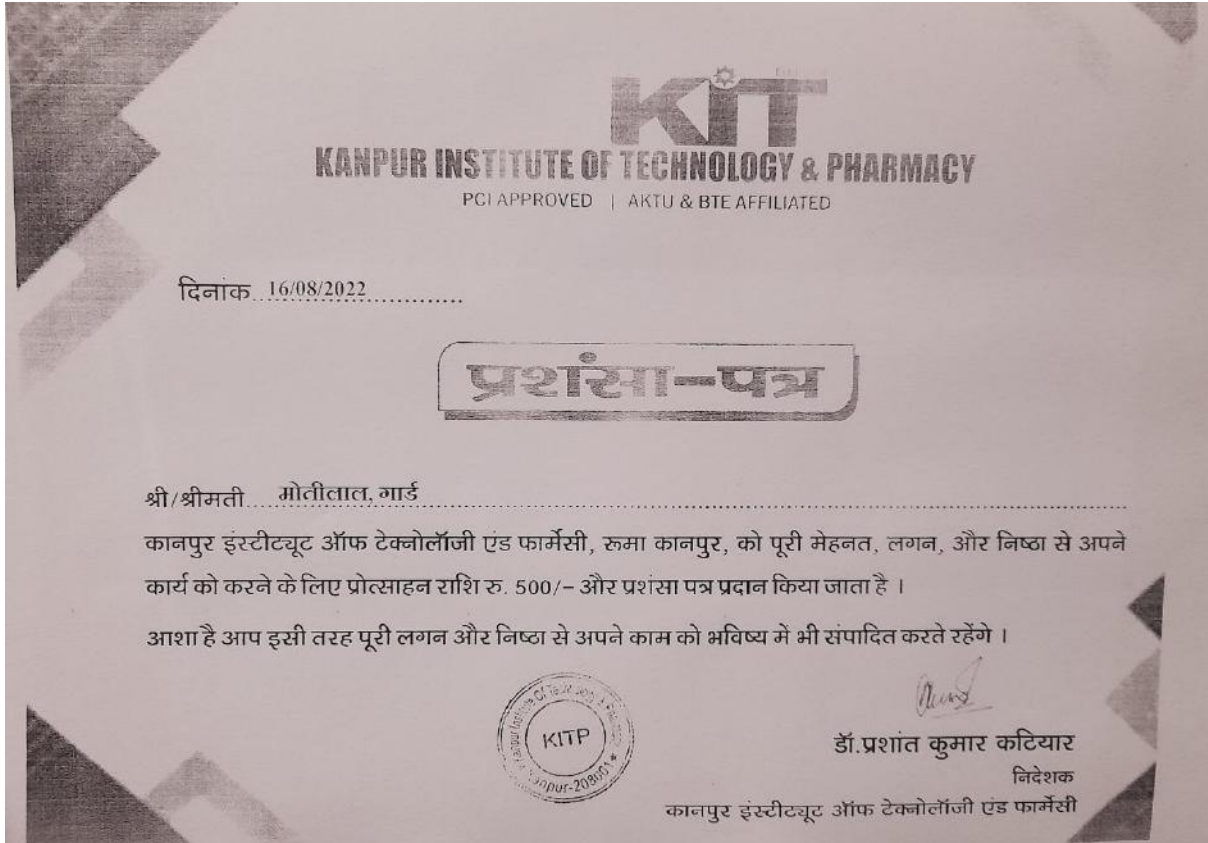


*Aluna S*

Director  
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### 13. Recognition of Good Work by employees

At KITP, we value our employees above all else. We're always thankful for the hard work and dedication of our staff, who are the backbone of our business. To show our appreciation for our hardworking employees, we offer both cash and non-cash rewards. We give bonuses, raises, promotions, awards and certifications to our faculty and staff to show our appreciation for their hard work.




  
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दिनांक.....04/04/2023.....

**प्रशंसा-पत्र**

श्री/श्रीमती..... विक्रम सिंह, गार्ड.....  
कानपुर इंस्टीट्यूट ऑफ टेक्नोलॉजी एंड फार्मसी, रुमा कानपुर, को पूरी मेहनत, लगन, और निष्ठा से अपने कार्य को करने के लिए प्रोत्साहन राशि रु. 500/- और प्रशंसा पत्र प्रदान किया जाता है।  
आशा है आप इसी तरह पूरी लगन और निष्ठा से अपने काम को भविष्य में भी संपादित करते रहेंगे।



  
डॉ. प्रशांत कुमार कटियार  
निदेशक  
कानपुर इंस्टीट्यूट ऑफ टेक्नोलॉजी एंड फार्मसी



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#### **14. Incentive Schemes for the ward of employees at the time of admission**

At KITP, we provide a range of additional services for our employees' kids who want to attend our college. We know that we don't only have to worry about our employees, but their families are just as important to us. We offer big discounts on tuition fees based on a little test. We also have scholarship benefits for kids who don't have much money, and we offer payment options for these kids. Plus, if any of our employees have recommended someone to attend our college, we'll give them some great incentives.

#### **15. Festival Celebration and gift distribution**

At KITP, we understand that India is a melting pot of cultures. We have faculty and staff from all over the country, so we make sure to celebrate every holiday with all the enthusiasm we can muster! One of our biggest celebrations is Diwali & Holi, and we love to show off our diversity with a party, firework displays, gifts, and sweets.

- **Makar Sankranti Celebration:-** This festival marks the start of the new harvest season and the end of winter. It's known for its sesame candy and kite flying, but there's more to it than that - it's a celebration of Winter Solstice. KITP hosts lots of fun activities on this special day, like a cricket match.



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- **Holi Celebration:** - Holi is considered as one of the most revered and celebrated festivals of India and it is celebrated in almost every part of the country. It is also sometimes called as the “festival of love”. On Holi faculties and staffs of KITP play with colors & participate in various activities organized for them.



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- **Vasant Panchami Celebration:-** The day of Vasant Panchami is dedicated to Goddess Saraswati, the Hindu Goddess of knowledge, music, arts, wisdom and the learning.. It's also called Saraswati puja. At KITP we celebrate this special day with our family every year, and after the puja, we give out sweets to all the employees.



*Aruna S*

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- **Vishwakarma Puja Celebration:-** At KITP, we solemnly observe the celebration of the birth of the Hindu god Vishwakarma. To commemorate this auspicious occasion, a small gathering is held for all facilities and staffs, accompanied by full rituals and sincerity. Upon completion of the puja, we distribute sweets and gifts to all employees. We are committed to upholding the highest standards of respect for all religions and cultures of the country.



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- **Diwali Celebration:-** Diwali is the Indian “festival of lights”—a holiday celebrating the triumph of good over evil. One of our biggest celebrations is Diwali. On this occasion, we enjoy it with our KITP family by organizing parties and sharing fireworks, displays, gifts and sweets.



*Arun S*

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A handwritten signature in green ink, appearing to be 'Anurag'.

Director

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## 16. New Year Get together and celebration

The New Year marks the end of a year and the beginning of a new one. In KITP we celebrate and greet the new year with joy. We celebrate the New Year by having a gathering with our faculty and staff. We arrange games and activities such as singing and poetry to make the event more enjoyable. We provide some snacks or sweets to make this moment more special.



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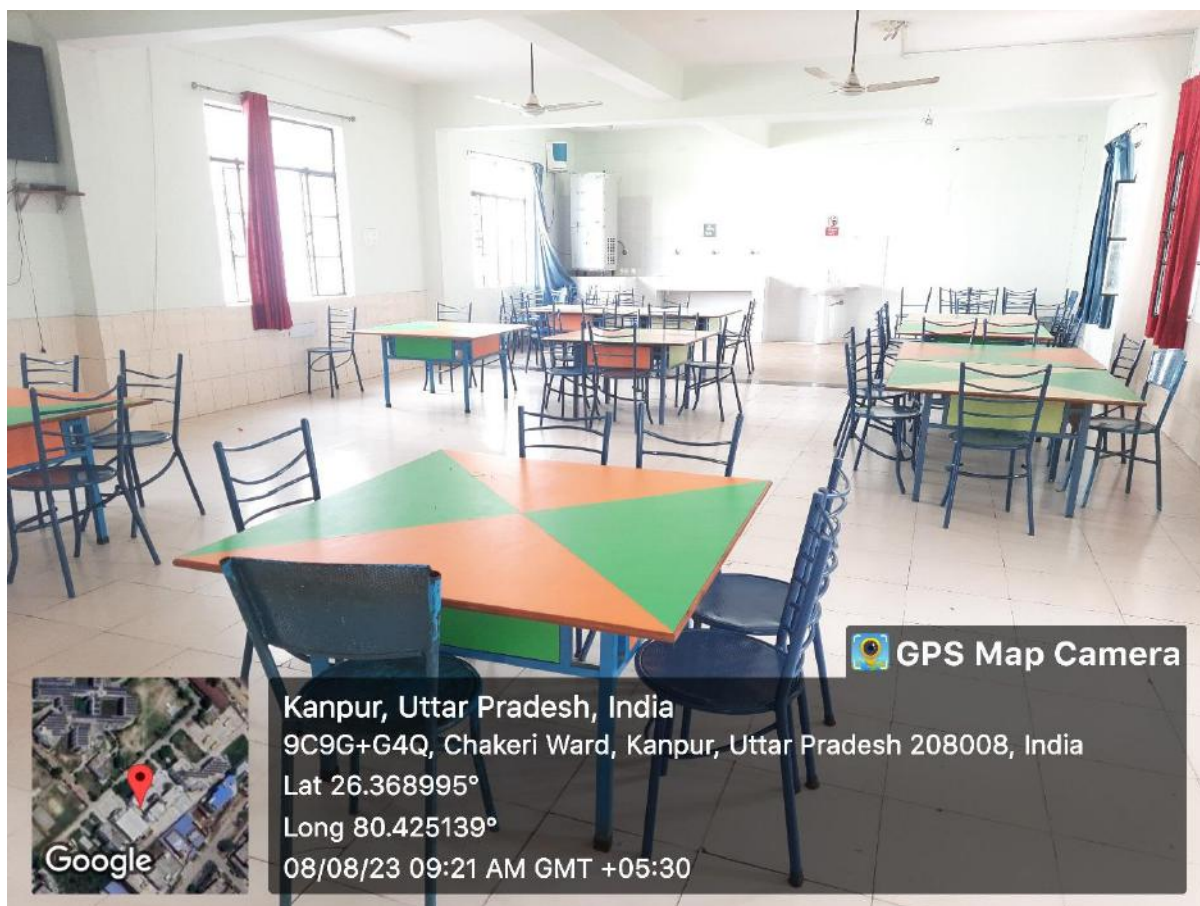
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Director

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## **17.Canteen Facility**

In our Institute we have a common canteen for our faculty, staff and students. At our canteen we pay special attention to hygiene for the health and safety of our staff, faculty and students. The canteen serves different types of food like cold drinks, soft drink, noodles, chips, tea, coffee etc. The canteen has separate seating for Faculty & staff and Students for keeping the campus decorum. Each and every item of the canteen is very affordable and within budget.



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GPS Map Camera



Kanpur, Uttar Pradesh, India  
9C9G+G4Q, Chakeri Ward, Kanpur, Uttar Pradesh 208008, India  
Lat 26.368995°  
Long 80.425139°  
08/08/23 09:20 AM GMT +05:30

Director

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## **18.Subsidized food in Mess**

Our institution has a common mess which provides various food to our hostellers and faculty, staff and students for a very nominal fee. We follow all hygiene requirements in our mess. The hygiene of our students and staff is our priority. Dishes used in the mess are properly washed and disinfected, the entire area is properly cleaned and disinfected. We offer breakfast, lunch, snacks and dinner to our students and staff at minimal cost. We do not compromise on the taste and quality of food. The kitchen and service is properly inspected. In our mess Indian, continental and Chinese food is available.



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### **19. Bank and ATM facility within campus**

We have an internal bank and ATM available at the institution since we understand how valuable the time of both our instructors and staff and students is. So there is no need for our pupils or any of our workers to go outside if they wish to conduct a transaction or take advantage of bank-related programs. They can also take advantage of the many advantageous financial programs offered by the bank.



A handwritten signature in green ink, appearing to read 'Anand S'.

Director

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 **GPS Map Camera**



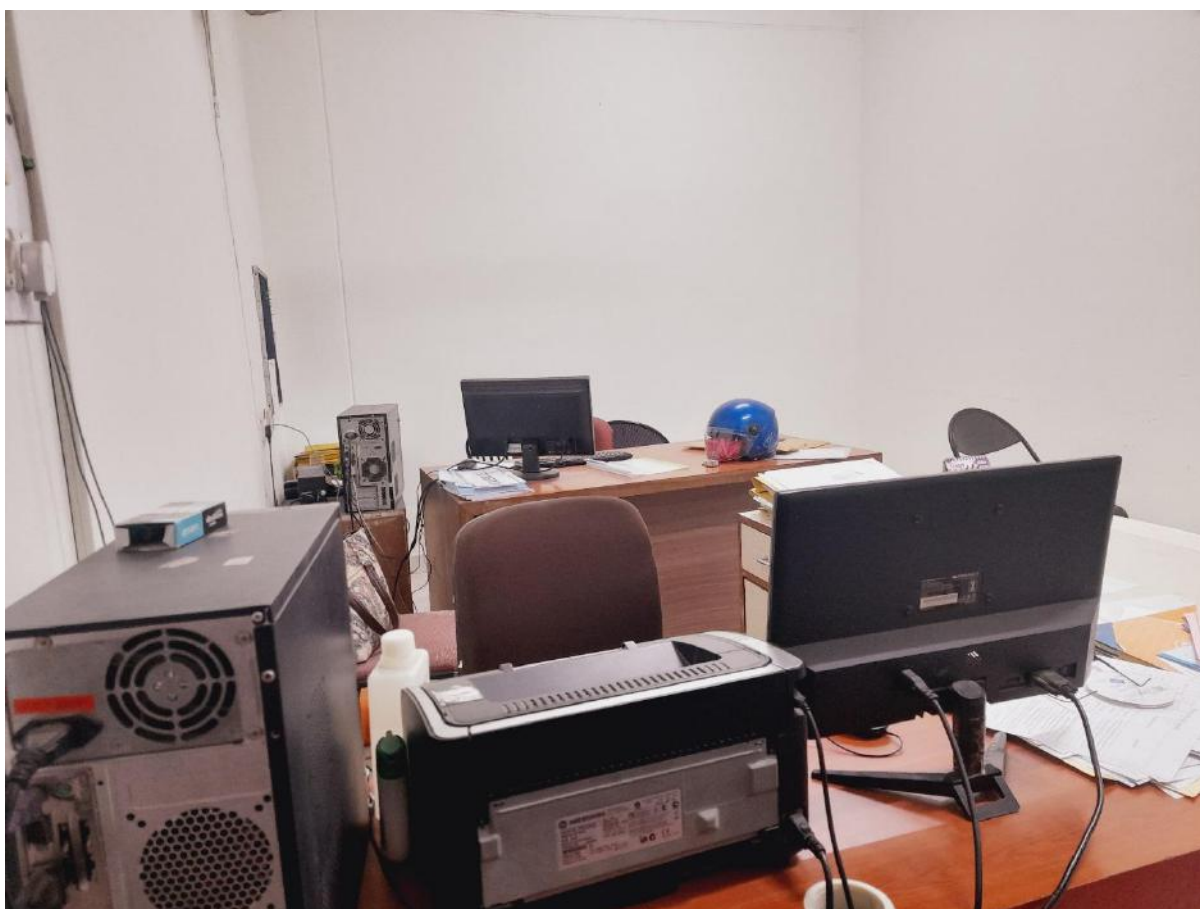
**Kanpur, Uttar Pradesh, India**  
9CCF+9WH, Kanpur - Allahabad Hwy, Chakeri Ward, Kanpur, Uttar Pradesh 208008, India  
Lat 26.37118°  
Long 80.424882°  
25/10/23 05:17 PM GMT +05:30

Director

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## **20. Mostly separated chambers**

For our faculty and employees, KITP has separate chambers and cabins. All the necessary facilities, tools, and equipment are available in each and every chamber. In order to ensure that the task assigned to our staff runs well, the chambers are equipped with the appropriate chairs and tables for seats, ACs, Xerox machines, Systems, Almira's, shelves, lighting, etc. Because everyone is aware of it, having separate chambers also saves time. We have a separate faculty rooms, Exam cell, HOD rooms, etc.



Director

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*Om*

Director

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## **21.Sports events for employees**

For the delight of our employees, KITP organizes a variety of sporting events and activities. We frequently host a friendly cricket match amongst staff and faculty. We have separate prizes for the men and lady of the match in this. Both male and female faculty and staff members take an active part in the game. We also arrange football games, badminton tournaments, and other events for our faculty and staff.



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A handwritten signature in green ink, appearing to read 'Anand S', is written over a light gray grid background.

Director

Kanpur Institute of Technology And Pharmacy

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