



KANPUR INSTITUTE OF TECHNOLOGY AND PHARMACY

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

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Rules and Regulation for students

Session 2023-2024

**KANPUR INSTITUTE OF TECHNOLOGY AND
PHARMACY, KANPUR (UP)**

INTRODUCTION

Kanpur Institute of Technology and Pharmacy (AKTU Code: 550)

- ❖ Approved by PCI (Pharmacy Council of India), New Delhi India.
- ❖ Accredited by NAAC Grade “A”
- ❖ Approved by the Government of Uttar Pradesh, Lucknow.
- ❖ Affiliated to Dr. A.P.J Abdul Kalam Technical University, Lucknow.
- ❖ Courses: B. Pharm

Promoted by:

Indus Technical Education Society, A-1, UPSIDC

Industrial Area, Rooma, Kanpur UP.

RULES AND REGULATIONS 2023-24

1. GENERAL COLLEGE RULES-

- 1.1. Institute timing is 09.00 am to 05.00 pm. Main gate of the Institute will be closed for students at 9.10 am sharp. However, it will re-open at 09.55 am for five minutes only. The students shall not be allowed to enter the class room after 10.00 am and leave the campus before 05.00 P.M.
- 1.2. Institute fees are annual. However, students may deposit fees in two equal parts twice in a year (as mentioned in admission letter also). First Installment before 30th June and second installment before 31st December positively. It is applicable for optional services (hostel, transport and book bank) also. In case students fail to deposit the fees by the due dates, they will be fined Rs 100 per day. Moreover, attendance will also not be marked and registration will not be done.
- 1.3. The vehicles should be parked on the place notified for this purpose.
- 1.4. It is compulsory for all students to wear HELMET while riding two-wheelers and seat belt while driving four wheeler
- 1.5. Use of Single used POLYTHENE is banned inside the campus.
- 1.6. The student should carry identity card with him/her regularly and the same should be produced when demanded by the authority of the institute.
- 1.7. The student found guilty of an act of misconduct either in the institute or outside shall be subjected to strict disciplinary action which may lead to his/her expulsion from the institute.
- 1.8. Students are not supposed to wear casual dress in the institute. During formal programs like placement drive they are supposed to wear prescribed uniform (White Shirt, Black Pant, Black Shoes, etc.) Wearing religious dresses is strictly prohibited.
- 1.9. Any unhealthy relationship between students that might affect their academic performance, breach their personal space or affect the reputation of the institution will be strictly dealt with.
- 1.10. All expressions or activities which are immoral, antisocial,

Communal and anti-national are strictly prohibited in the College campus.

- 1.11. The student should not cause any damage to the institute's property. The damage caused shall be recovered from the student immediately.
- 1.12. Loitering in corridors is strictly prohibited. The students are expected to move silently. They must respectively give way to teachers, staff and visitors while moving in the corridors, on the stairs- class and places in the campus.
- 1.13. The student should pay attention to the notices displayed on the ERP/Official e-mail ids/Class whatsapp group regularly. The institute will not be responsible for any loss due to negligence in reading notices on the part of the student.
- 1.14. Use of CELLPHONES is strictly prohibited inside academic area which includes Lecture rooms, Labs, Library etc. Misuse of cell phones with camera or multimedia is strictly prohibited in the campus. Such cell phone may be confiscated and a fine of Rs. 1000/- (One Thousand) will be imposed.
- 1.15. Chewing pan, pan-masala, any tobacco products, consuming alcohol, banned drugs, smoking is strictly prohibited in campus. Severe action will be taken against defaulters.
- 1.16. The students involved in "common off" (Mass bunk) are liable to heavy fine and punishment.
- 1.17. Birthday, parties or festive celebrating are not allowed inside the entire campus without permission.
- 1.18. In case of any complaint/grievance which is not resolved by the respective department/cell/section, you may lodge the complaint online through your ERP. It will be kept secret and will be handled directly by the Director of the institute.

2. ACADEMIC RULES

2.1 General Rules

- 2.1.1 The academic session 2023-24 comprises of two semesters.
- 2.1.2 All students are required to wear institute Identity card inside the campus.
- 2.1.3 The students are required to get updated regarding any change in their time-table through their login on <https://erp.kit.ac.in>
- 2.1.4 Students are supposed to wear formal attire inside the campus. Moreover, wearing uniform is compulsory during formal presentation and placement drives etc.
- 2.1.5 Mass bunk will be treated as indiscipline and two absent will be marked.
- 2.1.6 Every semester Parent Teachers' Meeting will be organized.
- 2.1.7 Regular classes will not be held on Saturday. However, remedial classes/activities/functions/trainings/placement drives may be conducted with prior notice.

2.2 Attendance Rules

- 2.2.1 An overall 75% attendance in a given semester is required for appearing in the end-semester university examination. 90% attendance is required in placement oriented training classes. 15% attendance relaxation may be given by the Head of Institute on very genuine reasons including medical. Prior permission is needed for the same. Students having attendance less than norms as mentioned above, may be penalized as per institute (Rs 100 per day) /detention from appearing University examination of that particular semester.
- 2.2.2 The attendance shall be counted from the date of admission (for new students) or the commencement of classes (whichever is later) in the institute.
- 2.2.3 The student participating in any other curricular and co-curricular activities prescribed by the institute will be given event attendance.
- 2.2.4 Attendance will be marked over ERP and same can be seen by

the student through his/her login.

- 2.2.5 In case of any issue related to attendance, contact to the subject teacher immediately.

2.3 Examination Rules

- 2.3.1 The performance of a student in a given semester shall be evaluated through continuous assessment.
- 2.3.2 There will be following components of examination in one particular subject in each semester:
- 2.3.2.1 One sessional examination: Conducted by Exam Cell of the Institute
 - 2.3.2.2 Two Class Tests: Conducted by the subject teacher
 - 2.3.2.3 Two Assignments: Conducted by the subject teacher
 - 2.3.2.4 Makeup sessional examination: Conducted by Exam Cell of the Institute
 - 2.3.2.5 Pre University Test (PUT)/Pre Board Test (PBT): Conducted by Exam Cell of the Institute
 - 2.3.2.6 End Semester Examination: Conducted by University/Board
- 2.3.3 Sessional Marks will be awarded after taking the average of (best of the sessional & makeup sessional) and (PUT/PBT Exams).
- 2.3.4 Teachers' Assessment marks will be awarded on the basis of the Best Class test & Best Assignment.
- 2.3.5 Online examination (for sessional, make up sessional, PUT/PBT may be conducted for NOC students with prior permission).
- 2.3.6 Student scoring attendance between 80% to 100% in a subject will be given full marks of attendance in that particular subject. Attendance marks will be reduced proportionately.
- 2.3.7 Students are required to bring their own pens, pencils, eraser, calculators, drafter, etc. for examination.
- 2.3.8 Students behaving in rude or discourteous manner inside the examination hall shall be debarred from appearing for a

particular paper and/or remaining papers in that semester examination.

- 2.3.9 Nothing except roll number should be written on the question paper.
- 2.3.10 Carrying Programmable Calculator/Cell phone/Mobiles/Wallets inside the examination hall is strictly prohibited.
- 2.3.11 No student will be allowed to enter the examination hall after 10 minutes of the commencement of the examination and no student will be allowed to leave the examination hall before the scheduled time of examination.
- 2.3.12 Malpractices will be viewed very seriously. Candidates should not be in possession of any notes or other kinds of written/Printed matter during the conduct of the examination.
- 2.3.13 Violation of any rule may lead to the suspension from the examination hall or reducing the sessional marks of one/all subjects to zero or any punishment decided by the Unfair-means (UFM) committee.
- 2.3.14 End Semester (External) examinations will be conducted as per the prescribed date by the University/Board.
- 2.3.15 Moderation of Internal Marks will be done as per the Institute rules.

3. RAGGING & INDISCIPLINE

Ragging is a criminal offence as per the Supreme Court verdict. Ragging in all its forms, within or outside the institution/campus, is totally banned.

3.1 "Ragging" means the following"

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activities which causes or is likely to raise fear or apprehensive thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a

sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

3.2 Punishable ingredients of Ragging:

- a) Abetment to ragging.
- b) Criminal conspiracy to ragging.
- c) Unlawful assembly and rioting while ragging.
- d) Public nuisance created during ragging.
- e) Violation of decency and morals through ragging.
- f) Injury to body, causing hurt or grievous hurt.
- g) Wrongful restraint.
- h) Use of criminal force
- i) Assault as well as sexual offence or even unnatural offence.
- j) Extortion
- k) Criminal trespass
- l) Offence against property
- m) Criminal intimidation
- n) Severe Injury
- o) Attempt to commit any or all of the above mentioned offences
- p) All other offences following from the definition of "Ragging"

3.3 Punishment

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institute, the possible punishments for those found guilty of ragging at the institute level shall be any one or combination:

- a. Cancellation of admission.
- b. Suspension from attending classes.
- c. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- d. Debarring from appearing in any test/ examination or other evaluation progress.
- e. Withholding results.
- f. Debarring from representing the institute in any regional, national

or international meets, tournaments, youth festival etc.

- g. Suspension/ expulsion from the hostel.
- h. Rustication from the institute.
- i. Expulsion from the institute and consequent debarring from admission to any other institute.
- j. Suspension from the class for a particular period/semester/year
- k. Fine of Rupees 50,000/-
- l. Lodging of FIR.
- m. Display of names and punishment awarded to perpetrators of ragging on the notice boards.
- n. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institute shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

3.4 Anti-Ragging Helpline

In case of ragging matter, student may contact Chief Proctor at 09651066776 or vkp@kit.ac.in any time for help to this regard. The fresher students are hereby instructed that they should move in groups within the academic areas/ campus, should not respond to the calls from seniors should not participate in any kind of “fresher’s party” anywhere inside/outside the campus, desist from doing anything even if ordered by the seniors and they have nothing to fear as the institution cares for them.

4. Computer Labs Rules

- a. Students must present a valid ID card before entering the computer lab.
- b. Playing games on a computer in the lab is strictly prohibited.
- c. Users are strictly prohibited from downloading, viewing or distributing any offensive materials (pornography, profane language etc.)
- d. Before leaving the lab, users must close all programs positively.
- e. Users are strictly prohibited from modifying/deleting any important files and install any software or changing the settings in

the computer

- f. Eating and/or drinking inside the computer labs is strictly prohibited.
- g. Internet facility is only for educational/ study purpose.
- h. Silence must be maintained in the lab at all times.
- i. No bags, raincoats, etc. will be allowed inside the computerlab.
- j. Entry at the log book in Computer Lab is must.
- k. Loud talking & sleeping inside the lab are strictly prohibited.
- l. In case of theft / destruction of the computers or peripherals, double the cost ofthe lost will be charged from the student/user.
- m. Computer Lab Assistants are available to assist with BASIC computer and software problems. They are not tutors and will not tell you how to complete your assignments.
- n. Unauthorized copying and/or installing of unauthorized software is not permitted. This may be a violation of copyright laws.
- o. Tampering with the hardware or software settings will not be tolerated.
- p. DO NOT leave your personal belongings in the computer lab. The College is not responsible for items left behind.
- q. Disruptive students will be asked to leave and Public Safety may be called in such situations.
- r. A fine of Rs 200 will be charged if any student found violating the above rules.

5. LIBRARY RULES

5.1 Circulation Rules

- a) Borrowing facilities are provided only to the members of the library against the Bar-Coded library membership cards issued to them. Books are issued over the counter by presenting the bar-coded identity card.
- b) Maximum 3 books will be issued to student in circulation account for the maximum period of 10 days.
- c) Student shall produce their library Borrower's & Identity card at the counter at thetime of issue and return of the books.

- d) New Books can be issued only after technical processing has been completed.
- e) Reference Books, Journals, and Magazines will not be issued.
- f) Maiden copy of any document will not be issued, however, the same can only be consulted within the library.
- g) For renewal, it is necessary that the book shall be presented at the counter. Renewal is not automatic. If there is a pending demand for the book, the request for renewal may be turned down by the Librarian.
- h) New arrivals will be listed on the notice boards and kept on display shelf meant for this purpose for a week. Afterwards these will be available for borrowing.
- i) If a book is not returned within a stipulated period of time, the member will be charged a fine of five rupees per day per volume.

5.2 Book Fines

- a) If a book is issued for 10 days from circulation section and not returned by due date, a fine of rupees five per day per book will be charged and it will be freezed at double cost of the books.
- b) In the case of book stolen, a fine of Rs 2000/- plus double the cost of the book will be charged.
- c) In the case of book damage, a fine of Rs 1000 or replacement of the new book will be applicable.
- d) The fine of will be deducted through the fine slip, which students have to pay online through the website/ERP of the Institute.
- e) Loss of borrower card Rs.50/- per card.
- f) Loss of Institute I.D. card Rs.200/- per card.
- g) Using of mobile phone in library is strictly prohibited.
- h) The librarian may refuse to issue books to defaulters.
- i) All member should return the book(s) borrowed from the library before they proceed on a long period of leave.
- j) Librarian can recall books and publication any time the need arises.
- k) Books will be issued from the book bank for a semester only. Students have to return such books library definitely by the end of

semester examination.

5.3 General Rules

- a) All library users must sign in/out register at the library entrance.
- b) User must maintain SILENCE in the library and must not disturb others.
- c) Smoking/ eating/ chewing of anything are strictly prohibited in the library.
- d) Personal belonging except loose papers and note books are not allowed to be carried in the library.
- e) Users of the library should not spoil, mark cut, disfigure or damage the reading material in any way.
- f) The members are expected to behave with decency and decorum.
- g) The member should satisfy himself/ herself before leaving the issue counter as to whether the book is in sound condition or not, otherwise he/she may be held responsible for any damage.
- h) At the time of payment of late fine you must collect receipt for the same from the library staff.
- i) Users are expected to behave properly with library staff.

6 HOSTEL & MESS RULES

- 6.1** Hostel rooms will be allotted by Hostel I/C through college ERP after payment fees.
- 6.2** Hostel will be allotted on annual basis only. However, a student can pay the hostel fees annually or in semester instalments. Leaving the hostel in mid of academic year is not permitted in any case.
- 6.3** Hostel Fee (including Mess) is non-refundable for all course/year students.
- 6.4** It is the responsibility of each hosteller to take care of all items provided to him at the time of check-in the allotted room & the same will be physically verified at the end of session.
- 6.5** Hostellers are liable to pay the cost of damaged/missing items in their allotted rooms or at the common places of hostel.
- 6.6** Do not write or paste anything on the walls, doors, furniture etc in hostel rooms or anywhere in hostel premises. Heavy penalty will be

imposed in such cases.

6.7 Hostellers are not allowed to go outside the campus during the college hours i.e. 9:00 A.M to 5:00 P.M. In case of any emergency, written permission from the concerned HOD and Faculty In-charge Hostel is compulsory.

6.8 In case of outing beyond the college hours, hosteller's have to submit identity card at the Main Gate, make entry at the register and inform the hostel authorities through a designated whatsapp. But it will be permitted for during fixed hours only. In case a hosteller is not coming to the hostel in night, written permission is to be taken before leaving the hostel.

6.9 All students should maintain the cleanliness and self-hygiene inside the hostel.

6.10 Birthday parties/ celebrations are not permitted in the hostel.

6.11 Use of heaters, induction plates, electric irons, electric kettles etc. is strictly prohibited.

6.12 All fans, lights must be switched off when not in use.

6.13 Any type of cooking in the room/ hostel is strictly prohibited.

6.14 Entry of day scholars/visitors is not permitted in the hostel. If any day scholar/visitor is found in the hostel without any prior permission, then concerned hosteller will be penalized.

6.15 Use of any alcoholic materials, tobacco products, smoking etc. is strictly prohibited in the hostel/campus.

6.16 Carry Hostel I-Card is compulsory all the time.

6.17 Hostellers are not permitted to change their allotted rooms without the permission of Faculty in-charge hostel.

6.18 High volume sounds, installing personal TVs/DVDs or any such electronic appliances causing disturbance to other residents are not allowed.

6.19 Any student who is found to be indulging in undesirable activities such as physical assault, damage to property will be liable for the strict action.

6.20 Coaching/Tuition or any other similar type of activity is strictly

prohibited in the hostel.

6.21 During scheduled lectures /labs, students are not allowed to stay in hostel until the prior permission of concerned HOD/ Faculty In-charge Hostel has been taken.

6.22 No relatives/friends/guardians/guests/outsideers are allowed to stay in the allotted room of a student.

6.23 Only parents of a student are allowed to meet / visit the hostel room of his/her ward after proper permission of the hostel warden / Faculty in-charge hostel.

6.24 Students are required to write all the maintenance related complaints in the maintenance register kept at hostel security gate and submit the room key with guard so that the complaint can be resolved timely by the maintenance staff.

6.25 The hostellers will be allowed to stay out of the hostel on submission of proper application duly authorized by parent(s) and only if the permission is granted in writing by the concerned Faculty in-charge Hostel.

6.26 A hostel campus should be a place where students can have the best possible conditions for studying and adequate comfort. As such, due consideration must be always accorded to other hostellers. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Television etc. provided in the common room must be switched off or volume turned down after 10.00 PM. These rules are intended to ensure a healthy environment for all hostellers.

6.27 Vandalism is a very serious offence. Hostellers found guilty of committing such an offence can be evicted from the hostel. In case of any unacceptable behavior by the roommate, the other room-mate must report to the hostel authorities.

6.28 Hostellers are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair cases, and common room etc. clean and tidy at all times.

6.29 Common hostel furniture must not be moved without prior permission of the hostel authorities.

- 6.30 Electricians, contractors or any other service person may enter rooms as and when necessary in course in their duty under the directive of the caretaker. However, every effort will be made to respect the privacy and dignity of the hostellers.
- 6.31 The hostel management reserves the right to move hostellers to other Blocks if necessary.
- 6.32 The hostel management reserves the right to conduct spot checks in the hostel and rooms without having to give prior notice to the students.
- 6.33 Hostellers are advised to lock their room for security reasons when they are away.
- 6.34 The hostel management is not responsible for any loss or damage of private property. Hostellers are strongly advised to lock all their valuables e.g. mobile phones, laptop, watches, money etc. at all times.
- 6.35 Hostellers are not permitted to change rooms or sleep anywhere else other than in their own rooms.
- 6.36 Any Hostellers, who find his/her room-mate missing for more than 24hours, must report to the hostel in-charge /warden immediately. This is to enable the hostel authorities to take immediate action in case of any unfortunate incident Hostellers cooperation in this respect is very much appreciated.
- 6.37 Possession, distribution and use of fire-arms, lethal weapons including air gun, contraband drugs, alcohol, toxic and hazardous material is strictly prohibited in the hostel.
- 6.38 Pets are not allowed in the hostel premises.
- 6.39 Hostellers should return to the hostel by the stipulated time. Under exceptional circumstances, if a hosteller expects to be late (not beyond 9.30PM for boys & 7.00 PM for girls), he/she should obtain a late night pass from the hostel in- charge/Hostel warden in advance and this pass must be produced to the security guard on returning to the hostel.

6.40 Mess Timings:

- Breakfast: 08:00 am to 8:55 am
- Lunch: 12.00 noon to 1.50 pm
- Evening Tea /Snacks – 5:00 pm to 6: 00 pm
- Dinner: 8:00 pm to 9:00 pm
- Take the lunch/dinner etc. in mess only in specified slots fixed for different year student (Boys' & Girls) as displayed in mess. Meals are not allowed in the hostel rooms in any case.

6.41 No online food deliveries will be allowed after 9:30 PM. Students are supposed to plan their meals accordingly.

6.42 Do not waste food in mess. Take only required quantity of food.

6.43 Mess service will be closed at 9:15 pm.

6.44 Do not argue / misbehave with any mess staff. You can report the mess related problems to Faculty I/C Mess.

6.45 Mess users are expected to give the feedback of mess meal on Feedback Register kept at the entrance of Mess.

6.46 Residents are required to enter the Dining Hall in proper dress.

6.47 Residents are not allowed to enter in the cooking area.

6.48 Self-service is a must for every resident & they are required to place used utensils in the Dish Collector.

6.49 Residents cannot punish the servants. They can however, report against them to mess-in-charge of the hostel.

6.50 The out-pass timing & mess timing is subjected to change from time to time.

6.51 Be punctual for your mess timing.

6.52 1st year is not allowed to wander on the seniors' floor.

6.53 Hostellers are not permitted to stay in the hostel during class

6.54 Non-vegetarian food is not permitted within the hostel.

6.55 In their rooms, students are not permitted to organize any group activities.

6.56 After 10:30 p.m., no student may enter another student's room.

6.57 No visitors are allowed in the boy's hostel after 10.00 PM. Students should seek permission from the hostel warden and FIC hostel.

6.58 If a student has to spend the night away from the hostel, they must notify the warden through their parents.

6.59 The lights and fans should be switched off while no one is in the room.

6.60 The minimum monthly cooler charge per room is Rs. 1000. If the students place the cooler in their room during the first or last week of the month, they will be responsible for the entire month's price.

6.61 All the hosteller must vacate the hostel room within 72 hours after the end of the semester/yearly examination for the hostel's general maintenance and refurbishment.

6.62 Specific Girls' Hostel Rules:

- a) Timings for the Girl students to reach inside the campus main gate will be 7:30 pm (Summers) and 6:30 pm (Winters).
- b) After dinner, mandatory physical attendance will be marked after that no one will be allowed to stay outside the main gate of Girl's Hostel.
- c) Girl's Hostel Main gate will be closed at 9:00 pm.
- d) Girl's Hostel Channel Gate will remain closed from 12:00 midnight to 5:00 am (Summer) 10:00 pm to 6:00 am (Winter).
- e) Kindly wear clothes properly while standing on the hostel terrace or balcony.
- f) No males (except parents) are allowed inside the Hostel Office.

7 TRANSPORT RULES

- a) Only those students can avail bus facilities who have registered themselves for same over ERP after paying fees.
- b) Carry Bus I-Card is compulsory.
- c) During the inspection if any unregistered student found availing the bus facilities will be penalized with the total bus fee of a year.
- d) Transport service is on annual basis. One cannot leave the service between the session.
- e) Bus facility will not be provided in external examination to the centre

other than KIT.

- f) Student should not travel by the bus other than allotted without taking prior consent from the transport coordinator and route in-charge of the respective bus.
- g) Student must reach well in advance at their respective halts.
- h) Once boarded the student(s) should not get off the bus before reaching the institute, strict action would be taken against student(s) doing so.
- i) Student interested in getting the bus route changed have to seek the permission of respective bus coordinator. However, any decision regarding the change will entirely be at the discretion of transport coordinator or competent authority.
- j) The student availing bus facilities will be kept under the close monitor of the discipline committee. If found indulging in any sort of disciplinary activity, the concerned student will be punished by the discipline committee.
- k) The College reserves the rights to deny transport facility to any student on the grounds of misconduct/ Indiscipline.

8 SPORTS RULES

- 1) Sports item will be issued to the students with the submission of identity card in sports office to the sport officer and after entering the proper information in the register available for the purpose.
- 2) Students have to return the sports item on the same day. If a student keeps the issued item with him/her, it can be kept only up to 7 days from the date of issue. On failing to return the sports items within the given time frame a fine will be imposed and his/her college identity card will not be returned during the time.
- 3) Sports item will be issued to students in free hours and in lunch hours only.
- 4) All sports should be played at their specific places only e.g. cricket must not be played at lawn Tennis court or Basketball ground.
- 5) No indiscipline is acceptable in any form. Any kind of misbehave act against the sport spirit will leave severe disciplinary actions.

