

CODE OF CONDUCT FOR TEACHERS

The code of conduct sets out the key principles of good conduct and practice for the Teachers in the Institute. It is intended to encourage the Teachers to adopt good and correct practices. Teachers shall endeavour to be a role model and shall act in a manner which enhances the prestige of the profession and the Institution.

I will organize and conduct my life, in such a way that my life itself is a message for my students: Dr A.P.J. Abdul Kalam.



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A. Discipline

1. Reach college/class on time and do not leave before scheduled time.
2. Check your lecture timing from ERP/HOD well in advance.
3. Teacher will not use mobile for call/whatsapp during lectures. Moreover, listening songs/watching movies etc. in the campus is strictly banned.
4. Teacher will take attendance in the attendance register during the class and will upload on the ERP on the same day.
5. Student who is late in the class should not be denied entry into the class. However, such student may be marked absent on the case to case basis.
6. Attendance register should be updated with all the records of attendance/marks regularly. Academic Coordinator/ HOD/Director/Management reserves the right to check it.
7. Teacher member will not interchange the class except unavoidable circumstances with proper intimation to the concerned HOD/Dean Academics.
8. Marks of all Assignments, CTs, Sessional and PUT should be uploaded on ERP, asap (Not more than three days).
9. It is the responsibility of the teacher to conduct the experiment in the assigned to the student. The role of technical assistant/lab assistant is to make the lab ready as per requirement.
10. Lab records must be regularly signed/evaluated with date and comments.
11. Teacher involved in chewing tobacco, Pan Masala or any other prohibited material within the campus will be penalized by deducting salary recurrence may lead to termination of services from the institute.
12. Parents of absent students will be informed on regular basis by the class coordinator.
13. Movement of teacher in cabin of other teacher member is completely restricted. They should remain in their cabin as students may come any time for solution of their queries.
14. Wearing of ID card is compulsory.
15. Teacher is supposed to take class for full time even if a single student is present.
16. No negative comments/questioning on the college policy should be done.
17. All teachers will wear the professional dress and wear the ID card.

Men:

- a. No T - Shirts with or without collar
- b. No Jeans Pants
- c. No Kurta- Pajama
- d. No Slippers or sandals
- e. Only formal Shirts/Trousers
- f. Only Shoes
- g. Shave/trim beard regularly, no stubble.



Ladies:

- a. No T - Shirts with or without collar
 - b. No Jeans Pants
 - c. No Skirt or similar type of dresses
 - d. Only formal shirts/ Trousers/ Saris/Salwar Kurta
 - e. Only sandals with black lace/Shoes, No stilettos
18. All teacher and staff members are advised to use English as a communication language as far as possible while interacting with Authorities / teachers and students.
 19. All teachers should avoid visiting canteen during 12.00 noon to 02.00 pm.
 20. Use of the foul language by the teachers is completely prohibited within the campus.
 21. You are supposed to be polite with your colleagues especially with the opposite gender persons. No heated arguments/fight in the college with colleagues and students.
 22. Do not sit on the chair while delivering a lecture.

B. Effective Teaching

1. Session plan of each class using Innovative teaching methodologies in the class should be ready well in advance as per Outcome Based Education (OBE) principles.
2. Question Papers/assignments should be taken as per the AICTE/AKTU guidelines of examination reforms (as attached)
3. Make your class interesting by using different teaching aids like PPT, Video lectures, case studies, etc.
4. Deliver Learning oriented lectures rather than teaching oriented.
5. Encourage the students to ask questions for any doubt and focus more attention on weak students.
6. Use of NPTEL /MOOC courses should be done for effective teaching.

C. Administrative work

1. Teacher member should not refuse to accept any administrative work assigned him.
2. Once administrative work is assigned, one should understand objective/ responsibility/ authority associated with the work and carryout the work with full dedication and honestly.
3. If due to any reason, administrative work is shifted from you to other teacher, don't be emotional. Rather accept the change positively and be ready to take another assignment.



D. Research and development

Institute has framed research and development policy (as attached). The objective of this policy is to motivate the teachers of our Institution to undertake quality research and other related activities.

E. Leaves

Institute has framed Leave Rules (as attached). The objective of this policy is to regulate the leave taking procedure. But one should avoid taking leaves during academics.

Wish you Good luck!



Ref: KIT/Director Office/2022/037

Date: 28th December, 2022

CIRCULAR
LEAVE RULES – 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 any credited leave is not a matter of right of an employee. The power of sanctioning the credited leaves rests with the competent authority of the institute. In the case of requirement, approved leaves may be cancelled.
2. Need not to say, leaves should be taken only for important work. It is mandatory for an employee to ensure that due to his absence from the institute, any assigned work to him will not hamper.
3. Violation of leave rules mentioned above will be treated as indiscipline and punishment from deduction of salary to the termination of services may be there.
4. This circular cancels all previous leave/attendance rules and past practices in this regard.
5. **Only ECM reserves the right to amend the leave rules.**

KIND ATTENTION: HOD

Head of Department is 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.

**(Dr. Prashant Kumar Katiyar)**

Director

Director Kanpur Institute of Technology & Pharmacy

A-1, UPSIDC Industrial Area, Rooma

Kanpur-208001

CC:

1. The ECM
2. All employees of the Institute

Research & Development Policy (2023-24)





ABOUT KANPUR INSTITUTE OF TECHNOLOGY AND PHARMACY, KANPUR

Indus Technical Education Society (ITES), a society promoted by a team of visionary & motivated IIT alumni (Shri P.K. Jain, Shri Vipul Jain, Shri Anil Kumar Agarwal & Mrs. Neena Verma) established an institute Kanpur Institute of Technology and Pharmacy (popularly known as KITP) in 2009. KITP runs courses B.Pharm & D.Pharm. KITP is an ISO 9001: 2015 certified institute and approved by PCI, New Delhi & Affiliated to AKTU & BTE Lucknow. Institute is very easily accessible and located at prime location on Kanpur – Prayagraj National Highway, 6 KM from Rama devi round over at Rooma, Kanpur.

The institute has proven itself as a leading educational Institute in Uttar Pradesh's technical education sector by emphasizing towards innovative and skill-based education. The institute's persistent emphasis on "achieving best" is aptly reflected in its academics, extracurricular activities, and placements.

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. We have Research and Development Committee, to ensure that research policies and Intellectual Property Rights (IPR) Policy for Patents are carried out properly.

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

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 and 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 and 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 (IEEE, repute (viz. IEEE, Springer/Wiley/IPC 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 and Pharmacy, Kanpur" as the affiliation.

- The author needs to claim the incentive only after the volume number, issue number, and page number 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. Only one one-day DL is allowed in the academic period.

1.2 For Attending Workshops/ FDPs

- The faculty would be allowed DL + Remuneration fee maximum upto Rs. 6,000/- including registration and TA/DA.
- The Workshops/Seminars/FDPs hosting institutions must be institutes of repute Colleges/ University/ Deemed University etc.
- Each faculty can attend workshops/seminars/FDPs of repute twice in an academic year.
- The maximum number of DL is limited to one week during the non academic period. Only one-day DL is allowed in the academic period.

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 and 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 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 (like IPA/APTI etc) 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.

Mandatory:

- Two FDPs must be organized in each semester by a Dept.

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.



Director

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Amendments in R&D Policy:-

Clause 1.1

- Published Research Paper must have “Kanpur Institute of Technology and Pharmacy, Kanpur” as the first affiliation.
- The author claiming incentive should be the ‘First Author’ in the published research paper.
- Published Research paper incentive amount will be distributed among all the authors equally. Author’s affiliation should be Kanpur Institute of Technology and Pharmacy, Kanpur.
- Published Research paper incentive amount will be given to the faculty of Kanpur Institute of Technology and Pharmacy only and if person is from the other institute then the proportionate amount will be given.

Clause 1.3

- Published book/book chapter must have “Kanpur Institute of Technology and Pharmacy, Kanpur” as the first affiliation.
- The author claiming incentive should be the ‘First Author’ in the published book/book chapter.
- Published book/book Chapter incentive amount will be distributed among all the authors equally. Author’s affiliation should be Kanpur Institute of Technology and Pharmacy, Kanpur.
- Published book/book Chapter incentive amount will be given to the faculty of Kanpur Institute of Technology and Pharmacy only and if person is from the other institute then the proportionate amount will be given.

Clause 1.7

- Patent must have “Kanpur Institute of Technology and Pharmacy, Kanpur” as the first affiliation.
- Faculty Member claiming incentive should be the ‘First Inventor’ in the published/Granted Patent.
- Published/Granted Patent incentive amount will be distributed among all the Inventors equally. Inventor’s affiliation should be Kanpur Institute of Technology and Pharmacy, Kanpur.
- Published/Granted Patent incentive amount will be given to the faculty of Kanpur Institute of Technology and Pharmacy only and if person is from the other institute then the proportionate amount will be given.