STUDENT HANDBOOK
OF
INFORMATION

Silver Jubilee
25 Years
1997–2022
SOIL TO SILVER

Bachelor of Technology (B.Tech.)

SCHOOL OF COMPUTER ENGINEERING

KiiT

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY
DEEMED TO BE UNIVERSITY
(u/s 3 of UGC Act, 1956)
BHUBANESWAR-751024
ODISHA – INDIA

"Education is the passport to the future, for tomorrow belongs to those who prepare for it today." — Malcolm X

CONTENTS

Appendix

Sl. No.	Item	Page No.
A	School Contact Persons	29
B	University Contact Persons	32
C	Recreational Facilities	33
D	Academic Calendar	34
E	Fee structure for Certificates & Reports Issuance	36
F	University Ranking and Achievements	37
G	Point of Contact for Requirement Redressal	38

ABOUT THE SCHOOL

𝒯𝒽𝑒 School of Computer Engineering, at the Kalinga Institute of Industrial Technology Deemed to be University, Bhubaneswar was formed in the year 1997. The School offers B.Tech., M.Tech., and Ph.D. programme. The School has a comprehensive curriculum that includes up-to-date courses on nascent topics, including all aspects of Computer Hardware and Software, emphasizing practical learning.

The School has state-of-the-art infrastructure and computing equipment supported by high-speed Ethernet and wireless networks. Our faculty members aim at delivering top class education by blending their rich research experience with classroom teaching. The School has undertaken research projects funded both by government agencies and private sectors.

The strategic commitment of KIIT Deemed to be University provides the road map for the journey towards excellence. These strategies include the Vision and Mission that would be instrumental in placing KIIT among the top academic institutions of the world. The strategies will create new opportunities for the faculties and the students to enhance knowledge, perform cutting-edge research, and develop professional skills. The ultimate aim is to provide the students with an educational training that emphasizes innovation, social awareness, and professional ethics and nurture leadership skills. A resourceful environment to promote creativity and entrepreneurship amongst researchers is also being developed while maintaining sustainable goals, upholding the values of the highest professional ethics, and enriching the lives of humanity.

Prof. (Dr.) Achyuta Samanta, Founder of KIIT & KISS, is an eminent educationist, philanthropist, and social worker. He spares no effort to groom our students in their chosen discipline and broaden their mindsets and create positive attitudes, thus equipping them with all qualities to make them an asset to society. At the forefront of his vision lay his unrelenting quest to ensure that millions of marginalized people across the country benefited from educational inclusion. His unparalleled initiatives have translated the dreams of many into a productive reality. His foresight, leadership, and determination propelled the KIIT group of institutions to attain many milestones. Still, most importantly, his philanthropic pursuits continue to comfort the lives of countless people in education, healthcare, and across the various section of society.

Prof.(Dr.) Achyuta Samanta and his work can be followed @

achyutasamanta.com	kiss.ac.in
www.facebook.com/AchyutaSamanta	twitter.com/achyuta_samanta

The University is ranked as one of the topmost Engineering Universities across the country by various survey agencies, as given in the ***Appendix F***.

ORDINANCES

O.1 All B.Tech. programmes offered by the University shall be governed by the B. Tech Rules and Regulations.

O.2 Admission to B.Tech. degree program will be made through a KIIT Joint Entrance Examination (KIITEE) conducted by KIIT. Based on the KIITEE rank, the applicants will be called for **Single Window Counseling (SWC) process,** the applicants can select their branch of study as per their preference.

O.3 The University is fully residential and all students shall be required to reside in, and be members of a hostel to which they are assigned. Under special circumstances, the Director may permit a student to reside with his/her Parent/Guardian in the University campus or within a reasonable distance from the University.

O.4 A student becomes eligible for the award of the B.Tech. degree after fulfilling all the academic requirements and extra-academic activities in accordance with the regulations of the program approved by the Academic Council.

O.5 The University shall have the following B.Tech. branches under School of Computer Engineering:

i. Computer Science & Engineering
ii. Information Technology
iii. Computer Science & Communication Engineering
iv. Computer Science & System Engineering
v. Computer Science and Engineering with specialization in Artificial Intelligence and Machine Learning
vi. Computer Science and Engineering with specialization in Artificial Intelligence
vii. Computer Science and Engineering with specialization in Cyber Security
viii. Computer Science and Engineering with specialization in Data Science
ix. Computer Science and Engineering with specialization in Internet of Things and Cyber Security Including Blockchain Technology
x. Computer Science and Engineering with specialization in Internet of Things

O.6 Medium of instruction, examination and project reports will be in English.

O.7 Each academic session is divided into two regular semesters (Autumn & Spring) and one vacation semester (Summer) and follows an Academic Council approved schedule of academic activities.

O.8 To help the students in planning their courses of study, getting general advice on the academic programme and monitoring their activities, the concerned school will normally assign a faculty as Tutor Mentor for a group of students.

RULES & REGULATIONS

R.1 ACADEMIC CALENDAR

Each academic session is divided into two regular semesters of approximately fifteen weeks of classes duration per semester (with ninety working days): an Autumn Semester (normally July-November) and a Spring Semester (normally December-May). Further, there are one vacation semesters (Summer) of nearly 6-8 weeks duration as well.

The Academic Council approved schedule of academic activities for a session, including dates of registration, examinations, semester breaks etc. shall be laid down in the Academic Calendar of that session. The current academic calendar is given in *Appendix – D*.

R.2 COURSE STRUCTURE

R.2.1 Teaching of the courses shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern: ·

> ➢ One credits for each lecture/tutorial period.
> ➢ Half credit per hour for each Laboratory, Practical, Project, or sessional.

R.2.2 In order to qualify for a B.Tech. degree of the University, a student is required to complete the credit requirement as prescribed in the curriculum for a particular programme. The credit requirements for a B.Tech. Degree in Computer Science & Engineering and Information Technology are given in *Table 1*.

Table 1: Total Credit details for B.Tech. Program

Sl. No.	Options for 4 year UG Program	Total credits required to complete the course	Remarks
1	"B.Tech." in an engineering major discipline.	155 Credits	
2	"B.Tech. with Minor" (minor in any other discipline than major discipline)	169 Credits	(155 credit B.Tech. + 14 Credit minor course work)
3	"B.Tech. with Honors"	164 Credits	(155 Credit B.Tech. + 9 Credit Honors course work).

In case of Computer Science & Communication Engineering and Computer Science & System Engineering credits are 156 and 154 respectively.

R.2.3 The course work requirements may be broadly divided into main groups of subjects given in *Table 2*.

Table 2: Group-wise Credit Requirements

Category	Credits Requirements
Humanities and Social Sciences (HS)	12
Basic Sciences (BS)	30
Engineering Sciences (ES)	19
Program Core (PC)	59
Program Electives (PE)	15
Open Electives	6
Projects/ Internship	14
Graduation Requirements	155

R.2.4 Every B. Tech. Programme will have a curriculum and syllabi for the courses approved by the Academic Council. The Board of Studies of the school will discuss and recommend the syllabi of all the undergraduate courses offered by the school from time to time to the Academic Council for consideration and approval. For all approved courses, the copyright will be with KIIT.

R.3 MINOR DISCIPLINE

R.3.1 A minor discipline is intended for a student to gain expertise in an area outside his/her major B.Tech. discipline.

R.3.2 In order to successfully complete a Minor, a student needs to take an additional 20 credits out of the courses defined in that minor basket. However, the 6 credits earned under Open Electives may be counted for Minor requirements if needed.

R.3.3 Students completing a minor will have the minor mentioned in the degree certificate and in the final grade card.

R.3.4 The minor courses are distributed over the 6th to 8th semesters of a B.Tech programme.

R.3.5 Students, who have completed all the credits required in the first four semesters of their studies with a CGPA of 7.5 or above, are eligible for a minor discipline after the end of 5th semester.

R.3.6 Applications for joining a minor discipline must be submitted by intending eligible students in the prescribed form. The academic section will call for applications at the end of the 5th semester of each academic year and

the completed forms must be submitted by the last date specified in the notification.

R.3.7 The number of seats in each minor discipline is decided by the Academic Council. The intake in every minor discipline will be notified by the academic section at the time of calling applications. However, a minor discipline will not be available if the number of applicants in that discipline is less than five.

R.3.8 Students may enlist their choices of a minor discipline in order of preference, to which they wish to join. It will not be permissible to alter the choices after the application has been submitted.

R.3.9 Selection to minor disciplines shall be made strictly in order of merit of the applicants. For this purpose, the CGPA obtained at the end of the 4th semester shall be considered.

R.3.10 Joining the minor disciplines carried out in accordance with the above rules will be effective from the 5th semester of the applicants concerned. No change of minor discipline shall be permitted after this.

R.3.11 A student with only minor courses remaining as backlogs at the beginning of a semester (other than a Summer semester) will be deemed to have completed the B. Tech. programme and he/she will be awarded a B.Tech. degree without a minor.

R.3.12 A student can opt out from the Minor discipline by expressing his/her intent in the prescribed form. Once a student opts out, he/she will not be allowed to rejoin the Minor discipline.

R.4 HONOURS COURSES

R.4.1 Students may opt for a B.Tech (Honours) degree. Students completing a B.Tech (Honours) will have the Honours mentioned in the degree certificate and in the final grade card.

R.4.2 The additional credit requirements for a B.Tech (Honours) will be 9 credits. The Honours courses will spread over the 7th & 8th semesters of a B.Tech programme.

R.4.3 Students who have completed all the credits required in the first five semesters of their studies with a minimum CGPA of 8.0, will be eligible for a Honours after the end of 6th semester.

R.4.4 Applications for joining a B.Tech (Honours) must be submitted by intending eligible students in the prescribed form. The academic section will call for applications at the end of the 6th semester of each academic year. However, a B.Tech (Honours) will not be available if the applicants in that discipline is very less in number.

R.4.5 Student having backlog in Honours courses alone, will be deemed to have completed the B. Tech. programme and he/she will be awarded a B.Tech. degree without a Honours.

R.5 COURSE COMMITTEE

R.5.1 The Course Committee consists of all faculty members assigned to the course to monitor the conduct and progress of the course in a semester. One faculty member will be assigned as the Coordinator. There will be one Course Committee for each set of courses being offered in a semester.

R.5.2 The Course Committee shall meet at least thrice in a regular semester: first at the beginning of the semester, second and third before the mid-semester and end semester examinations respectively. After each meeting of the Course Committee members, the coordinator shall meet separately with the student representatives for confidential feedback.

R.5.3 The basic responsibilities of a Course Committee are to:

i. Prepare a common course plan (lesson plan, course outcome, course objective, activity schedule, evaluation scheme, text and reference books etc.)
ii. Review periodically the progress of the courses.
iii. Discuss any issues concerning the conduct of the classes.
iv. Decide distribution of the weight for tests, quizzes, assignments, laboratory work, etc. This should be done in the first Course Committee meeting.

R.5.4 For any difficulty related to a course, the student is expected to approach the respective course coordinator for advice and clarification.

R.5.5 The course coordinator will communicate the minutes of the Course Committee meetings, especially those of the first and second Course Committee meetings, to the Dean.

R.6 REGISTRATION

R.6.1 Enrollment from the second semester onward. All students will have to report and register/enroll on a day specified in the Academic Calendar at the beginning of the semester through the online portal (SAP) of the University.

R.6.2 A student will be eligible for enrollment only if he/she satisfies the conditions under promotion criteria and will be permitted to enroll only if he/she has cleared all dues to the institute up to the end of the previous semester, provided he/she is not debarred from enrollment, on disciplinary grounds.

R.6.3 If a student fails to report on the specified date, he/she may be allowed by the Dean to enroll within one week from the reporting date with a fine. The amount of fine will be specified from time to time.

R.6.4 Under exceptional circumstances, a student may be allowed to enroll after one week of enrollment date with permission from Chairperson, Academic Council through Tutor Mentor and the Dean.

R.6.5 The student must register for the backlog courses first giving priority to the oldest backlogs.

R.7 ATTENDANCE

R.7.1 Students are required to attend all the classes (Lectures/ Tutorials, Laboratories, Sessional, Workshops etc) for which they have been registered.

R.7.2 For the purpose of attendance calculation, every scheduled lecture, tutorial or practical class will count as one unit irrespective of the number of contact hours.

R.7.3 A student will be debarred from appearing in an end semester examination if his/her attendance falls below 75% and will be awarded an "I" grade in that course.

R.7.4 Leave of Absence: If the period of leave not exceeding two weeks in a semester, prior application for leave shall have to be submitted to the respective Dean stating fully the reasons for the leave requested for along with supporting document(s). Dean may condone, if prior application could not be made for any unavoidable reasons.

R.7.5 In case the period of absence is likely to exceed two weeks, an application for grant of leave will have to be submitted through the Dean to the Director with supporting documents for sanction of leave.

R.7.6 The leave of absence will not be condoned for attendance.

R.7.7 It will be the responsibility of the student to intimate the Warden of the hostel in which he/she is residing, and the concerned instructors regarding his/her absence before availing the leave.

R.7.8 In exceptional circumstances, Director in consultation with the Chairman, Academic council may relax any of the above requirements.

R.8 ASSESSMENT PROCEDURE – TESTS AND EXAMINATIONS

R.8.1 The system of assessment procedure may vary from course to course. The theory course consists of the following components:

    i.   Activities (30%): Components as part of the assessment procedure such as surprise quizzes, assignments, projects, practical tests, viva voce etc. as per the requirements of a course.

    ii.   Mid-semester (20%): there shall be one mid-semester examination, generally of 1 hour duration.

    iii.   End-semester examination (50%): there shall be one end-semester examination, generally of three hours duration.

R.8.2 The general practice for practical courses follows continuous assessment (60%) and end semester exam (40%).

R.8.3 In sessional courses, 100% assessment is made in the class.

R.8.4 The detailed break-up of marks for various components of the assessment procedure have to be announced and recorded in the first Course Committee meeting. The Dean (Academics) should be informed about the scheme of evaluation of a course after the first Course Committee meeting.

R.8.5 Students who have missed the regular activities for valid reasons may request for make-up activities to the respective course instructor. If the course instructor is satisfied with the explanation provided by the student, he/she may conduct the make-up activities.

R.8.6 Students who have missed the mid-semester/laboratory/ sessional examinations for valid reasons may request for a make-up examination to the respective course instructor within ten days from the date of the examination missed. If the course instructor is satisfied with the explanation provided by the student, he/she may conduct the make-up exam either during the make-up exam slots mentioned in the Academic Calendar or as per the convenience of both the parties. If the instructor is not satisfied with the explanation, he/she may reject the application.

R.9 GRADING SYSTEM

R.9.1 The performance of a student in a course is denoted by a letter grade. The letter grades, their interpretation and the corresponding grade points are given in *Table 3*.

R.9.2 The I-grade indicates a temporary grade and that a part of the total requirement of the course remains to be completed and that the student has done satisfactory work in all other aspects of the course. The student is required to complete this small part within a prescribed date, generally within one month of the start of the following regular semester, and the course instructor will amend the I-grade to a regular grade within this period. If the conversion to a regular grade is not done within one month of the start of the following regular semester, the I-grade will automatically be converted to an F grade.

Table 3: Score – Grade Mapping

Grade	Score on 100	Grade Point value	Interpretation
O	90-100	10	Outstanding
E	80-89	9	Excellent
A	70-79	8	Very Good
B	60-69	7	Good
C	50-59	6	Average
D	40-49	5	Below Average
F	Below 40	0	Fail
I			Incomplete

R.10 GRADE SHEET

R.10.1 The grade sheet issued at the end of a semester to each student will contain the following:

   i. The course number, course name and the credits for each course registered in that semester.
   ii. The letter grade obtained in each course
   iii. The total number of credits earned by the student upto the end of that semester
   iv. The Semester Grade Point Average (SGPA) for that particular semester
   v. the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester

R.10.2 At the end of the program, Final Grade Report (FGR) containing details of all the courses taken by the student mentioning the overall CGPA will be issued along with the Degree certificate.

R.10.3 Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by SGPA, which is a weighted average of the grades in all the courses done by the student in the given semester.

SGPA is defined as follows:

$$SGPA = \frac{\sum (C \times GP)}{\sum C}$$

where C is the credits of a subject item, GP is the grade point corresponding to the grade obtained in that subject items and the summation is taken over all the subject items registered in that semester, including those in which the student has secured F grades but excluding those in which he/she has been assigned an "I" grade.

R.10.4 Cumulative Grade Point Average (CGPA)

The performance up to any time in the course of the student's program is indicated by the student's CGPA, which is also calculated by the formula used for SGPA calculation, except that the averaging is done over all of the courses and credits that the student has taken during his/her entire program up to that point.

R.11 DECLARATION OF RESULTS

R.11.1 The Course instructor will display the marks awarded to the students along with their copies after completion of evaluation. If a student has grievances about the marks of a particular course, he/she will contact the concerned course instructor within two days. If the course instructor/chief examiner feels that the case is genuine, he/she may re-examine the case and put a revised mark, if applicable. No request after the deadline (two days) will be considered.

R.11.2 The evaluation pattern and all assignments, quizzes, exams etc. used in evaluation shall be posted on the course Moodle page.

R.11.3 The Course Committee will sit for analysis of the results and finalize the grades. After finalization, the course instructor will upload the marks of the students in a course on SAP portal in the prescribed format. The Controller office will compile all the results and announce the same to the students through E-mail and through SAP student self service portal of the University.

R.12 SUPPLEMENTARY EXAMINATION

R.12.1 A supplementary examination will be held annually at the end of each academic year for 1st, 2nd, 3rd & 4th year before the start of the next academic session for the current level theory subjects only.

R.12.2 The students will be allowed to appear for their failed papers in the current level subject to a maximum of 50% (ceiling value) of the total subjects for the current academic year (both spring and autumn semesters).

R.12.3 A student will ordinarily be assigned one Grade less than he/she actually obtains in a subject item in the supplementary examination subject to a minimum of C Grade or below, which would remain unchanged.

R.12.4 However, there will not be any grade loss for a subject in the supplementary examination for a student who satisfy attendance criteria in the summer term classes.

R.12.5 A student will not be permitted to appear the subject in the supplementary examination, which is canceled as a disciplinary measure for adopting unfair means in the end semester examination.

R.12.6 Students debarred in the annual examination must satisfy attendance criteria in summer classes to appear supplementary examination. Those students may opt for fresh internal evaluation ((i.e. quiz, assignments, mid-semester marks etc.).

R.12.7 A student, who misses the end semester examination for one/more theory subject(s) for any genuine reason like medical ailments or mishap in the family, will be allowed to appear for those subjects in the supplementary examination without reduction in grade with the approval of the Vice Chancellor.

R. 12.8 Students can appear in the supplementary examination for improvement of their grades for maximum 3 of the theory subjects in the current level where the grades are C or D and there will not be any grade reduction.

R.12.9 Generally, the end semester exam alone is given as the supplementary examination and the continuous evaluation marks (i.e. quiz, assignments marks etc.) earned by the student in the original semester will be taken into account for calculating the final marks.

R.13 SUBJECTS REGISTRATION FOR GRADE IMPROVEMENT

REGISTRATION OF SUBJECTS FOR IMPROVEMENT OF GRADE

R.13.1 A student can register fresh in maximum 3 (three) numbers of theory subjects, where he/she has passed, to improve his/her grade in those subjects. The number of available subjects (N) for a student is the difference between 3 and his/her number of backlog subjects. (N = 3 - number of backlog subjects)

R.13.2 The student will register at the beginning of the semester only in the subsequent year.

R.13.3 The student will go through the same schemes of evaluation (such as activities, mid semester examination and end semester examination) as applicable to the students in the regular subject(s) registration.

R.13.4 The final grade in the subject, where student registers for improvement, would be the best between the grades secured in the regular registration and improvement registration.

R.14 SUMMER VACATION SEMESTERS

R.14.1 The summer vacation semester courses will be offered to clear the backlog courses of the students and for students who wish to spend a semester off-campus based on the availability of the course instructors.

R.14.2 No student should register for more than three vacation semester courses during a particular vacation semester.

R.14.3 A student has to pay a fee for each credit registered in the vacation semester.

R.14.4 The assessment procedure for a course will be similar to that of a regular semester course.

R.14.5 Withdrawal from a vacation semester course is not permitted.

R.15 INTERNSHIP

R.15.1 As part of the B.Tech. curriculum, the students are required to do an industrial internship in India for a minimum period of 4 weeks, during the summer vacation following the 4th semester or any subsequent vacation before the final semester. Only in exceptional situations and only with approval from the respective Dean (Academics), a student will be allowed to do this internship at other time periods.

R.15.2 The internship must be done in a technology oriented public/private sector company/industry or in reputed research/ academic organizations, such as CSIR, DRDO, BARC IIT.

R.15.3 Internship with start-up companies, which are not registered yet, will not be considered.

R.15.4 On successful completion of the internship, two credits will be awarded to the student for the same. These credits will be counted towards SGPA/CGPA calculations.

R.16 SEMESTER EXCHANGE

R16.1 KIIT has memorandum of understanding (MoU) for semester exchange visits with some eminent academic institutions in India and abroad. Selection of candidates for such exchange visits will be done through a competitive process.

R.16.2 Selected students can go on exchange visits for one or two semesters. If the student goes on semester exchange visits for two semesters, these two semesters can be contiguous.

R.16.3 The semester exchange programs can only be undertaken with those institutes with whom KIIT has an MoU for such visits.

R.16.4 Credits and grades earned during semester exchange visits will be converted to KIIT equivalent credits and grades as per the Academic Council approved conversion criteria in each case.

R.17 ELIGIBILITY FOR AWARD OF THE B.TECH. DEGREE:

R.17.1 Promotion: A student needs to satisfy the below mentioned conditions to be eligible for promotion from i^{th} to $(i+1)^{th}$ year (to the next higher level):

i. Number of backlog subjects should not be more than **5**(five) at the ith year considering both the semesters in an academic year.
ii. No backlogs at any stage below i^{th} year (i.e. $(i-1)^{th}$ or $(i-2)^{th}$ year)
iii. No suspension for a specified period by the University disciplinary committee and has not been denied the privileges of a Regular student at the time which admissions to higher levels is in progress.

R.17.2 Degree requirement: In order to qualify for a B. Tech Degree of the University a student must:

i. complete all the credit requirements for the Degree as laid down in the prescribed curriculum of the discipline with a minimum of D grade in every theory and a minimum of C grade in every practical & sessional item.
ii. secure a CGPA of 6.0 or higher at the end of the semester in which he/she completes all the requirements for the Degree
iii. clear all institutional and hostel dues of the University.
iv. have no disciplinary action pending against him/her.

R.17.3 Readmission:

A student whose academic program is terminated under any of the above conditions may appeal to the Chairperson, Academic Council through Tutor Mentor and Dean (Academics) for mercy and a second chance to re-enroll in the program. The Chairperson, Academic Council may take appropriate decision on such applications on behalf of the Academic Council and the same shall be reported to the Academic Council.

R.18 MAXIMUM DURATION OF THE PROGRAM

R.18.1 The maximum permitted duration of each programme is determined in terms of number of registered regular semesters, herein after called registered semesters. Any semester in which a student has registered for a course will be called registered semester subject to the following:

(a) Only the first and second semesters of an academic year can be registered semesters. The summer semester will not be considered as a registered semester.

(b) A semester when a student has been granted withdrawal or granted leave will not be considered as a registered semester.

(c) The semester when a student is suspended from the Institute on disciplinary grounds will not be counted towards the number of registered semesters. The summer semesters falling in between the permitted registered semesters shall be available for earning credits.

R18.2 The maximum permissible number of registered semesters for completing all degree requirements for the B. Tech. degree is twelve (12). If a student opts for the slow-paced programme, then the maximum permissible number of registered semesters shall be increased by two semesters.

R.18.3 Semester Break/Temporary withdrawal from the Program: A student may be permitted by the Dean (Academics) to obtain semester break or temporary withdrawal from the program for a semester or longer duration for reasons of ill health or other valid reasons. Normally, a student will be permitted to withdraw from the program only for a maximum continuous or intermittent period of two semesters during the whole program duration.

R.19 SCHOLARSHIPS

R.19.1 Various types of scholarships have been instituted by the University for encouraging the meritorious students. The quantum and period of scholarships are subject to change from time to time as decided by the Academic Council. The details of various scholarships available for students shall be displayed on University Website from time to time.

R.19.2 Pradyumna Bal Memorial Scholarships: This scholarship is instituted in the memory of Late Pradyumna Kishore Bal, Founder President of KIIT. Every year two economically challenged but meritorious students are provided completely free education under this scholarship scheme. The scholarship covers college fees, hostel dues including mess, books and any other ancillary expenses.

R.19.3 KIIT Merit Scholarships: KIIT Merit Scholarship is awarded to the semester toppers (1st, 2nd & 3rd position) of each semester in each branch for a period of six months. The quanta of scholarships are subject to change from time to time as decided by the Academic Council.

R.19.4 KIITEE Merit Scholarship is awarded to KIITEE General Rank holders from rank 1 to 1000 for a period of 4years, during the study period at Kalinga Institute of Industrial Technology (KIIT), Deemed to be University. KIITEE Merit Scholarship holders will not be awarded with KIIT Merit Scholarships. The quantum of scholarships are subject to change from time to time as decided by the Academic Council.

R.19.5 The student must satisfy the following terms and conditions for availing scholarship from KIIT:

    i.   Maintain at least 75% attendance in each semester to be issued by Dean (Academics).
    ii.   Secure at least 7.5 SGPA in each semester and clear all the papers in single sitting (no back paper) to be issued by Controller of Examinations.
    iii.   Not indulge in any indiscipline activity to be issued by Director, SA.

R.19.6 In the cases of scholarships provided by private organizations, the rates and terms and conditions for the award of such scholarship shall be as approved by the Academic Council.

R.19.7 In the case of the SC/ST candidates, the award of scholarships and other benefits will be in accordance with the rules framed or amended by the Government of India/Odisha from time to time.

R.19.8 The Dean (Academics) will lay down the administrative procedures to be followed in the selection of students for the award of various scholarships consistent with existing Government regulations if any. The number and names of the candidates selected for various scholarships will be reported to the Academic Council.

R.20 STUDENTS' CONDUCT AND DISCIPLINARY CODE

R.20.1 Objectives and Scope of the Code

The objective of Students' Conduct and Disciplinary Code is to protect the right of all members of the KIIT community and to maintain an atmosphere in the community appropriate for a University of higher education. The student discipline system is designed for an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus.

The student will give an undertaking at the time of joining a course in this University to comply with the provisions envisaged in this code in letter and spirit and even if it is not given, he/ she will be bound by the provisions of this code. The student community should become familiar with and strictly adhere to the rules envisaged in this code.

Any student exhibiting prohibited behavior mentioned in this code shall be subjected to disciplinary sanctions depending upon the gravity of the misconduct or depending on its recurrence. No refund or credit of tuition fees, or other costs associated with attendance of the University will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/ or access to services

R.20.2 Student found responsible for the violation of the Code of Conduct of the University outlined herein is subject to disciplinary sanctions.

i.   Any violation of any sort pertinent to the Indian Penal Code.

ii. Violation of any policies, rules, or regulations published time to time by KIIT.

iii. Conducts that interfere with the disruptions or obstructions of teaching, research, administration, or other KIIT activities.

iv. Ragging in any form is prohibited in the premises of KIIT campus.

v.   Failing to comply with orders or directives of KIIT officials, University hearing bodies, Security Personnel, or any other law enforcement officers acting in the performance of their duties.

vi. Furnishing false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.

vii. Forgery, alteration, destruction, misuse, of KIIT documents, including University records, applications for financial aid, admission, course changes or course credit, copying, misuse or alteration of transcripts, and student identification cards etc.

viii. Influencing or attempting to influence another person to commit an abuse of the Code and Conduct of Student system.

ix. Unauthorized use, Damage, defacement, or destruction of any private or University property.

x.   Attempted or actual theft or possession of private or University property.

xi. Instigation of a disturbance in violation of KIIT policy and/or any local sound ordinance.

xii. Discrimination against any member of the KIIT community, or a visitor, through biased or prejudicial behaviors related to the person's race, color, nationality, sex, religion, disability, age or sexual orientation.

xiii. Encouraging/confronting with illegal activities and/or violation of Code and Conduct of Student by active/passive participation/ presence during the activity.

xiv. Hazing, defined as, but not limited to, any act imposed on current or potential members of a group or organization that endangers the mental or physical health or safety of a person, that defaces or

destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by the KIIT authority.

xv. Physical abuse, including, but not limited to, inflicting or threatening bodily harm upon any person, or acting in a manner which creates a risk of bodily harm to any person.

xvi. Harassment, abuse, coercion, or threats by means other than the use or threatened use of physical force.

xvii. Possession or use of any weapons/ dangerous/ explosive/ prohibited chemicals/device which constitutes a significant health hazard, without express authorization by an authorized KIIT official.

xviii. KIIT Campus is a "Smoking free and Alcohol free Campus". Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.

xix. Motor vehicles use by students in the campus and hostel is banned. Day-scholars can use the University transport facility for commuting.

xx. Harboring or bringing a pet on KIIT premises in violation of University policy.

xxi. Gambling for money or other items of value on KIIT premises; including but not limited to playing cards or other games of chances or skill for money or other items of value.

xxii. Plagiarism in any form is strictly prohibited.

xxiii. Mobile Phones are not permitted to use in the classroom, Library, academic area, Examination Halls, etc.

xxiv. Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residential facilities.

xxv. Door-to-door selling/soliciting/canvassing of any item, service or cause is published.

xxvi. Permitting non-residence hostel students to utilize equipment or services intended for the exclusive use of residence hostel students is prohibited.

xxvii. Hostel Advisory Board has other regulations that are described in the Contract for Room and Board Accommodations or published and displayed in the residence hostels.

xxviii. In addition to the above, Academic Malpractices will normally be considered as an act of examination malpractice as defined below:

xxix. Copying from another student or by any other means during the examination.

xxx. Assisting an examinee in copying during examination by any means.

xxxi. Possessing/using unauthorized materials or documents.

xxxii. Obtaining all or part of a question paper by unfair means and /or distributing to others.

xxxiii. Substituting for another student, or permitting any other person to substitute for oneself, for appearing in the examination.

xxxiv. Sexual Harassment/misconduct: Offensive or derogatory comments or conducts reflecting gender-bias which create intimidating work, or living environments and which represent substantial violations of the rights or opportunities of the victim(s). Such conducts include but are not limited to:

a. Conducts that violate the institute's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favour, and other unwelcome verbal or written communications of a sexual nature.

b. The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.

c. Entering in Academic section or laboratory, faculty room, office of an academic Department/Centre, without permission and/or tampering/ changing records/documents in any form.

R.20.3 Modalities of Investigation:

a. When the Chairman of the respective disciplinary committee receives information regarding alleged violation of any rule or regulation of the students' conduct and disciplinary code, the respective Chairman shall investigate the same.

b. The Chairman of the disciplinary committee may summon the student(s) either orally or in writing to appear at a specified date, time, and place in connection with an alleged violation.

c. The Chairman may dispose of a violation as being unfounded, may impose disciplinary sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective committee.

d. No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student(s).

R.20.4 Minor Sanctions:

a. Warning: This is the least sanction envisaged in this code. The student(s) engaged in any prohibited behavior will be issued a warning letter.

b. Tendering Apology: The student(s) engaged in any prohibited behavior may be asked to tender an apology for his/her act, undertaking that he /she shall not indulge in such or any of the prohibited behavior in future.

c. Suspension of privileges: Prohibits participation of student(s) in certain events, activities, placement activity, or class/lab; restricts student(s) entry to specific campus.

d. Hostel Privileges: Change of hostels, expulsion from hostels,

e. Fine: Compensation for damage; fines up to Rs. 10,000/-

f. Community Service: Assigned a specific number of hours of service.

R.20.5 Major Sanctions:

a. Debarring from Examinations: The student(s) may be debarred from writing all/some of the examinations, which forms part of the academic programme.

b. Suspension: Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offenses.

c. Restitution: Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/ dis-figuration to property of the University or any property kept in the premises of the University in any manner. The student(s) may be asked to compensate for the loss that has been caused to any person or property of the University or any property kept in the premises of the University due to the act of vandalism perpetrated by the student(s). The student(s) will also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

d. Forfeiture: Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.

e. Expulsion: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the University and such a student will not be eligible for readmission to any of the courses of this University.

R.20.6 Functionaries under the Code

i. Hostel Welfare and Disciplinary Committee (HWDC):

Violation of general rules by a hostel resident will come under the purview of Hostel Welfare and Disciplinary Committee (HWDC). The HWDC will deal with the matter and give appropriate punishment as envisaged. For matters which have implications across hostels they shall be referred to the University Welfare and Disciplinary Committee (UWDC).

ii. School Welfare and Disciplinary Committee (SWDC):

Disciplinary issues related to general conduct of students in the class rooms, examination hall, laboratories and in around campuses shall be dealt with by the School Welfare and Disciplinary Committee (SWDC). The Director of the Schools shall have the power to impose minor sanctions as envisaged in this code. If the violations are of serious nature or indulge student(s) are from more than one School, SWDC may refer the matters to University Welfare and Disciplinary Committee (UWDC) for further action.
The matters and the respective disciplinary actions recommended by SWDC/HWDC shall be endorsed by Chairman, UWDC.

Composition of SWDC:

a. Director of the School   – Chairperson
b. Dean one of the School   – Member
c. FIC students' affairs   – Member
d. Program Head   – Member
e. Faculty members (2nos)   – Members
f. A.O of the concerned School   – Member Secretary
g. Tutor Mentors of concerned student – Invitee

All the above committees shall be appointed by the Director of the School for a period of two years. In addition, the Chairperson may invite any other persons to be associated with the proceedings of a particular case, if they deem fit, on a case to case basis.

iii. University Welfare and Disciplinary Committee (UWDC):

Violations at the University level include those issues pertaining to the Indian Penal Code (within or outside the campus), those that can affect the KIIT community at large or those that can affect the property of the University itself or involvement of students from multiple schools. For all such major acts of indiscipline, which may have serious implications on the general body of students, and which may warrant a uniform and more formalized nature of investigation, UWDC will investigate the allegations and recommend disciplinary sanctions to Pro-Vice Chancellor for approval

R.20.7 Right to Appeal

The student(s) aggrieved by the action of any authority of the University under or subordinate to the Director (SA) can appeal to the Director (SA) and any student aggrieved by the action of the Director (SA) can appeal to the Pro-Vice Chancellor. He/she should appeal within two weeks time with proper justification of the appeal. The decision of the Pro-Vice Chancellor shall be final and binding on the students.

R.20.8 Assistance from Law Enforcement Agencies

The Dean/Director shall have the power and duty to call the Police immediately with the concurrence of the Director (SA) when there is a threat of Law and Order situation in the campus/hostel and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Dean/Director shall in such a case give a detailed report to the Director (SA). The Dean/Director can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

R.21 POWER TO MODIFY

Notwithstanding all that has been stated above, the Academic Council has the right to modify any of the above regulations from time to time.

SUPPORT SERVICES

S.1 LIBRARY

School of Computer Engineering Library opens round the clock in 24x7 hours mode for the users except three National holidays. Besides the Central Library resources, the school library has a robust holding of 16046 reference and 1, 45, 713 textbooks with 21053 titles, 1, 36,268+ e-books, 28000+ e-journals, 46 e-databases, 42 PhD theses deposited to Shodhganga repository, 521 CDROMs, 11 multilingual newspapers, 17 multi-disciplined magazines. The key e-journals, databases and tools that include IEL online, Science Direct (Comp. Sc.), EBSCO, Taylor and Francis, Proquest,

Bibliographic databases like Scopus and Web of Science, Patent Database (Derwent Innovation), Summon discovery tool, endnote, Turnitin anti plagiarism software.

The Library is completely automated through LIBSYS-10 LMS Software. Users can access the Central Library Web Portal, University publications and question bank through University repository on campus or through remote access provided to each student. It has a photocopy facility. The details of the library can also be accessed at: **https://library.kiit.ac.in/**

S.2 RECREATIONAL FACILITIES

Besides academics, KIIT is proud to have a rich sporting culture to maintain a holistic development of students. We have created a world class sports infrastructure and engaged international coaches in several disciplines to nurture and hone students 'talents. The campus has excellent facilities for several sports as mentioned in **Appendix-C**. The recreational facility details can also be accessed at: **https://kiit.ac.in/campuslife/sports/**

S.3 TRAINING AND PLACEMENT:

KIIT Deemed to be University offers unrivaled training and placement facility to students. The Training & Placement Office is located in Kolab Campus. Primary activities are:

Industrial Internship: Arranging Industrial internship for students. It's broad objective is to orient the students to work in an industry environment with real-life problems.

Pre-Placement Training: Pre-Placement training, both in technical and non technical areas, is organized for students aiming for campus placement. While technical module helps students to brush up their technical knowledge, areas like Group Discussion, Personal Interviews, English, Mathematics and Reasoning are touched upon by non technical module.

Campus Selection: T&P cell completely takes care of the placement related activities of the Schools and University. The details about training and placement can also be accessed at: **https://kiit.ac.in/training-placement/**

S.4 HEALTH CARE:

Kalinga Institute of Medical Sciences (KIMS), the Medical College & 1750 Bedded Super-specialty Hospital is found within the KIIT campus next to the hostels. It's a fully computerized hospital with ERP, Wi-Fi, IP Phone and CCTV Surveillance. It has 100 Air-conditioned Cabins, 50 Air-conditioned Sharing Cabins along with wards. There are 16 state-of-the-art Operation Theatres including 2 modular Operation Theatre, 24x7 Blood Bank, and State-of-the-Art Central Laboratory accredited by NABL, 100 ICU Beds and 24x7 Emergency/Casualty. Ambulance service is also available 24x7. All the

services are available to students and staffs round the clock. The detail of health facilities is also available at: **https://kims.kiit.ac.in/**

S.5 STUDENT ACTIVITY CENTER:

KIIT Student Activity Centre (KSAC) aims to bring all students of the university under one roof with objective of establishing a common ground for extra-curricular activities as well as ensures a holistic environment for sharing of talent, culture and innovative ideas. KSAC governs 28 official Student Societies of KIIT in a varied range such as music, dance , painting, photography, film, designing, theatre, fashion, Quizzing, marketing & Finance, IT & Web, Robotics, Aeronautics etc. Students can join their society of choice and carry forward their passion, interest & hobbies. KSAC provides well equipped facilities for students such as dedicated dance floor, Jam rooms, stage with podium and Auditorium. KSAC organizes major student events like KIITFEST, the annual Techno-cultural fest; KIIT International MUN; Udghosh, the National Open Quiz; Pratijja, Asian Parliamentary Debate; TEDxKIITUniversity and so on. In addition, KSAC organizes a plethora of online & offline engagement activities, workshops, alumni-student interaction programmes and celebrates different festivals & days. The student members of KSAC are also involved in many outreach and community engagement activities throughout the year.

Moreover all major festivals are also celebrated at KIIT by KSAC. The details about student activity center is also given at: **https://ksac.kiit.ac.in/**

S.6 STUDENT COUNSELLING CELL:

Counselling is a guidance programme intended for students in different situations for different services in the areas of career and attaining overall competency. KIIT counselling cell guides the students in advancing their career and at the same time making them psychologically strong to handle the stresses of a successful career. It offers solution focused and student-centered approach. Also, the Counselling Cell guides in providing International academic exposure through semester exchange programme, internship short term courses and cultural exchange programmes.
The details about student counseling cell is also available at: **https://kiit.ac.in/student-counselling/**

S.7 COMPLIANCE CELL:

The School promotes single-window assistance to students through compliance cell. Students put forth all types of requests (grievances/ complaints/ requirements) to the cell. Some requests are directly resolved by the cell in consultation with the Director/Dean. Others are forwarded to the designated unit/department/post for serving the request. However, in the current pandemic situation, your online application needs to adhere to the following procedure to serve all your requests quickly:

- ➢ Objective of your request must be mentioned clearly.
- ➢ Every application must contain Full Name, Roll No, Branch, Semester, and Contact No.
- ➢ The application should be sent to the Email ID as mentioned in the Annexure against each nature of the requirement.
- ➢ Requirements, those are not mentioned in the Appendix - H, can be forwarded only through your Tutor Mentor to Dean / Director.

The point of contacts for different requirement redressal is given in *Appendix – G*.

S.8 ICT CELL

The School ICT cell is managed by ICT Manager with few staff members deputed from the University ICT cell. Responsibilities of Manager include:

- ➢ Maintain inventory of supplies, places orders and records of maintenance activities for the software, hardware, computer network, server and other electronic gadgets.
- ➢ Monitor files and programs that are downloaded on to the computers to make sure spyware, malware and other dangerous programs are not downloaded.
- ➢ Provide ICT installation and support in the classroom, building, faculty chamber, office space and organizing events/ activities.
- ➢ File all reports of software, the hardware of the computer, and related equipment required by the Director/Head ICT.
- ➢ Diagnose hardware/software problems and fixes them or contacts the appropriate engineer to correct the problem.
- ➢ Conduct regular maintenance on the computers and perform regular software backups.
- ➢ Ensure that University equipment/facilities under the School's control are properly maintained and serviced as required.

The detail of central ICT can also be accessed at:
https://kiit.ac.in/campuslife/ict/

Appendix- A

School Contact Persons

Position	Persons & Mail ID	Contact No
Director General	Dr. Biswajit Sahoo director.csit@kiit.ac.in	9437229507
Dean, Research	Dr. Hrudaya Kumar Tripathy dean_research.cse@kiit.ac.in	9437432185
Dean, Academics (CS)	Dr. Bhabani Sankar Prasad Mishra dean.cs@kiit.ac.in	9438037401
Dean, Academics (IT)	Dr. Arup Abhinna Acharya dean.it@kiit.ac.in	9861058079
Dean, Academics (CC & CSM)	Dr. Amulya Ratna Swain dean.ccm@kiit.ac.in	9439627127
Associate Dean	Dr. Ajay Kumar Jena ajay.jenafcs@kiit.ac.in	9437232068
Dy. Controller of Examination	Dr. Anuja Kumar Acharya dycoe.csit@kiit.ac.in	9438520431
Asst. CoE-1	Dr. Manas Ranjan Lenka acoe.cese@kiit.ac.in	9861077824
Asst. CoE-2	Mr. Sujoy Datta acoe.csit@kiit.ac.in	8093713885
Asst. CoE-3	Dr. Subhasis Dash fic.examcell.cse@kiit.ac.in	9437800206
Asst. CoE-4	Mr. Lalit Kumar Vashishtha fic.examcell.cse@kiit.ac.in	9668224395
Associate Dean (T&P)	Dr. Kumar Devadutta tnp.scs@kiit.ac.in	9437072128
Sr. Administrative Officer	Mr. Kshirod Kumar Nayak kshirod.nayak@kiit.ac.in	8223004014
Faculty-In-Charges		
Alumni Relation	Dr. Satarupa Mohanty satarupafcs@kiit.ac.in	9124941515
	Dr. Namita Panda npandafcs@kiit.ac.in	9437444205
	Ms. Shilpa Das shilpa.dasfcs@kiit.ac.in	7008810670
Laboratory Governance	Dr. Himansu Das himanshufcs@kiit.ac.in	9861335143
	Mrs. Suchismita Das suchismita.dasfcs@kiit.ac.in	8763977944
Library Enrichment	Ms. Aradhana Behura aradhana.behurafcs@kiit.ac.in	7787821733

Quality Assurance	Dr. Mohit Ranjan Panda qacell.cse@kiit.ac.in	9777999330
	Dr. Adyasha Dash qacell.cse@kiit.ac.in	7077694248
	Dr. Pratyusa Mukherjee qacell.cse@kiit.ac.in	9861937376
Website & Social Media Management	Ms. Santwana Sagnika webmaster.sce@kiit.ac.in	8093945565
	Dr. Rabi Shaw webmaster.sce@kiit.ac.in	9007960872
Student Affairs	Dr. Manjusha Pandey ficstudentactivity.cse@kiit.ac.in	8763999448
	Dr. Leena Das ficstudentactivity.cse@kiit.ac.in	7750827038
	Ms. Roshni Pradhan ficstudentactivity.cse@kiit.ac.in	9439659354
	Mr. Sankalp Nayak ficstudentactivity.cse@kiit.ac.in	9853261679
	Mr. Ajit Kumar Pasayat ficstudentactivity.cse@kiit.ac.in	9040570908
	Ms. Mandakini Priyadarshani Behera ficstudentactivity.cse@kiit.ac.in	8917364496
Student Affairs (NCC & NSS)	Mr. R. N. Ramakanta Parida nss.sce@kiit.ac.in	7978036775
	Dr. Minakhi Rout nss.sce@kiit.ac.in	9861108580
	Mrs. Subhashree Darshana nss.sce@kiit.ac.in	7008097297
International Student Affairs (Academics)	Dr. Rajat Kumar Behera rajatkumar.beherafcs@kiit.ac.in	9886072882
	Dr. Jayanta Mondal jayanta.mondalfcs@kiit.ac.in	7908003806
	Dr. Mainak Bandyopadhyay mainak.bandyopadhyayfcs@kiit.ac.in	8009387402
Time Table Governance	Dr. Ajay Kumar Jena ajay.jenafcs@kiit.ac.in	9437232068
	Dr. Abhaya Kumar Sahoo abhaya.sahoofcs@kiit.ac.in	9861443456
	Dr. Dayal Kumar Behera dayal.beherafcs@kiit.ac.in	9853334495

Guest Lecture Engagement	Dr. Arghya Kundu arghya.kundufcs@kiit.ac.in	8792739730
	Dr. Pradeep Kumar Mallick pradeep.mallickfcs@kiit.ac.in	8895885152
Industry & Institute Collaboration	Dr. Vikas Hassija vikas.hassijafcs@kiit.ac.in	8700580723
	Dr. Satyananda Champati Rai satya.raifcs@kiit.ac.in	9078513157
Project Co-ordinator (UG)	Dr. Jagannath Singh jagannath.singhfcs@kiit.ac.in	9861085883
	Dr. Sushruta Mishra sushruta.mishrafcs@kiit.ac.in	7751995740
	Dr. Saikat Chakraborty saikat.chakrabortyfcs@kiit.ac.in	9937684296

Appendix-B

University Contact Persons
Academic & Curricular Activities

Position	Name & Mail ID	Contact No
Vice Chancellor	Dr. Saranjit Singh vicechancellor@kiit.ac.in	9439362572
Registrar	Dr. Jynana Ranjan Mohanty registrar@kiit.ac.in	7978819705
Controller of Examinations	Dr. Santosh Kumar Pani coe@kiit.ac.in	9861008635
Director Student Affairs	Dr. Samaresh Mishra director.sa@kiit.ac.in	9437189722
Director Admission	Mr. Prasant K. Mohapatra pkm.admission@kiit.ac.in	9437020238
Director Finance	Mr. Sudhir Satapathy sudhir.satapathy@kiit.ac.in	9831049367
Director General Sports & Yoga	Dr. Gaganendu Dash dg.kssys@kiit.ac.in	9437020244
Director Hostel	Mr. Sudhir Kumar Rath srath@kiit.ac.in	9937220251
Director Library	Dr. Bijayalaxmi Routray bijaylaxmi@kiit.ac.in	9937401113
Chief Proctor	Mr. Pradeep K. Patnaik pattnaik.pradeep232@gmail.com	9437052844
Dy. Director Student Services	Dr. Shyam Sundar Behura shyam.behura@kids.ac.in	9178358687
Dean, International Students Relations	Dr. Anita Pati dean.isr@kiit.ac.in	9439258659
NSS Programme Coordinator	Dr. Kajal Parashar kparasharfch@kiit.ac.in	9438730874
NCC Officer	Dr. Tribikram Mohanty tmohantyfce@kiit.ac.in	9437230562
Jt. Registrar (Administration)	Mr. Pratap K. Chamupaty pkc@kiit.ac.in	9437064771
Deputy Director, Girls' Hostel & Student Affairs	Mrs. Jayanti Nath jayanti.nath@kiit.ac.in	8895585533
General Manager-Systems, ICT	Mr. Kalpataru Nayak kalpataru@kiit.ac.in	9861292981

Appendix-C

Recreational Facilities
(Sports Complexes Locations)

Campus 3
(Exclusively for Girl Students)
• Indoor Hall (Multi-purpose)
• 3 Badminton Courts
• Multi Gym
• Billiards and Snookers
• Table Tennis
• Swimming Pool (Indoor)
• Chess
• Carom
• Yoga Hall
Campus 5
• Multi Gym
• Swimming Pool (Indoor)
• Cricket Ground
• Football Ground
Campus 6
• Swimming Pool (Outdoor)
• Multi Gym
Campus 7
• Billiards and Snooker Hall
• Table Tennis Hall
• Multi Gym
• Swimming Pool (Outdoor)
• Yoga Hall
• Basketball Court
Campus 8
• 3 Lawn Tennis Courts (Synthetic & Floodlights)
• 4 Volleyball Courts (Synthetic & Floodlights)
Campus 11
• 2 Basketball Court (Synthetic)
• 2 Lawn Tennis Court
• Indoor Hall (Multi-purpose)
• 2 Badminton Court
• Multi Gym
• Swimming Pool (Outdoor)
• Squash Hall
• Table Tennis Hall
• Billiards and Snookers Hall

Campus 12
• 1 Basketball Court (Synthetic)
• 1 Lawn Tennis Court (Synthetic)
• Indoor Hall (Multi-purpose)
• 3 Badminton Courts
• Multi Gym
• Swimming Pool (Outdoor)
• Table Tennis Hall
• Billiards and Snookers Hall
• Yoga Center
Campus 13
• KIIT Cricket Stadium (International Standard with Turf Wickets, Flood Lights with 20000 seating capacity & 7 Practice outdoor nets)
• Hockey Stadium (Astroturf & Flood Lights with 5000 seating capacity)
• Football Stadium/ Rugby Stadium (Grass with 3000 seating capacity)
• Baseball Ground
• Track & Field
• Biju Patnaik Indoor Stadium (Multi Purpose with Handball, Volleyball, Basketball, Badminton, Kabaddi, Kho Kho, Shooting, Cricket Nets, Weightlifting, Power Lifting, Judo, Fencing & Wrestling facilities)
Campus 15
• 2 Basketball Court (Synthetic)
• Indoor Hall (Multi-purpose)
• Multi Gym
• Swimming Pool (Outdoor)
• Table Tennis Hall
• Billiards and Snookers Hall
• Kabaddi Ground
• 2 Boxing Rings (International Standard)

Appendix-D

ACADEMIC CALENDAR
B.Tech. 3rd Semester (Autumn-2024)
DETAILED ACADEMIC CALENDAR WITH DEADLINE/DATE

ACTIVITY	EXECUTION	MONITORING	DATE
Reporting /Registration/ Academic Induction/ Sharing of Academic Vision	Tutor Mentor	Dean	22/07/2024
Commencement of Classes	Faculty	Dean	23/07/2024
Distribution of course plan by course faculty	Course Teacher	Course Teacher	23/07/2024
Pre-Mid semester Session	Faculty	Dean	23/07/2024–14/09/2024
Informing 50% of the continuous evaluation mark to students	Faculty	Dean	17/09/2024
Mid Semester Examination	Asst. CoE – 3 &4	Superintendent	17/09/2024–21/09/2024
Post Mid Semester Session	Faculty	Dean	23/09/2024–16/11/2024
Informing the final continuous evaluation mark to students	Faculty	Dean	17/11/2024
Conduct of Sessional/ Practical Examination	Faculty	Dean	07/11/2024–21/11/2024
End Semester Examination	Asst. CoE – 3 &4	Superintendent	22/11/2024–30/11/2024

B.Tech. 5th Semester (Autumn-2024)

REVISED DETAILED ACADEMIC CALENDAR WITH DEADLINE/DATE

ACTIVITY	EXECUTION	MONITORING	DATE
Reporting /Registration/ Academic Induction/ Sharing of Academic Vision	Tutor Mentor	Dean	11/07/2024 –12/07/2024
Commencement of Classes	Faculty	Dean	15/07/2024
Distribution of course plan by course faculty	Course Teacher	Course Teacher	15/07/2024
Pre-Mid semester Session	Faculty	Dean	15/07/2024 –14/09/2024
Informing 50% of the continuous evaluation mark to students	Faculty	Dean	17/09/2024
Mid Semester Examination	Asst. CoE – 3 & 4	Superintendent	17/09/2024 –21/09/2024
Post Mid Semester Session	Faculty	Dean	23/09/2024 –07/11/2024
Informing the final continuous evaluation mark to students	Faculty	Dean	08/11/2024
Conduct of Sessional/ Practical Examination/ Project Evaluation	Faculty	Dean	01/11/2024–14/11/2024
End Semester Examination	Asst. CoE – 3 & 4	Superintendent	16/11/2024 –26/11/2024

B.Tech. 7th Semester (Autumn-2024)

REVISED DETAILED ACADEMIC CALENDAR WITH DEADLINE/DATE

ACTIVITY	EXECUTION	MONITORING	DATE
Reporting /Registration/ Academic Induction/ Sharing of Academic Vision	Tutor Mentor	Dean	09/07/2024 – 10/07/2024
Commencement of Classes	Faculty	Dean	11/07/2024
Distribution of course plan by course faculty	Course Teacher	Course Teacher	11/07/2024
Pre-Mid semester Session	Faculty	Dean	11/07/2024 – 14/09/2024
Informing 50% of the continuous evaluation mark to students	Faculty	Dean	09/09/2024
Mid Semester Examination	Asst. CoE – 3 &4	Superintendent	09/09/2024 – 14/09/2024
Post Mid Semester Session	Faculty	Dean	17/09/2024 – 02/11/2024
Informing the final continuous evaluation mark to students	Faculty	Dean	02/11/2024
Conduct of Sessional/ Practical Examination/ Project Evaluation	Faculty	Dean	28/10/2024– 08/11/2024
End Semester Examination	Asst. CoE – 3 &4	Superintendent	11/11/2024 – 22/11/2024

Appendix-E

Fee structure for Certificates & Reports Issuance

The students can obtain their certificates/reports on payment of the following charges:

Sl No.	Certificates/ Reports	Amount (Rs)		Issuing Authority
		First copy	**Dupl. copy**	
1	Semester Grade Report	Nil	150	Dean
2	Final Grade Report	Nil	500	Dean
3	Provisional Certificate	Nil	Nil	Dean
4	Migration Certificate	200	300	Registrar
5	Final Degree Certificate	Nil	1000	Dean
6	Transcript Certificate	500	500	Registrar
7	Transfer/College Leaving Certificate	Nil	200	Dean
8	Rank Certificate	500	500	Dean
9	Attempt Certificate	500	500	Dean
10	Registration Certificate	Nil	150	Dean

Students need to apply for certificates/reports to the issuing authority through Compliance cell (Mail Id: **compliance.cse@kiit.ac.in**) with their proof of identity and address. The University will send the certificates/reports by post to the student by charging an additional payment of the **Rs 300/-** (inside India) and **$ 60** (outside India) as postal fee. However, the University does not take any liability for any misplacement or damage of the parcel by the post.

Transcript certificates are issued by submitting photo copy of FGR/SGR of any semester and addresses of the Institutes requiring the Transcripts.

In case of issue of duplicate certificates/reports, student has to submit an application to the issuing authority with the following documents:

1. Photo copy of the lost certificate, if available.
2. Copy of the FIR/Affidavit, if lost.
3. Certificate to be returned, if damaged.
4. Student Photo to be uploaded (Online)
5. Money Receipt

University Ranking and Achievements

- Ranked in the cohort of **301-400** by subject **"Computer Science"**, 401-500 under Engineering and 601-800 under University in "The Times Higher Education Ranking 2023"
- Ranked 20th in NIRF among Indian Universities in 2022
- Awarded grade **"A++"** by the highest grade by National Assessment and Accreditation Council **(NAAC)** in 2022
- Ranked in the cohort of 201-300 in the World by The Times Higher Education Impact Rankings 2021
- Became India's first QS 5 Stars Rated University – 2021
- KIIT Wins '**THE Awards Asia**' 2020
- Ranked No 1 among the Private Higher Education Indian Universities in the Atal Ranking of Institutions on Innovation Achievements (ARIIA), an initiative of (MHRD), Govt. of India.

- First Indian university to get Internationalization Strategies Advisory Service (ISAS) Badge.

- Institution Of Eminence **(IoE)** Tag From **UGC**
- KIIT holds ranking in the Times Higher Education (THE) 2019 on four sustainable development parameters. In terms of these parameters, KIIT has got 101-200 position with respect to Reduced Inequalities; 201+ in Peace, Justice and Strong Institutions and 301+ in Quality Education. Overall 301+ position globally.

- Conferred Category 'A' status by Ministry of Human Resources Development, Government of India in 2014
- 'Tier 1' Accreditation for Undergraduate Engineering programmes by National Board of Accreditation, which is a permanent signatory member of Washington Accord
- Education Excellence Award for Best Private University by Brands Academy
- Best University award by Europe Business Assembly
- Best University of the year Award by ASSOCHAM

- Best Regional University Award by The Socrates Committee, UK

Appendix -**G**

Point of Contact for Requirement Redressal

Sl. No.	Nature of Requirement	Authorized Department (Email ID)
1.	**Bonafide Certificate for**: i. Education Loan ii. Scholarship iii. Course-continuing iv. Passport v . Application for higher studies	School Compliance Cell (compliance.cse@kiit.ac.in)
2.	Railway Concession Pass	
3.	Issue of Grade Reports/ Provisional Degree Certificate/ Degree Certificate/ College Leaving Certificate/ Conduct Certificate	
4.	Extension for Academic/ Hostel Fees Payment	
5.	Open Electives or Department Electives related Queries	
6.	Rank Certificate No Backlog Certificate	
7.	Head Signature on Application Form (GATE, CAT etc.)	
8.	Issue of Registration card	Mrs. Tunalata Nayak (tunalatanayak.1469@kiit.ac.in) Mob: (8144967820)
9.	Discrepancy in marks, grades, answer sheets for B.Tech 2022 & 2021 admitted batch students, M.Tech. and Ph.D. students	Assistant CoE (acoe.cese@kiit.ac.in)
10.	Discrepancy in marks, grades, answer sheets for B.Tech 2023 & 2024 admitted batch students	Assistant CoE (acoe.csit@kiit.ac.in)
11.	Correction of Name, DOB & Change of Address Issues related to Scholarship	Admission (swapna.mohanty@kiit.ac.in)
12.	Laptop related issues (delivery/technical faults)	ICT Cell (laptop.service@kiit.ac.in) (helpdesk@kiit.ac.in)

Point of Contact for Requirement Redressal (Cont.)

Sl. No.	Nature of Requirement	Authorized Department (Email ID)
13.	Issue related to inclusion in the school email group id	(helpdesk@kiit.ac.in)
14.	Library books & Library access	School Library (beda_sahoo@kiit.ac.in) (bijaylaxmi@kiit.ac.in)
15.	Fee Discrepancy & SAP reflection	Accounts Section (manoj.meher@kiit.ac.in) (admission.accounts@kiit.ac.in)
16.	Hostel Matters	Hostel (hostel@kiit.ac.in)
17.	Bonafide certificate, No Objection Certificate & queries related to Training, Placement and Internship	School T&P Cell (tnp.scs@kiit.ac.in)
18.	Recreational Facility Access	(sports.kiit@gmail.com)
19.	Student Activity	KSAC (shyam.behura@kids.ac.in)
20.	Unable to download the semester grade sheet	slcm.kiit@kiit.ac.in
21.	University Guest House Booking	kiitguesthouse@kiit.ac.in