K.K. UNIVERSITY, NALANDA

Welcome Home

STUDENT HANDBOOK

2024

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About the University

K.K. University (KKU), Nalanda, under the aegis of Samajik Kalyan Sanstha, is a state private university located in the historic district of Nalanda Bihar, India. Established under the Bihar Private Universities Act, 2013; included in the list of universities established under section 2 (f) of the UGC Act, 1956 and is accredited with prominent professional bodies like AICTE, PCI, BCI and NCTE. The university offers a diverse range of undergraduate, postgraduate, and doctoral programs across multiple disciplines like Engineering (Including Polytechnic), Management, Pharmacy, Agriculture, Arts, Science, Law, Education, and Library Science. The university campus is surrounded by the rich cultural and educational heritage of Bihar, inspiring students to excel in their academic and professional journeys.

KKU aligned with the National Education Policy (NEP) 2020. Here are some ways KKU has implanted NEP 2020 principles:

a. **Multidisciplinary and Holistic Education**
   - Flexible Course Structures: Offering multidisciplinary programs where students combine science, arts, and other streams.
   - Skill-based Learning: Emphasis on practical skills, research, and problem-solving.

b. **Choice-Based Credit System (CBCS)**

c. **Exit Options and Credit Transfer**
   - Multiple entry and exit points in degree programs allow students to earn certificates, diplomas, or degrees based on their study duration.
   - Credit transfer mechanisms through initiatives like the Academic Bank of Credits (ABC).

d. **Skill Enhancement and Internships**
   - Collaboration with industries for skill development programs and internships.

e. **Focus on Inclusive Education**
   - Providing scholarships and financial aid to students from economically weaker sections.

Join K.K. University, Nalanda, and embark on a transformative educational journey!

University Vision, Mission and Values

- **Vision**

  To be recognised and known for its contribution towards an inclusive, sustainable and outcome-based education enabling rural upliftment and societal benefit at large. We strive towards developing varied knowledge through inculcating discipline, ethics and moral values among fraternity influencing learner behaviour through industry – academia partnership and technology. We seek to ensure equitable quality education producing new knowledge towards generating employability.

- **Mission**
  a. To equip students to be familiar with technology enabling competent professional and socially responsible.
  b. To envision in creating centers of excellence through transformative knowledge and research.
  c. To educate and nurture youth of tomorrow capable and responsible of virtuous leadership.
  d. To stimulate thinkers and doers in a pathway to become entrepreneurs.

- **Values**

  Our core values can be summed up in what we do in accordance with the Vision and Mission of our institution and the how it shapes the ethical, educational and the future foresight of our students.

  In accordance with the vision of a vibrant nation able and capable to full fill their personal aspirations in line of our national aspirations and the ethos of both regional, national and global aspirations in the present day and shaping the future for the coming generations. Our students and staff are our focal point in everything which we do in the fields of academia, personal growth with imbibed values and an appreciation with participation inour community led programmes.

  Our Core Values sets the milestones which we intend to achieve in the following spheres of our student's journey:

  - We strive to achieve academic excellence in every field and aspects of our student's academic journey, through practicum teaching, learning pedagogical innovation, partnerships in research and awards to celebrate student's success.
  - Equip our students with recent researchers and trends in their areas of subject expertise to enable them to compete in the ever changing and rapid growth in their subject areas to meet the current and future challenges.
  - Ethical approach with moral values and to enable our students to be resilient in theface of adversity.
  - Cultivate the values of Equality, Diversity and Inclusion in everyday life, irrespectiveof caste, colour, gender or ability in a fast pace changing environment.
  - Instilling the values of community service and University social responsibility.
  - Appreciating and working towards environmental sustainability to make an environmentally friendly atmosphere and preserve the legacy for future generations.

Welcome note from Founder & Chancellor

In the current era of knowledge-based economy, technical education is the key to the socio-economic development of the country. I feel very much elated while admission to the newly established K. K. University (KKU) is going on in 2020-21 session. I am pleased to acknowledge that our dream to spread of quality education in Bihar is coming true through the establishment of K. K. University. This University with its presence in rural surroundings focuses on having unique approach towards developing a knowledge campus. Our aim is to set up an institution with par excellence competitive to the best in the world. Today, I am proud to say that we have been greatly successful in our endeavor.

The prime objective of the University is to deliver quality of service you need for becoming a successful professional with a competitive edge. The picturesque campus with its aesthetic buildings, human resource, laboratories, workshop, library, playground, amphitheatre, sports and games complex, highly qualified faculty members etc, has laid a sound foundation for acquiring quality higher and technical education here. We are passionate about grooming you as competent professionals, good human beings with ethical values and respect for Indian traditions (sanskar). While ensuring holistic education so as to make you better human beings, we instill the sense of responsibility as expected of aroused citizens. It is assured that you will be proud of yourself as a confident and successful professional after the completion of course at KKU.

At the end, I must say that our students remain our best ambassadors, who, after passing out, will be equipped in every aspect to successfully meet the challenges and expectations of the Industry.

I welcome all the new entrants, and wish them all the best.

Er. Ravi Chaudhary

Visitor

Dear Students,
We are delighted to welcome you to K. K. University, where your energy and excitement enrich our vibrant campus life. Whether you are beginning or continuing your educational journey with us, we look forward to learning, exploring, and growing together.

At K. K. University, you our students are our highest priority, and we are dedicated to both your academic and personal growth. As you experience our campus and all it has to offer, we hope you will feel the strong sense of community that is at our core. We are not only passionate about education, but care deeply about our neighbours, our environment, and each other. This attitude of sensitivity and support informs our approach to daily campus life.

We work collaboratively to foster a campus culture that is compassionate, inclusive, supportive, and safe. This is a place where we celebrate our differences, and learn from the variety of perspectives represented in our vibrant community. By honouring and respecting each other, we create a living and learning environment where we can all pursue our dreams and reach our highest potential.

This is a place of high ambition and broad impact. You will find academic excellence and diversity are central to K. K. University mission and vision.
We look forward to seeing your smiling faces during our daily walks on our beautiful campus!

Sincerely,

Tanuja Chaudhary

Pro Chancellor

We, at K. K. University, are committed motivate students to learn and practice knowledge and skills, necessary to face challenges in life and contribute to global economy."

The thrust is given to establish a world class center of learning in the field of engineering and applied sciences. Through quality education, each student is expected to empower technical and professional competence to succeed in competitive environment and achieve a successful career. The various schools seek to develop in its students the technical acumen and expertise, managerial skills and professional versatility required in industrial domains now. We expect to offer the best academic ambience and placement assistance.

We instill a vision to go beyond the conventional practice through sustenance, innovation, research and application. A meticulously planned effort to embark upon real life projects, the synergic venture of academia and industry for enabling students to take the leadership is what we have been relentlessly working upon. We welcome the new entrants of 2020-21 to be a part of this exploratory journey through which the lessons of life and the nuances of technology would be seamlessly integrated among the students.

Er. Richee Ravi

Vice-Chancellor

I take immense pleasure to present K.K. University, Nalanda established in a picturesque campus Berauti, Nepura, Bihar with a motto to provide quality education to the young aspiring minds of local through which striving to make its presence national/global.

The ever-expanding University campus houses ten schools including Science & Technology along with Pharma, Management, Education, Humanities, Agriculture, and Law. The University is also planning to establish full fledged Medical School with well-equipped hospital to cater needs of the society in general and people of Bihar in particular.

The highly qualified and motivated faculties strive hard to develop student centred learning modules which in turn make the students job ready upon graduation.
The student friendly atmosphere, motivated faculty, dedicated supporting staff, able administration offers hassle free campus of K.K. University for students to take admission to become refined, motivated and skilled individuals with ethical values.

As an academic administrator, I envisage to mobilize intra, inter and foreign collaborative research facilities to make the University nationally/globally visible in research and innovations. The campus placements will be given prime priority which will be made viable through functional alumni associations in every school.

The work towards building robust administrative system so that the University will become self-sustainable and visible in the gamut of national/world education institutions. This will help in getting the University NAAC and NBA accreditations.

Prof. (Dr.) Badiadka Narayana

Pro Vice-Chancellor

It is indeed a great pleasure for me to be part of this prestigious educational institution located in the historic city of Nalanda, Bihar. The university with its experienced and dedicated fraternity is committed to provide quality education to its students and preparing them with the challenge of the modern era. With a focus on inclusive and outcome-based education, the students are trained to equip students coming from across the state of Bihar joining the university in Undergraduate, Post- graduate and Diploma Programs.

I am happy to share that the university has interesting areas available for the students ranging from engineering, computer science, agriculture, pharmacy, law, education, science, arts and culture, library science, commerce and management aligning with NEP 2020 Principles. The aim is to empower and upliftment of rural sector of the country through an experiential teaching and learning pedagogy. Students can choose subjects keeping in mind to their interest and opportunities in the industry and being employable.

We constantly strive to attract the best students through peer learning, mentorship, career counseling and guidance. Merit based scholarships to create an environment that is conducive with an impact towards outcome-based education. I wish and ensure on behalf of the University family that we will guide you in pursuit to excellence and make the family proud on your attainments.

Prof. (Dr) Rumki Bandyopadhyay

Vice Chancellor and Pro Vice Chancellor contact information

Vice Chancellor		Pro Vice Chancellor and Registrar	
Name:	Prof. (Dr.) Badiadka Narayana	**Name:**	Prof. (Dr.) Rumki Bandyopadhyay
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Dean/Principal/HoD contact information

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	Mr. Saurav Kumar		Assistant Professor	8709545790	sac.sk@kkuniversity.ac.in
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Administrative Officials contact information

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1	Mr. Raj Kumar Chakraborty	Accounts	Finance Officer	8789609848	cfo@kkuniversity.ac.in
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5	Mr. Surendra Sharma	Administration	Estate Manager	8210140857	sm.surendra@kkuniversity.ac.in
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Hostel Warden contact information

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Name: Mr. Sushil Kumar Singh
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Contact No.: 7079275064

Name: Mr. Brajesh Kumar
Designation: Hostel Warden
Email ID.: warden.ganga@kkuniversity.ac.in
Contact No.: 9199364695

Girls' Hostel

Name: Ms. Rajshree Keshri
Designation: Hostel Warden
Email ID.: warden.kamla@kkuniversity.ac.in
Contact No.: 8969458047

Programmes and Eligibility

Sl.	School Name	Programme	Duration	Category	Eligibility
1	School of Engineering & Technology (SOET)	Diploma in Engineering (Mechanical Engineering / Civil Enginnering / Electrical Engineering / Electronics Engineering/ Automobile Engineering)	3 Yrs	Diploma	Passed 10th Standard / SSC Examination
2	School of Engineering & Technology (SOET)	Diploma in Mechanical Engineering (Lateral Entry to Second year)	2 Yrs	Diploma	Passed 10+2 with Physics, Chemistry and Mathematics or 10th + Two (2) year ITI shall be eligible for admission to Second Year Diploma Course(s) in Any branch of Engineering and Technology.
3	School of Engineering & Technology (SOET)	Diploma in Civil Engineering (Lateral Entry to Second year)	2 Yrs	Diploma	Passed 10+2 with Physics, Chemistry and Mathematics or 10th + Two (2) year ITI shall be eligible for admission to Second Year Diploma Course(s) in Any branch of Engineering and Technology.
4	School of Engineering & Technology (SOET)	Diploma in Electrical Engineering (Lateral Entry to Second year)	2 Yrs	Diploma	Passed 10+2 with Physics, Mathematics and Chemistry/ Computer Science/Electronics/Information Technology/ Biology/Informatics Practices/ Biotechnology/Technical Vocational subject/ Agriculture/Engineering Graphics/ Business Studies/Entrepreneurship or 10th + Two (2) year ITI shall be eligible for admission to Second Year Diploma Course(s) in Any branch of Engineering and Technology.
5	School of Engineering & Technology (SOET)	Diploma in Electronics Engineering (Lateral Entry to Second year)	2 Yrs	Diploma	Passed 10+2 with Physics, Mathematics and Chemistry/ Computer Science/Electronics/Information Technology/ Biology/Informatics Practices/ Biotechnology/Technical Vocational subject/ Agriculture/Engineering

				Graphics/ Business Studies/Entrepreneurship or 10th + Two (2) year ITI shall be eligible for admission to Second Year Diploma Course(s) in Any branch of Engineering and Technology.
6	School of Engineering & Technology (SOET)	Diploma in Automobile Engineering (Lateral Entry to Second year)	2 Yrs	Diploma	Passed 10+2 with Physics, Chemistry and Mathematics or 10th + Two (2) year ITI shall be eligible for admission to Second Year Diploma Course(s) in Any branch of Engineering and Technology.
7	School of Engineering & Technology (SOET)	B.Tech in Mechanical Engineering	4 Yrs	UG	Passed 10+2 with Physics, Chemistry and Mathematics. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.
8	School of Engineering & Technology (SOET)	B.Tech in Civil Engineering	4 Yrs	UG	Passed 10+2 with Physics, Chemistry and Mathematics. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.
9	School of Engineering & Technology (SOET)	B.Tech in Computer Science & Engineering	4 Yrs	UG	Passed 10+2 with Physics, Mathematics and Chemistry/ Computer Science/Electronics/Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/Business Studies / Entrepreneurship Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.
10	School of Engineering & Technology (SOET)	B.Tech in Electrical Engineering	4 Yrs	UG	Passed 10+2 with Physics, Mathematics and Chemistry/ Computer Science/Electronics/Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/Business Studies / Entrepreneurship

					Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.
11	School of Engineering & Technology (SOET)	B.Tech in Electronics and Communication Engineering	4 Yrs	UG	Passed 10+2 with Physics, Mathematics and Chemistry/ Computer Science/Electronics/Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/Business Studies / Entrepreneurship Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.
12	School of Engineering & Technology (SOET)	B.Tech (Lateral Entry to Second year)	3 Yrs	UG	Passed Minimum 3-years / 2-Years (Lateral Entry) Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category). OR Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% marks in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject.
13	School of Engineering & Technology (SOET)	M.Tech (Manufacturing System Engineering / Transportation Engineering / Structural Engineering / Computer Science and Engineering / Control and Instrumentation / Power System)	2 Yrs.	PG	Passed B.Tech/B.E or Equivalent Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
14	School of Engineering & Technology (SOET)	BCA	3 Yrs	UG	Passed 10+2 or Equivalent.
15	School of Engineering & Technology (SOET)	MCA	2 Yrs	PG	Passed any graduation degree (e.g.: B.E. / B.Tech./B.Sc / B.Com. / B.A./ B. Voc./ BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level. Obtained at least 50% marks (45% marks in case of candidates

					belonging to reserved category) in the qualifying examination.
16	School of Commerce & Management (SOCM)	B.Com	3 Yrs	UG	Passed 10+2 (PCM) / (Commerce)
17	School of Commerce & Management (SOCM)	M.Com	2 Yrs	PG	Passed B.Com with at least 45% marks.
18	School of Commerce & Management (SOCM)	BBA	3 Yrs	UG	Passed 10+2 or Equivalent.
19	School of Commerce & Management (SOCM)	MBA	2 Yrs	PG	Passed Bachelor Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
20	School of Library & Information Sciences (SLIS)	B.Lib.I.Sc	1 Yr	UG	Any Graduation from a recognized University.
21	School of Library & Information Sciences (SLIS)	M.Lib.I.Sc	1 Yr	PG	Passed B.Lib / B.Lib.I.Sc
22	School of Applied Sciences (SOAS)	B.Sc (Physics / Chemistry / Mathematics / Zoology / Botany)	3 Yrs	UG	Passed 10+2 with 45% Marks in Hons. Subject.
23	School of Applied Sciences (SOAS)	M.Sc (Physics / Chemistry / Mathematics / Zoology / Botany)	2 Yrs	PG	Passed B.Sc in the relevant discipline with 45% marks
24	School of Arts & Culture (SOAC)	B.A (English / Geography / History /Political Science/Economics/ English)	3 Yrs	UG	Passed 10+2 with 45% Marks in Hons. Subject or 10+2 (Science / Commerce) Passed with 50% marks.
25	School of Arts & Culture (SOAC)	M.A (English / Geography / History /Political Science/Economics/ English)	2 Yrs	PG	Passed B.A in the relevant discipline with 45% marks
26	School of Law & Legal Science (SOLS)	LL.B	3 Yrs	UG	Passed Bachelor Degree of minimum 3 years duration from a recognized University. Obtained at least 45% marks (40% marks in case of SC and ST candidates and 42% in case of OBC candidates) in the qualifying examination.
27	School of Law & Legal Science (SOLS)	B.Com LL.B	5 Yrs	UG	Passed 10+2 with at least 45% marks (40% marks in case of SC and ST candidates and 42% in case of OBC candidates).
28	School of Law & Legal Science (SOLS)	LL.M	2 Yrs	PG	Passed LL.B with 50% marks

29	School of Agricultural Sciences (SOAS)	B.Sc (Agriculture)	3 Yrs	UG	Passed 10+2 with Physics, Chemistry and Mathematics/Biology with at least 50% marks
30	School of Pharmacy & Paramedical Sciences (SOPPS)	B.Pharm	4 Yrs	UG	Passed 10+2 with English as one of the subjects and Physics, Chemistry, Mathematics (P.C.M) and or Biology (P.C.B /P.C.M.B.) as optional subjects individually.
31	School of Pharmacy & Paramedical Sciences (SOPPS)	B.Pharm (Lateral Entry to Second year)	3 Yrs	UG	A pass in D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.
32	School of Pharmacy & Paramedical Sciences (SOPPS)	D.Pharm	2 Yrs	Diploma	Passed 10+2 with Physics, Chemistry and Mathematics/Biology
33	School of Education Training & Research (SOETR)	B.Ed	2 Yrs	UG	Passed with at least 50% marks either in Bachelors and/or in the Masters Degree in Sciences/Social Sciences/Humanity. Or Passed with at least 55% marks in Bachelor's in Engineering or Technology with specialization in Science and Mathmetics The reservation and relaxation for SC/ST/OBC/PWD and other categories shall be as per the rules of the State Government
34	School of Education Training & Research (SOETR)	D.El.Ed	2 Yrs	Diploma	Passed 10+2 with at least 50% marks. The reservation and relaxation for SC/ST/OBC/PWD and other categories shall be as per the rules of the State Government

Anti-Ragging Measures

Purpose

K.K University, Nalanda is committed to providing a safe and welcoming environment for all its students. These Anti-Ragging Measures are established to prevent any form of ragging within the university campus and to protect students from harassment, intimidation, and abuse.

Definitions

Ragging: Any act that causes, or is likely to cause, physical or psychological harm or fear or apprehension to any student, including but not limited to:

- Teasing, abusing, or playing practical jokes.
- Forcing a student to perform an act that causes shame or embarrassment.
- Any form of physical, mental, or sexual abuse.

Scope

These measures apply to all students, faculty, and staff of K.K University and covers all forms of ragging that occur within the university campus, hostels, and any off-campus activities organized by the university.

Prohibition of Ragging

1. **Zero Tolerance:** K.K University has a zero-tolerance policy towards ragging. Any student found guilty of ragging will face strict disciplinary action.
2. **Prohibited Activities:** All forms of ragging, whether physical, verbal, or psychological, are strictly prohibited within the university premises and during university-related activities.

Preventive Measures

By implementing these comprehensive preventive measures, K.K University aims to create a safe, supportive, and inclusive environment where all students can thrive without fear of harassment or abuse.

A. Orientation Programs

- **Anti-Ragging Sessions:** Conducting comprehensive anti-ragging sessions during orientation for all new students, clearly explaining what constitutes ragging, its consequences, and how to report incidents.

- **Senior Student Interaction:** Organizing interactions between new students and senior students under the supervision of faculty to foster healthy relationships and break the ice.

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B. Awareness Campaigns

- **Posters and Signage:** Display of anti-ragging posters, banners, and signage across the campus, highlighting the consequences of ragging and providing contact details for reporting incidents.

- **Digital Media:** Utilization of social media, university website, and emails to disseminate information about anti-ragging policies and measures regularly.

C. Surveillance and Monitoring

- **CCTV Cameras:** Installation of CCTV cameras in key areas such as hostels, canteens, and common rooms to monitor and deter any ragging activities.

- **Anti-Ragging Patrols:** Organizing patrols by the Anti-Ragging Squad, especially during vulnerable times such as the beginning of the academic year.

D. Reporting System

- **Helpline:** Established a helpline number +91 9264193627 and an email help.antiragging@kkuniversity.ac.in, where students can report ragging incidents without fear of retribution. The national anti-ragging helpline, **1800-180-5522**, is also available 24/7 and email **helpline@antiragging.in** for additional support.

- **Feedback System:** Implemented a feedback system for students to share their experiences and report any concerns related to ragging.

E. University-Parents Interface

- **Parental Involvement:** Regularly inform parents about the anti-ragging measures in place and encourage them to discuss the importance of a ragging-free environment with their children.

- **Parental Contact:** Maintained updated contact information for parents and guardians to promptly inform them if their ward is involved in any ragging incident.

F. Hostel Safety Measures

- **Warden Training**: Trainings are organized for hostel wardens and staff to identify signs of ragging and take immediate action.

- **Separate Freshers' Accommodation:** Initially accommodate freshers in separate designated areas to minimize interaction with senior students.

G. Peer Mentorship Program

- **Peer Mentors:** Assignment of peer mentors from senior batches to new students to provide guidance and support, creating a friendly and supportive environment.

- **Regular Meetings:** Organizing regular meetings between peer mentors and mentees to address any concerns and build trust.

H. Strict Enforcement of Rules

- **Immediate Action:** Ensuring prompt and strict action against any student found guilty of ragging, setting a clear precedent.

- **Zero Tolerance Policy:** Reinforcement of the university's zero-tolerance policy towards ragging in all communications and interactions.

I. Student Involvement

- **Student Committees:** Formation of student committees to actively participate in anti-ragging initiatives and act as role models for their peers.

- **Workshops and Training:** Conducting workshops and training sessions led by students to raise awareness about the impact of ragging and promote positive behavior.

J. Collaboration with Local Authorities

- **Police Involvement:** Collaboration with local police authorities to conduct regular awareness sessions and ensure legal support in severe cases of ragging.

- **Community Engagement:** Engagement with the local community to create a safe and supportive environment for students both on and off-campus.

Penal Actions for Anti-Ragging Violations

The University have adopted stringent penal actions to deter and address any instances of ragging. These measures are enforced rigorously to ensure the well-being of all students. The University, believes that these measures are essential to creating a safe and conducive learning environment.

1. **Expulsion:** Students found guilty of severe ragging offenses will face permanent expulsion from the University. This drastic measure underscores our zero-tolerance stance on ragging and serves as a powerful deterrent to others.

2. **Suspension:** In cases where the offense is serious but not warranting expulsion, students will be temporarily suspended from attending classes and participating in academic activities. The duration of the suspension will depend on the severity of the incident.

3. **Monetary Sanctions:** Offending students will be subjected to substantial monetary sanctions. These sanctions are intended to reinforce the consequences of their actions and contribute to anti-ragging awareness programs.

4. **Community Service:** Offenders will be required to engage in community service activities within the university or local community. This aims to instill a sense of responsibility and promote positive behavior.

5. **Counseling:** Students involved in ragging incidents must attend mandatory counseling sessions to address behavioral issues. This rehabilitative approach helps offenders understand the impact of their actions and encourages personal growth.

6. **Legal Action:** The University will not hesitate to report ragging incidents to the police and pursue legal action under relevant laws. This collaboration with law enforcement ensures accountability and justice for victims.

7. **Debarment from Examinations:** As a punitive measure, offending students will be prohibited from taking any form of examination or assessment for a specified period, impacting their academic progression.

8. **Revocation of Scholarships:** Scholarships or financial aid awarded to students involved in ragging will be revoked. This penalty highlights the importance of maintaining exemplary behavior to retain such privileges.

9. **Withholding of Academic Credentials:** The university will withhold degrees, diplomas, or certificates of students found guilty of ragging until the case is fully resolved. This emphasizes the gravity of the offense and its long-term implications.

10. **Parental Involvement:** Parents or guardians of the offending students will be informed about the incident and involved in the disciplinary process. This fosters a supportive environment for corrective actions and ensures parental accountability.

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Pro Vice Chancellor
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Anti-ragging Committee Details

Sl.	Name & Designation	Position	Contact No.
1.	Dr. Jitendra Kumar, Associate Professor and Assistant Dean, School of Engineering & Technology	Chairperson (Ex-officio)	8826220124
2.	Dr. Brijesh Kumar Tiwari, Associate Professor & Assistant Dean of SOETR and Dean, Student's Welfare	Member	7317316293
3..	Mr. Prafulla Chandra Priyadarshi, Principal, School of Law & Legal Science	Member	8434686917
4.	Mr. Amitabh Kumar, Deputy Controller of Examinations	Member	9897283221
5.	Mr. Shushil Kumar, Warden Boys' Hostel	Member (Ex-officio)	7079275064
6.	Ms. Ayushi Kumari, Warden-Girls' Hostel	Member (Ex-officio)	8002940049
7.	Mr. Pradeep Kumar, Deputy Superintendent of Police, Rajgir, Nalanda	Member	9431800111
8.	Mr. Rajnikant, Bureau Chief, Dainik Jagran	Member	8825194142
9.	Mr. Pushkar Prakash, Secretary, Srishti Srijan, Munger	Member	7004722981
10.	Mr. Vinod Yadav, Father of Satish Kumar, students of Diploma in Electrical Engineering, Enrollment no. 23011200004	Member	9122032166
11.	Mrs. Rinki Devi, Mother of Khushi Kumari, Student of B. Com LLB Enrollment No. 23040300003	Member	9631008426
12.	Mr. Kundan Verma, Student of B. Pharmacy 3rd Year, Enrollment No. 2108010008	Member	6207878186
13.	Ms. Mira Rani, Student of B. Sc.(Agri) 2nd Year, Enrollment No. 2207010006	Member	6202017357
14.	Mr. Shashi Raj, Student of Diploma (ME) 2nd Year, Enrollment No. 22011300007	Member	9234640213
15.	Ms. Shagufta Ehsan, Student of LL. B. 2ND Year, Enrollment No. 2204020002	Member	9308767096
16.	Mr. Sanjib Hari, Deputy Registrar	Member Secretary (Ex-officio)	8961793478
17.	Mr. Rabindra Thakur, Section Officer	Convener (Ex-officio)	7001863446

Anti-ragging Squad Details

Sl.	Name & Designation	Position	Contact No.
1.	Dr. Srinivasarao Meesala, Associate Professor and Assistant Dean	Head	9298150664
2.	Mr. Kumar Rakesh, Assistant Professor	Member	8826380644
3.	Mr. M Abou Raihan Rinku, Assistant Professor	Member	7908020929
4.	Mr. Ajay Kumar Sinha, Assistant Professor	Member	9304466635
5.	Mr. Pankaj Kumar, Assistant Registrar	Member	9262355547

Student Disciplinary Committee Details

Sl.	Name & Designation	Position
1.	Dr. Brijesh Kumar Tiwari Associate Professor & Assistant Dean of School of Education, Training & Research & Dean, Students' Welfare	Chairperson
2.	Dr. Brajendra Nath Tripathi, Professor & Dean of School of Engineering & Technology	Member
3.	Dr. Md. Arif Naseer Professor & Dean of School of Pharmacy & Paramedical Sciences	Member
4.	Dr. Ghanshyam Mishra Professor & Associate Dean, School of Commerce & Management	Member
5.	Dr. Srinivasarao Meesala, Associate Professor and Assistant Dean, School of Agriculture	Member
6.	Dr. Jitendra Kumar, Associate Professor and Assistant Dean, School of Engineering & Technology	Member
7.	Mr. Prafulla Chandra Priyadarshi, Principal, K. K. Law College	Member
8.	Mr. Sumant Kumar Assistant Professor, School of Library and Information Sciences & Librarian	Member
9.	Mr. Ajay Kumar Sinha, Assistant Professor & Coordinator, School of Applied Science	Member
10.	Dr. Kumar Gaurav Assistant Professor, School of Engineering & Technology & Dy. Registrar	Member
11.	Mr. Surendra Sharma Estate Manager	Member
12.	Mr. Shushil Kumar Hostel Warden (Boys')	Invitee
13.	Mr. Brajesh Kumar Hostel Warden (Boys')	Invitee
14.	Mr. Rabindra Thakur Section Officer	Convener

Academic Integrity Policy

This Policy will be known as K.K University Academic Integrity Policy, 2024 and will be effective from the date of notification by the University. This Policy shall supersede all Policies made earlier in these regard.

A. Introduction

The objective of this policy is to emphasize the institution's commitment to upholding the highest standards of academic honesty and ethical behavior among its community. This policy underscores the importance of integrity in all academic endeavors, including research, coursework, and examinations, to foster a culture of trust and respect. It outlines the responsibilities of students, faculty, and staff in preventing and addressing academic misconduct, promoting a fair and transparent environment for learning and scholarly activities. Through this policy, K.K. University aims to ensure that all academic achievements are a true reflection of individual effort and merit, reinforcing the value of honest and diligent scholarship. All these are being incorporated in the form of K.K University Academic Integrity Policy, 2024.

B. Applicability

This policy applies to all students, academic staff and staff at K.K University.

C. Definitions

a) **'University'** means K.K University.

b) **'Competent Authority'** means the Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice Chancellor, the Deans/the Principals/Directors/HoDs, the Registrar or any other authority so designated by this Policy.

c) **'Campus'** means K.K University campus.

d) **"Student"** means all enrolled students of the K.K University.

e) **"Academic Staff"** means the person engaged in academic activities viz. Demonstrator/Laboratory Technician/Tutor/Lecturer/Assistant Professor/Associate Professor/Professor etc.

f) **"Faculty Member"** means the person engaged in academic activities viz. Lecturer/Assistant Professor/Associate Professor/Professor etc.

g) **'Staff'** means all persons who have been appointed/engaged by the University to perform some jobs or tasks

h) **"Academic Integrity"** means the commitment to and demonstration of honest and moral behavior in an academic setting.

i) **"Plagiarism"** means the practice of taking someone else's work or ideas and passing them off as one's own.

j) **"Cheating"** means using unauthorized materials or assistance during an examination, assignment, or any academic exercise.

k) **"Fabrication"** means falsifying or inventing any information, data, or citation in an academic exercise.

l) **"Facilitation"** means helping or attempting to help another student commit an act of academic dishonesty.

m) **"Misrepresentation"** means providing false information or credentials in any academic context.

n) **"Academically dishonest activities"** refer to any actions that compromise the integrity and honesty of academic work.

D. Academic Integrity Principles

a) Honesty: All members of the university must be truthful in their academic pursuits.

b) Trust: Building a culture of trust by accurately representing one's own work and respecting others' contributions.

c) Fairness: Ensuring equality in all academic activities.

d) Respect: Valuing diverse opinions and recognizing the work of others.

e) Responsibility: Being accountable for one's own actions in all academic endeavors.

E. Violations of Academic Integrity

a) Plagiarism
b) Cheating
c) Fabrication
d) Facilitation
e) Misrepresentation
f) Participation in academically dishonest activities

F. Reporting and Resolution

a) Reporting: Suspected violations must be reported to the Academic Integrity Committee (AIC).

b) Investigation: The AIC will investigate all reported cases.

c) Hearings: A formal hearing may be conducted if necessary.

d) Sanctions: Depending on the severity, sanctions can range from a warning to expulsion for students, and disciplinary actions for academic staff and staff.

G. Support and Education

a) Workshops and Training: The University will conduct regular workshops to educate students and staff on the importance of academic integrity.

b) Resources: The University will give access to plagiarism detection tools and writing support services.

H. Appeals

a) Procedure: Students and staff have the right to appeal any decision made by the AIC within 7 (seven) days excluding the day on which the decision was taken.

b) Review: The University will conduct an independent review through an Appeals Committee, and the decision of the Appeals Committee will be final. The Appeals Committee will be constituted by the Vice Chancellor and/or Pro Vice Chancellor as and when required.

I. Academic Integrity Committee (AIC)

a) Constitution of the Academic Integrity Committee

Sl.	Designation	Responsibility
1.	**Chairperson -** A senior teacher not below the rank of Associate Professor/Professor to be appointed by the Vice Chancellor and/or Pro Vice Chancellor	Oversees all committee activities, chairs meetings, ensures fair proceedings, and represents the AIC in discussions with the university administration.
2.	**Member -** At least three faculty members (preferably one faculty member from the law department) from different departments not below the rank of Assistant Professor to be appointed by the Vice Chancellor and/or Pro Vice Chancellor	Participate in investigations, hearings, and decision-making processes. Provide expertise from their respective academic disciplines.
3.	**Member -** Two student members nominated by the Principal/Dean/HoD of respective schools and appointed by the Vice Chancellor and/or Pro Vice Chancellor	Represent the student body, provide insights on student-related issues, and participate in hearings and discussions.
4.	**Member Secretary -** One administrative staff from the Office of the Registrar nominated by the Reto be appointed by the Vice Chancellor and/or Pro Vice Chancellor	Ensure proper documentation and record-keeping, assist in logistical arrangements for meetings and hearings.

b) Powers of the Academic Integrity Committee

I. Investigative Authority: The AIC has the authority to investigate all reported cases of academic integrity violations.

II. Scope: Includes interviewing witnesses, reviewing evidence, and consulting relevant departments.

III. Decision-Making: The AIC has the power to make decisions regarding the outcome of investigations, including the determination of sanctions.

IV. Sanctions: May range from warnings to more severe consequences such as suspension or expulsion for students, and disciplinary actions for faculty and staff.

V. Advisory Role: The AIC can advise the university administration on policy revisions and improvements related to academic integrity.

VI. Policy Development: Propose new policies or amendments to existing ones to address emerging challenges.

c) **Functions of the Academic Integrity Committee**

I. Case Management: Managing the process of reporting, investigating, and resolving cases of academic misconduct.

II. Process: Includes receiving reports, conducting investigations, holding hearings, and issuing decisions.

III. Policy Development: Reviewing and suggesting updates to the Academic Integrity Policy as needed.

IV. Regular Review: Conducting annual reviews to ensure the policy remains relevant and effective.

V. Awareness Campaigns: Conducting campaigns and workshops to promote awareness of academic integrity among students and staff.

VI. Education: Organizing seminars, workshops, and information sessions on academic integrity.

VII. Record Keeping: Maintaining confidential records of all reported cases, investigations, and resolutions.

VIII. Confidentiality: Ensuring all records are secure and accessible only to authorized personnel.

IX. Continuous Learning: Offering ongoing education to keep the community informed about best practices and changes in academic integrity standards.

J. Conclusion

K.K University is dedicated to maintaining a culture of integrity and excellence. All members of the academic community are expected to understand and adhere to this policy to preserve the university's academic standards.

Incubation Policy

This Policy will be known as K.K University Incubation Policy, 2024 and will be effective from the date of notification by the University. This Policy shall supersede all Policies made earlier in this regard.

A. Introduction

The K.K University Incubation Policy, 2024 is dedicated to fostering innovation, entrepreneurship, and economic development by creating a nurturing environment for startups and new ventures. This policy establishes a comprehensive framework for the university's incubation program, detailing the support, resources, and guidelines available to incubated startups. By providing a structured and encouraging ecosystem, K.K University aims to empower entrepreneurs, drive economic growth, and contribute to the broader community. All these are being incorporated in the form of K.K University Incubation Policy, 2024.

B. Applicability

The K.K University Incubation Policy, 2024, applies to all startups and new ventures seeking incubation support from K.K University. This policy is relevant to:

a. **University Students and Alumni:** Current students and alumni of K.K University who have innovative business ideas or early-stage ventures and seek incubation support.

b. **Faculty and Researchers:** Faculty members and researchers at K.K University who aim to commercialize their research or innovative projects.

c. **External Entrepreneurs:** Entrepreneurs from outside the university community who meet the criteria set by the incubation program and are looking for a supportive environment to grow their startups.

d. **Collaborative Projects:** Joint ventures and collaborative projects involving K.K University and other institutions or industry partners, provided they align with the university's incubation objectives.

The policy provides a framework for offering resources, mentorship, and support to these groups, fostering a culture of innovation and entrepreneurship within the university and beyond.

C. Definitions

a) **'University'** means K.K University.

b) **'Competent Authority'** means the Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice Chancellor, the Deans/the Principals/Directors/HoDs, the Registrar or any other authority so designated by this Policy.

c) **'Campus'** means K.K University campus.

d) **'Student'** means all enrolled students of the K.K University.

e) **'Alumni'** means Graduates and former students of K.K University.

f) **"Faculty"** means the person engaged in academic activities viz. Lecturer/Assistant Professor/Associate Professor/Professor etc.

g) **"Incubation"** means the process of nurturing and supporting the development and growth of new business ideas and startups.

h) **"Incubator"** means a facility or program that provides resources, mentorship, and support to early-stage companies.

i) **"Startup"** means a newly established business or venture in its early stages of development.

j) **"Incubatee"** means an individual or team accepted into the incubation program.

D. Objectives

a. **Support Innovation:** To encourage and support innovative ideas and entrepreneurial ventures.

b. **Provide Resources:** To offer access to resources, mentorship, and facilities necessary for the growth of startups.

c. **Foster Collaboration:** To create a collaborative environment that promotes the exchange of ideas and expertise.

d. **Enhance Skills:** To provide training and development opportunities to enhance the entrepreneurial skills of incubatees.

e. **Economic Development:** To contribute to the economic development of the region by nurturing successful startups.

E. Incubation Program Selection Criteria

a. **Eligibility:** Open to students, faculty, alumni of K.K University, and external entrepreneurs with innovative business ideas.

b. **Application Process:** Interested candidates must submit a detailed business plan, including the problem addressed, solution proposed, market analysis, and financial projections.

c. **Evaluation:** Applications will be evaluated based on innovation, feasibility, market potential, and the applicant's commitment.

F. Incubation Program Duration

a. **Incubation Period:** Typically ranges from 6 to 24 months, depending on the specific needs and progress of the startup.

b. **Extension:** Extensions may be granted based on the startup's progress and justification for additional time.

Vice Chancellor
K.K. UNIVERSITY
Biharsharif, Nalanda
Bihar

K.K. UNIVERSITY
803115
NALANDA

Pro Vice Chancellor
KK University
Berauti, Nepura, Bihar Sharif
Nalanda - 803115 (Bihar)

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G. Mentorship and Guidance

a. **Advisors:** Access to a network of experienced mentors and industry experts.

b. **Regular Reviews:** Periodic review meetings to track progress and provide strategic advice.

H. Funding and Financial Support

a. **Seed Funding:** Initial funding to help cover startup costs.

b. **Grants and Scholarships:** Access to grants, scholarships, and other funding opportunities.

c. **Investor Connections:** Opportunities to pitch to potential investors and venture capitalists.

I. Facilities and Infrastructure

a. **Office Space**: Shared office space with necessary facilities and infrastructure.

b. **Laboratories**: Access to university laboratories and research facilities.

c. **Technical Support**: IT support and access to technical resources.

J. Training and Development

a. **Workshops and Seminars:** Regular workshops and seminars on entrepreneurship, business development, and industry trends.

b. **Skill Development:** Training programs to enhance skills such as leadership, marketing, and financial management.

K. Responsibilities of Incubatees

a. **Compliance:** Adhere to all university policies and guidelines.

b. **Progress Reports:** Submit regular progress reports to the incubation committee.

c. **Participation:** Actively participate in mentorship meetings, training sessions, and other program activities.

d. **Intellectual Property:** Properly manage and protect intellectual property developed during the incubation period.

L. Structure of Incubation Committee

Sl.	Post	Responsibility
1	**Chairperson** – Director, Research	Oversees all committee activities, chairs meetings, ensures fair proceedings, and represents the incubation program in university discussions.

2	**Faculty (Member):** At least three faculty members from different departments with expertise in various fields to be appointed by the Vice-Chancellor and/or Pro Vice Chancellor.	Participate in the evaluation of applications, provide mentorship, and support incubatees in their academic and professional growth.
3	**Industry Experts (Member)**: Two to three professionals from different relevant industries to be appointed by the Vice-Chancellor and/or Pro Vice Chancellor	Offers industry insights, mentorship, and networking opportunities to incubatees.
4	**Student Representative (Member):** One representative from the student fraternity to be selected by the Vice-Chancellor and/or Pro Vice Chancellor	Provide a student perspective and assist in fostering collaboration between students and startups.
5	**Administrative Staff (Secretary):** One staff to be appointed by the Registrar	Provide secretarial services including logistical support, record-keeping, minutes of the Meeting etc.

M. Powers of the Incubation Committee

a. **Selection Authority:** The committee has the power to select and approve startups for the incubation program based on predefined criteria.

b. **Funding Decisions:** Authority to allocate seed funding and grants to incubatees in consultation with Competent Authority.

c. **Monitoring and Evaluation:** Power to monitor the progress of incubatees and evaluate their performance.

d. **Sanctions and Expulsions:** Authority to impose sanctions or expel startups from the program for non-compliance or lack of progress.

e. **Policy Development**: Ability to propose changes and updates to the incubation policy to ensure its relevance and effectiveness.

N. Functions of the Incubation Committee

a. **Application Review**: Assess the selected startups for the incubation program.

b. **Resource Allocation:** Ensure that incubatees have access to necessary resources, including funding, facilities, and mentorship.

c. **Progress Monitoring:** Regularly review the progress of incubatees through meetings and reports.

d. **Mentorship and Support:** Facilitate mentorship and provide strategic guidance to incubatees.

e. **Event Coordination:** Organize workshops, seminars, and networking events for incubatees.

f. **Reporting:** Report to the university administration on the status and achievements of the incubation program.

O. Feedback and Improvement

a. **Surveys and Feedback:** Conduct regular surveys to gather feedback from incubatees and stakeholders.

b. **Continuous Improvement:** Gather feedback from incubatees and stakeholders to improve the incubation program and address any challenges faced by incubatees.

P. Exit Policy

a. **Graduation:** Startups will graduate from the program upon meeting predefined milestones or completing the incubation period.

b. **Post-Incubation Support:** Graduated startups will receive continued support and access to alumni networks.

Q. Conclusion

K.K University is dedicated to promoting innovation and entrepreneurship through its incubation program. This policy provides a structured framework to support the development of successful startups and contribute to the economic growth of the region.

Alumni Connect Policy

This Policy will be known as K.K University Alumni Connect Policy, 2024 and will be effective from the date of notification by the University. This Policy shall supersede all Policies made earlier in this regard.

A. Introduction

The Alumni Connect Policy, 2024 of K.K University represents our commitment to fostering lasting and meaningful relationships with our alumni. Recognizing the invaluable contributions our alumni have made to the university and their respective fields, this policy aims to create a robust network that supports continuous engagement, professional growth, and mutual benefit. Through a series of initiatives, events, and programs, we strive to maintain strong connections with our graduates, enabling them to remain an integral part of the K.K University community. Our goal is to provide our alumni with ongoing opportunities to collaborate, share knowledge, and give back, ensuring that the bond between the university and its alumni remains vibrant and impactful. All these are being incorporated in the form of K.K University Alumni Connect Policy, 2024.

B. Applicability

This policy applies to all graduates of K.K University, regardless of their program, year of graduation, or current location. This policy encompasses the following groups:

Recent Graduates: Alumni who have completed their studies within the past five years, encouraging them to progress in their professional careers.

Established Professionals: Alumni who have been in the workforce for more than five years, fostering opportunities for career advancement, mentorship, and networking.

Retired Alumni: Alumni who have retired from their professional careers, encouraging them to share their wealth of knowledge and experience with current students and recent graduates.

Alumni Abroad: Graduates who are living and working outside their home country, ensuring they remain connected with the university and fellow alumni.

Honorary Alumni: Individuals who have been awarded honorary degrees from K.K University, recognizing their contributions and maintaining their engagement with the university community.

This policy aims to create an inclusive and supportive network for all K.K University alumni, facilitating ongoing connections, professional development, and mutual support.

C. Definitions

a) **'University'** means K.K University.

b) **'Competent Authority'** means the Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice Chancellor, the Deans/the Principals/Directors/HoDs, the Registrar or any other authority so designated by this Policy.

c) **'Campus'** means K.K University campus.

d) **'Student'** means all enrolled students of the K.K University.

e) **'Alumni'** means Graduates and former students of K.K University.

f) **'Alumni Association'** means an organized body of K.K University alumni that facilitates connections and activities.

g) **'Alumni Events'** means gatherings, reunions, and functions organized for alumni to network and engage with the university.

h) **'Alumni Benefits'** means services and opportunities offered to alumni, including career services, library access, and discounts.

i) **'Mentorship Programs'** means initiatives that connect current students with alumni for guidance and support.

D. Objectives

a. **Engagement:** To maintain strong connections with alumni through regular communication and events.

b. **Support:** To provide resources and opportunities for alumni to continue their professional and personal development.

c. **Celebration:** To recognize and celebrate the achievements and contributions of alumni.

d. **Giving Back:** To encourage alumni to contribute their time, talent, and resources to support the university and its students.

E. Creation of K.K University Alumni Association – Objectives

The K.K University Alumni Association is created with an objective to provide an opportunity for K.K University alumni to reconnect with one another through various initiatives and events. Specifically, this Association seeks to:

a. **Exchange Memories:** Encourage alumni to share and reminisce about their experiences during their time at the university, fostering a sense of community and nostalgia.

b. **Share Stories:** Provide a platform for alumni to share their current endeavors, achievements, and journeys, showcasing the diverse paths they have taken since graduation.

c. **Highlight Impact:** Demonstrate how K.K University has contributed to their personal and professional growth and development, illustrating the lasting benefits of their education.

This Association aims to provide regular communication and networking opportunities for the University alumni. This includes:

a. **University Newsletter:** Sharing the latest developments, achievements, and news from the university through a periodic newsletter. This ensures alumni stay informed and connected with the ongoing activities and progress at the University.

b. **University Events:** Inviting alumni to participate in university fests and other events. This offers opportunities for alumni to reconnect, network, and engage with the university community, fostering a sense of belonging and collaboration.

In addition, this Association also aims to establish a robust network of K.K University alumni who are willing to serve as mentors or coaches to budding professionals. This initiative includes:

a. **Mentorship Network:** Creating a network of K.K University alumni who are willing to serve as mentors or coaches to support and guide new graduates and current students. This network helps bridge the gap between academic learning and professional success.

b. **Support System:** Fostering a strong support network for K.K University alumni as they move through different roles and experiences in their careers. This encourages continuous professional growth and mutual assistance among alumni.

c. **Lifelong Learning:** Establishing a lifelong learning and continuing education experience for the students of K.K University, Nalanda. This initiative ensures that alumni can continue to engage with educational opportunities and stay updated with new developments in their fields.

F. Functions of the K.K University Alumni Association Committee

a. **Meeting Coordination:** Organize and lead regular meetings to plan and review alumni activities.

b. **Event Planning:** Oversee the organization of alumni events, including reunions, networking sessions, and professional development workshops.

c. **Communication:** Maintain regular communication with alumni through newsletters, social media, and the university website.

d. **Fundraising:** Develop and implement fundraising initiatives to support alumni activities and university projects.

G. Functions of the Alumni Association Office

a. **Alumni Database Management:** Maintain an updated database of alumni contact information and professional achievements.

b. **Career Services:** Offer career counseling, job placement services, and professional development resources to alumni.

c. **Mentorship Programs:** Facilitate mentorship opportunities between alumni and current students.

d. **Recognition Programs:** Coordinate awards and recognition for outstanding alumni achievements.

H. Process of Connecting with Alumni

a. **Initial Contact**

    i. **Welcome Package:** Upon graduation, alumni receive a welcome package containing information about the Alumni Association, benefits, and upcoming events.

    ii. **Database Entry:** Graduates' contact information is added to the alumni database.

b. **Regular Communication**

    i. **Newsletters:** Monthly or quarterly newsletters to keep alumni informed about university news, alumni news, events, and opportunities.

    ii. **Social media:** Engaging with alumni through dedicated social media channels to share updates and foster community.

    iii. **Email Updates:** Periodic emails with personalized updates, event invitations, and opportunities for involvement.

    iv. **University Website:** A dedicated alumni section on the university website with resources and event details.

c. **Events and Reunions**

    i. **Annual Alumni Meet:** Hosting annual reunions to bring alumni together for networking and celebration.

    ii. **Regional Gatherings:** Organizing events in various regions to connect local alumni communities.

    iii. **Industry-Specific Events:** Hosting events focused on specific industries to facilitate professional networking.

    iv. **Workshops and Seminars:** Professional development and continuing education workshops.

d. **Alumni Portal**

    i. **Online Platform:** Developing an alumni portal on the university website where alumni can update their information, access resources, and connect with fellow alumni.

    ii. **Job Board:** Featuring job postings and career opportunities on the portal.

    iii. **Discussion Forums:** Providing forums for alumni to discuss topics of interest, share experiences, and seek advice.

e. **Mentorship Programs**

   i. **Matching Process:** Matching current students with alumni mentors based on interests, fields of study, and career goals.

   ii. **Mentorship Training:** Providing training for alumni mentors to ensure effective guidance and support.

   iii. **Feedback Mechanism:** Regular feedback from mentors and mentees to improve the program.

f. **Feedback and Improvement**

   i. **Surveys:** Conducting regular surveys to gather feedback from alumni on events, communication, and services.

   ii. **Feedback Sessions:** Organizing sessions where alumni can provide input and suggest improvements.

   iii. **Continuous Improvement:** Using feedback to enhance the alumni engagement strategy and address alumni needs.

I. Alumni Benefits

a. **Career Services:** Access to career counseling, job postings, and professional development workshops.

b. **Library Access:** Continued access to university library resources, both physical and digital.

c. **Networking Opportunities:** Invitations to alumni events, reunions, and industry-specific networking sessions.

d. **Mentorship Programs:** Opportunities to mentor current students and receive mentorship from fellow alumni.

J. Alumni Giving

a. **Donations:** Encourage alumni to contribute financially to support scholarships, infrastructure projects, and other university initiatives.

b. **Volunteering:** Opportunities for alumni to volunteer their time and expertise in various university programs and events.

c. **Mentorship:** Alumni can give back by participating in mentorship programs and sharing their knowledge with current students.

K. Governance and Review

    a. **Policy Review:** The Alumni Connect Policy will be reviewed every two years by the Alumni Association Executive Committee and the university administration to ensure its relevance and effectiveness.

    b. **Feedback Mechanism:** Alumni are encouraged to provide feedback on the policy/New Industry Specific Courses and suggest improvements.

L. Conclusion

K.K University is dedicated to maintaining a strong, supportive, and engaged alumni network. This policy aims to provide a framework for fostering meaningful connections and ensuring that alumni remain an integral part of the university community.

Mentor Mentee Programme

The Mentor-Mentee Programme is an initiative often implemented in educational institutions like K.K. University, Nalanda, to create a structured system of guidance and support for students. It involves assigning a faculty member (mentor) to a group of students (mentees) to provide personalized academic, professional, and emotional guidance throughout their academic journey.

Key Features of the Mentor-Mentee Programme

a. **One-on-One Interaction:** Regular meetings between mentors and mentees to discuss academic progress, challenges, and personal goals.

b. **Academic Guidance:** Mentors help students choose courses, improve study habits, and address academic challenges.

c. **Career Development:** Mentees receive advice on internships, skill development, and career opportunities relevant to their field of study.

d. **Emotional Support:** Mentors provide a supportive environment where students can share concerns, both personal and academic.

e. **Skill Development:** Programmes may include workshops on communication, leadership, time management, and problem-solving.

f. **Feedback Mechanism:** Regular evaluations and feedback sessions help improve the effectiveness of the programme.

Benefits of the Programme

- Enhanced student-teacher relationship.

- Better academic performance and holistic development.

- Improved communication skills and confidence among students.

- Early identification of challenges faced by students, enabling timely intervention.

Mentor–Mentee Registration Form

Academic Year: 20___20___ Semester/Year:_____

<table>
<tr><td>Photograph</td></tr>
</table>

Name of the student:	Father's Name:
Roll No:	Email ID of Parents:
Email ID of Student:	Mobile / Landline No. of Parents:
Permanent Address:	Mobile No. of student:
Blood group of student:	Course in which student has a failure grade

	Course Code	Course Name
Allergies, if any:		
Name & Email ID of Teacher Mentor		
Cumulative Grade Point Average (CGPA) till last declared result:		

Status: Hosteller/Day Scholar —Please tick	Hosteller	Day Scholar

In case of hosteller		In case of day scholar	
Name of Hostel:	Travelling in College Bus:	YES/NO (Circle the right choice}	
	If, YES	If, NO	
	Bus No.	Name and contact No. of local Guardian /PG Owner,	
Room No:-	PickUp Point	Type of vehicle by which travelling to the college:	
Name & Contact No. Of Warden:	Travelling from (Write Complete address):	Registration No. of the Vehicle: (Write NA if Travelling by City Bus)	
		Do you have a valid driving license: Yes/NO	
		If Yes, is it for Two-Wheeler/Four Wheeler (Tick)	
		Driving License No, Valid from: Valid up to:	

Courses taken by the student in the current semester

Sl.	Course Code	Course Title	Sl.	Course Code	Course Title

Students must ensure minimum 75% attendance in all courses in which they are registering in the current semester.

Note:1. Parents are requested to cross-verify the information filled in by their ward in the Registration form and then sign. They should keep a photo copy of this form. Mentors are required to check all information filled in by the student and verify the facts.

Details of the family members:

S. No.	Name	Relationship	Age (Yrs)	Qualifications/ Occupation	Contact No.
(a)					
(b)					
(c)					
(d)					
(e)					

Special Achievements:

Area of interest where his/her talent can be utilized at KKU:
Additional Information: -

IN CASE OF EMERGENCY

Person to be contacted	Location	Tele No.
(a)		
(b)		

Signature of the Student
with date

Signature of the Parent
with date

Signature of the Mentor
with date

Student Code of Conduct Policy

This Policy will be known as K.K University Student Code of Conduct Policy, 2023 and will be effective from the date of notification by the University. This Policy shall supersede all Policies made earlier in these regard.

1. Introduction

The University believes that duty, decorum and discipline are the hallmarks of a good student. Students enrolled at the University must recognize their responsibilities towards the teachers, officers, other administrative staff and fellow students. Failure to maintain appropriate standard of conduct shall attract disciplinary action. All these are being incorporated in the form of K.K University Student Code of Conduct Policy, 2023.

2. Applicability

This Policy shall apply to all enrolled students of the University.

3. Definitions

3.1 **'University'** means K.K University.

3.2 **'Competent Authority'** means the Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice Chancellor, the Deans/the Principals/Directors/HoDs, the Registrar or any other authority so designated by this Policy.

3.3 **'Campus'** means K.K University campus.

3.4 **"Student"** means all enrolled students of the K.K University.

4. Acts of Indiscipline

The following actions could be considered as acts of indiscipline;

4.1 Any overt or covert act leading to ragging and/or harassment
4.2 Discrimination or hate crimes based on race, ethnicity, gender, religion, sexual orientation, or other factors
4.3 Disruption of academic activities
4.4 Any behavior that is disruptive to the University community, including loud or offensive language
4.5 Disturbing the studies of other students
4.6 Unauthorized entry or use of University buildings, equipment, or resources
4.7 Gathering in groups at campus pathways, entrance, exit and pathways is strictly prohibited
4.8 Disrupting the functioning of the University or its educational programs
4.9 Endangering the health or safety of the University staff or students
4.10 Students are expected to respect University property and may be held responsible for any damage they cause

4.11 Stealing University property, such as library books, laboratory equipment, laboratory materials etc.

4.12 Possession/consumption/distribution of any intoxicants or illicit drugs or weapons in the campus

4.13 Cheating, plagiarism, and other forms of academic dishonesty

4.14 Creating or presenting false information or documents for the purpose of admission

4.15 Providing false information or documentation in order to receive scholarships, prizes, or other awards

4.16 Misuse of University technology, including computers and internet access

4.17 Any form of misconduct that is deemed to be harmful to the University community

4.18 littering on campus

5. Discipline

5.1 Students are expected to use only courteous and polite language and behave with decorum with the teachers, staffs, peers/fellow students and visitors of the University

5.2 Students shall avoid using any insulting, inciting, threatening language while talking with fellow students, especially fresher's and juniors, and should abstain themselves from violence

5.3 Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the University

5.4 Students are expected to present themselves and make oral or written submissions whenever asked by the Competent Authority, faculty and any Officers of the University or any Committees of the University

5.5 The students shall be regular and punctual in attending classes and all activities connected with the University

5.6 Students shall observe strict silence in the class/laboratory/workshop irrespective of the presence or absence of the teacher

5.7 Students shall observe strict silence in the Library

5.8 The students shall not leave the classroom/laboratory/workshop during an ongoing class unless there is a medical emergency or any unforeseen circumstances

5.9 The students shall not leave the University campus during class hours unless there is a medical emergency or any unforeseen circumstances

5.10 Students are expected to read notices/circulars displayed on the Notice Board/Website. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it

5.11 All vehicles should be parked in the allotted parking place. Violators may be restricted from bringing vehicles within the campus

5.12 While attending University events/activities, the students will conduct themselves in such a way as to bring credit to themselves and to the University

5.13 The students are expected to keep the campus clean and beautiful by using the designated bins/areas for disposing of trash

5.14 Representation of complaints and grievances may be made individually to the Dean/Associate Dean Students' Welfare.

5.15 No meeting/function of any kind shall be held in the University premises without the written permission of the Competent Authority. No notice/communication of any kind shall be circulated amongst students or displayed on black boards or on notice board without the written permission of the Competent Authority

5.16 Students are expected to take up all assignments, tests and examinations of the University seriously and would try to make satisfactory academic progress

5.17 The students must compulsorily wear the Student Identity Card inside the University Campus

5.18 Students shall come clean, tidy and modestly dressed

5.19 Students may be subject to a dress code, especially if they are enrolled in certain programs or attending specific events

5.20 The students should keep their mobile phones in silent mode within class rooms, laboratories, libraries, workshops or any other academic programs and events of the University

5.21 Students are expected to act in a safe and responsible manner at all times

5.22 Students in certain fields of study, such as Pharmacy, Law or Agriculture, may be subject to additional rules of ethics and professional conduct

5.23 Students may be expected to act in an environmentally responsible manner and to comply with University policies related to sustainability

5.24 Students involved in research or other activities that involve plants & animals may be subject to additional rules and Policy related to plant & animal care and use

5.25 Students may be subject to rules and Policy related to conflict of interest, especially if they are involved in research or other activities that could create a conflict of interest

5.26 Students may be encouraged or required to participate in community service or volunteer activities

6. Attendance

6.1   Punctuality and full attendance for the entire class duration are mandatory for students

6.2   Attendance will be marked for all sessions including theory, practical and tutorials

6.3   Relaxation of maximum 25% of the attendance may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of the appropriate authority is mandatory

6.4   Participation in extracurricular activities as may be organized and/or recognized by the University shall be considered as full attendance

6.5   A student whose attendance is less than 75% in a semester/year, for reasons whatsoever, will not be permitted to appear in the end Semester/Year end Examination and such students shall be treated as debarred students

6.6   In exceptional cases, upon written appeal by a student to the Dean/Principal/HoD's concerned justifying the cause of shortfall in attendance, the Vice Chancellor/the Pro Vice Chancellor, at his/her discretion and on being satisfied with the justification, may condone absence of a student whose attendance is less than 75%

6.7   A student intending to take leave is required to take prior written approval from Dean/Principal/HoD's concerned. In situations, where prior approval is unavoidable, the leave application has to be submitted on the date of rejoining prior to joining any class. However, communication/information of leave to the Dean/Principal/HoD's is must in case the leave period is beyond 3(three) days

7. Library

7.1   Entry to library is strictly prohibited without University Identity and Library Card

7.2   It is strictly prohibited to carry reference materials outside the library

7.3 Newspapers, periodicals, and magazines are designated for in-library reading only and may not be taken outside the library

7.4 Any damage to any Books/Newspapers/Periodicals/Magazines including missing pages, pen or pencil marking, torn pages, other spots etc. should be reported to the Librarian at the time of collecting the same, before leaving the counter failing which the borrower shall be liable to compensate the loss which may be to the tune of the cost as printed on the Books/Newspapers/Periodicals/Magazines

7.5 Books issued, if not returned within stipulated date shall attract fine

7.6 Loss of Books, if informed within due date and time shall have to be compensated by replacement or paying costs as printed on the Book. If the same is reported beyond the due date, fine as stated hereinabove in addition to the cost has to be paid

7.7 Reservation of seat is not permitted in Library and books or articles left for any length of time on chairs and tables may be removed by the Library staff

7.8 Library Card is non transferrable and should not be lent to anyone else and violation of this clause shall lead to withdrawal of library facility

7.9 Loss of Library Card should be immediately reported and duplicate card should be issued on payment of requisite fee

7.10 Only notebooks and books are allowed inside the Library, and all other belongings must be kept in the designated area outside the Library

7.11 The University/Library Staff shall not be responsible for loss of any personal belongings

7.12 Consumption of foods/drinks within the library is strictly prohibited

7.13 Use of Mobile Phones and other electronic gadgets within the Library is strictly prohibited

7.14 Complete silence has to be observed within the Library

7.15 The Library Staff has the right to request any of the student to leave the premises if he/she is found of violating any rules of the Library

7.16 Any act of indiscipline in the library shall be ground for withdrawal of library privilege

8. Dining Area

8.1 The University provides a designated dining area for the convenience of students, and it is the responsibility of students to behave appropriately so as not to cause inconvenience to the Mess operators, other students, staff, or visitors.

8.2 Students are advised to stand in an orderly queue at the food counter

8.3 Students are advised to vacate their seat after finishing the meal to allow others to comfortably have their food

8.4 In case of any inconvenience, the matter should be immediately reported to the Dean/Associate Dean, Students' Welfare. The student should not involve himself/herself into any conflict

9. Penal Actions

In the event of violation of any one or more of the rule stated above, depending upon the nature and gravity of violation, the student concerned may be subjected to one or more of the following punishments

9.1 Cancellation of admission/enrollment

9.2 Suspension from attending classes

9.3 Withholding/withdrawing scholarship/fellowship and other benefits

9.4 Debarring from appearing in any test/examination or any other evaluation process and /or Withholding results

9.5 Debarring from representing the University in any local, state, national or international meet, tournament, youth festival etc.

9.6 imposing a financial penalty

9.7 Rustication from the University for periods varying from 1 to 4 semesters or equivalent period

9.8 Expulsion from the University

9.9 Any other decision as may be found fit and proper by the Disciplinary Committee

9.10 Any student seeking review of the decision/recommendation of the Disciplinary Committee may appeal before the Vice Chancellor and the Pro Vice Chancellor of the University within 7 days of receiving the decision of the Disciplinary Committee

9.11 Any student seeking review of the decision of the Vice Chancellor and the Pro Vice Chancellor may appeal to the Chancellor within 7 days of receiving the decision of the Vice Chancellor and the Pro Vice Chancellor. The decision of the Chancellor shall be final and binding

9.12 The Registrar of the University and/or any Dean/Principal/HoD's may also pass an interim order in case of any act of indiscipline and report the matter to the Disciplinary Committee for their decision/recommendation and the students shall be bound by all such interim orders till the decision of the Disciplinary Committee with regard to the same

9.13 Providing false or incorrect information to the Disciplinary Committee shall attract strictest of penal action

Hostel DO's and DON'T'S

DO'S:

Residents are advised to adhere to the following guidelines.

1. Students given accommodation in a Hostel must fill in the student accommodation record and take possession of their room and furnishings under their own signature.

2. The resident must submit the documents demanded and recent passport size photograph to the Warden's office. This record must be updated for any subsequent changes.

3. The residents should keep the Hostel room clean and tidy.

4. The residents should keep the corridors, bathrooms etc in hygienic condition.

5. The residents should take care of their personal belongings

6. The residents should behave decently and be friendly with the inmates of hostels.

7. The residents should keep their bed sheets, bed covers, used clothes neatly folded and kept in the place.

8. The residents should report health problems or other problems immediately to the Hostel warden and seek help from them.

9. General information for students shall normally be provided through notice boards of hostel/mess. All residents are advised to keep themselves updated about new notices. Ignorance of notice board will not serve as an excuse to get any sort of exemption or benefit.

10. The residents should follow the hostel timings for various activities as decided by the authority from time to time strictly.

11. The residents should carry their Identity cards inside the campus.

12. Residents are responsible for safe-keeping of the Hostel property. Residents found responsible for any damage or loss of the Hostel property will be fined worth its value, individually or collectively, as the case may be. And they will also be liable to disciplinary action. The decision of the Warden/Disciplinary Committee will be final in this regard.

13. The residents should switch-off the lights, including tube lights, fans and other electrical gadgets of his rooms while going out.

14. Residents must check that all items supplied by the University are available in his/her room in the proper condition. Any issues must be reported to the Hostel Warden.

15. All residents of the hostel will have to register their attendance through biometrics attendance system available in the hostel office. Residents will also provide written information and must obtain written permission from the Hostel warden before leaving the hostel for outing, for the night or out of station.

16. The residents shall be required to make their rooms available whenever required for repairs, maintenance, disinfection & inspection.

17. The residents shall make payment of all Hostel dues as per prescribed intervals as scheduled

by the University authority.

18. Residents will register their complaints in the prescribed register and shall also provide accurate information about their availability.

19. Outside guests are not allowed to stay inside with the residents.

20. In case the residents need to permanently leave the hostel, they should follow the procedure established by the University authorities from time to time.

DON'T'S:

Residents are advised to adhere to the following guidelines.

1. The residents are expected not to violate the instructions of warden or any other University staff and don't argue with them.

2. Residents shall respect the right of each individual to express his/her ideas. However, party based political campaigning is strictly prohibited.

3. Improper behavior with fellow students, Staff, Wardens, harassment of Juniors/Seniors, causing of disturbance to others etc will be treated as acts of indiscipline.

4. For a visitor to stay in a Hostel room in the absence of the resident is strictly prohibited.

5. The residents shouldn't carry/possesses more cash than required.

6. The residents must not remove the electrical fixtures in their rooms in the Hostel premises or use any unauthorized electrical gadgets.

7. The residents must not remove any property from the dining hall, common rooms, or the visitor's rooms or any other room of the Hostels.

8. Cooking of the food (by residents) in hostel premises is strictly prohibited.

9. No resident is permitted to take away his/her belongings from the Hostel premises without a proper gate pass/written permission issued by the Warden.

10. Demand for additional furniture or any other item will not be entertained.

11. The residents shouldn't involve into activities which damage or lower the esteem of the institute.

12. The Students/Residents shall not hold any meeting within the Hostel premises unless prior written permission of the Warden is obtained.

13. The residents must not indulge in any act of intimidation or violence and drunken or riotous behavior. Use of narcotics, consumption of alcoholic beverages, smoking and gambling in the Hostel are strictly prohibited. These types of activities are punishable offence and the decision of the warden/Disciplinary Committee will be final in this regard.

14. The residents should not entertain unfamiliar people in the Hostel.

15. The residents shouldn't make noise in hostels which disturbs other inmates.

16. The residents shouldn't use heaters, cookers and other such electrical appliances

17. The residents shouldn't spoil the walls by splitting, unnecessary writings, drawings etc.

18. The residents shouldn't damage the electrical, water supply, sanitary and other fittings.

19. The residents shouldn't cause damage to the property of hostels.

20. The residents shouldn't possesses any weapons, explosives that cause damage/injury to the human being or property.

21. The residents shouldn't use unparliamentarily, filthy obsessive language at others in the hostels.

22. Residents are advised not to have any dealings with strangers or entertain any kind of trading/selling/vending on the campus.

23. The residents are advised not to sleep in others room and don't allow others to sleep in their room.

24. The residents shouldn't play music with high volume which distract the attention of students studying in rooms or disturb the other students.

25. The residents shouldn't form into groups and involve into group activities which lower/damage the reputation of hostels.

26. The residents shouldn't remain in hostels during the college hours without the permission of the warden/concerned authority.

27. The residents shouldn't involve into any activity which spoil the hostel/academic environment.

28. Improper behavior with fellow students, Staff, Wardens, harassment of Juniors/Seniors, causing of disturbance to others etc will be treated as acts of indiscipline.

29. Possession of any vehicle by any residents is strictly prohibited inside the university campus. The violation of this may occur in the confiscation or custody of the vehicle which will be in addition to the disciplinary action and financial penalty.

30. The residents are strictly advised to follow the hostel rules. Violation may lead to penal actions.

Placement Support

Time is changing, and so are the aspirations of new-age students. There is a big challenge for academic institutions today to understand the latent needs of diverse students and channel their energies in the right direction. This generation is ready to break free from conventional moulds, take risks, and experiment with their choices and preferences.

The main objective of our Training & Placement cell is to address this evolving need by creating an atmosphere where students can explore their career preferences independently. We are committed to helping them discover their true passions and guiding them toward fulfilling and successful career paths.

At our university, we are focusing on developing the right competency strategies that align with industry skill requirements. Our goal is to empower students to pursue their dream careers by providing them with the necessary tools, guidance, and support.

Our Training & Placement Cell are aimed at facilitating personal & professional skills development among students, helping them kick-start their careers and achieving career aspirations.

We believe in not just educating our students, but empowering them to become the leaders of tomorrow. Through our diverse and dynamic programs across Engineering, Pharmacy, Agriculture, Law, Management & Commerce, Applied Sciences and School of Teacher Training we're helping our students build the skills, knowledge, and confidence they need to make a meaningful impact in their careers.

KK University (KKU) has made many strides in the area of training and placement of its students. The students of KKU are increasingly been accepted in the corporate sector.

The University believes in practicum approach; thus, the following are the active **MoUs** in collaboration with industry for the university:

Karo Sambhav, Gurgaon	Team Lease, New Delhi	Eleation, Mumbai
Lava International, Noida	Krishna Maruti Limited, Gujrat	Youth Campus, New Delhi
Dharamsheela Devi Multispecialty Hospital, Nawada	Laxmi Agni Components & Forgins Pvt. Ltd.	Hire Hub, Biharsharif
Medi Bridge Diagnostics, Biharsharif	Confederation of Indian Industry	Krishivan Research Centre, Dehradun
KP Reliable Tecquinics India Pvt. Ltd.	Mugilann Autonomous System Pvt. Ltd, Telengana	Just Agriculture – The Magazine, Punjab
Subros Limited, Gujrat	Million Minds, Mumbai	Eco Fast Agri Solution, Pune

Our Recruiters

1	Dana Anand India Pvt. Ltd.	34	Sona-Blw
2	Mahle Anand Thermal System Pvt. Ltd.	35	Verroc Polymer
3	JBM Groups	36	Ather Energy
4	Subros Ltd.	37	Avtec : CK Birla Group
5	Pranav Vikas India Pvt. Ltd.	38	Xcrino Business Solution
6	Jaya Hind Industries Pvt. Ltd.	39	Banco Products India Ltd.
7	Krishna Maruti Ltd. Ahmedabad	40	New Autotech Component Pvt. Ltd.
8	Gabriel India Pvt. Ltd.	41	Mahindra-CIL
9	Cummins India Ltd.	42	Sunsera
10	Aparna Construction & Estate Pvt. Ltd.	43	OTIS
11	TDSG-Lithium ION Battery Gujarat Pvt. Ltd.	44	Stellar Plastics India Pvt. Ltd.
12	Sampoorn-EV	45	Board of Practical Training, (Eastern Region)
13	Windcare	46	Rail Wheel Plant, Bela
14	Ultratech Cement Ltd.	47	NTPC, kahalgaun
15	Unimax International Ltd.	48	NTPC, Aurangabad
16	Premsons Earth Movers	49	Bihar State Food & Cibil Supply Corporation Ltd.
17	Super Smelters Ltd.	50	Jamalpur Locomotive
18	Intellipaat, Bengaluru	51	Building Construction Department
19	Just Dial	52	Public Health Engineering Department
20	Caparo Maruti Ltd.	53	State Bihar Power Distribution Company Ltd.
21	Bharat Rope Ltd.	54	Buidco
22	Blue Medix	55	Water Resource Department
23	Tata Motors	56	MRF Tyres
24	Lumax Industries	57	Suzuki Motors
25	TVS Supply Chain	58	Marelli Motherson Automotive LightingPvt. Ltd.
26	Lava International Ltd.	59	Farmsons Pharma
27	Zet Town India Pvt. Ltd.	60	JK Tyres
28	Micromax	61	Syrma SGS Pvt. Ltd.
29	Aisin Automotive Pvt. Ltd.	62	Paytm
30	Yazaki India Pvt. Ltd.	63	Minda Kosai
31	Laxmi Agni Forgins Pvt. Ltd.	64	Havells India Ltd.
32	KP Reliable Technique India Pvt. Ltd.	65	ICICI Bank, NIIT Technologies
33	Victora Industries Pvt. Ltd.	66	NHK Spring India Ltd.

Library

The Library of K.K University is an expansive and invaluable resource center, thoughtfully designed to support the academic and intellectual needs of its users. Spanning an impressive 24,720 square feet, the library offers ample space for study, research, and collaboration. It boasts an extensive collection of 13,532 books, covering a wide array of subjects and disciplines, ensuring that students and faculty have access to comprehensive and diverse literature. Equipped with 50 computer terminals, the library facilitates seamless access to digital resources, online databases, and research tools, making it a hub for technological and informational advancement. Furthermore, the library subscribes to 2,545 journals, providing up-to-date scholarly articles and research findings across various fields, thus keeping the university community well-informed of the latest academic developments. This commitment to offering rich resources and a conducive environment underscores the library's pivotal role in fostering knowledge, innovation, and academic excellence at K.K University.

Resources:

- Total Number of Books – 13532
- Total Number of subscribed Journals – 2545
- Total Number of Computer Terminals - 50

E-Resources:

- PROQUEST
- AIR Database of all High courts and Supreme Court

Institutional Membership:

- DELNET (Developing Library Network)
- NDLI Club (National Digital Library of India)

Anti-Plagiarism Software:

- DrillBit Pro Anti-Plagiarism Software

Other Software:

- SOUL (Software for University Library)

Library Timings:

- 9:30 A.M TO 4:30 P.M

Library Staff Contact Information

Name	Designation	Contact No.	Email Id
Mr. Sumant Kumar	Librarian	9661101422	centrallibrary@kkuniversity.ac.in
Mr. Arjun Kumar	Library Assistant	7903051880	sli.ak@kkuniversity.ac.in
Ms. Bandna Rani	Office Assistant	6205956767	sli.br@kkuniversity.ac.in

Library Policy

This Policy will be known as K.K University Library Policy, 2023 and will be effective from the date of notification by the University. This Policy shall supersede all Policies made earlier in these regard.

1. Introduction

The University Library serves as a vital hub for the entire university, empowering students and staff with convenient access to a vast array of information resources. These resources encompass a broad range, including digital platforms, online databases, print materials, and various other non-print formats. The library diligently caters to the diverse needs of the academic community, supporting their curricular requirements, providing valuable informational resources, and facilitating innovative research endeavours. By aspiring to be a driving force behind academic excellence, the University Library aims to inspire and propel the university community towards their scholarly goals.

To develop a state-of-the-art Library that effectively caters to the information needs of a dynamic community is guided by a set of principles and rules. These principles and rules are designed to establish a structured and efficient functioning of the University Library system, providing a framework for the delivery of services to all stakeholders. The Library aspires to hold a central position in the intellectual life of the University, actively engaging with and supporting the academic endeavours of its members. All these are being incorporated in the form of K.K University Library Policy, 2023.

2. Applicability

This Policy shall apply to the following:

2.1   All enrolled students of the University
2.2   All employees of the University excluding persons holding an honorary, visiting or adjunct appointment with the University or engaged as Apprentices and Trainees.

3. Definitions

3.1   **'University'** means K.K University.

3.2   **'Competent Authority'** means the Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice Chancellor, the Registrar or any other authority so designated by these Policy

3.3   **'Student'** means an individual who has enrolled at K.K University to undertake formal education

3.4   **'Staff' or 'Employee'** means all persons who have been appointed/engaged by the University to perform some jobs or tasks

3.5   **"Academic Staff"** means the person engaged in academic activities viz. Demonstrator/Laboratory Technician/Tutor/Lecturer/Assistant Professor/Associate Professor/Professor etc.

3.6   **"Library"** means K.K University Central Library and other Departmental Libraries

3.7   **"Librarian"** means K.K University Librarian

3.8 **"Member"** means the student or employee who have registered themselves as a member of the Library

3.9 **"Academic Council"** means the Academic Council of K.K University

3.10 **"Board of Management"** means the Board of Management of K.K University

3.11 **"Vendor"** means the Distributor/Publisher/Book Shop authorised to deliver items at K.K University

3.12 **"Online Vendor"** means e-Commerce website

4. Membership

4.1 Students or Employees interested in becoming library members typically need to register at the library.

4.2 The Librarian will issue the Library Card to the concerned individual after careful verification of the filled application form and the supporting documents submitted (if any). This verification process ensures that the provided information is accurate and meets the library's requirements for membership. Once the Librarian has confirmed the authenticity of the submitted form and documents, they will proceed to issue the Library Card to the individual, this card grants them official membership and access to the library's resources and services.

4.3 Members will be provided with the library policy, which outline rules regarding borrowing periods, overdue charge for late returns, and other policies. By becoming a member, individuals agree to adhere to these terms and conditions.

5. Library Committee

The library shall be managed and administered by a Library Committee under the supervision and control of the Academic Council and Board of Management. The Library Committee plays a crucial role in supporting the growth of the library, facilitating its development plans, and ensuring that it continues to be a vibrant and effective resource for its users.

5.1 Constitution of the Library Committee

The Library Committee of the University shall consist of the following members, namely:

Sl.	Designation	Position
1.	Vice Chancellor	Chairperson
2.	Pro Vice Chancellor	Co-chairperson
3.	All Deans/Principal/HoDs of the University	Member
4.	Registrar	Member
5.	Chief Finance Office/Finance Officer	Member
6.	One (1) Student Representative (UG)	Member
7.	One (1) Student Representative (PG)	Member
8.	Librarian	Member Secretary

5.2 Powers and Functions of the Library Committee

The Library Committee shall have the following powers and functions:

5.2.1 The committee participates in strategic planning for the library, assisting in the development of short-term and long-term goals and objectives. They help

to identify areas of improvement and suggest strategies to enhance library services, resources, and facilities

5.2.2 The committee collaborates with library staff and administrators to develop and review the library budget. They provide input on funding priorities, resource allocation, and potential sources of funding for library development initiatives

5.2.3 The committee serves as advocates for the library, promoting its importance and value to various stakeholders, including administrators, faculty, students, and the wider community. They raise awareness about the library's role in supporting teaching, research, and lifelong learning

5.2.4 The committee assists in evaluating and enhancing the library's collection. They may recommend new acquisitions, evaluate existing resources, and explore opportunities to expand the range of materials available to library users

5.2.5 The committee stays informed about emerging technologies and trends in library services. They collaborate with library staff to explore and implement innovative technologies that enhance access to information, streamline operations, and improve user experience

5.2.6 The committee actively seeks input from library users, gathering feedback and assessing their needs and preferences. They use this information to inform decision-making processes, tailor library services to meet user expectations, and identify areas for improvement

5.2.7 The committee fosters collaboration and partnerships with other campus departments, academic programs, and external organizations. They work closely with faculty, students, and staff to understand their needs and develop initiatives that align with academic goals and community outreach

5.2.8 The committee participates in the development and review of library policies, ensuring they are aligned with best practices, institutional guidelines, and the evolving needs of library users. They contribute to the creation of policies related to collection management, access, privacy, and intellectual property

5.2.9 The committee may propose the amendment of the existing policy(s) subject to the approval of Academic Council/Board of Management

5.2.10 Committee members engage in ongoing professional development to stay updated on library trends, practices, and technologies. This helps them bring new ideas and knowledge to the committee's work and effectively advocate for library development

By fulfilling these functions, the committee actively contributes to the advancement and success of the library, enabling it to meet the evolving needs of its patrons and provide a high-quality learning and research environment.

5.3 Meetings

The committee shall meet at least two times in an academic year.

5.4 Quorum

The quorum for meetings of the Library Committee shall be one third of the total number of members.

6. Procurement of Books and Other Publications

6.1 The employees and students can recommend books and other publications for being purchase by the Library. The list of books and other publications requisitioned by the employees and students for purchase should always be routed through the respective Deans/Principals/HoDs.

6.2 Library would then check for duplication and place the list of recommended books and other publications for the consideration of the Library Committee.

6.3 After incorporating the suggestions of the Library Committee, the Library will then prepare the final list of books and other publications and place it before the Academic Council for approval.

6.4 The approved list will then be placed before the Board of Management or any Officer of the University delegated for approving financial matters by the Board of Management, for financial approval.

6.5 After obtaining the financial approval, the library will then place orders for procurement.

6.6 On the recommendations of the faculty, the Library may purchase multiple copies of only those books which are found to be in great demand but not more than five copies of any book are procured.

6.7 The Library should prepare a panel of Vendors based on the criteria as decided by the Library Committee

6.8 The procurement of books and other publications shall be done through the following means:

    6.7.1   Procurement of physical books and other publications from approved Vendors

    6.7.2   Procurement of physical books and other publications from approved Online Vendors

    6.7.3   Procurement of e-books and other online publications

    6.7.4   Procurement of legal and journal databases

6.9 While procuring the physical books and other publications from the Vendors, the Library shall send the approved list to the concerned Vendors. While sending the list the Library shall require the concerned Vendors to respond to the following points.

    6.8.1   Availability of the items mentioned in the approved list

    6.8.2   Discount being offered on the items

    6.8.3   Time required for the delivery of the order

6.10 The order shall be placed to the approved Vendor offering the highest discount. However, in exceptional cases the Vendor offering the highest discount requires significantly more time for delivery than others (with the discount difference being no more than 3%), the order can be placed with the Vendor assuring faster delivery with the approval of the Competent Authority.

6.11 If in case the vendor repeatedly fails to deliver the ordered items within the committed timeframes, then that vendor(s) may be removed from the panel of vendors by the Library Committee

6.12 Procurement of the physical books and other publications from the Online Vendor(s) shall only be permitted, when the books and other publications need to be procured urgently and the vendors are unable to supply the books and other publications, after necessary approval from the Library Committee.

6.13 After obtaining necessary approval and sanction from the Library Committee, the Printed Journals/e-Journals/eBooks/legal and journal databases will be subscribed/renewed through the empanelled subscription agents and keeping in

view their past service records. Some Printed Journals /e-Journals/e-books/ legal and journal databases may also be ordered directly from the vendors.

6.14 The list of magazines and periodicals to which the University has subscribed shall be placed for review before the Library Committee once in every twelve (12) months.

7. Donation of Books

7.1 By donating books to the library, the Donor confirm that the Donor is the rightful owner of the materials and have the authority to transfer ownership. The library reserves the right to accept or decline donations based on University collection policies and the condition and suitability of the materials.

7.2 The University appreciates all donations, but it must ensure that they are relevant to the library's collection and align with our academic focus. University appreciate materials that support educational programs, research interests, and the needs of the students and employees.

7.3 Fiction and leisure reading materials are typically not accepted unless they have specific educational or scholarly relevance.

7.4 Donated books should be in good condition. University welcome gently used books that are clean, free from excessive markings or damage, and have intact covers and pages. Materials with significant wear, mold, or missing pages may not be suitable for the collection.

7.5 Before bringing physical volumes, Donors are requested to contact the Librarian and provide relevant details about the books. This information can assist in assessing the suitability of the donation, coordinating logistics, and ensuring that the materials align with our collection development policies.

7.6 Once accepted, the donated books become the property of the University.

7.7 The Library will prepare the list of the books donated and the Librarian will issue the Letter of Acknowledgement to the Donor mentioning all the details of the books donated.

8. Weeding Out Process

The process of weeding out library books involves the systematic evaluation and removal of materials from the library's collection. The process involved is mentioned below.

8.1 The library shall conduct regular assessments (at least once a year) of its collection to determine the relevance, usage, and condition of materials. This evaluation helps to ensure that the collection remains current, relevant, and aligned with the needs of library users. This helps maintain a dynamic and high-quality collection over time.

8.2 The Library shall identify books and other publications with outdated or inaccurate information, low circulation or usage, poor physical condition, duplication of content, and having no relevance to the current curriculum or research needs. The materials identified shall be listed mentioning all the relevant details.

8.3 The list prepared shall be circulated to all the Schools/Departments/Centres for review.

8.4 After review, the Library shall finalize the list based on the recommendations received and get it approved by the Library Committee.

8.5 The approved list of materials are withdrawn/ deaccessioned from the active library collection and may be placed for pick up by users free of cost for their Academic use. The deaccessioning process also involves removing the withdrawn materials from the library's catalog and updating the library database.

8.6 For materials that are outdated or no longer relevant, the library may propose to replace them with updated editions or more current resources to the Library Committee.

8.7 The Library should maintain records of the weeding process, including the reasons for withdrawal, dates, and disposal methods. This documentation helps in maintaining transparency, tracking collection development, and making future decisions.

9. Stock Verification

Stock verification of a library shall be carried out either at the end of the academic year or before the start of a new academic year. The main objective of this process is to assess and verify the quantity, condition, and value of all the items or assets held within the library's collection. During stock verification, the library staff will perform a comprehensive review of the library's holdings. This involves physically checking each item in the collection against the library's inventory records to ensure accuracy and completeness. The purpose is to identify any discrepancies, such as missing or misplaced items, and take appropriate measures to rectify them.

The stock verification process involves the following:

9.1 Physical counting and verification of each item, which will ensure the accurate count of books, periodicals, multimedia materials, and other resources. Any inconsistencies or discrepancies discovered can be addressed, ensuring that the library's records precisely reflect the items actually present in the collection. If any items are missing during the physical counting, steps may be taken to investigate their whereabouts. This may involve searching for misplaced items within the library, contacting patrons who borrowed the items, or initiating procedures to replace lost materials.

9.2 Examination of the physical condition of the items, which allows to identify any damages, such as torn pages, broken bindings, or missing components, and take necessary actions for repair or replacement.

10. General Rules

10.1 Entry to library is strictly prohibited without University Identity and Library Card

10.2 It is strictly prohibited to carry reference materials outside the library

10.3 Newspapers, periodicals, and magazines are designated for in-library reading only and may not be taken outside the library

10.4 Any damage to any Books/Newspapers/Periodicals/Magazines including missing pages, pen or pencil marking, torn pages, other spots etc. should be reported to the Librarian at the time of collecting the same, before leaving the counter failing which the borrower shall be liable to compensate the loss

10.5 Books issued, if not returned within stipulated date shall attract fine

10.6 Loss of Books or any other borrowed items should be immediately reported to the Library

10.7 Reservation of seat is not permitted in Library and books or articles left for any length of time on chairs and tables may be removed by the Library staff

10.8 Library Card is non transferrable and should not be lent to anyone else and violation of this clause shall lead to withdrawal of library facility

10.9 Loss of Library Card should be immediately reported and duplicate card should be issued on payment of requisite fee

10.10 Only notebooks and books are allowed inside the Library, and all other belongings must be kept in the designated area outside the Library

10.11 The University/Library Staff shall not be responsible for loss of any personal belongings

10.12 Consumption of foods/drinks within the library is strictly prohibited

10.13 Use of Mobile Phones and other electronic gadgets within the Library is strictly prohibited

10.14 Personal Laptop may be allowed inside the library but the members will maintain such an environment which will not disturb the others.

10.15 Internet access will be provided to the members having laptops; necessary access permission to use the internet will be available from the IT section

10.16 Complete silence has to be observed within the Library

10.17 The Library Staff has the right to request any of the student to leave the premises if he/she is found of violating any rules of the Library

10.18 A Non-Dues Certificate from the Librarian is mandatory for both students and staff members who wish to obtain any university certificates while they are leaving the university before or after completing their course or departing from their employment.

10.19 Photocopying materials other than Theses/Dissertations available in the library is allowed. Photocopying can be performed without violating the copyright act.

10.20 Books may be renewed again after the completion of borrowing period

10.21 Books may be recalled any time by the Library.

10.22 Demanded books may be not re-issued and not interchanged

10.23 Borrower should bring the material physically to the Library for renewal.

10.24 Any act of indiscipline in the library shall be ground for withdrawal of library privilege

11. Borrowing of Book

Sl.	Type of Borrower	No. of Books	No. of Days
1.	Diploma Student	2	15
2.	UG Student	4	15
3.	PG Student	4	15
4.	Research Scholar	4	30
5.	Teaching Staff	4	15
6.	Non-teaching Staff	2	15

12. Overdue Charges /Lost or Damaged Item Charges

12.1 Overdue charge shall be imposed for each day a borrowed item is returned past its due date. The amount of the charge may increase for each subsequent day of delay as mentioned in the following table.

Sl.	No. of Days after due date	Overdue Charge (Rs.)/Day
1.	1-15	2.00
2.	16-30	5.00
3.	>30	10.00

12.2 Members are responsible for the condition of borrowed materials. If an item is returned damaged or lost, double of the present cost of the book shall be charged to cover the cost of repair or replacement of the item along with the overdue charges (if applicable).

12.3 Library will not provide any exemption on overdue charges during examinations, vacations and holidays etc., only except in case of Natural Disasters or charge exempted by the Competent Authority.

Academic Calendar

Month	Activities/Events/Holiday's	Date
January	Holiday (New Year's Day)	01-01-2024
January	Date of Issue of Admit Cards	06-01-2024
January	Commencement of Odd Semester Examination including B.Com LL.B and LL.B (IV) except Diploma[P] (I & III), B.Tech (I & III), M.Tech (I & III), MCA (I), BCA (I), B.Com LL.B (I & V), LL.B (I) and LL.M (I), B.Sc (I), M.Sc (I), B.A (I), M.A (I), MBA(I), BBA(I), B.Com(I), M.Com(I)	08-01-2024 – 25-01-2024
January	Holiday (Makar Sankranti)	15-01-2024
January	Evaluation of Answer Sheets including B.Com LL.B (IV) and LL.B (IV) except Diploma[P] (I & III), B.Tech (I & III), M.Tech (I & III), MCA (I), BCA (I), B.Com LL.B (I & V), LL.B (I) and LL.M (I), B.Sc (I), M.Sc (I), B.A (I), M.A (I),MBA(I), BBA(I), B.Com(I), M.Com(I)	27-01-2024 - 31.01.2024
January	Holiday (Republic Day)	26-01-2024
January	**Number of Teaching Days [for Diploma[P] (I & III), B.Tech (I & III), M.Tech (I & III), MCA (I), BCA (I), B.Com LL.B (I & V), LL.B (I) and LL.M (I), B.Sc (I), M.Sc (I), B.A (I), M.A (I)]**	**24**
February	Commencement of Even Semester classes including B.Com LL.B (V) and LL.B (V) except Diploma[P] (II & IV), B.Tech (II & IV), M.Tech (II & IV), MCA (II), BCA (II), B.Com LL.B (II & VI), LL.B (II) and LL.M (II), B.Sc (II), M.Sc (II), B.A (II), M.A (II)	01-02-2024
February	Date of Issue of Admit Cards [Diploma[P] (I & III), B.Tech (I & III), M.Tech (I), MCA (I), BCA (I), B.Com LL.B (I), LL.B (I) and LL.M (I), B.Sc (I), M.Sc (I), B.A (I), M.A (I)]	02-02-2024
February	Commencement of Odd Semester Examination including Diploma[P] (I & III), B.Tech (I & III), M.Tech (I), MCA (I), BCA (I), B.Com LL.B (I & V), LL.B (I) and LL.M (I), B.Sc (I), M.Sc (I), B.A (I), M.A (I), MBA(I), BBA(I), B.Com(I), M.Com(I)	06-02-2024 - 17-02-2024
February	Declaration of Results of Odd Semester Examination including B.Com LL.B and LL.B (IV) except Diploma[P] (I & III), B.Tech (I & III), M.Tech (I & III), MCA (I), BCA (I), B.Com LL.B (I & V), LL.B (I) and LL.M (I), B.Sc (I), M.Sc (I), B.A (I), M.A (I)	12-02-2024
February	Evaluation of Answer Sheets including Diploma[P](I & III), B.Tech (I & III), M.Tech (I), MCA (I), BCA (I), B.Com LL.B (I & V), LL.B (I) and LL.M (I), B.Sc (I), M.Sc (I), B.A (I), M.A (I),MBA(I), BBA(I), B.Com(I), M.Com(I)	19-02-2024 - 24-02-2024
February	Commencement of Even Semester classes including Diploma[P] (II & IV), B.Tech (II & IV), M.Tech (II), MCA (II), BCA (II), B.Com LL.B (II & VI), LL.B (II) and LL.M (II), B.Sc (II), M.Sc (II), B.A (II), M.A (II), MBA(II), BBA(II), B.Com(II), M.Com(II)	26-02-2024
	Declaration of Results of including Diploma[P] (I & III), B.Tech (I & III), M.Tech (I), MCA (I), BCA (I), B.Com LL.B (I & V), LL.B (I) and LL.M (I), B.Sc (I), M.Sc (I), B.A (I), M.A (I)	28-02-2024
February	**Number of Teaching Days [for B.Com LL.B (V) and LL.B (V) except Diploma[P] (II & IV), B.Tech (II & IV), M.Tech (II & IV), MCA (II), BCA (II), B.Com LL.B (II & VI), LL.B (II) and LL.M (II), B.Sc (II), M.Sc (II), B.A (II), M.A (II)]**	**25**

February	Number of Teaching Days [for Diploma[P] (II & IV), B.Tech (II & IV), M.Tech (II), MCA (II), BCA (II), B.Com LL.B (II & VI), LL.B (II) and LL.M (II), B.Sc (II), M.Sc (II), B.A (II), M.A (II)]	4
March	Holiday (Maha Shivaratri)	08-03-2024
March	Holiday (Holi)	25-03-2024 - 27-03-2024
March	Holiday (Good Friday)	29-03-2024
March	**Number of Teaching Days**	**21**
April	Commencement of First Internal Examination	02-04-2024 - 09-04-2024
April	Holiday (Eid-ul-Fitar)	11-04-2024
April	Declaration of Result of First Internal Examination	On or before 15-04-2024
April	Holiday (Ram Navami)	17-04-2024
April	**Number of Teaching Days**	**24**
May	Final Semester Examination Form Submission	01-05-2024 - 08-05-2024
May	Commencement of Second Internal Examination	08-05-2024 - 15-05-2024
May	Issue of Admit Cards to the Final Semester Students	20-05-2024 - 21-05-2024
May	Closure of Classes for Final Semester Students	17-05-2024
May	Declaration of Result of Second Internal Examination	On or before 20-05-2024
May	Commencement of Final Semester Examination	22-05-2024
May	Holiday (Buddha Purnima)	23-05-2024
May	Submission of Internal Marks (Final Semester Students)	28-05-2024
May	End Date of Final Semester Examination	30-05-2024
May	Evaluation of Answer Scripts of Final Semester Examination	29-05-2024 - 05-06-2024
May	End Semester Examination Form Submission	29-05-2024 - 07-06-2024
May	**Number of Teaching Days**	**26**
June	Declaration of Results of Final Semester Examination	On or before 12-06-2024
June	Closure of Classes	15-06-2024
	Issue of Admit Cards	14-06-2024 - 15-06-2024
June	Holiday (Bakrid)	17-06-2024
June	Commencement of End Semester Examination	18-06-2024
June	Submission of Internal Marks	22-06-2024
June	End Date of End Semester Examination	29-06-2024
June	**Number of Teaching Days**	**13**
July	Summer Vacation/Summer Internship for Students*	01-07-2024 - 03-08-2024
July	Evaluation of Answer Scripts of End Semester Examination	01-07-2024 - 20-07-2024
July	Holiday (Muharram)	17-07-2024
July	Declaration of Results of End Semester Examination	On or before 31-07-2024
July	**Number of Teaching Days**	**0**

Note: **Diploma [P] - Diploma Polytechnic**

Month	Event	Date
August	Commencement of Classes all Semesters and Induction of New Students	05-08-2024
August	Holiday (Independence Day)	15-08-2024
August	Holiday (Raksha Bandhan)	19-08-2024
August	Holiday (Shree Krishna Janmasthami	26-08-2024
August	**Number of Teaching Days**	**24**
September	Holiday (Ganesh Chaturthi)	07-09-2024
September	Holiday (Milad-ud Nabi)	16-09-2024
September	Holiday (Vishwakarma Puja)	17-09-2024
September	Commencement of First Internal Examination	23-09-2024 - 30-09-2024
September	**Number of Teaching Days**	**22**
October	Holiday (Gandhi Jayanti)	02-10-2024
October	Declaration of Result of First Internal Examination	On or before 07.10.2024
October	Holiday (Durga Puja)	08-10-2024 - 12-10-2024
October	Holiday (Deepawali/Bhaiya Dooj/Chittaragupta Puja)	30-10-2024 - 02-11-2024
October	**Number of Teaching Days**	**19**
November	Holiday (Chhath Puja)	06-11-2024 - 09-11-2024
November	Holiday (Guru Nanak Jayanti)	15-11-2024
November	Commencement of Second Internal Examination	25-11-2024 - 02-12-2024
November	End Semester Examination Form Submission	25-11-2024 - 04-12-2024
November	**Number of Teaching Days**	**19**
December	Declaration of Result of Second Internal Examination	On or before 09.12.2024
December	Closure of Classes	09-12-2024
December	Issue of Admit Cards	09-12-2024 - 11-12-2024
December	Commencement of End Semester Examination	12-12-2024
December	Submission of Internal Marks	19-12-2024
December	End Date of End Semester Examination	24-12-2024
December	Holiday (Christmas)	25-12-2024
December	Winter Break	26-12-2024 - 31-12-2024
December	**Number of Teaching Days**	**6**

Note: **Diploma [P] - Diploma Polytechnic**

Examination Calendar and Grading System

Examination Calendar

Sl.No.	Year	Examination	Commencement of Examination	Completion of Examination	Duration of Exams, Days	Announcement of Result
1	2023-2024	Odd Sem. End Examination - January 2024 (08-01-2024 to 20-01-2024) III,V,VII SEM.	08-01-24	20-01-24	12	10.02.2024
2		Odd Sem. End Examination - February 2024 (06-02-2024 to 17-02-2024) I SEM.	06-02-24	17-02-24	11	04.04.2024
3		Even Sem. End Examinations - June 2024 (07-06-2024 to 19-06-2024) Final Year.	07-06-24	19-06-24	12	25.07.2024
4		Even Sem. End Examination - June 2024 (19-06-2024 to 29-06-2024) Pre Final Year.	19-06-24	29-06-24	10	05.08.2024
5		Special Supplementary Examinations, October,2024 (21-10-2024 to 24-10-2024) Final Year	21-10-24	24-10-24	4	21.11-2024
6		Odd Sem. End Examinations - December 2024 (16-12-2024 to 22-12-2024) (M.Sc,B.Sc, MA,BA,M.Com, B.Com, M.Tech)(3rd Semester)	16-12-24	24-12-24	9	NA

Grading System

A. B.Tech, M.Tech, MCA, BCA, Diploma in Engg , M.sc, B.sc, MA, BA, B.com. M.Com, LL.B, B.Com LLB, LL.M, B.Lish, M.Lish, MBA, BBA

Marks (%)	Grading	Letter Grade	Grade Point (GP)
90.00- Above	Outstanding	O	10
80.00-89.99	Excellent	A+	9
70.00-79.99	Very Good	A	8
60.00-69.99	Good	B+	7
50.00-59.99	Above Average	B	6
45.00-49.99	Average	C	5
40.00-44.99	Pass	P	4
Below 40	Fail	F	0
AB	Absent	0	0

Calculation of Semester Grade Point Average (SGPA)

$$SGPA = \frac{Cr1 * GP1 + Cr2 * GP2 + Cr3 * GP3 + Cr4 * GP4 \ldots}{Cr1 + Cr2 + Cr3 + Cr4 \ldots \ldots}$$

Calculation of Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{SGPA1 * TCr1 + SGPA2 * TCr2 + SGPA3 * TCr3 + SGPA4 * TCr4 \ldots \ldots}{TCr1 + TCr2 + TCr3 + TCr4 \ldots \ldots}$$

Percentage Based On Marks $= \dfrac{\text{Obtained Marks}}{\text{Total Marks}}$ **X 100**

Division Criteria.

CGPA	Division
9 and Above	First Division with Certificate of Merit
8.0 But less than 9.0	First Division with Distinction
6.5 But less than 8	First Division
5.5 to 6.5	Second Division

Conversion of CGPA to percentage of marks

Conversion from CGPA to percentage of marks does not have rigor or rationale. However, an approximate and indicative equivalence between **CGPA** and percentage of marks can be accessed by multiplying **CGPA** with **9.5.**

Minimum Passing Criteria

Internal	Minimum 40% Marks
External	Minimum 40% Marks

B. Bachelor Of Pharmacy (B.Pharm)

Percentage of Marks Obtained	Letter Grade	Grade Point	Grading /Performance
90.00 - 100	O	10	Outstanding
80.00 - 89.99	A	9	Excellent
70.00 - 79.99	B	8	Good
60.00 - 69.99	C	7	Fair
50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

Calculation of Semester Grade Point Average (SGPA)

$$SGPA = \frac{Cr1 * GP1 + Cr2 * GP2 + Cr3 * GP3 + Cr4 * GP4 \ldots}{Cr1 + Cr2 + Cr3 + Cr4 \ldots \ldots.}$$

Calculation of Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{SGPA1 * TCr1 + SGPA2 * TCr2 + SGPA3 * TCr3 + SGPA4 * TCr4 \ldots \ldots}{TCr1 + TCr2 + TCr3 + TCr4 \ldots \ldots}$$

Percentage Based On Marks $= \dfrac{\text{Obtained Marks}}{\text{Total Marks}}$ **X 100**

Declaration of Class.

CGPA	Division
7.50 and Above	First Division with Distinction
6.00 to 7.49	First Class
5.00 to 5.99	Second Class

Conversion of CGPA to Percentage of Marks

Conversion from CGPA to percentage of marks does not have rigor or rationale. However, an approximate and indicative equivalence between **CGPA** and percentage of marks can be accessed by multiplying **CGPA** with **9.5.**

Minimum Passing Criteria

Internal +External	Minimum 50% Marks

C. Diploma In Pharmacy (D.Pharm)

Marks (%)	Grading	Letter Grade	Grade Point (GP)
90.00- Above	Outstanding	O	10
80.00-89.99	Excellent	E	9
75.00-79.99	Very Good	A+	8
70.00-74.99	Good	A	7
60.00-69.99	Above Average	B+	6
50.00-59.99	Average	B	5
40.00-49.99	Pass	P	4
Below 40	Fail	F	0
AB	Absent	0	0

Percentage Based On Marks $= \dfrac{\text{Obtained Marks}}{\text{Total Marks}} \times 100$

Division Criteria.

Percentage (%)	Division
75 % and Above	First Division with Distinction
60 % to 74.99 %	First Division
Less than 60 %	Second Division

Minimum Passing Criteria

Internal +External	Minimum 40% Marks

D. B.Sc (Hons.) Agriculture

Percentage of Marks Obtained	Letter Grade	Grade Point	Grading /Performance
90.00 - 100	O	10	Outstanding
80.00 - 89.99	A	9	Excellent
70.00 - 79.99	B	8	Good
60.00 - 69.99	C	7	Fair
50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

Calculation of Semester Grade Point Average (SGPA)

$$SGPA = \frac{Cr1 * GP1 + Cr2 * GP2 + Cr3 * GP3 + Cr4 * GP4 \dots}{Cr1 + Cr2 + Cr3 + Cr4 \dots\dots.}$$

Calculation of Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{SGPA1 * TCr1 + SGPA2 * TCr2 + SGPA3 * TCr3 + SGPA4 * TCr4 \dots\dots}{TCr1 + TCr2 + TCr3 + TCr4 \dots\dots}$$

Percentage Based On Marks $= \dfrac{Obtained\ Marks}{Total\ Marks}$ X 100

Declaration of Class.

CGPA	Division
7.50 and Above	First Division with Distinction
6.00 to 7.49	First Class
5.00 to 5.99	Second Class

Conversion of CGPA to Percentage of Marks

Conversion from CGPA to percentage of marks does not have rigor or rationale. However, an approximate and indicative equivalence between **CGPA** and percentage of marks can be accessed by multiplying **CGPA** with **9.5.**

Minimum Passing Criteria

Internal	Minimum 50% Marks
External	Minimum 50% Marks

E. Bachelor Of Education (B.Ed)

For Theory Paper				For Practical Paper			
Marks (%)	Grading	Letter Grade	Grade Point (GP)	Marks (%)	Grading	Letter Grade	Grade Point (GP)
90.00- Above	Outstanding	O	10	90.00- Above	Outstanding	O	10
80.00-89.99	Excellent	A+	9	80.00-89.99	Excellent	A+	9
70.00-79.99	Very Good	A	8	70.00-79.99	Very Good	A	8
60.00-69.99	Good	B+	7	60.00-69.99	Good	B+	7
50.00-59.99	Above Average	B	6	50.00-59.99	Above Average	B	6
45.00-49.99	Average	C	5	Below 50	Fail	F	0
40.00-44.99	Pass	P	4	AB	Absent	0	0
Below 40	Fail	F	0				
AB	Absent	0	0				

Calculation of Semester Grade Point Average (SGPA)

$$SGPA = \frac{Cr1 * GP1 + Cr2 * GP2 + Cr3 * GP3 + Cr4 * GP4 \ldots}{Cr1 + Cr2 + Cr3 + Cr4 \ldots\ldots.}$$

Calculation of Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{SGPA1 * TCr1 + SGPA2 * TCr2 + SGPA3 * TCr3 + SGPA4 * TCr4 \ldots\ldots}{TCr1 + TCr2 + TCr3 + TCr4 \ldots\ldots}$$

Percentage Based On Marks $= \dfrac{Obtained\ Marks}{Total\ Marks}$ X 100

Division Criteria.

CGPA	Division
9 and Above	First Division with Certificate of Merit
8.0 But less than 9.0	First Division with Distinction
6.5 But less than 8	First Division
5.5 to 6.5	Second Division

Conversion of CGPA to percentage of marks

Conversion from CGPA to percentage of marks does not have rigor or rationale. However, an approximate and indicative equivalence between **CGPA** and percentage of marks can be accessed by multiplying **CGPA** with **9.5.**

Minimum Passing Criteria

For Theory Paper		For Practical Paper	
Internal	Minimum 40% Marks	Internal	Minimum 50% Marks
External	Minimum 40% Marks	External	Minimum 50% Marks

F.   Diploma In Elementary Education (D.El.Ed)

For Theory Paper				For Practical Paper			
Marks (%)	Grading	Letter Grade	Grade Point (GP)	Marks (%)	Grading	Letter Grade	Grade Point (GP)
90.00- Above	Outstanding	O	10	90.00- Above	Outstanding	O	10
80.00-89.99	Excellent	A+	9	80.00-89.99	Excellent	A+	9
70.00-79.99	Very Good	A	8	70.00-79.99	Very Good	A	8
60.00-69.99	Good	B+	7	60.00-69.99	Good	B+	7
50.00-59.99	Above Average	B	6	50.00-59.99	Above Average	B	6
46.00-49.99	Average	C	5	Below 50	Fail	F	0
Below 46	Fail	F	0	AB	Absent	0	0
AB	Absent	0	0				

Calculation of Semester Grade Point Average (SGPA)

$$SGPA = \frac{Cr1 * GP1 + Cr2 * GP2 + Cr3 * GP3 + Cr4 * GP4 \ldots}{Cr1 + Cr2 + Cr3 + Cr4 \ldots \ldots .}$$

Calculation of Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{SGPA1 * TCr1 + SGPA2 * TCr2 + SGPA3 * TCr3 + SGPA4 * TCr4 \ldots \ldots}{TCr1 + TCr2 + TCr3 + TCr4 \ldots \ldots}$$

Percentage Based On Marks $= \dfrac{\text{Obtained Marks}}{\text{Total Marks}}$ **X 100**

Division Criteria.

CGPA	Division
9 and Above	First Division with Certificate of Merit
8.0 But less than 9.0	First Division with Distinction
6.5 But less than 8	First Division
5.5 to 6.5	Second Division

Conversion of CGPA to percentage of marks

Conversion from CGPA to percentage of marks does not have rigor or rationale. However, an approximate and indicative equivalence between **CGPA** and percentage of marks can be accessed by multiplying **CGPA** with **9.5.**

Minimum Passing Criteria

For Theory Paper		For Practical Paper	
Internal	Minimum 46% Marks	Internal	Minimum 50% Marks
External	Minimum 46% Marks	External	Minimum 50% Marks

Sports Calendar

Sl.No.	Game	Last date of Entry	Date of Tournament	Venue
1.	Chess (Men)	15 July	18-19 July	School of Agriculture Sciences
2.	Chess (Women)	15 July	18-19 July	School of Agriculture Sciences
3.	Table Tennis (Men)	05 August	07 August	School of Pharmacy &Paramedical sciences
4.	Table Tennis (Women)	05 August	08 August	School of Pharmacy &Paramedical sciences
5.	Badminton (Men)	07 August	16-17 August	K.K.U Campus Badminton court
6.	Badminton (Women)	07 August	16-17 August	K.K.U Campus Badminton court
7.	Basketball (Men)	04 September	10 September	K.K.U Campus Basketball court
8.	Basketball (Women)	04 September	10 September	K.K.U Campus Basketball court
9.	Kabaddi (Men)	03 October	14 October	K.K.U Campus Ground
10.	Kabaddi (Women)	03 October	15 October	K.K.U Campus Ground
11.	Volleyball (Men)	21 October	24 October	K.K.U Campus Volleyball court
12.	Volleyball (Women)	21 October	25 October	K.K.U Campus Volleyball court
13.	Football (Men)	05 November	11-13 November	K.K.U Campus Ground
14.	Cricket (Men)	14 November	18-21 November	K.K.U Campus Ground
15.	Cricket (Women)	20 November	25-28 November	K.K.U Campus Ground
16.	Ball Badminton (Men)	02 December	09-10 December	K.K.U Campus Ground
17.	Ball Badminton (Women)	02 December	09-10 December	K.K.U Campus Ground
18.	Taekwondo (Men)	03 January	13-14 January	K.K.U Campus Ground
19.	Taekwondo (Women)	03 January	13-14 January	K.K.U Campus Ground
20.	Athletics (Men)	05 February	13-16 February	K.K.U Campus Ground
21.	Athletics (Women)	05 February	13-16 February	K.K.U Campus Ground
22.	KhoKho (Men)	03 March	05-06 March	K.K.U Campus Ground
23.	KhoKho (Women)	08 March	10-11 March	K.K.U Campus Ground
24.	Karate (Men)	02 April	07-08 April	K.K.U Campus Ground
25.	Karate (Women)	04 April	08-09 April	K.K.U Campus Ground

Note: Participation of the University Team:
  A. East Zone Inter University Tournament October, 2024 to March, 2025 (Expected) (As per AIU Sports Calendar).
  B. All India Inter University Tournament October, 2024 to March, 2025 (Expected) (As per AIU Sports Calendar).
  C. University Annual Sports Will be held on 16-17 December, 2024.
  D. A Prize distribution ceremony will be organized on 21 December,

Holiday Calendar

Date	Day	Holiday	No. of Days
01- January	Monday	New Year's Day	1
15-January	Monday	Makar Sankranti	1
26- January	Friday	Republic Day	1
08- March	Friday	Maha Shivaratri	1
25-27 March	Monday-Wednesday	Holi	3
29- March	Friday	Good Friday	1
11- April	Thursday	Eid-ul-Fitar*	1
17- April	Wednesday	Ram Navami	1
23-May	Thursday	Buddha Purnima	1
17- June	Monday	Bakrid	1
17- July	Wednesday	Muharram	1
15- August	Thursday	Independence Day	1
19- August	Monday	Raksha Bandhan	1
26- August	Monday	Shree Krishna Janmasthami	1
07- September	Saturday	Ganesh Chaturthi	1
16- September	Monday	Milad-ud Nabi	1
17- September	Tuesday	Vishwakarma Puja	1
02- October	Wednesday	Gandhi Jyanti	1
08-12 October	Tuesday-Saturday	Durga Puja	5
30 October- 02 November	Wednesday-Saturday	Deepawali/ Bhaiya Dooj/ Chittaragupta Puja	4
06-09 November	Wednesday-Saturday	Chhath Puja	4
15- November	Friday	Guru Nanak Jayanti	1
25-December	Wednesday	Christmas	1
		Total	**35**

*The date may be changed according to the visibility of Moon.