

CAMPUS SCHOOL

Etymologically, the word “*Education*” is derived from the Latin word “*Educatio*” meaning “*a breeding, a bringing up a rearing activity*”. The word “*Educatio*” is related to the homonym “*educo*” which means “*I lead forth, I take out, I rear up, I erect*”. Real education has to draw out the best from the recipient.

We, at Campus School firmly believe that all children are naturally inclined to learn, are capable of learning, and learn in a variety of ways through experience, making and doing things, experimentation, reading, discussion, asking, listening, thinking, reflecting and expressing themselves in speech or writing, both individually and with others. Well planned syllabus with a balanced evaluation system and feedback mechanism helps in the all round development of the learner and enables him to apply what is learnt in a variety of environment, circumstances and situations. It also enables them to work independently, collaboratively and harmoniously.

Consolidating ourselves in terms of numbers, the overall strength of the school has risen to nearly 561 students due to mass transition from Kislaya to class I and reverse transition from Private/Public schools to Campus School. Campus School Governing Board decided to allow the wards of non IITK employees to be admitted in the school in the year 2014-15 and this academic session the strength of the wards of non IIT K employees has risen to 122 students. An additional section was started in class III this year with the plan of having four sections till Class V in the next two years. The total fee collected for the AY 2017-18 was Rs 61,87,700/- (Rupees Sixty One lacs Eighty Seven Thousand & Seven Hundred only).

The new session started on Thursday, 6th April 2017 and a Parent Orientation Program was held in the school to welcome the new entrants and acquaint the parents to the evaluation and marking system. The idea of having our own set of compiled worksheets for all the subjects from classes KG to V and improving on them each year proved very helpful, this year Achievers Section was added in Mathematic work sheet, reference books along with NCERT books, introduction of EVS for classes I and II has made a marked difference. Regular use of Math Lab and EVS Lab has aroused interest in the students considerably.

A lot of extracurricular activities like music, arts, dance, craft, clay modeling, origami, personality grooming, quizzing, acquiring communicative skills and making paper jewellery was held in the activity periods throughout the session. The students of Campus School participated in various events held outside Campus School also and were appreciated by one and all.

Visit to different labs, air strip, nursery was arranged. The students of classes KG to II went to Air Strip and gained practical knowledge about the working of air craft. They were also made to sit in the gliders. Students of classes III, IV and V went to Red Chief Factory, Industrial Estate, Kanpur and learnt about the working of leather industry. The students of classes IV and V also went to see the Solar Energy Research Enclave at IIT Kanpur and learnt about the process of generating electricity with the use of Solar panels. In order to

train the students to meet sudden natural emergencies Mock Drill for evacuating the school in least time was also conducted in the school.

Various celebrations were held in the school. Besides this Independence Day, Republic Day, Teachers Day, Childrens' Day, Dusshera, Deepawali, Janmashtami, Eid, Christmas were celebrated with great enthusiasm.

Summer camp was arranged and thoroughly enjoyed by more than 100 students. Fun games, Badminton, football, narration of English and Hindi stories, book reading, music, art & craft, rain dance and ice cream party was enjoyed by one and all alike.

Annual Sports day-EKLAVAYA was held on 16th December, 2017 in the school ground with great pomp and show. Finals of the various heats were held along with various other presentations.

Open House was held on 3rd February, 2018 wherein all the activities done in the class in various subjects including art and craft were showcased. This year the event was organized in the front lawn wherein tents were put up for different grades. The major attraction was the food stall put up by the teachers and students for the visitors. The spontaneity and confidence with which the students explained their demonstrations was well observed and appreciated by the visitors.

Workshops for teachers were organized at Visitors Hostel, IIT Kanpur to train them in dealing with the psychological problems of the students and acquainting them with the new teaching pedagogies.

A total of 296 participations were registered in National Computer and Science Olympiad & International Mathematics and English Olympiad. Besides winning School Gold, silver and Bronze medals Gold medal of excellence has also been bagged by our students in English, Math & Science Olympiad. It gives me immense pleasure in sharing that average marks of all the classes is even better than the national/ international average marks.

Various steps were taken for proper maintenance of the school building. Wash rooms have been renovated, Western seats have been put up and a set of three new rooms with separate wash rooms for boys and girls has been constructed.

I would like to sum up by thanking the immense support & guidance rendered to us by our then Chairman Prof. Indranil Manna, Prof. Manindra Agarwal Deputy Director, Institute Nominee to Campus School Governing Board Prof. Shikha Dixit & Members of the Governing Board. I would also like to acknowledge the support received from Dean R&D.DORA & DOIP. I would also like to thank the team of IWD for undertaking the construction work. I also wish to extend my gratitude to all the stake holders for their immense support.

Comparative statement of strength and revenue generated in 2015-16, 2016-17 & 2017-18

Strength of the School			Revenue Generated		
2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
456 Students	500 students	561 students	Rs29,50,900/-	Rs 52,16,420/-	Rs61,87,700/-





ESTATE OFFICE

IIT Kanpur is a residential campus spread over 1055 acres having total population around fifteen thousand. The Institute has its own infrastructure and civic amenities such as sanitation, water supply, sewage disposal, shopping complex and similar other facilities, which are required for day-to-day living.

This Institute has 1257 houses in various types i.e. Type-1A, IB, I, II, III, IV & V for Faculty members, Scientists, Research Engineers, Group-A Officers and other staff members of this Institute and 15 hostels to accommodate the students of the Institute out of which three hostels are for girls and one for research students. Every hostel has shops which mainly fulfills the immediate needs of students.

There are six shopping complex at various locations in the campus, one of which is in the heart of campus called as main shopping complex. A descent canteen lounge facility known as “Lounge-68” operated by Café Coffee Day is in operation for faculty, staff and students of the Institute with the support of 1968 batch who donated 50% cost of the lounge.

The Estate Office is entrusted with various kinds of activities including house allotment, commercial shop management, realization of license fee and electric/water charges from the stakeholders, estate management and civic amenities, eviction of unauthorized occupants etc. Estate Office has realized about Rs. 2,34,19,504/- (Two Crore Thirty Four Lakh Nineteen Thousand Five Hundred Four Only) during the financial year 2017-18 from the various sources.

HEALTH CENTRE

Health Centre has been established with the objective of addressing health needs of the Institute Community. Health Centre provides services round the clock to meet out the objective. Health Centre is manned by a team of Medical Officers, Head, Health Centre and a Institute Medical Advisor.

The details of the Health Centre services provided for the period with effect from .1.04.2017 to 31.3.2018 are as follows:

Sl. No.	Particulars	Number
1	Number of patients treated in OPD (H.C.)	73167
2	Number of students treated in OPD (H.C. + H.M.D.)	41203
3	Number of patients manually registered	256
4	Number of patients treated on First Aid Basis	225
5	Number of patients treated in Indoor	420

6	Number of patients treated in Homeopathy including students	11377
7	Number of patients treated in Physiotherapy	6641
8	Number of Stitching	20
9	Number of Surgical Dressing	4604
10	Number of Injections given to patients	17015
11	Number of Tetvac Injections given to patients	2053
12	Number of babies attended in Well Baby Clinic	413
13	Number of babies attended-National Pulse Polio Programme	24
14	Number of Anti Rabies Injections given to patients	460
15	Numbers of ECG done	981
16	Numbers of X-ray done	1960

Immunization is done round the year in the Health Centre for protection against Typhoid, Tuberculosis, Diphtheria, Pertusis Tetanus, Polio, Measles, Mumps, Rubella. Facilities for maternity management and Family Planning Counseling are also available.

INSTITUTE WORKS DEPARTMENT

Institute Works Department (IWD) is primarily responsible for the maintenance of capital assets for providing the following utility services to the resident community:

- Civil, Electrical and Air-conditioning Maintenance Services
- Water supply and sewage disposal
- Power Distribution
- Estate Management
- Sanitation and upkeep
- Horticulture Development & Maintenance
- Furniture repairs
- Roads

In addition to the above, IWD also executes development Projects from concept to commissioning. It comprises of the following units for facilitating operation & maintenance of services and construction activity, under the control of the Superintending Engineer.

SI. No.	Unit	Responsibility	Unit-in-charge
1	Civil Division-I	Maintenance, up-gradation and development works, water supply, roads.	Executive Engineer
2	Civil Division-II	Maintenance & development works	Executive Engineer
3	Electrical Division	New Electrical as well as maintenance works of electrical.	Executive Engineer (Elect.)
4	Air-conditioning Division	New A.C. as well as maintenance works of Air-conditioning.	Executive Engineer (A.C.)
5	Horticulture	Development & maintenance	Superintending Engineer

6	Sanitation Unit	House Keeping of various buildings	Superintending Engineer
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The following works are under execution:-

SI. No.	Name of Work	Plinth Area (In Sqm)
1	Construction of International Students Housing.	5,050
2	Construction of Animal House	1,975
3	Construction of MT section/Cyber Security.	830
4	Construction of Building for the Smart City Project	240
5	Construction of building for Aerosol Test Facility (Phase-I).	2,306

The following works are with CPWD for the execution:-

SI. No.	Name of Work	Plinth Area (In Sqm)
1	Construction of New Engineering Core Lab Building.	31,431
2	Construction of Pre-engineering building	3,000
3	Retro fitting of building for Aero Space department.	20,596
4	Construction of Research Complex.	15,435

The following works are under planning:-

SI. No.	Name of Work	Plinth Area (In Sqm)
1	Building for Earth Sciences Department	7,215
2	Construction of Opportunity School Building.	1,703
3	Extension of old Core Lab building	1,910
4	Science & Technology Park	26,374
5	Construction of Institute Club.	3,491
6	Health Centre.	1,986
7	Extension of VH.	4,560
8	Construction of Shopping Centre near type-II.	1,106.46
9	Construction of multi-storied Type -III residential flats (70 nos.).	12,654.29
10	Remaining works of NOIDA Extension Centre such as Construction of Auditorium, Class rooms and Incubation centre.	
11	Construction of peripheral cement concrete road along with the existing boundary wall with drainage system and security fencing from Pradhan Gate to Chandel Gate of Nankari.	

PHYSICAL EDUCATION

Students' Intake	: 845+162=1007 (845 students ofY-17 registered for PE 101, 102 & CPA courses and 162 students the part of final contingent for Inter IIT Sports Meet 2017)
Graduating Students Placement Fund Raising Activities	: N/A : N/A : Income from users of paid sports facilities i.e. old sports complex gym, new sports complex gym & pool room, swimming pool, private coaching and ground booking charges which is deposited to SPEC (DOSA) <i>ale</i> and the account of income & expenditure is maintained at DOSA office.
Sponsored Projects Students-Faculty-Staff Ratio	:N/A : 1007 Students : 01 Faculty : 23 staff (13 permanent and 10 on Project & work Assignment)
Institute's Land Area Built In/Open Space	: N/A : N/A

SAFETY REPORT

Following safety initiatives for identifying unsafe conditions/ unsafe acts and making the personnel aware about safety were taken up by safety cell:

Safety Audit : Safety cell carried out periodic safety audits of laboratory, construction sites, utilities and other areas to identify the safety hazards and unsafe conditions related to electrical, fire, mechanical, civil, construction, chemical safety. This year approximately 70 such audits were carried out.

Safety Training : The Safety Training on laboratory safety practices, fire safety, electrical safety were conducted periodically.

Accident / Incident Investigation and Reporting : The safety cell conducted the accident /incident investigation of all major and minor incidences and the corrective measures were suggested for non recurrence of similar incidences in future.

Safety Appliances : Institute provides personal protective equipments to all laboratory research work, fire extinguishers, fire detection system and other safety items. The contractors are strictly advised to issue the same to their employees.

Modification / New Facility : All the modifications and new facilities are weighed from safety point of views by safety cell. After the clearance from safety angle the modification/new facilities are taken up.

STAFF TRAINING UNIT

The Staff Training Unit of the Institute is imparting and designing the training programmes on the basis of need base analysis, feedback from previous training programs on demand from HODs/ Officer-in-Charges of department /Sections and organized accordingly. The technical & ministerial staff, showing their interest in active participation and learning attitude during the training programmes. This unit has organized more than 360 training programmes.

The following training programs have organized for the period during Financial Year 2017-18.

Sl. No	Name of the Training Programmes	Duration	Participants
1	Noting and Drafting	2 days	28
2	Communication Skills	1 day	36
3	Orientation/Induction program	1 day	37
4	GFR-2017 & Budget Techniques	1 day	24
5	Safety at Work Place	1 day	29
6	Work place Management of Machine shops & Labs	2 days	38
7	Soft Skills for better performance	1 day	23
8	Human relation skills at work place	1 day	19
9	Laboratory Safety	1 day	32
10	Personality Development	1 day	34

The training programmes for the next financial year have been designed as per need base and would like to invite guest faculty/resource persons from ISTM/NIFM and from reputed training Institutions/organizations.

STORES AND PURCHASE SECTION

The Stores and Purchase Section is an important service unit to cater to the needs of departments/units by procuring various equipments, chemicals, glassware, hardware, consumables, stationery, medicines/pharmaceutical products, industrial gases etc., for teaching, research and general purposes. These materials/equipments are procured from within India as well as abroad.

The Import Section handles clearance of all foreign consignments from customs and also obtains Import Licenses/Custom Duty Exemption Certificates and other certificates from Government of India. There-export of consignments to the suppliers for repair /replacements is also done through this section.

During the financial year 2017-2018 the Purchase Section placed 1448 orders valued Rs. 1,89,75,40,365=00 which included import orders 306 numbers amounting Rs. 38,71,26,448=00 and indigenous order 1142 number amounting Rs. 1,51,04,13,917=00. The purchase orders and their values under various categories are as follows:

Category	No. of P.O.	Amount (in Rs.)
Import :-		
{A} Institute fund		
Consumable	13	36,91,688.00
Non consumable	13	1,83,42,424.00
LTAS	08	36,01,866.00
{B}Project fund		
Consumable	129	2,74,34,974.00
Non consumable	105	29,47,32,360.00
LTAS	38	3,93,23,136.00
Total Import (A&B)	306	38,71,26,448.00
Indigenous:-		
{C}Institute fund		
Consumable	182	49,08,50,402.00
Non consumable	102	3,56,23,036.00
LTAS	95	6,11,15,486.00
Maintenance & Services	115	62,72,37,976.00
{D}Project fund		
Consumable	215	3,41,24,718.00
Non consumable	176	18,59,69,662.00
LTAS	230	6,20,51,856.00
Maintenance & Services	27	1,34,40,781.00
Total Indigenous(C&D)	1142	1,51,04,13,917.00
Total Value	1448	1,89,75,40,365.00

This Department procures highly technical items as and when required by the different departments to maintain the pace with science and technology development. It stocks some items of consumable in nature like stationary, hardware, and liveries etc. The department has four units, namely Purchase Unit, Import Unit, Bill Unit and Receipt/Issue Unit. The department is headed by a professionally competent officer assisted by a professionally competent team of 20 personnel.

The department also maintains the records of disposal of unusable and scraps materials. Clearance of parcels and dispatch of rejected materials to both local and foreign firms for repair/replacement is also done by this section.

This department also undertakes reconditioning of wooden & steel furniture by appointing an outside repairing/re-conditioning agency. During the Financial year 2017-2018 the department has reconditioned different types of furniture and issued them to various departments. The details of reconditioned furniture are as follows:

(1) Chairs 98 nos. (2) Office Tables 17 nos. (3) Almiras 07 nos. (4) Wooden Racks 09 nos. (5) Book Case 12 nos. (6) Filing Cabinet 06 nos. (7) Computer Table 13 nos. & Misc. items 03 nos.

The department has been successful in computerizing all functions of Stores and Purchase department. All Indents are now processed through the software developed by Automation Division. The department generates all kinds of material reports as and when required.

The department has been applying modern methods of inventory management to reduce procurement cost. The department has started managing inventory through its newly developed MM Module (Materials Management) which helps in reducing its inventory cost through its defined min max level and auto PR generation (Purchase Requisition). Timely delivery and quality of goods are the primary consideration for user and hence user satisfaction has to be measured on these criteria. Keeping this in mind, the department has been making all efforts to provide quality material on time on competitive rates to its Institutional customers. The department is shortly planning to move towards e-procurement to reduce time and procurement cost and also to make the procurement system more effective through simplified and standardized purchasing processes.

VISITORS' HOSTEL&ALLIED FACILITIES

Visitors' Hostel is a very crucial and famed building, which is situated in a prime location in IIT Kanpur. Many important guests and visitors from India and abroad have stayed here. Visitors' Hostel provides boarding, lodging and conferencing facilities for the Institute guests, faculty, staff and participants for the various conferences, seminars, symposia and workshops. Visitors' Hostel has some allied facilities on the campus and in New Delhi as well as in Noida for the benefit of the Institute Visitors.

Allied Facilities are:

- 1) Visiting Faculty Apartment at IIT-Kanpur
- 2) Faculty Apartment at New Faculty Apartment
- 3) Visitors' Hostel Extension at IIT Kanpur
- 4) Outreach 69 & 80 Building at IIT-Kanpur
- 5) Main Auditorium
- 6) NOIDA Outreach Center, Sector-62, NOIDA
- 7) Institutional membership of "*India International centre*"

The Visitors' Hostel and Allied Facilities are operated as a non-profit activity to mainly support the academic and research activity on the campus with a homely atmosphere and ambience, traditionally acclaimed for its environs of hygiene and food of homely relish and richness. Following are the various activities undertaken by the team managing the affairs of the Visitors' Hostel and Allied Facilities.

1. Accommodation:

- a) **Visitors' Hostel** is equipped with fully furnished 70 Standard AC rooms, and 15 Deluxe AC rooms. It can accommodate a maximum of 170 guests at a time on twin sharing basis. All the rooms are fully furnished have attached bathrooms with all modern amenities.
 - b) **Visitors' Hostel Extension** has 44 guest rooms, of which 16 are Standard AC with LCD and cable connections and 28 are Non-AC rooms. It can accommodate 88 guests on twin sharing basis.
 - c) **Visiting Faculty Apartment** has 12 Apartments, out of which 8 are 1-BHK and 4 are -2BHK. All the apartments are fully furnished and equipped with all modern amenities.
 - d) **Faculty Apartment** is a fully furnished 3-BHK apartment with all modern facilities at B-102, New Faculty Apartment.
2. **Dining Facility:** Visitors' Hostel provides dining facilities to In-house guests of Visitors' Hostel, Visitors' Hostel Extension, Visiting Faculty Apartment and for important Institute events. The Visitors' Hostel has **2 Air-Conditioned Dining Halls** with **capacity of 30** and **70 guests** respectively. One of the dining halls has a well furnished sitting room attached with it.

3. Conferencing Facilities:

a) VH Lounge (round table):

Name of Facility	Max-Capacity
VH Lounge (round table)	16

b) Pioneer Batch Continuing Education Centre:

Sl.No	Name of Facility	Max-Capacity
1	PBCEC Lawn	250
2	PBCEC Conference Room	18
3	PBCEC Small Class Room	36
4	PBCEC Big Class Room	65
5	PBCEC Committee Room	11

c) Outreach 69 & 80 Building :

Sl. No	Name of Facility	Max-Capacity
1	Outreach Auditorium	210
2	Outreach Seminar Room	40
3	Outreach Video-Conferencing Room	30
4	Outreach Lawn	300

d) Main Auditorium:

Sl. No	Name of Facility	Max-Capacity
1	Main Auditorium	1250
2	Main Auditorium Lawn	2500
3.	Main Audi Foyer	
4.	Main Audi Prayer Hall	

4. **NOIDA Outreach Centre**, NOIDA, Sector-62 has two blocks.

a) The Guest House Block - consists of the following facilities:

- I. Meeting / Conference room (15 persons)
- II. Office spaces (one office and one meeting room, capacity 10 persons)
- III. Two (2) class rooms (capacity 25 persons each)
- IV. Thirty two (32) S-type (two independent beds) rooms
- V. Five (5) D-type (double bed) rooms
- VI. Dining Hall and kitchen (for 100 persons)
- VII. Reception / Guest house lobby

The above facilities are fully air-conditioned and have telephone and internet connectivity. All guest rooms have well furnished arrangements with furniture, wardrobe and luggage storage space, TV, refrigerator, electric kettle, cups etc. The

bed room has attached toilet/bath and the drawing room has a small pantry with a dining table. All rooms are fitted with card locks which shall be used as a master switch also for putting room electrical power on and off.

The staff at the reception and housekeeping is available round the clock for check-in and check-out. The dining hall facility is available for serving breakfast, Lunch and Dinner. The room rent is inclusive of complimentary breakfast and bed tea. Open parking space is available.

- b) The Service Block - houses arrangements for Electrical (with DG set back up) and water supply and a dormitory for drivers/attendants.

5. India International centre- IIT-Kanpur is an Institutional member of India International centre, New Delhi. Located near Lodhi Gardens. It offers a number of facilities including boarding, lodging and meeting rooms. As institutional member, up to **four rooms** can be booked at a time for stay, with first two bookings charged at lower rate than next two.

6. Additional Facilities:

- a) Centralized booking system for all facilities at VH & Allied Services through a common requisition form. All the forms are made available in departmental offices as well as downloadable from the website of Visitors' Hostel at <http://www.iitk.ac.in/vh>
- b) Payments of the boarding & loading charges have been accepted through cheque, debit/credit cards.
- c) Facility of intimation of confirmation of booking through an e-mail.
- d) All the guest rooms, Meeting Lounge, PBCEC and Dining Hall have Wi-Fi connectivity. User ID & Password is required for accessing the Wi-Fi enabled internet services.
- e) Guidelines for Wi-Fi access in VH guest rooms are available with the reception at the time of Check-in.
- f) For detailed information, website of Visitors' Hostel can be accessed at <http://www.iitk.ac.in/vh>

Management of day to day hospitality service has been outsourced to a private agency. An increase in facilities, services and a more professional approach has led to more transparency in day to day functioning of the system and increased occupancy rate, thus achieving more financial visibility in terms of operational expenditure.