



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	KAVIKULGURU INSTITUTE OF TECHNOLOGY AND SCIENCE, RAMTEK
• Name of the Head of the institution	Dr. B. RAM RATHAN LAL
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07114-255309
• Mobile no	9975413330
• Registered e-mail	principal@kits.edu
• Alternate e-mail	info@kits.edu
• Address	K.K. Nagar, Mouda Road,
• City/Town	Ramtek
• State/UT	Maharashtra
• Pin Code	441106
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	Rashtrasanth Tukadoji Maharaj, Nagpur University, Nagpur				
• Name of the IQAC Coordinator	Dr. RAVINDRA KUMAR BOPCHE				
• Phone No.	07114255309				
• Alternate phone No.	9975413330				
• Mobile	9422126957				
• IQAC e-mail address	kits.iqac@gmail.com				
• Alternate Email address	bopche_ravindra@yahoo.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://kits.edu/Downloads/Documents/AQAR_2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.kits.edu/Downloads/Documents/Academic%20Schedule%20for%202020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.81	2018	02/11/2018	01/11/2023
6.Date of Establishment of IQAC			11/07/2017		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Department of Electronics and Communication Engineering	AICTE-ISTE Sponsored Induction/Refresher Program	AICTE	2021 , 6 days	Rs.93,000	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Faculty members are encouraged and made to attend seminars/workshops preferably in online mode and to publish research papers in conferences and renowned journals. 2. Encouraged the students to take active participation in online technical and creative activities. 3. Participation in NIRF submission process. 4. Conducted online STTP, FDP and online webinars by all departments for student and faculty. 5. Acquired ISO 9001: 2015 and ISO 14001:2015 certifications</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
1. Enhance facility in smart class rooms within the departments and make ready requirements for online conduction of classes if required.	Every Department has the full equipped smart class rooms for conducting special classes , seminars and equipped with facilities for online conduction of all above.
2. Training and placement cell to provide the training to students and also provide the opportunities to them for getting recruited in the campus /off campus placement drives , if needed in online mode.	CRT classes for third year students , Campus recruitment training program done. Student placed out of eligible candidates.
3. Motivate the faculty to participate and organize various academic, Extra curricular activities for faculty and students like , paper presentation/ paper publishing , conferences, seminars, FDPS ,STTP, Webinar ,Work- Shop in Online Mode.	Faculty members published papers in the journals / presented papers in the conferences , attended seminars /webinars , FDPs, STTPs online. Webinars and FDPs are conducted across all the departments .
4. Planning for completing the fire fighting system in the campus as a safety measure.	Fire fighting system installation work started and partially completed for Electronics building and Administrative building.
5. Completion of the solar energy power plant as an alternate energy source for cut shot of heavy electric demand.	Solar roof panel plant for 250kW installation done on Admin.building
6. Process to initiate ISO certification for the institute .	Received ISO certification : 1.ISO 9001:2015 2.ISO 14001:2015
13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	17/02/2020

Extended Profile**1. Programme**

1.1	453
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1326
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1050
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	469
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	97
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	120
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	55
4.2 Total expenditure excluding salary during the year (INR in lakhs)	233.98179
4.3 Total number of computers on campus for academic purposes	619

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institute has well defined system for planning and effective implementation of the curriculum. Due to COVID-19 pandemic situation, the curriculum development and implementation activities were conducted online. The Institute being affiliated to Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU), Nagpur adheres to the curriculum prescribed by the University. The Institute systematically designed and developed action plan for online delivery and effective implementation of the curriculum. The Institute strictly follows the academic calendar issued by the RTMNU

for planning academic activities. The Principal conducted online meeting with the Deans and Head of Departments (HODs) for evolving the strategies of planning and effective implementation of the curriculum. The academic schedule was planned and disseminated among students, faculty members and departments through online platforms. It was also uploaded on the Institute's website. The faculty members from all department developed action plans in the form of teaching schedule for their allotted subjects. Every faculty member prepares a subject note file and a subject file which contains syllabus of the subject, teaching scheme, teaching schedule with tentative dates of topic delivery, University examination question papers, list of text and reference books.

The curriculum was delivered through theory and practical sessions in online mode. Faculty members are encouraged to adhere to the teaching schedule and teach through innovative teaching methods. Apart from regular lectures, special classes were conducted for students taking admission directly to second year (Diploma) to cover the curriculum so as to compensate for the classes missed because of their late admission. The academic performance of the students is evaluated on continuous basis by conducting two online mid examinations in each semester. For diploma students a separate mid examination is conducted to evaluate the performance. Based upon performance of the students in all tests, academically weak students are identified and remedial classes are conducted for such slow learners. Academic performance in mid examinations and attendance reports of the students are generated and are communicated to the parents of all students. Faculty members also take feedback from the students through counseling on various issues like syllabus coverage, their opinion on curriculum delivery and difficulties faced. The feedback so obtained is analyzed and corrective measures are taken for effective implementation of teaching and learning process. The HOD's conducted online meeting frequently with academic coordinator to assess the syllabus coverage. The Principal have regular online meetings with HOD's to assess the converge to reframe the academic calendar if required. Due to Covid-19 pandemic situation all above activities are carried out using online platform.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kits.edu/Downloads/Documents/Academic%20Schedule%20for%202020-21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Every year, the Institute comes up with an academic schedule which is for effective and smooth running of the Institute. Different committees are formed at the beginning of the session which includes: academic committee, admission committee, examination committee and grievance committee. These committees look after the activities and plans throughout the academic session.

Academic Schedule:

The University provides academic calendar for both odd and even semester in the beginning of every academic year. Based upon the University academic calendar the academic schedule of the Institute is prepared.

The academic schedule includes:

The dates of first and second mid sessional examination.

The schedule for internal and external practical examinations for all semesters.

The subject teachers submit teaching schedule of the concerned subjects in the respective departments.

Teaching Schedule and Implementation:

Each department plans for the completion of the syllabus in every academic session in the following sequence

Departmental meetings are held to calculate teaching workload.

Teaching schedule include unit-wise distribution of lectures along with proposed and actual dates, list of recommended text-books.

The Teaching schedules are submitted to the Head of the departments.

Each faculty plans semester-wise, student-centric teaching methods, group discussion and quiz competitions etc. for effective teaching and learning.

A review meeting is held by the HODs at the end of every month to monitor the implementation of teaching schedule.

Extra classes are conducted if required to complete the syllabus. Assignments are given to the students, which are assessed periodically.

Efforts are made to resolve difficulties in subjects and if necessary, Online expert lectures are conducted to motivate the students.

Evaluation Schedule:

The tentative schedule dates of mid sessional examination and University examinations are notified in the beginning of every academic year.

The mid sessional examination marks of students are displayed using online platform by respective departments.

The attendance of the student is monitored and conveyed the same to the students.

The internal assessment marks are allotted on the basis of performance in the mid sessional examinations, percentage of attendance and submission of assignments.

The performance of the student is discussed in respective classes and due care is taken for slow learners.

The internal assessment marks are shown to the students and submitted online to the University before final examinations.

Due to COVID-19 pandemic situation all above activities were carried out using online platform. Such as, Google Meet, Google Form and Google Classroom.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kits.edu/Downloads/Documents/Academic%20Schedule%20for%202020-21.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the

following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG

programs Design and Development of

Curriculum for Add on/ certificate/ Diploma

Courses Assessment /evaluation process of the

affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

08

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

898

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Issues related to Gender:

The Institute addresses cross cutting issues relevant to gender. Boys and girls are encouraged to work together in various curricular (laboratory, classes and group project work), co-curricular and extracurricular activities. No discrimination is made between boys and girls while forming committees of associations and clubs. In all organizing committees and institutional related works duties and responsibilities are assigned to staff members without any gender bias. The Institute has a committee to address the issues of women safety at work place. This committee also addresses the issues related to sexual harassment and gender violation .

Issues relevant to Environment and Sustainability, Human Values and Professional Ethics:

Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU), Nagpur prescribes various compulsory courses in the curriculum of various semesters which address issues relevant to Environment and Sustainability, Human Values and Professional Ethics.

Various courses of curriculum and the relevant issues are indicated in the following table:

Course

Semester

Relevant Issue

Energy and Environment

First Year(First Semester)

Environment and Sustainability

Indian Culture and Constitution

First Year(Second Semester)

Human Values

Environment Studies

Third/Fourth Semester(All Branches)

Environment and Sustainability

Social and Ethical aspects of IT

Third Semester(Computer Technology)

Professional Ethics

Ethics in Information Technology

Third Semester(Information Technology)

Professional Ethics

The course on Energy and Environment imparts knowledge in the domain of renewable and non-renewable energy sources. Students are taught the impact of energy technologies on environment. Also, the students are inculcated with the knowledge and skills about assessing the energy efficiency of different energy sources and use of advanced materials for sustainable development.

The course on Indian Culture and Constitution creates an understanding of Indian Constitution and develops respect for the same. Students are also made aware about India as a State Indian Culture and Tradition. Students are taught the governance of the country and the structure and system of work organization.

The course on Environment Studies addresses the issue on Environment and Sustainability. Students are taught the objectives and guiding principles of environment that are being used for public awareness and organization of environmental education system. The students are also educated regarding the optimal use of natural resources and equitable resources for sustainable life style that are required to monitor the pollution, human health, woman and child welfare and other social issues.

Students are educated to identify and analyze ethical and social issues associated with information technology through the courses related to Information Technology (IT). Students understand and interpret the professional code of ethics which are relevant to the IT profession. Students can take appropriate action based on standards of professional ethics when confronted with an ethical situation. In addition to above courses, students are made aware of professional ethics of a professional Institute through 'Code of conduct for students' of the Institute. It is included in prospectus and also uploaded on Institute's website. The administrative manual prescribes the professional ethics to be followed for staff members.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

27

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.kits.edu/Downloads/1.4.2_-Feedback_Process_of_Institution.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.kits.edu/Downloads/1.4.2_-Feedba ck_Process_of_Institution.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1326

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1050

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

In order to assess the needs of students in terms of academics the Institute implements the following,

An orientation lecture is arranged for first year students before commencement of class work. The Principal addresses the students about the practices, the rules and regulations followed in the Institute. Detail information is given about the curriculum, examination pattern and various activities followed in the Institute. Additional classes are engaged for diploma students (direct second year admission) to cope up the gap due to late admissions. Students who perform very much better than the class average are considered as an advanced learner. The Institute identifies learning needs of advanced learners and respond in following ways The Institute encourages advanced learners for undergoing internships in Industry. These students are exposed to various intercollegiate technical competitions to sharpen their skills and motivate them to win awards. Advanced learners are given opportunity to prepare for training and value added certificate programs. Challenging projects are given to the advanced learners to enrich their knowledge. Advanced learners are motivated to achieve high performance in their academics by giving cash prizes/awards to those who top in University examinations during the annual prize distribution ceremony. Students who perform the below the class averages are termed as slow learners, support is provided to slow learners as mentioned below Special remedial classes are arranged subjectwise. Organising online expert lectures/guest lectures. Mentoring sessions for confidence building amongst them. Organising co-curricular activities like competitions and quizzes for supplementing the knowledge of the students. Assignments are given and online tests are conducted.

File Description	Documents
Paste link for additional information	https://www.kits.edu/seminars.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1326	97

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To enhance the learning experience of student the following student centric methods are adopted Soft Skill Development (SSD) and Career Prospects and Planning (CPP) are incorporated in time table of third and final year students apart from curriculum. Various needs of local peoples are identified and remedies are given through the final year projects. Online Laboratory sessions are conducted regularly to sharpen the practical knowledge. Every department is having departmental forums/associations for conducting co-curricular activities. Monitoring the students to enroll in extension activities through NSS and NCC to develop social responsibilities amongst them. Helping hand forum is working for helping old aged home people and deaf and dumb students through various activities. Special training through Co-cubes is given to enhance the employability of the students.

Due to COVID-19 pandemic situation only online activities are conducted and during relaxation period few extra-curricular activities were conducted.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://kits.edu/trending.php

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Kavikulguru Institute of Technology and Science, Ramtek , encourages intensive use of ICT enabled tool including online resources for effective teaching and learning process. 100% teachers of our institute are using ICT tools and resources during Covid-19 to make teaching learning process more effective and understandable to the students. ICT tools and resources available in the institute include LCD projectors smart board, Laptap, I-pad, LAN connected systems, WIFI campus, scanner, high resolution camera, public address system, seminar hall, auditorium and conference halls etc. The institute is having ICT enabled classroom, smart classroom, four seminar hall. The entire campus is WI-FI enabled with 100 mbps dedicated internet leaseline. Institute established remote Centre with collaboration

with IIT, Bombay to conduct online courses and seminars.

Various use of ICT tool and resources by Faculty

- PowerPoint presentations- Faculty members are encouraged to use power-point presentations in their teaching by using LCD projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.
- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
- Online quiz- Faculty members prepare online quiz for students after the completion of each unit with the help of google forms.
- Video Conferencing- Students are counseled with the help of Google meet applications.
- Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.
- STTP, conferencesWorkshops- faculty members use various ICT tools for conducting workshops on google meet, ciscoplatform, Programming languages, simulations etc.
- During Covid-19 pandemic situation all faculty member are using various online platforms for conducting classes, submission of assignment, examination etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

97

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1447.83

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

For smooth conduction of examinations, the Institute has established separate examination section and a Dean (Examination) is looking after all examinations related work. In the beginning of an academic year, the academic schedule is displayed in the Institute website. The information is also displayed on the student's notice board and communicated to departments. The internal assessment is done through assignments, mid sessional examinations, practical records and viva voce. After completion of each unit, assignments are given to the students. Students are asked to submit assignments within stipulated time. Evaluation of answer sheets are done and the solutions are discussed in class rooms. The answer sheets are shown to the respective students and in case of any discrepancies, concern faculty resolves it. Practical evaluation is done by performing experiments, analysis and results obtained. After every practical session, practical records are corrected by concerned faculty member. Viva questions are given to the student for better understanding of experiment. Internal practical assessment is done based on practical performance, written test and vice-voce. Final year projects are to be carried out as a part of curriculum and the evaluation of the projects is done on regular basis. Students are required to give presentation before the evaluation committee and they have to incorporate the suggestions given by committee for improvement. The marks are awarded on the basis of their presentation, performance and progress of project.

During academic year 2020-21, due to COVID-19 pandemic situation only online academic activities were conducted.

File Description	Documents
Any additional information	View File
Link for additional information	https://kits.edu/Downloads/Documents/Academic%20Schedule%20for%202020-21.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The mechanisms to deal with examination related grievances with reference to Institute level and University level are as follows

Institute level: At the beginning of every semester the methods of assessment are explained to the students. Answer sheets of mid sessional examinations are corrected within three days of examination. Answers of mid sessional question papers are discussed in the classroom. The answer sheets are shown and discussed in the respective classes so that the mistakes/errors of the students can be shown and rectified. Any grievances related to assessed answer books are resolved by respective faculty members. Students can also approach the Head of the department, in case of any grievances.

University level: Paper setting, conduction of examination, evaluation and declaration of results is done by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. After the declaration of University results, students can apply for reassessment in which they request for photo copy of their answer books from the University. If the students have grievances after receiving photo copy of answer book, they can apply for reassessment. Reassessment result is declared by University in due course of time. Examination section attends to the grievances of the students related to University examination. The Institute takes special care in dealing such issues.

During the academic session 2020-21 in the Covid-19 pandemic situation, the sessional and university examination were conducted online platform (google meet and google form). The student faced problems during university examination of the following type.

1. Issue related to poor internet connectivity.
2. Automatic logout before completing 60 min of examination duration.

Institute received student grievances related to problem faced by them in the examination. The grievances were reported by the student through application in the department email. Department has sent the grievance to the examination section. Examination section upload

grievances on university portal. University enquired about the matter and accepted/rejected grievances and informed to the institute. Students whose grievances accepted by the university have appeared for re-examination in the given subject as per new time table.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.kits.edu/exam-notifications.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- Each programme of the Institute clearly states the learning outcomes in terms of program outcomes (POs) and course outcomes (COs).
- The PO's are what knowledge ,skills and attitudes a graduate should have at the time of graduation and COs are the learning outcomes that the students learned at the end of each course.
- Institute has brought paradigm shift in its approach by focusing on learning rather than teaching. Learner centric initiatives have ensured that all the academic processes are drafted and implemented with certain learning outcomes in mind. For this purpose, institute has adopted outcome based education system.
- Program specific outcomes and course outcomes for all programs offered by the institute are stated and displayed on the website and communicated to faculty and students.
- In addition to this , stakeholders are made familier with program outcome through faculty meeting,counselling sessions,parent teacher inter action etc.
- The course outcomes are communicated to the students by respective faculty .
- Lesson plan of a course contains cos and each class is marked according to the cos.

POs are made available to all stakeholders by following means:

- POs are published on the website of the institute and are displayed at prominent places in each department
- These are disseminated to the stakeholders through interactions such as, student-class teacher meetings, parent

meetings etc

The faculty explains the program outcomes in the beginning and course outcomes expected from the courses offered to the students before the commencement in every semester.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kits.edu/Downloads/Documents/AllCourse.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The assessment tools and processes used for measuring the attainment of each of the program outcomes and program specific outcome are as mentioned below :

Method of Assessment of POs/PSOs

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.

Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes.

The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and assignments. Throughout the semester the faculty records the performance of each student on each course outcome.

Average attainment in direct method = University examination (80%) + internal assessment (20%)

Indirect assessment strategies are implemented by embedding them in Student, Parent and Alumni feedback.

The tools used for the assessment of POs/PSOs and their frequencies are as mentioned below :

Sr.No.

Assessment Tool

Description

Mode

Frequency

1.

University Examinations

At the end of each semester University conducts the examinations. After University results the course outcomes are natured based on course attainment level fixed by the program.

Direct

End of each semester

1.

Mid sessional Examinations

Two internal mid sessional examinations are conducted per semester to ensured that students have achieved the desired level of computancies at module level and whether corresponding COs are achieved or not. According to the performance of the student mapping is carried out with the respective COs for assessing the attainment level of specific COs of the course.

Direct

Twice per semester

semester tests/prelims, course feedback etc.

Assessment of POs:

Programme outcomes are those competencies that an engineering graduate of a programme is expected to possess. Engineering graduates are expected to have identified technical/functional, generic and managerial competencies. During the assessment, the Institute identifies, collects, and prepares data to evaluate the attainment of POs and PEOs. Direct assessment is done through the college sessional and university examination marks obtained by the student. Indirect assessment is done by the student feedback, parent teacher meetings, industry feedback.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kits.edu/ProgramOutcomes.php

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

467

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://kits.edu/Downloads/Documents/2.7.1-Criterion%20II%20%E2%80%93%20Teaching%E2%80%93Learning%20and%20Evaluation\(For%20the%20Academic%20Year%202020-21\).pdf](https://kits.edu/Downloads/Documents/2.7.1-Criterion%20II%20%E2%80%93%20Teaching%E2%80%93Learning%20and%20Evaluation(For%20the%20Academic%20Year%202020-21).pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.93

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

9

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

Nil

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

To facilitate the knowledge transfer for the progress of the students, Institute has established following ecosystem for innovations.

1. Rain Water Harvesting To maintain the ground water level of the region, the Institute does rain water harvesting. Each harvesting system possesses different capacity of storage of water and which could be reused as and when required. Since the Institute is a residential campus, the residents are much dependent on the harvested water during summer season.
2. Eco-friendly green campus The Institute is pollution free due to sprawling lawns with greenery and trees on the campus. The lawns and greenery are maintained by the project engineering section of the Institute with the help of professional people for cutting and growing the lawns and trees in a most beautiful way. The ambience suits for both the teaching as well as learning.
3. R. O. Plant for drinking water As the ground water is not preferable for drinking purposes due to its high level of hardness, the Institute has started the R.O. plant with the capacity 700 ltr/hr for the purification of ground water. The plant supplies the pure water to all departments, staff quarters, hostels and canteen for the drinking purposes.
4. Solar energy Solar water heater panels are installed over the boy's and girl's hostels. Roof Top Solar P.V. panels are installed in administrative building. The solar energy is conserved in the form of heating the water and hot water is supplied to the different parts of the hostel. By this process a large amount of electricity is saved. Hostelers are benefited by this plant.
5. Biogas Plant The biogas plant has been developed by the Department of Mechanical Engineering, which is situated near Triveni mess of Institute. The biogas is generated from the garbage waste material and other bio-waste materials. With the help of this, the Institute is conserving Liquid Petroleum Gas.
6. E-Yantra Lab Setup Initiative (eLSI) The Department of Electronics Engineering has initiated the e-yantra project which was funded under MHRD for facilitating the robotics lab with the aim of spreading embedded system and robotics education for students. These projects also conduct and provide training to teachers and students on different experiments through 'Task Based Training' (TBT).
7. Incubation Centre The Institute has established an incubation centre for the students to develop the different innovative engineering products and their usage in the interest of the local community.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kits.edu/gallery.php

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

Nil

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

Nil

File Description	Documents
URL to the research page on HEI website	NIL
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

08

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

Nil

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institute makes the best possible efforts to bring about social and economic transformation of neighborhood community, so as to promote overall development and well being of society. The Institute inculcates desirable sensitivity, empathy and the virtue of social participation among all its stake holders. Institute is well aware of its social responsibility and hence it renders community service, especially to marginalized sections. It perceives formal education as an instrument of bringing about positive social transformation which leads to the betterment of social culture and spiritual fabric of human community. The Institute is committed to develop balanced personality of learners who can facilitate the forces of social, economic and environmental growth. The endeavor of the Institute is to create engineers with strong domain knowledge. The students are sensitized towards humanity so that they understand the problems of society and find out the solutions of issues like poverty, alcoholism, unemployment, female feticide etc. The students try to solve the local problems of communities through various activities of the departmental forums, associations, National Service Scheme (NSS) and National Cadet Core (NCC) units. To inculcate the social

values and holistic development of the students, the Institute has organized the following events/ programs during last five years:

Helping hands: It is a unit of KITS students who serve the under-privileged and poor students in Ramtek taluka by providing clothes, books and other educational items at free of cost.

National Service Scheme (NSS): Every year NSS organizes different activities such as Swachh Bharat Abhiyan, free medical checkup, awareness programme on solar energy, rainwater harvesting, importance of agricultural and tree plantation drive at a different places of Ramtek taluka. The NSS also organizes drawing-painting competition at the deaf and dumb school of Ramtek. During the national calamities such as Uttarakhand tragedy, Bhuj earthquake, Kargil wars etc., the NSS unit works hard to donate cash, clothes and food to the sufferers. Many other volunteer programs are conducted every year by the unit such as eradicating corruption, road safety, cleanliness activities and women empowerment. Expert lectures on anti ragging act, cyber law for the students were also organized by the NSS unit. Students of NSS regularly visit the old age home and distributes the necessary things to them.

National Cadet Core (NCC): The NCC unit extends its services to the society in the form of tree plantation, blood donation camp, Swachh Bharat Abhiyan and training technical students as NCC cadets in the interests of the nation.

Due to COVID-19 pandemic situation the above activities could not be conducted during the concerned academic year.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

Nil

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

Nil

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

Nil

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

Nil

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

Nil

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institute has adequate infrastructure facilities available in the campus in order to maintain the quality of academic facility which includes classrooms, faculty rooms, laboratories, etc. complying with the standards necessitated by AICTE and RTMNU. Normally the policy of the Institute infrastructure is conveyed and executed by a committee constituted by the Management/Governing

council. The committee confirms a uniform and balanced distribution of space and resources to all departments. It also provides and maintains essential amenities to the faculty and students in a time bound manner. The Institute has following infrastructural facilities for teaching-learning: The Institute is sprawled in an area of 48.96 acres of land and the total built up area of the building constructed is 42625 sq.mt. The Institute comprises of various buildings which accommodates different departments, the library and the gymnasium. The Institute consists of 41 class rooms, 65 laboratories including computer lab in each department, two research and development laboratories, a resource center, drawing halls and 10 tutorial rooms. The Institute has 64 faculty rooms including HODs cabin, departmental offices, a NCC office and a NSS office. Four air conditioned seminar/conference halls, out of which three halls are having 100 seating capacity and one is having 350 seating capacity. Air Cooled Central Library is enabled with audio visual facility. The campus also accommodates two girls hostels, two boys hostels, three messes which includes two air cooled messes for residential students and staff. The Institute has Chairman, Secretary residence and two guest houses for VIPs. Principal's residence and 40 staff quarters is made in the campus. Separate project engineer section is available for maintenance of infrastructure. A reverse osmosis plant is setup for providing pure drinking water for the students and staff. UCO bank along with ATM and a post office is also available in the campus. There are total 619 computers and most of the computers are connected through 100Mbps leased line. CCTV Cameras have been installed in the campus for safety purpose.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kits.edu/gallery.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sports and Outdoor games facility:

A full-fledged sports complex has been constructed in the premises of the institution. The campus has a huge play ground of total area of 29,000 sq.mtr. for boys and girls students. For outdoor games and sports, the Institute has running track, cricket ground, football ground, volleyball court, basket ball court, tennis court, hand ball court, and khokho ground.

Indoor games facility and Gymnasium:

The Institute also has a full-fledged indoor sports complex having indoor games facilities such as table tennis, carom, chess, badminton and basket ball. The size of the Indoor complex is 1392 sq.mtr. A gymnasium of 20 sq.mtr. is well equipped with the fitness equipments such as treadmills, jogger machines, weight lifting plates, gym balls etc. The details of the indoor and outdoor complex are given in the following table. Details of Sports Complex and Gymnasium

Sr. No. Facility Area/Size (sq. mtr.) Year of Establishment

1	Indoor complex	1392	1996-1997
2	Outdoor (play field)	27300.027	1987-1988
3	Gymnasium	20	1998-1999
4	Yoga center	50	2002-2003
5	Prayer room	49.20	1995-1996
6	Dispensary	25	1993-1994
7	NSS	10.57	1988-1989
8	NCC	11.75	1993-1994
9	Cultural Activity	66.15	1987-1988

Grants received:

The Institute had received a grant of Rs. 37,50,000/- from the Government of India (GOI), Union ministry of youth affairs and sports, New Delhi, for the construction of Indoor Complex in 1995. The Institute had also received grant of Rs. 3,00,000/- from the GOI for sports equipment in the year 1999. The Institute received a grant of Rs. 4,28,000/- from the GOI for play ground development (basket ball court, cricket pitch, volleyball court, clay tennis court) in year 2004.

Students participate in various games in the inter-zonal competition of RTMNU. Every year the Institute conducts competition for various games and sports. The Institute provides sports kit and sports material to the students participating in interamural state/national

level, zonal, inter-zonal, all India inter university tournament and other different types of game and sports.

Yoga centre:

The staff and students can avail the facility of yoga centre of size 50 sq.mtr. which is available in the Institute premises. This is used as a meditation centre by both staff and students.

Canteen:

The Institute has a canteen which accommodates around 80 students at a time for refreshment. Cultural Activities : The Institute has clubs/associations/forums which conduct various cocurricular and extra curricular activities . Apart from these clubs and forums, the Institute also has NSS and NCC units. For cultural activities, an open stage is constructed and sufficient arrangment is made for the audience.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kits.edu/facilities-other.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

07

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Nil

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Institute library has been established since the inception of the Institute, year 1985. Separate building for the central library was constructed in year 1994. It has been named as P. V. Narsimha Rao Central Library. Which is built up in an area of 1620 sq.mtr. The central library is a two-floored building having maximum seating capacity of 250. The ground floor is divided into 11 sections: altar for goddess Saraswati, office for staff, photocopy section, circulation desk, new arrival section, searching section through Online Public Access Catalogue (OPAC) and CATLOGUE index, reading hall, reference section, teacher's table, news papers, magazines section and RO water etc. First floor is divided into 10 sections such as audio/video visual section, digital library, periodical section, project reports, bounded volumes, processing books and journals section, Book Bank Scheme (for SC/ST students), Institute Book Bank Scheme (for all students). The library is well equipped with more than 63,000 books, national and international journals, magazines, newsletters and newspapers. The Institute has a Library Advisory Committee with Principal as Chairman, Librarian as member secretary and faculty member from each department as members. Committee meets once in every year, prepares proposals, analyzes the feedback taken by the Librarian from the students and staff and submits the report to Institute authorities for necessary action. Some of the significant initiatives implemented by the committee are: Wi-Fi facility, Institute Book Bank Scheme, books circulation with Integrated Library Management System software (SLIM21). E-access to the library through OPAC. Facility of one set of books of each semester to the University and Institute toppers at free of cost. Coolers are provided during summer and RO water is provided within the library. The library has received a grant of Rs. 4.5 lakhs from AICTE under MODROBS for the project "Library Automation"

in the year 2003. The central library, it is automated using SLIM21 since 2004. The staff and students can see their library account status and access library database through SLIM21 version 3.4 software and DELNET database anywhere in the campus through internet, as the Institute academic premises is Wi-Fi enabled and all departments are connected with local area network of bandwidth 100 Mbps. The library has following modules of the SLIM 21 version 3.4 Software.

Catalogue: This allows preparing the database of books, journals, project reports and magazines available in the library as per title, author, subject, publisher, type of the learning resource and year of acquisition.

Circulation: Books in the library are referred by students and staff. This module is used to track the status of the book such as issued, returned, borrowed, and renewal by either student or staff.

OPAC: Online Public Access Catalogue provides the access to the library learning resources through various catalogues and indexes such as author, title and subject etc. **Serials:** This module allows library to keep record of the periodicals and magazines.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.kits.edu/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources E. None of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.32159

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

Nil

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The Institute has 619 computers, out of which 12 are servers and 607 computers are with internet connection. Total 68 different types of software are made available for carrying out their practical and project works of students. The Institute has 20 projectors, 12 scanners and 54 printers across all the departments. To cater the need of internet surfing, academic premises are facilitated with Wi-Fi. NPTEL video lectures are made available to the staff and students through intranet. These lectures are dumped on a server called Local Guru server and can be accessed through LAN. The institute is identified as remote center of IIT Bombay. This facilitates to conduct various workshops under the National Mission on Education through ICT (MHRD, GOI).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kits.edu/computer-technology.php

4.3.2 - Number of Computers

619

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

233.98179

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Infrastructure facility and its maintenance: Maintenance of infrastructure facility is being done by the in-house project engineer section. This section is headed by Project officer, who is responsible for the maintenance work of the Institute. In addition to the project engineer office, staff member from each department is designated as housekeeping in-charge in respective departments.

Maintenance of laboratories and its equipments: Each laboratory maintains a log book for equipments available. Lab incharge along with HOD of each department is involved in preparing the budget for the required consumables, procuring new equipments and their repairs. Major maintenance or repair work is outsourced to companies. Saturday is designated as maintenance day in a week. The laboratory mechanic does the maintenance work, records it in the maintenance diary and gets it verified by the respective Head of the departments.

Central library and maintenance: A register and the smart card system is maintained/implemented in the library for the entry, exit of the students and faculty. Dusting, mopping and cleaning is done by the sweeper every day. Electrical and other furniture are maintained by skilled person from the project engineer section. Apart from the central library every department has departmental library which is maintained by the faculty in-charge of the respective department. Separate register is available for the issue and return of books.

Sport complex and gymnasium: The Sport complex is maintained by a team from Physical Director's office which comprises of two trained support staff members under the supervision of Physical Director. Record of gymnasium utilization is maintained every day wherein students record their entry and exit time.

Maintenance of computers, internet and Wi-Fi : Faculty in charge, system officer and Programmer/Data Entry Operator (DEO) are responsible for maintenance of computers and software for each computer laboratory. The internet and Wi-Fi systems are maintained by a team of technical staff under the supervision of Associate Dean (ICT). They maintain the smooth functioning of internet usage. Programmer/DEO carries out maintenance of each computer at regular intervals and record it in the maintenance record book weekly.

Maintenance of class rooms, tutorial rooms, and seminar halls: One

faculty from each department is assigned the duty of housekeeping. The housekeeping in-charge works in coordination with project engineer office for the maintenance of each room. Regular maintenance is taken care of by the project engineering section. The equipment and the furniture are repaired and maintained by the skilled workers from the project engineering section once in every three months or as and when required.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kits.edu/facilities-other.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1022

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

34

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	https://kits.edu/facilities-gymnasium.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

435

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

435

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

C. Any 2 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

104

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

01

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

02

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

Nil

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student's council is formed every academic year by the Institute. The selection of the "Student Council" is as per the norms of RTMNU. The Student Council is selected in the presence of a committee comprising of the Principal, Deans and HODs. The Student Council comprises of the following members:

- University representative
- Student representative
- All Class representatives
- All Forum/Clubs/Associations Presidents
- All Forum/Clubs/Associations Secretaries
- Cultural Secretary
- NSS Representative
- NCC Representative
- Sports Representative

Based on the academic performance of the students the representative of each class is selected known as a class representative. Various clubs, forums and associations of each department have nominated student representatives. All these representatives select a 'Student Representative' who is an active member in student council and various co-curricular and extracurricular activities.

The important highlighting features of the Student Council are as follows:

- The council works as a facilitator between the students and the Institute.
- It takes care of all the extracurricular, co-curricular activities and annual social fest of the Institute.

- It maintains the overall discipline on the campus.
- The University representative represents Institute at University level for various student activities.
- It provides information to the students regarding various beneficiary schemes available at Institute and University level and campaign to create awareness regarding these schemes.

Various student chapters comprising of professional bodies like Institute of Electrical and Electronics Engineers (IEEE), Indian Society for Technical Education (ISTE), Institution of Electronics and Telecommunication Engineers (IETE), Computer Society of India (CSI), National Association of Students of Architecture (NASA) are functioning through Student Council. Apart from these professional bodies, there are other forums/clubs/ associations such as

- Civil Engineering association
- Mechanical Engineering association
- Electrical Engineering association (ELECTRICON forum)
- Electronics and Electronics & Communication Engineering association (ELECTROMATIX forum)
- Computer Technology association (Acquired Computing and Methodological Engineering- ACME forum)
- Information Technology association (INFOQUEST forum)
- Architecture association (Archi Association)
- Mathematics club
- Literary club
- Cultural club
- Sports Committee

The above mentioned clubs, forums, associations and committees of students work as a platform where the students can show their skills.

Due to Covid-19 Pandemic situation no Co-curricular and extra-curricular activities could be conducted for the students.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

Nil

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institute has an independent Alumni Charter which organizes various alumni meets every year in and outside the campus. The Heads of the Departments, faculty and staff are in constant touch with the alumni through e-mail, social media and various activities conducted by alumni association. Alumni are invited to deliver expert lectures and evaluate student projects. Faculty members are in personal touch with former faculty and alumni to collaborate for conducting faculty development programs, and workshops . Recently, 16th of January has been marked as Alumni Day by the institution. On that day, every department invites distinguished alumni and arranges interaction with the present students. The alumni shares his/her experience and the problem faced by him/her to the current students..

In the recent past, alumni meets were arranged on 19th Sept'15, 23rd Dec'15 and 16th Jan'16 where around 80 alumni attended and shared their experiences. The 1985 and 1990 batch alumni visited KITS campus during December 2015. The 1990 batch alumni interacted with the students of current batches. Few alumni meets have also been organized in countries like UK and USA in the recent past. Presently, the alumni are planning to start quarterly webinars on individual topics for the benefit of all the students which would be available on a secure platform.

Over the years, KITS, Ramtek has provided a platform for various

successful careers. This is evident from the success that has been achieved by the KITS alumni across the globe. The Management of KITS is generous enough to provide employment to a large number of alumni of the institute. At present, 45 Alumni are working across the departments in the institution. These alumni staff meets once in a month and decide the strategy to organize events for the benefit of current students.

.Following are the activities carried out by Alumni.

- provide a variety of benefits and services that help alumni maintain connection to their educational institution and fellow graduates.
- Alumni groups often support new alumni and provide a forum to form new friendships and business relationships with people of similar background.
- Organizes social events
- Arranges guest lectures by alumni members and other prominent people for students on current technical and non-technical topics
- Donates books to library
- Helps students to get sponsored projects and internships
- Conducts mock interviews and resume writing sessions for enhancing placements
- publish newsletters or magazines and raise funds towards alumni association.

Due to Covid-19 Pandemic situation no Alumni Association contributes and no Alumni meet during the year. But Conducted an Webinar by an Alumni Mr. Naresh Gathania on Leadership quality and success in daily life through Bhagvad Gita on 08-11-2020.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

To achieve excellence, diversity in technical education and for achieving rapid and inclusive growth Mission of our Institute is as follows.

Vision: To develop the Institute into a centre of excellence in professional and technical education.

Mission: To serve the nation by nurturing and developing professional technocrats and managers who would contribute to nation building.

In line with the vision of the Institute academic policies are decided by the management of the Institute. The decisions taken are communicated to the Head of departments by the Principal for effective implementation. Head of the departments then hold meetings at the department level with the faculty members to implement the same. The feedback from students, parents and other stakeholders are considered while framing the policies by the Governing Body. Various redressal mechanisms are in place to deal with the issues like sexual harassment, staff and students welfare and so on. For addressing the same various committees are constituted which report to the Principal for corrective actions whenever required. The emphasis is given on the students discipline and punctuality. It is monitored by class teachers and academic coordinators on daily basis. In order to prevent ragging, ragging prevention committee is constituted in the Institute (consisting of teaching and non teaching staff) which actively monitors the antiragging activities. Various clubs and associations are formed with involvement of staff and student for conducting curricular, co-curricular and extra-curricular activities of the students. These clubs and associations groom the personalities of the students to make them employable and better professionals. Students are encouraged to participate in inter collegiate activities and are rewarded with suitable incentives. For smooth conduct of University and Institute examinations, a committee is constituted under the guidance of Dean (Examination). Faculty members are encouraged to undertake research activities so that the students get benefit of on going research activities.

File Description	Documents
Paste link for additional information	https://www.kits.edu/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The management set goals in consonance with the vision and mission of the Institute. The management regularly interacts with the Principal to review the implementation of the set goals. The management periodically reviews various academic, administrative and other related functions of the Institute. The Principal proposes new initiatives to the management to strengthen the quality of education on the basis of changing educational scenario and chalks out the action plans in accordance with the goal set by the management. Principal communicates to the faculty members regarding the responsibilities and duties. Principal takes initiatives to develop the relationship with the eminent academicians, industries, professional bodies and other renowned Institutes.

Deans and Associate Deans are appointed for the important functions in Institute like examinations, student activities and Information and Communication Technology (ICT). Dean(Examination) is given the responsibility of smooth conduct of Institute and University examination. Associate Dean (ICT) takes care of providing ICT infrastructure, maintaining the website and the online activities requirement. Associate Dean (SA) looks after various students activities by the department and the Institute. The Heads of the department periodically conduct online meetings to monitor the process of the academic activities, implementation of the policies regarding various issues with the staff members. The departments encourages the faculty for research, industrial visits, arranging guest lectures by eminent personalities.

Faculty members and non teaching staff are the member of Local Management Committee (LMC). Faculty members are also participating in various committees of University such as Board of Studies (BoS) and Academic Council. The students are encouraged to participate in the decision making process by their participation as class representative, student representative and University representative. In hostels, all the activities are managed by the hostelers through the hostel management committee consisting of the wardens, hall representative and mess representatives.

Due to lockdown period, Most of the Physical activities were cancelled.

File Description	Documents
Paste link for additional information	https://www.kits.edu/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute prepared a perspective plan which is reviewed at regular time intervals.

The perspective plan of the Institute is as stated below:

- Understanding local needs faced by the rural population with a special emphasis on the agriculture allied areas.
- Effective online interaction & precaution in pandemic period with among student/staff, parent and other stake holders of the Institute through social service, extension activities, imparting technical skill for creating employment opportunities.
- Digital literacy and expansion of the ICT enabled services in academic and administrative processes.
- Refining technologies for making of renewable energy sources owing to the geographical location of the Institute thereby addressing the ecological concerns.
- Deputation of faculty members for higher education like Ph.D. and creating opportunities for research, copyrights and patenting.

Example of an activity successfully implemented based on the strategic plan

In view of covid -19 pandemic situation,, as per the govt. orders the education institutes were closed but the institute had taken initiative to continue the education and accordingly executed the plan.

Dr. Vilas P.Mahatme, Dean (academic) conducted many online sessions for training the faculty members to continue the effective teaching

learning process for theory classes lab work activities, examination conduction and evaluation in online mode through e- platform like google classroom, webex etc.

Various departments conducted webinars on various technical , motivational topics , quizzes to engage them in extra cocurricular activities and make them comfortable in online mode. Also for the faculty the departments also conducted many FDPs , workshops , STTPs, and National conference on emerging topics.

In short the institute was smoothly shifted to online from offline mode for teaching- learning process so that education of students continued smoothly and very comfortably.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

For smooth and effective administrative functioning, an organisation chart is prepared which is shown on the Institute website. To maintain quality and standards in effective and efficient manner each member of teaching and non teaching staff follow the practices mentioned in the administrative manual of the Institute. For the proper functioning of Institute, hierarchy is maintained as per the organisation chart and responsibilities are carried out at all the levels.

Management body:

- The Management confine to formulated vision, mission and objectives and has healthy surveillance with regard to implementation of the same.
- Providing adequate financial support as and when needed.
- Periodic meeting of management with Principal and accordingly meeting of Principal with HODs facilitates smooth day to day functioning of the institution.
- Annual meeting of the management with all staff members.

Principal:

- Principal of the Institute takes every effort to ensure that the decisions taken at the top level percolate to all levels for effective implementation of the same.
- Principal plays a healthy supervisory role by delegation of authorities through various committees.
- Principal plays a vital link between the faculty, administrative staff and management.
- Principal plays a role model for the faculty members in enhancing academic credentials and inculcating total quality management culture among the administrative staff.
- Principal acts as a chief warden for boys and girls hostels.

Deans and HOD:

- Dean (Examination) coordinates with examination committee for smooth conducting of University/Institute examination.
- Associate Dean (ICT) regularly monitors the activities related to computing facilities and ICT needs.
- Associate Dean (Student Activity) is responsible for co-curricular and extra curricular activities of different clubs and associations.
- HODs are responsible for all the academic activities of the department and for mobilizing the faculty members to arrange guest lectures, seminars, conferences and getting research grant including collaborations with the different industries.

Functions of various committees:

- Student council consist of class representatives, representatives from each club and association and is responsible for conducting various student activities through out the year.
- Ragging prevention committee is established in the Institute to completely wipe out ugly scar of ragging obliterated from the face of educational institutions and providing ragging freeenvironment to students.
- The Institute has grievance redressal cell to address and redress the grievances of staff and students.
- The Institute has an Internal Complaint Committee (ICC) to look after the complaints of ladies staff and girl students.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	https://kits.edu/Downloads/Documents/MANDATORY%20DISCLOSURE%20(BE,%20Arch%20and%20M.Tech)_2021.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Institute has implemented the following effective welfare measures for teaching and non-teaching staff of the Institute.

- KITS Employees Welfare Fund (KEWF) for providing emergency financial assistance to all employees of Institute in the matters of exigencies.
- Concession in school bus fair for wards of the staff.
- Incentives to faculty who are pursuing higher studies.
- Group insurance, gratuity and provident fund schemes for the employees.
- Residential staff quarters facility at subsidized rates.
- Concession in tuition fee for wards of the staff.
- Incentives to the faculty for publications/presentations in reputed journals/conferences.

- Institute has well developed welfare schemes for teaching and non-teaching staff . Welfare scheme for amount Rs.45,000/- is provided to teaching and non-teaching staff in the year 2020-2021.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

Nil

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

04

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1866.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year 6.3.3.1 - Total number of professional

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institution already has implemented the Appraisal system for teaching and non-teaching staff.

Teacher appraisal system

Faculty members undergo through the appraisal process. Every year faculty members of all departments are provided a proforma for self assessment, which consists of the following details.

- Upgradation in academic qualifications after joining the Institute.
- Promotion received if any.
- Semester wise performance about attendance of students.
- Preparation of laboratory manuals.
- Performance about engaging theory and practicals.
- Reading/Instrumental material provided, use of additional knowledge reasons for subject enrichment Innovation and contribution in design of curriculum.
- Project works undertaken.
- Details of research papers published/presented
- Research contribution
- Co-curricular activities undertaken
- Professional development activities Extracurricular activities undertaken
- Administrative duties performed either at the department/Institute level

Confidential report part is filled by the concerned HOD about the faculty members.

Non teaching appraisal process

Every year for non teaching staff of the Institute a proforma (questionnaire) is provided which has to be filled by respective lab in-charges and HODs. It consist of the following details like

- Nature of appointment
- Educational qualifications
- Punctuality in attending the duty
- Ability to work for extra hours with responsibility
- Upkeepment of the lab records Level of intelligence as compared with other employees

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- At the end of every financial year, the Institute conducts audit through auditor.
- Institute maintain accounts as per the procedure.
- It also provides complete details of balance sheets which includes income, expenditure, use of estimates, revenue recognition, fixed assets, depreciation and previous year figures are recast and regrouped whenever necessary.

The Institute has a well formulated financial policy which ensures effective and optimal utilization of finances for academic, administrative and development purpose. Every year, the budget is prepared well in advance by taking into consideration the financial requirements of every department. Each department prepares the budget based on the recurring and non-recurring requirements such as equipments consumables required for the next academic session. The budget proposed by the department is reviewed by the Principal and the management reviews the budget forwarded by Principal and approve this after necessary changes. As and when required, the Institute makes a provision for advance/ additional funds. The Principal and the Heads of the department discuss the requirements and decide the priorities while allocating funds for various purposes ensuring optimum utilization of available fund. The Principal monitor the purchase as per the sanctioned budget. Budget utilization is periodically reviewed by the management and corrective measures are taken, if required.

Financial audits are conducted by a chartered accountant every financial year to verify the compliance with established processes.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Institute's main source of income is tuition fees received from the enrolled students. The Institute also tries to mobilize resources from the other sources as well like.

- Grant received from government/non government agencies.
- Donation from alumni and well wishers.
- Consultancy

The Principal and the Head of the departments discuss the requirements and decide the priorities while allocating funds for various purposes ensuring optimum utilization of available fund. Budget utilization is periodically reviewed by the management. The Institute has a well formulated financial policy which ensures effective and optimal utilization of finances for academic, administrative and development purpose. Every year, the budget is prepared well in advance by taking into consideration the financial requirements of every department. Financial audits are conducted by a chartered accountant every financial year to verify the compliance with established processes.

This is the common procedure which followed for the mobilization of funds and optimal utilization of resources.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Institute has Internal Quality Assurance Cell (IQAC). It contributes institutionalizing quality assurance strategies and processes in the following ways.

- Development and application of quality benchmark/parameters for various academic and administrative activities of the Institution.
- Documentation of various programs/activities leading to quality.
- Acting as a nodal agency of the institution for quality activities.
- Faculty members are promoted to attend seminars/workshops preferably in online mode and to publish research papers in conferences and renowned journals.
- Encouraged the students to take active participation in online technical and creative activities.
- Participation in NIRF submission process.
- Conducted online STTP, FDP and online webinars by all departments for student and faculty.
- Acquired ISO 9001: 2015 and ISO 14001:2015

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Institutional reviews and implementation of teaching learning process and structure is given with following example

i) National Institutional Ranking Framework (NIRF)

The National Institutional Ranking Framework (NIRF) outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations broad understanding arrived at by a core committee set up by MHRD to identify the parameters for ranking various universities and institutions. The parameters broadly cover Teaching, Learning and Resources, Research and Professional Practices, Graduation Outcomes, Outreach and Inclusivity and Perception. The Institute has participated in NIRF from last five academic years.

The NIRF report of the Institute is published on the website (www.kits.edu).

This report includes following information

- Sanctioned (approved) intake
- Total actual student strength
- Placement and higher studies
- Entrepreneurship
- Top University admission data
- Ph.D. student details Faculty details
- Financial resources
- Women diversity
- Sponsored research details
- Executive development program
- Facilities for Physically Challenged Students (PCS)

ii) Parents and Students Feedback :

Constructive feedback given by the stake holders of the institution are useful for improvement in educational environment. The Institute do conduct students, parent teachers meet and seek the feedback from the students and parents. Positive feedback are obtained on teaching learning and discipline in the Institute. Some of them passed on healthy suggestions which are taken into consideration.

The Institute in view of enhancing the academic quality of the students and identifying the gaps in the curriculum as per the current requirements in the industry and the market, has taken a feedback from various components of stake holders.

The feedback regarding the subjects for BE programs and the suggestions relevant to the modification in the courses is sorted out and analyzed by the IQAC coordinator and the Dean (

academic).The action plan is made to inform the same to the Management members and the University authorities.

The Institute has framed the following feedback system , collected from stake holders.

1. Feedback on course / curriculum by students.
2. Feedback on course / curriculum by students.
3. Feedback on faculty by students
4. Feedback From employers.
5. Feedback From parents
6. Alumni survey

File Description	Documents
Paste link for additional information	https://kits.edu/Downloads/Documents/NIRF%20RANKING%20REPORT%20-%202021%20-OVERALL.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institute believes that Gender equality helps to prevent violence against women, girls.

The Institute has constituted an Internal Complaints Committee (ICC) comprising of one external member, two members from technical staff (One male, one female), two members from teaching faculty (One male, one female), three members from students (One from UG, One from PG, One from Ph.D.). The Internal Complaints Committee's major functions entail:

- Implementation of the policies relating to the prevention of sexual harassment,
- Strive to resolve complaints by the aggrieved complainant, and
- Hence forth, recommend actions to be taken by the employer.

In the beginning of every session, meeting of all ICC committee members is held to discuss and plan out the program/workshops in the domain of cyber security, women's safety awareness etc for staff and students. Experts in the above fields are invited for delivering talks and share their experiences.

All the students are informed about this committee and are advised to report the cases of misbehavior to the ICC without any fear. The list of all ICC members along with their contact numbers is displayed in the institution. The committee resolves any issue within 2-3 days.

File Description	Documents
Annual gender sensitization action plan	NIL
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.kits.edu/gallery.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures

Solar energy
Biogas plant Wheeling to the Grid Sensor-

B. Any 3 of the above

based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

- Waste generated in college campus i.e. from office, class rooms, hostels, staff quarters, mess and canteen is collected from the dustbins placed at different locations of the campus.
- This waste is separated into different categories such as biodegradable and non- biodegradable.
- Wormy compost is produced from biodegradable solid waste which is used as manure for plants in the campus.
- Excess food is supplied to Nagar Parishad, Ramtek where it is used for power generation.
- Kitchen waste and grass, leaves collected from campus is decomposed and used as manure for plants.
- Non-biodegradable solid waste is used as filling material in low-lying areas in the campus and outside.
- Bio-gas plant has been established near mess and the kitchen waste from the mess is used to generate the gas for the cooking.

Liquid waste management:

- Liquid waste from the student hostel, staff quarters and academic complexes comprising about 1000-1500 inhabitants is collected in the septic tank for primary treatment and after that it is taken for treatment through Free water surface(FWS) constructed wasteland treatment system .
- The effluent enters the wetland in batches with mean flow 24 m³/day.
- The treated water is then stored in storage tank and used for the watering for lawn and plants.

E-waste management :

- The outdated computers which are in working conditions are donated to the local schools.
- These computers are used in the local schools for educating students from poor background about the computers.
- The non-working computer spare parts, electronic scrap components and other nonworking equipments are used for practical purpose of teaching in order to explain the students about the various parts of a computer.
- Most of the times , they are safely disposed outside or sold as scrap to local vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes in equality of all cultures and traditions the students belonging to different caste, religion, regions are studying without any discrimination. Most of the students reside in hostel and dine in the same mess. The rooms are allotted without any discrimination to the students and no incidence of any discrimination has occurred since the beginning of the institution. Though the institution has socio cultural background and different linguistic background we do not have any intolerance towards cultural, regional, linguistic, communal, socio economic and other diversities. Students are sensitized about it at the time of admission and in the orientation lecture where the parents are also present. A separate committee is set up for this. With great enthusiasm the national festivals , birth anniversaries of great Indian personalities are celebrated. The institution organizes a week long camp by NSS unit in a nearby place. The NSS student members first visit and identify the issues at that place after discussions with locals. The NSS members along with some faculty members participate in various programmes related to social issues, cleanliness drive, adult education etc. Various departments organize field study and industrial visits to various industries and faculty and students are exposed to the different cultures.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our Institution celebrates Republic Day on 26th January every year wherein the importance of Indian constitution is emphasized by the Principal of the institution. On the same day the students perform some skit with the message of duties and responsibilities of the citizens in the constitution. This programme is attended by the students and faculty members. On 26th November Sanvidhan Diwas is celebrated in the institution every year. Our institution is affiliated to RTM Nagpur University and in the syllabus prescribed by the university the subject "Indian Culture and Constitution " is taught to II Semester students. Through this subject the students are focused to the topics like federal system, fundamental rights, directive principles, socio legal awareness, industrial democracy, role of bureaucracy etc. By teaching and learning these contents the students are made to have the understanding of Indian constitution and have the respect for the constitution and its values. The students are made aware of governance of the country and their rights and duties during lifetime and everyday life. Through these measures the institution sensitizes all towards values, rights, duties ,responsibilities and constitutional obligations

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **D. Any 1 of the above**

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

INDEPENDANCE DAY

In the institute Independence Day on 15th August is celebrated. Independence Day is one of the honourable celebrations of the nation. This day is celebrated with a lot of enthusiasm and patriotism. A tribute is paid to our country and martyrs who lost their lives for setting the country free. India's 74th Independence Day 2020 was observed at the institute on Saturday 15th August 2020. The Principal unfurled the national flag. This was followed by our National Anthem 'Jan Gan Man' sung by attendees and address by the principal. The celebration includes parade of NCC members of the student group

REPUBLIC DAY

On 26th January 1950, the Constitution of India came into force and our country, India became the Republic. The institute celebrate this day every year with a sports prize distribution ceremony. All the students assemble in front of the administrative block. The Principal unfurled the national flag. This is followed by our National Anthem 'Jan Gan Man' sung by a team of students. The NCC drill is performed every year by NCC cadets. The prizes for various sports events are distributed on this day. The program ends with the distribution of sweets by NSS volunteers.

INTERNATIONAL YOGA DAY

Every year, June 21 is recognized as international Yoga Day. The international yoga day was also observed at Kavikulguru Institute of Technology and Science, Ramtek on 21st June 2021 by doing yoga from home. However, this year, due to the Corona pandemic, the event was

organized online and advised students and faculty to do yoga at home. The event was successfully organized by following the COVID-19 instruction issued by the government.

SHIV SWARAJYA DIWAS

As per the instruction from State government and DTE regarding the participation and wide publicity for celebrating the Shivswarajya Diwas coronation ceremony of great Maratha warrior king Chhatrapati Shivaji Maharaj in Engineering colleges. As part of the coronation ceremony celebration made at the institute. All the guidelines of covid-19 were followed during the program.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice-I

1. Title of the Practice: Students Counseling

2. Objective of the Practice:

- To make the students comfortable in this era of stressful competition, so that they perform to their maximum potential in academics as well as extracurricular activities.
- To guide the students with day to day issues or issues related to their academic performance.
- To inculcate problem solving and decision making ability in the students
- To make the students self-confident so that they can deal with the different issues they are likely to face in future.
- To create better understanding between students and teachers which helps in creating a harmonious atmosphere in the Institute.

- o
- o 3.The Context:

For students to be able to learn at their peak capacity, they need to be physically, emotionally, intellectually and spiritually well. In today's era of cut throat competition, students often suffer from stress and become depressed easily either for academic reasons or for any other personal problems. In order to help students to resolve their issues related to personal, academics or any other issues, counseling of students is a requirement of the day and time. Since, the Institute has the responsibility to build and develop the personality of the students; we need to counsel the students for raising their self-confidence and developing their positive thinking ability.

4.The Practice:

The main focus of the counselor is to understand the problems or issues of the students and develop their mindset so that they resolve their issues in a positive manner. In engineering subjects, we often find that the topics in the subjects get outdated very fast and the students find it difficult to understand the relevance to these subjects.

The counselors who are the guardian teachers are faculty members from the respective departments. They assist the students by guiding them in the right direction for aspects of problem solving and decision making. One dedicated slot for counselling activity is provided in the time table of every class. A group of 15 to 20 students are under each counselor and attending counseling classes is mandatory .Counselors maintain the attendance register for the students present during the counseling session.

The students discuss their problems related to studies, hostels, curricular activities, hostels, health and many other issues including their personal problems with their counselor during this period. The counselor discusses these problems and help in resolving these issues. Progress reports and attendance of students are sent to their parents after both sessional examinations by the counselor. At the completion of their degree course, a character certificate is issued to the students which is based on counselor's report.

Some of the problems though rare that are resolved during counseling are that of depression, anxiety etc. Many college students have such low self-esteem that they find it difficult to attend classes or do their assignments once they fail. They suffer with different levels

of depression and get themselves hooked with wrong practices and addiction. There are students who join the institute with the plan to get major in a certain field (branch) without having much idea about the kind of employment they are going to land into. This leads them to great anxiety.

Addiction is one of the greatest problems that the students encounter. Without parental monitoring, it is easy for college students go astray and get caught up in addiction. To help college students in resolving their issues, our Institute has made efforts in the form of establishing an individual and group counseling system to provide intervention to the students, so that their social and emotional problems do not interfere with their academic performances.

In our Institute counselors maintain student's personal and academic profile for each semester. In Students performance profile all the conversation details, academic progress in terms of mark sheet, personal details of the student are maintained by guardian teacher. This data helps guardian teacher to understand student emotionally, academically and personally. It also helps in the proper designing of the execution of curriculum for students.

5.Evidence of Success

Result shows that the counseling practice in our Institution has been effective in solving student's personal difficulties. The moral support given by individual counseling seemed to have a positive influence on the academic performance and the number of sessions correlated positively with the academic performance.

It has been observed that the percentage of number of students detained per year due to less attendance decreased. Participation of the students has increased in various co-curricular and extracurricular activities. Students are also trying to solve the problems of local community through their project work. The ability to communicate has increased gradually. Student's performance in competitive examinations has also improved.

6.Problems Encountered and Resources Required

The most common problem that the counselor encounters with the student is that many students are introvert and hesitate to discuss their personal problems. This is because students in this Institute mostly come from rural areas and have poor educational background. So, there is a lukewarm response in the parents meeting which is

well below the expectation. Contacting students' and their parents is also a problem as contact numbers are frequently changed and not informed to the counselors.

To send the progress report of students to their parents, counselor takes the help of Postal service or SMS facility. Regular parent teacher interaction is necessary to discuss the issues related to academic performance of students. But this process is not effective in rural areas. By taking into the consideration of the problems encountered in counseling, it is planned to have a student counseling session with a professional for academic year 2020-21. We are considering Keyoar group conselling to third year students.

Best Practice-II

1. Title of the Practice: Grooming the personality of students and making them more employable.

2. Objective of the Practice:

- To make the students comfortable and adjusting to the deadly pandemic period and build their competencies.
- To keep the students engage in academic and relevant non academic activities.
- To improve their hard skills and soft skills.
- To make them ready and comfortable by making them aware of professional and personnel development.
- To make them competent and more employable.

1. The Context:

- In the fearful environment of pandemic situation , the students are to be made aware of the various job opportunities available in their respective field of interest and also to be trained in that direction for utilizing the opportunities of employment.
- Their communication skills , other soft skills eg. leadership qualities , team work and overall personality need to be groomed in a proper way.
- Since the Institute has the responsibility to build and develop their professional and personnel personality to adapt the new challenges in their competitive field. We need to take the sufficient efforts in right direction for raising their self confidence and interview skills.

3. The Practice:

The institute conducted various activities for the students to improve their hard skills and the soft skills so as to make them more employable and keep them comfortable during the deadly pandemic period.

Every department has organized webinars and STTPs for the students on various emerging areas, so as to keep them engaged and updated in new developments in the relevant fields of their courses.

Every department conducted the Soft skill development (SSD) classes for the third year students and Carrier Prospects and Planning (CPP) classes for the final year students regularly and same is reflected in the time table. The concerned faculty put their efforts in building their confidence through guidance and encouraging them to sustain the pandemic period and keeping themselves well updated with new job profiles and employment opportunities.

The HODs and the faculty members put their sustained efforts to train the students to use the new technology and platforms for preparations for their internal and university examinations and also grooming their professional and overall personality.

4. Evidence of Success

The placement results of the students in the institute have been effective in making them employable. The moral support given by individual faculty members and the online training given to the students have a positive influence on their employable skills.

Sr.

No.

Academic

Year

TotalNo.of

Placements

MaximumPackage

Offered(LPA)

AveragePackage

Offered(LPA)

1

2020-21

104

10.00

3.36

2

2019-20

132

12.00

3.36

3

2018-19

226

10.00

3.50

4

2017-18

136

9.00

3.36

5

2016-17



128

4.50

3.00

5. Problems Encountered and Resources Required

In the overall online activities the most common problem that the faculty encounters with the student is that students are introvert and hesitate to discuss their weaknesses and also there were no physical meetings with them. This is because students in the Institute mostly come from rural areas having poor educational and professional background with limited online resources for online meets and also due to the pandemic situation they were not allowed to move out of their home freely.

File Description	Documents
Best practices in the Institutional website	https://www.kits.edu/Downloads/Best_Practice-I_II_2020-21_.pdf
Any other relevant information	<u>Nil</u>

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Priority:

Since our Institute is located far away from the city, we focus on providing technical education to rural students and encouraging economically backward students to pursue technical education.

Thrust

The Institute provides best opportunities to the students of nearby villages to avail technical education and build their careers. For the effective implementation of the curriculum, the institute meticulously designs and develops the action plans.

The Institute provides best hostel facility for both girls and boys. The Institute focuses on completion of 100% syllabus.. Apart from

regular classes, the institute conducts various, guest lecturers and workshops to enhance the capability of students to present the topics related to the curriculum. The remedial classes are conducted for weak students.

The students are motivated to maintain more than 75% attendance. In counseling system students share their academic and personal problems with the counselor. Parent-teacher meetings are conducted. The Institute maintains discipline inside the campus. Teachers are encouraged to participate in seminars, conferences or workshops. The institute organizes expert lectures, workshops to encourage industry-academia interface. Industrial visits are regularly arranged for the students

Soft Skills Development classes and Career Prospects & Planning classes are arranged. The Institute also gives maximum placement opportunities to the students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institute has well defined system for planning and effective implementation of the curriculum. Due to COVID-19 pandemic situation, the curriculum development and implementation activities were conducted online. The Institute being affiliated to Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU), Nagpur adheres to the curriculum prescribed by the University. The Institute systematically designed and developed action plan for online delivery and effective implementation of the curriculum. The Institute strictly follows the academic calendar issued by the RTMNU for planning academic activities. The Principal conducted online meeting with the Deans and Head of Departments (HODs) for evolving the strategies of planning and effective implementation of the curriculum. The academic schedule was planned and disseminated among students, faculty members and departments through online platforms. It was also uploaded on the Institute's website. The faculty members from all department developed action plans in the form of teaching schedule for their allotted subjects. Every faculty member prepares a subject note file and a subject file which contains syllabus of the subject, teaching scheme, teaching schedule with tentative dates of topic delivery, University examination question papers, list of text and reference books.

The curriculum was delivered through theory and practical sessions in online mode. Faculty members are encouraged to adhere to the teaching schedule and teach through innovative teaching methods. Apart from regular lectures, special classes were conducted for students taking admission directly to second year (Diploma) to cover the curriculum so as to compensate for the classes missed because of their late admission. The academic performance of the students is evaluated on continuous basis by conducting two online mid examinations in each semester. For diploma students a separate mid examination is conducted to evaluate the performance. Based upon performance of the students in all tests, academically weak students are identified and remedial classes are conducted for such slow learners. Academic performance in mid examinations and attendance reports of the students are generated and are communicated to the parents of all

students. Faculty members also take feedback from the students through counseling on various issues like syllabus coverage, their opinion on curriculum delivery and difficulties faced. The feedback so obtained is analyzed and corrective measures are taken for effective implementation of teaching and learning process. The HOD's conducted online meeting frequently with academic coordinator to assess the syllabus coverage. The Principal have regular online meetings with HOD's to assess the converge to reframe the academic calendar if required. Due to Covid-19 pandemic situation all above activities are carried out using online platform.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kits.edu/Downloads/Documents/Academic%20Schedule%20for%202020-21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Every year, the Institute comes up with an academic schedule which is for effective and smooth running of the Institute. Different committees are formed at the beginning of the session which includes: academic committee, admission committee, examination committee and grievance committee. These committees look after the activities and plans throughout the academic session.

Academic Schedule:

The University provides academic calendar for both odd and even semester in the beginning of every academic year. Based upon the University academic calendar the academic schedule of the Institute is prepared.

The academic schedule includes:

The dates of first and second mid sessional examination.

The schedule for internal and external practical examinations for all semesters.

The subject teachers submit teaching schedule of the concerned

subjects in the respective departments.

Teaching Schedule and Implementation:

Each department plans for the completion of the syllabus in every academic session in the following sequence

Departmental meetings are held to calculate teaching workload.

Teaching schedule include unit-wise distribution of lectures along with proposed and actual dates, list of recommended text-books.

The Teaching schedules are submitted to the Head of the departments.

Each faculty plans semester-wise, student-centric teaching methods, group discussion and quiz competitions etc. for effective teaching and learning.

A review meeting is held by the HODs at the end of every month to monitor the implementation of teaching schedule.

Extra classes are conducted if required to complete the syllabus. Assignments are given to the students, which are assessed periodically.

Efforts are made to resolve difficulties in subjects and if necessary, Online expert lectures are conducted to motivate the students.

Evaluation Schedule:

The tentative schedule dates of mid sessional examination and University examinations are notified in the beginning of every academic year.

The mid sessional examination marks of students are displayed using online platform by respective departments.

The attendance of the student is monitored and conveyed the same to the students.

The internal assessment marks are allotted on the basis of performance in the mid sessional examinations, percentage of attendance and submission of assignments.

The performance of the student is discussed in respective classes and due care is taken for slow learners.

The internal assessment marks are shown to the students and submitted online to the University before final examinations.

Due to COVID-19 pandemic situation all above activities were carried out using online platform. Such as, Google Meet, Google Form and Google Classroom.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kits.edu/Downloads/Documents/Academic%20Schedule%20for%202020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

08

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

898

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Issues related to Gender:

The Institute addresses cross cutting issues relevant to gender. Boys and girls are encouraged to work together in various curricular (laboratory, classes and group project work), co-curricular and extracurricular activities. No discrimination is

made between boys and girls while forming committees of associations and clubs. In all organizing committees and institutional related works duties and responsibilities are assigned to staff members without any gender bias. The Institute has a committee to address the issues of women safety at work place. This committee also addresses the issues related to sexual harassment and gender violation .

Issues relevant to Environment and Sustainability, Human Values and Professional Ethics:

Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU), Nagpur prescribes various compulsory courses in the curriculum of various semesters which address issues relevant to Environment and Sustainability, Human Values and Professional Ethics.

Various courses of curriculum and the relevant issues are indicated in the following table:

Course

Semester

Relevant Issue

Energy and Environment

First Year(First Semester)

Environment and Sustainability

Indian Culture and Constitution

First Year(Second Semester)

Human Values

Environment Studies

Third/Fourth Semester(All Branches)

Environment and Sustainability

Social and Ethical aspects of IT

Third Semester(Computer Technology)

Professional Ethics

Ethics in Information Technology

Third Semester(Information Technology)

Professional Ethics

The course on Energy and Environment imparts knowledge in the domain of renewable and non-renewable energy sources. Students are taught the impact of energy technologies on environment. Also, the students are inculcated with the knowledge and skills about assessing the energy efficiency of different energy sources and use of advanced materials for sustainable development.

The course on Indian Culture and Constitution creates an understanding of Indian Constitution and develops respect for the same. Students are also made aware about India as a State Indian Culture and Tradition. Students are taught the governance of the country and the structure and system of work organization.

The course on Environment Studies addresses the issue on Environment and Sustainability. Students are taught the objectives and guiding principles of environment that are being used for public awareness and organization of environmental education system. The students are also educated regarding the optimal use of natural resources and equitable resources for sustainable life style that are required to monitor the pollution, human health, woman and child welfare and other social issues.

Students are educated to identify and analyze ethical and social issues associated with information technology through the courses related to Information Technology (IT). Students understand and interpret the professional code of ethics which are relevant to the IT profession. Students can take appropriate action based on standards of professional ethics when confronted with an ethical situation. In addition to above courses, students are made aware of professional ethics of a professional Institute through 'Code of conduct for students' of the Institute. It is included in prospectus and also uploaded on Institute's website. The administrative manual prescribes the professional ethics to be followed for staff members.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

27

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	https://www.kits.edu/Downloads/1.4.2 -Feedback Process of Institution.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.kits.edu/Downloads/1.4.2 -Feedback Process of Institution.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
1326	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	

1050

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

In order to assess the needs of students in terms of academics the Institute implements the following,

An orientation lecture is arranged for first year students before commencement of class work. The Principal addresses the students about the practices, the rules and regulations followed in the Institute. Detail information is given about the curriculum, examination pattern and various activities followed in the Institute. Additional classes are engaged for diploma students (direct second year admission) to cope up the gap due to late admissions. Students who perform very much better than the class average are considered as an advanced learner. The Institute identifies learning needs of advanced learners and respond in following ways The Institute encourages advanced learners for undergoing internships in Industry. These students are exposed to various intercollegiate technical competitions to sharpen their skills and motivate them to win awards. Advanced learners are given opportunity to prepare for training and value added certificate programs. Challenging projects are given to the advanced learners to enrich their knowledge. Advanced learners are motivated to achieve high performance in their academics by giving cash prizes/awards to those who top in University examinations during the annual prize distribution ceremony. Students who perform the below the class averages are termed as slow learners, support is provided to slow learners as mentioned below Special remedial classes are arranged subjectwise. Organising online expert lectures/guest lectures. Mentoring sessions for confidence building amongst them. Organising co-curricular activities like competitions and quizzes for supplementing the knowledge of the students. Assignments are given and online tests are conducted.

File Description	Documents
Paste link for additional information	https://www.kits.edu/seminars.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1326	97

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To enhance the learning experience of student the following student centric methods are adopted Soft Skill Development (SSD) and Career Prospects and Planning (CPP) are incorporated in time table of third and final year students apart from curriculum. Various needs of local peoples are identified and remedies are given through the final year projects. Online Laboratory sessions are conducted regularly to sharpen the practical knowledge. Every department is having departmental forums/associations for conducting co-curricular activities. Monitoring the students to enroll in extension activities through NSS and NCC to develop social responsibilities amongst them. Helping hand forum is working for helping old aged home people and deaf and dumb students through various activities. Special training through Co-cubes is given to enhance the employability of the students.

Due to COVID-19 pandemic situation only online activities are conducted and during relaxation period few extra-curricular activities were conducted.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://kits.edu/trending.php

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Kavikulguru Institute of Technology and Science, Ramtek , encourages intensive use of ICT enabled tool including online resources for effective teaching and learning process. 100% teachers of our institute are using ICT tools and resources during Covid-19 to make teaching learning process more effective and understandable to the students. ICT tools and resources available in the institute include LCD projectors smart board, Laptop, I-pad, LAN connected systems, WIFI campus, scanner, high resolution camera, public address system, seminar hall, auditorium and conference halls etc. The institute is having ICT enabled classroom, smart classroom, four seminar hall. The entire campus is WI-FI enabled with 100 mbps dedicated internet leaseline. Institute established remote Centre with collaboration with IIT, Bombay to conduct online courses and seminars.

Various use of ICT tool and resources by Faculty

- PowerPoint presentations- Faculty members are encouraged to use power-point presentations in their teaching by using LCD projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.
- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
- Online quiz- Faculty members prepare online quiz for students after the completion of each unit with the help of google forms.
- Video Conferencing- Students are counseled with the help of Google meet applications.
- Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.
- STTP, conferencesWorkshops- faculty membersuse various ICT tools for conducting workshops on google meet, ciscoplatform, Programming languages, simulations etc.

- During Covid-19 pandemic situation all faculty member are using various online platforms for conducting classes, submission of assignment, examination etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

97

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

97

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

1447.83

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

For smooth conduction of examinations, the Institute has established separate examination section and a Dean (Examination) is looking after all examinations related work. In the beginning of an academic year, the academic schedule is displayed in the Institute website. The information is also displayed on the student's notice board and communicated to departments. The internal assessment is done through assignments, mid sessional examinations, practical records and viva voce. After completion of each unit, assignments are given to the students. Students are asked to submit assignments within stipulated time. Evaluation of answer sheets are done and the solutions are discussed in class rooms. The answer sheets are shown to the respective students and in case of any discrepancies, concern faculty resolves it.

Practical evaluation is done by performing experiments, analysis and results obtained. After every practical session, practical records are corrected by concerned faculty member. Viva questions are given to the student for better understanding of experiment. Internal practical assessment is done based on practical performance, written test and vice-voce. Final year projects are to be carried out as a part of curriculum and the evaluation of the projects is done on regular basis. Students are required to give presentation before the evaluation committee and they have to incorporate the suggestions given by committee for improvement. The marks are awarded on the basis of their presentation, performance and progress of project.

During academic year 2020-21, due to COVID-19 pandemic situation only online academic activities were conducted.

File Description	Documents
Any additional information	View File
Link for additional information	https://kits.edu/Downloads/Documents/Academic%20Schedule%20for%202020-21.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The mechanisms to deal with examination related grievances with reference to Institute level and University level are as follows
 Institute level: At the beginning of every semester the methods of assessment are explained to the students. Answer sheets of mid sessional examinations are corrected within three days of examination. Answers of mid sessional question papers are discussed in the classroom. The answer sheets are shown and discussed in the respective classes so that the mistakes/errors of the students can be shown and rectified. Any grievances related to assessed answer books are resolved by respective faculty members. Students can also approach the Head of the department, in case of any grievances. University level: Paper setting, conduction of examination, evaluation and declaration of results is done by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. After the declaration of University results, students can apply for reassessment in which they request for photo copy of their answer books from the University. If the students have grievances after receiving photo copy of answer book, they can apply for reassessment. Reassessment result is declared by University in due course of time. Examination section

attends to the grievances of the students related to University examination. The Institute takes special care in dealing such issues.

During the academic session 2020-21 in the Covid-19 pandemic situation, the sessional and university examination were conducted online platform (google meet and google form). The student faced problems during university examination of the following type.

1. Issue related to poor internet connectivity.
2. Automatic logout before completing 60 min of examination duration.

Institute received student grievances related to problem faced by them in the examination. The grievances were reported by the student through application in the department email. Department has sent the grievance to the examination section. Examination section upload grievances on university portal. University enquired about the matter and accepted/rejected grievances and informed to the institute. Students whose grievances accepted by the university have appeared for re-examination in the given subject as per new time table.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.kits.edu/exam-notifications.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- Each programme of the Institute clearly states the learning outcomes in terms of program outcomes (POs) and course outcomes (COs).
- The PO's are what knowledge ,skills and attitudes a graduate should have at the time of graduation and COs are the learning outcomes that the students learned at the end of each course.
- Institute has brought paradigm shift in its approach by focusing on learning rather than teaching. Learner centric initiatives have ensured that all the academic processes

are drafted and implemented with certain learning outcomes in mind. For this purpose, institute has adopted outcome based education system.

- Program specific outcomes and course outcomes for all programs offered by the institute are stated and displayed on the website and communicated to faculty and students.
- In addition to this , stakeholders are made familiar with program outcome through faculty meeting, counselling sessions, parent teacher inter action etc.
- The course outcomes are communicated to the students by respective faculty .
- Lesson plan of a course contains cos and each class is marked according to the cos.

POs are made available to all stakeholders by following means:

- POs are published on the website of the institute and are displayed at prominent places in each department
- These are disseminated to the stakeholders through interactions such as, student-class teacher meetings, parent meetings etc

The faculty explains the program outcomes in the beginning and course outcomes expected from the courses offered to the students before the commencement in every semester.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kits.edu/Downloads/Documents/AllCourse.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The assessment tools and processes used for measuring the attainment of each of the program outcomes and program specific outcome are as mentioned below :

Method of Assessment of POs/PSOs

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through

direct and indirect methods.

Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes.

The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and assignments. Throughout the semester the faculty records the performance of each student on each course outcome.

Average attainment in direct method = University examination (80%) + internal assessment (20%)

Indirect assessment strategies are implemented by embedding them in Student, Parent and Alumni feedback.

The tools used for the assessment of POs/PSOs and their frequencies are as mentioned below :

Sr.No.

Assessment Tool

Description

Mode

Frequency

1.

University Examinations

At the end of each semester University conducts the examinations. After University results the course outcomes are natured based on course attainment level fixed by the program.

Direct

End of each semester

1.

Mid sessional Examinations

Two internal mid sessional examinations are conducted per semester to ensure that students have achieved the desired level of competencies at module level and whether corresponding COs are achieved or not. According to the performance of the student mapping is carried out with the respective COs for assessing the attainment level of specific COs of the course.

Direct

Twice per semester

semester tests/prelims, course feedback etc.

Assessment of POs:

Programme outcomes are those competencies that an engineering graduate of a programme is expected to possess. Engineering graduates are expected to have identified technical/functional, generic and managerial competencies. During the assessment, the Institute identifies, collects, and prepares data to evaluate the attainment of POs and PEOs. Direct assessment is done through the college sessional and university examination marks obtained by the student. Indirect assessment is done by the student feedback, parent teacher meetings, industry feedback.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kits.edu/ProgramOutcomes.php

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

467

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://kits.edu/Downloads/Documents/2.7.1-Criterion%20II%20%E2%80%93%20Teaching%E2%80%93%20Learning%20and%20Evaluation\(For%20the%20Academic%20Year%202020-21\).pdf](https://kits.edu/Downloads/Documents/2.7.1-Criterion%20II%20%E2%80%93%20Teaching%E2%80%93%20Learning%20and%20Evaluation(For%20the%20Academic%20Year%202020-21).pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.93

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

9

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

Nil

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

To facilitate the knowledge transfer for the progress of the students, Institute has established following ecosystem for innovations. 1. Rain Water Harvesting To maintain the ground water level of the region, the Institute does rain water harvesting. Each harvesting system possesses different capacity of storage of water and which could be reused as and when required. Since the Institute is a residential campus, the residents are much dependent on the harvested water during summer season. 2. Eco-friendly green campus The Institute is pollution free due to sprawling lawns with greenery and trees on the campus. The lawns and greenery are maintained by the project engineering section of the Institute with the help of professional people for cutting and growing the lawns and trees in a most beautiful way. The ambience suits for both the teaching as well as learning. 3. R. O. Plant for drinking water As the ground water is not preferable for drinking purposes due to its high level of hardness, the Institute has started the R.O. plant

with the capacity 700 ltr/hr for the purification of ground water. The plant supplies the pure water to all departments, staff quarters, hostels and canteen for the drinking purposes. 4. Solar energy Solar water heater panels are installed over the boy's and girl's hostels. Roof Top Solar P.V. panels are installed in administrative building. The solar energy is conserved in the form of heating the water and hot water is supplied to the different parts of the hostel. By this process a large amount of electricity is saved. Hostellers are benefited by this plant. 5. Biogas Plant The biogas plant has been developed by the Department of Mechanical Engineering, which is situated near Triveni mess of Institute. The biogas is generated from the garbage waste material and other bio-waste materials. With the help of this, the Institute is conserving Liquid Petroleum Gas. 6. E-Yantra Lab Setup Initiative (eLSI) The Department of Electronics Engineering has initiated the e-yantra project which was funded under MHRD for facilitating the robotics lab with the aim of spreading embedded system and robotics education for students. These projects also conduct and provide training to teachers and students on different experiments through 'Task Based Training' (TBT). 7. Incubation Centre The Institute has established an incubation centre for the students to develop the different innovative engineering products and their usage in the interest of the local community.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kits.edu/gallery.php

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

Nil

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

Nil

File Description	Documents
URL to the research page on HEI website	NIL
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

08

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

Nil

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institute makes the best possible efforts to bring about social and economic transformation of neighborhood community, so as to promote overall development and well being of society. The Institute inculcates desirable sensitivity, empathy and the virtue of social participation among all its stake holders. Institute is well aware of its social responsibility and hence it renders community service, especially to marginalized sections. It perceives formal education as an instrument of bringing about positive social transformation which leads to the betterment of social culture and spiritual fabric of human community. The Institute is committed to develop balanced personality of learners who can facilitate the forces of social, economic and environmental growth. The endeavor of the Institute is to create engineers with strong domain knowledge. The students are sensitized towards humanity so that they understand the problems of society and find out the solutions of issues like poverty, alcoholism, unemployment, female feticide etc. The students try to solve the local problems of communities through various activities of the departmental forums, associations, National Service Scheme (NSS) and National Cadet Core (NCC) units. To inculcate the social values and holistic development of the students, the Institute has organized the following events/ programs during last five years: Helping hands: It is a unit of KITS students who serve the under-privileged and poor students in Ramtek taluka by providing clothes, books and other educational items at free of cost. National Service Scheme (NSS): Every year NSS organizes different activities such as Swachh Bharat Abhiyan, free medical checkup, awareness programme on solar energy, rainwater harvesting, importance of agricultural and tree plantation drive at a different places of Ramtek taluka. The NSS also organizes drawing-painting competition at the deaf and dumb school of Ramtek. During the national calamities such as

Uttarakhand tragedy, Bhuj earthquake, Kargil wars etc., the NSS unit works hard to donate cash, clothes and food to the sufferers. Many other volunteer programs are conducted every year by the unit such as eradicating corruption, road safety, cleanliness activities and women empowerment. Expert lectures on anti ragging act, cyber law for the students were also organized by the NSS unit. Students of NSS regularly visit the old age home and distributes the necessary things to them. National Cadet Core (NCC): The NCC unit extends its services to the society in the form of tree plantation, blood donation camp, Swachh Bharat Abhiyan and training technical students as NCC cadets in the interests of the nation.

Due to COVID-19 pandemic situation the above activities could not be conducted during the concerned academic year.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

Nil

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

Nil	
File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File
3.4.4 - Number of students participating in extension activities at 3.4.3. above during year	
3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year	
Nil	
File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File
3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
Nil	
File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

Nil

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institute has adequate infrastructure facilities available in the campus in order to maintain the quality of academic facility which includes classrooms, faculty rooms, laboratories, etc. complying with the standards necessitated by AICTE and RTMNU. Normally the policy of the Institute infrastructure is conveyed and executed by a committee constituted by the Management/Governing council. The committee confirms a uniform and balanced distribution of space and resources to all departments. It also provides and maintains essential amenities to the faculty and students in a time bound manner. The Institute has following infrastructural facilities for teaching-learning: The Institute is sprawled in an area of 48.96 acres of land and the total built up area of the building constructed is 42625 sq.mt. The Institute comprises of various buildings which accommodates different departments, the library and the gymnasium. The Institute consists of 41 class rooms, 65 laboratories including computer lab in each department, two research and development laboratories, a resource center, drawing halls and 10 tutorial rooms. The Institute has 64 faculty rooms including HODs cabin, departmental offices, a NCC office and a NSS office. Four air conditioned seminar/conference halls, out of

which three halls are having 100 seating capacity and one is having 350 seating capacity. Air Cooled Central Library is enabled with audio visual facility. The campus also accommodates two girls hostels, two boys hostels, three messes which includes two air cooled messes for residential students and staff. The Institute has Chairman, Secretary residence and two guest houses for VIPs. Principal's residence and 40 staff quarters is made in the campus. Separate project engineer section is available for maintenance of infrastructure. A reverse osmosis plant is setup for providing pure drinking water for the students and staff. UCO bank along with ATM and a post office is also available in the campus. There are total 619 computers and most of the computers are connected through 100Mbps leased line. CCTV Cameras have been installed in the campus for safety purpose.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kits.edu/gallery.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sports and Outdoor games facility:

A full-fledged sports complex has been constructed in the premises of the institution. The campus has a huge play ground of total area of 29,000 sq.mtr. for boys and girls students. For outdoor games and sports, the Institute has running track, cricket ground, football ground, volleyball court, basket ball court, tennis court, hand ball court, and khokho ground.

Indoor games facility and Gymnasium:

The Institute also has a full-fledged indoor sports complex having indoor games facilities such as table tennis, carom, chess, badminton and basket ball. The size of the Indoor complex is 1392 sq.mtr. A gymnasium of 20 sq.mtr. is well equipped with the fitness equipments such as treadmills, jogger machines, weight lifting plates, gym balls etc. The details of the indoor and outdoor complex are given in the following table. Details of Sports Complex and Gymnasium

Sr. No. Facility Area/Size (sq. mtr.) Year of Establishment

- 1 Indoor complex 1392 1996-1997
- 2 Outdoor (play field) 27300.027 1987-1988
- 3 Gymnasium 20 1998-1999
- 4 Yoga center 50 2002-2003
- 5 Prayer room 49.20 1995-1996
- 6 Dispensary 25 1993-1994
- 7 NSS 10.57 1988-1989
- 8 NCC 11.75 1993-1994
- 9 Cultural Activity 66.15 1987-1988

Grants received:

The Institute had received a grant of Rs. 37,50,000/- from the Government of India (GOI), Union ministry of youth affairs and sports, New Delhi, for the construction of Indoor Complex in 1995. The Institute had also received grant of Rs. 3,00,000/- from the GOI for sports equipment in the year 1999. The Institute received a grant of Rs. 4,28,000/- from the GOI for play ground development (basket ball court, cricket pitch, volleyball court, clay tennis court) in year 2004.

Students participate in various games in the inter-zonal competition of RTMNU. Every year the Institute conducts competition for various games and sports. The Institute provides sports kit and sports material to the students participating in interamural state/national level, zonal, inter-zonal, all India inter university tournament and other different types of game and sports.

Yoga centre:

The staff and students can avail the facility of yoga centre of size 50 sq.mtr. which is available in the Institute premises. This is used as a meditation centre by both staff and students.

Canteen:

The Institute has a canteen which accommodates around 80 students

at a time for refreshment. Cultural Activities : The Institute has clubs/associations/forums which conduct various cocurricular and extra curricular activities . Apart from these clubs and forums, the Institute also has NSS and NCC units. For cultural activities, an open stage is constructed and sufficient arrangment is made for the audience.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kits.edu/facilities-other.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

07

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Nil

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Institute library has been established since the inception of the Institute, year 1985. Separate building for the central library was constructed in year 1994. It has been named as P. V. Narsimha Rao Central Library. Which is built up in an area of 1620 sq.mtr. The central library is a two-floored building having maximum seating capacity of 250. The ground floor is divided into 11 sections: alter for goddess Saraswati, office for staff, photocopy section, circulation desk, new arrival section, searching section through Online Public Access Catalogue (OPAC) and CATLOGUE index, reading hall, reference section, teacher's table, news papers, magazines section and RO water etc. First floor is divided into 10 sections such as audio/video visual section, digital library, periodical section, project reports, bounded volumes, processing books and journals section, Book Bank Scheme (for SC/ST students), Institute Book Bank Scheme (for all students). The library is well equipped with more than 63,000 books, national and international journals, magazines, newsletters and newspapers. The Institute has a Library Advisory Committee with Principal as Chairman, Librarian as member secretary and faculty member from each department as members. Committee meets once in every year, prepares proposals, analyzes the feedback taken by the Librarian from the students and staff and submits the report to Institute authorities for necessary action. Some of the significant initiatives implemented by the committee are: Wi-Fi facility, Institute Book Bank Scheme, books circulation with Integrated Library Management System software (SLIM21). E-access to the library through OPAC. Facility of one set of books of each semester to the University and Institute toppers at free of cost. Coolers are provided during summer and RO water is provided within the library. The library has received a grant of Rs. 4.5 lakhs from AICTE under MODROBS for the project "Library Automation" in the year 2003. The central library, it is automated using SLIM21 since 2004. The staff and students can see their library account status and access library database through SLIM21 version 3.4 software and DELNET database anywhere in the campus through internet, as the Institute academic premises is Wi-Fi enabled and all departments are connected with local area network of bandwidth 100 Mbps. The library has following modules of the SLIM 21 version 3.4 Software.

Catalogue: This allows preparing the database of books, journals, project reports and magazines available in the library as per

title, author, subject, publisher, type of the learning resource and year of acquisition.

Circulation: Books in the library are referred by students and staff. This module is used to track the status of the book such as issued, returned, borrowed, and renewal by either student or staff.

OPAC: Online Public Access Catalogue provides the access to the library learning resources through various catalogues and indexes such as author, title and subject etc. **Serials:** This module allows library to keep record of the periodicals and magazines.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.kits.edu/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.32159

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

Nil

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Institute has 619 computers, out of which 12 are servers and 607 computers are with internet connection. Total 68 different types of software are made available for carrying out their practical and project works of students. The Institute has 20 projectors, 12 scanners and 54 printers across all the departments. To cater the need of internet surfing, academic premises are facilitated with Wi-Fi. NPTEL video lectures are made available to the staff and students through intranet. These lectures are dumped on a server called Local Guru server and can be accessed through LAN. The institute is identified as remote center of IIT Bombay. This facilitates to conduct various workshops under the National Mission on Education through ICT (MHRD, GOI).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kits.edu/computer-technology.php

4.3.2 - Number of Computers

619

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

233.98179

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Infrastructure facility and its maintenance: Maintenance of infrastructure facility is being done by the in-house project engineer section. This section is headed by Project officer, who is responsible for the maintenance work of the Institute. In addition to the project engineer office, staff member from each department is designated as housekeeping in-charge in respective departments.

Maintenance of laboratories and its equipments: Each laboratory maintains a log book for equipments available. Lab incharge along with HOD of each department is involved in preparing the budget for the required consumables, procuring new equipments and their repairs. Major maintenance or repair work is outsourced to companies. Saturday is designated as maintenance day in a week. The laboratory mechanic does the maintenance work, records it in the maintenance diary and gets it verified by the respective Head of the departments.

Central library and maintenance: A register and the smart card system is maintained/implemented in the library for the entry, exit of the students and faculty. Dusting, mopping and cleaning is done by the sweeper every day. Electrical and other furniture are maintained by skilled person from the project engineer section. Apart from the central library every department has departmental library which is maintained by the faculty in-charge of the respective department. Separate register is available for the issue and return of books.

Sport complex and gymnasium: The Sport complex is maintained by a team from Physical Director's office which comprises of two trained support staff members under the supervision of Physical Director. Record of gymnasium utilization is maintained every day wherein students record their entry and exit time.

Maintenance of computers, internet and Wi-Fi : Faculty in charge, system officer and Programmer/Data Entry Operator (DEO) are responsible for maintenance of computers and software for each computer laboratory. The internet and Wi-Fi systems are maintained by a team of technical staff under the supervision of Associate Dean (ICT). They maintain the smooth functioning of internet usage. Programmer/DEO carries out maintenance of each computer at regular intervals and record it in the maintenance record book weekly.

Maintenance of class rooms, tutorial rooms, and seminar halls:
 One faculty from each department is assigned the duty of housekeeping. The housekeeping in-charge works in coordination with project engineer office for the maintenance of each room. Regular maintenance is taken care of by the project engineering section. The equipment and the furniture are repaired and maintained by the skilled workers from the project engineering section once in every three months or as and when required.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kits.edu/facilities-other.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1022

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

34

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above
File Description	Documents
Link to Institutional website	https://kits.edu/facilities-gymnasium.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
435	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
435	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	C. Any 2 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

104

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

01

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

02

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

Nil

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student's council is formed every academic year by the Institute. The selection of the "Student Council" is as per the norms of RTMNU. The Student Council is selected in the presence of a committee comprising of the Principal, Deans and HODs. The Student Council comprises of the following members:

- University representative
- Student representative
- All Class representatives
- All Forum/Clubs/Associations Presidents
- All Forum/Clubs/Associations Secretaries
- Cultural Secretary
- NSS Representative
- NCC Representative
- Sports Representative

Based on the academic performance of the students the representative of each class is selected known as a class representative. Various clubs, forums and associations of each department have nominated student representatives. All these representatives select a 'Student Representative' who is an active member in student council and various co-curricular and extracurricular activities.

The important highlighting features of the Student Council are as follows:

- The council works as a facilitator between the students and the Institute.
- It takes care of all the extracurricular, co-curricular

activities and annual social fest of the Institute.

- It maintains the overall discipline on the campus.
- The University representative represents Institute at University level for various student activities.
- It provides information to the students regarding various beneficiary schemes available at Institute and University level and campaign to create awareness regarding these schemes.

Various student chapters comprising of professional bodies like Institute of Electrical and Electronics Engineers (IEEE), Indian Society for Technical Education (ISTE), Institution of Electronics and Telecommunication Engineers (IETE), Computer Society of India (CSI), National Association of Students of Architecture (NASA) are functioning through Student Council. Apart from these professional bodies, there are other forums/clubs/ associations such as

- Civil Engineering association
- Mechanical Engineering association
- Electrical Engineering association (ELECTRICONs forum)
- Electronics and Electronics & Communication Engineering association (ELECTROMATIX forum)
- Computer Technology association (Acquired Computing and Methodological Engineering- ACME forum)
- Information Technology association (INFOQUEST forum)
- Architecture association (Archi Association)
- Mathematics club
- Literary club
- Cultural club
- Sports Committee

The above mentioned clubs, forums, associations and committees of students work as a platform where the students can show their skills.

Due to Covid-19 Pandemic situation no Co-curricular and extra-curricular activities could be conducted for the students.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

Nil

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institute has an independent Alumni Charter which organizes various alumni meets every year in and outside the campus. The Heads of the Departments, faculty and staff are in constant touch with the alumni through e-mail, social media and various activities conducted by alumni association. Alumni are invited to deliver expert lectures and evaluate student projects. Faculty members are in personal touch with former faculty and alumni to collaborate for conducting faculty development programs, and workshops . Recently, 16th of January has been marked as Alumni Day by the institution. On that day, every department invites distinguished alumni and arranges interaction with the present students. The alumni shares his/her experience and the problem faced by him/her to the current students..

In the recent past, alumni meets were arranged on 19th Sept'15, 23rd Dec'15 and 16th Jan'16 where around 80 alumni attended and shared their experiences. The 1985 and 1990 batch alumni visited KITS campus during December 2015. The 1990 batch alumni interacted with the students of current batches. Few alumni meets have also been organized in countries like UK and USA in the recent past. Presently, the alumni are planning to start

quarterly webinars on individual topics for the benefit of all the students which would be available on a secure platform.

Over the years, KITS, Ramtek has provided a platform for various successful careers. This is evident from the success that has been achieved by the KITS alumni across the globe. The Management of KITS is generous enough to provide employment to a large number of alumni of the institute. At present, 45 Alumni are working across the departments in the institution. These alumni staff meets once in a month and decide the strategy to organize events for the benefit of current students.

.Following are the activities carried out by Alumni.

- provide a variety of benefits and services that help alumni maintain connection to their educational institution and fellow graduates.
- Alumni groups often support new alumni and provide a forum to form new friendships and business relationships with people of similar background.
- Organizes social events
- Arranges guest lectures by alumni members and other prominent people for students on current technical and non-technical topics
- Donates books to library
- Helps students to get sponsored projects and internships
- Conducts mock interviews and resume writing sessions for enhancing placements
- publish newsletters or magazines and raise funds towards alumni association.

Due to Covid-19 Pandemic situation no Alumni Association contributes and no Alumni meet during the year. But Conducted an Webinar by an Alumni Mr. Naresh Gathania on Leadership quality and success in daily life through Bhagvad Gita on 08-11-2020.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

To achieve excellence, diversity in technical education and for achieving rapid and inclusive growth Mission of our Institute is as follows.

Vision: To develop the Institute into a centre of excellence in professional and technical education.

Mission: To serve the nation by nurturing and developing professional technocrats and managers who would contribute to nation building.

In line with the vision of the Institute academic policies are decided by the management of the Institute. The decisions taken are communicated to the Head of departments by the Principal for effective implementation. Head of the departments then hold meetings at the department level with the faculty members to implement the same. The feedback from students, parents and other stakeholders are considered while framing the policies by the Governing Body. Various redressal mechanisms are in place to deal with the issues like sexual harassment, staff and students welfare and so on. For addressing the same various committees are constituted which report to the Principal for corrective actions whenever required. The emphasis is given on the students discipline and punctuality. It is monitored by class teachers and academic coordinators on daily basis. In order to prevent ragging, ragging prevention committee is constituted in the Institute (consisting of teaching and non teaching staff) which actively monitors the antiragging activities. Various clubs and associations are formed with involvement of staff and student for conducting curricular, co-curricular and extra-curricular activities of the students. These clubs and associations groom the personalities of the students to make them employable and better professionals. Students are encouraged to participate in inter collegiate activities and are rewarded with suitable incentives. For smooth conduct of University and Institute

examinations, a committee is constituted under the guidance of Dean (Examination). Faculty members are encouraged to undertake research activities so that the students get benefit of on going research activities.

File Description	Documents
Paste link for additional information	https://www.kits.edu/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The management set goals in consonance with the vision and mission of the Institute. The management regularly interacts with the Principal to review the implementation of the set goals. The management periodically reviews various academic, administrative and other related functions of the Institute. The Principal proposes new initiatives to the management to strengthen the quality of education on the basis of changing educational scenario and chalks out the action plans in accordance with the goal set by the management. Principal communicates to the faculty members regarding the responsibilities and duties. Principal takes initiatives to develop the relationship with the eminent academicians, industries, professional bodies and other renowned Institutes.

Deans and Associate Deans are appointed for the important functions in Institute like examinations, student activities and Information and Communication Technology (ICT). Dean(Examination) is given the responsibility of smooth conduct of Institute and University examination. Associate Dean (ICT) takes care of providing ICT infrastructure, maintaining the website and the online activities requirement. Associate Dean (SA) looks after various students activities by the department and the Institute. The Heads of the department periodically conduct online meetings to monitor the process of the academic activities, implementation of the policies regarding various issues with the staff members. The departments encourages the faculty for research, industrial visits, arranging guest lectures by eminent personalities.

Faculty members and non teaching staff are the member of Local Management Committee (LMC). Faculty members are also participating in various committees of University such as Board

of Studies (BoS) and Academic Council. The students are encouraged to participate in the decision making process by their participation as class representative, student representative and University representative. In hostels, all the activities are managed by the hostelers through the hostel management committee consisting of the wardens, hall representative and mess representatives.

Due to lockdown period, Most of the Physical activities were cancelled.

File Description	Documents
Paste link for additional information	https://www.kits.edu/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute prepared a perspective plan which is reviewed at regular time intervals.

The perspective plan of the Institute is as stated below:

- Understanding local needs faced by the rural population with a special emphasis on the agriculture allied areas.
- Effective online interaction & precaution in pandemic period with among student/staff, parent and other stake holders of the Institute through social service, extension activities, imparting technical skill for creating employment opportunities.
- Digital literacy and expansion of the ICT enabled services in academic and administrative processes.
- Refining technologies for making of renewable energy sources owing to the geographical location of the Institute thereby addressing the ecological concerns.
- Deputation of faculty members for higher education like Ph.D. and creating opportunities for research, copyrights and patenting.

Example of an activity successfully implemented based on the strategic plan

In view of covid -19 pandemic situation,, as per the govt. orders the education institutes were closed but the institute had taken initiative to continue the education and accordingly executed the plan.

Dr. Vilas P.Mahatme, Dean (academic) conducted many online sessions for training the faculty members to continue the effective teaching learning process for theory classeslab work activities, examination conduction and evaluation in online mode through e- platform like google classroom, webex etc.

Various departments conducted webinars on various technical , motivational topics , quizzes to engage them in extra cocurricular activities and make them comfortable in online mode. Also for the faculty the departments also conducted many FDPs , workshops , STTPs, and National conference on emerging topics.

In short the institute was smoothly shifted to online from offline mode for teaching- learning process so that education of students continued smoothly and very comfortably.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

For smooth and effective administrative functioning, an organisation chart is prepared which is shown on the Institute website. To maintain quality and standards in effective and efficient manner each member of teaching and non teaching staff follow the practices mentioned in the administrative manual of the Institute. For the proper functioning of Institute, hierarchy is maintained as per the organisation chart and responsibilities are carried out at all the levels.

Management body:

- The Management confine to formulated vision, mission and objectives and has healthy surveillance with regard to

implementation of the same.

- Providing adequate financial support as and when needed.
- Periodic meeting of management with Principal and accordingly meeting of Principal with HODs facilitates smooth day to day functioning of the institution.
- Annual meeting of the management with all staff members.

Principal:

- Principal of the Institute takes every effort to ensure that the decisions taken at the top level percolate to all levels for effective implementation of the same.
- Principal plays a healthy supervisory role by delegation of authorities through various committees.
- Principal plays a vital link between the faculty, administrative staff and management.
- Principal plays a role model for the faculty members in enhancing academic credentials and inculcating total quality management culture among the administrative staff.
- Principal acts as a chief warden for boys and girls hostels.

Deans and HOD:

- Dean (Examination) coordinates with examination committee for smooth conducting of University/Institute examination.
- Associate Dean (ICT) regularly monitors the activities related to computing facilities and ICT needs.
- Associate Dean (Student Activity) is responsible for co-curricular and extra curricular activities of different clubs and associations.
- HODs are responsible for all the academic activities of the department and for mobilizing the faculty members to arrange guest lectures, seminars, conferences and getting research grant including collaborations with the different industries.

Functions of various committees:

- Student council consist of class representatives, representatives from each club and association and is responsible for conducting various student activities through out the year.
- Ragging prevention committee is established in the Institute to completely wipe out ugly scar of ragging obliterated from the face of educational institutions and

providing ragging free environment to students.

- The Institute has grievance redressal cell to address and redress the grievances of staff and students.
- The Institute has an Internal Complaint Committee (ICC) to look after the complaints of ladies staff and girl students.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	https://kits.edu/Downloads/Documents/MANDATORY%20DISCLOSURE%20(BE,%20BArch%20and%20M.Tech) 2021.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Institute has implemented the following effective welfare measures for teaching and non-teaching staff of the Institute.

- KITS Employees Welfare Fund (KEWF) for providing emergency financial assistance to all employees of Institute in the matters of exigencies.
- Concession in school bus fair for wards of the staff.

- Incentives to faculty who are pursuing higher studies.
- Group insurance, gratuity and provident fund schemes for the employees.
- Residential staff quarters facility at subsidized rates.
- Concession in tuition fee for wards of the staff.
- Incentives to the faculty for publications/presentations in reputed journals/conferences.
- Institute has well developed welfare schemes for teaching and non-teaching staff . Welfare scheme for amount Rs.45,000/- is provided to teaching and non-teaching staff in the year 2020-2021.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

Nil

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

04

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1866.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year 6.3.3.1 - Total number of professional

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institution already has implemented the Appraisal system for

teaching and non-teaching staff.

Teacher appraisal system

Faculty members undergo through the appraisal process. Every year faculty members of all departments are provided a proforma for self assessment, which consists of the following details.

- Upgradation in academic qualifications after joining the Institute.
- Promotion received if any.
- Semester wise performance about attendance of students.
- Preparation of laboratory manuals.
- Performance about engaging theory and practicals.
- Reading/Instrumental material provided, use of additional knowledge reasons for subject enrichment Innovation and contribution in design of curriculum.
- Project works undertaken.
- Details of research papers published/presented
- Research contribution
- Co-curricular activities undertaken
- Professional development activities Extracurricular activities undertaken
- Administrative duties performed either at the department/Institute level

Confidential report part is filled by the concerned HOD about the faculty members.

Non teaching appraisal process

Every year for non teaching staff of the Institute a proforma (questionnaire) is provided which has to be filled by respective lab in-charges and HODs. It consist of the following details like

- Nature of appointment
- Educational qualifications
- Punctuality in attending the duty
- Ability to work for extra hours with responsibility
- Upkeepment of the lab records Level of intelligence as compared with other employees

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- At the end of every financial year, the Institute conducts audit through auditor.
- Institute maintain accounts as per the procedure.
- It also provides complete details of balance sheets which includes income, expenditure, use of estimates, revenue recognition, fixed assets, depreciation and previous year figures are recast and regrouped whenever necessary.

The Institute has a well formulated financial policy which ensures effective and optimal utilization of finances for academic, administrative and development purpose. Every year, the budget is prepared well in advance by taking into consideration the financial requirements of every department. Each department prepares the budget based on the recurring and non-recurring requirements such as equipments consumables required for the next academic session. The budget proposed by the department is reviewed by the Principal and the management reviews the budget forwarded by Principal and approve this after necessary changes. As and when required, the Institute makes a provision for advance/ additional funds. The Principal and the Heads of the department discuss the requirements and decide the priorities while allocating funds for various purposes ensuring optimum utilization of available fund. The Principal monitor the purchase as per the sanctioned budget. Budget utilization is periodically reviewed by the management and corrective measures are taken, if required.

Financial audits are conducted by a chartered accountant every financial year to verify the compliance with established processes.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Institute's main source of income is tuition fees received from the enrolled students. The Institute also tries to mobilize resources from the other sources as well like.

- Grant received from government/non government agencies.
- Donation from alumni and well wishers.
- Consultancy

The Principal and the Head of the departments discuss the requirements and decide the priorities while allocating funds for various purposes ensuring optimum utilization of available fund. Budget utilization is periodically reviewed by the management. The Institute has a well formulated financial policy which ensures effective and optimal utilization of finances for academic, administrative and development purpose. Every year, the budget is prepared well in advance by taking into consideration the financial requirements of every department. Financial audits are conducted by a chartered accountant every financial year to

verify the compliance with established processes.

This is the common procedure which followed for the mobilization of funds and optimal utilization of resources.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Institute has Internal Quality Assurance Cell (IQAC). It contributes institutionalizing quality assurance strategies and processes in the following ways.

- Development and application of quality benchmark/parameters for various academic and administrative activities of the Institution.
- Documentation of various programs/activities leading to quality.
- Acting as a nodal agency of the institution for quality activities.
- Faculty members are promoted to attend seminars/workshops preferably in online mode and to publish research papers in conferences and renowned journals.
- Encouraged the students to take active participation in online technical and creative activities.
- Participation in NIRF submission process.
- Conducted online STTP, FDP and online webinars by all departments for student and faculty.
- Acquired ISO 9001: 2015 and ISO 14001:2015

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

The Institutional reviews and implementation of teaching learning process and structure is given with following example

i) National Institutional Ranking Framework (NIRF)

The National Institutional Ranking Framework (NIRF) outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations broad understanding arrived at by a core committee set up by MHRD to identify the parameters for ranking various universities and institutions. The parameters broadly cover Teaching, Learning and Resources, Research and Professional Practices, Graduation Outcomes, Outreach and Inclusivity and Perception. The Institute has participated in NIRF from last five academic years.

The NIRF report of the Institute is published on the website (www.kits.edu).

This report includes following information

- Sanctioned (approved) intake
- Total actual student strength
- Placement and higher studies
- Entrepreneurship
- Top University admission data
- Ph.D. student details Faculty details
- Financial resources
- Women diversity
- Sponsored research details
- Executive development program
- Facilities for Physically Challenged Students (PCS)

ii) Parents and Students Feedback :

Constructive feedback given by the stake holders of the institution are useful for improvement in educational environment. The Institute do conduct students, parent teachers meet and seek the feedback from the students and parents. Positive feedback are obtained on teaching learning and discipline in the Institute. Some of them passed on healthy suggestions which are taken into consideration.

The Institute in view of enhancing the academic quality of the students and identifying the gaps in the curriculum as per the

current requirements in the industry and the market, has taken a feedback from various components of stake holders.

The feedback regarding the subjects for BE programs and the suggestions relevant to the modification in the courses is sorted out and analyzed by the IQAC coordinator and the Dean (academic).The action plan is made to inform the same to the Management members and the University authorities.

The Institute has framed the following feedback system , collected from stake holders.

1. Feedback on course / curriculum by students.
2. Feedback on course / curriculum by students.
3. Feedback on faculty by students
4. Feedback From employers.
5. Feedback From parents
6. Alumni survey

File Description	Documents
Paste link for additional information	https://kits.edu/Downloads/Documents/NIRF%20RANKING%20REPORT%20-%202021%20-OVERALL.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institute believes that Gender equality helps to prevent violence against women, girls.

The Institute has constituted an Internal Complaints Committee (ICC) comprising of one external member, two members from technical staff (One male, one female), two members from teaching faculty (One male, one female), three members from students (One from UG, One from PG, One from Ph.D.). The Internal Complaints Committee's major functions entail:

- Implementation of the policies relating to the prevention of sexual harassment,
- Strive to resolve complaints by the aggrieved complainant, and
- Hence forth, recommend actions to be taken by the employer.

In the beginning of every session, meeting of all ICC committee members is held to discuss and plan out the program/workshops in the domain of cyber security, women's safety awareness etc for staff and students. Experts in the above fields are invited for delivering talks and share their experiences.

All the students are informed about this committee and are advised to report the cases of misbehavior to the ICC without any fear. The list of all ICC members along with their contact numbers is displayed in the institution. The committee resolves any issue within 2-3 days.

File Description	Documents
Annual gender sensitization action plan	NIL
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.kits.edu/gallery.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

- Waste generated in college campus i.e. from office, class rooms, hostels, staff quarters, mess and canteen is collected from the dustbins placed at different locations of the campus.
- This waste is separated into different categories such as biodegradable and non- biodegradable.
- Wormy compost is produced from biodegradable solid waste which is used as manure for plants in the campus.
- Excess food is supplied to Nagar Parishad, Ramtek where it is used for power generation.
- Kitchen waste and grass, leaves collected from campus is decomposed and used as manure for plants.
- Non-biodegradable solid waste is used as filling material in low-lying areas in the campus and outside.
- Bio-gas plant has been established near mess and the kitchen waste from the mess is used to generate the gas for

the cooking.

Liquid waste management:

- Liquid waste from the student hostel, staff quarters and academic complexes comprising about 1000-1500 inhabitants is collected in the septic tank for primary treatment and after that it is taken for treatment through Free water surface(FWS) constructed wasteland treatment system .
- The effluent enters the wetland in batches with mean flow 24 m³/day.
- The treated water is then stored in storage tank and used for the watering for lawn and plants.

E-waste management :

- The outdated computers which are in working conditions are donated to the local schools.
- These computers are used in the local schools for educating students from poor background about the computers.
- The non-working computer spare parts, electronic scrap components and other nonworking equipments are used for practical purpose of teaching in order to explain the students about the various parts of a computer.
- Most of the times , they are safely disposed outside or sold as scrap to local vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes in equality of all cultures and traditions the students belonging to different caste, religion, regions are studying without any discrimination. Most of the students reside in hostel and dine in the same mess. The rooms are allotted without any discrimination to the students and no

incidence of any discrimination has occurred since the beginning of the institution. Though the institution has socio cultural background and different linguistic background we do not have any intolerance towards cultural, regional, linguistic, communal, socio economic and other diversities. Students are sensitized about it at the time of admission and in the orientation lecture where the parents are also present. A separate committee is set up for this. With great enthusiasm the national festivals, birth anniversaries of great Indian personalities are celebrated. The institution organizes a week long camp by NSS unit in a nearby place. The NSS student members first visit and identify the issues at that place after discussions with locals. The NSS members along with some faculty members participate in various programmes related to social issues, cleanliness drive, adult education etc. Various departments organize field study and industrial visits to various industries and faculty and students are exposed to the different cultures.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our Institution celebrates Republic Day on 26th January every year wherein the importance of Indian constitution is emphasized by the Principal of the institution. On the same day the students perform some skit with the message of duties and responsibilities of the citizens in the constitution. This programme is attended by the students and faculty members. On 26th November Sanvidhan Diwas is celebrated in the institution every year. Our institution is affiliated to RTM Nagpur University and in the syllabus prescribed by the university the subject "Indian Culture and Constitution" is taught to II Semester students. Through this subject the students are focused to the topics like federal system, fundamental rights, directive principles, socio legal awareness, industrial democracy, role of bureaucracy etc. By teaching and learning these contents the students are made to have the understanding of Indian constitution and have the respect for the constitution and its values. The students are made aware of governance of the country and their rights and

duties during lifetime and everyday life. Through these measures the institution sensitizes all towards values, rights, duties ,responsibilities and constitutional obligations

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

INDEPENDANCE DAY

In the institute Independence Day on 15th August is celebrated.

Independence Day is one of the honourable celebrations of the nation. This day is celebrated with a lot of enthusiasm and patriotism. A tribute is paid to our country and martyrs who lost their lives for setting the country free. India's 74th Independence Day 2020 was observed at the institute on Saturday 15th August 2020. The Principal unfurled the national flag. This was followed by our National Anthem 'Jan Gan Man' sung by attendees and address by the principal . The celebration includes parade of NCC members of the student group

REPUBLIC DAY

On 26th January 1950, the Constitution of India came into force and our country, India became the Republic. The institute celebrate this day every year with a sports prize distribution ceremony. All the students assemble in front of the administrative block. The Principal unfurled the national flag. This is followed by our National Anthem 'Jan Gan Man' sung by a team of students. The NCC drill is performed every year by NCC cadets. The prizes for various sports events are distributed on this day. The program ends with the distribution of sweets by NSS volunteers.

INTERNATIONAL YOGA DAY

Every year, June 21 is recognized as international Yoga Day. The international yoga day was also observed at Kavikulguru Institute of Technology and Science, Ramtek on 21st June 2021 by doing yoga from home. However, this year, due to the Corona pandemic, the event was organized online and advised students and faculty to do yoga at home. The event was successfully organized by following the COVID-19 instruction issued by the government.

SHIV SWARAJYA DIWAS

As per the instruction from State government and DTE regarding the participation and wide publicity for celebrating the Shivswarajya Diwas coronation ceremony of great Maratha warrior king Chhatrapati Shivaji Maharaj in Engineering colleges. As part of the coronation ceremony celebration made at the institute. All the guidelines of covid-19 were followed during the program.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice-I

1. Title of the Practice: Students Counseling

2. Objective of the Practice:

- o To make the students comfortable in this era of stressful competition, so that they perform to their maximum potential in academics as well as extracurricular activities.
- o To guide the students with day to day issues or issues related to their academic performance.
- o To inculcate problem solving and decision making ability in the students
- o To make the students self-confident so that they can deal with the different issues they are likely to face in future.
- o To create better understanding between students and teachers which helps in creating a harmonious atmosphere in the Institute.
- o
- o 3. The Context:

For students to be able to learn at their peak capacity, they need to be physically, emotionally, intellectually and spiritually well. In today's era of cut throat competition, students often suffer from stress and become depressed easily either for academic reasons or for any other personal problems. In order to help students to resolve their issues related to personal, academics or any other issues, counseling of students

is a requirement of the day and time. Since, the Institute has the responsibility to build and develop the personality of the students; we need to counsel the students for raising their self-confidence and developing their positive thinking ability.

4.The Practice:

The main focus of the counselor is to understand the problems or issues of the students and develop their mindset so that they resolve their issues in a positive manner. In engineering subjects, we often find that the topics in the subjects get outdated very fast and the students find it difficult to understand the relevance to these subjects.

The counselors who are the guardian teachers are faculty members from the respective departments. They assist the students by guiding them in the right direction for aspects of problem solving and decision making. One dedicated slot for counselling activity is provided in the time table of every class. A group of 15 to 20 students are under each counselor and attending counseling classes is mandatory. Counselors maintain the attendance register for the students present during the counseling session.

The students discuss their problems related to studies, hostels, curricular activities, hostels, health and many other issues including their personal problems with their counselor during this period. The counselor discusses these problems and help in resolving these issues. Progress reports and attendance of students are sent to their parents after both sessional examinations by the counselor. At the completion of their degree course, a character certificate is issued to the students which is based on counselor's report.

Some of the problems though rare that are resolved during counseling are that of depression, anxiety etc. Many college students have such low self-esteem that they find it difficult to attend classes or do their assignments once they fail. They suffer with different levels of depression and get themselves hooked with wrong practices and addiction. There are students who join the institute with the plan to get major in a certain field (branch) without having much idea about the kind of employment they are going to land into. This leads them to great anxiety.

Addiction is one of the greatest problems that the students encounter. Without parental monitoring, it is easy for college

students go astray and get caught up in addiction. To help college students in resolving their issues, our Institute has made efforts in the form of establishing an individual and group counseling system to provide intervention to the students, so that their social and emotional problems do not interfere with their academic performances.

In our Institute counselors maintain student's personal and academic profile for each semester. In Students performance profile all the conversation details, academic progress in terms of mark sheet, personal details of the student are maintained by guardian teacher. This data helps guardian teacher to understand student emotionally, academically and personally. It also helps in the proper designing of the execution of curriculum for students.

5.Evidence of Success

Result shows that the counseling practice in our Institution has been effective in solving student's personal difficulties. The moral support given by individual counseling seemed to have a positive influence on the academic performance and the number of sessions correlated positively with the academic performance.

It has been observed that the percentage of number of students detained per year due to less attendance decreased. Participation of the students has increased in various co-curricular and extracurricular activities. Students are also trying to solve the problems of local community through their project work. The ability to communicate has increased gradually. Student's performance in competitive examinations has also improved.

6.Problems Encountered and Resources Required

The most common problem that the counselor encounters with the student is that many students are introvert and hesitate to discuss their personal problems. This is because students in this Institute mostly come from rural areas and have poor educational background. So, there is a lukewarm response in the parents meeting which is well below the expectation. Contacting students' and their parents is also a problem as contact numbers are frequently changed and not informed to the counselors.

To send the progress report of students to their parents, counselor takes the help of Postal service or SMS facility. Regular parent teacher interaction is necessary to discuss the

issues related to academic performance of students. But this process is not effective in rural areas. By taking into the consideration of the problems encountered in counseling, it is planned to have a student counseling session with a professional for academic year 2020-21. We are considering Keyoar group conselling to third year students.

Best Practice-II

1. Title of the Practice: Grooming the personality of students and making them more employable.

2. Objective of the Practice:

- To make the students comfortable and adjusting to the deadly pandemic period and build their competencies.
- To keep the students engage in academic and relevant non academic activities.
- To improve their hard skills and soft skills.
- To make them ready and comfortable by making them aware of professional and personnel development.
- To make them competent and more employable.

1. The Context:

- In the fearful environment of pandemic situation , the students are to be made aware of the various job opportunities available in their respective field of interest and also to be trained in that direction for utilizing the opportunities of employment.
- Their communication skills , other soft skills eg. leadership qualities , team work and overall personality need to be groomed in a proper way.
- Since the Institute has the responsibility to build and develop their professional and personnel personality to adapt the new challenges in their competitive field. We need to take the sufficient efforts in right direction for raising their self confidence and interview skills.

3. The Practice:

The institute conducted various activities for the students to improve their hard skills and the soft skills so as to make them more employable and keep them comfortable during the deadly pandemic period.

Every department has organized webinars and STTPs for the students on various emerging areas, so as to keep them engaged and updated in new developments in the relevant fields of their courses.

Every department conducted the Soft skill development (SSD) classes for the third year students and Carrier Prospects and Planning (CPP) classes for the final year students regularly and same is reflected in the time table. The concerned faculty put their efforts in building their confidence through guidance and encouraging them to sustain the pandemic period and keeping themselves well updated with new job profiles and employment opportunities.

The HODs and the faculty members put their sustained efforts to train the students to use the new technology and platforms for preparations for their internal and university examinations and also grooming their professional and overall personality.

4. Evidence of Success

The placement results of the students in the institute have been effective in making them employable. The moral support given by individual faculty members and the online training given to the students have a positive influence on their employable skills.

Sr.

No.

Academic

Year

TotalNo.of

Placements

MaximumPackage

Offered(LPA)

AveragePackage

Offered(LPA)

1

2020-21

104

10.00

3.36

2

2019-20

132

12.00

3.36

3

2018-19

226

10.00

3.50

4

2017-18

136

9.00

3.36

5

2016-17

128



4.50

3.00

5. Problems Encountered and Resources Required

In the overall online activities the most common problem that the faculty encounters with the student is that students are introvert and hesitate to discuss their weaknesses and also there were no physical meetings with them. This is because students in the Institute mostly come from rural areas having poor educational and professional background with limited online resources for online meets and also due to the pandemic situation they were not allowed to move out of their home freely.

File Description	Documents
Best practices in the Institutional website	https://www.kits.edu/Downloads/Best_Practice-I_II_2020-21_.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Priority:

Since our Institute is located far away from the city, we focus on providing technical education to rural students and encouraging economically backward students to pursue technical education.

Thrust

The Institute provides best opportunities to the students of nearby villages to avail technical education and build their careers. For the effective implementation of the curriculum, the institute meticulously designs and develops the action plans.

The Institute provides best hostel facility for both girls and boys. The Institute focuses on completion of 100% syllabus.. Apart from regular classes, the institute conducts various, guest

lecturers and workshops to enhance the capability of students to present the topics related to the curriculum. The remedial classes are conducted for weak students.

The students are motivated to maintain more than 75% attendance. In counseling system students share their academic and personal problems with the counselor. Parent-teacher meetings are conducted. The Institute maintains discipline inside the campus. Teachers are encouraged to participate in seminars, conferences or workshops. The institute organizes expert lectures, workshops to encourage industry-academia interface. Industrial visits are regularly arranged for the students

Soft Skills Development classes and Career Prospects & Planning classes are arranged. The Institute also gives maximum placement opportunities to the students.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

*To conduct online/offline seminar and workshop by the IQAC to promote the quality improvement strategies in ONLINE/OFFLINE teaching-learning process and research activities for faculty members online .

- It is planned to organize online/offline national and international conferences or workshops or Faculty Development programs for faculty and students by each department.
- Encouraging faculty members to complete their doctoral degree and to continue research activities through quality publications and research projects.
- Promoting participation of students and staff in sports, games and other similar cultural activities organized by the Institute and Promoting activities such as Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty online /offline

- Make efforts for more number of environment friendly initiatives by NSS and NCC ensuring participation of maximum students in such activities.

- Memorandum of Understanding (MoU) with different industries and training institutes for R & D work and Placement activities.

*Preparation for surveillance audit of ISO certification ISO 14001: 2015 and ISO 9001 : 2015.

NAAC