



# KAVIKULGURU INSTITUTE OF TECHNOLOGY AND SCIENCE

RAMTEK-441 106, DIST. NAGPUR, MAHARASHTRA,

(Managed by Vodithala Education Society, Hyderabad)

Approved by AICTE, COA, New Delhi and Govt. of Maharashtra

Permanently Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

**NAAC ACCREDITED**

ISO 9001:2015  
ISO 14001:2015  
Certified Institute

E-mail: [info@kits.edu](mailto:info@kits.edu)

Web : [www.kits.edu](http://www.kits.edu)

DTE Institute Code : 4104

Phone: 07114-255309 / 255313

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## **6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc**

### **Response:**

Yes, the college employs strategic planning, as the successful execution of the strategic plan is crucial for the ongoing advancement of the institution. Tirelessly striving to achieve its objectives with meticulous accuracy, the institution emphasizes academic distinction, research and development, faculty development, student career progression and the refinement of assessment and evaluation methods. The institution has a robust strategic plan targeting well-defined goals. This plan is implemented through consistent action plans, daily activities, resource distribution, and the engagement of stakeholders at multiple levels. Periodic assessments of performance and quality indicators offer transparency in realizing the strategic objectives. The Institute has an IQAC to evaluate the progress of the Strategic Plan and institutional policies and to take remedial actions for achieving long-term goals. The perspective plan is designed in consonance with the vision and mission of the Institute.

### **Functioning of Institutional Bodies**

The organizational structure of the institution is headed by the Management. The Governing Body is constituted as per the guidelines of competent authorities. As per the guidelines given by the management, academic and administrative departments are led by the Principal and Head of Departments. The Internal Quality Assurance Cell (IQAC) chaired by the Principal works to monitor the quality of education in the institution. Various functional committees consisting of staff members and students are categorized under administration, academic, student affairs and Research and Development which are headed by Senior Faculty. These four categories take care of curricular, co-curricular and extracurricular aspects.

A human Resource section, student section, and account section are headed by the Registrar.

Hostel administration is headed by the Dean (Hostel) and monitored by the Hostel Warden.



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## Recruitment Policy

1. The requirement of teaching staff considering the Student-Teacher Ratio / Cadre ratio is calculated as per the norms laid down by AICTE/CoA/RTMNU.
2. The recruitment process through the university and the local selection committee is as per the norms of RTMNU.
3. In case of immediate requirement, faculty recruitment is done by a committee formed by the Principal.
4. The recruitment of technical/non-teaching staff is as per the requirement and recruitment policy guidelines.

## Service Rules

It consists of the following clauses:

1. Probation period.
2. Pay-Scale and allowances.
3. Appointment subjectivity as per the availability of workload.
4. Service books are maintained for all the staff.
5. Adhering code of conduct for any other full-time, part-time job or otherwise.
6. Discontinuation of services in case of non-reporting for a stipulated time, breach of the code of conduct after a proper notice period.

## Promotional Policies

Internal promotions are subject to the following aspects:

1. Availability of posts and internal eligible faculties.
2. Previous performance appraisal.
3. Technical compatibilities of faculty for higher posts.
4. Interactions with the Head of Development, Principal and Management.