



# 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

Fax : 07114-255236

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## **6.3.1 The institution has a performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

### **Response:**

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

- KITS Employees Welfare Fund (KEWF) provides emergency financial assistance to all employees of Institute in the matters of exigencies
- Concession in school bus fare 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 fees for wards of the staff
- Incentives to the faculty for publications/presentations in reputed journals/conferences

### **Faculty appraisal process**

Faculty members undergo 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 the attendance of students
- Preparation of laboratory manuals
- Performance about engaging theory and practical
- Reading/Instrumental material provided, use of additional knowledge reasons for subject enrichment
- Innovation and contribution to the design of the curriculum
- Project works were undertaken
- Details of research papers published/presented



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- Research contribution
  - Co-curricular activities undertaken
  - Professional development activities
  - Extracurricular activities undertaken
  - Administrative duties performed either at the Department/Institute level

The 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 consists of the following details:

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