



YEARLY STATUS REPORT - 2023-2024

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. Avinash N. Shrikhande
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		07114255309
• 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 / Constitution Colleges		Affiliated
• Type of Institution		Co-education
• Location		Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur				
• Name of the IQAC Coordinator	Dr. Yashwant M. Jibhakate				
• Phone No.	07114255309				
• Alternate phone No.	8999114978				
• Mobile	9730124387				
• IQAC e-mail address	ymjibhakate@yahoo.co.in				
• Alternate e-mail address	ymjibhakate@yahoo.co.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://kits.edu/UserData/uploads/downloads/NAAC/ssr/ssr1.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion1/1_1.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.04	2024	30/05/2024	29/05/2029
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	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	03	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1.NAAC accreditation for cycle 2 awarded with 'A' grade.		
2. Institute plans to apply for Autonomy status by UGC.		
3.Preparation for ISO 9001:2015 and ISO 14001:2015		
4.Participation in NIRF Ranking.		
5.Faculty members were encouraged to attend seminars/workshops in online/offline mode and published research papers in conferences and renowned journals. Organization of Conference/STTP/FDP/Guest lectures/Webinars and MOUs with industry		
6. Students were encouraged to participate in cocurricular, extra curricular and NPTEL courses.		
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
ISO Surveillance ISO Certification 9001:2015 and ISO 14001:2015	ISO Certification 9001:2015 and ISO 14001:2015 renewed till validity upto 03/01/2026 and 15/01/2026 respectively.
Consultancy	Civil Engineering Department offered the consultancy services
Memorandum of Understanding(MOU)	Electronics and Communication Engineering and Civil Engineering departments has 7 MOUs in total with reputed organizations
FDP/STTP/WEBINARS attendance	FDP/STTP/WEBINARS attended by faculty members online/offline mode in all the departments.
Publications	Research papers published by faculty members in National/International Conferences and renowned Journals
Organization of Webinars ,National Conference ,STTP ,Guest lectures in the Institute	Organized Webinars ,National Conference ,STTP ,Guest lectures in the Institute
NIRF participation	Participated in NIRF
NAAC cycle II preparation	Accreditation process done and the Institute has been accredited with grade A
NBA preparation	NBA process preparation started, conducted the workshops for NBA preparations and registration done for NBA.
13.Whether the AQAR was placed before statutory body?	No
• Name of the statutory body	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2024	12/02/2024

15. Multidisciplinary / interdisciplinary

Innovations play a significant role in the education sector. The ways in which curriculum decision making is organized reflects different implicit approaches on how educational systems pertain to promote innovation in education. Curriculum holds an outstanding place when seeking to promote innovation in education, as it reflects the vision for education by indicating knowledge, skills and values to be taught to students. The students are encouraged to participate in competitions like Hackathon innovation and incubation activities. In the Institute various competitions are conducted to develop multidisciplinary skills among students. The Institute has various forums, clubs associations which are open to all the branch of the students and various emerging technology related activities are conducted. Students also publish and participate in national and international conferences. Our faculty has taken initiatives in various multidisciplinary and collaborative research works, publication in National International Journals and Conferences. Faculty are also involved in organization and participation of various multidisciplinary activities such as FDP, workshops etc.

16. Academic bank of credits (ABC):

As per the NEP 2020, the Academic Bank of Credits has been envisaged and facilitates the academic mobility of the students. Our institute would follow and adhere to the guidelines in this regard.

17. Skill development:

KITS, Ramtek aims at empowering and synergizing human resources to achieve excellence in one's life and in the process improve the quality of life of others. Realizing the importance of soft skills, Institute encourages students to indulge in various skill development activities. Each department is conducting the Soft Skill Development (SSD) class weekly and made compulsory to attend. This class is included in the time table. Each department has the respective associations and clubs where in various competitions and activities are conducted by the students. Students learn through

such programs. Our students are primarily from rural background so for the development large focus is on effective communication and soft skills to develop their confidence which helps them to perform better in interviews. The institute has professional societies like CSI, IEEE, ISTE, IETE, apart from departmental forums. We invite various resource persons from industries, subject experts, academicians and alumni to conduct training sessions and interact with the students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Language is an integral part of human life. It plays a vital role in the learning process and knowledge enhancement of students. The RTMNU syllabus is having courses focusing on Indian Constitution and Culture .The Institute follows the academic curriculums prescribed by the university. Students and faculty members are working on emerging technology applications for the Indian Knowledge system for natural language processing. Civil and Architecture department regularly organize a visit to excavation sites near Mansar, Ramtek and ancient dams, where students were introduced with the ancient Indian knowledge of construction. Also faculty members explore the Indian ancient construction and architectural practices which are nature friendly and forming a sustainable green eco system.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The academic policies of the institute are framed and implemented to focus on Outcome based education (OBE). The institute has well defined Program outcomes of individual departments and Course Outcomes for individual courses. The targets are set and efforts are made to improve attainment of Program Outcomes. Internal examinations are conducted to incorporate the outcome-based education in the curriculum and in line with examination reform policies. Internal semester question papers and assignments are prepared indicating Course Outcomes. The gap in attainments of POs is identified and extra efforts are undertaken to fill the gap. Various activities like industrial visit, skill development training, internship, social service camps and extracurricular activities are conducted to achieve higher targets of PO attainments.

20.Distance education/online education:

In the institute the online mode of education has become an integral part of our system since the pandemic period. For effective implementation of online education, the learning management systems

like Zoom, Google meet, Webex platforms are used by faculty members. Faculty apart from teaching uses, it to provide course material like eBooks, PPTs, video lectures, question bank, quizzes, tests etc. Online sessions for lecture delivery and skill development are conducted. Students are motivated to complete the MOOC courses and programs offered by online platforms like NPTEL, EdX, Udemy, Coursera etc.

Extended Profile

1.Programme

1.1	405
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1366
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	182
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	254
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	74
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	93
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	40
Total number of Classrooms and Seminar halls	
4.2	358.28
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	438
Total number of computers on campus for academic purposes	

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. The Institute being affiliated to Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU), Nagpur adheres to the curriculum prescribed by the University. The Institute systematically designs and develops action plans for the delivery and effective implementation of the curriculum. The Institute strictly follows the academic calendar issued by RTMNU to plan academic activities. The curriculum delivery plan meets the Outcome Based Education components like POs, PSOs and COs defined by regulatory bodies and departmental committees. Upon release of the

University academic calendar, the IQAC discusses, decides and plans the Institute's academic schedule of events. The timetable Coordinator of each department collects the subject preferences from all the faculty members. Based on this, the subjects are allocated by the HoD before the beginning of every semester. The faculty prepares teaching schedule, notes, assignment, and question bank. It is verified by the HoD and IQAC team. Every month the status of the portion of syllabus completion is monitored by the HoD. IQAC periodically verifies the quality of the delivery process through regular monitoring of the attendance and syllabus coverage for every fortnight and corrective measures are taken for any deviation observed.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion1/1_1.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 for effective and smooth conduction of classwork and continuous internal evolution of the students. Academic Schedule: The University provides academic calendar 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 (Internal) examinations and practical examinations for all semesters. Teaching Schedule and Implementation: Each faculty member prepares teaching schedule which includes unitwise distribution of lectures along with proposed and actual dates and list of recommended text-books. Each faculty member plans semester-wise, student-centric teaching methods, group discussions and quiz competitions etc. for effective teaching and learning. Extra classes are conducted if required to complete the syllabus. Assignments are given to the students, which are assessed periodically. Evaluation Schedule: Two mid sessional (Internal) examinations are conducted for students in each semester. Apart from mid sessional examinations, assignments are given regularly to evaluate the performance of 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 so that their performance is improve.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion1/1_1.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 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

9

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)****4**

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**238****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****218**

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 collaborate in various curricular, co-curricular and extracurricular activities. No discrimination is made between boys and girls while forming committees of associations and clubs. All the organizing committees and institutional-related work, duties and responsibilities are assigned to faculty members without gender bias. The Institute has an Internal Complaints Committee (ICC) to address the issues of women's safety in the workplace. 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 that address issues relevant to Environment and Sustainability, Human Values and Professional Ethics. The course on Environment Studies addresses the issue of Environment and Sustainability. The students are also educated regarding the optimal use of natural resources and equitable resources for sustainable lifestyles that are required to monitor pollution, human health, women 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).

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**19**

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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships**901**

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	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion1/1 4 2.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 sanctioned seats during the year****428**

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****182**

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 activities which encourage the slow and advanced learners.

Students who perform much better than the class average are considered as an advanced learners and are groom suitably. 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. 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 below the class averages are termed as slow learners. Remedial classes are arranged subject wise for them. Expert Lectures/Guest Lectures are organised. Assignments are given and class tests are conducted regularly. Additional classes are held for diploma students (direct second year admission) to makeup the syllabus due to their late admissions.

File Description	Documents
Link for additional Information	NIL
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
1366	74

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

The Institute adopt student-centric methods to make the learning process more effective. Following activities are adopted.

Experiential learning: The curriculum is designed with hands-on experiments required for the subject. and Industrial and Site Visits are conducted to make students understand the classroom concepts.

Field Works and Internships: Purpose of Field works/Internships are educational and career development opportunities, providing practical experience.

Industry-Oriented Mini Projects: Students are encouraged for any industry-oriented application in the field of interest and respective program.

Participative Learning: Students are encouraged to participate in

workshops, expert talks and seminars organized by various professional societies, esteemed institutes and industries. Group discussions are organized through the Soft Skill Development (SSD) course.

Community outreach programme: Students are taken to community visits by NSS unit. Different activities like health checkup camps, and cleanliness drives are undertaken by NSS and NCC that help them to understand real-world social problems.

Problem Solving Methodologies: Developing Models: The students are encouraged to prepare models. **Project Based Learning:** Students work on a project that engages them in solving a real-world problem or answering a complex question. **ICT-enabled tools** including online resources for effective teaching and learning process **Conducting activities using ICT tools** is an effective methodology.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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 tools including online resources for effective teaching and learning process. ICT tools and resources available in the Institute include LCD projectors, smart boards, Laptops, Ipads, LAN connected systems, WI-FI campus, scanners, high resolution cameras, public address system, seminar halls, auditorium and conference halls etc. The Institute is having ICT enabled classrooms, smart classrooms, four seminar halls.

ICT-enabled tools including online resources for effective teaching and learning process **Conducting activities using ICT tools** is an effective methodology. These tools provide benefits like maintaining structured data and a fast evaluation process. During the pandemic situation, the role of ICT tools was predominantly experienced. In the online mode of learning, the use of ICT-enabled tools is mandatory but in offline mode, it was effectively enforced as per the requirements of the subject. Various ICT tools and resources were incorporated to share knowledge and information with students. Resources included Open Educational Resources (OER) like Swayam

NPTEL courses and material shared via Google Classroom and virtual labs. Tools like Zoom, Webex, and Google Meet were used effectively for the online teaching-learning process.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion2/2 3 2.pdf

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

74

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

74

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****1065**

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 a separate examination section.

According to university norms, 30% marks arefor internal assessment and 70% marks areon the end-semester examination. The internal assessment is done through assignments, mid sessional examinations, practical records and viva voce. After completion of each unit, assignments and activities are given to the students. Students are asked to submit assignments and activities within stipulated time. Evaluations of answer sheets are done and the solutions are discussed in class rooms. In case of any doubts, concerned faculty resolves it. Practical evaluation is done by performing experiments, analysis and results obtained. After every practical session, practical records are checked by concerned faculty member. Viva

questions are given to the student for complete understanding of experiment. Internal practical assessment is done based on practical performance, written test and vice-voce. Final year projects are 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

File Description	Documents
Any additional information	View File
Link for additional information	NIL

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

Institute level grievances:

At the beginning of every semester the methods of assessment are explained to the students. Answers of mid sessional question papers are discussed in the classroom so that the mistakes/errors of the students can be 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 grievances:

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 with such issues.

File Description	Documents
Any additional information	View File
Link for additional information	https://kits.edu/UserData/uploads/downloads/NAAC/criterion2/2_5_1/2_5_1_qlm.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

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 been 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 meetings, counseling sessions, parent teacher interaction 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:

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion2/2_6_1.pdf
Upload COs for all courses (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 outcomes are as mentioned below: Method of Assessment of POs/PSOs The Program Outcomes (POs) and Program Specific Outcomes (PSOs) 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 examinations, internal exams, assignments and activities. Throughout the semester the faculty records the performance of each student on each course outcome. The institute has prepared an Excel program to map and measure CO-PO attainment For CBCS Average attainment in direct method = University examination (70%) + internal assessment (30%) Indirect assessment strategies are implemented through feedback from students, parents and alumni.

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

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

254

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	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion2/2_6_3.pdf

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/UserData/uploads/downloads/NAAC/AQAR/criterion2/2_7_1.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)

2.55

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 departments having Research projects funded by government and non government agencies during the year

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

1

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	https://nagpuruniversity.ac.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

24

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

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

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

08

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

3.3 - Extension Activities

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

It is of very important to sensitize and make students aware of the

various social issues that are being faced by the society. Student should realize their social responsibilities and moral duties.

They need to learn important skills such as Team work, how to follow directions given by the group leader etc. and how to concentrate on given task. A holistic approach can certainly address the current burning social issues like environmental pollution, waste management, conservation of energy, use of non-renewable resources etc. Further, lack of civic and traffic sense, ignorance about cleanliness & hygiene and increasing cases of elderly persons staying alone are also a major concern. Students with the help faculty are regularly interacting with nearby villagers & sensitizing them towards the above issues. Our students have organized following programmes in the nearby villages with the active participation.

T-shirt Donation for the students of Matimand Niwasi School, Kachurwai, Mission Yuva -New Voter Registration Camp for the students of B. Tech I Semester, Kavikulguru Institute of Technology and Science, Ramtek, Celebration of festival Makar Sankranti and fun activities with Old age people at Vrudhashram, Mansar, Drawing, Painting, Dancing, Singing, Yoga, and Cleanliness drive under Swachh Bharat Abhiyan for the students of ZPHS School, Hiwra, and Beti Bachao-Beti Padhao and Medical Health Check-up for the villagers of Hiwra.

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

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

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

0

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

3.3.3 - 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

3.3.3.1 - 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

18

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1055

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

07

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 on the campus to maintain the quality of academic standards which include classrooms, faculty rooms, laboratories, etc. complying with the standards of AICTE and RTMNU.

The Institute has the 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 has 36 classrooms and 57 laboratories including a computer lab in each department, one research and development laboratory, a resource center, six drawing halls and tutorial rooms.
- The Institute has adequate faculty rooms including HODs cabins, Departmental offices, a NCC office and a NSS office.
- Four air-conditioned seminar/conference halls out of which three halls have 100 seating capacity and one has 350 seating capacity.
- Air Cooled Central Library is enabled with an audio-visual facility.
- The campus also has two girls hostels, two boys hostels and three messes which includes two air-cooled messes for residential students and staff.
- The Institute has a Chairman, Secretary Residence and two guest houses for VIPs.
- The Principal's residence and 40 staff quarters are constructed on the campus.
- A separate Project Engineering Office is available for the maintenance of infrastructure.
- There are a total of 438 computers and most of the computers are connected through a 200 Mbps leased line.
- For cultural activities, an open stage 'Rajeshwara Kala Mandapam' is constructed and sufficient arrangements are made for the audience

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

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

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

Cultural Activities: The Institute has clubs/associations/forums that conduct various co-curricular and extracurricular activities. Apart from these clubs and forums, the Institute also has NSS and NCC units. For cultural activities, an open stage 'Rajeshwara Kala Mandapam' is constructed and sufficient arrangements are made for the audience.

Sports and Outdoor games facility:

A full-fledged sports complex has been constructed on the premises of the institution. The campus has a huge playground with a total area of 29,000 sq.mt. For outdoor games and sports, the Institute has a running track, cricket ground, football ground, volleyball court, basketball court, tennis court, handball court, and Kho-Kho ground.

Indoor games facility

The Institute also has a full-fledged indoor sports complex having indoor games facilities funded by the Government of India (GOI), Union Ministry of Youth Affairs and Sports, New Delhi, such as table tennis, carom, chess, badminton and basketball. The size of the Indoor complex is 1392 sq. mt.

Gymnasium:

A gymnasium of 20 sq.mtr. is well equipped with fitness equipment such as treadmills, jogger machines, weight lifting plates, gym balls etc.

Yoga centre: The staff and students can avail the facility of our yoga centre of size 50 square meter which is available in the Institute premises. This is used as a meditation centre both by

staff and students.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**40****4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****09**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion4/4_1_3.pdf
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)****7.53**

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 library is well equipped with more than 65,000 books, national and international journals, magazines, newsletters and newspapers.
- 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.
- The facility of one set of books each semester to the University and Institute toppers free of cost.
- "Library Automation" in the year 2003.
- The central library has been automated using SLIM21 since 2004.
- The staff and students can see their library account status and access the library database through SLIM21 version 4.0 software. The ILMS has the following modules

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

Circulation: This module is used to track the status of the book such as issued, returned, borrowed, and renewed by either student or staff.

OPAC: provides access to the library learning resources through various catalogues and indexes such as author, title and subject etc.

Serials: This module allows the library to keep a record of the

periodicals and magazines.

The library has subscribed to DELNET and NDL database, which covers full-text e-journals, e-books, e-thesis and Dissertation and many other online databases. In addition to this, the institute has a subscription of 1696 journals which cover 1613 full-text e-journals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://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 **B. Any 3 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)

4.30967

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**50**

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 438 computers out of which 09 are Servers and all 438 computers are connected to the internet. All the computers of the institute are connected to LAN.
- The student to computer ratio is maintained at 2.86:1.
- Presently we have 52 different types of Software. The number of licensed copies available with us is 509.
- The Institute is identified as the Remote Centre of IIT Bombay. This facilitates conducting various workshops under the National Mission on Education through ICT (MHRD, Govt. of India).
- Internet facility is provided through BSNL leased Line Services with a bandwidth of 200 Mbps. By estimating the volume of data transmission, the bandwidth will be further increased during and-hoc situation. The Institute has a BSNL fiber optic connection as a standby provision. Two outdoor access points and 13 Wi-Fi routers are installed to provide a 24x7 internet facility.
- The Institute has 26 Projectors, 10 Scanner, 45 Printer and 1 Color Printer available for providing services to all department faculties and students.
- The Institute has two ICT-enabled centralized computer centres having 136 computers. These centers are used to conduct online/offline training programs, workshops, webinars, seminars, etc.
- Enhancement of ICT facilities is done based on the requirements. Necessary software and hardware devices, computer systems and peripheral devices are purchased as per the need.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kits.edu/UserData/uploads/downloads/NAAC/criterion4/4_3_1/4_3_1.pdf

4.3.2 - Number of Computers

438

File Description	Documents
Upload any additional information	View File
Student – computer ratio	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)

350.75

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. 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. Major maintenance or repair work is outsourced to companies. 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. 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. 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 under the supervision of Associate Dean (ICT). Maintenance of class rooms, tutorial rooms, and seminar halls: One faculty from each department is assigned the duty of housekeeping. Regular maintenance is taken care of by the project engineering section.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kits.edu/Downloads/Documents/4.4.2%20Maintenance%20Procedures.pdf

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

1149

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

24

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**

A. All of the above

File Description	Documents
Link to institutional website	https://kits.edu/
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

397

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

397

File Description	Documents
Any additional information	View File
Number of students benefitted 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 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

A. All of the above

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

54

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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

04

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.

09

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 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 class representative is selected. 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 plans for various cocurricular 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, cocurricular 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. Various professional bodies are functioning through Student Council such as IEEE, ISTE, IETE, CSI and NASA. Apart from these professional bodies, there are Department wise Associations/Forums and Clubs of students that provides a platform to explore their skills.

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

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 KITS Alumni Association aims to link the alumni to the institution, develop synergistic plans to support the institution in achieving its vision and enable the institute to add value to all its stakeholders. The Institute established an alumni cell in 1989. The Alumni Association was registered with register no. Nagpur/0000264/2023. The main objective is to enroll all alumni as members of the association and facilitate active participation of the alumni in the related activities, events, and initiatives of the Institute. The alumni association helps in building a network of alumni. Every year, Alumni meeting is hosted by the Alumni association where the alumni are invited to share their views and suggestions on the scope of their respective courses. This paves an opportunity for the alumni to meet other alumni. The Alumni Association provides an avenue for sharing their intellectual, career and professional experience not only with the teachers but also with the present students.

Alumni are involved in Curriculum Enrichment, holding interactive sessions, establishing MoUs with industries, Research and consultancy.

The alumni network of an Institute is one of the biggest sources of placement opportunities for students.

The association also plays a significant role in contributing scholarships to deserving students.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) **A. ? 5Lakhs**

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 and diversity in technical education and to achieve rapid and inclusive growth Mission of our Institute is as follows.

Vision:To develop the Institute into a center 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 confluent approach of the Institute Management, Principal and Faculty develop and implement the quality policy and plans to uphold the mission and vision of the Institute. The Governing Body (GB) is formed as per the rules and ordinance of UGC/AICTE. It is the supreme body, it makes decisions based on the feedback taken from all the Stakeholders. The Governing Council along with the College Development Committee (CDC) guides the effective functioning of the institute as per the guidelines given by various statutory bodies. It works in close collaboration with the Principal to regulate and maintain an amicable and scholastic environment required for this purpose.

Principal with the Internal Quality Assurance Cell Co-ordinator and Head of Departments plan, lead and implement all activities of the Institute through various Committees/cells.

File Description	Documents
Paste link for additional information	https://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. Principal communicates the responsibilities and duties to the faculty members. Principal takes initiatives to develop the relationship with the eminent academicians, industries, professional bodies and other renowned Institutes.

Deans, Associate Deans and incharges are appointed for important functions in the Institute like Dean Academics, Student Activity, R & D, Admissions, Asso. Dean ICT, Incharges for Training and Placement, Examinations and Incubation Centre. The Heads of the department periodically conduct meetings to monitor the process of the academic activities, implementation of the policies regarding various issues with the staff members. The departments encourage the faculty for research, industrial visits, arranging guest lectures by eminent personalities. Faculty members and non teaching staff are the members of Local Management Committee (LMC). Faculty members are also participating in various committees of University. 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 hostellers through the hostel management committee consisting of the wardens, hall representative and mess representatives.

File Description	Documents
Paste link for additional information	NIL
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 follows perspective plan which is regularly reviewed.

- Academic planning and preparation of academic calender.
- Understanding the local needs of rural population especially in agriculture allied areas.
- Extension activities and also imparting technical skills for creating employment opportunities.
- Digital literacy and expansion of the ICT enabled services in academic and administrative processes.
- Refining technologies for renewable energy sources owing to the geographical location thereby addressing the ecological concerns.

Many activities successfully implemented based on the strategic plan and accordingly executed the plan. Departments conducted separately technical, motivational webinars, quizzes for students and faculty to keep them engage and comfortable. Deputation of faculty for higher education and creating opportunities for research, copyrights and patenting. Faculty members also participated in many such activities in other organization to keep them updated. Institute has functional MoUs with industries to cope up with the current technological needs.

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 the proper functioning of Institute, hierarchy is maintained and responsibilities are carried out at all the levels.

Management: The Management formulates vision, mission and objectives. Provides adequate financial support as and when needed.

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 healthy

supervisory role by delegation of authorities through various committees.

IQAC: looks after imparting quality technical education.

Deans and HOD: Dean (Academics) looks after all academic activities in the institute. Dean (Student Activity) is responsible for co-curricular and extracurricular activities of different clubs and associations. Dean (R&D) is responsible for research and development activities. Dean (admissions) looks after the admissions of student in first year. Dean (Scholarships) responsible for getting scholarship of students from state and central government. Associate Dean (ICT) regularly monitors the activities related to computing facilities and ICT needs. HODs are responsible for all the academic and administrative activities of the department and takes initiation in planning seminar, conferences, workshops etc.

Various committees: The committees established in the institute are Student council, Ragging prevention committee, grievance redressal cell, Internal Complaint Committee (ICC) etc.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	https://www.kits.edu/Downloads/MANDATORY-DISCLOSURE-(BE,BArch,M.Tech)-2024.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

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**
- **Maternity and other leaves.**
- **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**

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

02

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

02

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

73

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 has 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 includes; 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 practical. Reading/Instrumental material provided 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.

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 maintains accounts as per the procedure. It also provides complete details of balance sheets which include 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 and approves this after necessary changes. 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. Financial audits are conducted by 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)

00

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 major source of income of the Institute is student fees. The Institute also tries to mobilize the resources from the other sources as well like:

- Grant received from Government/Non Government agencies
- Donations from alumni and well-wishers
- Consultancy

The institution has a mechanism to monitor the effective use of these funds. The following procedure is adopted for the utilization of resources.

Planning:The Head of the department takes a departmental meeting to finalize an annual budget. The expenses required for the departmental activities such as organizing cocurricular and extracurricular activities are also included in the annual budget.

Budget Formulation:An annual budget of the department is prepared and forwarded by all the Head of Departments to the Principal. The budgets of all the departments are reviewed by the Principal. The final consolidated budget is forwarded to the Management Committee for final approval.

Expenses:The sanctioned funds from management are utilized for the development of laboratories, procurement of recurring and non-recurring items etc.

Audit:Financial audits are carried out in every financial year by the Chartered Accountant to ensure proper utilization of the funds as per the allocation by the management committee.

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

IQAC facilitate/ contribute:

- To elevate level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- To enhance and integrate among the various activities of the institution and institutionalize many good practices.
- To monitor the utilization of resources with the accomplishment of academics and administration for affording social responsibilities.
- Organization of workshops, seminars on quality-related themes and promotion of quality circles.
- To impart quality education to students and to maintain an effective teaching-learning process, a quality assurance cell has been formed.

The Institute organizes meetings of IQAC members with the frequency of three to four in a year where various committees have been formed for academic and administrative activities like teaching and learning methodologies under the student grievance cell, guest lectures on content beyond syllabus by the experts, signing several MOUs with the industries and institutes, various seminars and workshops for women empowerment and harassment related issues, taking feedback from students regarding academic and administrative facilities, also institute concentrated about student's skills development in curricular as well as extracurricular activities by engaging the students in various paper presentations, conferences, seminars and mini project competitions and various activities.

File Description	Documents
Paste link for additional information	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion6/6 5 3 annualreport.pdf
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

Practices followed by IQAC:

1. Academic Audit – Review and implementation: The Academic and Administrative Audit is the primary teaching-learning review conducted every session. It evaluates the fulfillment of institutional parameters of planning, execution and record keeping of teaching practices, curricular, and co curricular activities. The academic conduction along with extra/co curricular activities are evaluated during the audit. This provides insights into the benchmarks and attainment for every academic session.

2. Incremental improvement: ICT facilities were enhanced for teaching that led to better academic monitoring and quality conduction. More faculty developmental activities and students skill developmental activities were conducted.

3. Teaching-Learning and Evaluation: Teaching – learning activities such as participatory, problem Solving, additional learning through videos, virtual labs etc. and the assessment, evaluation of students performance is carried out.

4. Review of learning outcome: Done by evaluating students, interactions in classroom, participation in extracurricular activities, and their performance in internal assessment and semester examination.

Academic activities improved the quality of teaching and learning process and overall academic result.

File Description	Documents
Paste link for additional information	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion6/6_5_3_iqacmeetings.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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion6/6_5_3_annualreport.pdf
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

To promote gender equity, The institute established the Internal Complaint Committee (ICC).

All the students are encouraged to participate in various Technical Workshops, Seminars and Sports without any gender discrimination. KITS Ramtek has provided the platform to women in key roles in various positions as Head of Departments, and coordinators of various clubs etc.

Safety Measures:

An e-surveillance system installed throughout the campus and hostel to monitor the students and for safety purposes. Adequate security personnel are posted around the clock at the gates and inside the campus and girl's hostel. The Internal Complaint Committee aims to empower female students and female faculty to enhance their understanding of issues related to women's safety and hygiene and to make the college campus a safe place for both boys and girls. The cell has brought advancement, development and empowerment of women through guest lectures, seminars, awareness programs and other welfare activities since its formation.

File Description	Documents
Annual gender sensitization action plan	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion7/7_1_1_gender_plan.pdf
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://kits.edu/facilities.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

A. 4 or All 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 office, class rooms, hostels, staff quarters, mess and canteen is collected from the

dustbins placed at different locations. This waste is separated into categories as biodegradable and non- biodegradable. Wormy compost is produced from biodegradable solid waste and used as manure for plants in campus. Excess food is supplied to Nagar Parishad, Ramtek for power generation. Kitchen waste, grass, leaves from campus is decomposed and also used as manure. Non-biodegradable solid waste is used as filling material in low-lying areas. Bio-gas plant is established near mess in which kitchen waste is used. Liquid Waste Management: Liquid waste from hostel, staff quarters and academic complexes comprising about 1000-1500 inhabitants is collected in septic tank for primary treatment and is taken for treatment through Free water surface constructed wasteland treatment system. The effluent enters the wetland in batches with mean flow 24 m³/day. The treated water stored in storage tank and used for lawn and plants. E-Waste Management: The outdated computers in working conditions are donated to the local schools. The non-working computer spare, electronic scrap and other nonworking equipments are used for display in labs. Most of the times, they are safely disposed or sold as scrap.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion7/7_1_3.pdf
Any other relevant information	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

A. Any 4 or all 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 with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	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

B. Any 3 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

A. Any 4 or all of the above

5.

Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

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 institute believes in equality of all cultures and traditions. The institute has made ardent efforts and taken initiative to provide an inclusive environment. Students from different caste, religion, regions, mother tongue are studying without any discrimination. Students staying in hostel dine in the same mess together generously. The hostel rooms are allotted without any such discrimination and no incidence of any such discrimination has occurred till now. The institute 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 in the orientation program in the presence of parents during admission process. 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 local issues at that place. The NSS members with some faculty members participate in various programs related to social issues, cleanliness drive, adult education etc. Various departments organize field study and industrial visits in which faculty and students are exposed to different cultures and environment.

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

India is a diverse country. Students will remember an important day only if they are told what the occasion signifies. Celebrating events and festivals in our Institute has become an integral part of learning and building a strong cultural belief. There are three types of celebrations namely seasonal, national and religious.

The objectives of celebrating these festivals are:

- National festivals will heighten the patriotic spirits.
- Celebrating seasonal festival changes students' attitudes towards Mother Earth and nature.
- Religious festivals teach students about the importance of family, tradition, culture and values.
- International festivals will create an increased cheerful ambiance and deepen the bonds.
- Different sports and cultural activities organized promote harmony towards each other.

A few celebrations are,

Gandhi Jayanti Celebration: This day is celebrated as the "International Day of Nonviolence" worldwide. On this day students and staff participate in Swach Bharat Abhiyan and carry out cleaning in and around the Campus.

Communal and Socio-Economic Diversities: The Institute runs distinctive events like rallies to support an environment that unites the diverse student populations. Every year, a blood donation drive is held in association with a blood bank from Nagpur. The Institute offers free medical camps to neighboring villages through the NSS camp.

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

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

Celebration of Commemorative Days and Festivals:

Since its establishment, the institution has organized National Festivals and Birth and Death Anniversaries of great Indian Personalities. KITS Ramtek celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders.

Gandhi Jayanti is celebrated every year .

Engineers' Day is celebrated marking the birthday of Sri Mokshagundam Vishveswarayya. Teachers' Day is celebrated on the

birth anniversary of the 2nd President of India Dr. Sarvepalli Radhakrishnan.

The Institute celebrates International Yoga Day by conducting a camp or workshop on how Yoga embodies unity of mind and body. Keeping its Indian values intact, the college imparts the right kind of education based on moral values and ethics which makes our students responsible global citizens.

15th August Independence Day is celebrated every year with patriotic fervor. The air is filled with patriotic feelings that are emitted from Pared and the Band of NCC cadets. NSS, the NCC wing of the institute organizes programs on commemorative days like Martyrs' Day and Kargil Divas.

Regional Festivals like Holi, Diwali, Lohari and Navratri are celebrated to enable students come closure to our rich traditions, customs and encourage National Integration.

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 the stressful competition
- To guide the students with day to day issues or issues related to their academic performance.
- To create better understanding between students and teachers this helps in creating a harmonious atmosphere in the Institute.

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.

Best Practice-II

1. Title of the Practice: Green Campus

2. The Objectives:

- To support a sustainable and climate-friendly environment.
- Comprehensive recycling, composting and green landscaping in the campus.
- To promote sustainable practices within society.

1. Evidence of Success:

- Solar panels are installed and in long run can play an important role as a renewable energy source.
- Due to Rainwater harvesting the ground water table is increased.
- Total Number of plants in the campus is 35867 with lawn area of 1,17,130.56 sft.
- The institute has Green Audit, Energy Audit and ISO 14001: 2015 Certification .

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Transforming the Rural, Social, and Economically Backward Students to employable professionals Raw materials are processed and converted into useful products by various methods. Learning opportunities shall be given to everyone, irrespective of their location, community, and financial status. With this motto, Kavikulguru Institute of Technology and Science was established in 1985 with a vision of making technical education accessible to the rural community for whom technical education was far from reach. We have the multidisciplinary programs in the area of engineering technology and architecture. The distinctive area of the institute is socio-economic upliftment of rural students through quality education. Since the

establishment of the institute, it has successfully been marching ahead and taking efforts endlessly for the betterment of socio-economically backward section of the society. Around 80-90% students enrolled in the college belong to economically & socially backward section of the society. The students from such category have been benefited from the quality education provided by the college & attained the top positions in academic, social, cultural, sports etc. areas. The mission is accomplished by adopting certain practices that continue to increase with the institute's progress. The management's primary focus was on the development of robust physical infrastructure.

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. The Institute being affiliated to Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU), Nagpur adheres to the curriculum prescribed by the University. The Institute systematically designs and develops action plans for the delivery and effective implementation of the curriculum. The Institute strictly follows the academic calendar issued by RTMNU to plan academic activities. The curriculum delivery plan meets the Outcome Based Education components like POs, PSOs and COs defined by regulatory bodies and departmental committees. Upon release of the University academic calendar, the IQAC discusses, decides and plans the Institute's academic schedule of events. The timetable Coordinator of each department collects the subject preferences from all the faculty members. Based on this, the subjects are allocated by the HoD before the beginning of every semester. The faculty prepares teaching schedule, notes, assignment, and question bank. It is verified by the HoD and IQAC team. Every month the status of the portion of syllabus completion is monitored by the HoD. IQAC periodically verifies the quality of the delivery process through regular monitoring of the attendance and syllabus coverage for every fortnight and corrective measures are taken for any deviation observed.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion1/1_1.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 for effective and smooth conduction of classwork and continuous internal evolution of the students. Academic Schedule: The University provides academic calendar 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 (Internal) examinations and practical examinations for all semesters. Teaching Schedule and Implementation: Each faculty member prepares teaching schedule which includes unitwise distribution of lectures along with proposed and actual dates and list of recommended text-books. Each faculty member plans semester-wise, student-centric teaching methods, group discussions and quiz competitions etc. for effective teaching and learning. Extra classes are conducted if required to complete the syllabus. Assignments are given to the students, which are assessed periodically. Evaluation Schedule: Two mid sessional (Internal) examinations are conducted for students in each semester. Apart from mid sessional examinations, assignments are given regularly to evaluate the performance of 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 so that their performance is improve.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion1/1_1.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

B. Any 3 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

9

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)

4

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

238

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

218

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 collaborate in various curricular, co-curricular and extracurricular activities. No discrimination is made between boys and girls while forming committees of associations and clubs. All the organizing committees and institutional-related work, duties and responsibilities are assigned to faculty members without gender bias. The Institute has an Internal Complaints Committee (ICC) to address the issues of women's safety in the workplace. 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 that address issues relevant to Environment and Sustainability, Human Values and Professional Ethics. The course on Environment Studies addresses the issue of Environment and Sustainability. The students are also educated regarding the optimal use of natural resources and equitable resources for sustainable lifestyles that are required to monitor pollution, human health, women 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).

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

19

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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

901

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								
<table> <tr> <th data-bbox="102 353 547 421">File Description</th><th data-bbox="547 353 1437 421">Documents</th></tr> <tr> <td data-bbox="102 421 547 521">URL for stakeholder feedback report</td><td data-bbox="547 421 1437 521">View File</td></tr> <tr> <td data-bbox="102 521 547 745">Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td><td data-bbox="547 521 1437 745">View File</td></tr> <tr> <td data-bbox="102 745 547 846">Any additional information(Upload)</td><td data-bbox="547 745 1437 846">View File</td></tr> </table>	File Description	Documents	URL for stakeholder feedback report	View File	Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File	Any additional information(Upload)	View File	
File Description	Documents								
URL for stakeholder feedback report	View File								
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File								
Any additional information(Upload)	View File								
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website								
<table> <tr> <th data-bbox="102 1025 547 1093">File Description</th><th data-bbox="547 1025 1437 1093">Documents</th></tr> <tr> <td data-bbox="102 1093 547 1193">Upload any additional information</td><td data-bbox="547 1093 1437 1193">View File</td></tr> <tr> <td data-bbox="102 1193 547 1339">URL for feedback report</td><td data-bbox="547 1193 1437 1339">https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion1/1_4_2.pdf</td></tr> </table>	File Description	Documents	Upload any additional information	View File	URL for feedback report	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion1/1_4_2.pdf			
File Description	Documents								
Upload any additional information	View File								
URL for feedback report	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion1/1_4_2.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 sanctioned seats during the year									
428									
<table> <tr> <th data-bbox="102 1709 547 1776">File Description</th><th data-bbox="547 1709 1437 1776">Documents</th></tr> <tr> <td data-bbox="102 1776 547 1843">Any additional information</td><td data-bbox="547 1776 1437 1843">View File</td></tr> <tr> <td data-bbox="102 1843 547 1944">Institutional data in prescribed format</td><td data-bbox="547 1843 1437 1944">View File</td></tr> </table>	File Description	Documents	Any additional information	View File	Institutional data in prescribed format	View File			
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

182

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 activities which encourage the slow and advanced learners.

Students who perform much better than the class average are considered as an advanced learners and are groom suitably. 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. 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 below the class averages are termed as slow learners. Remedial classes are arranged subject wise for them. Expert Lectures/Guest Lectures are organised. Assignments are given and class tests are conducted regularly. Additional classes are held for diploma students(direct second year admission) to makeup the syllabus due to their late admissions.

File Description	Documents
Link for additional Information	NIL
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
1366	74

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

The Institute adopt student-centric methods to make the learning process more effective. Following activities are adopted.

Experiential learning: The curriculum is designed with hands-on experiments required for the subject. and Industrial and Site Visits are conducted to make students understand the classroom concepts.

Field Works and Internships: Purpose of Field works/Internships are educational and career development opportunities, providing practical experience.

Industry-Oriented Mini Projects: Students are encouraged for any industry-oriented application in the field of interest and respective program.

Participative Learning: Students are encouraged to participate in workshops, expert talks and seminars organized by various professional societies, esteemed institutes and industries. Group discussions are organized through the Soft Skill Development (SSD) course.

Community outreach programme: Students are taken to community visits by NSS unit. Different activities like health checkup camps, and cleanliness drives are undertaken by NSS and NCC that help

them to understand real-world social problems.

Problem Solving Methodologies: Developing Models: The students are encouraged to prepare models. **Project Based Learning:** Students work on a project that engages them in solving a real-world problem or answering a complex question. **ICT-enabled tools** including online resources for effective teaching and learning process **Conducting activities using ICT tools** is an effective methodology.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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 tools including online resources for effective teaching and learning process. ICT tools and resources available in the Institute include LCD projectors, smart boards, Laptops, Ipads, LAN connected systems, WI-FI campus, scanners, high resolution cameras, public address system, seminar halls, auditorium and conference halls etc. The Institute is having ICT enabled classrooms, smart classrooms, four seminar halls.

ICT-enabled tools including online resources for effective teaching and learning process Conducting activities using ICT tools is an effective methodology. These tools provide benefits like maintaining structured data and a fast evaluation process. During the pandemic situation, the role of ICT tools was predominantly experienced. In the online mode of learning, the use of ICT-enabled tools is mandatory but in offline mode, it was effectively enforced as per the requirements of the subject. Various ICT tools and resources were incorporated to share knowledge and information with students. Resources included Open Educational Resources (OER) like Swayam NPTEL courses and material shared via Google Classroom and virtual labs. Tools like Zoom, Webex, and Google Meet were used effectively for the online teaching-learning process.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion2/2_3_2.pdf

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

74

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

74

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

1065

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 a separate examination section.

According to university norms, 30% marks are for internal assessment and 70% marks are on the end-semester examination. The internal assessment is done through assignments, mid sessional examinations, practical records and viva voce. After completion of each unit, assignments and activities are given to the students. Students are asked to submit assignments and activities within stipulated time. Evaluations of answer sheets are done and the solutions are discussed in class rooms. In case of any doubts, concerned faculty resolves it. Practical evaluation is done by performing experiments, analysis and results obtained. After every practical session, practical records are checked by concerned faculty member. Viva questions are given to the student for complete understanding of experiment. Internal practical

assessment is done based on practical performance, written test and vice-voce. Final year projects are 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

File Description	Documents
Any additional information	View File
Link for additional information	NIL

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

Institute level grievances:

At the beginning of every semester the methods of assessment are explained to the students. Answers of mid sessional question papers are discussed in the classroom so that the mistakes/errors of the students can be 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 grievances:

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 with such issues.

File Description	Documents
Any additional information	View File
Link for additional information	https://kits.edu/UserData/uploads/downloads/NAAC/criterion2/2_5_1/2_5_1_qlm.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

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 graduateshould have at the time of graduation and COs are the learning outcomes that the students learned at the end of each course. Institute has been 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 meetings, counseling sessions, parent teacher interaction 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:

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion2/2_6_1.pdf
Upload COs for all courses (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 outcomes are as mentioned below: Method of Assessment of POs/PSOs

The Program Outcomes (POs) and Program Specific Outcomes (PSOs) 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 examinations, internal exams, assignments and activities. Throughout the semester the faculty records the performance of each student on each course outcome. The institute has prepared an Excel program to map and measure CO-PO attainment For CBCS Average attainment in direct method = University examination (70%) + internal assessment (30%) Indirect assessment strategies are implemented through feedback from students, parents and alumni.

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

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

254

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	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion2/2_6_3.pdf

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/UserData/uploads/downloads/NAAC/AQAR/criterion2/2_7_1.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)

2.55

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 departments having Research projects funded by government and non government agencies during the year

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

1

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	https://nagpuruniversity.ac.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the

year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**9**

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****24**

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year****08**

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

3.3 - Extension Activities

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

It is of very important to sensitize and make students aware of the various social issues that are being faced by the society. Student should realize their social responsibilities and moral duties.

They need to learn important skills such as Team work, how to follow directions given by the group leader etc. and how to concentrate on given task. A holistic approach can certainly address the current burning social issues like environmental pollution, waste management, conservation of energy, use of non-renewable resources etc. Further, lack of civic and traffic sense, ignorance about cleanliness & hygiene and increasing cases of elderly persons staying alone are also a major concern. Students with the help faculty are regularly interacting with nearby villagers & sensitizing them towards the above issues. Our students have organized following programmes in the nearby villages with the active participation.

T-shirt Donation for the students of Matimand Niwasi School, Kachurwai, Mission Yuva -New Voter Registration Camp for the students of B. Tech I Semester, Kavikulguru Institute of Technology and Science, Ramtek, Celebration of festival Makar Sankranti and fun activities with Old age people at Vrudhashram, Mansar, Drawing, Painting, Dancing, Singing, Yoga, and Cleanliness drive under Swachh Bharat Abhiyan for the students of ZPHS School, Hiwra, and Beti Bachao-Beti Padhao and Medical Health Check-up for the villagers of Hiwra.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**0**

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

3.3.3 - 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**3.3.3.1 - 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****18**

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****1055**

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

07

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 on the campus to maintain the quality of academic standards which include classrooms, faculty rooms, laboratories, etc. complying with the standards of AICTE and RTMNU.

The Institute has the 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 has 36 classrooms and 57 laboratories including a computer lab in each department, one research and development laboratory, a resource center, six drawing halls and tutorial rooms.
- The Institute has adequate faculty rooms including HODs cabins, Departmental offices, a NCC office and a NSS office.
- Four air-conditioned seminar/conference halls out of which three halls have 100 seating capacity and one has 350 seating capacity.
- Air Cooled Central Library is enabled with an audio-visual facility.
- The campus also has two girls hostels, two boys hostels and three messes which includes two air-cooled messes for residential students and staff.
- The Institute has a Chairman, Secretary Residence and two guest houses for VIPs.
- The Principal's residence and 40 staff quarters are constructed on the campus.
- A separate Project Engineering Office is available for the maintenance of infrastructure.
- There are a total of 438 computers and most of the computers are connected through a 200 Mbps leased line.

- For cultural activities, an open stage 'Rajeshwara Kala Mandapam' is constructed and sufficient arrangements are made for the audience

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

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

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

Cultural Activities: The Institute has clubs/associations/forums that conduct various co-curricular and extracurricular activities. Apart from these clubs and forums, the Institute also has NSS and NCC units. For cultural activities, an open stage 'Rajeshwara Kala Mandapam' is constructed and sufficient arrangements are made for the audience.

Sports and Outdoor games facility:

A full-fledged sports complex has been constructed on the premises of the institution. The campus has a huge playground with a total area of 29,000 sq.mt. For outdoor games and sports, the Institute has a running track, cricket ground, football ground, volleyball court, basketball court, tennis court, handball court, and Kho-Kho ground.

Indoor games facility

The Institute also has a full-fledged indoor sports complex having indoor games facilities funded by the Government of India (GOI), Union Ministry of Youth Affairs and Sports, New Delhi, such as table tennis, carom, chess, badminton and basketball. The size of the Indoor complex is 1392 sq. mt.

Gymnasium:

A gymnasium of 20 sq.mtr. is well equipped with fitness equipment such as treadmills, jogger machines, weight lifting plates, gym balls etc.

Yoga centre: The staff and students can avail the facility of our yoga centre of size 50 square meter which is available in the Institute premises. This is used as a meditation centre both by staff and students.

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

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

40

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

09

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion4/4_1_3.pdf
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)

7.53

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 library is well equipped with more than 65,000 books, national and international journals, magazines, newsletters and newspapers.
- 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.
- The facility of one set of books each semester to the University and Institute toppers free of cost.
- "Library Automation" in the year 2003.
- The central library has been automated using SLIM21 since 2004.
- The staff and students can see their library account status and access the library database through SLIM21 version 4.0 software. The ILMS has the following modules

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

Circulation: This module is used to track the status of the book such as issued, returned, borrowed, and renewed by either student or staff.

OPAC: provides access to the library learning resources through various catalogues and indexes such as author, title and subject etc.

Serials: This module allows the library to keep a record of the

periodicals and magazines.

The library has subscribed to DELNET and NDL database, which covers full-text e-journals, e-books, e-thesis and Dissertation and many other online databases. In addition to this, the institute has a subscription of 1696 journals which cover 1613 full-text e-journals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://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

B. Any 3 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)

4.30967

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

50

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 438 computers out of which 09 are Servers and all 438 computers are connected to the internet. All the computers of the institute are connected to LAN.
- The student to computer ratio is maintained at 2.86:1.
- Presently we have 52 different types of Software. The number of licensed copies available with us is 509.
- The Institute is identified as the Remote Centre of IIT Bombay. This facilitates conducting various workshops under the National Mission on Education through ICT (MHRD, Govt. of India).
- Internet facility is provided through BSNL leased Line Services with a bandwidth of 200 Mbps. By estimating the volume of data transmission, the bandwidth will be further increased during and-hoc situation. The Institute has a BSNL fiber optic connection as a standby provision. Two outdoor access points and 13 Wi-Fi routers are installed to provide a 24x7 internet facility.
- The Institute has 26 Projectors, 10 Scanner, 45 Printer and 1 Color Printer available for providing services to all department faculties and students.
- The Institute has two ICT-enabled centralized computer centres having 136 computers. These centers are used to conduct online/offline training programs, workshops, webinars, seminars, etc.
- Enhancement of ICT facilities is done based on the requirements. Necessary software and hardware devices, computer systems and peripheral devices are purchased as per the need.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kits.edu/UserData/uploads/downloads/NAAC/criterion4/4_3_1/4_3_1.pdf

4.3.2 - Number of Computers**438**

File Description	Documents
Upload any additional information	View File
Student – computer ratio	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)****350 . 75**

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. 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. Major maintenance or repair work is outsourced to companies. 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. 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. 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 under the supervision of Associate Dean (ICT). Maintenance of class rooms, tutorial rooms, and seminar halls: One faculty from each department is assigned the duty of housekeeping. Regular maintenance is taken care of by the project engineering section.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kits.edu/Downloads/Documents/4.4.2%20Maintenance%20Procedures.pdf

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****1149**

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****24**

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

A. All of the above

File Description	Documents
Link to institutional website	https://kits.edu/
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

397

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

397

File Description	Documents
Any additional information	View File
Number of students benefitted 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 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

A. All of the above

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

54

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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**04**

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.****09**

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 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 class representative is selected. 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 plans for various cocurricular 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, cocurricular 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. Various professional bodies are functioning through Student Council such as IEEE, ISTE, IETE, CSI and NASA. Apart from these professional bodies, there are Department wise Associations/Forums and Clubs of students that provides a platform to explore their skills.

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

53

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 KITS Alumni Association aims to link the alumni to the institution, develop synergistic plans to support the institution in achieving its vision and enable the institute to add value to all its stakeholders. The Institute established an alumni cell in 1989. The Alumni Association was registered with register no. Nagpur/0000264/2023. The main objective is to enroll all alumni as members of the association and facilitate active participation of the alumni in the related activities, events, and initiatives of the Institute. The alumni association helps in building a network of alumni. Every year, Alumni meeting is hosted by the Alumni association where the alumni are invited to share their views and suggestions on the scope of their respective courses. This paves an opportunity for the alumni to meet other alumni. The Alumni Association provides an avenue for sharing their intellectual, career and professional experience not only with the teachers but also with the present students.

Alumni are involved in Curriculum Enrichment, holding interactive sessions, establishing MoUs with industries, Research and consultancy.

The alumni network of an Institute is one of the biggest sources of placement opportunities for students.

The association also plays a significant role in contributing scholarships to deserving students.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	A. ? 5Lakhs
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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 and diversity in technical education and to achieve rapid and inclusive growth Mission of our Institute is as follows. Vision:To develop the Institute into a center 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 confluent approach of the Institute Management, Principal and Faculty develop and implement the quality policy and plans to uphold the mission and vision of the Institute. The Governing Body (GB) is formed as per the rules and ordinance of UGC/AICTE. It is the supreme body, it makes decisions based on the feedback taken from all the Stakeholders. The Governing Council along with the College Development Committee (CDC) guides the effective functioning of the institute as per the guidelines given by various statutory bodies. It works in close collaboration with the Principal to regulate and maintain an amicable and scholastic environment required for this purpose.

Principal with the Internal Quality Assurance Cell Co-ordinator and Head of Departments plan, lead and implement all activities of the Institute through various Committees/cells.

File Description	Documents
Paste link for additional information	https://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. Principal communicates the responsibilities and duties to the faculty members. Principal takes initiatives to develop the relationship with the eminent academicians, industries, professional bodies and other renowned Institutes.

Deans, Associate Deans and incharges are appointed for important functions in the Institute like Dean Academics, Student Activity, R & D, Admissions, Asso. Dean ICT, Incharges for Training and Placement, Examinations and Incubation Centre. The Heads of the department periodically conduct meetings to monitor the process of the academic activities, implementation of the policies regarding various issues with the staff members. The departments encourage the faculty for research, industrial visits, arranging guest lectures by eminent personalities. Faculty members and non teaching staff are the members of Local Management Committee (LMC). Faculty members are also participating in various committees of University. 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.

File Description	Documents
Paste link for additional information	NIL
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 follows perspective plan which is regularly reviewed.

- Academic planning and preparation of academic calender.
- Understanding the local needs of rural population especially in agriculture allied areas.
- Extension activities and also imparting technical skills for creating employment opportunities.
- Digital literacy and expansion of the ICT enabled services in academic and administrative processes.
- Refining technologies for renewable energy sources owing to the geographical location thereby addressing the ecological concerns.

Many activities successfully implemented based on the strategic plan and accordingly executed the plan. Departments conducted separately technical, motivational webinars, quizzes for students and faculty to keep them engage and comfortable. Deputation of faculty for higher education and creating opportunities for research, copyrights and patenting. Faculty members also participated in many such activities in other organization to keep them updated. Institute has functional MoUs with industries to cope up with the current technological needs.

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 the proper functioning of Institute, hierarchy is maintained and responsibilities are carried out at all the levels.

Management: The Management formulates vision, mission and objectives. Provides adequate financial support as and when needed.

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 healthy supervisory role by delegation of authorities through various committees.

IQAC: looks after imparting quality technical education.

Deans and HOD: Dean (Academics) looks after all academic activities in the institute. Dean (Student Activity) is responsible for co-curricular and extracurricular activities of different clubs and associations. Dean (R&D) is responsible for research and development activities. Dean (admissions) looks after the admissions of student in first year. Dean (Scholarships) responsible for getting scholarship of students from state and central government. Associate Dean (ICT) regularly monitors the activities related to computing facilities and ICT needs. HODs are responsible for all the academic and administrative activities of the department and takes initiation in planning seminar, conferences, workshops etc.

Various committees: The committees established in the institute are Student council, Ragging prevention committee, grievance redressal cell, Internal Complaint Committee (ICC) etc.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	https://www.kits.edu/Downloads/MANDATORY-DISCLOSURE-(BE,BArch,M.Tech)-2024.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

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**
- **Maternity and other leaves.**
- **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**

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

02

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

02

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

73

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 has 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 includes; 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 practical. Reading/Instrumental material provided 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.

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 maintains accounts as per the procedure. It also provides complete details of balance sheets which include 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 and approves this after necessary changes. 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. Financial audits are conducted by 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)

00

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 major source of income of the Institute is student fees. The Institute also tries to mobilize the resources from the other sources as well like:

- Grant received from Government/Non Government agencies
- Donations from alumni and well-wishers
- Consultancy

The institution has a mechanism to monitor the effective use of these funds. The following procedure is adopted for the utilization of resources.

Planning: The Head of the department takes a departmental meeting to finalize an annual budget. The expenses required for the departmental activities such as organizing cocurricular and extracurricular activities are also included in the annual budget.

Budget Formulation: An annual budget of the department is prepared and forwarded by all the Head of Departments to the Principal. The budgets of all the departments are reviewed by the Principal. The final consolidated budget is forwarded to the Management Committee for final approval.

Expenses: The sanctioned funds from management are utilized for the development of laboratories, procurement of recurring and non-recurring items etc.

Audit: Financial audits are carried out in every financial year by the Chartered Accountant to ensure proper utilization of the funds as per the allocation by the management committee.

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

IQAC facilitate/ contribute:

- To elevate level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- To enhance and integrate among the various activities of the institution and institutionalize many good practices.
- To monitor the utilization of resources with the accomplishment of academics and administration for affording social responsibilities.
- Organization of workshops, seminars on quality-related themes and promotion of quality circles.
- To impart quality education to students and to maintain an effective teaching-learning process, a quality assurance cell has been formed.

The Institute organizes meetings of IQAC members with the frequency of three to four in a year where various committees have been formed for academic and administrative activities like teaching and learning methodologies under the student grievance cell, guest lectures on content beyond syllabus by the experts, signing several MOUs with the industries and institutes, various seminars and workshops for women empowerment and harassment related issues, taking feedback from students regarding academic and administrative facilities, also institute concentrated about student's skills development in curricular as well as extracurricular activities by engaging the students in various paper presentations, conferences, seminars and mini project competitions and various activities.

File Description	Documents
Paste link for additional information	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion6/6 5 3 annualreport.pdf
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

Practices followed by IQAC:

1. Academic Audit – Review and implementation: The Academic and Administrative Audit is the primary teaching-learning review conducted every session. It evaluates the fulfillment of institutional parameters of planning, execution and record keeping of teaching practices, curricular, and co curricular activities. The academic conduction along with extra/co curricular activities are evaluated during the audit. This provides insights into the benchmarks and attainment for every academic session.

2. Incremental improvement: ICT facilities were enhanced for teaching that led to better academic monitoring and quality conduction. More faculty developmental activities and students skill developmental activities were conducted.

3. Teaching-Learning and Evaluation: Teaching – learning activities such as participatory, problem Solving, additional learning through videos, virtual labs etc. and the assessment, evaluation of students performance is carried out.

4. Review of learning outcome: Done by evaluating students, interactions in classroom, participation in extracurricular activities, and their performance in internal assessment and semester examination.

Academic activities improved the quality of teaching and learning process and overall academic result.

File Description	Documents
Paste link for additional information	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion6/6_5_3_iqacmeetings.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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion6/6_5_3_annualreport.pdf
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

To promote gender equity, The institute established the Internal Complaint Committee (ICC).

All the students are encouraged to participate in various Technical Workshops, Seminars and Sports without any gender discrimination. KITS Ramtek has provided the platform to women in

keyroles in various positions as Head of Departments, and coordinators of various clubs etc.

Safety Measures:

An e-surveillance system installed throughout the campus and hostel to monitor the students and for safety purposes. Adequate security personnel are posted around the clock at the gates and inside the campus and girl's hostel. The Internal Complaint Committee aims to empower female students and female faculty to enhance their understanding of issues related to women's safety and hygiene and to make the college campus a safe place for both boys and girls. The cell has brought advancement, development and empowerment of women through guest lectures, seminars, awareness programs and other welfare activities since its formation.

File Description	Documents
Annual gender sensitization action plan	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion7/7_1_1_gender_plan.pdf
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://kits.edu/facilities.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

A. 4 or All 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 office, class rooms, hostels, staff quarters, mess and canteen is collected from the dustbins placed at different locations. This waste is separated into categories as biodegradable and non- biodegradable. Wormy compost is produced from biodegradable solid waste and used as manure for plants in campus. Excess food is supplied to Nagar Parishad, Ramtek for power generation. Kitchen waste, grass, leaves from campus is decomposed and also used as manure. Non-biodegradable solid waste is used as filling material in low-lying areas. Bio-gas plant is established near mess in which kitchen waste is used. **Liquid Waste Management:** Liquid waste from hostel, staff quarters and academic complexes comprising about 1000-1500 inhabitants is collected in septic tank for primary treatment and is taken for treatment through Free water surface constructed wasteland treatment system. The effluent enters the wetland in batches with mean flow 24 m³/day. The treated water stored in storage tank and used for lawn and plants. **E-Waste Management:** The outdated computers in working conditions are donated to the local schools. The non-working computer spare, electronic scrap and other nonworking equipments are used for display in labs. Most of the times, they are safely disposed or sold as scrap.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://kits.edu/UserData/uploads/downloads/NAAC/AQAR/criterion7/7_1_3.pdf
Any other relevant information	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**

A. Any 4 or all 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 with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	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	B. Any 3 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	A. Any 4 or all of the above
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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

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 institute believes in equality of all cultures and traditions. The institute has made ardent efforts and taken initiative to provide an inclusive environment. Students from different caste, religion, regions, mother tongue are studying without any discrimination. Students staying in hostel dine in the same mess together generously. The hostel rooms are allotted without any such discrimination and no incidence of any such discrimination has occurred till now. The institute 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 in the orientation program in the presence of parents during admission process. 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 local issues at that place. The NSS members with some faculty members participate in various programs related to social issues, cleanliness

drive, adult education etc. Various departments organize field study and industrial visits in which faculty and students are exposed to different cultures and environment.

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

India is a diverse country. Students will remember an important day only if they are told what the occasion signifies. Celebrating events and festivals in our Institute has become an integral part of learning and building a strong cultural belief. There are three types of celebrations namely seasonal, national and religious.

The objectives of celebrating these festivals are:

- National festivals will heighten the patriotic spirits.
- Celebrating seasonal festival changes students' attitudes towards Mother Earth and nature.
- Religious festivals teach students about the importance of family, tradition, culture and values.
- International festivals will create an increased cheerful ambiance and deepen the bonds.
- Different sports and cultural activities organized promote harmony towards each other.

A few celebrations are,

Gandhi Jayanti Celebration: This day is celebrated as the "International Day of Nonviolence" worldwide. On this day students and staff participate in Swach Bharat Abhiyan and carry out cleaning in and around the Campus.

Communal and Socio-Economic Diversities: The Institute runs distinctive events like rallies to support an environment that unites the diverse student populations. Every year, a blood

donation drive is held in association with a blood bank from Nagpur. The Institute offers free medical camps to neighboring villages through the NSS camp.

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

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

Celebration of Commemorative Days and Festivals:

Since its establishment, the institution has organized National Festivals and Birth and Death Anniversaries of great Indian Personalities. KITS Ramtek celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay

tribute to our great National Leaders.

Gandhi Jayanti is celebrated every year .

Engineers' Day is celebrated marking the birthday of Sri Mokshagundam Vishveswarayya. Teachers' Day is celebrated on the birth anniversary of the 2nd President of India Dr. Sarvepalli Radhakrishnan.

The Institute celebrates International Yoga Day by conducting a camp or workshop on how Yoga embodies unity of mind and body. Keeping its Indian values intact, the college imparts the right kind of education based on moral values and ethics which makes our students responsible global citizens.

15th August Independence Day is celebrated every year with patriotic fervor. The air is filled with patriotic feelings that are emitted from Pared and the Band of NCC cadets. NSS, the NCC wing of the institute organizes programs on commemorative days like Martyrs' Day and Kargil Divas.

Regional Festivals like Holi, Diwali, Lohari and Navratri are celebrated to enable students come closure to our rich traditions, customs and encourage National Integration.

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 the stressful

competition

- To guide the students with day to day issues or issues related to their academic performance.
- To create better understanding between students and teachers this helps in creating a harmonious atmosphere in the Institute.

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.

Best Practice-II**1. Title of the Practice: Green Campus****2. The Objectives:**

- To support a sustainable and climate-friendly environment.
- Comprehensive recycling, composting and green landscaping in the campus.
- To promote sustainable practices within society.

1. Evidence of Success:

- Solar panels are installed and in long run can play an important role as a renewable energy source.
- Due to Rainwater harvesting the ground water table is increased.
- Total Number of plants in the campus is 35867 with lawn area of 1,17,130.56 sft.
- The institute has Green Audit, Energy Audit and ISO 14001: 2015 Certification .

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Transforming the Rural, Social, and Economically Backward Students to employable professionals Raw materials are processed and converted into useful products by various methods. Learning

opportunities shall be given to everyone, irrespective of their location, community, and financial status. With this motto, Kavikulguru Institute of Technology and Science was established in 1985 with a vision of making technical education accessible to the rural community for whom technical education was far from reach. We have the multidisciplinary programs in the area of engineering technology and architecture. The distinctive area of the institute is socio-economic upliftment of rural students through quality education. Since the establishment of the institute, it has successfully been marching ahead and taking efforts endlessly for the betterment of socio-economically backward section of the society. Around 80-90% students enrolled in the college belong to economically & socially backward section of the society. The students from such category have been benefited from the quality education provided by the college & attained the top positions in academic, social, cultural, sports etc. areas. The mission is accomplished by adopting certain practices that continue to increase with the institute's progress. The management's primary focus was on the development of robust physical infrastructure.

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

- Preparation for applying NBA accreditation for eligible programs.
- Preparation for getting Autonomous status to the Institute from next academic year .
- Preparation to apply for new programmes of engineering allied branches.
- Purchase of new computers and ICT tools like smart boards to enhance the ICT environment and facilities.
- Encourage to conduct the annual alumni meets for previous batches so as to initiate and involvement of alumni in academic and training and placement areas.
- To conduct conferences, seminar and workshop by the IQAC to promote the quality improvement strategies in teaching-learning process and research activities for faculty members and students .
- To encourage faculty members to complete their doctoral degree and to continue research activities through quality

publications and research projects.

- To promote 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 related to upkeep the mental and physical fitness of students and faculty in the campus.
- To make efforts for more number of environment friendly initiatives by NSS and NCC members, ensuring participation of maximum students.
- To get more number of Memorandum of Understanding (MoU) with different industries and training institutes for R & D work and Placement activities.