



KAKINADA INSTITUTE OF TECHNOLOGY AND SCIENCE

Tirupathl (V), Divilli, Peddapuram (Mandal), Kakinada District, Pin 533 433.
Approved by AICTE, New Delhi, Permanent Affiliated to JNTUK, Kakinada.
Accredited by NAAC

Counselling Code **KTSP**

College Code **JQ**

Principal

Date :

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

The institution has many welfare measures helping financially to all teaching and non-teaching staff. The welfare measures are provided to stay the staff satisfied and motivated, for private and professional growth. Some of welfare measures in common are listed below:

- Canteen facility and medical facility is also being provided for all staff.
- Free transportation facilities for all teaching and non-teaching staff.
- On-Duty for faculty staff those who attend FDP's, Workshops, Conferences and etc.
- All women staff are given maternity leave and given three months of paid leaves.
- One-week paternity leaves for all male faculties.
-
- Group Medical Insurance is provided for teaching and non-teaching staff. In case of any emergency, personal loan is also provided to the staff.
- Casual Leaves are provided.

Teaching Staff:

- TA and DA allowances provided for FDP, workshops, seminar and training programmes to the teaching faculty.
- Paid leave for attending the course work exam those are pursuing their PhDs.
- The fee is paid towards his/her PhD on the condition that he/she has to work for this institution for the minimum period four years once he/she completes his/her research.

Non-Teaching Staff:

- Festival advance and bonus
- Financial support is provided to pursue skill development. Uniform is also being provided for instructors, drivers and attendees.
- Casual Leaves are provided.

Performance Appraisal system

The performance appraisal system of the faculty is evaluated and cared at their commendations of departmental HoDs & Principal after getting information through the following steps:

1 of 2

Step-1: The IQAC prepares self-appraisal form based on UGC norms with various parameters which enlighten the efficiency of the faculty to be considered, conducts regularly. It includes Examination results, Students Feedback, Interactive teaching approach, Research papers and Journals Publication of articles and books, Participation along with presentation in Conferences/Seminars/Workshops/Faculty development programmes etc. Examination duties assigned and performed, Co-Curricular/Extra Curricular duties, assigned by the college. Every teacher has to submit a self-appraisal form at end of the academic year.

Step-2:The students of all groups give feedback of the courses and teachers during the year. The same is analyzed and assessed by the HoD and the Principal as in the peer evaluation.

Step-3:HoD recommendations.

The decision taken is based on the outcome of their view of the performance appraisal reports by the management. It is conveyed by

1. One-to-one interactions.
2. Discussions of general issues in departmental meetings.


Principal
PRINCIPAL
Kakinada Institute of Technology and Science
Tirupathi (V), Diviti, Peddapuram (M).
E.G.Dist.-533433.