

ORDER

Sub: Preparation of Policy Documents and Revision of Existing Policy Documents - Submission on or before 13.01.2026 (Tuesday) - Reg.

The Institute has formulated policy documents to provide a structured framework for academic activities and to ensure accountability among all stakeholders.

In view of evolving academic requirements, the administration now proposes to revise the existing policy documents and to develop new policy documents that are essential for the effective conduct of ongoing and future academic activities.

S. No.	Policy document	Assigned to	Fresh	Revision
1.	Policy on fixing benchmarks for CO attainment levels and PO Targets, the process of effective implementation and improvements. Actions taken based on the results of the evaluation of relevant POs/ PSOs	Professor I/c. OBE	-	✓
2.	Policy on the mentoring system developed for the students and its effective implementation	Prof I/c. SMCG	✓	-
3.	Policy on analysis of student feedback on Teaching Learning Practice and facilities, its effective implementation and corrective measures	Dean, Academic Affairs	✓	-
4.	Policy on students Self-Learning and its effective implementation	Dean, Academic Affairs	-	✓
5.	Policy on Career Guidance, Training, Placement and Higher Studies	Prof I/c. SMCG & TPO	-	✓
6.	Policy on Innovation & Startups	Head, C-i ² RE	-	✓
7.	Policy on Co-curricular and Extracurricular Activities	Dean Student Affairs	✓	-
8.	Policy on Vision and Mission of the Institute, its evaluation process	Registrar	✓	-
9.	Policy on Institutional Strategic Plan, its effective implementation and monitoring	Registrar	✓	-
10.	Policy on Governing Body, Administrative setup, functions of various bodies	Registrar	-	✓
11.	Policy on recruitment and promotions policies and service rules and procedures	Registrar	-	✓
12.	Policy on decentralization in working and grievance redressal mechanism	Registrar	-	✓
13.	Policy on delegation of financial powers	Registrar	✓	-
14.	Policy on institute budget allocation, program specific budget allocation and effective utilization	Registrar	✓	



15.	Policy on learning resources (hard/ soft) including e-resources, digital library, internet, wi-fi and security mechanism	Librarian	-	✓
16.	Policy on waste management and disposal policy (including e-waste)	Dean, P&E	-	✓

All concerned are advised to submit the revised / new policy documents to the Dean, Academic Affairs, on or before **13.01.2025 (Tuesday)** for further review and approval.


PRINCIPAL

To
All members

Copy to:

1. The Chairman, KITSW
2. Registrar
3. Dean, AA
4. All AAC Members
5. Website - To post in faculty noticeboard



ANTI-DISCRIMINATION POLICY

Policy Number : KITS/SDG/ ADP-2026/01

Effective Date : 10th January, 2026

Review Date :

SDG Mapping:

- **SDG 10.6.4 – Reduced Inequalities (Anti discriminatory policy)**
- **SDG 10.6.1 – Reduced Inequalities (Non-discriminatory admissions policy)**
- **SDG 8.2.3 – Decent work and economic growth (Employment policy on discrimination)**

1. Policy Statement

The anti-discrimination policy, (SDG 10.6.4), refers to the principle of Kakatiya Institute of Technology & Science (KITSW), that ensures fair and equal treatment for all, irrespective of characteristics, such as race, gender, age, religion, ethnicity, nationality, or disability. The employment policy on discrimination (SDG 8.2.3) refers to the policy of KITSW, which provides equal opportunity for all employees irrespective of differences such as race, ethnicity, gender, age, religion, nationality, disability etc with a commitment to diversity and inclusion. The non-discriminatory admissions policy (SDG 10.6.1) refers to the policy of KITSW, which provides equal opportunity for all students on their admissions, irrespective of differences such as; race, ethnicity, gender, age, religion, nationality, disability, financial situation etc.

2. Purpose

- To ensure fair and equitable access to students' admission, regardless of their background or characteristics.
- To ensure the commitment to provide a free work environment that is free from discrimination and unlawful harassment. It also reinforces that equal treatment and opportunities, providing a respectful work place for all the students and employees irrespective of their differences.
- To align institutional practices with UN SDG 10.6.4 – Reduced Inequalities (Anti-discrimination policy), UN SDG 8.2.3 – Decent work and economic growth (Employment policy on discrimination), UN SDG 10.6.1 – Reduced Inequalities (Non-discriminatory Admissions Policy).

3. Scope

This policy applies to:

- All students, faculty, and administrative staff.

4. Definitions

- **Anti-discrimination:** Opposed to the unjust and prejudicial treatment of different categories of people.
- **Reduced inequality:** Efforts to diminish disparity and to bridge the gap between individuals and groups within a society.

5. Policy Provisions

1. Non-discrimination in student admission.
2. Equal treatment of all students after their admission into the Institution.
3. Non-discrimination among the employees (teaching and non-teaching) with regards to their recruitment, employment and other benefits.

6. Implementation & Monitoring

Cells/Departments Responsible	Responsibility
Minority cell SC/ST cell Women Empowerment cell Anti Ragging cell	Policy enforcement and awareness drives
Security Personnel	Monitoring and reporting violations
NSS/NCC Units	Conducting sensitization programs
Heads of Departments	Ensuring departmental compliance and reporting

7. Violations & Penalties

- First-time offenders will receive a **written warning** and **counselling**.
- Repeated violations may lead to:
- Disciplinary action under the student/staff Conduct rules

- Community service or awareness campaign participation
- Escalation to the Disciplinary Committee if needed

8. Awareness & Training

Observe either of “Zero Discrimination Day on March 1st, International Day for the Elimination of Racial Discrimination on March 21st” every year.”

9. Review and Amendments

This policy will be reviewed every **two years** by the cells responsible for policy enforcement and awareness drives mentioned in S.No. 6. The policy will also be reviewed earlier if necessitated by government guidelines or institutional needs.

Prepared by

Approved by

SDG Coordinator

PRINCIPAL