



KALINGA INSTITUTE OF SOCIAL SCIENCES (KISS)

Deemed to be University, Bhubaneswar - 751024

(Declared under Section 3 of UGC Act, 1956)

Criteria of Promotion for Teaching Staff

Minimum Qualification and experience prescribed for the teaching staff:

For promotion to	Qualification Essential	Experience
Assistant Professor - I	M. Tech/M.Phil. LLM or equivalent Ph.D. - desirable	Desirable
Assistant Professor - II	M. Tech/M.Phil. LLM or equivalent API Score 100 per year (Category I + Category II) 10 per year (Category III)	5 years for M.Tech or 3 years for Ph.D. holders
Associate Professor - I	Ph.D., API Score per year (Category I + Category II), 20 per year (Category III)	8 years
Associate Professor - II	Ph.D., API Score 100 per year (Category I + Category II), 40 per year (Category III)	10 years
Professor	Ph.D., API Score 100 per year (Category I + Category II), 50 per year (Category III)	12 years out of which 4 years as Associate Professor (II)
Sr. Professor	Ph.D., API Score 100 per year (Category I + Category II), 50 per year (Category III)	10 years' experience as Professor

*After promotion minimum two years gap to apply for next promotion.

*If rejected once, the candidate can't apply till competition of one year from the date of rejection.

*Post doctoral experience in reputed institutions with fellowship and experience in reputed industries will be considered equivalent to teaching experience as Assistant Professor (I).

Criteria for promotion for non-teaching staff

Promotion Eligibility

Group-D	
10 yrs as Attendant (Matriculation and less)	Sr. Attendant
10 yrs as Attendant with (+2)	Jr. Supervisor
7 yrs as Attendant with (Graduation)	Supervisor
7 yrs as Attendant with (Graduation and Computer Knowledge)	Jr. Asst.
Driver / Sweeper / Cook / Helper with 10 yrs experience	Sr. Driver / Sr. Sweeper / Sr. Cook / Sr. Helper
Security Guard with 10 yrs experience (without graduation)	Sr. Security Guard
Security Guard with 10 yrs experience (Graduation)	Security Supervisor
Electrician / Mechanics with 10 yrs experience	Sr. Electrician / Sr. Mechanics



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Asst.Storekeeper with 10 yrs experience	Storekeeper
Storekeeper with 7 yrs experience	Sr. Storekeeper
Group-C	
Jr.Supervisor with 5 yrs experience (old staff) and 7 yrs experience (New staff)	Supervisor
Supervisor with 5 yrs experience (old staff) and 7 yrs Experience (New staff)	Sr.Supervisor
Supervisor (Graduation and Computer Knowledge) with 5 yrs experience (old staff) and 7yrs experience (New staff)	Sr.Asst.
Jr.Asst. / OfficeAsst / DEO with 5 yrs experience (oldstaff) and 7 yrs experience (New staff)	Sr.Asst.
FOE / Receptionist with 5 yrs experience (old staff) and 7 yrs experience (New staff)	Sr.FOE / Sr.Receptionist
Asst.Manager with 7yr experience	Manager
Manager with 5yrs experience (old staff) and 7 yrs Experience (New staff)	Sr.Manager
Sr.Asst. with 5 yrs experience (old staff) and 7 yrs experience (New staff)	ExecutiveAsst
Technical Asst with 10 yrs experience (Diploma)	Sr.TechnicalAsst
Sr.Technical Asst with 17 yrs or more experience (Diploma)	Jr. Technical Superintendent
Group-B	
Jr. Executive / Executive Asst. with 5yrs experience (oldstaff) and 7 yrs experience (News taff)	Executive
Executive (5 yrs Experience)	To be decided

Welfare Measures for both teaching and non-teaching staff

KISS-DU has in place a comprehensive scheme of welfare of all employees. The following are the specific welfare provisions:

- Existing welfare in KISS-DU measure for teaching and non-teaching staff are categorized under health insurance, study leave, medical leave, maternity leave, salary advance to needy staff, medical facility at discounted rate, sports activities, transport on reasonable cost, fees concession for their ward during admission.
- Low-salaried employees are covered under ESI.
- Provision of ex-gratia payment for third and fourth grade employees in the case of serious illness or death exists in the system.
- Internal Complaints Committee and Grievance Redressal Cell have been set up.
- Faculty members are provided with cabin to encourage healthy ambience.
- Provision of special leaves and financial assistance for higher studies and attending seminars and conferences etc.
- Round the clock library, Wi-fi and surveillance facilities.
- Recreational facilities like family get together, picnic and the like are being organized.
- Motivation through counselling are also available to create a healthy work environment.



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10. Free education for the children of Covid-19 deceased in the State of Odisha
11. Financial assistance of Rs. 5 Lakhs to the family of the deceased due to Covid-19 and suitable employment in KIIT, KIMS and KISS to one family member based on his/her educational qualifications.
12. All other moderate to high-salaried employees are covered under EPF.
13. In-campus Shuttle services for smooth and faster commutation.
14. Health insurance benefits are extended to those employees not covered under rules of ESI.
15. Since KISS-DU is a fully residential institution, many of its employees have been provided with quarters.
16. Since KISS-DU is a part of KIIT group of institution, the children of this institution get discount on the tuition and residency fees during their studentship at KIIT University, KIMS and KIDS.
17. KISS-DU employees enjoy discount on medical treatment at KIMS (Kalinga Institute of medical Sciences).
18. KISS-DU employees avail themselves of free lunch during the workdays.
19. These apart, disability and funeral benefits are given to the KISS-DU employees.