



KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

Opp : Yerragattu Gutta, Hasanparthy (Mandal), WARANGAL - 506 015, Telangana, INDIA.

काकतीय प्रौद्योगिकी एवं विज्ञान संस्थान, वरंगल - ५०६ ०१५ तेलंगाना, भारत

కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ - ५०६ ०१५ తెలంగాణ, భారతదేశము

(An Autonomous Institute under Kakatiya University, Warangal)

(Approved by AICTE, New Delhi; Recognised by UGC under 2(f) & 12(B); Sponsored by EKASILA EDUCATION SOCIETY)

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No. KITS/ Acad/Circular/2024/260

Date: 13.02.2024

CIRCULAR

Sub: READINESS FOR UPCOMING UG NBA EXPERT TEAM VISIT ON 09.03.2024 - MOCK NBA VISIT BY MENTORING TEAMS on 24.02.2024&02.03.2024 - FACULTY INTERACTION BY NBA TEAM OF EXPERTS ON 09.03.2024 (SATURDAY) - Reg.

Ref.1: Provisional Accreditation letter from NBA, File No. 11-76-2010-NBA, dated 17.02.2022.

Ref.2: Application No. KITSW/NBA/2024, dated 04.01.2024.

Ref.3: Mail from NBA New Delhi -Confirmation of the compliance inspection visit of the NBA Expert Team for re-accreditation of Two UG Programs, dated 31.01.2024.

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(i) **NBA COMPLIANCE VISIT CONFIRMED ON 09.03.2024 (SATURDAY):**

As per the cited Ref. (1), two UG programmes, viz. (i) B. Tech (CSE), and (ii) B. Tech (ECE) were accredited by NBA, New Delhi under Tier-1 for a period of three years. The NBA accreditation of the above mentioned programmes will expire on 30.06.2024.

The NBA notified our institute to submit the compliance report for reaccrediting the two UG programmes through an e-mail on 20.12.2023. In reply to the received e-mail, compliance reports of the two programmes were submitted to NBA on 04.01.2024 (vide Ref.2). In connection to this, the NBA expert team's compliance visit is confirmed on **09.03.2024** (Saturday) to inspect information related to compliance submission (vide Ref.3).

(ii) **MOCK NBA VISITS BY MENTORING TEAMS:**

In this regard, mentoring teams are constituted for both the departments, to help them by offering suggestions for a better show at the time of the NBA expert team visit. The NBA-going HoDs are requested to obtain suggestions from the mentoring team allotted to their departments. Two (02) MOCK NBA VISITS are scheduled before the actual day of the expert team visit, as mentioned below:

S. No.	Department	Mentoring Team	MOCK NBA VISIT DATES (9.30 am to 1.00 pm)
1	Computer Science and Engineering (CSE)	Prof. M.SRIKANTH (CED) Dr. M. RAGHURAM (EIED)	MOCK VISIT-1 24.02.2024 (Saturday) Time: 9.30 AM to 1.00 PM
2	Electronics & Communication Engineering (ECE)	Prof. K. SRIDHAR (MED) Dr. S. NARSIMHA REDDY (CSND)	
3	(i) M & H (ii) PS	Prof. K. SIVANI (EIED) Dr. G. RAJENDER (EEED)	MOCK VISIT-2 02.03.2024 (Saturday) Time: 9.30 AM to 1.00 PM
4	Institute Specific Files	Prof. C. VENKATESH (EEED) Dr. T. SENTHIL MURUGAN (ITD)	28.02.2024 (Wednesday) Time: 1.30 PM to 4.30 PM

The HoDs are requested to present all the files to the mentoring team. The HoD may seek help from their faculty members, allotted for updating specific files. During the mentoring team visits senior faculty are requested to be present to help the HoD.

Further, HoDs of NBA going departments have *to ensure that the information/data pertaining to their respective departments*, provided on the institute website is up-to-date and factual by all means. For any changes required, they may immediately update, by consulting the Faculty in-charge, Institute Website.

(iii) FACULTY INTERACTION WITH NBA TEAM OF EXPERTS ON 09.03.2024 (SATURDAY):

Since the team of NBA experts, in the process of evaluation of the programmes, are expected to interact with the faculty, it is essential that all faculty members of the NBA going departments are required to be present during the compliance visit.

The non-NBA going department faculty, in case of any exigency, have to obtain prior approval for their leave/absence from Principal Sir through their HoDs.

(iv) PREPARATIONS FOR INSTITUTE SPECIFIC DATA

As the NBA expert team will be inspecting institute-specific files and central amenities on the day of the scheduled visit on 09.03.2024, **various departments/sections** are requested to be prepared to submit / exhibit required files/information to the committee. The details of compliance requirements for institute-specific data and the related personnel responsible for the provision of the same are provided in the annexures.



DEAN, ACADEMIC AFFAIRS

To,

1. To all the members of Mentoring Teams for n/a
2. The NBA going HoDs for n/a.
3. Rest of the HoDs for information

Copy to:

1. PA to Principal
2. The Registrar
3. The AO
4. The CoE
5. The TPO
6. All Section Heads
7. Academic Section – Stack File

Encl: The list of institute-specific files to be maintained by various departments/ sections are mentioned in Annexure -1.

NBA COMPLIANCE VISIT ON 09.032024**Institute Specific**

I.1. Composition of GC/GB, Senate, and other Academic and Administrative bodies, their functions and responsibilities. List of all the meetings held in the past 3 years along with the attendance records, minutes, and action-taken reports of a few meetings of such bodies along with the list of current faculty members who are members of such bodies.

List of all the meetings held in the past 3 years and present year (A.Y.-2020-21,2021-22,2022-23 & 2023-24) along with the attendance records, minutes, and action-taken reports of meetings of such bodies as follows:

1. Governing Body
2. Administrative Committee
3. Finance Committee
4. list of current faculty members who are members of such bodies.
5. Faculty list latest
6. Administrative Manual

*** Establishment**

I.2. Rules, policies, and procedures published by the Institution including service book and academic regulations along with proof that the employees/students are aware of the rules and procedures.

*** Establishment - sri G.Ravinder - 99120 76395**

I.3. Budgeted allocation and utilization: Audited statement of accounts,
Pay Bills for last three Financial Years of faculty & Staff
Audit reports of A.Y.-2020-21,2021-22,2022-23 & 2023-24 -Income Expenditure Report

*** Accounts - Sri B.Raghavendra Bhatt - 90303 73800**

I.4. Informative web site

*** Website - Dr.V.Swathy-98855 08384 * P.S.Rao - 9440027715**

I.5. Library resources – books and journal holdings,

*** Library - Dr.K.Indrasena Reddy - 9849375829**

I.6. Listing of core, computing manufacturing, etc.

*** Website - Dr.K.Vinay Kumar - 97034 77135**

I.7. Records of T & P, career and guidance cells

*** T & P - Dr.T.Chandrabai - 63045 51404**

I.8. Records of institute land & properties, safety checks and critical installations

* **Project Office** - Dean, Prof.L.Sudheer Reddy - 94942 82616
- Sri Prasada Raju - 62811 81440

I.9. Medical care records and usages of ambulance etc.

1. Dispensary (Medical) :
2. Medical care records and usages of Ambulance etc.

* **Dispensary** - Sri Neelakantam - 98492 46377

I.10. Academic calendar, schedule of tutorial and makeup classes

* **Dean of Academic Affairs**

I.11. Handouts/files along with Outcomes; list of additional topics to meet the outcomes.

* **HoDs of UG NBA going Depts: CSE & ECE**

I.12. Set of question papers, assignments, evaluation schemes, etc.

* **Exam branch** - CoE, Prof.V. Rajagopal

I.13. Feedback form, analysis of feedback, and corrective actions

* **HoDs of UG NBA going Depts: CSE & ECE**

I.14. Documented feedback received from the stakeholders (e.g., Industries, Parents, Alumni, Financiers etc.) of the Institution

* **HoDs of UG NBA going Depts: CSE & ECE**

I.15. List of faculty along with their qualifications teaching first-year courses

- (i). List of Faculty for present and Last three years
- (ii). Time Tables for present and Last three years
- (iii). Faculty Achievements (FDPs attended/ organized and R&D Details)
- (iv). Course files

* **Dept of PS & M&H** - Dr.Shivashankar - 97049 89229
- Dr.D.Prabhakara Chary - 99499 85711

I.16. Results of the First-Year students.

* **Exam branch** - CoE, Prof.V. Rajagopal

I.17 List of activities with proofs for present and last three years A.Y.-2020-21,2021-22,2022-23 & 2023-24

* **Dr. M.Ranadheer Kumar** NCC

I. 18 List of activities with proofs for present and last three years A.Y.-2020-21,2021-22,2022-23 & 2023-24

***NSS Program Officer-- Dr. Ch. Sateesh Chandra**

Student Activity Center

I.19 List of activities with proofs for present and last three Years A.Y.-2020-21,2021-22,2022-23 & 2023-24

*** Dean, SA- Prof.V. Shankar**

Alumni Affairs

I.20 List of activities with proofs for present and last three years A.Y.-2020-21,2021-22,2022-23 & 2023-24

*** Professor Incharge, Alumni Affairs, Prof.M.Srikanth**

I.21 Academic Section :

1. Admissions (A.Y.-2020-21,2021-22,2022-23 & 2023-24)
2. A&B Category Admissions & Approvals, Roll List
3. Academic Council Constitution & Minutes of the Meetings
4. Previous NBA Visits reports & Approvals
5. KU Affiliation files

* Academic Section - Sri T.Venugopal Rao -- 9866111404

Sports :

I.22 Department of Physical Education

1. Sports facilities available
2. Activities & Achievements (A.Y.-2020-21,2021-22,2022-23 & 2023-24)

*HoD, Physical Education – Dr.M.Srinivas Reddy – 9705293709

K.V. madhavi

DEAN, ACADEMIC AFFAIRS