

**CIRCULAR****March 7 - 9, 2025**

**NBA EXPERT TEAM VISIT - EVALUATION OF
B.Tech. ECI, B.Tech. CSE(Networks),
M.Tech. DS and M.Tech. CE&SP Programmes**

Dear Faculty & Staff,

1. The NBA Expert Team visit is scheduled during March 7 - 9, 2025 for accreditation of B.Tech. Computer Science & Engg. (Networks), B.Tech. Electronics Communication & Instrumentation Engineering, M.Tech. Data Science and M.Tech. Communication Engineering & Signal Processing Programmes
2. **IN VIEW OF THE PROPOSED EXPERT TEAM VISIT, ALL FACULTY & STAFF HAVE TO REPORT AT 8.30 AM AND STAY TILL THE TEAM LEAVES THE CAMPUS**
3. **THE FACULTY WHO HAVE FIRST HOUR SHOULD ENGAGE CLASS FROM 9.00 AM TO 10.00 AM ON MARCH 7 - 8, 2025**
4. All Heads of the Departments / Sections are requested to keep all types of documentary evidence, files, equipment, etc. ready for inspection by the expert team.
5. HoDs are requested to keep their department's infrastructure, labs neat & tidy and equipment in working condition, arrange sample student LMRBs, projects for demonstration.
6. **All laboratories / centres are to be kept open by 8.45 am.**
7. The committee may visit central facilities of the Institute and a copy of the proposed flow chart for central facilities is enclosed. Hence, all concerned faculty members are advised to make necessary arrangements to showcase the infrastructure / facilities available and their achievements
8. The list of officials / faculty members to be present during the Principal's presentation on 7.3.2025 is enclosed. They are requested to be seated in Silver Jubilee Seminar Hall by 8.45 am.
9. Dean, Student Affairs is requested to make necessary arrangements for demonstrating SAC activities during the expert team visit on 7.3.2025
10. Dean, P&E is requested to ensure the campus clean and arrange the persons to help the Principal during Chairman's (NBA expert team) visit to central facilities.
11. All HoDs and Section Heads are requested to inform the faculty & staff to attend institute during March 7 - 9, 2025 without fail.

PRINCIPAL

To
All Heads of Depts/Sections
- for circulation among faculty & staff
- for necessary compliance

Copy to: 1. The Chairman, KITSW; 2. The Registrar; 3. Dean, Academic Affairs for follow-up; 4. AAC
5. AO; 6. Institute Medical Officer for necessary arrangements; 9. WebTeam- To post in Faculty circulars