

CIRCULAR

Sub: Criteria-wise Corrective Action Plan - Post NBA Visit Deliberations - Reg.

Ref: HoDs presentation on corrective action plan dated 21.2.2026, insufficient information submitted without deliberation with department faculty

Dear HoDs (CE, ME, EEE & IT) who recently underwent the NBA accreditation process,

Post the recent visit by the NBA, you have been directed to convene departmental meetings to prepare a **criteria-wise Corrective ATTR** to systematically address the observations and identified gaps with route cause analysis.

It is observed that insufficient information has been submitted by HoDs on corrective action plan. The HoDs of CE, ME and EEE have just compiled the information given by Criterion wise coordinators and submitted to the Principal without conducting all faculty deliberations. This is a matter of concern

Hence, you are hereby instructed to convene departmental meetings with all faculty members, discuss the observations and prepare a meaningful criterion-wise corrective ATTR.

This exercise must be treated as a regular academic quality enhancement activity, and not merely as one-time response to the post NBA visit.

Please ensure the following:

1. HoDs must own and fine-tune the ATTR with realistic, implementable, and measurable deliverables, clearly assigning responsible faculty for each criterion/sub-criterion.
2. Plan 3-4 criteria presentations per day over 2-3 days for effective deliberation.
3. Record meeting dates, timings, attendance, and MoMs.
4. All faculty members must be present for deliberations (meetings only after instructional/exam hours).
5. Criterion Coordinators shall present sub-criterion-wise gaps, root cause analysis, action plan with measurable outcomes, timelines, and administrative support required.
6. Senior faculty must actively participate and guide junior faculty during deliberations.
7. HoDs must ensure that the ATTR becomes an integral and continuous academic quality practice rather than an activity driven only by accreditation visits.
8. **Submission of Criterion-wise Corrective Action Plan by 25.02.2026 (Wednesday) at 4.00 pm**


PRINCIPAL

To

HoDs : CE, ME, EEE and IT

Copy to: 1. The Chairman, KITSW; 2. Registrar
3. Dean, Academic Affairs; 4. All AAC members