

CIRCULAR

Sub: Departmental NBA Blueprint - Preparation and Submission of Departmental NBA Blueprint for Institutionalizing OBE and Ensuring Continuous Accreditation Readiness as part of the Institute's Outcome-Based Quality Assurance Framework - Reg.

Ref: (1) NBA visit to depts of CE, ME, EEE and IT during February 13-15, 2026

(2) This office circular on submission of ATTRs , dated Feb 15 2026

(3) HoDs presentation on corrective action plan dated 21.2.2026

(4) This office circular No. OP/KITS/2026, dated 21.2.2026 to present criterion-wise corrective action plan by the HoDs of CE, ME, EEE and IT

(5) HoDs presentation on NBA corrective action plan dated 27.2.2026

(6) HoDs presentation on NBA corrective action plan dated 2.3.2026

(7) HoDs presentation on NBA corrective action plan dated 4.3.2026

**Accreditation readiness is a culture, not a one-time exercise
NBA evaluation parameters should be addressed through regular academic TLP activities**

HoDs Presentations on Corrective ATTRs:

Following the recent visit by the NBA team, vide Ref. (1), the HoDs of CE, ME, EEE, and IT were directed, vide Ref. (2), to convene departmental meetings and prepare criterion-wise Corrective action to be taken reports (ATTRs) to systematically address the observations and identified gaps through proper root cause analysis.

In this regard, the HoDs of IT and CE presented their Corrective Action Plans (ATTRs) in the HoDs' meetings held vide Refs. (3-7) cited. The plans presented were deliberated upon in detail, and the remaining departments were advised to prepare and present their respective ATTRs at the earliest.

Departmental NBA Blueprint:

The departmental NBA blueprint shall serve as a working document for addressing NBA evaluation parameters through regular academic activities. This will enable the systematic generation of NBA documentary evidence and ensure continuous readiness for accreditation.

It is important to note that NBA readiness is not a separate activity carried out only during accreditation visits. It should become part of the regular functioning of the department. This approach will help institutionalize OBE and strengthen continuous quality improvement (CQI) in the teaching-learning process (TLP).

This approach will ensure that quality assurance, documentary evidence generation, and continuous improvement become part of the normal academic functioning of the departments. Accreditation readiness is a culture, not a one-time exercise.

Submission of Departmental NBA Blueprint:

In the recent meeting held with the HoDs, vide Ref. (7), it was resolved that the institute must institutionalize OBE and strengthen its commitment to **continuous quality improvement (CQI)** and sustained accreditation readiness. Accordingly, a systematic approach has to be adopted to integrate the NBA evaluation parameters into regular academic processes across all departments. Departmental NBA blueprint will serve as a clear and comprehensive plan for achieving this objective.

In line with the discussions, all HoDs shall prepare their departmental NBA blueprints.

The NBA blueprint shall serve as a working document for integrating the NBA evaluation parameters into regular departmental TLP activities. This will facilitate systematic generation of NBA documentary evidence and ensure sustained readiness for accreditation.

The blueprint should also aim to institutionalize NBA standards as part of everyday academic practice, rather than treating accreditation preparation as a one-time exercise.

The departmental NBA blueprint shall include the following:

1. **Preparation of Sub-criterion-wise Action Plan (ATTR)**
The blueprint shall include a sub-criterion-wise Action to be Taken Report (ATTR). Each sub-criterion shall have clearly defined and implementable actions showing how NBA evaluation parameters are addressed through regular TLP activities
2. **Identification of Points of Contact (PoCs)**
A faculty member shall be designated as the Point of Contact (PoC) for each NBA sub-criterion.
3. **Monitoring of ATTR Implementation**
The designated PoCs shall monitor the implementation of the ATTR. They shall ensure that NBA evaluation parameters are addressed through regular academic TLP activities and that relevant documentary evidence is generated for each sub-criterion.
4. **Preparation of Action Taken Reports (ATRs)**
The PoCs shall prepare Action Taken Reports (ATRs) at the end of every semester. These reports shall document the activities carried out, evidence, assessment records and the improvements made to demonstrate CQI.

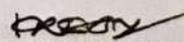
The HoDs shall monitor the implementation of their departmental NBA blueprints and ensure that the records evidencing quality assurance are properly maintained to support accreditation any time.

NBA Blueprint Submission Timeline

HoDs shall personally lead the preparation of their departmental NBA blueprints, ensuring the blueprints provide a clear framework to address NBA evaluation parameters through implementable TLP activities and generate systematic evidence for continuous accreditation readiness.

All HoDs shall submit their departmental NBA Blueprints, incorporating the ATTRs and designated PoCs for each sub-criterion, to the Principal's Office.

Deadline for submission: 13-03-2026


PRINCIPAL

To

1. All faculty
2. All HoDs for compliance

Copy to: 1. The Chairman, KITSW; 2. Registrar
3. Dean, Academic Affairs; 4. All AAC members
4. WebTeam - To post in Faculty Circulars