

No. 736/OP/KITS/2021

Date: 09/11/2021

CIRCULAR

Sub: NBA Expert Team online visit - Accreditation of EIE, CSE and ECE programmes - November 12 - 14, 2021 - Full working day on 13.11.2021 (Saturday) - Reg.

The NBA Expert Team online visit is scheduled during November 12 - 14, 2021 for re-accreditation of UG programmes in EIE, CSE and ECE under Tier-I. One expert member will visit the campus during the above period.

In this connection, the Institute will work for full day on 13.11.2021 in lieu of holiday declared on 28.09.2021 (due to heavy rain). **The class work scheduled for TUESDAY will be conducted on 13.11.2021.**

The faculty & staff are requested to be present at their work place by 9.00 a.m. during November 12 - 14, 2021 and stay till the committee leaves the campus. No leave shall be granted during this period. However, on exigency, the faculty & staff members are advised to approach the undersigned.

Visit Dates	:	November 12 - 14, 2021
Working Hours	:	9.00 am to till the committee leaves the campus

All the Heads of the Departments / Sections are requested to keep the criterion-wise scanned copies for documentary evidence as per the evaluation guidelines to produce during expert team visit. The expert team likely to visit the common facilities and hence all the HoDs/In-charges concerned are requested to open the laboratories and common facilities during the above period.

The HoDs are requested to ensure COVID guidelines and especially physical distance while interacting with the team.

All the AAC members, Head, Centre for I²RE, Prof. I/c. Honours/Minor Program, Prof. I/c. OBE, Prof. I/c. AA&ER, TPO, Faculty I/c. UG, Faculty I/c. PG and Administrative Officer are requested to be present during the **principal's presentation** (@9.00 am in Silver Jubilee Seminar Hall on 12.11.2021) and also **exit meeting** (@ 9.30 am in Silver Jubilee Seminar Hall on 14.11.2021).


PRINCIPAL

To
All HoDs/ Sections

Copy to:

1. The Secretary & Correspondent
2. AAC for necessary follow-up actions
3. AO