

NATIONAL BOARD OF ACCREDITATION

NBCC Place, East Tower, 4th Floor, Bhisham Pitamah Marg,
Pragati Vihar, New Delhi-110 003
Tel: +91 11 2436 0620-22, 2436 0654 Telefax: +91 11 2436 0682
Website: www.nbaind.org



File No. 11-207-2014-NBA

Date: 14-10-2016

To

**The Principal
Marri Laxman Reddy Institute of Technology and Management,
Dundigal(V), Quthbullapur(M),
Ranga Reddy(D)- 500043, Telangana**

Subject: Visit of Expert Team to evaluate programmes seeking NBA's Accreditation during 04th to 06th November, 2016.

Sir,

Please refer to your Application ID No. 1021-18/09/2014 and 1437-30/06/2015 on e-NBA requesting National Board of Accreditation (NBA) for evaluating the following UG Engineering programmes for accreditation in Tier-II:

- 1) Mechanical Engineering
- 2) Electronics & Communication Engineering
- 3) Civil Engineering
- 4) Computer Science & Engineering

An Expert Team has been constituted and a visit of the Team has been scheduled during **04th to 06th November, 2016** for evaluating the above programmes.

2. Please find enclosed herewith a copy of the Visit Schedule of the Team and the list of the documents/records to be made available to the Visiting Team of Experts for your perusal and necessary action. You are requested to make available to the visiting team the following documents also duly certified by the Head of the Institution:

- (i) **Faculty list with profile of each faculty involved in the programmes evaluated including their designation, qualifications and joining date;**
- (ii) **List of students during the current academic year in the programmes evaluated (Separately for 1st, 2nd, 3rd and 4th year).**

The above documents may be made available to the Team on the first day of the visit itself.

3. One hard copy each of the e-SARs may be kept ready and made available to the visiting team during the visit.

4. Please also find enclosed Feedback Form regarding accreditation visit which may be filled up by the Head of the Institution and sent by e-mail to feedback.nba@nbaind.org within 3 days of the visit. It will enable NBA to not only improve its accreditation process and enhance its effectiveness but also help it in bringing transparency and objectivity in the process.

5. Since, the team of Experts, in the process of evaluation of the programme(s) are to interact with the students, faculty etc. and assess the programme(s), it is desirable that all the academic activities including theregular classes of the programme(s) concerning the programme under reference is required to be in progress during the course of the visit.

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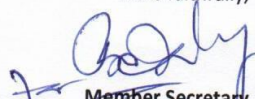
6. The arrangement for video recording of the visit and handing over the Compact Disc (CD)/Pen Drive to the Chairman of the visiting team may also be made.

7. Under no circumstance, the College/Institute, its representative or any person associated with the College/Institute shall make any arrangements for Travel/ board and lodging or local transport for the visiting Team. NBA will take care of all these.

8. You are requested to ensure that no official of your Institution/Management meets the members of the Expert Team outside the College premises or visits them at the Hotel either during the period of stay or after the exit meeting.

9. In order to maintain transparency and impartiality in the accreditation process and the decision making, you are requested to ensure that no gifts in cash or kind and/ or souvenirs are offered by your institution to the visiting Team members. You are further requested not to arrange special function/tour for the Visiting Team Members. A certificate to this effect as per enclosed Performa may be sent to the Member-Secretary, NBA, New Delhi within 10 days of the conclusion of the expert team visit.

Yours faithfully,


Member Secretary
National Board of Accreditation

Enclosures:

1. List of Documents/Records to be made available during the visit.
2. Day-Wise Visit Schedule of the Team.
3. Feedback Form to be filled by the Institute.
4. Performa mentioned in paragraph 9 above.