



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/Circular/AIC/2016/2193

Date : 23 /03/2016

### Circular for Academic Inspection

All the Director / Principal of GTU affiliated (Engineering / Pharmacy / Architecture/ MBA / MCA / Hotel management/ MAM/ B. Plan) Degree College/Institute (UG / PG/ Diploma) are here by informed that Academic Inspection Expert Committee may visit your institute from 29<sup>th</sup> March,2016 onwards. This is a prior notice to all concern.

- Necessary documents / Operational funds documents & Progress reports of all academic activities are to be maintained at the institute level. e.g. information to be Provide in forms supporting document / Evaluation of Team work/Assignment /Lab practices / Present records/Lab Manual / Experimental Set up and instruments, lesson plan, etc. provided to Academic Inspection Committee Experts.
- Instruct to all the students to keep their laboratory practice books / files with them during each laboratory session.
- In case the faculty and staff are not available at the time of inspection, the inspection will be treated as a cancelled and re-inspection will be done by the University at the cost of institution.
- No holidays shall be declared at the time of inspection or no absentees of the employee / Students of the institute and enough opportunities to be provided to experts for interaction with staff & students at the time of inspection.
- This is an inspection by the GTU expert committee which will provide academic, infrastructure and other feedback for the improvement of the institute.

This is a performance review of the GTU academic programme, so welcome the team since it will be providing academic feedback not only to the university but also to you.

Sd/-

**I/c Registrar**

#### Copy To : •

All Director /Principal of institute, GTU Affiliated Colleges for the year 2015-16 for information & necessary action.

*Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011  
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013*



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

### Documents to be Furnished

- Copy of Application-current year (For Reference)
- Copy of Deficiency Compliance Report-Last year & current year
- Approval letter from AICTE
- Approval letter from PCI / C.O.A./Institute of Town Planning if applicable.
- Time Table-Current semester (with teacher name).
- Result Analysis-Last two exam.
- Admission Data-Last two Year.
- Salary Slip of all Staff (Last 6 months).
- Endorsement Letters of Teaching Staff & Principal if applicable.
- Appointment Letters of not endorsed Faculty.
- Proof of Purchase-Last Year
- Proof of Co-curricular activities if applicable.
- Proof of participation in GTU central activity-sports/youth/cultural/tech fest etc. if applicable.
- Show-cause Notice (if any)
- Court cases (if any)
- Valid Accreditation Letters (if any)
- Affidavits-closure /NOC /Certificates
- Essential Amenities like copier machine, Generator, CCTV camera & Exam assessment work etc.
- **Please institute has prepare and provide Each Branch and Course wise semesterwise attached Departmental activities (Theory And Practical separately) statement and verify to team member.**
- Any Other Documents asked by Team

*Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011  
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013*



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

**Check points for Departmental activities (Theory) (Team Member has to Verify)-**

**Separate for Each Branch /Course:-** (Committee should verify at the time inspection)

Branch.....

Branch Code. ....

Semester.....

No of files verified . . . . . (Following details must be filled Individual for every shift.)

Sr. No	Details of Inspection	Subject code					
1	Is separate subject file prepared?						
2	Is lesson plan prepared?						
3	Is attendance muster prepared & maintained properly?						
4	Are lecture notes prepared?						
5	Is lecture notes hand written/computerized/OHP sheet?						
6	Is staff member using any teaching aids?						
7	Is industrial visit organized related to subject?						
8	Is assignment prepared for subject?						
Convener Sign :		Director/Principal Sign :					
Date :		Date :					

*Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011  
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013*





# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

9	Are lectures conducted regularly?						
10	Home Work / Assignments / Tutorials assigned to students?						
11	Is alternative arrangement practice followed when any faculty is on Leave/On Duty?						
12	How many lectures should have been as per scheme? (Please verify GTU teaching scheme, attendance muster and lecture plan.)						
13	How many lectures are conducted actually?						
14	Percentage of shortfall in Lecture taken?						

Other Information (about Faculty & Subjects) :

---

---

---

---

Convener Sign :	Director/Principal Sign :
Date :	Date :

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011  
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

**Check points for Departmental activities (Laboratory) (Team Member has to Verify) - Separate for Each Branch /Course.:-** Committee should verify at the time inspection)

Branch..... Branch Code ..... Semester.....

No of files verified ..... (Following details must be filled Individual for every shift.)

Sr No	Details of Inspection	Subject code					
1	Is Term work file maintained properly?						
2	Is list of practical well defined?						
3	Is term work evaluation done regularly with grading system?						
4	Is assignments given evaluated?						
5	Is Laboratory attendance system well maintained?						
6	Is Laboratory conduction plan is prepared & executed properly?						

Convener Sign :	Director/Principal Sign :
Date :	Date :

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011  
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

7	Are laboratories conducted regularly?						
8	How many laboratories should have been conducted as per scheme? (Please verify GTU Teaching Scheme, attendance muster and laboratory plan, if any.)						
9	How many laboratories are conducted actually?						
10	Percentage of shortfall in Laboratory taken?						

**Other Information (about Laboratory) :**

---

---

---

Convener Sign :	Director/Principal Sign :
Date :	Date :

*Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011  
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013*