



Circular for LIC Inspection

All the Director / Principal of GTU affiliated (Engineering / Pharmacy / Architecture/ MBA / MCA / Hotel management/ B.Plan Degree College/Institute (UG / PG/ Diploma) applied for starting new courses /Increase –Reduction in intake/ Introduction of New course – Programme / Starting 2nd shift / Change of Name –Site / Extension of Approval are here by informed that **Local Inspection Expert Committee may visit your institute from 15th March-2014 onwards. So all employee are required to remain present on the day of visit. This is a prior notice to all concern.**

The Report should be filled in prescribed format provided by GTU for the inspection. Username and Password has been sent to convener /Chairman of LIC expert team's mobile / Email on or before the visit of institute.

- Necessary documents / Operational funds documents & Progress reports of all academic activities are to be maintained at the institute level e.g. mentioned in UGC Draft regulation, 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, Video recording etc. provided to LIC Expert.
- Instruct all the students to keep ready their laboratory practice books / files with them of each laboratory session.
- No holidays shall be declared at the time of inspection or no absentees of the employee of the institute and enough opportunities to be provided to LIC expert for interaction with staff & students at the time of inspection.

This is an inspection /review by the GTU expert committee which will provide academic, infrastructure and other feedback for the improvement of the institute.

Sd/-

I/c. Registrar

Copy to :

All Director /Principal of institute, GTU Affiliated Colleges & Applied for starting new institute for the year 2014-15 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*