Ref: GTU/AFFILIATION/AIC/2018/1319   Date : 03/03/2018

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 within short time. This is a prior notice to all concern. **Each institute has prepare and provide Each Branch and Course wise semester wise attached Departmental activities (Theory And Practical separately each subject wise) in the following links :-**

http://aic.gtu.ac.in/

- College / institute has to enter their GTU mail Id as user name and password for existing institute is same as per admin panel of GTU. Enter respective mail Id. Example(dec/bec/mba/mca/bph/mph***owner@gtu.edu.in)
- Institute has to enter theory and Practical data as on 28/02/2018. GTU will consider that data only for further process.
- Last date for the online submission of above data as on Dt. 15/03/2018.

Institutions are advised to exercise due care and caution while submitting online data and that they may do so well before the last date to avoid last minuets rush.

                 Sd/-

                 I/c **Registrar**

Encl. :- Prescribed Format.

Copy To :

- All Director /Principal of institute, GTU Affiliated Colleges for the Academic year 2017-18 for information & necessary action.

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Chandkheda : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500

Ahmedabad : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015. Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500

Gandhinagar : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Goverment Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.

e-mail : info@gtu.ac.in URL : www.gtu.ac.in

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 assignment prepared for subject?**						

8	Is alternative arrangement practice followed when any faculty is on Leave/On Duty?						
9	How many lectures should have been planned as per scheme? (Please verify GTU teaching scheme, attendance muster and lecture plan.)						
10	How many lectures are conducted actually?						
11	Percentage of shortfall in Lecture taken?						

Other Information (about Faculty & Subjects)) :

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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?						

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

Other Information (about Laboratory) :

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