



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/2018/2086

Date : 02/04/2018

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 from 4th April,2018 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 Academic year 2017-18 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*



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Documents to be Furnished

- Copy of Application-For the Next Academic Year (For Reference-GTU & AICTE)
- Copy of Deficiency Compliance Report-Last year & current year (GTU & AICTE)
- Current Academic Year Approval letter from AICTE
- Current Academic Year 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 Statement of all Staff (Last 6 months).
- Endorsement Letters of Teaching Staff & Principal if applicable.
- Appointment Letters of not endorsed Faculty.
- Proof of Purchase- Current Academic Year
- Proof of Current Academic Year Co-curricular activities if applicable.
- Proof of participation in GTU central activity-sports/youth/cultural/tech fest etc. if applicable.
- Current Academic Year 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.
- Any Other Documents asked by Team

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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. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.
e-mail : info@gtu.ac.in URL : www.gtu.ac.in