



VGI/Dir /ION/45

Date: 05.07.2023

INTER OFFICE NOTE

From:
Director

To:
All faculty & staff members – VGI

This is to inform all faculty and staff members of VGI that the IQAC (Internal Quality Audit Committee) will conduct Audit of Teaching – Learning process. Following activities will be audited (for session 2023-24) has been reconstituted as follows.

Teaching – Learning process

1. Course files and LMS
2. Quality of control delivery
3. Checking of class notes of students
4. Laboratory conduction
 - a) Lab manuals
 - b) Lab ambience
 - c) SOP's
 - d) Student files
 - e) Lab conduction report

Committee:

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Dr. Amit Kumar Agarwal
Director

Copy to:-

1. Management, VGI
2. COO
3. Director Administration
4. Dean's/ HOD's
5. All concern members