



Ref: VGI/Dir.off /Comt/67

Date: 02.08.2025

INTER OFFICE NOTE

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| From: Director, VGI | To: All Faculty & Staff Members – VGI |
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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 2025-26) 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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|---------|-----------------------------|----------|------------|--------------------------------|
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3. Registrar
4. All Dean's/ HOD's/Members
5. Notice Board
6. All concern members