

Shri G S Institute of Technology and Science Indore

No. Dir/2024-25/IQAC/410

Date: 24/07/2024

25 JUL 2024

CIRCULAR

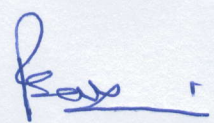
The institute A&A audit committee will visit various departments and sections to carry out internal audit of respective department/ section. The schedule of visit is detailed below. All heads of department/ section in-charges are requested to prepare presentation and supporting documents accordingly for the internal audit.

The schedule of presentation is as follows-

Sr.No.	Department	Date	Timing	Venue
1	Establishment and Account Section	29 July 2024	4 – 6 PM	Respective departments/ sections
2	Electrical Engg	30 July 2024	4 – 6 PM	
3	Electronics & TC	31 July 2024	4 – 6 PM	
4	Computer Engg	01 Aug 2024	4 – 6 PM	
5	Information Technology	02 Aug 2024	4 – 6 PM	
6	Electronics & Instru	05 Aug 2024	4 – 6 PM	
7	Mechanical Engg	06 Aug 2024	4 – 6 PM	
8	Civil Engg	07 Aug 2024	4 – 6 PM	
9	Ind. & Prod. Engg	08 Aug 2024	4 – 6 PM	
10	Biomedical Engg, MBA Dept Dispensary	09 Aug 2024	3 – 6 PM	
11	Pharmacy App Chemistry	12 Aug 2024	3 – 6 PM	
12	App. Physics App. Mathematics	13 Aug 2024	3 – 6 PM	
13	1 <sup>st</sup> Year, NCC and NSS, Library Sports	14 Aug 2024	3 – 6 PM	
84	Workshop, CIDI Idea Lab	16 Aug 2024	3 – 6 PM	
95	Hostels and Clubs (Institute level)	16 Aug 2024	3 – 6 PM	

All AAA committee members are requested to carry out audit as per above schedule and submit report to undersigned. They are also requested to ensure the department/ section preparation for forthcoming NAAC visit

A meeting of all Deans, HoDs/ section incharges, IQAC members and audit committee members is scheduled on 26<sup>th</sup> July 2024 at 4:00 PM in Institute Conference Room (1<sup>st</sup> floor) to discuss preparation for internal audit and NAAC visit.

  
Director & IQAC Chairman

Copy to:

- (1) All Deans, HoDs and Section incharges
- (2) AAA committee (Prof V. Rode, Prof N Kawathekar, Prof M.L. Jain, Prof G Thakar, Prof S.Sharma)
- (3) IQAC Coordinator (Prof R.K. Khare)