



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS**  
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Ref. No. RGIPT/Jais/Acad/Lec/02/2021-22

Office of the Academic Affairs

Date: 22<sup>nd</sup> November 2021

**NOTIFICATION**

This is to bring to the notice of all concerned that as per one of the resolutions of Internal Quality Assurance Cell incurred in a meeting held on 15<sup>th</sup> November 2021, the following will be applicable from the 2021-22 Academic year, Odd Semester onwards;

- The mid and end semester examination question papers for various undergraduate and post graduate programmes will be reviewed by the corresponding DUGC and DPGC. The committee may opt for additional members based on the expertize available and the subject area of the paper
- The evaluation should be carried out towards the coverage of the course content and standard of the questions
- The DUGC of the respective departments should submit the Satisfactory/Unsatisfactory reports for each of the courses offered by the department in the semester to the office of Dean (Academic Affairs) for record and further perusal

The above notice is issued with the due approval of the competent authority and is applicable with immediate effect.

**Dean (Academic Affairs)**

Copy to the following:

- All Deans
- All Heads of the Departments
- In-Charges, AEIS and EIB
- All Conveners, DUGC & DPGC
- Dy. Registrar, Academic Affairs
- All Faculty Members

**Dean (Academic Affairs)**