

ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

Check list for Academic Audit for the academic year 2016 -17

Department: Mathematics

S. No	Criteria	Remarks
1	Role of TIC:	<i>Administrative coordination</i>
	Ensuring smooth conduct of admission process	✓
	Timely distribution of respective time tables for conduct of classes	✓
	Timely sharing and communicating of workload with respective faculty members	✓
	Timely appointment of ad-hoc/guest faculties to fill up the vacancies if any	✓
	Assignment of co academic responsibilities to faculty members and ensuring conduct of co-academic events.	✓
2	Teaching pedagogy	<i>As per UGC Norms</i>
	Is teaching done according to the academic calendar by the faculty members	Yes.
	Teachers follow their time tables judiciously	Yes.
3	Evaluation process	<i>Test & Assignment.</i>
	Are home assignments, tests, quizzes etc. conducted by each faculty member as per the university requirement	✓
	Are teachers actively involved in external examination process – invigilation, paper setting, paper checking etc.	✓
	Is attendance timely uploaded by faculty members each month	✓
4	Research orientation	<i>Research articles and other publications</i>
	Besides teaching, are faculty members involved in research work	Yes
5	Continuous quality enhancement	Yes.
	Encouragement of students for co-curricular activities and project-based tasks	✓
	Extra efforts done by teachers for development of students besides classroom teaching	✓

(Dr. Shivanee Bahadur Singh)
 Deptt. of Hindi