

ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

Check list for Academic Audit for the academic year 2017-18

Department: ENGLISH

S. No	Criteria	Remarks
1	Role of TIC: Does TIC ensures-	
	Workload is timely shared and communicated with the respective faculty members	Held a number of regular meetings for the same.
	No paper goes unattended for want of teacher	✓
	Assignment of co academic responsibilities to faculty members	✓
	Smooth conduct of admission process	✓
	Timely formation of Departmental committees	✓
	Each faculty member submits lesson plan and academic plan in time	✓
2	Teaching pedagogy	
	Is teaching done according to the academic calendar by the faculty members	✓
	Are teachers adopting ICT tools in their teaching pedagogy	✓
3.	Evaluation process	
	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	
	Besides teaching, are faculty members involved in research work	Active involvement by way of workshops & projects.
	Mention a few areas of involvement of teachers to illustrate their research inclination	↓
5	Continuous quality enhancement	
	Mentoring of students besides lecturing	✓ Mentor groups created
	Encouragement of students for co curricular activities and project based tasks	✓

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b.	Extra efforts done by teachers for development of students besides classroom teaching	Departmental Trips Organising book fair Writing tests.
c.	Mentoring of students besides lecturing	Yes.

Jan.
(S. O. S.)
(DEPT of ECONOMICS)

1/2/21
(Preeti Gachke)