

ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

Check list for Academic Audit for the academic year 2018-19

Department: ENGLISH

S. No	Criteria	Remarks
1	Role of TIC - Does TIC ensures :	
a.	Admission process is conducted smoothly and desired number of students are admitted to the course	✓
b.	Proper orientation programme is conducted to abreast students with the college	✓
c.	Timely distribution of respective time tables for conduct of classes	Meetings are held weekly on time to ensure this.
d.	Timely sharing and communicating of workload with respective faculty members	✓
e.	Timely appointment of ad-hoc/guest faculties to fill up the vacancies if any	NA
f.	Assignment of co academic responsibilities to faculty members and ensuring conduct of co-academic events.	Yes.
g.	Each faculty member submits lesson plan and academic plan in time	✓
2	Teaching pedagogy	
a.	Is teaching done according to the academic calendar by the faculty members	✓
b.	Teachers follow their time tables judiciously	✓
c.	Are teachers adopting ICT tools in their teaching pedagogy	✓
3	Evaluation process	
a.	Are home assignments, tests, quizzes etc. conducted by each faculty member as per the university requirement	✓
b.	Are teachers actively involved in external examination process – invigilation, paper setting, paper checking etc.	✓
c.	Is attendance timely uploaded by faculty members each month	✓
4	Research orientation	
a.	Besides teaching, are faculty members involved in research work	Yes. Many present their research papers in international conferences/seminars
b.	Mention a few areas of involvement of teachers to illustrate their research inclination	Paper Presentations Publications
5	Continuous quality enhancement	
a.	Encouragement of students for co-curricular activities and project-based tasks	Yes.

b.	Extra efforts done by teachers for development of students besides classroom teaching	Departmental Trips Conferences Library visits Book fair visit
c.	Mentoring of students besides lecturing	Yes.

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

1/2/21
(Preeti Gachhe)