

ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

Check list for Academic Audit for the academic year 2019-20

Department: ENGLISH

S. No	Criteria	Remarks
1	<b>Roles and responsibilities of TIC</b>	
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	Yes definitely.
d.	Timely sharing and communicating of workload with respective faculty members	Yes in a time bound manner
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 with adequate discussion.
g.	Each faculty member submits lesson plan and academic plan in time	✓
2	<b>Teaching pedagogy</b>	
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	✓
d.	Providing training to teachers for taking on line classes	✓
e.	Ensuring a proper and standard mode of teacher student interface in online teaching	✓
3	<b>Evaluation process</b>	
a.	Are home assignments, tests, quizzes etc. conducted by each faculty member as per the university requirement	Yes.
b.	Are teachers actively involved in external examination process – invigilation, paper setting, paper checking etc.	Yes
c.	Is attendance timely uploaded by faculty members each month	✓
4	<b>Research orientation</b>	
a.	Besides teaching, are faculty members involved in research work	✓
b.	Mention a few areas of involvement of teachers to illustrate their research inclination	✓

5	Continuous quality enhancement	
a.	Encouragement of students for co-curricular activities and project-based tasks	Departmental Trips field visits
b.	Extra efforts done by teachers for development of students besides classroom teaching	Conduct workshops
c.	Mentoring of students besides lecturing	Yes.

Mansing

Shakhas

Dr. Chandrashekhar Mishra  
(Assistant <sup>Prof.</sup> Mathematics).