

ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

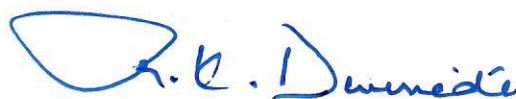
Check list for Academic Audit for the academic year 2019-20

Department: Computer Science

S. No	Criteria	Relevant Document	Remarks
1	Roles and responsibilities of TIC		
a.	Admission process is conducted smoothly and desired number of students are admitted to the course	Yes, 53 Students have taken admission.(Attachment-1)	
b.	Proper orientation programme is conducted to abreast students with the college	Yes, (Attachment-2)	
c.	Timely distribution of respective time tables for conduct of classes	Yes, (Attachment3.1 and 3.2)	
d.	Timely sharing and communicating of workload with respective faculty members	Yes, We have timely shared workload with all faculty members before starting of every semester(Attachment-4.1 and 4.2)	
e.	Timely appointment of ad-hoc/guest faculties to fill up the vacancies if any	Yes	
f.	Assignment of co academic responsibilities to faculty members and ensuring conduct of co-academic events.	Yes, (Attachment-5.1,5.2 and 5.3)	
g.	Each faculty member submits lesson plan and academic plan in time	Yes, (Attachment 6.1 & 6.2)	
2	Teaching pedagogy		
a.	Is teaching done according to the academic calendar by the faculty members	Yes, (Attachment 7.1 and 7.2)	
b.	Teachers follow their time tables judiciously	Yes	
c.	Are teachers adopting ICT tools in their teaching pedagogy	Yes, Teachers are using Projectors, Laptops,Tablets etc.	
d.	Providing training to teachers for taking online classes	All Teachers of the Computer Science Department are aware of online teaching and they are using Google Meet Platform for online classes and Google Classroom Platform for assignments and Class Notes.	

e.	Ensuring a proper and standard mode of teacher student interface in online teaching	Teachers are using google meet platform to interact with students.	
3	Evaluation process		
a.	Are home assignments, tests, quizzes etc. conducted by each faculty member as per the university requirement	Yes, We are strictly following university guidelines regarding assignments, tests and quizzes.	
b.	Are teachers actively involved in external examination process – invigilation, paper setting, paper checking etc.	Yes, Teachers are actively involved in invigilation duty, paper setting and paper checking. (Attachment-8)	
c.	Is attendance timely uploaded by faculty members each month	Yes, teachers have uploaded monthly attendance.	
4	Research orientation		
a.	Besides teaching, are faculty members involved in research work	Yes, Many teachers have published research papers in reputed journals. (Attachment-9)	
b.	Mention a few areas of involvement of teachers to illustrate their research inclination	Artificial Intelligence, Data Science	
5	Continuous quality enhancement		
a.	Encouragement of students for co-curricular activities and project-based tasks	Yes, Students have actively participated in co-curricular activities organized by college and departments. (Attachment-5.3)	
b.	Extra efforts done by teachers for development of students besides classroom teaching	Teachers are continuously involved in monitoring of student progress.	
c.	Mentoring of students besides lecturing	Yes, Students mentoring is done by teachers (Attachment-10)	

All documents have been found in order


(DR. RAJESH KUMAR DWIVEDI)

Name and Signature of Auditor(s)


SONAL LINDA (TIC)

Name and Signature of Auditee(s)