ARYABHATTA COLLEGE, UNIVERSITY OF DELHI
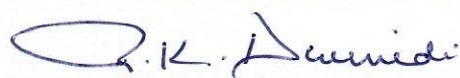
Check list for Academic Audit for the academic year 2018-19

Department: Management Studies

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	Yes, Entrance based admissions
b.	Proper orientation programme is conducted to abreast students with the college	Yes
c.	Timely distribution of respective time tables for conduct of classes	Yes
d.	Timely sharing and communicating of workload with respective faculty members	Yes
e.	Timely appointment of ad-hoc/guest faculties to fill up the vacancies if any	
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	Yes
2	**Teaching pedagogy**	
a.	Is teaching done according to the academic calendar by the faculty members	Yes
b.	Teachers follow their time tables judiciously	Yes
c.	Are teachers adopting ICT tools in their teaching pedagogy	Yes
3	**Evaluation process**	
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	Yes
4	**Research orientation**	
a.	Besides teaching, are faculty members involved in research work	Yes
b.	Mention a few areas of involvement of teachers to illustrate their research inclination	Emerging issues in management
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	Yes, students are encouraged
c.	Mentoring of students besides lecturing	Yes

(Dr. RAJESH KUMAR DWIVEDI)

Dr. J.K. Singh