ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

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

Department: History

S. No	Criteria	Remarks
1	**Role of TIC - Does TIC ensures :**	Dr. Pawan Kumar
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	✓
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	✓
f.	Assignment of co academic responsibilities to faculty members and ensuring conduct of co-academic events.	✓
g.	Each faculty member submits lesson plan and academic plan in time	✓
2	**Teaching pedagogy**	As per university gridlines.
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**	Test & assignment
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**	Publications & seminars.
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**	Seminars & field trips.
a.	Encouragement of students for co-curricular activities and project-based tasks	✓

(Binay B. Agrawal)

b.	Extra efforts done by teachers for development of students besides classroom teaching	✓
c.	Mentoring of students besides lecturing	✓

(Binoy B. Agarwal)