

ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

Check list for Academic Audit for the academic year 2020-21

Department: Commerce

S. No	Criteria	Remarks
1	Roles and responsibilities of TIC	
a.	Admission process is conducted smoothly and desired number of students are admitted to the course	Yes
b.	Proper orientation programme is conducted to abreast students with the college	Yes, online mode & PPT presentation
c.	Timely distribution of respective time tables for conduct of classes	Yes, also available on college website.
d.	Timely sharing and communicating of workload with respective faculty members	Yes, faculty members were informed through online mode
e.	Timely appointment of ad-hoc/guest faculties to fill up the vacancies if any	No vacancy.
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, documents available with the college.
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 both theoretical and practical subject
d.	Providing training to teachers for taking on line classes	Yes faculty members attended program conducted by college
e.	Ensuring a proper and standard mode of teacher student interface in online teaching	Yes
3	Evaluation process	
a.	Are home assignments, tests, quizzes etc. conducted by each faculty member as per the university requirement	Yes, as directed by university.
b.	Are teachers actively involved in external examination process – invigilation, paper setting, paper checking etc.	Yes, most of them
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, most of them
b.	Mention a few areas of involvement of teachers to illustrate their research inclination	Some faculty members participated as Resource Person / Key note speakers.

5	Continuous quality enhancement	
a.	Encouragement of students for co-curricular activities and project-based tasks	Yes, students are encouraged to attend webinars
b.	Extra efforts done by teachers for development of students besides classroom teaching	Yes students are advised to update themselves with external business environment.
c.	Mentoring of students besides lecturing	Yes

R.K. Dwivedi

(DR. RAJESH KUMAR DWIVEDI)
DEPARTMENT OF ENGLISH

J.S.
(Dr. J.K. Singh)

TIC - Commerce Dept.