

ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

Check list for Academic Audit for the academic year 2022-23


Department: **ECONOMICS DEPARTMENT**

S. No	Criteria	Remarks
1	Roles and responsibilities of TIC	Communication and Co-ordination (Administrative)
a.	Admission process is conducted smoothly and desired number of students are admitted to the course	Yes, Teachers are assigned responsibilities as allotted by Admission Committee
b.	Proper orientation programme is conducted to abreast students with the college	Yes, orientation schedule of the college
c.	Timely distribution of respective time tables for conduct of classes	Yes, Minutes of the meeting
d.	Timely sharing and communicating of workload with respective faculty members	Yes, Minutes of the meeting
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, Minutes of the meeting
g.	Each faculty member submits lesson plan and academic plan in time	Yes, lesson plan and academic plan attached
2	Teaching pedagogy	Yes, as per UGC/University norms
a.	Is teaching done according to the academic calendar by the faculty members	Yes, Academic Calendar attached
b.	Teachers follow their time tables judiciously	Yes
c.	Are teachers adopting ICT tools in their teaching pedagogy	Yes, laptops and projector are used for teaching and project
d.	Providing training to teachers for taking on line classes	Yes, gao teachers are trained and well-versed
e.	Ensuring a proper and standard mode of teacher student interface in online teaching	Yes, google meet/google classroom was adopted
f.	Methods of Experiential learning, Participative learning and Problem Solving adopted for enriching teaching pedagogy	Projects, Presentations, discussions, quizzes are conducted in the class itself
g.	Department has taken care of advance learners and slow learners	Mentor - Mentee interaction, Regular Tutorials being taken by faculty
3	Evaluation process	Assignments, Projects, Class Test, Presentation and Quiz
a.	Are home assignments, tests, quizzes etc. conducted by each faculty member as per the university requirement	Yes, Internal Assessment Plan enclosed
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
d.	Students are updated with their internal	

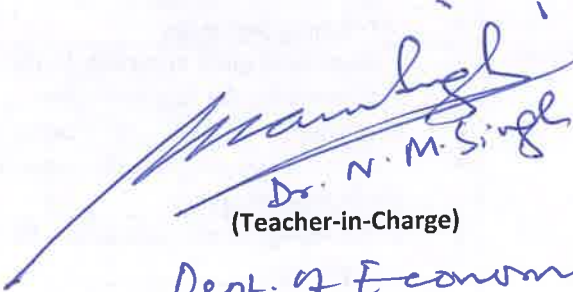
	assessment marks before the end of semester.	Yes
4	Research orientation	
a.	Besides teaching, are faculty members involved in research work	Yes
b.	Mention a few areas of involvement of teachers to illustrate their research inclination	Conference, workshops, and publications
5	Continuous quality enhancement	
a.	Encouragement of students for co-curricular activities and project-based tasks	Economics Department Annual Report for the year 2022-23
b.	Extra efforts done by teachers for development of students besides classroom teaching	Minutes of the meeting
c.	Mentoring of students besides lecturing	Mentor List

Suggestions of External Auditor for improvement of Academic standards of Department (if any)

All documents verified and found in order


 Dr. Chandrashekhar Mishra
 TIC Mathematics

(External Auditor)


 Dr. N. M. Singh
 (Teacher-in-Charge)
 Dept. of Economics