

ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

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

Department: *Management Studies*

S. No	Criteria	Remarks
1	<b>Roles and responsibilities of TIC</b>	
a.	Admission process is conducted smoothly and desired number of students are admitted to the course	<i>Yes</i>
b.	Proper orientation programme is conducted to abreast students with the college	<i>Yes</i>
c.	Timely distribution of respective time tables for conduct of classes	<i>Yes</i>
d.	Timely sharing and communicating of workload with respective faculty members	<i>Yes</i>
e.	Timely appointment of ad-hoc/guest faculties to fill up the vacancies if any	<i>Yes</i>
f.	Assignment of co academic responsibilities to faculty members and ensuring conduct of co-academic events.	<i>Yes</i>
g.	Each faculty member submits lesson plan and academic plan in time	<i>Yes</i>
2	<b>Teaching pedagogy</b>	
a.	Is teaching done according to the academic calendar by the faculty members	<i>Yes</i>
b.	Teachers follow their time tables judiciously	<i>Yes</i>
c.	Are teachers adopting ICT tools in their teaching pedagogy	<i>Yes</i>
d.	Providing training to teachers for taking on line classes	<i>Yes</i>
e.	Ensuring a proper and standard mode of teacher student interface in online teaching	<i>Yes</i>
f.	Methods of Experiential learning , Participative learning and Problem Solving adopted for enriching teaching pedagogy	<i>Yes</i>
g.	Department has taken care of advance learners and slow learners	<i>Yes</i>
3	<b>Evaluation process</b>	
a.	Are home assignments, tests, quizzes etc. conducted by each faculty member as per the university requirement	<i>Yes</i>
b.	Are teachers actively involved in external examination process – invigilation, paper setting, paper checking etc.	<i>Yes</i>
c.	Is attendance timely uploaded by faculty members each month	<i>Yes</i>
d.	Students are updated with their internal	<i>Yes</i>

	assessment marks before the end of semester.	
4	<b>Research orientation</b>	
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	• Paper Presentation / Publications
5	<b>Continuous quality enhancement</b>	
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
c.	Mentoring of students besides lecturing	Yes

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

- Will encourage students to participate in research oriented projects.
- Will promote experiential learning through case-studies, industrial visits and research-based activities.

*R.K. Sharma*

( External Auditor )

*Cherry*

(Teacher-in-Charge)