

ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

Check list for Academic Audit for the academic year 2023-24

Department: English

| 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 |
| 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 | Yes |
| 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 |
| d. | Ensuring a proper and standard mode of teacher student interface in classes | Yes |
| e. | Methods of Experiential learning, Participative learning and Problem Solving adopted for enriching teaching pedagogy | Yes |
| f. | Department has taken care of advance learners and slow learners | 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 |
| d. | Students are updated with their internal assessment marks before the end of semester. | Yes |

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| 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 | Indian Classical Literature, Canadian Poetry, Dalit Literature, Partition and Children's literature |
| 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 |
| c. | Mentoring of students besides lecturing | Yes |

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

Yashwanter Kumar

(External Auditor)

[Signature]

(Teacher-in-Charge)