

ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

Check list for Academic Audit for the academic year 2016 -17

Department:ENGLISH

S. No	Criteria	Remarks
1	Role of TIC:	
	Ensuring smooth conduct of admission process	Yes
	Timely distribution of respective time tables for conduct of classes	Yes
	Timely sharing and communicating of workload with respective faculty members	Meetings held regularly & workload reviewed
	Timely appointment of ad-hoc/guest faculties to fill up the vacancies if any	NA
	Assignment of co academic responsibilities to faculty members and ensuring conduct of co-academic events.	✓
2	Teaching pedagogy	
	Is teaching done according to the academic calendar by the faculty members	Yes
	Teachers follow their time tables judiciously	Yes
3	Evaluation process	
	Are home assignments, tests, quizzes etc. conducted by each faculty member as per the university requirement	Yes
	Are teachers actively involved in external examination process – invigilation, paper setting, paper checking etc.	Yes
	Is attendance timely uploaded by faculty members each month	Yes
4	Research orientation	
	Besides teaching, are faculty members involved in research work	✓
5	Continuous quality enhancement	
	Encouragement of students for co-curricular activities and project-based tasks	✓
	Extra efforts done by teachers for development of students besides classroom teaching	Mentoring, Counseling, Supervising creative writing

N. K. Singh
Department of Hindi

Mangalam
(B. MANGALAM)