

**ARYABHATTA COLLEGE, UNIVERSITY OF DELHI**

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

**Department: Business Economics**

S. No	Criteria	Remarks
1	<b>Role of TIC:</b>	
	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	Yes
	Timely appointment of ad-hoc/guest faculties to fill up the vacancies if any	Yes (with regularisation of course, all posts filled)
	Assignment of co academic responsibilities to faculty members and ensuring conduct of co-academic events.	Yes (committees allocated)
2	<b>Teaching pedagogy</b>	
	Is teaching done according to the academic calendar by the faculty members	Yes
	Teachers follow their time tables judiciously	Yes
3	<b>Evaluation process</b>	
	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	<b>Research orientation</b>	
	Besides teaching, are faculty members involved in research work	Yes
5	<b>Continuous quality enhancement</b>	
	Encouragement of students for co-curricular activities and project-based tasks	Yes
	Extra efforts done by teachers for development of students besides classroom teaching	Yes

Kamayani Kumar

Dr. Kamayani Kumar

Associate Professor

Department of English (Aryabhatta College).