

ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

Check list for Academic Audit for the academic year 2020-21

Department: History

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

R.K. Dwivedi

(DR. RAJESH KUMAR DWIVEDI)

Rajesh