

**ARYABHATTA COLLEGE, UNIVERSITY OF DELHI**

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

**Department: ECONOMICS**

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	Yes, Teachers are assigned Responsibilities as allotted by Admission committee
b.	Proper orientation programme is conducted to abreast students with the college	Yes, Orientation schedule of the college
c.	Timely distribution of respective time tables for conduct of classes	Yes, Minutes of the meeting
d.	Timely sharing and communicating of workload with respective faculty members	Yes, Minutes of the Meeting
e.	Timely appointment of ad-hoc/guest faculties to fill up the vacancies if any	N.A.
f.	Assignment of co academic responsibilities to faculty members and ensuring conduct of co-academic events.	Yes, Minutes of the meeting on work allocation at Economics Department
g.	Each faculty member submits lesson plan and academic plan in time	Yes, Lesson Plan and Academic plan attached
2	<b>Teaching pedagogy</b>	
a.	Is teaching done according to the academic calendar by the faculty members	Yes, Academic calendar Attached
b.	Teachers follow their time tables judiciously	Yes
c.	Are teachers adopting ICT tools in their teaching pedagogy	Yes, Laptops are used for Teaching
d.	Providing training to teachers for taking on line classes	Dr. Kartikeya Kohli organised an online session to teach on google meet/google class Room during August 2020
e.	Ensuring a proper and standard mode of teacher student interface in online teaching	Yes, Google Meet/Google class Room was Adopted
3	<b>Evaluation process</b>	
a.	Are home assignments, tests, quizzes etc. conducted by each faculty member as per the university requirement	YES, IA (Internal Assessment) Plan enclosed
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
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	conference, Workshop and Publications

5	Continuous quality enhancement	
a.	Encouragement of students for co-curricular activities and project-based tasks	Economics Department/Annual Report for 2020-21
b.	Extra efforts done by teachers for development of students besides classroom teaching	Minutes of the meeting
c.	Mentoring of students besides lecturing	Mentor List

All documents verified and found in order.

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