

ARYABHATTA COLLEGE, UNIVERSITY OF DELHI

Check list for Academic Audit for the academic year 2019-20

Department: Hindi

| 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. | Providing training to teachers for taking on line classes | Yes. |
| e. | Ensuring a proper and standard mode of teacher student interface in online teaching | 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. |
| 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 | Literary & Language. |
| 5 | Continuous quality enhancement | ✱ |

19-20.

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|----|---|------|
| 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. |

S. B. N. T. W. N.

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