

**ARYABHATTA COLLEGE, UNIVERSITY OF DELHI**

**Check list for Academic Audit for the academic year 2021-22**

Department: हिंदी

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	✓
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	<b>Teaching pedagogy</b>	
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	<b>Evaluation process</b>	
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	<b>Research orientation</b>	
a.	Besides teaching, are faculty members involved in research work	✓
b.	Mention a few areas of involvement of teachers to illustrate their research inclination	साहित्य, भाषा एवं अनुवाद

5	Continuous quality enhancement	
a.	Encouragement of students for co-curricular activities and project-based tasks	✓
b.	Extra efforts done by teachers for development of students besides classroom teaching	✓
c.	Mentoring of students besides lecturing	✓

हमारे शिक्षक उन छात्रों के साथ-साथ छात्रों में साहित्यिक गतिविधियों के प्रति रुचि जागृत करने के लिए उन्हें लगातार प्रोत्साहित करते हैं।

Agnew  
(Binay B. Agnewal)  
TIC (English  
dept.)

प्रो. प्रेमला  
डॉ. प्रेमला  
विभाग प्रभारी  
(हिन्दी विभाग)