

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

Department: *Mathematics*

S. No	Criteria	Remarks
1	Roles and responsibilities of TIC	<i>Communication & Coordination (Administrative).</i>
a.	Admission process is conducted smoothly and desired number of students are admitted to the course	<i>Yes.</i>
b.	Proper orientation programme is conducted to abreast students with the college	<i>Yes. (Scheduled by College)</i>
c.	Timely distribution of respective time tables for conduct of classes	<i>Yes.</i>
d.	Timely sharing and communicating of workload with respective faculty members	<i>Yes.</i>
e.	Timely appointment of ad-hoc/guest faculties to fill up the vacancies if any	<i>Yes.</i>
f.	Assignment of co academic responsibilities to faculty members and ensuring conduct of co-academic events.	<i>Yes.</i>
g.	Each faculty member submits lesson plan and academic plan in time	<i>Yes.</i>
2	Teaching pedagogy	<i>As per UGC/University.</i>
a.	Is teaching done according to the academic calendar by the faculty members	<i>Yes.</i>
b.	Teachers follow their time tables judiciously	<i>Yes.</i>
c.	Are teachers adopting ICT tools in their teaching pedagogy	<i>Yes.</i>
d.	Providing training to teachers for taking on line classes	<i>Yes.</i>
e.	Ensuring a proper and standard mode of teacher student interface in online teaching	<i>Yes.</i>
3	Evaluation process	<i>Test/Assignments.</i>
a.	Are home assignments, tests, quizzes etc. conducted by each faculty member as per the university requirement	<i>Yes.</i>
b.	Are teachers actively involved in external examination process – invigilation, paper setting, paper checking etc.	<i>Yes.</i>
c.	Is attendance timely uploaded by faculty members each month	<i>Yes.</i>
4	Research orientation	<i>Research Publications.</i>
a.	Besides teaching, are faculty members involved in research work	<i>Yes.</i>
b.	Mention a few areas of involvement of teachers to illustrate their research inclination	<i>Pure mathematics. Applied Mathematics.</i>
5	Continuous quality enhancement	
a.	Encouragement of students for co-curricular activities and project-based tasks	<i>Yes.</i>
b.	Extra efforts done by teachers for development of students besides classroom teaching	<i>Yes.</i>
c.	Mentoring of students besides lecturing	<i>Yes.</i>

Sharma
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Priya

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