Aliah University

Department of Management and Business Administration

Academic Audit
Academic Year: 2020-21

The Academic Audit process of Aliah University focuses on four key functional areas:

1. Academic Management
2. Academic Practices
3. Infrastructure and supportive facilities
4. Initiatives and Supplementation

Academic Management

Information about HOD/ HOD (Officiating) (2020-21)

1] Name: **Arup Kumar Baksi**

2] Designation: **Associate Professor**

3] Qualification: **PhD, MBA, MSc**

4] Teaching experience (in years): **19 years**

5] Industry experience (if any in years): **4 years**

6] Number of teaching hours per week: **08**

7] Number of Research
Projects/Publications/Study material
developed during
The academic year (provide list in separate sheet): **a) Research Project: 01**

                                                                       b) Publication: 03

8] Contribution to enrich quality of teaching-
learningduring the academic year:
(Seminars / Workshops / lectures / field visits organized):

1. Two-Week Online faculty Development Programme on Advanced Techniques and Tools in Social Science Research from 24th November to 07th December, 2020.

2. 1st Regional HR Conclave in collaboration with HR Sampark, Kolkata on Impact of COVID-19 on Hiring Markets: Recovery initiatives and Opportunities on 7th November, 2020

3. One-day Webinar on Awareness of Sexual Harassment of Women at Workplace in collaboration with Internal Complaint Committee, Aliah University on 5th August, 2020

4. Resource Person and Panelist in the Webinar on Pro-Poor Tourism visa-a-vis Livelihood Stability during Post COVID 19 organised by Dept. of Tousrim Studies, School of Management, Pondicherry University on on 22nd May, 2020

5. Participation in the Online Workshop on Developing Multimedia Cases organised by All India Management Association on 28th May, 2020

6. Completed Online International Training on Rural Development Project Management conducted by NIRDPR-NERC, Guwahati in collaboration with Bangladesh Academy for Rural Development, Comilla from 23-06-2020 to 27-06-2020

7. Resource Person in the 7-day Faculty Development Programme on Hospitality and Management Research: Methodological Analysis organised by Siksha 'O' Anusandhan University, Bhubaneswar from 5-08-2020 to 11-08-2020

8. Invited Speaker in the 7-day International Online Workshop on COVID-19 and its impact in India organised by IQAC, Chandidas Mahavidyalaya, Khujutipara**,** Birbhum in collaboration with IQAC, Ananda Chandra College, Jalpaiguri from 21-07-2020 to 27-07-2020.

9. Resource Person in the One-Week National e-Workshop on USING OPEN SOURCE LEARNING MANAGEMENT SYSTEM FOR ONLINE TEACHING, jointly organized by Visva-Bharati Library Network (VBLN) & Dept. of Statistics, Siksha Bhavana, Visva-Bharati, Santiniketan during 17-25 August 2020.

10. Completed Training of Trainers Programme on Social Enterprise Development and Management conducted by NIRDPR-NERC, Guwahati from 9-11-2020 to 13-11-2020

11. Completed online Training Programme on Research Methodology in Rural Development conducted by NIRDPR-NERC, Guwahati from 14-12-2020 to 18- 11- 2020
12. Resource Person in the First Research Colloquium on Literature Review with NVivo organised by the Dept. of Management and Business Administration, Aliah University on 31-08-2020

9] Contribution to the growth and development of theUniversity during the academic year:

Committee	Position held	Work done/ Activity
UGC Matters	Nodal Officer, UG Matters	Grievance Redressal Ragging Redressal
AISHE – Ministry of Education (formerly MHRD)	Nodal Officer, AISHE	Liaison with Ministry of Education
NAAC Core Committee	Member	NACC data Collection and Documentatio n
ERP Committee	Member	Developing proposal for ERP implementation in Aliah University
Anti-Ragging Committee	Convener	Redressing two ragging related casesin UGC Portal
Technical Committee for Online Classes	Chairman	Implementing Google LMS for Online
		teaching

10] Other responsibilities (Please specify, add rows if required):

1	**Regular responsibilities shared as HoD**
2	**Responsibilities against Invitation to enact as Resource Person & External Expert**

11] Best Practices in teaching & academic-administration introduced in thedepartment in the academic year (Please specify, add rows if required):

1	**Introduction of Research Colloquium**
2	

Information about Teaching Members (to be filled by individual Teaching member) (2020-21)

Parveen Ahmed Alam

1] Name: Parveen Ahmed Alam

2] Designation: Professor

3] Qualification: PhD

4] Teaching experience (in years): 17 years

5] Industry experience (if any in years): 8 years

6] Number of teaching hours per week: 10 hrs per week (including Lectures, Tutorials, Practical, Project Supervision and Field work) – online classes

7] Number of Research Projects/Publications/

Study material developed during

The academic year (provide list in separate sheet):

8] Contribution to enrich quality of teaching-learning   2 presentations

during the academic year:

(Seminars / Workshops / lectures / field visits organized):

➢ *Chairperson*, Webinar on Awareness of Sexual Harassment of Women at Work Place, Dept of Management & Business Administration and Internal Complaints Committee, Aliah University, 5 August, 2020

➢ Cleared Online Orientation Training Programme for Mentors under National Initiative for Technical Teachers Training, 01.02.2021 to 05.02.2021.

➢ Attended 1-Week National e-Workshop on Using Open Source Learning Management   System for Online Teaching; Vishva Bharati; 17.08.2020 to 25.08.2020

9] Contribution to the growth and development of the

University during the academic year:

Committee	Position held	Work done/ Activity
Convocation Core Committee (Memo No.: AU/REG/0108/20 dated 15-10-2020)	Member	Participated in meetings.
Board of Studies, Department of Management & Business Administration, Aliah University (Memo No.: AU/REG/0297/21 dated 22-03-2021)	Member	Syllabus review and other academic issues
PhD Admission Committee (Memo No.: AU/REG/0535/20 dated 29-09-2020)	Member	PhD Admission process

Committees continued since 2016-20

Committee	Position held	Work done/ Activity
University Research Programme (Memo No.:AU/REG/1121/19 dated 12-12- 2019) till 11.1 22	Coordinator	Drafted and implemented e-PhD guidelines; Day to day administration; PhD admission.
Outreach Committee (Memo No.: AU/REG/0038/20 dated 09-01-2020)	Member	No meetings due to pandemic.

Internal Quality Assurance Cell (IQAC) (Memo No.: AU/REG/0643/19 dated 17-07-2019)	Member	Participated in meetings and scrutiny of CAS applications
Printing & Editorial Committee, Convocation (Memo No.: AU/REG/0671/19 dated 24-07-2019)	Member	Participated in meetings.
Departmental Research Committee	Member	All activities related to PhD including conducting admission test and interview.
Disciplinary Committee (Memo No.: AU/REG/1253/17 dated 27-11-2017)	Member	Holding enquiries on all discipline related issues
Internal Complaints Committee (Memo No.: AU/REG/1341/17 dated 12-12-2017) till 10.1.22	Presiding Officer	Holding enquiries on complaints received, submitting report and creating awareness
blication Committee (Memo No.: AU/REG/0297/18 dated 26-03-2018)	Member	No activities due to pandemic
Training & Placement Committee (Memo No.: AU/REG/0468/18 dated 07-05-2018)	Member	Participated in meetings related to placement
NAAC Core Committee (Memo No.: U/REG/0418/19 dated 26-04-2019)	Convener	Organizing meetings, drafting minutes, coordinating activities.
The Centre for Research & Analysis on Bengal's Minority Communities (Memo No.: AU/REG/0240/19 dated 27-02-2019)	Member	No meetings held due to pandemic

10] Other responsibilities (Please specify, add rows if required):

1	
2	

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required):

1	
2	

12] Engagement of Teacher with other institute/ university:
- Kazi Nazrul University (online teaching)
- St Xaviers' University (moderation)

Arup Kumar Baksi

1] Name: Arup Kumar Baksi
2] Designation: Associate Professor
3] Qualification: PhD, MBA, MSc
4] Teaching experience (in years): 20 years
5] Industry experience (if any in years): 04 years
6] Number of teaching hours per week: 08 hrs
7] Number of Research Projects/Publications/
Study material developed during
The academic year (provide list in separate sheet): Publication – 03
8] Contribution/ Participation to enrich quality of teaching-learning

during the academic year:
(Seminars / Workshops / lectures / field visits organized):

1. Two-Week Online faculty Development Programme on Advanced Techniques and Tools in Social Science Research from 24th November to 07th December, 2020.
2. 1st Regional HR Conclave in collaboration with HR Sampark, Kolkata on Impact of COVID-19 on Hiring Markets: Recovery initiatives and Opportunities on 7th November, 2020
3. One-day Webinar on Awareness of Sexual Harassment of Women at Workplace in collaboration with Internal Complaint Committee, Aliah University on 5th August, 2020
4. Resource Person and Panelist in the Webinar on Pro-Poor Tourism visa-a-vis Livelihood Stability during Post COVID 19 organised by Dept. of Tousrim Studies, School of Management, Pondicherry University on on 22nd May, 2020
5. Participation in the Online Workshop on Developing Multimedia Cases organised by All India Management Association on 28th May, 2020
6. Completed Online International Training on Rural Development Project Management conducted by NIRDPR-NERC, Guwahati in collaboration with Bangladesh Academy for Rural Development, Comilla from 23-06-2020 to 27-06-2020
7. Resource Person in the 7-day Faculty Development Programme on Hospitality and Management Research: Methodological Analysis organised by Siksha 'O' Anusandhan University, Bhubaneswar from 5-08-2020 to 11-08-2020
8. Invited Speaker in the 7-day International Online Workshop on COVID-19 and its impact in India organised by IQAC, Chandidas Mahavidyalaya, Khujutipara, Birbhum in collaboration with IQAC, Ananda Chandra College, Jalpaiguri from 21-07-2020 to 27-07-2020.
9. Resource Person in the One-Week National e-Workshop on USING OPEN SOURCE LEARNING MANAGEMENT SYSTEM FOR ONLINE TEACHING, jointly organized by Visva-Bharati Library Network (VBLN) & Dept. of Statistics, Siksha Bhavana, Visva-Bharati, Santiniketan during 17-25 August 2020.
10. Completed Training of Trainers Programme on Social Enterprise Development and Management conducted by NIRDPR-NERC, Guwahati from 9-11-2020 to 13-11-2020
11. Completed online Training Programme on Research Methodology in Rural Development conducted by NIRDPR-NERC, Guwahati from 14-12-2020 to 18-11-2020
12. Resource Person in the First Research Colloquium on Literature Review with NVivo organised by the Dept. of Management and Business Administration, Aliah University on 31-08-2020

9] Contribution to the growth and development of the University during the academic year:

Committee	Position held	Work done/ Activity
UGC Matters	Nodal Officer, UG Matters	Grievance Redressal Ragging Redressal
AISHE – Ministry of Education (formerly MHRD)	Nodal Officer, AISHE	Liaison with Ministry of Education
NAAC Core Committee	Member	NACC data Collection and Documentation
ERP Committee	Member	Developing proposal for ERP implementation in Aliah University
Anti-Ragging Committee	Convener	Redressing two ragging related cases in UGC Portal
Technical Committee for Online Classes	Chairman	Implementing Google LMS for Online teaching

10] Other responsibilities (Please specify, add rows if required):

| 1 | Regular responsibilities shouldered as HoD |
| 2 | |

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required):

| 1 | Introduction of Research Colloquium |
| 2 | |

Publications (2020-21)

1. Baksi, Arup Kumar, Parida. B. B. (2020), Exploring the relationship between controllable metrics and Socio-Environmental Performance Indicators in Responsible Tourism Context Using Temporal Causal Model, Annals of Tourism (Brazil) (Scopus) (ABDC Enlisted), 10(1,2,e3), https://doi.org/10.34019/2238-2925.2020.v10.29960
2. Baksi. A. K. (2020), Understanding Responsible Tourism Perception by Mining Twitter Data: A Sentiment Analysis Approach, Journal of Tourism, 21(1)
3. Baksi, A. K. (2020), Identifying Destination Branding Using Twitter Data, SCMS Journal of Indian Management (Scopus), 17(2), 70-81

Kaushik Kundu

1] Name: Kaushik Kundu
2] Designation: Professor
3] Qualification: MBA PhD,
4] Teaching experience (in years): 17
5] Industry experience (if any in years): 04
6] Number of teaching hours per week: 16 Hours
7] Number of Research Projects/Publications/
Study material developed during
The academic year (provide list in separate sheet):
8] Contribution to enrich quality of teaching-learning
during the academic year:
(Seminars / Workshops / lectures / field visits organized):
9] Contribution to the growth and development of the
University during the academic year:
Member of the Board of Research Studies
Chairman Space Allocation Committee
Member Anti-ragging squad
10] Other responsibilities (Please specify, add rows if required):
11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required):

| 1 | |
| 2 | |

12] Engagement of Teacher with other institute/ university:
Teaching two courses at the Department of Business Management of the University of Calcutta

Asraful Islam

1] Name:ASRAFUL ISLAM

2] Designation:ASSISTANT PROFESSOR

3] Qualification:MBA

4] Teaching experience (in years):8+

5] Industry experience (if any in years):4+

6] Number of teaching hours per week:16

7] Number of Research Projects/Publications/
Study material developed during
The academic year (provide list in separate sheet):

8] Contribution to enrich quality of teaching-learning
during the academic year:
(Seminars/Workshops/lectures/field visits organized):
COMPLETED TWO WEEK ONLINE REFRESHER COURSE
COMPLETED TWO WEEK FDP

9] Contributiontothegrowthanddevelopmentofthe
University duringthe academic year:

Committee	Position held	Work done/ Activity
Board of Studies	Member	Syllabus review and other academic issues
Committee for CBCS Curricula	Member	Drafting new syllabus as per UGC/AICTE guidelines

10] Other responsibilities (Please specify, add rows if required):

1	Examinations duty
2	

11] BestPracticesinteaching& academic-administrationintroducedinthedepartmentinthe academic year (Please specify, add rows if required):

1	Mentoring
2	Assignments
	Remedial classes

Abdul Motin Ostagar

1] Name: Abdul Motin Ostagar

2] Designation: Assistant Professor

3] Qualification: PGDABM

4] Teaching experience (in years): 8

5] Industry experience (if any in years): 3

6] Number of teaching hours per week: 16

7] Number of Research Projects/Publications/
Study material developed during
The academic year (provide list in separate sheet): NIL

8] Contribution to enrich quality of teaching-learning during the academic year:
(Seminars / Workshops / lectures / field visits organized):

9] Contribution to the growth and development of the University during the academic year:

Committee	Position held	Work done/ Activity
Departmental Purchase Committee	Member	Instrumental in purchasing activities
Departmental MOU Committee	Convenor	Worked for OU with MGNCRE, Dept of Higher Education, Ministry of Education, GOI
Board of Studies	Member	Participated in syllabus enrichment
NET/GATE Coaching Committee	Member	Designed the coaching model for NET/ GATE
VAC Committee	Member	Worked for VAC policy for the University

10] Other responsibilities (Please specify, add rows if required):

1	Examinations duty
2	

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required):

1	Mentoring
2	Assignments
3	Remedial classes

12] Engagement of Teacher with other institute/ university: NIL

Somnath Chatterjee

1] Name: **Somnath Chatterjee**
2] Designation: **Assistant Professor**
3] Qualification: **MBA, PhD**
4] Teaching experience (in years): **12.5**
5] Industry experience (if any in years): **Nil**
6] Number of teaching hours per week: **16**
7] Number of Research Projects/Publications/

Study material developed during

The academic year (provide list in separate sheet):

    A. Developed Study Material

    B. No. of Publication – 1

8] Contribution to enrich quality of teaching-learning

during the academic year:

(Seminars / Workshops / lectures / field visits organized):

A. Conference Presentation - 2

9] Contribution to the growth and development of the

University during the academic year:

Committee	Position held	Work done/ Activity
Committee for CBCS Curricula	**Member**	**Drafting new syllabus as per UGC/AICTE guidelines**

10] Other responsibilities (Please specify, add rows if required):

1	**Departmental Examination Coordinator**

11] Best Practices in teaching & academic-administration introduced in the department
in the academic year (Please specify, add rows if required):

1	
2	

12] Engagement of Teacher with other institute/ university:

Ayan Majumdar

1] Name: Ayan Majumdar

2] Designation: Assistant Professor

3] Qualification: M.Com, P.hD, FCA

4] Teaching experience (in years): 15

5] Industry experience (if any in years): Nil

6] Number of teaching hours per week: 18 Hours

7] Number of Research Projects/Publications/

Study material developed during

The academic year (provide list in separate sheet):

8] Contribution to enrich quality of teaching-learning

during the academic year:

(Seminars / Workshops / lectures / field visits organized):

9] Contribution to the growth and development of the

University during the academic year:

Committee	Position held	Work done/ Activity
Preparation of Annual Report	Convenor	Preparing annual report of the university

10] Other responsibilities (Please specify, add rows if required):

1	
2	

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required):

1	
2	

12] Engagement of Teacher with other institute/ university:

Samiran Sur

1] Name: **Samiran Sur**

2] Designation: **Assistant Professor**

3] Qualification: **PhD**

4] Teaching experience (in years): **11**

5] Industry experience (if any in years): **6.5**

6] Number of teaching hours per week: **16**

7] Number of Research Projects/Publications/

Study material developed during

The academic year (provide list in separate sheet): **Developed Study Material**

8] Contribution to enrich quality of teaching-learning

during the academic year:

(Seminars / Workshops / lectures / field visits organized):

A. **Attended online workshop on " Statistical Analysis Using R and R studio" from June 29 to July 03, 2020 at Bodoland University.**

B. **Attended " 5-Day Faculty Development Programme on Advanced Research Techniques " on 8th, 9th, 16th, 22nd and 23rd August 2020 organised by School of Management Science MAKAUT.**

9] Contribution to the growth and development of the

University during the academic year:

Committee	Position held	Work done/ Activity
1. Training & Placement Committee	**Member**	
2. Empanelment of Advertising Agencies Committee	**Member**	
3. Asset Distribution Committee	**Chairman**	
4.Asset Marking Committee	**Chairman**	
5.Institutions	**Director**	

Innovation Council		

10] Other responsibilities (Please specify, add rows if required):

1	
2	

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required):

1	
2	

12] Engagement of Teacher with other institute/ university:

Gholam Syedain Khan

1] Name: GHOLAM SYEDAIN KHAN

2] Designation: ASSISTANT PROFESSOR

3] Qualification: **M.COM, MBA, M.PHIL, PhD (Registered)**

4] Teaching experience (in years): 9 Years

5] Industry experience (if any in years):

6] Number of teaching hours per week: 16

7] Number of Research Projects/Publications/Study material developed during

The academic year (provide list in separate sheet):

Sl. No.	Name of the module developed	Platform on which module is developed	Date of launching e content	Link to the relevant document and facility available in the institution
1	Course: Business Ethics & Corporate Governance (MS 505); **Topic:** Introduction of Business Ethics	Institutional LMS	07.10.2020	https://classroom.google.com/c/MTc4OTUyMDY4OTQ4/m/MjUwNzk0NTYzOTg1/details
2	**Course:** Business Ethics & Corporate Governance (MS 505); **Topic:** Ethical Concepts	Institutional LMS	08.10.2020	https://classroom.google.com/c/MTc4OTUyMDY4OTQ4/m/MjUwNzk0NTYzOTg1/details
3	**Course:** Business Ethics & Corporate Governance (MS 505); **Topic:** Ethical Dilemma	Institutional LMS	11.10.2020	https://classroom.google.com/c/MTc4OTUyMDY4OTQ4/m/MjUwNzk0NTYzOTg1/details
4	**Course:** Business Ethics & Corporate Governance (MS 505); **Topic:** Theory of Ethics	Institutional LMS	14.10.2020	https://classroom.google.com/c/MTc4OTUyMDY4OTQ4/m/MjUwNzk0NTYzOTg1/details
5	**Course:** Business Ethics & Corporate Governance(MS 505); **Topic:** Code of Ethics	Institutional LMS	15.10.2020	https://classroom.google.com/c/MTc4OTUyMDY4OTQ4/m/MjUwNzk0NTYzOTg1/details
6	**Course:** Ethics & Corporate Social Responsibility (UGMBGE01), **Topic:** Ethics & Morals	Institutional LMS	04.1.2021	https://classroom.google.com/c/MjQ4OTYzNzQ4ODkz/m/MjUwNzk0NTY0MDYx/details

8] Contribution to enrich quality of teaching-learning during the academic year:

(Seminars / Workshops / lectures / field visits organized):

- Organized and Acted as **Convener** in International Conference on Management and Business Practices **(ICMBP-2021)** organized by Department of Management & Business Administration, Aliah University, Kolkata on 8-9 February 2021 on online platform. [27]

9] Contribution to the growth and development of the

University during the academic year:

Committee	Position held	Work done/ Activity
Board of Studies, MBA [28]	Member	
Water Treatment Plant	Chairman	
Empanelment of Advertising Agencies	Chairman	
Shifting and Auction	Convener	

10] Other responsibilities (Please specify, add rows if required):

1	Appointed as **Board Observer** in **West Bengal Joint Entrance Examination 2021**. [29]
2	

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required):

1	
2	

12] Engagement of Teacher with other institute/ university:

Furquan Uddin

1] Name: Dr. Furquan Uddin

2] Designation: Assistant Professor

3] Qualification: Ph.D.

4] Teaching experience (in years): 5.5

5] Industry experience (if any in years): N.A.

6] Number of teaching hours per week: 16

7] Number of Research Projects/Publications/

Study material developed during

The academic year (provide list in separate sheet): 05

8] Contribution to enrich quality of teaching-learning
during the academic year:
(Seminars / Workshops / lectures / field visits organized):01

9] Contribution to the growth and development of the
University during the academic year:

Committee	Position held	Work done/ Activity
Board of Studies	Member	Curriculum redesigned

10] Other responsibilities (Please specify, add rows if required):

1	
2	

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required):

1	

2	

12] Engagement of Teacher with other institute/ university:

Rashid K

1] Name: Rasheed K
2] Designation: Assistant Professor
3] Qualification: MBA
4] Teaching experience (in years): 3
5] Industry experience (if any in years): Nil
6] Number of teaching hours per week: 12
7] Number of Research Projects/Publications/
Study material developed during
The academic year (provide list in separate sheet): 4
8] Contribution to enrich quality of teaching-learning
during the academic year: Joint Convenor, ICMBP 2021
(Seminars / Workshops / lectures / field visits organized):
9] Contribution to the growth and development of the
University during the academic year:

Committee	Position held	Work done/ Activity
AUAT	Member	Assisted in AUAT activities

10] Other responsibilities (Please specify, add rows if required):

1	Member, Board of Studies for the Dept. of M&BA
2	

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required):

1	
2	

12] Engagement of Teacher with other institute/ university:

Nasreen Nasar

1] Name: Nasreen Nasar
2] Designation: Assistant Professor
3] Qualification: MBA
4] Teaching experience (in years):6.5
5] Industry experience (if any in years): NIL
6] Number of teaching hours per week: 16
7] Number of Research Projects/Publications/
Study material developed during
The academic year (provide list in separate sheet):
8] Contribution to enrich quality of teaching-learning
during the academic year: Convener, One day Webinar
                          Organising committee member ICMBP 2021
9] Contribution to the growth and development of the
University during the academic year:

Committee	Position held	Work done/ Activity
Sports Committee	Member	NIQ, Work progress assessment, etc.
Hostel Management Committee	Member	Hostel allotment, food/ mess facility, etc

10] Other responsibilities (Please specify, add rows if required):

1	Member, Board of Studies for the Dept. of M&BA
2	

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required):

1	
2	

12] Engagement of Teacher with other institute/ university:

Asima Sarkar

1] Name: Asima Sarkar
2] Designation: Assistant Professor
3] Qualification: M.Sc., PhD
4] Teaching experience (in years): 16
5] Industry experience (if any in years): NIL
6] Number of teaching hours per week: 16
7] Number of Research Projects/Publications/
Study material developed during
The academic year (provide list in separate sheet): 2
8] Contribution to enrich quality of teaching-learning
during the academic year:
(Seminars / Workshops / lectures / field visits organized):
9] Contribution to the growth and development of the
University during the academic year:

Committee	Position held	Work done/ Activity
Departmental Examination Committee	Member	Organising examination in the department

10] Other responsibilities (Please specify, add rows if required):

1	
2	

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required):

1	
2	

12] Engagement of Teacher with other institute/ university:

Zarnigah Parwez

1] Name: Zarnigah Parwez

2] Designation: Assistant Professor

3] Qualification: Master of International Business (MIB)4] Teaching experience (in years): 3 Years

5] Industry experience (if any in years): Nil6] Number of teaching hours per week: 16

7] Number of Research Projects/Publications/ Study material developed duringThe academic year (provide list in separate sheet):

8] Contribution to enrich quality of teaching-learning during the academic year: (Seminars / Workshops / lectures / field visits organized): Webinar on "Awareness of Sexual Harassment of Women at Workplace" organised byDepartment of Management & Business Administration, Aliah University.
   Two-Week FDP on Advanced Techniques and Tools in Social Science Research.

9] Contribution to the growth and development of the University during theacademic year:

Committee	Position held	Work done/ Activity
Hostel Management Committee	Warden, Girl's Hostel, New Town	Manage and supervise the hostel activities.

10] Other responsibilities (Please specify, add rows if required):

1	Board of Studies for the Department of Management and Business Administration, Aliah University – Member
2	ICMBP (International Conference on Management & Business Practices) 2021 – Member
3	University Maintenance Committee - Member

11] Best Practices in teaching & academic-administration introduced in thedepartment in the academic year (Please specify, add rows if required):

1	
2	

12] Engagement of Teacher with other institute/ university: No

Adnan Ahmed Siddqui

1] Name: Adnan Ahmed Siddiqui

2] Designation: Assistant Professor

3] Qualification: MBA

4] Teaching experience (in years):3.67

5] Industry experience (if any in years): NIL

6] Number of teaching hours per week: 16

7] Number of Research Projects/Publications/

Study material developed during

The academic year (provide list in separate sheet):

8] Contribution to enrich quality of teaching-learning

during the academic year:

Organising committee member ICMBP 2021

9] Contribution to the growth and development of the
University during the academic year:

Committee	Position held	Work done/ Activity

10] Other responsibilities (Please specify, add rows if required):

1	Member, Board of Studies for the Dept. of M&BA
2	

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required):

1	
2	

12] Engagement of Teacher with other institute/ university:

Academic Practices

Academic Practices (for the academic year: 2020-21)

1] Total number of teaching-days in the academic year: **136**

2] Total number of permanent teaching staff: **16**

3] Total number of permanent teaching staff with PhD: **08**

4] Number of programmes offered (please specify): **02** (Five Years Integrated MBA Program and PhD Program)

5] Number of sanctioned intake of students and **60 and 60**
Number of actual admissions:

6] How many teaching members have attended **07**
Orientation Programme/ Refresher Course/ FDP/ Workshop/ (TOTAL 11 Training
Programme/ Research Methodology Course/ PROGRAMMES

Capacity Building Programme etc.:   ATTENDED)

7] Number of Orientation Programme/ Refresher Course/ FDP/
Workshop/ Training Programme/ Research Methodology Course/
Capacity Building Programme etc. organised by the department: **11**

8] Number of Training Programme/ Consultancy offered   **00**
By the department:

9] Number of academic collaborations made by the department: **00**

10] Innovative practices (please specify):   **Special Counselling, Soft skill and personality development classes and mock interview for job aspiring final year students**

Teaching-Learning-Evaluation process (for the academic year: <u>2020-21</u>)

1] Does teaching members participate in course designing?   **NO**

2] Does the department have a structured Board of Studies or
similar academic body to design/ expand/ modify course content?   **YES**

3] Does the programme follow:
       a. CBCS structure   **YES**
       b. Elective-based structure   **YES**
       c. Any other, please specify

4] Does the department follow Academic Calendar implemented
By the University?   **YES**

5] Use of Teaching-Learning tools/ platforms (Please specify)
       a. OHP   **NO**
       b. LCD   **YES**
       c. Interactive Boards   **YES**
       d. LMS   **YES**
       e. Any other

6] Use of ICT in Teaching-Learning-Evaluation
       a. e-books   **YES**
       b. e-journals   **YES**
       c. research database/ repositories   **YES**
       d. IT enabled classroom   **NO**
       e. Online assignment   **YES**
       f. Online assessment   **YES**

g. Online feedback **YES**

7] Weekly class hour per course (average): **3.5**

8] Whether remedial/ tutorial classes included in class routine? **YES**

9] Does the programme offered has scope of Internship/ Project/ **YES**
Field work/ Seminar presentation/ Industrial training?

10] Does the department follow progressive evaluation of students? **YES**

11] Number of students appeared and passed in the academic year: **15/15**

Research output (for the academic year: <u>2020-21</u>)

1] Does the department offer MPhil/ PhD/ Post-Doctoral Programme: **YES**
(Please specify):

2] Number of students/ scholars registered/ enrolled **05**
in MPhil/ PhD/ Post-Doctoral Programme (If the answer to Q1 is yes):

3] Number of publications in refereed & peer-reviewed journals: **17**

4] Number of book/ edited-volume/ book-chapter published with ISBN: **00**

5] Number of patents registered: **N.A.**

6] Number of revenue generating events (Consultancy, Training Programme,
MDP/ EDP etc.): **00**

7] Number of Seminar/ Conference/ Workshop/ FDP etc organised at
State/ National/ International level: **13**

8] Number of sponsored research projects:
      a. Completed **00**
      b. Ongoing **00**

9] Number of collaborative research projects:
      a. Completed **01**
      b. Ongoing **00**

10] Any innovative research initiative adopted and implemented (please specify):
Research Colloquium Series has been introduced in regular interval.

Infrastructure & facilities (departmental level) (2020-21)

1] Number of classrooms: **05**

2] Number of ICT-enabled classrooms: **01**
3] Number of laboratories: **01**
4] Availability of licensed software/ databases: **Yes**
5] Number of tutorial rooms: **02**
6] Number of seminar halls: **01** (The ICT enable classroom is used in dual purpose; as seminar hall as well as ICT enable classroom)
7] Number of rooms for the teaching members: **04** (including one room cum office for the Head of the Department)
8] Number of computer/ printer/ scanner available:
         a. In laboratory
         b. In teachers' enclosure
         c. For Research scholars
         d. For Administrative purpose

	2020-21		
	computer	printer	scanner
In laboratory	53	0	0
In teachers' enclosure	16	16	16
For Research scholars	1	1	1
For Administrative purpose	2	3	3

9] Whether Internet facility available in classrooms/ laboratory / teachers' enclosure? **YES**
10] Whether reprographic facility available? **YES**
11] Number of washroom facility (for male): **02**
12] Number of washroom facility (for female): **02**
13] Presence of appropriate signage: **YES**
14] Barrier free environment ensured? **YES**

Initiatives and Supplementation for Students:
(2020-21)

1] Whether Mentorship (Teacher-driven) for students is in place? **YES**
2] Do the students participate in extra-academic activities and pursue Co-curricular activities? **YES**

3] Does the department arrange Industry-visit/ Industrial lecture/ Field-trips/ Excursions/ Archeological trips/ Exhibitions etc. for students? **YES**

4] Does the department arrange seminars/ workshops/ skill-development programmes etc. for students? **YES**

5] Does the department arrange programmes for the students focusing Soft-skill and Personality development? **YES**

6] Does the department have any Student Forum/ Club/ Chapter etc.? **NO**

7] Does the department have a students' feedback mechanism in place?   **YES**

8] Are the students provided with Training and Placement support?   **YES**

9] Do the students receive ICT-based teaching?   **YES**

10] Can the students access digital resources offered by the University library?   **YES**

11] Please indicate the number of students those have qualified for NET/SET/GATE/GMAT/SLET/WBCS/UPSC or any other Competitive Exam (for the specific period)
          00

12] Please indicate the number of students those have progressed for higher studies (for the specific period)   **16**

13] Please indicate the number of students those were offered placements by the University (for the specific period).   **02**