

Aliah University

Academic Audit: 2020-21

*Department
of English*

Aliah University

Department of English

Academic Audit Academic Year: 2020-2021

Sandip A in
9.12.2021

Sharmistha Chatterjee
9/12/2021

Amzad Hossain 9/12/21

Hasina Wahida
9/12/2021

Rohan Hassan
09/12/2021

Rangis Inbasum
9/12/21

Sohel Aziz
09/12/2021

Safiqul Islam
09/12/2021

Oindrî Ray
09/12/2021

The Academic Audit of the department of English, 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)

Dr. Tajuddin Ahmed

1] Name: Dr. Tajuddin Ahmed

2] Designation: Associate Professor

3] Qualification: MA, PhD

4] Teaching experience (in years): 19 yrs.

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

6] Number of teaching hours per week: 14

7] Number of Research Projects/Publications/ Study material developed during the academic year (provide list in separate sheet): 4 (Annexure: TA -4)

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

Title	Funded by	Date	National/International	Role
Three day International Webinar on Planetary Crisis and the humanities : Prospects in Theory and Praxis	Department of English, Aliah University	28-30 August, 2020	International (Online mode)	HoD

9] Contribution to the growth and development of the University during the academic year: 04

Committee	Position held	Work done/ Activity
Annual report committee	Chairman	Preparing Annual reports 2018, 2019
Publication Committee	Chairman	Preparing Newsletters, Students Magazine
Internal Complaints Committee	Member	Dealing with complaints of sexual harassment in the university
ODL committee	Member	Facilitating the beginning of distance education courses

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

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required): 01

1	Facilitated online classes and examination in the department during the Covid-19 pandemic
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Information about Teaching Members

Prof. Amzed Hossein

1] Name: Prof. Amzed Hossein

2] Designation: Professor

3] Qualification: MA, PhD.

4] Teaching experience (in years): 37 years

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

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): 1 (Annexure AH - 4)

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

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

10] Other responsibilities (Please specify, add rows if required): 06

1	Worked as Registrar (Officiating) w.e.f. 28/11/2019 to 21 July 2020.
2	Member, Department Research Committee, Rabindra Bharati University, Kolkata.
3	Member, Department Research Committee, University of Gour Banga.
4	Member, Postgraduate Board of Studies in English, University of Kalyani.
5	Acted as an Examiner of a PhD Thesis of a research scholar of the Department of Humanities and Social Sciences, IIT Kharagpur. Also conducted the Online Open Viva Voce Examination of the candidate on 11 June 2021.
6	Acted as an Examiner of a PhD Thesis of the Department of English, University of Burdwan. Also conducted online viva-voce of the candidate on 11.2.2021.

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

Prof. Sharmistha Chatterjee

1] Name: Prof. Sharmistha Chatterjee

2] Designation: Professor

3] Qualification: M.A PhD, PGDTE, B.T.

4] Teaching experience (in years): 23

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

6] Number of teaching hours per week: 14

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): Nil

9] Contribution to the growth and development of the University during the academic year: 05

Committee	Position held	Work done/ Activity
IQAC	Member	Scrutiny of CAS papers to aid promotions
For NAAC	Member	Writing parts of SSR
Students' Welfare Committee	Member	assisting in addressing students' problems along with DSW
TIME TABLE COMMITTEE	Member	Actively mademaster routines for Park Circus Campus
ANTI-RAGGING Squad	Member	participated in addressing and solving cases reported

10] Other responsibilities (Please specify, add rows if required): 01

1	Coordinator of the Departmental Research Committee
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11] Best Practices in teaching & academic-administration introduced in the department

in the academic year (Please specify, add rows if required): 01

1	Devised and implemented methods for computer assisted learning during covid
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Dr. Safiul Islam

1] Name: Dr. Safiul Islam

2] Designation: Assistant Professor

3] Qualification: M.A., Ph.D

4] Teaching experience (in years): 6 Years

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

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): Nil

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

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

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

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required): 01

1	Prepared PPT and gave study materials to students of the department
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Hasina Wahida

1] Name: Hasina Wahida

2] Designation: Assistant Professor

3] Qualification: MA

4] Teaching experience (in years): 6 Years

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): Nil

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

9] Contribution to the growth and development of the University during the academic year: 1

Committee	Position held	Work done/ Activity
Annual Report Committee	Member	Collecting data for preparing Annual Report

10] Other responsibilities (Please specify, add rows if required): 1

1	Prepared class routine for the Academic year of the department (classes were held in online mode due to Covid 19, since 17 March 2020)
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11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required): 1

1	Prepared PPT and gave study materials to students of the department
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Rohan Hassan

1] Name: Rohan Hassan

2] Designation: Assistant Professor

3] Qualification: MA

4] Teaching experience (in years): 4 Years

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): Nil

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

9] Contribution to the growth and development of the University during the academic year: 01

Committee	Position held	Work done/ Activity
Maintenance Committee	Member	Planning

10] Other responsibilities (Please specify, add rows if required): 02

1	End Semester Exam Coordinator
2	Routine Preparation

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

Sohel Aziz

1] Name: Sohel Aziz

2] Designation: Assistant Professor

3] Qualification: M.A. ,PhD

4] Teaching experience (in years): 5 years

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): Nil

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

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

10] Other responsibilities (Please specify, add rows if required): 02

1	Conducted and Co-ordinated Departmental End Semester Exam
2	Supervised M.A. dissertation of 5 Post-Graduate students

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required): 01

1	Learning through audio-visual mode through preparation of PPT, use of Google classroom to create discussion platforms and to share URLs
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Dr. Nargis Tabassum

1] Name: Dr. Nargis Tabassum

2] Designation: Assistant Professor

3] Qualification: Ph. D.

4] Teaching experience (in years): 3 years

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): Nil

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

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

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

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required): 2

1	Prepared PPTs and Study material for online classes during Covid period.
2	Co-ordinated end semester exams for UG 3rd year (exam was conducted in online mode)

Dr Oindri Roy

1] Name: Oindri Roy

2] Designation: Assistant Professor

3] Qualification: PhD

4] Teaching experience (in years): 2 years

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): 1 (Annexure OR – 1)

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

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

10] Other responsibilities (Please specify, add rows if required): 02

1	Co-ordinated end semester exams for UG 2nd year (exam was held in online mode)
2	Supervised M.A. dissertation of 5 Post-Graduate students

11] Best Practices in teaching & academic-administration introduced in the department in the academic year (Please specify, add rows if required): 01

1	Learning through audio-visual mode through preparation of PPT, use of Google classroom to create discussion platforms and to share URLs
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Information about Technical Staff & Non-Teaching Members

Basiruddin Sk.

1] Name: Basiruddin Sk.

2] Designation: Junior Assistant

3] Qualification: B.A. Hons.

4] Teaching experience (in years): N.A.

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

6] Number of teaching-support/ Lab- hours per week: N.A.
(For Technical Staff)

7] Contribution to the growth and development of the University during the academic year (Administrative responsibilities):

Committee	Position held	Work done/ Activity
Maintenance Committee(Park Circus Campus)	Member	Maintenance suggestions

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

Academic Practices

(For the Academic Year: 2020-2021)

1] Total number of teaching-days in the academic year: 138

2] Total number of permanent teaching staff: 9

3] Total number of permanent teaching staff with PhD: 8

4] Number of programmes offered (please specify): 3

1. B.A. Honours
2. M.A.
3. Ph.D.

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

UG	Sanctioned: 60
	Admission: 56
PG	Sanctioned: 60
	Admission: 58

6] How many teaching members have attended Orientation Programme/ Refresher Course/ FDP/ Workshop/Training Programme/ Research Methodology Course/

Capacity Building Programme etc.: 2

7] Number of Orientation Programme/ Refresher Course/ FDP/ Workshop/ Training Programme/ Research Methodology Course/ Capacity Building Programme etc. organised by the department: 0

8] Number of Training Programme/ Consultancy offered by the department: 0

9] Number of academic collaborations made by the department: 0

10] Innovative practices (please specify): NA

Teaching-Learning-Evaluation Process

(For the Academic Year: 2020-2021)

1] Do teaching members participate in course designing? YES

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 (UG)
b. Elective-based structure - YES (PG)
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: NO
c. Interactive Boards: NO
d. LMS: YES (During Covid-19 Pandemic)
e. Any other

- 6] Use of ICT in Teaching-Learning-Evaluation:
- e-books : YES
 - e-journals: YES
 - research database/ repositories: NO
 - IT enabled classroom: NO
 - Online assignment: YES (During Covid-19 Pandemic)
 - Online assessment: YES (During Covid-19 Pandemic)
 - Online feedback: YES
- 7] Weekly class hour per course (average): 4
- 8] Whether remedial/ tutorial classes are included in class routine? YES
- 9] Does the programme offered has scope of Internship/ Project/ Field work/ Seminar presentation/ Industrial training? YES (Seminar Presentation)
- 10] Does the department follow progressive evaluation of students? YES
- 11] Number of students appeared and passed in the academic year:
- | | |
|----|--------------|
| UG | Appeared: 48 |
| | Passed: 48 |
| PG | Appeared: 43 |
| | Passed: 43 |

Research output

(For the Academic Year: 2020-2021)

- 1] Does the department offer MPhil/ PhD/ Post-Doctoral Programme? YES (PhD)
- 2] Number of students/ scholars registered/ enrolled in MPhil/ PhD/ Post-Doctoral Programme (If the answer to Q1 is yes): 2
- 3] Number of publications in refereed & peer-reviewed journals: 6
- 4] Number of book/ edited-volume/ book-chapter published with ISBN: Nil
- 5] Number of patents registered: 0
- 6] Number of revenue generating events (Consultancy, Training Programme, MDP/ EDP etc.):0

7] Number of Seminar/ Conference/ Workshop/ FDP etc organised at State/ National/ International level: 1

8] Number of sponsored research projects: 0
a. Completed
b. Ongoing

9] Number of collaborative research projects: 0
a. Completed
b. Ongoing

10] Any innovative research initiative adopted and implemented (please specify): NA

Infrastructure & facilities (Departmental Level)

1] Number of classrooms: 5

2] Number of ICT-enabled classrooms: 0

3] Number of laboratories: 0

4] Availability of licensed software/ databases: 0

5] Number of tutorial rooms: 0

6] Number of seminar halls:0

7] Number of rooms for the teaching members: 11+1(HoD)

8] Number of computer/ printer/ scanner available: 13 Computers, 13 Printers and 01 Scanner

Sl. No.	Location	No of computers	Printers
1	Faculty rooms	11	11
2	HOD room	1	1
3	Office	1	1
4	Damaged	2	2

9] Whether Internet facility available in classrooms/ laboratory/ teachers' enclosure? Yes

10] Whether reprographic facility available? No

11] Number of washroom facility (for male): 2

12] Number of washroom facility (for female): 2

13] Presence of appropriate signage: Yes

14] Barrier free environment ensured? Yes

Initiatives and Supplementation for Students

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/ Archaeological trips/ Exhibitions etc. for students? NO

- 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.? Yes
- 7] Does the department have a students' feedback mechanism in place? Yes
- 8] Are the students provided with Training and Placement support? Yes (TPO office)
- 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) : 6
- 12] Please indicate the number of students those have progressed for higher studies (for the specific period): 0
- 13] Please indicate the number of students who were offered placements by the University (for the specific period): 0

Annexures

Annexure: AH - 4 (Publications of Prof. Amazed Hossein)

Sl. no	Title	Journal/ Magazine	Published by	Date	
1	'Nationalism-Religion Dynamics in Asif Currimbhoy's <i>The Captives</i> .	<i>Literary Voice No. 13, Vol. 1</i>	-----	March 2021	ISSN: 2277-4521

Annexure: TA - 4 (Publications of Dr. Tajuddin Ahmed)

Title	Journal/ Magazine	Published by	Date
Covid uttor bharot ebong online shiksha	<i>Desh</i>	ABP Limited	June 2020
Notun Jatiyo ShikshaNiti	<i>Desh</i>	ABP Limited	August 2020
Pramodh Pradhan ebong bangalir rajniti	<i>Desh</i>	ABP limited	January 2021
Rogbhog, Rajniti	<i>Desh</i>	ABP limited	March, 2021

Annexure: OR -1 (Publications of Dr. Oindri roy)

Papers/Book Chapters

Sl. no	Title of the Paper/article/chapter	Title of the Journal/Book along with volume and no details	Year of Publication	ISSN
1	Bridging the Gaps: Towards a New Paradigmatic Interface of Comparative Literature and Translation Studies	<i>Journal of Comparative Literature and Aesthetics</i> Vol: Spring 44(1)	2021	ISSN 0252 - 8169