

Aliah University

Department of History

Academic Audit

Academic Year:2018-19

John

Sareg



Academic Audit Committee
Department of History
Park Circus Campus
Aliah University, Kolkata-14



**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 of the Department of History

Information about HOD (Officiating) (Till 01.07.2019) & HOD (From 02.07.2019)

- 1] Name: **Dr. Md. Shamim Firdous**
- 2] Designation: Assistant Professor (Till 01.07.2019)
Associate Professor (From 02.07.2019)
- 3] Qualification: M.A. M.B.A & Ph.D.
- 4] Teaching experience (in years): 15 Years 27 Days.
- 5] Industry experience (if any in years): NA (Not Applicable)
- 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):
 - **Books Published (03).**
 - **Articles Published: (04).**
 - **Chapters in Books: One (01).**
- 8] Contribution to enrich quality of teaching-learning during the academic year:
(Seminars/Workshops/lectures/field visits organized): **Paper Presented in Seminar (02).**
- 9] Contribution to the growth and development of the University during the academic year:

Sl. No.	Name of the Committee	Position held	Work Done/ Activity
1.	Departmental Research Committee (DRC)	Chair Person	As per the requirement of the DRC of the Department of History, Aliah University
2.	Departmental Purchase Committee, Department of History	Chair Person	As per the requirement of the Departmental Purchase Committee of the Department of History, Aliah University
3.	Routine Committee, Park Circus Campus Aliah University, Kolkata	Member	As per the requirement of the Routine Committee, Park Circus Campus, Aliah University
4.	Maintenance Committee, Park Circus Campus, Aliah University	Convener	As per the requirement of the Maintenance Committee of Park Circus Campus, Aliah University

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

1.	HOD, Officiating, (up to July 2019) and HOD (July 2019 to till date), Department of History, Aliah University
2.	Member, Departmental Committee of History, Aliah University
3.	Chair Person, Board of Studies, Department of History, Aliah University
4.	Chair Person, Doctoral Research Committee, Department of History, Aliah University
5.	Chair Person, Purchase Committee, Department of History, Aliah University
6.	Member, CBCS Syllabus in PG Semester-I in History (Draft), Aliah University
7.	Member, Board of Studies, Department of Bengali, Aliah University

8.	Member, Board of Studies, Department of Education, Aliah University
9.	Member, Academic Council, Aliah University

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

1	Group study and discussion, primary orientation about research and material collection
2	

Dr. Safoora Razeq

1] Name: Dr. Safoora Razeq

2] Designation: Assistant Professor

3] Qualification: M.A., M.Phil. B, ED. and Ph.D.

4] Teaching experience (in years): 15 years

5] Industry experience (if any in years): None.

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): **Books Published (02).**

8] Contribution to enrich quality of teaching-learning during the academic year: (Seminars/Workshops/lectures/field visits organized): **Delivered 02 lectures Invited Lectures.**

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

Members of various Committees:

Committee	Position held	Work done/ Activity
Faculty Council for Humanities and Languages	Member	
Board of Studies in History	Convener	Syllabus drafted for B.A. and M.A.
Departmental Research Committee	Convener	Dealt with research related problems of the department
University Level- Academic Journal Expert Committee	Member	
Internal Complaints Committee	Member	Dealt with few cases of harassment against students and staff.
Departmental Purchase committee	Convener	
General Purchase Committee	Member	

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

1	Entrusted to act as Ho D(Officiating for 2 years(19.08.2015
2	

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

1	
2	

Academic Practices for the academic year: (2018-19)

1] Total number of teaching-days in the academic year: **229 Days.**

2] Total number of permanent teaching staff: **Two (2).**

3] Total number of permanent teaching staff with Ph. D: **Two (2).**

4] Number of programmes offered (please specify): **B.A. (H), M.A. & Ph.D.**

5] Number of sanctioned intake of students and number of actual admissions:
Sanctioned intake of students **Fifty (50) for B.A. (H) & M.A. each.**
Actual Admission for P.G. 2018- 2019: 08

Actual Admission for UG. 2018- 2019: 30

6] How many teaching members have attended Orientation Programme/ Refresher Course/ FDP/ Workshop/ Training Programme/ Research Methodology Course/ Capacity Building Programme etc.: **N.A.**

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

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

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

10] Innovative practices (please specify): **Conduct Surprise Class Test, Conduct Seminar Presentation by the Students**

Teaching-Learning-Evaluation process (for the academic year: (2018-2019))

- 1] Does 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 | No |
| 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): **OHP**
- OHP
 - LCD
 - Interactive Boards
 - LMS
 - Any other
- 6] Use of ICT in Teaching-Learning-Evaluation: **e-books, e-journals**
- e-books
 - e-journals
 - research database/ repositories
 - IT enabled classroom
 - Online assignment
 - Online assessment
 - Online feedback
- 7] Weekly class hour per course (average): **For P.G. 04 Hours & for U.G. 05 Hours**
- 8] Whether remedial/ tutorial classes included in class routine?
- **Tutorial classes**
- 9] Does the programme offered have scope of Internship/ Project/ Field work/ Seminar presentation/ Industrial training?
- **Project and Seminar Presentation**
- 10] Does the department follow progressive evaluation of students? **YES**
- 11] Number of students appeared and passed in the academic year:

For PG: Year 2018 Appeared: 20 and Passed Out (20)

Research output (for the academic year :(2018-2019)

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

2] Number of students/ scholars registered/ enrolled in MPhil/ PhD/ Post-Doctoral Programme (If the answer to Q1 is yes): Eleven (11).

3] Number of publications in refereed & peer-reviewed journals: **04.**

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

➤ **Books: 05, Book Chapter: 1**

5] Number of patents registered:

➤ **NA (Not Applicable)**

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

➤ **NA (Not Applicable)**

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

➤ **Two (02)**

8] Number of sponsored research projects:

a. Completed

b. Ongoing

➤ **NA (Not Applicable)**

9] Number of collaborative research projects:

a. Completed

b. Ongoing

➤ **NA (Not Applicable)**

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

➤ **NA (Not Applicable)**

Infrastructure & facilities (departmental level)

- 1] Number of classrooms: **Five (04)**
- 2] Number of ICT-enabled classrooms: **One (01)**
- 3] Number of laboratories: **NA (Not Applicable)**
- 4] Availability of licensed software/ databases: **NA (Not Applicable)**
- 5] Number of tutorial rooms: **NA**
- 6] Number of seminar halls: **NA**
- 7] Number of rooms for the teaching members: **Two Rooms for Faculties, One for HOD& One for Research Scholars**
- 8] Number of computer/ printer/ scanner available:
 - Computer : Desktop (06), Laptop: (01)
 - Printer: (04)
 - Scanner: (02)
 - Xerox Machine- (02)
- 9] Whether Internet facility available in classrooms/ laboratory / Teachers' enclosure? **Available in Class room and Teacher's Enclosure**
- 10] Whether reprographic facility available? **NA**
- 11] Number of washroom facility (for male): **Two (02)**
- 12] Number of washroom facility (for female): **Two (02)**
- 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? **NA**
- 4] Does the department arrange seminars/ workshops/ Skill-development programmes etc. for students? **YES, Seminar**
- 5] Does the department arrange programmes for the students focusing Soft-skill and Personality development? **Yes, Students Seminars**
- 6] Does the department have any Student Forum/ Club/ Chapter etc.? **NA**
- 7] Does the department have a students' feedback mechanism in place? **Yes**
- 8] Are the students provided with Training and Placement support? **NA**
- 9] Do the students receive ICT-based teaching? **NA**
- 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)
SET: 02, NET: 01, Assistant Professor in University (01).
- 12] Please indicate the number of students those have progressed for higher studies (for the specific period):
- 13] Please indicate the number of students those were offered placements by the University (for the specific period).**NA.**