Aliah University

Academic Audit

DEPARTMENT OF ARABIC

Academic Session 2018-2019

Head Dept. of Arabic
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

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Aliah University, Kolkata-14

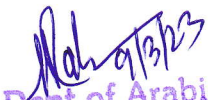The Academic Audit process of Aliah University focuses on four key functional areas:

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

Head Dept. of Arabic
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Academic Management

Information about HOD/ HOD (Officiating)

1] Name: **DR. MOHAMMAD MASEEHUR RAHMAN**

2] Designation: ASSOCIATE PROFESSOR

3] Qualification: Ph.D.

4] Teaching experience (in years): 12 Years

5] Industry experience (if any in years):

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):

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:

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Committee	Position held	Work done/ Activity
Departmental Research Committee, Department of Arabic (Memo No. Dt. ....)	Chairperson	As assigned or when necessary
Board of Studies, Department of Arabic (Memo No. AU/REG/1187/17 Dt. 13-11-2017)	Chairperson	As assigned or when necessary
Examination Committee (Memo No. Cont/AU/014/2018 Dt. 02-02-2018)	Member	As assigned or when necessary
Students Welfare Committee (Memo No. AU/REG/0497/18 Dt. 18-05-2018)	Member	As assigned or when necessary
Space Allocated Committee, Park Circus Campus (Memo No. AU/REG/0445/18 Dt. 27-04-2018)	Member	As assigned or when necessary
Disciplinary Committee (Memo No. AU/DR/0113/17 Dt. 27-12-2017)	Member	As assigned or when necessary
Anti Ragging Committee (Memo No. AU/REG/0317/17 Dt. 12-04-2017)	Member	As assigned or when necessary

Time Table Committee (Park Circus Campus) (Memo No. AU/REG/0606/18 Dt. 03-07-2018)	Convener	As assigned or when necessary
Language Lab Committee (Memo No. AU/REG/1084/17 Dt. 17-10-2017)	Member	As assigned or when necessary
University Level Academic Journal Expert Committee (Memo No. AU/REG/0373/17 Dt. 26-04-2017)	Member	As assigned or when necessary

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

1	**Head, Department of Arabic**
2	**Chairman, Departmental Purchase Committee**

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

1	
2	

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

1] Name: **DR. MOHAMMAD MASEEHUR RAHMAN**

2] Designation: ASSOCIATE PROFESSOR

3] Qualification: Ph.D.

4] Teaching experience (in years): 12 Years

5] Industry experience (if any in years):

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):

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

1] Name: **DR. MD. JAHANGIR ALOM**

2] Designation: Assistant Professor

3] Qualification: Ph.D.

4] Teaching experience (in years): 8 **years**.

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

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): N/A

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:

Committee	Position held	Work done/ Activity
Anti-Ragging Squad (Memo No.: AU/REG/0734/18, Dated-25/07/2018)	Member	Whatever assign or necessary
Departmental Research Committee	Convener	Whatever assign or necessary

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

1	**NSS Programme Officer (Memo No. AU/REG/0294/18, Dated: 26/03/2018)**
2	

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

1	
2	

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

1] Name: **DR. MERAJ AHMAD**

2] Designation: Assistant Professor

3] Qualification: Ph. D.

4] Teaching experience (in years): **8 years**.

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

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): 02

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
Board of Studies in Arabic (Memo No, AU/REG /1187/17 Dated: 13/11/2017)	Member	Whatever assign or necessary
Departmental Research Committee	Member	Whatever assign or necessary

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	

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

1] Name: **DR. ANISUR RAHMAN**

2] Designation: Assistant Professor

3] Qualification: Ph. D.

4] Teaching experience (in years): 8 years

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

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): 01

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

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

Committee	Position held	Work done/ Activity
Board of Studies in Arabic (Memo No, AU/REG 11/1187/17 Dated: 13/11/2017)	Member	Whatever assigned or necessary
Departmental Research Committee	Member	Whatever assigned or necessary

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

1	
2	

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

1	
2	

Rah 9/3/23
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Information about Teaching Members (to be filled by individual Teaching member)

1] Name: **MR. SAIDUR RAHMAN**

2] Designation: Assistant Professor

3] Qualification: M. A., M.PHIL

4] Teaching experience (in years): 11 years

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

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
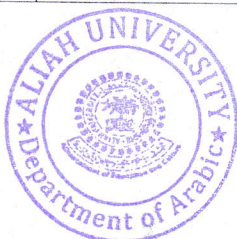University during the academic year:

Committee	Position held	Work done/ Activity
Board of Studies in Arabic (Memo No, AU/REG/11/1187/17 Dated: 13/11/2017)	Member	Whatever assigned or necessary
Departmental Research Committee	Member	Whatever assigned or necessary

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

1	
2	

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

1	
2	

Rahm 9/3/23
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Information about Teaching Members (to be filled by individual Teaching member)

1] Name: **DR. RIZWANUL HAQUE**

2] Designation: Assistant Professor

3] Qualification: Ph. D.

4] Teaching experience (in years): 5 YEARS

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

6] Number of teaching hours per week: 16 Hrs.

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 duringthe academic year:

	Committee	Position held	Work done/ Activity
1	Board of Studies, Arabic	Member	Whatever Assigned or Necessary
2	DRC, Arabic	Member	Whatever Assigned or Necessary
2	DSC, Arabic	Member	Whatever Assigned or Necessary
4	Departmental Purchase Committee, Arabic	Member	Whatever Assigned or Necessary

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

1	*Worked as Coordinator of UG Final Semester Project Writing*	
2		

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

1	Practiced Simultaneous Interpretation from Arabic to English & Vice-Versa
2	Group Discussion in Classroom
3	Surprise Tests
4	Delivering Speeches by students in Arabic for improvement of speaking skills

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

1] Name: **DR. SALIMUDDIN**

2] Designation: Assistant Professor

3] Qualification: PH.D.

4] Teaching experience (in years): 03 Years

5] Industry experience (if any in years):

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):

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

Committee	Position held	Work done/ Activity
Transport committee (for first convocation	Member	Not conducted yet
Purchase committee	Member	Engage
Board of studies (BoS)	Member	Engage with day-to-day work
DRC	Member	Engage with day-to-day work

DSC	Member	Engage with day-to-day work
Maintenance committee	Member	Engage
Committee for 'The Centre for Research and Analysis on Bengal minority communities	Member	Engage
Purchase Committee, Dept. of History	Member	

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	

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Academic Practices

Academic Practices (for the academic year: 2018-2019)

1] Total number of teaching-days in the academic year: **208 Days**

2] Total number of permanent teaching staff: **07**

3] Total number of permanent teaching staff with PhD: **06**

4] Number of programmes offered (please specify): **03**

5] Number of sanctioned intake of students and
Number of actual admissions: **Intake: UG - 65 & PG - 50**
                                 Admitted: UG – 65 & PG - 38

6] How many teaching members have attended
Orientation Programme/ Refresher Course/ FDP/ Workshop/
Training Programme/ Research Methodology Course/
Capacity Building Programme etc.: **01**

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

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

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

10] Innovative practices (please specify): **NIL**

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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: **Yes, (a), (b) & compulsory Arabic** for all departments.

      a. CBCS structure

      b. Elective-based structure ✓

      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 ✓

      b. LCD   ✓

      c. Interactive Boards   ✓

      d. LMS

      e. Any other

6] Use of ICT in Teaching-Learning-Evaluation

      a. e-books

      b. e-journals

      c. research database/ repositories

      d. IT enabled classroom ✓

      e. Online assignment

      f. Online assessment

      g. Online feedback

7] Weekly class hour per course (average): **4 Hours**

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

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

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

11] Number of students appeared and passed in the academic year:
        UG: Appeared – 44, Passed – 43
        PG: Appeared – 36, Passed – 33

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

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

2] Number of students/ scholars registered/ enrolled
in MPhil/ PhD/ Post-Doctoral Programme (If the answer to Q1 is yes): **16**

3] Number of publications in refereed & peer-reviewed journals: **03**

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

5] Number of patents registered: **NIL**

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

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

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

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

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

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Infrastructure & facilities (departmental level)

1] Number of classrooms: **06**

2] Number of ICT-enabled classrooms: **00**

3] Number of laboratories: **NIL**

4] Availability of licensed software/ databases: **NIL**

5] Number of tutorial rooms: **06**

6] Number of seminar halls: **NIL**

7] Number of rooms for the teaching members: **12**

8] Number of computer/ printer/ scanner available: **12**

      a. In laboratory: **Nil**
      b. In teachers' enclosure **07**
      c. For Research scholars: **03**
      d. For Administrative purpose**: 02**

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

10] Whether reprographic facility available? **NIL**

11] Number of washroom facility (for male): **04**

12] Number of washroom facility (for female): **01**

13] Presence of appropriate signage: **Yes**

14] Barrier free environment ensured? **Yes**

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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/ 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? **NIL**

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**

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) **10**

12] Please indicate the number of students those have progressed for higher studies (for
the specific period) **73**

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

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