

Aliah University

Academic Audit

DEPARTMENT OF ARABIC

Academic Session 2019-2020

Red
Head Dept. of Arabic
Aliah University, Kolkata-14



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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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Academic Management

Information about HOD/HOD (Officiating)

- 1] Name: **DR. SAIDUR RAHMAN**
- 2] Designation: Assistant Professor
- 3] Qualification: Ph. D.
- 4] Teaching experience (in years): 12
- 5] Industry experience (if any in years): N/A
- 6] Number of teaching hours per week:
- 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	Chairperson	As assigned or whenever necessary
Departmental Research Committee	Chairperson	As assigned or whenever necessary

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

1	Head (Officiating) Dept. of Arabic
2	Chairperson, 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	



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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): 13 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.)	Convener	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	Convener, Departmental Research Committee
2	

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. MD. JAHANGIR ALOM**

2] Designation: Assistant Professor

3] Qualification: Ph.D.

4] Teaching experience (in years): **9 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 visits organized): NIL

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



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Committee	Position held	Work done/ Activity
Anti-Ragging Squad (Memo No.: AU/REG/0734/18, Dated-25/07/2018)	Member	Whatever assigned or necessary
Departmental Research Committee	Convener	Whatever assigned or necessary
Board of Studies in Arabic Memo No. AU/REG/1187/17, Dated: 13/11/2017	Member	Whatever assigned or necessary
Departmental NAAC Committee (Date: 14/02/2020)	Convener	Whatever assigned 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	

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): 09 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): 03



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

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

Committee	Position held	Work done/ Activity
Board of Studies, Arabic	Member	
DRC, Arabic	Member	
DSC, Arabic	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	

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): 09 Years

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

6] Number of teaching hours per week: 16

7] Number of Research Projects/Publications/



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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 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	Member	As assigned or whenever necessary
Departmental Research Committee	Member	As assigned or whenever necessary

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

1	Caretaker Training Officer (CTO), NCC, Aliah University
2	

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. SAIDUR RAHMAN**

2] Designation: Assistant Professor

3] Qualification: Ph. D.

4] Teaching experience (in years): 12

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

6] Number of teaching hours per week:

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



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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	Chairperson	As assigned or whenever necessary
Departmental Research Committee	Chairperson	As assigned or whenever necessary

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

1	Head (Officiating) Dept. of Arabic
2	Chairperson, 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. RIZWANUL HAQUE**

2] Designation: Assistant Professor

3] Qualification: Ph. D.

4] Teaching experience (in years): 6 years

5] Industry experience (if any in years):

6] Number of teaching hours per week: 16



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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:

<u>Committee</u>	<u>Position held</u>	<u>Work done/ Activity</u>
Board of Studies, Arabic	Chairperson	whatever assigned

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

1	Head (Officiating), Department of Arabic
2	Chairperson, 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. RIZWANUL HAQUE

2] Designation: Assistant Professor

3] Qualification: Ph.D.

4] Teaching experience (in years): 6 YEARS

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

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



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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	Member	As assigned or whenever necessary
Departmental Research Committee	Member	As assigned or whenever necessary
Departmental Purchase Committee	Member	As assigned or whenever 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	
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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): 04 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):

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 Purchase Committee	Member	Engage
Board of studies (BoS), Arabic	Member	Engage with day-to-day work
DRC, Arabic	Member	Engage with day-to-day work
DSC, Arabic	Member	Engage with day-to-day work
Maintenance Committee	Member	Whenever Engaged
Committee for 'The Centre for Research and Analysis on Bengal Minority Communities (Memo No. AU/REG/0240/19 Dt. 27-02-2019)	Member	Whenever Engaged

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	

Academic Practices

Academic Practices (for the academic year: 2019-2020)

1] Total number of teaching-days in the academic year: **211 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 - 48

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

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: 2019-2020)

- 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 – 41, Passed – 38
PG: Appeared – 32, Passed – 26



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Research output (for the academic year: 2019-2020)

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) **07**

12] Please indicate the number of students those have progressed for higher studies (for the specific period) **31**

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



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