

# Aliah University

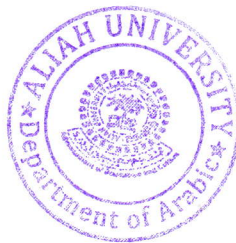
## Academic Audit

### DEPARTMENT OF ARABIC

#### Academic Session 2021-2022

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09/03/23  
Head Dept. of Arabic  
Aliah University, Kolkata-14

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09/03/2023



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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



  
Head Dept. of Arabic  
Aliah University, Kolkata-14

# Academic Management

## Information about HOD/ HOD (Officiating)

1] Name: PROF. (DR.) MOHAMMAD MASEEHUR RAHMAN

2] Designation: PROFESSOR

3] Qualification: Ph.D.

4] Teaching experience (in years): 15 Years

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

6] Number of teaching hours per week: 14 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): NIL

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



*Mohammad Maseehur Rahman*  
9/8/23  
Head Dept of Arabic  
Allah University, Kolkata-14

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
NAAC Gradation Committee (Memo No. AU/REG/0787/21 Dt. 13-12-2021)	Member	As assigned or when necessary
Examination Rule Committee (Memo No. AU/REG/0187/21 Dt. 23-02-2021)	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
Time Table Committee (Park Circus Campus) (Memo No. AU/REG/0524/21 Dt. 12-08-2021)	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	<b>Head, Department of Arabic</b>
2	<b>Chairman, Departmental Purchase Committee</b>

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: **PROF. (DR.) MOHAMMAD MASEEHUR RAHMAN**

2] Designation: **PROFESSOR**

3] Qualification: Ph.D.

4] Teaching experience (in years): 15 Years

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

6] Number of teaching hours per week: 14 Hrs.

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



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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
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
NAAC Gradation Committee (Memo No. AU/REG/0787/21 Dt. 13-12-2021)	Member	As assigned or when necessary
Examination Rule Committee (Memo No. AU/REG/0187/21 Dt. 23-02-2021)	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
Time Table Committee (Park Circus Campus) (Memo No. AU/REG/0524/21 Dt. 12-08-2021)	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	<b>Head, Department of Arabic</b>
2	<b>Chairman, Departmental Purchase Committee</b>

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

1	
2	



Head Dept. of Arabic  
Aliah University, Kolkata-14  
07/03/23

## 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): **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): 01

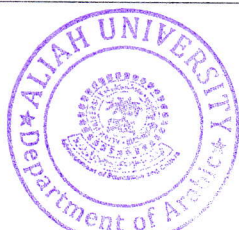
8] Contribution to enrich quality of teaching-learning  
during the academic year:  
(Seminars/Workshops/lectures/field visits organized): NIL

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

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 AU/REG/0610/20, Dated: 12/11/2020	Member	Whatever assigned or necessary
Departmental NAAC Committee (Date: 14/02/2020)	Convener	Whatever assigned or necessary
Purchased Committee, Dept. of History (Date: 29/03/2022)	Member	Whatever assigned or necessary

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

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



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Head Dept. of Arabic  
Aliah University, Kolkata-14

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): 11 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): 02

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:



*Meraj Ahmad*  
9/13/23  
Head Dept. of Arabic  
Aliah University, Kolkata-14

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

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): 11 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): 01

8] Contribution to enrich quality of teaching-learning  
During the academic year: Nil  
(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	As assigned
DRC, Arabic	Member	As assigned
DSC, Arabic	Member	As assigned

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

1	<b>Caretaker Training Officer (CTO). NCC, Aliah University</b>
2	

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



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Head Dept. of Arabic  
Aliah University, Kolkata-14



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): 15 Years

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

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

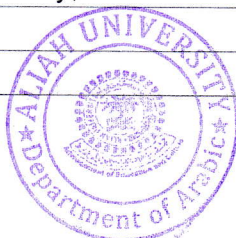
8] Contribution to enrich quality of teaching-learning  
during the academic year:  
(Seminars / Workshops / lectures / field visits organized): NIL

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	Member	As assigned
DRC, Arabic	Member	As assigned
DSC, Arabic	Member	As assigned

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

1	
2	



*Rehman*  
Head Dept. of Arabic  
Aliah University, Kolkata-14

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): 8 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): NIL

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>
1	Committee for the Preparation of Annual Report	Member	Whatever Assigned or Necessary
2	DRC, Arabic	Member	Whatever Assigned or Necessary
3	DSC, Arabic	Member	Whatever Assigned or Necessary
4	BoS, Arabic	Member	



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

1	
2	

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

### 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): 05 YEARS

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

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):

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
Departmental Purchase Committee, Arabic	Member	Whenever Engaged
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	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	



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Aliah University, Kolkata-14  
9/3/23



# Academic Practices

## Academic Practices (for the academic year: 2021-2022)

1] Total number of teaching-days in the academic year: **207 Days**

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

3] Total number of permanent teaching staff with PhD: **07**

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 - 64 & PG - 47**

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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Aliah University, Kolkata-14  
*Mah 9/13/23*

## Teaching-Learning-Evaluation process (for the academic year: 2020-2021)

- 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.
- CBCS structure ✓
  - Elective-based structure ✓
  - 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 ✓
  - LCD ✓
  - Interactive Boards ✓
  - LMS
  - Any other
- 6] Use of ICT in Teaching-Learning-Evaluation
- e-books
  - e-journals
  - research database/ repositories
  - IT enabled classroom ✓
  - Online assignment
  - Online assessment
  - 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 – 42, Passed – 37**  
**PG: Appeared – 41, Passed – 38**



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 Head Dept. of Arabic  
 Aliah University, Kolkata-14

**Research output (for the academic year: 2021-2022)**

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): **24**

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

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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Head Dept. of Arabic  
Aliah University, Kolkata-14

## 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**



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



## 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) **03**

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).



Head Dept. of Arabic  
Aliah University, Kolkata-14  
Date: 9/13/23