

Aliah University

Academic Audit

DEPARTMENT OF ARABIC

Academic Session 2022-2023

Ram
25/08/23
Head Dept. of Arabic
Aliah University, Kolkata-14

S. Islam
25/08/23

Amr
25/08/23



MS
25/08/23

Almudi
25/08/23

W
25/08/23

Sulbi
25/08/2023

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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25/8/23
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): 16 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] Attended Orientation Programme/ Refresher Course/ FDP/ Workshop/
Training Programme/ Research Methodology Course/ Nil
Capacity Building Programme etc.:

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



Mohammad Masiehur Rahman
25/10/23
Head Dept. of Arabic
Aliah 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 | 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: **PROF. (DR.) MOHAMMAD MASEEHUR RAHMAN**

2] Designation: **PROFESSOR**

3] Qualification: Ph.D.

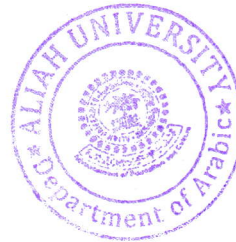
4] Teaching experience (in years): 16 Years

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



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9] Attended Orientation Programme/ Refresher Course/ FDP/ Workshop/
 Training Programme/ Research Methodology Course/ Nil
 Capacity Building Programme etc.:

10] 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 | 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):

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| 1 | |
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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.**



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4] Teaching experience (in years): **12 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] Attended Orientation Programme/ Refresher Course/ FDP/ Workshop/
Training Programme/ Research Methodology Course/
Capacity Building Programme etc.: *NIL*

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

| Committee | Position held | Work done/ Activity |
|--|---------------|--------------------------------|
| Sports Board, Aliah University (Memo No. AU/REG/0140/23 Dt. 20-02-2023) | Member | Whatever assigned or necessary |
| Departmental Research Committee, Arabic | 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 |
| Departmental Research Committee, Islamic Theology | Member | Whatever assigned or necessary |

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

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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):

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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): 13 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/fieldvisitsorganized): *NIL*

9] Attended Orientation Programme/ Refresher Course/ FDP/ Workshop/
Training Programme/ Research Methodology Course/
Capacity Building Programme etc.: *NIL*

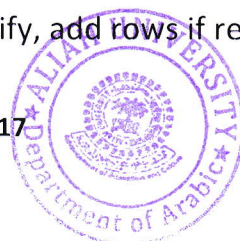
10] Contribution to the growth and development of the
University during the academic year:

| Committee | Position held | Work done/ Activity |
|--------------------------|---------------|--------------------------------|
| Board of Studies, Arabic | Member | Whatever assigned or necessary |
| DRC, Arabic | Member | Whatever assigned or necessary |
| DSC, Arabic | Member | Whatever assigned or necessary |

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

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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):



Mh 25/6/23
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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): **13 Years**

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

6] Number of teaching hours per week: 16 Hours

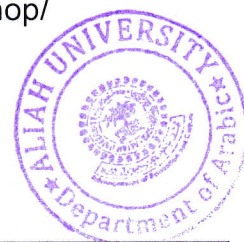
7] Number of Research Projects/Publications/
Study material developed during
The academic year (provide list in separate sheet): *NIL*

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

9] Attended Orientation Programme/ Refresher Course/ FDP/ Workshop/
Training Programme/ Research Methodology Course/
Capacity Building Programme etc.: *NIL*

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

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Aliah University, Kolkata-14



| Committee | Position held | Work done/ Activity |
|--------------------------|---------------|--------------------------------|
| Board of Studies, Arabic | Member | Whatever assigned or necessary |
| DRC, Arabic | Member | Whatever assigned or necessary |
| DSC, Arabic | Member | Whatever assigned or necessary |
| DRC, Islamic Theology | Member | Whatever assigned or necessary |

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

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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):

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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): **14 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): **03**

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List of research articles: 2022

| S. No. | Art. Title | Authors | Journal Name | Page No. | Year | ISSN/IS BN No. |
|--------|--|--|---|----------|-------------------------|----------------|
| 1 | <i>Portrayal of The Kuwaiti Women's Evaluation in Buthaina Wail Al Eissas's Novels : An Analytical Study</i> | Dr. Saidur Rahman Mr. Ali Azam Midya | DOGO RANGSANG (A Bilingual Research Journal, Indexed in UGC-Care list) Vol 12, Issue 12 No.05 December 2022 | 129-132 | 2022 December | 2347-7180 |
| 2 | <i>A feminist Analysis of Buthaina Al Eisa's Novel " An Analytical Study</i> | Dr. Saidur Rahman Mr. Ali Azam Midya | Education and Society, Indian Institute of Education J.P. Naik Path, Kothrud, Pune-38 Vol:47, Issue 01, January-March :2023 | 01-05 | 2023 January - March | 2278-6864 |
| 3 | <i>Socio-Political Concerns in Buthaina Al Eisa's Novel</i> | Dr. Saidur Rahman Mr. Ali Azam Midya | Madhya Bharti- Humanities and Social Sciences UGC Care List Group-C (Multi-disciplinary) | 87-91 | 2023 January - June | 0974-0066 |

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

9] Attended Orientation Programme/ Refresher Course/ FDP/ Workshop/ Training Programme/ Research Methodology Course/ Capacity Building Programme etc.: NIL

10] 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> |
|---|----------------------|--------------------------------|
| Internal Quality Assessment Cell (IQAC) Memo No. AU/REG/0064/22 Dt. 07-02-2022 | Member | Whatever assigned or necessary |
| Board of Research Studies (BRS) Memo No. AU/REG/0291/22 Dt. 15-06-2022 | Member | Whatever assigned or necessary |
| Anti-Ragging Squad Memo No. AU/REG/0248/22 Dt. 26-05-2022 | Member | Whatever assigned or necessary |
| Departmental Research Committee (DRC), Arabic | Member | Whatever assigned or necessary |
| Board of Studies, Arabic | Member | Whatever assigned or necessary |

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

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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):

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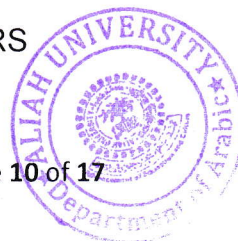
Information about Teaching Members (to be filled by individual Teaching member)

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

2] Designation: **Assistant Professor**

3] Qualification: **Ph.D.**

4] Teaching experience (in years): **10 YEARS**



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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] Attended Orientation Programme/ Refresher Course/ FDP/ Workshop/
Training Programme/ Research Methodology Course/
Capacity Building Programme etc.:

**ONE REFRESHER COURSE FROM 18TH JANUARY-2023 TO 31ST JANUARY 2023,
UGC- HRDC, UNIVERSITY OF CALICUT**

10] 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 | Coordinator of PG Final Year Thesis Writing | Coordinator | Whatever Assigned or Necessary |
| 2 | DRC, Arabic | Member | Whatever Assigned or Necessary |
| 3 | DSC, Arabic | Member | Whatever Assigned or Necessary |
| 4 | BoS, Arabic | Member | Whatever Assigned or Necessary |
| 5 | UG Board of Studies, University of Gour Banga | Member | Whatever Assigned or Necessary |

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

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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):



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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): **08 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):

Actively participated in NEP-2020 Syllabus designing.

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

9] Attended Orientation Programme/ Refresher Course/ FDP/ Workshop/
Training Programme/ Research Methodology Course/
Capacity Building Programme etc.: *NIL*

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

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

| Committee | Position held | Work done/ Activity |
|---|---------------|-----------------------------|
| Board of studies (BoS), Arabic Memo No. AU/REG/0610/20, Dt. 12-11-2020 | 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 |

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):

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|---|--|
| 1 | |
| 2 | |

Academic Practices

Academic Practices (for the academic year: 2022-2023)

1] Total number of teaching-days in the academic year: **204 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 – 63 & PG - 48

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**



Rehman
25/9/23
Head Dept. of Arabic
Allah University, Kolkata-14

Teaching-Learning-Evaluation process (for the academic year: 2022-2023)

- 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): **4/5 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 – 40
PG: Appeared – 36, Passed – 34



Research output (for the academic year: 2022-2023)

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: **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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Aliah University, Kolkata-14

Infrastructure & facilities (departmental level)

- 1] Number of classrooms: **06**
- 2] Number of ICT-enabled classrooms: **02**
- 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) **01**

12] Please indicate the number of students those have progressed for higher studies (for the specific period) **23 (UG to PG)**

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

