GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College

8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA

Phone: **033 2249-3737/2226-7814** e-mail: maulanaazadcollegekolkata@gmail.com

Website: https://maulanaazadcollegekolkata.ac.in

Summary Report, Meeting Notice, Meeting Resolution, Course Brochure /Curriculum, Course outcomes, Evaluation procedure, Sample Certificate

4. At-Takallum bil-Lughatil-Arabia

Course Name: **At-Takallum bil-Lughatil-Arabia.**

Course Code: **AD-ARB-22-23-02**

Organizing Department: **Department of Arabic**

Course Duration: **30 Hours (07.11.2022 - 22.12.2022)**

No. of Enrolled Students: 21

No. of student completed the course: 21

Course Aims:

The course titled "At-Takallum bil-Lughatil-Arabia" translating to "Speaking in the Arabic Language," is an educational initiative designed to enhance the proficiency and fluency of non-native speakers in Arabic. This program focuses on various aspects of the Arabic language, including grammar, vocabulary, pronunciation, and conversational skills. It aims to foster a deeper understanding and appreciation of Arabic culture and literature.

Outcomes:

Participants of "At-Takallum bil-Lughatil-Arabia" typically experience significant improvements in their language skills. Some notable outcomes are:
• Increased confidence in speaking and understanding Arabic.
• Enhanced ability to read and comprehend Arabic texts.
• Greater appreciation and knowledge of Arab culture and heritage.
• Improved academic and professional opportunities for individuals proficient in Arabic.

The course has been successfully completed by all the 31 enrolled candidates from Arabic Department and the participants received their certificates.

Dr. Syed Mustafa Murshed
Jamal Shah Al-Quadri
Assistant Professor & Head
Department of Arabic
Maulana Azad College, Kolkata

Principal
Maulana Azad College,Kol
Principal
Maulana Azad College
Kolkata

Principal
Maulana Azad College
Kolkata-13

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DEPARTMENTAL MEETING NOTICE

GOVERNMENT OF WEST BENGAL
Department of Arabic
Maulana Azad College
8, Rafi Ahmed Kidwai Road, Taltala, Kolkata - 700013, India

Phone: 033 2249-3737/2226-7814   e-mail: arabic@maulanaazadcollegekolkata.ac.in
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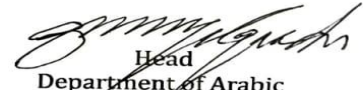**Notice:**   Dated, 14th July, 2022

A departmental meeting will be held on 21th July, 2022 at 3.00 p.m. to introduce the following ADD-ON courses in our department. All are requested to attend the meeting positively.

Sl. No.	ADD-ON Course Name	Course Code	Year of Implementation
1	Al-Muhadithat al-Lugatil-al-Arabia	AD-ARB-2022-23-01	2022-23
2	At-Takallum bil-Lughatil-Arabia	AD-ARB-2022-23-02	2022-23

Agenda:

1. Selection of course coordinator(s).
2. Syllabus formation.
3. Evolution procedure.
4. Issue of certificate.

Head
Department of Arabic

Head
Department of Arabic
Maulana Azad College.

Principal
Maulana Azad College
Kolkata-13

GOVERNMENT OF WEST BENGAL

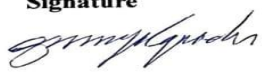# OFFICE OF THE PRINCIPAL

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DEPARTMENTAL MEETING RESOLUTIONS

GOVERNMENT OF WEST BENGAL
Department of Arabic
Maulana Azad College
8, Rafi Ahmed Kidwai Road, Taltala, Kolkata – 700013, India

Phone: 033 2249-3737/2226-7814   e-mail: arabic@maulanaazadcollegekolkata.ac.in
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Ref. No...................   Date: 21th July, 2022

In reference to the notice dated 14-07-2022 the following teachers present in the meeting held on 21-07-2022 at 3.00 p.m.

Name of the Teacher	Signature
1. Dr. S.M.M. J.S. Al-Quadri	
2. Dr. Md Sadrul Islam	

Minutes of the meeting:

All the teachers agreed unanimously for smooth running of the proposed ADD-ON courses to enhance the skills of our students.

1. **Agenda 1.** Selection of course coordinator(s).

After detail discussion, the department has decided that the teachers of this department will act as ADD-ON course coordinator as per following:

Sl. No.	Course Code	Course Coordinator	Duration	Total Hours
1	AD-ARB-2022-23-01	Dr. S.M.M. J.S. Al-Quadri	04.11.2022 - 20-12-2022	30
2	AD-ARB-2022-23-02	Dr. Md Sadrul Islam	07.11.2022 - 22-12-2022	30

2. **Agenda 2.** Syllabus formation.

It has been resolved that the respective course coordinator will be responsible for Syllabus formation with the help of other faculty members and coordinate with IQAC time to time.

3. **Agenda 3.** Evolution procedure.

It has been resolved that the evaluation process consist of the following.

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Maulana Azad College
Kolkata-13

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Evaluation Process:

(a) Question preparation (Theory+Oral): Full Marks 100

(b) For theory paper there will be SA type Questions and LA type questions and time of Examination 3 Hours.

(c) Evaluation of answer scrips and Tabulation as decided by the coordinator.

(e) Grade and table:

Marks as per following

Grade Scale	Grade	Performance Indicator
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
40-59	B	Satisfactory
< 40	D	Disqualified

Agenda 4. Issue of Certificate

It has been resolved that the certificate will be issued to those candidates who have successfully completed the course. The coordinator should prepare a brief report of the course after taking feedback from the participants and the difficulties if any for smooth running the course.

Head
Department of Arabic

Head
Department of Arabic
Maulana Azad College.

Principal
Maulana Azad College
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COURSE BROCHURE AND MODULE

Syllabus
Add-On-Course
Al-Takallum Bil-Lugatil al-Arabia
التكلم باللغة العربية
Course Code: AD-ARB-2022-23-02

١. مفردات جديدة

٢. المصطلحات الإدارية الحديثة

٣. ممارسة الترجمة الصحفية باللغة العربية

٤. المصطلحات الحديثة عن وسائل الإعلام الإلكترونية المسموعة

٥. المصطلحات الحديثة عن وسائل الإعلام الإلكترونية المرئية

٦. المصطلحات الحديثة عن وسائل الإعلام المطبوعة

٧. تمرين المحادثة والمكالمة باللغة العربية

٨. قراءة القصص القصيرة جهريا

٩. التدريب الشفوي

١٠.   مشاهدة الأفلام القصيرة باللغة العربية.

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<u>Sample Certificate</u>

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No. -----------------

Course Completion Certificate

This is to certify that ----------------------------------, bearing Enrollment No. ---------------------- has actively participated and successfully completed 30 hours add-on course on "At-Takallum bil-Lughatil-Arabia" organized by the Department of Arabic in association with IQAC, in the period 7th November, 2023 to 22nd December, 2023 and secured grade -----.

Course Coordinator   **IQAC Coordinator**   **Principal**

Principal
Maulana Azad College
Kolkata-13