

ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय,  
लखनऊ

**KHWAJA MOINUDDIN CHISHTI  
LANGUAGE UNIVERSITY,  
LUCKNOW**

**U.P. STATE GOVERNMENT UNIVERSITY**



**Action Taken Report (IQAC)**

**2022-23**



### Action Taken Report of Meetings of IQAC

IQAC Meeting dated 12-07-2022		
Agenda Point	Resolution	Action Take
To discuss the best practices of various departments of the University.	It was discussed that the best practices of all Departments should be kept in proper records as per the requirements of NAAC. This would help in automatic collection of data for the future.	The notice was issued to various departments. Action completed.
To discuss the course of action to be followed for updating student and teacher data on the ABACUS portal.	The Director IQAC urged all faculty members to prepare their data and upload it on the ABACUS portal as per the guidelines of NEP 2020.	The data prepared and uploaded on ABACUS portal as per requirements.
Finalize the format for the Student Satisfaction Survey.	The proposed format of Students Satisfaction Survey finalized with some minor corrections. It was also resolved that a committee may be framed to prepare a comprehensive set of questions covering various aspects of teaching, course content, assessment methods, and overall learning experiences.	The committee constituted and completed the work as per requirements. Action completed.
Upgrade University's research facilities and revise/recreate the Research Policy.	It was resolved unanimously that there is need to upgrade University research facilities and revise the Research Policy. A committee has been recommended to prepare the draft of Research Policy.	The committee for the review of research facilities was constituted and the committee prepared Research Policy, that is implemented.
Allow student representation in academic and administrative bodies.	The issue was discussed and resolved that the University shall allow student representation in academic and administrative bodies to ensure their voices are heard and	Action completed. The students representation in all academic and administrative bodies has been ensured.



	considered in decision-making processes.	
Formation of Feedback Committee for Academic Session 2022-23	It was resolved to form a feedback committee for Academic Session 2022-23. All links of the feedback forms should be displayed on the website of the University to ensure easier access to the stakeholders.	Action completed.
<b>IQAC Meeting dated 18-08-2022</b>		
To discuss the development of a system for collection of data for NAAC accreditation.	In view of starting NAAC accreditation process department wise, all departments have to revive and strengthen the Departmental Quality Assurance Cell (DQAC). It was proposed that every DQAC would have the Subject Incharge/ Head as the Coordinator. Involvement of regular teachers, guest faculties and JRFs/ Research Scholars is mandatory in all DQACs.	The DQAC is constituted and actions have been taken as per directions.
To direct Heads/Subject-Incharges to update, maintain and keep a record of evaluative reports and NAAC Criteria-wise files of the Department.	It was discussed that the documentation of every activity of the Department should be kept in proper records as per the requirements of NAAC. This would help in automatic collection of data for the future.	The departments have been informed and things are in active mode.
To discuss that all faculty members should submit their PBAS Proforma in the prescribed format so that timely promotion formalities may be fulfilled.	As per the letter no. 07/2022/681/ संतालिस-का-1-2022-13(1)/2022 dated 13.07.2022 all the formalities related to PBAS/CAS need to be done before 30 <sup>th</sup> September, 2022. The Director, IQAC requested all faculty members should submit their PBAS Proforma in the prescribed format so that timely promotion formalities may be fulfilled.	Action completed.
Discussion on Establishment of Internal Complaint Committee.	The IQAC Committee hereby resolves to establish an Internal Complaint	The ICC constituted and is functional.



	Committee (ICC) to address grievances and complaints within the University. Recognizing the need for a structured framework, the IQAC further resolves to establish a committee tasked with drafting the policy documents governing the operations of the ICC.	
Discussion on Annual Gender Sensitization action plan.	The IQAC Committee has resolved to craft an Annual Gender Sensitization Action Plan aimed at fostering gender equality and nurturing a more inclusive environment within the University. Recognizing the need for enhanced transparency and efficacy in executing this plan, the committee has mandated the preparation of a comprehensive policy document.	The concerned committee has been constituted and is functional.
To constitute the Environment Sustainability Board.	The IQAC Committee hereby proposes the establishment of an Environment Sustainability Board to oversee and promote environmental conservation efforts within the University.	The concerned board has been constituted and is functional.
<b>IQAC Meeting dated 10-12-2022</b>		
To discuss the "Curriculum and Credit Framework for four year undergraduate programmes" as proposed by UGC.	The Curriculum and Credit Framework for four year undergraduate programmes" as proposed by UGC was discussed and it was resolved to implement the guidelines in the upcoming Academic Session.	The concerned committee has been constituted, submitted the report and the implementation is in process.
Review the method of Academic and Administrative Audit.	It was resolved after discussion that the IQAC shall review the method of the Academic and Administrative Audit to enhance its effectiveness and relevance. It was further resolved that, although an Internal Audit system	All the AAA committees have been constituted as per directions and the formalities of AAA have been completed as required. Action completed.



	was already in practice, the IQAC has decided to include two external members in the committee for completing the Academic and Administrative Audit.	
Prepare the Endowment Fund Policy.	The IQAC Committee has unanimously resolved to establish an Endowment Fund Policy to ensure the institution's long-term financial sustainability.	The concerned committee has been constituted, policy document prepared and in functional after the approval from competent authority.
<b>IQAC Meeting dated 01-04-2023</b>		
To constitute an 'Electoral Literacy Club' time to time to make aware students about democratic values of our country.	The matter was discussed and unanimously was resolved that Dr.Tabinda Sultana, Assistant Professor, Department of Political Science has been nominated as a Nodal officer for Electoral Literacy Club.	Action completed.
To constitute 'Career Counseling Cell' with motive to provide guidance for competitive examination to students.	It was resolved unanimously that Dr. Rahul Kumar Mishra, Assistant Professor, Department of Economics may be appointed the convener of 'Career Counselling Cell'.	Action completed.
To constitute 'Gender Audit Cell' to look the matter as required by NAAC criteria.	The matter was discussed and recommended that the "Gender Audit Cell" be constituted. The name of Dr. Ruchita Sujai Chowdhary, Assistant Professor, Department of Journalism and Mass Communication has been recommended as the convener of the cell.	Action completed.



Discuss creating an innovation ecosystem, focusing on Indian Knowledge Systems (IKS) and Intellectual Property Rights (IPR).	Resolved that the University will initiate discussions to create an innovation ecosystem that integrates Indian Knowledge Systems (IKS) and emphasizes Intellectual Property Rights (IPR) protection. This ecosystem will foster creativity, collaboration and the commercialization of indigenous knowledge, contributing to socio-economic development.	Action is in progress.
Form an Internal Audit Committee for University components.	To form an Internal Audit Committee for university components tasked with ensuring compliance, risk management, and internal control effectiveness across various organizational units.	The committee has been constituted and is in working mode.
List various committees on the website.	Resolved that the list of various committees must be uploaded on the website, providing transparency and accessibility to organizational structures and decision-making bodies.	The work has been assigned to concern and work is about to complete.
To prepare the evaluative report of department and submit to the Director, IQAC for Academic Session 2018-23.	The issue was discussed and resolved that all Department will prepare and submit Annual Report at the end of the every Academic Year.	All departments have submitted their evaluative reports as per requirements. Action completed.
Prepare the Strategic Plan and subsequent Action Taken Report (ATR).	The IQAC resolves to develop a Strategic Plan to guide the institution's future direction and growth. A committee will be formed to draft the plan, which will be presented to the competent authority for approval and	The committee is constituted; the document has been prepared and is functional.



	implementation.	
To initiate B.A. /M.A. Fine Arts, Pali, MBA (Finance and Accounts)	The IQAC resolved to introduce B.A. and M.A. programmes in Fine Arts, Pali and MBA programme in Finance and Accounts.	All the programmes have been offered. Action completed.
To initiate B.Pharma. and D.Pharma.	The IQAC resolved to introduce B.Pharma. and D.Pharma. programmes to meet the growing demand for qualified professionals in the pharmaceutical sector.	All the programmes have been offered. Action completed.
Approval of Ph.D. Ordinance 2023.	The Ph.D. Ordinance 2023, as presented and discussed in the meeting, is hereby approved. The Ph.D. Ordinance 2023 will come into effect from the next academic session, and will be applicable to all new Ph.D. admissions from this session forward.	The ordinance approved, adopted and is functional. Action completed.
Approval of Ordinance regarding Multiple Entry Multiple Exit of B.Tech. Programme.	The ordinance regarding Multiple Entry Multiple Exit (MEME) for the B.Tech. program is hereby approved.	The ordinance prepared, approved and implemented. Action completed.

(Prof. Sauban Sayeed)  
Director, IQAC

Director, IQAC  
Khwaja Moinuddin Chishti  
Language University, Lucknow

REGISTRAR  
KHWAJA MOINUDDIN CHISHTI  
LANGUAGE UNIVERSITY,  
LUCKNOW