

ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय,

लखनऊ

**KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW**

U.P. STATE GOVERNMENT UNIVERSITY



Minutes of Meeting (IQAC)

2020-21



Minutes of IQAC Meeting dated 09th July, 2020

Internal Quality Assurance Cell (IQAC)

An online meeting of IQAC was conducted on July 9, 2020. The following members were present:

1. Prof. Syed Haider Ali, Director IQAC
2. Prof. Masood Alam, Dept. of Arabic
3. Prof. S.S.A. Ashrafi, Dept. of Urdu
4. Dr. Sabina Bano, Dept. of Geography
5. Prof. Somesh Kumar Shukla, EC Member, KMCUAF
6. Finance Officer, KMCUAF University
7. Registrar, KMCUAF University
8. Prof. Rajeev Manohar, IQAC Expert, Lucknow University
9. Miss. Gulnaz Aisha Khan, MA (Urdu) Student
10. Shri Nitesh Kumar Srivastava, (Alumni)
11. Prof. A Chaterji, EC Member, KMCUAF University
12. Shri Amit Gupta, Industrialist
13. Dr. Ehtesham Ahmad, Stakeholder

AGENDA I: Review of Previous IQAC Meeting held on 11.05.2020

Prof. (Dr.) Syed Haider Ali (Director, IQAC) reviewed the points from the previous meeting. The minutes were read and formally discussed with all IQAC members. Both the minutes and the action taken report were approved by the members.

Action Taken Report of IQAC Meeting dated 11th May, 2020

Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
To discuss and plan for teaching-learning/e-content development activities in keeping with the current COVID-19 scenario by using online platforms such as Google Meet and Zoom.	The University website has been upgraded and a separate section has been created for class notes, videos and other e-learning resources for easy access of students.



To discuss the modalities related to implementation of Common Minimum Syllabus as prescribed U.P. Government .	As per the directions of the Hon'ble Vice Chancellor, Prof. Mahrukh Mirza, the matter was put up in the Academic Council it was decided that the constitution committee of the syllabus would be contacted and consulted in this regard,
To discuss the collection and analysis of feedback forms drafted by the Feedback committee for the academic session 2020-21	A feedback committee was formed for the purpose. Separate forms will be created for parents and industry experts.
To plan and organize webinars, workshops, FDPs etc. in online mode for dissemination and knowledge sharing.	A number of webinars have been organized by the Department of Business Administration, Department of Commerce, Dept. of Education, Dept. of Journalism & Mass Comm.

AGENDA II : To discuss and plan for teaching-learning/e-content development activities in keeping with the current COVID-19 scenario by using online platforms such as Google Meet and Zoom.

As already discussed in the previous IQAC meeting, and considering the Lockdown implemented by the Government, it was decided all classes would be conducted via Google Meet/Zoom platform –as per the time table of the respective departments. Members discussed how many students were facing connectivity issues while attending online classes. It was decided that extra classes would be taken for those students who report such problems.

AGENDA III: To discuss the course of action to be followed for completion of PBAS and CAS formalities of faculty members.

It was brought to the notice of the Chair, that the CAS and PBAS Proforma of the teachers needs to be submitted as their promotions are due. It was resolved that all faculty members would submit their proformas at the earliest so that the process of screening/ evaluation may be initiated.

AGENDA IV: Discussion regarding conduction of Research Advisory Committee for research scholars.

The members discussed that in order to assess the status of work done by the research scholars, an RAC be conducted in all the Departments. The approved RAC minutes of BoS, Synopsis and topic of all departments would be presented before the upcoming Academic Council for approval.



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AGENDA V: To plan and organize more webinars, workshops, FDPs etc. in online mode for dissemination and knowledge sharing.

The sudden emergence of webinars as a medium of knowledge sharing was discussed by the members of the IQAC. A number of webinars are being organized by faculty members of the University. The Director, IQAC appreciated this trend and further encouraged all faculty members to organize more such activities which would help in both academic as well as research developments. Further, the theme of 'Environmental consciousness, green initiatives, sustainable development, gender-sensitization, etc. should be focused upon.

AGENDA VI: To discuss how emphasis be laid on mental health of students during the lockdown.

All faculty members were instructed to engage students in emotional well being sessions to overcome stress due to the new normal of working online.

AGENDA VII: Establish a code of conduct for stakeholders and to organize orientation/induction programs for all students and newly appointed ad-hoc/temporary teachers regarding Code of Conduct of the University.

It is resolved that a comprehensive Code of Conduct for all stakeholders, including students, teachers, employees, staff etc. be established to promote respect, integrity, professionalism, and accountability within our institution.

Further resolved, that all stakeholders are required to familiarize themselves with and adhere to this Code of Conduct in all interactions and activities within the University.

It was decided to instruct the Heads/Subject Incharges to organize orientation/induction programs for all students and newly appointed ad-hoc/temporary teachers regarding Code of Conduct by all departments of the University.

AGENDA VIII: Discussion to introduce Part time / Executive Ph.D.

The IQAC members unanimously agreed on the potential benefits of introducing Part-time and Executive Ph.D. programs. These programs are expected to cater to working professionals who seek to advance their academic qualifications without disrupting their careers. It was also resolved that a committee may be constituted to study the issue and present a proposal to execute the same.

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AGENDA IX: Any Other Issues with permission of the Chair

- 9.1 To conduct workshop on 'Bridging the gap on stock markets investment and financial quality'. The committee agreed to organize a workshop on 'Bridging the gap on stock markets investment and financial quality'. The committee confirmed that the event will be held on 18-09-2020.

The meeting concluded with a formal vote of thanks.

Prof. (Dr.) Syed Haider Ali

Director, IQAC

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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting dated 12th December, 2020

An online meeting was conducted via Google Meet on 12th December, 2020 at 11AM in the Office of Director, IQAC. The following members were present:

1. Prof. Syed Haider Ali, Director IQAC
2. Prof. Masood Alam, Dept. of Arabic
3. Prof. S.S.A. Ashrafi, Dept. of Urdu
4. Dr. Sabina Bano, Dept. of Geography
5. Finance Officer, KMCLU
6. Registrar, KMCLU
7. Miss. Gulnaz Aisha Khan, MA (Urdu) Student
8. Shri Nitesh Kumar Srivastava, (Alumni)
9. Prof. A Chaterji, EC Member, KMCLU
10. Shri Amit Gupta, Industrialist
11. Dr. Ehtesham Ahmad, Stakeholder

AGENDA I: Review of Previous IQAC Meeting held on 15.01.2020

Prof. (Dr.) Syed Haider Ali (Director, IQAC) reviewed the points discussed in the previous meeting. The minutes of the meeting were readout with a formal discussion with all IQAC members. These minutes of the meeting along with the action taken report were approved by the IQAC members.

Action Taken Report of IQAC Meeting dated 09th July, 2020

Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
To discuss and plan for teaching-learning/e-content development activities in keeping with the current COVID-19 scenario by using online platforms such as Google Meet and Zoom.	As per the Directions of Hon'ble Vice Chancellor, the Media Lab of the University will be used to record at least 500 lectures for the benefit of the students. All departments have been instructed to create their own YouTube channels which would be used for uploading video lectures.
Discussion regarding conduction of	As per the directions of the Hon'ble Vice



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Research Advisory Committee for research scholars.	Chancellor, the attendance of all Ph.D. scholars has been compulsory on all working days of the University. Two Ph.D. course coordinators to be nominated for coordinating the process.
To plan and organize webinars, workshops, FDPs etc. in online mode for dissemination and knowledge sharing.	A number of webinars have been organized by the various departments. A detailed report of these activities has been maintained by concerned faculty members for future purpose.

AGENDA II: To discuss the course of action to be followed for updating student and teacher data on the ABACUS portal under the NEP 2020.

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.

AGENDA III: Discussion regarding how the examination evaluation process can be improved upon for the benefit of the students.

It was brought to the notice of the Director that provisions need to be made such that evaluation of answer copies should be done in such a way that student welfare is ensured. In order to do so, it was decided that faculty members be allowed to check only 50 copies per day. Further, the copies of top-performing students in each program may be displayed on a suitable platform for other students to observe.

AGENDA IV: To discuss the introduction of new courses in the upcoming academic session.

The members discussed that new courses/ programs/ branches may be introduced in the upcoming academic session 2021-22, such as – B.Sc. (Honors), Sanskrit & Prakrit Language, Geoinformatics, M.Ed., Part-time Ph.D., introduction of new languages such as – French, German, Korean and Japanese as well as Artificial Intelligence (to be taught as a subject in all programs of the University).

The Director, IQAC, welcomed this suggestion and it was decided to put this up for approval in the next meeting of the Academic Council.

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AGENDA V: To discuss the status of MoUs signed by the University till date and encourage more functional MoUs in the future.

In keeping with the requirements of job-market, focus on 'interdisciplinary' and 'multilingual' education as a medium of knowledge sharing was discussed by the members of the IQAC. A number of MoUs are being signed by the University. The Director, IQAC appreciated this trend and further encouraged all faculty members to collaborate on more such MoUs which would help in both academic as well as research developments. Further, regular follow-up should be done and collaborative activities such as workshops, training programs etc. must be organized under such MoUs.

AGENDA VI: Discussion of implementation of NEP-2020 in various programs of the University.

As per the latest guidelines of NEP, it was discussed that all Heads/Incharges must start preparing the syllabus of their programmes, keeping the guidelines of NEP 2020 in mind. Special focus would be on developing Programme Outcomes, Programme Specific Outcomes and Course Outcomes of each course so that attainment and mapping may be done in the next academic session.

AGENDA VII: To discuss the formation of an Alumni Association in the University.

As per the requirements of NAAC, it was decided to strengthen the Alumni network of the University. All Heads/In-Charges were instructed to contact their Alumni and develop a strong alumni network of the past students.

AGENDA VIII: Discussion on activities being organized under Pt. Deendayal Upadhyay Shodhpeeth.

The members discussed activities being organized under Pt. Deendayal Upadhyay Shodhpeeth. It was decided that more literary and cultural activities may be planned in the future.

AGENDA IX: Enhance examination automation facilities.

It was resolved after detailed discussion that enhancement of the examination automation facilities is necessary in current time. The members recommended the use of Sugam Portal.

It was Resolved further to:

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1. Invest in upgrading existing examination automation systems to improve efficiency and reliability.
2. Implement state-of-the-art technology solutions for automating various examination processes, including question paper generation, answer sheet scanning, and result compilation.
3. Provide comprehensive training and support for staff and faculty to effectively utilize the enhanced automation facilities.
4. Conduct regular assessments and evaluations of the automated examination systems to identify areas for further improvement and optimization.
5. Collaborate with technology vendors and experts to stay updated on emerging trends and best practices in examination automation.

AGENDA X: Any other point with the permission of chair.

No matter reported.

The meeting concluded with a formal vote of thanks.

Prof. (Dr.) Syed Haider Ali
Director, IQAC

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Minutes of the Meeting Internal Quality Assurance Cell (IQAC)

A meeting of the Internal Quality Assurance Cell (IQAC) was convened in the Committee Room at the Administrative Building on January 15, 2021 commencing at 3.00 P.M. Present at the meeting were the following members:

S.No.	Name	Faculty/ Department
1	Prof. Masood Alam	Dean, Arts and Humanities and Law
2	Prof. Chandana Dey	Dean, Social Sciences
3	Prof. Ehtesham Ahmad	Dean, Commerce, Director
4	Dr. Tatheer Fatma	Dean, Science
5	Dr. Fakhre Alam	Head, Dept. of Urdu
6	Prof. Tanveer Khadeeja	Head, Dept. of English
7	Dr. Praveen Kumar Rai	Head, Dept. of Geography
8	Dr. Mazhar Khaliq	Head, Dept. of Computer Science
9	Dr. Poonam Chowdhary	Incharge, Dept. of History
10	Dr. Mohd. Jawaid Akhtar	Incharge, Dept. of Persian
11	Dr. Mohd. Sharique	Incharge, Dept. of Physical Education
12	Dr. Ruchita Sujai Chowdhary	Incharge, Dept. of Mass & Communication
13	Ms. Tabinda Sultana	Incharge, Dept. of Political Science
14	Dr. Rahul Kumar Mishra	Incharge, Dept. of Economics
15	Dr. Jahan Ara Zaidi	Incharge, Dept. of Hindi
16	Prof. Sanjeev Kumar Trivedi	Director of Faculty of Engineering and Technology (SFS)
17	Dr. Sauban Sayeed	Member
18	Dr. Faheemuddin Siddiqui	Member
19	Ms. Tasleem Razia	Student
20	Mohammad Azam Sharqi	Alumni



AGENDA I: Approval of the minutes of previous meeting of IQAC.

The minutes from the previous meeting were read aloud to all members, followed by a comprehensive discussion. Subsequently, all minutes were unanimously approved.

AGENDA II: Allow maximum 50 Answer Books for evaluation and upload top 5 Answer Books on website for student's reference.

The IQAC Committee resolved to permit a maximum of 50 answer books for evaluation to a teacher per day. Furthermore, it is resolved to upload the top 5 answer books on the University's website for students' reference. This initiative aims to promote transparency and provide students with exemplary models for their academic improvement.

AGENDA III: To introduce M.Sc. Geo-informatics in the department of Geography.

The IQAC Committee resolved to introduce the M.Sc. Geo-informatics program in the Department of Geography under Self-Finance Scheme (SFS) from next academic session. This decision aligns with the University's commitment to offering contemporary and relevant academic programs to meet the evolving needs of students and the industry. The program will undergo necessary curriculum development, resource allocation, and accreditation processes before its implementation.

AGENDA IV: Nomination two Ph.D. coordinators for smooth functioning of research.

The IQAC Committee resolved to appoint two Ph.D. coordinators to facilitate and oversee research activities effectively. These coordinators will assist in organizing seminars, workshops, and research review meetings, as well as providing guidance and support to Ph.D. students. Their roles will also include monitoring progress, coordinating with supervisors, and ensuring compliance with research guidelines and timelines.



AGENDA V: Prepare a portal of Alumni Association on University website.

The IQAC Committee resolves to create an Alumni Association portal on the University website to facilitate engagement and networking among alumni.

AGENDA VI: To start an online international journal with ISSN under Pt. Deen Dayal Upadhyay Shodhpeth.

The IQAC Committee resolved to initiate the establishment of an online international journal under Pt. Deen Dayal Upadhyay Shodhpeth. This journal will serve as a platform for disseminating scholarly research and fostering academic exchange on a global scale. The journal will publish original research articles, reviews and other scholarly contributions across various disciplines. The editorial board will be responsible for maintaining high standards of academic integrity and peer review process.

AGENDA VII: To offer M.A. Economics under SFS from next Academic Year.

The IQAC Committee resolved to introduce the M.A. Economics program under the Self-Financing Scheme (SFS) from the next academic year. This decision aims to broaden the academic offerings of the institution and cater to the growing demand for advanced studies in economics.

AGENDA VIII: Encourage course adoption and credit transfer through MOOCs, SWAYAM, e-pathshala, and NPTEL.

Resolved:

To actively encourage ongoing course adoption and facilitate seamless credit transfer through MOOCs, SWAYAM, e-pathshala, and NPTEL.

Further Resolved:

1. Continuously promote awareness among students and faculty regarding the benefits of utilizing MOOCs and other online platforms for credit acquisition.



2. Regularly assess and ensure the quality and relevance of available courses for credit transfer purposes.
3. Maintain and strengthen collaboration with MOOC platforms to streamline credit transfer processes.
4. Provide ongoing support and guidance to students navigating the credit transfer process, including technical assistance and financial aid.
5. Implement real-time monitoring mechanisms to assess the effectiveness of credit transfer policies and make necessary adjustments for improvement.

AGENDA IX: Promote the use of ICT tools in teaching and learning.

Resolved:

To promote the use of ICT tools in teaching and learning.

Further Resolved:

1. Provide training and resources for educators to effectively integrate ICT tools into their teaching methodologies.
2. Encourage the development and sharing of innovative digital learning materials and platforms.
3. Facilitate access to ICT infrastructure and devices for students and teachers, ensuring equitable participation.
4. Foster collaboration with industry partners and technology providers to stay updated on emerging ICT trends and best practices.
5. Evaluate and recognize effective ICT integration efforts through awards and incentives, inspiring further innovation in teaching and learning practices.

AGENDA X: Utilize the SAMARTH portal for administrative and academic reforms.

Resolved:

To incorporate the SAMARTH portal for administrative and academic enhancements.

Further Resolved:



1. Facilitate thorough training sessions for both administrative personnel and faculty members to proficiently navigate and utilize the SAMARTH portal.
2. Integrate SAMARTH modules into administrative workflows to streamline tasks such as student admissions, course registrations, and exam management.
3. Harness SAMARTH functionalities to drive academic reforms, including curriculum development, accreditation procedures, and student feedback collection.
4. Establish regular monitoring mechanisms to evaluate the effectiveness of SAMARTH implementation in enhancing operational efficiency and academic quality.
5. Foster collaboration with SAMARTH support teams to ensure ongoing technical support and updates, optimizing the portal's utilization for institutional advancement.

AGENDA XI: Develop a mechanism for Seed Money to boost research activities.

Resolved:

To develop a mechanism for Seed Money to boost research activities.

Further Resolved:

1. Establish a dedicated committee comprising research administrators and faculty members to oversee the allocation and management of Seed Money grants.
2. Designate specific funding pools for Seed Money grants, with eligibility criteria and application procedures clearly outlined to researchers.
3. Prioritize projects with high potential for innovation, interdisciplinary collaboration, and societal impact in the selection process.
4. Provide mentoring and support to grant recipients throughout the research process, including project management guidance and networking opportunities.



5. Monitor the outcomes and impact of Seed Money-funded projects through regular reporting and evaluation, with a focus on fostering a culture of research excellence and innovation within the university community.

AGENDA XII: Discuss and implement at least one best practice per department.

Resolution:

Resolved, that each department within the University shall engage in discussions to identify and implement at least one best practice relevant to their operations, with the goal of enhancing efficiency, productivity, and effectiveness.

AGENDA XIII: Discussion on Feedback Forms and Reports of Feedback Committee.

Resolution : The Feedback Forms of Students, Alumni, Parents, Faculty Members, Industry Experts collected for Academic Session 2020-21 and their analysis reports were discussed. To reach more stakeholders, it was decided that Google Form Links would be generated for feedback in Academic Session 2021-22.

AGENDA XIV: Any other issue with the permission of chair.

Appointment of Nodal Officer/ Research Coordinator.

Resolution:

It is resolved that a senior faculty member be appointed as the Nodal Officer/Research Coordinator. The appointed individual will report to Research Director/ Vice Chancellor and will be provided with the necessary resources and support to fulfill the responsibilities of this role.

Report of IQAC regarding the CAS of faculty members.



The IQAC scrutinized all the applications received for the promotion of faculty members for CAS. The Committee recommended the applications to competent authority for further actions.

The meeting concluded with a vote of thanks.

(Prof. Ehtesham Ahmad)
Director, IQAC

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