

ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय,

लखनऊ

**KHWAJA MOINUDDIN CHISHTI  
LANGUAGE UNIVERSITY,  
LUCKNOW**

**U.P. STATE GOVERNMENT UNIVERSITY**



**Minutes of Meeting (IQAC)**

**2021-22**



**Minutes of the Meeting**

**Internal Quality Assurance Cell (IQAC)**

A meeting of the Internal Quality Assurance Cell (IQAC) was held in the Committee Room of the Administrative Building on July 15, 2021, starting at 3:00 P.M. The meeting was attended by the following members:

S.No.	Name	Faculty/ Department
1	Prof. Chandana Dey	Director
2	Prof. Masood Alam	Member
3	Prof. S.S.A. Ashrafi	Member
4	Prof. Sauban Sayeed	Member
5	Dr. Praveen Kumar Rai	Member
6	Dr. Poonam	Member
7	Dr. Rahul Kumar Mishra	Member
8	Ms. Jyoti Gupta	Student
9	Mr. Ankur Sharma	Alumni

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

The minutes of the previous meeting were read aloud to all members, leading to a thorough discussion. Following this, all minutes received unanimous approval.

**AGENDA II: Implementation of NEP-2020 guidelines in all UG Programmes running under Hons. from academic year 2021-22 and adoption of common minimum syllabus provided by U.P. Higher Education Department along with Hons. Programme.**

The IQAC resolves to implement NEP-2020 guidelines in all undergraduate (UG) programs offered under the Honors stream, starting from the academic year 2021-22. Additionally, the IQAC further resolves to adopt the common minimum syllabus



provided by the U.P. Higher Education Department for the Honors programs.

**AGENDA III: To offer more Value Added Courses from Academic Year 2021-22.**

The IQAC recognizes the importance of providing students with diverse learning opportunities and enhancing their skill sets. Therefore, it resolves to introduce a range of new Value Added Courses starting from the Academic Year 2021-22. These courses will cover various fields of interest, including but not limited to technology, communication, entrepreneurship, and soft skills development. The introduction of these Value Added Courses aims to enrich the educational experience of students and equip them with practical skills for their future endeavors.

**AGENDA IV: Discussion regarding adoption of ABC as per NEP-2020.**

The IQAC resolves to adopt the Academic Bank of Credits (ABC) in accordance with the National Education Policy (NEP) 2020. This initiative aims to provide students with flexibility in choosing courses and accumulating credits across disciplines. The ABC system will facilitate seamless credit transfer, recognition of prior learning, and multiple entry and exit points, thereby promoting lifelong learning and enhancing student mobility and employability.

**AGENDA V: Proposal to start Incubation Centre for startup and entrepreneurship support.**

The IQAC proposes the establishment of an Incubation Centre to provide comprehensive support for startup ventures and entrepreneurship initiatives. This centre will offer mentorship, resources, networking opportunities and



infrastructure for budding entrepreneurs within the institution. Through this initiative, the IQAC aims to foster innovation, creativity, and economic growth by nurturing the entrepreneurial spirit among students and faculty.

**AGENDA VI: Adoption of Research Policy -2021**

The IQAC resolves to adopt the Research Policy - 2021, aimed at providing a structured framework for promoting and facilitating research activities within the University. This policy will outline guidelines, procedures and incentives to encourage faculty and students to engage in high-quality research endeavors. Through the adoption of this policy, the IQAC seeks to enhance the research culture, productivity, and impact of the institution. It was resolved that the Research Policy may be submitted to the competent authority requesting them to implement the policy.

**AGENDA VII: Discussion on Consultancy Policy - 2021**

The IQAC discussed the issue and resolved to present the drafted Consultancy Policy-2021, for implementation aimed at establishing guidelines and procedures for conducting consultancy projects within the University.

**AGENDA VIII: Integrate Program Outcomes (POs), Course Outcomes (Cos), and Graduate Attributes into the syllabus.**

Resolved:

To integrate Program Outcomes (POs), Course Outcomes (Cos), and Graduate Attributes into the syllabus.

Further Resolved:

1. Develop a framework for aligning POs, COs, and Graduate Attributes with the syllabus content and learning objectives.



2. Incorporate POs and Graduate Attributes into program-level curriculum planning to ensure coherence and progression of learning outcomes.
3. Embed Cos within individual course syllabi to clearly articulate specific learning outcomes and expectations.
4. Establish mechanisms for assessing and evaluating the attainment of POs, Cos, and Graduate Attributes throughout the curriculum.
5. Provide faculty with training and resources to facilitate the integration and assessment of POs, Cos, and Graduate Attributes in teaching and learning activities.

**AGENDA IX: Allocate funds for purchasing program-specific books annually.**

Resolved:

To allocate funds annually for purchasing program-specific books, ensuring that students have access to relevant and up-to-date resources aligned with their academic programs.

Further Resolved:

The allocated funds will be utilized to procure books, textbooks, and other educational materials that support the curriculum and learning objectives of each program. The allocation process will consider program requirements, student enrollment numbers, faculty recommendations, and emerging trends in the respective fields to ensure the effective utilization of funds and the enhancement of academic resources.

**AGENDA X: Implement guidelines to minimize student grievances regarding harassment and ragging.**

Resolved unanimously:



To implement guidelines aimed at minimizing student grievances regarding harassment and ragging within the organization.

Further Resolved:

The guidelines will include clear definitions of harassment and ragging, procedures for reporting incidents, mechanisms for addressing complaints, support services for affected students, and disciplinary measures for perpetrators. Additionally, awareness and prevention programs will be implemented to promote a safe and inclusive campus environment. It also resolved to prepare a policy document.

**AGENDA XI: Prepare a Gender Audit document.**

Resolution:

Resolved, to promote gender equality and inclusivity within the University, we authorize the preparation of a concise Gender Audit document. This document will assess our policies, practices, and culture through a gender lens, identifying areas for improvement and guiding gender-responsive strategies.

**AGENDA XII: Create policies for green initiatives and environmental audits.**

Resolution:

Resolved, that the University shall formulate green campus policy and implement it for green initiatives aimed at promoting environmental sustainability and reducing our ecological footprint. Further resolved, that regular environmental audits shall be conducted to assess our environmental impact, identify areas for improvement, and ensure compliance with relevant regulations and standards.

**AGENDA XIII: Any other issue with the permission of chair.**



**Point 1: Approval of Ph.D. Ordinance.**

The draft proposal of Ordinance of Ph.D. discussed in detail and resolved to submit the draft for further approval from competent authorities.

**Point 2: Confirmation of the Orientation Programme on "Bee Farming and its Value-Added Products for Skill Development, .**

The committee unanimously agreed to proceed with the Orientation Programme, highlighting its significance in equipping participants with skills related to bee farming and the development of value-added products. The committee confirmed that the event will be held on 29 November 2021.

**Point 3: 'Indo-Iranian relations for quality education' in collaboration with al Mustafa open university.**

The committee agreed to organize 'Indo-Iranian relations for quality education' in collaboration with al Mustafa Open University. The committee also confirmed that the event may be held in the month of October, 2021.

The meeting concluded with a vote of thanks.

(Prof. Chandana Dey)  
Director, IQAC

Director, IQAC  
Khwaja Moinuddin Chishti  
Language University, Lucknow

REGISTRAR  
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LANGUAGE UNIVERSITY,  
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**Minutes of Meeting**  
**Internal Quality Assurance Cell**

A meeting was conducted in the office of the Director, IQAC on 24 May, 2022 at 11:00 AM with all the Deans, Heads & Subject-Incharges of the University.

The following faculty members (Deans/ Heads/ Subject-Incharges) were present.

S.No.	Name	
1	Prof. Chandana Dey	Director
2	Prof. Masood Alam	Member
3	Prof. S.S.A. Ashrafi	Member
4	Dr. Poonam	Member
5	Dr. Rahul Kumar Mishra	Member
6	Prof. Sanjeev Kumar Trivedi	Special Invitee
7	Finance Officer	Member
8	Miss. Jyoti Gupta	Student

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

All minutes of previous meeting readout and have been approved unanimously.

**AGENDA II : To discuss the roadmap to be followed for preparation of NAAC-SSR in light of the meeting with Hon'ble Chancellor at the Governor House on 27<sup>th</sup> April, 2022.**

It was proposed by the Director, IQAC to develop a system for collection of data for NAAC by creating a criteria-wise format. All Deans, Heads and Subject Incharges were requested to maintain proper records of all the files related to NAAC accreditation.

**AGENDA III: To direct Heads/Deans to maintain a record of the PBAS of all the faculty members and submit a copy of the same with the IQAC.**





In view of the data requirement for NAAC, regarding research paper publications timely submission of PBAS files needs to be encouraged. This would prove to be beneficial not only for the timely career advancement of teachers but also for collection NAAC-related information.

**AGENDA IV: To discuss the organization of a one week Faculty Development Programme on Research Methodology and Paper Publication by Department of Commerce.**

It was decided to organize a one week Faculty Development Programme on Research Methodology and Paper Publication in collaboration with the Department of Commerce from 8<sup>th</sup> to 13<sup>th</sup> June, 2022.

**AGENDA V: To generate analysis reports of feedbacks collected from various stakeholders of the University.**

It was decided to disseminate and collect feedback forms (Google Form Links) filled by all the stakeholders of the University and generate feedback reports of the same. The IQAC would circulate the feedback report to all departments so that an action taken report can be drafted.

**AGENDA VI: Discussion on formation of University Sports Council and its policy document.**

To form a University Sports Council and develop its policy document, aimed at promoting sports and athletic activities within the organization.

Further Resolved unanimously to:

1. Define the objectives and scope of the University Sports Council, including its role in promoting sports participation, organizing events, and supporting student athletes.
2. Establish the composition and structure of the Sports Council, specifying the roles and responsibilities of council members.



3. Develop policies and guidelines for sports activities, including facility usage, team selection criteria, and code of conduct for athletes and coaches.
4. Allocate resources and support for the functioning of the Sports Council, including budgetary provisions and administrative assistance.
5. Promote inclusivity and diversity in sports participation, ensuring equal opportunities for all students to engage in athletic endeavors.
6. Monitor and evaluate the performance of the Sports Council, periodically reviewing its policies and initiatives to enhance the overall sports culture within the organization.

**AGENDA VII: Establish facilities required for NAAC criteria compliance like animal house, museum, business lab, Moot court, theatre and Art Gallery etc.**

It was resolved after detailed discussions To establish facilities required for NAAC criteria compliance, including but not limited to an animal house, museum, business lab, moot court, theater, and art gallery, to enhance the infrastructure and academic environment of the organization.

It was resolved also that the establishment of these facilities will be prioritized based on the organization's needs, resources, and compliance requirements set forth by NAAC. The process will involve planning, budgeting, and implementation in accordance with relevant guidelines and standards to ensure the fulfillment of NAAC criteria and the enhancement of overall institutional quality and excellence.

**AGENDA VIII: Discussion regarding Awadh Incubation Foundation.**

It was unanimously decided to support and develop the Awadh Incubation Foundation to foster innovation and entrepreneurship, providing necessary resources and guidance for its success.

*Bmisha*



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Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)

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(Recognised Under Section 2(D) & 12(B) of the UGC Act, 1956 & B.Tech. Approved by (AICTE))

**AGENDA IX: Any other Issues with permission of the Chair.**

- 9.1 'NAAC handholding workshop for enhancing quality in higher education institutions' in academic year 2021-22.  
The committee unanimously agreed to organize the workshop with the title 'NAAC handholding workshop for enhancing quality in higher education institutions'. The committee confirmed the event would take place in the academic year 2021-22.

The meeting concluded with a vote of thanks.

(Prof. Chandana Dey)  
Director, IQAC

Director, IQAC  
Khwaja Moinuddin Chishti  
Language University, Lucknow

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## Internal Quality Assurance Cell

### Minutes of Meeting

A meeting was conducted in the office of the Director, IQAC on 18<sup>th</sup> June 2022 at 01:00 PM. The following Deans/Heads/Subject Incharges were present -

1. Prof. Masood Alam,
2. Prof. Ehtesham Ahmad,
3. Prof. Tanveer Khadija,
4. Prof. Sauban Sayeed
5. Dr. Ruchita Sujai Chowdhary,
6. Dr. Doa Naqvi,
7. Dr. Rahul Kumar Mishra
8. Dr. Poonam
9. Miss Jyoti Gupta, Student
10. Mr. Ankur Sharma, Alumni
11. Registrar
12. Prof. Sanjeev Kumar Trivedi, Special Invitee

### **Agenda 1: Review of Previous IQAC Meeting held on 24.05.2022**

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 were approved by the IQAC members.

### **Agenda 2: Discussion on implementation of revised syllabi in various departments of the University as per NEP 2020 guidelines**

It was discussed that the syllabi of different programs have been revised in keeping with the NEP 2020 Guidelines. The minutes of the Board of Studies of these departments are to be presented in the upcoming Academic Council.



**Agenda 3: Discussion on status of preparation of NAAC SSR report.**

It was discussed that a presentation needs to be made in Governor House in the next month about the status of preparation of NAAC. The Director, IQAC called upon all the seven criteria incharges to update and upgrade their ppts so that all the data may be compiled within the stipulated time frame. Each metric and sub-metric was discussed in detail and difficulties arising in data collection were discussed.

**AGENDA 4 : Discussion on drafting various policies for the University.**

It was discussed that various policies need to be drafted for streamlining different initiatives being taken by the University. As such, committees were constituted to frame the following policies – Innovation Policy, Consultancy Policy, Environmental Policy, Energy Conservation Policy, Campus Green Policy, Solid Waste Policy, Water Conservation Policy, Outreach Policy, Research Policy, CSR, Divyangjan, Ethics, Governance, Hostel Manual, IT, Endowment Fund and Poor Boys Fund Policy.

**AGENDA 5: Discussion on formation of committee to prepare Institutional Development Plan and Long, Mid, Short term perspective plan.**

Resolution:

Resolved, that the University shall prepare both Short Term, Mid Term and Long Term Perspective Plans to provide clear direction and guidance for its future growth and development. It will be called as Institutional Development Plan (IDP).

Resolved further, these plans shall be developed through thorough analysis, consultation with stakeholders, and consideration of organizational objectives and priorities. They shall outline specific goals, strategies, and timelines for achieving short-term objectives and for realizing the long-term vision of the organization. An annual report will be prepared at the end of academic year under the guidelines of policy document.

Resolved to constitute a committee to develop the IDP draft policy as well as Perspective Plan document. The committee will complete their work within one month time period.



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**Agenda 6: Adoption and implementation of Common Minimum Syllabus at UG level from AY 2022-23 as provided by government as per NEP 2020.**

The committee resolved to adopt and implement the Common Minimum Syllabus at the undergraduate level starting from the academic year 2022-23, as provided by the government in accordance with the National Education Policy (NEP) 2020.

**Agenda 7: Adoption of LMS KOPAL**

The committee resolved to adopt the LMS KOPAL system to enhance learning management and digital resource accessibility for students and faculty, effective immediately.

**Agenda 8: To prepare the Vision Mission of the University.**

The committee resolved to form a dedicated sub-committee to prepare and finalize the Vision and Mission statements of the University, ensuring they align with the institution's core values and strategic goals.

**Agenda 9: Approval of the revised ordinance of Ph.D. programme.**

The committee resolved to approve the revised ordinance of the Ph.D. program, ensuring alignment with updated academic and administrative standards, effective immediately.

The meeting concluded with a vote of thanks.

**Prof. (Dr.) Syed Haider Ali**

**Director, IQAC**

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Khwaja Moinuddin Chishti  
Language University, Lucknow

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