

ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय,
लखनऊ

**KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW**

U.P. STATE GOVERNMENT UNIVERSITY



Minutes of Meeting (IQAC)

2022-23



Minutes of Meeting
Internal Quality Assurance Cell (IQAC)

A meeting was conducted in the office of the Director, IQAC on 12th July, 2022 at 11:00 AM.

The following members were present:

1. Prof. Syed Haider Ali, Director
2. Prof. Masood Alam,
3. Prof. S.S.A. Ashrafi
4. Dr. Praveen Kumar Rai,
5. Prof. Sauban Sayeed
6. Dr. Ruchita Sujai Chowdhary,
7. Dr. Rahul Kumar Mishra
8. Dr. Poonam
9. Miss Jyoti Gupta, Student
10. Mr. Ankur Sharma, Alumni
11. Prof. Sanjeev Kumar Trivedi, Special Invitee

AGENDA I: Review of Previous IQAC Meeting held on 18.06.2022

Prof. (Dr.) Syed Haider Ali (Director, IQAC) reviewed the points discussed in the previous meeting. The minutes were read aloud and formally discussed with all IQAC members, who subsequently approved them.

AGENDA II: To apprise the newly appointed members of the IQAC about the work done so far.

The newly formed committee of the IQAC was briefed about the work done so far in the NAAC/IQAC ambit. It was decided that all criteria incharges should provide the IQAC with a list of the documents or proforma required for their criteria. This proforma would then be shared to all Deans/Heads and Incharges of departments so that collection of data may be done systematically.

AGENDA III: 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.

AGENDA IV: To discuss the activities to be performed under the 'Azadi ka Amrit Mahotsav' Program.

The NSS, NCC, Rovers & Rangers, Clubs of the University and Council of Students are in the process of organizing a number of activities under the 'Azadi ka Amrit Mahotsav' Program. The Director instructed all organizers and coordinators of such activities to submit a report of all the details so that the same maybe compiled and kept for record-keeping.

AGENDA V: To prepare the PowerPoint presentation of NAAC to be presented in the Governor House meeting on 05th August, 2022

All criteria in-charges were asked to update and re-submit their edited ppts so that they may be compiled for the upcoming meeting in Governor House.

AGENDA VI: 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.

AGENDA VII: 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.

AGENDA VIII: 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. Further Resolved to allocate sufficient resources and funding for the enhancement of research infrastructure, including laboratories, equipment, and technological resources.



It was also resolved to constitute a task force comprising faculty, researchers, and administrative staff to review and revise the existing Research Policy, ensuring alignment with current institutional goals and best practices. To enhance the research quality it was also resolved to establish performance metrics and evaluation criteria to monitor the effectiveness of research facility and policy revisions, with provisions for periodic reviews and adjustments as needed.

AGENDA IX: Enhance ICT facilities by providing more computers to students.

To enhance ICT facilities by providing more computers to students, thereby improving access to digital resources and supporting academic activities. Further Resolved the enhancement plan will involve assessing current computer-to-student ratios, identifying areas of need, and procuring additional computers as necessary to ensure equitable access for all students. Consideration will be given to factors such as student enrollment numbers, usage patterns, and technological requirements to optimize resource allocation and enhance the overall learning experience.

AGENDA X: 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 considered in decision-making processes.

Resolved further, the inclusion of student representatives in the BoS, Hostel Committee, NAAC team and IQAC shall promote transparency, accountability, and student-centered governance, enriching the educational experience and fostering a sense of ownership and community within the University.

AGENDA XI: To organize a One Day Workshop on Intellectual Property Rights (IPR)

It was unanimously decided that a one-day workshop on Intellectual Property Rights (IPR) should be organized to benefit teachers and other target groups. The department of Business Administration and IQAC has been authorized to organize the workshop.

AGENDA XII: 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.



AGENDA XII: Any other matter with the permission of chair.

12.1 Confirmation to conduct the Orientation Programme on "Code of Conduct for Teachers".

The committee agreed to proceed with the organization of the Orientation Programme, highlighting its significance in ensuring that teachers adhere to the established code of conduct. The committee further confirmed that the event have to be organized in the month of August, 2022.

12.2 To organize a workshop on 'Quality Enhancement in modern academia through Intellectual Property Right (IPR)' in July 2022.

The committee agreed to organize the workshop on 'Quality Enhancement in modern academia through Intellectual Property Right (IPR)'. The committee further confirmed the date of event in mid July 2022.

The meeting was concluded with a vote of thanks.

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

Director, IQAC
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Minutes of Meeting dated August 18, 2022

Internal Quality Assurance Cell (IQAC)

A meeting was conducted in the office of the Director, IQAC on 18th August, 2022 at 01:00 PM.

The following members were present –

1. Prof. Ehtesham Ahmad, Department of Commerce
2. Prof. Tanveer Khadija, Department of English
3. Dr. Tatheer Fatma, Department of Home Science
4. Dr. Neeraj Shukla, Department of Commerce
5. Dr. Ruchita Sujai Chowdhary, Department of Journalism & Mass Communication
6. Dr. Doa Naqvi, Department of Business Administration
7. Dr. Nalini Misra, Department of Education
8. Mr. Syed Kazim Asghar Rizvi, Department of Journalism & Mass Communication
9. Controller Of Examination, KMCLU
10. Ms. Mariya Bintah Siraj, Research Scholar
11. Er. Umar Tazkeer, Alumni

AGENDA I : Review of Previous IQAC Meeting held on 12.07.2022

The Director of IQAC conducted a review of the topics addressed in the preceding meeting. The minutes of the meeting were read aloud, followed by a formal discussion involving all IQAC members. Subsequently, these meeting minutes were unanimously approved by the IQAC members.

AGENDA II: 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. Distribution of work has been done NAAC Criteria-wise and a list of all members has been formed by the IQAC as per Annexure I.

AGENDA III: To engage all IQAC members in handholding with DQAC



Each IQAC member was allotted a group of Departments for hand-holding, supporting and monitoring the collection of data under various Criteria of NAAC. A list of the same is provided as per Annexure I.

AGENDA IV: 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.

AGENDA V: 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 VI: To direct Heads/Subject-Incharges to ensure maximum participation of the Departmental Alumni in the upcoming Foundation week celebrations.

It was discussed that the Alumni engagement needs to be strengthened in each Department. All Alumnae must be encouraged to become members of the Alumni Association. A batch representative may be appointed in each batch who may act as a coordinator for the same. He/ she may also be felicitated during the Foundation week along with other distinguished alumni. A departmental activity may also be organized to engage alumni.

AGENDA VII: All Heads/Subject-Incharges/ Committees to send their minutes to the IQAC for record maintenance.

It was discussed that all Heads/Subject-Incharges/ Committees should send a copy of their minutes to the IQAC for maintenance of proper records.

AGENDA VIII: 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 30th 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.

AGENDA IX: To encourage student-industry interactions by proper planning of activities with various institutes with which the University has signed MoUs.

The Director, IQAC stressed on the importance of industry-student interaction via MoUs. The University has recently entered into an MoU with Bundelkhand University. Another MoU has been signed with EduNet under which the students will get trained in Microsoft.

AGENDA X: To organize induction/ orientation program of the newly admitted students.

In line with the Orientation Program on Code of Conduct for teachers organized on 17th August, 2022, it was discussed that all newly admitted students should also be engaged in an orientation program in the first week of their joining the University. All Heads/Subject Incharges were instructed to organize induction/ orientation program of the students.

AGENDA XI: To discuss the activities organized under the 'Azadi ka Amrit Mahotsav' program by all Departments.

The various activities carried out by the departments were summarized and put before the committee members. The activities included - honours and recognition received by teachers, workshops/seminars conducted on IPR and Industry-Academia Innovative practices, number of extension and outreach programmes conducted in through NSS, Innovative teaching-Learning Techniques, sports and cultural activities / competitions organized by the University for the celebration of AZADI KA AMRIT MAHOTSAV.

AGENDA XII: Discussion on Establishment of Internal Complaint Committee.

The IQAC Committee hereby resolves to establish an Internal Complaint 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.



AGENDA XIII: 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.

AGENDA XIV: 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 board will be tasked with developing and implementing strategies to enhance sustainability practices, reduce carbon footprint, and foster a culture of environmental responsibility among students, faculty, and staff. This initiative aligns with our commitment to contribute positively to environmental protection and sustainability.

AGENDA XV: Any other issue with permission of the Chair.

- 15.1 To organize the meeting on 'Quality Emerging Trends in Journalism' scheduled for 15 October 2022.

The committee unanimously agreed on the importance of organizing the meeting, focusing on the latest trends in journalism to improve the quality of journalistic practices. The committee confirmed the event would take place on 15 October 2022.

- 15.2 Workshop on 'Quality driven NAAC documentation and preparation' on 10-09-2022.

The committee unanimously agreed to conduct the Workshop on 'Quality driven NAAC documentation and preparation' on 10-09-2022. The committee confirmed the event would take place on 10-09-2022.

- 15.3 'Quality training aimed at engineering students' in collaboration with AKTU.

The committee unanimously agreed to conduct the 'Quality training aimed at engineering students' in collaboration with AKTU. The committee confirmed the event would take place on 21-11-2022.



15.4 'A quality driven career opportunities in Microsoft through tech Saksham programme' in collaboration with EDUNET foundation on 16-10 -2022.

The committee unanimously agreed to 'A quality driven career opportunities in Microsoft through tech Saksham programme' in collaboration with EDUNET foundation. The committee confirmed the event would take place on 16-10 - 2022.

The meeting was concluded with the formal vote of thanks.

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

Director, IQAC
Khwaja Moinuddin Chishti
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Minutes of Meeting

Internal Quality Assurance Cell

A meeting was conducted in the office of the Director, IQAC on 10 December, 2022 at 11:00 A.M. The following members were present –

1. Prof. Ehtesham Ahmad, Department of Commerce
2. Prof. Tanveer Khadija, Department of English
3. Dr. Tatheer Fatma, Department of Home Science
4. Dr. Neeraj Shukla, Department of Commerce
5. Dr. Ruchita Sujai Chowdhary, Department of Journalism & Mass Communication
6. Dr. Doa Naqvi, Department of Business Administration
7. Dr. Nalini Misra, Department of Education
8. Mr. Syed Kazim Asghar Rizvi, Department of Journalism & Mass Communication
9. Mariya Bintah Siraj, Student
10. Umar Tazkeer, Alumni
11. Prof. Syed Haidar Ali, Director

AGENDA I: Review of Previous IQAC Meeting held on 18.08.2022

The 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 II: 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. It is



recommended that a committee should be framed to look into matter, and possibilities to implement the Framework.

AGENDA III: Discuss collaboration for outreach activities in the local community.

It was discussed that there is a need to collaboration for outreach activities in the local community, aiming to enhance community engagement and address local needs. Further resolved that collaboration discussions will involve local stakeholders, including community leaders, NGOs, and government agencies, to identify opportunities for joint initiatives and leverage collective resources for maximum impact. It also resolved that a policy document should be prepared for outreach activities.

AGENDA IV: 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 was already in practice, the IQAC has decided to include two external members in the committee for completing the Academic and Administrative Audit. This addition aims to make the process more scientific and transparent.

AGENDA V: Discussion to prepare skill hub.

The issue was discussed in detail, and it was decided that a Skill Hub should be developed on the campus. It was also resolved that this matter should be forwarded to the competent authority for further discussion and implementation.

AGENDA VI: 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. Key points of the policy include Objective, management, investment strategy and fund utilization etc. A committee may be constituted to prepare the



policy. This policy will be forwarded to the competent authority for approval and implementation.

AGENDA VII: Prepare the Vision document.

The IQAC Committee has unanimously resolved to constitute a committee for the preparation of the institution's Vision Document. The committee will work to develop a comprehensive Vision Document that outlines the strategic goals and future direction of the institution. The committee will report progress to the IQAC at regular intervals and submit the final Vision Document for approval.

AGENDA VIII: Any other matter with the permission of chair.

- 8.1** Confirmation of the Orientation Programme on 'Creating a High-Quality Business Plan,' scheduled for 2 April 2023.
The committee unanimously resolved to organize the Orientation Programme, emphasizing its importance in enhancing participants' abilities to develop effective and high-quality business plans. The committee confirmed the event's conduction on 2 April 2023.
- 8.2** To conduct a Seminar on Philosophy of Research and Innovation in the month of March, 2023.
The committee unanimously resolved to organize the Seminar on Philosophy of Research and Innovation. The committee confirmed the event's conduction on 23.03.2023.
- 8.3** To organize a programme on the topic of 'Web wise crafting the quality of digital frontier' in collaboration with Bundelkhand university.
The committee unanimously resolved to 'Web wise crafting the quality of digital frontier' in collaboration with Bundelkhand University. The committee confirmed the event's conduction on 16-01-2023.

The meeting was concluded with the vote of thanks.

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



Minutes of IQAC Meeting
Dated: May 1, 2023, Time: 2:00 PM
Place: Committee Room, Admin Block

A meeting of the IQAC members was held on 01 May, 2023 at 2:00 PM in the Committee Room of the Administrative Block.

The following members were present in meeting: -

1. Prof. Ehtesham Ahmad
2. Prof. Tanveer Khadija
3. Dr. Tatheer Fatima
4. Dr. Neeraj Shukla
5. Dr. Ruchita Sujai Choudhary
6. Dr. Doa Naqvi
7. Dr. Nalini Mishra
8. Dr. Syed Kazim Asghar Rizvi
9. Ms. Mariya Bintah Siraj
10. Mr. Umar Tazkeer

Agenda Point 1: Approval of minutes of previous meeting of IQAC.

Resolution: The Director of IQAC reviewed the points discussed in the previous meeting. After a formal discussion with all members, the minutes were read aloud and unanimously approved.

Agenda Point 2: Establish an IPR Cell and Incubation Centre for knowledge and technology transfer.

Resolution: Resolved that the University will establish an IPR Cell and Incubation Centre dedicated to facilitating knowledge and technology transfer. It was resolved further that the IPR Cell will manage intellectual property assets, provide guidance on patenting and licensing, and promote awareness of intellectual property rights. The Incubation Centre will support the commercialization of innovations and startups through mentorship, funding opportunities, and access to resources.

Agenda 3: Form an Internal Audit Committee for University components.

Resolution: To form an Internal Audit Committee for university components tasked with ensuring compliance, risk management, and internal control effectiveness across various organizational units.



Agenda 4: List various committees on the website.

Resolution: Resolved that the list of various committees must be uploaded on the website, providing transparency and accessibility to organizational structures and decision-making bodies.

It was resolved further that the Internal Audit Committee will be composed of qualified individuals with expertise in auditing, finance, and governance. Its responsibilities will include conducting periodic audits, reviewing internal controls, identifying areas for improvement and providing recommendations to enhance accountability and transparency within the organization. The committee will report its findings and recommendations to the appropriate authorities for action and follow-up.

Agenda 5: To submit a brief report to Director, IQAC after every event via e-mail.

Resolution: It was proposed during the meeting that all the events coordinator / Convenor will submit a brief report on concluding of event with Geo-Tag Picture and outcome points to the Director, IQAC and NAAC Coordinator via official e-mail.

Agenda 6: To prepare the evaluative report of department and submit to the Director, IQAC for Academic Session 2018-23.

Resolution: The issue was discussed and resolved that all Department will prepare and submit Annual Report at the end of the every Academic Year from current academic year (2022-2023)

Agenda 7: 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 implementation.

Agenda 8: 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. These programs aim to expand the institution's academic offerings and meet student demand. A committee will develop the curricula and ensure the programs meet academic standards. The proposals will be presented to the competent authority for approval and implementation in the next academic year.



A committee will be formed to oversee the development and implementation of these programmes, ensuring they meet academic standards and receive necessary approvals. The proposed programmes will be presented to the competent authority for final approval and launch from the next academic year.

Agenda 9: 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. A committee will develop the curricula and ensure compliance with academic and regulatory standards. The proposals will be submitted to the competent authority for approval and implementation in the next academic year.

Agenda 10: 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.

Agenda 11: 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. All B.Tech. admissions from the effective date. Detailed guidelines to be issued for smooth transition. Ordinance to be published on the official university website and circulated to all relevant stakeholders. Amendments to the ordinance to be made through a formal consultation and approval process.

Agenda 12: Any other point with the permission of Chair.

12.1 To organize Orientation Programme on 'Challenges of Sexual Diversity and Inclusivity for Quality Media in the Future' in the month of June, 2023.

The committee unanimously resolved to organize the Orientation Programme, noting its potential to enhance participants' understanding of quality improvements in media. The committee confirmed the event's conduction on June 15, 2023.

12.2 To conduct Orientation programme on 'Enhancing quality in higher education' by IQAC on 11-04-23. and 'Advance quality computer certification course' in collaboration Analyze infotech on 30 -05-2023



The committee unanimously resolved to organize the above Programme, noting its potential to enhance participants' understanding of quality computer certification in new modern era. The committee confirmed the event's conduction on April, 11, 2023 and May 30, 2023.

12.3 Orientation Programme on 'Creating a High-Quality Business Plan' by IQAC on 2nd April 2023.

The committee unanimously resolved to organize the Orientation Programme, emphasizing its importance in enhancing participants' abilities to develop effective and high-quality business plans. The committee confirmed the event's conduction on 02-04-2023.

12.4 Organizing a programme on the topic 'A quality driven tree donation' in collaboration with EHSAAS foundation on 5-04-2023.

The committee unanimously resolved to organize the above Programme, noting its potential to enhance participants' understanding of importance of tree plantation and improve of healthy atmosphere. The committee confirmed the event's conduction on 5-04-2023.

The meeting was concluded with a vote of thanks to all members.

(Prof. Sauban Sayeed)

Director, IQAC

Director, IQAC
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