

ख़्वाजा मुईनुद्दीन चिश्ती उर्दू, अरबी फारसी  
विश्वविद्यालय, लखनऊ

**KHWAJA MOINUDDIN CHISHTI  
URDU, ARABI FARSI UNIVERSITY,  
LUCKNOW**

**U.P. STATE GOVERNMENT UNIVERSITY**



**Minutes of Meeting (IQAC)**

**2018-19**



### Minutes of IQAC Meeting dated 10<sup>th</sup> July, 2018

Below are the minutes of meeting conducted in the office of the Director, IQAC on 10.07.2018 at 01:00 PM.

The following members were present:

1. Prof. Syed Haider Ali, Dept. of Business Administration and Director IQAC
2. Dr. Chandana Dey
3. Dr. Sauban Sayeed
4. Dr. Ehtesham Ahmad
5. Dr. Tanveer Khadija
6. Dr. Nalini Misra
7. Dr. Neeraj Shukla
8. Mr. Ataur Rahman Azami

#### **AGENDA 1 - Implementation of CBCS at UG Level**

##### **Resolution**

1. The CBCS curriculum has been implemented at the UG level for all the departments of the University. It was discussed that syllabus should also be modified for PG Level as well.

#### **AGENDA 2 - Introduction of new courses such as B.Tech. in the University**

##### **Resolution**

1. It was proposed to introduce new programs/courses in the University to increase student strength. The members decided to propose the introduction of Law and B.Tech Program in the upcoming Academic Council.
2. In order to increase language skills among students, it was decided to introduce new Indian and foreign languages such as – Sanskrit, Pali & Prakrit, Japanese, German, French and Mandarin.

#### **AGENDA 3 - Designing of syllabus with focus on industry interactions**

##### **Resolution**

1. All Heads/Subject-Incharges should be directed to create avenues for industry interaction for students.
2. Summer internship/ Research Projects should be industry focused.



#### **AGENDA 4 - Increased use of ICT to promote digital learning**





#### Resolution

1. Initiative should be taken for strengthening admission, examination, and evaluation processes of the University.
2. Smart Classrooms should be used for better teaching-learning activities.

#### AGENDA 5 - Discussion on green initiatives of the University

##### Resolution

All departments were instructed to organize workshops/seminars/programs to increase knowledge of the students on green initiatives to be taken by the University.

#### AGENDA 6- Maintain department-level records for field projects, internships, and research projects.

##### Resolution

1. To establish and maintain department-level records for field projects, internships, and research projects.
2. Develop standardized templates and procedures for documenting field projects, internships, and research activities at the department level.
3. Assign responsibility to designated personnel within each department for overseeing the collection, organization, and maintenance of project records.
4. Ensure compliance with relevant data protection and privacy regulations when storing and accessing project-related information.
5. Facilitate access to project records for students, faculty, and relevant stakeholders to support academic and professional development initiatives.

#### AGENDA 7- Establish policy documents for exam result release.

##### Resolution

1. To establish policy documents for the release of exam results.
2. Develop clear and transparent guidelines outlining the procedures and timelines for the release of exam results.
3. Define the responsibilities of relevant stakeholders, including examination committees, faculty members, and administrative staff, in the result release process.
4. Ensure adherence to confidentiality and data protection protocols to safeguard students' privacy and academic integrity.
5. Incorporate provisions for addressing exceptional circumstances or delays in result publication, with mechanisms for timely communication and resolution.
6. Regularly review and update the policy documents to reflect changes in examination processes, technological advancements, and regulatory requirements, ensuring continuous improvement and alignment with best practices.

#### AGENDA 8- Implement a mechanism to reduce student complaints about evaluation processes and report annually.

##### Resolution

1. To implement a mechanism aimed at reducing student complaints regarding evaluation processes, with an annual reporting requirement.



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2. Establish a dedicated platform or channel for students to submit complaints and feedback regarding evaluation processes, ensuring accessibility and confidentiality.
3. Designate a responsible committee or officer to investigate and address student complaints promptly and impartially, with mechanisms for escalation if necessary.
4. Conduct regular reviews and analyses of student complaints to identify recurring issues and root causes, facilitating proactive measures for improvement.
5. Implement corrective actions and procedural enhancements based on the findings of complaint investigations, with clear communication to students regarding changes and resolutions.

**AGENDA 9- Discuss collaboration for outreach activities in the local community.**

**Resolution**

To discuss collaboration for outreach activities in the local community, aiming to enhance community engagement and address local needs.

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 10- Develop an Institutional Strategic Plan and Deployment Document.**

**Resolution**

Resolved, that the University shall develop an Institutional Strategic Plan to guide its vision, mission, and goals over a defined period.

Resolved further, the Strategic Plan shall be developed through a collaborative process involving stakeholders from across the organization, and it shall outline clear objectives, strategies, and action plans to achieve organizational priorities and enhance institutional effectiveness.

**AGENDA 11- Discussion on preparation of Gender, Green, Energy and Environment Audit document.**

**Resolution:**

Resolved, Members 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 12: Drafting of Feedback forms for students and constitution of a committee for completing all formalities regarding the evolution of Feedback system.**



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**Resolution:**

It was decided to take feedback from the students regarding curriculum/syllabus/ teaching activities for the academic session 2018-19.

Further it was resolved that a committee should be constituted to formalize all the requirements regarding the feedback system. The committee will develop various feedback forms, collect from departments, analyze them and submit it to the IQAC for necessary action with the recommendations. IQAC shall take appropriate action on the issue.

It was resolved that three member committee should be formed. All 3 members shall be from IQAC team. One of them will perform as Coordinator. The IQAC director has been authorized to form the committee.

**AGENDA 13- Formation of Committee for drafting Strategic Plan and Deployment Document of the University for next five years.**

Resolved, members discussed the formation of Committee for drafting, finalization and implementation of Strategic Plan and Deployment Document of the University for next five years.

The meeting concluded with a formal vote of thanks.

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

Director, IQAC  
Khwaja Moinuddin Chishti  
Language University, Lucknow

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**Minutes of IQAC Meeting dated 07 November, 2018**

The minutes of meeting, conducted in the office of the Director, IQAC on 07.11.2018 at 01:00 PM.

**The following members were present:**

1. Prof. Syed Haider Ali, Dept. of Business Administration and Director IQAC
2. Dr. Chandana Dey
3. Dr. Sauban Sayeed
4. Dr. Ehtesham Ahmad
5. Dr. Tanveer Khadija
6. Dr. Nalini Misra
7. Dr. Neeraj Shukla
8. Dr. Ataur Rahman Azami

**AGENDA 1 - Approval of previous meetings points.**

All the points/ resolutions discussed in the previous meeting approved unanimously.

**AGENDA 2 - Introduction of Ph.D. Program**

**Resolution:**

- It was proposed to introduce Ph.D. Program in the University. A Committee should be constituted for framing the Ph.D. Ordinance.

**AGENDA 3 - Organization of workshops on Gender equity, woman empowerment, sustainable development, and environment conservation.**

**Resolution:**

- All departments are to be instructed to organize workshops/seminars/programs to increase knowledge of the students on Gender equity, woman empowerment, sustainable development, and environment conservation to be taken by the University.



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**Agenda 4: Promotion of research publications by Faculty members.**

**Resolution:**

- All faculty members should be directed to increase their research publications.

**Agenda 5: Drafting of Feedback forms for students and constitution of a committee for completing all formalities regarding the evolution of Feedback system.**

**Resolution:**

- It was decided to take feedback from the students regarding curriculum/syllabus/teaching activities for the academic session 2018-19.
- Further it was resolved that a committee should be constituted to formalize all the requirements regarding the feedback system. The committee will develop various feedback forms, collect from departments, analyze them and submit it to the IQAC for necessary action with the recommendations. IQAC shall take appropriate action on the issue.
- It was resolved that three member committee should be formed. All 3 members shall be from IQAC team. One of them will perform as Coordinator. The IQAC director has been authorized to form the committee.

**Agenda 6- Appoint a Research Director to maintain research quality and project deadlines.**

**Resolution:**

1. Resolved, that the University shall appoint a Research Director to oversee and maintain research quality and project deadlines.
2. Resolved further, the Research Director shall be responsible for ensuring adherence to research standards, facilitating collaboration among researchers, and monitoring project progress to meet established deadlines and objectives.

**Agenda 7- Appoint a Ph.D. Coordinator to address Ph.D. program issues and maintain research quality.**

**Resolved unanimously:**

To appoint a designated Ph.D. Coordinator to address Ph.D. program issues and maintain research quality.



Further Resolved:

1. Define the role and responsibilities of the Ph.D. Coordinator, including resolving program-related issues and ensuring research quality.
2. Ensure the Ph.D. Coordinator collaborates with relevant departments to streamline Ph.D. program processes and procedures.
3. Establish regular reporting mechanisms for the Ph.D. Coordinator to provide updates on program issues and research quality.

**Agenda 8: Identify and support slow and fast learners with appropriate learning methods.**

Resolved to support both slow and fast learners with tailored learning methods.

Further Resolved to:

1. Conduct regular assessments to identify individual learning needs.
2. Offer personalized learning plans and additional support as necessary.
3. Provide ongoing training for educators to implement effective strategies.
4. Foster a supportive learning environment for collaboration and peer learning.
5. Monitor and adjust interventions to ensure equitable opportunities for all learners.

**Agenda 9- Develop a mechanism for registering and resolving student grievances.**

Resolved:

1. Develop a mechanism for registering and resolving student grievances.
2. Establish clear procedures for students to register grievances.
3. Designate responsible authorities for grievance resolution.
4. Set specific timelines for addressing grievances.
5. Provide effective communication channels for ongoing updates.
6. Ensure mechanisms for confidentiality and impartiality.
7. Incorporate feedback loops for continuous improvement.
8. Uphold accountability throughout the grievance resolution process.

**Agenda 10- To introduce Indian and Foreign Language**

**Resolution:**

The committee resolved that more Indian and foreign languages should be introduced in the curriculum starting from the next academic session to enhance linguistic diversity and global competence among students.

**Agenda 11- Adoption of Ph.D. regulation of UGC 2016**

**Resolution:** The committee resolved to adopt the Ph.D. regulations of the UGC 2016 unanimously, effective from the next academic session, to standardize and enhance the quality of doctoral education.

**Agenda 12- Approval the proposal to implement CBCS at PG level**





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**Resolution:**

The committee resolved to approve the proposal to implement the Choice Based Credit System (CBCS) at the postgraduate level, effective from the next academic session, to provide greater flexibility and enhance the learning experience for students.

**Agenda 13- Laptop distribution among teachers**

**Resolution:**

The committee resolved to approve the distribution of laptops among teachers to enhance teaching effectiveness and support digital learning initiatives, effective immediately.

The meeting concluded with a formal vote of thanks.

Prof. (Dr.) Syed Haider Ali

Director, IQAC

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**Minutes of IQAC Meeting dated 15 January, 2019**

Minutes of meeting conducted in the office of the Director, IQAC on 15 January, 2019 at 11:00 AM. The following members were present:

1. Prof. Syed Haider Ali, Director IQAC
2. Prof. Masood Alam Member
3. Prof. S.S.A. Ashrafi Member
4. Dr. Ehtesham Ahmad Member
5. Prof. A. Chatterji Member
6. Ms. Gulnaz Aisha Khan Member

**AGENDA 1 - Discussion of previous year's IQAC progress with all members**

Prof. (Dr.) Syed Haider Ali (Director, IQAC) reviewed the points discussed in the previous meetings. The minutes of the meeting were readout with a formal discussion with all IQAC members.

**AGENDA 2 - Form an Internal Audit Committee for Universit.**

**Resolved** to form an Internal Audit Committee for University components tasked with ensuring compliance, risk management, and internal control effectiveness across various organizational units.

Further Resolved:

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 3 - Any other matter related to IQAC.**



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- It was decided to work towards NAAC Accreditation of the University. All members were directed to study the NAAC manual carefully so that they may guide other teachers regarding compilation of data for NAAC.
- It was further resolved that an Academic and Administrative Audit will be conducted at the department level. A three-member committee will carry out the audit, consisting of one external member and two internal members (one of whom will be an IQAC member).

The meeting concluded with a formal vote of thanks.

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

**Director, IQAC**

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**Minutes of IQAC Meeting**

Below are the minutes of meeting conducted in the office of the Director, IQAC on 14 March, 2019 at 11:00 A.M.

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. Ehtesham Ahmad, Dept. of Commerce
5. Gulnaz Aisha Khan, Student
6. Nitesh Kumar Srivastava, Alumni

**AGENDA 1 - Discussion of previous year's IQAC progress with all newly appointed IQAC members**

Prof. (Dr.) Syed Haider Ali (Director, IQAC) reviewed the points discussed in the previous meetings. The minutes of the meeting were readout with a formal discussion with all newly appointed IQAC members.

**AGENDA 2 - Discussion on Mentor-Mentee Program**

All faculty members were instructed to conduct the mentor-mentee interactions in their department and prepare proper record of all such interactions.

**AGENDA 3 - Discussion on Outcome Based Education (OBE)**

The relevance, implementation and impact of OBE was discussed among members.

**AGENDA 4 - Any other matter related to IQAC.**

It was decided to work towards NAAC Accreditation of the University. All members were directed to study the NAAC manual carefully so that they may guide other teachers regarding compilation of data for NAAC.

  
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The meeting concluded with a formal vote of thanks.

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

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