MINUTES

An ordinary meeting of Board of Studies of Professor K.A. Nizami Centre for Qur'anic Studies was held on 30.04.2014 at 11.00 AM in the Conference Room of the Centre.

Following members attended:
1. Prof. A.A. Nizami - Director (In Chair)
2. Dr. Salma Shaheen - Associate Professor (co-opted Member) Women’s Polytechnic, AMU, Aligarh
3. Dr. Mohammad Mubeen Saleem - Assistant Professor
4. Dr. Nazeer Ahmad Ab. Majeed - Assistant Professor
5. Mr. Hamid Miyan - Assistant Professor
6. Mr. Arshad Iqbal - Assistant Professor
7. Ms. Fauzia Khan, (Special Invitee) - Guest Faculty, Women’s Polytechnic AMU, Aligarh
8. Dr. Ayoob Akram, (Special Invitee) - Guest Faculty, K.A. Nizami Centre for Qur'anic Studies, AMU, Aligarh
9. Ms. Humair Anwar, (Special Invitee) - Lady Teacher, Girls (Tajwid) Qur'anic Studies, AMU, Aligarh
10. Qari Mohd. Anif, (Special Invitee) - Imam cum Tajwid Teacher, Qur'anic Studies, AMU, Aligarh
11. Maulana Bilal Abdul Hai Hasani Nadvi, (could not attend due to unavoidable reason)

Following decisions was taken:

**Item No.1** - Confirmed the Minutes of the last meeting of Board of Studies held on 22nd May 2013.

**Item No.2** - Considered and approved the Teaching Load of the Diploma and Certificate Courses offered by the Centre for the Session 2014-2015, (Appendix – I), Authorized Director to make necessary changes, if required.

**Item No.3** - Considered and approved the list of the Moderators and Examiners for the Diploma and Certificate Courses offered by the Centre for the Session 2014-2015 (Appendix – II & III ), Authorized Director to make necessary changes, if required.


**Any other items**

**Item No.5** -
A: Co-opted following two persons, not in the university service for a period of two years, in accordance with clause 34 chapter II of the Academic Ordinances.
1. Maulana Bilal Abdul Hai Hasani Nadvi, (Mobile No. 09415328220)
   Daira Shah Alamullah, Takiya Kalan, Raebareli (U.P.)

2. Professor M. Noman Khan
   Department of Arabic
   Delhi University, Delhi
   (011-22477247 & 09811199518)
   Residence Mailing Address
   B-126 Street No.10
   Mandavali, Fazalpur,
   Delhi -92

B: Co-opted following teacher of the University for a period of two years, on the Board of Studies in accordance with clause 34 Chapter II of the Academic Ordinances.

1. Dr. Salma Shaheen
   In charge Computer & Multimedia
   Women's Polytechnic
   A.M.U., Aligarh
   Mobile No. 09634016650

C: The BOS felt that a course/programme be introduced in 'Spoken Arabic' to benefit the Students in very many directions. It was decided that the syllabus and related formalities be finalized by Dr. Mohammad Mubeen Saleem and Dr. Ayyub Akram. The Director was authorized, on behalf of BOS, to send the proposal for further necessary action to competent authority.

D: Various proposals regarding publications/seminars etc. were discussed and the BOS authorized the Director to take appropriate action as and when required for onward transmission to competent authority.

E: The BOS unanimously decided to request the Vice Chancellor to kindly provide staff for teaching in Calligraphy Laboratory, for the session 2014 - 15, (Guest Faculty: Dr. Ayyub Akram), Retired Calligraphist (Mr. Abdul Quddus Khan (Saleem), and a Guest Faculty from women's polytechnic (2 periods/week, Ms. Fauzia Khan) as done in 2013-14.

The BOS appreciated the performance of our students as displayed in a Calligraphy Exhibition, organized in collaboration with Siasat Art Gallery Hyderabad.

(Professor A.A. Nizami)
Director
KAN Centre for Quranic Studies
A.M.U., Aligarh

Confirmed
A.A. Nizami
25. X. '14
OFFICE OF THE CONTROLLER OF EXAMINATIONS
(RESEARCH UNIT)

XM/RU/FN. 00/3/13/1456
Dated: 05.09.2013

OFFICE MEMO

On the recommendation of the special meeting of the Board of Studies, Professor K.A. Nizami Centre for Quranic Studies held on 10.4.2012, the Vice-Chancellor in exercise of the powers vested in him under Section 19(3) of the A.M.U. (Amendment) Act, 1981 and on behalf of the Academic Council and the Executive Council has approved the Ordinances (Academic) under Chapter CXII enclosed herewith relating to the following courses effective from the session 2012-13:

Certificate in Recitation of Quran (Tajwid)
Certificate in Recitation of Quran (Qirah)
Certificate in Learning Quran (Language Lab)
Certificate in Introduction to Quranic Sciences
Certificate in Quranic Arabic

The above action of the Vice-Chancellor shall be reported in the next meeting of the Academic Council and the Executive Council.

(Prof. Pervez Mustajab)
Controller of Examinations

Distribution

1. Director, Prof. K.A. Nizami Centre for Quranic Studies
2. O.S.D to Controller of Examinations
3. Deputy Registrar (Councils) for report to the A.C. & E.C.
4. Deputy Controllers, Examinations and Admissions
5. Assistant Controllers, Examinations Division, Degree Unit and R.P. Unit
6. Assistant Registrars, Vice-Chancellor and Pro-Vice- Chancellor's Secretariat
7. P.S. to the Registrar
8. Sr. P.A. to Controller of Examinations
TO SUBSTITUTE ONE BEARING THE SAME NUMBER AND DATE

MINUTES

An ordinary meeting of Board of Studies of Professor K.A. Nizami Centre for Quranic Studies was held on 01.10.2018 at 11.00 AM in the Conference Room of the Centre.

The following were present:

1. Professor Abdul Bari - Co opted Member
2. Professor Zafarul Islam - Co opted Member
3. Professor Akbar Hussein - Dean, Faculty of Social Sciences (Special Invitee)
   Director
4. Professor Abdur Raheem Kidwai - Assistant Professor
5. Dr. Nazeer Ahmad Ab. Majeed - Assistant Professor
6. Mr. Hamid Miyan - Assistant Professor
7. Dr. Mohammad Mubeen Saleem - Assistant Professor
8. Mr. Arshad Iqbal - Guest Teacher, KAN-QC
9. Dr. Aiyyooob Akram

Apologies:

1. Professor Mohammad Zahid, Dean, Faculty of Arts, AMU
2. Professor Omar Farooq, Department of Electronic Engineering, AMU

The following business was conducted:

Item No. 1 - Confirmed the Minutes of the last ordinary meeting of Board of Studies held on 08.05.2018 of the Centre for Quranic Studies.

Item No. 2 - Discussed and recommended to the relevant bodies the introduction of a new job-oriented course of PG Diploma in Muslim Chaplaincy in the Academic Session 2019-2020 (A detailed note with the financial requirements on the new course in Appendix I)

Item No. 3 - Discussed and recommended to the relevant bodies 10 additional seats in B.A. (Quranic Studies) for the Madarsa background students (Appendix - II).

Item No. 4 - Placed on record appreciation for the Principal, Women's College for allowing the girl students of B.A. (Quranic Studies) to have their classes at the K.A. Nizami Centre for Quranic Studies. The Centre will provide free of charge transport facility to these girl students out of its own resources. Mr. Arshad Iqbal will work out the Time Table arrangements in consultation with the Incharge Time Table, Women's College, ensuring that the girls return to Women's College in time for their classes at the Women's College. (Principal Women's College permission - Appendix - III).
Item No. 5-

Discussed and recommended to the relevant bodies 20 additional seats for the Part-Time Certificate Course in Spoken Arabic in view of the large number of applications. This Evening Course does not call for any hostel accommodation or any other financial implication (Appendix IV).

Item No. 6-

Placed on record thanks to Vice Chancellor and donors for their patronage of Nazira Quran facilities at the University halls of residence. In the session 2018-19 this facility is available at 08 Halls and more than 200 AMU students have been benefitting from it.

Item No. 7-

Discussed and approved the Progress Report of the Centre for inclusion in the Annual Report of the University and for its placement before the Board of Management at its next meeting (Appendix V).

Item No. 8-

Discussed and recommended to the Controller (Admissions & Examination) the amendments in the Part Time Certificate Course of the Centre (Appendix VI).

Item No. 9- (Under Any Other Item):

a) Discussed and approved to organize National Seminar on “The Model Syllabus of Teaching the Quran in Madarsas” in March 2019, with Dr. Mohamaad Mubeen Saleem as the Convener and Dr. Aiyuob Akram as the Assistant Convener of the Seminar.

b) Discussed and approved the facility of Remedial English Classes for B.A. (Quranic Studies) students in the IInd semester out of the resources of the Centre.

c) Authorized Director to select titles for publication as part of the publication programme of the Centre, and to invite competent speakers to deliver the K.A. Nizami Memorial Lectures.

d) Discussed and approved the award of 2 Merit Scholarships (1 Boy and 1 Girl) of Rs. 500/- and Rs. 300/- p.m. respectively for 10 months out of donations on the basis of the Merit Scholarship Test.

Faculty of Arts
Dean

Faculty of Arts
A.M.U., Najafgarh

Approved

Director
K.A. Nizami Centre
for Quranic Studies
Date: 16-06-18

Vice Chancellor
OFFICE ORDER

The Board of Studies of K.A. Nizami Centre for Quranic Studies in its meeting held on 01.10.2018 under Item No. 2, 3, 4, 5 and 8 has resolved as under:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Recommendation of BOS held on 01.10.2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Discussed and recommended to the relevant bodies the introduction of new job-oriented course of PG Diploma in Muslim Chaplaincy in the academic session 2019-2020 (A detailed note with the financial requirements on the new course is in Appendix I)</td>
</tr>
<tr>
<td>3</td>
<td>Discussed and recommended to the relevant bodies 10 additional seats in B.A. (Quranic Studies) for the Madarsa background students. (Appendix II)</td>
</tr>
<tr>
<td>4</td>
<td>Placed on record appreciation for the Principal, Women’s College for allowing the girl students of B.A. (Quranic Studies) to have their classes at the K.A. Nizami Centre for Quranic Studies. The Centre will provide free of charge transport facility to these girl students out of its own resources. Mr. Arshad Iqbal will work out the Time Table arrangements in consultation with the Incharge Time Table, Women’s College, ensuring that the girls return to Women’s College in time for their classes at the Women’s College. (Principal, Women’s College permission – Appendix III)</td>
</tr>
<tr>
<td>5</td>
<td>Discussed and recommended to the relevant bodies 20 additional seats for the Part Time Certificate course in Spoken Arabic in view of the large number of applications. This Evening Course does not call for any hostel accommodation or any other financial implication (Appendix IV).</td>
</tr>
<tr>
<td>8</td>
<td>Discussed and recommended to the Controller (Admissions &amp; Examinations) the amendments in the Part Time Certificate Course of the Centre (Appendix VI).</td>
</tr>
</tbody>
</table>

The Vice-Chancellor, in exercise of the powers vested in him under section 19(3) of AMU Act, XL of 1920 (amended up-to-date) and on behalf of the Faculty of Arts, has approved the above recommendations of the Board of Studies.

The action of the Vice-Chancellor will be reported in the next meeting of the Faculty.

Controller of Examinations

Copy to the following for information and necessary action:

1. Dean, Faculty of Arts with the request to report the action of the Vice-Chancellor in the next meeting of the Faculty.
2. Director, K.A. Nizami Centre for Quranic Studies
3. All Chairmen of the Faculty of Arts
4. Joint Controller (Admissions)
5. Sr. PA to Controller of Examinations
6. AR at VC’s / PVC’s Sect
7. Joint Registrar (Councils)
8. Section Officer (Admissions)
9. Dealing Assistant of the course concerned

Controller of Examinations
K.A. Nizami Quran Centre Quran Journal

A biannual Quran Journal of around 200 pages each issue in English/Arabic/Urdu will be brought out. It will be devoted in the main to the elucidation of the Quranic guidance for all sections of society. Articles will be thoroughly vetted.

Item No.4.: Course on Quranic Studies at the graduation level

An elective paper on Quranic Studies will be on offer for the students of B.A. (Arts and Social Science) as a subsidiary subject (Course out line enclosed) Appendix I.

Item No.5.: Bibliographies and writings on the Quran in Indian languages

Scholars will be commissioned to compile critical bibliographies on the Quran translations/tafsirs/studies in various Indian Languages. An honorarium of Rs.30,000/- for each work of around 200 pages will be paid to the scholars.

Item No.6.: Increase in intake

Considered and proposed that in view of a large number of applicants for the Diploma course in Calligraphy and Graphic Design, the intake should be increased from 15 to 30 students.

Certificate Course in Calligraphy
Proposed to introduce a certificate course in Calligraphy and Graphic Design with an intake of 30 students (Course out line enclosed) Appendix II.

Item No.7.: Collaboration with other centres of Quranic studies

Efforts will be made for forging academic ties with other centres of Quranic studies in India and abroad.

Item No.8.: Guidance and Counselling for Research Scholars

The Centre will provide academic help and support to all research scholars at the AMU and outside working on the Quran.

[Signature]

Professor Abdur Raheman Kidwai
Director (Incharge)

Director
K.A. Nizami Centre
for Quranic Studies
A.M.U., Aligarh
Minutes

A Special meeting of the Board of Studies was held on 9th May 2017 at 10:30 A.M. at the K.A. Nizami Centre for Quranic Studies, A.M.I.

The following were present:

1. Professor Abdur Raheem Kidwai - Director (Incharge)
2. Professor M. Nauman Khan - Co-opted Member
3. Dr. (Mrs.) Salma Shaheen - Co-opted Member
4. Dr. Mohammad Mubeen Saleem - Assistant Professor
5. Dr. Nazeer Ahmad Ab. Majeed - Assistant Professor
6. Mr. Hamid Miyan - Assistant Professor
7. Mr. Arshad Iqbal - Assistant Professor

At the outset the Director placed on record the invaluable contribution of the outgoing Director, Professor A. A. Nizami.

The following decisions were taken unanimously:

Item No. 1.: K.A. Nizami Memorial Lecture Series

Eminent Quran scholars will be invited to deliver Lectures on various aspects of the Quran (as for example the Quranic teachings related to Gender Justice/Ecology/Inter Faith Dialogue/Peaceful Coexistence/Morals and Manners etc).

The Speakers will be paid the honorarium of Rs.1000/- and TA/DA out of the Centre funds. The Lectures will be translated and published into English, Hindi and Urdu.

Item No. 2.: Booklets on Quranic Teachings

Scholars will be commissioned to write 10 booklets every year on various Quranic teachings. These booklets will be in simple, easy to understand language and will be published in English, Hindi and Urdu. These booklets will be of 20-24 pages each, of around 5000 words. The commissioned authors will be given the honorarium of Rs.5000/- for each booklet. These booklets will be vetted through blind peer review procedure. The honorarium of Rs.1000/- for vetting a booklet will be offered.

Publications by the Faculty

Viva Books, a leading publisher in Delhi will be contacted for the publication of the Centre Faculty at buyback basis of purchasing 50 copies of each title, costing not more than Rs. 20,000/- for each volume of around 200 pages. These expenses will be met out of the Publications fund of the Centre.

Faculty members and Director will send their works for publications as part of this arrangement.
### Syllabus of DCG-01 (Theory Paper)

#### First Semester

**Unit I: Basics of Art in Calligraphy**

1. Elements of Art in Calligraphy
   - (i) Line
   - (ii) Form
   - (iii) Colour
   - (iv) Texture
   - (v) Pattern

2. Principles of Art in Calligraphy
   - (i) Proportion
   - (ii) Balance
   - (iii) Rhythm
   - (iv) Emphasis
   - (v) Harmony

Details:
- (i) Proportion - The proportion of alphabets
- (ii) Balance - Symmetrical, Asymmetrical & Radial Balance in Calligraphy
- (iii) Rhythm - Rhythm in Calligraphy
- (iv) Emphasis - Creation of Focal Point
- (v) Harmony - Harmony between principles & elements

   - (i) Aesthetic value of colours
   - (ii) Classification of colours
(iii) Properties of colours
(iv) Colour Schemes and their applications

4. Colour Psychology: Colour Language and Its Effect on Mind

Unit II: Islamic Philosophy of Art
(i) Role and function of beauty
(ii) Beauty and its spiritual functions
(iii) Islamic Calligraphy as the foremost expression of Islamic Art
(iv) Calligraphy as visual dhikr (ضیافت)

Unit III: History of Islamic Calligraphy
(i) Origins and Characteristics of the Arabic Alphabet
(ii) Master Calligraphers in Islamic tradition
(iii) Calligraphers and their Tools
(iv) Development of the Scripts- Kufic, Naskh, Farsi (Taliq), Nastaliq, Riq’ah, Diwani etc.

Syllabus of DCG-02 (Lab Work)

First Semester

Unit I: Basics of Art in Calligraphy
(i) Colour mixing: Colour chart, Tonal Scale, Tint and Shades, Warm and Cool Colours, setting of colour schemes
(ii) Use of lines, form, colour, texture and pattern in calligraphy
(iii) Use of Principles of Art in calligraphy
(iv) Decoration of borders and Motifs used in calligraphy
(v) Creating effect through colour and lines with texture

Unit II: Styles in Islamic Calligraphy (I)
(i) Styles and Scripts
(ii) Different Uses of the Scripts in Islamic Calligraphy
(iii) Practicing Kufic, Riq’ah, Diwani, Naskh, Farsi (Taliq), Nastaliq, Tughra, Shikastah etc.
Unit III: Graphics Design-I

(i) Urdu and Arabic Keyboard
   a. Typing Urdu and Arabic text in Inpage/ Ms-Word
   b. Phonetic Keyboard

(ii) Islamic Calligraphy using Kelk software
   a. Kelk Toolbar
   b. Calligraphy Tools
   c. Calligraphy Vowels
   d. How to Create, Open and save Artwork
   e. Other Kelk features like print, save in other format etc.

Syllabus of DCG-01 (Theory Paper)

Second Semester

Unit I: Resources of Islamic Calligraphy

(i) Quranic Calligraphy
(ii) Mosque Calligraphy
(iii) Islamic Calligraphy and Architecture
(iv) Islamic Ornamental Language
(v) Geometry and Arabesques
(vi) Islamic Calligraphy in India: Sultanate Period-Masjid Quwwatul Islam
Taj Mahal as a Resource of Quranic Art and Calligraphy

Unit II: Computer Graphics (Theory)

(i) Graphic Design for Calligraphers
(ii) Letters as Subject: Written, Drawn & Painted
(iii) The Joy of Calligraphy: Developing a Personal Script

Syllabus of DCG-02 (Lab Work)

Second Semester

Unit I: Styles in Islamic Calligraphy (II)

(i) Styles and Scripts
(ii) Different Uses of the Scripts in Islamic Calligraphy
(iii) Practicing Kufic, Ri'q'ah, Diwani, Naskh, Farsi (Taliq), Nastaliq, Tughra, Shikastah etc.

Ahmed Sialah
Unit II: Graphies Design-II

Computer Graphics using CorelDraw software

(i) Basics of CorelDraw

(ii) Graphic Design for Lettering, Logos, Visiting Cards, Banners

(iii) Islamic Calligraphy in CorelDraw

Resources:

1. کلاس کتابی گرافیک (پانزدهم) گام چهارم
2. کتاب گرافیک (پانزدهم) گام سوم
3. The Splendour of Islamic Calligraphy
   Abdelkebir Khatibi and Mohammed Sijelmassi (Thames and Hudson Publishers) 1995
4. Islamic Calligraphy
   Sheila S. Blair (Edinburgh University Press) 2006
5. Introduction to Graphic Design (Books 1-3)
   Biney Kwaku Robert

[Signature]
### K. A. Nizami Centre for Quranic Studies

**Syllabus**

**Diploma in Calligraphy and Graphic Design**

<table>
<thead>
<tr>
<th>Paper Code: DCG-01</th>
<th>Paper Title: Calligraphy and Graphic Design</th>
<th>Course Duration: One Year (Two Semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Periods: Week-05</td>
</tr>
<tr>
<td>Total No. of periods required: 75</td>
<td>Sessional Marks: 50 (25-25)</td>
<td>Practical and Viva-voce: 75 (50-25)</td>
</tr>
<tr>
<td>Exam Marks: 75</td>
<td>Total Marks: 200</td>
<td>Duration of Exam: 3 Hours</td>
</tr>
<tr>
<td>Eligibility: Secondary School Certificate Examination or its equivalent plus familiarity with elementary knowledge of Urdu and Arabic</td>
<td>Intake: 15</td>
<td></td>
</tr>
</tbody>
</table>

**Unit I: Islamic Philosophy of Art**

Role and function of beauty, Beauty and its spiritual functions, Islamic Calligraphy as the foremost expression of Islamic Art. Calligraphy as Visual Dhikr (Ar), Islamic Calligraphy and Architecture

**Unit II: Styles in Islamic Calligraphy**

Origins and Characteristics of the Arabic Alphabet, Styles Calligraphers in Islamic tradition, Calligraphers and their tools, Styles and Scripts - Kufic, Ri'q, Naskh, Farsi (Taliq), Nastaliq

**Unit III: Resources of Islamic Calligraphy**

Quranic Calligraphy, Mosque Calligraphy, Islamic Ornamental Language: Geometry and Arabesques, Islamic Calligraphy in India, Taj Mahal as a Resource of Quranic Art and Calligraphy

**Unit IV: Computer Graphics**

Imaginative Appropriateness-I: Graphic Design for Calligraphers

- Enlargement, cropping, reversing, abstraction, changes in colour and treatment, and sequential imagery
- Lettering, and lettering combined with image-introduction to strokes: Types of strokes (descending, horizontal, vertical, elegant, long etc)
- Integration of strokes, Flourish strokes

Imaginative Appropriateness-II: Graphic Design for Calligraphers

- The Joy of Movement: Push, float, glide, dab
- Letters as Subject: Written, Drawn & Painted
- The Joy of Calligraphy: Developing a Personal Script

**Unit V: Professional Calligraphy**

- Lettering, Logos, Illustration, Communication Design, Illumination, ICT in Graphic Design

**Scholarship:** Monthly scholarships for ten students

*Subject to the sanction from the University Grants Commission*
Resources:

**APPENDIX - 1**

K. A. Nizami Centre for Quranic Studies  
Revised Syllabus  
Diploma in Calligraphy and Graphic Design

<table>
<thead>
<tr>
<th>Paper Code: DCG-01</th>
<th>Paper title: Calligraphy and Graphic Design (Theory)</th>
<th>Paper Code: DCG-02</th>
<th>Paper title: Calligraphy and Graphic Design (Lab Work)</th>
<th>Course duration-One Year (Two Semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periods/week—05(Theory)</td>
<td>Periods/week—15 (Lab Work)</td>
<td>Type of Examination: Annual</td>
<td>Practical and viva voce-75 (50+25)</td>
<td></td>
</tr>
<tr>
<td>Exam marks-75</td>
<td>Total marks-200</td>
<td>Sessional Marks-50 (25+25)</td>
<td>Duration of exam-3 hours</td>
<td></td>
</tr>
</tbody>
</table>

Eligibility- Secondary School Certificate Examination or its equivalent plus familiarity with elementary knowledge of Urdu and Arabic

Intake: 15

---

**Syllabus of DCG-01 (Theory Paper)**

First Semester

**Unit I: Basics of Art in Calligraphy**

1. Elements of Art in Calligraphy
   - (i) Line (ii) Form (iii) Colour (iv) Texture (v) Pattern
2. Principles of Art in Calligraphy
   - (i) Proportion (ii) Balance (iii) Rhythm (iv) Emphasis (v) Harmony

Details:

(i) Proportion- The proportion of alphabets
(ii) Balance- Symmetrical, Asymmetrical & Radial Balance in Calligraphy
(iii) Rhythm- Rhythm in Calligraphy
(iv) Emphasis- Creation of Focal Point
(v) Harmony- Harmony between principles & elements

   - (i) Aesthetic value of colours
   - (ii) Classification of colours
(iii) Properties of colours
(iv) Colour Schemes and their applications

4. Colour Psychology: Colour Language and its Effect on Mind

Unit II: Islamic Philosophy of Art

(i) Role and function of beauty
(ii) Beauty and its spiritual functions
(iii) Islamic Calligraphy as the foremost expression of Islamic Art
(iv) Calligraphy as visual dhikr (سورة ذخیر)

Unit III: History of Islamic Calligraphy

(i) Origins and Characteristics of the Arabic Alphabet
(ii) Master Calligraphers in Islamic tradition
(iii) Calligraphers and their Tools
(iv) Development of the Scripts- Kufic, Naskh, Farsi (Taliq), Nastaliq, Ruq’ah, Diwani etc.

Syllabus of DCG-02 (Lab Work)

First Semester

Unit I: Basics of Art in Calligraphy

(i) Colour mixing: Colour chart, Tonal Scale, Tint and Shades, Warm and Cool Colours, setting of colour schemes
(ii) Use of lines, form, colour, texture and pattern in calligraphy
(iii) Use of Principles of Art in calligraphy
(iv) Decoration of borders and Motifs used in calligraphy
(v) Creating effect through colour and lines with texture

Unit II: Styles in Islamic Calligraphy (I)

(i) Calligraphers and their Tools
(ii) Styles and Scripts
(iii) Different Uses of the Scripts in Islamic Calligraphy
(iv) Kufic, Ruq’ah, Diwani, Naskh, Farsi (Taliq), Nastaliq, Tughra, Shikastah
Syllabus of DCG-01 (Theory Paper)
Second Semester
Unit I: Resources of Islamic Calligraphy
(i) Quranic Calligraphy
(ii) Mosque Calligraphy
(iii) Islamic Calligraphy and Architecture
(iv) Islamic Ornamental Language
(v) Geometry and Arabesques
(vi) Islamic Calligraphy in India: Sultanate Period-Masjid Quwwatul Islam
Taj Mahal as a Resource of Quranic Art and Calligraphy
Unit II: Computer Graphics (Theory)
(i) Graphic Design for Calligraphers
(ii) Letters as Subject: Written, Drawn & Painted
(iii) The Joy of Calligraphy: Developing a Personal Script

Syllabus of DCG-02 (Lab Work)
Second Semester
Unit I: Styles in Islamic Calligraphy (II)
(i) Calligraphers and their Tools
(ii) Styles and Scripts
(iii) Different Uses of the Scripts in Islamic Calligraphy
(iv) Kufic, Ruq’ah, Diwani, Nashi, Farsi (Taliq), Nastaliq, Tughra, Shikastah
Unit II: Computer Graphics:
(i) Graphic Design for Calligraphers:
Enlargement, Cropping, Reversing, Abstraction, Changes in colour and treatment
(ii) Types of Strokes:
Descending, Horizontal, Vertical, Elegant, Long, Integration of Strokes, Flourish Strokes
(iii) The Joy of Movement: Push, float, glide, dab
Unit III: Professional Calligraphy:

(i) Lettering (ii) Logos (iii) Illustration (iv) Communication Design (Banners, Posters, Backdrops etc) (v) Illumination (vi) ICT in Graphic Design

Resources:

1. اردو خوش نووئی (اول و دوم) ، قوی کونسل برائے فروع زبان اردو، نئی دیلی (2010)
   مترجم: انسین چشتی، نئی دیلی صدیم، خورشید عالم

2. کہی گر فی اور گرافیک نیزاتی، قوی کونسل برائے فروع زبان اردو، نئی دیلی (2004)
   مترجم: زرگیر طبیب

3. The Splendour of Islamic Calligraphy
   Abdelkebir Khatibi and Mohammeed Sijelmassi (Thames and Hudson Publishers) 1995

4. Islamic Calligraphy
   Sheila S. Blair (Edinburgh University Press) 2006

5. Introduction to Graphic Design (Books 1-3)
   Biney Kwaku Robert
7. To pass the examination a candidate must obtain at least 40% of marks in written paper & Viva-Voce/Practical separately.

8. Candidates securing 60% or more marks in aggregate shall be placed in First division. Those who secure less than 60% marks but not less than 50% marks in aggregate shall be placed in Second division. Those who secure less than 50% marks but not less than 40% marks in aggregate shall be placed in Third division.

9. A candidate shall be entitled to (03) grace marks (GM) for passing and (04) discretionary marks (DM) for improvement of division.

10. Hostel accommodation will not be provided to the candidates admitted to this course.

11. Migration/Transfer and Character/ conduct certificates will not be required at the time of admission.
Prof. K. A. Nizami Centre for Quranic Studies

Syllabus
Certificate in Spoken Arabic
Course Duration: one year
Course Code: CESA
Intake: 10

Medium of Instruction & Examination: Arabic, English/Urdu

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Paper Title</th>
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<th>Theory Paper</th>
<th>Viva-Voce/Practical</th>
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</tbody>
</table>

Semester – I

Unit 1
Introduction to Arabic Alphabet (letters and sounds).
Greetings
Days of the week
Months, Year

Unit 2
The Parts of speech
Asking Questions and Answers
Interrogatives
Request and favors
Self-introduction
Counting & Numbers

Unit 3
Kinds of conversations
Interview
The Noun
The Article, Gender, Numbers
Kinds of Noun
Kinds of Sentence
Nominal Sentence

Unit 4
Job and asking directions
The declension
New employee
Dining hall
Kinds of verb
Active and Passive Voice
Verbal Sentences
Unit 5
Bank
Travelling
Transportation
Market
The Particles & its kinds

Semester - II

Unit 1
Calls and phones
Hotels

Unit 2
Phrases
Family and home
Animals

Unit 3
Post office
Hospital
Masjid
Prayer
Ablution

Unit 4
The news and media
Muslim world
Letter and application writing
Essay writing

Unit 5
Helpful websites and software (Spoken Arabic through ICT)
Reading and translation of selected text

Resources:
- Merrill Y. Van Wagener, Spoken Arabic, Spoken Language Services, Inc. New York.
- العربية بين يديك للدكتور عبد الرحمن بن إبراهيم الثوران وزملاء (العربية للجميع, السبعوية 2007م
- Dr. V. Abdur Rahim, with DVDs, U.K. Islamic Academy
- سلسلة تعليم اللغة العربية لغة الناطقين بها (كتاب النجاح) جامعة الإمام محمد بن سعود
- Al balabaki, Al Muraaid dictionary, Darul Elm, Beirut.
- Software برنامج المدرس والعلِّم
Prof. K. A. Nizami Centre for Quranic Arabic

Revised Syllabus

Certificate in Quranic Arabic

Course Code: CEQA
Paper: Quranic Arabic

Course Duration: One Year
Marks: 150 (Written – 100 & Viva-Voce -50)

Semester - I

Unit: 1
a) Arabic Language; its importance and grammar
b) Parts of speech

Unit: 2
a) Arabic Sentences
b) The Particles and its kinds

Unit: 3

Unit: 4
a) Arabic Phrases
b) The Verb & its kinds

Unit: 5
Words, vocabulary & translation of the words:

Semester - II

Unit: 1
a) The Numerals
b) Numbers

Unit: 2
a) Etymology: الاسماء الكلامية، الاسماء المتصلة، اللغه، الاسماء
b) Vowel points and the declension

Unit: 3
Vocabulary & Translation from chapter no.103 to chapter no.111
Azkar and Prayers Related to Salah (Everyday Recitations)
Unit 4

Vocabulary & Translation of Surat An-Nur' (The Light 24)

Unit 5

E-resources and ICT applications in Quranic Arabic

Resources:

c) Ibn - e - Hisham: Sharh Qur' - Al - Nada, Cairo.
d) Abdullah Abbas Nadwi: LEARN THE LANGUAGE OF THE HOLY QURAN, DAR AL SHOROUQ – JEDDAH
e) Al-Raghib: Al-Mufradat, Cairo, 1961
f) Al- Firoz Abadi: Basaeri Zawi Tamiz, Cairo, 1383

- Dr. Abdullah Abbas Al-Nadwi: Vocabulary of the Holy Quran, Dar Al-Shorouq, Jeddah.
<table>
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<th>Credits</th>
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<th>Co-requisites</th>
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<tbody>
<tr>
<td>Proposed Item</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Exhibit Item**

**Table of Examinable and Diplomas Courses**

**A. M. Vimal University for Distance Studies**

**Appendix A**
<table>
<thead>
<tr>
<th>Unit II: Complete Example</th>
<th>DCQ-25 (35) Example</th>
<th>Complete Example of art in Calligraphy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Handwriting Example (1)</td>
<td>DCQ-25 (35) Example</td>
<td>Complete Example of art in Calligraphy</td>
</tr>
<tr>
<td>2. Complete Examples in Calligraphy</td>
<td>DCQ-25 (35) Example</td>
<td>Complete Example of art in Calligraphy</td>
</tr>
<tr>
<td>3. Complete Examples in Calligraphy</td>
<td>DCQ-25 (35) Example</td>
<td>Complete Example of art in Calligraphy</td>
</tr>
</tbody>
</table>

*Notes:*
- Handwriting Example (1) is a detailed example of handwriting in Calligraphy.
- DCQ-25 (35) Example provides a specific example of a Calligraphy artwork.
- Complete Examples in Calligraphy illustrate various aspects of Calligraphy, including writing and artwork.
<table>
<thead>
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<th>Unit</th>
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<th>Subject Area</th>
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<td>Access Point Setup and Configuration</td>
<td>Network Infrastructure (NFI) (1) (1) (1) (1)</td>
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<td>1.2</td>
<td>Network Topology and Network Design</td>
<td>NFI (1) (1) (1) (1)</td>
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<tr>
<td>1.3</td>
<td>Introduction to Computer Networks</td>
<td>NFI (1) (1) (1) (1)</td>
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<td>1.4</td>
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<td>NFI (1) (1) (1) (1)</td>
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<td>1.5</td>
<td>Introduction to Computer Networks</td>
<td>NFI (1) (1) (1) (1)</td>
</tr>
</tbody>
</table>

Note: The table above is a sample of the content from the document. The text in the table is not legible due to the image quality.
### Syllabus of DCG-01 (Theory Paper)

**First Semester**

**Unit I: Basics of Art in Calligraphy**

1. Elements of Art in Calligraphy  
   (i) Line (ii) Form (iii) Colour (iv) Texture (v) Pattern  
2. Principles of Art in Calligraphy  
   (i) Proportion (ii) Balance (iii) Rhythm (iv) Emphasis (v) Harmony  
   Details:  
   (i) Proportion- The proportion of alphabets  
   (ii) Balance- Symmetrical, Asymmetrical & Radial Balance in Calligraphy  
   (iii) Rhythm- Rhythm in Calligraphy  
   (iv) Emphasis- Creation of Focal Point  
   (v) Harmony- Harmony between principles & elements  
   (i) Aesthetic value of colours  
   (ii) Classification of colours
(iii) Properties of colours
(iv) Colour Schemes and their applications
4. Colour Psychology: Colour Language and Its Effect on Mind

Unit II: Islamic Philosophy of Art
(i) Role and function of beauty
(ii) Beauty and its spiritual functions
(iii) Islamic Calligraphy as the foremost expression of Islamic Art
(iv) Calligraphy as visual dhikr (س)

Unit III: History of Islamic Calligraphy
(i) Origins and Characteristics of the Arabic Alphabet
(ii) Master Calligraphers in Islamic tradition
(iii) Calligraphers and their Tools
(iv) Development of the Scripts- Kufic, Naskh, Farsi (Taliq), Nastaliq, Riq’ah, Diwani etc.

Syllabus of DCG-02 (Lab Work)
First Semester

Unit I: Basics of Art in Calligraphy
(i) Colour mixing: Colour chart, Tonal Scale, Tint and Shades, Warm and Cool Colours, setting of colour schemes
(ii) Use of lines, form, colour, texture and pattern in calligraphy
(iii) Use of Principles of Art in calligraphy
(iv) Decoration of borders and Motifs used in calligraphy
(v) Creating effect through colour and lines with texture

Unit II: Styles in Islamic Calligraphy (I)
(i) Styles and Scripts
(ii) Different Uses of the Scripts in Islamic Calligraphy
(iii) Practicing Kufic, Riq’ah, Diwani, Naskh, Farsi (Taliq), Nastaliq, Tughra, Shikastah etc.
Unit III: Graphics Design-I

(i) Urdu and Arabic Keyboard
   a. Typing Urdu and Arabic text in Inpage/ Ms-Word
   b. Phonetic Keyboard

(ii) Islamic Calligraphy using Kelk software
   a. Kelk Toolbar
   b. Calligraphy Tools
   c. Calligraphy Vowels
   d. How to Create, Open and save Artwork
   e. Other Kelk features like print, save in other format etc.

Syllabus of DCG-01 (Theory Paper)

Second Semester

Unit I: Resources of Islamic Calligraphy

(i) Quranic Calligraphy
(ii) Mosque Calligraphy
(iii) Islamic Calligraphy and Architecture
(iv) Islamic Ornamental Language
(v) Geometry and Arabesques
(vi) Islamic Calligraphy in India: Sultanate Period-Masjid Quwwatul Islam Taj Mahal as a Resource of Quranic Art and Calligraphy

Unit II: Computer Graphics (Theory)

(i) Graphic Design for Calligraphers
(ii) Letters as Subject: Written, Drawn & Painted
(iii) The Joy of Calligraphy: Developing a Personal Script

Syllabus of DCG-02 (Lab Work)

Second Semester

Unit I: Styles in Islamic Calligraphy (II)

(i) Styles and Scripts
(ii) Different Uses of the Scripts in Islamic Calligraphy
(iii) Practicing Kufic, Riq’ah, Diwani, Naskh, Farsi (Taliq), Nastaliq, Tughra, Shikastah etc.
Unit II: Graphics Design-II

Computer Graphics using CorelDraw software

(i) Basics of CorelDraw

(ii) Graphic Design for Lettering, Logos, Visiting Cards, Banners

(iii) Islamic Calligraphy in CorelDraw

Resources:

1. اوردو: لغت المیں کؤلہ (والد وربی) قطب کو عام طور پر نورنگ اور ورنگ گاڑی (2003)

2. کیا کبیلہ اور کسی کوئی لوگی کی دریاچہ کو کبیلہ اور ورنگ گاڑی (2003)

3. The Splendour of Islamic Calligraphy
   Abdelkebir Khatibi and Mohammed Sijelmassi (Thames and Hudson Publishers) 1995

4. Islamic Calligraphy
   Sheila S. Blair (Edinburgh University Press) 2006

5. Introduction to Graphic Design (Books 1-3)
   Biny Kwaku Robert

\[ \text{Signature:}\]
K. A. Nizami Centre for Quranic Studies
Syllabus
Diploma in Calligraphy and Graphic Design

<table>
<thead>
<tr>
<th>Paper Code: DCG-01</th>
<th>Paper Title: Calligraphy and Graphic Design</th>
<th>Course Duration: One Year (Two Semesters)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Periods: Week-03</td>
</tr>
<tr>
<td>Total No. of periods required: 75</td>
<td>Sessional Marks: 50 (25-25)</td>
<td>Practical and Viva-VOce: 75 (25-25)</td>
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<tr>
<td>Exam Marks: 75</td>
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<td>Duration of Exam: 3 Hours</td>
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</table>

Eligibility: Secondary School Certificate Examination or its equivalent plus familiarity with elementary knowledge of Urdu and Arabic

Intake: 15

Unit I: Islamic Philosophy of Art
Role and function of beauty, beauty and its spiritual functions. Islamic Calligraphy as the foremost expression of Islamic Art. Calligraphy as Visual Defense (Art), Islamic Calligraphy and Architecture

Unit II: Styles in Islamic Calligraphy
Origins and Characteristics of the Arabic Alphabet, Master Calligraphers in Islamic tradition, Calligraphers and their Tools, Styles and Scripts: Kufic, Naskh, Thuluth, Farsi (Taliq), Nastaliq

Unit III: Resources of Islamic Calligraphy
Quranic Calligraphy. Mosque Calligraphy. Islamic Ornamental Language. Geometry and Arabesques. Islamic Calligraphy in India. Taj Mahal as a Resource of Quranic Art and Calligraphy

Unit IV: Computer Graphics
Imaginative Appropriateness-I: Graphic Design for Calligraphers
- Enlargement, cropping, reversing, abstraction, changes in colour and treatment and sequential imagery;
- Lettering and lettering combined with image-introduction to strokes—Types of strokes (descending, horizontal, vertical, elegant, long etc.) Integration of strokes, Flourish strokes
Imaginative Appropriateness-II: Graphic Design for Calligraphers
- The Joy of Movement: Push, float, glide, dab
- Letters as Subject: Written, Drawn & Painted
- The Joy of Calligraphy: Developing a Personal Script

Unit V: Professional Calligraphy
Lettering, Logos, Illustration, Communication Design, Illumination. ICT in Graphic Design

Scholarship: Monthly scholarships for ten students

Subject to the sanction from the University Grants Commission
Resources:

1. The Splendour of Islamic Calligraphy, Thames and Hudson Publishers (1995) by Abdelzebahr Khatib and Mohammed Sijelmasi
4. Splendours of Qur’an Calligraphy and Illumination, Thessaurus Islamicus Foundation (2005) by Martin Lings
### APPENDIX - 1

**K. A. Nizami Centre for Quranic Studies**  
**Revised Syllabus**  
Diploma in Calligraphy and Graphic Design  

**Course Code:** DPCG

<table>
<thead>
<tr>
<th>Paper Code: DCG-01</th>
<th>Paper title: Calligraphy and Graphic Design (Theory)</th>
<th>Course duration: One Year (Two Semesters)</th>
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<tbody>
<tr>
<td>Paper Code: DCG-02</td>
<td>Paper title: Calligraphy and Graphic Design (Lab Work)</td>
<td>Practical and viva voce: 75 (50+25)</td>
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<table>
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<th>Type of Examination: Annual Sessional Marks: 50 (25+25)</th>
<th>Practice and viva voce: 75 (50+25)</th>
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<td>Periods/week — 15 (Lab Work)</td>
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<td>Duration of exam: 3 hours</td>
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<tr>
<td>Exam marks: 75</td>
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</table>

**Eligibility:** Secondary School Certificate Examination or its equivalent plus familiarity with elementary knowledge of Urdu and Arabic  
Intake: 15

---

**Syllabus of DCG-01 (Theory Paper)**

**First Semester**

**Unit I: Basics of Art in Calligraphy**

1. Elements of Art in Calligraphy  
   (i) Line  
   (ii) Form  
   (iii) Colour  
   (iv) Texture  
   (v) Pattern

2. Principles of Art in Calligraphy  
   (i) Proportion  
   (ii) Balance  
   (iii) Rhythm  
   (iv) Emphasis  
   (v) Harmony

**Details:**

(i) Proportion: The proportion of alphabets  
(ii) Balance: Symmetrical, Asymmetrical & Radial Balance in Calligraphy  
(iii) Rhythm: Rhythm in Calligraphy  
(iv) Emphasis: Creation of Focal Point  
(v) Harmony: Harmony between principles & elements

   (i) Aesthetic value of colours  
   (ii) Classification of colours
(iii) Properties of colours
(iv) Colour Schemes and their applications

4. Colour Psychology: Colour Language and its Effect on Mind

Unit II: Islamic Philosophy of Art

(i) Role and function of beauty
(ii) Beauty and its spiritual functions
(iii) Islamic Calligraphy as the foremost expression of Islamic Art
(iv) Calligraphy as visual dhikr (S)

Unit III: History of Islamic Calligraphy

(i) Origins and Characteristics of the Arabic Alphabet
(ii) Master Calligraphers in Islamic tradition
(iii) Calligraphers and their Tools
(iv) Development of the Scripts- Kufic, Naskh, Farsi (Taliq), Nastaliq, Ruq'ah, Diwani etc.

Syllabus of DCG-02 (Lab Work)

First Semester

Unit I: Basics of Art in Calligraphy

(i) Colour mixing: Colour chart, Tonal Scale, Tint and Shades, Warm and Cool Colours, setting of colour schemes
(ii) Use of lines, form, colour, texture and pattern in calligraphy
(iii) Use of Principles of Art in calligraphy
(iv) Decoration of borders and Motifs used in calligraphy
(v) Creating effect through colour and lines with texture

Unit II: Styles in Islamic Calligraphy (I)

(i) Calligraphers and their Tools
(ii) Styles and Scripts
(iii) Different Uses of the Scripts in Islamic Calligraphy
(iv) Kufic, Ruq'ah, Diwani, Naskh, Farsi (Taliq), Nastaliq, Tughra, Shikastah
Syllabus of DCG-01 (Theory Paper)

Second Semester

Unit I: Resources of Islamic Calligraphy
(i) Quranic Calligraphy
(ii) Mosque Calligraphy
(iii) Islamic Calligraphy and Architecture
(iv) Islamic Ornamental Language
(v) Geometry and Arabesques
(vi) Islamic Calligraphy in India: Sultanate Period-Masjid Quwwatul Islam

Unit II: Computer Graphics (Theory)
(i) Graphic Design for Calligraphers
(ii) Letters as Subject: Written, Drawn & Painted
(iii) The Joy of Calligraphy: Developing a Personal Script

Syllabus of DCG-02 (Lab Work)

Second Semester

Unit I: Styles in Islamic Calligraphy (II)
(i) Calligraphers and their Tools
(ii) Styles and Scripts
(iii) Different Uses of the Scripts in Islamic Calligraphy
(iv) Kufic, Riq'ah, Diwani, Nashi, Farsi (Taliq), Nastaliq, Tughra, Shikastah

Unit II: Computer Graphics:
(i) Graphic Design for Calligraphers:
   Enlargement, Cropping, Reversing, Abstraction, Changes in colour and treatment
(ii) Types of Strokes:
   Descending, Horizontal, Vertical, Elegant, Long, Integration of Strokes, Flourish Strokes
(iii) The Joy of Movement: Push, float, glide, dab
Unit III: Professional Calligraphy:

(i) Lettering (ii) Logos (iii) Illustration (iv) Communication Design (Banners, Posters, Backdrops etc) (v) Illumination (vi) ICT in Graphic Design

Resources:

1. اردو خوش نویسی (اول و دوم) قسمت کونسل برتری فروع زبان اردو نسی دلی (1382-1383)
مرکز: انس جنگلی نسی صدیقی خورشید عالم
کتاب گزینه اور و گرافیک نابزنن قسمت کونسل برتری فروع زبان اردو نسی دلی (1382-1383)
مرکز: زرقی حسن

2. The Splendour of Islamic Calligraphy
Abdelkebir Khatibi and Mohamed Sijelmassi (Thames and Hudson Publishers) 1995

3. Islamic Calligraphy
Sheila S. Blair (Edinburgh University Press) 2006

4. Introduction to Graphic Design (Books 1-3)
Biney Kwaku Robert
7. To pass the examination a candidate must obtain at least 40% of marks in written paper & Viva-Voce/Practical separately.

8. Candidates securing 60% or more marks in aggregate shall be placed in First division. Those who secure less than 60% marks but not less than 50% marks in aggregate shall be placed in Second division. Those who secure less than 50% marks but not less than 40% marks in aggregate shall be placed in Third division.

9. A candidate shall be entitled to (03) grace marks (GM) for passing and (04) discretionary marks (DM) for improvement of division.

10. Hostel accommodation will not be provided to the candidates admitted to this course.
11. Migration/Transfer and Character/ conduct certificates will not be required at the time of admission.
Prof. K. A. Nizami Centre for Quranic Studies

Syllabus
Certificate in Spoken Arabic
Course Duration: one year  
Course Code: CESA  
Intake: 10

Medium of Instruction & Examination: Arabic, English/Urdu

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Paper Title</th>
<th>Sessional 25+25</th>
<th>Theory Paper</th>
<th>Viva-Voce/Practical</th>
<th>Total marks</th>
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<tbody>
<tr>
<td>CESA - 01</td>
<td>Spoken Arabic</td>
<td>50</td>
<td>100</td>
<td>50</td>
<td>200</td>
</tr>
</tbody>
</table>

Semester – I

Unit 1
Introduction to Arabic Alphabet (letters and sounds).
Greetings
Days of the week
Months, Year

Unit 2
The Parts of speech
Asking Questions and Answers
Interrogatives
Request and favors
Self-introduction
Counting & Numbers

Unit 3
Kinds of conversations
Interview
The Noun
The Article, Gender, Numbers
Kinds of Noun
Kinds of Sentence
Nominal Sentence

Unit 4
Job and asking directions
The declension
New employee
Dining hall
Kinds of verb
Active and Passive Voice
Verbal Sentences
Unit 5
Bank
Travelling
Transportation
Market
The Particles & its kinds

Semester - II

Unit 1
Calls and phones
Hotels

Unit 2
Phrases
Family and home
Animals

Unit 3
Post office
Hospital
Masjid
Prayer
Ablution

Unit 4
The news and media
Muslim world
Letter and application writing
Essay writing

Unit 5
Helpful websites and software (Spoken Arabic through ICT)
Reading and translation of selected text

Resources:

- Merrill Y. Van Wagoner, Spoken Arabic, Spoken Language Services, Inc. New York.
- العربية بين يديك للدكتور عبد الرحمن بن إبراهيم التزمان وزملاءه، (العربية للجميع، السعوية 2007م
- Dr. V. Abdur Rahim, مسلسلة تعلم اللغة العربية للناطقين بغيرها (كتاب النص)، جامعة الإمام محمد بن سعود
- Al balabaki, Al Muraifid dictionary, Darul elm, Beirut.
- Software برنامج المدرس والمعلم
Prof. K. A. Nizami Centre for Quranic Arabic

Revised Syllabus

Certificate in Quranic Arabic

Course Code: CQQA
Paper: Quranic Arabic
Course Duration: One Year
Marks: 150 (Written – 100 & Viva-Voce -50)

Semester - I

Unit: 1
a) Arabic Language; its importance and grammar
b) Parts of speech

Unit: 2
a) Arabic Sentences
b) The Particles and its kinds

Unit: 3

Unit: 4
a) Arabic Phrases
b) The Verb & its kinds

Unit: 5
Words, vocabulary & translation of (الاستعارة، الاسم، الفعلة، المضارع، المضارع، الفعل، الناس)

Semester - II

Unit: 1
a) The Numerals
b) Numbers

Unit: 2
a) Etymology
b) Vowel points and the declension

Unit: 3
Vocabulary & Translation from chapter no.103 to chapter no.111
Azkar and Prayers Related to Salat( Everyday Recitations)
Unit 4

Vocabulary & Translation of Surat An-Nur’ (The Light 24)

Unit 5

E-resources and ICT applications in Quranic Arabic

Resources:

a) Ibn e Aqeel: Sharh ebn e Aqeel, Cairo 1980.
c) Ibn e Hisham: Sharh Qur’ An Al-Nada, Cairo.
d) Adullah Abbas Nadwi: LEARN THE LANGUAGE OF THE HOLY QUR’AN, DAR AL SHOROUQ – JEDDAH
e) Al-Raghib: Al Mufradat, Cairo 1961
f) Al-Firez Abadi: Basar Zawi Tamiz, Cairo 1383

- Dr. Abdullah Abbas Al-Nadwi: Vocabulary of the Holy Quran, Dar Al-Shorouq, Jeddah.
<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name (Eng.)</th>
<th>Course Code (Eng.)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Programming</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Data Structures and Algorithms</td>
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</tr>
<tr>
<td>3</td>
<td>Object-Oriented Programming</td>
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<tr>
<td>4</td>
<td>Database Systems</td>
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<td>Computer Networks</td>
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<td>6</td>
<td>Operating Systems</td>
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<td>7</td>
<td>Computer Architecture</td>
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<td>8</td>
<td>Computer Security</td>
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</tbody>
</table>

**Notes:**
- Course 1 is offered in the first semester.
- Course 2 is offered in the second semester.
- Course 3 is offered in the third semester.
- Course 4 is offered in the fourth semester.

---

Appendix

A.V. Nirmal Center for Course Studies

High Aspirations University, Allahabad

 khởi nghiệp
<table>
<thead>
<tr>
<th>Column 1</th>
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<td>This is a sample table cell.</td>
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<td>1</td>
<td>Introduction to Computer Networks</td>
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<tr>
<td>2</td>
<td>Network Topologies</td>
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<td>3</td>
<td>Transmission Media</td>
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<td>4</td>
<td>Network Protocols</td>
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<tr>
<td>5</td>
<td>Network Services</td>
</tr>
<tr>
<td>6</td>
<td>Performance Analysis</td>
</tr>
</tbody>
</table>
2. Professor Akhtarul Wasay  
A-35, 9th Floor, DDA, HLG, Pocket – 9 A, Jasola,  
New Delhi-110 025  
Ph. 09810541045,

3. Maulana Bilal Abdul Hai Hasani Nadvi,  
Daira Shah Alamullah, Takiya Kalan, Raebareli (U.P.)  
(Mobile No. 09415328220)

**Item No. 3** - Considered and approved the Teaching Load of the Diploma and Certificate Courses offered by the Centre for the Session 2015 -2016 & 2016-2017 (Appendix – I), Authorized Director to make necessary changes, if required.

**Item No. 4** - Considered and approved the list of the Moderators and Examiners for the Diploma and Certificate Courses offered by the Centre for the Session 2016 -2017 (Appendix – II), Authorized Director to make necessary changes, if required.


**Item No. 6** - Revised the Syllabi of the Diploma and Certificate Courses (Appendix –IV).

**Item No. 7** - Considered and approved the removal of Condition TC/CC from Part Time (evening) certificate courses in view of the part time nature of the courses and also because many of the candidates are already enrolled in other main courses where the certificates are required to be submitted.

**Item No. 8** - Considered and approved that in order to continue availing the hostel facility, a student will require a minimum 50% attendance in first two months otherwise hostel facility will be cancelled from the session 2016-2017. It is necessary because a number of candidates have been found in previous years seeking admission only for the hostel facility and remain absent from the class for most part of the session.

**Item No. 9** - Considered and approved the following publications for the Session 2015-2016, and authorized the Director of the Centre to take decision as and when required:

1. “Akhaq-e-Hasana Aur Hum”  
by Dr. Mohammad Mubeen Saleem  
Asstt. Prof. Centre for Quranic Studies

2. “Personality Development in the light of Quran and Hadith”  
By Er. Matloob M. Khan
Item No. 10 - Considered and approved the Syllabus and ordinance of the *Certificate Course in ‘Spoken Arabic’ from session 2017-2018.* (Appendix –V).

Item No. 11 - To Co-opt two persons, not in the service of the University and one teacher of the University, in accordance with Clause 34, Chapter II of the Academic Ordinances.

A: Co-opted following two persons, not in the university service for a period of Two years, in *accordance with clause 34 chapter II of the Academic Ordinances.*

1. Professor M. Nauman Khan  
   Department of Arabic  
   Delhi University, Delhi  
   (011-22477247 & 09811199518)  
   Residence Mailing Address  
   B-126 Street No.10  
   Mandavali, Fazalpur, Delhi -92

2. Dr. Noorul Hasan Rashid  
   Mufti Elahi Bakhsh Academy  
   Kandhla – Shamli  
   (U.P.)  
   (Mobile No.09358667219)

B. Co-opted following teacher of the University for a period of two years, on the Board of Studies in accordance with *clause 34 Chapter II of the Academic Ordinances.*

1. Dr. Salma Shaheen  
   (Principal)  
   In charge Computer & Multimedia  
   Women’s Polytechnic, A.M.U., Aligarh  
   (Mobile No. 09634016650)

(Professor A.A. Nizami)  
Director  
K.A. Nizami Centre for Quranic Studies  
A.M.U., Aligarh
MINUTES

An ordinary meeting of Board of Studies of Professor K. A. Nizami Centre for Quranic Studies was held on 18.05.2016 at 11.00 AM in the Conference Room of the Centre.

Following members attended:

1. Prof. A. A. Nizami - Director (In Chair)
2. Dr. Mohammad Mubeen Saleem - Assistant Professor
3. Dr. Nazeer Ahmad Ab. Majeed - Assistant Professor
4. Mr. Hamid Miyan - Assistant Professor
5. Mr. Arshad Iqbal - Assistant Professor

Following decisions were taken:

Item No. 1 - Confirmed the Minutes of the last special meeting of Board of Studies, Centre for Quranic Studies held on 10.11.2015.

Item No. 2 - Considered and proposed to the Vice Chancellor to appoint the names of the following Members on the Board of Management of the Centre for Quranic studies for period of three years, in accordance with Chapter XXXXVIII (Ordinances Executive of AMU).

Clause 1 (g):
1. Professor Ahtisham Ahmad Nizami (Son)
2. Dr. Moin Ahmad Nizami (Grandson)
   Nizami Villa
   Sir Syed Nagar, Aligarh

Clause 1 (h):
1. Prof. A.R. Kidwai
   Director,
   UGC Human Resource Development Centre
   A.M.U., Aligarh
   Ph. 09927340410

2. Prof. Qazi Mazhar Ali
   Dept. of Statistics
   A.M.U., Aligarh
   Ph. 09897502827

Clause 1 (i)
1. Prof. Dr. Syed Jahangir
   Dean, School of Arab & Asian Studies
   The English and Foreign Languages University
   Hyderabad – 500 007
   India
   Ph: 9246545814
Prof. K. A. Nizami Centre for Quranic Studies  
Aligarh Muslim University, Aligarh  

P.G. DIPLOMA IN MUSLIM CHAPLAINCY (PDCH)  

Semester-wise Course Structure

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Paper Title</th>
<th>Department Collaboration</th>
<th>Credits</th>
<th>Theory/Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCH-01</td>
<td>Introduction to Muslim Chaplaincy</td>
<td>Centre for Quranic Studies Dept. of Psychology</td>
<td>2</td>
<td>T</td>
</tr>
<tr>
<td>PCH -02</td>
<td>Theological and Spiritual Recourses for Muslim Chaplaincy</td>
<td>Centre for Quranic Studies</td>
<td>4</td>
<td>T</td>
</tr>
<tr>
<td>PCH -03</td>
<td>Spirituality and Counseling</td>
<td>Centre for Quranic Studies Dept. of Psychology</td>
<td>4</td>
<td>T</td>
</tr>
<tr>
<td>PCH -04</td>
<td>Positive and Health Psychology for Caregivers</td>
<td>Dept. of Psychology</td>
<td>4</td>
<td>T</td>
</tr>
<tr>
<td>PCH -05</td>
<td>Islamic-Spiritual Interventions used in Coping</td>
<td>Centre for Quranic Studies Dept. of Psychology</td>
<td>4</td>
<td>P</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Paper Title</th>
<th>Department Collaboration</th>
<th>Credits</th>
<th>Theory/Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCH -06</td>
<td>Islamic Spiritual Care in Hospital Settings</td>
<td>Centre for Quranic Studies</td>
<td>4</td>
<td>T</td>
</tr>
<tr>
<td>PCH -07</td>
<td>Social Work Interventions</td>
<td>Dept. of Social Work</td>
<td>4</td>
<td>T</td>
</tr>
<tr>
<td>PCH -08</td>
<td>Counseling Skills for Health Care (Case Studies)</td>
<td>Dept. of Psychology</td>
<td>4</td>
<td>P</td>
</tr>
<tr>
<td>PCH -09</td>
<td>Field work and Seminar Presentations (Development and/or use of Islamic Spiritual Scales)</td>
<td>Dept. of Social Work Dept. of Psychology</td>
<td>4</td>
<td>P</td>
</tr>
<tr>
<td>PCH -10</td>
<td>Grand Viva Voce</td>
<td>Centre for Quranic Studies Dept. of Psychology/Social Work</td>
<td>4</td>
<td>P</td>
</tr>
</tbody>
</table>
The Vice Chancellor  
Aligarh Muslim University,  
Aligarh

Subject: Request for the approval of the minutes of the Board of Studies, K.A. Nizami, Centre for Quranic Studies held on 22.04.2019

I shall feel obliged if you kindly approve the enclosed Minutes of Board of Studies of the K.A. Nizami, Centre for Quranic Studies held on 22.04.2019.

I look forward to your gracious approval.

Sincerely

[Signature]
(Professor Abdur Raheem Kidwai)
Director  
Director  
K.A. Nizami Centre  
for Quranic Studies  
A.M.U., Aligarh

End: As above
MINUTES

An ordinary meeting of Board of Studies of Professor K. A. Nizami Centre for Quranic Studies was held on 22.04.2019 at 11.00 AM in the Conference Room of the Centre.

The following were present:

1. Professor Abdul Bari - Co-opted Member
2. Professor Zafarul Islam - Co-opted Member
3. Professor Omar Farooq - Co-opted Member
4. Professor Abdur Raheem Kidwai - Director
5. Dr. Nazeer Ahmad Ab. Majeed - Assistant Professor
6. Mr. Hamid Miyan - Assistant Professor
7. Dr. Mohammad Mubeen Saleem - Assistant Professor
8. Mr. Arshad Iqbal - Assistant Professor
9. Dr. Aiyyoob Akram - Guest Teacher, KAN-QC

Apologies:

1. Professor Masood Anwar Alavi, Dean, Faculty of Arts. AMU

The Following was business was conducted:

Item No.1 - Confirmed the Minutes of the last ordinary meeting of Board of Studies held on 01.10.2018 of the Centre for Quranic Studies.

Item No.2 - Discussed and approved the Ordinance for the P.G. Diploma in Muslim Chaplaincy Course for the session 2019-2020 of the K.A. Nizami Centre for Quranic Studies. (Appendix-I).

Item No.3 - Discussed and approved the teaching load of the B.A. (Quranic Studies), P.G. Diploma in Muslim Chaplaincy and Certificates Courses for the session 2019-2020 (Appendix - II).

Item No.4 - Discussed approved the list of moderators for the B.A. (Quranic Studies), P.G. Diploma in Muslim Chaplaincy and Certificates Courses and examiners for B.A. (Quranic Studies) and Certificates courses for the session 2019-2020 (Appendix - III).

Item No.5 - Discussed and approved the Syllabus for the B.A. (Quranic Studies) and P.G. Diploma in Muslim Chaplaincy for the session 2019-2020. (Appendix - IV).
Discussed and approved list of courses/curriculum (CBCS) OF B.A. (Quranic Studies) (Appendix - V).

Discussed and approved the medium of the paper QSB-252 (Introduction to Quranic Recitation) will be both English and Urdu

(Under Any Other Item):

The Director informs the Board of the following decision taken by the faculty members of the K.A. Nizami Centre for Quranic Studies.

(A) A workshop on the teaching the Quran for the teachers of the Quran/Theology at Aligarh Muslim University and other schools of Aligarh (Convener: Mr. Hamid Miyan).

(B) The following titles are under publication:

1) The volume on Tafasirs in English by Dr. Nazeer Ahmad Ab. Majeed in collaboration with Viva Books New Delhi.

2) The set of books on the Quranic contribution by different schools of thought (Coordinator: Dr. Mohammad Aiyyoob Akram).

3) Proceedings of the National Seminar of the teaching on the Quran held on 6th and 7th March 2019. (Convener: Dr. Mohammad Mubeen Saleem).

4) Dr. Choughuley’s book on the Quran in English translated into Urdu by Dr. Ziauddin Malik Department of Islamic Studies, AMU, Aligarh.

Vice Chancellor
AMU, Aligarh

Director
K.A. Nizami Centre for
Quranic Studies, AMU

Telephone: Office: (External) +91 571 2701230 (Internal) 4410
ORDINANCE

P.G. Diploma in Muslim Chaplaincy

(Effective from the session 2019-20)

1. Introduction

Prof. K.A. Nizami Centre for Quranic Studies offers full time programme leading to the above P.G. Diploma Course.

2. Eligibility

A Candidate will be eligible for admission to the above course who has passed B.A. (Theology)/B.A. (Quranic Studies)/B.A. (Hons.) in any discipline (only for candidates having Madrasa background) with 50% marks.

3. Admission to this course shall be made once a year in accordance with the admission policy approved from time to time by the Academic Council of the University.

4. Duration of the Course

(a) The minimum duration of the course shall be two semesters (one year).

(b) The maximum duration of the course shall be two years after admission with no provision for any extension.

5. Attendance

(a) In order to become eligible for appearing in the examination, a Candidate shall have to fulfill the attendance requirements as prescribed from time to time by the University.

(b) A candidate who fails to fulfill the minimum attendance in accordance with Chapter XVII of the Ordinances (Academic) may apply for continuation. A candidate who fulfills the attendance requirements but fails to pass in the paper prescribed may appear as an ex-student in the subsequent examination.
The distribution of marks for the above mentioned courses shall be as follows:

**Course Content:**

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Paper Title</th>
<th>Department Collaboration</th>
<th>Sessional</th>
<th>Exam (Theory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCH-01</td>
<td>Introduction to Muslim Chaplaincy</td>
<td>Centre for Quranic Studies Dept. of Psychology</td>
<td>30</td>
<td>70</td>
</tr>
<tr>
<td>PCH-02</td>
<td>Theological and Spiritual Recourses for Muslim Chaplaincy</td>
<td>Centre for Quranic Studies</td>
<td>30</td>
<td>70</td>
</tr>
<tr>
<td>PCH-03</td>
<td>Spirituality and Counseling</td>
<td>Centre for Quranic Studies Dept. of Psychology</td>
<td>30</td>
<td>70</td>
</tr>
<tr>
<td>PCH-04</td>
<td>Positive and Health Psychology for Caregivers</td>
<td>Dept. of Psychology</td>
<td>30</td>
<td>70</td>
</tr>
<tr>
<td>PCH-05</td>
<td>Islamic-Spiritual Interventions used in Coping</td>
<td>Centre for Quranic Studies Dept. of Psychology</td>
<td>30</td>
<td>70</td>
</tr>
</tbody>
</table>

**II SEMESTER**

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Paper Title</th>
<th>Department Collaboration</th>
<th>Sessional</th>
<th>Exam (Theory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCH-06</td>
<td>Islamic Spiritual Care in Hospital Settings</td>
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</tr>
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<td>Field work and Seminar Presentations (Development and/or use of Islamic Spiritual Scales)</td>
<td>Dept. of Social Work Dept. of Psychology</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>PCH-10</td>
<td>Grand Viva Voce</td>
<td>Centre for Quranic Studies Dept. of Psychology/ Social Work</td>
<td>100</td>
<td>-</td>
</tr>
</tbody>
</table>

7. To pass the examination a candidate must obtain at least 40% of marks in the written paper, practical & Viva-Voce separately.

8. Promotion from 1st Semester to 2nd Semester

(a) A student of 1st Semester shall be eligible to be promoted to 2nd Semester if he/she completes the attendance requirements of at least 75% of the prescribed courses of previous Semester. Rules of 75% attendance, to be eligible, for examination shall be applicable in all the semesters.

(b) A student of 1st semester shall be eligible to be promoted to 2nd semester if he/she has cleared 50% papers from 1st semester.
9. Candidate securing 60% or more marks in aggregate shall be placed in the First Division. Those who secure less than 60% marks but not less than 50% marks in aggregate shall be placed in Second Division. Those who secure less than 50% marks but not less than 40% marks in aggregate shall be placed in Third Division.

10. A candidate shall be entitled for Grace Marks or Discretionary Marks as per policy of the University approved from time to time.
Centre for Quranic Studies
AMU Aligarh
PG Diploma in Muslim Chaplaincy (PDCH)
PCH-01: Introduction to Muslim Chaplaincy

Learning Objectives:

- To discuss Muslim chaplaincy and role of seer and prophets in Muslim Chaplaincy
- To discuss various forms of Muslim Chaplaincy interventions

Unit I: Introduction

1.1 Nature, brief history, and scope of Muslim Chaplaincy
1.2 Issues and recent trends in Muslim Chaplaincy
1.3 Role of seer and prophets in Muslim Chaplaincy
1.4 Need of chaplaincy in India, Chaplaincy in a Multi-faith Context

Unit II: Models and Theoretical approaches to Muslim Chaplaincy

2.1 Chaplaincy for Humanity
2.2 Chaplain as translator and Interpreter
2.3 Training models of Muslim Chaplaincy
2.4 Theological approach to Muslim Chaplaincy

Unit II: Interventions in Muslim Chaplaincy

3.1 General overview of Qur’anic approach to psychotherapy and counseling
3.2 General overview of prophetic methods of psychotherapy and counseling
3.3 Al-Ghazali’s and Ibn Sina’s approach to psychotherapy and counseling
3.4 Thanvi’s model of psychotherapy
Centre for Quranic Studies
AMU Aligarh
PG Diploma in Muslim Chaplaincy
MCH-02: Theological and Spiritual Resources for Muslim Chaplaincy

Learning Objective:
- To discuss Theological Resources for Muslim Chaplaincy
- To discuss various forms of Spiritual Resources for Muslim Chaplaincy

Unit: I: Primary Resources
1.1 The Quran
1.2 The Sunnah of the prophet Mohammad

Unit: II: Secondary Resources
2.1 The ijma (Consensus)
2.2 Qiyas (analogical reason)
2.3 istihsan (Jurisprudential preference)
2.4 al-maslahah al-mursalah (Public interest)
2.5 Urf (custom)
2.6 Istidlal (Inference)
2.7 Objectives of the Law (Maqasid as-Shari’ah)

Unit: III: The Practices of the Muslim Spiritualists
3.1 Shekh Abdul Qadir Jilani / Syed Baha-ud-Din Naqshband Bukhari
3.2 Shahāb ad-Dīn' Yahya ibn Habash Suhrawardī/ Shekh Muenuddin chisti
3.3 Al-Ghazali

Suggested readings:
1. Philips, Abu Ameenah Bilal, the Evolution of Fiqh - (Islamic Law).
2. Shekh Abdul Qadir Jilani, Ghunyat al-Talibeen, (Selected work)
3. Gazhali, Ehya Uloomuddin (Selected work)
4. Nadwi, Abul Hasan, Saviours of Islamic Sprit, Lucknow: Academy of Islamic Research (Selected work).
Learning Objectives

- To introduce concept, definitions and dimensions of spirituality.
- To orient about the spirituality-centered counseling.
- Role of spirituality-centered counselor.

Unit: I Spirituality
1.1 Spirituality: Concept and definitions. (Lines (2006) p. 4-5)
1.3 Spirituality and its dimensions
1.4 Islamic spirituality

Unit: II Spirituality-centered counseling (Lines (2006) pp. 61-64)
2.1 Spiritual counseling
2.2 Role and qualities of the spiritual counselor
2.3 Indicators for spiritually-oriented counseling.
2.4 Process of spiritual counseling, factors promoting spiritual counseling

Unit: --II The spiritually-centered counselor (Lines (2006) pp. 83 -1 04)
3.1 Spiritually oriented counselors
3.2 Counter transference and religious faith (Lines (2006) pp. 102-104)
3.3 Therapeutic process of spiritual healing, benefits of spirituality. (Lines (2006),pp. 116-121)
3.4 Role of spiritual therapist (Lines (2006) p. 136)

Suggested Readings


Objectives

- To introduce the concept, definitions, roles and responsibilities, qualities and issues related to caregivers.
- To acquaint students with administration, scoring and interpretation of various psychological measurement for caregivers.
- To orient students about psychotherapeutic intervention for caregivers.

Unit- I Introduction
1.1 Definition of caregivers: Family caregivers, Health caregivers
1.2 Roles and Responsibility of caregivers
1.3 Qualities of a caregiver
1.4 Caregiver stresses and issues

Unit- II Measurement and Assessment of caregivers
2.1 Measurement of caregiver burden
2.2 Measurement of well being of caregivers
2.3 Measurement of consequences
2.4 Measurement of potential resources that caregivers use

Unit - III Psychotherapeutic intervention for caregivers
3.1 Stress reduction: Mindfulness based stress reduction therapy
3.2 Benson Relaxation Response
3.3 Positive therapies
3.4 Psycho-educational programs for common psychiatric disorder for caregivers: Mood disorders, schizophrenia, anxiety disorders, Dementia

BOOKS AND JOURNALS RECOMMENDED

1. Husain.A. Islamic Psychology Emergence of a New Field


3. Benjamin Sadock & V.A. Sadock Kaplan and Sadock's Synopsis of Psychiatry:
   Behavioral Sciences / clinical Psychiatry.
   Lippincott Williams and Wilkins Publishers, 2007

4. Neeraj Ahuja A Short textbook of Psychiatry
   Jaypee Brothers Medical Publishers (P) LTD, 2011

5. Rocio Fernandez-Ballesteros : Encyclopedia of psychological assessment
Learning Objectives:

- To discuss various forms of Islamic Practices
- To discuss types of prayer, benefits, recitation of Holy Quran
- To discuss Islamic contemplation, meditation and guidance

Unit I: Islamic Practices

1.1 Repentance, Forgiveness
1.2 Trust in God (Tawakkul)
1.3 Religious rituals and Obligations: Wird (Access); Good Company
1.4 Recollection: Dihikr-i-Jali, Dihikr-i-Khafi, Sultan'I, Adhkar, Habs-i-dam, Pasi anfas, Mahmuda and Nasira, Nafi-Athbat

Unit II: Prayer and Recitation of Holy Quran

2.1 Types of prayer:
2.2 Psychological and medical benefits of prayer
2.3 Recitation of Holy Quran
2.4 Effectiveness of recitation of Holy Quran

Unit III: Islamic Contemplation, Meditation and Guidance

3.1 Tasbih meditation
3.2 Quranic meditation
3.3 Islamic contemplation
3.4 Principles of Islamic Guidance

Suggested Readings:


Centre for Quranic Studies  
AMU Aligarh  
P.G. Diploma in Muslim Chaplaincy (PDCH)  
PCH-07 Social Work intervention

Max Marks:  
Duration

Unit I: Introduction to Social Work:
- Social Work: Concept and ethical responsibilities
- Historical development of Social Work
- Methods of Social work & Principles of Social work
- Social work and Islam

Unit II: Human Rights, legal and constitutional Provisions:
- Human Rights of Muslims; Meaning, Concept, UDHR 1948
- Rights and responsibilities of individuals in Islamic Society
- Constitutional & Legal Rights of Muslims; National Commission of Minority Act, 1990
- Islamic welfare Institutions, Zakat, Usher, Fitra, Sadaqa, Khums, Waqt, Baitulmal

Unit III: Social problems and intervention:
- Communalism: Meaning, Definition and Causes
- HIV/AIDS: History and mode of transmission
- Alcoholism and drug abuse
- Role of NGOs & Social Work professional in addressing social Problems

Readings:

Books:
12. Universal Declaration of Human Rights of 1948
13. Bare Acts; *National Commission of Minority Act, 1990*
16. K. Park. *Preventive and Social Medicine*
### Muslim Chaplaincy

**Filed work Schedule/ Tasks**

**Aligarh Muslim University, Aligarh**

#### In Community /School Setting

<table>
<thead>
<tr>
<th>Task</th>
<th>Target Population</th>
<th>Objective / Expected Outcome</th>
<th>Tools and Techniques</th>
</tr>
</thead>
</table>
| Observatory Visit (Participant and Non Participant Observation) | Community                 | • Developing observation skills  
• Observing community structure, its culture, settlement pattern etc. | Observation Guide                        |
| Rapport Building                          | Community/Groups/ Stake holders/ Social Organisations/ Aaganwaris etc. | • Trainee is expected to learn the importance of rapport building in practicing community work.  
• Establishing relationship with community members/local leaders/influential leaders | Trainee will be using skills and principles of social work. |
| Community Profile                         | Community                 | • Trainee is expected to learn the Profiling of the Community  
• Developing Profile of the Community | Performa and guide for the profile                                                   |
| **GROUP MEETING**                         |                           | Trainee will learn organizing group meetings and enhancing peoples participation, issues involved in people's participation. | • Neighbor Meetings  
• Poster and Demonstration  
• Nutritional Chart |
| RTE/Sarva Siksha Abhiyan                  | Community and Parents     |                                                                                             |                                         |
| Child Survival/ Vaccination               | Community and Parents     | Generating awareness in the community.                                                    |                                         |
| Importance of education                   | Community and Parents     | Trainee is expected to learn dimensions of health and nutrition                            | Providing information on benefits of Nutritional/Balance diet |
| RESEARCH/METHODOLOGY                      |                           | • Trainee is expected to learn PRA as Social Work Research Method. Also s/he is required to involved community while practicing PRA/PLA  
• Identifying community dynamics  
• Locating resources in the community | • Community Profile  
• Transect Walk  
• Social Resource Mapping |
| PRA/PLA                                    | Community                 |                                                                                             |                                         |
| 1. Transect Walk                           |                           |                                                                                             |                                         |
| 2. Social Resource Mapping                |                           |                                                                                             |                                         |
| Case Study                                 | Student                   | • Student is expected to learn case study                                                   | Case Study format                        |
### School Intervention

- **1. Hand washing and importance of hygiene**
  - **School Children**
  - Trainee is expected to learn dimensions of health and hygiene.
  - Proving information on benefits of hand washing and hygiene to school going children.

- **2. Nutritional/Healthy Habits**
  - **Community**
  - Trainee will learn IEC as a method of generating awareness in the community.
  - Generating awareness in the community.

### In Hospital setting

<table>
<thead>
<tr>
<th>Text</th>
<th>Target Population</th>
<th>Objectives/Expected Outcome</th>
<th>Tools and Techniques</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induction in the organization</td>
<td></td>
<td>Introduction of self. Developing observation skills. Observing department, its culture, function etc.</td>
<td>Observation Guide</td>
</tr>
<tr>
<td>Observatory Visit (Participant and Non Participant Observation)</td>
<td></td>
<td>Establishing relationship with stakeholders.</td>
<td>Trainee will be using skills and principles of social work.</td>
</tr>
<tr>
<td>Rapport Building</td>
<td>Doctors, paramedical/Social workers</td>
<td>Trainee is expected to learn the importance of rapport building. Establishing relationship with stakeholders.</td>
<td>Performa and guide for the profile.</td>
</tr>
<tr>
<td>Organizational Profile</td>
<td>Department</td>
<td>Trainee is expected to learn the profiling of the organization.</td>
<td></td>
</tr>
<tr>
<td>Observations of the patients and their significant others</td>
<td></td>
<td>Dimensions of health and disease.</td>
<td></td>
</tr>
<tr>
<td>Case Study</td>
<td>Clients/significant others</td>
<td>Student is expected to learn case study.</td>
<td>Case Study format</td>
</tr>
<tr>
<td>Psychosocial diagnosis of the problem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To identify the issues of the clients/disease in general</td>
<td>Clients/significant others</td>
<td>Student is expected to learn case study and their analysis</td>
<td></td>
</tr>
</tbody>
</table>
OFFICE ORDER

The Board of Studies of K.A. Nizami Centre for Quranic Studies in its meeting held on 01.10.2018 under Item No. 2, 3, 4, 5 and 8 has resolved as under:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Recommendation of BOS held on 01.10.2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Discussed and recommended to the relevant bodies the introduction of new job-oriented course of PG Diploma in Musim Chaplaincy in the academic session 2019-2020 (A detailed note with the financial requirements on the new course is in Appendix I)</td>
</tr>
<tr>
<td>3</td>
<td>Discussed and recommended to the relevant bodies 10 additional seats in B.A. (Quranic Studies) for the Madarsa background students. (Appendix II)</td>
</tr>
<tr>
<td>4</td>
<td>Placed on record appreciation for the Principal, Women's College for allowing the girl students of B.A. (Quranic Studies) to have their classes at the K.A. Nizami Centre for Quranic Studies. The Centre will provide free of charge transport facility to these girl students out of its own resources. Mr. Arshad Iqbal will work out the Time Table arrangements in consultation with the Incharge Time Table, Women's College, ensuring that the girls returns to Women's College in time for their classes at the Women's College. (Principal, Women's College permission - Appendix III)</td>
</tr>
<tr>
<td>5</td>
<td>Discussed and recommended to the relevant bodies 20 additional seats for the Part Time Certificate course in Spoken Arabic in view of the large number of applications. This Evening Course does not call for any hostel accommodation or any other financial implication (Appendix IV).</td>
</tr>
<tr>
<td>8</td>
<td>Discussed and recommended to the Controller (Admissions &amp; Examinations) the amendments in the Part Time Certificate Course of the Centre (Appendix VI).</td>
</tr>
</tbody>
</table>

The Vice-Chancellor, in exercise of the powers vested in him under section 19(3) of AMU Act, XL of 1920 (amended up-to-date) and on behalf of the Faculty of Arts, has approved the above recommendations of the Board of Studies.

The action of the Vice-Chancellor will be reported in the next meeting of the Faculty.

Controller of Examinations

Copy to the following for information and necessary action:

1. Dean, Faculty of Arts with the request to report the action of the Vice-Chancellor in the next meeting of the Faculty.
2. Director, K.A.Nizami Centre for Quranic Studies
3. All Chairmen of the Faculty of Arts
4. Joint Controller (Admissions)
5. Sr. PA to Controller of Examinations
6. AR at VC's / PVC's Secr.
7. Joint Registrar (Councils)
8. Section Officer (Admissions)
9. Dealing Assistant of the course concerned

Controller of Examinations