

DISTANCE EDUCATION BUREAU

Bureau of University Grants Commission (UGC)

APPLICATION FOR RECOGNITION OF HEI / PROGRAMMES UNDER OPEN AND DISTANCE LEARNING MODE UGC (ODL) REGULATIONS, 2018

Academic session beginning July, 2018

Part A

Higher Educational Institutions Details

Registration ID :	DEB/DEL/13/2017/175
Name of the Higher Educational institution :	JAMIA HAMDARD
Address :	JAMIA HAMDARD, HAMDARD NAGAR, NEW DELHI
Tel. :	011-26059688
Email :	EAKHAN@JAMIAHAMDARD.AC.IN
State :	DELHI
Fax :	011-26059663
Official Website of HEI :	JAMIAHAMDARD.AC.IN
Name of the Vice Chancellor :	PROF SEYED EHTESHAM HASNAIN
Name of the Pro Vice Chancellor/Rector(if any):	DR. AHMED KAWAL
Name of the Registrar :	SAYEED SAOOD AKHTAR
Name of the Department/School/Centre of Distance Education :	SCHOOL OF OPEN AND DISTANCE LEARNING
Address of the Department/School/Centre of Distance Education:	CONVENTION CENTER FIRST FLOOR, JAMIA HAMDARD, HAMDARD NAGAR, NEW DELHI- 110062
Tel of the Department/School/Centre of Distance Education:	011-26059688
Email of the Department/School/Centre of Distance Education:	DIRECTOR_SODL@JAMIAHAMDARD.AC.IN
Fax of the Department/School/Centre of Distance Education:	011-26059663
Official website for distance education, if any:	JAMIAHAMDARD.EDU

Name of Director/Head of Department/Head of School/Centre of Distance Education :	PROF. S.H. ANSARI
Designation :	DIRECTOR CUM DEAN
Mobile No. :	9810548460
Type of HEI :	DEEMED
Year of establishment of HEI :	Year : 1989 Month : 1
Recognition status of the HEI as per UGC Act, 1956 :	SECTION 3
Is HEI also recognized under 12 (B) :	YES
Whether accredited by NAAC? :	YES
Year of assessment of NAAC :	2017
NAAC CGPA Score :	3.150
NAAC Accreditation valid upto :	2022
Whether valid for the academic year 2018-19 :	NO
Whether HEI is ready or has already applied for NAAC assessment :	YES
State if NAAC is not applicable at present (For SOUs & existing HEIs recognized for ODL mode by UGC for 2017-18 only) :	YES
In case of existing recognized HEI, mention letter No. & date of UGC recognition letter :	12 SEPTEMBER 2017
Territorial Jurisdiction of HEI as per its Act for offering proposed ODL programmes :	HEADQUARTERS ONLY
Territorial Jurisdiction of HEI for offering proposed ODL programmes as per Annexure IV of UGC (ODL) Regulations, 2017 :	HEADQUARTERS ONLY
Whether Center for Internal Quality Assurance (CIQA) is established or not :	YES

TABLE 1.1

Academic Year Planner [Programmes under yearly system]:

Sr.No.	Name of the Activity	Tentative months schedule (specify months) during Year	
		From(Month)	To(Month)
1.	Admission	JUL	AUG
2.	Distribution of SLM	JUL	OCT
3.	Contact Programmes (counselling, Practicals etc.)	NOV	MAR
4.	Prof. (Dr.) S.H. Ansari Director Cum Dean School of Open & Distance Learning Jamia Hamdard, Hamdard Nagar, New Delhi-110062	JAN	MAR
5.	Evaluation	JUL	AUG
6.	Examination	MAY	JUN

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TABLE 1.2

Academic Year Planner [Programmes under Semester System]:

Sr.No.	Name of the Activity	July		January	
		From	To	From	To
1.	Admission	NIL	NIL	NIL	NIL
2.	Distribution of SLM	NIL	NIL	NIL	NIL
3.	Contact Programmes(counselling, Practicals,etc.)	NIL	NIL	NIL	NIL
4.	Assignment Submission (if any)	NIL	NIL	NIL	NIL
5.	Evaluation of Assignment	NIL	NIL	NIL	NIL
6.	Examination	NIL	NIL	NIL	NIL
7.	Declaration of Result	NIL	NIL	NIL	NIL



Prof. (Dr.) S.H. Ansari
Director-cum-Dean
School of Open & Distance Learning
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TABLE 1.3

TOTAL BUILT UP AREA EXCLUSIVELY FOR OPEN AND DISTANCE LEARNING (MINIMUM 15000 SQ):

Built-up Area Type	Minimum Built up area required as per Regulations	Built-Up Area available(Carpet Area Sq. ft)	Difference
Academic	7500	14500	-7000
Administrative	1500	2500	-1000
Academic support such as Library, Reading Room, Computer Centre, Information and Communication technology labs, Video and Audio Labs etc.	4500	5000	-500
Amenities or other support facilities(Excluding toilets)	1500	2500	-1000
Total built-up area for ODL activities	15000	24500	-9500

TABLE 1.4

DETAILS OF STUDENTS ENROLLED AND PASSED UNDER ODL MODE:

Academic year	Particular	UG Degree	PG Degree
2017-18	No. of students enrolled	506	140
	No. of students passed	0	0
2016-17	No. of students enrolled	617	67
	No. of students passed	271	51
2015-16	No. of students enrolled	1068	65

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TABLE 1.5(Proposed Programme details for Distance Education)

SrNo.	Name of Programme proposed to be offered from July, 2018 onward	Whether as per UGC Degree specification 2014(Y/N)	Minimum Duration of programmes (years)	Type of Programme: Professional or General	Whether SLM prepared for complete programme	Whether offered under Regular mode
1	BACHELOR OF BUSINESS ADMINISTRATION (BBA)	YES	3	PROFESSIONAL	YES	YES
2	BACHELOR OF COMPUTER APPLICATION	YES	3	PROFESSIONAL	YES	YES
3	POST GRADUATE DIPLOMA IN BIO BIOINFORMATICS (PGDB)	YES	1	PROFESSIONAL	YES	YES
4	POST GRADUATE DIPLOMA IN CHEMOINFORMATICS (PGDC)	YES	1	PROFESSIONAL	YES	YES
5	POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDTN)	YES	1	PROFESSIONAL	YES	YES
6	POST GRADUATE DIPLOMA IN ENVIRONMENT MONITORING AND IMPACT ASSESSMENT (PGDEMA)	YES	1	PROFESSIONAL	YES	YES
7	POST GRADUATE DIPLOMA IN HUMAN RIGHTS (PGDHR)	YES	1	PROFESSIONAL	YES	YES
8	POST GRADUATE DIPLOMA IN INTELLECTUAL PROPERTY RIGHTS (PGDIPR)	YES	1	PROFESSIONAL	YES	YES
9	POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE (PGDMRT)	YES	1	PROFESSIONAL	YES	YES
10	POST GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)	YES	1	PROFESSIONAL	YES	YES

TABLE 1.6(Regional Centre details)



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SrNo.	Name & Address of Regional Centre	HEI Association with RC (Owned, maintained etc.)	Name and Contact Details of Coordinator/Counsellor	Qualification of Coordinator/Counsellor at RC	No. of Counsellor at RC	No. of LSC covered under RC
1	NA	NA	NA	NA	0	0

TABLE 1.7(Learner Support Centre (LSC) details)

SrNo.	Name & Address of College/institute (where LSC is established):	Name of HEI to which College/institute is affiliated (where LSC is established)	Whether the College/institute is private or Govt.(where LSC is established)	Name and Contact Details of Coordinator/counsellor	Qualification of Coordinator/Counsellor	No. of Counsellor
1	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI -110062	OWNED	NA	MR. SAKHI JOHN, JAMIA HAMDARD, HIMSAR, ND-62, (M) 09871046508	MASTER IN HOSPITAL MANAGEMENT <i>Ph.D.</i>	1
2	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI -110062	OWNED	NA	DR BABITA SINGH SOOL, JAMIA HAMDARD, HAMDARD NAGAR, N.D - 110062, CONTACT NO 8447354640	PH.D	1
3	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI -110062	OWNED	NA	DR SAFDAR TANWEER SCHOOL OF ENGINEERING SCIENCES AND TECHNOLOGY, JAMIA HAMDARD, HAMDARD NAGAR, N.D - 110062, CONTACT NO 9810465885	PH. D	1
4	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI -110062	OWNED	NA	DR. JAVED AHMAD, JAMIA HAMDARD, SCHOOL OF SCIENCE AND TECHNOLOGY, PH.- 01126059688, EXTN-5855	MCA, PH.D <i>Engineering</i>	1
5	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI -110062	OWNED	NA	PROF. SARIWAR ALAM, JAMIA HAMDARD, DEPARTMENT OF CHEMISTRY, SCHOOL OF CHEMICAL AND LIFE SCIENCE, PH.- 011-2605988 EXTN-5550,5555	M. PHILL, PH.D	1



Prof. (Dr.) Javed Ahmad
Director-cum-Dean
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6	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI-110062	OWNED	NA	DR. SHAHID UMAR, JAMIA HAMDARD, DEPARTMENT OF BOTANY, PH:- 011- 26059688, EXTN- 5538	MS.C. PHD	1
7	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI-110062	OWNED	NA	DR. ZEENAT IQBAL, JAMIA HAMDARD, DEPARTMENT OF PHARMACEUTICAL, SCHOOL OF PHARMACEUTICAL EDUCATION AND RESEARCH PH:- 011- 26059688, EXTN- 5662	M. PHARMA, PH.D	1
8	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI-110062	OWNED	NA	PROF. DR. MEHARAJ BEGUM, JAMIA HAMDARD, CENTRE FOR FEDERAL STUDIES SCHOOL OF HUMANITIES AND SOCIAL SCIENCE PH:- 011-26059688 EXTN- 5883	MA, PH.D	1
9	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI-110062	OWNED	NA	PROF ASGAR ALI, JAMIA HAMDARD, SCHOOL OF PHARMACEUTICAL EDUCATION AND RESEARCH	PH D	1
10	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI-110062	OWNED	NA	PROF MANJ CHHUGANI, JAMIA HAMDARD, SCHOOL OF NURSING AND ALLIED HEALTH, NO -62, (PH) 01126059688, EXTN- 5682	Prof. (Dr.) S.H. Ansari Director-cum-Dean Scholarship & Distance Learning Jamia Hamdard, Hamdard Nagar, New Delhi-110062	1

TABLE 1.8(Staff Details)

ACADEMIC STAFF FOR ODL PROGRAMMES:

Type of Staff	Number of officials on full time and dedicated basis	No. of official exclusively for ODL	No. of temporary staff
Director	1	0	0
Associate Professor	1	0	0
Assistant Professor	4	1	0

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Registrar

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Any other (Please specify) PROFESSOR

TABLE 1.9(Administrative staff)

ADMINISTRATIVE STAFF FOR ODL PROGRAMMES:

Type of Staff	Number of officials	No. of official exclusively for ODL	No. of temporary staff
Deputy Registrar	0	0	0
Assistant Registrar	0	0	0
Section Officer	1	1	0
Assistants	3	2	1
Computer Operators	1	1	0
Class-IV/Multi Tasking Staff	2	2	0
Technical / Professional	1	0	1
Any other (Please specify) NA	0	0	0

TABLE 1.10(Examination Centre)

A). PROPOSED EXAMINATION CENTRE FOR TERM END EXAMINATION FOR ODL PROGRAMME FOR UPCOMING ACADEMIC YEARS :

Sr No.	Preparedness Status	YES/NO
(i)	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	YES
(ii)	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	YES
(iii)	Provision of CCTV Cameras	YES
(iv)	Provision of Bio-metric attendance	NO
(v)	Provision of Video recording	YES



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Activities for Examination

B). ACTIVITIES FOR EXAMINATION :

Sr No.	Activity	By the HEI/Outsider Agency/ Both
(i)	Paper setting	BY THE HEI
(ii)	Conduct of examination	BY THE HEI
(iii)	Evaluation of answer sheets	BY THE HEI
(iv)	Declaration of results	BY THE HEI

(Signature)

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(v) If any other, specify NA

NA

Other Information

TABLE 1.11(COMPUTERIZATION/DIGITIZATION STATUS OF THE FOLLOWING ACTIVITIES):

Sr No.	Activities	Yes or No
(i)	Student registration/Admission	YES
(ii)	Administration	YES
(iii)	Finance	YES
(iv)	Academic activities	YES
(v)	Student Support System	YES
(vi)	Continuous Evaluation	YES
(vii)	Online support	NO

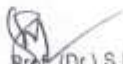
TABLE 1.12(Details of full time dedicated Help Desk for ODL mode Student)

(i)	Help Desk Address	JAMIA HAMDARD, HAMDARD NAGAR, NEW DELHI
(ii)	Name of Contact Person	MR. MOHD HASSAN KHAN
(iii)	Designation	JUNIOR ASSISTANT
(i)	Phone no.	9891643754
(i)	Email Id	DIRECTOR_SODL@JAMIAHAMDARD.AC.IN
(i)	Contact hours for Help Desk	9:00 AM TO 5:00 PM

TABLE 1.13(Status of a Court case(s) pertaining to (if any) filed by the HEI or any institution or body related to the HEI offering Open and Distance Education wherein UGC has been made a party)

W.P.No	Court/Jurisdiction	Status as on date
NA	NIL	NA




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Part B

Sr No.	Name of Program
1	BACHELOR OF BUSINESS ADMINISTRATION (BBA)
2	BACHELOR OF COMPUTER APPLICATION
3	MASTER OF BUSINESS ADMINISTRATION (MBA)
4	POST GRADUATE DIPLOMA IN BIO BIOINFORMATICS (PGDB)
5	POST GRADUATE DIPLOMA IN CHEMOINFORMATICS (PGDC)
6	POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)
7	POST GRADUATE DIPLOMA IN ENVIRONMENT MONITORING AND IMPACT ASSESSMENT (PGDEMA)
8	POST GRADUATE DIPLOMA IN HUMAN RIGHTS (PGDHR)
9	POST GRADUATE DIPLOMA IN INTELLECTUAL PROPERTY RIGHTS (PGDIPR)
10	POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE (PGDMRT)
11	POST GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)



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New Delhi-110062

NAME OF THE PROGRAMME : BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Details of the Programme Proposed to Be Offered Through Open & Distance

Learning Mode

Name of the Programme : BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Whether nomenclature of proposed Programme is as per UGC norms : YES

Whether duration of the proposed Programme is as per UGC norms : YES

Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms : YES

Name of the Department : SCHOOL OF MANAGEMENT & BUSINESS STUDIES

Whether complete SLM prepared for full Programme : YES

Whether SLM approved by Statutory bodies of HEI : YES

Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations : YES

Upload Document : View Document

Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed Programme through distance mode. If yes, specify authority and give details : NO

Upload Document : View Document

No. of permanent faculty available at Headquarters for Regular classes of proposed Programme : 14

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Professor) : 0

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Associate Professor) : 0

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Director/Joint Director) : 1
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Whether the proposed Programme is offered under Regular mode also. If yes, since when :

YES

since when : 2014

Whether Choice Based Credit System (CBCS) is being followed for regular mode :

YES

Whether Choice Based Credit System (CBCS) will be followed for distance mode. :

YES

Full Programme (total) fee including all components as per UGC Norms: 54,000

Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours. :

NO

If Yes, specify in hours :

Whether any component of the Programme is offered as MOOCs? :

NO

If yes specify semester, name, weightage :

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	120	120	0
		ODL mode	1500	715	0
	Post Graduate	Regular mode	120	120	0
		ODL mode	0	0	0
2016-17	Under Graduate	Regular mode	120	120	115
		ODL mode	1500	617	271
	Post Graduate	Regular mode	120	120	
		ODL mode	0	0	
2015-16	Under Graduate	Regular mode	120	120	
		ODL mode	1500	1068	443
	Post Graduate	Regular mode	120	120	109
		ODL mode	0	0	0



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Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	NO	0

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Practicals	YES	50
Project	YES	40
Term End Exam	YES	40

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO



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NAME OF THE PROGRAMME : BACHELOR OF COMPUTER APPLICATION

Details of the Programme Proposed to Be Offered Through Open & Distance Learning Mode

Name of the Programme : BACHELOR OF COMPUTER APPLICATION

Whether nomenclature of proposed Programme is as per UGC norms : YES

Whether duration of the proposed Programme is as per UGC norms : YES

Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms : YES

Name of the Department : SCHOOL OF ENGINEERING SCIENCES & TECHNOLOGY

Whether complete SLM prepared for full Programme : YES

Whether SLM approved by Statutory bodies of HEI : YES

Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations : YES

Upload Document : View Document

Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed Programme through distance mode. If yes, specify authority and give details : NO

Upload Document : View Document

No. of permanent faculty available at Headquarters for Regular classes of proposed Programme : 35

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Professor) : 0

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Associate Professor) : 0

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Assistant Professor) : 1



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Whether the proposed Programme is offered under Regular mode also. If yes, since when : YES

since when : 1997

Whether Choice Based Credit System (CBCS) is being followed for regular mode : YES

Whether Choice Based Credit System (CBCS) will be followed for distance mode : YES

Full Programme (total) fee including all components as per UGC Norms: 60,000

Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.: NO

If Yes, specify in hours :

Whether any component of the Programme is offered as MOOCs?: NO

If yes specify semester, name, weightage :

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	120	120	0
		ODL mode	1500	259	0
	Post Graduate	Regular mode	60	60	0
		ODL mode	0	0	0
2018-17	Under Graduate	Regular mode	60	60	55
		ODL mode	1500	217	210
	Post Graduate	Regular mode	60	60	
		ODL mode	0	0	
2015-16	Under Graduate	Regular mode	60	60	
		ODL mode	1500	580	545
	Post Graduate	Regular mode	60	60	54
		ODL mode	0	0	0



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Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	NO	0

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Practicals	YES	50
Project	YES	50
Term End Exam	YES	40

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO



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Registration


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NAME OF THE PROGRAMME : POST GRADUATE DIPLOMA IN BIO BIOINFORMATICS (PGDB)

Details of the Programme Proposed to Be Offered Through Open & Distance Learning Mode

Name of the Programme :	POST GRADUATE DIPLOMA IN BIO BIOINFORMATICS (PGDB)
Whether nomenclature of proposed Programme is as per UGC norms :	YES
Whether duration of the proposed Programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms. :	YES
Name of the Department :	DEPARTMENT OF BIOCHEMISTRY
Whether complete SLM prepared for full Programme :	YES
Whether SLM approved by Statutory bodies of HEI :	YES
Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed Programme through distance mode. If yes, specify authority and give details :	NO
Upload Document :	View Document
No. of permanent faculty available at Headquarters for Regular classes of proposed Programme :	5
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Professor) :	0
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Associate Professor) :	0
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Assistant Professor) :	1


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 Director of Program
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Whether the proposed Programme is offered under Regular mode also, if yes, since when : YES

since when : 1989

Whether Choice Based Credit System (CBCS) is being followed for regular mode : YES

Whether Choice Based Credit System (CBCS) will be followed for distance mode. : YES

Full Programme (total) fee including all components as per UGC Norms: 18000/-
20,000/-

Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours : NO

If Yes, specify in hours :

Whether any component of the Programme is offered as MOOCs? : NO

If yes specify semester, name, weightage :

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	25	25	25
		ODL mode	1000	9	0
2016-17	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	25	25	25
		ODL mode	1000	2	2
2015-16	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	25	25	25
		ODL mode	1000	0	0



24
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Director-cum-Dean
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New Delhi-110062

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	NO	0


(20)

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Practicals	NO	0
Project	NO	0
Term End Exam	YES	100

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO


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NAME OF THE PROGRAMME : POST GRADUATE DIPLOMA IN CHEMOINFORMATICS (PGDC)

Details of the Programme Proposed to Be Offered Through Open & Distance Learning Mode

Name of the Programme : POST GRADUATE DIPLOMA IN CHEMOINFORMATICS (PGDC)

Whether nomenclature of proposed Programme is as per UGC norms : YES

Whether duration of the proposed Programme is as per UGC norms : YES

Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms : YES

Name of the Department : DEPARTMENT OF CHEMISTRY

Whether complete SLM prepared for full Programme : YES

Whether SLM approved by Statutory bodies of HEI : YES

Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations : YES

Upload Document : View Document

Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc, for offering the proposed Programme through distance mode. If yes, specify authority and give details : NO

Upload Document : View Document

No. of permanent faculty available at Headquarters for Regular classes of proposed Programme : 6

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Professor) : 1

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Associate Professor) : 0

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Assistant Professor) : 0



Prof. (Dr.) S.H. Ansari
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New Delhi-110062

Registration

Jamia
(Deemed)
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New Delhi-11

Whether the proposed Programme is offered under Regular mode also. If yes, since when : YES

since when : 1989

Whether Choice Based Credit System (CBCS) is being followed for regular mode : YES

Whether Choice Based Credit System (CBCS) will be followed for distance mode. : YES

Full Programme (total) fee including all components as per UGC Norms: ~~40,000/-~~ 16,000/-

Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours. : NO

If Yes, specify in hours :

Whether any component of the Programme is offered as MOOCs? : NO

If yes specify semester, name, weightage :

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	20	20	19
		ODL mode	0	0	0
	Post Graduate	Regular mode	25	25	25
		ODL mode	1000	3	3
2016-17	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	25	25	25
		ODL mode	1000	1	1
2015-16	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	25	25	25
		ODL mode	1000	0	0

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments:	NO	0


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Regd. Office

Practicals	NO	0
Project	NO	0
Term End Exam	YES	100

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO


 Prof. (Dr.) S. R. Ali
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 New Delhi-110062

(24)


 Registrar
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 New Delhi-110062

**NAME OF THE PROGRAMME : POST GRADUATE DIPLOMA IN
DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)**

**Details of the Programme Proposed to Be Offered Through Open & Distance
Learning Mode**

Name of the Programme : POST GRADUATE DIPLOMA IN DIETETICS AND
THERAPEUTIC NUTRITION (PGDDTN)

Whether nomenclature of proposed Programme is as
per UGC norms : YES

Whether duration of the proposed Programme is as per
UGC norms : YES

Whether minimum eligibility criteria for admission in the
proposed Programme is as per UGC norms : YES

Name of the Department : SCHOOL OF NURSING AND ALLIED HEALTH

Whether complete SLM prepared for full Programme : YES

Whether SLM approved by Statutory bodies of HEI : YES

Whether Program Project Report (PPR) prepared for the
Programme and approved as per clause 11(2)&(3) of
Part III of Regulations : YES

Upload Document : View Document

Whether approval obtained from concerned Regulatory
Authority, such as AICTE, NCTE etc. for offering the
proposed Programme through distance mode. If yes,
specify authority and give details : NO

Upload Document : View Document

No. of permanent faculty available at Headquarters for
Regular classes of proposed Programme : 42

No. of permanent faculty available exclusively for
proposed Programme through ODL mode (No. of
Professor) : 0

No. of permanent faculty available exclusively for
proposed Programme through ODL mode (No. of
Associate Professor) : 1

No. of permanent faculty available exclusively for
proposed Programme through ODL mode (No. of
Assistant Professor) : 0



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Hamdard Nagar
New Delhi-110062

Whether the proposed Programme is offered under Regular mode also. If yes, since when : YES

since when : 1983

Whether Choice Based Credit System (CBCS) is being followed for regular mode : YES

Whether Choice Based Credit System (CBCS) will be followed for distance mode : YES

Full Programme (total) fee including all components as per UGC Norms: 14,000

Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours : NO

If Yes, specify in hours :

Whether any component of the Programme is offered as MOOCs?: NO

If yes specify semester, name, weightage :

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	50	50	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	25	25	25
		ODL mode	300	12	0
2016-17	Under Graduate	Regular mode	50	50	50
		ODL mode	0	0	0
	Post Graduate	Regular mode	25	25	25
		ODL mode	300	10	8
2015-16	Under Graduate	Regular mode	50	50	49
		ODL mode	0	0	0
	Post Graduate	Regular mode	25	25	25
		ODL mode	300	5	5



Prof. (Dr.) J. A. I.
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New Delhi-110

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	YES	25

(26)

Registrar
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Hamdard Nagar

Practicals	YES	50
Project	YES	25
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO


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 New Delhi-110062


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 New Delhi-110062

NAME OF THE PROGRAMME : POST GRADUATE DIPLOMA IN ENVIRONMENT MONITORING AND IMPACT ASSESSMENT (PGDEMIA)

Details of the Programme Proposed to Be Offered Through Open & Distance Learning Mode

Name of the Programme : POST GRADUATE DIPLOMA IN ENVIRONMENT MONITORING AND IMPACT ASSESSMENT (PGDEMIA)

Whether nomenclature of proposed Programme is as per UGC norms : YES

Whether duration of the proposed Programme is as per UGC norms : YES

Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms : YES

Name of the Department : DEPARTMENT OF BOTANY

Whether complete SLM prepared for full Programme : YES

Whether SLM approved by Statutory bodies of HEI : YES

Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations : YES

Upload Document : View Document

Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed Programme through distance mode; if yes, specify authority and give details : NO

Upload Document : View Document

No. of permanent faculty available at Headquarters for Regular classes of proposed Programme : 4

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Professor) : 1

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Associate Professor) : 0

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Assistant Professor) : 0



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Hamdard Nagar
New Delhi

Whether the proposed Programme is offered under Regular mode also, if yes, since when :

YES

since when :

1989

Whether Choice Based Credit System (CBCS) is being followed for regular mode :

YES

Whether Choice Based Credit System (CBCS) will be followed for distance mode :

YES

Full Programme (total) fee including all components as per UGC Norms:

12000/-

14,000/-

Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours :

NO

If Yes, specify in hours :

Whether any component of the Programme is offered as MOOCs? :

NO

If yes specify semester, name, weightage :

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	20	20	18
		ODL mode	0	0	0
	Post Graduate	Regular mode	30	30	30
		ODL mode	1000	3	0
2016-17	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	30	30	30
		ODL mode	1000	2	2
2015-16	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	30	30	30
		ODL mode	1000	4	3



Prof. (Dr.)
Director-cu
School of O
Jamia Han
New Delhi

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	NO	0

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(Deemed University)
Hamdard Nagar

Practicals	YES	25
Project	NO	0
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO



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Registration

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NAME OF THE PROGRAMME : POST GRADUATE DIPLOMA IN HUMAN RIGHTS (PGDHR)

Details of the Programme Proposed to Be Offered Through Open & Distance Learning Mode

Name of the Programme : POST GRADUATE DIPLOMA IN HUMAN RIGHTS (PGDHR)

Whether nomenclature of proposed Programme is as per UGC norms : YES

Whether duration of the proposed Programme is as per UGC norms : YES

Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms.: YES

Name of the Department : DEPARTMENT OF HUMAN RIGHTS

Whether complete SLM prepared for full Programme : YES

Whether SLM approved by Statutory bodies of HEI : YES

Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations : YES

Upload Document : View Document

Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed Programme through distance mode. If yes, specify authority and give details : NO

Upload Document : View Document

No. of permanent faculty available at Headquarters for Regular classes of proposed Programme : 5

No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Professor) : 1

No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Associate Professor) : 0

No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Assistant Professor) : 0



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Registrar

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New Delhi-110062

Whether the proposed Programme is offered under Regular mode also. If yes, since when : YES

since when : 2009

Whether Choice Based Credit System (CBCS) is being followed for regular mode : YES

Whether Choice Based Credit System (CBCS) will be followed for distance mode : YES

Full Programme (total) fee including all components as per UGC Norms: 6000/- 8,000/-

Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours : NO


If Yes, specify in hours :

Whether any component of the Programme is offered as MOOCs? : NO

If yes specify semester, name, weightage :

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	20	20	20
		ODL mode	1000	9	0
2016-17	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	20	20	20
		ODL mode	1000	4	4
2015-16	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	20	20	20
		ODL mode	1000	5	5


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New Delhi-1

Mode of evaluation for the proposed programme under distance mode


	Yes or No	Weightage in overall assessment
Assignments	NO	0

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New Delhi-110062

Practicals	NO	0
Project	YES	25
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO


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 Registrar
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 (Deemed University)
 Hamdard Nagar
 New Delhi

NAME OF THE PROGRAMME : POST GRADUATE DIPLOMA IN INTELLECTUAL PROPERTY RIGHTS (PGDIPR)

Details of the Programme Proposed to Be Offered Through Open & Distance Learning Mode

Name of the Programme : POST GRADUATE DIPLOMA IN INTELLECTUAL PROPERTY RIGHTS (PGDIPR)

Whether nomenclature of proposed Programme is as per UGC norms : YES

Whether duration of the proposed Programme is as per UGC norms : YES

Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms : YES

Name of the Department : DEPARTMENT OF PHARMACEUTICS

Whether complete SLM prepared for full Programme : YES

Whether SLM approved by Statutory bodies of HEI : YES

Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations : YES

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Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc, for offering the proposed Programme through distance mode. If yes, specify authority and give details : NO

Upload Document : View Document

No. of permanent faculty available at Headquarters for Regular classes of proposed Programme : 11

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Professor) : 0

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Associate Professor) : 1

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Assistant Professor) : 0



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New Delhi

Whether the proposed Programme is offered under Regular mode also. If yes, since when : YES

since when : 1989

Whether Choice Based Credit System (CBCS) is being followed for regular mode : YES

Whether Choice Based Credit System (CBCS) will be followed for distance mode : YES

Full Programme (total) fee including all components as per UGC Norms: 14000 16,000/-

Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours : NO

If Yes, specify in hours :

Whether any component of the Programme is offered as MOOCs?: NO

If yes specify semester, name, weightage :

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	120	120	114
		ODL mode	0	0	0
	Post Graduate	Regular mode	77	77	77
		ODL mode	1000	4	0
2016-17	Under Graduate	Regular mode	120	120	116
		ODL mode	0	0	0
	Post Graduate	Regular mode	77	77	77
		ODL mode	1000	4	3
2015-16	Under Graduate	Regular mode	120	120	115
		ODL mode	0	0	0
	Post Graduate	Regular mode	83	83	83
		ODL mode	1000	5	4


 Prof. (D)
 Director-
 School of
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 New Del

Mode of evaluation for the proposed programme under distance mode

Yes or No Weightage in overall assessment

Assignments NO 0


 Registrar
 Jamia Hamdard
 Aligarh University
 Hamdard Nagar
 Aligarh

Practicals	NO	0
Project	NO	0
Term End Exam	YES	100

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO


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 New Delhi-110062


 Registrar
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 (Deemed University)
 Hamdard Nagar
 New Delhi-110062

NAME OF THE PROGRAMME : POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE (PGDMRT)

Details of the Programme Proposed to Be Offered Through Open & Distance Learning Mode

Name of the Programme : POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE (PGDMRT)

Whether nomenclature of proposed Programme is as per UGC norms : YES

Whether duration of the proposed Programme is as per UGC norms : YES

Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms : YES

Name of the Department : DEPARTMENT OF REHABILITATION SCIENCES AND PARAMEDICAL SCIENCES, HIMSAR

Whether complete SLM prepared for full Programme : YES

Whether SLM approved by Statutory bodies of HEI : YES

Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations : YES

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Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed Programme through distance mode. If yes, specify authority and give details : NO

Upload Document : View Document

No. of permanent faculty available at Headquarters for Regular classes of proposed Programme : 46

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Professor) : 0

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Associate Professor) : 0

No. of permanent faculty available exclusively for proposed Programme through ODL mode (No. of Assistant Professor) : 1



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New Delhi

Whether the proposed Programme is offered under Regular mode also: If yes, since when : YES

since when : 2003

Whether Choice Based Credit System (CBCS) is being followed for regular mode : YES

Whether Choice Based Credit System (CBCS) will be followed for distance mode : YES

Full Programme (total) fee including all components as per UGC Norms: 12,000/- 14,000/-

Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours : NO

If Yes, specify in hours :

Whether any component of the Programme is offered as MOOCs?: NO

If yes specify semester, name, weightage :

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	25	25	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	11	11	0
		ODL mode	300	20	0
2016-17	Under Graduate	Regular mode	25	25	25
		ODL mode	0	0	0
	Post Graduate	Regular mode	11	11	11
		ODL mode	300	18	18
2015-16	Under Graduate	Regular mode	25	25	25
		ODL mode	0	0	0
	Post Graduate	Regular mode	11	11	11
		ODL mode	300	8	6

[Signature]



Prof. Director
School
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Hamdard

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	YES	25

[Signature]
Registrar
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Hamdard

Practicals	YES	50
Project	YES	25
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO



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New Delhi

**NAME OF THE PROGRAMME : POST GRADUATE DIPLOMA IN
PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)**

**Details of the Programme Proposed to Be Offered Through Open & Distance
Learning Mode**

Name of the Programme : POST GRADUATE DIPLOMA IN PHARMACEUTICAL
REGULATORY AFFAIRS (PGDPRA)

Whether nomenclature of proposed Programme is as
per UGC norms : YES

Whether duration of the proposed Programme is as per
UGC norms : YES

Whether minimum eligibility criteria for admission in the
proposed Programme is as per UGC norms : YES

Name of the Department : SCHOOL OF PHARMACEUTICAL EDUCATION AND
RESEARCH

Whether complete SLM prepared for full Programme : YES

Whether SLM approved by Statutory bodies of HEI : YES

Whether Program Project Report (PPR) prepared for the
Programme and approved as per clause 11(2)&(3) of
Part III of Regulations : YES

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Whether approval obtained from concerned Regulatory
Authority, such as AICTE, NCTE etc. for offering the
proposed Programme through distance mode. If yes,
specify authority and give details : NO

Upload Document : View Document

No. of permanent faculty available at Headquarters for
Regular classes of proposed Programme : 48

No. of permanent faculty available exclusively for
proposed Programme through ODL mode (No. of
Professor) : 1

No. of permanent faculty available exclusively for
proposed Programme through ODL mode (No. of
Associate Professor) : 0

No. of permanent faculty available exclusively for
proposed Programme through ODL mode (No. of
Assistant Professor) : 0



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Registrar

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Hamdard Nagar
New Delhi

Whether the proposed Programme is offered under Regular mode also. If yes, since when :

YES

since when :

1989

Whether Choice Based Credit System (CBCS) is being followed for regular mode. :

YES

Whether Choice Based Credit System (CBCS) will be followed for distance mode. :

YES

Full Programme (total) fee including all components as per UGC Norms:

22,000

Whether personal contact Programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.:

NO

If Yes, specify in hours :

Whether any component of the Programme is offered as MOOCs?:

NO

If yes specify semester, name, weightage :

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	120	120	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	77	77	0
		ODL mode	300	45	0
2016-17	Under Graduate	Regular mode	120	120	118
		ODL mode	0	0	0
	Post Graduate	Regular mode	77	77	77
		ODL mode	300	30	28
2015-16	Under Graduate	Regular mode	120	120	120
		ODL mode	0	0	0
	Post Graduate	Regular mode	77	77	77
		ODL mode	300	43	40



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New Delhi-1

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	YES	25

Registrar

Jamia Hamdard

New Delhi-1

Practicals	YES	50
Project	YES	25
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO



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Registrar

Registrar
Jamia Hamdard
(Deemed to be University)
Hamdard Nagar
New Delhi-110062

Part C

Annexures

Copy of Resolution of the HEI for establishment of Distance Education Department :	View Document
Copy of NAAC Accreditation Certificate :	View Document
Copy of Academic Planner for 2018-19 :	View Document
Copy of Affidavit on stamp paper of Rs. 100, notarized and duly signed by the Vice Chancellor/Registrar:	View Document
Copy of approval of Statutory bodies for all PPR:	View Document
Copy of Statutory bodies approval for SLM	View Document
Copy of faculty (Teaching staff) details :	View Document
Copy of administrative staff details :	View Document



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Copy of Programme Project Report (PPR) for each programme:

Name of Programme	View PPR
BACHELOR OF BUSINESS ADMINISTRATION (BBA)	View
BACHELOR OF COMPUTER APPLICATION	View
MASTER OF BUSINESS ADMINISTRATION (MBA)	View
POST GRADUATE DIPLOMA IN BIO BIOINFORMATICS (PGDB)	View
POST GRADUATE DIPLOMA IN CHEMOINFORMATICS (PGDC)	View
POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)	View
POST GRADUATE DIPLOMA IN ENVIRONMENT MONITORING AND IMPACT ASSESSMENT (PGDEMA)	View
POST GRADUATE DIPLOMA IN HUMAN RIGHTS (PGDHR)	View
POST GRADUATE DIPLOMA IN INTELLECTUAL PROPERTY RIGHTS (PGDIPR)	View
POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE (PGDMRT)	View
POST GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)	View

WHETHER APPROVAL OBTAINED FROM CONCERNED REGULATORY AUTHORITY, SUCH AS AICTE, NCTE ETC. FOR OFFERING THE PROPOSED PROGRAMME THROUGH DISTANCE MODE:

SUBMIT

EDIT



Prof. (Dr.) S. H. Ansari
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HANDBOOK ON DISTANCE EDUCATION 2010



ASSOCIATION OF INDIAN UNIVERSITIES

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Women	Total
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JAMIA HAMDARD

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DIRECTOR: Prof S Raisuddin

E-MAIL: director_dc.dl@jamiahamdard.ac.in

WEBSITE: jamiahamdard.edu

Courses	Duration	Eligibility	Fees
PG Diploma in Bio-informatics/Chemo-informatics/Dietetics & Therapeutics Nutrition/ Pharmaceutical Regulatory Affairs/ Environmental Monitoring and Impact Assessment/Intellectual Property Right/Human Rights/Medical Record Techniques/Occupational Health Mgt	1 yr	BSc in Bio or Maths/Stat with Bio in 10+2 exam/BSc with Chem/BSc in Home Sci or Biological Sci/ BPharm/ MBBS or Bachelor Degree with two yrs experience in Pharmaceutical Industry/BSc in any branch of Sc/BSc in any branch of Sc/Bachelor degree in any Discipline/BSc with Biology/ Bachelor degree in any discipline	Rs 18000/ 14000/ 12000/ 20000/12000/ 14000/ 6000/ 10000/25000
Diploma in Web Designing, 3D Animation	1 yr	10+2 in any discipline	Rs 12000
BSc in Multimedia & Animation	3 yrs	10+2 in any discipline	Rs 24000
BBA	3 yrs	10+2 in any discipline	Rs 16000
BCA	3 yrs	10+2 with Maths	Rs 18000

Notification July

Last Date August

Total Budget Rs 2 Crores (Approx).

Admission Criteria Direct

Commencement of Academic Session September

Study Centres Delhi 38; Andhra Pradesh 1; Haryana 1; Jharkhand 1; J&K 1; Maharashtra 2; UP 11.

Medium of Instructional Material/Exam English.

Students Enrolment Men 1393 Women 4509 Total 5902

Foreign Students Men 15 Women 3 Total 18

Faculty Strength Men 12 Women 2 Total 14.

27th Meeting of the Standing Committee (12th September 2017)

List of Institutions Recommended For Accreditation by NAAC

3rd Cycle

Sl. No.	NAME OF THE INSTITUTION	STATE	CGPA	GRADE
1.	G. Pulla Reddy Engineering College, Kurnool - 518002	Andhra Pradesh	3.52	A+
2.	Mrs. A. V. N. College, I Town, Visakhapatnam - 530001	Andhra Pradesh	3.07	A
3.	Jamia Hamdard (Hamdard University) (Deemed-to-be-University u/s 3 of the UGC Act 1956), Hamdard Nagar, Delhi - 110062	Delhi	3.15	A
4.	Uma Arts and Nathiba Commerce Mahila College, Sector 23, Gandhinagar - 382023	Gujarat	3.32	A
5.	Basaveshwara College of Commerce, Arts and Science, Rajajinagar, Bengaluru - 560010	Karnataka	2.57	B+
6.	Bhandarkars' Arts and Science College, Vaderhobli, Kundapura, Udupi - 576201	Karnataka	3.32	A
7.	K. R. E. Society's Karnatak Arts, Science and Commerce College, Bidar - 585401	Karnataka	3.24	A
8.	Manjunatha Pai Memorial Government First Grade College of Professional and Business Management, Kabetu, Karkala - 574104	Karnataka	2.83	B++
9.	Shri Dharmasthala Manjunatheshwara College of Business Management, Kodialbail, Dakshina Kannada, Mangalore - 575003	Karnataka	3.30	A
10.	Shri Shivaji Education Society's Mahasatee Arts, Commerce and Science College, Ulga, Karwar, Uttar Kannada - 581328	Karnataka	2.31	B
11.	Smt. Allum Sumangalamma Memorial College for Women, Gandhinagar, Bellary - 583103	Karnataka	2.60	B+

Sl. No.	NAME OF THE INSTITUTION	STATE	CGPA	GRADE
40.	Kakatiya University, Vidyananyapuri, Hanamkonda, Warangal - 506009	Telangana	3.36	A
41.	Kasturba Gandhi Degree and P. G. College for Women, Marredpally, Hyderabad - 500026	Telangana	3.33	A
42.	Osmania University, Hyderabad - 500007	Telangana	3.52	A+

Universities -

Sd/-

(Prof. D. P. Singh)
Director



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Jamia Hamdard (Hamdard University)
(Deemed to be University u/s 3 of the UGC Act, 1956)
Hamdard Nagar, Delhi as
Accredited*

*with CGPA of 3.15 on seven point scale
at A grade
valid up to September 11, 2022*

Date : September 12, 2017



Director

**School of Open and Distance Learning
Jamia Hamdard, New Delhi- 110062**


Proposed

Academic Calendar- 2018- 2019 (w.e.f.1st July 2018)

S.NO	Activity	Date
1.	Admission start	3 rd July, 2018
2.	Last date of admission	31 st August, 2018
3.	Closer of admission	31 st October, 2018
4.	Classes begin	4 th November, 2018
5.	Submission of exam form	1 st February, 2019
6.	Last date of submission of exam form	28 th March, 2019
7.	Classes End	31 st March, 2019
8.	Submission of Project	15 th April, 2019
9.	Practical Exam	25 th April, 2019
10.	Theory Exam start	7 th May, 2019
11.	Theory exam end	31 st May, 2019
12.	Declaration of Result	Till 31 st August, 2019

Sd/-

Director cum Dean
SODL

 Prof. (Dr.) S.H. Ansari
Director-cum-Dean
School of Open & Distance Learning
Jamia Hamdard, Hamdard Nagar
New Delhi-110062

Registrar
Jamia Hamdard
(Deemed University)
Hamdard Nagar
New Delhi-110062



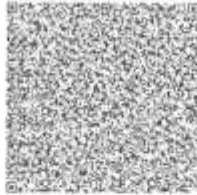
सत्यमेव जयते

INDIA NON JUDICIAL

Government of National Capital Territory of Delhi

e-Stamp

Certificate No.	: IN-DL12257559161417Q
Certificate Issued Date	: 10-Apr-2018 12:46 PM
Account Reference	: IMPACC (IV)/ dl740303/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL74030328187013903130Q
Purchased by	: REGISTRAR JAMIA HAMDARD
Description of Document	: Article 5 General Agreement
Property Description	: Not Applicable
Consideration Price (Rs.)	: 0 (Zero)
First Party	: REGISTRAR JAMIA HAMDARD
Second Party	: Not Applicable
Stamp Duty Paid By	: REGISTRAR JAMIA HAMDARD
Stamp Duty Amount(Rs.)	: 100 (One Hundred only)



.....Please write or type below this line.....

AFFIDAVIT

I, S. S. Akhtar, aged about 51 years, working as Registrar, Jamia Hamdard (Deemed to be University), Hamdard Nagar, New Delhi-110062, do hereby solemnly affirm and declare as under:

1. That Jamia Hamdard (Deemed to be University) wish to apply for the recognition of programmes to be offered under Open and Distance Learning mode with effect from the academic session 2018-2019 beginning in July, 2018.

Statutory Alert:

1. The authenticity of this Stamp Certificate should be verified at www.delhiStamp.com. Any discrepancy in the details on this Certificate and on website on the website renders it invalid.
2. The onus of checking the registry is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.



2. I have fully understood the clauses, terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning) Regulations, 2017 alongwith two amendments thereon notified on 11.10.2017 and 06.02.2018.
3. That Jamia Hamdard has submitted the proposal as per the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments as mentioned in para 2 above.
4. That Jamia Hamdard has submitted the proposal ONLINE through the designated portal and is also submitting duly certified three hard copies of the same proposal along with all the annexures, within the specified period, to UGC.
5. That Jamia Hamdard is eligible in all respect to apply for offering education through open and distance learning mode as per UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.
6. It is also declared that academic and instructional facilities at its Regional Centres and Learning Support Centres (Study Centres) meet all the conditions of UGC (ODL) Regulations, 2017, its amendments as mentioned in para 2 above and guidelines issued from time to time, and are commensurate with the number of academic programmes and learner's strength thereto. It is also declared that these are as per the other applicable Regulations of UGC.
7. That Jamia Hamdard has been offering education through open and distance learning mode with the approval of UGC/erstwhile DEC and has not violated any of the terms and conditions as stipulated in the approval/recognition letter No. F. 6-5/202/16/DEB-II dated 21.11.2016 and norms issued by the relevant/concerned statutory bodies from time to time.
8. That Jamia Hamdard shall scrupulously abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above while imparting education through open and distance learning mode after getting the approval of UGC.
9. That all the information given by Jamia Hamdard in the proposal submitted to UGC is complete, true and correct.
10. That I am fully aware of the consequences, if Jamia Hamdard fails to abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.
11. That I am fully aware that in case any information, documentary evidence submitted/produced by Jamia Hamdard is found to be false or fake at a later stage or in case of any violation, the recognition of Jamia Hamdard shall be withdrawn and UGC may also take other



punitive measures mentioned in UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above. I am also fully aware that it is the sole responsibility of Jamia Hamdard for the career consequences of students, if any, arising out of the same.


DEPONENT

VERIFICATION:

Verified at New Delhi on 23rd day of April 2018, that the contents of this affidavit are true and correct to the best of my knowledge based on record put to me and nothing has been concealed therefrom.


DEPONENT



ATTESTED


NOTARY PUBLIC DELHI

24 APR 2018

Assessment (PGDEMA)		
P.G. Diploma in Intellectual Property Right (PGDIPR)	14,000	1000
P.G. Diploma in Human Rights (PGDHR)	6,000	800 *
PG Diploma in Medical Record Techniques (PGDMRT)	10,000	800
Bachelor of Computer Application (BCA)	18,000	1000
Bachelor of Business Administration (BSA)	16,000	1000

Rs. 100 will be charged for bar coded plastic identity card per year.

* Students from SAARC countries will pay fee as per the norms of the University.

OTHER CHARGES

Item	Charges (in Rs.)
Admission Application Form/Downloaded form free	500 (US\$ 50 for foreign nationals)
Application form by post	600 (US\$ 80 for foreign nationals)
Examination fee	2000
Backlog paper/Supplementary Examination	1000 per paper
Degree/ Diploma certificate	500
Provisional certificate	300
Transcript fee	500 per mark sheet
Duplicate mark sheet	200
Duplicate identity card	200
Duplicate Admit Card	200
Re-totaling/re-evaluation of marks	1000 per paper
Bonafide certificate	100
Verification of marksheets/certificates	500 per marksheet/certificate

4. Co-ordinator of BCA and other IT programmes:

Since Prof. Ranjit Biswas has shown his inability to take up the responsibility of Coordinatorship of BCA programme in place of Prof. Afshar Alam, it is propose that name of Mr. Safdar Tanweer, Assistant Professor, Department of Computer Science may please be considered and approve.

5. Plastic bar-coded identity cards:

From this academic year DODL students will get bar coded plastic identity card. A sample of the same is placed on file for kind approval.

Submitted for kind perusal and approval, please.

S. Raisuddin
31/7
S. Raisuddin
Director, DODL

Hon'ble Vice Chancellor

Approved
[Signature]
31/7

July 31, 2012

Subject: DODL admissions

Because of poor response so far, it is proposed that permission may please be granted to extend the last date of sale and submission of forms for DODL to September 30, 2012.

The following proposals may please also be approved.

1. It is also proposed that eligibility criteria for admission to PG Diploma in Drug & Pharmaceutical Affairs (PGDPRA) may be relaxed as:

✓ Existing eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with two years of experience in Pharma Industry will also be eligible.

Proposed eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with one year of experience in Pharma Industry, Clinical Research, Regulatory Affairs, and IPR will also be eligible.

The above change will widen the scope of applicants.

- ✓ 2. The following study programmes will not be included in the Prospectus for 2012-13, as DEC is not likely to approve them.

PG Diploma in Occupational Health Management (PGDOHM)
B.Sc. in Multimedia & Animation (BSCMA)
Diploma in Web Designing (DWD)
Diploma in 3D Animation (D3DA)

I have discussed with DEC official about the existing students in the above programmes. As per the information, those students may continue.

DEC has informed that after getting approval for 10 programmes, Jamia Hamdard may apply for recognition of the above four programmes and other programmes such as MBA, MCA etc. with proper preparation. It was also suggested that for programmes like MBA and MCA Jamia Hamdard may propose to utilize Self Learning Material (SLM) of IGNOU for initial two years and in the meantime develop its own programme. It is proposed that after getting DEC approval University may consider this proposal.

- ✓ 3. Proposed Fee and other charges for 2012-13:

The proposed fee and other charges for 2012-13 would be as follows:

ANNUAL FEE STRUCTURE FOR ODL PROGRAMMES

Name of the Programme/Course	Indian students (in Rs.)	Foreign nationals (in US \$)*
P.G. Diploma in Bio-informatics (PGDB)	18,000	1000
P.G. Diploma in Chemo-informatics (PGDC)	14,000	1000
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDTN)	12,000	1000
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	20,000	2000
P.G. Diploma in Environmental Monitoring and Impact	12,000	1000

Assessment (PGDEMA)		
P.G. Diploma in Intellectual Property Right (PGDIPR)	14,000	1000
P.G. Diploma in Human Rights (PGDHR)	6,000	800 *
PG Diploma in Medical Record Techniques (PGDMRT)	10,000	800
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OTHER CHARGES

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Admission Application Form/Downloaded form free	500 (US\$ 50 for foreign nationals)
Application form by post	600 (US\$ 80 for foreign nationals)
Examination fee	2000
Backlog paper/Supplementary Examination	1000 per paper
Degree/ Diploma certificate	500
Provisional certificate	300
Transcript fee	500 per mark sheet
Duplicate mark sheet	200
Duplicate identity card	200
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Proposed eligibility:

As reported at the head sc meeting

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P.G. Diploma in Environmental Monitoring and Impact	12,000	1000

FORMAT-A

Format for providing details of teaching staff (faculty) engaged for ODL programmes on full time and dedicated basis

Academic Staff

Sr. no.	Name of the permanent academic staff	Designation	Name of ODL programme	Appointment letter reference number and date	Working at (Headquarter / Regional Centre / Study Center)
01.	Prof. Sarwar Alam	Professor	PGDC	Estab/LD/1186 dt. 06.09.2008	Headquarter
02.	Prof Asgar Ali	Professor	PGDPRA	In process	Headquarter
03.	Prof. Manju Chhugani	Professor	PGDDTN	JH/133/Dist. Edu.	Headquarter
04.	Prof. S M Mehataj	Professor	PGDHR	In process	Headquarter
05.	Dr. Shahid Umar	Associate Professor	PGDEMIA	In process	Headquarter
06.	Dr. Jawed Ahmed	Asstt. Professor	PGDB	JH/RO/UG/2015/14 dt. 16.04.2015	Headquarter
07.	Dr. Zeenat Iqbal	Asstt. Professor	PGDIPR	JH/DODL/DIPR/101 dt. 16.03.2013	Headquarter
08.	Dr. Babita Singh	Asstt. Professor	BBA	Estab/LD/530 dt. 26.08.2016	Headquarter
09.	Mr. Safdar Tanweer	Asstt. Professor	BCA	In process	Headquarter
10.	Mr. Sakhi John	Asstt. Professor	PGDMRT	In process	Headquarter



Prof. (Dr.) S.H. Ansari
Director-cum-Dean
School of Open & Distance Learning
Jamia Hamdard, Hamdard Nagar,
New Delhi-110062


Registrar
Jamia Hamdard
(Deemed University)
Hamdard Nagar,
New Delhi-110062

FORMAT-B

Format for providing details of administrative staff engaged for ODL programmes on full time and dedicated basis

Administrative Staff

Sr. no.	Name of the administrative staff	Designation	Appointment letter reference number and date	Working at (Headquarter/ Regional Centre /Study Center)
01.	Prof. S. H Ansari	Director cum Dean	Estab/LD/206 dt. 24.3.2017	Headquarter
02.	Ms. Javinder Kaur	Section Officer	Estab/LD/1002 dt. 23.07.2008	Headquarter
03.	Mr. Ajmal Abbasi	Sr. Assistant	JH/PRO/2014/101 dt. 24.09.2014	Headquarter
04.	Ms. Huma Shah Masoodi	Jr. Assistant	Estab/LD/1297 dt. 06.10.2008	Headquarter
05.	Mr. Hassan Khan	Jr. Assistant	JH/Es/Outsource/12/07 dt. 01.09.2015	Headquarter


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Registrar
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Hamdard Nagar
New Delhi-110062

PROGRAMME GUIDE

FOR

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

(OPEN AND DISTANCE MODE)



School of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

*“He (The Prophet may peace be upon him)
Instructs them in the Book and Wisdom”*

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

*“Wisdom is (like) the lost animal of a believer
wherever he finds it, catches hold of it”*

Inspired by the Holy Qur’an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category 'A' of Indian Universities.

Jamia Hamdard

(Deemed University)

The Ministry of Human Resource Development, Government of India, granted to Jamia Hamdard, the status of a 'Deemed to be a University', in 1989 under section 3 of University Grant Commission Act, 1956. Since its establishment, Jamia Hamdard has made commendable progress with regard to expansion of facilities for higher learning and diversification of teaching and research programmes in frontier areas of biological Sciences, Unani Tibb, Pharmaceutical Sciences, IT and Management. The University has a strong base of infrastructure for quality teaching and research. On the basis of the overall assessment of its performance in realizing the university mandate and contributions made by various departments and faculties to the growth of knowledge, National Assessment and Accreditation Council of UGC has accredited the University under category 'A' the Indian Universities. Jamia Hamdard is one of the universities selected by the UGC for promoting education abroad. The university attracts over 10 percent of the total students from over 30 countries. The international corporations and Foreign Governments employ a large number of the University graduates in various capacities, which is the testimony of international recognition of degrees/diplomas awarded by the University.

As a Muslim minority institution under Article 30 (1) of the Constitution of India, the University is committed *inter alia* to improve access and quality of education so as to enable the adult learners to effectively function in the knowledge based economy. In this context, a number of initiatives have been taken to provide high quality of professional education at Undergraduate and Post Graduate levels.

In order to provide opportunities to students for participating in ongoing educational revolution to upgrade the knowledge and skills of working population, entrepreneur and other aspirants of new knowledge, the university has taken initiative to utilize information and communication technologies to extend the reach of education and to enhance quality of education through the use of multi-media methods of teaching and learning. The Directorate of Open and Distance Learning has therefore been established to promote education through open and distance learning systems, which adopt flexible and innovative methods of education to ensure 'independent learning' to an one, anytime and anywhere. The programmes of the study will be customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Towards

this end in view, the university has recognized reputed institutes to act as Study Centres for conduct of various job-oriented and professional courses, which effectively meet the requirements of the world of work.

In collaboration with Edexcel International, London, the University offers Degree/Diploma programmes, integrating qualification from the U.K. that have international recognition and the provisions for multiple entry/exit routes. High quality of relevant programmes is the main basis of our arrangement for joint offer or courses that prepare manpower for global economy.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

Specifics Skills and competences

BBA degree offers many professional, as well as personal, benefits. Whether candidates work in technology, finance, management, marketing, or manufacturing, A BBA degree will open up opportunities for greater responsibility, career advancement, and increased financial reward. From a personal aspect, an BBA will improve your communication, leadership skills and critical thinking, cross-cultural awareness, even greater IT mastery which are vital to professional success. One of the key benefits of a BBA is that it improves your theoretical and practical knowledge of how businesses operate. A BBA degree will put you on the fast track to career advancement by offering you the chance to develop a wide range of general business knowledge and a broad base of technical skills in a relatively short period of time, as opposed to the years-long trial-and-error process that tends to characterize knowledge and skill gleaned from on-the-job learning.

Department of Management Studies

During the last few years the Department of Management Studies has established itself as a well-known entity in the field of management Education, Research and Consultancy. The department offers two years full time MBA and Ph.D. programs. The right kind of ambience coupled with excellent faculty, lab and other support systems has attracted students from best colleges in Delhi and other states of the country and also a big number from the foreign countries. Many national and multinational Companies visit the department every year for campus placements.

Bachelor of Business Administration through Open and Distance Mode (Course Code 403)

Apart from the full time regular courses, the department has decided to offer the above course through open and distance mode for those students who are not able to afford the expenses of education in Delhi or who have not been able to make it to the course offered by the universities and colleges in traditional mode. An endeavor will be to provide best quality education, keeping with the traditions of Jamia Hamdard.

Objective

To prepare highly skilled professionals, with a strong conceptual and theoretical background, in the field of management theory and its application

The Course

Highlights of the course are described in the following table:

a.	Name of the Course Course Code	Bachelor of Business Administration (B.B.A.) 403
----	--------------------------------	--

b.	Nature	Open and Distance Mode
c.	Duration	Minimum: Three Years (6 Semesters of six Months each) Maximum: Six Years
d.	Medium of Instruction and Examinations	English
e.	Eligibility Criteria	
	Educational Requirements	S.S.C, Intermediate or Equivalent (recognized by Jamia Hamdard) under 10+2 system of education in any stream.
f.	. Commencement of the course	July/ August of every year
g.	Special Feature	After completing the course, a student may either pursue MBA or take up a job in industry and business organizations at supervisory level.
h.	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.
i.	Period of Completion (Span Period)	Not more than 06 years
j.	Fees	Rs. 18,000/- per year (US \$ 1000)

The Curriculum

Highlights of the curriculum of BBA are described in the following table:

a	Total number of Semesters and examinations	(06 Minimum) Teaching /counselling of the courses will be done on the Semester pattern. The examinations will be held only once a year for all the papers taken in the last two semesters along with any backlog
b	Total Theory Papers	24 Nos. (2400 marks)
c	Theory Papers / semester	04 Nos. (400 marks) except in 6 th Semester
d	Counseling Hours for theory papers	30 Hours per theory paper of credits each
f	Attendance	Attendance of 60% in each programme is desirable but not compulsory for appearing in term-end examinations.

Modes of curriculum transaction include teaching/ counselling, assignments, tests, presentations, participation in relevant events and regularity

Course Structure

Course structure that guides the teaching, practical and associated assessment, of BBA programme is described semester-wise in the following tables:

Semesterwise Distribution of Courses in BBA 1st Year

BBA 1st Semester

S. No.	Code	Name of the Paper	Credits	Total
1	BBAD 101	Principles of Management	4	100
2	BBAD 102	Financial Accounting	4	100
3	BBAD 103	Business Communication	4	100
4	BBAD 104	Computer Fundamentals	4	100
BBA 2nd Semester				
1	BBAD 201	Marketing Management	4	100
2	BBAD 202	Managerial Economics	4	100
3	BBAD 203	Business Statistics	4	100
4	BBAD 204	Production & Operations Management	4	100

Semesterwise Distribution of Courses in BBA 2nd Year

BBA 1st Semester				
S. No.	Code	Name of the Paper	Credits	Total
5	BBAD 301	Business Policy	4	100

6	BBAD 302	Business Law	4	100
7	BBAD 303	Human Resource Management	4	100
8	BBAD 304	Organization Behavior	4	100
BBA 2nd Semester				
5	BBAD 401	Mathematics for Business and Economics	4	100
6	BBAD 402	Financial Management	4	100
7	BBAD 403	Advertising Fundamentals	4	100
8	BBAD 404	Entrepreneurship and small Business Management	4	100

Semesterwise Distribution of Courses in BBA 3rd Year

BBA I Semester				
S. No.	Code	Name of the Paper	Credits	Total
9	BBAD 501	Corporate Governance	4	100
10	BBAD 502	Marketing Research	4	100
11	BBAD 503	Sales Management	4	100
12	BBAD 504	Total Quality Management	4	100
BBA II Semester				

9	BBAD 601	Conflict Management and Negotiation Skills	4	100
10	BBAD 602	Environmental Management	4	100
11	BBAD 603	Leadership	4	100
12	BBAD 604	Project	4	200

Duration of the Programme

(Minimum-3 Years, Maximum-6 Years)

To fulfill the degree requirements for acquiring the BBA, a student may clear all the papers in three years. If a student fails to clear all the requirement of course in three years he/ she may be permitted to stretch it over a period of another 3 years. In case the student is unable to pass all the courses of BAB programme in 6 years, the students may be permitted to stretch it for another two years. In such cases, the student has to seek readmission as per 'Re-Admission' rules and pay the requisite fees.

Admission

- A candidate, aspiring for admission to BBA programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.
- The Admission committee shall display/publish the list of candidates who are declared eligible for admission, after the due approval of the competent authority.
- Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulated period of time; otherwise they will forfeit the right to admission.

Semester Teaching and Annual Examination

For the purpose of teaching and counsellign, each academic year shall consist of two Academic Semesters, the first referred to as ODD Semester (July-December) and the second as EVEN semester (January-June). Examinations of papers of both the semesters will be held at the end of every EVEN semester.

Prescriptions for conducting examinations of papers, are presented in the following table:

a	Mode (Theory Papers)	Written only
b	Duration (Theory Paper)	03 Hours
c	Examiners (Theory Paper)	Paper setters and evaluators to be decided by the university for each paper from time to time.

Examinations of all the papers will be held only once in a year at the end of the EVEN semester. Students will be required to fill up an examination form that will be made available at all the Study Centers. The university would send admit-cards to all the eligible student. Examination fee of RS. 2000- will be charged. Admit cards will be issued for examination in the papers for which the student had registered. The decision about the Examination Centers will be the prerogative of the university.

Provision for unsuccessful candidates

Candidates who fail in one or more subjects will have to reappear for the supplementary examination, which will be conducted along with the term end examination of the subsequent batch. A student will have to clear all the papers in maximum period of six years after admission. After the expiry of this period the learners will have to seek fresh admission.

Award of division to successful candidates

The result of the successful candidates shall be classified at the end of the final year of examination on the basis of the aggregate of marks of all subjects (theory, practical and project) secured by the candidate in the I & II year examinations, as indicated below:

Distinction	75% and above
I Division	> 60% and < 75%
II Division	> 45% and < 60%
Fail	Less than 40%

Detailed Syllabus of Bachelor of Business Administration

Semester 1

BBAD - 101

PRINCIPLES OF MANAGEMENT

Units	Topics
1.	Conceptual Framework of Management
2.	Evolution and Foundations of Management
3.	Management Planning Process
4.	Organization: Meaning, Importance, Principles and Types
5.	Types of an Organization
6.	Understanding Organisation-Structure and Design
7.	Types of Authority
8.	Delegation of Authority
9.	Communication
10.	Motivation
11.	Staffing
12.	Co-ordination
13.	Decision- Making
14.	Directing

15. Management Control
16. Management by Objectives
17. Group Dynamics
18. Leadership
19. Dimensions of Managerial Excellence

BBAD – 102

FINANCIAL ACCOUNTING

Units	Topics
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Part A

1. Financial Accounting-An Introduction
2. Recording in the Primary Books
3. Posting in the Secondary Books
4. Bank Reconciliation Statement
5. Trial Balance and Final Accounts
6. Accounting Standards in India
7. Corporate Financial Statements-Part-I

Part-B

8. Corporate Financial Statements- Part-II
9. Understanding Published Financial Statements
10. Consolidated Financial Statements
11. Valuations
12. Accounting for Amalgamations

BBAD – 103

BUSINESS COMMUNICATION

Units	Topics
1.	Communication – Nature, Functions and Scope
2.	The Role of Communication in the Business Organisation
3.	Communication Process
4.	Communication: Channels and Networks
5.	Management Communication
6.	Barriers to Effective Communication
7.	Effective Written Communication
8.	Effective Oral Communication and Public Speaking
9.	Communication Feedback Systems
10.	Group Discussion
11.	Employment Interview

BBAD – 104

COMPUTER FUNDAMENTALS

Units	Topics
1.	Introduction of Computers
2.	Functional Unit of Computers
3	Number System and Data Representation
4.	Operating Systems
5.	Elements of Information Technology

6. System Development Life Cycle

Semester 2

BBAD – 201

MARKETING MANAGEMENT

Units	Topics
1.	Marketing: Basic Concepts
2.	Meaning, Functions and Importance of Marketing Management
3.	Consumer Behaviour and Motivation
4.	Product and Product Policies
5.	Pricing Decisions, Price Policy and Strategy
6.	Channels of Distribution and Logistics Management
7.	Market Research and Market Segmentation
8.	Sales Promotion
9.	Sales Forecasting
10.	Advertising Management

BBAD – 202

MANAGERIAL ECONOMICS

Units	Topics
1.	Managerial Economics – Nature, Scope and Concepts
2.	Demand Analysis

3. Production Analysis
4. Cost Analysis
5. Price-Output and Market Structure
6. Pricing Strategies
7. Investment Decisions
8. Firm Objectives and Constraints
9. Advertising
10. Welfare Economics

BBAD – 203
BUSINESS STATISTICS

Units	Topics
1.	Introduction
2.	Functions, Importance, Limitations and Distrust of Statistics
3.	Statistical Investigation
4.	Census and Sample Investigation
5.	Collection, Editing and Analytical Tools of Data
6.	Classification and Tabulation of Data
7.	Diagrammatic Presentation
8.	Graphic Presentation
9.	Measures of Central Tendency
10.	Measures of Dispersion
11.	Moments, Skewness and Kurtosis
12.	Correlation
13.	Regression Analysis
14.	Index Numbers

15. Analysis of Time Series
16. Theory of Attributes
17. Probability
18. Probability Distribution of a Random Variable and Decision Analysis
19. Theoretical Probability Distributions
20. Sampling Distribution
21. Statistical Inference
22. Analysis of Variance
23. Multiple Linear Regression
24. Statistical Quality Control
25. Non-Parametric Tests of Hypothesis

BBAD – 204

PRODUCTION & OPERATIONS MANAGEMENT

Units	Topics
1.	Basic Concepts
2.	Design and Control of Production Systems
3.	Product Lifecycle and Design
4.	Product Planning and Development
5.	Plant Location
6.	Plant Layout
7.	Materials Handling
8.	Demand Forecasting
9.	Production Planning
10.	Production Control and Scheduling

- 11. Dispatching and Follow-up
- 12. Inspection
- 13. Maintenance Management
- 14. Work Study
- 15. Materials Management
- 16. Inventory Control

Semester 3

BBAD – 301

BUSINESS POLICY

Units	Topics
1	Introduction to Strategic Management
2	Understanding External Environment
3	Understanding Internal Environment
4	Establishing Strategic Focus
5	Corporate Strategy
6	Business-Level Strategy
7	Competitive Strategies
8	Implementing Strategies I: Management
9	Implementing Strategies II: Organizational Issues
10	Strategic Evaluation and Control

BBAD - 302

BUSINESS LAW

Units	Topics
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1	Business and its Environment
2	Law of Contract
3	Contract of Agency
4	Law of Sale of Goods
5	Law of Negotiable Instruments
6	Law of Insurance
7	Law of Carriage of Goods
8	Elements of Company Law
9	Taxation

BBAD - 303

HUMAN RESOURCE MANAGEMENT

Units	Topics
1	Human Resource Management
2	Job Description: Analysis and Evaluation
3	Human Resource Planning—Concept and Process
4	Recruitment and Selection
5	Performance Appraisal
6	Training and Development (T & D)
7	Wages and Compensation
8	Discipline and Grievance in Industry
9	Counselling and Mentoring
10	Collective Bargaining
11	Workers' Participation in Management
12	Conflicts in Industry

13	Career and Succession Planning
14	Industrial Dispute
	Case Studies

BBAD - 304

ORGANISATION BEHAVIOUR

Units	Topics
1	Basic Concepts of Organisational Behaviour
2	Perception, Attitudes and Values
3	Personality Development and Personality Theories
4	Motivation
5	Individual and Organisation
6	Organisational Conflict
7	Work Groups
8	Group Dynamics
9	Informal Organisation
10	Leadership
11	Understanding Organisation-Structure and designs

Semester 4

BBAD - 401

MATHEMATICS FOR BUSINESS AND ECONOMICS

Units	Topics
1	Analytical Geometry
2	Matrix Algebra
3	Functions, Limits and Continuity
4	The Derivative
5	The Maxima And Minima
6	Functions of More Than One Variable and
7	Maxima, Minima of Functions of More Than One Variable
8	Integration
9	A. P., G. P. and The Mathematics of Finance
10	Linear Programming

BBAD - 402

FINANCIAL MANAGEMENT

Units	Topics
1	Evaluation of Finance
2	Capital Budgeting
3	Working Capital Management
4	Financing and Dividend Decisions
5	Sources of Working Capital Finance

BBAD - 403

ADVERTISING FUNDAMENTALS

Units	Topics
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SECTION ONE: ADVERTISING

Part-1

1	Introduction to Advertising
2	Brief History of Advertising
3	Classifying Advertising
4	Role, Functions and Benefits of Advertising
5	Economic, Social, and Ethical Issues
6	Client and Advertising Agency
	Questions

Part-2

7	Marketing Communications
8	Source, Message and Medium Factors
9	An Overview of Consumer Behaviour
10	Advertising Response Process
11	Attention, Comprehension and Recall
	Questions

Part-3

12	Segmentation and Positioning
13	Brand Awareness, Brand Attitudes and Feelings
14	Brand Equity, Image and Personality
15	Advertising Budget
16	Advertising Objectives
	Questions

Part-4

17	Media Planning and Strategy
18	Media Evaluation
19	Support Media
20	Internet
	Questions

Part-5

21	Creative Strategy – Planning and Development
22	Creative Strategy – Execution and Evaluation
23	Planning Advertising Campaign
24	Advertising Research
	Questions

BBAD - 404

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

Units	Topics
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BLOCK -I: ENTREPRENEURSHIP AND ITS APPROACH

1	Definition of Entrepreneurship
2	Definition of Small Business
3	Entrepreneurial Motivation
4	Establishing Idea

BLOCK 2: MANAGERIAL AND ORGANISATIONAL APPROACH IN ENTREPRENEURSHIP

5	Start your Own Business or Buy an Existing One
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- 6 Financial Analysis
- 7 Role of Financial Institutions

BLOCK 3: ANCILLARY SUPPORT TO ENTREPRENEURSHIP

- 8 Policy Incentive for Entrepreneurial Growth, Small-Scale Industrial Policy
- 9 Directorate of Industries of State Government
- 10 Computer Aided Process Planning

The coordinators of the BBA Course would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Study Centers so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

One book per course will be supplied to the students. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Study Centers to provide counselling and guidance to the students in the courses that they have chosen for study. These sessions will be held at the Jamia Hamdard during weekends (**Saturdays and Sundays**)

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

P R O G R A M M E G U I D E

FOR

BACHELOR OF COMPUTER APPLICATION (BCA)

(OPEN AND DISTANCE MODE)



School of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

*“He (The Prophet may peace be upon him)
Instructs them in the Book and Wisdom”*

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

*“Wisdom is (like) the lost animal of a believer
wherever he finds it, catches hold of it”*

Inspired by the Holy Qur'an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category ‘A’ of Indian Universities.

Jamia Hamdard

(Deemed University)

The Ministry of Human Resource Development, Government of India, granted to Jamia Hamdard, the status of a ‘Deemed to be a University’, in 1989 under section 3 of University Grant Commission Act, 1956. Since its establishment, Jamia Hamdard has made commendable progress with regard to expansion of facilities for higher learning and diversification of teaching and research programmes in frontier areas of biological Sciences, Unani Tibb, Pharmaceutical Sciences, IT and Management. The University has a strong base of infrastructure for quality teaching and research. On the basis of the overall assessment of its performance in realizing the university mandate and contributions made by various departments and faculties to the growth of knowledge, National Assessment and Accreditation Council of UGC has accredited the University under category ‘A’ the Indian Universities. Jamia Hamdard is one of the universities selected by the UGC for promoting education abroad. The university attracts over 10 percent of the total students from over 30 countries. The international corporations and Foreign Governments employ a large number of the University graduates in various

capacities, which is the testimony of international recognition of degrees/diplomas awarded by the University.

As a Muslim minority institution under Article 30 (1) of the Constitution of India, the University is committed *inter alia* to improve access and quality of education so as to enable the adult learners to effectively function in the knowledge based economy. In this context, a number of initiatives have been taken to provide high quality of professional education at Undergraduate and Post Graduate levels.

In order to provide opportunities to students for participating in ongoing educational revolution to upgrade the knowledge and skills of working population, entrepreneur and other aspirants of new knowledge, the university has taken initiative to utilize information and communication technologies to extend the reach of education and to enhance quality of education through the use of multi-media methods of teaching and learning. The Directorate of Open and Distance Learning has therefore been established to promote education through open and distance learning systems, which adopt flexible and innovative methods of education to ensure 'independent learning' to an one, anytime and anywhere. The programmes of the study will be customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Towards this end in view, the university has recognized reputed institutes to act as Study Centres for conduct of various job-oriented and professional courses, which effectively meet the requirements of the world of work.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

Department of Computer Science

During the last few years the Department of Computer Science has established itself as a well-known entity in the field of IT Education, Research and Consultancy. The training facilities at the department are comparable with the best in the country and provide an ideal environment for running MCA, M.Sc. (Comp. Sc.), BCA, B.Sc. (IT), B.Tech (Comp. Sc/ IT), M.Tech (Comp. Sc.), and Ph.D. programs offered by the department. The right kind of ambience coupled with excellent faculty, lab and other support systems has attracted students from the foreign countries. Many national and multinational IT industries visit the department every year for campus placements.

The department is establishing CISCO Networking Local Academy for the benefit of our students who can be trained on CISCO equipments for the award of CISCO Certificates like CCNA, CCNP etc.

Bachelor of Computer Application through Open and Distance Mode (Course Code 403)

Apart from the full time regular courses, the department has decided to offer these BCA programme through open and distance mode for those students who are not able to afford the expenses of education or who have not been able to make it to the courses offered by the universities and colleges in traditional mode. However, our endeavor is to provide best quality education, keeping with the traditions.

Objective

To prepare highly skilled professionals, with a strong conceptual and theoretical background, in the field of management theory and its application

The Course

Highlights of the course are described in the following table:

a.	Name of the Course	Bachelor of Computer Applications (B.C.A.)
b.	Nature	Open and Distance Mode
c.	Duration	Minimum: Three Years

		Maximum: Six Years
d.	Medium of Instruction and Examinations	English
e.	Eligibility Criteria	
	Educational Requirements	S.S.C, Intermediate or Equivalent (recognized by Jamia Hamdard) under 10+2 system of education.
f.	Commencement of the course	July/ August of every year
g.	Special Feature	After completing the course, a student may either pursue MCA, M.Sc.(Computer Science/IT) programmers or take up a job in the IT industry.
h.	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.
i.	Period of Completion (Span Period)	Not more than 06 years
j.	Fees	Rs. 18,000/- per year (US \$ 1000)

The Curriculum

Highlights of the curriculum of BCA are described in the following table:

a	Total number examinations	While the teaching/counseling of the course will be done in annually, the examinations will be held only once a year
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		for all the papers taken in the last year along with any backlogs or improvement papers. Teaching /counseling of the courses will be
	Major Project	In Final year
b	Total Theory Papers Total Lab Papers Major Project	20 Nos. (2000 marks) 05 Nos. (500 marks) 01 No. (500 marks),
c	Theory Papers / Lab Papers/	01 No. (100 marks) except in final year
d	Counseling Hours for theory papers	30 Hours per theory paper of 4 credits each
f	Practical Sessions	10 sessions of 3 hours each for a laboratory course of 4 credits each.

Modes of curriculum transaction include teaching/ counselling, assignments, tests, presentations, participation in relevant events and regularity

Course Structure

Course structure, that guides the teaching, practical and associated assessment, of BCA programme is described annually in the following tables:

Distribution of Courses in BCA 1st Year

S. No.	Code	Name of the Paper	Total
1	BCAD 101	Computer Fundamentals	100
2	BCAD 102	PC Software	100
3	BCAD 103	Computer Mathematics	100
4	BCAD 104	Principles of Management	100

5	BCAD 105	Lab-I(PC Software)	100
6	BCAD 201	Programming Fundamentals	100
7	BCAD 202	Operating Systems	100
8	BCAD 203	Programming 'C'	100
9	BCAD 204	Business System	100
10	BCAD 205	Lab-II (Programming in 'C')	100

Distribution of Courses in BCA 2nd Year

S. No.	Code	Name of the Paper	Total
1	BCAD 301	Computer system architecture	100
2	BCAD 302	Object oriented programming in c++	100
3	BCAD 303	System analysis and design	100
4	BCAD 304	Database application in MS access	100
5	BCAD 305	Lab-I: c++ application development	100
6	BCAD 401	Numerical and Statistical analysis	100
7	BCAD 402	Data Structures in C	100
8	BCAD 403	Computer Networks	100
9	BCAD 404	Web technologies	100
10	BCAD 405	Lab-II Implementing data structures in C	100

Distribution of Courses in BCA Final Year

S. No.	Code	Name of the Paper	Total
1	BCAD 501	Software Engineering	100
2	BCAD 502	Java Programming	100
3	BCAD 503	Operating system administration with windows 2000	100
4	BCAD 504	Advanced web development	100
5	BCAD 505	Lab-1: Website development	100
6	BCAD 601	Project work	

Duration of the Programme

(Minimum-3 Years, Maximum-6 Years)

To fulfill the degree requirements for acquiring the BCA, a student may clear all the papers in three years. If a student fails to clear all the requirement of course in three years he/ she may be permitted to stretch it over a period of another 3 years. In case the student is unable to pass all the courses of BCA programme in 6 years, the students may be permitted to stretch it for another two years. In such cases, the student has to seek readmission as per 'Re-Admission' rules and pay the requisite fees.

Admission

- d. A candidate, aspiring for admission to BCA programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.
- e. The Admission committee shall display/publish the list of candidates who are declared eligible for admission, after the due approval of the competent authority.
- f. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulated period of time; otherwise they will forfeit the right to admission.

Semester Teaching and Annual Examination

For the purpose of teaching and counseling, each academic year shall consist of two Academic Semesters, the first referred to as ODD Semester (July-December) and the second as EVEN semester (January-June). Examinations of papers of both the semesters will be held at the end of every EVEN semester.

Prescriptions for conducting examinations of papers, are presented in the following table:

a	Mode (Theory Papers) (Lab Papers)	Written only
b	Duration (Theory Paper) (Lab Paper)	02:30 Hours
c	Examiners (Theory Paper) (Lab Papers)	Paper setters and evaluators to be decided by the university for each paper from time to time. The University will appoint External examiners for each lab paper for every Study Centre.

Annual Examinations

Examinations of all the papers will be held only once in a year. Students will be required to fill up an examination form that will be made available at all the Study Centers. The university would send admit-cards to all the eligible students. Separate examination fee of RS. 150/- per paper will be charged. Admit cards will be issued for examination in the papers for which the student had registered. The decision about the Examination Centers will be the prerogative of the university.

Provision for unsuccessful candidates

Candidates who fail in one or more subjects will have to reappear for the supplementary examination, which will be conducted along with the term end examination of the subsequent batch.

A student will have to clear all the papers in maximum period of six years after admission. After the expiry of this period the learners will have to seek fresh admission.

Award of division to successful candidates

The result of the successful candidates shall be classified at the end of the final year of examination on the basis of the aggregate of marks of all subjects (theory, practical and project) secured by the candidate in the I & II year examinations, as indicated below:

Passing percentage	40% & above
II Division	50% & above
I Division	60% & above
Distinction	75% & above in each paper.

Rationalization of weightage for internal assessment and term end examination in programmes offered in DODL :-

1. The Weightage of term- end examination would be 70%.
2. Weightage for Internal Assessment would be 30%.

Detailed Syllabus of Bachelor of Computer Application

Semester 1

BCAD - 101

COMPUTER FUNDAMENTALS

Units	Topics
	<ol style="list-style-type: none">1. Computer Organization: Block Diagram, Basic Architecture etc. Evolution and Different Types of Computer and their Characterizing features;2. Functional Unit of computers, primary and secondary memory.3. Number System: Decimal, octal, binary and hexadecimal.4. Binary codes: BCD, EBCDIC, ASCII, Excess-3, gray code.5. Representation of Integers, fixed and floating point, character representation scheme.6. Introduction to operation system: DOS & Windows7. Elements of IT: Introduction to Range of Info Technologies; Audio, video, multimedia, Internet and Intranets.8. Introduction to Intelligent systems. Expert systems, Virtual Reality9. System Development life cycles: waterfall methods, prototyping, JAD, RAD, etc.

BCAD – 102

PC SOFTWARE

Units	Topics
	<ol style="list-style-type: none">1. PC firmware: POST and setup programs, booting a PC;2. PC operation systems: DOS, Windows, Linux, and Macintosh etc.3. PC application software: Word processors, spreadsheets, financial packages, database management systems, communication systems etc.4. MS-Office-Word, Excel, Power point, Access, Outlook Express;

BCAD – 103

COMPUTER MATHEMATICS

Units	Topics
1.	Sets and related operations
2.	Relations and their properties,
3.	Matrix of relations,
4.	Functions and its properties,
5.	Introduction to graph theory,
6.	Significance of graph theory for computer science,
7.	Matrix representation of graphs.
8.	Path Matrix, Shortest path algorithm,
9.	Introduction to recurrence relations, Formulation of recurrence relations.
10.	Characteristic equation and Characteristic roots of recurrence relations
11.	Solutions of recurrence relations
12.	Introduction to propositional calculus, Logical operations.
13.	Truth tables of logical identities,
14.	Equivalence of logical identities,
15.	Introduction to Boolean algebra.

BCAD 104

PRINCIPLES OF MANAGEMENT

Units	Topics
1.	Conceptual Framework of Management
2.	Evolution and Foundations of Management Theories
3.	Management Planning Process
4.	Organization Meaning Importance, Principle and Types
5.	Types of an Organization
6.	Understanding Organization Structure and design
7.	types of Authority
8.	Delegation of Authority
9.	Communication
10.	Motivation
11.	Staffing
12.	Co-ordination
13.	Decision-Making

14. Direction
15. Management Control
16. Management by Objective
17. Group Dynamics
18. Leadership
19. Dimensions of Managerial Excellence

Semester 2

BCAD 201

PROGRAMMING FUNDAMENTALS

Units	Topics
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1. Introduction to computer programming.
2. Algorithm development, techniques of problem solving, flowcharting, stepwise refinement;
3. Pseudocoding, translating algorithms into programs.
4. Programming languages-low level and high-level languages, compiled and interpreted languages, generations of programming languages, a survey of different programming languages.
5. Programming tools-editor, compiler, interpreter, debugger,
6. Programming platforms.
7. Integrated development environments.
8. Development of efficient programs; debugging, verification and testing of programs.

BCAD 202

OPERATING SYSTEMS

Units	Topics
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1. Operating Systems Overview: Computer System Structure,
2. Operating system Structure,
3. OS functions, facilities; processes; introduction, concurrency, inter process communication, classical problems, process scheduling.
4. Memory management: swapping, virtual memory segmentation.

5. File systems: files, directories, file system implementation, security, and protection mechanism.
6. Input/output: principles of input/output hardware and software, disks, clocks, terminals. Deadlocks: Introduction, detection, recovery, and prevention; Coordination
7. Case study of Unix and Windows.

BCAD 203

PROGRAMMING IN C

Units	Topics
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1. Programming in C,
2. Features of 'C', C tokens, data type, operators, expressions,
3. Branching Constructs; if-else, switch, conditional operator & go to statements;
4. Looping Constructs; while, do-while, for and jumping statements;
5. Arrays, string processing,
6. Functions: categories of functions, recursion;
7. Pointers: operations on pointers, pointers & structures; structures and Unions;
8. File Management; Defining & opening a file, closing a file, input/output operations.

BCAD 204

BUSINESS SYSTEMS

Units	Topics
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1. Data processing: Concept, relevance and cycle;
2. Organization and attributes of business data processing;
3. Computing environments;
4. Programming methodologies: structured, object oriented etc;
5. Programming Principles: style, coding, testing and refinements;
6. Inputs and output devices: and overview;
7. Business systems; Business computing: characteristics, significance and distinguishing features;
8. Physical storage device and their characteristics,
9. File: fields, records, fixed and variable length records, primary and secondary keys;
10. File operations, basic file system operations;

11. File organizations: Sequential, indexed sequential, direct, relative, etc.;
12. Data processing using COBOL/FoxPro,
13. Introduction to database design.

Semester 3

BCAD 301

COMPUTER SYSTEM ARCHITECTURE

Units	Topics
	<ol style="list-style-type: none">1. Logic gates, Boolean functions.2. Dual of a Boolean function, Inverse of a Boolean function.3. Boolean function representation: canonical form, standard form.4. Boolean function simplification: Algebraic method, Karnaugh Map method.5. Boolean function implementation: NAND implementation, NOR implementation. Combinational circuits: NNND implementation. NOR implementation.6. Combinational circuits: adder, subtractor, decoder and encoder, MUX/DEMUX, etc. Sequential circuits: flip-flops, registers and Counters.

BCAD 302

OBJECT ORIENTED PROGRAMMING IN C++

Units	Topics
	<ol style="list-style-type: none">1. OOP: Programming methodologies: concepts of structured and object oriented programming: Advantage of OOP methodologies, characteristics of OOP languages: objects, classes, Data Abstraction, Encapsulation, inheritance, reusability, polymorphism and operator overloading, function overloading;2. Programming in C++: Data types, constants, expressions and statements, Arrays Strings, function overloading, functions, friend functions, inline functions constructors and destructors, derived classes, friend classes, operator overloading, support for data abstraction, derived class, base class, pointers and arrays, pointers and functions, support for OOP.

BCAD 303

SYSTEM ANALYSIS AND DESIGN

Units	Topics
	<ol style="list-style-type: none">1. System: Definition and concept;2. Real-time and distributed systems; Data information and related attributes;3. System analysis and analyst;4. Systems development life cycle: study, analysis, design, development and implementation;5. System planning; data and fact-finding techniques;6. System design and modeling; logical and physical design representation: DFD, ERD, structure charts; Forms design: classification, user interface; standards; control and validation checks;7. User interface guidelines; modular and structured design; systems implementation and maintenance; Project management techniques;8. Use of available tools to implement a case study.

BCAD 304

DATABASE APPLICATION IN MS ACCESS

Units	Topics
	<ol style="list-style-type: none">1. Concept of database and its evaluation,2. Data abstraction and data integration;3. The three level architecture of a DBMS; components of a DBMS;4. Data models and their implementations; relational, network and hierarchical models;5. Relational data manipulations; relational algebra; relational calculus;6. SQL; relational database design; functional dependencies and normal forms;7. Implementing database application with MS-Access.

Semester 4

BCAD 401

Numerical And Statistical Analysis

Units	Topics
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Numerical methods

1. Numerical methods versus numerical analysis, Errors and Measure of Errors.
2. Numerical solution of equations, Iterative methods, multiple roots and other anomalies. Bisection method, Regula-falsi method, Neston-Raphson method.
3. Solutions of simultaneous linear equations, Gauss elimination method, Gauss-Jordan method, Gauss-Siedel method.
4. Interpolation: Lagrange polynomials, Newton's difference methods.
5. Numerical differentiation and integration: Using interpolating polynomials, trapezoidal rule, Simpson's rules.

Statistical techniques

1. Data collection and compilation
2. Data representation
3. Measure of central tendency: arithmetic, geometric and harmonic means, median and mode
4. Measure of dispersion: Range, mean deviation, coefficient of variance and standard deviation
5. Moment, skew ness and kurtosis
6. Correlation
7. Regression
8. Curve fitting by method of least square

BCAD 402

DATA STRUCTURES IN C

Units	Topics
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1. Representation of data,
2. Data Types, ADT and Data Structures,
3. Arrays: single and multidimensional arrays,
4. Structures, Static and Dynamic implementations of data structures,
5. Stacks and it's applications, infix, prefix and postfix notations and conversions,
6. Recursion, queues other general lists and applications;
7. Linked lists: dynamic memory allocation & pointers, linked stacks & queues.

8. Trees: Binary Trees, Tree search, tree traversals, threaded binary tree, Height Balancing-AVL trees; graphs-BFS and DFS; B-trees, b+ trees, searching and sorting techniques and their analysis of algorithms, searching: linear search, binary search, tree search.
9. Sorting: bubble sort, quick sort, insertion sort, heap sort, shell sort, merge sort and radix sort.

BCAD 403

COMPUTER NETWORKS

Units	Topics
1.	Data Communication System: Purpose, Components:
2.	Source, transmitter, transmission System, receiver, and destination. Data transmission: Frequency, Spectrum and Bandwidth.
3.	Time-domain and frequency dominion Concepts.
4.	Relationship between data-rate and Bandwidth.
5.	Analog and digital data transmission. Data and signal. Analog and digital Signaling of analog and digital data.
6.	Modem, Modulation techniques, CODEC, Digital Transmitter etc.
7.	Transmission impairments: Attenuation and attenuation distortion, delay distortion, noise. Introduction to Network, OSI reference model, TCP/IP reference model.
8.	Transmission Media: Magnetic Media, Twisted-Pair cables,
9.	Baseband & Broadband Coaxial cables, Fiber Optics.

BCAD 404

WEB TECHNOLOGIES

Units	Topics
1.	Introduction of Internet, understanding the Internet,
2.	A tower of the Internet Hardware requirement to connect to the Internet,
3.	S/W requirement and Internet service products
4.	Internet Addressing Mail using mail from shell account understanding the web, using the web,
5.	Introduction to usenet file types used on the Internet Mailing list
6.	Telnet Talk facts: using talk from a shell a/c IRC Basisc of TCP/IP.
7.	Introduction to Internet Programming with JAVA/Perl: crating applets, applicatons, and security.

8. Introduction to E-Business,
9. Electronic Fund Transfer (EFT), Value-chain, internet Business strategy,
10. Functional Architecture, implementation Strategies;
11. Building Blocks of e-commerce,
12. System design, creating and managing content etc;
13. Cryptography and security management;
14. Payment systems; Auxiliary system; transaction Processing;
15. Building-commerce system,
16. System architecture, secure links etc; Present and future Trend;

Semester 5

BCAD 501

SOFTWARE ENGINEERING

Units	Topics
1.	Software process and Development Model
2.	Software project Management
3.	Software Project Planning
4.	Risk Analysis and Management
5.	Software Quality Insurance
6.	Requirements
7.	Software Design
8.	Software Testing

BCAD 502

JAVA PROGRAMMING

Units	Topics
1.	Fundamentals of Object Oriented Programming
2.	Evolution of Java
3.	Java Classes

4. Interfaces and Packages
5. Managing Errors and Exceptions
6. Multithreading
7. Java Applets
8. Java Swings
9. Event Handling
10. Java I/O Handling
11. Socket Programming
12. Java Database Connectivity
13. Java Servlets

BCAD 503

OPERATING SYSTEM ADMINISTRATION WITH WINDOWS 2000

Units	Topics
1. Introduction to HTML	
2. Installing and Upgrading to Windows 2000 Professional	
3. Exploring the Desktop	
4. Managing Files and Folders	
5. Customization of the Desktop	
6. Setting up Object properties in Windows 2000 Professional	
7. Printers and Printing	
8. Windows 2000 with ADS	
9. Creating and Managing User Account	

BCAD 504

ADVANCED WEB DEVELOPMENT

Units	Topics
1. Getting started with Active Server Pages	
2. Dissecting your First ASP Script	
3. Working with Variables	
4. Understanding VB Script control Structures	
5. Using VB Script built-in Functions	
6. Working with Objects	
7. Using Response Objects	
8. Communicating with User	
9. Collecting the Form Information	
10. Working with Request Object	
11. Maintaining persistent Information on the Web	

12. Debugging ASP Scripts and Handling Errors

BCAD 505

LAB 1-WEBSITE DEVELOPMENT

Semester 6

BCAD 601

PROJECT WORK

Students' Support Services

The Jamia Hamdard are the contact points for the students on all major aspects of the programme. These include counselling sessions, practicals, library facilities, disseminating information and advice and facilities for audiovisual training aids. The Jamia Hamdard is also equipped with some reference books on the subjects of this programme. These will be accessible to the students during their visits to the Jamia Hamdard.

The coordinators of the BCA Courses would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Jamia Hamdard so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

One book per course will be supplied to the students as study material. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Study Centers to provide counselling and guidance to the students in the courses that they have chosen for study. These sessions will be held at the Jamia Hamdard during weekends **(Saturdays and Sundays)**

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

PROGRAMME GUIDE

FOR

**POST GRADUATE DIPLOMA IN BIOINFORMATICS
(OPEN AND DISTANCE MODE)**



School of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

“He (The Prophet may peace be upon him)

Instructs them in the Book and Wisdom”

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

“Wisdom is (like) the lost animal of a believer

wherever he finds it, catches hold of it”

Inspired by the Holy Qur'an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category ‘A’ of Indian Universities.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

DEPARTMENT OF BIO-CHEMISTRY

Biochemistry is the molecular logic of living system. It finds applications in diverse disciplines such as medical and agricultural sciences, environmental sciences, forestry, dietetics, food science and technology, hormone production, vaccine research, virology, immunology, microbiology, toxicology and in areas from marine biology to entomology, not just to carry out the R&D work and develop new products, but also to monitor the production, quality and safety of the product. Biochemists provide diagnostic service, carrying out tests on blood, urine and other body fluids, while researching the underlying causes of disease and methods of treatment, and have opportunities to work in hospitals, pharmaceutical industry and agrochemical companies, food brewing and biotechnology. The postgraduate degree in Biochemistry also enables students to teach in universities and colleges as well as the medical, dental and veterinary schools and consulting or allied work. The Department offers an M. Sc. and Ph. D. program in

Biochemistry and over the years has gained reputation of being a center of quality education and training in Biochemistry both in India and abroad.

The Department has been awarded UGC SAP and DST FIST, in addition to a number of grants from various sources including a DBT grant for creating Bioinformatics Infrastructure Facility. The Department has also successfully completed a UNICEF sponsored ICMR task force study, and several other schemes supported by CSIR, DST, DBT, ICMR, CCRUM and UGC.

Thrust areas include:

- Chronic inflammatory diseases
- Cell proliferation and cell death pathways
- Cancer etiology; Nutrigenomics
- Molecular Biology and Proteomics
- Natural products in diabetic complications
- Molecular immunology; Insulin resistance

Over the years, the Department has developed facilities for high precision analytical work and has acquired sophisticated equipments and tools for cellular and molecular research including the facility to work on cell lines. The Department regularly organizes seminars, workshops, brainstorming and interactive sessions for the students, besides providing training to students and staff from other institutes, universities and colleges. The faculty actively participates in international and national conferences, seminars, workshops, meetings, orientation and refresher courses, and is on the panel of experts in various academic and nonacademic bodies. The Syllabus is updated regularly and promoting emerging areas such as computational and systems biology, nanotechnology. Students are encouraged for creative learning and to deliver lectures/debates on topics of current interest in biological sciences. Students have high rate of success in various competitive examinations and many of them are working in premier institutes and companies in India and abroad.

About 200 students of the department have qualified various national level tests since its inception in 1994. Students are working as scientist and academicians in government setups including DRDO, CSIR and Indian universities, besides taking up jobs in private sectors.

Programme offered through Open and Distance Mode

Apart from the full time regular courses, the department has decided to offer one programme through distance mode for those students who are not able to afford the expenses of education in Delhi or who have not been able to make it to the courses offered by the universities and colleges intuitional mode. However, our endeavor will be provide best quality education, keeping with the traditions of Jamia Hamdard. The programme to be offered is:

Post Graduate Diploma in Bio informatics - Programme code 651

POST GRADUATE DIPLOMA IN BIO- INFORMATICS (PGDB)

OBJECTIVE

PGDB is aims to provide a step by step review of biological and chemical Literature through a curriculum of in-depth study. Students are also exposed to integration of information technology with biological science principles.

Nature - Distance Mode

DURATION

The one year (2 semesters) Post Graduate Diploma in Bio-informatics (PGDB) Programme shall be of one year.

Medium of instruction - English

ELIGIBILITY

A candidate who has passed B.Sc. in Biology, Chemistry or Math's examination of any recognized University shall be eligible for admission.

MODE OF ADMISSION

As per norms prescribed by Jamia Hamdard from time to time.

Fees : Rs. 18,000/- per year

Commencement of Course: July/August of every year

Admission:

- a. A candidate, aspiring for admission to PGDB programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.

- b. The Admission committee shall display/publish the list of candidates that are declared eligible for admission, after the due approval of the competent authority.
- c. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulated period of time; otherwise they will forfeit the right to admission.
- d. After having completed the formalities of admission, the candidate will be required to associate themselves with the course coordinator for the purpose of counseling and practicals.
- e. No Migration Certificate will be required for admission.

THE COURSE STRUCTURE

Papers	Nomenclature	Marks
PGDB 101	Introduction of Bio- informatics	100
PGDB 102	Bio-statistics	100
PGDB 103	Biological Databases and their Management	100
PGDB 104	Computational Biology	100
PGDB 105	Biochemistry	100
PGDB 106	Microbiology	100
PGDB 107	Basics of Bio-computing	100

PGDB 101

(INTRODUCTION TO BIO-INFORMATICS)

S. No.	Topics
1.	What is Bio-Informatics
2.	Various Definitions of Bio-Informatics
3.	Bio-Informatics and Pharmaceutical Industry
4.	A Chronological History of Bio – Informatics

5.	Bio – Informatics in Business
6.	Bio-Informatics – Employment Opportunities

PGDB 102
(BIO-STATISTICS)

S. No.	Topics
1.	Introduction to Statistics
2.	Descriptive Statistics
3.	Probability
4.	Inferential Statistics
5.	Fisher Test
6.	Variations
7.	Vital Statistics and Manipulating Numbers
8.	Health Statistics
9.	Units and Conversion

PGDB 103
(BIOLOGICAL DATABASES AND THEIR MANAGEMENT)

S. No.	Topics
1.	Introduction to Database
2.	Introduction to Structured Query Language
3.	SQL* Plus
4.	SQL* Plus and Reporting
5.	SQL * Forms
6.	Menu

7.	Libraries
8.	Structured Query Language using Java
9.	Microbial Databases
10.	Cell Gene Bank Related Sites
11.	Virological Databases
12.	Biodiversity Databases
13.	Protein Sequence Database
14.	Nucleotide Sequence Database
15.	Structural Databases

PGDB 104

(COMPUTATIONAL BIOLOGY)

S. No.	Topics
1.	Data Mining and Sequence Analysis
2.	Database Searches
3.	Practical Aspects of Multiple Sequence Alignment
4.	Phylogenetic Analysis
5.	Predictive Methods using Nucleotide and Protein Sequences
6.	Submitting DNA Sequences to the Database

PGDB 105

(BIO - CHEMISTRY)

S. No.	Topics
1.	Amino Acid Metabolism
2.	Carbohydrates
3.	Lipid Metabolism
4.	Inborn Errors of Metabolism

PGDB 106
(MICROBOLOGY)

S. No.	Topics
1.	History of Microbiology
2.	Scope of Microbiology
3.	Classification of Microbes
4.	Microbial Cell Structure
5.	Nutrition and Growth of Bacteria
6.	Bacterial Genetics

PGDB 107
(BASICS OF BIO-COMPUTING)

S. No.	Topics
1.	Computer Fundamentals
2.	Windows 98: Advance Concepts
3.	Internet Architecture and Framework
4.	Microsoft Word
5.	Microsoft PowerPoint
6.	Microsoft Excel
7.	Unix
8	Visual Basic 6.0

For the one-year programme, every core subject will have one paper, carrying a maximum of 100 marks.

In order to pass in any session of the programme and examinee must obtain a minimum of 40% of total marks for each course subject in the session of examination. Candidates who pass in each of the courses will qualify for the award of PGDB in determining the result of the entire programme aggregate of performance of the students. Students securing 60% and more marks will be placed

in first class, those securing 50% or more but less than 60% will be placed in second class and those securing 40% or more but less than 50% in third class.

There shall be supplementary examination giving only one chance to candidates who fail in only one exam paper. This supplementary exam will be held along with the next main exam.

The delivery of the programme consists of audio/video support/assignments, contact classes, library consultation etc. A minimum of 60% of attendance in contact classes, submission of assignments will be necessary conditions for the eligibility of the candidate, to appear in session end examination.

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PROGRAMME GUIDE

FOR

POST GRADUATE DIPLOMA IN CHEMOINFORMATICS

(OPEN AND DISTANCE MODE)



School of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

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The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category 'A' of Indian Universities.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

DEPARTMENT OF CHEMISTRY

The Department of Chemistry was established in 1990 as a research department. The faculty members are pursuing research in different fields of Chemistry such as Natural Product Chemistry, Surface Chemistry and Micro Emulsion, Synthetic Organic Chemistry, Polymer Chemistry etc. The department had launched M.Sc. course in Chemistry (Industrial Applications) in the year 2001 leading to M.Sc. degree in Chemistry with as objective to produce professionally trained post graduate chemist for pharmaceutical, foods, cosmetic, polymer, petroleum and allied industries and allied industries and with initial intake of seven students. The first batch of the M.Sc. Chemistry (Industrial Applications) had passed out in 2003 with all seven students getting the placements in different Industries. At present the strength has been raised to 15 students including two seats for foreign nationals/NRI students. Ph.D. degrees are also being awarded in the different fields of Chemistry.

The major areas of research include the isolation and characterization of biopharmaceuticals from natural source, synthesis of new compounds of industrial interest as well as emerging technologies in drug delivery system.

Department of Chemistry has initiated academia-industry interaction and shall be organizing a series of seminar lectures on Analytical Science from October 2004 onward.

Programme offered through Open and Distance Mode

Apart from the full time regular courses, the department has decided to offer one programme through distance mode for those students who are not able to afford the expenses of education in Delhi or who have not been able to make it to the courses offered by the universities and colleges in traditional mode. However, our endeavor will be to provide best quality education, keeping with the traditions of Jamia Hamdard, through the selected Study Centres spread over the various parts of the country. The programme to be offered is:

Post Graduate Diploma in Chemo-informatics - Programme code 652

BASIC INFORMATION ON CHEMOINFORMATICS

Chemo-informatics is a generic term that encompasses the design, creation, organization, management, retrieval, analysis, dissemination, visualization and use of chemical information.

The use of information technology and management has become a critical part of the drug discovery process. Chemo-informatics is the judicious use of information resources to transform data into information and information into knowledge for the intended purpose of making better decisions faster in the area of drug lead identification and organization.

The development of future chemical informatics systems will require people with a solid grounding in chemistry and an expert knowledge of the available computer technology. Chemical, agrochemical, pharmaceutical, and biotechnology companies will increasingly depend on chemical informatics and people with extensive knowledge of chemistry and the computer skills to handle the

data generated by chemical researchers. In addition, database producers, chemical software developers, and those in the primary and secondary chemical publishing areas offer attractive opportunities for students of the chemical informatics programme.

The course is designed for graduates willing to make a career in the area of pharmaceutical sciences, veterinary sciences, food sciences, agricultural sciences, biotechnology, physics, chemistry, mathematics, and statistics.

POST GRADUATE DIPLOMA IN CHEMOINFORMATICS (PGDC)

OBJECTIVE

PGDC aims to create a workforce, with solid grounding in chemistry and expert knowledge in computer technology in the upcoming fields of Agrochemical/Pharmaceutical/Biotechnology industry. The curriculum is designed to combine strong, universally applicable fundamentals with some breadth in training.

Nature - Distance Mode

DURATION

The one year (2 semesters) Post Graduate Diploma in Chemo-informatics (PGDC) Programme shall be of one year.

Medium of instruction - English

ELIGIBILITY

A candidate who has passed B.Sc. in Biology, Chemistry or Math's examination of any recognized University shall be eligible for admission.

MODE OF ADMISSION

As per norms prescribed by Jamia Hamdard from time to time.

Fees : **Rs. 16,000/- per year**

Commencement of Course : July/August of every year

Admission:

- f. A candidate, aspiring for admission to PGDC programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.
- g. The Admission committee shall display/publish the list of candidates that are declared eligible for admission, after the due approval of the competent authority.
- h. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulated period of time; otherwise they will forfeit the right to admission.
- i. After having completed the formalities of admission, the candidate will be required to associate themselves with the selected Study Centres for the purpose of counseling and practicals.
- j. No Migration Certificate will be required for admission.

THE COURSE STRUCTURE

Papers	Nomenclature	Marks	
		External	Internal
PGDC 101	Basics of Chemo-informatics	80	20
PGDC 102	Medicinal Chemistry-Receptor Ligand Interaction	80	20
PGDC 103	Modern Combinatorial Chemistry	80	20
PGDC 104	Chemo-informatics Database Design and their Management	80	20

PGDC 105	Chemical Information Sources	80	20
PGDC 106	Computational Chemistry	80	20
PGDC 107	Data Sequencing, Mining and Visualization	80	20
PGDC 108	Drug Design and Discovery	80	20

For the one-year programme, every core subject will have one paper, carrying a maximum of 100 marks.

For continuous study and assessment, there will be two tutor mark assignments for the session for each course subjects. The higher of the scores of these assignments will be taken into account for each course subject per session.

In order to pass in any session of the programme and examinee must obtain a minimum of 40% of total marks for each course subject in the session of examination. Candidates who pass in each of the courses will qualify for the award of PGDC in determining the result of the entire programme aggregate of performance of the students. Students securing 60% and more marks will be placed in first class, those securing 50% or more but less than 60% will be placed in second class and those securing 40% or more but less than 50% in third class.

There shall be supplementary examination giving only one chance to candidates who fail in only one exam paper. This supplementary exam will be held along with the next main exam.

The delivery of the programme consists of audio/video support/assignments, contact classes, library consultation etc. A minimum of 60% of attendance in contact classes, submission of assignments will be necessary conditions for the eligibility of the candidate, to appear in session end examination.

PGDC 101
(BASICS OF CHEMOINFORMATICS)

S. No.	Topics
1.	Introduction
2.	Evolution of Chemo-informatics
3.	History of Chemical Information Science
4.	Use of Chemo-informatics
5.	Prospects of Chemo-informatics
6.	Chemo-informatics Glossary

PGDC 102
(MEDICINAL CHEMISTRY-RECEPTOR LIGAND INTERACTION)

S. No.	Topics
1.	Introduction
2.	Drugs, Ligands and Receptors
3.	Major Classification of Drugs
4.	Medicinal Chemistry
5.	Drug Discovery
6.	Target Oriented drug-Design
7.	Drug Solubility

PGDC 103
(MODERN COMBINATORIAL CHEMISTRY)

S. No.	Topics
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1.	Introduction: concepts and Terms
2.	<p>Solid-phase Strategies</p> <p>I. General Strategies and Concepts</p> <p>II. Specific Implementation Issues</p> <p>Chemical International resources</p> <p>Specific Implementation issues</p> <p>Anchoring Chemistry</p> <p>Coupling Chemistry</p> <p>Protection Schemes</p> <p>1. Analytical methods</p>
3.	Solution Phase Strategies
4.	High Through put Screening
5.	Design of Combinatorial Libraries
6.	Glossary of Combinatorial Chemistry Terms

PGDC 104

(CHEMOINFORMATICS DATABASE DESIGN AND THEIR MANAGEMENT)

S. No.	Topics
1.	Database Concepts
2.	Database Architecture
3.	Code Rules

4.	Normalization
5.	Access 200 database
6.	Accord 2000 Chemo-informatics Database for Access
7.	Introduction to Structured Query Language
8.	Data manipulation Language
9.	Data Definition Language
10.	SQL Reserved Words Overview
11.	SQL commands comparison for ACCESS, ORACLE and SQL Server
12.	Chemical Database Design and their tools
13.	Structure based Searches

PGDC 105

(CHEMICAL INFORMATION SOURCES)

S. No.	Topics
1.	History and Future of the Science Internet
2.	Chemical Literature <ul style="list-style-type: none"> ➤ Types of Publication ➤ Journals/Technical Report/Patents/Conference Papers/Dissertations/Electronic Publications
3.	Chemical Information Searches <ul style="list-style-type: none"> ➤ Advantages/Limitation of Computer Searching ➤ Strategies and Tactics for Searches ➤ Patent Searching Techniques, Patent Search at a Patent and Trademark Depository Library ➤ Computer Searching of Chemical Abstracts ➤ Substructure Searching in Chemical Abstracts ➤ Keyword-based General Bibliographic Searches

	<ul style="list-style-type: none"> ➤ Chemical Connectivity and Structure Searches (2-D) ➤ Chemical Structure, Property and Shape Based Searches (3-D) ➤ Searching for the Synthesis or Reactions of Specific Compounds of Classes of Compounds
4.	<p>Communication in Chemistry</p> <ul style="list-style-type: none"> ➤ Chemistry Newsgroups and Discussion Lists ➤ Molecular Visualization Tools and Sites ➤ The Publication Process: Primary, Secondary and Tertiary Sources ➤ Analytical Chemistry ➤ Physical Property Information ➤ Chemical Safety and Toxicology Information ➤ Chemical History, Biography, Directories and Industry sources.
5.	<p>Chemical Information sources</p> <ul style="list-style-type: none"> ➤ Guides to Chemical Information Sources and Databases.

PGDC 106

(COMPUTATIONAL CHEMISTRY)

S. No.	Topics
1.	<p>Introduction</p> <ul style="list-style-type: none"> ➤ Building Molecules ➤ Conformation Searching ➤ Molecular Dynamics
2.	<p>Introductory Quantum Chemistry</p> <ul style="list-style-type: none"> ➤ Basic Principles ➤ Extended Huckel Theory and Photoelectron Spectroscopy ➤ Symmetry and Z-matrix ➤ Ab initio Hartree-Fock Theory, basis sets closed and open-shell molecules.

	<ul style="list-style-type: none"> ➤ Geometry optimization, transition structure optimization, potential energy surface. ➤ Semiempirical Methods, ZDO, CNDO, INDO, MNDO/AMI/PM3, parameterization and performance-
3.	<p>Molecular Mechanics and Force Fields</p> <ul style="list-style-type: none"> ➤ Force fields, potential energy functions, inter and intramolecular interactions, Empirical parameters. ➤ Molecular mechanics calculation, energy minimization, conformational ➤ Analysis vibrational frequencies and normal mode analysis.
4.	<p>Condensed Phase Modeling</p> <ul style="list-style-type: none"> ➤ Debye-Huckel Theory, continuum solvation models (classical and SCRF) ➤ Explicit simulations methods, Monte Carlo, Molecular Dynamics, Brownian Dynamics. ➤ Free energy simulation methods, and discussion of applications
5.	<p>Biopolymers</p> <ul style="list-style-type: none"> ➤ Protein structure, PDB. ➤ Energy minimization, molecular dynamics, enzyme active site, and discussion of Applications ➤ Nucleic Acid Structure, DNA sequence, database.www.
6.	<p>Software and Hardware</p> <ul style="list-style-type: none"> ➤ Insight II/Discover ➤ MOPAC ➤ Databases ➤ Quanto
7.	Glossary

(DATA SEQUENCEING, MINING AND VISULIZAITON)

S. No.	Topics
1.	An introduction to Data Mining
2.	What is Data Mining?
3.	How Data Mining Works?
4.	An architecture for Data Mining
5.	Differences between Data mining and Machine Learning
6.	Data Visualization
7.	Visualizing Data Mining Models
8.	Decision Tree
9.	Data Warehousing
10.	Data Mining and Analytic Technology
11.	Comparing Different Models using Visualization
12.	Software-past and present Developments

PGDC 108

(DRUG DESIGN AND DISCOVERY)

S. No.	Topics
1.	Structure-Based Drug Design
2.	Computational Techniques in the Drug Design Process
3.	Molecular Modeling using Computers
4.	Drug Metabolism
5.	Prodrugs and Soft Drugs
6.	Chemical and Physicochemical Parameters in Drug Design
7.	Development of New Drugs

8.	Design of Enzyme Inhibitors
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Students' Support Services

The coordinators of the respective courses would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Jamia Hamdard so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

One book per course will be supplied to the students as study material. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Study Centers to provide counselling and guidance to the students in the courses that they have chosen for study. These sessions will be held at the Study Centers during week ends **(Saturdays and Sundays)**

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

PROGRAMME GUIDE

FOR

POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION

(OPEN AND DISTANCE MODE)



School of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

(Deemed University)

The Ministry of Human Resource Development, Government of India, granted to Jamia Hamdard, the status of a 'Deemed to be a University', in 1989 under section 3 of University Grant Commission Act, 1956. Since its establishment, Jamia Hamdard has made commendable progress with regard to expansion of facilities for higher learning and diversification of teaching and research programmes in frontier areas of biological Sciences, Unani Tibb, Pharmaceutical Sciences, IT and Management. The University has a strong base of infrastructure for quality teaching and research. On the basis of the overall assessment of its performance in realizing the university mandate and contributions made by various departments and faculties to the growth of knowledge, National Assessment and Accreditation Council of UGC has accredited the University under category 'A' the Indian Universities.

Jamia Hamdard is one of the universities selected by the UGC for promoting education abroad. The university attracts over 10 percent of the total students from over 30 countries. The international corporations and Foreign Governments employ a large number of the University graduates in various capacities, which is the testimony of international recognition of degrees/diplomas awarded by the University.

As a Muslim minority institution under Article 30 (1) of the Constitution of India, the University is committed *inter alia* to improve access and quality of education so as to enable the adult learners to effectively function in the knowledge based economy. In this context, a number of initiatives have been taken to provide high quality of professional education at Undergraduate and Post Graduate levels.

In order to provide opportunities to students for participating in ongoing educational revolution to upgrade the knowledge and skills of working population, entrepreneur and other aspirants of new knowledge, the university has taken initiative to utilize information and communication technologies to extend the reach of education and to enhance quality of education through the use of multi-media methods of teaching and learning. The Directorate of Open and Distance Learning has therefore been established to promote education through open and distance learning systems, which adopt flexible and innovative methods of education to ensure 'independent learning' to anyone, anytime and anywhere. The programmes of the study will be customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Towards this end in view, the university has recognized reputed institutes to act as Study Centres for conduct of various job-oriented and professional courses, which effectively meet the requirements of the world of work.

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

*“He (The Prophet may peace be upon him)
Instructs them in the Book and Wisdom”*

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

*“Wisdom is (like) the lost animal of a believer
wherever he finds it, catches hold of it”*

Inspired by the Holy Qur’an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category 'A' of Indian Universities.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

Post Graduate Diploma in Dietetics & Therapeutic Nutrition:

1. Introduction:

The Post Graduate Diploma programme is a holistic package giving the learner an opportunity to gain knowledge about Dietetics & Therapeutic Nutrition. The programme gives an in depth theoretical as well as practical knowledge related to dietary management of healthy and sick individuals & dietary planning. It also equips learners with communication skills that are essential to impart dietary counseling.

2. Programme Objectives

The programme aims to help learners achieve following objectives:

- To impart comprehensive knowledge on principles & planning of therapeutic diet.
- To develop skills involved in assessment of nutritional problems & effective management of nutritional needs of clients.
- To promote awareness about concepts & principles in effective communication.
- To develop & apply communication skills effectively during dietary counseling.
- To develop professionals for dietary management of healthy & sick persons.
- To promote use of information technology in dietary management.

3. Scope of the Programme

The programme equips learners to plan & conduct nutrition & health education campaigns & programmes in community settings as well as in hospitals. It will provide an additional qualification to learners helping them to improve their professional competence & promotion chances.

On completion of this programme, following job opportunities are available for the learners:

- Clinical dietitian in government or non- governmental health organizations.
- Dietitian in multi specialty hospitals.
- Consulting dietitian in residential schools, old age homes, hotels & catering services, sports divisions of state, fashion & beauty industry, health clubs, etc.
- Educator in an institution, which conduct the nutritional programme.
- Nutritionist with various nutritional and child development project to government & non-government organization of Women & Child Development Department.
- There is also great potential for self-employment.

4. Criteria for Admission to the Programme

The course is open to candidates who have:

- (i) Bachelor's degree in Home Science or Biological Science from recognized university
- (ii) Bachelor's degree in Health Science such as B.Sc. Nursing, MBBS, B.Pharm, Degree in Homeopathy/Ayurvedic/Unani Medicine from recognized institution/University.

5. Duration

Post Graduate Diploma in Dietetics & Therapeutic Nutrition (PGDDTN) programme through distance mode is of one-year duration. This includes contact session held on weekends, 2 months internship & self-study. However, the students are given a maximum period of 2 years to complete the course from the date of registration.

6. Medium of Instruction

The medium of instruction will be English. Self Instructional Material will be available in English.

7. Programme Structure

The programme is based on theory and practical courses. Total 5 theory courses are offered and practical of these courses are integrated. However, the students have to appear for two practical examinations at the end of the session.

How to Proceed for Study

Each course has been divided in 3 to 4 Blocks. Each Block has 4-6 units. These units of each block are arranged in systematic and logical sequence to maintain continuity of learning of a particular subject.

The course material will be provided in the form of printed books. Each book is a block containing units. The first page of each block indicates the number and titles of the units. Each block starts with the course introduction followed by brief introduction of the block.

Each unit has an outline of contents with the list of objectives for the learners. This is followed by the test of the unit that is divided into various sections and subsections. This is followed by summary of the content to help learners to recall the main points.

In each unit, there are self-assessment exercises, which are meant to assess the understanding of the subject by the learners.

8. Course Structure

S. No.	Course Code	Name of the Paper	No. of Assignments
1	PTND 101	Applied Health Science and Nutrition	2
2	PTND 102	Diet Therapy and Applied Nutrition	2
3	PTND 103	Community Nutrition	2
4	PTND 104	Institutional Management in Dietetics	2
5	PTND 105	Basic of Computer Science	1
6	Practical	- Diet Therapy & Applied Nutrition - Community Nutrition	-

All courses are compulsory for the students.

The details of all the theory & practical courses are given below:

PTND – 101 (APPLIED HEALTH SCIENCE & NUTRITION)

<u>Units</u>	<u>Topics</u>	<u>Units</u>	<u>Topics</u>
I	<u>Human Physiology Part (1)</u> <ul style="list-style-type: none"> ○ Musculo Skeletal System ○ Respiratory System ○ Cardio Vascular System ○ Nervous System 	II	<u>Human Physiology Part (2)</u> <ul style="list-style-type: none"> ○ Digestive System ○ Excretory System ○ Endocrine System ○ Reproductive System

	<ul style="list-style-type: none"> ○ Physiology of Blood 		<ul style="list-style-type: none"> ○ Physiology of Special Senses
III	<u>Food Microbiology</u> <ul style="list-style-type: none"> ○ Introduction ○ Micro Organism & Food Poisoning ○ Common water & food borne diseases ○ Anti-microbial Agents 	IV	<u>Institutional Food Hygiene</u> <ul style="list-style-type: none"> ○ Institutional Sanitation & Health ○ Principal of Food hygiene ○ Food Preservation & Control of Infection

PTND – 102 (DIET THERAPY AND APPLIED NUTRITION)

<u>Units</u>	<u>Topics</u>	<u>Units</u>	<u>Topics</u>
I	<u>Nutrients & Physiology of Nutrition</u> <ul style="list-style-type: none"> ○ Introduction to Nutrients ○ Nutrient Classification ○ Role of Nutrients: <ul style="list-style-type: none"> - Carbohydrates, proteins, lipids, vitamins, minerals, fibres & water ○ Major Food Groups <ul style="list-style-type: none"> - Introduction - Categories ○ Physiology of Nutrition <ul style="list-style-type: none"> - Introduction - Physiological Process: Digestion, Absorption & Metabolism 	II	<u>Diet & Metabolic Disorder</u> <ul style="list-style-type: none"> ○ Gastrointestinal Diseases ○ Hepatic Diseases ○ Renal Diseases ○ Cardio-Vascular Diseases ○ Deficiency Diseases ○ Febrile Conditions ○ Allergy ○ Chronic Diseases ○ Diabetes Mellitus

III	<u>Diet Therapy</u> <ul style="list-style-type: none"> ○ Role of Diet in Health ○ Introduction to Diet Therapy ○ Classification of Diets ○ Nutritional Disorders 	IV	<u>Special Diet</u> <ul style="list-style-type: none"> ○ Introduction ○ Diet for Infants & Children ○ Diet for Adolescents ○ Diet During Pregnancy ○ Old Age Diet ○ Sports Diet
V	<u>Practical</u> <ul style="list-style-type: none"> ○ Blood pressure Measurement ○ Survey of Nutritional Status ○ Classification of Diets ○ Nutritional Requirement Assessment for special groups ○ Diet Therapy 		

PTND-103 (COMMUNITY NUTRITION)

<u>Units</u>	<u>Topics</u>	<u>Units</u>	<u>Topics</u>
I	<u>Economics & Nutrition</u> <ul style="list-style-type: none"> ○ Effect of Economic status on Nutrition ○ Cost-effective Nutrition 	II	<u>Assessment of Nutritional Problems</u>
III	Nutritional Problem in India	IV	Nutritional Programmes
			<ul style="list-style-type: none"> ○ Monitoring of Nutritional programmes ○ Nutrition Programmes in India
V	<u>Awareness & Education in Nutrition</u> <ul style="list-style-type: none"> ○ Developing Communication Skills ○ Promotion of Nutrition Education 		

PTND – 104 (INSTITUTIONAL MANAGEMENT IN DIETETICS)

<u>Units</u>	<u>Topics</u>	<u>Units</u>	<u>Topics</u>
I	Classification of Organization with special reference to hospital	II	Planning of Meals
III	Food services	IV	Leadership & Personnel Management
V	Financial Management		

PTND – 105 (BASICS OF COMPUTER SCIENCE)

<u>Units</u>	<u>Topics</u>	<u>Units</u>	<u>Topics</u>
I	Introduction to Computers	II	Basic Computer Organization
III	<u>Secondary Storage Devices</u>	IV	Input Output Devices
V	Application Software Packages	VI	Microsoft Office 2000

9. Contact Sessions

The Study Centre will organize contact sessions on Saturdays & Sundays during the

one year programme. The contact/Counselling sessions will comprise of theory & practical sessions, which will be guided by the counselors. The counselors will also organize sessions with use of audio/ video programmes on various aspects of textual material. The practical sessions will comprise of both laboratory practical and field experience. Participation in contact /counseling sessions is compulsory. A minimum of 60 % attendance in practical sessions is mandatory for the students. This session will help learners to interact with fellow students & form self-help group. Exact dates/schedule of counseling sessions will be announced after admission. Students who fail to attend contact programmes in one year shall be permitted to attend the programme in subsequent year, provided they have paid the full fee as per schedule.

- Supervised Activities: Organized in Study Centre under supervision of counselors.
- Self- Activities: Will be done by students themselves.

During the contact/counseling sessions, specific activities are assigned to the students as per practical manual, which need to be carried out by them in their own place.

9.1 Assignments

An assignment is a part of continuous evaluation of a course. As mentioned in section 8, the learners are required to do two assignments in each course of study. This will carry 30% weightage while 70% weightage is given to theory paper at term end evaluation. The assignment marks are counted in the final result and so are essential component of the course to be eligible for term-end examination. The learners should follow the schedule for submission of these assignments strictly. The assignments are aimed at testing the comprehension of learners about learning material and help to give their feedback to the university. These assignments are designed in such a way as to help learners concentrate mainly on the printed course material & make use of their personal experience. However, use of reference books is also recommended. The learner needs to do good amount of self- learning. The learners are advised to retain a copy of all the assignments that they submit to the coordinator of the study centre for their own record. The assignments after due evaluation, will be returned back to the learners within a month after submission. If not received, learners must contact their respective teacher or co-coordinator personally. All assignments should be written in own handwriting. Do not type or print the assignments. If copying is noticed, assignments will be rejected. The front page of the assignment should contain following information:

Name of learner:..... Date:.....

Address:.....

Programme Title: Name & Address of Study Centre:.....

Course Title:

Assignment Code/Topic:

9.2 Internship

There will be two months internship, out of which 1½ months (45 days) of hospital internship under the supervision of experts is compulsory. Remaining 15 days, the learners will have experience in community nutrition. No one will be awarded diploma unless he/she completes internship. Internship will be organized before the term end examination. Learners are advised to explore the hospitals having Dietary Department for experience during internship.

10. Evaluation

Evaluation will be made both continuous and term-end examination. Theory & practical component will be evaluated separately.

10.1 Theory

For theory course, the evaluation consists of two aspects:

- i) Continuous evaluation through assignment
- ii) Term end examination (TEE).

In final result, all the assignments carry 30% weightage while 70% weightage is given for TEE in each course.

The learners are required to score 50% marks separately in assignments and TEE. The integrated marks of both also should be 50% to declare the learner as pass.

10.2 Practical

In practical course, self-activities and supervised activities will be evaluated as continuous evaluation. There will be 50% weightage given to these activities, 25% for self and 25% for supervised activities. TEE for practical will be viva-voce & practical examination, which will have 50% marks. Learners are required to score 50% marks separately for both self and supervised activities & 50% in TEE of practical. The integrated marks of both also should be 50% for the learner to be declared as pass.

10.3 Basics of Computer Sciences

There will be no theory examination for Basics of Computer Sciences. Marks will be given only on supervised activities and minimum passing score will be 40%.

Distribution of Marks

Course Code	Theory					Practical							Grand Total
	Assignment		TEE		Total	Self Activity		Supervised Activity		Final Practical		Total	
	Max.	Min.	Max.	Min.		Max.	Min.	Max.	Min.	Max	Min.		
101	30	15	70	35	100	-	-	-	-	-	-	-	100
102	30	15	70	35	100	25	12.5	25	12.5	50	25	100	200
103	30	15	70	35	100	25	12.5	25	12.5	50	25	100	200
104	30	15	70	35	100	-	-	-	-	-	-	-	100
105	--	--	--	--	--	--	--	50	20	--	--	50	50
	120		780		400	50		100		100		250	650

10.4 Provision for Unsuccessful Candidates.

Candidates who fail in one subject will have to appear for Supplementary examination which will be conducted alongwith the TEE of the subsequent batch. They will have to resubmit assignments & will re-appear in practical examination of the same subject.

A student will have to clear all courses in a maximum period of 2 years after admission. After the expiry of this period the learners will have to seek fresh admission & no credit/marks will be carried over.

10.5 Award of Division to successful candidate:

The candidate for being declared successful shall be placed in the division in accordance with the following categories on the basis of aggregate marks obtained in all the subjects:

Less than 50%	Fail
50% or above but less than 60% marks	2 nd Division
60% or above marks	1 st Division
75% or more marks	Distinction

10.6 Examination

After the completion of the programme requirements, the university will declare the dates/schedule for term end examination & issue admit card.

10.7 Term End Examination

To be eligible to appear for TEE, learner is required to fulfill the following conditions:

- Payment of all installments of the course fee.
- 60% attendance in practical sessions.
- Completion of internship.
- Submission of all assignments.

10. Uniform

Students are required to wear white lab coat (Apron) with short sleeves during the practical work and internship. They are also required to pin up a badge, which has black background with white letters. The sample is given below:

Name of Student P.G. Diploma in Dietetics & Therapeutic Nutrition DDE, Jamia Hamdard

PROGRAMME GUIDE

FOR

POST GRADUATE DIPLOMA IN ENVIRONMENTAL MONITORING AND IMPACT ASSESSMENT

(OPEN AND DISTANCE MODE)



School of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

(Deemed University)

The Ministry of Human Resource Development, Government of India, granted to Jamia Hamdard, the status of a 'Deemed to be a University', in 1989 under section 3 of University Grant Commission Act, 1956. Since its establishment, Jamia Hamdard has made commendable progress with regard to expansion of facilities for higher learning and diversification of teaching and research programmes in frontier areas of biological Sciences, Unani Tibb, Pharmaceutical Sciences, IT and Management. The University has a strong base of infrastructure for quality teaching and research. On the basis of the overall assessment of its performance in realizing the university mandate and contributions made by various departments and faculties to the growth of knowledge, National Assessment and Accreditation Council of UGC has accredited the University under category 'A' the Indian Universities. Jamia Hamdard is one of the universities selected by the UGC for promoting education abroad. The university attracts over 10 percent of the total students from over 30 countries. The international corporations and Foreign Governments employ a large number of the University graduates in various capacities, which is the testimony of international recognition of degrees/diplomas awarded by the University.

As a Muslim minority institution under Article 30 (1) of the Constitution of India, the University is committed *inter alia* to improve access and quality of education so as to enable the adult learners to effectively function in the knowledge based economy. In this context, a number of initiatives have been taken to provide high quality of professional education at Undergraduate and Post Graduate levels.

In order to provide opportunities to students for participating in ongoing educational revolution to upgrade the knowledge and skills of working population, entrepreneur and other aspirants of new knowledge, the university has taken initiative to utilize information and communication technologies to extend the reach of education and to enhance quality of education through the use of multi-media methods of teaching and learning. The Directorate of Open and Distance Learning has therefore been established to promote education through open and distance learning systems, which adopt flexible and innovative methods of education to ensure 'independent learning' to an one, anytime and anywhere. The programmes of the study will be customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Towards this end in view, the university has recognized reputed institutes to act as Study Centres for conduct of various job-oriented and professional courses, which effectively meet the requirements of the world of work.

In collaboration with Edexcel International, London, the University offers Degree/Diploma programmes, integrating qualification from the U.K. that have international recognition and the provisions for multiple entry/exit routes. High quality of relevant programmes is the main basis of our arrangement for joint offer or courses that prepare manpower for global economy.

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

*“He (The Prophet may peace be upon him)
Instructs them in the Book and Wisdom”*

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

*“Wisdom is (like) the lost animal of a believer
wherever he finds it, catches hold of it”*

Inspired by the Holy Qur’an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category 'A' of Indian Universities.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

Faculty of Science

The Faculty of Science, in Jamia Hamdard, was established in 1989 with the objective to carry out research and teaching in the modern branches of science giving special emphasis on health and environment. It was envisaged that the Faculty will play a pivotal role in carrying out research aimed at indigenous systems of health management and the modern medical system, and provide the scientific basis for the action of indigenous system of medicines, effect of environmental pollution, medicinal plants on Human being.

Post Graduate Diploma in Environment Monitoring and impact Assessment through Open and Distance Mode

(Course Code 656)

Apart from the full time regular courses, the department has decided to offer this PGDEMIA program through open and distance mode for those students who are not able to afford the expenses of education or who have not been able to make it to the courses offered by the universities and colleges in traditional mode. However, our Endeavour is to provide best quality education, keeping with traditions of Jamia Hamdard.

Objective

To provide student with a detailed understanding of environmental monitoring and impact Assessment

The Course

Highlights of the course are described in the following table:

	Name of the Course	Post Graduate Diploma in environmental monitoring and impact assessment
	Course Code	656
	Nature	Open and Distance Mode
	Duration	Minimum: 1 year (2 Semesters of 6 months each Maximum: 2 years)
	Medium of Instruction and Examinations	English
	Eligibility Criteria	
	Educational Requirements	B.Sc. in any branch of Science
	Commencement of the course	July/August of every year
	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.

	Period of Completion (Span Period)	Not more than 02 years
	Fees	Rs. 14,000/- (US \$ 1000 for students attached to study centres abroad)

The Curriculum

Highlights of the curriculum of Post Graduate Diploma in environmental monitoring and impact assessment are described in the following table

a	Total number of Semesters and Examinations	(02 Two) While the teaching/counseling of the courses will be done on the Semester pattern, the examinations will be held only once a year along with any backlogs or improvement papers.
b	Total Theory papers total lab papers	08 Nos. (100 marks each) 02 Nos. (100 marks each)
c	Theory paper/semester Lab papers/semester	04 Nos. (100 marks each), in every semester 01 No. (100 marks), in every semester
d	Counseling hours for theory papers	30 Hours per theory paper of 4 credits each
e	Practical sessions	10 sessions of 3 hours each for a laboratory course of 4 credits each
f	Attendance	Attendance of 75% in each programme is desirable but not compulsory for appearing in End-Term Examination.

- Modes of curriculum transaction include teaching/counseling at the Study Centres, assignments, tests, presentations, participation in relevant events and regularity.

Course Structure

Course structure that guides the teaching, practical and associated assessment, of PGDEMIA programme is described semester-wise in the following tables:

Semester wise Distribution of Courses in Post Graduate Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA)

1st Semester:				
S. No.	Course Code	Name of the Papers	Credits	Total
01	PGEMIAD 101	Ecology and Environment	4	100
02	PGEMIAD 102	Environmental Legislation	4	100
03	PGEMIAD 103	Environmental Quality and Standards	4	100
04	PGEMIAD 104	Instruments in Environmental Monitoring	4	100
05	PGEMIAD 105	Lab Course I	4	100
2nd Semester:				
S. No.	Course Code	Name of the Papers	Credits	Total
01	PGEMIAD 201	Contaminated Land and Remediation	4	100
02	PGEMIAD 202	Air Quality Monitoring	4	100
03	PGEMIAD 203	Water Quality Monitoring	4	100
04	PGEMIAD 204	Environmental Impact and Risk Assessment	4	100
05	PGEMIAD 205	Lab Course II	4	100

Duration of the Programme:

Minimum: 1 year, Maximum: 2 years

To fulfill the diploma requirement for acquiring the PG Diploma in Environmental Monitoring and Impact Assessment, a student may clear all the courses in one year. If a student fails to clear all the requirement of course in one year, he/she may be permitted to stretch it over a period of another two years. In case the student is still unable to pass all the course of Diploma in 2 years, the student may be permitted to stretch it for another one year. In such cases, the student has to seek readmission as per (Re-admission) rules and pay the requisite fee.

Admission

- a. A candidate, aspiring of admission to PG Diploma in Environmental Monitoring and Impact Assessment, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of admission.
- b. The Admission committee shall display/publish the list of candidates who are declared eligible of admission, after the due approval of the competent authority.
- c. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulate period of time, otherwise they will forfeit the right to admission.

Semester Teaching and Annual Examinations

For the purpose of Teaching and Counseling, each academic year shall consist of two Academic Semesters, the first referred to as ODD semester (July-December) and the second as EVEN semester (January-June). Examinations of papers of both the semester will be held at eh end of every EVEN semester.

	Mode (Theory papers)	Written only
	(Lab course)	Practical work and viva-voce
	Duration (Theory papers)	03 hours
	(Lab course)	04 hours
	Examiners Theory papers)	Papers setters and evaluators to be decided by the University for each paper from time to time.
	(Lab course)	The University will appoint external examiners for each lab paper.

Annual Examination

Examination of all the papers will be held only once in a year at the end of the even semester. Student will be required to fill up an examination form that will be made available at all the Study Centers. The University would send admit cards to all the eligible students. Examinations fee of Rs. 2,000 will be charged. Admit cards will be issued for examination in the papers for which the student has registered. The decision about the Examination Centers will be the prerogative of the University.

Provision for Unsuccessful Candidates

Candidates who fail in one or more subject(s) will have to reappear for supplementary examination, which will be conducted along with the term end examination of the subsequent batch.

A student will have to clear all courses in maximum period of two years after admission. After the expiry of this period the learners will have to seek fresh admission.

Award of Division of Successful Candidates

The candidate will be declared successful on securing 40% marks in each subjects and will be placed in the division in accordance with the following categories on the basis of aggregate marks obtained in all the subjects:

Less than 40%	Fail
50% or above but less than 60% marks	2 nd Division
60% or above	1 st Division
7% or above	Distinction

Detail Syllabus of PG Diploma in Environmental Monitoring and Impact Assessment

PGEMIAD 101

Ecology and Environment

S. No.	Topics
	<ul style="list-style-type: none">• Ecology
1.	Principles and applications
2.	Concept of ecosystem and its kinds
3.	Concept of energy flow, biogeochemical cycles and limiting factors.
4.	Ecological Factors
5.	Population ecology.
6.	Community dynamics and analysis
	<ul style="list-style-type: none">• Environmental Issues
1.	Wasteland reclamation
2.	Desertification and its control
3.	Eutrophication and restoration of Indian lakes
4.	Rain water harvesting, wetland conservation
5.	Environmental education and awareness.

PGEMIAD 102

Environmental legislations

S. No.	Topics
1.	Evolution of environmental policies and legislation in India
2.	The Environment (Protection) Act, 1986
3.	Wildlife Protection Act, 1972
4.	Forest Conservation Act, 1980
5.	Air (Preservation & Control) Act 1974 and Rule 1975
6.	Water (Prevention and Control) Act 1974 and Rule 1975
7.	Scheme of Labeling of environment friendly products (eco-mark)
8.	Public Liability Insurance Act 1991 and rule 1991.
9.	International Conventions, Treaties and Protocols for global environmental protection

PGEMIAD 103

Environmental Quality and Standards

S. No.	Topics
1.	Air pollution and air quality standards
a.	Air pollution
b.	Classification and effect of air pollutants
c.	Vehicular pollution
d.	Green house effect
e.	Chloroflouro carbons
f.	Ozone and Ozone layer
g.	Smog
h.	Acid rain
i.	Air quality standards

2. Water pollution and water quality standards

- a. Characteristics of water
- b. Water pollution
- c. Types of water pollution
- d. Sources of water pollution
- e. Classification of water pollution
- f. Water quality standards
- g. Quality of surface waters
- h. Water quality in flowing waters
- i. Water quality in impounded waters
- j. Ground water quality
- k. Microbiological quality of drinking water
- l. Chemical quality of drinking water

3. Noise pollution and noise standards

- a. Fundamentals of noise
- b. Noise pollution
- c. Sources of noise pollution
- d. Noise measuring instruments
- e. Noise indices
- f. Noise pollution hazards
- g. Noise control techniques
- h. Noise standards in India and abroad

PGEMIAD 104

Instruments in Environmental Monitoring

S. No.	Topics
1.	Introduction of Chromatography & Monitoring
2.	Gas Chromatography
3.	HPLC
4.	TLC, Ion exchange chromatography
5.	UV-VIS Spectrophotometry
6.	Atomic absorption Spectroscopy
7.	Flame photometry
8.	X-ray fluorescence

9. High volume sampler
 10. Electrophoresis
 11. IRGA
-

PGEMIAD 105

Lab Course-I

Lab course will be based on the theory papers of PGEMIAD 101 and 104.

PGEMIAD 201

Contaminated Land and Remediation

S. No.	Topics
1.	Soil pollution
2.	Sources of soil pollution
3.	Detrimental effects of soil pollutants
4.	Soil sediments as pollutant
5.	Soil erosion
6.	Treatment of soil pollutants
7.	Land protection from people
8.	Analysis and monitoring of pesticides and industrial pollutants
9.	Remedial measures for soil pollution

PGEMIAD 202

Air Quality Monitoring

S.No.	Topic
1.	Monitoring methods
2.	Air pollution monitoring instruments
3.	Status of monitoring instruments in India
4.	Meteorological instruments
5.	Environmental monitoring programme
6.	Monitoring of sulphur dioxide
7.	Monitoring of NO-Nox
8.	Monitoring of CO, CO ₂
9.	Monitoring of Suspended particulate matter
10.	Monitoring of Trace metal pollutants from air
11.	Future development in air monitoring in India

PGEMIAD 203

Water quality monitoring

S.No.	Topic
1.	Sampling
2.	Preservation
3.	Monitoring techniques and methodologies
	a. PH
	b. Specific conductance
	c. Dissolved oxygen
	d. Ammonia
	e. Nitrate and nitrite
	f. Chloride
	g. Fluoride
	h. Sulphate
	i. Sulphide
	j. Phosphate
	k. Metals and metalloids
	l. Total hardness
	m. Chemical oxygen demand

- n. Biological oxygen demand
 - o. Total organic carbon
-

PGEMIAD 204:
Environmental Impact and Risk Assessment

S.No.	Topic
1.	Introduction
2.	EIA guidelines 1994, Notification of Govt. of India
3.	Impact assessment methodology
	a. Environmental inventory
	b. Environmental Assessment
	c. Environmental Impact Statement
	d. Environmental Assessment Process
	e. Goal of EIA process
	f. Basic content of impact assessment
	g. Description of environmental setting
	h. Impact prediction and assessment
	i. Selection of proposed action
4.	Review of EIA analysis and statement
5.	Environmental audit-guidelines
6.	A case study of the environment impact assessment for thermal power projects and river valley project

PGEMIAD 205
Lab Course-II

Lab course II will be based on the theory papers PGEMIAS 201, 202 and 203

Students' Support Services

The coordinators of the respective courses would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Jamia Hamdard so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

One book per course will be supplied to the students as study material. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Study Centers to provide counselling and guidance to the students in the courses that they have chosen for study. These sessions will be held at the Study Centers during week ends (**Saturdays and Sundays**)

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

PROGRAMME GUIDE

FOR

POST GRADUATE DIPLOMA IN HUMAN RIGHT (PGDHR)

(OPEN AND DISTANCE MODE)



School of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

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In order to provide opportunities to students for participating in ongoing educational revolution to upgrade the knowledge and skills of working population, entrepreneur and other aspirants of new knowledge, the university has taken initiative to utilize information and communication technologies to extend the reach of education and to enhance quality of education through the use of multi-media methods of teaching and learning. The Directorate of Open and Distance Learning has therefore been established to promote education through open and distance learning systems, which adopt flexible and innovative methods of education to ensure 'independent learning' to an one, anytime and anywhere. The programmes of the study will be customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Towards this end in view, the university has recognized reputed institutes to act as Study Centres for conduct of various job-oriented and professional courses, which effectively meet the requirements of the world of work.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

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Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

Centre for Federal Studies

The Central for Federal Studies is an Area Studies Research Centre of the University Grant Commission (UGC), since 1944. It is the only such research center on Federalism in Asia. The department offers two years full time M.A and Ph.D. programs and one year M .Phil programme. Research is undertaken at the center on theoretical, practical development in federal system around the World. The centre also undertakes management development programmes and conduct summer schools in federal governance

Post– Graduate Diploma in Human Rights through Open and Distance Mode (Course Code657).

Apart from the full time regular courses, the department has decided to offer the above course through open and distance mode for those students who are not able to afford the expenses of education in Delhi or who have not been able to make it to the course offered by the universities and colleges in traditional mode. An endeavor will be to provide best quality education, keeping with the traditions of Jamia Hamdard, through the selected study Centres spread over the various parts of the country.

Objective

The objective for setting up this research centre is to explain and assess federalism, as a political principle finding a pattern of constitutional diffusion of power; and exploring how interdependence can be the functioning principle of administrative arrangement, coordinating the legitimate distributing of power, authority and responsibility between government and their various organ and institutions.

The Course

Highlights of the course are described in the following table:

a	Name of the course code	Post – Graduate Diploma in Human Right (PRDHR) 657
b	Nature	Open and Distance Mode
c	Duration	Minimum: One Years Maximum: Two Years
d	Medium of Instruction and Examinations	English
e	Eligibility Criteria	
	Educational Requirements	Bachelor’s degree in any discipline.
f	commencement of the course	July/ August of every year
g	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.
h	Period of Completion (Span Period)	Not more than 02 years
i	Fees	Rs. 8,000/- (US \$ 800 for students attached to study centres abroad)

The Curriculum

Highlights of the curriculum of PGDHR are described in the following table:

a	Total number of Semesters and Examinations	(02 Two) While the teaching/counseling of the courses will be done on the Semester pattern, the examinations will be held only once a year along with any backlogs or improvement papers.
b	Total Theory papers	05 Nos. (100 marks each)
d	Counseling hours for theory papers	30 Hours per theory paper of 4 credits each
e	Attendance	Attendance of 75% in each programme is desirable but not compulsory for appearing in End-Term Examination.

- Modes of curriculum transaction include teaching/ counselling at the Study Centres, assignments, tests, presentations, participation in relevant events and regularity.

Course Structure

Course structure that guides the teaching, practical and associated assessment, of PGDHR programme is described Year -wise in the following tables:

Year wise Distribution of Courses in Post – Graduate Diploma in Human Rights (PGDHR)

PGDHR 1 st Year				
S. No.	Course Code	Name of the Papers	Credits	Total

01	PGDHR 101	Human Right: Philosophical Foundation P.No.: PGDHR- 101	4	100
02	PGDHR102	Human Right: Historical Perspective P.No.: PGDHR- 102	4	100
03	PGDHR 103	Human Right: Constitutional & Legal Mechanism P.No.: PGDHR- 104	4	100
04	PGDHR 104	Status of Human Right.:The Global Experience P.No.: PGDHR- 104	4	100
05	PGDHR 105	Human Right in India : The Spcio Economic Context P.No.: PGDHR- 105	4	100

Duration of the Programme:

Minimum: 1 year, Maximum: 2 years

To fulfill the diploma requirement for acquiring the PG Diploma in Human RIGHT and Impact Assessment, a student may clear all the courses in one year. If a student fails to clear all the requirement of course in one year, he/she may be permitted to stretch it over a period of another two years. In case the student is still unable to pass all the course of Diploma in 2 years, the student may be permitted to stretch it for another one year. In such cases, the student has to seek readmission as per (Re-admission) rules and pay the requisite fee.

Admission

- d. A candidate, aspiring of admission to PG Diploma IN Human Right and Impact Assessment, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of admission.
- e. The Admission committee shall display/publish the list of candidates who are declared eligible of admission, after the due approval of the competent authority.
- f. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulate period of time, otherwise they will forfeit the right to admission.

Semester Teaching and Annual Examination

For the purpose of teaching and counseling, each academic year shall consist of two Academic Semesters, the first referred to as ODD Semester (July-December) and the second as EVEN semester (January-June). Examinations of papers of both the semesters will be held at the end of every EVEN semester.

Prescriptions for conducting examinations of papers, are presented in the following table:

a	Mode (Theory Papers)	Written only
b	Duration (Theory Paper)	03 Hours
c	Examiners (Theory Paper)	Paper setters and evaluators to be decided by the university for each paper from time to time.

Annual Examination

Examinations of all the papers will be held only once in a year at the end of the EVEN semester. Students will be required to fill up an examination form that will be made available at all the Study Centers. The university would send admit-cards to all the eligible student. Examination fee of RS. 2000- will be charged. Admit cards will be issued for examination in the papers for which the student had registered. The decision about the Examination Centers will be the prerogative of the university.

Provision for unsuccessful candidates

Candidates who fail in one or more subjects will have to reappear for the supplementary examination, which will be conducted along with the term end examination of the subsequent batch. A student will have to clear all the papers in maximum period of six years after admission. After the expiry of this period the learners will have to seek fresh admission.

Award of division to successful candidates

The result of the successful candidates shall be classified at the end of the final year of examination on the basis of the aggregate of marks of all subjects (theory, practical and project) secured by the candidate in the I & II year examinations, as indicated below:

Distinction	75% and above
I Division	> 60% and < 75%
II Division	> 45% and < 60%
Fail	Less than 40%

Detailed Syllabus of POST GRADUATE DIPLOMA IN HUMAN RIGHTS

PGDHR-101

Human Right: Philosophical Foundation

Unit	Topics
1.	Human Right Education : A Transformative Perspective
2.	Human Right : Their Meaning
3.	Human Right : Major Interrelated Concepts
4.	Emergences of Universal Human Right : New Dimensions

PGDHR-102

Human Right: Historical Perspective

Unit	Topics
1.	European Legacies
2.	Modern Revolutions and Human Rights
3.	World War: The Global Context and Peace
4.	Legacies of Anti Colonial Struggles

PGDHR-103

Human Right: Constitutional & Legal Mechanism

Unit	Topics
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Block 1: Historical Legacies:

- 1 Civil Liberties Movement During Freedom Struggle
2. Making of Right: The Constituents Assembly

Block 2: Constitutional Vision

- 3 Fundamental Right and Directive Principles
- 4 Power of the Courts and Human Rights
- 5 Judicial Activism and Human Rights

Block3: Criminal Justice System

- 6 The Criminal Justice System and Human Rights
- 7 Crime Punishment and Human Rights
- 8 Governmental; Declarations and Legislations for the Protection of Weaker Sections:
- 9 Legislation for Protection of Scheduled Castes and Scheduled Tribes

Block 4: Human Right Enforcement:

- 10 Human Right Enforcement: Human Right Commissions (NHRC)
- 11 Human Right Enforcement: Special Commissions for Weaker sections
12. Bureaucracy Rule of Law and Human Right

PGDHR-104

Status of Human Right: The Global Experience

Unit	Topics
Block 1: The State of Human Right: The Emerging scenario	
1	The State of Human Right: The Emerging scenario
Block 2: The State of Human Right in the Industrialized Societies	
2	Status of Human Right in US and UK
3.	The Status of Human Right in Canada
4.	Human Right in East and South East Asia
Block 3: Status of Human Right : Socialist Experience	
5	Human Right: Ciba and Poland
Block 4: The State of Human Right in Developing Societies	
6	The Status of Human Right in Latin America
7	The Status of Human Right in Brazil and Mexico
Block5: The State of Human Right in the Islamic Societies	
8	The State of Human Right in the Islamic Societies
Block6: Role of International Agencies	
9	The United Nations
10	The UN: Human Right Institutions

- 11 Human Right Watch/ Asia
- 12 Human Right Watch/ Africa

Block6: Science Technology and Human Right

- 13 Science Technology and Human Right

PGDHR – 105

Human Rights in India: The Socio- Economic Context

Unit	Topics
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Block1: History Context

- 1 Human Right in India – History Context : Specifications of Indian Society : Social Movements and Human Right in British India.
- 2 Human Right in India – History Context: Right of Life, Liberty, Human Dignity and Livelihood in British Period.

Block2: The Socio- Economic Context:

- 3 Rural Poverty and Human Right
- 4 Minimum need and Human Development
- 5 Sustainable Development and Human Rights

Block3: Status of Human Right : Vulnerable Groups

7	Human Right and Under Privileged Groups: Agricultural Labourers in India
8	Land Reform and Under Privileged Group in India
9	Human Right of Industrial Labour
10	Conceptual Aids to Understand Women's Oppression in India Context
11	Human Right and Child Labour
12	Right of Tribal People

PGDHR – 106

Unit	Topics
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Block4: Human Rights: New Social Movement

13	Human Rights: New Social Movement
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Students' Support Services

The coordinators of the BBA Course would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Study Centers so as to get advance information about assignments,

submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

One book per course will be supplied to the students. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Study Centers to provide counselling and guidance to the students in the courses that they have chosen for study. These sessions will be held at the Jamia Hamdard during weekends **(Saturdays and Sundays)**

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

PROGRAMME GUIDE

FOR

**POST GRADUATE DIPLOMA IN INTELLECTUAL PROPERTY RIGHTS
(OPEN AND DISTANCE MODE)**



School of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

“He (The Prophet may peace be upon him)

Instructs them in the Book and Wisdom”

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

“Wisdom is (like) the lost animal of a believer

wherever he finds it, catches hold of it”

Inspired by the Holy Qur'an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category ‘A’ of Indian Universities.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

DEPARTMENT OF PHARMACY

The School of Pharmaceutical Education and Research (previously Faculty of Pharmacy) , which was established as Hamdard College of Pharmacy in 1972, is one of the most prestigious institutions of Pharmacy education in India. A sizeable number of students of the School qualify GPAT securing high score. The School offers PhD in different disciplines, M Pharm in eight branches, B Pharm and D Pharm courses. Students get placements in major pharmaceutical companies after obtaining degrees from Jamia Hamdard.

Many faculty members have research projects funded by National / International funding agencies and Pharmaceutical Industries. A separate Pharmacy block dedicated to research in advanced fields of nanomedicine, bioactive natural products, CADD etc. with state of the art instruments and other facilities is also part of the School. The Central Instrumentation Facility (CIF) of the School is

equipped with modern equipments needed for advanced pharmaceutical research like NMR spectrometer (400 MHz), LC-MS, Malvern zetasizer, SCF, AFM, HPLC, HPTLC, HPH, DSC etc. The School has a Computer Centre having 30 PCs with Internet connectivity. All the departments of School are actively involved in research as can be seen by publications. The School has published more than 1000 research papers in SCI indexed reputed journals and applied more than 25 patents in last five years and 10 have been granted.

The Department of Pharmaceutics has collaboration with School of Management for their MBA Pharmaceutical Management programme for teaching and placement related activities. The MBA Pharmaceutical management programme is designed to provide technical and administrative skills in management & research in Pharmaceutical sector.

The M Pharm programme in Pharmaceutical Analysis of the Department of Pharmaceutical Chemistry is also strengthening with the collaboration with the Department of Chemistry. The instrumentation facility and their expertise in this field gives a considerable support in learning and placement in pharmaceutical companies on mutual basis.

The research and teaching programme in M Pharm Pharmaceutical Biotechnology of Department of Pharmacognosy & Phytochemistry is supported-cum-collaborated with Department of Biotechnology, School of Chemical & Life Sciences. Training under the guidance of experienced staff of Department of Biotechnology helps students in their placement and higher studies in India & abroad. The highlighted areas of research in the Department are Development of Bio molecules, recombinant DNA technology and regulation of gene expression and fermentation technology etc.

The Department of Pharmacology has multidisciplinary collaboration with HIMSR and Centre for Translational and Clinical Research, School of Chemical & Life Sciences. The M Pharm in Pharmacy Practice programme is augmented with the Clinical Research programme of School of Chemical & Life Sciences and Department of Community medicine of HIMSR. In the HAH centenary hospital of Jamia Hamdard students of the Pharmacy Practice programme assist doctors in possible drug interaction and train patients to understand dosage regimen and other healthcare related queries. Department of Clinical Pharmacology of HIMSR is supported with the vast experience of the senior Faculty of the Department of Pharmacology, Pharmacy School.

This Pharmacy School consists of (1) Department of Pharmaceutical Chemistry, (2) Department of Pharmaceutics, (3) Department of Pharmacology, and (4) Department of Pharmacognosy and Phytochemistry

Programme offered through Open and Distance Mode

Apart from the full time regular courses, the department has decided to offer one programme through distance mode for those students who are not able to afford the expenses of education in Delhi or who have not been able to make it to the courses offered by the universities and colleges in traditional mode. However, our endeavor will be to provide best quality education, keeping with the traditions of Jamia Hamdard. The programme to be offered is:

Post Graduate Diploma in Bio informatic

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Programme code 656

POST GRADUATE DIPLOMA IN INTELLECTUAL PROPERTY RIGHT (PGDIPR)

OBJECTIVE

There is a global upsurge in innovation and demand for patents in knowledge based business like Agro, Biotech, IT and consumer products. The objective of the course is to create awareness in the field of Intellectual Property, in particular the patents. It will prepare the students to conduct international patent searches, drafting patent claims and patent applications. It will help them to seek IPR related career opportunities in Department of Indian Corporate Sector and MNCs, Government institutes and Law firms..

Nature - Distance Mode

DURATION

The one year (2 semesters) Post Graduate Diploma in Intellectual Property Right (PGDIPR) Programme shall be of one year.

Medium of instruction - English

ELIGIBILITY

A candidate who has passed B.Sc. examination in any branch of Science of any recognized University shall be eligible for admission.

MODE OF ADMISSION

As per norms prescribed by Jamia Hamdard from time to time.

Fees : Rs. 14,000/- per year

Commencement of Course: July/August of every year

Admission:

- a. A candidate, aspiring for admission to PGDC programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.
- b. The Admission committee shall display/publish the list of candidates that are declared eligible for admission, after the due approval of the competent authority.
- c. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulated period of time; otherwise they will forfeit the right to admission.
- d. After having completed the formalities of admission, the candidate will be required to associate themselves with the course coordinator for the purpose of counseling and practicals.
- e. No Migration Certificate will be required for admission.

THE COURSE STRUCTURE

Papers	Nomenclature	Marks
PGDIPR 101	Introduction to IPR including Industrial Design & Protection against Unfair Competition	100
PGDIPR 102	Indian Acts Related to Industrial Property Rights	100
PGDIPR 103	Copy right and Related Rights	100
PGDIPR 104	Law Relating to Patents	100
PGDIPR 105	Trade Marks and Geographical Indicators	100

For the one-year programme, every core subject will have one paper, carrying a maximum of 100 marks.

In order to pass in any session of the programme and examinee must obtain a minimum of 40% of total marks for each course subject in the session of examination. Candidates who pass in each of the courses will qualify for the award of PGDC in determining the result of the entire programme aggregate of performance of the students. Students securing 60% and more marks will be placed in first class, those securing 50% or more but less than 60% will be placed in second class and those securing 40% or more but less than 50% in third class.

There shall be supplementary examination giving only one chance to candidates who fail in only one exam paper. This supplementary exam will be held along with the next main exam.

The delivery of the programme consists of audio/video support/assignments, contact classes, library consultation etc. A minimum of 60% of attendance in contact classes, submission of assignments will be necessary conditions for the eligibility of the candidate, to appear in session end examination.

PGDIPR 101

**(INTRODUCTION TO INTELLECTUAL PROPERTY RIGHTS INCLUDING
INDUSTRIAL DESIGN & PROTECTION AGAINST UNFAIR COMPETITION)**

S. No.	Topics
1.	Concept of Intellectual Property Right
2.	The World Intellectual Property Organization
3.	Industrial Design and Integrated Circuits
4.	Integrated Circuits
5.	The Acts of Unfair Competition
6.	Misleading
7.	Violation of Trade Secrets
8.	Other Acts of Unfair Competition

PGDIPR 102

(INDIAN ACTS RELATED TO INDUSTRIAL PROPERTY RIGHTS)

S. No.	Topics
1.	The Patents Act , 1970
2.	The Patents (Amendment) Act, 2002
3.	The Patents (Amendment) Act, 2005
4.	Trademark Act, 1999

PGDIPR 103

(COPYRIGHT AND RELATED RIGHTS)

S. No.	Topics
1.	Fundamentals of Copyright And Related Rights
2.	Limitations on Rights

3.	Neighboring Rights
4.	International Protection of Copyright and Related Rights
5.	International Conventions in the Field of Related Rights
6.	Other International Conventions in the Field of Related Rights
7.	The New WIPO Treaties
8.	WIPO Copyright Treaty (WCT) and WIPO Performances and Phonographs Treaty (WPPT)
9.	Collective Management of Copyright and Related Rights
10	Conclusion

PGDIPR 104
(LAW RELATING TO PATENTS)

S. No.	Topics
1.	Introduction
2.	Patent Administration
3.	Patentable Subject Matter
4.	Application for Patents
5.	Rights of Patentee
6.	Compulsory Licenses
7.	Surrender and Revocation of Patents
8.	Government Use
9.	Secrecy Directions
10.	Infringement of Patents
11.	Amendments
12.	Registration of Lapsed Patents
13.	Register of Patents

14.	Patent Agent
15.	International Applications
16.	Miscellaneous
17.	Forms, Notifications and Specifications

PGDIPR 105

(TRADE MARKS AND GEOGRAPHICAL INDICATORS)

S. No.	Topics
1.	Introduction
2.	Trade Marks Act 1999
3.	Geographical Indicators
4.	Trademark Law & Cyberspace
5.	Annexure

Students' Support Services

The coordinators of the respective courses would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Jamia Hamdard so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

One book per course will be supplied to the students as study material. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Jamia Hamdard to provide counselling and guidance to the students in the courses. These sessions will be held at the Study Centers during week ends (**Saturdays and Sundays**)

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

PROGRAMME GUIDE

FOR

POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE

(OPEN AND DISTANCE MODE)



School of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

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Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

*“Wisdom is (like) the lost animal of a believer
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Inspired by the Holy Qur'an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category ‘A’ of Indian Universities.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH (HIMSR) AND ASSOCIATED HAH CENTENARY HOSPITAL

HIMSR

Hamdard Institute of Medical Sciences & Research (HIMSR) at Hamdard Nagar in New Delhi was established in 2012 as an ambitious project of Jamia Hamdard aimed at

furthering its scope in the life sciences and health domains and providing quality healthcare at an affordable cost.

HIMSR has been established as an institution of national importance with the objects to develop patterns of teaching in Undergraduate and Post-graduate Medical Education in all its branches so as to demonstrate a high standard of Medical Education in India; to bring together in one place educational facilities of the highest order for the training of personnel in all important branches of health activity; and to attain self-sufficiency in Post-graduate Medical Education

In the first phase, the institute is supported by two teaching hospitals, namely, the 606 Bedded Hakeem Abdul Hameed Centenary Hospital and 240 Bedded Sayeeda Memorial Hospital. These are currently being upgraded in conformity to Medical Council of India guidelines.

Hamdard Institute of Medical Sciences & Research is the great leap forward in line with the vision of the founders of Jamia Hamdard and in fulfilling the dream of Hakeem Abdul Hameed to create an institute for suffering humanity. It shall establish the philosophy of Hamdard "Compassion, Concern, Care and sharing in pain."

The Institute, over the years, has developed excellent organizational structure through its statutory and non-statutory authorities resulting in establishment of a well-regulated administrative machinery and achievement of excellence in academic functioning and medical research and providing high level of medical care to the patients. Just to give a glimpse of the services rendered by the hospital to the needy patients, nearly 448,000 patients were provided consultation and treatment in the outpatient departments during the year 2016. Out of these 66,000 patients were admitted as indoor patients.

The faculty of HIMSR is carefully selected by national level experts through an interview process ensuring excellent quality of the teachers. The teaching aids are contemporary, networked, interactive and upgradable. At HIMSR, great emphasis is put on conducting research and publishing scientific papers by the faculty. Regular up-gradation of professional knowledge is facilitated by regular clinical meetings, seminars, symposia etc. A new super-specialities hospital with state-of-the-art facilities is coming up in the campus

Programme offered through Open and Distance Mode

Apart from the full time regular courses, the department has decided to offer one programme through distance mode for those students who are not able to afford the expenses of education in Delhi or who have not been able to make it to the courses offered by the universities and colleges in traditional mode. However, our endeavor will be to provide best quality education, keeping with the traditions of Jamia Hamdard. The programme to be offered is:

Post Graduate Diploma in Medical Record Techniques - Programme code 658

POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUES (PGDMRT)

OBJECTIVE

To fulfil the need of qualified personnel who can organize and maintain the hospital records, this course enables a person to have clear cut understanding about the function and management of medical record office which is essential part of any hospital. It includes knowledge about legal aspect, technical aspect and statistical at par with current standard in a hospital

Nature - Distance Mode

DURATION

The one year (2 semesters) Post Graduate Diploma in Medical Record Techniques (PGDMRT) Programme shall be of one year.

Medium of instruction - English

ELIGIBILITY

A candidate seeking admission to the above Programme must have passed Bachelor's degree examination in any discipline.

MODE OF ADMISSION

As per norms prescribed by Jamia Hamdard from time to time.

Fees : **Rs. 14,000/- per year**

Commencement of Course: **July/August of every year**

Admission:

- a. A candidate, aspiring for admission to PGDMRT programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.
- b. The Admission committee shall display/publish the list of candidates that are declared eligible for admission, after the due approval of the competent authority.
- c. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulated period of time; otherwise they will forfeit the right to admission.
- d. After having completed the formalities of admission, the candidate will be required to associate themselves with the course coordinator for the purpose of counseling and practicals.
- e. No Migration Certificate will be required for admission.

THE COURSE STRUCTURE

Papers	Nomenclature	Marks
PGDMRT 101	Medical Terminology	100
PGDMRT 102	Medical Record Science	100
PGDMRT 103	Health Management Information System and Statistics	100
PGDMRT 104	International Classification of Diseases	100

PGDMRT 105	Legal Aspects of Health Care	100
PGDMRT 106	Project & Viva	

For the one-year programme, every core subject will have one paper, carrying a maximum of 100 marks.

In order to pass in any session of the programme and examinee must obtain a minimum of 40% of total marks for each course subject in the session of examination. Candidates who pass in each of the courses will qualify for the award of PGDMRT in determining the result of the entire programme aggregate of performance of the students. Students securing 60% and more marks will be placed in first class, those securing 50% or more but less than 60% will be placed in second class and those securing 40% or more but less than 50% in third class.

There shall be supplementary examination giving only one chance to candidates who fail in only one exam paper. This supplementary exam will be held along with the next main exam.

The delivery of the programme consists of audio/video support/assignments, contact classes, library consultation etc. A minimum of 60% of attendance in contact classes, submission of assignments will be necessary conditions for the eligibility of the candidate, to appear in session end examination.

PGDMRT 101
(MEDICALTERMINOLOGY)

S. No.	Topics
1.	Brief introduction to medical terminology
2.	Prifexes, Suffixes & Roots and additional medical term
3.	Musculoskeletal system

PGDMRT 102
(MEDICAL RECORD SCIENCE)

S. No.	Topics
1.	Brief history of medical records from the ancient times to renaissance
2.	From the seventh century to till date
3.	Development of medical records in the USA in the twentieth century
4.	Development of medical records at international level
5.	Development of medical records at national level

PGDMRT 103

(STATISTICS)

S. No.	Topics
1.	Introduction- Origin and development of statistic
2.	Health care statistics
3.	Hospital information system

PGDMRT - 104

(INTERNATIONAL CLASSIFICATION OF DISEASE)

S. No.	Topics
1	Introduction to ICD – 10 Structure and Principles of Classification
2	Volume 1- Tabulation List
3	Volume 3 – Alphabetic index
4	Basic coding guidelines
5	Certain infections and parasitic diseases
6	Neoplasms
7	Diseases of The Blood and Blood – Forming Organs and certain Disorders involving the Immune Mechanism
8	Endocrine,Nutritional and Metabolic Disorders
9	Mental and Behavioural Disorders
10	Diseases of the Nervous System
11	Diseases of the eye and adnexa
12	Diseases of the Ear and Mastoid process
13	Diseases of the circulatory system

14	Diseases of the Respiratory system
15	Diseases of the Skin and Subcutaneous Tissues
16	Diseases of the Musculoskeletal system & Connective Tissue
17	Diseases of the Genitourinary system
18	Pregnancy, Childbirth and the Puerperium
19	Certain Condition Originating in the Perinatal Period
20	Congenital Malformations, Deformations and Chromosomal Abnormalities
21	Symptoms, signs and Abnormal Clinical & Laboratory Findings, Not Elsewhere classified

22	Injury, Poisoning and Certain other consequences of external causes & External causes of Morbidity and Mortality
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Students' Support Services

The coordinators of the respective courses would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Jamia Hamdard so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

One book per course will be supplied to the students as study material. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Jamia Hamdard to provide counselling and guidance to the students in the courses. These sessions will be held at the Study Centers during week ends (**Saturdays and Sundays**)

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

PROGRAMME GUIDE

FOR

POST GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS

(OPEN AND DISTANCE MODE)



School of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

*“He (The Prophet may peace be upon him)
Instructs them in the Book and Wisdom”*

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

*“Wisdom is (like) the lost animal of a believer
wherever he finds it, catches hold of it”*

Inspired by the Holy Qur'an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category 'A' of Indian Universities.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

Faculty of Pharmacy

A College of Pharmacy with diploma course was established in 1972, which was affiliated to the Delhi Board of Technical Education. In 1973, B.Pharm. course was started under Delhi University. In 1982, M.Pharm. in Pharmacognosy was started. From 1986 M. pharm programme in all the four disciplines and simultaneously a Ph.D. Programme in all the disciplines was started. Earlier the intake for B.Pharm was 40, which was enhanced to 60 with the approval of AICTE in 1996. From 1997, self financing B.Pharm. course was started with 60 seats. In collaboration with Ranbaxy Laboratories, department of Pharmaceutical Medicine was started in 1999 for Ph.D. programme in this discipline. It is a unique programme of its own kind in our country.

Post Graduate Diploma in Pharmaceutical Regulatory Affairs through Open and Distance Mode (Course Code 654)

Apart from the full time regular courses, the department of Pharmaceutics has decided to offer this PGDPRA programme through open and distance mode for those students who are not able to afford the expenses of education or who have not been able to make it to the courses offered by the universities and colleges in traditional mode. However, our endeavor is to provide best quality education, keeping with the traditions of Jamia Hamdard.

Objective

The major objective of this course is to provide an interdisciplinary knowledge of pharmacy and law as applicable in the field of Pharmaceutical regulation at National and International levels. The course prepares the students to pursue career in pharmaceutical industry, drug licensing and control authorities, and export-import agencies dealing with the Pharmaceuticals.

The Course

Highlights of the course are described in the following table:

a.	Name of the course	Post Graduate Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)
b.	Nature	Open and Distance Mode
c.	Duration	Minimum: 1 year (2 Semesters of Six months each) Maximum: 2 years
d.	Medium of Instruction and Examinations	English
e.	Eligibility Criteria Educational Requirements	B.Pharm or other Graduates in Medical Sciences, or Graduate in any stream with 2 years experience in Pharma industry.
f.	Commencement of the course	July/August of every year
h.	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.
i.	Period of Completion (Span Period)	Not more than 02 years
j.	Fees	Rs. 10,000/- per year

		(US \$1500 for students attached to study centres abroad)
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The Curriculum

Highlights of the curriculum of Post Graduate Diploma in Pharmaceutical Regulatory Affairs

a.	Total number of Semesters and Examinations	(02 Minimum) While the teaching/counseling of the courses will be done on the Semester pattern, the examinations will be held only once a year along with any backlogs or improvement papers.
b.	Total Theory Papers	08 Nos. (100 marks each)
c.	Theory Papers/Semester	08 Nos. (100 Marks each)
d.	Counseling Hours for theory papers	30 hours per theory paper of 4 credits each
e.	Attendance	Attendance of 75% in each programme is desirable but not compulsory for appearing in End-Term Examination

- Modes of curriculum transaction include teaching/counseling at the Study Centres, assignments, tests, presentations, participation in relevant events and regularity.

Course Structure

Course structure that guides the teaching and associated assessment of PGDPRA programme is described semester-wise in the following tables:

Semesterwise Distribution of Courses in Post Graduate Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)

1st Semester				
S. No.	Subject Code	Name of the Paper	Credits	Total
01	PGPRAD 101	An Introduction to Pharmaceutical Drug Regulatory Affairs	4	100
02	PGPRAD 102	General Pharmaceutical Laws and Guidelines	4	100
03	PGPRAD 103	Drug regulatory Affairs in India	4	100
04	PGPRAD 104	Information and Quality Management	4	100
2nd Semester				
S. No.	Subject Code	Name of the Paper	Credits	Total
01	PGPRAD 201	Chemical, Pharmaceutical and biological aspects of Regulatory documentation	4	100
02	PGPRAD 202	Clinical Trials and Health care policies	4	100
03	PGPRAD 203	International licensing	4	100
04	PGPRAD 204	Regulatory considerations in controlled Drug delivery and future aspects of Biopharmaceuticals	4	100

Duration of the Programme

(Minimum-1 Years, Maximum-2 Years)

To fulfill the degree requirements for acquiring the PGDPRA, a students may clear all the subjects in one year. If a student fails to clear all the requirement of subjects in a year, he/she may be permitted to stretch it over a period of another 1 year. In case the student is still unable to pass all the subjects

of PGDPRA, programme in 2 years, the student may be permitted to stretch it for another year. In such cases, the student has to seek readmission as per 'Re-Admission' rules and pay the requisite fee.

Admission

- a. A candidate, aspiring for admission to PGDPRA programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.
- b. The Admission committee shall display/publish the list of candidates who are declared eligible for admission, after the due approval of the competent authority.
- c. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulate period of time; otherwise they will forfeit the right to admission.

Semester Teaching and Annual Examination

For the purpose of teaching and counseling, academic year shall consist of two Academic Semesters. Examinations of papers of both the semesters will be held at the end of academic year. Format for conducting examinations of papers, after the conclusion of two semesters, are presented in the following table:

a.	Mode (Theory Papers)	Written only
b.	Duration (Theory Paper)	03 Hours
c.	Examiners (Theory Paper)	Paper setters and evaluators to be decided by the University for each paper from time to time.

Annual Examinations

Examinations of all the papers will be held only once in a year at the end of both of the semester. Students will be required to fill up an examination form that will be made available at Jamia Hamdard. The University would send admit-cards to all the eligible students. Examination fee of Rs. 2,000 will be charged. Admit cards will be issued for examination in the papers for which the student had registered. The decision about the Examination Centres will be the prerogative of the University.

Provision for Unsuccessful Candidates:

Candidates who fail in one or more subject(s) will have to reappear for supplementary examination, which will be conducted along with the term end examination of the subsequent batch.

A student will have to clear all courses in maximum period of two years after admission. After the expiry of this period the learners will have to seek fresh admission.

Award if Division of Successful Candidates:

The candidate will be declared successful on securing 50% marks in each subjects and will be placed in the division in accordance with the following categories on the basis of aggregate marks obtained in all the subjects:

Less than 50%	Fail
50% or above but less than 60% marks	2 nd Division
60% or above	1 st Division
75% or above	Distinction

Detail Syllabus of Post Graduate Diploma in Pharmaceutical Regulatory Affairs

PGPRAD 101

An Introduction to Pharmaceutical Drug Regulatory Affairs

S.No.	Topics
1. Introduction to general aspects	Definition of drug regulatory affairs (DRA); Meaning of drug development; Approval an regulatory fields; General guidelines; Trade names; Documentation of study reports; Literature searching methodology; Regulatory and scientific product information sources; Competitive intelligence; Advertisement; Pricing; Pharmacovigilance; Labelling; Intellectual property.
2. Responsibilities of Regulatory affairs manager in Drug authorities	Professional Ethics; Professional qualifications; Scientific and regulatory advice; Adequate assessment aspects; CO-ordination with the Regulatory authority and Pharmaceutical industry.
3. Regulatory Affairs Department in Pharmaceutical industry	Structure and functioning of regulatory affairs departments in pharmaceutical industry; Professional qualifications DRA manager including specific knowledge and communication skills; Co-ordination of DRA departments with other departments within the industry e.g. production, R&D, quality management, drug safety, marketing, scientific information, synthesis and manufacturing, analysis etc; CO-ordination of DRA department with drug registration authorities, supervisory bodies and other drug regulatory agencies.
4. Pharmaceutical Marketing	Marketing ethics; Marketing setup and Hierarchy in pharmaceutical industry; Trends in pharmaceutical markets in other countries; Block buster molecules; Marketing strategies of pharmaceutical companies
5. Marketing authorization	Formal aspects of marketing authorization; Measures for maintaining such authorization

6. Good Regulatory Practices (GRP)

Definition; GRP and pharmaceutical industry; Quality and quantity of data; Authenticity of data; Dossier structure; Obligatory and optional studies; Development and registration strategy; Role of GRP after registration of pharmaceuticals; GRP with regard to licensing authorities and supervisory bodies.

7. Introduction to Bulk Drug Regulation

Drug Master files; Structure elucidation of common groups chemical; Chemical Process development; Analytical techniques-HPLC, TLC, UV, IR, NMR, XRD, Mass, GC, LC-MS, GC-MS, HPTLC, Potentiometry, etc.; IND submission.

PGPRAD 102

General Pharmaceutical Laws and Guidelines

S.No.	Topics
1.	U.S. Federal Food & Drugs Laws that affect Drug product, Design, Manufacture and Distribution
	<ul style="list-style-type: none">- Impact of the Food and Drug laws-Historical perspective, Functions and Organization of the federal Food & Drug Administration (FDA).- Laws Governing evaluation of New Drug Products.<ul style="list-style-type: none">a) Investigational exemption for New Drug (IND)b) Claimed Investigational exemption for a new drug.c) New Drug Application.d) Drug Efficacy study- Law covering preparation and distribution of existing products<ul style="list-style-type: none">a) Current Good Manufacturing Practices (cGMP)b) The FDA Recall systemc) Tamper-Resistant Packaging.
2.	A brief introduction to Other U.S. agencies involved with manufacturing of Pharmaceutical Products

- Occupational Safety and Health Administration (OSHA)
- Environmental Protection Agency (EPA)
- Maximum Allowable Costs (MAC)/Laws involving the cost of drug distribution and selection including MAC.

3. Environmental Protection Agency (EPA)

General aspects; EPA Dockets (Electronic Public Dockets); Major Environmental Laws; Regulations and Proposed rules (Federal Register-Environmental documents and Federal register database); EPA regulatory planning; Code of Federal Regulations Database.

4. ICH Guidelines

- Quality topics (Stability testing, Validation, Impurity testing)
- Safety topics (Carcinogenicity testing, Genotoxicity testing, Toxicokinetics, Pharmacokinetics, Toxicity testing, Biotechnological products, Reproductive toxicity, Pharmacological studies)
- Efficacy topics (Clinical safety, Clinical study reports, Dose-response studies, Good clinical Practices, Clinical Evaluation)
- Multidisciplinary-Electronic standards for Transmission of regulatory information
- ICH global cooperation-General information.
- MedDRA (Medical Dictionary for Regulatory Activities)

5. WHO Guidelines

Essential drugs and Medicines policy; Counterfeit drugs Guidelines; Effective drug regulation; Regulatory assessment of medicinal products for use in self medication; WHO model system for SIAMED (Computer assisted drug registration); National regulatory Policy; Review of ICDRA (International Conference on Drug regulatory Authorities); Who Certification Scheme on the Quality of Pharmaceutical products moving in the International Commerce; Exchange of Drug Regulatory information; Pharmaco-vigilance activities; WHO International Drug monitoring.

6. Patents and Other Intellectual property rights in Drug Delivery

- Patents-Patentability requirements, Patent Term and Provisional application, Patent procedure and its Implications to inventors, Infringement, Patents Cooperation Treatise (PCT).
- Trade Secrets, Copyright and Trademarks.
- Exploiting Intellectual Property Rights.

S.No.	Topics
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1. Drug policy in India (1986)

Definition; Main objectives of the drug policy, 1986; Present status and approach; Industrial licensing-import and economic policies; Research and Development in drug industry; Investment-New industrial policy, bulk drug growth in public sector units; Export of medicinal substances; Bulk drug production by the use of recombinant DNA technology; Proposal for the set up of National Drug Authority for specific objectives and functioning.

2. Pharmaceutical pricing policies

Objectives; Economic considerations; Liberalization; Price control; Maximum Allowable Post Manufacturing Expenses (MAPE); Pricing mechanisms; National Health Programs (Category-I drugs) and others (category-II drugs); National pharmaceutical pricing authority (NPPA); Drug price control order (DPCO); Key issues in DPCO 95; patent Act of 1970 and DPCO; DPCO pricing: Formulations; Essential commodities act in regard to pricing mechanism; Ceiling pricing; Drug price equalization account (DPEA)

3. Quality control and rational Use of drugs

Objectives; Bio-laboratories-Central and State drug testing drug laboratories; Screening of irrational or harmful drugs; Adverse drug reaction monitoring centers; Good manufacturing practices (GMP); Licensing of large volume parenterals, sera, vaccines and whole human blood and blood products.

4. Food and Drug administration (FDA)-Maharashtra, INDIA

History; Overview; Mission, Organizational structures; Responsibilities- and initiatives; Office of public relations; Activities of the centers for biologics, cosmetics, veterinary, allopathic medicine, GMP, and Indian medicine; Schedule 'M' to the Drug and Cosmetic rules 1945; current Good Manufacturing Practices (cGMP).

5. Study of the major acts enforced by the Indian FDA

1. The Drugs and Cosmetics Act, 1940 and rules 1945 with latest amendments
2. The Prevention of Food Adulteration act and rules, 1954 with latest amendments

3. The Drugs and Magic remedies (Objectionable Advertisement) Act 1954 and Rule 1955
4. The Narcotics and Psychotropic substances Act and Rules 1985
5. The Poisons Act
6. The Insecticides Act

6. Pharmaceutical sector in India

Introduction; Production-Bulk drug and formulation; Domestic demand exports-Drug price control order (DPCO), chemicals and pharmaceuticals Export promotion council (CHEMEXCIL), Export promotion cell; Imports-Open General License (OGL), Special Import License (SIL); Research and Development-future projections, academic research institutes (CSIR and NIPER), Companies R&D projects, R&D to basic research post 2005; Key Indian companies; Rifampicin and Penicillin G policies; Objectives in new drug policies (Sept 94); Post WTO Developments-in licensing alliances, co marketing alliances, generic market, herbal remedies, Outsourcing, Novel drug delivery systems (NDDS) and analogue research.

7. State Drug control authorities

Functions; Organizational setup; legal basis; GMP certifications; Licensing; licensing renewals.

8. Other aspects

Meaning of Pharmacopoeias, Standard terms Detailing of drug products- description of the medicinal products, summary of product characteristics (SPCs), SPCs of comparable products, chemical and pharmaceutical data (quality), Toxicological and Pharmacological documentation (pre-clinical) data, Clinical data, expert report on quality, pre-clinical and clinical, scientific support material.

PGPRAD 104

Information and Quality Management

S.No.	Topics
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1. Data Transfer and databases

Use of computers; Local networking; Spreadsheets preparation; Overview of database; Internet as a source of Pharmaceutical information.

2. Industrial documentation

Documentation and information management in Pharmaceutical industry; Electronic submission; ICH M2-eCTD/International standardization efforts.

3. Document Management in Pharmaceutical Industry

Document Organization/Notice to applicants; Addition in documentation; Paper versus electronic; Work Organization for paper/electronic documentation; Documentation management system-structure, function, authenticity, File formats, Electronic application for marketing authorization, application of software systems in documentations; International aspects of electronic authorization-International reviewer forum, ICH.

4. Quality Management Systems

Quality Management Guidelines in relation to pharmaceutical industry.

5. Quality assurance in Development and Production

Pre-formulation studies; Development process of medicinal products; pre-approval inspection; production; Testing; Quality assurance in production; Production hygiene.

6. Quality assurance in packaging

Different types of packaging systems; Fault evaluation and fault consequences; product-package compatibility; Stability of product; Packaging selection and critical development.

7. Process quality control

Sterile and Non sterile dosage forms

8. Quality audits

Raw materials; Finished products and analytical procedures; SOPs

9. Other parameters

Requirements of supervisory authorities for quality assurance systems

International agreements-ICH, PIC

Legislature requirements in Quality of the Product

PGPRAD 201

Chemical, Pharmaceutical and biological aspects of Regulatory documentation

S.No.	Topics
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1. Raw materials and finished pharmaceutical products

Raw materials; Reference standards; Change of Specification during development and after authorization; Batch tests and analysis certificates.

2. Development and Production documentation

Pharmacopoeal monographs; Suitability of drug substances; Requirements for special dosage forms; Batch conformity; Product development-pre-formulation, formulation development, containers and closure suitability, production formulas, methods of production and specifications; process validation; Analytical methods validation-In house Test methods, validation of Pharmacopoeial methods, cross validation and method transfer.

3. Bioavailability/Bioequivalence and Stability Documentation

Regulatory requirements for bioavailability/bioequivalence; Documentation of Stability Studies.

4. Regulatory backgrounds of Pharmacological/toxicological Documentation

Pre-clinical guidelines; ICH process; GLP; General principles of toxicity studies; Animal ethics and welfare.

5. Pharmacological documentation

Objectives; Pharmacodynamic effects; ICH draft guideline for safety pharmacology; Drug Interaction parameters.

6. Pharmacokinetics/Metabolism Documentation

Objectives; Pharmacokinetics in animals-Absorption, distribution, metabolism and excretion; Repeated dose tissue distribution studies; Pharmacokinetics and metabolic studies in the safety evaluation of new Medicinal products.

7. Documentation of Toxicity Studies

Acute and Chronic toxicity; Data Evaluation and presentation.

8. Pre-clinical documentation

Objectives; Content and structural format; Cross species consideration; Documentation of potential adverse effects in humans; Significance of Pre-clinical study.

PGPRAD 202

Clinical Trials and Health Care Policies

S.No.	Topics
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1. Introduction to clinical trials

Basic principles; Nomenclature; Design (open, single-blind, double-blind); control groups; Requirements; Safety in clinical trials.

2. Ethics and Good Clinical Practices (GCP)

- i) Ethics-background, informed consent, ethical approval process
- ii) GCP-documentation, compliance, adverse effects, archiving and audit
- iii) Regulatory process in clinical development

3. Clinical Pharmacology

Phase I studies: background; Pharmacokinetics; ADME studies; Guidelines on absolute and relative bioavailability; Pharmacogenetics; Population kinetics; Pharmacodynamics.

4. Clinical Trial guidelines

Clinical trial guidelines for topicals, Retard dosage forms, combination products, vaccines, immunoglobulins, plasma derived factors and recombinant factors.

5. Other relevant aspects in Clinical Trial documentation

Application dossier; Common Technical Document.

6. Health Care policies

General introduction; Basics of health care policies; Social medical criteria of drug evaluation Health Technology assessment, National and International developments; Pharmacoeconomic fundamentals-different analysis for burden of illness, cost effectiveness, cost utility and cost benefit; Consequences of European policy on National healthcare policy; Social medical criteria in drug development.

7. Pharmacovigilance

Stage procedures; Post marketing surveillance; Adverse Drug Reactions (ADR) reporting procedures; Pharmacovigilance for traditional and homeopathic drugs.

PGPRAD 203

International Licensing

S.No.	Topics
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1. European Union (EU)

- Introduction to European procedures-Legal basis and key players, different.

European agencies, Notice to common technical dossiers/applicants, Scientific advice

- MRP and MRP under review, filling generics in European countries.
- Community Referrals, Centralized procedures, orphan drugs, compassionate use.
- Procedures for filing drug applications e.g. ANDA (abbreviated New Drug Application), NDA (New Drug Application), IND (Investigational New Drug application)
- Application for drug filing-NTA format before 1998, CTD format (Common Technical drug of product or drug substance), Module-5 (clinical data/Reference and bioequivalence report)
- Electronic CTD-Concept of online submission.

2. United States of America (USA)

- Introduction to US Regulatory system; U.S. Pharma market; Organization of NHS,
- Health policy and Insurance system
- IND, NDA and ANDA process in the U.S.
- EMR (Exclusive Marketing Rights)
- Format of US filings
- Annual reports, supplements, amendments, summary basis or approvals (SBA), renewals, Para IV filings
- Guidance document of FDA
- Cooperation with FDA (Scientific advice/early assess programs)
- Biologicals and Devices

3. Australia-New Zealand

MEDSAFE (Australia-New Zealand), Trans-Tasman Treaty,
TGA (Therapeutic Goods Administration)-Drug Regulatory affairs system.

4. Afro-Asian countries-A brief introduction

- x. Licensing procedures in African Countries-South Africa, Ethiopia, Nigeria etc. for obtaining drug approvals.
- xi. Licensing Procedures in Asian countries-China, Japan, Indonesia, Korea, Malaysia etc.

PGPRAD 204

Regulatory considerations in controlled Drug delivery and future aspects of Biopharmaceuticals

S.No.	Topics
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1. Regulatory consideration in controlled release products

- Controlled release products (CRP)-Definitions, laws, regulations and guidance
- Need for clinical and bioavailability studies
- Controlled release new drug applications (NDA)
- Requirements to demonstrate safety, efficacy and controlled release
- Characteristics of CRP.
- Information for Physico-chemical and pharmacokinetic characterization of drug entity.
- Information for characterization of controlled release dosage forms including

Physicochemical characterization

Abbreviated new drug application (ANDA) and NDA

Bioavailability and Bioequivalence studies

Dissolution testing for controlled release drug products and

Setting dissolution specifications

An FDA guidance for industry 'Extended release solid oral dosage form: development,

Evaluation and application of *in vitro/in vivo* correlations and bioavailability assurance.

Future prospects

Pharmacodynamic consideration, geriatric and Veterinary products

2. Biopharmaceuticals- Future prospects

Introduction to biopharmaceuticals [biotechnology produced peptide based pharmaceuticals (Bradykinin, Tissue plasminogen activator (t-PA) and Vaccines].

Formulation consideration-Pre-formulation, surface adsorption behavior and stability.

Pharmacokinetic and analytical considerations

Regulatory considerations-

Specific standards for identity, purity, potency, stability of peptide based pharmaceuticals.

Recombinant DNA technology or hybridoma manufacturing process

Regulatory agencies for biopharmaceuticals

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