

Directorate of Open and Distance Learning

# PROSPECTUS 2011 - 12



*Creating a World of Success...*



**JAMIA HAMDARD**

[www.jamiahammadard.edu](http://www.jamiahammadard.edu)



Founder of Jamia Hamdard : Late Hakeem Abdul Hameed

میں اکیلا ہی چلا تھا جانب منزل مگر  
لوگ ساتھ آتے گئے اور کارواں بنتا گیا

I had set out for my destination all alone  
But people kept joining me and a whole caravan was born

Directorate of Open & Distance Learning



JAMIA HAMDARD  
(Hamdard University)

Accredited by NAAC in Grade 'A'

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## Mission Statement

Jamia Hamdard is committed to augment opportunities for higher education, research and training for all the aspirants who are capable of benefiting from the advances in knowledge and technology.

The university will strive to accommodate increasing demand for quality education and utilize modern methods of communication including Internet to provide need-based education at affordable cost through open and distance learning systems.

The mantra of human development lies in 'education for all'. Similarly, borderless knowledge delivery has been recognized as one of the tools of empowerment of humans. Therefore, it becomes the responsibility of a civic society to provide avenues for education and knowledge resources so that a knowledge seeker has access to education as well as knowledge without much investment and labour. Currently, there is also great emphasis on education aimed at skill improvement and vocational training. Such efforts are going to contribute to enhanced employability.

In all developed societies, it has been recognized that the traditional classroom teaching may not be able to meet the aspirations of all the knowledge seekers. Market-driven socio-economic development has further fueled need for concurrent and life-long learning. Education opportunity offered through the Open and Distance Learning mode has opened a new landscape full of flexibility and openness in education system. A worker engaged in gainful employment can have education concurrent with his/her job and thus become eligible for a higher level of job opportunity. Open and Distance Learning offers opportunity to workers and low-level professionals engaged in unorganized sector. For example, a farmer or a fisherman can learn better and modern systems of farming and fishing, respectively to improve his/her earnings through Open and Distance education at an affordable cost. Technological development has propelled Open and Distance Education to new heights. Internet and web-based educational materials have now become norms of distance education. Virtual classrooms are become reality where live interactions with educator and students break all the borders which were previously inhibiting spread of education.

Jamia Hamdard believes in quality assurance in all its educational efforts. It was the only University in 2003, which offered itself to accreditation by the National Accreditation and Assessment Council (NAAC). University came in flying colours with Grade 'A'. University got re-accredited in the same grade (Grade 'A') in year 2011. University also believes in maintaining high standards in Open and Distance Education. Therefore, it has very cautiously launched Open and Distance Learning programmes in limited number of streams. In all those streams, Jamia Hamdard has in-built strengths and all the programmes are also offered through on-campus Study and Learning Resource Centres coordinated by Jamia Hamdard's core faculty. We make every effort to maintain quality in Study Material, which is supplied to students.

University is all the time open to suggestions and comments from the students, parents and other stakeholders of Open and Distance Education.

Students enrolled in DODL programmes can also avail Library Facility at university Central Library (Second Floor).

I wish your association with Jamia Hamdard would be a wonderful experience and I assure you all the best cooperation from colleagues in DODL.

***G. N. Qazi***

## THE FOUNDER

Hakeem Abdul Hameed



Jamia Hamdard is the realization of dreams of our Founder Late Hakeem Abdul Hameed, who believed that education was the only way by which society could progress. He was a Unani physician of repute, philanthropist and entrepreneur who set up a number of institutions ranging from primary schools to a University. He also promoted a number of academies and societies working in the field of scientific and literary research. He was a unique personality who combined in him the qualities of a visionary and a healer. Even during the tumultuous events of partition of the country, he had clear vision of setting up institutions, which would address the educational backwardness of Indian Muslims. He had realized that the dream of first modern educational reformer of Muslims, Sir Syed Ahmed Khan, cannot be fulfilled by a sole Aligarh Muslim University and a number of new Institutions of higher learning were needed to end the sluggishness of Muslims towards modern education. On his constant pursuance, after several hiccups, an area of 93 acres of land was finally allotted by the Delhi Development Authority (DDA) in Tughlaqabad, adjacent to Jahanpanah forest, in which the Institute of History of Medicine and Medical Research and Indian Institute of Islamic Studies were set up in 1962 and 1963, respectively. Hamdard Tibbi College was shifted from Gali Qasimjan, Delhi to the New Campus, in the year 1973. The Hamdard College of Pharmacy was started in the year 1972 on this campus, initially for offering Diploma course in Pharmacy.

The Founder was aware of the significance of providing a scientific basis to Unani Tib. In order to achieve this goal, he set up modern laboratories for scientific research and invited high profile researchers to join him in this endeavour. He also established Majeedia Hospital, which aimed to

provide subsidized medical care, particularly in Unani Medicine to patients coming from almost entire country. His own OPD on Thursday attracted hundreds of patients, who waited in the night to be seen by someone in whom they had complete trust. He wanted an integration of modern analytical techniques and Unani Tib so that this Old System of Medicine could get the required validity by medical science.

The founder had a quality of selecting right people for right jobs. He persuaded Mr. Saiyed Hamid to join him as Secretary, Hamdard Education Society after completion of his tenure as the Vice-Chancellor of Aligarh Muslim University. The overall impact of the working of this duo on society in a span of merely ten years surpassed the lifetime achievements of many. With their sustained efforts and Government support, Jamia Hamdard acquired the status of a 'Deemed to be University' in 1989 under section 3 of the UGC Act 1956. In 2003, National Assessment and Accreditation Council (NAAC) recognized the University in 'A' grade because of high quality teaching and research environment. The University attracts students from not only different parts of India but also from over 30 countries across the world.

In year 2008 the Birth Centenary of our beloved Founder was celebrated. A grand function was held in December 2008, where the Vice-President of India Mr. Hamid Ansari was the Chief Guest. On this occasion, Mr. Ansari unveiled Hakeem Abdul Hameed Award for Outstanding Contribution in the Field of Natural Medicine. The contribution of Hakeem Abdul Hameed to the cause of high quality professional education will be remembered in all times to come.



# THE CHANCELLOR

Mr. Saiyid Hamid



Mr. Saiyid Hamid, Chancellor of Jamia Hamdard, has been involved with the activities of the University since its inception. After relinquishing his office as Vice-Chancellor of Aligarh Muslim University, he joined Hamdard Education Society as its Secretary and it was he who completed the documentation for getting the status of a “Deemed to be University” for Jamia Hamdard. For the last 20 years, he has been writing extensively in Urdu and English on the need of modern education for the Muslims of India. He has inspired a number of philanthropists and educationalists to set up schools and colleges in different parts of the country. The movement of education as a source of economic upliftment of Indian Muslims through “Taleemi Caravans” has been one of his major contributions to nation building. As one of the senior most educational administrators of the country, his guidance is sought by many promoters of Minority educational institutions across the country. He has his admirers across the wide spectrum of the country and he continues to devote large part of his time to the children education. He conceived the idea of establishment of Hamdard Study Circle in 1992, which provides coaching for Civil Services Examination. In the last sixteen years, more than 200 candidates have been selected in IAS and Allied Central Services from this Centre. It is one of the most successful coaching centres in the country for preparing Muslim students for Civil Services. Coaching is also offered to young aspirants who desire to join medical and engineering programmes at reputed institutions.

Mr. Saiyid Hamid's contribution to Minority education has been recognized Nationally and internationally. He was a Member of the Steering Committee on the Empowerment of SCs, OBCs and Minorities constituted by the Planning Commission for formulation of Tenth Five-Year Plan. He was a distinguished Member of the High Level Committee set up by the Government of India in 2005 to prepare report on “Social, Economic and Educational Status of Muslim Community in India”. This report (popularly known as Sachar Committee Report) has been widely appreciated as an honest effort to gauge the status of Muslims in India. The report has become guiding force for Government Policies for Muslim minority community.

Jamia Hamdard always looks forward to kind advices of Mr. Saiyid Hamid in its academic endeavors.



## THE VICE-CHANCELLOR

Dr. G. N. Qazi

**D**r. G.N. Qazi, a scientist of international repute obtained his post-graduate degree in Biochemistry and Ph.D. in Microbiology from M.S. University, Baroda. He did his post- doctoral research at the University of Dortmund (Germany).

He has over 40 years of research career in the area of Biochemistry, Microbial Biotechnology and bioprospecting of natural molecules. He was the Director of Indian Institute of Integrative Medicine, (IIIM) (formerly known as RRL, Jammu), one of the prestigious constituent Laboratories of the Council of Scientific and Industrial Research (CSIR) from May 2000 to August 2008.

Dr. Qazi assumed the position of Vice-Chancellor, Jamia Hamdard in October 2008. Since then he has been instrumental in introducing concept of quality in all activities of the University. With his initiatives, various funding agencies including the University Grants Commission (UGC) have sanctioned several research projects. He has also spearheaded efforts to bring the University at international forum and has cemented collaboration with several reputed organization in India and abroad.

Dr. Qazi has over 200 international publications to his credit and has filed (over 70) international patents. Dr. Qazi is a recognized Ph.D. guide for 12 Universities and has supervised a large number of Ph.D. students and post-doctoral fellows. He got several grants for IIIM from India and abroad to strengthen research activities.

Dr. Qazi is on the board of several national and international committees. He was instrumental in transforming the erstwhile RRL, Jammu into IIIM, one of the star laboratories of CSIR in a short period of time. His research philosophy has been focused on the product development, patenting and cutting-edge technology. He is an able and visionary administrator with great scientific acumen, which is generally a rare combination.

He is keen to promote quality distance education, as he simply believes that this is one of the ways by which a large section of society, especially women from minority community may be greatly benefited.

# JAMIA HAMDARD ADMINISTRATION

Chancellor	Mr. Saiyid Hamid
Vice-Chancellor	Dr. G.N. Qazi
Registrar	Dr. Firdous A. Wani
Finance Officer	Mr. V.K. Kakkar
Controller of Examinations and Admissions	Prof. Ehsan A. Khan
Director, Directorate of Open and Distance Learning (DODL)	Prof. S. Raisuddin
Dean, Faculty of Islamic Studies & Social Sciences	Prof. G.Y. Anjum
Dean, Faculty of Allied Health Sciences	Prof. S.K. Jain
Dean, Faculty of Management and Information Technology	Prof. Ali A. Firdausi
Dean, Faculty of Medicine (Unani)	Prof. T.A. Siddiqui
Dean, Faculty of Pharmacy	Prof. R. Zafar
Dean, Faculty of Science	Prof. M.Z. Abidin
Dean, Faculty of Engineering and Interdisciplinary Sciences	Vice Chancellor
Deen, Hamdard Institute of Medical Sciences and Research	Dr. S. D. Dwivedi
Principal, Ruffaida College of Nursing	Prof. Sujana Chakravarty
Dean, Students' Welfare	Prof. S.H. Ansari
Advisor (Research)	Prof. S. Raisuddin
Director, Internal Quality Assurance Cell (IQAC)	Prof. S. Raisuddin
Librarian (In-charge)	Dr. A.K. Singh
Medical Superintendent, Centenary Hospital	Dr. S.K. Khatri
Proctor	Prof. R.K. Khar
Provost	Dr. M. Amir
Foreign Students' Advisor	Dr. Asim A. Khan
Public Information Officer	Mr. S.M.H. Zahidi
Public Relation Officer	Mr. Samad Rafiq Khan

## Director's Message



The open and distance mode of education has been recognized as one of the most effective means of empowerment of masses. In many countries it has proven to be an instrument by which disadvantaged section of society and those underprivileged were able to increase their employability. Jamia Hamdard caters to such a large group which by one or other factor has not got opportunity of formal education. Our Founder has dream to extend his benevolence to sections of society which could not be fully integrated with the mainstream. Today, Jamia Hamdard is a shining example where government support and support from the Hamdard National Foundation (HNF) have created a seat of quality learning. Since its inception Jamia Hamdard has always been focussed on selected areas of education streams. A large majority of course are healthcare education oriented. In case of Open and Distance Learning (ODL) programme also, most of the courses are healthcare education related. Additionally, PG Diploma courses are intended for value addition to existing expertise. Courses such as PG Diploma in Pharmaceutical Regulatory Affairs (PGDPRA), PG Diploma in Bioinformatics (PGDB) and PG Diploma in Chemoinformatics (PGDC) are high in demand from industry perspective. Similarly, PG Diploma in Dietetics Therapeutic Nutrition. (PGDDTN) is a unique course suitable for dieticians and nurses.

Our courses under ODL are launched after a long process of deliberation by the experts from academia and industry. Self-instructional material (SIM) is also prepared diligently to suit the requirement of the students. The Study and Learning Resource Centres (SLRC) under ODL programme are selected discretely. Therefore, our SLRC are fully capable to offer knowledge resources to enrolled students. Our counsellors are available for guidance to all the students. The DODL Section of Central Library at Jamia Hamdard is open to all the bonafide students of DODL for reading room facility. There are over 1000 books on different disciplines for consultation. We try to resolve grievance of students as quick as possible. However, University expects the students to follow the ethos of the University. No indiscipline shall be overlooked with respect to conduct in classroom and examination hall. From this academic year we plan to introduce bar-coded plastic identity cards and digitized mark-sheets. I hope that your association with Jamia Hamdard's Open and Distance Learning programme will be fruitful.

Best wishes

S. Raisuddin  
*Director, DODL*

### PROGRAMME COORDINATORS

Most of the courses offered by DODL are also running at Jamia Hamdard campus. The Coordinators at Jamia Hamdard centres are the Programme Coordinators of the course. Interested candidates may directly contact them for course detail, fee structure, syllabus etc.

Course	Co-ordinator	Contact Details
PGDPRA	Prof. Asgar Ali, Department of Pharmaceutics	Ph: 011-26059688 Extn. 5618 E-mail: <a href="mailto:aali@jamiyahamdard.ac.in">aali@jamiyahamdard.ac.in</a>
BCA, BSCMA DWD, D3DA	Prof. M. Afshar Alam, Department of Computer Science	Ph: 011-26059688 Extn. 5899, 5865, 5853 E-mail: <a href="mailto:aalam@jamiyahamdard.ac.in">aalam@jamiyahamdard.ac.in</a>
PGDB	Prof. Shakir Ali, Department of Biochemistry	Ph: 011-26059688 Extn. 5510, 5516 E-mail: <a href="mailto:sali@jamiyahamdard.ac.in">sali@jamiyahamdard.ac.in</a>
PGDC	Prof. M. Sarwar Alam, Department of Chemistry	Ph: 011-26059688 Extn. 5550, 5555 E-mail: <a href="mailto:mislam@jamiyahamdard.ac.in">mislam@jamiyahamdard.ac.in</a>
PGDDTN	Prof. Sujana Chakravarty, School of Nursing	Ph: 011-26059688 Extn. 5680 E-mail: <a href="mailto:schakravarty@jamiyahamdard.ac.in">schakravarty@jamiyahamdard.ac.in</a>
PGDHR	Dr. (Mrs.) S. Mehertaj Begum, Centre for Federal Studies	Ph: 011-26059688 Extn. 5889 E-mail: <a href="mailto:smtaj@jamiyahamdard.ac.in">smtaj@jamiyahamdard.ac.in</a>
PGDOHM	Dr. N. Ravichandran, Department of Management	Ph: 011-26059688 Extn. 5875 E-mail: <a href="mailto:nravichandran@jamiyahamdard.ac.in">nravichandran@jamiyahamdard.ac.in</a>
PGDIPR	Dr. M. Shaharyar, Department Pharmaceutical Chemistry	Ph: 011-26059688 Extn. 5660 E-mail: <a href="mailto:msyar@jamiyahamdard.ac.in">msyar@jamiyahamdard.ac.in</a>
PGDEMIA	Dr. Altaf Ahmad, Department of Botany	Ph: 011-26059688 Extn. 5540 E-mail: <a href="mailto:aahmad@jamiyahamdard.ac.in">aahmad@jamiyahamdard.ac.in</a>
PGDMRT	Mr. Sakhi John, Department of Health Management	Ph: 011-26059688 Extn. 5870 E-mail: <a href="mailto:s.john@jamiyahamdard.ac.in">s.john@jamiyahamdard.ac.in</a>
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## THE UNIVERSITY

Jamia Hamdard came into existence in 1989 when the Ministry of Human Resource Development, Government of India, declared it as a “Deemed to be University” on the recommendations of the University Grants Commission (UGC) under Section 3 of UGC Act 1956. The University comprised of the erstwhile Hamdard College of Pharmacy, Hamdard Tibbi College and other Hamdard institutions viz., Ruffaida College of Nursing, Indian Institute of History of Medicine and Medical Research and Indian Institute of Islamic Studies. Each of these institutes were having its own mark in the academics and research. It was realisation of dream of its Founder Hakeem Abdul Hameed, a great philanthropist and educationist of his time, who invested the profits from his fledgling industrial house “Hamdard Dawakhna” in the education mission. The University was inaugurated by the then young Prime Minister of India, Shri Rajiv Gandhi. Since its inauguration, Jamia Hamdard has strived to maintain high standard of education and update the same to meet the challenges at national and international levels. Jamia Hamdard and a number of other educational and literacy institutions are supported by the Hamdard National Foundation (HNF).

**In recognition to the University's contribution to the teaching and research, the National Assessment and Accreditation Council (NAAC), a body from the University Grants Commission, conferred on it 'A' Grade in the accreditation exercise in March 2003.** No other University in Delhi was accredited by NAAC at that time. Accreditation by the NAAC came with responsibility of accountability, quality and transparency. Jamia Hamdard tried to maintain these standards and has been able to attract talented students and faculty from all over the country. The University has been again re-accredited and conferred 'A' grade in 2011. Currently, students from over 30 nationalities are enrolled in the University in different courses. This speaks volumes of the reach and quality of the University academic profile.

In a short period of over 20 years, Jamia Hamdard has been able to transform itself into one of the leading Universities in India and its presence is felt by its esteemed and successful alumni spread across the globe.

The University concentrates on professional and market driven courses, which equip the students to get employment in a highly competitive job market in the country and abroad. Many of its courses are also aimed at offering training for self-employment and entrepreneurship.

At present, Jamia Hamdard comprises of eight Faculties each with distinct teaching and research programme. Each faculty and Department has been created after due process of discussion, brainstorming sessions at various statutory bodies of University.

The University strives to provide the best learning facilities to its students on campus and those registered in Open and Distance mode of education. At the same time, the University expects its students to be highly disciplined, motivated and committed to hard work.

# TEACHING FACULTIES OF JAMIA HAMDARD

Faculty	Major teaching and research areas
Allied Health Science	Paramedical sciences, physiotherapy and occupational therapy, clinical research
Islamic Studies and Social Sciences	Contribution of Islam to Indian society, comparative religion studies, federal governance, human rights studies
Management and Information Technology	Business, health, hospital, pharmaceutical and health informatics management, computer science, information technology
Medicine (Unani)	Investigative Unani medicine and practice of Unani medicine
Nursing	Community health and clinical nursing
Pharmacy	New drug development, pharmaceutical biotechnology, herbal medicine and molecular pharmacology
Science	Biotechnology, biochemistry, medical elementology and toxicology, botany, industrial chemistry
Engineering and Interdisciplinary Science	Food technology and nutrigenomics, bioinstrumentation, bioinformatics, nanotechnology

## ROLE OF JAMIA HAMDARD IN HUMAN RESOURCE DEVELOPMENT

Jamia Hamdard has been contributing to the development and training of qualified human resource capital for the nation. Pass out students from all the faculties have high rates in employment. Professional and technical courses of Pharmacy, Management, Computer Science, Biotechnology, Toxicology, Information Technology, Nursing and Rehabilitation Sciences are highly popular at national level. Students from these courses have a high rate of placement. Jamia Hamdard has also signed Memorandum of Understanding with several leading research institutes, pharmaceutical companies and professional bodies for the training of the students. Teachers of Jamia Hamdard get research projects from all major funding agencies and research students enrolled in research projects after obtaining their Ph.D. degree get ready opportunity to work in corporate sector, and research and educational institutions or they get offers from international laboratories to work as post-doctoral researchers. Research students of Jamia Hamdard also qualify for National Eligibility Test (NET) and obtain independent fellowships from AICTE, CSIR, DBT, DST, ICMR etc. Jamia Hamdard was the first university in NCR Delhi volunteering for accreditation by NAAC and got accredited in 'A' grade in 2003. It has been again reaccredited in 'A' Grade in 2011. All regulatory agencies such as AICTE, AYUSH, CCIM, DEC, INC, PCI, RCI etc. are partners in our quality assurance.

Jamia Hamdard has been offering selected courses through Open and Distance Mode of Education. For all these courses there are strong in-house capabilities which are available to students all the time.

# DISTANCE LEARNING PROGRAMME OF JAMIA HAMDARD

There has been a significant growth in the area of open & distance education around the world. Open Distance Learning (ODL) mode of education has been recognized as one of the effective tools of educationally empowering those sections of the society, which could not afford to join the formal on-campus education due to various reasons. As a result it is an effective tool for non-formal education. Presently, ODL institutions are not only imparting education as an alternative to the formal system but also making significant contribution in areas such as vocational and technical education and even in high technology based education. The distance education also has potential to reach to un-reached and even marginalized and excluded groups such as tribal populations and Muslim women. Open and distance education provides an opportunity to students for acquiring new knowledge and skills that are needed to function in the society. 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.

The Directorate of Open and Distance Learning (DODL) of Jamia Hamdard was established in 2004 to promote education through open and distance learning system. Its flexible and innovative methods of education to ensure 'independent learning' to anyone, anytime and anywhere. ODL programmes 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 educational endeavours.

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. Towards 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.

## The Programmes of Study

Jamia Hamdard offers education through ODL mode in few selected programmes where University has strength. The courses are designed and developed with views to prepare a cadre of manpower with requisite knowledge and professional skills so that they can effectively function in the globalised economy, which is no doubt highly knowledge intensive. In its endeavors to cater for education and training needs of different socio-economic groups, the programmes have been carefully identified to fill the contemporary gaps in available courses offered by other institutions and the market demand, and/or to provide cost-effective options to the weaker sections of the society, who are unable to reap the benefit of development due to lack of adequate education, training and skills.

Without sacrificing the quality of education, the cost of education is kept very low so that the economically deprived sections may afford to pay fees and benefit from the educational opportunity provided at the doorsteps of learners through the network of our study and learning resource centres spread across the country.

The experience and expertise of reputed institutions, colleges and universities, which are our recognized Study and Learning Resource Centres, are duly utilized for delivery of programmes and effective learning. From the very beginning of planning and execution of programmes, the best practices in Open and Distance learning are followed. All these make the programmes of Jamia Hamdard very popular among the students across the country.

# ACADEMIC PROGRAMMES OF JAMIA HAMDARD OFFERED THROUGH ODL MODE IN 2011-12

Name of the Programme/Course	Eligibility	Duration
P.G. Diploma in Bio-informatics (PGDB)	B.Sc. in Biology or B.Sc. in Mathematics / Statistics with Biology in 10+2 examination	01 Year
P.G. Diploma in Chemo-informatics (PGDC)	B.Sc. with Chemistry as one of the subjects	01 Year
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDDTN)	B.Sc. degree in home Science or in Biological Science	01 Year
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	B.Pharm./MBBS or Bachelor Degree with two years experience in Pharmaceutical Industry	01 Year
P.G. Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA)	B.Sc. in any branch of Science	01 Year
P.G. Diploma in Intellectual Property Right (PGDIPR)	Bachelor degree in any discipline	01 Year
P.G. Diploma in Human Rights (PGDHR)	Bachelor degree in any discipline	01 Year
PG Diploma in Medical Record Techniques (PGDMRT)	B.Sc. with Biology	01 Year
PG Diploma in Occupational Health Management (PGDOHM)*	Bachelor degree in any discipline	01 Year
Bachelor of Computer Application (BCA)	10+2 in any discipline	03 Year
Bachelor of Business Administration (BBA)	10+2 in any discipline	03 Year
B.Sc. in Multimedia & Animation (BSCMA)*	10+2 in any discipline	03 Year
Diploma in Web Designing (DWD)*	10+2 in any discipline	01 Year
Diploma in 3D Animation (D3DA)*	10+2 in any discipline	01 Year

\*These are newly launched programmes. The University may defer their launch, if sufficient number of students is not enrolled in these programmes.

**NO AGE BAR**

### IMPORTANT NOTE

Fee to be paid in the form of Demand Draft in favour of Jamia Hamdard payable at New Delhi. The University does not allow any of its Study and Learning Resource Centres to charge more than the fee as prescribed for a course. Please report any such instance to Learns' Grievance Redressal Cell or Director, DODL, Jamia Hamdard.



# GENERAL INFORMATION AND ADMISSION GUIDELINES

The applicants are advised to read the instructions carefully and familiarize themselves with the admission procedure and guidelines before filling up the application form for admission to a programme of study. Please note that all the learning facility for all programmes is not offered through each Study and Learning Resource Centre (SLRC). Therefore, checking this information carefully is imperative before you fill in the form. Aspirants are also advised to visit the University website ([www.jamiahamdard.edu](http://www.jamiahamdard.edu)) on regular basis to check for additional information and any new announcement.

## How to obtain Admission Form?

1. The Application Form can be obtained from the **Directorate of Open and Distance Learning, Jamia Hamdard, Hamdard Nagar, New Delhi 110062** on payment of Rs. 500 (Rupees Five Hundred) in cash or Demand Draft in favour of Jamia Hamdard payable at New Delhi. Application form fee for foreign nationals is US\$ 50 (or Rs. 2500).
2. The Application Form can also be obtained by post by sending a written application with complete address and along with a Demand Draft of Rs. 600 (Rupees six hundred) in favour of Jamia Hamdard payable at New Delhi to the **Director, Directorate of Open and Distance Learning, Jamia Hamdard, New Delhi 110062. Foreign nationals will be required to pay US\$ 80 (or Rs. 3000)**
3. The Application Form can also be obtained from our Study and Learning Resource Centers. Please pay only the prescribed charges and take a receipt from the Centre for your record.
4. The application form may also be downloaded from the website [www.jamiahamdard.edu](http://www.jamiahamdard.edu). Please print the form on good quality A4 size paper, preferably by laser printer and enclose an application fee of Rs. 500 (US\$ 50 or Rs. 2500 in case of foreign nationals) in the form of Demand Draft in favour of Jamia Hamdard payable at New Delhi. Otherwise, the form will not be processed.
5. Application fee is non-refundable.

## Submission of completed application form

Place the duly filled application form and enclosures (One set of attested Xerox copies of Marksheets of qualifying examination) in the envelope provided. Those who use downloaded form should use A4 size or bigger envelope and keep the form unfolded.

The dully filled in application form, complete in all respects should be sent by post or submitted in person to the **Office of the Director, Directorate of Open and Distance Learning, Jamia Hamdard, Hamdard Nagar, New Delhi 110062.**

Those who used downloaded form should attached a fee of Rs. 500 (US\$ 50 or Rs. 2500 in case of foreign national) in the form of Demand Draft issued in favour of Jamia Hamdard payable at New Delhi.

The applicant should write his/her name, and phone or mobile number, if any on the backside of the Demand Draft.

**The last date for submitting the application form is September 30, 2011.**

# IMPORTANT INSTRUCTIONS

All fee and charges shall be paid through Demand Draft only drawn in favour of JAMIA HAMDARD, payable at NEW DELHI. The candidate should write his/her name or phone number and admission form number on the backside of the Demand Draft.

Admissions are open to all those who possess prescribed minimum qualification from a recognized University/Board. The admissions would be provisional, subject to verification of required documents and eligibility criteria.

The candidates who have appeared in the qualifying examination and their results are not declared can also apply for admission. However, such candidates shall have to produce the marksheet, as a proof for the required eligibility criteria by December 31, 2011, failing which the provisional admission granted shall be cancelled.

The candidate will be accountable for the correctness of the information furnished in the admission form. If it is discovered at any stage that a candidate has made false or incorrect statement or used fraudulent means for admission or does not fulfill the eligibility requirements, he/she will not be allowed to complete admission formalities. If admission has been completed, it can be cancelled at any stage and no fee will be refunded. University may also initiate legal action against such candidates.

Students should carefully select Study and Learning Resource Centers, learning resources for all the Courses are not offered at every SLRC. Students may check the availability of Course with the concerned Centre or visit the University website for information.

The University reserves the right to increase/restrict the number of students in a particular Programme or at a Study and Learning Resource Centre for the purpose of proper learning and functioning.

The prescribed minimum qualification should be from a recognized University/Board.

## **Admission of foreign nationals**

Admission of foreign nationals in the Open and Distance Learning Programmes will be made through the University only. Study and Learning Resource Centres will not admit any foreign national directly. SLRCs will forward applications of foreign nationals to Director, DODL which will then be processed by the Office of the Foreign Students' Advisor, FSA (Dr. Asim Ali Khan; [fsa@jamiahamdard.ac.in](mailto:fsa@jamiahamdard.ac.in)). FSA will issue offer letter to foreign nationals on the basis of which they will obtain "Students Visa". Foreign Nationals with valid Student Visa will only be considered for continuance in the programme. Foreign nationals shall be required to produce equivalency certificate for their qualification/degree from Association of Indian Universities (AIU).

## **Selection list**

List of admitted candidates will be displayed on the University web site ([www.jamiahamdard.edu](http://www.jamiahamdard.edu)) soon after as admission process or processing of applications is over. Last date of admission closure will be notified by the University through web site. Selected candidates will be required to pay the prescribed course fee in along with examination fee in one installment.

The University may defer launching of a study programme, if sufficient number of applications has not opted for the programme. In such a case, application fee will be refunded to the candidates.

Jamia Hamdard reserves the right to shift students registered at one SLRC to another, if sufficient number of students are not registered or a SLRC is found working against the University's educational policies and goals. Such shifting can be done at any time. However, freshly admitted students who do not wish to shift can claim refund of fee as outlined below.

Change of SLRC on the request of admitted students will not be considered. However, in rare cases the Competent Authority may consider request for SLRC change on grounds of genuine circumstance such as transfer of parents from one city to another.

## **Withdrawal of admission and refund of fee**

Rs 1000/- will be deducted from the course fee and rest will be refunded in case the application for cancellation of admission is submitted within one month of the admission closure date as mentioned in this Prospectus No amount will be refunded, if application for withdrawal is received after closure of admission.

### **Rejection of application for admission**

The application for admission may be rejected due to any of the following reasons:

1. The candidate does not fulfill the eligibility conditions.
2. The qualifying examination is not recognized by Jamia Hamdard.
3. The qualifying examination is not from a recognized University/Board.
4. A candidate has used fraudulent means for seeking admission.
5. The prescribed fee is not enclosed with downloaded form.
6. The incompletely filled in application form without Photograph and/or Signature.
7. Application form submitted after last date.

### **Allotment of enrolment number**

Every admitted student shall be allotted an Enrolment Number by the University. Reference of this enrolment number should be given by the student in all the correspondence with the Directorate of Open and Distance and Learning. Any correspondence without Enrolment Number will not be entertained.

### **Identity card**

Admitted students would be issued an Identity Card by the Directorate of Open and Distance Learning. Students are advised to keep the identity card safely till the completion of the course. Students will have to produce the Identity Card at the time of contact classes and examination as and when asked by the authorities. Plastic Identity Card will be issued to the students on payment of Rs. 100/- per year along with course fee.

Student enrolled in ODL programmes of Jamia Hamdard will also be required to show their identity while visiting the Central Library of the University for reading and consultation.

If the original Identity Card is lost, a duplicate card can be obtained from the University on payment of Rs. 200 and a copy of FIR lodged with the concerned Police Station.

### **Study material**

The Self-instructional Material (SIM) is prepared by the experts of different Universities/Institutions from all over the country as well as by the faculty members of Jamia Hamdard. SIM is previewed and reviewed by the internal as well as outside experts and edited, modified and updated, whenever necessary, before it is finally dispatched to the students. In view of growing knowledge, syllabus is regularly updated and every care is taken to produce high quality courseware. Soft copies of SIM will also be provided, wherever available.

### **Delivery of study material**

Copies of printed SIM will be mailed to the study and Learning Resource Centres. Students are advised to contact the concerned Coordinator from time to time for SIM. Enrolled students will get study material FREE OF COST from their selected Study and Learning Resource Centres. Soft copies of SIM may also be provided.

### **Contact programme for face to face guidance**

The contact programmes shall be organized at Study and Learning Resource Centres of the University as per the norms of counseling for each course. The schedule will be supplied to all the students at the time of Admission by the SLRC. Prior information for the contact programmes will be given to the students, facilitating them to attend the programme. The information shall be notified to the students in advance through the SLRC.

### **Library facility**

Each Study and Learning Resource Centre has library facility. Besides, students may use the DODL Section of the Central Library of the University (Second Floor). They will be allowed to use this facility on production of their identity card.

### **Attendance criteria**

Attendance of 60% in each programme is desirable. However, a candidate will not be eligible to appear in the session-end (annual) practical examination of a subject involving workshop/practical, if the attendance in that subject is below 60%. Detail is provided in Programme Guide.

### Assignments and internal assessment

During the period of contact programme, assignments will be given to the students. The assignments shall be submitted by the candidate in the intervening months. These assignments will serve as feedback and will be counted towards internal assessment in each paper. Assignments may be submitted at concerned Study Centres as per the schedule notified by the Centres. Mid-term performance evaluation may be made by conducting the internal assessment of the students (if applicable).

Some courses also involve Project Work assignment which has to be submitted in time to the Study and Learning Resource Centres.

### Examination and evaluation

1. The examinations will be organized by the University at its designated Examination Centre.
2. All the students of Delhi centres shall be required to appear for examination at Jamia Hamdard examination centre.
3. The University may ask students from one Centre to appear at another Centre and may club students from different Centres and cities to one Central Examination Centre. University's decision in this regard would be final and no request of change of examination centre will be considered.
4. Examination schedule and the name of the Examination Centres will be notified by the Directorate of Open and Distance Learning, Jamia Hamdard and communicated to the students through the Study and Learning Resource Centres and website.
5. The prescribed Examination Fee (Rs. 2000) shall have to be deposited along with the annual fee in the form of Demand Draft drawn in favour of Jamia Hamdard payable at New Delhi.
6. In case a student does not fill up of the examination form along with the prescribed examination fee he / she have to be registrated by paying a fee of Rs. 1,000/- in the subsequent year along with the examination fee.
7. The medium of examination shall be English.
8. Students will be required to fill in Examination Form at least 2 months before the commencement of annual examination. Late submission of examination form will be allowed only with the payment of late fee of Rs. 50 per day after the notified date. In any case examination forms will have to be submitted before 15 days of commencement of examinations. The University may refuse to accept the examination form after this deadline.
9. Admit Card of the examination shall be dispatched to the Study Centres 15 days before the beginning of examination.
10. Presently, University conducts examination only once in a year at the end of academic session. However, University may switch to Semester System in future and the same will be communicated to the students in advance.
11. Candidates who fail in one or more paper (s) will have to re-appear for supplementary examination to clear backlog papers, which will be conducted along with the term end examination of the subsequent batch.
12. Results will be declared through the University website and the same will be communicated to the students through Jamia Hamdard's Study and Learning Resource Centres.
13. A student shall have to attain minimum passing percentage of 40%.
14. A student can also apply for re- totaling of marks with a fee of Rs.100/- for each paper within 15 days of the declaration of result. No request for re- totaling will be entertained after 15 days of declaration of results. There is no provision of re-evaluation.
15. Under the Open and Distance Learning programme, the University does not provide Migration Certificate. It can only provide no- objection certificate (NOC)-cum-course completion certificate, if a written request is submitted for the same along with prescribed charges, if any.

**This information in this Prospectus may not be complete. The University reserves right to change its policies related to admission and examination. Notices are issued time to time through the web site.**

**Dispute/legal jurisdiction - Delhi only.**

# BACHELOR OF COMPUTER APPLICATION (BCA)

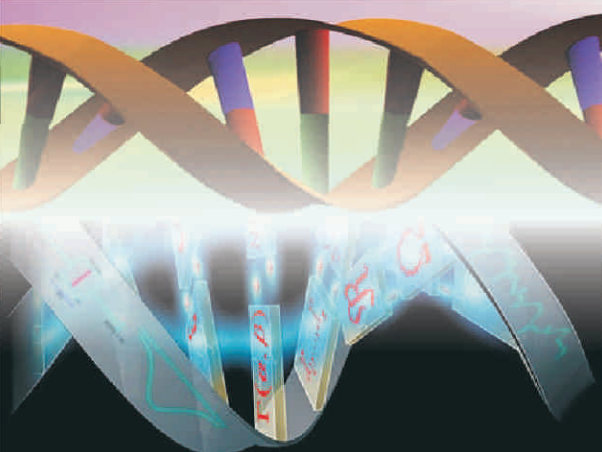
<b>Programme Code</b>	401
<b>Duration</b>	Minimum three year and maximum six years.
<b>Eligibility</b>	A candidate seeking admission to BCA programme must have passed 10+2 examination from a recognized board/institute/university.
<b>COURSE COVERAGE</b>	
<b>First Year</b>	<ul style="list-style-type: none"> <li>● Computer Fundamentals</li> <li>● PC Software</li> <li>● Computer Mathematics</li> <li>● Principles of Management</li> <li>● Lab-I: (PC Software)</li> <li>● Programming Fundamentals</li> <li>● Operating Systems</li> <li>● Programme in 'C'</li> <li>● Business Systems</li> <li>● Lab-II: (Programming in 'C')</li> </ul>
<b>Second Year</b>	<ul style="list-style-type: none"> <li>● Computer System Architecture</li> <li>● Object Oriented Programming in C++</li> <li>● System Analysis &amp; Design</li> <li>● Database Application in MS Access</li> <li>● Lab-I: (C++ Application Development)</li> <li>● Numerical and Statistical Analysis</li> <li>● Data Structures in 'C'</li> <li>● Computer Networks</li> <li>● Web Technologies</li> <li>● Lab-II : Implementing Data Structures in 'C'</li> </ul>
<b>Third Year</b>	<ul style="list-style-type: none"> <li>● Software Engineering</li> <li>● Java Programming</li> <li>● Operating Systems Administration with Windows 2000</li> <li>● Advanced Web Development</li> <li>● Lab-I: Website Development</li> <li>● Project Work</li> </ul>
<b>Course Fee</b>	Rs. 18000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	<p>Prof. M. Afshar Alam            Department of Computer Science, Jamia Hamdard            Ph: 011-26059688 Extn. 5899, 5865, 5853            E-mail: <a href="mailto:aalam@jamiyahamdard.ac.in">aalam@jamiyahamdard.ac.in</a></p>

## B.Sc. IN MULTIMEDIA AND ANIMATION (BSCMA)

<b>Programme Code</b>	404
<b>Duration</b>	Minimum three year and maximum six years.
<b>Eligibility</b>	A candidate seeking admission to BSCMA programme must have passed 10+2 examination from a recognized board/institute/university.
<b>COURSE COVERAGE</b>	
<b>First Year</b>	<ul style="list-style-type: none"> <li>● Language               <ul style="list-style-type: none"> <li>➔ English</li> <li>➔ Arabic/Hindi</li> </ul> </li> <li>● Basic Art and Visualization</li> <li>● Fundamental of Computer and Multimedia</li> <li>● Approaching Vector Graphics</li> <li>● Creating Graphic Design Portfolio Editing</li> <li>●</li> </ul>
<b>Second Year</b>	<ul style="list-style-type: none"> <li>● Advance Art Concept-I</li> <li>● Advance Art Concept-II</li> <li>● Classical Animation-I</li> <li>● Classical Animation-II</li> <li>● Basic Digital Animation and Compositing</li> <li>● 2 D Animation Portfolio</li> <li>● Job Skills</li> </ul>
<b>Third Year</b>	<ul style="list-style-type: none"> <li>● 3D Imagery Basic and Advance</li> <li>● Advance Compositing and Animation</li> <li>● Advance 3D Animation (From Elective papers)</li> <li>● 3D Animation Portfolio Development</li> <li>● Project</li> <li>● Interview Skills</li> </ul>
<b>Course Fee</b>	Rs. 24000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	Prof. M. Afshar Alam Department of Computer Science, Jamia Hamdard Ph: 011-26059688 Extn. 5899, 5865, 5853 E-mail: <a href="mailto:aalam@jamiyahamdard.ac.in">aalam@jamiyahamdard.ac.in</a>

# BACHELOR OF BUSINESS ADMINISTRATION (BBA)

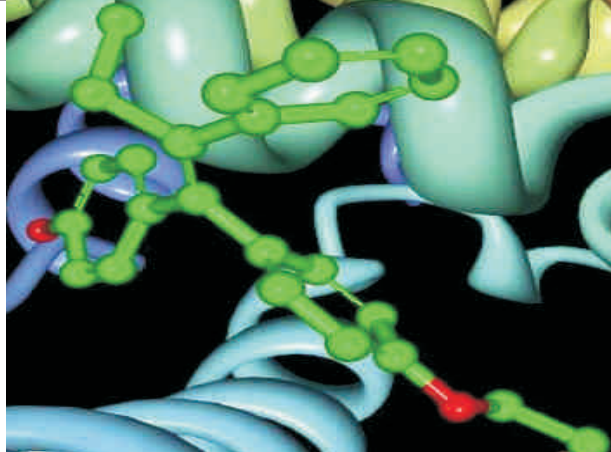
<b>Programme Code</b>	403
<b>Duration</b>	Minimum three year and maximum six years.
<b>Eligibility</b>	A candidate seeking admission to BBA programme must have passed 10+2 examination from a recognized board/institute/university.
<b>COURSE COVERAGE</b>	
<b>First Year</b>	<ul style="list-style-type: none"> <li>● Principles of Management</li> <li>● Financial Accounting</li> <li>● Business Communication</li> <li>● Computer Fundamentals</li> <li>● Marketing Management</li> <li>● Managerial Economics</li> <li>● Business Statistics</li> <li>● Production &amp; Operations Management</li> </ul>
<b>Second Year</b>	<ul style="list-style-type: none"> <li>● Business Policy</li> <li>● Business Law</li> <li>● Human Resource Management</li> <li>● Organizational Behaviour</li> <li>● Mathematics for Business and Economics</li> <li>● Financial Management</li> <li>● Advertising Fundamentals</li> <li>● Entrepreneurship &amp; Small Business Management</li> </ul>
<b>Third Year</b>	<ul style="list-style-type: none"> <li>● Corporate Governance</li> <li>● Marketing Research</li> <li>● Sales Management</li> <li>● Total Quality Management</li> <li>● Conflict Management and Negotiation Skills</li> <li>● Environmental Management</li> <li>● Leadership</li> <li>● Project Work</li> </ul>
<b>Course Fee</b>	Rs. 16000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	<p>Mr. Shahid Parwez Khan, DODL, Jamia Hamdard Ph: 011-26059688 Extn. 5342 E-mail: <a href="mailto:shahidparwezkhani@jamiyahamdard.ac.in">shahidparwezkhani@jamiyahamdard.ac.in</a></p> <p>Ms. Babita Singh, DODL, Jamia Hamdard Ph: 011-26059688 Extn. 5343 E-mail: <a href="mailto:bsingh@jamiyahamdard.ac.in">bsingh@jamiyahamdard.ac.in</a></p>



## POST GRADUATE DIPLOMA IN BIO-INFORMATICS (PGDB)

<b>Programme Code</b>	651
<b>Duration</b>	Minimum one year and maximum two years.
<b>Eligibility</b>	A candidate seeking admission to the above programme must have passed B.Sc. Examination in Biology or B.Sc. in Math/Statistic with Biology as one of the subject 10+2 examination from a recognized institution/university.
<b>COURSE COVERAGE</b>	
<ul style="list-style-type: none"> <li>● Introduction to Bio-informatics</li> <li>● Basics of Bio-computing</li> <li>● Bio-statistics</li> <li>● Biological Databases and their Management</li> <li>● Computational Biology</li> <li>● Biochemistry</li> <li>● Microbiology</li> </ul>	
<b>Course Fee</b>	Rs. 18000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	Prof. Shakir Ali, Department of Biochemistry, Jamia Hamdard Ph: 011-26059688 Extn. 5510, 5516 Email: <a href="mailto:sali@jamiahamdard.ac.in">sali@jamiahamdard.ac.in</a>





## POST GRADUATE DIPLOMA IN CHEMO-INFORMATICS (PGDC)

<b>Programme Code</b>	652
<b>Duration</b>	Minimum one year and maximum two years.
<b>Eligibility</b>	A candidate seeking admission to the above programme must have passed B.Sc or equivalent examination with Chemistry as one of the subject from a recognized institution/university.
<b>COURSE COVERAGE</b>	
<ul style="list-style-type: none"> <li>● Basics of Chemo-Informatics</li> <li>● Medical Chemistry-Receptor Ligand Interaction</li> <li>● Modern Combinatorial Chemistry</li> <li>● Chemo-Informatics Database Design and their Management</li> <li>● Chemical Information Sources</li> <li>● Computational Chemistry</li> <li>● Data Sequencing, Mining and Visualization</li> <li>● Drug Design and Discovery</li> </ul>	
<b>Course Fee</b>	Rs. 14000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	Prof. M. Sarwar Alam, Department of Chemistry, Jamia Hamdard Ph: 011-26059688 Extn. 5550, 5555 Email: <a href="mailto:mislam@jamiahamdard.ac.in">mislam@jamiahamdard.ac.in</a>



## POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)

<b>Programme Code</b>	653
<b>Duration</b>	Minimum one year and maximum two years.
<b>Eligibility</b>	A candidate seeking admission to the above programme must have passed Bachelor Degree in Home Science/Biological Science.
<b>COURSE COVERAGE</b>	
<ul style="list-style-type: none"><li>● Applied Health Science and Nutrition</li><li>● Diet Therapy and Applied Nutrition</li><li>● Community Nutrition</li><li>● Institutional Management in Dietetics</li><li>● Basics of Computer Science</li></ul>	
<b>Course Fee</b>	Rs. 12000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	Prof. Sujana Chakravarty, School of Nursing, Jamia Hamdard Ph: 011-26059688 Extn. 5680 Email: <a href="mailto:schakravarty@jamiahamdard.ac.in">schakravarty@jamiahamdard.ac.in</a>



## POST-GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)

<b>Programme Code</b>	654
<b>Duration</b>	Minimum one year and maximum two years.
<b>Eligibility</b>	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.
<b>COURSE COVERAGE</b>	
<ul style="list-style-type: none"> <li>● An Introduction to Pharmaceutical Drug Regulatory Affairs</li> <li>● General Pharmaceutical Laws and Guidelines</li> <li>● Drug regulatory Affairs in India</li> <li>● Information and Quality Management</li> <li>● Chemical, Pharmaceutical and Biological aspects of Regulatory documentation</li> <li>● Clinical Trials and Health care policies</li> <li>● International incensing</li> <li>● Regulatory considerations in controlled drug delivery and future aspects of Biopharmaceuticals</li> </ul>	
<b>Course Fee</b>	Rs. 20000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	Prof. Asgar Ali, Department of Pharmaceutics, Jamia Hamdard Ph: 011-26059688 Extn. 5618 <a href="mailto:aali@jamiahamdard.ac.in">aali@jamiahamdard.ac.in</a>



## POST-GRADUATE DIPLOMA IN ENVIROMENTAL MONITORING AND IMPACT ASSESSMENT (PGDEMI A)

<b>Programme Code</b>	655
<b>Duration</b>	Minimum one year and maximum two years.
<b>Eligibility</b>	A candidate seeking admission to the above programme must have passed B.Sc. in any branch of Science from a recognized board/institute/university.
<b>COURSE COVERAGE</b>	
<ul style="list-style-type: none"> <li>● Ecology and Environment</li> <li>● Environmental Legislation</li> <li>● Environmental Pollution and Quality Standards</li> <li>● Instruments in Environmental Monitoring</li> <li>● Contaminated Land and Remediation</li> <li>● Air Quality Monitoring</li> <li>● Water Quality Monitoring</li> <li>● Environmental Impact and Risk Assessment</li> </ul>	
<b>Course Fee</b>	Rs. 12000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	Dr. Altaf Ahmad, Department of Botany, Jamia Hamdard Ph: 011-26059688 Extn. 5540 aahmad@jamiyahamdard.ac.in



## POST-GRADUATE DIPLOMA IN INTELLECTUAL PROPERTY RIGHT (PGDIPR)

<b>Programme Code</b>	656
<b>Duration</b>	Minimum one year and maximum two years.
<b>Eligibility</b>	A candidate seeking admission to the above programme must have passed Bachelor's degree examination in any discipline from a recognized board/institute/university.
<b>COURSE COVERAGE</b>	
<ul style="list-style-type: none"> <li>● Introduction to intellectual Property</li> <li>● Types of Intellectual property</li> <li>● IPR in Pharma Technology</li> <li>● IPR Litigation/Farmer's and Breeder's Right</li> <li>● IPR in IT, Electronics and Communications</li> <li>● IPR Law</li> <li>● Patent Right Creation and Registration</li> <li>● Patent Right Drafting and Specification Writing</li> </ul>	
<b>Course Fee</b>	Rs. 14000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	Dr. M. Shaharyar, Department of Pharmaceutical Chemistry, Jamia Hamdard Ph: 011-26059688 Extn. 5660 <a href="mailto:msyar@jamiahamdard.ac.in">msyar@jamiahamdard.ac.in</a>



## POST-GRADUATE DIPLOMA IN HUMAN RIGHTS (PGDHR)

<b>Programme Code</b>	657
<b>Duration</b>	Minimum one year and maximum two years.
<b>Eligibility</b>	A candidate seeking admission to the above programme must have passed Bachelor's degree examination in any discipline from a recognized board/institute/university.
<b>COURSE COVERAGE</b>	
<ul style="list-style-type: none"> <li>● Perspectives and Foundations of Human Rights</li> <li>● Development and promotion of Human Rights</li> <li>● Human Rights and Duties in International Perspective</li> <li>● The Socially-economically Disadvantaged and Human Rights</li> <li>● Impact of Technology on Human Rights</li> <li>● Human Rights and Duties in India</li> </ul>	
<b>Course Fee</b>	Rs. 6000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	Dr. (Mrs.) S. Mehertaj Begum Centre for Federal Studies, Jamia Hamdard Ph: 011-26059688 Extn. 5889 E-mail: <a href="mailto:smbegam@jamiahamdard.ac.in">smbegam@jamiahamdard.ac.in</a>



## POST-GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUES (PGDMRT)

<b>Programme Code</b>	658
<b>Duration</b>	Minimum one year and maximum two years.
<b>Eligibility</b>	A candidate seeking admission to the above programme must have passed Bachelor's degree examination in any discipline, preferably with biology at 10+2 level.
<b>COURSE COVERAGE</b>	
<ul style="list-style-type: none"> <li>● Medical Terminology</li> <li>● International clarification of diseases</li> <li>● Medical Record Science</li> <li>● Hospital Administration and statistics</li> <li>● Legal aspects of Health care</li> <li>● Health care Management System</li> </ul>	
<b>Course Fee</b>	Rs. 12000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	Mr. Sakhi John, Department of Management, Jamia Hamdard Ph: 011-26059688, Extn. 5870 E-mail: <a href="mailto:sjohn@jamiahamdard.ac.in">sjohn@jamiahamdard.ac.in</a>



## POST-GRADUATE DIPLOMA IN OCCUPATIONAL HEALTH MANAGEMENT (PGDOHM)

<b>Programme Code</b>	659
<b>Duration</b>	Minimum one year and maximum two years.
<b>Eligibility</b>	A candidate seeking admission to the above programme must have passed Bachelor's degree examination in any discipline from a recognized board/institute/university.
<b>COURSE COVERAGE</b>	
<ul style="list-style-type: none"> <li>● Occupational Health and safety</li> <li>● Legal aspects of occupational health safety (OHS)</li> <li>● Preventive and Promotive Care of OHS</li> <li>● Organizational Behaviour and HR Issues in OHS</li> <li>● Managerial Economics in OHS</li> <li>● Project management</li> <li>● Environmental Health and OHS</li> <li>● Project work</li> </ul>	
<b>Course Fee</b>	Rs. 25000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	Dr. N. Ravichandran, Department of Management, Jamia Hamdard Ph: 011-26059688, Extn. 5875 E-mail : <a href="mailto:nravichandran@jamiahamdard.ac.in">nravichandran@jamiahamdard.ac.in</a>





## DIPLOMA IN 3D ANIMATION (D3DA)

<b>Programme Code</b>	102
<b>Duration</b>	Minimum one year and maximum two years.
<b>Eligibility</b>	A candidate seeking admission to the above programme must have passed 10+2 in any stream from a recognized board/institution/university.
<b>COURSE COVERAGE</b>	
<ul style="list-style-type: none"> <li>● Foundation and Art of Animation</li> <li>● Image and Video Editing</li> <li>● Digital Animation</li> <li>● Compositing</li> <li>● CG Portfolio Development</li> </ul>	
<b>Course Fee</b>	Rs. 12000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	Prof. M. Afshar Alam Department of Computer Science, Jamia Hamdard Ph: 011-26059688 Extn. 5899, 5865, 5853 E-mail: <a href="mailto:aalam@jamiahamdard.ac.in">aalam@jamiahamdard.ac.in</a>



## DIPLOMA IN WEB DESIGNING (DWD)

<b>Programme Code</b>	101
<b>Duration</b>	Minimum one year and maximum two years.
<b>Eligibility</b>	A candidate seeking admission to the above programme must have passed 10+2 in any stream from a recognized board/institution/university.
<b>COURSE COVERAGE</b>	
	<ul style="list-style-type: none"> <li>● Concept of Multimedia</li> <li>● Fundamentals of Graphic and Graphic Design Portfolio</li> <li>● Understanding Web</li> <li>● Exploring Web</li> <li>● Web Hosting and Designing Concepts</li> <li>● Soft Skills</li> </ul>
<b>Course Fee</b>	Rs. 12000 per annum+ Rs. 2000 Examination Fee + Rs. 100 Identity Card Fee
<b>Contact</b>	Prof. M. Afshar Alam Department of Computer Science, Jamia Hamdard Ph: 011-26059688 Extn. 5899, 5865, 5853 E-mail: <a href="mailto:aalam@jamiahamdard.ac.in">aalam@jamiahamdard.ac.in</a>

# INSTRUCTIONS FOR COMPLETING ADMISSION APPLICATION FORM

## General instructions

- 1 Candidates are required to carefully read the information carefully about various codes and other details. They are also advised to read the eligibility conditions for each Programme.
- 2 The application form must be filled in CAPITAL LETTERS using a BLACK BALLPOINT PEN ONLY. The applicants are advised to strictly follow the instructions given below for filling-up the admission form. Non-compliance may result in rejection of application.
- 3 Make sure that your signature; address and photograph are within the spaces provided.
- 4 Do not staple or pin anything with form. Use U-clips to attach documents.

## DETAILED INSTRUCTIONS

### SIDE 1

#### Item 1: Programme of study

Fill in the code of the programme of study as given below.

Name of the Programme/Course	Code
P.G. Diploma in Bio-informatics (PGDB)	651
P.G. Diploma in Chemo-informatics (PGDC)	652
P.G. Diploma in Dietetics & Therapeutic Nutrition (PGDTN)	653
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	654
P.G. Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA)	655
P.G. Diploma in Intellectual Property Right (PGDIPR)	656
P.G. Diploma in Human Rights (PGDHR)	657
PG Diploma in Medical Record Techniques (PGDMRT)	658
PG Diploma in Occupational Health Management (PGDOHM)*	659
Bachelor of Computer Application (BCA)	401
Bachelor of Business Administration (BBA)	403
B.Sc. in Multimedia & Animation (BSCMA)*	404
Diploma in Web Designing (DWD)*	101
Diploma in 3D Animation (D3DA)*	102

\*These are newly launched programmes. The University may defer their launch, if sufficient number of students is not enrolled in these programmes.

Example: If you are applying for PG Diploma in Bioinformatics, write 651 in the boxes as shown below.

6	5	1
---	---	---

**Item 2:** Processing fee enclosed

In the boxes, amount of the Bank Draft being enclosed as processing fee must be written, in case you have used DOWNLOADED FORM.

The processing fee is Rs. 500 for Indian candidates. For foreign nationals, processing fee is US\$50 (or Rs. 2500).

Example: A candidate who is applying for admission using a downloaded form will have to enclose a draft for Rs. 500.

This should be written in the boxes as follows.

0	5	0	0
---	---	---	---

Write your name, course name and name of study centre on the backside of the Bank Draft.

Leave the boxes blank, if you have not used downloaded form.

**Item 3:** Study centre choice

Write the appropriate code of your Study and Learning Resource Centre in the boxes. The list of Study Centres and their codes is given in the Prospectus and can also be checked from web site.

Note: No request for change of Study and Learning Resource Centre will be entertained. However, the University Reserves the right to allot any Study and Learning Centre to a student.

**Item 4:** Employment status

In the boxes, write A1 if you are employed and B2 if unemployed. Do not put a cross mark etc. in the boxes. Write one digit in one box.

**Item 5:** Personal detail

Name

Fill in your name, as recorded in the High School (Class 10) Certificate in CAPITAL LITERS. If your name has more than 28 characters, then abbreviate it suitable to accommodate it within the boxes provided. Leave one box blank between the first, middle and last name. Do not use Dr./Mr./Ms./Km. etc.

Example: For Misbah Ahmad, write as shown below.

M	I	S	B	A	H		A	H	M	A	D								
---	---	---	---	---	---	--	---	---	---	---	---	--	--	--	--	--	--	--	--

Father's name

Write name of your father as per your certificate. Leave one box blank between the first, middle and last name. Do not use Dr., Mr. etc.

Example: If father's name is Shafi Ahmad, write as shown below.

S	H	A	F	I		A	H	M	A	D									
---	---	---	---	---	--	---	---	---	---	---	--	--	--	--	--	--	--	--	--

Date of Birth

Enter date of birth as given in your High School (Class 10) certificate in the space ovide.

0	4	0	1	8	6
Day		Month		Year	

## Religion

Write the religion code in the box. The codes are given below.

Religion	Code	Religion	Code
Buddhism	1	Jainism	5
Christianity	2	Parsi	6
Hinduism	3	Sikhism	7
Islam	4	Others	8

## SC/ST

In the box, write 1 for SC and 2 for ST. Leave the box blank if you do not belong to any of these categories.

## Gender

In the box, write 1 for male and 2 for female.

## State of Domicile

Codes of Indian States are listed in table at the end of these instructions. Write the code of state of your domicile in the boxes.

## Area

In the box, write 1 if you have passed 10+2 from a rural area and 2 if from an urban area.

## Country Name

Write the name of your country. Indian student should write INDIA in entry. The following abbreviations can be used for the countries having long names.

KSA = Kingdom of Saudi Arabia

UAE = United Arab Emirates

UK = United Kingdom

USA = United States of America

## Permanent Address PIN Code

Use PIN code number of your permanent address. International students may write ZIP code, if available. Otherwise, leave the boxes blank

## Item 6: Qualifying exam detail

The codes for qualifying examination (to determine the eligibility for admission to the programme applying for) are listed in the table given at the end of these Instructions.

In the boxes, write code of the qualifying examination on the basis of which you are seeking admission to the programme you are applying for.

Percentage: Write the percentage of the aggregate marks obtained in the qualifying examination as mentioned under the eligibility conditions. Please calculate the percentage correctly. Do not round it off. Leave the boxes blank, if you are appearing in the qualifying examination in 2011 and the result is awaited.

Example: The qualifying examination for admission. If your percentage in B.Sc. is 60.25, then write it as

6 0 2 5

Year of Passing/Appearing: Write the year of passing the qualifying examination in the boxes provided. Write 2011, if you are appearing in the qualifying examination this year and your result is not declared as shown below.

2 0 1 1

## Item 7: Photograph

A recent colour photograph of the same size as that of the box should be pasted. Photograph should neither be attested nor stapled.

### Item 8: Address

Write clearly your mailing address using CAPITAL LETTERS on which you want to receive correspondence/Study Material. PIN code should also be written in the boxes. Provide your phone number with STD code and E-mail ID.

### Item 9: Signature

The candidates must sign within the box using black ink ball pen.

### SIDE 2

Complete the information on Side 2 of the form, as required. Provide all the relevant information correctly and sign it, as instructed.

### Things to Remember

- Provide your phone number with STD code, mobile phone number, if any and E-mail ID for communication.
- Make sure that the enclosed Demand Draft (nonrefundable) is of appropriate amount and your name and address, name of programme and study centre are written on its back.  
The copies of the following documents are required to be submitted along with the application form: (Do not staple the documents with the form. Use only U-clip).
  1. Mark-sheet of the qualifying examination passed, if the results have been declared.
  2. Mark sheets of all other examinations passed.
  3. Date of Birth Certificate
  4. Photocopy of your passport (for foreign nationals/NRIs).
  5. Any other document certificate in support of your application, TOEFL/IELTS score in case of foreign nationals, experience certificate, if so desired for admission to a particular programme.

### Checklist

**Please check the following points before you submit your form:**

- You have used right programme code.
- You have used right code for Study and Learning Resource Centre.
- You have enclosed demand draft of ` 500 (or US\$ 50 in case of foreign nationals) in favour of Jamia Hamdard payable at New Delhi, if downloaded form has been used.
- You have written your name, course and Study Centre, your phone number on the backside of Bank Draft.
- Your photograph is in place.
- You have written your address with PIN code using BLACK PEN in CAPITAL LETTERS.
- You have signed with BLACK PEN in the box provided.

### Submission of completed application form

1. Place the duly filled application form and enclosures (One set of attested Xerox copies of Marksheets of qualifying examination) in the envelope provided.
2. Those using downloaded form should use A4 size or bigger envelope and keep the form **unfolded**.
3. The dully filled in application form, complete in all respects should be sent by post or submitted in person to the **Office of the Director, Directorate of Open and Distance Learning, Jamia Hamdard, Hamdard Nagar, New Delhi 110062.**
4. **The last date for submitting the application form is September 30, 2011.**

## 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 & Therapeutic Nutrition (PGDTN)	12,000	1000
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	20,000	2000
P.G. Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA)	12,000	1000
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)	12,000	1000
PG Diploma in Occupational Health Management (PGDOHM)	25,000	2000
Bachelor of Computer Application (BCA)	18,000	1000
Bachelor of Business Administration (BBA)	16,000	1000
B.Sc. in Multimedia & Animation (BSCMA)	24,000	2000
Diploma in Web Designing (DWD)	12,000	1000
Diploma in 3D Animation (D3DA)	12,000	1000

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

\* Rs. 100 to be charged extra for identity card every year.

## 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 (To be paid with Annual Fee)
Re-Registration Fee	1000
Backlog paper/Supplementary Examination	500 (Per Paper)
Degree/Diploma Certificate	500
Provisional Certificate	200
Transcript Fee	200 (Per Mark Sheet)
Duplicate Mark Sheet	200
Duplicate Identity Card	200
Duplicate Admit Card	100
Re-totaling of Marks	200 (Per Paper)
Bonafide Certificate	100

\* Foreign Nationals may pay charges in US\$ or equivalent Indian Currency.

## STUDY AND LEARNING RESOURCE CENTRES (SLRC) OF JAMIA HAMDARD UNDER DODL

Name of SLRC	Code	Address	Coordinator and Contact Detail	Programmes
Jamia Hamdard, New Delhi-110062	1012	Department of Computer Science, Faculty of Management and Information Technology, Jamia Hamdard, New Delhi-110062	Prof. M. Afshar Alam Ph: 011-26059688 Extn. 5899, 5865, 5853 E-mail: <a href="mailto:aalam@jamiyahamdard.ac.in">aalam@jamiyahamdard.ac.in</a>	BCA, BSCMA, DWD, D3DA
	1015	Department of Biochemistry, Faculty of Science, Jamia Hamdard, New Delhi-110062	Prof. Shakir Ali Ph: 011-26059688 Extn. 5510, 5516 Email: <a href="mailto:sali@jamiyahamdard.ac.in">sali@jamiyahamdard.ac.in</a>	PGDB
	1016	Department of Chemistry, Faculty of Science, Jamia Hamdard, New Delhi-110062	Prof. M. Sarwar Alam Ph: 011-26059688 Extn. 5550, 5555 Email: <a href="mailto:msalam@jamiyahamdard.ac.in">msalam@jamiyahamdard.ac.in</a>	PGDC
	1017	Rufaida School of Nursing, Jamia Hamdard, New Delhi 110062	Prof. Sujana Chakravarty Ph: 011-26059688 Extn. 5680 Email: <a href="mailto:schakravarty@jamiyahamdard.ac.in">schakravarty@jamiyahamdard.ac.in</a>	PGDDTN
	1024	Dept of Pharmaceutics, Faculty of Pharmacy Jamia Hamdard, New Delhi-110062	Prof. Asghar Ali Ph: 011-26059688 Extn. 5618 Email: <a href="mailto:aali@jamiyahamdard.ac.in">aali@jamiyahamdard.ac.in</a>	PGDPRA
	1026	Dept of Botany, Faculty of Science, Jamia Hamdard, New Delhi-110062	Dr Altaf Ahmad Ph: 011-26059688 Extn. 5540 E-mail: <a href="mailto:aahmad@jamiyahamdard.ac.in">aahmad@jamiyahamdard.ac.in</a>	PGDEMIA
	1038	Department of Pharmaceutical Chemistry, Faculty of Pharmacy Jamia Hamdard New Delhi-110062	Dr. M. Shaharyar Ph: 011-26059688 Extn. 5660 E-mail: <a href="mailto:msyar@jamiyahamdard.ac.in">msyar@jamiyahamdard.ac.in</a>	PGDIPR
	1039	Centre for Federal Studies, Faculty of Islamic Studies and Social Sciences, Jamia Hamdard, New Delhi -110062	Dr. (Mrs.) S. Mehertaj Begam, Ph: 011-26059688 Extn. 5889 E-mail: <a href="mailto:smtaj@jamiyahamdard.ac.in">smtaj@jamiyahamdard.ac.in</a>	PGDHR
	1040	Department of Management, Faculty of Management and Information Technology, Jamia Hamdard, New Delhi-110062	Dr. N. Ravichandran Ph: 011-26059688 Extn. 5875 E-mail: <a href="mailto:nravichandran@jamiyahamdard.ac.in">nravichandran@jamiyahamdard.ac.in</a>	PGDOHM
1042	Department of Management & Paramedical Sciences, Jamia Hamdard, New Delhi-110062	Mr. Sakhi John Ph: 011-26059688 Extn. 5870 E-mail: <a href="mailto:sjohn@jamiyahamdard.ac.in">sjohn@jamiyahamdard.ac.in</a>	PGDMRT	
Central Delhi Centre	1003	UPTRON ACL, A-19, Connaught Place, New Delhi - 110001	Mrs. Shalu Chawla Ph: 011-23322254, 23319370 Mob: 09810518577 E-mail: <a href="mailto:samyakc@hotmail.com">samyakc@hotmail.com</a> ; <a href="mailto:info@uptroncdc.org">info@uptroncdc.org</a> Website: <a href="http://www.uptroncdc.org">www.uptroncdc.org</a>	BBA , BCA
Institute of Public Health and Hygiene	1004	R-Z-A-44 Mahipal Pur, New Delhi – 110037	Ms Nalini Ph: 011-26782850-54, 26781075 Mob: 09811013104, 9999999490 E-mail: <a href="mailto:nalini_nangalia@yahoo.co.in">nalini_nangalia@yahoo.co.in</a> <a href="mailto:iphparamedic@yahoo.co.in">iphparamedic@yahoo.co.in</a>	BBA , BCA



Name of SLRC	Code	Address	Coordinator and Contact Detail	Programmes
Dr. Zakhir Hussian Memorial Senior Secondary School	1005	3, Jafrabad, North East Delhi-110053	Mr. Zainu-ul Abedin Ph: 011-22198465, 23212734 Mob: 09312292005 E-mail: school@bol.net.in	BBA , BCA
Soft Dot Hi-Tech Educational & Training Institute	1006	451, 4 <sup>th</sup> Floor, Aggarwal Millenium Tower, Netaji Subhash Place, Opp. TV Tower, Pitampura, New Delhi-110034	Mr. Manuj Aggarwal, Mob: 9811166833 Ph: 047002190-5 Email: <a href="mailto:info@softdoteducation.com">info@softdoteducation.com</a> Website: <a href="http://www.softdoteducation.com">www.softdoteducation.com</a>	BBA, BCA
	1007	8 <sup>th</sup> Floor, Jaina Tower-II, District Centre, Janakpuri New Delhi-110058	Ph: 011-41588840-43	BBA, BCA
	1010	K-16, South Extension-I, New Delhi-110049	Ph: 011-24601315-16, 24601330, 24601347, 47221111 (South Extension)	BBA, BCA
	1046	E-367, Nirman Vihar, Near Metro Station, Preet Vihar, Delhi-110092	Ph: 011-43018620-23	BBA, BCA
Asian Institute of Management Studies	1008	B-6/2, Ist Floor, Ramesh Nagar, Main Najafgarh Road, New Delhi-110015	Mr. Rajiv Bhatia Ph: 011-25454921,20533258 Mob: 09810140581	BBA, BCA
Step by Step Institute	1009	11,18, Hargobind Enclave, Main Vikas Marg, Preet Vihar, New Delhi-110092	Mr. H.S Dhingra/Ms. Jyoti Dhingra Ph: 011-22377580 to 85 Mob: 09873507557,9999766303 E-mail: <a href="mailto:infoeducational@yahoo.co.in">infoeducational@yahoo.co.in</a>	BBA, BCA, PGDPRA, PGDHR
	1043	C-56, Preet Vihar, Delhi-110092	Ph. : 011-43051111 Mob. : 09999317479	
Guru Gobind Singh College for MTMS	1011	AL-7, Main Jail Road, Hari Nagar, New Delhi-110064	Mr. Guruvinder Pal Singh Ph: 011-25138338, Mob: 09810455330 E-mail: <a href="mailto:gpsiict@yahoo.com">gpsiict@yahoo.com</a>	BBA, BCA,
	1052	1/1 , Tilak Nagar, Main Najafgarh Road, New Delhi-18 (Provisional address subject to approval by the Competent Authority)	Mr. Guruvinder Pal Singh Mob: 09810455330 E-mail: <a href="mailto:gpsiict@yahoo.com">gpsiict@yahoo.com</a>	BBA, BCA,
Vag Infotech	1014	E -71, South Extension, Part – I, II Floor, New Delhi – 110049	Mr. Vineet Gupta, Ph: 011-46014803, 05 Mob: 9810062292 9811970063 (Mr. Brijesh Dimri) E-mail: <a href="mailto:info@vagin.com">info@vagin.com</a> Website: <a href="http://www.vagin.com">www.vagin.com</a>	BBA, BCA,
	1044	101, Vasant Plaza, Munirka, New Delhi -110067	Mr. Vineet Gupta Mob: 9810062292 E-mail: <a href="mailto:info@vagin.com">info@vagin.com</a> Website: <a href="http://www.vagin.com">www.vagin.com</a>	BBA, BCA,
	1045	B2-32A, Yamuma Vihar, Delhi-110053	Mr. Vineet Gupta Mob: 9810062292 Ph: 011-22918064/22918067	BBA, BCA,
	1301	NM-2&3, Old DLF Colony Sec-14, Gurgaon-122001	Mr. Vineet Gupta Ph: 0124-4083961, 4224961 Mob: 09990457756 E-mail: <a href="mailto:vagininfotechggn@gmail.com">vagininfotechggn@gmail.com</a> Website: <a href="http://www.vagin.com">www.vagin.com</a>	BBA, BCA

Name of SLRC	Code	Address	Coordinator and Contact Detail	Programmes
Baba Saheb Ambedhkar Industrial Training Centre, (Unit of BSAITM)	1019	Plot-13, Bodhella, 'C' Block, Vikas Puri, New Delhi-110018	Mr. Kishore Singh Ph: 011-28532901, 28532959, 28532966 Mob: 9871638108 Fax: 011-28532966 Extn 29 E-mail: <a href="mailto:info@bsaitm.com">info@bsaitm.com</a>	BBA, BCA
Global Business School	1022	H-54, Sector -63, NOIDA -201301, UP	Dr. Sapna Bansal Ph: 0120-4201533-39, Fax : 0120-4201532 Mob: 09311986005-6, 09311257506 Email: <a href="mailto:coordinator@gbs-india.org">coordinator@gbs-india.org</a> Website: <a href="http://www.gbs.india.org">www.gbs.india.org</a>	BBA, BCA
Global Institute of Management Technology	1027	330A, Opp. E Block, Market Sarita Vihar, New Delhi 110076	Dr. Sushil Kumar Ph: 011-29942045-46, Mob: 9958994440 E-mail: <a href="mailto:admission@gimt.org.in">admission@gimt.org.in</a> Website: <a href="http://www.gimt.org.in">www.gimt.org.in</a>	BBA, BCA
God's Grace Study Centre	1028	Okhla Embankment , D-208, Abul Fazal Enclave Jamia Nagar, New Delhi-110025	Dr. Nazira Mahmood, Ph: 011-26957128, 011-26947031 Mob: 0091-9971944141 Email: <a href="mailto:infor@godgraces.org">infor@godgraces.org</a> Website: <a href="http://www.godgrace.org">www.godgrace.org</a>	BBA, BCA, PGDPRA
Apex College of Management	1029	840, Chirag Dilli, New Delhi-110017	Mr. Manish Ahlawat Ph: 011-29253176, 29255065; Mob: 09871931983, 9540945986 Email: <a href="mailto:manish.ahlawat@gmail.com">manish.ahlawat@gmail.com</a> Website : <a href="http://Apexcollege.org.in">Apexcollege.org.in</a>	BBA, BCA
IPD College,	1031	487/5, Peeragarhi Chowk, Outer Ring Road, New Delhi - 110087	Ms. S. Yasmin Ph. No.011- 25258500, 32495020 Mob: 09811287643 E-mail: <a href="mailto:ipdcollege@gmail.com">ipdcollege@gmail.com</a> Website: <a href="http://www.ipdcollege.ac.in">www.ipdcollege.ac.in</a>	BBA, BCA,
Bright Vision Infotech	1032	1513, Pataudi House, Behind Janta Cooperative Bank, Daryaganj, New Delhi 110002	Mr. S.S. Shadman Ph: 011- 23243036, 23281079,65161697, Mob: 09811810364 E-mail: <a href="mailto:info@bvi.org.in">info@bvi.org.in</a> Website: <a href="http://www.bvi.org.in">www.bvi.org.in</a>	BBA, BCA
Delhi Institute of Management & Technology	1033	H/No. 1665, Near Police Station Najafgarh, New Delhi-110043	Mr. Dinesh Kumar Phalswal Ph: 011-64672550,65045121 Mob: 09811721218 E-mail: <a href="mailto:dimtnajafgarh@gmail.com">dimtnajafgarh@gmail.com</a> Website: <a href="http://www.dimt.edu.in">www.dimt.edu.in</a>	BBA, BCA,
Invotech Institute of Advanced Learning	1035	201-202, Aggarwal Tarun Plaza, Tarun Enclave, Pitampura, New Delhi-110034	Ms. Usha Gupta Ph: 011-22387654,27026886 Mob: 09212040066, 09868912713 E-mail: <a href="mailto:info@invotech.co.in">info@invotech.co.in</a> <a href="mailto:director@invotech.co.in">director@invotech.co.in</a> Website: <a href="http://www.invotech.co.in">www.invotech.co.in</a>	BBA, BCA, PGDC, PGDB,

Name of SLRC	Code	Address	Coordinator and Contact Detail	Programmes
	1055	591/24, Ram Gali, Vishwas Nagar, Shahdara, Delhi-110032	Ms. Usha Gupta Ph: 011-22387654,27026886 Mob: 09212040066, 09868912713 E-mail: <a href="mailto:info@invotech.co.in">info@invotech.co.in</a> <a href="mailto:director@invotech.co.in">director@invotech.co.in</a> Website: <a href="http://www.invotech.co.in">www.invotech.co.in</a>	BBA, BCA, PGDC, PGDB, PGDPA
Delhi Institute of Mgmt and Service	1036	1106-B, Akashdeep building, Barakhamba Road, Connaught Place, New Delhi - 110001	Mr. Lalit Khungar, Ph: 011-22387654 Mob: 09350390764, 9910194250 E-mail: <a href="mailto:dimsinfo@gmail.com">dimsinfo@gmail.com</a> Website: <a href="http://www.bookghar.com">www.bookghar.com</a>	BBA, BCA, PGDB
Rapid Career Academy	1037	2509, 1 <sup>st</sup> floor Hudson Lane, Kingsway Camp, Near G.T.B. Metro Station, Delhi-110009	Mr. Sushil Babbar, Mob:9891260968 Ph: 011-65178414,64667737 E-mail: <a href="mailto:rapidcareeracademy@rediffmail.com">rapidcareeracademy@rediffmail.com</a>	BBA, BCA, PGDB
Bimal Institute of Information and Technology	1047	17/1, Bimal Hospital, 1 <sup>st</sup> Floor, Main Rohtak Road, Nangloi, Delhi-110041	Mr. Amit Gupta Ph : 011-25949142 Mobile: 9811130565, 9311139444 E-mail: <a href="mailto:amitgupta.heights@gmail.com">amitgupta.heights@gmail.com</a>	BBA, BCA,
Future Institute of Information Technology	1048	U-94, Lampur Road, (above Bank of Baroda) Narela, Delhi-110040	Mr. Jaidev Dahiya Ph : 011-32557070, 011-32972447 Mobile : 9810074611 E-mail : <a href="mailto:fiithighereducation@gmail.com">fiithighereducation@gmail.com</a>	BBA, BCA,
Academy of Technology and Management	1049	12, Deep Central Market, Phase-I, Ashok Vihar, Delhi-110052	Prof. Shameena Gupta Ph: 011-27456699 Email: <a href="mailto:atmcollege@gmail.com">atmcollege@gmail.com</a>	BBA, BCA,
Govindam Business School	1050	514, Industrial Estate, Patparganj, Delhi-110092	Mr. G.S. Arora Mob: 9313000808 Ph: 011-22140555 E-Mail: <a href="mailto:inf@govindam.org">inf@govindam.org</a> Website: <a href="http://www.Govindam.org">www.Govindam.org</a>	BBA, BCA,
Indian Institute of Open and Distance Learning	1051	K-103, 2 <sup>nd</sup> Floor, Lajpat Nagar-II, New Delhi-110024	Ms. Maneesha Parekh Ph:011-46547400 Mobile : 9811693711, 9999983253 E-mail : <a href="mailto:maneesha@iodl.org">maneesha@iodl.org</a> Website : <a href="http://www.iodl.org">www.iodl.org</a>	BBA, BCA,
MESCO - CADRE	0210	22-1-1037/1 Darushshiefa, Hyderabad-500024	Mr. Salman Abid Ph: 040-24567890, 24411907; Mob: 9849154810 Email: <a href="mailto:mesco_cadre@yahoo.co.in">mesco_cadre@yahoo.co.in</a> Website: <a href="http://www.mescoeducation.com">www.mescoeducation.com</a>	PGDC, PGDB, PGDDTN, PGDPRA, PGDEMIA, PGDIPR, PGDHR, BBA
Satyendra Narayan Sinha Institute of Business Management	0502	Road No-6, Hawaii Nagar,(Satyendra Nagar), Hatia, Ranchi-834003	Prof. N.P. Singh Ph: 0651-2408907, 2405950, 2505031, 2506811 Fax: 0651-2408907 E-mail: <a href="mailto:snsibm@rediffmail.com">snsibm@rediffmail.com</a> Website- <a href="http://www.snsibm.com">www.snsibm.com</a>	BBA, BCA PGDRA
PAI Distance Learning Centre (Maharashtra Cosmopolitan Education Society)	0601	2309-B, New Maddikhana, Camp, Pune-411001	Mr. Rishi Acharya Ph:020-26452699 Mob: 9673823777 Fax:020-26430962 Email: <a href="mailto:directorpicme@yahoo.com">directorpicme@yahoo.com</a> Website: <a href="http://www.snsibm.com">http://www.snsibm.com</a>	BBA, BCA, PGDPA, BSCMA, DWD, D3DA

Name of SLRC	Code	Address	Coordinator and Contact Detail	Programmes
CSIR-Unit for Research and Development of Information Products (URDIP)	0602	'Jopasana', 85/1, Paud Road, Kothrud, Pune - 411038	Dr. R.R. Hirwani Ph: 020-25383558 Fax: 020-25387208 E-mail: <a href="mailto:hirwani@urdip.res.in">hirwani@urdip.res.in</a>	PGDC, PGDB, PGDIPR
Khair Technical Centre (ITI)	3301	Domaria Ganj, Sidharth Nagar-244901	Mr. Irshad A. Khan Ph: 05541-244438 Mob:09415482379 E-mail: <a href="mailto:khaircentre@rediffmail.com">khaircentre@rediffmail.com</a>	BBA,BCA
Jamea-tus-Salehat	3308	Rahe Murtaza, Rampur-244901	Mr. Rehmatullah Khan Ph:0595-2350784 Mob:09837788875,09837762941 Fax:0595-2351508 E-mail: <a href="mailto:khan_ru67@rediffmail.com">khan_ru67@rediffmail.com</a>	BBA,BCA
Bio-Informatics Institute of India	3304	C 56A/28 Sector 62, NOIDA-201309, UP	Dr. Kumud Sareen, Ph: 0120-4320801,02 Mob: 09811420055 E-mail: <a href="mailto:info@bioinformaticscentre.org">info@bioinformaticscentre.org</a> Website: <a href="http://www.bii.in">www.bii.in</a>	BCA, BBA, PGDB, PGDC,
Aligarh Muslim University	3311	Department of Chemistry, Aligarh Muslim University, Aligarh-202001	Prof. S. Ashfaq Nabi, Ph: 0571-2700916, 2700920, 2703515 Ext 3357, 2404014, Mob: 0 9897124670 E-mail: <a href="mailto:syednabi1@gmail.com">syedanabi1@gmail.com</a>	PGDC
Al Barakaat Institute of Management Studies	3306	Anoopshahr Road, Aligarh- 202001	Mr Saif Azam, Coordinator Ph: 0571-3291308,3299871 Mob: 09837400699 E-mail: <a href="mailto:abjhsc@gmail.com">abjhsc@gmail.com</a>	BBA, BCA
Faize-Aam Modern Degree College	3314	72, Golf Road, Civil Lines, Mathura-281001	Dr. Mohd. Ilyas, Ph: 0565-2470772 Mob: 9412778787	BBA, BCA
Faize-Aam-Degree College	3315	Opposite Income Tax Office, G.T. Road Meerut-250001	Dr. Fazlur Rehman Ph: 0121- 4026406 Mob: 9837153046 E-mail: <a href="mailto:rehman12366@yahoo.com">rehman12366@yahoo.com</a>	BBA, BCA, PGDB, PGDC
NIST	1502	Islamia College, Haval Srinagar-19002	Mr. Er. Shabir-Ul-Nabi Ph: 0194-2410837 E-mail: <a href="mailto:nis_it@rediffmail.com">nis_it@rediffmail.com</a>	BBA, BCA,
MCA Institute of Information Technology	3320	Suchana Prodyogiki Bhavan, Opposite Prayag Mahila Vidyapeeth, Elgin Road, Civil Lines, Allahabad - 211001	Ms. Manjula Garg, Ph: 0532-2607006, 2607334	BBA, BCA,
College of Management and Engineering	3321	24/32 B, Stanley Road, Near Traffic Police Lines Allahabad- 211002	Mr. Lallan Siddiquee Ph (Mob): 09235552165 Email: <a href="mailto:admcmc@rediffmail.com">admcmc@rediffmail.com</a>	BBA, BCA,

Name of SLRC	Code	Address	Coordinator and Contact Detail	Programmes
Meena Shah Institute of Technology	3319	Karbala Road, Meena Nagar, Gonda - 271001	Mr. Ajay Tondon, Ph: 0526- 282551; Mob: 09415534155 Fax: 0526-220108 E-mail <a href="mailto:msitef@rediffmail.com">msitef@rediffmail.com</a>	BBA, BCA,

**Note:**

The University may notify list of additional Study & Learning Resource Centres through website/newspaper.  
The University reserves the right to derecognize any of the SLRC listed above, if not found operating as per the ODL norms of the University.

## QUALIFYING EXAMINATION CODES

Name of the Qualifying Examination	Code
10+2	01
B.A.	02
B.Sc.	03
B.Sc.(Ag)	04
B.Com.	05
B.B.A.	06
B.C.A.	07
B.Pharm.	08
B.Tech/B.E.	09
M.Com.	10
M.A.	11
M.Pharm.	12
M.Tech	13
M.B.A.	14
M.C.A	15
M.B.B.S.	16
Others	17

## INDIAN STATES' CODES

Name of the State	Code	Name of the State	Code
Andaman and Nicobar	01	Lakshadweep	19
Andhra Pradesh	02	Madhya Pradesh	20
Arunachal Pradesh	03	Maharashtra	21
Assam	04	Manipur	22
Bihar	05	Meghalaya	23
Chandigarh	06	Mizoram	24
Chhattisgarh	07	Nagaland	25
Dadra and Nagar Haveli	08	Orissa	26
Daman and Diu	09	Pondicherry	27
Delhi	10	Punjab	28
Goa	11	Rajasthan	29
Gujarat	12	Sikkim	30
Haryana	13	Tamil Nadu	31
Himachal Pradesh	14	Tripura	32
Jammu and Kashmir	15	Uttar Pradesh	33
Jharkhand	16	Uttaranchal	34
Karnataka	17	West Bengal	35
Kerala	18	Other State	36

## EXAMINATION BOARD CODES

Board	Code
Andhra Pradesh Board	101
Arunachal Pradesh Board	102
Assam Board	103
Assam Hr. Secondary Education Board	104
Bihar Board	105
Central Board of Secondary Education	106
General Secondary Education, KSA/UAE	107
Gujarat Board	108
Haryana Board	109
Himachal Pradesh Board	110
Indian Council of Secondary Education	111
Indian School Certificate Examination Council	112

Jammu and Kashmir Board	113
Karnataka Board	114
Kerala Board	115
Madhya Pradesh Board	116
Maharashtra Board	117
Manipur Board	118
Meghalaya Board	119
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National Open Board	121
Orissa Board	122
Punjab Board	123
Rajasthan Board	124
Tamil Nadu	125
Uttar Pradesh Board	126
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Other Board	130
Madarsa Boards	131

## UNIVERSITY CODES

University	Code
Ajmer University, Ajmer	201
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Andhra University, Waltair	205
Anna University, Chennai	206
Annamalai Open University, Annamalia Nagar	207
APS University, Rewa	208
Arunachal University, Itanagar	209
Assam Agriculture University, Jorhat	210
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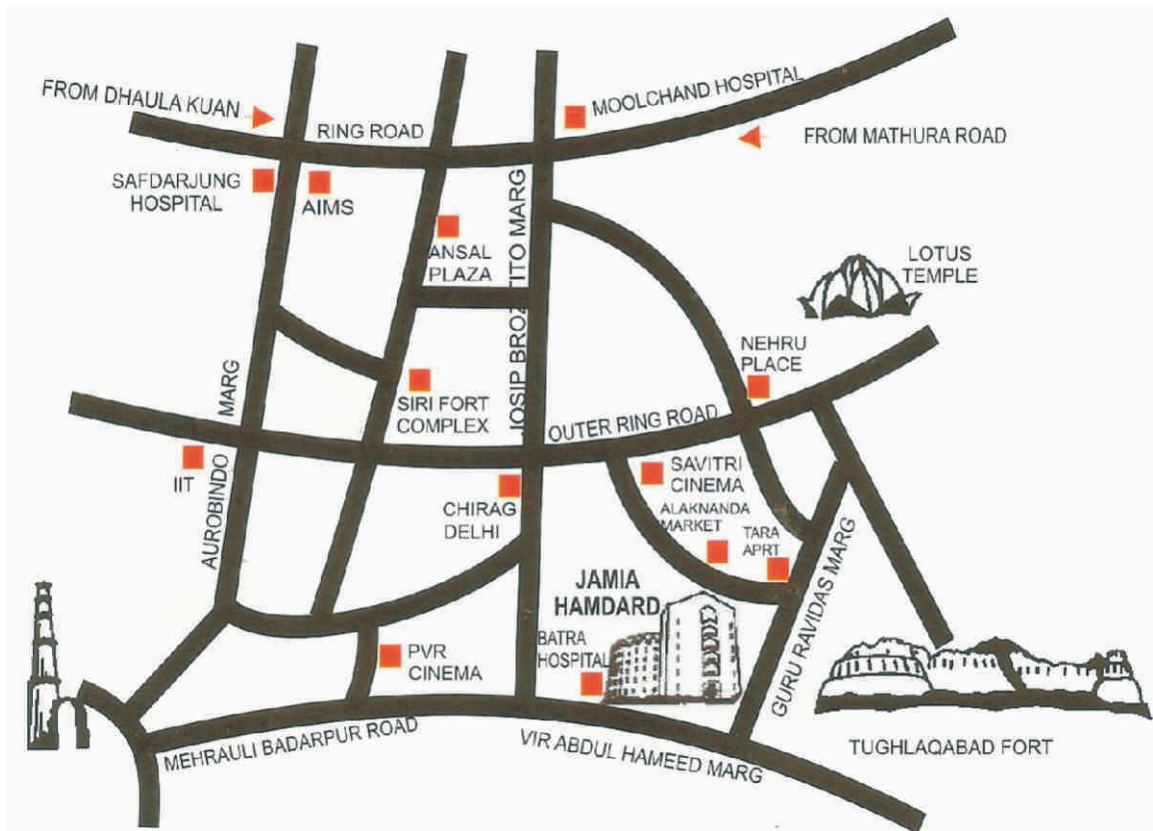
**Last date of sale and receipt of Admission Application Form:**

**30<sup>th</sup> September, 2011**

Director  
 Directorate of Open and Distance Learning  
 JAMIA HAMDARD  
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<http://www.jamiahamdard.edu/odl/default.asp>

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Road Map Showing  
**Jamia Hamdard**



#### FOOTNOTES

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- Soft copy of this Prospectus is available on the University web site.

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**NATIONAL ANTI-RAGGING HELPLINE: 1800-180-5522**



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Jamia Hamdard  
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