

**CENTER FOR DISTANCE AND ONLINE EDUCATION
JAMIA HAMDARD, HAMDARD NAGAR, NEW DELHI- 110062**

**MINUTES OF CIQA COMMITTEE MEETING FOR ODL AND ONLINE
PROGRAMMES**

Dated:- 11th August, 2023

A meeting of CIQA committee for ODL and Online programmes offered by Jamia Hamdard was held on 10th August, 2023 at 3.30 pm in the Board Room adjoining to VC Office, in the chairmanship of Hon'ble Vice Chancellor Jamia Hamdard.

The following were present: -

1. Prof. Afshar Alam, Vice Chancellor Jamia Hamdard, in chair
2. Prof. S.Raisuddin, Director, IQAC, Jamia Hamdard
3. Prof Manju Chhugani, School of Nursing Sciences and Allied Health, Jamia Hamdard
4. Prof Mehartaj Begum, School of Social Science and Humanities, Jamia Hamdard
5. Prof Reshma Nasreen, Dean, School of Management & Business Studies, Jamia Hamdard
6. Vice Chancellor, Dean of School of Engineering Sciences & Technology, Jamia Hamdard
7. Prof Farhan Jalees Ahmad Dean of School of Pharmaceutical Education and Research, Jamia Hamdard
8. Prof B.S. Saraswat, Former Director, Academic Coordination Division, IGNOU, New Delhi- attended Online
9. Prof Uma Kanjulal, Director, Centre for Online Education, IGNOU, New Delhi- attended Online
10. Dr. M.A. Sikandar, Registrar, Jamia Hamdard
11. Mr. Harpal Singh, Finance officer, Jamia Hamdard
12. Prof. S.H.Ansari director (Officiating) CDOE, Jamia Hamdard, Member Secretary

Prof Afshar Alam Vice-Chancellor, Jamia Hamdard, Chairman of the committee, formally welcomed all the members and in his opening remarks he mentioned the recent achievement of Jamia Hamdard in NAAC which was regarding A+ grade in which Jamia Hamdard was placed. Chairman show satisfaction and appreciated the admission status of various programmes of Center for Distance and Online Education.

Prof. S.H.Ansari, Officiating director, Center for Distance and Online Education (CDOE) also welcomed all the members' especially external experts Prof Uma Kanjulal and Prof B.S. Saraswat. He also expressed his gratitude to the outgoing members of the committee for their valuable contribution as member of the CIQA committee.

V.C *Dr. Afshar Alam*

[Signature]

Agenda: 1: Confirmation the minutes of CIQA committee meeting held on 18th May, 2023.

The minutes of the meeting were sent to all members through E- mail. No comments were received by any members. So, with the consent of all the members the minutes were confirmed.

Action taken Report on the meeting of CIQA Committee meeting held on 18th May 2023.

As per the suggestion given by members of CIQA, in order to popularized and publicity of various programmes offered by CDOE Jamia Hamdard on social media, it was mentioned that with the help of service provider and efforts made by Jamia Hamdard the publicity has been made of social media like Facebook, Instagram, LinkedIn and Google AdWords.

It was also mentioned by director, CDOE the number of admissions in various programmes have considerable increased.

Agenda: 2- Status of admissions in various academic programmes.

The status of admission in various programmes offered through Online and ODL mode was placed before the committee for the session January 2022, July 2022, January 2023 (admission still continue)

Centre for Distance and Online Education, JH

Admission status till Session July 2023

S.No.	Programme Name	Session Jan 2022			Session July 2022			Session Jan 2023			Session July 2023		
		ODL	OL	Total	ODL	OL	Total	ODL	OL	Total	ODL	OL	Total
1	Bachelor Business Application (BBA)	0	12	12	27	43	1	3	17	20	6	35	41
2	Bachelor of Computer Application (BCA)	0	22	22	45	88	177	5	33	38	8	74	82
3	Bachelor of Commerce (B.Com(H))	0	0	0	0	3	3	0	0	0	0	6	6
4	Advance Diploma in Bio Informatics (PGDBI)	0	0	0	0	0	0	0	0	0	0	0	0
5	Advance Diploma in Chemo - Informatics (PGDCI)	0	0	0	0	0	0	0	0	0	0	0	0

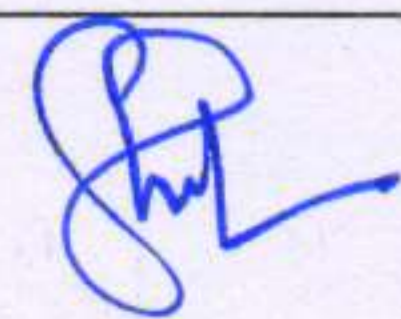
V.C. Dr. Arif Khan



6	Advance Diploma in Dietetics and Therapeutics Medicine (PGDDTN)	23	0	23	101	0	147	56	0	56	27	0	27
7	Advance Diploma in Drug Regulatory Affairs (PGDDRA)	42	0	42	250	0	334	151	0	151	233	0	233
8	Advance Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA)	0	0	0	0	0	0	0	0	0	0	0	0
9	Advance Diploma in Intellectual Property (PGDIPR)	0	0	0	0	0	0	0	0	0	0	0	0
10	Advance Diploma in Human Rights (PGDHR)	0	0	0	0	0	0	0	0	0	0	0	0
11	Advance Diploma in Medical Record Techniques (PGDMRT)	16	0	16	58	0	90	68	0	68	54	0	54
12	Diploma in Persian Language (DPL)	0	0	0	0	0	0	1	0	1	0	0	0
13	Certificate in Modern Persian Language (CMPL)	0	0	0	0	0	0	0	0	0	0	1	1
14	Diploma in Professional Arabic (DPA)	0	0	0	37	0	37	36	0	36	0	45	45
15	Diploma in Bakery and Confectionery Technology (DBCT)	0	10	10	13	0	33	1	0	1	5	0	5
16	M.A.(Human Rights)	0	0	0	0	0	0	0	3	3	0	0	0
17	M.A.(Islamic Studies)	0	16	16	0	54	86	0	31	31	0	78	78
	Total	81	60	141	531	188	719	321	84	405	333	239	572
	Fee received for New Admission			16,37,500.00	84,46,500.00			24,64,475.00			63,00,000.00		

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Dr. Afshar Khan



The status of admissions made in collaboration with Ministry of External Affairs and TCIL under E Vab project, was also mentioned and list is given below:

Programme Name	Country	No. of students	Semester 1 fee	Total semester 1 fee	University's share	LC's share (10%) if applicable
BCA	D R Congo	1	12283	12283	11054.7	1228.3
	Gambia	2	12283	24566	22109.4	2456.6
	Ghana	2	12283	24566	22109.4	2456.6
	Malawi	3	12283	36849	33164.1	3684.9
	Mali	2	12283	24566	22109.4	2456.6
	Nigeria	112	12283	1375696	1377696	NA
	South Sudan	1	12283	12283	12283	NA
	Uganda	7	12283	85981	77382.9	8598.1
	Zambia	5	12283	61415	55273.5	6141.5
BBA	Gambia	1	12666	12666	11399.4	1266.6
	Ghana	2	12666	25332	22798.8	2533.2
	Malawi	1	12666	12666	11399.4	1266.6
	Mozambique	1	12666	12666	11399.4	1266.6
	Nigeria	20	12666	253320	253320	NA
	Sudan	1	12666	12666	12666	NA
	Uganda	2	12666	25332	22798.8	2533.2
	Zambia	10	12666	126660	113994	12666
BCOM	D R Congo	1	12666	12666	11399.4	1266.6
	Malawi	3	12666	37998	34198.2	3799.8
	Nigeria	4	12666	50664	50664	NA
Total		182	249873	2240841	2187220	53621.2

The committee also recommended that the programmes in which there are no admissions in last several sessions, may be dropped. For this, the matter be placed in the academic council for consideration.

Agenda :3- To discuss the mode of feedback analysis of the students.

The director presented the students feedback survey conducted by the CDOE in the year 2021-2022 analyzed by Dr. Babita Singh, CDOE. It was mentioned that the students feedback was obtained through the questionnaire provided online and feedback received from the academic

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counselors. The remedial measures were taken on analysis feedback report wherever it was required.

The committee observed that the existing questionnaire was too lengthy and should have been condensed. For this purpose the name of Prof. S.Raisuddin , Director, IQAC, Jamia Hamdard was suggested to modified the existing feedback questionnaire.

Agenda : 4- To discuss the monitoring of conduct of counseling classes

The recorded lectures, are provided to the students and live sessions are also conducted in addition to online counseling classes. 24x 7 whatsApp services are also available to the students for solving their day-to-day difficulties. The details of counseling classes held are given below.

S.No	Program	Credits	No of course	No of Counseling Session per Subject	No of Counseling Session Required	No of Counseling Session held	
						July 2022-23	Jan 2023
1	BBA						
	Sem 1	20	6	8	36	48	45
	Sem 2	20	6	8	36	46	48
	Sem 3	20	6	8	36	42	47
	Sem 4	20	6	8	36	42	47
2	BCA						
	Sem 1	20	6	8	36	50	50
	Sem 2	20	6	8	36	55	52
	Sem 3	20	6	8	36	54	52
	Sem 4	20	6	8	36	55	54
3	MA-Islamic Studies						
	Sem 1	30	6	5	36	38	39
	Sem 2	30	6	5	36	38	40
4	ADDRA	32	8	6	48	45	55
5	ADMRT	20	6	6	30	32	35
6	ADDTN	20	7	6	30	28	30

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Dr. Raisuddin



7	DPA	24	4	6	30	24	24
8	DBCT	32	4	6	30	24	24

The committee appreciated the mode and number of counselling classes conducted in respect of the different programmes.

Agenda: 5- To report about the NoC received by AICTE for MBA and MCA programmes to be conducted in online mode.

Prof S.H. Ansari informed that, the NoC from AICTE has been obtained to conduct the MBA and MCA programme through online mode up to 2028. The same has been uploaded DBE/UGC portal along with fee for approval of the same. No information has been received so far in this regard.

The committee appreciated effort made by CDOE, Jamia Hamdard to obtain NoC from AICTE for above mentioned programmes.

Agenda 6:- Vision 2025

The contents of the vision were presented which were based on the following Two aspect.

- To Start new Programmes in CDOE through ODL and Online Mode
- To develop inhouse infrastructure and facilities for conduct of various programme .

The following programmes are proposed to start in near future.

- BA in Islamic Studies,
- BA in English
- BA in Political Science,
- MA in Economics,
- MA in English
- MA in Political Science
- MSc in Drug Regulatory Affairs, and
- MSc Computer Science with specialization in Artificial Intelligence, Machine Learning, Big Data Analytics, Cloud Computing, Cyber Security and Digital Forensics and
- Few needs based Advance Diploma Programmes to be offered through Distance / Online mode,

Agenda 7: Any other matters with the permission of the chair.


The chairman was of the opinion that CDOE should develop all inhouse facilities with respect to infrastructure and technical manpower for future. The LMS and studio should be developed for recording the lecture etc. He also suggested the following committee should be constituted to see the technical and nontechnical requirement for the same and submit the report.

V.C V.T. Ansari 17/02/20

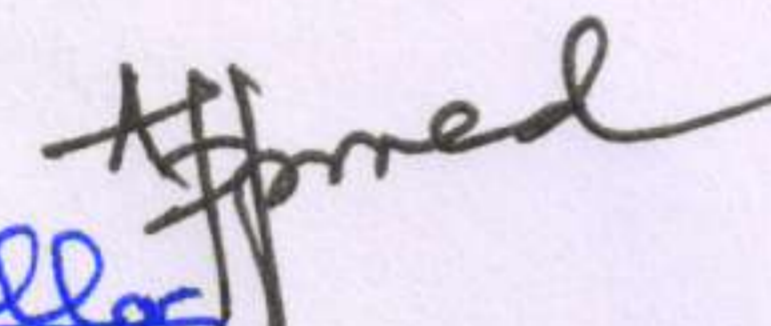
Constitution of the committee

- Director CDOE, Jamia Hamdard – Chairman
- Registrar, Jamia Hamdard- Member
- Dr Imran Hussain, SEST- Member
- Dr. Babar Ali Khan, SMBS – Member
- Dr. Babita Singh, CDOE – Member coordinate

The meeting ended with vote of thanks to the Chair.


18/5/2023

Prof. S H Ansari
Director, CDOE
Member Secretary, CIQA Committee

Vic Chancellor 
M. Ahsan M/au.