



School of Open and Distance Learning PROSPECTUS

2019-2020



JAMIA HAMDARD

(Deemed to be University under Section 3 of UGC Act 1956)

Recommended as an "Institution of Eminence" by the Empowered Expert Committee of MHRD

Ranked 1st in Pharmacy and 15th in Medical Education

amongst the institutions in India, as per NIRF-2019 ranking

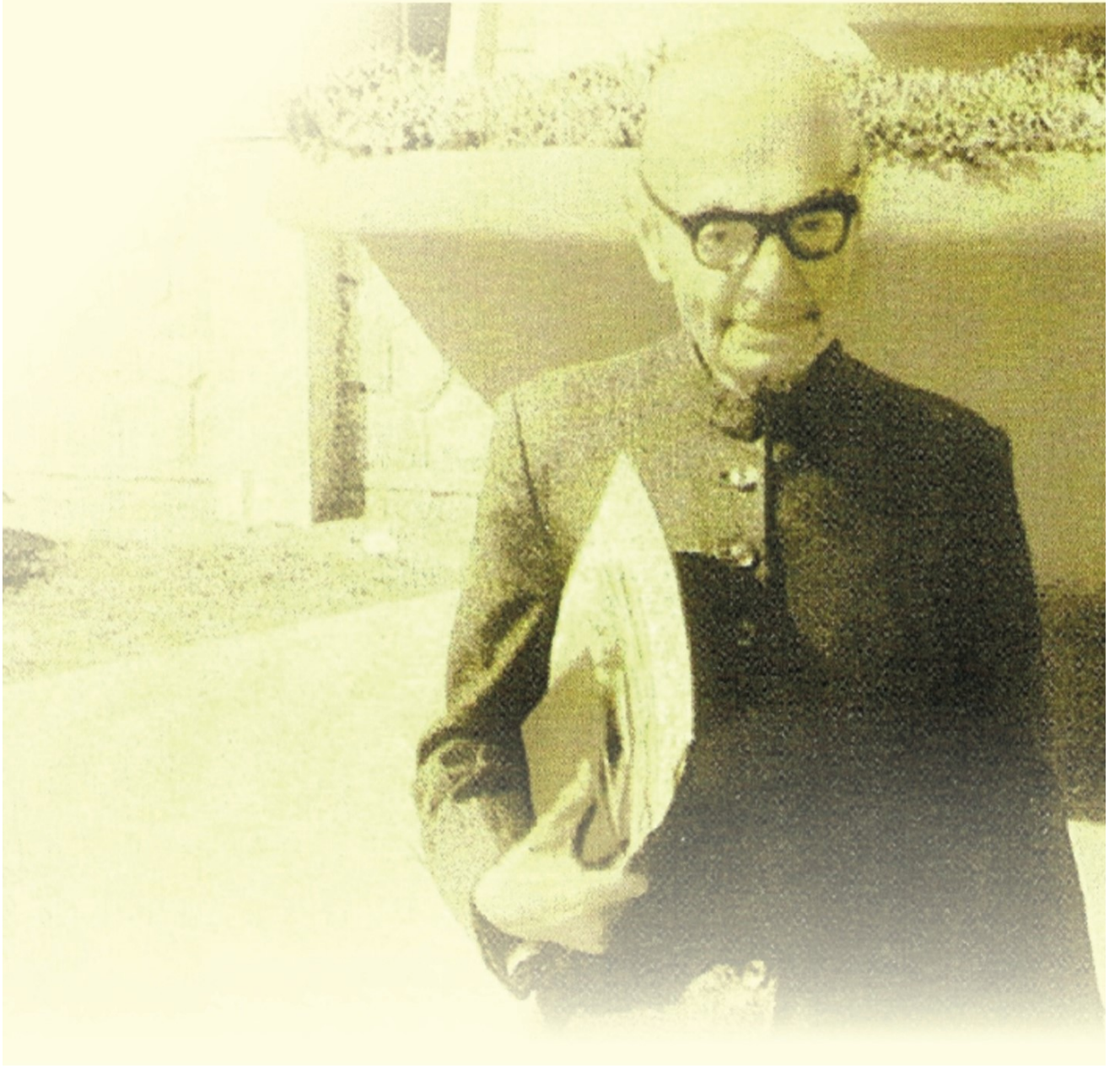
Hamdard Nagar, New Delhi 110062

Accredited by NAAC in Grade 'A'

Amongst top 18 Universities of India

www.jamiahamdard.edu

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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

SCHOOL OF OPEN AND DISTANCE LEARNING



JAMIA HAMDARD

HAMDARD NAGAR, NEW DELHI-110062

School of Open and Distance Learning JAMIA HAMDARD, NEW DELHI

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About Jamia Hamdard

'Committed to excellence in higher education'

Jamia Hamdard (JH) was declared as a deemed-to-be University by the Govt. of India in 1989 on the recommendation of University Grants Commission (UGC) under the UGC Act 1956 in recognition of the services provided by erstwhile educational institutes established by the Hamdard National Foundation (HNF). These institutes, built over a period of time, included the Hamdard College of Pharmacy, Hamdard Tibbi College, Rufaida College of Nursing, the Institute of History of Medicine & Medical Research, and Indian Institute of Islamic Studies.

Jamia Hamdard was inaugurated by the then Prime Minister of India, Shri Rajiv Gandhi on August 1, 1989, who in his inspiring inaugural address applauded the efforts of Hakeem Abdul Hameed Saheb, the Founder, for setting up a number of institutions of learning which were finally merged to form a “Deemed to be University” namely Jamia Hamdard. In the words of Shri Rajiv Gandhi, “This will enable minority to go forward and help India to march forward”.

Spread over a sprawling green campus of about 100 acres, located on a prime piece of land in South Delhi, JH has twelve Schools including a medical college, two hospitals – a 750 bedded modern medicine hospital and another 150 bedded Unani medicine hospital – on its campus. It has a big library, archive centre, separate hostels for girls and boys, gymnasium, a large playground, residential quarters for the staff, and also an off-campus in Kannur, Kerala.

The University has been maintaining a steady progress in all facets in its existence of 30 years and is both nationally and internationally recognized for the quality of teaching and research. The overall progress in this period has been excellent in terms of infrastructure and maintaining the standards which is evident from the placement records, high quality of research, publications and patents. ***Jamia Hamdard is among top 18 universities of India and ranked 1st in the field of Pharmacy and its medical college is ranked 15th by the Govt. of India (NIRF-2019 ranking)***. Jamia Hamdard is perhaps the only privately funded University to get funding under the DST's PURSE (Promotion for University Research in Science and Engineering) Grant. Jamia Hamdard was placed at 2nd rank in i10 values and 5th in i100 values as per SCOPUS dataset of all the Institutes that were awarded the DST PURSE grant. The publications of Jamia Hamdard have received >16 citations/paper, perhaps the 2nd highest in India. The h-index of Jamia Hamdard is more than 100 and i100 is 100. About 38% of all our publications have been cited at least 10 times according SCOPUS database. JH has a close relationship with DRDO and joint research between Jamia Hamdard and INMAS-DRDO has led to development of pharmaceutical products which are being used by defense forces. The High Powered Committee established by the Government of India to identify “Institutions of National Eminence” has recommended Jamia Hamdard among the top 6 universities in the private sector.

The University follows a unique 3-Tier selection system for faculty appointments and in recent selections candidates from Johns Hopkins University, US-Ivy League Institutions, National University of Singapore, IIT, IIM have accepted and joined as faculty members.



The Founder

(14th Sept. 1908 - July 22, 1999)

The Founder-Chancellor of Jamia Hamdard, *Hakeem Abdul Hameed*, a renowned physician of the *Unani* system of medicine who served the poorest of the poor and also had dignitaries such as Prince Charles of England as his patient, was a philanthropist who always had public service as his driving force. *Hkm Abdul Hameed* set up a complex of educational institutions over a period of time which finally got amalgamated in Jamia Hamdard in 1989.

The first institute that was built on the piece of land in Tughlaqabad, which today houses the School of Chemical & Life Sciences was the Institute of History of Medicine and Medical Research. The foundation stone of this institute was laid down on November 15, 1962 by the then Prime Minister of India, *Pandit Jawaharlal Nehru*; the building was inaugurated by Mrs. Indira Gandhi, the Prime Minister of India in 70s. The Great Hakeem Saheb also set up several other institutes which include the Hamdard National Foundation, Hamdard Education Society, Hamdard Study Circle, Hamdard Public School, Ghalib Academy, the Centre for South Asian Studies, and Business & Employment Bureau.

Hkm Abdul Hameed was conferred the *Padma Shri* and *Padma Bhushan* by the Government of India, awarded the Avicenna Award by the erstwhile USSR in 1983, and was nominated as honorary member of the Academy of Medical Science, Iran. He served as Chancellor of Aligarh Muslim University. In October 2000, the Research Centre for Islamic History, Art and Culture (IRCICA) Istanbul, Turkey, presented IRCICA Award to him posthumously for Patronage in Preservation of Cultural Heritage and Promotion of Scholarship. *Hkm Abdul Hameed* was a true follower of Islam in letter and spirit and strongly believed in “*And spend in the cause of Allah and do good, for He loves those who do good for others*” – *Al Quran, 2:195*.



Chancellor

The Chancellor of Jamia Hamdard, is a keen disciple of ‘Change Management’. Dr. Habil Khorakiwala has single-mindedly steered Wockhardt in becoming the first true healthcare group from India. His visionary and astute leadership resulted in Wockhardt emerging as a leading pharmaceutical and biotech conglomerate, driven by research and strategic thinking on a global scale.

Dr. Habil Khorakiwala is the Founder Chairman & Group CEO of Wockhardt Limited, a company he founded in the early 1960s. He holds a Masters in Pharmaceutical Science from Purdue University, and has participated in an Advanced Management Programme at Harvard Business School, USA. He is also the recipient of an honorary doctorate from Purdue University, USA. He has been past President of FICCI (Federation of Indian Chambers of Commerce & Industry) and President of the Indian Pharmaceutical Alliance (IPA), the organisation of research-based pharmaceutical companies in India. Beside he has been the Member of the National Manufacturing Competitiveness Council set up by Dr. Manmohan Singh, Prime Minister of India. He was nominated by Government of India to the National Managing Committee, Indian Red Cross Society, nominated by the Prime Minister of India to the Advisory Board of CSIR [Council of Scientific and Industrial Research] in New Delhi, Member of Board of Trade instituted by the Government of India under the Ministry of Commerce & Industry and nominated by the Government of India as member of the Board of Directors of NIPER (National Institute of Pharmaceutical Education and Research).

Dr. Khorakiwala has received many prestigious awards such as Shiromani Vikas award for ‘Outstanding and Inspiring Contribution towards National Development’ at the hands of Mother Teresa in 1992; Institute of Marketing & Management (IMM) ‘Top CEO’ in 2002; International Medical Integration Council ‘Life Time Achievement’ in 2003; Giants award for ‘Outstanding Contribution to Business and Industry’ in 2003; Rotary Award for Vocational Excellence, 2003-04; Ernst & Young ‘Entrepreneur of the Year’ in the Healthcare and Life Sciences’ category in 2004; Named ‘India’s Greatest Brand Builders’ in a book authored by Dr. R L Bhatia of Centre for Change Management in 2005; Indian Express Group of Newspapers ‘Lifetime Achievement Award’ at the Pharma Excellence Awards 2006; UK Trade & Investment ‘Entrepreneur of the Year’ at the India Business Awards 2008; Purdue University conferred an ‘Honorary Doctorate in Pharmacy’ in 2010; Frost & Sullivan ‘Lifetime Achievement Awards’ India Healthcare Excellence Awards.



Vice Chancellor

Professor Dr. Seyed Ehtesham Hasnain

PhD, DSc (h.c.), DMedSc (h.c.), FNA, FTWAS, FAAM, ML

Prof. Seyed E. Hasnain, Padma Shri, is a recipient of Germany's Highest Civilian Award- The Order of Merit (Das Verdienstkreuz, 1.Klasse) from the President of Germany, equivalent of India's Bharat Ratna, the only Indian so far and one of the very few persons globally. He is internationally known for his work on DNA fingerprinting and on tuberculosis. With about 275 publications in peer-reviewed journals of high impact and over a dozen international patents, Prof. Hasnain has not only established himself as a scientist, but also as an institution builder, policy maker, and an administrator. He was invited by IIT Delhi as a Professor where he served until superannuation (2011-2019) after which he shifted his laboratory to Jamia Hamdard. He taught at Delhi University, worked at the National Institute of Immunology, New Delhi and served as first Director of Centre for DNA Fingerprinting and Diagnostics (CDFD), Govt of India. He made CDFD a gold standard for DNA based crime investigations in the country. As the Vice-Chancellor of University of Hyderabad (2005-2011) he brought this University to the #1 position displacing JNU and Delhi University. He joined Jamia Hamdard as Vice Chancellor and in less than three years the University has been pole-vaulting into higher orbits of excellence and recently recommended as "Institute of Eminence and placed at the 5th Rank amongst the Privately Funded Institutions of the country by the MHRD Empowered Committee.

Prof. Hasnain is recipient of many prestigious awards from India and abroad, such as Humboldt Research Prize (Alexander-von-Humboldt Foundation, Germany); the very exclusive Robert Koch Fellowship (the ONLY Indian so far) of the Robert Koch Institute, Berlin; and youngest to be elected as a Fellow of TWAS, Trieste. He is elected Fellow of the prestigious American Academy of Microbiology, USA, and the first Indian elected as a Member of the German National Academy of Sciences Leopoldina. He has been conferred with the ICMR's BR Ambedkar Award, the highest award for excellence in biomedical research; besides many other prestigious Indian Awards which include G.D. Birla Award, Shanti Swarup Bhatnagar Prize, FICCI Award, J. C. Bose National Fellow Award, Ranbaxy Research Award, Goyal Award, Bhasin Award etc. He is an elected Fellow of all the major Science Academies of India (FNA, FASc, FN ASc), and a recipient of honorary Degrees from Universities in India and abroad. He is the 3rd Indian (Dr APJ Abdul Kalam, 2009, Dr. Amartya Sen, 2010) to receive an Honorary Doctorate (2011) from the Queen's University, UK.

Prof. Hasnain served as a Member (2004-2009, 2009-2014) of Science Advisory Council to the Prime Minister (SAC-PM) and Member of Scientific Advisory Committee to the Union Cabinet. He was Chairman of Biotech Advisory Council, Government of Andhra Pradesh for several years and a Member of Biotech Advisory Council of many other State Governments, including Gujarat.

He has been the Chairman of the Academic Committee of PGIMER, Chandigarh, and a Member of the Institute Body and Governing Council of PGIMER, as well as Member of the Research Advisory Committee of AIIMS, New Delhi. He served as a Member of UGC, the Governing Councils of Indian Institute of Advanced Studies, Shimla; IISc, Bangalore; IIM, Kozhikode; IISER-Bhopal and several other institutions, policy-making bodies of the Ministries of S&T, MHRD, Health and Defense. He continues to be a member of Aga Khan Foundation National Committee, the Board of Directors/Audit Committees/Remuneration Committees of a number of Companies.

Prof. Hasnain has travelled widely and has given invited talks at top global Universities including Oxford, Cambridge (UK), Harvard, Yale, Stanford, Univ of California, Salk Inst (USA), Institute Pasteur (France), Max Planck Inst, Frei Univ, Koln Univ (Germany), NUS (Singapore), Univ of Canberra (Australia), China, Thailand, Brazil, Senegal, Iran, Saudi Arabia, Bangladesh, Canada, etc.

As a Professor, JH-Institute of Molecular Medicine, Prof Hasnain leads a very active group of researchers (Ph. D students, Post-Docs & Trainees) in the area of TB.

Pro-Vice Chancellor

Professor Dr. Ahmed Kamal
Ph.D, FNASc, FAPSc, FRSC

Dr. Ahmed Kamal, joined Jamia Hamdard as the first Pro-Vice Chancellor on October 03, 2017. Dr. Kamal was born in Hyderabad, Telangana. He graduated from Osmania University, Hyderabad (India) and obtained his Master's degree in Organic Chemistry. He subsequently completed his Ph.D. in the area of Medicinal Chemistry from the Aligarh Muslim University. On completion of his doctoral degree he joined as a Scientist at the Indian Institute of Chemical Technology (IICT), Hyderabad. He carried out his post-doctoral research work at the University of Portsmouth, England and was a Visiting scientist at the University of Alberta, Edmonton, Canada.



For the last 30 years, he has pursued his research career at IICT, Hyderabad and also worked in the capacity of Outstanding Scientist at IICT. He was also the Project Director of the National Institute of Pharmaceutical Education and Research (NIPER), Hyderabad. He served as Acting Director of CSIR-IICT during September 2012 till April 2013 and April to June 2015.

His research interests mainly focus on the design and synthesis of gene-targeting compounds as new anti-cancer agents, and their targeted delivery as pro-drugs. New chemical entities for anti-tubercular and anti-malarial activity are also his research avenues. He is also proficient in development of new efficient synthetic methodologies including solid phase, resin bound reagents and chemo-enzymatic strategies that are useful in both basic and applied pharmaceutical chemistry. He has won several honors and awards for his research like CSIR Young Scientist Award in Chemical Sciences (1991), Fellow of the National Academy of Sciences, India (1999), Best Patent Award from the Indian Drug Manufacturers Association (2005), Medal from the Chemical Research Society of India (2005), Ranbaxy Research Award in the field of Pharmaceutical Sciences (2005), UKIERI Standard Award for Biomedical Solutions between India and UK (2006), OPPI Scientist Award from the Organization of Pharmaceutical Producers of India (2009), Fellow of the A. P. Academy of Sciences (2010), Fellow of Royal Society of Chemistry (2011) and Most Outstanding Researcher in the field of Chemistry by Careers 360 (2018). He has over 500 publications, more than 10000 citations, 25 review papers and 9 book chapters in the areas of biotransformation and medicinal chemistry. He has filed over 430 patents and five of his US patents have been licensed to a pharmaceutical company for their clinical development and some compounds from these patents are undergoing pre-clinical studies. Over 100 students have completed their Ph.D. programme under his guidance. He is an editorial advisory board member for several prestigious peer-reviewed international journals. He was instrumental in setting up of Biotechnology Incubation Centre at the Biotech Park in Hyderabad.



Dean, School of Open and Distance Learning

Prof. Masood Parveez

MSc., PhD.

Jamia Hamdard is one of the top ranking Universities of the country. The National Assessment and Accreditation Council (NAAC), Government of India has accredited 'A' Grade to Jamia Hamdard. It has been ranked at 18th position by the National Institutional Ranking Framework (NIRF), Government of India, recently. The School of Pharmaceutical Education and Research (SPER) has been ranked No. 1 by the NIRF in the year 2019.

Jamia Hamdard has twelve Schools of Studies offering high quality Certificate, Diploma, Undergraduate, Postgraduate and Doctoral Programmes. They are: Hamdard Institute of Medical Sciences and Research, School of Unani Medicine, School of Pharmaceutical Education and Research, School of Nursing and Allied Health, School of Chemical and Life Sciences, School of Interdisciplinary Studies, School of Engineering Sciences and Technology, School of Humanities and Social Sciences, School of Management and Business Studies, School of Law, Hamdard Institute of Legal Studies and Research, School of Education, Training and Empowerment, and the School of Open and Distance Learning.

The School of Open and Distance Learning (SODL) is established in the year 2004 offering various undergraduate and postgraduate diploma programmes. Major objective of the School of Open and Distance Learning is to provide access to higher education to those who are not able to draw benefits from the formal system of education. The open and distance learning system allows a learner to determine his / her pace of learning.

Our Founder Late Hakeem Abdul Hameed Saheb has established Jamia Hamdard in order to extend opportunity of higher education to the disadvantaged sections of the society, especially, the Muslim minority. The dream of Late Hakeem Saheb is being fulfilled by offering programmes through ODL mode to the students of a few recognized Madarsas. This is enabling children from the Muslim minority dominated pockets of Delhi to get enrolled in the main - stream programmes and courses.

The SODL provides high quality academic support to its learners through high quality printed self – instructional study material, and through face – to – face theoretical and practical counselling sessions, scheduled at the campus of Jamia Hamdard on Saturdays and Sundays.

The programmes and courses of SODL, Jamia Hamdard are approved by the Distance Education Bureau (DEB) – University Grants Commission (UGC), Government of India.

The School of Open and Distance Learning, Jamia Hamdard is offering two undergraduate Programmes; BBA and BCA, and ten Certificate, diploma and Postgraduate Diploma Programmes. They are; Bachelor of Computer Applications (BCA), Bachelor of Business Administration (BBA), PG Diploma in Bio Informatics (PGDB), PG Diploma in Chemo Informatics (PGDC), PG Diploma in Dietetics and Therapeutics Medicine (PGDDTN), PG Diploma in Pharmaceutical Regulatory Affairs (PGDPRA), PG Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA), PG Diploma in Intellectual Property Rights (PGDIPR), PG Diploma in Human Rights (PGDHR), PG Diploma in Medical Record Techniques (PGDMRT), Diploma course in Persian Language (PGPL), and Certificate in Modern Persian Language (CPL).

It is proposed to offer a few more undergraduate and postgraduate programmes from the academic session 2020 – 21. The BBA, BCA and other PG Diploma Programmes are under revision. The learners of 2020 – 21 session would receive the revised / updated study material.

Further, without sacrificing quality of education, cost of education under SODL has been kept very low, facilitating students from the economically deprived sections of the society to get enrolled into the programmes of SODL and get education of their choice. Poor students, specially, girls are pursuing academic career along with their employment.

Jamia Hamdard Administration

Chancellor	Dr. H. Khorakiwala
Vice Chancellor	Prof. S. E. Hasnain
Pro Vice Chancellor	Prof. Dr. Ahmed Kamal
Registrar	Mr. Syed Saud Akhtar
Finance Officer	Mr. Rakesh Kumar Verma
Controller of Examinations	Mr. Mirza Vazir Hussain
Dean, Hamdard Institute of Medical Sciences & Research	Prof. S.S. Anand
Dean, School of Unani Medical Education and Research	Prof. Suhail Fatima
Dean, School of Pharmaceutical Education and Research	Prof. Mohd. Amir
Dean, School of Nursing Sciences and Allied Health	Prof. Manju Chhugani
Dean, School of Chemical & Life Sciences	Prof. M.P. Sharma
Dean, School of Interdisciplinary Sciences and Technology	Prof. Afrozul Haq
Dean, School of Engineering Sciences & Technology	Prof. M. Afshar Alam
Dean, School of Humanities & Soc. Sciences	Prof. A.K. Singh
Dean, School of Management & Business Studies	Prof. N. Ravichandran
Dean, School of Law, Hamdard Institute of Legal Studies and Research	Mr. S.M. Khan
Dean, School of Open & Distance Learning (SODL)	Prof. Masood Parveez
Dean, School of Education, Training & Empowerment	Mr. S.M. Khan
Dean, Students' Welfare	Prof. Ehsan Ahmad Khan
Proctor	Prof. M.S. Alam
Deputy Proctor(Lady)	Prof. Mehartaj Begum
Assistant Provost (Girls)	Dr. Noria Farooqui
Provost (Boys)	Prof. Kalim Javed
Foreign Students Advisor	Prof. Farhan Jalees Ahmad
Director, IQAC / Advisor (Research)	Prof. S. Raisuddin
Librarian	Mr. M. Shoaib
Med. Supdt., HAH Centenary Hospital	Dr. Ajaz Mustafa
Med. Supdt., Majeedia Unani Hospital	Dr. S. M. Arif Zaidi
Public Information Officer	Mr. Vinod Kumar

Schools of Jamia Hamdard

- 1 Hamdard Institute of Medical Sciences & Research (HIMSR)
- 2 School of Unani Medical Education and Research
- 3 School of Pharmaceutical Education and Research
- 4 School of Nursing Sciences and Allied Health
- 5 School of Chemical & Life Sciences
- 6 School of Interdisciplinary Sciences & Technology
- 7 School of Engineering Sciences & Technology
- 8 School of Humanities & Social Sciences
- 9 School of Management & Business Studies
- 10 School of Law, Hamdard Institute of Legal Studies and Research (HILSR)
- 11 School of Open & Distance Learning
- 12 School of Education, Training & Empowerment

SCHOOL OF OPEN AND DISTANCE LEARNING

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 effective 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 the un-reached and even marginalized and excluded groups of the society 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 for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on-campus education and those who have limited access to educational resources.

The School of Open and Distance Learning (SODL) 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. This goal in view, the SODL 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 tremendous 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.

**ACADEMIC PROGRAMMES OF JAMIA HAMDARD
OFFERED THROUGH ODL MODE IN 2018-19**

Name of the Programme/Course	Eligibility	Duration (Year)
Bachelor of Business Administration (BBA)	10+2 in any discipline	03
Bachelor of Computer Application (BCA)	10+2 in any discipline	03
P.G. Diploma in Bio-Informatics (PGDB)	B.Sc. in Biology or B.Sc. in Mathematics/ Statistics with Biology in 10+2 examination	01
P.G. Diploma in Chemo-Informatics (PGDC)	B.Sc. with Chemistry as one of the subjects	01
P.G. Diploma in Dietetics & Therapeutic Nutrition (PGDDTN)	B.Sc. degree in home Science or in Biological Science	01
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	B.Pharm./MBBS or Bachelor Degree with one year experience in Pharmaceutical Industry, Clinical Research, Regulatory affair and IPR are also eligible.	01
P.G. Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA)	B.Sc. in any branch of Science	01
P.G. Diploma in Intellectual Property Right (PGDIPR)	B.Sc. in any branch of Science/LLB	01
P.G. Diploma in Human Rights (PGDHR)	Bachelor degree in any discipline	01
PG Diploma in Medical Record Techniques (PGDMRT)	Bachelor degree in any discipline	01
Diploma in Persian Language	Certificate Course in Modern Persian Language/Persian from any university/or equivalent	01
Certificate Course in Modern Persian Language	10+2 in any discipline/or equivalent	06 months

NO AGE BAR

GENERAL INFORMATION AND ADMISSION GUIDELINES

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 there is no study centre of Jamia Hamdard, outside the campus. Aspirants are also advised to visit the Jamia Hamdard website (www.jamiahamdard.edu) on regular basis to check for additional information and any new announcement.

How to obtain Admission Form and Prospectus & Information Bulletin?

1. The application form may be obtained from SODL office or can also be downloaded from the website 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 and for foreign nationals US\$ 50 (or Rs. 2500) in the form of Demand Draft in favour of Jamia Hamdard payable at New Delhi. Otherwise, the form will not be processed.
2. Application fee is non-refundable.

The last date for Sale and Submission

of Admission Application Form :

31st August 2019

IMPORTANT INSTRUCTIONS

All fee and charges shall be paid through Demand Draft only, drawn in favour of JAMIA HAMDARD, payable at NEW DELHI.

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 mark-sheet, as a proof for the required eligibility criteria by **31st August 2019**, failing which the provisional admission granted shall be cancelled.

The candidate will be accountable for the correctness of the information furnished on the Admission Form. If it is found 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.

Admission of foreign nationals

Applications for admission of foreign students submitted in the Open and Distance Learning Programmes, will be forwarded to Foreign Students' Advisor (FSA) (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 website (www.jamiahamdard.edu) soon after the admission process or processing of applications is over. The selected candidates will be required to pay the prescribed yearly course fee along with examination fee at once.

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 before the admission closure date. 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. A candidate has used fraudulent means for seeking admission.
4. The prescribed fee is not enclosed with downloaded form.
5. The incompletely filled in application form without Photograph and/or Signature.
6. 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 School of Open and Distance and Learning.

Identity Card

Admitted students would be issued an Identity Card by the School 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 examination.

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

If the original identity Card is lost, a duplicate card can be obtained from the University on payment of Rs. 100 and a copy of FIR lodged with the concerned Police Station.

Study material

The Self Learning Material (SLM) is developed by the experts of different Universities/Institutions from all over the country as well as by the faculty members of Jamia Hamdard. SLM 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 SLM will also be provided, wherever available.

Delivery of study material

Printed Self Learning Material (SLM) is issued personally to the candidate (from Delhi/NCR region) from the SODL of Jamia Hamdard. It will be sent by post to the outside students on their request.

Counselling programme for face to face guidance

Counselling programme for face to face guidance will be provided by the Programme Coordinator.

Library facility

Students may use the Central Library of Jamia Hamdard. They will be allowed to use this facility on production of their valid identity card. However, they will not be issued any book against their name.

Examination and evaluation

1. All the students of SODL will be required to appear for examination at Jamia Hamdard examination centre only.
2. Examination schedule will be notified by the School of Open and Distance Learning, Jamia Hamdard and will be communicated to the students through our website.
3. The prescribed Examination Fee (Rs. 2000) shall have to be deposited along with the annual fee.
4. The medium of examination shall be English.
5. 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 fine declared by the SODL, after the notified date. In any case no examination form will be accepted after this deadline.
6. Admit Card of the examination may be collected from the SODL, 15 days before commencement of the examination.
7. Presently, Jamia Hamdard conducts examination only once in a year at the end of academic session. However, Jamia Hamdard may switch to Semester System in future and the same will be communicated to the students in advance.
8. Candidates who fail in one or more paper (s) will have to re-appear in the next annual examination to clear backlog papers.
9. Results will be declared and displayed on the Jamia Hamdard website.
10. A student shall have to attain minimum passing percentage of 40% in individual paper.
11. A student can apply for re-evaluation for at most two papers. The fee for re-evaluations is Rs.2000/- per paper. However, no request for re evaluation will be entertained after fifteen days of declaration of results/receipt of marksheet.
12. Under the Open and Distance Learning programme, the Jamia Hamdard 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.

This information may not be complete. The Jamia Hamdard reserves right to change its policies related to admission and examination. Notices are issued from time to time through the website of the Jamia Hamdard / SODL.

Dispute/legal jurisdiction- Delhi only

Any dispute arising will be subject to Delhi jurisdiction only.

UNDERGRADUATE PROGRAMME

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration.

Programme code	403	
Duration	Minimum three years and maximum six years.	
Eligibility	A candidate seeking admission to BBA programme must have passed 10+2 examination from a board/institute/university.	
Course coverage		
First year	<ul style="list-style-type: none"> ➤ Principles of Management ➤ Financial Accounting ➤ Business Communication ➤ Computer Fundamentals 	<ul style="list-style-type: none"> ➤ Marketing Management ➤ Managerial Economics ➤ Business Statistics ➤ Production & Operations Management
Second year	<ul style="list-style-type: none"> ➤ Business Policy ➤ Business Law ➤ Human Resource Management ➤ Organizational Behaviour 	<ul style="list-style-type: none"> ➤ Mathematics for Business and Economics ➤ Financial Management ➤ Advertising Fundamentals ➤ Entrepreneurship & Small Business Management
Third year	<ul style="list-style-type: none"> ➤ Corporate Governance ➤ Marketing Research ➤ Sales Management ➤ Total Quality Management 	<ul style="list-style-type: none"> ➤ Conflict Management and Negotiation Skills ➤ Environmental Management ➤ Leadership ➤ Project Work
Course fee	Rs. 16000 per annum + Rs. 2000 examination fee	
Contact	Dr. Mohammed Jamshed School of Management & Business Studies Jamia Hamdard Ph: 011-26059688 Email: mohammedjamshed@jamiyahamdard.ac.in	

BACHELOR OF COMPUTER APPLICATION (BCA)

The Programme aims to meet the manpower requirement of the fast developing software industry. Students are exposed to all aspects of computer applications. Practical is provided in web site development.

Programme code	401
Duration	Minimum three years and maximum six years.
Eligibility	A candidate seeking admission to BCA programme must have passed 10+2 examination from a recognized board/institute/university.
Course coverage	
First year	<ul style="list-style-type: none"> ➤ Computer Fundamentals ➤ PC Software ➤ Computer Mathematics ➤ Principles of Management ➤ Lab-I: (PC Software) ➤ Programming Fundamental ➤ Operating Systems ➤ Programme in 'C' ➤ Business Systems ➤ Lab-II: (Programming in 'C')
Second year	<ul style="list-style-type: none"> ➤ Computer System Architecture ➤ Object Oriented Programming in C++ ➤ System Analysis & Design ➤ Database Application in MS Access Development ➤ Lab-I: (C++ Application Development) ➤ Numerical and Statistical Analysis ➤ Data Structures in 'C' ➤ Computer Networks ➤ Web Technologies ➤ Lab-II: Implementing Data Structure in 'C'
Third year	<ul style="list-style-type: none"> ➤ Software Engineering ➤ Java Programming ➤ Operating Systems Administration with Windows 2000 ➤ Advanced Web Development ➤ Lab-I: Website Development ➤ Project Work
Course fee	Rs. 18000 per annum+ Rs. 2000 examination.
Contact	<p>Dr. Safdar Tanweer Department of Computer Science, School of Engineering Science & Technology Jamia Hamdard Ph: 011-26059688 Extn. 5855 E-mail: stanweer@jamiahamdard.ac.in</p>

PG DIPLOMA PROGRAMMES

POST GRADUATE DIPLOMA IN BIO-INFORMATICS (PGDB)

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

Programme code	651
Duration	Minimum one year and maximum two years.
Eligibility	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 in 10+2 examination from a recognized institution.
Course coverage	
<ul style="list-style-type: none">➤ Introduction to Bio-informatics➤ Bio-statistics➤ Biological Databases and their Management➤ Computational Biology➤ Biochemistry➤ Microbiology➤ Basics of Biocomputing	
Course fee	Rs. 18000 per annum + Rs. 2000 examination fee
Contact	Dr. Jawed Ahmad, Department of Computer Science, School of Engineering Science & Technology Jamia Hamdard Ph: 011-26059688 Extn. 5855 Email: jawed2047@jamiahamdard.ac.in

POST GRADUATE DIPLOMA IN CHEMO- INFORMATICS (PGDC)

The programme aims to create a workforce, with a sound knowledge in chemistry and computer technology with application in the upcoming areas of drug design and development.

Programme code	652
Duration	Minimum one year and maximum two years.
Eligibility	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.
Course coverage	
<ul style="list-style-type: none"> ➤ Basics of Chemo-Informatics ➤ Medical Chemistry-Receptor Ligand Interaction ➤ Modern Combinatorial Chemistry ➤ Chemo-Informatics Database Design and their Management ➤ Chemical Information Sources ➤ Computational Chemistry ➤ Data Sequencing, Mining and Visualization ➤ Drug Design and Discovery 	
Course fee	Rs. 14000 per annum + Rs. 2000 examination fee
Contact	Prof. M. Sarwar Alam, Department of Chemistry, School of Chemical & Life Sciences Jamia Hamdard Ph: 011-26059688 Email: mislam@jamiahamdard.ac.in

POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)

Diet plays an important role in the management of diseases. This programme provides opportunities to acquire knowledge on nutrition needs of sick as well as healthy persons. The programme also provides comprehensive knowledge on principles and planning of therapeutic diet, which a dietician needs in clinical area.

Programme code	653
Duration	Minimum one year and maximum two years.
Eligibility	A candidate seeking admission to the above Programme must have passed Bachelor Degree in Home Science/Biological Science.
Course coverage	
➤ Applied Health Science and Nutrition	
➤ Diet Therapy and Applied Nutrition	
➤ Community Nutrition & Communication Skills	
➤ Institutional Management in Dietetics	
➤ Basic Computers	
Course fee	Rs. 12000 per annum + Rs. 2000 examination fee
Contact	Prof. Manju Chhugani, School of Nursing Sciences and Allied Health Jamia Hamdard Ph: 011-26059688 Extn. 5680 Email: mchhugani@jamiahamdard.ac.in

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

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

Programme code	654
Duration	Minimum one year and maximum two years.
Eligibility	A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with one year of experiences in Pharma Industry, Clinical Research, Regulatory affair and IPR will also be eligible.
Course coverage	
➤ An Introduction to Pharmaceutical Drug Regulatory Affairs	
➤ General Pharmaceutical Laws and Guidelines	
➤ Drug Regulatory Affairs in India	
➤ Information and Quality Management	
➤ Chemical, Pharmaceutical and Biological aspects of Regulatory Documentation	
➤ Clinical Trials and Health Care Policies	
➤ International Licensing	
➤ Regulatory Considerations in Controlled Drug Delivery And Future Aspects of Biopharmaceuticals.	
Course Fee	Rs. 20000 per annum + Rs. 2000/- Examination Fee
Contact	Dr. M. Amir Mirza, Department of Pharmaceutics, School of Pharmaceutical Education & Research Jamia Hamdard Ph: 011-26059688 Email: aamir.mirza@jamiahamdard.ac.in

***POST-GRADUATE DIPLOMA IN ENVIROMENTAL
MONITORING AND IMPACT ASSESSMENT (PGDEMIA)***

This Course has been designed to develop trained manpower for research institutions, universities and industries in the areas of environmental monitoring, environmental impact assessment, environmental health protection and evaluation of damage to ecology.

Programme code	655
Duration	Minimum one year and maximum two years.
Eligibility	A candidate seeking admission to the above Programme must have passed B.Sc. in any branch of Science.
Course coverage	
<ul style="list-style-type: none"> ➤ Ecology and Environment ➤ Environmental Legislation ➤ Instruments in Environmental Monitoring ➤ Environmental Pollution and Quality Standards ➤ Contaminated Land and Remediation ➤ Air Quality Monitoring ➤ Water Quality Monitoring ➤ Environmental Impact and Risk Assessment 	
Course fee	Rs. 12000 per annum + Rs. 2000 examination fee
Contact	Dr. Mohammed Salik Noorani Khan – (PGDEMIA) Department of Botany School of Chemical & Life Sciences Ph: 011-26059688 Extn. 5547 Email: saliknoorani@jamiahamdard.ac.in

POST-GRADUATE DIPLOMA IN INTELLECTUAL PROPERTY RIGHT (PGDIPR)

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

Programme code	656
Duration	Minimum one year and maximum two years.
Eligibility	A candidate seeking admission to the above Programme must have passed B.Sc. examination in any branch of science/LLB
Course coverage	
<ul style="list-style-type: none"> ➤ Introduction to IPR including Industrial Design & Protection against Unfair Competition ➤ Indian Acts Related to Industrial Property Rights ➤ Copy Right and Related Rights ➤ Law Relating to Patents ➤ Trade Marks and Geographical Indicators 	
Course fee	Rs. 14000 per annum + Rs. 2000 examination fee
Contact	Dr. Zeenat Iqbal Department Pharmaceutics, School of Pharmaceutical Education & Research Jamia Hamdard Ph: 011-26059688 Extn. 5662 Email: zeenatiqbal@jamiyahamdard.ac.in

POST-GRADUATE DIPLOMA IN HUMAN RIGHTS (PGDHR)

On December 10th, 1948 the General Assembly of the United Nations adopted and proclaimed the Universal Declaration of Human Rights. Article 1 of this declaration states “All human being are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood”. Therefore human beings are integral to human development, especially for the communities who are socially and economically marginalized. Recognizing importance of Human Rights, Jamia Hamdard has launched this study programme in Human Rights through Open and Distance Learning mode.

Programme code	657
Duration	Minimum one year and maximum two years.
Eligibility	A candidate seeking admission to the above Programme must have passed Bachelor’s degree examination in any discipline.
Course coverage	
<ul style="list-style-type: none"> ➤ Human Rights : Philosophical Foundations ➤ Human Rights : Historical Perspectives ➤ Human Rights in India: Constitutional and Legal Framework ➤ Status of Human Right: The Global Experiences ➤ Human Socio - Economic Context and Challenges ➤ Project Work 	
Course fee	Rs. 6000 per annum + Rs. 2000 examination fee
Contact	Prof. (Mrs.) S. Mehartaj Begum, Centre for Federal Studies, School of Humanities & Social Sciences, Jamia Hamdard Ph: 011-26059688 Extn. 5883 E-mail: smtaj@jamiahamdard.ac.in

POST-GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUES (PGDMRT)

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

Programme code	658
Duration	Minimum one year and maximum two years
Eligibility	A candidate seeking admission to the above Programme must have passed Bachelor's degree examination in any discipline.
Course coverage	
<ul style="list-style-type: none"> ➤ Medical Terminology ➤ Medical Record Science ➤ Health Management Information System and Statistics ➤ International Classification of Diseases ➤ Legal Aspects of Health Care ➤ Project & Viva 	
Course fee	Rs. 12000 per annum + Rs. 2000 examination fee
Contact	Dr. Sakhi John, Department of Health Management, Hamdard Institute of Medical Sciences & Research Jamia Hamdard Ph: 011-26059688 E-mail: s.john@jamiahamdard.ac.in

DIPLOMA PROGRAMME

DIPLOMA IN PERSIAN LANGUAGE

(DPL)

This study programme aims to provide job opportunity as translator cum interpreter by different embassies or join as proof reader by publishing or printing companies.

Programme code	659
Duration	Minimum one year and maximum two years
Eligibility	A candidate seeking admission in DPL Programme must have passed Certificate Course in Modern Persian Language/Persian from any university/or equivalent
Course coverage	
➤ Zaban-e-Farsi	
Course fee	Rs. 2,500 per annum + Rs. 2000 examination fee
Contact	Dr. Arshad Hussain Department of Islamic Studies School of Humanities & Social Sciences Extn 5885 Email : arshad.husain61@gmail.com

CERTIFICATE PROGRAMME

CERTIFICATE IN MODERN PERSIAN LANGUAGE (CPL)

This study programme will make a person eligible for admission to Diploma Programme in Persian Language. The Diploma Programme aims to provide job opportunity as translator cum interpreter by different embassies or join as Proof Reader by publishing or printing companies.

Programme code	660
Duration	Minimum one year and maximum two years
Eligibility	A candidate seeking admission to CPL programme must have passed 10+2 in any discipline/or equivalent
Course coverage	
➤ Kitab-e-Farsi	
Course fee	Rs. 1,200 per annum + Rs. 2000 examination fee
Contact	Dr. Arshad Hussain Department of Islamic Studies School of Humanities & Social Sciences Extn 5885 Email : arshad.husain61@gmail.com

INSTRUCTIONS FOR COMPLETING ADMISSION APPLICATION FORM

General instructions

1. Candidates are required to carefully read the information 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. 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.

DETAILED INSTRUCTIONS

SIDE 1

Item 1: Programme of study

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

Programme	Code
Bachelor of Computer Application (BCA)	401
Bachelor of Business Administration (BBA)	403
P.G. Diploma in Bio-informatics (PGDB)	651
P.G. Diploma in Chemo-informatics (PGDC)	652
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDDTN)	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
Diploma in Persian Language (DPL)	659
Certificate course in Persian Language (CPL)	660

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

6	5	1
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Item 2: Processing fee

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.

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, programme name on the backside of the Bank Draft.

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

Item 3: Study centre code of Jamia Hamdard

Write the appropriate code of your Study Centre in the boxes. The list of Study Centres of Jamia Hamdard and their codes are given in the Prospectus (Page 39) and can also be checked from website.

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 LETTERS. 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 recorded in the High School (Class 10) 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 boxes.

Example: If your date of birth is 4th October 2000, fill it as shown below:

0	4	1	0	2	0	0	0
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, **2** for female and **3** for others.

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.

Year of Passing/Appearing: Write the year of passing the qualifying examination in the boxes provided. Write 2019, if you are appearing in the qualifying examination this year and if your result is not declared as shown below.

2	0	1	9
---	---	---	---

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 2018 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
---	---	---	---

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/permanent address using CAPITAL LETTERS on which you want to receive correspondence. PIN code should also be written in the boxes. Provide your phone number with STD code, E-mail ID, and Adhaar Number

Item 9: Signature

The candidates must sign within the box.

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 (non-refundable) is of appropriate amount and your name, phone number, name of programme, are correctly written on its back side.
- The copies of the following documents are required to be submitted with your application for admission.
 1. Mark-sheet and certificate of the qualifying examination passed, if the results have been declared.
 2. Certificate of High School.
 3. Mark sheets/Certificate of all other examinations passed.
 4. Date of Birth Certificate
 5. Photocopy of your passport (for foreign nationals/NRIs).
 6. Cast certificate, if any.
 7. 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 Centre of Jamia Hamdard
- ✓ You have enclosed demand draft of Rs. 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 your phone number on the backside of Bank Draft.
- ✓ Your photograph is in place.
- ✓ You have written your address with PIN code in CAPITAL LETTERS.
- ✓ You have signed in the box provided.

Submission of completed application form

1. Place the duly filled application form and enclosures (One set of self-attested photo copies of Marksheets/Certificates of qualifying examination) in the A4 size or bigger envelope and keep the form **unfolded**.
2. The duly filled in application form, complete in all respects should be submitted in person to the Office of SODL or should be sent by post **of the Dean, School of Open and Distance Learning, Convention Centre, Jamia Hamdard, Hamdard Nagar, New Delhi 110062.**
3. **The last date for sale & submission the application form is 31st August 2019.**

ANNUAL FEE STRUCTURE FOR ODL PROGRAMMES

Name of the Programme/Course	Indian students (in Rs.)	Foreign nationals (in US \$)*
Bachelor of Computer Application (BCA)	18,000	1000
Bachelor of Business Administration (BBA)	16,000	1000
P.G. Diploma in Bio-informatics (PGDB)	18,000	1000
P.G. Diploma in Chemo-informatics (PGDC)	14,000	1000
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDTN)	12,000	1000
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	20,000	2000
P.G. Diploma in Environmental Monitoring and Impact 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)	12000	1000
Diploma Programme in Persian Language	2500	100
Certificate Programme in Modern Persian Language	1200	100

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

*Examination fee will be paid along with the Annual fee at the time of admission.

OTHER CHARGES

Item	Charges (in Rs.)*
Admission Application Form/Downloaded form fees	500 (US\$ 50 for foreign nationals)
Examination fee (at the time of admission)	2000
Degree/ Diploma certificate	1000
Provisional certificate	300
Bonafide/ NOC Certificate	200
Transcript fee	500 per transcript
Backlog paper	2000 per paper
Re-Evaluation fee	2000 per paper
Duplicate I-Card	100
Duplicate Mark sheet	300
Duplicate Admit-Card	100

*Foreign nationals may pay charges in US\$ or equivalent Indian currency.

STUDY CENTRES OF JAMIA HAMDARD, SODL

Name of Study Centre	Code	Address	Coordinator and Contact Detail	Programme
Jamia Hamdard, New Delhi-110062	1015	Department of Computer Science, School of Engineering Sciences & Technology Jamia Hamdard, New Delhi-110062	Mr. Jawed Ahmad Ph: 011-26059688 Extn. 5855 Email: jawed2047@jamiahamdard.ac.in	PGDB
	1016	Department of Chemistry, School of Chemical & Life Sciences, Jamia Hamdard, New Delhi-110062	Prof. M. Sarwar Alam Ph: 011-26059688 Extn. 5550, 5555 Email: msalam@jamiahamdard.ac.in	PGDC
	1017	School of Nursing Sciences and Allied Health, Jamia Hamdard, New Delhi 110062	Prof. Manju Chhugani Ph: 011-26059688 Extn. 5680 Email: mchhugani@jamiahamdard.ac.in	PGDDTN
	1024	Dept of Pharmaceutics, School of Pharmaceutical Education & Research Jamia Hamdard, New Delhi-110062	Dr. M. Aamir Mirza, Ph: 011-26059688 Email: aamir.mirza@jamiahamdard.ac.in	PGDPRA
	1026	Dept of Botany, School of Chemical & Life Sciences, Jamia Hamdard, New Delhi-110062	Dr. Mohammed Salik Noorani Khan Ph: 011-26059688 Extn. 5547 Email: saliknoorani@jamiahamdard.ac.in	PGDEMIA
	1038	Department of Pharmaceutics School of Pharmaceutical Education & Research Jamia Hamdard, New Delhi-110062	Dr. Zeenat Iqbal Ph: 011-26059688 Extn. 5662 E-mail: ziqbal@jamiahamdard.ac.in	PGDIPR
	1039	Centre for Federal Studies, School of Humanities & Social Sciences Jamia Hamdard New Delhi – 110062	Prof. (Mrs.) S. Mehartaj Begum, Ph: 011-26059688 Extn. 5883 Email: smtaj@jamiahamdard.ac.in	PGDHR
	1042	Deptt. of Health Management, Hamdard Institute of Medical Science & Research Jamia Hamdard, New Delhi – 110062	Dr. Sakhi John Ph. : 011-26059688 Ext. – 5911 E-mail: s.john@jamiahamdard.ac.in	PGDMRT
	1012	Department of Computer Science, School of Engineering Sciences & Technology Jamia Hamdard, New Delhi-110062	Mr. Safdar Tanweer Ph: 011-26059688 Extn. 5855 Email: stanweer@jamiahamdard.ac.in	BCA
	1059	School of Management & Business Studies , Jamia Hamdard , New Delhi- 110062	Dr. Mohammed Jamshed Ph: 011 26059688 Extn. 5343 Email: mohammedjamshed@jamiahamdard.ac.in	BBA

	1060	Department of Islamic Studies School of Humanities & Social Sciences Jamia Hamdard , New Delhi- 110062	Dr. Arshad Hussain Ph: 011-26059688 Extn 5885 Email : arshad.husain61@gmail.com	DPL CPL
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QUALIFYING EXAMINATION CODES

<i>Name of the Qualifying</i>	<i>Code</i>
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.Pharma	08
B.Tech/ B.E	09
M.Com	10
M.A	11
M.Pharma	12
M.Tech	13
M.B.A	14
M.C.A	15
M.B.B.S	16
Others	17

INDIAN STATE 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	Uttrakhand	34
Karnataka	17	West Bengal	35
Kerala	18	Other State	36

EXAMINATION BOARD CODES

<i>Board</i>	<i>Code</i>
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
Jammun and Kashmir Board	113
Karnataka Board	114
Kerala Board	115
Madhya Pradesh Board	116
Maharashtra Board	117
Manipur Board	118
Meghalaya Board	119
Mizoram Board	120
National Open Board	121
Orissa Board	122
Punjab Board	123
Rajasthan Board	124
Tamil Nadu Board	125
Uttar Pradesh Board	126
West Bengal Board	127
Other Board	130
Madarsa	131
Jamia Millia Islamia Board	132

UNIVERSITY CODES

University	Code
Ajmer University, Ajmer	201
Aligarh Muslim University, Aligarh	202
Allahabad University, Allahabad	203
Amravati University, Amravati	204
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
Assam University, Silchur	211
Avadh University, Faizabad	212
Bhim Roa Ambedkar Open University, Hyderabad	213
Bhim Rao University, Agra	214
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Banasthali Vidyapeeth, Banasthali	217
Bangalore University, Bangalore	218
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Birla Institute of Technology and Science, Pilani	223
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C.S. Azad University, Kanpur	228
Calcutta University, Calcutta	229
Calicut University, Calicut	230
Dayalbagh Educational Institute, Dayalbagh, Agra	231
Delhi University, Delhi	232

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**Last date for sale and submission
of Admission Application Form:
31st August 2019**

FOOT NOTES

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- ❖ Jamia Hamdard reserves right to modify the content of the Prospectus and time.
- ❖ Softcopy of this Prospectus is available on the Jamia Hamdard website.

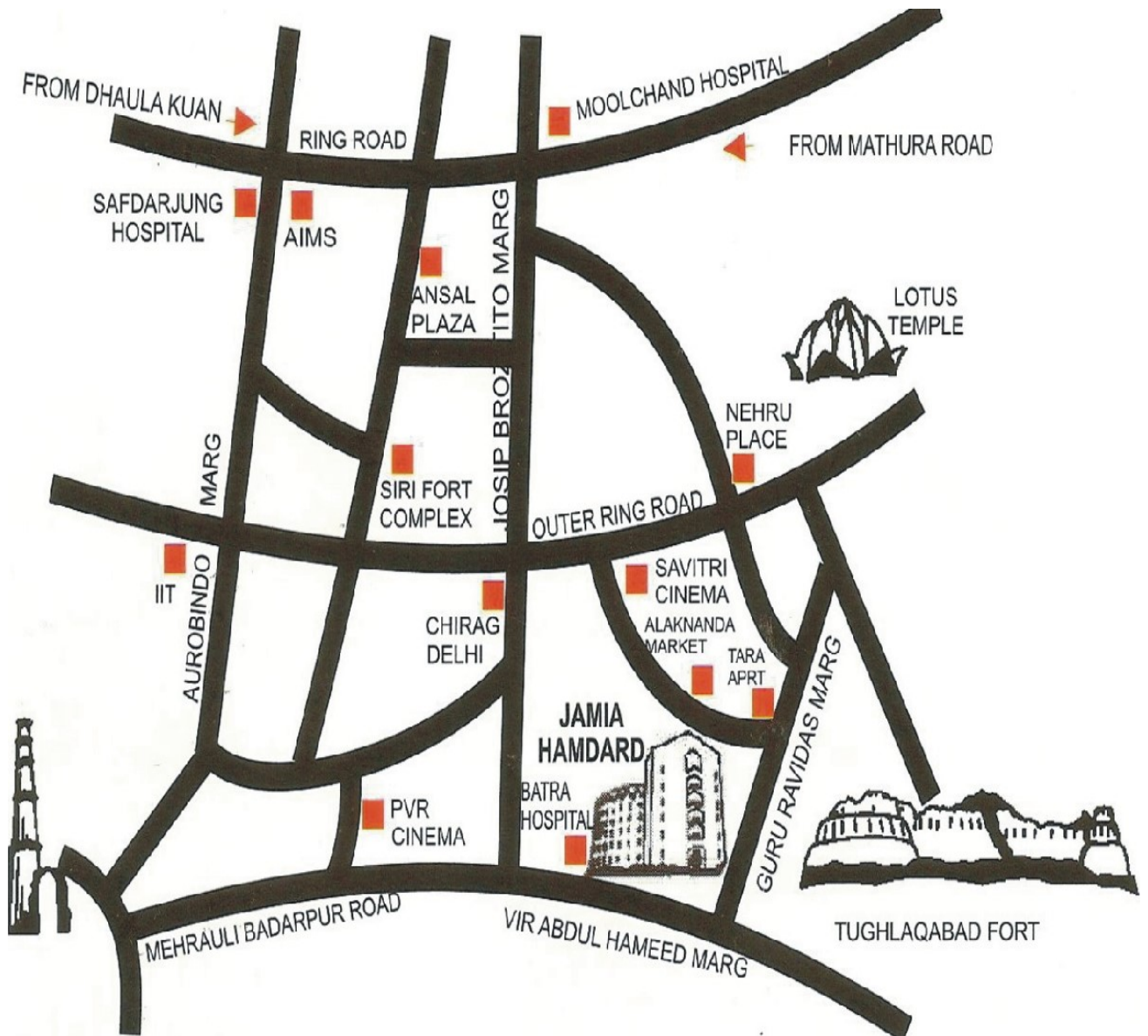
JAMIA HAMDARD CAMPUS

A non Smoking, Alcohol Free

And

Zero Tolerance for Ragging

ROAD MAP



METRO ROUTE

Via Govind Puri Metro Station (Violet Line)

OR

Via Saket Metro Station (Yellow Line)



JAMIA HAMDARD

(Deemed to be University under Section 3 of UGC Act 1956)
Recommended as an "Institution of Eminence" by the Empowered Expert
Committee of MHRD

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amongst the Institutions in India, as per NIRF-2019 ranking

Hamdard Nagar, New Delhi 110062

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