

## Jamia Hamdard

### School of Open and Distance Learning

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## STUDENT QUERIES AND GRIEVANCES

Dear learner,

Jamia Hamdard is putting every effort to ensure that you are able to pursue your programme of study without any difficulty. If you come across any problem related to your studies, please do contact us immediately for clarification of your queries and redress of your grievances.

Please provide the following details, and write to the persons concerned detailed below, for seeking information, queries, clarifications, and redress of your grievances.

S No	Registration Details
1	Name
2	Enrollment Number / Roll Number
3	Programme Code
4	Year of Study
5	Mobile Number
6	Email ID
7	Query / Grievances in detail

### GENERAL QUERIES AND GRIEVANCES

Prof. Masood Parveez, Dean, School of Open and Distance Learning, Jamia Hamdard, New Delhi – 110 062. Email: [sodl@jamiahamdard.ac.in](mailto:sodl@jamiahamdard.ac.in)

### ADMISSIONS, RE REGISTRATIONS, STUDY MATERIAL, EXAMINATIONS, IDENTITY CARDS, ADMIT CARDS, RESULTS

1. Dr Babita Singh, Assistant Professor, School of Open and Distance learning, Jamia Hamdard, Hamdard Nagar, New Delhi – 110 062. Email: <[babitasingh@jamiahamdard.ac.in](mailto:babitasingh@jamiahamdard.ac.in)>
2. Mrs. Jasvinder Kaur, Section Officer, School of Open and Distance Learning, Jamia Hamdard, New Delhi – 110 062. Email: <[jkaur@jamiahamdard.ac.in](mailto:jkaur@jamiahamdard.ac.in)>

### MARK SHEETS, BONAFIDE CERTIFICATES, MIGRATION CERTIFICATE, PROVISIONAL CERTIFICATE, DEGREES, DIPLOMA

Mrs Naheed Chaudhary, Assistant Registrar, School of Open and Distance learning, Jamia Hamdard, New Delhi – 110 062. Email: [nchaudhray@jamiahamdard.ac.in](mailto:nchaudhray@jamiahamdard.ac.in),

### SCHEDULE OF COUNSELLING SESSIONS, PRACTICALS, ASSIGNMENTS, PROJECTS AND OTHER SUBJECT - SPECIFIC ACADEMIC QUERIES

SI No	Programmes	Programme Coordinators
1	<b>Bachelor of Business Administration (BBA)</b>	Dr Mohammad Jamshed, Assistant Professor, SMBS, Jamia HAMDARD, NEW Delhi – 110 062 Email: <a href="mailto:mohammedjamshed@jamiahamdard.ac.in">mohammedjamshed@jamiahamdard.ac.in</a>
2	<b>Bachelor of Computer Applications (BCA)</b>	Dr Safdar Tanweer, Assistant Professor, SEST, Jamia Hamdard, New Delhi – 110 062: Email: < <a href="mailto:safdartanweer@yahoo.com">safdartanweer@yahoo.com</a> >

3	<b>Post Graduate Diploma in Bioinformatics (PGDB)</b>	Dr Jawed Ahmed, Assistant Professor, SEST, Jamia Hamdard, New Delhi – 110 061: Email: <a href="mailto:jawed2047@gmail.com">jawed2047@gmail.com</a>
4	<b>Post Graduate Diploma in Chemo – informatics (PGDC)</b>	Professor Sarwar Aalam, Professor, SCLS, Jamia Hamdard, New Delhi – 110 062. Email: < <a href="mailto:msalam@jamiahamdard.ac.in">msalam@jamiahamdard.ac.in</a> >,
5	<b>Post Graduate Diploma in Dietetics and Therapeutic Nutrition (PGDDTN)</b>	Prof. Manju Chhugani, Professor, SNSAH, Jamia Hamdard, New Delhi – 110 062. Email: <a href="mailto:mchhugani@jamiahamdard.ac.in">mchhugani@jamiahamdard.ac.in</a>
6	<b>Post Graduate Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)</b>	Dr Aamir Mirza, Assistant Professor, SPER, Jamia Hamdard, New Delhi – 110 062. Email: < <a href="mailto:aamir.mirza@jamiahamdard.ac.in">aamir.mirza@jamiahamdard.ac.in</a> >
7	<b>Post Graduate Diploma in Environmental Monitoring and Impact Analysis (PGDEMIA)</b>	Dr Salik Noorani Khan, Assistant Professor, SCLS, Jamia Hamdard, New Delhi – 110 062. Email: <a href="mailto:saliknoorani@jamiahamdard.ac.in">saliknoorani@jamiahamdard.ac.in</a> ,
8	<b>Post Graduate Diploma in Intellectual Property Rights (PGDIPR)</b>	Dr Zeenat Iqbal, Associate Professor, SPER, Jamia Hamdard, New Delhi – 110 062. Email: < <a href="mailto:zeenatiqbal@jamiahamdard.ac.in">zeenatiqbal@jamiahamdard.ac.in</a> >
9	<b>Post Graduate Diploma in Human Rights (PGDHR)</b>	Prof. Mehraj Begum, Professor, SHSC, Jamia Hamdard, new Delhi – 110 062. Email: < <a href="mailto:smtaj@jamiahamdard.ac.in">smtaj@jamiahamdard.ac.in</a> >,
10	<b>Post Graduate Diploma in Medical Record Techniques (PGDMTR)</b>	Dr Sakhi John, Assistant Professor, SMBS, Jamia Hamdard, New Delhi – 110 062. Email: < <a href="mailto:sakhijohn@gmail.com">sakhijohn@gmail.com</a> >,
11	<b>Certificate in Persian Language (CPL)</b>	Dr Arshad Husain, Assistant Professor, SHSC, Jamia Hamdard, New Delhi -110 062. Email: <a href="mailto:ahussain@jamiahamdard.ac.in">ahussain@jamiahamdard.ac.in</a> , <a href="mailto:arshad.husain61@gmail.com">arshad.husain61@gmail.com</a> ,
12	<b>Diploma in Modern Persian Language (DPL)</b>	Dr Arshad Husain, Assistant Professor, SHSC, Jamia Hamdard, New Delhi -110 062. Email: <a href="mailto:ahussain@jamiahamdard.ac.in">ahussain@jamiahamdard.ac.in</a> , <a href="mailto:arshad.husain61@gmail.com">arshad.husain61@gmail.com</a> ,

Please mark a copy of your email sent to the above - listed persons to the undersigned also at [sodl@jamiahamdard.ac.in](mailto:sodl@jamiahamdard.ac.in)

You may visit us at the School of Open and Distance Learning, First Floor, Hamdard Convention Centre, Jamia Hamdard, Hamdard Nagar, New Delhi – 1110 062, Monday to Friday from 09:00 AM to 05:00 PM. We are closed on Saturdays, Sundays and on the National Holidays.

Best wishes,

**Dean**  
**School of Open and Distance Learning**  
**Jamia Hamdard**