

Centre for Internal Quality Assurance (2019-20)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 23-10-2020

Copy of the notification: [View](#)

1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Member	Prof. Mohd. Amir	Professor	Pharmacy	23-10-2020	22-10-2022
2	Member	Prof. S.H.Ansari	Professor	Pharmacy	23-10-2020	22-10-2022
3	Head	Prof. Mustahsan Ali Jafri	Vice Chancellor	Unani Medicine	23-10-2020	23-10-2022
4	Member	Prof. Manju Chhugani	Professor	MSc in Obstetrics and Gynaecology and Ph.D in Health Management	23-10-2020	23-10-2022
5	Member	Prof. MZ Abidin	Professor	Biotechnology	23-10-2020	23-10-2022
6	Member	Prof.Afsar Alam	dean	Computer Science	23-10-2021	23-10-2022
7	Member	Prof. Shobh John	Dean	Health Management	23-10-2020	22-10-2022
8	Member	Prof. B.S.Saraswat	Professor	Distance Education	23-10-2022	22-10-2022
9	Member	Prof. Uma Kanjilal	Professor	Online distance Education	23-10-2020	22-10-2022

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	2	Vice Chancellor	08-04-2019	11-02-2020	View
2	2	vice Chancellor	04-04-2019	18-04-2019	View

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	yes, revised the curriculum of BBA and BCA
2	Continuous improvement	yes, revised the curriculum of BBA and BCA
3	Identification of the key areas in which the HEI should maintain quality	Curriculum,counselling Classes,STUDENT QUERIES AND GRIEVANCES,

4	Dissemination of information on quality assurance	website, social media and email , online feedback form
5	Mechanisms for interaction and obtaining feedback	E mail , Google form , Online Feed back form
6	Measures for qualitative improvement	collect data from feed back form and prepare report after analysis the data.
7	Ensuring Implementation of its recommendations through regular monitoring	yes,
8	Ensuring Participation of stakeholders	90% ODL students fill the onlne feed back form
9	Preparation of Programme Project Report and Information regarding any new programmes launched	yes
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	yes

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	View
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	No	-
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View

1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

we have adopted the same curriculum and same question paper. Academic support is also provided by the same faculty.

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
-------	-------------	------------------	------------------

1	School of Engineering science and technology	04-01-2020	80
2	School of Management and Business Studies	04-01-2020	79

1.8 Mention the duration, credits and eligibility of programmes offered:

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	January	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	120	10 +2
2	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	140	10+ 2
3	January	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	120	10+2
4	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	140	10+2

1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr No	Objective	Yes/No
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes
3	Whether building and grounds of the examination centre are clean and in good condition	Yes
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes
8	Whether the provision of drinking water is made for learners	Yes
9	Whether adequate parking is available near the examination centre	Yes
10	Whether facilities for Persons with Disabilities are available	Yes

1.10 Total Students enrolled and fees during Academic Session 2019-20:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	January	UG	BACHELOR OF COMPUTER APPLICATIONS	86	18000
2	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	101	16000
			Total	187	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2019-20:

Number of programmes recognized from July, 2019 academic session and a copy of the UGC recognition letter:	
Number of programmes: 2	Copy of the UGC recognition letter: View
Number of programmes recognized from January, 2020 academic session and a copy of the UGC recognition letter:	
Number of programmes: 2	Copy of the UGC recognition letter: View

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	PG Diploma	Post Graduate Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	12 Months	09-11-2018	12 september 2017	1	23	25	0	48
2	July	PG Diploma	Post Graduate Diploma in Dietetics and Therapeutic Nutrition (PGDDTN)	12 Months	09-11-2018	12 september 2017	1	4	6	0	10
3	July	PG Diploma	Post Graduate Diploma in Chemo - Informatics (PGDC)	12 Months	09-11-2018	12 september 2017	1	0	0	0	0
4	July	PG Diploma	Post Graduate Diploma in Bio-Informatics	12 Months	09-11-2018	12 september 2017	1	3	3	0	6

			(PGDB)								
5	July	PG Diploma	Post Graduate Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA)	12 Months	09-11-2018	12 september 2017	1	2	3	0	5
6	July	PG Diploma	Post Graduate Diploma in Intellectual Property Right (PGDIPR)	12 Months	09-11-2018	12 september 2017	1	5	4	0	9
7	July	PG Diploma	Post Graduate Diploma in Human Rights (PGDHR)	12 Months	09-11-2018	12 september 2017	1	11	6	0	17
8	July	PG Diploma	Post Graduate Diploma in Medical Record Techniques (PGDMRT)	12 Months	09-11-2018	12 september 2017	1	10	6	0	16

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: School of Engineering Science and Technologies, Jamia Hamdard

Address of College/institute where LSC is established: Jamia Hamdard, Hamdard Nagar, New Delhi- 110062

Name of HEI to which College/institute is affiliated (where LSC is established): Jamia Hamdard

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: Dr. Safdar Tanweer (Ph.D (Computer Science)) and Contact: 9810465885

Programmes offered: BACHELOR OF COMPUTER APPLICATIONS

Total enrolled student: 78

No. of Counsellors: 15

Sr No	Counsellor Name	Qualification	Contact Details
1	Dr. Md. Tabrez Nafis	Ph.D. (CSE)	9953448275 tabrez.nafis@jamia hamdard.ac.in
2	Dr. Siddhartha Sankar Biswas	Ph.D. (CSE)	9910115368 ssbiswas1984@gm ail.com
3	Mr. Syed Sibtain Khalid	Ph.D. (CSE)	9818719677 Sibtain1977@gmail. com
4	Mr. Samar Wazir	M. Tech. (CSE)	samar.wazir786@ gmail.com
5	Mr. Nafisur Rahman	M. Tech. (CSE)	8376026512 nafis@gmail.com
6	Mr. Anil Kumar Mahto	Ph.D. (CSE)	Mr. Anil Kumar Mahto.com
7	Mr. Tabrej Ahmad Khan	M. Tech. (Information Security), Ph.D. (CS) Pursuing	9718129289
8	Dr. Naseem Rao	Ph.D. (ECE)	9811468973 naseemjmi0786@g mail.com
9	Mr. Javed Azmi	MCA, Ph.D. (CS) Pursuing	9868063832 jazmi@jamiahamda rd. ac.in
10	Mr. Md. Onais Ahmad	M.Tech. (CSE), Ph.D. (CSE) Pursuing	99106903 17 oahmad@ jamiahamdard.ac.in
11	Mr. Md. Rahbre Islam	M. Tech. (CSE)	9873201515 rislam@jamiahamd ard.ac.in

12	Mr. Abdul Majid Farooqi	M.Tech. (CSE), Ph.D.(CSE) Pursuing	9891958565 abdulmajidfarooqi_s ch@jamiahamdard.ac.in
13	Ms. Roshan Jameel	M.Tech. (CSE), Ph.D.(CSE) Pursuing	9717168058 roshijameel@gmail.com
14	Mr. Mehtab Alam	M. Tech. (CSE), Ph.D.(CSE) Pursuing	9582232786 mahiealam@gmail.com
15	Dr. Safdar Tanweer	Ph.D. (CSE)	9810465885 safdartaanweer@yahoo.com

2. Name of College/institute where LSC is established: School of Management and Business Studies, Jamia Hamdard

Address of College/institute where LSC is established: Mehrauli - Badarpur Rd, near Batra Hospital, Block D, Hamdard Nagar, New Delhi, Delhi 110062

Name of HEI to which College/institute is affiliated (where LSC is established): Jamia Hamdard

Whether the College/institute is private or Govt (where LSC is established): Government

Coordinator Details: 01 (Ph.D) and Contact: 9458884380

Programmes offered: , BACHELOR OF BUSINESS ADMINISTRATION

Total enrolled student: 101

No. of Counsellors: 18

Sr No	Counsellor Name	Qualification	Contact Details
1	Mohd. Abdul Moid Siddiqui	Ph.D. (Business Administration)	9005632881 moid_sid@yahoo.com
2	Dr. Waseem Khan	Ph.D (Agricultural Economics and Business Management)	+91-9997764720 8367585186 waseemdbf42@gmail.com
3	Dr Abdullah	Ph.D. (Management)	09560340394, 8439055448 abdullah.ee.ucer@gmail.com, abdullah.sch@jamiahamd
4	Mr Mohd. Arshad Khan	P.h.D. (Agricultural Economics and Business Management)	. 91-9953262541 arshadncap@gmail.com
5	Mohd . Sarim	Ph.D. (Finance)	+91-8791266025 mohdsarim.amu@gmail.com
6	Dr Mohamad Awais	Post Doctorate 5	91-9319324585\ syedawais2007@gmail.com
7	Dr Matloob Ullah Khan	Ph.D. (Management)	07906839844 09897810909 Email: matloobullah.khan@gmail.com
8	Dr Saad Bin Azhar	Ph.D. (Management)	09286448808 saadbinazhar88@gmail.com
9	Ms Neelofar Khan	UP-SLET, M.S.W., B.Ed., Ph.D (Mathmetics) Pursuing	.+91-8800553488, 9897810909 Email: khan.nilofar@gmail.com
10	Dr Mohammad Jamshed	Ph.D. in Business Management	.+91-9458884380 Email: mohammedjamshed@jamiahamdard.ac.in
11	Dr . Faizan Khan Sherwani	Ph.D. in Finance and Economics	+91-8791044508, +91-8077003181 Email: sherwanifaiz@gmail.com
12	Dr Asad Ahmad	Ph.D. (Marketing)	+91-8755005643, 8791248131 Email: asad7babar@gmail.com
13	Dr Obaidur Rahman	MBA (Marketing) Ph.D. Thesis (Submitted)	+91-9368486324 Email: obaidkhan.mba@gmail.com
14	Dr Arif Anwar	Ph.D. (Business Administration)	+91-9760424348 Email rfnwar@yahoo.com
15	Dr. Syed Aijazuddin	Ph.D. (Social Sciences)	9818502607; 911126971121
16	Dr. Abdul Wahid Farooqi	Ph.D. (Management)	9811126786 drabdulwahid12@gmail.com
17	Syed Zakir Hussain	MBA, PMP, Ph.D. (Pursuing)	+91 9810028216 szakirh786@hotmail.com
18	Dr. Afaq Husain	MBA, Ph.D., Post- Doc.	9412596957 Afaq_onnet@yahoo.co.in

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	January	UG	BACHELOR OF COMPUTER APPLICATIONS	86	78	56	71	69
2	January	UG	BACHELOR OF BUSINESS ADMINISTRATION	101	93	44	47	18

Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes http://jamiahamdard.edu/UserPanel/DisplayPage.aspx?page=ckg and ItemID=coe
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
9	Information regarding any new programmes launched and those proposed for the next two years	Yes
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	Yes
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes

14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	Yes
----	--	-----

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sanctity of examinations, including the following:

- i) No. of examination centres inspected during conduct of exam.
- ii) No. of cases of unfair means reported.
- iii) Disciplinary action taken.
- iv) Detail of observer of the examination centres appointed by HEI and its reports.

i) one Examination Center i.e., School of Engineering Science and Technology II) No iii) NA iv) All the reports are available on our website link :- <http://jamiyahamdard.edu/UserPanel/DisplayPage.aspx?page=cqi>

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - VI of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-VI of the Regulations. In addition, the faculty details shall be provided in the following format:

1. BACHELOR OF COMPUTER APPLICATIONS Academic Session: January Level: UG						No. of Fulltime Dedicated Faculty: 3
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary	
1	Dr. Shakeel Ahmed Siddiqui (Assistant Professor)	Regular	23-10-2020	Teaching: 4 Months Industrial: 3 Months	88,000	
2	Dr. Naseem Rao (Assistant Professor)	Contractual	23-10-2020	Teaching: 4 Months Industrial: 5 Months	75000	
3	Dr. Ayesha Kamal (Assistant Professor)	Contractual	23-10-2020	Teaching: 4 Months Industrial: 5 Months	75000	

2. BACHELOR OF BUSINESS ADMINISTRATION Academic Session: January Level: UG						No. of Fulltime Dedicated Faculty: 5
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary	
1	Dr. Alka (Assistant Professor)	Contractual	23-10-2020	Teaching: 5 Months Industrial: 3 Months	82000	
2	Dr. Fakhra (Assistant Professor)	Contractual	23-10-2020	Teaching: 6 Months Industrial: 2 Months	85000	
3	Dr. Sana Farooq (Assistant Professor)	Regular	23-10-2020	Teaching: 4 Months Industrial: 3 Months	92000	
4	Dr. Matloobullah Khan (Assistant Professor)	Regular	23-10-2020	Teaching: 3 Months Industrial: 3 Months	88000	
5	Dr. Sadaf Siraj (Assistant Professor)	Regular	23-10-2020	Teaching: 6 Months Industrial: 3 Months	105000	

Part - 6: Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL)

Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

Jamia Hamdard maintained all quality of standard regarding Learning material (Print Media) and Curriculum and Pedagogy. Curriculum and Pedagogy:- (a) The curriculum objectives are consistent with the mission of the HEI. (b) In Framing the curriculum all the stake holders are actively involved. A committee was constituted for finalized the curriculum. The committee was constituted with all the internal faculty of the respective subject of Jamia hamdard , expert faculty of the outside of Jamia Hamdard, student suggestions are also consider for finalized the curriculum. (c) The curriculum are designed by adopting University Grants Commission Model Curriculum and incorporating local or regional needs.. (e) There shall be such learning experiences which allow a diversity of methods (like learning from practice, opportunities for distributed and concentrated practice, learning with peers, learning in formal situations inside and outside the department, personal study, specific teacher inputs etc). (g) The structure of curriculum are well defined. (h) There are complete strategy on teaching and learning methods like question is available after every unit. (j) Panel of examiner and evaluated are approved by competent authority of Jamia Hamdard . (k) The SLMs are prepared by Jamia Hamdard internal faculty. l) The Unit is prepared credit basic credit value of each module or unit in the course is available in PPR.

Part - 7: Compliance status of ‘Guidelines on preparation of Self-learning Material’ – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

HEI Maintain all the guidelines for preparation of the SLMs. a)The Self Learning Material is designed with the approach of two-way communication between the learner and content. (b) In the Self Learning Material there is a learner actively through various experience-based activities and assignments. (c) In SLM there is a clear information about the structure of the programme and course. (d) learning map is available in Self Learning Material for the learner so that he or she will be self-directed for completion of his or her studies. (e) The content of Self Learning Material are developed with dialogue and personal system of writing method which will create the nature of interactivity in Self Learning Material. (g) In SLMs there is a clear definition of learning objectives and outcomes. (h) The content are divided into small sections (blocks) and sub-sections (units and sub-units) for effective learning. (k) The Self Learning Material are developed in defined formats with following features : (i) Consistent layout and format. (ii) Inclusion of overview of content. (iii) A unit structure at the beginning of the unit. Plenty of examples. (v) Reference to prior learning. (vi) Inclusion of national or international case lets and case studies. (vii) Content in segments synchronized with learning objectives and outcome. (viii) Explanation of icons used in content. (ix) Appropriate sequence of material. (x) Explanation on technical, new, difficult terms or word in a glossary section.

Part - 8: Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - IX of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

The PPR of BBA and BCA is prepared as per the instruction given in regulation 2017 Annexure IX. PPR is approved by the Board of Studies at its meeting held on 26 October 2018 and the Academic Council held on March 2019 are approved the same. Approval are uploaded on our website. Link :- <http://jamiahamdard.edu/UserPanel/DisplayPage.aspx?page=eaq>

Part - 9: Compliance status of ‘Guidelines on Learner Support Centre’ – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

Jamia Hamdard is a deemed to a University. We have established study centres within the campus Jamia Hamdard in the respective Departments. BBA Programme Study Centre is at the School of Management and Business Studies (SMBS), Jamia Hamdard, New Delhi. Dr Mohammad Jamshed, Assistant Professor, SMBS is the Programme Coordinator for the BBA Programme. Study Centre for the BCA Programme is established at the School of Engineering Science and Technology (SEST), Jamia Hamdard, New Delhi. Dr Safdar Tanweer, Assistant Professor, SEST is the Programme Coordinator of the BCA Programme.

Part - 10: Compliance status of ‘Guidelines on Learner Support Centre’ – As per

Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

Jamia Hamdard student grievances through the following 1. telephones 2. Through email sodl@jamiyahamdard.ac.in 3. Through the website of Jamia Hamdard - The Student Feedback form. This information is conveyed to the students through letter and emails GRIEVANCES Most of the grievances relate to: Delay in getting degree certificates Link:-1
<http://www.jamiyahamdard.ac.in/PDF/ODLPDF/Redress%20of%20Student%20Grievances.pdf> 2.
<http://www.jamiyahamdard.ac.in/PDF/ODLPDF/Feedback%20Form%20for%20ODL%20Learners.pdf>

Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card	Yes
2	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner	Yes
3	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	Yes
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	Yes
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	Yes
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

Part - 11.2: Observer Report

[View](#)

Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '7' to '17' below	Yes
4	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning, and the other terms and conditions of such payment	Yes
5	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
6	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
7	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes
8	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
9	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test	Yes
10	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or part time or visiting or contractual basis	Yes
11	Pay and other emoluments payable for each category of teachers and other employees	Yes
12	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
13	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
14	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

Keeping in the view of Covid pandemic situation School of Open and Distance Learning has started online counselling Classes , online assessment , online Project , online exam form and online examination.

ii) Give Best Practices of Institution

organizing placement camps for the ODL students.

iii) Any other Information

NIL

Part - 14: Plan of Institution for next year

offering of the BBA , BCA and B.COM (Hons) through online mode. DIGITIZATION OF THE SODL The SODL has submitted its proposal on 12/07/2019 for the digitization of operations of the SODL . NEW PROGRAMMES The SODL proposes to offer the following PG Diploma Programmes of two years duration through ODL / Online mode from the forthcoming academic sessions, which would be equivalent to the Masters Degree Programmes. PG DIPLOMA PROGRAMMES IN MANAGEMENT STUDIES PG Diploma in Management (PGDM), PG Diploma in Modern Office Management (PGDMOM), PG Diploma in Digital Business / E – Business (PGDDB), PG Diploma in Social Media Marketing (PGDSMM), PG Diploma in Rural Management (PGDRM), PG Diploma in Social Entrepreneurship (PGDSE), PG Diploma in Family Business Management (PGDFBM), PG Diploma in Retail Management (PGDRM), PG Diploma in Corporate Social Responsibility (PGDCSR), PG Diploma in Supply Chain Management (PGDSCM), PG Diploma in Banking and Finance (PGDBF), PG Diploma in Financial Markets (PGDFM), PG Diploma in Export Import Management (PGDEIM), PG Diploma in International Business (PGDIB), PG Diploma in Leadership (PGDL), PG Diploma in Human Resource Management (PGDHRM), PG Diploma in Negotiation and Conflict Resolution (PGDNCR), PG Diploma in Research Methodology and Data Analytics (PGDRMDA), PG Diploma in Sports Management (PGDSM), PG Diploma in Event Management (PGDEM), PG Diploma in Hotel Management (PGDHM), PG Diploma in Hospital and Health Management (PGDHHM), PG Diploma in Pharmaceutical Management (PGDPM). UG AND PG PROGRAMMES IN HUMANITIES, SOCIAL SCIENCES AND PHARMACY EDUCATION BA (Islamic Studies), BA (English), BA (Political Science), BA (Economics), BA (Social Work), BA (Human Rights), MA (English), MA (Political Science), MA (Economics), MA (Social Work - MSW), MA (Islamic Studies), MA (Human Rights), MSc (Drug Regulatory Affairs).

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL) Regulations, 2017 and its amendments.

Signature of the Director:

Signature of the Registrar:

Name of the Director: Prof. Masood Parveez

Name of the Registrar: Mr. Syed .Saud .Akhtar

Seal of the Director:

Seal of the Registrar:

Date of the Director: 31-03-2021

Date of the Registrar: 31-03-2021