Jamia Hamdard
School of Open and Distance Learning

MINUTES OF THE MEETING

CORE COMMITTEE FOR ONLINE PROGRAMMES OF JAMIA HAMDARD

A meeting of the Core Committee for Online Programmes of Jamia Hamdard, constituted by the Hon'ble Vice Chancellor was held on 18/12/2020 at the School of Open and Distance Learning (SODL), Jamia Hamdard. The following members were present.

1. Prof. S Raisuddin, Director, IQAC, Jamia Hamdard
2. Prof. Afshar Alam, Dean, SEST, Jamia Hamdard
3. Prof. Suhail Parvez, Chairman, Admissions Core Committee, Jamia Hamdard
4. Prof. Reshma Nasreen, SMBS, Jamia Hamdard
5. Prof. Masood Parveez, Dean, SODL, Jamia Hamdard - Convener

Dr Babita Singh, Assistant Professor, SODL and Mrs Jasvinder Kaur, Section Officer, SODL were also present in the meeting to assist the Dean, SODL in convening the meeting.

At the outset Prof. Masood Parveez, Convener of the Core Committee briefed the members that as per the Gazette Notification dated 04/09/2020, the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, Higher Educational Institutions (HIEs) having a NAAC score of 3.01 on a 4.0 scale, OR having rank in top 100 in University category of NIRF at least once in two preceding cycles are eligible to offer Online Programmers.

As per the new Regulations (2020), Jamia Hamdard is eligible to offer Online Programmes as its NAAC score is 3.15 under 4.0 point scale, and was placed at 18th rank in the year 2019, and it has been placed at 21st rank in the current cycle, 2020 by the NIRF.

He further briefed that the competent authority of Jamia Hamdard has desire to offer online programmes also in order to take the Jamia Hamdard to new heights, and get it listed among one of the good online programmes offering universities, that may be support its NAAC 2022 ranking, NIRF ranking and other evaluation processing.

It has also be desired by the competent authority to offer Bachelors in Business Studies (BBA), Bachelors in Computer Applications (BCA), Masters in Business Administration (MBA), and Masters in Computer Applications (MCA) through online mode in order to enroll more students and to generate a good revenue.

The Hon'ble Vice Chancellor has constituted a Core Committee for Online Programmes of Jamia Hamdard, in order to examine the feasibility of offering the online programmes at Jamia Hamdard.

Prof. Masood Parveez further briefed the committee that based on the guidelines mentioned in the Gazette, the following items of the agenda have been placed for discussion in the meeting and for the recommendations / observations of the Core Committee.

1

21.12.2020

1. Offering of Bachelors in Business Studies (BBA), Bachelors in Computer Applications (BCA), Masters in Business Administration (MBA), and Masters in Computer Applications (MCA) Programmes through online mode.
2. Creation of academic and technical positions
3. Development of Self – Learning Material and the E – Learning Material
4. Content Management System (CMS) / Learning Management System (LMS)
5. Online Proctored Examination
6. Syllabi of the Online BBA, BCA, BCOM, MBA and MCA Programmes
7. Revenue Projected – Programme Fee to be charged
8. Estimated expenditure to be incurred towards appointment of regular / contractual academic, administrative and technical staff at SODL, procurement of furniture, equipment, software, licenses, development of e – learning material, development and operationalization of content management system (CMS) / learning management system (LMS), online proctored examination and promotion and publicity

The following has been discussed and resolved in the meeting:

Offering of Bachelor in Business Studies (BBA), Bachelor in Computer Applications (BCA), Bachelor of Commerce (BCOM), Masters in Business Administration (MBA), and Masters in Computer Applications (MCA) Programmes through online mode

All members of the committee were of the view that Jamia Hamdard should offer online programmes in order to extend its reach to a large number of students, and to enroll students from all over the country. Due to jurisdictional restrictions, Jamia Hamdard is not in a position to enroll students beyond the NCR region of Delhi for its ODL Programmes.

After detailed discussion the members suggested the following:

- Functioning of the institutions offering online programmes, their revenue model, problems and issues may be studied.
- A survey may be conducted in order to identify the Programmes that are in demand.
- The Programmes to be offered should be of high income generating for Jamia Hamdard
- To introduce credit transfer system enabling the regular students from other Universities to get enrolled in the online programmes of Jamia Hamdard.

Prof. Reshma Nasreen had apprehension that offering of MBA Programme through online mode may affect regular admissions of the SMBS. It was clarified to her that there shall not be any clash between the regular and the online programmes of Jamia Hamdard, as clientele for the regular programmes and those of the online programmes would remain different. The online programmes would be offered to the in – service students who possess work experience of more than 3 to 4 years. Further, admission to the online programmes would be started after closure of regular admissions of Jamia Hamdard.

Creation of Academic and Technical Positions

The Core Committee suggested that a comprehensive proposal may be placed before the competent authority; the Standing Committee / Finance Committee / Board of Management for creation of academic, technical and the administrative positions at SODL in consonance with the Gazette Notification.

Development of Self – Learning Material and the E – Learning Material

The members of the Core Committee were of the view that the members of the faculty of Jamia Hamdard of most of the Schools are over – occupied with their teaching and research work, and hence may not be in a position to develop self – learning material and e – learning material of the online programmes and conduct the online classes.

2

It was suggested that the SODL may therefore submit proposals for creation of Core Faculty at the SODL as prescribed in the Gazette Notification, and get the self - learning material developed and delivered with the help of Guest Faculty and experts from other institutions.

Content Management System (CMS) / Learning Management System (LMS)

The committee was of the view that it may take some time to purchase the CMS / LMS and commission it at Jamia Hamdard. The Jamia Hamdard may therefore hire an agency following the prescribed procedures that would provide technical support (CMS/LMS) for the e – content development and delivery the Programmes through its resources / platform. The same agency should be able to conduct online proctored examination of the online programmes. A Tender / RFP in this regard may be floated.

Syllabi of the Online Programmes

Prof. Masood Parveez clarified that as per the Gazette Notification, the syllabi of the programmes to be offered through online mode should be the same that are offered for the regular students of University. In consonance with the guidelines mentioned in the Gazette Notification, the syllabi of the online programmes of Jamia Hamdard would remain the same as those of the regular programmes of Jamia Hamdard. As per the UGC guidelines appropriate courses from Swayam, e - Pathshala and other Open Educational Resources (OERs) of the Ministry of Education, Government of India would be incorporated in the syllabi.

New Programmes would be developed in consultation with the respective School, and placed before the Academic Council through School Board of the SODL for consideration and approval.
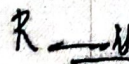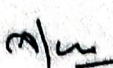
Revenue and Expenditure

Prof. Reshma Nasreen mentioned that fee of the online programmes should be the same that is charged to the regular programmes of Jamia Hamdard. The committee was of the view that the fees for the online programmes may be decided after conducting a survey in this regard. The fee should be competitive in order to attract large number of students for the online programmes of Jamia Hamdard.
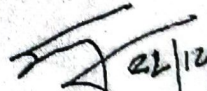
The committee further examined that the project on Online Programmes of Jamia Hamdard would need initial investment for the development and delivery of the programmes. Expenditure would incur initially towards one – time procurement of furniture, equipment, software, licenses, development of e – learning material, development of content management system (CMS) / learning management system (LMS), online proctored examination and promotion and publicity. Recurring expenditure would be towards salaries of the regular / contractual / Guest academic staff, the administrative and the technical staff, maintenance and common and general expenditures.

The core committee was of the view that a detailed proposal on offering of online programmes may be submitted to the Hamdard National Foundation (HNF) for providing financial support to the Project.

The meeting ended with vote to thanks to all members of the Core Committee.

(Prof. S Raiduddin) 22/12/2020

(Prof. Afshar Alam)

(Prof. Suhail Parvez) 22/12/20

(Prof. Reshma Nasreen)

(Prof. Masood Parveez)
21.12.2020

3