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## Minutes of the Meeting to finalize proposal of SODL to the UGC for offering ODL / Online Programmes from the session commencing January 2021 (Revised)

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Jamia Hamdard  
School of Open and Distance Learning

JH/SODL/UGC/Proposal/January – 2021 Session/2020/\_\_\_\_  
October 6, 2020

Sub: Minutes of the Meeting to finalize proposal of SODL to the UGC for offering ODL / Online Programmes from the session commencing January 2021 (Revised).

The Hon'ble Vice Chancellor has constituted a committee consisting of the following members to examine the proposal of the School of Open and Distance Learning for submitting and application to the UGC for offering a few programmes through ODL and Online mode from January 2021 session

- Prof. Ahmed Kamal, Hon'ble Pro Vice Chancellor – Chairman
- Prof. J K Batra, Dean, Academics
- Prof. S Raisuddin, Director, IQAC
- Prof. N Ravichandran, Dean, SMBS
- Prof. Masood Parveez, Dean, SODL

An online meeting of the committee under the chairmanship of the Hon'ble Pro Vice Chancellor was held today, the 6<sup>th</sup> October, 2020. All the members were present in the meeting.

After detailed discussion, the following has been resolved.

1. The University Grants Commission (UGC) has recently notified its University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 through a Gazette Notification dated 04/09/2020. As per the new 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 Open and Distance Learning and Online Programmes.
2. As per the new Regulations (2020), Jamia Hamdard is eligible to offer ODL and the Online Programmes as its NAAC score is 3.15 under 4.0 point scale, and was placed at 18<sup>th</sup> rank in the year 2019, and it has been placed at 21<sup>st</sup> rank in the current cycle, 2020 by the NIRF.
3. Jamia Hamdard may apply to the UGC for offering BBA, BCA, BCOM, MBA and MCA Programmes through ODL and Online mode.
4. Approval of the Chairman, Academic Council, Jamia Hamdard may be requested for offering the BBA, BCA, BCOM, MBA and MCA Programmes through ODL and Online mode.
5. The Programmes may be offered through ODL mode from January, 2021 session itself, if UGC approves them. The Online Programmes however may be offered from July 2021 session after infrastructure for offering the programmes online is procured, and agency to provide technical support is identified.



Appointment of Academic Staff: As per the staffing norms mentioned in the Gazette at Annexure – IV (Page 92), there should be at least three faculty members shall be required in each discipline. It has been recommended to offer BBA, MCA, BCA, BCOM and MCA Programme. As per the UGC guidelines, three members of the faculty appointed on contractual basis from SMBS and SEST may be posted at SODL. The names recommended by the Dean, SEST and the Dean, SMBS are placed at Annexure – VI for the consideration of the Hon'ble Vice Chancellor.

8. Appointment of Technical Staff for Online Programmes: It is mentioned at page 90 of the Gazette under Centre for Online Education, that for offering online programmes, a technical team consisting of a Deputy Director (e – Learning and Technical) and Assistant Director (e – Learning and Technical) need to be appointed. The names recommended by the Dean, SEST for posting of the technical staff is placed at Annexure – VI for the consideration of the Hon'ble Vice Chancellor.

9. Development of Self – Learning Material and the E – Learning Material: As specified at Annexure – VI (Page 95) of the Gazette, 60% of the self – learning material as well as the e – learning material for the ODL Programmes and the Online Programmes may have to be developed by the internal faculty of the Higher Educational Institution. Conversion of the self learning material into digital / video / audio material and their delivery can be done with the help of an outsourced agency. The Course Team recommended by the Dean, SEST and the Dean, SMBS for the development of the self – instructional study material, e – content to the BCA, BBA, BCOM, MBA and the MCA Programmes are placed at Annexure – VI for the consideration of the Hon'ble Vice Chancellor.

10. Norms of Payment: Norms of payment for developing the self – learning material and e – content recommended by the Fee Committee of SODL at its meeting held on 03/03/2020 are placed at Annexure – V for the consideration and approval of the Hon'ble Vice Chancellor.

11. Content Management System (CMS) / Learning Management System (LMS): In order to offer online Programmes, it is necessary to have a Content Management System (CMS) / Learning Management System (LMS) for the development of e – content and its management. As per the new guidelines, a Higher Educational Institution can outsource the responsibility of e – content development and its management to an outsourced agency. It may take some time for developing a CMS and LMS in house by the faculty / staff of School of Engineering Science and Technology, Jamia Hamdard. **It is therefore desired that Jamia Hamdard may engage an outside agency, following the prescribed procedure, for providing CMS / LMS and provide technical support for the ODL / Online Programmes of Jamia Hamdard, as specified under Annexure IV B (iv), Page 91 of the Gazette.**

12. Jamia Hamdard may undertake promotion and publicity of ODL / Online programmes rigorously. The SODL shall submit strategies for the promotion and publicity of the Programmes for the consideration and approval of the competent authority.

13. The low enrollment / non – viable Programmes of the SODL may be withdrawn. An agenda on withdrawal of the low enrollment programmes may be placed before the forthcoming meeting of the Academic Council for its consideration.

14. A member from the School of Engineering Science and Technology, Jamia Hamdard may be co – opted in the committee constituted by the Hon'ble Vice Chancellor for examining the proposal of SODL for submitting application to the UGC for offering ODL / Online Programmes.