

**Center for Distance and Online Education
Jamia Hamdard, Hamdard Nagar, New Delhi- 110062**

Minutes of the CIQA Committee for ODL and Online Programmes

Dated: 19th May, 2023

An Online meeting of CIQA committee, Jamia Hamdard, was held on 18th May, 2023 at 2.30 pm in the chairmanship of Hon'ble Vice Chancellor Jamia Hamdard.

The following were present in the meeting.

1. Prof. Afshar Alam, Vice Chancellor Jamia Hamdard, in chair
2. Prof. S.Raisuddin , Director, IQAC, Jamia Hamdard
3. Prof Manju Chhugani, School of Nursing Sciences and Allied Health, Jamia Hamdard
4. Prof M.Z.Abidin, School of Chemical & Life Sciences, Jamia Hamdard
5. Prof Reshma Nasreen, Dean, School of Management & Business Studies, Jamia Hamdard
6. Dean of School of Engineering Sciences & Technology
7. Prof B.S. Saraswat, Former Director, Academic Coordination Division, IGNOU, New Delhi
8. Prof Uma Kanjulal, Director, Centre for Online Education , IGNOU, New Delhi
9. Prof. S.H.Ansari director Officiating CDOE, Jamia Hamdrad, Member Secretary

At the outset Prof. S. H. Ansari, Director (officiating) Centre for Distance and online Learning (CDOE) welcomed all the members' especially external expert and hon'ble Vice Chancellor Prof Afshar Alam, Chairman of the committee and presented a brief report of various activity of CDOE. He mentioned that as per suggestion given by members of CIQA committee in a meeting held on 25th August, 2022 to engage a service provider in order to boost the number of admissions in various programmes offered through ODL & Online mode. He mentioned that by the effort made by Jamia Hamdard and service provider the number of admission have gone up considerably in the year 2022. The admissions of 2023 are still on and it is expected to have more numbers in the year 2023 also.

Prof S.H. Ansari also mentioned the status of admission of foreign nation (African Countries) with the help of Ministry of external affair & TCIL (Telecommunications Consultants India Ltd). UNDER THE e Vab Network Project. Jamia Hamdard has signed MoU with TCIL & Status of admission is as under.

Programme Name	Country	No. of students	Semester 1 fee	Total semester 1 fee	University's share	LC's share (10%) if applicable
BCA	D R Congo	1	12283	12283	11054.7	1228.3
	Gambia	2	12283	24566	22109.4	2456.6

	Ghana	2	12283	24566	22109.4	2456.6
	Malawi	3	12283	36849	33164.1	3684.9
	Mali	2	12283	24566	22109.4	2456.6
	Nigeria	112	12283	1375696	1377696	NA
	South Sudan	1	12283	12283	12283	NA
	Uganda	7	12283	85981	77382.9	8598.1
	Zambia	5	12283	61415	55273.5	6141.5
BBA	Gambia	1	12666	12666	11399.4	1266.6
	Ghana	2	12666	25332	22798.8	2533.2
	Malawi	1	12666	12666	11399.4	1266.6
	Mozambique	1	12666	12666	11399.4	1266.6
	Nigeria	20	12666	253320	253320	NA
	Sudan	1	12666	12666	12666	NA
	Uganda	2	12666	25332	22798.8	2533.2
	Zambia	10	12666	126660	113994	12666
BCOM	D R Congo	1	12666	12666	11399.4	1266.6
	Malawi	3	12666	37998	34198.2	3799.8
	Nigeria	4	12666	50664	50664	NA
Total		182	249873	2240841	2187220	53621.2

Prof S.H. Ansari also informed about the following new programmes to be offered from the session 2023- 2024 in online mode.

- Master in Business Administration (MBA)
- Master in computer Application (MCA)
- MA in Political Science
- Advance Diploma in Cyber Security
- Advance Diploma in Big Data Analytic
- Advance Diploma in Cloud Computing

The Academic Council of Jamia Hamdard in its meeting held on 12th January 2023 gave approval in principle to start these programmes subject to approval of statutory bodies i.e., AICTE and Distance Education Buera / University grant commission (DEB/UGC), where ever applicable. Board of Studies (BoS) of CDOE was held on 28th April 2023 and the matter for approval to start above mentioned programme was discussed along with their PPR. The BoS gave approval for the same. The minutes of BoS have been sent to the standing committee of Academic council Jamia Hamdard for approval. Online application for NOC/approval of Master of Business Administration (MBA) and Master of Computer Application (MCA) programme to be offered in online mode has been submitted in AICTE.

The following Agenda items were discussed:-

Agenda: 1 - Status of admissions in various academic programmes in the sessions 2021 – 22 and 2022-2023.

A brief report regarding number of students admitted course wise was presented by Director of CDOE which is as under.

S.No	Name	Programme Code	Enrolled 2021	Enrolled 2022	Enrolled 2023 (January)
1	Bachelor of Computer Applications (BCA ODL)	BCA-ODL	37	45	
2	Bachelor of Computer Applications (BCA ODL)	BBA-ODL	36	27	
3	Bachelor of Computer Applications (BCA Online)	BCA-online	12	246	37
4	Bachelor of Business Administration (BBA - Online)	BBA-online	7	93	21
5	Bachelor of Commerce (BCom - H)	BCOM H		11	
6	Advanced Diploma in Dietetics and Therapeutics Nutrition	ADDTN	26	126	56
7	Advanced Diploma in Drug Regulatory Affairs	ADDRA	61	291	151
8	Advanced Diploma in Medical Record Techniques	ADMRT	44	73	68

9	Masters of Arts - Islamic Studies (Online)	MAIS	11	70	30
10	Diploma in Professional Arabic	DPA	14	37	36
11	Masters of Arts - Human Rights (Online)	MAHR			4
12	Diploma in Bakery and Confectionary Technology	DBCT		23	1
13	Certificate in Modern Percian language	CMPL			1
Total Numbers of Students Enrolled			248	1042	405

Agenda-2: The academic support provided to the learners enrolled in the sessions 2022-2023

The recorded lectures, lectures are provided to the students and live sessions are also conducted in addition to online counseling classes. 24x 7 whatsApp services are also available to the students for solving their day to day difficulties. The details of counseling classes held are given below.

S.No	Program	Credits	No of course	No of Counselling Session per Subject	No of Counselling Session Req	No of Counselling Session held		
						2020-21	2021-22	2022-23
1	BBA							
	Sem 1	20	6	8	55	47	48	48
	Sem 2	20	6	8	52	49	48	30
	Sem 3	20	6	8	53	51	52	
	Sem 4	20	6	8	55	51	51	
						No of		

S.No	Program	Credits	No of course	No of Counselling Session per Subject	No of Counselling Session Req	Counselling Session held		
						2020-21	2021-22	2022-23
2	BCA							
	Sem 1	20	6	8	55	52	51	50
	Sem 2	20	6	8	52	49	49	34
	Sem 3	20	6	8	53	51	52	
	Sem 4	20	6	8	55	55	51	
3	MA- Islamic Studies							
	Sem 1	30	5	8	40		36	38
	Sem 2	30	5	8	40		38	38
4	ADDRA	32	8	6	48		54	45
5	ADMRT	20	5	6	30		34	28
6	ADDTN	20	5	6	30		34	28
7	DPA	24	4	6	30		24	24
8	DBCT	32	4	6	30		24	24

Agenda -3: The status of development of SLM and LMS 2022-2023

The SLM and LMS of the following programmes is in pipeline and more than 50% work has been completed.

- Master in Business Administration (MBA)
- Master in computer Application (MCA)
- MA in Political Science
- Advance Diploma in Cyber Security
- Advance Diploma in Big Data Analytic
- Advance Diploma in Cloud Computing

Agenda- 4: Conduct of end semester examination 2022-2023

All examinations have been conducted as per schedule and their results have been declared well in time. The results have also been uploaded on our website.

Agenda -5: Students feedback survey on the quality of the programmes and the programmes delivery.

Prof. Shahid Ansari presented the students feedback survey conducted by the CDOE in the year 202-2021 which was analyzed by Dr. Babita Singh, CDOE, He presented that the student feedback was obtained through questionnaire and feedback from the academic counsellors and the learner through a questionnaire. He reported that the feedback report were analyzed and remedial actions were taken.

Agenda -6: To Consider conduct of Academic Audit of the ODL and online programmes

Prof. Shahid Ansari mentioned that Jamia Hamdard has notified for conducting academic audit of the Programmes / Courses of Jamia Hamdard. In compliance to the above 5 mentioned notification, the CDOE proposes to conduct academic audit of the ODL Programmes following the guidelines mentioned in the above 5 referred notification.

The Committee resolved that the CDOE may submit its proposal to Director, IQAC, Jamia Hamdard for conducting academic audit of the ODL Programmes.

Agenda -7: Vision 2024

Providing of specific need-based education and training opportunities for continuous professional development and skill upgradation to in - service professionals.

. It is proposed to design and development of the following Advanced Certificate / Diploma Programmes, which may not require prior approval of the AICTE and the UGC.

1. Advanced Diploma in Management (ADM),
2. Advanced Diploma in Modern Office Management (ADMOM),
3. Advanced Diploma in Digital Business / E – Business (ADDDB),
4. Advanced Diploma in Social Media Marketing (ADSMM),
5. Advanced Diploma in Rural Management (ADRM),
6. Advanced Diploma in Social Entrepreneurship (ADSE),
7. Advanced Diploma in Family Business Management (ADFBM),
8. Advanced Diploma in Retail Management (ADRM),
9. Advanced Diplomain Corporate Social Responsibility (ADCSR),
10. Advanced Diploma in Supply Chain Management (ADSCM),
11. Advanced Diploma in Banking and Finance (ADBF),
12. Advanced Diplomain Financial Markets (ADFM),
13. Advanced Diploma in Export Import Management (ADEIM),
14. Advanced Diploma in International Business (ADIB),
15. Advanced Diploma in Leadership (ADL),
16. Advanced Diploma in Human Resource Management (ADHRM),
17. Advanced Diploma in Negotiation and Conflict Resolution (ADNCR),
18. Advanced Diploma in Research Methodology and Data Analytics (ADRMDA),
19. Advanced Diploma in Sports Management (ADSM),
20. Advanced Diploma in Event Management (ADEM),
21. Advanced Diploma in Hotel Management (ADHM),

22. Advanced Diplomain Hospital & Health Management (ADHHM),
23. Advanced Diploma in Pharmaceutical Management (ADPM)

Vision 2025

1. Development of BA (Islamic Studies), BA (English), BA (Political Science), BA (Economics), BA (Social Work), BA (Human Rights), MA (English), MA (Economics), MA (Social Work - MSW), MSc (Drug Regulatory Affairs, and MSc Computer Science with specialization in Artificial Intelligence, Machine Learning, Big Data Analytics, Cloud Computing, Cyber Security and Digital Forensics and a few need based PG Certificate Programmes to be offered through Distance / Online mode,
2. Development of methods and strategies for research and development for generation of knowledge in frontier areas, including Distance and Online Education.

Agenda-8: Any other matter with the permission of the Chair.

Prof Uma Kanjulal, suggested that efforts should be made to approach Social Media for publicity of various programme offered in distance and Online mode in order to enhance numbers of admission. She also suggested that programme wise live session on social media like face book should be organized to attract to more and more numbers of students.

Prof B.S. Saraswat suggested that promising job oriented vocational courses should also be started. Director, CDOE assured that effort will be made in this direction.

Prof Manju Chhugani suggested that some pamphlets/ leaflets should be distributed through carrer counseling cell of Jamia Hamdard in highlighting importance of programmes offered by Jamia Hamdard through Distance and Online Mode.

Chairman of the committee, suggested that publicity should be made and students should be encourage for dual degree which is permissible now a days by UGC.

The meeting ended with vote of thanks to the Chair.

(Prof. S H Ansari)
Director, CIQA
Member Secretary, CIQA Committee