

**Jamia Hamdard**  
Centre for Distance and Online Education

21<sup>st</sup> October, 2022

**Sub: Conduct of ODL Annual Examination of Advance diploma in M.A in (Islamic Studies) and Diploma in Professional Arabic (DPA) by Team lease.**

This is proposed to conduct ODL Semester End Examination of Annual Examination of M.A in (Islamic Studies) and Diploma in Professional Arabic (DPA) from 1<sup>st</sup> of November, 2022. It is to be mentioned that as per are agreement examinations and evaluations will be conducted by team lease.

In this regard the following is submitted for consideration and approval of the competent authority. The ODL Annual Examination of M.A in (Islamic Studies) would be held for 05 days from Saturday 4<sup>th</sup> November to 9<sup>th</sup> of November 2022 and Diploma in Professional Arabic (DPA) would be held for 02 days from Saturday 1<sup>st</sup> of November to 2<sup>nd</sup> of November 2022. Tentative date sheet is attached for approval.

- It will be Online Proctored Examination, Conducted using team lease portal
- The Examination will be conducted from Morning Session 11.00am to 2.00 pm.
- The Examinee will be given half an hour after completion of the examination to upload scanned copies on team lease portal of their answer sheet.
- The term end examination may be conducted for about 42 students.
- The Online Examination shall be conducted by team lease staff under the supervision of Dr. Babita Singh.
- Attendance will be taken by Sodl staff.
- Dr. Babita Singh, Assistant Professor, CDOE, Jamia Hamdard, may be the in-charge of the examination.

The Proposal is submitted for kind perusal and approval of the competent authority.

*Babita Singh*

Dr. Babita Singh  
Assistant Professor, CDOE



Prof. Shahid Anasari  
Director (Officiating)

*[Signature]*  
21/10/2022



*Registrar* — for approval of proposal as at 'X' above  
*Approved as proposed.*  
*M. Afshan Khan*  
25.10.22

*Bn Babita* *[Signature]* Director — for taking action as per order  
CDOE  
21/10/2022