

Directorate of Open and Distance Learning

PROSPECTUS

2014-15



JAMIA HAMDARD

Hamdard Nagar

New Delhi 110062

Accredited by NAAC in Grade 'A'

www.jamiahamdard.edu

E-mail: director_dodl@jamiahamdard.ac.in

Directorate of Open and Distance Learning JAMIA HAMDARD, NEW DELHI

Telefax: 011-26059694, Ph: 011-26059688 (12 Lines)

- Director** : Dr. Firdous A. Wani
DODL : Extn. 5341
E-mail: director_dodl@jamiahamdard.ac.in
- Advisor** : Prof. Rasheeduz Zafar
DODL : Extn. 5341
E-mail: rzafar@jamiahamdard.ac.in
- Course Coordinators** :
- Prof. Shakir Ali - (PGDB)
Department of Biochemistry
Ph: 011-26059688
Extn. 5510, 5516
Email: sali@jamiahamdard.ac.in
 - Prof. M. Sarwar Alam – (PGDC)
Department of Chemistry
Ph: 011-26059688
Extn. 5550, 5555
Email: msalam@jamiahamdard.ac.in
 - Dr. Manju Chhugani – (PGDDTN)
Rufaida College of Nursing
Ph: 011-26059688
Extn. 5680
Email: mchhugani@jamiahamdard.ac.in
 - Prof. Asgar Ali – (PGDPRA)
Department of Pharmaceutics
Ph: 011-26059688
Extn. 5618, 5600
Email: aali@jamiahamdard.ac.in
 - Dr. Altaf Ahmad – (PGDEMIA)
Department of Botany
Ph: 011-26059688 Extn. 5540
aahmad@jamiahamdard.ac.in

- : Dr. Zeenat Iqbal - (PGDIPR)
 Department Pharmaceutics
 Ph: 011-26059688
 Extn. 5662
 E-mail: ziqbal@jamiyahamdard.ac.in
- : Dr. (Mrs.) S. Mehartaj Begum – (PGDHR)
 Centre for Federal Studies
 Ph: 011-26059688
 Extn. 5883
 E-mail: smtaj@jamiyahamdard.ac.in
- : Mr. Sakhi John – (PGDMRT)
 Department of Health Management
 Ph: 011-26059688
 Extn. 5870
 E-mail: s.john@jamiyahamdard.ac.in
- : Mr. Safdar Tanweer – (BCA)
 Department of Computer Science
 Ph: 011-26059688
 Extn 5885
 Email: Stanweer@jamiyahamdard.ac.in
- : Firdous A Wani – (BBA)
 Director, DODL
 Ph: 011- 26059688
 Extn 5341 &
 Dr. Babita Singh
 Asst. Corrdinator , DODL
 Extn 5343
 Email: Director_dodl@jamiyahamdard.ac.in
 & babitasingh@jamiyahamdard.ac.in
- Assistant Professor** : Mr. M. Shahid P. Khan
 Extn. 5343
 E-mail: shahidparvezkhan@jamiyahamdard.ac.in
- Tutor**
 (DODL) : Dr. Babita Singh
 Extn. 5343
 E-mail: babitasingh@jamiyahamdard.ac.in
- Office Staff** : Mrs. Jasvinder Kaur } Extn.
 Mr. S.K. Golam Dastagir } 5342
 Ms. Huma Shah Masoodi }

CONTENTS

	Page No.
From the Vice Chancellor's Desk.....	5
The Founder.....	6
The Chancellor.....	7
The Vice-Chancellor.....	8
Jamia Hamdard Administration.....	9
The University	10
Faculties of Jamia Hamdard and Their Teaching and Research Programmes.....	11
Role of Jamia Hamdard in Human Resource Development.....	11
Directorate of Open and Distance Learning	12
Academic Programmes and Annual Fee at a Glance.....	13
General Information and Admission Guidelines.....	14
Important Instruction.....	15
Post-graduate Diploma in Bioinformatics (PGDB)	19
Post-graduate Diploma in Chemo-informatics (PGDC)	20
Post-graduate Diploma in Dietetics and Therapeutic Nutrition (PGDDTN)	21
Post-graduate Diploma in Pharmaceutical Regulatory Affairs (PGDPRA).....	22
Post-graduate Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA).....	23
Post-graduate Diploma in Intellectual Property Right (PGDIPR).....	24
Post-graduate Diploma in Human Rights (PGDHR).....	25
Post-graduate Diploma in Medical Record Techniques (PGDMRT).....	26
Bachelor of Computer Application (BCA).....	27
Bachelor of Business Administration (BBA)	28
Instructions for Completing Admission Form.....	29
Checklist.....	34
Fee Schedule and Other Changes.....	35
Study and Learning Resource Centres	36
Qualifying Examination Codes.....	38
Indian states' Codes	39
Examination Board	40
University Code.....	41

From the Vice Chancellor's Desk

The mantra of human development lies is 'education for all'. Similarly, borderless knowledge delivery has been recognized as one of the tools of empowerment of humans. Therefore, it becomes the responsibility of Govt. of the time to provide avenues for education and knowledge resources so that a knowledge seeker has access to education as well as knowledge without large amount of investment. Currently, there is also great emphasis on education aimed at much needed skill improvement and vocational training. Such efforts are going to contribute to enhanced employability.

In all developed societies, it has been recognized that the traditional classroom teaching may not be able to meet the aspirations of all the knowledge seekers. Market-driven socio-economic development has further fueled need for concurrent and life-long learning. Education opportunity offered through the Open and Distance Learning mode has opened a new landscape full of flexibility and openness in education system. A worker engaged in gainful employment can have education concurrent with his/her job and thus become eligible for a higher level of job opportunity. Open and Distance Learning offers opportunity to workers and low-level professionals engaged in unorganized sector. For example, a farmer or a fisherman can learn better and modern systems of farming and fishing, respectively to improve his/her earnings through Open and Distance education at an affordable cost. Technological development has propelled Open and Distance Education to new heights. Internet and web-based educational materials have now become norms of distance education. Virtual classrooms are become reality where live interactions with educator and students break all the borders which were previously inhibiting spread of education.

Jamia Hamdard believes in quality assurance in all its educational efforts. It was the only University with NCR, which in the year 2003 offered itself to accreditation by the National Accreditation and Assessment Council (NAAC) which placed it in Grade 'A'. **The University got re-accredited in the same in 2011 grade (Grade 'A')**. The University equally believes in maintaining high standards in Open and Distance Education. Therefore, it has very cautiously launched Open and Distance Learning programmes in limited number of streams where in Jamia Hamdard has in-build strengths and all the programmes are also offered through on-campus Study and Learning Resource Centres coordinated by Jamia Hamdard's core faculty. We make every effort to maintain quality in Study Material, which is supplied to students.

University is all the time open to suggestions and comments from the students, parents and other stakeholders of Open and Distance Education.

I wish your association with Jamia Hamdard would be a wonderful experience and I assure you all the best cooperation from colleagues in DODL.

G.N. Qazi

THE FOUNDER



And spend in the cause of Allah and do good for. He loves those who do good for others

(Al quran 2196)

The founder chancellor of Jamia Hamdard was a multi-dimensional personality, a dreamer, a visionary, a renowned Unani physician and more than anything else, a philanthropist, who always had public service as his driving force. The first institution in the Tughlaqabad campus was Institute of History of Medicine and Medical Research, foundation stone was laid on November 15, 1962 by Pandit Jawaharlal Nehru, former Prime Minister of India. Pandit Nehru, in his speech had said that this unique institution for research on history of medicine would provide a new insight into India's unique contribution to the development of Unani-tibb in the sub-continent. Hakeem Abdul Hameed had realized that Unani-tibb is a unique heritage of interaction between Indian and Central Asian knowledge stream and it was only in India that tibb had flourished under the patronage of the great Mughals. He continued the mission of Hakeem Ajmal Khan in providing new dimension to Unani-tibb by way of research on different aspects of its healing potential. To see his healing touch Prince Charles came to see his clinic and so did many other celebrities around the world.

The educational backwardness of Indian Muslims was always a source of concern in the sensitive mind of Hakeem Abdul Hameed and he took initiative to address the problem by taking up positive steps, which would directly benefit the Muslim community in their search for modern education. He established research infrastructure in the Department of Biochemistry, Biotechnology, Botany, Chemistry and Medical Elementology & Toxicology and it was only later that postgraduate teaching was taken up in these departments. The institution set up by him over a period between 1962 to 1989 was later amalgamated into Jamia Hamdard, which was granted the status of 'Deemed University' by the Ministry of Human Resource Development, Government of India. With the humble beginning, the University now consists of eight faculties, namely Islamic Studies & Social Sciences, Management & Information Technology, Medicine (Unani), Nursing, Pharmacy, Science, Hamdard Institute of Medical Sciences & Research and Engineering & Inter-disciplinary Sciences.

He was very deservedly honoured by several national and international awards including the AVICENNA Award presented by the erstwhile USSR in 1983. He was also honorary member of the Academy of Medical Science of Islamic Republic of Iran and Chancellor of Aligarh Muslim University, Aligarh.

Hakeem Abdul Hameed aimed at all-round growth and happiness of the society by providing opportunities for education and development of services and health care. It is his pioneering spirit that has always inspired Jamia Hamdard to successfully undertake multidimensional projects for the benefit of society and nation at large.

Jamia Hamdard is celebrating its Silver Jubilee this year by remembering its beloved founder *Janab Hakeem Abdul Hameed sahib Marhoom* to resolve that his cherished goal of education for all particularly under Privileged and marginalised section of the society is achieved.

CHANCELLOR



Mr. Saiyid Hamid, Chancellor of Jamia Hamdard, has been involved with the activities of the University from its very inception. After relinquishing his office as Vice – Chancellor of Aligarh Muslim University, he joined Hamdard Education Society as its Secretary, prepared the project report for the targeted University welding together the different institutions already in the existence in Hamdard Nagar, processed the proposal in the relevant Ministries and ultimately secured the “Deemed to be University” status for what was designated as Jamia Hamdard (1989).

As social activist, Mr. Hamid has been leading country wide drives for literacy and education, health and hygiene, communal harmony and social reform. As secretary, Hamdard Education Society, he has been associated with the management of two Senior Secondary Schools and one Primary School. He has also setup and guided two coaching institutes, namely Hamdard Study Circle and Hamdard Coaching Centre. Through his efforts a number of candidates have so far made the grade in the civil services examination. Other activities conducted under the Hamdard Education Society are a Talent Search – cum – Scholarship Scheme, Surveys of Muslim Managed Schools, Colleges and Madarsas. He is taking active part in modernization of Madarsas both in respect of curriculum and pedagogy. He was a member of the Central Waqf Committee and Executive Vice President of Maulana Azad Education Foundation.

From time to time Government of India has been consulting him on matters related to minorities. He worked as Member of Prime Minister’s High Level Committee on the Social, Economic and Educational Status of the Muslim Community headed by Justice Sachar. He served as a member of a High Level Committee set up on education by Ministry of Human Resource Development. Mr. Hamid was also Chairman of the Group of Vice Chancellors set up by the Oversight Committee on quota for OBC in universities and other institutions of higher learning funded by Government of India. He was Chairman of the Committee constituted by the Ministry of Minority Affairs to examine the feasibility of establishing three Muslim universities with minority character. He is a recipient of Sir Syed Ahmad Khan Award on education (2001) by American Federation of Muslims of Indian Origin (USA & Canada). Another prestigious recognition conferred on him was “Al-Ameen All India Community Leadership Award” (2002) by Al–Ameen Educational Society, Banglore for social, educational and economic upliftment of the society at large and Muslim community in particular.

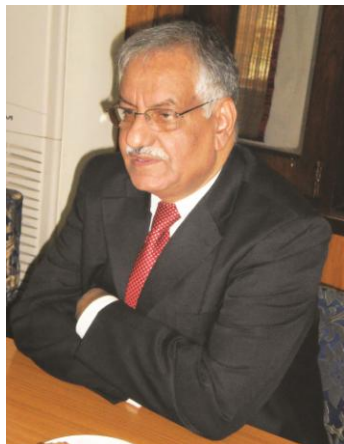
In recognition of the services rendered in the field of education, Mr. Saiyid Hamid has been conferred D. Litt. (Honoris Causa) by Maulana Abul Kalam Azad National Foundation Urdu University. Recently he has been awarded the First Maulana Abul Kalam Azad Award, instituted by Andhra Pradesh Urdu Academy, in recognition of his outstanding contribution in popularizing education particularly among Muslim Community. He is member of the National Monitoring Committee on Minority education set up by the Ministry of Human Resource Development.

He is the Chairman of Human welfare Foundation. A collection of essays entitled “Saiyid Hamid – Muslim Face of India”, to which 25 eminent persons contributed, was released by Mr. Mohammad Hamid Ansari, Vice President of India on 13th April, 2009 in New Delhi and by Mr. Shiv Shankar, former Central Minister in Hyderabad on 16th August, 2009.

Gave the Medical College Project the required impetus which could get over all the hurdles that were raised in the course of implementation.

Mr. Saiyid Hamid has in sum been a highly decorated person whose ceaseless toil for the uplift of the weaker sections has won recognition in different parts of the country.

VICE-CHANCELLOR



Dr. G.N. Qazi, founder director of IIIM, Jammu (a constitute unit of CSIR), joined as Vice-Chancellor on October 2008. He obtained his Master's and Ph.D degree in in Biochemistry and Microbiology respectively from M.S. University, Baroda and the post- doctoral training from the University of Dortmund (Germany). He has to his credit more than 40 years of research experiences in the area of Biochemistry, Microbial Biotechnology and Bio-Prospecting of natural products and Clinical Validation studies of Indian classical drugs. He has more than 30 years of leadership position and groomed several scientists and technocrats in the area of his core competence. He has more than 250 international publications and 70 international patents to his credit. He guided 35 scholars leading to Ph.D degree of 12 Universities of India and Germany where he did his Post Doctoral Research. He led several International Collaborations during his career with CSIR and finally steered one of the five Regional Laboratories as a Founder Director for than 8 years.

Dr. G.N. Qazi is holding Chairmanship of several Committee/ commissions of Drugs and Pharmaceutical Research Programmes, which includes, Drugs and Pharmaceutical Research Programme (DPRP), Pharmacopoeia Commission, Commission from AYUSH Drugs of Government of India. He is also the Chairman of peer teams of NAAC for accrediting the Universities all over India.

As Vice Chancellor of Jamia Hamdard his immediate focus has been the total quality improvement, as a result, the University has been reaccredited by NAAC and placed in 'A' category. Prof. Tandon Committee constituted by Ministry of HRD, Govt. of India also placed it in 'A' category of Deemed University. In 2012 a new Medical school named as Hamdard Institute of Medical Sciences & Research (HIMSAR) has also been established under his dynamic stewardship, which is the first Public-Private medical college in Delhi. His next aim is to establish another campus of Jamia Hamdard in Mewat region in Haryana, the focused activity of which would be poly-technical education and skill development for the Muslim youths of that region.

Dr. G.N. Qazi has implemented a number of schemes to bring in qualitative change in all the level of its courses. As a result Jamia Hamdard is emerging as an education hub. "Education with Perfection has always been motto in his mind" so Jamia Hamdard is gifted with a wonderful personality as its Vice- Chancellor.

JAMIA HAMDARD ADMINISTRATION

Chancellor	Saiyid Hamid
Vice-Chancellor	G.N. Qazi
Registrar	Firdous A.Wani
Controller of Examinations	Prof. Shakir Ali
Finance Officer	M.A. Zargar
Dean, Faculty of Islamic Studies & Social Sciences	Moinuddin
Dean, Faculty of Management and Information Technology	Moinuddin
Dean, Faculty of Medicine (Unani)	M. A. Jafri
Dean, Faculty of Pharmacy	Asgar Ali
Dean, Faculty of Science	M.Z. Abdin
Dean, Faculty Engineering and Interdisciplinary Sciences	S. K. Jain
Dean, Hamdard Institute of Medical Sciences and Research	S. Dwivedi
Principal, Rufaida College of Nursing	Manju Chhugani
Director, Directorate of Open and Distance Learning	Firdous A.Wani
Foreign Students Advisor	Asim A. Khan
Librarian	Mohd. Shoeb
Public Information Officer	S.M.H. Zahidi
Public Relation Officer	Samad Rafiq Khan

THE UNIVERSITY

Jamia Hamdard came into existence in 1989 when the Ministry of Human Resource Development, the Government of India, declared it as a “Deemed to be University” on the recommendations of the University Grants Commission (UGC) under Section 3 of UGC Act 1956. The University comprised of the erstwhile Hamdard College of Pharmacy, Hamdard Tibbi College and other Hamdard institutions viz., Ruffaida College of Nursing, Indian Institute of History of Medicine and Medical Research and Indian Institute of Islamic Studies. Each of these institutes was having its own mark in the academics and research. It was realisation of dream of its Founder Hakeem Abdul Hameed, a great philanthropist and educationist of his time, who invested the profits from his fledgling industrial house “Hamdard Dawakhna” in the education mission. The University was inaugurated by the then young Prime Minister of India, Shri Rajiv Gandhi. Since its inauguration, Jamia Hamdard has strived to maintain high standard of education and update the same to meet the challenges at national and international levels. Jamia Hamdard

In recognition to the University’s contribution to the teaching and research, the National Assessment and Accreditation Council (NAAC), a body from the University Grants Commission, conferred on it ‘A’ Grade in the accreditation exercise in March 2003. No other University in Delhi was accredited by NAAC at that time. Accreditation by the NAAC came with responsibility of accountability, quality and transparency. Jamia Hamdard tried to maintain these standards and has been able to attract talented students and faculty from all over the country. **The University has been again re-accredited and conferred ‘A’ grade in 2011.** Currently, students from over 30 nationalities are enrolled in the University in different courses. This speaks volumes about the reach and quality of the University academic profile.

In a short period of about 25 years, Jamia Hamdard has been able to transform itself into one of the leading Universities in India and its presence is felt by its esteemed and successful alumni spread across the globe.

The University concentrates on professional and market driven courses, which equip the students to get employment in a highly competitive job market in the country and abroad. Many of its courses are also aimed at offering training for self-employment and entrepreneurship.

At present, Jamia Hamdard comprises of eight Faculties each with distinct teaching and research programme. Each faculty and Department has been created after due process of discussion, brainstorming sessions at various statutory bodies of University, including DODL, which has been approved by DEC.

The University strives to provide the best learning facilities to its students on campus and those registered in open and distance mode of education. At the same time, the University expects its students to be highly disciplined, motivated and committed to hard work.

FACULTIES OF JAMIA HAMDARD

Faculty	Major teaching and research areas
Hamdard Institute of Medical Science & Research (HIMSR)	Paramedical sciences, physiotherapy and occupational therapy, clinical research
Islamic Studies and Social Sciences	Contribution of Islam to Indian society, comparative religion studies, federal governance, human rights studies
Management and Information Technology	Business, health, hospital, pharmaceutical and health informatics management, computer science, information technology
Medicine (Unani)	Investigative Unani medicine and practice of Unani medicine
Nursing	Community health and clinical nursing
Pharmacy	New drug development, pharmaceutical biotechnology, herbal medicine and molecular pharmacology
Science	Biotechnology, biochemistry, medical elementology and toxicology, botany, industrial chemistry
Engineering and Interdisciplinary Science	Food technology and nutrigenomics, bioinstrumentation, bioinformatics, nanotechnology

ROLE OF JAMIA HAMDARD IN HUMAN RESOURCE DEVELOPMENT

Jamia Hamdard has been contributing to the development and training of qualified human resource capital for the nation. Pass out students from all the faculties have high rates in employment. Professional and technical courses of Pharmacy, Management, Computer Science, Biotechnology, Toxicology, Information Technology, Nursing and Rehabilitation Sciences are highly popular at national level. Students from these courses have a high rate of placement. Jamia Hamdard has also signed Memorandum of Understanding with several leading research institutes, pharmaceutical companies and professional bodies for the training of the students. Teachers of Jamia Hamdard get research projects from all major funding agencies and research students enrolled in research projects after obtaining their Ph.D. degree get ready opportunity to work in corporate sector, and research and educational institutions or they get offers from international laboratories to work as post-doctoral researchers. Research students of Jamia Hamdard also qualify for National Eligibility Test (NET) and obtain independent fellowships from AICTE, CSIR, DBT, DST, ICMR etc. Jamia Hamdard was the first university in NCR Delhi volunteering for accreditation by NAAC and got accredited in ‘A’ grade in 2003. It has been again reaccredited in ‘A’ Grade in 2011. All regulatory agencies such as AICTE, AYUSH, CCIM, DEC, INC, PCI, RCI etc. are partners in our quality assurance.

Jamia Hamdard has been offering selected and unique courses and through Open and Distance Mode of Education. For all these courses there are strong in-house capabilities which are available to students all the time.

DIRECTORATE OF OPEN AND DISTANCE LEARNING

There has been a significant growth in the area of open & distance education around the world. Open Distance Learning (ODL) mode of education has been recognized as one of the effective tools of educationally empowering those sections of the society, which could not afford to join the formal on-campus education due to various reasons. As a result it is an effective tool for non-formal education. Presently, ODL institutions are not only imparting education as an alternative to the formal system but also making effective contribution in areas, such as vocational and technical education and even in high technology based education. The distance education also has potential to reach to un-reached and even marginalized and excluded groups of the society such as tribal populations and Muslim women. Open and distance education provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on-campus education and those who have limited access to educational resources.

The Directorate of Open and Distance Learning (DODL) of Jamia Hamdard was established in 2004 to promote education through open and distance learning system. Its flexible and innovative methods of education to ensure ‘independent learning’ to anyone, anytime and anywhere. ODL programmes of Jamia Hamdard also envisage to provide an opportunity to girls from Minority community, who by and large have been left out by the national educational endeavours.

Jamia Hamdard’s study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University’s programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

The Programmes of Study

Jamia Hamdard offer education through ODL mode in few selected programmes where University has tremendous strength. The courses are designed and developed with views to prepare a cadre of manpower with requisite knowledge and professional skills so that they can effectively function in the globalised economy, which is no doubt highly knowledge intensive. In its endeavors to cater for education and training needs of different socio-economic groups, the programmes have been carefully identified to fill the contemporary gaps in available courses offered by other institutions and the market demand, and/or to provide cost-effective options to the weaker sections of the society, who are unable to reap the benefit of development due to lack of adequate education, training and skills.

Without sacrificing the quality of education, the cost of education is kept very low so that the economically deprived sections may afford to pay fees and benefit from the educational opportunity provided at the doorsteps.

**ACADEMIC PROGRAMMES OF JAMIA HAMDARD
OFFERED THROUGH ODL MODE IN 2014-15**

Name of the Programme/Course	Eligibility	Duration (Months)
P.G. Diploma in Bio-informatics (PGDB)	B.Sc. in Biology or B.Sc. in Mathematics/ Statistics with Biology in 10+2 examination	12
P.G. Diploma in Chemo-informatics (PGDC)	B.Sc. with Chemistry as one of the subjects	12
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDDTN)	B.Sc. degree in home Science or in Biological Science	12
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	B.Pharm./MBBS or Bachelor Degree with one year experience in Pharmaceutical Industry, Clinical Research, Regulatory affair and IPR are also eligible.	12
P.G. Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA)	B.Sc. in any branch of Science	12
P.G. Diploma in Intellectual Property Right (PGDIPR)	B.Sc. in any branch of Science/LLB	12
P.G. Diploma in Human Rights (PGDHR)	Bachelor degree in any discipline	12
PG Diploma in Medical Record Techniques (PGDMRT)	B.Sc. with Biology	12
Bachelor of Computer Application (BCA)	10+2 in any discipline	03 years
Bachelor of Business Administration (BBA)	10+2 in any discipline	03 years

NO AGE BAR

GENERAL INFORMATION AND ADMISSION GUIDELINES

GENERAL INFORMATION AND ADMISSION GUIDELINES

The applicants are advised to read the instructions carefully and familiarize themselves with the admission procedure and guidelines before filling up the application form for admission to a programme of study. Please note that all the learning facility for all programmes is not offered through any Study and Learning Resource Centre (SLRC). Therefore, checking this information carefully is imperative before you fill in the form. Aspirants are also advised to visit the University website (www.jamiahamdard.edu) on regular basis to check for additional information and any new announcement.

How to obtain Admission Form and Prospectus & Information Bulletin?

1. The application form may be purchased from DODL office or can also be downloaded from the website www.jamiahamdard.edu. Please print the form on good quality A4 size paper, preferably by laser printer and enclose an application fee of Rs. 500 and for foreign nationals US\$ 50 (or Rs. 2500) in the form of Demand Draft in favour of Jamia Hamdard payable at New Delhi. Otherwise, the form will not be processed.
2. Application fee is non-refundable.
3. The Candidate must submit their Course fee directly to Jamia Hamdard.

The last date for submitting the application form is September 30th, 2014.

IMPORTANT INSTRUCTIONS

All fee and charges shall be paid through Demand Draft only, drawn in favour of JAMIA HAMDARD, payable at NEW DELHI.

Admissions are open to all those who possess prescribed minimum qualification from a recognized University/Board. The admissions would be provisional, subject to verification of required documents and eligibility criteria.

The candidates who have appeared in the qualifying examination and their results are not declared can also apply for admission. However, such candidates shall have to produce the mark-sheet, as a proof for the required eligibility criteria by **December 31, 2014**, failing which the provisional admission granted shall be cancelled.

The candidate will be accountable for the correctness of the information furnished the admission from. If it is discovered at any stage that a candidate has made false or incorrect statement or used fraudulent means for admission or does not fulfill the eligibility requirements, he/she will not be allowed to complete admission formalities. If admission has been completed, it can be cancelled at any stage and no fee will be refunded. University may also initiate legal action against such candidates.

Admission of foreign nationals

Admission of foreign nationals in the Open and Distance Learning Programmes will be made through the Coordinators of the different courses. Applications of foreign nationals will be forwarded to Foreign Students' Advisor, FSA (fsa@jamiahamdard.ac.in). FSA will issue offer letter to foreign nationals on the basis of which they will obtain "Students Visa". Foreign Nationals with valid Student Visa will only be considered for continuance in the programme. Foreign nationals shall be required to produce equivalency certificate for their qualification/degree from Association of Indian Universities (AIU).

Selection list

List of admitted candidates will be displayed on the University web site (www.jamiahamdard.edu) soon after the admission process or processing of applications is over. The selected candidates will be required to pay the prescribed yearly course fee in along with examination fee in one installment.

Withdrawal of admission and refund of fee

Rs 1000/- will be deducted from the course fee and rest will be refunded in case the application for cancellation of admission is submitted before the admission closure date. No amount will be refunded, if application for withdrawal is received after closure of admission.

Rejection of application for admission

The application for admission may be rejected due to any of the following reasons:

1. The candidate does not fulfill the eligibility conditions.
2. The qualifying examination is not recognized by Jamia Hamdard.
3. A candidate has used fraudulent means for seeking admission.
4. The prescribed fee is not enclosed with downloaded form.
5. The incompletely filled in application form without Photograph and/or Signature.
6. Application form submitted after last date.

Allotment of enrolment number

Every admitted student shall be allotted an Enrolment Number by the University. Reference of this enrolment number should be given by the student in all the correspondence with the Directorate of Open and Distance and Learning.

Identity card

Admitted students would be issued an identity Card by the Directorate of Open and Distance Learning on payment of Rs. 100/-.. Students are advised to keep the identity card safely till the completion of the course. Students will have to produce the identity card at the time of examination.

Student enrolled in ODL programmes of Jamia Hamdard will be required to show their identity while visiting the Central Library of the University for reading and consultation.

If the original identity Card is lost, a duplicate card can be obtained from the University on payment of Rs. 500 and a copy of FIR lodged with the concerned Police Station.

Study material

The Self-instructional Material (SIM) is prepared by the experts of different Universities/Institutions from all over the country as well as by the faculty members of Jamia Hamdard. SIM is previewed and reviewed by the internal as well as outside experts and edited, modified and updated, whenever necessary, before it is finally dispatched to the students. In view of growing knowledge, syllabus is regularly updated and every care is taken to produce high quality courseware. Soft copies of SIM will also be provided, wherever available.

Delivery of study material

Copies of printed Self-instructional Material (SIM) will be sent by post to the students or the candidate from Delhi/NCR region may collect the SIM from the course co-ordinator of Jamia Hamdard.

Counselling programme for face to face guidance

Counselling programme for face to face guidance can be either online or offline with the Coordinator.

Library facility

Students may use the DODL Library at Central Library of Jamia Hamdard. They will be allowed to use this facility on production of their identity card.

Examination and evaluation

1. The examinations will be organized by the University at its designated Examination Centre.
2. All the students of Delhi \ NCR shall be required to appear for examination at Jamia Hamdard examination centres only.
3. Examination schedule and the name of the Examination Centres will be notified by the Directorate of Open and Distance Learning, Jamia Hamdard and will be communicated to the students through email.
4. The prescribed Examination Fee (Rs. 2000) shall have to be deposited along with the annual fee.

5. The medium of examination shall be English.
6. Students will be required to fill in Examination Form at least 2 months before the commencement of annual examination. Late submission of examination form will be allowed only with the payment of late fee of Rs. 50 per day after the notified date. In any case no examination form will be accepted after this deadline.
7. Admit Card of the examination shall be dispatched to the Study Centres 15 days before the beginning of examination.
8. Presently, University conducts examination only once in a year at the end of academic session. However, University may switch to Semester System in future and the same will be communicated to the students in advance.
9. Candidates who fail in one or more paper (s) will have to re-appear in the next annual examination to clear backlog papers.
10. Results will be declared and displayed on the University website.
11. A student shall have to attain minimum passing percentage of 40% in individual paper.
12. A student can apply for re-evaluation for at most two papers. The fee for it Rs.1000/- per paper. However, no request for re evaluation will be entertained after fifteen days of declaration of results/receipt of marksheet.
13. Under the Open and Distance Learning programme, the University does not provide Migration Certificate. It can only provide no- objection certificate (NOC)-cum-course completion certificate, if a written request is submitted for the same along with prescribed charges, if any.

The University reserves right to change its policies related to admission and examination. Notices are issued from time to time through the web site of the Jamia Hamdard / DODL.

Dispute/legal jurisdiction- Delhi only

Any dispute arising will be subject to Delhi jurisdiction only.

PG DIPLOMA PROGRAMMES

POST GRADUATE DIPLOMA IN BIO-INFORMATICS (PGDB)

This programme is aim to provide a step by step review of biological and chemical Literature through a curriculum of in- depth study. Students are also exposed to integration of information technology with biological science principles.

Programme code	651
Duration	Minimum one year and maximum two years.
Eligibility	A candidate seeking admission to the above programme must have passed B.Sc. Examination in Biology or B.Sc. in Math/Statistic with Biology as one of the subject 10+2 examination from a recognized institution.
Course coverage	
<ul style="list-style-type: none">➤ Introduction to Bio-informatics➤ Basics of Bio-computing➤ Bio-statistics➤ Biological Databases and their Management➤ Computational Biology➤ Biochemistry➤ Microbiology	
Course fee	Rs. 18000 per annum + Rs. 2000 examination fee
Contact	Prof. M. Shakir Ali, Department of Biochemistry, Jamia Hamdard Ph: 011-26059688 Extn. 5510, 5516 Email: sali@jamiahamdard.ac.in

POST GRADUATE DIPLOMA IN CHEMO- INFORMATICS (PGDC)

The programme aim to create a workforce, with a sound knowledge in chemistry and computer technology with application in the upcoming areas of drug design and development.

Programme code	652
Duration	Minimum one year and maximum two years.
Eligibility	A candidate seeking admission to the above Programme must have passed B.Sc or equivalent examination with Chemistry as one of the subject from a recognized institution.
Course coverage	
<ul style="list-style-type: none"> ➤ Basics of Chemo-Informatics ➤ Medical Chemistry-Receptor Ligand Interaction ➤ Modern Combinatorial Chemistry ➤ Chemo-Informatics Database Design and their Management ➤ Chemical Information Sources ➤ Computational Chemistry ➤ Data Sequencing, Mining and Visualization ➤ Drug Design and Discovery 	
Course fee	Rs. 14000 per annum + Rs. 2000 examination fee
Contact	Prof. M. Sarwar Alam, Department of Chemistry, Jamia Hamdard Ph: 011-26059688 Extn. 5550, 5555 Email: mislam@jamiahamdard.ac.in

POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)

Diet plays an important role in the management of diseases. This programme provides opportunities to acquire knowledge on nutrition needs of sick as well as healthy persons. The programme also provides comprehensive knowledge on principles and planning of therapeutic diet, which a dietician needs in clinical area.

Programme code	653
Duration	Minimum one year and maximum two years.
Eligibility	A candidate seeking admission to the above Programme must have passed Bachelor Degree in Home Science/Biological Science.
Course coverage	
➤ Applied Health Science and Nutrition	
➤ Diet Therapy and Applied Nutrition	
➤ Community Nutrition & Communication Skills	
➤ Institutional Management in Dietetics	
➤ Basics of Computer Science	
Course fee	Rs. 12000 per annum + Rs. 2000 examination fee
Contact	Dr. Manju Chhugani, Rufaida college of Nursing Ph: 011-26059688 Extn. 5680 Email: : mchhugani@jamiahamdard.ac.in

POST-GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)

The main objective of this course is to provide an interdisciplinary knowledge of pharmacy and law as applicable in the field of pharmaceutical regulation at national and international levels. The course prepares the students to pursue career in pharmaceutical industry, drug licensing and control authorities, and export- import agencies dealing with the pharmaceuticals.

Programme code	654
Duration	Minimum one year and maximum two years.
Eligibility	A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with one year of experiences in Pharma Industry, Clinical Research, Regulatory affair and IPR will also be eligible.
COURSE CONVERGE	
➤ An Introduction to Pharmaceutical Drug Regulatory Affairs	
➤ General Pharmaceutical Laws and Guidelines	
➤ Drug Regulatory Affairs in India	
➤ Information and Quality Management	
➤ Chemical, Pharmaceutical and Biological aspects of Regulatory documentation	
➤ Clinical Trials and Health care policies	
➤ International Licensing	
➤ Regulatory considerations in controlled drug delivery and future aspects of Biopharmaceuticals.	
Course Fee	Rs. 20000 per annum + Rs. 2000/- Examination Fee
Contact	Prof. Asgar Ali, Department of Pharmaceutics, Jamia Hamdard Ph: 011-26059688 Extn. 5618 Email: aali@jamiahamdard.ac.in

POST-GRADUATE DIPLOMA IN ENVIROMENTAL MONITORING AND IMPACT ASSESSMENT (PGDEMIA)

This Course has been designed to develop trained manpower for research institutions, universities and industries in the areas of environmental monitoring, environmental impact assessment, environmental health protection and evaluation of damage to ecology.

Programme code	655
Duration	Minimum one year and maximum two years.
Eligibility	A candidate seeking admission to the above Programme must have passed B.Sc. in any branch of Science.
Course coverage	
<ul style="list-style-type: none"> ➤ Ecology and Environment ➤ Environmental Legislation ➤ Instruments in Environmental Monitoring ➤ Environmental Pollution and Quality Standards ➤ Contaminated Land and Remediation ➤ Air Quality Monitoring ➤ Water Quality Monitoring ➤ Environmental Impact and Risk Assessment 	
Course fee	Rs. 12000 per annum + Rs. 2000 examination fee
Contact	Dr. Altaf Ahmad, Department of Botany, Jamia Hamdard Ph: 011-26059688 Extn. 5540 Email: aahmad@jamiahamdard.ac.in

POST-GRADUATE DIPLOMA IN INTELLECTUAL PROPERTY RIGHT (PGDIPR)

There is a global upsurge in innovation and demand for patents in knowledge based business like Agro, Biotech, IT and consumer products. The objective of the course is to create awareness in the field of Intellectual Property, in particular the patents. It will prepare the students to conduct international patent searches, drafting patent claims and patent applications. It will help them to seek IPR related career opportunities in Department of Indian Corporate Sector and MNCs, Government institutes and Law firms.

Programme code	656
Duration	Minimum one year and maximum two years.
Eligibility	A candidate seeking admission to the above Programme must have passed B.Sc. examination in any branch of science/LLB
Course coverage	
<ul style="list-style-type: none"> ➤ Introduction to IPR including Industrial Design & Protection against Unfair Competition ➤ Indian Acts Related to Industrial Property Rights ➤ Copy right and Related Rights ➤ Law Relating to Patents ➤ Trade Marks and Geographical Indicators 	
Course fee	Rs. 14000 per annum + Rs. 2000 examination fee
Contact	Dr. Zeenat Iqbal Department Pharmaceutics, Jamia Hamdard Ph: 011-26059688 Extn. 5662 Email: ziqbal@jamiahamdard.ac.in

POST-GRADUATE DIPLOMA IN HUMAN RIGHTS (PGDHR)

On December 10th, 1948 the General Assembly of the United Nations adopted and proclaimed the Universal Declaration of Human Right. Article 1 of this declaration states “All human being are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a sprite of brotherhood”. Therefore human beings are integral to human development, especially for the communities who are socially and economically marginalized. Recognizing importance of Human Rights, Jamia Hamdard has launched this study programmes in Human Right through Open and Distance Learning mode.

Programme code	657
Duration	Minimum one year and maximum two years.
Eligibility	A candidate seeking admission to the above Programme must have passed Bachelor’s degree examination in any discipline.
Course coverage	
<ul style="list-style-type: none"> ➤ Human Rights : Philosophical Foundations ➤ Human Rights : Historical Perspectives ➤ Human Rights in India: Constitutional and Legal Framework ➤ Status of Human Right: The Global Experiences ➤ Human Socio - Economic Context and Challenges ➤ Project Work 	
Course fee	Rs. 6000 per annum + Rs. 2000 examination fee
Contact	Dr. (Mrs.) S. Mehartaj Begum, Centre for Federal Studies, Jamia Hamdard Ph: 011-26059688 Extn. 5883 E-mail: smtaj@jamiahamdard.ac.in

POST-GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUES (PGDMRT)

To fulfil the need of qualified personnel who can organize and maintain the hospital records, this course enables a person to have clear cut understanding about the function and management of medical record office which is essential part of any hospital. It includes knowledge about legal aspect, technical aspect and statistical at par with current standard in a hospital.

Programme code	658
Duration	Minimum one year and maximum two years
Eligibility	A candidate seeking admission to the above Programme must have passed Bachelor's degree examination in any discipline, preferably with biology at 10+2 level.
Course coverage	
<ul style="list-style-type: none"> ➤ Medical Terminology ➤ Medical Record Science ➤ HMIS and Statistics ➤ ICD ➤ Legal Aspects of Health Care 	
Course fee	Rs. 12000 per annum + Rs. 2000 examination fee
Contact	Mr. Sakhi John, Department of Management, Jamia Hamdard Ph: 011-26059688 Extn. 5870 E-mail: s.john@jamiahamdard.ac.in

UNDERGRADUATE PROGRAMME

BACHELOR OF COMPUTER APPLICATION (BCA)

The Programme aim to meet the manpower requirement of the fast developing software industry. Students are exposed to all aspects of computer applications. Practical is provided in web site development.

Programme code	401
Duration	Minimum three year and maximum six years.
Eligibility	A candidate seeking admission to BCA programme must have passed 10+2 examination from a recognized board/institute/university.
Course coverage	
First year	<ul style="list-style-type: none"> ➤ Computer Fundamentals ➤ PC Software ➤ Computer Mathematics ➤ Principles of Management ➤ Lab-I: (PC Software) ➤ Programming Fundamental ➤ Operating Systems ➤ Programme in 'C' ➤ Business Systems ➤ Lab-II: (Programming in 'C')
Second year	<ul style="list-style-type: none"> ➤ Computer System Architecture ➤ Object Oriented Programming in C++ ➤ System Analysis & Design ➤ Database Application in MS Access ➤ Lab-I: (C++ Application Development) ➤ Numerical and Statistical Analysis ➤ Data Structures in 'C' ➤ Computer Networks ➤ Web Technologies ➤ Lab-II: Implementing Data Structure in 'C'
Third year	<ul style="list-style-type: none"> ➤ Software Engineering ➤ Java Programming ➤ Operating Systems Administration with Windows 2000 ➤ Advanced Web Development ➤ Lab-I: Website Development ➤ Project Work
Course fee	Rs. 18000 per annum+ Rs. 2000 examination.
Contact	Dr. Safdar Tanweer Department of Computer Science, Jamia Hamdard Ph: 011-26059688 Extn. 5855 E-mail: Stanweer@jamiahamdard.ac.in

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration.

Programme code	403	
Duration	Minimum three year and maximum six years.	
Eligibility	A candidate seeking admission to BBA programme must have passed 10+2 examination from a board/institute/university.	
Course coverage		
First year	<ul style="list-style-type: none"> ➤ Principles of Management ➤ Financial Accounting ➤ Business Communication ➤ Computer Fundamentals 	<ul style="list-style-type: none"> ➤ Marketing Management ➤ Managerial Economics ➤ Business Statistics ➤ Production & Operations Management
Second year	<ul style="list-style-type: none"> ➤ Business Policy ➤ Business Law ➤ Human Resource Management ➤ Organizational Behaviour 	<ul style="list-style-type: none"> ➤ Mathematics for Business and Economics ➤ Financial Management ➤ Advertising Fundamentals ➤ Entrepreneurship & Small Business Management
Third year	<ul style="list-style-type: none"> ➤ Corporate Governance ➤ Marketing Research ➤ Sales Management ➤ Total Quality Management 	<ul style="list-style-type: none"> ➤ Conflict Management and Negotiation Skills ➤ Environmental Management ➤ Leadership ➤ Project Work
Course fee	Rs. 16000 per annum + Rs. 2000 examination fee	
Contact	Dr. Firdous A Wani DODL, Jamia Hamdard Ph: 011-26059688 Extn. 5341 E-mail: director_dodl@jamiyahamdard.ac.in	Dr. Babita Singh DODL, Jamia Hamdard Ph: 011-26059688 Extn. 5343 Email: babitasingh@jamiyahamdard.ac.in

INSTRUCTIONS FOR COMPLETING ADMISSION APPLICATION FORM

General instructions

1. Candidates are required to carefully read the information about various codes and other details. They are also advised to read the eligibility conditions for each Programme.
2. The application form must be filled in CAPITAL LETTERS using a BLACK BALL POINT PEN ONLY. The applicants are advised to strictly follow the instructions given below for filling-up the admission form. Non-compliance may result in rejection of application.
3. Make sure that your signature; address and photograph are within the spaces provided.

DETAILED INSTRUCTIONS

SIDE 1

Item 1: Programme of study

Fill in the code of the programme of study as given below.

Programme	Code
P.G. Diploma in Bio-informatics (PGDB)	651
P.G. Diploma in Chemo-informatics (PGDC)	652
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDDTN)	653
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	654
P.G. Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA)	655
P.G. Diploma in Intellectual Property Right (PGDIPR)	656
P.G. Diploma in Human Rights (PGDHR)	657
PG Diploma in Medical Record Techniques (PGDMRT)	658
Bachelor of Computer Application (BCA)	401
Bachelor of Business Administration (BBA)	403

Example: If you are applying for PG Diploma in Bioinformatics, write 651 in the boxes as shown below.

6	5	1
---	---	---

Item 2: Processing fee

In the boxes, amount of the Bank Draft being enclosed as processing fee must be written, in case you have used DOWNLOADED FORM.

The processing fee is Rs. 500 for Indian candidates. For foreign nationals, processing fee is US\$50 (or Rs. 2500).

Example: A candidate who is applying for admission using a downloaded form will have to enclose a draft for Rs. 500.

This should be written in the boxes as follows.

0	5	0	0
---	---	---	---

Write your name, course name and name of study centre on the backside of the Bank Draft.

Leave the boxes blank, if you have not used downloaded form.

Item 3: Study centre choice at Jamia Hamdard

Write the appropriate code of your Study and Learning Resource Centre in the boxes. The list of Study & Learning Resource Centres of Jamia Hamdard and their codes is given in the Prospectus (Page 36) and can also be checked from web site.

Item 4: Employment status

In the boxes, write A1 if you are employed and B2 if unemployed. Do not put a cross mark etc. in the boxes. Write one digit in one box.

Item 5: Personal detail

Name

Fill in your name, as recorded in the High School (Class 10) Certificate in CAPITAL LITERS. If your name has more than 28 characters, then abbreviate it suitable to accommodate it within the boxes provided. Leave one box blank between the first, middle and last name. **Do not use Dr/Mr./Ms./Km. etc.**

Example: For Misbah Ahmad, write as shown below.

M	I	S	B	A	H		A	H	M	A	D								
---	---	---	---	---	---	--	---	---	---	---	---	--	--	--	--	--	--	--	--

Father's name

Write name of your father as recorded in the High School (Class 10) Certificate. Leave one box blank between the first, middle and last name. **Do not use Dr., Mr. etc.**

Example: If father's name is Shafi Ahmad, write as shown below.

S	H	A	F	I		A	H	M	A	D									
---	---	---	---	---	--	---	---	---	---	---	--	--	--	--	--	--	--	--	--

Date of Birth

Enter date of birth as given in your High School (Class 10) certificate in the space vide.

Example: If your date of birth is 4th October 1986, fill it as shown below:

0	4		1	0		8	6
Day			Month			Year	

Religion

Write the religion code in the box. The codes are given below.

Religion	Code	Religion	Code
Buddhism	1	Jainism	5
Christianity	2	Parsi	6
Hinduism	3	Sikhism	7
Islam	4	Others	8

SC/ST

In the box, write 1 for SC and 2 for ST. Leave the box blank if you do not belong to any of these categories.

Gender

In the box, write 1 for male and 2 for female.

State of Domicile

Codes of Indian States are listed in table at the end of these instructions. Write the code of state of your domicile in the boxes.

Area

In the box, write 1 if you have passed 10+2 from a rural area and 2 if from an urban area.

Country Name

Write the name of your country. Indian student should write INDIA in entry. The following abbreviations can be used for the countries having long names.

KSA = Kingdom of Saudi Arabia

UAE = United Arab Emirates

UK = United Kingdom

USA = United States of America

Permanent Address PIN Code

Use PIN code number of your permanent address. International students may write ZIP code, if available. Otherwise, leave the boxes blank.

Item 6: Qualifying exam detail

The codes for qualifying examination (to determine the eligibility for admission to the programme applying for) are listed in the table given at the end of these Instructions.

In the boxes, write code of the qualifying examination on the basis of which you are seeking admission to the programme you are applying for.

Year of Passing/Appearing: Write the year of passing the qualifying examination in the boxes provided. Write 2014, if you are appearing in the qualifying examination this year and if your result is not declared as shown below.

2	0	1	4
---	---	---	---

Percentage: Write the percentage of the aggregate marks obtained in the qualifying examination as mentioned under the eligibility conditions. Please calculate the percentage correctly. Do not round it off. Leave the boxes blank, if you are appearing in the qualifying examination in 2014 and the result is awaited.

Example: The qualifying examination for admission. If your percentage in B.Sc. is 60.25, then write it as

6	0	2	5
---	---	---	---

Item 7: Photograph

A recent colour photograph of the same size as that of the box should be pasted. Photograph should neither be attested nor stapled.

Item 8: Address

Write clearly your mailing address using CAPITAL LETTERS on which you want to receive correspondence/Study Material. PIN code should also be written in the boxes. Provide your phone number with STD code and E-mail ID.

Item 9: Signature

The candidates must sign within the box using black ink ball pen.

SIDE 2

Complete the information on Side 2 of the form, as required. Provide all the relevant information correctly and sign it, as instructed.

Things to Remember

- Provide your phone number with STD code, mobile phone number, if any and E-mail ID for communication.
- Make sure that the enclosed Demand Draft (non-refundable) is of appropriate amount and your name and address, name of programme, Study & Learning Resource centre of Jamia Hamdard are correctly written on its back side.
- The copies of the following documents are required to be submitted with your application for admission.
 1. Mark-sheet and certificate of the qualifying examination passed, if the results have been declared.
 2. Certificate of High School.
 3. Mark sheets/Certificate of all other examinations passed.
 4. Date of Birth Certificate
 5. Photocopy of your passport (for foreign nationals/NRIs).
 6. Any other document certificate in support of your application, TOEFL/IELTS score in case of foreign nationals, experience certificate, if so desired for admission to a particular programme.

Checklist

Please check the following points before you submit your form:

- ✓ You have used right programme code.
- ✓ You have used right code for Study and Learning Resource Centre of Jamia Hamdard
- ✓ You have enclosed demand draft of Rs. 500 (or US\$ 50 in case of foreign nationals) in favour of Jamia Hamdard payable at New Delhi, if downloaded form has been used.
- ✓ You have written your name, course and SLRC of Jamia Hamdard, your phone number on the backside of Bank Draft.
- ✓ Your photograph is in place.
- ✓ You have written your address with PIN code using **BLACK PEN** in **CAPITAL LETTERS**.
- ✓ You have signed with **BLACK PEN** in the box provided.

Submission of completed application form

1. Place the duly filled application form and enclosures (One set of attested Xerox copies of Marksheets of qualifying examination) in the envelope provided.
2. Those using downloaded form should use A4 size or bigger envelope and keep the form **unfolded**.
3. The dully filled in application form, complete in all respects should be sent by post or submitted in person to the Office of the **Director, Directorate of Open and Distance Learning, Jamia Hamdard, Hamdard Nagar, New Delhi 110062**.
4. **The last date for submitting the application form is September 30th 2014.**

ANNUAL FEE STRUCTURE FOR ODL PROGRAMMES

Name of the Programme/Course	Indian students (in Rs.)	Foreign nationals (in US \$)*
P.G. Diploma in Bio-informatics (PGDB)	18,000	1000
P.G. Diploma in Chemo-informatics (PGDC)	14,000	1000
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDTN)	12,000	1000
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	20,000	2000
P.G. Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA)	12,000	1000
P.G. Diploma in Intellectual Property Right (PGDIPR)	14,000	1000
P.G. Diploma in Human Rights (PGDHR)	6,000	800
PG Diploma in Medical Record Techniques (PGDMRT)	12000	1000
Bachelor of Computer Application (BCA)	18,000	1000
Bachelor of Business Administration (BBA)	16,000	1000

* Students from SAARC countries will pay fee as per the norms of the University.

*Examination fee will be paid along with the Annual fee at the time of admission.

OTHER CHARGES

Item	Charges (in Rs.)*
Admission Application Form/Downloaded form fees	500 (US\$ 50 for foreign nationals)
Application form by post	600 (US\$ 80 for foreign nationals)
Examination fee (at the time of admission)	2000
Backlog paper	1000 per paper
Re-Evaluation fee	1000/-
Degree/ Diploma certificate	1000
Provisional certificate	300
Transcript fee	1500/-
Identical Card (at the time of admission)	100
Bonafide/ NOC Certificate	200

*Foreign nationals may pay charges in US\$ or equivalent Indian currency.

STUDY AND LEARNING RESOURCE CENTRES (SLRC) OF JAMIA HAMDARD UNDER DODL

Name of SLRC	Code	Address	Coordinator and Contact Detail	Programme
Jamia Hamdard, New Delhi-110062	1015	Department of Biochemistry, Faculty of Science, Jamia Hamdard, New Delhi-110062	Prof. Shakir Ali Ph: 011-26059688 Extn. 5510, 5516 Email: sali@jamiyahamdard.ac.in	PGDB
	1016	Department of Chemistry, Faculty of Science, Jamia Hamdard, New Delhi-110062	Prof. M. Sarwar Alam Ph: 011-26059688 Extn. 5550, 5555 Email: msalam@jamiyahamdard.ac.in	PGDC
	1017	Rufaida college of Nursing, Jamia Hamdard, New Delhi 110062	Prof. Manju Chhugani Ph: 011-26059688 Extn. 5680 Email: mchungani@jamiyahamdard.ac.in	PGDDTN
	1024	Dept of Pharmaceutics, Faculty of Pharmacy Jamia Hamdard, New Delhi-110062	Prof Asghar Ali, Coordinator Ph: 011-26059688 Extn. 5618 aali@jamiyahamdard.ac.in	PGDPRA
	1026	Dept of Botany, Faculty of Science, Jamia Hamdard, New Delhi-110062	Dr Altaf Ahmad Ph: 011-26059688 Extn. 5540 E-mail: aahmad@jamiyahamdard.ac.in	PGDEMIA
	1038	Department of Pharmaceutics Faculty of Pharmacy Jamia Hamdard, New Delhi-110062	Dr. Zeenat Iqbal Ph: 011-26059688 E-mail: ziqbal@jamiyahamdard.ac.in	PGDIPR
	1039	Centre for Federal Studies, Faculty of Islamic Studies, Jamia Hamdard New Delhi – 110062	Dr. (Mrs.) S. Mehertaj Begam, Ph: 011-26059688 Extn. 5883 Email: smtaj@jamiyahamdard.ac.in	PGDHR
	1042	Deptt. of Health Management & Paramedical Sciences, Jamia Hamdard, New Delhi – 110062	Mr. Sakhi John Ph. : 011-26059688 Ext. – 5870 E-mail: s.john@jamiyahamdard.ac.in	PGDMRT
	1012	Department of Computer Science, Faculty of Management and Information Technology, Jamia Hamdard, New Delhi-110062	Mr. Safdar Tanweer Ph: 011-26059688 Extn. 5855 Email: stanweer@jamiyahamdard.ac.in	BCA
	1059	Directorate of Open and Distance Learning , Jamia Hamdard , New Delhi- 110062	Dr. Firdous A Wani & Dr. Babita Singh (Asstt. Coordinator) Ph: 011 26059688 Extn. 5341, 5343 Director_dodl@jamiyahamdard.ac.in babitasingh@jamiyahamdard.ac.in	BBA

QUALIFYING EXAMINATION CODES

<i>Name of the Qualifying</i>	<i>Code</i>
10+2	01
B.A	02
B.Sc	03
B.Sc(AG)	04
B.Com	05
B.B.A	06
B.C.A	07
B.Pharma	08
B.Tech/ B.E	09
M.Com	10
M.A	11
M.Pharma	12
M.Tech	13
M.B.A	14
M.C.A	15
M.B.B.S	16
Others	17

INDIAN STATES' CODES

Name of the State	Code	Name of the State	Code
Andaman and Nicobar	01	Lakshadweep	19
Andhra Pradesh	02	Madhya Pradesh	20
Arunachal Pradesh	03	Maharashtra	21
Assam	04	Manipur	22
Bihar	05	Meghalaya	23
Chandigarh	06	Mizoram	24
Chhattisgarh	07	Nagaland	25
Dadra and Nagar Haveli	08	Orissa	26
Daman and Diu	09	Pondicherry	27
Delhi	10	Punjab	28
Goa	11	Rajasthan	29
Gujarat	12	Sikkim	30
Haryana	13	Tamil Nadu	31
Himachal Pradesh	14	Tripura	32
Jammu and Kashmir	15	Uttar Pradesh	33
Jharkhand	16	Uttaranchal	34
Karnataka	17	West Bengal	35
Kerala	18	Other State	36

EXAMINATION BOARD CODES

<i>Board</i>	<i>Code</i>
Andhra Pradesh Board	101
Arunachal Pradesh Board	102
Assam Board	103
Assam Hr. Secondary Education Board	104
Bihar Board	105
Central Board of Secondary Education Board	106
General Secondary Education, KSA/UAE	107
Gujarat Board	108
Haryana Board	109
Himachal Pradesh Board	110
Indian Council of Secoundry Education Board	111
Indian School Certificate Examination Council	112
Jammun and Kashmir Board	113
Karnataka Board	114
Kerala Board	115
Madhya Pradesh Board	116
Maharashtra Board	117
Manipur Board	118
Meghalaya Board	119
Mizoram Board	120
National Open Board	121
Orissa Board	122
Punjab Board	123
Rajasthan Board	124
Tamil Nadu	125
Uttar Pradesh Board	126
West Bengal Board	127
Other Board	130
Madarsa	131
Jamia Millia Islamia Board	132

UNIVERSITY CODES

University	Code
Ajmer University, Ajmer	201
Aligarh Muslim University, Aligarh	202
Allahabad University, Allahabad	203
Amravati University, Amravati	204
Andhra University, Waltair	205
Anna University, Chennai	206
Annamalai Open University, Annamalia Nagar	207
APS University, Rewa	208
Arunachal University, Itanagar	209
Assam Agriculture University, Jorhat	210
Assam University, Silchur	211
Avadh University, Faizabad	212
Bhim Roa Ambedkar Open University, Hyderabad	213
Bhim Rao University, Agra	214
Bahrampur University, Behrampur	215
Banaras Hindu University, Varanasi	216
Banasthali Vidyapeeth, Banasthali	217
Bangalore University, Bangalore	218
Bhagalpur University, Bhagalpur	219
Bharthiar University, Coimbatore	220
Barkatullah University, Bhopal	221
Bihar University, Muzaffarpur	222
Birla Institute of Technology and Science, Pilani	223

Bombay University, Mumbai	224
Bundelkhand University, Jhansi	225
Burdwan University, Burdwan	226
Chaudhary Charan Singh University, Meerut	227
C.S. Azad University, Kanpur	228
Calcutta University, Calcutta	229
Calicut University, Calicut	230
Dayalbagh Educational Institute, Dayalbagh, Agra	231
Delhi University, Delhi	232
Devi Ahilya University, Indore	233
Dibrugarh University, Dibrugarh	234
Dr. H.S. Gaur University, Pant Nagar	235
G.B. Pant University	236
Garhawal University, Srinagar	237
Gauhati University, Gauhati	238
Goa University, Ponda	239
Gorakhpur University, Gorakhpur	240
Gujarat University, Ahmedabad	241
Gulbarga University, Bulbarga	242
Guru Ghasidas University, Bilaspur	243
Guru Jambheshwar University, Hisar	244
Guru Nanak Dev University, Amritsar	245
Guru Kangri, Haridwar	246
Haryana Agriculture University, Hisar	247
Kashi Vidya Peeth, varansi	248
Himachal Pradesh Krishi Vishwavidyalaya, Shimla	249

Himachal Pradesh University, Shimla	250
University of Hyderabad, Hyderabad	251
IIT, Delhi	252
IIT, Kharagpur	253
Indira Gandhi National Open University, New Delhi	254
Indraprastha University, Delhi	255
J.N. Krishi Vishwavidyalaya, Jabalpur	256
Jabalpur University, Jabalpur	257
Jadavpur University, Calcutta	258
Jamia Hamdard, New Delhi	259
Jamia Millia Islamia, New Delhi	260
Jammu University, Jammu	261
Jawaharlal Nehru University, New Delhi	262
Jiwaji University, Gwalior	263
J.N. Vyas University, Jodhpur	264
Kakatia University, Warangal	265
Karnataka University, Bangalore	266
Kashmir University, Srinagar	267
Kerala University, Trivendrum	268
Kota Open University, Kurukshetra	269
Kumayun University, Nainital	270
Kurukshetra University, Kurukshetra	271
L.N. Mithila University, Darbhanga	272
Lucknow University, Lucknow	273
Madras University, Chennai	274
Madurai Kamraj University, Madurai	275

Magadh University, Bodh Gaya	276
Maharshi Dayanand University, Rothak	277
Mahatma Gandhi University, Kottayam	278
Mahatma Phoole University	279
Makhanlal Chaturvedi Natl Univ. of Journalism	280
Mangalore University, Mangalore	281
Manipur University, Manipur	282
Marathwada Agricultural University, Parbhani	283
M.S. University, Baroda	284
Mysore University, Mysore	285
Maulana Azad National Urdu University, Hyderabad	286
Nagarjuna University, Guntur	287
Nagpur University, Nagpur	288
North East Hill University, Shillong	289
Orissa University, Bhubaneswar	290
Osmania University, Hyderabad	291
Pondicherry University, Pondicherry	292
Panjab Rao Krishi Vidyapeeth,	293
Patna University, Patna	294
Poona University, Pune	295
Punjab Ag. University, Ludhiana	296
Punjab Technical University, Jalandhar	297
Punjab University, Chandigarh	298
Purvanchal University, Jaunpur	299
Rajasthan Agriculture University, Bikaner	300
Rajasthan University, Jaipur	301

Ranchi University, Ranchi	302
Rohilkhand University, Bareilly	303
Roorkee University, Roorkee	304
S.N.D.T. University, Mumbai	305
Sambhalpur University, Sambhalpur	306
Sher-e-Kashmir University of Agricultural Science & Technology, Srinagar	307
Shivaji University, Kolhapur	308
Sukhadia University, Udaipur	309
University of North Bengal, Siliguri	310
University of South Gujarat, Surat	311
Utkal University, Bhubaneswar	312
Veer Kunwar Singh University, Ara	313
Vikram University, Ujjain	314
Vinoba Bhave University, Hazaribagh	315
Foreign University	316
Other University in India	316

Last date of sale and receipt of Admission Application Form:

30th September, 2014

FOOTNOTES

- ❖ Every care has been taken to prepare this document with factual detail. Any error or omission may please be brought to the notice of the Director, DODL.
- ❖ Jamia Hamdard reserves right to modify the content of the Prospectus any time.

RAGGING IS STRICTLY PROHIBITED