

**JAMIA HMADR,  
HAMDARD NARGAR NEW DELOHI -  
110062**

**BEST PRACTICES  
BY CENTER OF DISTANCE AND ONLINE  
EDUCATION,**



Jamia Hamdard is one of the top ranking Universities of the country. The National Assessment and Accreditation Council (NAAC), Government of India has accredited 'A' Grade to Jamia Hamdard with 3.15 under 4.0 Scale. It has been ranked at 18th position in the year 2019 and 21st in the year 2020 by the National Institutional Ranking Framework (NIRF), Government of India. The School of Pharmaceutical Education and Research (SPER) has been ranked No. 1 by the NIRF in the year 2019 and in 2020 also

The Centre for Distance and Online Education (CDOE) was established in the year 2004, offering various undergraduate and postgraduate diploma programmes. Major objective of the CDOE has been to provide access to higher education to those who are not able to draw benefits from the formal system of education. The open and distance learning system allows a learner to determine his / her pace of learning.

The ODL and ONLINE Programmes of Jamia Hamdard envisages providing an opportunity to girls from Muslim community, who by and large has been left out by the national educational endeavours. The Centre for Distance and Online Education, Jamia Hamdard offers education through ODL and online 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.

The CDOE has been offering career oriented Programmes. They are as follow:

- Bachelor of Business Administration (BBA),
- Bachelors of Computer Applications (BCA),
- Advance Diploma Programmes in Bio Informatics (PGDB),
- Advance Diploma Programmes in Chemo Informatics (PGDC),
- Advance Diploma Programmes in Dietetics and Therapeutics Medicine (PGDDTN),
- Advance Diploma Programmes in Drug Regulatory Affairs (PGDPRA),
- Advance Diploma Programmes in Environmental Monitoring and Impact Assessment (PGDEMIA),
- Advance Diploma Programmes in Intellectual Property Rights (PGDIPR),
- Advance Diploma Programmes in Human Rights (PGDHR),
- Advance Diploma Programmes in Medical Record Techniques (PGDMRT)
- Diploma in Professional Arabic (DPA),
- Diploma in Persian Language (DPL), and
- Certificate in Modern
- Persian Language (CMPL)
- Diploma in Bakery and Confectionary Technology Programmes

Online Programme :-

A) Under Graduate :-

- BCOM (Hons) and
- BBA,

- BCA,

#### B) Post Graduate Programmes

- M.A in Human Rights
- M.A in Islamic Studies

To impart quality education and maintain established quality assurance practices the following steps have been taken by the CDOE:-

#### **Academic Activity**

- CDOE has started adopting the norms for syllabus, delivery of courses, credit structure for course materials of the regular mode of education which already had been developed following the UGC Model Curriculum
- For the smooth conduct of academic matters related to the courses, course coordinators have been appointed from the departments. They act as a channel of communication between the CDOE and the departments and also responsible to develop/got developed the study material from the subject experts in SIM format. In the recent past a lot of study material has been developed and converted in the SIM format and the process is still going on. In addition to the above the course coordinators also design the guidelines for project/assignments/portfolio/synopsis/Training reports, conduct PCP, counsel the students in academic matter.
- CDOE has started executing credit system as prescribed by the 'UGC Guidelines for the introduction of CBCS (Choice Based Credit System)' which has been made mandatory for all the HEIs, with special care taken to ensure the uniformity in distribution of credit units between the twosystems (ODL and Conventional mode).

#### **Self Learning Material (SLM) Distribution**

- The Self Learning Material (SLM) is developed by the experts of different Universities / Institutions from all over the country as well as by the faculty members of Jamia Hamdard. The SLM 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 SLM will also be provided, wherever available.
- CDOE has given priority to the learning Resources/the SLM which are both in Print and digital mode are being implemented to promote "Blended learning" which is deemed to be



vital in the ODL Mode of imparting education since the interaction of teachers with the learners is very little

- CDOE has been framing and arranging the Personal Contact Programme in the form of PCP classes with an intention to make sure regularity in the allocation of direct contact with teachers/counsellors between the ODL and Conventional mode as much as feasible.
- CDOE build up the practice of displaying the details regarding the timings and locations of the scheduled PCP classes in its official website well in advance for the information of the students so that they be able to ensure that they have chance to attend these PCP sessions without lost.

### **LIBRARY FACILITY**

- Students may use the Central Library of Jamia Hamdard. They will be allowed to use this facility on production of their Identity Card issued by the Centre for Distance and Online Education, Jamia Hamdard. However, they will not be issued any book against their name.

### **Examination Facility**


- All the students of ODL Programme will be required to appear in the end semester examination examination at Jamia Hamdard examination centre only. However, keeping in view of the pandemic situation, Jamia Hamdard is conducting Proctored Online Examination for the ODL students also as per the instructions issued from the University Grants Commission, Government of India.

### **QUALITY ASSURANCE**

- CDOE has designed, created and implemented a quality assurance mechanism namely CIQA-CDOE in order to fulfill the objectives of CIQA as framed by UGC - ODL Regulations 2017.
- CIQA-CDOE has been established at IDE which is headed by a Director and is supported by adequate academic and other staff.
- CIQA-IDE periodically conducts meetings to ensure the participation of all its stakeholders namely students, teachers, other staff, parents, society, and government in quality-improvement related activities.
- CIQA-IDE has devised a 'feedback mechanism' to gather feedback from various departments and centres of Institute of Distance Education which is deemed essential for the authorities for quality improvement.
- Programme Project Report has been prepared to certify the launch of the innovative, market-driven programmes at CDOE.

## PLACEMENT

- As a start up initiative, recently CDOE has launched a dynamic and successful job fair in the name Atmanirbhar. Envisioned with the objective to make more students employable while continuing their Higher Education. In this event more than 700 students of various courses were participated in it and nearly 140 students have been selected at various sectors- IT and fiancé and FMCG firms etc.



Prof. Shahid Ansari  
Director, CDOE

