

P R O G R A M M E PROJECT REPORT (PPR)

**POST GRADUATE DIPLOMA IN ENVIRONMENTAL
MONITORING AND IMPACT ASSESSMENT
(OPEN AND DISTANCE LEARNING MODE)**



School of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

(Deemed University)

The Ministry of Human Resource Development, Government of India, granted to Jamia Hamdard, the status of a 'Deemed to be a University', in 1989 under section 3 of University Grant Commission Act, 1956. Since its establishment, Jamia Hamdard has made commendable progress with regard to expansion of facilities for higher learning and diversification of teaching and research programmes in frontier areas of biological Sciences, Unani Tibb, Pharmaceutical Sciences, IT and Management. The University has a strong base of infrastructure for quality teaching and research. On the basis of the overall assessment of its performance in realizing the university mandate and contributions made by various departments and faculties to the growth of knowledge, National Assessment and Accreditation Council of UGC has accredited the University under category 'A' the Indian Universities. Jamia Hamdard is one of the universities selected by the UGC for promoting education abroad. The university attracts over 10 percent of the total students from over 30 countries. The international corporations and Foreign Governments employ a large number of the University graduates in various capacities, which is the testimony of international recognition of degrees/diplomas awarded by the University.

As a Muslim minority institution under Article 30 (1) of the Constitution of India, the University is committed *inter alia* to improve access and quality of education so as to enable the adult learners to effectively function in the knowledge based economy. In this context, a number of initiatives have been taken to provide high quality of professional education at Undergraduate and Post Graduate levels.

In order to provide opportunities to students for participating in ongoing educational revolution to upgrade the knowledge and skills of working population, entrepreneur and other aspirants of new knowledge, the university has taken initiative to utilize information and communication technologies to extend the reach of education and to enhance quality of education through the use of multi-media methods of teaching and learning. The Directorate of Open and Distance Learning has therefore been established to promote education through open and distance learning systems, which adopt flexible and innovative methods of education to ensure 'independent learning' to an one, anytime and anywhere. The programmes of the study will be customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Towards this end in view, the university has recognized reputed institutes to act as Study Centres for conduct of various job-oriented and professional courses, which effectively meet the requirements of the world of work.

In collaboration with Edexcel International, London, the University offers Degree/Diploma programmes, integrating qualification from the U.K. that have international recognition and the provisions for multiple entry/exit routes. High quality of relevant programmes is the main basis of our arrangement for joint offer or courses that prepare manpower for global economy.

Jamia Hamdard

Late Janab Hakeem Abdul Hameed sb , the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

*“He (The Prophet may peace be upon him)
Instructs them in the Book and Wisdom”*

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

*“Wisdom is (like) the lost animal of a believer
wherever he finds it, catches hold of it”*

Inspired by the Holy Qur’an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category ‘A’ of Indian Universities.

Mission & Objective

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. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

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.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme 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. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

Faculty of Science

The Faculty of Science, in Jamia Hamdard, was established in 1989 with the objective to carry out research and teaching in the modern branches of science giving special emphasis on health and environment. It was envisaged that the Faculty will play a pivotal role in carrying out research aimed at indigenous systems of health management and the modern medical system, and provide the scientific basis for the action of indigenous system of medicines, effect of environmental pollution, medicinal plants on Human being.

Post Graduate Diploma in Environment Monitoring and impact Assessment through Open and Distance Mode
(Course Code 656)

Apart from the full time regular courses, the department has decided to offer this PGDEMA program through open and distance mode for those students who are not able

to afford the expenses of education or who have not been able to make it to the courses offered by the universities and colleges in traditional mode. However, our Endeavour is to provide best quality education, keeping with traditions of Jamia Hamdard.

Objective

To provide student with a detailed understanding of environmental monitoring and impact Assessment

The Course

Highlights of the course are described in the following table:

	Name of the Course Course Code	Post Graduate Diploma in environmental monitoring and impact assessment 656
	Nature	Open and Distance Mode
	Duration	Minimum: 1 year (2 Semesters of 6 months each Maximum: 2 years)
	Medium of Instruction and Examinations	English
	Eligibility Criteria	
	Educational Requirements	B.Sc. in any branch of Science
	Commencement of the course	January / July. Twice in a year
	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.
	Period of Completion (Span Period)	Not more than 02 years
	Fees	Rs. 7,000/- per semester

The Curriculum

Highlights of the curriculum of Post Graduate Diploma in environmental monitoring and impact assessment are described in the following table

a	Total number of Semesters and Examinations	(02 Two) While the teaching/counseling of the courses will be done on the Semester pattern, the examinations will be held only once a year along with any backlogs or improvement papers.
b	Total Theory papers total lab papers	08 Nos. (100 marks each)

		02 Nos. (100 marks each)
c	Theory paper/semester Lab papers/semester	04 Nos. (100 marks each), in every semester 01 No. (100 marks), in every semester
d	Counseling hours for theory papers	30 Hours per theory paper of 4 credits each
e	Practical sessions	10 sessions of 3 hours each for a laboratory course of 4 credits each
f	Attendance	Attendance of 75% in each programme is desirable but not compulsory for appearing in End-Term Examination.

- Modes of curriculum transaction include teaching/counseling at the Study Centres, assignments, tests, presentations, participation in relevant events and regularity.

Course Structure

Course structure that guides the teaching, practical and associated assessment, of PGDEMIA programme is described semester-wise in the following tables:

Semester wise Distribution of Courses in Post Graduate Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA)

1st Semester:				
S. No.	Course Code	Name of the Papers	Credits	Total
01	PGEMIAD 101	Ecology and Environment	4	100
02	PGEMIAD 102	Environmental Legislation	4	100
03	PGEMIAD 103	Environmental Quality and Standards	4	100
04	PGEMIAD 104	Instruments in Environmental Monitoring	4	100
05	PGEMIAD 105	Lab Course I	4	100
2nd Semester:				
S. No.	Course Code	Name of the Papers	Credits	Total
01	PGEMIAD 201	Contaminated Land and Remediation	4	100
02	PGEMIAD 202	Air Quality	4	100

		Monitoring		
03	PGEMIAD 203	Water Quality Monitoring	4	100
04	PGEMIAD 204	Environmental Impact and Risk Assessment	4	100
05	PGEMIAD 205	Lab Course II	4	100

Duration of the Programme:

Minimum: 1 year, Maximum: 2 years

To fulfill the diploma requirement for acquiring the PG Diploma in Environmental Monitoring and Impact Assessment, a student may clear all the courses in one year. If a student fails to clear all the requirement of course in one year, he/she may be permitted to stretch it over a period of another two years. In case the student is still unable to pass all the course of Diploma in 2 years, the student may be permitted to stretch it for another one year. In such cases, the student has to seek readmission as per (Re-admission) rules and pay the requisite fee.

Admission

- a. A candidate, aspiring of admission to PG Diploma in Environmental Monitoring and Impact Assessment, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of admission.
- b. The Admission committee shall display/publish the list of candidates who are declared eligible of admission, after the due approval of the competent authority.
- c. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulate period of time, otherwise they will forfeit the right to admission.

Semester Teaching and Annual Examinations

For the purpose of Teaching and Counseling, each academic year shall consist of two Academic Semesters, the first referred to as ODD semester (July-December) and the second as EVEN semester (January-June). Examinations of papers of both the semester will be held at the end of every EVEN semester.

	Mode	(Theory papers)	Written only
		(Lab course)	Practical work and viva-voce
	Duration	(Theory papers)	03 hours
		(Lab course)	04 hours
	Examiners	Theory papers)	Papers setters and evaluators to be decided by the University for each paper from time to time.
		(Lab course)	The University will appoint external examiners for

	each lab paper.
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Annual Examination

Examination of all the papers will be held only once in a year at the end of the even semester. Student will be required to fill up an examination form that will be made available at all the Study Centers. The University would send admit cards to all the eligible students. Examinations fee of Rs. 2,000 will be charged. Admit cards will be issued for examination in the papers for which the student has registered. The decision about the Examination Centers will be the prerogative of the University.

Provision for Unsuccessful Candidates

Candidates who fail in one or more subject(s) will have to reappear for supplementary examination, which will be conducted along with the term end examination of the subsequent batch.

A student will have to clear all courses in maximum period of two years after admission. After the expiry of this period the learners will have to seek fresh admission.

Award of Division of Successful Candidates

The candidate will be declared successful on securing 40% marks in each subjects and will be placed in the division in accordance with the following categories on the basis of aggregate marks obtained in all the subjects:

Less than 40%	Fail
50% or above but less than 60% marks	2 nd Division
60% or above	1 st Division
7% or above	Distinction

Detail Syllabus of PG Diploma in Environmental Monitoring and Impact Assessment

PGEMIAD 101 Ecology and Environment

S. No.	Topics
	<ul style="list-style-type: none"> • Ecology
1.	Principles and applications
2.	Concept of ecosystem and its kinds
3.	Concept of energy flow, biogeochemical cycles and limiting factors.
4.	Ecological Factors
5.	Population ecology.
6.	Community dynamics and analysis

- Environmental Issues

1. Wasteland reclamation
2. Desertification and its control
3. Eutrophication and restoration of Indian lakes
4. Rain water harvesting, wetland conservation
5. Environmental education and awareness.

PGEMIAD 102
Environmental legislations

S. No.	Topics
1.	Evolution of environmental policies and legislation in India
2.	The Environment (Protection) Act, 1986
3.	Wildlife Protection Act, 1972
4.	Forest Conservation Act, 1980
5.	Air (Preservation & Control) Act 1974 and Rule 1975
6.	Water (Prevention and Control) Act 1974 and Rule 1975
7.	Scheme of Labeling of environment friendly products (eco-mark)
8.	Public Liability Insurance Act 1991 and rule 1991.
9.	International Conventions, Treaties and Protocols for global environmental protection

PGEMIAD 103
Environmental Quality and Standards

S. No.	Topics
1.	Air pollution and air quality standards <ol style="list-style-type: none">a. Air pollutionb. Classification and effect of air pollutantsc. Vehicular pollutiond. Green house effecte. Chloroflouro carbonsf. Ozone and Ozone layerg. Smogh. Acid raini. Air quality standards
2.	Water pollution and water quality standards <ol style="list-style-type: none">a. Characteristics of waterb. Water pollution

- c. Types of water pollution
- d. Sources of water pollution
- e. Classification of water pollution
- f. Water quality standards
- g. Quality of surface waters
- h. Water quality in flowing waters
- i. Water quality in impounded waters
- j. Ground water quality
- k. Microbiological quality of drinking water
- l. Chemical quality of drinking water

3. Noise pollution and noise standards

- a. Fundamentals of noise
- b. Noise pollution
- c. Sources of noise pollution
- d. Noise measuring instruments
- e. Noise indices
- f. Noise pollution hazards
- g. Noise control techniques
- h. Noise standards in India and abroad

PGEMIAD 104
Instruments in Environmental Monitoring

S. No.	Topics
1.	Introduction of Chromatography & Monitoring
2.	Gas Chromatography
3.	HPLC
4.	TLC, Ion exchange chromatography
5.	UV-VIS Spectrophotometry
6.	Atomic absorption Spectroscopy
7.	Flame photometry
8.	X-ray fluorescence
9.	High volume sampler
10.	Electrophoresis
11.	IRGA

PGEMIAD 105
Lab Course-I

Lab course will be based on the theory papers of PGEMIAD 101 and 104.

PGEMIAD 201
Contaminated Land and Remediation

S. No.	Topics
1.	Soil pollution
2.	Sources of soil pollution
3.	Detrimental effects of soil pollutants
4.	Soil sediments as pollutant
5.	Soil erosion
6.	Treatment of soil pollutants
7.	Land protection from people
8.	Analysis and monitoring of pesticides and industrial pollutants
9.	Remedial measures for soil pollution

PGEMIAD 202
Air Quality Monitoring

S.No.	Topic
1.	Monitoring methods
2.	Air pollution monitoring instruments
3.	Status of monitoring instruments in India
4.	Meteorological instruments
5.	Environmental monitoring programme
6.	Monitoring of sulphur dioxide
7.	Monitoring of NO-Nox
8.	Monitoring of CO, CO ₂
9.	Monitoring of Suspended particulate matter
10.	Monitoring of Trace metal pollutants from air
11.	Future development in air monitoring in India

PGEMIAD 203
Water quality monitoring

S.No.	Topic
1.	Sampling
2.	Preservation
3.	Monitoring techniques and methodologies
	a. PH
	b. Specific conductance
	c. Dissolved oxygen

- d. Ammonia
- e. Nitrate and nitrite
- f. Chloride
- g. Fluoride
- h. Sulphate
- i. Sulphide
- j. Phosphate
- k. Metals and metalloids
- l. Total hardness
- m. Chemical oxygen demand
- n. Biological oxygen demand
- o. Total organic carbon

**PGEMIAD 204:
Environmental Impact and Risk Assessment**

S.No.	Topic
1.	Introduction
2.	EIA guidelines 1994, Notification of Govt. of India
3.	Impact assessment methodology <ul style="list-style-type: none"> a. Environmental inventory b. Environmental Assessment c. Environmental Impact Statement d. Environmental Assessment Process e. Goal of EIA process f. Basic content of impact assessment g. Description of environmental setting h. Impact prediction and assessment i. Selection of proposed action
4.	Review of EIA analysis and statement
5.	Environmental audit-guidelines
6.	A case study of the environment impact assessment for thermal power projects and river valley project

**PGEMIAD 205
Lab Course-II**

Lab course II will be based on the theory papers PGEMIAS 201, 202 and 203

Students' Support Services

The coordinators of the respective courses would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Jamia Hamdard so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

One book per course will be supplied to the students as study material. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Study Centers to provide counselling and guidance to the students in the courses that they have chosen for study. These sessions will be held at the Study Centers during week ends (**Saturdays and Sundays**)

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

COST ESTIMATE OF POST GRADUATE DIPLOMA IN ENVIRONMENTAL
MONITORING AND IMPACT ASSESSMENT PROGRAMME ON DISTANCE
MODE

SEMESTER - WISE COST / BENEFIT STRUCTURE

Recurring Expenses (A)	
Number of Courses	6
Number of Counseling Sessions	12
Cost Per Counselling Session	Rs.1000.00/hour/Session
Cost Per Course – Counselling Charges	6,000
Total cost of Counseling Sessions for 6 courses	36,000
Administrative Expenditure per Semester	20,000/month
Total Administrative Expenditure / Semester	1,20,000
Total Recurring Expenses (A)	1,56,000
Fixed Cost (B) Study Material Development	
Course Development /Course	65,000
Course Development for 10 courses (Writing/editing/vetting Cost)	6,50,000
Total Courses writing for 3year	216,666
Total Cost for SLM per student (including course writing and printing)	2133

TOTAL COST PGDEMIADISTANCE (PROGRAM)

All Sessions Counselling (A*2 Semester)	2,16,000
Office Expenditure	7,20,000
Total Recurring Expenses (A)	9,36,000
Total cost of counseling class per student	6240
Cost of one semester Per Student	8373

PROPOSED FEE STRUCTURE

Expected Admissions per semester	100
Fees per semester / per student	7,000
Total Revenue in one Semester	7,00,000

MODE OF PROGRAM

Admission in a year	Two Batches
First Admission	Jan- June
Second Admission	July-Dec

Total Admission in a Year	200
Total Revenue	28,00,000

**FEEDBACK OF THE ODL LEARNERS
TO MONITOR QUALITY OF STUDENT SUPPORT SERVICES PROVIDED TO THE LEARNERS**

We are obtaining a feedback from you for improving quality of the academic programmes we offer and also to improve the quality of student support services provided to you at Jamia Hamdard. We request you to please provide the following information related to your studies at Jamia Hamdard in the ODL Programme. The feedback given by you would help us in improving quality of academic programmes on offer and the student support services.

The filled – in feedback form may be submitted to the undersigned by post / in – person at the School of Open and Distance Learning, First Floor, Hamdard Convention Centre, Jamia Hamdard, New Delhi – 110 062. Scanned copy of the filled – in feedback form can also be sent to me at sodl@jamiyahamdard.ac.in.

ACADEMIC SESSION: _____

S No	Feedback Questions	Answers & Remarks
1	Your Name	
2	Your Programme	
3	Your Enrollment Number	
4	Year of Study: Mention – I, II, III, IV, V, VI Semester / 1 st , 2 nd , 3 rd Year	
5	Your Mobile Number:	
6	Your Email ID	
7	Are you in service / employed? Mention – Yes / No	
8	Have you received your Identity Card in time? Mention - Yes / No	
8	Have you received your study material? Mention - Yes / No	
10	Have you received your study material in time? Mention - Yes / No	

11	Have you gone through your study material thoroughly? Mention - Yes / No:	
12	How do you rate quality of the study material? Mention - Excellent / Good / Poor:	
13	Did you attend the Induction Meeting? Mention – yes / No	
14	Have you attended the counselling session? Mention - Yes / No:	
15	If yes, how many counselling sessions you have attended? Mention the number:	
16	Are the counselling sessions conducted as per the schedule? Mention - Yes / No	
17	How do you rate quality of the counselling sessions conducted? Mention - Excellent / Good / Poor:	
18	Have you attended the practical sessions? Mention - Yes / No, if applicable:	
19	How many practical sessions you have attended? Mention number, if applicable:	
20	Are the practical sessions conducted as per the schedule? Mention - Yes / No	
21	How do you rate quality of the practical sessions conducted? Mention - Excellent / Good / Poor	
22	How do you rate ambiance and physical upkeep of the class rooms / laboratories where your counselling / practical sessions were held? Mention - Excellent / Good / Poor	
23	Have you submitted Assignments / Projects? Mention - Yes / No	
24	Are you satisfied with the evaluation of your Assignments / Projects? Mention - Yes / No	
25	Are you receiving feedback from your	

	academic counsellors on your assignment responses? Mention – Yes / No	
26	Have you availed Library Services of Jamia Hamdard? Mention - Yes / No	
27	If No, then why? (You may add additional sheet, if required)	
28	If Yes, how do you rate the quality of library services at Jamia Hamdard? Mention - Excellent / Good / Poor	
29	Have you appeared in the examinations conducted by SODL, Jamia Hamdard? Mention - Yes / No	
30	If Yes, mention the quality of conduct of the examinations. Mention - Excellent / Good / Poor	
31	Are you satisfied with evaluation of your examination papers? Mention - Yes / No	
32	If No, mention reason thereof! Attach additional sheet if required.	
33	Are you getting result in time? Mention - Yes / No	
34	Are you receiving your mark sheets in time? Mention - Yes / No	
35	Are your grievances redressed satisfactorily at SODL? Mention Yes / No	
36	Are your emails responded at SODL in a reasonable time? Mention - Yes / No	
37	How do you rate the quality of responses given to your emails / grievances at SODL? Mention - Excellent / Good / Poor	
38	Have you visited SODL for queries / redress of your grievances? Mention - Yes / No	
39	Are you satisfied with the responses given to you at SODL? Mention - Yes / No	
40	How do you rate the quality of responses	

	given to you at SODL? Mention - Excellent / Good / Poor	
41	How frequently do you visit website of Jamia Hamdard www.jamiahamdard.edu to check for updated information about your studies? Mention – Regularly / Frequently / Never	
42	How do you rate the information given on the website about your studies at Jamia Hamdard? Mention - Excellent / Good / Poor	
43	How frequently do you receive emails alerts from SODL / Programme Coordinators about your studies at Jamia Hamdard? Mention – Regularly / Frequently / Never	
44	How do you rate behavior of teachers of Jamia Hamdard? Mention – Excellent / Good / Poor	
45	How do you rate behavior of staff of Jamia Hamdard? Mention – Excellent / Good / Poor	
46	Are you satisfied studying at Jamia Hamdard? Mention – Yes / No	
47	Will you recommend your friends and relatives to get enrolled for ODL Programmes of Jamia Hamdard? Mention – Yes / No	
48	Would you like to continue your studies at Jamia Hamdard? Mention Yes / No	
49	In which Programme / Course you would like to get enrolled?	
50	Mention the market need – based Programmes / Courses Jamia Hamdard should offer through distance mode	1.
		2.
		3.
		4.
		5.

GENERAL REMARKS AND SUGGESTIONS FOR IMPROVEMENT: (Attach additional sheet, if required)

Date: _____

SIGNATURE OF THE LEARNER

FEEDBACK OF ACADEMIC COUNSELLORS

We are obtaining feedback from you to improving the quality of ODL Programmes on offer and also to improve the quality of support services provided to the learners. May I requesting you to kindly provide the following information as your feedback on the academic programme you are associated with at the School of Open and Distance learning, Jamia Hamdard. This feedback would help us for improving quality of the academic programmes and quality of the academic support services provided to learners of your programme.

The filled – in feedback form may please be submitted to the undersigned at the School of Open and Distance Learning, First Floor, Hamdard Convention Centre, Jamia Hamdard, New Delhi – 110 062. Scanned copy of the feedback form can also be sent to me at sodl@jamiahamdard.ac.in

FOR IMPROVING QUALITY OF THE ODL PROGRAMMES AND THE STUDENT SUPPORT SERVICES

S No	Feedback Questions	Answers
1	Your Name	
2	Your Programme	
	Courses approved for conducting the academic counselling	1.
		2.
		3.
		4.
		5.
3	Have you received a set of study material? Mention – Yes / No	
4	How many sessions you have conducted in the current academic session. Mention the number	
5	Have you conducted the counselling sessions as per the schedule notified on the website / Notice Board?	

	Mention – Yes / No	
6	How do you rate quality of the study material? Mention – Excellent / Good / Poor	
7	Do you feel syllabus / study material of your Programme needs revision / updating? Mention – Yes / No	
8	Would you like to be a course writer for updating the study material? Mention – Yes / No	
9	Mention the courses / subjects of your choice for writing the study material.	1.
		2.
		3.
		4.
		5.
10	Are learners of your course attending the counselling sessions regularly? Mention – Yes / No	
11	How many learners attend your counselling sessions? Mention an average number.	
12	Do they come prepared for attending the counselling sessions? Mention – Yes / No	
13	Do the learners seek clarifications and participate in discussions during the counselling sessions? Mention – Yes / No	
14	How do you rate participation of the learners during the counselling sessions? Mention – Excellent / Good / Poor	
15	Do the learners approach you on non – counselling days for clarification of their doubts / queries? Mention - Yes / No	
16	Do you evaluate assignments / projects of the learners? Mention – Yes / No	
17	How do you rate quality of the assignments / projects submitted by the learners? Mention – Excellent / Good / Poor	
18	Do you evaluate examination answer books of	

	the learners? Mention – Yes / No	
19	How do you rate quality of response of the learners in their examination papers? Mention – Excellent / Good / Poor	
20	Are you satisfied with the amount of remuneration being paid for conducting the counselling sessions? Mention - Yes / No	
21	Mention the expected amount of remuneration for conducting the counselling sessions	
22	Please suggest new market need – based programmes to offer through distance mode.	1..
		2
		3.
		4.
		5.

23. GENERAL REMARKS AND SUGGESTIONS FOR IMPROVEMENT (Attach additional sheet if required)

Date: _____

SIGNATURE OF THE ACADEMIC COUNSELLOR