

HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

Annual Report

OF

**CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)**

PROGRAMMES UNDER

ONLINE MODE

2024-2025



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Part – I: General Information**1.1 Date of notification of the Centre(attach a copy of the notification):**

<https://www.jamiahamdard.ac.in/CDOE/CIQA.htm>

1.2 Details of Director, CIQA

- Name : Prof. M. A. Sikandar

- Qualification: Ph.D

- Appointment Letter and Joining Report: Upload (PDF)

https://www.jamiahamdard.ac.in/uploads/files/Appoint_Joining_of_Director_CDOE.pdf

1.3 Details of CIQA Committee:**a. Composition as per Regulations**

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof. M. Afshar Alam, Ph.D	Computer Science	20 th July 2023
b.	Three Senior teachers of HEI	Member 1	Prof. S.Raisuddin, Director, IQAC Jamia Hamdard Ph.D	Toxicology	20 th July 2023
		Member 2	Prof. Manju Chhugani, SNSAH, Jamia Hamdard Ph.D	MSc in Obstetrics and Gynecology and Ph.D in Health Management	20 th July 2023
		Member 3	Prf. Mehataj Begum	Human Rights	20 th July 2023
c.	Head of three Departments or School of Studies from which programme is being offered in ODL and Online mode.	Member 4	Prof Fareen Siddiqui , Ph.D, Dean SEST	Computer Science	20 th July 2023
		Member 5	Prof. Reshma Nasreem , Dean SMBS	Management	20 th July 2023
		Member 6	Prof. Farhan Jalees Ahamd	Pharmacy	20 th July 2023



d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. B.S.Saraswati Professor , Ph.D	Distance Education	20 th July 2023
		Member 8	Prof. Uma Kanjilal, Professor, Ph.D	Online Distance Education	20 th July 2023
e.	Officials from departments of HEI	Member 9 Administration			



S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	<ul style="list-style-type: none"> Administration Finance 		Dr. M.A. Sikandar, Registrar, Ph.D	Management	20 th July 2023
		Member 10 Finance	Mr. Munish Malik B.Tech (Hons) (IT-BHU), MIB (IIFT), MIA (Columbia)	Accounting and Finance	20 th July 2023
f.	Director, CIQA	Member Secretary	Prof. Mahmooduzzafar Ph.D	Botany	03 April 2024

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)

If No, reason thereof

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: 2

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	23 rd August 2024	2	https://www.jamiahamdard.ac.in/CDOE/CIQA.htm	https://www.jamiahamdard.ac.in/CDOE/CIQA.htm
Meeting 2	28 th August 2025	2	https://www.jamiahamdard.ac.in/CDOE/CIQA.htm#	https://www.jamiahamdard.ac.in/CDOE/CIQA.htm#

1.5 Number of programmes started at Certificate level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:

From <Month, Year> academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total



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I.	NIL											
N.												

Note: Mention details separately for <Month, Year> academic session, as applicable, as above.



1.6 Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:

From <Month, Year> academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority(if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Centre for Distance and Online Education	Advance Diploma in Pharmaceutical Regulatory Affairs (ADDRA)	12	32	B.Pharm/MBBS/BU MS or a Bachelor Degree in science from a recognized university.	12000/-per semester	1 February 2019, 12 August 2021	321	169	0	490
2.	Centre for Distance and Online Education	Advance Diploma in Dietetics and Therapeutic Nutrition (ADDTN)	12		Bsc Degree in Home Science/Biological Science.	8000/-per semester	1 February 2019, 12 August 2021	119	112	0	231
3.	Centre for Distance and Online Education	Advance Diploma in Chemical Informatics (ADC)	12		B.sc with chemistry as one of the Subjects.	9000/-per semester	1 February 2019, 12 August 2021	0	0	0	0
4.	Centre for Distance and Online Education	Advance Diploma in Bio-Informatics (ADB)	12		B.sc. in Biology or BSc in Math/Statistic with Biology as one of the subjects at 10+2 examination	11000/-per semester	1 February 2019, 12 August 2021	0	0	0	0
5.	Centre for Distance and Online Education	Advance Diploma in Environmental Monitoring and	12		B.sc. in any branch of Science	8000/-per semester	1 February 2019, 12 August 2021	0	0	0	0



		Impact Assessment (ADEMI A)									
6.	Centre for Distance and Online Education	Advance Diploma in Intellectual Property Right (ADIPR)	12		B.sc. in any branch of Science/LL B	9000/-per semester	1 February 2019, 12 August 2021	0	0	0	0
7.	Centre for Distance and Online Education	Advance Diploma in Human Rights (ADHR)	12		Bachelor degree in any discipline	7000/-per semester	1 February 2019, 12 August 2021	0	0	0	0
8.	Centre for Distance and Online Education	Advance Diploma in Medical Record Techniques (ADMRT)	12		Bachelor degree in any discipline	9500/-per semester	1 February 2019, 12 August 2021	116	52	0	168
9.	Centre for Distance and Online Education	Diploma in Professional Arabic Language (DPA)	12		10 th pass or equivalent from any Madarsa recognized by Jamia Hamdard	4500/-per semester	1 February 2019, 12 August 2021	112	36	0	148
10.	Centre for Distance and Online Education	Diploma in Persian Language (DPL)	12		Certificate course in modern Persian Language/Persian from any recognized university/or equivalent	4500/-per semester	1 February 2019, 12 August 2021	0	0	0	0
11.	Centre for Distance and Online Education	Diploma in Bakery & Confectionery Technology (DBCT)	12		10 th pass or equivalent from any Madarsa recognized by Jamia Hamdard	6000/-per semester	1 February 2019, 12 August 2021	10	3	0	13

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.



1.7 Number of programmes started at Post Graduate Diploma level as per Commission Order:

From <Month, Year> academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
I.	NILL									
N.										

Note: Mention details separately for <Month, Year> academic session, as applicable, as above.

1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission Order:

From July 2024 and Jan 2025 academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	Bachelor of Business Administration (BBA)	3	144	10+2 from a recognized Secondary Education Board/ Institute	14000/ per semester	14 th September 2021	77	24	0	101
2.	Bachelor of Computer Applications (BCA)	3	120	10+2 from a recognized Secondary Education Board/ Institute	16000/ per semester	14 th September 2021	203	51	0	254
3.	Bachelor of Commerce (B.Com)	3	158	10+2 from a recognized Secondary Education Board	semes ter	14 th September 2021	54	15	0	69

Note: Mention details separately for <Month, Year> academic session, as applicable, as above.



1.9 Number of programmes started at Post-graduate Degree Programmes as per Commission Order:

From <Month, Year> academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	Master of Business Administration (MBA)	2	128	A candidate seeking admission to the programme must have: o Passed Bachelor's degree examination or equivalent in any discipline from a recognized institution. Bachelor's degree signifies that the degree has been obtained under 10+2+3 system of education. or bachelor's degree in any discipline with minimum 50% aggregate marks or CGPA of 5 on a 10 point scale	25,750/ Per semester	F.No. 2-1/2024(DEB-II) 01-02-2024	277	75	0	352
N.	Master of Computer Applications (MCA)	2	100	Passed BCA/ BSc/ B. Com/ BA with mathematics at 10 + 2 level or at graduation level examination from a recognized institution/university securing at least 50% marks (or equivalent CGPA) in the qualifying examination.	21,750/ Per semester	F.No. 2-1/2024(DEB-II) 01-02-2024	101	15	0	116
3.	Master of Arts (Political Science) (MAPS)	2	120	Passed 10+2+3 in any stream.	6500/ Per semester	F.No. 2-1/2024(DEB-II) 01-02-2024	46	28	0	74



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4.	Master of Arts (Islamic Studies) (MAIS)	2	120	Graduation or Fazilat degree from state Madrasah Board or Madrasa recognized by Jamia Hamdard	7000/ Per semester	F.No. 2- 1/2024(DEB -II) 01-02-2024	193	86	0	279
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Note: Mention details separately for <Month, Year>academic session, as applicable, as above.



Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

2.1 Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	<ul style="list-style-type: none"> The quality of services provided to learners is ensured through systematic academic preparation, continuous monitoring, and rigorous assessment mechanisms. Students are kept well-informed about all academic and administrative procedures, along with their respective deadlines, enabling them to plan and manage their learning effectively. Every academic process — including the preparation of Programme Project Reports (PPRs), the development of Self-Learning Materials (SLMs), and the conduct of Personal Contact Programmes (PCPs) — is executed with meticulous planning and precision. Oversight of these activities is carried out by the Centre for Internal Quality Assurance (CIQA). 	Academic Calendar https://www.jamiahamdard.ac.in/CDOE/pdf/CDOE%20Academic%20Calendar%202024%20.1.pdf Graph of student Progress Report



		<p>which serves as the nodal body to ensure coordination, compliance, and continual improvement. Through these structured measures, high standards of academic quality and learner support are consistently maintained.</p>	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	<ul style="list-style-type: none"> • Learner progress is regularly monitored through assignments and attendance in online classes. • Continuous interaction is maintained between students, Academic Coordinators, and Counsellors. • Students are encouraged to form online communities like whatsapp, Telegram etc., for collaborative learning and knowledge sharing. • Learners are encouraged to form online knowledge-sharing groups and subscribe to relevant websites to stay updated and engaged. 	<p>Student Progress Record</p> <p>LMS : https://digiv.app/jamiasp</p>
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	<ul style="list-style-type: none"> • Academic Excellence: We are ensured that high standards in teaching is maintained and all level session is recorded and uploaded on our LMS. • Faculty 	<p>whatsapp chat Students.pdf (jamiahamdard.ac.in)</p> <p>& https://www.jamiahamdardonline.in/</p> <p>LMS</p>



		<p>Development: Supporting faculty members are attended FDP on regular basis for professional growth.</p> <ul style="list-style-type: none"> • Student Support Services: Providing comprehensive support for students' academic, personal, and career development are provided by Jamia Hamdard. • Infrastructure and Learning Resources: We provided the modern facilities, libraries, laboratories, and IT infrastructure to support effective learning to our learner. • Assessment and Evaluation: Implementing robust systems for assessing student learning outcomes, program effectiveness, and institutional performance. • Research and Innovation: Encouraging a culture of research and innovation among faculty 	<p>LMS counseling Video Link: https://digiv.app/jamiasp</p>
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		and students, contributing to knowledge creation and dissemination. Continuous Improvement: A mechanism is provided on our LMS for Learners feedback	
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	The eligibility criteria and syllabus for the approved programs are identical to those of the regular programs.	Common question paper adaptation. https://www.jamiahamdard.ac.in/CD/OE/pdf/adopted%20of%20common%20question%20paper.pdf PPR https://www.jamiahamdard.ac.in/CD/OE/Syllabus-SLM.htm MA Islamic Studies Syllabus https://www.jamiahamdard.ac.in/CD/OE/pdf/MA%20Islamic%20%20Syllabus.pdf
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Personal Interviews, Module Surveys, Online Surveys and evaluation studies were taken up. Learners can raise concerns via email or phone help lines. Learner feedback is taken via email surveys, and also via verbal interaction during interface sessions.	Feedback form https://www.jamiahamdard.ac.in/CD/OE/pdf/Feedback%20Form%20for%20the%20OL%20Learners.pdf Student Grievance https://www.jamiahamdard.ac.in/CD/OE/GRIEVANCE.htm



6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	1) Getting feedback from the stakeholders like learners, parents, academicians, experts and administrators to improve the processes. 2) Developing data bases on the actual performances of students and build our strategies for future.	Students progress graph https://www.jamiahamdard.ac.in/CDOE/pdf/BA%20Jan%2024%20Batch%20Semester%201%20Activity%20Graph.pdf
7.	Implementation of its recommendations through periodic reviews	Regular evaluations will take place. For recommendations on how to enhance quality, contact Jamia Hamdard.	https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf
8.	Workshops/ seminars/ symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	The CDOE in planning to organizing 2-3 workshops on development on Self learning material for faculty of CDOE/Jamia Hamdard shortly	
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	Technology enabled learner support services for admission, payment of fees, hall-ticket, examination timetable, model question papers, learning material, etc.;	https://digiv.app/jamiasp
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Prior to the creation of every new academic program, a need assessment study or survey is required. This research or survey is used to determine the program's parameters, including the cost. An examination of the programs' enrolment ratio was carried out. The Centre for Internal Quality Assurance (CIQA) coordinates with apex bodies for program recognition and approval, develops quality benchmarks	https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf



		and parameters for quality management, and promotes quality assurance. The feedback from the students on different aspects of delivery system was obtained. There was a great degree of stratification expressed by them.	
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	The PPR created by the CDOE for the new programme being offered is being examined by BoS & CIQA. CIQA verified that each of the new initiatives has been taken as per UGC DEB guidelines and approved by the Academic Council.	Minutes of BOS https://www.jamiahamdard.ac.in/CDOE/pdf/SLM%20approved%20by%20BoS%20compressed.pdf



12.	Mechanism to ensure the proper implementation of Programme Project Reports	All PPRs are properly prepared through Course Coordinators and updated by the subject expert to ensure quality of education. CIQA verified that each of the new initiatives has been taken as per UGC DEB guidelines and approved by the Academic Council.	https://www.jamiahamdard.ac.in/CDOE/pdf/SLM%20approved%20BoS compressed.pdf
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	IQAC of Jamia Hamdard maintains records of Annual reports and reviews them periodically and generate actionable report. CDOE, JH prepare annual Report and submitted every year to IQAC cell of jamia Hamdard .	Annual Report https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20report%20format%202022-2023.pdf
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	During the PPR planning phase, the Jamia Hamdard will get inputs to help redesign the programs to increase their marketability. In order to obtain skill-based jobs, emphasis was placed on skill-based education. In order to make the syllabus more career-oriented, comments from students, program coordinators, and other stakeholders are being taken into consideration.	PPR https://www.jamiahamdard.ac.in/CDOE/Syllabus-SLM.htm CIQA report 2023 https://www.jamiahamdard.ac.in/CDOE/pdf/CIQA%20Report%20-Online-2022-2023%20(2).pdf
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Students have access to round-the-clock WhatsApp support to obtain detailed information. Major Project System (PMS) is implemented for BBA & BCA . Online submission of	https://www.jamiahamdardonline.in/



		Project & Assignment and Evaluation.	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	Jamia Hamdard's NAAC accreditation report involved active participation from the Centre for Distance and Online Education (CDOE). The central accreditation team will get all activity reports and admission information as needed in order to pursue accreditation.	https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20report%20format%2022-2023.pdf
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	Quality assurance is a continuous process. All of the data under the seven criteria are supplied through the AQAR in accordance with NAAC standards.	https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20report%20format%2022-2023.pdf
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The CIQA Committee would provide advice to CIQA regarding its operations. Staff hiring is done in accordance with UGC criteria, and PPR certified by CIQA are based on the structure established by UGC. The program's comprehensive curriculum serves as the foundation for the creation of the e-content. In compliance with the UGC (OL) Regulations, HEI has standardised the e-Learning content based on the "credit system."	https://www.jamiahamdard.ac.in/CDOE/pdf/Document%20166.pdf Minutes of CIQA https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIAA%2011%20August%202023.pdf Appointment of Academic post https://www.jamiahamdard.ac.in/CDOE/Academics.htm



19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The system of mentors and mentees has been implemented. Every coordinator recognises learners and periodically provides them with mentorship.	Best practice https://www.jamiahamdard.ac.in/CDOE/pdf/best%20Practices%20by%20CDOE.pdf Coordinator approval https://www.jamiahamdard.ac.in/CDOE/pdf/appointment%20of%20Programme%20Coordinator%20Head.pdf
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Recorded lectures are accessible to students on our LMS.	LMS Demo Credentials: https://lms.jamiahamdardonline.in Username- babita.singh Password- babita@2022
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	CIQA submit its Annual Report at the end of each Academic year to IQAC of Jamia Hamdard.	https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20report%20format%202022-2023.pdf
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Yes	https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20report%20format%202022-2023.pdf
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	Yes, all the CIQA reports/ resolutions are approved by the Academic Council and Executive Council etc. as and when they are convened.	Minutes of CIQA https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf



23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes	The program's requirements are followed in creating the instructional design. A variety of pedagogical tools are available, including printed learning management systems (LMS), face-to-face counselling, internet counselling, and PCP.	https://www.jamiahamdard.ac.in/CDOE/StatutoryApprovals.htm
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24.	Promoted automation of learner support services of the Higher Educational Institution	Yes. ICT-based student services are offered by the university. Learner are provided online recorded lecture Online fee payment	LMS Demo Credentials: https://lms.jamiahamdardonline.in Username- babita.singh Password- babita@2022
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	With the help of external members of BoS. Ciqa committee the improvement in curriculum are done time to time.	https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Being done shortly. SLM audit is carried out with the help of external subject experts.	CIQA minutes https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	YES	
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	At present being deemed to be university we don't have any collaboration	NA
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The university has Strong industry-academia links and networks enable to give students effective exposure and employability in a variety of fields, such as project work, entrepreneurship skill development, curriculum design, research facilities, etc.	PPR https://www.jamiahamdard.ac.in/CDOE/pdf/Nw%20PPR%20MBA%20%20(1).pdf

2.2 Compliance of Quality Monitoring Mechanism – As per Annexure-I (Part V



(2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
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1.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>The required policies were framed by the HEI related to matters regarding planning, human resources, recruitment, performance appraisal, training and financial management etc. with a focus on the following key aspects:</p> <p>a) Organisation Structure and Governance The required positions in the HEI is filled in as prescribed by the commission.</p> <p>b) Management- The role of the leadership and management of the HEI is to assess and review the organization culture.</p> <p>c) Strategic Planning- The HEI shall undertake strategic planning of its activities and implement the same.</p> <p>d) Operational Plan, Goals and Policies- The HEI has well defined realistic and measurable goals, policies and plans that are well implemented and well communicated to its stakeholders.</p>	<p>a) AC Council constitution http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Composition%20of%20the%20Academic%20Council.pdf</p> <p>b) C IQA constitution https://www.jamiahamdard.ac.in/CDOE/pdf/Document%20166.pdf</p> <p>c) Minutes of CIQA https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf</p>
2.	Articulation of Higher Educational Institution Objectives	The HEI has articulated a clear vision, mission, ethos and strategy that are consistent with the goals of offering programs in an online mode.	https://www.jamiahamdard.ac.in/CDOE/vision.htm



3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource</p> <p>e. Feedback System</p>	<p>The following mechanisms were adopted by the HEI towards program development and approval processes.</p> <p>a) Curriculum Planning, Design and Development- Proper processes, systems and structures are laid in place by the HEI to carry out these responsibilities.</p> <p>b) Curriculum Implementation- The HEI has implemented specific plans to identify the time to be spent on specific components towards the effectiveness of the programme(s) and their usefulness as a whole.</p> <p>c. Academic Flexibility- The HEI has adopted proper strategies for imparting academic flexibility to its learners.</p> <p>d. Learning Resource- The HEI ensures the quality of the learning resources in the form of e-learning material is as defined in the regulations.</p> <p>e.) Feedback System- A proper feedback mechanism is in place by the HEI to take feedback from all stakeholders.</p>	<p>Bos Minutes https://www.jamiahamdard.ac.in/CDOE/pdf/SLM%20approved%20by%20BoS_compressed.pdf</p> <p>Academic calendar https://www.jamiahamdard.ac.in/CDOE/pdf/Academic%20Calendar%20ODL%202023-24.pdf</p> <p>Feedback https://www.jamiahamdard.ac.in/CDOE/pdf/Feedback%20Form%20for%20the%20OL%20Learners.pdf</p>
4.	Programme Monitoring and Review	The HEI has planned and executed the program monitoring and review system to conduct periodic internal reviews and maintain the quality of academic programmes	https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf
5.	Infrastructure Resources	The center has adequate infrastural to run all the programmes for ex director office, general office, lecture theater committee room, lecture	



		recording studio etc	
6.	Learning Environment and Learner Support	<p>The HEI provides learner support services including academic counselling etc. for its online learners. Additionally, HEI has established Information and Communication Technology facilities as component of the learning environment which is focused on the pedagogical use of modern educational practices to support blended learning. The learner support services are provided through the e-learning platform</p>	http://www.jamiahamdard.ac.in/PDF/ODLPDF/BCA-Online-Time-table.pdf
7.	Assessment and Evaluation	<p>The HEI has executed the evaluation through various assessment tools including multiple choice questions, project reports, case studies, presentation and term end examinations. The HEI has put in place a proper mechanism to evaluate the assessment for assessing the learning outcomes of the learners.</p>	https://www.jamiahamdard.ac.in/CDOE/Result.htm
8.	Teaching Quality and Staff Development	<p>The Higher Educational Institutions has maintained a well-established structure for promoting quality counselling, interactive teaching-learning and provide staff development programmes and activities to encourage academic staff to improve teaching and learning on continuous basis. Every faculty member has UGC qualification. Almost 90% of teachers have doctoral degrees.</p>	https://www.jamiahamdard.ac.in/CDOE/Academics.htm



2.3 Compliance of Process of Internal Quality Audit – As per Annexure-I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document
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1.	Academic Planning	The HEI has appropriate academic calendar to ensure that the programs are offered according to the calendar. The HEI has adequate and appropriate teaching and other support staff along with infrastructure and technology support to ensure that the curriculum remains up to date and the institutional goals are achieved	https://www.jamiahamdard.ac.in/CDOE/CIQA.htm
2.	Validation	The university's Academic Council validated the quality of the academic planner.	https://www.jamiahamdard.ac.in/CDOE/StatutoryApprovals.htm
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	YES The HEI makes ensuring that the learners' monitoring, assessment, and enhancement programs are in place.	https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf https://www.jamiahamdard.ac.in/CDOE/Examination.htm Annual Report https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20report%20for%202022-2023.pdf Minutes of the meeting of Academic counselor https://www.jamiahamdard.ac.in/CDOE/CIQA.htm



Part – III: Human Resources and Infrastructural Requirements**3.1 Name and details of Director of Centre for Distance and Online**

Education (Dual Mode University) - Regular, full time, atleast Associate Professor

Or

Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor

Name :- Prof. Mahmooduzzafar

Designation: - Professor

Salary:- Professor Level

Qualification :- Ph.D.

Office order

<https://www.jamiahamdard.ac.in/CDOE/pdf/Director,%20appointment%20letter.pdf>

3.2 Name and details of Deputy Director of Centre for Distance and Online

Education (Dual Mode University) - Full time or contractual basis, atleast Associate Professor

Or

Name and details of Deputy Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Associate Professor

Name :- Prof. Mumtaz Alam

Designation: - Professor

Salary:- Professor Level

Qualification :- Ph.D., M pharma

Office order

<http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Joining%20Letter%20of%20Directot.pdf>

3.3 Name and details of Assistant Director of Centre for Distance and Online

Education (Dual Mode University) - Full time or contractual basis, not below the rank of an Assistant Professor

Or

Name and details of Assistant Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Assistant Professor



Name :- Dr. Babita Singh
Designation: - Assistant Professor
Salary:- Assistant Professor Level
Qualification :- Ph.D.



3.4 Compliance status in respect of Human Resource – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of Staffing norms, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

Insert box

i. Programme name: Bachelour of Computer Applications

a. Programme Coordinator: Dr. Abdul Majid Farooqi

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Dr. Abdul Majid Farooqi	Ph.D. (Computer Science & Engineering)	2 Years	Regular Salary Scale- As per Assistant Professor	14-11-2023

b. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Introduction To C Programming	Dr Shakeel Ahmed Siddiqui Assistant Professor	Ph.D	11 years	Contractual Assistant Professor Scale	2010
2.	Computer System Architecture	Dr Naseem Rao Assistant Professor	Ph.D	13 years	Contractual Assistant Professor Scale	2010
3.	Mathematical Foundation of Computer Science	Dr Ayesha Kamal Assistant	Ph.D	7 years	Contractual Assistant Professor Scale	2010



		Professor					
4.	Communication Skills	Ms Asifa Azis Assistant Professor	M. Tech Pursing Ph.D	3 years	Contractual Assistant Professor Scale	2019	
5.	Media And Information Literacy Communication	Mr. Tabrej Ahmad Khan Assistant Professor	Ph.D	6 years	Regular Salary :- As per Assistant Professor Scale	2016	
6.	Intro. To Data Structure	Mr. Javed Azmi Assistant Professor	M. Tech (CSE) Pursing P.H.D	5 years	Regular	2016	
7.	Data Comm. & Computer Network Basics	Mr. Md. Onais Ahmad Assistant Professor	M. Tech (CSE) Pursing P.H.D	5 years	Regular Salary Scale- As per Assistant Professor	2016	
8.	Fundamental Concept of OS	Mr. M. Mohd Rahbre Islam Assistant Professor	M Tech (CSE)	5 years	Regular Salary Scale- As per Assistant Professor	2016	
9.	Elementary Physics	Mr. Anil Kumar Mahto Assistant Professor	Ph.D	10 years	Contractual Salary :- As per Assistant Professor Scale	2010	
10.	Environmental Science	Mr. Tabrej Ahmad Khan Assistant Professor	Ph.D	8 years	Regular Salary Scale- As per Assistant Professor	2010	
11.	Introduction to Object Oriented Programming	Mr. Samar Wazir Assistant Professor	Ph.D	12 years	Regular Salary Scale- As per Assistant Professor	2010	
12.	Introduction to Database Management System	Mr. Syed Sibtain Khalid Assistant Professor	Ph.D	7 years	Contractual Salary :- As per Assistant Professor Scale	2010	
13.	Elementary Physics	Mr. Anil Kumar Mahto Assistant Professor	Ph.D	5 years	Contractual Salary :- As per Assistant Professor Scale	2015	



c. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Dr Shakeel Ahmed Siddiqui Assistant Professor	Ph.D	11 years	Contractual Assistant Professor Scale	2016
2.	Dr Abdul Majid Farooqi Assistant Professor	Ph.D	2 years	Regular Assistant Professor Scale	2023
3.	Dr Naseem Rao Assistant Professor	Ph.D	13 years	Contractual Assistant Professor Scale	2013

Link:- <https://www.jamiahamdard.ac.in/CDOE/pdf/List%20of%20Counsellors%20of%20BCA,%20MCA.pdf>

i. Programme name: Bachelor of Business Administration (BBA)**a. Programme Coordinator:- Dr Mohammed Jamshehedas**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Dr Mohammed Jamshehed as Programme Coordinator Assistant Professor	Ph.D MBA	8 years	Regular Salary Scale: Assistant Professor Scale	2004

a. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Principal Of Management	Dr Alka Assistant Professor	Ph.D	10 years	Contractual Assistant Professor Scale	
	Environmental Management	Dr Fakhra Naseem, Assistant Professor	Ph.D	8 years	Contractual Assistant Professor Scale	
2.	Marketing Management	Dr Sna Farooqui Assistant Professor	Ph.D	15 years	Contractual Assistant Professor Scale	
3.	Business Economics.	Dr Matloobullah Khan Assistant Professor	Ph.D	10 years	Regular Assistant Professor Scale	
4.	Business Communication	Dr Sadaf Siraj Assistant Professor	Ph.D	15 years	Regular Assistant Professor Scale	
5.	Business Mathematics	Dr . Faizan Khan Sherwani Assistant Professor	Ph.D. in Finance and Economics	8 years	Contractual Salary :- As per Assistant Professor Scale	
6.	Business Statics	Dr Arif Anwar Assistant Professor	Ph .D (Business Administration)	5 years	Contractual Salary :- As per Assistant Professor Scale	
7.	Business Law	Dr. Abdul Wahid Farooqi Assistant Professor	Ph.D(Management)	4 years	Salary :- As per Assistant Professor Scale	
8.	Organizational Behaviour	Syed Zakir Hussain Assistant Professor	Pursing Ph.D	5 years	Contractual Contractual Salary :- As per Assistant Professor Scale	



9.	Cost Accounting	Dr Mohamad Awais Assistant Professor	Post Doctorates	5 years	Contractual Salary :- As per Assistant Professor Scale	
10.	Consumer Behaviour	Dr. Afaq Husain Assistant Professor	Ph.D	2 years	Contractual Salary :- As per Assistant Professor Scale	
11.	Social Media Ethics	Mr Mohd. Arshad Khan Assistant Professor	Ph.D	3 years	Contractual Salary :- As per Assistant Professor Scale	
12.	Principal Of Management	Dr Alka Assistant Professor	Ph.D	3 years	Contractual Salary :- As per Assistant Professor Scale	
13.	Human Resource Management	Mohd . Sarim Assistant Professor	Ph.D	3 years	Contractual Salary :- As per Assistant Professor Scale	2017

b. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme



1.	Dr Alka	Assistant Professor	Ph.D	10 years	Contractual Assistant Professor Scale
2.	Dr Fakhra Naseem,	Assistant Professor	Ph.D	8 years	Contractual Assistant Professor Scale
3.	Dr Sna Farooqu	Assistant Professor	Ph.D	15 years	Contractual Assistant Professor Scale

Link:-

<https://www.jamiahamdard.ac.in/CDOE/pdf/List%20of%20Counsellors%20of%20BBA,%20MBA.pdf>

iii. Programme name: Bachelor of Commerce (B. com (Hons)

a) Programme Coordinator :- Dr. Matloobullah Khan

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Dr Matloobullah Khan Assistant Professor	Ph.D	10 years	Regular Assistant Professor Scale	2/10/2010

c. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Essentials of Book Keeping & Accounting	Dr Alka Assistant Professor	Ph.D (HR)	10 years	Contractual Assistant Professor Scale	
2.	Entrepreneurship	Dr Fakhra Naseem, Assistant Professor	Ph.D (Marketing)	8 years	Contractual Assistant Professor Scale	
3.	Research Methodology	Dr Sna Farooqu	Ph.D (HR)	15 years	Contractual Assistant	



		Assistant Professor			Professor Scale	
4.	Organization	Dr Matloobullah Khan Assistant Professor	Ph.D (Finance)	10 years	Regular Assistant Professor Scale	2/10/2010
5.	Principles of Management	Dr Sadaf Siraj Assistant Professor	Ph.D (HR)	15 years	Regular Assistant Professor Scale	2/10/2010
6.	Business Communication	Dr . Faizan Khan Sherwani Assistant Professor	Ph.D. in Finance and Economics	8 years	Contractual Salary :- As per Assistant Professor Scale	2/10/2010
7.	Corporate Accounting I	Dr Arif Anwar Assistant Professor	Ph .D (Business Administration)	5 years	Contractual Salary :- As per Assistant Professor Scale	2/10/2010
8.	Corporate Entrepreneurship	Dr. Abdul Wahid Farooqi Assistant Professor	Ph.D(Management)	4 years	Salary :- As per Assistant Professor Scale	2/10/2010
9.	Basics of Statistics	Syed Zakir Hussain Assistant Professor	Pursing Ph.D	5 years	Contractual Contractual Salary :- As per Assistant Professor Scale	2/10/2010
10.	Essentials of Human Resource Management	Dr Mohamad Awais Assistant Professor	Post Doctorates	5 years	Contractual Salary :- As per Assistant Professor Scale	2/10/2010
11.	Essentials of Marketing Management	Dr. Afaq Husain Assistant Professor	Ph.D (Management)	2 years	Contractual Salary :- As per Assistant Professor Scale	2/10/2021
12.	Micro Economics (SWAYAM MOOC)	Mr Mohd. Arshad Khan Assistant Professor	Ph.D (Management)	3 years	Contractual Salary :- As per Assistant Professor Scale	2/10/220



13.	Essentials of Marketing Management	Mohd . Sarim Assistant Professor	Ph.D (Marketing)	3 years	Contractual Salary :- As per Assistant Professor Scale	2020
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d. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
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1.	Dr Matloobullah Khan	Assistant Professor	Ph.D	10 years	Contractual Assistant Professor Scale
2.	Dr . Faizan Khan Sherwani	Assistant Professor	Ph.D	7 years	Contractual Assistant Professor Scale
3.	Dr Sna Farooqui	Assistant Professor	Ph.D	13 years	Contractual Assistant Professor Scale

<https://www.jamiahamdard.ac.in/CDOE/pdf/List%20of%20Counsellors%20of%20BBA,%20MBA.pdf>

e. Programme name: M.A (Islamic Studies)

f. Programme Coordinator:- Dr Arshad Hussain

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Dr Arshad Hussain	PH.D		Regular Associate Professor Scale	2/10/2010

g. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Tafsir and Hadith	Fazalur Rehman	Ph.D (Islamic Studies)	10 year	Contractual Assistant Professor Scale	2010
2.	Islam in India	Dr Najmus Sahar	Ph.D (Islamic Studies)	8 year	Contractual Assistant Professor Scale	2010
3.	Medieval Muslim Contribution	Dr Sumaiyah Ahmed	Ph.D (Islamic Studies)	6	Contractual Assistant Professor	2000



	to Knowledge				Scale	
4.	Pre Islamic to Umayyad Period	Dr Ashad Hussain	Ph.D (Islamic Studies)	15 year	Regular Assistant Professor Scale	2013
5.	Islam in Southeast Asia	Dr. Waris Mateen Mazhari	Ph.D (Islamic Studies)	10year	Regular Assistant Professor Scale	2015
6.	Islam and Pluralism	Dr. Abroo Aman Andrabu	Ph.D (Islamic Studies)	9 year	Regular Assistant Professor Scale	2020

h. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme



1.	Dr. Waris Mateen Mazhari	Assistant Professor	Ph.D (Islamic Studies)	10 year	Regular Assistant Professor Scale
2.	Dr. Abroo Aman Andrabu	Assistant Professor	Ph.D (Islamic Studies)	9year	Regular Assistant Professor Scale
3.	Dr Sumaiyah Ahmed	Assistant Professor	Ph.D (Islamic Studies)	6 year	Regular Assistant Professor Scale

<https://www.jamiahamdard.ac.in/CDOE/pdf/appointment%20of%20Programme%20Coordinator%20Head.pdf>

Any other details



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Any other details

3.5 Details of Administrative staff

a. Number of Administrative staff available exclusively for Online programmes

Admin Staff	Required	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	1
Assistants	3 (2 for DM Universities)	3
Computer Operator	2	2
Multi Tasking Staff	2	2

(Attach duly attested photocopy of appointment letter with salary details)

b. Number and details of Technical Support for Online Programmes as per Annexure -IV:

i. Technical Team for Development of e-Content as Self-Learning e- Modules:

Post	Required	Available
Technical Manager (Production)	1	1
Technical Associate (Audio-Video recording and editing)	1	1
Technical Assistant (Audio-Video recording)	1	1
Technical Assistant (Audio-	1	1



Video editing)		
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ii. **For Delivery of Online Programmes:**

Post	Required	Available
Technical Manager (LMS and Data Management)	1 (per Centre)	1
Technical Assistant (LMS and Data Management)	2	2

iii. **For Admission and Examination for Online mode:**

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	1
Technical Assistant (Admission, Examination and Result)	2	2

(Attach duly attested photocopy of appointment letter with salary details)



Part – IV: Examinations**4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:**

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	Yes	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	NA	
5.	The number of examination centres in a city or	NA	



S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	State must be proportionate to the student enrolment from the region		
6.	Building and grounds of the examination centre must be clean and in good condition.	NA	Online Proctoring System used https://www.jamiahamdard.ac.in/CDOE/pdf/Quio%20Exam.pdf
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	NA	Online Proctoring System used
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	NA	Online Proctoring System used
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	NA	Online Proctoring System used
10.	Safety and security of the examination centre must be ensured	NA	Online Proctoring System used
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	NA	Online Proctoring System used
12.	Provision of drinking water must be made for learners	NA	Online Proctoring System used
13.	Adequate parking must be available near the examination centre	NA	Online Proctoring System used
14.	Facilities for Persons with Disabilities should be available	NA	Online Proctoring System used

4.2 Compliance of facilities required for the conduct of Online examination for online programmes

S.	Provisions in Regulations	Whether	If No,
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No.		being complied Yes/No If yes, please provide details and upload relevant documents	Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	NA Remote proctoring exam is used	
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	NA Remote proctoring exam is used	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	NA Remote proctoring exam is used	
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	YES https://www.jamiahamdard.ac.in/CDOE/pdf/Quorio%20Exam.pdf	Quorio 3.0 fully automated AI remote proctored platform – Quorio built to offer transparency and ease of performing cheat-free online exams & assessments

4.3 Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof



1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes, (The HEI administers proctored exams in compliance with the commission-established standards for online exams and with all security measures guaranteeing transparency and legitimacy of the exams.)	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of	<p>Yes, HEI offering online programme shall have a mechanism well in place of learners enrolled through Online mode and their certification evaluation</p> <p>The evaluation are conducted by two parts</p> <ol style="list-style-type: none"> 1. Continuous Assessments 2. Semester end examination. <p>The learner have to submitted their assessments on LMS and</p>	



		<p>examination are also conducted</p> <p>Online mode (Remote proctoring examination)</p> <p>Certification- Each award of Degree at the UG and PG Level and Advance Diploma is assigned a Unique Identification Number and has the photograph along with the other relevant details of the learner including the program name.</p>	
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	learners enrolled through Online mode and their certification.		
3.	<p>The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;</p> <p>ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.</p>	<p>Yes, The evaluation includes two types of assessments- Continuous and Summative. No term end examination is held in a subject unless: I) The HEI is satisfied that at least 75% of the programme of study stipulated for the semester or year has been actually conducted. II) The learner has minimum participation of 75% in all the activities of the online program prior to the term end examination.</p> <p>Marksheet http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20BCA.pdf </p>	
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional	Yes, HEI share the same curriculum of convention mode with online and odl programme. The curricular aspects, assessment criteria and credit framework for the award of degree programs at UG and PG level/ Diploma through online mode is evolved by adopting the same standards as being followed in	



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

		conventional mode by the Dual mode HEI. <a href="https://www.jamiah
amdard.ac.in/CDO
E/Syllabus-
SLM.htm">https://www.jamiah amdard.ac.in/CDO E/Syllabus- SLM.htm	
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities		
5.	<p>The weightage for different components of assessments for Online mode shall be as under:</p> <p>(i) continuous or formative assessment (in semester): Maximum 30 per cent.</p> <p>(ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.</p>	<p>Weightage for different components of assessment is as under: i) Continuous Assessments- 25 % ii) End Term Examination- 75%</p> <p>II) Marks or Grades- The marks or grades obtained in continuous assessments and end term examination is shown separately in the grade card.</p> <p>http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20BCA.pdf https://www.jamiahamdard.ac.in/CDOE/pdf/qpl.pdf</p>	



6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Sure. The evaluation is carried out by the HEI using a variety of assessment instruments, such as multiple-choice questions, true/false questions, project work, project reports, lab work/ presentations, and term end exams, in order to meet the various learning objectives expected from the course components.	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes. The marks of the continuous assessments and term end examination are shown separately in the grade card. Marksheet http://www.jamiahamdard.ac.in/PDF/ODLPDF/MA%20IS%20Online%20Exam%20Instructions.pdf	
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure	Question Paper https://www.jamiahamdard.ac.in/CD/OE/pdf/gp1.pdf Design: The HEI internal faculty creates the question paper based on the program design. The faculty makes sure that every topic on the syllabus is covered in full and that no material is omitted from the examination. Evaluation: The HEI faculty members assigned by the department of secrecy assess the response scripts.	



		Result Declaration: The findings are announced and made public on the university website following the faculties' assessment of the response scripts. https://www.jamiahamdard.ac.in/PDF/ODLPDF/Examination%20Notice%20for%20semester-2023.pdf	
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	that no part of the syllabus is left out of study by a learner.		
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	The Examination of the Programs in the Online Mode is managed by the Evaluation unit of the University, and conducted under supervision as per regulations via remote proctored mode. https://www.jamiahamdard.ac.in/PDF/ODLPDF/Examination%20Notice%20for%20semester-2023.pdf http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciga%20report%202020-2021/Examination%20approval.pdf	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	NA, AI Enabled Remote Proctoring System.	
	(b) Availability of biometric system	NA, AI Enabled Remote Proctoring System.	



(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners	Before the exam begins, the examinees' presence is verified by their Aadhaar numbers/ passport.	
(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination	NA, AI Enabled Remote Proctoring System.	



S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	centre to the Higher Educational Institution		
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	NA, AI Enabled Remote Proctoring System.	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	NA, AI Enabled Remote Proctoring System.	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	NA, AI Enabled Remote Proctoring System.	
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	Yes Qurio 2.0 fully automated AI remote proctored platform – Qurio built to offer transparency and ease of performing cheat-free online exams & assessments. https://www.jamiahamdard.ac.in/CDOE/pdf/Examination%20-%20SOP.pdf	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored	Only registered in July 2022 under E-vab Project with Ministry of External Affairs https://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/TCIL%20Letter.pdf	



S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	examinations for such learners		
15.	<p>(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have</p> <ol style="list-style-type: none"> Photograph Aadhaar number or other government recognised identifier or Passport number, as applicable, Other relevant details of the learner along with the Programme name. 	<p>The degree certificate will be issued to the learners as per the guidelines specified by the UGC.</p> <p>Marksheet http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20B.A.pdf https://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20circular%20report%202020-2021/Degree.pdf</p>	
	(b) Each award shall also be uploaded on the National Academic Depository		



16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	Yes, except iv as exam conduct on AI Enabled Remote Proctoring System.	
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4.4 Result and Student

Progression For UG, PG and

Semester	Programme Name	No. of students	No. of students	No. of students	% of student	% of students
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		admitted	appeared in exams	progressed to next year	passed	passed in first class
<July, 2024>	Bachelor of Business Administration (BBA)	80	70	80	65	55
	Bachelor of Computer (BCA)	195	171	195	104	100
	B.Com (Hons)	43	38	43	36	25
	M.A (Islamic Studies)	200	136	200	111	110
	Master of Business Administration (MBA)	199	180	199	133	132
	Master of Computer Application (MCA)	82	73	82	44	44
	M.A. (Political	35	30	35	17	16



	Science) (MAPS)					
<Jan, 2025>	Bachelor of Business Administrat ion (BBA)	21	18	21	Results Awaited	Results Awaited
	Bachelor of Computer (BCA)	56	54	56	Results Awaited	Results Awaited
	B.Com (Hons)	26	22	26	Results Awaited	Results Awaited
	M.A (Islamic Studies)	76	74	76	Results Awaited	Results Awaited
	Master of Business Administrat ion (MBA)	153	140	153	Results Awaited	Results Awaited
	Master of Computer Application (MCA)	34	30	34	Results Awaited	Results Awaited
	M.A. (Political Science) (MAPS)	39	35	39	Results Awaited	Results Awaited



Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)

5.1 Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

INSERT TEXT BOX

The PPR is prepared as per the instruction given in regulation 2020. PPR is approved by the Board of Studies at its meeting held on 26 October 2018 and the Academic Council held on March 2019 are approved the same. Approval are uploaded on our website.

Link :- <http://jamiahamdard.edu/UserPanel/DisplayPage.aspx?page=eqq>
<http://www.jamiahamdard.ac.in/ppr/NEW%20PPR%20for%20BCA.pdf>

<http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/BOS.pdf>

5.2 Compliance status of ‘Quality Assurance Guidelines of Learning Material In Multiple Media And Curriculum And Pedagogy’ – As per Annexure - VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.



Jamia Hamdard maintained all quality of standard regarding Learning material (Print Media) and Curriculum and Pedagogy. Curriculum and Pedagogy:- (a) The curriculum objectives are consistent with the mission of the HEI. (b) In Framing the curriculum all the stake holders are actively involved. A committee was constituted for finalized the curriculum. The committee was constituted with all the internal faculty of the respective subject of Jamia hamdard , expert faculty of the outside of Jamia Hamdard, student suggestions are also consider for finalized the curriculum. (c) The curriculum are designed by adopting University Grants Commission Model Curriculum and incorporating local or regional needs.. (e There shall be such learning experiences which allow a diversity of methods (like learning from practice, opportunities for distributed and concentrated practice, learning with peers, learning in formal situations inside and outside the department, personal study, specific teacher inputs etc). (g) The structure of curriculum are well defined. (h) There are complete strategy on teaching and learning methods like question is available after every unit. (j) Panel of examiner and evaluated are approved by competent authority of Jamia Hamdard . (k) The SLMs are prepared by Jamia Hamdard internal faculty. l) The Unit is prepared credit basic credit value of each module or unit in the course is available in PPR

Link :-

https://www.jamiahamdard.ac.in/CDOE/pdf/SLM%20approved%20by%20BoS_compressed.pdf

5.3 Compliance status in respect of e-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

The PPR is prepared as per the instruction given in regulation. PPR is approved by the Board of Studies and the Academic Council are approved the same. Approval are uploaded on our website.

Link:-

https://www.jamiahamdard.ac.in/CDOE/pdf/SLM%20approved%20by%20BoS_compressed.pdf



Part – VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

Please provide link and details of Learning Platform opted by HEI.

- In case of SWAYAM Learning Platform, In case of SWAYAM Learning Platform, details of HEI having access to SWAYAM for the proposed programmes of study (with respective link), duly approved by the statutory bodies of the Higher Educational Institution empowered to decide on academic matters, for - Learner Authentication, Learner Registration, Payment Gateway and Learning Management System*

INSERT TEXT BOX

- In case of Non-SWAYAM Learning Platform, evidence to ensure that it is not used in any franchise arrangement with a private service provider and HEI has the ownership of offering Online programmes including all the required components of Online education and compliance to all the provisions of the regulations*

The University utilizes its exclusive Non-Swayam Learning Platform to provide online programs. This platform is constructed using open-source technologies, including Moodle, WordPress, and Jupyter Notebook. It has been customized to meet the specific requirements of the University and to comply with the standards set by the UGC. The University does not have any franchising connections with private service providers for these online programs and has all the necessary components. In addition, the University fulfills the stipulated requirements set by the UGC
Link:- <https://lms.jamiahamdardonline.in/>

6.2 Compliance status in respect of the Programme delivery

HEI shall mention mechanism followed to ensure the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery of courses in Online mode in Teaching-Learning scheme (as per table 3, Annexure – VII)

Student attending the live classes, Monthly Assignments, internal examination, Practice quiz & Discussion forum activities.

<https://www.jamiahamdard.ac.in/CDOE/pdf/BBA%20Jan%2024%20Batch%20Semester%20>

6.3 Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: Y/N



a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester
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HEI ID: HEI-U-0107**Name of HEI: Jamia Hamdard****Type of HEI: Dual Mode**

							wise programmes wise)
	NA	NA	NA	NA	NA	NA	NA

b. Upload approval of statutory authorities of the Higher Educational Institution:

Upload



Part – VII: Self Regulation through disclosures, declarations and reports

7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020 – Self-regulation through disclosures, declarations and reports

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes https://www.jamiahamdard.ac.in/CDOE/CDOE.htm	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	https://www.jamiahamdard.ac.in/CDOE/pdf/MoA%20JH%202021.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	https://www.jamiahamdard.ac.in/CDOE/pdf/Approval%20of%20DEB%20for%20Online%20Programmes%202024.pdf	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	https://www.jamiahamdard.ac.in/CDOE/pdf/List%20of%20ODL%20and%20OL%20Programmes.pdf	
5.	Programme-wise information on syllabus, suggested readings, contact points for	https://www.jamiahamdard.ac.in/CDOE/Syllabus-SLM.htm	



S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	counselling/mentoring, programme structure with credit points, programme- wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	Contact Number https://www.jamiaahamdard.ac.in/CDOE/Contactus.htm Faculty detail https://www.jamiaahamdard.ac.in/CDOE/Academics.htm	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	https://www.jamiaahamdard.ac.in/CDOE/Examination.htm Admission detail https://www.jamiaahamdardonline.in/	
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	lms.jamiaahamdardonline.in	
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	YES Feed back form of students Untitled-1 (jamiaahamdard.ac.in) Feedback form of Faculty https://www.jamiaahamdard.ac.in/CDOE/pdf/Feedback%20Form%20for%20Academic%20Counsellors.pdf	
		Ciqa Minutes	



		https://www.jamiaahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIOA%2011%20August%202023.pdf	
9.	Information regarding all the programmes recognised by the Commission	Yes https://www.jamiaahamdard.ac.in/CDOE/pdf/Approval%20of%20DEB%20for%20Online%20Programmes%202024.pdf	



S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes https://www.jamiahamdard.ac.in/CDOE/pdf/Yearwise%20Students%20Admissions%20in%20CDOE.pdf	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	Yes https://www.jamiahamdard.ac.in/CDOE/pdf/Office%20Order%20reg.%20Faculty%20for%20OSLM.pdf	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	YES https://www.jamiahamdardonline.in/	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	NA	Remote Proctored Exam is Conducted
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	YES Quirio 2.0 fully automated AI remote proctored platform – Quirio built to offer transparency and ease of performing cheat-free online exams & assessments. https://www.jamiahamdard.ac.in/CDOE/pdf/Examination%20-%20SOP.pdf	



15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes https://www.jamiahamdard.ac.in/CDOE/pdf/Academic%20Calendar%20ODL%202023-24.pdf	
16.	Reports of the third party academic audit to be undertaken every five years and internal	Yes, Internal audit is conducted by CIQA https://www.jamiahamdard.ac.in/CDOE/pdf/Document%20166.pdf	



S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	academic audit every year by Centre for Internal Quality Assurance		



Part – VIII: Admission and Fees**8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	yes
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with	Yes



	<p>the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners	Yes
6.	<p>Every Higher Educational Institution shall–</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.</p>	Yes
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to	



	such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below	
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment	Yes
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	Yes
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	Yes
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for	Yes



	admission to each programme of study and the amount of fee to be paid for the admission test	
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	Yes
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	Yes
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	Yes
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	Yes
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	Yes
9.	Higher Educational Institution shall publish information at sr. no. '8' above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned	Yes



	in the Commission Order	
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	Yes
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher	Yes



	Educational Institution	
14.	<p>No Higher Educational Institution shall, issue or publish-</p> <p>(a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised;</p> <p>(b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading</p>	Yes

8.2 Whether Higher Educational Institution provided the details of all International learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission: Yes/No

If No, reason thereof:



Part – IX: Grievance Redressal Mechanism

9.1 Compliance status of 'Grievance Redressal Mechanism' – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

Jamia Hamdard student grievances through the following 1. telephones 2. Through email sodl@jamiahamdard.ac.in 3. Through the website of Jamia Hamdard - The Student Feedback form. This information is conveyed to the students through letter and emails GRIEVANCES Most of the grievances relate to: Delay in getting degree certificates
Link:-1 <http://www.jamiahamdard.ac.in/PDF/ODLPDF/Redress%20of%20Student%20Grievances.pdf>
<http://www.jamiahamdard.ac.in/PDF/ODLPDF/Redress%20of%20Student%20Grievances.pdf>

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
5	5

9.3 Complaint Handling Mechanism

HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.

All the grievance are deal by director, CDOE

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
05	05	Yes



Part – X: Innovative and Best Practices**10.1 Innovations introduced during academic year**

Conduct online induction programme by programme coordinators

10.2 Best Practices of the HEI

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

Academic Activity

- 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 two systems (ODL/ Online and Conventional mode).

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.

10.3 Details of Job Fairs conducted by the HEI

NA

10.4 Success Stories of students of Online mode of the HEI

NA

10.5 Initiatives taken towards conversion of e-LM into Regional Languages

NA

10.6 Number of students placed through Campus Placements

NA

10.7 Details of Alumni Cell and its activity

The university maintains a separate alumni association. The Association actively contributes to the department's welfare and academic initiatives. The association's members work in a variety of positions in research labs, businesses, and universities all around the world, greatly enhancing the department's reputation.

10.8 Any other Information

NA



DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Signature of the Director:

Name: Prof. M.A. Sikanifar

Seal: Director CDOF

Date: 29/8/2022



Signature of the Registrar:

Name: Col. Tahir Mulla

Seal:

Registrar
Jamia Hamdard
(Deemed to be University)
Hamdard Nagar
New Delhi-110062

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

