JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

CENTRE FOR DISTANCE AND ONLINE EDUCATION

CDOE

PROSPECTUS 2025-26

Programmes offered (Jan/July Sessions)

Master Programmes

• MBA • MCA • MAIS • MAPS

Bachelor Programmes

• BBA • BCA • B.com (Hons)

Advance Diploma Programmes in

• Medical Record Technique • Dietetics and Therapeutic Nutrition
• Drug Regulatory Affairs

Diploma Programmes in

• Professional Arabic • Bakery and Confectionary Technology

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Jamia Hamdard

'Committed to Excellence in Higher Education'

Jamia Hamdard (JH) was declared as a deemed-to-be University by the Govt. of India in 1989 on the recommendation of University Grants Commission (UGC) under the UGC Act 1956 in recognition of the services provided by erstwhile educational institutes established by the Hamdard National Foundation (HNF). These institutes, built over a period of time, included the Hamdard College of Pharmacy, Hamdard Tibbi College, Rufaida College of Nursing, the Institute of History of Medicine & Medical Research, and Indian Institute of Islamic Studies. Jamia

Hamdard was inaugurated by the then Prime Minister of India, Shri Rajiv Gandhi on August 1, 1989, who in his inspiring inaugural address applauded the efforts of Hakeem Abdul Hameed Saheb, the Founder, for setting up a number of institutions of learning which were finally merged to form a "Deemed to be University" namely Jamia Hamdard. In the words of Shri Rajiv Gandhi, "This will enable minority to go forward and help India to march forward". Spread over a sprawling green campus of about 100 acres, located on a prime piece of land in South Delhi, JH has ten Schools including a medical college, two hospitals - a 550 bedded modem medicine hospital and another 150 bedded Unani medicine hospital - on its campus. It has a big library, archive centre, separate hostels for girls and boys, gymnasium, a large playground, residential quarters for the staff, and also an off-campus in Kannur, Kerala.

The University has been maintaining a steady progress in all facets in its existence of 31 years and is both nationally and internationally recognized for the quality of teaching and research. The overall progress in this period has been excellent in terms of infrastructure and maintaining the standards which is evident from the placement records, high quality of research, publications and patents. Jamia Hamdard is ranked 1st in the field of Pharmaceutical sciences in the country by the Govt. of India (NIRF-2024 ranking). Jamia Hamdard is a UGC, Ministry of Education maintained deemed- to-be University managed by a private trust, Hamdard National Foundation (HNF). The University has been a recipient of special grants such as the PURSE (Promotion for University Research in Science and Engineering) grant, and very recently got Rs. 10 Cr from AYUSH Ministry under the Centre for Excellence Scheme of the Ministry. It has recently received a generous funding under STUITI, a DST scheme DST's PURSE (Promotion for University Research in Science and Engineering) Grant.

Jamia Hamdard was placed at 2nd rank in h_o values and 5th in i_{100} values as per SCOPUS dataset of all the Institutes that were awarded the DST PURSE grant. The publications of Jamia Hamdard have

received >16 citations/paper, perhaps the 2nd highest in India. The h-index of Jamia Hamdard is more than 100 and i1oo is 100. About 38% of all our publications have been cited at least 10 times according SCOPUS database. JH has a close relationship with DRDO and joint research between Jamia Hamdard and INMAS-DRDO has led to development of pharmaceutical products which are being used by defense force.

THE FOUNDER

Hakeem Abdul Hameed Sahab

The Founder-Chancellor of Jamia Hamdard, Hakeem Abdul Hameed (1908-1999), was a renowned physician of the Unani system of medicine, and a noted philanthropist who dedicated his life to serving the neediest members of society. Admired by all and counting global dignitaries among his patients, Hakeem Sahab, as he was popularly known, kept public service as his driving force throughout his career.

He was conferred with Padma Shri in 1965 and Padma Bhushan in 1992 by the Government of India. He was awarded the prestigious Avicenna Award by the erstwhile USSR in 1983. In October 2000, the Research Centre for Islamic History, Art, and Culture in Istanbul, Turkey, presented the IRCICA Award to him posthumously for 'Patronage in Preservation of Cultural Heritage and promotion of Scholarship'. He won various other awards and distinctions in his lifetime. He also served as Chancellor of Aligarh Muslim University.

Over a period of time, Hakim Sahab set up a complex of educational institutions in Hamdard Nagar, Tughlakabad, which were finally amalgamated as Jamia Hamdard (Deemed to be University) in May 1989. The first institute to come up on the Tughlakabad land was the Institute of the History of Medicine and Medical Research (IHMMR). The foundation stone for this institute was laid on November 15, 1962, by the then Prime Minister of India, Pandit Jawaharlal Nehru. The finished building was later inaugurated by the then Prime Minister, Mrs. Indira Gandhi. When a Deemed to be University status was granted in 1989, Jamia Hamdard was inaugurated by Mr. Rajiv Gandhi, the then Prime Minister.

Apart from Jamia Hamdard, Hakeem Sahab set up a number of other enduring institutions, including Hamdard National Foundation, Hamdard Education Society, Hamdard Study Circle, Business and Employment Bureau, Hamdard Public School, Ghalib Academy, Centre for South Asian Studies. He was also a founder patron of India Islamic Cultural Centre.

THE CHANCELLOR

Mr. Hammad Ahmad

As one of the founding members of Hamdard National Foundation at its inception in 1964, Janab Hammad Ahmed brings with him infinite wisdom and experience. Over more than 50 years, he has forged Hamdard National Foundation into one of India's most respected charitable organizations. He is currently President, Hamdard National Foundation (India) - HECA and Co-chairman, Hamdard National Foundation (India).

His charming and inspiring personality borrows dimensions from his father, Late Janab Hakeem Abdul Hameed, the founder of Hamdard National Foundation and Jamia Hamdard. Janab Hammad Ahmed's quiet modesty hides the magnitude of his achievements in introducing new initiatives for contributions to society, and his relentless commitment to the charitable cause has improved the lives of countless people.

Janab Hammad Ahmed has been involved in Jamia Hamdard since before it gained Deemed University status in 1989. Over the years, he has served in the Executive Council, Finance Committee and various other advisory bodies of the University and has championed the growth of Jamia Hamdard through sustained personal attention and interest. Since joining Hamdard Laboratories India as its Sales and Marketing Head in 1973, he has overseen a meteoric rise in business and the Hamdard name, in the process establishing himself as one of India's prominent business leaders. He is currently the Chief Mutawalli (Trustee) of Hamdard Laboratories India (Foods).

Educated in Sherwood College, Nainital, and then in Cornwall, UK and New York, USA for further studies, Janab Hammad Ahmed has inculcated a strong sense of discipline in his life and work, and the results are self-evident.

Professor (Dr.) Mohammad Afshar Alam

Professor Mohammad Afshar Alam has been appointed as Vice Chancellor of Jamia Hamdard, New Delhi. He was the Dean of School of Engineering Sciences and Technology at Jamia Hamdard New Delhi till now and continues to be a Professor of Computer Science.

He did his Post graduation (MCA) from the Aligarh Muslim University and (Ph.D.) from Jamia Milia Islamia which are one of the most premier institutions of our country.

With an illustrious career spanning over 29 years, Prof. Afshar Alam's journey at Jamia Hamdard has been marked by important roles, including Head of Computer Centre, Dean of Management and Information Technology, Dean of Engineering Sciences and Technology, Dean, Students Welfare, Foreign Students Advisor, Finance Officer, etc. His visionary initiatives include the founding of the Computer Centre/Department of Computer Science. Prof. Afshar Alam's expertise extends across diverse domains, encompassing Software Re-engineering, Data Mining, Bio-Informatics, Fuzzy Databases, and Sustainable Development. A mentor par excellence, he has guided over 35 PhD scholars, overseen 200+ postgraduate research projects, and authored a remarkable 12 books, accompanied by 175+ research papers in esteemed journals. As a visionary leader, he has inculcated a culture of excellence. As an academician, he was invited to many countries across the globe including Australia, Singapore, Malaysia, Republic of China, UAE, KSA, Nepal, Syria, Yemen, Iran, etc. for delivering Special Lectures, Plenary Talks in Conferences, etc. Acknowledged for his outstanding contributions, Prof. Alam was honoured with prestigious awards, including the Bharat Ratna Dr. APJ Abdul Kalam Top Icon Award, Time Magazine India's Excellence Iconic Award, AMP Award for Excellence in Education, Cooperative Citizen Award, World Environment Day Award, Spardha Shree Award, Mahatma Gandhi International Peace Award, Most Inspiring Leader Award in 2022 (on the occasion of the Birth Anniversary of Dr. Sarvapalli Radhakrishnan), Outstanding Global Leadership Award2023, Singapore, Life-time Achievement Award from the Confederation of Indian Universities and International Association of Educators for World Peace 2023, etc. He is also the member of many government bodies including University Grants Commission (UGC), All India Council of Technical Education (AlCTE), National Assessment and Accreditation Council (NAAC), Department of Science & Technology (DST), etc. In his role as Chairman of the NAAC Peer Teams, Prof. Alam spearheads assessments of colleges and universities and also actively contributes to various government committees. His unwavering commitment to educational and research excellence has left an indelible mark on academia's future. Possessing rare administrative acumen, he has cultivated a culture of innovation through a collaborative approach, promoting cutting-edge research and interdisciplinary

collaboration for the future of works and jobs in an Industry 4.0 environment. Prof. Alam is a visionary leader who has shaped the trajectory of academic excellence.

CENTRE FOR DISTANCE AND ONLINE EDUCATION

Jamia Hamdard is one of the top ranging Universities of the country which was established as a Deemed to be University in the year 1989. Jamia Hamdard has various prominent Schools / Centres of Studies offering high quality Programmes ranging from Certificate, Diploma, Undergraduate, Postgraduate and Doctoral Programmes. They are: Hamdard Institute of Medical Sciences & Research, School of Pharmaceutical Education and Research, School of Unani Medical Education & Research, School of Nursing Sciences & Allied Health, School of Chemical & Life Sciences, School of Interdisciplinary Sciences & Technology, School of Engineering Sciences & Technology, School of Humanities & Social Sciences, School of Management & Business Studies and School of Law. Performance of the faculty is reflected by the assessment of NAAC which has accredited the university in 'A+' grade, School of Pharmaceutical Education and Research has been ranked First in India, as per NIRF 2021 ranking.

The Centre for Distance and Online Education (erstwhile Department of Distance Education / School of Open and Distance Learning) of Jamia Hamdard was established in the year 2004. It has been renamed as the Centre for Distance and Online Education (CDOE) in the year 2021 on the directions of the University Grants Commission, Distance Education Bureau. Major objective of the CDOE is to provide opportunities for higher education to those who are not able to draw benefits from formal system of education. The Open Learning System allows a learner to determine his/her pace of learning and provides education at the doorstep of the learners. The mode of transaction is through self-learning material, counselling, and material through internet and various other media. The Centre for Distance and Online Education is offering various Undergraduate, Postgraduate and Diploma Programmes in Open and Distance Learning and Online mode.

All the Undergraduate and Postgraduate programmes of Open and Distance Learning and Online programmes are being offered by the Centre for Distance and Online Education, Jamia Hamdard as per the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and with the approval of Distance Education Bureau, UGC.

The Mandate

Open Distance Learning (ODL) and Online (OL) mode of education has been recognized as one of the effective tools of educationally empowering those sections of the society, which could not afford to join

the formal on - campus education due to various reasons. As a result, it is an effective tool for non - formal education. Presently, ODL institutions are not only imparting education as an alternative to the formal system but also making effective contribution in areas, such as vocational and technical education and even in high technology based education. The distance education also has potential to reach to the un-reached and even marginalized and excluded groups of the society such as tribal populations and Muslim women. Open and distance education provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on - campus education and those who have limited access to educational resources.

The flexible and innovative methods of education of Open and Distance Learning system ensures 'independent learning' to anyone, anytime and anywhere. The ODL and Online Programmes of Jamia Hamdard also envisages providing an opportunity to girls from Muslim community, who by and large has been left out by the national educational endeavours.

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

The Academic Programmes of CDOE in ODL and Online Mode

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

The CDOE has been offering career oriented Programmes in ODL and Online Mode. They are - Bachelor of Business Administration (BBA), Bachelors of Computer Applications (BCA), Bachelor of Commerce honors B.Com (Hons), Master of Business Administration (MBA), Master of Computer Application (MCA), Master of Arts in Political Science (MAPS) and Master of Islamic Studies (MAIS)

from the session 2024 – 2025. All these programmes are approved by the Distance Education Bureau, University Grants Commission and AICTE and the Academic Council of Jamia Hamdard.

Further, without sacrificing quality of education, cost of education under CDOE has been kept very low, facilitating students from the economically deprived sections of the society to get enrolled into the programmes of CDOE and get education of their choice. Poor students, specially, girls are pursuing academic career along with their employment.

SCHOOLS OF JAMIA HAMDARD

- School of Pharmaceuticals Education & Research (SPER)
- School of Nursing Sciences & Allied Health (SNSAH)
- School of Engineering Sciences & Technology (SEST)
- School of Management & Business Studies (SMBS)
- School of Chemical & Life Sciences (SCLS)
- School of Unani Medical Education & Research (SUMER)
- School of Humanities & Social Sciences (SHSS)
- Hamdard Institute of Legal Studies and Research (HILSR)
- School of Interdisciplinary Sciences & Technology (SIST)
- Centre for Media & Mass Communication Studies (CMMS)
- Research and Development Cell (R&D Cell)
- Centre For Training and Development
- Centre for Teaching Support and Innovations (CTSI)
- Industry Academia Partnership Cell
- Jamia Hamdard Residential Coaching Academy (JHRCA)
- Centre for Distance & Online Education (CDOE)

DIRECTOR, DEPUTY DIRECTOR, OSD

Director CDOE

Prof. M.A. Sikandar
Extn. 5341
E-mail: director_sodl@jamiahamdard.ac.in

Deputy Director

Prof. Mohd. Mumtaz Alam
E-mail: mmalam@jamiahamdard.ac.in

Officer on Special Duty

Mr. Raja Ram
E-mail: rajaram@jamiahamdard.ac.in

TEACHING STAFF OF CDOE

Name	Designation	Discipline
Prof. M.A. Sikandar director_sodl@jamiahamdard.ac.in	Professor & Director	Management
Prof. Mumtaz Alam mmalam@jamiahamdard.ac.in	Professor & Deputy Director	Pharmaceutical Chemistry
Prof. Shahnawaz Abdin msabdin@jamiahamdard.ac.in	Professor	Management
Prof. Parul Aggarwal pagarwal@jamiahamdard.ac.in	Professor	Computer Science
Dr Safdar Tanweer safdartanweer@jamiahamdard.ac.in	Associate Professor	Computer Science
Dr. Nooria Ahmad Farooqui nfarooqui@jamiahamdard.ac.in	Associate Professor	Management
Dr. Md Sajid Anwar drmdsajidanwar@jamiahamdar. ac.in	Assistant Professor	Computer Science
Dr. Mohd Jamshed mohammedjamshed@jamiahamdard.ac.in	Assistant Professor	Management
Dr. Faizan Khan Sherwani drsherwani@jamiahamdard.ac.in	Assistant Professor	Management
Dr. Babita Singh babitasingh@jamiahamdard.ac.in	Assistant Professor Mob. 8447354640	Social Science
Dr. Abdul Majid Farooqi majid@jamiahamdard.ac.in	Assistant Professor Mob. 9891958565	Computer Science
Ms. Azza Ayyub Siddiqui azzaayyub.siddiqui@jamiahamdard.ac.in	Asstt.Professor	Management

NON-TEACHING STAFF OF CDOE

Name	Designation
Dr. Sarfaraz Ahsan sarfaraz.ahsan@jamiahamdard.ac.in	Deputy Registrar
Mr. Raja Ram rajaram@jamiahamdard.ac.in Mob. 9968249336	Officer on special duty (0SD)
Mr. Mohd Ajmal Abbasi aabbasi@jamiahamdard.ac.in Mob. 7011936720	Section Officer
Dr. Javed Azmi Computer Programmer	Computer Programmer
Mr. Nitin Prakash	Junior Assistant
Mr. Mohd. Hassan Khan	Jr. Assistant-cum-Computer Operator
Mr. Shahid Mohammad	Jr. Assistant-cum-Computer Operator
Mr. Md Shahzaan	Junior Assistant
Mr. Naseem Ahmad	Multi-Tasking Staff (MTS)
Mr. Javed	Multi Tasking Staff (MTS)

TECHNICAL TEAM/STAFF FOR ONLINE PROGRAMMES

Position	Name & Designation
Technical Chief	Prof. Farahat Bashir Khan Centre for Media and Mass communication Studies(CMMSS), Jamia Hamdard, New Delhi
Technical Manager	Dr. Abdul Qadir Siddique Assistant Professor, Centre for Media and Mass communication Studies (CMMSS), Jamia Hamdard, New Delhi
Technical Associate	Dr. Jawed Azmi System Analyst (0ffg), CDOE, Jamia Hamdard, New Delhi
Technical Assistant	Mr. Mubashshir Imam Technical Assistant (Contract) Centre for Media and Mass communication Studies (CAMSS), Jamia Hamdard, New Delhi
Technical Delivery of Online Courses Team	
Technical Manager (LMS and Data Management)	Mr. Ashish Srivastava Teamlease Edtech Limited (Service provider) Onsite, ashish.srivastava@teamlease.com
Technical Assistant (LMS and Data Management)	Mr. Ankit Pathak Teamlease Edtech Limited (Service provider) Onsite, ankit,pathak@teamlease.com
Technical Assistant (LMS and Data Management	Ms. Shristi Rana Teamlease Edtech Limited (Service provider) Onsite, shristirana@teamlease.com
Admission and Examination and Results	
Technical Manager	Mr. Gaurav Ahuja Teamlease Edtech Limited (Service provider) Offsite/Onsite, gaurav.ahuja@teamlease.com
Technical Assistant	Mr. Chetan Dixit Teamlease Edtech Limited (Service provider) Offsite/Onsite, chetan.dixit@teamlease.com
Technical Assistant	Mr. Asim Naqvi Teamlease Edtech Limited (Service provider) Onsite, chetan.dixit@teamlease.com

PROGRAMME COORDINATORS

S. No.	Name of the Programme	Programme Code	Name of the Programme Coordinator
1.	Bachelor of Business Administration (ODL & Online mode)	BBA	Dr. Mohammad Jamshed Asstt. Professor (Management Studies), Jamia Hamdard
2.	Bachelor of Computer Applications (ODL & Online mode)	BCA	Dr. Abdul Majid Farooqi Asstt. Professor (Computer Science), CDOE, Jamia Hamdard
3.	B.Com. (Hons.) (ODL & Online mode)	BCOM (H)	Dr. Matloob Ullah Khan Asstt. Professor (Management Studies), Jamia Hamdard
4.	M.A. Islamic Studies (Online mode)	MAIS	Dr. Arshad Hussain Associate Professor (Islamic Studies), Jamia Hamdard
5.	Master of Business Administration (Online mode)	MBA	Prof. Syeedun Nisha Professor of Management Studies, Jamia Hamdard
6.	Master of Computer Applications (Online mode)	MCA	Dr. Safdar Tanweer Associate Professor (Computer Science), Jamia Hamdard
7.	Master of Arts in Political Science (Online mode)	MAPS	Prof. S. Mehartaj Begum Professor of Human Rights, Jamia Hamdard
8.	Advance Diploma in Dietetics and Therapeutic Nutrition	ADDTN	Dr. Bushra Shaida Asstt. Professor, Dept. of Food Technology, Jamia Hamdard
9.	Advance Diploma in Drug Regulatory Affairs	ADDRA	Dr. Kashif Asstt. Professor, School of Pharmaceutical Education & Research, Jamia Hamdard
10.	Advance Diploma in Environmental Monitoring and Impact Assessment	ADEMIA	Dr. Mohd. Salik Noorani Khan Asstt. Professor, School of Chemical and Life Sciences, Jamia Hamdard
11.	Advance Diploma in Intellectual Property Rights	ADIPR	Dr. Burhan Majid Asstt. Professor, Hamdard Institute of Legal Studies, Jamia Hamdard
12.	Advance Diploma in Human Rights	ADHR	Dr. Babita Singh Asstt. Professor, Centre for Distance and Online Educaiton, Jamia Hamdard

13.	Advance Diploma in Medical Record Techniques	ADMRT	Dr. Sakhi JohnAsstt. Professor, School of Management and Business Studies, Jamia Hamdard
14.	Diploma in Professional Arabic	DPA	Dr. Asif Nawaz Asstt. Professor, Hamdard Institute of International Studies, Jamia Hamdard
15.	Diploma in Bakery and Confectionary Technology	DBCT	Dr. Khalid Bashir Asstt. Professor, Dept. of Food Technology, Jamia Hamdard
16.	Diploma in Persian Language	DPL	Dr. Arshad Hussain Dept. of Islamic Studies, Jamia Hamdard
17.	Certificate in Modern Persian Language	CMPL	Dr. Arshad Hussain Dept. of Islamic Studies, Jamia Hamdard

LEARNING SUPPORT CENTRE

The Centre for Distance and Online Education (CDOE), Jamia Hamdard provides students support services from its campus. As per the requirement the counselling and practical classes are conducted in Classrooms and Computer Labs available in Jamia Hamdard Campus for ODL students.

The online counselling classes for online programmes are conducted through the LMS.

FEE REFUND POLICY

The CDOE, Jamia Hamdard is following the Fee refund policy as per details given below:

S. No.	Details	Web Links
1.	Secretary, UGC DO Letter F.2-https://www.ugc.gov.in/pdfnews/6994492_Fee 71/2022 (CPP-Il) dated 3rd July -refund-polict_0001.pdf	Secretary, UGC DO Letter F.2-https://www.ugc.gov.in/pdfnews/6994492_Fee 71/2022 (CPP-Il) dated 3rd July -refund-polict_0001.pdf
2.	Secretary, UGC letter F.No.14/12/2019 (CPP-Il) dated 11$h August 2020 regarding Non-Retention of Certificates of Teachers by HEls- regarding	-
3.	Member Secretary, AICTE letter 9 dated 29th March 2019 regarding withholding/retaining of original certificates of faculty/non-teaching staff Members/students by the employer Institutions	https://www.aicte-F.No.-1india.org/sites/default/files/Circular%20origin101/DPG/AICTE/Regulations/201al%20certificates%200f%20faculty.pdf
4.	UGC Public Notice dated October and Non-Retention of Original Certificates	https://www.ugc.gov.in/pdfnews/5437737_UG2018 regarding Refund of Fees C-Notice-reg-Fees-refund-Eng.pdf

ANTI-RAGGING COMMITTEE

Anti-Ragging Committee, Jamia Hamdard

The Vice Chancellor is pleased to constitute/reconstitute the Anti Ragging Committee (ARC) for the Jamia Hamdard, New Delhi with immediate effect in compliance with UGC Regulations on Curbing the Menace of Ragging in HEIS, 2009 as notified in the Official Gazette dated 17th June 2009 for the current and new academic session 2023-24 & 2024-25 or until further orders whichever is earlier:-

1. Chief Proctor – Chairman
2. Dean Student Welfare – Member
3. Provost (Boys) Hostel
4. Provost (Girls) Hostel
5. Sub-Divisional Magistrate, Kalkaji (South-East District) (Civil Admin. Representative)
6. Station House Officer (Police Representative)
7. One NGO Member (to be nominated by the Vice Chancellor)
8. One Media Member (to be nominated by the Vice Chancellor)

Anti-Ragging Squad, CDOE

The following Faculty level Anti-Ragging Squad has been constituted for the Centre for Distance and Online Education, Jamia Hamdard, New Delhi by all competent authorities.

S. No.	Name of the Faculty Member	Mobile No.	Email ID
1.	**Prof. Shahnawaz Abdin** Professor of Management & Head, Management Discipline, CDOE, Jamia Hamdard & Provost (Boys) Hostel	9811507868	msabdin@jamiahamdard.ac.in
2.	**Dr. Safdar Tanweer** Associate Professor of Computer Science, Programme Coordinator, Computer Application Discipline, CDOE, Jamia Hamdard	9810465885	safdartanweer@jamiahamdard.ac.in
3.	**Dr. Babita Singh** Assistant Professor, CDOE, Jamia Hamdard, New Delhi	8447354640	babitasingh@jamiahamdard.ac.in

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

The Vice-Chancellor is pleased to re-constitute the Centre for Internal Quality Assurance (CIQA) in terms of UGC Regulations for the purpose to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programme of higher education in the Open and Distance Learning mode and Online mode Education is implemented properly in Higher Education Institutions are of acceptable quality and further improved on continuous basis.

The re-constitution of the Centre for Internal Quality Assurance (CIQA) is as follows:-

Director, CDOE (Prof. M.A. Sikandar)

Members:-
1. Prof. Mumtaz Alam, Dy, Director, CDOE
2. Prof. Shanawaz Abdin, Head of Management Discipline, CDOE
3. Prof. Parul Agarwal, Head of Computer Applications Discipline, CDOE
4. Dr. Safdar Tanweer, Associate Professor & Coordinator, Applications Discipline, CDOE
5. Dr. Nooria Ahmad Farooqui, Associate Professor Management, CDOE
6. Dr. Md. Sajid Anwar, Asstt. Professor, Computer Applications Discipline, CDOE
7. Dr. Mohd. Jamshed, Asst. Professor, Management Discipline, CDOE
8. Dr. Faizan Khan Sherwani, Asstt. Professor, Management Discipline, CDOE
9. Dr. Babita Singh, Assistant Professor, CDOE
10. Dr. Abdul Majid Farooqi, Assistant Professor, CDOE
11. Dr. Sarfaraz Ahsan, Deputy Registrar, CDOE
12. Mr. Raja Ram, OSD, CDOE
13. Dr. Javed Azmi, System Analyst (Offg) CDOE
14. Mr. Mohd. Ajmal Abbasi, Section Officer, CDOE
15. Mr. Nitin Prakash, Junior Assistant, CDOE
16. Mr. Md Shahzaan, Junior Assistant, CDOE
17. Mr. Mohd. Hassan Khan, Jr. Asstt-cum-computer Operator
18. Mr. Shahid Mohammad, Jr. Asstt-cum-computer Operator
19. Mr. Naseem Ahmad, MTS, CDOE
20. Mr. Javed, MTS, CDOE

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) COMMITTEE

The Vice-Chancellor is pleased to constitute the Centre for International Quality Assurance (CIQA) Committee for ODL and Online Programmes in the University in terms of clause 10(1)(i) and clause (iv) of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, for a period two years:

S. No.	Composition	Name and designation/affiliation
1.	Chairman (Ex Officio)	Vice Chancellor, Jamia Hamdard (JH)
2.	Three Senior Teachers of the University as Members	I. Prof. S Raisuddin, Director, IQAC, JH II. Prof. Manju Chhugani, SNSAH, JH III. Prof. Mehartaj Begum, SHSS, JH
3.	Deans of three Schools of Studies of Jamia Hamdard offering ODL Programmes, as Members	I. Dean, SEST, Jamia Hamdard II. Dean, SMBS, Jamia Hamdard III. Dean, SPER, Jamia Hamdard
4.	Two External Experts of ODL / Online Learning, as Members	I. Prof. Uma Kanjilal, Pro Vice Chancellor, IGNOU, New Delhi II. Prof. B S Saraswat, Former Director, Academic Coordination Division, IGNOU, New Delhi
5.	Officials from the Administration and Finance Departments of Jamia Hamdard, as Members	I. Registrar, Jamia Hamdard II. Finance Officer, Jamia Hamdard
6.	Director, CIQA, as Member Secretary (Ex officio)	Director, CDOE

LIST OF ODL/ONLINE PROGRAMMES

Details of Online Programmes

Under Graduate Programme

S. No.	Programme	Programme code	Duration in Semesters	Eligibility for Admission	Total Fee with Registration
1	Bachelor of Computer Application (BCA)	401	Six	10+2 In any Discipline	₹16,500
2	Bachelor of Business Administration (BBA)	403	Six	10+2 In any Discipline	₹14,500
3	Bachelor of Commerce - Honours B.COM (H)	404	Six	10+2 In any Discipline	₹9,500

Post Graduate Programme

4	Master of Arts Islamic studies (MAIS)	663	Four	Bachelor's Degree in any Discipline	₹7,500
5	M.A Political Science	665	Four	Bachelor's Degree in any Discipline	₹5,000
6	Master of Business Administration (MBA)	666	Four	Bachelor's Degree in any Discipline	₹19,500
7	Master of Computer Applications (MCA)	667	Four	Bachelor's Degree in any Discipline	₹21,000

Details of ODL Programmes

Under Graduate Programme

S. No.	Programme	Programme code	Duration in Semesters	Eligibility for Admission	Total Fee with Registration
1	Bachelor of Computer Application (BCA)	401	Six	10+2 In any Discipline	₹16,500

2	Bachelor of Business Administration (BBA)	403	Six	10+2 In any Discipline	₹14,500
3	Bachelor of Commerce - Honours B.COM (H)	404	Six	10+2 In any Discipline	₹9,500

Advanced Diploma Programme

5	Advanced Diploma in Dietetics and Therapeutics Nutrition (ADDTN)	653	Two	B. Sc. Degree in Home Science /Biological Sciences	₹8,500
6	Advanced Diploma in Drug Regulatory Affairs (ADDRA)	654	Two	B. Parma /MBBS/BUMS or Bachelor Degree in Science	₹12,500
7	Advanced Diploma in Medical Record Techniques (ADMRT)	658	Two	Bachelor Degree in any Discipline	₹10,000
8	Diploma in Bakery and Confectionary Technology (DBCT)	662	Two	10th Pass or Equivalent from any Madarsa recognized by Jamia Hamdard	₹6,500
9	Diploma in Persian Language (DPL)	659	Two	Certificate Course in Modern Persian Language /Persian from any recognized University /or equivalent	₹5,000
10	Diploma in Professional Arabic (DPA)	671	Two	10th Pass or Equivalent from Any Madarsa recognized by Jamia Hamdard	₹5,000

Certificate Programme

| 11 | Certificate in Modern Persian Language (CMPL) | 660 | One | 10+2 in any stream from a recognized Board /Institute | ₹3,700 |

CDOE COURSE STRUCTURES

Bachelor of Business Administration (BBA)

1st Year

BBA 1st Semester

S. No.	Code	Name of the Paper	Discipline	Marks Internal	Marks Semester	Credits	Total
1	BBA-D 01	Principles of Management	Core	25	75	4	100
2	BBA-D 02	Business Communication	Core	25	75	4	100
3	BBA-D 03	Marketing Management – 1	Core	25	75	4	100
4	BBA-D 04	Business Economics	Core	25	75	4	100
5	BBAD-G- 04	Any one from elective -2 Environmental Management	Minor	25	75		100
6	BBAD – S 01	Any other from elective – 3 Business mathematics	SEC	25	75		100

BBA 2nd Semester

S. No.	Code	Name of the Paper	Discipline	Marks Internal	Marks Semester	Credits	Total
1	BBA-D 05	Business Statistics	Core	25	75	4	100
2	BBA-D 202	Business Law	Core	25	75	4	100
3	BBA-D 06	Organization Behavior	Core	25	75	4	100
4	BBA-D 07	Cost Accounting	Core	25	75	4	100
5	BBA-D- 08	Any one from elective -2	Minor	25	75	4	100
6		Any other from elective – 3	SEC	25	75	4	100

2nd Year

BBA 3rd Semester

S. No.	Code	Name of the Paper	Discipline	Marks Internal	Marks Semester	Credits	Total
1	BBA-D -09	Human Resource Management	Core	25	75	4	100
2	BBA-D -10	Business Environment	Core	25	75	4	100
3	BBA-D-11	MIS	Core	25	75	4	100
4	BBA-D-12	Business Ethics and corporate Governance	Core	25	75	4	100
5		Any one from elective -1	Generic	25	75	4	100
6		Any other from elective – 2	Minor	25	75	4	100

BBA 4th Semester

S. No.	Code	Name of the Paper	Discipline	Marks Internal	Marks Semester	Credits	Total
1	BBA-D-13	Business Research Methods	Core	25	75	4	100
2	BBA-D-14	Financial Management	Core	25	75	4	100
3	BBA-D-15	International Business Environment	Core	25	75	4	100
4	BBA-D-16	Marketing Management -2	Core	25	75	4	100
5		Any one from elective -1	Generic	25	75	4	100
6		Any other from elective – 2	Minor	25	75	4	100

3rd Year

BBA 5th Semester

S. No.	Code	Name of the Paper	Discipline	Marks Internal	Marks Semester	Credits	Total
1	BBAD -C-17	Qualitative Techniques for Managers	Core	25	75	4	100
2	BBAD-C-18	Income Tax	Core	25	75	4	100
3	BBA-C-19	Production and Operation Management	Core	25	75	4	100
4	BBA-D-20	Project Work	Core	40	60	4	100

5	BBAD- H-102	Any one from elective -1 Maintenance of Human Resources	Generic	25	75	4	100
6	BBAD-P-02	Any other from elective – 3 Office Management	SEC	25	75	4	100

BBA 6th Semester

S. No.	Code	Name of the Paper	Discipline	Marks Internal	Marks Semester	Credits	Total
1	BBA-D-21	Business Policy and Strategy	Core	25	75	4	100
2	BBA-D-22	Project Management	Core	25	75	4	100
3	BBA-D-23	Dissertation	Core	40	60	4	100
4	BBA-D-24	Grand Viva	Core	00	100	4	100
5		Any one from elective -1	Generic	25	75	4	100
6		Any other from elective – 3	SEC	25	75	4	100

Elective-1 Generic

Finance

Paper Code	Subject	Marks Internal	Marks Semester	Total	L-T	Credits
BBA-F-101	Investment Management	25	75	100	3-1	4
BBA-F-102	Corporate Analysis and Valuation	25	75	100	3-1	4
BBA-F-103	International Finance	25	75	100	3-1	4
BBA-F-104	Wealth Management	25	75	100	3-1	4
BBA-F-105	Financial Derivatives	25	75	100	3-1	4
BBA-F-106	Insurance and Risk Management	25	75	100	3-1	4
BBA-F-107	Financial Markets and Institutions	25	75	100	3-1	4
BBA-F-108	Security Analysis & Portfolio Management	25	75	100	3-1	4
BBA-F-109	Project Appraisal and Analysis	25	75	100	3-1	4

Marketing

Paper Code	Subject	Marks Internal	Marks Semester	Total	L-T	Credits
BBA-M-101	Advertising Management	25	75	100	3-1	4

Paper Code	Subject	Marks Internal	Marks Semester	Total	L-T	Credits
BBA-M-102	Sales and Distribution Management	25	75	100	3-1	4
BBA-M-103	Retail Management	25	75	100	3-1	4
BBA-M-104	Rural Management	25	75	100	3-1	4
BBA-M-105	International Marketing	25	75	100	3-1	4
BBA-M-106	Supply Chain Management	25	75	100	3-1	4
BBA-M-107	Services Marketing	25	75	100	3-1	4
BBA-M-108	Digital Marketing	25	75	100	3-1	4

Human Resource Management

Paper Code	Subject	Marks Internal	Marks Semester	Total	L-T	Credits
BBA-H-101	Performance Management	25	75	100	3-1	4
BBA-H-102	Maintenance of Human Resources	25	75	100	3-1	4
BBA-H-103	Industrial Relation and Trade Union	25	75	100	3-1	4
BBA-H-104	Compensation Management	25	75	100	3-1	4
BBA-H-105	Labour Legislations	25	75	100	3-1	4
BBA-H-106	Human Resource Development	25	75	100	3-1	4
BBA-H-107	Counselling & Negotiation	25	75	100	3-1	4
BBA-H-108	Cross Cultural HRM	25	75	100	3-1	4
BBA-H-109	Talent &Knowledge Management	25	75	100	3-1	4

Services Management

Paper Code	Subject	Marks Internal	Marks Semester	Total	L-T	Credits
BBA-S-101	Managing Insurance Services	25	75	100	3-1	4
BBA-S-102	Managing Tourism Services	25	75	100	3-1	4
BBA-S-103	Managing Banking Services	25	75	100	3-1	4
BBA-S-104	NGO Management	25	75	100	3-1	4
BBA-S-105	Managing IT enabled Services	25	75	100	3-1	4

International Business

Paper Code	Subject	Marks Internal	Marks Semester	Total	L-T	Credits
BBA-IB-101	International Trade Policy & Strategy	25	75	100	3-1	4
BBA-IB-102	International Economic Organizations	25	75	100	3-1	4

BBA-IB-103	International Supply Chain Management	25	75	100	3-1	4
BBA-IB-104	International Diversity Management	25	75	100	3-1	4
BBA-IB-105	Foreign Exchange Management	25	75	100	3-1	4

Elective -2 Minor Subjects

Paper Code	Subject	Marks Internal	Marks Semester	Total	L-T	Credits
BBA- E- 01	Small Business and Entrepreneurship	25	75	100	3-1	4
BBA –E-02	Good and services Tax	25	75	100	3-1	4
BBA –E-03	Production and Operation Management	25	75	100	3-1	4
BBA –E-04	Consumer Behaviour	25	75	100	3-1	4
BBA –E-05	Indian Economy	25	75	100	3-1	4
BBA –E-06	Legal Environment of Business	25	75	100	3-1	4
BBA –E-07	International Business Management	25	75	100	3-1	4

Elective -3 Skill Enhancement Course

Paper Code	Subject	Marks Internal	Marks Semester	Total	L-T	Credits
BBA-P-01	Business Mathematics	25	75	100	3-1	4
BBA-P-02	Office Management	25	75	100	3-1	4
BBA-P-03	Digital Economy	25	75	100	3-1	4
BBA-P-04	Personality Development	25	75	100	3-1	4
BBA-P-05	Social Media Ethics	25	75	100	3-1	4
BBA-P-06	Business Communication	25	75	100	3-1	4
BBA-P-07	Communicative English	25	75	100	3-1	4
BBA-P-08	E-Commerce	25	75	100	3-1	4
BBA-P-09	Computer Fundamentals	25	75	100	3-1	4

Bachelor of Computer Applications (BCA)

Course Type	Abbreviation	Credits
Program Core Course	PCC	40
Program Elective	PE	08
Open Elective	OE	08
Foundation Course	FC	12
Ability Enhancement Course	AEC	04
Skill Enhancement Elective	SEE	08
Laboratory	LAB	20
Dissertation	DISS	20
Non-Credit Course	NCC	00
Total Credits		120

L – T – P stands for number of contact hours as Lecture-Tutorial-Practical in a week.

1st Semester

Paper Code	Title of the Paper	Course Type	Internal Assessment	Semester Exam	Total	L-T-P	Credits
BCA 101	Introduction to 'C' Programming	PCC	25	75	100	3-1-0	4
BCA 102	Computer System Architecture	PCC	25	75	100	3-1-0	4
BCA 103	Mathematical Foundation of Computer Science	FC	25	75	100	3-1-0	4
BCA 104	Communication Skills	AEC	25	75	100	2-0-0	2
BCA 105	Media and Information Literacy Communication	AEC	25	75	100	2-0-0	2
BCA 106	'C' Programming Lab	LAB	25	75	100	0-0-4	2
BCA 107	Computer System Architecture Lab	LAB	25	75	100	0-0-4	2
Total						13-3-8	20

2nd Semester

Paper Code	Title of the Paper	Course Type	Internal Assessment	Semester Exam	Total	L-T-P	Credits
BCA 201	Introduction to Data Structures	PCC	25	75	100	3-1-0	4
BCA 202	Data communication and Computer Networks Basics	PCC	25	75	100	3-1-0	4
BCA 203	Fundamental Concepts of Operating Systems	PCC	25	75	100	3-1-0	4

BCA 204	Elementary Physics	FC	25	75	100	3-1-0	4
BCA 205	Data Structures Lab	LAB	25	75	100	0-0-4	2
BCA 206	Unix/Linux Lab	LAB	25	75	100	0-0-4	2
*BCA ES	Environmental Sciences	NCC	25	75	100	2-0-0	0
Total						14-4-8	20

*This subject may be taught in both the semesters (Semester-I and Semester-II) at the discretion of the Department. However, Semester Examination will be conducted only at the end of Semester-II

3rd Semester

Paper Code	Title of the Paper	Course Type	Marks		Total	L-T-P	Credits
			Internal Assessment	Semester Exam			
BCA 301	Introduction to Object Oriented Programming	PCC	25	75	100	3-1-0	4
BCA 302	Introduction to Database Management System	PCC	25	75	100	3-1-0	4
BCA 303	Discrete Structures	PCC	25	75	100	3-1-0	4
BCA PE311	Introduction To Wireless Communication	PE	25	75	100	3-1-0	4
BCA 304	'C++' Programming Lab	LAB	25	75	100	0-0-4	2
BCA 305	Database Management System Lab	LAB	25	75	100	0-0-4	2
Total						12-4-8	20

4th Semester

Paper Code	Title of the Paper	Course Type	Marks		Total	L-T-P	Credits
			Internal Assessment	Semester Exam			
BCA 401	Fundamentals of Probability and Statistics	FC	25	75	100	3-1-0	4
BCA 402	Introduction to Artificial Intelligence	PCC	25	75	100	3-1-0	4
	Internet and Web Technology	SEE	25	75	100	3-1-0	4
	Organization Behavior	OE	25	75	100	3-1-0	4
BCA 403	Artificial Intelligence Lab	LAB	25	75	100	0-0-4	2
BCA 404	Internet and Web Technology Lab	LAB	25	75	100	0-0-4	2

	Total			12-4-8	20

<p align="center">5th Semester</p>

Paper Code	Title of the Paper	Course Type	Marks			L-T-P	Credits
			Internal Assessment	Semester Exam	Total		
BCA 501	Fundamentals of Software Engineering	PCC	25	75	100	3-1-0	4
BCA PE 522	Introduction to Cloud Computing	PE	25	75	100	3-1-0	4
BCA SEE 521	Introduction to Java Programming	SEE	25	75	100	3-1-0	4
BCA OE 513	Digital Marketing and E-Commerce	OE	25	75	100	3-1-0	4
BCA 502	Software Engineering Lab	LAB	25	75	100	0-0-4	2
BCA 503	Introduction to Java Programming LAB	LAB	25	75	100	0-0-4	2
Total						12-4-8	20

<p align="center">6th Semester</p>

Paper Code	Title of the Paper	Course Type	Marks			L-T-P	Credits
			Internal Assessment	Viva voce	Total		
BCA 601	Industrial Project and Dissertation	DISS	300	200	500	0-0-40	20

Grand Total of Credits =12

Bachelor of Commerce (B.Com Hons)

Semester I			
Paper Code	**Paper Title**	**Course Type**	**Credits**
BCHD101	Essentials of Book keeping & Accounting	CORE	4
BCHD102	Entrepreneurship Theory & Practice	CORE	4
BCHD103	Research Methodology	CORE	4
BCHD104	Organization Theory & Practice	CORE	4
BCHD105	Principles of Management (SWAYAM MOOC)	CORE	4
BCHD106	Business Communication	CORE	4
BCHD107	On the Job Training 1 (OJT1) (4 Weeks)	SEC	2
Total Credits			**26**

Semester II			
Paper Code	**Paper Title**	**Course Type**	**Credits**
BCHD201	Corporate Accounting I	CORE	4
BCHD202	Corporate Entrepreneurship	CORE	4
BCHD203	Basics of Statistics	CORE	4
BCHD204	Essentials of Human Resource Management	DSE	4
BCHD205	Essentials of Marketing Management	DSE	4
BCHD206	Micro Economics (SWAYAM MOOC)	GE	4
BCHD207	On the Job Training 2 (OJT2) (7-8 Weeks)	SEC	4
Total Credits			**28**

Semester III			
Paper Code	**Paper Title**	**Course Type**	**Credits**
BCHD301	Corporate Accounting II	CORE	4
BCHD302	Small Business Management	CORE	4
BCHD303	Multivariate Data Analysis	CORE	4
BCHD304	Business Laws	CORE	4
BCHD305	Team Building and Group Dynamics	DSE	4
BCHD306	Macro Economics (Swayam MOOC)	GE	4
BCHD307	On the Job Training 3 (OJT3) (4 Weeks)	SEC	2
Total Credits			**26**

Semester IV			
Paper Code	**Paper Title**	**Course Type**	**Credits**
BCHD401	Financial Reporting & Financial statement Analysis	CORE	4
BCHD402	Business opportunities in franchising	CORE	4
BCHD403	Corporate Finance Theory	CORE	4
BCHD404	Corporate Laws (SWAYAM MOOC)	CORE	4
BCHD405	Leadership	DSE	4
BCHD406	International Economics	GE	4
BCHD407	On the Job Training 4 (OJT4) (7-8 weeks)	SEC	4
Total Credits			**28**

Semester V			
Paper Code	**Paper Title**	**Course Type**	**Credits**
BCHD501	Cost & Management Accounting (Swayam MOOC)	CORE	4
BCHD502	Auditing & Assurance	CORE	4
BCHD503	Applied Corporate Finance	CORE	4
BCHD504	Income Tax Law	CORE	4
BCHD505	Essentials of Strategic Management (SWAYAM MOOC)	DSE	4
BCHD506	Indian Economy	GE	4
BCHD507	On the Job Training 5 (OJT5) (4 Weeks)	SEC	2
Total Credits			**26**

Semester VI			
Paper Code	**Paper Title**	**Course Type**	**Credits**
BCHD601*	Elective 1	DSE	4
BCHD602*	Elective 2	DSE	4
BCHD603*	Elective 3	DSE	4
BCHD604*	Elective 4	DSE	4
BCHD605*	Elective 5	DSE	4
BCHD606*	Dissertation / Project Work	SEC	4
Total Credits			**24**
Grand Total Credits			**158**

*Refers to the area code like AFT for Accounting, Finance & Taxation, CB for commercial banking etc. So, the Paper code will be like BCH601AFT for Financial Modelling & Analysis paper, BCH604MM for Social Media Marketing Paper and so on.

Area	Area Code	Elective 1	Elective 2	Elective 3	Elective 4	Elective 5
		BCH601	**BCH602**	**BCH603**	**BCH604**	**BCH605**
Accounting, Finance& Taxation	AFT	Financial Modelling & Analysis	Investment Management, Valuation & Pricing of Businesses	Credit Research & Analysis	Corporate Tax Planning & Management	GST
Commercial Banking	CB	Introduction to Bank Management	Essentials of Retail & Corporate Banking	Treasury Management	Essentials of Bank Risk Management	Marketing of Financial Services
Entrepreneurship	ENT	Innovation & Creativity in Business	Women Entrepreneurship	Creating Successful Business Plans	Building Entrepreneurial Culture and team	Family Business Management
Human Resource Management	HRM	Recruitment & Selection	Negotiation & Conflict Management	Training & Development	Industrial Relations and	International HRM

				Labour Legislations	
Marketing Management	MM	Marketing Research	Digital Marketing	Building websites & Search Engine Optimization	Social Media Marketing	E-Commerce

Master of Arts - Islamic Studies

S.no	Paper Code – Title	Category	Credits
Semester 1			
1.	MAIS – 101 –C-Tafsir and Hadith	Core/ Compulsory	06
2.	MAIS – 102-C-Islam in India	Core/ Compulsory	06
3.	MAIS - 103- C- Medieval Muslim Contribution to Knowledge	Core/ Compulsory	06
4.	MAIS – 105-E- Pre Islamic to Umayyad Period	Elective /Choice based	06
5.	MAIS – 106 – E –Islam in Southeast Asia	Elective /Choice based	06
		Total Credits	30
Semester –II			
6.	MAIS – 201-C- Sufism Ethics	Core/ Compulsory	06
7.	MAIS – 202-C- Islam in Modern South Asia	Core/ Compulsory	06
8.	MAIS – 203- C- Islam and Orientalism	Core/ Compulsory	06
9.	MAIS – 205- E- Abbasids and Later Dynasties	Elective /Choice based	
10.	MAIS – 207- E- Islam and Human Right	Elective /Choice based	06
		Total Credit	30
Semester – III			
11.	MAIS- 301 – C-Fiqh and Ijtihad	Core/ Compulsory	06
12.	MAIS – 302- C- Islam in Modern west Asia	Core/ Compulsory	06
13.	MAIS- 303- C- Modern Trend and Movements in Islam	Core/ Compulsory	06
14.	MAIS- 305-E- Islam in Spain and Sicily	Elective /Choice based	
15.	MAIS- 306- E- An Introduction to Semitic and other Religions	Elective /Choice based	06
		Total Credit	**30**
Semester IV			
16	MAIS- 401- C- Kalam and Philosophy	Core/ Compulsory	06
17.	MAIS- 402- C- Research Methodology	Core/ Compulsory	06
18.	MAIS- 403- D- Dissertation	Compulsory	12
19.	MAIS- 405-E- Ottomans and Safavids	Elective /Choice based	06
20.	MAIS- 406- E- An Introduction to Indic Religion	Elective /Choice based	06
		Total Credits	**30**
		Total Credit in the Programme	**120**

Master of Business Administration (MBA)

Semester-I | | **Semester-II** | |

Code	Title of the paper	Code	Title of the paper
MBA-FG-101	Marketing Management	MBA-CG-201	Business Research Methodology
MBA-FG-102	Business Communication	MBA-CG-202	Consumer Behavior
MBA-FG-103	Financial and Management Accounting	MBA-CG-203	Financial Management
MBA-FG-104	International Business Environment	MBA-CG-204	Human Resource Management
MBA-FG-105	Management Information System (MIS)	MBA-CG-205	Operations Management
MBA-FG-106	Managerial Economics	MBA-CG-206	Strategic Management
MBA-FG-107	Organizational Behavior & Management Process	MBA-OUE-19	Open University Elective–I (Principles of Management)
MBA-FG-108	Quantitative Methods	MBA-OUE-22	Open University Elective-II (Essentials of Communication and Personality Development)

Semester-III

Marketing Stream Major (Electives) | | **Finance Stream Major (Electives)** | |

Code	Title of the paper	Code	Title of the paper
MBA-GE-MM-01	Advertising and Communication Management	MBA-GE-FM-01	Management of Financial Services
MBA-GE-MM-02	Sales and Distribution Management	MBA-GE-FM-02	Security Analysis & Portfolio Management
MBA-GE-MM-04	Strategic Brand Management	MBA-GE-FM-03	Financial Risk Management
MBA-GE-MM-05	Services Marketing	MBA-GE-FM-04	Financial Statement Analysis
MBA-GE-MM-06	Digital Marketing	MBA-GE-FM-05	International Financial Management

Semester-III

Human Resource Management Major (Electives)   **International Business Major (Electives)**

Code	Title of the paper	Code	Title of the paper
MBA-GE-HR-01	Management of Industrial Relations	MBA-GE-IB-01	Regional Trade Blocks
MBA-GE-HR-02	Performance & Compensation Management	MBA-GE-IB-02	Cross Cultural Communication
MBA-GE-HR-03	Training & Development	MBA-GE-IB-03	Export Import Procedures & Documentation
MBA-GE-HR-04	Organizational Change & Development	MBA-GE-IB-04	International Human Resource Management
MBA-GE-HR-11	International Human Resource Management	MBA-GE-IB-05	Forex Management & Currency Derivatives

Semester-III

Marketing Stream Minor (Electives)   **Finance Stream Minor(Electives)**

Code	Title of the paper	Code	Title of the paper
MBA-GE-MM-02	Sales and Distribution Management	MBA-GE-FM-02	Security Analysis & Portfolio Management
MBA-GE-MM-05	Services Marketing	MBA-GE-FM-04	Financial Statement Analysis
MBA-GE-MM-06	Digital Marketing	MBA-GE-FM-05	International Financial Management

Semester-III

Human Resource Management Minor (Electives)   **International Business Minor (Electives)**

Code	Title of the paper	Code	Title of the paper
MBA-GE-HR-01	Management of Industrial Relations	MBA-GE-IB-01	Regional Trade Blocks
MBA-GE-HR-02	Performance & Compensation Management	MBA-GE-IB-02	Cross Cultural Communication
MBA-GE-HR-03	Training & Development	MBA-GE-IB-03	Export Import Procedures & Documentation

Semester-IV

Marketing Major (4 Papers)   **Human Resource Management Major (4 Papers)**

Code	Title of the paper	Code	Title of the paper
MBA-GE-MM-09	Customer Relationship Management	MBA-GE-HR-07	Talent Management and Competency Mapping
MBA-GE-MM-12	Logistics and SupplyChain Management	MBA-GE-HR-08	Human Resource Information System
MBA-GE-MM-13	Product Management	MBA-GE-HR-09	Labor Laws
MBA-GE-MM-14	International Marketing	MBA-GE-HR-10	Management of Internal Customers
MBA-GE-MM-15	Marketing of Financial Services		
	Open University Electives (Legal Aspect of Business)		

Semester-IV

Financial Management (4 Papers)   **International Business (4 Papers)**

Code	Title of the paper	Code	Title of the paper
MBA-GE-FM-06	Project Appraisal and Finance	MBA-GE-IB-06	International Logistics / Management
MBA-GE-FM-07	Financial Derivatives	MBA-GE-IB-07	International Business Law
MBA-GE-FM-09	Wealth Management	MBA-GE-IB-08	International Business Marketing
MBA-GE-FM-11	Mergers & Acquisition	MBA-GE-IB-09	International Trade

Open University Electives

(Second Semester)   **(Fourth Semester)**

Code	Title of the paper	Code	Title of the paper
MBA-OUE-19	Principles of Management	MBA-OUE- 23	Advanced Research &Data Analytics
MBA-OUE-22	Essentials of Communication & Personality Development	MBA-OUE- 24	Legal Aspects of Business

Master of Computer Applications (MCA)

Semester – I

Course Code	Course Title	Course Type	Marks			L-T-P	Credits
			Internal Assessment	Semester Exam	Total		
MCA 101	Object oriented programming	PCC	25	75	100	3-1-0	4
MCA 102	Computer Organization and Architecture	PCC	25	75	100	3-1-0	4
MCA 103	Database Management Systems	PCC	25	75	100	3-1-0	4
MCA 104	Software Engineering	PCC	25	75	100	3-1-0	4
MCA 105	Data Communication and Computer Networks	PCC	25	75	100	3-1-0	4
MCA 106	Communication Skills	AEC	25	75	100	2-0-0	2
MCA 107	'OO Programming Lab	LAB	25	75	100	0-0-4	2
MCA 108	Database Management Systems Lab	LAB	25	75	100	0-0-4	2
Total						17-5-8	26

Semester – II

Course Code	Course Title	Course Type	Marks			L-T-P	Credits
			Internal Assessment	Semester Exam	Total		
MCA 201	Mathematical Foundations for Computer Applications	FC	25	75	100	3-1-0	4
MCA 202	Data Structures and algorithms	PCC	25	75	100	3-1-0	4
MCA 203	Java Programming	PCC	25	75	100	3-1-0	4
MCA 204	Operating Systems	PCC	25	75	100	3-1-0	4
MCA PE 112	Web Technology	PE	25	75	100	3-1-0	4
MCA PE 221	Data Science & Analytics	PE	25	75	100	3-1-0	4

MCA 205	Data Structures Lab	LAB	25	75	100	0-0-4	2
MCA 206	Java Programming Lab	LAB	25	75	100	0-0-4	2
Total						18-6-8	28

Semester – III

Course Code	Course Title	Course Type	Marks			L-T-P	Credits
			Internal Assessment	Semester Exam	Total		
MCA 301	Formal languages and Compiler Design	PCC	25	75	100	3-1-0	4
MCA 302	Machine Learning	PCC	25	75	100	3-1-0	4
MCA 303	Data Warehousing and Data Mining	PCC	25	75	100	3-1-0	4
MCA PE 333	Cryptography and Network Security	PE	25	75	100	3-1-0	4
MCA SEE 312	Linux and Unix Programming	SEE	25	75	100	3-1-0	4
MCA OE 312	Cyber Physical System and IoT	OE	25	75	100	3-1-0	4
MCA 304	ML Lab	LAB	25	75	100	0-0-4	2
MCA 305	Lab based on SEE	LAB	25	75	100	0-0-4	2
Total						18-6-8	28

Semester – IV

Course Code	Course Title	Course Type	Marks			L-T-P	Credits
			Internal Assessment	Viva Voce	Total		
MCA 401	Dissertation/Industrial Project	DISS	300	200	500	0-0-36	18

Grand Total of Credits =   100

Master of Political Science

Semester I				
Paper Code	**Nomenclature**	**Credit**	**Examination (hrs)**	**Credits L+T+P**
MPS-101	Political Theory	4+1+0	3 hrs	4+1+0=5
MPS-102	Western Political Thought	4+1+0	3 hrs	4+1+0=5
MPS-103	Comparative Politics	3+1+0	3 hrs	3+1+0=4
MPS-104	Indian Government and Politics	3+1+0	3 hrs	3+1+0=4
2nd Semester				
MPS-201	Public Administration	4+1+0	3 hrs	4+1+0=5
MPS-202	Indian Political Thought	4+1+0	3 hrs	4+1+0=5
MPS-203	Foreign Policy of India	3+1+0	3 hrs	3+1+0=4
MPS-204	Emerging Tends and Indian Constitution	3+1+0	3 hrs	3+1+0=4

3rd Semester

Paper Code	Nomenclature	Credit	Examination (hrs)	Credits L+T+P
MPS-301	International Organisations	4+1+0	3 hrs	4+1+0=5
MPS-302	Sustainable Development: Issues and Challenges	4+1+0	3 hrs	4+1+0=5
MPS-303	Research Methodology	4+1+0	3 hrs	4+1+0=5
MPS-304	Science, Technology and Human Rights	4+1+0	3 hrs	4+1+0=5

4th Semester

Paper Code	Nomenclature	Credit	Examination (hrs)	Credits L+T+P
MPS-401	Politics in India	4+1+0	3 hrs	4+1+0=5
MPS-402	Disaster Management	4+1+0	3 hrs	4+1+0=5
MPS-403	Politics in West Asia			4+1+0=5
MPS-404	Project Report / Dissertation and Viva Voce			4+1+0=5

Advance Diploma in Medical Record Technique (ADMRT)

Papers	Nomenclature	Credit	Marks
PGDMRT 101	Medical Terminology	4	100
PGDMRT 102	Medical Record Science	4	100
PGDMRT 103	Health Management Information System and Statistics	4	100
PGDMRT 104	International Classification of Diseases	4	100
PGDMRT 105	Legal Aspects of Health Care	4	100
PGDMRT 106	Project & Viva	4	100
Total Credit of the Programme		**24**	**600**

Advance Diploma in Dietetics and Therapeutic Nutrition (ADDTN)

1st Semester				
S. No.	**Subject Code**	**Name of the Paper**	**Credits**	**Total**
01	PTND 101	Applied Health Science and Nutrition	4	100
02	PTND 102	Diet Therapy and Applied Nutrition	4	100
03	PTND 103	Community Nutrition	4	100
04	PTND 104	Institutional Management in Dietetics	4	100
Total Credit of I Semester			16	400
2nd Semester				
S. No.	**Subject Code**	**Name of the Paper**	**Credits**	**Total**
01	PTND 105	Basic of Computer Science	4	50
02	Practical-PTND-102	- Diet Therapy & Applied Nutrition - Community Nutrition	4	100
03	Practical-PTND- 103	Community Nutrition and Communition Skill	4	100
Total Credit of II Semester			12	250
Total Credit of Programme			**28**	**650**

Advance Diploma in Drug Regulatory Affairs (ADDRA)

S. No.	Subject Code	Name of the Paper	Credits	Total
**1st Semester**			
01	PGDRAD 101	An Introduction to Pharmaceutical Drug Regulatory Affairs	4	100
02	PGDRAD 102	General Pharmaceutical Laws and Guidelines	4	100
03	PGDRAD 103	Drug regulatory Affairs in India	4	100
04	PGDRAD 104	Information and Quality Management	4	100
		Total Credit	16	400

S. No.	Subject Code	Name of the Paper	Credits	Total
**2nd Semester**			
01	PGDRAD 201	Chemical, Pharmaceutical and biological aspects of Regulatory documentation	4	100
02	PGDRAD 202	Clinical Trials and Health care policies	4	100
03	PGDRAD 203	International licensing	4	100
04	PGDRAD 204	Regulatory considerations in controlled Drug delivery and future aspects of Biopharmaceuticals	4	100
		Total Credit	16	400
		Total Credit of ADDRA	32	800

Diploma in Bakery and Confectionery Technology

Paper Code	Title of the Paper	Internal Assessment	Semester Exam	Total	L-T-P	Credits
		**Marks**				
**Semester I**					
DBCT 101	Introduction to Bakery and Confectionery Technology	25	75	100	3-1-0	4
DBCT 102	Technology of Bakery Products	25	75	100	3-1-0	4
DBCT 103	Practical I- Technology of Soft Wheat Products	25	75	100	0-1-3	4
DBCT 104	Practical II- Technology of Hard Wheat Products	25	75	100	0-1-3	4
**Semester II**					
DBCT 201	Dough Rheology and Chemistry	25	75	100	3-1-0	4
DBCT 202	Technology of Confectionery Products	25	75	100	3-1-0	4
DBCT 203	Practical III- Technology of Confectionery Products	25	75	100	0-1-3	4
DBCT 204	Minor Project	25	75	100	0-1-3	4
Total Credits						32

Diploma in Professional Arabic (DPA)

Semester - I						
S N0	Course Code	Course Title	Marks			Credits
			Internal Assessment	Semester Exam	Total	
1	DPA 101	Arabic Text (Dialogue and Conversation) النصوص العربية)الحوار والمحادثة(	30	70	100	4
2	DPA 102	Applied Arabic Grammar & Translation 2- القواعد العربية التطبيقيّة والترجمة	30	70	100	4
3	DPA 103	Project 1	30	70	100	4
Total Credit of I Semester			90	210	300	12

Semester -II						
S N0	Course Code	Course Title	Marks			Credits
			Internal Assessment	Semester Exam	Total	
1	DPA 201	Arabic Text (Dialogue and Conversation) النصوص العربية)الحوار والمحادثة(	30	70	100	4
2	DPA 202	Applied Arabic Grammar & Translation -2 القواعد العربية التطبيقيّة والترجمة	30	70	100	4
3	DPA 203	Project 1	30	70	100	4
Total Credit of the II Semester			90	210	300	12
Total Credit of Programme			180	420	600	24

EXAMINATIONS OF ODL/OL

Examination Centre The CDOE, Jamia Hamdard conducts its examination for ODL programmes in its class rooms available in CDOE and library building as per the requirements. The proctored examination for online programmes are conducted through LMS.

1. All the students of ODL Programme will be required to appear in the end semester examination at Jamia Hamdard examination centre only.
2. Examination schedule will be notified by the Centre for Distance and Online Education, Jamia Hamdard and will be communicated to the students through our website.
3. The prescribed Examination Fee of Rs.2000.00 per semester shall have to be deposited along with the semester fee.
4. The medium of examination shall be English.
5. Students will be required to fill in Examination Form at least two months before the commencement of the examination. Late submission of examination form will be allowed only with the payment of late fine declared by the CDOE, after the notified date. In any case no examination form will be accepted after this deadline.
6. Admit Card of the examination may be collected from the CDOE, 15 days before commencement of the examination.
7. Candidates who fail in one or more paper (s) will have to re-appear in the next examination to clear backlog papers by paying the backlog fee of Rs.1000 per paper.
8. Results will be declared and displayed on the CDOE, Jamia Hamdard website.
9. A student shall have to attain minimum passing percentage of 40% in individual paper.

A student can apply for re-evaluation of the failed papers. The fee for re-evaluations is Rs.1000/- per paper. However, no request for re-evaluation will be entertained after fifteen days of declaration of results/receipt of mark sheet.

Passing Criteria
Candidates who fail in one or more subjects will have to reappear for the supplementary examination, which will be conducted along with the term end examination of the subsequent batch.
A student will have to clear all the papers in maximum period after admission. After the expiry of this period the learners will have to seek fresh admission.

Award of division to successful candidates

The result of the successful candidates shall be classified at the end of the final year of examination on the basis of the aggregate of marks of all subjects (theory, practical and project) secured by the candidate in the I & II year examinations, as indicated below:

Division	Percentage
Pass	40% and Above
II Division	50% and Above
I Division	60% and Above
Distinction	75% & above in each Theory Paper

LIBRARY FACILITY

Students enrolled in ODL/OL programmes may use the HMS Central Library of Jamia Hamdard (Gol Building). They will be allowed to use this facility on production of their Identity Card issued by the Centre for Distance and Online Education, Jamia Hamdard. However, they will not be issued any book against their name.

ADMISSION COMMITTEE

An Admission Committee of Centre for Distance and Online Education, Jamia Hamdard consisting of the following has been constituted with the approval of the Competent Authority for finalization of Prospectus of various ODL and Online Programmes, schedule of admissions.

Fee, Preparation of Self Learning Material, Counselling Classes, Internal Assessments, Examinations, Evaluation and Results etc. for the academic session July 2024-2025:

1. Director, CDOE, Jamia Hamdard - Chairperson
2. A Nominee from the Admissions Branch, Jamia Hamdard
3. A Nominee from the Examination Branch, Jamia Hamdard
4. Dy. Finance Officer / Nominee of the Finance Officer, Jamia Hamdard
5. All Programme Coordinators of ODL and Online Programmes, CDOE
6. All Faculty Members, CDOE
7. OSD, CDOE – Convener