JAMIA HAMDARD

(Deemed to be University, Accredited by NAAC in A+ Grade)

CENTRE FOR DISTANCE AND ONLINE EDUCATION

Hamdard Nagar, New Delhi-110062

SUBMISSION OF HARD COPY OF APPLICATION FOR OPEN AND DISTANCE LEARNING (ODL) PROGRAMMES OF CENTRE FOR DISTANCE AND ONLINE EDUCATION, JAMIA HAMDARD, NEW DELHI FOR ACADEMIC YEAR 2025-26, ACADEMIC SESSION BEGINNING JULY-AUGUST, 2025 AND OWNARDS

INDEX

Print out of the Online Application submitted by the Centre for Distance and Online Education, Jamia Hamdard

Jamia Hamdard

HEI Profile & Administrative Information :

HEI Basic Information :

Registration ID: **HEI-U-0107**	Name of the HEI: **Jamia Hamdard**	Institution Type: Deemed-To-Be-University
Year of Establishment: May 1989	Mode of Education: Dual Mode	City: New Delhi	District: New Delhi
Address_1: Jamia Hamdard	Address_2: Hamdard Nagar	Pin Code: 110062
Email: director_sodl@jamiahamdard.ac.in	Telephone: 8447354640 Fax:	State: DELHI
Official Website of HEI: www.jamiahamdard.ac.in	Official website for Open & Distance Learning: www.jamiahamdard.edu	

HEI Authorities

Vice Chancellor

Name of the Vice Chancellor: Prof (Dr) M Afshar Alam	Vice Chancellor Email: vc@jamiahamdard.ac.in	Vice Chancellor Mobile: 9891971999
Phone (Office): 01126959688	Phone (Residence): 8826377466	Highest Education Qualification: P.hD	Experience: 25

Registrar

Name of the Registrar: Dr. M A Sikandar	Registrar Email: registrar@jamiahamdard.ac.in	Registrar Mobile: 9818798949
Phone (Office): 0126959688	Phone (Residence): 9818798949	Highest Education Qualification: Ph.D	Experience: 25

Director of Centre for Distance and Online Education (CDOE)

Name of Director of Centre for Distance and Online Education (CDOE) : Prof (Dr) Mahmooduzzafar	Email Id: director_sodl@jamiahamdard.ac.in	Mobile No: 9811860787	
Highest Education Qualification: Ph.D	Date of Joining: 03-10-2023	Appointment Letter: View	Joining Letter: View

CIQA

Whether Center for Internal Quality Assurance (CIQA) is establised or not : Yes

HEI Recognition

Recognition status of the HEI as per UGC Act, 1956: SECTION 3	Is HEI also recognized under 12 B: Yes
Approval of Statutory Authority: Yes	Copy of relevant page of act allowing HEI to offer the programme in ODL : View

UGC DEB Recognition

Whether HEI is recognized by UGC, DEB under UGC (ODL) Regulations, 2017/ UGC (Online Courses or Programmes) Regulations, 2018 or UGC (ODL Programmes and Online Programmes) Regulations, 2020? *

Yes

Year	Regulations	Letter No	Date of UGC recognition letter	File
2021-22	DEB_ODL_OL_2020	21-12/2020(DEB-IV)	8/12/2021 12:00:00 AM	View (/Uploads/Proposal/recognitionletters/HEI-U-0107/HEI-U-0107_2021-22_DEB_ODL_OL_2020_recognitionletters_2025
2018-19	DEB_ODL_2017	1-2/2018(DEB-	2/1/2019 12:00:00	View (/Uploads/Proposal/recognitionletters/HEI-U-0107/HEI-U-0107_2018-19_DEB_ODL_2017_recognitionletters_20250317

1

When was SLM delivered to Learner/Student for last academic year?*

Type of Material	Date of commencement of academic year/academic session	Date of delivery of SLM to Learner/Student
Printing Material	dd-MM-yyyy	dd-MM-yyyy
Audio-Video Material	dd-MM-yyyy	dd-MM-yyyy
Online Material	dd-MM-yyyy	dd-MM-yyyy
Computer based Material	dd-MM-yyyy	dd-MM-yyyy

Compliance of Commission decision regarding uploading of annual report of CIQA for recognized/entitled academic year(s)?:- Yes

Reason (If No): null

Year	File	HEI link	Action
2023-24	View (/Uploads/Proposal/CIQADoc/HEI-U-0107/HEI-U-0107_2023-24_20250317155511.pdf)	https://www.jamiahamdard.ac.in/CDOE/pdf/ODL.pdf	🗑

NAAC Details

Whether accredited by NAAC? :- Yes

Grade :- A+

Score :- 3.41

Validity of NAAC :- 14-12-2028

Upload NAAC Document :- View

Year of assessment of NAAC :- 2023

Whether valid for academic session July-August 2024 and onwards (as on 31st May 2024) : - Yes

NIRF Ranking

Year :- 2022

Ranking :- 45

Upload NIRF Certificate :-
View (/Uploads/ODLOL/UploadNIRFDocument1/HEI-U-0107/HEI-U-0107_UploadNIRFDocument1_20250318143829.pdf)

Year :- 2023

Ranking :- 49

Upload NIRF Certificate :-
View (/Uploads/ODLOL/UploadNIRFDocument2/HEI-U-0107/HEI-U-0107_UploadNIRFDocument2_20250318143829.pdf)

Year :- 2024

Ranking :- 40

Upload NIRF Certificate :-
View (/Uploads/ODLOL/UploadNIRFDocument3/HEI-U-0107/HEI-U-0107_UploadNIRFDocument3_20250318143829.pdf)

Territorial Jurisdiction

Information regarding Territorial Jurisdiction (For ODL only)

Territorial Jurisdiction of HEI as per its Act :- At Headquarter

Copy of Relevant Page to act: Upload :-View

Territorial Jurisdiction as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 :- At Headquarter

Infrastructure

Total Build-up area for Open and Distance Learning activity - Minimum 15000 sq.ft. (carpet area):

Build-up Area Type	Minimum Built up area required as per Regulations	Built-Up Area available(Carpet Area Sq. ft)	Difference	Compliance or Not
Academic	7500	14500	7000	Yes
Administrative	1500	2500	1000	Yes
Academic support such as Library, Reading Room, Computer Centre, Information and Communication technology labs, Video and Audio Labs etc.	4500	5000	500	Yes
Amenities or other support facilities(Excluding toilets)	1500	2500	1000	Yes
Total built-up area for ODL activities	15000	24500	9500	Yes

Payment History

Sr No	Year	Session	Category	No of programme	Fee Amount	Payment Status	Bank Transaction Reference No	PaymentDate
1	2025-26	July	Programme	2	59000.00	Success	46142517	02-04-2025

Proposed Programmes

Sr No :-1

Name of Programme :-BACHELOR OF BUSINESS ADMINISTRATION (GENERAL)	
Programme to be offered in	ODL
Year	2025-26
Level	UG
Academic Session	July Onwards
Entry Qualification (as per the Specification of Degrees, 2014)	10+2
Duration	3
Name of the Department	CENTRE FOR DISTANCE AND ONLINE EDUCATION

Sr No :-2

Name of Programme :-BACHELOR OF COMPUTER APPLICATIONS (COMPUTER APPLICATIONS)	
Programme to be offered in	ODL
Year	2025-26
Level	UG
Academic Session	July Onwards
Entry Qualification (as per the Specification of Degrees, 2014)	10+2
Duration	3
Name of the Department	CENTRE FOR DISTANCE AND ONLINE EDUCATION

Additional Information

Sr No :- 1

Name of Programme :- Sciences - BACHELOR OF COMPUTER APPLICATIONS(COMPUTER APPLICATIONS)

3

Year	2025-26
Academic system followed for proposed programme	Semester
Number of Credits	120
Whether Programme requires Practical or laboratory courses as a curricular requirement	Yes
Date of Approval of Statutory Authority (s) (DD-MM-YYYY) of HEI	03-09-2020
Statutory bodies approval upload	View
Whether Regulatory Authority approval is required	Yes
Date of Approval of Regulatory Authority (s) (DD-MM-YYYY) if applicable	27-05-2024
Regulatory bodies approval upload	View
Whether Proposed programme already being taught in Conventional/ODL mode with same nomenclature and duration*	Yes
If Yes, number of years since when being taught in conventional mode/ODL mode	27
No. of Batch passed	9
Applied Student Intake	

Sr No :- 2

Name of Programme :- Business Administration/Commerce/ Management/Finance - BACHELOR OF BUSINESS ADMINISTRATION(GENERAL)

Year	2025-26
Academic system followed for proposed programme	Semester
Number of Credits	120
Whether Programme requires Practical or laboratory courses as a curricular requirement	Yes
Date of Approval of Statutory Authority (s) (DD-MM-YYYY) of HEI	03-09-2020
Statutory bodies approval upload	View
Whether Regulatory Authority approval is required	Yes
Date of Approval of Regulatory Authority (s) (DD-MM-YYYY) if applicable	27-05-2024
Regulatory bodies approval upload	View
Whether Proposed programme already being taught in Conventional/ODL mode with same nomenclature and duration*	Yes
If Yes, number of years since when being taught in conventional mode/ODL mode	12
No. of Batch passed	4
Applied Student Intake	

Programme Compilance

Sr No :- 1

Name of Programme :- BACHELOR OF BUSINESS ADMINISTRATION(GENERAL)

Year	2025-26
Whether Compliance to following provision for the proposed programme under Both mode is ensured same as for conventional programme	
Entry Level Qualifications	Yes
Curriculum	
Teaching-Learning Scheme	
Pattern of Question Papers For End Semester Examination or Term End Examination	
Pass or Fail Criteria	
Whether proposed programme are being offered by the constituent colleges or Departments or Centre for Distance and Online Education	Yes
Whether Choice Based Credit System (CBCS) is being followed for conventional mode	Yes
Whether Choice Based Credit System (CBCS) will be followed for Both(ODL & OL)	Yes
Whether total Programme fee includes all components as per UGC Norms	Yes
Proposed Annual Fee (in Rs)	28000
Whether any component of the Programme is offered as MOOCs	No

Sr No :- 2

4

Name of Programme :- BACHELOR OF COMPUTER APPLICATIONS(COMPUTER APPLICATIONS)

Year	2025-26
Whether Compliance to following provision for the proposed programme under Both mode is ensured same as for conventional programme	
Entry Level Qualifications	Yes
Curriculum	
Teaching-Learning Scheme	
Pattern of Question Papers For End Semester Examination or Term End Examination	
Pass or Fail Criteria	
Whether proposed programme are being offered by the constituent colleges or Departments or Centre for Distance and Online Education	Yes
Whether Choice Based Credit System (CBCS) is being followed for conventional mode	Yes
Whether Choice Based Credit System (CBCS) will be followed for Both(ODL & OL)	Yes
Whether total Programme fee includes all components as per UGC Norms	Yes
Proposed Annual Fee (in Rs)	32000
Whether any component of the Programme is offered as MOOCs	No
Science Programme	
No. of Learners enrolled in programmes in conventional mode	1;
Proposed Intake in ODL Programmes	1000;

Mode of Evaluation

Sr No :- 1

Name of Programme :- BACHELOR OF BUSINESS ADMINISTRATION(GENERAL)

Year	2025-26
Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes
Examination Scheme	Continuous and End-Semester
Percentage of Continuous Assessment(%)	25
Percentage of End-Semester(%)	75
Pass or Fail Criteria	40
Pass/Fail Criteria (% Pass Marks)	40
Mode of Examination	
Whether examination through Online(For ODL Programs)	No

Sr No :- 2

Name of Programme :- BACHELOR OF COMPUTER APPLICATIONS(COMPUTER APPLICATIONS)

Year	2025-26
Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes
Examination Scheme	Continuous and End-Semester
Percentage of Continuous Assessment(%)	25
Percentage of End-Semester(%)	75
Pass or Fail Criteria	40
Pass/Fail Criteria (% Pass Marks)	40
Mode of Examination	
Whether examination through Online(For ODL Programs)	No

PPR (Programme Project Report)

5

Srno	Name of Progrm	Other Details	
1	BACHELOR OF BUSINESS ADMINISTRATION(GENERAL)	Year	2025-26
		Date of Approval of PPR	09-09-2020
		Upload of PPR	View
		Upload Approval of PPR	View
		Expected outcome	BBA degree offers many professional, as well as personal, benefits. Whether candidates work in technology, finance, management, marketing, or manufacturing, BBA degree will open up opportunities for greater responsibility, career advancement, and increased financial reward. From a personal aspect, BBA will improve your communication, leadership skills and critical thinking, cross-cultural awareness, even greater IT mastery which are vital to professional success. One of the key benefits of a BBA is that it improves your theoretical and practical knowledge of how businesses operate. A BBA degree will put you on the fast track to career advancement by offering you the chance to develop a wide range of general business knowledge and a broad base of technical skills in a relatively short period of time, as opposed to the years-long trial-and-error process that tends to characterize knowledge and skill gleaned from on-the-job learning.
		Whether Programme Project Report (PPR) prepared for the Programme and approved as per Regulation 13 and Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020	Yes

Whether HEI compliance to following provision for the Programme Project Report (PPR) as per Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020:

Programme's mission & objectives	Yes
Relevance of the program with HEI's Mission and Goals	
Nature of prospective target group of learners	
Instructional Design	
Procedure for admissions, curriculum transaction and evaluation	
Requirement of the laboratory support and Library Resources	
Cost estimate of the programme and the provisions	
Quality assurance mechanism and expected programme outcomes	
Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	

Srno	Name of Progrm	Other Details	
2	BACHELOR OF COMPUTER APPLICATIONS(COMPUTER APPLICATIONS)	Year	2025-26
		Date of Approval of PPR	03-11-2020
		Upload of PPR	View
		Upload Approval of PPR	View
		Expected outcome	Graduates of the BCA (ODL Mode) program at Jamia Hamdard are well-equipped with the knowledge and practical skills required for various roles in the IT and software industries. They can pursue careers as Software Developers, where they design, develop, and maintain applications using programming languages and frameworks. Opportunities as Web Developers and Front-end or Back-end Developers are also available, focusing on creating dynamic and user-friendly web applications. For those interested in data management, roles like Database Administrator or Data Analyst involve designing, managing, and analyzing databases for valuable insights. With a strong foundation in computer networks and cybersecurity, graduates can work as Network Administrators, Cybersecurity Analysts, or System Administrators, ensuring secure and efficient network operations. The growing demand for cloud computing specialists also opens career options as Cloud Support Engineers or Cloud Solutions Architects. For individuals with a passion for problem-solving, roles in Software Testing and Quality Assurance provide opportunities to ensure software quality and performance. Graduates can also explore careers in IT Support and Technical Consulting, providing assistance to organizations for their IT infrastructure and software systems. Additionally, the entrepreneurial skills acquired during the program empower students to venture into Startups or work as Freelance Developers. Those interested in advanced studies or research can pursue higher education, including MCA (Master of Computer Applications), MBA (Information Technology), or specialized certifications in emerging fields like Data Science, Artificial Intelligence, and Machine Learning. The flexibility and industry-aligned curriculum of the BCA (ODL Mode) program ensure graduates are well-prepared for dynamic career paths across software development companies, IT service firms, financial institutions, healthcare organizations, and government agencies.
		Whether Programme Project Report (PPR) prepared for the Programme and approved as per Regulation 13 and Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020	Yes

Whether HEI compliance to following provision for the Programme Project Report (PPR) as per Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020:

Programme's mission & objectives	Yes
Relevance of the program with HEI's Mission and Goals	
Nature of prospective target group of learners	
Instructional Design	
Procedure for admissions, curriculum transaction and evaluation	
Requirement of the laboratory support and Library Resources	
Cost estimate of the programme and the provisions	
Quality assurance mechanism and expected programme outcomes	
Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence	

SLM (Self Learning Material)

Srno	Name of Progrm	Other Details		Annexure	Details of Developr of SLM	
1	BACHELOR OF BUSINESS ADMINISTRATION(GENERAL)	Year	2025-26	**Whether HEI adheres to the compliance of provislons mentloned in Annexure VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020:**	Development of SLM	In Hc Fa
		Outline of the Syllabus	BBA degree offers many professional, as well as personal, benefits. Whether candidates work in technology, finance, management, marketing, or manufacturing, BBA degree will open up opportunities for greater responsibility, career advancement, and increased financial reward. From a personal aspect, BBA will improve your communication, leadership skills and critical thinking, cross-cultural awareness, even greater IT mastery which are vital to professional success. One of the key benefits of a BBA is that it improves your theoretical and practical knowledge of how businesses operate. A BBA degree will put you on the fast track to career advancement by offering you the chance to develop a wide range of general business knowledge and a broad base of technical skills in a relatively short period of time, as opposed to the years-long trial-and-error process that tends to characterize knowledge and skill gleaned from on-the-job learning.		Percentage of SLM developed by In- House Faculty	10
		Whether SLM approved by Statutory Authority of HEI	Yes	Curriculum and Pedagogy:- Print Material :-Yes		
		Statutory bodies approval upload	View	Audio-Video Material :- Online Material:-		
		When was it prepared	01-05-2004	Computer-based material:-		
		Last Updated	24-03-2025	Computer Disks:-		
		Name of the faculty who prepared SLM	1. Dr.Mohammed Jamshed 2. Dr. Mohd. Sarim 3. Dr. Mohammad Juned Dr. Faizan Khan Sherwani 4. Dr. Babar Ali Khan 5. Dr. Sarwar Alam 6. Dr. Peer Asif Ahmad 7. Dr. Mohd. Shahzad Alam 8. Dr. Matloob Hasan 9. Dr. Mohammed Junaid 10. Dr. Mohd. Shafeeq 11. Dr. Gausia Taj Begum 12. Dr. Syed Zakir Hussain 13. Dr. Fakhra Naeem 14. Dr. Arham Adnan 15.	**Whether HEI adheres to the compliance of provislons mentioned in Annexure VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020:**		
		Designation	Assistant Professor			
		Department	Schoo, of Management and Business Studies			
		Reference of Self Learning Material	1. T Ramaswamy.Principles of Management 2. R.C. Bhatia, Business Organization and Management 3. Jim, Barry, John Chandler, Heather Clark. Organisation and Management. Thomson Learning. 4. Bushkirk R.H. et al Concepts of Business: An Introduction to Business System.Dryden Press, New York. 5. Bowen, H.R. Social Responsibilities of Business. Harper and Row, New York. 6. Allen L.A. Management and Organisation. McGraw Hill, New York. 7. Ansoff, H.J. Corporate Strategy. John Wiley, New York. 8. Burton Gene and Manab Thakur. Management Today Principles and Practice. TataMcGraw Hill New Delhi.	Preparation of Learning Material:-Yes		
		Upload Sample SLM (Only Content Pages)	View	Preparedness of Learning Material :-Yes		
		SLM Url	https://www.jamiahamdard.ac.in/uploads/files/BBA_Covers_and_Credits__Low_compressed.pdf	**Preparedness of SLM as per Annexure VII of UGC(ODL Programmes and Online Programmes) Regulatlons, 2020** 1 Year:-Yes 2 Year:-Yes 3 Year:-Yes		

8

Srno	Name of Progrm	Other Details		Annexure	Details of Developr of SLM	
2	BACHELOR OF COMPUTER APPLICATIONS(COMPUTER APPLICATIONS)	Year	2025-26	**Whether HEI adheres to the compliance of provisions mentioned In Annexure VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020:**	Development of SLM	In Hc Fa
		Outline of the Syllabus	Graduates of the BCA (ODL Mode) program at Jamia Hamdard are well-equipped with the knowledge and practical skills required for various roles in the IT and software industries. They can pursue careers as Software Developers, where they design, develop, and maintain applications using programming languages and frameworks. Opportunities as Web Developers and Front-end or Back-end Developers are also available, focusing on creating dynamic and user-friendly web applications. For those interested in data management, roles like Database Administrator or Data Analyst involve designing, managing, and analyzing databases for valuable insights. With a strong foundation in computer networks and cybersecurity, graduates can work as Network Administrators, Cybersecurity Analysts, or System Administrators, ensuring secure and efficient network operations. The growing demand for cloud computing specialists also opens career options as Cloud Support Engineers or Cloud Solutions Architects. For ind		Percentage of SLM developed by In- House Faculty	10
		Whether SLM approved by Statutory Authority of HEI	Yes	Curriculum and Pedagogy:- Print Material :-Yes		
		Statutory bodies approval upload	View	Audio-Video Material :- Online Material:-		
		When was it prepared	01-05-2004	Computer-based material:-		
		Last Updated	24-03-2025	Computer Disks:-		
		Name of the faculty who prepared SLM	1.Dr. Md Tabrez Nafis 2. Dr. Shah Imran Alam 3. Dr. Uzma Akhtar Khan 4. Dr. Naseem Rao 5. Dr. Bhavya Alankar, 6 Dr. Siddhartha S Biswas 7. Prof (Dr.) Farheen Siddiqui 8.Dr. Mohd Abdul Ahad 9.. Dr. Amit Bhooshan Singh 10.Dr. Safdar Tanweer 11. Dr. Abdul Majid Farooqi	**Whether HEI adheres to the compliance of provisions mentioned in Annexure VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020:**		
		Designation	1. Associate Professor 2. Assistant Professor 3. Assistant Professor 4. Assistant Professor 5. Assistant Professor 6. Assistant Professor 7. Professor 8. Associate Professor 9. Assistant Professor 10 Associate Professor 11 Assistant Professor			
		Department	School of Engineering Science and Technology (SEST) and Centre for Distance and Online Education (CDOE)	Preparation of Learning Material:-Yes		
		Reference of Self Learning Material	Bjarne Stroustrup, The C++ Programming Language, Pearson Education ⊏ E. BalagurusamyObject Oriented Programming with C++, Tata McGraw-Hill. ☐ Herbert Schild, The Complete Reference C++, Tata McGraw-HILL. ⅠⅠ Robert Lafore, The Object Oriented programming with turbo C++, Techmedia., ⅰ Rafiquzzaman and Chandra, Modern Computer Architecture, Galgotia Publication. ☐ Mano M. Morris, Logic & Computer Design Fundamentals, 2/e Person Education. ☐ Mano M. Morris, Computer System Architecture, 3/e, Pearson Education. ,☐ Database management systems ElmasariNavathe Pearson education ⊏ Database management systems RaghuRamakrishnan Tata McHills ☐ Database management systems Korth, R. S. Pressman, "Software Engineering – A practitioner's approach", 7th Edition, McGraw Hill Int. Ed., 1992. • K. K. Agarwal and Yogesh Singh, Software Engineering, New Age REFERENCE BOOKS • P. Jalote, "An Integrated approach to Software Engineering", Narosa, 1991. • Stephen R. Schach, "Classical & Object O	Preparedness of Learning Material :-Yes Preparedness of SLM as per Annexure VII of UGC(ODL Programmes and Online Programmes) Regulations, 2020		
		Upload Sample SLM (Only Content Pages)	View			
		SLM Url	https://www.jamiahamdard.ac.in/uploads/files/BCA_Books_Covers_Low_compressed.pdf	1 Year:-Yes 2 Year:-Yes 3 Year:-Yes		

Off Campus approved by the Government of India

Srno	Name of Centre	Address of Centre	City	District	Pin Code	State	Upload notification published In the Official Gazette
1	NA	Address - 1 :- Address -2 :-				0	View

No data available.

Human Resources Information

Academic Staff for ODL Programmes

Type of Staff *	No. of Staff Exclusively of ODL*
Head / Professor	1
Associate Professor	2
Assistant Professor	6

Administrative Staff for ODL Programmes

Type of Staff *	Total No. of Staff Exclusively for ODL
Deputy Registrar	1
Assistant Registrar	1
Section Officer	1
Assistants	3
Computer Operators	1
Class-IV / Mult Tasking Staff	1
Technical / Professional	1
Officer on Special Duty OSD	1

Faculty Details for ODL

Srno	Year	Academic Session	Name of Programmes	Faculty			
1	2025-26	July	SCIENCES - BACHELOR OF COMPUTER APPLICATIONS (COMPUTER APPLICATIONS)	**Name of faculty**	**Designation**	**Email**	
				Dr Safdar Tanweer	Associate Professor	9810465885	safdartanweer@jamiahamdard.ac.in
				Dr Abdul Majid Faroori	Assistant Professor	9891958565	majid@jamiahmadard.ac.in
2	2025-26	July	BUSINESS ADMINISTRATION/COMMERCE/ MANAGEMENT/FINANCE - BACHELOR OF BUSINESS ADMINISTRATION (GENERAL)	**Name of faculty**	**Designation**	**Email**	
				Prof Shahnawaz Abdin	Professor	9811507868	shahnawazabdin@jamiahamdard.ac.in
				Ms Azza Siddiqui	Assistant Professor	8527920375	azzaayyub.siddiqui@jamiahamdard.ac.in

Computerization / Digitization Status

Srno	Activities	Yes / No
1	Student registration / Admission	Yes
2	Administration	Yes
3	Finance	Yes
4	Academic activities	Yes
5	Student Support System	Yes
6	Continuous Evaluation	Yes
7	Online Support	Yes

Status of a Court case(s)

Srno	W.P.No	Court / Jurisdiction	Status as on date
1	NA	NA	NA

Help Desk

Help Desk Address: Centre for Distance and Online Education, Hamdard Nagar, New Delhi- 110062	Name of Contact Person: Mr Hassan Khan	Designation: Junior Assistant University
Phone No: 9311590184	Email: sodl@jamiahamdard.ac.in	Contact hours for Help Desk: 09.00 AM to 5.00 PM

Compliance

Compliance to specific provisions of UGC (ODL Programmes and Online Programmes) Regulations, 2020

The HEI undertakes to ensure all the provisions of the regulation and few specific provisions adherence to the following:

Learner Support Centre defined under these regulations will not be the Learner Support Centre for more than two Higher Educational Institutions at a time to offer programmes in Open and Distance Learning mode:-
Yes

Learner Support Centre will not be set up under a franchisee agreement in any case. :- Yes

Academic and instructional facilities at its Learner Support Centres for Open and Distance Learning mode, and information resources for online delivery of programmes meet all the conditions of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and guidelines issued from time to time. :-
Yes

Intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by HEI shall not be more than three times of the approved intake in conventional mode (In case of Dual Mode). :-
Yes

Learning enrolment under science discipline will commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners (for Open University). :-
Yes

Private University established under a State Act will be eligible to offer programmes under Open and Distance Learning mode through its Head Quarters. :- Yes

Academic and administrative staff has appointed as per University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulation, 2018. :-
Yes

Academic Staff mentioned in application are exclusively appointed for the proposed programmes. :- Yes

For Undergraduate, Postgraduate and Postgraduate diploma programmes under the discipline of Management, Computer Applications and Travel and Tourism, Higher Educational Institution will adhere to all the norms and standards stipulated by AICTE for offering these programmes in ODL/Online mode :-
Yes

Higher Educational Institution shall not offer its programmes or other related activities through franchising arrangement for the purpose of offering programmes through Open and Distance Learning mode/Online mode: :-
Yes

Examination Centres meet all the guidelines laid under Annexure II of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Upload Affidavit as per the prescribed format :- View

Upload Undertaking as per the prescribed format :-View View

Submission

It is hereby declared and affirmed that the Higher Educational Institution shall adheres to all the provisions mentioned under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 including following Annexures

☑ Centre for Internal Quality Assurance (CIQA) In Annexure I

☑ Conduct of Examination and Minimum Standards for Examination Centres in Annexure II

☑ Territorial Jurisdiction and Regulating Provisions for Different Types of Higher Educational Institutions In Annexure III (For ODL Programmes)

☑ Human Resource and Infrastructural Requirements in Annexure-IV

☑ Guidelines on Programme Project Report (PPR) in Annexure-V

☑ Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy in Annexure-VI

☑ Guidelines on Self-Learning Material and E-Learning Material in Annexure-VII

☑ Learner Support Centres in Annexure-VIII

☑ Assessment Criteria for Offering Online Programmes through Non-SWAYAM Learning Platform as per Annexure-IX

☑ Grievance Redress Mechanism in Annexure-X

Further undertakes to ensure that the HEI shall display on its website a joint declaration by authorized signatories, Registrar and Director of Centre for Internal Quality Assurance, authenticating the documents uploaded on its   website, in compliance of regulation 9 of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The HEI hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. The Higher Educational Institution shall be solely responsible for any legal issues arising out of non-compliance of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

The HEI understand that in case information provided is found to be contrary to the fact, it would entail not only withdrawal of permission/recognition for such ODL courses but also for other courses offered by the Institutions, on regular and conventional mode

As per Regulation 5(7) No Higher Educational Institution shall offer any Open and Distance Learning Programme and/or Online Programme and admit learners thereto unless It has been granted recognition by the Commission and admission shall not be made in anticipation of the recognition.

HEIs may please note that the mere submission of an application should not be considered as grant of approval and that all application(s) shall be subject to scrutiny with respect to the standards stipulated in the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.

Your application successfully submitted on 11-04-2025 under Eligible category

12

ANNEXURES

(01 to 19)

JAMIA HAMDARD
(DEEMED TO BE UNIVERSITY)
Accredited by NAAC in 'A+' Category

D.No. Estab./LD/1339
Date: 03/10/2023

OFFICE ORDER

The Vice Chancellor is pleased to appoint Prof. Mahmooduzzafar, Professor, Department of Botany, School of Chemical & Life Sciences (SCLS) as Officiating Director, Centre for Distance and Online Education (CDOE), in addition to his normal duties, with immediate effect till further orders.
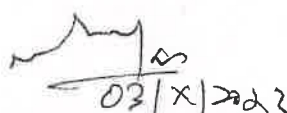
2. He is required to perform such duties & responsibilities as per UGC (ODL) Regulations and UGC (Online Courses & Programmes) Regulations issued from time to time and oversee the compliance.

3. He will also function as Member Secretary (ex-officio), Centre for Internal Quality Assurance Committee for ODL & Online programmes for CDOE.

3. He shall report to the Vice-chancellor through Registrar.

4. He will be entitled to honorarium as per rules.

Authority: Approval of Vice Chancellor dated 03.10.2023.

03/X/2023
(Dr. M.A. Sikandar)
Registrar

Copy to:

1. Prof. Mahmooduzzafar, Department of Botany, SCLS
2. Dy. Director, CDOE/Assistant Director, CDOE
3. All Deans
4. All Heads of the Departments/Offices/Units
5. Finance Officer/Director, IQAC/Controller of Examinations
6. System Analyst- to get it uploaded on Jamia Hamdard website
7. A.R. (Acad.) - for reporting in EC/BOM
8. AR/Secretary to Vice-Chancellor
9. PA to Registrar
10. Personal/Guard File

01

PB-67

Date: 03.10.2023

The Registrar
Jamia Hamdard
New Delhi-110062

3|10|2023

1) DR

2) OSD, CDOE

Subject: Joining Report

Sir,

With reference to the Office Order vide D.No.Estab./LD/1379 dated 03.10.2023 regarding my appointment as the Officiating Director, Centre for Distance and Online Education (CDOE), Jamia Hamdard, I hereby join my duties as the Officiating Director on 3rd October, 2023 in Centre for Distance and Online Education, Jamia Hamdard.

Thanking you,

Yours faithfully,

(Prof. Mahmooduzzafar)
Professor, Dept. of Botany
SCLS, Jamia Hamdard

02

MEMORANDUM OF ASSOCIATION

AND

RULES AND REGULATIONS

OF

JAMIA HAMDARD

[IN ACCORDANCE WITH UGC (INSTITUTIONS DEEMED TO BE UNIVERSITIES) REGULATIONS 2019]

1

3

MEMORANDUM OF ASSOCIATION

1. **NAME, ADDRESS AND REGISTRATION DETAILS OF THE SOCIETY REGISTERED FOR THE DEEMED TO BE UNIVERSITY:**

The name of the Society shall be Jamia Hamdard. The Society was and continues to be registered under the Societies Registration Act No. XXI of 1860 bearing Registration No. 19910 of 1989 and having its office at Hamdard Nagar, New Delhi – 110062.

(i) Jamia Hamdard was and continues to be a Society registered under the Societies Registration Act 1860. Jamia Hamdard as an Education Institution has been accorded status of a Minority Institution by the National Commission for Minority Education Institutions vide a notification/office order dated 22.09.2014. Jamia Hamdard shall have rights and privileges enshrined as per Article 30(1) of the Constitution of India shall also be open to persons (including teacher and taught) of either sex of whatever religion, race, creed, caste, class, community and social status. It has been an autonomous Institution for more than 30 (Thirty) years since declaration as a Deemed to be University in 1989 with a valid accreditation in 'A' Grade by a recognized accreditation authority, National Assessment and Accreditation Council (NAAC). In National Institutional Ranking Framework (NIRF) 2020 it has been ranked at No. 21 in 'University Category', No. 22 in 'Medical Category', No. 1 in 'Pharmacy Category' and No. 37 in 'Overall Category'. It is also ranked by the Times Higher Education (THE) World University Ranking 2021 at 801-1000 and in THE Subject Ranking 2021 in the subject of Life Sciences at 401-500 and in the subject of Clinical and Health at 501-600, globally.

(ii) The Society shall not accept any endowment or donation or contribution, which, in its opinion, involves conditions and obligations contrary to the character, spirit and objects of the Society.

(iii) All the incomes, earnings, movable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only, as set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever to the present or past members of the Society or to any person claiming through anyone or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits, whatsoever, by virtue of this membership.

VISION(S) AND MISSION(S) OF JAMIA HAMDARD.
VISION (S)

2

Certified True Copy

for Registrar of Societies/Firms) District Central
Govt. NCT of Delhi

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

3-A

A. School(s)/Centre(s)
B. Constituent Institution(s)
C. Off Campus(es)

A. SCHOOL(S)/CENTRE(S)

- School of Pharmaceutical Education and Research (SPER)
- School of Engineering Sciences and Technology (SEST)
- School of Interdisciplinary Sciences and Technology (SIST)
- School of Nursing and Allied Health Sciences (SNAHS)
- School of Unani Medical Education and Research (SUMER)
- School of Humanities and Social Sciences (SHSS)
- School of Management and Business Studies (SMBS)
- School of Chemical and Life Sciences (SCLS)
- Hamdard Institute of Legal Studies and Research (HILSR)
- Centre for Media and Mass Communication Studies (CMMCS)
- Centre for Distance and Online Education (CDOE)
- Centre for Training and Empowerment (CTE)

B. CONSTITUENTINSTITUTION (S):

- Hamdard Institute of Medical Sciences & Research (HIMSR) and Hakeem Abdul Hameed Centenary Hospital. HIMSR is a National Medical Commission (formerly Medical Council of India, MCI) approved Medical College established by the Hamdard National Foundation (i.e. Sponsoring Body). A committee made and set-up by the Sponsoring Body namely Medical Relief & Education Committee (MREC) shall be responsible for the funding and overall control of HIMSR and its associated hospitals.

C. OFF-CAMPUS (ES):

Jamia Hamdard Off-Campus at Kannur (Kerala)was approved by the Government of India, Ministry of Human Resource Development and UGC vide notification/office order bearing no F.10-3/2013-U.3(A) dated18th October 2013.

3. DEFINITIONS

In this Memorandum of Association, unless the context otherwise requires:

3.01 "Act" means the University Grants Commission Act, 1956 [Act 3 of 1956] as amended from time to time.

3.02 "Campus" means campus of the Institution Deemed to be University at its headquarters, herein its major facilities, faculty, staff, students and its Academic Departments are located in a city /town /village in India; and includes all the campuses situated in the same territorial jurisdiction.

3.03 "Commission" means the University Grants Commission (UGC) constituted under the Act.

7

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

3-B

37.06 No Institution Deemed to be University shall retain from the candidates seeking admission any original certificates of school leaving examinations, or degree or any other award; and shall, after due verification with the original certificates, retain only copies of such certificates self-attested by the candidates for its records.

38. INSTITUTION DEEMED TO BE UNIVERSITY OPEN TO ALL

38.01 Admission and employment in an Institution Deemed to be University shall be open to all citizens of India regardless of religion, race, caste, sex, place of birth or residence.

38.02 All policies and procedures, in matters of admission and employment as applicable to the university level public and privately funded institutions respectively, shall apply to the appropriate category of Institutions Deemed to be universities.

39. INSTITUTION DEEMED TO BE UNIVERSITY TO BE UNITARY

Once an institution is declared as Institution Deemed to be University, it shall be unitary in nature, and shall not affiliate any other institution nor shall add any constituent institutions.

40. RESERVATION POLICY

Institution Deemed to be University shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website.

41. DISTANCE EDUCATION

Institution Deemed to be Universities may offer courses in the Open, Distance Learning/ Online mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017, and UGC(Online Courses or Programs) Regulations 2018 as amended from time to time.

Provided that Institution Deemed to be University, which are already offering programmes of study, with the approval of the Commission, through the Open and Distance Learning mode, shall be permitted to continue such programmes subject to further approval by the Commission.

42. POWER TO CONDUCT ENQUIRY AND CONSEQUENCES OF VIOLATION OF REGULATIONS

42.01 Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that an Institution Deemed to be University has violated any of the provisions of these Regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to the Institution Deemed to be University.

42.02 The Commission may also cause an inspection, to be made by persons of eminence and integrity; being experts in matters of academics, administration and finance; regarding

30

Certified True Copy

3-C

Speed Post

0 1 FEB 2019

Date: January, 2019

F.No.: 1-2/2018 (DEB-II)

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

Sub: Commission decision on the HEI's representation submitted for review of programmes found deficient, for recognition for 2018-19, academic session beginning from January, 2019 and onwards to be offered in Open and Distance Learning (ODL) mode - regarding.

Sir/Madam,

This is in continuation to the UGC letter No. **1-2/2018 (DEB-II)** dated 10.10.2018, wherein the details of programmes recognised for 2018-19 onwards and programmes found deficient along with deficiencies and other relevant information/conditions were communicated to the **Jamia Hamdard (Deemed to be University)**.

2.   As per the provision at clause 4 (i) of sub-regulation (3) of Part- II of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and the decision of the Commission in its 534th meeting held on 2nd August, 2018 for the programmes found deficient as per the UGC letter cited in above para, the Higher Educational Institution had been provided an opportunity to submit representation along with documentary evidence, if any, within 30 days from the date of the said UGC letter.

3.   The representation along with documentary evidence submitted by the **Jamia Hamdard (Deemed to be University)** vide letter dated 30th October, 2018 for review and the justifications given by the HEI representatives during the hearing were considered by the duly constituted Expert Review Committee in the meeting held on 26.11.2018 at UGC, 35 Feroze Shah Road, New Delhi. The Expert Review Committee based on the provisions of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments; made recommendations for consideration of the Commission.

4.   Based on the decision of the Commission in its 537th Meeting dated 10.12.2018, I am directed to issue this Order, thereby communicating the Commission decision, on the representation received, for programme wise recognition status of the programmes to be offered in Open and Distance Learning mode from academic year 2018-19, beginning January, 2019 by the Jamia Hamdard (Deemed to be University).

The HEI has been accorded recognition to offer programmes from Head Quarter only.

5(A) Programmes Recognised

S. No.	Name of the Programme	Period of Recognition
1.	BACHELOR OF BUSINESS ADMINISTRATION	2018-19 to 2019-20 (Recognized for 2018-19, academic session beginning January, 2019 onwards.)
2.	BACHELOR OF COMPUTER APPLICATION	

*As HEI have applied for NAAC, the recognition given is only upto the academic year 2019-20 based on the UGC (ODL) Second Amendment Regulations, 2018.

5(B) Programmes Not Recognised: NIL

6. For the programmes recognised in 5(A) above, the Higher Educational Institution shall scrupulously abide in letter and spirit by all the terms and conditions, while offering the programmes in Open and Distance Learning mode, as per the provisions detailed in Part–III, Part–IV, Part–V, Part–VI and Annexure–I to Annexure-XI of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments. Some specific conditions as per UGC (ODL) Regulations, 2017 & its amendments are given in **Annexure-1**.

7. For the programmes not recognised in 5(B) above, the Higher Educational Institution may prefer an appeal to the Commission, if any, along with fee of Rupees ten thousand per programme in the form of demand draft drawn in favour of Secretary, UGC, within 30 days from the date of this order, as per the provision of sub-regulation (5) of Part- II of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and decision of the Commission in its 534th Meeting dated 02.08.2018.

8. If the HEI fails to comply with the conditions of recognition or if it is found conducting affairs in a manner that leads to deterioration of academic standards, or if any information, documentary evidence submitted/produced by the HEI is found to be false or fake at a later date, UGC shall take action as per Regulation (4) Part II of UGC (ODL) Regulations, 2017.

9. Higher Educational Institutions (HEIs) are required to comply with all the provisions of the UGC (ODL) Regulations, 2017 and its amendments. If any deviation by the HEI is noticed, the same would entail not only withdrawal of permission/ recognition for such ODL courses but also for other courses offered by the institutions, on regular and conventional mode.

10. **Time limit for completion of admission process for offering ODL programmes by HEIs:**

The Commission in its 537th meeting held on 10.12.2018 has decided the time limit for completion of admission process by the HEIs for offering ODL programmes as mentioned below:

   a) Academic session for January end   -   admission last date February

2.

05

b) Academic session for July : admission last date August …

The Commission has also directed that the HEIs shall upload the admission details within ten days from the last date of the admissions in the respective academic session i.e. 10th September for July academic session and 10th March for January academic session. Accordingly, the HEIs shall comply with the above decision of Commission.
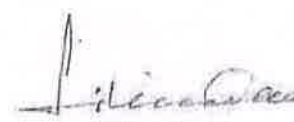
11. The application stands closed. The HEI needs to apply afresh as and when UGC invites application for recognition of ODL programmes.

Yours faithfully,

(Jitendra)
Education Officer

Copy to:

1. The Secretary, Higher Education, B-wing, 5 Sham Nath Marg, Govt. of NCT of Delhi, Delhi- 110054 with a request to ensure that HEI adheres to all the provisions of the UGC (ODL) Regulations 2017 and its amendments.

2. The Joint Secretary (Distance Learning), MHRD, Govt of India, Shastri Bhawan, New Delhi – 110 001.

3. The Vice-Chancellor, Jamia Hamdard, (Deemed to be University) Hamdard Nagar, New Delhi- 110062.

4. The Joint Secretary, CPP-I Section, UGC.

5. Guard file.

(Jitendra)
Education Officer

06

UNIVERSITY GRANTS COMMISSION
DISTANCE EDUCATION BUREAU
35-FEROZE SHAH ROAD
NEW DELHI-110 001

125-10

17/8/21

Speed Post

F.No.:21-12/2020(DEB-IV)

1 2 AUG 2021   August, 2021

The Registrar,
JamiaHamdard
(Deemed to be University)
Hamdard Nagar,
New Delhi-110062

Sub: Commission Order on the application, submitted online by the Higher Educational Institution for recognition of the programmes to be offered in Open and Distance Learning (ODL) mode from academic year 2020-21 and onwards, session beginning February-March, 2021 - regarding

Sir/Madam,

In exercise of the powers conferred by sub-sections (1) and (2) of section 26 read with clause (j) of section 12 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 had been notified in the Gazette of India on 4th September, 2020.

2.   The eligibility criterion for Higher Educational Institution isenumerated under Regulation 3 in Part II of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.The Regulation 4and 5 describes the process of applications and the approval process for the Open and Distance Learning and Online Programmeswhereas Regulations 6 describe provisions of right to appeal by the Higher Educational Institutions aggrieved with the order of the Commission andRegulations 7 describe the process of withdrawal of Recognition.

3.   In accordance with these Regulations, the Commission had invited online applications from the eligible Higher Educational Institutions for offering Open and Distance Learning and Online Programmes from the **academic session 2020-21, beginning February-March, 2021**. The **JamiaHamdard, Delhi**had submitted its application for recognition of the Open and Distance Learning Programmes.

4.   Application received from **JamiaHamdard, Delhi**had been scrutinized and deficiency(s) or defect(s) in application were communicated to HEI as per the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020to remove or rectify such deficiency(s) or defect(s) with relevant documentary evidence.

5.   The **JamiaHamdard, Delhi**was invited for a Virtual Interface Meeting with the Expert Committee; constituted by the Chairman of the Commission; on **03/02/2021** in the UGC office, 35 Feroze Shah Road, New Delhi – 110 001.

07

6. The Interface Expert Committee, based on the submitted application, compliance to deficiency(ies) or defect(s)communicated earlier, the presentation made by the Higher Educational Institution in the virtual Interface Expert Committee Meeting, and as per the provisions of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 made recommendations for the consideration of Competent Authority/ Commission.

7. Based on the recommendations of Interface Expert Committee and its approval by Competent Authority/Commission, I am directed to issue this Order, thereby communicating the programme wise recognition for the programmes to be offered in **Open and Distance Learning mode**from academic year 2020-21 (academic session beginning February-March, 2021) by the**JamiaHamdard, Delhi**; as detailed in point no.8below. The assessment sheet duly approved by Competent Authority has already been communicated to the Higher Educational Institution through UGC-DEB portal on 19.02.2021.

8. **Programme wise recognition status**

(i)**Open and Distance Learning Programmes Recognized***

S. No.	Name of the ODLProgrammes	Period of Recognition
1	BACHELOR OF BUSINESS ADMINISTRATION (MARKETING MANAGEMENT)	Academic Session Beginning January (February-March as Revised) 2021 to 2024-2025 (Upto Jan, 2025 only)
2	BACHELOR OF COMMERCE (HONS.)	
3	BACHELOR OF COMPUTER APPLICATIONS**	

Note: For Science Based programme; Intake in ODL shall be as per point '2' of **Annexure I.**

*The recognition details were also communicated on 19.02.2021.

**Maximum intake for science programme shall be three times of the approved intake in conventional mode. As per the proposal, HEI has mentioned '180' as conventional intake.

(ii)**Open and Distance Learning Programmes Not Recognized**

S.No	Name of the ODLProgrammes	Reason(s) for refusal
1	MASTER OF BUSINESS ADMINISTRATION (MANAGEMENT STUDIES)	Regulatory Authority approval for MASTER OF BUSINESS ADMINISTRATION (MANAGEMENT STUDIES) and MASTER OF COMPUTER APPLICATIONS not submitted.
2	MASTER OF COMPUTER APPLICATIONS	

(iii) **Other deficiencies**
The HEI is requested to refer point no. 03 of Assessment Sheet which has already been shared with HEI on 19.02.2021.

9. For the programmes recognized in 8(i)above, the Higher Educational Institution shall comply with all the provisions of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 while offering the programmes in Open and Distance Learning mode. Some specific provisions for compliance have been mentioned in **Annexure-1**.

21|3|2021
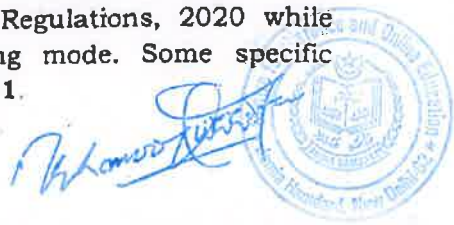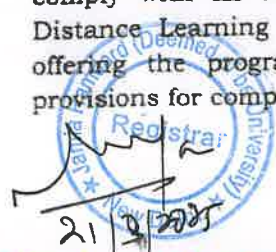
10. For the programmes not recognized in 8(II) above, the Higher Educational Institution may prefer an appeal if any, along with documentary evidence to the Commission and shall also be uploaded on UGC-DEB portal, as per the provision stipulated under Regulations 6 of Part-II of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. The appeal shall be accompanied by a copy of the order appealed against along with a fee of Rupees 10,000/- per programme in the form of demand draft drawn in favour of Secretary, UGC and shall reach to the Joint Secretary, Distance Education Bureau (DEB), UGC, 35 Feroze Shah Road, New Delhi-110001 within a period of 30 days from the date of the communication already issued on 19.02.2021 as per clause 7, above. However, UGC-DEB has not received appeal from the HEI within the time limit as per the above provisions of regulations.

11. As stipulated under Sub-Regulation 7 of Regulations 5 of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020:

   "No Higher Educational Institution shall offer any Open and Distance Learning Programme and/or Online Programme and admit learners thereto unless it has been granted recognition by the Commission and admission shall not be made in anticipation of the recognition".

12. In the event of any Higher Educational Institution found offering programmes in Open and Distance Learning mode and/or Online mode without recognition of the Commission or in violation to any of the provisions of these regulations and guidelines or orders made there under, the Commission may take actions as per Sub-Regulation 3 of Regulation 7 in Part -II of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

13. UGC has not received appeal from the HEI within stipulated time as per UGC(Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. Hence the application stands closed and the HEI needs to apply afresh as and when UGC invites application for recognition of ODL programmes. The decision of the Commission shall be final and binding on the Higher Educational Institution.

Yours faithfully,

(Neethu S. Thulaseedharan)
Education Officer

NOTIFICATION

Subject: Centre for Distance and Online Education - Constitution of Centre for Internal Quality Assurance (CIQA) Committee for ODL and Online Programme

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* with immediate effect:

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

2.   The CIQA Committee shall function as per the detailed guidelines provided under Appendix-I to the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 as amended form time to time.

(Dr. M.A. Sikandar)
Registrar

Copy for information to:-
1. All members of the Committee
2. PS to the Vice Chancellor, for the kind information of the Hon'ble Vice Chancellor
3. Director, CDOE, Jamia Hamdard
4. Establishment Section
5. Website at CDOE page.

10

1

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) COMMITTEE

M I N U T E S

for

Meeting of CIQA Committee

for

ODL and Online Programmes

of

Centre for Distance and Online Education (CDOE),

held on

Friday, 23rd August, 2024 at 3.00 p.m.

Board Room, Vice-Chancellor's Office, Jamia Hamdard.
(Deemed to be University)
New Delhi

11

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)
JAMIA HAMDARD, NEW DELHI-110062

Minutes of the CIQA Committee for ODL and Online Programmes meeting held on Friday, 23rd August, 2024 at 3.00 p.m. in Board Room, Vice-Chancellor's Secretariat, Jamia Hamdard

A meeting of the Centre for Internal Quality Assurance (CIQA) Committee constituted by the Vice-Chancellor, Jamia Hamdard vide Notification No.JH/RO/CDOE/2023 dated 20th July, 2023 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 was held under the Chairmanship of Hon'ble Vice-Chancellor, Jamia Hamdard on Friday, 23rd August, 2024 at 3.00 p.m. in Board Room, Vice-Chancellor's Secretariat, Jamia Hamdard. The following were present in the meeting:

1. Prof. M. Afshar Alam, Vice-Chahcellor, Jamia Hamdard   -   Chairman
2. Prof. Farheen Siddiqui, Dean, SEST, Jamia Hamdard
3. Prof. Reshma Nasreen, Dean, SMBS, Jamia Hamdard
4. Prof. Farhan J. Ahmad, Dean, SPER, Jamia Hamdard
5. Prof. Uma Kanjilal, Vice-Chancellor (Acting), IGNOU, New Delhi (attended online)
6. Prof. B.S. Saraswat, Former Dirctor, Academic Coordination Division, IGNOU (attended online)
7. Dr. M.A. Sikandar, Registrar, Jamia Hamdard
8. Mr. Munish Malik, Finance Officer, Jamia Hamdard
9. Mr. S.S. Akhtar, Controller of Examination, Jamia Hamdard (Spl.Invitee)
10. Dr. Mumtaz Alam, Deputy Director & Director, I/c, CDOE, Jamia Hamdard
11. Dr. Babita Singh, Assistant Professor, CDOE
12. Dr. Abdul Majid Farooqi, Assistant Professor, CDOE
13. Ms. Azza Ayyub Siddiqui, Assistant Professor, CDOE
14. Mr. Raja Ram, OSD, CDOE
15. Mr. Mohd. Ajmal Abbasi, Section Officer, CDOE

Prof. S.Raisuddin, Prof. Manju Chhugani, Prof. Mehartaj Begum and Prof. Mahmooduzzafar could not join the meeting due to their pre-occupation.

Prof. M. Afshar Alam, Vice-Chancellor and Chairman of the CIQA Committee, formally welcomed all the members and External Members Prof. Uma Kanjilal and Prof. B.S. Saraswat. Then, he requested to Dr. Mumtaz Alam, Deputy Director & (Director I/c), CDOE to place the Agenda before the Committee.

12

Item No.1: Welcome of the Members of the CIQA Committee for ODL and Online Programmes of Centre for Distance and Online Education (CDOE), Jamia Hamdard and opening remarks by the Chairman, CIQA Committee.

The Chairman, CIQA Committee welcomed all the Members and apprised about the constitution of CIQA Committee by Jamia Hamdard. In his opening remarks, the Chairman mentioned about the recent achievement of NIRF Ranking in 2024. Jamia Hamdard has been placed No.1 in Pharmacy Category, No.78 in Management, No.37 in Medical, No.40 in University and No.62 in Overall Category in NIRF-2024 rankings.

Item No.2: To place the minutes of the last meeting of the CIQA Committee held on 11.08.2023 for confirmation.

The minutes of the meeting were sent to all the members through e-mail. No comments were received from any Member. So, with the consent of all the members, the minutes of the meeting of CIQA Committee held on 11.08.2023 were confirmed, placed at **Annexure-I (page 8-14).**

Item No.3: To place the Action Taken Report on the CIQA Committee meeting held on 11.08.2024.

The Action Taken Report of the CIQA Committee meeting held on 11.08.2024 was placed before the CIQA Committee. After a detailed deliberation, the Action Taken Report on the decisions of the CIQA Committee in its meeting held on 11.08.2023 was noted, placed at **Annexure-II (page 15-20).**

Item No.4: To report the matter regarding appointment of new Teaching / Non-Teaching staff in Centre for Distance and Online Education, Jamia Hamdard.

The CIQA Committee noted the appointment of following new Teaching / Non-Teaching staff made in the Centre for Distance and Online Education by the Jamia Hamdard during last one year:

S.No.	Name	Designation	Date of Joining
1.	Prof. Mahmooduzzafar	Director, CDOE	03.10.2023
2.	Dr. Abdul Majid Farooqi	Asstt. Professor (Computer Science) on contract	14.11.2023
3.	Mr. Raja Ram	Officer on Special Duty (on contract)	01.02.2024
4.	Ms. Azza Ayyub Siddiqui	Asstt.Professor – Management (on contract)	10.07.2024
5.	Mr. Shahzaan	Jr.Assistant (on contract)	19.07.2024

13

Item No.5: **To report the matter regarding reconstitution of Centre for Internal Quality Assurance for ODL and Online Programmes of CDOE, Jamia Hamdard.**

The CIQA Committee noted the reconstitution of the Centre for Internal Quality Assurance for ODL and Online Programmes of CDOE, Jamia Hamdard with the approval of the Competent Authority and notified by the Registrar, Jamia Hamdard vide Notification No. JH/RO/OO/2024/ICOR/49 dated 15.04.2024, copy placed at **Annexure-3 (page 21 -23).**

Item No.6: **To report the matter regarding starting of three new Programmes by the Centre for Distance and Online Education (CDOE), Jamia Hamdard in Online mode from the academic session July, 2024 onwards**

The CIQA Committed noted the launch of following three new Post Graduate Programmes in Online mode by the Centre for Distance and Online Education, Jamia Hamdard from the academic session July, 2024 with the approval of the Competent Authority, Jamia Hamdard and the DEB-UGC and AICTE:

S.No.	Name of Programme	Mode	Programme Fee
1.	Master of Business Administration (MBA)	Online	Rs.26,250/- per semester
2.	Master of Computer Application (MCA)	Online	Rs.22,500/- per semester
3.	Master of Arts in Political Science (MAPS)	Online	Rs.7,000/- per semester

Item No.7: **To report the matter regarding receipt of extension of approval of AICTE for BBA and BCA programmes of CDOE and ODL and Online mode the academic year 2024-25.**

The CIQA Committee noted the approval of AICTE for continuation of BBA and BCA programmes in ODL and Online mode for academic year 2024-25 onwards received vide letter No.North-West/1/43688500628/2024/EOA dated 27th May, 2024 from the AICTE, placed at **Annexure-4 (Page-24-27).**

Item No.8: **To report the matter regarding admissions in various ODL and Online programmes of CDOE in July 2023 and January 2024 academic session.**

The CIQA Committee noted the status of admissions in ODL and Online Programmes being offered by the Centre for Distance and Online Education, Jamia Hamdard in July 2023 and January 2024 academic session as under:

S.No.	Name of Programme	July 2023 Session			January 2024 Session		
		ODL	OL	Total	ODL	OL	Total
1.	Master of Arts in Islamic	00	153	153	00	159	159

14

	Studies (MAIS)						
2.	Bachelor of Computer Application (BCA)	15	135	150	02	45	47
3.	Bachelor of Business Administration (BBA)	10	66	76	00	14	14
4.	Bachelor of Commerce (Hons.)	00	11	11	00	00	00
5.	Advance Diploma in Dietetics and Therapeutics Nutrition (ADDTN)	92	00	92	94	00	94
6.	Advance Diploma in Drug Regulator Affairs (ADDRA)	364	00	364	137	00	137
7.	Advance Diploma in Environmental Monitoring and Impact Assessment (ADEMIA)	00	00	00	00	00	00
7.	Advance Diploma in Medical Record Techniques (ADMRT)	101	00	101	83	00	83
8.	Diploma in Bakery and Confectionary Technology (DBCT)	00	00	00	16	00	16
9.	Diploma in Persian Language (DPL)	00	00	00	00	00	00
10.	Diploma in Professional Arabic (DPA)	72	00	72	45	00	45
11.	Certificate in Modern Persian Language (CMPL)	00	00	00	00	00	00
	TOTAL	654	365	1019	377	218	595
	Fee Received for New Admissions	Rs.1,02,25,500/-			Rs.38,07,500/-		

It was apprised that more than one thousand new admissions have already been done in July, 2024 in various ODL and Online programmes being offered by the Centre for Distance and Online Education, Jamia Hamdard.

Item No.09: To report the matter regarding appointment of Programme Coordinators of ODL and Online programmes of CDOE.

The CIQA Committee noted the appointment of following Teachers of Jamia Hamdard to function as Programme Coordinators of ODL and Online Programmes of Centre for Distance and Online Education (CDOE), Jamia Hamdard in addition to the assigned work at their respective Schools of Studies / Departments, Jamia Hamdard for a period of two years with effect from May 1, 2024 vide Office order No.CDOE/JH/ Prog.Coord/2024 dated May07/10, 2024:

15

S.No	Name of the Programme	Program 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.	M.A. in Human Rights (Online mode)	MAHR	Dr. Babita Singh Asstt.Professor (Political Science) CDOE, Jamia Hamdard
9.	Advance Diploma in Dietetics and Therapeutic Nutrition	ADDTN	Dr.Bushra Shaida Asstt. Professor, Dept. of Food Technology, Jamia Hamdard
10.	Advance Diploma in Drug Regulatory Affairs	ADDRA	Dr. Prashant Kesharwani Asstt.Professor, School of Pharmaceutical Education & Research, Jamia Hamdard
11.	Advance Diploma in Environmental Monitoring and Impact Assessment	ADEMIA	Dr. Mohd. Salik Noorani Khan Asstt.Professor, School of Chemical and Life Sciences, Jamia Hamdard
12.	Advance Diploma in Intellectual Property Rights	ADIPR	Dr. Burhan Majid Asstt.Professor, Hamdard Institute of Legal Studies, Jamia Hamdard
13.	Advance Diploma in Human Rights	ADHR	Dr. Babita Singh Asstt.Professor, Centre for Distance and Online Educaiton, Jamia Hamdard
14.	Advance Diploma in Medical Record Techniques	ADMRT	Dr. Sakhi John Asstt.Professor, School of Management and Business Studies, Jamia Hamdard
15.	Diploma in Professional Arabic	DPA	Dr. Asif Nawaz Asstt.Professor, Hamdard Institute of International Studies, Jamia Hamdard
16.	Diploma in Bakery and Confectionary Technology	DBCT	Dr. Khalid Bashir Asstt.Professor, Dept. of Food Technology, Jamia Hamdard

16

17.	Diploma in Persian Language	DPL	Dr. Arshad Hussain Dept. of Islamic Studies, Jamia Hamdard
18.	Certificate in Modern Persian Language	CMPL	Dr. Arshad Hussain Dept. of Islamic Studies, Jamia Hamdard

Item No.10: To place and approve the Annual Reports of CIQA for Programmes under Open and Distance Learning (ODL) and Online (OL) mode of Centre for Distance and Online Education (CDOE), Jamia Hamdrd for the academic session 2023-2024

The draft Reports for Open and Distance Learning programmes and Online Programmes were placed before the CIQA Committee for consideration. After a detailed deliberation, it was decided to send the Reports to the External Members of the CIQA Committee to obtain their comments on the Reports. On receipts of the comments of External Members, the Reports may be finalized and submitted to the DEB-UGC before 31st August, 2024.

Item No.11:   Any other Item with the permission of the Chair.

(i) The CIQA Committee decided to co-opt the Controller of Examination, Jamia Hamdard as the Member of the CIQA Committee.
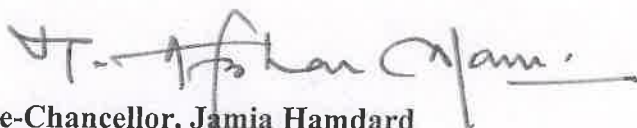
The meeting ended with a vote of thanks to the Chair.

(Prof. Mahmooduzaffar)
Director, CDOE
Member-Secretary, CIQA Committee

Vice-Chancellor, Jamia Hamdard
Chairman, CIQA Committee

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the

National Assessment and Accreditation Council

is pleased to declare

Jamia Hamdard (Hamdard University)

Mehrauli, Hamdard Nagar, New Delhi, Dist. South East Delhi, Delhi as

Accredited

with CGPA of 3.41 on four point scale

at A^+ grade

valid up to December 14, 2028

Date : December 15, 2023

Director

EC(SC)/177/(AC-86)/4ᵗʰ Cycle/DLUNGN10086

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Quality Profile

Name of the Institution :   **Jamia Hamdard (Hamdard University)**

Place :   **Mehrauli, Hamdard Nagar, Dist. South East Delhi, Delhi**

Criteria	Weightage (W_i)	Criterion-wise Weighted Grade Point (Cr WGP$_i$)	Criterion-wise Grade Point Averages (Cr WGP$_i$/W_i)
I. Curricular Aspects	150	570	3.80
II. Teaching-Learning and Evaluation	200	665	3.33
III. Research, Innovations and Extension	250	865	3.46
IV. Infrastructure and Learning Resources	100	321	3.21
V. Student Support and Progression	100	313	3.13
VI. Governance, Leadership & Management	100	298	2.98
VII. Institutional Values and Best Practices	100	380	3.80
Total	$\sum_{i=1}^{7} W_i = 1000$	$\sum_{i=1}^{7} (CrWGP_i) = 3412$	

$$\text{Institutional CGPA} = \frac{\sum_{i=1}^{7}(CrWGP_i)}{\sum_{i=1}^{7} W_i} = \frac{3412}{1000} = \boxed{3.41}$$

Grade = $\boxed{A^+}$

Date : December 15, 2023

Registrar
Director

- This certification is valid for a period of *Five* years with effect from December 15, 2023
- An institutional CGPA on four point scale in the range of 3.51 - 4.00 denotes A⁺⁺ grade, 3.26-3.50 denotes A⁺ grade, 3.01-3.25 denotes A grade, 2.76-3.00 denotes B⁺⁺ grade, 2.51-2.75 denotes B⁺ grade, 2.01-2.50 denotes B grade, 1.51-2.00 denotes C grade
- Scores rounded off to the nearest integer

EC(SC)/177/(AC-86)/4ᵗʰ Cycle/DLUNGN10086

18

Certificate

NATIONAL INSTITUTIONAL RANKING FRAMEWORK

INDIA RANKINGS 2022

Jamia Hamdard, New Delhi
Ranked 45 in University Category

CHAIRMAN NBA

MEMBER SECRETARY NBA

Ministry of Education
Government of India

Certificate

NATIONAL INSTITUTIONAL RANKING FRAMEWORK

INDIA RANKINGS 2023

Jamia Hamdard New Delhi

Ranked 49 in University Category

MEMBER SECRETARY, NBA

CHAIRMAN, NBA

Ministry of Education
Government of India

Certificate

NATIONAL INSTITUTIONAL RANKING FRAMEWORK

INDIA RANKINGS 2024

Jamia Hamdard, New Delhi
Ranked 40 In University Category

MEMBER SECRETARY, NBA

CHAIRMAN, NBA

22

37.06   No Institution Deemed to be University shall retain from the candidates seeking admission any original certificates of school leaving examinations, or degree or any other award; and shall, after due verification with the original certificates, retain only copies of such certificates self-attested by the candidates for its records.

38.   INSTITUTION DEEMED TO BE UNIVERSITY OPEN TO ALL

38.01   Admission and employment in an Institution Deemed to be University shall be open to all citizens ofIndia regardless of religion, race, caste, sex, place of birth or residence.

38.02   All policies and procedures, in matters of admission and employment as applicable to the university level public and privately funded institutions respectively, shall apply to the appropriate category of Institutions Deemed to be universities.

39.   INSTITUTION DEEMED TO BE UNIVERSITY TO BE UNITARY

Once an institution is declared as Institution Deemed to be University, it shall be unitary in nature, and shall not affiliate any other institution nor shall add any constituent institutions.

40.   RESERVATION POLICY

Institution Deemed to be University shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website.

41.   DISTANCE EDUCATION

Institution Deemed to be Universities may offer courses in the Open, Distance Learning/ Online mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017, and UGC(Online Courses or Programs) Regulations 2018 as amended from time to time.

Provided that Institution Deemed to be University, which are already offering programmes of study, with the approval of the Commission, through the Open and Distance Learning mode, shall be permitted to continue such programmes subject to further approval by the Commission.

42.   POWER TO CONDUCT ENQUIRY AND CONSEQUENCES OFVIOLATION OF REGULATIONS

42.01   Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that an Institution Deemed to be University has violated any of the provisions of these Regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to the Institution Deemed to be University.

42.02   The Commission may also cause an inspection, to be made by persons of eminence and integrity; being experts in matters of academics, administration and finance; regarding

30

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(Deemed to be University)
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New Delhi - 110062

23

JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A' Category

Phone : 011 26059688 (12 Lines)
Fax : 011 26059663
E-mail : in.quiry@jamiahamdard.edu
Website : www.jamiahamdard.edu

HAMDARD NAGAR
NEW DELHI - 110062

F.No. CDOE/JH/2024/AICTE/
Dated: 10th April, 2024

\ 3

CERTIFICTE

It is certified that the following two UG Programmes being offered by the Centre for Distance and Online Education (CDOE), Jamia Hamdard are duly approved by the competent bodies of the Jamia Hamdard i.e. Academic Council:

(i)   Bachelor of Computer Application (BCA) – ODL/OL mode
(ii)   Bachelor of Business Administration-Management (BBA) – ODL/OL mode

Copies of Academic Council Resolution No. AC 40(7) dated 3.9.2020 and along with Board of Studies recommendations dated 23.12.2019 are enclosed for the consideration.

DIRECTOR, CDOE

REGISTRAR

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(Deemed to be University
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New Delhi-110062

24

JAMIA HAMDARD
(DEEMED TO BE UNVIERSITY)
HAMDARD NAGAR, NEW DELHI-62

MINUTES OF THE 40th MEETING OF THE ACADEMIC COUNCIL HELD ON 3rd SEPTEMBER, 2020 AT 11.30 A.M. AT HAMDARD CONVENTION CENTRE, JAMIA HAMDARD, NEW DELHI-110062

PRESENT (PHYSICALLY):

1. Prof. (Dr.) Seyed E. Hasnain, Vice-Chancellor -   Chairman
2. Prof. Y.K. Gupta   -   Member
3. Prof. S.H. Ansari
4. Prof. M. Afshar Alam
5. Prof. Mohammad Amir
6. Prof. Ravichandran
7. Prof. Ajay Kumar Singh
8. Prof. Masood Parveez
9. Prof. Farhan Jalees Ahmad
10. Prof. Mohd. Aslam -
11. Prof. S.M. Arif Zaidi
12. Prof. M.Z. Abdin
13. Prof. G.Y. Anjum
14. Prof. M. Sarwar Alam
15. Prof. Suhel Parvez
16. Prof. Uma Bhandari
17. Prof. Kanchan Kohli
18. Prof. Vidhu Aeri
19. Prof. Ona P. Desai
20. Prof. Shibu John
21. Prof. Reshma Nasreen
22. Dr. Shayama Kumari Razdan
23. Prof. Khaja Naseeruddin
24. Prof. Begum Farzana Islam
25. Prof. Amit Sharma
26. Prof. S. Raisuddin
27. Prof. A.A. Firdausi
28. Prof. Kalim Javed
29. Prof. Geeta Chawla
30. Prof. Abul Kalam Najmi
31. Prof. Iqbal Alam
32. Dr. Mohd. Akram
33. Dr. S. Nadimul Haque
34. Mr. Mirza Wazir Hussain
35. Mr. Mirza Rahil Beg
36. Ms. Veena Sharma

1

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New Delhi-110062

37. Dr. Nilima Sharma
38. Dr. Arshad Hussain
39. S.S. Akhtar, Registrar   -   Secretary

PRESENT (ONLINE)

40. Prof. (Dr.) Ahmed Kamal
41. Prof. Sudhir K. Sopory
42. Prof. J.K. Batra
43. Prof. M. P. Sharma
44. Prof. Manju Chhugani
45. Mr. S.M. Khan
46. Prof. S.S. Anand
47. Prof. Suhail Fatima
48. Prof. S. Mahtab Ali
49. Prof. Yasmin Shamsi
50. Prof. Nilanjan Saha
51. Dr. Shahid Umar
52. Prof. Nadeem Siddiqui
53. Prof. Anees Ahmad Siddiqui
54. Prof. Divya Vohra
55. Prof. Sandhya Bawa
56. Dr. A. Silvapandiyan
57. Dr. Sarita Agarwal
58. Prof. V.S. Gupta
59. Prof. Musharraf Husain
60. Prof. Sandeep Kumar
61. Prof. S.N. Singh
62. Prof. Abhinav Jain
63. Prof. Asgar Ali
64. Prof. Yasmin Sultana
65. Prof. Ehsan A. Khan
66. Prof. S. Mehartaj Begum
67. Prof. Shakir Ali
68. Prof. Pratima Ray
69. Prof. Pradip K. Chakraborti
70. Prof. Bahar Ahmad
71. Prof. Javed Ali
72. Prof. Sanjula Baboota
73. Prof. Shahid Umar
74. Prof. Mohd. Mujeeb
75. Prof. A. Srinivasan
76. Prof. Sanjay Dubey
77. Prof. Razi Ahmad
78. Prof. Arunabha Ray
79. Prof. Rana Zaidi

2

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26

80. Dr. Hamida Aaqil
81. Mr. Mohammad Shoaib
82. Dr. S.E. Haque
83. Dr. Manju Sharma

Special Invitees:

Mr. Rakesh Kumar Verma, Finance Officer, JH attended online, Dr. Mammootty T.P., Director, JHKC (Online) and Dr. Sarfaraz Ahsan, Deputy Registrar, physically attended the meeting.

Prof. Javed Iqbal and some internal members could not attend the meeting due to their prior engagement and were granted leave of absence.

The meeting started with the recitation of a verse from the holy 'Quran' by Imam, Rabia Mosque.

The Chairman welcomed all members including those faculty members who have been promoted as Professors and were attending the meeting in this capacity for the first time.

Further, the Chairman briefed the house about the NIRF 2020 and Times Higher Education rankings. He informed that for the first time, Jamia Hamdard has been listed in the bracket of 800-1000 in the Times Higher Education World University Rankings 2021, where worldwide Universities/Higher Institutions were ranked,. From India, only 63 Universities/Institutions have been ranked in Times 2021 rankings, which includeIISc. AMU, DTU, Delhi University, Jadhavpur University, Kolkata, IISPR, Bhuvaneshwar, IIT, etc.

The Chairman shared the recent achievements of Jamia Hamdard and apprised the house that for the first time three US Scholars were associated with the university as Fulbright Scholars, which is a very prestigious scholarship. One of the Jamia Hamdard faculty members, Dr. Meraj Ahmad Ansari has recently been awarded the coveted Well Come Trust – DBT India Alliance Intermediate Fellowship which covers full support for salary, equipments, contingencies etc. with an outlay of Rs. 3.5 cr plus grants.

Jamia Hamdard has proposals in pipeline for opening three new off-shore campuses at DOHA, Qatar, Bihar and Uttarakhand. Opening of these campuses will be only after compliance of all applicable regulatory requirements, and these campuses will be fully funded by the local bodies with no financial implications on Jamia Hamdard.

The Chairman appreciated the efforts made by the faculty members and acknowledged the contribution of everyone in terms of providing best support to the Departments/Schools.

3

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New Delhi-110062

13/4/2024

27

The House applauded the achievements of Jamia Hamdard, and put on record the tremendous efforts of the leadership for the same.

After the introductory remarks, the Chairman requested the Secretary to start discussion on the agenda items.

The Secretary thanked the Hon'ble Chairman and with his permission, started taking the agenda items one by one:

AC 40 (1): **CONFIRMATION OF THE MINUTES OF THE 39th MEETING OF THE ACADEMIC COUNCIL HELD ON 4th& 7th OCTOBER, 2019.**

The Minutes of the 39th meeting of the Academic Council held on 4th& 7th October, 2019 were circulated among all the members of the Academic Council for their comments. Since no comments were received, the AC resolved to adopt the following:

"Resolved that the Minutes of the 39th meeting of the Academic Council held on 4th & 7th October, 2019 be confirmed."

AC 40 (2): **REPORT OF ACTIONS TAKEN ON MINUTES OF THE 39th MEETING OF THE ACADEMIC COUNCIL HELD ON 4th& 7th OCTOBER, 2019.**

The House perused the action taken reports on the Minutes of the 39th Meeting of the Academic Council held on 4th& 7th October, 2019 and expressed satisfaction over the developments as reported in the agenda items.

AC 40 (3): **TO REPORT THE ACTIONS TAKEN BY THE VICE-CHANCELLOR IN RESPECT OF ACADEMIC AFFAIRS OF JAMIA HAMDARD.**

The Chairman informed the house that the 40th meeting of the Academic Council of Jamia Hamdard was scheduled earlier on 19th March, 2020, however due to the COVID-19pandemic, and later on Govt. of India's decision for nation-wide lock down, the said meeting could not be held on the scheduled date.So owing to the urgency of the issues pertaining to admissions, examinations, DODL, etc., the following matters were placed before the 10thBoard of Management held on 20/07/2020 for approval:

A. GUIDELINES PASSED BY VARIOUS STATUTORY BODIES FOR CONDUCTING EXAMINATIONS IN THE CONTEXT OF COVID-19 PANDEMIC RESULTING NATION-WIDE LOCK DOWN.

B. INSTRUCTIONS ISSUED BY THE MHRD, GoI VIDE OFFICE MEMORANDUM F.No.16-16/2020-UIA DATED 6/07/2020 ON CONDUCTING EXAMINATIONS IN THE UNIVERSITIES.

4

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Prof. G.Y. Anjum suggested that earlier AC decision to accept the degree of *'Alimiayat'* and *'Fazilat'* asqualification for admission to B.A. and M.A. programs, respectively needs to be reviewed. The AC accepted this suggestion and resolved that the same be reviewed in the meeting of the School Board, whenever convened and the samel be presented to the next meeting of the AC.

"After that, the AC resolved to approve the Minutes of the meetings of the Board of Studies, Centre for Federal Studies and Department of Islamic Studies and School Board held on 6/03/2020"

AC 40 (6): **TO APPROVE THE MINUTES OF THE BOARD OF STUDIES OF SCHOOL OF OPEN AND DISTANCE LEARNING (SODL) HELD ON 4/02/2020.**

Dean, SODL informed the house that PG Diploma courses, listed below, as recommended by the BoS, designed and structured jointly in consultation with Department of Computer Science & Engineering shall be run through distance mode. These courses are big in demand and there will be no extra financial burden to start these programs.

After discussion, the AC resolved to approve the Minutes of the BoS of SODL along with Programmes Project Reports (PPR), course structures of the following programs to be started from July 2020/January 2021 session:

1. PG Diploma in Big Data Analytics
2. PG Diploma in Cloud Computing
3. PG Diploma in Internet of Things
4. PG Diploma in Cyber Security and Digital Forensics
5. Diploma in Professional Arabic
6. Certificate in Computer Hardware

It was decided to review the demand of these programmes and only those programmes who have good demand should be allowed to continue.

AC 40 (7): **MINUTES OF THE BOARD OF STUDIES OF SCHOOL OF OPEN AND DISTANCE LEARNING (SODL) HELD ON 23/12/2019.**

Dean, SODL briefed the house that the following programmes have been proposed by the BoS, SODL for introduction from academic year July 2020/January 2021 which have been designed by the Expert Committees duly constituted by the University/respective Departments/Schools and follow the guidelines of regulatory bodies such as DEB-UGC/AICTE.

1. Bachelor of Computer Application (Revised)

9

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2. Bachelor of Business Administration (Revised)
3. Post Graduate Diploma in Pharmaceutical Regulatory Affairs (Revised)
4. Post Graduate Diploma in Computer Applications
5. Post Graduate Diploma in Bakery and Confectionery Technology
6. Post Graduate Diploma in Artificial Intelligence
7. Post Graduate Diploma in Machine Learning
8. Masters in Business Administration
9. Master in Computer Applications

Prof. Reshma Nasreen, Department of Management suggested that before starting the above programs in Management, expert comments may be taken from the Department of Management for incorporation in the course structures and syllabi the of BBA and MBA programs.

"The AC resolved to, in principle, approve the above programs provided that the same be approved by the respective bodies such as DEB-UGC/AICTE.

Further, it resolved that in the meeting of the next BoS, SODL senior faculty from the D/o Management be invited to seek suggestions /incorporations, if any, before finalizing the syllabi and course curricula of the above programs in Management."

AC40 (8): **TO CONSIDER THE ELIGIBILITY CRITERIA FOR PhD PRGRAM IN OTORHINOLARYNGOLOGY AS RECOMMENDED BY THE HoD, OTORHINOLARYNGOLOGY, HAMDARD INSTITTUE OF MEDICAL SCIENCES AND RESEARCH.**

It was noted that this matter was not routed through the Dean, HIMSR, therefore an In-Principle approval was given. It was advised that the HoD may get this routed with the concurrence of Dean, HIMSR after which it can be put up to the Vice-Chancellor.

AC40 (9): **TO CONSIDER THE PROPOSAL OF DEAN, SMBS FOR CREATION OF NEW DEPARTMENT NAMELY DEPARTMENT OF ENTREPRENEURSHIP, INNOVATION AND MANAGEMENT (DEIM) UNDER THE SCHOOL OF MANAGEMENT AND BUSINEES STUDIES.**

There were some concerns about the matter not having been discussed in the School Board. The Academic Council accordingly decided to defer this matter to the School Board for a discussion and recommendation of.
The recommendation of the School Board will be placed to the Academic Council for further consideration.

10

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Jamia Hamdard 13|4|2024
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30

Jamia Hamdard
School of Open and Distance Learning

JH/SODL/BoS/Meeting/2019/___
December 23, 2019

Minutes of the Meeting - Board of Studies of SODL

A meeting of the Board of Studies of the School of Open and Distance Learning (SODL), Jamia Hamdard was held on 23rd December, 2019, 11:00 AM at SODL, First Floor, Hamdard Convention Centre, Jamia Hamdard, New Delhi – 110 062. The following members were present.

1. Prof. Masood Parveez, Dean, SODL, Jamia Hamdard – Chairman
2. Prof. Suresh C Garg, Former Pro Vice Chancellor, IGNOU, New Delhi – Co Opted Member
3. Prof. Ahrar Husain, Director, CDOL, Jamia Millia Islamia, New Delhi – Co Opted Member
4. Dr Babita Singh, Assistant Professor, SODL – Member
5. Dr Mohammad Jamshed, Assistant Professor, SMBS – Member .

At the outset, Prof. Masood Parveez welcomed all members of the Board of Studies and thanked them for participating in the meeting of the Board of Studies to advise the School of Open and Distance Learning, Jamia Hamdard on matters related to offering of academic programmes, programme delivery, and maintenance of quality and standard of the academic programmes on offer and the programme delivery.

He informed the members that the School of Open and Distance Learning proposes to offer a few new academic programmes through distance mode from July 2020 / January 2021 for which Programme Project Reports have been drafted at the School. He presented the Programme Project Reports for consideration of the Board of Studies.

1. Bachelors of Computer Application (Revised)
2. Bachelor of Business Administration (Revised)
3. Post Graduate Diploma in Pharmaceutical Regulatory Affairs (Revised)
4. Post Graduate Diploma in Computer Applications
5. Post Graduate Diploma in Bakery and Confectionery Technology
6. Post Graduate Diploma in Artificial Intelligence
7. Post Graduate Diploma in Machine Learning
8. Masters in Business Administration
9. Masters in Computer Applications

The chair informed that these programmes have been designed by expert committees constituted by the University and in consultation with respective departments. Same was perused in details. After detailed discussion, the programme project reports were approved with the following suggestions;

1. Adopt the guidelines of respective regulatory bodies (UGC/AICTE) for continuous and term-end examination marks.

2. The PPR/mark sheet should disclose the CGPA/SGPA marks and detail disclosure of calculation on the back side of mark sheet as required by the DEB (UGC).

The meeting ended with vote of thanks to the Chair.

(Dr Babita Singh)   (Dr Md Jamshed)   (Prof. Ahrar Husain)   (Prof. Suresh C Garg)   (Prof. Masood Parveez)

13/4/2024

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Hamdard Nagar
New Delhi-110062

31

Jamia Hamdard
School of Open and Distance Learning

Minutes of the Meeting - Board of Studies of SODL

A meeting of the Board of Studies of the School of Open and Distance Learning (SODL), Jamia Hamdard was held on 23rd December, 2019, 11:00 AM at SODL, First Floor, Hamdard Convention Centre, Jamia Hamdard, New Delhi – 110 062. The following members were present.

1. Prof. Masood Parveez, Dean, SODL, Jamia Hamdard – Chairman
2. Prof. Suresh C Garg, Former Pro Vice Chancellor, IGNOU, New Delhi – Co Opted Member
3. Prof. Ahrar Husain, Director, CDOL, Jamia Millia Islamia, New Delhi – Co Opted Member
4. Dr Babita Singh, Assistant Professor, SODL – Member
5. Dr Mohammad Jamshed, Assistant Professor, SMBS – Member.

At the outset, Prof. Masood Parveez welcomed all members of the Board of Studies and thanked them for participating in the meeting of the Board of Studies to advise the School of Open and Distance Learning, Jamia Hamdard on matters related to offering of academic programmes, programme delivery, and maintenance of quality and standard of the academic programmes on offer and the programme delivery.
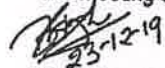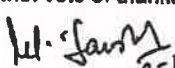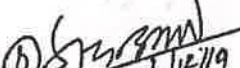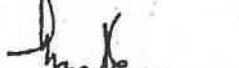
He informed the members that the School of Open and Distance Learning proposes to offer a few new academic programmes through distance mode from July 2020 / January 2021 for which Programme Project Reports have been drafted at the School. He presented the Programme Project Reports for consideration of the Board of Studies.

1. Bachelors of Computer Application (Revised)
2. Bachelor of Business Administration (Revised)
3. Post Graduate Diploma in Pharmaceutical Regulatory Affairs (Revised)
4. Post Graduate Diploma in Computer Applications
5. Post Graduate Diploma in Bakery and Confectionery Technology
6. Post Graduate Diploma in Artificial Intelligence
7. Post Graduate Diploma in Machine Learning
8. Masters in Business Administration

The chair further informed that these programmes have been designed by expert committees constituted by the University / by the respective Departments / Schools. Same was perused in details. After detailed discussion, the programme project reports were considered for approval by the Board of Studies with the following suggestions;

1. Adopt the guidelines of respective regulatory bodies (UGC/AICTE) for continuous and term-end examination marks.
2. The PPR/mark sheet should disclose the CGPA/SGPA marks and detail disclosure of calculation on the back side of mark sheet as required by the DEB (UGC).

The meeting ended with vote of thanks to the Chair. The minutes of the Board of Studied signed by all members are placed opposite. Summary of the Programme Project Reports is also placed opposite.

It is further submitted that:

1. In compliance to the recent instructions issued by the DEB – UGC, the SODL has adopted syllabus of School of Management and Business Studies (SMBS) of BBA and MBA for offering the Programmes through distance mode.
2. The syllabus of MCA of School of Engineering Science and Technology (SEST) is adopted for offering BCA, PGDCA, PGDAI, and PGDML Programmes.
3. The MBA and MCA Programmes of SMBS and SEST have been approved their Board of Studies respectively, the Academic Council and by the respective Apex Bodies.
4. The MBA and MCA Programmes would be offered in modular mode, having multiple exits as detailed below:
   - MBA: PG Diploma in Business Administration (PGDBA) after completion of two semesters. Masters in Business Administration after completion of four semesters.
   - MCA: PGDCA after completion of two semesters. MSc (IT) after completion of four semesters. MCA after completion of six semesters.

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Hamdard Nagar

From prepage   N/3

5. The above – listed Programmes would be offered from July 2020 / January 2021, as soon as their study material is ready.

The Minutes of the Meeting Board of Studies of School of Open and Distance Learning, held on 23/12/2019 are submitted for approval.

On the basis of the approval of the Hon'ble Vice Chancellor, the SODL would submit proposal to UGC for seeking approval to offer the above – listed programme from July 2020 / January 2021 session.

December 31, 2019 is the last date for submission of the proposal to the UGC online for offering the Programmes from July 2020 session.

The new Programmes approved by the Hon'ble Vice Chancellor would be placed before the Academic Council at its forthcoming meeting for ratification.

The Minutes of the Meeting and the Project Proposal Reports are submitted for approval please.

(Prof. Masood Parveez)
Dean, SODL
26.12.2019

Registrar
27/12/19

Pro Vice Chancellor
27/12/19

13/4/2024

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

School Of Open And Distance Learning
Jamia Hamdard, New Delhi

26th October, 2018

Minutes of the Board of Studies cum School Board of Open and Distance Learning held on 26th October, 2018 at 3.00p.m

The meeting was held in the office of Director cum Dean SODL following were present:-

1. Prof. S.H. Anasri Director cum Dean   Chairman
2. Prof. M.M Anasri   External Member
3. Prof. Harjeet Kaur Bhatia   External Member
4. Prof. S.Raisuddin   Member
5. Prof. G.Y.Anjum   Member
6. Dr. Babita Singh   Member

Director, School of Open & Distance Learning appraised the members regarding approval of status of various courses offered by SODL in Distance mode and discussed the revised Programme Project Report (PPR) and Self Learning Material (SLM) of the following Course:-

1. Bachelor of Business Administration (BBA)
2. Bachelor of Computer Application (BCA)
3. Post Graduate Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)
4. Post Graduate Diploma in Medical Record Techniques (PGDMRT)
5. Post Graduate Diploma in Intellectual Property Rights (PGDIPR)
6. Post Graduate Diploma in Dietetics & Therapeutics Nutrition (PGDDTN)
7. Post Graduate Diploma in Environmental Monitoring & Impact Assessment (PGDMEIA)
8. Post Graduate Diploma in Human Rights (PGDHR)
9. Post Graduate Diploma in Bio- Informatics (PGDB)
10. Post Graduate Diploma in Chemo Informatics (PGDC)

Few minor corrections, suggested by expert were incorporated. Both PPR& SLM of all the above mentioned programme were approved.

Meeting ended with vote of thanks.

(Prof. M.M Anasri)
External Member

(Prof. Harjeet Kaur Bhatia)
External Member

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New Delhi-110062

34

(Prof. S.Raisuddin)
Member

26/10/18

(Prof. G.Y.Anjum)
Member

26/10/18

(Dr. Babita Singh)
Member

26/10/2018

(Prof. S.H. Anasri)
Director cum Dean SODL
Chairman

13/4/2024

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

35

All India Council for Technical Education
(A Statutory body under Ministry of Education, Govt. of India)
Nelson Mandela Marg,Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org

APPROVAL PROCESS 2024-25

Extension of Approval (EoA)

F.No. North-West/1-43688500628/2024/EOA

Date of Approval: 27-May-2024

To,

The Principal Secretary
(Higher & Technical Education)
Muni Maya Ram Marg,
Pitam pura, Pitam Pura,
Near T V. Tower, Delhi-110088

Sub: Extension of Approval for the Academic Year 2024-25

Ref: Online application of the Institution submitted for Extension of Approval for the Academic Year 2024-25

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education), Powers delegated in AICTE ACT 1987, (No 52 of 1987) chapter II - u/s 2(g) to regulate Technical and subsequent Regulations of AICTE, I am directed to convey the approval to:

Permanent Id	1-43379177793	Application Id	1-43688500628
Name of the Institution	JAMIA HAMDARD	Name of the Society/Trust	JAMIA HAMDARD SOCIETY
Institution Address	HAMDARD NAGAR, DELHI, SOUTH DELHI, Delhi, 110062	Society/Trust Address	JAMIA HAMDARD,DELHI,SOUTH DELHI,Delhi,110062
Institution Type	Govt aided	Region	North-West
Year of Establishment	1989		

To conduct following Programs/Courses with the Intake indicated below for the Academic Year 2024-25

Level	Program	Course	Affiliating Body (University /Body)	Intake Approved for 2023-24	Intake Approved for 2024-25	NRI Approval Status	FN / Gulf quota/ OCI/ Approval Status

Approved ODL Courses for 2024-25:

Note: This is a Computer generated Report. No signature is required.
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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Letter Printed On:26 July 2024

Sr.No.	Level	Program	Name of the Course	Year Started	Intake Approved 2024-25
1.	UNDER GRADUATE	COMPUTER APPLICATIONS	BCA	2007	1000
2.	UNDER GRADUATE	Management	BBA	2007	1000

Approved Online Courses for 2024-25:

Sr.No.	Level	Program	Name of the Course	Year Started	Intake Approved 2024-25
1.	UNDER GRADUATE	COMPUTER APPLICATIONS	BCA	2024	1000
2.	UNDER GRADUATE	Management	BBA	2024	1000
3.	POST GRADUATE	COMPUTER APPLICATIONS	MCA	2023	500
4.	POST GRADUATE	Management	MBA	2023	800

All AICTE approved Institutions are empowered to nurture ecosystems for Skilling (through Vocational courses) via making effective use of existing infrastructure facilities and human resources.

It is mandatory to comply with all the essential requirements as given in APH 2024-25 to 2027 (Chapter-VI)

37

Important Instructions

1. As per mandatory Disclosure of APH 2024-27(Annexure-18, page180) Institutions must disclose the following information submitted to Council at the Prominent location on its website.

   i. Department wise availability of Infrastructure along with approved courses and intake approved by the Council.

   ii. Faculty details: Department wise: Name& Designation of the faculty members/teaching staff along with their qualification, tenure of service in your organization, total experience, Institution should also disclose Student Faculty Ratio, Cadre Ratio.

   iii. Additionally Audited Financial Statements for last 3 Financial years.

2. Reservation Policy of the Central Government (Including EWS) / Respective State Government/ UT as the case shall be applicable to all the Programmes. The concerned State Government/ UT Admission authority shall decide Modalities of Admission.

3. The Institution offering courses earlier in the Regular Shift, First Shift, Second Shift/Part Time are now amalgamated as total intake and shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements as per the norms specified in the Approval Process Handbook 2024-25 to 2027 for the Total Approved Intake.

4. In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the **Executive Council / General Council as available on the record of AICTE shall be final and binding.**

5. All AICTE institutions are highly encouraged to get NBA/NAAC accreditation. All eligible AICTE institutions are thoroughly encouraged to participate in NIRF ranking process.

6. Deemed to be University: Institutions Deemed to be Universities (Running Technical Education Programmes), it is mandatory to have AICTE approval from the Academic Year 2018-19 in compliance of the Hon'ble Supreme Court Order dated 03-11-2017 passed in CA No.17869- 17870 /2017.

7. AICTE Approved Institutes are encouraged to utilize SWAYAM PLUS Courses up-to 40%

8. Internship is mandatory for all admitted students.

9. AICTE Approved Institutes are encouraged to make efficient use of the flagship schemes like:

   a. Parakh: Student Gap analysis portal bases services.

   b. Students Scholarship schemes like Pragati, Saksham, Swanath, ADF, etc.

   c. Course in Indian Languages.

   d. ATAL FDPs: Faculty training for Emerging areas and cutting edge Technologies.

   e. Augmenting Utilization of Research Assets (AURA).

   f. Smart India Hackathon: World's largest Open Innovation Platform.

Prof.Rajive Kumar
Member Secretary, AICTE

Copy to:

1. **The Director Of Technical Education**, Delhi**

2. **The Principal / Director,**
   JAMIA HAMDARD
   Hamdard Nagar,
   Delhi,South Delhi,
   Delhi,110062

Application No:1-43688500628
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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Page 3 of 4

Letter Printed On:26 July 2024

38

3. **The Secretary / Chairman,**
    JAMIA HAMDARD
    DELHI,SOUTH DELHI
    Delhi,110062

4. **Guard File(AICTE)**

Note: Validity of the Course details may be verified at http://www.aicte-india.org/

** Individual Approval letter copy will not be communicated through Post/Email. However, a consolidated list of Approved Institutions(bulk) may be downloaded from the respective login Id's.

This is a computer generated Statement. No signature Required

Application No:1-43688500628
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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Page 4 of 4

Letter Printed On:26 July 2024

39

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

BACHELOR OF BUSINESS ADMINISTRATION (BBA)
(OPEN AND DISTANCE LEARNING MODE)

School of Open And Distance Learning
JAMIA HAMDARD
(Deemed University)
Hamdard Nagar, New Delhi-110062

Jamia Hamdard
(Deemed University)

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

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

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

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

and other states of the country and also a big number from the foreign countries. Many national and multinational Companies visit the department every year for campus placements.

Bachelor of Business Administration through Open and Distance Mode (Course Code 403)

Apart from the full time regular courses, the department has decided to offer the above course through open and distance mode for those students who are not able to afford the expenses of education in Delhi or who have not been able to make it to the course offered by the universities and colleges in traditional mode. An endeavor will be to provide best quality education, keeping with the traditions of Jamia Hamdard.

Objective

To prepare highly skilled professionals, with a strong conceptual and theoretical background, in the field of management theory and its application

The Course

Highlights of the course are described in the following table:

a.	Name of the Course Course Code	Bachelor of Business Administration (B.B.A.) 403
b.	Nature	Open and Distance Mode
c.	Duration	Minimum: Three Years (6 Semesters of six Months each) Maximum: Six Years
d.	Medium of Instruction and Examinations	English
e.	**Eligibility Criteria**	
	Educational Requirements	S.S.C, Intermediate or Equivalent (recognized by Jamia Hamdard) under 10+2 system of education in any stream.
f.	. Commencement of the Course	January / July. Twice in a year
g.	Special Feature	After completing the course, a student may either pursue MBA or take up a job in industry and business organizations at supervisory level.
h.	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.
i.	Period of Completion	Not more than 06 years

| 5 | | Any one from elective -2 | Minor | 25 | 75 | | 100 |
| 6 | | Any other from elective – 3 | 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
	BBA-D-08	Any one from elective -2	Minor	25	75	4	100
		Any other from elective – 3	SEC	25	75	4	100

Semester wise Distribution of Courses in BBA 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 Goverance	Core	25	75	4	100
		Any one from elective -1	Generic	25	75	4	100
		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
	BBA-D-13	Business Research	Core	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
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 –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

Duration of the Programme
(Minimum-3 Years, Maximum-6 Years)

To fulfill the degree requirements for acquiring the BBA, a student may clear all the papers in three years. If a student fails to clear all the requirement of course in three years he/ she may be permitted to stretch it over a period of another 3 years. In case the student is unable to pass all the courses of BAB programme in 6 years, the students may be permitted to stretch it for another two years. In such cases, the student has to seek readmission as per 'Re-Admission' rules and pay the requisite fees.

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:

Distinction	75% and above
I Division	> 60% and < 75%
II Division	> 45% and < 60%
Fail	Less than 40%

Rationalization of weightage for internal assessment and term end examination in programmes offered in SODL :-

1. The Weightage of term- end examination would be 75%.
2. Weightage for Internal Assessment would be 25%.

Detailed Syllabus of Bachelor of Business Administration
Semester 1

Paper BBA- D- 01

Principles of Management

UNIT 1: Business Organization
Introduction to business, Forms of organizations, Objectives of business, Social responsibilities of business, Business risks, Business systems and environment.

UNIT 2: Finance
Methods of raising finance, Sources of long term finance.

UNIT 3: Marketing and Advertising
Nature and functions of marketing, Advertising, Channels of Distribution.

UNIT 4: Management
Nature of management, Development of management thought.

UNIT 5: Functions of Management
Leadership, Planning, Decision-Making, Organizing, Communication, Selection and Training, Controlling, Motivation and Direction.

Suggested Readings:
1. Basu. Business Organization and Management Tata McGraw Hill, New Delhi.
2. Gupta, C.B. Modern Business Organisation. Mayur Paper Backs, New Delhi.
3. Lele, R.K. and J.P. Mahajan. Business Organisation. Pitamber Publishing, New Delhi.
4. Mishra, N. Modern Business Organisation. SahityaBhawan, New Delhi.
5. Prasad, Lallan and S.S. Gulshan. Management Principles and Practices. S. Chand & Co.

References

1. A Text Book Of Environmental, Agarwal, K.M., Sikdar, P.K.,Deb,S.C. (2002) published by Macmillan India Ltd. Kolkata, India.
2. Uberoi, N. K. (2002). Environmental Management. Excel Books.
3. Environment management by Dr. Swapan Deb", published by Jaico Publishing House.
4. Environmental Management by S K Agrawal", published by A.P.H. publishing Corporation.

Readings

1. Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner.
2. BharuchaErach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad – 380 013, India
3. Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480
4. Cunningham WP, Cooper TH, Gorhani E & Hepworth MT, 2001. Environmental Encyclopedia, Jaico Publishing House, Mumbai, 1196.

Paper BBA-C-03   Marketing Management-I

Unit I
Marketing: nature and scope of marketing; marketing concepts- traditional and modern; selling and marketing; marketing mix; marketing environment; service marketing- characteristics of service.

Unit II
Consumer behavior and market segmentation: nature, scope and significance of consumer behavior; market segmentation- concept and importance; bases for market segmentation.

Unit III
Product: concept of product; consumer and industrial goods; product planning and development; packaging- role and functions;

Unit-IV
Branding: brand name and trade mark; product life cycle; after sales service.

Unit-V
Price: importance of price in marketing mix; factors affecting price; discounts and rebates; pricing strategies.

Reference Books:
1. Kotler, Philip; Keller, Kevin Lane; Koshy, Abraham, and MithileshwarJha, Marketing Management: A South Asian Perspective, Pearson Education
2. Cundiff E.W. and Still, R.R., Basic Marketing Concepts, Decisions and Strategy; Prentice Hal of India, New Delhi.

New Delhi.

3. Salvatore, D. Schaum's. Outline of Theory and Problems of Microeconomic Theory, McGraw-Hill International Edition.

4. Pindyck, Rubinfeld and Mehta. (2009). Micro Economics. (7th ed). Pearson.

Note: Latest edition of text books may be used.

Semester II

Paper BBA-C-05   Business Statistics

Unit – I: Statistical Data and Descriptive Statistics

Measures of Central TendencyMean, median and mode, Measures of Variation: absolute and relative.

Range, quartile deviation, mean deviation, standard deviation, and theircoefficients, Properties of standard deviation/variance

Unit - II: Simple Correlation, Regression Analysis and Time Series Analysis

Correlation Analysis. Meaning of Correlation: simple, multiple and partial; linear and non-linear, Correlation and Causation, Scatter diagram, Pearson's coefficient of correlation; calculation and properties (proofs not required). Correlation and Probable error; Rank Correlation, Regression Analysis. Principle of least squares and regression lines, Regression equations and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard Error of Estimate, Introduction to Time Series Analysis.

Unit – III: Linear Programming Problem

Introduction to OR, Linear Programming - Graphical and Algebraic Solution (maximization and minimization).

Unit – IV: Probability and Probability Distributions

Introduction to Probability, Normal Probability Distribution, Standardized Normal Distribution

Unit - V:Theory of Estimation and Hypothesis Testing

Hypothesis testing: Concept; Level of Significance; Process of testing; Test of hypothesis concerning Mean; Test of hypothesis Normal Z test & t test for single mean.

Suggested Readings:

1. R.P. Hooda, Statistics for business and Economics.
2. S.P. Gupta (S.P.): Statistical Methods, Sultan Chand & Sons, 34th Edition.
3. Richard Levin & David Rubin: Statistics for management, Prentice Hall.
4. Tondan, Ravi: Business Statistics.
5. Ken Black, Business Statistics.

Perception – Nature and meaning of Perception, perceptual errors, Values and different types of values. Attitude – concept and different forms of attitude.

Unit III
Nature of group dynamics, reasons for the formation of groups, characteristics of groups, theories of group formation, Importance of groups to the organization, Problems created by small groups, Team building, group decision making.

Unit IV
Importance to organizations, Process of controlling, some important management tools as means of controlling, Management of change: meaning, importance, resistance to change, factors contributing to organizational change, introducing change in large organizations, change agents.

Unit-V
Organizational culture and effectiveness; concept, distinction between organizational culture and organizational climate, factors influencing organizational culture. Organizational effectiveness indicators, achieving organizational effectiveness.

Suggested Readings:
1. Rao, VSP and Narayana, P.S. ¬ Organization Theory & Behavior ¬ Konark Publishers Pvt. Ltd., Delhi, 1987.
2. Prasad, L.M ¬ Organizational Theory & Behavior ¬ Sultan Chand & Sons, New Delhi, 1988.
3. Sekaran, Uma ¬ Organizational Behavior¬ text & cases ¬Tata McGraw Hill Pub Ltd., New Delhi, 1989.
4. Robbins, P.Stephen ¬ Organizational Behavior¬ concepts, controversies & Applications ¬ Prentice Hall of India Ltd., New Delhi, 1988.
5. Chhabra T.N. &Taneja P.L. Organizational Behaviour, DhanpatRai and Company (P) Ltd., Delhi, India,2003

Paper BBA-C-08   Cost Accounting

Unit 1: Introduction.
Concept of cost, costing, cost Accounting & Cost Accountancy, Limitations of Financial Accounting, Origin and objectives of cost Accounting, Advantages and Limitations of Cost Accounting Difference between Financial and Cost Accounting, Cost Unit & Cost Centre

Unit 2: Elements of cost
Classification of cost & Types of Costs, Preparation of Cost Sheet; Material, Labour and overhead cost,

Unit 3: Methods of Costing

Human Resource Procurement & Mobility, Productivity & improvement job analysis & Job design, work measurement, ergonomics' Human Resource planning-objectives, activities, manpower requirement process

Recruitment & Selection, Career planning & development, training methods, basic concept of performance appraisal. Promotion & Transfer.

Unit IV
Compensation:
Employee Compensation, Wage policy, Wage determination, and Wage boar, factors affecting wages & Salary, systems of payments, Job evaluation, components of wage/salary-DA, incentives, bonus, fringe benefits etc., Minimum Wages Act 1948, Workmen Compensation Act 1923, Payment of bonus Act 1965.

Unit V
Employee relations:
Discipline & Grievance handling types of trade unions, problems of trade unions

Books:
1. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.
2. Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India.
3. TN Chhabra, Human Resource Management, DhanpatRai& Co., Delhi
4. Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi. 5.Dipak Kumar Bhattacharya, Human Resource Management, Excel Books, 2009, 2nded
6. ArunMonappa,Managing Human Resource,
7. Essential of HRM and Industrial Relations-P.SubbaRao
8. C.B. Memoria, Personnel Management

Paper BBA-C-10   Business Environment

Unit I.
Meaning, scope and evolution of commerce & industry, -Industrial Revolution- itseffects. -Emergence of Indian MNCs & transnational corporations -Recent trends inbusiness world. Globalization & challenges for Indian Business in new millennium, Businessethics, Business and culture, Technological Development and Social Change,

Unit II.
Business sectors & forms of business organizations- private sector, Cooperative sectors, public sector, joint sector, Services sector, Various forms of business organizations – Sole Proprietorship, Partnership firms, Joint stock companies –their features, relative merits, demerits & suitability, Business combinations

Unit III.
Mergers & acquisitions-mergers in India. Networking, Franchising, BPOs &KPOs, E-commerce, On-line trading, patents, trademarks & copyright

Applications of MIS in Manufacturing Sector-Personnel Management, Financial Management, Production Management, Marketing Management, MIS applications in Service Industry, Management Ethics and Governance

Reference Book
1. Waman S Jawadekar, MIS. McGraw Hill Publications.
2. Kenneth C Laudon and Jane P Laudon, "Management Information Systems- Managing the Digital Firm", Pearson Education, 2/e, 2009.
3. CSV Murthy,"Management Information Systems- Text & Applications", Himalaya Publishing House, 3/e, 2011
4. Gordon B. Davis, MagretheH.Olson, "Management Information Systems, Conceptual Foundations Development", Tata McGraw Hill, 2008.
5. Satyasekhar. GV," Management Information Systems", Excel Books, 2007.

BBA: Semester- IV

Paper BBA-C-13   Business Research Methods

Unit I
Business research: meaning and definition – features of business research, Business Research Process, Ethical issues in Research, process of problem definition – understanding background of the problem - determination of unit of analysis – determine the relevant variables and state the research questions – hypothesis and research objectives.

Unit II
Research Design: Meaning and Types. Exploratory research- objectives & methods, experience survey, secondary data analysis, case study, pilot study by focus group interview, Descriptive and Causal research – survey, experiments, secondary data studies and observation

Unit III
Sampling Design: simple random sampling – restricted random sampling – stratified, cluster and systematic - nonrandom sampling – convenient and judgment sampling – sampling error and non-sampling error.

Unit IV
Measurement and scaling: nominal - ordinal – interval and ratio scale, designing questionnaire, Survey methods

Unit V
Data processing: processing stages, editing, coding and data entry, descriptive analysis under different types of measurements – percentages frequency table, measures of central tendency.

Reference Books:
1. Donald R.Cooper and Pamela S. Schindler: Business Research Methods, Latest edition, Irwin McGraw-Hill International Editions, New Delhi.
2. John Adams, Hafiz T.A. khan, Robert Raeside, David white: Research Methods for graduate business and social science students, Response Books, New Delhi – 110044.
3. Naresh K. Malhotra: Marketing research, latest edition, Pearson Education.
4. William G. Zikmund, Business Research methods, Thomson
5. Wilkinson T.S. and Bhandarkar P.L.: Methodology and Techniques of social research, Himalaya Publishing House.

Paper BBA-C-14   Financial Management

UNIT 1
Introduction :: Meaning, nature and scope of finance, financial goals, finance functions

UNIT II
Time Value of Money:: Concepts of Present Value, Future Value, Value of Annuity

UNIT III

Unit V

International Economic Institutions and Regional Economic Groups: IMF, World Bank- It's affiliates, UNCTAD and WTO; International Commodity Agreements. Multilateralism vs. Regionalism; EU, NAFTA, ASEAN, SAFTA

Text Books
1. Daniels, John D. and Radebaugh, Lee H. and PrashantSalwan (2010). International Business: Environment and Operations, 8th Edition, Pearson Education.
2. Charles, W. L. Hill (5 th Edition, 2005). International Business: Competing in the Global Marketplace, Tata McGraw Hill.

Reference Books
1. Deresky (2003). International Management: Managing Across Boarders and Culture, Pearson Education.
2. Paul, J (2004). International Business, Prentice-Hall.
3. Aswathappa (2005). International Business, Tata McGraw Hill

Paper BBA-C-16   Marketing Management-II

Unit-I
Promotion: promotion mix; methods of promotion; advertising; personal selling; selling as a career.

Unit-II
Distribution: physical distribution; channels of distribution-concept and role; types of channels; factors affecting choice of a particular channel; physical distribution of goods;

Unit III
Advertising: functions of advertising; advertising media; different types of media; relative merits and demerits; characteristics of effective advertisement;

Unit-IV
Media: measuring media effectiveness; media planning and scheduling; Legal and ethical aspects of advertising.

Unit V
Sales promotion: meaning, nature and functions; limitations of sales promotion; sales promotion schemes: sample; coupon; price off; premium plan; consumer contests and sweep stakes; POP displays; demonstration; trade fairs and exhibitions; sales promotion techniques and sales force.

Reference Books:
1. Kotler, Philip: Marketing Management; Prentice Hall, New Jersey.
2. Cundiff E.W. and Still, R.R., Basic Marketing Concepts, Decisions and Strategy; Prentice Hal of India, New Delhi.
3. Stanton W.J., Etzel Michael J and Walter Bruce J; Fundamentals of Marketing; McGraw Hill, New York.

Paper BBA-C-18   Income Tax

Unit -1:
Introduction of Income Tax Act 1961 : Charge of Income tax, person, assessment year, previous year, Maximum amount which is not chargeable to income tax, Assesses, Rounding off of total income tax, Scope of total income, residential status.

Unit -2:
Income Under the head –salary : Meaning of salary, Taxability of component of salary, perquisites, Perquisites where taxable only in the case of specified employees, tax free perquisites (for all employees), Treatment of leave travel concession or assistance(LTC/LTA), treatment of provident fund for income-tax purposes, Gratuity, uncommitted and Commuted pension leave encashment, deduction from salary. Problems on salary computation and taxability.

Unit-3:
Income under the head- Income From House Property (Sessions: 9) : Meaning of house property, ownership, use of the house property, Computation of net annual value of a property, treatment of unrealised, deductions from net annual value of property, computation of income of a property which is self-occupied, interest when not detectable, unrealised rent received charges, Practical problems under this head.

Unit- 4:
Income under the head – Profit and Gain of Business or Profession : Meaning of P&G of business or profession, study of deductions under this head, Deprecation, assets installation, manufacture incomes, site restoration funds, expenditure on Scientific research, Time of payment of fees, Amortisation of preliminary expenses, Specified expenditure, deemed profit chargeable to tax, practical Problems under this head.

Unit-5:
Income under the head Capital Gain, Income from other sources, TDS & PAT : Computation of income under the head 'Capital Gain' from investment and Income from other sources. Income which do not form part of Total income. Deduction u/s 80A to 80U, Practical problem under this heading, Deduction of tax at sources, Payment of advance tax.

Text Books
1. Lal, B.B., (2009), Income Tax and Central Sales tax Law and Practice, 30th
   edition, Pearson Education.
2. Singhania, V. K and Singhania, Monica, Students Guide to Income Tax,

Reference Books:
1. Ahuja, Girish and Gupta, Ravi, Systematic Approach to Income Tax, Latest Edition, Bharat Law House.
2. Datey, V.S., Indirect Taxes-Law and Practice, latest edition, Taxmann Publications.
3. Government of India, Bare Acts (Income Tax, Service Tax, Excise and Customs)
4. Vashisht, Nitin and Lal, B.B., (2009), Direct Taxes: Income Tax, Wealth Tax and Tax Planning, 30th edition, Pearson Education.

Semester- VI

Paper BBA-C-21   Business Policy and Strategy

Unit I
Introduction: Nature, scope and importance of the course on Business Policy; Evolution of this course – Forecasting, Long-range planning, strategic planning and strategic management.

Unit II
Strategic Management Process: Formulation Phase – vision, mission, environmental scanning, objectives and strategy; implementation phase – Strategic Activities, Evaluation and Control.

Unit III
Environmental Analysis: Need, Characteristics and categorization of environmental factors; approaches to the environmental scanning process – structural analysis of competitive environment; ETOP a diagnosis tool.

Unit IV
Analysis of Internal Resources: Strengths and Weakness; Resource Audit; Strategic Advantage Analysis; Value-Chain Approach to Internal Analysis; Methods of analysis and diagnosing Corporate Capabilities – Functional Area Profile and Resource, Deployment Matrix, Strategic Advantage Profile; SWOT analysis.

Unit V
Formulation of Strategy: Approaches to Strategy formation; major strategy options –Stability, Growth and Expansion, Diversification, Retrenchment, Mixed Strategy; Choice of Strategy – BCG Model; Stop-Light Strategy Model

Text Books

1. Ghosh, P. K.; Strategic Planning and Management, Sultan Chand & Sons, New Delhi
2. Kazmi, Azhar; Business Policy, Tata McGraw-Hill, New Delhi
3. Suri R.K.; Business Policy & Strategic Management, Brijwasi Publisher &Distributor.

Paper BBA-C-22   Project Management

UNIT-I
Concepts of project management - concept of a project categories of projects - project life -cycle phases - project management concepts - tools and techniques for project management. The project manager - roles and responsibilities of project manager.

UNIT-II
Project formulation - formulation stages - bottlenecks - feasibility report –financing arrangements - finalization of project implementation schedule.

UNIT-III

ELECTIVE I-GENERIC
(FINANCE)

Paper BBA-F-101   Investment Management

Unit – I
Investment Management: nature, scope and objectives, alternative forms of investment.

Unit – II
Stock market operations: New Issue Market, Secondary Market operations.

Unit – III
Valuation of securities: Valuation of Bonds and Shares.

Unit – IV
Fundamental Analysis and Technical Analysis.

Unit – V
Portfolio Analysis, Sharpe Index and Markowitz Theory.

References:
1. Amling, Frederic. Investment Englewood Cliffs, New Jersey, PHI
2. Lee, Cheng F. etc Security Analysis and Portfolio Management Scott, Foresman.
3. Alexander Gordon J. and Sharpe, William F, Fundamentals of Investments, Englewood Cliffs, New Jersey, Prentice Hall Inc.
4. Prasanna, Chandra, "Investment Analysis and Portfolio Management", Tata McGraw Hill.

ELECTIVE I-GENERIC
(Finance)

Paper BBA-F-102   Corporate Analysis and Valuation

Unit-I
Introductory financial analysis, Financial Statement of Analysis, Analysis of statement of Cash Flows, comparative statements, common size statements, financial ratio analysis

Unit-II
Introduction to equity valuation, Approaches to Valuation & Identifying Value Drivers, Estimating the Discount Rates

Unit-III
Estimating cashflows, Measuring cashflows, forecasting cashflows ,Dividend Discount Models,

Unit-IV

International capital flows, Foreign Direct Investment, Financing in the Short-Term and in the Long-Term, Managing Net Working Capital, International Trade Finance

Suggested Readings:

1. Levi D, Maurice, International Finance, Routledge.
2. Krugman, Paul R., Obstfeld, Maurice and Melitz, Marc, International Economics, Pearson Education.
3. Madura, Jeff, International Corporate Finance, South-Western/Cengage learning.
4. Eun, Cheol S. and Resnick, Bruce G., International Financial Management, Tata McGraw- Hill.

ELECTIVE I-GENERIC
(Finance)

Paper BBA-F-104   Wealth Management

Unit I

Introduction: Financial Planning, Background, Role of Financial Planner, Financial Planning Process, Contract and Documentation, Client Data Collection, Client Data Analysis, Life Cycle, Wealth Cycle

Unit II

Risk Profiling and Asset Allocation, Systematic Approach to Investing, Systematic Investment Plan (SIP), Systematic Withdrawal Plan (SWP), Systematic Transfer Plan (STP)

Unit III

Financial Plan, Goal-based Financial Plan, Comprehensive Financial Plan, Financial Blood-Test Report (FBR), Financial Planning in India

Unit IV

Wealth Management & the Economy I, Financial Planning to Wealth Management, Economic Cycles and Indicators, Lag Indicators, Co-incident Indicators, Lead Indicators

Unit V

Wealth Management &the Economy II, Interest Rate Views, Currency Exchange Rate, the Deficits, Revenue Deficit and Fiscal Deficit, Current Account Deficit

Recommended Reading
1. Dun & Bradstreet ,Wealth Management 1st Edition; Tata McGraw Hill
2. S K Bagchi,Wealth Management 1st Edition; Jaico Publishing House
3. Balaji Rao DG ,Wealth Management & Financial Planning: Concepts & Practices, Patridge (A Penguin Random House Company)

ELECTIVE I-GENERIC
(Finance)

PaperBBA-F-106   Insurance and Risk Management

Unit I: Risk and Risk Management
Meaning and Concept of Risk, Nature & Types of Risks, Managing Risks, Risk Management and Insurance, Process of Risk Management, Measurement of Risk, Risk Evaluation and Prediction. Disaster Risk Management, Risk Retention and Transfer.

Unit II: Nature of Insurance
Meaning & Concept of Insurance, Need for Insurance, Types of Insurance, Globalization of Insurance Sector, Reinsurance and Coinsurance, Endowment and Assignment

Unit III: Nature of Insurance Contract
Nature of Insurance Contract and the Legal Aspects; Principle of Utmost Good Faith, Insurable Interest, Indemnity, Contribution and Subrogation, Loss Minimization, Causa Proxima.

Unit IV: Life and General Insurance
Features of Life Insurance Contract, History of Life Insurance in India, Life Insurance companies Operating in India, Types of Life Insurance Policies offered in India, General Insurance – Fire, Marine, Motor, Health, Accident and Miscellaneous Insurance

Unit V : Control of Malpractices
Control of Malpractices, Negligence, Loss Assessment and Loss Control, Exclusion of PLI, Act; Actuaries, Computation of Insurance Premium.
Regulatory Framework of Insurance: Role, Power and Functions of IRDA, Composition of IRDA, IRDA Act'1999.

Suggested Readings:
1. George, E. Rejda, Principles of Risk Management and Insurance, Pearson Education.
2. Dorfman, Marks S., Introduction to Risk Management and Insurance, Pearson
3. All the three modules of Insurance and Risk Management by Institute of Chartered Accountants of India
4. Gupta. P.K, Insurance and Risk Management, Himalaya Publishing House.
5. Mishra, M. N., Principles and Practices of Insurance, S. Chand and Sons.
6. Dinsdale, W.A., Elements of Insurance, Pitaman.
7. Black, K. and H.D. Skipper, Life and Health insurance, Pearson Education
8. Crane, F., Insurance Principles and Practices, John Wiley and Sons, New York.
9. Vaughan, E. J. and T. Vaughan, Fundamentals of Risk and Insurance, Wiley & Sons

ELECTIVE I-GENERIC
(Finance)

Paper BBA-F-108   Security Analysis and Portfolio Management

UNIT I
Investment: Meaning, nature and process; Investment Alternatives, Concept and Measurement of Investment Risk and Return, Identification of Investment Opportunity.

UNIT II
Trading of Securities: Stock Exchange, Functions, Trading System, Regulation and Listing of Securities.

UNIT III
Valuation of Securities: Equity DDM, Straight Bonds only, Concept of YTM, Duration of Bond.

UNIT IV
Investment Analysis: Fundamental Analysis, Company Analysis; Industry Analysis and Economy Analysis; Technical Analysis; Dow Theory, Charting Techniques, Indicators; Efficient Market Hypothesis.

UNIT V
Capital asset pricing model (CAPM): Efficient frontier with a combination of risky and risk free assets. Assumptions of single period classical CAPM model. Characteristic line, Capital Market Line, Security market Line. Expected return, Required return, Overvalued and undervalued assets.

Suggested Readings:
1. Fischer, D.E. & Jordan, R.J.: Security Analysis & Portfolio Management, Pearson Education.
2. Sharpe+, W.F., Alexander, G.J. &Bailey, J.: Investments, Prentice Hall ofIndia.
3. Singh,R: Security Analysis & Portfolio Management . ExcelBooks.
4. Frank K Reilly & Keith C Brown: Investment Analysis and Portfolio Management.

ELECTIVE I-GENERIC
(Marketing)

Paper BBA-M-101   Advertising Management

Unit I
Introduction: Meaning and Framework of Advertising; Defining Advertising; Advertising to Persuade the Buyer; Importance of Advertising in Marketing; Role of Advertising in Marketing Mix and Positioning; Advertisers and Advertising Agencies; Choosing an Advertising Agency.

Unit II
Advertising Agency: Introduction, Overview of an Advertising Agency; Departments of an Advertising Agency, Creative department, Media department, Client servicing department, Marketing research department; Ancillary Services; Interfacing with Client's Organisation; Integration of Services, Copy Writing.

Unit III
Advertising Media: Different Types of Media, Function, Merits and Demerits of Media, Selection of Media and Its Vehicles; Advertising Budget: Objectives, Preparation and Methods of Advertising Budget; Advertising Agency: Function, Selection and Compensation.

Unit IV
Theories of Advertising,Understanding Persuasive Messages: Introduction, Communication Response Hierarchy, Securing Attention; Interpretation and Processing of Information; Persuasion; Attitude Change, Factors that influence or change attitudes.

Unit V
Setting Advertising objectives: Introduction, Marketing Objectives; Advertising Objectives, Sales-oriented/ Behavioural objectives, Communication-oriented objectives; The DAGMAR Approach to Setting Objectives and Measuring, Advertising Effectiveness; Kinds of Advertising Objectives; The Advertising Communication System, The communication process, The advertising exposure model; The Need for Clear Understanding of Objectives.

Suggested Readings:
1. Belch and Belch, Advertising and Promotion, Tata McGraw Hill Co.
2. Sharma, Kavita, Advertising: Planning and Decision Making, Taxmann Publication Pvt. Ltd.
3. Mahajan, J.P., and Ramki, Advertising and Brand Management, Ane Books Pvt Ltd, New Delhi.
4. Burnett, Wells, and Moriatty, Advertising: Principles and Practice, Pearson Education
5. Terence A. Shimp, Advertising and Promotion: An IMC Approach, South Western, Cengage Learning.
O'Guinn, Advertising and Promotion: An Integrated Brand Approach, Cengage Learning.

ELECTIVE I-GENERIC
(Marketing)

Paper BBA-M-103   Retail Management

UNIT I
Introduction to Retailing, Definition, Characteristics, Evolution of Retailing in India, Retailing in India, Emerging Trends in Retailing, Factors Behind the change of Indian Retail Industry.

UNIT II
Retail Formats: Retail Sales by ownership, On the basis of Merchandise offered, non- store Based retail mix & Non- traditional selling.

UNIT III
Store Planning: Design & Layout, Location Planning and its importance, retailing image mix, Effective Retail Space Management, Floor Space Management.
Retail Marketing: Cross selling, Up selling, bundling strategies, in-store promotion.

UNIT IV
Retail Merchandising: Buying function, Markups & Markdown in merchandise management, Label and SKU Management.
Merchandise Pricing: Concept of Merchandise Pricing, Pricing Options, Pricing Strategies, Pricing Objectives, Types of Pricing.

UNIT V
Retail Operation: Elements/Components of Retail Store Operation, Technologies for Retail Operations, Store Administration, Store Manager –Responsibilities, Inventory Management, Management of Receipts, Customer Service, Management of Retail Outlet/Store, Store Maintenance, Shrinkage, Store Security.

Reference books:
1. Cullen & Newman: Retailing – Environment &Operations, Cengage Learning EMEA
2. Berman, Barry and Joel Evans : Retail Management
2. Cooper J : Strategy planning in logistics and transportation
3. Cox Roger : Retail management
4. Kotler: Marketing Management

ELECTIVE I-GENERIC
(Marketing)

Paper BBA-M-105   International Marketing

UNIT I:
Introduction
International marketing – The Core Concepts, Why firms go International, Transition from domestic to global business, the re-active and pro-active processes of internationalization. The Dynamics of the world Market, Identifying and satisfying global needs.

UNIT II:
International Marketing Environment
The Political, Legal and the Socio-cultural Environment, PESTEL Analysis, The EPRG Model, Hoffstede's 4 Dimensions of Culture, High and Low Context Cultures, The concept of SRC, The influence of Culture on consumption decisions, problems associated with Cross Cultural differences.

UNIT III:
Foreign Market Selection and Market Entry Strategies
Evaluating risks, segmentation and selection of foreign markets. Identifying entry strategies :Exporting, Piggy-backing, Wholly owned subsidiaries, Licensing, Franchising, Joint Ventures, Mergers and acquisitions, Turnkey Operations, Strategic Alliances, Global tendering and Out-sourcing, Contract Manufacturing, Management Contracting

UNIT IV:
International Marketing Strategies
Product Strategies (Standardization, adaptation, developing new products) International Product Life Cycle, Pricing Strategies (Market skimming, Penetration pricing, Marginal Costing, Dumping etc,) Promotional and distribution strategies.(Participation in International Trade fairs and Exhibitions, Branding, Positioning, Packaging, Labeling, Bar-coding and supply chain logistics)

UNIT V:
Documentation and Control Systems for International Marketing
The inquiry, the Quotation, Choice of Currency, Exchange Rate calculation, International Invoicing, Pricing, INCOTERMS (EXW, FAS, FOB, CIF, DES, DEQ, DAF, DDP) Terms of payment, Letter Of Credit, Hedging, Packing Slip, Credit Note, Bill of Lading, Certificate Of Origin (GSP), Inspection Certificate, Environmental Controls, Bio-degradable packaging etc.
Emerging Issues and Developments in International Marketing; Global Competitiveness, Total Quality Management, Kaizen, Six Sigma, Ethical and Social issues, Theory Z . 50

References
- International Marketing – Rakesh Mohan Joshi , OUP
- Warren S. Kegan, International Marketing, Prentice Hall.
- Vern Terpstra&Sarathy, International Marketing, The Dryden Press.

5. Dornier, P. P., Ernst, R., Fender, M., &Kouvelis, P. (1998). Global Operations Management and Logistics: Text and Cases. New York: John Wiley &Sons.
6. Mentzer, J. T. (2001). Supply chain management. New Delhi: SagePublications.
7. Monczka, R. M., Handfield, R. B., Giunipero, L. C., &Petterson, J. L. (2009). Purchasing and supply chain management (4th ed.). USA: CengageLearning.
8. Raghuram, G., &Rangaraj, N. (2000). Logistics and supply chain management: cases and concepts. New Delhi:Macmillan.
9. Shah, J. (2009). Supply chain management: Text and cases. New Delhi: Pearson Education.

ELECTIVE I-GENERIC
(Marketing)

Paper BBA-M-107   Services Marketing

UNIT I
The emergence of service economy: contributory factors, consumption pattern analysis, Evolution in context of goods, services, products, managerial challenges, physical and digital services.

UNIT II
Service Marketing mix: concept of value and value drivers, extended framework Service marketing system: production, marketing, human resources, sequential analysis, Service Design,

UNIT III
Service system positioning: service delivery process, Fulfillment, blueprinting Service buying behaviour; difference in perspective, risk analysis, decision process.

UNIT IV
Service quality; concept, technical and functional quality, Service quality models and measurement, Demand and supply imbalances management; challenges and strategies; Relationship Marketing, Customer life time Value.

UNIT V
Strategic Issues In Service Marketing-Market Segmentation in the Marketing of Services, Target Marketing, Positioning of Services-How to Create a positioning Strategy, Developing and maintaining Demand and Capacity.

Reference Books:
1. Fisk, R. P., Grove, S. J., & John, J.: Interactive services marketing. New York. HoughtonMifflin.
2. Glynn, W. J., & Barnes, J. G.: Understanding services management - Integrating

Performance Management (PM) Conceptual Frame Work: Introduction to Performance Management, importance, process of Performance Management, link between Performance Management and Performance Appraisal, Benefits of Performance Management

Unit II
Performance Planning, Role Analysis and Evaluating Performance Management. Performance Appraisal, Meaning of Performance appraisal, methods and approaches to performance appraisal, Obstacles in appraisal, Designing appraisal for better results.

Unit III
3600 feedback, Assessment centres, Performance reviews, Coaching and Counselling, PerformanceManagement in Manufacturing, Services and IT Sector, Strategies for improving performance. Performance Management and development, Performance Management and pay.

Unit IV
Performance Management Application & Improvement: Performance Management for Teams, Performance Management in practice, Analysing Performance problems. Performance counselling- Concept, Principles and Skills competency based Performance Management.

Unit V
Performance Management linked Reward Systems: Reward Management, Objectives, Components of Reward System, Linkage of Performance Management to Reward and Compensation Systems "Do only what you get paid for" Syndrome, Types of pay for Performance Plans – Individual based, Team Based, Plant Wide Plans and Corporate Wide Plans.

Recommended Books:
(1.) Armstrong, M. & HellenMurlis. Reward Management. A handbook of Remuneration Strategy.
(2.) Dwivedi, R.S. Managing Human Resources; Personnel Management in the Indian Enterprises. Galgotia Publishing Co.
(3.) Venkataratnam, C.S., & B. K. Srivastava. Personnel Management and Human Resources. Tata McGraw Hill.
(4.) Thomas, J. Bergman, V.G. Scarpllo and F.S. Hills. Compensation Decision Making. Dryden Press.
(5.) Dunn, J.D. and F. M. Rachal. Wage and Salary Administration: Total Compensation System. McGraw Hill, New York.

ELECTIVE I-GENERIC
(HRM)

Paper BBA-H-103   Industrial Relation and Trade Union

Unit I

Industrial Relation: Concept, Scope and Approaches to Industrial Relations- Unitary, Pluralistic, and Radical approach, Industrial Relations Systems (IRS), Values in IR. Role of State in Industrial Relations in India.

Unit II

Trade Unionism: Concept, structure and function, Union Registration and Recognition, Theories on Trade Unionism- Selling Pearl man, Sidney and Beatrice Webb, Karl Marx, Robert Hoxie and Mahatma Gandhi, White Collar Trade Unions, Trade Union Movement in India.

Unit III

Industrial Dispute: causes, types, methods of settlement of dispute in India, Code of Discipline and Grievance Management.

Unit IV

Collective Bargaining: Meaning, Importance and theories of collective bargaining. Process of collective Bargaining, by M.W. chamberlain, Allan Flanders, Walton Mckersie and Sidney & Beatrice Webb. Hurdles to collective Bargaining in India.

Unit V

Workers Participation in Management: Concept, Scope, Levels and functions, Forms of Workers' Participation, Workers Participation in other countries.

Suggested Readings:

(1)   S.C. Srivastava: Industrial Relations and Labour Laws, Vikas Publishing House, New Delhi.

(2)   RD Davar: Personnel Management and Industrial Relation, Vikas Publishing House, New Delhi.

(3)   T.N.Chhabra&R.K.Suri, Industrial Relations, Concepts and issues, DhanpatRai& Co.

(4)   C.S. VenkataRatnam, Industrial Relations, Oxford

(5)   Mamoria, Gankar, Dynamics of Industrial Relations, HPH Monappa, Industrial Relations, TMH

ELECTIVE I-GENERIC
(HRM)

Paper BBA-H-105   Labour Legislations

UNIT I
Labour Legislations: Need, objectives, scope, growth of labour legislation in India. Principles of Labour Legislation: Forces influencing labour legislation in India, Principles of modern Labour Legislation.

UNIT II
Growth of Factory Legislation in India, Factories Act, 1948: Approval, Licencing and Registration of Factories, Inspecting staff, certifying surgeon, Health, Safety, Welfare, special provisions for women and children.

UNIT - III
Industrial disputes Act, 1947: Authorities and Reference of disputes, Prohibition of strike and lock-outs, Lay-off, Retrenchment and closure, machinery for settlement of Industrial disputes, Unfair Labour Practices

UNIT IV
Salient features of Minimum Wages Act, 1948, Salient features of Payment of wages Act, 1936

UNIT V
The Equal Remuneration Act, 1976: Objective, Background and Salient Features of the Equal Remuneration Act, 1976

Suggested Readings:

1.   S.C. Srivastava: Industrial Relations and Labour Laws, Vikas Publishing House, New Delhi.
2.   S.C. Srivastava: Labor Law in factories, Mines, Plantations, Transport, Shops and other industrial establishments, PHI, New Delhi.
3.   RD Davar: Personnel Management and Industrial Relation, Vikas Publishing House, New Delhi.
4.   Dr. P.C. Tripathi: Personnel Management, Sultan Chand & Son, Delhi.
5.   T.N.Chhabra&R.K.Suri, Industrial Relations, Concepts and issues, DhanpatRai& Co.

ELECTIVE I-GENERIC
(HRM)

Paper BBA-H-107   Counselling & Negotiation

UNIT I
Counselling: Introduction, Approaches to Counselling, Goals and Process of Counselling; Counselling Procedures and Skills, Organizational Application of Counselling Skills.

UNIT II
Changing Behaviours through Counselling; Specific Techniques of Counselling; Role conflicts of Managers and Counselling. Application of Counselling in Specific Organizational Situations: Dealing with problem Subordinates; Performance Management; Alcoholism and Other Substance Abuse; Ethics in Counselling.

UNIT III
Introduction of Johari Windows and Implications of Johari windows in the corporates. Transactional Analysis – Concept, Process and application of Transactional analysis.

UNIT IV
Negotiation: Introduction, Nature and need for negotiation, negotiation process, Types and styles of negotiation; strategies and tactics; barriers in effective negotiation, Communication Style, BreakingDeadlocks

UNIT V
Role of trust in negotiations; negotiation and IT; ethics in negotiation; cultural differences in negotiation styles; gender in negotiations; context of mediation; negotiation as persuasion.

Suggested Readings:
1. Singh Kavita - Counselling Skills for Managers(PHI)
2. Carroll, M.: Workplace counseling, SagePublication.
3. Kottler, J. A., & Shepard, D. S.: Introduction to counselling: voices from the field, USA: Cengage Learning.
4. Moursund, J.: The Process of counselling and therapy, New Jersey: PrenticeHall.
5. Patterson, L. E., &Welfel, E. R.: The counselling process: A multitheoretical integrative approach, New York: BrooksCole.
6. Kolb, D., & Williams, J.: The Shadow Negotiation. UK: Simon &Schuster.
7. Korobkin, R.: Negotiation theory and strategy, AspenPublisher.

67

ELECTIVE I-GENERIC
(HRM)

Paper BBA-H-109   Talent & Knowledge Management

UNIT I
Meaning and importance of talent management, Talent management Grid, Creating talent management system, Strategies of talent management. Role of leaders in talent management, Talent management and competitive advantage.

UNIT II
Meaning and Concept of Competency Mapping. Difference between Potential mapping and Competency mapping. Competency model, Competency mapping –Process and application of Competency modelling in the organisations.

UNIT III
Elements of knowledge management, Advantages of knowledge management, Knowledge management in learning organisations. Types of Knowledge: Tacit and Explicit .Managing knowledge workers.

UNIT IV
Knowledge management process, Approaches to knowledge management: Knowledge management solutions, Knowledge creation, Knowledge sharing, Knowledge dissemination, Knowledge management life cycle, Nonaka's model of knowledge.

UNIT V
Knowledge capturing techniques: Brainstorming, Protocol analysis, Consensus decision making, Repertory grid, Concept mapping. Knowledge management strategies: Aligning individual needs with organisation, Reward systems for knowledge management, Knowledge audit.

Suggested Readings:
1. Lance A. Berger, Dorothy Berger: Talent management handbook, McGraw Hill New York.
2. Cappeli Peter: Talent on Demand –Managing Talent in an age of uncertainty, Harvard Businesspress.
3. Awad.E.M and Ghaziri.H.M: Knowledge Management, Pearson education International.
4. Stuart Barnes: Knowledge management system theory and practice, Thomsonlearning.
5. Donald Hislop: Knowledge management in organisations, Oxford Universitypress.
6. Sudhir Warier: Knowledge management, Vikaspublishinghouse.
7. T. Raman: Knowledge management –a resource book, Excelbooks.

Growth and development of tourism, Components & typology of tourism. Tourism organizations: World Tourism Organization (WTO), Pacific Asia Travel Association (PATA), World Tourism &Travel Council, (WTTC)

Unit III
Role and function of Ministry of Tourism, Govt. of India, ITDC, visitor, tourist, traveler, excursionist. Tourist Destination Life Cycle.

Unit IV
Concept of tourism product. Characteristics of Tourism Product, forms of tourism product both natural& man-made. Heritage Monuments, arts, craft, Flora, Fauna Environmental Ecology.

Unit V
Tourist Resources -- Definition & Differentiation, Types, religious & spiritual centers, fairs & Festivals. Yoga meditation & others centers. Role of Travel Agencies in Tourism, MICE Tourism

Suggested Readings
1.Introduction to Tourism & Hotel Industry, Zulfikar,SPD
2.Marketing Mgmt. for Travel &Tourism,Nelson Thrones

ELECTIVE I-GENERIC
(Services Management)

PaperBBA-S-104   N.G.O. Management

UNIT-1
Introduction to NGO Management, Concept, Functions and Establishment of NGO, Legal Procedure of Establishment of NGOs, Overview of Societies Registrations Act, India's Companies Act, Charitable Endowment Act and FCRA, Memorandum of Association and Bye Laws

UNIT-2
Tax Relief Under Various Acts related to NGO investment, Result Based Management and Project Cycle Management in NGO, Designing and Planning a Project in NGO, Project Monitoring and Evaluation in NGO, Fundraising and Grant Proposals in NGO, Principles of Good Communication and Successful Negotiations in NGO work

UNIT-3
Leadership Development in NGO, Building and Leading a Team in NGO, Conflict Resolution, Human Resource Management, Human Resource Policy, Staffing and Salaries and Staff Development in NGO.

UNIT-4
NGO Governance, Governance Concepts, Challenges, Perspectives and Ethical Concern, Impact of Different Governance Structures. Good Governance: Code and Accountability, Co-ordinating agencies in NGO.

UNIT-5
Funding Agencies and Schemes under NGO, Role of NABARD and Human Rights Commission in NGO management, Schemes for NGOs under the Government of India

Books
1. Alan Fowler, Chiku Watchman Malunga, NGO Management, Earth scan publication. New York
2. David Lewis and Nazneen Kanji (2009): Non-Governmental Organizations and Development. New York: Routledge
3. Velusamy M. Non GovernmentalOrganisation, Dominant Publishers & Distribution Ltd, New Delhi.

ELECTIVE I-GENERIC
(International Business)

PaperBBA-IB-101   International Trade Policy & Strategy

UNIT 1
Objectives of International Marketing – Challenges, opportunities & considerations in International Marketing , Quality considerations in International Marketing – Underlying forces of International Marketing.

UNIT 2
Global marketing environment –Economic Environment, Socio-cultural Environment, Plitico – Legal Environment and Statutory Framework.

UNIT 3
Market selection, International Market entry strategies – Export & Import, Franchising, licensing, strategic alliances, joint ventures, mergers, acquisition, Foreign Direct Investment.

UNIT 4
Planning for International Marketing- Global Marketing Mix (Product, Price, Promotion, Place)

UNIT 5
Limitations & Challenges of Global Marketing.

Suggested Reading:
1. International Business, Justin Paul, Tata McGraw-Hill Publishing Company Limited, New Delhi
2. International Marketing, Rakesh Mohan Joshi, Oxford Publications
3. International Marketing, Francis Cherunilam, Himalaya Publishing House, Mumbai
4. International Marketing Management – An Indian Perspective, Varshney RI, Bhattacharya B , Sultan Chand & sons. New Delhi
5. International Marketing, P.K. Vasudeva, Excel Books, New Delhi
6. International Marketing (SIE), Cateora and Philip, Tata McGraw-Hill
7. Globalization of Business, Abbas J. Ali, JaicoPubishing House, Mumbai, 3rd Edn., 2009

ELECTIVE I-GENERIC
(International Business)

Paper BBA-IB-103   International Supply Chain Management

Unit I
International Supply Chains, Strategic International Supply Chain Management - Locating International Activities, Integration of International Supply Chain Functions, Strategic Benefits of International Supply Chains

Unit II
International Supply Chain Infrastructure - Transportation, Communication, Utilities & Technology Infrastructure, Supply Chain Security, Risks & Value, Legal Considerations, International Contracts & Insurance Issues

Unit III
Purchasing in International Supply Chains - International Purchasing Strategy, From International to International Purchasing, Types of International Purchasing Strategy, Outsourcing & Off-shoring, International Customers & Channels, Order Fulfillment & Delivery, International Supplier Selection

Unit IV
Logistics in International Supply Chains- International Logistics Strategy, International Distribution Centers, International Inventory Management, International Packaging & Materials Handling, Ocean Transportation, Air Transportation, Land & Intermodal Transportation, Reverse Logistics

Unit V
Operations in International Supply Chains- International Operations Strategy, Make or Buy Decision in International Supply Chains, International Production & Manufacturing, Competitive Priorities in International Supply Chains

References
1. Rushton, A., Croucher, P. and Peter Baker. Handbook of
Logistics and Distribution Management. Kogan Page Pub
2. Chopra Sunil and Peter Meindl. Supply Chain Management. Pearson Education
3. Bowersox, D. J., David, J and Cooper. Supply Chain Logistics Management. McGraw Hill
4. Heizer, Jay; Render, Barry. Operations management. Sustainability
and supply chain management. Pearson Publication, India
5. Sahay, B S. Supply chain management for global competitiveness.
Delhi: Macmillan Publishers India Limited. (Latest Edition may be
used)

ELECTIVE I-GENERIC
(International Business)

Paper BBA-IB-105   Foreign Exchange Management

UNIT 1
Meaning of the Term "Foreign Exchange", Exchange Market, Introductions to Exchange Rate Mechanism: Spot- Forward Rate, Exchange Arithmetic.

UNIT 2
India's Forex Scenario: BOP crisis of 1990, Introduction to International Monetary Developments: Gold standard, Bretton Woods system, Fixed-Flexible Exchange Rate Systems

UNIT 3
Finance Function: Financial Institutions in International Trade.

UNIT 4
Documentary Credits (Letter of Credit): Types of LC – Parties, Mechanism with illustration.

UNIT 5
Documents involved in International trade: Statutory Documents, Financial Documents, Transport Documents, Risk Bearing Documents.

Suggested Reading:

1. Jeevanandan, C, Foreign Exchange and risk Management, Sultan Chand and sons, New Delhi
2. Chatterjee, Principles of Foreign Exchange, Himalaya, Bombay.
3. Ian Giddy, Global Financial Markets, AIYBS, New Delhi.

5. Taneja, Gupta, Entrepreneur Development New Venture Creation,: 2nd ed. Galgotia Publishing Company

6. Holt, David H., Entrepreneurship: Strtegies and Resources, Illinois, Irwin, 1955

ELECTIVE 2

MINOR SUBJECTS

Paper BBA-E-02   Goods and Services Tax

Unit 1

Basic Concept of Indirect Taxes and Introduction of GST, Supply, Levy and collection Under GST

Unit 2

Exemption from GST, Taxability of Composite and Mixed supply, Location of the suppliers and place of supply of Goods and services under GST

Unit 3

Composition Levy (Composition Scheme), Time of supply and valuation of supply in GST,

Unit 4

Input tax credit and its utilization, Tax invoice, Credit & Debit Notes, Registration, payment of tax and Returns under GST.

Unit-5

Customs Law: Basic concepts, Territorial water, High Seas, Types of custom duties, valuation, Baggage Rule & Exemptions.

Suggested Readings:

1. GST and Customs- Law & Practices- V.S. Datey, Taxmann
2. Indirect Taxes-Snowwhite Publications.
3. GST Ready Reacnor- Saxena
4. Elements of Indirect Taxes- Law & Practices- V.S. Datey, Taxmann

ELECTIVE 2
MINOR SUBJECTS

Paper BBA-E-04   Consumer Behaviour

Unit I

Meaning, relevance and importance of consumer behavior, Relationship between consumer behavior and marketing strategy, Market segmentation, Profiling consumers, Notion of psychographics and life- style.

Unit – II

Consumer involvement and decision-making; Consumer decision-making process; Information search process; Evaluative criteria and decision rules. Personality Meaning and nature of personality, Theories of personality: Freudian Theory, Carl Jung Personality Types, Neo-Freudian Personality Theory, and Trait Theory.

Unit III

Consumer as an individual; Motivation for purchase; Needs and goals; Rational and emotional motives; Concept of consumer frustration; Maslow's theory applied to consumer behavior.

Unit – IV

What is learning? How consumers learn, Elements of learning, Classical conditioning theory of learning, Reference group influence, Opinion leadership.

Unit V

Role of culture in consumer buying behavior, Profile of Indian consumers, Behavioural patterns of Indian consumers, Problems faced by Indian consumers, Consumer protection in India.

Readings:
1. Leon G. Schiffman and Leslie Lazar Kanuk; Consumer Behaviour, Pearson Education.
2. S Sumathi and P Saravanavel; Marketing Research and Consumer Behaviour, Vikas Publishing House Pvt. Ltd.
3. Satish K Batra and Kazmi S H H: Consumer Behaviour, Text and Cases; Excel Books, New Delhi.
4. M S Raju and Dominique Xardel: Consumer Behaviour, Concepts and Applications, Vikas Publishing House Pvt. Ltd.
5. Loudon and Della Bitta: Consumer Behaviour, Concepts and Applications; Tata Mc-Graw Hill.

ELECTIVE 2
MINOR SUBJECTS

Paper BBA-E-06   Legal Environment of Business

Unit 1
Introduction: Introduction, Meaning and Scope of Business Law, Sources of Law, Laws applicable to Business, Laws Impacting Industry in India, Intellectual Property Rights, Major Regulations Pertaining to Business

Unit 2
Intellectual Property Rights: Meaning and Scope of Patent Act and Amendments of WTO Agreements, Rights of Patent, Infringement , Remedies, Trademarks, Copyright Competition Act, 2002: Meaning and Scope of Competition Act, Salient Features of Competition Act, Offences and Penalties under the Act

Unit 3
Partnership Act, 1932: Introduction, Nature of the Partnership, Features of Partnership, Qualities of a Partnership, Advantages, Limitations, Kinds of Partners, Partnership Deed, Registration of a Partnership, Rights and Duties of Partners, Dissolution of PartnershipCompanies Act, 1956: Introduction, Definition and Characteristics, Classification of Companies, Incorporation of a Company, Share Capital, Company management, Meetings, Resolution

Unit 4
Information Technology Act, 2000: Background, Salient Features, Digital Signature, Electronic Governance, Regulation of Certifying Authorities, Cyberspace; Cyber laws; Scope of Cyber Laws; Classification of Cyber Crime, Penalties for Offences; Information Technology Act 2000; Regulation of Certifying Authorities.

Unit 5
Micro Small And Medium Enterprises Development Act, 2006: Classification of Micro, Small and Medium Enterprises, Salient Features of Micro, Small and Medium Enterprises Act, Reservation Policy, Credit Policy, Government Policy towards Taxation and Incentives

Readings:

Business Law -S.S. Gulshan& Kapoor
Business Environment *Text and Cases*- Francis Cherunilam

4. Berry, Brian J L, Edgar C Conkling & D Michael Ray; The Global Economy in Transition, Prentice Hall International Ltd.

ELECTIVE-3

(Skill Enhancement Course)

Paper BBA-P-01   Business Mathematics

Unit I
Matrix: Introduction, Square Matrix, Row Matrix, Column Matrix, Diagonal Matrix, Identity Matrix, Addition, Subtraction & Multiplication of Matrix, Use of Matrix in Business Mathematical Induction.

Unit II
Inverse of Matrix, Rank of Matrix, Solution to a system of equation by the adjoint matrix methods &Guassian Elimination Method.

Unit III
Percentage, Ratio and Proportion, Average, Mathematical Series-Arithmetic, Geometric & Harmonic, Simple Interest & Compound Interest.

Unit IV
Set theory- Notation of Sets, Singleton Set, Finite Set, Infinite Set, Equal Set Null Set, Subset, Proper Subset, Universal Set, Union of Sets, Inter-section of Sets, Use of set theory in business, Permutation & Combination.

Unit V
Concept of Differentiation and Integration, Maxima and Minima in Differentiation, Application of Differentiation & Integration in Business (No proof of theorems.Etc)

4. Chopra R. K., Office Management, Himalaya Publishing House.
5. Bhatia, R.C. Office Management - Galgotia Publishers, New Delhi
6. Kuchhal M.C. Secretarial practice, Vikas Publishing House, Paperback, New Delhi.
7. Publications of the Institute of Company Secretaries of India.
8. Sinha, K.K., Business Communication, Galgotia and Sons, New Delhi.
9. Ghosh, P.K &Balachandra, V., Company Secretarial Practice, Sultan Chand & Sons, New Delhi.
10. Manual of Company's Act, 2013 by Bharat Law House. Note: Latest edition of text books may be used

ELECTIVE-3

(Skill Enhancement Course)

Paper BBA-P-03   Digital Economy

UNIT I
Introduction: Role of Computer in modern business and in various functional areas of business and its applications. Concept of Computers: Brief History of computer, Generation and its evolution (now and then), Software, Hardware, Firmware, Input/output devices, Storage Units (CD, DVD, Hard Disks, and Pen drive), Memory types (RAM, ROM, and Cache).

UNIT II
Operating Systems: Functions, Process Management: Multi- programming, Multi-processing, Multi-tasking, Multi-threading, Real time OS; Memory Management: virtual memory; User Interface: GUI, File system.

UNIT III
Programming and Software: Evolution of programming language, Classification and Features of programming language. Software – Definition, Relation with Hardware. Software categories- System Software, Application Software: types of application software, Graphics and multimedia concepts. Basic of MS Office.

UNIT IV
Basic concepts of Computer Networks: Internet and Security Introduction to Networks: LAN, MAN, WAN, Data Communication, Transmission Media, Network Devices: Hubs, Switches, routers, repeaters, Communication Connectivity: Dial-up, Broad Band. Internet. Evolution of Internet, Basics of working of Internet, Service Providers, E-mail.

UNIT V
Internet Security: Types of attacks, DOS attacks, Viruses and Worms, Identity Theft, Snooping and Sniffing. Cyber Law and Internet security Legislation.
Recommended Books:
1. Information Technology for Managers, Sudalaimuthu&Hariharan, HPH

ELECTIVE-3
(Skill Enhancement Course)

Paper BBA-P-05   Social Media Ethics

Unit I Social Media Concepts
Social media sites and monetization; 4 Zones of social media introduced; 5th P of marketing (participation); Careers in social media marketing

Unit II Strategic social media marketing
Overview; planning process introduced; Campaigns (tactics and results), Steps in social media marketing planning.

Unit III Zones of social media
Social Community: Participation in social networks, Diffusion of digital innovation, Roger's diffusion theory of innovation , Characteristics of social media sites, Audience engagement, Brand Fans, Marketing applications of social publishing zone.**Social Publishing**: Types of content, Channels of content distribution, Social media publishing strategies, Search Engine optimization, social media optimization,**Social Entertainment:** Social Entertainment as play, elements of social gaming,.**Social Commerce**: Social Commerce and customer decision making process, Social commerce tools for decision stages, Best practices to leverage social ratings. Benefits of Social Commerce.

Unit IV Social media measurement and metric
Quantifying success; Data mining and social media; Role of social media in marketing research

Unit V Social media and privacy/ethics
Introduction to Social Media Ethics,Defamation on Social media platforms, Cyberbullying, forms of Cyberbullying, Cyberstalking

Recommended Books:

1. Tuten, T. & Solomon, M. (2013). *Social Media Marketing.* Boston, MA: Pearson.
2. Van Dijck, J. (2013). *The Culture of Connectivity.* New York, NY: Oxford University Press.

ELECTIVE-3
(Skill Enhancement Course)

Paper BBA-P-07   Communicative English

UNIT I
Grammar; Grammatical & Structural Aspects: Parts of Speech, Types of Sentences, Tense, Voice, Clause,Preposition, Degrees of Comparison, Subject Verb Agreement, Modals or Auxiliaries Simple/Compound/Complex Sentences and Transformation of Sentences, Narration.

UNIT II
Vocabulary; Synonyms, Antonyms, Homonyms, Homophones, Idioms, Phrasal verbs, One Word Substitution
Error Correction : Identifying & Analyzing Grammatical Errors Pertaining to Usage of Verbs, Adjectives,Adverbs, Pronouns and Errors in Spelling & Punctuation

UNIT III
Reading Skills; Comprehension: Unseen passages, Contextual Meaning of Words, Précis
Interpretation & Summarizing: Interpretation of Visual Data in the Form of Tables, Graphs, Charts, PieCharts and so on. Speed Reading, Understanding and Interpreting Business-Related Correspondences

UNIT IV
Writing Skills: Formal and Informal Letters, Business Letters, Letter to the Editor, Complaint Letter,Invitation Letters - Accepting & Declining Invitations, Making Enquiries, Placing Orders, Asking &GivingInformation, Registering Complaints, Handling Complaints, Drafting Notices, Drafting Advertisements; JobApplications.
Paragraph and Essay Writing on Recent Topics, Report Writing

UNIT V
Listening and Speaking; Interactive Communication: Introducing Self, Greetings, Conversations, etc.
Pronunciation: Appropriate Stress, Intonation, Clarity, Business Etiquettes, Impromptu Speech, Debate, Role Play, Group Discussion, Presentation, Listening and Understanding Spoken and Formal English.

Suggested Readings:
1. A. Ashley: A Handbook of Commercial Correspondence, OUP
2. M. Monipatty: The Craft of Business Letter Writing, Tata McGraw Hill
3. N. Gupta (Ed.): English for All, Macmillan
4. English Vocabulary Made Easy: The Complete Vocabulary Build Up for ImprovingEnglish by ShrikantPrasoon
5. J. C. Nesfield : Manual of English Grammar and Composition

ELECTIVE-3
(Skill Enhancement Course)

Paper BBA-P-09 Computer Fundamentals

UNIT I
Role of Computer in modern business and in various functional areas of business and its applications. Concept of Computers: Brief History of computer, Generation and its evolution (now and then), Software, Hardware, Firmware, Input/output devices, Storage UNITs (CD, DVD, Hard Disks, and Pen drive), Memory types (RAM, ROM, and Cache).

UNIT II
Operating Systems: Functions, Process Management: Multi- programming, Multi-processing, Multi-tasking, Multi-threading, Real time OS; Memory Management: virtual memory; User Interface: GUI, File system.

UNIT III
Evolution of programming language, Classification and Features of programming language. Software – Definition, Relation with Hardware. Software categories- System Software, Application Software: types of application software, Graphics and multimedia concepts. Basic of MS Office.

UNIT IV
Basic concepts of Computer Networks, Internet and Security.Introduction to Networks: LAN, MAN, WAN, Data Communication, Transmission Media, Network Devices: Hubs, Switches, routers, repeaters, Communication Connectivity: Dial-up, Broad Band. Internet. Evolution of Internet, Basics of working of Internet, Service Providers, E-mail.

UNIT V
Internet Security: Types of attacks, DOS attacks, Viruses and Worms, Identity Theft, Snooping and Sniffing. Cyber Law and Internet security Legislation.

Recommended Books:
1. Information Technology for Managers, Sudalaimuthu&Hariharan, HPH
2. Understanding Computers Today & Tomorrow,
D.Monley& CS Parker, Cengage/Thomson
3. Introduction to Computer Science, ITL Education Solutions Ltd, Pearson

Students' Support Services

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

TOTAL COST BBA DISTANCE (PROGRAM)

All Sessions Counselling (A*6 Semester)	2,16,000
Office Expenditure	7,20,000
Total Recurring Expenses (A)	**9,36,000**
Total cost of counseling class per student	**6240**
Cost of one semester Per Student	**9,601**

PROPOSED FEE STRUCTURE

Expected Admissions per semester	150
Fees per semester / per student	12,000
Total Revenue in one Semester	**18,00,000**

MODE OF PROGRAM

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

Total Admission in a Year	300
Total Revenue	**36,00,000**

List of Academic Counselors for BBA Program (SODL)

S.N.	Name of the Academic Counselors	Designation	Qualification	Experience in Teaching/ Research	Area of Specialization	Courses Recommended for Academic Counseling
1.	Mohd. Abdul Moid Siddiqui	Assistant Professor	Ph.D. (Business Administration)	6 years	General Management Strategic Management Human Resource Management Organizational Behaviour Marketing Research	Organization Behaviour, Human Resource Management
2.	Dr. Waseem Khan	Research Assistant	Ph.D (Agricultural Economics &Business Management)	2 years	Managerial Economics, Marketing Research, Business Statistics, Business Environment	Business Environment, Managing Tourism Services

9.	Ms Neelofar Khan	Research Scholar	UP-SLET, M.S.W., B.Ed., Ph.D (Mathmetics) Pursuing	9 years	Linear Algebra, Business Mathematics, Quantitative Techniques, Matrix, Integral Calculus, Business Statistics, Differential Calculus, Numerical Analysis	Business Statistics, Quantitative Techniques for Managers
10.	Dr Mohammad Jamshed	Assistant Professor, SMBS	Ph.D. in Business Management	12 years	Financial Management, Capital Market, Commodity Market, Risk Management, Marketing Management, Retail Management, Supply Chain Management, Logistics, Agricultural Marketing, Computer Software Packages and MIS	Environmental Management, Consumer Behaviour, Business Ethics and Corporate Governance, Projects
11.	Dr . Faizan Khan Sherwani	Guest Faculty, SMBS	Ph.D. in Finance & Economics	11 years	Financial Management, Financial Accounting, Cost & Management Accounting, Rural Finance, Islamic Finance, Income Tax, Indirect Tax, HRM, Marketing Management, Marketing of Services	Indian Economy, Cost Accounting, Financial Management,

| 18. | Dr. Afaq Husain | Guest Faculty | MBA, Ph.D., Post- Doc. | 8 years | Marketing, Business Stats, Supply Chain Management | Marketing Management II, Office Management |

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

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

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

ACADEMIC SESSION: _____

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

84

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

85

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

_____
_____
_____
_____
_____
_____

Date: _____

SIGNATURE OF THE LEARNER

FEEDBACK OF ACADEMIC COUNSELLORS

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

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

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

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

86

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

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

_____

_____

_____

_____

Date: _____

SIGNATURE OF THE ACADEMIC COUNSELLOR

87

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

BACHELOR OF COMPUTER APPLICATION (BCA)
(OPEN AND DISTANCE LEARNING MODE)

School of Open And Distance Learning

JAMIA HAMDARD
(Deemed University)
Hamdard Nagar, New Delhi-110062

Jamia Hamdard
(Deemed University)

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

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

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

Jamia Hamdard is recommended as an "Institute of Eminence" by the Empowered Expert Committee of MHRD.

Bachelor of Computer Application through Open and Distance Mode (Course Code 403)

Apart from the full time regular courses, the department has decided to offer these BCA programme through open and distance mode for those students who are not able to afford the expenses of education or who have not been able to make it to the courses offered by the universities and colleges in traditional mode. However, our endeavor is to provide best quality education, keeping with the traditions.

Objective

To prepare highly skilled professionals, with a strong conceptual and theoretical background, in the field of management theory and its application

The Course

Highlights of the course are described in the following table:

a.	Name of the Course	Bachelor of Computer Applications (B.C.A.)
b.	Nature	Open and Distance Mode
c.	Duration	Minimum: Three Years Maximum: Six Years
d.	Medium of Instruction and Examinations	English
e.	Eligibility Criteria	
	Educational Requirements	S.S.C, Intermediate or Equivalent (recognized by Jamia Hamdard) under 10+2 system of education.
f.	Commencement of the course	January / July. Twice in a year
g.	Special Feature	After completing the course, a student may either pursue MCA, M.Sc.(Computer Science/IT) programmers or take up a job in the IT industry.
h.	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.
i.	Period of Completion (Span Period)	Not more than 06 years
j.	Fees	Rs. 14,000/- per semester

Semester – I

Paper Code	Title of the Paper	Course Type	Marks			L-T-P	Credits
			Internal Assessment	Semester Exam	Total		
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**

Semester – III

Paper Code	Title of the Paper	Course Type	Marks			L-T-P	Cred its
			Internal Assessment	Semester Exam	Total		
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
	PE – 1	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

Semester – IV

Paper Code	Title of the Paper	Course Type	Marks			L-T-P	Cre dits
			Internal Assessment	Semester Exam	Total		
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
	SEE – 1	SEE	25	75	100	3-1-0	4
	OE – 1	OE	25	75	100	3-1-0	4
BCA 403	Artificial Intelligence Lab	LAB	25	75	100	0-0-4	2
BCA 404	Lab based on SEE – 1	LAB	25	75	100	0-0-4	2
					Total	12-4-8	20

BCA SEE413	Fundamental Concepts of Microprocessor and Arduino Programming
SEE – 2	
BCA SEE521	Introduction to Java Programming
BCA SEE522	Fundamentals of .Net Programming
BCA SEE523	PHP Programming

OPENELECTIVES (OE)

OE – 1	
BCA OE411	Organization Behavior
BCA OE412	Financial Accounting
BCA OE413	Cyber Crimes & Cyber Laws
OE – 2	
BCA OE511	Startup Entrepreneurship
BCA OE512	Concepts of E-Governance and Smart City
BCA OE513	Digital Marketing and E-Commerce

Duration of the Programme
(Minimum-3 Years, Maximum-6 Years)

To fulfill the degree requirements for acquiring the BCA, a student may clear all the papers in three years. If a student fails to clear all the requirement of course in three years he/ she may be permitted to stretch it over a period of another 3 years. In case the student is unable to pass all the courses of BCA programme in 6 years, the students may be permitted to stretch it for another two years. In such cases, the student has to seek readmission as per 'Re-Admission' rules and pay the requisite fees.

Admission

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

Semester Teaching and Annual Examination

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

Prescriptions for conducting examinations of papers, are presented in the following table:

a	Mode (Theory Papers) (Lab Papers)	Written only

BCAD 101 - INTRODUCTION TO 'C' PROGRAMMING

Unit 1: Basic Concepts of Programming
Programming Fundamentals: Algorithms and Flowcharts, problem solving techniques, stepwise refinement; Programming in C: features of 'C', tokens, data type, operators, expression.

Unit 2: Branching and Looping
Branching Constructs: if-else, switch, conditional operator & goto statements; looping Constructs: white, do-while, for and Jumping statements.

Unit 3: Arrays and Functions
Arrays, string processing, Functions: categories of functions, recursion.

Unit 4: Pointers, Structures, and Unions
Pointers: operations on pointers, pointers & structures; Structures and Unions.

Unit 5: Debugging and File Handling
Development of efficient programs; Debugging, verification and testing of programs. File Management: Defining & opening a file, closing a file, input operations.

BCAD 102 - COMPUTER SYSTEM ARCHITECTURE

Unit 1: Introduction
Logic gates, Boolean algebra, combinational circuits, circuit simplification, flip-flops and sequential circuits, decoders, multiplexers, registers, counters and memory units.

Unit 2: Data Representation and Basic Computer Arithmetic
Number systems, complements, fixed and floating point representation, character representation, addition, subtraction, magnitude comparison, and multiplication and division algorithms for integers.

Unit 3: Basic Computer Organization and Design
Computer registers, bus system, instruction set, timing and control, instruction cycle, memory reference, input-output and interrupt, Interconnection Structures, Bus Interconnection design of basic computer.

Unit 4: Central Processing Unit
Register organization, arithmetic and logical micro-operations, stack organization, micro programmed control. Instruction formats, addressing modes, instruction codes, machine

news, seminars, speech, telephone calls etc.); Speaking: Phonetics, intonation, accent, usage; strategies for a good rhetoric; Reading: Purpose; Comprehension; Tactics and strategies for good reading; Writing: Guidelines for good writing; various writing styles (General and technical writing styles).

Unit 3: Effectiveness and Efficiency in Communication
Communication (purpose, role importance, elements); Effective and efficient communication; role of content, context and language; Spoken and written communication Presentation and delivery; Role of speaker and audience.

Unit 4: Presentation Skills
Style and body language; Discussion and presentation skills of conferences meeting, seminars.

Unit 5: Drafting the Documents
General and Technical documents (correspondence applications, letter, resumes, CV), drafts, essays, memos; minutes, notes, proposals , précis, reports, summary, synopsis, references, table of contents, acknowledgements, prologue, epilogue, revision; Use of Audio-Visual Aids: OHP, Slides, Charts, Computers etc.

BCAD 105 - MEDIA AND INFORMATION LITERACY COMMUNICATION

Unit 1: Media Education and Literacy
Introduction to Media Education, History of Media Education; Perspectives on Media Education: The Inoculation Model, the Demystification Model, the Creative Participation Model.

Unit 2: Information Literacy
Introduction to Information Literacy, The politics of Information Literacy; The fellow Travelers to Information Literacy, Key moments in the History of Information Literacy.

Unit 3: Leveraging the Power of Computing
Introduction to the History of the Delivery of Computing Power; The Closeness of Computing technology, Mainframes, Micro and Personal Computers; Luggable Computers, Portable Computers, and the Laptop; Pocket Computers, Phones, and the Tablet; Wearable Computing and Augmented Reality Devices.

Unit 4: Digital Media Content
Introduction to Digital Media Content; the nature of Digital Media content; Participatory Culture; Trans media; Converged Content.

Network definition; network topologies; network classifications; network protocol; layered network architecture; overview of OSI reference model; overview of TCP/IP protocol suite;

Unit 2: Introduction to Data Communication
Analog and digital signal; data-ratelimits; digital to digital line encoding schemes; pulse code modulation; parallel and serial transmission; digital to analog modulation-; multiplexing techniques- FDM, TDM; transmission media.

Unit 3: Arrays and Functions
Circuit switching; packetswitching- connectionless datagram switching, connection-oriented virtual circuit switching; dial-up modems; digital subscriber line; cable TV for data transfer.

Unit 4: Data Link Layer and Multiple Access Protocols
Error detection and error correction techniques;data-link control- framing and flow control; error recovery protocols- stop and wait ARQ, go-back-n ARQ; Point to Point Protocol on Internet; Routing: routing algorithms; network layer protocolof Internet- IP protocol, Internet control protocols.

Unit 5: Transport and Application Layer Functions and Protocols
Transport services- error and flow control,Connection establishment and release- three way handshake; Overview of DNS protocol; overview of WWW &HTTP protocol.

BCAD 203 - FUNDAMENTAL CONCEPTS OF OPERATING SYSTEMS

Unit 1: Introduction to Operating Systems
Overview of Operating System: Computer System Structure, Operating Systems Structure, Operating System functions; Computing Environments: Traditional Computing, Client-Server Computing, Peer-to-Peer Computing, Web based Computing, and Mobile Computing.

Unit 2: Process Management
Process Management: Process Concept, Process Scheduling, Inter Process Communication, Multithreading; Scheduling Algorithms: FCFS, SJF, RR, and Priority.

Unit 3: Deadlocks and Synchronization
Deadlocks: introduction, Methods for Handling Deadlocks, Deadlock Prevention, Deadlock Avoidance, Deadlock Detection, Recovery from Deadlock; Process Synchronization

Unit 4: Memory Management

Unit – I: Principles of Object Oriented Programming (OOP)
Concepts of structured and object oriented programming; advantage of OOP methodologies.

Unit – II: Characteristics of OOP languages
Objects, classes, Data Abstraction, Encapsulation, inheritance, reusability, polymorphism and operator overloading, function overloading.

Unit – III: Introduction to C++
Keywords, Data types, Constants, Variables, Expressions and statements, Operators; Control Structures: if, if... else, switch; Repetitive Statements: for, while, do... while; Pointers, arrays and strings.

Unit – IV: Functions in C++
Parameter passing, Friend Functions, Inline Functions, Function Overloading, Operator overloading; Classes and Objects; Constructors and Destructors.

Unit – V: Inheritance
Single Inheritance, Multilevel inheritance, Multiple inheritance, Hierarchical Inheritance, Hybrid Inheritance; Pointers, Virtual Functions and Polymorphism.

BCAD 302 - INTRODUCTION TO DATABASE MANAGEMENT SYSTEM

Unit – I: Introduction & Database System Architecture
Overview of Database Management System, DBMS architecture, Characteristics of database approach, Various views of data, data models, Schemes, data independence, Advantages of DBMS over file processing systems, Responsibility of database administrator, Introduction to Database Languages & Environments.

Unit – II: E-R Modeling
Entity types, Entity set, attribute and key, relationships, relation types, roles and structural constraints, weak entities, enhanced E-R and object modeling, Sub classes; Super classes, inheritance, specialization and generalization.

Unit – III: Relational Data Model
Relational model concepts, relational constraints, relational algebra SQL: SQL queries, programming using SQL. EER and ER to relational mapping: Data base design using EER to relational language.

Unit – IV: Transaction Processing Concepts
Transaction system, testing of serializability, Serializability of schedules, Conflict & view serializable schedule, recoverability, Recovery from transaction failures, log based recovery, Checkpoints, deadlock handling.

Definition, Function & Scope of Statistics, Arithmetic Mean, Weighted A.M., Median, Mode, Geometric & Harmonic Mean and Their Merits & Demerits.

Unit – IV: Measures of Variation
Measures of Variation: Range, The Interquartile Range or Quartile Deviation, Average (Mean), Deviation Standard Deviation, Coefficient of Variation, Skew ness, Moments & Kurtosis.

Unit – V: Correlation and Regression Analysis
Introduction, Karl Pearson's Coefficient of Correlation, Rank Correlation Coefficient, Regression Analysis: Difference Between Correlation & Regression, Regression Lines, Regression Equations, Regressions Coefficient.

BCAD 402 - INTRODUCTION TO ARTIFICIAL INTELLIGENCE

Unit – I: Overview of Artificial Intelligence
Introduction to AI, Importance of AI, AI and its related field, AI techniques, Criteria for success; Scope of Artificial Intelligence, intelligent agents; Expert systems.

Unit – II: Problem Solving
Problems, problem space and search: Defining the problem as a state space search, Production system and its characteristics, Issues in the design of the search problem, Solving Problems by Searching, heuristic search techniques, constraint satisfaction problems, stochastic search methods.

Unit – III: Game Playing and Knowledge
Minimax, alpha-beta pruning; Knowledge: Definition and importance of knowledge, Knowledge representation, Various approaches used in knowledge representation, Issues in knowledge representation.

Unit – IV: Knowledge Representation and Reasoning
Building a Knowledge Base: Propositional logic, first order logic, situation calculus, theorem proving in First Order Logic; Planning, partial order planning; Uncertain Knowledge and Reasoning, Probabilities, Bayesian Networks.

Unit – V: Learning
Overview of different forms of learning, Learning Decision Trees, Neural Networks; Introduction to Natural Language Processing.

BCAD 501 - FUNDAMENTALS OF SOFTWARE ENGINEERING
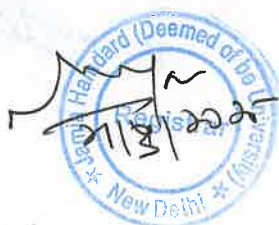
Unit – V: Introducing the Mobile Internet

Key Services for the mobile Internet, Business opportunities. WAP: the Mobile Internet Standard: Challenges and Pitfalls, Overview of the Wireless Application Protocol, Implementing WAP Services: The Wireless Markup Language, Enhanced WML: WML Script and WTAI,

BCA PE312 (INTRODUCTION TO MOBILE COMPUTING)

Unit – I: Mobile communication Introduction

Mobile computing devices mobile computing function, mobile computing architecture, evaluation of wireless technology (1G, 2G, 3G, 4G technology).

Unit – II: PCS and GSM

PCS Architecture, GSM architecture, Location tracking and call setup, Mobility management: Handover Security-GSM, SMS, International roaming for GSM.

Unit – III: GPRS and Packet Data Network

GPRS Network Architecture, GPRS Network Operations, Data Services in GPRS, Applications for GPRS, Limitations of GPRS, Spread Spectrum technology, Third Generation Networks, Applications on 3G.

Unit – IV: Wireless Networks

Wireless LAN: IEEE 802.11, Standards, Architecture, Services, Mobile Ad hoc Networks: WiFi and WiMAX, Wireless Local Loop, Bluetooth.

Unit – V: Emerging Mobile Communication Technology

Mobile IP, Cellular IP, VoIP, SIP, LTE, 4G goal and architecture.

BCA PE313 (WEB & E-COMMERCE TECHNOLOGIES)

Unit – I: An introduction to Electronic commerce

What is E-Commerce (Introduction And Definition), Main activities E-Commerce, Goals of E-Commerce, Technical Components of E-Commerce, Functions of E-Commerce, Advantages and disadvantages of E-Commerce, Scope of E-Commerce, Electronic Commerce Applications, Electronic Commerce and Electronic Business(C2C)(C2G,G2G, B2G, B2P, B2A, P2P, B2A, C2A, B2B, B2C).

Unit – II: The Internet and WWW

Evolution of Internet, Domain Names and Internet Organization (.edu, .com, .mil, .gov, .net etc.) , Types of Network, Internet Service Provider, World Wide Web, Internet & Extranet, Role of Internet in B2B Application, building own website, Cost, Time, Reach, Registering a Domain Name, Web promotion, Target email, Baner, Exchange, Shopping Bots.

Unit – III: Internet Security

BCA PE522 (INTRODUCTION TO CLOUD COMPUTING)

Unit – I: Introduction to Cloud Computing
Recent trends in Computing, Grid Computing, Cluster Computing, Distributed Computing, Utility Computing, Cloud Computing, History of Cloud Computing, Cloud service providers, Benefits and limitations of Cloud Computing.

Unit – II: Cloud Computing Architecture
Comparison with traditional computing architecture (client/server), Services provided at various levels, Service Models- Infrastructure as a Service(IaaS), Platform as a Service(PaaS), Software as a Service(SaaS), How Cloud Computing Works, Deployment Models such as Public cloud, Private cloud, Hybrid cloud, Community cloud,

Unit – III: Case Studies
Case study of NIST architecture, Case study of Service model using Google App Engine, Microsoft Azure, Amazon EC2, Eucalyptus.

Unit – IV: Service Management in Cloud Computing
Service Level Agreements (SLAs), Billing & Accounting, Comparing Scaling Hardware such as Traditional vs. Cloud, Economics of scaling.

Unit – V: Cloud Security
Network level security, Host level security, Application level security, Data security and Storage- Data privacy and security Issues, Jurisdictional issues raised by Data location, Authentication in cloud computing.

BCA PE523 (Introduction to Data Science and Big data)

Unit – I: Understanding Big Data
What is big data, why big data, convergence of key trends, unstructured data, industry examples of big data, web analytics, big data and marketing fraud and big data, risk and big data ,credit risk management, big data and algorithmic trading, big data and healthcare, big data in medicine, advertising and big data, big data technologies, introduction to Hadoop, open source technologies, cloud and big data mobile business intelligence, Crowd sourcing analytics ,inter and trans firewall analytics

Unit – II: NoSQL Data Management
Introduction to NoSQL , aggregate data models ,aggregates ,key-value and document data models, relationships, graph databases, schema less databases ,materialized views, distribution models, sharding , master-slave replication , peer-peer replication,

Introduction to Javascript: Advantages of Javascript, Javascript Syntax, documents, forms, Datatype, Variable, Array, Operator and Expression, Looping Constructor, Event Handling, cookies.

Unit 5: E-Commerce and emerging trends
E-Commerce and security issues; Emerging trends: Internet telephony, virtual reality over the web, etc.; Intranet and extranet; firewall design issues.

BCA SEE412 (Programming in Visual Basic)

Unit – I: Introduction to VB
Visual & Non-Visual programming, Procedural, Object-Oriented, Object-Based and Event-Driven Programming Languages, VB as Even-Driven and Object-Based Language, VB Environment: Menu bar, Toolbar, Project explorer, Toolbox, Properties Window, Form Designer, Form Layout, Immediate window, Default Controls in Tool Box Visual Development and Event Driven programming.

Unit – II: Basics of Programming
Variables: Declaring Variables, Types of variables, Converting Variables Types, User Defined Data Types, Forcing Variable Declaration, Scope & Lifetime of Variables; Constants: Named & Intrinsic, Operators: Arithmetic, Relational & Logic.

Unit – III: Decision Statements in VB
If statement, if-then-else, select-case; Looping Statements in VB: do-loop, for-next, while-wend; Exit statement, Nested Control Structure; Arrays: Declaring and using Arrays, One-dimensional, Two-dimensional and Multi-dimensional Arrays, Static and Dynamic arrays, Array of Arrays.

Unit – IV: Procedures
General & Event Procedures, Subroutines, Functions, Calling Procedures, Arguments - Passing Mechanisms, Optional Arguments, Named Arguments, Functions Returning Custom Data Types Simple Program Development in VB such as Sum of Numbers, Greatest among Numbers, Checking Even/Odd Number, HCF of Two Numbers, Generate Prime Numbers, Generate Fibonacci Series, Factorial of a Number, Searching, Sorting, etc.

Unit – V: VB Objects and Monitoring Mouse Activity
Dialog Boxes, Common Controls, Menus, MDI Forms, Testing, Debugging and Optimization – Working with Graphics.
Monitoring Mouse Activity: File handling, File system controls, File system objects, DLL Servers.

Passing and Returning Arguments, Type Conversion and Type and Checking, Built-in Java Class Methods).

Unit – II: Arrays, Strings and I/O
Creating & Using Arrays (One Dimension and Multi-dimensional), Referencing Arrays Dynamically, Java Strings: The Java String class, Creating & Using String Objects, Manipulating Strings, String Immutability & Equality, Passing Strings To & From Methods, String Buffer Classes. Simple I/O using System out and the Scanner class, Byte and Character streams, Reading/Writing from console and files.

Unit – III: Object-Oriented Programming Overview
Principles of Object-Oriented Programming, Defining & Using Classes, Controlling Access to Class Members, Class Constructors, Method Overloading, Class Variables & Methods, Objects as parameters, final classes, Object class, Garbage Collection.Inheritance: (Single Level and Multilevel, Method Overriding, Dynamic Method Dispatch, Abstract Classes), Interfaces and Packages, Extending interfaces and packages, Package and Class Visibility, Using Standard Java Packages (util, lang, io, net), Wrapper Classes, Autoboxing/Unboxing, Enumerations and Metadata.

Unit – IV: Exception Handling, Threading, Networking and Database Connectivity
Exception types, uncaught exceptions, throw, built-in exceptions, Creating your own exceptions; Multi-threading: The Thread class and Runnable interface, creating single and multiple threads, Thread prioritization, synchronization and communication, suspending/resuming threads. Using java.net package, Overview of TCP/IP and Datagram programming. Accessing and manipulating databases using JDBC.

Unit – V: Applets and Event Handling
Java Applets:Introduction to Applets, Writing Java Applets, Working with Graphics, Incorporating Images & Sounds. Event Handling Mechanisms,Listener Interfaces, Adapter and Inner Classes. The design and Implementation of GUIs using the AWT controls, Swing components of Java Foundation Classes such as labels, buttons, textfields, layout managers, menus, events and listeners; Graphic objects for drawing figures such as lines, rectangles, ovals, using different fonts. Overview of servlets

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BCA SEE522 (Fundamentals of .Net Programming)

Unit – I: Introduction to .NET Framework and C#
.NET framework, MSIL, CLR, CLS, CTS, Namespaces, Assemblies The Common Language Implementation, Assemblies, Garbage Collection, The End to DLL Hell - Managed Execution, Name Spaces - Constructor and Destructors, Function Overloading & Inheritance, Operator Overloading, Modifiers - Property and Indexers , Attributes & Reflection API, When to use Console Applications - Generating Console Output, Processing Console Input.

Function, Need of Function, declaration and calling of a function, PHP Function with arguments, Default Arguments in Function, Function argument with call by value, call by reference, Scope of Function Global and Local.

Unit – IV: ConnectivityString Manipulation and Regular Expression
Creating and accessing String , Searching & Replacing String, Formatting, joining and splitting String , String Related Library functions, Use and advantage of regular expression over inbuilt function, Use of preg_match(), preg_replace(), preg_split() functions in regular expression.

Unit – V: Array
Anatomy of an Array ,Creating index based and Associative array, Accessing array, Looping with Index based array, with associative array using each() and foreach(), Some useful Library function.

BCA OE411 (Organization Behavior)

Unit – I: Overview of Organization Behavior
Nature, Scope, Definition and Goals of organizational Behaviour, Fundamental Concepts of Organizational Behaviour, Models of Organizational Behaviour, essential attributes, Psychological dimensions and relevance in the emerging society.

Unit – II: Learning
Styles and principles, Skinner, Thorndike and Piaget theories, Conditions of learning; Memory: Short term and long term; Efficient and effective ways in respect of thinking, problem solving and decision making.

Unit – III: Effects of employee attitudes
Personal and Organizational Values, Job Satisfaction, Nature and Importance of Motivation, Achievement Motive, Theories of Work Motivation: Maslow's Need Hierarchy Theory, Mc Gregcrs's Theory 'X' and Theory 'Y.

Unit – IV: Personality and Stress
Models of personality, factors and desirable features of a healthy personality; Basic Needs and their hierarchy: Mallow model and self actualizing personalities; Work stress: Meaning and definition of Stress, Symptoms of Stress, Sources of Stress, Stress management.

Unit – V: Conflict in organization

103

Unit – III: Introduction to Cyber Crime Investigation
Cyber Forensics, Investigation Tools, e-Discovery, Digital Evidence Collection, Evidence Preservation, Forensics Tools and Softwares, Recovering deleted evidences, Password Cracking, Cyber Security.

Unit – IV: Intellectual property, Legal System of Information Technology
Social Engineering, Mail Bombs, Bug Exploits, Law of Intellectual Property: Copy Right Act, Trade and Merchandise Act, Patent Act, Domain Name Disputes, Cyber-Squatting.

Unit – V: International Perspective of Cyber Law
Electronic Data Interchange, EDI: Concept and legal Issues. Electronic Signature Law's of Major Countries, Cryptography Laws, Cyber Law's of Major Countries.

BCA OE511 (Startup Entrepreneurship)

Unit – I: Introduction to Entrepreneurship
Meaning and concept of entrepreneurship, the history of entrepreneurship development, role of entrepreneurship in economic development, agencies in entrepreneurship management and future of entrepreneurship, Meaning of entrepreneur, the skills required to be an entrepreneur, the entrepreneurial decision process, and role models, mentors and support system.

Unit – II: Business Opportunity Identification and Planning
Capturing Business ideas, methods of generating ideas, and opportunity recognition, Preparing a Business Plan: Meaning and significance of a business plan, components of a business plan, and feasibility study

Unit – III: Financing the New Venture
Importance of new venture financing, types of ownership securities, venture capital, types of debt securities, determining ideal debt-equity mix, and financial institutions and banks

Unit – IV: Launching and Managing the New Venture
Choosing the legal form of new venture, protection of intellectual property, and marketing the new venture, Characteristics of high growth new ventures, strategies for growth, and building the new venture capital

Unit – V: Harvesting Rewards
Exit strategies for entrepreneurs, bankruptcy, and succession and harvesting strategy

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BCA OE 512 Concepts of E-Governance and Smart City

Unit – IV: Business Structures and the Business Plan in E-Commerce

Business Structures and Economics in E-Commerce, Revenue Models and the Business Plan in E-Commerce

Unit – V: Marketing Entrepreneurship

Building a Career in E-Commerce, Ethical, Legal, and Social Responsibilities in E-Commerce Risk Management, Financing the Business.

Students' Support Services

The Jamia Hamdard are the contact points for the students on all major aspects of the programme. These include counselling sessions, practicals, library facilities, disseminating information and advise and facilities for audiovisual training aids. The Jamia Hamdard is also equipped with some reference books on the subjects of this programme. These will be accessible to the students during their visits to the Jamia Hamdard.

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

Supply of Study Material

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

Counseling Sessions

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

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

List of Academic Counselors for BCA Programme

S No	Name of the Academic Counsellor	Designation	Qualifications	Experience in Teaching / Research	Area of Specialization	Courses Recommended for Academic Counselling	Mobile Number & Email ID
1.	Dr. Safdar Tanweer	Assistant Professor	Ph.D. (CSE)	13 years	Computer Science & Engineering	BCAD - 601 Project Work	9810465885 safdartanweer@yahoo.com
2.	Dr. Md. Tabrez Nafis	Assistant Professor	Ph.D. (CSE)	11 years	Computer Science & Engineering	BCAD - 103 Computer Mathematics	9953448275 tabrez.nafis@jamiahamdard.ac.in
3.	Dr. Siddhartha Sankar Biswas	Assistant Professor	Ph.D. (CSE)	10 years	Computer Science & Engineering	BCAD - 503 Operating System Administration With Windows 2000	9910115368 ssbiswas1984@gmail.com
4.	Mr. Syed Sibtain Khalid	Assistant Professor	M. Tech. (ECE)	06 years	Electronics and Communication Engineering	BCAD - 601 Project Work	9818719677 Sibtain1977@gmail.com
5.	Mr. Samar Wazir	Assistant Professor	M. Tech. (CSE)	06 years	Computer Science & Engineering	BCAD - 404 Web Technologies	samar.wazir786@gmail.com
6.	Mr. Nafisur Rahman	Assistant Professor	M. Tech. (CSE)	05 years	Computer Science & Engineering	BCAD-202 Operating System	8376026512 nafiis@gmail.com
7.	Mr. Anil Kumar Mahto	Assistant Professor	M. Tech. (CSE)	06 years	Information Technology	BCAD-501 Software Engineering	anil.fiem16@gmail.com
8.	Mr. Tabrej Ahmad Khan	Assistant Professor	M. Tech. (Information Security), Ph.D. (CS) Pursuing	06 years	Information Security	BCAD-302 Objective Oriented Programming in C++ BCAD-401 Numerical and Statistical analysis	9718129289 tabrejsmvdu@gmail.com
9.	Dr. Naseem Rao	Assistant Professor	Ph.D. (ECE)	12 years	Electronics and Communication Engineering	BCAD-104 Principle of Management BCAD-301 Computer System Architecture BCAD-403 Computer Networks	9811468973 naseemjmi0786@gmail.com
10.	Mr. Javed Azmi	Research Scholar	MCA, Ph.D. (CS) Pursuing	05 years (SODL)	Computer Science	BCAD-203 Programming in 'C' BCAD-303	9868063832 jazmi@jamiahamdard.ac.in

106

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

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

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

ACADEMIC SESSION: _____

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

107

28	If Yes, how do you rate the quality of library services at Jamia Hamdard? Mention - Excellent / Good / Poor	
29	Have you appeared in the examinations conducted by SODL, Jamia Hamdard? Mention - Yes / No	
30	If Yes, mention the quality of conduct of the examinations. Mention - Excellent / Good / Poor	
31	Are you satisfied with evaluation of your examination papers? Mention - Yes / No	
32	If No, mention reason thereof! Attach additional sheet if required.	
33	Are you getting result in time? Mention - Yes / No	
34	Are you receiving your mark sheets in time? Mention - Yes / No	
35	Are your grievances redressed satisfactorily at SODL? Mention Yes / No	
36	Are your emails responded at SODL in a reasonable time? Mention - Yes / No	
37	How do you rate the quality of responses given to your emails / grievances at SODL? Mention - Excellent / Good / Poor	
38	Have you visited SODL for queries / redress of your grievances? Mention - Yes / No	
39	Are you satisfied with the responses given to you at SODL? Mention - Yes / No	
40	How do you rate the quality of responses given to you at SODL? Mention - Excellent / Good / Poor	
41	How frequently do you visit website of Jamia Hamdard www.jamiahamdard.edu to check for updated information about your studies? Mention – Regularly / Frequently / Never	
42	How do you rate the information given on the website about your studies at Jamia Hamdard? Mention - Excellent / Good / Poor	
43	How frequently do you receive emails alerts from SODL / Programme Coordinators about your studies at Jamia Hamdard? Mention – Regularly / Frequently / Never	
44	How do you rate behavior of teachers of Jamia Hamdard?	

of Open and Distance learning, Jamia Hamdard. This feedback would help us for improving quality of the academic programmes and quality of the academic support services provided to learners of your programme.

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

ACADEMIC SESSION: ....

S No	Feedback Questions	Answers
1	Your Name	
2	Your Programme	
	Courses approved for conducting the academic counselling	1.
		2.
		3.
		4.
		5.
3	Have you received a set of study material? Mention – Yes / No	
4	How many sessions you have conducted in the current academic session. Mention the number	
5	Have you conducted the counselling sessions as per the schedule notified on the website / Notice Board? Mention – Yes / No	
6	How do you rate quality of the study material? Mention – Excellent / Good / Poor	
7	Do you feel syllabus / study material of your Programme needs revision / updating? Mention – Yes / No	
8	Would you like to be a course writer for updating the study material? Mention – Yes / No	
9	Mention the courses / subjects of your choice for wring the study material.	1.
		2.
		3.
		4.
		5.
10	Are learners of your course attending the counselling sessions regularly? Mention – Yes / No	