

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
JAMIA HAMDARD
(NAAC accredited 'A+', Deemed to be University)

Date: 20.01.2025

**Sub: Conduct of Semester-I Examination of BBA and BCA ODL Programmes
students of CDOE**

It is submitted that the Semester-I Examination of the students of BBA and BCA ODL programmes of CDOE admitted in July-August, 2024 session are being conducted from 1st February, 2025 onwards in SEST building classroom. A copy of the Date Sheets of BBA and BCA programmes is enclosed. The following arrangements have to be made for conducting the examination on Saturday-Sundays in February, 2025 (1,2,8,9,15,16 – total six days):

1. Appointment of Examination Superintendent – Prof. Mahmooduzzafar
Director, CDOE
2. Deputy Superintendent of Examination - Dr. Babita Singh, CDOE
3. Teachers for Invigilation Duty - Dr. Babita Singh, Dr. Abdul Majid Farooqi.
Ms. Azza Ayyub Siddiqui, CDOE
4. Non-teaching staff for support - Mr. Mohd. Ajmal Abbasi, Section Officer
Mr. Nitin Prakash, Jr. Assistant
Mr. Mohd. Hasan Khan, Jr. Assistant
Mr. Shahid Mohammad, Jr. Assistant
Mr. Naseem Ahmad, MTS
5. Tea/Refreshment for Teaching and Non-teaching staff deputed
6. Water arrangements for the students and deputed staff
7. Remuneration for Teaching and Non-Teaching staff deputed for exam. duty
8. Remuneration for Evaluation of Answer sheets
9. An imprest advance of Rs.10,000/- for miscellaneous expenses for exam.

Approval of the Competent Authority may kindly be accorded for making the above arrangements for smooth conduct of the Semester-I Examination of BBA and BCA ODL programmes students of CDOE in SEST building classroom.

Director, CDOE

OSD, CDOE

Registrar, Jamia Hamdard

23/11/2025

Approved
M. A. Khan
24.1.25

28/11/2025

Registered
OSD (CDOE)