

MINUTES
of the Third Meeting of
Centre for Internal Quality Assurance (CIQA)
Committee
held on

Thursday, 28th August, 2025 at 4.00 p.m.
Board Room, Vice-Chancellor's Office,

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Centre for Distance and Online Education
JAMIA HAMDARD
(Deemed to be University,
NAAC Accredited A+)
New Delhi-110062



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CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

MINUTES OF THE 3RD MEETING OF THE CIQA COMMITTEE FOR ODL AND ONLINE PROGRAMMES OF CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE), JAMIA HAMDARD, NEW DELHI-62

The 3rd meeting of the CIQA Committee for ODL and Online Programmes of Centre for Distance and Online Education (CDOE), Jamia Hamdard was held on Thursday, 28th August, 2025 at 4.00 p.m. in Board Room, Vice-Chancellor's Office, Jamia Hamdard. The following were present in the meeting:

1. Prof. M.Afshar Alam, Vice-Chancellor, Jamia Hamdard – Chairman
2. Prof. S.Raisuddin, Director, IQAC, Jamia Hamdard
3. Prof. S. Mehartaj Begum, Dean, SHSS, Jamia Hamdard
4. Dr. Arshad Hussan, HOD, Dept. of Islamic Studies, Jamia Hamdard
5. Prof. Syed Nadimul Haque, Dean, SMBS, Jamia Hamdard
6. Prof. Uma Bhandari, Dean, SPER, Jamia Hamdard
7. Prof. Sushma Yadav, former VC, BPS Mahila Vishwavidyalaya, Sonapat (Online)
8. Dr. K.D. Prasad, Director, EMPC, IGNOU
9. Mr. Ashu Kumar, Finance Officer (Officiating), Jamia Hamdard
10. Mr. Syed Saud Akhtar, Controller of Examinations, Jamia Hamdard
11. Prof. M.A. Sikandar, Director, CDOE, Jamia Hamdard
12. Dr. Babita Singh, Asstt.Professor, CDOE, Jamia Hamdard
13. Dr. Abdul Majid Farooqi, Asstt.Professor, CDOE, Jamia Hamdard
14. Mr. Raja Ram, OSD, CDOE, Jamia Hamdard

Prof. Farheen Siddiqui, Dean, SEST and Colonel Tahir Mustafa, Registrar, Jamia Hamdard could not join the meeting due to their pre-occupation.

The Director, CDOE and Member-Secretary, CIQA Committee welcomed the Chairman and Members. After a brief introduction, the Agenda of the meeting was placed in the meeting.

28/8/2025

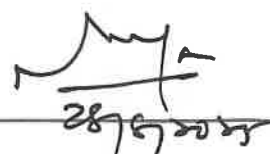
Item No.1: Reconstitution of CIQA Committee for ODL and Online Programmes of Centre for Distance and Online Education (CDOE), Jamia Hamdard and opening remarks by the Chairman, CIQA Committee.

The CIQA Committee noted its re-constitution with the approval of the Vice-Chancellor, Jamia Hamdard vide Notification No.CDOE/ JH/RO/2025/19 3 dated 15th July, 2025 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 of two years with immediate effect:

S.No.	Composition	Name and Designation / Affiliation
1.	Chairman (Ex Officio)	Vice-Chancellor, Jamia Hamdard
2.	Three Senior Teachers of the University as Members	i. HOD (Islamic Studies), JH ii. HOD (Pol.Science & Human Rights),JH iii. Director, IQAC, JH
3.	Deans of three Schools of Studies of Jamia Hamdard offering ODL Programmes, as Members	i. Dean, School of Engineering Science & Technology (SEST), JH ii. Dean, School of Management and Business Studies (SMBS) JH iii. Dean, School of Pharmaceutical Education & Research (SPER) JH
4.	Two External Experts of ODL / Online Learning, as Members	i. Prof. Sushma Yadav, former VC, BPS Mahila Vishwavidyalaya, Sonapat, Haryana ii. Prof. K.D. Prasad, Director, Electronic Media Production Centre, IGNOU
5.	Officials from the Administration and Finance Departments of Jamia Hamdard, as Members	i. Registrar, Jamia Hamdard ii. Finance Officer, Jamia Hamdard iii. Controller of Examination, Jamia Hamdard
6.	Director, CIQA, as Member Secretary (Ex Officio)	Director, CDOE, Jamia Hamdard

Item No.2: To Confirm the Minutes of the last meeting of the CIQA Committee held on 23.08.2024.

The Minutes of the meeting of the Centre for Internal Quality Assurance Committee for ODL and Online Programmes of Centre for Distance and Online Education, Jamia Hamdard held on 23rd August, 2024 at 3.00 p.m. in the Board Room, Vice-Chancellor's Office under the Chairmanship of Prof. M. Afshar Alam, Vice-Chancellor, Jamia Hamdard placed at **Annexure-I (page 1-7)** were approved.



Item No.3: Action Taken Report on the Minutes and Resolutions of the last meeting of the CIQA Committee held on 23.08.2024.

The CIQA Committee noted the following Action Taken by the CDOE on the Resolutions in its meeting held on 23.08.2024.

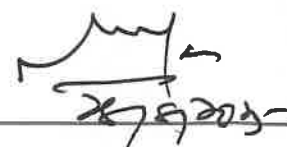
Agenda Item No.	Actionable Points	Action Taken by CDOE
10	To place and approve the Annual Report of CIQA for Programmes under ODL and Online mode of CDOE, Jamia Hamdard for the academic session 2023-2024.	As per the suggestions of the External Members, the CIQA Report was finalized and submitted to DEB-UGC before 31 st August, 2024.
11	The CIQA Committee decided to co-opt the Controller of Examinations, Jamia Hamdard as the Member of the CIQA Committee.	As per the decision of the CIQA Committee, the Controller of Examination, Jamia Hamdard has been co-opted as the Member of the CIQA Committee vide Notification dated 15.07.2025.

Item No.4: 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 Centre for Internal Quality Assurance (CIQA) for ODL and Online programmes of Centre for Distance and Online Education, Jamia Hamdard with the approval of the Competent Authority and notified by the Registrar, Jamia Hamdard vide Notification No. AS/JH/CIQA/295/2025/94 dated 28.07.2025, placed at **Annexure-2 (page 10 - 12)**.

The CIQA Committee also noted the minutes of the CIQA Centre meeting held on 30th July, 2025 in CDOE, placed at **Annexure-3 (page-13-18)**.

Members suggested that the Centre is expected to play an active role in determination and improvement of internal quality regarding offering of the ODL/OL programmes. Director, CDOE assured that the CIQA will be strengthened.



Item No.5: Matter regarding admissions in various ODL and Online programmes of CDOE in July 2024 and January 2025 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 2024 and January 2025 academic session is as under:

S.No	Name of Programme	July-August 2024 Session			January-March, 2025 Session		
		Online	ODL	Total	Online	ODL	Total
1.	Master of Arts in Islamic Studies (MAIS)	210	NA	210	79	NA	79
2.	Master of Business Administration (MBA)	200	NA	200	153	NA	153
3.	Master of Computer Application (MCA)	82	NA	82	35	NA	35
4.	Master of Arts in Pol.Science (MAPS)	35	NA	35	39	NA	39
5.	Bachelor of Computer Application (BCA)	197	50	247	56	12	68
6.	Bachelor of Business Administration (BBA)	81	13	94	21	02	23
7.	Bachelor of Commerce (Hons.)	44	00	44	26	00	26
8.	Advance Diploma in Dietetics and Therapeutics Nutrition (ADDTN)	162	00	162	76	00	76
9.	Advance Diploma in Drug Regulator Affairs(ADDRA)	316	00	316	176	00	176
10	Advance Diploma in Medical Record Techniques (ADMRT)	94	00	94	74	00	74
11	Diploma in Bakery and Confectionary Technology (DBCT)	13	00	13	02	00	02
12.	Diploma in Professional Arabic (DPA)	96	00	96	57	00	57
		Total			Total		
		1593			808		

The CIQA Committee suggested to increase the enrolment by various means like publicity of programmes on social media, newspapers and hoardings in Jamia Hamdard campus.

Members suggested the following:-

- Convergence of regular teaching faculty with the ODL/OL Students.
- Introduction of blended learning for OL students.

- c) Social media be used for promote the CDOE programmes by uploading short promotional videos and flyers by using the help of MCJ students as project.
- d) Community health related courses be started.
- e) Existing infrastructure for CDOE is to be improvement
- f) Student Support Services be improved through a dedicated website of Jamia Hamdard.
- g) Though medium of instructions should continued to be English, options to write examinations in Hindi, Urdu or regional languages be allowed as such facilities are allowed by IGNOU, Delhi University etc.

The Director, CDOE assured that all these points are well taken. As regards to allowing the students to write examinations in Hindi, Urdu etc. particularly in MA (Islamic Studies) etc, the matter will be placed before BoS for its consideration.

Item No.6: Matter regarding receipt of extension of approval of AICTE for BBA, BCA, MBA and MCA programmes of CDOE and ODL and Online mode the academic year 2025-26.

The CIQA Committee noted the approval of AICTE for continuation of BBA, BCA, MBA and MCA programmes in ODL/Online mode to the Jamia Hamdard for academic year 2025-26, vide letter No. North-West/1-44643759828/2025/EOA dated 03 January, 2025 placed at **Annexure-4 (Page-19-22)**.

Item No.7: Revised course structure and syllabus and PPR for 3-year BBA programmes (ODL/OL) for the students to be admitted from January 2026 session onwards.

The CIQA Committee noted the revision of course structure and syllabus and Programme Project Report (PPR) of BBA programme approved in the meeting of the Board of Studies held on 12.08.2025. The CIQA Committee also noted the introduction of following four additional Skill Enhancement/General Elective/Value Added Courses in BBA programme:

- i) **Business Communications** – Skill Enhancement Course (SEC) with 2 credit (BBAD-SEC-05) to be offered in Semester-II (common for BBA and B.Com. Hons. programmes).
- ii) **Cross Cultural and People Management** – Ability Enhanced Course (AEC) with 2 credit (BBAD-AE-05) to be offered in Semester-V.
- iii) **Consumer Behaviour** – General Elective Course (GEC) with 4 credits (BBAD-DSC-21 to be offered in Semester-VI.
- iv) **Intellectual Property Rights (IPR) in Business** – Skill Enhancement Course (SEC) with 2 credit (BBAD-SEC-06) to be offered in Semester-VI.
- v) **Disaster Management** – Valued Added Course (VAC) with 2 credit (BBAD-VAC-08) to be offered in Semester-III. This is a common course for BBA and B.Com. Hons.

The existing course of Disaster Management being offered in B.Tech. (CSE) with paper code BCSE-409 will be adopted.

The Director informed that the said proposal was placed before the AC Meeting on 21.8.2025 and the same has been approved.

Item No.8: Revised course structure and syllabus and PPR for 3-year B. Com (Hons.) programme (ODL/OL) for the students to be admitted from January 2026 session.

The CIQA Committee noted the revision of course structure and syllabus and Programme Project Report (PPR) of B.Com. (Hons.) programme approved in the meeting of Board of Studies held on 12.08.2025. The CIQA Committee also noted the introduction of following four additional Skill Enhancement/General Elective/Value Added Courses in B.Com. (Hons.) programme:

- i) **Cross Cultural and People Management** – Ability Enhanced Course (AEC) with 2 credit (BCHD-AE- 03) to be offered during the IV Semester.
- ii) **Intellectual Property Rights (IPR) in Business-** Skill Enhancement Course (SEC) with 2 credit course (BCHD-SE-04) to be offered in V Semester.
- iii) **Managing Start-ups** – Ability Enhancement Course (AEC) with 2 credit course (BCHD-AE-03) to be offered during IV semester. This is common for BBA and B.Com (Hons) Programmes with a view to give adequate exposure to start-up culture.
- iv) **Disaster Management** – Value Added Course (VAC) with 2 credit course (BCHD-VA-06) to be offered during IV semester. This is a common course for BBA and B.Com (H). The existing course of Disaster Management being offered in B.Tech (CSE) with paper code BTCSE 409 will be adopted.

The Director informed that the said proposal was placed before the AC Meeting on 21.8.2025 and the same has been approved.

Item No.9: Revised Self Learning Material (SLM) for the following three courses of one year Advance Diploma in Medical Record Technology (Online Mode)

The CIQA Committee noted the revision of Self Learning Material (SLM) of Advance Diploma in Medical Record Technology (ADMRT) for the following Courses as approved by the Board of Studies in its meeting held on 12.08.2025:

- (a) Medical Terminology (Paper Code: ADMRT-101)
- (b) Health Management Information System & Statistics (Paper Code:ADMRT-103)
- (c) International Classification of Diseases (Paper Code ADMRT-104)

The Director informed that although the said item has been approved by the AC in its Meeting held on 21.8.2025, because of the recent UGC directives, CDOE has to discontinue the ADMRT course.

Item No.10: Proposal for introduction of 3-year B.A in English and B.A. Islamic Studies programmes through online / distance mode from January 2026 onwards.

The CIQA Committee appreciated the proposal of introduction of following new Degree programmes by Centre for Distance and Online Education in ODL and Online mode from the academic session January 2026 onwards:

- i) **3-year B.A. in English** programme through ODL and Online mode from January 2026 session subject to the approval by the UGC-DEB.
- ii) **3 year B.A. Islamic Studies** programme, already been approved in its last meeting held on 15.05.2025 subject to the approval by the UGC-DEB.

The CIQA Committee noted to involve the faculty members teaching English subject at Jamia Hamdard Kannur off campus and one external member name (Dr. Abdul Lateef V, Associate Professor of English, Govt. College, Kondotty, Calicut University) for the preparation of SLM and also to utilize the services of external experts for SLM writing for B.A (Islamic Studies) programmes after the names are finalized in consultation with the HoD, Islamic Studies, Jamia Hamdard.

Members suggested that the Internal Assessment should be treated as Course Assignment (CA).

Item No.11: 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 2024-2025

The CIQA Committee noted that as per the directives of the Distance Education Bureau, University Grants Commission, the Annual Reports of CIQA for the Programmes under Open and Distance Learning (ODL) and Online (OL) mode of Centre for Distance and Online Education (CDOE), Jamia Hamdard for the academic session 2024-2025 has to be submitted online before 31st August, 2025. The draft Annual Report of CIQA for **ODL** Programmes and **Online** programmes were placed before the CIQA Committee.

After a detailed deliberation, both the Reports were approved by the CIQA Committee, placed at (Annexure-5 and 6).

Item No.12: UGC Communication – Public Notice dated 12th August 2025 & email communication dated 11th August 2025 received from UGC-DEB regarding offering professional courses/ papers which are covered under National Commission for Allied and Healthcare Professions (NCAHP) Act, 2021 (come into force w.e.f. 25th May, 2021).

The CIQA Committee had a detailed discussion on the DEB-UGC directives not to offer any programme related to Psychology, Dietetics and Nutrition, Medical Record Technology etc. in ODL or Online mode from the July 2025 academic session which covered under the National Commission for Allied and Healthcare Professions (NCAHP) Act, 2021. The following programme of CDOE comes under the above directives:-

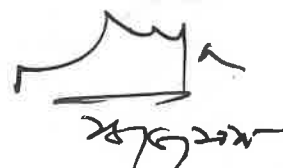
- (i) Advance Diploma in Dietician and Nutrition (ADDN)
- (ii) Advance Diploma in Medical Records Technique (ADMRT)

These programmes being offered from the inception of CDOE through distance mode. The UGC-DEB through its email dated 11.8.2025 has informed all the dual mode and open universities that –

As a special case and considering the academic future and interest of students who are already enrolled in such programmes, HEIs shall be advised to offer such programmes in the hybrid mode, in compliance with the norms prescribed by the NCAHP.

These programmes are offered with the approval of the Academic Council as per the existing norms and there are about 163 learners (ADDN-88 and ADMRT-75) have already taken admissions and pursuing the programmes.

Hence keeping in view of the stipulations by the UGC-DEB, the CIQA Committee resolved that all the admitted students as on date be allowed to complete their courses subject to the condition that the classes will be held on hybrid mode in compliance with the UGC-DEB directives. It was further resolved that no further admissions will be offered in these programmes in July-August, 2025 session.



Item No.13: Any other Item with the permission of the Chair.

(a) Examination related grievances of students of MA (Islamic Studies) 2023 Batch

The Director appraised the members that certain concerns were expressed by some students of MA (Islamic Studies) 2023 (Jan/July batch) with regard to holding of Term End Examinations (TEE) and Internal Assessment. In this regard it is informed that :-

- a) The final I & II Semester Term End Examinations (TTE) regular and back-log for the January and July 2023 were conducted from 12.07.2025 to 23.08.2025 as per the Date Sheet announced by the CDOE on 20.06.2025. At present, these examinations are held during weekend (Saturday/Sunday) without affecting the employment pursuits of the learners and such practices also allow the learners to prepare themselves well for the examinations.
- b) There are no provisions for accepting the submissions of Internal Assessment beyond the deadline fixed for each semester. If the deadline for submission of I.A. is missed it is because of the fault of the learners and CDOE is not responsible for the same.

The issue was discussed in a coordination meeting held today and representatives from the technical service providers and there is an agreement among the faculty members to hold a special examination for all Ex-students who are unable to clear their arrears papers. Keeping in view of the kind of grievances raised by the students of CDOE, it is proposed the following:

- (a) holding of a Supplementary (Special) Examinations for all Ex-Students of UG/PG/Diploma and Advance Diploma students (Online and ODL Mode) after a payment of back log Examinations fee of Rs.500/- per paper.
- (b) Such examinations will be held after one month of the publication of the final semester results and will be scheduled without any gaps (including holidays) so that the students will be able to clear their course of studies within the span period prescribed by the University for each programme.

The Committee after discussions resolved to approve the said proposal and the matter will be reported to the BOS and Academic Council.

The Meeting ended with vote of thanks to the Chair.


CHAIRMAN, CIQA COMMITTEE


Director, CDOE