



جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

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No.: AS/JH/CIQA/295/2025/94

28 July, 2025

**NOTIFICATION**

**Subject: Re-constitution of the Centre for Internal Quality Assurance (CIQA) for ODL and online programmes of Centre for Distance and Online Education (CDOE), Jamia Hamdard-reg.**

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

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

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

**Members:-**

1. Prof. Mumtaz Alam, Deputy Director, CDOE
2. Prof. Shahnawaz Abdin, Head of Management Discipline, CDOE
3. Prof. Parul Agarwal, Head of Computer Applications Discipline, CDOE
4. Prof. Syeedun Nisa, Programme Coordinator, MBA, CDOE
5. Dr. Safdar Tanweer, Associate Professor & Coordinator, Computer Applications Discipline, CDOE
6. Dr. Nooria Ahmad Farooqui, Associate Professor-Management, CDOE
7. Dr. Faizan Khan Sherwani, Asstt. Professor, Management Discipline, CDOE
8. Dr. Babita Singh, Assistant Professor, CDOE
9. Dr. Abdul Majid Farooqi, Assistant Professor, CDOE
10. Ms. Azza Ayyub Siddiqui, Assistant Professor, CDOE
11. Dr. Sarfaraz Ahsan, Deputy Registrar, CDOE
12. Mr. Kishwar Khan, Assistant Registrar, CDOE
13. Mr. Raja Ram, OSD, CDOE
14. Dr. Javed Azmi, System Analyst (offg.) CDOE
15. Mr. Mohd. Ajmal Abbasi, Section Officer, CDOE
16. Mr. Nitin Prakash, Junior Asstt, CDOE

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17. Mr. Mohd. Hassan, Jr. Asstt-cum-Computer Operator, CDOE
18. Mr. Shahid Mohammad, Jr. Asstt-cum-Computer Operator, CDOE
19. Mr. Shahzaan, Jr. Asstt-cum-computer Operator, CDOE
20. Mr. Naseem Ahmed, MTS, CDOE

The functions of Centre for Internal Quality Assurance (CIQA) as mentioned Annexure-I of the UGC Gazette notification dated 04.09.2020 issued by the University Grants Commission (Open and Distance Learning and Online Education) Regulations, 2020 would, inter alia, include the following, namely:-

- (i) To maintain quality in the services provided to the learners.
- (ii) To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes of the Higher Educational Institution.
- (iii) To contribute in the identification of the key areas in which Higher Educational Institution should maintain quality.
- (iv) To devise mechanism to ensure that the quality of Open and Distance Learning programmes and Online programmes matches with the quality of relevant programmes in conventional mode.
- (v) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.
- (vi) To suggest measures to the authorities of Higher Educational Institution for qualitative improvement.
- (vii) To facilitate the implementation of its recommendations through periodic reviews.
- (viii) To organise workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.
- (ix) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution.
- (x) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- (xi) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme.
- (xii) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- (xiii) To maintain are record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.
- (xiv) To provide inputs to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.
- (xv) To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.

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- (xvi) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- (xvii) To adopt measures to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit.
- (xviii) To coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines.
- (xix) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- (xx) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- (xxi) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session. A copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution shall be submitted annually to the Commission.

The OSD, CDOE may take necessary action and he/she will maintain proper records and circulate the Minutes of the Meetings among the Members & other concerned after seeking approval by VC.

The matter shall be reported to the Academic Council.

**This supersedes earlier notification No. JH/RO/OO/2024/ICOR/49 dated 15<sup>th</sup> April, 2024.**

Authority: Approval of Vice-Chancellor dated 02.07.2025.

  
23/07/25  
Dr. Sarfaraz Ahsan  
Registrar (Offg.)

Copy to:

1. All Concerned Members
2. All Deans/HoDs/Directors/In charge- Centres
3. Director, IQAC/Finance Officer/Controller of Examinations
4. Proctor/Provost Boys & Girls)
5. System Analyst (for circulation/upload on website)
6. Secretary to Vice-Chancellor
7. Sr.PA to Registrar
8. Guard File