जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
(Deemed to be University)
Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi - 110062
Phone : 011-26059688 (12 Lines)
Website : www.jamiahamdard.edu

F.No.CDOE/JH/DEB-UGC/2026/ Date: 19th May, 2026

The Joint Secretary
Distance Education Bureau
University Grants Commission
35, Feroze Shah Road
New Delhi-110001

Sub: Submission of Hard Copy of Application alongwith original affidavit and Annexures for offering BA English, BCA and BCA programmes of CDOE, Jamia Hamdard in ODL mode for academic year 2026-27, academic session beginning August, 2026 and onwards.

Sir,

With the reference to the UGC Public Notice F.No.1-4/2026(DEB-NWR) dated 23.04.2026 regarding invitation of applications from Eligible Higher Educational Institutions (HEIs) for recognition to offer programmes under Open and Distance Learning (ODL) mode and/or Online mode for academic year 2026-27, academic session beginning August, 2026 and onwards, it is informed that the online application for offering BA English, BCA and BBA Programmes in ODL mode has already been submitted by the Centre for Distance and Online Education, Jamia Hamdard within due date.

As desired, the Hard Copy of the Online application alongwith original affidavit and Annexures is enclosed.

With regards,

Yours faithfully,

19/5/2026

(Prof. M.A. Sikandar)
Director

Director
Centre for Distance and Online Education
Jamia Hamdard (Deemed to be University)
Hamdard Nagar, New Delhi-110062

Countersigned

19/5/26

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

Encl: as above.

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 2026-27, ACADEMIC SESSION BEGINNING AUGUST, 2026 AND OWNARDS

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

Jamia Hamdard

HEI Profile & Administrative Details

Final Submission Status :
Submitted

Final Submission Date :
5/11/2026 5:55:12 PM

Application Submitted For: Academic Year **2026-27**, Session **August**, Programme **ODL**

HEI Basic Information :

Registration ID: **DEB-U-0107**

Name of the HEI: **Jamia Hamdard**

Institution Type: **Deemed University**

Year of Establishment:

Mode of Education: **Dual Mode**

Address_1: **Jamia Hamdard, Hamdard Nagar, City: New Delhi, District: , State: Delhi, Pincode: 110062, Telephone: , Email:**

Official Website of HEI:

Official website for ODL and Online Learning:

HEI Authorities

Vice Chancellor

Name of the Vice Chancellor: **Prof (Dr) M Afshar Alam**

Vice Chancellor Official Email: **vc@jamiahamdard.ac.in**

Vice Chancellor Mobile: **9891971999**

Phone (Office): **1126959688**

Registrar

Name of the Registrar: **Colonel Tahir Mustafa**

Registrar Official Email: **registrar@jamiahamdard.ac.in**

Registrar Mobile: **9818798949**

Phone (Office): **01126059688**

Director of Centre for Distance and Online Education (CDOE)

	Email Id(Official):	Mobile No:	Desgination:	Appointment Letter:	Joining Report:
-- **Prof M A Sikandar**	**director_sodl@jamiahamdard.ac.in**	**9818798949**	**Professor**	View	View

Highest Education Qualification:

Ph.D

For Dual mode University

Name of Centre (CDOE): **Centre for Distance and Online Education (CDOE)**

Address: **Hamdard Convention Centre, First Floor, Jamia Hamdard, Hamdard Nagar, New Delhi**

Telephone: **9311590184**

Email: **director_sodl@jamiahamdard.ac.in**

NAAC Details

Whether accredited by NAAC? :- **Yes**

Grade :- **A+**

Score :- **3.41**

19/5/2026

Validity of NAAC :- **2028-12-14**

Upload NAAC Document :-

NIRF Ranking

Year 1:- **2023**

Ranking 1:- **49**

Upload NIRF Certificate :- View

Year 2:- **2024**

Ranking 2:- **40**

Upload NIRF Certificate :- View

Year 3:- **2025**

Ranking 3:- **74**

Upload NIRF Certificate :- View

HEI Recognition

Recognition status of the HEI as per UGC Act, 1956: **SECTION 3**

Is HEI also recognized under 12 B? **Yes**

Copy of relevant page of Act allowing HEI to offer the programme in ODL/Online mode

Whether HEI has approval of the statutory bodies under its Act for offering the programme in ODL or Online or Both mode under Act

Upload the minutes (minutes of relevant meeting- duly signed by all members of Academic Council) of the meeting/relevant document

Recognition status of the HEI as per UGC Act, 1956:

Is HEI also recognized under 12 B?

Territorial Jurisdiction

Territorial Jurisdiction of HEI as per its Act: At Headquater and UGC Approved Off-Campus(s)

15/5/2026

Relevant Page (Act Document):

Territorial Jurisdiction as per UGC Regulations 2020 : At Headquater and UGC Approved Off-Campus(s)

UGC/MoE Document : View File

Infrastructure

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

BUILD-UP AREA TYPE	MINIMUM BUILT UP AREAAS PER REGULATIONS	BUILT-UP AREA AVAILABLE (CARPET AREA SQ. FT)	DIFFERENCE	COMPLIANCE OR NOT
Academic	--	--	--	--
Administrative	--	--	--	--
Academic support such as Library, Reading Room, Computer Centre, ICT labs, Video and Audio Labs etc.	--	--	--	--
Amenities or other support facilities (Excluding toilets)	--	--	--	--
Total built-up area for ODL activities	--	--	--	--

Payment History

SR NO	YEAR	SESSION	CATEGORY	NO OF PROGRAMME	FEE AMOUNT	PAYMENT STATUS	BANK TRANSACTION REFERENCE NO	GST NO.	PAYMENTDATE
1	2026-27	August	Programme	3	59000.00	Ok	52735768	07AAATJ2432R3ZB	08-05-2026

Proposed Programme:

15/5/2026

SR NO	PROGRAMME	BASIC DETAILS		ACADEMIC DETAILS		DOCUMENTS	
1	BACHELOR OF ARTS (COMBINATION OF 3 SUBJECTS) (ENGLISH)	Programme Offered	ODL	Entry Qualification	10+2	Batch Proof	View
		Level	UG	Duration	3	Regulatory Approval	--
		Discipline	Arts/Humanities/Social Sciences	Credits	132	Documentary proof of Science programme(s)	--
		Degree	4	Department	DEPARTMENT OF ENGLISH		
		Programme Name	BACHELOR OF ARTS (COMBINATION OF 3 SUBJECTS) (ENGLISH)	Practical	No		
		Specialization	(ENGLISH)	Conventional Mode	Yes		
				No. of Batch Passed	6		
				Regulatory Approval Required	No		
				Proposed Intake	--		
2	BACHELOR OF BUSINESS ADMINISTRATION (NA)	Programme Offered	ODL	Entry Qualification	10+2	Batch Proof	View
		Level	UG	Duration	3	Regulatory Approval	View
		Discipline	Business Administration/Commerce/ Management/Finance	Credits	134	Documentary proof of Science programme(s)	--
		Degree	6	Department	DEPARTMENT OF MANAGEMENT STUDIES		
		Programme Name	BACHELOR OF BUSINESS ADMINISTRATION (NA)	Practical	No		
		Specialization	(NA)	Conventional Mode	Yes		
				No. of Batch Passed	6		
				Regulatory Approval Required	Yes		
				Proposed Intake	--		

19/5/2022

SR NO	PROGRAMME	BASIC DETAILS		ACADEMIC DETAILS		DOCUMENTS	
3	BACHELOR OF COMPUTER APPLICATIONS (NA)	Programme Offered	ODL	Entry Qualification	10+2	Batch Proof	View
		Level	UG	Duration	3	Regulatory Approval	View
		Discipline	Sciences	Credits	120	Documentary proof of Science programme(s)	View
		Degree	9	Department	SCHOOL OF ENGINEERING SCIENCES AND TECHNOLOGY		
		Programme Name	BACHELOR OF COMPUTER APPLICATIONS (NA)				
		Specialization	(NA)	Practical	Yes		
				Conventional Mode	Yes		
				No. of Batch Passed	10		
				Regulatory Approval Required	Yes		
				Proposed Intake	--		

Mode of Evaluation:

SR NO	PROGRAMME	EVALUATION DETAILS		EXAMINATION MODE	
1	BACHELOR OF COMPUTER APPLICATIONS(NA)	Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes	Whether examination through Online(For ODL Programmes)	No
				Examination Scheme Followed by HEI(For ODL Programmes)	--
		Examination Scheme	Continuous and End-Semester	Whether Online Examination is within Territorial Jurisdiction(For ODL Programmes)	--
		Percentage of Continuous Assessment (%)	30		
		Percentage of End-Semester / Term End Examination (%)	70	Exam Type (OL)	--
2	BACHELOR OF BUSINESS ADMINISTRATION(NA)	Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes	Whether examination through Online(For ODL Programmes)	No
				Examination Scheme Followed by HEI(For ODL Programmes)	--
		Examination Scheme	Continuous and End-Semester	Whether Online Examination is within Territorial Jurisdiction(For ODL Programmes)	--
		Percentage of Continuous Assessment (%)	30		
		Percentage of End-Semester / Term End Examination (%)	70	Exam Type (OL)	--

15/5/2026

SR NO	PROGRAMME	EVALUATION DETAILS		EXAMINATION MODE	
3	BACHELOR OF ARTS (COMBINATION OF 3 SUBJECTS) (ENGLISH)	Whether Weightages to continuous assessment and end semester examinations or term end examinations as per clause mentioned in Regulations	Yes	Whether examination through Online(For ODL Programmes)	No
				Examination Scheme Followed by HEI(For ODL Programmes)	--
		Examination Scheme	Continuous and End-Semester	Whether Online Examination is within Territorial Jurisdiction(For ODL Programmes)	--
		Percentage of Continuous Assessment (%)	30		
		Percentage of End-Semester / Term End Examination (%)	70	Exam Type (OL)	--

PPR (Programme Project Report)

SR NO	YEAR	APPROVED PROGRAMME	DATE OF APPROVAL OF PPR	AUTHORITY OF APPROVING PPR	UPLOAD OF PPR
1	2026-27	BACHELOR OF COMPUTER APPLICATIONS(NA)	03-09-2020	View	View
2	2026-27	BACHELOR OF BUSINESS ADMINISTRATION(NA)	03-09-2020	View	View
3	2026-27	BACHELOR OF ARTS (COMBINATION OF 3 SUBJECTS) (ENGLISH)	21-01-2026	View	View

SLM (Self Learning Material)

SRNO	NAME OF PROGRAMME	TOTAL NO. OF SEMESTER	NO. OF SEMESTERS FOR WHICH SLM IS READY	LAST UPDATED	DETAILS OF COURSES			PLAGARISM REPORT			DOCU OF PR FOR OUTS MATE
					SEMESTER	TOTAL COURSES	COURSES PREPARED	SEMESTER	PLAGIARISM (%)	REPORT	
1	BACHELOR OF ARTS (COMBINATION OF 3 SUBJECTS)(ENGLISH)	6	4	21-08-2025	1	5	5	1	8	View	NA
					2	6	6	2	7	View	
					3	6	6	3	7	View	
					4	6	6	4	8	View	

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SRNO	NAME OF PROGRAMME	TOTAL NO. OF SEMESTER	NO. OF SEMESTERS FOR WHICH SLM IS READY	LAST UPDATED	DETAILS OF COURSES		PLAGARISM REPORT			DOCU OF PR FOR OUTSC MATEI
					SEMESTER	TOTAL COURSES	COURSES PREPARED	SEMESTER	PLAGIARISM (%)	REPORT	
2	BACHELOR OF COMPUTER APPLICATIONS(NA)	6	5	21-08-2025	1	6	6	1	9	View	NA
					2	6	6	2	9	View	
					3	6	6	3	8	View	
					4	6	6	4	9	View	
					5	6	6	5	8	View	
3	BACHELOR OF BUSINESS ADMINISTRATION(NA)	6	6	21-08-2025	1	6	6	1	9	View	NA
					2	6	6	2	8	View	
					3	6	6	3	9	View	
					4	6	6	4	8	View	
					5	6	6	5	8	View	
					6	6	6	6	7	View	

Off Campus approved by the Government of India

SRNO	NAME OF CENTRE	ADDRESS OF CENTRE	CITY	PIN CODE	STATE	UPLOADED NOTIFICATION PUBLISHED IN THE OFFICIAL GAZETTE
1	Jamia Hamdard Kannur Campus	Jamia Hamdard Kannur Campus, DIS Building, Kannur City P.O., Kannur		670003	18	View

Human Resources Information

ADMINISTRATIVE STAFF FOR ODL PROGRAMMES

TYPE OF STAFF	TOTAL NO. OF STAFF EXCLUSIVELY FOR ODL	NATURE OF APPOINTMENT	JOINING REPORT	APPOINTMENT LETTER
Deputy Registrar	1	Regular	View	View
Assistant Registrar	1	Regular	View	View

15/1/2026

ADMINISTRATIVE STAFF FOR ODL PROGRAMMES

TYPE OF STAFF	TOTAL NO. OF STAFF EXCLUSIVELY FOR ODL	NATURE OF APPOINTMENT	JOINING REPORT	APPOINTMENT LETTER
Section Officer	1	Regular	View	View
Assistants	3	Contractual	View	View
Computer Operators	2		View	View
Multi Tasking Staff	2	Contractual	View	View
Technical / Professional	1	Regular	View	View
OSD	1	Contractual	View	View

ACADEMIC STAFF FOR ODL PROGRAMMES

TYPE OF STAFF	NO. OF STAFF EXCLUSIVELY OF ODL	NATURE OF APPOINTMENT
Head / Professor	1	Regular
Associate Professor	0	Other
Assistant Professor	11	Regular

Faculty Details for ODL

SR NO	YEAR	ACADEMIC SESSION	PROGRAMME	FACULTY DETAILS
1	2026-27	August	ARTS/HUMANITIES/SOCIAL SCIENCES - BACHELOR OF ARTS (COMBINATION OF 3 SUBJECTS) (ENGLISH) ||	

NAME	DESIGNATION	QUALIFICATION	SPECIALIZATION	PHONE	EMAIL
Taqdees Fatima	Assistant Professor	PG WITH NET/SLET	English	9560850728	taqdeesfatima@
Sanya Khan	Assistant Professor	PhD	English	9211761746	dr.sanya@jamia

SR NO	YEAR	ACADEMIC SESSION	PROGRAMME
2	2026-27	August	SCIENCES - BACHELOR OF COMPUTER APPLICATIONS (NA) ||

NAME	DESIGNATION	QUALIFICATION	SPECIALIZATION	PHONE	EMAIL
Abdul Majid Farooqi	Assistant Professor	PhD	Computer Science	9891958565	majid@jam
Mohd Mubashshir Hasan Farooqi	Assistant Professor	PhD	Computer Science	8595494985	farooqiaujk

SR NO	YEAR	ACADEMIC SESSION	PROGRAMME
3	2026-27	August	BUSINESS ADMINISTRATION/COMMERCE/ MANAGEMENT/FINANCE - BACHELOR OF BUSINESS ADMINISTRATION (NA) ||

NAME	DESIGNATION	QUALIFICATION	SPECIALIZATION	PHONE	EMAIL
Javid Majeed Pandith	Assistant Professor	PhD	Marketing	7006039985	jmajeed@jamiaha
Azza Ayyub Siddiqui	Assistant Professor	PhD	Marketing and HR	8527920375	azzaayyub.siddiqu

19/5/2026

Other Information

Digitization / Compliance Details

SR NO	ACTIVITIES	STATUS
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 Court Case(s)

SR NO	STATUS OF A COURT CASE(S)	W.P. NO	COURT / JURISDICTION	STATUS AS ON DATE
1	No	N.A.	N.A.	N.A.

Help Desk Details

Help Desk Address	CDOE, Hamdard Convention Centre, First Floor, Jamia Hamdard
Name of Contact Person	Mohd Hassan Khan
Designation	Junior Assistant
Phone No	8447196139
Email	sodl@jamiahamdard.ac.in
Contact Hours	8
Student Grievance Committee	Yes

Ombudsperson Details

Name	Prof Sushma Yadav
Designation	former Member UGC and former Vice Chancellor
Qualification	PhD
Experience	40
Phone No	0112605968
Email	ombudsp@jamiahamdard.ac.in

Compliance

19/5/2026

IX

Whether HEI ensure the compliance of entry level qualifications, curriculum, teaching-learning scheme, pattern of question papers for end semester examination or term end
examination,pass or fail criteria for all proposed programmes under both mode is same as for conventional programme:-

Yes

Whether all proposed programmes are being offered by the constituent colleges or Departments or Centre for Distance and Online Education:- **Yes**

Whether the National Credit Framework (NCrF) is being followed for conventional mode:- **Yes**

Whether the National Credit Framework (NCrF) will be followed for Both(ODL & OL):- **Yes**

Whether total Programme fee includes all components as per UGC Norms:- **Yes**

Whether HEI follows the UGC Norms/guidelines for fee and refund policy:- **Yes**

Whether 75% attendance in all the activities of the ODL/OL Programmes prior to end semester examination or term-end examination:- **Yes**

Whether Weightages to continous assessment and end-semester examinations or term-end examinations as per the clause mentioned in the Regulations:-

Yes

Whether HEI follows Pass/Fail Criteria as per UGC norms :- **Yes**

Whether Programme Project Report (PPR) prepared for all proposed Programmes and approved as per Regulation 13 and Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :- **Yes**

Whether HEI ensures the compliance of provisions for the Programme Project Report (PPR) as mentioned in Annexure V of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :- **Yes**

Whether HEI adheres to the compliance of provisions mentioned in Annexure VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :- **Yes**

Preparedness of SLM of all proposed programmes is as per Annexure VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :- **Yes**

Whether HEI adheres to the compliance of provisions mentioned in Annexure VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Preparation of Learning Material:- **Yes**

Preparedness of Learning Material:- **Yes**

Whether the Contents of Programme Project Report (PPR) of all proposed programmes contain the following points:

Programme's mission and objectives: **Yes**

Relevance of the programme with HEI's Mission and Goals: **Yes**

Nature of prospective target group of learners: **Yes**

Appropriateness of programme to be conducted in Open and Distance Learning and/or Online mode to acquire specific skills and competence: **Yes**

Instructional Design: **Yes**

Procedure for admission, curriculum transaction and evaluation: **Yes**

Requirement of laboratory support and Library Resources: **Yes**

Cost estimate of the programme and the provisions: **Yes**

Quality assurance mechanism and expected programme outcomes: **Yes**

Proposed Examination center for term-end Examination for ODL/Online programmes for Upcoming Academic Years:

19/5/2026

Wheather examination center is within the territorial juridiction of the HEI as per regulations: **Yes**

Wheather the examination center is located as per Regulations: **Yes**

Provision of CCTC Cameras: **Yes**

Provision of Bio-metric attendance: **Yes**

Provision of Video recording: **Yes**

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 and UGC approved Off Campus. :-

No

Deemed to be University will be eligible to offer programmes under Open and Distance Learning mode through its Head Quarters and MoE approved Off Campus :-

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 and as amended from time to time. :-

Yes

Academic and Administrative Staff mentioned in the application are exclusively appointed for the offering of programmes under ODL/Online mode :- **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.

Yes

19/5/2020

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Upload Affidavit as per the prescribed format :- View

Submission

It is hereby declared and affirmed that the Higher Educational Institution shall adhere 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

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

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.

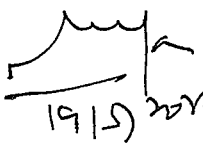
The HEI hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. The Higher Educational Institution shall be solely responsible for any legal issues arising out of non-compliance of UGC (Open and Distance Learning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

Application fee once paid is strictly **NON-REFUNDABLE** under any circumstances.

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.



Final Submission Status : Submitted

Final Submission Date : 5/11/2026 5:55:12 PM

Note : "HEIs are advised to carefully verify that all entered details are correctly displayed in the Application Preview. If any changes are required, kindly click "Go to Application" to edit the details. If all information is correct, click "Final Submission" to submit the application. Please note that no edits or modifications will be allowed after final submission."

Your application successfully submitted on 5/11/2026 5:55:12 PM under Eligible category

15/5/2026

ANNEXURES

(01 to 10)

जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
(Deemed to be University)
Accredited by NAAC in 'A++' Category

Hamdard Nagar, New Delhi-110062
Phone : 011-26059688 (12 Lines)
Website: www.jamiahamdard.edu

D.No: Estab/ED/2024/213
Dated: 01-10-2024

Dr. M.A. Sikandar
Flat No. 2203, Tower 16
Lotus Boulevard, Sector -100
NOIDA-201301
Email:sika1969@gmail.com

SUBJECT: OFFER OF APPOINTMENT AS PROFESSOR/DIRECTOR IN THE CENTRE FOR DISTANCE AND ONLINE DEUCATION (CDOE) UNDER SELF FINANCING SCHEME IN JAMIA HAMDARD.

Dear Sir,

I am pleased to inform you that, the Vice-Chancellor, on the recommendation of the Selection Committee held on 27.06.2024, has approved your appointment as Professor/Director in the Centre for Distance and Online Education (CDOE) under Self Financing Scheme in the Pay Matrix Academic Level -14 of 7th CPC with three advance increments, on probation for a period of one year, with effect from the date of your joining.

You are required to submit a medical fitness certificate after a medical check-up in any Govt. Hospital or Government recognized Hospitals. The Medical Certificate shall be signed by a Surgeon or a District Medical Officer.

In the meantime please confirm your acceptance of this offer by returning us a signed copy of this letter. The detailed terms and conditions of appointment is attached herewith this letter.

Please contact the office of the Dy. Registrar or Assistant Registrar (Establishment) with the following documents:

1. Medical Fitness Certificate
2. An affidavit in regard to personal verification. (Proforma Enclosed)
3. Relieving order from your present employer, if applicable.
4. Please bring educational & experience certificates in original for verification.

Your formal order will be issued after completion of other joining formalities as per rules.

Authority: Approval of the Vice-Chancellor dated 18.09.2024.

01/10/24
(Dr. Sarfaraz Ahsan)
Dy. Registrar

Copy to (for information and necessary action):
1. Director, CDOE (Offg.)
2. AR/Secretary to Vice-Chancellor
3. Sr. P.A. to Registrar
4. Personal/Guard File

JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi- 62

TERMS AND CONDITIONS FOR APPOINTMENT OF DR. M.A. SIKANDAR AS PROFESSOR/DIRECTOR IN THE CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) UNDER SELF FINANCING SCHEME.

1. The basic pay will be fixed in the pay matrix of Rs. 1,44,200-2,18,200 i.e. Academic Level 14 of 7th CPC Pay Matrix with three advance increments, as per rules of Jamia Hamdard.
2. Dearness Allowance and other Allowances will be admissible from time to time as per rules.
3. On joining the services of Jamia Hamdard, the appointee shall be governed under the New Pension Scheme (Corporate Sector) under PFRDA as per the Notification of Jamia Hamdard F.No. JH/RO/EC-69/2024/COR/85 dated 30.08.2024.
4. Jamia Hamdard provides medical cover and Leave Travel Concession for the teacher, spouse and dependent children, subject to monthly subscription. In case spouse is employed and covered under medical/LTC, the facility will not be available to you.
5. Casual Leave, Earned Leave and Half Pay Leave as admissible to teacher in Jamia Hamdard will be applicable.
6. The appointment is on probation for one year, which may, if needed, be extended to another year. The services of the appointee may be terminated if found unsatisfactory during the probation period. The decision of the Jamia Hamdard in this regard shall be final.
7. Your duties will include teaching and/or research in one or more departments as per requirement or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties. Teachers will be responsible to coordinate in the smooth functioning of the Academic exercise including design of curricula.
8. Jamia Hamdard requires its teachers to be present in the department throughout the working hours and may be asked to perform duties beyond office hours and on holidays without any extra remuneration.
9. You shall, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Competent Authority of Jamia Hamdard and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of Jamia Hamdard.
10. You should not engage yourself either directly or indirectly in any other business, occupation or activity.
11. You are expected to strictly adhere with the Code of Conduct as applicable to the employees of Jamia Hamdard.
12. You are required to execute a service agreement with Jamia Hamdard, as per UGC Regulations, 2018.
13. You are expected to continuously update your knowledge, actively engage in teaching and research work regularly and publish papers in the subject of your specialization/domain/area in due courses.
14. The appointment will be co-terminus with the cessation/withdrawal/abolition of self-financing courses/CDOE programs under the Centre for Distance and Online Education in Jamia Hamdard unless terminated earlier.
15. Performance will be assessed by taking feedback from the appropriate authority/sources.
16. Your conduct and activities as a teacher of Jamia Hamdard should be in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
17. The Annual Self Appraisal Report (ASAR) as per UGC Regulations is to be submitted yearly duly forwarded by the Vice-Chancellor, Jamia Hamdard.
18. Jamia Hamdard usually do not encourage long leave for the purpose of employment elsewhere or for some other reason.

19. All matters pertaining to service conditions and matters arising out of this appointment shall be settled at the Jamia Hamdard level or by a duly constituted grievance committee and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.

20. If it is found, at any point of time, that the particulars furnished by the appointee to this post are false and deficient, the management shall be well within its rights, to terminate the services summarily, apart from any other legal action deemed necessary as per law of the land.

21. The appointment shall be terminable from either side by giving one month notice or one month salary in lieu of short notice period during the probation. After the probation and subsequent regularization of service, a notice period of three months will be required as per rules. However, in case of unauthorized absence, the competent authority may terminate the appointment without any notice or paying an amount in lieu of notice period.

22. The appointment is subject to the verification of the testimonials and if, any time during the services, the verification reveals that the claim of the candidate is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further actions as may be taken as per rules.

23. The above terms and conditions are only illustrative and not exhaustive. Jamia Hamdard may vary them as per exigencies of work.

24. If the above terms and conditions are acceptable to you, kindly confirm within 10 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.

01/10/24

(Dr. Sarfaraz Ahsan)
Dy. Registrar

I accept the terms & conditions as mentioned above for joining the post of Professor/Director, Centre for Distance and Online Education (CDOE).

Signature : _____

Name : _____

Date : _____

Place : _____

D.No. Estab/LD.2025/467
Dated: 18.04.2025

NOTIFICATION

It is to inform all concerned that, in pursuance of the offer of appointment letter D.No. Estab/ED/2024/213, dated 01.10.2024 & extension of joining office order D.No. Estab/LD/2025/53-01, dated 10.01.2025 and subsequent relieving Orders from the Office of Registrar, MANUU No. MANUU/ER-I (A)F.506/2025/78 dated 17.4.2025, Dr. M.A. Sikandar has assumed the charge of the Office of the Director, Centre for Distance and Online Education (CDOE), Jamia Hamdard (Deemed to be University), New Delhi in the forenoon of 18th April, 2025.

18/04/25
(Dr. Sarfaraz Ahsan)
Registrar (Offg.)

Copy to:-

1. Prof. M.A. Sikandar, Director, Centre for Distance and Online Education (CDOE), Jamia Hamdard, New Delhi-110062
2. Joint Secretary, Distance Education Bureau (DEB), University Grants Commission, Distance Education Bureau 35, Feroze Shah Road, New Delhi-110 001 New Delhi (mwaware.ugc@gov.in)
3. Deputy Secretary, Distance Education Bureau (DEB), Feroze Shah Road, New Delhi- 110 001 (neethuthulasi.ugc@gov.in)
4. The Registrar, Maulana Azad National Urdu University (MANUU), Gachibowli, Hyderabad-500 032.
5. The Finance Officer
6. The Controller of Examinations
7. OSD to Hon'ble Chancellor
8. All Deans of Schools and Heads of Departments, Directors of Centres, Chief Proctor, DSW
9. OSD, Centre for Distance and Online Education, Jamia Hamdard
10. Assistant Registrar (Estab/Academic/Purchase), Executive Engineer (Offg), In-charge, HAH-CIT.
11. Secretary to Vice-Chancellor
12. Website Notification
13. Office copy

Hamdard Nagar, New Delhi - 110062, India; Contact No.: 011- 26059688 (12 Lines)
Website : www.jamiahamdard.ac.in

Dated: 18th April, 2025

To
The Registrar (Offg)
Jamia Hamdard
(Deemed to be University)
Hamdard Nagar
New Delhi 110 062

Sub: Offer of appointment to the post of Professor/Director, CDOE, Jamia Hamdard: Joining Report

Sir,

With reference to the offer of appointment D.No. Estab/ED/2024/213, dated 01.10.2024 & extension of joining office order D.No. Estab/LD/2025/53-01, dated 10.01.2025 and subsequent relieving Orders from the Office of Registrar, MANUU No. MANUU/ER-I (A)F.506/2025/78 dated 17.4.2025, I hereby joining the post of Professor/Director, Centre for Distance and Online Education (CDOE) in Jamia Hamdard on EOL basis w.e.f. 18.04.2025 (FN).

I am enclosing herewith a copy of Relieving Orders dated 17.04.2025 and Medical Certificate dated 17.04.2025 issued by the Medical Officer, University Health Centre, MANUU Hyderabad

My joining may be accepted please.

Yours faithfully,

18/04/2025

(Dr. M.A. Sikandar)
Associate Professor
Department of Management & Commerce
Maulana Azad National Urdu University
(Central University), Hyderabad
Mob. 9818798949

Joining may kindly be accepted.

18/04/25

Hon'ble V.C. Approved

18.4.25

Registrar 18/04/25

AR-I

5

JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi

HANDING OVER/TAKEN OVER CERTIFICATE

We, the undersigned jointly handing/taking over the charge of Director, Centre for Distance and Online Education (CDOE), Jamia Hamdard, New Delhi in the forenoon of 18.04.2025.

The pending tasks to be undertaken are briefed. Files are held by the Sections of CDOE.

Handed over by

(Prof. Mahmooduzzafar) 18/04/25

Registrar 18/04/25

Vice-Chancellor 18.4.25

Taken over by

18/04/2025

(Dr. M.A. Sikandar)

18/04/25 AR-I

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	$\sum_{i=1}^{7} W_i = 1000$	$\sum_{i=1}^{7} (CrWGP_i) = 3412$	

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

Grade = $\boxed{A^+}$

Date : December 15, 2023

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

Ministry of Education
Government of India

nirf

Certificate

NATIONAL INSTITUTIONAL RANKING FRAMEWORK

INDIA RANKINGS 2023

Jamia Hamdard New Delhi

Ranked 49 in University Category

CHAIRMAN, NBA

MEMBER SECRETARY, NBA

Ministry of Education
Government of India

nirf

Certificate

NATIONAL INSTITUTIONAL RANKING FRAMEWORK

INDIA RANKINGS 2024

Jamia Hamdard, New Delhi
Ranked 40 In University Category

CHAIRMAN, NBA

MEMBER SECRETARY, NBA

Ministry of Education
Government of India

Certificate

NATIONAL INSTITUTIONAL RANKING FRAMEWORK

INDIA RANKINGS 2025

Jamia Hamdard, New Delhi

Ranked 74 in Overall Category

CHAIRMAN, NBA

MEMBER SECRETARY, NBA

ANNEXURE R3/1 (COLLY)

Annexure R3/1 (Colly)

8

No.F.9-10/85-U.3

मानव संसाधन विकास मंत्रालय
शिक्षा विभाग
भारत सरकार
नई दिल्ली

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF EDUCATION
GOVERNMENT OF INDIA
NEW DELHI-110001

20th March, 1989

To

The Director General,
Hamdard Educational and Research Institutions,
Hamdard Nagar,
New Delhi - 110062.

Subject:- Proposal for declaring Jamia Hamdard as an institution deemed to be university.

Sir,

I am directed to refer to your letter No.ATD/IHMMR/50/86-Vol II, dated the 21st December, 1988, on the subject mentioned above, and to say that it has been decided to agree, in principle, to the recommendation of the University Grants Commission that the Jamia Hamdard be declared as an institution deemed to be a university under section 3 of the UGC Act, subject to the following conditions :-

(1) The body named as Jamia Hamdard proposed to be constituted will be an amalgamation of the existing institutions comprising :

(i) The Institute of History of Medicine and Medical Research;

(ii) Indian Institute of Islamic Studies;

(iii) Hamdard Tibbi College;

(iv) Hamdard College of Pharmacy;

(v) Majeedia Hospital; and

(vi) The School of Nursing.

(2) The existing societies managing the above institutions shall be dissolved and a new body "Jamia Hamdard" shall be established under the Societies Registration Act with the Memorandum of Association and Rules as finalised in consultation with the concerned officials of the Department of Education.

(3) The existing funding agencies would continue to provide financial assistance for the maintenance/development of different institutions at the present level to the amalgamated Jamia Hamdard who will also provide matching share of development grants.

contd.....2/-

मोनिका / MONIKA
उप सचिव / Deputy Secretary
विश्वविद्यालय अनुदान आयोग
University Grants Commission
शिक्षा मन्त्रालय, भारत सरकार
Ministry of Education, Govt. of India
नई दिल्ली–110 002 / New Delhi-110 002

(4) The academic programmes of the Jamia Hamdard should be restructured as recommended by the Expert Committee constituted by the UGC to examine the proposal for declaring the Jamia Hamdard as deemed university.

2. It is requested that necessary action may be taken for the dissolution of the existing societies that are running the various institutions and for the constitution of the Jamia Hamdard Society under the Societies Registration Act, 1860 with the Memorandum of Association and Rules as finalised in consultation with the Department of Education. After the Jamia Hamdard Society has been got registered, a photostat copy of the Registration Certificate along with five copies of the Memorandum of Association and Rules be furnished to this Department, so that the Society may be notified as an institution deemed to be university under section 3 of the UGC Act.

Yours faithfully,

(Gurbax Singh)
Deputy Secretary to the Govt. of India

Copy to :-

1. Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi.
2. Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi.
3. Chief Secretary, Delhi Administration, Delhi.
4. Registrar, Delhi University, Delhi.

(Gurbax Singh)
Deputy Secretary to the Govt. of India

मोनिका / MONIKA
उप सचिव / Deputy Secretary
विश्वविद्यालय अनुदान आयोग
University Grants Commission
शिक्षा मन्त्रालय, भारत सरकार
Ministry of Education, Govt. of India
नई दिल्ली-110 002 / New Delhi-110 002

SN 103 (FR)

17.5.89

— 356 —

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TO BE PUBLISHED IN THE GAZETTE OF INDIA PART I SECTION I

No.F.9-18/85-U.3
Government of India
Ministry of Human Resource Development
(Deptt. of Education)

New Delhi, the 10th May, 1989.

NOTIFICATION

In exercise of the powers conferred by Section 3 of the University Grants Commission Act, 1956 (3 of 1956), the Central Government, on the advice of the Commission, hereby declare that Jamia Hamdard, Handard Nagar, New Delhi-110062, shall be deemed to be a University for the purpose of the aforesaid Act.

(J.D. GUPTA)
Joint Secretary to the Govt. of India

To

The Manager,
Gazette of India,
Government of India Press,
Faridabad(Haryana)

Copy forwarded for information to :

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi-2 (with fifteen copies).
2. The Secretary, Association of Indian Universities, 16, Ferojshah Kotla Marg, New Delhi.
3. The Director, Jamia Hamdard, Handard Nagar, New Delhi-62.
4. All Ministries/Departments of the Government of India (Including the President's Secretariat, the Prime Minister' Office, the Cabinet Secretariat and Planning Commission).
5. All State Governments and Union Territories.
6. Registrars of all Universities and deemed to be Universities.
7. Press Information Bureau (Shri Prem Sunder) D.P.I.O., New Delhi, with the request that this may be given wide publicity.

मोनिका / MONIKA
उप सचिव / Deputy Secretary
विश्वविद्यालय अनुदान आयोग
University Grants Commission
शिक्षा मन्त्रालय, भारत सरकार
Ministry of Education, Govt. of India
नई दिल्ली–110 002 / New Delhi-110 002

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 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

Azhar Ali Khan
Executive Engineer
Jamia Hamdard
Hamdard Nagar, New Delhi-62

प्रोफेसर शाकिर अली/Prof. Shakir Ali
अध्यक्ष एवं प्रमुख/Professor & Head
जैवरसायन विभाग/Department of Biochemistry
फार्मास्यूटिकल केमिस्ट्री/School of Chemical & Life Sciences
जामिया हमदर्द/Jamia Hamdard
हमदर्द नगर, नई दिल्ली/Hamdard Nagar, New Delhi-110062

Certified True Copy

Jamia Hamdard (Deemed to be University) Registrar New Delhi

Dr. VIDYA SAGAR
Professor
Dept. of Pharmacognosy & Phytochemistry
Faculty of Pharmacy, Jamia Hamdard
(Hamdard University), New Delhi-110062

Ph. 23604220, 23604431, 23604314

www.ugc.ac.in

F.No.6-9/85 (CPP-I)

July, 2022.

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली–110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

ज्ञान-विज्ञान विमुक्तये

Registrar's Office Jamia Hamdard Date 19/7/22

SPEED POST

RT 5 JUL 2022

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

Subject: Status of Jamia Hamdard (Deemed to be University), New Delhi.

Sir,

With reference to your letter No. JH/RO/ECOR/2022/59 dated 6.7.2022 on the above subject, I am directed to inform you that the Government of India, Ministry of Education vide Notification No. F.9-18/85-U.3 dated 10th May, 1989 declared the Jamia Hamdard, New Delhi as Deemed to be University under section 3 of UGC Act, 1956.

The Government of India, Ministry of Education vide Notification No. F.10-3/2013-U.3(A) dated 18.10.2013 granted permission to start Off-campus centre at Kannur (Kerala).

Yours faithfully,

(Dr. Naresh Kumar Sharma)
Under Secretary

— for information PL

18.7.22

Re-Alphan Alam 19.7.2022

— AR (Acad.) — for record

19.7.22

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(TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART I, SECTION 1)

No.F.10-3-2013-U.3(A)
Government of India
Ministry of Human Resource Development
(Department of Higher Education)

Shastri Bhawan, New Delhi
Dated: 8 October, 2013

NOTIFICATION

Whereas the Central Government is empowered under Section 3 of the University Grants Commission (UGC) Act, 1956 to declare, on the advice of the UGC, an institution of higher learning as a deemed-to-be-university;

And whereas, on the advice of the UGC, Jamia Hamdard, New Delhi was declared as an "Institution Deemed-to-be-University" for the purposes of the aforesaid Act, vide this Ministry's Notification No. F.9-13/85-U.3 dated 10th May, 1989;

And further whereas, the Institution "Deemed-to-be-University" has submitted a proposal in the year 2013 seeking permission for establishment of an off-campus centre at Deenul Islam Sabha Educational Complex, Deenul Islam Sabha Building, PO Kannur City, Kerala under the ambit of "Jamia Hamdard, New Delhi";

And whereas, the UGC vide its communication bearing F.No.19-2/2013(CPP-I/DU) dated 4th October, 2013 has recommended to the Ministry of Human Resource Development to allow Jamia Hamdard, New Delhi to start an off-campus centre at Kerala subject to biennial review for six years and subsequently after five years, subject to usual terms and conditions as prescribed under the UGC (Institutions Deemed to be Universities) Regulations, 2010;

Now, therefore, in exercise of the powers conferred by Section 3 of the UGC Act, 1956, the Central Government, on the advice of the University Grants Commission (UGC), do hereby declare that Jamia Hamdard, Kannur, Kerala shall be a constituent teaching unit under the ambit of Jamia Hamdard, Institution Deemed-to-be-University, New Delhi, as an *off-campus* centre, for the purposes of the aforesaid Act for conduct of academic course/programmes and the conditions attached thereto, subject to biennial review for six years and subsequently after five years subject to usual terms and conditions as prescribed under the UGC (Institutions Deemed to be Universities) Regulations, 2010.

6. The declaration as made in Para 5 above is further subject to fulfillment of the conditions mentioned at Sr. No.3 of the endorsement to this notification.

(R.P. Sisodia)
Joint Secretary to the Government of India

The Manager,
Government of India Press,
Faridabad – 121001, Haryana.

ATTN: PS TO MINISTER OF...
FOR EXTERNAL...

GOVERNMENT OF KERALA
HIGHER EDUCATION (B) DEPARTMENT

Thiruvananthapuram
Dated: 12.03.2013

No. 6887/B1/13/H.Edn

From
The Additional Chief Secretary to Govt.

To
The Vice Chancellor,
Jamia Hamdard Deemed University,
New Delhi-110 062.

Sir,

Sub:- Higher Education- Jamia Hamdard Deemed University-Off Campus Centre-Concurrence-reg

Ref:- Your letter No. JH/RO/ECOR- dated 5/2013 addressed to the Honorable Minister (Education) , Government of Kerala

Inviting your kind attention to the reference cited, I am directed to convey Government of Kerala's concurrence for starting the off campus centre of Jamia Hamdard Deemed University at Deenul - Islam Sabha Educational Complex in Kannur subject to the conditions specified by UGC.

Yours faithfully

Ajikumaran S
Additional Secretary to Government
(For The Additional Chief Secretary to Govt.)

Copy to
Private Secretary to Minister (Education)
Personal Assistant to ACS,(Higher Education)

PROGRAMME PROJECT REPORT (PPR)

BACHELOR OF ARTS (ENGLISH)

(OPEN DISTANCE LEARNING AND ONLINE MODE)

2025

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

PROGRAMME PROJECT REPORT

TABLE OF CONTENTS

Sr. No.	Contents
1	Program Mission and objectives
2	Relevance of the program with HEI's mission and goals
3	Nature of Prospective target group of learners
4	Appropriateness of Program to be conducted on Open and Distance Learning and / or Online mode to acquire specific skills and competence
5	Instructional design
6	Procedure for admissions, curriculum, transaction and evaluation
7	Requirement of the laboratory support and library resources
8	Cost estimate of the Program and the provisions
9	Quality assurance mechanism and expected Program outcomes

Jamia Hamdard

(Deemed to be University)

Jamia Hamdard was established as Society on 26.04.1989 under the Societies Registration Act, 1860 after the receipt of the Letter of Intent (LoI) for declaring Jamia Hamdard as deemed to be University, issued by the Ministry of Education (Erstwhile Ministry of HRD), Department of Education dated 20.03.1989. Jamia Hamdard has been created after amalgamation of six institutions being run by four Societies (i) The Institute of History of Medicine and Medical Research; (ii) Indian Institute of Islamic Studies; (iii) Hamdard Tibbi College (funded by Delhi Government); (iv) Hamdard College of Pharmacy (affiliated to University of Delhi and funded by UGC); (v) Majeedia Hospital and (vi) The School of Nursing after dissolution of their respective societies on 28.04.1989.

Janab Hakeem Abdul Hameed Sahib had created these societies with a vision to develop it into a distinguished institution, emphasizing modern professional education while prioritizing Unani medicine and Islamic studies. Jamia Hamdard was the brain child of Janab Hakeem Abdul Hameed Sahib and he was the First Chancellor of the Jamia Hamdard who served till his life time.

Jamia Hamdard is one of the Government aided deemed to be University and has been

recognized as Minority Institution on 22.09.2014 by the National Commission for Minority Educational Institutions (NCMEI) under Article 30(1) of the Constitution of India. The Jamia Hamdard being a deemed to be University is governed by the UGC (Institutions Deemed to be Universities) Regulations as amended from time to time. Jamia Hamdard over a period of 35 years, Jamia Hamdard has evolved into a premier centre for higher learning, fulfilling the objectives.

The following are the teaching Schools, Centres and off campus of Jamia Hamdard:

1) School of Pharmaceutical Education and Research (SPER)
2) School of Unani Medical Education and Research (SUMER)
3) School of Nursing Sciences & Allied Health (SNSAH)
4) School of Engineering Sciences and Technology (SEST)
5) School of Chemical and Life Sciences (SCLS)
6) School of Management and Business Studies (SMBS)
7) School of Humanities and Social Sciences (SHSS)
8) Hamdard Institute of Medical Sciences and Research (HIMSR)
9) Hamdard Institute of Legal Studies and Research (HILSR)
10) Centre for Distance and Online Education (CDOE)
11) Centre for Media and Mass Communication Studies (CMMCS)
12) Jamia Hamdard Off campus, Kannur (established in 2013 with the approval of the Govt. of India)

Jamia Hamdard is highly regarded, consistently ranking among the top institutions in India. It has been accredited in the A+ category by NAAC with a score of 3.41 in its fourth cycle and is ranked among the top 50 institutions in the country and First in the Pharmacy category by the NIRF Rankings 2024 of the Ministry of Education. Jamia Hamdard ranks 78th in the management category in the NIRF 2024 rankings. Internationally, Jamia Hamdard is listed in the Times Higher Education QS World University Rankings and ranked 1401+ (2026); QS Ranking by subject (Pharmacy & Pharmacology): 94th globally. Jamia Hamdard ranks 501-520 in 2025 QS Asia University Rankings.

Jamia Hamdard is known for its robust infrastructure supporting quality education and research. It is also one of the universities selected by the UGC for promoting education abroad, attracting over 10% of its student body from more than 30 countries. Many international corporations and foreign governments employ its graduates, attesting to the global recognition of its degrees and diplomas.

Centre for Distance and Online Education (CDOE)

In 2004, Jamia Hamdard established the School of Open and Distance Learning, which is currently named as "Centre for Distance and Online Education" (CDOE) to extend educational opportunities through innovative methods. The CDOE utilizes information and communication technologies to enhance the quality and reach of education, especially for those unable to attend on-campus programmes. This initiative aims to empower marginalized groups, including tribal populations and Muslim women, by providing access to new knowledge and skills essential for their development.

The CDOE offers a range of academic and career-oriented programmes such as:

- Master in Business Administration (MBA)
- Master in Computer Application (MCA)
- MA in Islamic Studies (MAIS)
- MA in Political Science (MAPS)
- Bachelor of Business Administration (BBA)
- Bachelor of Computer Applications (BCA)

- Bachelor of Commerce (Hons) (BCOMH)
- PG Diploma in Drug Regulatory Affairs (PGDPRA)
- Diploma in Professional Arabic (DPA)

These programmes are designed to prepare students for the competitive job market by equipping them with the necessary knowledge and skills. The university ensures the affordability of its education to benefit economically disadvantaged sections of the society. In summary, Jamia Hamdard, through its various schools and the CDOE, remains dedicated to providing high-quality education and fostering knowledge and skills among diverse socio-economic groups, ensuring they are well-prepared for the globalized economy.

Mission and Goals of the Centre for Distance and Online Education (CDOE)

The mission of the CDOE is to provide contemporary education and training to meet the challenges of the evolving global scenario. The objectives include helping students develop the ability to apply multidisciplinary concepts and techniques to acquire relevant knowledge in their fields of interest. Jamia Hamdard's study programmes under CDOE are tailored to meet the learning needs of knowledge seekers, ensuring they can learn at their own pace and convenience. The CDOE is committed to offering professional and job-oriented courses with regularly updated curricula and study materials, integrating information technology tools to enhance learning experiences.

Targeted Groups of the Centre for Distance and Online Education (CDOE)

The distance and online education programmes aim to reach marginalized and excluded groups, such as tribal populations and Muslim women, who have been largely overlooked by national education initiatives. These programmes provide opportunities for acquiring new knowledge and skills necessary for personal and professional development, thereby fostering inclusive growth and education.

Programme Coordinator(s)

Name	Contact details
Ms. Shimli Sashidharan Programme Coordinator	Email: shimlisashidharan@gmail.com
Dr. Taqdeesh Fatima Assistant Programme Coordinator	Email: taqdeeshfatima@jamiahamdard.ac.in

Introduction of the Programme

The Bachelor of Arts (English) is an undergraduate degree designed to provide students with a strong foundation in English language. This program equips students with essential skills in areas English language and literature. This program prepares students to equip them with English language knowledge or pursue further studies.

Throughout the course, students will gain knowledge of English language. By the end of the program, students will have developed a comprehensive understanding of English language, critical thinking and skills that are crucial for a successful career in the ever-evolving global market.

VISION STATEMENT:

Department of English drives to provide outstanding opportunities in education which stands to fulfill the needs of the students and inspire them to meet and overcome the ultimate challenges actively to design the future of our nation and world.

MISSION STATEMENTS:

MS1: Curriculum offered by the Department of English imparts quality education and prepares the students to contribute and succeed in the promptly changing society.

MS2: To promote ethical conduct of research, to support infrastructures for inter-disciplinary research and to create a culture of high achievement.

MS3: To be dedicative in supporting the community of National and International organizations to meet their objectives and to improve the skills with high qualities in order to develop opportunities and support the vision.

MS4: Providing students a love of literature and of language by emphasizing good curricular framework and choices. Encouraging them to think deeply on their learnings to appreciate a liberal education.

PROGRAMME EDUCATIONAL OBJECTIVES/QUALIFICATION DESCRIPTORS

The qualification descriptors for the BA English programme include understanding, communication and application of subject knowledge. The students transcend the differences pertaining to class, caste, gender, etc. with transparency in purpose and thought. Apart from the clarity of communication the key qualification descriptor for the programme will be critical thinking and ethical awareness. Each Graduate in English should be able to:

1. Display a systematic knowledge by understanding the field of literary and theoretical developments which includes the student's ability to recognize, speak and write about genres, forms, periods, movements, concern for nature and other conventions of writing.

2. Provide the ability to understand the role of literature in a changing world from inter disciplinary perspective as well as in relation to its professional and everyday use. The aspect of inter disciplinary attribute is covered by the ability of the students to read texts with close attention to themes, conventions, contexts and value systems.

3. Demonstrate the ability to think and write critically to the outside world about one's role as an Indian citizen through the readings of English literatures and literatures in translation.

4. Communicate various ideas, discuss mixed opinions and advocate moral values, including literary values, in all shades and shapes of life so as to expand the knowledge of the subject as it moves from the classroom to life and the outside world.

5. Demonstrate the ability to share the results and ideas of academic, disciplinary and inter disciplinary learning and other co-curricular activities through different forms of communication such as essays, dissertations, reports, findings, notes, etc. on different platforms such as the classrooms, journals, magazines, etc.

6. Recognize the scope of English Language and Literature studies in terms of career opportunities, employment and life-long engagement in teaching, publishing, translation, communication, media, soft skills and other allied fields.

7. Apply skills of language and literature to foster a larger sense of ethical and moral responsibility among fellow humans and the society in order to see and respect differences in and among various species and life-forms in the surroundings and learn to transcend them.

The programme strengthens the student's ability to draw upon narratives which provides layers and levels of meaning and differences in situations and complexities of relations. Linguistic and literary competence will help the students to identify, analyse and evaluate key issues in the text and around the world and think of ways to find acceptable and sustainable solutions. Students will have the ability to understand and articulate with clarity and critical thinking of one's position in the world as an Indian and as a citizen of the world.

PROGRAMME LEARNING OUTCOMES FOR BA ENGLISH (PLOs)

The study of English Language and Literature motivates the student to develop the cognitive skills like learning, analysing, thinking and applying knowledge.

After the completion of BA English, the students should be able to:

PLO-1: Recognise the structure and function of English language skills to develop communication and creativity.
PLO-2: Differentiate various concepts about literary and cultural texts representations.
PLO-3: Provide an approach that is critical and theoretical to literature in order to utilize them for literary and cultural text analysis.
PLO-4: Attempt an analytical writing in essays, critical writings and research papers.
PLO-5: Understand the process of communication and try to interpret human emotions and experiences by adopting a literary representation using inter disciplinary methodologies.
PLO-6: Possess such values and ideals that a citizen of modern secular democratic State requires.
PLO-7: Exhibit familiarity with major literary works, genres, periods, and critical approaches to British, American, Indian, including Dalit and Post-Colonial literatures.
PLO-8: Employ critical reading strategies, disciplinary writing expertise and sophisticated analytical skills in their written and oral communication.
PLO-9: Appreciate, interpret and critically evaluate literature.
PLO-10: Appreciate the role of English Literature and Language in society.
PLO-11: Close reading in a variety of forms, styles, structures and modes and articulate the value of close reading in the study of literature, creative writing or rhetoric.
PLO-12: Develop and carry out research projects and locate, evaluate, organise and incorporate information effectively.

PROGRAMME SPECIFIC OUTCOMES (PSOs)

After completing this Course, the students should be able to:

PSO-1: Develop the knowledge of grammatical system of English language and four language skills (Listening, Speaking, Reading and Writing).

PSO-2: Analyze writing of different formats like essays, research papers and to comprehend different forms of literature like prose, poetry etc.

PSO-3: Define literary theory, terms in criticism and literary movements that existed in different ages.

PSO-4: Provide entrepreneurship and employability scope in various fields like Civil Service, Creative Writing, Public Relations and Human Resource etc.

Mapping of Program Learning Outcomes (PLOs) with Qualification Descriptors (QDs)

	QD-1	QD-2	QD-3	QD-4	QD-5	QD-6	QD-7
PLO-1	3	3	3	3	3	3	3
PLO-2	2	3	3	2	3	3	3
PLO-3	1	3	3	1	3	3	3
PLO-4	3	2	3	3	2	2	3
PLO-5	3	2	2	3	2	2	3
PLO-6	2	1	2	3	1	2	2
PLO-7	3	1	1	2	1	1	2
PLO-8	2	2	2	2	1	1	2
PLO-9	1	3	3	1	2	3	1
PLO-10	3	2	3	3	2	3	1
PLO-11	1	3	3	2	3	3	3
PLO-12	2	2	3	1	3	3	2

MINIMUM CREDIT REQUIREMENTS OF THE DIFFERENT PATHWAYS IN THE THREE-YEAR B.A. ENGLISH PROGRAMME IN ODL/ONLINE MODE

SEMESTER	DC	DE	MN	MD	SE	AE	VA
I	01	-	01	02	01	04	-
II	02	-	-	-	02	01 03	01 02
III	03	01	03	03	03	-	03
IV	04, 05, 06, 15	02	-	-	-	-	-
V	07, 08 09, 10	03	07	-	-	-	-
VI	11, 12, 13, 22	04	16	-	-	-	-
Total	15	04	04	02	03	03	03
Credits	60	16	16	08	12	12	06

GRAND TOTAL OF CREDITS : 130

SYLLABUS OF B.A. IN ENGLISH					
SEMESTER	**COURSE CODE**	**COURSE TITLE**	**CREDIT**	**INTERNAL ASSESMENT**	**TERM END EXAM**
FIRST	BAEN-DC-01	Introduction to Genres: Poetry and Prose	4	30	70
	BAEN-MN-01	Writing for Media	4	30	70
	BAEN-MD-02	Critical Reasoning and Academic Presentation	4	30	70
	BAEN-SE-01	Presentation and Performance Skills	4	30	70
	BAEN-AE-04	Additional Language (Arabic / Urdu / Malayalam)	4	30	70
		Total	20		
SECOND	BAEN-DC-02	History of English Language	4	30	70
	BAEN-AE-03	Gender Studies	4	30	70
	BAEN-AE-01	English for Professional Use	4	30	70
	BAEN-SE-05	Digital Communication	4	30	70
	BAEN-VA-02	Social Media Ethics	2	30	70
	BBEN-VA-01	Environmental Science	2	**30**	**70**
		Total	20		
THIRD	BAEN-DC-03	Introduction to Drama and Theatre	4	30	70
	BAEN-DE-01	Postcolonial Literatures	4	30	70
	BAEN-MN-03	Public Relations	4	30	70
	BAEN-MD-03	Digital Marketing	4	30	70
	BAEN-SE-03	Public Speaking	4	30	70
	BAEN-VA-05	Introduction to Sociology	2	**30**	**70**
		Total	22		

FOURTH	BAEN-DC-04	History of English Literature up to Roman Revival	4	30	70
	BAEN-DC-05	British Literature from Chaucer to 18th Century	4	30	70
	BAEN-DC-06	Introduction to Linguistics	4	30	70
	BAEN-DE-02	American Literature	4	30	70
	BAEN-DC-15	Reading on Democracy and Secularism	4	30	70
	BAEN-VA-06	Introduction to Digital Humanities	2	**30**	**70**
		Total	22		
FIFTH	BAEN-DC-07	History of English Literature from Romantic Revival to 21st Century	4	30	70
	BAEN-DC-08	British Literature from 18th Century to 20th Century	4	30	70
	BAEN-DC-09	Introduction to Literary Criticism	4	30	70
	BAEN-DC-10	Modern Literatures in English	4	30	70
	BAEN-DE-03	Indian Writings in English	4	30	70
	BAEN-MN-07	Introduction to Journalism	4	**30**	**70**
		Total	24		
SIXTH	BAEN-DC-11	British Literature from 20th Century to 21st Century	4	30	70
	BAEN-DC-12	Introduction to Women's Writing	4	30	70
	BAEN-DC-13	Modern Literary Criticism	4	30	70
	BAEN-DE-04	Dalit Literature	4	30	70
	BAEN-MN-16	Cultural Studies	4	30	70
	BAEN-DC-22	Film Studies	4	**30**	**70**
		Total	24		
		GRAND TOTAL	132		

List of Electives Offered

Elective-1 Discipline Specific Elective Course (DSE)

Course Code	Course Title	Credits
BAEN- DE01	Postcolonial Literatures	4
BAEN- DE02	American Literature	4
BAEN- DE03	Indian Writings in English	4
BAEN- DE04	Dalit Literature	4

Elective-2 Multi-Disciplinary Course (MDC)

Course Code	Course Title	Credits
BAEN-MD01	Language and Technology	4
BAEN-MD02	Critical Reasoning and Academic Presentation	4
BAEN-MD03	Understanding Contemporary Issues	4

Elective -3 Skill Enhancement Courses (SEC)

Course Code	Course Title	Credits
BAEN- SE01	Presentation and Performance Skills	4
BAEN- SE02	Written Communication in English	4
BAEN- SE03	Public Speaking	4
BAEN- SE04	Soft Skills	4
BAEN- SE05	Digital Communication	4

Elective -4 Value Added Courses (VAC)

Course Code	Course Title	Credits
BAEN- VA01	Environmental Science	2
BAEN- VA02	Social Media Ethics	2
BAEN- VA03	Understanding India	2
BAEN- VA04	Digital and Technological Solutions	2
BAEN-VA05	Introduction to Sociology	2

Elective -5 Minor Courses

Minor 1: Media Studies		
Course Code	**Course Title**	**Credits**
BAEN-MN01	Writing for Media	4
BAEN-MN02	Introduction to Radio Jockeying and Anchoring	4
BAEN-MN03	Public Relations	4
BAEN-MN07	Introduction to Journalism	4

Minor 2: Readings on India		
Course Code	**Course Title**	**Credits**
BAEN-MN04	Literature of Kerala from Renaissance to Modern Period	4
BAEN-MN05	Readings on Democracy and Secularism	4
BAEN-MN06	Narratives of Resistance	4
BAEN-MN08	Eco-reading of India	4

DEPARTMENT OF ENGLISH
ADMISSION AND EXAMINATION BYELAWS
For
Bachelor of English (B.A English)

1. **Programme:** Bachelors of Arts in English (B.A)
2. **Duration: Three** years, each year having two semesters. It will be a fulltime programme o f 3 years only.
3. **Medium of Instruction and Examinations:** English
4. **Eligibility and Selection Criteria:**

A candidate seeking admission to the programme must have:
Passed 10 +2 examination or equivalent in any discipline from a recognized institution with minimum 55% marks.

5. Course structure

1st Year	Semester-I	July to December / January to June
	Semester-II	January to June / July to December
	Semester-III	July to December / January to June
2ndYear		
	Semester-IV	January to June / July to December
	Semester-V	July to December / January to June
3rdYear		
	Semester-VI	January to June / July to December

The semester-wise course outline (with total marks allocated to each, internal assessment and semester examination marks for all specializations) list of papers, electives and the detailed syllabus are listed in Appendixes I, II, III, IV and V respectively. Detailed course content of the syllabus shall be prescribed by the School Board and shall be reviewed periodically.
The Board of Studies, depending on circumstances prevailing in the market, may change any paper and increase or decrease the number of optional papers.

6. Scheme of Examination

a. Each Major Course (Discipline Specific Core and Discipline Specific Elective) and Minor Course shall carry 4 credits. All General Foundation Courses (VAC) shall carry 2 credits.
b) All 4 credits courses shall carry 100 marks and all 2 credits courses shall carry 50 marks. Of these, 25% of marks shall be for internal assessment and 75% of marks shall be for semester examination.
c) The duration of semester examination for 4 credits courses shall be 3 hours. For 2 credits courses the duration of the semester examination shall be 2 hours.

7. Internal Assessment

a. Internal assessment of 4 credit courses will be based on written tests, assignments, quiz and etc.

b. Internal assessment of the Internship Project will be based on Punctuality, Use of Data, Scheme/Organisation of Report and Viva-voce.

- The evaluation shall be done by the subject teacher and marks will be notified within a week of such test.
- There shall be two written tests in each course in a semester. The test will be conducted as per the academic calendar, and individual faculty members to announce the date for tests or conduct them as per the academic calendar.
- The teacher concerned shall maintain records of marks of various components of evaluation for each student and the same will be notified at the end of the semester.
- The internal assessment marks shall be submitted by the Course Coordinator to the Chief Superintendent, Examinations at the end of the semester.
- A candidate who has to reappear (as an ex-student) in the semester examination of a course will retain the marks of internal assessment.
- A student who will be required to seek re-admission, for whatever reason, will have to appear for internal assessment and tests afresh.

8. (I) Semester Examinations

a) The Semester Examinations shall be held at the end of each semester as notified in the Academic Calendar.

b) The question papers shall be set by either an External or an Internal Examiner duly appointed by the Director, CDOE and approved by the Vice-Chancellor.

c) The papers set by the Examiners shall be moderated by a Panel of Moderators constituted by the Board of Studies at the time of approving the panel of Examiners.

d) The Minimum Marks required to pass any course in a semester shall be 40% in each Theory and Viva-voce (combined examination)

(II) Supplementary/Improvement Examination

- There shall be a Supplementary/Improvement examination after each semester. A student can have a choice to appear in the Backlog Papers in the Supplementary Examination or in the subsequent Regular Semester Examination with a prescribed fee per paper unless there is a mandate of the regulatory body concerned.
- The supplementary examination will be held within one month of the declaration of results.

A student who cleared all the papers of a Semester Examination of a Programme will be eligible for Improvement Examination on the following conditions:

i) A student shall be eligible to appear at the Improvement Examination if the student secures 'C' grade in any course.

ii) For the purpose of determining the SGPA/CGPA, the better of the two performances (Regular and Improvement) in the examinations shall be taken into consideration.

iii) The Improvement Examination will be allowed only once within one year of the date of the original examination.

iv) The Improvement Examination shall be conducted along with the Supplementary Examination within one month of declaration of results.

v) Appearance in the Improvement Examination for a Course will be allowed only once within one year of the date of the original examination.

vi) The marks/grades scored by the students in the Improvement Examination shall not be considered for the awards of ranks, medals, prizes etc.

vii) If the student improves the performance, he/she shall be required to submit the earlier mark sheet/degree. A new mark sheet and degree shall be issued. The new mark sheet/degree shall bear the year in which the student improved the grade.

(III) Revaluation of Answer Books

Students shall be allowed to seek revaluation of the answer books by submitting a written application, along with the necessary fee, within one week after the declaration of results.

9. Promotion Criteria

- A student will be required to clear minimum 40% of his/her papers in a semester examination to be eligible for promotion to the next semester.
- The minimum marks required to pass any course in a semester shall be 40%.

The following grading system under 10 points scale will be adopted

Letter Grade*	Grade Point**
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average) / (Pass)	5
F (Fail)	0
Ab (Absent)	0

***Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted letters viz, O, A+, A. B+, B, C and F

****Grade Point:** It is numerical weight allotted to each letter grade on a 10-point scale.

Converting the marks into letter grades

Table for pass marks 50

Letter Grade	Grade Point	Range of Percentage of Marks
O (Outstanding)	10	90 and above to 100 (90-100)
A+ (Excellent)	9	80 and above and less than 90 (80<90)
A (Very Good)	8	70 and above and less than 80 (70<80)
B+ (Good)	7	65 and above and less than 70 (65<70)
B (Above Average)	6	55 and above and less than 65 (55<65)
C (Average) / (Pass)	5	50 and above and less than 55 (50<55)

F (Fail)	0	00 and above and less than 50 (00<50)
Ab (Absent)	0	--

A student obtaining Grade 'F' shall be considered failed and will be required to reappear in the examinations.

Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all courses taken by student and the number of credits of all the courses undergone by a student.

SGPA (Si)=$\sum$ (Ci x Gi) / $\sum$Ci where Ci is the number of credits of the of ith course and Gi is the Grade point scored by the student in the ith course.

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of programme. i.e. CGPA=$\sum$(Ci x Si)/ $\sum$ Ci where Si is the SGPA of the ith semester and Ci is the total number of credits that semester.

iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Formula for Conversion of CGPA into percentage of Marks.

The Percentage equivalent to the CGPA shall be obtained by using the following formula.

Equivalent Percentage of CGPA=CGPA x 10

Classification of Results

The following formula may be considered for adoption by the University for the award of class/division

Table for pass marks 50

Range of CGPA	**Division/Class**
CGPA of 7.5 and above and up to 10	I Division with Distinction
CGPA of 6.00 and above and less than 7.50	1 Division
CGPA of 5.00 and above and less than 6.00	II Division

10. Span Period

A student must complete all the requirements of B.A English Degree within a period of six years from the time of admission. In a genuine case, if any paper is left to be cleared, permission may be granted to submit it even beyond the period of seven years with prior approval of the Director, CDOE.

Course Structure of BA English

SEMESTER-I

BAEN-DC01: INTRODUCTION TO GENRES: POETRY AND PROSE

After completion of this Course, the student should be able:

CLO-1: To outline the basic elements of poetry, the stylistic and the rhetorical devices and the various genres of poetry.
CLO-2: To analyse and identify trends in poetry.
CLO-3: To define different forms of poetry and classify different forms and themes of poetry.
CLO-4: To acquaint the students with the different styles of prose writing and understand the use of literary devices.
CLO-5: To discover the various perspectives in reading poetry and prose.

SYLLABUS

Module I: Introduction to Poetry (5 Hours)
Rhyme, Ballad, Sonnets, Epic, Elegy, Dramatic Monologue, Alliteration, Assonance, Blank Verse, Ode, Metaphor and Simile.

Module II: Poetry (20 Hours)

William Shakespeare	- Sonnet 121
Kamala Das	- The Dance of the Eunuchs
Nissim Ezekiel	- Night of the Scorpion
John Milton	- On His Blindness
Dilip Chitre	- Father Returning Home
Wilfred Owen	- Strange Meeting
Ted Hughes	- Thought Fox
Lord Tennyson	- In Memoriam
Meena Kandasamy	- Ms. Militancy
Camille Dungy	- Trophic Cascade

Module III: Introduction to Prose (5 Hours)
Narratology, Biography, Autobiography, Essay, Periodicals, Editorial, Satire, Text, Form, Content, Subject, Theme.

Module IV: Fiction (10 Hours)

Oscar Wilde	- The Model Millionaire
Richard Steele	- The Trumpet Club

Module V: Non-Fiction (20 Hours)

Anne Frank	- The Diary of a Young Girl (Chapter 4)
Pablo Neruda	- Excerpts from Memoirs ("The Word")
Albert Camus	- Nobel Acceptance Speech

References:

1. Abrams, M.H. *A Handbook of Literary Terms*. Cengage, 2009.
2. Drabble, Margaret. *The Oxford Companion to English Literature*. OUP, 1995.
3.Scholes, Robert, et al., editors. *Elements of Literature: Fiction, Poetry, Drama, Essay, Film*. OUP, 2007. pp 297-303.
4. https://www.poetryfoundation.org/.
5. Visual Poetry: Dona Mayoora: Melancholic Rain.
6. A Concise Companion to Literary Forms. Emerald,2013.
7. The Vintage Book of Contemporary World Poetry. Ed. J.D McClatchy, 1996.

BAEN-MN01: WRITING FOR MEDIA

After completion of this Course, the student should be able:

CLO-1: To familiarize the students with the latest trends in media.
CLO-2: To understand the specificities and possibilities of the different kinds of media.
CLO-3: To impart necessary technical writing skills.
CLO-4: To better understand the professional media industry and the forms of writing for mass media.
CLO-5: To demonstrate an understanding of media writing principles and techniques.

SYLLABUS

Module 1: Media & Communication (10 Hours)

Communication- Characteristics- Types- Mass Communication- Print Media- Electronic Media – Digital Media- Audience

Module II: Print Media (15 Hours)

Evolution - Feature writing- Article writing- Editorial writing- Op-ed-pieces – Letter to the Editor- Book review- Film review-Interview- Writing a news story-Lead- Freelancing - Editing- Subbing-Proof reading

Module III: Electronic Media (15 Hours)

Radio as a medium of mass communication –characteristics-challenges-radio news- radio features - documentaries- discussions – TV news- TC script- TV features- Music programmes – Interviews- Live programmes and shows- sports- film

Module IV: Digital Media (10 Hours)

E-Books- E magazines-E News Papers-E Journals-Writings for Web- Technical writing – Copy Writing- Profile Writing- Editing- Caption writing- News analysis- Blogs- Email- Instant Messaging- Ethics – Cyber Laws

Module V: Advertising (10 Hours)

Type-Advertisement through print media- Direct Mail- Broadcast Advertising- Signs and Posters- Promotional Literature- Writing a Brochure -Classifieds.

References:

1. Stoval, James Glen. Writing for the Mass Media. Pearson Education, 2006. Menchar, Melvin. Basic News Writing. William C Brown Cox, 1983
2. Rich, Carole. Writing and Reporting News: A Coaching Method. Wadsworth/Thomson Learning, 2003. Neal, James A and Suzane S Brown. News Writing and Reporting.
3. Surjeeth Publications, 2003. Feldman, Tony. An Introduction to Digital Media. Blueprint Series, 1996.
4. Boother, Dianna. F Writing. Macmillan, 2008.
5. Lewis, Richard. Digital Media: An Introduction. Prentice Hall. Nigel, Chapman. Digital Media Tools. Paperback 26 Oct, 2007.

BAEN-MD02: CRITICAL REASONING AND ACADEMIC PRESENTATION

After completion of this Course, the student should be able:

CLO-1: To understand what is critical thinking and its benefits.
CLO-2: To understand the characteristics of critical discourses.
CLO-3: To learn how to use various resources for critical thinking.
CLO-4: To practice accuracy in writing.
CLO-5: To give the students guidelines for effective presentations

SYLLABUS

ModuleI: Introduction to Critical Thinking (10 Hours)
Critical thinking- Barriers- Arguments- Fallacies- Social Influence on Critical Thinking- Persuasive Discourses- Conformity- Prejudices.

Module II: Language of Critical Thinking (10 Hours)
Characteristics of Critical and Analytical Writing- Preparing for Critical Writing- Sign Posting- Writing Conventions.

Module III: Resources (5 Hours)
Academic Writing- Research Resources- Using Net Sources- Using the Library- Reading for Writing.

Module IV: Writing Process (10 Hours)
Evaluating a Text- Recording the Data—Note Taking- Writing Conclusions- Writing Mechanics- Essay Writing- Understanding and Selecting Key Points- Organizing Paragraphs.

Module V: Soft Skills for Academic Presentation (10 Hours)
The Audience- Objectives of Presentation- Techniques of Effective Presentation-Structuring the Presentation- Visual Presentation Aids.

References:

1. Bowell, Tracy and Kemp, Gary. *Critical Thinking: A Concise Guide.* Routledge, London, 2002.
2. Paul, Richard and Elder, Linda. *The Miniature Guide to Critical Thinking: Concepts and Tools.* Foundation for Critical Thinking, 2008.
3. Paul, Richard and Elder, Linda. *The Nature and Functions of Critical Thinking: Concepts and Tools.* Foundation for Critical Thinking, 2008.
4. Gregory Bassham, William Irwin, Henry Nardone and James M. Wallace. *Critical Thinking: A Student's Introduction.* Ed.4. McGraw-Hill, NewYork, 2002.

BAEN-SE01: PRESENTATION AND PERFORMANCE SKILLS

After completion of this Course, the student should be able:

CLO-1: To cultivate writing abilities, comprehend the integration of writing and implement academic writing norms.
CLO-2: To comprehend the rules of speech.
CLO-3: To get familiar with the terminology, ideas, and methods of reasoning and

argumentation.
CLO-4: To generate arguments by evaluation, synthesis and analysis.

SYLLABUS

Module I: Writing Procedure (10 Hours)
Overview of Scholarly Writing- what is scholarly writing- purpose- types-features. Brainstorming- organising and outlining. Crafting the text- composing the introduction and conclusion- sequencing the paragraphs- proofreading and editing- finalising.

Module II: Writing Components (10 Hours)
Discussions- Persuasions and reasoning- comparison and contrast- defining and categorising the problems and remedies.

Module III: Writing for Academic or Professional Groups (10 Hours)
Review Writings-Reviewing texts- movies- product reviews. Writing evaluative reports. Designing questionnaires- collecting data. Writing etiquette- blog writings.Module IV: Professional Skills (10 Hours)
What are Professional Skills- Importance- Types- Tips to develop- Business Skills- Importance.

Module V: Skill Activity (5 Hours)
Students have to be formed in groups to check their various skills- Students should be made to write articles and review articles of various journals.

References:

1. Sword, Helen. *Stylish Academic Writing.* Harvard University Press. 2012.
2. Swales, M.John and Feak, B.Christina. *Academic Writing for Graduate Students.* University of Michigan Press. 2004.
3. Oshima, Alice and Hogue, Ann. *Writing Academic English.* Longman. 1999.
4. Frederich, Patricia. *Teaching Academic Writing.* Bloomsburry Academic. 2008.
5. Fox, Mary Frank. *Scholarly Writing and Publishing.* Routledge. 2019.

BAEN-AE04: ADDITIONAL LANGUAGE I (ARABIC)

After completing. This Course, the students should be able to
CLO-1: Understanding the basic grammar of Arabic Language.
CLO-2: Develop communicative skills in Arabic.
CLO-3: Understanding correct usage of Arabic grammar.
CLO-4: To understand the link between translation theory and translation practice.
CLO-5: Understand the importance of communication in the present era.

SYLLABUS

Module I: (10Hours)
الايات
تبارك الله احسن الخالقين

Module II: (10 Hours)
الاحاديث
اوصاني ربي

من الحكمة

Module III: (5 Hours)
خبرة
فمن رغب عن سنتي فليس مني

Module IV: (10 Hours)
الشعر

الرضا بقضاء الله وقدره الا
فاصبر

Module V: (10 Hours)
إبليس ينتصر
انا عاجز عن الشكر

References:
1. Al Baseeth
2. Al Adabul Arabiya
3. Al Thakadum

BAEN-AE02M: ADDITIONAL LANGUAGE I (MALAYALAM)

After completing this Course, the students should be able to:
CLO-1: Understanding the story content and structure in depth.
CLO-2: Acquaint the students with different thoughts and style of Malayalam Fiction.
CLO-3: Understanding the Malayalam poetry.
CLO-4: Help students to develop their creative thinking & writing.
CLO-5: Understand the stories, Autobiography, Novel and accept the messages.
Mapping of course learning outcomes (CLOs) with Program Learning Outcomes (PLOs) and Program Specific Outcomes

SYLLABUS

Module I: (10 Hours)

1. mqc - Pq b cp
2. eapwso w - mpmelpamcq

Module II: (10 Hours)

1. cmwqb - Dnqav
2. eevwo - mpsmj wcmd

Module III: (10 Hours)

- su wqebs ms (Bus 7 Aw3mb§d)

Module IV: (10 Hours)

wqnv mqommmw§d - Pbsammd

Module V: (5 Hours)

1. armъ٦£ld - ~٦Pbe£ıa٦
2. seom~v - ajoa

References:

BAEN-AE02M: ADDITIONAL LANGUAGE I (URDU)

(To be opt from SOL,DU)

SEMESTER-II

BAEN-DC-02: HISTORY OF ENGLISH LANGUAGE

After completion of this Course, the student should be able:

CLO-1: To outline the origin and evolution of English Language.
CLO-2: To discover the various socio-political forces and contexts that influenced English language and literature at different historical contexts..
CLO-3: To point out the pattern of changes language has undergone at different stages.
CLO-4: To develop a historical view of English language.
CLO-5: To identify the various forces that worked together to form and shape Modern English Language.

SYLLABUS

Module I: Theories of English Language (10 Hours)

Bow-Wow Theory
Ding- Dong Theory
Pooh- Pooh Theory
Yo- He- Yo Theory
Ta- Ta Theory

Module II: Laws of English Language (10 Hours)

Grimm's Law-Verner's Law.

Module III: Origin of English Language (10 Hours)

Language families- Indo- European Family- Characteristics- Satem Group- Eastern, Armenian, Balto Slavonic, Albanian. Centum Group- Italic, Greek, Primitive Germanic, Celtic.

Module IV: Descent of English Language (15 Hours)

Old English- dialects, grammar, pronunciation, spelling, vocabulary- Middle English- dialects, grammar, pronunciation, spelling, vocabulary- Modern English- Renaissance, Reformation, Bible translation, printing press- Great vowel shift.

Module V: Growth of English Language (15 Hours)

Word formation.- Individual contributors to the Growth of English vocabulary- Loan words- Semantic changes- Varieties of English language- American, Indian, Hinglish, Chinglish, Pidgin and Creole.

References:

1. Wood, F.T.*An Outline History of English Language.* Trinity P, 2014.
2. Shyamala,V.*A History of English Language.* Sharath Ganga P, 2005.
3. Baugh, Albert Gall and Cable. Thomas, *A History of the English Language.* Printice Hall. 2002.
4. Kisak, F and Kisak F. Paul. *The History of the English Language.* Create Space Independent Publishing platfrom. 2015.
5. Singh, Ishtia. *The History of English: A Student's Guide.* Routledge. 2013.

BAEN-AE03: GENDER STUDIES

After completion of this Course, the student should be able:

CLO-1: To learn different perspectives of gender.
CLO-2: To analyse the contemporary society in terms of gender equality.
CLO-3: To introduce social hierarchy and power structure.
CLO-4: To investigate how social and political context shape gender and sexuality.
CLO-5: To challenge pre conceptions and to achieve gender equity.

SYLLABUS

MODULE I: Key Terms (5 Hours)

Gender, Sex, Gendering, Gender Roles, Gender Identity, Masculinity, Femininity, Patriarchy, Misogyny, Chauvinism, Gender Dysphoria.

MODULE II: Poetry (15 Hours)

"Bosom Friend"	: Hira Bansode
"The Old Playhouse"	: Kamala Das
"Random Access Man"	: Meena Kandasamy
"This is a Photograph of Me"	: Margaret Atwood
"Phenomenal Woman"	: Maya Angelou

MODULE III: Short Story (5 Hours)

"Draupadi"	: Mahasweta Devi

MODULE IV: Non-Fiction (10 Hours)
"Accept Me"(I am Vidya) : Living Smile Vidya

MODULE V: Essay (10 Hours)
"Structural Violence and the Trans Struggle for Dignity" : Gee Imaan Semmalar "Clothing Matters: Visiting the Melmundusamaram" : K.M Sheeba.

References:

1. Gerda, Lerner. *Creation of Patriarchy.* New York, OUP. 1986.
2. Joan, Scott. *Gender and The Politics of History.* New York. 1987.
3. Seu, Morgan (ed.), *New Feminist History Reader,* Routledge, 2006.
4. Bhutalia, Urvasi. *The Other Side of the Silence: Voice from the Partition of India.* Penguin. 1998.
5. Kiran, Pawar. *Women in Indian History.* Vision and Venture. 1996.
6. Abrahams, M.H. , *A Glossary of Literary Terms.* 2020.
7. Barry, Peter. *Beginning Theory: An Introduction to Literary and Cultural Theory.* Viva Books. 2018.
8. Davis, Angela. *Women, Race and Class.* Navayana Publishing. 2013.

BAEN-AE01: ENGLISH FOR PROFESSIONAL USE

After completion of this Course, the student should be able:
CLO-1: To develop a deep understanding of the fundamentals of communication. CLO-2: To acquaint the students with the basics of English grammar.
CLO-3: To enable the students to enrich their vocabulary and LSRW skills. CLO-4: To encourage learner autonomy through pair and group activities.
CLO-5: To effectively integrate English language learning with employability skills and training.

SYLLABUS
Module I: Introduction to Communication (5 Hours)
- Definition
- Types
- Process
- Barriers.

Module II: Phonetics Basics (10 Hours)
- Received Pronunciation
- Sounds: Vowels/Diphthongs, Consonants
- Syllables.

Module III: Introduction to Grammar and Usages (10 Hours)
- Parts of Speech
- Tenses

- Voice
- Subject Verb Agreement
- Tag Questions.

Module IV: Listening & Speaking (10 Hours)

- Listening to a conversation
- Listening to a speech
- Listening to a lecture
- Listening to weather forecast
- Listening to instructions and directions.
- Group Discussion
- Interview - Speech
- Debate
- Telephone conversation
- Day-to-day conversation

Module V: Reading & Writing (10 Hours)

- Reading Strategies
- Vocabulary (synonyms, antonyms, homonyms, homophones, eponyms, prefixes, suffixes, phrasal verbs, idioms)
- Dictionary usage
- News reports
- Advertisement
- Chart, Table & Graph
- Letter Writing (Personal, Official, Cover Letter, Apology Letter)
- Email Writing
- Essay Writing
- Resume & Bio data

References:

1. Kumar, Sanjay, and Pushpa Lata. *Communication Skills*. OUP, 2011.

2. Raman , Meenakshi , and Sangeeta Sharma. *Communication Skills*. OUP, 2011.

3. Wood, F.T. *.A Remedial English Grammar for Foreign Students*. Macmillan, 1965.

4. Choili, Mark. *Towards Academic English*. CUP, 2007.

5. A.C. Gimson. *Introduction to the Pronunciation of English.*

6. Daniel, Jones. *English Pronouncing Dictionary..*

7. T, Balasubramanyam. *A Text of English Phonetics for Indian Students.*

BAEN- SE02: WRITTEN COMMUNICATION IN ENGLISH

After completion of this Course, the student should be able:

CLO-1: To understand the significance of written communication in academics. CLO-2: To improve the writing skills of students.
CLO-3: To study the relevance of writing through online platform. CLO-4: To create an awareness of the structure of newspaper.
CLO-5: To explore students' creativity.

SYLLABUS

Module I: Key Concepts (10 Hours)

Introduction to communication- written communication- definition- features- dos and don'ts- examples- advantages and disadvantages- How written communication is different from other medium of communication- web writing.

Module II: Essay and Review (8 Hours)

Essay- Definition- structure – writing essays on different topics

Review and appreciation- Definition- differences- writing book review- Film review- poem appreciation.

Module III: Formal Writing (5 Hours)

Resume and cover letter

Letter- Formal-Business letter- Apology letter- Request letter

Module IV: Newspaper Writing (10 Hours)

Definition and Features of News story- Editorial- Article- Periodicals. Advertisement- Definition- Types -Writing an advertisement.
Letter to the editor- Op- ed pieces- Feature

Module V: Web Writing (12 Hours)

Definition and features of web writing- Advantages and disadvantages Email- definition- uses- How to write an e mail.
E news- blog writing- content writing.

References:

1. http://www.angelfire.com/wi/writingprocess/links.html
2. Foggin, J. (1991). *Real Writing*. Sevenoaks, UK: Hodder and Stoughton.
3. http://www.askoxford.com/betterwriting/letterwriting/?view=uk
4. Adler B. Ronald and Russell F. Proctor II. Looking Out, Looking In. Cengage Learning.2017.
5. Dianna L.Vanblerkom. College Study Skills.Wadsworth.2003
6. Aggarwal, R. (2003). Effective Communication Skills. Jaipur : Sublime Publications
7. Davies, F. 1995, Introducing Reading. Penguin Books.

BAEN-VA02: SOCIAL MEDIA ETHICS

After completion of this Course, the student should be able to:
CLO-1: Analyze the Impact of Social Media
on Society. CLO-2: Apply Ethical Principles
to Social Media Practices. CLO-3: Evaluate
Online Content and Sources Critically.
CLO-4: Develop Responsible Social Media Practices.
CLO-5: Design and Implement Ethical Social Media Campaigns.

SYLLABUS

Module-I: Introduction to Social Media Ethics (10 Hours):
Overview of social media platforms and their impact on society- Defining social media ethics and its importance- Key ethical considerations: privacy, security, and online harassment

Module-II: Online Privacy and Security (8 Hours)
Data collection and usage on social media platforms- Privacy settings and data protection laws (e.g., GDPR, CCPA)- Online security threats: phishing, malware, and ransomware- best practices for online security and privacy

Module-III: Digital Citizenship and Online Behaviour (9 Hours)
Digital citizenship: rights, responsibilities, and norms- Online harassment: types, consequences, and prevention strategies- Cyberbullying and online hate speech.
Module-IV: Misinformation and Disinformation on Social Media (9 Hours)
Types of misinformation: fake news, propaganda, and disinformation- Spread of misinformation on social media platforms- Fact-checking and verification techniques- Media literacy and critical thinking skills

Module-V: Case Study: Social Media Ethics in Practice (9 Hours)
Social media platforms community guidelines and moderation policies- Ethical considerations for social media marketers and influencers.

References:
1. "Social Media and Society in India" by S. S. Jagnathan and S. M. Feroze (2020)
2. "The Digital Public Sphere in India" by Sahana Udupa (2018)
3. "Data Protection Law in India" by Rahul Matthan (2020)
4. "Cybersecurity in India: Challenges and Opportunities" by Pavan Duggal (2019)
5. "Digital India: Understanding the Impact of Digital Technologies" by Nalini Rajan (2017)

BAEN-VA01: ENVIRONMENTAL SCIENCE

After completion of this Course, the student should be able:
CLO-1: To understand complex environmental issues.
CLO-2: To master the core concepts and methods of ecology and environmental problem solving.
CLO-3: To envisage exposing students to the real situations in their surroundings and to help them connect, aware, appreciate and be sensitized towards the prevailing

environmental issues.
CLO-4: To make them aware of the different types of pollutions and different measures to control it.
CLO-5: To impart basic knowledge about the environment and its allied problems.

SYLLABUS

Module I: Introduction to Environment (10 Hours)

Brief Discussion on the Components of the Environment- Brief Outline of the Environment (Protection) Act 1986 - Role of NGOs like Green Peace in Environmental Protection.

Module II: Ecosystem (10 Hours)

Ecology- Brief Outline on Elements of Ecology- Brief Discussion on Ecological Balance and Consequences of Change in Ecological Balance- Principles of Environmental Impact Assessment.

Module III: Air Pollution (10 Hours)

Pollution - Types and Causes of Pollution- Types of Pollutants - Atmosphere and its Layers- Air Pollution- Sources of Air Pollution- Classification of Air Pollutants- Major air pollutants and their effects- Causes and Effects of Air Pollution-AIR Act 1981.

Module IV: Water Pollution (5 Hours)

Water Pollution- Causes- Control measures- Pollutants- Origin and Effects of Water Pollutant- Sewage treatment plant- Waste water treatment plant- Objectives of Water Prevention & Control of Pollution Act 1974.

Module V: Land Pollution (10 Hours)

Land Pollution - Pollutants (Municipal- Industrial. Commercial- Agricultural- Hazardous Solid Waste); their Original Effects- Collection and Disposal of Solid Waste.

References:

1. Ali, Salim. *The Book on Indian Birds*. BNHS, Mumbai, 2002.
2. Cunningham, William P, and Mary Ann Cunningham. *Environmental Science*: A Global Concern. McGraw-Hill Education, 2015.
3. De, Anil Kumar, and Arnab Kumar De. *Environmental Studies*. New Age Publications (Academic), 2007.
4. Rao, CS. *Enviromental Pollution Control Engineering*. New Age International (P) Limited, 2020.
5. Vinod, A and K. Venugopal. *Environmental Studies*. Calicut University Central Co-op Store, 2015.

SEMESTER-III

BAEN-DC03: INTRODUCTION TO DRAMA AND THEATRE

After completion of this Course, the student should be able:
CLO-1: Establish and illustrate the basic elements of drama. CLO-2: Appreciate drama as an art form.
CLO-3: Identify the different genres and masters of drama.
CLO-4: Assess the theatrical performances and the texts and evaluate them critically from various standpoints.
CLO-5: Demonstrate how writers use the resources language as creativity.

SYLLABUS

Module I: Introduction to Drama (10 Hours)
What is Drama?- The Origin of Drama- A Short History of English Drama- Drama as a Performing Art- Drama & Theatre- Drama & Society.

Module II: Types of Theatre (10 Hours)
Theatre of the Absurd - Epic Theatre - Street Theatre - Theatre of Cruelty - Poor Theatre - Feminist Theatre - Ritualistic Theatre - Anger Theatre.

Module III: Genres of Drama (5 Hours)
Tragedy – Comedy - Tragi-Comedy – Farce – Melodrama – Masque - One-Act- Play - Dramatic Monologue.

Module IV: Elements of Drama (5 Hours)

Setting – Plot – Character - Structure – Style - Theme – Audience – Dialogue.

Module V: Reading Drama -Detailed (30 Hours)
1. *As You Like It* : William Shakespeare.
2. *Arms and The Man* : G.B. Shaw
3. *Riders to the Sea* : J.M. Synge

References:

1. J. L. Styan. *Elements of Drama.*CUP, 1967.
2. Wilfred L. Guerin, et al., *A Hand Book of Critical Approaches to Literature.* OUP, 2007.
3. Keir Elam. *The Semiotics of Theatre and Drama.* Routledge, 2009.
4. Cross, D and Steven Craft. *Literature, Criticism and Style: A Practical Guide to Advanced Level English Literature.* OUP, 2000.
5. Lazar, Gillian *Literature and Language Teaching: A Guide for Teachers &Trainers.* CUP, 1993.

BAEN- DE01: POSTCOLONIAL LITERATURES

After completion of this Course, the student should be able:
CLO-1: To acquire knowledge about the basic concepts in Postcolonial Literature. CLO-2: Think critically about the texts in relation to Postcolonial Theory.

CLO-3: To help in understanding both colonizer
and colonized. CLO-4: To trace the various
styles of writings of this age.
CLO-5: Read specimens of the major works belonging to the Postcolonial Literature.

SYLLABUS

Module I: Literary Concepts (5 Hours)
Orientalism, Eurocentrism, Diaspora, Ambivalence, Third Space, Hybridity, Mimicry,

Module II: Poetry (20 Hours)

1.	Ruins of a Great House	: Derek Walcott
2.	House of a Thousand Doors	: Meena Alexander
3.	Once Upon a Time	: Gabriel Okara
4.	Aboriginal Australia	: Jack Davis
5.	The Mystic Drum	: Gabriel Okara

Module III: Drama (5 Hours)

1.	*Hayavadana*	: Girish Karnad

Module IV: Prose (15 Hours)

1. Decolonising the Mind	: Ngugi Wa Thiango
2. Marriage is a Private Affair	: Chinua Achebe

Module V: Fiction (15 Hours)
1. The White Tiger : Arvind Adiga

Reference:
1. Nayar, Pramod. K. *Aspects of Post Colonial Literature*. Pearson, 2008.
2. Dobie, Ann B. *Theory into Practice: An Introduction to Literary Criticism*. Cengage, 2012.
3. Abrams, M.H. *A Handbook of Literary Terms*. Cengage, 2009.
4. Morrison, Toni. *The Bluest Eye*. Surjeet P, 2013.

BAEN-MN03: PUBLIC RELATIONS

After completion of this Course, the student should be able:
CLO 1: To introduce the concept of public relations.

CLO 2: To understand the role of advertisement in
communication. CLO 3: To learn different theories of
public relations.
CLO 4: To develop the student's knowledge and skills in public relations.

CLO 5: To develop a public relations plan including goals, objectives and tactics.

SYLLABUS
Module I: Communication (15 Hours)

Communication Process- Definition- Scope- Types- Models of

communication: Aristotle, Laswell- Shannon and Weaver, Berlo- Levels of Communication: Interpersonal and intra personal, Group and Mass.

Module II: Basics of Public Relations (15 Hours)

Understanding Public Relation- Definition and Features- Types- Objectives- The History of Modern Public Relations- Public Relations Agency- Pioneers of Public Relations.

Module III: Public Relations and Propaganda (10 Hours)

Propaganda Definition- Features Similarities- Differences- Pioneers of Propaganda.

Module IV: Advertisement (10 Hours)

Definition- Features- Objectives- Evolution- Types- Advertising Agency- Trends in Indian Advertising -Advertising as a Marketing Tool- Persuasion- Persuasive Communication

Module V: Theories (10 Hours)

Individual Difference Theory- Selective Exposure Theory- Selective Perception Theory- Reinforcements Theory- Reflex Effect Theory- Agenda Setting Theory.

References:

1. Hasan, S. *Mass communication: Principles and Concepts*, Sage Publications, 2012.
2. Elizabeth, M Perse. *Media Effects and Society,* New Jersey, 2000.
3. Ferguson, C J. *The Impact of Video Game Violence on Youth Aggression, Psychological Science,* Springer, 2022.
4. Griffin, E. *A First Look at Communication Theory* (9th ed), New York, 2017.
5. Davis, R. *The Psychology of Media Consumption, Understanding why we Watch, Read and Listen*, Oxford University Press,2021.

Digital Marketing

Course Code: BBAD- SEC-405

Credits: 2

UNIT I: Introduction to Digital Marketing

Understanding the evolution of marketing in the digital age
Concept, scope and importance of digital marketing, types of digital marketing.
Differentiating between traditional and digital marketing.
Exploring the various components of digital marketing

UNIT II: Digital Marketing Strategy

Conducting market research and identifying target audience
Digital-marketing mix. Segmentation, Targeting. Differentiation. and Positioning
Setting SMART goals for digital marketing campaigns.
Developing a digital marketing plan: channels, budgeting, and timeline.

UNIT III: Digital Advertising and Search Engine Marketing
Digital Advertising, creating and managing advertising campaign on platforms like Google Ads and social media.
Introduction to the concept of search engine marketing (SEM), scope and importance.
Introduction to pay-per-click (PPC) advertising, Cost-per-thousand impressions (CPM).
Fundamentals of SEO and its importance, Keyword research and on page optimization
Off page SEO techniques: Link building and domain authority.

UNIT IV: Basics of Social Media marketing
Social Media Marketing (SMM), concept and tools.
Online communities and social networks.
Creating and curating engaging social media content.
Developing a content marketing strategy
Tailoring content to different digital channels: social media, blogs, videos, etc
Creating valuable and shareable content.

UNIT V: Ethical and Legal consideration
Privacy concern and data protection regulations.
Ethical issues in digital marketing: transparency, authenticity, and honesty.
Adhering to industry standards and best practices.
Regulatory framework for digital marketing in India

BAEN-MD02: CRITICAL REASONING AND ACADEMIC PRESENTATION

After completion of this Course, the student should be able:
CLO-1: To understand what is critical thinking and its benefits. CLO-2: To understand the characteristics of critical discourses. CLO-3: To learn how to use various resources for critical thinking. CLO-4: To practice accuracy in writing.
CLO-5: To give the students guidelines for effective presentations

SYLLABUS

ModuleI: Introduction to Critical Thinking (10 Hours)
Critical thinking- Barriers- Arguments- Fallacies- Social Influence on Critical Thinking- Persuasive Discourses- Conformity- Prejudices.

Module II: Language of Critical Thinking (10 Hours)

Characteristics of Critical and Analytical Writing- Preparing for Critical Writing- Sign Posting- Writing Conventions.

Module III: Resources (5 Hours)
Academic Writing- Research Resources- Using Net Sources- Using the Library- Reading for Writing.

Module IV: Writing Process (10 Hours)
Evaluating a Text- Recording the Data—Note Taking- Writing Conclusions- Writing Mechanics- Essay Writing- Understanding and Selecting Key Points- Organizing Paragraphs.

Module V: Soft Skills for Academic Presentation (10 Hours)
The Audience- Objectives of Presentation- Techniques of Effective Presentation-Structuring the Presentation- Visual Presentation Aids.

References:

5. Bowell, Tracy and Kemp, Gary. *Critical Thinking: A Concise Guide.* Routledge, London, 2002.
6. Paul, Richard and Elder, Linda. *The Miniature Guide to Critical Thinking: Concepts and Tools.* Foundation for Critical Thinking, 2008.
7. Paul, Richard and Elder, Linda. *The Nature and Functions of Critical Thinking: Concepts and Tools.* Foundation for Critical Thinking, 2008.
8. Gregory Bassham, William Irwin, Henry Nardone and James M. Wallace. *Critical Thinking: A Student's Introduction.* Ed.4. McGraw-Hill, NewYork, 2002.

BAEN-SE03: PUBLIC SPEAKING

After completion of this Course, the student should be able:

CLO-1: To speak more confidently by utilizing a variety of delivery skills.
CLO-2: To develop excellent communication skills, enthusiasm and the ability to engage with the audience.
CLO-3: To develop effective Public speaking skills which develops career advancement, creativity, leadership abilities.
CLO-4: To develop informative and persuasive speeches through research, audience analysis etc.
CLO-5: To enhance student's presentation via effective use of multimedia and visual support.

SYLLABUS

Module I: Introduction (10 Hours)

Introduction to Public Speaking, Characteristics of Public Speaking, Importance of Audience, Context, Speaker, Speech Planning Process, Speech Making Process.

Module II: Significance of Confidence (10 Hours)

- Importance of Speech Delivery
- The Key Issues in Effective Speech Delivery
- Developing Confidence through Effective Public Speaking Step 1: Select Appropriate Speech Goal Step 2: Understand the Audience Step 3: Gather and Evaluate Information Step 4: Organize and Develop Ideas into Speech Outline Step 5: Choose Appropriate Visual Aids Step 6: Practice the Wording and Delivery of Speech.
- Understanding Public Speaking Apprehension: Signs and its causes
- Overcoming Public Speaking Apprehension: General Methods, Specific Techniques.

Module III: Speaking the Mind (10 Hours)

Types of Speeches, Models of Public Speaking, Dialogic Theory of Public Speaking, Informative Speaking Characteristics: Intellectual Stimulation, Creativity, Emphasis to Aid Memory Methods of Informing: Description, Definition, Comparison and Contrast, Narration, Demonstration.

Module IV: Practice (10 Hours)

Speaking Practice in relation to all the above Modules.

Module V: Media Training (5 Hours)

Training to give a speech on any topic based on any famous medias. (Watching famous speeches and meaningful discussion is to be conducted in the classroom)

References:

1. Verderber Kathleen and, Rudolff. F Verderber. *The Challenge of Effective Speaking, Thomson Wadsworth* 13th ed., 2006, Unit I: pp 1-12, Unit II : pp 23-31, Unit III : pp 215- 239.
2. Raman, Meenakshi , and Sangeeta Sharma. *Communication Skills*. OUP, 2011.

BAEN-VA03: UNDERSTANDING INDIA

After completion of this Course, the student should be able:

CLO-1: To appreciate multicultural and multifaceted nature of India.
CLO-2: To analyse the historical and socio-political developments of India.
CLO-3: To develop a critical understanding of Indian knowledge systems and cultural heritage.

CLO-4: To examine the evolution of India's constitutional framework and its impact on contemporary governance.
CLO-5: To help students comprehend India from global, national, and local perspectives.

SYLLABUS

Module I: Geography of India (5 Hours)

- India's geographical position in the world and its neighboring countries.
- Geographical diversities: Physical features, climate, and natural resources.
- Impact of geography on India's socio-economic development.

Module II: History of India (10 Hours)

- India's Freedom Struggle: Major milestones and key movements.
- An introduction to Indian knowledge systems: Philosophical traditions, scientific achievements, and educational heritage.
- Contributions of India to global knowledge traditions.

Module III: Communicating Culture: Telling, Representations, and Leisure (10 Hours)

- Oral narratives: Myths, tales, and folklore as vehicles of cultural transmission.
- An introduction to the tribal cultures of India: Traditions, customs, and socio- economic practices.
- Role of language, literature, and performing arts in shaping Indian culture.

Module IV: Indian Social Structure (10 Hours)

- Continuity and change in Indian social structures.
- Caste, community, class, and gender: Their evolving roles in contemporary India.
- Social reform movements and their impact on Indian society.

Module V: Understanding Indian Polity (10 Hours)

- The Making of the Indian Constitution: Key constitutional reforms during the British period.
- The Constituent Assembly and the drafting of the Constitution.
- Features of the Indian Constitution: Federalism, fundamental rights and duties, directive principles of state policy.
- The idea of the basic structure and constitutional amendments.
- Constitution as a living document: Relevance and adaptability in contemporary India.

Reference:

Unit I: Geography of India

1. Ramesh Dutta Dikshit, Political Geography: Politics of Place and Spatiality of Politics, Macmillan Education, 2020.
2. Deshpande C. D., 1992: India: A Regional Interpretation, ICSSR, New Delhi.
3. Johnson, B. L. C., ed. 2001. Geographical Dictionary of India. Vision Books, New Delhi.
4. Mandal R. B. (ed.), 1990: Patterns of Regional Geography – An International Perspective. Vol. 3 – Indian Perspective.
5. Tirtha, Ranjit 2002: Geography of India, Rawat Publs., Jaipur & New Delhi.
6. Pathak, C. R. 2003: Spatial Structure and Processes of Development in India. Regional Science Assoc., Kolkata.
7. Tiwari, R.C. (2007) Geography of India. Prayag Pustak Bhawan, Allahabad 12. Sharma, T.C. (2013) Economic Geography of India. Rawat Publication, Jaipur

Unit II: History of India

1. https://iksindia.org
2. Bose D. M., S. N. Sen and B. V. Subbarayappa ed. (1971) A Concise History of Science in India, Indian National Science Academy, New Delhi.
3. Chandra, Bipan, Amales Tripathi & Barun De (1972), Freedom Struggle, National Book Trust, New Delhi. • Husain, S. Abid. (2003). The National Culture of India, National Book Trust, New Delhi.
4. Kapoor, Kapil and Avadesh Kumar Singh ed. (2005), Indian Knowledge Systems, 2 Volumes, DK Printworld, New Delhi.
5. Mohanta, Basant Kumar and Vipin Kumar Singh ed. (2012), Traditional Knowledge System and Technology in India, Pratibha Prakashan

Unit III: Communicating Culture: Telling, Representations, and Leisure

1. Kanak Mital, "A Santhal Myth, Five Elements" & M.D. Subash Chandran, "Peasant Perception of Bhutas, Uttara Kannada" in Prakrti, The Integral Vision, Vol. 1 (Primal Elements – The Oral Tradition, edited by Baidyanath Saraswati), pp. 119-125; 151-166.
2. A. K. Ramanujan, "'A Flowering Tree': A Woman's Tale", Oral Tradition, 12/1 (1997): 226-243.
3. Stuart H. Blackburn, "The Folk Hero and Class Interests in Tamil Heroic Ballads", Asian Folklore Studies, Vol. 37, No. 1 (1978), pp. 131-149.
4. Beatrix Hauser, "From Oral Tradition to "Folk Art": Reevaluating Bengali Scroll Paintings", in Asian Folklore Studies, Vol. 61, No. 1 (2002), pp. 105-122.
5. Komal Kothari, "Myths, Tales and Folklore: Exploring the Substratum of Cinema" pdf.

Unit IV: Indian Social Structure

1. Singh, Y. (1968). Caste and Class : Some Aspects of Continuity and Change. Sociological Bulletin, 17(2), 165–186. https://doi.org/10.1177/0038022919680205
2. Singh, Y. (1986). Modernization of Indian Tradition: A Systemic Study of Social Change. India: Rawat Publications.
3. Gupta, D. (2000). Interrogating caste: understanding hierarchy and difference in Indian society. India: Penguin Books.
4. Rege, S. (1996). Caste and Gender: The Violence Against Women in India. Italy: European University Institute.
5. Xaxa, V. (2008). State, Society, and Tribes: Issues in Post-colonial India. India: Dorling Kindersley (India), licencees of Pearson Education in South Asia.
6. Uberoi, P. (1994). Family, Kinship and Marriage in India. India: Oxford University Press.
7. Robinson, R. (2004). Sociology of Religion in India. India: SAGE Publications.
8. Srinivas, M. N. (2000). Caste: Its 20Th Century Avatar. India: Penguin Books Limited.
9. Jamil, G. (2021). Women in Social Change. SAGE Publishing India.

Unit V: Understanding Indian Polity

1. Madhav Khosla. The Indian Constitution. New Delhi, Oxford University Press, 2012.
2. Ramachandra Guha. Makers of Modern India. Cambridge, Mass., The Belknap Press of Harvard University Press, 2013.

3. Thapar, Romila. Indian Cultures as Heritage: Contemporary Pasts. London, Seagull Books, 2021
4. Venkataraghavan Subha Srinivasan. The Origin Story of India's States. Penguin Random House India Private Limited, 25 Oct. 2021.
5. J Sai Deepak. India That Is Bharat : Coloniality, Civilization, Constitution. New Delhi, Bloomsbury, 2021.
6. **Pylee, M. V.** *India's Constitution.* Asia Publishing House, 1962.
7. **Basu, D. D.** *Introduction to the Constitution of India.* S. C. Sarkar & Sons (Private) Ltd., 1960.

Title of the Course: Introduction to Sociology
Course Code : BAEN-VA-05
Semester-III

Course Objectives

- To provide students with an overview of sociology, including its basic concept and applications.
- To introduce students to the social structure and social change
- To analyse social issues and empower to face social problems.
- To prepare students to undertake more advanced courses in the field of sociology.

Course Learning Outcomes:

After completing this Course, the students should be able to –

- To understand the discipline and basic concept in sociology and social structure
- To understand an introduction of social structure and social change
- To apply basic knowledge of social structure and social life
- To analyse social issues and empowered to face social problems
- To analyse the social institutions in relation to the individual, family and community, socio-cultural factors as determinants of health and behavior in health and sickness.

Detailed Syllabus:

Unit 1: Introduction: Introduction of the basic concepts of sociology, Importance of Sociology, Scope of Sociology: Formalistic or specialistic school & Synthetic School, relationship of sociology with other discipline.

Unit 2: Socialization-: Meaning and concept of socialization, Social Groups – Concept of social groups: primary groups and secondary groups.

Unit-3: Community: Concept of community, Society, Association and Institution. Features of the modern caste system and its trends.

Unit 4: Social Change: Meaning of social change, factors of social change, human adaptation and social change, social change and stress, social change and deviance, Meaning of social control, role of norms, folkways, customs, morals, religion law and other means of social control in regulation of human behaviour, social deviance and diseases.

Role taking and making, concepts of role, multiple roles, role set, role conflicts, roll loss.

Unit 5: Organization: Goals and functions, organization as systems, organizational impact-individual, family, and community, social structure, power and control in organisations, feminist perspectives on organisations.

Social construction of sex and gender, sex/gender roles, feminist critiques of sociology

Work, culture and work, theories of work, unemployment, women and work.

Unit 6: Social problems in relation to sickness and disability, remedies to prevent the following problems: population explosion, poverty and unemployment, beggary, juvenile delinquency, prostitution. Alcoholism, problems of women in employment. Social security and social legislation.

SEMESTER-IV

BAEN-DC04: HISTORY OF ENGLISH LITERATURE UPTO ROMANTIC REVIVAL

After completion of this Course, the student should be able:

CLO-1: To outline the history of English literature from the Old English Period to the Romantic Revival.

CLO-2: Read specimens of major works belonging to the period.

CLO-3: Trace the relationship between political economy, cultural history and production of arts and literature with reference to the different ages in English Literature.

CLO-4: To understand the key aspects of different ages in English literature from Old English Period to Romantic Revival.

CLO-5: To understand the key genres, authors, texts, styles and themes from the Old English Period to the Romantic Revival.

SYLLABUS

Module I (10 Hours)

1. Old English Literature
2. Middle English Literature

Module II (10 Hours)

1. The Sixteenth Century

Module III (10 Hours)

1. The Seventeenth Century

Module IV (15 Hours)

1. The Eighteenth Century

Module V (15 Hours)

1. The Nineteenth Century (Up to Romantics)

References:

1. Alexander, Michael. *A History of English Literature*. Palgrave, 2007.
2. Drabble, Margaret, *The Oxford Companion to English Literature*. OUP, 1995.
3. Evans, Ifor. *A Short History of English Literature*. Penguin, 1963.
4. Nayar, Pramod. *A Short History of English Literature*. CUP, 2014.
5. Peck, John, and Martin Coyle. *A Brief History of English Literature*. Palgrave, 2002.
6. Poplawski, Paul, editor. *English Literature in Context*. CUP, 2008.
7. John, Mulgan, and D. M. Davin. *History of English Literature*. Clarendon Press.
8. Sampson, George. *History of English Literature*. CUP, 2014.

BAEN-DC05: BRITISH LITERATURE FROM CHAUCER TO 18th CENTURY

After completion of this Course, the student should be able:

CLO-1: To outline the history of English literature from the Old English Period to the Romantic Revival.

CLO-2: Read specimens of major works belonging to the period.

CLO-3: Trace the relationship between political economy, cultural history and production of arts and literature with reference to the different ages in English literature.

CLO-4: To understand the key aspects of different ages in English literature from Old English Period to Romantic Revival.

CLO-5: To understand the key genres, authors, texts, styles and themes from the Old English Period to the Romantic Revival.

SYLLABUS

Module I: Poetry (Non-Detailed) (5 Hours)

1. The General Prologue to The Canterbury Tales (first 100 lines): Geoffrey Chaucer

Module II: Poetry (Detailed) (10 Hours)

1. Sonnet 18: Shall I Compare Thee to a Summers Day: William Shakespeare
2. A Valediction Forbidding Mourning: John Donne
3. Mac Flecknoe: John Dryden
4. Elegy Written in a Country Churchyard: Thomas Gray

Module III : Drama (15 Hours)

1. Othello : William Shakespeare
2. The Duchessof Malfi : John Webster
3. The School for Scandals : R.B. Sherridan

Module IV: Essay (10 Hours)

1. Of Studies : Francis Bacon
2. Friendship : Joseph Addison

Module V: Fiction (20 Hours)

3. A Tale of a Tub : Johnathan Swift
4. Robinson Crusoe : Daniel Defoe
5. Pamela : Samuel Richardson

BAEN-DC06: INTRODUCTION TO LINGUISTICS

After completion of this Course, the student should be able:
CLO-1: To lead to a greater understanding of the human mind, of human communicative action and relations through an objective study of language
CLO-2: To help students towards a better pronunciation and to improve the general standard of pronunciation in every day conversation and in reading.
CLO-3: To familiarize students with key concepts of Linguistics and develop awareness of latest trends in Language Studies.
CLO-4: To help the students develop a sense of grammar, syntax and usage. CLO-5: To improve writing and speech skills.

SYLLABUS

Module I: Language (15 Hours)
1. Language defined (Form and Function)
2. Language and Linguistics (Language as a Scientific Study)
   (Qualities and Parameters of Scientific Study)
3. Animal Communication System and Human Language. (Verbal and Nonverbal)
4. Branches of Linguistics. (Socio, Psycho, Computational, Anthropological)

Module II: Phonetics and Phonology (20 Hours)
1. Speech Organs
2. Speech Sounds
a. Classification of Vowels: Pure Vowels, Diphthongs, Triphthongs
b. Classification of Consonants
3. Basic Principles of Phonology
a. Phone, Phoneme, Allophone
b. Discovery Procedure (Contrastive Distribution, Complementary Distribution and Free Variation)
c. Consonant Clusters
d. Assimilation, Elision
4. Supra-segmental Features (Stress, Pitch, Intonation, Juncture etc.)
5. Syllable Structure
6. Transcription
7. Articulation and Auditory Exercises

Module III: Morphology (10 Hours)
1. Basic Concepts of Morphology
2. Morph, Morpheme, Allomorph
3. Elements of Word Building
a. Free Morpheme, Bound Morpheme, (Affix)
b. Root, Stem, Word; Simple, Complex, Compound Words.
4. Word Formation

Module IV: Semantics (5 Hours)
1. Basic Principles of Semantics

a. Concepts of Meaning
b. Types of Ambiguity

Module V: Syntax (10 Hours)
1. Grammar and Usage
2. Open Classes and Closed Classes (Lexical and Grammatical)
3. Phrase, Clause and Sentence
4. Phrases and their Structures
5. Clauses and their Structures
6. Clause Elements or Verb Patterns
7. Classification of Sentences According to:
a. Word Order & Meaning
b. Clause Structure.
8. Auxiliary Verbs – Mood and Tense
9. Analysis, Synthesis and Transformation of all Types of Sentences (Practical Exercises are to be given in the prescribed areas)

Reference for Grammar:
Murphy, Raymond. *Essential English Grammar.* CUP, 2013.
Reference for Phonetics:
1. Roach, Peter. *English Phonetics and Phonology.* CUP, 2009.

Reading List (Core Reading):
1. Gimson A.C. *An Introduction to the Pronunciation of English.* CUP, 1980.

2. Peter, Roach. *English Phonetics and Phonology.* CUP, 2009.

3. Lyons, John. *Language and Linguistics: An Introduction.* CUP, 1999.

4. Huddleston, Rodney and Geoffrey K. Pullum. *A Student's Introduction to English Grammar.* CUP, 2005.

BAEN-DE02: AMERICAN LITERATURE

After completion of this Course, the student should be able:
CLO-1: To analyze and discuss the works of American Literature from a range of genres including the novel, short story and poetry etc.
CLO-2: To sensitize the students to the themes and styles of American Literature. CLO-3: To understand the American style of writing and philosophies like Transcendentalism, its impact on the other writers.
CLO-4: Interpret and appreciate different types of poetry, prose, novels etc. CLO-5: To develop critical thinking.

SYLLABUS

Module I: Poetry (10 Hours)
1. The Raven : Edgar Allan Poe
2. I Felt a Funeral : Emily Dickinson

3. Home Burial : Robert Frost
4. Phenomenal Woman: :Maya Angelou
5. Passage to India : Walt Whitman

Module II: Prose (5 Hours)
1. "Self-Reliance" : Ralph Waldo Emerson

Module III: Short Story (15 Hours)
1. "The Fall of the House of Usher" : Edgar Allan Poe
2. Barn Burning : William Faulkner

Module IV: Fiction (15 Hours)
1. The Bluest Eye : Toni Morrison

Module V: Drama (15 Hours)
1. Death of a Salesman : Arthur Miller

References:

1. Subbian , *editor. An Anthology of American Prose.*
2. *An Anthology of Prose* (edited by P. MaruthanayagaBhongle, Rangrao. Contemporary American Literature: Poetry, Fiction, Drama and Criticism. New Delhi: Atlantic Publishers, 2002.
3. Collins: *An Introduction to American Literature.*
4. Crawford, Bartholow V et al. *American Literature.* New York: Barnes and Noble Books, 1945
5. Mathiessew, F.O. *American Literature up to Nineteenth Century*
6. Spiller - *Cycle of American Literature - A New Harvest of American Literature*
7. Warren, Robert Penn.- *American Literature*

BAEN-DC15: READING ON DEMOCRACY AND SECULARISM

After completion of this Course, the student should be able:
CLO-1: To understand the diversity of perspectives and voices within African Literature.
CLO-2: To introduce African Diaspora.
CLO-3: To analyse the complexities of race and gender within African litreary tradition.
CLO-4: To understand the contemporary relevance of African Literature.
CLO-5: To trace the evolution of Poems and Dramas as literary forms

SYLLABUS
Module I: Introduction to African Literature (13 Hours)
Poems-Oral Tradition-Novels-Short Stories-Drama-African Theatre-Slavery and Colonisation-Slave Trade and Slave Narratives-Slavery Abolition Acts-Pan Africanism-Black Arts Movement-Negritude and Black Consciouness-African Diaspora.
Module II: Poetry (10 Hours)
1. Were I to Choose : Gabriel Okara
2. Cactus : Jean Joseph Rabearivelo
3. Africa : David Diop
4. The Casualities : John Pepper Clarke

Module III: Prose (15 Hours)
1.The Advance : Henry Lopes
2. Girls at War : Chinua Achebe
3. How to Write About Africa : Binyavanga Wainaina

Module IV: Drama (10 Hours)
1. Death and The Kings Horsemen : Wole Soyinka
2. The Island : John Kani

Module V: Novels (12 Hours)
1. Half of a Yellow Son : Chimamanda Ngozi Adichie
2. The River Between : Ngugi Wa Thiongo

References:

1. Simon, Gikandi, *Reading Chinua Achebe: Language and Ideology in Fiction,* Nairobi Heinemann,1991.
2. Obi, Maduakor, Wole Soyinka: An Introduction to his Writing, Garland, 1986.
3. Valliant, Janet G, Black, French and African: A Life of Leopold Sedar Senghor, Harvard University Press, 2013.
4. Bhatt, Purnima Mehta, The African Diaspora in India: Assimilation, Change and Cultural Survivals, Taylor and Francis, 2017.
5. Eltis, David, The Rise of African Slavery in the Americas, Cambridge University Press, 2000.

Course Title: Introduction to Digital Humanities
Course Code: BAEN-VA-06
Semester- IV

Course Objectives

- To provide students with an overview of digital humanities, including its history and applications.
- To introduce students to the theory and practice of digital humanities through critical learning and use of various standards, applications, and tools.
- Imparting technical skills and competencies for understanding and creating basic humanities resources.
- To prepare students to undertake more advanced courses in the field of digital and exact humanities.

Course Learning Outcomes

Upon completion of this course the students:

- will have a general overview of digital humanities, including its history and applications.
- will be introduced the theory and practice of digital humanities through critical learning and use of various standards, applications, and tools.
- will gain technical skills and competencies for understanding and creating basic humanities re-sources using digital tools.
- will be prepared to undertake more advanced courses in the field of digital and exact humanities

Unit I - Introduction to Digital Humanities

Defining digital humanities
Nature, Concept and Scope
Need and importance
Disciplines and the constituents

Unit II - Theories and Debates in Digital Humanities

History of technology and the arts & humanities
Theories and debates in digital humanities
Challenges and the future of DH

Unit III – Digital Data and Information

Collections and Digital Editions
Big Data and Metadata
Digital Libraries and Archives
Cyber-infrastructure
Digital Footprint
Techniques for extracting and analyzing digital data

Unit IV - Tools and Methodology

Digital Exhibits
Digital Mapping
Text Analysis and Information Visualization & Conceptualization
Network Analysis
Geospatial digital humanities (Geographical information System)
3D-Modelling, Animation and publishing tools

Unit V - Project

An innovative project which uses the techniques of digital humanities will be undertaken by groups of students independently or in collaboration with other departments/disci plines/industry/organizations.

Sample projects:

Creating a descriptive web-based database catalogue of Mahatma Gandhi.
Making an atlas of Tribal languages of North India,
Digitize classical books and volumes and place them on the web.
Digitizing oral narratives to make endangered oral literatures accessible.
3D Modelling of historical monuments

References

Anne Burdick et al. 2012. *A Short Guide to the Digital Humanities.*
Burdick, Annie et.al., 2012. *Digital Humanities,* Cambridge: The MIT Press.
Franco Moretti. 2005. *Graphs, Maps. Trees.*
Matthew K Gold. Ed. 2012. *Debates in the Digital Humanities.*
Susan Schreibman, Ray Siemens, John Unsworth, 2004. *A Companion to Digital Humanities,* Oxford: Blackwell.

SEMESTER-V

BAEN-DC07: HISTORY OF ENGLISH LITERATURE FROM ROMANTIC REVIVAL TO 21ST CENTURY

After completion of this Course, the student should be able:
CLO-1: To outline the history of English literature from the Victorian Age to the Twenty First Century.
CLO-2: Read specimens of major works belonging to the period.
CLO-3: Analyze the work of a range of Victorian writers, both canonical and less well- known, and with a range of genres including the novel, short story and poetry.
CLO-4: To understand the key aspects of different ages in English literature from the Victorian Age to Twenty First Century.
CLO-5: To understand the key genres, authors, texts, styles and themes from the Victorian Age to Twenty First Century.

SYLLABUS

Module I (10 Hours)
1. Later Nineteenth Century Poets.

Module II (15 Hours)
1. Nineteenth Century Novelists.
2. Other Nineteenth Century Prose.

Module III: (15 Hours)
1. Twentieth Century Novels and Other Prose.
2. Twentieth Century Drama.

Module IV: (10 Hours)
1. Twentienth Century Poetry.

Module V: (10 Hours)
1. The Twenty First Century.

References:

1. Alexander, Michael. *A History of English Literature*. Palgrave, 2007.
2. Drabble, Margaret. *The Oxford Companion to English Literature*. OUP, 1995.
3. Evans, Ifor. *A Short History of English Literature*. Penguin, 1963.
4. Nayar, Pramod. *A Short History of English Literature*. CUP, 2014.
5. Peck, John, and Martin Coyle. *A Brief History of English Literature*. Palgrave, 2002.
6. Poplawski, Paul, editor. *English Literature in Context*. CUP, 2008.
7. John, Mulgan, andD. M. Davin. *History of English Literature*. Clarendon Press, 1964.
8. Sampson, George. *History of English Literature*. CUP, 2014.

BAEN-DC08: BRITISH LITERATURE FROM 18th CENTURY TO 20th CENTURY

After completion of this Course, the student should be able:

CLO-1: To outline the history of English literature from the Romantic Age to the Twentieth Century.

CLO-2: Read specimens of major works belonging to the period.

CLO-3: Analyze the work of a range of writers, both canonical and less well-known, and with a range of genres including the novel, short story and poetry.

CLO-4: To understand the key aspects of different ages in English literature from the Romantic Age to Twentieth Century.

CLO-5: To understand the key genres, authors, texts, styles and themes from the Romantic Age to Twentieth Century.

SYLLABUS

Module I: Poetry (Romantic and Victorian) (15 Hours)

1.	It is a Beauteous Evening, Calm and Free	: William Wordsworth
2.	Kubla Khan	: S.T. Coleridge
3.	Dover Beach	: Matthew Arnold
4.	Ode to the West Wind	: P.B. Shelley
5.	Ode to a Nightingale	: John Keats
6.	Ulysses	: Alfred Lord Tennyson
7.	My Last Duchess	: Robert Browning

Module II: Poetry (Modern) (10 Hours)

1. The Windhover : Gerald Manley Hopkins
2. On the Move : Thom Gunn

Module III: Prose (5 Hours)

1. On the Knocking at the Gate in Macbeth : Thomas De Quincy

Module IV: Drama (15 Hours)

1. The Importance of Being Earnest : Oscar Wilde

Module V: Fiction (15 Hours)

1. Pride and Prejudice : Jane Austen

References:

1. Alexander, Michael. *A History of English Literature*. Palgrave, 2007.
2. Drabble, Margaret. *The Oxford Companion to English Literature*. OUP, 1995.
3. Evans, Ifor. *A Short History of English Literature*. Penguin, 1963.
4. Nayar, Pramod. *A Short History of English Literature*. CUP, 2014.
5. Peck, John, and Martin Coyle. *A Brief History of English Literature*. Palgrave,
6. Poplawski, Paul, editor. *English Literature in Context*. CUP, 2008.
7. John, Mulgan, andD. M. Davin. *History of English Literature*. Clarendon Press, 1964.
8. Sampson, George. *History of English Literature*. CUP, 2014.

BAEN-DC09: INTRODUCTION TO LITERARY CRITICISM

After completion of this Course, the student should be able:

CLO-1: To recognize the history and principles of literary criticism since Plato. CLO-2: To differentiate between judgment and appreciation.
CLO-3: To appraise important movements in the history of literary criticism.
CLO-4: Learners will have knowledge about major, critical movements and critics in various critical traditions.
CLO-5: To identify various movements and schools of thought.

SYLLABUS

Module I: Classical & Neoclassical Age (15 Hours)
Plato's concept of art, Criticism of Poetry, Aristotle's defence of poetry, Concept of Tragedy, Definition, Plot.
"An Essay of Dramatic Poesy" - John Dryden "An Essay on Criticism" - Alexander Pope
"Preface to Shakespeare" – Dr. Samuel Johnson

Module II: Romantic & Victorian Age (10 Hours) "Preface to the Lyrical Ballads": William Wordsworh
"Biographia Literaria ": ST Coleridge
"The Study of Poetry" – Mathew Arnold

Module III: Indian Aesthetics (10 Hours)
Theory of Rasa, Vyanjana, and Alankara
(The relationship between all the modules discussed. For example, The Concept of Rasa and Purgation, Alankara and Figures of Speech etc.)

Module IV: Literary Terms and Concepts (15 Hours)
Figures of Speech: Simile, Metaphor, Synecdoche, Metonymy, Symbol, Irony, Paradox
Movements: Classicism, Neo-classicism, Romanticism, Humanism, Realism
Concepts: Objective Correlative, Ambiguity. Intentional Fallacy. Affective Fallacy, Negative Capability, Myth, Archetype
Literary Forms: Lyric, Ode, Elegy, Epic, Sonnet, Ballad, Dramatic Monologue, Melodrama, Tragi- comedy, Farce, & Satire
Module V: Literary Appreciations (10 Hours)
In this Module, critical analysis of short poems and short stories are to be done by students. The students may be asked to analyse literary pieces in terms of theme, diction, tone, figures of speech, imagery etc.

References:

1. Aristotle: *Poetics Classical Appendix in English Critical Texts.* OUP, Madras, 1962. Prasad, B. An Introduction to English Criticism. Macmillan, 1965. pp 1-28.
2. Guptha, S.N. Das. "The Theory of Rasa." Indian Aesthetics: An Introduction, edited by V.S. Sethuraman. Macmillan, 1992, pp. 191-196.
3. Kuppuswami, Sastri. "The Highways of Literary Criticism in Sanskrit." Indian Aesthetics: An Introduction, edited by V.S.

Sethuraman, Macmillan, 1992, pp. 173-190.
4. Raghavan, V. "Use and Abuse of Alankara." Indian Aesthetics: An Introduction, edited by S. Sethuraman, Macmillan, 1992, pp. 235-244.
5. Preface to Lyrical Ballads." English Critical Texts, edited by D. J Enright, et al., OUP, 1962, paragraphs 5 to 12. pp. 164-172.
6. Abrams, M.H. A Glossary of Literary Terms. 7th ed. Thomson Heinle, 1999.
7. Martin Coyle. Literary Terms and Criticism. Macmillan, 1993.

BAEN-DC10: MODERN LITERATURES IN ENGLISH

After completion of this Course, the student should be able:

CLO-1: To acquire knowledge about the literary movements. CLO-2: To interpret texts written by Modern writers.

CLO-3: To engage with the major genres and forms of Modern English literature and develop fundamental skills required for close reading and critical thinking of the texts and concepts.

CLO-4: To appreciate and analyze the poems, prose, fiction and drama in the larger socio- political and religious contexts of the time.

CLO-5: To understand the history of early twentieth-century modernism in the light of stream of consciousness, Imagism, Expressionism etc

SYLLABUS

Module I: Literary Movements (10 Hours)

Modernism, Imagism, Impressionism, Expressionism, Surrealism, The Avant-garde, Stream of Consciousness, Movement Poetry, Theatre of the Absurd, Existentialism, Angry Theatre, Postmodernism.

Module II: Poetry (15 Hours)

1. Easter 1916 : W. B. Yeats
2. Journey of the Magi : T. S. Eliot
3. The Unknown Citizen : W.H. Auden
4. Next Please : Philip Larkin
5. Constable Calls : Seamus HeaneyModule III: Prose (15 Hours)

1. "Araby" : James Joyce
2. "Rocking Horse Winner" : D. H. Lawrence
3. "How Should One Read a Book" : Virginia Woolf

Module IV: Drama (10 Hours)

1. Waiting for Godot : Samuel Beckett

Module V: Fiction (10 Hours)

1. *The French Lieutenant's Woman* : John Fowles

Drama for Screening

1. *Pygmalion*: George Bernard Shaw

(After a brief introduction, the play is to be screened and discussed. The play and/or '*My Fair Lady*'s are recommended.)

References:

1. Abrahms, M. H. *A Glossary of Literary Terms*. Cengage. 2012.
2. Peter, Childs. *Modernism*. Routledge, 2008.
3. John, Peck and Martin Coyle. *.A Brief History of English Literature*. Palgrave, 2002.

BAEN-DE03: INDIAN WRITINGS IN ENGLISH

After completion of this Course, the student should be able:

CLO-1: To correlate the various phases of the evolution of Indian writing in English.
CLO-2: To delineate the thematic concerns, genres and trends of Indian writing in English. CLO-3: To understand Indian Writing in English as a specific genre based on certain common socio- political contexts.
CLO-4: To identify the development of history of Indian English literature from its beginning to the present day.
CLO-5:To interpret the works of great writers of Indian writers in English.

SYLLABUS

Module I: Critical Perspectives on Indian Writings in English (5 Hours)
1. "Nationalism, Colonialism and Indian English Literature"- P.P. Raveendran. (From Raveendran, P.P. *Texts, Histories, Geographies: Reading Indian Literature.* Orient Black Swan, 2009)

Module II: Drama (5 Hours)
1. Nagamandala : Girish Karnad

Module III: Fiction (10 Hours)
1. *The Shadow Lines* :Amitav Ghosh

Module IV: Short Stories (20 Hours)
1. India- A Fable : Raja Rao (From *The Meaning of India*)
2. TheLiar : Mulk Raj Anand
3. Unfaithful Servants : Manjula Padmanabhan
4. The Remains of the Feast : Gita Hariharan

Module V: Poetry (20 Hours)
1. Our Casuarina Tree : Toru Dutt
2. Obituary : A. K Ramanujan
3. Poet, Lover, Bird Watcher : Nissim Ezekiel
4. The Coromandel Fishers : Sarojini Naidu
5. A Summer Poem : Jayanta Mahapatra
6. Ghanashyam : Kamala Das
7. Gitanjali: Song 35 (Where the Mind is without Fear): Rabindranath Tagore

Reference:
1. Abidi, S.Z. H. *Studies in Indo-Anglian Poetry*. Prakash Book Depot, 1979.
2. Asnani, Shyam M. *Critical Reponse to Indian English Fiction*. Mittal, 1986.
3. Bhatta, Krishna S. *Indian English Drama: A Critical Study*. Sterling, 1987.
4. Bhatnagar, O.P, editor. *Studies in Indian Poetry in English*. RachanaPrakashan, 1981.
5. Desai, S.R. and G.N. Devy. *Critical Thought: An Anthology of 20th Century Indian English Essays*. Sterling, 1986.

6. King, Bruce. *Modern Indian Poetry in English.* OUP, 1987.
7. Lal, P, editor. *Modern Indian Poetry in English: An Anthology and a Credo.* Writers' Workshop, 1969.2nd Expanded Edition 1971.
8. Lall, E.N. *The Poetry of Encounter: Three Indo- Anglian Poets Dom Moraes, A.K. Ramanujan and Nissim Ezekiel.* Sterling P, 1983.
9. Myles, Ashley, E, editor. *An Anthology of Indo-Anglian Poetry.* Mittal, 1991.
10. Naik, M. K,editor. *Perspectives on Indian Poetry in English.* Abhinav, 1984.
11. Narasimhaiah, C.D, editor. *Makers of Indian English Literature.* Pencraft, 2000. 12.Peeradina, Saleem , editor. *Contemporary Indian Poetry in English: An Assessment and Selection.* Macmillan, 1972.
13. Prasad, Madhusudan, editor. *Indian English Novelists: An Anthology of Critical Essays.* Sterling, 1982

BAEN-MN07: INTRODUCTION TO JOURNALISM

After completion of this Course, the student should be able:
CLO 1: To introduce the concept of journalism and different types of journalism. CLO 2: To make students clear about the role of journalist in society.
CLO 3: To compare the difference between different types of journalism. CLO 4: To understand the significance of mass communication.
CLO 5: To analyse the impact of journalism on social development.

SYLLABUS

Module I: Terms (15 Hours)

Mass Communication- Journalism: Definition, History-Media- Popular Culture- Broadcasting- Principles of Journalism, Digital Journalism- News: Freelance Writing and Reporting- Feature Writing- Types of Journalism: Photo Journalism, Magazine Journalism, Investigative Journalism, Broadcast Journalism.

Module II: Photo Journalism (10 Hours)

Photo Journalism -Definition- Photography as a Medium of Communication- Relevance of Photography in Journalism- Role of a Photo Journalist- Camera: Handling Camera- Photo Editing- Photo Captions.

Module III: Magazine Journalism (15 Hours)

Magazine Journalism- Types of Magazines: General Interest and Special Interest- Difference Between Magazine Journalism and Newspaper Journalism- Magazine Journalism: Current Trends-Article, Features- Reviews- Column- Cartoons and Photo for Magazine- Role of Magazine Journalist.

Module IV: Investigative Journalism (10 Hours)

Investigative Journalism: Definition- Society- Power Structure- History- Investigative Reporter- Tools used for Investigative Journalism- Role of an Investigative Journalist- Examples- Safety and Security in Investigative Journalism.

Module V: Broadcast Journalism (10 Hours)

Broadcast Journalism- Definition, History and Development- Types: T V , Radio, Online- Principles of Broadcast Journalism- News Writing and Reporting- Hard News and Soft News- Data Journalism- Broadcast Journalism and Social Impact.

References:

1. Root, Robert. *Modern Magazine Editing*, Brown publishers, 1996.
2. Dick, Jill. *Writing for Magazines*, Unistar books, 2004.
3. Keene, Martin. *Practical Photo Journalism: AProfessional Guide*, Oxford Focal Press, 1995.
4. Kovach, Bill and Tom Rosenstiel. *The Elements of Journalism*, Crown, 2001.
5. Mcluhan, Marshall. *Understanding Media*, MIT Press, 1994.

SEMESTER-VI

BAEN-DC11: BRITISH LITERATURE FROM 20th CENTURY TO 21st CENTURY

After completion of this Course, the student should be able:

CLO-1: To understand the literary movements of the period. CLO-2: To understand the historic and cultural context of works. CLO-3: To recognise literary influence and allusion.
CLO-4: To familiarise major works and its political relevance. CLO-5: To improve critical reading.

SYLLABUS

Module I: Poetry (Detailed) (10 Hours)

1.	Digging	: Seamus Heaney
2.	Text	: Carol Ann Duffy
3.	In a Station of the Metro	: Ezra Pound
4.	Daddy	: Sylvia Plath

Module II: Poetry (Non Detailed) (3 Hours)

1. The Waste Land : T. S. Eliot

Module III: Prose (12 Hours)

1.	How to Escape from Intellectual Rubbish	: Burtrand Russel
2.	The Great Shipwreck	: G.K. Chesterton
3.	Politics and the English Language	: George Orwell

Module IV: Drama (10 Hours)

1.	Rosencratz and Guildenstern are Dead	: Tom Stoppard
2.	Top Girls	: Caryl Churchill

Module V: Fiction (25 Hours)

1.	Heart of Darkness	: Joseph Conrad
2.	A Portrait of the Artist as a Young Man	: James Joyce
3.	Lord of the Flies	: William Golding

References:

1. Alexander, Michael. *A History of English Literature*. Palgrave, 2007.
2. Drabble, Margaret. *The Oxford Companion to English Literature*. OUP, 1995.
3. Evans, Ifor. *A Short History of English Literature*. Penguin, 1963.
4. Nayar, Pramod. *A Short History of English Literature*. CUP, 2014.
5. Peck, John, and Martin Coyle. *A Brief History of English Literature*. Palgrave,
6. Poplawski, Paul, editor. *English Literature in Context*. CUP, 2008.
7. John, Mulgan,andD. M. Davin. *History of English Literature*. Clarendon Press, 1964.
8. Sampson, George. *History of English Literature*. CUP, 2014.

BAEN-DC12: INTRODUCTION TO WOMEN'S WRITING

After completion of this Course, the student should be able:

CLO-1: To generalize and infer on what grounds women's writings can be considered as a separate genre.
CLO-2: To interpret texts written by Women writers across different cultures.
CLO-3: To differentiate between sex and gender and how the latter is a social construction. CLO-4: To identify the misconceptions regarding women and to evolve a human perspective about them.
CLO-5: To develop a keen interest in analysing critically the diversity of women's experiences across the world and to marvel at their creative skills.

SYLLABUS

Module I: Poetry (20 Hours)

1. The Two Fires	: Margaret Atwood
2. Minority	: Imtiaz Dharker
3. An Introduction	: Kamala Das
4. Princess-in- exile	: Meena Kandasamy
5. An Ancient Gesture	: Edna St. Vincent Millay
6. Combing	: Gladys Cardiff
7. Woman's Work	: Julia Alvarez

Module II: Essay (10 Hours)

1. Myth and Reality from *The Second Sex* : Simone de Beauvoir
2. Introduction to Women's Writing in India : Susie Tharu & K. Lalitha

Module III: Drama (10 Hours)

1. Medea	:	Nabaneeta Dev Sen
2. *Trifles*	:	Susan Glaspell

Module IV: Fiction (5 Hours)
1. *I Know Why the Caged Bird Sings* : Maya Angelou

Module V: Short Fiction/ Non –Fiction (15 Hours)

1. The Yellow Wall- Paper	: Charlotte Perkins Gilman
2. Prathikaradevatha	: LalithambikaAntharjanam
3. Afternoon with Shakuntala	: Vaidehi
4. Story of an Hour	: Kate Chopin
5. Garden Party	: Katherine Mansfield

References:

1. Angelou, Maya. *I Know Why the Caged Bird Sings*. Random House,1969.
2. Susan Glasspell, Triflesarrett, Michele. *Women's Oppression Today*. Verso, 1988.
3. Belsey, Catherine, and Jane Moore, editors. *The Feminist Reader: Essays in Gender and the Politics of Literary Criticism*. 2nd edition. Palgrave, 1997.
4. Christian, Barbara. *Black Feminist Criticism: Perspectives on the Black Women Writer*. Pegamon P, 1985.
5. Fuss, Diana, editor. *Inside/Out*. Routledge, 1991.
6. Gubar, Susan and Sandra Gilbert. *The Madwoman in the Attic: The Woman Writer and the Nineteenth Century Literary Imagination*. Yale UP, 1979.
7. Moi, Toril. *Sexual/ Textual Politics*. Methuen, 1985.
8. Jacobus, Mary. *Women Writing and Writing about Women*. Croomhelm, 1979.
9. Eagleton, Mary. editor. *Feminist Literary Criticism*. Longman, 1991.
10. Showalter, Elaine. editor. *Speaking of Gender*. Routledge, 1989.
11. Showalter, Elaine. *A Literature of Their Own*.Virago, 1978.
12.

BAEN-DC13: MODERN LITERARY CRITICISM

After completion of this Course, the student should be able:

CLO-1: To develop an understanding of important texts and movements in the history of literary theory.
CLO-2: To critique literature and culture in the context of theory.
CLO-3: To develop various perspectives of thinking and critique the major arguments presented in literature.
CLO-4: To develop awareness of various literary theories and the way they enrich and change our thinking about language, literature and society.
CLO-5: Learners will be able to strengthen and deepen their interpretative skills.

SYLLABUS

Module I: Structuralism, Poststructuralism and Psychoanalysis (10 Hours)
Structuralism: Saussure -Sign, Signifier, Signified- Claude Levi-Strauss and Roland Barthes- Structuralist narratology.
Poststructuralism: Derrida- Logocentrism, Aporia, Decentering.
Psychoanalytic Theory: Freud - Id, Ego, Superego, Oedipus Complex- Lacan - Imaginary, Symbolic, Real.

Module II: Marxism, Cultural Studies, Cultural Materialism and New Historicism (20 Hours)

Marxism: Base, Superstructure, Materialism, ideology- The Frankfurt School- Culture industry- Antonio Gramsci - The formation of the intellectuals, Subaltern- Louis Althusser - Ideological State apparatus and Interpellation.

Cultural Studies: Culturalism- New Left- CCCS-Raymond Williams definition of Culture- Structure of feeling- Stuart Hall and the 'popular', - Two paradigms of Cultural Studies.

Cultural Materialism & New Historicism: Marxist framework of Culture and History, Historiograph- Foucauldian notion of Power- Difference with Old Historicism- Stephen Greenblatt- Louis Montrose.

Module III: Feminism and Queer Theory (10 Hours)

Feminism: The three waves in feminism- Gynocriticism-French Feminism- Ecriture feminine-Sexual Politics-Marxist Feminism-Lesbian Feminism- Black Feminism-Dalit Feminism- Postfeminism-Womanism.

Queer Theory: Social constructionism of gender and sexuality, LGBTIQ-Transgender identity

Module IV: Postmodernism, Postcolonialism, and Ecocriticism (15 Hours)

Postcolonialism: Eurocentrism-Orientalism-Alterity- Diaspora- Hybridity-Uncanny- Strategic Essentialism- Subaltern Studies- Postcolonial Critique of Nationalism.

Postmodernism: Critique of Enlightenment and Universalism- Habermas's notion of Modernity as an Incomplete Project- Lyotard's concept of incredulity towards metanarratives- Baudrillard's ideas of Simulation-Simulacra and hyperreality- Brian McHale's concept of Postmodernist literatures.

Ecocriticism: Anthropocentrism-Shallow Ecology vs Deep Ecology-Environmental Imagination- Ecofeminism

Module V: Literary Appreciation (5 Hours)

In this module, the students are supposed to read the selected literary works in the light of the theoretical concepts listed in the previous modules.

References:

1. Saussure, Ferdinand de. *Course in General Linguistics.* Edited by Charles Bally and Albert Sechehaye, translated by Wade Baskin, McGraw-Hill, 1966.
2. Barthes, Roland. *Mythologies*. Translated by Annette Lavers, Hill and Wang, 1972.
3. Derrida, Jacques. *Of Grammatology*. Translated by Gayatri Chakravorty Spivak, Johns Hopkins University Press, 1976.
4. Freud, Sigmund. *The Interpretation of Dreams*. Translated by James Strachey, Basic Books, 2010.
5. Lacan, Jacques. *Écrits: A Selection.* Translated by Alan Sheridan, W.W. Norton & Company, 1977.
6. Marx, Karl, and Friedrich Engels. *The German Ideology*. Prometheus Books, 1998.
7. Gramsci, Antonio. *Selections from the Prison Notebooks*. Edited and translated by Quintin Hoare and Geoffrey Nowell Smith, International Publishers, 1971.
8. Hall, Stuart. *Cultural Representations and Signifying Practices*. SAGE Publications, 1997.
9. Greenblatt, Stephen. *Renaissance Self-Fashioning: From More to Shakespeare*. University of Chicago Press, 1980.

10. Montrose, Louis. "Professing the Renaissance: The Poetics and Politics of Culture." *The New Historicism,* edited by H. Aram Veeser, Routledge, 1989.
11. Butler, Judith. *Gender Trouble: Feminism and the Subversion of Identity*. Routledge, 1990.
12. hooks, bell. *Feminist Theory: From Margin to Center*. Routledge, 1984.
13. Rich, Adrienne. "Compulsory Heterosexuality and Lesbian Existence." *Signs: Journal of Women in Culture and Society,* vol. 5, no. 4, 1980.
14. Lyotard, Jean-François. *The Postmodern Condition: A Report on Knowledge.* Translated by Geoff Bennington and Brian Massumi, University of Minnesota Press, 1984.
15. Said, Edward W. *Orientalism*. Pantheon Books, 1978.
16. Spivak, Gayatri Chakravorty. "Can the Subaltern Speak?" *Marxism and the Interpretation of Culture,* edited by Cary Nelson and Lawrence Grossberg, Macmillan, 1988.
17. Glotfelty, Cheryll, and Harold Fromm, editors. *The Ecocriticism Reader: Landmarks in Literary Ecology.* University of Georgia Press, 1996.
18. Shiva, Vandana. *Staying Alive: Women, Ecology, and Development.* Zed Books, 1989.

BAEN-DE04: DALIT LITERATURE

After completion of this Course, the student should be able:
CLO-1: To correlate the various phases of the evolution of Dalit writings.
CLO-2: To delineate the thematic concerns, genres and trends of Dalit writings. CLO-3: To understand Dalit writings as a specific genre based on certain common socio-political contexts.
CLO-4: To identify the development of the history of Dalit writings from its beginning to the present day.
CLO-5: To interpret the works of great writers of Dalit writings.

SYLLABUS

Module I: Introduction to Dalit Literature (8 Hours)
Origins of Dalit Literature- Dr. Bheemrao Ramji Ambedkar (1891-1956)- Shantabai Kamble- Dalit and Indian narratives- Malayalam Dalit writing.
Module II: Poetry (12 Hours)

1.	Mother	: Waman Nimbalkar
2.	The Dalits are Coming	: Siddalingaiah
3.	Touch	: Meena Kandasamy
4.	A Dalit woman in the land of goddesses	: Aruna Gogulamanda
5.	Wasteland	: Vijila Chirappad

Module III: Autobiography (12 Hours)

1.	Karukku	: Bama
2.	Kocharethi	: Narayan
3.	Jina Amucha	: Baby Kamble
4.	Koveru Kazhuthaigal	: Imaiyam
5.	Coming Out as Dalit: A Memoir	: Yashica Dutt

Module IV: Prose (15 Hours)

1. Dalit Women Talk Differently : Gopal Guru
2. Dalit Aesthetics : Dr. Mrinmoy Pramanick

Module V: Essay (13 Hours)

1. Caste in India: Their Mechanism,
Genesis and Development : Dr. B.R. Ambedkar
2. Conceptualizing Brahmanical Patriarchy in Early India: Gender, Class,Caste and State
: Uma Chakravarti

Reference:

1. Prasad, Amamrnath and Gaijan, M.B. *Dalit Literature: A Critical Exploration,* (New Delhi: Sarup and sons, 2007).
2. Ilaiah, Kancha. *Why I am not a Hindu.*
3. Kumar, Raj. *Dalit Personal Narratives: Reading Caste, Nation and Identity.* (Hyderabad: Orient black SwanPvt. Ltd, 2011).
4. Rege, Sharmila. *Writing Caste/ Writing Gender: Reading Dalit Women's Testimonies.* (New Delhi, 2006).
5. Abedi, Zakir. *Contemporary Dalit Literature: Quest for Dalit Literature.* New Delhi, 2010.

BAEN-DC16: CULTURAL STUDIES

After completion of this Course, the student should be able to:
CLO-1: To understand the basic concepts and theoretical developments of cultural studies. CLO-2: To learn contemporary cultural perspectives.
CLO-3: To introduce significant debates prevalent in cultural studies. CLO-4: To analyse societal power relations.
CLO-5: To analyse cultural conflicts and marginalisation.

SYLLABUS

Module I: Introduction to Cultural Studies (15 Hours)

Culture: Mass culture and Popular culture. Civilisation, Evolution of Cultural studies as a discipline, Methododologies in cultural studies. Major concepts in Cultural Studies: Hegemony, power and Ideology.

Module II: Major thinkers of Cultural Studies and their works (10 Hours)

Richard Hoggart, Raymond Williams and Stuart Hall.

Module III: (10 Hours)
Cultural Studies: Two Paradigms : Stuart Hall Advertising: The Magic System : Raymond Williams
Space, Power, Knowledge : Michel Foucault

Module IV: (15 Hours)

Art and Mass culture : Max Horkheimer
Religion as a cultural System : Clifford Geertz

Entertainment as Utopia : Richard Dyer

Module V: (10 Hours)

"Tradition, Transgression and Norms" (pp. 1-8)
From The Tao of Cricket : Ashis Nandy Visual Pleasure and
Narrative Cinema : Laura Mulvey Essays on Music
: Theodor W Adorno

References:

1. Lewis, Jeff. *Cultural Studies: The Basics*, Sage Publication, 2008.
2. Saha, Anamika. *Race, Culture and Media,* Sage Publication, 2021.
3. Butler, Judith. *Gender Trouble*, Routledge, 1990
4. During, Simon. *The Cultural Studies Reader*, Routledge, 1993.
5. Chirkov, Valery. *An Introduction to Culture and Psychology: A Socio Cultural Perspective,* Routledge, 2024.

BAEN-DC22: FILM STUDIES

After completion of this Course, the student should be able:

CLO-1: To outline the basic elements of film, cinematography and its technical aspects. CLO-2: To analyse different types of movies and film theories.
CLO-3: To understand different stages involved in film making.
CLO-4: To acquaint the students with the different terminologies of films.
CLO-5: To appreciate films through cultural, social and political view and study the impact of film on society.

SYLLABUS

Module I: Introduction to the Cinema (15 Hours)

A. History- The Birth of Cinema-The Silent Cinema- The Classical Period-The Sound Cinema

B. Movements and Theories- Italian Neorealism- French New wave-Japanese Cinema- Korean Cinema-Iranian Cinema-Auteur Theory- Feminist Film Theory- Realism- Male Gaze- Film Semiotics

C. Film Genres- Short Film- Future Film- Documentary- Thriller- Horror-Animation- Film Noir- Science Fiction- Road Movies- 3-D Films.

Module II: Film Terminology (15 Hours)

A. Mise-en-scene- Long Takes- Deep Focus- Shallow Focus- Shots: Close up, Medium,Long Shot- Camera Angle: Straight on Angle Shot, High Angle Shot, Low Angle Shot, Shot Reverse Shot.

B. Editing: Chronological Editing, Continuity Editing, Cross Cut, Jump Cut, Continuity Cut, Match Cut

C. Sound: Diegetic and Extra-Diegetic Sound, Speech, Music

D. Colour: Black and White Cinema, Technicolour, Eastman Colour,

Module III: Essays on Film. (10 Hours)

1. Laura Mulvey: Visual Pleasure and Narrative Cinema
2. Arundhathy Roy: The Great Indian Rape- Trick 1
3. Satyajit Ray: Notes on Filming Bibhuti Bushan

Module IV: Film for Appreciation (10 Hours)

4. Charlie Chaplin: *The Great Dictator*

5. Satyajit Ray: *Pather Panchali*
6. Ramu Kariat: *Chemmeen*
7. Akira Kurosawa: *Rashomon.*

Module V: Case Studies of Contemporary Cinema (10 Hours)

1. Majid Majidi: *Muhammad:The Messenger of God*
2. Kiran Rao: *Laapataa Ladies*
3. Jithu Madhavan: *Aavesham*
4. Bong Joon-ho: *Parasite*

References:

1. "A Dictionary of Film Studies" by Annette Kuhn and Guy Westwell.
2. "Cinema Studies: The Key Concepts" by Susan Hayward.
3. "Satyajit Ray on Cinema" edited by Sandip Ray.
4. Selected articles and book chapters.
5. Online resources and multimedia materials.

COST ESTIMATE OF B.A. ENGLISH PROGRAMME ON DISTANCE MODE

SEMESTER - WISE COST/BENEFIT STRUCTURE

Recurring Expenses (A)	
Number of Courses	
Number of Counseling Sessions	
Cost Per Counselling Session	
Cost Per Course – Counselling Charges	
Total cost of Counseling Sessions for 7 courses	
Administrative Expenditure per Semester	
Total Administrative Expenditure/Semester	
Total Recurring Expenses (A)	
Fixed Cost (B) Study Material Development	
Course Development /Course	
Course Development for 32 courses (Writing/editing/vetting Cost)	
Total Courses writing for 3year	
Total Cost for SLM per student (including course writing and printing)	

TOTAL COST BA ENGLISH

All Sessions Counselling (A*6 Semester)	
Office Expenditure	
Total Recurring Expenses (A)	
Total cost of counseling class per student	
Cost of one semester Per Student	

PROPOSED FEE STRUCTURE

Expected Admissions per semester	
Fees per semester/per student	
Total Revenue in one Semester	

MODE OF PROGRAM

Admission in a year	
First Admission	
Second Admission	

Total Admission in a Year	
Total Revenue	

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 Centre for Distance and Online Education, 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:	
12	How do you rate quality of the study material? Mention - Excellent / Good / Poor:	
13	Did you attend the Induction Meeting? Mention – yes / No	
14	Have you attended the counselling session? Mention - Yes / No:	
15	If yes, how many counselling sessions you have attended? Mention the number:	
16	Are the counselling sessions conducted as per the schedule? Mention - Yes / No	
17	How do you rate quality of the counselling sessions conducted?	

	Mention - Excellent / Good / Poor:	
18	Have you attended the practical sessions? Mention - Yes / No, if applicable:	
19	How many practical sessions you have attended? Mention number, if applicable:	
20	Are the practical sessions conducted as per the schedule? Mention - Yes / No	
21	How do you rate quality of the practical sessions conducted? Mention - Excellent / Good / Poor	
22	How do you rate ambiance and physical upkeep of the class rooms / laboratories where your counselling / practical sessions were held? Mention - Excellent / Good / Poor	
23	Have you submitted Assignments / Projects? Mention - Yes / No	
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	
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? Mention – Excellent / Good / Poor	
45	How do you rate behavior of staff of Jamia Hamdard? Mention – Excellent / Good / Poor	
46	Are you satisfied studying at Jamia Hamdard? Mention – Yes / No	
47	Will you recommend your friends and relatives to get enrolled for ODL Programmes of Jamia Hamdard? Mention – Yes / No	
48	Would you like to continue your studies at Jamia Hamdard? Mention Yes / No	
49	In which Programme / Course you would like to get enrolled?	
50	Mention the market need – based Programmes / Courses Jamia Hamdard should offer through distance mode	1.
		2.
		3.
		4.
		5.

GENERAL REMARKSAND 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 Centre for Distance and Online Education, 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 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	
11	How many learners attend your counselling sessions? Mention an average number.	
12	Do they come prepared for attending the counselling sessions? Mention – Yes / No	

13	Do the learners seek clarifications and participate in discussions during the counselling sessions? Mention – Yes / No	
14	How do you rate participation of the learners during the counselling sessions? Mention – Excellent / Good / Poor	
15	Do the learners approach you on non – counselling days for clarification of their doubts / queries? Mention - Yes / No	
16	Do you evaluate assignments / projects of the learners? Mention – Yes / No	
17	How do you rate quality of the assignments / projects submitted by the learners? Mention – Excellent / Good / Poor	
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

Quality Assurance Mechanism and Expected Program Outcomes

In accordance with the UGC Guidelines, the University has established a Center for Internal Quality Assurance (CIQA), to instill a momentum of quality consciousness for Centre for Distance and Online Education aiming for continuous improvement.

1) The CIQA committee has been formed to hold various events regularly and maintain the documentation of the various Programs/activities leading to quality improvement.
2) The cell is responsible for incorporating various new changes/developments regarding up-gradation of learning material and spreading awareness of Quality Culture in the various institutions of the University.
3) The cell also prepares 'Annual Quality Assurance Report (AQAR)' as per the laid guidelines and parameters.
4) The PG Program content has been designed as per the four quadrant norms
5) Program Review: CIQA will place the Program before the review committee constituted by the university for monitoring effectiveness of the Program being offered through online mode.

The University IQAC's cell shall also work closely with the CIQA to develop Feedback mechanisms, to allow for Program and Process Review on a regular basis. 360 Degree feedback, from Students, Faculty, Counsellors and Admin Staff shall be processed, and suggestions and improvements incorporated accordingly.

The Course shall be benchmarked with the Courses conducted in campus, for full time students, to ascertain the quality. Students Learning outcomes as measured in the exams and tests shall be compared on a regular basis.

Post completion of a Degree Program, Students will be regularly polled / interviewed using email feedback surveys, to measure impact of the program on their professional and academic lives. These indicators shall be used to constantly improve the programs and make them at par with industry standards and expectations.

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

BACHELOR OF COMPUTER APPLICATION (BCA)
(ODL MODE)

2026

Centre for Distance and Online Education

PROGRAMME PROJECT REPORT

TABLE OF CONTENTS

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5	Instructional design
6	Procedure for admissions, curriculum, transaction and evaluation
7	Requirement of the laboratory support and library resources
8	Cost estimate of the Program and the provisions
9	Quality assurance mechanism and expected Program outcomes

JAMIA HAMDARD

(Deemed University)
Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Late Janab Hakeem Abdul Hameed sb, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf,* which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

"He *(The Prophet may peace be upon him)*
Instructs them in the Book and Wisdom"

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

"Wisdom is (like) the lost animal of a believer
wherever he finds it, catches hold of it"

Inspired by the Holy Qur'an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf,* a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a "Deemed to be University." He said, "This will enable (the Muslim) minority to go forward and thus help India to march forward."

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category 'A' of Indian Universities.

Jamia Hamdard is among top 18 universities of India and ranked 1st in the field of Pharmacy and its medical college is ranked 15th by the Govt. of India (HIRF- 2019 ranking)

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.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to sole organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

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

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

School of Engineering Science and Technology

During the last few years the Department of Computer Science has established itself as a well-known entity in the field of IT Education, Research and Consultancy. The training facilities at the department are comparable with the best in the country and provide an ideal environment for running MCA, M.Sc. (Comp. Sc.), BCA, B.Sc. (IT), B.Tech (Comp. Sc/ IT), M.Tech (Comp. Sc.), and Ph.D. programs offered by the department. The right kind of ambience coupled with excellent faculty, lab and other support systems has attracted students from the foreign countries. Many national and multinational IT industries visit the department every year for campus placements.

The department is establishing CISCONetworkingLocalAcademy for the benefit of our students who can be trained on CISCO equipments for the award of CISCO Certificates like CCNA, CCNP etc.

Bachelor of Computer Application through Open and Distance Mode (Course Code 401)

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 computer 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. 16,000/- per semester

The Curriculum

Highlights of the curriculum of BCA are described in the following table:

a	Total number examinations	While the teaching/counseling of the course will be done in annually, the examinations will be held only once a year for all the papers taken in the last year along with any backlogs or improvement papers. Teaching /counseling of the courses will be
	Major Project	In Final year
b	Total Theory Papers Total Lab Papers Major Project	22 Nos. (2200 marks) 10 Nos. (1000 marks) 01 No. (500 marks),
c	Theory Papers / Lab Papers/	01 No. (100 marks) except in final year
d	Counseling Hours for theory Papers	30 Hours per theory paper of 4 credits each
f	Practical Sessions	10 sessions of 3 hours each for a laboratory course of 4 credits each.

Modes of curriculum transaction include teaching/ counselling, assignments, tests, presentations, participation in relevant events and regularity

Course Structure

Semester-wise course structure, guidelines for teaching, practical and associated assessment of BCA/ B. Sc. (IT) programme is described in the following tables:

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

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

Programme Coordinator(s)

Name	Contact details
Dr. Abdul Majid Farooqi Programme Coordinator	Email: majid@jamiahamdard.ac.in

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	30	70	100	3-1-0	4
BCA 102	Computer System Architecture	PCC	30	70	100	3-1-0	4
BCA 103	Mathematical Foundation of Computer Science	FC	30	70	100	3-1-0	4
BCA 104	Communication Skills	AEC	30	70	100	2-0-0	2
BCA 105	Media and Information Literacy Communication	AEC	30	70	100	2-0-0	2
BCA 106	'C' Programming Lab	LAB	30	70	100	0-0-4	2
BCA 107	**Computer System Architecture Lab**	LAB	30	70	100	0-0-4	2
				Total		**13-3-8**	**20**

Semester – II

Paper Code	Title of the Paper	Course Type	Marks			L-T-P	Credits
			Internal Assessment	Semester Exam	Total		
BCA 201	Introduction to Data Structures	PCC	30	70	100	3-1-0	4
BCA 202	Data communication and Computer Networks Basics	PCC	30	70	100	3-1-0	4
BCA 203	Fundamental Concepts of Operating Systems	PCC	30	70	100	3-1-0	4
BCA 204	Elementary Physics	FC	30	70	100	3-1-0	4
BCA 205	Data Structures Lab	LAB	**30**	**70**	100	0-0-4	2
BCA 206	Unix/Linux Lab	LAB	30	70	100	0-0-4	2
*BCA ES	Environmental Sciences	NCC	**30**	**70**	100	2-0-0	0
				Total		**14-4-8**	**20**

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

Semester – III

Paper Code	Title of the Paper	Course Type	Marks			L-T-P	Credits
			Internal Assessment	Semester Exam	Total		
BCA 301	Introduction to Object Oriented Programming	PCC	**30**	**70**	100	3-1-0	4
BCA 302	Introduction to Database Management System	PCC	**30**	**70**	100	3-1-0	4
BCA 303	Discrete Structures	PCC	**30**	**70**	100	3-1-0	4
	PE – 1	PE	**30**	**70**	100	3-1-0	4
BCA 304	'C++' Programming Lab	LAB	**30**	**70**	100	0-0-4	2
BCA 305	Database Management System Lab	LAB	30	70	100	0-0-4	2
				Total		**12-4-8**	**20**

Semester – IV

Paper Code	Title of the Paper	Course Type	Marks			L-T-P	Credits
			Internal Assessment	Semester Exam	Total		
BCA 401	Fundamentals of Probability and Statistics	FC	**30**	**70**	100	3-1-0	4
BCA 402	Introduction to Artificial Intelligence	PCC	**30**	**70**	100	3-1-0	4
	SEE – 1	SEE	**30**	**70**	100	3-1-0	4
	OE – 1	OE	**30**	**70**	100	3-1-0	4
BCA 403	Artificial Intelligence Lab	LAB	**30**	**70**	100	0-0-4	2
BCA 404	Lab based on SEE – 1	LAB	30	70	100	0-0-4	2
				Total		**12-4-8**	**20**

Semester – V

Paper Code	Title of the Paper	Course Type	Marks			L-T-P	Credits
			Internal Assessment	Semester Exam	Total		
BCA 501	Fundamentals of Software Engineering	PCC	**30**	**70**	100	3-1-0	4
	PE – 2	PE	**30**	**70**	100	3-1-0	4
	SEE – 2	SEE	**30**	**70**	100	3-1-0	4
	OE – 2	OE	**30**	**70**	100	3-1-0	4
BCA 502	Software Engineering Lab	LAB	**30**	**70**	100	0-0-4	2
BCA 503	Lab based on SEE – 2	LAB	30	70	100	0-0-4	2
				Total		**12-4-8**	**20**

Semester – VI

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

Grand Total of Credits = 120

PROGRAMELECTIVES (PE)

PE – 1	
BCA PE311	Introduction to Wireless Communication
BCA PE312	Introduction to Mobile Computing
BCA PE313	Web &E-Commerce Technologies
PE – 2	
BCA PE521	Introduction to Data Mining
BCA PE522	Introduction to Cloud Computing
BCA PE523	Introduction to Data Science and Big data

Skill Enhancement Electives (SEE)

SEE – 1	
BCA SEE411	Internet and Web Technology
BCA SEE412	Programming in Visual Basic

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

b	Duration (Theory Paper) (Lab Paper)	02:30 Hours
c	Examiners (Theory Paper) (Lab Papers)	Paper setters and evaluators to be decided by the university for each paper from time to time. The University will appoint External examiners for each lab paper for every Study Centre.

Semester Examinations

Examinations of all the papers will be heldtwice in a year. Students will be required to fill up an examination form that will be made available at School of open and Distance Learning. The university would send admit-cards to all the eligible students. Examination fee of Rs. 2,000 will be charged. Admit cards will be issued for examination in the papers for which the student had registered. The decision about the Examination Centers will be the prerogative of the university.

Provision for unsuccessful candidates

Candidates who fail in one or more subjects will have to reappear for the supplementary examination, which will be conducted along with the term end examination of the subsequent batch.

A student will have to clear all the papers in maximum period of six years after admission. After the expiry of this period the learners will have to seek fresh admission.

Award of division to successful candidates

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

Passing percentage	40% & above
II Division	50% & above
I Division	60% & above
Distinction	75% & above in each paper.

Rationalization of weight age for internal assessment and term end examination in programmes offered in CDOE:-

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

DETAILED SYLLABUS OF Bachelor of Computer Applications (BCA)

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

language, assembly language, input output programming, RISC, CISC architectures, pipelining and parallel architecture.

Unit 5: Memory and I/O Organization

Cache memory, Associative memory, mapping; Input / Output: External Devices, I/O Modules, Programmed I/O, Interrupt-Driven I/O, Direct Memory Access, I/O Channels.

BCAD 103 - MATHEMATICAL FOUNDATION OF COMPUTER SCIENCE

Unit 1: Algebra of Matrices

Matrix Algebra including rank, inverse, linear system of equation, Eigen value & Caley Hamilton Theorem; Team working and management.

Unit 2: Introduction to Differential Calculus

Differentiation and partial differentiation, derivative of sum, dot product and cross product of two vectors, gradient, divergence and curl.

Unit 3: Successive and Partial Differentiations

Successive differentiation, libneitz theorem, partial differentiation.

Unit 4: Differential Calculus for curvatures

Curvature, asymptotes, singular points, concavity, points of inflexion and tracing of Cartesian curve, Differential equation of first order.

Unit 5: Coordinate Geometry

System of circles, standard equations and properties of parabola and Ellipse; General equation of second degree in two variables, tracing of conic sections, sphere.

BCAD 104 - COMMUNICATION SKILLS

Unit 1: Grammar, Dictionary, and Thesaurus

Review of English Grammar; Written and Spoken language; Common Errors in language; Punctuation (purpose, role, importance and use); Effective use of dictionary, thesaurus, encyclopedia, OED; Figures of speech.

Unit 2: Language, Phonetics, and Writing

Language Skills (listening, Speaking, Reading, Writing); Meaning what you mean; Listening: Effective and efficient listening in various situations (discussions, lectures,

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.

Unit 5: Digital Divides

Introduction to Digital Divides; First-Order Digital Devides – Access; Second-Order Digital Devides – Skills; Third-Order Digital Devides – Participation and Outcomes.

BCAD 201 - INTRODUCTION TO DATA STRUCTURES

Unit 1: Data Representation

Representation of data, Data types, ADTs and Data Structures, linear and non – linear data structures.

Unit 2: Arrays, Structures, and Lists

Single and multidimensional arrays, Structures, Static and Dynamic implementation of arrays, Creation, insertion and deletion of linked list, doubly list, circular list etc.

Unit 3: Stack and its operations

Stacks and its application: Definition and examples, Implementing Push and Pop operations, Stack using dynamic memory allocation, Use of stack in problem solving, infix, prefix and postfix notations and conversions, Recursion using stack.

Unit 4: Queues

Queues: Definition and examples, Sequential and dynamic implementation, Implementation of Insert and remove operations.

Unit 5: Tree, Graph, Searching and Sorting

Introduction to tree and graph, Searching techniques: Linear Search, Binary Search, Sorting: Bubble Sort, Quick Sort, Merge Sort, Insertion Sort, Selection Sort.

BCAD 202 - DATA COMMUNICATION AND COMPUTER NETWORKS BASICS

Unit 1: Introduction to Computer Networks

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

Memory management: Swapping, Contiguous Memory Allocation, Paging, Structure of the Page Table, Segmentation; Virtual Memory Management: Demand Paging, Page Replacement Algorithms, Thrashing.

Unit 5: Storage Management

Storage Management: File System, File Concept, Access Method, Directory and Disk Structure, File Sharing; Secondary-Storage Structure: Overview of Mass-Storage Structure, Disk Structure, Disk Scheduling; I/0 Systems: Overview, I/O Hardware, Application I/O Interface.

BCAD 204 - Elementary Physics

Unit 1: Mechanics

Units and dimensions; Newton's laws; Conservation of linear momentum; Conservative and non-conservative force; Concept of potential energy; Work energy theorem; Periodic and oscillatory motion; Simple harmonic motion: Time period, Frequency, Phase and phase constant, Energy in simple harmonic motion.

Unit 2: Electromagnetism

Coulomb's law; Superposition principle; Concept of electric field and electric potential: Gauss's law, Simple applications of Gauss's law; Electric Current and current density: Ohm's law, Combination of resistors in series and parallel; Salient features of electromagnetic spectrum.

Unit 3: LASER

Conventional sources of light and LASER, Spontaneous emission, Stimulated Emission, Population inversion, Principle of LASER, Einstein's coefficients, Working of helium-neon and Ruby lasers.

Unit 4: Fiber Optics

Total internal reflection, Introduction of fiber optics, Numerical aperture, Step index and graded index fibers, Attenuation and dispersion mechanism, Application of optical fibers.

Unit 5: Elementary Ideas of Semiconductors

Classification of semiconductors: intrinsic and extrinsic semiconductors, Doping, P-type and N-type semiconductors; Band gap: Classification of materials on the basis of band gap, Formation of P-N junction, Depletion width, Forward biased and reverse biased P-N junction, I-V characteristics; Working of Light Emitting Diode (LED) and solar cell.

BCAD 301 - INTRODUCTION TO OBJECT ORIENTED PROGRAMMING

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.

Unit – V: Data Normalization

Functional Dependencies, Normal form up to 3rd normal form. Concurrency Control Techniques: Concurrency control, locking Techniques for concurrency control, Time stamping protocols for concurrency control, validation based protocol, multiple granularity, Multi-version Schemes, Recovery with concurrent transaction.

BCAD 303 - DISCRETE STRUCTURES

Unit – I: Introduction to prepositional calculus

Introduction to prepositional calculus: Statements, logical operations; truth tables of logical identities, Equivalence of logical identities, Tautologies and contradiction, Negation and De Morgan's law, Conditional and biconditional; Introduction to Boolean algebra: Basic definition and theorems, Boolean expressions, Sum-Of-Products form.

Unit – II: Sets and related operations

Cardinality, Union, Intersection, Complement, Difference, Symmetric Difference, Cartesian Product, subset, superset , power set , Venn diagram , Algebra of Sets, Duality; Properties of operators: commutative, associative, distributive; De Morgan's law, Standard sets.

Unit – III: Relations and their properties

Properties of relation: reflexive, irreflexive, symmetric, asymmetric, antisymmetric, transitive; Matrix of relations, relations represented as digraph, Equivalence relation, partition and equivalence class.

Unit – IV: Functions and its properties

Types of functions: One-to-one, onto, into, everywhere defined, Domain and range, Invertible functions, Composition of functions.

Unit – V: Introduction to recurrence relation

Homogeneous and non-homogeneous recurrence relations, Order and degree of a recurrence relation, Formulation of recurrence relations, Characteristic relation, Solution of recurrence relations.

BCAD 401 - Fundamentals of Probability and Statistics

Unit – I: Overview of Probability

Introduction, Events & Different Types of Events, Addition & Multiplication Law, Conditional Probability, Bayes' Theorem.

***Unit – II:* Probability Distribution**

Random Variables, Expectation of Discrete Random Variables & Its Properties Continuous & Discrete Probability Function, Binomial, Poison & Normal Distribution.

Unit – III: Measures of Central Tendency

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 – I: Software and Software Engineering

The Evolving Role of Software, Software Characteristics, Changing Nature of Software, Software Engineering as a Layered Technology, Software Process Framework, Framework and Umbrella Activities, Process Models, Capability Maturity Model Integration (CMMI)

Unit – II: Software Requirement Analysis

Software Requirement Analysis, Initiating Requirement Engineering Process, Requirement Analysis and Modeling Techniques, Flow Oriented Modeling, Need for SRS, Characteristics and Components of SRS.

Unit – III: Software Development Management

Estimation in Project Planning Process, Project Scheduling, Software Risks, Risk Identification, Risk Projection and Risk Refinement, RMMM Plan, Quality Concepts, Software Quality Assurance, Software Reviews, Metrics for Process and Projects.

Unit – IV: Design Engineering

Design Concepts, Architectural Design Elements, Software Architecture, Data Design at the Architectural Level and Component Level.

Unit – V: Software Testing Strategies & Tactics

Software Testing Fundamentals, Strategic Approach to Software Testing, Test Strategies for Conventional Software, Validation Testing, System testing, Black-Box Testing, White-Box Testing and their type.

BCA PE311 (INTRODUCTION TO WIRELESS COMMUNICATION)

Unit – I: Introduction to Basic Principles

Liberalization of communications Industry, Digitalization of content, changes in spectrum management, cellular reuse, drive towards broadband, Evolution of mobile communications, mobile radio systems- Examples, trends in cellular radio and personal communications.

Unit – II: Cellular Concept

Frequency reuse, channel assignment, hand off, Interference and system capacity, tracking and grade of service, Improving Coverage and capacity in Cellular systems. Cellular telephony: frequency reuse principle, transmitting, receiving, roaming, GSM network architecture, GSM channel structure, GPRS.

Unit – III: Mobile radio propagation

Free space propagation model, reflection, diffraction, scattering, link budget design, Outdoor Propagation models, Indoor propagation models, Small scale Multipath propagation, Impulse model, Small scale Multipath measurements, parameters of Mobile multipath channels, types of small scale fading, statistical models for multipath fading channels.

Unit – IV: Second Generation and Third Generation Wireless Networks and Standards

WLL, Bluetooth. AMPS, GSM, IS-95 and DECT Satellite networks: orbits, footprint, categories of satellites. Multiple Access Techniques: FDMA, TDMA, CDMA, SDMA, Capacity of Cellular CDMA and SDMA.

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,

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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

Secure Transaction, Computer Monitoring, Privacy on Internet, Corporate Email privacy, Computer Crime (Laws, Types of Crimes), Threats, Attack on Computer System, Software Packages for privacy, Hacking, Computer Virus (How it spreads, Virus problem, virus protection, Encryption and Decryption, Secret key Cryptography, DES, Public Key Encryption, RSA, Authorisation and Authentication, Firewall, Digital Signature (How it Works).

Unit – IV: Electronic Data Exchange

Introduction, Concepts of EDI and Limitation, Applications of EDI, Disadvantages of EDI, EDI model, Electronic Payment System: Introduction, Types of Electronic Payment System, Payment Types, Value Exchange System, Credit Card System, Electronic Fund Transfer, Paperless bill, Modern Payment Cash, Electronic Cash.

Unit – V: Planning for Electronic Commerce and Internet Marketing

Planning Electronic Commerce initiates, Linking objectives to business strategies, Measuring cost objectives, Comparing benefits to Costs, Strategies for developing electronic commerce web sites; Internet Marketing: The PROS and CONS of online shopping, The cons of online shopping, Justify an Internet business, Internet marketing techniques, The E-cycle of Internet marketing, Personalization e-commerce.

BCA PE521 (INTRODUCTION TO DATA MINING)

Unit – I: Data Mining Concepts

Data mining primitives, Basics of data mining, Data Mining Functionalities, Classification of Data Mining Systems, Architectures of data mining system.

Unit – II: Association Rules In Large Databases

Association Rule Mining, Mining Single Dimensional Boolean Association Rules from Transactional Databases, Mining Multilevel Association Rules from Transaction Databases.

Unit – III: Classification And Prediction

Issues Regarding Classification and Prediction, Classification by Decision Tree Classification Based on Concepts from Association Rule Mining, Other Classification Methods, Prediction.

Unit – IV: Cluster Analysis In Data Mining

Types of Data in Cluster Analysis. A Categorization of Major Clustering Methods, Partitioning Methods, Density Based Methods, Grid Based Methods, Model Based Clustering Methods, Outlier Analysis.

Unit – V: Data Warehousing and various Issues in Data Mining :

Introduction to Data Warehouse, Data warehousing and its characteristics, Online analytical processing (OLAP), characteristics of OLAP system, Scalability and data management issues in data mining algorithms, measures of interestingness

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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

Quality Assurance Mechanism and Expected Program Outcomes

In accordance with the UGC Guidelines, the University has established a Center for Internal Quality Assurance (CIQA), to instill a momentum of quality consciousness for Centre for Distance and Online Education aiming for continuous improvement.

1) The CIQA committee has been formed to hold various events regularly and maintain the documentation of the various Programs/activities leading to quality improvement.
2) The cell is responsible for incorporating various new changes/developments regarding up-gradation of learning material and spreading awareness of Quality Culture in the various institutions of the University.
3) The cell also prepares 'Annual Quality Assurance Report (AQAR)' as per the laid guidelines and parameters.
4) The PG Program content has been designed as per the four quadrant norms
5) Program Review: CIQA will place the Program before the review committee constituted by the university for monitoring effectiveness of the Program being offered through online mode.

The University IQAC's cell shall also work closely with the CIQA to develop Feedback mechanisms, to allow for Program and Process Review on a regular basis. 360 Degree feedback, from Students, Faculty, Counsellors and Admin Staff shall be processed, and suggestions and improvements incorporated accordingly.

The Course shall be benchmarked with the Courses conducted in campus, for full time students, to ascertain the quality. Students Learning outcomes as measured in the exams and tests shall be compared on a regular basis.

Post completion of a Degree Program, Students will be regularly polled / interviewed using email feedback surveys, to measure impact of the program on their professional and academic lives. These indicators shall be used to constantly improve the programs and make them at par with industry standards and expectations.

Mapping of Course Learning Outcomes (CLOs) with Program Learning Outcomes (PLOs)

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12
CLO1	3	3	1	2	2	3	3	1	-	1	1	-
CLO2	2	2	1	2	2	2	3	1	-	2	2	-
CLO3	2	1	1	2	3	3	3	2	-	2	2	-
CLO4	2	1	2	2	2	1	3	1	1	2	2	1
CLO5	3	3	3	3	3	3	3	2	2	2	2	2

UNIT I Introduction:
Define personality, Five Pillars of Personality Development: Introspection – Self Assessment – Self Appraisal – Self Development- Self Introduction. Body language - Leadership and qualities of a successful leader – Character building - Time management - Work ethics –Good manners and etiquette.

UNIT II Employability Quotient Resume building:
The art of participating in Group Discussion – Facing the Personal (HR & Technical) Interview -Frequently Asked Questions - Psychometric Analysis - Mock Interview Sessions

Suggested Readings:

1. You can win-Shiv Khera –McMillan India ltd.
2. Basic Managerial Skill for all-Prentice –Hall of India Pvt ltd, New Delhi.
3. Heller, Robert. Effective leadership. Essential Manager series. Dk Publishing, 2002
4. Lucas, Stephen. Art of Public Speaking. New Delhi. Tata - Mc-Graw Hill. 2001

Note: Latest edition of textbook may be used.

Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages
The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

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product/process of patents, elements of patentability, Novelty, Indian Patent Office and its functions non patentable subject matter

Unit-5: Industrial Design
Need, subject matter of protection, registrable design, what is no a design, novelty & originality, procedure for registration of designs, copyright under design, assignment, transmission, license, infringement and remedies.

Textbooks and Suggested Readings:
1. V.K. Ahuja, Law Relating to Intellectual Property Rights, LexisNexis
2. Prabuddha Ganguli: Intellectual property right - Unleashing the knowledge economy, Tata McCraw Hill Publishing Company Ltd.
3. G.V.G Krishnamurthy: The Law of Trademarks, Copyright, Patents and Design.

Open resources:
1. WIPO Intellectual Property Handbook. Policy, Law and Use (web resources) https://tind.wipo.int/record/28661/files/wipo_pub_489.pdf

Note: Latest edition of textbook may be used.
Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.
Assessment methods and weightages
The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Personality Development and Soft Skills
Course Code: BBAD- SE-606
Credits: 2

Objectives:
To make the students aware about dimensions of personality; personality traits and its application in corporate sector; aware about the importance of communication in personality development.

Course Learning Outcomes CLOs
CLO 1 The student will be able to understand, analyze, develop and exhibit accurate sense of self. CLO 2 Think critically.
CLO 3 Demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment.
CLO 4 Learn to balance confidence with humility and overcome problems associated with personality.
CLO 5 To exhibit the best professional personality traits in the industry

Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

INTELLECTUAL PROPERTY RIGHTS IN BUSINESS

Code: BBAD-SEC-605

Credit: 2

Course Objectives:

The role of intellectual property is inevitable in today's global business environment. In today's environment, Intellectual Property Rights (IPR) have a tremendous impact on both international and domestic trade. Intellectual property is a very important tool for economic development and wealth creation in today's digital based business environment. Building IP protection systems through laws is important in every regime by establishing exclusive rights to use and sell newly discovered technology, goods, and services, to encourage investments in knowledge, development, innovation and emerging forms, are the result of intellectual property. The value of intellectual property has surpassed the value of physical assets in recent years. A lack of IPR understanding and inadequate execution may hamper not only the businesses and also the economic development of the country.

Course outcome:

Unit - 1: Basics **of Intellectual Property**

Introduction, Concept, Meaning, types of Intellectual Property, Need for Protection of intellectual property rights, determining of financial values of IPR, Intangible economy, IPR in Cyber world, role of WIPO

Unit-2: Trademarks

Introduction to Indian Trademarks Law, definition and concept of Trademarks, Kinds of marks (brand names, logos, signatures, symbols, well known marks, certification marks and service marks), non-registrable trademarks, procedure for registration of TM, domain names and effect of internet.

Unit-3: Copyrights

Introduction to Copyright, concept, international protection of copyright and related rights, Introduction to Indian Copyrights Law, copyright works (Autor, ownership of copyright, assignment, transmission, licensing of copyrights, infringement of copyrights, remedies and actions for infringement of copyrights, registration of copyrights, copyrights pertaining to software/internet and other digital media.

Unit-4: Patents

Overview of Indian Patent Law and its development, concept of patent,

Mapping of Course Outcomes (COs) with Program Outcomes (POs)

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10
CLO1	3	1	3	3	2	3	1	2	1	2
CLO2	2	3	3	3	1	3	2	2	2	3
CLO3	2	2	3	3	2	2	3	3	1	2
CLO4	2	3	3	3	2	3	2	3	3	2
CLO5	2	3	3	3	3	1	1	3	1	1

UNIT I: Understanding Supply Chain Management
Introduction, objective and scope of SCM, development chain, supply chain vs value chain, Process view of Supply chain, supplier relationship management. Strategic fit in SCM and related challenges, Drivers of supply chain performance.

UNIT II: Distribution Network
Factors and Design in distribution network, Differences in distribution network in distinct sectors, network design and its framework, uncertainty factors. Global supply chain network, risks and challenges.

UNIT III: Demand Forecasting in Supply Chain
Importance, role and characteristics of forecasting, forecasting methods- Static and Adaptive, Components of forecasting- Level, Trend and Seasonality, Deseasonalised demand, seasonal factor, Forecasting error.

UNIT IV: Supply Chain Performance
Important factors in supply chain improvement, Outsourcing and 3PLs, Fourth party logistics, Coordination & lack of supply chain management, Bullwhip effect in supply chain, Benchmarking.

UNIT V: Logistics
Meaning and definition, Logistics Management, types of logistics, role of transportation in logistics, Application of IT in logistics, Future and risk of IT in supply chain, international logistics.

Suggested Readings:

1. Chopra, S., Meindl, P., Supply Chain Management: Strategy, Planning, and Operation, ed. ii,2004, PHI.
2. Gaither N. and Frazier, G., Operations Management, ed. ix, 2002, Thomson.
3. Krajewski, L.J. and Ritzman, L.P., Operations Management: Processes and Value Chains, ed.vii, First impression, 2006, Pearson Education.
4. Simchi-Levi, D., Kaminsky, P. and Simchi-Levi, E., Designing and Managing the Supply Chain, ed. ii, 2004, TMH.
5. Ballou, Ronald (2005), "Business Logistics/ Supply Chain Management", Pearson education
6. ICFAI Center for Management Research (2003), "Supply Chain Management".

Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through

Unit IV: Consumer Decision Making

Diffusion of Innovation: Definition of innovation; product characteristics influencing diffusion; resistance to innovation; adoption process. Consumer Decision making process: problem recognition; pre-purchase search influences; information evaluation; purchase decision- compensatory decision rule, conjunctive decision, rule, Lexicographic rule, affect referral, disjunctive rule; post-purchase evaluation; Situational Influences.

Note: Cases & application to marketing will be taught with respect to each topic.

Textbooks:

1. Schiffman L. G., Wisenblit J. and Kumar S.R. Consumer Behaviour. Pearson Education India.
2. Blackwell, R.D., Miniard, P.W., & Engel, J. F. Consumer Behaviour. Cengage India Private Limited.

Suggested Readings:

1. Schiffman, Leon G, Wisenbilt Joseph and S Ramesh Kumar (IIM Bangalore), Consumer behavior, Pearson India Education Services Pvt. Ltd.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Logistics and Supply Chain Management

Course Code: BBAD-GE-604

Credits: 4

Course Outcomes:

At the end of the course the student would be able to:

CLO1: Introduce the concept of marketing logistics and international logistics

CLO2: Develop the understanding of transportation with special attention to containerization, ICD and CFS, CONCOR in logistics management

CLO3: Explore the various types of shipping and its usage in international logistics

CLO4: Learn the air transport and its related issues

CLO5: Understand the various activities, roles and responsibilities in a warehouse

Course Title: - CONSUMER BEHAVIOR
Course Code: BBAD-DSC- 603
Credits: 4

Course Objective
Consumer insight is an essential component of Marketing. This paper helps the students to understand obvious needs and wants of a consumer as well as the deeper, unconscious motives that drive human behavior. Focus of the course would be on the psychological and sociological elements and their impact on consumer decision making. The course is expected to help the learners take a holistic view of the buyer; equip them to understand the buyer behavior and align the knowledge with formulation of appropriate marketing strategies.

Learning Outcomes:
1. To understand the concepts and theories of consumer behavior.
2. To familiarize the learners with the behavioural aspects of consumers.
3. To apply important concepts and theories in developing appropriate marketing strategies.
4. To be able to develop and categorize appropriate marketing strategies for different segments of consumers.

Mapping of Course Outcomes (COs) with Program Outcomes (POs)

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10
CLO1	3	1	3	3	2	3	1	2	1	2
CLO2	2	3	3	3	1	3	2	2	2	3
CLO3	2	2	3	3	2	2	3	3	1	2
CLO4	2	3	3	3	2	3	2	3	3	2
CLO5	2	3	3	3	3	1	1	3	1	1

Course Contents:
Unit I: Introduction to Consumer Behaviour
Nature, scope & application; Importance of consumer behaviour in marketing decisions; characteristics of consumer behaviour; role of consumer research; consumer behaviour- interdisciplinary approach; Introduction to Industrial Buying Behaviour; Market Segmentation.

Unit II: Internal Influences on Consumer Behavior
Consumer Needs & Motivation: Characteristics of motivation, arousal of motives and theories of need: Consumer Personality; theories of personality: Consumer Perception: Learning and Consumer involvement: Consumer Personality: Consumer Attitudes.

Unit III: External Influences on Consumer Behaviour
Group Dynamics & consumer reference groups: Different types of reference groups; factors affecting reference group influence; reference group influence on products & brands; application of reference groups. Family & Consumer Behaviour: Social Class & Consumer behaviour; Culture & Consumer Behaviour; Opinion Leadership Process.

UNIT IV: Budget and Budgetary Control-
Definition, Meaning and objectives of Budgetary control Advantages and disadvantages of Budgetary Control Types of Budgets

UNIT V. Cost Accounting Techniques
Marginal Costing; Meaning of Marginal Cost and Marginal Costing; Absorption Costing vs. Marginal Costing; Break-even analysis; Margin of safety and Application of Marginal Costing for decision making

Suggested Reading

1. Advanced cost Accounting by Saxena and Vasistha.
2. Jain S.P., Narang K.L., AggrawalSimmi, Cost Accounting Principles and Practice, Paperback, 2016
3. S.N. Maheshwari, and S.N. Mittal, Cost Accounting: Theory and Problems, Shree Mahavir Book Depot (Publishers)
4. Shukla, M.C., T.S. Grewal and M.P. Gupta. Cost Accounting: Text and Problems. S. Chand & Co. Ltd., New Delhi
5. Arora, M.N. Cost Accounting – Principles and Practice. Vikas Publishing House, New Delhi.
6. Nigam, B.M. Lall and I.C. Jain. Cost Accounting: Principles and Practice. Prentice Hall of India, New Delhi
7. Cost Accounting by Ratnam.

Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages
The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Cost Accounting

Course Code: BBAD- DSC- 602

Credits: 4

Course Learning Outcome:

Upon successful completion, students will have the knowledge and skills to:

CLO 1 Understand the important concepts and principles related to cost accounting and a basic distinction of cost accounting with other branches of accounting.

CLO 2 Develop an understanding of the various elements of cost in order to control and reduce costs.

CLO 3 Learn the need of various costing including job costing, activity costing and process costing to help businesses keep track of all the costs they have to pay to produce a product or deliver a service.

CLO 4 Demonstrate mastery over budgetary control system and performance measurement systems;

CLO 5 Understand the importance of break-even analysis which is key to analyzing the profit structure of an enterprise

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	3	3	3	2	1	-	2	1	2	1	**1**
CLO2	3	3	3	3	3	1	3	2	2	2	1	**1**
CLO3	3	3	3	3	2	1	2	1	2	2	1	**1**
CLO4	3	3	3	3	2	2	2	2	2	2	1	**1**
CLO5	3	3	3	3	3	2	2	2	1	2	1	**1**

UNIT I: 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 II: Elements of cost

Classification of cost & Types of Costs, Preparation of Cost Sheet; Material, Labour and overhead cost,

UNIT III: Methods of Costing

Job Costing – Meaning, Features, Advantages and Limitation, Contract Costing – Basic Concepts, Process Costing - Meaning, Features, Normal and Abnormal Loss/ Gains, Operating Costing – Meaning, Features & Objectives Techniques of Costing

Textbooks

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.

Suggested Readings:

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

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

2/3

SEMESTER-VI

International Business

Course Code: BBAD-DSC-601

Credits: 4

Course Learning Outcomes:

CLO 1 To identify and describe factors and forces that affect an organization's decision to internationalize its business.

CLO 2 To define international business and describe how it differs from domestic business with respect to laws, regulations and taxation.

CLO 3 To identify and analyze challenges in working, communicating, and negotiating in a cross-cultural context.

CLO 4 To be able to understand the relevance and role played by the international institutions in supporting international business.

CLO 5 To develop skills needed for international business

Mapping of Course Outcomes (COs) with Program Outcomes (POs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PL O9	PLO10	PLO11	PLO12
CLO1	3	1	1	1	1	1	1	-	-	-	-	1
CLO2	3	2	1	1	2	2	2	1	-	-	1	-
CLO3	2	1	3	2	2	2	3	3	-	2	1	-
CLO4	1	1	-	1	2	2	-	1	-	1	-	1
CLO5	1	1	1	1	1	1	1	1	1	1	1	1

UNIT I International Business and Environment

World Trade in Goods and Services – Major Trends and Developments; Framework for Understanding International Business Environment: Analysis of Economic, Socio-cultural, Political, Legal and Technological Environment of a Foreign Country

UNIT-II Cultural Environment

Elements of Culture, Cultural Models- Hofstede's Cultural Dimensions, managing across cultures- Strategies for dealing with cultural differences

UNIT III Global Trading Environment

Liberalization of World Trade. FDI and their Impact on the Economy, Impact of Technology on international business, Technology Transfer – Importance and Types, Issues in Transfer of Technology to Developing Countries.

UNIT IV International Financial Environment

Foreign Investment – Types and Flows; Monetary System- Exchange Rate Mechanism and Arrangements

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

3. Dollinger M.J., 'Entrepreneurship strategies and Resources, 3rd edition, Pearson Education, New Delhi 2006.
4. Desai, Vasant Dr. (2004) Management of small-scale enterprises New Delhi: Himalaya Publishing House,
5. Taneja, Gupta, Entrepreneur Development New Venture Creation, 2nd ed. Galgotia Publishing Company
6. Holt, David H., Entrepreneurship: Strtegies and Resources, Illinois, Irwin, 1955

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

CLO 2 To conduct feasibility tests for any business idea Analyze social, economic and technological environmental trends and will be able to identify business opportunities in the environment

CLO 3 To understand small-scale and large-scale sectors and will be able to interpret policies and programmes for the development of small-scale entrepreneurship

CLO 4 To differentiate between contemporary forms of business models/enterprises and their respective merits and demerits and.

CLO 5 To develop and synthesize sector specific knowledge and create a business plan to convert their own business ideas into respective business plans by

Mapping of Course Learning Outcomes (CLOs) with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	1	1	2	2	1	3	2	1	1	1	2	1
CLO2	1	1	1	1	1	3	1	1	1	2	2	1
CLO3	1	2	1	1	1	3	1	2	1	3	1	1
CLO4	1	2	1	1	2	3	1	1	2	3	1	1
CLO5	1	2	2	1	1	3	1	1	1	3	2	1

UNIT I- Entrepreneurship

Concept of entrepreneurship: definition and characteristics, Role in economic development.

UNIT II- Idea Development

Opportunity recognition and Business Idea Development, Feasibility Studies, Setting up a startup: Process and Barriers, External Environment

UNIT III- Entrepreneurship: Culture and Ecosystem

Entrepreneurial Ecosystem: Institutions and Policies

UNIT IV- Innovation & Entrepreneurship

Creativity and Innovation, Disruption and Innovation, Innovative Business Models, Lean Canvas, Product and Design Innovation, Customer Innovation, Resource Driven Innovation, Revenue Model Innovation.

UNIT V- Case Studies

Suggested Readings:

1. Brandt, Steven C., The 10 Commandments for Building a Growth Company, Third Edition, Macmillan Business Books, Delhi, 1977
2. Bhide, Amar V., The Origin and Evolution of New Business, Oxford University Press, New York, 2000.

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

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

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

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

UNIT V
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

Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages
The assessment will comprise of 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations.

Innovation and Entrepreneurship Development (Project)

Course Code: PRO 506
Credits: 4

Course Learning Outcome:
After completion of this course the student will be able
CLO 1 To assess the importance of increased entrepreneurship trends in the economy and its consequences for growth and importance.

Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages
The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Course Name: **Goods and Services Tax**
Course Code: BBAD-GEC-505
Credits: 4

Course Learning Outcome:
After completion of this course the student would be able: -
CLO 1 Learn the concepts indirect tax and GST from the pre-GST period to post-GST period
CLO 2 To understand the importance of indirect taxes (GST) in the Indian and global economy and its contribution to the economic development
CLO 3 To comprehend the principles of taxations, objectives of taxes and its impact, shifting and incidence process of indirect taxes in the market orientated economy.
CLO 4 To understand the implications of GST on the taxable capacity consumers, dealers and of the society at large and its changes.
CLO 5 To make them to be a tax consultant in preparing the tax planning, tax management. Payment of tax and filing of tax returns.

Mapping of Course Outcomes (COs) with Program Outcomes (POs)

	PL O1	PLO 2	PLO 3	PLO 4	PLO 5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12
CLO1	2	1	1	2	2	3	3	1	2	3	1	1
CLO2	1	1	1	1	2	1	1	2	2	2	2	1
CLO3	2	2	2	1	1	1	1	1	1	2	3	1
CLO4	1	1	1	2	2	2	1	3	2	2	3	1
CLO5	2	2	2	2	1	1	1	1	1	2	1	1

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development matrix, etc.

CLO 5 To understand and explain various strategy formulation approaches via strategy options like growth and expansion, diversification, retrenchment, BCG Model, stop-light strategy model etc.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	3	2	2	2	2	2	3	2	2	3	3
CLO2	3	2	2	2	2	3	3	3	2	2	2	2
CLO3	3	2	2	3	2	3	3	2	2	2	2	2
CLO4	3	3	2	3	2	2	2	2	2	2	2	2
CLO5	3	3	3	3	3	2	2	2	2	2	2	2

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

Suggested Reading

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.

Note: Latest edition of textbooks may be used.

Memorandum of Association - Contents - Doctrine of Ultra Vires - Articles of Association – Contents - Distinction between the Two - Doctrine of Indoor Management - Prospectus - Contents

UNIT – V

Meetings and Resolutions - Statutory Meeting - Annual General Meeting - Extra - Ordinary General Meeting - Resolutions - Ordinary & Special. Winding up of a company-Types

Suggested Readings:

1. N.D. Kapoor, Business Laws, Sultan Chand and Sons, New Delhi 2004
2. MC Kuchhal, Modern Indian Company Law, Shri Mahaveer Book Depot (Publishers), Delhi.
3. Chadha, P.R, Business Law, Galgotia Publishing Company, New Delhi
4. Maheshwari& Maheshwari, Business Law, National Publishing House, New Delhi.
5. M.R. Sreenivasan, Business Laws, Margam Publications.
6. M.V. Dhandapani, Business Laws, Sultan Chand and Sons.
7. S. Badre Alam and P. Saravanavel, Mercantile Law

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise of 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations.

Title of the Course: Business Policy and Strategy

Course Code: BBA-DC-20

Credits: 4

Course Learning Outcomes CLOs

After the completion of the intended course on Business Policy and Strategy, students should be able to:

CLO 1 To understand and explain business policy and strategy, long-range planning, strategic planning, etc.

CLO 2 To understand and explain the strategic management process and various factors affecting it like environmental factors, organizational factors, etc.

CLO 3 To understand and explain the environmental scanning process via discussion of various socio-cultural, economic, legal, and political factors.

CLO 4 To understand and explain the process of internal analysis of any business by using various tools like swot analysis, functional area profile and resource and

The assessment will comprise of 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations.

Business Law

Course Code: BBAD-DSC- 503

Credits: 4

Course Learning Outcomes CLOs

Upon successful completion of this course students will be able to:

CLO 1 Understand the legal environment of business and get a basic and broad understanding of business laws.

CLO 2 Learn about the discharge and remedies for breach of legal contracts.

CLO 3 Acquire knowledge of sale of goods act which governs the contract relating to sale of goods.

CLO 4 Have a basic understanding of Memorandum of Association (MoA) and Article of Association (AoA) which define a company's scope of work, objectives, rules and internal management.

CLO 5 Learn the basics of Annual General Meetings and Statutory meetings and legal process of resolution.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	3	3	3	2	2	2	2	1	2	1	1
CLO2	3	3	3	3	3	1	3	2	2	2	1	1
CLO3	3	3	3	3	2	1	3	1	2	2	1	1
CLO4	3	3	2	3	2	2	3	2	2	2	1	1
CLO5	3	3	2	3	2	2	3	2	2	2	1	1

UNIT – I

Indian Contract Act - Formation - Terms of contract - Forms of contract - Offer and Acceptance Considerations. Capacity - Flaw in consent, Void agreements

UNIT - II

Contracts: Performance - Tender - Quasi contract - Discharge - Remedies for breach of contract. Contract of Agency - Types, creation, duties, rights of principal and agent - Termination of agency.

UNIT - III

Sale of Goods Act - Sale and agreement to sell - Formation - Caveat emptor - Implied conditions and warranty. Definition of Joint Stock Company - Kinds

UNIT - IV

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	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	2	2	1	2	1	3	2	3	3	3	3
CLO2	3	2	1	1	2	2	2	1	2	3	3	2
CLO3	2	1	3	2	2	2	3	3	3	2	2	3
CLO4	1	1	1	1	2	2	3	1	3	3	3	3
CLO5	3	3	2	3	2	2	3	2	3	2	3	3

UNIT I **Introduction to MIS:** Concept, Definition, Role of MIS, Impact of MIS, MIS and user, Management effectiveness and MIS. Strategic Management of Business: Types of strategies, MIS and Strategic Business Planning Communication Networks-Concept, Network Topologies, LAN, WAN, TCP/IP

UNIT II **MIS and Decision Making**
Concepts, Process, MIS and Security challenges, MIS and Information and Knowledge, Database Management Systems: Introduction, Hierarchical Database Model, Network Database Model, Relational Database Model

UNIT III **Business Process Re-Engineering**
Concept, MIS and BPR, Decision Support Systems (DSS) - Concept, Application, Knowledge Management Systems, MIS and Benefits of DSS.

UNIT IV **Enterprise Management Systems**
Concept, Enterprise Resource Planning System, EMS and MIS, E- Business Enterprise – E-Business, E-Commerce, E-Communication, E-Collaboration

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

Suggested Reading:

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, Magrethe H.Olson, "Management Information Systems, Conceptual Foundations Development", Tata McGraw Hill, 2008.
5. Satyasekhar. GV," Management Information Systems", Excel Books, 2007.

Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

procedure manual project control system - planning scheduling and monitoring - monitoring contracts and project diary.

UNIT-V

Project implementation stages project direction - communications in a project - coordination guidelines for effective implementation reporting in project management -project evaluation and its objectives, types and methods.

Text and Suggested Readings:

1. Project Management - Choudhary–Tata McGraw Hill Pub.
2. Project Management: The Managerial Process (Special Indian Edit.) - Clifford F Gray, Oregon State University.
3. Chandra. Prasanna, Project Preparation Appraisal and Implementation. Tata McGraw Hill.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise of 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations.

Management Information System
Course Code: BBAD-DSC- 502

Credits: 4

COURSE LEARNING OUTCOMES (CLOs)

CLO 1 Evaluate the major role played by information systems in today's changing business environment, where we are using IT-enabled services (ITES)

CLO 2 Identify the major management challenges and their resolution by application of Information system & technology

CLO 3 Define an information system from both a technical and a business perspective since they are going to lead digital business and managing a digital economy.

CLO 4 Able to identify the role of Information in decision making process which is the backbone of any organization.

CLO 5 Understand the concept of Business Process Re-engineering (BPR) and their relationship with technology.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs) and Program Specific Outcomes (PSOs)

SEMESTER-V

Project Management

Course Code: BBAD-DSC-501

Credits: 4

Course Learning Outcomes CLOs

To enable the students to;

CLO 1 To memorize and to understand the basic concepts of project management.

CLO 2 Apply these concepts in industrial projects or any other projects.

CLO 3 To analyse the role of administrative agencies and Project Life Cycle in Project Management.

CLO 4 Evaluate the projects on the grounds of project formulation, feasibility study and detailed project report etc.

CLO 5 Design the project timeline, work break down structure using the techniques and tools of project management, to achieve the objectives of the project effectively and efficiently.

Mapping of Course Learning Outcomes (CLOs) with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	2	-	3	3	3	2	1	1	-	3	-	-
CLO2	3	2	3	3	2	3	3	2	-	3	2	-
CLO3	1	3	3	3	3	3	2	2	-	1	-	3
CLO4	3	3	3	3	3	2	3	3	3	3	2	2
CLO5	3	3	3	3	2	2	3	3	3	3	2	-

UNIT-I

Concepts of project management - concept of a project category 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

Administrative agencies for project approval Ministry of Finance - Bureau of public enterprises planning commission public investment board. Organizing human resources and contracting - delegation project manager's authority -project organization - accountability in project execution - contracts - R' of contracting - tendering and selection of contractors - team building.

UNIT-IV

Organizing systems and procedures - working of systems - design of systems - project work system' design - work break down structure - project execution plan - project

Suggested Readings:

1. Excel 2016 Power Programming with VBA, Michael Alexander, Dick Kusleika, Wiley
2. Financial Analysis and Modelling Using Excel VBA, Chandan Sengupta, Second Edition, Wiley Student Edition.
3. MS Excel 2016, Data Analysis & Business Modelling, Wayne Winston, PHI

Note: Latest edition of textbooks may be used.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

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Working with Spread Sheets application in Business

Course Code: BBA- VAC-407

Credits: 2

Course Learning Outcome:
After the successful completion of the course the student will be able CLO 1 To enable the students to use Excel for data analysis
CLO 2 To equip the students with Automation skills on Excel
CLO 3 To enable the students to use Excel for informed decision making

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	3	2	2	2	2	2	3	2	2	3	3
CLO2	3	2	2	2	2	3	3	3	2	2	2	2
CLO3	3	2	2	3	2	3	3	2	2	2	2	2

UNIT I Introduction to Microsoft Excel:
The Excel environment, create a workbook, add a worksheet to an existing workbook, Copy and move a worksheet, create a Basic Worksheet, Performing Calculations in an Excel Worksheet

UNIT II Format Worksheets and Workbooks:
Change worksheet tab color, Rename a worksheet. Change worksheet order, Insert and delete columns or rows, change workbook themes, adjust row height and column width, insert headers and footers, Hide or unhide worksheets, Hide or unhide columns and rows ▪ Customize the Quick Access toolbar

UNIT III Basic Excel Formula:
Using logical functions like IF and SUMIF to calculate a value based on specified criteria Use ROUND function to round off numbers, Use VLOOKUP to find values in worksheet data, Use HLOOUP function. Date & Time Functions, use other basic functions like SUM & SUMIF function, perform calculations by using MIN and MAX functions, perform calculations by using the COUNT function
Perform calculations by using the AVERAGE function, perform logical operations by using AND, OR, and NOT functions

UNIT IV Create Charts and Graph:
Create a new chart, add additional data series, Switch between rows and columns in source data, analyze data by using Quick Analysis, Format Charts, resize charts, Add and modify chart elements, apply chart layouts and styles, Move charts to a chart sheet

UNIT V Advanced Excel Function:
Create PivotTables and Enable macros in a workbook

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3. Tarique, I., Schuler, R.S. and Briscoe, D.R. (2022): International Human Resource
Management: Policies and Practices for Multinational Enterprises (Global HRM), Routledge New York.
4. Rosemary, Lucas, Lupton, Ben and Mathieson, Hamish (2006): Human Resource Management in an International Context, Jaico Publication House.
5. Browaeys M.J. and Price R. (2008): Understanding Cross Cultural Management, Prentice Hall.
6. Murali Chemuturi; Vijay Chemuturi (2019), Book Chapter: Introduction to People Management, in Managing of People at Work: A New Paradigm for the 21st Century, River Publishers, 2019, pp.1-18.
7. DeCenzo, D.A., Robbins, S.P, &Verhulst, S.L. (2013). Human resource management. 11th edn. Wiley.
Note: Latest edition of textbook may be used.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise of 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	3	2	2	2	2	2	3	2	2	3	3
CLO2	3	2	2	2	2	3	3	3	2	2	2	2
CLO3	3	2	2	3	2	3	3	2	2	2	2	2

Unit-1: Introduction to People Management

Difference between People Management and Human Resource Management; impact of individual and organizational factors on people management, HR and "Strategic Fit"; Talent Management in a global business; Key global people management ideas (Employee Participation, Work-Life Balance, Ethics in Business, Employee Contribution)

Unit-2: Managing Culture in organizations

Cultural elements in Industrial Relations; Emerging economies; Stereotyping and related cultural issues and managing their impact on employees; Ubiquity of and preference for local norms and HR practices; Impact on doing business (Institutions, Distance, Power, Decision Making, Delegation, Corruption, Quality Benchmarks Etc.), Language and Interpretation challenges, High and Low context cultures, Gender biases, Employee Behaviour, interaction with social and governmental institutions, managing vendor and retail channels;

Unit-3: Building Peer Networks

Concept of the communication process with reflection on various barriers to effective communication and ways to overcome: getting work done through others; challenges of getting work done; significance of prioritization and assigning work to team members, Building Peer Networks; understanding the importance of peer networks in an organization; being able to influence those on whom you have no authority.

Unit-4: Managing diversity

Managing diversity in hiring and other HR practices in a global context; Outsourcing of services; discrimination in policies towards home and non-home employees; issues in managing globally diverse and dispersed teams; Rise of the Gig economy; Concerns in transposing best practices and operating practices across cultures, Reflection on what does it mean to be a people manager; building a personal development plan for oneself.

Suggested Readings:

1. Dowling P.J., Festing, M. and Engle Sr., A.D (2018): International Human Resource Management, Cengage Learning.
2. Bhattacharya, Mausami S. and Sengupta, Nilanjan (2012): International Human Resource Management, Excel Books.

content marketing strategy. Tailoring content to different digital channels: social media, blogs, videos, etc. Creating valuable and shareable content.

UNIT V: Ethical and Legal consideration

Privacy concerns data protection regulations. Ethical issues in digital marketing: transparency, authenticity, and honesty. Adhering to industry standards and best practices. Regulatory framework for digital marketing in India

Suggested Reading:

1. "Digital Marketing 101: Concepts and strategies" by Jane Doe
2. Singh Bhatia, Puneet; (2017) Fundamentals of Digital Marketing; Pearson, Indian Edition
3. Kotler, Philip; (2017) Marketing 4.0: Moving from Traditional to Digital; Wiley.
4. Ahuja, Vandana; (2015) Digital Marketing; Oxford Higher Education.

Note: Latest edition of textbook may be used.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise of 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations.

Cross Cultural and People Management

Course Code: BBAD-AEC-406

Credit: 2

Course Objectives:

The course aims to provide the learners with an insight into the dimensions of culture, its impact on practices of people, and their concerns at the international stage. The course also aims to provide the learners with ways to manage cross cultural issues for cross-national corporations; global enterprises and other high-tech business organizations operating beyond their home markets.

Learning Outcomes:

At the end of the course learners would be able to:

CO1: Understand the concept of people management and its evolution locally and globally.

CO2: Develop an understanding about the meanings and dimensions of culture and the changes happening at the workplace in the field of People Management.

CO3: Analyze various frameworks in People Management at International level.

CO4: Interpret the impact of culture on HR practices.

CO5: Evaluate and develop strategies for managing cultural issues in global organizations.

Digital Marketing

Course Code: BBAD- SEC-405

Credits: 2

Course Learning Outcomes:

At the end of the course the student would be able to:

CLO 1 Understand the core principles and concepts of digital marketing

CLO 2 Identify and analyse target audiences for different marketing campaigns.

CLO 3 Develop and implement effective digital marketing strategies using various platforms and tools.

CLO 4 Utilize social media, search engines, email marketing, and other channels for marketing purposes.

CLO 5 Understand the ethical and legal consideration in digital marketing.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	2	3	1	2	3	3	2	1	2	1	2	2
CLO2	1	3	1	3	3	3	3	2	3	1	1	1
CLO3	1	3	3	3	3	2	3	3	3	2	2	2
CLO4	2	2	3	3	3	2	3	3	3	2	2	2
CLO5	1	1	1	1	1	2	2	1	2	1	3	3

UNIT I: Introduction to Digital Marketing

Understanding the evolution of marketing in the digital age. Concept, scope and importance of digital marketing, types of digital marketing. Differentiating between traditional and digital marketing. Exploring the various components of digital marketing

UNIT II: Digital Marketing Strategy

Conducting market research and identifying target audience. Digital-marketing mix. Segmentation, Targeting. Differentiation. and Positioning.Setting SMART goals for digital marketing campaigns. Developing a digital marketing plan: channels, budgeting, and timeline.

UNIT III: Digital Advertising and Search Engine Marketing

Digital Advertising, creating and managing advertising campaigns on platforms like Google Ads and social media. Introduction to the concept of search engine marketing (SEM), scope and importance. Introduction to pay-per-click (PPC) advertising, Cost-per-thousand impressions (CPM). Fundamentals of SEO and its importance, Keyword research and on page optimization Off page SEO techniques: Link building and domain authority.

UNIT IV: Basics of Social Media marketing

Social Media Marketing (SMM), concept and tools. Online communities and social networks. Creating and curating engaging social media content. Developing a

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UNIT V

Social Security Measures: Nature of social security, methods of social, social security in India

Suggested Readings:

(1.) A.M. Sharma, Industrial Jurisprudence & Labour Legislation, HPH
(2.) Industrial and Labour Legislations, L.M. Porwal and Sanjeev Kumar - Vrinda
(3.) Human Resource Management, Principles and Practice, P. G'Aquinas
(4.) Human Resource management, A.K. Singh, B.R. Duggal, Puneet Mohan, Sun India Publications
(5.) Human Resource Management; Sharon Pande, SwapnalekhaBasak, Pearson

Note: Latest edition of textbook may be used.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise of 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations.

EMPLOYEE WELFARE

Course Code: BBAD-DSE-404

Credits: 4

Course Learning Outcomes CLOs

CLO 1: Understand and explain the career management process of employees and the role of HR management in career development. They will also be able to explain the concept of the psychosocial work environment.

CLO 2: Understand and explain the concept of high potential employees and how these employees can be identified, attracted, and retained in the organization.

CLO 3: To understand and explain various principles of labour welfare. Also, will be having a good understanding of existing labour laws like factories Act, mines act, contract labour act, etc.

CLO 4: To understand and explain the importance of healthy working conditions in factories and what labour managers can do to elevate the levels of hygiene and safety within a factory UNIT.

CLO 5: To understand and explain the concept of social security in India and various government policies which exist to support these policies.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CO1	3	3	2	2	2	2	2	3	2	2	3	3
CO2	3	2	2	2	2	3	3	3	2	2	2	2
CO3	3	2	2	3	2	3	3	2	2	2	2	2
CO4	3	3	2	3	2	2	2	2	2	2	2	2
CO5	3	3	3	3	3	2	2	2	2	2	2	2

UNIT I

Career Management: Understanding Careers, Career planning and Management, Career paths, Career development, the role of HR department in Career management of Employees. The psychosocial work environment.

UNIT II

High potential employees: Definition and categories of high potential (HipO) employees; characteristics of high -potential employees; Identification and development of high potential employees; Retention of high potential employees.

UNIT III

Labour Welfare: Need for labour welfare, Principles of Labour Welfare, Types of Labour Welfare, Classification of labour welfare, Administration of welfare facilities. Welfare Provisions under Factories Act, 1948, Mines Act 1952, Contract Labour (Regulation and Abolition) Act, 1970.

UNIT IV

Health and Safety: Healthy working Environment, Occupational Health Hazards, Safety of workers, Industrial Accidents, Industrial Safety programmes

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, Amortization 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 does 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.

Suggested Readings:

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

Note: Latest edition of textbooks may be used.

Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.
Assessment methods and weightages
The assessment will comprise of 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations.

Assessment methods and weightages
The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Income Tax

Course Code: BBAD-DSC-403

Credits: 4

Course Learning Outcomes CLOs
On successful completion of this course, the student will be able to
CLO 1 Demonstrate knowledge of direct taxes and identify the technical terms related to Income Tax.
CLO 2 Students would determine the residential status of an individual and scope of total income.
CLO 3 Students would compute income from salaries, house property, business/profession, capital gains and income from other sources.
CLO 4 Discuss the various benefits/ deductions under Chapter VI-A of the Income tax act; 1961 CLO 5 Compute the net total income of an individual.

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	2	1	3	3	2	1	3	2	3	2	3	2
CLO2	2	3	2	1	2	3	2	1	2	2	2	2
CLO3	2	2	3	3	2	2	2	2	2	2	3	2
CLO4	3	3	1	2	3	3	2	3	2	2	2	3
CLO5	2	2	2	2	1	2	3	3	2	3	3	2

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
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

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UNIT I Introduction

Meaning and Functions of Production Management, Role and Responsibility of Production Function in Organization, Types of Production System- Continuous Intermittent, Joblotsetc Plant Layout- Objectives, Types, Materials Flow, Pattern. Safety Considerations and Environmental Aspects.

UNIT II Production Design

Definition, Importance, Factors affecting product Design, Product Policy-Standardization, Simplification. Production Development-Meaning, Importance, Factors Responsible for
Development, Techniques of Product Development.

UNIT III Production Planning and Control

Meaning, Objectives, Scope, Importance & Procedure of Production Planning, Routing scheduling Master Production Schedule, Production Schedule, Dispatch, Follow up,
Production Control-Meaning, objectives, Factors affecting Production Control.

UNIT IV Methods Study, Work Study and Time Study

Methods Study- Concept, Questioning Techniques, Principles of Motion Economy, Flow Process Chart, Multiple Activity Chart, SIMO Chart, Travel Chart. Work Study- Concepts, Scope and Applications, Work Study and Production Improvement.
Time Study –Routing Concepts, Stopwatch Study, Allowance, PMTS Systems (Concepts Only) Quality Control, Quality Circles, Effects of Globalization on Business.

UNIT V Ergonomics

Definition, Importance, Work and Rest Cycles, Biomechanical Factors, Effects of Factors such as Light, Ventilation, Noise, Heat on Performance. Importance, Safe Practices in handling Chemicals, Gases, Bulk Materials, Safety with cargo handling equipment, Safetyequipment's and Devices, Statutes Governing Safety.

Suggested Readings:

1. James Apple & John, Plant Layout and Material Handling, Wileysons
2. Aswathappa, K & Shridhara Bhat, K. "Production and Operations Management", Himalaya Publishing House Mumbai, 2/e, 2009
3. R S Goel, Production & Operations Management, Pragati Prakashan
4. Chunawalla & Patel, "Production and Operations Management", Himalaya Publishing House, Mumbai, 2009.
5. Chavy, SN. Production & Operation Management, TMH Delhi
6. Elwood S Butta, Modern Production and Operation Management

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

MM Hypothesis, Traditional Approach). Operating and Financial leverage. Determinants of capital structure, determining capital structure in practice, Cost of capital, Principles of Dividend Policy

Suggested Readings:

1. Authors (year), *Title of the Book*, Edition, Publishers, Place of Publication, Page Nos.
2. M. Y. Khan, P. K. Jain (2018), *Financial Management: Text, Problems and Cases*, 8e. N.p., McGraw-Hill Education, India
3. Banerjee, B. (2015), *Fundamentals of Financial Management, 2e, India*: PHI Learning,
4. Bhalla, V. K. (2014), *Financial Management*, India: S CHAND & Company Limited.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Production and Operations Management

Course Code: BBAD-DSC-402

Credits: 4

Course Learning Outcomes CLOs

CLO 1 The students will be able to develop a vast understanding of the concepts of Production and Operations Management.

CLO 2 The students have developed an understanding of the application-oriented approach in operations management.

CLO 3 The ability to grasp the latest developments in operations management spanning the international arena.

CLO 4 The ability to comprehend the role of operations in an organization during strategic decision making, planning and operational control.

CLO 5 The students would be well acquainted with the mechanics that come into play while delivering high-quality, cost-competitive products and service.

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	1	1	1	1	2	1	1	1	1	1	1
CLO2	3	2	1	1	2	2	1	2	1	3	1	1
CLO3	1	1	1	2	3	1	1	1	1	1	1	2
CLO4	1	1	3	1	1	1	2	2	1	1	1	2
CLO5	1	3	1	2	2	2	1	3	1	2	1	3

SEMESTER IV

FINANCIAL MANAGEMENT

Course Code: BBAD-DSC-401

Credits: 4

COURSE LEARNING OUTCOMES (CLOs)
After completing this course, the students should be able to:
CLO 1 Discuss the meaning, nature, and the scope of corporate finance (Understand Level)
CLO 2 Apply the concepts of present value, future value, and the value of annuity to solve simple corporate finance problems. (Apply Level)
CLO 3 Describe the capital budgeting process and techniques. (Understand Level)
CLO 4 Appraise capital budgeting projects using various capital budgeting techniques. (Analyze Level)
CLO 5 Contrast various capital budgeting techniques (Analyze Level)

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs) and Program Specific Outcomes (PSOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	2	2	3	3	3	3	2	2	1	2	1
CLO2	3	2	2	3	3	3	3	2	2	1	2	1
CLO3	3	3	3	3	2	2	3	3	2	1	2	1
CLO4	3	2	3	3	3	3	3	3	2	1	2	1
CLO5	3	2	3	3	3	3	3	3	2	1	2	1

Detailed Syllabus:
UNIT I:
Meaning, nature and scope of finance, financial goals, finance functions

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

UNIT III:
The Capital Budgeting Process, Cash Flow Estimation, Payback Period Method, Discounted Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Profitability Index, Capital rationing

UNIT IV:
Meaning, significance and types of working capital, Financing of working capital, Management of Inventory, management of cash; management of account receivables

UNIT V:
Capital Structure- Theories of Capital Structure (Net Income, Net Operating Income,

Disaster Management

Course Code: BBAD- VAC-307

Credits: 2

Course Learning Outcome

CLO1: The course will provide better understanding about the basic understanding about the basic concepts of Disaster Management.

CLO2: The students will be able to relate the consequences disaster may bring.

CLO3: Students will be able to understand the role of different agencies helping coping disasters.

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	3	2	2	2	2	2	3	2	2	3	3
CLO2	3	2	2	2	2	3	3	3	2	2	2	2

UNIT I: Introducing Disaster

Definition, Factors and Significance; Difference between Hazard and Disaster; Natural and Manmade Disasters: Difference, Nature, Types and Magnitude.

UNIT II: Disaster and its Consequences

Repercussions of Disasters and Hazards: Economic Damage, Loss of Human and Animal Life, Destruction of Ecosystem.

UNIT III: Responding Disasters

National Disaster Policy of India; Rescue, Relief and Rehabilitation, Role of National and International Agencies in Disaster Management; Role of Media in coping disaster.

Suggested Readings:

1. Bryant Edwards (2005): Natural Hazards, Cambridge University Press, U.K.
2. Sharma, Kadambari C, Avina 2010 Disaster Management in India Jnanada Prakashan [P&D], New Delhi
3.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

UNIT II:
Data for Business Analytics: Data Sets and Databases, Different data types – cross-section, time series and panel data.

Data Visualization: Meaning and Significance of Data Visualization as used in modern research, Tools and software for data visualization; Meaning and Usage of Data Dashboards, Creating charts in Microsoft Excel. Application of Business Analysis: Retail Analytics, Marketing Analytics, Financial Analytics, Healthcare Analytics, Supply Chain Analytics.
(This Course will be distributed into four Units for ODL/OL Students)

Suggested Readings:

1. Kumar, U. D. (2017). Business analytics: The science of data-driven decision making. Wiley.
2. Liebowitz, J. (Ed.). (2013). Business analytics: An introduction. CRC Press.
3. Ragsdale, C. (2021). Spreadsheet modeling and decision analysis: a practical introduction to business analytics.
4. Cengage Learning.
5. Paczkowski, W. R. (2022). Business Analytics: Data Science for Business Problems. Springer Nature.
6. References /Suggested Readings:
7. Johnston, J: Econometric Methods, McGraw-Hill Book Co., New York.
8. Maddala, G.S: Econometrics, McGraw-Hill Book Co., New York, 3rd Rd.
9. Gujarathi, D.N: Basic Econometrics, Fourth Edition, Tata McGraw-Hill, New Delhi.
10. Tintner, G: Econometrics, John Wiley & Sons, New York.
11. Wooldridge, Jeffery M: Econometrics, Cengage Learning India Pvt. Ltd, New Delhi.

Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.
Assessment methods and weightages
The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Suggested Readings:

1. Havaldar, Cavale, Sales & Distribution Management Tata McGraw Hill.
2. Rusell, F. A. Beach and Richard H. Buskirk, Selling: Principles and Practices, Tata McGraw Hill.
3. Still, Richard R., Edward W. Cundiff and Norman A. P. Govoni, Sales Management: Decision Strategies and Cases, Prentice Hall of India Ltd., New Delhi.
4. S.L. Gupta, Sales & Distribution Management, Excel Books
5. Chunnwala, Sales & Distribution Management, –HPH
6. Salesmanship & Sales Management – Sahu&Raut – Vikas
7. Sales & Distribution Management, Panda and Sahadev, Oxford
8. Charles Futrell: Fundamentals of Selling, McGrawHill

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Business Analytics

Course Code: BBAD-SEC-305

Credits: 2

Course Outcomes:

At the end of the course the student would be able to:

CLO 1 To familiarize oneself with the processes required to create, report, and analyse business data.

CLO 2 To understand and apply Excel and Excel add-ins to solve business problems.

Mapping of Course Outcomes (COs) with Program Outcomes (POs)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CLO1	3	1	1	1	1	1	3	2	1	1
CLO2	2	2	2	1	1	1	3	2	1	2

UNIT I:

Business Analytics - Terminologies, Process, Importance, Relationship with Organizational Decision Making, Analytics in Decision Making, Business Analytics for Competitive Advantage. Evolution of Business Analytics; Impacts and challenges; Process of Business Analytics, Scope of Business Analytics; Usage of Business Analytics in contemporary organizations

Sales and Distribution Management

Course Code: BBAD-DSE-304

Credits: 4

Course Learning Outcomes CLOs

Course Learning Outcomes (CLO): At the end of the course, students will be able to:
CLO1: Identify issues related to design and implementation of Sales Strategy
CLO2: Apply concepts related to improving performance of Sales Team CLO3: Analyze roles and responsibilities of a Sales and Marketing Manager
CLO4: It analyses Distribution and Sales Management and tries to explain relevant issues in salesmanship. CLO5: The course also discusses the nature of communication in Distribution and Sales Management and how it affects attitudes.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs) and Program Specific Outcomes (PSOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	3	2	3	2	-	3	2	-	2	-	1
CLO2	-	2	3	2	3	3	2	-	1	3	2	1
CLO3	-	3	3	2	1	2	2	3	-	1	-	3
CLO4	2	2	3	2	2	1	2	3	-	2	2	2
CLO5	3	3	3	3	2	2	2	3	1	1	1	1

UNIT I Sales Management:
Objectives and Functions, Setting up a sales organization, Personal Selling, Management of Sales force, Recruitment & Selection, Training, Motivation and Evaluation, Compensating Sales Force

UNIT II Theories of Selling:
AIDAS, Right Set of circumstances, Buying formula theory. Sale forecasting, Territory Management, Sales Budget, Sales Quota.

UNIT III Distribution Management:
Design of Distribution Channel, Channel Conflict, Co-operation & Competition

UNIT IV Vertical marketing system:
Horizontal Marketing system, Designing Customer Oriented Marketing Channels: Wholesaling, Retailing.

UNIT V Transportation:
Warehousing, Inventory, Order Processing, Market Logistics Decision, SCM, Emerging Trends. Case analysis compulsory

Suggested Readings:

1. C.S.V. Murthy, Business Ethics and Corporate Governance, HPH
2. Francis & Mishra, Business Ethics, TMH
3. Fernado, Corporate governance, Pearson
4. S. Prabakaran, Business Ethics & Corporate Governance, EB
5. Mallin, Corporate Governance, Oxford
6. U.C. Mathur, Corporate Governance & Business Ethics, MacMillan

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Business Ethics and Corporate Governance

Course Code: BBAD-DSC-303

Credits: 4

After the completion of the course, the students will be able to

CLO 1 To develop understanding of basics of ethics, values and Morals

CLO 2 To provide an insight into the evolution of different ethical theories & its impact on business CLO 3 To be aware of the financial complications in business and human resource issues

CLO 4 To provide an overview of origin and development of corporate governance in India

CLO 5 To elaborate on the role of different authorities in corporate governance

Mapping of Course Learning Outcomes (CLOs) with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	2	3	3	2	3	2	3	2	3	3	3
CLO2	2	2	3	3	3	3	3	3	2	3	3	3
CLO3	3	2	3	3	2	2	3	3	2	3	3	3
CLO4	2	3	3	3	2	1	3	3	2	3	3	3
CLO5	2	3	3	3	3	2	2	3	2	3	3	3

UNIT-1 Introduction:

What is Ethics, Nature and scope of Ethics, Facts and value, Ethical subjectivism and Relativism, Moral Development (Kohlberg's 6 stages of Moral Development), Ethics and Business, Myth of a moral business

UNIT-2 Decision making (Normal Dilemmas and Problems):

Application of Ethical theories in Business: Utilitarianism. Economic Justice: Distributive Justice, Ethical Issues in Functional Areas of Business. Marketing: Characteristics of Free and Perfect competitive market, Monopoly oligopoly, Ethics in Advertising (Truth in Advertising).

UNIT-3 Finance:

Fairness and Efficiency in Financial Market, Insider Trading, Green Mail, Golden parachute. HR: Workers Right and Duties: Workplace safety, sexual harassment, whistleblowing.

UNIT-4 Origin and Development of Corporate governance:

Theories underlying Corporate Governance, Agency theory, Separation of ownership and control, Ethics and Governance, Process and Corporate Governance (Transparency Accountability and Empowerment).

UNIT-5 Role of Board of Directors and Board Structure:

Role of Board of Directors, Role of the Non-executive Director, Role of Auditors, SEBI Growth of Corporate Governance. Role of Government, Corporate governance in India.

CASE ANALYSIS COMPULSORY

10. Strategic Planning for Corporate Ramaswamy V McMillan, New Delhi
11. Business and society – Lokanathan and Lakshmi Rajan, Emerald Publishers.
12. Economic Environment of Business – M. Adhikary, Sultan Chand & Sons

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

CLO5	3	3	3	3	3	3	3	3	1	2	2	2

Detailed Syllabus:

UNIT I Introduction to Business Environment

Business – Meaning, Definition, Nature & Scope, Types of Business Organizations.
Business Environment- Meaning, Characteristics, Scope and Significance, Components of Business Environment.
Micro and Macro Environment – Definition, Differentiation, Analysis of Business Environment, SWOT Analysis.
Introduction to Micro-Environment –Internal Environment: Value system, Mission, Objectives, Organizational Structure, Organizational Resources, Company Image, Brand Equity External Environment: Firm, customers, suppliers, distributors, Competitors, Society Introduction to Macro Components – Demographic, Natural, Political, Social, Cultural Economic, Technological, International and Legal)

UNIT II Political, Economic and Legal environment

Political Institutions- Legislature, Executive, Judiciary, Role of government in Business, Legal framework in India. Economic environment- economic system and economic policies. Concept of Capitalism, Socialism and Mixed Economy, Impact of business on Private sector, public sector and Joint sector. Sunrise sectors of India Economy. Challenges of Indian economy.

UNIT III Social and Cultural Environment

Nature, Impact of foreign culture on Business, Traditional Values and its Impact, Social Audit – Meaning and Importance of Corporate Governance and Social Responsibility of Business.

UNIT IV Technological environment

Features, impact of technology on Business Competitive Environment – Meaning, Michael Porter's Five Forces Analysis, Competitive Strategies

UNIT V International Environment

GATT/ WTO: Objective and Evolution of GATT, Uruguay round, GATT v/s WTO, Globalization – Meaning, Nature and stages of Globalization, features of Globalization, Foreign Market entry strategies, LPG model. MNCs – Definition, meaning, merits, demerits, MNCs in India. FDI – Meaning, FDI concepts and functions, Need for FDI in developing countries, Factors influencing FDI, FDIoperations in India,

Suggested Readings:

1. Cherunilam Francis: Business Environment: Himalaya Publishing House
2. Sherlekar S A, Modern Business Organisation and Management System Approach
3. Justin Paul: Business Environment-Text and Cases, McGrawHill.
4. Sengupta: Government and Business, Vikas Publishing House, New Delhi.
5. Misra&Puri: Economic Environment of Business, Himalaya Publishing House
6. Morrison J, The International Business Environment, Palgrave
7. Aswathappa, Essentials of Business Environment, Himalaya Publishing House, New Delhi
8. MISHRA AND PURI, Indian Economy, Himalaya Publishing House, New Delhi
9. Business Environment Raj Aggarwal Excel Books, Delhi

Suggested Readings:

1. Tulsian PC (2009), Financial Accounting, Pearsons Education
2. Maheshwari, SN and Maheshwari, SK (2018), Financial Accounting, Vikas Publishing House (P) Ltd
3. Horngren T Charles (2017), Introduction to Financial Accounting, Pearsons Education
4. Narayanaswamy, R (2022), Financial Accounting – A Managerial Perspective, Prentice Hall of India

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Business Environment

Course Code: BBAD-DSC-302

Credits: 4

Course learning outcomes (CLOs)

After completing this Course, the students should be able to:

CLO 1: Understand the concept of business environment and its scope and nature.

CLO 2: Analyze various forms of business environments and its impact on corporate world.

CLO 3: Role of socio-cultural and technological changes in business environment. Corporate Governance

CLO 4: Michel porter's five force model and its application to form competitive strategies.

CLO 5: Exploring various International Institution which are fostering international trade among countries throughout the world.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs) and Program Specific Outcomes (PSOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	2	3	3	3	2	3	3	1	2	2	3
CLO2	3	3	2	3	3	3	2	3	1	2	2	3
CLO3	3	3	2	2	3	3	2	3	1	3	3	3
CLO4	3	2	3	2	2	3	3	2	1	3	3	3

BBA SEMESTER III

Accounting for Managers

Course Code: BBAD-DSC-301

Credits: 4

Course Learning Outcomes:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	2	3	1	2	3	3	2	1	2	1	2	2
CLO2	1	3	1	3	3	3	3	2	3	1	1	1
CLO3	1	3	3	3	3	2	3	3	3	2	2	2
CLO4	2	2	3	3	3	2	3	3	3	2	2	2
CLO5	1	1	1	1	1	2	2	1	2	1	3	3

UNIT I – Introduction to Financial Accounting

Nature of Accounting; Branches of Accounting; Difference between Accounting and Bookkeeping; Double Entry Accounting; Principles and Conventions – Generally Accepted Accounting Principles, Nature of Accounts; Types of books; Journal; Preparation of Ledger Accounts; Preparation of Trial Balance;

UNIT II – Preparation of Financial Statements

Preparation of Final Accounts – Trading Account, Profit & Loss Account and Balance Sheet, Adjustment Entries; Introduction to Accounting standards related to Revenue recognition, Accounting for Fixed Assets (AS9) and Depreciation (AS6); Methods of Depreciation; Statement of Changes in Equity

UNIT III – Analysis of Financial Statements

Financial Ratios – Analysis of ratios from the perspectives of various stakeholders; Comparative Financial Statement; Common Size Statement; Trend Analysis; Cash Flow Statement; Fund Flow Analysis

UNIT IV – Introduction to Cost and Management Accounting

Cost Classification; Preparation of Cost Sheet; Marginal Costing and Cost Volume Profit Analysis; Valuation of Inventory; Variance Analysis – Material and Labour; Budgeting – Fixed and Flexible

UNIT V – Latest Developments – Trends & Practices

Introduction to financial software for analysis – Excel and Prowess; Human Resource Accounting; Inflation Accounting; Responsibility Accounting; IFRS Framework

Emotional Intelligence –Daniel Goleman
Daniel Goleman (1996) Emotional Intelligence. Why can it matter more than IQ. Bantam Doubleday Dell Publishing Group.

Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.
Assessment methods and weightages in brief
The assessment will comprise of 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Course Code: BBAD- VA-02
Title of Course: Leadership and Emotional Intelligence
Credits: 2

Course Learning Outcomes (CLOs):
On completion of this course, the students will be able to:

CLO1: Describe the concepts of Leadership and Team Building and their relevance for organizational development

CLO2: Apply the concepts to specific situations/organizations for effective leadership and control

CLO3: Understand basic leadership skills and team building skills among students.

CLO4: Students will be able to understand concept of Self-Awareness, Self-Management, and Social Awareness & Relationship Management.

CLO5: Discover personal competence and techniques of building emotional intelligence.

	PLO1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	3	2	2	2	2	2	3	2	2	3	3
CLO2	3	2	2	2	2	3	3	3	2	2	2	2
CLO3	3	2	2	3	2	3	3	2	2	2	2	2
CLO4	3	3	2	3	2	2	2	2	2	2	2	2
CLO5	3	3	3	3	3	2	2	2	2	2	2	2

UNIT I

Leadership – Meaning, Concepts and Myths about Leadership, Components of Leadership-Leader, Followers and situation. Assessing Leadership & Measuring Its effects.

UNIT II

Focus on the Leader – Power and Influence; Leadership and Values. Leadership Traits; Leadership Behavior; Contingency Theories of Leadership; Leadership and Change.

UNIT III

Leadership Skills – Basic Leadership Skills, Building Technical Competency, Advanced Leadership Skills, Team Building for Work Teams, Building High Performance Teams. Teams – Effective Team Characteristics and Team Building, Ginnetts Team Effectiveness Leadership Model.

UNIT-IV

Fundamentals of Emotional Intelligence: Nature and Significance. Models of emotional intelligence: Ability, Trait and Mixed. Building blocks of emotional intelligence: self-awareness, self-management, social awareness, and relationship management

UNIT-V

Personal Competence: Self-Awareness: Observing and recognizing one's own feelings, Knowing one's strengths and areas of development. Self-Management: Managing emotions, anxiety, fear, and anger.

Measurement and Development: Measures of emotional intelligence Strategies to develop and enhance emotional intelligence

Books Suggested Readings:

Hughes, Ginnett, Curphy - Leadership, Enhancing the Lessons of Experience (Tata McGraw Hill, 5thEd.)

Yukl G - Leadership in Organizations (Pearson, 6thEd.)

West Michael - Effective Teamwork (Excel Books, 1stEd.)

Emotional Intelligence-Dileep Chowdhary

mountain and to identify the sources of air/water/soil/noise pollution of their area.

Suggested Readings:

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

Note: Latest edition of textbook may be used.

Teaching-Learning Strategies

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The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Environmental Sciences and Sustainable Development

Course Code: BBA- AEC-206
Credits: 2

Course Learning Outcomes CLOs:
CLO 1 The students should be able to understand the implication of environment concerns in business
CLO 2 The students should be able to develop organizational goals with sustainable attitude
CLO 3 The students should be able to analyze the impact of human intervention on the environment and will be able to provide solutions to decrease or eliminate the same
CLO 4 The students will be able to understand the impact of pollution and various methods that can be adopted to mitigate the same.
CLO 5 Deliver the skill needed to analyze the environmental factors for decision making
Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	1	2	2	1	1	2	3	2	-	1	3	**3**
CLO2	2	1	3	2	1	2	3	2	-	2	3	**3**
CLO3	2	2	3	2	2	1	3	2	-	2	3	**3**
CLO4	1	2	2	2	1	1	3	2	-	2	3	**3**
CLO5	1	2	1	1	1	1	1	1	1	2	2	**2**

UNIT I: The Environment and Ecosystem
Environment and Environmental studies: Definition, concept, components and importance. Ecosystem and Ecology: Structure and Function of ecosystem, Brief concept of Autecology and Synecology. Food chain, food web and ecological pyramids. Biogeochemical cycles in an ecosystem: (Carbon, Nitrogen and Phosphorous cycle), Ecological succession: Definition, types, concept and process (Hydrosere, Xerosere and Lithosere).

UNIT II: Environmental Pollution and Disaster Management
Definition, causes, effects and control measures of: Air pollution, Water pollution (thermal and marine pollution), Land pollution, Radiation pollution and Nuclear hazard, Noise pollution; Solid waste management: Causes, effects and control measures of Urban and Industrial Waste; Global warming and climate change Ozone depletion; Acid rain: Causes, effects and control measures; Types and management of Natural disasters (Earthquakes; Droughts; Floods; Landslides).

UNIT III: Environmental treaties, laws and Ethics
Environmental Treaties: National and International (Brief account), Salient features of following Acts: Wildlife (Protection) Act, 1972, Water (Prevention and control of pollution) Act, 1974, Forest (Conservation) Act, 1980, Air (Prevention and control of pollution) Act, 1981, Environmental Protection Act, 1986; National Green Tribunal: Structure, composition and functions, Environmental Ethics, Need for Sustainable Development.
Unit IV: Field /Practical Work
All the students are required to submit a report in the form of assignment after visiting to a local area to document the environmental assets/ecosystems River/forest/grassland/

UNIT-I

Business Communication- Defining communication, Process of communication, Objectives of communication, Principles of effective communication, Importance of Business communication, Importance of Feedback.

UNIT- II

Channels of communication, Types of communication, Barriers of communication and ways to overcome them, Intrapersonal and Interpersonal Communication.

UNIT –III

Non-Verbal Communication Skill- Types, Body Language, kinetics, proxemics, paralanguage.

UNIT- IV

Listening-Importance of Listening, Barriers to Listening and overcoming them, Developing Listening Skills, Spoken skills, Presentation skills, Debates, Interview, Group Discussion.

UNIT-V

Written Communication- Types of written communication, business letters, complaint letters, employment letters, writing memos, notice, writing effective business reports and recording of minutes of meetings.

Suggested Readings:

1. Kumar V and Raj, B. Business Communication, Kalyani Publishers
2. Kaul, Asha, Effective Business Communication, PHI publications
3. Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas" Effective Business Communication", Tata McGraw Hill Publishing Company Limited, New Delhi 1997
4. Dalmar Fisher "Communication in Organizations", JaicoPublishing House, Mumbai, 1999

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lecturess are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Suggested Readings:

1. Lovelock, C.; Wirtz, J. and Chatterjee, J. Services Marketing: People, Technology, Strategy (7th Ed). Pearson Education.
2. Rao, K R M. Service Marketing (2nd Edition). Pearson Education
3. Srinivasan, R. (2nd Edition). Services Marketing: The Indian Context. Prentice Hall India (PHI).

Note: The Latest Editions of the Suggested Readings: maybe referred.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lecturess are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Business Communication

Course Code: BBAD-DSC-205

Credits: 4

Course Learning Outcomes CLOs

On completion of this course, the students will be able to

CLO1 To be familiar with Communication as a process in an organization and understand the principles of effective communication.

CLO 2 To demonstrate his/her verbal and non-verbal communication ability and will be able to distinguish between various levels of organizational communication and communication barriers.

CLO 3 To demonstrate his/her ability to write without error while making optimum use of correct Business Vocabulary & Grammar in group discussions, and arguments.

CLO 4 To develop listening skills and overcome various listening barriers and showcase spoken skills.

CLO 5 To stimulate their Critical thinking by designing and developing clean and lucid writing skills.

Mapping of Course Learning Outcomes (CLOs) with Program Learning Outcomes (PLOs)

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO 10	PLO 11	PLO 12
CLO1	1	2	3	3	3	3	1	2	3	1	3	**2**
CLO2	1	1	3	3	2	2	2	1	3	2	2	**1**
CLO3	1	2	2	3	3	3	1	3	2	1	1	**2**
CLO4	1	2	3	3	2	3	1	3	3	2	3	**1**
CLO5	1	1	3	3	2	2	2	2	2	1	3	**2**

Services Marketing

Course Code: BBA-DE-05

Credits: 4

Course Learning Outcomes

(After the completion of the course, the students will be able to)

CLO1: Analyze the role and importance of services in the business scenario.

CLO2: Comprehend the service marketing mix and differentiate with traditional marketing-mix.

CLO3: Develop the understanding of customer interface management by applying the concepts of the understanding of service delivery, service blueprint and service design.

CLO4: Analyze the significance of positioning and CRM in services.

CLO5: Implement the concepts of service quality for value addition among customers.

Mapping of Course Outcomes (COs)with Program Outcomes (POs)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	2	3	-	-	1	1	3	3	2	-
CO2	3	2	-	1	2	2	3	3	3	2
CO3	3	3	2	1	2	2	3	3	1	2
CO4	3	2	1	1	-	-	3	3	2	-
CO5	3	2	1	-	1	-	3	3	2	-

Course Content

UNIT I: Introduction to Service Products and Markets

Defining Services, Importance of Services, Service Products versus customers service and after sales service, Service consumption stages: Pre-purchase stage; Service Encounter Stage and Post-encounter Stage.

UNIT II: Applying Service Marketing-Mix

Traditional Marketing Mix: Product Elements in Services, Place, Pricing Strategies and Promotion. Extended Marketing-mix for services: People, Process and Physical Evidence.

UNIT III: Management of Customer Interface

Service process design, Blueprint of service delivery, setting service standards and targets, consumer perception and emotions, customer participation in services, significance of waiting time in services.

UNIT IV: Service Positioning and Customer Relationships in Services

Objectives of CRM in services, Reasons of failures of CRM, Targeting the right customer, service positioning, customer loyalty, relationship marketing, Complaint handling and service recovery.

UNIT V: Service Quality and Excellence

Concept of service quality, Service quality model (SERV-QUAL), RATER Model, Customer lifetime value.

1. AHUJA .H.L. –Business Economics: Recommended by UGC in its Model Curriculum, S.Chand& Co, New Delhi. S. Chand & Company Ltd, 2013, Revised edition.
2. Ferguson, Charles E.(1972), Microeconomic theory"Cambridge University press.
3. R.R.Barthwal, Microeconomic Analysis (3rded), Wiley Eastern Ltd.
4. W.J.Baumol, Economic Theory and Operational Analysis, Prentice Hall.
5. A.Koutsyanni's, Modern Microeconomics, Macmillan.
6. M.L.Trivedi, Managerial Economics – Theory and Applications, Tata McGraw Hill
7. Pindyck, R.S., D. L. Rubinfeld and Mehta, P. L. Microeconomics, Pearson Education.
8. Gould, J.P., and Lazear, E.P. Microeconomic Theory, All India Traveller Bookseller, New Delhi.
9. Salvatore, D. Schaum's. Outline of Theory and Problems of Microeconomic Theory, McGraw-Hill International Edition.
10. Pindyck, Rubinfeld and Mehta. (2009). Microeconomics. (7th ed). Pearson.

Note: Latest edition of textbooks may be used.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lecturess are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Business Economics

Course Code: **BBA-DSC-203**

Credits: 4

Course Learning Outcomes CLOs

CLO 1 Apply the micro economic concepts and techniques in evaluating business decisions taken by firms CLO 2 Understand the concept of demand analysis and forecasting

CLO 2 Comprehend the concepts of cost, nature of production and its relationship to business operations.

CLO 3 Understand the four basic market models of perfect competition, monopoly, monopolistic and oligopoly competition.

CLO 4 Integrate the concept of price and output decisions of firms under various market structures

Mapping of Course Outcomes (COs) with Program Outcomes (POs)

	PL O1	PL O2	PL O3	PL O4	PL O5	PL O6	PL O7	PL O8	PL O9	PL O10	PL O11	PL O12
CLO1	3	2	3	2	-	-	2	2	-	-	2	-
CLO2	1	3	1	3	-	-	3	3	-	-	1	1-
CLO3	3	2	2	3	2	-	1	2	-	-	-	-
CLO4	3	2	2	3	2	1	-	2	-	2	-	-
CLO5	3	3	2	2	2	-	-	-	-	-	-	-1

UNIT-I

Meaning and scope of Managerial Economics - Relationship between managerial economics and other subjects - Role and Responsibilities of Managerial Economists.

UNIT-II

Demand Analysis and Forecasting: Types of demand - Determinants of demand - Demand function - Elasticity's of demand - Its importance - Demand forecasting Techniques.

UNIT-III

Production Analysis: Production function - Law of diminishing return - Isoquants - Marginal rate of Substitutions - Elasticity of substitution - Laws of returns to scale - Economies and diseconomies of scale

UNIT-IV

Cost Analysis: Cost concepts - short run cost - output relations - Long run cost - output relations - Cost control and cost reduction - Break - Even Analysis.

UNIT-V

Market Structure and Pricing: Features, Price and output decisions under perfect competition, Monopoly, Monopolistic Competition, Oligopoly - Pricing methods.

Suggested Readings:

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

Suggested Readings:

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, Dhanpat Rai & Co., Delhi
4. Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.
5. Dipak Kumar Bhattacharya, Human Resource Management, Excel Books, 2009, 2nd ed
6. Arun Monappa, Managing Human Resource,
7. Essential of HRM and Industrial Relations-P. Subba Rao
8. C.B. Memoria, Personnel Management

Note: Latest edition of textbooks may be used.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Human Resource Management

Course Code: BBAD-DSC-202

Credits: 4

(After the completion of the course, the students will be able to)

CLO 1 Explain the importance of human resources and identify the best corporate policies and strategies along with the different strategic and operational control strategies.

CLO 2 It provides a basic understanding of human capital requirement and its planning. It also highlights the different tools used in forecasting and planning of human resources.

CLO 3 State the significance of competitive compensation, employee benefits to both employers and employees.

CLO 4 It also appraises a job-based compensation scheme that is consistent with organizational goals, mission and values, and at the same time linked to the labor market.

CLO 5 Identify the critical issues in the implementation of disciplines, grievances and trade union.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs) and Program Specific Outcomes (PSOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	3	2	3	3	3	3	2	2	3	3	3
CLO2	3	2	2	3	3	3	3	2	2	3	3	2
CLO3	2	2	3	2	2	2	2	2	2	1	3	3
CLO4	3	2	2	1	1	3	2	2	3	2	3	2
CLO5	3	3	2	2	2	2	2	2	3	2	3	3

UNIT I

Introduction to HRM & HRD:

Concept of HRM, Objectives, Process, HRM vs. Personnel Management, HRM vs. HRD, Objectives of HRD, focus of HRD System, Structure of HRD System, role of HRD manpower.

UNIT II

Human Resource Policies & Strategies

Introduction, role of HR in strategic management, HR policies & Procedures, HR Programme, developing HR policies and strategies, Strategic control, Types of Strategic control, Operational Control System, Functional and grand strategies, Strategy factors.

UNIT III

Manpower planning:

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 board, factors

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.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

BBA: Semester- II

Business Statistics
Course Code: BBAD-DSC-201
Credits: 4

Course Learning Outcomes CLOs
CLO 1 Learn to calculate the measures of central tendency and measures of dispersion and their application in business
CLO 2 To examine the association and causal relationship among variables CLO 3 Describe the concept of operation research and linear programming
CLO 4 To understand the application of probability distributions to various business problems. CLO 5 To apply the Z –test and t-test for mean comparison and perform hypothesis testing

Mapping of Course Outcomes (COs) with Program Outcomes (POs)

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12
CLO1	3	3	1	3	2	2	2	3	1	1	1	2
CLO2	3	1	1	2	-	3	3	2	2	-	-	2
CLO3	3	2	2	3	1	2	3	2	1	-	-	1
CLO4	2	1	1	2	1	1	2	1	-	-	1	1
CLO5	3	3	1	3	2	2	1	1	2	-	-	1

UNIT – I: Statistical Data and Descriptive Statistics
Measures of Central Tendency Mean, median and mode, Measures of Variation: absolute and relative. Range, quartile deviation, mean deviation, standard deviation, and their coefficients, 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

Social Community: Participation in social networks, Diffusion of digital innovation, Roger's diffusion theory of innovation, Marketing applications of social publishing zone. Social Publishing: Types of content, Channels of content distribution, 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.

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

Suggested Readings:

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.

Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.
Assessment methods and weightages in brief
The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

4. English Vocabulary Made Easy: The Complete Vocabulary Build Up for Improving English by ShrikantPrasoon
5. J. C. Nesfield: Manual of English Grammar and Composition

Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.
Assessment methods and weightages
The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Social Media Ethics

Course Code: BBAD- VAC-107

Credits: 2

After the completion of the intended course on Social Media Ethics, students should be able to:
CLO 1 To be able to understand and explain the 5 Ps of marketing operations and discuss various career options in social media marketing.
CLO 2 To understand and explain the complete campaigning process in social media marketing. CLO 3 To understand and explain the concepts of social community, social publishing and social entertainment as well as emerging concepts if social commerce.
CLO 4 To understand and explain the concepts of social media metrics and measurements.
CLO 5 To understand and explain the importance of data mining in marketing research.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	3	2	2	2	2	2	3	**2**	**2**	**3**	**3**
CLO2	3	2	2	2	2	3	3	3	**2**	**2**	**2**	**2**
CLO3	3	2	2	3	2	3	3	2	**2**	**2**	**2**	**2**
CLO4	3	3	2	3	2	2	2	2	**2**	**2**	**2**	**2**
CLO5	3	3	3	3	3	2	2	2	**2**	**2**	**2**	**2**

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

memos, notices etc.

CLO 4 Students will develop better vocabulary and pronunciation in their use of the language. They will know the role of listening which plays a relevant role in making of an effective communicator.

CLO 5 Students will be able the students to express their views with confidence and apply the knowledge and skills in their practical life.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	3	2	2	2	2	2	3	2	2	3	3
CLO2	3	2	3	2	3	3	3	3	2	2	1	2
CLO3	3	2	2	3	2	3	3	2	2	2	2	2
CLO4	3	3	2	3	1	2	2	2	2	2	2	2
CLO5	2	3	3	3	3	3	3	3	3	3	3	3

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, Pie Charts 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 & Giving Information, Registering Complaints, Handling Complaints, Drafting Notices, Drafting Advertisements; Job Applications.

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. 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

UNIT V: Changing facets of Office Management and Security Issues

Introduction to Co-working spaces. Advantages and disadvantages of co-working spaces. Use of Modern technology in business functions like data analytics, Artificial intelligence etc. Modern office equipment like Alexa, Biometric machines, AI enabled spaces, IOT devices etc.

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

Suggested Readings:

1. Information Technology for Managers, Sudalaimuthu& Hariharan, HPH
2. Understanding Computers Today & Tomorrow, D. Monley& CS Parker,
3. Cengage/Thomson
4. Introduction to Computer Science, ITL Education Solutions Ltd, Pearson
5. Information Technology, Dr. SushilaMadan, Taxmann
6. Computer Fundamentals by P K Sinha
7. Ghosh, P. K. Office Management, Sultan Chand & Sons, New Delhi
8. Duggal, B , Office Management & Commercial Correspondence, KitabMahal, New Delhi
9. Pillai, R.S.N and Bagavathi, Office Management, S. Chand & Company Ltd, New Delhi
10. Chopra R. K., Office Management, Himalaya Publishing House.
11. Bhatia, R.C. Office Management - Galgotia Publishers, New Delhi
12. Kuchhal M.C. Secretarial practice, Vikas Publishing House, Paperback, New Delhi.
13. Publications of the Institute of Company Secretaries of India.
14. Sinha, K.K., Business Communication, Galgotia and Sons, New Delhi.
15. Ghosh, P.K &Balachandra, V., Company Secretarial Practice, Sultan Chand & Sons, New Delhi.
16. Manual of Company's Act, 2013 by Bharat Law House. Note: Latest edition of textbooks may be used

Communicative English

Course Code: BBAD- AEC-106

Credits: 2

Course Learning Outcome

CLO 1 Students will be able to demonstrate a solid understanding of grammatical and structural aspects of the language. A better understanding of this will enable them to communicate without any errors. They will further be able to analyze and restate the meaning of a text in English.

CLO 2 Students will understand the importance of semantics in any language. They will have an idea of the relevance of vocabulary in helping them out in better understanding of the language.

CLO 3 Students will be able to realize the relevant of both the reading as well as writing skills. They will find it easy to comprehend by going through any text, charts, graph and get the meaning. They will also have an idea about different forms of written communication they might encounter and must understand like letters, applications,

Basics of Computers and Office Management

Course Code: BBAD- SEC-105

Credits: 2

Course Learning Outcomes CLOs:

CLO 1 Identify skills and competencies of an office manager. CLO 2 Describe different forms of organizations.

CLO 3 Develop processes for office operations.

CLO 4 Identify components of office management roles and procedures and team dynamics.

CLO 5 Communicate Finding using business software applications (MS Office: Word, Excel, and PowerPoint).

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	1	2	1	1	2	3	1	1	-	1	1
CLO2	2	2	2	1	2	2	1	1	1	3	-	1
CLO3	2	1	1	2	3	1	1	1	1	1	1	2
CLO4	1	1	3	1	1	1	2	2	1	1	2	2
CLO5	1	3	1	2	2	2	1	3	1	2	1	3

UNIT I: Office Management and IT

Role of Computer in modern business and in various functional areas of business and its applications Introduction to office organization and management, Forms and Types of organization, Objectives and Principles of Office Management, Functions of Office Manager, Qualities required for Office Manager. Filing and Indexing Filing and Indexing – Its meaning and importance, essentials of good filing, centralized vs. decentralized filing, system of classification, concept of paperless office methods of filing, Digitalization and retrieval of records, managing old records, meaning and need for indexing, various types of indexing.

UNIT II: Mailing Procedures and understanding different applications

Mailing Procedures – meaning and importance of mail, centralization of mail handling work, office equipment and accessories, Inward and outward mail, courier services, 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: Understanding setting up of Modern Office

Modern Office Equipment Introduction, meaning and Importance of office automation, objectives of office mechanization, advantages, disadvantages, factors determining office mechanization. Kind of office machines. Modern technology and office communication, email, voice mail, internet, multimedia, scanner, videoconferencing, webcasting.

UNIT IV: Setting and Managing Budgets and Expenses through IT systems

Budget - Annual, revised and estimated. Recurring and non-recurring heads of expenditure; Audit process- Vouching and verification of Assets & Liabilities. Consumables/ Stock register and Asset register; Procedure for disposal of records and assets. Managing Online platforms for office meetings and protocols

study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages
The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

UNIT I

Economic Growth, Development and Underdevelopment Economic Growth, Development and Underdevelopment, Economic and Human Development, The Environment and development.

UNIT II

Structure of Indian Economy; Colonialism and underdevelopment of the Indian Economy, Nature of the Indian Economy, Natural resources, Infrastructure, Human Resource Development.

UNIT III

Basic Issues in Agriculture; Indian Agriculture: Role, nature and cropping pattern, Issues in Indian Agricultural Policy and Rural development, Agricultural production and productivity trends, Land reforms.

UNIT IV

The Industrial Sector and Services in Indian Economy; Industrial development during the planning period, some major Industries of India, Industrial Policy, Labour relations, social security and exit policy, Services sector in Indian economy.

UNIT V

Economic Planning and Policy; Economic Planning-Rationale, features and objectives, Economic reforms and liberalization.

Suggested Readings:

1. Todaro, Michael P. and Stephen C. Smith. Economic Development. Eighth edition.
2. Bettleheim. Charles India Independent.
3. Bhagwati, J. and Desai, P. India: Planning for industrialization, OUP,
4. Patnaik, Prabhat. Some Indian Debates on Planning. T. J. Byres (ed.). The Indian Economy: Major Debates since Independence, OUP.
5. Dandekar, V. M. Forty Years After Independence in BimalJalan. (ed.). The Indian Economy: Problems and Prospects, Viking, New Delhi.
6. Ahluwalia, Montek S. State-level Performance under Economic Reforms in India in A. O. Krueger. (ed.). Economic Policy Reforms and the Indian Economy, The University of Chicago Press.
7. Nagaraj, R. Indian Economy since 1980: Vitrious Growth or Polarisation? Economic and Political Weekly.
8. pp. 2831-39.
9. Ray, S. K. Land Systems and its Reforms In India. Sections II & III, Indian Journal of Agricultural Economics. Vol. 51. Nos. 1 & 2.
10. Visaria, Pravin. Demographic Aspects of Development: The Indian Experience. Indian Journal of Social Sciences. Vol. 6. No. 3.
11. Deepashree, "Indian Economics, Performance and Polices", ANE Books Pvt. Ltd. New Delhi

Note: Latest edition of textbook may be used.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case

Applications ¬ Prentice Hall of India Ltd., New Delhi, 1988.
5. Chhabra T.N. &Taneja P.L. Organizational Behaviour, Dhanpat Rai and Company (P) Ltd., Delhi, India,2003

Note: Latest edition of textbooks may be used.

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lecturess are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Indian Economy

Course Code: BBA- GEC-104

Credits: 4

COURSE LEARNING OUTCOMES (CLOs):

After completing the Course, the student shall be able to:

CLO 1 Explain the dynamics of Economic Development and issues related with environment and development

CLO 2 Understand the structure and conditions of Indian economy Pre & Post Independence

CLO 3 Demonstrate an understanding of growth and contribution of Indian Agriculture sector and its related policies

CLO 4 Analyze the impacts of the plannings, and schemes undertaken by the Indian government for economic developments

CLO 5 Develop an understanding of Economic planning and Policies and their impact on growth and development of the country

Mapping of Course learning Outcomes (CLOs) with Program learning Outcomes (PLOs)

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12
CLO1	3	3	2	2	1	1	1	1	1	1	1	1
CLO2	2	2	1	1	3	1	1	1	1	1	1	1
CLO3	2	3	1	1	1	1	2	1	1	1	1	1
CLO4	2	1	1	2	3	2	1	1	1	1	1	1
CLO5	1	2	1	2	2	2	1	1	1	1	1	1

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO 1	3	3	2	3	3	3	3	2	2	3	3	3
CLO 2	3	2	3	3	3	3	3	2	2	3	3	3
CLO 3	2	2	2	2	2	2	2	2	2	1	3	3
CLO 4	3	2	2	1	1	3	2	2	3	2	3	2
CLO 5	3	3	2	2	2	2	2	2	3	2	3	3

UNIT I

Organizational behavior: Meaning, importance, historical development of organizational behavior. Nature and models of Organization Behavior. Concept of Individual Behavior, Determinants of Individual behavior.

UNIT II

Personality - Concept, Nature, determinants of personality, stages of personality development. Various theories of personality, Learning and Behavior modification.
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 &

Suggested Readings:

1. Kotler, Philip; Keller, Kevin Lane; Koshy, Abraham, and Mithileshwar Jha, 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.
3. Stanton W.J., Etzel Michael J and Walter Bruce J; Fundamentals of Marketing; McGraw Hill, New York.
4. Michael, J. Etzel, Bruce J. Walker, William J Stanton and Ajay Pandit. Marketing: Concepts and Cases. (Special Indian Edition). McGraw Hill Education
5. Rorsiter Johan R, Percy Larry: Advertising and Promotion Management; McGraw Hill, New York
6. Aaker, David and Myers Johan G, et. al, Advertising Management; Prentice Hall of India; New Delhi

Teaching-Learning Strategies

The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lecturess are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages

The assessment will comprise 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations

Organisational Behaviour

Course Code: BBAD-DE-103

Credits: 4

Course Learning Outcomes CLOs

CLO 1 Analyze the organizational behaviour concepts, and correlate organizational behaviour concepts with individual and group behaviour.

CLO 2 Evaluate personality types, perception and learning process on human behaviour. In addition to this, Analysis and implications of values and attitude in the corporate world.

CLO 3 Recognize the importance of group and group formation stages in the organisation. Implications of various decision-making approaches in the organisation.

CLO 4 Evaluation and analysis of how the study of organizational behaviour can aid in improving the various management processes and practices such as controlling etc.

CLO 5 Identify the critical issues organizational culture and organizational climate and factors influencing organizational culture.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

Marketing Management

Course Code: BBAD-DSC-102

Credits: 4

Course Learning Outcomes CLOs

CLO 1 Keeping in mind the ever-changing market, this course is meant to enable the students to understand the various strategies and principles necessary for the business world.

CLO 2 This course will help the students in understanding the fundamentals of marketing and the nitty- gritty of its relevance in businesses.

CLO 3 The students will be able to exhibit and relate their conceptual knowledge in the functional area of marketing management.

CLO 4 Students will be able to demonstrate effective understanding of relevant functional areas of marketing management as well as their application.

CLO 5 Students will be able to relate their understanding of the different concepts with the marketing strategies they encounter in their day-to-day life.

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	2	3	2	2	2	2	2	2	2	-1	-
CLO2	3	3	2	2	2	2	2	2	2	2	-	-
CLO3	3	2	2	3	3	3	3	2	2	2	-	1-
CLO4	3	3	3	3	3	2	3	2	2	3	-	-
CLO5	3	3	3	3	3	3	3	2	2	2	-	-2

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 trademark; product life cycle; after sales service.

UNIT-V

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

UNIT V: 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. Sahitya Bhawan, New Delhi.
5. Prasad, Lallan and S.S. Gulshan. Management Principles and Practices. S. Chand & Co. Ltd., New Delhi.
6. Chhabra, T.N. Principles and Practice of Management. Dhanpat Rai& Co., Delhi.
7. Singh, B.P. and T.N. Chhabra. Business Organisation and Management. Dhanpat Rai& Co., Delhi.
8. Suggested Readings: T Ramaswamy. Principles of Management
9. R.C. Bhatia, Business Organization and Management
10. Jim, Barry, John Chandler, Heather Clark. Organisation and Management. Thomson Learning.
11. Bushkirk R.H. et al Concepts of Business: An Introduction to Business System. Dryden Press, New York.
12. Bowen, H.R. Social Responsibilities of Business. Harper and Row, New York.
13. Allen L.A. Management and Organisation. McGraw Hill, New York.
14. Ansoff, H.J. Corporate Strategy. John Wiley, New York.
15. Burton Gene and Manab Thakur. Management Today Principles and Practice. TataMcGraw Hill, New Delhi.

Teaching-Learning Strategies
The learners will achieve the above-listed course learning outcomes through Counselling Sessions, and the recording lectures are also available on our LMS, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students.

Assessment methods and weightages
The assessment will comprise of 100 marks, out of which 30 marks will be for internal assessment and 70 marks will be for Semester Examinations.

DETAILED SYLLABUS FOR 3 YEAR BBA PROGRAMME (ODL/OL MODE)

BBA: Semester- I

Principles of Management

Course Code: BBAD-DSC-101

Credits: 4

Course Learning Outcomes CLOs:

CLO 1: - After completion of this course students will be able to understand the concept & functions and importance of management and its application.
CLO 2: - It will also make the student understand principles, functions and different management theories.
CLO 3: - Students will be adept with various techniques of controlling and co-ordination management techniques like Quality Circle, TQM, BPR and Six Sigma.
CLO 4: - After completion of this course students will understand concepts like Leadership, Planning, Decision-Making, Organizing, Communication, Selection and Training, Controlling, Motivation and Direction.
CLO 5: - To familiarize the contextual knowledge with the outside world.

The learners will achieve the below listed course learning outcomes through classroom teaching, learning by doing case study, group task, learning through discussion among the peer group, experiential learning, reflective learning, open-ended questions by the teacher and Open-ended questions from students

Mapping of Course Learning Outcomes (CLOs)with Program Learning Outcomes (PLOs)

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12
CLO1	3	1	2	3	1	3	2	3	1	2	1	3
CLO2	3	1	2	3	1	3	2	3	1	2	1	-
CLO3	3	2	2	3	1	3	2	3	1	2	1	2
CLO4	2	2	2	3	2	3	2	3	1	2	1	1
CLO5	2	1	2	1	1	1	2	1	1	2	2	1

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

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

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

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

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BBAD-AEC-03	Society, Culture, and Human Behavior	15	35	50	6	2
BBAD-AEC-306	Dynamics of Startup	15	35	50	6	2
BBAD-AEC-406	Cross Cultural and People Management	15	35	50	6	2

VALUE ADDED COURSES (VAC)/ DISSERTATIONS

Paper Code	Subject	Marks Internal	Marks Semester	Total	L	Credits
BBAD-VAC-107	Social Media Ethics	15	35	50	6	2
BBAD-VAC-207	Leadership and Emotional Intelligence	15	35	50	6	2
BBAD-VAC-07	Universal Human Values and Outreach programmes 2	15	35	50	6	2
BBAD-VAC-407	Working with Spread Sheets application in Business	15	35	50	6	2
BBAD-VAC-05	Data Mining techniques	15	35	50	6	2
BBAD-VAC-06	SPSS & Data Analytics	15	35	50	6	2
BBAD-VAC-07	Physical Education/Yoga and Meditation	15	35	50	6	2
BBAD-VAC-307	Disaster Management	15	35	50	6	2

Paper Code	Subject	Marks Internal	Marks Semester	Total	L	Credits
BBAD-GEC-104	Indian Economy	30	70	100	12	4
BBAD-GEC-02	International Trade	30	70	100	12	4
BBAD-GEC-505	Goods and Services Tax	30	70	100	12	4
BBAD-GEC-604	Logistics and Supply Chain Management	30	70	100	12	4
BBAD-GEC-606	Personality Development and Soft Skills	30	70	100	12	4
BBAD-GEC-06	Research Writing & Ethics	30	70	100	12	4
BBAD-GEC-07	Tourism Management	30	70	100	12	4
BBAD-GEC-08	Rural Management	30	70	100	12	4

SKILL ENHANCEMENT COURSES (SEC)

Paper Code	Subject	Marks Internal	Marks Semester	Total	L	Credits
BBAD-SEC-105	Basics of Computers and Office Management	15	35	50	6	2
BBAD-SEC-305	Business Analytics	15	35	50	6	2
BBAD-SEC-03	E Commerce	15	35	50	6	2
BBAD-SEC-405	Digital marketing	15	35	50	6	2
BBAD-SEC-205	Business Communication	15	35	50	6	2
BBAD-SEC-06	Intellectual Property Rights (IPR) in Business	15	35	50	6	2

Project Work

Paper Code	Subject	Marks Internal	Marks Semester	Total	L	Credits
BBAD-PRO-506	Innovation and Entrepreneurship Development (Project Based)	30	70	100	12	4

ABILITY ENHANCEMENT COURSES (AEC)

Paper Code	Subject	Marks Internal	Marks Semester	Total	L	Credits
BBAD-AEC-106	Communicative English (Language)	15	35	50	6	2
BBAD-AEC-206	Environmental Sciences and Sustainable development	15	35	50	6	2

BBAD-GEC-606	Personality Development and Soft Skills	Generic Elective Course	30	70	100	12	4
Total			165	385	550	66 Hrs	22

DISCIPLINE SPECIFIC CORE (DSC)

BBAD-DSC-101	Principles of Management	30	70	100	12	4
BBAD-DSC-102	Marketing Management	30	70	100	12	4
BBAD-DSC-203	Business Economics	30	70	100	12	4
BBAD-DSC-201	Business Statistics	30	70	100	12	4
BBAD-DSC-202	Human Resource Management	30	70	100	12	4
BBAD-DSC-06	Quantitative Techniques for Managers	30	70	100	12	4
BBAD-DSC-301	Accounting for Managers	30	70	100	12	4
BBAD-DSC-302	Business Environment	30	70	100	12	4
BBAD-DSC-303	Business Ethics and corporate Governance	30	70	100	12	4
BBAD-DSC-401	Financial Management	30	70	100	12	4
BBAD-DSC-402	Production and Operations Management	30	70	100	12	4
BBAD-DSC-403	Income Tax	30	70	100	12	4
BBAD-DSC-501	Project Management	30	70	100	12	4
BBAD-DSC-502	Management Information System	30	70	100	12	4
BBAD-DSC-503	Business Law	30	70	100	12	4
BBAD-DSC-601	International Business	30	70	100	12	4
BBAD-DSC-17	Marketing management-2	30	70	100	12	4
BBAD-DSC-602	Cost Accounting	30	70	100	12	4
BBAD-DSC-603	Consumer Behaviour	30	70	100	12	4

DISCIPLINE SPECIFIC ELECTIVE (DSE)

Paper Code	**Subject**	**Marks Internal**	**Marks Semester**	**Total**	**L**	**Credits**
BBAD-DSE-304	Sales and Distribution Management	30	70	100	12	4
BBAD-DSE-404	Employee Welfare	30	70	100	12	4
BBAD-DSE-03	Performance Management	30	70	100	12	4
BBAD-DSE-04	Organizational Behavior	30	70	100	12	4
BBAD-DSE-404	Services marketing	30	70	100	12	4
BBAD-DSE-504	Business Policy & Strategy	30	70	100	12	4

GENERIC ELECTIVE COURSES (GEC)

BBAD-AEC-406	Cross Cultural and People Management	Ability Enhancement Course	15	35	50	06	2
BBAD-VAC-407	Working with Spread Sheets Application in Business	Value Added Course	15	35	50	06	2
Total			165	385	550	66 Hrs	**22**

Semester-5

Paper Code	Subject	Course Category	Marks Internal	Marks Semester	Total	Hours	Credits
BBAD-DSC-501	Project Management	Discipline Specific Core	30	70	100	12	4
BBAD-DSC-502	Management Information System	Discipline Specific Core	30	70	100	12	4
BBAD-DSC-503	Business Law	Discipline Specific Core	30	70	100	12	4
BBAD-DSE-504	Business Policy & Strategy	Discipline Specific Elective	30	70	100	12	4
BBAD-GEC-505	Goods and Services Taxes	Generic Elective Course	30	70	100	12	4
BBAD-PRO-506	Innovation and Entrepreneurship Development (project)	Project Based	30	70	100	12	4
Total			180	420	550	72 Hrs	**24**

Semester-6

Paper Code	Subject	Course Category	Marks Internal	Marks Semester	Total	Hours	Credits
BBAD-DSC-601	International Business	Discipline Specific Core	30	70	100	12	4
BBAD-DSC-602	Cost Accounting	Discipline Specific Core	30	70	100	12	4
BBAD-DSC-603	Consumer Behaviour	Discipline Specific Core	30	70	100	12	4
BBAD-GEC-604	Logistics and Supply Chain Management	Generic Elective	30	70	100	12	4
BBAD-SEC-605	IPR in Business	Skill Enhancement Course	15	35	50	06	2

BBAD-AEC-206	Environmental Sciences and Sustainable development	Ability Enhancement Course	15	35	50	06	2
BBAD-VAC-207	Leadership and Emotional Intelligence	Value Added Course	15	35	50	06	2
Total			165	385	550	66 Hrs	22

Semester-3

Paper Code	Subject	Course Category	Marks Internal	Marks Semester	Total	Hours	Credits
BBAD-DSC-301	Accounting for Managers	Discipline Specific Core	30	70	100	12	4
BBAD-DSC-302	Business Environment	Discipline Specific Core	30	70	100	12	4
BBAD-DSC-303	Business Ethics and Corporate Governance	Discipline Specific Core	30	70	100	12	4
BBAD-DSE-304	Sales and Distribution Management	Discipline Specific Elective	30	70	100	12	4
BBAD-SEC-305	Business Analytics	Skill Enhancement Course	15	35	50	06	2
BBAD-AEC-306	Dynamics of Startup	Ability Enhancement Course	15	35	50	06	2
BBAD-VAC-307	Disaster Management	Value Added Course	15	35	50	06	2
Total			165	385	550	66 Hrs	22

Semester-4

Paper Code	Subject	Course Category	Marks Internal	Marks Semester	Total	Hours	Credits
BBAD-DSC-401	Financial Management	Discipline Specific Core	30	70	100	12	4
BBAD-DSC-402	Production and Operations Management	Discipline Specific Core	30	70	100	12	4
BBAD-DSC-403	Income Tax	Discipline Specific Core	30	70	100	12	4
BBAD-DSE-404	Employee Welfare	Discipline Specific Elective	30	70	100	12	4
BBAD-SEC-405	Digital Marketing	Skill Enhancement Course	15	35	50	06	2

Evaluation of Performances

- SGPA (Semester Grade Point Average) will be awarded on successful completion of each semester
- CGPA (Cumulative Grade Point Average) which is the grade point average for all the completed semester at any point in time, which will be awarded in each semester on successful completion of the current semester as well as all of the previous semester. CGPA is not applicable in semester I.

Semester-wise Structure of 3-year BBA Programme

Semester-1

Paper Code	Subject	Course Category	Marks Internal	Marks Semester	Total	Hours	Credits
BBAD-DSC-101	Principles of Management	Discipline Specific Core	30	70	100	12	4
BBAD-DSC-102	Marketing Management	Discipline Specific Core	30	70	100	12	4
BBAD-DE-103	Organizational Behavior	Discipline Specific Elective	30	70	100	12	4
BBAD-GEC-104	Indian Economy	Generic Elective	30	70	100	12	4
BBAD-SEC-105	Basics of computers and Office Management	Skill Enhancement Course	15	35	50	06	2
BBAD-AEC-106	Communicative English (Language)	Ability Enhancement Course	15	35	50	06	2
BBAD-VAC-107	Social Media Ethics	Value Added Course	15	35	50	06	2
Total			165	385	550	66 Hrs	22

Semester-2

Paper Code	Subject	Course Category	Marks Internal	Marks Semester	Total	Hours	Credits
BBAD-DSC-201	Business Statistics	Discipline Specific Core	30	70	100	12	4
BBAD-DSC-202	Human Resource Management	Discipline Specific Core	30	70	100	12	4
BBAD-DSC-203	Business Economics	Discipline Specific Core	30	70	100	12	4
BBAD-DSE-204	Service Marketing	Generic Elective Course	30	70	100	12	4
BBAD-SEC-205	Business Communication	Skill Enhancement Course	15	35	50	06	2

Distribution of Credits for 3-year BBA Programme

Semester	Discipline Specific Core (DSC)	Generic Elective (GE)	Discipline Specific Elective (DSE)	Skill enhancement Course (SEC)	Ability Enhancement Course (AEC)	Value Added Course (VAC)	Dissertation/ Seminar/ Research Project	Semester wise Total
I	08	4	4	2	2	2	-	**22**
II	12	4		2	2	2	-	**22**
III	12	-	4	2	2	2	-	**22**
IV	12	-	4	2	2	2	-	**22**
V	12	4	4	-	-	-	4	**24**
VI	12	4	4	2	-	-	-	**22**
Total credits	**68**	**16**	**20**	**10**	**08**	**08**	**04**	**134**

12. Exit Policy

The student can complete the programme in a minimum period of 3 years and maximum 6 years and will receive the degree of BBA Programme only on completion of all Internal and Term End Examinations.

GRADING SYSTEM

The grade awarded to a student from semester I to Semester VI will be based on his/her performance in Sessionsal and final examinations. The letter grades and their equivalent numerical points are listed below:

Marks	Letter Grade	Grade Points	Description of Performance
90-100	O	10	Outstanding
80-89	A	9	Excellent
70-79	B	8	Very Good
65-69	C	7	Good
55-64	D	6	Above Average
50-54	F	5	Average
40-49	I	4	Pass
00-39	F	0	Fail
-	AB	0	Absent

Earned Credit (EC)

The credit for the course in which a student has obtained "4" will be counted as credits earned by him/ her. Any course in which a student has obtained "0" grade will not be counted towards his/ her earned credits.

distributed under 6 different disciplines. These are Discipline Specific Core (DSC), Discipline Specific Elective (DSE), Generic Elective Courses (GE), Ability Enhancement Courses (AEC) SEC (Skill Enhancement Course) and Value- A d d e d Courses (VAC) and Project based Course (PBC)

Total Credits at a Glance for 3-year BBA programme

Nature of the Course	Per credit	Total
Discipline Specific Core (DSC)	**4**	**68**
General Elective	**4**	**16**
Discipline Specific Elective (DSE)	**4**	**20**
Skill Enhancement Course (SEC)	**4**	**10**
Ability Enhancement Course (AEC)	**2**	**08**
Value Added Course (VAC)	**2**	**08**
Project based Course	**4**	**04**

c) The details of which are followed in subsequent pages. The student will select subjects from electives according to his/her preference.

8. Semester Examinations

a) The Semester examinations shall be held at the end of each semester as notified in the academic calendar. Candidates shall appear in the examination of their uncleared papers in the next year examination of the same paper along with other students of junior batch as backlog. Thus, the uncleared papers of Semester - I shall be cleared in Semester- III and those of Semester - II in Semester-IV. Also, Semester-III and any backlog of Semester I in Semester-V and Semester-VII and any backlog of semester II & IV in Semester-VI. Backlog of semester V will be cleared in semester VI. Backlog of semester V & VI will be conducted after final year exam in the form of backlog exams. This may also include any uncleared paper of previous semesters as well. (Depending upon the number of papers he/she can carry). Still if the student fails, it would be taken up by the student next year as an ex-student along with the junior batch again depending upon the number of papers he/she can carry.

b) The answer books of students can be shown to them within one week after declaration of its result, upon written request. For this, a fee of Rs. 2,000/- per paper will have to be paid in advance. Students will also be allowed to compare his/her marks with the highest scorer for which a fee of Rs. 4,000/- will have to be paid.

c) The duration of semester examinations of each 4 credits theory paper will be 3 hours and 2 credits paper 1.5 hours,

d) The question papers shall be set up by either an external or an internal examiner duly appointed by the competent authority.

e) The papers set by the examiners shall be moderated by a panel of moderators constituted by competent authority.

f) **The minimum pass marks shall be 40 Percent agregate in theory and viva-voce Examination.**

9. Promotion Criteria

The candidate may be promoted to the next semester/year of Bachelor's/Master's/P.G. Diploma's automatically unless detained from examination on any genuine grounds. Any student who has completed all the six semesters but has some backlogs will appear in the subsequent backlog papers as an ex-student during the span period.

10. Span Period

A student must complete all the requirements of BBA degree programme within a period of Six years from his/ her admission. In a genuine case, permission may be granted even beyond the period of five years with prior approval of the Vice Chancellor and/or the Academic Council.

11. Credit System

a) Credits are a value allocated course Unit to describe the student workload required to complete them. They reflect the quantity of work each course requires in relation to total quantity of work required to complete a full semester/ year of academic study at the institution, i.e. lecturess, practical work, seminars, private work in the laboratory, library or at home and examination or other assessment activities. The following is the list of subjects, wherein the core subjects are compulsory. The students are given choice to choose from electives.

b) As per National Education Policy, 2020 the courses being offered in BBA are

ADMISSION AND EXAMINATION BYELAWS For 3 YEAR BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE PROGRAMME (ODL/ONLINE MODE)

1. **Programme:** Bachelor of Business Administration (BBA)
2. **Duration:** Three years, each year having two semesters.
3. **Medium of Instruction and Examinations:** English
4. **Eligibility for Admission:**
   A candidate seeking admission to the programme must have:
   Passed 10+2 examination or equivalent in any discipline from a recognized Board/Institution.
5. **Programme structure:**
   The Structure of the Programme shall be divided into six semesters as under: -

Semester-I, III & V	**July to December**
Semester-II, IV & VI	**January to May**

The admissions in CDOE in ODL and Online programmes are done twice a year **(July and January Cycle)** as approved by the UGC-DEB and AICTE guidelines and deadlines prescribed. The semester-wise course outline, total marks allocated to each course, internal assessment and semester examinations marks for all specialization are listed in Annexure as syllabus. Detailed course content of the syllabus shall be approved by the Board of Studies (BOS) shall be reviewed periodically

Note: *Depending on circumstances prevailing in the market, the University/BOS reserves the right to change any paper/update the syllabus and to increase or decrease the number of optional papers.*

6. **Examination Scheme:**
   70% weightage for Semester Term End Examination (STEE)
   30% weightage for Internal Assessment

7. **Internal Assessment**
   - ✓ Internal assessments for 30 (4 credit paper) and 15 (for 2 credit paper) in respect of theory papers will be based on written tests, case discussions, assignments, quizzes, marks for presentations, viva- voce, class attendance, class participation etc.
   - ✓ The evaluation shall be done by the subject teacher and marks will be notified.
   - ✓ A candidate who reappears (as an ex-student) in the semester examination of a course will retain the marks of internal assessment.
   - ✓ A student who will be required to seek re-admission, for whatever reason, will have to appear for internal assessment and tests afresh.

***Internal assessment Methods**

a. Quizzes and Sessional exams assessing theoretical knowledge.
b. Practical assignments creating digital marketing materials.
c. Group projects developing comprehensive digital marketing campaigns.
d. Case studies analysing real-world digital marketing strategies.

b) to provide flexibility to students so that learners have the ability to choose their learning trajectories and programmes and thereby choose their paths in life according to their talents and interests.

c) to eliminate harmful hierarchies among disciplines/fields of study and silos between different areas of learning.

d) multidisciplinary and holistic education to ensure the Unity and integrity of all knowledge.

e) to promote creativity and critical thinking and to encourage logical decision-making and innovation.

f) to promote ethics and human & Constitutional values.

g) to promote multilingualism and the power of language in learning and teaching.

h) to impart life skills such as communication, cooperation, teamwork, and resilience.

i) promote outstanding research as a corequisite for outstanding education and development.

PLO-7: Identify and analyze problems and issues in a given unfamiliar context and apply their disciplinary knowledge and transferable skills to solve complex problems with well-defined solutions.

PLO-8: Demonstrate accounting, finance, and other management-related and soft skills that are relevant to accountants, finance professionals & management professionals.

PLO-9: Demonstrate ICT and research skills.

PLO-10: Demonstrate personal skills with the ability to work both independently and in a group.

PLO-11: Demonstrate professionalism by identifying potential ethical issues in work-related situations and being objective, truthful, unbiased, and ethical in all aspects of work.

PLO-12: Demonstrate appreciation of intellectual property, environmental & sustainability issues and promote a safe learning and working environment.

Mapping Program Learning Outcomes (PLOs) with Quadrant Descriptors (QDs)

	QD-1	QD-2	QD-3	QD-4	QD-5
PLO-1	2	3	2	2	1
PLO-2	3	3	1	3	1
PLO-3	3	1	2	2	2
PLO-4	2	3	2	3	2
PLO-5	3	2	2	3	2
PLO-6	2	2	2	1	2
PLO-7	2	3	3	2	2
PLO-8	2	2	2	2	1
PLO-9	2	3	3	2	3
PLO-10	3	2	1	2	2
PLO-11	2	2	3	2	1
PLO-12	1	2	3	2	3

Write '3' in the box for 'High-level' mapping, 2 for 'Medium-level' mapping, 1 for 'Low-level' mapping.

OBJECTIVE OF UGCF

The Undergraduate Curriculum Framework- 2022 (UGCF) is meant to bring about systemic change in the higher education system in the University and align itself with the National Education Policy 2020. The following objectives of NEP are kept in perspective while framing UGCF:

a) to promote each student 's holistic development in both academic and non-academic spheres.

and coordinating.

PEO-2: Apply critical thinking skills by identifying and analyzing the critical issues using the relevant case Studies at graduate level.

PEO-3: Analyze, interpret and apply concepts of management for business decision making.

PEO-4: Exhibit the knowledge of Business administration and entrepreneurial qualities and research skills.

PEO-5: Analyze and evaluate real time problems that occur at all levels of business decision making and work efficiently and effectively towards them.

Mapping Program Educational Objectives (PEOs) with Mission Statements (MS)

Programme Educational Objectives	MS-1	MS-2	MS-3
PEO-1	3	2	1
PEO-2	2	1	3
PEO-3	3	3	3
PEO-4	2	3	2
PEO-5	3	1	3

PROGRAM LEARNING OUTCOMES (PLOs) OF 3 YEARS BBA (ODL/OL)
After completing the 3-year BBA, the students should be able to:

PLO-1: Exhibit a coherent understanding and application of the principles of Accountancy, Finance, Marketing, Human Resource Management, Law, Services Management, International Business, and Business Strategy in Business Administration.

PLO-2: Demonstrate procedural knowledge expected of an Accounting, Finance, Marketing, Human resource, legal, services management & International Business professional, including professionals engaged in research and development, teaching, and government / public service.

PLO-3: Demonstrate skills in the areas related to their specialization in Business Administration & emerging developments in Business Administration.

PLO-4: Use Accounting, Finance, Marketing, Human resource, and other management-related skills to formulate and tackle business administration-related problems and identify and apply Business Administration principles and methodologies to solve a wide range of problems associated with Business Administration.

PLO-5: Communicate the results of studies undertaken in Business Administration in a range of different contexts using the main concepts, constructs, and techniques of Accounting, Finance, Marketing, Human Resource Management, and other related disciplines.

PLO-6: Understand their own areas of interest and meet their own learning needs by drawing on a range of current research and development work and professional materials.

Introduction of the Programme

Name of the Academic Programme: Bachelor of Business Administration (BBA)

The Bachelor of Business Administration (BBA) is an undergraduate degree designed to provide students with a strong foundation in business and management principles. This program equips students with essential skills in areas such as marketing, finance, human resource management, and operations. With a blend of theoretical knowledge and practical applications, the BBA program prepares students to take on leadership roles in the business world or pursue further studies.
Throughout the course, students will engage in case studies, projects, and internships, allowing them to apply their learning to real-world business challenges. By the end of the program, students will have developed a comprehensive understanding of business dynamics, critical thinking, and decision-making skills that are crucial for a successful career in the ever-evolving global market.
January and July Sessions, twice a year. The semester of the programme will be applicable accordingly.

Upon the completion of the 3-year Bachelor of Business Administration (BBA) programme, students will be able to:

QD-1 The graduates will establish themselves as professionals by solving real-life problems using exploration and analytical skills acquired in the field.

QD-2 The graduates will provide sustainable solutions to ever changing interdisciplinary global problems through their Research & Innovation capabilities.

QD-3 The graduates will become employable, successful entrepreneurs as an outcome of this programme.

QD-4 The graduates will embrace professional code of ethics while providing solution to multidisciplinary social problems in industrial, entrepreneurial and research environments to demonstrate leadership qualities.

QD-5 Pertain ethical principles and entrust to professional ethics and responsibilities in a global economic environment.

Mapping Quadrant Descriptors (QDs) with Mission Statements (MS)

Quadrant Descriptors	MS-1	MS-2	MS-3
QD-1	3	2	3
QD-2	3	1	2
QD-3	2	3	3
QD-4	2	3	3
QD-5	3	2	3

PROGRAM EDUCATIONAL OBJECTIVES (PEOs) OF 3 YEAR BBA (ODL/OL)

PEO-1: Develop an appreciation of what a business is and the role of management in planning, decision making, organizing, directing, communicating, motivating, controlling

Programme Coordinator(s)

Programme Coordinator: Dr. Mohammed Jamshed Assistant Professor, SMBS	**Contact Details** Email: mohammedjamshed@jamiahamdard.ac.in
Assistant Programme Coordinator Dr. Javid Majeed Pandith Assistant Professor, CDOE	Email: jmajeed@jamiahamdard.ac.in

Centre for Distance and Online Education (CDOE)

In 2004, Jamia Hamdard established the School of Open and Distance Learning, which is currently named as "Centre for Distance and Online Education" (CDOE) to extend educational opportunities through innovative methods. The CDOE utilizes information and communication technologies to enhance the quality and reach of education, especially for those unable to attend on-campus programmes. This initiative aims to empower marginalized groups, including tribal populations and Muslim women, by providing access to new knowledge and skills essential for their development.

The CDOE offers a range of academic and career-oriented programmes such as:

- Master's in business administration (MBA Online)
- Master's in computer applications (MCA Online)
- MA in Islamic Studies (MAIS Online)
- MA in Political Science (MAPS Online)
- Bachelor of Business Administration (BBA ODL & Online)
- Bachelor of Computer Applications (BCA ODL & Online)
- Bachelor of Commerce (Hons) (BCOMH Online)
- PG Diploma in Drug Regulatory Affairs (PGDPRA)
- Diploma in Professional Arabic (DPA)

These programmes are designed to prepare students for the competitive job market by equipping them with the necessary knowledge and skills. The university ensures the affordability of its education to benefit economically disadvantaged sections of society. In summary, Jamia Hamdard, through its various schools and the CDOE, remains dedicated to providing high-quality education and fostering knowledge and skills among diverse socio-economic groups, ensuring they are well-prepared for the globalized economy.

Mission and Goals of the Centre for Distance and Online Education (CDOE)

The mission of the CDOE is to provide contemporary education and training to meet the challenges of the evolving global scenario.

1. The objectives include helping students develop the ability to apply multidisciplinary concepts and techniques to acquire relevant knowledge in their fields of interest.
2. Jamia Hamdard's study programmes under CDOE are tailored to meet the learning needs of knowledge seekers, ensuring they can learn at their own pace and convenience.
3. The CDOE is committed to offering professional and job-oriented courses with regularly updated curricula and study materials, integrating information technology tools to enhance learning experiences.

Targeted Groups of the Centre for Distance and Online Education (CDOE)

The distance and online education programmes aim to reach marginalized and excluded groups, such as tribal populations and Muslim women, who have been largely overlooked by national education initiatives. These programmes provide opportunities for acquiring new knowledge and skills necessary for personal and professional development, thereby fostering inclusive growth and education.

category. It also achieved the top position nationwide in the Pharmacy category and was ranked 87th in Management.

At the international level, Jamia Hamdard has been featured in the QS World University Rankings 2026, where it is placed in the 1401+ band globally. Its Pharmacy & Pharmacology programme has earned exceptional recognition, ranking 59th worldwide in the QS Subject Rankings. Additionally, the university is placed in the 501–520 band in the QS Asia University Rankings 2030.

Jamia Hamdard is known for its robust infrastructure supporting quality education and research. It is also one of the universities selected by the UGC for promoting education abroad, attracting over 10% of its student body from more than 30 countries. Many international corporations and foreign governments employ its graduates, attesting to the global recognition of its degrees and diplomas.

Jamia Hamdard

(Deemed to be University)

Jamia Hamdard was established as Society on 26.04.1989 under the Societies Registration Act, 1860 after the receipt of the Letter of Intent (LoI) for declaring Jamia Hamdard as deemed to be University, issued by the Ministry of Education (Erstwhile Ministry of HRD), Department of Education dated 20.03.1989. Jamia Hamdard has been created after amalgamation of six institutions being run by four Societies (i) The Institute of History of Medicine and Medical Research; (ii) Indian Institute of Islamic Studies; (iii) Hamdard Tibbi College (funded by Delhi Government); (iv) Hamdard College of Pharmacy (affiliated to University of Delhi and funded by UGC); (v) Majeedia Hospital and (vi) The School of Nursing after dissolution of their respective societies on 28.04.1989.

Janab Hakeem Abdul Hameed Sahib had created these societies with a vision to develop it into a distinguished institution, emphasizing modern professional education while prioritizing Unani medicine and Islamic studies. Jamia Hamdard was the brainchild of Janab Hakeem Abdul Hameed Sahib and he was the First Chancellor of the Jamia Hamdard who served till his lifetime.

Jamia Hamdard is one of the Government aided deemed to be University and has been recognized as Minority Institution on 22.09.2014 by the National Commission for Minority Educational Institutions (NCMEI) under Article 30(1) of the Constitution of India. The Jamia Hamdard being a deemed to be University is governed by the UGC (Institutions Deemed to be Universities) Regulations as amended from time to time. Jamia Hamdard over a period of 35 years, Jamia Hamdard has evolved into a premier centre for higher lear ning, fulfilling the objectives.

The following are the teaching Schools, Centres and off campus of Jamia Hamdard:

1. School of Pharmaceutical Education and Research (SPER)
2. School of Unani Medical Education and Research (SUMER)
3. School of Nursing Sciences & Allied Health (SNSAH)
4. School of Engineering Sciences and Technology (SEST)
5. School of Chemical and Life Sciences (SCLS)
6. School of Management and Business Studies (SMBS)
7. School of Humanities and Social Sciences (SHSS)
8. Hamdard Institute of Medical Sciences and Research (HIMSR)
9. Hamdard Institute of Legal Studies and Research (HILSR)
10. Centre for Distance and Online Education (CDOE)
11. Centre for Media and Mass Communication Studies (CMMCS)
12. Jamia Hamdard Off campus, Kannur (established in 2013 with the approval of the Govt. of India)

Jamia Hamdard is widely recognized as one of India's leading higher education institutions. The university has been accredited with an A+ grade by NAAC, securing a score of 3.41 in its fourth accreditation cycle. In the Ministry of Education's NIRF Rankings 2025, Jamia Hamdard was ranked 74th overall among institutions in India and 47th in the university

PROGRAMME PROJECT REPORT

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2	Relevance of the program with HEI's mission and goals
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4	Appropriateness of Program to be conducted on Open and Distance Learning and / or Online mode to acquire specific skills and competence
5	Instructional design
6	Procedure for admissions, curriculum, transaction and evaluation
7	Requirement of the laboratory support and library resources
8	Cost estimate of the Program and the provisions
9	Quality assurance mechanism and expected Program outcomes

PROGRAMME PROJECT REPORT (PPR)

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

(OPEN & DISTANCE AND ONLINE LEARNING MODE) w.e.f July 2026

Centre for Distance and Online Education

JAMIA HAMDARD

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

Hamdard Nagar, New Delhi-110062

Quality Assurance Mechanism and Expected Program Outcomes

In accordance with the UGC Guidelines, the University has established a Center for Internal Quality Assurance (CIQA), to instill a momentum of quality consciousness for Centre for Distance and Online Education aiming for continuous improvement.

1) The CIQA committee has been formed to hold various events regularly and maintain the documentation of the various Programs/activities leading to quality improvement.
2) The cell is responsible for incorporating various new changes/developments regarding up-gradation of learning material and spreading awareness of Quality Culture in the various institutions of the University.
3) The cell also prepares 'Annual Quality Assurance Report (AQAR)' as per the laid guidelines and parameters.
4) The PG Program content has been designed as per the four quadrant norms
5) Program Review: CIQA will place the Program before the review committee constituted by the university for monitoring effectiveness of the Program being offered through online mode.

The University IQAC's cell shall also work closely with the CIQA to develop Feedback mechanisms, to allow for Program and Process Review on a regular basis. 360 Degree feedback, from Students, Faculty, Counsellors and Admin Staff shall be processed, and suggestions and improvements incorporated accordingly.

The Course shall be benchmarked with the Courses conducted in campus, for full time students, to ascertain the quality. Students Learning outcomes as measured in the exams and tests shall be compared on a regular basis.

Post completion of a Degree Program, Students will be regularly polled / interviewed using email feedback surveys, to measure impact of the program on their professional and academic lives. These indicators shall be used to constantly improve the programs and make them at par with industry standards and expectations.

Date: _____

SIGNATURE OF THE ACADEMIC COUNSELLOR

		2.
		3.
		4.
		5.
10	Are learners of your course attending the counselling sessions regularly? Mention – Yes / No	
11	How many learners attend your counselling sessions? Mention an average number.	
12	Do they come prepared for attending the counselling sessions? Mention – Yes / No	
13	Do the learners seek clarifications and participate in discussions during the counselling sessions? Mention – Yes / No	
14	How do you rate participation of the learners during the counselling sessions? Mention – Excellent / Good / Poor	
15	Do the learners approach you on non – counselling days for clarification of their doubts / queries? Mention - Yes / No	
16	Do you evaluate assignments / projects of the learners? Mention – Yes / No	
17	How do you rate quality of the assignments / projects submitted by the learners? Mention – Excellent / Good / Poor	
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)

FEEDBACK OF ACADEMIC COUNSELLORS FOR IMPROVING QUALITY OF THE ODL PROGRAMMES AND THE STUDENT SUPPORT SERVICES

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.

ACADEMICSESSION: .....

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.

	Mention – Excellent / Good / Poor	
45	How do you rate behavior of staff of Jamia Hamdard? Mention – Excellent / Good / Poor	
46	Are you satisfied studying at Jamia Hamdard? Mention – Yes / No	
47	Will you recommend your friends and relatives to get enrolled for ODL Programmes of Jamia Hamdard? Mention – Yes / No	
48	Would you like to continue your studies at Jamia Hamdard? Mention Yes / No	
49	In which Programme / Course you would like to get enrolled?	
50	Mention the market need – based Programmes / Courses Jamia Hamdard should offer through distance mode	1.
		2.
		3.
		4.
		5.

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

_____

_____

_____

_____

_____

_____

Date: _____

SIGNATURE OF THE LEARNER

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?	

12	How do you rate quality of the study material? Mention - Excellent / Good / Poor:	
13	Did you attend the Induction Meeting? Mention – yes / No	
14	Have you attended the counselling session? Mention - Yes / No:	
15	If yes, how many counselling sessions you have attended? Mention the number:	
16	Are the counselling sessions conducted as per the schedule? Mention - Yes / No	
17	How do you rate quality of the counselling sessions conducted? Mention - Excellent / Good / Poor:	
18	Have you attended the practical sessions? Mention - Yes / No, if applicable:	
19	How many practical sessions you have attended? Mention number, if applicable:	
20	Are the practical sessions conducted as per the schedule? Mention - Yes / No	
21	How do you rate quality of the practical sessions conducted? Mention - Excellent / Good / Poor	
22	How do you rate ambiance and physical upkeep of the class rooms / laboratories where your counselling / practical sessions were held? Mention - Excellent / Good / Poor	
23	Have you submitted Assignments / Projects? Mention - Yes / No	
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)	

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:	

						System Analysis and Design	
11.	Mr. Md. Onais Ahmad	Research Scholar	M.Tech. (CSE), Ph.D. (CSE) Pursuing	05 years (SODL)	Computer Science & Engineering	BCAD-105 Lab-I (PC Software) BCAD-201 Programming Fundamentals BCAD-305 Lab-I (C++ Application Development	99106903 17 oahmad@ jamiahamdard.ac.in
12.	Mr. Md. Rahbre Islam	Technical Assistant	M. Tech. (CSE)	05 years (SODL)	Computer Science & Engineering	BCAD-205 Lab-II (Programming in 'C') BCAD-405 Lab-II: Implementation data structures in C BCAD-505 Lab-I: (Website Development)	9873201515 rislam@jamiahamd ard.ac.in
13.	Mr. Abdul Majid Farooqi	Research Scholar	M.Tech. (CSE), Ph.D.(CSE) Pursuing	01 years (SODL)	Computer Science & Engineering	BCAD-101 Computer Fundamentals BCAD - 402 Data Structures in C BCAD -502 Java Programming	9891958565 abdulmajidfarooqi_s ch@ jamiahamdard.ac.in
14.	Ms. Roshan Jameel	Research Scholar	M.Tech. (CSE), Ph.D.(CSE) Pursuing	04 months	Computer Science & Engineering	BCAD-102 PC Software BCAD - 504 Advanced Web Development	9717168058 roshijameel@gmail. com
15.	Mr. Mehtab Alam	Research Scholar	M. Tech. (CSE), Ph.D.(CSE) Pursuing	----------	Computer Science & Engineering	BCAD - 204 Business System BCAD - 304 Database Application in MS Access	9582232786 mahiealam@gmail. com

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

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

COST ESTIMATE OF BCA PROGRAMME ON DISTANCE MODE

SEMESTER - WISE COST/BENEFIT STRUCTURE

Recurring Expenses (A)	
Number of Courses	7
Number of Counseling Sessions	14
Cost Per Counselling Session	Rs.500.00/hour/Session
Cost Per Course – Counselling Charges	7,000
Total cost of Counseling Sessions for 7 courses	49,000
Administrative Expenditure per Semester	20,000/month
Total Administrative Expenditure/Semester	1,20,000
Total Recurring Expenses (A)	**1,69,000**
Fixed Cost (B) Study Material Development	
Course Development /Course	65,000
Course Development for 32 courses (Writing/editing/vetting Cost)	20,80,000
Total Courseswriting for 3year	6,93,333
Total Cost for SLM per student (including course writing and printing)	**3361**

TOTAL COST BCA DISTANCE (PROGRAM)

All Sessions Counselling (A*6 Semester)	2,94,000
Office Expenditure	7,20,000
Total Recurring Expenses (A)	**10,14,000**
Total cost of counseling class per student	**6760**
Cost of one semester Per Student	**10,121**

PROPOSED FEE STRUCTURE

Expected Admissions per semester	150
Fees per semester/per student	16,000
Total Revenue in one Semester	**2,10,00,000**

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	**4,20,00,000**

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 StudyCenters 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.

Phases, Stages of Project & their Approval Status, Work Breakdown Structure, Project Organization Structure, Planning, Scheduling & CPM,Smart Cities –Global Standards and Performance, Benchmarks, Practice Code, Smart City Planning and Development, Case Studies on PM of Smart Cities

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BCA OE513 (Digital Marketing and E-Commerce)

Unit – I: History, Nature and Impact of E-Commerce

Internet and E-Commerce, The Nature of E-Commerce, Retailing on the Internet, Global E-Commerce, Doing Business on the Internet

Unit – III: E-Commerce Essentials

Distribution in E-Commerce, Customer Service and Web Site Personalization, Advertising for E-Commerce.

Unit – III: Marketing management

Marketing Information Management, Conducting Marketing Research, Creating a Web Site, Fundamentals of Internet Marketing.

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.

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 – I

E-Government– OVERVIEW,E-Governance and E-Government , E-Governance Definitions E-Government Definitions ,Framework for e-Government versus e-Governance, E-Government Services,G2G – Government to Government,, Government to Constituents (E-Democracy), E-Government around the World

Unit – II

Government, Governance and Democracy, E-Governance Projects in India, Measures to be considered before going for E-Governance

Unit – III

Smart City overview, Introduction, meaning, features, Concept of Smart Community, Smart Transportation,City typologies, -Sustainable cities,Liveable cities, Intelligent cities.
Smart Building and Home Device , Smart Health, Smart Government, Smart Energy and Water
Cyber security, Safety, and Privacy, Internet of Things, Block chain, Artificial Intelligence, Alternate Reality, Virtual Reality

Unit – IV

International smart cities-European: Copenhagen, Asian: Singapore
UK smart cities initiatives, Initiatives, Birmingham initiatives, London initiatives, Smart Birmingham vs. smart London

Unit – V

Long Term Sources of Finance, Introductory idea about capitalization, Capital Structure, Concept of Cost of Capital, introduction, importance, explicit & implicit cost, Measurement of cost of capital, cost of debt.

Unit – V: Concept & Components of working Capital

Factors Influencing the Composition of working Capital, Objectives of working Capital Management – Liquidity Vs. Profitability and working capital policies. Theory of working capital: Nature and concepts. Cash Management, Inventory Management and Receivables Management.

BCA OE413 (CYBER CRIMES & CYBER LAWS)

Unit – I: Introduction to IT laws & Cyber Crimes

Internet, Hacking, Cracking, Viruses, Virus Attacks, Software Piracy.

Unit – II: E-Mail Investigation

E-Mail Tracking, IP Tracking, E-Mail Recovery, Encryption and Decryption methods, Search and Seizure of Computers.

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

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

Nature of Conflict, Process of Conflict, Levels of Conflict - Intrapersonal, Interpersonal, Sources of Conflict, Effect of Conflict, Conflict Resolution, Meaning and types of Grievances & Process of Grievances Handling.

BCA OE412 (Financial Accounting)

Unit – I: Overview of Financial Accounting

Meaning and Nature of Financial Accounting, Scope of Financial Accounting, Financial Accounting & Management Accounting, Accounting concepts & convention, Accounting standards in India.

Unit – II: Basics of accounting

Capital & Revenue items, Application of Computer in Accounting Double Entry System, Introduction to Journal, Ledger and Procedure for Recording and Posting, Introduction to Trail Balance, Preparation of Final Account, Profit & Loss Account and related concepts, Balance Sheet and related concept.

Unit – III: Financial statement analysis

Ratio analysis, Funds flow analysis, concepts, uses, Preparation of funds flow statement, simple problem, Cash flow analysis, Concepts, uses, preparation of cash flow statement, simple problem, Break – even analysis.

Unit – IV: Definition nature and Objective of Financial Management

BCA SEE523 (PHP Java Programming)

Unit – I: Introduction to PHP

Java PHP introduction, inventions and versions, important tools and software requirements (like Web Server, Database, Editors etc.), PHP with other, technologies, scope of PHP, Basic Syntax, PHP variables and constants, Types of data in PHP , Expressions, scopes of a variable (local, global), PHP Operators : Arithmetic, Assignment, Relational , Logical operators, Bitwise , ternary and MOD operator. PHP operator Precedence and associativity

Unit – II: Handling HTML form with PHP

Capturing Form Data, GET and POST form methods Dealing with multi value fields, Redirecting a form after submission. PHP conditional events and Loops: PHP IF Else conditional statements (Nested IF and Else), Switch case, while, For, and Do While Loop, Goto, Break, Continue and exit.

Unit – III: PHP Functions

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

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.

Unit – II: C#.NET and ADO.NET:

Creating Language Features and Creating .NET Projects, Namespaces Classes and Inheritance -, Namespaces Classes and Inheritance -, C, Exploring the Base Class Library -, Debugging and Error Handling -, Data Types -, Exploring Assemblies and Namespaces, String Manipulation ,Files and I/O ,Collections.

Unit – III: Windows Forms and Controls in details

The Windows Forms Model, Creating Windows Forms Windows Forms Properties and Events, Windows Form Controls, Menus - Dialogs – ToolTips, Apply Inheritance techniques to Forms, Creating Base Forms, Programming Derived Forms, Printing - Handling Multiple Events, GDI+, Creating Windows Forms Controls

Unit – IV: Connectivity ASP.NET - Themes and Master Pages:

Introduction to ASP.NET, Working with Web and HTML Controls, Using Rich Server Controls, Login controls, Overview of ASP.NETValidation Controls, Using the Simple Validations, Using the Complex Validators Accessing Data using ADO.NET.

Unit – V: Managing State:

Preserving State in Web Applications and Page-Level State, Using Cookies to Preserve State, ASP.NET Session State ,Storing Objects in Session State, Configuring Session State, Setting Up an Outof-Process State Server, Storing Session State in SQL Server.

Arduino Environment, C Programming used for Arduino, ArduinoToolchain, Cross-Compilation, Arduino Sketches, Classes, Pins, Input and Outputs, Debugging, UART protocol, UART parity and Stop.

Unit – V: Applications

Microprocessor: LED, LCD and keyboard interfacing. Stepper motor interfacing, DC Motor interfacing, sensor interfacing.

Arduino: Traffic Light Count Down Timer, Parking Lot Counter, Weighing Machines, Emergency Light for railways, Security Systems.

BCA SEE521 (Introduction to Java Programming)

Unit – I: Introduction to Java

Java Architecture and Features, Understanding the semantic and syntax differences between C++ and Java, Compiling and Executing a Java Program, Variables, Constants, Keywords Data Types, Operators (Arithmetic, Logical and Bitwise) and Expressions, Comments, Doing Basic Program Output, Decision Making Constructs (conditional statements and loops) and Nesting, Java Methods (Defining, Scope, 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.

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.

BCA SEE413 (Fundamental Concepts of Microprocessor and Arduino Programming)

Unit – I: Fundamentals of Microprocessor

Fundamentals of Architecture: 8 & 16 bit Microprocessor and Microcontroller and its comparison, Embedded System & its Characterization. 8051 Architecture Family: Block Diagrams, CPU, ALU, Family of Bus, Registers, Pointers. Timing Diagrams and Execution Cycles, Overview of Microprocessor Family, I/O Interfacing.

Unit – II: Instruction Set and programming

Addressing modes: Introduction, Instruction syntax, Data types, Subroutine, Types of Addressing. 8051 Instruction set, Instruction timings, Data transfer instructions, Arithmetic instructions, Logical instructions, Branch instructions, Subroutine instructions, Bit manipulation instruction. Assembly language programs, C language programs, Assemblers and compilers.

Unit – III: Introduction to Arduino

Fundamentals of Arduino, Serial Monitoring, Digital and Analog Inputs, Understanding variables, If-Else Statement, comparison Operators and Conditions, While statement, Analog I/O and Serial Communications.

Unit – IV: Programming using Arduino

BCA SEE411 (INTERNET AND WEB TECHNOLOGY)

Unit 1: Introduction to Internet and WWW

Introduction to Internet: History of World Wide Web; Protocols governing the web; Understanding the Internet: syntax of URLs, web page and browsers, search engine; Introduction to Cyber Laws in India.

Unit 2: Internet Applications

Internet applications: FTP, Telnet, Email, Chat; Internet addressing: identification of each computer using domain name and IP addresses, DNS.

Unit 3: Formatting Web Pages

Introduction to HTML, XML, DHTML and CSS; Formatting Web Pages with the help of different HTML tags, HTML table, HTML form; using CSS for formatting different objects; using DHTML for dynamic designing of web page.

Unit 4: JavaScript

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

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, sharding and replication, consistency , relaxing consistency , version stamps , mapreduce, partitioning and combining , composing map-reduce calculations

Unit – III: Basics Of Hadoop

Data format , analyzing data with Hadoop , scaling out , Hadoop streaming, Hadoop pipes, design of Hadoop distributed file system (HDFS), HDFS concepts, Java interface , data flow, Hadoop I/O, data integrity, compression, serialization, Avro file-based data structures.

Unit – IV: Map Reduce Applications

Map Reduce workflows, unit tests with MRUnit , test data and local tests – anatomy of Map Reduce job run, classic Map-reduce , YARN , failures in classic Map-reduce and YARN, job scheduling , shuffle and sort , task execution, MapReduce types , input formats, output formats.

Unit – V: Hadoop Related Tools

Hbase, data model and implementations, Hbase clients, Hbase examples– praxis.Cassandra ,cassandra data model , cassandra examples , cassandra clients, Hadoop integration. Pig , Grunt , pig data model , Pig Latin , developing and testing Pig Latin scripts. Hive , data types and file formats , HiveQL data definition , HiveQL data manipulation – HiveQL queries

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JAMIA HAMDARD
(A+ Deemed to be University)
Hamdard Nagar, New Delhi-110 062

(MINUTES OF MEETING)

MINUTES OF THE 49TH MEETING OF THE ACADEMIC COUNCIL HELD ON THURSDAY, 21ST AUGUST, 2025 AT 3.00 P.M. IN HALL NO. 1, HAMDARD CONVENTION CENTRE, JAMIA HAMDARD, HAMDARD NAGAR, NEW DELHI-110062.

The following were present:

1. Prof. (Dr.) M. Afshar Alam, Vice-Chancellor - Chairman
2. Prof. D.P. Aggarwal, Former Chairman, UPSC, India - Members
3. Prof. V.K. Jain, Former Vice-Chancellor, Tezpur University, Assam
4. Prof. P.F. Rahaman, Former Vice Chancellor, Dr. A. Haq Urdu University, A.P.
5. Prof. M.N. Doja, Director, IIIT, Sonipat, (Haryana) - Attended Online
6. Prof. Arvinder A. Ansari, Professor of Sociology at JMI, New Delhi
7. Prof. Uma Bhandari, Dean, SPER
8. Prof. S. Mehartaj Begum, Dean, SHSS, and HoD, Political Science & Human Rights
9. Prof. Suhel Parvez, Dean, SCLS
10. Prof. S. Nadimul Haque, Dean, SMBS, and HoD, Hotel Management & Catering Tech.
11. Prof. Prof. Saleena K. Basheer, Dean, HILSR
12. Prof. Sudhir Kumar Jain, Dean, HIMSR
13. Prof. Farheen Siddiqui, Dean, SEST
14. Prof. A. Selvapandiyan, Dean, SIST
15. Prof. Yasmeen Shamsi, Dean, SUMER, and HoD, Kulliyat
16. Prof. Veena Sharma, Dean, SNER, and Principal, RCN
17. Prof. Shorab A. Khan, Dean, SAHSR, and HoD, Paramedical Sciences & Physiotherapy
18. Prof. Reshman Nasreen, Director, CMMCS
19. Prof. M.A. Sikandar, Director, Centre for Distance and Online Education (CDOE)
20. Prof. Syeedun Nisa, Director, Hamdard Institute of International Studies (HIIS), SHSS
21. Dr. Ayoob C.P., Director, JH Kannur Campus, Kerala - Attended online
22. Mr. Hasan Kamal, Director, HVKC, Moradabad - Attended online
23. Prof. Sandhya Bawa, HoD, Pharmaceutical Chemistry, SPER
24. Prof. Javed Ahmad, HoD, Pharmaceutics, SPER
25. Prof. Manju Sharma, HoD, Pharmacology, SPER
26. Prof. Bibhu Prasad Panda, HoD, Pharmacognosy & Phytochemistry, SPER
27. Prof. Shakir Ali, HoD, Biochemistry, SCLS
28. Prof. Nilanjan Saha, HoD, Clinical and Translational Research, SCLS
29. Prof. Hinna Hamid, HoD, Chemistry, SCLS
30. Dr. Humaira Farooqui, HoD, Biotechnology, SCLS
31. Prof. Ajay Kumar Singh, Head, Centre for Federal Studies, Public Policies & Governance
32. Dr. Arshad Hussain, HoD, Islamic Studies, SHSS
33. Prof. Asim Ali Khan, HoD, Moalajat, SUMER
34. Prof. Khursheed A. Ansari, HoD, Tashreeh ul Badan, SUMER
35. Prof. Anwar Hussain Khan, HoD, Munafeul Aza, SUMER
36. Prof. Minhaj Ahmad, HoD, Jarahiyat, SUMER
37. Dr. Mohammad Maaz, HoD, Mahiyatul Amraz, SUMER

49 AC (22):

APPROVAL OF THE MINUTES OF THE BOARD OF STUDIES, CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE), HELD ON 15TH MAY, 2025.

The AC **RESOLVED TO APPROVE** the Minutes of the Board of Studies, Centre for Distance and Online Education (CDOE) held on 15th May, 2025.

The specific resolutions adopted by the Academic Council on some important matters as recommended by the Board of Studies, CDOE are as follows:

1. ***RESOLVED TO APPROVE AND RATIFY*** *the action taken by ` the Vice-Chancellor in respect of increase in the rates of payment to Academic Counsellors of Theory / Practical counselling for UG, PG and Diploma programmes offered in the CDOE both ODL and Online mode from the Academic Session 2024-25 and onwards.*

2. ***RESOLVE TO APPROVE AND RATIFY*** *the action of the Vice-Chancellor in respect of rates of honorarium to be paid to the non-teaching staff by the Computer Science, Library and CDOE for organizing Academic Counselling classes for the students of ODL programmes of CDOE.*

3. ***RESOLVE TO APPROVE AND RATIFY*** *the approval accorded by the Vice-Chancellor for Self-Learning materials of BBA and BCA programmes of CDOE being offered in ODL and Online mode.*

4. ***RESOLVED TO APPROVE*** *the decision for charging requisite fee for provisional certificate; Diploma Certificate / Degree Certificate from the students of ODL and Online programmes along with course fee of last semester.*

5. ***RESOLVED TO APPROVE*** *the Delegation of Financial Powers to the Director, CDOE up to Rs. 50,000/- for expenditure / payment on the rates as approved by the competent authority for running day to day business of the ODL and Online programme effectively subject to ratification of the same by the FC*

6. ***RESOLVE TO APPROVE,*** *in principle, the introduction of B.A. in Islamic Studies programme in ODL and Online mode subject to prior approval of the UGC-DEB."*

49 AC (23):

APPROVAL OF THE MINUTES OF THE BOARD OF STUDIES, CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE), HELD ON 12TH AUGUST, 2025.

The AC **RESOLVED TO APPROVE** the Minutes of the Board of Studies, Centre for Distance and Online Education (CDOE) held on 12th August, 2025.

The specific resolutions adopted by the Academic Council on some important matters as recommended by the Board of Studies, CDOE are as follows:

M Afshan Alam

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1. *The AC RESOLVED TO APPROVE the Revised course structure and syllabus and PPR for 3 Year BBA programme (ODL/OL) for the students to be admitted from January, 2026 session onwards.*

2. *The AC RESOLVED TO APPROVE the 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.*

3. *The AC RESOLVED TO APPROVE the Revised Self Learning Material (SLM) for the three (03) courses (Paper Code: ADMRT-101, 103, and 104) of One Year Advance Diploma in Medical Record Technology (online mode).*

4. *The AC RESOLVED TO APPROVE the introduction of the following two (02) courses in CDOE through ODL and Online mode from January 2026 session subject to the approval by the UGC-DEB:*

   I) 3 Year B.A. in English
   II) 3 Year B.A. in Islamic Studies

5. *The AC RESOLVED TO APPROVE the introduction of following Certificate and Advanced Diploma programmes through online mode in joint collaboration with the Academy of Organization Development OD Skill Development Academy Pvt. Ltd. (an MoU Institution) from the January 2026 session:*

   I) 6 Months duration Certificate in HR Business Partnership with the eligibility of admission 10+2 pass from a recognized board;

   II) One Year Advanced Diploma in HRM and Organizational Development with eligibility of admission Graduation degree from a recognized University / Institution.

6. *The AC also took a note of the UGC communication regarding restriction for offering ODL/OL courses relating to allied and healthcare programmes including Psychology as specialized in the light of the decision taken by the 592nd Meeting of the Commission held on 23.07.2025. The Director, CDOE will review the matter and take appropriate action.*

49 AC (23) i) a): TO CONSIDER AND APPROVE THE PROPOSAL OF THE BOARD OF STUDIES OF CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) IN ITS MEETING HELD ON 15.05.2025 FOR THE CREATION OF 09 ASSISTANT PROFESSOR POSITIONS FOR THE ODL/ONLINE PROGRAMMES BEING OFFERED IN CDOE ON SFS MODE AS PER THE MINIMUM REQUIREMENTS OF AICTE AND UGC: -

The Academic Council noted that as per the UGC-DEB and AICTE norms, a total 10 teaching positions in different disciplines are required. Out of which only one position of Lecturer/Assistant Professor (Management/Computer Science discipline) was sanctioned by the Executive Council vide EC-49(8) resolution, dt. 20.09.2004) as detailed below:

M Afshar Alam

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The Vice-Chancellor also thanked the Members especially External Experts whose valuable suggestions, during proceeding of the meeting, have always been the guiding force to achieve the desired objectives.

The meeting ended with a vote of thanks to the Chair.

(Col. Tahir Mustafa)
Registrar & Secretary
Academic Council

(Prof. (Dr.) M. Afshar Alam)
Vice-Chancellor & Chairman
Academic Council

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(MINUTES OF MEETING)

MINUTES OF THE 174TH MEETING OF THE STANDING COMMITTEE OF THE ACADEMIC COUNCIL HELD ON 21ST JANUARY, 2026 (WEDNESDAY) AT 3.00 P.M. IN THE CONFERENCE ROOM, VICE CHANCELLOR'S SECRETARIAT, JAMIA HAMDARD, HAMDARD NAGAR, NEW DELHI-110062

The following were present:-

1.	Prof. (Dr.) M. Afshar Alam, Vice-Chancellor	-	Chairman
2.	Prof. M.N. Doja, Director, IIIT, Sonipat	-	Member
3.	Prof. S. Raisuddin, Dean, Academics & Director, IQAC	-	Member
4.	Prof. Shakir Ali, Director, R&D Cell	-	Member
5.	Prof. Uma Bhandari, Dean, S.P.E.R.	-	Member
6.	Prof. S. Mehartaj Begum, Dean, S.H.S.S.	-	Member
7.	Prof. Suhel Parvez, Dean, S.C.L.S.	-	Member
8.	Prof. S. Nadimul Haque, Dean, S.M.B.S.	-	Member
9.	Prof. Saleena K. Basheer, Dean, HILSR	-	Member
10.	Prof. Parul Aggarwal, Dean, S.E.S.T.	-	Member
11.	Prof. Anwar Hussain Khan, Working Dean, S.U.M.E.R.	-	Member
12.	Prof. (Dr.) Sudhir Kumar Jain, Dean, H.I.M.S.R.	-	Member
13.	Prof. Sohrab A. Khan, Dean, S.A.H.S.R.	-	Member
14.	Prof. Veena Sharma, Dean, S.N.E.R.	-	Member
15.	Prof. A. Selvapandiyan, Dean, S.I.S.T.	-	Member
16.	Prof.Reshma Nasreen, Dean, Students' Welfare	-	Member
17.	Prof. Mohd. Akram, Chief Proctor	-	Member
16.	Mr. S.S. Akhtar, Controller of Examinations	-	Member
17.	Prof. Shakir Ali, Director, R&D, Cell	-	Member
18.	Prof. M. ShanawazAbdin, Provost (Boys)	-	Permanent Invitee
19.	Prof. Syeedun Nisa, Provost (Girls)	-	Permanent Invitee
20.	Prof. M.A. Sikandar, Director, CDOE/OSD (Admn.)	-	Special Invitee
21.	Mr. Ashu Kumar, Finance Officer (Offg.)	-	Special Invitee
22.	Col. Tahir Mustafa, Registrar	-	Secretary

In addition to above, Prof. Ravichandran, Director, ISD, Prof. Ashok Kumar Mishra, PoP, HILSR and Mr. Sandeep Kohli, Director (Admissions) also attended the meeting to respond to the queries related to the matters brought in the agenda of their concerned Department/Cell.

Leave of absence was granted to Prof. S. Mehartaj Begum, Dean, SHSS due to her pre-occupations.

The Meeting started with the recitation of the verse from the Holy Quran.

M. Afshar Alam

SC 174 (17):

MINUTES OF THE MEETING OF THE SCHOOL BOARD, SCHOOL OF ENGINEERING SCIENCES AND TECHNOLOGY (SEST) HELD ON 7TH NOVEMBER, 2025

"The SC resolved to approve the Minutes of the Meeting of the School Board, School of Engineering Sciences and Technology (SEST) held on 7th November, 2025."

(ACTION: Dean, SEST)

SC 174 (18):

CONFIRMATION OF THE ACTION TAKEN BY THE VICE-CHANCELLOR IN RESPECT OF ADOPTION OF THE POLICY OF THE UNIVERSITY OF DELHI IN THE CASES OF CHANGES OF NAME, PARENT(S) NAME AND DATE OF BIRTH OF A STUDENT / FORMER STUDENT IN THE UNIVERSITY RECORDS

The SC Resolved to approve the action taken by the Vice-Chancellor in respect of adopting policy of the University of Delhi in the cases of changes of Name, Parent's name and Date of Birth of a student/former student in the university records as brought out in the agenda. The Office of the Registrar will issue notification of the same.

(ACTION: Registrar & CoE)

SC 174 (19):

MINUTES OF THE BOARD OF STUDIES, CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE), JAMIA HAMDARD HELD ON 29.10.2025

The SC resolved to approve the Minutes of the Meeting of the Board of Studies, Centre for Distance and Online Education (CDOE) held on 29.10.2025. Apart from other routine matters, the BOS recommended the following matters and the SC deliberations approved the following:

- Programme Project Reports and detailed syllabus of B.A. Islamic Studies and B.A. English to be offered in ODL/Online Mode from January, 2026 session.
- Course Fee for the new programmes B.A. English and B.A. Islamic Studies and the revision of course fee of M.A. Islamic Studies to be offered in ODL/Online Mode from January, 2026 session.
- Appointment of Programme Coordinators for new programmes like the B.A. English, B.A. Islamic Studies and M.A. Islamic Studies to be offered in ODL / Online mode from January, 2026 session.
- Process of empanelment of printers / publishers for designing and printing of self-learning material of UG and PG programmes being offered by the CDOE in ODL / Online mode."

(ACTION: Director, CDOE)

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The proposal of Director, ISD to engage Teaching Associates with an Integrated PhD programme in order to create a sustainable pool of skilled practitioners / academicians, support the delivery of degree, diploma and certificate programmes under SSVS, and contribute to high quality research output, as brought out in the agenda was discussed in length.

The SC resolved to approve the above proposal, in principle, provided that the admission in PhD programme will be fully governed as per the PhD bye-laws of Jamia Hamdard. However, **compensation / monthly honorarium** etc. to the Teaching Associates is concerned, the same will be reported to the Finance Committee of Jamia Hamdard for ratification / approval.

(ACTION: Director, ISD / FO / A.R. (Acad.)

SC 174 (29):

PROPOSAL OF DIRECTOR, INSTITUTE OF SKILLS DEVELOPMENT (ISD), JH REGARDING INTRODUCTION OF PHD PROGRAMME IN INTERDISCIPLINARY SKILLS EDUCATION UNDER ISD, JAMIA HAMDARD

"The proposal of Director, ISD regarding introduction of PhD programme in interdisciplinary skills education under ISD, JH, was discussed at length and after deliberation, the ***SC RESOLVED TO APPROVE*** it, in principle, provided that the PhD programme as proposed will have no interdisciplinary approach in nature, but only in the subjects domain specific fields as per the NSDC and only the vocational and skill based Postgraduate Programmes shall be considered for admission leading to award of PhD degree as per the guidelines of the UGC for Vocational Programmes."

(ACTION: Director, ISD / Director, Admission)

SC 174 (30):

PROPOSAL RECEIVED FROM THE SADAT SOCIAL & EDUCATIONAL TRUST, AMROHA, UP FOR JOINT ACADEMIC COLLABORATION WITH JAMIA HAMDARD IN THE AREA OF ALLIED HEALTHCARE AND PARAMEDICAL SCIENCES.

"Since the proposal submitted by the Sadat Social & Educational Trust, Amroha, UP was considered by the SC and found that it is not properly aligned with the standard of the Jamia Hamdard, the agenda placed before the Standing Committee was deferred as it was not aligned with the MoU signed between JH and Tech Mahindra Foundation."

(ACTION: Dean, SAHSR / Dy. Registrar)

SC 174 (31):

MINUTES OF THE MEETING OF THE BOARD OF STUDIES, CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE), HELD ON 14TH JANUARY, 2026

M Afshar Alam

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The SC resolved to approve the Minutes of the Meeting of the Board of Studies, Centre for Distance and Online Education (CDOE) held on 14th November, 2026. Some specific resolutions adopted by the SC of AC as recommended by the BOS, CDOE are as under:

1. Setting up of Examination Unit in CDOE to strengthen the Assessment and Evaluation Process.
2. Preparing guidelines for conduct/evaluation of online examinations.
3. Discontinuation of B.Com. Hons (Online/ODL) and M.A. Human Rights (Online) programmes of CDOE from January, 2026 session.
4. Discontinuation of Certificate in Modern Persian Language and Diploma in Bakery and Confectionary Technology.
5. Constitution of various Academic Committees / Administrative Committees of CDOE.
6. Digitization of documents of CDOE
7. Revision of Course structure of M.A. Political Science programme of CDOE.
8. Preparation of SLM for the proposed three year B.A. English programme.
9. Introduction of Diploma in Early Childhood Care & Education (DECCE)
10. Revision of Course structure of proposed three year B.A. (Islamic Studies) programme through online/ODL mode.

(ACTION: Director, CDOE)

SC 174 (32):

TO CONSIDER THE MATTER ARISING OUT THE CONTINUED LONG ABSENCE / GAP OF MR. LOHITAKSH JOHAR, MBBS STUDENT – 2019 BATCH, HIMSR, JAMIA HAMDARD FROM APPEARING 1ST PROFESSIONAL EXAMINATION.

The Members perused the matter as brought out in the agenda and after discussion, the Standing Committee resolved to approach the NMC to get clarification on the issue of long absence and applicability of passing percentage in the case of Mr. Lohitaksh Johar, MBBS student (2019 Batch) in the light of the CORRIGENDUM followed by the PUBLIC NOTICE issued by the Director, UGMEB, NMC dated 1.09.2023 & 3.10.2023 respectively. Further, the SC resolved that the norms / guidelines of the NMC will be fully complied.

(ACTION: Prof. S.K. Jain, Dean, HIMSR, JH)

After deliberation, the SC of AC resolved to approve the proposal of Jamia Hamdard for establishing its first ever offshore campus at Dubai, UAE subject to approval of the Executive Council and accordingly authorized the Vice-Chancellor to take further necessary action in the light of UGC/Government of India norms.

Since there was no further agenda items to be discussed in the meeting, the Meeting ended with a vote of thanks to the Chair.

(Col. Tahir Mustafa)
Registrar & Secretary,
SC of AC

(Prof. (Dr) M. Afshar Alam)
Vice-Chancellor & Chairman
SC of AC

JAMIA HAMDARD

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HAMDARD NAGAR
NEW DELHI - 110062

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

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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

10/4/2024
REGISTRAR
Registrar
Jamia Hamdard
(Deemed to be University
Hamdard Nagar
New Delhi-110062

Centre for Distance and Online Education
Jamia Hamdard, New Delhi

105 232

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

Registrar
Jamia Hamdard
(Deemed to be University)
Hamdard Nagar
New Delhi-110062
18/4/2024

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

Centre for Distance and Online Education * Jamia Hamdard, New Delhi-62 *

Registrar
Jamia Hamdard 13/4/2024
(Deemed to be University)
Hamdard Nagar
New Delhi-110062

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.

Registrar
Jamia Hamdard
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13/4/2021

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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.

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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)

Centre for Distance and Online Education Jamia Hamdard, New Delhi-62

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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.

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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.

23-12-19 (Dr Babita Singh) | 23-12-19 (Dr Md Jamshed) | (Prof. Ahrar Husain) | 23/12/19 (Prof. Suresh C Garg) | 23.12.19 (Prof. Masood Parveez)

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Jamia Hamdard
School of Open and Distance Learning

JH/SODL/BoSMeeting/2019/
December 26, 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

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.

Centre for Distance and Open Education * Jamia Hamdard, New Delhi-62 *

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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 Parvez)
Dean, SODL
26.12.2019

Registrar
27/12/19

Pro Vice Chancellor
27/12/19

13/1/2020

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School Of Open And Distance Learning
Jamia Hamdard, New Delhi

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

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

28/X

13/11/2018

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(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

Centre for Distance and Online Education
Jamia Hamdard, New Delhi-62

13/4/2024

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Jamia Hamdard
(NAAC Acredited 'A+' Deemed to be University)
Hamdard Nagar, New Delhi - 110 062
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(MINUTES OF MEETING)

MINUTES OF THE 176TH MEETING OF THE STANDING COMMITTEE (EMERGENT) OF THE ACADEMIC COUNCIL HELD ON 7TH MAY, 2026 (THURSDAY) AT 12.30 P.M. IN THE BOARD ROOM, VICE CHANCELLOR'S SECRETARIAT, JAMIA HAMDARD, HAMDARD NAGAR, NEW DELHI-110062

The following were present:-

1.	Prof. (Dr.) M. Afshar Alam, Vice-Chancellor	-	Chairman
2.	Prof. M.N. Doja, Former Director, IIIT, Sonipat	-	Member (Online)
3.	Prof. Uma Bhandari, Dean, S.P.E.R.	-	Member
4.	Prof. S. Mehartaj Begum, Dean, S.H.S.S.	-	Member
5.	Prof. Suhel Parvez, Dean, S.C.L.S. & Dean (Academics)	-	Member
6.	Prof. S. Nadimul Haque, Dean, S.M.B.S.	-	Member
7.	Prof. Saleena K. Basheer, Dean, HILSR	-	Member
8.	Prof. Parul Aggarwal, Dean, S.E.S.T.	-	Member
9.	Prof. Yasmeen Shamsi, Dean, S.U.M.E.R.	-	Member
10.	Prof. (Dr.) Sudhir Kumar Jain, Dean, H.I.M.S.R.	-	Member
11.	Prof. Sohrab A. Khan, Dean, S.A.H.S.R.	-	Member
12.	Prof. Seema Rani, for Dean, S.N.E.R.	-	Member
13.	Prof. Reshma Nasreen, Dean, Students' Welfare	-	Member
14.	Mr. S.S. Akhtar, Controller of Examinations	-	Member
15.	Prof. Mohd. Akram, Chief Proctor	-	Member
16.	Prof. M. Shahar Yar, Director, IQAC	-	Member
17.	Prof. Shakir Ali, Director, R&D, Cell	-	Permanent Invitee
18.	Prof. M. Shanawaz Abdin, Provost (Boys)	-	Permanent Invitee
19.	Prof. M.A. Sikandar, Director, CDOE/OSD (Admn.)	-	Special Invitee
20.	Col. Tahir Mustafa, Registrar	-	Secretary

Prof. A. Selvapandiyan, Dean, SIST and Mr. Ashu Kumar, FO (Offg) could not attend the meeting due to their preoccupations.

The following were also attended as special invitees:-

1. Prof. M.Z Abdin, Department of Biotechnology, SCLS
2. Prof. Zeenat Iqbal, Foreign Students Advisor

AGENDA:

AGENDA ITEMS AS BROUGHT OUT BY THE DIRECTOR, CDOE AND CIRCULATED AMONG THE MEMBERS OF THE STANDING COMMITTEE OF THE ACADEMIC COUNCIL WERE DISCUSSED:-

ITEM NO. 1:
TO CONSIDER AND APPROVE THE MINUTES OF THE BOARD OF STUDIES OF CENTRE FOR DISTANCE AND OPEN EDUCATION (CDOE) HELD ON 2ND MAY, 2026:

M. Afshar Alam

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After discussion, the Standing Committee **RESOLVED to approve** the Minutes of the Meeting of the Board of Studies of CDOE held on 2nd May, 2026.

The Standing Committee of the Academic Council **also RESOLVED** to approve the Syllabus of two new specialization in MBA (Online), namely: (i) Logistics and Supply Chain Management and (ii) Business A.I. as recommended by the Board of Studies.

1.2: APPROVAL OF SELF LEARNING MATERIAL (SLM) FOR TWO NEW PROGRAMMES IN CDOE:

The Standing Committee gone through the Self Learning Material for two new undergraduate programmes, namely: B.A (English) and B.A (Islamic Studies) for the online/ODL mode at the CDOE, Jamia Hamdard to be introduced from July 2026 onwards at the Jamia Hamdard Main Campus and at the Kannur Off Campus. It was also taken into records that the introduction of these programmes were approved by the SCAC on 21st August 2025 and as ratified by the Academic Council on 28th October, 2025. The PPR was also approved by the Standing Committee of the Academic Council on 21st January, 2026.

The Standing Committee of the Academic Council **RESOLVED** to approve the SLM for 3 year B.A in English and 3 Year B.A in Islamic Studies of Online/ODL mode under the Centre for Distance and Open Education, Jamia Hamdard, to be introduced from July 2026, as recommended by the Board of Studies of the Centre for Distance and Open Education held on 02.05.2026.

Agenda No. 2:

TO DISCUSS THE ISSUE OF A PHD SCHOLAR REGISTERED IN 2013 UNDER THE MOU CATEGORY:

The Standing Committee of the Academic Council was apprised the status of a student registered under the supervision of Dr. Madhu Bala of DRDO as a MoU Scholar. Prof. M.Z. Abdin was the Co-Supervisor as per the PhD Regulations.

It was informed by Prof. M.Z. Abdin that the Supervisor was retired from the DRDO service and because of that there was no further progress in the matter.

The CoE informed the Standing Committee that in the last SRAC meeting held in 2019, the SRAC noted the progress of the work made by the student. As per the past practice, once the Supervisor is retired from the regular services, the co-Supervisor should have taken the research work of the student, Ms. Anu Ranjani, as her Supervisor.

After due deliberations, the Standing Committee **RESOLVED to approve** the name of Prof. M.Z. Abdin as the Supervisor and Dr. Madhu Bala (Retired) of DRD as her Co-Supervisor as per UGC PhD Regulations.

The Standing Committee **further RESOLVED** that the candidate should submit her two years of PhD fees to complete her PhD within one year by publishing one Research paper, as a special case. In case Ms. Anu Ranjani is not able to publish the research paper, her PhD admission with Jamia Hamdard will stand cancelled.

Agenda No. 3 (Any other Item with the permission of the Chair);

3.1: FEE WAIVER FOR IRANIAN STUDENTS PURSUING THEIR STUDIES IN JAMIA HAMDARD:

The Members were apprised that the Ambassador and Officials of the Embassy of Iran are approaching Jamia Hamdard for fee waiver for the Iranian Studies on compassionate grounds due to the prevailing War Situation in their country. They were demanding for a fee concession of 50 per cent to the tuition fees.

The Members of the SC were informed by the Foreign Students Advisor that there are 84 Iranian Studies who are pursuing their higher education in Jamia Hamdard, especially in the School of Pharmaceutical Education and Research.

The Standing Committee of the Academic Council RESOLVED to authorise the Vice Chancellor take a decision in this matter for this year only.

3.2 (Any Other Item):

TIMELY COLLECTION OF STUDENT FEES:

The Chairman and the Vice Chancellor informed that the Deans and the Head of the Departments should ensure that the students pay their fees on time. It was also noted that there was a delay of over three months and the students are not following the Fee payment schedule as per the information provided in the Portal. The Deans and HoDs should remind the students to pay the fees on time. The list of defaulters may be placed in the Notice Board or may be intimated to their parents through email. Due to non-payment of fees on time, Jamia Hamdard is losing interest. One of the Deans pointed out that due to delay in publication of their examination results leading to a delay as the portal is open after the results are declared in time.

After brief discussions, the Vice Chancellor requested the Deans/HoDs to involve themselves for getting timely fee collection so that the University can function smoothly as it is the prime source of income.

3.3 (Any Other item):

The Members of the Standing Committee of the Academic Council were informed about introduction of two new courses in the Hamdard Institute of Legal Studies and Research (HILS) from the academic year 2026-27. The details are as follows:-

(i) 5 Year BBA-LLB (Hons) Programme with an intake of 120 students
(ii) 3 Year LLB (Hons) with an intake of 60 Seats

The mandatory approvals are being sought from the Bar Council of India (BCI) and making the required fees. The Inspection Team of the BCI is likely to be visited soon. For this purpose, additional Classrooms and Lecture Halls are being constructed to accommodate more students.

M. Afshar Alam

11/9 2026

The Standing Committee of the Academic council is **RESOLVED** to ratify the action taken by the Vice Chancellor by approving the introduction of two new programmes, namely: (i) 5 year Integrated BBA-LLB (Hons) and (ii) 3 Year LLB (Hons) Programmes from the Academic Year 2026-27 onwards, subject to the approval of the BCI.

Any Other Item No.3.4:

ILLEGAL ADMISSION PROSPECTUS 2026-27 PUBLISHED BY HIMSR BY A SUSPENDED TEACHER. IN THE SAID PROSPECTUS ADMISSION HAS BEEN OFFERED IN MBBS, MD/MS AND M.SC (MEDICAL) PROGRAMMES.

The Standing Committee of the Academic Council was informed about the illegal Admission Prospectus 2026-27 published by the HIMSR by a suspended teacher. In the said prospectus, admission has been offered in MBBS, MD/MS and M.Sc. (Medical) Programmes.

The Vice Chancellor and the Registrar briefed the Members about the publication of the illegal Prospectus by HIMSR for the new Academic year 2026-27 whereas the Executive Council and Academic Council of Jamia Hamdard has RESOLVED to NOT offer any programmes in HIMSR until the major violations of the UGC (Institutions Deemed to be Universities) Regulations 2023 are stopped.

It was also brought to the notice of the Standing Committee of the Academic Council that Jamia Hamdard's Admission Prospectus did not offer any such programmes for the 2026-27 Academic year in the HIMSR.

After due deliberations, the Standing Committee of the Academic Council RESOLVED to authorise the Vice Chancellor to take all remedial action to stop the illegalities and financial impropriety in HIMSR including filing criminal action against the persons to protect the interest of university and its prospective students.

After the discussion, the Vice Chancellor thanked all the Members of the Standing Committee, especially the External Member to attend the meeting at a very short notice.

The meeting ended with a vote of thanks to the Chair.

(Col. Tahir Mustafa)
Registrar & Secretary,
Standing Committee of AC

M Afshar Alam

(Prof. M. Afshar Alam)
Vice-Chancellor & Chairman
Standing Committee of AC

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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 2026-27

Extension of Approval (EoA)

F.No. North-West/1-46269719794/2026/EOA

Date of Approval: 16-Mar-2026

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 2026-27

Ref: Online application of the Institution submitted for Extension of Approval for the Academic Year 2026-27

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**	1-46269719794
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		

Approved ODL Courses for 2026-27:

Sr.No.	Level	Program	Name of the Course	Year Started	Intake Approved 2026-27
1.	UNDER GRADUATE	COMPUTER APPLICATIONS	BCA	2007	1000
2.	UNDER GRADUATE	Management	BBA	2007	1000

Approved Online Courses for 2026-27:

Sr.No.	Level	Program	Name of the Course	Year Started	Intake Approved 2026-27
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 2024-27 (Chapter-VI)

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.
10. AICTE gives approval to Institutions based on the norms / standards prescribed by the Council from time to time. To get permission from State Government/ Affiliating University /Board to conduct all approved intake by AICTE is the sole responsibility of the Institution.

Prof. Shyama Rath
Member Secretary

Copy to:

1. **The Director Of Technical Education**, Delhi**
2. **The Principal / Director,**
   JAMIA HAMDARD

250

Hamdard Nagar,
Delhi,South Delhi,
Delhi,110062

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

بسم الله الرحمن الرحيم

IN1180218689

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Arts

This is to certify that

Adil K

S/o Muhammed V C

Enrolment No. **2021-332-001**, Roll No. **213201**

having been examined in **2024** and found

qualified for the degree of **Bachelor of Arts**

in **English**

and that he/she was admitted to the said degree and placed

in **Third** Division

Place of Issue : New Delhi

Date of Issue : 07 JUL 2025

Registrar

Vice-Chancellor

252

JAMIA HAMDARD

Jamia Hamdard Kannur Campus

Serial No: BA/385

Prepared by

Checked by

Controller of Examinations

Third Convocation
7th July, 2025

بسم الله الرحمن الرحيم

IN9180214931

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Arts

This is to certify that

Ayisha Nasrin K

D/o **Basheer K**

Enrolment No. **2021-332-005**, Roll No. **213205**

having been examined in **2024** and found

qualified for the degree of **Bachelor of Arts**

in **English**

and that he/she was admitted to the said degree and placed

in **Second** Division

Place of Issue : New Delhi

Date of Issue 07 JUL 2025

Registrar

Vice-Chancellor

254

Jamia Hamdard Kannur Campus

Serial No: BA/252

Prepared by

Checked by

Controller of Examinations

Third Convocation
7th July, 2025

بسم الله الرحمن الرحيم

IN01180214932

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Arts

This is to certify that

Aysha P

D/o **Abdul Khader Shehabudeen**

Enrolment No. **2021-332-006**, Roll No. **213206**

having been examined in **2024** and found

qualified for the degree of **Bachelor of Arts**

in **English**

and that he/she was admitted to the said degree and placed

in **First** Division

Place of Issue : New Delhi

Date of Issue :07 JUL 2025

Registrar

Vice-Chancellor

25

Jamia Hamdard Kannur Campus

Serial No: BA/253

Prepared by

Checked by

Controller of Examinations

Third Convocation
7th July, 2025

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(HAMDARD UNIVERSITY)

Bachelor of Computer Applications

This is to certify that

Mirghani Abdel Aziz Mohammed Dinb S/o Mr. Abdel Aziz

(Enrolment No. 2002-801-063 Roll No. 10253)

having been examined in 2007 and found qualified for the degree of Bachelor of Computer Applications *and that he/she was admitted to the said degree and placed in Second Division.*

Registrar

Vice-Chancellor

New Delhi 21 JUN 2007

2P

B.C.A. Nº 000118

27 JUN 2007

Written by.....

Checked by.....

AR-Exam

THE REPUBLIC OF THE SUDAN
CERTIFIED BY THE MINISTRY OF FOREIGN AFFAIRS AS GENUINE AS REGARDS SEAL AND SIGNATURE
11 APR 2023
WITHOUT RESPONSIBILITY FOR CONTENTS
SIGNATURE

Ibrahim A. Babiker

25/6/07

(श्रीमती ऊषा मोहला)
(Smt. USHA MOHLA)
अनुभाग अधिकारी/Section Officer
मा. स. वि. मन्त्रालय/Min. of H. R. D.
भारत सरकार/Govt. of India
माध्यमिक एवं उच्चतर शिक्षा विभाग
Deptt. of Sec. & Higher Education
नई दिल्ली/New Delhi

M.E.A.

بصمة توقيع
وصمة ختم
التوقيع
التاريخ
27 JUN 2007

IN2180203940

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Akansha Bhandari

D/o **Santan Singh Bhandari**

Enrolment No. **2016-301-003**, Roll No. **6216301003**

having been examined in **2019** and found

qualified for the degree of **Bachelor of Computer Applications**

and that he/she was admitted to the said degree and placed

in **First** Division.

Place of Issue : New Delhi

Date of Issue : [illegible] 2019

Registrar

Vice-Chancellor

2856 260

IN3180206194

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Abdul Samad

S/o Mohd Ishaque

Enrolment No. 2017-301-004, Roll No. 303

having been examined in 2020 and found

qualified for the degree of Bachelor of Computer Applications

and that he/she was admitted to the said degree and placed

in First Division

Place of Issue : New Delhi

Date of Issue : 21 SEP 2023

Registrar

Vice-Chancellor

IN5180203434

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Abdul Ahad

S/o Shane Elahi

Enrolment No. 2016-301-001, Roll No. 6216301001

having been examined in 2019 and found

qualified for the degree of Bachelor of Computer Applications

and that he/she was admitted to the said degree and placed

in **First** Division.

Place of Issue : New Delhi

Date of Issue :

Registrar

Vice-Chancellor

IN5180206193

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Aarish Khan

S/o Israr Khan

Enrolment No. **2017-301-003**, Roll No. **302**

having been examined in **2020** and found

qualified for the degree of **Bachelor of Computer Applications**

and that he/she was admitted to the said degree and placed

in **First** Division

Place of Issue : New Delhi

Date of Issue : 21 SEP 2023

Registrar

Vice-Chancellor

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Afnan Khan

s/o Shaklain Khan

Enrolment No. 2020-301-011, Roll No. 20301011

having been examined in 2023 and found

qualified for the degree of **Bachelor of Computer Applications**

and that he/she was admitted to the said degree and placed

in First Division with Distinction

Place of Issue : New Delhi

Date of Issue : 15 JUN 2023

Registrar

Vice-Chancellor

26 y

بسم الله الرحمن الرحيم

JAMIA HAMDARD
(HAMDARD UNIVERSITY)

Accredited by NAAC in Grade 'A'
New Delhi-110062, India
www.jamiahamdard.edu

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.05.1989 of the Government of India)

Bachelor of Computer Application

This is to certify that

Mr. / Ms. Krishan Kumar Dubey

S/o, D/o Mr. Shiv Shankar Dubey

Enrolment No. ODL/11/401/042 *Roll No.* 13586 *has passed the* ***Bachelor of Computer Application*** *Examination of Jamia Hamdard in the year* 2014 *in the Open and Distance mode and was placed in* 1st *Division.*

EAKhan
Registrar

Date 05 JUL 2017

Vice Chancellor

No 80206275

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Mohd Maaz

S/o Mohd Muzammil Hasan

Enrolment No. 2017-301-098, Roll No. 386

having been examined in 2020 and found

qualified for the degree of **Bachelor of Computer Applications**

and that he/she was admitted to the said degree and placed

in First Division

Place of Issue : New Delhi

Date of Issue : 24 OCT 2021

Registrar

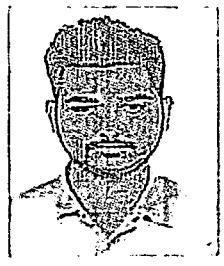
Vice-Chancellor

IN3180206194

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Abdul Samad

S/o Mohd Ishaque

Enrolment No. 2017-301-004, Roll No. 303

having been examined in 2020 and found

qualified for the degree of Bachelor of Computer Applications

and that he/she was admitted to the said degree and placed

in **First** Division

Place of Issue : New Delhi

Date of Issue : 21 SEP 2023

Registrar

Vice-Chancellor

IN5180203734

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Abdul Ahad

S/o Shane Elahi

Enrolment No. 2016-301-001, Roll No. 6216301001

having been examined in 2019 and found

qualified for the degree of Bachelor of Computer Applications

and that he/she was admitted to the said degree and placed

in **First** Division.

Place of Issue : New Delhi

Date of Issue :

Registrar

Vice-Chancellor

IN5180206193

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Aarish Khan

S/o Israr Khan

Enrolment No. **2017-301-003**, Roll No. **302**

having been examined in **2020** and found

qualified for the degree of **Bachelor of Computer Applications**

and that he/she was admitted to the said degree and placed

in **First** Division

Place of Issue : New Delhi

Date of Issue : 21 SEP 2023

Registrar

Vice-Chancellor

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(HAMDARD UNIVERSITY)

Accredited by NAAC in Grade 'A'
New Delhi - 110062, India
www.jamiahamdard.edu

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.05.1989 of the Government of India)

Bachelor of Computer Application

This is to certify that

Mr. / Ms. Shatrughna Singh

S/o, D/o Mr. Akshayavar Singh

Enrolment No. ODL/07/401/1021 *Roll No.* 2549 *has passed the* ***Bachelor of Computer Application*** *Examination of Jamia Hamdard in the year 2010.....in the Open and Distance mode and was placed in.....*1st*.....Division.*

Registrar

290

Date 26 DEC 2015

Vice Chancellor

IN2180203940

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Akansha Bhandari

D/o **Santan Singh Bhandari**

Enrolment No. **2016-301-003**, Roll No. **6216301003**

having been examined in **2019** and found

qualified for the degree of **Bachelor of Computer Applications**

and that he/she was admitted to the said degree and placed

in **First** Division.

Place of Issue : New Delhi

Date of Issue : [illegible]

Registrar

Vice-Chancellor

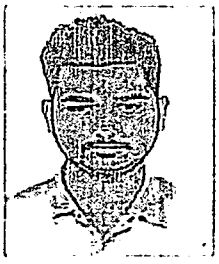
21

IN31802061194

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Abdul Samad

S/o Mohd Ishaque

Enrolment No. 2017-301-004, Roll No. 303

having been examined in 2020 and found

qualified for the degree of Bachelor of Computer Applications

and that he/she was admitted to the said degree and placed

in **First** Division

Place of Issue : New Delhi

Date of Issue : 21 SEP 2023

Registrar

Vice-Chancellor

272

IN5180203934

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Abdul Ahad

S/o Shane Elahi

Enrolment No. 2016-301-001, Roll No. 6216301001

having been examined in 2019 and found

qualified for the degree of Bachelor of Computer Applications

and that he/she was admitted to the said degree and placed

in **First** Division.

Place of Issue : New Delhi

Date of Issue :

Registrar

Vice-Chancellor

IN5180206193

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Aarish Khan

S/o Israr Khan

Enrolment No. **2017-301-003**, Roll No. **302**

having been examined in **2020** and found

qualified for the degree of **Bachelor of Computer Applications**

and that he/she was admitted to the said degree and placed

in **First** Division

Place of Issue : New Delhi

Date of Issue : 21 SEP 2023

Registrar

M. Afshar Alam

Vice-Chancellor

224

IN9180212705

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Computer Applications

This is to certify that

Khulood Khaled Ahmed Mohammed

D/o Khaled Ahmed

Enrolment No. 2019-301-150, Roll No. 19301150

having been examined in 2022 and found

qualified for the degree of Bachelor of Computer Applications

and that he/she was admitted to the said degree and placed

in **First Division with Distinction**

Place of Issue : New Delhi

Date of Issue :

Registrar

Vice-Chancellor

IN91802065965

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Business Administration

This is to certify that

Mohd Zia Ansari

S/o Mohd Haseen Ansari

Enrolment No. 2017-334-094, Roll No. 74094

having been examined in 2020 and found

qualified for the degree of Bachelor of Business Administration

and that he/she was admitted to the said degree and placed

in First Division

Place of Issue : New Delhi

Date of Issue : 21 SEP 2023

Registrar

Vice-Chancellor

IN7180206597

بسم الله الرحمن الرحيم

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-18/85-U.3 dated 10.5.1989 of the Government of India)



Bachelor of Business Administration

This is to certify that

Mohd Zuber

S/o Mohd Amjad Khan

Enrolment No. 2017-334-095, Roll No. 74095

having been examined in 2020 and found

qualified for the degree of Bachelor of Business Administration

and that he/she was admitted to the said degree and placed

in **Second** Division

Place of Issue : New Delhi

Date of Issue : 21 SEP 2023

Registrar

Vice-Chancellor

IN6180213690

JAMIA HAMDARD

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956 vide Notification No. F.9-13/48-U.3 dated 22nd November, 1951 of the Government of India)



Bachelor of Business Administration

This is to certify that

Qazi Mohammad Aqib

S/o Qazi Mohammad Raghib

Enrolment No. **2019-346-041**, Roll No. **19346041**

having been examined in **2022** and found

qualified for the degree of **Bachelor of Business Administration**

and that he/she was admitted to the said degree and placed

in **First** Division

Place of Issue : New Delhi

Date of Issue : 7 JUN 2024

Registrar

Vice-Chancellor

jamia 4

Jamia-BA Eng-Sem 1-Introduction to Genres_-Poetry and Prose.pdf

BA English Sem 1

Jamia

Jamia

Document Details

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trn:oid:::1:3414232665

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Nov 17, 2025, 12:43 PM GMT+5:30

Download Date
May 8, 2026, 5:10 PM GMT+5:30

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Jamia-BA_Eng-Sem_1-Introduction_to_Genres_-Poetry_and_Prose.pdf

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Jamia-BA Eng-Sem 1-Critical Reasoning and Academic Presentation.pdf

BA English Sem 1

Jamia

Jamia

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Nov 17, 2025, 4:34 PM GMT+5:30

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Jamia-BA_Eng-Sem_1-Critical_Reasoning_and_Academic_Presentation.pdf

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204 Pages

59,611 Words

412,337 Characters

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  Matches with neither in-text citation nor quotation marks
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  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
- 0 Cited and Quoted 0%
  Matches with in-text citation present, but no quotation marks

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0% Internet sources
0% Publications
1% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

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Jamia-BA Eng- Sem 1-Writing for Media.pdf

BA English Sem 1

Jamia

Jamia

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trn:oid:::1:3414228761

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Nov 17, 2025, 4:33 PM GMT+5:30

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Jamia-BA_Eng-_Sem_1-Writing_for_Media.pdf

File Size
1.1 MB

235 Pages

68,043 Words

477,270 Characters

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The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text

Match Groups

- 51 Not Cited or Quoted 2%
  Matches with neither in-text citation nor quotation marks
- 0 Missing Quotations 0%
  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
- 0 Cited and Quoted 0%
  Matches with in-text citation present, but no quotation marks

Top Sources

1% Internet sources
0% Publications
2% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

jamia 1

Jamia-BA Eng- Sem 1-Presentation and Performance Skills.pdf

BA English Sem 1

Jamia

Jamia

Document Details

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trn:oid:::1:3414221018

Submission Date
Nov 17, 2025, 12:37 PM GMT+5:30

Download Date
Nov 19, 2025, 3:58 PM GMT+5:30

File Name
Jamia-BA_Eng-_Sem_1-Presentation_and_Performance_Skills.pdf

File Size
1.0 MB

213 Pages

61,928 Words

441,675 Characters

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- Quoted Text

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Matches with neither in-text citation nor quotation marks

0 Missing Quotations **0%**
Matches that are still very similar to source material

0 Missing Citation **0%**
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted **0%**
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
1% Publications
1% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

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Jamia-BA Eng-Sem 2-Social Media Ethics.pdf

BA English Sem 2

Jamia

Jamia

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trn:oid:::1:3414355249

Submission Date
Nov 17, 2025, 3:22 PM GMT+5:30

Download Date
Nov 17, 2025, 3:36 PM GMT+5:30

File Name
Jamia-BA_Eng-Sem_2-Social_Media_Ethics.pdf

File Size
894.8 KB

180 Pages

51,532 Words

363,876 Characters

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77 Not Cited or Quoted 2%
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Matches that are still very similar to source material

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Matches that have quotation marks, but no in-text citation

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Matches with in-text citation present, but no quotation marks

Top Sources

2% Internet sources
1% Publications
2% Submitted works (Student Papers)

Integrity Flags

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Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

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Jamia-BA Eng-Sem 2-History of English Language.pdf

BA English Sem 2

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3414380221

Submission Date
Nov 17, 2025, 3:51 PM GMT+5:30

Download Date
Nov 17, 2025, 4:21 PM GMT+5:30

File Name
Jamia-BA_Eng-Sem_2-History_of_English_Language.pdf

File Size
1023.6 KB

202 Pages

61,592 Words

410,850 Characters

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3 Internet

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jamia 3

Jamia-BA Eng-sem 2-Gender Studies.pdf

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217 Pages

66,914 Words

454,374 Characters

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Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

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2% Internet sources
3% Publications
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Jamia-BA_ENg-Sem_2-Environmental_Science.pdf

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188 Pages

53,113 Words

379,572 Characters

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  Matches with neither in-text citation nor quotation marks
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  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
- 0 Cited and Quoted 0%
  Matches with in-text citation present, but no quotation marks

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1% Internet sources
1% Publications
2% Submitted works (Student Papers)

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Jamia-BA Eng-Sem 2-Digital Communication.pdf

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Jamia-BA_Eng-Sem_2-Digital_Communication.pdf

File Size
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211 Pages

62,676 Words

432,923 Characters

6% Overall Similarity

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Match Groups

195 Not Cited or Quoted 6%
Matches with neither in-text citation nor quotation marks

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Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

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2% Internet sources
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BA English Sem 2

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Jamia-_BA_Eng-Sem_2-_English_For_Professional_Use.pdf

File Size
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233 Pages

66,939 Words

462,637 Characters

2% Overall Similarity

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64 Not Cited or Quoted 2%
Matches with neither in-text citation nor quotation marks

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Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

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Jamia-BA-Eng-Sem 3-Introduction to Drama and Theatre.pdf

BA English Sem 3

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Jamia-BA-Eng-Sem_3-Introduction_to_Drama_and_Theatre.pdf

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217 Pages

66,751 Words

442,279 Characters

300

2% Overall Similarity

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Match Groups

110 Not Cited or Quoted 2%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
0% Publications
2% Submitted works (Student Papers)

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Jamia-BA Eng-Sem 3-Public Speaking.pdf

BA English Sem 3

Jamia

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File Name
Jamia-BA_Eng-Sem_3-Public_Speaking.pdf

File Size
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209 Pages

61,700 Words

431,849 Characters

2% Overall Similarity

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- Bibliography
- Quoted Text

Match Groups

- 45 Not Cited or Quoted 2%
  Matches with neither in-text citation nor quotation marks
- 0 Missing Quotations 0%
  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
- 0 Cited and Quoted 0%
  Matches with in-text citation present, but no quotation marks

Top Sources

1% Internet sources
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jamia 4

Jamia-BA Eng-Sem 3-Public Relations.pdf

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Jamia-BA_Eng-Sem_3-Public_Relations.pdf

File Size
1017.3 KB

212 Pages

60,873 Words

430,300 Characters

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- 57 Not Cited or Quoted 2%
  Matches with neither in-text citation nor quotation marks
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  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
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  Matches with in-text citation present, but no quotation marks

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Jamia-BA Eng-Sem 3-Postcolonial Literatures.pdf

BA English Sem 3

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Jamia-BA_Eng-Sem_3-Postcolonial_Literatures.pdf

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206 Pages

63,617 Words

428,931 Characters

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- 18 Not Cited or Quoted 2%
  Matches with neither in-text citation nor quotation marks
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  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
- 0 Cited and Quoted 0%
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Jamia-BA_English-Sem_4-READING_ON_DEMOCRACY_AND_SECULARISM-SLM.pdf

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107 Pages

33,857 Words

221,969 Characters

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0 Cited and Quoted 0%
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Jamia-BA English-Sem 4-Introduction to Digital Humanities-SLM.pdf

BA English Sem 4

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Jamia-BA_English-Sem_4-Introduction_to_Digital_Humanities-SLM.pdf

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112 Pages

32,231 Words

231,044 Characters

3/D

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  Matches with neither in-text citation nor quotation marks
- 0 Missing Quotations 0%
  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
- 0 Cited and Quoted 0%
  Matches with in-text citation present, but no quotation marks

Top Sources

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Internet

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BA English Sem 4

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Jamia-BA_English-Sem_4-History_of_English_Literature_up_to_Romantic_Revival_-SLM.pdf

File Size
2.2 MB

106 Pages

34,267 Words

225,888 Characters

312

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Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

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3% Internet sources
3% Publications
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Jamia-BA English-Sem 4-British Literature from Chaucer to 18th Century -SLM .pdf

BA English Sem 4

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Jamia-BA_English-Sem_4-British_Literature_from_Chaucer_to_18th_Century_-SLM_.pdf

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93 Pages

30,614 Words

194,466 Characters

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0 Cited and Quoted 0%
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3% Internet sources
0% Publications
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Jamia-BA_English-Sem_4-AMERICAN_LITERATURE-SLM.pdf

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112 Pages

34,628 Words

223,905 Characters

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20 Not Cited or Quoted 2%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

2% Internet sources
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Jamia-BA English--Sem 4- INTRODUCTION TO LINGUISTICS-SLM.pdf

BA English Sem 4

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Jamia-BA_English--Sem_4-_INTRODUCTION_TO_LINGUISTICS-SLM.pdf

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146 Pages

43,651 Words

295,702 Characters

1% Overall Similarity

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- Small Matches (less than 8 words)

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- 9 Not Cited or Quoted 1%
  Matches with neither in-text citation nor quotation marks
- 0 Missing Quotations 0%
  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
- 0 Cited and Quoted 0%
  Matches with in-text citation present, but no quotation marks

Top Sources

1% Internet sources
0% Publications
0% Submitted works (Student Papers)

Integrity Flags

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BCA - Sem1

Jamia

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File Size
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146 Pages

29,636 Words

155,214 Characters

6% Overall Similarity

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- Bibliography
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- Cited Text
- Small Matches (less than 20 words)

Exclusions

- 2 Excluded Sources

Match Groups

25 Not Cited or Quoted 6%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

4% Internet sources
1% Publications
4% Submitted works (Student Papers)

Integrity Flags

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JAMIA-BCA-SEM-1-_Computer_System_Architecture_LAB

BCA - Sem1

Jamia

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JAMIA-BCA-SEM-1-_Computer_System_Architecture_LAB.docx

File Size
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127 Pages

16,537 Words

85,712 Characters

1% Overall Similarity

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Match Groups

15 Not Cited or Quoted 1%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

3% Internet sources
1% Publications
0% Submitted works (Student Papers)

Integrity Flags

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Jamia 4

Jamia-BCA-SEM-I-Mathematical Foundation of Computer Science.docx

BCA - Sem1

Jamia

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Jamia-BCA-SEM-I-Mathematical_Foundation_of_Computer_Science.docx

File Size
6.5 MB

183 Pages

17,105 Words

81,676 Characters

4% Overall Similarity

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- Quoted Text
- Cited Text
- Small Matches (less than 20 words)

Match Groups

14 Not Cited or Quoted 4%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
0% Publications
4% Submitted works (Student Papers)

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Jamia 5

Jamia-BCA-SEM-I-Communication Skills.docx

BCA - Sem1

Jamia

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Jamia-BCA-SEM-I-Communication_Skills.docx

File Size
2.6 MB

204 Pages

56,690 Words

292,666 Characters

10% Overall Similarity

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Filtered from the Report

- Bibliography
- Quoted Text
- Cited Text
- Small Matches (less than 20 words)

Match Groups

46 Not Cited or Quoted 10%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
0% Publications
10% Submitted works (Student Papers)

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Jamia-BCA-SEM-I-Media and Information Literacy Communication (1).docx

BCA - Sem1

Jamia

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Jamia-BCA-SEM-I-Media_and_Information_Literacy_Communication_1_.docx

File Size
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196 Pages

73,738 Words

410,135 Characters

10% Overall Similarity

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- Quoted Text
- Cited Text
- Small Matches (less than 20 words)

Match Groups

53 Not Cited or Quoted 10%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
5% Publications
6% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 1

JAMIA-BCA-SEM-1_C_Programming_Lab

BCA - Sem1

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192700571

Submission Date
Mar 24, 2025, 1:18 PM GMT+5:30

Download Date
Mar 24, 2025, 1:22 PM GMT+5:30

File Name
JAMIA-BCA-SEM-1_C_Programming_Lab.docx

File Size
183.2 KB

104 Pages

13,270 Words

66,366 Characters

4% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text

Match Groups

50 Not Cited or Quoted 4%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

8% Internet sources
11% Publications
4% Submitted works (Student Papers)

Integrity Flags

1 Integrity Flag for Review

Replaced Characters
43 suspect characters on 10 pages
Letters are swapped with similar characters from another alphabet.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 6

Jamia-BCA-SEM-I-Computer System Architecture.docx

BCA - Sem1

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192641688

Submission Date
Mar 24, 2025, 12:04 PM GMT+5:30

Download Date
Mar 24, 2025, 12:36 PM GMT+5:30

File Name
Jamia-BCA-SEM-I-Computer_System_Architecture.docx

File Size
2.4 MB

158 Pages

38,554 Words

188,023 Characters

3% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text
- Cited Text

Match Groups

11 Not Cited or Quoted 3%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
3% Publications
0% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 6

JAMIA-BCA-SEM-2 Unix Linux Lab.docx

BCA - Sem 2

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192722152

Submission Date
Mar 24, 2025, 2:06 PM GMT+5:30

Download Date
Mar 24, 2025, 2:10 PM GMT+5:30

File Name
JAMIA-BCA-SEM-2_Unix_Linux_Lab.docx

File Size
81.0 KB

30 Pages

2,931 Words

16,030 Characters

5% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text

Match Groups

16 Not Cited or Quoted 5%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

2% Internet sources
3% Publications
1% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 5

Jamia-BCA-SEM-II-Environmental Sciencs.docx

BCA - Sem 2

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192699214

Submission Date
Mar 24, 2025, 1:28 PM GMT+5:30

Download Date
Mar 24, 2025, 2:03 PM GMT+5:30

File Name
Jamia-BCA-SEM-II-Environmental_Sciencs.docx

File Size
4.6 MB

230 Pages

76,050 Words

412,044 Characters

8% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text
- Cited Text
- Small Matches (less than 20 words)

Match Groups

101Not Cited or Quoted 8%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources

2% Publications

8% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 4

Jamia-BCA-SEM-II-Elementry Physics.docx

BCA - Sem 2

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192706510

Submission Date
Mar 24, 2025, 1:27 PM GMT+5:30

Download Date
Mar 24, 2025, 1:59 PM GMT+5:30

File Name
Jamia-BCA-SEM-II-Elementry_Physics.docx

File Size
4.3 MB

220 Pages

57,553 Words

298,556 Characters

330

9% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text
- Cited Text
- Small Matches (less than 20 words)

Match Groups

57 Not Cited or Quoted 9%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
0% Publications
9% Submitted works (Student Papers)

Integrity Flags

2 Integrity Flags for Review

Replaced Characters
161 suspect characters on 32 pages
Letters are swapped with similar characters from another alphabet.

Hidden Text
90 suspect characters on 2 pages
Text is altered to blend into the white background of the document.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 7

Jamia-BCA-SEM-II-Data Communication and Computer Networks Basics.docx

BCA - Sem1

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192640186

Submission Date
Mar 24, 2025, 12:10 PM GMT+5:30

Download Date
Mar 24, 2025, 1:05 PM GMT+5:30

File Name
Jamia-BCA-SEM-II-Data_Communication_and_Computer_Networks_Basics.docx

File Size
3.3 MB

176 Pages

41,104 Words

209,048 Characters

10% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Cited Text
- Small Matches (less than 20 words)

Match Groups

- 90 Not Cited or Quoted 10%
  Matches with neither in-text citation nor quotation marks
- 0 Missing Quotations 0%
  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
- 0 Cited and Quoted 0%
  Matches with in-text citation present, but no quotation marks

Top Sources

- 0% Internet sources
- 0% Publications
- 10% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 1

Jamia-BCA-SEM-II-Fundamental Concepts of Operating Systems.docx

BCA - Sem 2

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192699118

Submission Date
Mar 24, 2025, 1:26 PM GMT+5:30

Download Date
Mar 24, 2025, 1:56 PM GMT+5:30

File Name
Jamia-BCA-SEM-II-Fundamental_Concepts_of_Operating_Systems.docx

File Size
4.7 MB

177 Pages

49,233 Words

246,607 Characters

9% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text
- Cited Text
- Small Matches (less than 20 words)

Match Groups

62 Not Cited or Quoted 9%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources

1% Publications

10% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 3

Jamia-BCA-SEM-II-Introduction to Data Structures.docx

BCA - Sem1

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192638355

Submission Date
Mar 24, 2025, 12:09 PM GMT+5:30

Download Date
Mar 24, 2025, 12:42 PM GMT+5:30

File Name
Jamia-BCA-SEM-II-Introduction_to_Data_Structures.docx

File Size
3.3 MB

195 Pages

36,289 Words

168,437 Characters

8% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text
- Cited Text

Match Groups

- 45 Not Cited or Quoted 8%
  Matches with neither in-text citation nor quotation marks
- 0 Missing Quotations 0%
  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
- 0 Cited and Quoted 0%
  Matches with in-text citation present, but no quotation marks

Top Sources

- 0% Internet sources
- 1% Publications
- 7% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 1

JAMIA-BCA-SEM-III INTRODUCTION TO OBJECT ORIENTED PROGRAMMING.docx

BCA - Sem 3

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192725201

Submission Date
Mar 24, 2025, 2:12 PM GMT+5:30

Download Date
Mar 24, 2025, 2:25 PM GMT+5:30

File Name
JAMIA-BCA-SEM-III_INTRODUCTION_TO_OBJECT_ORIENTED_PROGRAMMING.docx

File Size
4.0 MB

179 Pages

31,145 Words

158,758 Characters

24/6

10% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text
- Cited Text
- Small Matches (less than 20 words)

Match Groups

58 Not Cited or Quoted 10%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
0% Publications
10% Submitted works (Student Papers)

Integrity Flags

1 Integrity Flag for Review

Hidden Text
179 suspect characters on 1 page
Text is altered to blend into the white background of the document.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

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Jamia 4

Jamia BCA -Sem III- INTRODUCTION TO DATABASE MANAGEMENT SYSTEM.docx

BCA - Sem 3

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192731602

Submission Date
Mar 24, 2025, 2:13 PM GMT+5:30

Download Date
Mar 24, 2025, 2:29 PM GMT+5:30

File Name
Jamia_BCA_-Sem_III-_INTRODUCTION_TO_DATABASE_MANAGEMENT_SYSTEM.docx

File Size
3.2 MB

187 Pages

41,292 Words

216,433 Characters

10% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Cited Text
- Small Matches (less than 20 words)

Match Groups

64 Not Cited or Quoted 9%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
0% Publications
10% Submitted works (Student Papers)

Integrity Flags

1 Integrity Flag for Review

Replaced Characters
30 suspect characters on 7 pages
Letters are swapped with similar characters from another alphabet.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 5

Jamia-BCA-Sem-III -DISCRETE STRUCTURES.docx

BCA - Sem 3

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192740420

Submission Date
Mar 24, 2025, 2:14 PM GMT+5:30

Download Date
Mar 24, 2025, 2:21 PM GMT+5:30

File Name
Jamia-BCA-Sem-III_-DISCRETE_STRUCTURES.docx

File Size
1.8 MB

221 Pages

70,319 Words

337,481 Characters

2% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text

Match Groups

96 Not Cited or Quoted 2%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

3% Internet sources
0% Publications
0% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 6

JAMIA-SEM-III INTRODUCTION TO WIRELESS COMMUNICATION (1).docx

BCA - Sem 3

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192729668

Submission Date
Mar 24, 2025, 2:17 PM GMT+5:30

Download Date
Mar 24, 2025, 2:31 PM GMT+5:30

File Name
JAMIA-SEM-III_INTRODUCTION_TO_WIRELESS_COMMUNICATION_1_.docx

File Size
5.3 MB

186 Pages

45,024 Words

240,385 Characters

10% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text
- Cited Text
- Small Matches (less than 20 words)

Match Groups

76 Not Cited or Quoted 10%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
10% Publications
0% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 2

JAMIA-BCA-SEM-3 -C ++ Programming Lab.docx

BCA - Sem 3

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192741462

Submission Date
Mar 24, 2025, 2:18 PM GMT+5:30

Download Date
Mar 24, 2025, 2:22 PM GMT+5:30

File Name
JAMIA-BCA-SEM-3_-C_Programming_Lab.docx

File Size
349.4 KB

99 Pages

13,845 Words

74,917 Characters

9% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text

Match Groups

- 103 Not Cited or Quoted 9%
  Matches with neither in-text citation nor quotation marks
- 0 Missing Quotations 0%
  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
- 0 Cited and Quoted 0%
  Matches with in-text citation present, but no quotation marks

Top Sources

7% Internet sources
16% Publications
5% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 3

JAMIA-BCA-SEM-3- Database Management System - LAB.docx

BCA - Sem 3

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192732691

Submission Date
Mar 24, 2025, 2:19 PM GMT+5:30

Download Date
Mar 24, 2025, 2:24 PM GMT+5:30

File Name
JAMIA-BCA-SEM-3-_Database_Management_System_-_LAB.docx

File Size
190.0 KB

129 Pages

15,876 Words

98,240 Characters

8% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text

Match Groups

- 56 Not Cited or Quoted 8%
  Matches with neither in-text citation nor quotation marks
- 0 Missing Quotations 0%
  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
- 0 Cited and Quoted 0%
  Matches with in-text citation present, but no quotation marks

Top Sources

10% Internet sources
6% Publications
7% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

35

Jamia 1

JAMIA -BCA -SEM IV -Fundamentals of Probability and Statistics.docx

BCA - Sem 4

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192753657

Submission Date
Mar 24, 2025, 2:45 PM GMT+5:30

Download Date
Mar 24, 2025, 3:16 PM GMT+5:30

File Name
JAMIA_-BCA_-SEM_IV_-Fundamentals_of_Probability_and_Statistics.docx

File Size
2.6 MB

108 Pages

20,234 Words

99,266 Characters

6% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text
- Cited Text
- Small Matches (less than 20 words)

Match Groups

24 Not Cited or Quoted 6%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
6% Publications
0% Submitted works (Student Papers)

Integrity Flags

1 Integrity Flag for Review

Replaced Characters
24 suspect characters on 12 pages
Letters are swapped with similar characters from another alphabet.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 4

Jamia-BCA-Sem IV- Introduction to Artificial Intelligence (1).docx

BCA - Sem 4

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192753704

Submission Date
Mar 24, 2025, 2:46 PM GMT+5:30

Download Date
Mar 24, 2025, 3:11 PM GMT+5:30

File Name
Jamia-BCA-Sem_IV-_Introduction_to_Artificial_Intelligence_1_.docx

File Size
9.2 MB

213 Pages

44,596 Words

231,593 Characters

36

10% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text
- Cited Text
- Small Matches (less than 20 words)

Match Groups

95 Not Cited or Quoted 10%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources

10% Publications

0% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 3

JAMIA-BCA-SEM-4-Internet and Web Technology practical.docx

BCA - Sem 4

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192750016

Submission Date
Mar 24, 2025, 2:50 PM GMT+5:30

Download Date
Mar 24, 2025, 2:56 PM GMT+5:30

File Name
JAMIA-BCA-SEM-4-Internet_and_Web_Technology_practical.docx

File Size
353.3 KB

23 Pages

1,553 Words

9,347 Characters

312

9% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text
- Cited Text
- Small Matches (less than 20 words)

Match Groups

6 Not Cited or Quoted 9%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
1% Publications
9% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

Jamia 6

JAMIA-BCA-SEM-4-Organization Behavior.docx

BCA - Sem 4

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192749946

Submission Date
Mar 24, 2025, 2:48 PM GMT+5:30

Download Date
Mar 24, 2025, 3:03 PM GMT+5:30

File Name
JAMIA-BCA-SEM-4-Organization_Behavior.docx

File Size
1.3 MB

206 Pages

62,251 Words

348,960 Characters

9% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Filtered from the Report

- Bibliography
- Quoted Text
- Cited Text
- Small Matches (less than 20 words)

Match Groups

100 Not Cited or Quoted 9%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
0% Publications
9% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

36

Jamia 2

Jamia-BCA-Sem IV- Introduction to Artificial Intelligence Practical.docx

BCA - Sem 4

Jamia

Jamia

Document Details

Submission ID
trn:oid:::1:3192757578

Submission Date
Mar 24, 2025, 2:49 PM GMT+5:30

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Jamia-BCA-Sem_IV-_Introduction_to_Artificial_Intelligence_Practical.docx

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36 Pages

3,889 Words

19,166 Characters

3-66

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JAMIA-BCA- SEM -5- Fundamentals of software engineering.docx

BCA Sem 5

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195 Pages

43,581 Words

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67 Not Cited or Quoted 9%
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MZU-BCA-SEM- VI - Introduction to Cloud Computing (1).docx

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MZU-BCA-SEM-_VI_-_Introduction_to_Cloud_Computing_1_.docx

File Size
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204 Pages

52,808 Words

337,727 Characters

2% Overall Similarity

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- Bibliography
- Quoted Text

Match Groups

123 Not Cited or Quoted 2%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

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Jamia-BCA-SEM-5-Introduction_to_Java_Programming.docx

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257 Pages

44,486 Words

238,514 Characters

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JAMIA-BCA-SEM-5_Software_engineering_Lab.docx

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4.1 MB

41 Pages

3,837 Words

21,852 Characters

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11 Not Cited or Quoted 9%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
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37 suspect characters on 1 page
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Jamia-BCA-Sem-5-Digital_Marketing_and_E-commerce.docx

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175 Pages

56,207 Words

308,247 Characters

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41 Not Cited or Quoted 8%
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Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

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0% Internet sources
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353,257 Characters

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Jamia-BBA-SEM-I-Environmental Management.docx

BBA Sem 1

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171 Pages

54,554 Words

297,302 Characters

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15 Not Cited or Quoted 8%
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Jamia-BBA-SEM-I-Marketing Management.docx

BBA Sem 1

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Jamia-BBA-SEM-I-Marketing_Management.docx

File Size
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170 Pages

52,328 Words

285,279 Characters

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40 Not Cited or Quoted 8%
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Jamia-BBA-SEM-I-Business Economics.docx

BBA Sem 1

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Jamia-BBA-SEM-I-Business_Economics.docx

File Size
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169 Pages

41,617 Words

216,889 Characters

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51 Not Cited or Quoted 9%
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Matches that are still very similar to source material

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Jamia-BBA-SEM-I-Indian Economy.docx

BBA Sem 1

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Jamia-BBA-SEM-I-Indian_Economy.docx

File Size
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194 Pages

65,605 Words

359,658 Characters

9% Overall Similarity

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Matches that are still very similar to source material

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Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

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Jamia-BBA-SEM-I-Business Mathematics.docx

BBA Sem 1

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Jamia-BBA-SEM-I-Business_Mathematics.docx

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180 Pages

30,516 Words

128,162 Characters

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Matches that have quotation marks, but no in-text citation

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Matches with in-text citation present, but no quotation marks

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BBA Sem 2

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Jamia-BBA-SEM-II-Business_Statistics.docx

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243 Pages

73,283 Words

375,294 Characters

396

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Jamia-BBA-SEM-II-Business_Law.docx

File Size
220.9 KB

159 Pages

56,982 Words

274,264 Characters

10% Overall Similarity

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31 Not Cited or Quoted 10%
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Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

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11% Internet sources

0% Publications

1% Submitted works (Student Papers)

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Jamia-BBA-SEM-II-Organizational Behaviour.docx

BBA Sem 2

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Jamia-BBA SEM-II Organizational_Behaviour.docx

File Size
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225 Pages

74,075 Words

407,681 Characters

394

9% Overall Similarity

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- Small Matches (less than 25 words)

Match Groups

42 Not Cited or Quoted 9%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

8% Internet sources
1% Publications
7% Submitted works (Student Papers)

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jamia 3

Jamia-BBA-SEM-II-Cost Accounting.docx

BBA Sem 2

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Jamia-BBA-SEM-II-Cost_Accounting.docx

File Size
8.1 MB

219 Pages

60,815 Words

322,650 Characters

10% Overall Similarity

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56 Not Cited or Quoted 10%
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0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

5% Internet sources
0% Publications
7% Submitted works (Student Papers)

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jamia 7

Jamia-BBA-SEM-II-Social Media Ethics.docx

BBA Sem 2

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Jamia-BBA-SEM-II-Social_Media_Ethics.docx

File Size
5.1 MB

213 Pages

69,069 Words

371,446 Characters

398

8% Overall Similarity

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- Small Matches (less than 20 words)

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123 Not Cited or Quoted 8%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

8% Internet sources

0% Publications

4% Submitted works (Student Papers)

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jamia 7

Jamia-BBA-SEM-II-Social Media Ethics.docx

BBA Sem 2

Jamia

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213 Pages

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123 Not Cited or Quoted 8%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

8% Internet sources

0% Publications

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jamia 1

Jamia-BBA-SEM-II-Consumer Behaviour.docx

BBA Sem 2

Jamia

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Jamia-BBA-SEM-II-Consumer_Behaviour.docx

File Size
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202 Pages

56,565 Words

310,237 Characters

40

10% Overall Similarity

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Filtered from the Report

- Bibliography
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- Cited Text
- Small Matches (less than 20 words)

Match Groups

102 Not Cited or Quoted 10%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
0% Publications
10% Submitted works (Student Papers)

Integrity Flags

0 Integrity Flags for Review

No suspicious text manipulations found.

Our system's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If we notice something strange, we flag it for you to review.

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jamia 2

Jamia-BBA-SEM III - HRM.docx

BBA Sem 3

Jamia

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Jamia-BBA-SEM_III_-_HRM.docx

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235 Pages

68,193 Words

367,300 Characters

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238 Pages

73,412 Words

396,564 Characters

7% Overall Similarity

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Matches that are still very similar to source material

0 Missing Citation 0%
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0 Cited and Quoted 0%
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BBA Sem 3

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239 Pages

64,403 Words

365,252 Characters

10% Overall Similarity

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55 Not Cited or Quoted 10%
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0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
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0 Cited and Quoted 0%
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Jamia-BBA-Sem_III-Business_ethics_and_Corporate_Governance.docx

File Size
416.0 KB

198 Pages

64,088 Words

349,055 Characters

404

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The combined total of all matches, including overlapping sources, for each database.

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58 Not Cited or Quoted 9%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

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JAMIA - Sales and Distribution Management BBA-M-102.pdf

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JAMIA_-_Sales_and_Distribution_Management_BBA-M-102.pdf

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19.5 MB

176 Pages

34,794 Words

189,501 Characters

9% Overall Similarity

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44 Not Cited or Quoted 9%
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Matches that are still very similar to source material

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Matches that have quotation marks, but no in-text citation

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Jamia_-_BBA-SEM_III_-Small_Business_and_Entrepreneurship.docx

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1.4 MB

197 Pages

54,217 Words

299,444 Characters

10% Overall Similarity

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- Bibliography
- Quoted Text
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- Small Matches (less than 20 words)

Match Groups

- 75 Not Cited or Quoted 10%
  Matches with neither in-text citation nor quotation marks
- 0 Missing Quotations 0%
  Matches that are still very similar to source material
- 0 Missing Citation 0%
  Matches that have quotation marks, but no in-text citation
- 0 Cited and Quoted 0%
  Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
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JAMIA-BBA-SEM-IV_BUSINESS_RESEARCH_METHODS.docx

File Size
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231 Pages

60,750 Words

322,171 Characters

415

9% Overall Similarity

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71 Not Cited or Quoted 9%
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0 Missing Quotations 0%
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187 Pages

51,720 Words

272,582 Characters

6% Overall Similarity

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61 Not Cited or Quoted 6%
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Jamia-BBA-Sem_IV-_International_Business_Environment.docx

File Size
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171 Pages

50,885 Words

290,390 Characters

6% Overall Similarity

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- Small Matches (less than 20 words)

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37 Not Cited or Quoted 6%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

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0% Internet sources
0% Publications
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BBA Sem 4

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JAMIA-BBA-SEM-4-Marketing_Management-2.docx

File Size
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187 Pages

56,818 Words

313,242 Characters

421

8% Overall Similarity

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- Small Matches (less than 20 words)

Match Groups

78 Not Cited or Quoted 8%
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0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

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JAMIA-BBA- SEM-4-Managing Tourism Services.docx

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JAMIA-BBA-_SEM-4-Managing_Tourism_Services.docx

File Size
323.9 KB

219 Pages

69,735 Words

380,405 Characters

7% Overall Similarity

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Matches that are still very similar to source material

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Matches that have quotation marks, but no in-text citation

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Matches with in-text citation present, but no quotation marks

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2% Internet sources
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JAMIA-BBA-SEM-4 -Goods & Service Tax.docx

BBA Sem 4

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JAMIA-BBA-SEM-4_-Goods_Service_Tax.docx

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205 Pages

57,883 Words

286,609 Characters

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77 Not Cited or Quoted 8%
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Matches that are still very similar to source material

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BBA Sem 5

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JAMIA-BBA-SEM-V_Quantitative_Techniques_For_Managers.docx

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180 Pages

46,503 Words

228,652 Characters

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0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

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0% Publications
4% Submitted works (Student Papers)

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Replaced Characters
35 suspect characters on 13 pages
Letters are swapped with similar characters from another alphabet.

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File Size
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193 Pages

52,897 Words

267,579 Characters

4 24

6% Overall Similarity

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76 Not Cited or Quoted 6%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
0% Publications
6% Submitted works (Student Papers)

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BBA Sem 5

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JAMIA-BBA-SEM-5-_Production_and_operation_management.docx

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185 Pages

52,529 Words

290,244 Characters

8% Overall Similarity

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- Small Matches (less than 20 words)

Match Groups

55 Not Cited or Quoted 8%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
1% Publications
8% Submitted works (Student Papers)

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Jamia-BBA-Sem-V-Maintenance of Human Resources.docx

BBA Sem 5

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Jamia-BBA-Sem-V-Maintenance_of_Human_Resources.docx

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178 Pages

58,659 Words

314,725 Characters

4% Overall Similarity

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51 Not Cited or Quoted 4%
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0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

5% Internet sources
0% Publications
2% Submitted works (Student Papers)

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File Size
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246 Pages

76,836 Words

406,621 Characters

1/250

9% Overall Similarity

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- Small Matches (less than 20 words)

Match Groups

37 Not Cited or Quoted 9%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
1% Publications
9% Submitted works (Student Papers)

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BBA Sem 6

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Jamia-BBA-Sem-VI-Business_Policy_and_Strategy.docx

File Size
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205 Pages

57,087 Words

322,048 Characters

437

10% Overall Similarity

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- Small Matches (less than 20 words)

Match Groups

81 Not Cited or Quoted 10%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

0% Internet sources
1% Publications
10% Submitted works (Student Papers)

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Jamia-BBA-SEM-_VI-Project_Management.docx

File Size
232.8 KB

170 Pages

41,369 Words

263,680 Characters

9% Overall Similarity

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Match Groups

344 Not Cited or Quoted 9%
Matches with neither in-text citation nor quotation marks

0 Missing Quotations 0%
Matches that are still very similar to source material

0 Missing Citation 0%
Matches that have quotation marks, but no in-text citation

0 Cited and Quoted 0%
Matches with in-text citation present, but no quotation marks

Top Sources

9% Internet sources
10% Publications
1% Submitted works (Student Papers)

Integrity Flags

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jamia 2

Jamia- BBA - SEM-VI - Performance Management.docx

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Jamia

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Top Sources

0% Internet sources
0% Publications
8% Submitted works (Student Papers)

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A Flag is not necessarily an indicator of a problem. However, we'd recommend you focus your attention there for further review.

2 4 9

Centre for Distance and Online Education (CDOE)
JAMIA HAMDARD
(Deemed to be University, NAAC Accredited A+)

Hamdard Nagar, New Delhi-110062
Email: director_sodl@jamiahamdard.ac.in

Dated: 08.05.2026

List of Teaching and Academic Staff of the Centre for Distance and Online Education (CDOE), Jamia Hamdard, New Delhi

S.No.	Name & email	Designation	Discipline	Initial Date of Joining Jamia Hamdard	Date of Joining CDOE
1	Prof. M.A. Sikandar (EMP ID : 4208)	Director	Management	18.04.2025	18.04.2025
2.	Dr. Babita Singh (EMP ID: 1329)	Assistant Professor	Political Sciences	29.11.2010	29.11.2010
3.	Dr. Abdul Majid Farooqi (EMP ID 4229)	Assistant Professor	Computer Applications	14.11.2023	14.11.2023
4	Ms. Azza Ayyub Siddiqui (EMP ID: 4341)	Assistant Professor	Management	10.07.2024	10.07.2024
5	Dr. Javid Majeed Pandith (EMP ID: 4471)	Assistant Professor	Management	21.10.2025	21.10.2025
6	Dr. Darakhshan Ishrat (EMP ID: 4478)	Assistant Professor	Islamic Studies	12.12.2025	12.12.2025
7.	Ms. Taqdees Fatima (EMP ID:2996)	Assistant Professor	English	22.08.2017	26.11.2025
8.	Dr. Sanya Khan (EMP ID:4472)	Assistant Professor	English	27.10.2025	26.11.2025
9.	Dr. Mohd. Mubashshir Hasan Farooqi (EMP ID:4283)	Assistant Professor	Computer Science	08.02.2024	19.12.2025
10.	Mr. Rehan Saeed Khan (EMP ID: 4227)	Assistant Professor	Computer Science	10.11.2023	19.12.2025
11.	Dr. Mohammad Fazalur Rehman (EMP ID:3212)	Assistant Professor	Islamic Studies	23.04.2018	19.12.2025
12.	Dr. Mohammad Ahmad Naeemi (EMP ID:1956)	Assistant Professor	Islamic Studies	23.04.2018	19.12.2025

8/5/2026

(Prof. M.A. Sikandar)
Director CDOE

Director
Centre for Distance and Online Education
Jamia Hamdard (Deemed to be University)
Hamdard Nagar, New Delhi-110062

(Col. Tahir Mustafa)
Registrar

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

जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
(Deemed to be University)
Accredited by NAAC in 'A++' Category

Hamdard Nagar, New Delhi-110062
Phone : 011-26059688 (12 Lines)
Website: www.jamiahamdard.edu

D.No: Estab/ED/2024/213
Dated: 01-10-2024

Dr. M.A. Sikandar
Flat No. 2203, Tower 16
Lotus Boulevard, Sector -100
NOIDA-201301
Email:sika1969@gmail.com

SUBJECT: OFFER OF APPOINTMENT AS PROFESSOR/DIRECTOR IN THE CENTRE FOR DISTANCE AND ONLINE DEUCATION (CDOE) UNDER SELF FINANCING SCHEME IN JAMIA HAMDARD.

Dear Sir,

I am pleased to inform you that, the Vice-Chancellor, on the recommendation of the Selection Committee held on 27.06.2024, has approved your appointment as Professor/Director in the Centre for Distance and Online Education (CDOE) under Self Financing Scheme in the Pay Matrix Academic Level -14 of 7th CPC with three advance increments, on probation for a period of one year, with effect from the date of your joining.

You are required to submit a medical fitness certificate after a medical check-up in any Govt Hospital or Government recognized Hospitals. The Medical Certificate shall be signed by a Surgeon or a District Medical Officer.

In the meantime please confirm your acceptance of this offer by returning us a signed copy of this letter. The detailed terms and conditions of appointment is attached herewith this letter.

Please contact the office of the Dy. Registrar or Assistant Registrar (Establishment) with the following documents:

1. Medical Fitness Certificate
2. An affidavit in regard to personal verification. (Proforma Enclosed)
3. Relieving order from your present employer, if applicable.
4. Please bring educational & experience certificates in original for verification.

Your formal order will be issued after completion of other joining formalities as per rules.

Authority: Approval of the Vice-Chancellor dated 18.09.2024.

01/10/24
(Dr. Sarfaraz Ahsan)
Dy. Registrar

Copy to (for information and necessary action):
1. Director, CDOE (Offg.)
2. AR/Secretary to Vice-Chancellor
3. Sr. P.A. to Registrar
4. Personal/Guard File

JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi- 62

TERMS AND CONDITIONS FOR APPOINTMENT OF DR. M.A. SIKANDAR AS PROFESSOR/DIRECTOR IN THE CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) UNDER SELF FINANCING SCHEME.

1. The basic pay will be fixed in the pay matrix of Rs. 1,44,200-2,18,200 i.e. Academic Level 14 of 7th CPC Pay Matrix with three advance increements, as per rules of Jamia Hamdard.
2. Dearness Allowance and other Allowances will be admissible from time to time as per rules.
3. On joining the services of Jamia Hamdard, the appointee shall be governed under the New Pension Scheme (Corporate Sector) under PFRDA as per the Notification of Jamia Hamdard F.No. JH/RO/EC-69/2024/ICOR/85 dated 30.08.2024.
4. Jamia Hamdard provides medical cover and Leave Travel Concession for the teacher, spouse and dependent children, subject to monthly subscription. In case spouse is employed and covered under medical/LTC, the facility will not be available to you.
5. Casual Leave, Earned Leave and Half Pay Leave as admissible to teacher in Jamia Hamdard will be applicable.
6. The appointment is on probation for one year, which may, if needed, be extended to another year. The services of the appointee may be terminated if found unsatisfactory during the probation period. The decision of the Jamia Hamdard in this regard shall be final.
7. Your duties will include teaching and/or research in one or more departments as per requirement or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties. Teachers will be responsible to coordinate in the smooth functioning of the Academic exercise including design of curricula.
8. Jamia Hamdard requires its teachers to be present in the department throughout the working hours and may be asked to perform duties beyond office hours and on holidays without any extra remuneration.
9. You shall, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Competent Authority of Jamia Hamdard and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of Jamia Hamdard.
10. You should not engage yourself either directly or indirectly in any other business, occupation or activity.
11. You are expected to strictly adhere with the Code of Conduct as applicable to the employees of Jamia Hamdard.
12. You are required to execute a service agreement with Jamia Hamdard, as per UGC Regulations, 2018.
13. You are expected to continuously update your knowledge, actively engage in teaching and research work regularly and publish papers in the subject of your specialization/domain/area in due courses.
14. The appointment will be co-terminus with the cessation/withdrawal/abolition of self-financing courses/CDOE programs under the Centre for Distance and Online Education in Jamia Hamdard unless terminated earlier.
15. Performance will be assessed by taking feedback from the appropriate authority/sources.
16. Your conduct and activities as a teacher of Jamia Hamdard should be in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
17. The Annual Self Appraisal Report (ASAR) as per UGC Regulations is to be submitted yearly duly forwarded by the Vice-Chancellor, Jamia Hamdard.
18. Jamia Hamdard usually do not encourage long leave for the purpose of employment elsewhere or for some other reason.

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19. All matters pertaining to service conditions and matters arising out of this appointment shall be settled at the Jamia Hamdard level or by a duly constituted grievance committee and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.

20. If it is found, at any point of time, that the particulars furnished by the appointee to this post are false and deficient, the management shall be well within its rights, to terminate the services summarily, apart from any other legal action deemed necessary as per law of the land.

21. The appointment shall be terminable from either side by giving one month notice or one month salary in lieu of short notice period during the probation. After the probation and subsequent regularization of service, a notice period of three months will be required as per rules. However, in case of unauthorized absence, the competent authority may terminate the appointment without any notice or paying an amount in lieu of notice period.

22. The appointment is subject to the verification of the testimonials and if, any time during the services, the verification reveals that the claim of the candidate is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further actions as may be taken as per rules.

23 The above terms and conditions are only illustrative and not exhaustive. Jamia Hamdard may vary them as per exigencies of work.

24. If the above terms and conditions are acceptable to you, kindly confirm within 10 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.

01/10/14

(Dr. Sarfaraz Ahsan)
Dy. Registrar

I accept the terms & conditions as mentioned above for joining the post of Professor/Director, Centre for Distance and Online Education (CDOE).

Signature : _____

Name : _____

Date : _____

Place : _____

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जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
(A Government Aided Deemed to be University)

D.No. Estab/LD.2025/467
Dated: 18.04.2025

NOTIFICATION

It is to inform all concerned that, in pursuance of the offer of appointment letter D.No. Estab/ED/2024/213, dated 01.10.2024 & extension of joining office order D.No. Estab/LD/2025/53-01, dated 10.01.2025 and subsequent relieving Orders from the Office of Registrar, MANUU No. MANUU/ER-I (A)F.506/2025/78 dated 17.4.2025, Dr. M.A. Sikandar has assumed the charge of the Office of the Director, Centre for Distance and Online Education (CDOE), Jamia Hamdard (Deemed to be University), New Delhi in the forenoon of 18th April, 2025.

18/04/25

(Dr. Sarfaraz Ahsan)
Registrar (Offg.)

Copy to:-

1. Prof. M.A. Sikandar, Director, Centre for Distance and Online Education (CDOE), Jamia Hamdard, New Delhi-110062
2. Joint Secretary, Distance Education Bureau (DEB), University Grants Commission, Distance Education Bureau 35, Feroze Shah Road, New Delhi-110 001 New Delhi (mwaware.ugc@gov.in)
3. Deputy Secretary, Distance Education Bureau (DEB), Feroze Shah Road, New Delhi- 110 001 (neethuthulasi.ugc@gov.in)
4. The Registrar, Maulana Azad National Urdu University (MANUU), Gachibowli, Hyderabad-500 032.
5. The Finance Officer
6. The Controller of Examinations
7. OSD to Hon'ble Chancellor
8. All Deans of Schools and Heads of Departments, Directors of Centres, Chief Proctor, DSW
9. OSD, Centre for Distance and Online Education, Jamia Hamdard
10. Assistant Registrar (Estab/Academic/Purchase), Executive Engineer (Offg), In-charge, HAH-CIT.
11. Secretary to Vice-Chancellor
12. Website Notification
13. Office copy

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India

Office of the Registrar / कुलसचिव कार्यालय

No.MANUU/ER-I(A)/F.506/2025-26/718

17th April, 2025

ORDERS / आदेश

Sub: **MANUU - ER-I Section – Dr. M. A. Sikandar, Associate Professor, Dept. of Management and Commerce – Sanction of Extra Ordinary Leave (EOL) for a period of (02) two years following his appointment as Professor/Director, CDOE, Jamia Hamdard (Deemed University), New Delhi - Orders - Issued.**

Ref:
1. **Revised Office Order No.f.506/67 dated 15.04.2025.**
2. **Letter dated 15.04.2025 of Dr.M.A.Sikandar fwd by Head and Dean.**
3. **Approval of the Vice-Chancellor dated 16.04.2025.**

<<< : >>>

Consequent upon the selection to the post of Professor/Director, Centre for Distance and Online Education (CDOE) in Jamia Hamdard (Deemed University), New Delhi, the competent authority has considered the request made by Dr.M.A.Sikandar, Associate Professor, Department of Management and Commerce, MANUU, Hyderabad and sanctioned Extra Ordinary Leave (EOL) for a period of two years from 18.04.2025 to 17.04.2027 to enable him to join the above said post in Jamia Hamdard (Deemed University), New Delhi.

2. Accordingly, Dr.M.A.Sikandar is hereby stands relieved from the services of Maulana Azad National Urdu University, Hyderabad with effect from the afternoon of **17.04.2025** so as to report to the Vice-Chancellor, Jamia Hamdard (Deemed University), New Delhi.

 # By Order #

सहायक कुलसचिव /Assistant Registrar
Establishment and Recruitment Section-I

To

Dr. M.A.Sikandar
Associate Professor
Dept. of Management and Commerce
MANUU.

Copy to:

1. The Vice-Chancellor, Jamia Hamdard (Deemed University), New Delhi
2. The Dean, School of Commerce and Business Management, MANUU
3. The Head, Department of Management and Commerce, MANUU
4. The Finance Officer, MANUU
5. Office of the VC / Registrar
6. Personal file

Gachibowli, Hyderabad - 500 032, T.S. India
Tel: +91(040) 2300-6601(VC-Office), 2300-6121(Registrar), 2300-6604(Fax)
EPABX 2300-6612, 13, 14, 15 Website: www.manuu.ac.in

Dated: 18th April, 2025

To
The Registrar (Offg)
Jamia Hamdard
(Deemed to be University)
Hamdard Nagar
New Delhi 110 062

Sub: Offer of appointment to the post of Professor/Director, CDOE, Jamia Hamdard: Joining Report

Sir,

With reference to the offer of appointment D.No. Estab/ED/2024/213, dated 01.10.2024 & extension of joining office order D.No. Estab/LD/2025/53-01, dated 10.01.2025 and subsequent relieving Orders from the Office of Registrar, MANUU No. MANUU/ER-I (A)F.506/2025/78 dated 17.4.2025, I hereby joining the post of Professor/Director, Centre for Distance and Online Education (CDOE) in Jamia Hamdard on EOL basis w.e.f. 18.04.2025 (FN).

I am enclosing herewith a copy of Relieving Orders dated 17.04.2025 and Medical Certificate dated 17.04.2025 issued by the Medical Officer, University Health Centre, MANUU Hyderabad

My joining may be accepted please.

Yours faithfully,

18/04/2025

(Dr. M.A. Sikandar)
Associate Professor
Department of Management & Commerce
Maulana Azad National Urdu University
(Central University), Hyderabad
Mob. 9818798949

Joining may kindly be accepted.
18/04/25

Hon'ble V.C. Approved
18.4.25

18/04/25
AR-I

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI –110 062.

D.No: Estab/LD/ 630
Dated: 26 .08.2016

Ms. Babita Singh
Tutor
DODL

SUBJECT: APPOINTMENT AS ASSISTANT PROFESSOR IN THE DIRECTORATE OF OPEN AND DISTANCE LEARNING (DODL)

On the recommendation of the Assessment Committee held on 17.05.2016, the Vice-Chancellor, Jamia Hamdard is pleased to approve your upgradation to the level of Assistant Professor in the Pay Band of Rs. 15600-39100+AGP Rs. 6000/- in the Directorate of Open and Distance Learning (DODL) for a period of three years, with effect from 08.06.2016, the date of your joining duty.

The appointment is however subject to qualify any all India competitive examination in your basic subject or distance education, within three years from the date of joining duty.

Other terms and conditions of your appointment will be as under:

1. The basic pay will be fixed at the minimum in the Pay Band of Rs. 15600-39100+AGP Rs. 6000/- with usual allowances as admissible from time to time.
2. The appointee shall be governed under the CPF Scheme.
3. The university provides medical cover and Leave Travel Concession for the teacher, spouse and dependent children.
4. Casual Leave, Earned Leave and Half Pay Leave as admissible to teacher in Jamia Hamdard will be applicable.
5. One month's notice from either side will be required to terminate the employment or payment of an amount equivalent to one month's salary in lieu of notice period. However, in case of unauthorized absence, the university may terminate the appointment without paying any amount in lieu of notice period.
6. The duties will include teaching and/or research or any other work assigned from time to time. Teachers will be responsible to coordinate in the smooth functioning of the Academic exercise including design of curricula.
7. The university requires its teachers to be present in the department throughout the working hours of the university and may be asked to perform duties beyond office hours and on holidays without any extra remuneration.
8. The appointment will be co-terminus with the cessation/withdrawal/abolition of self- financing courses run in the university unless terminated earlier.
9. Our expectation are that the teachers would try continuously to update knowledge, actively engage in teaching and research work and publish papers in the subject of specialization.

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10. Performance will be assessed by taking feedback from HoD, the students and the Dean of the Faculty.
11. The conduct and activities of the teacher should be in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
12. The self-appraisal report is to be submitted yearly duly forwarded by the Head of the Department.
13. We usually do not encourage long leave for the purpose of employment elsewhere or for some other reason.
14. All matters pertaining to service conditions and matters arising out of this appointment shall be settled at the University level or any grievance by a duly constituted grievance committee and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.
15. If the particulars furnished by the appointee to this post are false and deficient, the management shall be well within its rights, to terminate the services straightaway, apart from any other legal action deemed necessary as per law of the land.
16. The above terms and conditions are only illustrative and not exhaustive. The University may vary them as per exigencies of work.

This issues in supersession of the University Order No:Estab/ED/07 dated 07.06.2016 and University Order No:Estab/LD/311 dated 15.06.2016.

(Dr. Firdous A. Wani)
Registrar

Copy to:

1. Finance Officer
2. Director (DODL)
3. AR to VCS
4. P.A. to Registrar
5. Personal/Guard File

Read on behalf of Mr. Barik
2/9/2016

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JAMIA HAMDARD

(Deemed to be University, NAAC Accredited A+)

Centre for Distance and Online Education (CDOE)

Hamdard Nagar, New Delhi-110062

Phone: +91-11-26059688 Ext. 5341,4342,5343,5344

Email: director_sodl@jamiahamdard.ac.in

F.No.CDOE/JH/2026/06

Date: 12th January, 2026

Office Order

Dr. Babita Singh, Assistant Professor–(Public Administration / Political Science), CDOE has been appointed as the Assistant Director, Centre for Distance and Online Education with immediate effect and till further orders. She will assist the Director, CDOE in coordinating with various activities of ODL and Online programmes of Centre for Distance and Online Education, Jamia Hamdard in addition to her existing job.

Authority: Vice-Chancellor, Jamia Hamdard dated 09.01.2026.

12/1/2026

Director, CDOE

Dr. Babita Singh
Assistant Professor–(Public Administration / Political Science)
CDOE

Copy to:

1. Registrar, Jamia Hamdard
2. The Controller of Examination, Jamia Hamdard
3. Finance Officer, Jamia Hamdard
4. All concerned Programme Coordinators of ODL and Online Programmes, CDOE
5. Assistant Registrar (Academic), Jamia Hamdard
6. AR/Secretary to the Vice-Chancellor, Jamia Hamdard

जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
(Deemed to be University)
Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi - 110062
Phone : 011-26059688 (12 Lines)
Website : www.jamiahamdard.edu

D.No: Estab/ED/2025/156
Dated: 04.08.2025

Dr. Abdul Majid Farooqi
H-67/15, Friends Apartment, Ratiya Marg,
Sangam Vihar, New Delhi- 110062
Email:majid.amf@gmail.com

SUBJECT: OFFER OF APPOINTMENT AS ASSISTANT PROFESSOR (COMPUTER SCIENCE) IN THE CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE), UNDER SELF FINANCING SCHEME.

Dear Sir/Madam,

I am pleased to inform you that, the Vice-Chancellor, on the recommendation of the Selection Committee held on 16.07.2025, has approved your appointment as Assistant Professor (Computer Science) in the Centre for Distance and Online Education (CDOE) under Self Financing Scheme in the Academic Pay Level -10 of 7th CPC Pay Matrix, on probation for a period of one year, with effect from the date of your joining.

You are required to submit a medical fitness certificate after a medical check-up in any Govt. Hospital or Government recognized Hospitals. The Medical Certificate shall be signed by a Surgeon or a District Medical Officer.

In the meantime please confirm your acceptance of this offer by returning us a signed copy of this letter. The detailed terms and conditions of appointment is attached herewith this letter.

Please contact the office of the Dy. Registrar or Assistant Registrar (Establishment) with the following documents:

1. Medical Fitness Certificate
2. An affidavit in regard to personal verification. (Proforma Enclosed)
3. Relieving order from your present employer, if applicable.
4. Please bring educational & experience certificates in original for verification.

Your formal order will be issued after completion of other joining formalities as per rules.

Authority: Approval of the Vice-Chancellor dated 27.07.2025.

(Col. Tahir Mustafa)
Registrar

Copy to (for information and necessary action):

1. Dean, SEST
2. HoD, Computer Science & Engineering
3. AR/Secretary to Vice-Chancellor
4. Sr. P.A. to Registrar
5. Personal/Guard File

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JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi- 62

TERMS AND CONDITIONS FOR APPOINTMENT OF DR. ABDUL MAJID FAROOQI AS ASSISTANT PROFESSOR (COMPUTER SCIENCE) IN THE CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) UNDER SELF FINANCING SCHEME.

1. The basic pay will be fixed at the minimum in the pay matrix of Rs. 57700-182400 i.e. Academic Level 10 in 7th CPC Pay Matrix, as applicable to Jamia Hamdard employees.
2. Dearness Allowance and other Allowances will be admissible from time to time as per rules.
3. On joining the services of Jamia Hamdard, the appointee shall be governed under the New Pension Scheme (Corporate Sector) under PFRDA.
4. Jamia Hamdard provides medical cover and Leave Travel Concession for the teacher, spouse and dependent children, subject to monthly subscription. In case spouse is employed and covered under medical/LTC, the facility will not be available to you (at present the LTC facility for teaching & Group 'A' officer is on hold).
5. Casual Leave, Earned Leave and Half Pay Leave as admissible to teacher in Jamia Hamdard will be applicable.
6. The appointment is on probation for one year, which may, if needed, be extended to another year. The services of the appointee may be terminated if found unsatisfactory during the probation period. The decision of the Jamia Hamdard in this regard shall be final.
7. Your duties will include teaching and/or research in one or more departments as per requirement or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties. Teachers will be responsible to coordinate in the smooth functioning of the Academic exercise including design of curricula.
8. Jamia Hamdard requires its teachers to be present in the department throughout the working hours and may be asked to perform duties beyond office hours and on holidays without any extra remuneration.
9. You shall, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Competent Authority of Jamia Hamdard and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of Jamia Hamdard.
10. You should not engage yourself either directly or indirectly in any other business, occupation or activity.
11. You are expected to strictly adhere with the Code of Conduct as applicable to the employees of Jamia Hamdard.
12. You are required to execute a service agreement with Jamia Hamdard, as per UGC Regulations, 2018.
13. You are expected to continuously update your knowledge, actively engage in teaching and research work regularly and publish papers in the subject of your specialization/domain/area in due courses
14. The appointment will be co-terminus with the cessation/withdrawal/abolition of self-financing courses/SEST programs under the Department of Computer Science & Engineering in Jamia Hamdard unless terminated earlier.
15. Performance will be assessed by taking feedback from the appropriate authority/sources.
16. Your conduct and activities as a teacher of Jamia Hamdard should be in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
17. The Annual Self Appraisal Report (ASAR) as per UGC Regulations is to be submitted yearly duly forwarded by the Head of the Department/Dean of the School.
18. Jamia Hamdard usually do not encourage long leave for the purpose of employment elsewhere or for some other reason.

19. You should not engage yourself either directly or indirectly in any other business, occupation or activity.

20. All matters pertaining to service conditions and matters arising out of this appointment shall be settled at the Jamia Hamdard level or by a duly constituted grievance committee and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.

21. If it is found, at any point of time, that the particulars furnished by the appointee to this post are false and deficient, the management shall be well within its rights, to terminate the services summarily, apart from any other legal action deemed necessary as per law of the land.

22. The appointment shall be terminable from either side by giving one month notice or one month salary in lieu of short notice period during the probation. After the probation and subsequent regularization of service, a notice period of three months will be required or three month's salary in lieu of short notice period as per rules. However, in case of unauthorized absence, the competent authority may terminate the appointment without any notice or paying an amount in lieu of notice period.

23. The appointment is subject to the verification of the testimonials and if, any time during the services, the verification reveals that the claim of the candidate is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further actions as may be taken as per rules.

24. Jamia Hamdard provides residential accommodation to its staff members in the Main Campus (including Pul Pehlad Pur staff quarters). HRA will be provided only if no Campus accommodation is provided.

25. The above terms and conditions are only illustrative and not exhaustive. Jamia Hamdard may vary them as per exigencies of work.

26. If the above terms and conditions are acceptable to you, kindly confirm within 10 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.

(Col. Tahir Mustafa)
Registrar

I accept the terms & conditions as mentioned above for joining the post of Assistant Professor (Computer Science) in the Centre for Distance and Online Education (CDOE).

Signature : _____

Name : Dr. Abdul Majid Faroogi

Date : 06-09-2025

Place : New Delhi-110062

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Date: 06-08-2025

Joined today (FN). 6/8/2025

DR

To

The Director

Centre for Distance and Online Education (CDOE)

Jamia Hamdard

New Delhi – 110062

Subject: Joining Report

Respected Sir,

I have been offered a regular post of Assistant Professor (Computer Science), at Centre for Distance and Online Education, Jamia Hamdard vide offer letter no. Estab/ED/2025/156 dated 04-08-2025. (Copy enclosed).

I have joined my duties at the Centre for Distance and Online Education (CDOE), Jamia Hamdard, as Assistant Professor (Computer Science) on 06-08-2025 (forenoon).

Kindly acknowledge my joining.

Thanking you,

Yours sincerely,

06-08-2025

Dr. Abdul Majid Farooqi

Assistant Professor (Computer Science)

Centre for Distance and Online Education (CDOE)

Jamia Hamdard

JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Phone : 011 26059688 (12 Lines)
Email : estab.section@jamiahamdard.ac.in
Website : www.jamiahamdard.edu
Hamdard Nagar, New Delhi – 110062

D.No: Estab/ED/244
Dated: 03.11.2023

Dr. Abdul Majid Farooqi
J-62, Hina Complex, Near Ayesha Masjid,
Adarsh Nagar, Jaipur, Rajasthan. – 302004

SUBJECT: OFFER OF ENGAGEMENT AS ASSISTANT PROFESSOR (COMPUTER SCIENCE & ENGINEERING) ON CONTRACTUAL BASIS IN CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) UNDER SELF FINANCING SCHEME.

The Vice-Chancellor, on the recommendation of the Local Selection Committee held on 31.10.2023, is pleased to approve your engagement as Assistant Professor (Computer Science & Engineering) under Self Financing Scheme purely on contractual basis in the Centre for Distance and Online Education (CDOE) on consolidated salary of Rs. 50,000 /- P.M. (all inclusive) for a period of one (01) year, with effect from the date of joining duty.

02. You are requested to contact the Deputy Registrar with following documents:

i. An affidavit in regard to personal verification (Proforma Enclosed).
ii. Relieving order from your present employer, if applicable.
iii. Please bring educational & experience certificates in original for verification.

03. Other terms and conditions of your engagement will be as under:

i. In addition to normal holidays, you will be entitled to 1½ days leave for each completed month of service.
ii. There will be no encashment of leave and leave at credit will be treated as lapsed if not availed during the period of contract.
iii. Your duties will include teaching and/or research in one or more departments as per requirement or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties.
iv. You will required to be present in the department/Jamia Hamdard throughout the working hours and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
v. Your performance will be assessed through established mechanism on half yearly basis.
vi. You are expected to continuously update your knowledge, actively engage in research work and publish papers in the subject of your specialization.
vii. This contract will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.
viii. The contract can be terminated at any time from either side by a notice of one month or salary in lieu of short notice period during the contract. However, in case of unauthorized absence, the contract can be terminated without any notice or paying an amount in lieu of notice period.
ix. If the above terms and conditions are acceptable to you, kindly confirm within 07 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.

Authority: Approval of the Vice-Chancellor dated 03.11.2023.

Ahsan 03/11/23
(Dr. Sarfaraz Ahsan)
Dy. Registrar

Copy to.:

1. Officiating Director, CDOE
2. Finance Officer
3. AR/Secretary to Vice-Chancellor/P.A. to Registrar
4. Personal/Guard File

O/C

Date: 14.11.2023

To,

The Registrar

Jamia Hamdard,

New Delhi-110062

Subject: Joining Report

Respected Sir,

I, Dr. Abdul Majid Farooqi,am writing to formally inform you that I have joined as an Assistant Professor in the Department of CSE (CDOE), Jamia Hamdard on 14.11.2023, with Reference No. Estab/ED/244.

Sincerely Yours

Dr. Abdul Majid Farooqi

Assistant Professor

O/c

14/11/2023

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D.No . : Estab/LD/2024/1639
Dated : 27/11/2024

OFFICE ORDER

In Continuation of the Office Order D.No.: Estab/LD/1634 dated 01.12.2023, the Competent Authority has been pleased to approve the renewal of contractual engagement of **Dr. Abdul Majid Farooqi**, Assistant Professor (Computer Science & Engineering) on contractual basis in the Centre for Distance and Online Education (CDOE) Jamia Hamdard w.e.f. 14.11.2024 to 30.06.2025 with a consolidated salary of Rs.65,000/-(Rupees Sixty Five Thousand only) per month, in accordance with the Office Order No. Estab/LD/2024/1353 dated 01.10.2024.

2. The Other terms & conditions shall remain same as per offer of engagement letter no. Estab./ED/244 dated 03.11.2023.

3. Any further extension of such contractual tenure shall be done in accordance with the decision of 69th EC meeting as held on 07.08.2024 as notified vide notification no. JH/RO/EC-69/2024/ICOR/83 dated 23.08.2024.

Authority: Approval of the Vice-Chancellor dated 25.11.2024.

Ahsan
27/11/24
(Dr. Sarfaraz Ahsan)
Deputy Registrar

Copy to:

1. **Dr. Abdul Majid Farooqi**, Assistant Professor (Computer Science & Engineering) on contractual basis, CDOE.
2. Finance Officer (Officiating)
3. Officiating Director, CDOE
4. A.R./Secretary to Vice-Chancellor
5. S.P.A. to Registrar
6. Personal File/Guard File

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D.No.:Estab/LD/2025/ 802
Dated : 19.06.2025

OFFICE ORDER

Subject: Appointmnet of Assistant Programme Coordinator, BBA Programme (ODL and Online mode) in CDOE-reg.

In reference of the Letter No.CDOE/JH/Prog.Coord/2024 dated May 10, 2024, the Vice-Chancellor is pleased to appoint Ms. Azza Ayyub Siddiqui, Assistant Professor (Management), Centre for Distance & Online Education (CDOE) as Assistant Programme Coordinator, BBA Programme (ODL and Online mode) in Centre for Distance and Online Education (CDOE), Jamia Hamdard, in addition to her assigned duties for a a period of two years or till further orders, with immediate effect.

As an Assistant Programme Coordinator, she will be responsible to assist Programme Coordinator, BBA for overall coordination of the development of SLM, delivery and assessments of the learners in ODL/Online Programmes of CDOE, Jamia Hamdard and shall perform such other duties as prescribed in the UGC (ODL & OL) Regulations, 2020, as amended from time to time.

Authority: Approval of Vice-Chancellor dated 29.05.2025.

19/06/25
(Dr. Sarfaraz Ahsan)
Registrar (Officiating)

Copy to :

1. The Director, CDOE
2. Controller of Examinations
3. Dr. Mohd. Jamshed, Programme Coordinator, BBA
4. Assistant Registrar (Academic)
5. AR/Secretary to Vice-Chancellor
6. Sr. P.A. to Registrar
7. Personal/Guard File

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Date- 10/07/24

The Director
Centre for Distance & Online Education (CDOE)
Jamia Hamdard
New Delhi - 110025

Subject - Application for Confirmation of Joining

Respected Sir,

I Azza Ayyub Siddiqui, after completion of document verification hereby to Join the Centre of Distance & Online Education (CDOE) as an Assistant Professor (Mgt) on 10/07/24. (fornoon)

Yours Sincerely
Azza Ayyub Siddiqui

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D.No. : Estab/LD/2025/784
Dated : 17/06/2025

OFFICE ORDER

In Continuation of the Office Order D.No.: Estab/LD/876 dated 16.07.2024, the Competent Authority has been pleased to approve the renewal of contractual engagement of **Ms. Azza Ayyub Siddiqui**, Assistant Professor (Management) on contractual basis in the Centre for Distance and Online Education (CDOE), Jamia Hamdard w.e.f. 10.07.2025 to 31.12.2025 with a consolidated salary of Rs.65,000/-(Rupees Sixty Five Thousand only) per month.

2. The Other terms & conditions shall remain same as per offer of engagement letter no. Estab./ED/159 dated 28.06.2024.

3. Any further extension of such contractual tenure shall be done in accordance with the decision of 69th EC meeting as held on 07.08.2024 as notified vide notification no. JH/RO/EC-69/2024/ICOR/83 dated 23.08.2024 & D.No.Estab/LD/2025/399 dated 04.04.2025.

Authority: Approval of the Vice-Chancellor dated 13.06.2025.

Ahsan 17/06/25

(Dr. Sarfaraz Ahsan)
Registrar (Officiating)

Copy to:

1. **Ms. Azza Ayyub Siddiqui**, Assistant Professor (Management) on contractual basis, Centre for Distance and Online Education (CDOE)
2. Finance Officer (Officiating)
3. Director, CDOE
4. A.R./Secretary to Vice-Chancellor
5. Sr. PA to Registrar
6. Personal File/Guard File

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D.No . : Estab/LD/2026/105
Dated : 22/01/2026

OFFICE ORDER

Sub: Renewal of Contractual Engagement–Assistant Professor, Centre for Distance and Online Education (CDOE)- Reg.

On the basis of the recommendations of the Performance Assessment Committee, constituted to evaluate the academic performance, research contributions & students feedback for contract renewals; the Vice-Chancellor has been pleased to approve the renewal of contractual engagement of **Ms. Azza Ayyub Siddiqui**, Assistant Professor on contractual basis in the Centre for Distance and Online Education (CDOE), Jamia Hamdard, for a further period of one (01) year w.e.f. **01.01.2026 to 31.12.2026** with an enhancement of 5% in her monthly emoluments.

2. Therefore, his salary after 5% enhancement will be Rs.68,250/- (Rupees Sixty Eight Thousand Two Hundred Fifty Only) per month with effect from 01.01.2026 and all other terms and conditions shall remain same, as per offer of engagement letter D.No Estab./ED/2025/784 dated 07.06.2025.

Authority: Approval of the Vice-Chancellor dated 21.01.2026.

Ahsan 22/01/26

(Dr. Sarfaraz Ahsan)
Deputy Registrar

Copy to:

1. **Ms. Azza Ayyub Siddiqui**, Assistant Professor (Contractual), CDOE
2. Finance Officer (Officiating)
3. Director, CDOE
4. A.R./Secretary to Vice-Chancellor
5. Sr.PA. to Registrar
6. Personal File/Guard file

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D.No.:Estab./LD/2025/1514
Dated : 11/11/2025

OFFICE ORDER

On the recommendation of the Local Selection Committee (Walk-In-Interview) held on 06.10.2025, **Dr. Javid Majeed Pandith** was given offer of engagement as Assistant Professor (Management) on contractual basis under Self Financing Scheme (SFS) in the Centre for Distance & Online Education (CDOE), Jamia Hamdard vide letter No.Estab/ED/2025/216 Dated 09.10.2025, which he subsequently joined on 21.10.2025 (Forenoon).

Consequent upon his acceptance of the terms & conditions attached with the above mentioned letter and after completing the required formalities, **Dr. Javid Majeed Pandith** is hereby engaged as Assistant Professor (Management) on contractual basis under Self Financing Scheme (SFS) in the Centre for Distance & Online Education (CDOE), Jamia Hamdard on consolidated Salary of Rs. 65,000/- (Rupees Sixty Five Thousand Only) (all inclusive) per month for a period of 01 (one) year w.e.f. 21.10.2025 (F/N), the date of his joining duty.

Authority: Approval of Vice-Chancellor dated 04.11.2025.

11/11/25

(Dr. Sarfaraz Ahsan)
Deputy Registrar

Dr. Javid Majeed Pandith (Emp ID -04471)
Assistant Professor (Management), on contractual basis
Centre for Distance & Online Education (CDOE), Jamia Hamdard.

Copy to:

1. Finance officer -along with details of Bank Account of Employee/Pan Card
2. Director, CDOE
3. AR/Secretary to VC
4. Sr. P.A to Registrar
5. Personal/Guard File

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21/10/25

The Director
Centre for Distance and Online Education
Jamia Hamdard
New Delhi-110062

Date: 21.10.2025

Joining w.e.f. 21/10/2025 (FN) may be accepted.
21/10/2025

Subject: Joining Report

Sir,

AP Encl. 7

With reference to my offer letter D.No.Estab/ED/2025/216 dated 09.10.2025 offering me engagement as Assistant Professor (Management) on contractual basis in the Centre for Distance and Online Education (CDOE) under Self Financing Scheme, I accept the terms and conditons contained in the above referred offer letter and I hereby join my duty today on Monday, 21st October, 2025 (Forenoon) in Centre for Distance and Online Education, Jamia Hamdard, New Delhi.

It is requested to kindly accept my joining.

Thanking you,

Yours faithfully,

Javid Majeed

(Dr. Javid Majeed Pandith)
D20/21 Okhla Vihar
Jamia Nagar
New Delhi-110025
Mob. No.7006039985

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D.No . : Estab/LD/2026/ 39
Dated : 07/ 01 /2026

OFFICE ORDER

On the recommendation of the Local Selection Committee (Walk-In-Interview) held on 27.11.2025, **Dr. Darakhshan Ishrat** was given offer of engagement as Assistant Professor (Islamic Studies) on contractual basis under Self Financing Scheme (SFS) in the Centre for Distance & Online Education (CDOE), Jamia Hamdard vide letter No.Estab/ED/2025/263 Dated 12.12.2025, which she subsequently joined on 12.12.2025 (Forenoon).

Consequent upon her acceptance of the terms & conditions attached with the above mentioned letter and after completing the required formalities, Dr. Darakhshan Ishrat is hereby engaged as Assistant Professor (Islamic Studies) on contractual basis under Self Financing Scheme (SFS) in the Centre for Distance & Online Education (CDOE), Jamia Hamdard on consolidated Salary of Rs 65,000/- (Rupees Sixty Five Thousand only) (all inclusive) per month for a period of 01 (one) year w.e.f. 12.12.2025 (F/N), the date of her joining duty.

Authority: Approval of Vice-Chancellor dated 02.01.2026.

07/01/26
(Dr. Sarfaraz Ahsan)
Deputy Registrar

Dr. Darakhshan Ishrat (Emp ID -04478)
Assistant Professor (Islamic Studies), on contractual basis (SFS)
Centre for Distance & Online Education (CDOE), Jamia Hamdard

Copy to:

1. Finance officer (Officiating) -along with details of Bank Account of Employee/Pan Card
2. Director, CDOE
3. AR/Secretary to VC
4. Sr. P.A to Registrar
5. Personal/Guard File

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Website: www.jamiahamdard.ac.in

D.No: Estab/ED/2025/ 263
Dated 12. 12 .2025

Dr. Darakhshan Ishrat
J3/73 Fourth Floor, Gali No. 8,
J-Extension, Kishan Kunj,
Laxmi Nagar, Delhi-110092
Email: darakhshanishrat@gmail.com

SUBJECT: **OFFER OF ENGAGEMENT AS ASSISTANT PROFESSOR (ISLAMIC STUDIES) ON CONTRACTUAL BASIS IN THE CENTRE FOR DISTANCE & ONLINE EDUCATION (CDOE) UNDER SELF FINANCING SCHEME.**

The Vice-Chancellor, on the recommendation of the Local Selection Committee (Walk-In-Interview) held on 27.11.2025, is pleased to approve your engagement as Assistant Professor (Islamic Studies) purely on contractual basis in the Centre for Distance & Online Education (CDOE), under Self Financing Scheme, on consolidated salary of Rs. 65,000 /- P.M. (all inclusive) for a period of one (01) year, with effect from the date of joining duty.

02. Please contact the office of the Dy. Registrar or Assistant Registrar (Establishment) with the following documents:

i. An affidavit in regard to personal verification (Proforma Enclosed).
ii. Relieving order from your present employer, if applicable.
iii. Please bring educational & experience certificates in original for verification.

03. Other terms and conditions of your engagement will be as under:

i. In addition to normal holidays, you will be entitled to 1½ days leave for each completed month of service.
ii. There will be no encashment of leave and leave at credit will be treated as lapsed if not availed during the period of contract.
iii. Your duties will include teaching and/or research in one or more departments as per requirement or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties.
iv. You will required to be present in the department/Jamia Hamdard throughout the working hours and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
v. You shall, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Competent Authority of Jamia Hamdard and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of Jamia Hamdard.
vi. You should not engage yourself either directly or indirectly in any other business, occupation or activity.
vii. You are expected to strictly adhere with the Code of Conduct as applicable to the employees of Jamia Hamdard.
viii. Your performance will be assessed through established mechanism on half yearly basis.
ix. You are expected to continuously update your knowledge, actively engage in research work and publish papers in the subject of your specialization.

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x. The contract will be co-terminus with the cessation/withdrawal/abolition of self-financing courses under the Centre for Distance & Online Education (CDOE) in Jamia Hamdard unless terminated earlier.

xi. This contract will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.

xii. The contract can be terminated at any time from either side by a notice of one month or salary in lieu of notice period during the contract. However, in case of unauthorized absence, the contract can be terminated without any notice or without paying any amount in lieu of notice period.

If the above terms and conditions are acceptable to you, kindly confirm within 07 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.

Authority: Approval of the Vice-Chancellor dated 11.12.2025.

12/12/25

(Dr. Sarfaraz Ahsan)
Dy. Registrar

Copy to:

01. Director, CDOE
02. AR/Secretary to Vice-Chancellor
03. Sr. P.A. to Registrar
04. Personal/Guard File

Date: 12.12.2025

The Registrar
Jamia Hamdard
New Delhi-110062

Through Director, CDOE

Forwarded
12/12/2025

Subject: Joining Report

Sir,

With reference to my offer letter D.No.Estab/ED/2025/263 dated 12.12.2025 offering me engagement as Assistant Professor (Islamic Studies) on contractual basis in the Centre for Distance and Online Education (CDOE) under Self Financing Scheme, I accept the terms and conditons contained in the above referred offer letter and I hereby join my duty today on Friday, 12th December, 2025 (Forenoon) in Centre for Distance and Online Education, Jamia Hamdard, New Delhi.

It is requested to kindly accept my joining.

Thanking you,

Yours faithfully,
Ishrat.

(Dr.Darakhshan Ishrat)
J3/73, 4th Floor,
Gali No.8, J-Extension
Kishan Kunj, Laxmi Nagar
New Delhi-110092
Mob. No.9560194164

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Website: www.jamiahamdard.edu

D.No: Estab/ED/2025/ 217
Dated 15. 10. 2025

Dr. Sanya Khan
C-278/5, Sunrise Building
Jasola Vihar, Okhla, New Delhi-110025
Email: drsanya786@gmail.com

SUBJECT: OFFER OF ENGAGEMENT AS ASSISTANT PROFESSOR (ENGLISH) ON CONTRACTUAL BASIS IN THE SCHOOL OF ENGINEERING SCIENCES & TECHNOLOGY (SEST) UNDER SELF FINANCING SCHEME.

The Vice-Chancellor, on the recommendation of the Selection Committee held on 01.10.2025, is pleased to approve your engagement as Assistant Professor (English) purely on contractual basis in the School of Engineering Sciences & Technology (SEST), under Self Financing Scheme, on consolidated salary of Rs. 65,000 /- P.M. (all inclusive) for a period of one (01) year, with effect from the date of joining duty.

02. Please contact the office of the Dy. Registrar or Assistant Registrar (Establishment) with the following documents:

i. An affidavit in regard to personal verification (Proforma Enclosed).
ii Relieving order from your present employer, if applicable.
iii Please bring educational & experience certificates in original for verification.

03. Other terms and conditions of your engagement will be as under:

i. In addition to normal holidays, you will be entitled to 1½ days leave for each completed month of service.
ii. There will be no encashment of leave and leave at credit will be treated as lapsed if not availed during the period of contract.
iii. Your duties will include teaching and/or research in one or more departments as per requirement or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties.
iv. You will required to be present in the department/Jamia Hamdard throughout the working hours and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
v. You shall, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Competent Authority of Jamia Hamdard and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of Jamia Hamdard.
vi. You should not engage yourself either directly or indirectly in any other business, occupation or activity.
vii. You are expected to strictly adhere with the Code of Conduct as applicable to the employees of Jamia Hamdard.
viii. Your performance will be assessed through established mechanism on half yearly basis.
ix. You are expected to continuously update your knowledge, actively engage in research work and publish papers in the subject of your specialization.
x. This contract will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.

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xi. The contract can be terminated at any time from either side by a notice of one month or salary in lieu of notice period during the contract. However, in case of unauthorized absence, the contract can be terminated without any notice or without paying any amount in lieu of notice period.

If the above terms and conditions are acceptable to you, kindly confirm within 07 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.

Authority: Approval of the Vice-Chancellor dated 13.10.2025

15/10/25

(Dr. Sarfaraz Ahsan)
Dy. Registrar

Copy to:
01. Dean, SEST
02. HoD, CSE
03. AR/Secretary to Vice-Chancellor
04. Sr. P.A. to Registrar
05. Personal/Guard File

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D. No. Estab./LD/2025/1587
Date: 25/11/2025

OFFICE ORDER

Sub.: Internal Transfer/Posting - Reg.

In pursuance of the approval of the Academic Council and the Executive Council for introduction of the B.A. English programme through Open and Distance Learning (ODL) and Online mode at Centre for Distance & Online Education (CDOE), Jamia Hamdard from the January–February 2026 session, the Competent Authority has been pleased to approve the transfer/posting of following Assistant Professors (English) with immediate effect, to meet the academic requirements at CDOE:

SN	Name of Faculty Member/Teaching Staff	Posted From	Posted To
1.	Ms. Taqdees Fatima, Assistant Professor of English (Contractual)	Hamdard Institute of Legal Studies & Research (HILSR)	Centre for Distance & Online Education (CDOE)
2.	Dr. Sanya Khan Assistant Professor of English (Contractual)	Deptt. of Computer Science & Engg., SEST	

2. The concerned faculty members shall report to the Director, CDOE and discharge their duties as assigned in connection with the B.A. English programme in ODL and Online mode.

Authority: Approval of Vice-Chancellor dated 25-11-2025.

25/11/2025
(Col Tahir Mustafa)
Registrar

O/C

Copy to:

1. **Concerned Assistant Professors**
2. Dean SEST/ HOD- Computer Science & Engg. /Dean, HILSR
3. Finance Officer (Offg.)/ Dean- Academics/ Director IQAC/ Director- R&D Cell/ Controller of Examinations
4. AR/Sectt. to VC
5. Sr. PA to Registrar
6. Guard File/Personal Files.

जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
(Deemed to be University)
Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi-110062
Phone : 011-26059688 (12 Lines)
Website: www.jamiahamdard.edu

D. No. Estab./LD/2025/1665
Date: 08/12/2025

NOTIFICATION

Consequent to the Internal Transfer/Posting Order No. Estab./LD/2025/1587/01 dated 25.11.2025, the following faculty members have joined their duties at the Centre for Distance & Online Education (CDOE), Jamia Hamdard with effect from **26.11.2025**:

1. Ms. Taqdees Fatima, Assistant Professor of English (Contractual)
2. Dr. Sanya Khan, Assistant Professor of English (Contractual)

This is notified for information and necessary action.

Ahsan
08/12/25
(Dr. Sarfaraz Ahsan)
Deputy Registrar

Copy to:

1. Concerned Teachers
2. Finance Officer (Officiating)
3. Director- CDOE
4. AR/Sectt. to Vice-Chancellor
5. Sr. PA to Registrar
6. Guard File/Personal Files

forwarded to
DR/AR - Estab
26/11/2025

Date: 26.11.2025

The Director
Centre for Distance and Online Education
Jamia Hamdard
New Delhi-110062

Subject: Joining Report

Sir,

With reference to the office order No.Estab./LD/2025/1587/01 dated 25.11.2025 issued by the Registrar, Jamia Hamdard regarding my transfer from Deptt. Of Computer Science & Engg., SEST to the Centre for Distance and Online Education, Jamia Hamdard I hereby join my duties today on 26th November, 2026.

Thanking you,

Yours faithfully,
28/11/2025
(Dr. Sanya Khan)
Asstt.Professor (English)
drsanya786@gmail.com
92117 61746 (M)

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-110062

D.No. Estab/ED/79
Dated: 20 10 .2017

Ms. Taqdees Fatima
K-47, 4th Floor, Sailing Club Road
Near Khalilullah Masjid,
Jamia Nagar
New Delhi-110025

SUBJECT: CONTRACTUAL APPOINTMENT AS ASSISTANT PROFESSOR (English) IN THE DEPARTMENT OF COMPUTER SCIENCE, SCHOOL OF ENGINEERING SCIENCES & TECHNOLOGY.

On the recommendation of the adhoc Selection Committee held on 21.08.2017, the Vice-Chancellor, Jamia Hamdard has approved your appointment purely on contract basis as Assistant Professor (English) in the Dept. of Computer Science, School of Engineering Sciences & Technology on consolidated salary of Rs. 35,000/-p.m. (all inclusive) for the current academic session 2017-2018, w.e.f. the date of your joining duty.

You are required to submit a medical fitness certificate after a medical check-up in the Hkm. Abdul Hameed Centenary Hospital. For medical examination you may please contact the Medical Superintendent of HAHC Hospital. You are also required to submit an affidavit in regard to vigilance clearance. (Proforma enclosed). You are advised to complete the above formalities within a week.

Other terms and conditions of your appointment will be as under:

1. In addition to normal holidays, you will be entitled to 1 1/2 days leave for each completed month of service.
2. There will be no encashment of leaves on the expiry of your appointment and leaves at credit will be treated as lapsed if not availed during the period of appointment.
3. Your duties will include teaching and/or research or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by the University, in addition to your normal duties.
4. You will required to be present in the department/university throughout the working hours of the university and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
5. You are expected to continuously update your knowledge, actively engage in research work and publish papers in the subject of your specialization.
6. This appointment will not confer any rights on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.

Cont.....

7. The appointment can be terminated at any time from either side by a notice of one month or one month salary in lieu of notice period during the contract. However, in case of unauthorized absence, the appointment can be terminated without any notice or paying an amount in lieu of notice period.

E.Khan

(Prof. Ehsan A. Khan)
Acting Registrar

Copy to:

1. Dean, School of Engineering Sciences & Technology
2. Head, Dept. of Computer Science
3. Finance Officer
4. Medical Supdt., HAHC Hospital
5. A.R. to VCS
6. PA to Registrar
7. Personal/Guard File

VC

JAMIA HAMDARD
(HAMDARD NAGAR, NEW DELHI – 110 062)

D.No. Estab/LD/ 944
Dated: 17.11.2017

UNIVERSITY ORDER

Consequent upon their appointments as Assistant Professor on contractual basis in the Department of Computer Science, School of Engineering Sciences and Technology, the following have joined their duties for the current academic session 2017-2018 from the forenoon of 22.08.2017.

S.No.	Name	Designation	Consolidated pay
01.	Dr.Md. Nasiruzzaman	Assistant Professor (Mathematics)	Rs 50,000 p.m.
02.	Dr. Sohrab Ali	Assistant Professor (Mathematics)	Rs 50,000 p.m.
03.	Ms. Ayesha Kamal	Assistant Professor (English)	Rs 35,000 p.m.
04.	Ms. Taqdees Fatima	Assistant Professor (English)	Rs 35,000 p.m.

(Prof. Ehsan A. Khan)
Acing Registrar

Copy to:

01. Finance Officer
02. Dean, School of Engineering Sciences & Technology
03. Head, Department of Computer Science
04. Person Concerned
05. Personal File
06. Guard File

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JAMIA HAMDARD

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

Phone : 011 26059688 (12 Lines)
Fax : 011 26059663
Email : inquiry@jamiahamdard.edu
Website : www.jamiahamdard.edu

HAMDARD NAGAR
NEW DELHI - 110062

D.No.: Estab/LD/800.
Dated: 13.06.2022

OFFICE ORDER

The Competent Authority is pleased to accord approval for the extension of contractual appointment of the following Assistant Professors in the Department of Computer Science & Engineering, School of Engineering Sciences and Technology on a consolidated salary as mentioned against their names for the period of one year w.e.f.03.06.2022 on the existing terms and conditions.

Sr. No.	Name of the faculties	Existing Salary	Salary with enhancement w.e.f.03.06.2022
01.	Dr. Waseem Khan	Rs. 52,500/-	Rs. 52,500/-
02.	Dr. Sohrab Ali	Rs. 52,500/-	Rs. 52,500/-
03.	Ms. Ayesha Kamal	Rs. 36,750	Rs. 45,000/-
04.	Ms. Taqdees Fatima	Rs. 36,750	Rs. 45,000/-
05.	Dr. Neha	Rs. 52,500/-	Rs. 52,500/-
06.	Dr. Shahab Saquib Sohail	Rs. 52,500/-	Rs. 52,500/-
07.	Ms. Samia Khan	Rs. 36,750	Rs. 45,000/-
08.	Mr. Md. Omair Ahmad	Rs. 36,750	Rs. 45,000/-
09.	Dr. Naseem Rao	Rs. 52,500/-	Rs. 52,500/-
10.	Dr. Shakeel Ahmad Siddiqui	Rs. 52,500/-	Rs. 52,500/-
11.	Ms. Rafia Wiquar	Rs. 36,750	Rs. 45,000/-
12.	Dr. Md. Shadab Alam	Rs. 52,500/-	Rs. 52,500/-
13.	Ms. Asfia Aziz	Rs. 36,750	Rs. 45,000/-

13/06/22
(Dr. Sarfaraz Ahsan)
Dy. Registrar

All Concerned

Copy to:

1. Dean, SEST
2. Head, Dept. of Computer Science & Engineering
3. Finance Officer
4. AR/Secretary to Vice Chancellor
5. P.A to Registrar
6. Personal File/ Guard File

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जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi
110062
Phone: 011-26059688 (12 Lines)
Website: www.jamiahamdard.ac.in

D No. Estab/LD/2026/119
Dated 22.01.2026

OFFICE ORDER

Sub. **Renewal of Contractual Engagement–Assistant Professors, Hamdard Institute of Legal Studies & Research (HILSR)- Reg.**

On the basis of the recommendations of the Performance Assessment Committee, constituted to evaluate the academic performance, research contributions & students feedback for contract renewals, the Vice-Chancellor has been pleased to approve the renewal of contractual engagement of below mentioned Assistant Professors (Contractual) in Hamdard Institute of Legal Studies & Research (HILSR), Jamia Hamdard, for a further period of one (01) year, w.e.f. 01.01.2026 to 31.12.2026, with an enhancement of 05% (five percent) in their consolidated monthly salary as mentioned against their respective names in the table below :-

S.No	Name of the Contractual Teacher	Existing Salary	Salary after 5% Increment w.e.f. 01-01-2026	Reference (Offer of Engagement letter No.)
1	Dr. Sadaf Fatima	Rs. 65,000/-	Rs. 68,250/-	Estab/LD/226 Dated 17.03.2020
2	Dr. Mohd Shahzad	Rs. 65,000/-	Rs. 68,250/-	Estab/LD/57 Dated 16.02.2024
3	Ms. Taqdees Fatima	Rs. 50,000/-	Rs. 52,500/-	Estab/LD/79 Dated 20.10.2017 & Estab/LD/2025/1090 Dated 12.08.2025

2. All other terms and conditions shall remain same as per their offer of engagement letter as mentioned in above table.

Authority: Approval of the Vice-Chancellor dated 21.01.2026.

(Dr. Sarfaraz Ahsan)
Deputy Registrar

Copy to:

1. All Concerned Teachers (Contractual) of HILSR
2. Finance Officer (Officiating)
3. Dean, HILSR
4. A.R. Secretary to Vice Chancellor
5. Sr. P.A to Registrar
6. Personal file/Guard file

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JAMIA HAMDARD

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

Phone : 011 26059688 (12 Lines)
Email : estab.section@jamiahamdard.ac.in
Website : www.jamiahamdard.edu
Hamdard Nagar, New Delhi – 110062

D.No.: Estab/LD/324
Dated : 22.02.2024

OFFICE ORDER

On the recommendation of the Selection Committee through walk in interview held on 05.02.2024, Dr. Mohd Mubashshir Hasan Farooqi was given offer of engagement as Assistant Professor (ECE) on contractual basis under Self Financing Scheme (SFS) in the Department of Computer Science & Engineering, SEST, Jamia Hamdard vide letter No. Estab/ED/41 Dated 07.02.2024, which he subsequently joined on 08.02.2024 (Forenoon).

Consequent upon his acceptance of the terms & conditions attached with the above mentioned letter and after completing the required formalities, Dr. Mohd. Mubashshir Hasan Farooqi is hereby engaged as Assistant Professor (ECE) on contractual basis under Self Financing Scheme (SFS) in the Department of Computer Science & Engineering, School of Engineering Sciences & Technology (SEST), Jamia Hamdard on consolidated salary Rs. 50,000/- (Rupees Fifty Thousand only) (all inclusive) per month for a period of 01 (one) year w.e.f. 08.02.2024 (F/N), the date of his joining duty.

Authority: Approval of the Vice-Chancellor dated 20.02.2024.

22/02/24
(Dr. Sarfaraz Ahsan)
Deputy Registrar

Dr. Mohd. Mubashshir Hasan Farooqi
Assistant Professor (ECE)
(On Contractual Basis)
Department of Computer Science & Engineering (SEST)

Copy to:

1. Finance Officer -along with Bank details of the employee concerned
2. Dean, SEST
3. Head, Department of Computer Science & Engineering
4. AR/ Secretary to VC
5. P A to Registrar
6. Personal/Guard File

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जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi-
Phone
Website: www.jamiahamdard.ac.in

D No. Estab LD 2026/90
Dated 22.01.2026

OFFICE ORDER

Sub: Renewal of Contractual Engagement–Assistant Professors, Department of Computer Science and Engineering, SEST- Reg.

On the basis of the recommendations of the Performance Assessment Committee, constituted to evaluate the academic performance, research contributions & students feedback for contract renewals; the Vice-Chancellor has been pleased to approve the renewal of contractual engagement of below mentioned Assistant Professors (Contractual) in Department of Computer Science and Engineering, School of Engineering Sciences and Technology (SEST), Jamia Hamdard, for a further period of one (01) year, w.e.f. **01.01.2026 to 31.12.2026**, with an enhancement of 05% (five percent) in their consolidated monthly salary as mentioned against their respective names in the table below:-

S.No	Name of the Contractual Teacher	Existing Salary	Salary after 5% Increment w.e.f. 01-01-2026	Reference (Offer of Engagement letter No.)
1.	Mr. Piyush Kumar Gupta	Rs. 89,082 /-	Rs. 93,536/-	Estab/ED/42 Dated 04.10.2016
2.	Dr. Md. Shadab Alam	Rs. 65,000/-	Rs. 68,250/-	Estab/ED/177 Dated 20.10.2017
3.	Ms. Asfia Aziz	Rs. 65,000/-	Rs. 68,250/-	Estab/LD/396 Dated 12.06.2018
4.	Dr. Mohammad Sufian Badar	Rs. 65,000/-	Rs. 68,250/-	Estab/ED/84 Dated 21.03.2023
5.	Dr. Atul Kumar Jaiswal	Rs. 65,000/-	Rs. 68,250/-	Estab/ED/85 Dated 21.03.2023
6.	Dr. Safia Ahmad	Rs. 65,000/-	Rs. 68,250/-	Estab/ED/34 Dated 07.02.2024
7.	Mr. Afzal Ahmad	Rs. 50,000/-	Rs.52,500/-	Estab/ED/38 Dated 07.02.2024
8.	Dr. Subahat Ali Khan	Rs. 65,000/-	Rs. 68,250/-	Estab/ED/30 Dated 07.02.2024
9.	Dr. Mohd Mubashshir Hasan Farooqi	Rs. 65,000/-	Rs. 68,250/-	Estab/ED/41 Dated 07.02.2024
10.	Mr. Abuzar Ghaffari	Rs. 50,000/-	Rs 52,500/-	Estab/ED/42 Dated 07.02.2024
11.	Ms. Juveria	Rs. 65,000/-	Rs. 68,250/-	Estab/ED/39 Dated 07.02.2024
12.	Dr. Sumeet Kumar	Rs. 65,000/-	Rs. 68,250/-	Estab/ED/33 Dated 07.02.2024
13.	Dr. Mohd. Shariq Asrain	Rs. 65,000/-	Rs. 68,250/-	Estab/ED/32 Dated 07.02.2024

2. All other terms and conditions shall remain same as per their offer of engagement letter as mentioned in above table.

Authority: Approval of the Vice-Chancellor dated 21.01.2026

22/01/26

(Dr. Sarfaraz Ahsan)
Deputy Registrar

Copy to:

1. All Concerned Teachers (Contractual) of Deptt. of CSE, SEST
2. Finance Officer (Officiating)
3. Dean, SEST
4. Head, Deptt. of CSE, SEST
5. A.R./Secretary to Vice Chancellor
6. Sr. P.A to Registrar
7. Personal file/Guard file

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

Phone : 011 26059688 (12 Lines)
Email : estab.section@jamiahamdard.ac.in
Website : www.jamiahamdard.edu
Hamdard Nagar, New Delhi - 110062

D No. Estab/ED/411
Dated 07.02.2024

Dr. Mohd Mubashshir Hasan Farooqi
133/377, Lane number-15, Ghaffar Manzil
Jamia Nagar, New Delhi-110025
farooquimjk@gmail.com

SUBJECT: OFFER OF ENGAGEMENT AS ASSISTANT PROFESSOR (ECE) ON CONTRACTUAL BASIS IN THE DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING, SCHOOL OF ENGINEERING SCIENCES & TECHNOLOGY (SEST) UNDER SELF FINANCING SCHEME.

The Vice-Chancellor, on the recommendation of the Selection Committee through walk in interview held on 05.02.2024, is pleased to approve your engagement as Assistant Professor (ECE) under Self Financing Scheme purely on contractual basis in the Department of Computer Sciences & Engineering, School of Engineering Sciences & Technology on consolidated salary of Rs 50,000/- P.M. (all inclusive) for a period of one (01) year, with effect from the date of joining duty.

02. You are requested to contact the Deputy Registrar with following documents:
- i. An affidavit in regard to personal verification (Proforma Enclosed)
- ii. Relieving order from your present employer, if applicable.
- iii. Please bring educational & experience certificates in original for verification.

03. Other terms and conditions of your engagement will be as under:
- i In addition to normal holidays, you will be entitled to 1½ days leave for each completed month of service.
- ii. There will be no encashment of leave and leave at credit will be treated as lapsed if not availed during the period of contract.
- iii. Your duties will include teaching and/or research in one or more departments as per requirement or any other work assigned from time to time. You may be assigned any administrative or managerial job as deemed fit by Jamia Hamdard, in addition to your normal duties.
- iv. You will required to be present in the department/Jamia Hamdard throughout the working hours and may be asked to perform duty beyond office hours and on holidays without any extra remuneration.
- v. Your performance will be assessed through established mechanism on half yearly basis.
- vi. You are expected to continuously update your knowledge, actively engage in research work and publish papers in the subject of your specialization.
- vii This contract will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and retirement benefit etc.
- viii. The contract can be terminated at any time from either side by a notice of one month or salary in lieu of short notice period during the contract. However, in case of unauthorized absence, the contract can be terminated without any notice or paying an amount in lieu of notice period
- ix. If the above terms and conditions are acceptable to you, kindly confirm within 07 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Jamia Hamdard, it will be presumed that you are not interested to join Jamia Hamdard and this offer may be treated as withdrawn. No further intimation will be given in this regard.

Authority: Approval of the Vice-Chancellor dated 06.02.2024.

(Dr. Sarfaraz Ahsan)
Dy. Registrar

Copy to.:
1. Dean, SEST
2. HoD, Computer Science & Engineering
3. Finance Officer
4. AR/Secretary to Vice-Chancellor/P.A. to Registrar
5. Personal/Guard File

जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
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Hamdard Nagar, New Delhi-110062
Phone : 011-26059688 (12 Lines)
Website: www.jamiahamdard.ac.in

D.No: Estab/LD/2026/56
Dated: 13/01/2026

OFFICE ORDER

Consequent upon their transfer vide Office Order D.No. Estab/LD/2025/1714 dated 19.12.2025, the following faculty members have joined their duties at the Centre for Distance & Online Education (CDOE) w.e.f. 19.12.2025:

01. Dr. Mohammad Fazalur Rehman
Assistant Professor

02. Dr. Mohammad Ahmad Naeemi
Assistant Professor

03. Dr. Mohd. Mubashshir Hasan Farooqi
Assistant Professor (Contractual)

04. Mr. Rehan Saeed Khan
Assistant Professor (Contractual)

13/01/26
(Dr. Sarfaraz Ahsan)
Deputy Registrar

Copy to:

1. Faculty Concerned
2. Director, CDOE
3. Dean, SEST/Dean, SHSS/Dean, Academics/Director, IQAC/Director R&DC
4. HoD, CSE/HoD, Islamic Studies
5. Finance Officer (offg.)/Controller of Examinations
6. AR/Secretary to Vice-Chancellor
7. Sr. PA to Registrar
8. Personal/Guard File

13/1/2026
OSD
484

Date: 19.12.2025

The Director
Centre for Distance and Online Education
Jamia Hamdard
New Delhi-110062

Subject: Joining Report

Sir,

With reference to the office order No.Estab./LD/2025/1714 dated 19.12.2025 issued by the Deputy Registrar, Jamia Hamdard regarding my transfer from Department of Computer Science & Engineering, School of Engineering Science and Technology to the Centre for Distance and Online Education, Jamia Hamdard I hereby join my duties today on 19th December, 2025.

Thanking you.

Yours faithfully,

(Dr. Mohd. Mubashshir Hasan Farooqi)
Asstt.Professor (Computer Science)

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-62.

D. No. Estab/ED/ 48
Dated: 19 .04.2018

Mr. Mohammed Fazalur Rehman
T-9, Flat 1102,
Parsvnath Panorama,
Sector-TAU, Greater NOIDA,
Gautam Budh Nagar- 201310.

SUBJECT: APPOINTMENT AS ASSISTANT PROFESSOR IN THE DEPARTMENT OF ISLAMIC STUDIES, SCHOOL OF HUMANITIES AND SOCIAL SCIENCES.

On the recommendation of the Selection Committee held on 12.04.2018, the Vice-Chancellor, Jamia Hamdard is pleased to approve your appointment as Assistant Professor in the Department of Islamic Studies, School of Humanities and Social Sciences in the Pay Band of Rs. 15600-39100 + AGP Rs. 6000/- (as per sixth pay commission) on probation for a period of one year, with effect from the date of your joining. The same will be re-fixed/converted as per 7th Pay Commission norms.

You are required to submit a medical fitness certificate after a medical check-up in the Hkm. Abdul Hameed Centenary Hospital. For medical examination you may please contact the Medical Superintendent HAHC Hospital of this University.

Your formal order will be issued after receipt of your consent. In the meantime please confirm your acceptance of this offer by returning us a signed copy of this letter. The detailed terms and conditions of appointment is attached herewith this letter.

Please contact the Dean, School of Humanities and Social Sciences with following documents:

1. An affidavit in regard to personal verification. (Proforma Enclosed).
2. Relieving order from your present employer, if applicable.

This issues by the order of Competent Authority.

(S.S. Akhtar)
Registrar

Copy to for information and necessary action:
1. Finance Officer
2. Dean, SHSS
3. HoD, Islamic Studies
4. AR to VCS
5. SPA to PVC
6. PA to Registrar
7. Personal /Guard File

408

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-62.

TERMS AND CONDITIONS FOR APPOINTMENT OF DR. MOHAMMED FAZLUR REHMAN AS ASSISTANT PROFESSOR IN THE DEPARTMENT OF ISLAMIC STUDIES, SCHOOL OF HUMANITIES AND SOCIAL SCIENCES.

1. The basic pay will be fixed at the minimum in the pay band of Rs. 15600-39100 + AGP Rs. 6000/- (pre-revised).
2. Dearness Allowance and other Allowances will be admissible from time to time as per rules.
3. The appointee shall be governed under the CPF/NPS scheme as applicable
4. The university provides medical cover and Leave Travel Concession for the teacher, spouse and dependent children. In case spouse is employed and covered under medical/LTC, the facility will not be available to you.
5. Casual Leave, Earned Leave and Half Pay Leave as admissible to teacher in Jamia Hamdard will be applicable.
6. The appointment shall be terminable from either side or one month salary in lieu of notice period during the probation. After the probation and subsequent regularization service, a notice period of three months will be required as per rules. However, in case of unauthorized absence, the competent authority may terminate the appointment without any notice or paying an amount in lieu of notice period.
7. The duties will include teaching and research in addition to any other work assigned from time to time. Teachers will be responsible to coordinate in the smooth functioning of the Academic exercise including design of curricula.
8. The university requires its teachers to be present in the department throughout the working hours of the university and may be asked to perform duties beyond office hours and on holidays without any extra remuneration.
9. Our expectation are that the teachers would try continuously to update knowledge, actively engage in teaching and research work and publish papers in the subject of specialization.
10. Performance will be assessed by taking feedback from the appropriate authority/sources.
11. The conduct and activities of the teacher should be in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
12. The self-appraisal report is to be submitted yearly duly forwarded by the Head of the Department.
13. We usually do not encourage long leave for the purpose of employment elsewhere or for some other reason.
14. All matters pertaining to service conditions and matters arising out of this appointment shall be settled at the University level or by a duly constituted grievance committee and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.

Cont.....2

15. If the particulars furnished by the appointee to this post are found false and deficient, the management shall be well within its rights, to terminate the services straightaway, apart from any other legal action deemed necessary as per law of the land.

16. The above terms and conditions are only illustrative and not exhaustive. The University may change them as per exigencies of work.

REGISTRAR

I accept the terms & conditions as mentioned above for joining the post of Assistant Professor in the Department of Islamic Studies, School of Humanities and Social Sciences.

Name : MOHAMMED FAZALUR REHMAN

Signature : Fazlur FR

Date : 23/4/18.

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI = 110062.

D. No. Estab./LD/407
Dated:-14.06.2018

Mr. Mohammad Fazalur Rehman
T-9, Flat No. 1102
Pursvnath Panorama,
Sector – TAU, Greater NOIDA
Gautam Budh Nagar - 201210

SUBJECT : APPPOINTMENT AS ASSISTANT PROFESSOR IN THE DEPARTMENT OF ISLAMIC STUDIES, SCHOOL OF HUMANITIES AND SOCIAL SCIENCES.

On the recommendation of the Selection Committee held on 12.04.2018, you were offered appointment as Assistant Professor in the Department of Islamic Studies, vide university letter No D. No. Estab./ED/48 dated 19.04.2018.

Consequent upon your acceptance of the terms & condition attached with the above letter fulfilling the required formalities, you are, hereby, appointed as Assistant Professor in the department of Islamic Studies at the basic pay of Rs. 57700/- in the corresponding 7th pay structure of the pay band of Rs. 15600-39100 +AGP Rs. 6000/- (pre-revised). You will be on probation for a period of one year w. e. f. 23.04.2018 (FN), the date of your joining.

(S. S. Akhtar)
Registrar

Copy to for information and necessary action:

1. Finance Officer
2. Dean, School of Humanities and Social Sciences
3. HoD, Islamic Studies
4. Director, IQAC
5. A.R. to VCS
6. A.R. Academic
7. SPA to PVC
8. PS to Registrar
9. Personal File / Guard File

49/

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI = 110062

Mr. Mohammad Ahmad Naeemi
Department of Islamic Studies
School of Humanities & Social Sciences
Jamia Hamdard
New Delhi – 110062.

D. No. Estab./LD/406
Dated:- 14.06.2018

SUBJECT : APPPOINTMENT AS ASSISTANT PROFESSOR IN THE DEPARTMENT OF ISLAMIC STUDIES, SCHOOL OF HUMANITIES AND SOCIAL SCIENCES.

On the recommendation of the Selection Committee held on 12.04.2018, you were offered appointment as Assistant Professor in the Department of Islamic Studies, vide university letter No D. No. Estab./ED/48 dated 19.04.2018.

Consequent upon your acceptance of the terms & condition attached with the above letter fulfilling the required formalities, you are, hereby, appointed as Assistant Professor in the department of Islamic Studies at the basic pay of Rs. 57700/- in the corresponding 7th pay structure of the pay band of Rs. 15600-39100 +AGP Rs. 6000/- (pre-revised). You will be on probation for a period of one year w. e. f. 23.04.2018 (FN), the date of your joining.

(S. S. Akhtar)
Registrar

Copy to for information and necessary action:

1. Finance Officer
2. Dean, School of Humanities and Social Sciences
3. HoD, Islamic Studies
4. Director, IQAC
5. A.R. to VCS
6. A.R. Academic
7. SPA to PVC
8. PS to Registrar
9. Personal File / Guard File

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JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-62.

D. No. Estab/ED/ 49
Dated: 19 .04.2018

Dr. Mohammad Ahmad Naeemi
Dept. of Islamic Studies, First floor
Central Library Building, Jamia Hamdard
Hamdard Nagar, New Delhi-110062

SUBJECT: APPOINTMENT AS ASSISTANT PROFESSOR IN THE DEPARTMENT OF ISLAMIC STUDIES, SCHOOL OF HUMANITIES AND SOCIAL SCIENCES.

On the recommendation of the Selection Committee held on 12.04.2018, the Vice-Chancellor, Jamia Hamdard is pleased to approve your appointment as Assistant Professor in the Department of Islamic Studies, School of Humanities and Social Sciences in the Pay Band of Rs. 15600-39100 + AGP Rs. 6000/- (as per sixth pay commission) on probation for a period of one year, with effect from the date of your joining. The same will be re-fixed/converted as per 7th Pay Commission norms.

You are required to submit a medical fitness certificate after a medical check-up in the Hkm. Abdul Hameed Centenary Hospital. For medical examination you may please contact the Medical Superintendent HAHC Hospital of this University.

Your formal order will be issued after receipt of your consent. In the meantime please confirm your acceptance of this offer by returning us a signed copy of this letter. The detailed terms and conditions of appointment is attached herewith this letter.

Please contact the Dean, School of Humanities and Social Sciences with following documents:

1. An affidavit in regard to personal verification. (Proforma Enclosed).
2. Relieving order from your present employer, if applicable.

This issues by the order of Competent Authority.

(S.S. Akhtar)
Registrar

Copy to for information and necessary action:
1. Finance Officer
2. Dean, SHSS
3. HoD, Islamic Studies
4. AR to VCS
5. SPA to PVC
6. PA to Registrar
7. Personal /Guard File

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-62.

TERMS AND CONDITIONS FOR APPOINTMENT OF DR. MOHAMMAD AHMAD NAEEMI AS ASSISTANT PROFESSOR IN THE DEPARTMENT OF ISLAMIC STUDIES, SCHOOL OF HUMANITIES AND SOCIAL SCIENCES.

1. The basic pay will be fixed at the minimum in the pay band of Rs. 15600-39100 + AGP Rs. 6000/- (pre-revised).
2. Dearness Allowance and other Allowances will be admissible from time to time as per rules.
3. The appointee shall be governed under the CPF/NPS scheme as applicable
4. The university provides medical cover and Leave Travel Concession for the teacher, spouse and dependent children. In case spouse is employed and covered under medical/LTC, the facility will not be available to you.
5. Casual Leave, Earned Leave and Half Pay Leave as admissible to teacher in Jamia Hamdard will be applicable.
6. The appointment shall be terminable from either side or one month salary in lieu of notice period during the probation. After the probation and subsequent regularization service, a notice period of three months will be required as per rules. However, in case of unauthorized absence, the competent authority may terminate the appointment without any notice or paying an amount in lieu of notice period.
7. The duties will include teaching and research in addition to any other work assigned from time to time. Teachers will be responsible to coordinate in the smooth functioning of the Academic exercise including design of curricula.
8. The university requires its teachers to be present in the department throughout the working hours of the university and may be asked to perform duties beyond office hours and on holidays without any extra remuneration.
9. Our expectation are that the teachers would try continuously to update knowledge, actively engage in teaching and research work and publish papers in the subject of specialization.
10. Performance will be assessed by taking feedback from the appropriate authority/sources.
11. The conduct and activities of the teacher should be in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
12. The self-appraisal report is to be submitted yearly duly forwarded by the Head of the Department.
13. We usually do not encourage long leave for the purpose of employment elsewhere or for some other reason.
14. All matters pertaining to service conditions and matters arising out of this appointment shall be settled at the University level or by a duly constituted grievance committee and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.

Cont.....2

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15. If the particulars furnished by the appointee to this post are found false and deficient, the management shall be well within its rights, to terminate the services straightaway, apart from any other legal action deemed necessary as per law of the land.

16. The above terms and conditions are only illustrative and not exhaustive. The University may change them as per exigencies of work.

REGISTRAR

I accept the terms & conditions as mentioned above for joining the post of Assistant Professor in the Department of Islamic Studies, School of Humanities and Social Sciences.

Name :_____

Signature :_____

Date :_____

JAMIA HAMDARD

(Deemed to be University, NAAC Accredited A+)

Centre for Distance and Online Education (CDOE)

Hamdard Nagar, New Delhi-110062

Email: director_sodl@jamiahamdard.ac.in

Dated: 08.05.2026

LIST OF NON-TEACHING STAFF OF CDOE

S.No.	Name	Designation	Date of Joining Jamia Hamdard	Date of Joining CDOE
1.	Dr. Sarfaraz Ahsan	Deputy Registrar	15.10.2018	15.10.2018
2.	Mr. Raja Ram	Officer on Special Duty (OSD)	01.02.2024	01.02.2024
3.	Mr. Kishwar Khan	Assistant Registrar	20.06.2023	01.07.2025
3.	Mr. Jamshed Saeed	Section Officer	01.10.1989	08.05.2026
4.	Mr. Mohd Imran Khan	Head Cashier (Office Incharge) on contract	01.01.2024	04.11.2025
5.	Dr. Jawed Azmi	Computer Programmer	16.10.1998	15.04.2024
6.	Mr. Mohd. Hassan Khan	Junior Assistant (contract)	01.09.2015	01.09.2015
7.	Mr. Shahid Mohammad	Junior Assistant (contract)	15.06.2015	15.06.2015
8.	Mr. Md. Shahzaan	Junior Assistant cum Computer Operator (contract)	19.07.2024	19.07.2024
9.	Mr. Naseem Ahmad	Multi-Tasking Staff (MTS) (outs source)	15.05.2016	15.05.2016
10.	Mr. Javed	Multi Tasking Staff (MTS) (out source)	08.04.2025	08.04.2025
11.	Mr. Adil Khan	Data Entry Operator cum MTS (out source)	20.02.2026	20.02.2026

8/5/2026

(Prof. M.A. Sikandar)
Director CDOE

Director
Centre for Distance and Online Education
Jamia Hamdard (Deemed to be University)
Hamdard Nagar, New Delhi-110062

(Col. Tahir Mustafa)
Registrar

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

JAMIA HAMDARD

(Deemed to be University, NAAC Accredited A+)

Centre for Distance and Online Education (CDOE)

Hamdard Nagar, New Delhi-110062

Email: director_sodl@jamiahamdard.ac.in

Dated: 08.05.2026

LIST OF NON-TEACHING STAFF OF CDOE

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2.	Mr. Raja Ram	Officer on Special Duty (OSD)	01.02.2024	01.02.2024
3.	Mr. Kishwar Khan	Assistant Registrar	20.06.2023	01.07.2025
3.	Mr. Jamshed Saeed	Section Officer	01.10.1989	08.05.2026
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5.	Dr. Jawed Azmi	Computer Programmer	16.10.1998	15.04.2024
6.	Mr. Mohd. Hassan Khan	Junior Assistant (contract)	01.09.2015	01.09.2015
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8.	Mr. Md. Shahzaan	Junior Assistant cum Computer Operator (contract)	19.07.2024	19.07.2024
9.	Mr. Naseem Ahmad	Multi-Tasking Staff (MTS) (outs source)	15.05.2016	15.05.2016
10.	Mr. Javed	Multi Tasking Staff (MTS) (out source)	08.04.2025	08.04.2025
11.	Mr. Adil Khan	Data Entry Operator cum MTS (out source)	20.02.2026	20.02.2026

8/5/2026

(Prof. M.A. Sikandar)
Director CDOE

Director
Centre for Distance and Online Education
Jamia Hamdard (Deemed to be University)
Hamdard Nagar, New Delhi-110062

(Col. Tahir Mustafa)
Registrar

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

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI –110 062

D.No. Estab./LD/698
Dated: 31.10.2018

OFFICE ORDER

Mr. Sarfaraz Ahsan is appointed as Deputy Registrar (General Administration) on the terms & conditions as mentioned in the offer letter No. Estab./ED/101 dated 31.07.2018 and posted in the Establishment Section w.e.f. 15.10.2018 (F/N), the date of his joining duty. The following will be the responsibilities of Mr. Sarfaraz Ahsan as Deputy Registrar.

He will look after the general administration under the supervision of Registrar. All matters relating to general administration (Establishment, Academic, Purchase, Security, Transport, House-Keeping, Scholars' House and Convention Centre) will be routed through Deputy Registrar. Hence all office orders, appointment/offer letter, purchase orders, sanction of leaves shall be issued at his level after approval. In addition to his assigned responsibility he may be asked to perform any other duty as assigned by the competent authority.

Issued by the approval of the Competent Authority.

31-10-18
(S.S. Akhtar)
Registrar

Mr. Sarfaraz Ahsan
Deputy Registrar

Copy to:

01. All Deans of Schools
02. All Heads of the Departments/ Office/Unit
03 Finance Officer
04. AR (Academic/ Purchase, Estab.)
05. Incharge – Transport/Security/Transport/Scholars House/Convention Centre / House keeping
06. A.R. VCS
07. Sr. P.A. to PVC
08. PA to Registrar
09. Guard/Personal File

o/c

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JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI –110 062.

D.No. Estab/ED/101
Dated: 31 .07.2018

Mr. Sarfaraz Ahsan
Flat No. 303, Sanskriti Building
MDI Campus
Management Development Institute
Mehrauli Road, Sukhrali
Gurugram - 124001
(Haryana)

SUBJECT: APPOINTMENT AS DEPUTY REGISTRAR IN JAMIA HAMDARD.

The Vice-Chancellor, on the recommendation of the Selection Committee held on 12.07.2018, is pleased to approve your appointment as Deputy Registrar in Jamia Hamdard in the Pay Band of Rs. 15600-39100+ GP Rs. 7600/- (pre revised), on probation for a period of two years, with effect from the date of your joining.

You are required to submit a medical fitness certificate after a medical check-up in the Hkm. Abdul Hameed Centenary Hospital. For medical examination you may please contact the Medical Superintendent HAHC Hospital of this University.

The detailed terms and conditions of your appointment are attached herewith this letter.

Please contact in the Registrar Office with following documents:

1. An affidavit in regard to personal verification. (Proforma Enclosed)
2. Relieving order from your present employer, if applicable.

Issued by the order of Competent Authority.

(S.S. Akhtar)
Registrar

Copy to :

1. Finance Officer
2. Medical Supdt., HAHC Hospital
3. AR to VCS
4. SPA to PVC
5. PS to Registrar
6. Personal/Guard File

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-62.

TERMS AND CONDITIONS FOR APPOINTMENT OF MR. SARFARAZ AHSAN AS DEPUTY REGISTRAR IN JAMIA HAMDARD.

1. The basic pay will be fixed at the minimum in the pay band of Rs. 15600-39100+GP Rs. 7600 (pre-revised) i.e. Level 12 in 7th CPC Pay Matrix.
2. Dearness Allowance and other Allowances will be admissible from time to time as per rules.
3. The appointee shall be governed under the CPF/NPS scheme as applicable
4. The university provides medical cover and Leave Travel Concession for the employee, spouse and dependent children. In case spouse is employed and covered under medical/LTC, the facility will not be available to you.
5. Casual Leave, Earned Leave and Half Pay Leave as admissible to non-teaching employees in Jamia Hamdard will be applicable.
6. The appointment shall be terminable from either side or one month salary in lieu of notice period during the probation. After the probation and subsequent regularization of service, a notice period of three months will be required as per rules. However, in case of unauthorized absence, the competent authority may terminate the appointment without any notice or paying an amount in lieu of notice period.
7. The university requires its employees to be present in the department throughout the working hours of the university and may be asked to perform duties beyond office hours and on holidays without any extra remuneration.
8. The conduct and activities of the employees should be in a manner that promotes the aims and objectives of Jamia Hamdard, as set out in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.
9. We usually do not encourage long leave for the purpose of employment elsewhere or for some other reason.
10. The employee may be transferred from one Department to the other as per exigencies of work.
11. All matters pertaining to service conditions and matters arising out of this appointment shall be settled at the University level or any grievance by a duly constituted grievance committee and in case of dispute, only civil courts in Delhi will have the necessary jurisdiction.
12. If the particulars furnished by the appointee to this post are found false and deficient, the management shall be well within its rights, to terminate the services straightaway, apart from any other legal action deemed necessary as per law of the land.
13. The above terms and conditions are only illustrative and not exhaustive. The University may vary them as per exigencies of work.

REGISTRAR

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-62.

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REGISTRAR

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Date: 03.02.2025

The Director
Centre for Distance and Online Education
Jamia Hamdard
New Delhi-110062

Sub: Joining Report

Sir,

With reference to the Office Order D.No.Estab/LD/155 dated 31.01.2025 in continuation of the office order D.No.Estab/LD/388 dated 11.03.2024 & D.No.Estab/LD/252 daed 13.02.2024, rega·ding renewal of contractual engagement of Mr. Raja Ram, Officer on Special Duty on contractual basis at Centre for Distance and Online Education, Jamia Hamdard for a further period of one yea/with effect from 03.02.2025 to 02.02.2026. I hereby join my duty today on 03.02.2025 (Forenoon) in CDOE. Jamia Hamdard. Kindly accept my joining report. A copy of the concerned Office Order is enclosed

Thanking you,

Yours faithfully,

03/02/25

(Raja Ram)
Offier on Special Duty

Encl: as above.

O/F

04/02/2025

जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
(Deemed to be University)
Accredited by NAAC in 'A++' Category

Hamdard Nagar, New Delhi-110062
Phone : 011-26059688 (12 Lines)
Website: www.jamiahamdard.ac.in

No. Estab/LD/2026/294
Dated: 12/02/2026

CORRIGENDUM

In continuation of Office Order D.No. Estab/LD/2026/139 dated 27.01.2026 regarding renewal of contract of Mr. Raja Ram, Officer on Special Duty (OSD), Centre of Distance and Online Education (CDOE), Jamia Hamdard, it is hereby clarified that consequent upon enhancement of Rs. 5,000/- per month in the conveyance amount (from Rs. 7,500/- to Rs. 12,500/-), his total consolidated remuneration works out to Rs. 70,000/- (Rupees Seventy Thousand only) per month i.e. Rs. 57,500/- plus Rs. 12,500/- towards conveyance.

2. However, in the aforesaid Office Order, the consolidated remuneration was inadvertently mentioned as Rs. 75,000/- per month. The same shall be read as Rs. 70,000/- (Rupees Seventy Thousand only) per month including Rs. 12,500/- towards conveyance w.e.f. 03.02.2026 to 02.02.2027.

3. All other terms and conditions of the ibid Office Order shall remain unchanged.

12/02/26
(Dr. Sarfaraz Ahsan)
Deputy Registrar

Copy to:

1. Finance Officer (Officiating) – for necessary action and correction in salary records
2. Mr. Raja Ram, Officer on Special Duty (OSD) Contractual, CDOE, Jamia Hamdard
3. Director - CDOE
4. AR/Secretary to Vice Chancellor
5. Sr. PA to Registrar
6. Personal/ Guard File.

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JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A' Category
Declared Institute of Eminence (IoE) by MHRD, GoI

Phone : 011 26059688 (12 Lines)
Fax : 011 26059663
Email : inquiry@jamiahamdard.edu
Website : www.jamiahamdard.edu

HAMDARD NAGAR
NEW DELHI – 110062

No. Estab/LD/1077.
Dated: 09/07/2023

JOINING NOTIFICATION

On the recommendation of the Selection Committee held on 12/06/2023 Mr. Kishwar Khan was given offer of appointment as Assistant Registrar in Jamia Hamdard vide letter D.No. Estab/ED/146 Dated: 19/06/2023, which he subsequently joined on 20/06/2023 (F/N).

Consequent upon his acceptance of the terms & conditions attached with the above letter, he is hereby appointed as Assistant Registrar in Jamia Hamdard and the basic pay has been fixed at Rs. 56,100/- the minimum in the pay matrix Level-10 (Rs. 56100-177500) on probation for a period of two years, w.e.f. 20/06/2023 (F/N), the date of joining.

He has been posted in the Establishment Section with immediate effect and will look after the affairs of Non Teaching staff and will also look after the work of General Administration.

Issued with the approval of Competent Authority.

Ahsan
09/07/23
(Dr. Sarfaraz Ahsan)
Deputy Registrar

Mr. Kishwar Khan
Assistant Registrar
Jamia Hamdard

Copy to:
1. Finance Officer – with details of bank account
2. Deputy Registrar
3. A.R./Secretary to Vice-Chancellor
4. PA to Registrar
5. Personal/ Guard File

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JAMIA HAMDARD

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

Phone : 011 26059688 (12 Lines)
Fax : 011 26059663
Website : www.jamiahamdard.edu
HAMDARD NAGAR
NEW DELHI - 110062

D.No. Estab/ED/146.
Dated: 19.06.2023

Mr. Kishwar Khan
E-77, 2nd Floor, Abul Fazal Enclave
Jamia Nagar, Okhla
New Delhi-110025.

SUBJECT: OFFER OF APPOINTMENT AS ASSISTANT REGISTRAR IN JAMIA HAMDARD.

The Vice-Chancellor, on the recommendation of the Selection Committee held on 12.06.2023, is pleased to approve your appointment as Assistant Registrar in Jamia Hamdard in the Pay Matrix Level-10 (56100-177500), on probation for a period of two years, with effect from the date of your joining.

You are required to submit a medical fitness certificate after a medical check-up in the Hkm. Abdul Hameed Centenary Hospital or CGHS Hospital. For medical examination you may please contact the Medical Superintendent HAHC Hospital of Jamia Hamdard.

In the meantime, please confirm your acceptance of this offer by returning us a signed copy of this letter. The detailed terms and conditions of appointment is attached herewith this letter.

Please report in the Office of the Deputy Registrar with following documents:

1. Medical Fitness Certificate
2. An affidavit in regard to personal verification. (Proforma Enclosed)
3. Relieving order from your present employer, if applicable.

Your formal order will be issued after completion of other joining formalities as per rules.

Issued by the order of Competent Authority.

Ahsan
19/06/23
(Dr. Sarfaraz Ahsan)
Dy. Registrar

Copy to - for information and necessary action:

1. Finance Officer
2. Director, IQAC
3. AR/Secretary to Vice-Chancellor
4. PA to Registrar
5. Personal/Guard File

जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
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Phone : 011-26059688 (12 Lines)
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D. No. Estab./LD/2026/638
Date: 08/05/2026

OFFICE ORDER

Sub.: Internal Transfer/Posting - Reg.

Mr. Jamshed Saeed, Section Officer, presently posted in the Examination Section is hereby transferred and posted to Centre for Distance and Online Education (CDOE), Jamia Hamdard with immediate effect until further orders.

Authority: Approval of the Registrar dated 08.05.2026.

08-05-2026
(Rukmesh Kumar)
Assistant Registrar (Estab.)
ASSISTANT REGISTRAR
(ESTABLISHMENT)
JAMIA HAMDARD
(Deemed to be University)
New Delhi - 110062

Copy to:

1. **Mr. Jamshed Saeed, Section Officer, Examination Section**
2. COE
3. Director CDOE
4. Finance Officer (Officiating)
5. AR/Sectt. to Vice-Chancellor
6. Sr. PA to Registrar
7. Personal File
8. Guard File

Joining may be allowed.
08-05-26

Dated: 8th May 2026

To

The Director, Centre for Distance and Online Education
Jamia Hamdard New Delhi

Director, CDOE

Subject : Joining report

8/5/2026

Sir,

In pursuance of Office Order D.No. Estab/LD/2026/638, dated 8.5.2026, I, Jamshed Saeed, Section Officer hereby join the CDOE Jamia Hamdard for duties. My joining may be accepted.

Yours faithfully,

(Jamshed Saeed)

OSD
CDOE

JAMIA HAMDARD

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

Phone : 011 26059688 (12 Lines)
Fax : 011 26059663
Email : inquiry@jamiahamdard.edu
Website : www.jamiahamdard.edu

HAMDARD NAGAR
NEW DELHI - 110062

Promotion order as Section Officer

D.No. Estab/LD/184
Dated: 02.03.2021

OFFICE ORDER

On the recommendations of the Departmental Promotion Committee in its meeting held on 17.02.2021 in pursuance of BoM Resolution-11(6) dated 07.09.2020 and its subsequent approval by the Competent Authority, following Senior Assistants are promoted to the post of Section Officers in the pay band of Rs. 9300-34800+G.P. 4600 corresponding to Level-7 as per 7th CPC with effect from 17.02.2021, the date of DPC.

1. Mr. Ajmal Abbasi
2. Mr. Jamshed Saeed
3. Mr. T.C. Bhatt
4. Mr. Wasim H. Zahidi
5. Mr. Suhail Sabir
6. Mr. Mueed Ahmad

They will be on probation for a period of two years. During the period, they will be required to put in satisfactory performance failing which their services will be liable to be reverted at any time without any notice or reason being assigned for the same.

They may exercise their option for fixation of pay either from the date of promotion or from the date of next increment in the old Pay, as per rule.

Issued by the order of Competent Authority.

02/03/2021
(Dr. Sarfaraz Ahsan)
Dy. Registrar

1. Mr. Ajmal Abbasi, Dept. of Biotechnology, SCLS
2. Mr. Jamshed Saeed, Finance Section
3. Mr. T.C. Bhatt, Finance Section
4. Mr. Wasim H. Zahidi, Finance Section
5. Mr. Suhail Sabir, Establishment Section
6. Mr. Mueed Ahmad, Establishment Section

Copy to :

1. Finance Officer
2. HoD, Biotechnology
3. A.R. (Estab.)
4. AR/Secretary to Vice-Chancellor
5. PA to Registrar
6. Personal/Guard File

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JAMIA HAMDARD
(HAMDARD UNIVERSITY)

Phones :
Gram : JAA
P.O. HAMDARD NA
NEW DELHI-11

: JH/A-178/89-90

23 February 1990

Initial Appt
in Jamia Hamdard

OFFICE ORDER NO. 30

The Vice Chancellor has been pleased to approved the appointment of the following staff on regular basis w.e.f. the date and scale of pay shown against each of them.

Sl. No.	N a m e	New Scale	Pay in new scale	Designation	Date of apptt.
1.	Mr.Mufti Suleman Zafar Qasmi	950-1500	950	L.D.C.	10.05.1989
2.	Mr.Armanul Haq	950-1500	950	Museum Asstt.	10.05.1989
3.	Mr.Jamshed Saeed	950-1500	950	L.D.C.	1.10.1989
4.	Mr.Farhat A.Zaidi	950-1500	950	Lab.Asstt.	10.05.1989
5.	Mr.Pradip Roy	950-1500	950	Lab.Asstt.	1.11.1989
6.	Mr.Hafizur Rehman	950-1500	950	Gen./Tubewell Operator	1.09.1989
7.	Mr.Salman Kausar	950-1500	950	Receptionist	1.01.1990
8.	Mr.Afsar Husain	950-1500	950	Steward	1.01.1990
9.	Mr.Mohd.Lutfullah	750- 940	750	Moazzin	10.05.1989
10.	Mr.Noor Mohd.	750- 940	750	Peon	10.05.19
11.	Mr.Abdul Rehman	750- 940	750	Peon	10.05.1
12.	Mr.Sant Prakash	750- 940	750	Sweeper	10.05.
13.	Mr.Usmaan Ali	750- 940	750	Helper	10.05.
14.	Mr.Ram Pyare Ram	750- 940	750	Helper	10.05
15.	Mr.Sabir Khan	750- 940	750	Helper	10.05
16.	Mr.Mohd.Sirajuddin	750- 940	750	Helper	10.05.19
17.	Mr.Panch Ram	750- 940	750	Helper	10.05.1989
18.	Mr.Suresh Kumar	750- 940	750	Helper	10.05.1989
19.	Mrs.Darshana	750- 940	750	Sweepress	10.05.1989
20.	Mrs.Shakuntala	750- 940	750	Sweepress	10.05.1989
21.	Mrs.Om Vati	750- 940	750	Sweepress	10.05.1989
22.	Mrs.Savitri	750- 940	750	Helper	10.05.1989
23.	Mrs.Ram Pyari	750- 940	750	Sweepress	10.05.1989

Received
26.02.90

..../2-

509

24.	Mr. Rajesh	750 - 940	750	Sweeper	10.05.1989
25.	Mr. Mangal Singh	750 - 940	750	Sweeper	01.06.1989
26.	Mr. Murari Lal	750 - 940	750	Sweeper	01.06.1989
27.	Mr. Mohan Lal	750 - 940	750	Sweeper	01.01.1990
28.	Mr. Ramzan Khan	750 - 940	750	Helper	01.02.1990
29.	Mr. Bharom Lal	750 - 940	750	Sweeper	01.01.1990
30.	Mr. Munna Hasan Khan	750 - 940	750	Asstt.Cook	1.01.1990

This approval is being accorded on the recommendation of the Screening Committee constituted by the Executive Council of Jamia Hamdard to look into the pay strucutre of the staff of erstwhile IHMMR, IIIS and Majeedia Hospital and Rufaida School of Nursing. The conditions laid down by the Committee have been taken into consideration in the appointment and scale of pay.

Further, the Vice Chancellor is pleased to accord approval for the creation of the above mentioned posts to be ratified by the Executive Committee in due course.

(S.M.A. RAZVI)
ACTING REGISTRAR

*t

24.	Mr. Rajesh	750 - 940	750	Sweeper	10.05.1989
25.	Mr. Mangal Singh	750 - 940	750	Sweeper	01.06.1989
26.	Mr. Murari Lal	750 - 940	750	Sweeper	01.06.1989
27.	Mr. Mohan Lal	750 - 940	750	Sweeper	01.01.1990
28.	Mr. Ramzan Khan	750 - 940	750	Helper	01.02.1990
29.	Mr. Bharom Lal	750 - 940	750	Sweeper	01.01.1990
30.	Mr. Munna Hasan Khan	750 - 940	750	Asstt.Cook	1.01.1990

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Further, the Vice Chancellor is pleased to accord approval for the creation of the above mentioned posts to be ratified by the Executive Committee in due course.

(S.M.A. RAZVI)
ACTING REGISTRAR

*t

Jamia 2

Jamia-BCA-SEM-I-Introduction To C Programming.docx

BCA - Sem1

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Document Details

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Jamia-BCA-SEM-I-Introduction_To_C_Programming.docx

File Size
838.2 KB

146 Pages

29,636 Words

155,214 Characters

Mohd Imran, Head Cashier & Officer in Charge - Section Officer

JAMIA HAMDARD
(Deemed to be University, NAAC Accredited A+)
Centre for Distance and Online Education (CDOE)
Hamdard Nagar, New Delhi-110062
Phone: +91-11-26059688 Ext. 5341,4342,5343,5344
Email: director_sodl@jamiahamdard.ac.in

No.CDOE/JH/2025/118 Date: 06.11.2025

OFFICE ORDER

Mr. Mohd. Imran Khan, Head Cashier (on contractual basis) has been posted in place of Mr. Mohd. Ajmal Abbasi, Section Officer (Retd.) in CDOE vide Office Order No.Estab/LD/2025/1473 dated 29.10.2025. Mr. Imran Khan has joined his duties in CDOE with effect from 4th November, 2025 (F/N). He has been assigned the following jobs in CDOE:

1. Dealing with all accounts matters related to students fees, miscellenous expenses in CDOE, processing of monthly bills of Teamlease Edtech Ltd., Service Provider.
2. All the Jr.Assistants in CDOE will report to him and he will supervise their work.
3. Any other work assigned by the Director, CDOE.
4. He will report to the OSD, CDOE and the Director, CDOE.
5. He will act as the Office Incharge in CDOE till the posting of a Section Officer in CDOE.

6/11/2025
(Prof. M.A.Sikandar)
Director

Mr. Mohd. Imran Khan
Head Cashier / Office Incharge, CDOE
Jamia Hamdrad

Copy to:

1. The Registrar, CDOE, Jamia Hamdard
2. The Controller of Examination, Jamia Hamdard
3. All concerned Programme Coordinators of ODL and Online Programmes, CDOE
4. All concerned Deans of Studies/ Heads of Departments, Jamia Hamdard
5. Assistant Registrar (Academic), Jamia Hamdard
6. AR/Secretary to the Vice-Chancellor

जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
(Deemed to be University)
Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi-1100
Phone : 011-26059688 (12 Lines)
Website: www.jamiahamdard.edu

D.No. Estab/LD/2025/1473
Dated: 29/10 2025

OFFICE ORDER

Sub:- Internal Transfer/postings-Reg.

Mr. Mohd. Imran Khan, Head Cashier (on contractual basis) presently posted at Scholar House and assisting the Sports Secretary, is transferred to the Centre for Distance & Online Learning (CDOE), with immediate effect.

He is directed to report his new place of posting with immediate effect.

Issued with the approval of the Competent Authority.

29/10
(Col. Tahir Mustafa)
Registrar

Copy to:
1. Mr. Mohd. Imran Khan
2. Finance Officer (Offg.)
3. Director, CDOE
4. Sports Secretary
5. Incharge, Scholar House
6. AR/Secretary to Vice Chancellor
7. Sr. PA to Registrar
8. Personal File/Guard File

Offtg. Incharge, CDOE

6.11.25

03rd November 2025

To
Director
Centre for Distance and Online Learning (CDOL)
Jamia Hamdard

Subject: Joining report.

Respected Sir,

With reference to Office Order No. Estab/LD/2025/1473 dated 29.10.2025, I have joined the Centre for Distance and Online Learning (CDOL) from Scholar House as Head Cashier with effect from 04.11.2025.

Submitted for your consideration.

Sincerely

Mohd Imran Khan
Head Cashier (Contractual)

JAMIA HAMDARD

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

Phone: 011 26059688 (12 Lines)
Email:estab.section@jamiahamdard.ac.in
Website : www.jamiahamdard.edu
Hamdard Nagar, New Delhi - 110062

D.No. Estab/LD/130
Dated: 25/01/2024

OFFICE ORDER

In continuation of the office order No. HIMSR/HR/Admn/214 dated 18/02/23, the Vice-Chancellor is pleased to approve the renewal of contractual engagement of Mr. Mohd. Imran Khan, Head Cashier (Contractual) in the HIMSR & HAHC Hospital, Jamia Hamdard for a further period of (01) one year with effect from 01/02/2024 to 31/01/2025 with an increase of 5% in his existing monthly consolidated salary on the existing terms & conditions.

Authority: Approval of Vice Chancellor dated: 25/01/2024.

25/1/2024

(Dr. M.A. Sikandar)
Registrar

25/01/24

Copy to:

1. Mr. Mohd. Imran Khan, Head Cashier, HIMSR & HAHCH, Jamia Hamdard
2. Dean, HIMSR
3. M.S./Addl. M.S., HAHC Hospital, Jamia Hamdard
4. Finance Officer, Jamia Hamdard
5. Advisor (Finance), HIMSR & HAHCH, Jamia Hamdard
6. Deputy Registrar/ Assistant Registrar (Establishment Section), Jamia Hamdard
7. A.R./Secretary to Vice-Chancellor
8. PA to Registrar
9. Personal/ Guard File.

24

Mr. Javed Azmi
RZ-2551A/27,
Tughlakabad Extention
New Delhi - 110 019

Jamia Hamdard
D No. 191
Date 9/10/98
Despatch Section

DN:Estab/ED/100
Dated 8.10.98

SUBJECT : OFFER OF APPOINTMENT FOR THE POST OF COMPUTER PROGRAMMER.

Dear Sir,

I am to inform you that on the recommendation of the Selection Committee held on 06.10.1998, the Vice-Chancellor is pleased to offer you appointment as Computer Programmer in the pay scale of Rs. 6500-10500 subject to the following terms and conditions:

1. Your basic pay will be fixed at the minimum in the pay scale of Rs. 6500-10500.

2. You will be on probation for a period of two years. The appointing authority reserves the right to extend the period of probation, if necessary.

3. The post of Computer Programmer against which offer has been given to you is temporary and available in the Centre for Federal Studies.

4. Your services will be governed by the rules and regulations of Jamia Hamdard which are in force or may come in force from time to time.

5. At the time of joining duty, you are required to submit :

   i) A Medical Certificate of fitness from District Medical Officer or from the Medical Superintendent of Majeedia Hospital (Jamia Hamdard), New Delhi.

   ii) The Original as well as attested copies of your degrees/certificates showing your date of birth, educational/professional qualifications and experience. The original copies of certificates/degree will be returned after verification.

6. If this offer of appointment is acceptable to you, please report for duty and submit the joining report in the Office of the undersigned within one month from the date of issue of this letter. In case you do not join duty within the given time, this offer will be treated as canceled for which no separate communication will be sent to you.

Yours faithfully,

(DR. Q.G. ALI)
REGISTRAR

N.O.O. :

Copy to : 1. Finance Officer
2. Head, Centre for Federal Studies 9/10/98

JAWAHARLAL NEHRU
ESTABLISHMENT SECTION
DELHI

D.O.No: Estab/LDC/128
Dated : 16/10/98

UNIVERSITY MEMORANDUM

It is notified that Mr. Javed Azmi has joined his duties as Computer Programmer w.e.f. 16.10.98 (Forenoon).

Till further orders Mr. Javed Azmi will perform duty both in the Centre for Federal Studies and Registrar's Office in the pre lunch session and after lunch session respectively.

REGISTRAR

Javed Azmi 16/10/98
Mr. Javed Azmi,
Computer Programmer

Copy to :

1. Head, Centre for Federal Studies
2. Finance Officer
3.

जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
(Deemed to be University)
Accredited by NAAC in 'A++' Category

Hamdard Nagar, New Delhi-110062
Phone: 011-26059688 (12 Lines)
Website: www.jamiahamdard.ac.in

D.No.: Estab/LD/237
Dated: 10/02/2026

OFFICE ORDER

In continuation of the office order D.No.Estab/LD/188, Dated: 12/02/2025; the Vice-Chancellor is pleased to approve the renewal of contractual engagement of **Mr. Mohd. Hassan Khan, Junior Assistant** on contractrual basis and presently posted in **Centre for Distance and Online Education (CDOE)**, Jamia Hamdard for a further period of 01 (one) year with effect from 24/02/2026 to 23/02/2027 with an enhancement of 10% i.e. Rs. 2,500/- per month (Rupees Two Thousand Five Hundred only) in his existing monthly consolidated salary of Rs. 25,000/- (Rupees Twenty Five Thousand only) on the existing terms & conditions as mentioned in the Office Order No. Estab/ED/52, Dated: 22/02/2023.

Hereafter, his monthly consolidated salary shall be **Rs. 27,500/-** (Rupees Twenty Seven Thousand Five Hundred only) (all inclusive) per month w.e.f. 24/02/2026 to 23/02/2027.

Authority: Approval of the Vice-Chancellor dated: 04/02/2026.

10/02/26
(Dr. Sarfaraz Ahsan)
Deputy Registrar

Copy to:

1. **Mr. Mohd. Hassan Khan, Junior Assistant (Contractual), CDOE**
2. Finance Officer (Officiating)
3. Director – Centre for Distance and Online Education
4. AR/Secretary to Vice Chancellor
5. Sr. P.A to Registrar
6. Personal/Guardfile

23.02.2023

To,
The Director
CDOE
Jamia Hamdard
New Delhi- 110062

Subject : Reporting as Junior Assistant (Contractual) in Centre for Distance and Online Education

Respected Sir,

With reference to the offer of appointment No.D.No.Estab/ED/52 Dated February 22, 2023 I have Joined as Junior Assistant (Contractual) on February 23, 2023 in Jamia Hamdard. I am reporting as Junior Assistant (Contractual) in Centre for Distance and Online Education, Jamia Hamdard, New Delhi on February 23, 2023 fornoon.

Thanking You

Your Sincearly

Hassan Khan

Mohd Hassan Khan
Jumior Assistant (Contractual)
CDOE

Forwarded for nfa as per rule 7 Jamia Hamdard

Prof (Dr.) M. Mumtaz Alam

Enclosure:
1.Copy of offer Letter

जामिया हमदर्द جامعہ ہمدرد
JAMIA HAMDARD
(Deemed to be University)
Accredited by NAAC in 'A++' Category
Hamdard Nagar, New Delhi-110062
Phone: 011-26059688
Website: www.jamiahamdard.ac.in

D.No.: Estab/LD/344
Dated: 10/02/2026

OFFICE ORDER

In continuation of the office order D.No.Estab/LD/187, Dated: 12/02/2025; the Vice-Chancellor is pleased to approve the renewal of contractual engagement of **Mr. Shahid Mohammad, Junior Assistant** on contractrual basis and presently posted in **Centre for Distance and Online Education (CDOE)**, Jamia Hamdard for a further period of 01 (one) year with effect from 24/02/2026 to 23/02/2027 with an enhancement of 10% i.e. Rs. 2,500/- per month (Rupees Two Thousand Five Hundred only) in his existing monthly consolidated salary of Rs. 25,000/- (Rupees Twenty Five Thousand only) on the existing terms & conditions as mentioned in the Office Order No. Estab/ED/48, Dated: 22/02/2023.

Hereafter, his monthly consolidated salary shall be **Rs. 27,500/-** (Rupees Twenty Seven Thousand Five Hundred only) (all inclusive) per month w.e.f. 24/02/2026 to 23/02/2027.

Authority: Approval of the Vice-Chancellor dated: 04/02/2026.

10/02/26
(Dr. Sarfaraz Ahsan)
Deputy Registrar

Copy to:

1. **Mr. Shahid Mohammad, Junior Assistant (Contractual), CDOE**
2. Finance Officer (Officiating)
3. Director – Centre for Distance and Online Education
4. AR/Secretary to Vice Chancellor
5. Sr. P.A to Registrar
6. Personal/Guardfile

Date: 24.02.2023

The Director
CDOE
Jamia Hamdard
Hamdard Nagar
Delhi-110062

Subject: Reporting as Junior Assistant (Contractual) in Centre for Distance and Online Education

Respected Sir,

With reference to Letter no. D.No.Estab/ED/48 dated February 22, 2023, as appointment of the Junior Assistant on contractual basis in Jamia Hamdard, New Delhi. I hereby accept the appointment and join my duty as an Junior Assistant on Contractual Basis in Jamia Hamdard on February 24, 2023 forenoon.

Thanking You

Yours Faithfully

Shahid

Shahid Mohammad
Office Attendant (Outsource)
(CDOE)

Forwarded for your please

27.06.2016

We had required for the appointment of an attendant, namely Naseem Ahmad, at the time of Annual Examinations 2016. His services are still required as the work of evaluation of answer scripts is started at DODL.

We had send the letter to Registrar for the required approval and today we had received it back through Estate Officer, stating that it needs VC's approval.

It is, therefore, requested to get the kind approval of the Vice-Chancellor.

(Jasvinder Kaur)
Sr. Assistant, DODL

(Prof. Mohammad Miyan)

Vice Chancellor

The request was sent on 16.5.2016 Registrar Agreed on 6/6 and it was lying with Estate Office; it should have been sent to V.C. for his kind approval.

Relevant papers are enclosed herewith This is requested that the appointment of Mr Naseem Ahmad may be approved w.e.f. 12.05.2016 for ~~the services~~ DODL. His services are now being utilized for Evaluation work.

Submitted

30/6/16

OFFICE OF THE VICE-CHANCELLOR * JAMIA HAMDARD * NEW DELHI
Dy. No. 1452(11)
Date 28/6/16

120



RESUME

1477-5
8/6/16

ADD: H-16 /395 Sangam Vihar
New Delhi 110080
Mob: 8800886869

Name	Naseem Ahmad
Father Name	Rahmatullah
Date Of Birth	15th July 1990
Sex	Male
Qualification	10th pass from UP Board
Other Qualification	Certificate course of Basic Computer
Merital Status	Married
Experience	4 year experience as Office Attendant in Jamia Hamdard

(Naseem Ahmad)

He may be appointed as attendant w.e.f. 12.05.2016 as Mr. Khalid will Remain on leave for rest of this month. Therefore, he may utilize his services at other places also if required

16.5.16

Sir,
where he is required to appoint.
However if services will require further his your approval will be required.
Submitted please

Registered

V.C

Director
Centre for Distance and Online Education
Jamia Hamdard (Deemed to be University)
Hamdard Nagar, New Delhi-110062

Monthly Detailed Attendance Report(DefaultCompany)

01-Mar-2026 to 31-Mar-2026

Employee Code:-OS-093 | Employee Name:-NASEEM AHMAD

Department Out Sources staff

	1-Sun	2-Mon	3-Tue	4-Wed	5-Thu	6-Fri	7-Sat	8-Sun	9-Mon	10-Tue	11-Wed	12-Thu	13-Fri	14-Sat	15-Sun	16-Mon	17-Tue	18-Wed	19-Thu	20-Fri	21-Sat	22-Sun	23-Mon	24-Tue	25-Wed	26-Thu	27-Fri	28-Sat	29-Sun	30-Mon	31-Tue
Shift	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
In Time	00:00	09:19	09:56	00:00	09:37	11:20	00:00	00:00	09:50	10:38	00:00	00:00	00:00	00:00	00:00	09:50	10:48	10:01	00:00	00:00	00:00	00:00	00:00	09:28	09:05	00:00	17:39	00:00	00:00	00:00	00:00
Out Time	00:00	16:35	16:44	00:00	16:27	14:30	00:00	00:00	16:33	18:42	00:00	00:00	00:00	00:00	00:00	20:43	16:24	00:00	00:00	00:00	00:00	00:00	00:00	17:43	17:39	00:00	00:00	00:00	00:00	00:00	00:00
Late By	00:00	00:49	00:57	00:00	00:37	02:27	00:00	00:00	00:00	01:33	00:00	00:00	00:00	00:00	00:00	00:00	01:48	01:01	00:00	00:00	00:00	00:00	00:00	00:28	00:47	00:00	00:38	00:00	00:00	00:00	00:00
Early By	00:00	00:52	00:48	00:00	00:52	00:51	00:00	00:00	00:56	00:48	00:00	00:00	00:00	00:00	00:00	00:02	01:05	10:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Extra OT	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	02:29	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Duration	00:00	08:58	08:48	00:00	07:01	06:13	00:00	00:00	07:43	06:00	00:00	00:00	00:00	00:00	00:00	10:53	05:35	00:00	00:00	00:00	00:00	00:00	00:00	08:33	07:52	00:00	00:00	00:00	00:00	00:00	00:00
Status	WO	P	P	A	P	P	WO	WO	P	P	A	A	A	WO	WO	P	P	P	A	A	WO	WO	A	P	P	A	P	WO	WO	A	A

Total Present - 12 Total Absent - 10 Total Leave Taken - 0 Total Weekly Off Present - 0 Total Duration - 88:43 Total T.Duration - 72:32 Total Over Time - 02:29 Total WO Count 9 Total HO Count 0 Total LateBy - 10:52 (Hrs.) Total EarlyBy - 06:10 (Hrs.) Total Regular OT - 00:0-221 (Hrs.)

Director
Centre for Distance and Online Education
Jamia Hamdard (Deemed to be University)
Hamdard Nagar, New Delhi-110062

JAMIA HAMDARD
(Deemed to be University, NAAC accredited 'A++' category)
Centre for Distance and Online Education (CDOE)

Date: 06.03.2026

Sub: Extension of deployment of Mr. Mohd Javed, Office Attendant (Outsource) in CDOE, Jamia Hamdard.

It is submitted that Mr. Mohd Javed, Office Attendant (Outsource) was deployed in Centre for Distance and Online Education vie letter No.AS/Outsource/OS_207/2025/28 dated April 07. 2025 for a period of one year from 18.03.2025 to 17.03.2026 (copy enclosed). Since the term of deployment is now ending on 17.03.2026, it is requested that his term of deployment may be extended for a further period of one year from 18.03.2026 on the existing terms and conditions. During the period of last one year, the services of Mr. Mohd Javed, Office Attendant (Outsource) have been found satisfactory in CDOE.

Submitted for kind consideration and approval please.

OSD, CDOE
06.03.26

Director, CDOE

6/3/2026

27
06.03.26

Addl Gen

08.04.2025

To
The Registrar
Jamia Hamdard
Hamdard Nagar
New Delhi-110062

Subject : Joining as Office Attendant on Outsource basis in Centre For Distance and Online Education (CDOE)

Respected Sir

With reference to the Letter No. AS/Outsources/OS_207/2025/28 dated on April 07 2025 of Mr.Mohd Javed S/o Mr. Abdul Rasheed as Office Attendant Under Un-skilled category for the Centre For Distance and Online Education .
I have joined my duty today dated forenoon 08.04.2025.

Submitted for your kind information please.

Thanking You

Your Sincerely

(Mohd Javed)
Office Attendant(Outsource)
Centre for Distance and Online Education
Ph-9911007058

OSD, CDOE

08.04.25

Director, CDOE

17/04

514

No. AR/GEN/OS_168/2026/73
Dated: 19/02/2026

To,

M/s Cyclops Security and Allied Services Pvt. Ltd
H-3/47. First Floor
Mahavir Enclave
New Delhi - 110045

INTERNAL TRANSFER ORDER

As directed by the Competent Authority, Mr. Adil Khan, MTS (Outsource) deployed through M/s Cyclops Security and Allied Services Pvt. Ltd. (Outsourced), is hereby transferred from the Finance Section to the Centre for Distance and Online Education (CDOE) with immediate effect and until further orders.

He shall look after the assigned activities of CDOE and perform duties as per requirement.

Mr. Adil Khan is directed, to report to Prof. M. A. Sikander, Director CDOE and OSD Admin, Jamia Hamdard, immediately.

This issues with the approval of the Competent Authority.

19/2/26

(Kishwar Khan)
AR (Estab, Gen. Admin & I/C Outsource)

Copy to:

1. Mr. Adil Khan, MTS **(Outsourced)**
2. Prof. M.A. Sikander, CDOE
3. Finance Officer (Officiating)
4. Sr. P.A. to Regsitrar
5. Deputy Registrar
6. AR (Establishment)
7. Guard file/Personal File

525

Dated: 20.2.2026

To

Director Saheb
Centre for Distance and Online Education
Jamia Hamdard
New Delhi 110062

Subject : Joining report through Internal transfer

Sir,

I hereby report for duty at Centre for Distance and Online Education (CDOE) in terms of Internal Transfer order No. AR/GEN/OS 168/2026/73, dated 19th Feb 2026 issued by the AR (General) Jamia Hamdard w.e.f. today i.e. 20.2.2026.

My joining may be accepted.

Yours faithfully,

Aalif Khan
MTS (OS)/Data Entry Operator

सत्यमेव जयते

INDIA NON JUDICIAL

Government of National Capital Territory of Delhi

e-Stamp

Certificate No.	:	IN-DL50693858149909Y
Certificate Issued Date	:	10-Feb-2026 11:51 AM
Account Reference	:	IMPACC (IV)/ dl1071903/ DELHI/ DL-SAD
Unique Doc. Reference	:	SUBIN-DLDL107190322932755608959Y
Purchased by	:	REGISTRAR JAMIA HAMDARD
Description of Document	:	Article Others
Property Description	:	Not Applicable
Consideration Price (Rs.)	:	0 (Zero)
First Party	:	REGISTRAR JAMIA HAMDARD
Second Party	:	Not Applicable
Stamp Duty Paid By	:	REGISTRAR JAMIA HAMDARD
Stamp Duty Amount(Rs.)	:	100 (One Hundred only)

NOTARY AMIT ANAND Advocate L.No. 16097 GOVT. OF INDIA

To be submitted on Duly Notarised Affidavit on a stamp paper of Rs.100

Please write or type below this line

Affidavit

The Jamia Hamdad (Deemed to be University), Hamdard Nagar, New Delhi-110062 undertakes to abide by the following terms and conditions duly approved by the statutory bodies of the university;

And accordingly

We, Col. Tahir Mustafa, Registrar, Jamia Hamdard and Prof. M.A. Sikandar, Director, Centre for Distance and Online Education, Jamia Hamdard, New Delhi, do hereby solemnly affirm and declare as under:

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

for Distance and Online Education Jamia Hamdard (Deemed to be University) Hamdard Nagar New Delhi-110062

NOTARY AMIT ANAND GOVT.

Statutory Alert:
1. The authenticity of this Stamp certificate should be verified at 'www.shcilestamp.com' or using e-Stamp Mobile App of Stock Holding. Any discrepancy in the details on this Certificate and as available on the website / Mobile App renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.

REGISTRAR JAMIA HAMDARD REGISTRAR JAMIA HAMDARD REGISTRAR JAMIA HAMDARD

1. That this Higher Educational Institution namely Jamia Hamdard, Hamdard Nagar, New Delhi-110062 wishes to apply for the recognition of Open and Distance Learning Programmes to be offered under University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments for:

- Academic year: 2026-2027
- Academic session: August, 2026 onwards

2. That the deponents have fully understood all clauses, all terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 (including its amendments from time to time).

3. That the Higher Educational Institution is eligible in all respect to apply for offering programmes through Open and Distance Learning (ODL) mode, as per University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.

4. That the Higher Educational Institution after getting programme wise recognition shall scrupulously abide by all the terms and conditions as stipulated under University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments along with compliance to all the provisions regarding:

a) Centre for Internal Quality Assurance (CIQA): Annexure-I

b) Conduct of Examination and minimum Standards for Examination Centres: Annexure-II Territorial Jurisdiction and Regulating Provisions for different types Of Higher Educational Institutions: Annexure-III

c) Human Resource and Infrastructural Requirements: Annexure-IV

d) Guidelines on Programme Project Report (PPR): Annexure-V

e) Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy: Annexure-VI

f) Guidelines on Self-Learning Material and E-Learning Material: Annexure-VII

g) Learner Support Centres: Annexure-VIII

h) Assessment Criteria for offering Online Programmes through Non-Swayam Learning Platform: Annexure IX

i) Grievance Redress Mechanism: Annexure X

5. That the Higher Educational Institution shall adhere to various directives issued by the Commission from time to time.

6. That the Higher Educational Institution shall not offer any of the prohibited programmes i.e., programmes not permitted under clause (z) of regulation 2 of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020,

NOTARY AMIT ANAND Advocate L No. 16[illegible] GOVT. OF [illegible]

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

Centre for Distance and Online Education
Jamia Hamdard (Deemed to be University)
Hamdard Nagar, New Delhi-110062

(including its amendments from time to time). In the event, the applicable statutory or regulatory authority or regulatory council permits such programme(s), the HEI shall submit the approval or recommendation of the said authority or council, for consideration of the Commission.

7. That the Higher Education Institution shall ensure compliance to other relevant UGC Regulations and norms issued by the relevant statutory/regulatory bodies from time to time.

8. That for the programmes falling under the ambit of a statutory or regulatory authority or regulatory council, the Higher Educational Institution has the approval or recommendations of the respective statutory or regulatory authority or regulatory council for offering the programme(s) in Open and Distance Learning mode or Online mode, as applicable; and has also submitted the same to UGC along with the application.

9. **Applicable only for Central or State or Private Universities:** That the Higher Educational Institution offering Undergraduate, Postgraduate and Postgraduate diploma programmes under the discipline of Management, Computer Applications and Travel and Tourism is adhering to all the norms and standards stipulated by AICTE for offering these programmes in ODL/Online mode.

10. That the Higher Educational Institution shall ensure to provide all such information asked by UGC and display the same information on its website, as per mandatory disclosure of information as stipulated under regulation 9 of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, (including its amendments from time to time).

11. That the Higher Educational Institution shall not offer any Open and Distance Learning (ODL) Programmes and/or Online Programmes and admit students thereto unless it has been granted recognition by the Commission and admission shall not be made in anticipation of the recognition.

12. That the Higher Educational Institution shall ensure not to enrol any learner under Open and Distance Learning and/or Online mode without mandatory DEB ID.

13. That the Higher Educational Institution shall submit student admission details through integration of HEI's admission portal with the UGC within the stipulated time as notified by the Commission from time to time.

14. The Higher Educational Institution shall ensure that learning materials are developed in accordance with Quality Standard/Guidelines, Curriculum and Credit framework as issued by the Commission from time to time.

Registrar
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Hamdard Nagar

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15. That the Higher Educational Institution is an Open University and shall obtain NAAC accreditation within one year of becoming eligible, failing which the Commission shall not accord further recognition to Open and Distance Learning (ODL) Programmes and/or Online Programmes **(Applicable only for New Open Universities)**.

16. That the Higher Educational Institution shall ensure the readiness/availability of Self Learning Material/E- Learning Material for all years/semesters of proposed ODL/Online programmes, as applicable. HEI shall ensure delivery of Self Learning Material to learner within a fortnight from the date of admission (for ODL programmes) and HEI shall ensure its uploading on the learning platform before the start of academic session (for Online Programmes) as per Annexure-VII of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, (including its amendments from time to time). Information about the same shall be intimated to UGC in a timely manner

17. That the Higher Educational Institution shall ensure to offer programmes through Learner Support Centres within the territorial jurisdiction, as defined in the regulations (**Applicable for only Central and State Universities**).

18. That the Higher Educational Institution shall ensure to offer programmes from its Head Quarters only and duly recognised/approved off-campus centres (**Applicable for only Private and Deemed to be Universities**).

19. That the Higher Educational Institution shall ensure that examination of the programmes in Open and Distance learning mode and/or Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as defined in the regulations.

20. That the Higher Educational Institution shall conduct proctored examinations with all the security arrangements ensuring transparency and credibility of the examinations.

21. That the 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.

22. That all the information given by the Higher Education Institution in the proposal submitted to UGC is complete, true and correct and the deponents are fully aware of the consequences mentioned in relevant clauses, if the Higher Education Institution fails to abide by University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, (including its amendments from time to time).

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Advocate
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23. That the deponents are fully aware that in case any information, documentary evidence submitted/produced by the Higher Educational Institution is found to be false or fake at a later stage or in case of any violation, UGC shall take punitive measures as mentioned in regulation 7 of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 including withdrawal of the recognition of Open and Distance Learning (ODL) Programmes and Online Programmes and may also refer the matter to the Central or State Government as applicable for withdrawal of Higher Educational Institution status. It shall be the sole responsibility of the Higher Educational Institution for the career consequences of students, if any, arising out of the same.

(PROF. M.A. SIKANDAR)
DIRECTOR, CDOE

Director
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(COL. TAHIR MUSTAFA)
REGISTRAR, JAMIA HAMDARD

Registrar
Jamia Hamdard
(Deemed to be University)
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DEPONENT(S)

Verification:

We, the above-named deponents, do hereby verify on May, 2026 at New Delhi that the contents mentioned above are correct and true to the best of my knowledge. No part of the same is false and nothing material has been concealed therefrom.

(PROF. M.A. SIKANDAR)
DIRECTOR, CDOE

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GOVT. OF INDIA

ATTESTED

NOTARY PUBLIC

07 MAY 2026