



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/LSC-ODL/2025/114

Date: 23rd October, 2025

OFFICE ORDER

Sub: Establishment of Learner Support Centre/Study Centre (LSC/SC) for the programmes being offered by the CDOE in Open and Distance Learning (ODL) mode.

As per the clause-17 of University Grants Commission (Open and Distance Learning and Online Programmes) Regulations, 2020, the Jamia Hamdard has established a Learner Support Centre/Study Centre in SEST Building, Jamia Hamdard for its learners of Open and Distance Learning (ODL) programmes being offered by the Centre for Distance and Online Education (CDOE). The LSC will be the contact point managed by the CDOE for providing academic as well as administrative support to its ODL learners.

Dr. Abdul Majid Farooqi, Assistant Professor (Computer Science), CDOE has been appointed as the Coordinator of the LSC initially for a period of two years. He will be paid an honorarium of Rs.4,000/- per month for the same as per approved rates of CDOE. The Coordinator, LSC will be supported by the administrative and technical staff to manage the functioning of LSC. The LSC is expected to provide a host of services as per UGC-ODL Regulations, 2020 but not limited to the following:

- (i) **Pre-admission counselling** for prospective learners to provide information to facilitate them in taking an informed decision on joining a specific programme;
- (ii) **Support for admission** related matters;
- (iii) Details of study material and information to be made available on the website of CDOE.
- (iv) Arrangement to ensure the delivery of **Self Learning Material (SLM)** to learners for ODL programmes and additional learning resources through on-line mode.
- (v) **Conduct of Personal Contract Programme (PCP)** on weekends for ODL learners.
- (vi) **Providing assignments for Internal Assessment** and arrange its evaluation.
- (vii) A full-time dedicated **Help Desk** well versed with the learner information data base providing single window services for all ODL learner related queries.

Authority: Approval of the Vice-Chancellor, Jamia Hamdard dated 14th October, 2025.

(Col. Tahir/Mustafa)
Registrar

To: All students of ODL Programmes, CDOE

Copy to:

1. The Director, CDOE, Jamia Hamdard
2. The Finance Officer, Jamia Hamdard
3. The Controller of Examination, Jamia Hamdard
4. All Programme Coordinators of ODL and Online Programmes, CDOE
5. Incharge, HAH-CIT, Jamia Hamdard
6. Assistant Registrar (Academic), Jamia Hamdard
7. AR/Secretary to the Vice-Chancellor, Jamia Hamdard
8. Notice Board, CDOE / Website