HEI ID: HEI-U-0107   Name of HEI: Jamia Hamdard   Type of HEI: Dual Mode

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER

ONLINE MODE

<2022- 2023>

HEI ID: HEI-U-0107   **Name of HEI: Jamia Hamdard**   **Type of HEI: Dual Mode**

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Part – I: General Information

1.1 Date of notification of the Centre(attach a copy of the notification): 20ᵗʰ July 2023

> *Upload PDF http://www.jamiahamdard.ac.in/PDF/ODLPDF/Establishment%20of%20CIQA.pdf*

1.2 Details of Director, CIQA

- Name: Prof. S.H. Ansari, SPER Jamia Hamdard
- Qualification: M. Pharma, Ph.D.
- Appointment Letter and Joining Report: Upload (PDF)
  http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202
  020-2021/Joining%20Letter%20of%20Directot.pdf

1.3 Details of CIQA Committee:

a. Composition as per Regulations

S. No.	Designation	Nomination as	Name and Qualification	Specializa tion	Date of Nomination in CIQA Committee
a.	Vice Chancellor of the University	Chairperson	Prof.Afshar Alam, Ph.D	Computer Science	20ᵗʰ July 2023
b.	Three Senior teachers of HEI	Member 1	Prof. S.Raisuddin, Director, IQAC Jamia Hamdard Ph.D	Toxicology	20ᵗʰ July 2023
		Member 2	Prof. Manju Chhugani, SNSAH, Jamia Hamdard Ph.D	MSc in Obstetrics and Gynecology and Ph.D in Health Management	20ᵗʰ July 2023
		Member 3	Prf. Mehartaj Begum	Human Rights	20ᵗʰ July 2023
c.	Head of three Departments or	Member 4	Prof.Afshar Alam, Ph.D, Dean SEST	Computer Science	20ᵗʰ July 2023
		Member 5	Prof. Reshma Nasrem , Dean SMBS	Management	20ᵗʰ July 2023
	School of Studies from which programme is being offered in ODL and	Member 6	Prof. Farhan Jalees	Pharmacy	20ᵗʰ July 2023

Registrar
Jamia Hamdard (Deemed of be University)
New Delhi

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	Online mode				
d.	Two External Experts of ODL and/or Online Education	Member 7	Prof. B.S.Saraswat Professor , Ph.D	Distance Education	20th July 2023
		Member 8	Prof. Uma Kanjilal, Professor, Ph.D	Online Distance Education	20th July 2023
e.	Officials from departments of HEI	Member 9 Administration	Registrar, Jamia Hamdrad And Finance officer Jamia Hamdard	Management	20th July 2023

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S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	• Administration • Finance	n	Dr. M.A. Sikandar, Registrar, Ph.D	Management	20th July 2023
		Member 10 Finance	Mr. Harpal Singh Finance Officer		20th July 2023
f.	Director, CIQA	Member Secretary	Prof. S.H. Ansari, M Pharma, Ph.D	Pharmacy	20th July 2023

b.   **Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)**
If No, reason thereof Yes, its

revised every two year

:- Yes, Committee is reconstitute every two year as per UGC notification dated
04/09/2020

http://www.jamiahamdard.ac.in/PDF/ODLPDF/Establishment%20of%20CIQA.pdf

1.4 Number of meetings held and its approval:

a. No. of meetings held every year:

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	10th August, 2023	2	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Minutes%20of%20CIQA%2011%20August%202023.pdf	http://www.jamiahamdard.ac.in/PDF/ODLPDF/approval%20of%20Minutes.pdf
			upload	upload

1.5 Number of programmes started at Certificate level as per Regulation 24 of

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UGC(ODL Programmes and Online Programmes) Regulations, 2020:

From July, 2022 academic session:

Sr. No.	Name of the Department	Certificate Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Nil										
N.											

Note: Mention details separately for *<Month, Year>*academic session, as applicable, as above.

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1.6 **Number of programmes started at Diploma level as per Regulation 24 of UGC(ODL Programmes and Online Programmes) Regulations, 2020:**

From <July, 2022> academic session:

Sr. No.	Name of the Department	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/ Regulatory authority(if required)	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Nil										
N.											

Note: **Mention details separately for <Month, Year>academic session, as applicable, as above.**

1.7 **Number of programmes started at Post Graduate Diploma level as per Commission Order:**

From <July, 2022, academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	Nil									
N.										

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

1.8 **Number of programmes started at Undergraduate Degree Programmes as per Commission Order:**

From <July, 2022>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	Bachelor of Business Administration (BBA)	3	144	10+2 from a recognized Secondary Education Board/ Institute	14000/ per semester	14th September 2021	33	10	0	43
2	Bachelor of	3	120	10+2 from a	16000/ per	14th September	74	14	0	88

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	Computer Applications (BCA)			158	recognized Secondary Education Board/ Institute	semester	2021			
3.	Bachelor of Commerce (B.Com)	3		158	10+2 from a recognized Secondary Education Board	semester	14th September 2021	0	0	0	0
N								107	24	0	131

From <January, 2023>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under – Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	Bachelor of Business Administration (BBA)	3	144	10+2 from a recognized Secondary Education Board/ Institute	14000/ per semester	14th September 2021	15	3		18
2	Bachelor of Computer Applications (BCA)	3	120	10+2 from a recognized Secondary Education Board/ Institute	16000/ per semester	14th September 2021	29	5		34
3.	Bachelor of Commerce (B.Com)	3	158	10+2 from a recognized Secondary Education Board	semester	14th September 2021	0	0	0	0
N							44	7	0	52

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.

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HEI ID: HEI-U-0107   **Name of HEI:** Jamia Hamdard   **Type of HEI: Dual Mode**

1.9 **Number of programmes started at Post-graduate Degree Programmes as per Commission Order:**

From <July, 2022>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	MA Islamic Studies (online)	2	120	Graduation or Fazilat degree from state Madrasa Board or Madrasa recognized by Jamia Hamdard	7000/ Per semester		47	7		54
N.							47	7		54

From <January, 2023>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	MA Islamic Studies (online)	2	120	Graduation or Fazilat degree from state Madrasa Board or Madrasa recognized by Jamia Hamdard	7000/ Per semester		22	10		32
N.							22	10		32

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.
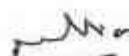
Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

2.1   Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	A system is developed to measure quality control parameters in all inputs as well as all processes relating to services provided to Learners. To manage and monitor each specialized activity, a separate administrative division each has been created which look after Online Admissions, Student Support Services, Maintenance of Academic Standards, Quality of Teaching-learning, Research and Evaluation etc,	http://www.jamiahamdard.ac.in/PDF/ODL.PDF/Activities%20Graph.pdf Time Tables http://www.jamiahamdard.ac.in/PDF/ODLPDF/BCA-Online-Time-table.pdf
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	• Assignments and attendance in PCPs are used to track the students at ODL for their ongoing growth. • They also communicate often with the Academic Coordinator and the Counsellors. • Students are urged to create online organisations for knowledge	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Activities%20Graph.pdf

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		sharing. • It has been discovered that counselling sessions, whether in-person or over the phone, are a very effective way to keep track of the students' development. In order to stay current with events, the students are also encouraged to subscribe to specific websites.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Learner Experience – Academic and Administrative. Academic Impact of Programs, in ref to Higher Education as well as Employability prospects. Student and Learner Motivation and Engagement. Student support Services from Entry to Exit, Teaching learning programs, monitoring of activities concerned at all levels which include course design and development, preparation of self learning materials. Revision of existing courses and programmes and launch of new courses as per the UGC (OL) regulations.	http://www.jamiaha mdard.ac.in/PDF/O DLPDF/annexure% 20of%20ciqa%20re port%202020- 2021/whatsapp%20 chat%20Students.pd f & https://www.jamiah amdardonline.in/ LMS LMS counseling Video Link: https://digiv .app/jamiasp

4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Eligibility certia and syllabus at par with regular programmes	http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/adopted%20of%20common%20question%20paper.pdf
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Personal Interviews, Module Surveys, Online Surveys and evaluation studies were taken up. Learners can raise concerns via email or phone help lines. Learner feedback is taken via email surveys, and also via verbal interaction during interface sessions.	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Feedback%20Form%20for%20ODL%20Learners.pdf Grievance cell http://www.jamiahamdard.ac.in/PDF/ODLPDF/Redress%20of%20Student%20Grievances.pdf

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6.	Measures suggested to theauthorities of Higher Educational Institution for qualitative improvement	1) Getting feedback from the stakeholders like learners, parents, academicians, experts and administrators to improve the processes. 2) Developing data bases on the actual performances of students and build our strategies for future.	http://www.jamiahamdar d.ac.in/PDF/ODLPDF/A ctivities%20Graph.pdf
7.	Implementation of its recommendations through periodic reviews	A Core Committee is constituted by CIQA to provide support in advising and monitoring the quality assurance aspects of the University. The Core Committee met at regular intervals throughout the year.	Minutes core committee http://www.jamiahamdar d.ac.in/PDF/ODLPDF/an nexure%20of%20ciqa%2 0report%202020-2021/Minutes%20of%20 Core%20Committee.pdf
8.	Workshops/ seminars/ symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Nil .	NA
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	Technology enabled learner support services for admission, payment of fees, hall-ticket, examination timetable, model question papers, learning material, etc.;	https://www.jamiahamda rdonline.in/
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Before development of a new academic program a need assessment survey / study is made mandatory, based on which the various parameters of the program are decided including the program	http://www.jamiahamdar d.ac.in/PDF/ODLPDF/M inutes%20of%20CIQA% 2011%20August%20202 3.pdf

		fee. A review of the enrolment ratio of the programs was conducted. Centre for Internal Quality Assurance (CIQA) promote quality assurance; developed quality benchmarks and parameters for Quality management; coordination with apex bodies for recognition/approvals for programs.	
11.	Measures taken to ensure that Programme Project Report for each programme is according to thenorms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	The PPR created by the CDOE for the new programme being offered is being examined by BoS & CIQA. CIQA verified that each of the new initiatives has been taken as per UGC DEB guidelines and approved by the Academic Council.	Minutes of AC 44 meeting on 12/1/2023 http://www.jamiahamdard.ac.in/PDF/QDLPDF/annexure%20of%20ciqa%20report%202020-2021/Signed%20Minutes%20of%2044%20AC%20dt.%2012.01.2023.pdf

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12.	Mechanism to ensure the proper implementation of Programme Project Reports	All PPRs are properly implemented through Course Coordinators to ensure quality of education	http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/BOS.pdf
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	The annual Report is submitted every year in IQAC cell of jamia Hamdard .	Annual Report of 2023 http://www.jamiahamdard.ac.in/PDF/ODLPDF/Latest%20Annual%20report%20format%202022-2023.pdf
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	Various guidelines were provided by CIQA by considering the UGC regulations and NEP 2020 Guidelines. Focus was given on the Skill based education in order to get skill based Jobs. The suggestions from students, Programme Coordinators & all other stakeholders is being considered to make syllabus job oriented.	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Minutes%20of%20CIQA%2011%20August%202023.pdf
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	24 x7 WhatsApp assistance to the students was made available for students to get detail information. Major Project System (PMS) is implemented for BBA & BCA .Online submission of Project & Assignment and Evaluation.	http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/whatsapp%20chat%20Students.pdf
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	The Centre was actively participated for NAAC accreditation report submitted by HEI	http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/IQAC%20Core%20Committe%20of%20faculty%20members.pdf

17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	181 students from African country have been admitted through e-Vab Network project Under Ministry of External affair and TCIL.	http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/IQAC%20Core%20Committe%20of%20faculty%20members.pdf
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	All UGC guidelines are fallowed & necessary action taken is taken in this regard.	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Establishment%20of%20CIQA.pdf

HEI ID:		Name of HEI:		Type of HEI:

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	The Mentor and Mentee system has been introduced . All coordinators identify through learner & mentor them time to time.	http://www.jamiahamdard.ac.in/pdf/odlpdf/best%20practice%20by%20CDOE.pdf
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Recorded lecture in counselling classes are share with students	LMS Demo Credentials: https://lms.jamiahamdardonline.in Username- babita.singh Password- babita@2022
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	CIQA submit its Annual Report at the end of each Academic year to IQAC of Jamia Hamdard.	Annual report 2023 http://www.jamiahamdard.ac.in/PDF/ODLPDF/Latest%20Annual%20report%20format%202022-2023.pdf
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	Yes	Annual report 2023 http://www.jamiahamdard.ac.in/PDF/ODLPDF/Latest%20Annual%20report%20format%202022-2023.pdf
22.	Overseen the functioning of Centrefor Internal Quality Assurance and approve the reports generated by Centre for Internal QualityAssurance on the effectiveness of quality assurance systems and processes	Internal Quality Assurance is maintained by CIQA	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Minutes%20of%20CIQA%2011%20August%202023.pdf

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| 23. | Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes | All the Programme has been design as per philosophy of ODL/Online prorgramme | PPR http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/PPR%20BBA%20Online.pdf |

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24.	Promoted automation of learner support services of the Higher Educational Institution	Learner are provided online recorded lecture Online fee payment	LMS Demo Credentials: https://lms.jamiahamdardonline.in Username-babita.singh Password-babita@2022
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	With the help of external members of BoS . Ciqa committee the improvement in curriculum are done time to time.	Bos minutes http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/BOS.pdf
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Third party Audit is in progress	Ciqa committee minutes 11th August, 2023 http://www.jamiahamdard.ac.in/PDF/ODLPDF/Minutes%20of%20CIQA%2011%20August%202023.pdf
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	Yes	Iqac member http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/IQAC%20Core%20Committe%20of%20faculty%20members.pdf
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	At present being deemed to be university we don't have any collaboration	NA
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	Nil	NA

2.2 Compliance of Quality Monitoring Mechanism – As per Annexure–I (Part V (2))

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HEI ID: HEI-U-0107   Name of HEI: Jamia Hamdard   Type of HEI: Dual Type

)x∞f UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document

| 1. | Governance, Leadership and Management:

a. Organisation Structure and Governance

b. Management

c. Strategic Planning

d. Operational Plan, Goals and Policies | The required policies were framed by the HEI related to matters regarding planning, human resources, recruitment, performance appraisal, training and financial management etc. with a focus on the following key aspects:
a) Organisation Structure and GovernanceThe required positions in the HEI is filled in as prescribed by the commission. b) Management- The role of the leadership and management of the HEI is to assess and review the organization culture. c) Strategic Planning- The HEI shall undertake strategic planning of its activities and implement the same. d) Operational Plan, Goals and Policies- The HEI has well defined realistic and measurable goals, policies and plans that are well implemented and well communicated to its stakeholders. | a) AC Council constitution

http://www.jamiaha mdard.ac.in/PDF/O DLPDF/annexure% 20of%20ciqa%20re port%202020-2021/Composition% 20of%20the%20Aca demic%20Council.p df

b) C IQA constitution
http://www.jamiaha mdard.ac.in/PDF/O DLPDF/Establishm ent%20of%20CIQA .pdf
c) Minutes of CIQA
http://www.jamiah amdard.ac.in/PDF /ODLPDF/Minute s%20of%20CIQA %2011%20Augus t%202023.pdf |
| 2. | Articulation of Higher Educational Institution Objectives | The HEI has articulated a clear vision, mission, ethos and strategy that are consistent with the goals of offering programs in an online mode. | http://www.jamiaha mdard.ac.in/PDF/O DLPDF/course%20 details.pdf |

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| 3. | Programme Development and Approval Processes

a. Curriculum Planning, Design and Development
b. Curriculum Implementation
c. Academic Flexibility
d. Learning Resource
e. Feedback System | The following mechanisms were adopted by the HEI towards program development and approval processes.
a) Curriculum Planning, Design and Development- Proper processes, systems and structures are laid in place by the HEI to carry out these responsibilities.
b) Curriculum Implementation- The HEI has implemented specific plans to identify the time to be spent on specific components towards the effectiveness of the programme(s) and their usefulness as a whole.
c. Academic Flexibility- The HEI has adopted proper strategies for imparting academic flexibility to its learners.
d. Learning Resource- The HEI ensures the quality of the learning resources in the form of e-learning material is as defined in the regulations.
e.) Feedback System- A proper feedback mechanism is in place by the HEI to take feedback from all stakeholders. | BOS minutes http://www.jamiaha mdard.ac.in/PDF/O DLPDF/annexure% 20of%20ciqa%20re port%202020-2021/BOS.pdf

Academic calender http://www.jamia hamdard.ac.in/PDF /ODLPDF/BCA-Online-Time-table.pdf

Feedback http://www.jamiaha mdard.ac.in/PDF/O DLPDF/Feedback% 20Form%20for%20 ODL%20Learners.p df |
| 4. | Programme Monitoring and Review | The HEI has planned and executed the program monitoring and review system to conduct periodic internal reviews and maintain the quality of academic programmes | http://www.jamiaha mdard.ac.in/PDF/O DLPDF/annexure% 20of%20ciqa%20re port%202020-2021/Minutes.pdf |

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5.	Infrastructure Resources	The center has adequate infrastural to run all the programmes for ex director office, general office, lecture thearter committee room, lecture recording studio etc.	Infrastructure Link: http://www.jamiaha mdard.ac.in/PDF/O DLPDF/infrastructu re.pdf
6.	Learning Environment and Learner Support	The HEI provides learner support services including academic counselling etc. for its online learners. Additionally, HEI has established Information and Communication Technology facilities as component of the learning environment which is focused on the pedagogical use of modern educational practices to support blended learning. The learner support services are provided through the e-learning platform	http://www.jamia hamdard.ac.in/PDF /ODLPDF/BCA-Online-Time-table.pdf
7.	Assessment and Evaluation	The HEI has executed the evaluation through various assessment tools including multiple choice questions, project reports, casestudies, presentation and term end examinations. The HEI has put in place a proper mechanism to evaluate the assessment for assessing the learning outcomes of the learners.	Result http://www.jamiaha mdard.ac.in/PDF/O DLPDF/Result%20 BCA%20ONLINE %20SEM-1%20.pdf
8.	Teaching Quality and Staff Development	The Higher Educational Institutions has maintained a well-established structure for promoting quality counselling, capacity building workshops, programmes, interactive teaching-learning and provide staff	

		development programmes and activities to encourage academic staff to improve teaching and learning on continuous basis.	

2.3 **Compliance of Process of Internal Quality Audit – As per Annexure–I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :**

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document

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1.	Academic Planning	Academic Calendar Schedule of counseling classes	http://www.jamiaham dard.ac.in/PDF/ODLP DF/BCA-Online-Time-table.pdf
2.	Validation	Validated	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	Yes	Minutes of Review Committee 1. http://www.ja miahamdard.ac.in/P DF/ODLPDF/Minut es%20of%20CIQA %2011%20August %202023.pdf 2. http://www.ja miahamdard.ac.in/P DF/ODLPDF/Latest %20Annual%20rep ort%20format%202 022-2023.pdf 3. http://www.jamiah amdard.ac.in/PDF /ODLPDF/annexu re%20of%20ciqa %20report%2020 20-2021/Minutes.pdf

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Part – III: Human Resources and Infrastructural Requirements

3.1 **Name and details of Director of Centre for Distance and Online Education (Dual Mode University)** - Regular, full time, atleast Associate Professor

Or

Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor

> Name :- Prof . S. H Ansari
> Designation: - Professor
> Salary:- Professor Level
> Qualification :- Ph.D., M pharma
> Office order
> http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020

3.2 **Name and details of Deputy Director of Centre for Distance and OnlineEducation (Dual Mode University)** - Full time or contractual basis, atleast Associate Professor

Or

Name and details of Deputy Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Associate Professor

> Name :- Prof. Mumtaz Alam
> Designation: - Professor
> Salary:- Professor Level
> Qualification :- Ph.D., M pharma
>
> Office order
> http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020
> -2021/Joining%20Letter%20of%20Directot.pdf

3.3 **Name and details of Assistant Director of Centre for Distance and Online Education (Dual Mode University)** - Full time or contractual basis, not below the rank of an Assistant Professor

Or

Name and details of Assistant Director of Centre of Online Education - Full time or contractual basis, not below the rank of an Assistant Professor

> *Mention details such as Regular Employee, Designation, Qualification, Salary*
>
> *(Attach appointment letter and joining report)*

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3.4 **Compliance status in respect of Human Resource – As per Annexure – IV ofUGC (ODL Programmes and Online Programmes) Regulations, 2020**

HEI shall mention compliance details against the requirements in terms of Staffing norms, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

Insert box

i. Programme name: Bachelor of Computer Application

a. Programme Coordinator:- Dr Safdar Tanweer

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Dr. Safdar Tanweer	Ph.D. (Computer Science)	14 Years	Regular Salary Scale- As per Assistant Professor	2004

b. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Introduction To C Programming	Dr Shakeel Ahmed Siddiqui Assistant Professor	Ph.D	10 year	Contractual Assistant Professor Scale	2010
2.	Computer System Architecture	Dr Naseem Rao Assistant Professor	Ph.D	13 year	Contractual Assistant Professor Scale	2010

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3.	Mathematical Foundation of Computer Science	Dr Ayesha Kamal Assistant Professor	Ph.D	7 year	Contractual Assistant Professor Scale	2010
4.	Communication Skills	Ms Asifa Azis Assistant Professor	M. Tech Pursing Ph.D	3 year	Contractual Assistant Professor Scale	2019
5.	Media And Information Literacy Communication	Mr. Tabrej Ahmad Khan Assistant Professor	Ph.D	6 year		2016
6.	Intro. To Data Structure	Mr. Javed Azmi Assistant Professor	M. Tech (CSE) Pursing P.H.D	5 year		2016
7.	Data Comm. & Computer Network Basics	Mr. Md. Onais Ahmad Assistant Professor	M. Tech (CSE) Pursing P.H.D	5 year		2016
8.	Fundamental Concept of OS	Mr. M. Mohd Rahbre Islam Assistant Professor	M Tech (CSE)	5 year		2016
9.	Elementary Physics	Mr. Anil Kumar Mahto Assistant Professor	Ph.D	10 year		2010
10.	Environmental Science	Mr. Tabrej Ahmad Khan Assistant Professor	Ph.D	8 year		2010
11.	Introduction to Object Oriented Programming	Mr. Samar Wazir Assistant Professor	Ph.D	12 year		2010
12.	Introduction to Database Management System	Mr. Syed Sibtain Khalid Assistant Professor	Ph.D	7 year		2010
13.	Elementary	Mr. Anil Kumar	Ph.D	5 year		2015

1

Registrar

New Delhi

	Physics	Mahto Assistant Professor				

c. **Course mentor**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme

1.	Dr Shakeel Ahmed Siddiqui	Assistant Professor	Ph.D	10 year	Contractual Assistant Professor Scale
2.	Dr Ayesha Kamal	Assistant Professor	Ph.D	7 year	Contractual Assistant Professor Scale
3.	Dr Naseem Rao	Assistant Professor	Ph.D	13 year	Contractual Assistant Professor Scale

ii. Programme name: Bachelor of Business Administration (BBA)

a.   Programme Coordinator:- Dr Mohammed Jamshehedas

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Dr Mohammed Jamshehedas Programme Coordinator Assistant Professor	Ph.D MBA	8 year	Regular Salary Scale: Assistant Professor Scale	2004

a.   Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Principal Of Management	Dr Alka Assistant Professor	Ph.D	10 year	Contractual Assistant Professor Scale	

1

	Environmental Management	Dr Fakhra Naseem, Assistant Professor	Ph.D	8 year	Contractual Assistant Professor Scale	
2.	Marketing Management	Dr Sna Farooqu Assistant Professor	Ph.D	15	Contractual Assistant Professor Scale	
3.	Business Economics.	Dr Matloobullah Khan Assistant Professor	Ph.D	10 year	Regular Assistant Professor Scale	
4.	Business Communication	Dr Sadaf Siraj Assistant Professor	Ph.D	15 year	Regular Assistant Professor Scale	
5.	Business Mathematics	Dr . Faizan Khan Sherwani Assistant Professor	Ph.D. in Finance and Economics	8 year	Contractual Salary :- As per Assistant Professor Scale	
6.	Business Statics	Dr Arif Anwar Assistant Professor	Ph .D (Business Administration)	5 year	Contractual Salary :- As per Assistant Professor Scale	
7.	Business Law	Dr. Abdul Wahid Farooqi Assistant Professor	Ph.D(Management)	4 year	Salary :- As per Assistant Professor Scale	
8.	Organizational Behaviour	Syed Zakir Hussain Assistant Professor	Pursing Ph.D	5 year	Contractual Contractual Salary :- As per Assistant Professor Scale	
9.	Cost Accounting	Dr Mohamad Awais Assistant Professor	Post Doctorates	5 year	Contractual Salary :- As per Assistant Professor Scale	
10.	Consumer Behaviour	Dr. Afaq Husain Assistant Professor	Ph.D	2 year	Contractual Salary :- As per Assistant Professor Scale	
11.	Social Media	Mr Mohd.	Ph.D	3 year	Contractual	

1

	Ethics	Arshad Khan Assistant Professor			Salary :- As per Assistant Professor Scale	
12.	Principal Of Management	Dr Alka Assistant Professor	Ph.D	3year	Contractual Salary :- As per Assistant Professor Scale	
13.	Human Resource Management	Mohd . Sarim Assistant Professor	Ph.D	3year	Contractual Salary :- As per Assistant Professor Scale	2017

b. **Course mentor**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme

1

1.	Dr Alka	Assistant Professor	Ph.D	10 year	Contractual Assistant Professor Scale
2.	Dr Fakhra Naseem,	Assistant Professor	Ph.D	8 year	Contractual Assistant Professor Scale
3.	Dr Sna Farooqu	Assistant Professor	Ph.D	15	Contractual Assistant Professor Scale

iii. Programme name: Bachelor of Commerce (B. com (Hons)

a) Programme Coordinator :- Dr. Matloobullah Khan

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Dr Matloobullah Khan Assistant Professor	Ph.D	10 year	Regular Assistant Professor Scale	2/10/2010

c.   Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Essentials of Book Keeping & Accounting	Dr Alka Assistant Professor	Ph.D (HR)	10 year	Contractual Assistant Professor Scale	
2.	Entrepreneurship	Dr Fakhra Naseem, Assistant Professor	Ph.D (Marketing)	8 year	Contractual Assistant Professor Scale	

1

3.	Research Methodology	Dr Sna Farooqu Assistant Professor	Ph.D (HR)	15	Contractual Assistant Professor Scale	
4.	Organization	Dr Matloobullah Khan Assistant Professor	Ph.D (Finance)	10 year	Regular Assistant Professor Scale	2/10/2010
5.	Principles of Management	Dr Sadaf Siraj Assistant Professor	Ph.D (HR)	15 year	Regular Assistant Professor Scale	2/10/2010
6.	Business Communication	Dr . Faizan Khan Sherwani Assistant Professor	Ph.D. in Finance and Economics	8 year	Contractual Salary :- As per Assistant Professor Scale	2/10/2010
7.	Corporate Accounting I	Dr Arif Anwar Assistant Professor	Ph .D (Business Administration)	5 year	Contractual Salary :- As per Assistant Professor Scale	2/10/2010
8.	Corporate Entrepreneurship	Dr. Abdul Wahid Farooqi Assistant Professor	Ph.D(Management)	4 year	Salary :- As per Assistant Professor Scale	2/10/2010
9.	Basics of Statistics	Syed Zakir Hussain Assistant Professor	Pursing Ph.D	5 year	Contractual Contractual Salary :- As per Assistant Professor Scale	2/10/2010
10.	Essentials of Human Resource Management	Dr Mohamad Awais Assistant Professor	Post Doctorates	5 year	Contractual Salary :- As per Assistant Professor Scale	2/10/2010
11.	Essentials of Marketing Management	Dr. Afaq Husain Assistant Professor	Ph.D (Management)	2 year	Contractual Salary :- As per Assistant Professor Scale	2/10/2021
12.	Micro Economics	Mr Mohd. Arshad Khan Assistant	Ph.D (Management)	3 year	Contractual Salary :- As per Assistant Professor Scale	2/10/220

1

	(SWAYAM MOOC)	Professor			
13.	Essentials of Marketing Management	Mohd . Sarim Assistant Professor	Ph.D (Marketing)	3year	Contractual Salary :- As per Assistant Professor Scale	2020

d. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme

1.	Dr Matloobullah Khan	Assistant Professor	Ph.D	10 year	Contractual Assistant Professor Scale
2.	Dr . Faizan Khan Sherwani	Assistant Professor	Ph.D	7 year	Contractual Assistant Professor Scale
3.	Dr Sna Farooqui	Assistant Professor	Ph.D	13 year	Contractual Assistant Professor Scale

e. **Programme name: M.A (Islamic Studies)**

f. **Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Dr. Waris Mateen Mazhari	PH.D	7 year	Regular Assistant Professor Scale	2/10/2010

g. **Course Coordinator**

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Tafsir and Hadith	Fazalur Rehman	Ph.D (Islamic Studies)	10 year	Contractual Assistant Professor Scale	2010
2.	Islam in India	Dr Najmus Sahar	Ph.D (Islamic Studies)	8 year	Contractual Assistant Professor Scale	2010
3.	Medieval	Dr Sumaiyah	Ph.D (Islamic	6	Contractual	2000

1

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	Muslim Contribution to Knowledge	Ahmed	Studies)		Assistant Professor Scale	
4.	Pre Islamic to Umayyad Period	Dr Ashad Hussain	Ph.D (Islamic Studies)	15 year	Regular Assistant Professor Scale	2013
5.	Islam in Southeast Asia	Dr. Waris Mateen Mazhari	Ph.D (Islamic Studies)	10year	Regular Assistant Professor Scale	2015
6.	Islam and Pluralism	Dr. Abroo Aman Andrabu	Ph.D (Islamic Studies)	9 year	Regular Assistant Professor Scale	2020

h. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme

1.	Dr. Waris Mateen Mazhari	Assistant Professor	Ph.D (Islamic Studies)	10 year	Regular Assistant Professor Scale
2.	Dr. Abroo Aman Andrabu	Assistant Professor	Ph.D (Islamic Studies)	9year	Regular Assistant Professor Scale
3.	Dr Sumaiyah Ahmed	Assistant Professor	Ph.D (Islamic Studies)	6 year	Regular Assistant Professor Scale

Any other details:- Nil

3.5 Details of Administrative staff

a. **Number of Administrative staff available exclusively for Online programmes**

Admin Staff	Required	Available
Deputy Registrar	1	1
Assistant Registrar	1	1
Section Officer	1	1
Assistants	3 (2 for DM Universities)	2
Computer Operator	2	2
Multi Tasking Staff	2	2

(Attach duly attested photocopy of appointment letter with salary details)
http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/administrative%20staff%20of%20sodl.pdf

1

b. Number and details of Technical Support for Online Programmes as per Annexure -IV:

i.   Technical Team for Development of e-Content as Self-Learning e- Modules:

Post	Required	Available
Technical Manager (Production)	1	1
Technical Associate (Audio-Video recording and editing)	1	1
Technical Assistant (Audio-Video recording)	1	1
Technical Assistant (Audio-	1	1

1

Video editing)		

ii.   **For Delivery of Online Programmes:**

Post	Required	Available
Technical Manager (LMS and Data Management)	1 (per Centre)	1
Technical Assistant (LMS and Data Management	2	2

iii.   **For Admission and Examination for Online mode:**

Post	Required	Available
Technical Manager (Admission, Examination and Result)	1 (per Centre)	1
Technical Assistant (Admission, Examination and Result)	2	2

(Attach duly attested photocopy of appointment letter with salary details)

http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail

1

Part – IV: Examinations

4.1 Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be outsourced	YES	
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	YES	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	YES	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	YES	
5.	The number of examination centres in a city or	YES	

1

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S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	State must be proportionate to the student enrolment from the region		
6.	Building and grounds of the examination centre must be clean and in good condition.	YES	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	YES	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	YES	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	YES	
10.	Safety and security of the examination centre must be ensured	YES	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	YES	
12.	Provision of drinking water must be made for learners	YES	
13.	Adequate parking must be available near the examination centre	YES	
14.	Facilities for Persons with Disabilities should be available	YES	

4.2 Compliance of facilities required for the conduct of Online examination for online programmes

S.	Provisions in Regulations	Whether	If No,

1

No.		being complied Yes/No If yes, please provide details and upload relevant documents	Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	NA	
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	Yes	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	Fully automated AI **Remote Proctored Platform** – Qurio that offers the educational institutes **Virtual Proctoring Service** for making online exams more genuine and worthy	
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	Yes	Qurio 2.0 fully automated AI **remote proctored** platform – **Qurio** built to offer transparency and ease of performing cheat-free online exams & assessments

4.3 Compliance status of 'Evaluation' and 'Certification' – As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	Yes, The duly qualified invigilators are engaged in the examination halls as per the norms of the university. The duly approved Observer Team also visit the examination centres	
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of	Yes, The HEI offering programmes through Online	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	learners enrolled through Online mode and their certification.		
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.	Yes, The evaluation includes two types of assessments- Continuous and Summative. No term end examination is held in a subject unless: I) The HEI is satisfied that at least 75% of the programme of study stipulated for the semester or year has been actually conducted. II) The learner has minimum participation of 75% in all the activities of the online program prior to the term end examination http://www.jamiaham dard.ac.in/PDF/ODL PDF/annexure%20of %20ciqa%20report% 202020- 2021/Mark%20sheet. pdf Marksheet **http://www.jam iahamdard.ac.in /PDF/ODLPDF/ Online%20Mark %20Sheet%20o f%20BCA.pdf**	

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| 4. | The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional | The curricular aspects, assessment criteria and credit framework for the award of degree programs at UG and PG level/ Diploma through online mode is evolved by adopting the same standards as being followed in conventional mode by the Dual mode HEI. | |

22

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities		
5.	The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	Weightage for different components of assessment is as under: i) Continuous Assessments- 25 % ii) End Term Examination- 75% II) Marks or Grades- The marks or grades obtained in continuous assessments and end term examination is shown separately in the grade card. http://www.jam iahamdard.ac.in /PDF/ODLPDF/a nnexure%20of %20ciqa%20re port%202020-	

23

			2021/Mark%20 sheet.pdf http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20BCA.pdf	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Marksheet online http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20BCA.pdf		
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	**Marksheet** http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20BCA.pdf **Instruction for exam also show the separate marks** http://www.jamiahamdard.ac.in/PDF/ODLPDF/MA%20IS%20Online%20Exam%20Instructions.pdf		
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure	**YES** **Marksheet** http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20BCA.pdf		

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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	that no part of the syllabus is left out of study by a learner.		
9.	The examination of the programmes in 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 given under these regulations.	Dy. Registrar (Exam) Asst. Registrar (Exam) Asst. Controller Office Assistant PA to Controller http://www.jamiaha mdard.ac.in/PDF/O DLPDF/annexure% 20of%20ciqa%20re port%202020- 2021/Examination %20approval.pdf	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	Yes	
	(b) Availability of biometric system	Yes	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners	Yes	

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(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination	Yes		

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	centre to the Higher Educational Institution		
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	Yes	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	Yes http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Examination%20approval.pdf	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	YES	

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| 13. | An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission | Yes | |
| 14. | As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored | Yes | |

| S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	examinations for such learners		
15.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	YES http://www.ja miahamdard.ac .in/PDF/ODLP DF/Online%20 Mark%20Sheet %20of%20BCA .pdf	
	(b) Each award shall also be uploaded on the National Academic Depository		
16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	Yes http://www.j amiahamdard .ac.in/PDF/O DLPDF/Onlin e%20Mark% 20Sheet%20o f%20BCA.pdf	

4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programmen ame	No. of students	No. of students	No. of students	% of student	% of students

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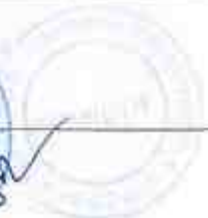
		admitted	appeared in exams	progressed to next year	s passed	passed in first class
July, 2022	1. Bachelor of Business Administration (BBA)	43	38	31	81%	83%
	2. Bachelor of Computer (BCA)	88	69	63	91%	85%
	3. M.A (Islamic Studies)	54	37	23	62%	52%
January, 2023	1. Bachelor of Business Administration (BBA)	18	14	12	90%	80%
	2. Bachelor of Computer (BCA)	34	28	24	85%	82%
	3. M.A (Islamic Studies)	32	25	23	94%	88%
	N	269	211	176		

2

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Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)

5.1 Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

> The PPR is prepared as per the instruction given in regulation 2020. PPR is approved by the Board of Studies at itsmeeting held on 26 October 2018 and the Academic Council held on March 2019 are approved the same. Approval are uploaded on our website. Link :- http://jamiahamdard.edu/UserPanel/DisplayPage.aspx?page=eaq .http://www.jamiahamdard.ac.in/ppr/NEW%20PPR%20for%20BCA.pdf
>
> http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/BOS.pdf

5.2 Compliance status of 'Quality Assurance Guidelines of Learning Material In Multiple Media And Curriculum And Pedagogy' – As per Annexure - VI of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of learning

> Jamia Hamdard maintained all quality of standard regarding Learning material (Print Media) and Curriculum and Pedagogy. Curriculum and Pedagogy:- (a) The curriculum objectives are consistent with the mission of the HEI. (b) In Framing the curriculum all the stake holders are actively involved. A committee was constituted for finalized the curriculum. The committee was constituted with all the internal faculty of the respective subject of Jamia hamdrad , expert faculty of the outside of Jamia Hamdard, student suggestions are also consider for finalized the curriculum. (c) The curriculum are designed by adopting University Grants Commission Model Curriculum and incorporating local or regional needs.. (e There shall be such learning experiences which allow a diversity of methods (like learning from practice, opportunities for distributed and concentrated practice, learning with peers, learning in formal situations inside and outside the department, personal study, specific teacher inputs etc). (g) The structure of curriculum are well defined. (h) There are complete strategy on teaching and learning methods like question is available after every unit. (j) Panel of examiner and evaluated are approved by competent authority of Jamia Hamdard . (k) The SLMs are prepared by Jamia Hamdard internal faculty. l) The Unit is prepared credit basic credit value of each module or unit in the course is available in PPR.http://www.jamiahamdard.ac.in/PDF/odlpdf/ugc/Approval%20of%20SLM%20PPR%20OF%20BCOM(H).%20MBA,%20MCA.pdf

2

material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

5.3   Compliance status in respect of e-Learning Material– As per Annexure - VII of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

The PPR is prepared as per the instruction given in regulation. PPR is approved by the Board of Studies and the Academic Council are approved the same. Approval are uploaded on our website.
http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Minutes%20of%20the%20BoS.pdf

2

Part – VI: Programme Delivery through Learning Platform

6.1   Details of Learning Platform

Please provide link and details of Learning Platform opted by HEI.

- *In case of SWAYAM Learning Platform, In case of SWAYAM Learning Platform, details of HEI having access to SWAYAM for the proposed programmes of study (with respective link), duly approved by the statutory bodies of the Higher Educational Institution empowered to decide on academic matters, for - Learner Authentication, Learner Registration, Payment Gateway and Learning Management System*

> NA

- *In case of Non-SWAYAM Learning Platform, evidence to ensure that it is not used in any franchise arrangement with a private service provider and HEI has the ownership of offering Online programmes including all the required components of Online education and compliance to all the provisions of the regulations*

> *INSERT TEXT BOX*

6.2   Compliance status in respect of the Programme delivery

HEI shall mention mechanism followed to ensure the learner's participation at least for two hours every fortnight as per provision 13 (C) (5) of the Regulations, 2020. Further, details of the norms followed by HEI for delivery of courses in Online mode in Teaching- Learning scheme (as per table 3, Annexure – VII)

> *Student attending the live classes, Monthly Assignments, internal examination, Practice quiz & Discussion forum activities.*

Whether e-learning material of any course in a particular programme was sourcedthrough OER/ Massive Open Online Courses: Y/N

2

HEI ID: HEI- U- 0107   Name of HEI: Jamia Hamdard   Type of HEI: Dual Type

a. Provide details as under:

S. No.	Programme Name	Courses allowed through OER/ MOOC	Name of Platform	Name of HEI offering the course (if any)	Duration of the Course	No. of Credits assigned to the Course	Percentage of total courses in a particular programme in a semester (Semester

						wise programmes wise)
NA	NA	NA	NA	NA	NA	NA

b. Upload approval of statutory authorities of the Higher Educational Institution: *Upload*

2

Part – VII: Self Regulation through disclosures, declarations and reports

7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020 – Self-regulation through disclosures, declarations and reports

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	Yes http://jamiahamdard.edu/UserPanel/DisplayPage.aspx?page=ckg&ItemID=ec	
	Uploading of the following on HEI website **(Mention link)**		
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	Yes https://deb.ugc.ac.in/Uploads/ODL/HEI-U-0107/CIQA/2019-20_assurance_4485.pdf	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	http://www.jamiahamdard.ac.in/PDF/ODL.PDF/annexure%20of%20ciqa%20report%202020-2021/Online%20course%20approval%20(1).pdf	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	http://www.jamiahamdard.ac.in/PDF/ODLPDF/ODL%20Admission%20Notification%20-%20July.%202023.pdf	

5.	Programme-wise information on syllabus, suggested readings, contact points for	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Examination%20Notice-2022.pdf

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	http://www.jamiah amdard.ac.in/PDF/ ODLPDF/BCA-Online-Time-table.pdf	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	YES http://jamiahamdar d.edu/UserPanel/D isplayPage.aspx?p age=ckg&ItemID= ec	
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	Yes http://www.jamiah amdard.ac.in/PDF/ ODLPDF/Activitie s%20Graph.pdf	
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes http://www.jamiah amdard.ac.in/PDF/ ODLPDF/Activitie s%20Graph.pdf Marksheet http://www.jamiah amdard.ac.in/PDF/ ODLPDF/Online% 20Mark%20Sheet %20of%20BCA.p df	
9.	Information regarding all the programmes recognised by the Commission	Yes Online course approval (1).pdf (jamiahamdard.a c.in)	

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S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes http://www.jamiah amdard.ac.in/PDF/ ODLPDF/BCA%2 0Online%20Jan-23.pdf http://www.jamiah amdard.ac.in/PDF/ ODLPDF/MA%20 IS%20Online%20J ul-22.pdf	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	Yes http://www.jamiah amdard.ac.in/PDF/ ODLPDF/annexur e%20of%20ciqa% 20report%202020-2021/LMS%20Onl ine.pdf	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	YES https://www.jami ahamdardonline.i n/	
13.	List of the 'Examination Centres'alongwiththe number of learners in each centre, for Online programmes	NA	Student attend the classes batch wise Online protected Examination is conducted
14.	Details of proctored examination in case of end semester examination or term endexamination of Online programmes	YES Final exams conducted in proctoring mode	

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15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes http://www.jamiah amdard.ac.in/PDF/ ODLPDF/annexur e%20of%20ciqa% 20report%202020-2021/Academic%2 0Activities%20& %20VIVA%20Scr eeshot.pdf	
16.	Reports of the third party academic audit to be undertaken every five years and internal	Yes, Internal audit is conducted by CIQA	

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	academic audit every year by Centre for Internal Quality Assurance		

Part – VIII: Admission and Fees

8.1 Compliance status of 'Admissions and Fees' – As per Regulations 14 of UGC (ODL Programmes and Online Programmes) Regulations, 2020

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in online mode, shall render the enrolment invalid	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in online mode, accept payment towards admission fee and other fees and charges- (a) as may be fixed by it and declared by it in the prospectus for admission, and on the website of the Higher Educational Institutions; (b) with a proper receipt in writing issued for such payment to the concerned learner admitted in such Higher Educational Institutions; (c) only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
3.	It shall be mandatory for the Higher Educational Institution to upload the details of all kind of payment or fee paid by the learners on the website of the Higher Educational Institution.	Yes
4.	The fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society shall be in accordance with	Yes

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	the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shallnot engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher EducationalInstitution which shall be solely responsible for final approval relating to admissions or registration of learners	Yes
6.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records fora minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	Yes
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to	

	such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '8(a)' to '8(k)' below		
8. (a)	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in online mode, and the other terms and conditions of such payment	YES	
8. (b)	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of programme of study and the time within, and the manner in, which such refund shall be made to the learner	YES	
8. (c)	The number of seats approved in respect of each programme of online mode, which shall be in consonance with the resources	YES	
8. (d)	the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the Higher Educational Institution	YES	
8. (e)	The minimum educational qualifications required for admission in programme(s) specified by the Commission or relevant statutory authority or councils, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	YES	
8. (f)	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for	YES	

	admission to each programme of study and the amount of fee to be paid for the admission test	
8. (g)	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other	YES
8. (h)	Pay and other emoluments payable for each category of teachers and other employees	YES
8. (i)	Information in regard to physical and academic infrastructure and other facilities, including that of each of the learner support centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the Higher Educational Institution	YES
8. (j)	Broad outline of the syllabus specified by the appropriate statutory body or by higher educational institution, as the case may be, for every programme of study	YES
8. (k)	Activity planner including all the academic activities to be carried out by the higher educational institution during the academic sessions	YES
9.	Higher Educational Institution shall publish information at **sr. no. '8'** above on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and Higher Educational Institution admission prospectus and the admission process shall necessarily be over within the time period mentioned	YES

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	in the Commission Order	
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation feeor demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	YES
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	YES
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award orother document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any feeor fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	YES
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher	YES

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	Educational Institution	
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; (b) any information, through advertisement or otherwise in respect of its infrastructure or itsacademic facilities or of its faculty or standard ofinstruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	YES

8.2 **Whether Higher Educational Institution provided the details of all International learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission: Yes/No: YES**
If No, reason thereof:

Part – IX: Grievance Redressal Mechanism

9.1 Compliance status of 'Grievance Redressal Mechanism' – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

Jamia Hamdard student grievances through the following 1. telephones 2. Through email sodl@jamiahamdard.ac.in 3. Through the website of Jamia Hamdard - The Student Feedback form. This information is conveyed to the students through letter and emails GRIEVANCES Most of the grievances relate to: Delay in getting degree certificates
Link:-1
http://www.jamiahamdard.ac.in/PDF/ODLPDF/Redress%20of%20Student%20Grievances.pdf
http://www.jamiahamdard.ac.in/PDF/ODLPDF/Redress%20of%20Student%20Grievances.pdf

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
0	0

9.3 Complaint Handling Mechanism

HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.

All the grievance are deal by director, CDOE

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
0	0	0

Part – X: Innovative and Best Practices

10.1   Innovations introduced during academic year

Conduct online induction programme by programme coordinators

10.2   Best Practices of the HEI

To impart quality education and maintain established quality assurance practices the following steps have been taken by the CDOE :-

Academic Activity

- For the smooth conduct of academic matters related to the courses, course coordinators have been appointed from the departments. They act as a channel of communication between the CDOE and the departments and also responsible to develop/got developed the study material from the subject experts in SIM format. In the recent past a lot of study material has been developed and converted in the SIM format and the process is still going on. In addition to the above the course coordinators also design the guidelines for project/assignments/portfolio/synopsis/Training reports, conduct PCP, counsel the students in academic matter.

- CDOE has started executing credit system as prescribed by the 'UGC Guidelines for the introduction of CBCS (Choicep Based Credit System)' which has been made mandatory for all the HEIs, with special care taken to ensure the uniformity in distribution of credit units between the two systems (ODL/ Online and Conventional mode).

LIBRARY FACILITY

Students may use the Central Library of Jamia Hamdard. They will be allowed to use this facility on production of their Identity Card issued by the Centre for Distance and Online Education.

10.3   Details of Job Fairs conducted by the HEI

NA

10.4   Success Stories of students of Online mode of the HEI

Few students from MA in Islamic Studies have qualified the UGC NET exam.

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10.5   Initiatives taken towards conversion of e-LM into Regional Languages

NA

10.6   Number of students placed through Campus Placements

NA

10.7   Details of Alumni Cell and its activity

The university maintains a separate alumni association. The Association actively contributes to the department's welfare and academic initiatives. The association's members work in a variety of positions in research labs, businesses, and universities all around the world, greatly enhancing the department's reputation.

10.8   Any other Information

NA

28/8/2023

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DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.

Signature of the Director:

Name: Prof S.H. ANSARI

Seal:

Date: 29-8-2023

Signature of the Registrar:

Name: Dr. M.A. Sikandar

Seal:

Date: 29.08.2023

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments.