

HEI ID: : HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE
(CIQA)

PROGRAMMES UNDER
OPEN AND DISTANCE LEARNING MODE

2022-2023

29/9/23



Contents

Part - I: General Information	3
Part - II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning.....	7
Part - III: Human Resources and Infrastructural Requirements	14
Part - IV: Examinations	16
Part - V: Programme Project Report (PPR) and Self-Learning Material (SLM)	25
Part - VI: Programme Delivery through Learner Support Centre (LSC).....	26
Part - VII: Self Regulation through disclosures, declarations and reports	29
Part - VIII: Admission and Fees.....	33
Part - IX: Grievance Redressal Mechanism.....	40
Part - X: Innovative and Best Practices.....	41
DECLARATION	42



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

Part - I: General Information

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

<http://www.jamiahamdard.ac.in/PDF/ODL.PDF/Establishment%20of%20CIQA.pdf>

1.2 Details of Director, CIQA

- Name : : S.H. Ansari, 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%20020-2021/Joining%20Letter%20of%20Directot.pdf>

1.3 Details of CIQA Committee:

a. Composition as per Regulations

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



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

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



28/7/23



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

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination in CIQA Committee
	<ul style="list-style-type: none">AdministrationFinance		Dr. M.A. Sikandar, Registrar, Ph.D	Management	20 th July 2023
		Member 10 Finance	Mr. Harpal Singh Finance Officer		20 th July 2023
f.	Director, CIQA	Member Secretary	Prof. S.H. Ansari, M Pharma, Ph.D	Pharmacy	20 th July 2023

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)

If No, reason thereof:- 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: one

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	10 th 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



25/8/2023



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

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

From <Month, Year> 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)	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
									M	F	T G	Total
1.	Centre for Distance and Online Learning	Certificate of Persian Language	12	34	10+2 in any discipline /or equivalent	7,500/- per semester		1	0	0	0	0
N.												



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

*Not for Private University

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

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)	No. of Learner Support Centre Operationalized as per territorial jurisdiction */Off Campus	Number of students admitted (Male/Female/Transgender)			
									M	F	TG	Total
I.	Centre for Distance and Online Education	Advance Diploma in Pharmaceutical Regulatory Affairs (ADDRA)	12	32	B.Pharm/MBBS/BU MS or a Bachelor Degree in science from a recognized university.	12000/- per semester	1 February 2019, 12 August 2021		181	68	00	249
N.	Centre for Distance and Online Education	Advance Diploma in Dietetics and Therapeutic Nutrition (ADDTN)	12		Bsc Degree in Home Science/Biological Science.	8000/- per semester	1 February 2019, 12 August 2021		55	48	00	103
	Centre for Distance and Online Education	Advance Diploma in Chemistry - Informatics (ADC)	12		B.sc with chemistry as one of the Subjects.	9000/- per semester	1 February 2019, 12 August 2021					
	Centre for Distance	Advance Diploma in Bio-	12		B.sc. in Biology or BSc in	11000/- per semester	1 February 2019, 12 August		Nil	Nil	Nil	Nil



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

	and Online Education	Informati cs(ADB)			Math/Statistic with Biology as one of the subjects at 10+2 examination	er	2021					
	Centre for Distance and Online Education	Advance Diploma in Environmental Monitoring and Impact Assessment (ADEMIA)	12		B.sc. in any branch of Science	8000/- per semester	1 February 2019, 12 August 2021		Nil	Nil	Nil	Nil
	Centre for Distance and Online Education	Advance Diploma in Intellectual Property Right (ADIPR)	12		B.sc. in any branch of Science/LL B	9000/- per semester	1 February 2019, 12 August 2021		Nil	Nil	Nil	Nil
	Centre for Distance and Online Education	Advance Diploma in Human Rights (ADHR)	12		Bachelor degree in any discipline	7000/- per semester	1 February 2019, 12 August 2021		Nil	Nil	Nil	Nil
	Centre for Distance and Online Education	Advance Diploma in Medical Record Techniques (ADMRT)	12		Bachelor degree in any discipline	9500/- per semester	1 February 2019, 12 August 2021		41	16	00	57
	Centre for Distance and Online Education	Diploma in Professional Arbaic Language (DPA)	12		10 th pass or equivalent from any Madarsa recognized by Jamia Hamdard	4500/- per semester	1 February 2019, 12 August 2021		Nil	Nil	Nil	Nil
	Centre for	Diploma in Persian	12		Certificate course in	4500/- per	1 February 2019,		Nil	Nil	Nil	Nil



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

Distance and Online Education	Language (DPL)			modern Persian Language/Persian from any recognized university/or equivalent	semester	12 August 2021					
-------------------------------	----------------	--	--	--	----------	----------------	--	--	--	--	--

*Not for Private University

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

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

From <Month, Year>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	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)				
								M	F	TG	Total	
1.	NIL											
N.												

*Not for Private University

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 Jul, 2022cademic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under Graduation degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Bachelor of Business Administration (BBA)	3		10+2 from a recognized Secondary Education Board/ Institute	14000/ per semester	1 February 2019, 12 August 2021	1	24	03	00	27
2.	Bachelor of Computer Applications (BCA)	3		10+2 from a recognized Secondary Education	16000/ per semester	1 February 2019, 12 August 2021	1	41	04	00	45



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

				Board/ Institute						
N	2									

From January, 2023, Academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under Graduation degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/ Off Campus	Number of students admitted (Male/Female/Transgender)			
								M	F	TG	Total
1.	Bachelor of Business Administration (BBA)	3		10+2 from a recognized Secondary Education Board/ Institute	14000/ per semester	1 February 2019, 12 August 2021	1	19	03	00	22
2.	Bachelor of Computer Applications (BCA)	3		10+2 from a recognized Secondary Education Board/ Institute	16000/ per semester	1 February 2019, 12 August 2021	1	27	01	00	28
N	2										



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

***Not for Private University**

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

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

From <Month, Year>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	No. of Learner Support Centre Operationalized as per territorial jurisdiction*/Off Campus	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1.	Nil										
N.											

***Not for Private University**

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	to keep students updated on all academic and administrative procedures, as well as their deadlines, to allow them to effectively phase their learning. Every academic process, including the creation of PPR, SLMs, and the conduct of PCPs, is maintained through meticulous planning and execution. The nodal body for all of these exercises is the CIQA, which oversees them with great coordination and efficiency. academic preparation monitoring and assessment	PPR http://www.jamiahamdard.ac.in/ppr/NEW%20PPR%20for%20BCA.pdf Counseling class
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	<ul style="list-style-type: none"> • 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 	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Activities%20Graph.pdf



25/8/2023



		<p>the Counsellors.</p> <ul style="list-style-type: none"> • Students are urged to create online organisations for knowledge 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. 	
<p>3.</p>	<p>Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality</p>	<p>The following are some crucial areas where the HEI should maintain quality:</p> <ol style="list-style-type: none"> 1) Pre-enrollment guidance 2) Openness in the admissions process 3) Readiness in educational delivery methods 4) Assuring the SLMs are prepared with quality 5) Student engagement in PCPs that is of a high calibre 6) In-depth academic guidance 7) Exam and prompt results 8) Providing children with information in a timely manner 9) Value additions to the Student Support Services, whenever possible <p>The CDOE, JH,</p>	<p>http://www.jamiahamdard.ac.in/PDF/O DLPDF/annexure%20of%20ciqa%20report%202020-2021/whatsapp%20chat%20Students.pdf</p> <p>f</p> <p>SLM</p> <p>http://www.jamiahamdard.ac.in/PDF/O DLPDF/annexure%20of%20ciqa%20report%202020-2021/whatsapp%20chat%20Students.pdf</p> <p>f</p> <p>LMS</p> <p>LMS counseling</p> <p>Video LMS Demo</p> <p>Credentials: https://lms.jamiahamdardonline.in</p>



[Handwritten signature]
29/5/2023



		has made sure the aforementioned standards are followed.	<p>Username- babita.singh Password- babita@2022</p> <p>Student support services portal page https://www.jamiahamdardonline.in/</p> <p>LMS Demo Credentials: https://lms.jamiahamdardonline.in</p> <p>Username- babita.singh Password- babita@2022</p> <p>Datesheet & result http://www.jamiahamdard.ac.in/PDF/ODLPDF/Result%20BBA-2nd%20sem-2020.pdf</p>
4.	Mechanism devised to ensure that the quality of Open and Distance Learning programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Eligibility certia and syllabus at par with regular programme	<p>http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/adopted%20of%20common%20question%20paper.pdf Login id</p> <p>http://www.jamiahamdard.ac.in/PDF/ODLPDF/New%20Doc%202020-01-23%2016.22.42.pdf</p>
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	<p>1) The CDOE, JH, has a built-in system for collecting feedback from students.</p> <p>2) If their concerns are not resolved in a timely manner, students are also urged to get in touch with the Grievance Cell.</p> <p>3) For any special issues,</p>	<p>http://www.jamiahamdard.ac.in/PDF/ODLPDF/Feedback%20Form%20for%20ODL.%20Learners.pdf</p> <p>Grievance cell http://www.jamiahamdard.ac.in/PDF/ODL</p>

[Handwritten Signature]
28/8/2023



[Handwritten Signature]

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

		they are instructed to get in touch with the Director or other officials. 4) The Academic Coordinator communicates with them frequently to learn about their problems and find solutions. 5) The Learner Support Centres also respond quickly to customer feedback, and they let you know what they did with it.	DLPDF/Redress%20of%20Student%20Grievances.pdf
--	--	--	---



Handwritten signature and date: 15/05/23



Handwritten signature

6.	Measures suggested to the authorities 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.jamiahamdard.ac.in/PDF/O DLPDF/Activities%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.jamiahamdard.ac.in/PDF/O DLPDF/annexure%20of%20ciqa%20report%202020-2021/Minutes%20of%20Core%20Committee.pdf
8.	Workshops/ seminars/ symposium organized on 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.jamiahamdardonline.in/
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Pls see Bos minutes	BoS Minutes / Academic Calendar http://www.jamiahamdard.ac.in/PDF/O DLPDF/annexure%20of%20ciqa%20report%202020-2021/BOS.pdf



29/8/2023



11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	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.	PPR Approval letter http://www.jamiahamdard.ac.in/PDF/O0&%20SLM%20approval.pdf
-----	--	--	--



[Signature]
28/07/2023



[Signature]

12.	Mechanism to ensure the proper implementation of Programme Project Reports	All PPRs are properly implemented through Course Coordinators to ensure quality of education	BoS Minutes / http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/BOS.pdf Academic Calendar http://www.jamiahamdard.ac.in/PDF/ODLPDF/Academic%20Calender.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.	http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Annual%20report%20format%202020-2021.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.	PPR to be uploaded http://www.jamiahamdard.ac.in/ppr/NEW%20PPR%20for%20BCA.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



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

16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.		
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/O-DLPDF/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/O-DLPDF/Establishment%20of%20CIQA.pdf



29/8/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

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 df them time to time.	http://www.jamiahamdard.ac.in/pdf/odlpdf/best%20practice%20by%20CDOE.p
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	Recorded lecture in counseling classes are share with students .	LMS counseling Video Link: https://digiv.app/jamiasp
21.	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.	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Latest%20Annual%20report%20format%202022-2023.pdf
	(a) 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	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Latest%20Annual%20report%20format%202022-2023.pdf
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance 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
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Open and Distance 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 programme	http://www.jamiahamdard.ac.in/ppr/new%20PPR%20for%20BBA%20.pdf



29/8/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

24.	Promoted automation of learner support services of the Higher Educational Institution	Learner are provided online recorded lecture Online fee payment	LMS counseling Video Link: https://digiv.app/jamiasp
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.	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 25 th august http://www.jamiahamdard.ac.in/pdf/odlpdf/MINUTES%20OF%20MEETING%20CQA.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	http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/IQAC%20Core%20Committee%20of%20faculty%20members.pdf
28.	Promoted collaboration and association for quality enhancement of Open and Distance Learning 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)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :



29/9/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

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



1.	<p>Governance, Leadership and Management:</p> <p>a. Organisation Structure and Governance</p> <p>b. Management</p> <p>c. Strategic Planning</p> <p>d. Operational Plan, Goals and Policies</p>	<p>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:</p> <p>a) Organisation Structure and Governance The 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.</p>	<p>a) AC Council constitution http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Composition%20of%20the%20Academic%20Council.pdf</p> <p>b) C IQA constitution http://www.jamiahamdard.ac.in/PDF/ODLPDF/Establishment%20of%20CIQA.pdf</p> <p>c) Minutes of CIQA http://www.jamiahamdard.ac.in/PDF/ODLPDF/Minutes%20of%20CIQA%201%20August%202023.pdf</p>
2.	<p>Articulation of Higher Educational Institution Objectives</p>	<p>The HEI has articulated a clear vision, mission, ethos and strategy that are consistent with the goals of offering programs in an online mode.</p>	<p>http://www.jamiahamdard.ac.in/PDF/ODLPDF/course%20details.pdf</p>



3.	<p>Programme Development and Approval Processes</p> <p>a. Curriculum Planning, Design and Development</p> <p>b. Curriculum Implementation</p> <p>c. Academic Flexibility</p> <p>d. Learning Resource</p> <p>e. Feedback System</p>	<p>The following mechanisms were adopted by the HEI towards program development and approval processes.</p> <p>a) Curriculum Planning, Design and Development- Proper processes, systems and structures are laid in place by the HEI to carry out these responsibilities.</p> <p>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.</p> <p>c. Academic Flexibility- The HEI has adopted proper strategies for imparting academic flexibility to its learners.</p> <p>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.</p> <p>e.) Feedback System- A proper feedback mechanism is in place by the HEI to take feedback from all stakeholders.</p>	<p>BOS minutes http://www.jamiahamdard.ac.in/PDF/O DLPDF/annexure%20of%20ciqa%20report%202020-2021/BOS.pdf Academic calendar</p> <p>Feedback http://www.jamiahamdard.ac.in/PDF/O DLPDF/Activities%20Graph.pdf</p>
4.	Programme Monitoring and Review	<p>The HEI has planned and executed the program monitoring and review system to conduct periodic internal reviews and maintain the quality of academic programmes.</p>	<p>CIQA report http://www.jamiahamdard.ac.in/PDF/O DLPDF/Minutes%20of%20CIQA%2011%20August%202023.pdf</p>



28/8/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

5.	Infrastructure Resources	The center has adequate infrastructural to run all the programmes for ex director office, general office, lecture theater committee room, lecture recording studio etc	Infrastructure Link: http://www.jamiahamdard.ac.in/PDF/O DLPDF/infrastructure.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.	LMS Demo Credentials: https://lms.jamiahamdardonline.in Username- babita.singh Password- babita@2022
7.	Assessment and Evaluation	The HEI has executed the evaluation through various assessment tools including multiple choice questions, project reports, case studies, 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.	http://www.jamiahamdard.ac.in/PDF/O DLPDF/Result%20BCA%20ODL%20SEM-I.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	LMS Demo Credentials: https://lms.jamiahamdardonline.in Username- babita.singh Password- babita@2022



29/9/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

		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 ODL	Upload relevant document



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

1.	Academic Planning	Academic Calendar	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Academic%20Calendar.pdf
2.	Validation	Validated	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Learner Support Centres (for Open and Distance Learning programmes) b. Reports from Examination Centres c. External Auditor or other External Agencies report d. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels e. Reporting and Analytics by the Higher Educational Institution f. Periodic Review	Yes	http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Minutes%20of%20Core%20Committee.pdf


29/9/2023



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 :- P.hD, M pharma

<http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020>

3.2 Compliance status of "Human Resource and Infrastructural Requirements" - As per Annexure - IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

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

Insert Box

Programmes Name	No. of Faculty required	No. of Faculty appointed	Complied Yes/No	If no. reason thereof
UG	3	5	yes	
PG	3	5	Yes	
PGD	3	5	Yes	

S. No.	Programme Name	No. of Full time-Dedicated faculty for ODL	Names	Designation	Qualification	Experience	Type (Regular/ Contract) with gross salary/	Date of joining programme and joining report



25/05/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

							month			Upload pdf
							Type	Gross salary/month	Contract period	
Bachelor of Business Administration	5	Dr Mohammed Jamshehed as Programme Coordinator	Assistant Professor	Ph.D	8 year	Regular Assistant Professor Scale				http://www.jamiaahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
		Dr Alka	Assistant Professor	Ph.D	10 year	Contractual Assistant Professor Scale				http://www.jamiaahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
		Dr Fakhra Naseem,	Assistant Professor	Ph.D	8 year	Contractual Assistant Professor Scale				http://www.jamiaahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
		Dr Sna Farooqu	Assistant Professor	Ph.D	15	Contractual Assistant Professor Scale				http://www.jamiaahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
		Dr Matloobullah Khan	Assistant Professor	Ph.D	10 year	Regular Assistant Professor Scale				http://www.jamiaahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
		Dr Sadaf Siraj	Assistant Professor	Ph.D	15 year	Regular Assistant Professor Scale				http://www.jamiaahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
Bachelor of Computer Application	5	Dr. Safdar Tanweer as Programme Coordinator	Assistant Professor	Ph.D	14 year	Regular As per Assistant Professor				http://www.jamiaahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
		Dr Shakeel Ahmed	Assistant Professor	Ph.D	10 year	Contractual Assistant				http://www.jamiaahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf



28/7/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

			Siddiqui				Professor Scale	c/faculty%20detail.pdf
			Dr Naseem Rao	Assistant Professor	Ph.D	13 year	Contractual Assistant Professor Scale	http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
			Dr Ayesha Kamal	Assistant Professor	Ph.D	7 year	Contractual Assistant Professor Scale	http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
			Ms Asifa Azis	Assistant Professor	M. Tech Pursing Ph.D	3 year	Contractual Assistant Professor Scale	http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
Bachelor of B.Com (Hons)	5		Dr. Matloob ullah khan As a Programme Coordinator	Assistant Professor	Ph.D	7year	Regular Assistant Professor Scale	http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
			Dr Alka	Assistant Professor	Ph.D	8 year	Contractual Assistant Professor Scale	http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
			Dr Fakhra Naseem,	Assistant Professor	Ph.D	15	Contractual Assistant Professor Scale	http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
			Dr Sna Farooqui	Assistant Professor	Ph.D	10 year	Contractual Assistant Professor Scale	http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf
			Dr Sadaf Siraj	Assistant Professor	Ph.D	15 year	Regular Assistant Professor Scale	http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc



29/8/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

/faculty%20
detail.pdf

Link <http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/faculty%20detail.pdf>

3.3 Details of Administrative staff

Number of Administrative staff available exclusively for ODL programmes at HQ & at LSCs

Admin Staff	Required (up to 5,000 students)	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

Link of office order

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

Note:

1. In case of the enrolment higher than 5,000 the number of positions in the Centre for Distance and Online Learning may be increased by the HEI appropriately.
2. Private University eligible to offer ODL programmes through its Head Quarters only and duly recognized off-campus centres; not through any Learner Support Centre.



M.A.
29/5/2023



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 Open and Distance Learning 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.	All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. No Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.	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	



28/5/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
5.	The number of examination centres in a city or State must be proportionate to the student enrolment from the region	Yes	
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 status of 'Evaluation' and 'Certification' - As per Regulations 15 and 16 of UGC (ODL Programmes and Online Programmes) Regulations, 2020



MMA
28/5/23



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

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, http://www.jamiahamdard.ac.in/PDF/ODLPDF/Instructions%20for%20Proctored%20Online%20Examination,%20March%202021.pdf	
2.	A Higher Educational Institution offering Open and Distance Learning Programmes shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and their certification.	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Marksheet%20ODL%20.pdf	



Handwritten signature and date: 29/5/2023



<p>3.</p>	<p>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:</p> <p>Provided that no semester or year-end examination shall be held unless:</p> <p>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;</p> <p>ii) For Open and Distance Learning mode: the learner has minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each</p>	<p>YES</p> <p>http://www.jamiahamdard.ac.in/PDF/ODL/PDF/annexure%20of%20ciqa%20report%202020-2021/Mark%20sheet.pdf</p>	
-----------	--	---	--



Handwritten signature and date: 28/5/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution		
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 Open and Distance Learning mode shall be evolved by adopting same standards as being followed in conventional mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	Marksheet of odl http://www.jamiahamdard.ac.in/PDF/ODLPDF/Marksheet%20ODL%20.pdf AC minutes http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/adopted%20of%20common%20question%20paper.pdf	
5.	The weightage for different components of assessments for Open and Distance Learning 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.	http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqua%20report%202020-2021/Exam%20Question%20Paper.pdf http://www.jamiahamdard.ac.in/PDF/ODLP	



M. M. A.
28/5/2020



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

		DF/annexure %20of%20ciq a%20report% 202020- 2021/Mark%2 0sheet.pdf	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	http://www.jamiahamdard.ac.in/PDF/ODL/PDF/annexure%20of%20ciqa%20report%202020-2021/Mark%20sheet.pdf	



MMA
29/8/2023



S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Exam%20Question%20Paper.pdf http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Mark%20sheet.pdf Upload sample	
8.	A Higher Educational Institution offering a Programme in Open and Distance Learning 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 that no part of the syllabus is left out of study by a learner.	http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Exam%20Question%20Paper.pdf Upload Process	



MMA
28/8/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

9.	The examination of the programmes in Open and Distance learning 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.	Upload list Examination approval http://www.jamiaahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%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, CCTV camera are provided	
	(b) Availability of biometric system	Yes	



Handwritten signature and date: 28/5/22



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners		
	(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 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 Examination Examination approval http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020 20-	



MMK
28/5/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

		2021/Examination%20approval.pdf Upload details of Observer assigned	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	Yes	
13.	(a) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted	Yes, http://www.jamiahamdard.ac.in/PDF/ODL/PDF/MA%20IS%20Online%20Exam%20Instructions.pdf	



M/a
28/8/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations.		
	(b) The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution	Yes, approval is given by higher authority. http://www.jamiahamdard.ac.in/PDF/ODL/PDF/approval%20of%20Examination.pdf	
14.	The Examination Centre shall be located in Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as examination centre(s) under direct overall supervision of a Higher Educational Institution offering education under the Open and Distance Learning mode including approved affiliated colleges under the University system in the Country and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions	NA	



3/5/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

15.	The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction, can also be used as examination centres provided they fulfill the criteria of an examination centre as defined in these regulations	Yes, Learning Centre all allocated within the university campus https://deb.ugc.ac.in/Uploads/ODL/HEI-U-0107/CIQA/2019-20 assurance 4485.pdf	
-----	---	--	--



[Handwritten signature]

[Handwritten signature]
28/5/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
16.	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes https://deb.ugc.ac.in/Uploads/ODL/HEI-U-0107/CIQA/2019-20 assurance 4485.pdf	
17.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Open and Distance Learning 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.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Degree.pdf	
	(b) Each award shall also be uploaded on the National Academic Depository		
18.	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 Learner Support Centres (only for Open and Distance Learning); (v) Name and address of	Name of the Learner, Programme Name, HEI name, Mode of delivery, Checked by, Prepared by, enrollment number are available on	



28/07/23



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

		degree and Marksheet <a href="http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20c
iqa%20report%2
02020-
2021/Degree.pdf
& Marksheet
http://www.jamia hamdard.ac.in/P DF/ODLPDF/Marksheet%20ODL %20.pdf	
--	--	---	--



Handwritten signature and date: 29/8/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	all Examination Centres		

4.3 Whether any examination held through online mode.

If yes, provide details regarding technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination

INSERT TEXT BOX

4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students passed in first class
<July, 2022>	BBA	29	19	17	90%	70%
	BCA	47	43	40	93%	65%
	N.					
<Jan, 2023	BBA	22	16	11	55%	90%
	BCA	28	20	13	46%	100%



28/8/2023



Part - V: Programme Project Report (PPR) and Self-Learning Material (SLM)

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.

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](http://www.jamiahamdard.ac.in/PDF/odlpdf/ugc/Approval%20of%20SLM%20PPR%20OF%20BCOM(H),%20MBA,%20MCA.pdf)



29/07/2023



HEI Maintain all the guidelines for preparation of the SLMs. a) The Self Learning Material is designed with the approach of two-way communication between the learner and content. (b) In the Self Learning Material there is a learner actively through various experience-based activities and assignments. (c) In SLM there is a clear information about the structure of the programme and course. (d) learning map is available in Self Learning Material for the learner so that he or she will be self-directed for completion of his or her studies. (e) The content of Self Learning Material are developed with dialogue and personal system of writing method which will create the nature of interactivity in Self Learning Material. (g) In SLMs there is a clear definition of learning objectives and outcomes. (h) The content are divided into small sections (blocks) and sub-sections (units and sub-units) for effective learning. (k) The Self Learning Material are developed in defined formats with following features : (i) Consistent layout and format. (ii) Inclusion of overview of content. (iii) A unit structure at the beginning of the unit. Plenty of examples. (v) Reference to prior learning. (vi) Inclusion of national or international case lets and case studies. (vii) Content in segments synchronized with learning objectives and outcome. (viii) Explanation of icons used in content. (ix) Appropriate sequence of material. (x) Explanation on technical, new, difficult terms or word in a glossary section

PPR Approval

<http://www.jamiahamdard.ac.in/ppr/NEW%20PPR%20for%20BCA.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 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.

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. [Approval of SLM PPR OF BCOM\(H\), MBA, MCA.pdf \(jamiahamdard.ac.in\)](#)



28/9/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

5.3 Compliance status in respect of Self-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 of BBA and BCA is prepared as per the instruction given in regulation 2017 Annexure IX. PPR is approved by the Board of Studies at its meeting held on 26 October 2018 and the Academic Council held on March 2019 are approved the same. Approval are uploaded on our website.

<http://jamiahamdard.edu/UserPanel/DisplayPage.aspx?page=eas>

<http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/BBAD-304.pdf>



Part - VI: Programme Delivery through Learner Support Centre (LSC)

6.1 Details of personal contact programmes implemented:

Please provide information in respect of programmes at UG, PG and PGD Programmes

S. No.	Programmes name	Centre Name	No. of centres conducted PCP	No. of PCP held every year	Total no. of students registered in the programme	No. of Students Attended on an average basis
	UG					
	Bachelor of Business Administration BBA	School of Management and Business Studies (SMBS), Jamia Hamdard, New Delhi	1	144	July batch 2022-29 Jan Batch 2023-22 Total Students registered - 51	July batch 2022- 22 Jan Batch 2023- 17 Total Students registered - 39 approx.
	Bachelor of Computer Application (BCA)	the School of Engineering Science and Technology (SEST), Jamia Hamdard, New Delhi-110062	1	144	July batch 2022-47 Jan Batch 2023-28 Total Students registered - 75	July batch 2022- 45 Jan Batch 2023- 25 Total Students registered - 70 approx.
	Bachelor of Commerce	School of Management and Business Studies (SMBS), Jamia Hamdard, New Delhi	1	Nil	NA	NA
	PG					



[Handwritten signature]
28/10/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

	PGD					
--	-----	--	--	--	--	--

6.2 Compliance status of 'Learner Support Centre' – As per Annexure – VIII of UGC(ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

Jamia Hamdard is a deemed to a University. We have established study centres within the campus Jamia Hamdard in the respective Departments. BBA Programme Study Centre is at the School of Management and Business Studies (SMBS), Jamia Hamdard, New Delhi. Dr Mohammad Jamshed, Assistant Professor, SMBS is the Programme Coordinator for the BBA Programme. Study Centre for the BCA Programme is established at the School of Engineering Science and Technology (SEST), Jamia Hamdard, New Delhi. Dr Safdar Tanweer, Assistant Professor, SEST is the Programme Coordinator of the BCA Programme.

6.3 LSC wise enrollment details (Not for Private University)



MJK
28/09/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

Sr. No.	Name & Address of College/ institute where LSC is established (with Pin Code)	This LSC is LSC of how many HEIs? (No. and Names)	If yes, All the HEIs in same State as that of the LSC?	Name of HEI to which College/ institute is affiliated (where LSC is established)	Whether the College/ institute is private or Govt (where LSC is established)	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	NA									
N.										

Note: In case of Science Programmes, programmes shall be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years.

Whether LSC is offering same programme under conventional mode	If Yes, then years since when being taught in conventional mode	No. of years	7 years condition complied Yes/No
YES Bachelor of Computer Application (BCA)	Yes,	21 years	Yes

6.4 Off campus details (For Deemed to be University)

Sr. No.	Name & Address of Off campus (Pin Code)	Approval of Govt of India through notification published in the Official Gazette	Name and Contact Details of Coordinator and Counselor	Qualification of Coordinator and Counselor	No. of Counsellors	Programmes offered	Total Enrolled student.
1.	NA						
N.							

6.5 Delivery of Self-Learning Material

Delivery of Self Learning Material to learners for ODL programmes as defined in Annexure-VI and Annexure-VII of Regulations

Type	Date of Admission (for July and	Date of delivery SLM	Whether delivered	SLM to



Handwritten signature and date: 29/6/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

	January)		learners within a fortnight from the date of admission
Printing Material	July batch:-1/07/2022 to 30/10/2022 January batch:- 01/01/2023 to 31/03/2023	12/12/2022 & 15/04/2023	Yes
Audio-Video Material	July batch:- 1/07/2022 to 31/12/2022 January Batch:- 01/01/2023 to 30/06/2023	15/8/2022 15/4/2023	Yes
Online Material	July batch:- 1/07/2022 to 31/12/2022 January Batch:- 01/01/2023 to 30/06/2023	15/8/2022 15/4/2023	Yes
Compute based Material	July batch:- 1/07/2022 to 31/12/2022 January Batch:- 01/01/2023 to 30/06/2023	15/8/2022 15/4/2023	Yes

6.6 Whether any course in a particular programme was allowed through OER/ Massive Open Online Courses: Y/N

a. Provide details as under: No

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 wise - programmes wise)

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



Handwritten signature and date: 28/8/2023



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://jamiyahamdard.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 Open and Distance Learning mode	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	Yes, http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Approval%20for%20ODL%20Programes.pdf	



MMA
29/5/2023



HEI ID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Type

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-%20October,%202021.pdf	
5.	Programme-wise information on syllabus,		



Handwritten signature
28/10/2023



	suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their working hours and counselling (for Open and Distance Learning mode) Schedule;	http://www.jamiahamdard.ac.in/PDF/ODLPDF/ODL%20Admission%20Notification%20-%20October.%202021.pdf Time table
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	http://jamiahamdard.edu/UserPanel/DisplayPage.aspx?page=ckg&ItemID=ec
7.	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 Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%20202021/Evaluation%20Graph%20and%20exam%20instruction%20&%20image.pdf
8.	Information regarding all the programmes recognised by the Commission	Approval for ODL Programmes.pdf (jamiahamdard.ac.in)
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	YES http://www.jamiahamdard.ac.in/PDF/ODLPDF/Marksheet%20ODL%20.pdf
10.	Complete information about 'Self Learning	http://www.jamiahamdard.ac.in/PDF/ODLPDF/ugc/cour



MMA
28/9/23



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

		se%20writer%20of%20bca%20program.pdf & http://jamiahamdard.edu/UserPanel/DisplayPage.aspx?page=eas	
--	--	--	--



[Handwritten signature]
29/07/2023



	Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;		
11.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes	Yes http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/whatsapp%20chat%20Students.pdf	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	Yes All examination are held at university campus http://www.jamiahamdard.ac.in/PDF/ODLPDF/Revised%20Instructions%20for%20the%20June%202021%20Proctored%20Online%20Examination.pdf	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	http://www.jamiahamdard.ac.in/PDF/ODLPDF/Examination%20Notice%20for%20semester-2023.pdf	
14.	Details of proctored examination in case of end semester examination or term end examination of Open and Distance Learning programmes	http://www.jamiahamdard.ac.in/PDF/ODLPDF/BBA%20ODL%20Exam%20Instructions.pdf	



28/8/2023



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

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	http://www.jamiahamdard.ac.in/PDF/ODL/PDF/annexure%20of%20ciqa%20report%202020-2021/Academic%20Activities%20&%20VIVA%20Screenshot.pdf	
-----	---	---	--



Handwritten signature and date: 28/8/23



16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Yes, Internal audit is conducted by CIQA	
-----	---	--	--



Handwritten signature
28/5/2023



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.	The intake capacity under Open and Distance Learning mode for a programme under science discipline to be offered by a Dual Mode University shall be three times of the approved in take in conventional mode and incase of Open University, it shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners:	YES
2.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Open and Distance Learning mode, shall render the enrolment invalid	YES
3.	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning 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



28/8/2023



4.	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
5.	<p>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 the instructions or orders issued by Central Government or State Government:</p> <p>Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, and shall provide for equity and access to all deserving learners</p>	YES
6.	<p>Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners:</p> <p>Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution</p>	YES
7.	<p>Every Higher Educational Institution shall-</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an</p>	YES



28/5/2023



	<p>International Learner;</p> <p>(b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;</p> <p>(c) exhibit such records as permissible under law on its website; and</p> <p>(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.</p>	
8.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Open and Distance Learning 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 Open and Distance Learning 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 Open and Distance Learning mode,	YES



M.M.K.
29/07/2023



	which shall be in consonance with the resources	
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 , No Age Bar for any programme run under ODL mode
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 admission to each programme of study and the amount of fee to be paid for the admission test	NA , No test for admission.
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



Handwritten signature and date: 24/6/2023



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 in the Commission Order	YES
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or 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 Open and Distance Learning 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 or other document deposited with it by a person for the	YES



Handwritten signature and date: 28/07/2023



	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 fee or 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	
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in Open and Distance Learning 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 Educational Institution	YES
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 its academic facilities or of its faculty or standard of instruction 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	YES



Handwritten signature and date: 28/10/2023



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

	or not based on facts or to be misleading	
--	---	--



Handwritten signature and date: 29/6/2023



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@jamiyahamdard.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.jamiyahamdard.ac.in/PDF/ODLPDF/Redress%20of%20Student%20Grievances.pdf> 2. <http://www.jamiyahamdard.ac.in/PDF/ODLPDF/Feedback%20Form%20for%20ODL%20Learners.pdf>

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
NO	NA

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)
NO		



Handwritten signature and date: 28/9/2023



Part - X: Innovative and Best Practices

10.1 Innovations introduced during academic year

CDOE has started more personalizes Tutoring, Online counselling classes , Trackable Learning, Quick Learning with Devises, Online Capability - Based Learning.

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:-

QUALITY ASSURANCE

- CDOE has designed, created and implemented a quality assurance mechanism namely CIQA-CDOE in order to fulfill the objectives of CIQA as framed by UGC - ODL Regulations 2017.
- CIQA-CDOE has been established at IDE which is headed by a Director and is supported by adequate academic and other staff.
- CIQA-IDE periodically conducts meetings to ensure the participation of all its stakeholders namely students, teachers, other staff, parents, society, and government in quality-improvement related activities.
- CIQA-IDE has devised a 'feedback mechanism' to gather feedback from various departments and centres of Institute of Distance Education which is deemed essential for the authorities for quality improvement.

Examination Facility

- All the students of ODL Programme will be required to appear in the end semester examination examination at Jamia Hamdard examination centre only. However, keeping in view of the pandemic situation, Jamia Hamdard is conducting Proctored Online Examination for the ODL students also as per the instructions issued from the University Grants Commission, Government of India.

10.3 Details of Job Fairs conducted by the HEI

NA

10.4 Success Stories of students of ODL mode of the HEI

41



28/5/2023



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

10.5 Initiatives taken towards conversion of SLM into Regional Languages

NA

10.6 Number of students placed through Campus Placements

INSERT TEXT BOX

10.7 Details of Alumni Cell and its activity

The university maintains a separate alumni organisation. 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



Handwritten signature and date: 28/8/2023

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

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. Sihanda

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.