

**CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)
COMMITTEE**



MINUTES

for

Meeting of CIQA Committee

for

ODL and Online Programmes

of

Centre for Distance and Online Education (CDOE),

held on

Friday, 23rd August, 2024 at 3.00 p.m.

**Board Room, Vice-Chancellor's Office, Jamia Hamdard.
(Deemed to be University)
New Delhi**

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) JAMIA HAMDARD, NEW DELHI-110062

Minutes of the CIQA Committee for ODL and Online Programmes meeting held on Friday, 23rd August, 2024 at 3.00 p.m. in Board Room, Vice- Chancellor's Secretariat, Jamia Hamdard

A meeting of the Centre for Internal Quality Assurance (CIQA) Committee constituted by the Vice-Chancellor, Jamia Hamdard vide Notification No.JH/RO/CDOE/2023 dated 20th July, 2023 in terms of clause 10(1)(i) and clause (iv) of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 was held under the Chairmanship of Hon'ble Vice-Chancellor, Jamia Hamdard on Friday, 23rd August, 2024 at 3.00 p.m. in Board Room, Vice-Chancellor's Secretariat, Jamia Hamdard. The following were present in the meeting:

1. Prof. M. Afshar Alam, Vice-Chancellor, Jamia Hamdard - Chairman
2. Prof. Farheen Siddiqui, Dean, SEST, Jamia Hamdard
3. Prof. Reshma Nasreen, Dean, SMBS, Jamia Hamdard
4. Prof. Farhan J. Ahmad, Dean, SPER, Jamia Hamdard
5. Prof. Uma Kanjilal, Vice-Chancellor (Acting), IGNOU, New Delhi (attended online)
6. Prof. B.S. Saraswat, Former Director, Academic Coordination Division, IGNOU (attended online)
7. Dr. M.A. Sikandar, Registrar, Jamia Hamdard
8. Mr. Munish Malik, Finance Officer, Jamia Hamdard
9. Mr. S.S. Akhtar, Controller of Examination, Jamia Hamdard (Spl.Invitee)
10. Dr. Mumtaz Alam, Deputy Director & Director, I/c, CDOE, Jamia Hamdard
11. Dr. Babita Singh, Assistant Professor, CDOE
12. Dr. Abdul Majid Farooqi, Assistant Professor, CDOE
13. Ms. Azza Ayyub Siddiqui, Assistant Professor, CDOE
14. Mr. Raja Ram, OSD, CDOE
15. Mr. Mohd. Ajmal Abbasi, Section Officer, CDOE

Prof. S.Raisuddin, Prof. Manju Chhugani, Prof. Mehartaj Begum and Prof. Mahmooduzzafar could not join the meeting due to their pre-occupation.

Prof. M. Afshar Alam, Vice-Chancellor and Chairman of the CIQA Committee, formally welcomed all the members and External Members Prof. Uma Kanjilal and Prof. B.S. Saraswat. Then, he requested to Dr. Mumtaz Alam, Deputy Director & (Director I/c), CDOE to place the Agenda before the Committee.



- Item No.1: Welcome of the Members of the CIQA Committee for ODL and Online Programmes of Centre for Distance and Online Education (CDOE), Jamia Hamdard and opening remarks by the Chairman, CIQA Committee.**

The Chairman, CIQA Committee welcomed all the Members and apprised about the constitution of CIQA Committee by Jamia Hamdard. In his opening remarks, the Chairman mentioned about the recent achievement of NIRF Ranking in 2024. Jamia Hamdard has been placed No.1 in Pharmacy Category, No.78 in Management, No.37 in Medical, No.40 in University and No.62 in Overall Category in NIRF-2024 rankings.

- Item No.2: To place the minutes of the last meeting of the CIQA Committee held on 11.08.2023 for confirmation.**

The minutes of the meeting were sent to all the members through e-mail. No comments were received from any Member. So, with the consent of all the members, the minutes of the meeting of CIQA Committee held on 11.08.2023 were confirmed, placed at **Annexure-I (page 8-14)**.

- Item No.3: To place the Action Taken Report on the CIQA Committee meeting held on 11.08.2024.**

The Action Taken Report of the CIQA Committee meeting held on 11.08.2024 was placed before the CIQA Committee. After a detailed deliberation, the Action Taken Report on the decisions of the CIQA Committee in its meeting held on 11.08.2023 was noted, placed at **Annexure-II (page 15-20)**.

- Item No.4: To report the matter regarding appointment of new Teaching / Non-Teaching staff in Centre for Distance and Online Education, Jamia Hamdard.**

The CIQA Committee noted the appointment of following new Teaching / Non-Teaching staff made in the Centre for Distance and Online Education by the Jamia Hamdard during last one year:

S.No.	Name	Designation	Date of Joining
1.	Prof. Mahmooduzzafar	Director, CDOE	03.10.2023
2.	Dr. Abdul Majid Farooqi	Asstt. Professor (Computer Science) on contract	14.11.2023
3.	Mr. Raja Ram	Officer on Special Duty (on contract)	01.02.2024
4.	Ms. Azza Ayyub Siddiqui	Asstt. Professor – Management (on contract)	10.07.2024
5.	Mr. Shahzaan	Jr. Assistant (on contract)	19.07.2024



Item No.5: To report the matter regarding reconstitution of Centre for Internal Quality Assurance for ODL and Online Programmes of CDOE, Jamia Hamdard.

The CIQA Committee noted the reconstitution of the Centre for Internal Quality Assurance for ODL and Online Programmes of CDOE, Jamia Hamdard with the approval of the Competent Authority and notified by the Registrar, Jamia Hamdard vide Notification No. JH/RO/OO/2024/ICOR/49 dated 15.04.2024, copy placed at Annexure-3 (page 21 -23).

Item No.6: To report the matter regarding starting of three new Programmes by the Centre for Distance and Online Education (CDOE), Jamia Hamdard in Online mode from the academic session July, 2024 onwards

The CIQA Committed noted the launch of following three new Post Graduate Programmes in Online mode by the Centre for Distance and Online Education, Jamia Hamdard from the academic session July, 2024 with the approval of the Competent Authority, Jamia Hamdard and the DEB-UGC and AICTE:

S.No.	Name of Programme	Mode	Programme Fee
1.	Master of Business Administration (MBA)	Online	Rs.26,250/- per semester
2.	Master of Computer Application (MCA)	Online	Rs.22,500/- per semester
3.	Master of Arts in Political Science (MAPS)	Online	Rs.7,000/- per semester

Item No.7: To report the matter regarding receipt of extension of approval of AICTE for BBA and BCA programmes of CDOE and ODL and Online mode the academic year 2024-25.

The CIQA Committee noted the approval of AICTE for continuation of BBA and BCA programmes in ODL and Online mode for academic year 2024-25 onwards received vide letter No.North-West/1/43688500628/2024/EOA dated 27th May, 2024 from the AICTE, placed at Annexure-4 (Page-24-27).

Item No.8: To report the matter regarding admissions in various ODL and Online programmes of CDOE in July 2023 and January 2024 academic session.

The CIQA Committee noted the status of admissions in ODL and Online Programmes being offered by the Centre for Distance and Online Education, Jamia Hamdard in July 2023 and January 2024 academic session as under:

S.No.	Name of Programme	July 2023 Session			January 2024 Session		
		ODL	OL	Total	ODL	OL	Total
1.	Master of Arts in Islamic	00	153	153	00	159	159

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	Studies (MAIS)						
2.	Bachelor of Computer Application (BCA)	15	135	150	02	45	47
3.	Bachelor of Business Administration (BBA)	10	66	76	00	14	14
4.	Bachelor of Commerce (Hons.)	00	11	11	00	00	00
5.	Advance Diploma in Dietetics and Therapeutics Nutrition (ADDTN)	92	00	92	94	00	94
6.	Advance Diploma in Drug Regulator Affairs (ADDRA)	364	00	364	137	00	137
7.	Advance Diploma in Environmental Monitoring and Impact Assessment (ADEMIA)	00	00	00	00	00	00
7.	Advance Diploma in Medical Record Techniques (ADMRT)	101	00	101	83	00	83
8.	Diploma in Bakery and Confectionary Technology (DBCT)	00	00	00	16	00	16
9.	Diploma in Persian Language (DPL)	00	00	00	00	00	00
10.	Diploma in Professional Arabic (DPA)	72	00	72	45	00	45
11.	Certificate in Modern Persian Language (CMPL)	00	00	00	00	00	00
	TOTAL	654	365	1019	377	218	595
	Fee Received for New Admissions	Rs.1,02,25,500/-			Rs.38,07,500/-		

It was apprised that more than one thousand new admissions have already been done in July, 2024 in various ODL and Online programmes being offered by the Centre for Distance and Online Education, Jamia Hamdard.

Item No.09: To report the matter regarding appointment of Programme Coordinators of ODL and Online programmes of CDOE.

The CIQA Committee noted the appointment of following Teachers of Jamia Hamdard to function as Programme Coordinators of ODL and Online Programmes of Centre for Distance and Online Education (CDOE), Jamia Hamdard in addition to the assigned work at their respective Schools of Studies / Departments, Jamia Hamdard for a period of two years with effect from May 1, 2024 vide Office order No.CDOE/JH/Prog.Coord/2024 dated May07/10, 2024:

S.No	Name of the Programme	Program Code	Name of the Programme Coordinator
1.	Bachelor of Business Administration (ODL & Online mode)	BBA	Dr. Mohammad Jamshed Asstt. Professor (Management Studies) Jamia Hamdard
2.	Bachelor of Computer Applications (ODL & Online mode)	BCA	Dr. Abdul Majid Farooqi Asstt. Professor (Computer Science), CDOE, Jamia Hamdard
3.	B.Com. (Hons.) (ODL & Online mode)	BCOM(H)	Dr. Matloob Ullah Khan Asstt. Professor (Management Studies) Jamia Hamdard
4.	M.A. Islamic Studies (Online mode)	MAIS	Dr. Arshad Hussain Associate Professor (Islamic Studies) Jamia Hamdard
5.	Master of Business Administration (Online mode)	MBA	Prof. Syeedun Nisha Professor of Management Studies, Jamia Hamdard
6.	Master of Computer Applications (Online mode)	MCA	Dr. Safdar Tanweer Associate Professor (Computer Science) Jamia Hamdard
7.	Master of Arts in Political Science (Online mode)	MAPS	Prof. S. Mehataj Begum Professor of Human Rights, Jamia Hamdard
8.	M.A. in Human Rights (Online mode)	MAHR	Dr. Babita Singh Asstt. Professor (Political Science) CDOE, Jamia Hamdard
9.	Advance Diploma in Dietetics and Therapeutic Nutrition	ADDTN	Dr. Bushra Shaida Asstt. Professor, Dept. of Food Technology, Jamia Hamdard
10.	Advance Diploma in Drug Regulatory Affairs	ADDRA	Dr. Prashant Kesharwani Asstt. Professor, School of Pharmaceutical Education & Research, Jamia Hamdard
11.	Advance Diploma in Environmental Monitoring and Impact Assessment	ADEMIA	Dr. Mohd. Salik Noorani Khan Asstt. Professor, School of Chemical and Life Sciences, Jamia Hamdard
12.	Advance Diploma in Intellectual Property Rights	ADIPR	Dr. Burhan Majid Asstt. Professor, Hamdard Institute of Legal Studies, Jamia Hamdard
13.	Advance Diploma in Human Rights	ADHR	Dr. Babita Singh Asstt. Professor, Centre for Distance and Online Education, Jamia Hamdard
14.	Advance Diploma in Medical Record Techniques	ADMRT	Dr. Sakhi John Asstt. Professor, School of Management and Business Studies, Jamia Hamdard
15.	Diploma in Professional Arabic	DPA	Dr. Asif Nawaz Asstt. Professor, Hamdard Institute of International Studies, Jamia Hamdard
16.	Diploma in Bakery and Confectionary Technology	DBCT	Dr. Khalid Bashir Asstt. Professor, Dept. of Food Technology, Jamia Hamdard

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17.	Diploma in Persian Language	DPL	Dr. Arshad Hussain Dept. of Islamic Studies, Jamia Hamdard
18.	Certificate in Modern Persian Language	CMPL	Dr. Arshad Hussain Dept. of Islamic Studies, Jamia Hamdard

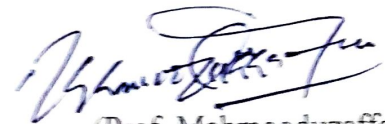
Item No.10: To place and approve the Annual Reports of CIQA for Programmes under Open and Distance Learning (ODL) and Online (OL) mode of Centre for Distance and Online Education (CDOE), Jamia Hamdard for the academic session 2023-2024

The draft Reports for Open and Distance Learning programmes and Online Programmes were placed before the CIQA Committee for consideration. After a detailed deliberation, it was decided to send the Reports to the External Members of the CIQA Committee to obtain their comments on the Reports. On receipts of the comments of External Members, the Reports may be finalized and submitted to the DEB-UGC before 31st August, 2024.

Item No.11: Any other Item with the permission of the Chair.

- (i) The CIQA Committee decided to co-opt the Controller of Examination, Jamia Hamdard as the Member of the CIQA Committee.

The meeting ended with a vote of thanks to the Chair.



(Prof. Mahmooduzaffar)

Director, CDOE

Member-Secretary, CIQA Committee



Vice-Chancellor, Jamia Hamdard
Chairman, CIQA Committee