

**CENTRE FOR DISTANCE AND ONLINE EDUCATION
JAMIA HAMDARD, NEW DELHI-110062**

Minutes of the Meeting of the Programme Coordinators of ODL and Online Programmes of Centre for Distance and Online Education (CDOE), Jamia Hamdard held on May 29, 2024 at 3.00 p.m. in Committee Room, CDOE.

A meeting of the Programme Coordinators of ODL and Online Programmes of Centre for Distance and Online Education (CDOE), Jamia Hamdard was held on May 29, 2024 at 3.00 p.m. in Committee Room, CDOE, Jamia Hamdard. The following were present in the meeting:

S.No	Name of the Programme	Program Code	Name of the Programme Coordinator
1.	Bachelor of Computer Applications (ODL & Online mode)	BCA	Dr. Abdul Majid Farooqi Asstt. Professor, Centre for Distance and Online Education, Jamia Hamdard
2.	M.A. Islamic Studies (Online mode)	MAIS	Prof. Arshad Hussain Dept. of Islamic Studies, SHSS, Jamia Hamdard
3.	Master of Business Administration (Online mode)	MBA	Prof. Syeedun Nisa School of Management and Business Studies, Jamia Hamdard
4.	Master of Computer Applications (Online mode)	MCA	Dr. Safdar Tanweer Associate Professor, Dept. of Computer Science, School of Engineering Sciences and Technology, Jamia Hamdard
5.	Master of Arts in Political Science (Online mode)	MAPS	Prof. S. Mehartaj Begum School of Humanities and Social Sciences, Jamia Hamdard
6.	M.A. in Human Rights (Online mode)	MAHR	Dr. Babita Singh Asstt. Professor, Centre for Distance and Online Education, Jamia Hamdard
7.	Advance Diploma in Dietetics and Therapeutic Nutrition	ADDTN	Dr. Bushra Shaida Asstt. Professor, Dept. of Food Technology, Jamia Hamdard
8.	Advance Diploma in Drug Regulatory Affairs	ADDRA	Dr. Prashant Kesharwani Asstt. Professor, School of Pharmaceutical Education & Research, Jamia Hamdard
9.	Advance Diploma in Environmental Monitoring and Impact Assessment	ADEMIA	Dr. Mohd. Salik Noorani Khan Asstt. Professor, Dept. of Botany, School of Chemical and Life Sciences, Jamia Hamdard
10.	Advance Diploma in Human Rights	ADHR	Dr. Babita Singh Asstt. Professor, Centre for Distance and Online Education, Jamia Hamdard
11.	Diploma in Professional Arabic	DPA	Dr. Asif Nawaz Asstt. Professor, Hamdard Institute of International Studies, Jamia Hamdard
12.	Diploma in Bakery and Confectionary Technology	DBCT	Dr. Khalid Bashir, Asstt. Professor, Dept. of Food Technology, Jamia Hamdard





13.	Diploma in Persian Language	DPL	Prof. Arshad Hussain Dept. of Islamic Studies, Jamia Hamdard
14.	Certificate in Modern Persian Language	CMPL	Prof. Arshad Hussain Dept. of Islamic Studies, Jamia Hamdard

The following Programme Coordinators could not attend the meeting due to their pre-occupation:

1. Dr. Mohammad Jamshed, Programme Coordinator, BBA
2. Dr. Matloob Ullah Khan, Programme Coordinator, B.Com.(Hons)
3. Dr. Burhan Majid, Programme Coordinator, ADIPR
4. Dr. Sakhi John, Programme Coordinator, ADMRT

At the outset, the Director, Centre for Distance and Online Education (CDOE) welcomed all the Programme Coordinators. After that he placed the following Agenda in the meeting:

- i) To finalise the syllabus of the ODL and Online Programmes of CDOE
- ii) Preparation of Self Learning Material for ODL and Online programmes
- iii) To finalise the Prospectus of CDOE for July 2024 session
- iv) Any other matter related to ODL and Online programmes

i) To finalise the syllabus of the ODL and Online Programmes of CDOE

The matter was discussed with the Programme Coordinators of different ODL and Online programmes in detail. All the Programme Coordinators were requested to review and finalise their syllabus and give it to the CDOE for incorporating in the Prospectus at the earliest.

ii) Preparation of Self Learning Material for ODL and Online programmes

All the Programme Coordinators were requested to revise and prepare the Self Learning Material of their concerned Programmes at the earliest. The issue of payment of writing course material was raised. However, the same was clarified that the payment will be made as per approved rates per unit of at least 5000-6000 words i.e. Rs.8000/- for UG and Rs.10,000/- for PG course.

iii) To finalise the Prospectus of CDOE for July 2024 session

The draft Prospectus of CDOE for ODL and Online programmes for July 2024 session was placed in the meeting for kind perusal. The Programme Coordinators desired that the draft prospectus may be sent to them through email for detailed examination and finalization.

iv) Any other matter related to ODL and Online programmes

Some of the Programme Coordinators raised the issue of timely payment of their remuneration semester-wise. Besides, the issue of weightage of Internal Assessment marks

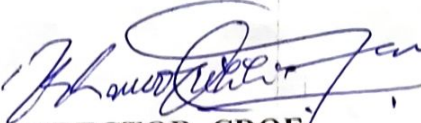
and End Semester Examination marks was discussed. As per the UGC (ODL & OL) Regulations, 2020 the weightage for different components for both Open and Distance Learning and Online Mode shall be as under:

- (i) Continuous or formative assessment (in semester) : Maximum 30 per cent.
- (ii) Summative assessment (end semester exam.or term end exam.) Minimum 70 per cent

At present the CDOE is maintaining 25% internal assessment and 75% term end examination weightage for ODL and Online programmes. Since the CDOE has to follow the UGC (ODL & OL) Regulations, 2020, this may be continued further.

It may be mentioned that in regular programmes of Jamia Hamdard this weightage is 40% for internal assessment and 60% for end semester examination.

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


DIRECTOR, CDOE


OSD, CDOE