



BEST PRACTICES

BY

CENTER OF DISTANCE AND ONLINE EDUCATION

JAMIA HMADR (deemed to be University),

HAMDARD NAGAR, NEW DELHI -110062

Jamia Hamdard is one of the top ranking Universities of the country. The National Assessment and Accreditation Council (NAAC), Government of India has accredited 'A+' Grade to Jamia Hamdard with 3.15 under 4.0 Scale. It has been ranked at 49 in the year 2023 by the National Institutional Ranking Framework (NIRF), Government of India. The School of Pharmaceutical Education and Research (SPER) has been ranked No. 2 by the NIRF in the year 2023.

The Centre for Distance and Online Education (CDOE) was established in the year 2004, offering various undergraduate and postgraduate diploma programmes. Major objective of the CDOE has been to provide access to higher education to those who are not able to draw benefits from the formal system of education. The open and distance learning system allows a learner to determine his / her pace of learning.

The ODL and ONLINE Programmes of Jamia Hamdard envisages providing an opportunity to girls from Muslim community, who by and large has been left out by the national educational endeavours. The Centre for Distance and Online Education, Jamia Hamdard offers education through ODL and Online mode in few selected programmes where University has tremendous strength. The courses are designed and developed with views to prepare a cadre of manpower with requisite knowledge and professional skills so that they can effectively function in the globalised economy, which is no doubt highly knowledge intensive.

The CDOE has been offering the following Skill based career oriented Diploma Programmes:

- Advance Diploma in Bio Informatics (ADBI),
- Advance Diploma in Chemo Informatics (ADCI),
- Advance Diploma in Dietetics and Therapeutics Medicine (ADDTN),
- Advance Diploma in Drug Regulatory Affairs (ADDRA),
- Advance Diploma in Environmental Monitoring and Impact Assessment (ADEMIA),
- Advance Diploma in Intellectual Property Rights (ADIPR),
- Advance Diploma in Human Rights (ADHR),
- Advance Diploma in Medical Record Techniques (ADMRT)
- Diploma in Bakery and Confectionary Technology
- Diploma in Professional Arabic (DPA),
- Diploma in Persian Language (DPL), and
- Certificate in Modern Persian Language (CMPL)

The CDOE has been offering the following Undergraduate Programmes in ODL Mode:

- Bachelor of Business Administration (BBA)
- Bachelors of Computer Applications (BCA)
- Bachelor of Commerce (Hons.)

In addition, the CDOE has been offering the following Undergraduate and Postgraduate Degree programmes in Online Mode:

- Bachelor of Business Administration (BBA)
- Bachelors of Computer Applications (BCA)
- Bachelor of Commerce (Hons.)
- M.A in Islamic Studies (MAIS)
- Master of Business Administration (MBA)
- Master of Computer Application (MCA)
- Master of Arts in Political Science (MAPS)

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

Academic Activities

- CDOE has started adopting the norms for syllabus, delivery of courses, credit structure for course materials of the regular mode of education which already had been developed following the UGC Model Curriculum
- For the smooth conduct of academic matters related to the courses, course coordinators have been appointed from the departments. They act as a channel of communication between the CDOE and the departments and also responsible to develop/got developed the study material from the subject experts in SIM format. In the recent past a lot of study material has been developed and converted in the SIM format and the process is still going on. In addition to the above the course coordinators also design the guidelines for project/assignments/portfolio/synopsis/Training reports, conduct PCP, counsel the students in academic matter.
- CDOE has started executing credit system as prescribed by the 'UGC Guidelines for the introduction of CBCS (Choice Based Credit System)' which has been made mandatory for all the HEIs, with special care taken to ensure the uniformity in distribution of credit units between the two systems (ODL and Conventional mode).

Self Learning Material (SLM)

- The Self Learning Material (SLM) is developed by the experts of different Universities / Institutions from all over the country as well as by the faculty members of Jamia Hamdard. The SLM is previewed and reviewed by the internal as well as outside experts and edited, modified and updated, whenever necessary, before it is finally got printed and dispatched to the students. In view of growing knowledge, syllabus is regularly updated and every care is taken to produce high quality courseware. Soft copies of SLM are also provided to the students, wherever required.
- CDOE has given priority to the learning resources / the SLM which are both in Print and digital mode are being implemented to promote "Blended learning" which is deemed to be vital in the ODL & OL Mode of imparting education since the interaction of teachers with the learners is very little
- CDOE has been framing and arranging the Personal Contact Programme in the form of PCP classes with an intention to make sure regularity in the allocation of direct contact with teachers / counsellors between the ODL and Conventional mode as much as feasible.
- CDOE build up the practice of displaying the details regarding the timings and locations of the scheduled PCP classes in its official website well in advance for the information of the students so that they be able to ensure that they have chance to attend these PCP sessions without lost.

Library Facility

- Students may use the Central Library of Jamia Hamdard. They will be allowed to use this facility on production of their Identity Card issued by the Centre for Distance and Online Education, Jamia Hamdard. However, they will not be issued any book against their name.

Examination Facility

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

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.
- Programme Project Reports (PPR) are prepared to before the launch of the innovative, market-driven programmes at CDOE.

Placement

- As a start up initiative, recently CDOE has launched a dynamic and successful job fair in the name Atmanirbhar. Envisioned with the objective to make more students employable while continuing their Higher Education. In this event more than 700 students of various courses were participated in it and nearly 140 students have been selected at various sectors- IT and fiancé and FMCG firms etc. Efforts are being made to organize such Job Fairs frequently to grant opportunities to CDOE students for placement in reputed Companies.

Prof. Mahmooduzzafar
Director, CDOE