

HEIID: HEI-U-0107

Name of HEI: Jamia Hamdard

Type of HEI: Dual Mode

# Annual Report

OF

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

**PROGRAMMES UNDER**

**ONLINE MODE**

**2023-2024**



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**Part-I: General Information****1.1 Date of notification of the Centre (attach a copy of the notification):**

<https://www.jamiahamdard.ac.in/CDOE/CIQA.htm>

**1.2 Detail of Director, CIQA**

- Name: Prof. Mahmooduzzafar
- Qualification: Ph.D
- Appointment Letter and Joining Report: Upload (PDF)
- <https://www.jamiahamdard.ac.in/CDOE/pdf/Director.%20appointment%20letter.pdf>

**1.3 Detail 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 <sup>th</sup> July 2023
b.	Three Senior teachers of HEI	Member 1	Prof. S. Raisuddin, Director, IQAC Jamia Hamdard Ph.D	Toxicology	20 <sup>th</sup> July 2023
		Member 2	Prof. Manju Chhugani, SNSAH, Jamia Hamdard Ph.D	MSc in Obstetrics and Gynecology and Ph.D in Health Management	20 <sup>th</sup> July 2023
		Member 3	Prof. Mehraj Begum	Human Rights	20 <sup>th</sup> 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. Farheen Siddiqui Ph.D, Dean SEST	Computer Science	20 <sup>th</sup> July 2023
		Member 5	Prof. Reshma Nasreen, Dean SMBS	Management	20 <sup>th</sup> July 2023
		Member 6	Prof. Farhan Jalees	Pharmacy	20 <sup>th</sup> July 2023

*Mahmooduzzafar*



<b>d.</b>	<b>Two External Experts of ODL and/or Online Education</b>	<b>Member7</b>	<b>Prof. B.S.Saraswat Professor ,Ph.D</b>	<b>Distance Education</b>	<b>20<sup>th</sup> July 2023</b>
		<b>Member8</b>	<b>Prof. Uma Kanjilal, Professor, Ph.D</b>	<b>Online Distance Education</b>	<b>20<sup>th</sup> July 2023</b>
<b>e.</b>	<b>Officials from departments of HEI</b>	<b>Member9 Administration</b>	<b>Registrar, Jamia Hamdrad And Finance officer Jamia Hamdard</b>	<b>Management</b>	<b>20<sup>th</sup> July 2023</b>

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S. No.	Designation	Nomination as	Nameand Qualification	Specialization	Dateof Nomination in CIQA Committee
	<ul style="list-style-type: none"> <li>Administration</li> <li>Finance</li> </ul>		Dr. M.A. Sikandar, Registrar, Ph.D	Management	20 <sup>th</sup> July 2023
		Member10 Finance	Mr. Munish Malik B.Tech (Hons) (IT-BHU), MIB (IIFT), MIA (Columbia)	Accounting and Finance	20 <sup>th</sup> July 2023
f.	Director, CIQA	Member Secretary	Prof. Mahmooduzzafar Ph.D	Botany	03 April 2024

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

revised every two year

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

<https://www.jamiahamdard.ac.in/CDOE/pdf/Document%20166.pdf>

1.4 Number of meetings held and its approval:

a. No. of meetings held every year: 02

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting1	11 <sup>th</sup> August, 2023	02	<a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf</a>	<a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf</a>
Meeting2	23 <sup>rd</sup> August 2024	02	<a href="https://www.jamiahamdard.ac.in/CDOE/CIQA.htm">https://www.jamiahamdard.ac.in/CDOE/CIQA.htm</a>	<a href="https://www.jamiahamdard.ac.in/CDOE/CIQA.htm">https://www.jamiahamdard.ac.in/CDOE/CIQA.htm</a>

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

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From &lt;Month, Year&gt; academic session:

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

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

*Muhammad Iqbal* 6



**1.6 Number of programmes started at Diploma 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	Diploma Title	Duration (months)	No. of Credits	Admission Eligibility	Fee (Rs.)	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authority (if required)	Number of students admitted (Male/Female/Transgender)				
								M	F	TG	Total	
I.	Nil											
N.												

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

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

From <Month, Year> academic session: TO BE EXTRACTED FROM WEB PORTAL

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

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

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

From July 2023, <Year> academic session: TO BE EXTRACTED FROM WEB PORTAL

Sr. No.	Under-Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Transgender)			
							M	F	TG	Total
I.	Bachelor of Business Administration (BBA)	3	144	10+2 from a recognized Secondary Education	14000/ per semester	14 <sup>th</sup> September 2021	42	24	0	66

*[Handwritten Signature]*



				Board/ Institute						
2.	Bachelor of Computer Applications (BCA)	3	120	10+2 from a recognized Secondary Education Board/ Institute	16000/ per semester	14 <sup>th</sup> September 2021	59	76	0	135
3.	Bachelor of Commerce (B.Com)	3	158	10+2 from a recognized Secondary Education Board	semester	14 <sup>th</sup> September 2021	7	4	0	11
N.										

From. January 2024 , Year > academic session: TO BE EXTRACTED FROM WEB PORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans- gender)			
							M	F	TG	Total
1.	Bachelor of Business Administration (BBA)	3	144	10+2 from a recognized Secondary Education Board/ Institute	14000/ per semester	14 <sup>th</sup> September 2021	09	05	0	14
2.	Bachelor of Computer Applications (BCA)	3	120	10+2 from a recognized Secondary Education Board/ Institute	16000/ per semester	14 <sup>th</sup> September 2021	41	04	0	45
3.	Bachelor of Commerce (B.Com)	3	158	10+2 from a recognized Secondary Education Board	semester	14 <sup>th</sup> September 2021	0	0	0	0
N.							50	09	0	59

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

*Mohammed Zubair*



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

From July, 2023 session: TO BE EXTRACTED FROM WEB PORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans gender)			
							M	F	TG	Total
1.	MA Islamic Studies (online)	2	120	Graduation or Fazilat degree from state Madrasa Board or Madrasa recognized by Jamia Hamdard	7000/Per semester	14 <sup>th</sup> September 2021	104	49	0	153
N.							104	49	0	153

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

From January, 2024 session: TO BE EXTRACTED FROM WEB PORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans gender)			
							M	F	TG	Total
1.	MA Islamic Studies (online)	2	120	Graduation or Fazilat degree from state Madrasa Board or Madrasa recognized by Jamia Hamdard	7000/Per semester	14 <sup>th</sup> September 2021	108	51	0	159
N.							108	51	0	159

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## 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 measure quality control parameters in all inputs and processes related to services rendered to learners, a system is designed. A distinct administrative division has been established for each specialised activity to oversee and administer it. These divisions handle things like online admissions, student support services, maintaining academic standards, quality teaching and learning, research and evaluation, etc.	Academic Calendar <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/Academic%20Calendar%20ODL%202023-24.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/Academic%20Calendar%20ODL%202023-24.pdf</a>  Graph of student Progress Report <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/BBA%20Jan%202024%20Batch%20Semester%201%20Activity%20Graph.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/BBA%20Jan%202024%20Batch%20Semester%201%20Activity%20Graph.pdf</a>
2.	Self-evaluative and Educational Institution	<ul style="list-style-type: none"> <li>• Assignments and attendance in PCPs are used to track the students for their ongoing growth.</li> <li>• They also communicate often with the Academic Coordinator and the Counsellors.</li> <li>• 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</li> </ul>	Student Progress Record <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/BBA%20Jan%202024%20Batch%20Semester%201%20Activity%20Graph.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/BBA%20Jan%202024%20Batch%20Semester%201%20Activity%20Graph.pdf</a>  LMS : <a href="https://digiv.app/jamiasp">https://digiv.app/jamiasp</a>




		<p>also encouraged to subscribe to specific websites.</p>	
<p>3.</p>	<p><b>Contribution in the identification of the key areas in which Higher Educational Institutions should maintain quality</b></p>	<ul style="list-style-type: none"> <li>• <b>Academic Excellence:</b> We are ensured that high standards in teaching is maintained and all level session is recorded and uploaded on our LMS .</li> <li>• <b>Faculty Development:</b> Supporting faculty members are attended FDP on regular basis for professional growth.</li> <li>• <b>Student Support Services:</b> Providing comprehensive support for students' academic, personal, and career development are provided by Jamia Hamdard.</li> <li>• <b>Infrastructure and Learning Resources:</b> We provided the modern facilities, libraries, laboratories, and IT infrastructure to support effective learning to our learner.</li> <li>• <b>Assessment and Evaluation:</b> Implementing robust systems for assessing student learning outcomes, program effectiveness, and institutional performance.</li> <li>• <b>Research and Innovation:</b> Encouraging a culture of research and innovation among faculty and students, contributing to knowledge creation and</li> </ul>	<p><a href="#">whatsapp chat Students.pdf (jamiahamdard.ac.in)</a> &amp; <a href="https://www.jamiahamdardonline.in/LMS">https://www.jamiahamdardonline.in/LMS</a> LMS counseling Video Link: <a href="https://digitiv.app/jamiasp">https://digitiv.app/jamiasp</a></p>

*Muhammad Farooq*





		<p>dissemination.</p> <ul style="list-style-type: none"> <li>• Continuous Improvement: A mechanism is provided on our LMS for Learners feedback</li> </ul>	
4.	<p>Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)</p>	<p>The eligibility criteria and syllabus for the approved programs are identical to those of the regular programs.</p>	<p>Common question paper adaptation. <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/adopted%20of%20common%20question%20paper.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/adopted%20of%20common%20question%20paper.pdf</a></p> <p>PPR <a href="https://www.jamiahamdard.ac.in/CD/OE/Syllabus-SLM.htm">https://www.jamiahamdard.ac.in/CD/OE/Syllabus-SLM.htm</a> MA Islamic Studies Syllabus <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/MA%20Islamic%20%20Syllabus.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/MA%20Islamic%20%20Syllabus.pdf</a></p>
5.	<p>Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.</p>	<p>Personal Interviews, Module Surveys, Online Surveys and evaluation studies were taken up. Learners can raise concerns via email or phone help lines. Learner feedback is taken via email surveys, and also via verbal interaction during interface sessions.</p>	<p>Feedback form <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/Feedback%20Form%20for%20the%20OL%20Learners.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/Feedback%20Form%20for%20the%20OL%20Learners.pdf</a> Student Grievance <a href="https://www.jamiahamdard.ac.in/CD/OE/GRIEVANCE.htm">https://www.jamiahamdard.ac.in/CD/OE/GRIEVANCE.htm</a></p>

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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.	Students progress graph <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/BBA%20Jan%2024%20Batch%20Semester%201%20Activity%20Graph.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/BBA%20Jan%2024%20Batch%20Semester%201%20Activity%20Graph.pdf</a>
7.	Implementation of its recommendations through periodic reviews	Regular evaluations will take place. For recommendations on how to enhance quality, contact Jamia Hamdard.	<a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf</a>
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.	The CDOE in planning to organizing 2-3 workshops on development on Self learning material for faculty of CDOE/Jamia Hamdard shortly	
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.;	<a href="https://digiv.app/jamiasp">https://digiv.app/jamiasp</a>
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Prior to the creation of every new academic program, a need assessment study or survey is required. This research or survey is used to determine the program's parameters,	<a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf</a>




		<p>including the cost. An examination of the programs' enrolment ratio was carried out. The Centre for Internal Quality Assurance (CIQA) coordinates with apex bodies for program recognition and approval, develops quality benchmarks and parameters for quality management, and promotes quality assurance. The feedback from the students on different aspects of delivery system was obtained. There was a great degree of stratification expressed by them.</p>	
<p>11.</p>	<p>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</p>	<p>The PPR created by the CDOE for the new programme being offered is being examined by BoS &amp; CIQA. CIQA verified that each of the new initiatives has been taken as per UGC DEB guidelines and approved by the Academic Council.</p>	<p>Minutes of BOS  <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/SLM%20approved%20by%20BoS%20compressed.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/SLM%20approved%20by%20BoS compressed.pdf</a></p>

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12.	Mechanism to ensure the proper implementation of Programme Project Reports	All PPRs are properly prepared through Course Coordinators and updated by the subject expert to ensure quality of education. CIQA verified that each of the new initiatives has been taken as per UGC DEB guidelines and approved by the Academic Council.	<a href="https://www.jamiahamdard.ac.in/CDOE/pdf/SLM%20approved%20by%20BoS%20compressed.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/SLM%20approved%20by%20BoS compressed.pdf</a>
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	IQAC of Jamia Hamdard maintains records of Annual reports and reviews them periodically and generate actionable report. CDOE, JH prepare annual Report and submitted every year to IQAC cell of jamia Hamdard	Annual Report <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20report%20format%202022-2023.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20report%20format%202022-2023.pdf</a>
14.	Inputs provided to the Higher Educational market.	During the PPR planning phase, the Jamia Hamdard will get inputs to help redesign the programs to increase their marketability. In order to obtain skill-based jobs, emphasis was placed on skill-based education. In order to make the syllabus more career-oriented, comments from students, program coordinators, and other stakeholders are being taken into consideration.	PPR <a href="https://www.jamiahamdard.ac.in/CDOE/Syllabus-SLM.htm">https://www.jamiahamdard.ac.in/CDOE/Syllabus-SLM.htm</a>  CIQA report 2023 <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/CIQA%20Report%20-Online-2022-2023%20(2).pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/CIQA%20Report%20-Online-2022-2023%20(2).pdf</a>
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	Students have access to round-the-clock WhatsApp support to obtain detailed information.  Major Project System (PMS) is implemented for BBA & BCA . Online submission of Project & Assignment and Evaluation.	<a href="https://www.jamiahamdardonline.in/">https://www.jamiahamdardonline.in/</a>

*Muhammad Subhan*





16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditations such as NAAC etc.	Jamia Hamdard's NAAC accreditation report involved active participation from the Centre for Distance and Online Education (CDOE). The central accreditation team will get all activity reports and admission information as needed in order to pursue accreditation.	<a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20Report%20format%202022-2023.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20Report%20format%202022-2023.pdf</a>
17.	Measures adopted in institutionalization of quality enhancement	Quality assurance is a continuous process. All of the data under the seven criteria are supplied through the AQAR in accordance with NAAC standards.	<a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20Report%20format%202022-2023.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20Report%20format%202022-2023.pdf</a>
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	The CIQA Committee would provide advice to CIQA regarding its operations. Staff hiring is done in accordance with UGC criteria, and PPR certified by CIQA are based on the structure established by UGC. The program's comprehensive curriculum serves as the foundation for the creation of the e-content. In compliance with the UGC (OL) Regulations, HEI has standardised the e-Learning content based on the "credit system."	<a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Document%20166.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Document%20166.pdf</a>  Minutes of CIQA <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf</a>  Appointment of Academic post <a href="https://www.jamiahamdard.ac.in/CDOE/Academics.htm">https://www.jamiahamdard.ac.in/CDOE/Academics.htm</a>




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19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	<p>The system of mentors and mentees has been implemented. Every coordinator recognises learners and periodically provides them with mentorship.</p> <p>Best practice <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/best%20Practices%20%20by%20CDOE.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/best%20Practices%20%20by%20CDOE.pdf</a></p> <p>Coordinator approval <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/appointment%20of%20Programme%20Coordinator%20Head.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/appointment%20of%20Programme%20Coordinator%20Head.pdf</a></p>
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	<p>Recorded lectures are accessible to students on our LMS.</p> <p>LMS Demo Credentials: <a href="https://lms.jamiahamdardonline.in">https://lms.jamiahamdardonline.in</a></p> <p>Username- babita.singh Password- babita@2022</p>
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	<p>CIQA submit its Annual Report at the end of each Academic year to IQAC of Jamia Hamdard.</p> <p><a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/Latest%20Annual%20report%20format%202022-2023.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/Latest%20Annual%20report%20format%202022-2023.pdf</a></p>
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	<p>Yes</p> <p><a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/Latest%20Annual%20report%20format%202022-2023.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/Latest%20Annual%20report%20format%202022-2023.pdf</a></p>




**HEIID:**

**Name of HEI:**

**Type of HEI:**

22.	Oversee 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	Yes, all the CIQA reports/ resolutions are approved by the Academic Council and Executive Council etc. as and when they are convened.	<u>Minutes of CIQA</u> <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf</a>
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes	The program's requirements are followed in creating the instructional design. A variety of pedagogical tools are available, including printed learning management systems (LMS), face-to-face counselling, internet counselling, and PCP.	<a href="https://www.jamiahamdard.ac.in/CD/OE/StatutoryApprovals.htm">https://www.jamiahamdard.ac.in/CD/OE/StatutoryApprovals.htm</a>





HEIID:

Name of HEI:

Type of HEI:

24.	Promoted automation of learner support services of the Higher Educational Institution	Yes. ICT-based student services are offered by the university.  Learner are provided online recorded lecture Online fee payment	LMS Demo Credentials: <a href="https://lms.jamiahamdardonline.in">https://lms.jamiahamdardonline.in</a>  Username- babita.singh Password- babita@2022
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	With the help of external members of BoS. Ciqa committee the improvement in curriculum are done time to time.	<a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf</a>
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	Being done shortly. SLM audit is carried out with the help of external subject experts.	CIQA minutes <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf</a>
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	YES	
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	At present being deemed to be university we don't have any collaboration	NA
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	The university has Strong industry-academia links and networks enable to give students effective exposure and employability in a variety of fields, such as project work, entrepreneurship skill	PPR <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/NEW%20PPR%20MBA%20%20(1).pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/NEW%20PPR%20MBA%20%20(1).pdf</a>






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		development, curriculum design, research facilities, etc.	
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**2.2 Compliance of Quality Monitoring Mechanism – As per Annexure-I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020:**

<b>Sr.No.</b>	<b>Provisions in Regulations</b>	<b>Action taken in respect of online programmes</b>	<b>Upload relevant document</b>

*[Handwritten Signature]*



HEIID:

Name of HEI:

Type of HEI:

HEIID:	Name of HEI:	Type of HEI:
<p>1.</p> <p><b>Governance, Leadership and Management:</b></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.</p> <p>b) Management- The role of the leadership and management of the HEI is to assess and review the organization culture.</p> <p>c) Strategic Planning- The HEI shall undertake strategic planning of its activities and implement the same.</p> <p>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 <a href="http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Composition%20of%20the%20Academic%20Council.pdf">http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Composition%20of%20the%20Academic%20Council.pdf</a></p> <p>b) C IQA constitution <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Document%20166.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Document%20166.pdf</a></p> <p>c) Minutes of CIQA <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf</a></p>
<p>2.</p> <p><b>Articulation of Higher Educational Institution Objectives</b></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><a href="https://www.jamiahamdard.ac.in/CDOE/vision.htm">https://www.jamiahamdard.ac.in/CDOE/vision.htm</a></p>



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Name of HEI:

Type of HEI:

3.	<p><b>Programme Development and Approval Processes</b></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. 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  <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/SLM%20approved%20by%20BoS%20compressed.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/SLM%20approved%20by%20BoS compressed.pdf</a></p> <p>Academic calendar  <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/Academic%20Calendar%20ODL%202023-24.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/Academic%20Calendar%20ODL%202023-24.pdf</a></p> <p>Feedback  <a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/Feedback%20Form%20for%20the%20OL%20Learners.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/Feedback%20Form%20for%20the%20OL%20Learners.pdf</a></p>
4.	<p><b>Programme Monitoring and Review</b></p>	<p>The HEI has planned and executed the program monitoring and review system to conduct periodic internal reviews and</p>	<p><a href="https://www.jamiahamdard.ac.in/CD/OE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf">https://www.jamiahamdard.ac.in/CD/OE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf</a></p>




**HEIID:****Name of HEI:****Type of HEI:**

		maintain the quality of academic programmes	
5.	<b>Infrastructure Resources</b>	The center has adequate infrastural to run all the programmes for ex director office, general office, lecture theater committee room, lecture recording studio etc	
6.	<b>Learning Environment and Learner Support</b>	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	<a href="http://www.jamiahamdard.ac.in/PDF/ODLPDF/BCA-Online-Time-table.pdf">http://www.jamiahamdard.ac.in/PDF/ODLPDF/BCA-Online-Time-table.pdf</a>
7.	<b>Assessment and Evaluation</b>	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.	<a href="https://www.jamiahamdard.ac.in/CD/OE/Result.htm">https://www.jamiahamdard.ac.in/CD/OE/Result.htm</a>
8.	<b>Teaching Quality and Staff Development</b>	The Higher Educational Institutions has maintained a well-	<a href="https://www.jamiahamdard.ac.in/CD/OE/Academics.htm">https://www.jamiahamdard.ac.in/CD/OE/Academics.htm</a>






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		established structure for promoting quality counselling, interactive teaching-learning and provide staff development programmes and activities to encourage academic staff to improve teaching and learning on continuous basis. Every faculty member has UGC qualification. Almost 90% of teachers have doctoral degrees.	
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**2.3 ComplianceofProcessofInternalQualityAudit-AsperAnnexure-I(PartV (3))ofUGC(ODLProgrammesandOnlineProgrammes)Regulations,2020:**

<b>Sr.No.</b>	<b>ProvisionsinRegulations</b>	<b>Action taken in respect of online programmes</b>	<b>Upload relevant document</b>



HEIID:

Name of HEI:

Type of HEI:

1.	<b>Academic Planning</b>	The HEI has appropriate academic calendar to ensure that the programs are offered according to the calendar. The HEI has adequate and appropriate teaching and other support staff along with infrastructure and technology support to ensure that the curriculum remains up to date and the institutional goals are achieved	<a href="https://www.jamiahamdard.ac.in/CDOE/CIOA.htm">https://www.jamiahamdard.ac.in/CDOE/CIOA.htm</a>
2.	<b>Validation</b>	The university's Academic Council validated the quality of the academic planner.	<a href="https://www.jamiahamdard.ac.in/CDOE/StatutoryApprovals.htm">https://www.jamiahamdard.ac.in/CDOE/StatutoryApprovals.htm</a>
3.	<b>Monitoring, Evaluation and Enhancement Plans</b> a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	YES  The HEI makes ensuring that the learners' monitoring, assessment, and enhancement programs are in place.	<a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIOA%2011%20August%202023.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIOA%2011%20August%202023.pdf</a>  <a href="https://www.jamiahamdard.ac.in/CDOE/Examination.htm">https://www.jamiahamdard.ac.in/CDOE/Examination.htm</a>  Annual Report <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20report%20for%202022-2023.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Latest%20Annual%20report%20for%202022-2023.pdf</a>  Minutes of the meeting of Academic counselor <a href="https://www.jamiahamdard.ac.in/CDOE/CIOA.htm">https://www.jamiahamdard.ac.in/CDOE/CIOA.htm</a>



HEIID:

Name of HEI:

Type of HEI:

### Part-III: Human Resources and Infrastructural Requirements

**3.1 Name and detail of Director of Centre for Distance and Online Education (Dual Mode University)-Regular, fulltime, at least Associate Professor**

**Or**

**Name and detail of Head for each school (for Open University)- Fulltime dedicated, not below the rank of an Associate Professor**

Name :- Prof. Mahmooduzzafar

Designation: - Professor

Salary:- Professor Level

Qualification :- Ph.D.

Office order

<https://www.jamiahamdard.ac.in/CDOE/pdf/Director.%20appointment%20letter.pdf>

**3.2 Name and details of Deputy Director of Centre for Distance and Online Education (Dual Mode University)- Fulltime or contractual basis, at least Associate Professor**

**Or**

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

Name :- Prof. Mumtaz Alam

Designation: - Professor

Salary:- Professor Level

Qualification :- Ph.D., M pharma

Office order

<http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Joining%20Letter%20of%20Directot.pdf>

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

**Or**

**Name and detail of Assistant Director of Centre of Online Education- Full time or**



**HEID:**

**NameofHEI:**

**TypeofHEI:**

**contractual basis, not below the rank of an Assistant Professor**

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Name of HEI:

Type of HEI:

**3.4 Compliance status in respect of Human Resource – 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, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:*

Insert box

**i. Programme name: Bachelor of Computer Application**

a. Programme Coordinator :- Dr Safdar Tanweer

a. Assistant Programme Coordinator :- Dr. Abdul Majid Farooqi

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	Dr. Safdar Tanweer	Ph.D. (Computer Science)	14 Years	Regular Salary Scale- As per Assistant Professor	2004
2.	Dr. Abdul Majid Farooqi Assistant Professor	Ph.D	01	Regular Salary Scale- As per Assistant Professor	2023

**b. Course Coordinator**

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1.	Introduction To C	Dr Shakeel Ahmed Siddiqui	Ph.D	11 years	Contractual Assistant	2010



HEIID:

Name of HEI:

Type of HEI:

	Programmin g	Assistant Professor			Professor Scale	
2.	Computer System Architecture	Dr Naseem Rao Assistant Professor	Ph.D	13 years	Contractual Assistant Professor Scale	2010
3.	Mathematica I Foundation of Computer Science	Dr Ayesha Kamal Assistant Professor	Ph.D	7 years	Contractual Assistant Professor Scale	2010
4.	Communicati on Skills	Ms Asifa Azis Assistant Professor	M. Tech Pursing Ph.D	3 years	Contractual Assistant Professor Scale	2019
5.	Media And Information Literacy Communicati on	Mr. Tabrej Ahmad Khan Assistant Professor	Ph.D	6 years	Regular Salary :- As per Assistant Professor Scale	2016
6.	Intro. To Data Structure	Mr. Javed Azmi Assistant Professor	M. Tech (CSE) Pursing P.H.D	5 years	Regular	2016
7.	Data Comm. & Computer Network Basics	Mr. Md. Onais Ahmad Assistant Professor	M. Tech (CSE) Pursing P.H.D	5 years	Regular Salary Scale- As per Assistant Professor	2016
8.	Fundamental Concept of OS	Mr. M. Mohd Rahbre Islam Assistant Professor	M Tech (CSE)	5 years	Regular Salary Scale- As per Assistant Professor	2016
9.	Elementary Physics	Mr. Anil Kumar Mahto Assistant Professor	Ph.D	10 years	Contractual Salary :- As per Assistant Professor Scale	2010
10.	Environment al Science	Mr. Tabrej Ahm ad Khan Assistant Professor	Ph.D	8 years	Regular Salary Scale- As per Assistant Professor	2010
11.	Introduction	Mr. Samar Wazi	Ph.D	12 years	Regular	2010




HEIID:

Name of HEI:

Type of HEI:

	to Object Oriented Programming	Assistant Professor			Salary Scale- As per Assistant Professor	
12.	Introduction to Database Management System	Mr. Syed Sibtain Khalid Assistant Professor	Ph.D	7 years	Contractual Salary :- As per Assistant Professor Scale	2010
13.	Elementary Physics	Mr. Anil Kumar Mahto Assistant Professor	Ph.D	5 years	Contractual Salary :- As per Assistant Professor Scale	2015

## c. Course mentor

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme
	Dr Shakeel Ahmed Siddiqui Assistant Professor	Ph.D	11 years	Contractual Assistant Professor Scale	2016
	Dr Majid Farooqui Assistant Professor	Ph.D	1 year	Contractual Assistant Professor Scale	2023
	Dr Naseem Rao Assistant Professor	Ph.D	13 years	Contractual Assistant Professor Scale	2013

Link:- <https://www.jamiahamdard.ac.in/CDOE/pdf/List%20of%20Counsellors%20of%20BCA,%20MCA.pdf>

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

## a. Programme Coordinator:- Dr Mohammed Jamshehedas

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

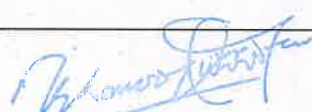


**HEIID:****NameofHEI:****TypeofHEI:**

				<b>h</b>	
1	<b>Dr Mohammed Jamshehedas Programme Coordinator</b>  <b>Assistant Professor</b>	<b>Ph.D MBA</b>	<b>8 years</b>	<b>Regular Salary Scale: Assistant Professor Scale</b>	<b>2004</b>

**a. CourseCoordinator**

<b>S. No.</b>	<b>Cours ename</b>	<b>Names with Desig nation</b>	<b>Qualificatio n</b>	<b>Experiences</b>	<b>Type(Reg ular/Cont ract)with grosssala ry/ mont h</b>	<b>Dateofj oiningp rogram me</b>
1.	<b>Principal Of Management</b>	<b>Dr Alka Assistant Professor</b>	<b>Ph.D</b>	<b>10 years</b>	<b>Contractual Assistant Professor Scale</b>	
	<b>Environment al Management</b>	<b>Dr Fakhra Naseem, Assistant Professor</b>	<b>Ph.D</b>	<b>8 years</b>	<b>Contractual Assistant Professor Scale</b>	
2.	<b>Marketing Management</b>	<b>Dr SnaFarooqu Assistant Professor</b>	<b>Ph.D</b>	<b>15years</b>	<b>Contractual Assistant Professor Scale</b>	
3.	<b>Business Economics.</b>	<b>Dr Matloobullah Khan Assistant Professor</b>	<b>Ph.D</b>	<b>10 years</b>	<b>Regular Assistant Professor Scale</b>	
4.	<b>Business Communicati</b>	<b>Dr Sadaf Siraj</b>	<b>Ph.D</b>	<b>15 years</b>	<b>Regular Assistant</b>	






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Name of HEI:

Type of HEI:

	on	Assistant Professor			Professor Scale	
5.	Business Mathematics	Dr. Faizan Khan Sherwani Assistant Professor	Ph.D. in Finance and Economics	8 years	Contractual Salary :- As per Assistant Professor Scale	
6.	Business Statics	Dr. Arif Anwar Assistant Professor	Ph.D (Business Administration)	5 years	Contractual Salary :- As per Assistant Professor Scale	
7.	Business Law	Dr. Abdul Wahid Farooqi Assistant Professor	Ph.D (Management)	4 years	Salary :- As per Assistant Professor Scale	
8.	Organizational Behaviour	Syed Zakir Hussain Assistant Professor	Pursing Ph.D	5 years	Contractual Contractual Salary :- As per Assistant Professor Scale	
9.	Cost Accounting	Dr. Mohamad Awwais Assistant Professor	Post Doctorates	5 years	Contractual Salary :- As per Assistant Professor Scale	
10.	Consumer Behaviour	Dr. Afaq Husain Assistant Professor	Ph.D	2 years	Contractual Salary :- As per Assistant Professor Scale	
11.	Social Media Ethics	Mr. Mohd. Arshad Khan Assistant Professor	Ph.D	3 years	Contractual Salary :- As per Assistant Professor Scale	
12.	Principal Of Management	Dr. Alka Assistant Professor	Ph.D	3 years	Contractual Salary :- As per Assistant Professor Scale	
13.	Human Resource Management	Mohd. Sarim Assistant	Ph.D	3 years	Contractual Salary :- As per Assistant	2017



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**NameofHEI:**

**TypeofHEI:**

		Professor			Professor Scale	
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**b. Coursementor**

<b>S. No.</b>	<b>Nameswith Designation</b>	<b>Qualification</b>	<b>Experiences</b>	<b>Type (Regular/ Contract)  withgross salary/ month</b>	<b>Dateof joining progra m me</b>
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**HEIID:****Name of HEI:****Type of HEI:**

1.	Dr Alka	Assistant Professor	Ph.D	10 years	Contractual Assistant Professor Scale
2.	Dr Fakhra Naseem,	Assistant Professor	Ph.D	8 years	Contractual Assistant Professor Scale
3.	Dr SnaFarooqu	Assistant Professor	Ph.D	15 years	Contractual Assistant Professor Scale

**Link:-**

<https://www.jamiahamdard.ac.in/CDOE/pdf/List%20of%20Counsellors%20of%20BBA,%20MBA.pdf>

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

a) Programme Coordinator :- Dr. Matloobullah Khan

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

c. Course Coordinator

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

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Name of HEI:

Type of HEI:

HEIID:	Name of HEI:	Type of HEI:
	rship Naseem, Assistant Professor	(Marketing) Assistant Professor Scale
3.	Research Methodology Dr SnaFarooqu Assistant Professor	Ph.D (HR) 15years Contractual Assistant Professor Scale
4.	Organization Dr Matloobullah Khan Assistant Professor	Ph.D (Finance) 10 years Regular Assistant Professor Scale 2/10/2010
5.	Principles of Management Dr Sadaf Siraj Assistant Professor	Ph.D (HR) 15 years Regular Assistant Professor Scale 2/10/2010
6.	Business Communicati on Dr.FaizanKhan Sherwani Assistant Professor	Ph.D.inFinance andEconomics 8 years Contractual Salary :- As per Assistant Professor Scale 2/10/2010
7.	Corporate Accounting I DrArifAnwar Assistant Professor	Ph .D (Business Administration) 5 years Contractual Salary :- As per Assistant Professor Scale 2/10/2010
8.	Corporate Entrepreneu rship Dr.AbdulWahi dFarooqi Assistant Professor	Ph.D(Managem ent ) 4 years Salary :- As per Assistant Professor Scale 2/10/2010
9.	Basics of Statistics SyedZakirHuss ain Assistant Professor	Pursing Ph.D 5 years Contractual Contractual Salary :- As per Assistant Professor Scale 2/10/2010
10.	Essentials of Human Resource Management DrMohamada wais Assistant Professor	Post Doctorates 5 years Contractual Salary :- As per Assistant Professor Scale 2/10/2010
11.	Essentials of Dr.AfaqHusain Ph.D	2 years Contractual 2/10/2021






**HEIID:****NameofHEI:****TypeofHEI:**

	<b>Marketing Management</b>	<b>Assistant Professor</b>	<b>(Management)</b>		<b>Salary :- As per Assistant Professor Scale</b>	
<b>12.</b>	<b>Micro Economics (SWAYAM MOOC)</b>	<b>MrMohd.ArshadKhan</b> <b>Assistant Professor</b>	<b>Ph.D (Management)</b>	<b>3 years</b>	<b>Contractual Salary :- As per Assistant Professor Scale</b>	<b>2/10/220</b>
<b>13.</b>	<b>Essentials of Marketing Management</b>	<b>Mohd.Sarim</b> <b>Assistant Professor</b>	<b>Ph.D (Marketing)</b>	<b>3years</b>	<b>Contractual Salary :- As per Assistant Professor Scale</b>	<b>2020</b>

**d. Coursementor**

<b>S. No.</b>	<b>Nameswith Designation</b>	<b>Qualification</b>	<b>Experiences</b>	<b>Type (Regular/ Contract) withgross salary/ month</b>	<b>Dateof joining programme</b>

*Mohd Sarim* 37



**HEIID:****Name of HEI:****Type of HEI:**

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

<https://www.jamiahamdard.ac.in/CDOE/pdf/List%20of%20Counsellors%20of%20BBA,%20MBA.pdf>

e. Program name: M.A (Islamic Studies)

f. Programme Coordinator:- Dr Arshad Hussain

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme
1	Dr Arshad Hussain	PH.D		Regular Associate Professor Scale	2/10/2010

g. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type (Regular/Contract) with gross salary/month	Date of joining programme
1.	Tafsir and Hadith	Fazalur Rehman	Ph.D (Islamic Studies)	10 year	Contractual Assistant Professor Scale	2010

*Dr Arshad Hussain*



**HEIID:****Name of HEI:****Type of HEI:**

2.	Islam in India	Dr Najmus Sahar	Ph.D (Islamic Studies)	8 year	Contractual Assistant Professor Scale	2010
3.	Medieval Muslim Contribution to Knowledge	Dr Sumaiyah Ahmed	Ph.D (Islamic Studies)	6	Contractual Assistant Professor Scale	2000
4.	Pre Islamic to Umayyad Period	Dr Ashad Hussain	Ph.D (Islamic Studies)	15 year	Regular Assistant Professor Scale	2013
5.	Islam in Southeast Asia	Dr. Waris Mateen Mazhari	Ph.D (Islamic Studies)	10 year	Regular Assistant Professor Scale	2015
6.	Islam and Pluralism	Dr. Abroo Aman Andrabu	Ph.D (Islamic Studies)	9 year	Regular Assistant Professor Scale	2020

**h. Course mentor**

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




HEIID:

Name of HEI:

Type of HEI:

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

<https://www.jamiahamdard.ac.in/CDOE/pdf/appointment%20of%20Programme%20Coordinator%20Head.pdf>

Any other details

### 3.5 DetailsofAdministrativestaff

#### a. NumberofAdministrativestaffavailableexclusivelyforOnlineprogrammes

AdminStaff	Required	Available
DeputyRegistrar	1	1
AssistantRegistrar	1	1
SectionOfficer	1	1
Assistants	3 (2 for DM Universities)	3
ComputerOperator	2	2
MultiTaskingStaff	2	1

<https://www.jamiahamdard.ac.in/CDOE/NTStaff.htm>

#### b. NumberanddetailsofTechnicalSupportforOnlineProgrammesasperAnnexure -IV:

##### i. TechnicalTeamforDevelopmentofe-ContentasSelf-Learninge-Modules:

Post	Required	Available
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**HEID:**

**Name of HEI:**

**Type of HEI:**

<b>Technical Manager (Production)</b>	<b>1</b>	<b>1</b>
<b>Technical Associate (Audio-Videorecording and editing)</b>	<b>1</b>	<b>1</b>
<b>Technical Assistant (Audio-Videorecording)</b>	<b>1</b>	<b>1</b>
<b>Technical Assistant (Audio-</b>	<b>1</b>	<b>1</b>

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Videoeediting)		
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ii. For Delivery of Online Programmes:

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

iii. For Admission and Examination for Online mode:

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

<https://www.jamiahamdard.ac.in/CDOE/NTStaff.htm>



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Type of HEI:

### 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 assessments shall be outsourced	Yes	
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examinations superintendents, as observers etc	Yes	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	Yes	



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**Type of HEI:**

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.	NA	Online Proctoring System used
5.	The number of examination centres in a city or	NA	Online Proctoring System used





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Type of HEI:

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	State must be proportionate to the student enrolment from the region		
6.	Building and grounds of the examination centre must be clean and in good condition.	NA	Online Proctoring System used <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Quio%20Exam.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Quio%20Exam.pdf</a>
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	NA	Online Proctoring System used
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	NA	Online Proctoring System used
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	NA	Online Proctoring System used
10.	Safety and security of the examination centre must be ensured	NA	Online Proctoring System used
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	NA	Online Proctoring System used
12.	Provision of drinking water must be made for learners	NA	Online Proctoring System used
13.	Adequate parking must be available near the examination centre	NA	Online Proctoring System used




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**Name of HEI:**

**Type of HEI:**

<b>14.</b>	<b>Facilities for Persons with Disabilities should be available</b>	<b>NA</b>	<b>Online Proctoring System used</b>
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**4.2 Compliance of facilities required for the conduct of Online examination for online programmes**

<b>S.</b>	<b>Provisions in Regulations</b>	<b>Whether</b>	<b>If No,</b>
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Name of HEI:

Type of HEI:

No.		being complied Yes/No  If yes, please provide details and upload relevant documents	Reason thereof
1.	Requirements at Test Centres  (as mentioned in provision II(B)(13)(i) of Annexure II)	NA Remote proctoring exam is used	
2.	Requirement of proctors  (as mentioned in provision II(B)(13)(ii) of Annexure II)	NA Remote proctoring exam is used	
3.	Security arrangements in the testing centre  (as mentioned in provision II(B)(13)(iii) of Annexure II)	NA Remote proctoring exam is used	
4.	Remote Proctoring  (as mentioned in provision II(B)(13)(iii) of Annexure II)	YES <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Quorio%20Exam.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Quorio%20Exam.pdf</a>	Quorio 2.0 fully automated AI remote proctored platform - Quorio built to offer transparency and ease of performing cheat-free online exams & assessments

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

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




**HEIID:**

**Name of HEI:**

**Type of HEI:**

<b>1.</b>	<b>The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.</b>	<b>Yes, (The HEI administers proctored exams in compliance with the commission-established standards for online exams and with all security measures guaranteeing transparency and legitimacy of the exams.)</b>	
<b>2.</b>	<b>A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of</b>	<b>Yes, HEI offering online programme shall have a mechanism well in place of learners enrolled through Online mode and their certification evaluation</b> <b>The evaluation are conducted by two parts</b> <b>1. Continuous Assessments</b> <b>2. Semester end examination.</b> <b>The learner have to submitted their assessments on LMS and examination are also conducted Online mode (Remote proctoring examination)</b> <b>Certification- Each award of Degree at the UG and PG Level and Advance Diploma is assigned a Unique Identification Number and has the photograph along with the other relevant</b>	





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**Name of HEI:**

**Type of HEI:**

		<b>details of the learner including the program name.</b>	
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Type of HEI:

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	learners enrolled through Online mode and their certification.		
3.	<p><b>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:</b></p> <p><b>Provided that no semester or year-end examination shall be held unless:</b></p> <p>i) <b>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;</b></p> <p>ii) <b>For Online mode: the learner has minimum participation of 75 percent. in all the activities of Online programme prior to end semester examination or term end examination.</b></p>	<p>Yes, The evaluation includes two types of assessments- Continuous and Summative. No term end examination is held in a subject unless: I) The HEI is satisfied that at least 75% of the programme of study stipulated for the semester or year has been actually conducted. II) The learner has minimum participation of 75% in all the activities of the online program prior to the term end examination.</p> <p>Marksheet  <a href="http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20BCA.pdf">http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20BCA.pdf</a></p>	

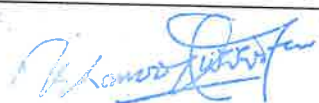



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**Name of HEI:**

**Type of HEI:**

4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional	Yes, HEI share the same curriculum of convention mode with online and odl programme. The curricular aspects, assessment criteria and credit framework for the award of degree programs at UG and PG level/ Diploma through online mode is evolved by adopting the same standards as being followed in conventional mode by the Dual mode HEI. <a href="https://www.jamiahamdard.ac.in/CDOE/Syllabus-SLM.htm">https://www.jamiahamdard.ac.in/CDOE/Syllabus-SLM.htm</a>	
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Name of HEI:

Type of HEI:

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities		
5.	<p>The weightage for different components of assessments for Online mode shall be as under:</p> <p>(i) continuous or formative assessment (in semester): Maximum 30 per cent.</p> <p>(ii) summative assessment (end semester examination or</p>	<p>Weightage for different components of assessment is as under: i) Continuous Assessments- 25 % ii) End Term Examination- 75% II) Marks or Grades- The marks or grades obtained in continuous assessments and end term examination is shown separately in the grade card.</p> <p><a href="http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20BCA.pdf">http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20BCA.pdf</a>  <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/qp1.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/qp1.pdf</a></p>	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	Sure. The evaluation is carried out by the HEI using a variety of assessment instruments, such as multiple-choice questions, true/false questions, project work,	






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		project reports, lab work/presentations, and term end exams, in order to meet the various learning objectives expected from the course components.	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	Yes. The marks of the continuous assessments and term end examination are shown separately in the grade card. Marksheet <a href="http://www.jamiahamdard.ac.in/PDF/ODLPDF/MA%20IS%20Online%20Exam%20Instructions.pdf">http://www.jamiahamdard.ac.in/PDF/ODLPDF/MA%20IS%20Online%20Exam%20Instructions.pdf</a>	
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall ensure that the question papers are safe	Question Paper <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/qp1.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/qp1.pdf</a> Design: The HEI internal faculty creates the question paper based on the program design. The faculty makes sure that every topic on the syllabus is covered in full and that no material is omitted from the examination. Evaluation: The HEI faculty members assigned by the department of secrecy assess the response scripts. Result Declaration: The findings are announced and made public on the university website following the faculties' assessment of the response scripts. <a href="https://www.jamiahamdard.ac.in/PDF/ODLPDF/Examination%20Not">https://www.jamiahamdard.ac.in/PDF/ODLPDF/Examination%20Not</a>	




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		<u>ice%20for%20semester-2023.pdf</u>	
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S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	that no part of the syllabus is left out of study by a learner.		
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centres given under these regulations.	The Examination of the Programs in the Online Mode is managed by the Evaluation unit of the University, and conducted under supervision as per regulations via remote proctored mode. <a href="https://www.jamiaahamdard.ac.in/PDF/ODLPDF/Examination%20Notice%20for%20semester-2023.pdf">https://www.jamiaahamdard.ac.in/PDF/ODLPDF/Examination%20Notice%20for%20semester-2023.pdf</a>  <a href="http://www.jamiaahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Examination%20approval.pdf">http://www.jamiaahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Examination%20approval.pdf</a>	
10.	(a) The Examination Centres shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	NA, AI Enabled Remote Proctoring System.	
	(b) Availability of biometrics system	NA, AI Enabled Remote Proctoring System.	



*W. Anwarul Karim*

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**Type of HEI:**

<p><b>(c) The attendance of examinees shall be authenticated through biometric systems as per Aadhaar details or other Government identifiers of Indian learner and Passports for International learners</b></p>	<p><b>Before the exam begins, the examinees' presence is verified by their Aadhaar numbers/ passport.</b></p>	
<p><b>(d) In case of non-availability of the Closed- Circuit Television facilities, the Higher Educational Institutions shall ensure that proper videography be conducted and video recordings are submitted by particular in charge of examination</b></p>	<p><b>NA, AI Enabled Remote Proctoring System.</b></p>	



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Type of HEI:

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	centre to the Higher Educational Institution		
11.	The Higher Educational Institution shall retain all such Closed-Circuit Television recordings in archives for a minimum period of five years	NA, AI Enabled Remote Proctoring System.	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	NA, AI Enabled Remote Proctoring System.	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	NA, AI Enabled Remote Proctoring System.	
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	Yes Curio 2.0 fully automated AI remote proctored platform - Curio built to offer transparency and ease of performing cheat-free online exams & assessments. <a href="https://www.jamiaamdard.ac.in/CDOE/pdf/Examination%20-%20SOP.pdf">https://www.jamiaamdard.ac.in/CDOE/pdf/Examination%20-%20SOP.pdf</a>	



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**Name of HEI:**

**Type of HEI:**

14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored	Only registered in July 2022 under E-vab Project with Ministry of External Affairs <a href="https://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/TCIL%20Letter.pdf">https://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/TCIL%20Letter.pdf</a>	
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Name of HEI:

Type of HEI:

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	examinations for such learners		
15.	<p>(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have</p> <ol style="list-style-type: none"> <li>Photograph</li> <li>Aadhaar number or other government recognised identifier or Passport number, as applicable,</li> <li>Other relevant details of the learner along with the Programme name.</li> </ol>	<p>The degree certificate will be issued to the learners as per the guidelines specified by the UGC.</p> <p>Marksheet  <a href="http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20BCA.pdf">http://www.jamiahamdard.ac.in/PDF/ODLPDF/Online%20Mark%20Sheet%20of%20BCA.pdf</a>  <a href="https://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Degree.pdf">https://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/Degree.pdf</a></p>	
	(b) Each award shall also be uploaded on the National Academic Depository		




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16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	Yes, except iv as exam conduct on AI Enabled Remote Proctoring System.	
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4.4 Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students	No. of students	No. of students	% of student	% of students
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**HEIID:****Name of HEI:****Type of HEI:**

		admitted	appeared in exams	progressed to next year	s passed	passed in first class
July, 2023	1. Bachelor of Business Administration (BBA)	66	54	54	60%	53%
	2. Bachelor of Computer (BCA)	135	116	116	85%	63%
	3. B.Com (Hons)	11	4	4	36%	Nil
	4. M.A (Islamic Studies)	152	126	126	40%	88%
January, 2024	1. Bachelor of Business Administration (BBA)	14	09	09	70%	58%
	2. Bachelor of Computer (BCA)	45	34	34	78%	60%
	3. M.A (Islamic Studies)	162	105	105	55%	60%



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Type of HEI:

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

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

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

INSERT TEXTBOX

The PPR is prepared as per the instruction given in regulation 2020. 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.

Link :- <http://jamiahamdard.edu/UserPanel/DisplayPage.aspx?page=eq>  
<http://www.jamiahamdard.ac.in/ppr/NEW%20PPR%20for%20BCA.pdf>

<http://www.jamiahamdard.ac.in/PDF/ODLPDF/annexure%20of%20ciqa%20report%202020-2021/BOS.pdf>

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

*HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material*

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

Link :-

<https://www.jamiahamdard.ac.in/CDOE7pdf/SLM%20approved%20by%20BoS%20compressed.pdf>



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*and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.*

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

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

The PPR is prepared as per the instruction given in regulation. PPR is approved by the Board of Studies and the Academic Council are approved the same. Approval are uploaded on our website.

Link:-

[https://www.jamiahamdard.ac.in/CDOE/pdf/SLM%20approved%20by%20BoS compressed.pdf](https://www.jamiahamdard.ac.in/CDOE/pdf/SLM%20approved%20by%20BoS%20compressed.pdf)



*Muhammad Subhan* 63

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Type of HEI:

## Part-VI: Programme Delivery through Learning Platform

### 6.1 Details of Learning Platform

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

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

INSERT TEXTBOX

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

The University utilizes its exclusive Non-Swayam Learning Platform to provide online programs. This platform is constructed using open-source technologies, including Moodle, WordPress, and Jupyter Notebook. It has been customized to meet the specific requirements of the University and to comply with the standards set by the UGC. The University does not have any franchising connections with private service providers for these online programs and has all the necessary components. In addition, the University fulfills the stipulated requirements set by the UGC

Link:-<https://lms.jamiahamdardonline.in/>

### 6.2 Compliance status in respect of the Programmed delivery

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

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

<https://www.jamiahamdard.ac.in/CDOE/pdf/BBA%20Jan%202024%20Batch%20Semester>

### 6.3 Whether e-learning material of any course in a particular programme was

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**sourced through OER/Massive Open Online Courses: Y/N**

**a. Provided details as under:**

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

							wise programmes wise)
	NA	NA	NA	NA	NA	NA	NA

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

**Upload**



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Type of HEI:

### 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 <a href="https://www.jami.ahamdard.ac.in/CDOE/CDOE.htm">https://www.jami.ahamdard.ac.in/CDOE/CDOE.htm</a>	
Uploading of the following on HEI website (Mention link)			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	<a href="https://www.jami.ahamdard.ac.in/CDOE/pdf/MoA%20JH%202021.pdf">https://www.jami.ahamdard.ac.in/CDOE/pdf/MoA%20JH%202021.pdf</a>	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	<a href="https://www.jami.ahamdard.ac.in/CDOE/pdf/Approval%20of%20DEB%20for%20Online%20Programmes%202024.pdf">https://www.jami.ahamdard.ac.in/CDOE/pdf/Approval%20of%20DEB%20for%20Online%20Programmes%202024.pdf</a>	



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Name of HEI:

Type of HEI:

4.	Programme details including brochures or programme guides in teral i a i n f o r m a t i o n such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	<a href="https://www.jamiaahamdard.ac.in/CDOE/pdf/List%20of%20ODL%20and%20OL%20Programmes.pdf">https://www.jamiaahamdard.ac.in/CDOE/pdf/List%20of%20ODL%20and%20OL%20Programmes.pdf</a>	
5.	Programme-wise information on syllabus, suggested readings, contact points for	<a href="https://www.jamiaahamdard.ac.in/CDOE/Syllabus-SLM.htm">https://www.jamiaahamdard.ac.in/CDOE/Syllabus-SLM.htm</a>	

*M. Anwarul Karim*





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Name of HEI:

Type of HEI:

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	Contact Number <a href="https://www.jamiahamdard.ac.in/CDOE/Contactus.htm">https://www.jamiahamdard.ac.in/CDOE/Contactus.htm</a> Faculty detail <a href="https://www.jamiahamdard.ac.in/CDOE/Academics.htm">https://www.jamiahamdard.ac.in/CDOE/Academics.htm</a>	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	<a href="https://www.jamiahamdard.ac.in/CDOE/Examination.htm">https://www.jamiahamdard.ac.in/CDOE/Examination.htm</a> Admission detail <a href="https://www.jamiahamdardonline.in/">https://www.jamiahamdardonline.in/</a>	
7.	Detailed strategy plan related to Online programmedelivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	<a href="https://lms.jamiahamdardonline.in">lms.jamiahamdardonline.in</a>	
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	YES Feed back form of students <a href="https://www.jamiahamdard.ac.in/Untitled-1">Untitled-1 (jamiahamdard.ac.in)</a> Feedback form of Faculty <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Feedback%20Form%20for%20Academic%20Counsellors.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Feedback%20Form%20for%20Academic%20Counsellors.pdf</a>	




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		<b>Ciqa Minutes</b> <a href="https://www.jamiaahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf">https://www.jamiaahamdard.ac.in/CDOE/pdf/Minutes%20of%20CIQA%2011%20August%202023.pdf</a>	
<b>9.</b>	<b>Information regarding all the programmes recognised by the Commission</b>	<b>Yes</b> <a href="https://www.jamiaahamdard.ac.in/CDOE/pdf/Approval%20of%20DEB%20for%20Online%20Programmes%202024.pdf">https://www.jamiaahamdard.ac.in/CDOE/pdf/Approval%20of%20DEB%20for%20Online%20Programmes%202024.pdf</a>	



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S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Yearwise%20Students%20Admissions%20in%20CDOE.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Yearwise%20Students%20Admissions%20in%20CDOE.pdf</a>	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	Yes <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Office%20Order%20reg.%20Faculty%20for%20SLM.pdf">https://www.jamiahamdard.ac.in/CDOE/pdf/Office%20Order%20reg.%20Faculty%20for%20SLM.pdf</a>	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	YES <a href="https://www.jamiahamdardonline.in/">https://www.jamiahamdardonline.in/</a>	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Online programmes	NA	Remote Proctored Exam is Conducted
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	YES Quorio 2.0 fully automated AI remote proctored platform - Quorio built to offer transparency and ease of performing cheat-free online exams & assessments. <a href="https://www.jamiahamdard.ac.in/CDOE/pdf/Exami">https://www.jamiahamdard.ac.in/CDOE/pdf/Exami</a>	



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		<a href="#">nation%20-%20SOP.pdf</a>
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes <a href="https://www.jamiaahamdard.ac.in/CDOE/pdf/Academic%20Calendar%20ODL%202023-24.pdf">https://www.jamiaahamdard.ac.in/CDOE/pdf/Academic%20Calendar%20ODL%202023-24.pdf</a>
16.	Reports of the third party academic audit to be undertaken every five years and internal	Yes, Internal audit is conducted by CIQA <a href="https://www.jamiaahamdard.ac.in/CDOE/pdf/Documentation%20166.pdf">https://www.jamiaahamdard.ac.in/CDOE/pdf/Documentation%20166.pdf</a>





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S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	academicauditeveryyearbyCentreforInternal Quality Assurance		

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### Part-VIII: Admission and Fees

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

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



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	<p>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>	
5.	<p>Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners</p>	Yes
6.	<p>Every Higher Educational Institution shall-</p> <p>(a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an 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>	Yes
7.	<p>Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and e-form) containing the following for the purposes of informing those persons intending to seek admission to</p>	



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





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

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*[Handwritten Signature]*



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	in the Commission Order	
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 Online mode offered by a Higher Education Institution	Yes
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any 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	Yes
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher	Yes

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	Educational Institution	
14.	<p>No Higher Educational Institutions shall, issue or publish-</p> <p>(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;</p> <p>(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 know to be false or not based on facts or to be misleading</p>	Yes

8.2 Whether Higher Educational Institution provided the details of all International learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission: Yes/No:- No international students admitted in this academic year only in July 2022 batch under the Evab Project of Ministry of External Affairs 181 students were admitted

If No, reason thereof:

*[Handwritten Signature]*



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### 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.jamiahamdard.ac.in/PDF/ODLPDF/Redress%20of%20Student%20Grievances.pdf>  
<http://www.jamiahamdard.ac.in/PDF/ODLPDF/Redress%20of%20Student%20Grievances.pdf>

**9.2 Details of Grievance received**

Numbers of Grievance Received	Numbers of Grievance Resolved
02	02

**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)
1	1	Yes

*Signature*  
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### Part-X: Innovative and Best Practices

**10.1 Innovations introduced during academic year**

Conduct online induction programme by programme coordinators

**10.2 Best Practices of the HEI**

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

**Academic Activity**

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

**LIBRARY FACILITY**

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

**10.3 Details of Job Fairs conducted by the HEI**

NA

**10.4 Success Stories of students of Online mode of the HEI**

NA



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**10.5 Initiatives taken towards conversion of English Medium to Regional Languages**

NA

**10.6 Number of students placed through Campus Placements**

NA

**10.7 Details of Alumni Cell and its activity**

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

**10.8 Any other Information**

NA



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### DECLARATION

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

Signature of the Director: 

Name:

Seal:

Date:

30/08/2024

Signature of the Registrar: 

Name:

Seal:

Date:

30/08/2024

MA Sircandar



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.