



DISTANCE EDUCATION BUREAU
A Bureau of University Grants Commission (UGC)

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**APPLICATION FOR RECOGNITION OF HEI / PROGRAMMES UNDER OPEN AND
DISTANCE LEARNING MODE UGC (ODL) REGULATIONS, 2017**

Academic session beginning July, 2018

Part A

Higher Educational Institutions Details

Registration Id :	DEB/DEL/13/2017/175
Name of the Higher Educational institution :	JAMIA HAMDARD
Address :	JAMIA HAMDARD, HAMDARD NAGAR, NEW DELHI
Tel :	011-26059688
Email :	EAKHAN@JAMIAHAMDARD.AC.IN
State :	DELHI
Fax :	011-26059663
Official Website :	JAMIAHAMDARD.AC.IN
Name of the Vice Chancellor :	PROF SEYED EHTESHAM HASNAIN
Name of the Pro Vice Chancellor/Rector(if any):	DR. AHMED KAMAL
Name of the Registrar	PROF E A KHAN
Name of the School/Centre of Distance Education :	SCHOOL OF OPEN AND DISTANCE LEARNING
Address of the School/Centre of Distance Education:	CONVENTION CENTER FIRST FLOOR, JAMIA HAMDARD, HAMDARD NAGAR, NEW DELHI- 110062
Tel of the School/Centre of Distance Education:	011-26059688
Email of the School/Centre of Distance Education:	DIRECTOR_SODL@JAMIAHAMDARD.AC.IN
Fax of the School/Centre of Distance Education:	011-26059663
Official website for distance education, if any :	JAMIAHAMDARD.EDU

E.A.Khan
Registrar
Jamia Hamdard
(Deemed University)
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S.H. Ansari
9/11/2017
Prof. (Dr.) S.H. Ansari
Director-cum-Dean
School of Open & Distance Learning
Jamia Hamdard, Hamdard Nagar,
New Delhi-110062

Prof. (Dr.) S.H. Ansari
h.o.l

Name of Director/Head of School/Centre of Distance Education	PROF. S H ANSARI
Designation :	DIRECTOR CUM DEAN
Mobile No. :	9810548460
Type of Institution :	DEEMED
Year of establishment of HEI :	1989
Recognition status of the HEI as per UGC Act, 1956:	SECTION 3
Is HEI also recognized under 12 (B):	YES
NAAC Grade Obtained :	A
Year of assessment of NAAC :	2017
Whether valid for the academic year 2018-19 :	YES
NAAC Accreditation valid upto :	2022
Territorial Jurisdiction of HEI as per its Act for offering proposed ODL programmes :	HEADQUARTERS ONLY
Territorial Jurisdiction of HEI for offering proposed ODL programmes as per Annexure IV of UGC (ODL) Regulations, 2017 :	HEADQUARTERS ONLY

TABLE 1.1

Academic Year Planner [Yearlong programmes]:

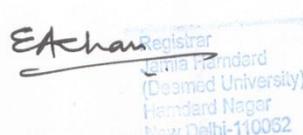
Sr.No.	Name of the Activity	Tentative months/year wise schedule (specify months)	
		From	To
1.	Admission	JUL	AUG
2.	Distribution of SLM	JUL	OCT
3.	Contact Programmes	NOV	MAR
4.	Assignment Submission (if any)	JAN	MAR
5.	Examination	MAY	JUN
6.	Declaration of Result	JUL	AUG

TABLE 1.2

Academic Year Planner [Semester wise]:

Sr.No.	Name of the Activity	From	To
		July	July


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1.	Admission	NA	NA	NA	NA
2.	Distribution of SLM	NA	NA	NA	NA
3.	Contact Programmes	NA	NA	NA	NA
4.	Assignment Submission (if any)	NA	NA	NA	NA
5.	Examination	NA	NA	NA	NA
6.	Declaration of Result	NA	NA	NA	NA

TABLE 1.3

BUILT-UP AREA AT HQS FOR DISTANCE EDUCATION ACTIVITIES:

Built-up Area Type	Minimum Built up area required as per Regulations	Built-Up Area available(Carpet Area Sq. ft)	Difference
Academic	7500	14500	-7000
Administrative	1500	2500	-1000
Academic support such as Library, Reading Room, Computer Centre, Information and Communication technology labs, Video and Audio Labs etc.	4500	5000	-500
Amenities or other support facilities(Excluding toilets)	1500	2500	-1000
Total built-up area for ODL activities	15000	24500	-9500

TABLE 1.4

DETAILS OF RECOGNIZED PROGRAMMES OFFERED THROUGH ODL MODE :

Academic year	Particular	UG Degree	PG Degree
2016-17	No. of students enrolled	617	67
	No. of students passed	271	51
2015-16	No. of students enrolled	1068	65
	No. of students passed	443	46
2014-15	No. of students enrolled	1880	114
	No. of students passed	778	56

Programme details

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SrNo:	Name of Programme proposed to be offered from July, 2018 onwards	Whether as per UGC Degree specification 2014(Y/N)	Minimum Duration of programmes (years)	Type of Programme: Professional or General	Whether SLM prepared for complete programme	Whether offered under Regular mode
1	BACHELOR OF BUSINESS ADMINISTRATION (BBA)	YES	3	PROFESSIONAL	YES	YES
2	BACHELOR OF COMPUTER APPLICATION	YES	3	PROFESSIONAL	YES	YES
3	MASTER OF BUSINESS ADMINISTRATION (MBA)	YES	2	PROFESSIONAL	YES	YES
4	POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)	YES	1	PROFESSIONAL	YES	YES
5	POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE (PGDMRT)	YES	1	PROFESSIONAL	YES	YES
6	POST GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)	YES	1	PROFESSIONAL	YES	YES

Regional Centre details

SrNo.	Name & Address of Regional Centre	HEI Association with RC (Owned, maintained etc.)	Name and Contact Details of Coordinator/Counsellor	Qualification of Coordinator/Counsellor at RC	No. of Counsellor at RC	No. of LSC covered under RC
1	NA	NA	NA	NA	0	0

Learner Support Centre details

SrNo.	Name & Address of LSC	HEI association with LSC (Owned, maintained etc.)	Name of Regional Centre, if anyr	Name and Contact Details of Coordinator/counsellor	Qualification of Coordinator/Counsellor	No. of Counsellor	Proposed Programmes fi July, 2018 onw



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1	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI -110062	OWNED	NA	PROF ASGAR ALI, JAMIA HAMDARD, SCHOOL OF PHARMACEUTICAL EDUCATION AND RESEARCH	PH D	1	6.POST GRADUATE DIPLOMA IN PHARMACEUT REGULATORY AFFAIRS (PGDPRA)
2	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI -110062	OWNED	NA	PROF MANJU CHHUGANI, JAMIA HAMDARD, SCHOOL OF NURSING AND ALLIED HEALTH, ND -62, (PH) 01126059688, EXTN- 5682	PH D	1	4.POST GRADUATE DIPLOMA IN DIETETICS AN THERAPEUTIC NUTRITION (PGDDTN)
3	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI -110062	OWNED	NA	MR. SAKHI JOHN, JAMIA HAMDARD, HIMSAR, ND-62, (M) 09871046508	MASTER IN HOSPITAL MANAGEMENT	1	5.POST GRADUATE DIPLOMA IN MEDICAL REC TECHNIQUE (PGDMRT)
4	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI -110062	OWNED	NA	DR BABITA SINGH SODL, JAMIA HAMDARD, HAMDARD NAGAR, N.D - 110062, CONTACT NO 8447354640	PH.D	1	1.BACHELOR C BUSINESS ADMINISTRATI (BBA)
5	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI -110062	OWNED	NA	DR BABITA SINGH SODL, JAMIA HAMDARD, HAMDARD NAGAR, N.D - 110062, CONTACT NO 8447354640	PH. D	1	3.MASTER OF BUSINESS ADMINISTRATI (MBA)
6	JAMIA HAMDARD, HAMDARD NAGAR NEW DELHI -110062	OWNED	NA	DR SAFDAR TANWEER SCHOOL OF ENGINEERING SCIENCES AND TECHNOLOGY, JAMIA HAMDARD, HAMDARD NAGAR, N.D - 110062, CONTACT NO 9810465885	PH. D	1	2.BACHELOR COMPUTER APPLICATION

Staff Details

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Prof. (Dr.) S.H. Ansari
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STAFF DETAILS ACADEMIC STAFF :

Type of Staff	Number of officials on full time and dedicated basis	No. of official exclusively for ODL	No. of temporary staff
Director	1	0	0
Associate Professor	0	0	0
Assistant Professor	3	0	0
Any other (Please specify) PROFESSOR	4	0	0

Administrative staff

STAFF DETAILS ADMINISTRATIVE STAFF:

Type of Staff	Number of officials	No. of official exclusively for ODL	No. of temporary staff
Deputy Registrar	0	0	0
Assistant Registrar	0	0	0
Section Officer	1	1	0
Assistants	3	2	1
Computer Operators	1	1	0
Class-IV/Multi Tasking Staff	2	2	0
Technical / Professional	1	0	0
Any other (Please specify) NA	0	0	0

Examination Centre

PROPOSED EXAMINATION CENTRE FOR TERM END EXAMINATION FOR ODL PROGRAMME FOR UPCOMING ACADEMIC YEARS :

Sr No.	Preparedness Status	YES/NO
(i)	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV	YES
(ii)	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	YES
(iii)	Provision of CCTV Cameras	YES
(iv)	Provision of Bio-metric attendance	NO
(v)	Provision of Video recording	YES

Activities for Examination



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ACTIVITIES FOR EXAMINATION :

Sr No.	Activity	By the HEI/Outsider Agency/ Both
(i)	Paper setting	BY THE HEI
(ii)	Conduct of examination	BY THE HEI
(iii)	Evaluation of answer sheets	BY THE HEI
(iv)	Declaration of results	BY THE HEI
(v)	If any other , specify NA	NA

Other Information

COMPUTERIZATION/DIGITIZATION STATUS OF THE FOLLOWING ACTIVITIES:

Sr No.	Activities	Yes or No
(i)	Student registration/Admission	YES
(ii)	Administration	YES
(iii)	Finance	YES
(iv)	Academic activities	YES
(v)	Student Support System	YES
(vi)	Continuous Evaluation	YES
(vii)	Online support	YES

Details of full time dedicated Help Desk

(i)	Help Desk Address	JAMIA HAMDARD, HAMDARD NAGAR, NEW DELHI
(ii)	Name of Contact Person	MR. MOHD HASSAN KHAN
(iii)	Designation	JUNIOR ASSISTANT
(i)	Phone no.	26059688
(i)	Email Id	DIRECTOR_SODL@JAMIAHAMDARD
(i)	Contact hours for Help Desk	9:00 AM TO 5:00 PM

Status of a Court case(s) pertaining to (if any) filed by the HEI or any Institution or body related to the HEI offering Open and Distance Education wherein UGC has been made a party

W.P.No
NA

Court/Jurisdiction
NIL

Status as on date
NA



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Part B

Sr No.	Name of Programme
1	BACHELOR OF BUSINESS ADMINISTRATION (BBA)
2	BACHELOR OF COMPUTER APPLICATION
3	MASTER OF BUSINESS ADMINISTRATION (MBA)
4	POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)
5	POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE (PGDMRT)
6	POST GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)

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NAME OF PROGRAMME : BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Details of the Programme Proposed to Be Offered Through Open & Distance

Learning Mode

Name of programme :	BACHELOR OF BUSINESS ADMINISTRATION (BBA)
Name of Department :	SCHOOL OF MANAGEMENT & BUSINESS STUDIES
Whether complete SLM prepared for full programme :	YES
Whether Program Project Report (PPR) prepared for the programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
In case of professional programme approval of concerned statutory body obtained :	YES
Upload Approval Letter :	View Document
Whether SLM approved by Statutory bodies of HEI :	YES
Whether SLM provided in Print :	YES
No. of permanent teachers/faculty available at Headquarters for Regular classes :	14
No. of permanent faculty available exclusively for proposed programme through ODL mode(No. of Associate Professor) :	0
No. of permanent faculty available exclusively for proposed programme through ODL mode(No. of Assistant Professor) :	1
Whether nomenclature of proposed programme is as per UGC norms :	YES
Whether duration of the proposed programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed programme is as per UGC norms. :	YES
Whether the proposed programme is offered under Regular mode also. If yes, since when :	YES

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since when :	2014
Whether credit system is being followed for regular mode . :	YES
Whether credit system will be followed for distance mode. :	YES
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed programme through distance mode. If yes, specify authority and give details :	NO
Total Fee to be charged (mention all components) for a semester and for complete programme :	54,000
Whether personal contact programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.:	NO
If Yes, specify in hours :	
Whether any component of the programme is offered as MOOCs?:	NO
If yes specify semester, name, weightage :	

Details of programme under Regular mode for last 3 years

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	120	120	0
		ODL mode	1500	715	0
	Post Graduate	Regular mode	120	120	0
		ODL mode	0	0	0
2016-17	Under Graduate	Regular mode	120	120	115
		ODL mode	1500	617	271
	Post Graduate	Regular mode	120	120	118
		ODL mode	0	0	0
2015-16	Under Graduate	Regular mode	120	120	116
		ODL mode	1500	1068	443
	Post Graduate	Regular mode	120	120	109
		ODL mode	0	0	0

Mode of evaluation for the proposed programme under distance mode

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S.H. Ansari

	Yes or No	Weightage in overall assessment
Assignments	YES	25
Practicals	YES	50
Project	YES	25
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO

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 6/10

NAME OF PROGRAMME : BACHELOR OF COMPUTER APPLICATION

Details of the Programme Proposed to Be Offered Through Open & Distance

Learning Mode

Name of programme :	BACHELOR OF COMPUTER APPLICATION
Name of Department :	SCHOOL OF ENGINEERING SCIENCES & TECHNOLOGY
Whether complete SLM prepared for full programme :	YES
Whether Program Project Report (PPR) prepared for the programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
In case of professional programme approval of concerned statutory body obtained :	YES
Upload Approval Letter :	View Document
Whether SLM approved by Statutory bodies of HEI :	YES
Whether SLM provided in Print :	YES
No. of permanent teachers/faculty available at Headquarters for Regular classes :	35
No. of permanent faculty available exclusively for proposed programme through ODL mode(No. of Associate Professor) :	0
No. of permanent faculty available exclusively for proposed programme through ODL mode(No. of Assistant Professor) :	1
Whether nomenclature of proposed programme is as per UGC norms :	YES
Whether duration of the proposed programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed programme is as per UGC norms. :	YES
Whether the proposed programme is offered under Regular mode also. If yes, since when :	YES

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since when :	1997
Whether credit system is being followed for regular mode . :	YES
Whether credit system will be followed for distance mode. :	YES
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed programme through distance mode. If yes, specify authority and give details :	NO
Total Fee to be charged (mention all components) for a semester and for complete programme :	60,000
Whether personal contact programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.:	NO
If Yes, specify in hours :	
Whether any component of the programme is offered as MOOCs?:	NO
If yes specify semester, name, weightage :	

Details of programme under Regular mode for last 3 years

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	120	120	0
		ODL mode	1500	259	0
	Post Graduate	Regular mode	60	60	0
		ODL mode	0	0	0
2016-17	Under Graduate	Regular mode	60	60	55
		ODL mode	1500	217	210
	Post Graduate	Regular mode	60	60	56
		ODL mode	0	0	0
2015-16	Under Graduate	Regular mode	60	60	56
		ODL mode	1500	580	545
	Post Graduate	Regular mode	60	60	54
		ODL mode	0	0	0

Mode of evaluation for the proposed programme under distance mode

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	Yes or No	Weightage in overall assessment
Assignments	YES	25
Practicals	YES	50
Project	YES	25
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO

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NAME OF PROGRAMME : MASTER OF BUSINESS ADMINISTRATION (MBA)

Details of the Programme Proposed to Be Offered Through Open & Distance

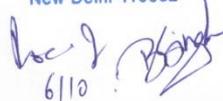
Learning Mode

Name of programme :	MASTER OF BUSINESS ADMINISTRATION (MBA)
Name of Department :	SCHOOL OF MANAGEMENT AND BUSINESS STUDIES
Whether complete SLM prepared for full programme :	YES
Whether Program Project Report (PPR) prepared for the programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
In case of professional programme approval of concerned statutory body obtained :	YES
Upload Approval Letter :	View Document
Whether SLM approved by Statutory bodies of HEI :	YES
Whether SLM provided in Print :	YES
No. of permanent teachers/faculty available at Headquarters for Regular classes :	14
No. of permanent faculty available exclusively for proposed programme through ODL mode(No. of Associate Professor) :	0
No. of permanent faculty available exclusively for proposed programme through ODL mode(No. of Assistant Professor) :	1
Whether nomenclature of proposed programme is as per UGC norms :	YES
Whether duration of the proposed programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed programme is as per UGC norms. :	YES
Whether the proposed programme is offered under Regular mode also. If yes, since when :	YES


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since when :	1998
Whether credit system is being followed for regular mode :	YES
Whether credit system will be followed for distance mode. :	YES
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed programme through distance mode. If yes, specify authority and give details :	NO
Total Fee to be charged (mention all components) for a semester and for complete programme :	74000
Whether personal contact programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.:	NO
If Yes, specify in hours :	
Whether any component of the programme is offered as MOOCs?:	NO
If yes specify semester, name, weightage :	

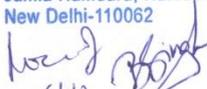
Details of programme under Regular mode for last 3 years

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	120	120	0
		ODL mode	1500	715	0
	Post Graduate	Regular mode	120	120	0
		ODL mode	0	0	0
2016-17	Under Graduate	Regular mode	120	120	117
		ODL mode	1500	617	271
	Post Graduate	Regular mode	120	120	116
		ODL mode	0	0	0
2015-16	Under Graduate	Regular mode	120	120	109
		ODL mode	1500	1068	443
	Post Graduate	Regular mode	120	120	118
		ODL mode	0	0	0

Mode of evaluation for the proposed programme under distance mode

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	Yes or No	Weightage in overall assessment
Assignments	YES	25
Practicals	YES	50
Project	YES	25
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO

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NAME OF PROGRAMME : POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)

Details of the Programme Proposed to Be Offered Through Open & Distance

Learning Mode

Name of programme :	POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)
Name of Department :	SCHOOL OF NURSING AND ALLIED HEALTH
Whether complete SLM prepared for full programme :	YES
Whether Program Project Report (PPR) prepared for the programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
In case of professional programme approval of concerned statutory body obtained :	YES
Upload Approval Letter :	View Document
Whether SLM approved by Statutory bodies of HEI :	YES
Whether SLM provided in Print :	YES
No. of permanent teachers/faculty available at Headquarters for Regular classes :	42
No. of permanent faculty available exclusively for proposed programme through ODL mode(No. of Associate Professor) :	1
No. of permanent faculty available exclusively for proposed programme through ODL mode(No. of Assistant Professor) :	0
Whether nomenclature of proposed programme is as per UGC norms :	YES
Whether duration of the proposed programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed programme is as per UGC norms. :	YES

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Whether the proposed programme is offered under Regular mode also. If yes, since when :	YES
since when :	1983
Whether credit system is being followed for regular mode :	YES
Whether credit system will be followed for distance mode. :	YES
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed programme through distance mode. If yes, specify authority and give details :	NO
Total Fee to be charged (mention all components) for a semester and for complete programme :	14,000
Whether personal contact programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.:	NO
If Yes, specify in hours :	
Whether any component of the programme is offered as MOOCs?:	NO
If yes specify semester, name, weightage :	

Details of programme under Regular mode for last 3 years

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	50	50	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	25	25	25
		ODL mode	300	12	0
2016-17	Under Graduate	Regular mode	50	50	50
		ODL mode	0	0	0
	Post Graduate	Regular mode	25	25	25
		ODL mode	300	10	8
2015-16	Under Graduate	Regular mode	50	50	49
		ODL mode	0	0	0
	Post Graduate	Regular mode	25	25	25
		ODL mode	300	5	5

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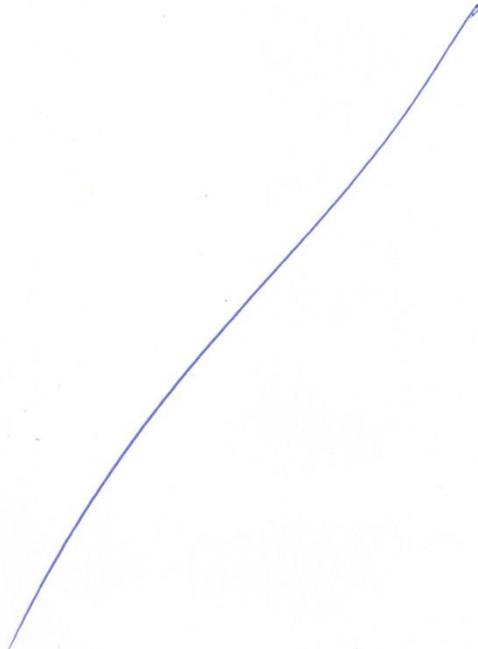
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Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	YES	25
Practicals	YES	50
Project	YES	25
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO



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6/12

NAME OF PROGRAMME : POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE (PGDMRT)

Details of the Programme Proposed to Be Offered Through Open & Distance

Learning Mode

Name of programme :	POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE (PGDMRT)
Name of Department :	DEPARTMENT OF REHABILITATION SCIENCES AND PARAMEDICAL SCIENCES, HIMSAR
Whether complete SLM prepared for full programme :	YES
Whether Program Project Report (PPR) prepared for the programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
In case of professional programme approval of concerned statutory body obtained :	YES
Upload Approval Letter :	View Document
Whether SLM approved by Statutory bodies of HEI :	YES
Whether SLM provided in Print :	YES
No. of permanent teachers/faculty available at Headquarters for Regular classes :	46
No. of permanent faculty available exclusively for proposed programme through ODL mode(No. of Associate Professor) :	0
No. of permanent faculty available exclusively for proposed programme through ODL mode(No. of Assistant Professor) :	1
Whether nomenclature of proposed programme is as per UGC norms :	YES
Whether duration of the proposed programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed programme is as per UGC norms. :	YES

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6/10

Whether the proposed programme is offered under Regular mode also. If yes, since when :	YES
since when :	2003
Whether credit system is being followed for regular mode . :	YES
Whether credit system will be followed for distance mode. :	YES
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed programme through distance mode. If yes, specify authority and give details :	NO
Total Fee to be charged (mention all components) for a semester and for complete programme :	12,000
Whether personal contact programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.:	NO
If Yes, specify in hours :	
Whether any component of the programme is offered as MOOCs?:	NO
If yes specify semester, name, weightage :	

Details of programme under Regular mode for last 3 years

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	25	25	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	11	11	0
		ODL mode	300	20	0
2016-17	Under Graduate	Regular mode	25	25	25
		ODL mode	0	0	0
	Post Graduate	Regular mode	11	11	11
		ODL mode	300	18	18
2015-16	Under Graduate	Regular mode	25	25	25
		ODL mode	0	0	0
	Post Graduate	Regular mode	11	11	11
		ODL mode	300	8	

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Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	YES	25
Practicals	YES	50
Project	YES	25
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO

[A large diagonal line is drawn across the page, likely indicating a signature or a mark.]

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[Signature]
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NAME OF PROGRAMME : POST GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)

Details of the Programme Proposed to Be Offered Through Open & Distance

Learning Mode

Name of programme :	POST GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)
Name of Department :	SCHOOL OF PHARMACEUTICAL EDUCATION AND RESEARCH
Whether complete SLM prepared for full programme :	YES
Whether Program Project Report (PPR) prepared for the programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
In case of professional programme approval of concerned statutory body obtained :	YES
Upload Approval Letter :	View Document
Whether SLM approved by Statutory bodies of HEI :	YES
Whether SLM provided in Print :	YES
No. of permanent teachers/faculty available at Headquarters for Regular classes :	48
No. of permanent faculty available exclusively for proposed programme through ODL mode(No. of Associate Professor) :	1
No. of permanent faculty available exclusively for proposed programme through ODL mode(No. of Assistant Professor) :	0
Whether nomenclature of proposed programme is as per UGC norms :	YES
Whether duration of the proposed programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed programme is as per UGC norms. :	YES

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No. 6/10
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Whether the proposed programme is offered under Regular mode also. If yes, since when :	YES
since when :	1989
Whether credit system is being followed for regular mode . :	YES
Whether credit system will be followed for distance mode. :	YES
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed programme through distance mode. If yes, specify authority and give details :	NO
Total Fee to be charged (mention all components) for a semester and for complete programme :	22,000
Whether personal contact programme will be mandatory for the proposed programme under ODL mode. If Yes, specify in hours.:	NO
If Yes, specify in hours :	
Whether any component of the programme is offered as MOOCs?:	NO
If yes specify semester, name, weightage :	

Details of programme under Regular mode for last 3 years

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	120	120	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	77	77	0
		ODL mode	300	45	0
2016-17	Under Graduate	Regular mode	120	120	118
		ODL mode	0	0	0
	Post Graduate	Regular mode	77	77	77
		ODL mode	300	30	28
2015-16	Under Graduate	Regular mode	120	120	120
		ODL mode	0	0	0
	Post Graduate	Regular mode	77	77	77
		ODL mode	300	43	43

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Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	YES	25
Practicals	YES	50
Project	YES	25
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	YES	YES	NO



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Part C

Annexures

Copy of the Act of HEI/Any other documents for deemed to be University:	View Document														
Copy of Notification for establishment of the HEI :	View Document														
Copy of Resolution of the HEI for establishment of Distance Education Department :	View Document														
Copy of NAAC Accreditation Certificate :	View Document														
Copy of Academic Planner for 2018-19 :	View Document														
Copy of Programme Project Report (PPR) for each programme :	<table border="1"> <thead> <tr> <th>Name of Programme</th> <th>View PPR</th> </tr> </thead> <tbody> <tr> <td>BACHELOR OF BUSINESS ADMINISTRATION (BBA)</td> <td>View</td> </tr> <tr> <td>BACHELOR OF COMPUTER APPLICATION</td> <td>View</td> </tr> <tr> <td>MASTER OF BUSINESS ADMINISTRATION (MBA)</td> <td>View</td> </tr> <tr> <td>POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)</td> <td>View</td> </tr> <tr> <td>POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE (PGDMRT)</td> <td>View</td> </tr> <tr> <td>POST GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)</td> <td>View</td> </tr> </tbody> </table>	Name of Programme	View PPR	BACHELOR OF BUSINESS ADMINISTRATION (BBA)	View	BACHELOR OF COMPUTER APPLICATION	View	MASTER OF BUSINESS ADMINISTRATION (MBA)	View	POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)	View	POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE (PGDMRT)	View	POST GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)	View
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	MASTER OF BUSINESS ADMINISTRATION (MBA)	View													
	POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION (PGDDTN)	View													
	POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE (PGDMRT)	View													
POST GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS (PGDPRA)	View														
Copy of approval of Statutory bodies for all PPR:	View Document														
Copy of Statutory bodies approval for SLM	View Document														
Copy of faculty details :	View Document														
Copy of Affidavit on stamp paper of Rs. 100, notarized and duly signed by the Vice Chancellor/Registrar:	View Document														

SUBMIT

EDIT

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Annexure – 1

PROGRAMMEGUIDE

FOR

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

(OPEN AND DISTANCE MODE)



Directorate of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

“He (The Prophet may peace be upon him)

Instructs them in the Book and Wisdom”

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

“Wisdom is (like) the lost animal of a believer

wherever he finds it, catches hold of it”

Inspired by the Holy Qur’an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category ‘A’ of Indian Universities.

Jamia Hamdard (Deemed University)

The Ministry of Human Resource Development, Government of India, granted to Jamia Hamdard, the status of a ‘Deemed to be a University’, in 1989 under section 3 of University Grant Commission Act, 1956. Since its establishment, Jamia Hamdard has made commendable progress with regard to expansion of facilities for higher learning and diversification of teaching and research programmes in frontier areas of biological Sciences, Unani Tibb, Pharmaceutical Sciences, IT and Management. The University has a strong base of infrastructure for quality teaching and research. On the basis of the overall assessment of its performance in realizing the university mandate and contributions made by various departments and faculties to the growth of knowledge, National Assessment and Accreditation Council of UGC has accredited the University under category ‘A’ the Indian Universities. Jamia

Hamdard is one of the universities selected by the UGC for promoting education abroad. The university attracts over 10 percent of the total students from over 30 countries. The international corporations and Foreign Governments employ a large number of the University graduates in various capacities, which is the testimony of international recognition of degrees/diplomas awarded by the University.

As a Muslim minority institution under Article 30 (1) of the Constitution of India, the University is committed *inter alia* to improve access and quality of education so as to enable the adult learners to effectively function in the knowledge based economy. In this context, a number of initiatives have been taken to provide high quality of professional education at Undergraduate and Post Graduate levels.

In order to provide opportunities to students for participating in ongoing educational revolution to upgrade the knowledge and skills of working population, entrepreneur and other aspirants of new knowledge, the university has taken initiative to utilize information and communication technologies to extend the reach of education and to enhance quality of education through the use of multi-media methods of teaching and learning. The Directorate of Open and Distance Learning has therefore been established to promote education through open and distance learning systems, which adopt flexible and innovative methods of education to ensure 'independent learning' to an one, anytime and anywhere. The programmes of the study will be customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Towards this end in view, the university has recognized reputed institutes to act as Study Centres for conduct of various job-oriented and professional courses, which effectively meet the requirements of the world of work.

In collaboration with Edexcel International, London, the University offers Degree/Diploma programmes, integrating qualification from the U.K. that have international recognition and the provisions for multiple entry/exit routes. High quality of relevant programmes is the main basis of our arrangement for joint offer or courses that prepare manpower for global economy.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

Specifics Skills and competences

BBA degree offers many professional, as well as personal, benefits. Whether candidates work in technology, finance, management, marketing, or manufacturing, A BBA degree will open up opportunities for greater responsibility, career advancement, and increased financial reward. From a personal aspect, an BBA will improve your communication, leadership skills and critical thinking, cross-cultural awareness, even greater IT mastery which are vital to professional success. One of the key benefits of a BBA is that it improves your theoretical and practical knowledge of how businesses operate. A BBA degree will put you on the fast track to career advancement by offering you the chance to develop a wide range of general business knowledge and a broad base of technical skills in a relatively short period of time, as opposed to the years-long trial-and-error process that tends to characterize knowledge and skill gleaned from on-the-job learning.

Department of Management Studies

During the last few years the Department of Management Studies has established itself as a well-known entity in the field of management Education, Research and Consultancy. The department offers two years full time MBA and Ph.D. programs. The right kind of ambience coupled with excellent faculty, lab and other support systems has attracted students from best colleges in Delhi and other states of the country and also a big number from the foreign countries. Many national and multinational Companies visit the department every year for campus placements.

Bachelor of Business Administration through Open and Distance Mode (Course Code 403)

Apart from the full time regular courses, the department has decided to offer the above course through open and distance mode for those students who are not able to afford the expenses of education in Delhi or who have not been able to make it to the course offered by the universities and colleges in traditional mode. An endeavor will be to provide best quality education, keeping with the traditions of Jamia Hamdard.

Objective

To prepare highly skilled professionals, with a strong conceptual and theoretical background, in the field of management theory and its application

The Course

Highlights of the course are described in the following table:

a.	Name of the Course Course Code	Bachelor of Business Administration (B.B.A.) 403
b.	Nature	Open and Distance Mode
c.	Duration	Minimum: Three Years (6 Semesters of six Months each) Maximum: Six Years

d.	Medium of Instruction and Examinations	English
e.	Eligibility Criteria	
	Educational Requirements	S.S.C, Intermediate or Equivalent (recognized by Jamia Hamdard) under 10+2 system of education in any stream.
f.	. Commencement of the course	July/ August of every year
g.	Special Feature	After completing the course, a student may either pursue MBA or take up a job in industry and business organizations at supervisory level.
h.	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.
i.	Period of Completion (Span Period)	Not more than 06 years
j.	Fees	Rs. 10,000/- per year (US \$ 750 (for students attached to Study Centres abroad)

The Curriculum

Highlights of the curriculum of BBA are described in the following table:

a	Total number of Semesters	(06 Minimum)
---	---------------------------	--------------

	and examinations	Teaching /counselling of the courses will be done on the Semester pattern. The examinations will be held only once a year for all the papers taken in the last two semesters along with any backlog
b	Total Theory Papers	24 Nos. (2400 marks)
c	Theory Papers / semester	04 Nos. (400 marks) except in 6 th Semester
d	Counseling Hours for theory papers	30 Hours per theory paper of credits each
f	Attendance	Attendance of 60% in each programme is desirable but not compulsory for appearing in term-end examinations.

Modes of curriculum transaction include teaching/ counselling, assignments, tests, presentations, participation in relevant events and regularity

Course Structure

Course structure that guides the teaching, practical and associated assessment, of BBA programme is described semester-wise in the following tables:

Semesterwise Distribution of Courses in BBA 1st Year

BBA 1st Semester				
S. No.	Code	Name of the	Credits	Total

		Paper		
1	BBAD 101	Principles of Management	4	100
2	BBAD 102	Financial Accounting	4	100
3	BBAD 103	Business Communication	4	100
4	BBAD 104	Computer Fundamentals	4	100
BBA 2nd Semester				
1	BBAD 201	Marketing Management	4	100
2	BBAD 202	Managerial Economics	4	100
3	BBAD 203	Business Statistics	4	100
4	BBAD 204	Production & Operations Management	4	100

Semesterwise Distribution of Courses in BBA 2nd Year

BBA 1st Semester				
S. No.	Code	Name of the Paper	Credits	Total
5	BBAD 301	Business Policy	4	100
6	BBAD 302	Business Law	4	100

7	BBAD 303	Human Resource Management	4	100
8	BBAD 304	Organization Behavior	4	100
BBA 2nd Semester				
5	BBAD 401	Mathematics for Business and Economics	4	100
6	BBAD 402	Financial Management	4	100
7	BBAD 403	Advertising Fundamentals	4	100
8	BBAD 404	Entrepreneurship and small Business Management	4	100

Semesterwise Distribution of Courses in BBA 3rd Year

BBA 1st Semester				
S. No.	Code	Name of the Paper	Credits	Total
9	BBAD 301	Corporate Governance	4	100
10	BBAD 302	Marketing Research	4	100
11	BBAD 303	Sales Management	4	100
12	BBAD 304	Total Quality Management	4	100

9	BBAD 401	Conflict Management and Negotiation Skills	4	100
10	BBAD 402	Environmental Management	4	100
11	BBAD 403	Leadership	4	100
12	BBAD 404	Project	4	200

Duration of the Programme

(Minimum-3 Years, Maximum-6 Years)

To fulfill the degree requirements for acquiring the BBA, a student may clear all the papers in three years. If a student fails to clear all the requirement of course in three years he/ she may be permitted to stretch it over a period of another 3 years. In case the student is unable to pass all the courses of BAB programme in 6 years, the students may be permitted to stretch it for another two years. In such cases, the student has to seek readmission as per 'Re-Admission' rules and pay the requisite fees.

Admission

- a. A candidate, aspiring for admission to BBA programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.
- b. The Admission committee shall display/publish the list of candidates who are declared eligible for admission, after the due approval of the competent authority.
- c. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulated period of time; otherwise they will forfeit the right to admission.

Semester Teaching and Annual Examination

For the purpose of teaching and counselling, each academic year shall consist of two Academic Semesters, the first referred to as ODD Semester (July-December) and the second as EVEN semester (January-June). Examinations of papers of both the semesters will be held at the end of every EVEN semester.

Prescriptions for conducting examinations of papers, are presented in the following table:

a	Mode (Theory Papers)	Written only
b	Duration (Theory Paper)	03 Hours
c	Examiners (Theory Paper)	Paper setters and evaluators to be decided by the university for each paper from time to time.

Examinations of all the papers will be held only once in a year at the end of the EVEN semester. Students will be required to fill up an examination form that will be made available at all the Study Centers. The university would send admit-cards to all the eligible student. Examination fee of RS. 2000- will be charged. Admit cards will be issued for examination in the papers for which the student had registered. The decision about the Examination Centers will be the prerogative of the university.

Provision for unsuccessful candidates

Candidates who fail in one or more subjects will have to reappear for the supplementary examination, which will be conducted along with the term end examination of the subsequent batch. A student will have to clear all the papers in maximum period of six years after admission. After the expiry of this period the learners will have to seek fresh admission.

Award of division to successful candidates

The result of the successful candidates shall be classified at the end of the final year of examination on the basis of the aggregate of marks of all subjects (theory, practical and project) secured by the candidate in the I & II year examinations, as indicated below:

Distinction	75% and above
I Division	> 60% and < 75%
II Division	> 45% and < 60%
Fail	Less than 40%

Detailed Syllabus of Bachelor of Business Administration

Semester 1

BBAD - 101

PRINCIPLES OF MANAGEMENT

Units	Topics
1.	Conceptual Framework of Management
2.	Evolution and Foundations of Management
3.	Management Planning Process
4.	Organization: Meaning, Importance, Principles and Types
5.	Types of an Organization
6.	Understanding Organisation-Structure and Design
7.	Types of Authority
8.	Delegation of Authority
9.	Communication
10.	Motivation
11.	Staffing
12.	Co-ordination
13.	Decision- Making
14.	Directing

15. Management Control
16. Management by Objectives
17. Group Dynamics
18. Leadership
19. Dimensions of Managerial Excellence

BBAD – 102

FINANCIAL ACCOUNTING

Units	Topics
Part A	
1.	Financial Accounting-An Introduction
2.	Recording in the Primary Books
3.	Posting in the Secondary Books
4.	Bank Reconciliation Statement
5.	Trial Balance and Final Accounts
6.	Accounting Standards in India
7.	Corporate Financial Statements-Part-I
Part-B	
8.	Corporate Financial Statements- Part-II
9.	Understanding Published Financial Statements
10.	Consolidated Financial Statements
11.	Valuations
12.	Accounting for Amalgamations

BBAD – 103

BUSINESS COMMUNICATION

Units	Topics
1.	Communication – Nature, Functions and Scope
2.	The Role of Communication in the Business Organisation
3.	Communication Process
4.	Communication: Channels and Networks
5.	Management Communication
6.	Barriers to Effective Communication
7.	Effective Written Communication
8.	Effective Oral Communication and Public Speaking
9.	Communication Feedback Systems
10.	Group Discussion
11.	Employment Interview

BBAD – 104

COMPUTER FUNDAMENTALS

Units	Topics
1.	Introduction of Computers
2.	Functional Unit of Computers
3.	Number System and Data Representation
4.	Operating Systems
5.	Elements of Information Technology

6. System Development Life Cycle

Semester 2

BBAD – 201

MARKETING MANAGEMENT

Units	Topics
1.	Marketing: Basic Concepts
2.	Meaning, Functions and Importance of Marketing Management
3.	Consumer Behaviour and Motivation
4.	Product and Product Policies
5.	Pricing Decisions, Price Policy and Strategy
6.	Channels of Distribution and Logistics Management
7.	Market Research and Market Segmentation
8.	Sales Promotion
9.	Sales Forecasting
10.	Advertising Management

BBAD – 202

MANAGERIAL ECONOMICS

Units	Topics
1.	Managerial Economics – Nature, Scope and Concepts
2.	Demand Analysis

3. Production Analysis
4. Cost Analysis
5. Price-Output and Market Structure
6. Pricing Strategies
7. Investment Decisions
8. Firm Objectives and Constraints
9. Advertising
10. Welfare Economics

BBAD – 203

BUSINESS STATISTICS

Units	Topics
1.	Introduction
2.	Functions, Importance, Limitations and Distrust of Statistics
3.	Statistical Investigation
4.	Census and Sample Investigation
5.	Collection, Editing and Analytical Tools of Data
6.	Classification and Tabulation of Data
7.	Diagrammatic Presentation
8.	Graphic Presentation
9.	Measures of Central Tendency
10.	Measures of Dispersion
11.	Moments, Skewness and Kurtosis
12.	Correlation
13.	Regression Analysis

14. Index Numbers
15. Analysis of Time Series
16. Theory of Attributes
17. Probability
18. Probability Distribution of a Random Variable and Decision Analysis
19. Theoretical Probability Distributions
20. Sampling Distribution
21. Statistical Inference
22. Analysis of Variance
23. Multiple Linear Regression
24. Statistical Quality Control
25. Non-Parametric Tests of Hypothesis

BBAD – 204

PRODUCTION & OPERATIONS MANAGEMENT

Units	Topics
1.	Basic Concepts
2.	Design and Control of Production Systems
3.	Product Lifecycle and Design
4.	Product Planning and Development
5.	Plant Location
6.	Plant Layout
7.	Materials Handling
8.	Demand Forecasting

9. Production Planning
10. Production Control and Scheduling
11. Dispatching and Follow-up
12. Inspection
13. Maintenance Management
14. Work Study
15. Materials Management
16. Inventory Control

Semester 3

BBAD – 301

BUSINESS POLICY

Units	Topics
1	Introduction to Strategic Management
2	Understanding External Environment
3	Understanding Internal Environment
4	Establishing Strategic Focus
5	Corporate Strategy
6	Business-Level Strategy
7	Competitive Strategies
8	Implementing Strategies I: Management
9	Implementing Strategies II: Organizational Issues
10	Strategic Evaluation and Control

BBAD - 302

BUSINESS LAW

Units	Topics
1	Business and its Environment
2	Law of Contract
3	Contract of Agency
4	Law of Sale of Goods
5	Law of Negotiable Instruments
6	Law of Insurance
7	Law of Carriage of Goods
8	Elements of Company Law
9	Taxation

BBAD - 303

HUMAN RESOURCE MANAGEMENT

Units	Topics
1	Human Resource Management
2	Job Description: Analysis and Evaluation
3	Human Resource Planning—Concept and Process
4	Recruitment and Selection
5	Performance Appraisal
6	Training and Development (T & D)
7	Wages and Compensation
8	Discipline and Grievance in Industry
9	Counselling and Mentoring

10	Collective Bargaining
11	Workers' Participation in Management
12	Conflicts in Industry
13	Career and Succession Planning
14	Industrial Dispute
	Case Studies

BBAD - 304

ORGANISATION BEHAVIOUR

Units	Topics
1	Basic Concepts of Organisational Behaviour
2	Perception, Attitudes and Values
3	Personality Development and Personality Theories
4	Motivation
5	Individual and Organisation
6	Organisational Conflict
7	Work Groups
8	Group Dynamics
9	Informal Organisation
10	Leadership
11	Understanding Organisation-Structure and designs

Semester 4

BBAD - 401

MATHEMATICS FOR BUSINESS AND ECONOMICS

Units	Topics
1	Analytical Geometry
2	Matrix Algebra
3	Functions, Limits and Continuity
4	The Derivative
5	The Maxima And Minima
6	Functions of More Than One Variable and
7	Maxima, Minima of Functions of More Than One Variable
8	Integration
9	A. P., G. P. and The Mathematics of Finance
10	Linear Programming

BBAD - 402

FINANCIAL MANAGEMENT

Units	Topics
1	Evaluation of Finance
2	Capital Budgeting
3	Working Capital Management
4	Financing and Dividend Decisions

BBAD - 403**ADVERTISING FUNDAMENTALS**

Units	Topics
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SECTION ONE: ADVERTISING**Part-1**

1	Introduction to Advertising
2	Brief History of Advertising
3	Classifying Advertising
4	Role, Functions and Benefits of Advertising
5	Economic, Social, and Ethical Issues
6	Client and Advertising Agency
	Questions

Part-2

7	Marketing Communications
8	Source, Message and Medium Factors
9	An Overview of Consumer Behaviour
10	Advertising Response Process
11	Attention, Comprehension and Recall
	Questions

Part-3

12	Segmentation and Positioning
13	Brand Awareness, Brand Attitudes and Feelings
14	Brand Equity, Image and Personality

- 15 Advertising Budget
- 16 Advertising Objectives
- Questions

Part-4

- 17 Media Planning and Strategy
- 18 Media Evaluation
- 19 Support Media
- 20 Internet
- Questions

Part-5

- 21 Creative Strategy – Planning and Development
- 22 Creative Strategy – Execution and Evaluation
- 23 Planning Advertising Campaign
- 24 Advertising Research
- Questions

BBAD - 404

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

Units

Topics

BLOCK -I: ENTREPRENEURSHIP AND ITS APPROACH

- 1 Definition of Entrepreneurship
- 2 Definition of Small Business
- 3 Entrepreneurial Motivation
- 4 Establishing Idea

**BLOCK 2: MANAGERIAL AND ORGANISATIONAL
APPROACH IN ENTREPRENEURSHIP**

- 5 Start your Own Business or Buy an Existing One
- 6 Financial Analysis
- 7 Role of Financial Institutions

BLOCK 3: ANCILLARY SUPPORT TO ENTREPRENEURSHIP

- 8 Policy Incentive for Entrepreneurial Growth, Small-Scale Industrial
Policy
- 9 Directorate of Industries of State Government
- 10 Computer Aided Process Planning

The coordinators of the BBA Course would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Study Centers so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

One book per course will be supplied to the students. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Study Centers to provide counselling and guidance to the students in the courses that they have chosen for study. These sessions will be held at the Jamia Hamdard during weekends **(Saturdays and Sundays)**

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

July 31, 2012

Subject: DODL admissions

Because of poor response so far, it is proposed that permission may please be granted to extend the last date of sale and submission of forms for DODL to September 30, 2012.

The following proposals may please also be approved.

1. It is also proposed that eligibility criteria for admission to PG Diploma in Drug & Pharmaceutical Affairs (PGDPRA) may be relaxed as:

✓ Existing eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with two years of experience in Pharma Industry will also be eligible.

Proposed eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with one year of experience in Pharma Industry, Clinical Research, Regulatory Affairs, and IPR will also be eligible.

The above change will widen the scope of applicants.

2. ✓ The following study programmes will not be included in the Prospectus for 2012-13, as DEC is not likely to approve them.

PG Diploma in Occupational Health Management (PGDOHM)
B.Sc. in Multimedia & Animation (BSCMA)
Diploma in Web Designing (DWD)
Diploma in 3D Animation (D3DA)

I have discussed with DEC official about the existing students in the above programmes. As per the information, those students may continue.

DEC has informed that after getting approval for 10 programmes, Jamia Hamdard may apply for recognition of the above four programmes and other programmes such as MBA, MCA etc. with proper preparation. It was also suggested that for programmes like MBA and MCA Jamia Hamdard may propose to utilize Self Learning Material (SLM) of IGNOU for initial two years and in the meantime develop its own programme. It is proposed that after getting DEC approval University may consider this proposal.

3. ✓ Proposed Fee and other charges for 2012-13:

The proposed fee and other charges for 2012-13 would be as follows:

ANNUAL FEE STRUCTURE FOR ODL PROGRAMMES

Name of the Programme/Course	Indian students (in Rs.)	Foreign nationals (in US \$)*
P.G. Diploma in Bio-informatics (PGDB)	18,000	1000
P.G. Diploma in Chemo-informatics (PGDC)	14,000	1000
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDTN)	12,000	1000
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	20,000	2000
P.G. Diploma in Environmental Monitoring and Impact	12,000	1000

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Its reporting done at the meeting.

Assessment (PCOEMA)		
P.O. Diploma in Intellectual Property Right (PSCIPR)	14,000	1500
P.O. Diploma in Human Rights (P.O.DHR)	9,000	200
P.O. Diploma in Medical Record Techniques (P.O.DMRT)	10,000	800
Bachelor of Computer Application (BCA)	18,000	1000
Bachelor of Business Administration (BBA)	15,000	1000

Rs. 100 will be charged for bar coded plastic identity card per year.

* Students from SAARC countries will pay fee as per the norms of the University.

OTHER CHARGES

Item	Charges (in Rs.)
Admission Application Form/Downloaded form fee	500 (USA 80 for foreign nationals)
Application form by post	600 (USA 80 for foreign nationals)
Examination fee	2000
Backlog paper/Supplementary Examination	1000 per paper
Degree Diploma certificate	200
Provisional certificate	200
Transcript fee	500 per mark sheet
Duplicate mark sheet	200
Duplicate Identity card	200
Duplicate Adm. Card	200
Re-examination/evaluation of marks	1000 per paper
Bonafide certificate	100
Verification of marksheet/certificate	500 per marksheet/certificate

4. Co-ordinator of BCA and other IT programmes:

Since Prof. Ranjit Biswas has shown his inability to take up the responsibility of Co-ordination of BCA programme in place of Prof. Afshar Alam, it is proposed that name of Mr. Salfar Tanzeer, Assistant Professor, Department of Computer Science may please be considered and approved.

5. Plastic bar coded identity cards:

From this academic year DODL students will get bar coded plastic identity card. A sample of the same is placed on file for kind approval.

Submitted for kind perusal and approval, please.

S. Raisuddin
S. Raisuddin
Director, DODL

Hon'ble Vice-Chancellor

Approved
[Signature]
21/7

FOR

BACHELOR OF COMPUTER APPLICATION (BCA)

(OPEN AND DISTANCE MODE)



Directorate of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

“He (The Prophet may peace be upon him)

Instructs them in the Book and Wisdom”

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

*“Wisdom is (like) the lost animal of a believer
wherever he finds it, catches hold of it”*

Inspired by the Holy Qur’an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category ‘A’ of Indian Universities.

Jamia Hamdard

(Deemed University)

The Ministry of Human Resource Development, Government of India, granted to Jamia Hamdard, the status of a 'Deemed to be a University', in 1989 under section 3 of University Grant Commission Act, 1956. Since its establishment, Jamia Hamdard has made commendable progress with regard to expansion of facilities for higher learning and diversification of teaching and research programmes in frontier areas of biological Sciences, Unani Tibb, Pharmaceutical Sciences, IT and Management. The University has a strong base of infrastructure for quality teaching and research. On the basis of the overall assessment of its performance in realizing the university mandate and contributions made by various departments and faculties to the growth of knowledge, National Assessment and Accreditation Council of UGC has accredited the University under category 'A' the Indian Universities. Jamia Hamdard is one of the universities selected by the UGC for promoting education abroad. The university attracts over 10 percent of the total students from over 30 countries. The international corporations and Foreign Governments employ a large number of the University graduates in various capacities, which is the testimony of international recognition of degrees/diplomas awarded by the University.

As a Muslim minority institution under Article 30 (1) of the Constitution of India, the University is committed *inter alia* to improve access and quality of education so as to enable the adult learners to effectively function in the knowledge based economy. In this context, a number of initiatives have been taken to provide high quality of professional education at Undergraduate and Post Graduate levels.

In order to provide opportunities to students for participating in ongoing educational revolution to upgrade the knowledge and skills of working population, entrepreneur and other aspirants of new knowledge, the university has taken initiative to utilize information and communication technologies to extend the reach of education and to enhance quality of education through the use of multi-media methods of teaching and learning. The Directorate of Open and Distance Learning has therefore been established to promote education through open and distance learning systems, which adopt flexible and innovative methods of education to ensure 'independent learning' to an one, anytime and anywhere. The programmes of the study will be customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Towards this end in view, the university has recognized reputed institutes to act as Study Centres for conduct of various job-oriented and professional courses, which effectively meet the requirements of the world of work.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

Department of Computer Science

During the last few years the Department of Computer Science has established itself as a well-known entity in the field of IT Education, Research and Consultancy. The training facilities at the department are comparable with the best in the country and provide an ideal environment for running MCA, M.Sc. (Comp. Sc.), BCA, B.Sc. (IT), B.Tech (Comp. Sc/ IT), M.Tech (Comp. Sc.), and Ph.D. programs offered by the department. The right kind of ambience coupled with excellent faculty, lab and other support systems has attracted students from the foreign countries. Many national and multinational IT industries visit the department every year for campus placements.

The department is establishing CISCO Networking Local Academy for the benefit of our students who can be trained on CISCO equipments for the award of CISCO Certificates like CCNA, CCNP etc.

Bachelor of Computer Application through Open and Distance Mode (Course Code 403)

Apart from the full time regular courses, the department has decided to offer these BCA programme through open and distance mode for those students who are not able to afford the expenses of education or who have not been able to make it to the courses offered by the universities and colleges in traditional mode. However, our endeavor is to provide best quality education, keeping with the traditions.

Objective

To prepare highly skilled professionals, with a strong conceptual and theoretical background, in the field of management theory and its application

The Course

Highlights of the course are described in the following table:

a.	Name of the Course	Bachelor of Computer Applications (B.C.A.)
b.	Nature	Open and Distance Mode

c.	Duration	Minimum: Three Years Maximum: Six Years
d.	Medium of Instruction and Examinations	English
e.	Eligibility Criteria	
	Educational Requirements	S.S.C, Intermediate or Equivalent (recognized by Jamia Hamdard) under 10+2 system of education, with Mathematics compulsorily as one of the subjects.
f.	Commencement of the course	July/ August of every year
g.	Special Feature	After completing the course, a student may either pursue MCA, M.Sc.(Computer Science/IT) programmers or take up a job in the IT industry.
h.	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.
i.	Period of Completion (Span Period)	Not more than 06 years
j.	Fees	Rs. 18,000/- per year (US \$ 1000)

The Curriculum

Highlights of the curriculum of BCA are described in the following table:

a	Total number examinations	While the teaching/counseling of the course will be done in annually, the examinations will be held only once a year for all the papers taken in the last year along with any backlogs or improvement papers. Teaching /counseling of the courses will be
	Major Project	In Final year
b	Total Theory Papers Total Lab Papers Major Project	20 Nos. (2000 marks) 05 Nos. (500 marks) 01 No. (500 marks),
c	Theory Papers / Lab Papers/	01 No. (100 marks) except in final year
d	Counseling Hours for theory papers	30 Hours per theory paper of 4 credits each
f	Practical Sessions	10 sessions of 3 hours each for a laboratory course of 4 credits each.

Modes of curriculum transaction include teaching/ counselling, assignments, tests, presentations, participation in relevant events and regularity

Course Structure

Course structure, that guides the teaching, practical and associated assessment, of BCA programme is described annually in the following tables:

Distribution of Courses in BCA 1st Year

S. No.	Code	Name of the Paper	Total
1	BCAD 101	Computer Fundamentals	100

2	BCAD 102	PC Software	100
3	BCAD 103	Computer Mathematics	100
4	BCAD 104	Principles of Management	100
5	BCAD 105	Lab-I(PC Software)	100
6	BCAD 201	Programming Fundamentals	100
7	BCAD 202	Operating Systems	100
8	BCAD 203	Programming 'C'	100
9	BCAD 204	Business System	100
10	BCAD 205	Lab-II (Programming in 'C')	100

Distribution of Courses in BCA 2nd Year

S. No.	Code	Name of the Paper	Total
1	BCAD 301	Computer system architecture	100
2	BCAD 302	Object oriented programming in c++	100
3	BCAD 303	System analysis and design	100
4	BCAD 304	Database application in MS access	100
5	BCAD 305	Lab-I: c++ application development	100
6	BCAD 401	Numerical and Statistical analysis	100
7	BCAD 402	Data Structures in C	100
8	BCAD 403	Computer Networks	100
9	BCAD 404	Web technologies	100
10	BCAD 405	Lab-II Implementing data structures in C	100

Distribution of Courses in BCA Final Year

S. No.	Code	Name of the Paper	Total
1	BCAD 501	Software Engineering	100
2	BCAD 502	Java Programming	100
3	BCAD 503	Operating system administration with windows 2000	100
4	BCAD 504	Advanced web development	100
5	BCAD 505	Lab-1: Website development	100
6	BCAD 601	Project work	

Duration of the Programme

(Minimum-3 Years, Maximum-6 Years)

To fulfill the degree requirements for acquiring the BCA, a student may clear all the papers in three years. If a student fails to clear all the requirement of course in three years he/ she may be permitted to stretch it over a period of another 3 years. In case the student is unable to pass all the courses of BCA programme in 6 years, the students may be permitted to stretch it for another two years. In such cases, the student has to seek readmission as per 'Re-Admission' rules and pay the requisite fees.

Admission

- d. A candidate, aspiring for admission to BCA programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.
- e. The Admission committee shall display/publish the list of candidates who are declared eligible for admission, after the due approval of the competent authority.
- f. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulated period of time; otherwise they will forfeit the right to admission.

Semester Teaching and Annual Examination

For the purpose of teaching and counseling, each academic year shall consist of two Academic Semesters, the first referred to as ODD Semester (July-December) and the second as EVEN semester (January-June). Examinations of papers of both the semesters will be held at the end of every EVEN semester.

Prescriptions for conducting examinations of papers, are presented in the following table:

a	Mode (Theory Papers) (Lab Papers)	Written only
b	Duration (Theory Paper) (Lab Paper)	02:30 Hours
c	Examiners (Theory Paper) (Lab Papers)	Paper setters and evaluators to be decided by the university for each paper from time to time. The University will appoint External examiners for each lab paper for every Study Centre.

Annual Examinations

Examinations of all the papers will be held only once in a year. Students will be required to fill up an examination form that will be made available at all the Study Centers. The university would send admit-cards to all the eligible students. Separate examination fee of RS. 150/- per paper will be charged. Admit cards will be issued for examination in the papers for which the student had registered. The decision about the Examination Centers will be the prerogative of the university.

Provision for unsuccessful candidates

Candidates who fail in one or more subjects will have to reappear for the supplementary examination, which will be conducted along with the term end examination of the subsequent batch.

A student will have to clear all the papers in maximum period of six years after admission. After the expiry of this period the learners will have to seek fresh admission.

Award of division to successful candidates

The result of the successful candidates shall be classified at the end of the final year of examination on the basis of the aggregate of marks of all subjects (theory, practical and project) secured by the candidate in the I & II year examinations, as indicated below:

Passing percentage	40% & above
II Division	50% & above
I Division	60% & above
Distinction	75% & above in each paper.

Rationalization of weightage for internal assessment and term end examination in programmes offered in DODL :-

1. The Weightage of term- end examination would be 70%.
2. Weightage for Internal Assessment would be 30%.

Detailed Syllabus of Bachelor of Computer Application

Semester 1

BCAD - 101

COMPUTER FUNDAMENTALS

Units	Topics
	<ol style="list-style-type: none">1. Computer Organization: Block Diagram, Basic Architecture etc. Evolution and Different Types of Computer and their Characterizing features;2. Functional Unit of computers, primary and secondary memory.3. Number System: Decimal, octal, binary and hexadecimal.4. Binary codes: BCD, EBCDIC, ASCII, Excess-3, gray code.5. Representation of Integers, fixed and floating point, character representation scheme.6. Introduction to operation system: DOS & Windows7. Elements of IT: Introduction to Range of Info Technologies; Audio, video, multimedia, Internet and Intranets.8. Introduction to Intelligent systems. Expert systems, Virtual Reality9. System Development life cycles: waterfall methods, prototyping, JAD, RAD, etc.

BCAD – 102

PC SOFTWARE

Units	Topics
	<ol style="list-style-type: none">1. PC firmware: POST and setup programs, booting a PC;2. PC operation systems: DOS, Windows, Linux, and Macintosh etc.3. PC application software: Word processors, spreadsheets, financial packages, database management systems, communication systems etc.4. MS-Office-Word, Excel, Power point, Access, Outlook Express;

BCAD – 103

COMPUTER MATHEMATICS

Units	Topics
1.	Sets and related operations
2.	Relations and their properties,
3.	Matrix of relations,
4.	Functions and its properties,
5.	Introduction to graph theory,
6.	Significance of graph theory for computer science,
7.	Matrix representation of graphs.
8.	Path Matrix, Shortest path algorithm,
9.	Introduction to recurrence relations, Formulation of recurrence raltions.
10.	Characteristic equation and Characteristic roots of recurrence relations
11.	Solutions of recurrence relations
12.	Introduction to prepositional calculus, Logical operations.
13.	Truth tables of logical identities,
14.	Equivalence of logical identities,
15.	Introduction to Boolean algebra.

BCAD 104

PRINCIPLES OF MANAGEMENT

Units	Topics
1.	Conceptual Framework of Management
2.	Evolution and Foundations of Management Theories
3.	Management Planning Process
4.	Organization Meaning Importance, Principle and Types
5.	Types of an Organization
6.	Understanding Organization Structure and design
7.	types of Authority
8.	Delegation of Authority
9.	Communication
10.	Motivation
11.	Staffing
12.	Co-ordination
13.	Decision-Making
14.	Direction
15.	Management Control
16.	Management by Objective
17.	Group Dynamics

18. Leadership
19. Dimensions of Managerial Excellence

Semester 2

BCAD 201

PROGRAMMING FUNDAMENTALS

Units	Topics
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1. Introduction to computer programming.
2. Algorithm development, techniques of problem solving, flowcharting, stepwise refinement;
3. Pseudocoding, translating algorithms into programs.
4. Programming languages-low level and high-level languages, compiled and interpreted languages, generations of programming languages, a survey of different programming languages.
5. Programming tools-editor, compiler, interpreter, debugger,
6. Programming platforms.
7. Integrated development environments.
8. Development of efficient programs; debugging, verification and testing of programs.

BCAD 202

OPERATING SYSTEMS

Units	Topics
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1. Operating Systems Overview: Computer System Structure,
2. Operating system Structure,
3. OS functions, facilities; processes; introduction, concurrency, inter process communication, classical problems, process scheduling.
4. Memory management: swapping, virtual memory segmentation.
5. File systems: files, directories, file system implementation, security, and protection mechanism.
6. Input/output: principles of input/output hardware and software, disks, clocks, terminals. Deadlocks: Introduction, detection, recovery, and prevention; Coordination
7. Case study of Unix and Windows.

BCAD 203

PROGRAMMING IN C

Units	Topics
	<ol style="list-style-type: none">1. Programming in C,2. Features of 'C', C tokens, data type, operators, expressions,3. Branching Constructs; if-else, switch, conditional operator & go to statements;4. Looping Constructs; while, do-while, for and jumping statements;5. Arrays, string processing,6. Functions: categories of functions, recursion;7. Pointers: operations on pointers, pointers & structures; structures and Unions;8. File Management; Defining & opening a file, closing a file, input/output operations.

BCAD 204

BUSINESS SYSTEMS

Units	Topics
	<ol style="list-style-type: none">1. Data processing: Concept, relevance and cycle;2. Organization and attributes of business data processing;3. Computing environments;4. Programming methodologies: structured, object oriented etc;5. Programming Principles: style, coding, testing and refinements:6. Inputs and output devices: and overview;7. Business systems; Business computing: characteristics, significance and distinguishing features;8. Physical storage devise and their characteristics,9. File: fields, records, fixed and variable length records, primary and secondary keys;10. File operations, basic file system operations;11. File organizations: Sequential, indexed sequential, direct, relative, etc.;12. Data processing using COBOL/FoxPro,13. Introduction to database design.

Semester 3

BCAD 301

COMPUTER SYSTEM ARCHITECTURE

Units	Topics
	<ol style="list-style-type: none"> 1. Logic gates, Boolean functions. 2. Dual of a Boolean function, Inverse of a Boolean function. 3. Boolean function representation: canonical form, standard form. 4. Boolean function simplification: Algebraic method, Karnaugh Map method. 5. Boolean function implementation: NAND implementation, NOR implementation. Combinational circuits: NNND implementation. NOR implementation. 6. Combinational circuits: adder, subtractor, decoder and encoder, MUX/DEMUX, etc. Sequential circuits: flip-flops, registers and Counters.

BCAD 302

OBJECT ORIENTED PROGRAMMING IN C++

Units	Topics
	<ol style="list-style-type: none"> 1. OOP: Programming methodologies: concepts of structured and object oriented programming: Advantage of OOP methodologies, characteristics of OOP languages: objects, classes, Data Abstraction, Encapsulation, inheritance, reusability, polymorphism and operator overloading, function overloading; 2. Programming in C++: Data types, constants, expressions and statements, Arrays Strings, function overloading, functions, friend functions, inline functions constructors and destructors, derived classes, friend classes, operator overloading, support for data abstraction, derived class, base class, pointers and arrays, pointers and functions, support for OOP.

BCAD 303

SYSTEM ANALYSIS AND DESIGN

Units	Topics
	<ol style="list-style-type: none"> 1. System: Definition and concept; 2. Real-time and distributed systems; Data information and related attributes; 3. System analysis and analyst; 4. Systems development life cycle: study, analysis, design, development and implementation; 5. System planning; data and fact-finding techniques;

6. System design and modeling; logical and physical design representation: DFD, ERD, structure charts; Forms design: classification, user interface; standards; control and validation checks;
7. User interface guidelines; modular and structured design; systems implementation and maintenance; Project management techniques;
8. Use of available tools to implement a case study.

BCAD 304

DATABASE APPLICATION IN MS ACCESS

Units	Topics
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1. Concept of database and its evaluation,
2. Data abstraction and data integration;
3. The three level architecture of a DBMS; components of a DBMS;
4. Data models and their implementations; relational, network and hierarchical models;
5. Relational data manipulations; relational algebra; relational calculus;
6. SQL; relational database design; functional dependencies and normal forms;
7. Implementing database application with MS-Access.

Semester 4

BCAD 401

Numerical And Statistical Analysis

Units	Topics
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Numerical methods

1. Numerical methods versus numerical analysis, Errors and Measure of Errors.
2. Numerical solution of equations, Iterative methods, multiple roots and other anomalies. Bisection method, Regula-falsi method, Neston-Raphson method.
3. Solutions of simultaneous linear equations, Gauss elimination method, Gauss-Jordan method, Gauss-Siedel method.
4. Interpolation: Lagrange polynomials, Newton's difference methods.
5. Numerical differentiation and integration: Using interpolating polynomials, trapezoidal rule, Simpson's rules.

Statistical techniques

1. Data collection and compilation
2. Data representation
3. Measure of central tendency: arithmetic, geometric and harmonic means, median and mode
4. Measure of dispersion: Range, mean deviation, coefficient of variance and standard deviation
5. Moment, skewness and kurtosis
6. Correlation
7. Regression
8. Curve fitting by method of least square

BCAD 402

DATA STRUCTURES IN C

Units**Topics**

1. Representation of data,
2. Data Types, ADT and Data Structures,
3. Arrays: single and multidimensional arrays,
4. Structures, Static and Dynamic implementations of data structures,
5. Stacks and its applications, infix, prefix and postfix notations and conversions,
6. Recursion, queues other general lists and applications;
7. Linked lists: dynamic memory allocation & pointers, linked stacks & queues.
8. Trees: Binary Trees, Tree search, tree traversals, threaded binary tree, Height Balancing-AVL trees; graphs-BFS and DFS; B-trees, b+ trees, searching and sorting techniques and their analysis of algorithms, searching: linear search, binary search, tree search.
9. Sorting: bubble sort, quick sort, insertion sort, heap sort, shell sort, merge sort and radix sort.

BCAD 403

COMPUTER NETWORKS

Units**Topics**

1. Data Communication System: Purpose, Components:
2. Source, transmitter, transmission System, receiver, and destination. Data transmission: Frequency, Spectrum and Bandwidth.
3. Time-domain and frequency domain Concepts.
4. Relationship between data-rate and Bandwidth.
5. Analog and digital data transmission. Data and signal. Analog and digital Signaling of analog and digital data.

6. Modem, Modulation techniques, CODEC, Digital Transmitter etc.
7. Transmission impairments: Attenuation and attenuation distortion, delay distortion, noise. Introduction to Network, OSI reference model, TCP/IP reference model.
8. Transmission Media: Magnetic Media, Twisted-Pair cables,
9. Baseband & Broadband Coaxial cables, Fiber Optics.

BCAD 404

WEB TECHNOLOGIES

Units	Topics
	<ol style="list-style-type: none"> 1. Introduction of Internet, understanding the Internet, 2. A tower of the Internet Hardware requirement to connect to the Internet, 3. S/W requirement and Internet service products 4. Internet Addressing Mail using mail from shell account understanding the web, using the web, 5. Introduction to usenet file types used on the Internet Mailing list 6. Telnet Talk facts: using talk from a shell a/c IRC Basic of TCP/IP. 7. Introduction to Internet Programming with JAVA/Perl: crating applets, applicatons, and security. 8. Introduction to E-Business, 9. Electronic Fund Transfer (EFT), Value-chain, internet Business strategy, 10. Functional Architecture, implementation Strategies; 11. Building Blocks of e-commerce, 12. System design, creating and managing content etc; 13. Cryptography and security management; 14. Payment systems; Auxiliary system; transaction Processing; 15. Building-commerce system, 16. System architecture, secure links etc; Present and future Trend;

Semester 5

BCAD 501

SOFTWARE ENGINEERING

Units	Topics
	<ol style="list-style-type: none"> 1. Software process and Development Model 2. Software project Management

3. Software Project Planning
4. Risk Analysis and Management
5. Software Quality Insurance
6. Requirements
7. Software Design
8. Software Testing

BCAD 502

JAVA PROGRAMMING

Units**Topics**

1. Fundamentals of Object Oriented Programming
2. Evolution of Java
3. Java Classes
4. Interfaces and Packages
5. Managing Errors and Exceptions
6. Multithreading
7. Java Applets
8. Java Swings
9. Event Handling
10. Java I/O Handling
11. Socket Programming
12. Java Database Connectivity
13. Java Servlets

BCAD 503

OPERATING SYSTEM ADMINISTRATION WITH WINDOWS 2000

Units	Topics
1.	Introduction to HTML
2.	Installing and Upgrading to Windows 2000 Professional
3.	Exploring the Desktop
4.	Managing Files and Folders
5.	Customization of the Desktop
6.	Setting up Object properties in Windows 2000 Professional
7.	Printers and Printing
8.	Windows 2000 with ADS
9.	Creating and Managing User Account

BCAD 504

ADVANCED WEB DEVELOPMENT

Units	Topics
1.	Getting started with Active Server Pages
2.	Dissecting your First ASP Script
3.	Working with Variables
4.	Understanding VB Script control Structures
5.	Using VB Script built-in Functions
6.	Working with Objects
7.	Using Response Objects
8.	Communicating with User
9.	Collecting the Form Information
10.	Working with Request Object

11. Maintaining persistent Information on the Web

12. Debugging ASP Scripts and Handling Errors

BCAD 505

LAB 1-WEBSITE DEVELOPMENT

Semester 6

BCAD 601

PROJECT WORK

Students' Support Services

The Jamia Hamdard are the contact points for the students on all major aspects of the programme. These include counselling sessions, practicals, library facilities, disseminating information and advise and facilities for audiovisual training aids. The Jamia Hamdard is also equipped with some reference books on the subjects of this programme. These will be accessible to the students during their visits to the Jamia Hamdard.

The coordinators of the BCA Courses would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Jamia Hamdard so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

One book per course will be supplied to the students as study material. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is

strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Study Centers to provide counselling and guidance to the students in the courses that they have chosen for study. These sessions will be held at the Jamia Hamdard during weekends **(Saturdays and Sundays)**

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

July 31, 2012

Subject: DODL admissions

Because of poor response so far, it is proposed that permission may please be granted to extend the last date of sale and submission of forms for DODL to September 30, 2012.

The following proposals may please also be approved.

1. It is also proposed that eligibility criteria for admission to PG Diploma in Drug & Pharmaceutical Affairs (PGDPRA) may be relaxed as:

✓ Existing eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with two years of experience in Pharma Industry will also be eligible.

Proposed eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with one year of experience in Pharma Industry, Clinical Research, Regulatory Affairs, and IPR will also be eligible.

The above change will widen the scope of applicants.

2. ✓ The following study programmes will not be included in the Prospectus for 2012-13, as DEC is not likely to approve them.

PG Diploma in Occupational Health Management (PGDOHM)
B.Sc. in Multimedia & Animation (BSCMA)
Diploma in Web Designing (DWD)
Diploma in 3D Animation (D3DA)

I have discussed with DEC official about the existing students in the above programmes. As per the information, those students may continue.

DEC has informed that after getting approval for 10 programmes, Jamia Hamdard may apply for recognition of the above four programmes and other programmes such as MBA, MCA etc. with proper preparation. It was also suggested that for programmes like MBA and MCA Jamia Hamdard may propose to utilize Self Learning Material (SLM) of IGNOU for initial two years and in the meantime develop its own programme. It is proposed that after getting DEC approval University may consider this proposal.

3. ✓ Proposed Fee and other charges for 2012-13:

The proposed fee and other charges for 2012-13 would be as follows:

ANNUAL FEE STRUCTURE FOR ODL PROGRAMMES

Name of the Programme/Course	Indian students (in Rs.)	Foreign nationals (in US \$)*
P.G. Diploma in Bio-informatics (PGDB)	18,000	1000
P.G. Diploma in Chemo-informatics (PGDC)	14,000	1000
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDTN)	12,000	1000
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	20,000	2000
P.G. Diploma in Environmental Monitoring and Impact	12,000	1000

As reporting done at the meeting.

PROGRAMME GUIDE

FOR

BACHELOR OF BUSINESS ADMINISTRATION (MBA)

(OPEN AND DISTANCE MODE)



Directorate of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

“He (The Prophet may peace be upon him)

Instructs them in the Book and Wisdom”

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

“Wisdom is (like) the lost animal of a believer

wherever he finds it, catches hold of it”

Inspired by the Holy Qur’an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category ‘A’ of Indian Universities.

Jamia Hamdard

(Deemed University)

The Ministry of Human Resource Development, Government of India, granted to Jamia Hamdard, the status of a 'Deemed to be a University', in 1989 under section 3 of University Grant Commission Act, 1956. Since its establishment, Jamia Hamdard has made commendable progress with regard to expansion of facilities for higher learning and diversification of teaching and research programmes in frontier areas of biological Sciences, Unani Tibb, Pharmaceutical Sciences, IT and Management. The University has a strong base of infrastructure for quality teaching and research. On the basis of the overall assessment of its performance in realizing the university mandate and contributions made by various departments and faculties to the growth of knowledge, National Assessment and Accreditation Council of UGC has accredited the University under category 'A' the Indian Universities. Jamia Hamdard is one of the universities selected by the UGC for promoting education abroad. The university attracts over 10 percent of the total students from over 30 countries. The international corporations and Foreign Governments employ a large number of the University graduates in various capacities, which is the testimony of international recognition of degrees/diplomas awarded by the University.

As a Muslim minority institution under Article 30 (1) of the Constitution of India, the University is committed *inter alia* to improve access and quality of education so as to enable the adult learners to effectively function in the knowledge based economy. In this context, a number of initiatives have been taken to provide high quality of professional education at Undergraduate and Post Graduate levels.

In order to provide opportunities to students for participating in ongoing educational revolution to upgrade the knowledge and skills of working population, entrepreneur and other aspirants of new knowledge, the university has taken initiative to utilize information and communication technologies to extend the reach of education and to enhance quality of education through the use of multi-media methods of teaching and learning. The Directorate of Open and Distance Learning has therefore been established to promote education through open and distance learning systems, which adopt flexible and innovative methods of education to ensure 'independent learning' to an one, anytime and anywhere. The programmes of the study will be customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Towards this end in view, the university has recognized reputed institutes to act as Study Centres for conduct of various job-oriented and professional courses, which effectively meet the requirements of the world of work.

In collaboration with Edexcel International, London, the University offers Degree/Diploma programmes, integrating qualification from the U.K. that have international recognition and the provisions for multiple entry/exit routes. High quality of relevant programmes is the main basis of our arrangement for joint offer or courses that prepare manpower for global economy.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

Specifics Skills and competences

MBA degree offers many professional, as well as personal, benefits. Whether candidates work in technology, finance, management, marketing, or manufacturing, an MBA degree will open up opportunities for greater responsibility, career advancement, and increased financial reward. From a personal aspect, an MBA will improve your communication, leadership skills and critical thinking, cross-cultural awareness, even greater IT mastery which are vital to professional success. One of the key benefits of an MBA is that it improves your theoretical and practical knowledge of how businesses operate. An MBA degree will put you on the fast track to career advancement by offering you the chance to develop a wide range of general business knowledge and a broad base of technical skills in a relatively short period of time, as opposed to the years-long trial-and-error process that tends to characterize knowledge and skill gleaned from on-the-job learning.

The Course

Highlights of the course are described in the following table:

a.	Name of the Course Course Code	Masters of Business Administration (M.B.A.) 501 - MS
b.	Nature	Open and Distance Mode
c.	Duration	Minimum: Two Years (4 Semesters of six months each) Maximum: Four years
d.	Medium of Instruction and Examinations	English
e.	Eligibility Criteria	
	Educational Requirements	S.S.C, Intermediate or Equivalent (recognized by Jamia Hamdard) under 10+2+3 system of education in any stream.
f.	Commencement of the course	July/ August of every year
g.	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.
h.	Period of Completion (Span Period)	Not more than 04 years
i.	Fees	Rs. 35,000/- per year (proposed)

The Curriculum

Highlights of the curriculum of MBA are described in the following table:

a	Total number of Semesters and examinations	(04 Minimum) Teaching /counselling of the courses will be done on the Semester pattern. The examinations will be held twice a year for all the papers taken in the last two semesters along with any backlog.
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b	Total Theory Papers	21 Nos. (2100 marks)
c	Theory Papers / semester	05 Nos. (500 marks) except in 4th Semester
d	Counseling Hours for theory papers	30 Hours per theory paper of credits each
f	Attendance	Attendance of 60% in each programme is desirable but not compulsory for appearing in term-end examinations

Modes of curriculum transaction include teaching/ counselling, assignments, tests, presentations, participation in relevant events and regularity.

Duration of the Programme

(Minimum-2 Years, Maximum-4 Years)

To fulfill the degree requirements for acquiring the MBA, a student may clear all the papers in two years. If a student fails to clear all the requirement of course in two years he/ she may be permitted to stretch it over a period of another 2 years. In case the student is unable to pass all the courses of MBA programme in 4 years, the students may be permitted to stretch it for another two years. In such cases, the student has to seek readmission as per 'Re-Admission' rules and pay the requisite fees.

Admission

- a. A candidate, aspiring for admission to MBA programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.
- b. The Admission committee shall display/publish the list of candidates who are declared eligible for admission, after the due approval of the competent authority.
- c. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulated period of time; otherwise they will forfeit the right to admission.

Semester Teaching and Annual Examination

For the purpose of teaching and counseling, each academic year shall consist of two Academic Semesters, the first referred to as ODD Semester (July-December) and the second as EVEN semester (January-June). Examinations of papers of both the semesters will be held at the end of every EVEN semester.

Prescriptions for conducting examinations of papers are presented in the following table:

a	Mode (Theory Papers)	Written only
b	Duration (Theory Paper)	03 Hours
c	Examiners (Theory Paper)	Paper setters and evaluators to be decided by the university for each paper from time to time.
d	Credit Systems	Each paper 04 credits

Examinations of all the papers will be held only once in a year at the end of the EVEN semester. Students will be required to fill up an examination form that will be made available at all the Study Centers. The university would send admit-cards to all the eligible students. Examination fee of Rs. 2000/- will be charged. Admit cards will be issued for examination in the papers for which the student had registered. The decision about the Examination Centers will be the prerogative of the university.

Examinations and Assessments

Exams: Exams are conducted in June and December of every year. 70% weightage is given to end term exams. If a student fails to achieve pass marks for any course, he/she may appear in the subsequent chances, till the end of the program duration.

Assignments: Assignments have a weightage of 30%, in the final program result. The assignment questions comprise of Case Studies, Multiple Choice Questions, Objective Type, Short Answer and Long Answer questions. Assignments help you to summarize everything learned during each course.

Provision for unsuccessful candidates

Candidates who fail in one or more subjects will have to reappear for the supplementary examination, which will be conducted along with the term end examination of the subsequent batch. A student will have to clear all the papers in maximum period of four years after admission. After the expiry of this period the learners will have to seek fresh admission.

Award of division to successful candidates

The result of the successful candidates shall be classified at the end of the final year of examination on the basis of the aggregate of marks of all subjects (theory, practical and project) secured by the candidate in the I & II year examinations, as indicated below:

Distinction	75% and above
I Division	> 60% and < 75%
II Division	> 50% and < 60%

Fail	Less than 45%
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Students' Support Services

The University is the contact points for the students on all major aspects of the programme. These include counseling sessions, practicals, library facilities, disseminating information and advise and facilities for audiovisual training aids. The University is also equipped with some reference books on the subjects of this programme. These will be accessible to the students during their visits to the University.

The coordinators of the respective Course would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Study Centers so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

Jamia Hamdard uses a variety of means to provide the learning materials to the students, these include

Printed Study Materials: The printed materials for learning will be sent by Jamia Hamdard, to the address opted by the students during the admission. The costs of these materials are covered in the course fee.

Audio and Visual Media Aids: The university produces audio and video learning aids, to assist the students to comprehend the core concepts that are in the syllabus. These materials are created by subject experts at Jamia Hamdard aiming to enhance the learning experience and understanding of the subject. One book per course will be supplied to the students as study material. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Study Centers to provide counseling and guidance to the students in Department of Management, Jamia Hamdard. These sessions will be held at the Jamia Hamdard during weekends (**Saturdays and Sundays**).

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counselors will not be delivering lectures as in conventional teaching. They will try to

help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counseling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counselors.

Course Structure

Course structure that guides the teaching practical and associated assessment of MBA programme is described semester- wise in the following tables:-

Detailed Syllabus of Master of Business Administration

Semester 1

Sl. No.	Course Code	Course Title	Sl. No.	Course Code	Course Title
A)		Compulsory (Basic) Courses	A)		Compulsory (Basic) Courses
1	MS-1	Management Functions and Behaviour	1	MS-1	Management Functions and Behaviour
2	MS-2	Management of Human Resources	2	MS-2	Management of Human Resources
3	MS-3	Economic and Social Environment	3	MS-3	Economic and Social Environment
4	MS-4	Accounting and Finance for Managers	4	MS-4	Accounting and Finance for Managers
5	MS-5	Management of Machines and Materials	5	MS-5	Management of Machines and Materials
6	MS-6	Marketing for Managers	6	MS-6	Marketing for Managers
7	MS-7	Information Systems for Managers	7	MS-7	Information Systems for Managers
8	MS-8	Quantitative Analysis for Managerial Applications	8	MS-8	Quantitative Analysis for Managerial Applications
9	MS-9	Managerial Economics	9	MS-9	Managerial Economics
10	MS-10	Organisational Design, Development and Change	10	MS-10	Organisational Design, Development and Change
11	MS-11	Strategic Management	11	MS-11	Strategic Management
B)		Specialisation Courses	B)		Specialisation Courses
12	MS-423	Marketing of Financial Services	12	MS-422	Bank Financial Management
13	MS-424	International Banking Management	13	MS-44	Security Analysis and Portfolio Management
14	MS-425	Electronic Banking and IT in Banks	14	MS-45	International Financial Management
		Integrative Courses (Compulsory)	15	MS-46	Management of Financial Services
15	MS-494	Risk Management in Banks			Integrative Courses (Compulsory)
16	MS-495	Ethics and Corporate Governance in Banks	16	MS-494	Risk Management in Banks
17	MS-95	Research Methodology	17	MS-495	Ethics and Corporate Governance in Banks
18	MS-100	Project Work (equivalent to two courses)	18	MS-95	Research Methodology
			19	MS-100	Project Work (equivalent to two courses)

In order to complete this Programme a student has to complete a total of 21 courses. These 21 courses include:

- (a) 11 Basic Courses (MS-1 to MS-11)
- (b) Any 5 Specialisation Courses, and

- (c) 5 Integrative Courses viz., MS-95, MS-494, MS-495 and MS-100 Project Course which is equivalent to two courses.

Course Components

MS-1 : MANAGEMENT FUNCTIONS AND BEHAVIOUR

BLOCK UNIT	UNIT TITLE	AUDIO TAPE VIDEO TAPE NOS.
I	ROLE OF A MANAGER	
1	Task of a Professional Manager	Professional
2	Responsibilities of a Professional Manager	Management Task and Responsibilities Part I & II
3	Management Systems and Processes	
4	Managerial Skills	
II	DECISION MAKING	
5	Organisational Context of Decisions	
6	Decision Making Models	Problem Solving
7	Decision Making – Techniques and Processes	
8	Management by Objectives	
III	ORGANISATIONAL CLIMATE AND CHANGE	
9	Organisational Structure and Managerial Ethos	
10	Management of Organisational Conflicts	
11	Managing Change	
IV	ORGANISATION STRUCTURE AND PROCESSES	
12	Organisational Structure and Design	
13	Managerial Communication	Communication Process
14	Planning Process	
15	Controlling	
16	Delegation and Interdepartment Coordination	
V	BEHAVIOURAL DYNAMICS	
17	Analysing Interpersonal Relations	Leadership Styles
18	Leadership Styles and Influence Process	
19	Group Dynamics	

BLOCK	UNIT NOs.	UNIT TITLE
I		HUMAN RESOURCE MANAGEMENT: CONTEXT, CONCEPT AND BOUNDARIES
	1	The Changing Social Context and Emerging Issues
	2	The Concept and Functions of Human Resource Management
	3	Structuring Human Resource Management
II		GETTING HUMAN RESOURCE
	4	Job Analysis and Job Design
	5	Human Resource Planning
	6	Attracting the Talent: Recruitment, Selection, Outsourcing
	7	Socialisation, Mobility and Separation
III		PERFORMANCE MANAGEMENT AND POTENTIAL ASSESSMENT
	8	Competency Mapping
	9	Performance Planning and Review
	10	Potential Appraisal, Assessment Centres and Career and Succession Planning
	11	HR Measurement and Audit
IV		HUMAN RESOURCE DEVELOPMENT
	12	Human Resource Development System
	13	Training
	14	Mentoring and Performance Coaching
	15	Building Roles and Teams
V		COMPENSATION AND REWARD MANAGEMENT
	16	Laws Covering Wages, Welfare and Benefits
	17	Compensation Strategy, Structure, Composition
	18	Reward Management
VI		EMPLOYER-EMPLOYEE RELATIONS
	19	Regulatory Mechanisms in Industrial Relations
	20	Dealing with Unions and Associations
	21	Industrial Democracy
	22	Grievance Handling and Discipline

BLOCK	UNIT NOS.	UNIT TITLE	AUDIO TAPE	VIDEOTAPE
I		ECONOMIC AND SOCIAL ENVIRONMENT		
	1	Economic Environment of Business		India's National Socio-economic Scenario
	2	Socio-cultural and Politico-legal Environment		
3	Changing Role of Government			
II		STRUCTURE OF THE INDIAN ECONOMY		
	4	Structural Dimensions of Indian Economy		
	5	Structure of Indian Industry		
	6	Public Sector in India	Management of Public Sector	Business and Government
	7	Private Sector in India		
	8	Small Sector in India		
9	Sickness in Indian Industry		- The Emerging Scenario	
III		PLANNING AND POLICIES		
	10	Planning Goals and Strategies		National Planning process
	11	Evolution of Industrial Policy		
	12	Regulatory and Promotional Framework		Regulations : The Business view Controls and Part I and Part II
IV		EXTERNAL SECTOR		
	13	India's Foreign Trade		
	14	India's Balance of Payments		
	15	Export and Import Policy		
	16	Foreign Capital and Collaborations		
	17	India's External Debt		
V		ECONOMIC REFORMS SINCE 1991		
	18	Industrial Policy of 1991		

19	Economic Reforms: Liberalisation, Globalisation and Privatisation	
20	Financial Sector Reforms	Fiscal System and Policy
21	Fiscal Sector Reforms	
22	Economic Reforms and Social Justice	

BLOCK	UNIT NOS.	UNIT TITLE	AUDIOTAPE	VIDEO TAPE
I	ACCOUNTING FRAMEWORK			
	1	Accounting and its Functions	Introduction to Course	Understanding Financial Statements
	2	Accounting Concepts and Standards	Role of Accounting and Finance Function in different Types of Organisations	Part-I
	3	Accounting Information and its Applications	Emerging Horizons in Accounting and Finance (EHIAF) – Human Resource Accounting	
II	UNDERSTANDING FINANCIAL STATEMENTS			
	4	Construction and Analysis of Balance Sheet	EHIAF – Inflation Accounting	Understanding Financial Statements
	5	Construction and Analysis of Profit and Loss Account		Part-II
	6	Construction and Analysis of Funds Flow and Cash Flow Statement		
III	COST MANAGEMENT			
	7	Understanding and Classifying Costs	EHIAF – Cost	Accounting
	8	Absorption and Marginal Costing	Audit in India	in decision-making
	9	Cost-Volume-Profit Analysis		(CVP/BE
	10	Variance Analysis		analysis)
IV	FINANCIAL AND INVESTMENT ANALYSIS			
	11	Financial Management : An Introduction	Role and Regulation of	Project Appraisal: An Institutional
	12	Ratio Analysis	Stocks Markets	Viewpoint
	13	Leverage Analysis		
	14	Budgeting and Budgetary Control		
	15	Investment Appraisal Methods		

V**FINANCIAL DECISIONS**

16	Management of Working Capital	EHI AF – Lease Financing	Management of Working Capital
17	Capital Structure		
18	Dividend Decisions	EHI AF – Financial Services & Their Marketing	Unique Enterprises – Case Study

BLOCK	UNIT NOS.	UNIT TITLE	AUDIO TAPE	VIDEOTAPE
I		OPERATIONS MANAGEMENT	Introduction to the Course	Management of Technology
	1	Operations Management - An Overview		- Problems and Perspectives - Planning and Policy - Implementation
II		FACILITIES PLANNING		
	2	Product Selection		
	3	Process Selection		Facilities Layout
	4	Facilities Location		
	5	Facilities Layout and Materials Handling		
	6	Capacity Planning		
III		WORK AND JOB DESIGN		
	7	Work Design		
	8	Job Design		
IV		OPERATIONS PLANNING AND CONTROL		
	9	Planning and Control for Mass Production		Planning and Control of Projects
	10	Planning and Control for Batch Production		Maintenance Management
	11	Planning and Control for Job Shop Production		
	12	Planning and Control of Projects		
	13	Maintenance Management		
V		VALUE ENGINEERING AND QUALITY ASSURANCE		
	14	Value Engineering		Quality Control
	15	Quality Assurance		
VI		MATERIALS MANAGEMENT		
	16	Purchase System and Procedure		
	17	Inventory Management		
	18	Stores Management		Management Materials
	19	Standardisation, Codification and Variety Reduction		
	20	Waste Management		

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		MARKETING AND ITS APPLICATIONS		
	1	Introduction to Marketing	Introduction to the Course	- Marketing Approach - Marketing of Services - Marketing and Public Policy
	2	Marketing in a Developing Economy		
	3	Marketing of Services		
II		MARKETING PLANNING AND ORGANISATION		
	4	Planning Marketing Mix		- Marketing in Action
	5	Market Segmentation		
	6	Marketing Organisations		- Marketing Management and Planning
	7	Marketing Research and its Applications		
III		UNDERSTANDING CONSUMERS		
	8	Determinants of Consumer Behaviour		Indian Consumer and Marketing Environment
	9	Models of Consumer Behaviour		
	10	Indian Consumer Environment		
IV		PRODUCT MANAGEMENT		
	11	Product Decisions and Strategies		ITDC – Case Study
	12	Product Life Cycle and New Product Development		
	13	Branding and Packaging Decisions		
V		PRICING AND PROMOTION STRATEGY		
	14	Pricing Policies and Practices		Marketing Strategy – A Case Study of Moulded Luggage Industry
	15	Marketing Communications		
	16	Advertising and Publicity		
	17	Personal Selling and Sales Promotion		
VI		DISTRIBUTION AND PUBLIC POLICY		
	18	Sales Forecasting		Effective Selling
	19	Distribution Strategy		
	20	Managing Sales Personnel		
	21	Marketing and Public Policy		
	22	Cyber Marketing		

BLOCK	UNIT NOS.	UNIT TITLE	AUDIO TAPE VIDEOTAPE
I		INFORMATION TECHNOLOGY FOR MANAGERS	
	1	Information Technology : An Overview	
	2	Computer Systems	
	3	Computer Software	
	4	Networking Technologies	
II		INFORMATION SYSTEMS - I	
	5	In MIS Perspectives	
	6	Information Systems Economics	
	7	Management Information and Control Systems	
	8	Information Systems Security	
III		INFORMATION SYSTEMS - II	
	9	Information Systems and Functional Area Applications	
	10	Transaction Processing Systems-I: Human Resource and Marketing Management	
	11	Transaction Processing Systems-II: Operations and Financial Management	
	12	Integrated Applications	
IV		SYSTEM ANALYSIS AND COMPUTER LANGUAGES	
	13	Building Information Systems	
	14	System Analysis and Design	
	15	Computer Programming and Languages	
V		SUPPORT SYSTEMS FOR MANAGEMENT DECISIONS	
	16	Database Resource Management	
	17	Data Ware Housing and Data Mining	
	18	Tactical and Strategic Information Management: DSS and ESS	
	19	Intelligent Support Systems	
	20	Emerging Trends in IT	

APPLICATIONS

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I	BASIC MATHEMATICS FOR MANAGERS			
	1	Quantitative Decision Making – An Overview		
	2	Function and Progressions		
	3	Basic Calculus and Applications		
4	Matrix Algebra and Applications			
II	DATA COLLECTION AND ANALYSIS			
	5	Collection of Data		
	6	Presentation of Data		
	7	Measures of Central Tendency		
8	Measures of Variation and Skewness			
III	PROBABILITY AND PROBABILITY DISTRIBUTIONS			
	9	Basic Concepts of Probability		Probability Fundamentals
	10	Discrete Probability Distribution		
	11	Continuous Probability Distributions		
12	Decision Theory		Probability Applications	
IV	SAMPLING AND SAMPLING DISTRIBUTIONS			
	13	Sampling Methods		
	14	Sampling Distributions		
	15	Testing of Hypotheses		
16	Chi Square Tests			
V	FORECASTING METHODS			
	17	Business Forecasting		
	18	Correlation		Applications of Regression
	19	Regression		
20	Time Series Analysis			

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		INTRODUCTION TO MANAGERIAL ECONOMICS		
	1	Scope of Managerial Economics		
	2	The Firm : Stakeholders, Objectives & Decision Issues		
	3	Basic Techniques		
II		DEMAND AND REVENUE ANALYSIS		
	4	Demand Concepts and Analysis		
	5	Demand Elasticity		
	6	Demand Estimation and Forecasting		
III		PRODUCTION AND COST ANALYSIS		
	7	Production Function		
	8	Cost Concepts and Analysis – I		
	9	Cost Concepts and Analysis – II		
	10	Estimation of Production and Cost Functions		
IV		PRICING DECISIONS		
	11	Market Structure and Barriers to Entry		
	12	Pricing Under Pure Competition and Pure Monopoly		
	13	Pricing Under Monopolistic and Oligopolistic Competition		
	14	Pricing Strategies		
V		COMPREHENSIVE CASE		
		Competition in Telecommunication Service Provision		

BLOCK	UNIT NOs.	UNIT TITLE
I		UNDERSTANDING ORGANISATIONS
	1	Approaches to Understanding Organisations
	2	Factors Affecting Organisation Structures
II		ORGANISATIONAL DESIGN
	3	Typology of Organisation Structures
	4	Some Basic Organisation Design and Restructuring Strategies
III		APPROACHES TO WORK DESIGN
	5	Organising and Analysing Work
	6	Job Design
	7	Emerging Issues of Work Organisation and Quality of Working Life
IV		ORGANISATIONAL ANALYSIS
	8	Organisational Diagnosis: Tools and Techniques
	9	Questionnaire as a Diagnostic Tool
	10	Interview as a Diagnostic Tool
	11	Workshops, Task-forces and other Methods
V		ORGANISATIONAL DEVELOPMENT AND CHANGE
	12	Organisational Development (OD)
	13	Alternative Interventions
	14	Process of Change
	15	Change Agents: Roles and Competencies
	16	Institution Building

BLOCK	UNIT NOs.	UNIT TITLE
I		INTRODUCTION TO STRATEGIC MANAGEMENT
	1	Concept of Strategy
	2	Process of Strategy
	3	Strategic Framework
II		STRATEGIC ANALYSIS
	4	Environmental Analysis
	5	Competitive Forces
	6	Internal Analysis
III		BUSINESS LEVEL STRATEGY
	7	Cost
	8	Differentiation and Focus
IV		CORPORATE LEVEL STRATEGY
	9	Growth Strategies-I
	10	Growth Strategies-II
	11	Strategic Alliances
	12	Turnaround
V		IMPLEMENTATION AND CONTROL
	13	Structural Dimensions
	14	Behavioural Dimensions
	15	Control
	16	Evaluation of Strategy

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEOTAPE
I		AN OVERVIEW		
	1	Nature and Scope of Investment Decisions		
	2	Components of Investment Risk		
	3	Valuation of Securities		
II		SECURITIES MARKET IN INDIA		
	4	Organisation and Functioning		Credit Rating Services –
	5	Regulation		A Case study of ICRA
III		ANALYSIS FOR EQUITY INVESTMENT		
	6	Economy and Industry Analysis		
	7	Company Level Analysis		
	8	Technical Analysis		
	9	Efficient Market Hypothesis Case : Tata Tea Ltd.		
IV		PORTFOLIO THEORY		
	10	Portfolio Analysis		Individual Portfolio
	11	Portfolio Selection		Management
	12	Capital Market Theory		
	13	Portfolio Revision		
V		INSTITUTIONAL AND MANAGED PORTFOLIO		
	14	Performance Evaluation of Managed Portfolios		
	15	Investment Companies		
	16	Mutual Funds		

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE VIDEOTAPE
I		INTERNATIONAL FINANCIAL ENVIRONMENT	
	1	International Financial Management: An Introduction	
	2	International Economics	
	3	International Monetary System	
	4	International Flow of Fund	
II		FOREIGN EXCHANGE MARKET AND RISK MANAGEMENT	
	5	Foreign Exchange Market	
	6	Parity Condition in International Finance and Currency Forecasting	
	7	Currency Futures, Options and Swaps	
	8	Management of Accounting and Economic Exposures	
	9	Foreign Exchange Regulation and Taxation Issues	
III		INTERNATIONAL FINANCING DECISIONS	
	10	Raising Funds from International Markets	
	11	Financing Foreign Trade	
	12	Cost of Capital	
IV		INTERNATIONAL INVESTMENT DECISIONS AND WORKING CAPITAL MANAGEMENT	
	13	Capital Budgeting for MNCs	
	14	Working Capital Management for MNCs	
	15	Foreign Direct Investment	
	16	International Portfolio Investment	

BLOCK	UNIT NOs.	UNIT TITLE
I		FINANCIAL SYSTEM MARKETS & SERVICES
	1	Financial System
	2	Financial Markets & Institutions
	3	Financial Services : An Introduction
	4	Management of Risk in Financial Services
	5	Regulatory Framework
II		FINANCIAL MARKET: OPERATIONS AND SERVICES
	6	Stock Exchange : Functions and Organizations
	7	Broking and Trading in Equity
	8	Broking and Trading in Debt
	9	Depositories
III		FEE BASED SERVICES
	10	Issue Management
	11	Corporate Advisory Services
	12	Credit Rating
	13	Mutual Funds
	14	Debt Securitization
IV		FUND BASED SERVICES
	15	Leasing and Hire Purchase
	16	Housing Finance
	17	Credit Cards
	18	Venture Capital
	19	Factoring, Forfeiting and Bill Discounting
V		INSURANCE SERVICES
	20	Life Products
	21	Non-Life Products
	22	Broking Services

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I		CONCEPTUAL FRAMEWORK		
	1	Overview of Financial System		
	2	Introduction to Financial Management in Banks		
	3	Financial Analysis of Banks		
II		MANAGEMENT OF FUNDS: SOURCES		
	4	Management of Owned Funds		
	5	Management of Borrowed Funds		
	6	Cost of Funds		
III		MANAGEMENT OF FUNDS: INVESTMENTS		
	7	Forms of Bank Investment		
	8	Long-term Investments		
	9	Short-term Investments		
	10	Investments in Guilds and other Financial Securities		
	11	Investment in Foreign Exchange		
IV		RISK MANAGEMENT		
	12	Risk Management: An overview		
	13	Estimating/Forecasting of Risks		
	14	Measuring Risks		
	15	Management of Risks		
	16	Asset-Liability Management		
V		SPECIAL ISSUES		
	17	Mergers and Acquisitions		
	18	Accounting Policies		
	19	Pricing of Bank Products & Services		

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEOTAPE
I		FINANCIAL SERVICES IN INDIA		
	1	Financial Services Markets : An Overview		
	2	Issues in Marketing and Financial Services		
	3	Marketing of Financial Services : A Conceptual Framework		
	4	Consumer Behaviour in Relation to Financial Services		
II		MARKETING OF BANKING SERVICES		
	5	Banking Products and Services		
	6	Distribution, Pricing and Promotion Strategy for Banking Services		
	7	Attracting and Retaining Bank Consumers		
III		MERCHANT BANKING AND ALLIED SERVICES		
	8	Issue Management		
	9	Stock Broking Services		
	10	Corporate Finance		
	11	Project Finance Services		
	12	Advisory and Consultancy Services		
IV		MARKETING OF MUTUAL FUNDS, INSURANCE, PENSION FUNDS AND GOVERNMENT SECURITIES		
	13	Mutual Fund Markets in India: An Overview		
	14	Marketing of Insurance, Pension Funds and Govt. Securities		
	15	Segmentation, Targeting and Positioning, Development and Launching of New Products		
	16	Marketing Strategies for Mutual Funds		
V		BEYOND TOMORROW		
	17	Directions of Growth and Beyond Tomorrow		
	18	IT and its Implications		
	19	Globalisation and its Impact on Financial Services Markets		

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE VIDEOTAPE
I		INTERNATIONAL BANKING : AN OVERVIEW	
	1	International Banking : An Introduction	
	2	Institutions in International Banking	
II		LEGAL & REGULATORY FRAMEWORK	
	3	Rationale and Scope of International Banking Regulation	
	4	Capital Adequacy, loan loss provisioning and other Regulatory Controls	
	5	Basel Concordat	
	6	Legal Issues in International Banking	
	7	Accounting Issues in International Banking	
III		INTERNATIONAL BANKING OPERATIONS MANAGEMENT	
	8	Raising of Resources	
	9	Capital Markets : Sources of External Finance	
	10	Foreign Currency Accounts	
	11	Deployment of Resources	
	12	Treasury Management : An Introduction	
	13	Treasury Management : Tools and Derivatives	
	14	Forex Management	
IV		RISK MANAGEMENT IN INTERNATIONAL BANKING	
	15	Risk Management : Concepts and Types	
	16	Managing Risk	
V		SPECIAL ISSUES	
	17	Technology and International Banking	
	18	Globalisation and International Banking	
	19	Financial Innovations in International Banking	

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEOTAPE
I		<i>IT IN BANKING :AN INTRODUCTION</i>		
	1	Information Technology and its Implications		
	2	Information Technology		
	3	Indian Banking Scenario — Initiatives and Trends		
II		<i>IT APPLICATIONS IN BANKING</i>		
	4	Computer-based Information Systems for Banking		
	5	Electronic Banking		
	6	Electronic Fund Management		
III		<i>ENABLING TECHNOLOGIES OF MODERN BANKING</i>		
	7	Electronic Commerce and Banking		
	8	Supply Chain Management		
	9	Customer Relationship Management		
	10	Integrated Communication Networks for Banks		
IV		<i>SECURITY AND CONTROL SYSTEMS</i>		
	11	Computer Security and Disaster Management		
	12	System Audit and Computer Crime		
	13	Security and Control Aspects of Emerging Banking Technologies		
V		<i>PLANNING AND IMPLMENTATION OF INFORMATION SYSTEMS</i>		
	14	Security and Control Aspects of Emerging Banking Technologies		
	15	Data Warehousing and Data Mining		
	16	Designing and Implementing Computerization in Banking Sector		

BLOCK	UNIT NOs.	UNIT TITLE
I		RISK MANAGEMENT: AN OVERVIEW
	1	Asset Liability Management
	2	Risk in Banking Operations
	3	Risk Regulations
	4	Risk Models
II		CREDIT RISK MANAGEMENT
	5	Credit Risk Analysis: A Framework
	6	Credit Risk Analysis of Banking Products
	7	Credit Risk Derivatives
III		LIQUIDITY AND MARKET RISK MANAGEMENT
	8	Liquidity Risk Management
	9	Market Risk Analysis and Measurement
	10	Interest Rate Derivatives
	11	Currency Derivatives
IV		OPERATIONAL RISK MANAGEMENT
	12	Operational Risk Analysis and Measurement
	13	Managing Operational Risk
V		SPECIAL ISSUES
	14	Risk Management Organisation
	15	Reporting of Banking Risk
	16	Risk Adjusted Performance Evaluation

GOVERNANCE IN BANKS

BLOCK	UNIT NOs.	UNIT TITLE
I		ETHICS AND BUSINESS
	1	Ethics and Values
	2	Societal Values
	3	Ethical Dilemmas
	4	Ethics in Business
II		CORPORATE GOVERNANCE
	5	Overview of Corporate Governance
	6	Regulations and Committees
	7	Institutional Aspects of Corporate Governance
	8	Disclosure and Transparency
III		CORPORATE SOCIAL RESPONSIBILITY
	9	Corporate Social Responsibility and Citizenship
	10	Corporate Social Responsibility Guidelines
	11	Sustainable Development
IV		GOVERNANCE IN FINANCIAL SECTOR
	12	Ethics, Governance and CSR in Financial Sector
	13	Role of Ethics, Governance and CSR in Strategy Formulation
	14	Ethics, Governance and CSR in Practice/Case Studies

MANAGEMENT DECISIONS

BLOCK	UNIT NOs.	UNIT TITLE
I		INTRODUCTION TO RESEARCH METHODOLOGY
	1	Importance of Research in Decision Making
	2	Defining Research Problem and Formulation of Hypothesis
	3	Experimental Designs
II		DATA COLLECTION AND MEASUREMENT
	4	Methods and Techniques of Data Collection
	5	Sampling and Sampling Designs
	6	Attitude Measurement and Scales
III		DATA PRESENTATION AND ANALYSIS
	7	Data Processing
	8	Statistical Analysis and Interpretation of Data — Non-Parametric Tests
	9	Multivariate Analysis of Data
	10	Model Building and Decision Making
IV		REPORT WRITING AND PRESENTATION
	11	Substance of Reports
	12	Report Writing and Presentation
	13	Presentation of a Report

July 31, 2012

Subject: DODL admissions

Because of poor response so far, it is proposed that permission may please be granted to extend the last date of sale and submission of forms for DODL to September 30, 2012.

The following proposals may please also be approved.

1. It is also proposed that eligibility criteria for admission to PG Diploma in Drug & Pharmaceutical Affairs (PGDPRA) may be relaxed as:

✓ Existing eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with two years of experience in Pharma Industry will also be eligible.

Proposed eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with one year of experience in Pharma Industry, Clinical Research, Regulatory Affairs, and IPR will also be eligible.

As reported at the board sc meeting.

The above change will widen the scope of applicants.

2. ✓ The following study programmes will not be included in the Prospectus for 2012-13, as DEC is not likely to approve them.

PG Diploma in Occupational Health Management (PGDOHM)
B.Sc. in Multimedia & Animation (BSCMA)
Diploma in Web Designing (DWD)
Diploma in 3D Animation (D3DA)

I have discussed with DEC official about the existing students in the above programmes. As per the information, those students may continue.

DEC has informed that after getting approval for 10 programmes, Jamia Hamdard may apply for recognition of the above four programmes and other programmes such as MBA, MCA etc. with proper preparation. It was also suggested that for programmes like MBA and MCA Jamia Hamdard may propose to utilize Self Learning Material (SLM) of IGNOU for initial two years and in the meantime develop its own programme. It is proposed that after getting DEC approval University may consider this proposal.

3. ✓ Proposed Fee and other charges for 2012-13:

The proposed fee and other charges for 2012-13 would be as follows:

ANNUAL FEE STRUCTURE FOR OD L PROGRAMMES

Name of the Programme/Course	Indian students (in Rs.)	Foreign nationals (in US \$)*
P.G. Diploma in Bio-informatics (PGDB)	18,000	1000
P.G. Diploma in Chemo-informatics (PGDC)	14,000	1000
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDTN)	12,000	1000
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	20,000	2000
P.G. Diploma in Environmental Monitoring and Impact	12,000	1000

Assessment (PGDEMA)		
P.G. Diploma in Intellectual Property Right (PGDIPR)	14,000	1000
P.G. Diploma in Human Rights (PGDHR)	6,000	800
PG Diploma in Medical Record Techniques (PGDMRT)	10,000	800
Bachelor of Computer Application (BCA)	18,000	1000
Bachelor of Business Administration (BBA)	16,000	1000

Rs. 100 will be charged for bar coded plastic identity card per year.

* Students from SAARC countries will pay fee as per the norms of the University.

OTHER CHARGES

Item	Charges (in Rs.)
Admission Application Form/Downloaded form free	500 (US\$ 50 for foreign nationals)
Application form by post	600 (US\$ 80 for foreign nationals)
Examination fee	2000
Backlog paper/Supplementary Examination	1000 per paper
Degree/ Diploma certificate	500
Provisional certificate	300
Transcript fee	500 per mark sheet
Duplicate mark sheet	200
Duplicate identity card	200
Duplicate Admit Card	200
Re-totalling/re-evaluation of marks	1000 per paper
Bonafide certificate	100
Verification of marksheets/certificates	500 per marksheet/certificate

4. Co-ordinator of BCA and other IT programmes:

Since Prof. Ranjit Biswas has shown his inability to take up the responsibility of Coordinatorship of BCA programme in place of Prof. Afshar Alam, it is propose that name of Mr. Safdar Tanweer, Assistant Professor, Department of Computer Science may please be considered and approve.

5. Plastic bar-coded identity cards:

From this academic year DODL students will get bar coded plastic identity card. A sample of the same is placed on file for kind approval.

Submitted for kind perusal and approval, please.


S. Raisuddin
Director, DODL

Hon'ble Vice Chancellor


31/7

PROGRAMME GUIDE

FOR

POST GRADUATE DIPLOMA IN DIETETICS AND THERAPEUTIC NUTRITION

(OPEN AND DISTANCE MODE)



Directorate of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

“He (The Prophet may peace be upon him)

Instructs them in the Book and Wisdom”

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

“Wisdom is (like) the lost animal of a believer

wherever he finds it, catches hold of it”

Inspired by the Holy Qur’an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category 'A' of Indian Universities.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

Post Graduate Diploma in Dietetics & Therapeutic Nutrition:

1. Introduction:

The Post Graduate Diploma programme is a holistic package giving the learner an opportunity to gain knowledge about Dietetics & Therapeutic Nutrition. The programme gives an in depth theoretical as well

as practical knowledge related to dietary management of healthy and sick individuals & dietary planning. It also equips learners with communication skills that are essential to impart dietary counseling.

2. Programme Objectives

The programme aims to help learners achieve following objectives:

- To impart comprehensive knowledge on principles & planning of therapeutic diet.
- To develop skills involved in assessment of nutritional problems & effective management of nutritional needs of clients.
- To promote awareness about concepts & principles in effective communication.
- To develop & apply communication skills effectively during dietary counseling.
- To develop professionals for dietary management of healthy & sick persons.
- To promote use of information technology in dietary management.

3. Scope of the Programme

The programme equips learners to plan & conduct nutrition & health education campaigns & programmes in community settings as well as in hospitals. It will provide an additional qualification to learners helping them to improve their professional competence & promotion chances.

On completion of this programme, following job opportunities are available for the learners:

- Clinical dietitian in government or non- governmental health organizations.
- Dietitian in multi specialty hospitals.
- Consulting dietitian in residential schools, old age homes, hotels & catering services,

sports divisions of state, fashion & beauty industry, health clubs, etc.

- Educator in an institution, which conduct the nutritional programme.
- Nutritionist with various nutritional and child development project to government & non-government organization of Women & Child Development Department.
- There is also great potential for self-employment.

4. Criteria for Admission to the Programme

The course is open to candidates who have:

- (i) Bachelor's degree in Home Science or Biological Science from recognized university
- (ii) Bachelor's degree in Health Science such as B.Sc. Nursing, MBBS, B.Pharm, Degree in Homeopathy/Ayurvedic/Unani Medicine from recognized institution/University.

5. Duration

Post Graduate Diploma in Dietetics & Therapeutic Nutrition (PGDDTN) programme through distance mode is of one-year duration. This includes contact session held on weekends, 2 months internship & self-study. However, the students are given a maximum period of 2 years to complete the course from the date of registration.

6. Medium of Instruction

The medium of instruction will be English. Self Instructional Material will be available in English.

7. Programme Structure

The programme is based on theory and practical courses. Total 5 theory courses are offered and practical of these courses are integrated. However, the students have to appear for two practical examinations at the end of the session.

How to Proceed for Study

Each course has been divided in 3 to 4 Blocks. Each Block has 4-6 units. These units of each block are arranged in systematic and logical sequence to maintain continuity of learning of a particular subject.

The course material will be provided in the form of printed books. Each book is a block containing units. The first page of each block indicates the number and titles of the units. Each block starts with the course introduction followed by brief introduction of the block.

Each unit has an outline of contents with the list of objectives for the learners. This is followed by the text of the unit that is divided into various sections and subsections. This is followed by summary of the content to help learners to recall the main points.

In each unit, there are self-assessment exercises, which are meant to assess the understanding of the subject by the learners.

8. Course Structure

S. No.	Course Code	Name of the Paper	No. of Assignments
1	PTND 101	Applied Health Science and Nutrition	2
2	PTND 102	Diet Therapy and Applied Nutrition	2
3	PTND 103	Community Nutrition	2
4	PTND 104	Institutional Management in Dietetics	2
5	PTND 105	Basic of Computer Science	1
6	Practical	- Diet Therapy & Applied Nutrition - Community Nutrition	-

All courses are compulsory for the students.

The details of all the theory & practical courses are given below:

PTND – 101 (APPLIED HEALTH SCIENCE & NUTRITION)

<u>Units</u>	<u>Topics</u>	<u>Units</u>	<u>Topics</u>
I	<p><u>Human Physiology Part (1)</u></p> <ul style="list-style-type: none"> ○ Musculo Skeletal System ○ Respiratory System ○ Cardio Vascular System ○ Nervous System ○ Physiology of Blood 	II	<p><u>Human Physiology Part (2)</u></p> <ul style="list-style-type: none"> ○ Digestive System ○ Excretory System ○ Endocrine System ○ Reproductive System ○ Physiology of Special Senses
III	<p><u>Food Microbiology</u></p> <ul style="list-style-type: none"> ○ Introduction ○ Micro Organism & Food Poisoning ○ Common water & food borne diseases ○ Anti-microbial Agents 	IV	<p><u>Institutional Food Hygiene</u></p> <ul style="list-style-type: none"> ○ Institutional Sanitation & Health ○ Principal of Food hygiene ○ Food Preservation & Control of Infection

PTND – 102 (DIET THERAPY AND APPLIED NUTRITION)

<u>Units</u>	<u>Topics</u>	<u>Units</u>	<u>Topics</u>

I	<u>Nutrients & Physiology of Nutrition</u> <ul style="list-style-type: none"> ○ Introduction to Nutrients ○ Nutrient Classification ○ Role of Nutrients: <ul style="list-style-type: none"> - Carbohydrates, proteins, lipids, vitamins, minerals, fibres & water ○ Major Food Groups <ul style="list-style-type: none"> - Introduction - Categories ○ Physiology of Nutrition <ul style="list-style-type: none"> - Introduction - Physiological Process: Digestion, Absorption & Metabolism 	II	<u>Diet & Metabolic Disorder</u> <ul style="list-style-type: none"> ○ Gastrointestinal Diseases ○ Hepatic Diseases ○ Renal Diseases ○ Cardio-Vascular Diseases ○ Deficiency Diseases ○ Febrile Conditions ○ Allergy ○ Chronic Diseases ○ Diabetes Mellitus
III	<u>Diet Therapy</u> <ul style="list-style-type: none"> ○ Role of Diet in Health ○ Introduction to Diet Therapy ○ Classification of Diets ○ Nutritional Disorders 	IV	<u>Special Diet</u> <ul style="list-style-type: none"> ○ Introduction ○ Diet for Infants & Children ○ Diet for Adolescents ○ Diet During Pregnancy ○ Old Age Diet ○ Sports Diet
V	<u>Practical</u> <ul style="list-style-type: none"> ○ Blood pressure Measurement ○ Survey of Nutritional Status ○ Classification of Diets ○ Nutritional Requirement Assessment for special groups ○ Diet Therapy 		

<u>Units</u>	<u>Topics</u>	<u>Units</u>	<u>Topics</u>
I	<u>Economics & Nutrition</u> <ul style="list-style-type: none"> ○ Effect of Economic status on Nutrition ○ Cost-effective Nutrition 	II	<u>Assessment of Nutritional Problems</u>
III	<u>Nutritional Problem in India</u>	IV	<u>Nutritional Programmes</u> <ul style="list-style-type: none"> ○ Monitoring of Nutritional programmes ○ Nutrition Programmes in India
V	<u>Awareness & Education in Nutrition</u> <ul style="list-style-type: none"> ○ Developing Communication Skills ○ Promotion of Nutrition Education 		

PTND – 104 (INSTITUTIONAL MANAGEMENT IN DIETETICS)

<u>Units</u>	<u>Topics</u>	<u>Units</u>	<u>Topics</u>
I	Classification of Organization with special reference to hospital	II	Planning of Meals
III	Food services	IV	Leadership & Personnel Management
V	Financial Management		

PTND – 105 (BASICS OF COMPUTER SCIENCE)

<u>Units</u>	<u>Topics</u>	<u>Units</u>	<u>Topics</u>
I	Introduction to Computers	II	Basic Computer Organization
III	<u>Secondary Storage Devices</u>	IV	Input Output Devices
V	Application Software Packages	VI	Microsoft Office 2000

9. Contact Sessions

The Study Centre will organize contact sessions on Saturdays & Sundays during the

one year programme. The contact/Counselling sessions will comprise of theory & practical sessions, which will be guided by the counselors. The counselors will also organize sessions with use of audio/video programmes on various aspects of textual material. The practical sessions will comprise of both laboratory practical and field experience. Participation in contact /counseling sessions is compulsory. A minimum of 60 % attendance in practical sessions is mandatory for the students. This session will help learners to interact with fellow students & form self-help group. Exact dates/schedule of counseling sessions will be announced after admission. Students who fail to attend contact programmes in one year shall be permitted to attend the programme in subsequent year, provided they have paid the full fee as per schedule.

- Supervised Activities: Organized in Study Centre under supervision of counselors.
- Self- Activities: Will be done by students themselves.

During the contact/counseling sessions, specific activities are assigned to the students as per practical manual, which need to be carried out by them in their own place.

9.1 Assignments

An assignment is a part of continuous evaluation of a course. As mentioned in section 8, the learners are required to do two assignments in each course of study. This will carry 30% weightage while 70% weightage is given to theory paper at term end evaluation. The assignment marks are counted in the final result and so are essential component of the course to be eligible for term-end examination. The learners should follow the schedule for submission of these assignments strictly. The assignments are aimed at testing the comprehension of learners about learning material and help to give their feedback to the university. These assignments are designed in such a way as to help learners concentrate mainly on the printed course material & make use of their personal experience. However, use of reference books is also recommended. The learner needs to do good amount of self-learning. The learners are advised to retain a copy of all the assignments that they submit to the coordinator of the study centre for their own record. The assignments after due evaluation, will be returned back to the learners within a month after submission. If not received, learners must contact their respective teacher or co-coordinator personally. All assignments should be written in own handwriting. Do not type or print the assignments. If copying is noticed, assignments will be rejected. The front page of the assignment should contain following information:

Name of learner:..... Date:.....

Address:.....

Programme Title: Name & Address of Study Centre:.....

Course Title:

Assignment Code/Topic:

9.2 Internship

There will be two months internship, out of which 1½ months (45 days) of hospital internship under the supervision of experts is compulsory. Remaining 15 days, the learners will have experience in community nutrition. No one will be awarded diploma unless he/she completes internship. Internship will be organized before the term end examination Learners are advised to explore the hospitals having Dietary Department for experience during internship.

10. Evaluation

Evaluation will be made both continuous and term-end examination. Theory & practical component will be evaluated separately.

10.1 Theory

For theory course, the evaluation consists of two aspects:

- i) Continuous evaluation through assignment
- ii) Term end examination (TEE).

In final result, all the assignments carry 30% weightage while 70% weightage is given for TEE in each course.

The learners are required to score 50% marks separately in assignments and TEE. The integrated marks of both also should be 50% to declare the learner as pass.

10.2 Practical

In practical course, self-activities and supervised activities will be evaluated as continuous evaluation. There will be 50% weightage given to these activities, 25% for self and 25% for supervised activities. TEE for practical will be viva-voce & practical examination, which will have 50% marks. Learners are required to score 50% marks separately for both self and supervised activities & 50% in TEE of practical. The integrated marks of both also should be 50% for the learner to be declared as pass.

10.3 Basics of Computer Sciences

There will be no theory examination for Basics of Computer Sciences. Marks will be given only on supervised activities and minimum passing score will be 40%.

Distribution of Marks

Course Code	Theory					Practical							Grand Total
	Assignment		TEE		Total	Self Activity		Supervised Activity		Final Practical		Total	
	Max.	Min.	Max.	Min.		Max.	Min.	Max.	Min.	Max	Min.		
101	30	15	70	35	100	-	-	-	-	-	-	-	100
102	30	15	70	35	100	25	12.5	25	12.5	50	25	100	200
103	30	15	70	35	100	25	12.5	25	12.5	50	25	100	200
104	30	15	70	35	100	-	-	-	-	-	-	-	100
105	--	--	--	--	--	--	--	50	20	--	--	50	50
	120		780		400	50		100		100		250	650

10.4 Provision for Unsuccessful Candidates.

Candidates who fail in one subject will have to appear for Supplementary examination which will be conducted alongwith the TEE of the subsequent batch. They will have to resubmit assignments & will re-appear in practical examination of the same subject.

A student will have to clear all courses in a maximum period of 2 years after admission. After the expiry of this period the learners will have to seek fresh admission & no credit/marks will be carried over.

10.5 Award of Division to successful candidate:

The candidate for being declared successful shall be placed in the division in accordance with the following categories on the basis of aggregate marks obtained in all the subjects:

Less than 50%	Fail
50% or above but less than 60% marks	2 nd Division
60% or above marks	1 st Division
75% or more marks	Distinction

10.6 Examination

After the completion of the programme requirements, the university will declare the dates/schedule for term end examination & issue admit card.

10.7 Term End Examination

To be eligible to appear for TEE, learner is required to fulfill the following conditions:

- Payment of all installments of the course fee.
- 60% attendance in practical sessions.
- Completion of internship.
- Submission of all assignments.

10. Uniform

Students are required to wear white lab coat (Apron) with short sleeves during the practical work and internship. They are also required to pin up a badge, which has black background with white letters. The sample is given below:

Name of Student

P.G. Diploma in Dietetics & Therapeutic Nutrition

Jamia Hamdard

(Deemed University)

The Ministry of Human Resource Development, Government of India, granted to Jamia Hamdard, the status of a 'Deemed to be a University', in 1989 under section 3 of University Grant Commission Act, 1956. Since its establishment, Jamia Hamdard has made commendable progress with regard to expansion of facilities for higher learning and diversification of teaching and research programmes in frontier areas of biological Sciences, Unani Tibb, Pharmaceutical Sciences, IT and Management. The University has a strong base of infrastructure for quality teaching and research. On the basis of the overall assessment of its performance in realizing the university mandate and contributions made by various departments and faculties to the growth of knowledge, National Assessment and Accreditation Council of UGC has accredited the University under category 'A' the Indian Universities.

Jamia Hamdard is one of the universities selected by the UGC for promoting education abroad. The university attracts over 10 percent of the total students from over 30 countries. The international corporations and Foreign Governments employ a large number of the University graduates in various capacities, which is the testimony of international recognition of degrees/diplomas awarded by the University.

As a Muslim minority institution under Article 30 (1) of the Constitution of India, the University is committed *inter alia* to improve access and quality of education so as to enable the adult learners to effectively function in the knowledge based economy. In this context, a number of initiatives have been taken to provide high quality of professional education at Undergraduate and Post Graduate levels.

In order to provide opportunities to students for participating in ongoing educational revolution to upgrade the knowledge and skills of working population, entrepreneur and other aspirants of new knowledge, the university has taken initiative to utilize information and communication technologies to extend the reach of education and to enhance quality of education through the use of multi-media methods of teaching and learning. The Directorate of Open and Distance Learning has therefore been established to promote education through open and distance learning systems, which adopt flexible and innovative methods of education to ensure 'independent learning' to anyone, anytime and anywhere. The programmes of the study will be customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Towards this end in view, the university has recognized reputed institutes to act as Study Centres for conduct of various job-oriented and professional courses, which effectively meet the requirements of the world of work.

July 31, 2012

Subject: DODL admissions

Because of poor response so far, it is proposed that permission may please be granted to extend the last date of sale and submission of forms for DODL to September 30, 2012.

The following proposals may please also be approved.

1. It is also proposed that eligibility criteria for admission to PG Diploma in Drug & Pharmaceutical Affairs (PGDPRA) may be relaxed as:

✓ Existing eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with two years of experience in Pharma Industry will also be eligible.

Proposed eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with one year of experience in Pharma Industry, Clinical Research, Regulatory Affairs, and IPR will also be eligible.

As reported at the board sc meeting.

The above change will widen the scope of applicants.

2. ✓ The following study programmes will not be included in the Prospectus for 2012-13, as DEC is not likely to approve them.

PG Diploma in Occupational Health Management (PGDOHM)
B.Sc. in Multimedia & Animation (BSCMA)
Diploma in Web Designing (DWD)
Diploma in 3D Animation (D3DA)

I have discussed with DEC official about the existing students in the above programmes. As per the information, those students may continue.

DEC has informed that after getting approval for 10 programmes, Jamia Hamdard may apply for recognition of the above four programmes and other programmes such as MBA, MCA etc. with proper preparation. It was also suggested that for programmes like MBA and MCA Jamia Hamdard may propose to utilize Self Learning Material (SLM) of IGNOU for initial two years and in the meantime develop its own programme. It is proposed that after getting DEC approval University may consider this proposal.

3. ✓ Proposed Fee and other charges for 2012-13:

The proposed fee and other charges for 2012-13 would be as follows:

ANNUAL FEE STRUCTURE FOR OD L PROGRAMMES

Name of the Programme/Course	Indian students (in Rs.)	Foreign nationals (in US \$)*
P.G. Diploma in Bio-informatics (PGDB)	18,000	1000
P.G. Diploma in Chemo-informatics (PGDC)	14,000	1000
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDTN)	12,000	1000
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	20,000	2000
P.G. Diploma in Environmental Monitoring and Impact	12,000	1000

Assessment (PGDEMA)		
P.G. Diploma in Intellectual Property Right (PGDIPR)	14,000	1000
P.G. Diploma in Human Rights (PGDHR)	6,000	800
PG Diploma in Medical Record Techniques (PGDMRT)	10,000	800
Bachelor of Computer Application (BCA)	18,000	1000
Bachelor of Business Administration (BBA)	16,000	1000

Rs. 100 will be charged for bar coded plastic identity card per year.

* Students from SAARC countries will pay fee as per the norms of the University.

OTHER CHARGES

Item	Charges (in Rs.)
Admission Application Form/Downloaded form free	500 (US\$ 50 for foreign nationals)
Application form by post	600 (US\$ 80 for foreign nationals)
Examination fee	2000
Backlog paper/Supplementary Examination	1000 per paper
Degree/ Diploma certificate	500
Provisional certificate	300
Transcript fee	500 per mark sheet
Duplicate mark sheet	200
Duplicate identity card	200
Duplicate Admit Card	200
Re-totalling/re-evaluation of marks	1000 per paper
Bonafide certificate	100
Verification of marksheets/certificates	500 per marksheet/certificate

4. Co-ordinator of BCA and other IT programmes:

Since Prof. Ranjit Biswas has shown his inability to take up the responsibility of Coordinatorship of BCA programme in place of Prof. Afshar Alam, it is propose that name of Mr. Safdar Tanweer, Assistant Professor, Department of Computer Science may please be considered and approve.

5. Plastic bar-coded identity cards:

From this academic year DODL students will get bar coded plastic identity card. A sample of the same is placed on file for kind approval.

Submitted for kind perusal and approval, please.


S. Raisuddin
Director, DODL

Hon'ble Vice Chancellor


31/7

PROGRAMME GUIDE

FOR

POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUE

(OPEN AND DISTANCE MODE)



Directorate of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

“He (The Prophet may peace be upon him)

Instructs them in the Book and Wisdom”

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

“Wisdom is (like) the lost animal of a believer

wherever he finds it, catches hold of it”

Inspired by the Holy Qur'an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category ‘A’ of Indian Universities.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

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HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH (HIMSR) AND ASSOCIATED HAH CENTENARY HOSPITAL

HIMSAR

Hamdard Institute of Medical Sciences & Research (HIMSR) at Hamdard Nagar in New Delhi was established in 2012 as an ambitious project of Jamia Hamdard aimed at furthering its scope in the life sciences and health domains and providing quality healthcare at an affordable cost.

HIMSR has been established as an institution of national importance with the objects to develop patterns of teaching in Undergraduate and Post-graduate Medical Education in all its branches so as to demonstrate a high standard of Medical Education in India; to bring together in one place educational facilities of the highest order for the training of personnel in all important branches of health activity; and to attain self-sufficiency in Post-graduate Medical Education

In the first phase, the institute is supported by two teaching hospitals, namely, the 606 Bedded Hakeem Abdul Hameed Centenary Hospital and 240 Bedded Sayeeda Memorial Hospital. These are currently being upgraded in conformity to Medical Council of India guidelines.

Hamdard Institute of Medical Sciences & Research is the great leap forward in line with the vision of the founders of Jamia Hamdard and in fulfilling the dream of Hakeem Abdul Hameed to create an institute for suffering humanity. It shall establish the philosophy of Hamdard "Compassion, Concern, Care and sharing in pain."

The Institute, over the years, has developed excellent organizational structure through its statutory and non-statutory authorities resulting in establishment of a well-regulated administrative machinery and achievement of excellence in academic functioning and medical research and providing high level of medical care to the patients. Just to give a glimpse of the services rendered by the hospital to the needy patients, nearly 448,000 patients were provided consultation and treatment in the outpatient departments during the year 2016. Out of these 66,000 patients were admitted as indoor patients.

The faculty of HIMSR is carefully selected by national level experts through an interview process ensuring excellent quality of the teachers. The teaching aids are contemporary, networked, interactive and upgradable. At HIMSR, great emphasis is put on conducting research and publishing scientific papers by the faculty. Regular up-gradation of professional knowledge is facilitated by regular clinical meetings, seminars, symposia etc. A new super-specialities hospital with state-of-the-art facilities is coming up in the campus

Programme offered through Open and Distance Mode

Apart from the full time regular courses, the department has decided to offer one programme through distance mode for those students who are not able to afford the expenses of education in Delhi or who have not been able to make it to the courses offered by the universities and colleges intuitional mode. However, our endeavor will be provide best quality education, keeping with the traditions of Jamia Hamdard. The programme to be offered is:

Post Graduate Diploma in Bio informatic

- Programme code 658

POST GRADUATE DIPLOMA IN MEDICAL RECORD TECHNIQUES (PGDMRT)

OBJECTIVE

To fulfil the need of qualified personnel who can organize and maintain the hospital records, this course enables a person to have clear cut understanding about the function and management of medical record office which is essential part of any hospital. It includes knowledge about legal aspect, technical aspect and statistical at par with current standard in a hospital

Nature - Distance Mode

DURATION

The one year (2 semesters) Post Graduate Diploma in Medical Record Techniques (PGDMRT) Programme shall be of one year.

Medium of instruction - English

ELIGIBILITY

A candidate seeking admission to the above Programme must have passed Bachelor's degree examination in any discipline.

MODE OF ADMISSION

As per norms prescribed by Jamia Hamdard from time to time.

Fees : Rs. 12,000/- per year

Commencement of Course: July/August of every year

Admission:

- a. A candidate, aspiring for admission to PGDMRT programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.
- b. The Admission committee shall display/publish the list of candidates that are declared eligible for admission, after the due approval of the competent authority.
- c. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulated period of time; otherwise they will forfeit the right to admission.
- d. After having completed the formalities of admission, the candidate will be required to associate themselves with the course coordinator for the purpose of counseling and practicals.
- e. No Migration Certificate will be required for admission.

THE COURSE STRUCTURE

Papers	Nomenclature	Marks
PGDMRT 101	Medical Terminology	100
PGDMRT 102	Medical Record Science	100
PGDMRT 103	Health Management Information System and Statistics	100
PGDMRT 104	International Classification of Diseases	100
PGDMRT 105	Legal Aspects of Health Care	100
PGDMRT 106	Project & Viva	

For the one-year programme, every core subject will have one paper, carrying a maximum of 100 marks.

In order to pass in any session of the programme and examinee must obtain a minimum of 40% of total marks for each course subject in the session of examination. Candidates who pass in each of the courses will qualify for the award of PGDMRT in determining the result of the entire

programme aggregate of performance of the students. Students securing 60% and more marks will be placed in first class, those securing 50% or more but less than 60% will be placed in second class and those securing 40% or more but less than 50% in third class.

There shall be supplementary examination giving only one chance to candidates who fail in only one exam paper. This supplementary exam will be held along with the next main exam.

The delivery of the programme consists of audio/video support/assignments, contact classes, library consultation etc. A minimum of 60% of attendance in contact classes, submission of assignments will be necessary conditions for the eligibility of the candidate, to appear in session end examination.

PGDB 101

(INTRODUCTION TO BIO-INFORMATICS)

S. No.	Topics
1.	
2.	
3.	
4.	
5.	
6.	

PGDB 102

(BIO-STATISTICS)

S. No.	Topics
1.	
2.	
3.	
4.	
5.	
6.	
7.	

PGDB 103

(BIOLOGICAL DATABASES AND THEIR MANAGEMENT)

S. No.	Topics
1.	Introduction: concepts and Terms
2.	<p data-bbox="345 470 634 506">Solid-phase Strategies</p> <p data-bbox="391 606 907 642">I. General Strategies and Concepts</p> <p data-bbox="391 642 893 678">II. Specific Implementation Issues</p> <p data-bbox="488 747 914 783">Chemical International resources</p> <p data-bbox="488 816 889 852">Specific Implementation issues</p> <p data-bbox="488 886 769 921">Anchoring Chemistry</p> <p data-bbox="488 955 751 991">Coupling Chemistry</p> <p data-bbox="488 1024 743 1060">Protection Schemes</p> <p data-bbox="488 1094 781 1129">1. Analytical methods</p>
3.	Solution Phase Strategies
4.	High Through put Screening
5.	Design of Combinatorial Libraries
6.	Glossary of Combinatorial Chemistry Terms

PGDB 104

(COMPUTATIONAL BIOLOGY)

S. No.	Topics
1.	Database Concepts
2.	Database Architecture
3.	Code Rules
4.	Normalization
5.	Access 200 database
6.	Accord 2000 Chemoinformatics Database for Access
7.	Introduction to Structured Query Language
8.	Data manipulation Language
9.	Data Definition Language
10.	SQL Reserved Words Overview
11.	SQL commands comparison for ACCESS, ORACLE and SQL Server
12.	Chemical Database Design and their tools
13.	Structure based Searches

PGDB 105
(BIOCHEMISTRY)

S. No.	Topics
1.	
2.	
3.	
4.	
5.	

PGDC 106

(MICROBIOLOGY)

Bio-statistics

S. No.	Topics
1.	<p>Introduction</p> <ul style="list-style-type: none">➤ Building Molecules➤ Conformation Searching➤ Molecular Dynamics
2.	<p>Introductory Quantum Chemistry</p> <ul style="list-style-type: none">➤ Basic Principles➤ Extended Huckel Theory and Photoelectron Spectroscopy➤ Symmetry and Z-matrix➤ Ab initio Hartree-Fock Theory, basis sets closed and open-shell molecules.➤ Geometry optimization, transition structure optimization, potential energy surface.➤ Semiempirical Methods, ZDO, CNDO, INDO, MNDO/AMI/PM3, parameterization and performance-
3.	<p>Molecular Mechanics and Force Fields</p> <ul style="list-style-type: none">➤ Force fields, potential energy functions, inter and intramolecular interactions, Empirical parameters.➤ Molecular mechanics calculation, energy minimization, conformational

	<ul style="list-style-type: none"> ➤ Analysis vibrational frequencies and normal mode analysis.
4.	<p>Condensed Phase Modeling</p> <ul style="list-style-type: none"> ➤ Debye-Huckel Theory, continuum solvation models (classical and SCRF) ➤ Explicit simulation methods, Monte Carlo, Molecular Dynamics, Brownian Dynamics. ➤ Free energy simulation methods, and discussion of applications
5.	<p>Biopolymers</p> <ul style="list-style-type: none"> ➤ Protein structure, PDB. ➤ Energy minimization, molecular dynamics, enzyme active site, and discussion of Applications ➤ Nucleic Acid Structure, DNA sequence, database.www.
6.	<p>Software and Hardware</p> <ul style="list-style-type: none"> ➤ Insight II/Discover ➤ MOPAC ➤ Databases ➤ Quanto
7.	Glossary

PGDC 107

(BASICS OF BIOCOMPUTING)

S. No.	Topics
1.	An introduction to Data Mining
2.	What is Data Mining?

3.	How Data Mining Works?
4.	An architecture for Data Mining
5.	Differences between Data mining and Machine Learning
6.	Data Visualization
7.	Visualizing Data Mining Models
8.	Decision Tree
9.	Data Warehousing
10.	Data Mining and Analytic Technology
11.	Comparing Different Models using Visualization
12.	Software-past and present Developments

Students' Support Services

The coordinators of the respective courses would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Jamia Hamdard so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

One book per course will be supplied to the students as study material. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means

of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Jamia Hamdard to provide counselling and guidance to the students in the courses. These sessions will be held at the Study Centers during week ends **(Saturdays and Sundays)**

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

July 31, 2012

Subject: DODL admissions

Because of poor response so far, it is proposed that permission may please be granted to extend the last date of sale and submission of forms for DODL to September 30, 2012.

The following proposals may please also be approved.

1. It is also proposed that eligibility criteria for admission to PG Diploma in Drug & Pharmaceutical Affairs (PGDPRA) may be relaxed as:

✓ Existing eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with two years of experience in Pharma Industry will also be eligible.

Proposed eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with one year of experience in Pharma Industry, Clinical Research, Regulatory Affairs, and IPR will also be eligible.

As reported at the board meeting.

The above change will widen the scope of applicants.

2. ✓ The following study programmes will not be included in the Prospectus for 2012-13, as DEC is not likely to approve them.

PG Diploma in Occupational Health Management (PGDOHM)
B.Sc. in Multimedia & Animation (BSCMA)
Diploma in Web Designing (DWD)
Diploma in 3D Animation (D3DA)

I have discussed with DEC official about the existing students in the above programmes. As per the information, those students may continue.

DEC has informed that after getting approval for 10 programmes, Jamia Hamdard may apply for recognition of the above four programmes and other programmes such as MBA, MCA etc. with proper preparation. It was also suggested that for programmes like MBA and MCA Jamia Hamdard may propose to utilize Self Learning Material (SLM) of IGNOU for initial two years and in the meantime develop its own programme. It is proposed that after getting DEC approval University may consider this proposal.

3. ✓ Proposed Fee and other charges for 2012-13:

The proposed fee and other charges for 2012-13 would be as follows:

ANNUAL FEE STRUCTURE FOR OD L PROGRAMMES

Name of the Programme/Course	Indian students (in Rs.)	Foreign nationals (in US \$)*
P.G. Diploma in Bio-informatics (PGDB)	18,000	1000
P.G. Diploma in Chemo-informatics (PGDC)	14,000	1000
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDTN)	12,000	1000
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	20,000	2000
P.G. Diploma in Environmental Monitoring and Impact	12,000	1000

Assessment (PGDEMA)		
P.G. Diploma in Intellectual Property Right (PGDIPR)	14,000	1000
P.G. Diploma in Human Rights (PGDHR)	6,000	800
PG Diploma in Medical Record Techniques (PGDMRT)	10,000	800
Bachelor of Computer Application (BCA)	18,000	1000
Bachelor of Business Administration (BBA)	16,000	1000

Rs. 100 will be charged for bar coded plastic identity card per year.

* Students from SAARC countries will pay fee as per the norms of the University.

OTHER CHARGES

Item	Charges (in Rs.)
Admission Application Form/Downloaded form free	500 (US\$ 50 for foreign nationals)
Application form by post	600 (US\$ 80 for foreign nationals)
Examination fee	2000
Backlog paper/Supplementary Examination	1000 per paper
Degree/ Diploma certificate	500
Provisional certificate	300
Transcript fee	500 per mark sheet
Duplicate mark sheet	200
Duplicate identity card	200
Duplicate Admit Card	200
Re-totalling/re-evaluation of marks	1000 per paper
Bonafide certificate	100
Verification of marksheets/certificates	500 per marksheet/certificate

4. Co-ordinator of BCA and other IT programmes:

Since Prof. Ranjit Biswas has shown his inability to take up the responsibility of Coordinatorship of BCA programme in place of Prof. Afshar Alam, it is propose that name of Mr. Safdar Tanweer, Assistant Professor, Department of Computer Science may please be considered and approve.

5. Plastic bar-coded identity cards:

From this academic year DODL students will get bar coded plastic identity card. A sample of the same is placed on file for kind approval.

Submitted for kind perusal and approval, please.


S. Raisuddin
Director, DODL

Hon'ble Vice Chancellor


31/7

PROGRAMME GUIDE

FOR

POST GRADUATE DIPLOMA IN PHARMACEUTICAL REGULATORY AFFAIRS

(OPEN AND DISTANCE MODE)



Directorate of Open And Distance Learning

JAMIA HAMDARD

(Deemed University)

Hamdard Nagar, New Delhi-110062

Jamia Hamdard

Hakeem Abdul Hameed, the founder of Jamia Hamdard, had a vision to develop Jamia Hamdard into an institution of excellence imparting modern professional education with special emphasis on Unani medicine and Islamic studies. Today, it has evolved into an excellent centre of higher

learning, fulfilling the objective of the *wakf*, which has been funding the University ever since its inception.

As a mark of tribute and thanks to the Almighty Allah for bestowing his guiding spirit to its founder and his associates, Jamia Hamdard adopted a seal inscribed with the following

“He (The Prophet may peace be upon him)

Instructs them in the Book and Wisdom”

Ever since the inception of Jamia Hamdard, this holy verse (*ayat*) has been a source of inspiration and guidance for all those associated with its management and administration. As an Islamic charity, *wakf* has played the vital financial role in the making of Jamia Hamdard. He (PBUH) preached his followers that

“Wisdom is (like) the lost animal of a believer

wherever he finds it, catches hold of it”

Inspired by the Holy Qur’an and exhorted by the Prophet (PBHU), Muslims became the torch-bearers of knowledge and civilization in the medieval period, but are lagging behind in present times. Late Hakeem Abdul Hameed Sahib wisely chose education and pursuit of knowledge as his prime objective when he decided to convert *Hamdard Dawakhana* into a *wakf*, a charity dedicated to fulfilling educational and health care needs of Indian Muslims. Hamdard (*wakf*) continues to provide generous grant to the university for building, equipments and salaries of staff and other development activities.

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi, the then Prime Minister of India, on August 01, 1989. In his impressive speech, the Prime Minister applauded the efforts of Hakeem Abdul Hameed Sahib in setting up institutions of higher learning, which were emerging in the form of a “Deemed to be University.” He said, “This will enable (the Muslim) minority to go forward and thus help India to march forward.”

The University offers professional courses, which equip the students to get placements in the highly competitive job market. On the basis of the record of performance of the University and quality of infrastructure including staff, the university has been accredited by NAAC in category 'A' of Indian Universities.

Mission & Objective

The Study programme aims to provide contemporary education and training to meet the challenges of the evolving global scenario and changing environment in business administration. The objective of the project is to help the students develop ability to apply multi- disciplinary concepts, tools and technique to solve organizational problem.

Jamia Hamdard Mission and Goal in relevance of the programme

Jamia Hamdard's study programmes under ODL are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low, so that educationally backward sections can take advantage of University's programmes through ODL mode. This goal in view, the DODL of Jamia Hamdard has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Targeted Group

The distance education has potential to reach to unreached and even marginalized and excluded group of the society such as tribal populations and Muslims women. Jamia Hamdard, SODL programme provides an opportunity to students for acquiring new knowledge and skills that are needed for their development. Jamia Hamdard being in education for a long time has taken initiatives to offer an opportunity to those students who are unable to get on campus education and those who have limited access to educational resources. ODL programme of Jamia Hamdard also envisage to provide an opportunity to girls from Muslim community, who by and large have been left out by the national education endeavors.

Faculty of Pharmacy

A College of Pharmacy with diploma course was established in 1972, which was affiliated to the Delhi Board of Technical Education. In 1973, B.Pharm. course was started under Delhi University. In 1982, M.Pharm. in Pharmacognosy was started. From 1986 M. pharm programme in all the four disciplines and simultaneously a Ph.D. Programme in all the disciplines was started. Earlier the intake for B.Pharma

was 40, which was enhanced to 60 with the approval of AICTE in 1996. From 1997, self financing B.Pharm. course was started with 60 seats. In collaboration with Ranbaxy Laboratories, department of Pharmaceutical Medicine was started in 1999 for Ph.D. programme in this discipline. It is a unique programme of its own kind in our country.

Post Graduate Diploma in Pharmaceutical Regulatory Affairs through Open and Distance Mode (Course Code 654)

Apart from the full time regular courses, the department of Pharmaceutics has decided to offer this PGDPRA programme through open and distance mode for those students who are not able to afford the expenses of education or who have not been able to make it to the courses offered by the universities and colleges in traditional mode. However, our endeavor is to provide best quality education, keeping with the traditions of Jamia Hamdard.

Objective

The major objective of this course is to provide an interdisciplinary knowledge of pharmacy and law as applicable in the field of Pharmaceutical regulation at National and International levels. The course prepares the students to pursue career in pharmaceutical industry, drug licensing and control authorities, and export-import agencies dealing with the Pharmaceuticals.

The Course

Highlights of the course are described in the following table:

a.	Name of the course	Post Graduate Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)
b.	Nature	Open and Distance Mode
c.	Duration	Minimum: 1 year (2 Semesters of Six months each)

		Maximum: 2 years
d.	Medium of Instruction and Examinations	English
e.	Eligibility Criteria Educational Requirements	B.Pharm or other Graduates in Medical Sciences, or Graduate in any stream with 2 years experience in Pharma industry.
f.	Commencement of the course	July/August of every year
h.	Mode of Admission	As per the norms prescribed by Jamia Hamdard from time to time.
i.	Period of Completion (Span Period)	Not more than 02 years
j.	Fees	Rs. 10,000/- per year (US \$1500 for students attached to study centres abroad)

The Curriculum

Highlights of the curriculum of Post Graduate Diploma in Pharmaceutical Regulatory Affairs

a.	Total number of Semesters and Examinations	(02 Minimum) While the teaching/counseling of the courses will be done on the Semester pattern, the examinations will be held only once a year along with any backlogs or improvement papers.
b.	Total Theory Papers	08 Nos. (100 marks each)

c.	Theory Papers/Semester	08 Nos. (100 Marks each)
d.	Counseling Hours for theory papers	30 hours per theory paper of 4 credits each
e.	Attendance	Attendance of 75% in each programme is desirable but not compulsory for appearing in End-Term Examination

- Modes of curriculum transaction include teaching/counseling at the Study Centres, assignments, tests, presentations, participation in relevant events and regularity.

Course Structure

Course structure that guides the teaching and associated assessment of PGDPRA programme is described semester-wise in the following tables:

Semesterwise Distribution of Courses in Post Graduate Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)

1 st Semester				
S. No.	Subject Code	Name of the Paper	Credits	Total
01	PGPRAD 101	An Introduction to Pharmaceutical Drug Regulatory Affairs	4	100
02	PGPRAD 102	General Pharmaceutical Laws and Guidelines	4	100
03	PGPRAD 103	Drug regulatory Affairs in India	4	100
04	PGPRAD 104	Information and Quality	4	100

		Management		
2nd Semester				
S. No.	Subject Code	Name of the Paper	Credits	Total
01	PGPRAD 201	Chemical, Pharmaceutical and biological aspects of Regulatory documentation	4	100
02	PGPRAD 202	Clinical Trials and Health care policies	4	100
03	PGPRAD 203	International licensing	4	100
04	PGPRAD 204	Regulatory considerations in controlled Drug delivery and future aspects of Biopharmaceuticals	4	100

Duration of the Programme

(Minimum-1 Years, Maximum-2 Years)

To fulfill the degree requirements for acquiring the PGDPRA, a students may clear all the subjects in one year. If a student fails to clear all the requirement of subjects in a year, he/she may be permitted to stretch it over a period of another 1 year. In case the student is still unable to pass all the subjects of PGDPRA, programme in 2 years, the student may be permitted to stretch it for another year. In such cases, the student has to seek readmission as per 'Re-Admission' rules and pay the requisite fee.

Admission

- a. A candidate, aspiring for admission to PGDPRA programme, shall have to apply in the prescribed application form that is complete in all respects, on or before the last date of submission.
- b. The Admission committee shall display/publish the list of candidates who are declared eligible for admission, after the due approval of the competent authority.
- c. Eligible candidates shall have to complete the prescribed formalities, for completion of admission, within the stipulate period of time; otherwise they will forfeit the right to admission.

Semester Teaching and Annual Examination

For the purpose of teaching and counseling, academic year shall consist of two Academic Semesters. Examinations of papers of both the semesters will be held at the end of academic year. Format for conducting examinations of papers, after the conclusion of two semesters, are presented in the following table:

a.	Mode (Theory Papers)	Written only
b.	Duration (Theory Paper)	03 Hours
c.	Examiners (Theory Paper)	Paper setters and evaluators to be decided by the University for each paper from time to time.

Annual Examinations

Examinations of all the papers will be held only once in a year at the end of both of the semester. Students will be required to fill up an examination form that will be made available at Jamia Hamdard. The University would send admit-cards to all the eligible students. Examination fee of Rs. 2,000 will be charged. Admit cards will be issued for examination in the papers for which the student had registered. The decision about the Examination Centres will be the prerogative of the University.

Provision for Unsuccessful Candidates:

Candidates who fail in one or more subject(s) will have to reappear for supplementary examination, which will be conducted along with the term end examination of the subsequent batch.

A student will have to clear all courses in maximum period of two years after admission. After the expiry of this period the learners will have to seek fresh admission.

Award if Division of Successful Candidates:

The candidate will be declared successful on securing 50% marks in each subjects and will be placed in the division in accordance with the following categories on the basis of aggregate marks obtained in all the subjects:

Less than 50%	Fail
50% or above but less than 60% marks	2 nd Division
60% or above	1 st Division
75% or above	Distinction

Detail Syllabus of Post Graduate Diploma in Pharmaceutical Regulatory Affairs

PGPRAD 101

An Introduction to Pharmaceutical Drug Regulatory Affairs

S.No.	Topics
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1. Introduction to general aspects

Definition of drug regulatory affairs (DRA); Meaning of drug development; Approval an regulatory fields; General guidelines; Trade names; Documentation of study reports; Literature searching methodology; Regulatory and scientific product information sources; Competitive intelligence; Advertisement; Pricing; Pharmacovigilance; Labelling; Intellectual property.

2. Responsibilities of Regulatory affairs manager in Drug authorities

Professional Ethics; Professional qualifications; Scientific and regulatory advice; Adequate assessment aspects; CO-ordination with the Regulatory authority and Pharmaceutical industry.

3. Regulatory Affairs Department in Pharmaceutical industry

Structure and functioning of regulatory affairs departments in pharmaceutical industry; Professional qualifications DRA manager including specific knowledge and communication skills; Co-ordination of DRA departments with other departments within the industry e.g. production, R&D, quality management, drug safety, marketing, scientific information, synthesis and manufacturing, analysis etc; CO-ordination of DRA department with drug registration authorities, supervisory bodies and other drug regulatory agencies.

4. Pharmaceutical Marketing

Marketing ethics; Marketing setup and Hierarchy in pharmaceutical industry; Trends in pharmaceutical markets in other countries; Block buster molecules; Marketing strategies of pharmaceutical companies

5. Marketing authorization

Formal aspects of marketing authorization; Measures for maintaining such authorization

6. Good Regulatory Practices (GRP)

Definition; GRP and pharmaceutical industry; Quality and quantity of data; Authenticity of data; Dossier structure; Obligatory and optional studies; Development and registration strategy; Role of GRP after registration of pharmaceuticals; GRP with regard to licensing authorities and supervisory bodies.

7. Introduction to Bulk Drug Regulation

Drug Master files; Structure elucidation of common groups chemical; Chemical Process development; Analytical techniques-HPLC, TLC, UV, IR, NMR, XRD, Mass, GC, LC-MS, GC-MS, HPTLC, Potentiometry, etc.; IND submission.

PGPRAD 102

General Pharmaceutical Laws and Guidelines

S.No.	Topics
1.	U.S. Federal Food & Drugs Laws that affect Drug product, Design, Manufacture and Distribution

- Impact of the Food and Drug laws-Historical perspective, Functions and Organization of the federal Food & Drug Administration (FDA).
- Laws Governing evaluation of New Drug Products.
 - a) Investigational exemption for New Drug (IND)
 - b) Claimed Investigational exemption for a new drug.
 - c) New Drug Application.
 - d) Drug Efficacy study

- Law covering preparation and distribution of existing products
 - a) Current Good Manufacturing Practices (cGMP)
 - b) The FDA Recall system
 - c) Tamper-Resistant Packaging.

2. A brief introduction to Other U.S. agencies involved with manufacturing of Pharmaceutical Products

- Occupational Safety and Health Administration (OSHA)
- Environmental Protection Agency (EPA)
- Maximum Allowable Costs (MAC)/Laws involving the cost of drug distribution and selection including MAC.

3. Environmental Protection Agency (EPA)

General aspects; EPA Dockets (Electronic Public Dockets); Major Environmental Laws; Regulations and Proposed rules (Federal Register-Environmental documents and Federal register database); EPA regulatory planning; Code of Federal Regulations Database.

4. ICH Guidelines

- Quality topics (Stability testing, Validation, Impurity testing)
- Safety topics (Carcinogenicity testing, Genotoxicity testing, Toxicokinetics, Pharmacokinetics, Toxicity testing, Biotechnological products, Reproductive toxicity, Pharmacological studies)
- Efficacy topics (Clinical safety, Clinical study reports, Dose-response studies, Good clinical Practices, Clinical Evaluation)
- Multidisciplinary-Electronic standards for Transmission of regulatory information
- ICH global cooperation-General information.
- MedDRA (Medical Dictionary for Regulatory Activities)

5. WHO Guidelines

Essential drugs and Medicines policy; Counterfeit drugs Guidelines; Effective drug regulation; Regulatory assessment of medicinal products for use in self medication; WHO model system for SIAMED (Computer assisted drug registration); National regulatory Policy; Review of ICDRA (International Conference on Drug regulatory Authorities); Who Certification Scheme on the Quality of Pharmaceutical products moving in the International Commerce; Exchange of Drug Regulatory information; Pharmaco-vigilance activities; WHO International Drug monitoring.

6. Patents and Other Intellectual property rights in Drug Delivery

- Patents-Patentability requirements, Patent Term and Provisional application, Patent procedure and its Implications to inventors, Infringement, Patents Cooperation Treatise (PCT).
- Trade Secrets, Copyright and Trademarks.
- Exploiting Intellectual Property Rights.

PGPRAD 103

Drug regulatory Affairs in India

S.No.	Topics
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1. Drug policy in India (1986)

Definition; Main objectives of the drug policy, 1986; Present status and approach; Industrial licensing-import and economic policies; Research and Development in drug industry; Investment-New industrial policy, bulk drug growth in public sector units; Export of medicinal substances; Bulk drug production by the use of recombinant DNA technology; Proposal for the set up of National Drug Authority for specific objectives and functioning.

2. Pharmaceutical pricing policies

Objectives; Economic considerations; Liberalization; Price control; Maximum Allowable Post Manufacturing Expenses (MAPE); Pricing mechanisms; National Health Programs (Category-I drugs) and others (category-II drugs); National pharmaceutical pricing authority (NPPA); Drug price control order (DPCO); Key issues in DPCO 95; patent Act of 1970 and DPCO; DPCO pricing: Formulations; Essential commodities act in regard to pricing mechanism; Ceiling pricing; Drug price equalization account (DPEA)

3. Quality control and rational Use of drugs

Objectives; Bio-laboratories-Central and State drug testing drug laboratories; Screening of irrational or harmful drugs; Adverse drug reaction monitoring centers; Good manufacturing practices (GMP); Licensing of large volume parenterals, sera, vaccines and whole human blood and blood products.

4. Food and Drug administration (FDA)-Maharashtra, INDIA

History; Overview; Mission, Organizational structures; Responsibilities- and initiatives; Office of public relations; Activities of the centers for biologics, cosmetics, veterinary, allopathic medicine, GMP, and Indian medicine; Schedule 'M' to the Drug and Cosmetic rules 1945; current Good Manufacturing Practices (cGMP).

5. Study of the major acts enforced by the Indian FDA

1. The Drugs and Cosmetics Act, 1940 and rules 1945 with latest amendments
2. The Prevention of Food Adulteration act and rules, 1954 with latest amendments
3. The Drugs and Magic remedies (Objectionable Advertisement) Act 1954 and Rule 1955
4. The Narcotics and Psychotropic substances Act and Rules 1985
5. The Poisons Act
6. The Insecticides Act

6. Pharmaceutical sector in India

Introduction; Production-Bulk drug and formulation; Domestic demand exports-Drug price control order (DPCO), chemicals and pharmaceuticals Export promotion council (CHEMEXCIL), Export promotion cell; Imports-Open General License (OGL), Special Import License (SIL); Research and Development-future projections, academic research institutes (CSIR and NIPER), Companies R&D projects, R&D to basic research post 2005; Key Indian companies; Rifampicin and Penicillin G policies; Objectives in new drug

policies (Sept 94); Post WTO Developments-in licensing alliances, co marketing alliances, generic market, herbal remedies, Outsourcing, Novel drug delivery systems (NDDS) and analogue research.

7. State Drug control authorities

Functions; Organizational setup; legal basis; GMP certifications; Licensing; licensing renewals.

8. Other aspects

Meaning of Pharmacopoeias, Standard terms Detailing of drug products- description of the medicinal products, summary of product characteristics (SPCs), SPCs of comparable products, chemcila and pharmaceutical data (quality), Toxicological and Pharmacological documentation (pre-clinical) data, Clinical data, expert report on quality, pre-clinical and clinical, scientific support material.

PGPRAD 104

Information and Quality Management

S.No.	Topics
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1. Data Transfer and databases

Use of computers; Local networking; Spreadsheets preparation; Overview of database; Internet as a source of Pharmaceutical information.

2. Industrial documentation

Documentation and information management in Pharmaceutical industry; Electronic submission; ICH M2-eCTD/International standardization efforts.

3. Document Management in Pharmaceutical Industry

Document Organization/Notice to applicants; Addition in documentation; Paper versus electronic; Work Organization for paper/electronic documentation; Documentation management system-structure, function, authenticity, File formats, Electronic application for marketing authorization, application of software systems in documentations; International aspects of electronic authorization-International reviewer forum, ICH.

4. Quality Management Systems

Quality Management Guidelines in relation to pharmaceutical industry.

5. Quality assurance in Development and Production

Pre-formulation studies; Development process of medicinal products; pre-approval inspection; production; Testing; Quality assurance in production; Production hygiene.

6. Quality assurance in packaging

Different types of packaging systems; Fault evaluation and fault consequences; product-package compatibility; Stability of product; Packaging selection and critical development.

7. Process quality control

Sterile and Non sterile dosage forms

8. Quality audits

Raw materials; Finished products and analytical procedures; SOPs

9. Other parameters

Requirements of supervisory authorities for quality assurance systems

International agreements-ICH, PIC

Legislature requirements in Quality of the Product

PGPRAD 201

Chemical, Pharmaceutical and biological aspects of Regulatory documentation

S.No.	Topics
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1. Raw materials and finished pharmaceutical products

Raw materials; Reference standards; Change of Specification during development and after authorization; Batch tests and analysis certificates.

2. Development and Production documentation

Pharmacopoeal monographs; Suitability of drug substances; Requirements for special dosage forms; Batch conformity; Product development-pre-formulation, formulation development, containers and

closure suitability, production formulas, methods of production and specifications; process validation; Analytical methods validation-In house Test methods, validation of Pharmacopoeial methods, cross validation and method transfer.

3. Bioavailability/Bioequivalence and Stability Documentation

Regulatory requirements for bioavailability/bioequivalence; Documentation of Stability Studies.

4. Regulatory backgrounds of Pharmacological/toxicological Documentation

Pre-clinical guidelines; ICH process; GLP; General principles of toxicity studies; Animal ethics and welfare.

5. Pharmacological documentation

Objectives; Pharmacodynamic effects; ICH draft guideline for safety pharmacology; Drug Interaction parameters.

6. Pharmacokinetics/Metabolism Documentation

Objectives; Pharmacokinetics in animals-Absorption, distribution, metabolism and excretion; Repeated dose tissue distribution studies; Pharmacokinetics and metabolic studies in the safety evaluation of new Medicinal products.

7. Documentation of Toxicity Studies

Acute and Chronic toxicity; Data Evaluation and presentation.

8. Pre-clinical documentation

Objectives; Content and structural format; Cross species consideration; Documentation of potential adverse effects in humans; Significance of Pre-clinical study.

PGPRAD 202

Clinical Trials and Health Care Policies

S.No.	Topics
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1. Introduction to clinical trials

Basic principles; Nomenclature; Design (open, single-blinded, double-blind); control groups; Requirements; Safety in clinical trials.

2. Ethics and Good Clinical Practices (GCP)

- i) Ethics-background, informed consent, ethical approval process
- ii) GCP-documentation, compliance, adverse effects, archiving and audit
- iii) Regulatory process in clinical development

3. Clinical Pharmacology

Phase I studies: background; Pharmacokinetics; ADME studies; Guidelines on absolute and relative bioavailability; Pharmacogenetics; Population kinetics; Pharmacodynamics.

4. Clinical Trial guidelines

Clinical trial guidelines for topicals, Retard dosage forms, combination products, vaccines, immunoglobulins, plasma derived factors and recombinant factors.

5. Other relevant aspects in Clinical Trial documentation

Application dossier; Common Technical Document.

6. Health Care policies

General introduction; Basics of health care policies; Social medical criteria of drug evaluation Health Technology assessment, National and International developments; Pharmacoeconomic fundamentals-different analysis for burden of illness, cost effectiveness, cost utility and cost benefit; Consequences of European policy on National healthcare policy; Social medical criteria in drug development.

7. Pharmacovigilance

Stage procedures; Post marketing surveillance; Adverse Drug Reactions (ADR) reporting procedures; Pharmacovigilance for traditional and homeopathic drugs.

PGPRAD 203

International Licensing

S.No.	Topics
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1. European Union (EU)

- Introduction to European procedures-Legal basis and key players, different.

European agencies, Notice to common technical dossiers/applicants, Scientific advice

- i. MRP and MRP under review, filling generics in European countries.
- ii. Community Referrals, Centralized procedures, orphan drugs, compassionate use.
- iii. Procedures for filing drug applications e.g. ANDA (abbreviated New Drug Application), NDA (New Drug Application), IND (Investigational New Drug application)
- iv. Application for drug filing-NTA format before 1998, CTD format (Common Technical drug of product or drug substance), Module-5 (clinical data/Reference and bioequivalence report)
- v. Electronic CTD-Concept of online submission.

2. United States of America (USA)

- i. Introduction to US Regulatory system; U.S. Pharma market; Organization of NHS,
- ii. Health policy and Insurance system
- iii. IND, NDA and ANDA process in the U.S.
- iv. EMR (Exclusive Marketing Rights)
- v. Format of US filings
- vi. Annual reports, supplements, amendments, summary basis or approvals (SBA), renewals, Para IV filings
- vii. Guidance document of FDA
- viii. Cooperation with FDA (Scientific advice/early assess programs)
- ix. Biologicals and Devices

3. Australia-New Zealand

MEDSAFE (Australia-New Zealand), Trans-Tasman Treaty,

TGA (Therapeutic Goods Administration)-Drug Regulatory affairs system.

4. Afro-Asian countries-A brief introduction

- x. Licensing procedures in African Countries-South Africa, Ethiopia, Nigeria etc. for obtaining drug approvals.
- xi. Licensing Procedures in Asian countries-China, Japan, Indonesia, Korea, Malaysia etc.

PGPRAD 204

Regulatory considerations in controlled Drug delivery and future aspects of Biopharmaceuticals

S.No.	Topics
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1. Regulatory consideration in controlled release products

- Controlled release products (CRP)-Definitions, laws, regulations and guidance
- Need for clinical and bioavailability studies
- Controlled release new drug applications (NDA)
- Requirements to demonstrate safety, efficacy and controlled release
- Characteristics of CRP.
- Information for Physico-chemical and pharmacokinetic characterization of drug entity.
- Information for characterization of controlled release dosage forms including

Physicochemical characterization

Abbreviated new drug application (ANDA) and NDA

Bioavailability and Bioequivalence studies

Dissolution testing for controlled release drug products and

Setting dissolution specifications

An FDA guidance for industry 'Extended release solid oral dosage form: development,

Evaluation and application of *in vitro/in vivo* correlations and bioavailability assurance.

Future prospects

Pharmacodynamic consideration, geriatric and Veterinary products

2. Biopharmaceuticals- Future prospects

Introduction to biopharmaceuticals [biotechnology produced peptide based pharmaceuticals (Bradykinin, Tissue plasminogen activator (t-PA) and Vaccines].

Formulation consideration-Pre-formulation, surface adsorption behavior and stability.

Pharmacokinetic and analytical considerations

Regulatory considerations-

Specific standards for identity, purity, potency, stability of peptide based pharmaceuticals.

Recombinant DNA technology or hybridoma manufacturing process

Regulatory agencies for biopharmaceuticals

Students' Support Services

The coordinators of the respective Courses would display a copy of such important circulars/ notifications on the notice board for the benefit of all the students. Therefore, it is important for all the students to keep in regular touch with the Study Centers so as to get advance information about assignments, submission schedule, examination forms, list of students admitted to particular examination, declaration of results, etc.

Supply of Study Material

One book per course will be supplied to the students as study material. However, the fast pace of computer industry necessitates that students must read some other reference materials. Studying the supplied printed material alone may not be sufficient for the knowledge of the subject. Therefore, it is strongly recommended that the students take the help of other reference materials/ websites for the preparation of their assignments and other examinations.

Counseling Sessions

In distance education, face -to-face contact between the learners and their teachers/ counselors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of the questions and clarify the doubts, which may not be possible through any other means of communication. It also intends to provide an opportunity to meet the fellow students. There are academic counselors at the Study Centers to provide counselling and guidance to the students in the courses that they have chosen for study. These sessions will be held at the Study Centers during week ends **(Saturdays and Sundays)**

It may be noted that the counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the students to overcome difficulties, which they face while studying for the Programme. In these sessions, they must try to resolve their subject-based difficulties and any other related problems.

Before the students go to attend the counselling sessions, they are expected to go through the course materials supplied to them and make a plan of the points to be discussed. Unless they have gone through the Units, they may not find much to be discussed with course counsellors.

July 31, 2012

Subject: DODL admissions

Because of poor response so far, it is proposed that permission may please be granted to extend the last date of sale and submission of forms for DODL to September 30, 2012.

The following proposals may please also be approved.

1. It is also proposed that eligibility criteria for admission to PG Diploma in Drug & Pharmaceutical Affairs (PGDPRA) may be relaxed as:

✓ Existing eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with two years of experience in Pharma Industry will also be eligible.

Proposed eligibility:

A candidate seeking admission to the above programme must have passed Bachelor Degree in Pharmacy or Medical Sciences. A candidate having Bachelor Degree in any discipline with one year of experience in Pharma Industry, Clinical Research, Regulatory Affairs, and IPR will also be eligible.

As reported at the board sc meeting.

The above change will widen the scope of applicants.

2. ✓ The following study programmes will not be included in the Prospectus for 2012-13, as DEC is not likely to approve them.

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B.Sc. in Multimedia & Animation (BSCMA)
Diploma in Web Designing (DWD)
Diploma in 3D Animation (D3DA)

I have discussed with DEC official about the existing students in the above programmes. As per the information, those students may continue.

DEC has informed that after getting approval for 10 programmes, Jamia Hamdard may apply for recognition of the above four programmes and other programmes such as MBA, MCA etc. with proper preparation. It was also suggested that for programmes like MBA and MCA Jamia Hamdard may propose to utilize Self Learning Material (SLM) of IGNOU for initial two years and in the meantime develop its own programme. It is proposed that after getting DEC approval University may consider this proposal.

3. ✓ Proposed Fee and other charges for 2012-13:

The proposed fee and other charges for 2012-13 would be as follows:

ANNUAL FEE STRUCTURE FOR OD L PROGRAMMES

Name of the Programme/Course	Indian students (in Rs.)	Foreign nationals (in US \$)*
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P.G. Diploma in Chemo-informatics (PGDC)	14,000	1000
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDTN)	12,000	1000
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	20,000	2000
P.G. Diploma in Environmental Monitoring and Impact	12,000	1000

Assessment (PGDEMA)		
P.G. Diploma in Intellectual Property Right (PGDIPR)	14,000	1000
P.G. Diploma in Human Rights (PGDHR)	6,000	800
PG Diploma in Medical Record Techniques (PGDMRT)	10,000	800
Bachelor of Computer Application (BCA)	18,000	1000
Bachelor of Business Administration (BBA)	16,000	1000

Rs. 100 will be charged for bar coded plastic identity card per year.

* Students from SAARC countries will pay fee as per the norms of the University.

OTHER CHARGES

Item	Charges (in Rs.)
Admission Application Form/Downloaded form free	500 (US\$ 50 for foreign nationals)
Application form by post	600 (US\$ 80 for foreign nationals)
Examination fee	2000
Backlog paper/Supplementary Examination	1000 per paper
Degree/ Diploma certificate	500
Provisional certificate	300
Transcript fee	500 per mark sheet
Duplicate mark sheet	200
Duplicate identity card	200
Duplicate Admit Card	200
Re-totalling/re-evaluation of marks	1000 per paper
Bonafide certificate	100
Verification of marksheets/certificates	500 per marksheet/certificate

4. Co-ordinator of BCA and other IT programmes:

Since Prof. Ranjit Biswas has shown his inability to take up the responsibility of Coordinatorship of BCA programme in place of Prof. Afshar Alam, it is propose that name of Mr. Safdar Tanweer, Assistant Professor, Department of Computer Science may please be considered and approve.

5. Plastic bar-coded identity cards:

From this academic year DODL students will get bar coded plastic identity card. A sample of the same is placed on file for kind approval.

Submitted for kind perusal and approval, please.


31/7
- S. Raisuddin
Director, DODL

Hon'ble Vice Chancellor


31/7

TO BE PUBLISHED IN THE GAZETTE OF INDIA PART I SECTION I

No.F.9-18/85-U.3
Government of India
Ministry of Human Resource Development
(Deptt. of Education)

New Delhi, the 10th May, 1989.

NOTIFICATION

In exercise of the powers conferred by Section 3 of the University Grants Commission Act, 1956 (3 of 1956), the Central Government, on the advice of the Commission, hereby declare that Jamia Handard, Handard Nagar, New Delhi-110062, shall be deemed to be a University for the purpose of the aforesaid Act.

(J.D. GUPTA)
Joint Secretary to the Govt. of India

To

The Manager,
Gazette of India,
Government of India Press,
Faridabad(Haryana)

Copy forwarded for information to :

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi-2 (with fifteen copies).
2. The Secretary, Association of Indian Universities, 16, Ferojshah Kotla Marg, New Delhi.
3. The Director, Jamia Handard, Handard Nagar, New Delhi-62.
4. All Ministries/Departments of the Government of India (Including the President's Secretariat, the Prime Minister's Office, the Cabinet Secretariat and Planning Commission).
5. All State Governments and Union Territories.
6. Registrar of all Universities and deemed to be Universities.
7. Press Information Bureau (Shri Prem Sunder) D.P.I.O., New Delhi, with the request that this may be given wide publicity.

- 37 -
- 4 2 3
8. Parliament Library.
 9. Legislative Department (Leg. III Section).
 10. The Secretary General, Rajya Sabha.
 11. The Secretary General, Lok Sabha.
 12. All Officers in the Ministry.
 13. Guard File/Coordination Assistant/Notification File.


(Gurbax Singh)
Deputy Secretary to the Govt. of India

HANDBOOK ON DISTANCE EDUCATION 2010



ASSOCIATION OF INDIAN UNIVERSITIES

JAMIA HAMDARD
Directorate of Open & Distance Education
 Hamdard Nagar, New Delhi 110 062

ESTABLISHED 2004

FAX 011-26059694

PHONE 011-26059694

DIRECTOR Prof S Raisuddin

E-MAIL: director_dc.dl@jamiahamdard.ac.in

WEBSITE jamiahamdard.edu

	Rs 1000
	Rs 1000

Hamdardgaon, Ujjain, Mumbai,
 Bangalore, Almora, Srinagar,

	Total
OBC/SC ST PH	
5 245 40 14 4	4305
Women	Total
SC ST OBC PH	
- - -	11

Courses	Duration	Eligibility	Fees
PG Diploma in Bio-informatics/Chemo-informatics/Dietetics & Therapeutics Nutrition/ Pharmaceutical Regulatory Affairs/ Environmental Monitoring and Impact Assessment/Intellectual Property Right/Human Rights/Medical Record Techniques/Occupational Health Mgt	1 yr	BSc in Bio or Maths/Stet with Bio in 10+2 exam/BSc with Chem/BSc in Home Sc or Biological Sc/ BPharm/ MBBS or Bachelor Degree with two yrs experience in Pharmaceutical Industry/BSc in any branch of Sc/BSc in any branch of Sc/Bachelor degree in any Discipline/BSc with Biology/ Bachelor degree in any discipline	Rs 18000/ 14000/ 12000/ 20000/12000/ 14000/ 6000/ 10000/25000
Diploma in Web Designing, 3D Animation	1 yr	10+2 in any discipline	Rs 12000
BSc in Multimedia & Animation	3 yrs	10+2 in any discipline	Rs 24000
BBA	3 yrs	10+2 in any discipline	Rs 16000
BCA	3 yrs	10+2 with Maths	Rs 18000

Notification July

Last Date August

Total Budget Rs 2 Crores (Approx).

Admission Criteria Direct

Commencement of Academic Session September

Study Centres Delhi 38; Andhra Pradesh 1; Haryana 1; Jharkhand 1; J&K 1; Maharashtra 2; UP 11.

Medium of Instructional Material/Exam English.

Students Enrolment Men 1393 Women 4509 Total 5902

Foreign Students Men 15 Women 3 Total 18

Faculty Strength Men 12 Women 2 Total 14.

27th Meeting of the Standing Committee (12th September 2017)
List of Institutions Recommended For Accreditation by NAAC

3rd Cycle

Sl. No.	NAME OF THE INSTITUTION	STATE	CGPA	GRADE
1.	G. Pulla Reddy Engineering College, Kurnool - 518002	Andhra Pradesh	3.52	A+
2.	Mrs. A. V. N. College, I Town, Visakhapatnam - 530001	Andhra Pradesh	3.07	A
3.	Jamia Hamdard (Hamdard University) (Deemed-to-be-University u/s 3 of the UGC Act 1956), Hamdard Nagar, Delhi - 110062	Delhi	3.15	A
4.	Uma Arts and Nathiba Commerce Mahila College, Sector 23, Gandhinagar - 382023	Gujarat	3.32	A
5.	Basaveshwara College of Commerce, Arts and Science, Rajajinagar, Bengaluru - 560010	Karnataka	2.57	B+
6.	Bhandarkars' Arts and Science College, Vaderhobli, Kundapura, Udipi - 576201	Karnataka	3.32	A
7.	K. R. E. Society's Karnatak Arts, Science and Commerce College, Bidar - 585401	Karnataka	3.24	A
8.	Manjunatha Pai Memorial Government First Grade College of Professional and Business Management, Kabettu, Karkala - 574104	Karnataka	2.83	B++
9.	Shri Dharmasthala Manjunatheshwara College of Business Management, Kodialbail, Dakshina Kannada, Mangalore - 575003	Karnataka	3.30	A
10.	Shri Shivaji Education Society's Mahasatee Arts, Commerce and Science College, Ulga, Karwar, Uttar Kannada - 581328	Karnataka	2.31	B
11.	Smt. Allum Sumangalamma Memorial College for Women, Gandhinagar, Bellary - 583103	Karnataka	2.60	B+

Sl. No.	NAME OF THE INSTITUTION	STATE	CGPA	GRADE
40.	Kakatiya University, Vidyaranyaपुरi, Hanamkonda, Warangal - 506009	Telangana	3.36	A
41.	Kasturba Gandhi Degree and P. G. College for Women, Marredpally, Hyderabad - 500026	Telangana	3.33	A
42.	Osmania University, Hyderabad - 500007	Telangana	3.52	A+

Universities -

Sd/-

(Prof. D. P. Singh)
Director



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वयत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Jamia Hamdard University
Hamdard Nagar, New Delhi as
Accredited
with CGPA of 3.08 on four point scale
at A grade
valid up to January 07, 2016*

Date : January 08, 2011



Director

**School of Open and Distance Learning
Jamia Hamdard, New Delhi- 110062**

Academic Calendar- 2017- 2018 (w.e.f.1st July 2017)

S.NO	Activity	Date
1.	Admission start	3 rd July, 2017
2.	Last date of admission	31 st August, 2017
3.	Closer of admission	31 st October, 2017
4.	Classes begin	4 th November, 2017
5.	Submission of exam form	1 st February, 2018
6.	Last date of submission of exam form	28 th March, 2018
7.	Classes End	31 st March, 2018
8.	Submission of Project	15 th April, 2018
9.	Practical Exam	25 th April, 2018
10.	Theory Exam start	7 th May, 2018
11.	Theory exam end	31 st May, 2018
12.	Declaration of Result	Till 31 st August, 2018

Sd/-

Director cum Dean
SODL

Annexure- 18

July 31, 2012

Subject: DODL admissions

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Director, DODL

Hon'ble Vice Chancellor


31/7

**School of Open and Distance Learning
Jamia Hamdard, New Delhi- 110062**

Faculty Detail

S.no	Name of Faculty	Designation	Qualification
1.	Prof. S.H. Ansari	Professor	Ph.D
2.	Prof. Asgar Ali	Professor	Ph.D
3.	Prof Rocket Ibrahim	Professor	Ph.D
4.	Prof. Manju Chhugani	Professor	Ph.D
5.	Dr. Safdar Tanweer	Assistant Professor	Ph. D
6.	Dr. Babita Singh	Assistant Professor	Ph.D
7.	Mr. Sakhi John	Assistant Professor	MBA in Hospital Management

Sd/-

Director cum Dean
SODL



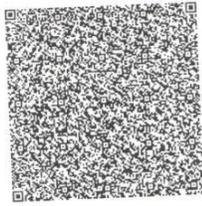
सत्यमेव जयते

INDIA NON JUDICIAL

Government of National Capital Territory of Delhi

e-Stamp

Certificate No.	: IN-DL10677521939473P
Certificate Issued Date	: 26-Jul-2017 03:55 PM
Account Reference	: IMPACC (IV)/ dl740303/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL74030322536919402003P
Purchased by	: REGISTRAR JAMIA HAMDARD
Description of Document	: Article 5 General Agreement
Property Description	: Not Applicable
Consideration Price (Rs.)	: 0 (Zero)
First Party	: REGISTRAR JAMIA HAMDARD
Second Party	: Not Applicable
Stamp Duty Paid By	: REGISTRAR JAMIA HAMDARD
Stamp Duty Amount(Rs.)	: 100 (One Hundred only)



Please write or type below this line.....

AFFIDAVIT

Affidavit of Prof. Ehsan A. Khan S/o. Late M. A. Khan, aged about 62 years, working as Registrar, Jamia Hamdard (Deemed University), Hamdard Nagar, New Delhi-110062.

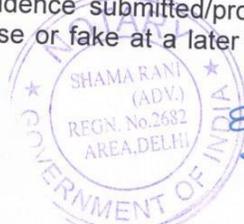


Statutory Alert:

1. The authenticity of this Stamp Certificate should be verified at www.shoresstamp.com. Any discrepancy in the details on this Certificate and as available on the website renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate. In case of any discrepancy please inform the Competent Authority.

I, the above named deponent do hereby solemnly affirm and declare as under:

1. That university namely Jamia Hamdard (Deemed University) wish to apply for the recognition of programmes to be offered under Open and Distance Learning mode with effect from July, 2018.
2. I have fully understood the clauses, terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning) Regulations, 2017.
3. That university is eligible in all respect to apply to UGC to offer education through open and distance learning mode as per UGC (ODL) Regulations, 2017.
4. That university has submitted the proposal as per the UGC (ODL) Regulations, 2017.
5. That university has submitted the proposal ONLINE in the prescribed format and has also submitted duly certified three hard copies of the proposal along with all the annexures, within the specified period, to UGC.
6. That the University has been offering education through open and distance learning mode with the approval of UGC/Erstwhile DEC and has not violated any of the terms and conditions as stipulated in the approval/recognition letter No. F. 6-5/2016 DEB-I) dated 21.11.2016 and norms issued by the relevant/concerned statutory bodies time to time.
7. That the university shall scrupulously abide by UGC (ODL) Regulations, 2017 while imparting education through open and distance learning mode after getting the approval of UGC.
8. That all the information given by the university in the proposal submitted to UGC is complete, true and correct.
9. That I am fully aware of the consequences, if the University fails to abide by UGC (ODL) Regulations, 2017.
10. That I am fully aware that in case any information, documentary evidence submitted/produced by the University is found to be false or fake at a later stage, the recognition of University shall



SA Khan

Registrar
Jamia Hamdard
(Deemed University)
Hamdard Nagar
New Delhi-110062

be withdrawn along with other punitive measures mentioned in UGC (ODL) Regulations, 2017. The University concerned shall be solely responsible for the career consequences, if any arising out of the same.

E.A. Khan

DEPONENT

Registrar
Jamia Hamdard
(Deemed University)
Hamdard Nagar
New Delhi-110062

VERIFICATION:

Verified at New Delhi on 26th day of September 2017, that the contents of this affidavit are true and correct to the best of my knowledge based on record put to me and nothing has been concealed therefrom.

E.A. Khan

DEPONENT

Registrar
Jamia Hamdard
(Deemed University)
Hamdard Nagar
New Delhi-110062



ATTESTED

[Signature]
Notary Public, Delhi

27 SEP 2017