HEI ID: HEI-U-0108   Name of HEI: Jamia Millia Islamia   Type of HEI: Dual Mode

Annual Report

OF

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

PROGRAMMES UNDER
OPEN AND DISTANCE LEARNING MODE
2023-24

Contents

Part – I: General Information

Date of notification of the Centre: 28/03/2023 (attach a copy of the notification):

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Details of Director, CIQA

- Name: **Prof. Jasim Ahmad**
- Qualification: **Ph.D.**
- Appointment Letter and Joining Report: Upload (PDF): **Uploaded**

Details of CIQA Committee:

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination In CIQA Committee
a.	Vice Chancellor of The University	Chairperson	Prof. Mohammad Shakeel, Ph.D.	Civil Engineering	28/03/2023
b.	Three Senior teachers of HEI	Member1	Prof. Rahela Farooqi, Ph.D.	Management	28/03/2023
		Member2	Prof. Nahid Zahoor, Ph.D.	Education	28/03/2023
		Member3	Prof. Archana Dassi, Ph.D.	Social Work	28/03/2023
c.	Head of three Departments or School of Studies from which Programme is being offered in ODL and Online mode	Member4	Prof. Azra Abidi, Ph.D.	Sociology	28/03/2023
		Member5	Prof. Mukesh Ranjan, Ph.D.	English	28/03/2023
		Member6	Prof. Devendra Kumar Dhusia, Ph.D.	Commerce	28/03/2023
d.	Two External Experts of ODL and/or Online Education	Member7	Prof. Heena K. Bijli Ph.D.	Education	28/03/2023
		Member8	Prof. Mohd Miyan, Ph.D.	Education	28/03/2023

e.	• Administration (Registrar)		Mr. M. Nasim Haider	Law	28/.03/2023
	• Finance	**Member 9**	Shaikh Safiullah, CA	Commerce	28/.03/2023
f.	Director, CIQA	**Member 10**	Prof. Jasim Ahmad, Ph.D.	Education	28/03/2023

a. **Composition as per Regulations**

b. Whether members mentioned at 'b' to 'e' changed every 2 years? (Y/N)

If No, reason thereof: Y

Number of meetings held and its approval: 2

a. No. of meetings held every year: 1

b. Meeting details:

Meetings	Date-Month-Year	No. of External Expert Present	Minutes	Approval of Minutes
Meeting 1	27/04/2023	10	uploaded	uploaded
Meeting 2	25/07/2024	11	uploaded	uploaded

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

From <M*onth, Year*> academic session:

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

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

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

From <M*onth, Year*> academic session:

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

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

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

From <M*onth, Year*>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post Graduate Diploma Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.										
N.										

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

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

From <M*onth, Year*>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.										
N.										

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

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

From <M*onth, Year*>academic session: TO BE EXTRACTED FROM WEBPORTAL

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1.	M.A Geography	2	88	Graduation	12000	F.N.8-13/2023(DEB-1)	30	21		51
2.	M.A Islamic Studies	2	80	Graduation	10000	F.N.8-13/2023(DEB-1)	7	10		17

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

Part – II: Requirements as per Centre for Internal Quality Assurance (CIQA) Functioning

Action taken on the functions of CIQA:-

S.No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	Academic Planning, Validation, monitoring and evaluation.	
2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	It is done through academic audit.	
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	Preparation of SLMs, Counselling, examination system, evaluation process, timely declaration of result.	
4.	Mechanism devised to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	Implementation of same syllabus as per with the regular mode. Faculty of the department contributes towards in the academic pursuits for running the programmes.	
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	Use of Online tools like Google Classrooms, WhatsApp Groups and the direct communication with the coordinator.	

6.	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	Students and Coordinator ratio should be improved. A student friendly and mode detailed website needed.	
7.	Implementation of its recommendations through periodic reviews	Directors and assistant professors hold regular meetings to implement the recommendations.	
8.	Workshops/ seminars/ symposium organizedon quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	Regular guests lectures and orientation programmes for the students are organized.	
9.	Developed and collated best practices in all areas leading to quality enhancement in services to the learners and disseminate the same all concerned in Higher Educational Institution	Provision of Grievance Committee, Use of Google Classroom for direct communication.	
10.	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	Maintaining the record of data in compliance with the regulatory bodies.	
11.	Measures taken to ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme	The Programme Project Report is updated frequently in accordance with the forms of the regulatory authority.	

12.	Mechanism to ensure the proper implementation of Programme Project Reports	The PPR is prepared and updated by the subject expert. It is also reviewed by the director.	
13.	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	YES	
14.	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	YES	
15.	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.	YES	
16.	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	YES	
17.	Measures adopted to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit	YES	
18.	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	YES	

19.	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	YES	
20.	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	YES	
21.	(a) Submitted Annual Reports to the Statutory Authorities or Bodies of the Higher Educational Institution about its activities at the end of each academic session.	YES	
	(b) Submitted a copy of report in the format as specified by the Commission, duly approved by the statutory authorities of the Higher Educational Institution annually to the Commission.	YES	
22.	Overseen the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes	YES	
23.	Facilitated adoption of instructional design requirements as per the philosophy of the Online learning decided by the statutory bodies of the HEI for its different academic programmes	YES	

24.	Promoted automation of learner support services of the Higher Educational Institution	YES	
25.	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	YES	
26.	Coordinated with third party auditing bodies for quality audit of programme(s)	YES	
27.	Overseen the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution	YES	
28.	Promoted collaboration and association for quality enhancement of Online mode of education and research therein	YES	
29.	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	YES	

Compliance of Quality Monitoring Mechanism – As per Annexure–I (Part V (2)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020 :

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document

1.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	YES	
2.	Articulation of Higher Educational Institution Objectives	YES	
3.	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	YES	
4.	Programme Monitoring and Review	YES	
5.	Infrastructure Resources	YES	
6.	Learning Environment and Learner Support	YES	
7.	Assessment and Evaluation	YES	
8.	Teaching Quality and Staff Development	YES	

Compliance of Process of Internal Quality Audit – As per Annexure–I (Part V (3)) of UGC (ODL Programmes and Online Programmes) Regulations, 2020:

Sr.No.	Provisions in Regulations	Action taken in respect of online programmes	Upload relevant document

1.	Academic Planning	Annual Academic Calendar	
2.	Validation	YES	
3.	Monitoring, Evaluation and Enhancement Plans a. Reports from Examination Centres b. External Auditor or other External Agencies report c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels d. Reporting and Analytics by the Higher Educational Institution e. Periodic Review	YES	

Part – III: Human Resources and Infrastructural Requirements

Name and details of Director of Centre for Distance and Online Education (Dual Mode University) - Regular, full time, at least Associate Professor

    Or

Name and details of Head for each school (for Open University) - Full time dedicated, not below the rank of an Associate Professor

> **Full Time Dedicated Director, Prof. Jasim Ahmad, Ph.D. (Education)**

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

    Or

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

>

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

    Or

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

> *Dr. Abdullah Chishti*

Compliance status in respect of Human Resource – As per Annexure – IV of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention compliance details against the requirements in terms of Staffing norms, as mentioned in the Annexure-IV of the Regulations. In addition, the faculty details shall be provided in the following format:

> *The Centre for Distance and Online Education fulfils the criteria of staffing norms suggested by the Commission.*

i. **Programme name:**

   a. **Programme Coordinator**

S. No.	Names with Designation	Qualification	Experiences	Type (Regular/Contract)with gross salary/ month	Date of joining programme
1.	Dr. Suresh Verma (Assistant Professor)	Ph.D.	18 Years	Regular	29/10/2020
2	Dr. Abdullah Chishti (Assistant Professor)	Ph.D.	15 Years	Contractual / Salary 79,600	12/10/2020
3	Dr. Mohd. Afzal Saifi (Assistant Professor)	Ph.D.	3 Years	Contractual / Salary 79,600	25/10/2021
4	Dr Mohammad Farhan (Assistant Professor)	Ph.D.	3 Years	Contractual / Salary 79,600	12/10/2020
5	Dr. Shabnum Akhtar (Assistant Professor)	Ph.D.	3 Years	Contractual / Salary 79,600	01/08/2022
6	Dr. Bushra Hussain (Assistant Professor)	Ph.D.	3 Years	Contractual / Salary 79,600	12/10/2020
7	Dr. Sheereen Saleem (Assistant Professor)	Ph.D.	1 Years	Contractual / Salary 79,600	14/03/2023
8	Dr. ShushwiKe(Assistant Professor)	Ph.D.	3 Years	Contractual / Salary 79,600	12/10/2020

9	DrDayal Sandhu(Assistant Professor)	Ph.D.	4 Years	Contractual / Salary 79,600	12/10/2020
10	Dr. IshaNaaz(Assistant Professor)	Ph.D.	3 Years	Contractual / Salary 79,600	27/07/2022
11	Dr Asif Pervez (Assistant Professor)	Ph.D.	7 Years	Contractual / Salary 79,600	12/10/2020
12	Dr. Md. ImteyajulHaque(Assistant Professor)	Ph.D.	1 Years	Contractual / Salary 79,600	12/10/2020
13	Dr Firdous Khanum(Assistant Professor)	Ph.D.	5 Years	Contractual / Salary 79,600	12/10/2020
14	Dr. SabihaKhatoon	Ph.D. and PDF	5 Years	Contractual / Salary 79,600	21/10/2021
15	Dr. Qudsia	Ph.D.	4 Years	Contractual / Salary 79,600	23/03/2023
16	Dr. Mazhar Rehman	Ph.D.	1 Year	Contractual / Salary 79,600	17/07/2023
17	Dr. Nida Fatima Qureshi	Ph.D.	1 Year	Contractual / Salary 79,600	17/07/2023
18	Dr. Shekh Moinuddin	Ph.D.	6 Years	Contractual / Salary 79,600	17/07/2023
19	Dr. Md. Masroor	Ph.D.	1 Year	Contractual / Salary 79,600	17/07/2023

b. Course Coordinator

S. No.	Course name	Names with Designation	Qualification	Experiences	Type(Regular/Contract)withgross salary/ month	Date of joining programme
1.	CIT	Dr. Suresh Verma	Ph.D.	18 Years	Regular	29/10/2020
2	MA History	Dr. Abdullah Chishti	Ph.D.	15 Years	Contractual / Salary 81,934	12/10/2020
3	M.Com	Dr. Mohd. Afzal Saifi	Ph.D.	3 Years	Contractual / Salary 81,934	25/10/2021
4	MA English	Dr Mohammad Farhan	Ph.D.	3 Years	Contractual / Salary 81,934	12/10/2020
5	MA Political	Dr. Shabnum Akhtar	Ph.D.	3 Years	Contractual / Salary 81,934	01/08/2022
6	B.Ed	Dr. Bushra Hussain	Ph.D.	3 Years	Contractual / Salary 81,934	12/10/2020
7	MA Hindi	Dr. SheereenSaleem	Ph.D.	1 Years	Contractual / Salary 81,934	14/03/2023

8	MA Sociology	Dr. ShushwiKe	Ph.D.	3 Years	Contractual / Salary 81,934	12/10/2020
9	MA Education	Dr.Dayal Sandhu	Ph.D.	4 Years	Contractual / Salary 81,934	12/10/2020
10	MA Public Administration	Dr. Isha Naaz	Ph.D.	3 Years	Contractual / Salary 81,934	27/07/2022
11	MBA	Dr. Asif Pervez	Ph.D.	7 Years	Contractual / Salary 81,934	12/10/2020
12	MA Urdu	Dr. Md. Imteyaju lHaque	Ph.D.	1 Years	Contractual / Salary 81,934	12/10/2020
13	MA HRM	Dr. Firdous Khanum	Ph.D.	5 Years	Contractual / Salary 81,934	12/10/2020
14	B.Com	Dr. Sabiha Khatoon	Ph.D.	5 Years	Contractual / Salary 81,934	21/10/2021
15	MA Urdu	Dr. Qudsia	Ph.D.	4 Years	Contractual / Salary 81,934	13/03/2023
16	M.A. Islamic Studies	Dr. Mazhar Rehman	Ph.D.	1 Year	Contractual / Salary 81,934	17/07/2023
17	M.A. Islamic Studies	Dr. Nida Fatima Qureshi	Ph.D.	1 Year	Contractual / Salary 81,934	17/07/2023
18	M.A Geography	Dr. Shekh Moinuddin	Ph.D.	6 Years	Contractual / Salary 81,934	17/07/2023
19	M.A Geography	Dr. Md. Masroor	Ph.D.	1 Year	Contractual / Salary 81,934	17/07/2023

c. **Course mentor**

S. No.	Nameswith Designation	Qualification	Experiences	Type (Regular/ Contract) withgross salary/ month	Date of joining program me
1	Dr. Suresh Verma Assistant Professor	Ph.D.	18 Years	Regular	20/10/2020
2	Dr. Abdullah Chishti Assistant Professor	Ph.D.	15 Years	Contractual / Salary 81,934	12/10/2020
3	Dr. Mohd. Afzal Saifi Assistant Professor	Ph.D.	3 Years	Contractual / Salary 81,934	25/10/2021
4	Dr Mohammad Farhan Assistant Professor	Ph.D.	3 Years	Contractual / Salary 81,934	12/10/2020
5	Dr. Shabnum Akhtar Assistant Professor	Ph.D.	3 Years	Contractual / Salary 81,934	01/08/2022
6	Dr. Bushra Hussain Assistant Professor	Ph.D.	3 Years	Contractual / Salary 81,934	12/10/2020

7	Dr. Sheereen Saleem Assistant Professor	Ph.D.	1 Years	Contractual / Salary 81,934	14/03/2023
8	Dr. Shushwi Ke Assistant Professor	Ph.D.	3 Years	Contractual / Salary 81,934	12/10/2020
9	Dr.Dayal Sandhu Assistant Professor	Ph.D.	4 Years	Contractual / Salary 81,934	12/10/2020
10	Dr. Isha Naaz Assistant Professor	Ph.D.	3 Years	Contractual / Salary 81,934	27/07/2022
11	Dr. Asif Pervez Assistant Professor	Ph.D.	7 Years	Contractual / Salary 81,934	12/10/2020
12	Dr. Md. Imteyajul Haque Assistant Professor	Ph.D.	1 Years	Contractual / Salary 81,934	12/10/2020
13	Dr.FirdousKhanum Assistant Professor	Ph.D.	5 Years	Contractual / Salary 81,934	12/10/2020
14	Dr. Sabiha Khatoon Assistant Professor	Ph.D.	5 Years	Contractual / Salary 81,934	21/10/2021
15	Dr. Qudsia Assistant Professor	Ph.D.	4 Years	Contractual / Salary 81,934	13/03/2023
16	Dr. Mazhar Rehman	Ph.D.	1 Year	Contractual / Salary 81,934	17/07/2023
17	Dr. Nida Fatima Qureshi	Ph.D.	1 Year	Contractual / Salary 81,934	17/07/2023
18	Dr. Shekh Moinuddin	Ph.D.	6 Years	Contractual / Salary 81,934	17/07/2023
19	Dr. Md. Masroor	Ph.D.	1 Year	Contractual / Salary 81, 934	17/07/2023

Any other details

Details of Administrative staff

a. **Number of Administrative staff available exclusively for Online programmes**

Admin Staff	Required	Available
Deputy Registrar	1	YES
Assistant Registrar	1	YES
Section Officer	1	YES
Assistants	3 (2 for DM Universities)	YES
Computer Operator	2	YES
Multi-Tasking Staff	2	YES

(Attach duly attested photocopy of appointment letter with salary details)

b. **Number and details of Technical Support for Online Programmes as per Annexure -IV:**

i. **Technical Team for Development of e-Content as Self-Learning e- Modules:**

Post	Required	Available
Technical Manager (Production)	1	YES
Technical Associate (Audio-Video recording and editing)	1	YES
Technical Assistant (Audio-Video recording)	1	YES
Technical Assistant (Audio-	1	YES

Video editing)		YES

ii. **For Delivery of Online Programmes:**

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

iii. **For Admission and Examination for Online mode:**

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

(Attach duly attested photocopy of appointment letter with salary details)

Part – IV: Examinations

Information of formative and summative assessments/examinations conducted with the actions taken to ensure sanctity of examinations:

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the assessment shall be Outsourced	YES	
2.	For ensuring transparency and credibility, the full time faculty of the Online mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc	YES	
3.	A Higher Educational Institution offering programme through Online mode shall conduct examinations either using Computer based test or pen and paper test in a proctored environment in designated test centre with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.	YES	
4.	The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.	YES	
5.	The number of examination centres in a city or		

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
	State must be proportionate to the student enrolment from the region	YES	
6.	Building and grounds of the examination centre must be clean and in good condition.	YES	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	YES	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	YES	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	YES	
10.	Safety and security of the examination centre must be ensured	YES	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	YES	
12.	Provision of drinking water must be made for Learners	YES	
13.	Adequate parking must be available near the examination centre	YES	
14.	Facilities for Persons with Disabilities should be Available	YES	

Compliance of facilities required for the conduct of Online examination for online programmes

S.	Provisions in Regulations	Whether	If No,

No.		being complied Yes/No If yes, please provide details and upload relevant documents	Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	YES	
2.	Requirement of proctors (as mentioned in provision II (B)(13)(ii) of Annexure II)	YES	
3.	Security arrangements in the testing centre (as mentioned in provision II (B)(13)(iii) of Annexure II)	YES	
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	YES	

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

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
1.	The Higher Educational Institution shall adopt the guidelines issued by the Commission for the conduct of proctored examinations.	**Upload guidelines**	YES
2.	A Higher Educational Institution offering Online programmes shall have a mechanism well in place for evaluation of	**Upload mechanism**	YES

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	learners enrolled through Online mode and their certification.		
3.	The evaluation shall include two types of assessments continuous or formative assessment and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held unless: i) The Higher Educational Institution is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted; ii) For Online mode: the learner has minimum participation of 75 per cent. in all the activities of Online programme prior to end semester examination or term end examination.	YES	
4.	The curricular aspects, assessment criteria and credit framework for the award of Degree programmes at undergraduate and postgraduate level and/or Post Graduate Diploma programmes through online mode shall be evolved by adopting same standards as being followed in conventional	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	mode/ODL mode by the dual mode Higher Educational Institutions and in Open Distance Learning mode by the Open Universities	YES	
5.	The weightage for different components of assessments for Online mode shall be as under: (i) continuous or formative assessment (in semester): Maximum 30 per cent. (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent.	**Upload sample question paper**	
6.	The Higher Educational Institution shall notify all assessment tools to be used for formative and summative assessments	YES	
7.	Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card	**Upload sample**	
8.	A Higher Educational Institution offering a Programme in Online mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure	**Upload Process**	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	that no part of the syllabus is left out of study by a learner.		
9.	The examination of the programmes in Online mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre as given under these regulations.	**Upload list**	
10.	(a) The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure.	YES	
	(b) Availability of biometric system	YES	
	(c) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International Learners	YES	
	(d) In case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	centre to the Higher Educational Institution		
11.	The Higher Educational Institution shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years	**Upload Sample and list**	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	**Upload details of Observer assigned**	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	**Upload Observer Report**	
13.	An Higher Educational Institution offering programme through Online mode shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission	YES	
14.	As restriction of territorial jurisdiction is not applicable for Online learning, such Higher Educational Institutions which are recognised to enroll international learners shall endeavour to conduct proctored	YES	

S.No.	Provisions in Regulations	Whether complied Yes/No If Yes, Upload relevant document	If No, Reason thereof
	examinations for such learners		
15.	(a) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for Online mode shall be assigned a unique identification number and shall have i. Photograph ii. Aadhaar number or other government recognised identifier or Passport number, as applicable, iii. Other relevant details of the learner along with the Programme name.	**Upload samples**	
	(b) Each award shall also be uploaded on the National Academic Depository		
16.	It shall be mandatory for Higher Educational Institution to mention the following on the backside of each of the degrees/certificates and mark sheets issued by the Higher Educational Institution to the learners (for each semester certificate and at the end of the programme): (i) Mode of delivery; (ii) Date of admission; (iii) Date of completion; (iv) Name and address of all Examination Centres	**Upload samples**	

Result and Student Progression

For UG, PG and PGD programmes

Semester beginning	Programme name	No. of students admitted	No. of students appeared in exams	No. of students progressed to next year	% of students passed	% of students "passed in first class"
Annual Mode 2020 Batch	B.Com Part III	211	196	-	73%	28%
Annual Mode 2020 Batch	B.Com Part II	**30**	**22**	**22**	**27%**	**-**
Annual Mode 2020 Batch	**B.Com Part I**	**217**	**202**	**202**	**62%**	
Annual mode- March 2021-22	**DECCE (December Batch)**	**89**	**56**	**-**	**68%**	**68%**
Annual mode- March 2021-22	**DECCE (April Batch)**	**44**	**31**	**-**	**81%**	**81%**
Annual mode- March 20221	**Bachelor of Education (B.Ed), Part-II**	**497**	**489**	**489**	**94%**	**79.34**
Annual mode- March 2020	**BBA Part-III**	**290**	**211**	**-**	**53%**	**29%**
Annual mode- March 2021	**BBA Part-II**	**83**	**55**	**55**	**20%**	**-**
Annual mode- March 2022	**BBA Part I**	**442**	**371**	**371**	**48%**	**-**
Annual Mode-2022	**PGDGC**	**411**	**384**	**-**	**81%**	
Annual mode- March 2022-23	**BA Part-I**	**1308**	**1164**	**1164**	**39%**	**-**
	BA Part-III	**1347**	**1267**	**Result Awaited**		
D-20 Batch	BA Part-III	**520**	**474**	**Result Awaited**		
January 2021	M.A English	52	41	36	68	
July 2022	M.A English	145	117	92	73	
July 2022	MA HRM	190	174	174	94	
July 2021	MA HRM	59	24	14	70	
2021 July	BCIBF Part-1	5	8	4	50	
July 2020	BCIBF Part-2	40	35	35	66	
July 2019	BCIBF Part-3	51	44	44	58	26
Semester Mode- Batch 2021	**M.Com Sem-III**	48	32	32	47%	-
Batch						
January 2021	M.A. Hindi	37	35	35	94%	
July 2022	M.A. Hindi	41	39	37	91%	

January 2021	M.A. History	37	28	26	70%	
July 2022	MA History	89	69	67	75.00%	
January 2021	MA Education	55	47	39	70%	
July 2022	MA Education	66	59	52	78%	
Batch 2020	M.A. Public Administration, Semester III	43	30	30	53	
Batch 2020	M.A. Public Administration, Semester IV	43	19	19	49	
Batch 2021	M.A. Public Administration, Semester, II	25	20	20	35	
Batch 2021	M.A. Public Administration, Semester, I	25	14	14	46	
Batch 2022	M.A. Public Administration, Semester, I	37	28	28	53	
March Batch 2020	M.A. Political Science, Semester-IV	120	94	62	65%	41%
January 2021	M.A. Political Science, Semester-IV	43	49	**Result Awaited**		
January 2021	M.A. Political Science, Semester-III	43	50	39	78%	
January 2021	M.A. Political Science, Semester-II	43	46	28	60%	
January 2021	M.A. Political Science, Semester-I	43	84	71	84.50%	
July 2022	M.A. Political Science, Semester-II	106	112	**Result Awaited**		
July 2022	M.A. Political Science, Semester-I	106	124	71	57.20%	
January 2021	M.A Sociology Semester III	26	11	11	5	
January 2021	M.A Sociology Semester IV	26			Result Awaited	
July 2022	M.A Sociology Semester I	40	37	40	9	
July 2022	M.A Sociology Semester II	40		40	Result Awaited	
		70				

Examination 2022-23	MBA Semester I (Backlog)	CRDI	20	15	75%	
	MBA Semester III (Backlog)	CRDI	24	14	58%	
	MBA Semester II (Backlog)	CRDI			Result Awaited	
	MBA Semester IV (Backlog)	CRDI			Result Awaited	Result Awaited
Examination 2022-23 (annual mode)	PGDGI	21	19	8	60%	60%

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

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

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

The HEI has prepared the PPR in accordance with the UGC-DEB guidelines.

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

HEI shall mention compliance details against the requirements in terms of learning material (Print Media), Audio-Video Material, Online Material, Computer-based material and Curriculum and Pedagogy, as mentioned in the Annexure-VI of the Regulations for ODL programmes.

INSERT TEXT BOX
HEI has prepared the self-learning material in accordance with the guidelines of UGC-DEB. HEI has also used various media tools for the self-learning material.

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

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

HEI has prepared the e-Learning material as per the guilines of UGC-DEB

Part – VI: Programme Delivery through Learning Platform

Details of Learning Platform

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

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

> *NA*

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

> *CDOE, JMI does-not use any franchise arrangement a private service provider. CDOE has its own in-house system and uses Google Classroom.*

Compliance status in respect of the Programme delivery

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

> *The letter regarding this has been uploaded on the portal.*

Whether e-learning material of any course in a particular programme was sourced through OER/ Massive Open Online Courses: Y/N

a. Provide details as under:

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

							wise – programmes wise)

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

Part – VII: Self Regulation through disclosures, declarations and reports

7.1 Compliance status of Regulations 9 of UGC (ODL Programmes and Online Programmes) Regulations, 2020 – Self-regulation through disclosures, declarations and reports

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
1.	Joint declaration by authorised signatories, Registrar and Director of Centre for Internal Quality Assurance has been displayed on HEI website authenticating that the documents from Sr. No. '2' to '17' have been uploaded on the HEI website?	YES	
Uploading of the following on HEI website **(Mention link)**			
2.	The establishing Act and Statutes there under or the Memorandum of Association, as the case may be or both, of the Higher Educational Institution, empowering it to offer programmes in Online mode	YES	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	UPLOADED ON THE WEBSITE	
4.	Programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure	UPLOADED ON THE WEBSITE	
5.	Programme-wise information on syllabus, suggested readings, contact points for		

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, their working hours and mentoring (for Online mode) Schedule	YES https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Introduction	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	YES https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Introduction	
7.	Detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes	YES https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Introduction	
8.	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	YES	
9.	Information regarding all the programmes recognised by the Commission		

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
10.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	YES https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/UGC-DEB-Application	
11.	Complete information about 'e-Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Online Programmes;	YES https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Programme-Guide	
12.	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of online interaction with learners providing hyperlink support for Online Programmes	YES https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Introduction	
13.	List of the 'Examination Centres' alongwith the number of learners in each centre, for Online programmes	YES https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Learner-Support-Centre	
14.	Details of proctored examination in case of end semester examination or term end examination of Online programmes	YES https://jmicoe.in/	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Introduction	
16.	Reports of the third party academic audit to be undertaken every five years and internal		

S.No.	Provision	Complied Yes/No with explicit link address	If no. Reasons, thereof
	academic audit every year by Centre for Internal Quality Assurance	YES	

Part – VIII: Admission and Fees

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

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

	the instructions or orders issued by Central Government or State Government: Provided that a Higher Educational Institution shall not engage in commercialisation of education in any manner whatsoever, ands hall provide for equity and access to all deserving learners	YES
5.	Admission of learners to a Higher Educational Institution for a programme in Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of learners	YES
6.	Every Higher Educational Institution shall– (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner; (b) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; (c) exhibit such records as permissible under law on its website; and (d) be liable to produce such record, whenever called upon to do so by any statutory authority of the Government under any law for the time being in force.	YES
7.	Every Higher Educational Institution shall publish, prior to the date of commencement of admission to any of its programme in Online mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to seek admission to

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

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

	in the Commission Order	
10.	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a programme of study conducted by it	YES
11.	No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a programme in Online mode offered by a Higher Education Institution	YES
12.	No Higher Educational Institution, who has in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Higher Educational Institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any programme of study which such person does not intend to pursue or avail any facility in such Higher Educational Institution	YES
13.	In case a learner, after having admitted to a Higher Educational Institution, for pursuing any programme in online mode subsequently withdraws from such Higher Educational Institution, no Higher Educational Institution in that case shall refuse to refund such percentage of fee deposited by such learner and within such time as notified by the Commission and mentioned in the prospectus of such Higher	YES

	Educational Institution	
14.	No Higher Educational Institution shall, issue or publish- (a) any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorised to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	YES

Whether Higher Educational Institution provided the details of all International learners enrolled immediately after the beginning of the academic session to the Ministry of External Affairs, Ministry of Education and University Grants Commission: Yes/No

If No, reason thereof:

Part – IX: Grievance Redressal Mechanism

Compliance status of 'Grievance Redressal Mechanism' – As per Annexure - X of UGC (ODL Programmes and Online Programmes) Regulations, 2020

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

The Centre has its own Grievance Committee that aims to resolve the grievances of the distance mode learners.

Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved

Complaint Handling Mechanism

HEI shall mention the mechanism adopted for Complaint Handling Mechanism as per Regulations. Also, mention details of Nodal Officers.

The distance mode learners directly register their complaint to the Director through the email. In addition to it, students can also mention their issues on the Google Classrooms.

Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)

Part – X: Innovative and Best Practices

Innovations introduced during academic year

Encouragement for the optimum use of technological tools for students' engagement.

Best Practices of the HEI

Direct accessibility to the academic staff for interaction with students.

Details of Job Fairs conducted by the HEI

NA

Success Stories of students of Online mode of the HEI

Students from various programmes of study have achieved success in their career. Some of them have notably join the University teaching, UPSC and others.

Initiatives taken towards conversion of e-LM into Regional Languages

CDOE, JMI is in the process of translating thee-LM into Hindi.

Number of students placed through Campus Placements

260

Details of Alumni Cell and its activity

NA

Any other Information

CDOE, JMI always attempts to provide a inductive atmosphere of learning for the students.

DECLARATION

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

Signature of the Director: **Signature of the Registrar:**

Name: Prof. Jasim Ahmad   **Name: Mr. M. Nasim Haider**

Seal: **Seal:**

Date: 21/08/2024   **Date: 21/08/2024**

Note: Kindly take the print out of dully filled CIQA report and submit it to UGC DEB office (after getting it approved by Statutory Authorities of the HEI) and upload the same on HEI's website also. Please refer provisions regarding CIQA mentioned in UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments

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

Signature of the Director:

Name: Prof. Jasim Ahmad

Seal: Director

Centre for Distance & Online Education
Jamia Millia Islamia, New Delhi-110025

Date: 21/08/2024

Signature of the Registrar:

Name: Mr. M. Nasim Haider

Seal:

Date: 21/08/2024   कुलसचिव / Registrar
जामिया मिल्लिया इस्लामिया / Jamia Millia Islamia
(केंद्रीय विश्वविद्यालय) / (Central University)
नई दिल्ली / New Delhi-110025

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