

**Guidelines for Establishment of Study
and Learning Resource Centre
of
Jamia Hamdard
under
Open and Distance Learning
Programme**



Directorate of Open and Distance Learning

Jamia Hamdard

(Deemed University established in 1989

under Section 3 of UGC Act 1956)

Accredited by NAAC in Grade 'A'

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Mission Statement

Jamia Hamdard is committed to augment opportunities for higher education, research and training for all the aspirants who are capable of benefiting from the advances in knowledge and technology. The University will strive to accommodate increasing demand for quality education and utilize modern methods of communication including Internet to provide need-based education at affordable cost through open and distance learning mode.

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About Jamia Hamdard

Jamia Hamdard is the realization of dreams of our Founder Late Hakeem Abdul Hameed, who believed that education was the only way by which society could progress. He was a Unani physician of repute, a philanthropist and entrepreneur who set up a number of institutions ranging from primary schools to University. He also promoted a number of academies and societies working in the field of scientific and literary research. In view of the high standards of teaching in the Hamdard College of Pharmacy, Hamdard Tibbi College, Rufaida College of Nursing and published work of Institute of History of Medicine and Medical Research and Institute of Islamic Studies, the Ministry of Human Resource Development (MHRD) declared Jamia Hamdard as a 'Deemed to be a University' on the recommendation of the University Grants Commission (UGC) under Section 3 of the UGC Act 1956. The University was inaugurated by the then Prime Minister of India, Shri Rajiv Gandhi who addressed a large gathering of students, teachers and members of the Jamia Hamdard Society on August 1, 1989. In his inspiring inaugural address, he applauded the efforts of Hakeem Abdul Hameed for setting up a number of institutions of learning, which finally emerged in the form of the present University.

Jamia Hamdard considers itself to be an institution different from the others in views of the personal stamp of Hakeem Abdul Hameed on the ethos and work culture in the campus. In recognition of the University's contribution to the teaching and research, the National Assessment and Accreditation Council (NAAC), a body from the University Grants Commission, conferred on it 'A' Grade in the accreditation exercise in March 2003. No other University in Delhi was accredited by NAAC at that time. Accreditation by the NAAC came with responsibility, accountability, quality and transparency. Jamia Hamdard tried to maintain these standards and has been able to attract talented students and faculty from all over the country. Currently, students from over 30 nationalities are enrolled in the University in different courses. This speaks volumes of the reach and quality of the University academic profile.

In a short period of about 20 years, Jamia Hamdard has been able to transform itself into one of the leading Universities in India and its presence is globally represented by its esteemed alumni.

The University concentrates on professional courses, which equip the students to get employment in a highly competitive job market in the country and abroad. Many of its courses are also aimed at offering training for self-employment.

At present, Jamia Hamdard comprises of eight Faculties each with distinct teaching and research programme. Each faculty and Department has been created after due process of discussion, brainstorming sessions at various statutory bodies of University.

The University strives to provide the best learning facilities to its students on campus and those registered in open and distance mode of education. At the same time, the University expects its students to be highly disciplined, motivated and committed to hard work.

Jamia Hamdard is a member of Association of Indian Universities (AIU), New Delhi and Association of Commonwealth Universities (ACU), London.

Role of Jamia Hamdard in Human Resources Development

Jamia Hamdard has been contributing to the development and training of qualified human resource capital for the nation. Pass out students from all the faculties have high rates in employment. Professional and technical courses of Pharmacy, Management, Computer Science, Biotechnology, Toxicology, Information Technology, Nursing and Rehabilitation Sciences are highly popular at national level. Students from these courses have a high rate of placement. Jamia Hamdard has also signed Memorandum of Understanding with several leading research institutes, pharmaceutical companies and professional bodies for the training of the students. Teachers of Jamia Hamdard get research projects from all major funding agencies and research students enrolled in research projects after obtaining their Ph.D. degree get ready opportunity to work in corporate sector and research and educational institutions or they get offers from international laboratories to work as post-doctoral researchers. Research students of Jamia Hamdard also qualify for National Eligibility Test (NET) and obtain independent fellowships from AICTE, CSIR, DBT, DST, ICMR etc. Jamia Hamdard was the first University in NCR Delhi volunteering for accreditation by NAAC and got accredited in A grade in 2003. All regulatory agencies such as AICTE, CCIM, DEC, INC, PCI, RCI etc. are partners in our quality assurance.

Jamia Hamdard has been offering selected courses through (Open and Distance Learning) mode of education. For all these courses there are strong in-house capabilities which are available to students all the time.

Directorate of Open and Distance Learning (DODL) of Jamia Hamdard

There has been a significant growth in the area of open and distance education around the world. Open Distance and Learning mode of education has been recognized as one of the effective tools of educationally empowering the sections of the society who could not afford to join the formal on-campus education due to various reasons. Presently, ODL institutions are not only imparting education as an alternative to the formal system but also in areas such as vocational and technical education and even in high technology based education. The distance education also has potential to reach to the un-reached and even marginalized and excluded groups such as tribal populations and Muslim women. Open and distance education provides an opportunity to students for acquiring new knowledge and skills that are needed to function in the society. Jamia Hamdard being in education field 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 education resources. The Directorate of Open and Distance Learning (DODL) of Jamia Hamdard was established in 2004 to promote education through open and distance learning system, with introduction of flexible and innovative methods of education to ensure 'independent learning' to anyone, anytime and anywhere. ODL programmes of Jamia Hamdard also envisage providing an opportunity to girls from Muslim community who by and large has been left out in educational efforts of our nation.

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. Keeping 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.

Programmes of Study under ODL

Jamia Hamdard has decided to offer education through ODL mode in few selected programmes where University has strength. The courses are designed and developed with views to prepare a cadre of manpower who may possess requisite knowledge and professional skills to effectively function in the globalised economy, which is no doubt highly knowledge intensive. In its endeavors to cater for education and training needs of different socio-economic groups of people, the programmes have been carefully identified to fill the gaps in availability of courses offered by other institutions and/or to provide cost-effective options to the weaker sections of the society, who are unable to reap the benefit of development due to lack of adequate education, training and skills. Without sacrificing the quality of education, the cost of education is kept very low so that the economically deprived sections may afford to pay fee and may benefit from the educational opportunity. Learning resources are provided at the doorsteps of learners through the extensive network of educational institutes at our study and learning resource centres.

The experience and expertise of reputed colleges and universities and other educational institutions, which are our recognized Study and Learning Resource Centres, are duly utilized for delivery of programmes and for effective learning. From the very beginning of the process of planning and execution of programmes, the best practices in Open and Distance learning for quality assurance are followed, which is why the programmes of Jamia Hamdard are very popular among the enlightened community of students.

Current academic programmes of Jamia Hamdard offered through ODL mode

Name of the Programme/Course	Code	Eligibility	Minimum Duration	Maximum Duration
P.G. Diploma in Bio-informatics (PGDB)	651	B.Sc. in Biology or B.Sc. in Mathematics/ Statistics with Biology in 10+2 examination	01 Year	02 Years
P.G. Diploma in Chemo-informatics (PGDC)	652	B.Sc. with Chemistry as one of the subjects	01 Year	02 Years
P.G. Diploma in Dietetics & Therapeutics Nutrition (PGDTN)	653	B.Sc. degree in home Science or in Biological Science	01 Year	02 Years
P.G. Diploma in Pharmaceutical Regulatory Affairs (PGDPRA)	654	B.Pharm./MBBS or Bachelor Degree with two years experience in Pharmaceutical Industry	01 Year	02 Years
P.G. Diploma in Environmental Monitoring and Impact Assessment (PGDEMIA)	655	B.Sc. in any branch of Science	01 Year	02 Years
P.G. Diploma in Intellectual Property Right (PGDIPR)	656	B.Sc. in any branch of Science	01 Year	02 Years
P.G. Diploma in Human Rights (PGDHR)	657	Bachelor's degree in any discipline	01 Year	02 Years
Bachelor of Computer Application (BCA)	401	10+2 with Mathematics as one of the subjects	03 Years	06 Years
Bachelor of Business Administration (BBA)	403	10+2 in any discipline	03 Years	06 Years

Norms for Establishment of Study and Learning Resource Centre of Jamia Hamdard

Jamia Hamdard offers a number of study programmes of Open and Distance Learning from its on-campus Departments managed by the Head of the Departments or highly qualified faculty. Since its resources in terms of space are limited and programmes are in high demand, a provision of Study and Learning Resource Centre (SLRC) has been made. These carefully selected SLRC are meant to enable the students to get full support of study resources including classrooms, library, IT support and counselling. A majority of SLRCs caters to students from Minority community. Jamia Hamdard is strongly against commercialization of education. The SLRC are also no way franchisees of the University. In order to ensure it the University takes the following steps.

- Study and Learning Resource Centres supplement the knowledge delivery and counselling activities of the University.
- Admission is centrally done by the University.
- Enrollment number is issued by the University.
- Students are supplied Identity Card by the University.
- All fees and charges are collected by the University.
- The University supplies study material to all students FREE OF COST.
- Examinations are conducted by the University at Central Examination Centres. Generally, all the students enrolled in Delhi are required to write examination in Jamia Hamdard.
- Evaluation is done by the University and results are declared by the University through its web site.
- Degree/Certificate is issued by Jamia Hamdard.
- University handles all the grievances of learners registered at SLRCs through its online “Learners Grievance Redressal Cell”.

The norms for approval of Jamia Hamdard’s Study and Learning Resource Centre are as under:

A. Institutions Eligible for Hosting Study and Learning Resource Centre

The Study and Learning Resource Centre should be hosted by the institution established by the Government, a Trust or Society or Company. A SLRC should be owned and managed by persons having experience in running and managing school or college level teaching so as to ensure efficient delivery of programmes and to provide learner support services. There should be no conflict of interest between educational objectives of Jamia Hamdard and a SLRC.

1. An institution affiliated to recognized Boards/Universities will be eligible for the establishment of a Study and Learning Resource Centre. Institutions running Study Centres of UGC recognized University, Polytechnics, ITIs and Madrasas (recognized by Jamia Hamdard for the purpose of Open and Distance Education) will also be considered for running Study and Learning Resource Centres of Jamia Hamdard for the purpose of Open and Distance Education.

2. The Study and Learning Resource Centre must have adequate faculty and infrastructure facilities as per the norms and standard of Jamia Hamdard. Jamia Hamdard particularly welcomes applications from Muslim Minority Educational Institutions, established and administered under Article 30(1) of Constitution of India.
3. The Institute/organization must have adequate facilities for learners as per norms of the University's ODL programmes for each programme as outlined in Annexure-I.

B. Process of Approval

1. Application

The prospective institutions who fulfill the eligibility criteria may apply on the prescribed application form as per format; Annexure-II). The application form can be obtained from the University in person by paying a fee of Rs. 2000 in the form of Demand Draft in favour of Jamia Hamdard payable at New Delhi. Form can also be downloaded from the University web site (www.jamiahamdard.edu). The downloaded form will be acceptable only with the fee of Rs. 2000 (non-refundable). The form should be submitted to the Director, DODL along with bio-data of coordinator(s) and counsellors(s) as per the formats (Annexure-III and IV).

2. Scrutiny of Application

The application will be scrutinized by the University for eligibility criteria and other requirements as per the norms. If the application is found suitable, the institution will be required to submit processing fee of Rs. 20,000 (non-refundable) in the form of Demand Draft drawn in favour of Jamia Hamdard payable at New Delhi.

3. Inspection

After the receipt of processing fee, the University will send a team of experts from Jamia Hamdard or outside to inspect the Centre, its facilities and other resources including the faculty (coordinators, counsellors). The team may also review the financial position of the Centre and may ask for the balance sheet of at least three years.

4. Approval

The visiting team will submit its report to the Director, DODL who will submit it to the Competent Authority of the University with his/her comments. The report of the visiting team will be placed for approval to the Standing Committee of the Academic Council of the University. If approved, the Centre will be informed by the Director, DODL along with comments, if any. Depending on physical verification report, the University may not approve all the programmes of study for a Centre for which it has applied. This approval will be provisional and if there are certain deficiencies to be met, the Director may provide a timeframe to address the deficiencies. If required, the University may resend the inspection team to check the improvement.

The applicant institution will make suitable arrangement for smooth conduct of inspection by the team.

5. Signing of Memorandum of Understanding (MoU)

Each Study and Learning Resource Centre on its approval by the University, will have to sign a memorandum of understanding (MoU) as per the format (Annexure-V) and deposit a Security of Rs. 100,000 (refundable without interest, if not forfeited) and Registration Fee of Rs. 25,000 per programme (non-refundable) through Demand Draft in favour of Jamia Hamdard payable at New Delhi, within 15 days of the issue of offer letter by the University. The institutions receiving state or central Government aid for salaries, recognized Muslim Minority institutions and recognized Madarsas would be required to pay 50% of the Security Money. (i.e. Rs. 50,000). The University reserves the right to waive off or reduce the security deposit in deserving cases.

6. Renewal of MoU

MoU is tenured and has to be renewed at least one month before the expiry of its tenure with mutual consent of both the parties. It will be the responsibility of the SLRC to approach the University for renewal of MoU in advance. While renewing MoU the University may revise the terms and conditions with mutual consent and re-inspect the Centre. In such a case SLRC will deposit the processing (inspection) fee as prescribed. If MoU expires without renewal, it would be assumed that SLRC is not interested in continuing its association with the University. The SLRC, if not interested to renew the MoU shall have to claim refund of security deposit (without interest) within 3 months of expiry of MoU. After three months security money will be forfeited. After expiry of MoU, a SLRC will have to apply afresh with all the fees as prescribed including security deposit.

7. Addition of new Courses and New Centres of the Existing SLRC

An existing SLRC may apply for additional courses or new Centres only after completion of one year as SLRC of Jamia Hamdard along with prescribed fee (Rs. 2000 for application form and Rs. 20,000 as inspection fee). The University may send inspection team and if approved, MoU may be signed afresh and SLRC will have to pay the course fee of Rs. 25,000 for each programme. However, no additional security deposit will be required to be paid.

Information about Counsellors to be Engaged by the Study and Learning Resource Centre

The University will specify the qualification and experience of the counsellors/teachers who will be engaged by the Study and Learning Resource Centres for its study programme(s). At the beginning of each academic session, the Coordinator of Study and Learning Resource Centre will forward a list of counsellors along with their complete bio-data for approval by the University (as per format of Annexure- IV). This information may also be provided online by the Study and Learning Resource Centres to the University.

Application Fee and other Charges

Summary of Fees	
Application Form for Approval:	Rs. 2000 (non-refundable)
Application Processing Fee:	Rs. 20,000 (non-refundable)
After conferment of Study and Learning Resource Centre	
Course Registration fees (Non-refundable):	Rs.25,000 per programme (non-refundable)
Security deposit (Refundable without interest, if not forfeited) as per the following rates:	
(i) Institutions receiving grant in aid for salaries from the state or central Government, and recognized Muslim Minority Institutions and Madrasas:	Rs. 50,000
(ii) All others:	Rs. 100,000

Security Deposit and Registration Fee

Each Study and Learning Resource Centre, on its approval by the University, will have to deposit a security of Rs. 100,000 (refundable without interest, if not forfeited) and Registration Fee of Rs. 25,000 per programme (non-refundable) through Demand Draft in favour of Jamia Hamdard payable at New Delhi when MoU is signed. The institutions receiving state or central Government aid for salaries, recognized Muslim Minority institutions and recognized Madarsas would be required to pay 50% of the Security Money. The University reserves right to waive off or reduce the security deposit in deserving cases.

Forfeiture of Security Deposit

The Study and Learning Resource Centre will be liable to provide its services to the students for the whole duration of the course. No course will be discontinued in the mid-session by the Study and Learning Resource Centre. In case of the discontinuation of Study and Learning Resource Centre in the mid-session or during the currency of a programme, the security deposit mentioned will be forfeited and the Centre will be liable for any other liability on this account. The University will also be free to impose a suitable fine on the Study and Learning Resource Centre. The University will make suitable alternative arrangement for students enrolled at such a centre.

Sharing of Course Fee

The University will pay to a Study and Learning Resource Centre 50 percent of the Course fee received from the students enrolled at a particular SLRC. The said share of fees will be paid in lieu of providing infrastructural facilities and services rendered such as classrooms, computer laboratory facility, library, counselling, organization of examinations as and when assigned by Jamia Hamdard, postage and stationary, contingencies etc. The University will

release share to the Study and Learning Resource Centre generally within 3 months of enrollment of the students and receipt of fee from them. The following fee collected by the University will not be shared with the Study and Learning Resource Centre:

- Examination Fee
- Open and Distance Learning Development Fund
- Any other Fee or Charges Prescribed by the University, from time to time.

The University does not authorize a SLRC to charge any extra fee from the students for courses of Jamia Hamdard.

Whenever a meeting is called by Jamia Hamdard in connection with Open and Distance Learning programmes, SLRC Coordinator or his/her representative will participate with no claim of TA/DA from Jamia Hamdard.

Jamia Hamdard's Role in Academic Activities

1. Release of Admission Notification

The University will publish Admission Notification through newspapers and web site and issue Prospectus for different courses. However, the Study and Learning Resource Centres will be permitted to issue local advertisements at their own expenses for mobilizing student clientele for University courses. A draft admission notification or any other publicity material in which name of the University is given should be sent to the University for its approval in advance. It will be ensured by the Study and Learning Resource Centres that such advertisements do not give an impression of commercialization of higher education. The University also insists on publication of advertisement by a SLRC specifically for Jamia Hamdard and not along with other Universities for which the SLRC may be an authorized Study Centre.

2. Registration of Students

The University will register the students after receiving the application forms along with the requisite certificates and fees from the Study and Learning Resource Centres. The University will check eligibility criteria and authenticity of certificates. In specific cases, the University may use benchmark to short-list the candidates. After screening, a consolidated list of admitted candidates will be sent back to the Study and Learning Resource Centres for the purposes of counselling etc. The University may restrict number of students at a Centre or in a course, depending on the availability of resources. Enrollment numbers will be allotted by the University to admitted students. The University will have the right to refuse admission to any student without assigning any reason. Foreign nationals will be enrolled through the Foreign Students' Advisor (FSA) of the University, on case-to-case basis and appropriate SLRC for such candidates will be determined by the University.

3. Delivery of Self Instructional Material (SIM)

The University will provide self-instructional material (SIM) to the Study and Learning Resource Centre **free of cost** for onward dispatch to the students. The University engages experts to prepare and vet the SIM as per the norms of the course. SIM content is also

updated time to time. It will be the responsibility of Study and Learning Resource Centre to promptly deliver the material to students. University may also upload study material on website.

4. Conduct of Examinations

Conduct of annual/semester examination will be the responsibility of Jamia Hamdard. Examiners will be appointed by the University and evaluation of scripts will be organized centrally by the University. For the conduct of examination, the University will supply question papers, answer books and other instructions to the Study and Learning Resource Centres. The Study and Learning Resource Centre shall provide/arrange, free of charge, space and furniture for conduct of examination including practical examination. The University may only reimburse the remuneration payable to Examination Superintendents, Invigilators, Clerks and Class IV staff as per the University norms. Reimbursement of no other expenses related to examinations will be considered. Alternatively, the University may provide a fixed per unit expenses to SLRC for conducting the examination. This Unit cost will be determined in advance and communicated to the SLRC. The SLRC will submit pre-receipt bills with names, designations and signatures of all the recipients involved in conduct of examinations within one month of end of the examinations. After this date no claim will be considered. It will be the responsibility of the Study and Learning Resource Centre to conduct periodic evaluation of students as prescribed by the University for each programme at no extra charges. The University may depute Observer(s)/Coordinator(s) who will ensure smooth conduct of examinations at the SLRC as per the University norms without any malpractices. The University may organize examination at Central examination centres by clubbing students from different SLRCs of a city. It may also arrange examinations at a Central Centre for students from different cities. However, advanced information will be given to students through SLRC and website.

5. Evaluation and Declaration of Results

Evaluation of scripts will be done by the University appointed examiners/evaluators. For this purpose, Jamia Hamdard will arrange central facility on campus. Results will be declared by Jamia Hamdard as soon as possible through web site and the same will be communicated to the students through their respective SLRC. Marksheets, degrees and certificates will only be issued by Jamia Hamdard.

Infrastructure Required at SLRC of Jamia Hamdard

Every Study and Learning Resource Centre shall ensure the following facilities for counselling and learning activities of students enrolled in Distance Education programmes of Jamia Hamdard.

1. Classroom

Adequate number of classrooms shall be provided by the Study and Learning Resource Centre. The classrooms should be well ventilated and appropriately located in the campus or building of the Study and Learning Resource Centre. The classroom should be equipped with black/white boards, overhead projectors or LCD projectors, screens and other teaching aids.

2. Library

Study Centre shall provide adequate number of books in its library. The University will provide suggested list of study material and the Study and Learning Resource Centre shall arrange to obtain adequate copies of suggested study materials for consultation by the students. The Study and Learning Resource Centre will also provide Magazine and Journals relevant to different programmes.

Every Study Center shall also subscribe to at least two daily English newspapers. Employment Newspaper shall also be made available to the students.

3. Examination hall

Each Centre should have adequate facility to conduct examinations for all the students assigned to it. Necessary furniture should be in place. In case, a SLRC has space to accommodate more examinees, Jamia Hamdard may consider it as one of its examination centres. The University may reimburse the remuneration payable to Examination Superintendents, Invigilators, Clerks and Class IV staff as per the University norms. Reimbursement of no other expenses related to examinations will be considered. Alternatively, the University may provide a fixed per unit expenses to SLRC for conducting the examination. This Unit cost will be determined in advance and communicated to the SLRC.

4. Computer room

Study and Learning Resource Centre should have a well-equipped computer room with PCs as per the course requirement, printers, and internet facility. The Computer Room should preferably be air-conditioned and all the PCs should have power backup.

5. Office for Jamia Hamdard's Coordinator

Study and Learning Resource Centre should arrange an office space for the Coordinator/Representative of Jamia Hamdard for his/her exclusive use. This Office should have necessary furniture and facilities of a telephone, PC with internet and printer. A name plate "Office of Jamia Hamdard Coordinator" should be fixed on this office.

7. Other Students Amenities and Facilities

- The SLRC should have safe drinking water supply.
- The Study Center should have separate and adequate numbers of toilets for boys and girls, which should be well- maintained and with supply of running water.
- Local telephone facility should be extended to students on payment basis.
- First-aid facility should be available to students.
- Each Centre should have firefighting equipment in working condition.
- There should be a strong room/safe to store questions papers and other confidential material.
- There should be adequate arrangement for security and surveillance.

8. Counsellors

The Study and Learning Resource Centre shall provide adequate number of qualified counsellors for each programme as specified by the University. All the counsellors should be conversant with the use of computers and they should have their e-mail IDs so that the University Coordinators may communicate with them.

9. Non-teaching staff

The following minimum non-teaching staff shall be provided at every Study and Learning Resource Centre:

- | | |
|--|-----------------------|
| i) Co-coordinator | -1 for each programme |
| ii) Office Assistant/Data Entry Operator | -1 |
| iii) Class IV staff | -1 |

All the staff of SLRC will be appointed and paid by the SLRC and shall be employees of Study Centre. Detail of Coordinator and Counsellors should be provided to the University in the format as specified.

10. Courses of other Universities at SLRC

A SLRC selected by Jamia Hamdard may serve as a study centre for other Universities. However, SLRC will have to disclose this information to the University and ensure that there is no conflict of interest and adequate infrastructure and resources are earmarked for Jamia Hamdard courses.

Contact Classes/Counselling Sessions

A Study and Learning Resource Centre shall arrange at least 30 hours of counselling per course of 4 credits.

Specific Requirements at the Study and Learning Resource Centres

The University shall prescribe norms for each Programme so that every Study and Learning Resource Centre selected by the University provides the optimum facilities to all the students. The University will have the right to revise the norms before the start of every academic year. The existing requirement norms are given in the Annexure-I.

Study and Learning Resource Centre's Activities

The Study and Learning Resource Centres of Jamia Hamdard form an important part of the overall structure of the University designed to provide extensive and efficient student support services to its learners by adequate learning resources. The Study and Learning Resource Centres will be expected to offer academic support to students to supplement contents of the course in the form of Self-Instructional Material. Interaction with the academic Counsellors and fellow students and access to modern technology with audio-visual aids should equip the students to complete the course in prescribed time. Thus, a Study and Learning Resource Centre of Jamia Hamdard helps the students by means of appropriate forms of educational technologies so as to provide extensive, modern and efficient student support services. Study and Learning Resource Centres would be located in friendly surroundings and will normally

function on holidays and Saturdays/Sundays. However, it does not mean that they will not function on working days. It is expected that depending on the requirement of the programme, contact classes will be arranged on weekdays also in the evening.

Part time Coordinators will act as a link between the University and Study Centers. The Study and Learning Resource Centres will provide part-time academic and non-academic staff as per norms. It will be the responsibility of the coordinator to schedule, organize and supervise the efficient functioning of the centre. He/she has to keep and maintain up-to-date records of Centres' activities and communicate to the Director, DODL, Jamia Hamdard time-to-time. Jamia Hamdard may call regular meetings of coordinators to discuss progress and attend to pertinent issues. No TA/DA will be paid by the University for such interactive sessions.

In order to provide orientation to Coordinators, Academic Counsellors and other support staff appointed at the Study and Learning Resource Centre, the University may organize Orientation Programme/Workshop in Jamia Hamdard or selected cities.

Functions of the Study and Learning Resource Centre of Jamia Hamdard

The Study and Learning Resource Centres of the University will have the following major functions/activities to perform.

1. Academic Counselling

All Study and Learning Resource Centres of the University shall provide opportunity to the learner for face-to-face interaction with counsellors. Keeping in view the convenience of learners, counselling sessions/group's discussion etc. shall be organized on weekdays, holidays and Saturday/Sundays as per approved scheduled. The Study and Learning Resource Centres shall also provide pre-entry counselling to the prospective learners and clear their doubts.

2. Delivery of Learning Resources

The Study and Learning Resource Centre would provide all the learning resources to the students in the form of print such as Self-instructional Material (SIM) or digital media (CDs, soft copies) supplied by Jamia Hamdard FREE OF COST. The University may organize contact and counselling through video conferencing with students. Adequate facilities should be available with the Centres for this activity.

3. Library services

A Study and Learning Resource Centre established/recognized by the University will provide with relevant course material, reference books, audio-visual for each study programme. The Study and Learning Resource Centre shall arrange to extend these facilities to all learners. Library should remain open for extended hours during examinations.

4. Information services

The Coordinator and other part-time staff shall provide the latest information regarding course material, examinations, counselling, various programmes being run by the University and supply them the necessary literature available at the Study and Learning Resource Centre through announcements, notice boards, e-mail etc. The Study and Learning Resource Centre will thus serve the students as an information and learning resource centre of the University.

Functions of SLRC Coordinator

1. The Centre Coordinator shall be responsible for all the activities of the Study and Learning Resource Centre. He/she shall coordinate and supervise the work of all the individual Counsellors and will act as a link between the University and the Study and Learning Resource Centre.
2. He/she shall be responsible for the maintenance of all records and registers in respect of the activities of the Study and Learning Resource Centre, either academic or administrative.
3. He/she shall supervise the work of the supporting staff members of the Study and Learning Resource Centre.
4. He/she shall respond to all communications from the University, remain in touch with the Director, DODL and other University officials and attend meeting whenever called in the University. He/she will keep a watch on the University web site and inform the students about new announcements concerning them.
5. He/she shall inform the students of time and date allotted to them for attending the counselling sessions, contact Programme, tutorials etc.
6. He/she shall ensure that the Study and Learning Resource Centre is kept open on the days fixed by the University.
7. He/she shall be responsible for assigning the Counsellors the specific days on which they will be available to students.
8. He/she shall ensure timely evaluation of the written assignment by the Counsellors and arrange to dispatch them to the Candidates. He/she shall maintain a record of such assignments submitted by the Candidates. Marks obtained by the students in continuous evaluation will be promptly communicated to the University.
9. He/she shall ensure that library facilities are properly maintained and extended to the students coming to the Study and Learning Resource Centre for contact programmes and guidance.
10. He/she shall ensure punctuality and attendance of the students and submission of the assignments in time.
11. He/she shall ensure that the Study and Learning Resource Centre is properly equipped with the Study material and the necessary audio and video equipment and computers are in proper working order at all time.
12. He/she shall be available at the concerned Study Center on counseling days. In case he/she is not able to attend to his/her duties on the notified days or has to be away from work for reasons beyond his/her control, he/she shall make alternate arrangements to ensure that the work of the Study and Learning Resource Centre is not hampered.
13. He/she shall abide by the instructions issued to him/her from time to time by the University and shall submit a quarterly report on the activities of the Centre to the University. This information may also be submitted online/by e-mail.

14. He/she shall ensure discipline in the Study and Learning Resource Centre consistent with the aims and objectives of the University.
15. He/she shall be required to perform such other duties as may be assigned by the University from time to time for the effective functioning of Study and Learning Resource Centre.

The institution selected as a Study and Learning Resource Centre of Jamia Hamdard shall have to execute a MoU/agreement with University in fulfillment to the aforesaid terms and conditions.

Cancellation of Study and Learning Resource Centre by Jamia Hamdard

In case of unsatisfactory performance of the Study and Learning Resource Centre, the University reserves the right to cancel the Study and Learning Resource Centre and withdraw the candidates from there after giving one month's notice. The University shall deduct the share of 50 per cent of the fees payable to the Study and Learning Resource Centre of the full academic year proportionately, if the University cancels the Study and Learning Resource Centre in the mid session. The University will make suitable alternative arrangement for enrolled students at such a centre.

The University may determine minimum number of students in a course to be registered for a SLRC. If these numbers are not attained, the University may consider derecognition of such a Centre. Advance notice will be sent and the students may be shifted to other centre, preferably within the same city from the next academic year. If there is no SLRC of Jamia Hamdard in that city, students may be given option to shift a centre of their choice.

In case any regulatory agency such as UGC or DEC directs Jamia Hamdard to restrict its ODL activities or limits the SLRCs the University shall abide by such directives and inform the affected SLRCs accordingly. However, all efforts will be made to safeguard the interest of students in consultation with UGC/DEC.

Relationship

Nothing in the arrangement between Jamia Hamdard and a Study Centre shall be deemed to constitute franchise, partnership or an association between parties and their employees nor create/constitute any party as an agent of other party for any purpose/purposes.

Arbitration

Any dispute arising with regard to any aspect of these guidelines and MoU, the concerned parties will resolve the same amicably, However, in case the dispute remains unresolved, it shall be referred to an Arbitrator, to be appointed by mutual consent of both the parties subject to jurisdiction being Delhi. The decision of the Arbitrator shall be final and binding upon both the parties concerned.

Director
Directorate of Open and Distance Learning
Jamia Hamdard
Hamdard Nagar, New Delhi-110062

Specific Requirements for different Programmes

Requirements	IT Course (BCA)	Management Course (BBA)	Health Sciences Courses (PGDDTN)	Bio-Sciences Courses (PGDB, PGDC, PGDEMIA, PGDIPR)	Humanities Course (PGDHR)
No of Students	40	40	20	20	20
Computer and related requirement	Server -1, computers P-IV or above- 20, Networking Printers - 2 Scanner -1 CD/DVD Writer-1 Internet connection Software: Windows C, C++, MS Office Oracle with developer 2000, Front Page, JAVA, Linux, any other software required for the course.	Server-1 10 Computers P-IV or above-10 Networking Printers- 2 Internet connection Software: MS Office, any other software required for the course	Computer P-IV or above -5, Networking Printers -2 Internet connection Software: MS Office, any other software required for the course	Computers P-IV or above-5 Networking Printer-5 Internet connection Software: MS Office, any other software required for the course	Computers PIV or above-2, Printer-1 Internet connection Software: MS Office
Audio-Visual Aids and ICT equipment	TV, VCR/VCD Cassette Recorder and Player, LCD projector	TV, VCR/VCD Cassette Recorder, LCD projector	TV, VCR/VCD Cassette Recorder and Player, LCD projector	TV VCR/VCD Cassette Recorder and Player, LCD projector	TV VCR/VCD Cassette Recorder and Player, LCD projector
Newspaper	Two English	Two business newspapers	Two English Newspapers	Two English Newspapers	Two English Newspapers; One Hindi Newspaper; Two magazines
Hospital	-	-	50 beds; 24 hrs emergency Operation Theatre; Occupancy of 60% and above		
Other requirement					Seminar hall with 40 seats

Phone No. with STD Code																				
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Mobile phone No.																				
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Fax with STD Code																				
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2. Name of Managing/Governing Body

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--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Type of Institution (please tick)

Central University	<input type="checkbox"/>	Unaided Institution not affiliated to any University	<input type="checkbox"/>
State University	<input type="checkbox"/>	Polytechnic/ITI	<input type="checkbox"/>
Deemed to be University	<input type="checkbox"/>	Recognized Muslim Minority Institution/Madarsa	<input type="checkbox"/>
College/Institution (Govt. aided) affiliated to University	<input type="checkbox"/>	Registered Society/Educational Trust	<input type="checkbox"/>
College/Institution (Govt. unaided) affiliated to University	<input type="checkbox"/>	Registered Company	<input type="checkbox"/>

4. Name of Affiliating University/Board (in case of affiliated institution)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Whether grant is received from the Government for salaries of staff (in case of Govt. Aided college/institution): Yes/No
(If yes, Please attach document in proof thereof)

6. Jamia Hamdard Programmes, which the institution proposes to offer:

S.No.	Programme Name	Programme Code
01		
02		
03		
04		
05		
06		
07		
08		

7. Name of Related Programme offered by the institution. (Please attach a separate sheet, if needed.)

Programme Name	Total Enrollment

8. Is the institution hosting Study and Learning Resource Centre(s) of any other University?

Yes/No

If yes, please give the following information: (Please attach a separate sheet, if needed.)

Programme Name	Name of University	Year of Launch	Total Enrollment

9. Physical Facility

	Number	Size (in sq ft.)
Lecture Rooms		
Examination Halls		
Laboratories		
Auditorium		

9.1 Computer Facility

Number and type of Computers with configuration

E-mail

--

Phone No. with STD Code																				
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Mobile phone No.																				
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Fax with STD Code																				
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13. Detail of Fee (please include Application Fee of Rs. 2000, if downloaded form has been used).

Bank Draft No. _____ Amount _____ Date _____

Name of the Bank _____

Certified that the above proposal has the approval of the Governing Body.

Signature with Seal of the Competent
Authority of Governing Body.

Name: _____

Designation: _____

Date: _____

=====

ACKNOWLEDGEMENT

Received the application form from _____ for consideration for according approval for a Study and Learning Resource Centre of Jamia Hamdard. The enclosed fee is of Rs. _____ in the form of Demand Draft No. _____ dated _____. The receipt of amount will be issued by the Accounts Section of Jamia Hamdard and will be sent to the applicant later.

Signature
Name _____

Date _____
DODL, Jamia Hamdard

Annexure-III

JAMIA HAMDARD
NEW DELHI 110062
DIRECTORATE OF OPEN AND DISTANCE LEARNING

BRIEF RESUME OF ACADEMIC COORDINATOR
(Supporting Documents may be provided as Annexures)

Please paste here
your recent colour
photograph

NAME OF PROPOSED STUDY AND LEARNING RESOURCE CENTRE:

1. NAME (IN BLOCK LETTERS) : _____

2. DESIGNATION : _____

3. ORGANIZATION/EMPLOYER: _____

4. TYPE OF APPOINTMENT: REGULAR/TEMPORARY/CONTRACTUAL: _____

5. ADDRESS (RESIDENCE) : _____

_____ PIN _____

Phone: _____ Mobile: _____ Fax _____

E-mail: _____

6. ADDRESS (OFFICE) : _____

_____ PIN _____

Phone: _____ Mobile: _____ Fax _____

E-mail: _____

7. DATE OF BIRTH : DD _____ MM _____ YY _____

8. PRESENT PAY SCALE : _____

BASIC: _____

GP/AGP: _____

ALLOWANCES: _____

TOTAL: _____

9. ACADEMIC QUALIFICATIONS :

EXAMINATION/ DEGREE	BOARD/UNIVERSITY	YEAR	SUBJECT(S)	DIVISION/ PERCENTAGE

10. EMPLOYMENT DETAIL:

DURATION (MONTH, YEAR) FROM TO	ORGANIZATION	DESIGNATION	NATURE OF JOB/ TYPE OF DUTIES

11. EXPERIENCE :

a) Total Teaching Experience at : _____
UG/PG Level (in years).

b) Details of Teaching experience :
during the last 5 years.

LEVEL OF TEACHING	SUBJECT	YEAR(S)
UG Level		
PG Level		
Research Guidance		
Any Other (please specify)		

c) Administrative/Supervisory : _____
experience

d) Experience of work connected with : _____
distance education activities such as
Counselling Assistant, Coordinator etc. _____

e) Research Experience, if any : _____

f) Publications of books, articles, _____
research papers, if any: _____

g) Computer skills: _____

h) Any other relevant information: _____

SIGNATURE

Date: _____

Annexure-IV

JAMIA HAMDARD
NEW DELHI 110062
DIRECTORATE OF OPEN AND DISTANCE LEARNING

BRIEF RESUME OF ACADEMIC COUNSELLOR
(Supporting Documents may be provided as Annexures)

Please paste here
your recent colour
photograph

NAME OF PROPOSED STUDY AND LEARNING RESOURCE CENTRE:

FIELD OF SPECIALIZATION: _____

COURSE(S) TO BE ASSIGNED: _____

1. NAME (IN BLOCK LETTERS) : _____

2. DESIGNATION : _____

3. ORGANIZATION/EMPLOYER: _____

4. TYPE OF APPOINTMENT: REGULAR/TEMPORARY/CONTRACTUAL: _____

5. ADDRESS (RESIDENCE) : _____

_____ PIN _____

Phone: _____ Mobile: _____ Fax _____

E-mail: _____

6. ADDRESS (OFFICE) : _____

_____ PIN _____

Phone: _____ Mobile: _____ Fax _____

E-mail: _____

7. DATE OF BIRTH : DD _____ MM _____ YY _____

8. PRESENT PAY SCALE : _____

BASIC: _____

GP/AGP: _____

ALLOWANCES: _____

TOTAL: _____

9. ACADEMIC QUALIFICATIONS :

EXAMINATION/ DEGREE	BOARD/UNIVERSITY	YEAR	SUBJECT(S)	DIVISION/ PERCENTAGE

10. EMPLOYMENT DETAIL:

DURATION (MONTH, YEAR) FROM TO	ORGANIZATION	DESIGNATION	NATURE OF JOB/ TYPE OF DUTIES

11. EXPERIENCE :

a) Total Teaching Experience at : _____
UG/PG Level (in years).

b) Details of Teaching experience :
during the last 5 years.

LEVEL OF TEACHING	SUBJECT	YEAR(S)
UG Level		
PG Level		
Research Guidance		
Any Other (please specify)		

c) Administrative/Supervisory : _____
experience

d) Experience of work connected with : _____
distance education activities such as
Counselling Assistant, Coordinator etc. _____

e) Research Experience, if any : _____

f) Publications of books, articles, _____
research papers, if any:

g) Computer skills: _____

h) Any other relevant information: _____

SIGNATURE

Date: _____

Signature of Coordinator

(Two sets on Rs. 50 non-judicial stamp paper)

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is executed on thisday of20..... at New Delhi.

BETWEEN

.....
.....having its office at.....
....., represented through Mr.....hereinafter to be referred to as “STUDY AND LEARNING RESOURCE CENTRE” of Jamia Hamdard the first part.

AND

JAMIA HAMDARD (Deemed to be University), Hamdard Nagar, New Delhi-110062, through its Registrar, presently....., duly empowered by virtue of Memorandum of Association of Jamia Hamdard (hereinafter to be referred to as “JAMIA HAMDARD”) of the second part.

The expression part of the first part and party of the second part shall however mean and include their successor, appointees, assignees etc.

Whereas, JAMIA HAMDARD (Deemed to be University), Hamdard Nagar, New Delhi 110062, a Muslim Minority educational institution under Article 30(1) of the Constitution of India, has become the first University in Delhi to be adjudged in category ‘A’ by the National Accreditation and Assessment Council of India, and the University has established its name in the fields of Pharmacy, Nursing, Allied Health Sciences, Information Technology, Business Administration, Biotechnology and Bio-Chemistry, Unani Medicine etc. Jamia Hamdard is an institution of excellence as it offers high quality academic Programmes, which are oriented to cater for the job opportunities in emerging areas and have a high self-employment potential as well.

And whereas, the institution hosting the STUDY AND LEARNING RESOURCE CENTRE is a

And whereas, the Study and Learning Resource Centre offered to run the following distance mode programmes of Jamia Hamdard.

And whereas, Jamia Hamdard has accepted the offer of the Host Institution to run the following programmes on the terms and conditions as agreed by and between the parties.

NOW, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. OBLIGATIONS OF THE STUDY AND LEARNING RESOURCE CENTRE:

A. The Study and Learning Resource Centre shall:

- (i) Ensure the maintenance of infrastructure and provisions for support services as per the University norms/guidelines that are critical for effective teaching and learning.
- (ii) Install a signboard of Jamia Hamdard Study and Learning Resource Centre prominently at a proper place.
- (iii) Ensure security of the study material to be provided by Jamia Hamdard.
- (iv) Make halls/rooms available free of charge for holding Jamia Hamdard examinations.
- (v) Extend library (with adequate number of books, magazines, and journals), laboratory and computer facilities to Jamia Hamdard students for specialized programmes requiring use of institutional infrastructure facilities on mutually agreed terms.
- (vi) Conduct periodic evaluation of students as prescribed by the University for each programme at no extra charge.
- (vii) Shall timely submit the examination forms of student and other information that may be required to the University from time to time.
- (viii) Deliver Study Material, to be provided by the University, to the students free of charge.
- (ix) Shall deposit the prescribed Security Money (refundable without interest, if not forfeited) with Jamia Hamdard for the due discharge of their responsibilities/obligations in accordance with the guidelines and terms and conditions of this MoU.
- (x) Shall provide its services for the whole duration of the programme(s) as per the guidelines and as per the terms of the MoU.
- (xi) The Study and Learning Resource Centre shall not do anything, which undermines the culture, ethos and heritage of Jamia Hamdard.
- (xii) The Study and Learning Resource Centre will issue local advertisement at its own expenses for mobilizing the students. The draft of advertisement shall be got approved in advance by the Jamia Hamdard.
- (xiii) The Study and Learning Resource Centre shall arrange at least 30 hours of counselling per course or as modified from time to time by Jamia Hamdard.
- (xiv) Shall forward a list of Counsellors along with their complete bio- data at the beginning of each academic session for approval by the Jamia Hamdard. Centre shall communicate any change of Counsellors to the University immediately.
- (xv) Shall not charge any extra or additional fee from students for the course offered by Jamia Hamdard.
- (xv) Shall arrange to provide Office space at the Centre for Jamia Hamdard's Central Coordinator.
- (xvi) Shall ensure that adequate resources, space and faculty are earmarked for Jamia Hamdard programmes, if the Centre is also hosting programmes of other Universities.

B. The Head of the Study and Learning Resource Centre shall have the right to:

- (i) Recommend a panel of three names to Jamia Hamdard for the appointment of Coordinator of programme(s).
- (ii) Inspect the Study and Learning Resource Centre whenever he/she likes and advises the Coordinator.

2. Jamia Hamdard will:

- (i) Provide learning support for the Study and Learning Resource Centre as per norms.
- (ii) Conduct examination and practical, declares results, issue mark sheets, certificates, etc.
- (ii) Appoint part-time Coordinator of programme(s) from the panel recommended by the Head of the Host Institutions/Study and Learning Resource Centre.
- (iii) Share programme fee in the ratio of 50 : 50 (The share of Study Centre will be released preferably within a period of two months of the enrollment of students and receipt of fee from them). The following fee collected by the University will not be shared with the Study and Learning Resource Centre:
 - Examination Fee
 - Open and Distance Learning Development Fee, if any
 - Any other fee and charges prescribed by the University.
- (iv) Have the right to conduct inspection of the Study Centre at any time.
- (v) Have the right to review the norms at the start of every academic year.
- (vi) In case the Study and Learning Resource Centre fails to perform/provide the services as per the guidelines or as the terms of the MoU, the University reserves the right to cancel the Study and Learning Resource Centre and withdraw the candidates from there after giving one-month's notice. In case of cancellation of Study and Learning Resource Centre and the termination of this MoU by the University, the security deposit shall be forfeited.

DURATION AND TERMINATION OF THE MoU:

The tenure of the Memorandum of Understanding will be valid for a period of _____ academic years and would be effective from the Academic Session of _____. However, in case the UGC or other concerned/government authorities/agencies raise any objection to this MoU or the party to the MoU wants to terminate this MoU, it can be terminated at any time by giving one month's notice in writing in advance, on either side, without assigning any reason.

That in case of the discontinuation of Study and Learning Resource Centre in the Mid Session or during the currency of a programme by the Study and Learning Resource Centre, the security deposit mentioned will be forfeited and the University shall deduct the share of 50% of the fee payable to the Study and Learning Resource Centre for the full academic year. In addition to his, the university will also be free to impose suitable fine on the Study and Learning Resource Centre as the case may be.

AMENDMENT TO THE MoU:

The obligations of STUDY AND LEARNING RESOURCE CENTRE and JAMIA HAMDARD have been outlined in this MoU. However, if during the operation of the MoU, circumstances arise which call for alteration/modification in this MoU, the same shall be decided with the mutual consent of both the concerned parties. Any modification, addition, etc. in this MoU will require written approval of both the parties.

MISCELLANEOUS:

Nothing in the arrangement between Jamia Hamdard and a Study Centre shall be deemed to constitute partnership or an association between parties and their employees nor create/constitute any party as an agent of other party for any purpose/purposes.

ARBITRATION:

Any dispute arising with regard to any aspect of this MoU, the concerned parties will resolve the same amicably. However, in case the dispute remains unresolved, it shall be referred to an Arbitrator, to be appointed by mutual consent of both the parties subject to jurisdiction being Delhi. The decision of the Arbitrator shall be final and binding upon both the parties concerned.

The parties signed this MoU in presence of the witnesses on the date as mentioned above.

Signature.....
Name.....

Signature.....
Name.....

For and on behalf of
.....
.....
.....

Registrar
Jamia Hamdard
Hamdard Nagar
New Delhi-110062.

Witnesses 1:

- 1. Signature _____
- 2. Name _____
- 3. Address _____

Witnesses 1:

- 1. Signature _____
- 2. Name _____
- 3. Address _____

Witnesses 2:

- 1. Signature _____
- 2. Name _____
- 3. Address _____

Witnesses 2:

- 1. Signature _____
- 2. Name _____
- 3. Address _____
