

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

ONLINE MODE

2025-26

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Part – I: General Information**1.1 Date of notification of the Centre: 28/03/2023 (attach a copy of the notification):**

Uploaded

1.2 Details of Director, CIQA

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

1.3 Details of CIQA Committee:**a. Composition as per Regulations**

S. No.	Designation	Nomination as	Name and Qualification	Specialization	Date of Nomination In CIQA Committee
a.	Vice Chancellor of The University	Chairperson	Prof. Mazhar Asif, Ph.D.	Persian Literature	21/08/2026
b.	Three Senior teachers of HEI	Member 1	Prof. Abuzar Khairi, MMAJ Academy of International Studies, JMI	International Relations	21/08/2026
		Member 2	Prof. Mohammad Mahfuzul Haque, Ph.D.	Biotechnology	21/08/2026
		Member 3	Prof. Sarika Sharma, Ph.D.	Education	21/08/2026
c.	Head of three Departments or School of Studies offering recognized programmes in Open and Distance Learning and Online mode	Member 4	Prof. Amirul Hasan Ansari, Ph.D.	Management	21/08/2026
		Member 5	Prof. Neeraj Kumar, Ph.D.	Hindi	21/08/2026
		Member 6	Prof. Preeti Sharma, Ph.D.	History	21/08/2026
d.	Two external experts of Open and Distance Learning and/or Online education	Member 7	Prof. Amrita Nigam, Ph.D.	Biosciences,	21/08/2026
		Member 8	Prof. Rajani Ranjan Singh, Ph.D.	Education	21/08/2026

e.	Administration (Registrar)	Member 9	Prof. Md. Mahtab Alam Rizvi	Political Science	21/08/2026
	Finance (Finance Officer)	Member 10	Prof. Md. Kamalun Nabi	Commerce	21/08/2026
f.	Director, CIQA	Member Secretary	Prof. Aslam Khan	International Relations	21/08/2026

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

If No, reason thereof: Y

YES

1.4 Number of meetings held and its approval:**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	29/05/2023	2	Uploaded	https://jmi.ac.in/upload/menupload/cdoe_report_CIQA_open_and_distance_mode_2020_2021.pdf
Meeting 2	29/05/2023	2	Uploaded	https://jmi.ac.in/upload/menupload/cdoe_report_CIQA_open_and_distance_mode_2021_2022.pdf
Meeting 3	21/08/2024	2	Uploaded	https://jmi.ac.in/upload/menupload/cdoe_report_CIQA_odl_2022_2023.pdf
Meeting 4	21/08/2024	2	Uploaded	https://jmi.ac.in/upload/menupload/cdoe_report_CIQA_odl_2022_2023.pdf

				upload/cdoe_report_CIQA_0DL%20Report_2023-24.pdf
Meeting 5	29/08/2025	2	Uploaded	https://jmi.ac.in/upload/menupload/cdoe_report_CIQA_0DL_2024-25.pdf

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

From 2025-26 Academic Session: Nil

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
	Nil										

Note: Mention details separately for <Month, Year

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

From 2025-26 Academic Session: 5

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.	Mass Communication	Advanced Diploma in Mass Media (Hindi/Urdu)	1 Year	40	Bachelor's degree	10,000/-	YES	3	2	0	5
2	Public Administration	Advanced Diploma in Public Policy and	1 Year	40	Bachelor's degree	10,000/-	YES	19	16	0	35

		Governance									
3		Advanced Diploma in International Relation and Global Governance	1 Year	40	Bachelor's degree	10,000/-	YES	9	5	0	14
4		Advanced Diploma in Taxation	1 Year	40	Bachelor's degree	15,000/-	YES	4	2	0	6

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

From 2025-26 Academic Session: Nil

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.	Nil									
N.										

Note: Mention details separately for <Month, Year>academic session, as applicable, as above.**1.8 Number of programmes started at Undergraduate Degree Programmes as per Commission order.****From 2025-26 Academic Session: 3**

Sr. No.	Under - Graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans - gender)			
							M	F	TG	Total
1.	Bachelor of Arts (General)	3 Years	72	10+2	Rs 8000		645	397	0	1042
2.	Bachelor of Commerce	3 Years	72	10+2	Rs 8000		220	143	0	751
3.	Bachelor of Business Administration	3 Years	80	10+2	Rs 9500		345	220	0	565

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

1.9 Number of programmes started at Post Graduate Degree Programmes as per Commission order:**From 2025-26 Academic Session: 9**

Sr. No.	Post-graduate Degree Title	Duration (years)	No. of Credits	Admission Eligibility	Fee (Rs.)	UGC Recognition Letter No. and date	Number of students admitted (Male/Female/Trans-gender)			
							M	F	TG	Total
1	MA (Urdu)	2 Years	80	Graduation in any discipline	Rs 11,000		62	93	0	155
2	MA (Education)	2 Years	80	Graduation in any discipline	Rs 13,000		58	122	0	180
3	MA (Hindi)	2 Years	80	Graduation in any discipline	Rs 11,000		8	22	0	30
4	MA (Political Science)	2 Years	80	Graduation in any discipline	Rs 11,000		132	170	0	302
5	MA (History)	2 Years	80	Graduation in any discipline	Rs 11,000		62	102	0	166
6	MA (Sociology)	2 Years	80	Graduation in any discipline	Rs 11,000		62	43	0	105
7	M Com	2 Years	82	Graduation in any discipline	Rs 13,000/-		95	117	0	212
8	MA (Public Administration)	2 Years	80	Graduation in any discipline	Rs 11,000		58	49	0	107
9	MA (English)	2 Years	80	Graduation in any discipline	Rs 11,000		40	189	0	229

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

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

2.1 Action taken on the functions of CIQA:-

S. No.	Provisions in Regulations	Details of Action taken by CIQA and Outcome thereof (Not more than 500 words)	Upload Relevant Document
1.	Quality maintained in the services provided to the learners	1- Learner support and academic services at the Centre for Distance and Online Education (CDOE), Jamia Millia Islamia, are delivered through a structured quality assurance framework. Academic activities are planned in advance and are regularly reviewed and monitored to ensure effective delivery and maintenance of prescribed academic standards. 2- Learners are provided timely information regarding counselling/workshop, academic calendar, schedules and important deadlines. Regular communication and appropriate support mechanisms enable students to remain informed and manage their academic responsibilities in an organised manner. 3- Key academic activities, including the preparation of Programme Project Reports (PPRs) and the development and review of Self-Learning Materials (SLMs), are undertaken in accordance with the applicable regulatory and institutional requirements. The CIQA provides institutional oversight for quality-related processes and facilitates coordination, compliance, periodic review and continuous improvement. These mechanisms contribute towards strengthening academic quality and enhancing the overall learner-support system of CDOE, JMI.	Counselling/Workshop Schedule: https://cdoejmi.ac.in/counselling-workshop-schedule/ Academic Calendar: https://cdoejmi.ac.in/academic-calendar/ PPR: https://cdoejmi.ac.in/ppr/

2.	Self-evaluative and reflective exercises undertaken for continual quality improvement in all the systems and processes of the Higher Educational Institution	1- Students' academic progress is reviewed regularly through assignments. 2- Regular interaction between learners, Programme Coordinators and Counsellors is encouraged so that students can seek guidance and clarify academic queries whenever required. 3- Learners are encouraged to connect through suitable online platforms (Google Classroom, WhatsApp) and study groups for discussion, exchange of ideas and collaborative learning. They are also advised to use relevant and reliable online academic resources to remain informed and engaged.	Counselling Session Detail: https://cdoejmi.ac.in/consealing-workshop-schedule/
3.	Contribution in the identification of the key areas in which Higher Educational Institution should maintain quality	1- Providing clear information and guidance to prospective learners regarding programmes, eligibility and admission procedures. 2- Ensuring a transparent and well-organised admission process. 3- Effective planning and delivery of academic activities through appropriate teaching-learning and learner-support mechanisms. 4- Development, review and periodic updating of SLMs. 5- Organising academic interactions to provide learners with subject-specific guidance and support. 6- Providing academic counselling and assistance through Programme Coordinators and Academic Counsellors. 7- Ensuring smooth conduct of examinations, evaluation and timely declaration of results. 8- Timely communication of academic and administrative information such as schedules, notices, deadlines and other important updates to learners. 9- Regular strengthening of Student Support Services through academic guidance, grievance redressal, learner communication and other support initiatives.	0

4.	Mechanism devised to ensure that the quality of OL programmes matches with the quality of relevant programmes in conventional mode (For Dual Mode HEIs)	1- The eligibility criteria for admission to OL programmes are kept in line with those prescribed for the corresponding regular programmes of Jamia Millia Islamia. 2- The syllabus of OL programmes follows those of the corresponding regular programmes of the University, ensuring consistency in course content, learning outcomes, academic standards and subject coverage. 3- SLMs are developed by subject experts on the basis of the curriculum and syllabus followed in the corresponding regular programmes. The content is suitably adapted for self-learning while maintaining the academic quality and coverage of the regular programmes. 4- The assessment and evaluation system of OL programmes, including assignments, examinations and grading, is aligned with the academic standards and evaluation framework of the corresponding regular programmes. 5- Faculty members associated with the regular programmes of the University contribute to OL programmes through curriculum development, preparation and review of SLMs, academic counselling and other learner-support activities, helping maintain comparable academic standards across both modes.	List of PG OL: https://cdoejmi.ac.in/post-graduate-ol/ https://cdoejmi.ac.in/master-of-business-administration/#
5.	Mechanisms devised for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement.	1- Feedback from learners is obtained. 2- Programme Coordinators maintain regular communication with learners to understand their academic requirements, concerns and suggestions. 3- Digital platforms such as Google Classroom and WhatsApp groups are used for regular interaction. Learners can also communicate directly with their Programme Coordinators. 4- Learners can raise concerns through the established grievance redressal mechanism. The feedback and grievances received are examined by the Grievance Committee for appropriate action and improvement. 5- Feedback and suggestions from Academic Counsellors, Programme Coordinators are obtained through meetings and regular	Dedicated Grievance Cell Email ID: cdoe.grievance@jmi.ac.in

		academic interactions for improving programme delivery, SLMs and learner-support services. 6- LSCs provide an additional channel for interaction with learners and communicate relevant feedback and concerns to CDOE for necessary action. 7- Inputs from University officials, administrative staff, subject experts and other relevant stakeholders are considered, wherever applicable, while reviewing academic and administrative processes.	
6	Measures suggested to the authorities of Higher Educational Institution for qualitative improvement	1- Regular review of stakeholder feedback from learners, teachers, Academic Counsellors, Programme Coordinators, and other relevant stakeholders, with appropriate follow-up action. 2- Strengthening the use of digital platforms and technology for academic communication, learner engagement, counselling and delivery of learner-support services. 3- Development and Implementation of a Learning Management System (LMS) for CDOE.	
7	Implementation of its recommendations through periodic reviews	1- CIQA reviews the academic and administrative activities of CDOE from time to time. 2- Recommendations made by CIQA are shared with the concerned sections for necessary action. 3- Progress on these recommendations is reviewed periodically. 4- Follow-up action is taken wherever required for quality improvement.	https://cdoejmi.ac.in/ciq
8	Workshops/seminars/symposium organized on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders in Higher Educational Institution.	1- Workshops on SLM development and quality improvement are planned for faculty and academic staff. 2- Guest lectures and orientation programmes are regularly organised for students. 3- A conference on Distance and Online Education is also being planned.	

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	1- Online admission and fee payment facilities are provided to learners. 2- Dedicated POS machine has been installed to facilitate fee payments and other student-related transactions. 3- Dedicated helpline numbers are available for handling student queries and providing timely assistance. 4- Academic information, examination schedules, notices and other updates are shared through digital platforms and the CDOE website. 5- SLMS and other academic resources are made available to learners. 6- Google Classroom, WhatsApp groups and direct interaction with Programme Coordinators are used for learner communication and academic support. 7- Best practices and learner feedback are reviewed from time to time for improvement of learner-support services.	Helpline Numbers: For General Query: 9217768448 For Fees Query : 9217768449
10	Collected, collated and disseminated accurate, complete and reliable statistics about the quality of the programme(s).	1- Programme-wise and learner-related data is collected on a weekly basis and systematically maintained by CDOE. 2- The data is regularly compiled and updated for monitoring, academic planning and quality improvement. 3- Relevant data and reports are shared with the University, as required.	Student Strength: https://cdoejmi.ac.in/student-strength/
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	1- PPR is prepared for each programme in accordance with the prescribed UGC-DEBR Regulations and guidelines and format as prescribed in Annexure V of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations. 2- PPR is prepared with inputs from the concerned department in regular mode, Programme Coordinator and subject experts. 3- PPR is placed before the concerned bodies of the University for approval, as applicable. 4- PPRs are reviewed and updated whenever required to ensure compliance with the prescribed norms.	https://cdoejmi.ac.in/ppr/
12	Mechanism to ensure the proper implementation of Programme Project Reports	1- Programme Coordinators monitor the implementation of PPRs to ensure that programmes are delivered as approved.	

13	Maintenance of record of Annual Plans and Annual Reports of Higher Educational Institution, review them periodically and generate actionable reports.	1- Annual Reports of CDOE are prepared and maintained regularly. 2- The Annual Report is submitted to the IQAC, Jamia Millia Islamia. 3- The activities are reviewed periodically and necessary follow-up action is taken for quality improvement.	
14	Inputs provided to the Higher Educational Institution for restructuring of programmes in order to make them relevant to the job market.	1- Graduate, Postgraduate, Diploma, Advanced Diploma and Certificate programmes are reviewed periodically to maintain their academic relevance and usefulness for employment and skill development. 2- New skill-based and job-oriented programmes are introduced in response to emerging academic, professional and industry requirements. 3- Inputs from academic and industry experts are considered while introducing or revising programmes.	https://cdoejmi.ac.in/pr ograms-offered/
15	Facilitated system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system	1- Academic counselling and contact classes are organised to provide academic support and direct interaction with learners. 2- Programme Coordinators and Academic Counsellors provide regular guidance and address learners' academic concerns. 3- Digital platforms such as Google Classroom and WhatsApp groups are used for academic interaction, sharing learning resources and communication with learners. 4- Learner feedback is collected and reviewed to identify areas for improvement in academic delivery and learner-support services. 5- Academic and learner-support practices are reviewed periodically for continuous quality improvement.	
16	Steps taken as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.	1- CDOE provides required data and records for NAAC and other accreditation processes. 2- It coordinates with IQAC and concerned University departments as required.	

17	Measures adopted to ensure internalisation and institutionalisation of quality Enhancement practices through periodic accreditation and audit	1- Curriculum review for quality improvement. 2- Academic Audit of CDOE (in progress). 3- Periodic review of academic and administrative activities through CIQA.	
18	Steps taken to coordinate between Higher Educational Institution and the Commission for various quality related initiatives or guidelines	1- UGC-DEB guidelines and directions are regularly followed and necessary action is taken accordingly. 2- Guidance/clarification is sought from UGC-DEB whenever required.	
19	Information obtained from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.	1- Best practices of other universities are reviewed for quality improvement. 2- UGC Online programmes are attended for updates and guidance.	
20	Recorded activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.	1- Recorded lectures are maintained as part of academic quality and learner support activities. 2- Records of these activities are maintained for inclusion in the CIQA Annual Report.	CDOE Recorded Lectures: https://www.youtube.com/watch?v=otYWu37l_S0 https://www.youtube.com/watch?v=BCwXO36uX9Y https://www.youtube.com/watch?v=CeGn81d7p00 https://www.youtube.com/watch?v=QXJEkgRtgB4
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	https://cdoejmi.ac.in/wp-content/uploads/2026/07/cdoe_report_CIQA_ODL_2024-25.pdf

	(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	https://cdoejmi.ac.in/wp-content/uploads/2026/07/cdoe_report_CIQA_ODL_2024-25.pdf
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	CIQA oversees the quality-related activities of CDOE.	https://cdoejmi.ac.in/ciqa/
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	1- OL programmes are designed as per the academic requirements of JMI. 2- Programme structure, SLMs, learner support and assessment methods are planned according to OL requirements and UGC-DEB guidelines.	
24	Promoted automation of learner support services of the Higher Educational Institution	1- An AI-enabled chat support facility is available on the CDOE website to assist learners with their queries. 2- Online platforms, dedicated helpline numbers and digital communication tools are also used for learner support.	AI-Enabled Chat Support Facility: https://cdoejmi.ac.in/
25	Coordinated with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes	External subject experts are involved in the review of academic processes and their feedback is considered for quality improvement.	

26	Coordinated with third party auditing bodies for quality audit of programme(s)	1- Third-party quality audit of programmes is proposed to be undertaken.	NA
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	NA	
29	Facilitated industry-institution linkage for providing exposure to the learners and enhancing their employability.	A Job Fair is planned in November 2026 to provide learners with employment opportunities and interaction with potential employers. Industry interaction and employability-related activities are also being encouraged.	

2.2 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.	Governance, Leadership and Management: a. Organisation Structure and Governance b. Management c. Strategic Planning d. Operational Plan, Goals and Policies	a. Organisation Structure and Governance: CDOE has a clear organisational structure with defined academic and administrative responsibilities. b. Management: The Director, Programme Coordinators and staff manage the academic, administrative and student support activities of CDOE. c. Strategic Planning: CDOE plans new programmes, improvement of SLMs, expansion of LSCs and better	

		student support services. d. Operational Plan, Goals and Policies: Activities are planned and carried out as per University rules, UGC guidelines and the academic calendar.	
2	Articulation of Higher Educational Institutional Objectives	a- CDOE aims to provide accessible and quality education through OL mode. b- The focus is on learner-centred education. c- Use of technology and digital tools is encouraged for better content delivery, communication and learner support. d- Programmes are planned to meet academic, skill-development and employment needs of learners.	
3	Programme Development and Approval Processes a. Curriculum Planning, Design and Development b. Curriculum Implementation c. Academic Flexibility d. Learning Resource e. Feedback System	a. Curriculum Planning, Design and Development: Programmes and curricula are developed and revised with inputs from the concerned regular departments, faculty and subject experts, as per UGC-DEB requirements. b. Curriculum Implementation: Programmes are implemented as per the approved curriculum, academic calendar and UGC guidelines. c. Academic Flexibility: CDOE provides flexibility in learning. d. Learning Resource: SLMs, recorded lectures and other learning resources are provided to support learners. e. Feedback System: Feedback from learners is collected and used for improvement of programmes and learner-support services.	https://cdoejmi.ac.in/academic-calendar/
4	Programme Monitoring and Review	a. CDOE regularly monitors and reviews its academic programmes. b. Feedback is used for	

		programme improvement.	
5	Infrastructure Resources	a. CDOE has adequate infrastructure for academic and learner-support activities. b. A Media Lab has been developed for recording lectures and providing practical and skill-based learning to students.	
6	Learning Environment and Learner Support	a. CDOE provides academic and learner support through academic counselling. b- Library facilities with books and other learning resources are available to learners. c- Recorded lectures and digital communication tools are also used for academic support.	
7	Assessment and Evaluation	a. Learners are assessed through assignments, projects/practical work and semester-end examinations, as applicable. b- 70% weightage is given to the theory examination and 30% to internal assessment. c- Assessment and evaluation are carried out as per University guidelines and the approved programme structure.	https://cdoejmi.ac.in/assignments/
8	Teaching Quality and Staff Development	a- Programme Coordinators are encouraged to participate in orientation/refresher programmes, workshops, seminars and conferences to update their knowledge and skills. b- Workshops and training programmes are also organised/planned for SLM development and improvement in teaching and learner support.	

2.3. 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 ODL	Upload relevant document
1.	Academic Planning	Academic activities are planned as per the Academic Calendar. Programme delivery, counselling sessions, examinations and other academic activities are planned and monitored accordingly.	Academic Calendar https://cdoejmi.ac.in/academic-calendar/
2.	Validation	Programmes are reviewed to ensure that the curriculum, SLMs, learner support and academic delivery are as per the approved programme structure and UGC guidelines.	https://cdoejmi.ac.in/ppr/
3.	Monitoring, Evaluation and Enhancement Plans		
	a. Reports from Examination Centres	Examination-related data and reports are collected and maintained by CDOE for monitoring and review.	
	b. External Auditor or other External Agencies report	External quality audit has not been undertaken so far. It is proposed to be undertaken.	NA
	c. Systematic Consideration of Performance Data at Programme, Faculty and Higher Educational Institution levels	Programme-wise and learner-related data is collected on a weekly basis and maintained for monitoring, review and academic planning.	
	d. Reporting and Analytics by the Higher Educational Institution	Academic and learner-related data is regularly compiled and shared with the IQAC, as required.	
	e. Periodic Review	Academic programmes and learner-support activities are reviewed periodically by CDOE and CIQA for quality improvement.	https://jmi.ac.in/upload/menuupload/cdoe_report_CIQA_ODL_2024-25.pdf

Part – III: Human Resources and Infrastructural Requirements

3.1 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

Prof. Aslam Khan

Designation – Director

Qualifications – Ph. D

(Salary details, Appointment Letter and Joining Report is attached for reference)

3.2 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

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

Or

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

Dr. Sami Ahmad, Ph.D.

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

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

Insert Box

i. Programme Name:

a. Programme Coordinator

S. No	Names with Designation	Qualification	Experience	Type (Regular/Contract) with gross salary/month	Date of joining programme
1.	Dr. Akram Hussain, Assistant Professor	Ph.D.	2 years	Contractual, Rs 92320/ Month	01/06/2026
2.	Dr. Badre Afshan, Assistant Professor	Ph. D.	4 years	Contractual, Rs 92320/ Month	01/06/2026
3.	Dr. Deshraj Sakarwal, Assistant Professor	PhD	4 years	Contractual, Rs 92320/ Month	01/06/2026
4.	Dr. Mazhar Rehman, Assistant Professor	Ph.D.	3 years	Contractual, Rs 92320/ Month	18/07/2023
5.	Dr. Md Imtiyaz, Assistant Professor	Ph.D.	2 years	Contractual, Rs 92320/ Month	01/06/2026
6.	Dr. Mohd. Afzal Saifi, Assistant Professor	Ph.D.	7 years	Contractual, Rs 92320/ Month	26/10/2021
7.	Dr. Qudsia Nasir, Assistant Professor	Ph.D.	8 years	Contractual, Rs 92320/ Month	14/03/2023
8.	Dr. Ravina Richards, Assistant Professor	Ph.D.	3 Months	Contractual, Rs 92320/ Month	01/06/2026
9.	Dr. Rifat Ara Khatun, Assistant Professor	Ph.D.	1 year	Contractual, Rs 92320/ Month	01/06/2026
10.	Dr. Kanupriya Thakur, Assistant Professor	Ph.D.	2 years	Contractual, Rs 92320/ Month	30/01/2026
11.	Dr. Tripti Singh, Assistant Professor	Ph. D.	4 years	Contractual, Rs 92320/ Month	01/06/2026
12.	Dr. Sabiha Khatoon, Assistant Professor	Ph. D	1 year	Rs 92320/Month	27/10/21

b. Course Coordinator

S No	Course name	Names	Qualification	Experiences	Type (Regular/ Contract) with gross salary/ month	Date of joining programme
1	M.Com	Dr. Vivek, Assistant Professor	Ph. D	4 years	Regular/ As PER UGC norms.	02/06/2026
2	MA (Political Science)	Prof. Aslam Khan	Ph.D.	20 years	Regular/ As PER UGC norms.	02/06/2026
3	MA (Hindi)	Dr. S K Verma	Ph.D.	20 years	Regular/ As PER UGC norms.	29/02/2020
4	MA (Sociology)	Dr. Zeenat Zahoor	Ph.D.	9 years	Contractual, Rs 92320/ Month	31/01/2026
5	MA (Public Administration)	Dr. Md. Gaffar	Ph.D.	7 years	Regular/ As PER UGC norms.	02/06/2026
6	BBA	Dr. Kashif Iqbal Siddiqui	Ph.D.	6 years	Contractual, Rs 92320/ Month	14/03/2023
7	B. Com	Dr. Izhar Ahmad	Ph.D.	6 years	Regular/ As PER UGC norms.	02/06/2026
8	MA (Urdu)	Dr. Md. Imteyajul Haque	Ph.D.	4 Years	Contractual, Rs 92320/ Month	26/07/2022
9	BA	Dr. Mohd Ahteshamul Hasan	Ph.D.	15 years	Contractual, Rs 92320/ Month	03/02/2026
10	MA Education	Dr. Bushra Hussain	Ph.D.	6 years	Contractual, Rs 92320/ Month	12/10/2020
11	MA English	Dr. Iram Fatima	Ph.D.	7 years	Contractual, Rs 92320/ Month	01/06/2026
12	MA Islamic Studies	Dr. Mohd Ahteshamul Hasan, Assistant Professor	Ph.D.	15 years	Contractual, Rs 92320/ Month	03/02/2026

c. Course mentor

S. No	Names with Designation	Qualification	Experience	Type (Regular/Contract) with gross salary/month	Date of joining programme
12.	Dr. Shadab Mohd Khan, Assistant Professor	Ph.D.	2 years	Contractual, Rs 92320/ Month	30/01/2026
1.	Dr. Yatendra Sharma, Assistant Professor	Ph.D.	1 year	Contractual, Rs 92320/ Month	02/02/2026
2.	Dr. Md. Ziyaul Mustfa Assistant Professor	Ph. D	7 months	Contractual, Rs 92320/Month	30/01/26
3.	Dr. Iffat Naseem Assistant Professor	Ph. D	10 years	Regular/ As PER UGC norms.	02/06/26
4.	Dr. Shekh Moinuddin Assistant Professor	Ph. D	10 years	Contractual, Rs 92320/Month	18/07/23
5.	Dr. Mohammad Muqeet Khan Assistant Professor	Ph. D	11 years	Contractual, Rs 92320/Month	01/06/26
6.	Dr. Mohd. Zubair Assistant Professor	Ph. D	10 years	Regular/ As PER UGC norms.	02/07/26

3.3 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)

a. 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
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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

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

S.No.	Provisions in Regulations	Whether complied Yes/No	If No, Reason thereof
1.	All processes of assessment of learners in different components of Examination shall be directly handled by the concerned Institution and no part of the 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.	NA	
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	NA	
6.	Building and grounds of the examination centre must be clean and in good condition.	NA	
7.	The examination centre must have an examination hall with adequate seating capacity and basic amenities	NA	
8.	Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions	NA	
9.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation and clean drinking water facilities	NA	
10.	Safety and security of the examination centre must be ensured	NA	
11.	Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order	NA	
12.	Provision of drinking water must be made for learners	NA	
13.	Adequate parking must be available near the examination centre	NA	
14.	Facilities for Persons with Disabilities should be available	NA	

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

S.	Provisions in Regulations	Whether	If No,
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No.		being complied Yes/No If yes, please provide details and upload relevant documents	Reason thereof
1.	Requirements at Test Centres (as mentioned in provision II (B)(13)(i) of Annexure II)	NA	
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)	NA	
4.	Remote Proctoring (as mentioned in provision II (B)(13)(iii) of Annexure II)	YES	

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

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

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.	YES	
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	YES	
12.	(a) There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and	YES	
	(b) It shall be mandatory to have observer report submitted to the Higher Educational Institution	YES	
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 - Photograph - Aadhaar number or other government recognised identifier or Passport number, as applicable, - Other relevant details of the learner along with the Programme name.	YES	
	(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	YES	

4.4 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"
January-February, 2026	B. Com, January	38	26	26	Result Awaited	Result Awaited
January-February, 2026	B. Com, September	250	142	142	Result Awaited	Result Awaited
January-February, 2026	BA General, July	1725	1267	Result Awaited	Result Awaited	Result Awaited
January-February, 2026	BA General, January	274	NA	NA	NA	NA
January-February, 2026	BBA, July	988	466	Result Awaited	Result Awaited	Result Awaited
January-February, 2026	BBA, January	179	NA	NA	NA	NA
PG Programme (s)						
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"
January-February, 2026	M.Com , September	212	186	179	Result Awaited	Result Awaited
January-February, 2026	MA Urdu, September	91	81	81	Result Awaited	Result Awaited
January-February, 2026	MA Urdu, January	64	63	NA	NA	NA
January-February, 2026	MA Public Administration, July	82	55	55	Result Awaited	Result Awaited

January-February, 2026	MA Public Administration, January	38	NA	NA	N/A	N/A
January-February, 2026	MA History, September	101	98	98	Final Result Awaited	Result Awaited
January-February, 2026	MA English, September	168	144	144	Result Awaited	Result Awaited
January-February, 2026	MA Sociology, July	65	51	51	Result Awaited	Result Awaited
January-February, 2026	MA Sociology, January	40	NA	NA	NA	NA
January-February, 2026	M.A Political Science, July	197	123	123	Result Awaited	Result Awaited
January-February, 2026	MA Education, January	70	NA	-	Exams to be conducted	Exams to be conducted
January-February, 2026	MA Education, July	110	126	Result Awaited	Result Awaited	Result Awaited

Part – V: Programme Project Report (PPR) and e-Learning Material (e-LM)**5.1 Compliance status of ‘Guidelines on Programme Project Report’ – As per Annexure - V of UGC (ODL Programmes and Online Programmes) Regulations, 2020**

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

The HEI has prepared the PPR in accordance with the UGC-DEB guidelines and as per the instructions given in regulation 2020. Approvals are uploaded in the website and can be accessed through the links below: <https://cdoejmi.ac.in/approval-of-regulatory-bodies/>
<https://cdoejmi.ac.in/approval-of-the-statutory-bodies/>

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

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

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. The SLMs have been prepared by subject experts from all over India. The structure of curriculum are well defined. The PPR of the courses offered by Centre for Distance and Online Education is available on the website. Link: <https://cdoejmi.ac.in/ppr/>

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

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

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

Part – VI: Programme Delivery through Learning Platform

6.1 Details of Learning Platform

Please link and details of Learning platform opted by HEI.

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.

Not Applicable.

In case of Non-Swayam learning platform, evidence to ensure that it is not used to 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 regulations.

The University does not engage in any franchise arrangements and retains complete ownership for its online programmes. All online programmes, along with the various components of online education, are managed and delivered directly by the University through its exclusive Non-SWAYAM learning portal. In addition, the University ensures compliance with all applicable requirements and guidelines stipulated

6.2 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 counselling schedule is prepared and communicated to the students in advance. Reminders are also shared before the commencement of each counselling session. Attendance is duly recorded, and students who do not attend the scheduled counselling sessions are informed accordingly and reminded to participate in the subsequent sessions.

6.3 Whether e-learning material of any course in a particular programme was allowed 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)
	NA						

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 https://cdoejmi.ac.in/approval-of-regulatory-bodies/ https://cdoejmi.ac.in/approval-of-the-statutory-bodies/ https://cdoejmi.ac.in/affidavit/	
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 Open and Distance Learning mode	Yes https://cdoejmi.ac.in/approval-of-regulatory-bodies/	
3.	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes https://cdoejmi.ac.in/approval-of-the-statutory-bodies/	
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	Yes https://cdoejmi.ac.in/ppr/ https://mj.jmi.ac.in/DistanceController/DistanceFeePortal https://cdoejmi.ac.in/programs-offered/	
5.	Programme-wise information on syllabus, suggested readings, contact points for counselling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Online Learning mode), their working hours and counselling (for Online Learning mode) Schedule;	Yes Faculty Members https://cdoejmi.ac.in/faculty-members/ Counselling: https://cdoejmi.ac.in/counselling-workshop-schedule/ PPR https://cdoejmi.ac.in/ppr/ List of Programmes https://cdoejmi.ac.in/programs-offered/	
6.	Important schedules or date-sheets for admissions, registration, re-registration, counselling/mentoring, assignments and feedback thereon, examinations, result declarations etc.	Date Sheets https://cdoejmi.ac.in/examination-date-sheet/ Admissions https://admission.jmi.ac.in/	

S.No.	Provision	Complied Yes/No with explicit link address	If no, Reasons, thereof
		CDOE/Admissions Result https://cdoejmi.ac.in/examination-result/	
7.	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 Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes	
8.	Information regarding all the programmes recognised by the Commission	Yes https://cdoejmi.ac.in/programs-offered/	
9.	Data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded	Yes https://cdoejmi.ac.in/student-strength/	
10.	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated for Open and Distance Learning Programmes;	Yes https://cdoejmi.ac.in/ppr/	
11.	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 Learning Programmes	Yes https://cdoejmi.ac.in/faqs/	
12.	List of the 'Learner Support Centres' along with the number of learners who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner, for Open and Distance Learning programmes	NA	
13.	List of the 'Examination Centres' along with the number of learners in each centre, for Open and Distance Learning programmes	NA	
14.	Details of proctored examination in case of end semester examination or term end examination of Online Learning programmes	Yes	
15.	Academic Calendar mentioning period of the admission process along with the academic session, dates of continuous and end semester examinations or term end examinations, etc	Yes https://cdoejmi.ac.in/academic-calendar/	
16.	Reports of the third party academic audit to be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance	Internal Audit conducted by CIQA https://cdoejmi.ac.in/ciqa/	

Part – VIII: Admission and Fees

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

S.No.	Provision	Whether being complied Yes/No
1.	Enrolment of learners to the Higher Educational Institution, for any reason whatsoever, in anticipation of grant of recognition for offering a programme in Online mode, shall render the enrolment invalid.	Yes
2.	A Higher Educational Institution shall, for admission in respect of any programme in Online Learning 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 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, and shall provide for equity and access to all deserving learners.	Yes
5.	Admission of learners to a Higher Educational Institution for a programme in Online Learning 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 Learning mode, a prospectus (print and in e-form) containing the following for the purposes of informing those persons intending to	Yes

S.No.	Provision	Whether being complied Yes/No
	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 Learning 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 Learning 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 admission to each programme of study and the amount of fee to be paid for the admission test.	Yes
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	NA
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	Yes

S.No.	Provision	Whether being complied Yes/No
	mentioned 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 Open and Distance Learning mode offered by a Higher Educational 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 Learning 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 Educational Institution	Yes
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

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

If No, reason thereof:

Yes, CDOE provides the details of all international learners enrolled immediately after the beginning of the academic session.

Part – IX: Grievance Redressal Mechanism

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

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

The CDOE has its own Grievance Committee that aims to resolve the grievances of the distance mode learners. In addition, CDOE has a dedicated email ID (cdoe.grievance@jmi.ac.in) for student grievances, and queries received through this email are responded to promptly. CDOE addresses student grievances through dedicated helpline numbers and email. Grievances are forwarded to the concerned section for timely resolution. Most grievances relate to delay in the issuance of degree/certificates and other student-related services.

9.2 Details of Grievance received

Numbers of Grievance Received	Numbers of Grievance Resolved
1029	1029

9.3 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 complaints with the Grievance Committee and the Director through email. In addition, students can also raise their issues through Google Classroom. Student grievances are dealt with by the seven-member Grievance Committee of CDOE under the supervision of the Director, CDOE, and are addressed in a timely manner.

9.4 Details of Complaints received from UGC (DEB)

Numbers of Complaint Received	Numbers of Complaint Resolved	Whether Complaint was resolved within stipulated time i.e. 60 days? (yes/No)
2	2	Yes

Part – X: Innovative and Best Practices

10.1 Innovations introduced during academic year

- 1- **Establishment of a Media Lab** for recording quality video lectures and developing digital learning content.
- 2- **Use of technology-enabled tools** for better learner engagement and academic support.
- 3- **Introduction of skill-based and job-oriented programmes** to enhance learners' employability.
- 4- **Strengthening of digital learner support**, including dedicated grievance email and online communication mechanism (AI Chatbot).

10.2 Best Practices of the HEI

- 1- **Learner-Centric Support Services**
Dedicated helpline numbers, grievance email, grievance committee and other support mechanisms for timely resolution of learners' queries and grievances.
- 2- **Quality Enhancement of SLM**
CDOE's SLM Committee is making Continuous efforts are being made to improve the quality, content and presentation of SLMs for learners.
- 3- **Use of Media Lab for Digital Learning**
Development of a dedicated Media Lab for recording quality video lectures and other digital learning content.
- 4- **Skill-Based and Job-Oriented Programmes**
Introduction and development of skill-based programmes aimed at improving learners' practical skills and employability.
Examples – Diploma in Artificial Intelligence and Digital Media; Certificate in News Anchoring and Broadcast Presentation; Certificate in Photography and Video Editing; Certificate in French Language; Certificate in German language; Certificate in Korean Language; Certificate in Chinese Language; Certificate in Spanish Language; Certificate in Russian Language; Certificate in Japanese Language etc
- 5- **Academic and Quality Review**
Regular review of academic activities through CIQA, Programme Coordinators and relevant committees
- 6- **Academic Upliftment and Capacity Building**
Promotion of conferences, seminars, workshops and other academic activities for continuous academic improvement.
- 7- **Technology-Enabled Learner Services**
Increasing use of digital platforms and technology to make admission, academic communication, learning resources and learner support more accessible and convenient.
- 8- **Continuous Improvement and Innovation**
Adoption of innovative academic and administrative practices, including strengthening LMS-based learning, improving digital content and aligning programmes with emerging educational requirements.

10.3 Details of Job Fairs conducted by the HEI

No Job Fair was conducted during the academic year. However, the CDOE Placement Cell has proposed to organise a Job Fair in November 2025.

10.4 Success Stories of students of ODL mode of the HEI

CDOE learners have achieved notable success in UPSC Civil Services, UPSC-CDS, State Civil Services, UGC-NET/JRF and other competitive examinations. Sophia Siddiqui (M.A. Political Science) qualified the UPSC Civil Services Examination with All India Rank 253 in 2025.

10.5 Initiatives taken towards conversion of e-LM into Regional Languages

The conversion of e-LM into regional languages is in process.

10.6 Number of students placed through Campus Placements

The CDOE Placement Cell has proposed to organise a Job Fair in November 2026.

10.7 Details of Alumni Cell and its activity

A separate Alumni Cell has not been constituted at CDOE so far. Its constitution is proposed.

10.8 Any other Information

NA

HEI ID: HEI-U-0108

Name of HEI: Jamia Millia Islamia

Type of HEI: Dual Mode

DECLARATION

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

Signature of the Director:

Name: Prof. Aslam Khan

Seal: निदेशक / Director
दूरस्थ एवं ऑनलाइन शिक्षा केंद्र / CDOE
जामिया मिल्लिया इस्लामिया / Jamia Millia Islamia
नई दिल्ली / New Delhi - 110025

Date: 25 August 2026

Signature of the Registrar:

Name: Prof. Md. Mahtab Alam Rizvi

Seal: कुलसचिव / Registrar
जामिया मिल्लिया इस्लामिया / Jamia Millia Islamia
केन्द्रीय विश्वविद्यालय / Central University
नई दिल्ली / New Delhi - 110025

Date: 25 August 2026

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.