

Part-I Ordinances and Regulation (Academic)

Ordinance No.	Subject	Date(s) of Notifications(s)	Page Nos.
1 (I)	<u>Faculties and Department of Studies</u>		3
2 (II)	<u>Powers & Privileges of the Deans of Faculties</u>	5.4.1999	6
3 (III)	<u>Powers and Functions of the Board of Studies</u>	5.4.1999	7
4 (IV)	<u>Heads of the Departments of studies-Powers and Functions</u>	8.4.2009 <u>more...</u>	8
5 (V)	<u>Admission and enrollment of students</u>	03.10.2017 <u>more...</u>	10
6 (VI)	<u>Reservation of seats and other special provision for admission</u>	01.05.2017 <u>more...</u>	18
7 (VII)	<u>Programmes/Courses of Study</u>	28.04.2017 <u>more...</u>	22
8 (VIII)	<u>Degree of Master of Philosophy (M. Phil.)</u>	17.07.2018 <u>more...</u>	57
9 (IX)	<u>Degree of Doctor of Philosophy (Ph.D)</u>	14.11.2022 <u>more...</u>	58
R-9 (R-IX)	<u>Regulation: The Degree of Master of Philosophy (M.Phil.)/Doctor of Philosophy (Ph.D)</u>	13.10.2017 <u>more...</u>	100
10 (X)	<u>Degree of Doctor of Literature/Doctor of Science</u>	5.4.1999	107
11 (XI)	<u>Medium of Instruction and Examination</u>		109
12 (XII)	<u>Admission Committees</u>	06.01.2015 <u>more...</u>	110
13 (XIII)	<u>Hall of Residence</u>	5.4.1999	114
14 (XIV)	<u>Students Discipline</u>	02.05.2017 <u>more...</u>	117
15 (XV)	<u>The University Examinations</u>	7.11.2017 <u>more...</u>	120
15-A (XV-A)	<u>University Examinations in Postgraduate Programmes under Credit-based Semester System</u>	17.07.2018 <u>more...</u>	139
15-B (XV-B)	<u>University Examinations in Undergraduate Programmes under Credit-based Semester System</u>	17.07.2018 <u>more...</u>	149
15-C (XV-C)	<u>University Examinations in Programmes Regulated by Statutory Bodies</u>	14.11.2022 <u>more...</u>	157
R-15-C (R-XV-C)	<u>BDS Internship</u>	17.07.2018 <u>more...</u>	173
15-D (XV-D)	<u>University Examinations for Programmes in the Distance Learning Mode</u>	12.1.2012 <u>more...</u>	175
15-E (XV-E)	<u>University Examinations in Certificate/Diploma/Advanced Diploma/P.G. Diploma/ Diploma in Engineering (Day & Evening)/ Bachelor of Engineering (Evening)/Bachelor in Physiotherapy Programmes</u>	28.04.2017 <u>more...</u>	180
15-E(i) (XV-E-(i))	<u>Governing Award of Post Graduate Diploma in Applied Aeronautics at the Flying Instructors' School of the Indian Air Force, Tambaram, Chennai</u>	23.12.2016 <u>more ..</u>	191
15-F (XV-F)	<u>The University Examinations for Private Candidates</u>	12.01.2015 <u>more...</u>	195
16 (XVI)	<u>Examination Committee</u>	28.9.2012 <u>more...</u>	198
17 (XVII)	<u>Moderation Committee</u>	5.4.1999	199
18 (XVIII)	<u>Committee of Equivalence Examinations</u>	5.4.1999	200

19 (XIX)	<u>The University Library Committee</u>	5.4.1999	201
20 (XX)	<u>Games & Sports Committee</u>	5.4.1999	202
21 (XXI)	<u>The Dean Students Welfare Powers & Functions</u>	5.4.1999	203
22 (XXII)	<u>The Chief Proctor</u>	4.4.2013 more...	204
23 (XXIII)	<u>Academic Staff</u>	5.4.1999	206
24 (XXIV)	<u>Temporary Appointments of Teachers</u>	5.4.1999	207
25 (XXV)	<u>Seniority of Teaching Staff</u>	5.4.1999	208
26 (XXVI)	<u>Re-employment of Teachers</u>	17.08.2016 more...	209
27 (XXVII)	<u>Professor Emeritus</u>	31.5.1999	211
28 (XXVIII)	<u>Honorary Professor</u>	5.4.1999	212
29 (XXIX)	<u>Visiting Professor</u>	5.4.1999	213
29 (XXIX) (A)	<u>Chair Professor</u>	2.1.2012 more...	214
30 (XXX)	<u>Research Projects & Other Projects</u>	5.4.1999	215
31 (XXXI)	<u>Fellowships, Scholarships and Gold Medals for Students</u>	09.11.2017 more...	217
32 (XXXII)	<u>Convocation</u>	5.4.1999	225
33 (XXXIII)	<u>Methods of Election of Members for the Majlis-I-Talimi (Academic Council)</u>	5.4.1999	233
34 (XXXIV)	<u>Fees</u>	5.4.1999	235
35 (XXXV)	<u>Attendance</u>	26.8.2016 more...	258
R-35 (R-XXXV)	<u>Counting of Attendance of Students</u>	11.10.2013 more...	260
36 (XXXVI)	<u>Rules for Transitional Students of Postgraduate/ Undergraduate Programmes</u>	28.09.2012 more...	261
37 (XXXVII)	<u>Transfer of Credit</u>	29.04.2014 more...	262
38 (XXXVIII)	<u>Plagiarism Policy</u>	26.11.2021 more...	266

Ordinance 1(I)

FACULTIES AND DEPARTMENT OF STUDIES

1. Faculties:

The University shall have the following Faculties, namely: .

- (i) The Faculty of Humanities and Languages;
- (ii) The Faculty of Social Sciences;
- (iii) The Faculty of Natural Sciences;
- (iv) The Faculty of Education;
- (v) The Faculty of Engineering and Technology;
- (vi) The Faculty of Law;
- (vii) The Faculty of Architecture and Ekistics;
- (viii) The Faculty of Fine Arts;
- (ix) The Faculty of Dentistry; and
- (x) Such other Faculties as may be prescribed by the Statute.

2. Department of Studies:

- (i) The Faculty of Humanities and Languages shall consist of the following Departments of Studies, namely:
 1. Department of History and Culture;
 2. Department of Urdu;
 3. Department of Islamic Studies;
 4. Department of Arabic;
 5. Department of Persian;
 6. Department of Hindi;
 7. Department of English
 8. Such other Departments as may be created and assigned to it from time to time.
- (ii) The Faculty of Social Sciences shall consist of the following Departments of Studies, namely:
 - (1) Department of Economics;
 - (2) Department of Political Science;
 - (3) Department of Social Work;
 - (4) Department of Sociology;
 - (5) Department of Psychology;
 - (6) Department of Commerce and Business Studies;
 - (7) Department of Adult and Continuing Education and Extension; and

- (8) Such other Departments as may be created and assigned to it from time to time.
- (iii) The Faculty of Natural Sciences shall consist of the following Departments of Studies, namely:
- (1) Department of Physics;
 - (2) Department of Chemistry;
 - (3) Department of Geography;
 - (4) Department of Mathematics;
 - (5) Department of Bio-Sciences;
 - (6) Department of Computer science;
 - (7) Department of Biotechnology; and
 - (8) Such other Departments as may be created and assigned to it from time to time.
- (iv) The Faculty of Education shall consist of the following Departments of Studies; namely:
- (1) Department of Educational Studies;
 - (2) Department of Teacher Training and Non-Formal Education (Institute of Advanced Studies in Education); and
 - (3) Such other Departments as may be created and assigned to it from time to time.
- (v) The Faculty of Engineering and Technology shall consist of the following departments and University Polytechnic.
- (a) Department of Studies
 - (1) Department of Civil Engineering;
 - (2) Department of Mechanical Engineering; "
 - (3) Department of Electrical Engineering;
 - (4) Department of Electronics and Communication Engineering;
 - (5) Department of Computer Engineering;
 - (6) Department of Applied Sciences and Humanities; and
 - (7) such other Departments as may be created and assigned to it from time to time.
 - (b) University Polytechnic.
- (vi) The Faculty of Law shall consist of a Department of Law and such other Departments, as may be created and assigned to it from time to time.
- (vii) Faculty of Architecture and Ekistics shall consist of a Department of Architecture and such other Departments, as may be created and assigned to it from time to time.
- (viii) Faculty of Fine Arts shall consist of the following Departments of Studies, namely:

- (1) Department of Painting
- (2) Department of Sculpture
- (3) Department of Applied Art
- (4) Department of Art Education
- (5) Department of Art History & Art Appreciation
- (6) Department of Graphic Art

- (ix) Faculty of Dentistry shall consist of such other Departments, as may be created and assigned to it from time to time

Ordinance 2 (II)

POWERS AND PRIVILEGES OF THE DEANS OF FACULTIES

1. The Dean of the Faculty shall:
 - (1) 'be entitled to such allowances and amenities as the Majlis-i- Muntazimah (Executive Council) may approve from time to time;
 - (2) operate the Budget of the Faculty;
 - (3) be responsible for the records, furniture and equipment under him;
 - (4) be empowered to remove the name from the rolls and readmit a student in the Faculty concerned;
 - (5) be empowered to withhold the Hall Ticket of student of the Faculty for valid reasons; and
 - (6) exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Shaikhul Jamia (Vice- Chancellor) or the Majlis-i-Muntazimah (Executive Council).

Ordinance 3 (III)

POWERS AND FUNCTIONS OF THE BOARD OF STUDIES

1. The Board of Studies shall:
 1. organise instruction and research in the subject under the general supervision of the Faculty and the Majlis-i-Talimi (Academic Council);
 2. consider and make recommendation to the Faculty and the Majlis-i-Talimi (Academic Council) on any academic matter pertaining to its sphere of work, as may appear to it necessary or on any matter referred to it by the Faculty, or the Majlis-i- Talimi (Academic Council);
 3. recommend introduction, alteration and modification of courses in the subject;
 4. recommend creation, abolition and upgrading of teaching and research posts in the Department in accordance with its needs;
 5. organise Lectures, Seminars, Symposia, etc. from time to time,;
 6. appoint examiners and moderators for all courses conducted by the Department.
 7. consider applications for admission to the Ph.D. Programme in the Department;
 8. consider and recommend research schemes;
 9. appoint research supervisors;
 10. consider applications of bonafide research scholars for grant of exemption from residence at Delhi and for permission to reside outside Delhi for the purpose of. "collecting material for thesis.
 11. consider to constitute its Sub-committee{s) if required.

A Sub-Committee may be constituted by the Board of Studies to discharge the duties in any specified area. It shall consist of the following members, namely:

- (1) The Head of the Department or his Nominee –(Convener);
 - (2) Three teachers from the Department, and
 - (3) Two persons to be co-opted by the Sub-Committee for their special knowledge, whenever necessary.
2. The quorum for the meeting of the Sub-Committee shall be three.
 3. The Sub-Committee shall stand dissolved after it had completed the work assigned to it.
 4. The Sub-Committee shall perform such function, as may be assigned to it by the Board of Studies.

Ordinance 4 (IV)

HEADS OF DEPARTMENTS OF STUDIES -POWERS & FUNCTIONS

1. Appointment of the Head of the Department of Studies: (E.C. Res. No. 10, Dated 12.09.2006)

1. Each department of studies shall have a Head who shall be a Professor, provided that if there is more than one Professor, the Head of the Department shall be appointed by the Vice-Chancellor by observing the principle of rotation from amongst the Professors according to seniority for a period of three years.
2. Notwithstanding anything contained in Clause 1, if for any reason it has not been possible to appoint a person as Head of the Department who is senior to the person(s) who has already served or is serving as Head of the Department, it shall be open to the Vice-Chancellor to appoint that person as Head of the Department whenever a vacancy next occurs if he can otherwise be so appointed.
3. However, if there is no Professor in a 'Department', a Reader may be appointed as Head of the Department, and if there are more than one Reader, the Head of the Department will be appointed by rotation according to seniority from amongst the Readers for a period of three years.

Provided that in the absence of Professor(s) or Reader(s) in a Department, the concerned Dean of the Faculty shall discharge the duties of the Head of the Department.

4. The Head of the Department shall hold the office for a period of three years or till attaining the age of 65 years, whichever is earlier.
5. Where the Head of the Department is unable to perform his/her duties owing to illness, absence or any other reason/cause, the next Professor/Reader (as the case may be) in the rotational cycle shall officiate as Head of the Department.

Provided that officiating discharge of duties as Head of the Department shall not prejudice his/her tenure of Headship in a rotational cycle in any manner whatsoever.

2. Powers and Functions of the Head of the Department :

The Head of the Department shall:

- (1) be the academic head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies;
- (2) maintain discipline in the Classroom and Laboratories through teachers of the Department;
- (3) assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- (4) be responsible for the coordination and supervision of teaching and research *in the Department*;
- (5) recommend leave application of the members and other staff of the Department to the Dean of the Faculty according to the rules framed for the purpose;
- (6) be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library;

- (7) operate the Budget of the Department; and
- (8) have such other powers and perform such other functions, as may be assigned to him by the Majlis-i-Ta'limi (Academic Council) the Faculty Committee or the Dean of the Faculty concerned.

Ordinance 5 (V)

ADMISSION AND ENROLLMENT OF STUDENTS

Admission and Enrollment of students in the University shall be regulated in the manner hereinafter provided:

Qualifications for Admission

- 1.1 Unless otherwise provided, no person shall be eligible for admission to the undergraduate courses in the University (except Polytechnic and the Schools), unless he/she has passed the Senior School Certificate Examination of this University or Intermediate Examination of an Indian University or Board, or an Examination recognised as equivalent to either of these Examinations by the Majlis-i- Talimi (Academic Council) from time to time as incorporated in Annexure I-A and possesses such further qualifications as may be prescribed by the Ordinances.

Save otherwise provided no person shall be qualified for admission to the undergraduate courses of the University, unless he/she has completed seventeen years of age on the first day of October in the year in which he/she seeks admission.

Provided further that the Shaikhul Jamia (Vice-Chancellor) may on the basis of individual merits, relax the age limit upto a maximum period of one year.

- 1.2 No person shall be admitted to any post-graduate course, unless he/she has passed a degree examination of a recognised University or an examination recognised as equivalent to a degree by the Majlis-i- Talimi (Academic Council) as incorporated in Annexure I-A.

Provided that no person shall be eligible for admission to any post-graduate course of the University unless he/she has passed a three-year degree course after Senior School Certificate (10+2) Course.

In case of admission to the First Year of the post-graduate courses including B.Ed., and B.Lib.I.Sc. Courses twenty years of age on the first day of October in the year in which he/she seeks admission.

Provided further that the Shaikhul Jamia (Vice-Chancellor) may on the basis of individual merits, relax the age limit upto a maximum period of one year.

- 1.3 The candidates seeking admission to a course of study in the University must fulfill the conditions prescribed for it by the Majlis-i- Talimi (Academic Council) and published in the prospectus from time to time.

1.4 The maximum number of seats in each course shall be determined by the Majlis-i- Talimi (Academic Council) from time to time.

2. Provision for Admission

2.1 No candidate shall be entitled to claim admission as a matter of right.

2.2 The procedure of admission shall be approved by the Majlis- i- Talimi (Academic Council) from time to time and shall be published in the prospectus.

2.3 Save otherwise provided all the admissions to under-graduate and post-graduate courses shall be made by an Admission Committee constituted for the said purpose on the basis of merit in each category determined by the aggregate of marks in the manner prescribed by the Majlis-i- Talimi (Academic Council).

2.4 (i) Admission to each programme/course of study will be on the basis of marks obtained in the Written Test followed by Interview, wherever applicable.

(ii) The Written Test will be 'objective' in nature with multiple choice questions, but in some programmes/courses, there will also be written test of 'descriptive' nature.

(iii) The specific details about the Written Test and applicability of Interview for admission to each programme/course of study will be decided by the Academic Council and published in the Prospectus.

(iv) Unless and otherwise specified, in all objective type written tests, there will be negative marking with a weightage of 0.25 marks for each wrong answer.

Provided that in B.Arch. and BDS programmes there will be no negative marking.

2.5 At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction of the Shaikhul-Jamia (Vice- Chancellor) and other authorities of the University.

3. Restrictions for admission on certain grounds

(i) No student shall be admitted in two regular courses.

(ii) Unless otherwise provided, a student may join part-time courses provided he/she fulfills the eligibility requirements as per procedure laid down for the purpose.

- (iii) After passing the Diploma in Engineering, a student shall not be considered for admission to any course except B.Tech., B.E. or any other course of the same faculty subject to other terms and conditions.
- (iv) After passing B. Tech/B.E. Examination a student shall not be considered for admission to any other regular course except M.Sc. Electronics, M.A. in Mass Communication M.B.A./M. Tech. subject to eligibility of the concerned course.
- (v) No candidate shall be allowed admission in two or more degree-level programmes in the University concurrently.

Provided that a candidate pursuing a degree programme in the University may be permitted to take admission in a part-time Certificate/ Diploma/ Advanced Diploma course **OR** in a programme/course under the 'distance learning mode' approved by the UGC.

Provided further that the candidate shall have to obtain prior permission of the University for taking admission in the additional programme under the 'distance mode'.

- (vi) A candidate who has completed a Postgraduate/ Undergraduate/ Diploma/ Certificate programme/course shall not be allowed to be admitted again in the same programme/course in the same discipline.
- (vii) Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever.
- (viii) Admission to any course of the Jamia can be cancelled, at any time, if any information furnished by the candidate is found to be false/incorrect.
- (ix) A candidate who has taken admission to any course as a full time regular student will forfeit his/her right as an ex-student in the Jamia and will not be allowed to appear at any Examination of the Jamia as an ex-student, except in the case of improvement.

4. Admission Review Committee

- 4.1 The case of a candidate seeking admission to a regular course other than research and part-time courses in languages, who has given up his/her studies for three or more academic years after passing a Degree/ Diploma/Certificate Examinations may be considered for admission by the Admission Review Committee.
- 4.2 The decision of the Admission Review Committee on reference by the respective Admission Committee shall be final and binding.

4.3 The Admission Review Committee shall consist of the following members:

- (1) Shaikhul-Jamia (Vice-Chancellor) –Chairman
- (2) Naib Shaikhul-Jamia (PVC)
- (3) Dean of the Faculty concerned
- (4) Dean Students' Welfare
- (5) Head of the Department concerned
- (6) Proctor (Convenor)

5. Re-admission

5.1 A student of the 1st Year/1st Semester of any course who is detained due to shortage of attendance will no longer remain a student of the University. Such a student will have to seek re-admission.

If a student of 1st Year/1st Semester of any course who fails in the Annual/Semester-end Examination or who could not take the examination for reasons other than shortage of attendance may be allowed to appear as an Ex-Student in the consecutive Annual/1st Semester-end Examination.

5.2 A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive Year/Semester. In case, the student fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.

6. Enrollment of Students

6.1 No person shall be admitted to any Examination of the University, unless he/she has been duly enrolled as a student of the University.

6.2 The Enrollment Fee shall be paid only once irrespective of the number of times the candidate appears at the Examinations of the University or whether he/she appears as a Regular Student or as an Ex-Student or as a Private Candidate.

6.3 If a student takes a Migration Certificate to join another University, his/her enrollment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University to take some other Examination of this University. Fresh enrollment and Enrollment Fee in such cases shall be necessary.

- 6.4 Inter-University migration shall not be permitted.
- 6.5 The application for enrollment together with the Enrollment Fee and the Migration Certificate from the University/ Institution concerned, wherever required, shall be submitted by the Regular Students through the Dean of the Faculty or Head of the Institution/Centre/School concerned, so as to reach the Controller of Examinations by October 31. In case of a Private candidate, application shall be submitted directly to the Controller of Examinations or through an Officer designated for the purpose by the October 1. Candidates, who are enrolled after the dates fixed and not later than December 31 under this Ordinance on account of late submission of the application or the fee or both or for want of a Migration Certificate shall be required to pay a further fee in each case, as prescribed provided he/she has been permitted by the competent authority .
- 6.6 The Controller of Examinations shall maintain a Register of all enrolled students studying in the various Faculties or Institutions or Schools (except Nursery School) for University/Board/School Examinations or carrying on research work in the University.
- In the said register the Controller of Examinations shall be required to incorporate all material detail regarding the student including the date of admission and leaving the institution and details about various examination of degree/ diploma/ certificate awarded to him/her.
- 6.7 The student shall be informed, on enrollment, the number under which his/her name has been entered in the Register and that number be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- 6.8 All applications for admissions to the University Examinations shall be scrutinized with reference to the Enrollment Register. The Controller of Examinations may refuse the application of a candidate about whom complete particulars have not been furnished and require him/her to submit a complete statement of the particulars and documents together within the prescribed time limit.
- 6.9 Any enrolled student may obtain a certified copy of the entries relating to him/her in the Enrollment Register on payment of the prescribed fee.

7. Change of Name

- 7.1 A student applying for change of his/her name in the Register of students shall submit his/her application to the Controller of Examinations through the Dean of the Faculty concerned or the Head of the Institution last attended by him/her. In

the case of a Private Candidate, such an application shall be made directly to the Controller of Examinations and in the case of employees through his/her employer; accompanied by :-

- (a) The prescribed fee;
- (b) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by his/her parent or guardian, in case he/she is minor, or by himself/herself, in case he/she is major;
- (c) A publication from a newspaper in which the proposed change of name has been advertised. However the provision relating to publication shall not be applicable in case where a woman candidate are wanting to change in her name following her marriage.

7.2 The Examination Committee on considering such applications and taking decisions thereon shall report to the Majlis-i- Talimi (Academic Council).

8. Change of Subject(s)

A student shall not ordinarily be allowed to change the optional/subsidiary subject(s) of a course, unless the same is applied for and permitted within four weeks from the date of admission. Such applications should be submitted to the Dean of the Faculty with the consent of the Head(s) of the Department(s) concerned.

Note: In case of any ambiguity regarding revisions relating to admissions in various courses, the decision taken by the Shaikhul Jamia (Vice-Chancellor), shall be final.

Annexure I-A

RECOGNIZED COURSES OF ARABIC MADRASAS/ INSTITUTIONS:

- (1) The following courses, with English of Senior School Certificate (10+ 2)/ Intermediate Standard, have been recognized for purposes of admission to the B.A. (Pass/Hons.) Ist year courses :-

- 1: Fazil-e-Adab of Lucknow University
2. Dabeer Kamil of Lucknow University
3. Alimiat of Darul Uloom Nadvatul Ulema, Lucknow
4. Fazeelat of MadarstulIslah, Saraimir, Azamgarh
5. Alimiat of Jamiatul Falah, Bilariaganj, Azamgarh
6. Alimiat of Jamiatur Rashad, Azamgarh
7. Alimiat of Jamia Salafia, Madanpura, Varanasi
8. Fazil of West Bengal Madrasa Education Board, Calcutta.
9. Alimiat of Bihar State Madrasa Education Board, Patna
10. Alimiat of Darul Uloom, Tajul Masjid, Bhopal
11. Alimiat of Jamia Darus Salam, Oomerabad (Tamil Nadu)
12. Alimiat of Jamia Serajul Uloom, Al Salafia, Jhanda Nagar, Nepal
13. Alimiat of Jamia Islamia Kashiful Uloom, Aurangabad, Maharashtra
14. Alimiat of Al-Jamiatus Salafia (Markazi Darul Uloom), Reori Talab, Varanasi
15. Alimiat of Jamia Syed Nazir Hussain Muhaddis, Phatak Habash Khan, Delhi
16. Alimiat of Jamia Alia Arabia, Mau Nath Bhanjan (U.P.)
17. Alimiat of Al-Jamiatul Islamia, Tilkhana, Sidharth Nagar, Basti (U.P.)
18. Fazilat of Madrasa Riyazul Uloom, Urdu Bazar, Jama Masjid, Delhi
19. Fazilat of Jamiatus Salehat, Rampur (U.P.)
20. Fazilat of Jamia Islamia, Sanabil, New Delhi
21. Fazilat of Jamia Mohammadia, PO Box 144, Malegaon (Maharashtra)
22. Fazilat of Calcutta Madrasah College, Calcutta
23. Fazilat of Darul Uloom Ashrafia Misbahul Uloom Mubarakpur, Azamgarh
24. Alim, U.P. Board of Arabic & Persian, Allahabad, U.P.
25. Alimiat of Jamia Ibn Taimiya, Champaran -Pin 845312. Bihar

- (2) The Graduates of the following Madrasas, having passed the Examination in English of Senior School Certificate/Intermediate standard from Jamia Millia Islamia or any recognized University or Board separately, may be admitted to B.A. (Pass/Hons.) Ist year course:

1. Darul Uloom, Deoband
2. Madras.i-Alia, Calcutta
3. Madrasa-i-Alia. Fatehpuri, Delhi
4. Madrasa Mazahirul Uloom, Saharanpur.
5. Madrastul Uloom Husain Bakhsh, Delhi
6. Alimiat of Jame-ul-Uloom Furquania, Rampur, U.P.
7. Alimiat of Jamia Islamia, Sanabil, Opp. Kalindi Kunj, New Delhi
8. Alimiat of Jamiatus Salehat, Rampur, U.P.
9. Fazil of Madrasa Aminia, Kashmiri Gate, Delhi
10. Alimiat of Kashafia Educational & Preaching Centre, Banihal, Kashmir
11. Fazilat in Arabic of Jamia Darus-Salam, Delhi Gate, Malerkotla (Punjab)
12. Alimiat of Madrasa Riazul Uloom, Jama Masjid, Delhi
13. Aliya of Darul Huda Islamia Academy, Hidayat Nagar (Pin 676306) Kerala
14. Alimiat of Jamia Asaria, Darul Hadees, MauNath Bhanjan (U.P.)
15. Alim of Jamia Arabic Shamsul Uloom, Shahdara, Delhi -32

16. AlmiatFazilat of Jamia tul- Taiyebat, Kanpur
17. Almiat of Jamia Sirajul Uloom, Bondihar, Gonda (U.P.)
18. Aali of Jamea-tul-Hidaya, Jaipur (Rajasthan)
19. Almiat of Al-Jamiah-AI-Islamia, Khairul Uloom, Domaria Ganj, Sidhartha Nagar . (U.P.)

Such other Madrasas as may be recognized by the Jamia from time to time.

- (3) The graduates of the Madrasas recognized by the Jamia and listed under item (2) above may be permitted to appear as private candidates at the English only Examination of Jamia Senior School Certificate (10+ 2) scheme.
- (4) Adib Kamil of Jamia Urdu, Aligarh, having passed English of B.A. standard from Aligarh Muslim University. Aligarh or any other University separately has been recognized for admission to the M.A. Urdu Course.
- (5) **Recognition of Secondary and Senior Secondary School Certificates offered by Private Boards/Institutions for admission in Jamia Millia Islamia.**

The University would recognize Boards/Institutions that are set up by an Act of Parliament or State Legislature or an Executive Order of the Central/State Government.

Ordinance 6 (VI)

RESERVATION OF SEATS AND OTHER SPECIAL PROVISIONS FOR ADMISSION

Subject to such direction (s) as may be issued by the Majlis – i – Talimi (Academic Council) from time to time, reservation of seats in various Courses as also special provisions for certain categories, and procedures to be adopted for purposes of admissions therein, shall be in accordance with the provisions laid out herein below.

1.0 Muslim Minority

1.1 Vide Judgment dated 22.2.2011 in Case No. 1443 of 2006 (along with connected petitions), the Jamia Millia Islamia, has been declared a Minority Educational Institution under Article 30 (1) of the Constitution of India read with Section 2 (g) of the National Commission for Minority Educational Institutions Act by the Commission. As a consequence thereof, the University shall provide for the following reservations:

- i.) 30 % of the total number of seats in each course shall be earmarked for the applicants who are Muslims.
- ii.) 10 % of the total number of seats in each course shall be earmarked for the Women applicants who are Muslims.
- iii.) 10 % of the total number of seats in each course shall be earmarked for the applicants of “Other Backward Classes” (OBCs) and Scheduled Tribes who are Muslims, as per the list notified by the Central Government.

1.2 For purposes clarification, as and when seats are vacant in any course from amongst the 10 % of the total number of seats earmarked as per para 1.1 (ii) and (iii) above, such vacant seats shall stand transferred to the category of general Muslim applicants, as envisaged in Para 1 (1.1) (i) of this Ordinance.

2.0 Persons with Disabilities

5% seats in all programmes in the Jamia Millia Islamia shall be reserved for the physically challenged persons in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 under the following categories {to the extent of 1% each, and interchangeable intra in case of non availability of eligible Applicants}:

- i) Blindness and low vision;
- ii) Deaf and hard of hearing;
- iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- iv) Autism, intellectual disability, specific learning disability and mental illness;
- v) Multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness.

The persons with benchmark disabilities shall be given an upper age relaxation of five years for admission in higher education courses.

Candidates under this category will be given relaxation to the extent of 5% marks in the qualifying examination.

Unless and otherwise provided, only such candidates shall be considered under this

category who are suffering from not less than 40% of disability as certified by a competent medical authority.

Provided that in the Faculty of Dentistry, 5% seats of the annual sanctioned intake capacity shall be filled by candidates with locomotory disability of lower limbs between 50% to 70% will be considered. In case of unavailability of such candidates, unfilled seats in this 5% quota shall be filled up by persons with locomotory disability of lower limbs between 40% to 50% before they are included in the annual sanctioned seats for General Category candidates as per the DCI Gazette notification.

It is clarified that the maximum prescribed period for passing the examination of a course shall be extended by two years for candidates in this category. However, in exceptional cases, the Shaikhul lamia (Vice-Chancellor) may further extend the said period by one more year.

3.0 Internal (Jamia) Students

“5% seats in all Undergraduate Degree/Diploma/ Certificate programs shall be filled by internal students of Jamia who have passed their qualifying examination (X or XII) from Jamia Schools as regular students”.

Note: Students permitted to appear in various examinations of Jamia as Private Candidates/Distance mode, shall not be entitled for consideration under the Internal (Jamia) category.

4.0 Special provision for Admission:

4.1 Outstanding Players

- (a) Seats in various courses shall be reserved or special provisions be made for certain categories of candidates, and procedure to be adopted for purpose of admission as per details given below or as may be decided from time to time by the Majlis-i-Talimi (Academic Council).
- (b) Relaxation to the extent of 5% of marks in the aggregate or in the subject concerned, as the case may be will be given to such candidates.
- (c) Such students will be nominated by the Shakhul Jamia (Vice-Chancellor) over and above the seats allotted to each course on the recommendation of the Games & Sports Committee.
- (d) There shall be no such provision of admission for outstanding sports persons in courses in the Faculties of Engineering & Technology, Architecture & Ekistics, Dentistry, Centre for Physiotherapy & Rehabilitation Science, AJK MCRC and in other courses as prescribed by Academic Council from time to time.
- (e) Undertaking from the sports men/sports women on a Rs. 50/- stamp paper:
 - (i) All the sports persons selected for admission under sports quota shall have to give an affidavit for their conduct/participation in practice /representing university team on being selected to do so, before they are admitted.
 - (ii) All the original sports certificates shall be kept in the custody of Office of the Games & Sports for at least one year.
 - (iii) At the time of submission of admission form under sports category, a trial slip containing the photograph of the player shall be issued which the candidate has to bring at the time of the trial.
- (f) Admission under sports category is confined the following games: Athletics, Badminton, Basketball, Boxing, Cricket, Football, Hockey, Shooting, Table Tennis, Tennis, Volley ball & Wrestling.

4.2 Kashmiri migrants

- i) Kashmiri migrants are required to apply and go through the entire admission process. Their admission will be considered over and above not exceeding 5% of the total seats in the program and not exceeding one seat in programs offered by Faculty of Engineering & Technology, Faculty of Architecture, AJK Mass Communication Research Centre, Faculty of Law, Faculty of Education, and Centre for Physiotherapy and Rehabilitation Sciences.
- ii) There shall be no such provision for admission under the category of Kashmiri Migrants in the Bachelor of Dental Surgery (BDS) program.
- iii) Candidates seeking admission under this category will not be required to submit domicile certificate. However, they will have to submit a certificate in support of their claim of being Kashmiri Migrants obtainable from the registered Divisional Commissioner, of the concerned State/Union Territory.

4.3 N. C. C. Cadets

- (a) Relaxation to the extent of 5% of marks in the aggregate or in subject concerned, as the case may be, will be given to N.C.C. Cadets having the following N.C.C. Certificates for admission to all courses :
 - (i) "A" or "B" Certificate for admission to undergraduate courses.
 - (ii) "C" Certificate for admission to a postgraduate course.
- (b) The relaxation of marks on the basis of NCC Certificate shall be permissible on the production of the concerned certificate duly verified by the NCC Officer of the Jamia.

4.4 N. S. S. Volunteers

N. S. S. volunteers who have attended two 7 days' Special Camps and one National Integration Camp or Republic Day Camp may be provided a relaxation of 2% marks in the aggregate or in the subject concerned as the case may be, for admission to all courses. Relaxation of marks given on the basis of NSS certificates shall be permissible on the production of relevant Certificates duly verified by NSS Programme Coordinator of the Jamia.

4.5 Urdu Medium Candidates

- (a) A specified number of seats in Urdu medium sections in B. Ed., B. Ed. Nursery, B. Ed. Special Education, Diploma in Elementary Teacher Education and BFA in Art Education may be provided to prepare teachers for Urdu medium schools.
- (b) The candidates applying for admissions in Urdu medium should have passed High School or a higher examination from a recognized Board/University with Urdu as an optional subject.
- (c) Candidates having acquired qualification equivalent to Class X and above from a Madrasa recognized by Jamia Millia Islamia will be eligible for admission against Urdu medium seats.
- (d) Candidates having passed Elementary/ Easy Urdu and candidates possessing Urdu Proficiency Certificate(s) from Institutions other than recognized Boards/Universities (such as Urdu Academy, Jamia Urdu Aligarh, NCPUL etc.) will not be considered eligible for admission against Urdu medium seats.

4.6 General Guidelines

- 4.5.1 Unless otherwise provided for, the candidates seeking admission under the above noted categories shall be required to fulfil the prescribed conditions of the admission requirement of the course.

- 4.5.2 The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a course shall be permissible only in one of the categories.
- 4.5.3 If a candidate in the reserved category qualifies for admission in the “general” category he/ she shall be transferred to the “general” category.
- 4.5.4 Save in terms of the contents of para 1 (1.2) hereinabove, wherever seats in the reserved category remain vacant owing to non – availability of eligible and qualified candidates, such seats shall be filled by applicants from general category.
- 4.5.5 The relaxation of marks as provided in Para 4.2 (a) [NCC] and 4.3 [NSS] will not be applicable to the candidates applying for the admission to the courses offered by the Faculty of Architecture & Ekistics, Engineering & Technology, Dentistry and Part – Time/ Evening courses in Jamia.
- 4.5.6 Students admitted on the basis of Outstanding Players will have to participate in Games and Sports and represent the University as and when required for the duration of the course.
- 4.5.7 Students admitted on the basis of NCC/ NSS will have to continue to participate in the given activity for a minimum period of one year or for such period (s) as directed by the Majlis – i – Talimi (Academic Council) from time to time.

Ordinance 7 (VII)

Programmes/Courses of Study

Preamble: This ordinance pertains to various programmes/courses of study, with information about the number of allotted seats, name of the Faculty/Department/ Centre to which the programmes/courses are attached, duration of the programme/ course, and the minimum eligibility requirements for admission.

1. There shall be Programmes/Courses of study in the University for Degrees, Diplomas and Certificates in different Faculties/Departments/Centres as incorporated in Annexure - 7.1 of this Ordinance.
2. In addition to the Programmes/ Courses of Study listed in Annexure - 7.1, the Majlis-i-Talimi (Academic Council) shall exercise powers to introduce, modify or discontinue a course on recommendations of the concerned Faculty.
3. The percentage of marks/ grades as given in the minimum eligibility requirements and allotted seats shall be approved by the Majlis-i-Talimi (Academic Council) from time to time.
4. The Degrees/Diplomas/Certificates as referred in the minimum eligibility conditions shall be from those universities/institutions/boards which have been recognized by the University.
5. For Certificate/Diploma/ Degree Programmes/Courses, whose award lists do not mention % of Marks, the equivalent 'Grade' will be considered for the Minimum Eligibility Requirements mentioned in the last column of Annexure - 7.1.

PROGRAMMES/COURSES OF STUDY**[A] MASTER'S PROGRAMMES**

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
1	Master of Philosophy (M. Phil.)				
1.1	English Literature	20	Department of English	4 Semesters (spread over 2 Years)	Master 's Degree with not less than 55% marks or equivalent grade of a University or degree recognized by the University as its equivalent in the subject concerned or in a subject allied thereto.
1.2	Urdu	20	Department of Urdu		
1.3	History	10	Department of History		
1.4	Hindi	10	Department of Hindi		
1.5	Education	10	Department of Educational Studies	4 Semesters (spread over 2 Years)	Not less than 55% marks or equivalent grade in Master's degree examination in Education or in any allied field, viz. Philosophy, Sociology, Psychology etc.
1.6	European Studies/ Latin American Studies	10	Centre for Spanish & Latin American Studies	4 Semesters (spread over 2 Years)	Not less than 55% marks or equivalent grade in Master's Degree from a recognized University.
1.7	Study of Comparative Religions & Civilizations	20	Centre for the Study of Comparative Religions & Civilizations	4 Semesters (spread over 2 Years)	Master's Degree with at least 55% marks in aggregate or equivalent grade in any subject from a recognized University / Institution.
1.8	International Studies	20	Maulana Mohamed Ali Jauhar Academy of International Studies	4 Semesters (spread over 2 Years)	A Master of Arts from a recognized University / Institution with at least a 55% of marks in aggregate or equivalent grade.
1.9	Development Studies	20	Centre for Jawaharlal Nehru Studies	4 Semesters (spread over 2 Years)	Not less than 55% marks or equivalent grade in Master's Degree in Economics/Political Science/ Sociology/ Public Administration/ Human Rights/History/Allied subjects from a recognized university.
1.10	West Asian Studies	20	Centre for West Asian Studies	4 Semesters (spread over 2 Years)	Master's Degree in Social Sciences, Humanities or Law from a recognized University or equivalent Institution with not less than 55% marks in aggregate or equivalent grade.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
2	Master of Arts (M.A.)				
2.1	Arabic	30	Department of Arabic	4 Semesters (spread over 2 Years)	B.A./B.Sc. or B.A. B.Sc./B.Com.(Hons.) with not less than 45% marks in aggregate OR 50% in subject concerned.
2.2	Islamic Studies	30	Department of Islamic Studies		
2.3	Persian	30	Department of Persian		
2.4	Urdu	30	Department of Urdu		
2.5	English	40	Department of English	4 Semesters (spread over 2 Years)	B.A./B.Sc. or B.A. B.Sc. / B.Com. (Hons.) with not less than 50% marks in aggregate OR in the subject concerned.
2.6	History	50	Department of History		
2.7	Hindi	30	Department of Hindi		
2.8	Economics	50	Department of Economics	4 Semesters (spread over 2 Years)	B.A./B.A. (Hons.) in subject concerned with not less than 50% marks in aggregate.
2.9	Political Science	40	Department of Political Science	4 Semesters (spread over 2 Years)	(i) B.A. (Hons.) in Political Science with not less than 50% marks in aggregate. OR (ii) B.A. with Political Science with not less than 50% marks in aggregate. OR (iii) B.A./B.Sc./B.Com. or B.A./B.Sc./B.Com. (Hons.) with not less than 55% marks in aggregate.
2.10	Human Rights & Duties Education	20	Department of Political Science	4 Semesters (spread over 2 Years)	Degree from a recognized University or an equivalent institution with not less than 50% marks in aggregate. Preference will be given to students holding Postgraduate Diploma in Human Rights and Duties Education.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Master of Arts (M.A.)					
2.11	Public Administration	40	Department of Political Science	4 Semesters (spread over 2 Years)	B.A. / B.Sc. / B.Com. or B.A. / B.Sc. / B.Com. (Hons.) from a recognized University or equivalent with 50% marks in aggregate.
2.12	Sociology	30	Department of Sociology	4 Semesters (spread over 2 Years)	Three years Bachelor degree in any discipline with not less than 50% marks in aggregate.
2.13	Social Work	40	Department of Social Work	4 Semesters (spread over 2 Years)	<p>(a) B.A. (Hons.) three years course in Social Work / Sociology / Psychology/Economics/ Political Science / History / B.A.(Pass) three years course with any two of the following subjects: Sociology/ Psychology/Economics/ Political Science/History from a recognized University with not less than 50% marks in aggregate.</p> <p>OR</p> <p>(b) B.Sc. (Hons.) Home Science, three years course from recognized University with not less than 50% marks in aggregate.</p> <p>OR</p> <p>(c) B.A./B.Sc./B.Com. or B.A./ B.Sc./B.Com. (Hons.), three years course from a recognized University in any discipline(s) other than those mentioned at (a) and (b) above with not less than 55% marks in aggregate.</p> <p>OR</p> <p>(d) 60% marks in any discipline other than mentioned at (a), (b) and (c) from a recognized University</p>

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Master of Arts (M.A.)					
2.14	Human Resource Management.	20	Department of Social Work	4 Semesters (spread over 2 Years)	<p>(a) B.B.S./B.Com. (Hons.) or B.A. (Hons.), three years course from a recognized university in Social Work/ Sociology/ Psychology/ Economics / Political Science / History with not less than 50% marks in aggregate.</p> <p style="text-align: center;">OR</p> <p>(b) B.A. (three years course) from a recognized university with any two of the following subjects and with not less than 50% marks in aggregate. Subjects: Sociology/ Psychology/ Economics/ Political Science and History.</p> <p style="text-align: center;">OR</p> <p>(c) B.Com./ B.A./ B.Sc. or B. Com./B.A./ B.Sc. (Hons), (three years course) from a recognized university in any discipline(s) other than mentioned at (a) and (b) above with not less than 55% marks in aggregate.</p> <p style="text-align: center;">OR</p> <p>(d) 60% marks in any discipline other than mentioned at (a), (b) and (c) from a recognized university.</p>
2.15	Applied Psychology	40	Department of Psychology	4 Semesters (spread over 2 Years)	<p>B.A. (Hons.) in Psychology with not less than 50% marks.</p> <p style="text-align: center;">OR</p> <p>B.A./B.Sc./B.Com. or B.A. / B.Sc. / B.Com. (Hons.) or B.Sc. (Home Sc.) with not less than 55% marks in aggregate</p>

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Master of Arts (M.A.)					
2.16	Education	15	Department of Teachers Training and Non-Formal Education (IASE)	4 Semesters (spread over 2 Years)	50% marks in the Bachelor's degree examination [excluding B.A. (Vocational)] OR B.Ed// B.Ed. Nursery/ B.El.Ed. with 50% marks in theory component.
2.17	Educational Planning and Administration	10	Department of Educational Studies	4 Semesters (spread over 2 Years)	Bachelor's degree examination of the Jamia or an equivalent examination from a university recognized by the Jamia with 50% marks.
2.18	Media Governance	30	Center for Culture, Media & Governance	4 Semesters (spread over 2 Years)	Not less than 50% marks in aggregate in Bachelor's degree or any discipline from a recognized University / Institution.
2.19	Conflict Analysis & Peace Building	40	Nelson Mandela Centre for Peace & Conflict Resolution	4 Semesters (spread over 2 Years)	(a) Bachelor's degree in any discipline from a recognized university with a minimum of 50% marks in the aggregate. (b) Candidates must possess working knowledge of English.
2.20	Early Childhood Development	20	Centre for Early Childhood Development & Research	4 Semesters (spread over 2 Years)	Three years Bachelor's Degree in Child Development, Home Science, Psychology, Social Work with at least 50% marks in the aggregate or equivalent. OR Three years Bachelor's Degree with at least 55% marks in the aggregate or equivalent.
2.21	Mass Communication	50	A.J.K Mass Communication Research Centre	4 Semesters (spread over 2 Years)	Graduation in any discipline (10+2+3) with not less than 50% marks in aggregate.
2.22	Convergent Journalism	20	A.J.K Mass Communication Research Centre	4 Semesters (spread over 2 Years)	Graduation in any discipline (10+2+3) with not less than 50% marks in aggregate.
2.23	Development Communication	20	A.J.K Mass Communication Research Centre		
2.24	Visual Effect and Animation	20	A.J.K Mass Communication Research Centre		

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
3	Master of Science (M.Sc.)				
3.1	Physics	40	Department of Physics	4 Semesters (spread over 2 Years)	B.Sc. with not less than 50% marks in aggregate and at least 55% marks in the subject concerned.
3.2	Chemistry	40	Department of Chemistry		
				4 Semesters (spread over 2 Years)	B.A./ B.Sc. (Hons.) in Mathematics with 50% marks in aggregate. OR B.A./ B.Sc. with Mathematics securing not less than 50% marks both in aggregate and in Mathematics.
3.3	Mathematics with Computer Science	40	Department of Mathematics	4 Semesters (spread over 2 Years)	B.A./ B.Sc. (Hons.) in Mathematics with 50% marks in aggregate OR B.A./ B.Sc. with Mathematics securing not less than 50% marks both in aggregate and in Mathematics.
3.4	Bioinformatics (Self-Financing)	40	Department of Computer Science	4 Semesters (spread over 2 Years)	Bachelor's Degree in Science/Engineering/Medici ne/ Pharmacy with Mathematics as a subject in class X with at least 50% marks in aggregate or equivalent grade.
3.5	Bio-Sciences	30	Department of Bio Sciences	4 Semesters (spread over 2 Years)	B.Sc. in any area of Biosciences / Biotechnology with not less than 50% marks in the aggregate.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Master of Science (M.Sc.)					
3.6	Biochemistry (<i>Self-Financing</i>)	30	Department of Bio Sciences	4 Semesters (spread over 2 Years)	B.Sc./ B.Sc. (Hons.) in any area of Biology or Chemistry (with Biology subject as Subsidiary) with at least 50% marks in aggregate.
3.7	Biotechnology (<i>Self-Financing</i>)	30	Department of Biotechnology	4 Semesters (spread over 2 Years)	B.Pharma/ B.Sc./ B.Sc. (Hons.) in Biosciences/ Biotechnology/ Biotechnology (Vocational) / Bio- Chemistry/Microbiology /Genetics or in any area of Modern Biology with not less than 50% marks in aggregate.
3.8	Electronics	30	Department of Applied Sciences & Humanities	4 Semesters (spread over 2 Years)	B.Sc. (Hons.) Electronics / Physics / Instrumentation or B. Appl. Sc. (Hons) in Instrumentation / B. Applied Sc. in Instrumentation / B.Sc. Instrumentation / B.Sc. (Electronics) / B.Sc. (pass) with Physics, Maths as optional subjects with at least 50% marks or equivalent grade in qualifying examination.
4 Master of Arts/Master of Science (M.A./M.Sc.)					
4.1	M.A./M.Sc. Mathematics (<i>Self-Financing</i>)	40	Department of Mathematics	2 Years	B.A. / B.Sc. (Hons) in Mathematics with at least 45% marks in aggregate. OR B.A. / B.Sc. with Mathematics having not less than 45% marks both in aggregate and in Mathematics OR B. El. Ed./ Physical Education with at least 50% marks in aggregate and in Mathematics.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
4 Master of Arts/Master of Science (M.A./M.Sc.)					
4.2	M.A./M.Sc. Geography	30	Department of Geography	4 Semesters (spread over 2 Years)	B.A./B.Sc. (Hons.) Geography, three years course with not less than 50% marks in aggregate. OR B.A/ B.Sc. with not less than 55% marks in Geography and 50% marks in aggregate.
4.3	M.A./M.Sc. (Development Extension)	20	Department of Adult and Continuing Education and Extension	4 Semesters (spread over 2 Years)	B.A./B.Sc./B.Com. or B.A. / B.Sc. / B.Com. (Hons.) under 10+2+3 pattern from a recognized University / Institution having at least 50% marks in aggregate.

**Note: Master's degree in Science shall be awarded to a student who possess Bachelor's Degree in Science. Similarly, Master's degree in Arts shall be awarded to a student who possess Bachelor's Degree in degree in Arts.*

5 Master of Education (M.Ed.)					
5.1	M.Ed.	50	Department of Educational Studies	4 Semesters (Spread over 2 Years)	At least 50% marks or an equivalent grade in B.Ed./B.A.B.Ed./ B.Sc.B.Ed. / B.El.Ed. OR D.El.Ed. with an undergraduate degree (with 50% marks in each).

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Master of Education (M.Ed.)					
5.2	M.Ed. (Special Education)	15	Department of Teacher Training and Non - Formal Education (Institute of Advanced Studies in Education)	4 Semesters/ 2 Years	<p>B.A. or B.Sc. (except B.A./ B.Sc. Vocational or B.Com.) from Jamia or any other university recognized by the Jamia and 50% marks in B. Ed. (Special Education) with specialization in Visual Impairment or Learning Disabilities.</p> <p>OR</p> <p>B.A. or B.Sc. (except B.A./ B.Sc. Vocational or B.Com.) from Jamia or any other university recognized by the Jamia and 50% marks in B. Ed. degree and 50% marks in One Year Course in Special Education with specialization in Visual Impairment or Learning Disabilities.</p> <p>OR</p> <p>B.A. or B.Sc. (except B.A./ B.Sc. Vocational or B.Com.) from Jamia or any other university recognized by the Jamia and 50% marks in Diploma for Secondary School teachers of Visually Handicapped or Learning Disability from Institution recognized by Rehabilitation Council of India.</p>

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
6	Master of Fine Art (M.F.A.)				
6.1	Painting	8	Department of Painting	4 Semesters (spread over 2 Years)	Four Year B.F.A. Degree course from the same discipline from Jamia Millia Islamia or any Institution/ University recognized by Jamia Millia Islamia with at least 60% of marks.
6.2	Sculpture	8	Department of Sculpture		
6.3	Applied Art	8	Department of Applied Art		
6.4	Art Education	8	Department of Art Education	4 Semesters (spread over 2 Years)	Four Year B.F.A. Degree course from Jamia Millia Islamia or any Institution/ University recognized by Jamia Millia Islamia with at least 60% of marks.
6.5	M.F.A. Graphic Art (Print Making)	8	Department of Graphic Art	4 Semesters (spread over 2 Years)	Four Year B.F.A. Degree course with Print Making as an optional subject from 1 st year to 4 th year in B.F.A. from Jamia Millia Islamia or any Institution/University recognized by Jamia Millia Islamia with at least 60% of marks.
6.6	M.F.A. Art History & Appreciation	10	Department of Art History	4 Semesters (spread over 2 Years)	Four year course in Art History or B.A. (Hons.) in Humanities from Jamia Millia Islamia or any Institution/University recognized by Jamia Millia Islamia with at least 60% of marks.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
7 Master of Technology (M.Tech.)					
7.1	Environmental Science & Engineering (Part- Time)	15	Department of Civil Engineering	6 Semesters (spread over 3 Years)	(a) Bachelor's degree in Civil, Mechanical, Chemical, Electrical, Metallurgical, Mining, Agricultural Engineering or any other equivalent and relevant degrees in Engineering and Technology only with not less than 60% marks in absolute system or equivalent grades. (b) The candidate should have a minimum of two years industrial or field experience in the area of Environmental/ Pollution Control Technology, after passing the qualifying examination. However in-service candidates having 70% marks or above in the qualifying examination shall also be eligible without requisite Teaching/ Industrial / Field experience. (c) Permanent employees of Government or Semi-Government organization, Public Sector Units and Private Limited companies approved and recognized by Jamia Millia Islamia, should furnish a sponsoring letter and No Objection Certificate from the employer.
7.2	M.Tech. in Electrical Power System & Management (EPSM)	15	Department of Electrical Engineering	4 Semesters (spread over 2 Years)	Bachelor Degree in Electrical Engineering from a recognized University with not less than 60% marks in an absolute system or a minimum grade of 6.75 on a 10 point scale will be considered for admission.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Master of Technology (M. Tech.)					
7.3	M.Tech. Control and Instrumentation System (CIS)	18	Department of Electrical Engineering	4 Semesters (spread over 2 Years)	Bachelor's Degree in Electrical, Instrumentation and Control or Electronics & Communication Engineering from a recognized University with not less than 60% marks in an absolute system or a minimum grade of 6.75 on a 10 point scale will be considered for admission.
7.4	M.Tech. Mechanical Engineering (Machine Design, Thermal Engineering, Production and Industrial Engineering)	18 (6+6+6)	Department of Mechanical Engineering	4 Semesters (spread over 2 Years)	(a) First Class Bachelor's Degree in Mechanical Engg., Production Engineering, Automobile Engg., Manufacturing and Automation Engg. from a recognized University. (b) The candidate having valid GATE Score will be preferred. However, at the moment, no scholarship is available under this category.
7.5	M. Tech. in Earthquake Engineering	18	Department of Civil Engineering	4 Semesters (spread over 2 Years)	Bachelor degree in Civil Engineering from a recognized University with not less than 60% marks in an absolute system or a minimum grade of 6.75 on a 10 point scale.
7.6	M.Tech. Nanotechnology (Self-Financing)	20	Centre for Nanoscience & Nanotechnology	4 Semesters (spread over 2 Years)	M. Sc. in Physics / Chemistry (with Mathematics upto at least Graduation level) / Electronics/ Material Science / Electronic Instrumentation with not less than 55% marks in aggregate. OR (ii) Bachelor's degree in Electrical/ Mechanical/ Electronics & Communication/ Computer Engg./Instrumentation or equivalent examination with not less than 65 C.P.I. or 60% marks in the absolute system.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
8	Master's Programmes in Single Subjects				
8.1	M.Sc. Tech. Industrial Maths With Computer Application (<i>Self-Financing</i>)	30	Department of Mathematics	6 Semesters (spread over 3 years)	B.A./B.Sc. Mathematics (Hons.) with not less than 50% marks in aggregate. OR (ii) B.A./ B.Sc. (General) with not less than 50% marks in aggregate as well as in Mathematics. OR (iii) B.E/ B.Tech./ B.Sc (Engg) with not less than 55% marks in aggregate.
8.2	Master of Laws (L.L.M.)	20	Faculty of Law	4 Semesters (spread over 2 Years)	LL.B. with not less than 50% marks in the aggregate or equivalent grade points.
8.3	Master of Computer Application (M.C.A.)	50	Department of Computer Science	6 Semesters (spread over 3 Years)	Bachelor's degree under (10+2+3) system from a recognized University/ Institution with 50% marks in aggregate and Mathematics at 10+2 level.
8.4	Master of Business Administration M.B.A. (Full Time)	60	Centre for Management Studies	4 Semesters (spread over 2 Years)	Applicants must hold a Bachelor's Degree (10+2+3) from a recognized University in any discipline with at least 50% marks in aggregate or an equivalent Grade.
8.5	Master of Business Administration M.B.A. (Evening)	70	Centre for Management Studies	6 Semesters (spread over 3 Years)	A bachelor's degree from a recognized University or an equivalent qualification with at least 50% marks in aggregate or an equivalent grade with at least 3 years professional experience after passing qualifying examination.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Master's Programmes in Single Subjects					
8.6	Master of International Business (M.I.B.) (Self-Financing)	65	Department of Commerce & Business Studies	4 Semesters (spread over 2 Years)	B.A. / B.Sc. / B.Com. or B.A. / B.Sc. / B.Com. (Hons.) under 10+2+3 pattern from a recognized University / Institution having at least 50% marks in aggregate.
8.7	Master of Commerce [M.Com.] (Business Management)	30	Department of Commerce & Business Studies	4 Semesters (spread over 2 Years)	B.Com. / BBS / BBA / BIBF / B.Com. (Pass) or an equivalent examination with 55% marks in aggregate or B.Com. / BBS / BBA / BIBF (Hons.) with not less than 50% marks in the aggregate.
8.8	Master of Architecture - M.Arch. (Pedagogy/ Medical Architecture/ Building Services/ Recreational Architecture/ Urban Regeneration)	100 (20 in each specialization)	Faculty of Architecture & Ekistics	4 Semesters (spread over 2 Years)	Bachelor's degree in Architecture or equivalent recognized by Council of Architecture with not less than 50% marks in absolute system or a minimum grade corresponding (grade equivalent to 10 point scale) will be considered for admission.
8.9	Master of Ekistics (M.Ekistics)	20	Faculty of Architecture & Ekistics	4 Semesters (spread over 2 Years)	Bachelor's degree in Architecture or equivalent recognized by Council of Architecture with not less than 50% marks in absolute system or a minimum grade corresponding to 50% marks on a 10 point scale will be considered for admission.
8.10	Master of Physiotherapy MPT-Sports/Ortho	20 (10+10)	Centre for Physiotherapy & Rehabilitation Sciences	4 Semesters (spread over 2 Years)	Bachelor in Physiotherapy (4 ½ years duration) with minimum of 50% marks in main subjects.

[B] POST GRADUATE (P.G.) DIPLOMA PROGRAMES

Post Graduate Diploma (P.G. Diploma)					
9.1	P.G. Diploma in Computer Applications	30	Department of Computer science	2 Semesters	Bachelor's degree under (10+2) system from a recognized University/ Institution with 50% marks in aggregate and Mathematics at 10 th level.
9.2	P.G. Diploma in Digital Cartography	20	Department of Geography	2 Semesters with project work	B.A. / B.Sc. in Geography and allied subjects (Geology, Agriculture Sciences, Environmental Sciences, Civil Engg., Planning & Architecture) with 50% marks. Note: 50% of the seats will be filled by the candidates having qualifying degree in Geography as a subject.
9.3	P.G. Diploma in Remote Sensing & GIS Application	20	Department of Geography	2 Semesters with project work	B.A. / B.Sc. in Geography and allied subjects (Geology, Agriculture Sciences, Environmental Sciences, Civil Engg., Planning & Architecture) with 50% marks. Note: 50% of the seats will be filled by the candidates having qualifying degree in Geography as a subject.
9.4	P.G. Diploma in Urdu Mass Media	30	Department of Urdu	One Year	At least 55% marks in Urdu/Persian/Arabic at under graduate level.
9.5	P.G. Diploma in Iranology (Part-Time)	20	India Arab Culture Centre	One Year	Bachelors degree in any discipline from a recognized University or equivalent institution with 50% marks in aggregate.
9.6	P.G. Diploma in Educational Management (Self-Financing)	10	Department of Educational Studies	One Year	A candidate who has done graduation in any discipline with 50% marks or post graduation shall be eligible for the admission to the course.
9.7	P.G. Diploma in Journalism (Hindi Medium) (Self-Financing)	40	Department of Hindi	One Year	Bachelor's degree from a recognized institution with not less than 45% marks in the aggregate. Working knowledge of Hindi is essential.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Post Graduate Diploma (P.G. Diploma)					
9.8	P.G. Diploma in T.V. Journalism (Hindi Medium) (<i>Self-Financing</i>)	40	Department of Hindi	One Year	Bachelor's degree from a recognized institution with not less than 45% marks in the aggregate.
9.9	P.G. Diploma in Broadcast Technology	20	A.J. Kidwai Mass Communication Research Centre	One Year	Graduation in the discipline of Physics or Electronics (10+2+3) or Engineering (Electronics / Tele Communications / Electrical / Computer Science / IT), with not less than 50 % marks in aggregate.
9.10	P.G. Diploma in Still photography & Visual Communication	20	A.J. Kidwai Mass Communication Research Centre	One Year	Graduation in any discipline (10+2+3) with not less than 50 % marks in aggregate.
9.11	P.G. Diploma in Acting	20	A.J. Kidwai Mass Communication Research Centre	One Year	Graduation in any discipline (10+2+3) with not less than 50 % marks in aggregate.

[C] BACHELOR'S PROGRAMMES

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
10	Bachelor of Arts (Honours) [(B.A.) Hons.]				
10.1	Arabic	60	Department of Arabic	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 50% marks in the aggregate and the subject concerned.
10.2	Islamic Studies	60	Department of Islamic Studies	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 45% marks in aggregate or 50% marks in the subject concerned.
10.3	Urdu	60	Department of Urdu		
10.4	Persian	60	Department of Persian		
10.5	English	60	Department of English	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 50% marks in aggregate or in the subject concerned.
10.6	Hindi	40	Department of Hindi		
10.7	Mass Media Hindi	40	Department of Hindi		
10.8	History	60	Department of History		
10.9	Hotel Management, Travel and Tourism	30	Department of Tourism and Travel Management		
10.10	Turkish Language & Literature	20	F/o Humanities & Languages		
10.11	Sociology	40	Department of Sociology	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 50% marks in aggregate.
10.12	Psychology	40	Department of Psychology		
10.13	Economics	50	Department of Economics		
10.14	Political Science	40	Department of Political Science	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with 50% marks in aggregate or in Political Science.
10.15	Mathematics	30	Department of Mathematics	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 50% marks in aggregate and in Mathematics.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
11	Bachelor of Arts (B.A.)				
11.1	B.A.	50	Faculty of Social Science	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate with not less than 50% marks.
11.2	B.A.C.A. (B.A. with Computer Applications)	30	Department of Economics	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 50% marks in aggregate with mathematics as one of the subjects. Economics, Mathematics and Computer Applications shall be compulsory in BA with Computer Applications (B.A.C.A.)
12	Bachelor of Science (Honours) [(B.Sc.) Hons.]				
12.1	Physics	40	Department of Physics	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 50% marks in aggregate of Physics, Chemistry and Mathematics and in the subject concerned.
12.2	Mathematics	40	Department of Mathematics		
12.3	Chemistry	40	Department of Chemistry		
12.4	Bio-Sciences	40	Department of Bio-Sc.	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 50% marks in each science subject i.e. Physics, Chemistry and Biology/ Mathematics.
12.5	Biotechnology	30	Department of Biotechnology		
13	Bachelor of Science (B.Sc.)				
13.1	B.Sc.	50	Faculty of Natural Sciences	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 50% marks in each of the science subject i.e. Physics, Chemistry and Mathematics and 50% marks in aggregate.
13.2	B.Sc. with Instrumentation	20	Faculty of Natural Sciences	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 50% marks in each of the science subject i.e. Physics, Chemistry and Mathematics and 50% marks in aggregate.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
14	Bachelor of Arts/Bachelor of Science (B.A./B.Sc.) Hons.*				
14.1	Geography	60	Department of Geography	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 50% marks in aggregate or in the subject concerned.

**Note: Bachelor's degree in Science shall be awarded to a student who is admitted in the Science stream. Similarly, Bachelor's degree in Arts shall be awarded to a student who is admitted in the Art stream.*

15	B.B.S. (Bachelor of Business Studies)	40	Department of Commerce and Business Studies	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 50% marks in aggregate.
16	B.Com. (Hons.) [Bachelor of Commerce (B.Com.) (Honours)]	50	Department of Commerce & Business Studies	6 Semesters (spread over 3 Years)	Senior Secondary School Certificate or an equivalent examination with not less than 50% marks in aggregate or in the subject concerned.
17	Bachelor of Fine Art (B.F.A.)				
17.1	Applied Art	30	Department of Applied Art	8 Semesters (spread over 4 Years)	A candidate in B.F.A Applied Art should have passed Senior School certificate examination or any other equivalent examination recognized by Jamia Millia Islamia and secured at least 50% marks in aggregate of subjects taken into account for awarding divisions.
17.2	Painting	20	Department of Painting	8 Semesters (spread over 4 Years)	A candidate in B.F.A Painting should have passed Senior School certificate examination or any other equivalent examination recognized by Jamia Millia Islamia and secured at least 50% marks in aggregate of subjects taken into account for awarding divisions.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Bachelor of Fine Art (B.F.A.)					
17.3	Sculpture	10	Department of Sculpture	8 Semesters (spread over 4 Years)	Senior School certificate examination or any other equivalent examination recognized by Jamia Millia Islamia and secured at least 50% marks in aggregate of subjects taken into account for awarding divisions.
17.4	Art Education	20	Department of Art Education		
18	Bachelor of Library & Information Science (BLIS) <i>(Self-financing)</i>	40	Dr. Zakir Husain Library	One Year	B.A/B.Sc/B.Com or M.A. / M.Sc. / M.Com. from a recognized university with not less than 50% marks in aggregate or B.A/ B.Sc/ B.Com or M.A./M.Sc./ M.Com. with 45% marks in aggregate with five years work experience in University, College, Centre or State Library.
19 Bachelor of Technology (B.Tech.)					
19.1	Civil Engineering	70	Department of Civil Engineering	8 Semesters (spread over 4 Years)	Sr. Sec. School Certificate (10+2) / Intermediate or its equivalent of a recognized Board with Physics, Chemistry and Mathematics as their main subjects, with not less than 55% marks in PCM. OR Diploma Engineering degree recognized by AICTE or a state board of technical education of at least ¾ year duration with not less than 55% marks. Age Limit: The age of the candidate should not be less than 17 years on 1 st October of the year of admission.
19.2	Mechanical Engineering	70	Dept. of Mech. Engineering		
19.3	Electrical Engineering	70	Dept. of Electrical Engineering		
19.4	Electronics & Communication Engineering	70	Dept. of Electronics & Communication Engineering		
19.5	Computer Engineering	70	Dept. of Computer Engineering		

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
20	Bachelor of Engineering (B.E.)				
20.1	Civil Engineering (Evening)	70	Department of Civil Engineering	Four years	Three-four year Diploma Course in respective or relevant branch from recognized Polytechnic or Technical Institute with at least two years professional experience after passing Diploma in respective or relevant branch. However, for B.E. (Computer Engineering), three/four year Diploma either in Computer Engineering or in Electronics & Communication Engineering or in relevant branch is required together with at least two years Professional Experience after Diploma. Diploma holders from University Polytechnic, J.M.I securing 70% marks or more are also eligible to appear in the Entrance Test without Professional Experience. The experience shall be reckoned from the date of declaration of result/date of issue of mark-sheet of qualifying examination or the date of beginning of professional engagement (whichever is later) till the last date of submission of Application Form. Documentary evidence of declaration of result is required at the time of admission.
20.2	Mechanical Engineering (Evening)	70	Department of Mechanical Engineering	Four years	
20.3	Electrical Engineering (Evening)	70	Department of Electrical Engineering	Four years	
20.4	Electronics & Communication Engineering (Evening)	70	Department of Electronics & Communication Engineering	Four years	
20.5	Computer Engineering (Evening)	70	Department of Computer Engineering	Four years	

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
21	Bachelor of Dental Surgery (B.D.S.)	50	Faculty of Dentistry	4 Years of teaching + One Year compulsory paid Internship	<p>An applicant must have passed Senior Secondary School Certificate Examination (10+2) or its equivalent examination of a recognized Board with Physics, Chemistry, Biology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry and Biology at the qualifying examination and, in addition, must have come in the merit list by securing not less than 50% marks in Physics, Chemistry and Biology taken together in the Entrance Test.</p> <p>Age Limit: The candidate should complete the age of 17 years on or before December 31st of the year of admission.</p>
22	Bachelor of Architecture				
22.1	B.Arch.	40	Faculty of Architecture & Ekistics	5 Years	<p>A candidate who has passed 10 + 2 Examination and has secured not less than 50% marks in aggregate with Mathematics, English, Physics, and Chemistry as subjects shall be eligible to first year of the B. Arch. Course, subject to an aptitude test.</p> <p>A 3 - year Diploma (10+3) recognized by Central/State government provided that the candidate passed the Diploma with 50% marks in aggregate.</p>
22.2	B.Arch. (Self-Financing)	40	Faculty of Architecture & Ekistics	5 Years	

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility* Requirements for Admission
23	Bachelor of Education				
23.1	B.Ed.	200	Department of Teacher Training and Non-Formal Education (Institute of Advanced Studies in Education)	Two Years	<p>Bachelor's Degree with not less than 50% marks (except B.A./ B.Sc. Vocation courses).</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree with not less than 45% marks except B.A./ B.Sc. (vocational) courses AND at least 50% marks in Master's Degree Examination in any School teaching subjects. Applicants for teaching of Commerce must possess a Master's Degree in Commerce with at least 50% marks.</p> <p>A candidate must have passed at least two teaching subjects at graduation / post graduation level. However, a compulsory subject like General Urdu / General English/ Compulsory Hindi will not be accepted as teaching subjects. Subjects such as Mathematics, Physics, Electronics/ Bio Tech. etc. will not be considered as a teaching subject. However, if a teaching subject which has been studied at graduate level for two or more years and its marks had been counted in awarding the division, may be opted as a teaching subject.</p>

*** Note:** Candidates who have passed the following examinations are not eligible:

- (i) B.Com. (Hons.), B.Com. (Pass), B.A. (Hons./Pass) in Commerce, B.A./B.Sc. (Pass/Hons.) in vocational subjects;
- (ii) B.A. Examination in one language only, after completing an examination conducted by Language Education institutions (e.g. Sahitya Rattan, Adib-e-Kamil etc.);
- (iii) M.Sc. (Biochemistry), M.Sc. (Biophysics), M.Sc. (Environmental Botany/Science), etc. Such candidates may apply on the basis of their graduation qualification if the same is as per the eligibility conditions.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Bachelor of Education (B.Ed.)					
23.2	B.Ed. (Special Education)	30	Department of Teacher Training and Non-Formal Education (Institute of Advanced Studies in Education)	Two Years	<p>An applicant must have at least 50% marks in his/ her Bachelor's Degree examination of the Jamia Millia Islamia or equivalent degree from any other recognized university or institution, OR A candidate, who has obtained at least 45% marks in his/her Bachelor's Degree examination and has obtained 50% marks in the Master's Degree examination.</p> <p>The candidate applying for this course must have studied at least one of the following subjects for two years at graduation level.</p> <p>Language group – Hindi, English, Urdu</p> <p>Social Science group – History, Political Science, Geography, Economics, Sociology, Psychology</p> <p>Science group – Physics, Chemistry, Zoology, Botany, Biosciences / Life Sciences, Home Science</p> <p>Mathematics</p>
23.3	B.Ed. (Nursery Education)	30	Department of Teacher Training and Non-Formal Education (Institute of Advanced Studies in Education)	Two Years	<p>Bachelor's Degree with not less than 50% marks. (Excluding B.A. / B.Sc. Vocational Studies).</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree with not less than 45% and at least 50% marks in Master's Degree Examination.</p>

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
24	Bachelor of Physiotherapy (B.P.T.)	40	Centre for Physiotherapy & Rehabilitation Sciences	4 ½ years (4 years course followed by 6 months internship)	Intermediate or equivalent examinations under 10+2 system with Biology, Physics, Chemistry & English securing at least 50% marks in aggregate of PCB from a recognized Board/University.
25	B.A.LL.B. (Hons.)	80	Faculty of Law	10 Semesters (Spread over 5 years)	A candidate to the B.A., LL.B. (Hons.) Course is required to have: (a) "Passed the class XII examination in the 10 + 2 scheme or its equivalent in any discipline securing in the aggregate not less than 50% of the total marks in all the core subjects and English Language put together" and (b) "Not completed the age of 21 years as on July 1 of the year of admission".

[D] ADVANCED DIPLOMA PROGRAMMES/COURSES

26	Advanced Diploma				
26.1	Modern Persian	20	Department of Persian	One Year	B.A. with Persian or Diploma in Modern Persian from a recognized institution with not less than 45% marks in aggregate.
26.2	Turkemenian	10	Department of Persian	One Year	Senior Secondary/ Higher Secondary or equivalent School Certificate from a recognized Board with not less than 45% marks in aggregate along with Diploma in Turkemenian OR B.A. in any discipline with 45% marks in aggregate with Diploma in Turkemenian language.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Advanced Diploma (contd.)					
26.3	Turkish	20	Department of Persian	One Year	Senior Secondary/ Higher Secondary or equivalent School Certificate with not less than 45% marks in aggregate along with Diploma in Turkish. OR B.A. in any discipline with 45% marks in aggregate with Diploma in Turkish language.
26.4	French	30	Centre for Spanish & Latin American Studies	One Year (Part-Time)	All students who have successfully completed Diploma or an equivalent exam from a University or a recognized institution in the concerned language are eligible to seek admission to the Advanced Diploma Programme.
26.5	Italian	30			
26.6	Portuguese	20			
26.7	Russian	10			
26.8	Spanish	30			
26.9	Counseling Psychology (Self-Financing)	20	Department of Psychology	2 Semesters (Spread over One Year)	M.A. Psychology with 50% marks in aggregate.
26.10	Modern Arabic Language and Translation (Self-Financing)	30	Department of Arabic	One Year	B.A. with Arabic or Diploma in Modern Arabic OR a degree from an Arabic Madrasa recognized by Jamia Millia Islamia for admission to B.A./B.A. (Hons.) programme with not less than 45% marks in aggregate.
26.11	Catalan	20	Centre for Spanish & Latin American Studies	One Year	Diploma in Catalan or an equivalent examination from a recognized university or institution.
26.12	Advanced Diploma in Counseling Psychology	10	Department of Psychology	Two semesters	M.A. in Psychology with at least 50% marks.

[E] DIPLOMA PROGRAMMES/COURSES

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
27	Diploma in Engineering (Regular)				
27.1	Civil Engineering	60	University Polytechnic	Three years	<p>Secondary School/High School Certificate of a recognized Board with not less than 45% marks in Science and Maths, or PCM as the case may be (Other than Bioscience).</p> <p style="text-align: center;">OR</p> <p>Senior Secondary School Certificate / Intermediate or an equivalent exam. from a recognized Board with not less than 40% marks in aggregate of Science and Maths or PCM as the case may be (other than Bioscience).</p> <p style="text-align: center;">OR</p> <p>Equivalent certificate course from an institute recognized by State/ Central Govt. or Sr. Sec. School Certificate in Vocational Engg. with not less than 50% marks in aggregate.</p> <p>Age: Not less than 15 years on 1st October of the year of admission.</p> <p>Note: Candidates who have passed the qualifying examination with Elementary Mathematics & Elementary Science shall not be eligible for admission.</p>
27.2	Electrical Engineering	60			
27.3	Mechanical Engineering	60			
27.4	Electronics Engineering	60			
27.5	Computer Engineering	60			

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
28	Diploma in Engineering (Evening/Self-Financing)				
28.1	Civil Engineering	60	University Polytechnic	Four years	Secondary School Certificate (Class X) with Science and Maths with 2 years Certificate Course from JMI or ITI or equivalent Certificate Course from an institute recognized by State / Central Govt. OR Minimum 2 years working experience in the relevant field after passing Sec. School Certificate Exam with Science and Maths. OR 12th Class of Analogous Vocational Stream/ Science Stream <i>Note : Candidates who have passed the qualifying exam with Elementary Mathematics & Elementary science shall not be eligible for admission.</i>
28.2	Electrical Engineering	60			
28.3	Mechanical Engineering	60			
28.4	Electronics Engineering	60			
28.5	Computer Engineering	60			
29	Diploma in Education				
29.1	Diploma in Elementary Education (D.El.Ed.)	100	Department of Teacher Training and Non-Formal Education (Institute of Advanced Studies in Education)	Two years	Senior Secondary School Certificate Examination (Except Vocational Courses) with not less than 50% marks.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
30	Diploma in Languages				
30.1	Turkish	20	Faculty of Humanities & Languages	One Year	Senior Secondary/ Higher Secondary or equivalent School Certificate with not less than 45% marks in aggregate and Certificate in Turkish with 45% marks. OR B.A./B.Sc. or B.A. .(Hons.) /B.Sc. .(Hons.) / B.Com.(Hons.) with not less than 45% marks in aggregate along with Certificate in Turkish language.
30.2	Modern Persian	40	Department of Persian	One Year	Senior Secondary School Certificate with Persian from a recognized Board with not less than 45% marks or a Degree from Arabic Madarsa recognized by Jamia.
30.3	Kazhaki	20	Department of Persian	One Year	Senior Secondary / Higher Secondary / Certificate in Pashto Language with not less than 45% marks in aggregate.
30.4	Turkemenian	10	Department of Persian	One Year	Senior Secondary / Higher Secondary or equivalent School Certificate from a recognized Board with not less than 45% marks in aggregate along with Certificate in Turkemenian, OR Bachelor's degree from a recognized institution with not less than 45% marks in aggregate with Certificate in Turkemenian language.
30.5	Pastho Language	10	Department of Persian	One Year	Senior Secondary / Higher Secondary with not less than 45% marks along with the Certificate in Pashto Language with not less than 45% marks in aggregate.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Diploma in Languages					
30.6	Modern Arabic Language & Translation	40	Department of Arabic	One Year	Higher Secondary or Senior Secondary School Certificate with Arabic or Certificate in Modern Arabic of a recognized University / Board / Institution with not less than 45% marks in English or a Degree from Arabic Madrasas recognized by the Jamia.
30.7	Uzbek	10	Maulana Mohammed Ali Jauhar Academy of International Studies	One Year	A candidate who has passed the Certificate course in Uzbek language from any university or recognized institution, along with Senior Secondary School Examination (10+2) with 45% marks in the aggregate or an equivalent qualification from an Indian Educational Board / University or a Foreign University shall be eligible to apply for the course.
30.8	French	40	Centre for Spanish & Latin American Studies	One Year (Part-Time)	All students who have successfully completed Certificate of Proficiency or an equivalent exam from a University or a recognized institution in the concerned language are eligible to seek admission to the Diploma Programme.
30.9	Russian	20			
30.10	Catalan	20			
30.11	Italian	30			
30.12	Portuguese	20			
30.13	Spanish	40			

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
31	Other Diplomas				
31.1	Tourism and Travel Management	30	Department of Tourism and Travel Management	One Year	Bachelor's degree from a recognized institution or an equivalent examination with at least 45% marks in aggregate.
31.2	Translation Proficiency	30	Department of English	One Year	Bachelor's degree from a recognized institution or an equivalent examination with not less than 45% marks in aggregate. OR Certificate in Translation Proficiency from any recognized University and Senior Secondary / Higher Secondary or equivalent school certificate with not less than 50% marks in aggregate.
31.3	Sculpture (<i>Self-Financing</i>)	10	Department of Sculpture	Two years (Part-Time)	A candidate in Diploma in Sculpture (<i>Self Financing/Part-Time</i>), the minimum educational requirements will be (10 th class) Secondary School Examination passed with 40% marks.

[F] CERTIFICATE PROGRAMMES/COURSES

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
32	Certificate in Fine Art subjects				
32.1	Commercial Art (<i>Self-Financing</i>)	20	Department of Applied Art	One Year (Part-Time)	The minimum educational requirements will be (10th class) Secondary School Examination pass with 40% marks.
32.2	Photography (<i>Self-Financing</i>)	20	Department of Applied Art	One Year (Part-Time)	The minimum educational requirements will be (10th class) Secondary School Examination pass with 40% marks.
32.3	Calligraphy (<i>Self-Financing</i>)	10	Department of Applied Art	One Year (Part-Time)	The minimum educational requirements will be (10th class) Secondary School Examination pass with 40% marks.
32.4	Painting (<i>Self-Financing</i>)	20	Department of Painting	One Year (Part-Time)	The minimum educational requirements will be (10th class) Secondary School Examination pass with 40% marks.
32.5	Sculpture (<i>Self-Financing</i>)	10	Department of Sculpture	One Year (Part-Time)	The minimum educational requirements will be (10th class) Secondary School Examination pass with 40% marks.
33	Certificate in Languages				
33.1	French	50	Centre for Spanish & Latin American Studies	One Year (Part-Time)	10+2 or equivalent qualification with a minimum of 40% marks.
33.2	Russian	30			
33.3	Catalan	20			
33.4	Italian	40			
33.5	Portuguese	30			
33.6	Spanish	50			
33.7	Turkish	40	Faculty of Humanities & Languages	One Year	Senior Secondary/ Higher Secondary or equivalent certificate with not less than 45% marks in aggregate.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
Certificate in Languages (contd.)					
33.8	Pastho Language	10	Department of Persian	One Year	Senior Secondary/ Higher Secondary or equivalent certificate with not less than 45% marks in aggregate.
33.9	Modern Persian	40	Department of Persian	One Year	Senior Secondary / Higher Secondary or equivalent certificate from a recognized institution with not less than 45% marks in aggregate.
33.10	Kazhaki	20	Department of Persian	One Year	Senior Secondary/Higher Secondary or equivalent certificate with not less than 45% marks in aggregate.
33.11	Turkemenin	10	Department of Persian	One Year	Senior Secondary/Higher Secondary or equivalent School Certificate with not less than 45% marks in aggregate.
33.12	Modern Arabic Language	50	Department of Arabic	One Year	Senior Secondary School Certificate or a Higher Degree with not less than 45% marks in aggregate and ability to read and write Urdu.
33.13	Uzbek	20	Maulana Mohammed Ali Jauhar Academy of International Studies	One Years	A candidate who has passed Senior Secondary School Certificate Examinations (10+2) with 45% marks in the aggregate or an equivalent qualification from an Indian Educational Board / University or a foreign University shall be eligible to apply for the course.
33.14	Pashto Language	10	Department of Persian	One Year	Senior Secondary/ Higher Secondary or equivalent certificate with not less than 45% marks in aggregate.

S.No.	Name of the Programme/ Subject	Allotted Seats	Faculty/ Department/ Centre	Duration (Semesters/ Academic Years)	Minimum Eligibility Requirements for Admission
34	Other Certificate Courses				
34.1	Translation Proficiency	40	Department of English	One Year	Senior Secondary/Higher Secondary or equivalent school certificate with not less than 50% marks in aggregate.
34.2	Tourism & Travel Management	30	Faculty of Humanities & Languages	One Year	Senior Secondary School Certificate or an equivalent examination from a recognized Board with not less than 45% marks in aggregate. Desirable: Working knowledge of English

Ordinance 8 (VIII) (Academic)
THE DEGREE OF MASTER OF PHILOSOPHY (M.PHIL.)

Deletion of entire Ordinance 8 (VIII) (Academic) as per Notification:

Notification: Approved the deletion of Ordinance 8 (Academic) captioned "The Degree of Master of Philosophy (M. Phil.) in view of the enforcement of Ordinance 9(Academic) captioned "The Degree of Master of Philosophy (M.Phil.) /Doctor of Philosophy (Ph.D) "

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Ph.D. Ordinance - 9 (IX)

DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

DEFINITIONS

<i>JMI</i>	Jamia Millia Islamia (Central University)
<i>Applicant</i>	means an individual who applies for admission to the Ph.D. programme of the Jamia Millia Islamia, New Delhi on a prescribed Application Form.
<i>Course Work</i>	means courses of study prescribed by the Department/Centre/Faculty to be undertaken by a student registered for the Ph.D. programme.
<i>Scholar</i>	means a person registered for the regular Ph.D. programme after successfully completion of requisite course work and submitted an approved research proposal.
<i>Full-time</i>	
<i>Scholar</i>	means a person registered for the Ph.D. programme devoting full time for completing the degree requirements.
<i>RAC</i>	means Research Advisory Committee for the continuous assessment of individual research scholar.
<i>DRC</i>	means Departmental Research Committee responsible for all types of research related matters.
<i>Supervisor</i>	means a member of the academic staff of the Department/Centre/Faculty approved by BOS/COS on the recommendation of DRC/CRC to guide/supervise the research.
<i>Co-Supervisor</i>	means an additional supervisor approved by BOS/COS on the recommendation of DRC/CRC to help scholar in his/her area of expertise.
<i>Plagiarism</i>	means the practice of taking someone else's work or idea and passing them as one's own
<i>Academic Integrity</i>	is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property
<i>Author</i>	includes a student or a faculty or a researcher or staff of University who claims to be the creator of the work under consideration
<i>DAIP</i>	Departmental Academic Integrity Panel shall mean the body constituted at the departmental level to investigate allegations of plagiarism
<i>CAIP</i>	Centre Academic Integrity Panel shall mean the body constituted at the Centre level to investigate allegations of plagiarism
<i>UAIP</i>	University Academic Integrity Panel shall mean the body constituted at University level to consider recommendations of the departmental academic integrity panel/centre academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the university level

1(i) Eligibility Criterion for Full Time Ph.D. Admission

- (a) A candidate seeking admission to the Ph.D. must have obtained a Master's Degree with not less than 55% of marks in aggregate or its equivalent Grade 'B' in the UGC seven point scale (or equivalent CGPA wherever grading system is followed) or an equivalent degree from a Foreign University/institute* or a Degree recognized by the University as its equivalent in the subject/allied subject in which the candidate wishes to pursue a course of research or in a subject allied thereto.

Provided that the Majlis-i-Talimi (Academic Council), on the recommendations of the BoS/CoS of the Department/Centre/Faculty concerned, may from time to time approve the list of relevant allied subjects within the Faculty.

- (b) A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade/CGPA, may be allowed for candidates belonging to SC/ST/OBC (non- creamy layer)/Differently-abled or for those who had obtained their Master's degree prior to 19th September, 1991.
- (c) Candidate possessing an M.Phil. degree with 55% marks from a recognized Indian University/Institute of minimum two semesters or its equivalent degree from a foreign educational Institute* (for the direct Ph.D. programme). Provided the candidate has done M.Phil. degree in the same subject as per UGC norms.
- (d) Provided further that if a Department/Centre/Faculty desires to incorporate additional eligibility requirements to cater to the specific need of the course, the concerned BoS/CoS will be authorized to do so, subject to the approval of the concerned Faculty Committee/ Board of Management.

**Prior approval of Standing Committee/Equivalence Committee shall be necessary.*

Note: No candidate shall be allowed to pursue Ph.D. programme through distance education mode.

1(ii) Supplication Facility for permanent JMI university teachers for pursuing Ph.D. - A permanent faculty member (Assistant Professor, Associate Professor and Professor) who holds a Master Degree in the relevant subject and has been working or appointed in a relevant subject for the last 3 years in Jamia Millia Islamia is eligible. The relevance of the Ph.D. topic is to be decided by the BoS/CoS at the time of considering the application for supplication. A teacher so permitted will be assigned a supervisor and co-supervisor (if needed) by the DRC/CRC depending upon the recommendation of the BoS/CoS and shall be eligible to submit his/her thesis not before 03 years after approval or his/her application by the BoS/CoS subject to the fulfillment of rest of the conditions applicable to General Ph.D., like course work, submission of progress report to the BoS/CoS, Pre-Ph.D. submission seminar, publication of one paper in journal and presentation of two papers in conferences and seminar and other conditions applicable from time to time.

2. Admission Procedure

- (a) All Ph.D. applicants shall be admitted through an Entrance Test conducted at University level followed by Interview at the level of individual Department/Centre/Faculty concerned. The short listed applicants from entrance and exempted categories as listed in Para 2(c) shall be called for interview.
- (b) The admission procedure to Ph.D. programme shall start with a notification on JMI website and an advertisement in at least two leading national newspapers, of which one shall be in the regional language. The candidate shall apply online for admission to the Ph.D. programme of the JMI, as and when advertised, shall also have to pay the requisite fee. The candidate should also take the printout of the filled online application form (Annexure – I) and submit the hard copy/soft copy (by email) to Head/Director of the Department/Centre/Faculty concerned. The list of candidates found eligible to appear for the entrance test, along with the admission schedule, shall be notified on the notice board of the concerned Department/Centre/Faculty and on the JMI website.
- (c) The notification/advertisement shall be issued in advance. The criteria of admission, the admission schedule, entrance test centres, and other relevant information shall also be notified. Provided that the following categories of candidates may be exempted from taking entrance test for Ph.D. programme:

- (i) Candidates who have qualified UGC/CSIR-NET/AYUSH-NET/JRF examination (in the relevant area of research and it shall be examined by the concerned DRC/CRC) or any other equivalent examination conducted by the recognized Governmental Department/ Institute/ Agency/ SLET/ valid GATE score (with qualifying marks).
- (ii) The teacher fellowship holders such as QIP (Quality Improvement Programme) awardees of recognized colleges/ universities/ institutions, provided that the competent authority issues a 'No Objection Certificate' (NOC) to the candidate to join the Ph.D. Programme and applicant must pass any type of test to avail the exemption.

Also, such teacher candidates will produce sanctioned study leave letter as per Government of India rules applicable at the time of admission.

Provided that in the Faculties of Engineering & Technology and Architecture & Ekistics, for QIP programs, the candidate will be on deputation as per AICTE/Govt. of India rules.

- (iii) ICCR- Sponsored candidates, DST-INSPIRE or any other equivalent fellowship holder.*
- (iv) The candidates including JMI permanent teachers/staff seeking entrance test exemption shall have to submit a documentary proof of the same as mentioned in para 2c (i), (ii) and (iii) at the time of the submission of the application form for Ph.D. admissions.
- (v) Candidate possessing an M.Phil degree with 55% marks from a recognized Indian University / Institute of minimum three semesters or its equivalent degree from a foreign educational Institute* (for the direct Ph.D. programme).

Provided the candidate has done M.Phil degree in the same subject as per UGC norms, i.e., his/her admission to the M.Phil Programme must be through an entrance test and he/she must have completed the course work as per provisions in Para 4 (a) & (b).

Provided that all the above candidates who have been granted entrance-test exemption will have to follow the rest of the admission process as per schedule and fulfill all other requirements as per the Ordinances and the Ph.D. regulations.

- (d) **Entrance Test:** The Controller of Examinations/ Coordinator of Admissions shall be responsible for advertising and conducting the entrance test for the Ph.D. programme. The entrance test shall be conducted for short-listing the applicants to call for interview by the DRC/CRC.

The entrance test for admission to the Ph.D. Programme shall be in English, except in the language departments, which may set the question paper in the concerned language. The entrance test shall be based on two question papers: Paper 'I' and 'II' of equal weightage and each of two hours duration. The Paper 'I' shall include 100 multiple choice (objective type) questions of one mark each on research methodology and shall be common to all applicants for admission to the Ph.D. programme at the level of each Faculty and the associated centres. The list of the Centres associated to each Faculty is provided in the Annexure R-V to this Ordinance. The Vice-Chancellor, on the recommendation of the concerned Dean, shall appoint examiner(s) for preparing the syllabus (if required) and setting the question Paper 'I'. The Paper 'II' of the entrance test shall deal with the advanced knowledge of the subject concerned. It shall have a weightage of 100 marks out of which 50 marks shall be assigned to 50 multiple choice (objective type) questions of one mark each and a set of subjective type questions having a weightage of another 50 marks. The DRC/CRC shall appoint examiner (s) for setting the question paper for Paper 'II' and the evaluators for its evaluation from amongst the permanent faculty members of the Department/Centre/Faculty concerned. The question paper shall be moderated by a moderation committee, which shall comprise the Head/Director/Dean, as the case may be, one Professor and one Associate Professor of the Department/Centre/Faculty concerned in order of seniority by rotation and one nominee of the VC from amongst the Professors of the Faculty concerned. The Head / Director / Dean of the Department / Centre / Faculty concerned shall be the chairperson of the moderation committee.

- (e) Criterion to Qualify the Entrance Test: Only those candidates who obtain at least 50 per cent marks in aggregate shall qualify for the interview.
- (f) Shortlisted candidates: The list of qualified candidates to be called for interview shall be prepared by concerned Department/Centre/Faculty, which shall also include the candidates who have been exempted from entrance test under Para 2 c (i)-(iii).

(g) **Interview and Provisional Registration in PhD Programme**

(A) The shortlisted candidates shall be called for interview by the concerned Department / Centre/ Faculty. The candidates called for interview have to bring original documents for the verification at the time of interview.

The composition of the Interview Board shall be as follows:

1. The Vice Chancellor's nominee (Chairman)
2. The Dean of the Faculty / Dean's Nominee
3. The Head of the Department/Director of the Centre
4. One Professor of the Department /Centre (by rotation according to seniority)
5. One Associate Professor of the Department /Centre (by rotation according to seniority)
6. One Assistant Professor of the Department /Centre (by rotation according to seniority)
7. Special Invitee(s) as per requirement

(B) The interview board shall ensure that the candidates possess required competence to pursue research, which can be carried out in the Department/Centre/Faculty and that the proposed research can contribute to new/additional knowledge. The marks awarded by the interview board will be sent to the Controller of Examination (CoE) who shall prepare a merit list of the candidates for consideration of the DRC/CRC.

The DRC/CRC will recommend the names of the candidates, in the order of merit on the basis of available vacant seats, along with the topic of Research and name(s) of supervisor and co-supervisor (s), if any, for each candidate and after endorsement by the BOS/COS, will communicate to the Dean of the concerned Faculty for onward transmission to the CoE for notification of a final list of the selected candidates for admission to the Ph.D. The final list for admission will be prepared on the basis of marks obtained in written test, interview and research proposal.

The university reserves the right to deny the admission in Ph.D. to any of the candidate with the reasons recorded.

- (h) Reservation: While granting admission to Ph.D. programme, the Department/ Centre/ Faculty shall pay due attention to JMI reservation policy and procedure to be adopted for the purpose of admission as per details given in the Ordinance or as may be decided from time to time by the Majlis-i-Talimi (Academic Council). If suitable candidates are not available as per JMI reservation policy, the seats shall not be filled.
- (i) Foreign Scholars: Foreign scholars/ICCR sponsored candidates shall be admitted departments/centres/faculty under category of supernumerary seats. The total number of supernumerary seats shall not exceed 10% of the total intake of the department/centre/faculty.
- (j) **60% (sixty percent)** of the total vacant seats of the academic year shall be filled from UGC/CSIR-NET/AYUSH-NET/JRF qualified students or any other equivalent examination conducted by the recognized Governmental Department/ Institute/ Agency/ SLET/ valid GATE score (with qualifying marks) depending on the number of JRF applying;
- (k) the remaining **40% (forty percent)** through the university entrance test qualified students on the basis of Interviews conducted by the concerned department / Centre / Institute. However, in case of an unfilled vacancy in either of the category, candidates from another category can be requisitioned to fill up the vacant slots, in the order of merit and following reservation norms.
- (l) The selection of qualified candidates should be based on interview/viva-voce for JRF/NET

whereas for the candidates who have qualified the entrance test, the selection shall be evaluated in the ratio 70 (written test): 30 (interview). Merit list for both shall be separately published.

3. (a) Departmental/Centre's Research Committee (DRC/CRC)

Each Department/ Centre/ Faculty shall have DRC/CRC with Head/ Director/ Dean as ex-officio chairperson and one of the members as convener. The DRC/CRC shall play a crucial role from admission to submission of the thesis. It shall have one member each from Assistant Professors and Associate Professors, two professors by seniority and rotation, two external members (Professors), as in BoS/CoS and one VC's nominee. The DRC/CRC shall be approved by the VC on the recommendation of chairman BoS/CoS for a term of three years. Provided that

- (i) The chair and members of DRC/CRC must hold Ph.D. degree. Otherwise, VC nominee who can be from any other Department/Centre/Faculty or University shall act as the chair of DRC/CRC.
- (ii) The eligible supervisor(s) shall be a special invitee(s) member of DRC/CRC for all purposes.
- (iii) The chair and members of DRC/CRC must hold Ph.D. degree. Otherwise, VC nominee who can be from any other Department/Centre/Faculty or University shall act as the chair of DRC/CRC.
- (iv) The research experience and Ph.D. supervision should be the basis while considering a faculty member to be a member of DRC/CRC. In case of non-availability of a member from the category of Professors/Associate Professors/Assistant Professors in DRC/CRC, the Chairperson may nominate a member from any other available category by seniority.

(b) Research Advisory Committee (RAC):

There shall be an RAC for each scholar. It shall comprise the Dean/Head/Director, his / her supervisor as convener, and two members from the Department/Centre/Faculty, one nominated by the supervisor and the other by the BOS/COS. The RAC of each scholar shall be formed during the tenure of course work. However, its functionality shall begin after the successful completion of course work by the scholar. The function of RAC are as follows:

- (i) The RAC shall review the research proposal and finalize the topic of research.
- (ii) The RAC shall periodically monitor and also provide necessary help, if required, in the progress of research work of the scholar.
- (iii) The convener of RAC shall maintain attendance/leave record, progress report, and any other relevant information of the concerned scholar.
- (iv) The RAC's role is to advise; it will not have any role to decide whether the work is suitable for submission or not.

4. Course Work

All scholars, except having M.Phil Degree, shall have to do 'Course Work' which will be treated as a prerequisite for the Ph.D. programme for which they shall have to meet the minimum requirement of 75% attendance during the Course Work offered by the Department/Centre/Faculty concerned and will be required to complete the course work within one semester or two-semesters, depending on the need of the discipline and the domain. If found necessary, the Course Work, on recommendation of DRC/CRC, may be carried out in other Departments or Centres within JMI, subject to the approval of BoS/CoS. Provided that if a scholar fails to pass the examination of any subject(s), he/she shall be given only one

opportunity to sit for compartmental examination. Failure in the compartmental examination shall result in automatic cancellation of registration.

- (a) The course work shall be of 16 credits, which may consist of the following:
- (i) One Course of 4 credits on **RESEARCH METHODOLOGY**, which may include quantitative/qualitative methods and computer applications.
 - (ii) Two Courses of 4 credits each, **RELEVANT TO BROAD AREA OF RESEARCH**, those will help the scholar to gain a thorough theoretical grounding of the domain on the recommendation of supervisor. The said Courses shall be of Post Graduate level.
 - (iii) One Course of 2 credits on **RESEARCH AND PUBLICATION ETHICS** for awareness about publication ethics and publication misconduct.
 - (iv) One Course of 2 credits on **ANNOTATED BIBLIOGRAPHY** or **TERM PAPER** to review the research papers in his/her area of research.

(b) **Evaluation of Course Work**

The course work as listed in Para 4(a) above shall comprise an internal assessment of 25% marks and a semester-end examination of 75% marks for each course. A scholar having obtained a minimum of 55 percent of marks in aggregate of internal assessment and semester-end examination or its equivalent grade in the UGC seven-point scale (or equivalent CGPA wherever grading system is followed) in each course shall be declared to have successfully completed the Course Work. Provided further that if a scholar fails to complete the course work in the stipulated period, his/her admission shall stand automatically cancelled.

(c) **Regular Registration in Ph.D. Programme**

After successful completion of course work the scholar shall proceed to the process of regular registration in Ph.D. programme by preparing a research proposal. The research proposal shall include: (i) Topic of research, (ii) Objectives, (iii) Current state of the literature related to the specific topic, (iv) Methodology (v) References/Bibliography and (vi) any other relevant information the researcher would like to submit in support of the proposed research. The research proposal shall be assessed by the RAC through presentation and if found satisfactory, it shall be recommended to DRC/CRC for further processing. Thereafter supervisor of the candidate shall submit the research proposal, mark sheet of course work and RAC minutes to DRC for further processing. The DRC/CRC shall approve the proposal, if scholar fulfills all requisite criteria and send it to BOS/COS for endorsement. The BOS/COS endorsed proposal along with relevant documents shall be sent to the concerned Dean of the Faculty who shall notify the regular registration of candidate to the Ph. D programme.

Minor Changes in the topic of the research proposal can be made on the recommendation of the supervisor, duly approved by the RAC and DRC within one year of the regular registration.

(d) **Display the List of Ph.D. Scholars on Website**

Each Department/Centre/Faculty shall maintain the list of Ph.D. scholars on year-wise basis. The Chairman of the DRC/CRC shall ensure that the list is displayed on the JMI website in the following format: Sr. No.| Name of the Scholar| date of Birth | Name of Supervisor / Co-Supervisor| Date of Registration / Admission| NET/SLET or any other fellowship holder/Indian or Foreigner.

5. Appointment of Supervisors and Co-Supervisors

- (a) The allocation of supervisor for a selected scholar shall be decided by the DRC/CRC, on the basis of available faculty members who have vacancies and possess the requisite specialization in the research area of the scholar. The DRC/CRC may not recommend any candidate whose specialization's teacher is not available.

Also, the faculty members i.e., Professors / Associate Professors and Assistant Professors on probation will not be appointed the Supervisor of Ph.D. candidates.

- (b) Any regular professor of the university with at least five research publications in refereed journals and any regular Associate/ Assistant professor with a Ph.D degree and at least 2 research publications in refereed journals may be recognized as research supervisors. The research personnel like Ramalinga Swami/Ramanujan Fellows/DST – Inspire Faculty, UGC – FRP Fellows with at least five years tenure in JMI may be considered for appointment as a research supervisor. Provided that in some subjects/disciplines where there are limited refereed journals, the above may be relaxed by concerned BoS/CoS for a supervisor with valid reasons recorded.
- (c) An external supervisor, i.e. outside of JMI, shall not be allowed.
- (d) If the proposed topic of research so warrants, the DRC/CRC may also appoint co-supervisor(s), either from within or outside JMI who could be academician(s) or practitioner/s or practicing professional(s) with at least ten years of professional experience in reputed organization / industry within the country.

However, the appointment of co-supervisor shall not be permitted after a lapse of three years from the date of registration of the scholar.

- (e) There shall also be a provision to appoint Co-Supervisor from those foreign universities and institutions which have signed MoUs with JMI and have research collaboration with the university.
- (f) If an academic staff is on a long leave of one year or more, the BoS/CoS shall not recommend him/her as supervisor/co-supervisor.
- (g) Teachers of the university who have less than two years to retire may not be appointed Supervisors, but can be appointed as a Co-Supervisor.

6. Supervision in Special Circumstances

- (a) If a scholar's supervisor leaves the university the DRC/CRC shall recommend a new supervisor for him/her. Provided that if there is a co-supervisor of the said scholar from the same Department/ Faculty/ Centre, he/she shall be appointed as the supervisor and the original supervisor may be appointed as co-supervisor after obtaining the latter's consent.
- (b) A retired teacher may continue to supervise the research scholar(s) assigned under his/her supervision after his/her retirement till the submission of the thesis or upto three years whichever is less or unless he/she declines to remain the supervisor or leaves Delhi. The student will, however, be under the Head of Department/Director of the Centre for administrative supervision including scholarship, fellowship, attendance, leave etc..
- (c) If a supervisor retires after completion of Pre-Ph.D. seminar of a research scholar, he/she may continue as supervisor for 6 months from the date of retirement. Thereafter, HoD/Director shall be the ad-hoc supervisor till DRC/CRC appoints the regular supervisor. The original supervisor, then, may be appointed as co-supervisor.
- (d) In case of death or resignation of a supervisor from the University, the chair of BoS/CoS of the Department/Centre/Faculty concerned shall discharge the duties of the supervisor till such time the DRC/CRC appoints a new supervisor of the said Ph.D. scholar.
- (e) Where the supervisor, because of long absence due to illness or any other cause, is unable to supervise his/her scholar, the Head of the Department/ Director of the Centre/ Dean of the

Faculty concerned shall be deemed to be the supervisor, till the DRC/CRC recommends a new supervisor.

- (f) Where a faculty member, who is the supervisor of a Ph.D. scholar registered under him/her, is shifted from one Department to another in the same Faculty or from one Centre/Faculty to another Centre/Faculty, the said scholar will be deemed to have been transferred to the same department in which the supervisor has got shifted, subject to the completion of necessary formalities by the concerned DRC/CRC.

7. Additional Knowledge of a Language In case the DRC/CRC considers that additional knowledge of language(s) and/or subject(s) is necessary for pursuing the study on the subject of research approved by it, the DRC/CRC will recommend the admission of the scholar only when he/she satisfies the DRC/CRC that he/she possesses an adequate knowledge of language(s) and/or subject(s) concerned.

8. Maximum Number of Scholars to be supervised

- (a) The maximum number of Ph. D. Scholar that may be supervised at a given time by a Professor/ Associate Professor/Assistant Professor shall be governed by the following norm:

Designation	No. of Ph.D. Scholars permitted
Professor	8
Associate Professor	6
Assistant Professor	4

- (b) The supervision of foreign scholars/ICCR sponsored candidate shall be over and above the ceiling mentioned in 8(a). The maximum number of foreign scholars (admitted in supernumerary category) under one supervisor shall not be more than one at a time. All supervision above the ceiling [8(a)] shall be subjected to the approval of the Vice Chancellor.
- (c) If a scholar has submitted his/her Ph.D. thesis, it will be presumed that a vacancy has been created and the concerned faculty member may register another Ph.D. scholar for supervision in lieu of such vacancy.

9. General Guidelines for Scholars

- (a) The minimum period for a scholar to complete a Ph.D. programme shall be 3 years inclusive of course work and the maximum period shall be of 6 years.
- (b) If the scholar fails to submit his/her thesis within extended period mentioned in **Para 9(a)**, an extension of one more year may be granted by the Vice Chancellor on the recommendation of RAC and DRC/CRC.
- (c) A woman scholar or a scholar with more than 40% disability may apply, to the Vice Chancellor, for an additional extension of two years for Ph.D. over and above the allowed period on the recommendation of RAC and DRC/CRC.
- (d) In addition, women candidates may be provided Maternity/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

- (e) The RAC shall ensure the scholar's availability during the entire period of Ph.D. programme and also ensure his/her attendance as per applicable rules.
- (f) A scholar shall reside in NCR during the first two years of his/her registration. He/she may, however, be permitted by the Head/Director/Dean of the Department/Centre/Faculty concerned, on the recommendation of the RAC and the satisfaction of the DRC/CRC, to go out of station in connection with his/her research work.
- (g) No scholar shall take admission in any regular/part-time course in any other university/institution when he/she is registered for a Ph.D. course in JMI. However, the DRC/CRC may permit the scholar to take admission in a Certificate/ Diploma course whose duration does not exceed one academic year, subject to the condition that such a course is helpful in his/her research and that it will not affect his/her research.
- (h) No scholar shall, without taking prior permission of the DRC/CRC, appear at any Examination, except for UGC/CSIR (NET/JRF)/SLET or GATE or any other similar examination conducted by a public body.
- (i) A regular, i.e., full-time scholar shall not take any employment during the first two years of registration.
- (j) Every scholar shall submit a 'Detailed Progress Report' twice a year (latest by 30th October and 30th April), in the format of Annexure – II, to the concerned RAC. The concerned RAC shall schedule oral presentation of his/her progress report in the within two weeks prior to the last date of submission of progress report, i.e., 30th October and 30th April.
- (k) In case of unsatisfactory report, the RAC shall make note of it and also suggest corrective measures to the scholar.
- (l) Provided that if a scholar fails to submit the Progress Report of his/ her research work within the specified period of time, his/ her fellowship may be withheld till he/she submits the Progress report, and the matter be reported, in writing, by RAC to DRC/CRC for necessary action.
- (m) Provided further that no fellowship shall be paid to a scholar if he/she fails to submit the progress report of his/her research work within two months of the time set above for the submission of the Progress Report.

10. Cancellation of Registration

- (a) The admission of a Ph.D. scholar shall be deemed to be cancelled if he/she has not submitted his/her thesis within the stipulated time limit, including extensions, as given in Para 9.
- (b) The DRC/CRC shall recommend to the BoS/CoS the cancellation of the registration of a scholar on:
 - (i) His/her unsatisfactory progress reported by the concerned supervisor through RAC.
 - (ii) Provided he/she fails to submit three consecutive progress reports of his/her research work.
 - (iii) He/she has taken admission in any undergraduate/post-graduate programme in any University/Institution.
 - (iv) His/her admission will be liable to be cancelled if he/she fails to deposit the dues within the period of two months after the due date of payment.
 - (v) If he/she does not apply for extension before expiry of stipulated maximum period mentioned in Para 9.

- (vi) He/she has taken employment within two years of registration.
- (c) The DRC/CRC can recommend for registration cancellation if a scholar is found guilty of misconduct.
- (d) On recommendation of the BoS/CoS, the Dean concerned shall clearly state the reason for cancellation and notify the scholar.
- (e) In cancellation of registration, natural justice shall always be followed.

11. (a) Temporary De-Registration of Scholar

- (i) A scholar, through his/her supervisor, can submit an application (Annexure – IV) to DRC/CRC for temporary de-registration after two years from the date of his/her registration to the programme due to some valid reason(s).
- (ii) If satisfied with the reason for de-registration, through RAC, the DRC/CRC may recommend temporary de-registration of the scholar to the BoS/CoS. The concerned Dean shall de-register and notify the scholar.
- (iii) The scholar who has been granted extension will not be allowed to temporary de-register.
- (iv) The scholar shall not pay the requisite Ph.D. fee during the de-registered period.

(b) Re-Registration of Scholar

- (i) A de-registered scholar may apply for re-registration, in the requisite format (Annexure – V), to the concerned chairman DRC/CRC, after payment of the re-registration fee, and having the thesis ready for submission.
- (ii) The gap period between de-registration and re-registration shall not exceed five years. If the gap exceeds five years, the scholar's admission in the programme shall automatically stand cancelled.
- (iii) The re-registered scholar has to make his pre-Ph.D presentation immediately after re-registration. He/she shall have a maximum period of six months from the date of re-registration to submit the thesis.
- (iv) A re-registered scholar shall be treated over and above the set ceiling for Professor/Associate Professor/Assistant Professor as mentioned in Para 8.

12. Ph.D. Thesis and its Submission

- (a) On completion of research, scholar shall prepare a draft thesis and submit it to the RAC through the supervisor, for scheduling the Pre-Ph.D. seminar presentation.
- (b) Every scholar shall give a Pre-Ph.D. submission seminar on the thesis before the DRC/CRC which will be open to other members of Department/Centre/Faculty. The thesis may be submitted any time within 6 months from the date of the Pre-Ph.D presentation. If a scholar fails to submit the thesis within the stipulated period, he/she will have to make a fresh Pre-Ph.D presentation.
- (c) The RAC of the said scholar shall ensure that the scholar includes the relevant suggestion(s) made during the Pre-Ph.D. submission seminar in his/ her thesis before the thesis is finally submitted.

- (d) Before the thesis submission, the Ph.D. scholar shall have to publish at least one research paper based on his/her Ph.D. research work in a refereed journal and present at least two research papers in national/ international conferences/workshops.
- (e) The language of a thesis shall generally be typed in English with 1.5 line spacing on both sides of the page. However, a scholar enrolled in the Faculty of Humanities & Languages may write the thesis in a language other than English with the prior approval of the DRC/CRC.
- (f) Each scholar shall submit four soft-bound printed or typed copies of his/her thesis to the Controller of Examinations, through the concerned supervisor and the Head/Director/Dean of the Department/Centre/ Faculty concerned, subject to fulfilling the conditions as laid down in Para 9.
- (g) At the end of the thesis and also the Synopsis of the thesis, the scholar shall give his/her brief profile mentioning the date and place of birth, nationality, e-mail address, and academic qualifications.
- (h) The scholar shall also submit soft copies of the Ph.D. thesis and the Synopsis of the thesis to the Controller of Examinations for the purpose of digital repository.
- (i) The Synopsis of the thesis shall be in English, in addition to the language in which the thesis has been written, and it will be submitted in the format given in Annexure-VI. The format of the cover page of the PhD Thesis will be as given in Annexure VII, however, the format of the inner cover page of the Ph.D. Thesis will be as given in Annexure VIII. The thesis shall be accompanied by a 'Declaration' signed by the scholar in the format given at Annexure – IX. The scholar shall also submit a 'Certificate' testifying that the thesis is a record of research carried out by the scholar himself/herself, signed by the supervisor and co-supervisor (if any), and countersigned by the Head/Director/Dean of the Department/Centre/Faculty concerned, as given in Annexure – X.
- (j) A scholar shall be required to submit a "No Dues Certificate" from various offices concerned of the University along with his/her thesis.
- (k) The thesis shall be accompanied with the plagiarism test report/Certificate and the plagiarism test shall be performed considering the following steps:
 - i. The research scholar shall submit the soft copy of the thesis for the plagiarism check to the designated person of the Departmental Academic Integrity Panel (DAIP)/ Centre Academic Integrity Panel (CAIP) through a CD after successful completion of pre-PhD seminar.
 - ii. The plagiarism check of the thesis shall be performed at concerned department/centre through a designated person (Coordinator) using anti-plagiarism software such as 'Turnitin', 'Urkund (Provided by INFLIBNET)'.
 - iii. The plagiarism check shall be applied from abstract to last page of the last chapter of the thesis with matches up to 14 word count).
 - iv. The 'introduction and review part of self citations' shall be included in the similarity check. However, the methodology and results and discussion/conclusions of self-citations shall be excluded from the similarity check.

- v. The research scholar shall obtain duly signed detailed plagiarism check test report from the designated person of DAIP/CAIP and submit to the department/centre concerned.
- vi. The supervisor of the student and Head of Department/director shall verify that the similarity index is within the permitted level through prescribed verification certificate (Annexure XI – A, XI – B, XI – C, XI – D as applicable).
- vii. The permissible similarity index shall not be more than 10%. However, the permissible limit for similarity from any single source shall not be more than 3%. Provided that a thesis with an overall similarity index of more than permissible limit (10%) due to repetitive expression/formulations or chemical equations may also be accepted, if the duly constituted DRC/CRC approves the thesis with proper justification/reasons (Annexure XI – B).
- viii. In case of similarities of more than 10% and up to 40%, other than the reasons described in para viii, the scholar shall be asked to submit a revised script of the thesis within a stipulated time period not exceeding 6 (six) months. Furthermore, this time period shall be within the stipulated time period of PhD thesis submission and no extra time shall be given.
- ix. The research scholars of departments/centres of non-English languages whose database as well as suitable software for plagiarism check, is not available for similarity check, the supervisor shall assure that the thesis is not plagiarised and he/she shall be fully responsible. In case, plagiarism is detected in such thesis at a later stage, strict action as per UGC norms will be taken against the supervisor and the scholar. The research scholar shall submit affidavit of plagiarism on non-judicial stamp paper of 10.00 Rupees (Annexure XI – C). Furthermore, his/her thesis shall also be verified by the supervisor and endorsed by duly constituted DRC/CRC (Annexure XI – D).
- x. The thesis shall be submitted to the office of the Controller of Examinations along with the above duly signed certificates.

13. Evaluation of the Ph.D. Thesis and Examiners' Report

- (a) A panel of 4 examiners plus One spare, who are working in similar area(s) of research (in format of Appendix – XII) shall be prepared by the thesis Supervisor and sent through Chairperson, DRC/CRC/HoD/Director and Dean of the faculty (Annexure XII) for the approval of the Vice Chancellor. A brief resume of the proposed examiners shall also be submitted along with the list of examiners. The supervisor will act as the third examiner for evaluation of the thesis and will submit his/her own report to the office of Controller of Examinations before the notification of the Viva Voce examination.
- (b) The examiners shall be Professors of relevant area of research and the supervisor will also be one of the examiners of PhD thesis. However, in case of non-availability of Professors, Associate Professors having high research credentials may be allowed. All examiners shall be from Government Institutions/Universities. The senior scientists from Government research organizations having pay scale of Associate Professor and having high research credentials may be permitted.

- (c) The Vice Chancellor shall select 2 examiners from the panel for evaluating the thesis and one out of them shall be indicated for conducting the VIVA VOCE examination. In addition, the VC may also select one more examiner for a situation mentioned in Para 13 (v).
- (d) After receiving copies of the thesis the Controller of Examinations shall send the abstract/synopsis of the thesis to the Examiners for obtaining consent to evaluate the thesis. The consent from the Examiners shall be obtained on the prescribed format (Annexure – XII) mentioning therein that the maximum time for submitting the report is eight weeks. The consent from the examiners may be obtained using any communication channel, preferably through e-mail.
- (e) If a report is not received from an examiner within the stipulated period of two months, the Controller of Examination shall send reminder, and if required, two more reminders, with a time gap of 15 days. If an examiner does not send a report, despite three reminders, the Controller of Examinations, after seeking the approval of VC, shall send the thesis to another examiner.
- (f) The Examiners shall satisfy themselves that the thesis is a piece of original research characterized by the discovery of new facts or by a fresh interpretation of facts. It must evince the scholar's research acumen and capacity for critical examination and judgment.
- (g) After the Examiners have evaluated the thesis, they shall each submit a detailed report in the prescribed format (Annexure – XIII) and make a clear recommendation that:
 - (1) The thesis be accepted
 - (2) The thesis be accepted for the award of the Ph.D. degree subject to the incorporation of minor revision, need not to re-submit
 - (3) The thesis be revised and submitted again
 - (4) The thesis be rejected

Provided that the Controller of Examinations shall intimate the scholar and the supervisor about the points raised by the Examiner(s) for revision of the thesis. In case of Para 13 (vii) (3) above, the scholar shall be asked to submit his/her revised thesis within six months to the Controller of Examinations who shall then send the revised Ph.D. thesis to the original Examiner(s).
- (h) If both the external Examiners unanimously recommend acceptance of the thesis then the Controller of Examinations, in consultation with the supervisor/HoD, shall arrange for a VIVA VOCE Examination, as soon as possible. Provided that if any of the examiners, while recommending the thesis, also suggest some minor revisions to be made in the thesis, the scholar shall be required to make necessary corrections therein in consultation with his/her RAC. The details of the corrections made in the thesis by the scholar will be placed before/conveyed to the Examiner at the time of the VIVA VOCE examination and undertaking to this effect shall be submitted to the office of the controller of examination by the concerned supervisor along with the viva-voice report. If one of the examiners recommends acceptance and the other recommends revision/rejection, the thesis shall be sent to a third examiner from the original panel submitted to the Vice Chancellor. If the third examiner suggests acceptance, the thesis will be accepted. However, if the third examiner suggests revision/rejection of the thesis, the matter shall be placed before DRC/CRC for further action in the matter.
- (i) If both the Examiners recommend rejection, the thesis shall be rejected.
- (j) The Controller of Examinations shall inform the scholar and the supervisor about the points raised by the Examiner(s) for the revision of the Thesis. In case of the rejection of the thesis, the Controller of Examinations shall inform the scholar and the supervisor about the reason for the rejection of the Thesis.

14. Ph.D. VIVA VOCE Examination

- (a) Subject to fulfilling the conditions as laid down in Para 13 and after ensuring that necessary corrections, as suggested by the examiner(s) who evaluated the thesis, have been incorporated therein, the VIVA VOCE Examination shall be conducted by two Examiners, one of whom shall be the supervisor/ Co-supervisor and the other shall be one of the External Examiners as nominated by the VC, who has evaluated the thesis. Head/Director/Dean of the Department/Centre/Faculty concerned will be in the chair when the VIVA VOCE Examination shall be conducted. In exceptional cases where the supervisor(s) is/are not available, one of the Co- supervisor(s), if any, shall act as one of the Examiners. In case, none of the supervisor(s) is/are available, the chair DRC/CRC of the Department/Centre/Faculty concerned shall act as one of the Examiners in place of the supervisor. After the scholar fulfils all the requirements for appearing in the VIVA VOCE, the Controller of Examination shall provide chair DRC/CRC copies of the reports of the Examiners of the Ph.D. thesis. The VIVA VOCE may also be conducted through Online mode. All other rules will remain the same. Only the external examiner will conduct the VIVA VOCE from his place of convenience through Online mode. At the end of the VIVA VOCE, the chair will report to the Controller of Examinations that the VIVA VOCE was conducted satisfactorily, mentioning date, time and the duration of the VIVA VOCE. The external examiner also will send his brief report/marks of the VIVA VOCE by email/surface mail to the Controller of Examinations, mentioning that the Ph.D thesis has been successfully defended. If any department/centre has techno/connectivity issues regarding the conduct of the VIVA VOCE through online mode, the FTK Centre for IT, JMI, will facilitate it or arrange to hold it in its premises. It shall be open to all members of the Faculty and research scholars of the University to attend the proceedings of the VIVA VOCE Examination.
- (b) The VIVA VOCE Examiner shall write his report as per Annexure – XIV to Controller of Examinations that the thesis has been successfully defended by the scholar. After the VIVA VOCE Examination of the scholar has been held and he/she has been recommended for the award of Ph.D. degree, two hard-bound copies and two soft copies of the corrected Ph.D. thesis along with the two softcopies of the synopsis of the thesis will be submitted by the concerned department to the Controller of Examinations together with the Report of the Examiner (Annexure – XIV) who conducted the VIVA VOCE Examination. One of the softcopies of the thesis and the synopsis will be submitted by the Controller of Examinations to INFLIBNET digital depository and another for posting on the University's portal.
- (c) On the basis of reports on the thesis and VIVA VOCE Examination for the award of Ph.D. degree, the Controller of Examinations shall announce the result after obtaining confirmation from the Academic Council.

15. Provisional Certificate

Prior to the actual award of the degree, just after Ph.D. notification, the Controller of Examinations may issue a provisional certificate to the effect that the degree has been awarded in accordance with provisions laid down in UGC Minimum Standards and Procedures for Award of M.Phil/Ph.D Degree Regulations 2016.

16. Depository with UGC

Following the successful award of M.Phil./ Ph.D. degree to the concerned scholar, the Controller of the Examination shall send soft copies of theses and synopsis to the Nodal Officer, Shodh Ganga, for uploading them to INFLIBNET.

17. Publication of Ph.D. Thesis and Research Work

- (a) A scholar who wishes to get his/her thesis published as a research monograph or a book, may do so with the permission of the JMI wherein he/she shall clearly mention that it is based on his/her Ph.D. thesis submitted to JMI.
- (b) For the publication of research papers based on the Ph.D. thesis in refereed journals, no permission from JMI will be required. However, the scholar shall have to mention in his/her publication that the research work was part of his/her Ph.D. thesis submitted to JMI.

18. Fees

- (a) Every research scholar shall be obliged to pay the required fees prescribed by the Academic Council from time to time.
 - i. Enrolment Fee to be paid at the time of registration by a scholar, who is joining the University for the first time;
 - ii. Caution Money to be paid at the time of registration;
 - iii. Course Fee to be paid for the full duration of registration;
 - iv. Library Fee to be paid per annum for the period a scholar is on the rolls of the University;
 - v. Examination Fee to be paid at the time of submitting the thesis;
 - vi. Any other type of fee as decided by the Academic Council from time-to- time;
- (b) Employees of the JMI shall not be required to pay the Course Fee, Library Fee and Caution Money.
- (c) Those who are exempted from the payment of the Course Fee, shall be required to pay the prescribed Special Annual Fee at the beginning of each academic year.
- (d) The name of the scholar, who fails to pay an installment of the Course Fee by the prescribed date, shall be struck off the rolls by DRC/CRC on recommendation of finance office. He/She may, however, be readmitted by DRC/CRC on the payment of the prescribed Fee, with a fine as per JMI rules.

19. Format of Ph.D. Degree

The degree of Doctor of Philosophy shall be in the format as given at Annexure – XV.

20. Ph.D. Regulations and Amendment in the Ordinance

- (a) Subject to these Ordinances, the Academic Council may frame Regulations, whenever required.
- (b) These Ordinances may be amended subject to the Act and Statutes of Jamia Millia Islamia.

JAMIA MILLIA ISLAMIA

Jamia Nagar, New Delhi-110025

PROFORMA - ONLINE APPLICATION FOR ADMISSION TO THE Ph.D. PROGRAMME

The Chairman,
DRC/CRC,

Department/ Centre of
Faculty of
Jamia Millia Islamia, New Delhi – 110025

Affix here
a Recent
Self-Attested
Photograph

Sir,

I am applying for admission to the Ph. D.. programme in
..... under the Faculty of / Centre for
..... and submitting the following particulars in support of my application along
with a crossed Demand Draft of Rs. 1000/- vide no..... dated, issued by
(Bank)

Yours faithfully,

Date.....

(Signature of the Candidate)
Name:.....

(PARTICULARS TO BE FILLED BY THE CANDIDATE)

Category (see Note (B) for category code):
Name of the Candidate
Father's Name.....
Mother's Name
Name of Spouse (if married)
Date of Birth (as given in the Secondary School Certificate) or its equivalent.....
Nationality..... Jamia Enrolment No. (if any).....
Permanent Address.....
.....
Local Address (with proof of residence)
.....
Telephone with STD code: Mobile:
E-Mail:

DETAILS OF PREVIOUS EXAMINATIONS

Exam Passed	Name of the University	Year of Passing	Division & Percentage	Subjects
PG Course				
M.Phil., if applicable				
Any Other				

Proposed Research Area

Details of Research experience, if any (Attach separate sheet, if necessary).....

Languages, which the candidate knows.....

If employed, write the name of the institution and the position held.....

.....

Dated..... (Signature of the Candidate)

Recommendation of the DRC/CRC

The DRC/CRC held on..... recommended Mr./Ms.

.....for admission to the Ph.D.Course in..... in the

Research Area with

.....as Supervisor.

Chairperson DRC/CRC

Department/ Centre/ Faculty

(APPROVAL OF THE DEAN OF THE FACULTY/ DIRECTOR OF THE CENTRE)

Dated..... **Signature of the Dean/ Director with Seal**

Note:

(A) The following documents will have to be submitted at the time of submitting the application form.

Attested copies of Mark Sheets of the qualifying Examination.

Proof of the date of birth.

Proof of claimed reserved category.

An attested copy of M.Phil. Marks Sheet/ Degree (in case of exemption from the Entrance Test is required).

An attested copy of UGC NET/SLET or an equivalent examination (in case of exemption from the Entrance Test is required).

An attested copy of valid GATE Score Card.

(B) Category Code:

G: General

M: Muslim

MW: Muslim Women

MO: Muslim OBC

MT: Muslim Scheduled Tribe

PD: Persons with Disability

J: Candidates qualifying from Jamia Schools

Format for submission of Six-Monthly Progress Report*
(To be submitted by the Ph.D. Scholar*)

1. Name of the Scholar:
2. Name(s) of the Supervisor and Co-Supervisor(s):
3. Topic of Research:
4. Six-monthly Progress Report for the period, from: to:.....
5. Progress Report to be submitted in detail on separate sheet(s) (Please add separate sheet, if necessary)

6. Quantum of Ph.D. work completed (applicable after coursework):
(Please tick the appropriate box)

(a) 0-10%	<input type="checkbox"/>	(b) 11-20 %	<input type="checkbox"/>	(c) 21-30%	<input type="checkbox"/>
(d) 31-50%	<input type="checkbox"/>	(e) 51-75%	<input type="checkbox"/>	(f) 76-100%	<input type="checkbox"/>

.....
(Signature & Name of the Scholar)

7. Remarks of the Supervisor:
.....
Remarks of the Co-Supervisor(s):
.....
Remarks of the other RAC members:
.....

Name & Signature of
Supervisor

Name & Signature of
Co-Supervisor(s)

Name & Signature of
Other RAC members

Recommendation of the DRC/CRC

.....
.....

**Signature of the Chairman
DRC/CRC**

***It is mandatory for RAC to maintain the record of each student. The progress report to be endorsed in BoS/CoS.**

**JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025**

**APPLICATION FOR RELOCATION OF Ph.D.
WOMAN SCHOLAR TO JMI**

(as per the provisions under Para 9(n) of JMI Ordinances - 9 (IX) (Academic))

The Chairman
DRC/CRC,
Department/ Centre of
Faculty of
Jamia Millia Islamia, New Delhi – 110025

Affix here
a Recent
Self-Attested
Photograph

Sir,
I am applying for relocation to the Ph. D. programme in
..... under the Faculty of / Centre for
..... and submitting the following particulars in
support of my application along with a crossed Demand Draft of Rs. 1000/- vide no.....
..... dated, issued by (Bank)

Yours faithfully,

Date.....

(Signature of the Candidate)
Name:.....

(PARTICULARS TO BE FILLED BY THE SCHOLAR)

Category (see Note (B) for category code):.....
Name of the Scholar.....
Father's Name.....
Mother's Name
Name of Spouse (if married).....
Date of Birth (as given in the Secondary School Certificate) or its equivalent.....
Nationality..... Jamia Enrolment No. (if any).....
Permanent Address.....
.....
Local Address (with proof of residence).....
.....
Telephone with STD code: Mobile:
E-Mail:

DETAILS OF QUALIFYING EXAM

Exam Passed	Name of the University	Year of Passing	Division & Percentage	Subjects
PG Course				
M.Phil.				
Any Other				

PRESENT M.Phil/Ph.D. REGISTRATION DETAILS

Name of the University/Institute.....

Date of registration.....

Topic of research.....

Whether applied earlier for JMI Ph.D. program (Yes/No)

Mode of Admission.....

(Entrance followed by Interview/Direct Interview)

If employed, write the name of the institution and the position held.....

.....

Dated.....

(Signature of the Scholar)

(RECOMMENDATION OF THE DRC/CRC)

The **DRC/CRC** held on.....recommended

Mr./Ms For admission to the Ph.D.

Course in..... in the Research Areawith

.....

as Supervisor

Chairman DRC/CRC

Department/ Centre/ Faculty

(APPROVAL OF THE DEAN OF THE FACULTY/ DIRECTOR OF THE CENTRE)

Dated.....

Signature of the Dean/ Director with Seal

Note:

(A) The following documents will have to be submitted with Application

Copies of Mark Sheets and Degree of Post-Graduation Examinations.

Proof of the date of birth, Proof of claimed reserved category.

Copy of M.Phil. Marks Sheet/ Degree and Course work.

Copy of UGC NET/SLET or an equivalent examination, Copy of valid GATE Score Card.

**JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025**

APPLICATION FOR DE-REGISTRATION OF Ph.D. SCHOLARS
(as per the provisions under Para 11(a) of JMI Ordinances - 9 (IX) (Academic))

The Chairman
DRC/CRC,
Department/ Centre of
Faculty of
Jamia Millia Islamia, New Delhi – 110025

Affix here
a Recent
Self-Attested
Photograph

Sir,
I am applying for De-registration to the Ph.D. programme in under
the Faculty of / Centre for and submitting the
following particulars in support of my application.

Name of the Scholar:
Registration No.:Date of Registration.....
Topic of Research:.....
Faculty/Department/Centre:
Name/s of the Supervisor/s:
Present status of research work:
(Attach additional sheet, if necessary)
Reason for de-registration:
Whether the No Due Certificate is enclosed: Yes/No

(Note: If the No Dues Certificate is not enclosed with this application, the request for de-registration will not be considered)

DECLARATION BY THE SCHOLARS

I have read the provisions of Para ... Ordinances (Academic) – 9 (IX). I would be permitted to re-register by making a written application to the JMI within a maximum period of 5 years from the date of de-registration and I shall be required to submit the thesis within a maximum period of 1 Year from the date of re-registration.

Yours faithfully,

Date.....

(Signature of the Scholar)

Name:

CONSENT OF THE SUPERVISOR

I am satisfied with reasoning of Scholar to de-register and I hereby agree to extend guidance to the student and correct his/her thesis and enable him/her to submit the same as per the rules of the University, if he/she re-register.

Date:

Signature of the Supervisor

RECOMMENDATION OF THE DRC/CRC

The **DRC/CRC** held on recommended Mr./Ms
For de-registration to the Ph.D. Programme in..... in the Research Area
..... with.....as Supervisor

Chairperson DRC/CRC

Department/ Centre/ Faculty

(APPROVAL OF THE DEAN OF THE FACULTY/ DIRECTOR OF THE CENTRE)

Dated.....

Signature of the Dean/ Director with Seal

Note:

(A) The following documents will have to be submitted with Application

1. Copies of Mark Sheets and Degree of Post-Graduation Examinations.
2. Proof of the date of birth, Proof of claimed reserved category.
3. Copy of M.Phil. Marks Sheet/ Degree and Coursework.
4. Copy of UGC NET/SLET or an equivalent examination, Copy of valid GATES core Card.

JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025

APPLICATION FOR RE-REGISTRATION OF Ph.D. SCHOLARS
(as per the provisions under Para 11(b) of JMI Ordinances - 9 (IX) (Academic))

The Chairman
DRC/CRC,
Department/ Centre of
Faculty of
Jamia Millia Islamia, New Delhi – 110025

Affix here
a Recent
Self-Attested
Photograph

Sir,
I am applying for Re-registration to the Ph.D. programme inunder
The Faculty of / Centre forand submitting
the following particulars in support of my application along with a crossed Demand Draft of
Rs. 2000/- vide no datedissued by (Bank)

Yours faithfully,

Date.....

(Signature of the Scholar)
Name:

Name of the Ph.D. Scholar:.....
Registration No.:.....
Topic of Research:.....
Faculty/Department/Centre:.....
Date, Month and Year of Admission:.....
Name/s of the Supervisor/s:.....
Present status of research work:
Date of de-registration:
Whether the re-registration fee receipt is enclosed: Yes/No

(Note: If the re-registration fee receipt is not enclosed with this application, the request for re-registration will not be considered)

DECLARATION BY THE SCHOLAR

I have read the provisions of Para 11 Ordinances (Academic) - 9 (IX). I may be permitted to re-register and hereby declare that I shall submit the thesis within a maximum period of one year from the date of re-registration.

Date:

Signature of the Scholar

Name.....

CONSENT OF THE SUPERVISOR

I hereby certify that the above scholar is pursuing his/her Ph.D. degree under my supervision, and that he/she shall be able to submit his/her thesis within one year from the date of re-registration.

Date:

Signature of the Supervisor

RECOMMENDATION OF THE DRC/CRC

The DRC/CRC of Studies held onrecommended Mr./Ms..... For re-register to the Ph. D. Course in in the Research Area..... with as Supervisor

Chairman DRC/CRC
Department/ Centre/ Faculty

(APPROVAL OF THE DEAN OF THE FACULTY/ DIRECTOR OF THE CENTRE)

Dated.....

Signature of the Dean/ Director with Seal

Note:

(A) The following documents will have to be submitted with Application

- I. Copies of Mark Sheets and Degree of Post-Graduation Examinations.
- II. Proof of the date of birth, Proof of claimed reserved category.
- III. Copy of M.Phil. Marks Sheet/ Degree and Course work.
- IV. Copy of UGC NET/SLET or an equivalent examination, Copy of valid GATE Score Card.

Format for submitting the ‘SYNOPSIS’ of the Ph.D. Thesis

Cover page



(Title of the Ph.D. Thesis)

**SYNOPSIS
of the Ph.D. Thesis**

Submitted to
Jamia Millia Islamia

for the award of the Degree of Doctor of Philosophy
Submitted by

(Name of the Ph.D. Scholar)

*(Name of the Supervisor
with Affiliation)*

*(Name of the Co-Supervisor
with Affiliation)*

*(Name and full address of the Department/ Centre/ Faculty)
(Month and Year of Submission)*

Inner Pages
of the Synopsis of the Ph.D. Thesis

(Title of the Abstract)


Five Keywords: ..., ..., ..., ..., ...
(Content of the Abstract)

Last page

*Brief Profile of the Ph.D. scholar with date and place of birth, nationality, e-mail address,
and academic qualifications*

(Not exceeding 200 words)

Format of the Cover Page of the PhD Thesis

<p>PhD Thesis</p>	 <p>(Title of the Ph.D. Thesis)</p> <p>Ph.D. Thesis</p>
<p>(Name of the Candidate)</p>	<p>By</p> <p>(Name of the Ph.D. Student)</p> <p>(Name of the Department/Centre/Faculty)</p>
<p>Year</p>	<p>Jamia Millia Islamia New Delhi</p> <p>(Month and Year of submission)</p>

Format of the Inner Cover Page of the PhD Thesis

Title of the Ph.D. Thesis

**Thesis
submitted to**

Jamia Millia Islamia



In partial fulfillment of the requirements of the award of the
Degree of Doctor of Philosophy

.....
(Subject)

By
.....
(Name of the PhD Student)

Under the supervision of

.....
Name of the supervisor Name of the Co-supervisor Name of the Co-supervisor
and Institution and Institution and Institution

(Name of Department/Centre and Faculty)
Jamia Millia Islamia
New Delhi

**Declaration by the scholar to be included in the
Ph.D. Thesis**

Declaration

I,....., student of Ph.D. hereby declare that the thesis titled
“.....
.....
.....” which is submitted by me to the Faculty of / Centre for
....., Jamia Millia Islamia, New Delhi, in partial fulfillment of the
requirement for the award of the degree of Master of Philosophy/Doctor of Philosophy has not
previously formed the basis for the award of any Degree, Diploma, Associateship, Fellowship or
other similar title or recognition. This is to declare further that I have also fulfilled the
requirements of Para 11 ((a) to 11 (l)) of the Ph.D. Ordinance, the details of which are enclosed at
the end of the Thesis, and that there is no plagiarism.

Place & Date:

(Signature and name of the Applicant)

**Format of the Certificate by the Supervisor(s) to be included in the
Ph.D. Thesis of the Scholar**

CERTIFICATE

On the basis of declaration submitted by.....,
student of Ph.D., I hereby certify that the dissertation/thesis titled “.....
.....
” which is submitted to the Faculty of / Centre for
....., Jamia Millia Islamia, New Delhi in partial fulfillment of the requirement
for the award of the degree of Doctor of Philosophy, is an original contribution with existing
knowledge and faithful record of research carried out by him/her under my guidance and
supervision.

To the best of my knowledge this work has not been submitted in part or full for any Degree
or Diploma to this University or elsewhere, and that it is free from plagiarism.

Place & Date

Signature and name(s) of the Supervisor(s)

Signature of chairman DRC/CRC

Head of the Department/Director of the Centre /Dean of the Faculty

PLAGIARISM VERIFICATION

- | | |
|--------------------------------------|-------------------|
| 1. Name of Research Scholar: | Registration No.: |
| 2. Course (PhD): | |
| 3. Title of the Thesis: | |
| 4. Department/Centre: | |
| 5. Faculty: | |
| 6. Name of Supervisor: | |
| 7. Name of Co-Supervisor (s) If any: | |

The above thesis has been scanned for similarity check at 14 word count by the designated person of departmental academic integrity panel (DAIP)/ Centre academic integrity panel (CAIP). The summary of similarity test report is as follows:

Software used		Dated	
Total Word Count		Similarity Index	

The similarity test report issued by designated person of DAIP/CAIP is attached for the review.

Designated Signatory of DAIP/ CAIP

Sign. of Research Scholar

The plagiarism report of the above thesis has been reviewed by the undersigned and the similarity index is within university norms. The thesis may be considered for submission followed by necessary action to the University. The similarity check report generated by turnitin/urkund software is attached herewith.

Sign. of Supervisor

Sign. of Co-Supervisor

Sign of HoD/Director

PLAGIARISM VERIFICATION
(In case of more than 10% similarity as per para 4h*)

- | | |
|--------------------------------------|-------------------|
| 1. Name of Research Scholar: | Registration No.: |
| 2. Course (PhD): | |
| 3. Title of the Thesis: | |
| 4. Department/Centre: | |
| 5. Faculty: | |
| 6. Name of Supervisor: | |
| 7. Name of Co-Supervisor (s) If any: | |

The above thesis has been scanned for similarity check at 14 word count by the designated person of departmental academic integrity panel (DAIP)/ Centre academic integrity panel (CAIP). The summary of similarity test report is as follows:

Software used		Dated	
Total Word Count		Similarity Index	

The similarity test report issued by designated person of DAIP/ CAIP is attached for the review.

Designated Signatory of DAIP/ CAIP

Sign. of Research Scholar

The plagiarism report of the above thesis has been reviewed by the undersigned. The similarity index is above the university norms, because of the following reasons:

.....

The thesis may be considered for submission to the University. The similarity check report generated by turnitin/urkund software is attached herewith.

Sign. of Supervisor

Sign. of Co-Supervisor

MEMBER DRC/CRC

MEMBER DRC/CRC

MEMBER DRC/CRC

Sign of DRC/CRC Chairperson

(To be submitted on a RS. 10/- Non-Judicial Stamp Paper dully notarized)

AFFIDAVIT

I,Son/Daughter of Mr.
Resident of
....., Mobile No.
do hereby take oath and state :

(i) That, I am registered for the Ph.D. programme on the topic titled
.....
..... in the Department/Centre of

Faculty of of Jamia Millia Islamia, New Delhi – 110025. My
Registration no. is

(ii) That, the contents of my thesis submitted to the Jamia Millia Islamia, New Delhi –
110025, for the award of Ph.D Degree are original and my own work, and is not plagiarized.

(iii) That, if, my thesis is found copied or come under plagiarism, I will be solely
responsible for it and the University shall have sole right to cancel my research work ab-
initio.

(iv) That, I shall be responsible for any legal dispute/case(s) for violation of any
provisions of the Copyright Act relating to my thesis.

DEPONENT

Date :

Place :

VERIFICATION

I, the above named deponent, do hereby take oath and verify that the contents of para (i) to
(iv) of the above affidavit are true and correct to my personal knowledge and nothing has
been concealed by me. No part of it is incorrect.

DEPONENT

PLAGIARISM VERIFICATION

1. Name of Research Scholar: Registration No.:
2. Course (PhD):
3. Title of the Thesis:
4. Department/Centre:
5. Faculty:
6. Name of Supervisor:
7. Name of Co-Supervisor (s) If any:

I, hereby declare that the thesis as a whole or in part is neither copied nor plagiarised from others' work/sources by me.

Sign. of Research Scholar

The above titled thesis has been reviewed and checked for plagiarism. We, the members of the DRC/CRC, hereby endorse that the thesis is free from plagiarism and satisfies the university anti-plagiarism norms. The thesis may be considered for submission followed by necessary action to the University.

Sign. of Supervisor

Sign. of Co-Supervisor

MEMBER DRC/CRC

MEMBER DRC/CRC

MEMBER DRC/CRC

Sign of DRC/CRC Chairperson

Proforma for the Proposed List of Ph.D. Examiners for Approval of the Vice-Chancellor

Name of the Scholar:.....
 Name of the Department/Faculty/Centre:.....
 Name(s) of the Supervisor/Co-Supervisor(s).....

 Title of Ph.D. Thesis:

 Broad Area of Specialization:

Proposed List of Ph.D. Examiners:

S.No.	Name of the Examiner* with full Postal and e-Mail Address, Telephone No. and Fax	Approval thesis Evaluation	Approval for Examination
1	Name: Designation: Address: E-Mail: Telephone: Fax: Mobile:
2	Name: Designation: Address: E-Mail: Telephone: Fax: Mobile:

3	Name: Designation: Address: E-Mail: Telephone: Fax: Mobile:.....
4	Name: Designation: Address: E-Mail: Telephone: Fax: Mobile:
5	Name: Designation: Address: E-Mail: Telephone: Fax: Mobile:

★ *Brief profiles of the proposed Examiners to be submitted on separate sheets along with the completed proforma.*

The Vice-Chancellor may kindly select:

Two examiners (and one alternate examiner) for evaluating the Ph.D. Thesis and one out of these two, one examiner should be indicated for conducting Viva-Voce Examination.

Signature and Name of
The Ph.D. Supervisor
(Office Seal)

Signature and Name of
The Chairman DRC/CRC
(Office Seal)

Signature and Name of
The Dean
(Office Seal)

Proforma for Examiner's Consent to evaluate the
Ph.D. Thesis

Dated:

To
The Controller of Examinations
Jamia Millia Islamia
Jamia Nagar
New Delhi-110025

Sir,

With reference to your letter No. dated
....., I hereby give my consent to evaluate the
Ph.D. Thesis of Mr./Ms.....and submit my
Report within 8 weeks from the date of receipt of the Thesis.

(.....)
(Name and Signature)

Address:
.....
.....

Proforma for Examiner's Report on Ph.D. Thesis
Jamia Millia Islamia
Jamia Nagar, New Delhi-110025

Examiner's Report on the Ph.D. Thesis

Title of Thesis:

.....

Name of the Scholar:

Subject/Field of Research:

Department/Faculty/Centre:.....

1	The thesis be accepted for the award of the Ph.D. degree.	(YES / No)
2	The thesis be accepted for the award of the Ph.D. degree subject to the incorporation of minor revision, thesis need not to re-submit.	(YES / No)
3	The thesis be revised and submitted again in the revised form. (Please clearly specify the grounds on which the thesis is to be revised).	(YES / No)
4	The thesis not acceptable in the present form. (Please clearly specify the reason for rejection)	(YES / No)

1. The thesis not acceptable in the present form.

(1) In case the examiner makes the recommendation (1) stated above:

The Examiner will give a detailed report on separate sheet(s) on the following points:

- a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the scholar's capacity for critical examination and second judgment.
- b) It must be satisfactory from the point of language and presentation of the subject matter.

However, if the Examiner feels that some minor corrections in the Thesis are needed, which should be incorporated therein before the VIVA VOCE Examination is held, he/she should attach a separate sheet, giving his suggestions/details of corrections to be made in the Thesis.

- c) The questions to be asked will be based on the evaluation of the thesis. The Examiner may also indicate in the enclosed proforma [Annexure-VIII (A)] the questions which he/she would like the scholar to answer at the time of the VIVA VOCE examination.

(2) In case the examiner makes recommendations (2) stated above:

He/she may kindly state reasons and suggests the lines on which the thesis needed to be minor revision. These comments will be conveyed to the scholar through his/her supervisor to enable him/her to revise the thesis [Please attach separate sheet(s)].

(3) In case the examiner makes recommendations (3) stated above:

He/she may kindly state reasons and suggests the lines on which the thesis is to be revised. These comments will be conveyed to the scholar through his/her supervisor to enable him/her to revise the thesis [Please attach separate sheet(s)].

(4) In case the examiner recommends rejection of the thesis:

He/she may kindly state the reasons for doing so [Please attach separate sheet(s)].

Note: Additional sheet(s) may be attached, if necessary.

Date:

Place:

(Signature of the Examiner)

Full Name & Address:.....

.....

Telephone No: Mobile No:

E-Mail:.....

Questions for the Viva-Voce Examination
(to be submitted by the Examiners on a separate sheet)

Title of the thesis:

.....
.....
.....
.....

Submitted

by:

.....

Department/Centre/Faculty:

QUESTIONS

[if the space is not sufficient, please attach extra sheet(s)]

- 1.
- 2.
- 3.
- 4.
- 5.

(Signature of the Examiner)

Name of the Examiner:.....

Address:.....

.....

Date:

Proforma for Examiner’s Report on Viva-Voce Examination of the Scholar

**Jamia Millia Islamia
Jamia Nagar, New Delhi-110025**

Examiner’s Report on Viva-Voce Examination

Title of thesis :

Name of the Scholar:

Subject/Field of Research:

Department/Faculty/Centre:.....

- | | | |
|-------|---|-----------|
| (i) | Whether the scholar is acquainted with the literature on the subject? | Yes |
| | | No..... |
| (ii) | Whether the thesis is genuinely the work of the scholar? | Yes..... |
| | | No..... |
| (iii) | Whether the scholar possesses capacity for critical Examination and judgment? | Yes..... |
| | | No..... |

Specific Recommendation:
.....
.....
.....
.....
.....
.....

.....
(Signature and Name of the Examiner)

.....
(Signature and Name of the Supervisor)

.....
(Signature of the Chairman DRC/CRC)
(Office Seal)

Format of Ph.D. Degree



Enrolment No.

تصدیق کی جاتی ہے کہ کو
 میں
 پر تحقیقی مقالہ منظور ہونے کے بعد انہیں اس یونیورسٹی
 نے ڈاکٹر آف فلاسفی کی سند عطا کی۔

JAMIA MILLIA ISLAMIA
 (A Central University by an Act of Parliament)

DOCTOR OF PHILOSOPHY

This is to certify that (Name of the scholar).....after approval of his/her Thesis on..... (topic) from the Department/Centre of..... in the Faculty ofof this University has been admitted to the Degree of Doctor of Philosophy in this University in the Year

<p>_____</p> <p>Musajjal (Registrar) مسجل</p>	<p>_____</p> <p>SEAL</p>	<p>_____</p> <p>Shaikhul Jamia (Vice-Chancellor) شیخ الجامعہ</p>
<p>Jamia Nagar, New Delhi, Dated the _____</p>		

Regulations (R-IX)
**THE DEGREE OF MASTER OF PHILOSOPHY (M.Phil.)/
DOCTOR OF PHILOSOPHY (Ph.D.)**

1. Documents to be submitted by M.Phil./Ph.D. candidates at the time of admission.

Candidates shall submit the following documents at the time of admission to the M.Phil./Ph.D. Programme:

- (a) Attested Photograph of the candidate.
- (b) Synopsis duly signed by the candidate on every page and the signature of Supervisor(s) on first and last page.
- (c) Proof of Local Residential Address.
- (d) Attested copy of Matriculation (Class X) for verification of date of birth.
- (e) Attested copy of Graduation Degree.
- (f) Attested copy of Post-graduation Degree.
- (g) Attested copy of Mark Sheet of Post-graduation having proof of obtaining at least 55% marks.
- (h) Copy of Caste Certificate, in case of reserved category.
- (i) Character Certificate (in original), not more than 6 months old. In case the period extends more than 6 months then the candidate should submit a declaration certificate with respect to the intervening period, if any, after completing the qualifying course including the statement of character on a Non-Judicial Stamp Paper of Rs.10/- duly attested by the Notary Public or Oath Commissioner.
- (j) Migration Certificate (in original) must be provided within one month of the date of completion of admission, failing which admission is liable to be cancelled.
- (k) No Objection Certificate from the employer, if employed (in original).
- (l) If the candidate is unemployed, an Undertaking on Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary Public or Oath Commissioner.
- (m) A Consent Letter from the Co-Supervisor(s) specifying his/her field of specialization with full correspondence address.
- (n) Research Visa within one month of the admission (For Foreign Students).

2. Format of the M.Phil. Dissertation/Ph.D. Thesis

- (a) The cover of the M.Phil. dissertation/Ph.D. Thesis shall be dark green in color and printed in silvery-white. The text of the cover page and the first inner page will be as per the format given at Annexure R-I and Annexure R-II, respectively. The cover of M.Phil. Dissertation shall be as per Annexure R-III.
- (b) The text of the Dissertation/Thesis shall be typed in double spacing with margins of 1.5” on the left, 1” on the right, 1” on the top, and 1” on the bottom.
- (c) References shall be given at the end of the Dissertation/thesis for which the standards adopted by standard journals and approved by the respective Board of Studies shall be used.

(d) Figures and Tables shall be numbered based on the respective chapters, such as 1.1, 1.2, 2.4, 3.5 etc.

3. Forwarding the Dissertation/Thesis by the Head/ Director/ Dean of the Department/ Centre/ Faculty

Once the Dissertation/Thesis has been signed by the scholar and the supervisors, the Chairperson DRC/CRC and Director /Dean of the Department/ Centre/ Faculty shall sign it before its submission to the Controller of Examinations Office. No Dissertation/thesis shall, however, be withheld by the Chairperson DRC/CRC and Director /Dean of the Department/ Centre /Faculty for more than three working days.

4. Fixing the date of M.Phil./Ph. D. Viva-Voce Examination and inviting the Examiner

Once the Examiners have approved the Dissertation/Thesis, the Controller of Examinations shall send copies of the Examiners' Reports to the Supervisor and the Head/ Director/ Dean of the Department/ Centre/ Faculty concerned, asking them to suggest at least three alternate dates for the Examination. The Head/ Director/ Dean of the Department/ Centre/ Faculty, in consultation with the Supervisor, shall suggest the dates to the Controller of Examinations, which shall be communicated to the Examiner for fixing one of the dates or for suggesting alternate dates for the Viva-Voce Examination. In case, the Examiner does not respond within two weeks or he is unable to fix a date for conducting the Viva-Voce Examination within one month period, the Controller of Examinations shall obtain the approval of the Vice-Chancellor to appoint another examiner for conducting the Viva-Voce Examination of the scholar.

After the date of the Viva-Voce Examination of the scholar has been fixed, the Controller of Examinations shall inform the Head/ Director/ Dean of the Department/ Centre /Faculty, the Supervisor, the Co-supervisors, and the scholar about the date of the Viva-Voce and shall also notify it. However, only the External Examiner shall be entitled to the admissible remuneration and T.A./D.A. for conducting the Viva-Voce Examination in addition to the sitting allowance of Rs.1000/-.

While inviting the Examiner, the Controller of Examinations will clearly mention in his letter about the university rules pertaining to reimbursement of T.A. and D.A. and specifically ask him to provide information on the mode of travel for conducting the examination. If the Examiner travels through Taxi or personal car for conducting the Viva-Voce Examination, his travel expenses shall be reimbursed by the university up to a maximum limit of 500 kms of distance.


1. Maintenance of the Record of the Ph.D. scholars by the Offices of the Department / Centre/ Faculty

Every Department, Centre, Faculty, and Office of the Controller of Examinations shall maintain a record of all registered M.Phil./Ph.D. scholars in the format given at Annexure R-IV. For maintaining the records of each M.Phil./Ph.D. scholars, it will be the duty of the concerned Departments, Centres, Faculties to send all relevant resolutions of the concerned Boards of Studies, Committee of Studies and Faculty Committee concerning M.Phil./Ph.D. students to the Office of the Controller of Examinations. In case of any discrepancy or clarification, the Controller of Examinations should immediately contact the concerned Head to resolve the issue.

6. List of Associated Centres with Faculties for the purposes of Common Entrance Test (Part-A only)

Unless and otherwise specified, for the purposes of Common Entrance Test for M.Phil./Ph.D. Admissions shall be as per the list given at Annexure R-V.

Format of the cover page of the Ph.D. Thesis

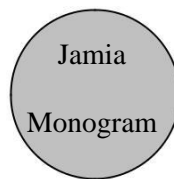
Ph.D. Thesis	 <p><i>(Title of the Ph.D. Thesis)</i></p> <p>Ph.D. Thesis</p> <p>By</p> <p><i>(Name of the Ph.D. student)</i></p> <p><i>(Name of the Department/Faculty/Centre)</i></p>
<i>(Name of the scholar)</i>	<p>Jamia Millia Islamia New Delhi</p> <p><i>(Month and Year of submission)</i></p>
Year	

Format for the first inner page of the Ph.D. Thesis

Title of the Ph.D. Thesis

Thesis
submitted to

Jamia Millia Islamia



in partial fulfillment of the requirements of the award of the
Degree of Doctor of Philosophy

.....
(subject)

by

.....
(Name of the scholar)

under the supervision of

.....
Name of Supervisor
and Institution

.....
Name of Co-Supervisor
and Institution

.....
Name of Co-Supervisor
and Institution

(Name of the Department and Faculty/Name of the Centre)

Jamia Millia Islamia
New Delhi

Format of cover page of M.Phil. Dissertation

(Title of the M.Phil. Dissertation)

Dissertation
submitted to

Jamia Millia Islamia



in partial fulfilment of the requirements of the award of the
Degree of Master of Philosophy

in

.....
(Name of the subject)

by

.....
(Name of the M.Phil. student)

Under the supervision of

.....
(Name of Supervisor)

(Name of the Department and Faculty/Name of the Centre)

Jamia Millia Islamia
New Delhi

(Month & Year of submission)

Format for Maintenance of the Record of a M.Phil./Ph.D. Scholar by the Offices of the Department and the Faculty/ Centre/ Controller of Examinations

1. Name of the Scholar:
2. Student's Enrollment No.
3. Name(s) of Supervisors:
4. Title of Ph.D. Dissertation/thesis :
5. Approval by the DRC/CRC:

Name of the Department:	Resolution No. & Date:
Name of the Faculty:	Resolution No. & Date:
Name of the Centre:	Resolution No. & Date:
6. Change in the name(s) of supervisor (s) as approved by the DRC/CRC/ Faculty Committee/ Committee of Studies:

Name of the Department:	Resolution No. & Date:
Name of the Faculty:	Resolution No. & Date:
Name of the Centre:	Resolution No. & Date:
7. Application from the Scholar requesting for change regarding exact Title of the M.Phil. Dissertation/ Ph.D. Thesis.

Letter received in the Office of the Department. Date:
8. Approval by the Board of Studies/ Faculty Committee/ Committee of Studies:

Name of the Department:	Resolution No. & Date:
Name of the Faculty:	Resolution No. & Date:
Name of the Centre:	Resolution No. & Date:
9. Date of submission of M.Phil. Dissertation/Ph.D. Thesis by the Scholar for obtaining Signature of the Chairman DRC/CRC Date:
10. Date of submission of M.Phil. Dissertation/Ph.D. Thesis in the Office of the Controller of Examinations

List of Associated Centres with Faculties for the purposes of Common Entrance Test (Part-A only)

Faculty of Social Sciences

1. Centre for Culture, Media and Governance
2. Centre for Jawaharlal Nehru Studies
3. Centre for Management Studies
4. Centre for the Study of Comparative Religions and Civilizations
5. Centre for West Asian Studies
6. India- Arab Culture Centre
7. Dr. K.R. Narayanan Centre for Dalit & Minorities Studies
8. Nelson Mandela Centre for Peace and Conflict Resolution
9. AJK Mass Communication Research Centre
10. MMAJ Academy of Third World Studies
11. Centre for North East Studies and Policy Research
12. Centre for the Study of Social Exclusion and Inclusive Policy
13. Centre for Early Childhood Development and Research

Faculty of Natural Sciences

1. Centre for Interdisciplinary Research in Basic Sciences
2. Centre for Physiotherapy and Rehabilitation Sciences
3. Centre for Theoretical Physics
4. FTK-Centre for Information Technology
5. Multidisciplinary Centre for Advance Research and Studies
6. Centre for Nanoscience and Nanotechnology
7. Sarojini Naidu Centre for Women's Studies

Faculty of Humanities and Languages

1. Centre for Spanish and Latin American Studies
2. Dr. Zakir Husain Institute of Islamic Studies

Ordinance 10 (X)

DEGREE OF DOCTOR OF LITERATURE/ DOCTOR OF SCIENCE

1. No Candidate shall be eligible to submit his/her work, as specified here under for the Degree of Doctor of Literature (D.Litt.)/Doctor of Science (D.Sc.) unless:
 - (1) not less than three years have elapsed since the candidate obtained the Degree of Doctor of Philosophy (Ph.D.) either:
 - (a) from the Jamia Millia Islamia; or
 - (b) from any other Statutory University, provided that he/she is a teacher of the Jamia Millia Islamia and has served in that capacity for at least three consecutive year after obtaining such a Degree; and
 - (2) has engaged himself/herself in active research work,
2. The Degree of Doctor of Literature/Doctor of Science will be awarded on the merit of the published work of the candidate, which he/she has produced independently. He may also present in support of his/her candidature (i) unpublished work and (ii) the work published or unpublished, which he/she has done jointly with others, The candidate's work must contain such results as mark an advance in knowledge in his/her particular field,
3. The candidate shall not submit for consideration any work for which a Degree has already been conferred on him/her by his/her University or any other university.
4.
 - (1) Application for submitting the work shall be made to the Musajjil (Registrar) and shall be accompanied by (i) a list of the candidate's publications; (ii) a statement showing in what respect the candidate's investigations appear to him/her to advance the cause of his/her particular field of study; and (iii) a statement indicating if he/she had submitted the work to any other University for such a Degree giving the name of the University and the time of submission.
 - (2) The Board of Studies concerned shall seek such advice, as it may deem necessary to satisfy itself that the conditions for submission of the work have been fulfilled by the applicant.
 - (3) The application will then be considered by the Board of Studies concerned, and if approved the candidate shall be permitted to submit four copies of his/her work to the Musajjil (Registrar).
5. Every Work shall be referred to a panel of three Examiners, all of whom shall be External Examiners. In this respect the names of Examiners for Doctor of Literature/Doctor of Science shall be recommended by the respective Board of Studies.
6. The Examiners shall declare that the work submitted by the candidate is a distinguished and substantial contribution to learning and merits the award of the Degree of Doctor of Literature/Doctor of Science.
7. The candidate, whose work is approved by the Examiners shall not be allowed to re-submit his/her work for the Degree before five years from the date of the work has not been approved.

8. The Report of the Examiners shall be placed before the Board of Studies concerned, which shall recommend to the Majlis-I-Talimi (Academic Council) the award of the Degree to the candidate, if the examiners are unanimous in their recommendation.

Ordinance 11(XI)

MEDIUM OF INSTRUCTION AND EXAMINATION

1. The medium of Instruction and Examination at all stages of education in the University shall be Urdu. However, instruction may be imparted through the medium of English and Hindi subject to the approval of the Majlis-i-Talimi (Academic Council) as medium of Instruction and Examination.
2. It is clarified that in sciences, technical and professional courses, English shall be the medium of instruction and examination.

Ordinance 12(XII)

ADMISSION COMMITTEES

1. There shall be Admission Committees for M. Phil. Post-graduate, Undergraduate, Diploma and Certificate programmes in each Faculty/Institution/Centre for regulating the admissions in the University.
2. The Committee shall:
 - (i) scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed by the Majlis-i- Talimi (Academic Council) from time to time;
 - (ii) conduct the Admission Test(s) and/or Interview; or as otherwise provided.
 - (iii) prepare merit list of selected and wait-listed candidates for each category for admission to programmes/ courses of study in which there is no 'interview'.
 - (iv) In programmes/courses of study in which apart from the Written Test there is also Interview, call for interview from each category candidates at least three times the number of seats available for admission to the programme concerned.

Provided that the Academic Council may raise the above limit to more than three times, if and when required.

Provided further that only those candidates shall be called for Interview who have secured at least 33% marks in the Entrance Test at Undergraduate, Diploma and Certificate programmes and 36% marks in Postgraduate programmes.
 - (v) Candidates with less than 40% marks in the descriptive part of the Entrance Test, wherever applicable, will not be eligible for admission to P.G. Diploma and Postgraduate programmes offered by various Faculties/Departments/Centres of the University or to be called for Interview, wherever, applicable.
 - (vi) prepare a list of the candidates selected for admission to be submitted by the Chairman of the Committee to the Dean of the Faculty concerned;
 - (vii) be duty bound to regulate admissions as in accordance with the principles laid down for the said purpose by the Majlis-i- Talimi (Academic Council) from time to time.
 - (viii) suggest methods to improve reliability and standard of the entrance test(s).
 - (ix) Decide matters pertaining to unfair means and other incidental issues during the admission tests following due observance of principles of natural justice.
- 2.1 The members of the Committee other than ex-officio members shall hold office for a term of one academic year.
- 2.2 In case of non-availability of any teacher from any of the aforesaid categories, the Head of the Department may appoint another teacher from the remaining categories of the teachers by rotation.

- 2.3 The Chairman of Admission Committee may co-opt not more than three members of the Department/Centre representing different areas of specialisation under intimation to the Vice-Chancellor.
- 2.4 Not less than three-fourth of total number of members of the Committee shall form the quorum.
3. Unless and otherwise provided, each Faculty/Department of Studies in a Faculty, as the case may be, shall have an Admission Committee for admission to its various programmes of study, whose composition shall be as given in the following:

3.1 Faculty of Humanities & Languages/ Social Sciences/ Natural Sciences

- (a) Admission Committee for the Programme(s) in which a single Department of the Faculty is involved:
 - (i) The Head of the Department (Chairman);
 - (ii) The Dean's nominee;
 - (iii) Three teachers of the Department, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation.
- (2) Admission Committees for the Programme(s)/Courses in which two or more Departments of a Faculty are involved and Common Entrances Test is conducted:
 - (i) The Dean of the Faculty (Chairman);
 - (ii) The Heads of the concerned Departments;
 - (iii) A Nominee of the Vice-Chancellor.
- (3) Admission Committees for Programme(s)/Courses in which two or more Faculties are involved and Common Entrances Test is conducted:
 - (i) The Senior-most Dean of the concerned Faculties (Chairman);
 - (ii) Other Deans of the concerned Faculties;
 - (iii) The Heads of the concerned Departments;
 - (iv) A Nominee of the Vice-Chancellor.

3.2 Faculty of Fine Arts

The composition of the Admission Committee for admission to various programmes in its various Departments of Studies shall be as given below:

- (i) The Head of the Department (Chairman);
- (ii) The Dean's nominee;
- (iii) Three teachers of the Department, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation.

3.3 Faculty of Education:

Each Department of Studies in the Faculty of Education shall have an Admission Committee for courses conducted in the Departments consisting of the following members.

- (i) The Head of the Department concerned - (Chairman);
- (ii) The Dean's nominee;
- (iii) Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation nominated by the Chairman; and
- (iv) One nominee of the Shaikhul Jamia (Vice-Chancellor).

3.4 **Faculty of Engineering and Technology:**

- (1) The Shaikhul-Jamia (Vice-Chancellor) shall regulate the process of admission of the Faculty of Engineering and Technology and take" all necessary measures to ensure confidentiality of the conduct of the admission process.
- (2) Without prejudice to the above, there shall be, if required, an Admission Committee consisting of the following members for courses of the Faculty of Engineering and Technology as indicated below:
 - (a) **Under-graduate Courses:**
 - (i) The Dean, Faculty of Engineering & Technology - (Chairman)
 - (ii) The Heads of all Departments of the Faculty; and
 - (iii) One nominee of the Shaikh-ul-Jamia (Vice- Chancellor).
 - (a.1) **Post-graduate Courses:**
 - (i) Head of the Concerned Department (Chairman)
 - (ii) Dean's nominee;
 - (iii) Vice-Chancellor's nominee
 - (iv) Three teachers, preferably one each from amongst the Professors, Associate Professors, and Assistant Professors, by rotation.
 - (b) **Diploma and Certificate Courses in Engg.:**
 - (i) The Principal, University Polytechnic (Chairman)
 - (ii) The Dean's nominee;
 - (iii) The Heads of the Sections of the Polytechnic; and
 - (iv) One nominee of the Shaikhul Jamia (Vice- Chancellor).

3.5 **Faculty of Law:**

The Admission Committee for the Law Courses of the Faculty shall consist of the following members, namely:

- (i) The Dean, Faculty of Law -(Chairman);
- (ii) Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation nominated by the Dean of the Faculty; and
- (iii) One nominee of the Shaikhul Jamia (Vice-Chancellor).

3.6 **Mass Communication Research Centre:**

- (1) The Shaikhul-Jamia (Vice-Chancellor) shall regulate the process of admission of the Mass Communication Research Centre and take all necessary measures to ensure confidentiality of the conduct of the admission process.
- (2) Without prejudice to the above, there shall be an Admission Committee for Postgraduate Courses in Mass Communication consisting of the following members, namely:
 - (i) The Director, Mass Communication Research Centre (Chairman);
 - (ii) Three teachers one each from amongst the Professors, Associate Professors and Assistant Professors by rotation nominated by the Director;

- (iii) Three experts, who are not connected with the University, nominated by the Chairman, Mass Communication Research Centre; and
- (ii) One nominee of the Shaikhul Jamia (Vice- .Chancellor).

3.7 Bachelor of Library and Information Science Course:

The Admission Committee for admission to B. Lib. and Information Science programme shall consist of the following members; namely

- (i) Dean, Faculty of Social Sciences - Chairman;
- (ii) Librarian, Dr. Z.H. Library;
- (iii) One teacher of the B.Lib.and Information Science programme.

3.8 Faculty of Architecture & Ekistics:

The Admission Committee for the the Faculty of Architecture & Ekistics shall consist of the following members, namely:

- (i) The Dean, Faculty of Architecture & Ekistics -(Chairman);
- (ii) Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation nominated by the Dean of the Faculty;
- (iii) One person from the profession to be nominated by the Dean; and
- (iv) One nominee of the Shaikhul Jamia (Vice-Chancellor).

3.9 Faculty of Dentistry:

The Admission Committee for the Faculty of Dentistry shall consist of the following members, namely:

- (i) The Dean, Faculty of Dentistry - (Chairman);
- (ii) Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation nominated by the Dean of the Faculty; and
- (iii) Two nominees of the Shaikhul Jamia (Vice-Chancellor), one of which should be from medical/dental profession.

3.10 Centres (*Other than MCRC*):

The Admission Committees for the the Centres (other than MCRC) shall consist of the following members, namely:

- (i) The Director of the Centre - (Chairman);
- (ii) One nominee of the Dean of the Faculty concerned to which the Centre is attached.
- (ii) Three teachers of the Centre, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation.

Ordinance 13 (XIII)

HALL OF RESIDENCE

1. There shall be Halls of Residence for resident students. Each Hall of Residence shall, consist of as many Hostels as may be allocated by the Majlis-i-Talimi (Academic Council) from time to time.
2. Each of the Hall of Residence and Hostels may be given such names as decided by the Majlis-i-Talimi (Academic Council),
3. Students will be admitted to the Halls of Residence/Hostels subject to availability of seats,
4. The students residing in the University Hostel shall pay such fees as may be prescribed by the Majlis-i-Muntazimah (Executives Council) from time to time.
5. Each Hall of Residence shall have a provost who shall be appointed by the Shaikhul Jamia (Vice-Chancellor) for a period of three years on such terms and conditions as may be prescribed by the Majlis-i-Muntazimah (Excctive Council) from time to time.
6. Each Hostel shall have Warden(s), who shall be appointed by the Shaikhul Jamia (Vice-Chancellor) on the recommendation of the provost for a period of three years, on such terms and conditions as may be prescribed by the Majlis-i-Muntazimah (Executive Council) from time to time.
7. The Provost may, if necessary, designate one of the Wardens in a Hostel as Senior Warden, Warden (Mess), Warden (Sports), Warden (Common Room) etc.
8. The Provost and the Wardens shall be entitled to such honorarium as may be decided by the Majlis-i-Muntazimah (Executive Council) from time to time.
9. There shall be upto a maximum of four Wardens for each Hostel for two hundred students.
10. The Warden shall ordinarily be required to stay in the Warden's room during the tenure of his office.
11. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation. The warden shall also be required to vacate the room before proceeding on leave for a period excceding 90 days during his/her tenure, unless he/she is granted- special permission by the Shaikhul Jamia (Vice-Chancellor) on the recommendation of the Provost concerned for retaining the room.
12. Every Hall of residence shall maintain such Register and records, as may be prescribed by the university, and shall furnish such statistical information as the university may require, from time to time.
13. Every resident shall have to observe discipline as per the hostel rules.
14. **Power and Functions of the Provost:**

The Provost shall:

- (1) supervise the Hostels in his/her hall in matters relating to the Hostels overall functioning, the resident students' welfare, and discipline;
- (2) inspect periodically the Hostels and be *in* contact with the Wardens, staff and students;
- (3) permit stay of any guest according to the Hostel Rules;
- (4) have the power to take punitive action, including the ordering of eviction of a resident from the Hostel;
- (5) prepare the budget of the Hall of residence and operate it after it has been duly approved by the Shaikhul Jamia (Vice-Chancellor);
- (6) Sanction leave for Wardens *in* the Hall;
- (7) Disbursement of various grants:
- (8) ensure maintenance of discipline and decorum in the premises of the halls of residence; "
- (9) be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall;
- (10) supervise the functioning of the Mess and the working of the Mess Staff;
- (11) superwise the system of purchases of mess stores and provisions etc.;
- (12) ensure the correctness of receipts, issuance of mess stores, crockery etc. and or /the stock balance.
- (13) attest all entries in the relevant Stock Register and check the valuation of the closing stock;
- (14) check and certify the bills rceived from suppliers with reference to the Stock register;
- (15) be responsible for drawl and adjustment of temporary advance;
- (16) suspend mess facilities in respect of resident students defaulting payment of Mess Bills; and
- (17) be responsible for the overall security of the Hostels and will coordinate his/her responsibility with the security staff of the University-

15. Powers and Functions of Wardens :

The Wardens of Hostels shall perform such duties as are assigned to them by the Provost from time to time and they shall function under the overall charge of the Provost. In addition to specific duties assigned by the Provost, the Wardens shall:

1. be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students;

2. ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel;
3. have the right to inspect Hostel Rooms;
4. be individually and collectively responsible for the smooth functioning of the Hostels;
5. ensure that the resident students in his/her charge observe the Hostel Rules properly and maintain discipline and decorum and shall promptly report to the Provost all cases of misbehaviour, indiscipline and sickness of the resident students in his/her charge;
6. be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students;
7. be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge;
8. allot and supervise Hostel Rooms and Guest Rooms;
9. check the Resident Student's Register and the Guest Room Register;
10. if desirable permit stay of a resident student's guest upto a period of 3 days;
11. take disciplinary action against a resident student for keeping any unauthorized guest;
12. order double-locking of rooms of resident students and their re-opening, when required;
13. take action for the eviction of resident students in consultation with the Senior Warden; and
14. periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.

16. Warden's Leave:

1. The prior approval of the Provost shall be necessary for a Warden to go on leave.
2. When a Warden is on leave. his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

Ordinance 14 (XIV)

STUDENTS DISCIPLINE

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University.
2. The following and such other rules as framed by the University from time to time, shall be strictly observed by the students of the Jamia:
 - 2.1 Every student of the Jamia shall maintain discipline and consider it his/her duty to behave decently at all places. Men student shall, in particular, show due courtesy and regard to women students.
 - 2.2 No student shall visit places or areas declared by the Chief Proctor as "Out of Bounds" for the students.
 - 2.3 Every student shall always carry on his/her person the Identity Card issued by the Chief Proctor.
 - 2.4 Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library Staff and the Officials of the University.
 - 2.5 Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.
 - 2.6 The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Chief Proctor.
 - 2.7 A student is found to be continuously absent from classes without information for a period of 15 days within a semester or for a period of 30 days in a programme/course of study in the annual mode, his/her name shall be struck off the rolls.
A student whose admission is cancelled due to his/her inability to pay the late payment fee within the prescribed time limit due to his/her absence from classes as per the above provision, he/she may only be re-admitted after getting permission from the Vice-Chancellor.
3. **Breach of discipline, inter alia, shall include:**
 - 3.1 irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
 - 3.2 causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
 - 3.3 disobeying the instructions of teachers or the authorities;
 - 3.4 misconduct or misbehaviour of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University;
 - 3.5 misconduct or misbehaviour of any nature at the Examination Centre;

- 3.6 misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
 - 3.7 causing damage, spoiling or disfiguring to the property/equipment of the University;
 - 3.8 inciting others to do any of the aforesaid acts;
 - 3.9 giving publicity to misleading accounts or rumour amongst the students;
 - 3.10 mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
 - 3.11 visiting places or areas declared by the Chief proctor as out of bounds for the students;
 - 3.12 not carrying the Identity cards issued by the Chief Proctor;
 - 3.13 refusing to produce or surrender the Identity Card as and when required by -
Proctorial and other Staff of the University;
 - 3.14 Any act and form of ragging.
 - 3.15 Smoking, use of mobile phones or eatables inside classrooms/ laboratories/ studios/ control rooms/ editing rooms etc.
 - 3.16 Misbehavior or sexual harassment.
 - 3.17 Any other conduct anywhere which is considered to be unbecoming of a student.
4. For all practical purposes and intensions, sexual harassment of women/girls students includes any one or more of the unwelcome acts or behaviour (whether directly or by means of electronic devices or by implication), namely:
- (i) Physical contact and advances; or
 - (ii) Demand or request for sexual favours; or
 - (iii) Making sexually coloured remarks/gestures; or
 - (iv) Showing pornography; or
 - (v) By means of electronic devices; or
 - (vi) Any other unwelcome physical, verbal or non-verbal contact of sexual nature.
5. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
- (1) Fine;
 - (2) Campus Ban
 - (3) Expulsion; and
 - (4) Rustication.

However, no such punishment shall be imposed on a erring student unless he is given a fair chance to defend himself. This shall not preclude the Shaikhul-Jamia (Vice-Chancellor) from suspending an erring student during the pendency of disciplinary proceedings against him.

6. All powers relating to discipline & disciplinary action in relation to the student shall vest in the Shaikhul-Jamia (Vice-Chancellor). However the Shaikhul-Jamia (Vice-Chancellor) may delegate all or any of his powers as he deems proper to the Chief proctor or to the discipline committee as the case may be or any functionary of the University.

7. Powers relating to discipline/misconduct shall be regulated by Statute 31 read with Section 30 of JMI Act, 1988.

8. (a) Without prejudice to section 30 of JMI Act 1988 as also Statute 31, there shall be a Discipline Committee comprising of the following members

(i) The Shaikhul Jamia (Vice-Chancellor) -(Chairman);

(ii) The Naib Shaikhul lamia (Pro- Vice-Chancellor);

(iii) The Dean Students' Welfare;

(iv) The Provosts;

(v) The Deans of the Faculties;

(vi) The Warden, who shall be invited, when the matter concerning his/her Hostel/Kitchen is required to be placed before the Committee for consideration; and

(vii) The Chief Proctor (Member/Secretary).

Provided that in any cases of sexual harassment of women/girls students, the Discipline Committee shall comprise of the following members:

(i) Chairperson of the university Discipline Committee –Chairperson

(ii) Two nominees of the Vice-Chancellor who shall be women employed in the University;

(iii) Dean of concerned faculty;

(iv) Head of Department/Director of the Centre (as the case may be) of the Department/Centre to which the complaint belongs;

(v) Chief Proctor;

(vi) Dean, Students 'welfare

The Committee shall have the right to co-opt a women who has experience of working for the cause of women.

(b) Subject to any powers conferred by the Act and the Statues on the Shaikhul Jamia (Vice-Chancellor), the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.

(c) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other orders under them shall be binding on all the students of the University.

(d) The decision of the Discipline Committee shall be final and binding. However, in exceptional circumstances the Discipline Committee is empowered to review its decisions

(e) One-third of the total members shall constitute the quorum for a meeting of the said Committee.

Ordinance 15 (XV)

The University Examinations: General Guidelines

1. Admission to the University Examinations

Examinations of the University shall be open to the following Categories of candidates:

- Regular Students;
- Ex-Students;
- Private Candidates;
- Candidates of Distance & Open Learning Programmes.

1.1 Regular Students:

Students who are duly admitted and are studying in various courses of the University and attending the respective classes, will be called Regular Students.

1.2 Ex-Students:

- (i) A regular student who has failed to pass or is unable to appear for the Examination of the University (except due to shortage of attendance) in any of its courses of study, may be allowed to appear at the same Examination as an Ex-Student.
- (ii) An ex-student will forfeit his right as an ex-student as soon as he/she takes an admission to a regular programme of study. However he/she will be allowed to improve his/her performance of past examination.

1.3 Private Candidates:

The following categories of candidates may be permitted by the Majlis-i-Talimi (Academic Council) to appear as Private Candidates at the University Examinations:

- Women,
- Permanent Teachers and other Employees of Jamia Millia Islamia,
- Defence personnel in uniform,
- Urdu Medium candidates; and
- Physically handicapped candidates.

Provided that no male applicants will be allowed to appear as Private candidate in Class X and XII Examinations under the "Urdu Medium candidates" except the Madrasa students whose degree is recognized by Jamia Millia Islamia for having passed the examination in English of Sr. School Certificate separately for admitting to B.A. (Pass/Hons.) 1st year courses in Jamia Millia Islamia.

Provided further that no permission shall be given to appear at the examination as a Private Candidate in a course for which a practical examination/field work/teaching practice/outdoor practice is prescribed as a part of the curriculum.

The candidates shall be required to fulfill the following requirements as mentioned under each Category:

(a) Women:

- (i) Candidates who have not studied in any recognized Institution during the academic year at the end of which they wish to appear at the University Examinations.

- (ii) Their applications for admission to the Examination are supported by an Affidavit certifying the condition laid down in Sub-Para 1.3 (a)(i) above.

(Note: Foreign women candidates may be considered, in case they are holding a valid visa, except tourist visa.)

(b) Teachers and other Employees of the Jamia Millia Islamia:

- (i) The candidates must be a permanent whole-time teacher/ employee of the University.
- (ii) His/her application for admission to the Examination is certified and recommended by the Head of the Department/ Institution/ Office concerned.

(c) Defence Personnel in Uniform:

- (i) Defence Personnel in uniform (i.e. Officers, NCOs, JCO's, other Ranks, Non-Combatants, enrolled in the Indian Army and corresponding rank in the Air Force and the Navy), who are in active service.
- (ii) Their applications for admission to the Examinations are certified and recommended by their respective Commanding Officers.

(d) Urdu Medium Candidates:

- (i) The candidates must have studied Urdu upto class X and their medium of instruction and examination must be Urdu upto Class X.
- (ii) Their applications for admission to the Examinations are certified by the Board or at least by the principal of the recognized school concerned.

(e) Physically Handicapped Candidates:

Physically handicapped students will have to produce a certificate from a competent authority.

The minimum requirements for appearing at an Examination as Private Candidate shall be the same as prescribed for admission to the regular Programme.

(f) Candidates of Distance & Open Learning Programmes:

Candidates who have been admitted to various postgraduate/ undergraduate/ diploma/ certificate programmes offered by the Centre for Distance and Open Learning of the University.

2. Attendance (*for Regular Students*)

The minimum requirement of attendance for appearing in examinations will be as per the Ordinance 35 (XV) (Academic).

3. Application for Registration

- 3.1 Application for registration (on prescribed form) for the ensuing Examination together with the Receipt for the payment of the prescribed Registration Fee for Private candidates and Ex-students for permission to appear at the University Examinations should reach the office of the Controller of Examinations on or before 15th September each year. Provided that as a special case the Controller of Examinations may entertain such applications alongwith the Registration Fee upto 15th October or any other date notified by the Controller of Examinations on payment of a late fee (non-refundable) by Ex-Students and Private Candidates, as prescribed by the Ordinance.
- 3.2 The following documents shall be submitted along with the Registration Form for fresh registration of Private candidates:
- (i) Proof of passing the last examination (Attested copy).
(However, in case of women candidates appearing for Class Xth examinations as private candidates, no proof of passing the last examination will be required).
 - (ii) Certificate of marks obtained at the last examination (Attested copy).
 - (iii) Age Certificate based on Secondary/High School Examination (Attested copy).
(Note: In the absence of acceptable Age Certificate, an Affidavit duly notarized in original to be produced for appearing at the Middle School/Secondary School Certificate Examination only).
 - (iv) Character Certificate (Attested copy).
 - (v) Written permission from the Employer, if employed.
 - (vi) Three copies of recent photographs of passport size to be affixed on the Application Forms for Registration (Form B) and Examination (Form C).
 - (vii) Certificate from Principal or Board concerned, that the candidate has studied Urdu upto Class X and his/her medium of examination and instruction was Urdu upto Class X (for Urdu medium category).
 - (viii) Medical Certificate from a Government Hospital for Physically challenged category of candidates.
 - (ix) Migration Certificate/ Transfer Certificate from the school/college last attended.
- (Note: The documents mentioned above shall be compared with the original documents in the office of the Controller of Examinations. The documents, once enclosed with the Form, will not be returned to the candidate).***
- 3.3 Ex-students should submit their Application Forms for Registration for the ensuing Examination through the Dean/Director/Head of the Faculty/Centre/School last attended.
- 3.4 Private Candidates shall submit their application forms along with the Students' Record Card to the Controller of Examination.
- 3.5 The Receipt for the payment of Examination Fee and Enrollment fee (if required), shall reach the office of the Controller of Examinations along with the Examination Forms.

4. Application for Admission to Examination

- 4.1 All applications for permission to appear at any of the Examinations of the University shall be submitted on the prescribed Forms and forwarded to the Controller of Examinations through the Dean of the Faculty/Head of the Institution/School concerned. Provided that the Private Candidates shall submit their applications on the prescribed Forms direct to the Controller of Examination.
- 4.2 In forwarding the applications of the Regular Students, the Dean of the Faculty/ Director of the Centre/ the Head of the School concerned shall certify that:
- (i) The candidate has satisfied him/her by the production of the Certificate of a competent authority that he/she has passed the Examination which qualifies him/her for admission to the Examination;
 - (ii) The candidate has studied a regular programme of study for the period prescribed and that he/she fulfills the requirements of attendance;
 - (iii) His/her conduct is satisfactory.

Note: The Certificate at Sub-Para 4.2 (ii) above will be provisional and can be withdrawn at any time before the Examination, if the applicant fails to attend the prescribed percentage of lectures, tutorials, practicals etc. before the end of his/her University terms.

- 4.3 An application along with the Receipt for the payment of the prescribed Examination Fee, set out in these Ordinances submitted by a Regular Student for permission to appear at the Examination shall, reach the office of Controller of Examinations on or before the date announced.
- Provided that Private Candidates shall submit their applications and the receipts for the payment of the prescribed Fee on or before the date announced.
- 4.4 A candidate may be permitted by the Controller of Examinations to submit his/her Application Form for Annual Examination along with the Examination Fee with the prescribed Late Fee within 30 days of the specified last date.
- 4.5 Application for Compartmental/Supplementary Examinations where applicable should reach the office of the Controller of Examinations within 30 days of the announcement of the result.
- 4.6 Examination Fees, once paid shall not be refunded.
- 4.7 Save as otherwise provided, a candidate, who fails to appear at an Examination, may be permitted by the Majlis-i-Talimi (Academic Council) for sufficient cause to appear at the next Examination without further payment of fees.
- 4.8 No application for adjustment of the Examination Fee shall be entertained if it does not reach the office of the Controller of Examination within one month of the completion of the Examination concerned.

5. Appointment of Amanuensis

- 5.1 An amanuensis shall be allowed in case of:
- (a) Blind Candidates; and
 - (b) The candidates, who are disabled due to an accident or disease and are unable to write with their own hands.

Candidates under 6.1(b) above shall have to produce a medical certificate from the Medical Officer, Jamia.,

(c) Candidates who are suffering with writing disabilities and cannot write with their own hands would be entitled to seek assistance of computers for purpose of typing only subject to the conditions that the computers/laptops shall be provided by the University on advance intimation of at least two weeks by the concerned candidate.

Provided further that the University shall ensure that the computer provided to the candidate does not have any data stored in it which is relevant to the examination in which the candidate is appearing, and that it does not have Internet facility. Such benefits to the physically challenged persons shall be allowed on production of a medical certificate from the designated authority.

- 5.2 The Controller of Examinations, on receiving an Application from the candidate one week before commencement of Examination, will arrange for the appointment of an amanuensis and shall inform the Superintendent of the Examination concerned.
- 5.3 The amanuensis shall be a person of a lower qualification than the candidate concerned.
- 5.4 The Superintendent of Examination shall arrange for a suitable room for the disabled candidate and appoint a Special Invigilator from the list supplied by the office .of the Controller of Examinations.
- 1.5 One extra hour will be given to the blind candidates for exams. of 3 hrs. duration.
- 5.6 The remuneration to the amanuensis will be given by the Office of the Controller of Examination at the existing approved rate.

6. Special provision for candidates suffering from dyslexia and other such disabilities:

Candidates suffering from dyslexia or other such disabilities may be exempted to appear-in traditional forms of theory examinations and instead they may be evaluated by the concerned department under the overall supervision of the Dean/Head/Director. The mode of such examination could be assignment/face-to-interview etc.

Provided that the candidate shall have to submit an application along with the relevant medical records for seeking permission for being evaluated by an alternative mode of examination other than the traditional one within one month of the commencement of the classes.

Provided further that approval of the competent authority of Jamia shall be required to permit the candidate for being evaluated by an alternative mode of examination.

6(A) Special provision for candidates suffering from hearing impairment.

The Controller of Examinations is authorized to issue extra time schedule for the candidates suffering from hearing impairment determining the benchmark disabilities.

The Controller of Examinations, on receiving an Application along with the relevant medical records from the candidate one week before commencement of Examination, will arrange for the appointment of a Sign Language Expert and shall inform the Superintendent of the Examination concerned.

The Superintendent of Examination shall arrange for a suitable room for the disabled candidate and appoint a Special Invigilator from the list supplied by the office of the Controller of Examinations.

7. Issue of Admission Card

A candidate, whose application has been accepted for admission to an Examination shall be issued an Admission Card containing the Name of the Candidate and the Examination and Roll Number assigned to him/her. Regular Candidates and Ex-students shall be issued the Admission Card through the Dean of the Faculty/ Director of the Centre/ Head of the School concerned, provided that there are no dues of the University outstanding against their names. The Admission Cards shall be issued to the Private Candidates by the office of the Controller of Examinations.

8. Withdrawal of Permission to take Examination

Permission granted to a candidate to appear at an Examination may be withdrawn before or during the course of Examination for his/her misconduct/indiscipline, which in the opinion of Examination Committee justifies the candidate's exclusion.

9. Withholding of Admission Card

If a candidate for any University Examination owes any money to the University on any account and fails to pay the dues or has borrowed any book, apparatus or other property belonging to the University or any kit supplied by the N.C.C. and fails to return the same, the Controller of Examination may withhold the Admission Card if the Admission Card has already been issued to him/her. The Controller of Examinations may also suspend the admission card till all such dues have been paid or such property returned by the candidate to the University.

10. Examination Fee and other Fees

1.1 The Examination Fee, Tuition Fee and any other Fees to be charged from students shall be decided by the Majlis-i-Talimi (Academic Council) and notified by the University from time to time.

10.2 A candidate who fails to present himself/herself for Examination, shall not be entitled to any refund of the Fee or to have it kept in deposit for a subsequent Examination. However, if a woman candidate is unable to appear at the Examination for maternity reasons her Fee may be held over for the next Examination, provided that the application for crediting the Fee for the next Examination must be made to the Controller of Examinations within three months of the completion of the Examination concerned and shall be supported by a Medical Certificate.

10.3 No application for adjustment of the Examination Fee shall be entertained, if it is not submitted to the Controller of Examinations within one month of the end of the Examination concerned.

10.4 A candidate, who falls ill during the Examination, he/she may be permitted by the Majlis-i- Talimi (Academic Council) to appear at the next Annual Examination without further payment of Examination Fee.

10.5 For Private Candidates the Examination Fee shall not be carried over in any circumstances, whatsoever.

11. Refund of Fees(s)

11.1 The Examination Fee, mentioned in the Prospectus once paid shall not be refunded in any case.

11.2 A candidate shall not be entitled to the refund of the Examination Fee paid by him/her:

If permission accorded to him/her to take an Examination is subsequently cancelled as a result of mis-statement of facts or suppression of material fact or for want of relevant information in his/her application for admission to the Examination.

12. Time limit for passing an Examination

Unless and otherwise provided, no student shall be allowed to appear in the Examination after the expiry of the periods as specified in the following:

Minimum duration of the programme/ course of study	Maximum time-limit for passing the programme/ course of study
One semester	Two semesters
One year / Two semesters	Two years/ Four Semesters
One & half years/ Three semesters	Three years/ Six semesters
Two years/ Four semesters	Four years/ Eight semesters
Three years/ Six semesters	Five years/ Ten semesters
Four years/ Eight semesters	Six years/ Twelve semesters
Five years/ Ten semesters	Seven years/ Fourteen semesters
	<p>Provided that the University may grant a student further extension of one year to take the examination in exceptional cases, on case to case basis, beyond the aforesaid maximum period.</p> <p>Provided further that, in arriving at any such decision, the University shall take into account the following exceptional circumstances as evidencing the bonafide inability of the student to complete the course within the prescribed period,</p> <ol style="list-style-type: none">1. Pursuit of excellence in sports, performing arts, literary arts and sciences especially at national and international level (where schedule of events are such as to merit exception).2. Entrepreneurial pursuits (where students drop out to establish successful start-ups and then wish to re-join and complete their education).3. Medical emergency including accidents directly affecting the student/spouse/parents only.4. Pregnancy of the female candidate(s).5. Any other relevant factor may also be taken into account.

13. Holding of Examinations

13.1 The Annual Examination will normally be held in April/May every Year, whereas the Semester-end Examinations will normally be held as per the provisions laid down in the concerned Ordinance, or as decided by the Majlis-i-Talimi (Academic Council) from time to time.

13.2 The Compartment Examinations, if applicable to a programme of study/course, will normally be held in August/ September every year or as decided by the Majlis-i-Talimi (Academic Council) from time to time.

14. Pass Percentage and Promotion of Candidate

The pass percentage and promotion of candidates of various programmes/courses of study shall be as set out in the Ordinances 15-A, 15-B, 15-C, 15-D and 15-E.

15. Declaration of Results

15.1 The results of Annual Examinations will be declared normally in June/July each year, subject to the completion of Examinations in time or as decided by the University from time to time.

15.2 The result of Compartment Examination will be declared normally in November; December, subject to the completion of the aforesaid Examinations in time, or as decided by the University from time to time.

15.3 The results of the Semester Examinations will normally be declared in January and June/July each year, subject to the completion of examinations in time, or as decided by the University from time to time.

16. Issue of Marks Sheets/Grade Cards/Certificates

16.1 The Marks Sheets/ Grade Cards will be supplied to candidates from the offices of the respective Faculties/Centres/Schools, and to the Private Candidates from the office of the Controller of Examinations after ten days of the declaration of results.

16.2 Provisional Certificates will be issued after five days of depositing the required Fee along with the application.

16.3 A Marks Sheet/ Grade Card/ Certificate may be withheld by the Controller of Examinations on reasonable grounds.

17. Obtaining Certificates on false statement/grounds

17.1 Subject to Statute 30, the Majlis-i-Muntazimah (Executive Council) shall have the power to withhold or withdraw Degree/ Diploma/ Certificate or any other academic distinction and disqualify a person, if he/she is found guilty of obtaining or attempting to obtain a Degree/ Diploma/ Certificate fraudulently for which he/she is not entitled. The period of such disqualification will be according to the circumstances, as stated below:

(i) from appearing at any Examination of the University for a specified period, if he/she makes a correct statement of facts and surrenders the Degree/Diploma/ Certificate voluntarily; and

(ii) from appearing at any further Examination of the University, if he/she has deliberately lied to cheat the University.

18. Issue of Duplicate Degrees/Diplomas/Certificates:

In case of loss or destruction of a degree/diploma/certificate, a candidate may obtain a duplicate degree/diploma/certificate on submitting an application along with the receipt of the prescribed fee, stating that the applicant has a real need for the duplicate degree/diploma/ certificate and submitting an Affidavit signed and certified by a First Class Magistrate, showing that the original has been lost/destroyed.

19. Change of Date of Birth:

The date of birth as entered in the Register of Student, shall not be altered except:

On the Controller of Examinations being satisfied that there has been a clerical error in the University Office, or

Provided that the Majlis-i-Talimi (Academic Council) may on a reference by the Controller of Examinations and after consideration of such documentary evidence as may be produced in any case, direct and alteration to be made in the record of the Register of Students.

20. Grace Marks:

If the Examination Committee considers it necessary, it may award grace marks on the following pattern:

20.1 A maximum of three (3) grace marks in all programmes of study of the University will be permitted. This shall apply to all programmes of the University, whether conducted in the annual or the semester mode.

20.2 Grace marks shall be given only to those candidates, who by obtaining them are able to either pass in the Examination concerned or can be promoted in the Examination concerned or are able to secure a Compartment or where the same may be necessary for the grant of divisions. The award of grace marks shall be at the discretion of the Examination Committee and no appeal in this regard shall be entertained.

20.3 Only minimum grace marks, as required to pass the Examination or to secure a Compartment, shall be awarded.

20.4 The grace marks awarded shall be counted in the Grand total.

21. Improvement of the Division:

(i) Unless otherwise provided, a candidate will be allowed to appear at the Examination to improve upon his/her performance in the Examination held in the preceding year.

(ii) If a candidate appears at the Examination in order to improve upon his/her previous marks of the same Subject/Course, higher marks as obtained in his/her two such Examinations shall be taken into account for determination of his/her final result.

(iii) A candidate desiring to improve his/her Percentage of Marks will have to submit an application to the Controller of Examinations latest by 15th September of the Year in which he/she passed the Subject/Course, or as notified by the Controller of Examinations.

(iv) To improve upon the Division or Percentage of Marks, a candidate may be allowed to appear at the next Annual Examination only in Course (s) concerned.

- (v) The syllabus of the Examination will be the same as the one prescribed for the year, when the candidate appeared at the Examination in the Course concerned.
- (vi) The provisions for improvement in examinations for various courses are given in the concerned Ordinances 15-A, 15-B, 15-C, 15-D and 15-E.

22. Retotalling of Answer Scripts:

- 22.1 The marks of the candidate shall be retotalled on an application received from the candidate on payment of the prescribed fee per Course. The above Fee will be refunded, if the total is found to be incorrect.
- 22.2 No application for retotalling shall be entertained, unless it is made within fifteen days of the publication of the result.

23. Re-Evaluation of Answer Scripts:

Unless and otherwise provided, there will be no re-evaluation in the Semester-based Examinations. However, for the Annual-based Examinations, the following provisions will be applicable:

- 23.1 (i) Any candidate, intending to apply for re-evaluation of answer scripts (s) of any Course/Subject of his/her written Examination, may do so on the prescribed Application Form within 15 days from the date of issue of marks sheet.
- (ii) The re-evaluation of scripts will not be allowed in more than one-third of written Papers of an Annual Examination.
- 23.2 Each application for re-evaluation shall be accompanied by the original Statement of Marks issued to the candidate.
- 23.3 Re-evaluation shall not be permitted in the Practical Examinations, Viva-Voice, Project Report/Field Work/Sessional/Internal Assessment and Dissertation, as also the answer scripts of any Examination, which have already been valued in full by joint Examiners/Board of Examiners.
- 23.4 The candidate applying for re-evaluation shall be required to pay the prescribed Fee per Course or part thereof; no refund shall be made in any case except if marks increased more than 20% in a course/subject.
- 23.5 The Controller of Examinations will select an examiner for re-evaluation from amongst a panel of at least three Examiners in each course recommended by the Board of Studies. The said panel shall exclude the name of the initial examiner.
“However, in extra-ordinary circumstances, the Head of the Department may be requested to decide about the appointment of the re-evaluator.”
- 23.6 The merit will be awarded after re-evaluation process is completed.
- 23.7 If there be any change in the result of the Examination due to re-evaluation of answer scripts, no examinee can complain in the Court of Law, nor any action can be initiated against the Examiner (s) concerned.
- 23.8 (i) If the award of the Re-evaluator (second examiner) varies from the original award up to and including $\pm 5\%$ of the maximum marks of the course concerned, the original award shall stand.
- (ii) If the award of the Re-evaluator (Second Examiner) varies from the original award to more than $\pm 20\%$ of the maximum marks ***of the course/subject concerned***, then the answer script shall be sent to the second re-evaluator (Third Examiner)

- (iii) The average of the marks awarded by the Second and Third Examiners shall be final.
- (iv) If the marks awarded by the re-evaluator is more than $\pm 5\%$ but less than $\pm 20\%$, of the maximum marks of the course concerned the new marks will be awarded to the candidates.

23.9 All cases of re-evaluation of answer scripts in which the variation between the initial examiner and the first re-evaluator (Second Examiner) exceeds more than $\pm 20\%$ shall be referred to Examination Committee.

23.10 Applications for re-evaluation of answer scripts only for Annual Examination shall be accepted.

23.11 Answer scripts of those examinees who appeared for improvement of division or Percentage of Marks shall be final and shall not be subject to re-evaluation.

24. Carry Over System/Compartment Examination:

24.1 The procedure for Carry Over/Promotion of candidates of various programmes shall be incorporated in the relevant ordinances dealing with the concerned programmes of study.

24.2 The syllabus of the Examination will be the same as prescribed for the semester/year in which the candidate reappears at the Examination in the course/subject concerned.

24.3 A candidate failing in Practice Teaching will not be promoted to the next higher class.

24.4 There will be no Compartment Examination in the programmes where 'Carry Over System' is in operation. However, candidates failing in the **final** year/**final** two semesters of any programme/course, may be allowed to appear in the Compartment Examination which will be held after the **final (last)** annual/**final (last)** semester-end examination. The date(s) of such examinations will be notified by the Controller of Examinations.

24.5 There will no provision of compartment examination in any programme/course run under the 'distance mode'.

25. Results Committee:

25.1 There shall be a Results Committee consisting of the following members:

- (i) Nominee of the Shaikhul Jamia (Vice-Chancellor);
- (ii) One of the Tabulators, nominated by the Controller of Examinations; and
- (iii) Controller of Examinations (Convener).

25.2 The Results Committee shall:

- (i) Ensure the compliance of the prescribed rules of the Programmes;
- (ii) Consider and award grace marks as per the provisions of the Ordinances;
- (iii) Do sample checking of answer books/award lists, if required;
- (iv) Prepare a Report for the Examination Committee to be finally submitted to the Majlis-i-Talimi (Academic-Council) for its consideration.

26. Amendment of Results:

In any case where it is found by the Results Committee that the result of an Examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, it shall report the matter to the Examination Committee, which shall have the power to amend such result in such a manner as shall

be in accordance with the factual position and to make such declaration as it may consider necessary in that behalf.

27. Examiners:

- 27.1 The Controller of Examinations shall issue instructions to Examiners with regard to due provisions for secrecy and any other matters incidental thereto.
- 27.2 (i) Examiners shall send their Papers to the Controller of Examination in sealed covers before a date to be notified on their appointment by the Controller of Examination under instructions of the Majlis-i- Talimi (Academic-Council).
- (ii) The appointment of an Examiner may be cancelled, if he fails to send the Question Paper by the date so-fixed in this regard.
- 27.3 Examiners shall submit the results to the Controller of Examinations in sealed covers before a date fixed by the Controller of Examinations.

28. Tabulators and Tabulation of Results:

- 28.1 The results of Examinations shall be tabulated by two Tabulators appointed by the Shaikhul Jamlia (Vice-Chancellor) on the recommendation of the Controller of Examinations.
- 28.2 The Tabulators shall tabulate the results independently; one from the foils of the marks sheets and the other from the counterfoils. They shall draw the attention of the Controller of Examinations to any discrepancy in the result.
- 28.3 (i) The two Tabulators shall compare the Tabulation Sheets in the presence of the Controller of Examinations or a person appointed for the purpose by him, before these are submitted to the Examination Committee.
- (ii) The Controller of Examinations shall also check that the marks entered in the foils and counter-foils of the Mark Sheets also tally with the marks entered in the answer books. The discrepancy, if any, shall be certified by the Controller of Examinations.

29. Answer Books:

- 29.1 The Examiners' awards, as shown in the result statements submitted by them, shall be final, provided that the errors may be rectified by the Controller of Examinations after checking the answer books.
- 29.2 The answer books shall be preserved and be in the custody of the Controller of Examinations, till the expiry of three months from the publication of the results.
- 29.3 The Controller of Examinations on the instruction of the Examination Committee will be empowered to issue appropriate instructions/directions from time to time for the proper and effective conduct of the Exams.

30. Instructions to candidates for Examination:

- 30.1 The doors of the Examination Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- 30.2 A candidate may not be admitted into the Examination hall, if he/she fails to present to the invigilator his/her Admission Card and/or satisfy the Superintendent of Examinations that it will be produced within a reasonable time.

- 30.3 All candidates shall come to the Examination Hall before the time fixed for the Examination. If a candidate arrives not later than 30 minutes after the time fixed for the Examination, the Invigilator may allow him/her to appear at the Examination with the permission of Superintendent of Examinations. No candidate shall be allowed to appear in the examinations after 30 minutes of commencement of the examinations.
- 30.4 The candidates shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examinations or Invigilators or any Official of the University connected with the Examinations.
- 30.5 The candidates shall maintain and observe strict discipline in and/or near the Examination Centre/Hall and shall not indulge in any such act as misbehaviour/nuisance which causes any obstruction and/or disturbance or disruption in the conduct of Examination.
- 30.6 No candidate shall be allowed to leave the Examination Hall, until an hour has elapsed after the distribution of the Question Paper.
- 30.7 No candidate shall leave his/her place or go out of the Hall without the permission of the Invigilator, unless he /she has handed over his/her answer book to the Invigilator concerned.
- 30.8 If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with him/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 30.9 As soon as the time prescribed for the Question Paper expires, the candidates shall have to hand over their answer books to the Invigilator concerned.
- 30.10 A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examinations or the Invigilator in the Examination Hall.

31. Use of Unfair Means /Misbehaviour in Examinations:

- 31.1. No candidate shall bring with him/her in the Examination Hall any book, paper, notes or other materials which may be used by him/her in connection with the Examination, nor shall he/she communicate to or receive from any other candidate or person any information in the Examination Hall.
- 31.2. No candidate shall note or write anything on the blotting paper or Question Paper or on any other object/material, except the answer book supplied to him/her.
- 31.3. No candidate shall assist or receive assistance from any other candidate or person at an Examination or make use of any dishonest or unfair means in connection with the Examination.
- 31.4. Any candidate, detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an Invigilator or an Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that the facts alleged are true and disclose premeditation on the part of the candidate, disqualify the candidate from passing that Examination and debar him/her from appearing at any University Examination for a period not exceeding three years.

- 31.5. Any candidate detected using unfair means in an Examination Hall shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an Invigilator or by an Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may, if satisfied that the facts alleged are true but do not disclose any premeditation, disqualify the candidate from passing that Examination and debar him/her from appearing at any University Examination for a period not exceeding two years.
- 31.6. Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Examination Committee for consideration by the Controller of Examinations, as reported by, the Superintendent of Examinations or through him by an invigilator or by an Official of the University, as the case may be, and the Examination Committee may, if satisfied that the facts alleged are true but that the candidate has not made and use thereof, disqualify the candidate from passing that Examination.
- 31.7. Any candidate, who in the opinion of the Superintendent of Examinations is guilty of any misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid sub-para 31.1 to 31.6 of this Ordinance, may be expelled by the Superintendent of Examinations for that course and shall be reported to the Examination Committee by the Controller of Examinations. The said Committee may, if satisfied that the facts alleged are true, disqualify him/her from passing the Examination for that year.
- 31.8. Any candidate approaching an Examiner directly or indirectly or seeking ways or means of bringing pressure to bear on the Examiner, so that higher marks may be awarded to him/her than his/her answers justify or attempting to influence the Controller of Examinations or any person employed in his office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and debar him/her from appearing at any Examination for a period not less than one year.
- 31.9. Any candidate found guilty of seeking ways and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of Examinations or Invigilator or any Official of the University desist from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and/or expel him/her from the University and declare him/her to be not a fit and proper person to be admitted to any future Examination of the University.
- 31.10. Any candidate who has been punished under Sub-Paras 31.4 to 31.9 above, shall not be admitted to any programme of study as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only in which he/she is entitled to appear as an Ex- Student after the expiry of the period of punishment.

- 31.11. In case, a person, who is not a bonafide candidate, is found to be taking an Examination on behalf of a bonafide candidate, it will be assumed that impersonation is being done at the instance and with the connivance of the bonafide candidate and action against such person and such bonafide candidate would be taken as under:
- (i) The bonafide candidate, who did not take the Examination himself/herself shall be debarred from pursuing any programme of study or from appearing at any Examination of the University in future.
 - (ii) In case, the person, who has impersonated the bonafide candidate, is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
 - (iii) If the person, who has impersonated the bonafide candidate, is not a student of the University, he/she may be handed over to the Police for appropriate action.
- 31.12. In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair means, the result of his/her Examination in the Course(s) in which he/she has already appeared, would also be cancelled, in addition to the action that might be taken against him/her for using unfair means, while reappearing for improvement of his/her Grade/Division/ Percentage of Marks.
- 31.13. Any punishment imposed on the erring student shall be following due consideration of the defence presented by him/her.

32. Appointment of Invigilators and Superintendent of Examinations:

The Majlis-i-Talimi (Academic Council), on the recommendation of the Examination Committee, shall appoint Invigilators and Superintendents of Examinations, who will be responsible for the proper conduct of the Examination. In case of an emergency, the Shaikhul Jamia (Vice-Chancellor) or in his absence the Controller of Examinations shall appoint Invigilators or Superintendents of Examinations, as the case may be.

Provided that the Head of the Department concerned (Principal, in case of Senior Secondary School) shall be the incharge of the Practical Examinations, who shall act as Superintendent of Examinations for Practical Examinations of his Department or School.

33. Directions to Superintendents of Examinations:

- 33.1. The Superintendent of Examinations shall see that the doors of the Examination Hall are open half an hour before the time specified for the distribution of the Question Paper on the first day and a quarter of an hour before on subsequent days.
- 33.2. The Superintendent of Examinations will be supplied by Controller of Examinations before the commencement of the Examination, with the List showing the names of the candidates who will appear at his Centre of Examination and their Optional Subjects and a Statement showing the number of candidates appearing in each Subject of Examination.
- 33.3. The Superintendent of Examinations shall not admit any candidate whose name is not shown in the List or shall not allow any candidate with an Optional Subject, other than that shown against his/her name, provided that in doubtful

cases the Superintendent of Examinations may allow a candidate to appear at the Examination of the Paper and immediately refer the matter to the Controller of Examinations.

- 33.4. The Superintendent of Examinations or invigilator authorized by him/her may require any candidate to show his/her Admit Card /Hall Ticket.
- 33.5. The Question Paper set "for the Examination shall be despatched by the Controller of Examinations in a sealed cover, which shall be opened by the Superintendent of Examinations in the presence of at least one Invigilator. The Superintendent of Examinations and the Invigilators(s) shall certify that the sealed cover was in proper condition and that it was opened in the Examination Hall at the proper time. The Certificate shall be forwarded to the Controller of Examinations on the same day.
- 33.6. Before the commencement of the Examination, the Superintendent of Examinations shall see that satisfactory arrangements are made for the examination. Candidates must be seated well apart to prevent collision.
- 33.7. A Card giving the Roll Number of each candidate shall be fixed on each table so that the candidate may readily find out his/her place.
- 33.8. Blank Answer Books will be supplied from the office of the Controller of Examinations. The Superintendent of Examinations shall see that a second answer-book is not issued to a candidate until the first is fully used and that the two answer-books are at once stitched together.
- 33.9. The Superintendent of examinations and the Invigilators shall remain in the Examination Hall during the time allocated to each Course; they shall on no account speak or permit any one to speak to a candidate on any subject pertaining to the Questions during the hours of examination, except for the purpose of correcting misprints or other errors which might mislead the candidate. The Superintendent of Examinations shall without loss of time draw the attention of the Controller of Examinations to any misprint, mistranslation or ambiguity, which may have come to his notice and shall be communicated to the Examiner.
- 33.10. As soon as the allotted time has expired the answer-books shall be carefully collected and arranged in numerical order and delivered to the Controller of Examinations reporting names and/or Roll Numbers of absentees.
- 33.11. Any attempt to use unfair means to pass the Examination or any violation of the Ordinance by the candidates shall be immediately reported by the Superintendent of Examinations to the Controller of Examinations who shall place it before the Examination Committee for consideration.
- 33.12. The Superintendent of Examinations shall see that no candidate is permitted to leave the Examination Hall without being accompanied by a trustworthy escort, to prevent his/her communication with outsiders and that he/she does not use absence, from the Hall for any purpose other than that for which he/she had taken leave. The Superintendent of Examinations may fix a time, if necessary, within which the candidate must return to his/her seat.

34. Duties of Invigilators:

- 34.1. An Invigilator should report himself/herself on duty to the Superintendent of Examinations half an hour before the commencement of Examination.
- 34.2. Invigilators shall remain in the Examination Hall during the time allotted for each Course and shall not leave the Hall without the permission of the Superintendent of Examinations.
- 34.3. Invigilators shall help the Superintendent of Examinations in the distribution of Question Papers and answer-books etc. to the candidates and in collecting the answer-books from the candidates at the close of Examination. They shall also help the Superintendent of Examinations in arranging the answer-books for dispatch.
- 34.4. The invigilators shall help the Superintendent of Examinations, preparing a List of Candidates present at the Examination and in verifying their identity by comparing their signatures with those on record.
- 34.5. During the course of Examination, the Invigilators are expected to move about the Examination Hall and not to engage themselves in study or conversation.
- 34.6. The Invigilators shall be responsible for the maintenance of general discipline in the Examination Hall and shall exercise their discretion for the purpose. In case they feel that a situation has arisen which is beyond their control, they shall, without loss of time, report the matter to the Superintendent of Examinations for the necessary action.
- 34.7. If a candidate is found to resort to unfair means at the Examination or to create disturbance/nuisance or act in any manner so as to cause inconvenience to the other candidates, the Invigilator shall, without loss of time, report the matter to the Superintendent of Examinations.
- 34.8. The Invigilators shall also bring to the notice of the Superintendent of Examinations any complaint or other difficulties pointed out by any candidate(s) regarding the Question Paper set for the Examination.
- 34.9. Invigilators are expected to help the Superintendent of Examinations in any other matter connected with the conduct of the Examinations.
- 34.10. In case, an Invigilator is unable to be present on account of unavoidable circumstances, he/she shall give at least 24 hours notice to the Controller of Examinations through the Superintendent of Examinations.

35. Appointment of Examiners and Moderators and Constitution of Moderation Committees:

- 35.1 Appointment of Examiners and Moderators:
 - (i) The list of Examiners and Moderators for all Examinations other than those of the Schools, shall be drawn up by the Board of Studies concerned.
 - (ii) The list of Examiners and Moderators for the School Examinations, conducted by the Controller of Examinations, shall be drawn up by the Committee of Courses for Schools and submitted to the Board of Management for Schools for approval.

35.2 Moderation Committee:

Except for the Senior School/Secondary School Certificate Examination and Middle School Examination, the Question Papers of all Examinations in each subject shall be moderated by a Moderation Committee consisting of:

- (i) The Head of the Department of Studies concerned (Chairperson).
- (ii) Two persons having expert knowledge of the subject concerned, provided that one of them shall belong to the Department concerned and the other person not engaged in Teaching in the University nominated by the concerned Board of Studies/Committee of Studies; and
- (iii) The Controller of Examinations or his nominee shall be the Ex-officio Secretary.

36. Credit Transfer for Students under the University's Scheme of International Mobility

In order to facilitate international mobility of students between Jamia Millia Islamia and its partner Foreign Universities/Academic Institutions with which the JMI has entered into Memorandum of Understanding (MOU) which provides for exchange of students for an academic year or a semester. There shall be the following special provisions in the Examination Rules:

- 36.1 A bonafide student of a Partner Foreign University may be permitted to join a programme of study in JMI for an academic year or for a single semester, with the prior consent of the concerned Head of Department, Dean of the Faculty or Director of the Centre.
- 36.2 An inbound exchange student describe under Para 36.1 above may be permitted to take some or all of the courses prescribed for the programme, which he/she joins and that he/she would be issued Marks Sheet/ Grade Card for the courses that he/she has successfully completed.
- 36.3 A bonafide student of JMI, as selected by the Partner University, may be permitted to join a course/programme in the Partner University for a single semester or an academic year. Such a Student shall herein after referred to as outbound exchanged student.
- 36.4 An outbound exchanged student shall be required to obtain prior approval of the concerned Dean of the Faculty/ Head of the Department/ Director of the Centre of JMI before joining a Partner University abroad.
- 36.5 While granting approval to such request, the Dean of Faculty/ Head of the Department / Director of the Center shall ensure that the said student
 - (i) agrees to take as many courses or equivalent thereof in the Partner University as he/she may be required to take in JMI during the concerned semester/academic year;
 - (ii) agrees that he/she shall not take those or similar courses as he/she had already studied in JMI in the programme that he is presently pursuing;

(iii) is allowed to join a programme of study in a Partner University for a semester only if he/she is enrolled in a semester-based programme; whereas a student pursuing a programme in Jmaia Millia Islamia that has annual system of examination will be required to join a Partner Foreign University of at least two semesters in a row;

36.6 The courses taken and successfully completed by the outbound exchange student, in the Partner foreign University shall be accepted by JMI for the award of degree from JMI, as if those courses were taken and completed in JMI.

36.7 Given the variation in temporal plan and evaluation pattern, the following may be adopted as a basis for equivalence:

(i) A 2-credit course of a semester taken in a Partner University shall be accepted by JMI as equivalent to 50 Marks of a Semester programme;

(ii) A 4-credit course of a semester taken in a Partner University shall be accepted by JMI as equivalent to 100 Marks;

37. Examination Expenses and Rates of Remuneration

Examination expenses, specially those expenses concerning printing of Question Papers etc. shall be kept under extra-ordinary secrecy. The Controller of Examinations shall be fully responsible for all the examination expenses. The Controller of Examinations shall submit the accounts of examination expenses without details concerned and their approval by the Shaikhul Jamia (Vice-Chancellor) shall be sufficient.

The rates of remuneration payable to the Examiners, Tabulators, Superintendents/Asstt. Superintends of Examinations, Invigilators and other staff engaged in examinations shall be notified by the University from time to time.

38. Subject to this Ordinance, the University may frame further Ordinances/ Regulations for various postgraduate/undergraduate/diploma/certificate programmes under credit-based semester system/ annual system of examinations.

Ordinance 15-A (XV-A)

University Examinations in Postgraduate Programmes under Credit-based Semester System

1. Definitions

- 1.1. 'Programme' means the entire course of study and examinations.
- 1.2. Unless otherwise provided for, 'Semester' means a term consisting of a minimum of 90 teaching days.
- 1.3. 'Course' means a segment of subject matter to be covered in a semester.
- 1.4. 'Grade' in a course is a letter symbol (A⁺, A, B⁺, B, C⁺, C, D) which indicates the comparative level of performance of a student in a course.
- 1.5. Each letter grade is assigned a 'Grade Point' (G) which is an integer indicating the numerical equivalent of the performance of a student in a course.
- 1.6. 'Credit' (Cr) of a course is a measure of the weekly unit of the work assigned for the course.
- 1.7. 'Credit Point' (P) of a course is the value obtained by multiplying the grade point (G) by the credit (Cr) of the course: $P = G \times Cr$.
- 1.8. 'Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade point shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- 1.9. 'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all courses taken by the student for the entire programme by the total number of credits and shall be rounded off by two decimal places.
- 1.10. 'Grade card' is a card containing grades secured by a student in each course in a semester-based programme, together with his/her SGPA and CGPA, and Division.

2. General

- 2.1. Notwithstanding anything contained to the contrary, the following Ordinance shall apply to all Postgraduate Programmes (except for the M.Phil. programme) offered by the University under the 'semester system'.
- 2.2. An academic year will consist of two semesters.
- 2.3. The odd and even semesters will commence from July and January, respectively, or as decided by the Academic Council from time to time.

- 2.4. This Ordinance shall be applicable to the programmes as incorporated in Annexure 15A-1, which may be modified by the Academic Council from time to time.
- 2.5. The programmes governed by respective regulatory councils such as Council of Architecture, All India Council for Technical Education, Dental Council of India, NCTE, etc. shall be governed by the rules of respective councils. Provided that, if the detailed rules are not provided for by the respective councils, the provisions contained herein shall apply to such courses also.
- 2.6. A student shall be allowed to complete a programme within a maximum period of four semesters if the duration of the programme is of two semesters, within six semesters for a programme of three-semester duration, within eight semesters if the duration of the programme is of four semesters, and within ten semesters if the programme is of six-semester duration.
- 2.7.1 For each semester-based postgraduate programme, the concerned Board of Studies/Committee of Studies shall determine the number of courses to be offered in each semester, assigning the number of credits to each course.
- 2.7.2 In a Theory/Tutorial course, a course of 'n' hours a week will be assigned 'n' credits; whereas in a Laboratory course of '2n' hours a week 'n' credits will be assigned. The latter will also be applicable to Field Work/Teaching Practice or such activities as decided by the Academic Council from time to time.
- 2.7.3. The number of credits to be assigned to various courses offered in a semester will be between 20 and 30, depending upon the requirement of the programme.
- 2.7.4. To be declared successful, a student shall have to secure the minimum number of credits as prescribed by the concerned Faculty/Board of Studies/Committee of Studies, which will in no case be less than 40/60/80/120 credits in a two/three/four/six semester programme, respectively.

3. Attendance

For appearing in semester examinations, the provisions of Attendance as prescribed in the academic Ordinance 35 (XXXV), shall be applicable.

4. Evaluation

- 4.1. A programme may be comprised of some of the following components: theory courses, laboratory courses, field work, block placement, project, dissertation, seminar, industrial training etc. as prescribed by the concerned Board of Studies/Committee of Studies and approved by the Academic Council on recommendation

of the concerned Board of Studies/ Committee of Studies. For various components, the weightage of marks will be as follows:

For Theory Course

Internal Assessment	25% of allocated marks
End Semester Examination	75% of allocated marks

For Laboratory/ Practical Course

Internal Assessment	50% of allocated marks
Practical Examination and Viva Voce Examination	50% of allocated marks

For M.Ed. Course under the Credit Based Semester System

Internal Assessment	30% of allocated marks
End Semester Examination	70% of allocated marks

- 4.2.** In case of other components, such as Project/ Dissertation/ Industrial Training/ Field Work/ Teaching Practice etc., the distribution of marks may be decided by the concerned Board of Studies/ Committee of Studies.

4.3. Internal Assessment

- 4.3.1. The Internal Assessment in a theory course may comprise of written tests, assignments, presentations, seminars, tutorials, term papers etc. as prescribed by the concerned Board of Studies/ Committee of Studies from time to time.
- 4.3.2. In a laboratory course, each practical performed by a student will be evaluated by the concerned teacher(s). Evaluation will involve documentation of the practical exercise/ experiment, precision in the performance of experiment, viva voce examination etc.
- 4.3.3. In the case of Industrial Training/ Project, the Internal Assessment will include periodical progress report.
- 4.3.4. In the case of field work, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioural Laboratory, Skill Laboratories etc.
- 4.3.5. The modalities of evaluation of various components in para # 4.3.1 - 4.3.4 shall be decided by the concerned Board of Studies/ Committee of Studies from time to time and shall be duly approved by the concerned Faculty/Board of Management.
- 4.3.6. The concerned Department/ Centre shall maintain the complete record in respect of the Internal Assessment and display it in the respective departments/centres.

4.4. Semester-End Examination

The Semester-End Examination will ordinarily commence during the first week of December/ first week of May for the Odd Semester/ Even Semester courses, respectively or as decided by the Academic Council from time to time.

5. Award of Grades

5.1. Letter Grades and Grade Points

Students will be awarded letter grades on 10-Points Scale for each course on the basis of their performance in that course. The procedure for award of grades is as follows:

- 5.1.1. All evaluations will be done in marks.
- 5.1.2. The marks obtained by a student in the End Semester Examination and Internal Assessment in a theory/ laboratory course/ Field work/ Industrial Training/ Teaching Practice/ Project, as the case may be, will be added together. These combined marks would be converted to a 100-Point Scale. The rounding off (if required) will be done to the nearest integer.
- 5.1.3. Letter grades will now be awarded for each course as per the following table:

Grade	Range of Marks (M) [#]	Grade Point (G)
A+	$85 \leq M \leq 100$	10
A	$70 \leq M < 85$	9
B+	$60 \leq M < 70$	8
B	$55 \leq M < 60$	7
C+	$50 \leq M < 55$	6
C	$40 \leq M < 50$	5
D	$M < 40$	0

[#]M: Marks obtained by a student on the 100-point scale.

- (i) For the programmes listed in Annexure 15A-1, the lowest passing grade in a course and also for awarding a degree will be 'C' and a candidate having obtained the 'D' grade in a course shall be declared as failed in that particular course.
- (ii) For the programmes listed in Annexure 15A-2, the lowest passing grade in the Internal Assessment as well as in the Semester-End Examination of a course will be 'C' separately for each component, whereas the combined marks of Internal Assessment and Semester-End Examination will be 'C+', and a student having secured a grade lower than this shall be declared as failed in that course.

5.2. Credit Point (P)

It is the value obtained by multiplying the grade point (G) by the credit (C) of the course:

$$P_n = G_n \times Cr_n.$$

where,

'P_n' is the Credit point for the 'n'th course,

‘G_n’ is the Grade point awarded in the ‘n’th course,
 ‘Cr_n’ is the number of credits assigned to the ‘n’th course,
 ‘n’ is the number of course in which a student is appearing in a semester.

5.3. Semester Grade point Average (SGPA)

It is the weighted average of the grade points of all courses during the semester. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$SGPA = \frac{P_1 + P_2 + \dots + P_n}{Cr_1 + Cr_2 + \dots + Cr_n}$$

5.4. Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) of a student is calculated at the end of a programme. For the computation of CGPA, only the best performed courses with maximum credit points (P) alone shall be taken subject to the minimum credits requirements. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula:

$$CGPA = \frac{(SGPA)_1 S_1 + (SGPA)_2 S_2 + \dots + (SGPA)_n S_n}{S_1 + S_2 + \dots + S_n}$$

where (SGPA)_n is the SGPA of the n-th semester and S_n is the total credits taken in the n-th semester.

6. Promotion of Candidates:

- 6.1. For a student of the 1st semester/ subsequent semesters of any programme of study, who is detained due to shortage of attendance, the provisions of Ordinance 5 (V) (*academic*) Para no. 5.1 and 5.2 shall apply respectively.
- 6.2. The lowest passing grade for Internal Assessment/End-Semester Examination in each theory/laboratory course/field work etc. shall be ‘C’, separately for each component.
- 6.3. If a student could not appear in the Internal Assessment of a course due to illness or any other valid reason beyond his/her control or failed in the Internal Assessment, he/she may be given another chance to appear in the Internal Assessment of the said course before the commencement of the End-Semester Examination.

Provided that if the student fails in the Internal Assessment in the additional chance given to him/her, he/she will be declared as failed in the Internal Assessment and will not be allowed to appear in the Semester-End examination in the said course. Such a student may however be permitted to appear in the next odd/even semester-

end examination only if he/she has passed the Internal Assessment in the concerned course.

Provided further that his/her promotion to the next semester will, however, be determined as per the promotion rules.

6.4. Subject to the provisions of Para 6.1 and 6.2 above, the following shall apply:

- (a) In a two-semester programme, a student of the first semester shall have to fulfill the minimum requirement(s) of attendance as also Internal Assessment, and obtain passing grades in at least 50% of the courses in the Semester-end Examination, failing which his/her admission shall stand cancelled. However, such a student may be given re-admission in the same semester in the next year as per the provisions of Ordinance 5 (V) (Academic).

Provided that in a two-semester programme, a student will become an ex-student if he/she has fulfilled the minimum requirement of attendance and Internal Assessments, but has failed to secure passing grades in 50% of the courses of the first and the second semesters combined.

- (b) In a programme of three or more semesters duration, a student will automatically be promoted from the odd semester to the even semester, provided that he/she has fulfilled the minimum requirement of attendance and field work wherever applicable, failing which he/she may be permitted to appear as an ex-student in the next odd/even semester examination, as the case may be.

6.5. A student who failed in a semester examination or could not appear in the examination for reasons other than shortage of attendance, will not be readmitted. However, he/she may be allowed to reappear as an ex-student in the next odd/even semester examination, as the case may be.

6.6. A student of other than 1st semester of any programme who has not taken examinations due to shortage of attendance may be given re-admission in the consecutive concerned semester of the programme. In case, he/she fails to fulfil the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.

6.7. No candidate shall be permitted to move to the third semester if he/she has a backlog of more than 50% of the courses of the first and second semesters combined. For the programmes of the duration of six semesters, promotion from the fourth semester to the fifth semester, a student will be required to clear at least 75% of the courses upto 4th semester.

In case the value of 50% or 75% of the courses comes out to be a non-integer, it will be rounded off to the nearest integer.

6.8. In case a student is unable to clear the required number of courses in the second semester (in a programme of four semester duration) or fourth semester ((in a programme of six semester duration) in accordance with para # 6.6 above, he/she

shall be declared as failed. However, such a student may appear as an ex-student in the ensuing semester examinations.

- 6.9. An ex-student will be required to appear only in such courses in which he/she has failed to obtain the minimum passing grade, with the odd/even semester examination as the case may be.
- 6.10. A candidate will be declared as passed in a programme if his/her CGPA is not less than 5 and that he/she has obtained the minimum passing grade in any course.
- 6.11. If the Examination Committee considers it necessary, it may award a maximum of three (3) grace marks in all post graduate programs of study of the University.

7. Division

Division will be awarded in the following manner (with maximum CGPA of 10 as base)

$10.0 \leq \text{CGPA} \leq 8.0$	First Division with Distinction
$6.5 \leq \text{CGPA} < 8.0$	First Division
$5.5 \leq \text{CGPA} < 6.5$	Second Division
$5.0 \leq \text{CGPA} < 5.5$	Pass without Division

8. Re-evaluation of Answer Scripts

No request for re-evaluation of the result declared in any course shall be entertained. However, the retotalling of marks of an answer book will be permitted on submission of an application along with the prescribed fee by the candidate to the Controller of Examinations.

9. Moderation of Examination Results and Redressal of Grievances

- 9.1. For each Faculty/Centre there shall be an “Examination Results Moderation-cum-Grievance Committee” comprising of the following members:
 - (a) Dean of the Faculty (Chairperson),
 - (b) Head/Director of the concerned Department/Centre,
 - (c) One faculty member of the concerned department/centre to be nominated by the Head of the Department/Director of the Centre.
 - (d) One faculty member of the concerned Faculty/Centre to be nominated by the Vice-Chancellor.
- 9.2. The quorum for holding a meeting of the Committee shall be 3/4th of the total number of committee members.
- 9.3. Prior to declaration of results, the committee shall have the right to moderate the results of examinations.
- 9.4. Following moderation, in case the Committee is of the opinion that there are discrepancies in the results, it will submit recommendations to the Examination Committee for appropriate decision thereon.
- 9.5. Following declaration of results, the Committee may, in its discretion, on any complaint received, call for answer books, inspect the same and submit its report/recommendation(s) to the Examination Committee through the Controller of Examinations for appropriate action.
- 9.6. In order to address the grievance of the students regarding examination result in a shortest time duration, the following procedure may be followed under the guidelines of Clause 9 of Ordinance 15-A (XV-A) and Clause 10 of Ordinance 15-B (XV-B) of Jamia Millia Islamia:

- i. The office of the Controller of Examinations will initiate to notify the committee for each session under Clause 9.1 of Ordinance 15-A.
- ii. The Vice-Chancellor will nominate a faculty member for each faculty and constitute a committee.
- iii. The applications/requests from the students may be received within 15 days after the issuance of the mark-sheet in the Office of the Controller of Examinations.
- iv. Candidates of all semester based courses (except Ph.D.) may apply for Redressal of their Grievance in one-third (1/3) of the Theory papers.
- v. A student who is applying for Grievance Redressal will have to submit a fee of Rs. 300/- per paper to be deposited in the Indian Bank, JMI Branch.
- vi. The Controller of Examinations will accept the applications of the students for redressal of grievances and forward the same along with the answer booklet to the concerned Deans for action at their end. The Dean should return back the answer booklet after re-dressal within two weeks from the date of receiving.
- vii. The Results Moderation-cum Grievance Committee may categorize all the requests as per the papers/subjects and requests for the concerned subject experts as HoD/Director nominee, may go for a detail schedule of meetings for each category.
- viii. The answer books will be sent with the marks assigned earlier to the Chairman of the committee/Dean faculty concerned.
- ix. The proceeding of the meeting with answer book and recommendation (with a reason if there is any major change in marks/grade) will be sent to Controller of Examinations and he will seek approval of the Examination Committee for the declaration of the results.
- x. If the Examination Committee is not scheduled in near future, the result may be declared with the permission of the Vice-Chancellor in anticipation of the approval of the Examination Committee and a post-facto approval will be taken in the next Examination Committee.
- xi. For Each answer script sent to Grievance Redressal Committee the remuneration may be paid as per the JMI existing rate of remuneration for redressal of answer script to each member including Chairman of the Committee.
- xii. The dealing assistant of the Controller of Examinations and Dean Office shall be paid as per JMI rules.
- xiii. For tabulation and declaration of result the tabulator shall be paid as per existing rate of as per JMI rules.

10. Improvement Examination

- 10.1. A student may be allowed to improve his/her grade in any two of the courses in the next semester. However, the improvement of the odd/even semester course will be permitted in the next odd/even semester examination only.
- 10.2. Improvement examination will be held in Theory courses only.
- 10.3. The appearance at such an examination in the course will be allowed only once. No further chance will be given under any circumstances.
- 10.4. For the purpose of determining the final division/ grade, the grades obtained by the candidate in the improvement examination only will be taken into consideration.

11. Compartment Examinations:

As per the provisions laid down in Para No. 24.4 of Ordinance 15 (*academic*), candidates failing in the final year/final two semesters of any programme/course may be allowed to appear in the Compartment Examination which will be held after the final annual/ semester-end examination is over. The date(s) of such examinations will be notified by the Controller of Examinations.

12. Ranking of Successful Students

The ranking of successful students of a programme shall be determined on the basis of the CGPA obtained by them in all semester examinations within the minimum prescribed period of the programme. In the case of tie, the students shall be awarded ranking on the basis of the grades obtained in theory courses. In case there is still a tie, the students will be awarded the same ranking.

13. Grade Card

At the end of each semester, a student will be given a 'Grade Card' which will contain grades secured by him/her in each course, together with his/her SGPA in that semester. On the completion of the programme, a Final Grade Card will be issued to the student, giving full semester-wise details about the grades obtained by him/her in each course together with his/her SGPA and also the CGPA and Division awarded to him/her.

List of Postgraduate Programmes under Credit-based Semester System in which the minimum passing grade in each course is ‘C’:

1. Master of Arts (M.A.)
2. Master of Science (M.Sc.)
3. M.Sc. Tech.
4. Master of Computer Applications (M. C.A.)
5. Master of Education (M.Ed) / M.Ed. (Elementary Education)/ M.Ed. (Special Education)
6. Master of Fine Arts (M.F.A.)
7. Master of Commerce (M.Com.)
8. Master of Law (LL.M.)
9. Master of Physiotherapy
10. P.G. Diploma in Computer Applications (PGDCA)
11. P.G. Diploma in Remote Sensing and GIS Applications,
12. P.G. Diploma in Computer Assisted Cartography
13. PG Diploma in Management of NGOs
14. Master of Architecture (M. Arch)
15. Master of Ekistics (M. Ekistics)
16. Master of Technology (M.Tech.)
17. Master of Business Administration (M.B.A.) (Full-Time).
18. Master of Business Administration (M.B.A. Executive).
19. Master of Business Administration (M.B.A) - (International Business).
20. *Any other programme added to this list from time to time.*

Ordinance 15-B (XV-B) (Academic)
University Examinations in
Undergraduate Programmes under Credit-based Semester System

1. Definitions

- 1.11. 'Programme' means the entire course of study and examinations.
- 1.12. Unless otherwise provided for, 'Semester' means a term consisting of a minimum of 90 teaching days.
- 1.13. An 'academic year' will consist of two semesters.
- 1.14. 'Course' means a segment of subject matter to be covered in a semester.
- 1.15. 'Compulsory' courses mean such courses that a student has to compulsorily study during the semesters as prescribed by the University.
- 1.16. 'Optional' courses mean such courses that a student can opt for out of various courses as prescribed by the University.
- 1.17. A 'Subject' is the main discipline of a department of study. If there is only one Course in a Subject in any Part, the Course shall be treated as a subject.
- 1.18. 'Part' means the first year/ second year /third year of a three-year programme.
- 1.19. 'Grade' in a course is a letter symbol (A⁺, A, B⁺, B, C⁺, C, F) which indicates the comparative level of performance of a student in a course.
- 1.20. Each letter grade is assigned a 'Grade Point' (G) which is an integer indicating the numerical equivalent of the performance of a student in a course.
- 1.21. 'Credit' (Cr) of a course is a measure of the weekly unit of the work assigned for the course.
- 1.22. 'Credit Point' (P) of a course is the value obtained by multiplying the grade point (G) by the credit (Cr) of the course: $P = G \times Cr$.
- 1.23. 'Semester Grade Point Average' (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade point shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- 1.24. 'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all courses taken by the student for the entire programme by the total number of credits and shall be rounded off by two decimal places.
- 1.25. 'Grade Card' is a card containing grades secured by a student in each course in a semester-based programme, together with his/her SGPA and CGPA, and Division.

2. General

- 2.1. The odd and even semesters will commence from July and January, respectively, or as decided by the Academic Council from time to time.
- 2.2. The duration of the Bachelor's programme in Sciences, Social Sciences and Humanities & Languages shall be six (6) semesters (3 academic years), whereas in Fine Arts, the duration of the course shall be eight (8) semesters (4 academic years). However, a student will be allowed to complete the 6-semester programme within the maximum period of 5 academic years (10 semesters) and that of the 8-semester programme within the maximum period of 6 academic years (12 semesters) .
- 2.3. For each semester-based undergraduate programme, the Academic Council/ Faculty/Board of Studies/Committee of Studies, as the case may be, shall determine the number of compulsory and optional courses to be offered in each semester, assigning the number of credits to each course.
- 2.4. In the case of 'Theory' and 'Tutorial' courses, a course of 'n' hours a week will be assigned 'n' credits; whereas in a Laboratory Course/ Field Work/ Teaching Practice of '2n' hours a week, 'n' credits will be assigned to such component. The latter will also be applicable to any other such academic activities as decided by the Academic Council from time to time. In case 'Project' is a compulsory component of the programme, the concerned Board of Study/ committee of Study may assign six (6) credits for such component.
- 2.5. The number of credits to be assigned to various courses offered in a semester will be between 20 and 30, depending upon the requirement of the programme.
- 2.6. To be declared successful, a student shall have to secure the minimum of credits as prescribed by the concerned Faculty/Board of Studies/Committee of Studies, which will in no case be less than 120 credits in an undergraduate programme of six semesters.
- 2.7. For computation of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average), the grades obtained by a student in 'compulsory' courses shall (unless otherwise expressly provided for) not be counted.

Provided that in the case of Compulsory Urdu as well as General English courses taught in each semester, the grades obtained by a student shall be counted for computation of SGPA and CGPA.
- 2.8. For a student of the 1st semester/ subsequent semesters of any programme of study, who is detained due to shortage of attendance, the provisions of Ordinance 5 (V) (*academic*) Para no. 5.1 and 5.2 shall apply respectively.

3. Attendance

The provisions of attendance as prescribed in the academic Ordinance 35 (XXXV) shall be applicable for appearing in the examinations.

4. Evaluation

- 4.1. A programme may be comprised of some of the following components: theory courses, laboratory courses, field work, project, industrial training etc. as prescribed by the concerned Board of Studies/ Committee of Studies and approved by the Academic Council. For various components, the weightage of marks will be as follows:

For Theory Course:

Internal Assessment	25% of allocated marks
Semester End Examination	75% of allocated marks
<i>For Laboratory Course:</i>	
Internal Assessment	50% of allocated marks
Practical Examination and Viva Voce Examination	50% of allocated marks

- 4.2. In case of other components, such as Field Work/ Industrial Training/ Project etc., the distribution of marks may be decided by the concerned Board of Studies/ Committee of Studies and approved by the Academic Council.

4.3 Internal Assessment:

- 4.3.1 The Internal Assessment in a theory course may comprise of written tests, assignments, etc. as prescribed by the concerned Board of Studies/ Committee of Studies from time to time.
- 4.3.2 In a laboratory course, each practical performed by a student will be subjected to continuous evaluation by the concerned teacher(s). The evaluation will involve documentation of the practical exercise/ experiment, precision in the performance of experiment, viva voce examination etc.
- 4.3.3 In the case of Industrial Training/ Project, the Internal Assessment will include periodical progress report.
- 4.3.4 In the case of field work, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioural Laboratory, Skill Laboratories etc.
- 4.3.5 The modalities of evaluation of various components in para # 4.3.1 - 4.3.4 shall be decided by the concerned Board of Studies/ Committee of Studies from time to time and shall be duly approved by the concerned Faculty/Board of Management.
- 4.3.6 The concerned Department/ Centre shall maintain the complete record in respect of the Internal Assessment Marks of each student and display it in the respective departments/centres. The departments shall submit the Internal Assessment marks to the Controller of Examinations at least one week prior to the commencement of the concerned examination.
- 4.3.7 If a student could not appear in the Internal Assessment of a course due to illness or any other valid reason beyond his/her control or failed in the Internal Assessment, he/she may be given another chance to appear in the Internal Assessment of the said course before the commencement of the Semester-End Examination.

In case the student fails in the Internal Assessment in the additional chance given to him/her, he/she will be declared as failed in the Internal Assessment and will not be allowed to appear in the Semester-End examination in the said course. Such a student will however be permitted to appear in the next odd/even semester-end examination only if he/she has passed the Internal Assessment in the concerned course.

His/her promotion to the next semester will, however, be determined as per the promotion rules as given in Para # 7.

4.4 Semester-End Examination

The End Semester Examination will ordinarily commence during the first week of December/ first week of May for the Odd Semester/ Even Semester courses, respectively or as decided by the Academic Council from time to time.

5. Award of Grades

5.1. Letter Grades and Grade Points

Students will be awarded letter grades on 10-Points Scale for each course on the basis of their performance in that course. The procedure for award of grades is as follows:

- 5.1.1 All evaluations will be done in marks.
- 5.1.2 The marks obtained by a student in the End Semester Examination and Internal Assessment in a theory/ laboratory course/ Field work/ Industrial Training/Project, as the case may be, will be added together. These combined marks would be converted to a 100-Point Scale. The rounding off (if required) will be done to the nearest integer.
- 5.1.3 Letter grades will now be awarded for each course as per the following table:

Grade	Range of Marks (M)#	Grade Point (G)
A+	$85 \leq M \leq 100$	10
A	$70 \leq M < 85$	9
B+	$60 \leq M < 70$	8
B	$55 \leq M < 60$	7
C+	$50 \leq M < 55$	6
C	$40 \leq M < 50$	5
F	$M < 40$	0

M: marks obtained by a student on the 100-point scale.

5.2. Passing Grade

- 5.2.1. The lowest passing grade in a course and also for awarding a degree will be 'C'. A candidate having obtained the 'F' grade in a course shall be declared as failed in that particular course.
- 5.2.2. The lowest passing grade for Internal Assessment/End-Semester Examination in each theory course/laboratory course/field work etc. shall be 'C', separately for each component.

5.3. Credit Point (P)

It is the value obtained by multiplying the grade point (G) by the credit (C) of the course:

$$P_n = G_n \times Cr_n.$$

where,

- 'P_n' is the Credit point for the 'n'th course,
- 'G_n' is the Grade point awarded in the 'n'th course,
- 'Cr_n' is the number of credits assigned to the 'n'th course,
- 'n' is the number of course in which a student is appearing in a semester.

5.4. Semester Grade point Average (SGPA)

It is the weighted average of the grade points of all courses during the semester. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$\text{SGPA} = \frac{P_1 + P_2 + \dots + P_n}{Cr_1 + Cr_2 + \dots + Cr_n}$$

5.5. Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) of a student is calculated at the end of a programme. For the computation of CGPA, only the best performed courses with maximum credit points (P) alone shall be taken subject to the minimum credits requirements. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula:

$$\text{CGPA} = \frac{(\text{SGPA})_1 S_1 + (\text{SGPA})_2 S_2 + \dots + (\text{SGPA})_n S_n}{S_1 + S_2 + \dots + S_n}$$

where $(\text{SGPA})_n$ is the SGPA of the n^{th} semester and S_n is the total credits taken in the n^{th} semester.

6. Re-admission, Cancellation of Admission, and Eligibility for becoming an Ex-Student

- 6.1. For a student of the 1st semester/ subsequent semesters of any programme of study, who is detained due to shortage of attendance, the provisions of Ordinance 5 (V) (*academic*) Para no. 5.1 and 5.2 shall apply respectively.
- 6.2. A student who failed in an odd/even semester examination or could not appear in the examination for reasons other than shortage of attendance, will not be readmitted. However, he/she may be allowed to reappear in the concerned next odd/even semester examination as an 'Ex-student'.
- 6.3. In case a student who has been granted re-admission following shortage of attendance in a semester and if he/she again fails to fulfil the requirement of attendance for the second time, his/her admission shall stand cancelled.

7. Promotion of Candidates

7.1. Bachelor of Arts (B.A.)/ B.A. with Computer Applications (B.A.C.A.)/ B.A. (Hons.)/ B.Com. (Hons.)/ B.B.S. (Hons.) Programme

- 7.1.1. Subject to fulfilling the minimum requirement of attendance, a student will be automatically promoted from the odd semester to the even semester.
- 7.1.2. If a student fails in the Internal Assessment of any of the semester courses, in spite of being given the additional chance before the Semester-End

Examination as per the provision of Para No. 4.3.7 of this Ordinance, he/she will not be allowed to appear in the Semester-End Examination of the said course and will be considered as failed in that course.

- 7.1.3 For promotion from the 2nd semester to the 3rd semester, a student shall have to pass at least one-half (50%) of the total of compulsory and optional courses, including practical courses, if any, of the 1st and 2nd semesters combined.
- 7.1.4. A student will be promoted from the 4th semester to the 5th semester if he/she has cleared 3/4th (75%) of the total of compulsory and optional courses, including practical courses, if any, of the 1st to 4th semesters combined.
- 7.1.5 If a student is unable to clear the required number of courses in the 2nd semester/4th semester, as the case may be, he/she shall be declared as failed. Such a student may however appear as an Ex-Student in the ensuing odd/even semester examinations wherein the student will be required to appear only in such course(s) in which he/she failed to obtain the minimum passing grade.
- 1.1.6 A student will be declared as passed if he/she has obtained the minimum passing grade in each course separately and that his/her CGPA is not less than 5.
- 1.1.7 If the Examination Committee considers it necessary, it may award a maximum of three (3) grace marks in all under-graduate programs of the University, whether they are conducted in the annual or semester mode.

7.2. Bachelor of Science (B.Sc.)/ B.Sc. with Instrumentation/ B.Sc. (Hons.) Programmes

- 7.2.1. Subject to fulfilling the minimum requirement of attendance, a student will be automatically promoted from the odd semester to the even semester.
- 7.2.2. If a student fails in the Internal Assessment of any of the semester courses, in spite of being given the additional chance before the Semester-End Examination as per the provision of Para No. 4.3.7 of this Ordinance, he/she will not be allowed to appear in the Semester-End Examination of the said course and will be considered as failed in that course.
- 7.2.3. If a student fails in the Practical Examination in any of the semester I-V, he/she will be allowed to be promoted from the even semester to the next odd semester. Such student will however also be allowed to re-appear in the practical examination in the ensuing odd/even semester.
- 7.2.4. For promotion from the 2nd semester to the 3rd semester, a student shall have to pass at least one-half (50%) of the total number of Theory courses (including the compulsory courses) of the 1st and 2nd semesters combined.
- 7.2.5. A student will be promoted from the 4th semester to the 5th semester if he/she has cleared 3/4th (75%) of the total number of the courses (including the compulsory courses, if any) of the 1st to 4th semesters combined.

- 7.2.6. If a student is unable to clear the required number of Theory courses in the 2nd semester/4th semester, as the case may be, he/she shall be declared as failed. Such a student may however appear as an Ex-Student in the ensuing odd/even semester examinations wherein the student will be required to appear only in such course(s) in which he/she failed to obtain the minimum passing grade.
- 7.2.7. A student will be declared as passed if he/she has obtained the minimum passing grade in each course separately and that his/her CGPA is not less than 5.

7.3. Bachelor of Fine Art (B.F.A.) Programme

- 7.3.1. Subject to fulfilling the minimum requirement of attendance and any other requirement(s) as given in this ordinance, a student will be promoted from one semester to the next one, provided that he/she has passed all Practical courses and certain specified number of Theory courses as given in the following sub-paras.

Provided that if a student fails in any Practical course in the 1st semester, his/her admission shall stand cancelled and he/she will no longer remain a student of the University.

- 7.3.2. For promotion from the 2nd semester to the 3rd semester, a student shall have to pass all Practical courses of the 1st semester and 2nd semester separately and at least one-half (50%) of the total number of Theory courses (including the compulsory courses) of the 1st and 2nd semesters combined.
- 7.3.3. A student will be promoted from the 4th semester to the 5th semester if he/she has cleared all Practical courses of the 3rd semester and 4th semester separately and 3/4th (75%) of the total number of the Theory courses (including the compulsory courses, if any) of the 1st to 4th semesters combined.
- 7.3.4. A student will be promoted from the 6th semester to the 7th semester if he/she has cleared all Practical courses of the 5th semester and 6th semester separately and 3/4th (75%) of the total number of the Theory courses of the 1st to 6th semesters combined.
- 7.3.5. If a student is unable to clear the required number of Practical/Theory courses from the 2nd semester onwards, he/she will be declared as failed. Such a student may, however, appear as an Ex-Student in the ensuing odd/even semester examination in the next academic session, wherein the student will be required to appear only in such course(s) in which he/she had failed to obtain the minimum passing grade.
- 7.3.6. A student will be declared as 'passed' if he/she has obtained the minimum passing grade in each course separately and that his/her CGPA is not less than 5.

Note: If the fraction $\frac{1}{2}$ (50%) or $\frac{3}{4}$ (75%) of the courses in the above comes out to be a non-integer, it will be rounded off to the nearest integer.

8. Division

Division will be awarded in the following manner (with maximum CGPA of 10 as base)

CGPA \geq 8.5	First Division with Distinction
6.5 \leq CGPA < 8.5	First Division

$5.5 \leq \text{CGPA} < 6.5$	Second Division
$5.0 \leq \text{CGPA} < 5.5$	Pass without Division

9. Re-evaluation of Answer Scripts

No request for re-evaluation of the result declared in any course shall be entertained. However, the retotalling of marks of an answer book will be permitted on submission of an application along with the prescribed fee by the candidate to the Controller of Examinations.

10. Moderation of Examination Results and Redressal of Grievances

The constitution of the “Examination Results Moderation-cum-Grievance Committee” will be as per the provision laid down in Para 9 of the academic Ordinance 15-A.

11. Improvement Examination

11.1. A student may be allowed to improve his/her marks in *any two* of the courses (compulsory/optional) in the concerned next odd/even semester examination only.

11.2. Improvement examination shall be held in Theory courses only. However, a candidate will be allowed to appear in the improvement examination in a course only once. No further chance will be given for improvement in the same course under any circumstances.

11.3. For the purpose of determining the final division/grade, the grades obtained by the candidate in the improvement examination only will be taken into consideration.

12. Compartment Examinations:

As per the provisions laid down in Para No. 24.4 of Ordinance 15 (*academic*), candidates failing in the final year/final two semesters of any programme/course may be allowed to appear in the Compartment Examination which will be held after the final annual/ semester-end examination is over. The date(s) of such examinations will be notified by the Controller of Examinations.

13. Ranking of Successful Students

The ranking of successful students of a programme shall be determined on the basis of the CGPA obtained by them in all semester examinations within the minimum prescribed period of the programme. In the case of tie, the students shall be awarded ranking on the basis of the grades obtained by them in theory courses. In case there is still a tie, the students will be awarded the same ranking.

14. Grade Card

At the end of each semester, a student will be given a ‘Grade Card’ which will contain grades secured by him/her in each course, together with his/her SGPA in that semester. On the completion of the programme, a Final Grade Card will be issued to the student, giving full semester-wise details about the grades obtained by him/her in each course together with his/her SGPA and also the CGPA and Division awarded to him/her.

Ordinance 15-C (XV-C)

University Examinations in Programmes Regulated by Statutory Bodies (Academic)

The following undergraduate/diploma programmes are regulated by the respective statutory bodies mentioned herein:

- | | |
|---|---|
| • Bachelor of Education (B.Ed.)/B.Ed. Nursery Education | National Council for Teacher Education (NCTE) |
| • B.Ed. Special Education | Rehabilitation Council of India (RCI) |
| • Diploma in Elementary Education | National Council for Teacher Education (NCTE) |
| • Bachelor of Technology (B.Tech.) | All India Council for Technical Education (AICTE) |
| • B.A. LLB | Bar Council of India |
| • Bachelor of Architecture (B.Arch.) | Council of Architecture (COA) |
| • Bachelor of Dental Surgery (B.D.S.) | Dental Council of India (DCI) |

Note:

1. In programmes/courses of study under the 'Annual Mode', the provisions of Para No. 20 and 23 of Ordinance 15 [academic] will be applicable for award of Grace Marks/Re-evaluation of Answer Scripts, respectively.
2. In programmes/courses of study under the 'Semester Mode', there will be no provision of Grace Marks/Re-evaluation of Answer Scripts.
However, in the Semester Mode, there will be provision of Moderation of Examination Results and Redressal of Grievances as provided in Para No. 9.5 – 9.6 of Ordinance 15-A [academic].

1. Bachelor of Education (B.Ed.)/ B.Ed. Nursery Education/ B.Ed. Special Education:

- (a) To pass the B.Ed. Examination, a candidate must obtain at least:
 - (i) 33% marks in each Theory Course and 33% marks in Sessional Work separately.
 - (ii) 40% marks in the aggregate, based on all the Theory Courses; and
 - (iii) 40% marks in Practice Teaching and Practical Work separately with at least 33% in each component of Practice Teaching and Practical Work separately.
- (b) If a candidate has obtained less than 40% marks in the aggregate but not less than 38% marks and has obtained at least 33% marks in each Theory Course, he/she shall have to appear at the Supplementary Examination in not more than two Theory Courses, in order to obtain the required aggregate of 40% marks for

passing the Examination. The choice of Theory Courses shall be left to the candidate.

- (c) If a candidate fails in or is absent from the Examination in internal assessment and/or external examination in not more than two Theory Course, he/she shall be allowed to submit the internal assessment related to the sessional work and be examined in it before the Compartment Examinations and/or appear in Compartmental Examinations provided that he/she has obtained at least 40% marks in aggregate of all the Theory Courses. In case he/she fails to obtain at least 33% marks in his/her sessional work before Compartmental Examination and/or fails to appear/pass in the Compartmental Examinations, he/she shall be allowed to complete his/her sessional work before the subsequent annual examinations and/or appear in the subsequent annual examinations.
- (d) If a candidate fails in or is absent from the Examination in more than two Theory Courses and Passes in the Practice Teaching and Practical Work, he/she shall have to reappear as an Ex-student in all Theory Courses at the next Annual Examination.
- (e) If a candidate fails in either Practice Teaching or Practical Work, he/she shall be required to get himself/herself registered as an Ex-student and fulfill the requirements during the next session, as directed by the Head, Department of IASE (Institute of Advanced Studies in Education).

(f) **Division:**

Division shall be awarded separately in each of the three parts of the Examination, viz. Theory, Practice teaching and Practical work, on the basis of the Marks obtained in the relevant part, as given below:

A candidate, who is declared passed and has obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

75% of marks or more in Theory Paper(s)/course(s), Teaching Practice and Practical Work	:	First Division with Distinction in that /those paper(s)/course(s) in Theory, Practice Teaching and Practical Work.
60% of marks or more	:	First Division
Less than 60%, but not less than 50% of marks	:	Second Division
Less than 50%, but not less than 40% of marks	:	Third Division

- (g) (i) All candidates, who have not studied Urdu upto class VIII shall be required to undergo a course of study in Easy Urdu, to appear at an Examination at the end of the Course and obtain at least 33% of marks.
- (ii) 50% marks shall be allotted to the Sessional Work related to Easy Urdu, which shall be assessed internally.
- (iii) Marks obtained in Easy Urdu shall not be added for the purpose of awarding Division. Passing the Easy Urdu Examination shall, however, be essential for the award of B.Ed. Degree.
- (iv) Candidates, who fail in the Easy Urdu Examination, shall have four more chances at subsequent Examinations, viz. the supplementary Examination and the subsequent Annual Examinations.

2. Diploma in Elementary Teacher Education

- (a) To pass the Examination for the Diploma in Elementary Teacher Education, a candidate must obtain at least:
 - (i) 33% marks separately in Internal and External Assessment in each Theory Paper;
 - (ii) 40% marks in the aggregate, based on all the Theory Courses, (including Internal Assessment); and
 - (iii) 40% marks in Practice Teaching and Practical Work separately.
- (b) If a candidate has obtained less than 40% marks in the aggregate but not less than 38% marks and has obtained at least 33% marks in each Theory Paper at either the Part I or Part II Examination in not more than two Theory Courses in order to obtain the required aggregate of at least 40% marks for passing the Examination. The choice of Theory Courses shall be left to the candidate.
- (c)
 - (i) If a candidate is absent or fails in sessional work/external examination at Part I Examination in two Theory Courses, he/she shall be allowed to pursue the course of studies for Part II and to clear his/her sessional work/external examinations along with his/her part II course provided he/she has obtained at least 40% marks in aggregate of all the Theory Courses at Part I Examinations.
 - (ii) If a Diploma II year candidate is absent from or fails to secure at least 33% marks in internal assessment and /or in external examinations in not more than two theory Courses, he/she shall be allowed to submit the internal assessment related sessional work and be examined in before the Compartmental examinations and/or reappear in Compartmental examinations provided that he/she has obtained at least 40% marks in aggregate of all theory Courses, in case he/she fails to clear his/her sessional work before compartmental examinations and/or fails to appear/pass in the compartmental examination, he/she shall be allowed to complete his/her sessional work before the subsequent annual examination and/or appear in the subsequent annual examination.
- (d) In case a candidate fails in more than two Theory Paper at the Part I or Part II Examination and passes in the Practice Teaching and Practical Work, he/she shall appear as an Ex-student in all Theory Paper at the next Annual Examination.
- (e) If a candidate fails in either Practice Teaching or Practical Work, he/she shall be required to register himself/herself as an Ex-Student and fulfill the requirements during the next academic session, as directed by the Head, Department of IASE.
- (f) The candidate, who fails in more than two Theory Courses, Practice Teaching and/or Practical Work in Part I Examination, shall not be allowed to take admission to the Second Year of the Course, until he/she has passed the Part I Examination as an Ex-Student.
- (g) Division:
Division shall be awarded separately in each of the three Parts of the Examination, viz. Theory, Practice Teaching and Practical Work, on the basis of the marks obtained in the relevant Part, as given below:

A candidate, who is declared passed and has obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

75% of marks or more in Theory, Practice	-Distinction in the Teaching and Practical Work paper(s) in which the student obtains 75% of marks or more
60% of marks or more	-First Division
Less than 60%, but not less than 50% of marks	-Second Division
Less than 50%, but not less than 40% of marks	-Third Division

3. Bachelor of Technology (B.Tech.)

Notwithstanding anything contained to the contrary, the following Ordinances shall apply to the B.Tech. programme of the Faculty of Engineering & Technology under the Semester System.

1. The degree of Bachelor of Technology (B.Tech.) shall be awarded to candidates who have successfully undergone at this University, a regular program of study of minimum four academic years (eight semester) in the relevant branch of Engineering and who satisfy other academic requirements as specified by the Academic Council from time to time.

2. Evaluation

A course may be a theory course or a practical course (including project, seminar, field work, industrial training etc.). A course will carry a specified number of credits decided by the concerned Board of Studies. Each credit will be equivalent to 25 marks.

- (a) In each semester, for each prescribed theory course there shall be a Mid Semester Evaluation and an End Semester Examination.
 - (b) The Mid Semester Evaluation shall have a weightage of 40% while the remaining 60% weightage will be for End Semester Examination.
 - (c) The marks in respect of the Mid Semester Evaluation of a course shall be notified by the Head of the Department Concerned before the commencement of the End Semester Examination. The Mid Semester Evaluation (40%) shall comprise the following:
 - (i) 30% for two mid semester tests, both of equal weightage;
 - (ii) 10% for other modes of sessional evaluation (to be specified by the Faculty Committee and notified before the commencement of teaching of each course).
3. A student has to secure at least 40% marks in each component (i.e. Mid Semester Evaluation and End Semester Examination) in order to pass the course. In order to be eligible to appear in the End Semester Examination of a Particular course, a student must get the required minimum of 40% marks in the Mid Semester Evaluation of that course.
 4. There will be no Mid Semester practical tests. In a practical course/ project/ seminar/ industrial training/ field work, the End Semester Examination shall have a weightage of 40% while the performance of the student as evaluated by the teacher concerned during the semester (i.e. Mid Semester Evaluation) shall have a weightage of 60%.

5. The marks of each course shall be the combined marks obtained by the students in the Mid Semester Evaluation and the End Semester Examination.

Promotion

6. If a student is detained due to shortage of attendance in any semester, he/she will not be promoted to the next semester. He/she will also be detained for the subsequent semester. Thereafter he/she will become a regular student of the same semester in which he/she was detained. As a regular student, he/she will appear in the mid semester test as well as the End Semester Examination.
7.
 - (a) Every student shall be promoted from an odd semester to the next even semester except those detained due to shortage of attendance (as in clause 6 above).
 - (b) A student will be promoted from an even semester to the next odd semester (except those detained due to shortage of attendance as in clause 6 above), provided the total number of his/her uncleared credits does not exceed 18.
8. A student who is not promoted as in 7 (b) above; due to uncleared courses exceeding 18 credits, will be detained for a whole year and will appear (as an ex-student) in the End Semester Examinations of all his/her uncleared courses (held in that year, in both semesters). He/she may, however be permitted to attend classes of the uncleared courses, with the permission of the Head of the Department. However, he/she will have to reappear in the Mid Semester Evaluation of only those courses in which he / she could not secure the required minimum of 40% marks (specified in clause 3).
9. A promoted student will not appear in the Mid Semester Evaluation of uncleared courses, provided he/she had obtained the required minimum of 40% marks in the Mid Semester Evaluation of that course. The marks obtained by him/her in the Mid Semester Evaluation (as a regular student) will remain valid.

Use of unfair means

10.
 - (a) If the result of a student is cancelled on account of using unfair means, his/her previous Mid Semester Evaluation marks shall remain valid and will be taken into account for the award of grades whenever he/she is subsequently permitted to appear in the End Semester Examination.
 - (b) The cases of students resorting to unfair means shall be referred to the Examination Committee.

11. Re-evaluation

There shall be no re-evaluation in any B.Tech. (Semester System) Courses.

12. Compartmental Examinations

Compartmental examinations will be held only for regular students, in the theory courses of VII & VIII semesters, after the declaration of VIII semester results.

13. Maximum Time Limit

No student shall be allowed to appear in the examination after the expiry of seven annual academic sessions including the one in which he/she was first admitted to the Bachelor of Technology programme.

14. **Attendance**

The provisions of the University Ordinance-35 (Academic) in this respect shall be applicable.

15. **Letter Grades**

The Letter Grades will be awarded in each course on the basis of the combined marks obtained by the student in the two components of evaluations (Mid Semester Evaluation and End Semester Examination) mentioned in Clauses 3 and 4. Letter grades on 10-Point Scale will be awarded as described here in below. On obtaining a pass grade, the student will be supposed to have earned the credits assigned to that course and no chance for improvement of this grade shall be provided.

16. **Grading**

16.1 A letter grade shall be awarded in each course and on obtaining a pass grade O, A+, A, B+, B, C+ or C the student shall be supposed to have earned the credits assigned to the course.

16.2 The combined marks obtained by a student in two components of evaluation (Mid Semester Evaluation & End Semester Examinations) of a course shall be the basis of award of letter grades (O, A+, A, B+, B, C+, C and F) on 10-Point Scale in accordance with the table given below:

GRADING SYSTEM			
GRADE	RANGE OF MARKS (M[#])	GRADE POINT (G)	SIGNIFICANCE
O	$90 \leq M \leq 100$	10	Outstanding
A+	$80 \leq M < 90$	9	Excellent
A	$70 \leq M < 80$	8	Very Good
B+	$60 \leq M < 70$	7	Good
B	$50 \leq M < 60$	6	Average
C+	$45 \leq M < 50$	5	Below Average
C	$40 \leq M < 45$	4	Minimum Passing Grade
F	$M < 40$	0	Fail

M[#]: Marks obtained by a student on the 100-point scale

17. **Submission of Grade Award List**

The Grade Award list of a course shall be prepared by the teacher(s) concerned in triplicate and shall be submitted along with evaluated answer scripts (if any) for tabulation of results.

18. **Semester Performance Index (SPI)**

It is the weighted average of the grade points of all courses during the semester and shall be calculated as follows:

$$\text{SPI} = \frac{\sum (\text{Credits assigned to a course}) \times (\text{Numerical value of the grade awarded})}{\sum \text{Credits}}$$
$$= \frac{\sum C_i W_i}{\sum C_i}$$

where the sum run over all courses of that semester.

19. **Cumulative Performance Index (CPI)**

The final CPI (Cumulative Performance Index) of a student shall be calculated on a base of 10 and shall be on the basis of the candidate's performance, spread over the first year, the second year, the third year and the fourth (Final) year of Bachelor of Technology Programme. The relative weightage assigned to each of the four years shall be as follows.

- | | |
|------------------------------|---|
| (i) The first year | 25% (of the sum of SPI of I and II Semesters) |
| (ii) The second year | 50% (of the sum of SPI of III and IV Semesters) |
| (iii) The third year | 75% (of the sum of SPI of V and VI Semesters) |
| (iv) The fourth (Final) year | 100% (of the sum of SPI of VII and VIII Semester) |

where SPI (Semester Performance Index) will be calculated according to the provision given in Clause 18 herein above.

20. **Division**

The Division will be awarded in the following manner (with maximum CPI of 10 as base):

I Division with Honours	$CPI \geq 8.5$
I Division	$6.5 \leq CPI < 8.5$
II Division	$CPI < 6.5$

21. **Conversion Formula of Cumulative Performance Index (CPI)**

For the purpose of conversion of CPI after Final Year B.Tech. Examination into an equivalent Percentage of Aggregate marks (Y %) the following formula may be used:

$$Y \% = 137.4 - 44.24X + 6.96X^2 - 0.29X^3$$

Where, X = CPI

4. B.A., LL.B. (Hons.) (Five-Year Programme)

1. Courses, Credits and Their Distribution

Each semester shall have not more than six credit courses and each course shall carry 3 credits. Provided, however, the courses in English Language, Foreign Language and Computers shall be non-credit courses but students shall have put in the required attendance and pass an examination conducted at the end of the course. In such cases, these courses will be taken as a 'course' for purpose of promotion under Clause 5(ii) herein below.

2. Attendance

The provisions of the University Ordinance-35 (Academic) in this respect shall be applicable.

3. Evaluation shall have two components (in each paper)

1) Continued assessment	-	25 marks
a) Assignments (written)	-	20 marks
b) Oral Test	-	05 marks

2) **End Semester Examination** - 75 marks

(All assignments to be completed before the End Semester Examination)

Provided in case of Clinical and Seminar Courses the scheme of evaluation shall be as under:

(3) Clinical Courses

- i) Written Report/Paper : 50 marks
- ii) Oral Presentation/Defense : 25 marks
- iii) Record of daily work maintained in a record book : 25 marks.

(4) Seminar Courses

- i) Written paper : 75 marks
- ii) Presentation : 25 marks

4. The evaluation shall be through grades in a nine point scale with the corresponding grade value as under:

	Percentage of marks	Grade	Grade Value
i)	75% and above	O	9
ii)	70 to 74%	A+	8
iii)	65 to 69%	A	7
iv)	60 to 64%	B+	6
v)	55 to 59%	B	5
vi)	50 to 54%	C+	4
vii)	45 to 49%	C	3
viii)	40 to 44%	D	2
ix)	Below 40%	F	1

In order to be declared pass/successful in any course, a student shall have to secure the following Grades:

- (i) "C" Grade in Theory
- (ii) "C" Grade in Internal Assessment
- (iii) "C+" Grade in Aggregate

Those who are unable to secure the required grades, as mentioned above, shall be deemed to have failed in the course concerned.

5. Promotion Scheme

- i) A student shall be promoted automatically from an odd semester to next even Semester.
- ii) Provided that a student shall not be promoted from an even Semester to next odd Semester, if he/she has failed in more than four courses/subjects.
- iii) Every student who has failed in more than four courses at the end of a given academic year or who has failed to clear requisite number of courses of the preceding years before being eligible to be promoted to the next odd Semester, shall be entitled to appear as an ex-student for the same year in respect of the courses to be cleared by paying such fee as may be prescribed from time to time.

In respect of such students there will be no requirement of compulsory attendance in such courses. However, such students will have to complete all other requirements of the course/courses as prescribed for the regular students.

6. Improvement

A Student obtaining a passing grade in any course other than a Clinical or a Seminar Course may, if he/she so desires, repeat the examination in that course for improving the CGPA only once. Such students shall have to appear for improvement of preceding years examinations in the ensuing respective Semester Examination.

7. Compartment Examinations:

As per the provisions laid down in Para No. 24.4 of Ordinance 15 (*academic*), candidates failing in the final year/final two semesters of any programme/course may be allowed to appear in the Compartment Examination which will be held after the final annual/ semester-end examination is over. The date(s) of such examinations will be notified by the Controller of Examinations.

8. The maximum permissible time limit for passing the B.A., LL.B. course shall be 8 years (16 semesters) inclusive of the year of admission.

9. Award of the Degree

A Student will be eligible for the award of B.A., LL.B (Hons.) Degree only when he/she has successfully completed all the prescribed 60 credit courses with a total of 180 credits and obtained a CGPA of 4.00 and above out of 9.00, and has also qualified in all non-credit courses.

10. Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) will be arrived at by dividing the sum of the products of Grade Values and the Course Credits in each course by the Total number of credits in all the courses.

Illustration

First Semester Course	Course Credit	Grade Obtained	Grade Value	Grade X Course Value Credits
1.1 Contract	3	A	7	21
1.2 Torts	3	B+	6	18
1.3 Legal Method	3	C+	4	12
1.4 Sociology	3	B	5	15
1.5 Economics	3	A+	8	24
1.6 Pol. Science	3	C+	4	12
Total	18			102

Sum of the products of grade value and course credits (X).....102

Total number of credits (Y).....18

CGPA = (X) / (Y) = 102/18 = 5.666.

5. Bachelor of Architecture (B. Arch.)

1.0 Curriculum

- 1.1 The entire curriculum of five years will be divided into Two STAGES, first Three years will constitute STAGE-I devoted to Basic Course and next Two years will constitute STAGE-II.
- 1.2 The First term of the Fifth year will be dedicated to Thesis and teaching of Professional Practices and one elective, and the Second term of the Fifth year will be devoted to Practical Training in established and recognized professional organizations as approved by the HEAD of Department of Architecture.

2.0 Duration

- 2.1 Duration of the undergraduate program leading to the award of Bachelor of Architecture (B. Arch) shall be of five years with each academic year comprising of the two terms of 16 teaching weeks each.
- 2.2 A student failing twice in first year and ineligible for the carry over system (Clause 8) shall not be permitted to continue further.
- 2.3 A student shall be required to pass STAGE-I within FIVE years and the full course within a maximum period of Eight years from the time of his admission. If a candidate, at any stage is found to be unable to complete his full course of Five years in the stipulated period of Eight years, shall not be allowed to continue any further.

3.0 Attendance

The provisions of the University Ordinance-35 (Academic) in this respect shall be applicable.

4.0 Qualifying Standards

- 4.1 **Sessional:** A student shall be required to obtain minimum 50% of allotted maximum marks for the 'Sessional' in each subject including Dissertation / Thesis. The provision of grace marks shall not be invoked to enable a student to pass in the Sessional.
- 4.2 **Theory:** A student shall be required to obtain a minimum of 45% of the allotted maximum marks for the Theory of a subject to pass in that subject. For such a subject where, Viva-voce is also conducted in addition to Theory Examination, the combined minimum pass marks of Theory and Viva-voce examination shall be 45% of maximum marks allotted.
- 4.3 **Viva-Voce:** A student shall be required to obtain a minimum of 50% of allotted maximum marks for the Practical/ Viva-Voce' to pass in that subject. Similarly, 50% of allotted maximum marks will be required to pass Thesis Jury. The provision of the Grace Marks shall not be invoked to enable a student to pass in the 'Practical / Viva-Voce of any subject.
- 4.4 **Aggregate:** A student will be required to obtain a minimum of 50% marks in aggregate of the Sessionals, Theory Examination, Viva-Voce and General Proficiency in each year to pass the examination.

Type of Assessment	Minimum Marks Required
Internal Assessment (Sessional)	50%
Viva Voce / Thesis Jury	50%
Theory Examination	45%
Theory Examination with Viva Voce	45%
Aggregate	50%

5.0 Examination

- 5.1 A Student's performance will be evaluated for the 'SESSIONAL' through continuous assessment in the form of Class-Tests, Assignments, and Viva-Voce / Practical etc. A 'YEARLY EXAMINATION' shall be held at the end of each year for all the subjects by means of Theory Courses, Practical, Viva-Voce and Dissertation / Thesis or by means of any combination of these methods.
- 5.2 The distribution of marks for the Sessionals, Theory, Practical, Viva Voce, and Dissertation / Thesis shall be as per the prescribed 'Scheme of Teaching and Examination.'
- 5.3 The maximum marks for each subject shall consist of marks allotted for 'Yearly Examination' and 'Sessional Work'.
- 5.4 Student who has passed in the internal assessment (Sessional) shall only be permitted to appear in the Final Examination of the respective year.

6.0 Special Back Paper Examination / Improvement

- 6.1 A student who does not satisfy the qualifying standards prescribed in Clause-5 above, can be awarded 'Grace marks' not exceeding a maximum limit of 03 marks, which may be distributed among any number of subjects in a single examination.
- 6.2 Special Back Paper Examinations be held for clearing the Back Courses of Stage-I and Stage –II after one month of the declaration of the result of Third year and Fifth year respectively.
- 6.3 Student may improve the aggregate / marks of the subjects; they have passed with Grace Marks / Low percentage, by reappearing in the same paper in the subsequent examination of the next year. Improvement examination will be limited up to four Courses of one class.

7.0 Promotion Rules

- 7.1 A student satisfying all the standards as provided in Clause- 5 herein above shall be declared to have 'Passed' the academic year and promoted to the next year.
- 7.2 A student not satisfying all the criteria of qualifying standards of Clause-5, and has invoked the provisions of Clause-6.1, shall be declared as 'PASS with Grace Marks' (PGM) and shall be promoted to the next year.
- 7.3 A student not satisfying all the criteria of qualifying standards of Clause-5, even in conjunction with the provisions of Clause-6 (grace marks), but failing in not more than 04 subjects of a class shall be declared to have been 'Promoted with Carry Over Courses' (PCP) and, will be governed by Clause-8.

A student so declared as (PCP) will have to clear the carry over papers, as and when the respective examination is held next year.

- 7.4 Students who are not covered by provisions of Clause-7.1 to 7.3 shall be declared to have 'Failed'. Such students will be required to repeat the said year, either as a regular student or as 'ex-student', in accordance with Clause-9.

8.0 Promotion under Carry over System

- 8.1 A candidate covered under Clause-7.2 shall become eligible for provisional promotion to the next higher class of the course and, shall get chance to clear the said 'Carry over Papers' in the next examination of the concerned year, under a 'Carry-Over System'.
- 8.2 A candidate shall not be promoted to Fourth year unless he/she passes all the examinations of First, Second and Third year.
- 8.3 Marks obtained by a student to clear a carry over paper shall replace the original marks.

9.0 Ex-Studentship

- 9.1 A student opting to clear a examinations as an ex-student shall be required to inform the Dean / Head of the Department in writing, within 15 days of start of the next academic session.
- 9.2 An ex-student shall be required to appear at the 'Theory' and 'Practical/Viva Voce examination of all the subjects, of the concerned class. However, the marks, for the 'Sessionals' of all the subjects and 'General Proficiency' in the earlier regular attempt, shall be retained as obtained by him.
- 9.3 If a student opts to repeat the academic year, as a Regular Student, the new marks awarded to him for 'Sessionals' and 'General Proficiency' will replace the old marks obtained by him in the earlier attempt.

10.0 Results

- 10.1 The examination result of a student for the year shall be declared to indicate his performance and carry over papers / Grace Marks to indicate the status of his promotion to the next higher class.
- 10.2 For the award of merit/scholarship, all such students who have been declared as Promoted with Grace Marks or Provisionally Promoted with Carry over Papers will be excluded.
- 10.3 The 'Final Result' for the award of degree shall be prepared on the basis of the cumulative performance of student by computing the marks with weightage to marks obtained by him in each year, as noted in the following table:

Class	Total Marks	Percentage Value	Numerical Value
First Year	2000	10	200
Second Year	2000	10	200
Third Year	2000	20	400
Fourth Year	2000	30	600
Five Year	2000	30	600
Grand Total	10000	100	2000

11.0 Award of Division

- 11.1 The division to a student will be awarded on the basis of final result of Five years computed in accordance with weightage given in Ordinance- 10.3 at the end of the final year.
- 11.2 A student securing 75% or more in the Final result will be graded as First Division with Honours provided he has cleared all classes in the first attempt without invoking the grace Marks.
- 11.3 A student will be said to have secured the 'First Division' who has obtained 60% or more marks in the 'Final' result.
- 11.4 A student will be said to have secured the 'Second Division' who has passed the examination of all the classes and obtained the minimum qualifying marks but has secured less than 60% marks in the 'Final' result.

12.0 Award of General Proficiency Marks

- 12.1 The marks for 'General Proficiency' will be awarded, by the Head of Department of Architecture in consultation with the Course Coordinator, keeping in consideration the performance of a student in the co-curricular & extra-curricular activities, general discipline in the following manner.
 - (i) Co-curricular & Extra-curricular activities (Games, Sport, Cultural and Literary activities etc.)
 - (ii) Discipline (Inside and Outside Campus)
- 12.2 There is no minimum qualifying marks for 'General Proficiency'. However, the marks awarded for General Proficiency will be added for the purpose of declaring result for each year.

13.0 Practical Training

- 13.1 During the Second Term of the Fifth year a student will be required to do a 'Practical Professional Training' for a period of not less than 16 weeks in a Architectural Firm of repute where a student can get the opportunity for sufficient exposure of field conditions to be able to enter the profession after graduation.
- 13.2 The Practical Training will commence during the Second Term of the Fifth Year after passing the Thesis Jury during the First Term of the Fifth Year.
- 13.3 Head of Department of Architecture will approve the Architectural Firm for the 'Practical Professional Training' for a student.
- 13.4 A student will be required to submit a performance report from the Architect under who Training was completed as well a detailed report on the work carried out by him during the training in a format prescribed by the Department of Architecture.
- 13.5 The marks for Practical training will be awarded to each student by the Head of the Department in consultation with the course coordinator,
 - a. On the basis of the performance report from the Architect under whom the training was carried out.
 - b. On the assessment of the report of works rendered by the student during the training.

14.0 Thesis Evaluation

- 14.1 On the commencement of the Fifth year the student shall submit two synopses for Thesis projects. HOD / Coordinator appointed by HOD will approve One out of the Two synopses, as well assign a Guide amongst the faculty members to each student which shall be evaluated by the panel of jury, where the student will be present to defend the Thesis presented by him. The supervisor of the student may be also present in the jury.
- 14.2 The jury shall include Five Members in all. Dean/Head will be the Chairman. Minimum three members shall be external and one internal member from the faculty, in addition to the chairman.
- 14.3 A student who fails in the Thesis evaluation will be allowed to resubmit the modified Thesis after a minimum period of Three month with due approval of the Head of the Department.

15.0 Use of Unfair Means in Examination

The cases of students using 'Unfair means at the examinations shall be dealt in accordance with the Provisions of Ordinance -15 (academic).

6. Bachelor of Dental Surgery (B.D.S.)

The performance of each student shall be assessed by evaluation through Internal Assessment and Annual Examination.

1. Internal Assessment Examination:

The internal assessment examination shall be held three times in an academic year, comprising of written, practical and clinical examination.

2. Annual Examination:

- (i) The university examination shall be held twice in a year, one regular and the other supplementary, comprising of written, practical and clinical examinations. The supplementary examination shall be held not later than two months from the date of declaration of the result of the regular examination.
- (ii) The supplementary examination shall be open to candidates who:
 - (a) have failed in the regular examination, provided that such candidates shall not appear in the subsequent examination in a subject in which they have already passed.
 - (b) were unable to appear in the Annual Examination of Theory/ Practical/ Clinical Papers for the reason(s) other than shortage of attendance.
- (iii)
 - (a) A candidate who fails in the annual examination shall be permitted to go to the next higher class and appear in those subjects in the supplementary examination in which he/she failed and complete it successfully before he/she shall be permitted to appear for the next higher examination.
 - (b) The students, who have failed in any BDS Annual Examination, may appear in the Supplementary Examination and they will have to pay only the Examination Fee for the Supplementary Examination.

After passing the Supplementary Examination, such students shall have to pay the entire Fee for the year of the BDS Course which they have been promoted to.

In case they fail in the Supplementary Examination, such shall have to pay the entire Fee for the year of the BDS Course in which they have failed

- (iv) The medium of examination shall be English
- (v) Any student who does not clear the first year BDS University examination in all subjects within three years from the date of admission, shall be discharged from the programme and his/her admission shall be cancelled.
- (vi) The maximum permissible time limit for completion of BDS Programme shall be eight years, inclusive of the year of admission.
 - (vi-a) Any student who does not clear the BDS Programme in all the subjects within a period of 9 years, including one year compulsory rotatory paid internship from date of admission shall be discharged from the programme.

This provision shall be applicable only to those students admitted into the BDS Programme with effect from 27.04.2015. However, old cases will be dealt with under clauses 6.2 (v) and 6.2 (vi).

- (vii) Attendance:

The examination shall be open to candidates who satisfy the requirements of attendance as prescribed in the academic Ordinance 35 (XXXV), progress and other rules laid down by the university.

3. Methods of Evaluation:

3.1 Written Examination:

- (i) There shall be one paper in each subject, containing Part-A and Part-B, one of which shall be set up and examined by an External Examiner.
- (ii) Each part of a paper (Part – A & Part – B) shall be of equal marks. In the subjects of Physiology and Biochemistry, and Pathology and Microbiology, each paper will be divided into two parts, A and B of equal marks.
- (iii) Each paper shall be of three hours duration and shall have maximum of 70 marks.

3.2 Practical and Clinical Examination:

- (i) The clinical and practical examination shall include clinical procedures, laboratory experiments, spotters etc.
- (ii) The practical and clinical examinations shall be evaluated by two examiners, out of which one shall be an internal examiner and the other shall be an external examiner.

3.3 Marks Distribution in Each Subject:

- (i) Each subject shall have a maximum of 200 marks, whose distribution will be as follows:

Theory	100		
Practical /Clinical	100		
Theory		Practical/Clinical	
University Written Exam	70	University Exam	90
Viva Voce	20	Internal Assessment	10
Internal Assessment (Written)	10	(Practical/ clinical)	
Total	100	Total	100

(ii) The marks distribution for Pre-Clinical Prosthodontics & Pre-Clinical Conservative Dentistry in IInd BDS examination shall be as follows:

Internal Assessment	-	20
Practical	-	60
Viva Voce	-	20

4. Pass percentage and award of Division & Distinction of Candidates:

The minimum number of marks required to pass in each examination shall be:

- 50% in theory, which includes written, viva voce and internal assessment of each subject
- 50% in the Practical /Clinical Examination including internal assessment of each subject.
- In case of Pre clinical Prosthetic Dentistry and Pre clinical Conservative Dentistry in II Year BDS, where there is no written examination, 50% marks in practical and viva voce including internal assessment, taken together, shall be considered for passing in these subjects.
- Successful candidates who obtain 60% of the total marks or more shall be declared to have passed the examination in the First Division. Other successful candidates shall be placed in Second Division. A candidate who obtains 75% or more in any subject shall be awarded Distinction for that subject.
- Only those candidates who have passed in all subjects of the professional examination in the first attempt shall be eligible for Distinction or Division.

5. Re-totaling / Re-Evaluation of Answer Scripts:

The Re-totaling and Re-Evaluation of Answer Scripts shall be as per the provisions of Para 22 and Para 23 of Ordinance 15(XV).

6. Internship of BDS Students:

After successful completion of final year BDS examination, the students of BDS programme of the Faculty of Dentistry shall undergo compulsory paid rotatory internship for one year as per regulatory requirement of the Dental Council of India”.

Regulation R-15C (R-XV-C)

“BDS Internship”

Subject to the provision laid down in Para No. 6.6 of Ordinance 15-C {Academic}, the following rules shall be applicable to the BDS Interns of the Faculty of Dentistry:

1. The BDS Interns shall be permitted to avail a total of 12 days leave during the one year of internship period.
2. Monthly attendance of the Interns shall be sent to Accounts Office for the release of their stipend.
3. Internship period shall be extended by number of days equivalent to days of absence beyond the permitted 12 days of leave.
4. The Stipend for the days of absent period will be released only after completion of extended internship period for the same number of days.
5. The last month stipend shall be released only after submission of "No Dues Certificate".
6. After successful completion of Internship period, the Interns shall be awarded “Internship Completion Certificate” by the Dean, Faculty of Dentistry, JMI.
7. **GUIDELINES FOR OUTSIDE CANDIDATES WISHING TO DO INTERNSHIP IN THE FACULTY OF DENTISTRY, JMI.**

The Prime responsibility and commitment of the Faculty of Dentistry, JMI is to train its own undergraduates during their rotatory internship period. However, It has been seen that students from outside are also desirous for rotatory Internship training in Faculty of Dentistry, JMI.

- (i) Ordinarily the capacity and infrastructure of the Faculty of Dentistry, JMI is to train only the number of students that they have enrolled. The outside students may apply if there is a clear cut vacancy in the Faculty of Dentistry, JMI provided that the following certificates/documents are provided
 - (a) Application of the students giving reasons to do internship and the documentary proof thereof.
 - (b) No Objection Certificate from his/her parent Institution clearly stating that the Institution is recognized by the Dental Council of India and during the course of his/her training from the date of admission to his /her passing out, the Institution was not derecognized by Dental Council of India at any time.
 - (c) Permission of the University to which the above college is affiliated.

- (ii) Certificate from the Dental Council of India that the Dental College /Institution where the student is at present studying has been recognized by the Dental Council of India from the year the Student was admitted in that Institution till the year of his/her passing out.
- (iii) Certificate of good characters and conduct of the student from the parent Institution.
- (iv) An undertaking that the student is prepared to do Internship at the rate of prescribed stipend of Rs. 3000/- only per month.
 - (a) That he/she would follow the Internship Programme of the Faculty of Dentistry, JMI.
 - (b) That he/she would maintain good conduct/discipline and decorum of the Institution and the authorities of the University have the right to expel him/her on misconduct, indiscipline and unsatisfactory work.
- (v) **Vacancy Position:** - Vacancy position can be determined only when results of Supplementary Examination have been announced. No Outside candidate will be accepted for Internship beyond the number of the students enrolled in the Faculty of Dentistry, JMI as prescribed by DCI/GOI.
- (vi) **How to select:** - If there is more than one applicant wishing to do Internship at the Faculty of Dentistry, JMI, they will be selected strictly on the basis of merit. While making the list, consideration will be given all the University Examinations and from the total marks 5% marks will be deducted for each additional attempt. 5% extra marks will be allotted for distinction or medal in any subject. In case of large number of candidates the University may conduct entrance test/Interview as and when required.
- (vii) **When to apply:** - All applications of Internship along with the relevant documents should be made to the Dean, Faculty of Dentistry, JMI after Invitation from desirous candidates through an advertisement on the University website within prescribed deadline along with stipulated fee.
- (viii) The internship fee for the outside selected candidates shall be charged on case to case basis to be approved by the Competent Authority of Jamia Millia Islamia.

Ordinance 15-D (XV-D)

University Examinations for Programmes in the Distance Learning Mode

The University offers Postgraduate, Undergraduate, Postgraduate Diploma, Advanced Diploma, Diploma and Certificate programmes in the Distance Mode. The list of such programmes is given at Annexure 15D-1.

Examination rules for various programmes are given in the following.

1. B.Ed. (Distance Mode)

1.1. Evaluation:

The examination for the degree of B.Ed. (Distance Mode) shall comprise:

- a. Theory courses
- b. Practice Teaching
- c. Practical Work

1.2. Theory Courses:

- (a) Each Theory Course shall be of 100 marks.
- (b) 30% marks in each of the theory courses shall be allotted to assignments.
- (c) 70% marks in each theory course will be allotted to Term-end Examination.

1.3. Practice Teaching:

The total marks allotted to Practice Teaching will be 300. For evaluating the teaching skills acquired by each student in teaching two school subjects, the distribution of marks will be as follows:

- (a) The Teacher Educator will observe 10 lessons (5 in each subject).
200 marks (100 marks in each subject) will be awarded by the Teacher Educator for evaluating the Practice Teaching of both the school subjects.
- (b) The remaining 100 marks will be awarded by the Programme Incharge of the Programme Centre taking into consideration the evaluation of the mentors appointed in the practicing school. Programme Incharge with the help of subject experts will evaluate each student on his/her performance in planning of lessons and Simulated Teaching during Workshop-I.

1.4. Practical Work:

The total marks allotted to practical work will be **300**. The break up of these marks will be as follows.

(a) School Based Practicals – 200 marks:

The report of the school-based practicals will be submitted by each student in the Workshop-I as well as Workshop-II (details of practical activities to be submitted in Workshop I and II are enumerated in the Scheme of Study). 100 marks will be allotted to the Reports, submitted in each Workshop. The Programme Incharge will get these reports evaluated by the experts in each workshop for each student and send the marks obtained by each student (out of 100 in each workshop) to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia at the end of each Workshop.

(b) Workshop based Practicals – 100 marks:

To complete the B.Ed. (Distance Mode) programme successfully each student will participate in two workshops organized during summer vacation. He/she will attend workshop-I first and later on workshop-II. In each workshop his/her participation in different activities will be evaluated by various experts appointed by Programme Incharge.

The overall evaluation of the student's participation in different group discussions in each workshop will be awarded marks out of 50 to each student. In Workshop-I evaluation will be on the basis of all the components except preparation of lesson plans and simulated teaching. In Workshop-II evaluation will be based on overall participation in all activities.

After the completion of each workshop the marks obtained (out of 50) by each student will be sent by the Programme Incharge to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025

The marks awarded in Assignments, Practice Teaching and Practical work will be moderated by a committee of experts appointed by the Director, Centre for Distance & Open Learning.

1.5. Pass Percentage and Promotion of Students

To pass the B.Ed. (Distance Mode) examination a candidate must obtain:

- a. At least 33% marks in each component of theory courses (mentioned above), i.e. in assignments and Term-end (Annual) Examination separately.
- b. An aggregate of at least 40% marks, based on all theory courses; and
- c. At least 40% marks in Practice Teaching and Practical Work separately.

1.6. Award of Division

Division shall be awarded separately in each of the three parts of the examination, viz. Theory, Practice Teaching and Practical Work on the basis of the marks obtained in the relevant part as given below:

- a. First Division to those who obtain 60% marks or more
- b. Second Division to those who obtain less than 60% but not less than 50% marks.
- c. Third Division to those who obtain less than 50% but not less than 40% marks.

- d. A candidate shall be awarded a distinction in Theory, practice Teaching or practical Work if he/she obtains 75% marks or more in that part.

1.7. Re-totaling of marks and Re-evaluation of Answer scripts:

Re-totaling of marks and Re-evaluation of Answer scripts will be allowed as per the Paras 22 and 23 of the University Ordinances 15 (academic) read with Para 1 of the Ordinance 15-C (academic).

2. Diploma Power Generation Engineering (Distance Mode)

2.1. The Examination of Diploma in Power Generation Engineering (Distance Mode) shall be of three years duration.

2.2. Pass percentage and promotion of students

- (a) 30% of the total marks in each of the theory & practical shall be allotted to assignments whereas 70% of the marks in each theory & practical shall be allotted to Term End Examination.
- (b) The student must secure at least 40% marks to pass in each theory course , i.e. in each theory course examination and assignments.
- (c) The student must secure at least 40% marks to pass in each practical course, i.e. in each practical examination and assignments.
- (d) He/she must secure at least 50% marks in the aggregate., (only for those candidates who have cleared all the courses and assignments of the current year).
- (e) The annual examination (Term End Exam) shall be conducted by the end of each session i.e. I & II & III years. Normally a student shall be required to complete the course within its duration, i.e. 3 years. However, he/she may be permitted to clear the un-cleared courses/practical courses /practicals /assignments/sessional work, within maximum 6 years from the date of admission.
- (f) A student shall be declared successful only after completion and clearance of all the theory and practical courses alongwith the assignment and practical of each course within the prescribed maximum time limit mentioned herein above.
- (g) If a student is unable to clear the requirement of the course within the maximum time limit, his/her admission shall be deemed as cancelled and no extra time/chance shall be given to him/her.
- (h) If a student has missed annual examination or assignments /practical of any course for any reason, he/she may appear in the subsequent annual examination or clear the assignments/ practical with the next batch next year. This facility will be available until a student secures the minimum passing marks, but only up to a period of six years from the date of admission.
- (i) **Promotion from I year to II year and from II year to III year:**
Clearance of I year and II year Exam is not mandatory for being promoted to III year. The First and Second year is only for the purpose of delivery of instructions.

2.3. Award of Division:

A student who is declared passed and has obtained the required percentage of marks in aggregate shall be placed in the following divisions.

(i)	75% of marks or more	First Division with Distinction
(ii)	60% or more but less than 75% Marks	First Division
(iii)	Less than 60% but not less than 50% of marks	Second Division
(iv)	75% of marks or more in a theory subject	Distinction in the subject concerned

2.4. Compartmental Examination:

There shall not be any compartmental or supplementary Examination for any of the I, II or III years.

2.5. Re-totaling of marks and re-evaluation of answer script

Re-totaling of marks and Re-evaluation of Answer scripts will be allowed as per the Paras 22 and 23 of the University Ordinances 15 (academic) read with Para 1 of the Ordinance 15-C (academic).

2.6. Improvement of Result:

A student may be allowed to appear in the examination for improving his/her result provided that:

- (a) The student has successfully completed all the requirements/clearance of all courses for the award of the Diploma.
- (b) The student shall be given only one chance for improvement and that too in the successive (Term End Exams) following the declaration of his /her final year result.
- (c) The student shall be allowed improvement in a maximum of four theory courses of the final year, excluding assignments, practical and project.
- (d) Better of the two marks obtained by the student will be considered as final.
- (e) In case of students who apply for improvement but do not appear in desired course(s), their previous marks in these course(s) shall be counted.
- (f) The students will have to appear in the improvement examination on the basis of the current syllabus in the same course. However if the course is changed (title & contents) then the student would appear as per the old syllabus of the course(s)
- (g) The period after final year Exams till the examination for improvement will not be counted for the maximum time limit of six years.

2.7. Maximum Time Limit

The maximum time limit of the course shall be Six years. No permission for examination shall be granted to any student beyond this period in any circumstances.

List of Programmes in the Distance Mode

1.	M.A. English
2.	M.A. Hindi
3.	M.A. Sociology
4.	M.A. History
5.	M.A. Human Resource Development
6.	M.A. Public Administration
7.	M.A. Political Science
8.	Master of Commerce (M.Com.)
9.	M.A. Education
10.	Bachelor of Education (B.Ed.)
11.	Bachelor of Arts – General (B.A.)
12.	Bachelor of Commerce (B.Com.)
13.	Bachelor of International Business and Finance (B.I.B.F.)
14.	Bachelor of Business Studies (B.B.S.)
15.	Postgraduate Diploma in Guidance and Counseling (PGDGC)
16.	Postgraduate Diploma in Geoinformatics (PGDGI)
17.	Advanced Diploma in Computer Hardware and Network Technology
18.	Diploma in Electrical Engineering
19.	Diploma in Power Generation Engineering
20.	Diploma in Early Childhood Care and Education
21.	Certificate in Computer & Information Technology
22.	<i>Any other programme that may be added to this list from time to time</i>

Ordinance 15-E (XV-E)

University Examinations in Certificate/Diploma/Advanced Diploma/P.G. Diploma/ Diploma in Engineering (Day & Evening)/ Bachelor of Engineering (Evening) Programmes/ Bachelor in Physiotherapy Programmes

1. General

Unless and otherwise specified, the following sub-para no. 1.1 – 1.6 will be applicable to all programmes/courses of study covered under this Ordinance.

1.1 Attendance:

No candidate shall be admitted to the examination unless he/she has fulfilled the minimum requirement of attendance as laid down in Ordinance 35 [academic].

For a student of the 1st year/1st semester/ subsequent years/semesters of any programme of study, who is detained due to shortage of attendance, the provisions of Ordinance 5 (V) (*academic*) Para no. 5.1 and 5.2 shall apply respectively.

1.2 Pass Percentage:

Unless and otherwise specified, a candidate will be declared to have passed the programme/course, provided that he/she has secured the minimum percentage of marks in each of the courses, as specified hereunder:

- (i) 40% Marks in each Theory course;
- (ii) 40% Marks in Internal Assessment/Sessional Work relating to each course, if applicable;
- (iii) 40% Marks in Practical/ Viva-Voce/Internal Assessment/ Dissertation/Field Work/Seminar/Report.

1.3 Compartment Examination:

For Compartment Examinations, the provisions laid down in Para No. 24.4 of Ordinance 15 (XV) (*academic*) shall apply.

1.4 Division:

A candidate who is declared passed and obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

- (i) 75% marks or more in the aggregate: First Division with Distinction;
- (ii) 60% marks or more, but less than 75%: First Division;
- (iii) Less than 60% marks, but not less than 50%: Second Division;
- (iv) Less than 50% marks, but not less than 40%: Third Division;

1.5. Grace Marks, Improvement of Division and Retotalling/Re-evaluation of Answer Script:

For all Programmes/Courses of Study under the annual mode, there will be provision of Grace Marks, Improvement of Division, Retotalling/ Re-evaluation of Answer Script as per the provisions of the academic Ordinance 15 (XV), Para No. 20, 21, 22 and 23, respectively.

1.6. Maximum Time Limit for Passing an Examination:

The maximum time limit for passing an examination in a programme/course of study shall be as per the provision of the academic Ordinance 15 (XV), Para No. 12. No candidate will be allowed to appear in the examination beyond this period in any circumstances.

2. Programmes/Courses under the Annual Mode

2.1. Certificate/Diploma/Advanced Diploma

2.1.1. Unless and otherwise specified, all Certificate, Diploma and Advanced Diploma Programmes will be offered in Annual Mode, except for the “Advanced Diploma in Counseling Psychology” which will be offered in the Semester Mode.

2.1.2. The duration of the Certificate/Diploma/Advanced Diploma/Postgraduate Diploma programme/course will ordinarily be of one year, which will be as per the provision of the academic Ordinance 7 (VII).

Provided that in case of Certificate courses of specific nature, the duration of the course may be less than one year/one semester as decided by the concerned Board of Studies/Committee of Studies and approved by the Academic Council.

2.1.3. The maximum time limit for passing a Certificate/ Diploma/Advanced Diploma course will be as per the provision of Para No. 12 of the academic Ordinance 15 (XV). However, for short-term Certificate Courses of less than one semester duration, the maximum time limit for passing the course will be one academic year.

2.1.4. Rules concerning award of grace marks and division, retotalling/re-evaluation of answer scripts and other rules as given in the academic Ordinance 15 (XV) and also mentioned in Para No. 1 of this Ordinance will be applicable.

2.2. Bachelor of Library & Information Science

2.2.1. A candidate shall be declared as passed the Examination if he/she obtained at least:

- (i) 40% marks in each course;
- (ii) 40% in the Report and Viva-Voce together.

2.2.2. A candidate shall be required to undergo Practical Training for one month at a Library specified for the purpose by the University. The Practical Training shall be arranged ordinarily during the Winter Vacations. On completion of the aforesaid Training, a candidate shall be required to write a Report on the work done by him/her which shall be evaluated and marks awarded.

2.2.3. The Viva-Voce Examination shall be conducted at the conclusion the Annual Examination on the aforesaid Report submitted by the candidate. Marks shall be awarded to the candidate separately for the Report and Viva-Voce Examination.

2.2.4. If a candidate fails in more than two courses, he/she will be treated as failed. However, he/she will be given the opportunity of appearing as an Ex-Student in the next Annual Examination.

Marks of such candidates obtained in Practical/Viva-Voce/Project, if already passed in it, may be retained for the purpose of preparing the examination result.

2.2.5. The candidates who have successfully completed the programme and passed all the courses will be awarded Division as per the provision of Para No. 1.4 of this Ordinance.

2.3. Post Graduate Diploma (P.G. Diploma) in Educational Management

2.3.1. The Programme will comprise of the following:

- | | | |
|------------------------------|------|-------------------------------------|
| (i) Theory Courses: | 100 | marks for each course; |
| - Written paper: | 75% | of marks allocated for each course; |
| - Sessional: | 25 % | of marks allocated for each course; |
| (ii) Project Work: | 100 | marks; |
| (iii) Viva-Voce Examination: | 100 | marks. |

2.3.2. **Pass percentage:**

To pass the examination, a candidate must obtain at least:

- (i) 33% marks in each Written Course,
- (ii) 33% marks in the Sessional Work relating to each Course,
- (iii) 40% of the total marks in each Course,
- (iv) 45% marks each in Project and Viva-Voce, and
- (v) 48% marks in the aggregate of all the Courses, Project and Viva-Voce Examination.

Note: Candidates who obtain less than 48% of the marks in the aggregate of four courses, project and viva-voce examination, shall be deemed to have failed.

2.3.3. **General Rules for Failed Candidates:**

- (a) A Candidate who fails in Project only, but obtains not less than 36% marks in the Project may be permitted to resubmit his/her Project after due revision within a period fixed by the Controller of Examinations. During this period, he/she shall keep his/her name on the rolls of the Jamia as an Ex-Student;
- (b) A Candidate who fails in Project only and secures less than 36% marks, may submit a Project on a new topic formally approved by the Head, Department of Educational Studies, provided that he/she keeps his/her name on the rolls of the Jamia as an Ex-Student;
- (c) A candidate who has failed to secure the minimum pass marks in the Written Courses, but has obtained not less than 45% marks in Project shall be exempted from submitting fresh project at the next examination provided that if he/she desires to submit a fresh report on the same topic or a different topic he/she may be permitted to do so.
- (d) If a candidate fails in one Course, he/she may be allowed to re-appear in that course only.
- (e) If a candidate fails in the aggregate, he/she may be allowed to repeat one or more courses.

- (f) If a candidate fails in Sessional Work(s) he/she may be allowed by the concerned Department to repeat it altogether once only in any of the two consecutive academic sessions provided that:
 - (i) He/she is otherwise eligible to appear in the Term-End Examination as an Ex-Student.
 - (ii) He/she seeks permission in writing from the Head of the Department not later than 30 days after the commencement of the academic session in which he/she wants to repeat sessional work or declaration of the result, whichever is later.

2.3.4. Award of Division:

Candidates who have successfully completed the course and passed in all the subjects/courses will be awarded Division as per Para No. 1.4 of this Ordinance. However, there will be no Third Division in the PG Diploma in Educational Management programme.

2.4. P.G. Diploma Programmes of MCRC

2.4.1. The duration of the Post-Graduate/Advance Diploma programme conducted by the MCRC will be one academic year.

2.4.2. The details of the course contents and the marks allotted to each course/ subject will be as prescribed in the respective syllabi as approved by the competent authorities.

2.4.3. Pass Percentage:

A candidate shall be declared 'passed' if he/she secures 40% marks in each of the courses separately that include both theory and practical (if any).

2.4.4. Passing Criteria:

- (a) In case a student fails in one course in the Annual Examination of P.G. Diploma programme, the candidate will be allowed to appear for re-examination in the same course in the next Annual Examination.
- (b) In case a student fails in the re-examination, he/she shall not be given another chance to repeat the examination and his/her admission will stand cancelled.
- (c) If a student fails in more than one Course, he/she will be declared failed. However, he/she may be allowed only once to appear as an ex-student in the subsequent Annual Examination.
- (d) Marks in sessionals / practicals obtained by the student in the course of his/her works in the preceding academic year, in which he/she has passed, will remain the same.

2.4.5. Division:

The Division will be awarded to a candidate as per the provision of Para No. 1.4 of this Ordinance, except that there will be no Third Division in this programme.

2.4.6. The Maximum time limit of passing the Course will be two years. No candidate will be allowed to appear in the examination beyond this period in any circumstances.

2.5. Diploma in Engineering (Evening) Programme in Civil, Computer, Electrical, Electronics and Mechanical

2.5.1. General:

- (a) The Diploma of Engineering shall be awarded to candidates who have undergone at this University a programme of study for four academic years in the relevant branch of Engineering and have passed the First, Second, Third and Fourth Year examinations of the programme prescribed for the said Diploma.
- (b) A course may be a theory course or a practical course (including project, field work, industrial training etc.).
- (c) **Pass Percentage of Marks:**
A candidate shall be declared to have passed the Examination, if he/she has obtained at least:
 - (i) 40% marks in each Theory Course;
 - (ii) 40% marks in each Sessional Work;
 - (iii) 40% marks in each Practical and Project;
 - (iv) 50% marks in the aggregate of all Theory and Practical courses.

(Note: The condition of 50% marks in the aggregate of all Theory and Practical courses to pass an examination as given above will not be applicable to students promoted to next higher class).
- (d) If a student fails in more than two practical exams, he /she shall be declared to have failed in that examination. However, he may be permitted to appear as an Ex-student in next academic session.

2.5.2. Promotion:

- (a) A student shall be promoted from 1st year to 2nd year if he/she has not failed in more than one-half (1/2) of Theory courses and one-half (1/2) of Practical courses of the first year examination. A student shall be declared failed if he/she has failed in more than one-half (1/2) of the Theory courses and more than one-half (1/2) of Practical courses in the Annual Examination of the first year and will have to appear in all Theory courses and uncleared Practical in the next Annual Examination as Ex-Student.
- (b) A student shall be promoted from the 2nd year to 3rd year provided he/she has not failed in more than 1/3rd of the total Theory courses and more than 1/3rd of the Practical courses of the first year and second year combined. A student shall be declared failed if he/she has failed in more than 1/3rd of the total Theory courses and more than 1/3rd of Practical courses of the first year and second year combined and will have to appear in all the Theory course(s) of the second year and the remaining courses of the first year (if any) and the uncleared Practicals as an Ex-Student in the next Annual Examination.
- (c) A student shall be promoted from 3rd year to 4th year provided he/she does not fail in more than 1/4th of the Theory courses and 1/4th of Practical courses of the 1st to 3rd year examinations combined. A student shall be declared failed if he/she has failed in more than 1/4th of Theory courses and 1/4th of Practical courses of the 1st year, 2nd year and 3rd year combined and will have to appear in all the Theory course(s) of the 3rd year and remaining Theory courses of the 2nd and 1st years (if any) and the uncleared Practical courses as an Ex-Student in the next Annual Examination.
- (d) If a student has passed all the theory/practical courses, but has failed in the aggregate, he/she will be promoted to the next higher class and will be allowed to appear in not more than three courses in the next Annual Examination to improve his/her aggregate in the corresponding years.
- (e) If a candidate has failed in Sessional Work of any Theory or Practical course, he/she will not be allowed to appear in the Annual Examination. However,

he/she may be permitted to appear as an Ex-Student in the next academic session after passing the concerned Sessional Work.

- 2.5.3. In case, the result of a student is cancelled due to his/her having used unfair means, his/her sessional/practical component in various courses, including Project Work, shall be taken into account for the result whenever he/she becomes eligible to appear at the University Examination.
- 2.5.4. If a student does not clear 1st Year Examination within two successive years from the admission, his/her admission will be cancelled and he/she will not be re-admitted.
- 2.5.5. The maximum time limit for passing the Diploma in Engineering (Evening) programme will be **seven** academic years.
- 2.5.6. **Division:**
Division will be awarded to a candidate as per the provision of Para No. 1.4 of this Ordinance, except that there will be no Third Division in this programme.

2.6. Bachelor of Engineering (B.E.) (Evening) Programme in Civil, Computer, Electrical, Electronics & Communication, and Mechanical Engineering

- 2.6.1. The Degree of Bachelor of Engineering. (B.E.) in Civil, Computer, Electrical, Electronics & Communication and Mechanical Engineering shall be awarded to candidates who have undergone at this University a regular programme of study for four academic years in the relevant branch of Engineering and have passed the First, Second, Third and Fourth (Final) Year Examinations of the programme prescribed for the said Degree.
- 2.6.2. The 1st Year Examination for the Degree of B.E. (Civil, Computer, Electrical, Electronics and Communication and Mechanical Engineering) shall be open to candidates who have undergone a regular programme of study for one academic year at this University and also have fulfilled the requirements of the University Ordinances.
- 2.6.3. The 2nd Year Examination for the Degree of B.E. (Civil, Computer, Electrical, Electronics and Communication and Mechanical Engineering) shall be open to candidates who have undergone a regular programme of study for one academic year at this University after having passed the First Year B.E. Examination and also have fulfilled the requirements of the University Ordinances.
- 2.6.4. The 3rd Year examination for the Degree of B.E. (Civil, Computer, Electrical, Electronics and Communication and Mechanical Engineering) shall be open to candidates who have undergone a regular programme of study for one academic year at this University, after having passed the second year B. Tech/B.E. Examination and also have fulfilled the requirements of the University Ordinances.
- 2.6.5. The 4th (Final) Year examination of the degree of B.E. (Civil, Computer, Electrical, Electronics and Communication and Mechanical Engineering) shall be open to candidates who have undergone a regular programme of study for one academic year at this University, after having passed the 3rd Year B.E. Examination and also have fulfilled the requirements of the University Ordinances.
- 2.6.6. The marks of Theory courses of each programme shall be the combined marks obtained by the candidate in his/her Sessional Work and University Examination. However, the Practical component of a programme shall be tabulated separately.

In order to be eligible to appear in the Annual Examinations, a student must obtain certain minimum percentage of marks in the Sessional Work of all the theory courses individually, as recommended by the Board of Studies and Faculty Committee and approved by the Academic Council from time to time.

- 2.6.7. Each of the examination shall comprise of such courses as may be approved by the Faculty of Engineering & Technology, on the recommendation of the concerned Board of Studies, subject to the ratification of the Academic Council. The credits and relative weightage of various components of each examination shall also be approved by the Academic Council on recommendation of the said Faculty and the concerned Board of Studies from time to time.
- 2.6.8. (a) If a student of B.E. fails in more than three courses of any examination, he/she will be declared to have failed in the concerned Examination and will be allowed to reappear at the next Annual Examination.
(Note: It is clarified that the practical component of a course shall be treated as a separate course).
- (b) The above restriction of three courses for B.E. will not apply to the candidates failing at the Final Year examination.
- (c) Compartmental Examination will be held for the Final Year students only after the Annual Examination as per the provision of the academic Ordinance 15 (XV), Para No. 24.4.
- 2.6.9. After the Annual Examination, a student may be promoted to next higher class provided that he/she does not have more than a total number of three uncleared courses in B.E. at that instant of time. In this context, each of the practical components of the courses shall be treated as a separate course.
- 2.6.10. (a) A student of 1st year of any programme who does not appear in the Annual Examination or was unable to appear at the examination for reasons other than shortage of attendance, will not be given re-admission. However, he/she may be allowed to appear at the next Annual Examination as an Ex-Student. The department may provide to such students the facility of attending practical classes/sessional tests etc., if needed.
- (b) For a student of the 1st year/subsequent years of any programme, who is detained due to shortage of attendance, the provisions of Para 5.1 and 5.2 of Ordinance 5 (academic) shall apply.
- (c) A student other than of 1st year, who fails in the Annual Examination or was unable to appear in the Annual Examination, for any reason other than shortage of attendance will not be given re-admission. However, he/she will be allowed to re-appear at the next Annual Examination as an Ex-Student. The concerned departments may provide to such students the facility of attending practical classes/sessional tests etc. if needed. These students shall also be required to fulfill other academic requirements that the department may prescribe.
- (d) In case the result of a student is cancelled on account of using unfair means, his/her previous sessional practical record shall be taken into account for the award of marks whenever he/she becomes eligible to appear at the University Examination.
- 2.6.11. A candidate shall fulfill all the prescribed requirements pertaining to the Degree with four academic years after his/her admission to the first year B.E. programme. However, he/she may be permitted to complete the requirements within next three additional academic years.
- 2.6.12. Final marks shall be on the basis of the candidate's performance spread over first year, second year, third year and Final year of B.E. Programme. The relative weightage assigned to each of the four years shall be as follows:

- (i) For First Year Examination : 25%
- (ii) For Second Year Examination : 50%
- (iii) For Third Year Examination : 75%
- (iv) For Final Year Examination :100%

2.6.13. Passing marks for each course shall be 40%. For this purpose, each Practical course will be treated as a separate course.

2.6.14. Division:

The Division will be awarded to a candidate as per the provision of Para No. 1.4 of this Ordinance, except that there will be no Third Division in this programme.

2.7. Bachelor in Physiotherapy (BPT) Programme

2.7.1. About the BPT Programme

The Bachelor in Physiotherapy shall be a regular full-time programme. The total duration of the programme shall be of four and half years, which includes four years of teaching, practicals, community/field visits and research project, followed by six months compulsory Internship.

2.7.2. Evaluation

The BPT programme will comprise the following: Theory Courses, Practical, Research Projects, Clinical Training, and Community and Field Visits. For various components, the weightage of marks for evaluation will be as follows:

For Theory Courses

- Internal Assessment: 25% of allocated marks
- Annual Examination: 75% of allocated marks

For Practicals/Research Project

- Internal Assessment: 50% of allocated marks
- Annual Examination 50% of allocated marks

There will be no evaluation for Clinical Training, and Community and Field Visits.

2.7.3. Pass Percentage

A candidate will be declared to have passed a course if he/she has secured the minimum percentage of marks in each of the courses, as specified hereunder:

- (i) 40% in Internal Assessment,
- (ii) 50% in Annual Examination,
- (iii) 50% in the aggregate of Internal Assessment and Annual Examination.

2.7.4. Promotion

- (a) For a student of the 1st year, who is detained due to shortage of attendance, the provisions of Ordinance 5 (V) (*academic*) Para No. 5.1 and 5.2 shall apply respectively.
- (b) A student will be promoted from the 1st year to 2nd year if he/she has cleared at least two-third (2/3rd) of the total number of the Theory and Practical Courses combined of the 1st year.
- (c) A student will be promoted from the 2nd year to 3rd year if he/she has cleared all Practical Courses and 4/5th of the Theory Courses of the 1st year AND at least two-third (2/3rd) of the total number of the Theory and Practical Courses combined of the 2nd year.
- (d) A student will be promoted from the 3rd year to 4th year if he/she has cleared all the Practical Courses of the 1st year and 2nd year, 4/5th of the Theory Courses of the 2nd year, and two-third (2/3rd) of the total number of the Theory and Practical Courses combined of the 3rd year.

- (e) If a candidate is unable to clear the required number of courses in the 1st year/2nd year/3rd year, as the case may be, he/she shall be declared as failed. However, such a student may appear as an ex-student in the ensuing annual examination.
- (f) An ex-student will be required to appear only in such courses in which he/she has failed to obtain the minimum passing marks.

Note: In case the value of 2/3rd or 4/5th of the number of courses in the above comes out to be a non-integer, it will be rounded off. For example, if the value comes out as 3.4, the rounded value will be 3. On the other hand, if the value is 2.5 or more, it will be rounded to 3.

3. Programmes of Study under Semester Mode

3.1. Advanced Diploma in Counselling Psychology

The “Advanced Diploma in Counselling Psychology” programme will be of two semesters (one academic year) duration and will be governed under the provisions of the academic Ordinance 15-A (XV-A). Moreover, the courses in this programme will be credit-based and grading system will be adopted for examinations.

3.2. Diploma in Engineering (Day Programme) in Civil/ Electrical/ Mechanical/ Electronics/ Computer

3.2.1. General:

- (a) The degree of Diploma Engineering (Full-time/Day programme) in Civil/ Electrical/ Mechanical/ Electronics/ Computer shall be awarded to candidate who have successfully undergone at this University a regular program of study of minimum six semesters (three academic years) in the relevant branch of Engineering and who satisfy other academic requirements as specified by the Academic Council of the University.
- (b) A course may be a theory course or a practical course (including project, field work, industrial training etc.). A course carries a specified number of credits decided by the Board of Studies of University Polytechnic. Each credit will be equivalent to 25 marks. The students will be evaluated on the basis of ‘absolute marks’ obtained by them in examinations and Diploma will be awarded to them on the basis of absolute marks only. Grading system will not be used in the preparation of Examination Results.
- (c) In each semester, for each prescribed Theory course, there shall be a Mid-Semester Evaluation and End-Semester Examination.
- (d) The Mid-Semester Evaluation shall have a weightage of 40%, whereas the remaining 60% weightage will be for the End-Semester Examination. The Mid-Semester Evaluation (40%) shall comprise of the following: (i) 30% for two Mid-Semester Tests, both of equal weightage, and (ii) 10% for Internal Assignment as decided by the concerned Board of Studies.
- (e) The marks in respect of the Mid-Semester Tests evaluated by the concerned teacher of a course shall be notified by the respective Heads of the Sections, University Polytechnic, before the commencement of the End-Semester Examination.
- (f) There will be no Mid-Semester Practical Tests. In a Practical course/ Project/ Industrial Training/ Field Work, the End-Semester Examination shall have a weightage of 40%, whereas the Internal Assessment during the semester shall have a weightage of 60%.
- (g) A student shall be declared to have “passed” the examination if he/she has

obtained at least:

- 40% marks in Mid-Semester and End-Semester Evaluation of each Theory/ Practical course, and
 - 50% marks in the aggregate of each Semester.
- (h) No student will be detained on the basis of his/her Internal Assessment or Mid-Semester Evaluation.
- (i) For Attendance, the provisions of the academic Ordinance 35 (XXXV) shall be applicable.

3.2.2. Promotion:

- (a) For a student of the 1st semester/ subsequent semesters of any programme of study, who is detained due to shortage of attendance, the provisions of Ordinance 5 (V) (*academic*) Para No. 5.1 and 5.2 shall apply respectively.
- (b) Every student shall be promoted from an odd semester to the next even semester except those detained due to shortage of attendance.
- (c) A student will be promoted from the 2nd Semester to 3rd Semester if he/she has cleared at least $\frac{2}{3}$ rd of Theory courses and $\frac{2}{3}$ rd of Practical courses of the first and second semesters combined.
- (d) A student will be promoted from the fourth Semester to fifth semester if he/she has cleared at least $\frac{3}{4}$ th of Theory courses and $\frac{3}{4}$ th of Practical courses of the Semesters I - IV combined.
- (e) At the end of the second and fourth End-Semester Examinations, if a student clears all Theory and Practical courses, but fails to obtain the minimum percentage in the aggregate of each semester, he/she may be allowed for improvement in not more than two Theory courses in the next corresponding odd/even End-Semester Examination.

(Note: If the fraction $\frac{1}{2}$ (one-half), $\frac{2}{3}$ rd (two-third) or $\frac{3}{4}$ th (three-fourth) of the courses in the above comes out to be a non-integer, it will be rounded off to the nearest integer).

3.2.3. Grace Marks/ Retotalling of Answer Scripts/ Re-evaluation of Answer Scripts:

For Grace Marks, Improvement of Division, Retotalling of Answer Scripts and Re-evaluation of Answer Scripts, the provisions of the academic Ordinance 15 (XV), Para No. 20, 22 and 23 respectively shall be applicable.

3.2.4. Improvement Examinations:

A student may be allowed to appear in the End-Semester Examination for improving his/her results provided that:

- (a) He/she has successfully completed all the requirements for the award of Diploma in Engineering.
- (b) He/she shall be given only one chance for improvement and that too in the successive examinations following the declaration of his final semester results in a maximum of two theory courses. The higher marks of the two attempts will be considered as final.

3.2.5. Compartment Examination:

There will be a provision for Compartment Examination as per Para No. 1.3 of this Ordinance.

3.2.6. Use of unfair means:

- (a) If the result of a student is cancelled on account of using unfair means, his/her Mid-Semester Examination Marks of Theory courses and Marks obtained in the Mid-Semester/End-Semester Examination of Practical courses and Project Work shall remain valid and will be taken into account for the award of final marks

whenever he/she is subsequently permitted to appear in the End-Semester Examination.

- (b) The cases of students resorting to unfair means shall be referred to the Examinations Committee.

3.2.7. Maximum Time Limit for passing the Examination:

No student shall be allowed to appear in the examination after the expiry of **six** academic years including the one in which he/she was first admitted to the Diploma Engineering (*Day programme*).

3.2.8. Year wise Distribution of Marks:

The final Mark Sheet of a candidate shall be on the basis of his/her performance spread over the first year, second year and the third (final) year of Diploma Engineering Programme. The relative weightage assigned to each of the three years shall be as follows:

- (i) First year : 20% of the sum of the aggregate marks of I and II Semesters;
- (ii) Second year : 30% of the sum of the aggregate marks of III and IV Semesters;
- (iii) Third year : 50% of the sum of the aggregate marks of V and VI Semesters.

3.2.9. Moderation of Examination Results and Redressal of Grievances:

There shall be an Examination Results Moderation-cum-Grievances Committee comprising of following members:

- (i) Principal/ Head of the University Polytechnic,
- (ii) Head of the concerned section of the University Polytechnic,
- (iii) Controller of Examinations or his nominee,
- (iv) One faculty member of the University Polytechnic to be nominated by the Vice-Chancellor.

For Moderation of Examination Results and Redressal of Grievances, the provisions as laid down in Para No. 9.5 – 9.6 of Ordinance 15-A [academic], shall be applicable.

3.2.10. Division:

Division will be awarded to a candidate as per the provision of Para No. 1.4 of this Ordinance, except that there will be no Third Division in this programme.

3.3. Certificate Course in Chinese Language

The Certificate Course in Chinese Language will be of two semesters (one academic year) duration. Evaluation will be done in the following manner:

Written Examination:

- Internal Assessment: 25% of allocated marks,
- Semester-End Examination: 75% of allocated marks.

Oral Examination:

- Internal Assessment: 50% of allocated marks,
- Semester-End Examination: 50% of allocated marks.

Allocation of marks and other modalities with regard to the course shall be decided by the concerned Board/Committee of Studies.

Ordinance 15-E(i)

Governing Award of Post Graduate Diploma in Applied Aeronautics at the Flying Instructors' School of the Indian Air Force, Tambaram, Chennai

1. Short Title, Commencement and Application.

- 1.1 The Ordinance may be called the Jamia Millia Islamia, Flying Instructors' School Ordinance, 2016.
- 1.2 It shall come into force from 15 April 2016.
- 1.3 It shall apply to all serving officers of the Indian Air force, Indian Army, Indian Navy, Indian Coast Guard and officers from friendly foreign countries who have successfully completed the All Purpose Flying Instructors' Course(APFIC) / Qualified Flying Instructors' Course(QFIC) conducted by the Flying Instructors' School (FIS) of the Indian Air Force.

2. Objective.

Having become a recognized Institution of the University by virtue of the resolution of the Executive Council dated 28.06.2016 in terms of Ordinance 15-E(i) (Academic) of the University for the purpose of offering programme of study leading to award of **Post Graduate Diploma in Applied Aeronautics**, abbreviated as PGDAS at Flying Instructors' School (FIS) of the Indian Air Force.

3. Definitions.

- 3.1 "Committee" means academic Committee constituted under Clause 4.
- 3.2 "Academic Committee" means the Academic Committee of direction on PG Diploma in relation to the Flying Instructors' School constituted under the Commanding Officer (CO).
- 3.3 "Aggregate" means the cumulative marks obtained by the candidate as per the weightage awarded to the Theory Subjects.

4. Constitution of Academic Committee.

- 4.1 The Committee of direction on PG Diploma shall consist of the following:-
 - (a) Commanding Officer of Flying Instructors' School who will be the Chairman of the committee.
 - (b) Two senior members of the Directing Staff of FIS recognised by the University as the teachers of the University for instruction and guidance of students registered for the PG diploma programme.
 - (c) One outside senior expert of IAF nominated by the council of the University representing areas of research pursued by FIS.

- (a) Two senior Faculty members of the University as observers nominated by the Vice Chancellor.
- (b) The Controller of Examinations, JMI for facilitation of the examination process.

5. **Powers and functions of the Academic Committee**

5.1 The powers and functions of the Academic Committee shall be :

- (a) To coordinate the teaching in respect of the PGDAS programme.
- (b) To appoint examiners and moderators.
- (c) To frame general norms and rules for the evaluation of sessional work.
- (d) To maintain standards of teaching.
- (e) To frame the general time-table of the PGDAS programme.
- (f) To consider any proposals regarding the welfare of the students.
- (g) To perform all other functions and consider all such matters as maybe necessary for the PGDAS programme.

6. **Meetings**

- 6.1 Meetings of the Academic Committee shall be either ordinary or special.
- 6.2 Ordinary meetings shall be normally held at least once in each semester.
- 6.3 Special Meetings maybe called either by FIS or Jamia Millia Islamia University on their own initiative or on a written request from at least 2 members of the Committee.

7. **Quorum**

- 7.1 No valid quorum shall be constituted unless 50% members of the Academic Committee are present.

8. **Notice of Meetings**

- 8.1 The notice of meetings of the Academic Committee, other than a special meeting, shall ordinarily be issued at least 15 days before the day fixed for the meeting.
- 8.2 Special Meetings shall require at least 72 hours notice.

9. **Terms of Office.**

- 9.1 Barring the Commanding Officer all other members of the committee will normally shall hold office for a duration of one year.

10. **Duration of the Programme.**

10.1 PGDAS programme shall be of one year duration extended over two semesters.

10.2 Each semester shall have the following schedule:-

(a) **First Semester:-**

- (i) Basic Theory Phase conducted at respective units of the candidates through the Regular Mode – 26 weeks
- (ii) End of semester examination will be conducted at FIS in the first week of arrival as Initial Knowledge Test (IKT).

(b) **Second Semester:-**

- (i) Full Time contact programme of Advanced Theory Phase conducted at FIS–25 weeks.
- (ii) Application Phase involving Flying Training at FIS– conducted concurrently with Advanced Theory Phase.

10.3 The calendar of events in respect of the programme shall be fixed by FIS in consultation with Jamia Millia Islamia University from time to time.

11. Eligibility for Admission.

11.1 Candidates selected to undergo QFIC at FIS shall be eligible to join the programme. Further any Public Sector/Government Organisation/Foreign countries may sponsor a candidate for admission to the programme subject to the approval of Government of India.

11.2 The maximum number of seats under various categories (regular and sponsored candidates) shall be as per the requirements of the Indian Air Force.

11.3 A candidate shall become eligible to enrol for the programme only after successful completion of the First Semester. The date of enrolment shall be the date of commencement of the First Semester.

12. Removal of Name of Candidate from the Rolls.

12.1 The Academic Committee may remove the name of a student from the rolls for unsatisfactory performance in Theory subjects and/or Flying training as per the criteria specified by Indian Air Force. The name of a student may also be removed as per any other miscellaneous criteria specified by the Indian Air Force from time to time.

12.2 The removal from the programme will not in any way prohibit the subsequent enrolment of the said candidate, if he/she is again detailed to undergo APFIC / QFIC by the Indian Air Force.

13. Paper Setting and Evaluation of Theory Answer Papers.

13.1 The examinations and evaluation of the individual Theory Subjects will be conducted by the Examiners appointed for the purpose by the Academic Committee.

13.2 A viva-voce examination during the second semester in respect of Theory Subjects shall be conducted by the Examiners as appointed by the Academic Committee.

13.3 Final test of Theory Subjects will be conducted by outside Examiners of IAF as approved by the Academic Committee.

13.4 Every candidate will be mandated to research and conduct a classroom lecture on one of the topics allotted by the end of second semester.

14. **Eligibility of Passing.**

- 14.1 The candidates will be assessed in different Theory Subjects and Flying Tests during the second semester. All the theory subjects have different weightage as laid down by the Academic Committee considering the complexity and quantum of syllabus.
- 14.2 The pass criteria for the theory subjects including the IKT will be a minimum of 40% or as laid down by the Academic Committee from time to time.
- 14.3 The minimum pass percentage in the Application Phase Flying Tests conducted at the end of the course will be minimum 60%.

15. **Award of Class and Rank.**

- 15.1 The eligibility criteria for the award of **Post Graduate Diploma in Applied Aeronautical Sciences** will be twofold.
- 15.2 The candidate should have passed in all the individual theory subjects of First and Second semester and have an aggregate of minimum 60%.
- 15.3 The candidate should have successfully passed in the Final Flying Tests of the Application Phase.
- 15.4 The final aggregate marks obtained by the candidate shall be classified into following alphabetical grading system:

AGGREGATE	CLASS/DIVISION	SYMBOL	Grade
90% and above	High First Class	EX	A+
80% and above but less than 90%	Middle First Class	EX	A
70% and above but less than 80%	Lower First Class	AA	B+
60% and above but less than 70%	High Second Class	HAV > 65% AV < 65%	B
Less than 60%	Failed	Failed	F

16. **Power of Relaxation.**

- 16.1 Notwithstanding what is contained in the Ordinance, the Commanding Officer of the Flying Instructors' School may in exceptional circumstances and on the recommendations of the Academic Committee, as well as on the merits of each individual case, consider at its discretion and for the reasons to be recorded, relaxation of any of the provisions. The final power of relaxation will vest in the Academic Council.

17. **Termination**

- 17.1 Jamia Millia Islamia University shall be entitled to terminate the PGDAS programme on its own discretion, provided that, no such termination shall be effective before the conclusion of the ongoing Academic Year.

Ordinance 15-F (XV-F)

THE UNIVERSITY EXAMINATIONS FOR PRIVATE CANDIDATES

1. General

- 1.1. In accordance with the provisions laid down in Para 1.3 of Ordinance 15 (Academic), there shall be examinations for private candidates, which will be in the “Annual” mode.
- 1.2. Unless and otherwise specified in this ordinance, the General Guidelines for Examinations as given in Ordinance 15 (XV) {Academic} will be applicable to all private candidates.
- 1.3 The Courses of Study and the Syllabi of Courses for various Undergraduate/Postgraduate Programmes for Private Candidates shall be recommended by the concerned Boards of Studies, and approved by the Academic Council. Such Syllabi shall be revised by the respective Boards of Studies every three years.

2. Acceptance of application forms of Private Candidates

- 2.1 All private candidates shall be required to submit their Applications for Registration in a prescribed form by a notified date, available from the Office of Controller of Examinations.
- 2.2. Only complete application forms will be accepted by the Controller of Examinations, provided that they are in accordance with the rules laid down by the University.

3. Pass Percentage

A candidate will be declared to have passed a programme if he/she has secured at least 40% of marks in each course of the said programme.

4. Division

A candidate who is declared passed and obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

- | | |
|--|------------------------------------|
| (i) 75% marks or more in the aggregate: | : First Division with Distinction; |
| (ii) 60% marks or more, but less than 75% | : First Division; |
| (iii) Less than 60% marks, but not less than 50% | : Second Division; |
| (iv) Less than 50% marks, but not less than 40% | : Third Division. |

5. Grace Marks, Improvement of Division and Retotaling/Re-evaluation of Answer Scripts

5.1. Grace Marks

Grace marks may be awarded to candidates as per the provision laid down in Para No. 20 of Ordinance 15 (XV) {academic}.

5.2. Improvement in Percentage of Marks/Division

- (a) A candidate desiring to improve his/her percentage of marks in a course will have to submit an application to the Controller of Examinations latest by 15th September of the year in which he/she passed the course, or as notified by the Controller of Examinations.

Provided that the candidate will be allowed to improve upon his/her percentage of marks in the course in the examination held in the preceding year.

Provided further that the appearance at an improvement examination in a course will be allowed only once.

- (b) For the purpose of determining the final division, the marks obtained by the candidate in the improvement examination only will be taken into consideration.

5.3. Re-totaling/Re-evaluation of Answer Scripts

Re-totaling of marks in answer scripts and re-evaluation of answer scripts of a candidate may be done as per the provision laid down in Para No. 22 and Para No. 23 of Ordinance 15 (XV) {academic}, respectively.

6. Compartment Examination

Candidates failing in the final year of a programme may be allowed to appear in the Compartment Examination which will be held after the final (last) annual examination. The date(s) of such examinations will be notified by the Controller of Examinations.

7. Maximum Time Limit for Passing an Examination

No student shall be allowed to appear in the examination after expiry of the periods as specified in the following:

- 7.1. For a programme of Two years duration, the maximum time limit for passing the programme shall be Four years.
- 7.2. For a programme of Three years duration, the maximum time limit for passing the programme shall be Six years.

8. Carry over System

8.1. For a Two-Year Programme

- (i) A candidate will be allowed to appear in the annual examination of the 2nd year if he/she has passed one-half (50%) of the courses of the 1st year.
- (ii) A candidate who has passed all the courses of the 1st and 2nd years, he/she shall be declared as passed.
- (iii) If a candidate is unable to pass all the courses by the end of the 2nd year, he/she shall be declared as failed. However, he/she will be given further chance to appear in the compartment or next annual examination(s), as the case may be, within the prescribed maximum time limit for the programme.

8.2. For a Three-Year Programme

- (i) A candidate will be allowed to appear in the annual examination of the 2nd year if he/she has passed one-half (50%) of the courses of the 1st year.
- (ii) A candidate will be allowed to appear in the annual examination of the 3rd year if he/she has passed two-third ($2/3^{\text{rd}}$) of the courses of the 1st year and 2nd year combined.
- (iii) A candidate, who has passed all the courses of the 1st year, 2nd year and 3rd year, shall be declared as passed.

(iv) If a candidate is unable to pass all the courses of the programme by the end of the 3rd year, he/she shall be declared as failed. The candidate will however be given further chance to appear in the 'compartment' examination or in the next annual examination, as the case may be, within the prescribed maximum time limit for the programme.

8.3 If a candidate is unable to clear all the courses within the maximum time limit prescribed for the programme, he/she shall be declared as failed and no further chance will be given to him/her.

Ordinance 16(XVI)

EXAMINATION COMMITTEE

1. There shall be an Examination Committee consisting, of the following members, namely:
 - (1) The Shaikhul Jamia (Vice-Chancellor) -Chairman;
 - (2) The Naib Shaikhul Jamia (Pro-Vice-Chancellor);
 - (3) The Deans of the Faculties;
 - (4) The Heads of the Institutions, whose Examinations are conducted by the University;
 - (5) The Dean, Students' Welfare; and
 - (6) The Controller of Examinations - (Member- Secretary).
2. **Functions and Powers:**

Subject to the general control of the Majlis-i-Talimi (Academic Council) the duties of the Committee of Examinations shall be:

 - (1) to conduct all Examinations and to give appropriate directions for conducting the same;
 - (2) to take cognizance of and action in all matters of indiscipline, misconduct, misbehaviour, cheating, use of unfair means etc. by the candidates before, during or after the Examinations, as provided in the Ordinance/Regulations relating to Examinations;
 - (3) to scrutinize and declare the results of such Examinations and to scrutinise cases of retotalling of marks and Re-evaluation of scripts, rechecking of results, whenever proper application has been made by any candidate for this purpose;
 - (4) to consider the Report of Examiners and make recommendations thereon for consideration and action of Majlis-i- Talimi (Academic Council);
 - (5) to submit to the Majlis-i- Talimi (Academic Council) Annual Report on the working of the University Examinations;
 - (6) to appoint such Sub-Committees, as may be deemed necessary to facilitate its functioning; and
 - (7) to perform such other duties, as may be assigned to it by the Majlis-i- Talimi (Academic- Council).
3. The Committee shall meet as often as maybe necessary.
4. Not less than half the total number of members of the Committee shall form the quorum for a meeting of the Committee.

Ordinance 17(XVII)

MODERATION COMMITTEE

1. There shall be a Moderation Committee for each course in a Department of Studies to , moderate the Question Papers of examinations of the University (except for the secondary School Certificate Examination and the Senior Secondary School Certificate Examination).
2. **The Moderation Committee shall consist of the following members, namely:**
 - (1) The Head, Department of Studies -(Chairman); and
 - (2) Two persons having expert knowledge of the subject, appointed by the Board of Studies. However, the Board of Studies may increase the number of experts upto four, provided there is a requirement of the course.

Provided further that one of the Moderators is not engaged in teaching in the University.
3. Two members shall constitute the quorum for a meeting of the Committee.

Ordinance 18(XVIII)

COMMITTEE ON EQUIVALENCE OF EXAMINATIONS

1. There shall be a standing Committee on Equivalence of Examinations consisting of the *following* members, namely:
 - (1) The Shaikhul Jamia (Vice-Chancellor) -(Chairman);
 - (2) The Naib Shaikhul Jamia (Pro- Vice-Chancellor); ,
 - (3) The Deans of the Faculties;
 - (4) One person nominated by the Majlis-i-Talimi (*Academic Council*) from amongst its members for a period of three years;
 - (5) The Controller of Examinations; and
 - (6) The Musajjil (Registrar) -(Secretary).

2. **The functions of the Committee shall be:**
 - (1) to consider the proposal in respect of the recognition of new courses/examinations of other Universities/Boards/ Institutions together with the report of the Dean of the Faculty concerned who has examined the courses of study and the standard of the courses and to recommend to the Majlis-i-Talimi (*Academic; Council*) the Examinations of other Universities/Boards/Institutions as equivalent to the corresponding Examinations of the University;
 - (2) to report to the Majlis-i-Talimi (*Academic Council*) on all matters, which are referred to it; and
 - (3) to consider requests for recognition of Examinations received from other Universities and Institutions and submit its recommendations to the Majlis-i-Talimi (*Academic Council*).
 - (4) To prepare the case of moving application for seeking recognition of degrees/diplomas and certificates awarded by the Jamia Millia Islamia equivalent to the corresponding degrees, diplomas and certificates of universities and other institutions within and outside the country.

3. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

Ordinance 19(XIX)

THE UNIVERSITY LIBRARY COMMITTEE

1. (a) There shall be a University Library Committee consisting of the following members, namely:
 - (1) Shaikhul Jamia (Vice-Chancellor) -(Chairman);
 - (2) Naib Shaikhul Jamia (Pro- Vice Chancellor) - Member;
 - (3) Registrar - ”
 - (4) Finance Officer - ”
 - (5) Deans of the Faculties including DSW - ”
 - (6) One senior most Professors from each of the Faculties - ”
 - (7) Proctor - ”
 - (8) Librarian - Convenor
 - (b) The members of the Committee specified in Item (6) above, shall hold office for a term of one calendar year.
- 2. The Committee shall:**
- (1) exercise general supervision over the University Central Library, namely Dr. Zakir Husain Library and all the other Libraries of the University;
 - (2) frame Regulations for the management and use of the Libraries subject to the approval of the Majlis-i-Talimi (Academic Council);
 - (3) allocate funds to various Departments, assess the requirements of the Dr. Zakir Husain Library and other Libraries and frame budget to be submitted to the Authorities concerned;
 - (4) submit to the Majlis-i-Talimi (Academic Council) of the working of all the Libraries of the University annually;
 - (5) recommend to the Majlis-i-Muntazimah (Executive Council) the creation of any new post in the Libraries; and
 - (6) formulate and administer proposals concerning the development of libraries of the University.
3. The Committee shall meet atleast twice in a year.
 4. One-third of the total number of members shall constitute *the* quorum for a meeting of the Committee.
 5. (1) The Secretary shall issue to each member a Notice convening thc meeting and a copy of the Agenda atleast seven days before each Ordinary Meeting of the Committee.
(2) The Secretary shall, issue a Notice alongwith a copy of the Agenda to each member atleast 24 hours before an Extra Ordinary Meeting of the Committee;

Ordinance 20(XX)

GAMES AND SPORTS COMMITTEE

1. (a) There shall be a Games and Sports Committee consisting of the following members, namely:
 - (1) Chairman, appointed by the Shaikhul Jamia (Vice-Chancellor);
 - (2) The Dean Students' welfare;
 - (3) Presidents of various Games and Sports Clubs;
 - (4) One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year.
 - (5) The Director of Physical Education, who shall be the Ex-Officio Secretary of the Games and Sports Committee,
- (b) The Chairman of the Committee shall hold office for a term of two years.

2. **The Committee shall :**
 - (1) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
 - (2) frame the budget for games and sports;
 - (3) allocate finances to the various Clubs;
 - (4) maintain the play-grounds, gymnasia, swimming pools of the University;
 - (5) hold contests, competitions, tournaments, athletic meets etc.;
 - (6) recommend to the Shaikhul Jamia (Vice-Chancellor). the names of outstanding players and sportsmen to be nominated for admission; and
 - (7) perform such other functions, as may be assigned to it by the Majlis-i-Talimi (Academic Council) from time to time.
 - (8) take measures to attract the sports talent available in the University.

3. The Director, P/E will operate the budget under the supervision of DSW.
4. The Committee shall hold its meetings at least once in two months under the supervision of the DSW.
5. One-third of the total members shall form the quorum for a meeting of the Committee.

Ordinance 21(XXI)

THE DEAN OF STUDENTS WELFARE -POWERS AND FUNCTIONS

1. The Dean of Students' Welfare in the University shall look after the general welfare of the students, as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the classroom, which contribute to their growth and development as mature and responsible human beings.
2. The Dean of Students' Welfare, will arrange for the guidance of and advise to the students of the University in matters relating to the following:
 - (1) Organisation and development of students' bodies;
 - (2) Counselling and students' guidance facilities;
 - (3) Promotion of students' participation in co-curricular and social activities;
 - (4) Financial aid to students;
 - (5) Students- Teacher and Student-Administration relationship;
 - (6) Career advice services;
 - (7) Health and Medical Services for the students;
 - (8) Residential life of the students;
 - (9) Arranging facilities for the students' Educational Tours and Excursion, other than those prescribed as part of curriculum;
 - (10) securing facilities for students for further studies in the country and/or abroad, and career advancement; and
 - (11) Any other problems of the students relating to the University.
3. The Dean of Students' Welfare shall:
 - (1) Coordinate the activities of various Halls of Residence and have power of shifting a resident student from one Hall/Hostel to another, if deemed necessary;
 - (2) make arrangement with the Railway and Airlines for the issue of concession tickets to students during vacations, for educational tours and for students participation in extra-curricular activities and sports;
 - (3) maintain the register of Alumni and foster communication;
 - (4) operate the budget of his Office; and
 - (5) perform such other duties and discharge such other responsibilities, as may be assigned to him by the Majlis-i-Talimi (Academic Council)/the Shaikhul Jamia (Vice-Chancellor) from time to time.

Ordinance 22(XXII)

THE CHIEF PROCTOR

1. The Chief Proctor shall be appointed by the Shaikhul Jamia (Vice-Chancellor) from amongst the teachers, of the University not below the rank of Reader and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Shaikhul Jamia (Vice-Chancellor)

"Students", referred to above, mean regular, private/ex- students of the Jamia on the rolls of Departments of Studies/Hostels/Centres/Schools.
2. The Chief Proctor shall hold office for a period of three years and shall be eligible for reappointment.
3. The Chief Proctor shall have all such powers delegated to him/her by the Shaikhul Jamia (Vice-Chancellor).
4. The Chief Proctor shall be entitled to such allowances and amenities as the Majlis-i-Muntazimah (Executive Council) may approve of from time to time.
5. The Chief Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
6. The Chief Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Shaikhul Jamia (Vice-Chancellor) for a term of three years. .
7. The Deputy Proctors and Asstt. Proctors shall be entitled to such allowances and amenities as the Majlis-i-Muntazimah (Executive Council) may approve from time to time. -
8. The Chief Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
9. The Chief Proctor shall :
 - (1) monitor the disciplinary climate prevailing in the student community.
 - (2) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - (3) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Chief Proctor shall place the relevant information before the Shaikhul Jamia (Vice-Chancellor) or the Discipline Committee for their decision; and
 - (4) issue all orders relating to disciplinary proceedings against students.
10. The Chief Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands in the Faculties.
11. The Chief Proctor shall maintain liaison with the Delhi Administration in matters regarding the law and order situation in the University Campus.

12. The Chief Proctor shall have the power:
 - (1) to suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Shaikhul Jamia (Vice-Chancellor) or reported to him/her by any other person or noticed by himself/herself.
 - (2) to suspend or gate a student up to a maximum period of two weeks; and
 - (3) to impose a fine as prescribed from time to time.
13. In all cases of disciplinary action, where the Chief Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
14. The Chief Proctor shall perform such other functions as the Shaikhul Jamia (Vice-Chancellor) may direct from time to time.

Ordinance 23 (XXIII)

ACADEMIC STAFF

1. The Academic Staff of the, University shall mean and include such Categories of Staff, as are appointed to conduct research or to academically assist in teaching/research, or preparation of books and reading material, or *in* other allied activities of academic nature.
2. In addition to the Categories mentioned in 'Para I above, the following Categories of the University employees shall also be the Academic Staff of the University:
 - (1) Dr. Zakir Husain Library and other Libraries of the University:
 - (a) Librarian (Professional Senior, Grade-I);
 - (b) Deputy Librarian (Professional Senior, Grade-II);
 - (c) Assistant Librarian/Assistant Librarian in Senior Scale (Professional *Junjor*/ Professional Junior in Senior Scale);
 - (d) Archivist; and
 - (e) Assistant Archivist.
 - (2) (a) Director of Physical Education; and
(b) Assistant Director of Physical Educatjon/Assistant Director of Physical Education in Senior Scale.
- (3) Such other Categories of the University employees, as may be assigned as Academic Staff by the Majlis-i-Muntazimah (Executive Council) from time to time:

Ordinance 24(XXIV)

TEMPORARY APPOINTMENTS OF TEACHERS

1. Vacancies caused due to leave of Professors/Readers/Lecturers will be filled in the cadre of Lecturer.
2. Temporary vacancies shall be filled on the advice of the Selection Committees in accordance with the procedure prescribed as per Clause (7) of Statute 25.
3. A temporary appointment so made shall be continued for the period of leave granted to a permanent incumbent. However, the temporary appointee cannot without any further express recommendations of a Selection Committee be continued after the exhaustion of his/her temporary tenure or be adjusted against any other vacancy/vacancies.
4. A teacher working in Vacation.Department, who has \worked for a minimum period of 180 days in an academic year shall be entitled to an ex-gratia payment during the vacations which shall be equivalent to the emoluments he/she would have received had his/her appointment continued till the end of the vacation.

Provided that such teacher held that appointment on the last day of that academic year.
Provided further that such teacher did not hold any appointment elsewhere for remuneration during the period of that vacation.

5. The temporary appointment so held shall not confer any rights on the teacher(s), so appointed to seniority, regularisation absorption or preference in future appointment in the University.

Ordinance 25(XXV)

SENIORITY OF TEACHING STAFF

1. Seniority in each grade shall be determined in accordance with the length of continuous service from the date of appointment of the person in his/her grade. If a teacher, selected by a duly Selection Committee for an appointment to a post in the same grade in any Institution/Department of Studies, his/her seniority in the Institution/ Department of Studies will be reckoned from the date of his/her original appointment to the post with the same grade in the University.
2. If a teacher is Promoted to the next higher grade/post under the Career Advancement Scheme, his/her seniority in the higher grade/post shall be reckoned from the date of eligibility for promotion to the next grade/post".
3. The University would manage to hold selection committees for promotion under Career Advancement Scheme at the earliest possible opportunity from amongst eligible teachers for promotion. However, the said process has to be completed within a span of twelve months from the date of eligibility of candidates.
4. Seniority among the Deans of Faculties/Heads of the Departments of studies/Principals/Directors of the Centres or holders of similar offices shall be determined with effect from the date they hold the office continuously.
5. If two or more persons have equal length of continuous service in a particular grade or post or the relative seniority of any person(s) is otherwise in doubt, the Musajjil (Registrar) may, on his own motion, at the request of any person, submit the matter to the Majlis-i-Muntazimah (Executive Council) whose decision thereon shall be final.
6. It shall be the duty of the Musajjil (Registrar) to prepare and maintain in respect of each category of employees to whom the provisions of this Ordinance apply, a complete and upto date seniority list in accordance with the provisions of this Ordinance.

Ordinance 26(XXVI)

Re-Employment of Superannuated Teachers

The Majlis-i-Muntazimah (Executive Council) may, in the interest of the University, re-employ a distinguished superannuated University teacher, who has contributed substantially to the field of knowledge, learning and the corporate life of the university in accordance with the following procedure:

1. (a) The University will ask a teacher retiring on superannuation six months in advance to intimate the university in writing his/her willingness to be considered for re-employment. In case the retiring teacher is willing, he/she should furnish five copies of the updated Curriculum Vitae (CV). The CV shall include details regarding teaching and research experience, publications, participation and presentations at conferences, workshops, seminars, symposia and contributions to the corporate life of the university, specially during the last five years.
(b) Medical certificate of fitness from the recognized Health Centres/Hospitals shall also be submitted along with the CV. (The University reserves the right to get it verified by the University Medical Officer).
2. On receipt of the intimation of willingness and CV from the University teacher willing to work on re-employment, the matter shall be placed before a screening committee.
3. The screening Committee will consist of the following:

Vice-Chancellor	(Chair Person)
Pro Vice-Chancellor	(Member)
Subject Expert	(Member)
<i>(to be nominated by the Vice-Chancellor)</i>	
Dean of the Faculty concerned	(Member)
HOD/Director of the Centre	(Member)
Seniornost Professor of the concerned	
Faculty/Department/Centre	(Member)
Registrar	(Member-Secretary)

Note:

- (i) In case the re-employment of Dean himself/herself is to be decided, the ViceChancellor may nominate any other Dean to be a part of the committee. Similarly, if the case of the HOD/Director is under consideration, Vice- Chancellor shall nominate any other Professor of the university on the committee.
- (ii) In case the Seniormost Professor of the concerned Faculty/ Department/ Centre is the Head of the Department, the next Seniormost Professor shall be a member of the Screening Committee.
- (iii) The recommendations of the screening committee shall be placed before the Majlis-i-Muntazimah (Executive Council) for consideration.
- (iv) The re-employment of a University Teacher would be subject to the over-all age limit of 70 years beyond which there would be no provision for extension.

- (v) Re-employment will be considered initially for two/three years and will be reviewed for further extension by the screening committee.
- (vi) No Teacher can claim re-employment as a matter of right.

4. Assessment Criteria:

The screening committee shall assess each case for re-employment and will take into consideration the following:

- a) Publications, particularly during the last 5 years/period of Professorship (Books, Papers in refereed, international, national and other journals of repute, research reports).
- b) Research output: (i) M.Phil / Ph.D supervision, and (ii) Research Projects.
- c) Patent(s) granted.
- d) Distinguished awards/ honours/ recognitions.
- e) Developing innovative courses.
- f) Development of and participation in Extension/Outreach programs.
- g) Papers presentations at national/international conferences.
- h) Contribution to the corporate life of the university.
- i) Filing of patents and/or obtaining intellectual property rights, wherever applicable.
- j) Designing and Conducting of training and capacity building Programmes.
- k) Contribution towards innovation in teaching, learning and evaluation.

5. Emoluments and other Privileges:

- a) A re-employed Teacher shall be eligible to draw emoluments equivalent to the last pay drawn minus pension as a consolidated amount which shall remain the same throughout the tenure of reemployment.
- b) A re-employed Teacher shall be entitled to Casual Leave/Special Casual Leave/Earned Leave/Duty Leave and vacations on par with regular teachers except for Study Leave/Sabbatical Leave.
- c) The university shall provide all the essential academic facilities to the Re-employed Teacher.

6. Duties and Responsibilities:

A re-employed teacher shall perform the following responsibilities:

- a) Academic work, like teaching courses, conducting examinations and research guidance,
- b) Conducting research and/or taking up sponsored research projects,
- c) Organizing conferences, symposia, workshops etc. in consultation with the Competent Authority and without being given any financial responsibility, provided it is recommended through proper channel.
- d) Participation in academic/research committees at the university where appointed and elsewhere, whenever required.

Note: A re-employed Teacher shall not be eligible for holding administrative or financial responsibilities such as Head, Dean, Member of any authority of the University etc.

Ordinance 27(XXVII)

PROFESSOR EMERITUS

1. (1) The Majlis-i-Muntazimah (Executive Council) may, confer the title of "Professor Emeritus" on a Professor of the University, who has retired from this University after a total service of at least fifteen years, including at least seven years' service as Professor in the University.
- (2) The Shaikhul Jamia (Vice-Chancellor) may recommend to the Majlis-i- Talimi (Academic Council) the conferment of the title of "Professor of Emeritus" and on the recommendations of the Majlis-i- Talimi (Academic Council), the Majlis-i-Muntazimah (Executive Council) may confer the title.

Note:-The proposal for appointment of Professor of Emeritus is to be carried unanimously at all levels.

2. The title of "Professor Emeritus" will be conferred only on scholars, who have made outstanding contribution to their subject by their published research work and teaching.
3. A "Professor Emeritus" may pursue academic work within the framework of the Department to which he/she is attached. He/She will not be provided with any special facilities like a personal office or an independent laboratory nor will he/she be a member of any Committee of the Department or of the University.
4. Emeritus Professorship will carry with it no financial commitment for the University or responsibility for providing residential accommodation.
5. The conferment of the title of "Professor Emeritus" will be for life.

Ordinance 28 (XXVIII)
HONORARY PROFESSORS

1. The Majlis-i-Muntazimah (Executive Council) may appoint any outstanding scholar or eminent person resident, in Delhi, whose association with the University would help in furtherance of the academic activities of the University as an Honorary Professor for a period of two years. This period may, however, be extended for a period of only one year.
2. The Head of the Department concerned in consultation with his/her colleagues in the Department, may propose to the Shaikhul Jamia (Vicc-Chancellor) the appointment of a person as Honorary Professor and the Shaikhul Jamia (Vice-Chancellor) may, after satisfying himself recommend the appointment to the Majlis-i-Talimi (Academic Council) and the appointment will be made by the Majlis-i-Mutazimah (Executive Council) on the recommendation of the Majlis-i-Talimi (Academic Council).
3. No person shall be appointed or continued as Honorary Professor on his/her attaining the age of 65 years.
4. An Honorary Professor shall be expected to be associated with the normal academic activities of the Department to which he/she is attached.
5. He/She shall not be a member of any committee of the University except that of the Board of Studies of the Department concerned.
6. An Honorary Professorship will carry with it no financial commitment for the University or responsibility for providing residential accommodation.

Ordinance 29 (XXIX)

VISITING PROFESSORS

1. Distinguished persons, having special competence in one or other of the fields of study covered *by* the University, may, with the approval of the Majlis-i-Muntazimah (Executive Council), be invited by the Shaikhul Jamia (Vice-Chancellor) to function as Visiting Professors in the University. These Visiting Professors can be drawn either from within India or abroad.
2. Such Visiting Professors shall according to arrangements entered into in each individual case, deliver a course of Lectures or take Seminars or participate in such other manner as may be deemed appropriate in no case, however, shall a Visiting Professor give less than five Lectures or take less than five Seminars a year.
3. Persons invited as Visiting Professors may be paid such salary, honorarium, travelling expenses, hospitality, etc. as may be decided in each case by the Shaikhul Jamia (Vice-Chancellor).
4. To the extent possible, the University will make arrangements for accommodating such visiting professors within the campus so that fruitful contacts could be established between them and the teachers and students of the university.
5. Subject to the above, the Shaikhul-Jamia (Vice-Chancellor) will determine, at his discretion, such other terms and conditions including the duration of appointment as may be deemed necessary in the case of any visiting Professor.

Ordinance 29 (A)

Chair Professor

1. The Majlis – i – Muntazimah (Executive Council) may, out of a panel of at least three persons recommended to it by the Search Committee so constituted by the Shaikhul Jamia (Vice Chancellor), offer the position of a “Chair Professor” to an outstanding scholar in the rank of Professor and above or a person of academic/professional eminence including a person with R & D experience.

Provided that, if the position of “Chair Professor” is explicitly created for specified discipline, area or an expertise, then only those persons who satisfy the requisite expertise as stated and notified by the funding agency shall be eligible for the said offer.

2. A “Chair Professor” shall initially be appointed for a period of three years, which may be extended by another two years, subject to a review at the end of the third year by a Committee so constituted by the Vice Chancellor

Provided that no person shall be appointed or continued as "Chair Professor" on his/ her attaining the age of 70 years. However, in exceptional cases, keeping in view the professional and scholarly eminence as evident from research output, publications, national/ international fellowships, academic awards of national/ international repute and experience of institution building and ability to actively contribute to the development of the university, a person may be appointed as 'Chair Professor' beyond the age of 70 but in no case be continued on attaining the age of 75 years.

3. Unless specified by the funding/sponsoring agency, a “Chair Professor” shall be entitled to draw the salary of a Professor and other benefits as per the financial rules of Jamia.
4. A person appointed as “Chair Professor”, will be expected to make him/herself available in the Department/ Faculty/ Center where he/she is placed as “Chair Professor” and play an advisory role useful in strengthening the teaching and research endeavors of the Department/ Faculty/ Center concerned.

Provided that if a “Chair Professor” is appointed through a MoU with any of the funding organization/agency/industry, the appointee will be expected to fulfill the charter laid out in the corresponding MoU that provided for the establishment of the Chair

5. A Chair Professor shall not be a member of any Committee of the University except that of the Board of Studies/Committee of Studies of the Concerned Department/ Faculty/ Center.

Ordinance 30 (XXX)

RESEARCH PROJECTS AND OTHER PROJECTS

1. Research Projects or other Projects shall be initiated by the Institutions, the Departments of Studies and the individuals, in consultation with the Grants Giving Agencies. The Project, so formulated, shall, on the approval of the Shaikh-ul-Jamia (Vice-Chancellor) or the Musajjil (Registrar), be forwarded to the Agency from which the Grant is to be received for the purpose.
2. (1) The Institutions, the Departments of Studies or individuals may also formulate a Research or other Project to be undertaken jointly with a Teacher or any other Academic Staff working in any other University or Institution.
(2) Permission for such a collaborative project shall have to be taken from the Shaikhul-Jamia (Vice-Chancellor) before the submission to the funding agency.
Provided that the Teacher or the Academic Staff, so appointed, shall be on deputation in the University and shall be governed by the Deputation Rules or his/her parent University or Institution. .
3. The Scheme of the Research Project shall specify the name of the Head of the Research Project and the Composition of the Advisory: Committee, if any, for this purpose to the Shaikh-ul-Jamia (Vice-Chancellor), which may be communicated to the funding Agency after getting its approval.
4. The budget of the Research Project after getting the sanction from the funding Agencies shall be approved by the Shaikh-ul-Jamia (Vice-Chancellor).
5. The Shaikh-ul-Jamia (Vice-Chancellor), in consultation with the Head of the Research Project, shall create temporary posts for the period for which the funding Agencies approved the Projects.
6. The qualifications of all the posts of the staff of the Project shall be approved by the Shaikh-ul-Jamia (Vice-Chancellor), in consultation with the Head of the Project, as per the guidelines of the funding agency.
7. (1) The Shaikh-ul-Jamia (Vice-Chancellor), shall approve the appointment of the staff for the period not exceeding six months in consultation with the Head of the Project concerned.
(2) For appointments exceeding 6 months, the appointment would be made by the Shaikh-ul-Jamia (Vice-Chancellor), on the recommendation of a Selection Committee, consisting of the following members, namely:
 - (a) Shaikh-ul-Jamia (Vice-Chancellor) or his nominee -(Chairman);
 - (b) Head of the concerned Department;
 - (c) The Head of the Project Concerned; and
8. The finances of the Project shall be governed by the Rules and Regulations of the University, or as negotiated with the funding Agencies, as the case may be.
9. The Staff of the Project shall be treated as temporary staff, appointed on the posts sanctioned for the Project and shall be subject to the termination of their services on the closure of the Project or earlier, as need be, after giving one months notice.
10. The Shaikh-ul-Jamia (Vice-Chancellor) shall have the power to reappropriate funds, if necessary, from one head of expenditure to another according to the terms and conditions of the funding Agencies.

11. Except for the specific conditions prescribed by the funding Agency, the Staff of the Project shall be governed by the University Act, the Statutes, the Ordinances and the Regulations from time to time.

Ordinance 31(XXXI)

Fellowships, Scholarships and Gold Medals for Students

1. Definitions

- 1.1. 'Programme' means the entire course of study and examinations.
- 1.2. 'Course' means a segment of subject matter to be covered in a semester.
- 1.3. 'Fellowships' are stipends awarded to students of Ph.D. and M.Phil. programmes in the University.
- 1.4. 'Scholarships' are stipends awarded to students of various programmes of study in the University except for the Ph.D. and M.Phil. programmes.
- 1.5. 'Gold Medals' are medals awarded to candidates who have successfully completed the respective programmes of study and secured the first rank in the concerned examinations.

2. Fellowships

Fellowships are of two types: (i) those awarded to research staff engaged in certain research project or to students registered for a Ph.D. programme in the university, and (ii) those awarded to students of M.Phil. programme.

2.1. Research Fellowships

Research fellowships are awarded to research staff engaged in certain research project sanctioned by a funding agency to carry out research work. Such fellowships may also be awarded to students enrolled for Ph.D. programmes in the respective disciplines in the university.

2.1.1. Research Fellowships for Research Staff

The terms and conditions for the award and the duration of a research fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines of a funding agency, the university may frame its own guidelines to regulate such fellowships as and when required. Such staff may or may not be registered as a Ph.D. student in the university. However, a research staff who is awarded a research fellowship to work in the university has to submit an undertaking that he/she is not registered for Ph.D. degree in any other university in the area in which he/she is to pursue research work in Jamia.

2.1.2. UGC Non-NET Fellowships for Ph.D. Students

UGC Non-Net Fellowship to Ph.D. Students will be awarded for a period of three years. At the end of the three years, the progress of the research scholars would be evaluated by the concerned Board of Studies/Committee of Studies, which may recommend for extension of Non-Net Fellowships for one more year if the progress of the student is found to be satisfactory.

The amount of the fellowship will be as per the UGC guidelines and adopted by the University from time to time.

2.2. Fellowships for Non-NET M.Phil. Students.

UGC Non-NET Fellowships to M.Phil. students will be awarded for the duration of the course or for 18 months, whichever is less. The amount of the fellowship will be as per the UGC guidelines adopted by the University from time to time.

2.3. Modalities for Non-NET Fellowships for M.Phil. Students

- (i) The UGC Non-NET fellowship may be awarded to a student with effect from the date he/she is admitted to M.Phil. programme in the university.
- (ii) The progress of an M.Phil. Student during the first and second semesters of the programme shall be assessed on the basis of his/her class attendance and performance in the 1st and 2nd Semester Examinations.

A student who is short of the requisite attendance or is unable to secure at least 50% marks or equivalent grade in any of the Courses of the 1st/ 2nd Semester Examination, his/her Non-NET fellowship shall be discontinued. Such a student will only be eligible to get the said fellowship if he/she clears all backlog papers of 1st and 2nd Semesters.

2.4. Modalities for Non-NET Fellowships for Ph.D. Students

- (i) In case of Ph.D. Programme, the Non-NET Fellowship may be awarded to an eligible student from the date he/she is provisionally registered for the said programme, on recommendation from the concerned Board of Studies/ Committee of Studies and approval by the Faculty/Centre concerned. The duration of the Non-NET fellowship shall be for a period of “Three” years (extendable for one more year as per the UGC’s guideline), which includes the Pre-Ph.D. course period as prescribed by the concerned Board of Studies (BOS)/Committee of Studies (COS), in accordance with the academic Ordinance 9 (IX).
- (ii) If a candidate fails in the Pre-Ph.D. course, his/her Non-NET Fellowship shall be discontinued, which will be re-continued after he/she has passed the said course. For the gap period, between the announcement of the examination results when the candidate was declared as failed and later passed in the subsequent examination, no fellowship will be given to him/her.
- (iii) In case the Progress of a Non-NET Ph.D. student is found to be unsatisfactory by his/her Ph.D. Supervisor, he/she shall communicate it in writing to the Chairman, Board of Studies/Committee of Studies. The BOS/COS shall make specific recommendation to the University for discontinuing the fellowship of the candidate, based on its own assessment of the candidate’s progress. The Non-NET Fellowship of such a candidate will be discontinued by the University for a period as recommended by the concerned BOS/COS.
- (v) The Non-NET Fellowship of such a candidate may be re-continued on satisfactory progress in research by the candidate on recommendation by the concerned Ph.D. Supervisor and the Chairman, BOS/COS.
- (vi) A candidate who is registered for the Ph.D. program and is receiving Non-NET Fellowship or any other research fellowship, shall not be allowed to undertake any assignment for remuneration during the span of the fellowship within the university or outside the university in the same city except in special cases where leave is granted without fellowship as per rules.

Notwithstanding the above, in no case will leave be granted to undertake an assignment for remuneration outside the city or abroad.

2.5. Modalities for fellowships other than Non-NET Fellowships

For fellowships, other than the UGC Non-NET Fellowship, awarded to M.Phil./Ph.D. students, the guidelines of the concerned funding agencies shall be applicable.

3. Scholarships for Students of Jamia

There shall be the following scholarships for Jamia Students:

- Jamia Merit Scholarships
- Jamia Central Scholarships
- Sponsored Scholarships

The amount and duration of scholarships may be decided by Jamia from time to time. The Jamia also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.

The Jamia Merit Scholarships and Jamia Central Scholarships will be subject to the provisions laid down in Para 4.2.

3.1. Jamia Merit Scholarships

Jamia Merit scholarships are awarded to the 1st and 2nd position holders on the basis of examination results at the end of the year or at the end of the 2nd semester examination in all regular programmes of the University.

Provided that students of self-financed programmes are not eligible for the said scholarships.

Provided further that students who do not continue their studies in Jamia after completing a particular programme are not entitled for such scholarships.

3.2. Jamia Central Scholarships

Jamia Central scholarships are awarded to the 3rd and 4th position holders on the basis of examination results at the end of the year or at the end of the 2nd semester examination in all regular undergraduate, postgraduate and diploma programmes of the University.

Provided that students of self-financed programmes are not eligible for the said scholarships.

Provided further that students who do not continue their studies in Jamia after completing a particular programme are not entitled for such scholarship.

3.3. Sponsored Scholarships

Apart from the above scholarships, Jamia has a large number of sponsored scholarships instituted from individuals/ institutions. These are given in Annexure-A.

4. Gold Medals

The University shall award Gold Medals in all undergraduate/ postgraduate/ diploma programmes in terms of the provisions laid in para 4.2. herein below.

4.1. Sponsored Gold Medals

4.1.1. Pandit Banarsidas Chaturvedi Gold Medal

This gold medal has been instituted in the memory of (late) Pandit Banarsidas Chaturvedi and will be given to a student of M.A. Convergent Journalism

programme, having secured the highest aggregate marks in the 1st year and 2nd year examinations.

4.2. University Gold Medals/ Scholarships

University Gold Medals/ Scholarships shall be awarded to students who successfully complete all the courses in the minimum prescribed duration of an undergraduate/ postgraduate/ diploma programme and secure the first rank in the examination.

Provided that gold medals/ scholarships will be awarded only to such students who secure at least first division in the examination.

It is clarified that gold medals shall not be awarded to 'private candidates' of any programme and also to candidates of 'open and distance learning streams'.

5. Leave Entitlement for UGC JRF/SRF/Non-NET Fellows

5.1. Leave for a maximum period of 30 days in a year, in addition to public holidays, may be taken by a M. Phil/Ph.D. student who has been awarded UGC JRF. Non-NET Fellowship, with the approval of the M.Phil/Ph.D. Supervisor. However, he/she will not be entitled to any other vacation, for example, summer, winter etc.

5.2. Women awardees will be eligible for "maternity leave" for 240 days at full rates of the fellowship once during the tenure of their award. Besides this, an 'Intermittent Break' for a maximum period of two years may also be permissible to the women candidates. This Flexi-time period shall not be counted towards the tenure of the fellowship and thus effectively the total period of the fellowship shall remain the same.

The women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration.

5.3. In special case, Junior Research Fellows may be granted leave without fellowship by the University Grants Commission, on the recommendation of the Ph.D Supervisor/Head of the Department concerned, upto one academic year during the entire tenure of the award for accepting teaching assignments on a temporary basis, provided the assignment is in the same city or town. In other cases, leave without fellowship will be for a maximum period of three months during the tenure of the award on recommendations of the Supervisor and the Institution. The period of leave without fellowship shall be counted towards the total tenure of the award.

The JRFs and SRFs are advised to apply for leave through Universities/Institutions/Colleges well in advance for the approval of the UGC.

The period of leave without fellowship/associateship will be counted towards the tenure.

List of Sponsored Scholarships For Jamia Students

A-1. Sponsored Scholarships for Students in various Faculties/Centres of Jamia

A-1.1. Islamic Studies Scholarship for the Topper Student of Department of Islamic Studies

A regular student who secures first rank in the aggregate of the 1st and 2nd semester examinations in M.A Islamic Studies with at least 60% of marks in aggregate in both the semesters.

A-1.2. Scholarship for Topper Student of the Department of Arabic

A regular student who secures the first rank in the aggregate of the 1st and 2nd semester examinations in M.A Arabic programme.

A-1.3. Barrister and Mrs. Nooruddin Ahmad and Fareed Ahmad Scholarships

Three scholarships are given to needy female Muslim students, one each studying in M.A. 1st semester of M.A. Urdu, M.A. Hindi, and M.A. English programmes which, after completion of the 2nd semester, may be extended for the next year.

The Scholarship Awarding Committee shall comprise of the following members:

1. Dean of Students Welfare (Chairperson),
2. Dean, Faculty of Humanities & Languages,
3. Heads of Departments of English, Urdu and Hindi,
4. A nominee of the Trust for Barrister and Mrs. Nooruddin Ahmad and Fareed Ahmad Scholarships.

One scholarship is also given to a needy female Muslim student of LL B 1st year during her 5 year course for which the Scholarship Awarding Committee shall comprise of the following members:

1. Dean of Students Welfare (Chairperson),
2. Dean, Faculty of Law,
3. A nominee of the Trust for Barrister and Mrs. Nooruddin Ahmad and Fareed Ahmad Scholarships

A-1.4. Razmi Rizwan Husain Memorial Scholarship

This scholarship is given to a student with good academic achievement and who is in financial need to the best student in M.A. Final History.

A-1.5. Naqshband Educational Trsust Scholarship

This Scholarship is given to a student on merit-cum-means basis to a student of Diploma in Tourism and Travel Management programme.

A-1.6. E. J. Kellat Scholarship

This scholarship is awarded to a bonafide student of M.A. 1st semester in English who obtained the highest marks in his/ her undergraduate examination of B. A. (Hons.) English from the University.

A-1.7. Scholarship for the Topper Student of each Faculty

This scholarship is awarded to a student who is an over all topper of the Undergraduate Programme run by each Faculty and who is enrolled in a postgraduate programme of Jamia.

Provided that he/she is not receiving any monthly scholarship from any other internal/ external source.

A-1.8. Faculty of Education Merit Scholarship

Four Merit Scholarships will be awarded to full time M.Ed. Students, two of which will be awarded to students who obtain highest marks in the theory papers of B.Ed. Examination and other two scholarships will be awarded on the basis of merit to students who secure 2nd and 3rd positions as determined on the basis of performance in the admission test and interview. In case toppers of B. Ed. Do not take the admission, the scholarship will be offered to the 4th and 5th ranking students as determined on the basis of performance in the admission test and interview.

A-1.9. Faculty of Education Merit Scholarship

There are ten Merit Scholarships which are meant for students from Languages, Social Sciences and Sciences streams in the proportion of 3:4:3. These scholarships are awarded by the Dean, Faculty of Education on the basis of merit, as determined in the Admission Test and Interview

A-1.10. Prof. S.C. Shukla Scholarship

This scholarship is awarded to a candidate who has topped in the Annual Examination of B. Ed. in Jamia Millia Islamia and continues for M. Ed. (regular programme) of Jamia Millia Islamia. In case of non-availability of such a topper of B. Ed. programme, the scholarship will be awarded to a student who has taken admission to M. Ed. (regular programme) of Jamia Millia Islamia and has secured highest marks in the Entrance Test and Interview.

A-1.11. (Late) Prof. Saeed Ansari Memorial Scholarship

This scholarship is awarded to the topper student in the B.Ed. Admission Entrance Test.

A-1.12. Jawahar Bhavan Trust Scholarship

These scholarships are awarded to regular students who have secured the first rank in the aggregate of the 1st and 2nd semester examinations in each of the following postgraduate programmes in Urdu/ Hindi/ History/ Biosciences/ Physics/ Maths./ H.R.M./M.Com./ M.A. (Edu.)/Mass Communication. Provided that students of self-financed course shall not be eligible for these scholarships.

A-1.13. Qazi Mohd. Ahmad Memorial Scholarship

This scholarship is awarded to the student who has secured highest percentage of marks in the aggregate of 1st and 2nd semesters of M. A. /M Sc. Geography examination.

A-1.14. Mirza Mehmood Beg Scholarship

This scholarship is to be given to a student of B. Lib. and Information Science Course who has secured the highest marks in the qualifying examination for admission (other than B. A. (Hons.) /M. A. in Urdu, Hindi, Arabic or Persian)

A-1.15. Ms. Neelofar Scholarship Fund

This scholarship is given to B.Lib. and Information Science Course for female Muslim student from weaker sections.

The Scholarship Awarding Committee for the above scholarship shall comprise of the following members:

1. Dean of Students Welfare (Chairperson),
2. Dean, Faculty of Social Sciences,
3. Libraria, Dr. Zakir Husain Library,

A-1.16. Dr. A.R. Saiyed Scholarship

This scholarship is given to a student who topped in B.A. (H) Sociology final examination and joins the 1st semester M.A. Sociology in Jamia.

A-1.17. Prof. Hajira Kumar Memorial Scholarship

This scholarship is given to a student of M.A. Social Work whose aggregate of marks in the 1st and 2nd semester examinations is the highest and joins the 3rd semester of the programme.

A-1.18. Mohammed Ajaz Student Top Excellence Reward (MASTER)

The Scholarship is awarded to the over all topper of the 1st Year B. Tech (Civil/Mechanical/Electronic/Electrical/Computer) students of the University

A-1.19. Nasima Begum Educational Award for Topper (NEAT) Scholarship

Scholarship is for the girl student who is an overall topper of the B. Tech III year (Civil/Mechanical/Electronic/ Electrical/ Computer) course of the University and is a bonafide student of the B.Tech VII semester. The selected candidate must have cleared all her courses of the I – VI semesters.

A-1.20 SAWABS (Simmi Ajaz Winner Award for Best Student) Scholarship:

for a Muslim student of financially weak background from Bachelor of Architecture, B.Arch. (Day/Evening) course, based on his/her overall performance in the first and subsequent years, on the condition that the candidate should have secured in the previous examination at least 70 % marks or Grade 'A',.

A-1.21 TA WAFS (Tabassum Ajaz Winner Award for First-Class Student) Scholarship:

for a Muslim student of financially weak background from Diploma in Engineering course either in Mechanical, Electrical, Electronics, Civil, or Computer branch (Regular/Evening), based on his/her overall performance in the first and subsequent years, on the condition that the candidate should have secured in the previous examination at least 70 % marks or Grade' A'.

A-1.22 SMILE (Sophia Ajaz Magnanimus Initiative for Learning& Education) Scholarship:

for a Muslim student of financially weak background from MA. in Mass Communication based on his/her overall performance in the first year.

A-1.23 LIKE (Lubna Ajaz Initiative for Knowledge and Education) Scholarship:

for a Muslim student of financially weak background from Master of Business Administration Program (MBA), based on his/her overall performance in the first year.

A-2. Jamia Teachers Scholarship

University Teachers have established a fund by contributing a fixed amount from their salary every month. The nature of scholarship is merit-cum-need based. Three teachers are nominated by the General Body to screen and decide the award of the scholarship. Details of the scholarship are available from the office of the Jamia Teachers Association.

A-3. SC/ST/ OBC /Minorities scholarships from various States

Scholarships to students belonging to SC/ST-category are awarded by the State Government of their respective States which the students belong to.

(Note: The students who want to apply for the said scholarship are advised to contact the SC/ST Cell, Registrar Office, Jamia Millia Islamia).

A-4. Aba Endowment Fund

The Aba Endowment Fund has been instituted by Mr. Najeeb Jung, Vice-Chancellor to benefit and uplift the students from the weaker sections of society in general and the Muslim community in particular. From this fund, a scholarship is awarded to a student each year after the admissions are over.

The funds received from Mr. Mukul Kasliwal for awarding” Mukul Kasliwal Scholarship” will be part of the Aba Endowment Fund. The Scholarship Awarding Committee shall comprise of the following members:

1. Pro Vice-Chancellor (Chairperson),
2. Dean of Students Welfare,
3. Finance Officer,
4. Secretary to Vice-Chancellor (Convenor).

A-5. Sponsored Scholarships for Jamia Schools

A-5.1. Disabled Children Fund for Jamia Nursery School

Out of this fund, scholarships are given to disabled children of the first year of Jamia Nursery School after completion of admission. In case no disabled children are admitted in the first year, then the scholarship will be distributed equally among the disabled of the second year. The amount of the scholarship is Rs. 2500/- p.a. and selection of children is made by the Director, Mushir Fatima Nursery School.

A-5.2. Mushir Fatima Memorial Scholarship

This Scholarship is given to two bonafide children of Nursery School belonging to financially weak families. The amount of fellowship is Rs. 250 /- for ten months after completion of admission and selection of children is made by the Director, Mushir Fatima Nursery School.

A-5.3. Scholarship for Toppers of Class X and XII of Jamia Senior Secondary School (Ist Shift)

These scholarships are given to bonafide students of the above school who obtained first and second positions in the Annual Examination for Class X and XII of each stream. A lump sum of Rs. 800/- is given to the first position holder and Rs. 500/- to the second position holder after the Annual Examination results are declared.

Ordinance 32(XXXII)

CONVOCATION A. ANNUAL CONVOCATION

1. A Convocation for the purpose of conferring Degrees, Diplomas and other distinctions of the University, shall be held every year on a date fixed by Majlis-i-Muntazimah (Executive Council).
2. Not less than four weeks notice shall be given to the recipients by the Musajjil (Registrar) of the Convocation.
3. **The Academic Procession of the convocation shall be formed in the following order:**
 - (1) Musajjil (Registrar)
 - (2) Dean, Faculty of Education.
 - (3) Dean, Faculty of Humanities & Languages.
 - (4) Dean, Faculty of Social Sciences.
 - (5) Dean, Faculty of Natural Sciences.
 - (6) Dean, Faculty of Engg. & Technology.
 - (7) Dean, Faculty of Law.
 - (8) Dean, Faculty of Architecture & Ekistics; and Deans of such Faculties, which may be established by the University from time to time ;
 - (9) Chairman Board of Management/Director, Mass Communication Research Centre.
 - (10) Dean, Students Welfare.
 - (11) Finance Officer.
 - (12) Librarian.
 - (13) Controller of Examinations.
 - (14) Amir-I-jamia, (Chancellor).
 - (15) Shaikhul-ul-jamia (Vice-Chancellor) and the Chief Guest, invited to deliver the convocation Address.
 - (16) Naib Shaikh-ul-jamia (pro-vice-Chancellor);
 - (17) All Ex-Vice-Chancellors of the University and the Vice- Chancellors of other universities.
 - (18) Member of the Anjuman (court)
 - (19) Members of the Majlis-i-Muntazimah (Exccutive Council)
 - (20) Members of the Majlis-i-Talimi (Academic Council).
4. On the Procession entering the Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.
5. The Musajjil (Registrar), having obtained the consent, of the Amir-i-Jamia (Chancellor), or in his absence the Shaikh-ul-Jamia (Vice-Chancellor), shall declare the Convocation open in the following manner: Musajjil (Registrar): " Janab Amir-i-Jamia, May I with your permission declare the Convocation open?"

Shaikhul-Jamia

(Kya mein, aap ki ijazat se jalsa-e-taqseem-e-asnad ke aaghaz ka elaan kar sakta hoon)

Amir-i-Jamia (Chancellor): "I permit".

Amir-e-Jamia

(Ijazat dee jati hay)

Musajjil

("Janab Amir-e-Jamia ki ijazat se mein jalsa-e-taqseem-e-asnad key aaghaz ka elaan karta hoon".)

Musajjil (Registrar): "With the permission of Janab Amir-i-Jamia declare the Convocation open".

6. The proceedings of the Convocation shall then begin with the recitation of the Holy Quran followed by Urdu/English translation.
7. The Jamia Tarana shall then be presented.
8. The Shaikh-ul-Jamia (Vice-Chancellor) shall then present the Annual Report of the University.
9. The Amir-i-Jamia (Chancellor) or in his absence the Shaikh-ul-Jamia (Vice-Chancellor) shall then say: "Let the candidates be presented".

Amir-e-Jamia/Shaiikhul-Jamia: "Ummedaroon ko pesh kiya jaye"

10. The Candidates who are to be awarded Degrees and Diplomas at the Convocation shall be presented by the respective Deans of the Faculties and Heads of the Institutions in the following order:

(1) Faculty of Humanities and Languages:

- (a) Doctor of Philosophy (Ph. D)
- (b) Master of Philosophy (M. Phil)
- (c) Master of Arts (M.A)
- (d) B.A. (Hons)
- (e) B.A (Pass)
- (f) P.G. Diplomas.
- (g) Advanced Diplomas.
- (h) Diplomas.
- (i) Certificate courses.

(2) Faculty of Social Sciences:

- (a) Doctor of Philosophy (Ph. D)
- (b) Master of Philosophy (M. Phil)
- (c) Master of Arts (M.A)
- (d) M.Sc (Extension Edu.)
- (e) Master of Social Work (M.S.W.)
- (f) Master of Commerce (M.com)
- (g) M.I.B
- (h) P.G. Diplomas.
- (i) B.B.S
- (j) B.I.B.F
- (k) B.com. (Hons.)
- (l) B.A (Hons.)
- (m) B.A. (Pass)

(n) Bachelor of Library and Information Science.

(3) Faculty of Natural Sciences:

- (a) Doctor of Philosophy (Ph. D)
- (b) Master of Philosophy (M. Phil)
- (c) Master of Science (M.Sc.)/M.A.(Maths)
- (d) M.C.A
- (e) M. Tech
- (f) Post-Graduate Diplomas.
- (g) Advanced Diplomas.
- (h) B.Sc. (Hons)
- (i) B.Sc. (Pass)
- (j) B.sc. (Instrumentation)
- (k) B.C.A
- (l) B.A. (Hons) Maths

(4) Faculty of Education:

- (a) Doctor of Philosophy (Ph. D)
- (b) Master of Philosophy (M. Phil)
- (c) Master of Education (M.Ed.) (full time and part time)
- (d) Master of Arts (M.A) (Education)
- (e) M.A. (Edl. Planning & Admin.)
- (f) Master Of Fine Arts (M.F.A)
- (g) Bachelor of Education (B.Eds.)
- (h) Bachelor of Education (B.A.As) and
- (i) P.G. Diploma
- (j) Diplomas.
- (k) Certificate courses.

(5) Faculty of Engineering and Technology:

- (a) Ph.D
- (b) M.Tech.
- (c) M.Sc. (Electronics)
- (d) M.B.A
- (e) B. Tech.
- (f) Bachelor of Engineeing (B.E.) (Part-time)
- (g) Diploma in Engineering.

(6) Faculty of Law:

- (a) Ph.D
- (b) LL.M
- (c) B.A. LL.B(Hons)

(7) Faculty of Architecture & Ekistics

- (a) Ph.D.
- (b) M.Arch.
- (c) M. Ekistics
- (d) B. Arch

(8) Mass Communications Research Centre :

- (a) Doctor of Philosophy(Ph.D) and
- (b) M.A. in Mass communication.
- (c) M.A. in Convergent Journalism.
- (d) P.G. Diplomas.

1. The Candidates shall be presented by the Dean of the Faculty concerned in the following form

However in case of the candidates of various centers in Jamia, one of the Directors of Jamia's Centers as nominated by the Vice-Chancellor, Shall present such candidates.

"These candidates, whose names are set out in the list and who have been examined and found qualified for Degree/Diploma of _____, of _____; I pray that they be admitted to the Degree/Diploma of _____"

"Yeh ummeedwar jinke nam fehrist mein darj hein jo intehaan mein kamyabi hasil karne ke baad Jamia ki _____ ke mustahiq karar paye hein. Mein aapse istada karta hoon ki aap inhe _____ degree/ Diploma ata kiya jaye".

12. The Degrees/Diplomas shall be awarded by the Shaikh-ul-Jamia (Vice-Chancellor) in the following words :

"By virtue of the authority vested in me as the Shaikh-ul-Jamia of the Jamia Millia Islamia, I admit you all to the Degree/Diploma of _____ and I charge you that ever in your thought and action you prove yourself worthy of the honour conferred on you."

The candidates shall acknowledge by a bow. ."

"In ikhtiyarat ki ro se jo bahasiyat Shaikhul-Jamia, Jamia Millia Islamia mujhe hasil hein, mein aap ko _____ degree/diploma ata karta hoon aur hidayat karta hoon ki aap hamesha apne kaul-o-amal se khud ko is aizaz ka ahl saabit karein".

- 13. The Shaikhul-Jamia would request the Chairman to present the medals and awards to the students. The Dean of Students' Welfare would announce the names of recipients.
- 14. Medals and other distinctions shall then be presented by the Chairman of the Convocation.
- 15. The Chief Guest shall deliver his address.
- 16. The Musajjil (Registrar) shall declare the Convocation closed.
- 17. The National Anthem.
- 18. The Procession will leave in the same order, as it entered. The audience shall remain standing till the Procession has left the Convocation Hall.
- 19. Degree in Absentia :
If any candidate fails to attend the Convocation, he/she shall pay a sum of Rs. 100/- to the University before he/she is admitted to the Degree/Diploma.

20. (a) Academic Costumes :

(1)	Amir-i-Jamia (Chancellor)	Green Velvet Gown with 3" gold lace in front and 2" gold lace on the bottom of the sleeves and a
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		monogram of the University.
(2)	Shaikh-ul-Jamia (Vice-Chancellor)	White Velvet Gown with 2" silver lace in front and one and half gold lace on the bottom of the sleeves.
(3)	Naib-Shaikh-ul- Jamia (Pro- Vice- Chancellor)	Purple Velvet Gown with 2" gold lace in front and one and half gold lace on the bottom of the sleeves
(4)	Musajjil (Registrar)	Grey Satin Gown with 2" silver lace in front and 1" lace; on the bottom of the sleeves.
(5)	Deans	Maroon Velvet Gown with 1" gold lace in front.
(6)	Recipient of Honorary Degree	Scarlet Silk Gown With 3" gold lace and 2" gold lace on the bottom of the sleeve, white with golden lining hood.
(7)	Others	Red with Golden Zari facing Gown

(b) Colours of Hoods for various Degrees/Diplomas :

- (1) Ph. D. : White with golden lining
- (2) M.Phil (Education) : White golden lining with mauve colour.
- (3) M.A./ M.S. W ./M.A(Education) : Black with red lining having 2" golden border.
M.A.(Educational Planning & Administration)/ M.A. (Mass Communication)/M.Com
- (4) M. Sc./M.Tech./M.Arch. : Black with sky blue lining having 2" golden border.
- (5) M. Ed./M.F .A. : Black with white lining.
- (6) Master of Special education : Black having two border of 1" in mauve colour.
- (7) B.Ed./Bachelor of Special Education : Black with 3" white border.
- (8) Post Graduate Diploma in Cartography : Black with 3" orange border.
- (9) Advanced Diploma in : Green with red border
Modem Arabic/ French/ Russian
- (10) Post-B. Sc.Diploma in : Green with blue border
Computer Application.
- (11) B. A.(Hons.) : Black with full red lining.
- (12) B. Sc.(Hons.) : Black with full green.
- (13) B. Com.(Hons.) : Red with green lining.
- (14) B. A.(Pass) : Black with 3" red border.
- (15) B. Sc.(Pass) : Black with 3" green border.
- (16) B.F.A. : Black with Pink Lining
- (17) B.E. (Civil) : Black with blue lining
- (18) B. Tech. : Black with blue lining

- (19) B. Lib.& Information Science : Green with golden lining
- (20) Diploma in Basic Training : Black with maroon lining
- (21) Diploma in Modern Arabic/
French/Russian : Green with white border,
- (22) Diploma in Urdu Language Proficiency : Green with white lining
- (23) Diplomas in Engineering : Black with 3" sky blue border.
- (24) B.Arch. : Black with silver gray lining

19. Instructions for Candidates:

- (1) Candidates must appear in the prescribed academic dress.
- (2) A rehearsal may be arranged on or before the day of the Convocation, at which candidates for Degrees/Diplomas must be present. Candidates not present at the rehearsal run the risk of not being admitted to the Convocation.
- (3) The candidate, who fails to attend the Convocation, shall pay the prescribed fee to the University before he/she is admitted to the Degree/Diploma.

B. SPECIAL CONVOCATION
(Vide Statute 29)

1. A Special Convocation shall be held for the purpose of conferring Honorary Degree on a distinguished person.
2. The Academic Procession of the Special Convocation shall be formed in same order, as laid down in Para A.3 above, except Item (14), which in the case of Special Convocation would be as follows:
 - (14) Shaikh-ul-Jamia (Vice-Chancellor) and the distinguished person on whom the Honorary Degree is to be conferred.
3. The Musajjil (Registrar), having obtained the consent of the Amir-i-Jamia (Chancellor), shall declare the Special Convocation open in the following manner :

Musajjil (Registrar) : "Janab Amir-i-Jamia, May I with your permission declare the Special Convocation open"?

Amir-i-Jamia (Chancellor) : "I permit."

Musajjil (Registrar) : "With the permission of Janab Amir-i-Jamia, I declare the Special Convocation open."
4. The proceedings of the Special Convocation shall then begin with the recitation of the Holy Quran.
5. The Jamia Tarana shall then be presented.
6. The Shaikh-ul-Jamia (Vice-Chancellor) shall welcome the distinguished person and shall read out the citation and request the Amir-i-Jamia . (Chancellor) to confer the Honorary Degree in the following words :

"By virtue of the authority vested in me as the Shaikh-ul-Jamia of the Jamia Millia Islamia, I request Janab Amir-i-Jamia that you may be pleased to graciously confer upon _____

(Name of the distinguished person) .

the Degree of _____(Honoris Causa) for his outstanding services."

"In ikhtiyaraat ki ro se jo bahasiyat Shaikhul-Jamia, Jamia Millia Islamia mujhe hasil hein, mein, Janaab Amir-e-Jamia se darkhast karta hoon ki aap azra-he-inayat Janaab _____ko inki besh-baha khidmat ke aitraaf mein _____ ki aizazi sanad ata farmaaye".

Provided that if the Shaikh-ul-Jamia (Vice-Chancellor) is presiding over the Special Convocation, the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) or in his absence the Musajjil(Registrar),as the case may be, shall read the citation and performed such functions, which the Shaikh-ul-Jamia(Vice-Chancellor) would have performed.
7. The Amir-i-Jamia (Chancellor) shall confer the Honorary Degree in the following words :

"I confer on _____the Degree of _____ (honoris Causa).

"Amir-e-Jamia: Mein _____ ko _____ aizazi sanad ata karta hoon".
8. The recipient of the Honorary Degree *will* then present his address, if any.
9. (I) The National Anthem of the Country of the Dignitary on whom the Degree is conferred, if necessary .

- (2) The National Anthem of India.
10. The Musajjil (Registrar) shall then declare the Special Convocation closed.
11. The Academic Procession *will* leave in the same order as it entered.

Ordinance 33 (XXXIII)

METHOD OF ELECTION Members of Majlis-I-Talimi (Academic Council)

Whenever two teachers from each Faculty, have to be elected by the teachers from the Faculty concerned for the membership of the Majlis-i-Talimi (Academic Council), Jamia Millia Islamia, under Statute 15(1) x-a, the following method shall be followed.

1. All Professors, Readers, Lecturers and other Teachers i.e. Teachers other than Professors, Readers and Lecturers of the Faculty shall have the right to vote, hereinafter called "teachers".
2. All the permanent teachers working in a Faculty shall be eligible for contest in the elections.
3. The elections shall be held by secret ballot. Each voter shall cast his vote for the election of two Teachers in the respective faculty.
4. In *case* of existence of any vacancy or *vacancies*, the method of *election* shall be the same as mentioned in this Ordinance.
5. The Shaikhul Jamia shall appoint a person as Returning Officer, who shall conduct and supervise the election.
6. The date of election shall be fixed within 30 days from the date the vacancy occurs
7. A notice announcing the date of election and the number and particulars of the vacancy or vacancies of staff members and the name of the Returning Officer with his address shall be sent by the Registrar atleast 20 days before the date fixed for the election to all the Heads of Departments of Studies of the Jamia for circulation among the members of the teaching staff in the Department concerned Besides, a copy of the aforesaid notice as well as a complete list of all the Teachers as voters, shall be put up by the Musajjil on the notice-board at the Registrar's-Office of the Jamia.
8. Any objection(s) to the List mentioned in Para 7 above received in the Registrar's Office of the Jamia within 7 days from the date of issuance of the notice, shall be scrutinised and decided by the Returning Officer and if necessary, corrections shall be made in the list within five days from the date of the issuance notice.
9.
 - (1) The name of every candidate for election shall be proposed by a teacher and seconded by another teacher as defined in aforesaid Para 1,
 - (2) Each proposal shall contain the full name, designation of the teacher and name of the Department of Studies in which he is working. Each proposal will also *contain the* following particulars:
 - (a) Name of the candidate for the election;
 - (b) Name of the Proposer with signature; and
 - (c) Name of the Seconder with signature.
 - (3) The proposal shall be dated and signed by the Proposer and Seconder. No proposal shall be deemed valid unless the person proposed for election signifies his consent in writing.
 - (4) The proposal, containing at the required information under this Para, shall be sent to the Returning Officer so as to reach him within nine days from the date of issuance of the notice.

10. The name of candidates for election shall be put on the notice-board at the Registrar's Office after scrutiny by the Returning Officer Within two days of the last day of the filing of nomination paper.
11. A candidate for election may withdraw his candidature within four days of filing his nomination papers.
12. The final list of candidates for election shall be put on the notice-board of the Registrar's Office within two days after the expiry of the date of the withdrawal.
13. Votes polled in the election shall be counted in the presence of the candidate and/or their agents. The name of their agents shall be submitted by the candidates to the Returning Officer atleast one day before the date of election.
14. The candidates who have obtained the highest number of votes, shall be declared to have been duly elected When two or more candidates have obtained an equal number of votes and the vacancies available are less in number, the Shaikhul Jamia (Vice-Chancellor) shall determine by drawing lots in the presence of the candidates concerned as to which of the aforesaid candidates shall be deemed to have been elected.

Ordinance 34(XXXIV)

FEES

1. Candidates's admitted to various Courses in the Faculties/Centre's/Institutions shall have to pay the Fees, Funds and Caution Money etc. as per details given in Annexures of this ordinance. The fee structure may be modified by the Academic Council from time to time.

Annexures-I

FACULTY OF HUMANITIES AND LANGUAGES

S. No.	Particulars	M.Phil./M.A./B.A. Adv. Dip./ Dip./ Certificate	P.G. Dip. in T.V. Journalism (S.F.)	P.G. Dip. in Mass Media & Creative Writing Hindi (S.F.)
1	Tuition Fee	750	25,000	12,500
2	Admission Fee	100	100	100
3	Enrolment Fee	50	50	50
4	Medical Fee	100	-	-
5	Identity Card	50	50	50
6	Syllabus/ Sessionals	50	50	50
7	Examination Fee	400	400	400
8	Garden Fee	50	50	50
9	Lib. Fee	200	200	200
10	Games Fund	200	-	-
11	Subject Associations	150	150	150
12	Students Aid Fund	50	50	50
13	University Magazine	50	50	50
14	Cultural Activities	150	-	-
15	Library Caution Money	1000	1000	1000
16	Development Fund	500	500	500
17	Canteen Establishment	50	50	50
18	NSS	10	10	10
19	Foundation Day Celebration	100	100	100
20	Jamia Radio Fee	50	50	50
21	University Counselling & Guidance Fee	50	50	50
22.	Student's Union Fee	50	50	50
	Total (All amount in Rs.)	4,160	27,960	15,460

NOTES :

1. All Students of B.A. (Hons.) History Ist IIrd IIIrd year and M.A. History (Previous / Final Year) will also pay Rs.150/- per annum as Short Education Tour. This fee will be collected by the concerned department.
2. The students of P. G. Diploma in Proficiency Urdu will have to pay Rs.300/- for field work.

FACULTY OF SOCIAL SCIENCES

SNo	Particulars	B.A./ B.Com/ M.Com. /B.A.(Econ)/ M.A. (Econ.) B.A. (with Computer Applications) B.A. (Pol. Sc.)/ M.A. (Pol.Sc.)/ M.A. (Pub.Admin.)/ M.A. in Hum. Rights & Duties Edn./ P.G.D.H.R/ B.A.(Sociology)/ M.A. (Sociology)/M.A./ M.Sc. in Ext. Ed.	B.B.S	B.A. Psychology	M.A. Applied Psychology	B.A. Social Work	M.A Social Work	M.A.H.R. M.
1	Tuition Fee	750	750	750	750	750	750	750
2	Admission Fee	100	100	100	100	100	100	100
3	Enrolment Fee	50	50	50	50	50	50	50
4	Medical Fee	100	100	100	100	100	100	100
5	Identity Card	50	50	50	50	50	50	50
6	Syllabus/ Sessionals	50	50	50	50	50	50	50
7	Examination Fee	400	400	400	400	400	400	400
8	Garden Fee	50	50	50	50	50	50	50
9	Lib. Fee	200	200	200	200	200	200	200
10	Games Fund	200	200	200	200	200	200	200
11	Subject Associations	150	150	150	150	150	150	150
12	Students Aid Fund	50	50	50	50	50	50	50
13	University Magazine	50	50	50	50	50	50	50
14	Cultural Activities	150	150	150	150	150	150	150
15	Library Caution Money	1000	1000	1000	1000	1000	1000	1000
16	Lab. Caution Money	-	100	100	100	-	-	-
17	Development Fund	500	500	500	500	500	500	500
18	Canteen Establishment	50	50	50	50	50	50	50

19	NSS	10	10	10	10	10	10	10
20	Lab Fee p.a.	-	300	300	500	-	-	-
21	Field Work	-	-	-	-	200	300	300
22	Departmental Cultural Activities	50	50	50	50	50	50	50
23	Sessional Work	-	500	-	-	-	200	-
24	Foundation Day Celebration	100	100	100	100	100	100	100
25	Placement Fee	-	-	-	-	-	200	200
26	Jamia Radio Fee	50	50	50	50	50	50	50
27	University Counselling & Guidance Fee	50	50	50	50	50	50	50
28.	Student's Union Fee	50	50	50	50	50	50	50
	Total	4,210	5,110	4,610	4,810	4,410	4,910	4,710

NOTE:

1. Students of B. Com./BBS (II & III year) shall pay Rs.1000/- in addition to their regular fee for computer Lab.
2. Students of B.A.(H) Social Work II year and M.A. (Pre.) Social Work will pay Rs.200/- as Camp Fee.
3. Students of B.A.(Hons.) II year Social Work and M.A. (Pre.) Social Work will pay Rs.200/- as Camp fee.
4. M.A.(Eco.)/ M.Com. (final year) students opting for optional paper of Computer Applications shall pay Rs.1500/- as Lab. Fee (Rs.500/- as lab fee and Rs.1000/- for nodal agency)
6. B.B.S. III year students shall also pay Rs.500/- for fieldwork survey project.

Note: These fees will be collected by the concerned Department.

SELF- FINANCE COURSE

S. No.	Particulars	B.I.B.F.	P.G. Dip. in Couns. Psy.	B. Lib & Info.Sc.	P.G. Dip. in Management of NGOs
1	Tuition Fee	4,300	12,000	5,000	9000
2	Admission Fee	100	100	100	100
3	Enrolment Fee	50	50	50	50
4	Medical Fee	-	-	-	-
5	Identity Card	50	50	50	50
6	Syllabus/ Sessionals	-	-	-	50
7	Examination Fee	400	400	400	400
8	Garden Fee	-	-	-	50
9	Lib. Fee	200	200	200	200
10	Games Fund	-	-	-	-
11	Subject Associations	-	200	150	150
12	Students Aid Fund	-	-	-	50
13	University Magazine	50	50	50	50
14	Cultural Activities	-	-	-	-
15	Library Caution Money	1000	1000	1000	1000
16	Lab. Caution Money	200	500	-	-
17	Development Fund	500	500	500	500
18	Canteen Establishment	50	50	50	50
19	NSS	10	10	10	10
20	Lab. Fee per annum	300	1500	-	250
21	Field Work	-	2000	200	-
22	Departmental Cultural Activities	-	-	-	150
23	Foundation Day Celebration	100	100	100	100
24	Placement Fee	-	-	-	-
25	Jamia Radio Fee	50	50	50	50
26	University Counselling & Guidance Fee	50	50	50	50
27.	Student's Union Fee	50	50	50	50
	Total	7,460	18,860	8,010	12,360

NOTE:

1. B.I.B.F. (IInd IIIrd year) students shall pay Rs.500/- for fieldwork.
2. P.G. Diploma in Counseling Psychology: Rs.1500/- as Educational Tour Fees. This fee will be collected by the concerned Department.
3. BIBF (IInd IIIrd year) student shall also pay Rs.1000/- in addition to their regular fee for Computer Lab.department.

MASTER OF INTERNATIONAL BUSINESS (M.I.B.)

S. No.	Particulars	Foreign students (US \$)	Business Sponsored (Rs.)	All Other (Rs.)
1	Tuition Fee	US \$ 1000	30000	15000
2	Admission Fee	Rs. 100	100	100
3	Enrolment Fee	Rs. 50	50	50
4	Medical Fee	Rs. 100	100	100
5	Identity Card	Rs. 50	50	50
6	Syllabus/Sessionals	Rs. 200	200	200
7	Examination Fee	Rs. 1000	1000	1000
8	Garden Fee	Rs. 50	50	50
9	Lib. Fee	Rs. 200	200	200
10	Games Fund	Rs. 200	200	200
11	Subject Associations	-	-	-
12	Students Aid Fund	-	-	-
13	University Magazine	Rs. 50	50	50
14	Cultural Activities	-	-	-
15	Library Caution Money	Rs. 1000	1000	1000
16	Lab. Caution Money	Rs. 200	200	200
17	Development Fund	Rs. 500	500	500
18	Canteen Establishment	Rs. 50	50	50
19	NSS	Rs. 10	10	10
20	Lab. Fee per annum	Rs. 300	300	300
21	Field Work	-	-	-
22	Departmental Cultural Activities	-	-	-
23	Foundation Day Celebration	Rs. 100	100	100
24	Jamia Radio Fee	Rs. 50	50	50
25	University Counselling & Guidance Fee	Rs. 50	50	50
26	Student's Union Fee	50	50	50
	Total	Rs.4,310+1000 US\$	Rs.34,310	Rs.19,310

At the beginning of II, III, IV Semesters of the MIB course, students will pay the following Tuition Fee :

Category	Fee for II Semester	Fee for III Semester	Fee for IV Semester
Foreign students	US \$ 1000/-	US \$ 500/-+ Annual Charges	US \$ 500/-
Business sponsored students	Rs. 10,000/-	Rs. 10,000/-+ Annual Charges	Rs. 10,000/-
All others	Rs. 5,000/-	Rs. 5,000/-+ Annual Charges	Rs. 5,000/-

FACULTY OF NATURAL SCIENCES

S.No.	Particulars	M.Sc. Chem/ Bio.Sc./Phy ./Geog.,B.S c./B.Sc. Inst./ B.Sc. Voc./ B.Sc. Bio.Sc.Geo g./ Phy./ Chem.	M.Sc. Maths. withComp uter Science /B.A. (H) Maths./ B.Sc. (Hons.) Maths.	B.Sc.Biot ech.(Diffe rentialFe e)	Advanced Dip.In R.S. and GIS Applicati ons	Advanced Dip. InComput er AssistedCa rtography
1	Tuition Fee	750	750	15000	750	750
2	Admission Fee	100	100	100	100	100
3	Enrolment Fee	50	50	50	50	50
4	Medical Fee	100	100	100	100	100
5	Identity Card	50	50	50	50	50
6	Syllabus/ Sessional Fee	50	50	200	50	50
7	Examination Fee	400	400	400	400	400
8	Garden Fee	50	50	50	50	50
9	Lib. Fee	200	200	200	200	200
10	Games Fund	200	200	200	200	200
11	Subject Associations Fee	150	150	150	150	150
12	Students Aid Fund	50	50	50	50	50
13	University Magazine Fund	50	50	50	50	50
14	Cultural Activities	150	150	150	150	150
15	Library Caution Money	1000	1000	1000	1000	1000
16	Lab. Caution Money	100	100	500	100	100
17	Development Fund	500	500	500	500	500
18	Canteen Establishment	50	50	50	50	50
19	NSS	10	10	10	10	10
20	Lab. Fee Per annum	500	500	500	2000	500
21	Foundation Day	100	100	100	100	100
22	Jamia Radio	50	50	50	50	50

	Fee					
23	University Counselling & Guidance Fee	50	50	50	50	50
24	Student's Union Fee	50	50	50	50	50
	Total	4,760	4,760	19,560	6,620 + 375 = 6,635	4,760 + 375 = 5,935

EDUCATIONAL TOUR FEE

M.A./ M.Sc. (Pre.) Geography, Socio-Economic Survey	250/-
M.A./ M.Sc. Geography (Final)/ Advanced Diploma in R.S. and G.I.S. Applications	250/-
B.Sc. Biotechnology I, II, III year (Tour/ On Job Training)	500/-
M.Sc. Bio-Science (Previous)	500/-
B.Sc. Bio-Science III year	500/-
M.Sc. Tech. (Industrial Mathematics with Computer Applications)	1000/-
M.Sc. (Final) Chemistry	1000/-
B.Sc. (Hon) Final Chemistry	1000/-

SELF-FINANCE COURSES

S. No.	Particulars	M.Sc.Tech. (Industrial Mathematics with Computer Applications)	M.Sc. Bio-Tech.	M. Sc. Maths. (Evening)	P.G. Dip. in Bio-informatics
1	Tuition Fee	15100	20100	8250	20000
2	Admission Fee	100	100	100	100
3	Enrolment Fee	50	50	50	50
4	Identity Card Fee	50	50	50	50
5	Syllabus/ Sessionals Fee	-	-	-	-
6	Examination Fee	400	400	400	400
7	Lib. Fee	200	200	200	200
8	University Magazine Fund	50	50	50	50
9	Library Caution Money	1000	1000	1000	1000
10	Lab. Caution Money	1000	1000	-	1000
11	Development Fund	500	500	500	500
12	Canteen Establishment	50	50	50	50
13	NSS	10	10	10	10
14.	Lab. Fee Per annum	500	2500	-	500

15.	Lab. Consumable fee	-	5500	-	-
16.	Placement Fee	500	-	-	-
17.	Foundation Day Celebration	100	100	100	100
18.	Jamia Radio Fee	50	50	50	50
19.	University Counselling & Guidance Fee	50	50	50	50
20.	Student's Union Fee	50	50	50	50
	Total	19,760	31,760	10,910	24,160

FACULTY OF LAW

S. No.	Particulars	B.A. LL.B. (Hons.)	LL.M.
1	Tuition Fee	2000	750
2	Admission Fee	100	100
3	Enrolment Fee	50	50
4	Medical Fee	100	100
5	Identity Card Fee	50	50
6	Syllabus	50	50
7	Examination Fee	1000	400
8	Garden Fee	50	50
9	Lib. Fee	200	200
10	Computer Lab. Facility	2000	2000
11	Games Fund	200	200
12	Subject Associations	150	150
13	Students Aid Fund	50	50
14	University Magazine	50	50
15	Cultural Activities	150	150
16	Lab. Caution Money	300	300
17	Library Caution Money	1000	1000
18	Development Fund	500	500
19	Canteen Establishment	50	50
20	Study Material	2000	-
21	Practical Training & Court Visit Fee	2000	600
22	NSS	10	10
23	Foundation Day Celebration	100	100
24	Faculty Magazine	100	100
25	Jamia Radio Fee	50	50
26	University Counselling & Guidance Fee	50	50
27	Student's Union Fee	50	50
	Total	12,410	7,160

FEE FOR Ph.D. (INDIAN SCHOLARS)

1	Registration fee	Rs.250/-
2	Enrolment fee	Rs.100/-
3	Library Caution Money	Rs.1000/-
4	Lab Caution Money	Rs.300/-
5	Supervision Fee	Rs.1200/- per annum
6	Library Fee	Rs.200/- per annum
7	Examination fee to be deposited before the submission of the Ph. D. thesis	Rs.1000/-
8	Lab. Fee for Science/Engineering students	Rs.300/- per annum
9	University Development Fund	Rs.500/-
10	Identity Card	Rs.50/- per annum
11	Late fee	Rs.50/- per month
12	Jamia Radio Fee	Rs.50/- per annum
13	University Counselling & Guidance Fee	Rs.50/- per annum

- (i) Jamia employees are exempted from the payment of supervision fee, library and lab fee and caution money but shall pay (as special fee) Rs.100/- per annum.
- (ii) Son/daughter/spouse/husband of Jamia employees and the teachers of the recognized institutions are exempted from the payment of supervision fee but shall pay (as special fee.)
Rs.100/- per annum
- (iii) In case of re-admission in Ph.D. scholar, the arrears of fees for the previous period will be payable by the scholar.
- (iv) All the fees and charges are subject to revision.
- (v) Calculation of the arrears of fee to be governed by the rules given in the Prospectus of that year for which the fee is being charged.

FEES FOR MBA (FULL TIME) PROGRAMME

Head	Periodicity	Amount
Tuition Fees	Annual	2000
Admission Fees	Annual	100
Enrollment Fees	Annual	50
Library Fees	Annual	200
Medical Fees	Annual	100
Identity Card Fees	Annual	50
Examination Fees	Per Semester	400
Garden Fees	Annual	50
Laboratory Fees	Annual	300
Syllabus	Annual	100
Total Revenue Account:		3,350
Games Fund	Annual	200
Student Aid Fund	Annual	50
University Magazine	Annual	50
Cultural Activities	Annual	150
Library Caution Money	Refundable	1000
Lab Caution Money	Refundable	100
Foundation Day Celebration	Annual	100
NSS	Annual	10
Study Material, Placement Brochure & Guest Faculty	Per Semester	15,000
Subject Association & Journal	Annual	1,500
Development Fund	Annual	500
Field Work & Tour	Annual	300
Scholarship Fund	Per Semester	2,000
Jamia Radio Fee	Annual	50
University Counseling & Guidance Fees	Annual	50
Student's Union Fee	Annual	50
Total Deposit Account		21,110
Total at the Time of Admission		24,460

The fee shall be payable as under	Amount
At the time of Admission	24,460
Beginning of Semester II	17,400
Beginning of Semester III	23,310
Beginning of Semester IV	17,400
Total Payable for the Duration of the Duration of the Program	82,570
Less: Refundable on Completion of Program	1,100
Net Cost for the Duration of the Program	81,470
Average Annual Cost	40,735

GENERAL RULES REGARDING FEE AND ACCOUNTS

1. Fees shall be accepted by the bankers of the Jamia in cash or Demand Drafts only and not by cheques.
2. All fees are payable in lump sum at the time of admission; Part payment is not allowed.
3. Application for cancellation of admission will not be considered if submitted Two week after the date of admission.
4. After completing all admission formalities if a student changes his/her course of studies, only differential fee will be paid by the student by the prescribed date of new course.
5. In case of cancellation of admission within 30 days in respect of regular course, except annual fee, all other charges will be refunded. However, in case of self-financing course 80% of the fees will be refunded.
6. If a student does not claim the refund of his/her credit balance within on year of leaving the Jamia, the amount standing to his/her credit shall be credited to the Central Scholarships fund.
7. The Caution Money will be refunded only after examination results, are announced. If it remains unclaimed for more than one year from the date of announcement of result, it shall not be refunded and shall be credited to the Central Scholarships.
8. Students admitted to Evening Course of Advanced Diploma, diploma and Certificate in addition to full-time course of the Jamia shall not be charged the following course
 - i. Identity Card iv. Library Deposit
 - ii. University Magazine Fund v. Medical fee
 - iii. Cultural Activities Fund vi. Student Aid Fund
9. In case of failure to pay fee by the prescribed date, additional amount of Rs. 2/-per day will be charged. Provided the dues are cleared within 10 days. After this, the name of the student will be struck off the rolls and he/she will be re-admitted on an additional payment of Rs. 10/-
10. Fee for activities like educational tour/camps etc. are left to the Department to decide considering the number of students and the expenses to be incurred on tours/camps. The Department will collect the fee in this respect directly from the students and would be required to maintain proper accounts for it. No subsidy of any kind would be available for this activity from Jamia except where educational tour is a part of syllabus and its marks are counted for determining the division.

Fees and Dues for M.A. (Mass Communication) 2005-06

M.A. (Previous)

A.	Admission Charges	Rupees
I	Admission Fee	100.00
II	Enrolment Fee (if not already enrolled)	50.00
III	Library Admission Fee (When the student joins Jamia first time)	100.00
IV	Identity Card Fee	50.00
V	Cost of Syllabus	300.00
	Total	600.00
B.	Annual Fees	
I	Cultural Activities	150.00
II	Sports and Games	150.00
III	Medical Fee	100.00
IV	Library Caution Money (Refundable)	2,000.00
*V	Canteen Establishment Charges	50.00
VII	Equipment Caution Money (Refundable)	10,000.00
VIII	University MaQazine	40.00
IX	Student Aid Fund	50.00
X	Foundation Day Celebration	100.00
XI	University development fund	500.00
XII	Garden Fee	50.00
XIII	Community Radio	160.00
	Total	13,350.00
C.	Tuition Fees	3,000.00
D.	Consumables charges	20,000.00
E.	Training & Production Fees	7,450.00
F.	Subject Association Fund	100.00
G.	Examination Fees	500.00
	Grand Total (A+B+C+D+E+F+G)	45,000.00

M.A. (Final)

A.	Admission Charges	Rupees
I	Admission Fee	100.00
II	Identity Card Fee	50.00
III	Cost of Syllabus	300.00
	Total	450.00
B.	Annual Fees	
I	Cultural Activities	150.00
II	Sports and Games	150.00
III	Medical Fee	100.00
IV	Canteen Establishment Charges	50.00
VI	University Magazine	40.00
VII	Student Aid Fund	50.00
VIII	Foundation Day Celebration	100.00
IX	University development fund	500.00
X	Garden Fee	50.00
XI	Community Radio	160
	Total	1,350.00
C.	Tuition Fee	3,000.00
D,	Consumables charges	20,600.00
E	Training & Production Fee	10,000.00
F,	Subject Association Fund	100.00
G.	Examination Fee	500.00
	Grand Total (A+B+C+D+E+F+G)	36,000.00

Fees and Dues for PG Diploma in Development Communication 2005-06

A.	Admission Charges	Rupees
1.	Admission Fee	100.00
2.	Enrollment Fee (if not already enrolled)	50.00
3.	Library Admission Fee (When the student joins Jamia first time)	100.00
4.	Identity Card Fee	50.00
5.	Cost of Syllabus	300.00
	Total	600.00

B.	Annual Fees	
1.	Cultural Activities	150.00
2.	Equipment & Library Caution Money (Refundable)	5,000.00
3.	Canteen Establishment Charges	50.00
4.	University Magazine	40.00
5.	Student Aid Fund	50.00
6.	Foundation Day Celebration	100.00
7.	University development fund	500.00
8.	Garden fee	50.00
9.	Community Radio	160.00
	Total	6100.00
C.	Tuition Fees	17,500.00
D.	Consumable charges	15,200.00
E.	Subject Association Fund	100.00
F.	Examination Fees	500.00
	Grand Total (A+B+C+D+E+F)	40,000.00

Fees and Dues for PG Diploma in Maintenance and Operation of Broadcast Equipment 2005-06

A.	Admission Charges	Rupees
1.	Admission Fee	100.00
2.	Enrollment Fee (if not already enrolled)	50.00
3.	Library Admission Fee(When the student joins Jamia first time)	100.00
4.	Identity Card Fee	50.00
5.	Cost of Syllabus	300.00
	Total	600.00
B.	Annual Fees	
1.	Cultural Activities	150.00
2.	Library Caution Money (Refundable)	2,000.00
3.	University Magazine	40.00
4.	Student Aid Fund	50.00
5.	Foundation Day Celebration	100.00
6.	University development fund	500.00
7.	Medical Fees	100.00
8.	Garden Fee	50.00
9.	Sports and Games	150.00
10.	Community Radio	160.00

	Total	3300.00
C.	Tuition Fee	18,500.00
D.	Consumables/Equipment fees	20,000.00
E.	Equipment Caution Money	10,000.00
F.	Subject Association Fund	100.00
G.	Examination Fee	500.00
Grand Total (A+B+C+D+E+F+G)		53,000.00

Fees and Dues for Advanced Diploma in Journalism 2005-06

A.	Admission Charges	Rupees
1.	Admission Fee	100.00
2.	Enrollment Fee (if not already enrolled)	50.00
3.	Library Admission Fee	100.00
	(When the student joins Jamia first time)	
4.	Identity Card Fee	50.00
5.	Cost of Syllabus	300.00
	Total	600.00
B.	Annual Fees	
1.	Cultural Activities	150.00
2.	Library Caution Money (Refundable)	1,000.00
3.	University Magazine	40.00
4.	Student Aid Fund	50.00
5.	Foundation Day Celebration	100.00
6.	University development fund	500.00
7.	Medical Fees	100.00
8.	Garden fees	50.00
9.	Sports and Games	150.00
10.	Community Radio	160.00
	Total	2300.00
C.	Tuition Fee	17,500.00
D.	Consumables/Equipment fee	10,200.00
E.	Subject Association Fund	100.00
F.	Examination fee	500.00
Grand Total (A+B+C+D+E+F)		31,000.00

GENERAL RULES REGARDING FEES AND ACCOUNTS

1. Fees shall be accepted by the Cashier in Cash/Demand Draft only or by cheques.
2. All fees payable in lump sum at the time of admission.
3. Hostel charges in the case of students in residence are payable in advance in three installments, the first installment at the time of admission, the second by October 15 and the third by February 15.
4. If the last date for payment of fees is a holiday, the fees shall be paid on the first working day after the holiday.
5. In case of failure to pay an installment of dues within 20 days of the prescribed date, an additional amount of Rs. 50/- per day will be charged provided that the arrears are cleared within 10 days. After this period, the defaulting student's name will be struck off the rolls and he/she will be readmitted on an additional payment of Rs.1000/- provided the admission is taken within 30 days.
6. No part payment is allowed.
7. In case of cancellation of admission, within the prescribed period, except the admission charges, all other charges will be refunded as per the Jamia rules.
8. If a student doesn't claim their fund of his/her Credit balance within one year of leaving the Jamia, the amount standing to his/her credit shall be considered to have been donated to the student aid fund of the Centre.
9. The Caution money will be refunded only after examination results are announced and if unclaimed for more than one year from the date it becomes refundable, it will be treated as lapsed and will be credited to the aid fund of the Centre.

Faculty of Education

S. No.	Particulars	B.Ed./ B.Ed. Spl. Edu./ B.Ed. Nursery/ M.F.A./ M.Ed./ M.Ed. (Ele.Edu.)/ M.Ed. Spl. Edu./ M.A.Ed./ M.A.Ed. Plan./ Dip. ETE/ M.Phil. / P.G. Dipl. in Edl. Mangt.	B.F.A. Art Edu./ Applied/ Painting/ Sculpture	(S.F.) Certificate Course in Fine Arts Deptt.
1	Tuition Fee	750	750	6000
2	Admission Fee	100	100	500
3	Enrollment Fee	50	50	100
4	Medical fee	100	100	0
5	Identity card	50	50	50
6	Syllabus/ Sessionals	50	50	50
7	Examination Fee	400	400	400
8	Garden Fee	50	50	50
9	Lib. fee	200	200	200
10	Games Fund	200	200	0
11	Sub. Assoc./ Co- Curr. Activities	150	150	50
12	Student Aid Fund	50	50	50
13	Univ. Magazine	50	50	50
14	Cultural Activities	150	150	0
15	Lib. Caution Money	1000	1000	1000
16	Development Fund	500	500	500
17	Canteen Establishment	50	50	50
18	Faculty Magazine	50	50	0
19	Foundation Day Celebration	100	100	100
20	N.S.S.	10	10	10
21	Sessional Work	0	500	500
22.	Camp/Tour	150	150	-
23.	Jamia Radio Fee	50	50	50
24.	University Counselling & Guidance Fee	50	50	50
25.	Student Union Fee	50	50	50
	Total	4360	4860	9910

FEE FOR Ph.D. (INDIAN SCHOLARS)

1	Registration Fee	Rs.250/-
2	Enrolment Fee	Rs.100/-
3	Library Caution Money	Rs.1000/-
4	Lab. Caution Money	Rs.300/-
5	Supervision Fee	Rs.1200/- per annum
6	Library Fee	Rs.200/- per annum
7	Examination Fee to be deposited before the submission of the Ph. D. Thesis	Rs.1000/-
8	Lab. Fee for Science/Engineering Students	Rs.300/- per annum
9	University Development Fund	Rs.500/-
10	Identity Card	Rs.50/- per annum
11	Late Fee	Rs.50/- per month
12	Jamia Radio	Rs.50/- per annum
13	University Counselling & Guidance Fee	Rs.50/- per annum

- (i) Jamia employees are exempted from the payment of supervision fee, library and lab fee and caution money, but shall pay (as special fee) Rs.100/- per annum.
- (ii) Son/daughter/spouse/ of Jamia employees and the permanent teachers of the recognized institutions are exempted from the payment of supervision fee but shall pay (as special fee.) Rs.100/- per annum.
- (iii) In case of re-admission of Ph.D. scholar, the arrears of fees for the previous period will be payable by the scholar.
- (iv) All the fees and charges are subject to revision.
- (v) Calculation of the arrears of fee to be governed by the rules given in the Prospectus of that year for which the fee is being charged.

Faculty of Engineering and Technology

The candidates selected for admission will have to pay the following fees (in Rupees) at the time of admission

S.No	Particulars	B.Tech hB.Arch.& M.Sc Electronics	M.Tech h. in Elect. EnergySystem Mgmt.*	B.E. Civil, M.Tech h. in Envt. Sc. & Engg.	B. E. Elect., Mech.,El ectronics & Comm, &Computer,Engg. (Self finance)	M.B.A (Part- Time) (Self finance)	Diplo ma Engg.(Regula r Course)	Diploma Engg. (Evenin g) (Self finance)
1	Tuition Fee	2,000	3,000	8,000	10,000	13,000	1,200	5,750
2	Admission Fee	100	100	100	100	100	100	100
3	Enrolment Fee	50	50	50	50	50	50	50
4	Library Fee	100	100	100	100	100	100	100
5	Medical Fee	100	100				100	
6	Identity Card Fee	50	50	50	50	50	50	50
7	Syllabus/Sessionals	100	300	100	300	300	100	300
8	Examination Fee	500	600	600	600	600	500	500
9	Garden Fee	50	50	50	50	50	50	50
10	Laboratory Fee	400	400	400	400	400	400	400
11	Games Fund	200	200				200	
12	Subject Assn. Fund	100	100	100	100	100	100	100
13	Student Aid Fund	50	50	200	200	200	50	200
14	University Magazine	50	50				50	
15	Cultural Activities	150	150	150			150	
16	Annual Tour	200						
17	Library Caution money	300	300	300	300	300	300	300
18	Laboratory Caution money	200	500	200	200	200	200	200
19	Development Fund	500	500	500	500	500	500	500
20	Faculty	50	50	50			50	

	Magazine							
21	Lab. Estab. Fee		-	-	2,000	2,000	-	2,000
22	Canteen Estab. Fee	50	50	50	100	100	50	100
23	N.S.S.	10	10	10	10	10	10	10
24	Foundation Day Celebrations	100	100	100	100	100	100	100
25	Lab. Development Fee	-	1,000					
26	Departmental Library/Seminar Fund	-	1,000					
27	Comp. Lab. Estab. Fee (one time)	1,000	1,000	1,000	1,000	1,000		
28	Placement Fee (one time)	500	500	500	500	500	500	500
	Total (in Rupees)	6,910	10,310	12,610	16,660	19,660	4,910	11,310

EDUCATIONAL TOUR FEE**

B. Tech (Pre-Final)	1000
B. Arch.(all parts)	1500

* Fees once paid is non-refundable except Caution Deposits.

** This fee will be collected by the concerned Department.

Note:

Additional fee of Rs. 500/- shall be charged for the courses following semester system.

For more information please see General Rules Regarding Fees and Accounts.

FEE FOR Ph.D. (INDIAN SCHOLARS)

S. NO.	FEE	AMOUNT IN RS.
1	Registration fee	250/-
2	Enrolment fee	100/-
3	Library Caution Money	1000/-
4	Lab Caution Money	300/-
5	Supervision Fee	1200/- per annum
6	Library Fee	150/-per annum
7	Examination fee to be deposited before the submission of the Ph. D. thesis	Rs.1000/-
8	Lab. Fee for Science/Engineering students	300/- per annum

9	University Development Fund	500/-
10	Identity Card	50/- per annum
11	Late fee	50/- per month

- (i) Jamia permanent employees are exempted from the payment of supervision fee, library and lab fee and caution money, but shall pay (as special fee) Rs.100/- per annum.
- (ii) Son/daughter/spouse/ of Jamia permanent employees and the permanent teachers of the recognized institutions are exempted from the payment of supervision fee but shall pay (as special fee.) Rs.100/- per annum
- (iii) In case of re-admission of Ph.D. scholar, the arrears of fees for the previous period will be payable by the scholar.
- (iv) Calculation of the arrears of fee to be governed by the rules given in the prospectus of that year for which the fee is being charged.

Ordinance 35 (XXXV) (Academic)

ATTENDANCE

(for Regular Students)

1. In order to be eligible to appear at the Annual/Semester End Examination, a student shall be deemed to have undergone a regular course of study (except M.Ed. Course) in the University, if he/she has attended at least 75% in lectures/tutorials, AND separately 75% in practicals/ field work/teaching practice and/or such other activities as decided by the Academic Council from time to time.

Provided that a relaxation to the maximum extent of 10% of the total attendance may be accorded to a student on account of serious sickness/excruciating medical disability*, participation in the university-approved co-curricular/extra-curricular activities and prescribed educational/cultural tours.

Provided further that in case of medical disability as mentioned herein above, an application for condonation shall be supported by a medical certificate advising such a condonation issued by a Public Hospital or such hospitals as notified by Jarnia Millia Islamia (as per the appended annexure). The University may, at its discretion, refer such cases to the Ansari Health Centre of Jamia. The decision of the medical experts of the Ansari Health Centre shall be final and conclusive. ***Such applications must be submitted either during the period of treatment/hospitalization or within two weeks following recovery.*** In case of review/rejection by the Ansari Health Centre, the same shall be communicated to the applicant by the concerned department *within two weeks* of receipt of application for condonation.

For M. Ed. Course, the minimum attendance of students shall be 80% for Theory Courses and Practicum, and 90% for Field Attachment.

- 2.** In the case of B.A. LL.B. (Hons.) programme, in terms of the requirements of the Bar Council of India, no student shall be allowed to take the End-Semester Examination in a subject if the student concerned has not attended a minimum of 70% of the classes held in the subject as also in the 'moot court', room exercises, tutorials and practical training conducted in the subject taken together.

Provided that if a student for any exceptional reason(s) fails to attend 70% of the classes as mentioned herein above, a committee set up by the Vice-Chancellor, on the recommendation of the Dean of the Faculty, may examine the

case and submit its recommendation to the Vice-Chancellor to allow/ disallow the student to take the examination if the student concerned attended at least 65% of the classes held in the subject concerned and attended 70% of the classes in all the subjects taken together.

3. In the case of B.D.S. programme, a student shall be required to satisfy the following requirements pertaining to attendance:
 - (a) No student shall be permitted to appear in the annual examination unless he/she has fulfilled all the requirements of the course and has secured not less than 75% attendance in theory and 75% in practical and clinical, individually in all subjects.
 - (b) In case of a subject in which there is no examination at the end of the academic year, the percentage of attendance shall not be less than 70% in theory/ practical/ clinical individually. However, at the time of appearing for the University Examination in those subjects, the aggregate percentage of attendance in each subject should satisfy the condition (a) above.

4. Notwithstanding anything contained in the Paras 1-3, a Faculty/Department/Centre, as it may deem fit, may include certain other components of the programme/courses like agency placement, conferences, self development modules, camps, training and other allied activities for regulating attendance, as approved by the Academic Council from time to time on the recommendation of the concerned Board of Studies/ Committee of Studies.

Provided that the attendance requirements in the components of such programme of study/ courses shall in no way be less than 75%.

5. In consonance with these Ordinances, the University may frame regulations for effective implementation of the rules pertaining to attendance.

* Serious sickness/ excruciating medical disability shall include all diseased conditions requiring hospitalization or such diseases that render immobility for the period duly certified by the State Government/Central Government hospitals/dispensaries and all such hospitals that have been empanelled by Jamia Millia Islamia as per the C.G.H.S. rules.

** Paras 2 and 3 are as per the regulations of the Bar Council of India and Dental Council of India, respectively.

Regulation R-35 (R-XXXV) (*academic*)
Counting of Attendance of Students

1. Subject to the provisions laid down in Ordinance 35 (*academic*), the attendance of students, who have registered themselves in various programmes/courses of study, shall be computed as per the procedure described in this Regulation.
2. Attendance of students admitted to the 1st semester/ 1st year of any programme/course of study shall be counted from the date of admission in the respective classes.
3. Classes of the consecutive semesters/years shall commence from the 1st working day after the summer/winter vacations and all students who have been/are likely to be promoted to the next semester/year of the class will be deemed to have been given 'provisional' admission, even if the examination results of such students are awaited or they have not completed their re-admission. The attendance of all such provisionally admitted students shall be counted from the 1st working day of the respective semester/year.

Provided that in the Bachelor of Dental Surgery (B.D.S.) course where there is a provision of 'supplementary examination' as per the ordinance of the said course, if a student passes the supplementary examination, his/her attendance shall be counted from the date of his/her provisional admission. However, if a student fails in the supplementary examination, his/her attendance shall be counted from the date of his/her re-admission to the previous class, which he/she has been reverted back.

Provided further that the provisionally admitted students shall be required to complete their re-admission by 31st of July of each year or within 15 days of the declaration of result, whichever is latter. In case the student is unable to complete the re-admission as per the above time limit, he/she will be allowed to complete the re-admission within the next 15 days after the expiry of the cut-off date with the provision of late payment of such fees as is notified from time to time.

Provided further that if a student fails to complete his/her re-admission by the above extended schedule of late payment of fee, his/her admission shall stand cancelled.

4. If a student is found to be continuously absent from classes without information (communicated in writing with valid cause the reason for such absence) for a period as specified in Para No. 2.7 of Ordinance 14 [*academic*], his/her name shall be struck off the rolls of the University.

Such a student may, however, be readmitted only after getting approval of the Vice-Chancellor as provided in the above-mentioned Ordinance

5. The late submission of fee by a readmitted student will not entitle him/her for any relaxation in attendance and that his/her attendance shall be computed from the date of commencement of classes.

Ordinance 36 (XXXVI)
**Rules for Transitional Students of Postgraduate/
Undergraduate Programmes**

Preamble: While moving from the annual mode to the semester mode of teaching and examinations, the university has been confronted with the problem related to the students of postgraduate/undergraduate programmes who could not pass their final examination within prescribed duration of the programme and have been/ will be re-admitted as regular students as per the existing rules of the University. For such students, regular classes in the annual mode cannot be arranged by the concerned departments due to non-availability of sufficient classrooms and faculty members owing to their engagement in teaching of the semester courses. This Ordinance is meant for such students, who will hereinafter be called as ‘transitional’ students.

1. For transitional students, each department shall appoint a Counselor, who will be a permanent faculty member of the concerned department. In the absence of a Counselor, the Head of the Department shall act as the Counselor.
2. The Counselor will provide necessary guidance to the transitional students with regard to their curricula/courses. They may also advise the students to attend the relevant ongoing semester courses, if so required.
3. There will be no formal attendance of transitional students and they will be permitted to appear in their annual examinations as regular students.
4. This ordinance will be transient in nature and will cease to exist after the expiry of the maximum period to complete the concerned postgraduate/undergraduate programme as provided in the Examination rules of the University.

Ordinance 37 (XXXVII) [Academic] Transfer of Credit

- 1) This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities of India and abroad that can work well.
- 2) This Ordinance is aimed at prescribing:
 - a) procedure for facilitating and promoting transfer of credits earned by the students of this University to other Universities/educational institutions; and
 - b) policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.

Facilitation for Transfer of Credits to other Universities/educational institutions:

- 3) The University shall facilitate transfer of credits earned by its students to other Universities/ educational institutions.
- 4) A student of the University seeking transfer of credit to other Universities/ institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examinations.
- 5) The Controller of Examinations, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the same along with the application of the students to the University/institution concerned.

Policy and Procedure for accepting Credit Transfer from other Universities

- 6) The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:
 - a) Universities recognised under Section 12(b) of the UGC Act.
 - b) Universities that are members of the Association of Indian Universities.
 - c) Such foreign Universities, the Courses/Programmes of which are recognised as equivalent to those of Indian Universities by the Association of Indian Universities.
 - d) Indian Institutes of Technology (IIT)
 - e) Indian Institutes of Management (IIM)

- f) National Institutes of Technology (NIT)
 - g) Indian Institutes of Science Education and Research (IISER)
 - h) Indian Institutes of Information Technology (IIIT)
 - i) Schools of Planning and Architecture (SPA)
 - j) All India Institute of Medical Sciences (AIIMS)
 - k) Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
 - l) Any other University/educational institution/ research institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of the University.
- 7) Request for acceptance of transfer of credits shall be:
- a) entertained only if received from such candidates who have been duly selected for admission in a Programme of Studies, as per the rules governing admission in the University;
 - b) made by the student concerned within 10 days from the date of his/her admission in the University.
 - c) made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
 - d) supported by such documents as may be prescribed by the Academic Council.
- 8) Dean of the Faculty concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a Committee comprising a senior faculty as chairperson and two faculty members to process and finalize the request for acceptance of credit.
- 9) The maximum credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Studies in which a student has been admitted.
- 10) Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade/ GPA of 2 or above/ a minimum of 50% marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard shall be considered as final.
- 11) The credit equivalence for accepting credit transfer shall be determined as under:

- a) for credit(s) earned by students from Universities that have the credit system in place, a Course work requiring 15 hours of contact hours shall be considered as equivalent to 1 credit of the University;
 - b) for Courses completed from Universities/educational institutions/research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 2 credits of the University; and
 - c) for Courses completed from Universities/educational institutions/research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 2 hours per week it shall be considered as equivalent to 2 credits of the University.
 - d) In case of any difficulty in determining the equivalence, the cases may be referred to the Standing Committee for Equivalence of Courses for Credit Transfer
- 12) The University may also permit its students to accumulate certain credits from other Universities/ educational institutions/research institutions in full or partial fulfilment of the required Course work. In such cases:
- a) the student shall be required to obtain prior approval of the Dean of the School;
 - b) the Courses can be undertaken only in the institutions specified in para 8 above; and
- 13) the maximum number of credits that can be accumulated by a student from other institutions shall not exceed 25% of the total credits prescribed for the successful completion of the Programme of Studies.

Standing Committee for Equivalence for Recognition of Courses for Credit Transfer

- 14) There shall be a Standing Committee constituted by the University to facilitate credit transfer to and from universities/institutions that have/have not yet adopted the credit system. The composition of the Committee shall be the following:
- i) Pro-Vice-Chancellor or One of the Deans to be nominated by the Vice-Chancellor who shall be the Chairman;
 - ii) Deans of the Faculties;
 - iii) One academician to be nominated by the Vice-Chancellor from amongst the Professors of the University for a period of three years;
 - iv) Registrar;
 - v) Controller of Examinations - Member-Secretary.

At least one-third of the members of the Committee shall constitute the quorum for a meeting of the Committee.

The functions of the Committee shall be as under:

- a) To consider proposals from other universities/institutions with regard to transfer of credits;
 - b) To consider proposals and for the recognition of courses taken by a student from other universities/institutions for which the request for credit transfer has been received from the student;
 - c) To determine and approve the number and extent of credits that may accepted/permitted for credit transfer on case by case basis;
 - d) To report to the Academic Council on all matters concerning credit transfer, which are referred to the Committee.
- 16) All proposals and requests for equivalence of courses shall first be examined by the Dean of the Faculty/Director of the Centre concerned with regard to the courses of study and the standard of the course.
 - 17) The recommendation of the Dean/Director shall be placed before the Standing Committee for Equivalence of Courses for Credit Transfer.

Ordinance 38 (XXXVIII) **Plagiarism Policy**

DEFINITIONS

- a) “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b) “Author” includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;
- c) “Commission” means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- d) “Common Knowledge” means a well-known fact, quote, figure or information that is known to most of the people;
- e) “Degree” means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- f) “Departmental Academic Integrity Panel” shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- g) “Faculty” refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- h) “Higher Educational Institution (HEI)” means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a constituent unit of a university;
- i) “Information” includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- j) “Institutional Academic Integrity Panel” shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
- k) “Notification” means a notification published in the Official Gazette and the expression “notify” with its cognate meanings and grammatical variation shall be construed accordingly;
- l) “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.
- m) “Programme” means a programme of study leading to the award of a masters and research level degree;
- n) “Researcher” refers to a person conducting academic / scientific research in HEIs;

- o) “Script” includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
 - p) “Source” means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (1);
 - q) “Staff” refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
 - r) “Student” means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
 - s) “University” means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
 - t) “Year” means the academic session in which a proven offence has been committed.
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1.0 GENERAL

Plagiarism is the theft of someone’s ideas/language/research output or findings, and is a form of cheating which is morally and ethically unacceptable. Plagiarism covers all published and unpublished material, including books, book-chapters, research article, manuscripts, dissertations and thesis both in printed or electronic form. The Plagiarism policy shall also be applicable to public writings or website articles, intellectual property like artworks, visual art works including paintings and images, music, audios, videos, choreography and theatric performances. The University strongly discourages plagiarism at all levels. In order to prevent plagiarism in mentioned area and to eliminate the scope of this menace, Jamia Millia Islamia (Central University) has established a well-articulated policy. It defines the objectives, level of plagiarism and detection/handling system. The penalties at different levels of plagiarism and the mechanism of its implementation has also been developed and presented herein following UGC gazette notification 2018.

2.0 OBJECTIVES OF PLAGIARISM POLICY

The major objectives of this policy include:

- (i) To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism

as mentioned in section 1.0 of this policy among student, faculty, researcher and staff.

- (ii) To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- (iii) To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of JMI committing the act of plagiarism.

2.1 Awareness Programmes and Trainings

- (a) JMI shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- (b) JMI shall conduct sensitization seminars/ awareness programs in every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) JMI shall:
 - (i) Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
 - (ii) Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Research Scholars. Such a module may be assigned 2 credits.
 - (iii) Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the JMI.
 - (iv) Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
 - (v) Establish facility equipped with modern technologies for detection of plagiarism.
 - (vi) Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.
 - (vii) Train and encourage UG/PG students and research scholars to submit their assignments and term papers without taking recourse to plagiarism.

2.2 Curbing Plagiarism

- (a) Every student of Masters/M.Phil/PhD while submitting dissertation, thesis, or any other such documents to the JMI shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original

work and free of any plagiarism.

- (b) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the JMI as described in M.Phil/PhD Ordinance 9 (IX) Para 12 (k) and Annexure XI – A to XI – D.

2.3 Similarity Checks for Exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- (i) All quoted work reproduced with all necessary permission and/or attribution.
- (ii) All references, bibliography, table of content, preface and acknowledgements.
- (iii) All generic terms, laws, standard symbols and standard equations.

Note: The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude common knowledge or coincidental terms, up to fourteen (14) consecutive words.

3. LEVELS OF PLAGIARISM

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- (i) Level 0: Similarities upto 10% - Minor similarities, no penalty
- (ii) Level 1: Similarities above 10% to 40%
- (iii) Level 2: Similarities above 40% to 60%
- (iv) Level 3: Similarities above 60%

4.0 FORMATION OF DEPARTMENTAL ACADEMIC INTEGRITY PANEL (DAIP) / CENTRE ACADEMIC INTEGRITY PANEL (CAIP)

If anyone complains about plagiarism in the items listed in section 1.0 of this policy with appropriate proof to the department/centre, the DAIP/CAIP shall investigate the matter and submit its recommendations to UAIP. The DAIP/CAIP shall be notified with the approval of Vice Chancellor. The composition of DIPA/CAIP shall be as follows:

- (i) Chairman – Head of the Department/Director of the Centre
- (ii) Member – A senior Academician from outside the Department/Centre (Within the University) to be nominated by the Vice Chancellor
- (iii) Member – A person well-versed in anti-plagiarism tools, to be nominated by Head of Department/Director of Centre

The tenure of the members in respect of point (i) and (ii) shall be two years. The quorum for the meetings shall be 2 out of 3 (including chairman).

4.1 Functions and Powers of DAIP/CAIP

- (a) The DAIP/CAIP shall follow the principles of natural justice while deciding the allegation of plagiarism against the student/faculty/researcher/staff.
- (b) The DAIP/CAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- (c) The DAIP/CAIP after investigation shall submit its report with the recommendation of penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint/initiation of proceedings.

5.0 FORMATION OF UNIVERSITY ACADEMIC INTEGRITY PANEL (UAIP)

The university shall notify a UAIP whose composition of shall be as follows:

- (i) Chairman – Pro – VC/Dean/Senior Academician
- (ii) Member – A senior Academician other than chairman from within the University to be nominated by the Vice Chancellor
- (iii) Member – A senior Academician from outside the University to be nominated by the Vice Chancellor
- (iv) Member – A person well-versed in anti-plagiarism tools, to be nominated by the Vice Chancellor

The Chairman of DAIP, CAIP and the UAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

5.1 Functions and Powers of UAIP

- (i) The UAIP shall consider the recommendations of DAIP/CAIP.
- (ii) The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (iii) The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of JMI.
- (iv) The UAIP shall have the power to review the recommendations of DAIP/CAIP including penalties with due justification.
- (v) The UAIP shall send the report to the competent authority after investigation and the recommendation on penalties to be imposed by the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/CAIP/ complaint / initiation of the proceedings.
- (vi) The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

6.0 PENALTIES

Penalties in the cases of plagiarism as mentioned in section 1.0 of this policy shall be imposed among student, faculty, researcher and staff of the JMI only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and the individual in question has been provided enough opportunity to defend himself or herself in a fair and transparent manner.

6.1 Penalties in case of Plagiarism in Submission of Thesis and Dissertations

University Academic Integrity Panel (UAIP) shall recommend penalty considering the severity of the Plagiarism.

- (i) **Level 0: Similarities upto 10%** - Minor Similarities, no penalty.
- (ii) **Level 1: Similarities above 10% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- (iii) **Level 2: Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script for a period of one year.
- (iv) **Level 3: Similarities above 60%** - Registration of such students for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit, as the case may be, then his/her degree or credit shall be put in abeyance for a period recommended by the UAIP and approved by the Vice Chancellor.

6.2 Penalties in case of Plagiarism in Academic and Research Publications

- (i) **Level 0: Similarities up to 10%** - Minor similarities, no penalty.
- (ii) **Level 1: Similarities above 10% to 40%** - Shall be asked to withdraw manuscript.
- (iii) **Level 2: Similarities above 40% to 60%**
 - (a) Shall be asked to withdraw manuscript.
 - (b) Shall be denied right to one annual increment.
 - (c) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/Scholar for a period of two years.

(iv) **Level 3: Similarities above 60%**

- (a) Shall be asked to withdraw manuscript.
- (b) Shall be denied right to two successive annual increments.
- (c) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of the highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the JMI.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained, as the case may be, then his/her benefit or credit shall be put in abeyance for a period recommended by UAIP and approved by the Vice Chancellor.

Note 3: If there is any complaint of plagiarism against the Head of Department/Director of Centre at the University level, a suitable action, in line with these regulations, shall be taken on the recommendation of the UAIP and approved by the Vice Chancellor.

Note 4: If there is any complaint of plagiarism against any member of DAIP/CAIP or UAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

6.3 Penalties in Case of Plagiarism Other Than Dissertation/Thesis/Research Papers

In case of plagiarism in items discussed in section 1.0 of this plagiarism policy, i.e., other than dissertations/theses and published papers, the DAIP/CAIP shall investigate the matter and submit the facts to UAIP. The UAIP shall review the facts submitted by DAIP/CAIP and recommend suitable penalty as mentioned in section 6.1 and 6.2 of this policy. Further, in cases of complaints of plagiarism in dissertations/theses and published papers in non-English languages for which appropriate plagiarism software is not available, the DAIP/CAIP shall investigate the matter and submit the facts to UAIP. The UAIP shall review the facts submitted by DAIP/CAIP and recommend suitable penalty as mentioned in section 6.1 and 6.2 of this policy.

7.0 DETECTION/REPORTING/HANDLING OF PLAGIARISM

If any member of the academic community within JMI suspects with appropriate proof that a case of plagiarism has happened in any document as mentioned in section 1.0, he or she shall report it to the concerned DAIP/CAIP. Upon receipt of such a complaint or allegation the

DAIP/CAIP shall investigate the matter and submit its recommendations to the University Academic Integrity Panel (UAIP) of the JMI.

All complaints with appropriate proof of plagiarism in any document as listed in section 1.0 from outside JMI shall be addressed to UAIP. The UAIP of JMI can also take *suo motu* notice of an act of plagiarism and initiate proceedings under these regulations. UAIP may forward the complaint to the concerned Department/Centre to obtain expert opinion from DAIP/CAIP, if needed. On the basis of expert comments/findings the UAIP will recommend the penalty to the Vice Chancellor for further action.

Initially, the individual cases related to department/centre shall be tackled by the respective DAIP/CAIP. Thereafter, on the recommendation(s) of DAIP/CAIP, the UAIP shall assess the recommendation(s) with due consideration of natural justice and the notified UGC guidelines. In all cases, the recommendation(s) of UAIP shall be put up before the academic council/executive council for approval.

JMI shall consider only the cases between two parties i.e., the person who has committed plagiarism and the person whose work in any form has been plagiarized. However, in case of third-party reporting, the case will be referred to UAIP and the UAIP shall assess the case following standard procedure and guidelines of regulatory body(ies).