



PROGRAMME GUIDE

2022-23

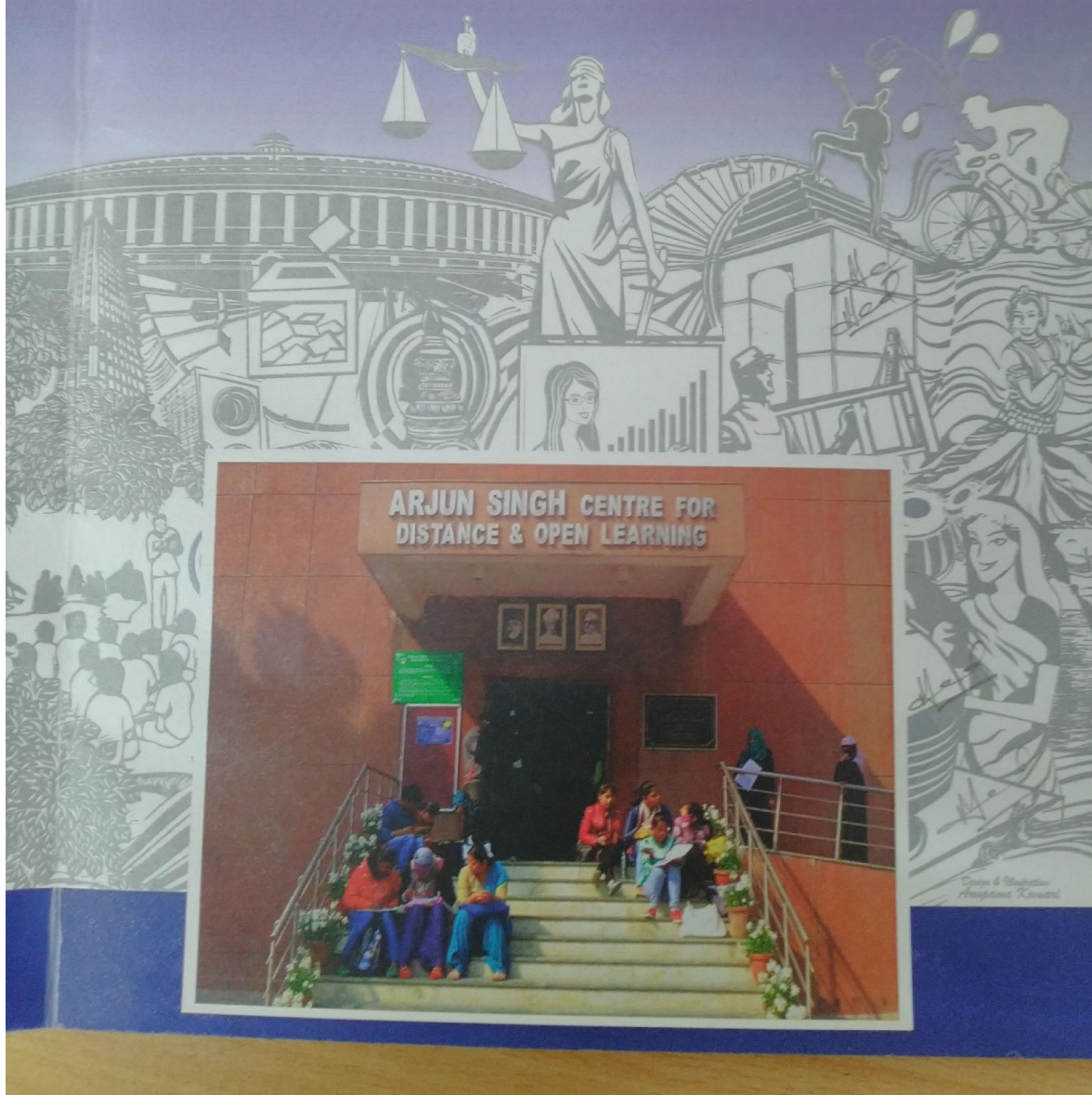
Certificate in Computer Hardware and Network Technology (CCHNT)

CENTRE FOR DISTANCE AND OPEN LEARNING

Jamia Millia Islamia

(A Central University by an Act of Parliament)

NAAC Accredited Grade "A"



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MESSAGE FROM CDOL

Dear Students,

It is a pleasure welcoming you to Jamia Millia Islamia for the **Certificate in Computer Hardware & Network Technology (CCHNT)** Programme under distance mode being offered at the Centre for Distance and Open Learning.

Education, needless to reiterate, is a *sine qua non* for the growth of a nation and personality development of its citizens. Plagued by the existence of various structural problems and prejudicial practices leading to divisiveness in the social order, various governments that have struggled to evolve an egalitarian order based on Gandhiji's dream of social justice and Nehru's meditations on equity have finally found an answer in education. Distance education is, one of the many, multi-pronged instrument adopted to promote literacy across India. It aims not just to foster social mobility and lifelong education but also to uphold the core values of the Indian society, that is, democracy, secularism, social justice and equality of opportunity.

The Jamia Millia Islamia in its endeavor to endorse and promote these values and advance literacy, has pledged to take education to the doorsteps of the learners.

I wish you success in your educational endeavors.

Prof. Jessy Abraham
Hony. Director

PROGRAMME COORDINATOR

Name of Programme Coordinator	Contact Details
Dr. S.K.Verma	
Phone: 26921265 Extn. 26981717-4227	Phone: 26921265 Extn. 26981717-4227

1. ABOUT THE PROGRAMME

1.1 Introduction to the Programme

The Certificate in Computer Hardware & Network Technology (in Distance Mode) aims to provide technical skills and expertise in the fast growing field of computer hardware and network engineering. This programme consists of five theory courses with extensive laboratory work followed by Industry-Based Project. Its main thrust is in the field of hardware development and state of the art network environment. It is for both working professionals who want to upgrade their knowledge in self paced manner and fresh graduate/diploma holders pursuing their career in the computer hardware. Thus equip them to handle- normal operation as well as emergencies in installation, configuration and maintenance of latest computer hardware in networked environment.

The course is exclusively devoted to practical training in an industry, which is its unique feature. Students are required to work on assembling, configuration and troubleshooting of computer hardware and networking installations in a multi-user and multi-OS environment.

1.2 Duration of the Programme

Minimum duration of the Programme : 1 (one) Year

Maximum duration of the Programme : 3 (three) Years

1.3 Medium of Instruction : English.

The SLMs/Question paper & Assignment will be provided in English only.

1.4 Programme Fee : 8000 per annum

1.5 Brief Programme Structure

Certificate in Computer Hardware & Network Technology (CCHNT)

Course Code	Course Title	Credit	Evaluation Scheme		Term End Exam	Total Marks
			Theory *I.A	Practical *I.A		
CCH-101	Operating System	4	30	--	70	100
CCH-102	Fundamentals of Computer & Network	4	6	--	70	100
CCH-103	Computer Network	4	6	--	70	100
CCH-104	Network Operating System	4	6	--	70	100
CCH-105	Trouble Shooting	4	6	--	70	100
CCH-111	Computer Hardware Lab.	4	6	60	40	100
CCH-112	Operating System Lab.	4	6	60	40	100
CCH-113	Computer Network Lab.	4	6	60	40	100
CCH-114	System Administration Lab.	4	6	60	40	100
CCH-115	Trouble Shooting Lab.	4	6	60	40	100
CCH-200	Project	4	6	Project Report/ *I.A	Viva Voce	
		4	6	60	40	100
Total		48	150	360	590	1100

* I.A- Internal Assessment

1.6 Detailed Programme Structure

CCH101: Operating System

Block 1

Unit-I: Operating System:

Introduction to Operating System (OS), evolution of OS, types of Operating System, serial Processing, batch processing, multiprogramming, multiprocessing, multitasking, introduction to Unix, shell commands, redirection and piping, communication in Unix.

Unit-II: Processor Management:

Processor overview, process states, multiprogramming, process concepts, process control blocks, concurrency, mutual exclusion, semaphores, deadlocks, avoiding deadlocks. Scheduling – Types of schedulers, scheduling algorithms, device management.

Block 2

Unit-III: Memory Organization and Management:

Types of memory, serial access, random access and semi random access, core, semiconductor and bubble memories, memory devices, Memory characteristics- Density, access time, cost, destructive and non-destructive read out, static memories, dynamic memories and memory refresh. Contiguous allocation, fixed partition, dynamic partition, segmentation, non contiguous memory management, paging, virtual memory, virtual memory management.

Unit-IV: I/O Organization:

Memory mapped I/O and I/O instructions, polled interrupt and DMA mode of data transfer, multiple I/O daisy chaining, polling and parallel priority control. I/O processors, Concept of channel, file concepts, file support, access methods, allocation methods, indexed allocation, directory system, single level, two level tree structures, disk management, working with Windows 2000 and Linux/Unix.

CCH102: Fundamentals of Computer and Network**Block 1**

Unit-I: The System Board:

Types of Computers, PC family, Types of system board, CPU and chipset companion, ROM bios, RAM, buses and extension slots, 8-bit and 16-bit ISA, EISA, VESA, PCI, AGP bus, on board ports, hardware configuration, CMOS setting

Unit-II: Memory:

Physical Memory. ROM, RAM, managing memory DOS and windows 9x/2000/xp, swapping files, Troubleshooting guidelines, upgrading memory.

Unit-III: Secondary Storage Devices:

Need of secondary storage, types of Secondary storage device – solid state, magnetic, optical; Floppy Disk: How data is physically and logically stored on a disk, formatting process, troubleshooting FD, replacing and adding a new FD, Error messages and their mean. Hard Disk Drive: The hard drive, IDE, EIDE and SCSI technology, logical organization of HD, formatting, optimization, fragmentation, OS commands for HD management, Problems with HD, disk diagnostic tools, recovering data Installation and use of removable drives: HD, Zip, Solid State, Tape, CDROM, CD-R, and CD-RW, DVD drives and disks.

Block2**Unit-IV: Input/output Devices:**

Basic principle of peripherals, installation and using ports and expansion slots for add on devices, Parallel, COM, USB ports, keyboard, pointing devices, monitors and video devices, sound cards, digital camera, scanner, video capturing cards, TV tuner cards, Infrared cordless device.

Printers: types of printers, installation, supporting and troubleshooting printer, sharing printers over a network

Unit-V: Introduction to computer networks:

Computer network, need of computer network, network hardware and software, network topologies, LAN, MAN, WAN, Internet, Internet – services, modem, hub repeater, bridge, router, and gateway.

CCH103: Computer Network**Block 1**

Unit I: Data transmission: Data transmission, transmission media, package and circuit switching, Channel allocation techniques-CDMA, TDMA, FDMA, WDMA, OSI Model;

Unit II: Network Standard: OSI –ISO, Protocols and standardization, Ethernet technology, FDDI, TCP/IP, IEEE 802.3, 802.4, 802.5, 802.6;

Unit III: Internet: Internet, IP Addressing, Internet Application and network level interconnection, Internet architecture, interconnection through IP router, classes of IP address, dotted decimal notation, loop back address, special address conventions.

Block 2

Unit IV: Address Resolution Protocol (ARP): Mapping Internet Address to Physical Address (ARP): Address resolution problem, resolution through direct mapping and dynamic binding, relationship of ARP to other protocols, ARP implementation, ARP protocol format, determining an Internet address at start up (RARP).

Unit V: Server Configuration and application: Bootstrap and auto configuration (BOOTP, DHCP), BOOTP message format and transmission policy, two step bootstrap procedure, dynamic host configuration and IP address assignment, obtaining multiple addresses, DHCP and domain name, TCP/IP internal domain names, mapping domain names to addresses, domain server message format, sub domain Application: FTP, TCP/IP file transfer, TFTP, NFS, RPC, SMTP, MIME

CCH 104: Network Operating System

Block 1

Unit I: System Installation: Introduction to Unix / Linux / Windows Server family, open source system, Installation as workstation, server and domain controller;

Unit II: System Configuration: Configuration and performance tuning;

Block 2

Unit III: Management and Administration: System Management and Administration; Shell Programming/Batch Programming

Unit IV: System Security: Cryptography, digital signature, Huffman coding, cipher text, encoding, security implementation with Linux;

CCH 105: Trouble-Shooting

Block 1

Unit I: Fault Finding: Origin of faults and their testing, classification of hardware and software faults, dry soldering, supply failure, faults in PCB design, chip component failure, short circuit, earthing faults. Faults due to specific environment – dust, temperature, humidity, static and electromagnetic; Digital test equipment, test requirement, devices testing, bread board testing, in-circuit testing, functional testing system, field testing and servicing. Major consideration of functional testers – general configurations, comparative and stored program, driver-sensor pin electronics, programming aids, method of fault location, flexibility tester, portability and data communication facilities; Testing the boards;

Unit II: Installation of H/W Component: Follow up circuit diagram with actual circuit, to identification of IC buses on the circuit diagram, actual location of the circuit board. To understand the error / failure of - hard disk, CD drives, Ethernet card, fax card, modem, serial and parallel port, display card, keyboard, I/O port error, mouse error, memory related error.

Unit III: Debugging: Operating system related errors, DBMS errors, and Computer virus;

Block 2

Unit IV: Device Management and System Tools: Hardware profile, device manager, Installation and update of device driver, conflict of system resources, use of diagnostic software, System tools - data backup, System backup and restore, fault tolerance, disc cleanup, disc defragmenter.

Unit V: System Maintenance: Preventive maintenance and its importance, preventive and corrective maintenance of computers, Service to the Customers: support calls, how to provide good service, making a service call, technical communication skill, record keeping and information tools, customer tracking, staying abreast of technology, protecting software copyrights.

2. COUNSELLING SESSION

Counselling sessions are held at the Learner Support Centre normally on weekends within the general academic schedule of the Programme. It may be noted that the counseling sessions are not conventional classroom teaching. Lectures will be largely based on discussions which will help to overcome difficulties faced by the candidates while going through the SLM . In these sessions, you must try to resolve subject related difficulties if any. Before you proceed to attend the counselling sessions, please go through your course material and identify the points to be discussed. The assignments, practical work and the project work will also be discussed in the sessions. The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Learner Support Centre .

The programme is primarily a judicious mix of theory and practical courses. Each student will undertake 5 theory courses, 5 practical courses and a Project.

Counselling sessions will be organized for all courses. There will be 5 counselling sessions of 2 hours each in each theory course. Attending the counselling sessions is not mandatory, nevertheless it is always in the interest of learner to attend these sessions.

Conduct of Practical: Practicals include intensive face-to-face interaction to develop skills and competencies and will be organized at the Programme centre or at any other suitable place. The students will have to do practical activities required for the development of professional skills and competencies in the field.

There are 5 Practical courses and a Project The counseling time for each Practical/Project course consist of 5 sessions of 2 ½ hours each.

The project guides/counsellors deputed for project will assign the project to the students. Students will be divided in groups consisting of 5-7 students in each group.

2.1 MODE OF INSTRUCTION

It is based on Self-Learning Study Material prepared and supplied by CDOL, besides counselling sessions and other exercises such as assignments etc.

3. SMS ALERT

The CDOL, JMI has an SMS Alert Service, wherein a student gets connected with the Centre by receiving messages such as updates regarding academic activities pertaining to their Programme. However, students are advised not to depend completely on SMS rather they should remain in touch with their respective Learner Support Centre continuously for any updated information. Further, they should follow the Academic Calendar provided to them for the current academic year.

4. ACADEMIC CALENDAR

The academic calendar provides important dates and other relevant information corresponding to activities such as Counseling, Assignments, and Examinations etc. **Try to keep an eye on the important dates given in your academic calendar for different activities. You can view and download your academic calendar from JMI website – jmi.ac.in as well as on the notice board of Centre for Distance and Open Learning.**

5. LEARNER SUPPORT CENTRE

The Learner Support Centre to which you have been admitted will remain your Learner Support Centre till you clear all courses within the maximum time limit permitted. No student would be permitted to change his/her Learner Support Centre at any point of time during the programme duration. All the activities related to Counseling Assignments and Annual Examination will be held at the Learner Support Centre only. However, the CDOL, JMI reserves the right to discontinue/change the Examination/Learner Support Centre at any point of time as it deem appropriate.

6. EVALUATION SYSTEM

6.1 Assignments

Assignments are a the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a theory course carry 30% weightage while that of Practical/Project carries 60% weightage in terms of marks.

Assignments are designed in such a way as to help you concentrate mainly on the course material (SLM). However, access to other books and sources will be an added advantage in your academic pursuits.

Assignments should be hand written. Typed or printed assignments **shall not be** entertained.

For your own record it is advisable to retain a copy of all the assignment responses.

You have to submit the Assignments to the Learner Support Centre on or before the last date of submission mentioned in the Academic Calendar.

Write your Name and Roll Number correctly and legibly on the Assignment booklet.

Getting pass percentage in assignments is mandatory. If you do not get passing marks in any assignment, you have to submit a fresh assignment in consultation with the Programme Coordinator. However, once you get the passing marks in an assignment, you cannot re-submit it for improvement of marks.

6.2 Annual Examinations

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result. You must fill in the Annual Examination form and send to the Centre for Distance and Open learning, **Jamia Millia Islamia, Jamia Nagar, New Delhi-110025.**

6.2.1 Annual Examination Form

Examination forms pertaining to Annual Examinations, Admit Card and Student's Record Card are provided with the Programme Guide as 'Form A', 'Form B' and 'Form C' respectively. For appearing in the subsequent Annual Examination, i.e. Part-II, additional forms A and B are also enclosed with this Programme guide. The filled-in Examination Form along with a self addressed envelope of Rs. 40/- postal stamp pasted on it is to be submitted to the "Director, CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, JAMIA NAGAR, NEW DELHI 110025" with a caption 'Examination Form' on top of the envelope. The examination forms should be submitted on or before the last date mentioned in the Academic Calendar.

6.2.2 Annual Examination Date-sheet

On receipt of your Examination Form, the Admit Card will be dispatched 15 days before the commencement of the annual Examination. In case you fail to receive the Admit Card 10 days before the commencement of examination, you may contact your Learner Support Centre. A duplicate admit card will be issued at the time of Examination.

Examinations Date-sheet will be uploaded on the website much in advance before the commencement of the Examination.

While submitting your Examination Form for the annual examinations, it is your responsibility to check whether you are registered for the course and whether you are eligible to appear for that examination and have deposited the required fees. If any of the above requirements are found missing, your examination is liable to be cancelled.

7. ANNUAL EXAMINATION RESULT

The evaluation consists of two parts (i) Assignments (ii) Annual Examination. In the final result all theory Assignments of a theory course will carry 30% weightage while 70% weightage will be given to the Annual Examination. In a Practical/Project course the assignment carries 60% weightage and 40% weightage to annual exam/viva voce.

7.1 Declaration of Result

To pass programme under distance mode, a candidate must obtain:

- (a) at least 35% marks in each component of theory/ practical papers i.e. in assignments and Annual Examination, separately;

- (b) an aggregate of at least 40% marks based on all theory/ practical papers and assignments, to obtain the degree;
- (c) If a student fails to qualify any component of a paper or a course he/she can repeat the same during the subsequent years, up to the maximum duration provided for the Programme from the date of registration; and
- (d) On the basis of the marks obtained, division will be awarded in the following way:
 - (i) Distinction to those who obtain 75% marks or more in the aggregate.
 - (ii) First division to those who obtain 60% marks or more in the aggregate.
 - (iii) Second division to those who obtain less than 60% marks in the aggregate but not less than 50% marks.
 - (iv) Third division to those who obtain less than 50% marks in the aggregate but not less than 40% marks.

Grace Marks: A maximum of three (3) grace marks shall be given only to those students who by obtaining them are able to either pass the examination or improve to get a division. Only minimum grace marks as required shall be awarded. The grace marks awarded shall be counted in Grand total.

7.2 Clear Remaining/Components of the Programme

The student can clear all un-cleared theory papers, practical project and assignments within the maximum time limit allowed to complete the Programme by paying the prescribed fee (refer P.No. 17). The students will be declared successful for award of Certificate only after clearing all components.

7.3 Re-evaluation of Answer Scripts

- (i) Any student intending to apply for re-evaluation of answer scripts of any course of his/her written examination, may do so on the **prescribed application form within 30 days from the date of issue of mark sheet.**
- (ii) Re-evaluation of scripts will not be allowed in more than one third of the written papers of an annual examination.
- (iii) The original statement of marks issued to the candidate shall accompany each application for re-evaluation.
- (iv) Re-evaluation shall not be permitted in the case of practical examinations, viva voce, project examination, assignments/internal assessment, etc.
- (v) The candidate applying for re-evaluation shall be required to pay the prescribed fee per paper.
- (vi) Merit list, declared in the results of the respective examination, shall not be prejudiced owing to re-evaluation of scripts.
- (vii) If there will 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.
- (viii) If the award of the re-evaluator (second examiner) varies from the original award up to and including $\pm 5\%$ of the maximum marks secured earlier, the original award shall stand.
- (ix) If the award of the re-evaluator varies from the original award to more than $\pm 20\%$ of the maximum marks secured earlier, the answer script shall be sent to the second re-evaluator (third examiner).
- (x) The average of the marks awarded by the second and third examiner shall be final.

- (xi) Applications for re-evaluation of answer scripts only for annual examination shall be accepted.
- (xii) Answer scripts of those examinees who appeared for improvement of division or percentage of marks shall be final and shall not be re-evaluated.

7.4 Improvement of Result

A student may be allowed to appear in the examination for improving his/her result provided that:

- (i) The student has successfully completed all the requirements/clearance of all papers required for the award of the Degree/Diploma /Certificate;
- (ii) The student can apply **for improvement in a maximum of 1/3rd of the theory papers** in the successive year (Annual Examination) following the declaration of his/her final result;
- (iii) Better of the two marks obtained by the student will be considered as final;
- (iv) In case of students who apply for improvement but do not appear in desired paper(s), their previous marks in these paper(s) shall be counted; and
- (v) The students will have to appear in the improvement examination on the basis of the current syllabus in the same paper. However if the paper is changed (title & contents) then the student would appear as per the old syllabus of the paper(s).

8. GENERAL REGULATIONS

Programme Fee, Re-Registration, Late fee and other Charges

- **Programme Fee:** The Programme fee is payable in advance through a demand draft drawn in favour of **Jamia Millia Islamia**, payable at **New Delhi** on or before the date fixed by CDOL, Jamia Millia Islamia, New Delhi.
- **Re-Registration Fee:** A student who does not appear in any component (i.e. theory and assignment) of the Programme during the minimum period and wishes to continue the Programme, then he/she will have to re-register by paying the prescribed re-registration fee; given in the table on next page.
- **Late Fee:** A student who doesn't submit his/her Assignments and Examination Form on time may submit the same with the prescribed late fee; and
- Candidates are required to intimate the relevant authorities, sufficiently in advance, if there is any change of address/mobile number etc.

Table: Other Fee Applicable for Certificate in Computer Hardware and Network Technology CCHNT

Sl. No.	Certificate in Computer Hardware and Network Technology CCHNT (Distance Mode)	Fees/Charges (Rs.)
1.	Programme	8000/-
2.	Submission of Assignments with late fees upto the maximum period of 4 weeks	100/- (per assignment)
3.	Submission of Assignments in the following years (In case of absence/fail if any)	200/- (per assignment)
4.	Submission of Annual Examination form with late fees up to 4 weeks.	250/-
5.	Submission of Annual Examination form with late fees beyond 4 weeks up to the next 4 weeks.	600/-
6.	Re-appearing in Annual Examination (In case of absence/fail/improvement)	500/- (per paper/course)
7.	Re appearing in Practical / Project Examination	500/- (per practical)
8.	Re appearing in IA of Practical / Project	1000/- (per practical/project)
9.	Re-Registration Fee*	2400/-
10.	Provisional Certificate	50/-
11.	Migration Certificate	50/- (after passing exam)
12.	Migration Certificate	200/- (before passing exam)
13.	Duplicate Statement of Marks (Attach a copy of FIR)	200/-
14.	Duplicate Identity Cards (Attach a copy of FIR)	200/-
15.	Change of Address in ID Card	50/-
16.	Re-evaluation of (current) Answer Script	500/- (per course)
<p>Note: * If a candidate fails to appear in any of the prescribed components of the Programme within the stipulated period of 01year and desires to continue the Programme after the lapse of one year he/she should re-register for the Programme by depositing the above mentioned re-registration fee. The Fee once paid will not be refunded or adjusted under any circumstances.</p> <p>All the fees/charges wherever, applicable will be payable only in the form of Demand Draft drawn in favour of Jamia Millia Islamia payable at New Delhi.</p> <p>The entire aforesaid fee is subjected to revision during the academic year as per University rules.</p>		



Centre for Distance and Open Learning Jamia Millia Islamia

(A Central University by an Act of Parliament)

Distance Mode

Application Form for Re-registration

(Particulars should be filled in by the Candidate in his/her own handwriting)

The Hony. Director
Centre for Distance & Open Learning
Jamia Millia Islamia
New Delhi-110025

Affix an attested
photograph

Sir,

I seek re-registration to the programme.....(Distance Mode),
Session As I could not appear in any component in the Part
..... Session.....

I certify that I am the same person who took admission in this programme in
session.....

Yours Faithfully

(Signature of the Applicant)

Re-registration fee Rs. by DD No. Drawn on
Bank Dated is enclosed
herewith.

Particulars

Candidate's Name (in Block Letters)
Candidate's Name in Urdu or Hindi:
Father's Name: (in Block Letters):
Father's Name in Urdu or Hindi :
Present Postal Address :
.....Phone No.
Name of the Programme Admitted..... PartYear
Roll No.Enrolment No.
Programme Centre Code & Name

(For Office Use Only)

Received application form of Ms/MrRoll No.
for re-registration to the programme(Distance Mode) Session
DD No. BankDate
of Amount

Centre for Distance and Open Learning

Dated



Centre for Distance and Open Learning Jamia Millia Islamia

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Distance Mode

APPLICATION FOR RE-EVALUATION OF ANSWER SCRIPT(S)

(Particulars should be filled in by the candidate in his/her own handwriting)

- A. Name of candidates (in Block letters)
 Roll No. Enrolment No.
 Name of the Programme/Exam..... Part.....
 (Annual 200..... Particulars of papers in which Re-evaluation is required is given below:

	<u>Course/Paper</u> (see Paras 5&12)	<u>MARKS</u> Obtained out of	<u>Aggregate</u>	<u>Result</u>
1.
2.

Note: Original Statement of Marks (Marks-sheet) together with a Photostat copy should be attached herewith.

B. DECLARATION:

- (i) I have carefully read ordinance regarding re-evaluation and I agree to abide by the same.
 (ii) I also undertake to accept the final result to be declared by the Controller of Examinations, Jamia

Date
.....
Signature of Candidate

Present Address

- C. Amount of Fee of Rs.paid Vide Receipt No./DD No.....
 Name of the Bank Date..... (Receipt/DD attached)

(see Paras 1, 3 & 6 printed-verleaf)

Received application from of Mr./Ms.
 Class..... (Distance Mode) for Re-evaluation.

Date
For Controller of Examination

ORDINANCE FOR RE-EVALUATION OF ANSWER-SCRIPTS

1. (a) Any candidate intending to apply for Re-evaluation for Answer script(s) of any Paper, Subject of his/her written examination, may do so on the prescribed application form within ONE MONTH of the declaration of the result in each case.

(b) However, the Re-evaluation of scripts will not be allowed in more than ONE-THIRD of written papers up to the maximum of three papers (whichever is less) of an Annual Examination.
2. The application for Re-evaluation shall be made once only in respect of the papers of an examination in which re-evaluation is required.
3. No application for re-evaluation shall be, entertained beyond the prescribed time limit under any circumstances whatsoever.
4. Each application for re-evaluation shall be accompanied by the "ORIGINAL STATEMENT OF MARKS issued to the candidate. The photo copy of the statement of marks/grades will be returned to the candidate after proper endorsement of the same to the effect that the candidate's result is under consideration and that he/she will accept the final result to be declared by Jamia as a result of re-evaluation applied for by him/her.
5. Re-evaluation shall not be permitted in the case of Practical Examination, internal evaluation, Viva-Voce, as also the answer scripts of any examination which have already been valued in full by joint Examiners/Board of Examiners.
6. The candidate applying for Re-evaluation shall be required to pay a fee of Rs.500/- per paper or part thereof. No refund will be made in any case.
7. The merit list, declared in the result of the respective examination will not be disturbed due to re- evaluation of scripts.
8. 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 or any action can be taken against the examiner concerned.
9. If the award of the re-evaluator varies from the original award up to and Including + 5% of the maximum marks, secured earlier, the original award will stand, If a candidate secures more than + 5% and less than or equal to 20% of marks, the marks awarded by the re-evaluator will be final. if a candidate secures more than 20% of marks (plus or minus) in re-evaluation the answer- script will be sent to the 3rd examiner. The average of the marks awarded by the 2nd and 3rd examiners will be taken and it will be final.
10. All cases of re-evaluation of script shall be reported to the Examination Committee.
11. Application for re-evaluation of answer-scripts of only Annual Examination shall be accepted.
12. Answer-scripts of those who appeared for Improvement of the Division or Percentage shall be final and are not subject to Re-evaluation.

NOTE: (a) Demand Draft of Rs. 500/- per course should be in favour of “Jamia Millia Islamia , New Delhi” and payable at New Delhi. Please send all the documents and demand draft for re-evaluation to “ The Controller of Examinations, Jamia Millia Islamia, New Delhi.”
(b) Students must fill separate forms attaching separate Demand Draft for papers of different parts.
(c) Postal Charges: If the certificate / Marksheet etc is required by post then you must send your forms accompanied by a self addressed envelope bearing Indian stamps of Rs. 45/-only.



Centre for Distance and Open Learning Jamia Millia Islamia

(A Central University by an Act of Parliament)

Distance Mode

APPLICATION FOR CERTIFICATE

The Controller of Examination
Jamia Millia Islamia, New Delhi -110025

Sir,

I request you to please issue me the Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My signature and particulars given below are attested by the Programme Incharge / Director, Centre for Distance and Open Learning / Gazetted Officer.

Yours faithfully,

.....
CANDIDATE

PARTICULARS

- Candidate's Name.....
(in Block Letters)
- Candidate's Name in Hindi or Urdu.....
- Father's Name.....
(in Block Letters)
- Father's Name in Hindi or Urdu.....
- Present Postal Address.....
.....Phone / Mobile No.....
- Name of the Examination.....Part.....Year.....
- Roll No.....Enrolment No.....Previous Enrolment No if any.....
- Date of admission (in the Centre for Distance and Open Learning).....
(To be filled when the Migration Certificate is required)
- Certificate Required

.....
Attested by the Director, Centre for Distance and Open Learning / The Programme Incharge / Gazetted Officer (Office Stamp)

**NOTE: FOR PROVISIONAL/MIGRATION, PLEASE ATTACH A
PHOTOSTATE COPY (ATTESTED) OF THE MARKSHEET OF
FINAL EXAMINATION**

Received the Certificate mentioned above

.....
CANDIDATE

Amount of Fee of Rs.paid Vide Receipt No / DD No.....Name of the
Bank.....Date.....(Receipt/DD attached). I authorize.....
..... to collect my.....Certificate.

The Specimen Signature of Messenger is given below:

.....
Specimen Signature of Messenger

.....
CANDIDATE

Received application form of Mr./ Ms.....Class.....(Distance
Mode) for.....Certificate.

Date.....

For Controller of Examination

FEES FOR ISSUING MIGRATION, PROVISIONAL & OTHER CERTIFICATES

	RUPEES
1. PROVISIONAL CERTIFICATE	50
2. DUPLICATE MARKSHEET / MIGRATION / PROVISIONAL (For above – mentioned Duplicate Certificate attach a copy of F.I.R)	200
3. MIGRATION CERTIFICATE	
a) After passing the examination for which the applicant was studying	50
b) Before passing the examination for which the applicant was studying	200
4. CHANGE OF NAME:	
A student applying for change of his/her name in the Register of students shall submit his/her application to the Controller of Examinations accompanied by:	
a) The prescribed fee Rs. 150/- by demand draft.	
b) An affidavit relating to his / her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself.	
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 is wanting to change her name following her marriage.	

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

		Minimum Time required (working days)
i) Provisional Certificate	-----	20 days
ii) Migration	-----	20 days
iii) Duplicate Marksheet	-----	20 days
iv) Change of Name	-----	6-7 days

5. TIME REQUIRED FOR PREPARATIONS/ISSUE OF THE MARK-SHEET/CERTIFICATE PROVIDED ALL OTHER REQUIRED DOCUMENTS ARE ATTACHED.

- Note:**
- a) Old cases of more than 3 years will require more time.
 - b) Students must fill separate forms and attach separate Demand Drafts for each certificate to be issued.
 - c) Demand Draft of an appropriate amount per certificate etc. should be in favour of “**Jamia Millia Islamia**”. and payable at New Delhi . Please send all the documents and demand draft for the required certificates to “**The Controller of Examinations, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025**”.
 - d) Postal Charges: If the Certificate Marksheets etc is required by post, then you must send your form accompanied by a self-addressed envelope bearing Indian Postal Stamps of Rs. 30/- Only.



Centre for Distance and Open Learning Jamia Millia Islamia

(A Central University by an Act of Parliament)

Distance Mode

FOR ISSUE OF DEGREE/DIPLOMA/CERTIFICATE

The Controller of Examination
Jamia Millia Islamia,
New Delhi-110025

Affix an attested
photograph

Sir,

I request you to please issue me the Degree/Diploma/Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My particulars are as follows

1. Candidate's Name.....
(in Block Letters)
2. Candidate's Name in Hindi or Urdu.....
3. Father's Name.....
(in Block Letters)
4. Father's Name in Hindi or Urdu.....
5. Mother's Name.....
6. Present Postal Address.....
.....Phone / Mobile No.....
7. Name of the Examination.....Part.....Year.....
8. Roll No.....Enrolment No.....Previous Enrolment No if any.....

Previous Enrolment No if any.....

Yours Faithfully,

Verified from the records and certified that Mr./ Ms.....
whose signature & photograph are attested above, has signed In my presence
and is a genuine candidate. He/She has no dues.

(Signature of Candidate)

Signature with Seal
Dean/Principal/Headmaster/Director (Concerned)

Received the Degree/Diploma/Certificate

Candidate/Messenger Signature with date

I authorize.....to collect my above mentioned Degree/Diploma/Certificate.

The Specimen Signature of Messenger is given below:

Specimen Signature of Messenger

(Signature of Candidate)

(See instruction overleaf)

INSTRUCTIONS

1. Attach photocopies of marks sheets of all years examination (passed) (in case of improvement, attach a photocopy of improved marksheet).
2. If the course is completed in more than minimum duration of course, attach photocopy of the combined marks sheet.
3. Photocopy of notification in case of Ph.D. Degree
4. The Candidate / Messenger must show his /her Identity at the time of receiving the degree/diploma/certificate.

Issue of Duplicate Degree / Diploma / Certificate:

Duplicate degree/diploma/ certificate can also be obtained on submitting an application alongwith the following:

1. An affidavit signed and certified by the First Class Magistrate
2. Cutting from the leading newspaper showing that the original has been lost or destroyed, or submit defaced/remaining portion of degree/diploma/certificate.
3. Prescribed fee of Rs. 100/-

Time required for preparation/issue of the certificate provided all other required documents are attached.

Degree / Diploma / Certificate	30days
Duplicate Degree / Diploma / Certificate	60 days

Note : Old cases of more than 5 year will require more time.

I have read all above mentioned instruction carefully. I will abide by the rules and regulations or any instructions given by Examination Department.

.....
Signature
Candidate / authorized person

Declaration:

I hereby solemnly affirm that I have submitted/will submit all the required number of assignments prescribed for the above course(s) within the deadlines prescribed by the University, to the appropriate authority for evaluation.

I am aware that submission of assignments prescribed for these courses is a pre-requisite for taking Term-End-Examination. In case my above statement regarding submission of assignment is found to be untrue, the University may cancel the result of my above mentioned Term-End-Examination and I undertake that I shall have no claim whatsoever in this regard. I also undertake that I shall abide by the decision, rules and regulations of University. I have signed this undertaking on this..... day of.....

Signature of the Candidate.....

Declaration:

I hereby declare that all the entries made in the form and copies of documents attached herewith are correct to the best of my knowledge. If any falsification is found in this connection, the Jamia Millia Islamia has the right to cancel the examination at any time.

.....
Signature of Candidate

.....
Signature of Father/Mother/Guardian

CERTIFICATE

Certified that the above named student is a Distance Mode student. His /her conduct is satisfactory and that he/she is eligible to appear at the examination noted above. The information furnished by him/her on Forms A, B and C is correct. Photographs & Signatures of the candidate on forms A, B and C are attested.

Date

.....
Hony. Director
Centre for Distance & Open Learning

To be filled if applicant:

Fee of Rs..... paid vide DD No..... Name of the Bank..... Date..... DD is attached.

Note: Required for Clear-Remaining/Improvement of Result papers etc. Please read Programme Guide for fee and rule.



Form 'B'
ADMIT CARD
JAMIA MILLIA ISLAMIA, NEW DELHI
ANNUAL EXAM..... (Distance Mode) Final Year.....

Candidate's Name
(Capital Letters)

Affix your recent photo (Size 2x1.5) attested by the Director, Centre for Distance and Open Learning or by the Programme Incharge. Photograph should be pasted with gum and not stapled or pinned.

Father's Name.....

Examination.....Part.....

Medium of Examination.....Category: **Distance Mode**

All Courses/Papers in which the candidate wishes to appear this year

Course Code	Course Title	Course Code	Course Title

Practical and/or viva etc. prescribed

.....
Signature of the Candidate

Roll No.

.....
Hony. Director

Enrolment No.

LSC Code No.....

.....
Specimen Signature of the Candidate

N.B. (a) The Examination will be held according to the 'Scheme of Examination' (Date Sheet) placed on the Notice Board of the Arjun Singh Centre for Distance and Open Learning Office and Controller of Examination, Jamia Millia Islamia and the Programme Centre
(b) Candidate must bring his/her own pen, pencil and identity card etc.
(c) Order of the question papers given in the date sheet shall not be guaranteed. (d) Read carefully and follow the 'Instructions for Candidates' (Printed overleaf)



Form 'B'
ADMIT CARD
JAMIA MILLIA ISLAMIA, NEW DELHI
ANNUAL EXAM..... (Distance Mode) Final Year.....

Candidate's Name
(Capital Letters)

Affix your recent photo (Size 2x1.5) attested by the Director, Centre for Distance and Open Learning or by the Programme Incharge. Photograph should be pasted with gum and not stapled or pinned.

Father's Name.....

Examination.....Part.....

Medium of Examination.....Category: **Distance Mode**

All Courses/Papers in which the candidate wishes to appear this year

Course Code	Course Title	Course Code	Course Title

Practical and/or viva etc. prescribed

Roll No.

.....
Hony. Director

Enrolment No.

LSC Code No.....

.....
Specimen Signature of the Candidate

N.B. (a) The Examination will be held according to the 'Scheme of Examination' (Date Sheet) placed on the Notice Board of the Arjun Singh Centre for Distance and Open Learning Office and Controller of Examination, Jamia Millia Islamia and the Programme Centre
(b) Candidate must bring his/her own pen, pencil and identity card etc.
(c) Order of the question papers given in the date sheet shall not be guaranteed. (d) Read carefully and follow the 'Instructions for Candidates' (Printed overleaf)

**INSTRUCTION TO CANDIDATES FOR EXAMINATION
(Ordinance X Para 30, 31)**

- 30.1 The doors of the Examinations 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 examination that it will be produced with in a reasonable time.
- 30.3 All candidates shall come to the Examination Hall before the time fixed for the Examination Hall. The 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 Examination. No candidate shall be allowed to appear in the examination not later than 30 minutes after the time fixed.
- 30.4 The candidate shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examination or Invigilators of any Official of the University connected with the Examinations
- 30.5 The candidate shall maintain and observe strict disciplines in and /or near the Examination Central /Hall and shall not in any such not as misbehaviour / noise 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 cleared after the distribution of the Question Paper.
- 30.7 No candidate shall leave his/her place to go out of the Hall without the permission of the invigilator, unless he/she has handed over answer book to the Invigilator concerned.
- 30.8 If a candidate deserve to go out of the Examination Hall for a while, a reliable person shall be sent with his/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 30.9 A soon as the time prescribed for the Question Paper Expires, the candidates shall have to hand over their answer book 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 Examination or the Invigilator in the Examination Hall.
- Use of Unfair means / Misbehaviour:**
- 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 communicable to or receive from any other candidate or person any information is the Examination Hall.
- 31.1 No candidate Shall move or write any thing on the blotting paper or Question Paper or on any other object/material, except the answer book supplied to him/her.
- 31.2 No candidate shall assist or receive from any other candidate or person at in Examination or make use of any dishonest or unfair incase 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 Examination or through him by an Invigilator or an Official of the University is the may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that
- 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 to the Superintendent of Examination or through him by an Invigilator or by an Invigilator or by an Official of the University, as the case may be, and use examination committee may, satisfied that the facts alleged are true. But that the candidate has not made any use thereof, disqualify the candidate from passing that Examining.
- 31.7 Any candidate who in the opinion of the Superintendent of Examinations is guilty of a misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid Sub Para 31.1, 31.2, 31.3, 31.4, 31.5 and 31.6 of this Ordinance, may be expelled by the superintendent of examinations for the Paper and shall be reported to the Examinations Committee by the Controller of Examinations. The said committee may, if satisfied that the facts alleged are true, disqualify him /her from passing that Examining for that year.
- 31.8 Any candidate approaching an Examiner directly or indirectly or seeking ways or means or bringing pressure to be as on the Examiner, so the 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 this office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination. The Examination Committee may, satisfied that the facts alleged are true, disqualify the candidate from passing that Examining for a period not less than one year.
- 31.9 Any candidate found guilty of seeking way and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of E Examinations or Invigilator or an 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 if satisfied that the facts alleged are true, disqualify him /her from passing that Examining for that year.
- 31.10 Any candidate who has been punished under Sub para 31.4, 31.5, 31.6, 31.7, 31.8 and 31.9 above shall not be admitted to any Course 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 Ex-Student after the expiry of the period of punishment.
- 31.11 In case, a person who is not bonafide candidate is found to be taking an examination on behalf of a bonafide candidate. It will be founded that this impersonation is being done at the instance and with the connivance of the bonafide candidate and mention against such person and such bonafied candidate would be taken as under
- (i) The bonafied candidate who did not take the Examination himself/herself shall be debarred from pursuing any course of studies 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 mean, the result of his/her Examination in the Paper(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 Division/Percentage of Marks.
- 31.13 Any punishment imparted on the carrying student shall be following due consideration of the defence prescribed by him/her.

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**INSTRUCTION TO CANDIDATES FOR EXAMINATION
(Ordinance X Para 30, 31)**

- 30.11 The doors of the Examinations 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.
- 30.12 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 examination that it will be produced with in a reasonable time.
- 30.13 All candidates shall come to the Examination Hall before the time fixed for the Examination Hall. The 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 Examination. No candidate shall be allowed to appear in the examination not later than 30 minutes after the time fixed.
- 30.14 The candidate shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examination or Invigilators of any Official of the University connected with the Examinations
- 30.15 The candidate shall maintain and observe strict disciplines in and /or near the Examination Central /Hall and shall not in any such not as misbehaviour / noise which causes any obstruction and /or disturbance or disruption in the conduct of Examination.
- 30.16 No candidate shall be allowed to leave the Examination Hall, until an hour has cleared after the distribution of the Question Paper.
- 30.17 No candidate shall leave his/her place to go out of the Hall without the permission of the invigilator, unless he/she has handed over answer book to the Invigilator concerned.
- 30.18 If a candidate deserve to go out of the Examination Hall for a while, a reliable person shall be sent with his/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 30.19 A soon as the time prescribed for the Question Paper Expires, the candidates shall have to hand over their answer book to the invigilator concerned.
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- 31.3 No candidate Shall move or write any thing on the blotting paper or Question Paper or on any other object/material, except the answer book supplied to him/her.
- 31.4 No candidate shall assist or receive from any other candidate or person at in Examination or make use of any dishonest or unfair incase 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 Examination or through him by an Invigilator or an Official of the University is the may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that
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- 31.15 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, 31.2, 31.3, 31.4, 31.5 and 31.6 of this Ordinance, may be expelled by the superintendent of examinations for the Paper 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 that Examining for that year.
- 31.16 Any candidate approaching an Examiner directly or indirectly or seeking ways or means or bringing pressure to be as on the Examiner, so the 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 this office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examining for a period not less than one year.
- 31.17 Any candidate found guilty of seeking way and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of E 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 if satisfied that the facts alleged are true, disqualify him /her from passing that Examining for that year.
- 31.18 Any candidate who has been punished under Sub para 31.4, 31.5, 31.6, 31.7, 31.8 and 31.9 above shall not be admitted to any Course 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 Ex-Student after the expiry of the period of punishment.
- 31.19 In case, a person who is not bonafide candidate is found to be taking an examination on behalf of a bonafide candidate. It will be founded that this impersonation is being done at the instance and with the connivance of the bonafide candidate and mention against such person and such bonafied candidate would be taken as under
- (i) The bonafied candidate who did not take the Examination himself/herself shall be debarred from pursuing any course of studies 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.
- 31.20 In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair mean, the result of his/her Examination in the Paper(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 Division/Percentage of Marks.
- 31.21 Any punishment imparted on the carrying student shall be following due consideration of the defence prescribed by him/her.



Form 'C'
JAMIA MILLIA ISLAMIA
STUDENT'S RECORD CARD

(To be filled in by the applicant in his/her own handwriting)

Examination/programme:..... Final Year.....Distance Mode

Name (in full)

Marital Status*

Married

Unmarried

Gender

Female

Male

Transgender

Name in Urdu or in Hindi

Father's Name.....

Permanent Address.....

Present Address.....

Date of Birth (in words also)

Place of Birth.....Nationality.....

Date of Admission (Present Programme)..... Medium of Exam* Urdu Hindi English

Member of Scheduled Caste* or Scheduled Tribe* Or Physically Handicapped*

(*Put a tick mark (√) in the appropriate Box)

Enrolment No.

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

Certificate Issued	Programme	Year
(Office use only)
Provisional.....
Migration.....
Degree/Diploma.....
Age.....
Merit.....

Paste Firmly within the space Provided, a recent passport size (3x2") photograph duly attested on the front side

I hereby declare that all the entries made in this card are correct to the best of my knowledge.

Information furnished by the student, his/her photo and specimen signatures are attested.

Date Specimen signature of the candidate

Date

Hony. Director



CENTRE FOR DISTANCE AND OPEN LEARNING

Jamia Millia Islamia

Maulana Mohammed Ali Jauhar Marg, Jamia Nagar, New Delhi-110025
<http://jmi.ac.in/cdol>