



# PROGRAMME GUIDE

## 2019-20

MA English (MEG)

**CENTRE FOR DISTANCE AND OPEN LEARNING**

Jamia Millia Islamia

(A Central University by an Act of Parliament)

NAAC Accredited Grade "A"



## MESSAGE FROM CDOL

Dear Students,

It is a pleasure welcoming you to Jamia Millia Islamia for the **Master of English** (Distance Mode) Programme 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. Distance education is one of the many multi-pronged instrument adopted to promote literacy across India. It aims not just at fostering social mobility and lifelong education but also at upholding the core values of the Indian Constitution and 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.

We wish you success in your educational endeavors.

**Prof. R.P. Bahuguna**  
**Hony. Director (Administration)**

**Prof. Ahrar Husain**  
**Hony. Director (Academics)**

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**PROGRAMME COORDINATOR**

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**PROGRAMME INCHARGE**

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**Ms. Nida Eqbal**

Centre for Distance and Open Learning  
Jamia Millia Islamia  
New Delhi-110025  
Phone: 26921264 Extn. 4224

**Dr. Abdullah M. Chishti**

Centre for Distance and Open Learning  
Jamia Millia Islamia  
New Delhi-110025  
Phone: 26921264 Extn. 4224

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**1. ABOUT THE PROGRAMME**

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**1.1 Introduction of the Program**

Centre for Distance and Open Learning has introduced the **Master of English** programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to far flung areas or to the deprived sections of the society. This programme caters to develop human resources as well as enhance understanding and bring in self-enrichment. It aims to give the learner a sound base in language as well as to give him/her exposure to a wide range of literature, with options for specialization in a particular area of interest. The learner at the end of the programme would hopefully acquire linguistic competence besides developing confidence in his/her critical, analytical and comprehensive abilities.

**1.2 Duration of the Programme**

Minimum duration of the Programme: 02 (Two) Years  
Maximum duration of the Programme: 05 (Five) Years

**1.3 Medium of Instruction:** English.

**1.4 Programme Fee**

Rs. 10000/- (Ten Thousand) per annum. To be paid in advance in the beginning of each academic year.

## 1.5 Brief Programme Structure

### First Year

Course Code	Course Title	Credits	Evaluation Scheme		
			Theory	Assignment	Total
MEG-01	Poetry -1	4	70	30	100
MEG-02	Fiction -1	4	70	30	100
MEG-03	Drama-1	4	70	30	100
MEG-04	Criticism-1	4	70	30	100
MEG-05	Introduction to English linguistics and Phonetics	4	70	30	100
MEG-06	Non-Fiction Prose	4	70	30	100
<b>Total</b>		<b>24</b>	<b>420</b>	<b>180</b>	<b>600</b>

### Final Year

Course Code	Course Title	Credits	Evaluation Scheme		
			Theory	Assignment	Total
MEG-07	Poetry -2	4	70	30	100
MEG-08	Fiction -2	4	70	30	100
MEG-09	Drama-2	4	70	30	100
MEG-10	Criticism-2	4	70	30	100
MEG-11	<i>Optional Papers</i> (any 2 of the following to be chosen by the learner) (A) American Literature (B) Post - Colonial Literature (C) English Language Teaching	4 x 2	70 x 2	30 x 2	100 x 2
<b>Total</b>		<b>24</b>	<b>420</b>	<b>180</b>	<b>600</b>

## 1.6 Detailed Programme Structure

### (First Year)

#### MEG 01: Poetry – I

<b>Block 1</b>	:	<b>Explanation with reference to the context from the starred texts</b>
<b>Block 2</b>	:	<b>Historical Background of 14th Century England</b>
Unit 1	:	“General Prologue”* to The Canterbury Tales: Geoffrey Chaucer
Unit 2	:	The Nun’s Priest’s Tale: Geoffrey Chaucer
<b>Block 3</b>	:	<b>Historical Background of 16th and 17th Century England</b>
Unit 1	:	The Canonization*: John Donne
Unit 2	:	A Valediction: Forbidding Mourning: John Donne
Unit 3	:	The Sunne Rising: John Donne
Unit 4	:	The Ecstasie*: John Donne
Unit 5	:	Paradise Lost, Book 1: John Milton
<b>Block 4</b>	:	<b>Historical Background of 18th and 19th Century England-1</b>
Unit 1	:	Essay on Man*: Alexander Pope
Unit 2	:	William Blake: An Introduction
Unit 3	:	Earth’s Answer: William Blake
Unit 4	:	The Tyger*: William Blake
Unit 5	:	London: William Blake
<b>Block 5</b>	:	<b>Historical Background of 18th and 19th Century England-2</b>
Unit 1	:	Ode on Intimations of Immortality’ Prelude (1805 edition): William Wordsworth
Unit 2	:	S. T. Coleridge -An Introduction
Unit 3	:	The Rime of the Ancient Marine: ST Coleridge
Unit 4	:	Kubla Khan: ST Coleridge

#### MEG 02: Fiction I

<b>Block 1</b>	:	<b>Background of 17<sup>th</sup> and 18<sup>th</sup> Century England and Emergence of Novel</b>
Unit 1	:	Oroonoko: Aphra Behn
Unit 2	:	Henry Fielding: An Introduction
Unit 3	:	Joseph Andrews: Henry Fielding
<b>Block 2</b>	:	<b>Historical Background of 19th Century England-1</b>
Unit 1	:	Emma: Jane Austen
Unit 2	:	Mansfield Park: Jane Austen
<b>Block 3</b>	:	<b>Historical Background of 19th Century England-2</b>
Unit 1	:	Great Expectations: Charles Dickens
Unit 2	:	A Tale of Two Cities: Charles Dickens
<b>Block 4</b>	:	<b>Historical Background of 19th Century England-3</b>
Unit 1	:	Middlemarch: George Eliot
<b>Block 5</b>	:	<b>Historical Background of 19th Century England-4</b>
Unit 1	:	Tess of the D’Urbervilles: Thomas Hardy
Unit 2	:	The Woodlanders: Thomas Hardy

### MEG 03: Drama I

<b>Block 1</b>	:	<b>Explanation with reference to the context from the starred texts</b>
<b>Block 2</b>	:	<b>16th Century England and Drama</b>
Unit 1	:	Doctor Faustus*: Christopher Marlowe
<b>Block 3</b>	:	<b>Historical Background of Elizabethan England</b>
Unit 1	:	Volpone: Ben Jonson
<b>Block 4</b>	:	<b>16th Century Elizabethan England</b>
Unit 1	:	Henry IV, Part I: William Shakespeare
Unit 2	:	Hamlet*: William Shakespeare
Unit 3	:	Antony and Cleopatra: William Shakespeare
Unit 4	:	The Tempest*: William Shakespeare
<b>Block 5</b>	:	<b>Jacobean Age and John Webster</b>
Unit 1	:	The Duchess of Malfi*: John Webster
<b>Block 6</b>	:	<b>Jacobean Age and Thomas Middleton</b>
Unit 1	:	The Changeling: Thomas Middleton

### MEG 04: Criticism I

<b>Block 1</b>	:	<b>Background of Aristotle's writing</b>
Unit 1	:	Poetics: Aristotle
<b>Block 2</b>	:	<b>Background of English Criticism and Dryden</b>
Unit 1	:	"Of Dramatic Poesie: An Essay: John Dryden
<b>Block 3</b>	:	<b>18th Century England and Emergence of Prose writing</b>
Unit 1	:	"Preface to Shakespeare": Samuel Johnson
<b>Block 4</b>	:	<b>Background of 18th and 19th Century</b>
Unit 1	:	"Preface" to the Lyrical Ballads: William Wordsworth
<b>Block 5</b>	:	<b>P.B. Shelley</b>
Unit 1	:	"A Defence of Poetry": P.B. Shelley
<b>Block 6</b>	:	<b>ST Coleridge</b>
Unit 1	:	Chapters XII and XIV of Biographia Literaria: Coleridge
<b>Block 7</b>	:	<b>William Hazlitt</b>
Unit 1	:	"Why the Arts Are Not Progressive"
Unit 2	:	"On Shakespeare and Milton"
<b>Block 8</b>	:	<b>John Keats</b>
Unit 1	:	Letter of 8 Oct., 1817 addressed to Bailey
Unit 2	:	Letter of 21 Dec., 1817 addressed to his brothers
Unit 3	:	Letter of 27 Oct., 1818 addressed to Richard Woodhouse
<b>Block 9</b>	:	<b>Matthew Arnold</b>
Unit 1	:	The Study of Poetry

### MEG 05: Introduction to English Linguistics and Phonetics

<b>Block 1</b>	:	<b>Language and Linguistics</b>
Unit 1	:	Language and Communication
Unit 2	:	The Characteristics of Language
Unit 3	:	Linguistics as a Scientific Study of Language
Unit 4	:	Some Basic Assumptions in Linguistics
Unit 5	:	Branches of Linguistics
Unit 6	:	The Status of Non-native Languages
Unit 7	:	Variation in the Use of Language

<b>Block 2</b>	:	<b>Grammatical Theories</b>
Unit 1	:	Traditional Grammar
Unit 2	:	Structuralist Method -form classes, immediate constituents, syntagmatic and paradigmatic relations
Unit 3	:	Phonology -classification of speech sounds, phoneme, Allophone, complementary and contrastive distribution, Supra segmental features
Unit 4	:	Morphology -morpheme, allomorph, root and the affix, prefix, infix, suffix, full and empty morphemes, free and bound morphemes, inflexional and derivational morphemes
Unit 5	:	Transformational Generative Grammar, Meaning of the term 'Generative', Competence and Performance. 'Deep' and 'Surface' structure, Phrase Structure Rules, Transformational Rules, Selectional Restrictions, Lexis and Grammar, Language Universals.
<b>Block 3</b>	:	<b>Grammatical Relations in the Constituents of a Sentence</b>
Unit 1	:	Types of a sentences in English
Unit 2	:	Constituents of a 'Kernel' sentence
Unit 3	:	Co-ordination and subordination-nominalisation, relativisation and adverbisation.
Unit 4	:	Verb-tense, aspect, mood and modality
Unit 5	:	Phrasal verbs in English
Unit 6	:	Interrogation and negation in English
Unit 7	:	Non-finite construction in English
<b>Block 4</b>	:	<b>English Phonetics and Phonology</b>
Unit 1	:	The Speech Mechanism: air stream mechanism, organs of speech, respiratory system, phonatory system and articulatory system
Unit 2	:	The description and classification of speech sounds: vowels, consonants, phonetic transcription and the international phonetic alphabet
<b>Block 5</b>	:	<b>The Phonology of English</b>
Unit 1	:	Phoneme, allophone, syllable and consonant clusters in English
Unit 2	:	Word accent, weak forms, intonation and rhythm in connected speech; a comparative study of G.I.E and R.P. the need of a model for international communication and intelligibility.

#### **MEG 06: Non- Fiction Prose**

<b>Block 1</b>	:	<b>Background Prose Reading: Thomas More</b>
Unit1	:	Thomas More: Utopia
<b>Block 2</b>	:	<b>Jonathan Swift and Mary Wollstonecraft</b>
Unit 1	:	Jonathan Swift: "A Modest Proposal"
Unit2	:	Mary Wollstonecraft:A Vindication of the Rights of Women.
<b>Block 3</b>	:	<b>Background Prose Reading (18th Century): Thomas Paine</b>
Unit1	:	Thomas Paine: Rights of Man : Part I
<b>Block 4</b>	:	<b>Background Prose Reading (19th Century): John Stuart Mill</b>
Unit1	:	John Stuart Mill: On Liberty
<b>Block 5</b>	:	<b>Non- Fictional Prose: George Orwell and Edward Said</b>
Unit1	:	George Orwell:"Politc and the English Language"
Unit2	:	Edward Said:"Crisis" from Orientalism, " Afterword to the 1995 Printing of Orientalism"



**(Final Year)**

**MEG 07: Poetry II**

<b>Block 1</b>	:	<b>Explanation with reference to the context from the starred texts</b>
<b>Block 2</b>	:	<b>Background of Victorian Era</b>
Unit 1	:	“Andrea del Sarto”*: Robert Browning
Unit 2	:	“Porphyria’s Lover”: Robert Browning
Unit 3	:	“A Grammarian’s Funeral”: Robert Browning
Unit 4	:	“Abt Vogler”: Robert Browning
<b>Block 3</b>	:	<b>19th Century Ireland and Poems of G.M. Hopkins</b>
Unit 1	:	“The Wreck of the Deutschland” *: GM Hopkins
Unit 2	:	“The Windhover”: GM Hopkins
Unit 3	:	“Pied Beauty”: GM Hopkins
Unit 4	:	“Thou Art Indeed Just, Lord”: GM Hopkins
<b>Block 4</b>	:	<b>19th and 20th Century England and Ireland and Poetry of W.B. Yeats</b>
Unit 1	:	“Byzantium” *
Unit 2	:	“The Second Coming”
Unit 3	:	“Easter 1916”
Unit 4	:	“Among School Children”
<b>Block 5</b>	:	<b>Modernism</b>
Unit 1	:	The Wasteland*: T. S. Eliot
<b>Block 6</b>	:	<b>20th Century England and America, Modernism and Poetry of W.H. Auden</b>
Unit 1	:	“A Bride in the 30’s”
Unit 2	:	“Consider This and in Our Time”
Unit 3	:	“Shield of Achilles”
Unit 4	:	“In Praise of Limestone”
<b>Block 7</b>	:	<b>Modernism, Neo-Romanticism and Poetry of Dylan Thomas</b>
Unit 1	:	“The Force that Through the Green Fude...”
Unit 2	:	“Do Not Go Gentle...”
Unit 3	:	“After the Funeral”
Unit 4	:	“Light Breaks...”
<b>Block 8</b>	:	<b>20th Century America and Poetry of Ted Hughes</b>
Unit 1	:	“Hawk Roosting” *
Unit 2	:	“November”
Unit 3	:	“Thrushes”
Unit 4	:	“Jaguar”
<b>Block 9</b>	:	<b>20th Century Ireland and Poetry of Seamus Heaney</b>
Unit 1	:	“Ocean’s Love to Ireland”
Unit 2	:	“The Unacknowledged Legislator’s Dream”
Unit 3	:	“North”
Unit 4	:	“Exposure”

**MEG 08: Fiction II**

<b>Block 1</b>	:	<b>D.H. Lawrence</b>
Unit 1	:	The Rainbow
Unit 2	:	“The Fox”
<b>Block 2</b>	:	<b>E.M. Forster</b>
Unit 1	:	A Passage to India
Unit 2	:	“The Celestial Omnibus”

<b>Block 3</b>	:	<b>James Joyce</b>
Unit 1	:	A Portrait of the Artist as a Young Man
Unit 2	:	“The Dead”
<b>Block 4</b>	:	<b>Virginia Woolf</b>
Unit 1	:	To the Lighthouse
Unit 2	:	Mrs. Dalloway
<b>Block 5</b>	:	<b>Joseph Conrad</b>
Unit 1	:	Heart of Darkness
<b>Block 6</b>	:	<b>Chinua Achebe</b>
Unit 1	:	Things Fall Apart

#### MEG 09: Drama II

<b>Block 1</b>	:	<b>Explanation with reference to the context from the starred texts</b>
<b>Block 2</b>	:	<b>G.B Shaw</b>
Unit 1	:	St. Joan*
<b>Block 3</b>	:	<b>J.M. Synge</b>
Unit 1	:	The Playboy of the Western World
<b>Block 4</b>	:	<b>Bertolt Brecht</b>
Unit 1	:	Caucasian Chalk Circle
<b>Block 5</b>	:	<b>Samuel Beckett</b>
Unit 1	:	Waiting for Godot*
<b>Block 6</b>	:	<b>Harold Pinter</b>
Unit 1	:	The Homecoming
<b>Block 7</b>	:	<b>Tom Stoppard</b>
Unit 1	:	Rosencrantz and Guildenstern are Dead*
<b>Block 8</b>	:	<b>Girish Karnad</b>
Unit 1	:	Tughlaq*
<b>Block 9</b>	:	<b>Mahesh Dattani</b>
Unit 1	:	Final Solutions

#### MEG 10: Criticism II

<b>Block 1</b>	:	<b>Feminist Criticism: Virginia Woolf</b>
Unit 1	:	A Room of One’s Own
<b>Block 2</b>	:	<b>New Criticism and T.S. Eliot</b>
Unit 1	:	“The Metaphysical Poets”
Unit 2	:	“Hamlet”
<b>Block 3</b>	:	<b>New Criticism and I. A. Richards</b>
Unit 1	:	“The Two Uses of Language”
Unit 2	:	“The Four Kinds of Meaning”
<b>Block 4</b>	:	<b>New Criticism and Wimsatt and Beardsley</b>
Unit 1	:	“The Intentional Fallacy”: Wimsatt and Beardsley
Unit 2	:	“The Affective Fallacy”: Wimsatt and Beardsley
<b>Block 5</b>	:	<b>Northrop Frye</b>
Unit 1	:	“The Archetypes of Literature”
<b>Block 6</b>	:	<b>Roland Barthes and Michel Foucault</b>
Unit 1	:	“From Work to Text”: Roland Barthes
Unit 2	:	Criticism of Michel Foucault
Unit 3	:	“What is an Author?": Michel Foucault

<b>Block 7</b>	:	<b>Susan Sontag and Raymond Williams</b>
Unit 1	:	“Against Interpretation”: Susan Sontag
Unit 2	:	Criticism of Raymond Williams
Unit 3	:	“Realism and the Contemporary Novel”: Raymond Williams

### **MEG 11(A): American Literature**

<b>Block 1</b>	:	<b>Prose</b>
Unit 1	:	Thomas Jefferson: “The First Inaugural Address”
Unit 2	:	Edgar Allan Poe: “The Philosophy of Composition”
Unit 3	:	R.W. Emerson: “The American Scholar”
<b>Block 2</b>	:	<b>Fiction</b>
Unit 1	:	Nathaniel Hawthorne: The Scarlet Letter
Unit 2	:	F. Scott Fitzgerald: The Great Gatsby
Unit 3	:	Alice Walker: The Color Purple
<b>Block 3</b>	:	<b>Drama</b>
Unit 1	:	Tennessee Williams: The Glass Menagerie
Unit 2	:	Edward Albee: The Zoo Story
<b>Block 4</b>	:	<b>Poetry I</b>
Unit 1	:	Walt Whitman: “Song of Myself” “Out of the Cradle Endlessly Rocking” “Passage to India”
Unit 2	:	Emily Dickinson: “Papa Above” “I Can Wade Grief” “Prayer is the Little Implement”
Unit 3	:	Robert Frost: “The Death of the Hired Man” “Stopping by Woods on a Snowy Evening” “Come in”
<b>Block 5</b>	:	<b>Poetry II</b>
Unit 1	:	Wallace Stevens: “Sunday Morning” “Thirteen Ways of Looking at a Blackbird” “The World as Meditation”
Unit 2	:	Allen Ginsberg: “A Supermarket in California” “Sunflower Sutra” “America”
Unit 3	:	Adrienne Rich: “Living in Sin” “Lucifer in the Train” “(Sex, as they harshly call it)”

### **MEG 11(B): Post colonial Literature**

<b>Block 1</b>	:	<b>Theoretical Bases</b>
Unit 1	:	Stephen Slemon: “The Scramble for Post- Colonialism” From De- Scribing Empire
Unit 2	:	Frantz Fanon: “On National Culture” from the Wretched of the Earth
Unit 3	:	Margaret Atwood: “Survival “from Survival
Unit 4	:	Salman Rushdie: “Common wealth Literature Does Not Exist” from Imaginary Homelands
<b>Block 2</b>	:	<b>Fiction I</b>
Unit 1	:	Raja Rao: Kanthapura
Unit 2	:	R.K. Narayan: A Tiger from Malgudi
Unit 3	:	Amitav Ghosh: In an Antique Land

<b>Block 3</b>	:	<b>Fiction II</b>
Unit 1	:	Peter Carey: True History of the Kelly Gang
Unit 2	:	Margaret Atwood: Surfacing
Unit 3	:	V.S. Naipaul: A House for Mr. Biswas
<b>Block 4</b>	:	<b>Poetry I</b>
Unit 1	:	Nissim Ezekiel: "Night of the Scorpion" "Poet, Lover, Birdwatcher"
Unit 2	:	A.K. Ramanujan: "A River" "Love Poem for a Wife I"
Unit 3	:	Derek Walcott "The Castaway" "Ruins of a Great House"
Unit 4	:	A.J. M. Smith: "The Lonely Land" "News of the Phoenix"
<b>Block 5</b>	:	<b>Poetry II</b>
Unit 1	:	Michael Ondaatje: "Sweet like a Crow" "The Cinnamon Peeler"
Unit 2	:	A.D. Hope : "Australia" "The Double Looking Glass"
Unit 3	:	Judith Wright: "Woman to Man" "Rockpool" from The Shadow of Fires : Ghazals
Unit 4	:	Zulfikar Ghose: "This Landscape , These People" "The Attack on Sialkot"

### MEG 11(C): Teaching of English

*Objective: to equip the student to teach English at the undergraduate level*

<b>Block 1</b>	:	<b>Problems and Principles</b>
Unit 1	:	The Role of English in India
Unit 2	:	Objectives of the Teaching of English in India
Unit 3	:	Theories of Language Learning -cognitive, behaviourist, communicative competence, learning vs. Acquisition, speech act theory
Unit 4	:	Differences between First and Second Language Learning
Unit 5	:	Individual Variation in Language learning Performance: language aptitude, motivation and age.
<b>Block 2</b>	:	<b>Approaches to Syllabus Design</b>
Unit 1	:	Structural
Unit 2	:	Situational
Unit 3	:	Functional
Unit 4	:	Communicative
Unit 5	:	Emergent (Process vs. Product)
<b>Block 3</b>	:	<b>Approaches to Teaching Methodology</b>
Unit 1	:	Audio-lingual (structural drills)
Unit 2	:	Grammar Translation (rules and exercise)
Unit 3	:	Bilingual (use of the Mother Tongue)
Unit 4	:	Situational and Communicative
Unit 5	:	Structuring of lessons and classroom interaction: Learner -centred teaching and the problems of teaching large classes

<b>Block 4</b>	:	<b>Principles of Material Production</b>
Unit 1	:	Teaching of vocabulary - 'productive' and 'receptive' vocabulary, foundation vocabulary, Basic English
Unit 2	:	Selection -frequency, utility, universality, productivity, teachability, structural value and regional value of a lexical item.
Unit 3	:	Teaching of structures -selection, gradation and repetition -drills.
<b>Block 5</b>	:	<b>Error Analysis, Lexicography and Evaluation</b>
Unit 1	:	Attitude to error analysis, the concept of interlanguage
Unit 2	:	The art of lexicography and its relevance to a language teaching Programme
Unit 3	:	Testing and evaluation

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## 2. COUNSELLING SESSION

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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 counselling 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 candidates must try to resolve subject related difficulties if any. Before you proceed to attend the counselling sessions, please go through your Self Learning Material and identify the points to be discussed.** The detailed schedule of the counselling session will be available on the University Website: <https://www.jmi.ac.in/cdol/cschedule>.

Counselling session will be organized in all theory / practical courses. There will be 5 (Five) counselling sessions of 2 hours each. Attending the counselling session is not mandatory, nevertheless it is always in the interest of learner to attend these sessions.

### 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.

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## 3. SMS ALERT

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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.

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## 4. ACADEMIC CALENDAR

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The academic calendar provides important dates and other relevant information corresponding to activities such as Counselling, 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 - <https://www.jmi.ac.in/bulletinboard/academic-calendar/cdol> as well as on the notice board of Centre for Distance and Open Learning / Learner Support Centres.**

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## 5. LEARNER SUPPORT CENTRES

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The Learner Support Centre to which you have been admitted will remain your Learner Support Centre till you clear all components of the programme during maximum duration of the programme. No student would be permitted to change his/her Learner Support Centre at any point of time. All the activities related to Counselling, Assignments and Semester End Examinations 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.

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## 6. EVALUATION SYSTEM

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### 6.1 Assignments

Assignments are a part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry 30% weightage in terms of marks.

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

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 final result. You must fill in the Examination Form and send it to the Centre for Distance and Open learning, **Jamia Millia Islamia, Jamia Nagar, Okhla, 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 year Annual Examinations, i.e. Final Year, same forms A and B will be submitted except Form 'C'. The filled-in Examinations Form along with a self-addressed envelope with Rs. 45/- 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 'Annual Examination Form' on top of the envelope. The examination form 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 before the commencement of examination, you may contact your Examinations Centre / 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 at [https://www.jmi.ac.in/cdol/examination\\_datesheet](https://www.jmi.ac.in/cdol/examination_datesheet)

**While submitting your Examination Form for the Annual Examinations, it is your responsibility to check whether you are registered for the programme and eligible to appear for that examination. If any of the above requirements are found missing, your examination is liable to be cancelled.**

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## 7. ANNUAL EXAMINATION RESULT

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The evaluation consists of two parts (i) Assignments (ii) Annual Examination. In the final result all the Assignments of a course will carry 30% weightage while 70% weightage will be given to the Annual Examination.

### 7.1 Declaration of Result

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

- (a) At least 40% marks in each component of theory papers i.e. in assignments and Annual Examination, separately;
- (b) An aggregate of at least **50%** marks based on all theory papers and assignments, to obtain the degree;
- (c) If a student fails to qualify any component of a paper or a programme 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 Promotion to the next Year of the Programme

Students registered for a Programme will automatically be promoted to the next year of the Programme. The student can clear all un-cleared theory papers and assignments within the maximum time limit allowed to complete the Programme. The students will be declared successful for award of Degree only after clearing all theory papers and assignments required within the maximum time period inclusive of the year of admission. A student who does not appear in any component (Annual Examination and Assignments) in the minimum duration provided for the Programme, he/she will have to seek re-registration by submitting the prescribed fee through Demand Draft if he/she wishes to continue through the Programme.

### 7.3 Re-evaluation of Answer Scripts

- (i) Any student intending to apply for re-evaluation of answer scripts of any programme 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;
- (ii) The student can apply for improvement in a maximum one third of the theory papers in the successive year (Annual Examination) following the declaration of his/her result of respective year.
- (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).



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## 8. GENERAL REGULATIONS

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

- **Programme Fee:** The Programme fee is payable in advance each year, irrespective of results through a demand draft drawn in favor of **Jamia Millia Islamia**, payable at **New Delhi** on or before the date fixed by CDOL, Jamia Millia Islamia. No refund of fees is allowed in any case.
- **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: Renewal and other Fee applicable for MA ENGLISH (Distance Mode)**

Sl. No.	MA ENGLISH (Distance Mode)	Fees/Charges (Rs.)
1.	Programme/Renewal Fees (to be paid for final Year)	10000/-
2.	Submission of Assignments with late fees up to 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-Registration Fee*	3000/-
8.	Provisional Certificate	50/-
9.	Migration Certificate	50/- (after passing exam)
10.	Migration Certificate	200/- (before passing exam)
11.	Duplicate Statement of Marks (Attach a copy of FIR)	200/-
12.	Duplicate Identity Cards (Attach a copy of FIR)	200/-
13.	Change of Address in ID Card	50/-
14.	Re-evaluation of (current) Answer Script	500/- (Per course/paper)
15.	Change of Course/Papers	1500/- per course

**Note:** \* If a candidate fails to appear in any of the prescribed components of the Programme within the stipulated period of 2 years and desires to continue the Programme after the lapse 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.

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.

The aforesaid fee is subjected to revision during the academic year as per University rules.

**Centre Form Distance and Open learning  
Jamia Millis Islamia, New Delhi – 110025**

**Admission Renewal Form**

**M.A. English, Part-II**

**(Distance Mode) Session .....**

**Roll No. .... Enrolment No. ....**

Name of the Learner Support Centre .....

Learner Support Centre Code No. ....

Name of the Candidate .....  
*(Block Letters)*

Father's Name & Address .....

.....

..... Mob.....

I wish to take admission in ..... Year .....  
*Name of Course*

**Subject Code** 1. .... 2. .... 3. ....

4. .... 5. .... 6. .... 7. ....

**Mobile No. ....**

.....  
**(Date of Submission)**

.....  
**(Signature of the Candidates)**

The Candidate has been promoted to ..... And the fee of Rs. ....  
has been deposited through DD No. .... Date.....  
Bank .....

.....  
**(Signature of the Programme Incharge)**

.....  
**(Signature of the Verifying Officer)**



ARJUN SINGH CENTRE FOR DISTANCE & OPEN LEARNING  
JAMIA MILLIA ISLAMIA  
(A Central University by an Act of Parliament)  
Jamia Nagar, New Delhi-110025

*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..... Part .....Year .....  
Roll No. ....Enrolment No. ....  
Programme Centre Code & Name .....

(For Office Use Only)

Received application form of Ms/Mr .....Roll No. ....  
for re-registration to the programme .....(Distance Mode) Session .....  
DD No. .... Bank .....Date .....  
of Amount .....

**Centre for Distance and Open Learning**

**Dated .....**



**ARJUN SINGH CENTRE FOR DISTANCE & OPEN LEARNING**  
**JAMIA MILLIA ISLAMIA**  
 (A Central University by an Act of Parliament)  
 Jamia Nagar, New Delhi-110025

*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)

## 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**

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. Present Postal Address.....  
.....Phone / Mobile No.....
6. Name of the Examination.....Part.....Year.....
7. Roll No.....Enrolment No.....Previous Enrolment No if any.....
8. Date of admission (in the Centre for Distance and Open Learning).....  
(To be filled when the Migration Certificate is required)
9. 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**

	<b>RUPEES</b>
<b>1. PROVISIONAL CERTIFICATE</b>	<b>50</b>
<b>2. DUPLICATE MARKSHEET / MIGRATION / PROVISIONAL</b> (For above – mentioned Duplicate Certificate attach a copy of F.I.R)	<b>200</b>
<b>3. MIGRATION CERTIFICATE</b>	
a) After passing the examination for which the applicant was studying	<b>50</b>
b) Before passing the examination for which the applicant was studying	<b>200</b>
<b>4. CHANGE OF NAME:</b>	
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 ode*

## **FOR ISSUE OF DEGREE/DIPLOMA/CERTIFICATE**

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

Sir,

Affix an attested  
photograph

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**



**Form 'A'**  
**Jamia Millia Islamia, New Delhi**  
 Particulars of Forms A, B & C to be filled in by the candidate in his/her own  
 handwriting

**Examination:** ..... (Distance Mode) **Final Year**.....

The Controller of Examination  
 Jamia Millia Islamia  
 New Delhi – 110025

Sir,  
 I request you to permit me to appear at the examination noted above. The examination fee has been deposited. I declare that I have not been debarred by any University or Board from taking any examination during the above mentioned year and that the entries made by me on the forms A, B, & C (attached) are true to the best of my knowledge and belief. I agree to abide by the Statutes, Ordinances and regulations existing and amended from time to time.

Yours Faithfully,

\_\_\_\_\_  
 Candidate's signature ( in full)

Date .....

**Roll No.** .....

**Enrolment No.** .....

**LSC Code No.**.....

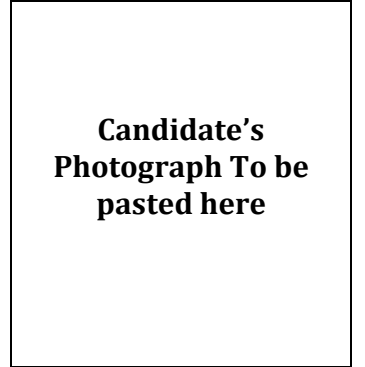


Photo & Signature to be attested by  
 the Hony. Director Centre for Distance  
 & Open Learning, Jamia Millia Islamia

Course in which he/she wishes to be examined (Mentioned option of Courses, if any). Title of Courses

Course Code	Course Title

Specimen signature of the candidate (in full).....

1. Name of the Candidate

(BLOCK LETTERS)

2. Date of Birth (in words).....

3. Place of Birth.....Nationality.....  
                             **Town**                            **Distt.**                            **State**

4. Father's Name.....Occupation.....

5. Address (Present).....

6. Enrolment No.....Medium of Examination.....

7. Whether you belong to SC/ST/PH.....

**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.



**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 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 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.
- 30.20 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.
- 31.3 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 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 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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- 31.16 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
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- (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.**

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<b>Certificate Issued</b>	<b>Programme</b>	<b>Year</b>
<b>(Office use only)</b>	.....	.....
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>