



USER GUIDELINE FOR STUDENTS  
TO FILL  
ONLINE EXAMINATION FORM  
For DIFFERENT COURSES of  
JAMIA MILLIA ISLAMIA  
New Delhi-110025  
For ODD Semester - 2016

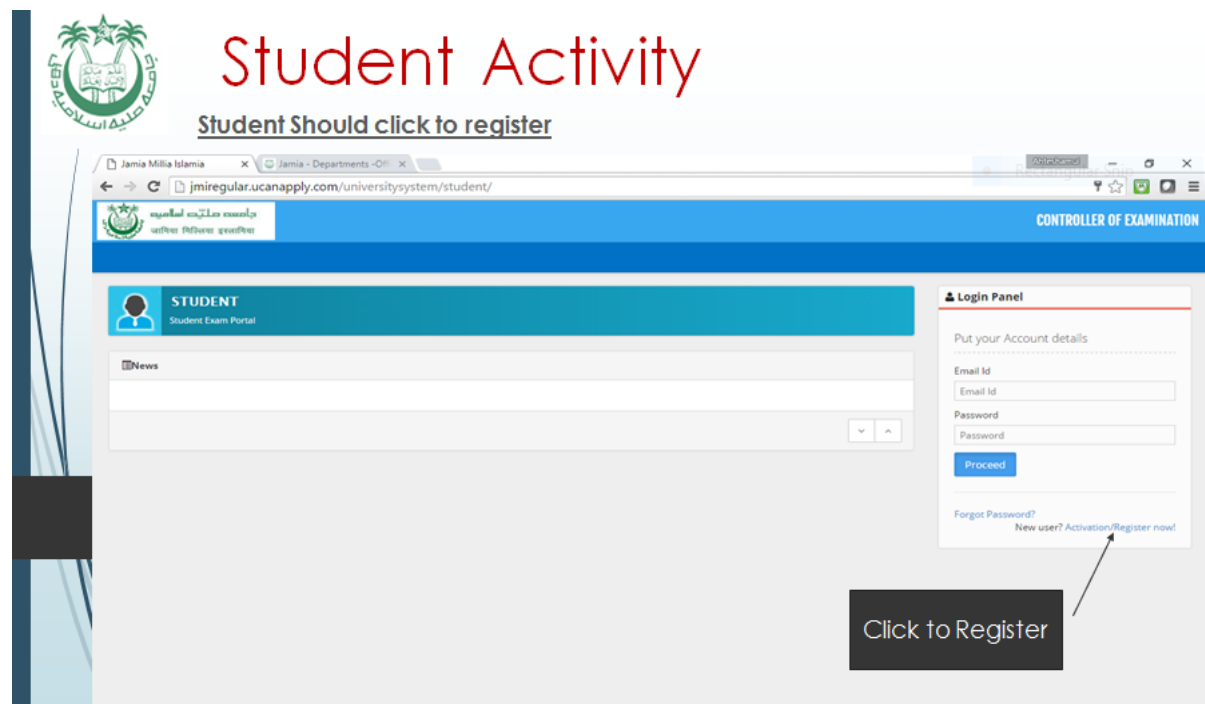
Issued by:  
Office of  
The Controller of Examinations- JMI

# STEP -1

GO TO JMI WEBSITE: <http://jmi.ac.in/studyatjamia/examcontroller/controller/oef>

Click on the link ***“Student Click -----”***

***Below Screen will open, click to register.***



## STEP -2

Upon appearing the Login Activation pop up Enter your details.

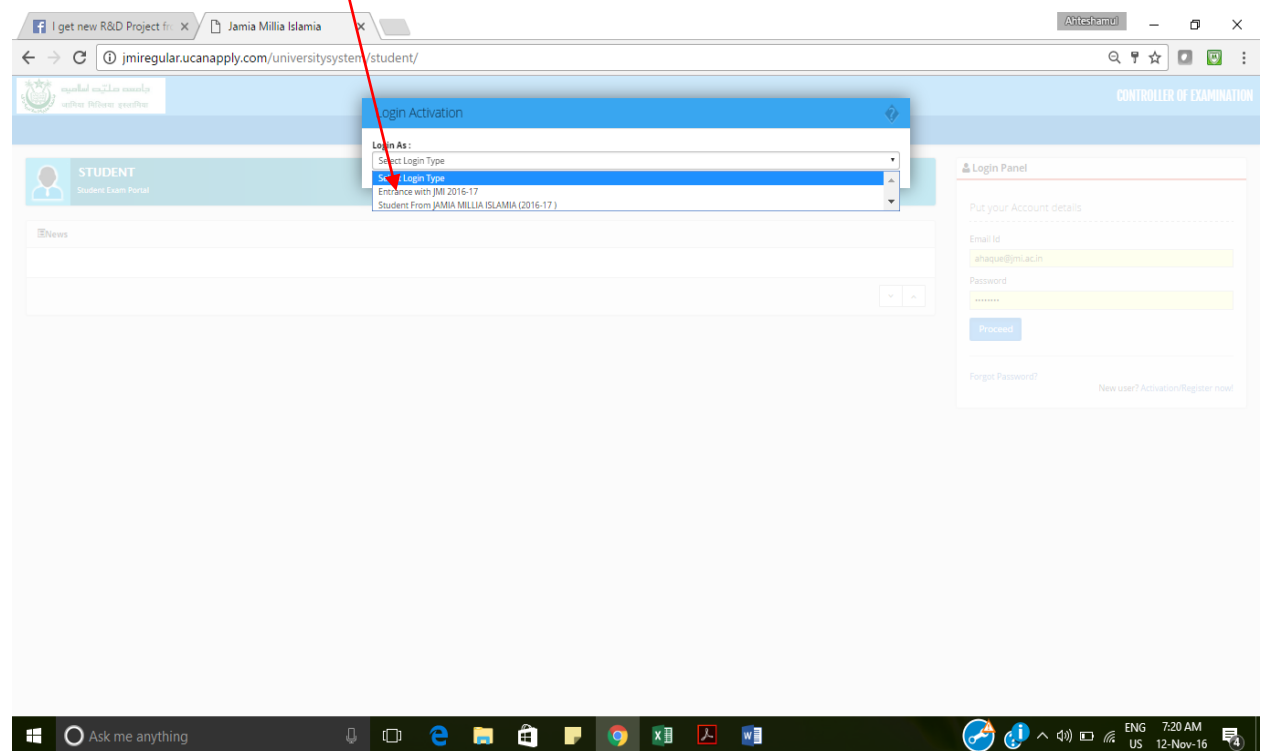
- If the student is admitted in 2016

Then choose “Entrance from JMI 2016-17” (Enter roll number of admission test (JEE Roll no for B.Tech students))

The screenshot displays the JMI Regular Ucanapply Student Portal. A "Login Activation" pop-up is visible, showing a "Select Login Type" dropdown menu with the following options: "Select Login Type", "Select Login Type", "Entrance with JMI 2016-17", and "Student From JAMIA MILLIA ISLAMIA (2016-17)". A red arrow points to the "Entrance with JMI 2016-17" option. The background shows the "STUDENT" login panel with fields for "Email Id" (ahaque@jmi.ac.in) and "Password", and a "Process" button. The portal also includes a "News" section and a "CONTROLLER OF EXAMINATION" header.

- If the student has already registered in previous semester in online form or registering first time (other than first semester)

Then choose “Student from Jamia Millia Islamia 2016-17”



- For NRI and Foreign National Students, select that category

# After filling the below information

The screenshot displays a web browser window with the URL [jmiregular.ucanapply.com/universitysystem/student/](http://jmiregular.ucanapply.com/universitysystem/student/). The page features a header with the university's name in Urdu and English, and a navigation bar with a 'STUDENT' link. A 'Login Activation' modal is open, containing the following fields: 'Login As' (Student From JAMIA MILLIA ISLAMIA (2016-17)), 'Username', 'Email Id' (ahaque@jmi.ac.in), 'Mobile No.', 'Password', 'Confirm Password', 'Secret Question' (What was your First School), and 'Answer of Secret Question'. A 'Proceed' button is at the bottom of the modal. In the background, a 'Login Panel' is visible with fields for 'Email Id' and 'Password', and a 'Proceed' button. The Windows taskbar at the bottom shows the time as 7:27 AM on 12-Nov-16.

Upon clicking ***“Proceed”***, you would get an email with the details filled by you, an activation code, and a link to activate the account.

Click or ***“copy & paste”*** the link on the browser to get activated.



# Student Activity

Student Will get an email

Dear Student,

Welcome to Examination portal.

Your Email Id : [ahaque@imi.ac.in](mailto:ahaque@imi.ac.in)

Your Password : [ajht%fts](#)

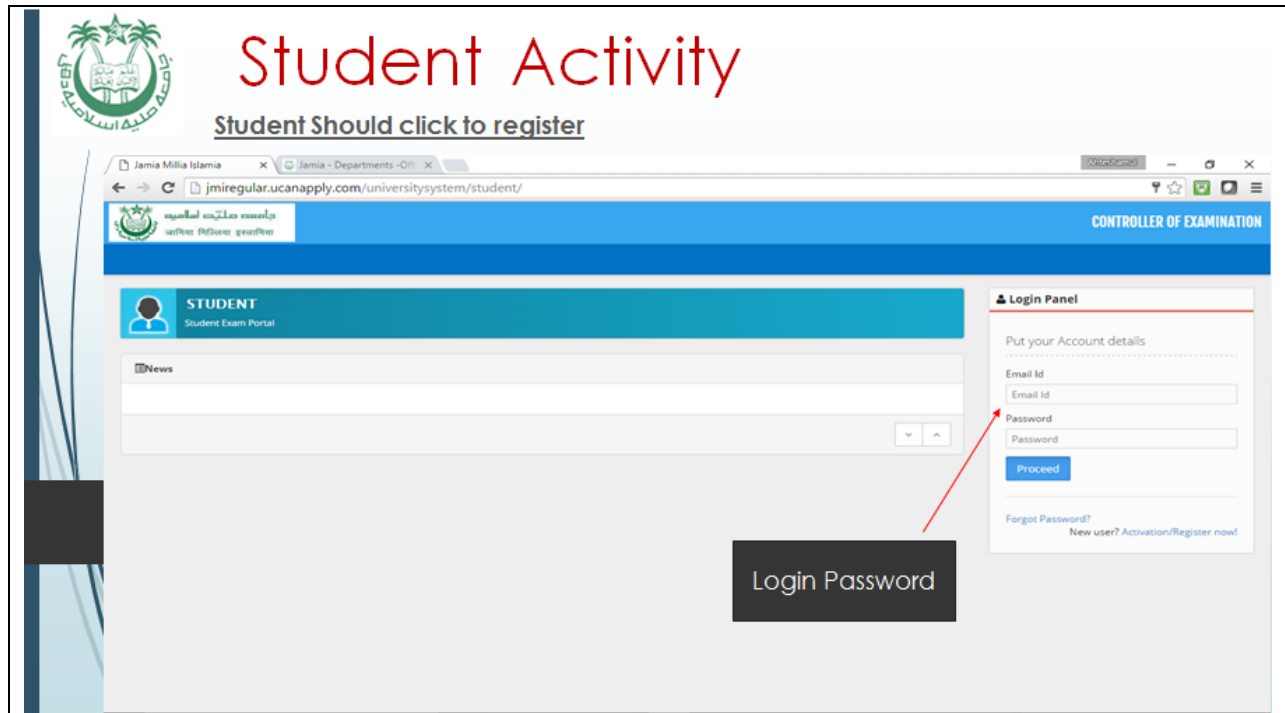
Your Activation Code : 600250

To activate your account click on the following copy paste the following link in the browser.

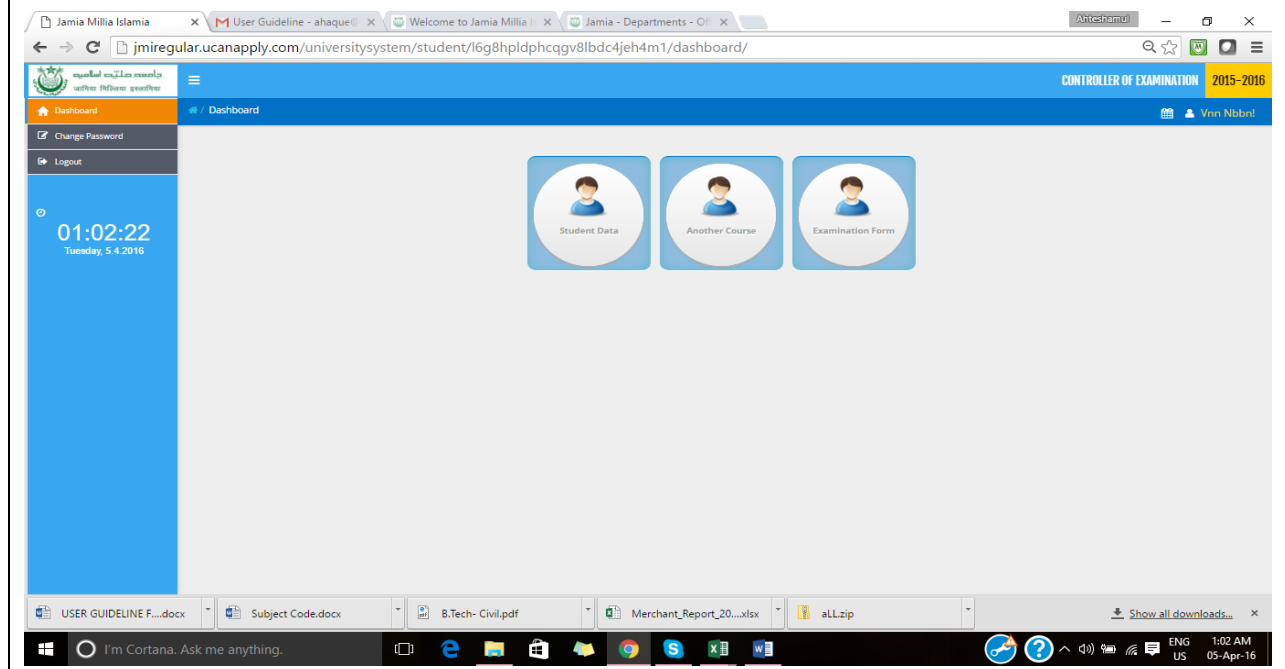
<http://imiregular.ucanapply.com/examinationsystem/imi/activation.php?id=MTA5&code=YWhhcXVIQGptaSShYy5pbq==&stcode=U1QwMDAwMDAx&smcode=&oldcode=> [\[Please Click on the full Link\]](#)

## STEP -3

After activation login to your account with username and password given in the email.



Below screen will appear:



## STEP -4

Click on the student data and enter the details, which are missing.

- **Please fill the data correctly (Student ID etc)**
- **Error in data filled by you may lead to rejection of forms.**

The screenshot shows a web browser window with the URL [jmiiregular.ucanapply.com/universitysystem/student/hs2g3grf9eqk3kd3r740tjvqc0/data/](http://jmiiregular.ucanapply.com/universitysystem/student/hs2g3grf9eqk3kd3r740tjvqc0/data/). The page is titled "Student Activity" and features a sidebar with a logo and navigation links: "Photo Signature", "View", "Change Password", and "Logout". A blue sidebar panel displays the time "16:03:20" and the date "Saturday, 24.4.2016". The main content area is a "Student Data" form with the following fields:

- Name:  fgjhj  minn
- Blood Group:  Select
- Father's Name:
- Identification Mark:
- Mother's Name:
- Nationality:  Select
- Religion:  HINDU
- DOB:  01  January  2001
- Passport No (if foreigner):  Valid from:  1990  to:  1990
- Sex:  MALE
- Year of admission:  2013-2014
- Reservation Category:  Muslim
- State of Domicile:  Select
- Course Type:  Under Graduate Student
- Name of Fellowship:  Valid from:  1990  to:  1990
- Course:  B.Arch. (5 YEARS ON YEARLY BASIS)
- Funding Authority:
- Student ID No:
- Whether staying in Hostel:  NO
- Permanent Address:  Address:  District:  District Pin:
- Address for Correspondence: ☐ Copy the Permanent Address  Address:  District:  District Pin:



## STEP -5

In **Photo Signature** tab upload your photograph and signature (File should not be more than 100 KB). Click on **"Save & Continue"**.

Student Activity

Photo Signature Details

Photo Upload:

Signature Upload:

Choose File No file chosen

Choose File No file chosen

Upload Photo

Upload Signature

Note: You can proceed forward only after uploading your photograph and signature and confirming the declaration provided above.

Save & Continue

Here upload your  
scanned signature


Click on **View** tab to check if the details are entered properly.



## Student Activity

**JAMIA MILLIA ISLAMIA**

**STUDENT DATA SHEET**

Candidate Name:	FGHJ MNN	
Father's Name:	JH-HJ	
Mother's Name:	NMNN	
Date of Birth:	01/January/2001	
Gender:	MALE	
Blood Group:		
Identification Mark:		
Reservation Category:	Muslim	
Nationality:		
Religion:	HINDU	
Course:	B.Arch. (5 YEARS ON YEARLY BASIS)	Student ID No.
Date/Year of Admission:	2013-14	
State of Domicile:		
Whether staying in Hostel:	NO	
<b>PRESENT ADDRESS</b>		<b>PERMANENT ADDRESS</b>
Address Line : sdsdskdj		Address Line : sdsdskdj
District: Delhi		District: Delhi
Pin Code: 110025		Pin Code: 110025
State: Delhi		State: Delhi

## STEP -6

In **Exam Form** Tab select all the papers in which you have to appear in the examination.

For CBCS(Choice Based Credit System), AECC, SEC paper select a subject from a list of given subjects using the dropdown.



## Student Activity

17:54:06  
Saturday, 24 July 2016

Exam Form

Honours: B.Arch. (5 YEARS) Semester: Annual Exam 1st Year Type: REGULAR

Paper List of B.Arch. (5 YEARS ON YEARLY BASIS) / Annual Exam 1st Year / REGULAR Paper

Course Category Name	Subject Name	
THEORY	[AR-101] - Architecture Design-I	<input checked="" type="checkbox"/>
THEORY	[AR-102] - Building Const.& Materials	<input checked="" type="checkbox"/>
THEORY	[AR-103] - Building Materials & Structures	<input checked="" type="checkbox"/>
THEORY	[AR-104] - Architectural Drawing -1	<input checked="" type="checkbox"/>
THEORY	[AR-106] - Theory of Structures -1	<input checked="" type="checkbox"/>
THEORY	[AR-111] - Arts and Graphics -1	<input checked="" type="checkbox"/>
CBCS	[AR-107] - Survey & Levelling	<input checked="" type="checkbox"/>

☐ I CONFIRM THE ABOVE

Save

CBCS

Choose Regular as a regular student

Tick the Correct Papers

**Click on SAVE button to save your entry.**

**Double check the papers selected before clicking the SAVE button.**

**After saving the Data , the student will get confirmation email.**

**For Back papers choose *BACK* from the “Type” dropdown (Do it in next step after saving the regular entry).**

**Choose the proper year/semester in which you have a back paper.**

**Tick on the correct paper.**

**- IMPORTANT**

**- The candidate have to apply online for back/ex-student paper has to deposit a fee through the following mode:**

**A)-paying online (payment option given in the form )**

**B)- pay through challan in bank and upload the scan copy**

**C)- Pay through challan at Counter no. 4 of Controller of Examination Office, JMI and upload the scan copy.**

**Student Activity**

BACK Papers

07:54:23  
Sunday, 3.4.2016

Exam Form

Honours: B.Arch. (5 YEARS) Semester: Annual Exam 2nd Year Type: BACK

Paper List of B.Arch. (5 YEARS ON YEARLY BASIS) / Annual Exam 2nd Year / BACK Paper

Course Category Name	Subject Name	
THEORY	[ AR-201 ] - Architecture Design-II	<input checked="" type="checkbox"/>
THEORY	[ AR-202 ] - Building Const.& Materials-II	<input checked="" type="checkbox"/>
THEORY	[ AR-203 ] - History of Architecture -I	<input checked="" type="checkbox"/>
THEORY	[ AR-204 ] - Architectural Drawing - II	<input checked="" type="checkbox"/>
THEORY	[ AR-206 ] - Theory of Structures - II	<input checked="" type="checkbox"/>
THEORY	[ AR-207 ] - Building Services -I	<input checked="" type="checkbox"/>
THEORY	[ AR-211 ] - Arts and Graphics -II	<input checked="" type="checkbox"/>

Select Your CBCS Paper

Select

Reset Print

For any query send email to

[examinations@jmi.ac.in](mailto:examinations@jmi.ac.in)

You will get response within 24 hours.

### Important Dates:

**Last Date of filling Online Exam Form: 16 Nov 2016**

**Forms Open for Editing: 17 – 18 Nov 2016**

## **Fee Structure for Back/Ex-student Papers**

<b>S.No.</b>	<b>Name of Course</b>	<b>Fee for Ex-Students (Rs)</b>	<b>Fee for Comptt/Back Paper (Rs)</b>
1	M. Phil	720	240
2	M.A. (Pre./Final)	720	240
3	M.Sc./M.Com/PGDCA	720	240
4	B.A./ B.A. (Hons)	720	240
5	B.Sc./B.com/BBS/BIBF/BCA/MCA	720	240
6	Adv Diploma Courses	720	240
7	P.G. Diploma Courses	720	240
8	Dip Courses in Languages	720	240
9	Certificate Courses in Languages	720	240
10	LLM/ B.A. LLB	720	240
11	M.Tech- Environmental Sc/ B.E. (Evening)/Diploma Eve	1825	240
12	B.Tech	1825	240
13	M.Tech	1825	240
14	M.Sc Electronics	1825	240
15	Diploma Engg (Regular)	1825	240