



جامعہ ملیہ اسلامیہ

जामिया मिल्लिया इस्लामिया

**JAMIA MILLIA ISLAMIA**

(A Central University by an Act of Parliament)

(Grade 'A' by NAAC)

**STUDENTS' HANDBOOK**

**2015-16**

Jamia Millia Islamia  
Maulana Mohammed Ali Jauhar Marg, Jamia Nagar  
New Delhi-110025

# JAMIA STUDENTS' HANDBOOK 2015-16

Jamia Millia Islamia

Issued by:  
Office of the Dean, Students' Welfare

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# **DISCLAIMER**

Basic information about the University has been provided for the guidance of Jamia students. All efforts have been made to make the information as accurate as possible. However, in case of any discrepancy, the relevant Statutes/Ordinances will prevail. All students are, therefore, advised to also go through the Statutes and Ordinances and all relevant notifications available on the University's website at <http://www.jmi.ac.in>

Registrar



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# جامعہ کا ترانہ

دیار شوق میرا دیار شوق میرا

شہر آرزو میرا شہر آرزو میرا

ہوئے تھے آکے یہیں خیمہ زن وہ دیوانے  
کہیں سے شوق کی بے ربطیوں کو ربط ملا  
اٹھے تھے سن کے جو آواز ہیران وطن  
کہیں سے لالہ صحرا کو یہ سراغ ملا  
اسی نے ہوش کو بخشا جنوں کا ہیرا بن  
کہ دل کے داغ کو کس طرح رکھتے ہیں روشن

دیار شوق میرا، شہر آرزو میرا

یہ اہل شوق کی بستی یہ سر پھروں کا دیار  
یہاں کے رسم و رہ سے کشتی جدا سب سے  
یہاں کی صبح نرالی، یہاں کی شام نبی  
یہاں کے جام نئے طرح رقص جام نبی  
یہاں پہ تپنے لگی سے کشتی کا حاصل ہے  
یہ بزم دل ہے یہاں کی مہلائے عام نبی

دیار شوق میرا، شہر آرزو میرا

یہاں پہ شیخ ہدایت ہے صرف اپنا ضمیر  
سفر ہے دین یہاں، کفر ہے قیام یہاں  
یہاں پہ قبلہ ایمان کعبہ دل ہے  
کفار موج میں، آسودگی ساحل ہے  
یہاں پہ راہ روی خود حصول منزل ہے  
کٹناور کا تقاضہ ہے نوبہ نوطوفان

دیار شوق میرا، شہر آرزو میرا

از: محمد خلیق صدیقی

## جامییا کا ترانہ

دیارے شوقِ مہرا، دیارے شوقِ مہرا  
شہرے آرزوِ مہرا، شہرے آرزوِ مہرا

ہوئے تھے آکے یہیں خیمہ زن وہ دیوانے  
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یہ اہل شوق کی بستی یہ سر پھروں کا دیار  
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دیارے شوقِ مہرا، شہرے آرزوِ مہرا

م. خلیق صدیقی

# Jamia Millia Islamia

Jamia was established in 1920 by a group of nationalist Muslim intelligentsia at Aligarh, Uttar Pradesh during the Khilafat and Non-Cooperation Movement in response to Gandhiji's call to boycott government-supported educational institutions. Among those who enthusiastically responded to this call were Shaikhul Hind Maulana Mahmud Hasan, Maulana Mohammed Ali Jauhar, Hakim Ajmal Khan, Dr. Mukhtar Ahmad Ansari, Abdul Majeed Khwaja and Dr. Zakir Husain and others. In 1925, its campus shifted from Aligarh to Delhi and the foundation stone of the present campus was laid on 1<sup>st</sup> March 1930. Since then, it has been continuously growing, always refurbishing its methods and branching out from time to time to meet new needs. True to the ideals of its founders, it has, over the years, tried to enhance the physical and mental development of its students, and has become known as a premier educational institution of the country. Recognizing its contributions in the field of teaching, research and extension work, Jamia Millia Islamia was declared a Deemed University under Section 2 of University Grants Commission (UGC) Act in 1962. Jamia was declared a Central University, as per Jamia Millia Islamia Act 1988, which was passed by the Parliament on 26<sup>th</sup> December 1988.

Jamia Millia Islamia is an ensemble of a multi layered educational system which covers all aspects of schooling, undergraduate and postgraduate education and research. The University recognizes that teaching and research are complementary activities that can advance its long term interests. It has Natural Sciences, Social Sciences, Engineering & Technology, Education, Humanities & Languages, Architecture & Ekistics, Fine Arts, Law and Dentistry Faculties. It also has the well known Centre namely the AJK Mass Communication Research Centre besides several other research Centres that have given an edge to Jamia in terms of critical research in various areas. These initiatives aim to promote new and emerging areas of research and programmes that can offer opportunities to its students and teachers to expand their horizons. Jamia Millia Islamia conducts Undergraduate, Postgraduate, M. Phil. and Ph.D. as well as Diploma and Certificate courses.

Jamia Millia Islamia has been declared a "**Minority Institution**" by National Commission for Minority Educational Institutions on February 22, 2011 under Article 30 (1) of the Constitution of India read with Section 2 (G) of the National Commission for Minorities Institutions Act.

Today, Jamia Millia Islamia is "A" grade Central University accredited by NAAC. Jamia Millia Islamia continues to cater to the interests of students from all communities, but also aims to meet the particular needs of the disadvantaged sections of the Muslim society. True to the legacy of its founders, it continues to support measures for affirmative action and foster the goals of building a secular and modern system of integrated education.

# Officers of the Jamia Millia Islamia

Amir-e-Jamia (Chancellor)	:	Lt. Gen. (Retd.) M. A. Zaki
Shaikh-ul-Jamia (Vice-Chancellor)	:	Prof. Talat Ahmad
Musajjil (Registrar)	:	Prof. Shahid Ashraf
Dean, Faculty of Humanities & Languages	:	Prof. Mohammad Asaduddin
Dean, Faculty of Social Sciences	:	Prof. Mohammad Shafiq
Dean, Faculty of Natural Sciences	:	Prof. Sharif Ahmad
Dean, Faculty of Education	:	Prof. Ahrar Husain
Dean, Faculty of Engineering & Technology	:	Prof. Mohammad Shakeel
Dean, Faculty of Law	:	Prof. Manjula Batra
Dean, Faculty of Architecture & Ekistics	:	Prof. S. M. Akhtar
Dean, Faculty of Fine Arts	:	Prof. Sadre Alam
Dean, Faculty of Dentistry	:	Prof. Saranjit Singh Bhasin
Dean, Students' Welfare	:	Prof. Tasneem Meenai
Finance Officer	:	Mr. Sanjay Kumar
Librarian	:	Dr. Gayas Makhdumi

# Academic Calendar

An Academic Calendar is released every year in Jamia Millia Islamia, which includes information about commencement of the academic session, examinations and vacations of the University. There are two different academic calendars – one for the Annual System and the other for the Semester System.

For details of the Academic Calendar of every new Academic Session, please visit the University Website <http://jmi.ac.in>

*The Academic Calendar for the Academic Session 2015-16* is given below:

<b><u>FOR ALL FACULTIES (OTHER THAN F/O ENGINEERING, ARCHITECTURE AND DENTISTRY) WHERE EXAMINATIONS ARE BASED ON ANNUAL SYSTEM</u></b>	
Commencement of the Academic Session	27 July 2015
Commencement of Teaching of continuing classes.	27 July 2015
Last date for re-admission to continuing classes.	07 of August 2015 <b>OR</b> within 15 days of the declaration of result, whichever is later.
Last date for completing admission to 1st year programmes	As notified by the University
<b>Foundation Day and Talimi Mela</b>	<b>October 28 – 31, 2015</b>
<b>Winter Vacation</b>	<b>December 24, 2015 to January 16, 2016</b>
Commencement of Teaching in all faculties	17 January 2016
<b>Inter University Cultural Festival (MIRAAS)</b>	<b>February 16 - 21, 2016</b>
End of teaching in the Faculties/Centres where examinations are based on Annual system.	31 March 2016
Commencement of Examinations (except Faculty of Education)	01 April 2016
Commencement of Examinations in the F/o Education	2 <sup>nd</sup> week of April 2016
Declaration of Examinations Results	Last week of June 2016
<b>Summer Vacation</b>	<b>16 May to 15 July 2016</b>

<b><u>FOR ALL FACULTIES (OTHER THAN F/O ENGINEERING, ARCHITECTURE AND DENTISTRY) WHERE EXAMINATIONS ARE BASED ON SEMESTER SYSTEM</u></b>	
Commencement of the Academic Session	27 July 2015
Commencement of Teaching of Odd Semesters (Excluding 1st Semester)	27 July 2015
Last date for re-admission to continuing classes	07 August 2015 <b>OR</b> within 15 days of the declaration of result, whichever is later.
Commencement of teaching of 1 <sup>st</sup> semester programmes	27 July 2015
Last date for completing admission to 1st Semester Programmes	As notified by the University
1st Mid Semester Examinations of Odd Semesters	2 <sup>nd</sup> week of September 2015
<b>Foundation Day and Talimi Mela</b>	<b>October 28 - 31, 2015</b>
2 <sup>nd</sup> Mid Semester Examination of Odd Semesters	1 <sup>st</sup> week of November 2015
End of Teaching for Odd Semesters	4 <sup>th</sup> week of November 2015
End Semesters Examinations including Practical	1 <sup>st</sup> week of December 2015
Declaration of Examinations Results	January 30, 2016
<b>WINTER VACATION</b>	<b>December 24, 2015 to January 16, 2016</b>
Commencement of Teaching for Even Semesters	17 January 2016
<b>Inter University Cultural Festival (MIRAAS)</b>	<b>February 16 - 21, 2016</b>
1st Mid Semester Examinations of Even Semesters	4 <sup>th</sup> week of February 2016
2 <sup>nd</sup> Mid Semester Examination of Even Semesters	2 <sup>nd</sup> week of April 2016
End of Teaching for Even Semesters	End of April 2016
End Semester Examinations of Even Semesters	2 <sup>nd</sup> week of May 2016
Practical Examinations	Soon after completion of theory examination
Declaration of Examinations Results	June 30, 2016
<b>SUMMER VACATION</b>	<b>16 May to 15 July 2016</b>

<b>FACULTY OF ARCHITECTURE &amp; EKISTICS</b>	
Commencement of the Academic Session:	27 July 2015
Commencement of Teaching	27 July 2015
Last date for re-admission to continuing classes.	07 of August 2015 <b>OR</b> within 15 days of the declaration of result, whichever is later.
Last date for completing admission to 1 <sup>st</sup> semester courses	As notified by the University
<b>Foundation Day and Talimi Mela</b>	<b>October 28 - 31, 2015</b>
Jury & Viva-voce	01 to 10 December 2015
<b>Winter Vacation</b>	<b>December 24, 2015 to January 16, 2016</b>
Commencement of Examination of M. Arch. & M. Ekistics	3 <sup>rd</sup> week of January 2016
<b>Inter University Cultural Festival (MIRAAS)</b>	<b>February 16 - 21, 2016</b>
End of Teaching in B. Arch.	28 April 2016
Commencement of Examination of B. Arch.	1 <sup>st</sup> week of May 2016
End of teaching in M. Arch. & M. Ekistics	12 May 2016
Commencement of Examination of M. Arch./M. Ekistics	16 May 2016
Declaration of Examination Results	Last week of June 2016
<b>Summer Vacation</b>	<b>16 May to 15 July, 2016</b>

<b>FACULTY OF ENGINEERING &amp; TECHNOLOGY</b>	
Commencement of the Academic Session	27 July 2015
Commencement of Teaching	27 July 2015
Last date for re-admission to continuing classes	07 of August 2015 <b>OR</b> within 15 days of the declaration of result, whichever is later.
Last date for completing admission (for 1 <sup>st</sup> Semester only)	As notified by the University
Ist Mid Semester Examination of Odd Semester	14 - 18 September 2015
Display of Marks and showing answer-scripts to students	Last week of September 2015
<b>Foundation Day and Talimi Mela</b>	<b>October 28 - 31, 2015</b>
2 <sup>nd</sup> Mid Semester Examination of Odd Semester	16 - 20 November 2015
Display of Marks and showing answer-scripts to students	Last week of November 2015
Teaching Ends for Odd Semester	30 November 2015
End Semester Examination	07 December 2015
Practical Examination	Soon after the theory examinations are over
Declaration of Odd Semester Result	15 January 2016
<b>WINTER VACATION</b>	<b>24 December 2015 to 16 January 2016</b>
Commencement of teaching of Even Semester	17 January 2016
<b>Inter University Cultural Festival (MIRAAS)</b>	<b>February 16 - 21, 2016</b>
Ist Mid Semester Examination to Even Semester	4 <sup>th</sup> week of February 2016
Display of marks and showing answer-scripts to students	2 <sup>nd</sup> week of March 2016
2 <sup>nd</sup> Mid Semester Examination to Even Semester	18 – 22 April 2016
Display of Marks and showing answer-scripts to students	4 <sup>th</sup> week of April 2016
Teaching Ends for Even Semester	03 May 2016
End Semester Examination	09 May 2016
Practical Examination	Soon after the theory examinations are over
Declaration of Even Semester Result	15 June 2016
<b>SUMMER VACATION</b>	<b>16 May – 15 July, 2016</b>

**ACADEMIC CALENDAR FOR BACHELOR OF DENTAL SURGERY (BDS) COURSE (FACULTY OF DENTISTRY)**

Commencement of the Academic Session & Teaching:	
<b>BDS IV<sup>th</sup>, III<sup>rd</sup> &amp; II<sup>nd</sup> Year</b>	27 July 2015
<b>BDS I<sup>st</sup> Year</b>	01 August 2015
Last date for re-admission to continuing classes	07 August 2015 <b>OR</b> within 15 days of the declaration of result, whichever is later.
Last date for completing admission (for 1 <sup>st</sup> year only)	As notified by the University
<b>Foundation Day and Talimi Mela</b>	<b>October 28 - 31, 2015</b>
Internal Assessment-I	1 <sup>st</sup> week of November, 2015 onwards
<b>Winter vacation for Faculty members-</b> First half -  Second half -	09 December 2015 to 01 January 2016; 04 January 2016 to 26 January 2016 <b>02 January 2016 will be common working day</b>
Winter vacations for students:    III <sup>rd</sup> Year BDS  I <sup>st</sup> , II <sup>nd</sup> & IV <sup>th</sup> Year BDS	11 December 2015 to 23 December 2015; 24 December 2015 to 5 January 2016
Internal Assessment-II	1 <sup>st</sup> week of February 2016 onwards
<b>Inter University Cultural Festival (MIRAAS)</b>	<b>February 16 - 21, 2016</b>
Internal Assessment-III (Sent-up Examination)	Last week of April 2016 onwards
End of teaching	14 May 2016
Prep. Leave for students	16 May to 25 May 2016

Annual Professional Examination	26 May 2016 onwards
Declaration of results	2 <sup>nd</sup> Week of July 2016
<b>Summer Vacation for faculty members:</b> First Half  Second Half	16 May 2016 to 30 June 2016; 02 July 2016 to 15 August 2016 <b>01 July 2016 will be common working day</b>
Summer vacation for students : III <sup>rd</sup> & IV <sup>th</sup> Year BDS  1 <sup>st</sup> & II <sup>nd</sup> Year BDS	After Annual Examination till 30 June 2016  After Annual Examination till 15 July 2016
Commencement of clinical posting for III <sup>rd</sup> & IV <sup>th</sup> Year BDS:	01 July 2016 onwards
Commencement of supplementary examination	2 <sup>nd</sup> week of August 2016
Commencement of Rotatory Internship	01 September 2016

# Students' Welfare Activities

As per **Ordinance 21 (XXI)** of Jamia Millia Islamia, the Dean, Students' Welfare in the University shall look after the general welfare of the students, as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and those aspects of the University life outside the classroom, which contribute to their growth and development as mature and responsible human beings.

**Students' Grievances:** The Dean, Students' Welfare is also mandated to redress all students' grievances. The Dean, Students' Welfare is the Nodal Officer responsible for monitoring all students' grievances. All kinds of grievances related to academic and administrative issues, entitlements to various facilities, issues of discrimination, Student - Teacher and Student-Administration relationship, residential life of the students, etc. may be brought to the attention of the Dean, Students' Welfare who will redress students' grievances, through official mechanism.

The details of students' welfare activities and other related matters addressed by the Dean, Students' Welfare is listed in this Student Handbook.

# Subject Associations

## The Constitution of the Subject Association Jamia Millia Islamia

### A) Preamble:

There shall be a "Subject Association" indicating the name of respective Departments, in every Dept. of Studies in the University which shall endeavour to organize academic and co-curricular activities. Such Associations shall undertake steps towards developing academic atmosphere thereto generating creative activities in the departments.

### B) Aims and Objectives:

The Subject Association shall:

1. Organize academic activities such as students' seminars, extension lectures, debating competitions and various other co-curricular activities in the departments.
2. Encourage all students to participate in academic and co-curricular activities as they shall be organized by the University from time to time.
3. Endeavour towards associating themselves with the community development works as it may be undertaken by a concerned department or the University as such and
4. Organize such activities which may be necessary and incidental to achieving the aforesaid aims and objectives.

### C) Membership:

1. Each bonafide student of the concerned Department paying fees towards Subject Association Fund shall be the member of the Subject Association.

2. B.A./B. Sc. programme students of the Faculties of Natural Sciences & Social Sciences shall have their association with bonafide students as its members

**D) Office Bearers:**

The Association shall have the following office bearers:

1. President: The Head of the Department shall be the Ex-Officio President of a Subject Association, provided that, in case of B.A./B.Sc. programme, the Dean, Faculty of Natural Sciences, Social Sciences shall be the President accordingly.
2. Vice-President
3. General Secretary
4. Joint Secretary

The Office bearers shall be elected by the Class Representatives whereby the positions shall be allotted in order from the senior most class to classes in descending order.

# Fellowships, Scholarships and Gold Medals for Students

## General:

The University offers fellowships and scholarships to students. Fellowships shall be awarded to students of Ph. D. and M. Phil. programmes. Scholarships shall be awarded to students of various programmes of study in the University except the Ph. D. and M. Phil. Programmes.

## University Gold Medals

Gold Medals shall be awarded to students who successfully complete their respective courses in the minimum prescribed duration of an undergraduate / postgraduate / diploma programmes and secure the first rank in the examination.

A sponsored Gold Medal namely Pandit Banarsidas Chaturvedi Gold Medal has been instituted in the memory of (late) Pandit Banarsidas Chaturvedi and will be given to a student of M.A. Convergent Journalism programme, having secured the highest aggregate marks in the I<sup>st</sup> year and II<sup>nd</sup> year examinations.

The Institute of Chartered Accountants of India (ICAI) has instituted a Gold Medal for the topper student of B. Com. (Hons) final year.

It is clarified that gold medals shall not be awarded to “private candidates” of any programme and also to candidates of “open and distance learning streams”.

The details about the above mentioned fellowships, scholarships and Gold Medals may also be found in Ordinance 31 (XXXI) (Academic) on the Jamia website, [http://jmi.ac.in./ordinances/ordinances\\_ac.pdf](http://jmi.ac.in./ordinances/ordinances_ac.pdf).

## List of Research Fellowships for Jamia Students

1. Research Fellowships for Research Staff
2. Research Fellowships for Ph. D. programmes
3. UGC Non-Net Fellowships for Ph. D. Students
4. UGC Non-Net Fellowships for M. Phil. Students

## List of Scholarships for Jamia Students

1. Jamia Merit Scholarships
2. Merit Scholarship of the Centre for Management Studies for MBA I & II semester (Full time)
3. Means Scholarship of the Centre for Management Studies for MBA (Full time)
4. Scholarship for International Exchange Programme, offered by the Centre for Management Studies
5. Jamia Teachers Scholarship

6. SC/ST/OBC/Minorities Scholarships from various States
7. Jamia Central Scholarships
8. Sponsored Scholarship
9. Dr. A. P. J. Abdul Kalam Scholarship

### **List of Sponsored Scholarships**

1. Sponsored Scholarships for students in various Faculties/Centres of Jamia
2. Islamic Studies Scholarship for the topper student of Department of Islamic Studies
3. Scholarship for topper student of the Department of Arabic
4. Barrister and Mrs. Nooruddin Ahmad and Fareed Ahmad Scholarships
5. Razmi Rizwan Husain Memorial Scholarship
6. E. J. Kellat Scholarship
7. Scholarship for the topper Student of each Faculty
8. Faculty of Education Merit Scholarship (For M. Ed. Students)
9. Faculty of Education Merit Scholarship (For students from Languages, Social Sciences and Sciences Stream)
10. Prof. S. C. Shukla Scholarship
11. Prof. Saeed Ansari Memorial Scholarship
12. Jawahar Bhavan Trust Scholarship
13. Qazi Mohd. Ahmad Memorial Scholarship
14. Mirza Mehmood Beg Scholarship
15. Ms. Neelofar Scholarship Fund
16. Dr. A. R. Saiyed Scholarship
17. Prof Hajira Kumar Memorial Scholarship
18. Mohammed Ajaz Student Top Excellence Reward (MASTER)
19. Nasima Begum Educational Award for Topper (NEAT) Scholarship
20. Tabassum Ajaz Winner Award for First Class Students(TA WAFS)
21. Lubna Ajaz Initiative for Knowledge and Education (LIKE)
22. Sophia Ajaz Magnanimous Initiative for Learning & Education (SMILE)
23. Simmi Ajaz Winner Award for Best Students (SAWABS)
24. Late Mr. Masood-ul-Haque Scholarship
25. M. F. H. Beg Education Fund Scholarship
26. M.F. H. Beg Award

### **Sponsored Scholarships for Jamia Schools**

1. Disabled Children Fund for Jamia Nursery School
2. Mushir Fatima Memorial Scholarship
3. Scholarship for toppers of Class X and XII of Jamia Senior Secondary School (1<sup>st</sup> Shift)

# Cultural Activities

The Cultural Committee, Jamia Millia Islamia, organizes various cultural events as well as intra-university and inter-university level competitions, under the supervision of Dean, Students' Welfare. The Jamia Cultural Committee consists of the following clubs:

- 1. Debating Club:** The Debating Club selects Jamia students for taking part in different University and national level debate competitions held round the year. The selections are done on the basis of screening conducted by the Debating Society before each event/competition.
- 2. Drama Club:** The Drama Club organizes theatre related activities for Jamia students. The activities start in the month of September with auditions of bonafide students of Jamia and short-listed students are encouraged to participate in workshops organized by the Drama Club. The workshop sessions include sessions on acting, singing, improvisation, as also learning other skills related to performing arts and theatre. The Drama Club also helps students prepare for drama competitions and festivals organized round the year.
- 3. Literary Club:** Jamia students are encouraged to express themselves creatively and critically in English, Hindi, Urdu and quizzing competitions. They are encouraged to express themselves on issues of contemporary relevance by the Literary Club which organizes events round the year.
- 4. Music Club:** The Jamia Music Club starts audition in the month of September. Short-listed students are trained to participate in Jamia Tarana which is performed during all important occasions in the University. Students are also selected to represent the University in various competitions.
- 5. The Management Club:** The Management Club is a joint initiative of the faculty members and students, to nurture and promote managerial skills and awareness in the campus. The Club undertakes several activities including training and capacity building of the students in the area of business management.

Students may collect Enrolment Forms for all of the above-mentioned Clubs from the Office of the Dean, Students' Welfare. Enrolment Forms are also available at the JMI web site;

[jmi.ac.in/upload/advertisement/enrl\\_form\\_dsw\\_jcc\\_2015aug7.pdf](http://jmi.ac.in/upload/advertisement/enrl_form_dsw_jcc_2015aug7.pdf)

- Hobby Clubs in music/theatre are open for the beginners in the current session.

Interested students may contact the office of the Deans' Students Welfare (DSW) for details.

## Facilities and Amenities for Students on campus

Sr. No.	Name of Department/ Office/Centre	Head of Department/ Office/Centre	Phone Number	E. Mail
1.	Dr. M. A. Ansari Health Centre, Jamia Millia Islamia New Delhi-110025	Dr. M.Y. Shareef Chief Medical Officer	011-26984625 011-26981717 Extn. 1780	cmco@jmi.ac.in mshareef@jmi.ac.in
2.	Games and Sports Jamia Millia Islamia New Delhi-110025	Prof. Iqtidar Mohd. Khan Hony. Director Physical Education	011-26985705 011-26981717 Extn. : 1795, 1797	imkhan@jmi.ac.in
3.	National Service/ National Cadet Corps (NCC) Jamia Millia Islamia New Delhi- 110025	Maj. Prof. N. U. Khan Programme Coordinator / NCC Officer	011-26981270 011-26981717 Extn. 1790, 3558	nkhan1@jmi.ac.in
4.	University Counselling & Guidance Centre Jamia Millia Islamia New Delhi - 11225	Dr. Akbar Hussain Hony. Director	011-26982906 011-26981717 Extn. 4480	ahusain@jmi.ac.in
5.	Centre for Coaching and Career Planning Jamia Millia Islamia New Delhi - 11225	Mr. M.F. Farooqui, IAS Consultant  Mr. Mohammad Tarique Dy. Director	011-26982906 011-26981717 Extn. 4272	mffarooqui@gmail.com  mtarique@jmi.ac.in
6.	University Placement Cell Hall No. 119, Faculty of Engineering & Technology Building Jamia Millia Islamia New Delhi - 11225	Dr. Rihan Khan Suri Training & Placement Officer	011-26989106 011-26981717 Extn. : 2580/81	rsuri@jmi.ac.in dr.rishansuri@gmail.com

## List of canteens on the Campus

Sr. No.	Name of the Canteen
1.	Canteen Central Canteen Main Campus
2.	Canteen Faculty of Engineering & Technology
3.	Canteen Faculty of Education
4.	Canteen Jamia Middle School
5.	Canteen Faculty of Fine Arts
6.	Canteen GP Girls Hostel
7.	Canteen M.C.R.C.
8.	Canteen AMK & BR Ambedkar Hostel
9.	Canteen Kellat House
10.	Cafeteria Faculty of Dentistry
11.	Hygienic Mark Cafe Faculty of Humanities & Languages
12.	Dry Canteen Middle School
13.	Dry Canteen Sr. Secondary School
14.	Kitchen Nehru Guest House
15.	Uth Cafe Near M. F. Hussain Art Gallery
16.	Dastarkhwan Main Campus

# Facilities for Differently Abled Students



An IT based Learning Centre for Differently Abled Students is situated in the Central Library that provides services to the differently abled students. At present, the Centre's Computer Lab has 15 computers with special softwares - JAWS & Talking Typing software, Braille Book etc. The Centre has developed a CD collection of 600 with talking type PCs.

The following items have also been provided in the IT based Learning Centre for Differently Abled Students:

1. Topaz XL Desktop Video magnifier
2. Jaws Pro Talking Software Bilingual Edition
3. Plectalk Professional Daisy Recorder
4. Magic Pro Screen Magnification Software with speech
5. Ruby Portable Video Magnifier
6. Plectalk PTN2 Daisy Player for CDs, SD cards, USB, Pen Drives for Libraries
7. Talking Scientific Calculator
8. Readit wand
9. Eye-C Portable Video Magnifier
10. Infty Reader and Cholly Infty
11. Read Easy + Low Vision feature pack

Efforts are continuously undertaken to make the campus barrier free facilitating easy movement for all. All classrooms for use of the disabled students have been allotted on the ground floor. Lift and ramp facilities have been provided in some locations of the University for disabled students. Western toilets have been constructed in almost all Departments/ Centres for disabled students. Further efforts to provide other facilities for the disabled students are being made.

Awareness and sensitization workshops are organized from time to time to create a more inclusive environment in the University.

Students having any difficulty may contact the Office of the Dean, Students' Welfare, Jamia Millia Islamia.

# Discipline

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University.
2. The following and such other rules as framed by the University from time to time, shall be strictly observed by the students of the Jamia:
  - 2.1. Every student of the Jamia shall maintain discipline and consider it his/her duty to behave decently at all places. Men student shall, in particular, show due courtesy and regard to women students.
  - 2.2. No student shall visit places or areas declared by the Chief Proctor as "Out of Bounds" for the students.
  - 2.3. Every student shall always carry on his/her person the Identity Card issued by the Chief Proctor.
  - 2.4. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library Staff and the Officials of the University.
  - 2.5. Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.
  - 2.6. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Chief Proctor.
  - 2.7. A student if found to be continuously absent from classes without information for a period of 15 days within a semester or for a period of 30 days in a programme/course of study in the annual mode, his/her name shall be struck off the rolls.

A student whose admission is cancelled due to his/her inability to pay the late fee within the prescribed time limit due to his/her absence from classes as per the above provision, he/she may only be re-admitted after getting permission from the Vice-Chancellor.

**3. Breach of discipline, *interalia*, shall include:**

- 3.1 irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
  - 3.2 causing disturbance to a Class or the Office or the Library, the Auditorium and the Play Ground etc.;
  - 3.3 disobeying the instructions of teachers or the authorities;
  - 3.4 misconduct or misbehaviour of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University;
  - 3.5 misconduct or misbehaviour of any nature at the Examination Centre;
  - 3.6 misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
  - 3.7 causing damage to, spoiling or disfiguring the property/equipment of the University;
  - 3.8 inciting others to do any of the aforesaid acts;
  - 3.9 giving publicity to misleading accounts or rumour amongst the students;
  - 3.10 mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
  - 3.11 visiting places or areas declared by the Chief Proctor as out of bounds for the students;
  - 3.12 not carrying the Identity cards issued by the Chief Proctor;
  - 3.13 refusing to produce or surrender the Identity Card as and when required by Proctorial and other Staff of the University;
  - 3.14 any act and form of ragging.
  - 3.15 smoking, use of mobile phones or eatables inside classrooms/ laboratories/ studios/ control rooms/ editing rooms etc.
  - 3.16 misbehaviour or sexual harassment.
  - 3.17 any other conduct anywhere which is considered to be unbecoming of a student.
4. For all practical purposes and intention, sexual harassment of women/girls students includes any one or more of the unwelcome acts or behaviour (whether directly or by implication), namely:
- (i) Physical contact and advances;
  - (ii) Demand or request for sexual favours;
  - (iii) Making sexually coloured remarks/gestures;

- (iv) Showing pornography;
  - (v) Any other unwelcome physical, verbal or non-verbal contact of sexual nature.
5. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
- (1) Fine
  - (2) Campus Ban
  - (3) Expulsion, and
  - (4) Rustication.

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

6. All powers relating to discipline & disciplinary action in relation to the student shall vest in the Shaikhul-Jamia (Vice-Chancellor). However the Shaikhul-Jamia (Vice- Chancellor) may delegate all or any of his powers, as he deems proper, to the Chief proctor or to the discipline committee, as the case may be, or any functionary of the University.
7. Powers relating to discipline/misconduct shall be regulated by Statute 31 read with Section 30 of JMI Act, 1988.
8. (a) Without prejudice to section 30 of JMI Act 1988 as also Statute 31, there shall be a Discipline Committee comprising of the following members:
- (i) The Shaikhul Jamia (Vice-Chancellor) - (Chairman);
  - (ii) The Naib Shaikhul Jamia (Pro- Vice-Chancellor);
  - (iii) The Dean, Students' Welfare;
  - (iv) The Provosts;
  - (v) The Deans of the Faculties
  - (vi) The Warden, who shall be invited, when the matter concerning his/her Hostel/Kitchen is required to be placed before the Committee for consideration; and
  - (vii) The Chief Proctor (Member/Secretary)

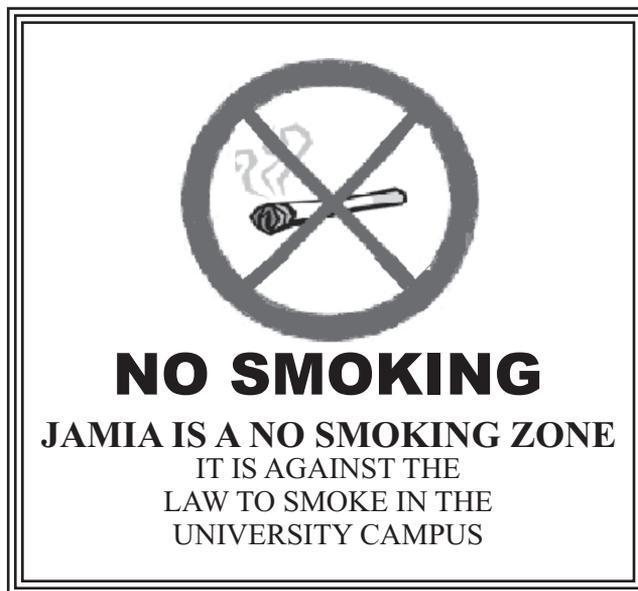
Provided that in any cases of sexual harassment of women/girl students, the Discipline Committee shall comprise of the following members:

- (i) Chairperson of the University Discipline Committee –Chairperson

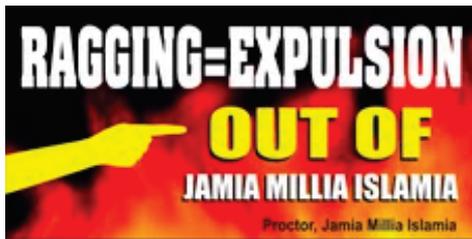
- (ii) Two nominees of the Vice-Chancellor who shall be women employed in the University;
- (iii) Dean of concerned faculty;
- (iv) Head of Department/Director of the Centre (as the case may be) to which the complaint belongs;
- (v) Chief Proctor;
- (vi) Dean, Students' Welfare

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

- (b) Subject to any powers conferred by the Act and the Statutes on the Shaikhul Jamia (Vice-Chancellor), the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
- (c) The said Committee shall make such Rules, as it deems fit, for the performance of its functions and these rules and any other orders under them shall be binding on all the students of the University.
- (d) The decision of the Discipline Committee shall be final and binding. However, in exceptional circumstances the Discipline Committee is empowered to review its decisions.
- (e) One-third of the total members shall constitute the quorum for a meeting of the said Committee.



# Ragging



Ragging is totally prohibited on the campus. If any student is found indulging in ragging, severe action will be taken against the student. Based on the Hon'ble Supreme Court of India's direction, the UGC has issued Regulations and

Guidelines. According to UGC Regulations, ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect or teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or in-disciplined activities by any student or students which cause or are likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking a student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of a fresher or any other student;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;

- f. any act of financial extortion or forceful expenditure, burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to the health or person;
- h. any act or abuse by spoken words, emails, public posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture of a fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **Administrative Actions**

If any student is found indulging in ragging, following actions may be taken against the student:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or International meet, tournament, youth festival etc.
6. Suspension/expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the University for a period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

## **Measures taken to prevent ragging in the University campus**

The proctorial staff and security personnel continuously monitor the campus and keep a close watch to ensure no ragging takes place. The Chief Proctor, Dy. Proctors and Assistant Proctors take frequent rounds on the University campus to avoid cases of ragging. The Heads of the Departments/Directors of the Centres will convene and address a meeting of students to make them aware of the dehumanizing effect of ragging and the approach of the University in terms of very strict disciplinary action towards those indulging in ragging. The students admitted to various courses are required to sign an affidavit (on Rs. 10 non-judicial stamp paper issued from the Oath Commissioner/First Class Magistrate) to the effect that they will not indulge in ragging. The University puts up suitable hoardings/bill boards/banners in prominent places within the campus to exhort the students to prevent or not to indulge in ragging. There are Anti-Ragging Squads in the University and School sectors that make surprise raids on hostels, canteens, libraries, class-rooms and other places to prevent ragging. Freshers or any other student(s), whether victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence to the appropriate authority and the identity of such informants shall be protected.

# Prevention and Redressal of Sexual Harassment

Gender equity, including protection from sexual harassment and right to work with dignity is a universally recognized basic human right. Eradication of social evils has been the prime aim of the Constitution of India.

The University follows a zero tolerance policy towards sexual harassment.

Students may bring complaints pertaining to sexual harassment to the notice of the Dean, Students' Welfare. Applications/grievances pertaining to sexual harassment shall be addressed in accordance with the provisions of the Ordinances.

"Sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- (i) Physical contact and advances; or
- (ii) Demand or request for sexual favours; or
- (iii) Making sexually coloured remarks/gestures; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal contact of sexual nature.

The following penalties can be imposed if one is found indulging in sexual harassment:

- Fine
- Campus ban
- Expulsion from the University
- Rustication from the University

## Promotion of Equity and Non - Discrimination

The University is committed to providing an environment promoting non-discriminatory treatment (in the sense of absence of harassment, victimization or exclusion) in every aspect of institutional functioning. Any discrimination based on caste, gender, creed, colour, race, religion, ethnicity, place of birth, political conviction, language and disability is prohibited.

The Dean, Students' Welfare is the Anti Discrimination Officer of the University. All complaints /grievances of students pertaining to issues of Equity and Non-Discrimination may be forwarded to the office of the DSW. The DSW shall address these issues /grievances.

The details of the provisions given in the UGC's (Promotion of Equity in Higher Education Institutions) Regulation 2012 may be accessed on the UGC website at <http://www.avinuty.ac.in/events/ugcstaffentitlements.pdf>

# Attendance

1. In order to be eligible to appear in the Annual/Semester End Examination, a student shall be deemed to have undergone a regular course of study in the University, if he/she has attended at least 75% in lectures/tutorials, AND separately 75% in practicals/ field work/ teaching practice and/or such other activities as decided by the Academic Council from time to time.

Provided that a relaxation to the maximum extent of 10% of the total attendance may be accorded to a student on account of serious sickness/excruciating medical disability,\* participation in the university-approved co-curricular/extra-curricular activities and prescribed educational/cultural tours.

Provided further that in case of sickness/medical disability, an application for condonation of shortage of attendance supported by a medical certificate advising such a condonation issued by a registered Medical Practitioner/Public Hospital must be submitted to the Head, Department/Director of the Centre concerned ***either during the period of treatment/ hospitalization OR within two weeks following recovery***. The Heads of Departments/Directors of Centres are empowered to take decision in the light of medical certificate submitted by students for relaxation. The Decision of the Head/Director shall be final and conclusive.

- 2.\*\* In the case of B.A. LL.B. (Hons.) programme, in terms of the requirements of the Bar Council of India, no student shall be allowed to take the End-Semester Examination in a subject if the student concerned has not attended a minimum of 70% of the classes held in the subject as also in the 'moot court', room exercises, tutorials and practical training conducted in the subject taken together. Provided that if a student for any exceptional reason(s) fails to attend 70% of the classes as mentioned herein above, a committee set up by the Vice-Chancellor, on the recommendation of the Dean of the Faculty, may examine the case and submit its recommendation to the Vice-Chancellor to allow/ disallow the student to take the examination if the student concerned attended at least 65% of the classes held in the subject concerned and attended 70% of the classes in all the subjects taken together.

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\* Serious sickness/ excruciating medical disability shall include all diseases/condition requiring hospitalization or such diseases that render immobility for the period duly certified by the registered Medical Practitioner/Public Hospitals.

\*\* Paras 2 and 3 are as per the regulations of the Bar Council of India and Dental Council of India, respectively.

3. In the case of B.D.S. programme, a student shall be required to satisfy the following requirements pertaining to attendance:
  - a. No student shall be permitted to appear in the annual examination unless he/she has fulfilled all the requirements of the course and has secured not less than 75% attendance in theory and 75% attendance in practical and clinical, individually in all subjects.
  - b. In case of a subject in which there is no examination at the end of the academic year, the percentage of attendance shall not be less than 70% in theory/ practical/ clinical individually. However, at the time of appearing in the University Examination in those subjects, the aggregate percentage of attendance in each subject should satisfy the condition (s) above.
  
4. Notwithstanding anything contained in the Paras 1-3, a Faculty / Department / Centre, as it may deem fit, may include certain other components of the programme/courses like agency placement, conferences, self development modules, camps, training and other allied activities for regulating attendance, as approved by the Academic Council from time to time on the recommendation of the concerned Board of Studies/Committee of Studies.

Provided that the attendance requirements in the components of such programme of study/courses shall in no way be less than 75%.
  
5. In consonance with these Ordinances, the University may frame regulations for effective implementation of the rules pertaining to attendance.

### **Counting of Attendance**

The procedure for counting of attendance of students as per Regulation R-35 (R-XXXV) Academic) is given below:

- 1 Subject to the provisions laid down in Ordinance 35 (Academic), the attendance of students, who have registered themselves in various programmes/courses of study, shall be computed as per the procedure described in this Regulation.

1. Subject to the provisions laid down in Ordinance 35 (Academic), the attendance of students, who have registered themselves in various programmes/courses of study, shall be computed as per the procedure described in this Regulation.
2. Attendance of students admitted to the 1<sup>st</sup> Semester/ 1<sup>st</sup> Year of any programme/course of study shall be counted from the date of admission in the respective classes.
3. Classes of the consecutive semesters/years shall commence from the 1<sup>st</sup> working day after the summer/winter vacations and all students who have been/are likely to be promoted to the next semester/year of the class will be deemed to have been given 'provisional' admission, even if the examination results of such students are awaited or they have not completed their re-admission. The attendance of all such provisionally admitted students shall be counted from the 1<sup>st</sup> working day of the respective semester/year.

Provided that in the Bachelor of Dental Surgery (B.D.S.) course where there is a provision of 'supplementary examination' as per the ordinance of the said course, if a student passes the supplementary examination, his/her attendance shall be counted from the date of his/her provisional admission. However, if a student fails in the supplementary examination, his/her attendance shall be counted from the date of his/her re-admission to the previous class, which he/she has been reverted back.

Provided further that the provisionally admitted students shall be required to complete their re-admission by 31<sup>st</sup> of July of each year or within 15 days of the declaration of result, whichever is later. In case the student is unable to complete the re-admission as per the above time limit, he/she will be allowed to complete the re-admission within the next 15 days after the expiry of the cut-off date with the provision of late payment of such fees as is notified from time to time.

Provided further that if a student fails to complete his/her re-admission by the above extended schedule of late payment of fee, his/her admission shall stand cancelled.

4. If a student is found to be continuously absent from classes without information (communicated in writing with valid cause the reason for such absence) for a period as specified in Para No. 2.7 of Ordinance 14 [academic], his/her name shall be struck off the rolls of the University.

Such a student may, however, be readmitted only after getting approval of the Vice-Chancellor as provided in the above-mentioned Ordinance.

5. The late submission of fee by a readmitted student will not entitle him/her for any relaxation in attendance and that his/her attendance shall be computed from the date of commencement of classes.

# Choice Based Credit System (CBCS)

The **University Grants Commission (UGC)** has stressed on speedy and substantive academic and administrative reforms in higher education for promotion of quality and excellence. The Action Plan proposed by **UGC** outlines the need to consider and adopt Semester System, **Choice Based Credit System (CBCS)**, and Flexibility in Curriculum Development and Examination Reforms in terms of adopting Continuous Evaluation Pattern by reducing the weightage on the semester-end examination so that students enjoy a de-stressed learning environment. **CBCS** has to successfully perform the multiple roles of creating new knowledge, acquiring new capabilities and producing an intelligent human resource pool for the promotion of economic growth, cultural development, social cohesion, equity and justice.

From the new session beginning July 2015, Jamia Millia Islamia has introduced **Choice Based Credit System (CBCS)** which has the following advantages for the students:

- Learn at their own pace
- Choose electives from a wide range of courses
- Undergo additional courses and acquire more than required number of credits
- Adopt an interdisciplinary approach in learning
- Inter college/University transfer of Credits
- Complete a part of programme in the parent institute and get enrolled in another institution for specialized courses

Under CBCS, the students are offered various types of courses which are listed below:

## **Types of Courses:**

Courses in a programme may be of two kinds: Core and Elective.

### **Core Course:-**

This is the course which should compulsorily be studied by a candidate as a core requirement to complete the requirement of a degree in a said discipline of study. A course may be a soft core if there is a choice or an option for the candidate to choose from a pool of courses from the sister/allied disciplines which compliments the main discipline. It may be called "Core Elective" or "Core Allied". In contrast, a Compulsory Course paper is called "Core compulsory."

### **Choice Based Course (Elective)**

Choice Based Course (Elective) is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing candidate's proficiency, skill and ability.

Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline / subject of study or which provides an extended scope or which enables an exposure to some other discipline / subject/ domain or nurtures the candidate's proficiency/ skill is called an Elective Course.

Elective courses may be offered by the main discipline / subject of study or by sister / related discipline / subject of study. A Soft Core course may also be considered as an elective.

Project work/Dissertation work is a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work may be a hard core or a soft core as decided by the Board of Studies / Committee of Studies concerned.

### **Credit Transfer System**

Credit transfer system is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit transfer process involves aspects like :

- i) mapping, comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification, and
- ii) making a judgment about the credit to be assigned between the matched components of the two qualifications. Credit transfer agreements shall be between one or multiple departments/faculties within the university or even outside the university across the country.

# University Examinations

Currently there are two systems of examinations in the University – Annual and Semester.

The Semester system had been operationalized in all Masters' Programmes from the academic session 2010-11. For the undergraduate programmes, the semester system came into operation from the academic session 2012-13 with the exception of some courses being regulated by Regulatory Bodies.

The details about the Examination Rules for the courses under the Semester/Annual mode are given in the following Academic Ordinances:

- Ordinance 15 (XV) : The University Examinations: General Guidelines.
- Ordinance 15-A (XV-A) : University Examinations in Postgraduate Programmes under Credit-based Semester System.
- Ordinance 15-B (XV-B) : University Examinations in Undergraduate Programmes under Credit-based Semester System.
- Ordinance 15-C (XV-C) : University Examinations in Programmes Regulated by Statutory Bodies.\*
- Ordinance 15-D (XV-D) : University Examinations for Programmes in the Distance Learning Mode.
- Ordinance 15-E (XV-E) : University Examinations in Certificate/ Diploma/ Advanced Diploma /P.G. Diploma/Diploma in Engineering (Day & Evening)/Bachelor of Engineering (Evening) Programmes.

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\* Programmes being regulated by various statutory bodies are as under:

- |  |  |
|--|--|
| 1. Bachelor of Education (B.Ed)/<br>B.Ed Nursery Education | National Council for Teacher Education<br>(NCTE)                     |
| 2. B.Ed. Special Education                                 | Rehabilitation Council of India (RCI)                                |
| 3. Diploma in Elementary<br>Education (D.El.Ed.)           | National Council for Teacher Education<br>(NCTE)                     |
| 4. Bachelor of Technology<br>(B.Tech.)                     | All India Council for Technical Education<br>(AICTE)                 |
| 5. B.A. LLB  | Bar Council of India   |
| 6. Bachelor of Architecture (B. Arch.)                     | Council Architecture (COA)   |
| 7. Bachelor of Dental Surgery (B.D.S.)                     | Dental Council of India (DCI)  |
| 8. Bachelor of Physiotherapy (BPT)                         | Delhi Council for Physiotherapy and<br>Occupational Therapy (DCPTOT) |

## Annual System of Examinations

### Division

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

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

- |       |  |  |
|-------|--|--|
| (i)   | 75% marks or more in the Theory Paper(s) / Course(s), Teaching Practice and Practical Work | : First Division with Distinction That / those paper(s) in Theory, Practical Teaching and Practical work |
| (ii)  | 60% marks or more, but less than 75%   | : First Division   |
| (iii) | Less than 60% marks, but not less than 50% marks   | : Second Division  |
| (iv)  | Less than 50% but not less than 40% of marks   | : Third Division   |

### Credit-based Semester System of Examinations

The credit based Semester System is being followed in all Masters' Programmes and Undergraduate programmes (with few exceptions\*), the details of which may be found in the above-mentioned Ordinances available at the University's Website: <http://jmi.ac.in>

Some of the salient features of the Credit-based Semester System are as follows:

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

#### For Theory Course

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

#### For Laboratory/ Practical Course

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

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

## **Internal Assessment**

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

## **Award of Grades**

- Students will be awarded letter grades on 10 point Scale for each course on the basis of their performance in that course. The procedure for award of grades is as follows:
- All evaluations will be done in marks.
- The marks obtained by a student in the End Semester Examination and Internal Assessment in a theory/ laboratory course/ Field work/ Industrial Training/ Teaching Practice/ Project, as the case may be, will be added together. These combined marks would be converted to a 100-Point Scale. The rounding off (if required) will be done to the nearest integer.

- Letter grades will now be awarded for each course as per the following table:

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

### #M: Marks obtained by a student on the 100-point Scale.

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

Details of the minimum passing grade in a course and also for awarding degree are given in Ordinance 15-A(XV-A) and 15-B (XV-B).

### Time Limit for passing an Examination

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

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\* The Ordinance may be amended from time-to-time and students may have to look for amendments on the University's website, [http://jmi.ac.in/Ordinances/Ordinances\\_ac.pdf](http://jmi.ac.in/Ordinances/Ordinances_ac.pdf).

Minimum duration of the Programme/course of study	Maximum time-limit for passing the programme/course of study
One Semester	Two Semesters
One Year/Two Semesters	Two Years/Four Semesters
One & half Years/Three Semesters	Three Years/Six Semesters
Two Years/Four Semesters	Four Years/Eight Semesters
Three Years/Six Semesters	Five Years/Ten Semesters
Four Years/Eight Semesters	Six Years/Twelve Semesters (for B.F.A. Programme). Seven Years/ Fourteen Semesters (for other programme).
Five Years/Ten Semesters	Eight Years/Sixteen Semesters

# ADMISSION AND ENROLLMENT OF STUDENTS, AND CANCELLATION OF ADMISSION

As per the Jamia Ordinance 5 (V) (Academic) para no. 5.1 and 5.2, re-admission of students in the University shall be regulated in the manner hereinafter provided:

- A student of the 1st Year/1st Semester of any course who is detained due to shortage of attendance will no longer remain a student of the University. Such a student will have to seek fresh admission and will be required to go through the entire admission process. Provided that a student of 1st Year/1st Semester of any course who fails in the Annual/Semester-end Examination or who could not take the examination for reasons other than shortage of attendance, will not be readmitted. However, he/she may be allowed to appear as an Ex-Student in the consecutive Annual/1st Semester-end Examination.
- A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive Year/Semester. In case, the student fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.

## **Enrollment of Students**

- (i) No person shall be admitted to any Examination of the University, unless he/she has been duly enrolled as a student of the University.
- (ii) The Enrollment Fee shall be paid only once irrespective of the number of times the candidate appears at the Examinations of the University or whether he/she appears as a Regular Student or as an Ex-Student or as a Private Candidate.
- (iii) If a student takes a Migration Certificate to join another University, his/her enrollment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University to take some other Examination of this University. Fresh enrollment and enrollment Fee in such cases shall be necessary.

## **Restrictions for admission:**

In the Jamia Ordinance 15 (XV) there is restriction for admission on following grounds:

- No student shall be admitted in two regular courses.
- Unless otherwise provided, a student may join part-time courses provided he/she fulfills the eligibility requirements as per procedure laid down for the purpose.

## Officers to be contacted in case of Emergencies / Grievances

The University encourages the students to share any of their grievances which pose hindrance in their academic activities with the concerned authorities. They are, therefore, advised to bring any difficulty they face to the notice of the concerned Head of the Department or the Director of the Centre, who will try to resolve the problems within a reasonable time. In case the problem persists, they may write or approach the Dean of the concerned Faculty.

The following officers may be contacted in cases of emergencies or in case of the Faculty or Department/Centre concerned has not been able to address the problems within reasonable period.

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|----|---|--|
| 1. | Prof. Tasneem Meenai<br>Dean, Students' Welfare<br>Tel.: 011-26980164<br>Mobile No.: 9818040834<br>Email: tmeenai@jmi.ac.in | Amenities and facilities for all students<br>and for differently-abled students.<br>Complaints pertaining to issues<br>of sexual harassment and discrimination |
| 2. | Prof. Naved Iqbal<br>Deputy Dean, Students' Welfare<br>Tel.: 011-26980164<br>Email: niqbal@jmi.ac.in                        | as above   |
| 3. | Prof. Archana Dassi<br>Deputy Dean, Students' Welfare<br>Tel.: 011-26980164<br>Email: adassi@jmi.ac.in                      | as above   |
| 4. | Prof. Mehtab Alam<br>Chief Proctor<br>Tel.: 011-26982434<br>Mobile No.: 9711291342<br>Email: malam1@jmi.ac.in               | Discipline related matters.  |

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| 5.  | Dr. Arshad Noor Siddiqui<br>Deputy Proctor<br>Mobile No. : 9868718018<br>Email : ansiddiqui@jmi.ac.in  | as above  |
| 6.  | Dr. Mumtaz Ahmad<br>Deputy Proctor<br>Mobile No. : 9868856190<br>Email : maazra69@yahoo.com  | as above  |
| 7.  | Prof. Mohd. Iqtidar Khan<br>Provost<br>Hall of Residence (Boys)<br>Campus 'A'<br>Tel.: 011-26988334<br>Email: <a href="mailto:imkhan@jmi.ac.in">imkhan@jmi.ac.in</a> | Matters concerning Hall of<br>Residence (Boys) Campus 'A' |
| 8.  | Dr. Haroon Sajjad<br>Provost<br>Hall of Residence (Boys)<br>Campus 'B'<br>Email: <a href="mailto:hsajjad@jmi.ac.in">hsajjad@jmi.ac.in</a>                            | Matters concerning Hall of<br>Residence (Boys) Campus 'B' |
| 9.  | Prof. Mehtab Manzar<br>Provost<br>Hall of Residence (Girls)<br>Tel.: 26931865<br>Email: <a href="mailto:mmanzar@jmi.ac.in">mmanzar@jmi.ac.in</a>                     | Matters concerning Hall of<br>Residence (Girls)           |
| 10. | Prof. Baran Farooqui<br>Provost New Hall of<br>Residence (Girls)<br><a href="mailto:bfarooqui@jmi.ac.in">bfarooqui@jmi.ac.in</a>                                     | Matters concerning New Hall of<br>Residence (Girls)       |
| 11. | Prof. Shahid Ashraf<br>Registrar<br>Tel.: 011-26980337<br>Email: <a href="mailto:sashraf@jmi.ac.in">sashraf@jmi.ac.in</a>  | All academic and administrative matters                   |
| 12. | Prof. Talat Ahmad<br>Vice- Chancellor<br>Tel.: 011-26984650<br>011-26985180<br>Email: <a href="mailto:tahmad@jmi.ac.in">tahmad@jmi.ac.in</a>                         | All academic and administrative matters                   |