

# जामिया मिल्लिया इस्लामिया

(केन्द्रीय विश्वविद्यालय) (नैक प्रत्यायित 'A++' ग्रेड)  
मौलाना मोहम्मद अली जौहर मार्ग, जामिया नगर, नई दिल्ली-११००२५

**JAMIA MILLIA ISLAMIA**  
(A Central University) (NAAC Accredited 'A++' Grade)

Maulana Mohammad Ali Jauhar Marg, Jamia Nagar, New Delhi-110025

दूरभाष : 26984075, 26988044  
Tel. : 26981717, 26985176  
ई-मेल : registrar@jmi.ac.in  
E-mail :  
वेबसाइट : https://jmi.ac.in  
Web. :  
3rd Rank in NIRF



कुलसचिव कार्यालय

Office of the Registrar

دفتر مسجل

C&O-4(121)/RO/2025


12<sup>th</sup> March, 2025

## OFFICE MEMO

Consequent upon adoption and implementation of SWAYAM Policy in the University, the following nominations are required from the Deans of Faculties/HoDs/Directors of the Centres for its effective implementation:


- SWAYAM Mentor** – for each Faculty of Studies to look after all the SWAYAM related activities / issues of the concerned faculty.
- Departmental Coordinator of SWAYAM** – to look after all the SWAYAM related activities of the department.
- SWAYAM Course Facilitator** for each SWAYAM course. He / she shall guide the students throughout the course.

All the Deans of the Faculties/HoDs/Directors of the Centre are requested to kindly appoint SWAYAM Mentor, Departmental Coordinator of SWAYAM and SWAYAM Course Facilitator in their respective Faculty/Department/Centre under intimation to this office at the earliest.

  
(Prof. Md. Mahtab Alam Rizvi)  
Registrar

### Copy for information to:

1. All Deans of Faculties/DSW/HoDs/Directors of Centres, JMI
2. The Offg. Director, FTK CIT, JMI – with the request to display it on Jamia's website.
3. The Offg. Controller of Examinations, JMI
4. The Hony. Deputy Controller of Examinations, JMI
5. The Secretary to the Vice-Chancellor, JMI
6. The Section Officer, Registrar's Secretariat, JMI
7. Concerned File/folder.

  
(Saqib Aziz)  
Assistant Registrar (C&O)