



# Programme Guide 2025

Advanced Diploma in International  
Relations and Global Governance (ADIRG)

Centre for Distance and Online Education  
Jamia Millia Islamia  
(A Central University by an Act of Parliament)

NAAC Accredited Grade "A++"



## MESSAGE FROM CDOE

Dear Learners,

Welcome to the Centre for Distance and Online Education, Jamia Millia Islamia. We are delighted to introduce you to the **Advanced Diploma in International Relations and Global Governance**, which offers a unique opportunity to explore the complexities of global politics and international relations. The Advanced Diploma in International Relations and Global Governance Programme has been designed to up-skill learners by developing their in-depth understanding of international relations, global governance and diplomacy.

As a distance education learner, you will benefit from our flexible and self-paced learning approach, which allows you to balance your professional and personal commitments. Our distance and online education is designed to be inclusive and flexible, and we strive to create a learning environment that is engaging, interactive, and supportive.

We wish you all the best in your academic pursuits, and we are confident that our programme will help you achieve your career goals.

**Prof. M. Moshahid Alam Rizvi**  
**Dean, CDOE**

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**Programme Coordinator**

**Dr. Shabnum Akhtar**

**Assistant Professor Political Science**

Centre for Distance and Online Education

Jamia Millia Islamia

**1. About The Programme**

**1.1 Introduction of the programme**

Centre for Distance and Online Education has introduced Advanced Diploma in International Relations and Global Governance (ADIRG) Online Mode Programme. ADIRG is an interdisciplinary as well as multidisciplinary programme that will give learners a deep understanding of international relations (IR), the frameworks of global governance, and the inter-play between state and non-state actors. This specific course structure delves into pressing issues like security, trade, human rights and environment challenges. The course provides an optimal balance of theoretical knowledge and practical experience to prepare the learners for professional roles in Government, International Organizations, Non-governmental Organizations, Development Sector, Business, Journalism, and more.

**1.2 Objectives**

- Introduce learners to the theories of international relations, diplomacy, and India’s global engagement.
- To analyze global political dynamics and security challenges.
- To examine policies and power structure in the global arena.
- To understand foreign policy, geopolitics, and multinational diplomacy.
- Learners will explore contemporary conflicts, examine development processes, and interventions.
- To enhance career prospects with skills relevant for government and International organizations.

**1.3 Year of Programme Launch: 2025**

(Course Proposed and Developed by Dr. Shabnum Akhtar, Assistant Professor of Political Science, CDOE, JMI).

**1.4 Eligibility:**

Graduates from any discipline with a Bachelor’s degree in any discipline from a recognised university can apply.

**1.5 Programme Highlights:**

Total Credits: 44 Credits

Minimum duration of the Programme: 01(One) Year

Maximum duration of the Programme: 03(Three) Years

Medium of Instruction: English

Mode: Online (Annual Mode)

Programme Fee : Rs.10000/ annum to be paid at the beginning of academic year

## 1.6 Overall Programme Structure

S. No	Course Code	Course Title	Credits	Evaluation Scheme		
				Theory	Assignment	Total
01	ADIRG-101	International Politics: Concepts and Theories	04	70	30	100
02	ADIRG-102	Contemporary Security Challenges	04	70	30	100
03	ADIRG-103	International Organization	04	70	30	100
04	ADIRG-104	Global Political Economy and Governance	04	70	30	100
05	ADIRG-105	India's Foreign Policy	04	70	30	100
06	ADIRG-106	Research Methodology	04	70	30	100
07	ADIRG-107	Internship	08	100	50	150
08	ADIRG-108	Dissertation and Viva Voce	08	100	50	150
<b>TOTAL</b>			40	520	230	750

## 1.7 DETAILED SYLLABUS

### Paper Code: ADIRG-101

### INTERNATIONAL POLITICS: CONCEPTS AND THEORIES

#### Block 1: Introduction to International Relations

**Unit 1:** Evolution, Nature and Scope of International Politics

**Unit 2:** Theories-I: Liberalism: Classical liberalism, Sociological liberalism, Neo-liberalism; Realism, Classical realism, Neo-realism and Neo-classical Realism

**Unit 3:** Theories -II: Marxism, Feminism, Constructivism, Post-colonialism

#### Block 2 Conceptual Debates

**Unit 4:** The Concept of Power: Constituents and Limitations; Hard Power, Soft Power, Smart Power and Sharp Power

**Unit 5:** National Interest and Foreign Policy

**Unit 6:** The Management of Power: Balance of Power, Collective Security, and Cooperative Security

#### Block 3: Post World War- II and World Politics

**Unit 7:** Decolonization/Afro Asian Resurgence/NAM

**Unit 8:** Cold War: Origin and Phases

**Unit 9:** Post-Cold War Developments: Unipolar and Multipolar Debates

#### **Block-4: Human Rights and Global Justice**

**Unit 10:** Human Rights: Meaning and Concepts, Evolution: From Magna Carta (1215) to Universal Declaration of Human Rights

**Unit 11:** Universalism vs Cultural Relativism

**Unit 12:** Global Justice: Poverty and inequality

#### **Suggested Readings**

- Baylis, John, Steve Smith and Patricia Owens (eds). *The Globalization of World Politics*. New York: Oxford University Press, 2008.
- Cantor, Robert D. *Contemporary International Politics*. St Paul: West Publishing Company, 1986.
- Claude, Inis L. *Power and International Relations*. New York: Random House, 1962.
- Gandhi, Leela. *Postcolonial Theory: A Critical Introduction*. New York: Columbia University Press. 1998.
- Ghai, U.R and Ghai K.K. *International Politics: Theory and Practice*, Jalandhar: New Academic Publishing Co., 2003.
- Gilbert, Helen and Joanne Tompkins. *Postcolonial Drama: Theory, Practice, Politics*. London: Routledge, 1996.
- Goldstein, Joshua S. *International Relations*. Singapore: Pears on Education, 2003.
- Guzzini, Stefano. *Realism in International Relations and International Political Economy*. London: Routledge, 1998.
- Hoffmann, Stanley I Stanley. *Contemporary Theory in International Relations*. New Jersey: Prentice Hall, 1960.
- Hoogvelt, Ankie M.M. *Globalization and Postcolonial World: The New Political Economy of Development*. Baltimore: Johns Hopkins University Press. 2001.
- Kumar, Mahendra. *Theoretical Aspects of International Politics*. Agra: Shiv Lal & Co. 1967.
- Morgenthau H.J. *Politics Among Nations: The Struggle For Power and Peace*, 1973.
- Nye, Joseph S., Jr. *Understanding International Conflicts: An Introduction to Theory and History*. Delhi: Dorling Kindersley, 2008.
- Organski, A.F.K. *World Politics*, 2nd Edition. New York, Knopf, 1968.
- Padelford N.J. *The Dynamics of International Politics*, New York: Macmillan, 1962.
- Palmer, Norman D. And Howard C. Perkins. *International Relations: The World Community in Transition*, 3<sup>rd</sup> revised edition. New Delhi: A.I.T.B.S Publishers, 1997.
- Pamer N.D and Perkins. *International Relations*, 3<sup>rd</sup> Ed. Calcutta, 1970.
- Rajan M.S. *Non-Alignment and the Non-Alignment Movement in the Present World Order*.

Delhi: Konark,1994.

- Russett, Bruce & Harvey Starr Schwarzenberger (1981). World Politics: The Menu for Choice, 3<sup>rd</sup> Ed. London: Stevens, 1964.
- Viotti, Paul R. And Mark V. Kauppi. International Relations Theory. New York: Macmillan Publishing Company, 1990.

**Paper Code: ADIRG-102**  
**Contemporary Security Challenges**

**Block 1 Traditional Security**

**Unit 1:** Redefining Security in the Twenty First Century: From National to Human Security

**Unit 2:** Disarmament and Arms Control: Deterrence, Nuclear Non-Proliferation (NPT), CTBT

**Unit 3:** Geopolitics of Great Powers: US- Russia and US-China

**Block 2 New Security Threats**

**Unit 4:** International Terrorism: Old vs New

**Unit 5:** Cyber-Security and Information Warfare

**Unit 6:** Ethnicity and Identity

**Block 3 Human and Environmental Security**

**Unit 7:** Pandemics and Health Security

**Unit 8:** Climate Change, Resource Wars and Sustainable Development

**Unit 9:** Migration and Refugees

**Block-4: Emerging Strategic Domains**

**Unit 10:** Energy Security & Critical Mineral Supply Chains

**Unit 11:** AI, Big Data, and Algorithmic Security

**Unit 12:** Maritime Security & Indo-Pacific Tensions

**Suggested Readings**

- Baylis, John, Steve Smith and Patricia Owens. The Globalization of World Politics: An Introduction to International Relations. Oxford University Press, 2011.
- Brown, Chris and Kristen Ainley, Understanding International Relations, 3<sup>rd</sup> Edition, Palgrave Macmillan, 2005.
- Burchill, Scott, Andrew Linklater, Richard Devetak, Theories of International Relations, Palgrave Macmillan, 2009.
- Dunne, Tim, Milja Kurki, Steve Smith. International Relations Theories: Discipline and Diversity, Oxford University Press, Second Edition, 2011.
- Goldstein, Joshua S. International Relations, Pearson Publications, 2013.
- Heywood, Andrew. Global Politics. Palgrave Foundations Series, 2011.
- Huntington, Samuel P. The Clash of Civilizations and the Remaking of World Order. Simon & Schuster, 1998.
- Kumar, Mahendra, Theoretical Aspects of International Politics, Shiva Lal Agarwala, 1967.

- Morgenthau H.J. *Politics among Nations*, 6<sup>th</sup> Ed. Revised by K.W. Thomson, New Delhi, Kalyani Publishers.
- Sheehan, Michael, *The Balance of Power: History and Theory*. Routledge, 1996.
- Thompson, W.R. (ed.), *Evolutionary Interpretations of World Politics*. New York: Routledge, 2001.
- Weber, Cynthia. *International Relations Theory: A Critical Introduction*, Routledge, 2010.
- Wilkinson, Paul. *International Relations: A very Short Introduction*. Oxford University Press, 2007.

**Paper Code: ADIRG-103**  
**INTERNATIONAL ORGANIZATION**

**Block 1 Origin and Development**

**Unit 1:** International Organization: Definition, Classification, Role and Functions

**Unit 2:** Theories of Regionalism: Functionalism and Neo-functionalism

**Unit 3:** Evolution: From League of Nations to United Nations

**Block 2: The United Nations—Structure, Mandate and Problems**

**Unit 4:** Objectives and basic Principles of the Charter

**Unit 5:** Principal Organs

**Unit 6:** Economic and Social mandate: ECOSOC, UNDP and SDGs

**Block 3: Regional Organisations**

**Unit 7:** European Union and African Union

**Unit 8:** SAARC, ASEAN and SCO

**Unit 9:** BRICS, G20, G77

**Block-4:**

**Unit 10:** ICC

**Unit 11:** International Security Organisation: NATO

**Unit 12:** H.R. Bodies: HRC ERHR Council

**Suggested Readings**

- Abi-Saab, Georges. *The Concept of International Organization*. Paris: Unesco, 1981.
- Archer, Clive. "Theories of International Organizations" in Bhupinder S. Chimni and Siddharth Mallavarapu, (ed.), *International Relations: Perspectives for the Global South*. Delhi: Pearson, 2012.
- Archer, Clive. *International Organizations*, Third edn. London: Routledge, 2001.
- Barkin, J. Samuel. *International Organization: Theories and Institutions*. Palgrave, 2006.
- Bennett, Le Roy A. And James K. Oliver. *International Organizations: Principles and Issues*, 7<sup>th</sup> edn. New York: Prentice-Hall, 2002.
- Claude, Inis L. *Swords into Plowshares: The Progress and Problems of International Organization*, 4<sup>th</sup> edn. New York: Random House, 1971.

- Daws, Sam and Thomas G. Weiss (ed.). *The Oxford Handbook on the United Nations*. New York: Oxford University Press, 2007.
- Falk, Richard, 'Humanitarian Intervention: Imperatives and Problematics' in Richard Falk, et al, ed., *Human Rights: Critical Concepts in Political Science*. London: Routledge, 2008.
- Goodrich, Leland M., "Approaches to the Study of International Organizations" in Avi Shlaim, ed., *International Organizations in World Politics— Year book*. London: Croomhelm, 1975.
- Goodspeed, Stephen S. *The Nature and Function of International Organization*. New York: OUP, 1958.
- Hurd, Ian, *International Organizations: Politics, Law, Practice*, 3<sup>rd</sup> edn. Cambridge: Cambridge University Press, 2018.
- Karns, Margaret P. and Karen A. Mingst, *International Organizations: The Politics and Processes of Global Governance*, 3<sup>rd</sup> edn. New Delhi: Viva, 2016.
- Martin, Lisa and Beth Simmons (ed.). *International Institutions: An International Organization Reader*. Cambridge, Mass.: MIT Press, 2001.
- Moore, Jr. J.A. and J. Pubantz, *The New United Nations*, 2<sup>nd</sup> edn. Routledge, 2017.
- Nicholas, H J. *United Nations as a Political Institution*, 5<sup>th</sup> edn. OUP, 1975.
- Reinalda, Bob (ed.), *Routledge Hand book of International Organization*, Routledge, 2013.
- Rittberger, Volker, "Theories of International Organizations" in Volker Rittberger, Bernard Zanghi and Andreas Kruck, ed. *International Organization*, 2nd edn. Basingstoke: Palgrave Macmillan, 2012.
- Roberts, Adam and Benedict Kingsbury, *United Nations, Divided World*, Oxford University Press, 1993.
- Sayward, Amy L., *The United Nations in International History*. Bloomsbury, 2017.
- Thakur, Ramesh, *The United Nations, Peace and Security: From Collective Security to R2P*, Cambridge University Press, 2006.
  - *The Oxford Handbook of United Nations Peace keeping Operations*, Oxford, 2015

**Paper Code: ADIRG-104**  
**GLOBAL POLITICAL ECONOMY AND GOVERNANCE**

**Block 1 Perspective on GPE (Global Political Economy)**

**Unit 1:** Mercantilism (Economic Nationalism) vs Liberalism

**Unit 2:** Dependency and World Systems Theory

**Unit 3:** State and Market Relations

**Block 2: Global Economic Architecture**

**Unit 4:** Bretton Woods Institutions: World Bank and IMF

**Unit 5:** Global Trade Regime: GATT to WTO

**Unit 6:** MNCs and Transnational Capital

**Block 3 Globalization, Governance and the Political Economy**

**Unit 7:** Globalisation: Impact on Labour and Sovereignty

**Unit 8:** North-South Divide and Global Inequality

**Unit 9:** Economic Sanctions and Trade Wars

**Block: 4 The New Economy**

**Unit 10:** Digital Political Economy: Big Tech, Data Sovereignty

**Unit 11:** Energy Politics and the Green Transition

**Unit 12:** Future of Work and Migration

**Suggested Readings:**

- Bates, R.H. (Ed.). *Towards a Political Economy of Development—Rational Choice Perspective*. University of California Press, 1988.
- Bhagwati, Jagdish. *In Defence of Globalization*. Oxford University Press, 2004.
- Cohen, Jeffrey. *Politics and Economic Policy in the United States*. Boston, New York: Houghton Mifflin Company, 2000.
- Dam, Kenneth W. *The Rules of the Global Game: A New Look at the US Economic Policy Making*. Chicago: University of Chicago press, 2001.
- Dengjian, Jin. *The Dynamics of Knowledge Regimes: Technology, Culture and Competitiveness*. 2004.
- Gilpin, Robert. *Global Political Economy; Understanding the International Economic Order*. Princeton: Princeton University Press 2001.
- Goddard, C. Roe Patrick Cronin and Kishore C. Dash (Eds.) *International Political Economy: State- Market relations in a Changing Global Order*. Boulder and London: Lynne Reiner Publishers, 2003.
- Harold, James. *End of Globalization: Lessons from the Great Depression*. Cambridge and Massachusetts: Harvard University Press, 2001.
- Held, David & Antony McGrew. *Governing Globalization: Power, Authority and Governance*. UK. Polity, 2002.
- Hutton, Will and Anthony Giddens (ed). *On the Edge: Living with Global Capitalism*. London: Jonathan Cape Publishing, 2000.
- Ravenhill, John (ed.). *Global Political Economy*. OUP, 2005.

**Paper Code: ADIRG-105**

**INDIA'S FOREIGN POLICY**

**Block 1: Foreign Policy Ecology**

**Unit 1:** Foreign Policy: Definition and Major Approaches.

**Unit 2:** Principles and Objectives of India's Foreign Policy

**Unit 3:** Domestic and External Determinants: Geography, History, Culture, Society and Political System, Bilateral, Regional and International Setting.

**Block 2: Strategies and Foreign Relations**

**Unit 4:** Non-alignment: Genesis, Development, Relevance and India's Role

**Unit 5:** India's Policy towards Pakistan and China

**Unit 6:** India's Policy towards Afghanistan, Sri Lanka, Nepal and Bangladesh

**Block 3: India and Major Global Powers**

**Unit 7:** India-USA Relations

**Unit 8:** India-Russia Relations

**Unit 9:** India-European Union Relations

**Block 4: Regional Organizations and Global Institutions**

**Unit 10:** India and the UN

**Unit 11:** India-ASEAN, AU.

**Unit 12:** India-GCC Relations

**Suggested Readings**

- Appadorai A, Domestic Roots of India's. Foreign Policy. New Delhi: Oxford University Press,1981.
- Appadorai A, National Interest and Non-Alignment .New Delhi: Kalinga Publications,1999.
- Ayooob, Mohammad, India, Pakistan and Bangladesh.NewDelhi,1974.
- Balm, R. B. Globalization and South Asian States. New Delhi: South Asian Publishers, 1998.
- Bandyopadhyaya J, Making of India Policy: Determinants, Institutions, Processes and Personalities. Bombay, 1980.
- Bilgrami, S.J.R, India and the UN. New Delhi:Jamia,1999.
- Brands, H.W., India and the United States: The Cold Peace. Boston: Twayne Publishers, 1990.
- Brecher, Michael. India and World Politics :Krishna Menon; View of theWorld,NorkYork,1968.
- Chakarvarthy R. The Political Economy of Foreign Policy.Calcutta:Allied,1983.
- Chaundhuri,J.N. India's Problems of Security in the Seventies.NewDelhi

- Chopra, Surendra. Foreign Policy of India. Amritsar, 1982.
- Chowdhury G.W., India, Pakistan, Bangladesh and the Major Powers. New York: The Free Press, 1975.
- Gupta B. Sen. The Fulcrum of Asia: The Relations Among China, India, Pakistan and the USSR. New York, 1970.
- Gupta, Sisir. Kashmir: A Study in India-Pakistan Relations. Bombay, 1966.
- Handa ,R. Policy for India's Defence. New Delhi, 1976.
- kumar, Satish (Ed.).The United Nations at50: An Indian View.UBSPD,1995.
- Misra, K.P. Foreign Policy of India: A Book of Readings. New Delhi, 1977.

**Paper Code: ADIRG-106**

**RESEARCH METHODOLOGY**

**Block 1: Social Science Research: An Introduction**

**Unit 1:** Introduction to Research, Differences between Natural and Social Science Research

**Unit 2:** Research Process: Research Proposal, Research problem

**Unit 3:** Hypothesis: Meaning and Types

**Block 2: Research Designs**

**Unit 4:** Research Design: Types and Issues

**Unit 5:** Qualitative Research Designs and Methods

**Unit 6:** Quantitative Research Designs and Methods

**Block 3: Data processing and Analysis**

**Unit 7:** Data Collection Process: Sampling; Probability and Non-probability, Primary and Secondary Data Collection Methods

**Unit 8:** Qualitative Data Analysis: Methods and Techniques.

**Unit 9:** Quantitative Data Analysis: Methods and Techniques.

**Unit 10:** Drafting the Research Report

**Block 4: Research Ethics**

**Unit 11:** Research Ethics: Significance, Component, Philosophy and Principles

**Unit 12:** Publication Ethics: Annotated Bibliography, Referencing

**Unit 13:** Ethical Issues in Research: Plagiarism, Intellectual Property Rights (IPR) of Pate

**Suggested Readings:**

- Ahuja, Ram, Research Methods. New Delhi: Rawat publications, 2011.
- Creswell ,John W. Research Design: Qualitative, Quantitative and Mixed Methods Approaches. New Delhi: Sage Publications, 2012.
- Creswell,JohnW.,Qualitative Inquiry and Research Design: Choosing Among Five Approaches. Thousand Oaks: Sage, 2009.

. Desai, Vandana & Robert B. Potter, ed. Doing Development Research. New Delhi: Vistaar Publications, 2006, chap. Quantitative, Qualitative or Participatory? Which Method, for What and When?.

. Walliman, Nicholas. Your Research Project: A step-by-step guide for the first-time researcher. New Delhi: Vistaar Publications, 2005, chap. Types of Research.

- Flinders, D.J.,and G.E .Mills (eds).Theory and Concepts in Qualitative Research: Perspectives from the field, New York: Teachers College Press, teachers College, Columbia University,1993.
- Guba E.G.andY.S. “Lincoln Pragmatic Controversies, Contradictions and Emerging. Confluences”,in N.K. Dengin and Y.S.Lincoln, The Sage Hand book of Qualitative Research (3<sup>rd</sup> ed., pp. 191-215), Thousand Oaks, CA: Sage, 2005.
- Kothari, C.R. Research Methodology: Methods and Techniques. New Delhi: Wishwaprakashan,2002.
- Kumar, Ranjit. Research Methodology; A Step by Step Guide for Beginners. New Delhi: Sage publication India Pvt. Ltd., 2011.
- Neuman, W.L. Social Research Methods: Qualitative and Quantitative Approaches. Boston: Allynand Bacon, 2000.
- O’Leary, Zina. The Essential Guide to Doing Research, Sage Publications, 2017.
- Philips D.C.,and N.C. Burbules. Post positivism and Educational Research. Lanham, MD: Rowman and Littlefield, 2000.
- Thomas, R. Murray, Blending Qualitative and Quantitative Research Methods in Theses and Dissertation. California: Corvin Press, INC., 2003.
- Weinstein, Mark,Matt Henn and Nick foard .A Critical Introduction to Social Research, Delhi: Sage Publications.

## **Paper Code: ADIRG-107**

- **Internship**

## **Paper Code: ADIRG-108**

- **Dissertation and Viva Voce**

**Dissertation:** Independent research paper/dissertation on a selected topic of students’ choice in IR, global governance and Foreign policy.

### **Viva Voce Exam**

- ✚ **Advanced Diploma in International Relations and Global Governance is an annual mode programme consisting of seven papers.**
- ✚ **All papers are compulsory papers.**
- ✚ **The students are also required to submit a dissertation at the end of the year.**
- ✚ **Each paper is divided into 4 units. Each paper carries 30 marks for the Internal Assessment (IA) and 70 marks for the University Exams (UE).**
- ✚ **The University Exam (UE) will be subjective and of 3 hours’ duration.**
- ✚ **The Reading material will be provided to the learner by their respective subject teachers at the beginning of the course.**
- ✚ **Students who could not appear for one or more papers or have failed in University Exam (UE) can re-appear next time when university exams are conducted. However, after completion of two years’ duration, the learner’s admission shall lapse.**

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## **2. COUNSELLING SESSION**

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Counselling sessions are held online/offline on weekends within the general academic scheduled 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.**

**In these sessions candidates must try to resolve subject related difficulties, if any. Before you proceed to attend the counselling sessions, please go through yourself Reading Materials and identify of the points to be discussed.** The detailed schedule of the counselling sessions will be available on the Google Classroom.

Counseling session will be organized in all theory / practical courses. There will be 6 counseling sessions of 2 hours each for each paper. Attending the counseling session is not mandatory, never the less is always in the interest of learner to attend these session.

### ***MODE OF INSTRUCTION***

The Counselling sessions and other exercises such as assignments etc. Assignments and Question Papers for examinations will also be provided only in English language.

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## **3. UPDATES REGARDING AC ADEMIC ACTIVITIES**

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**After completion of all admission formalities, the admitted students shall receive a link via an email for joining Google Classroom.** It is mandatory for the Learners to join and regularly check their Google Classrooms regularly. All important updates regarding counselling sessions, internal assignment and examinations shall be posted throughout the course duration on Google Classroom. For examination, results and other information kindly visit the given website link. <https://jmicoe.in/>

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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://jmi.ac.in/Centre-For-Distance-And-Online-Education-\(CDOE\)/Academic-Calendar](https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Academic-Calendar) as well as on the notice board of Centre for Distance and Online Education.**

### Assignments

Assignments are a part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry 25% weightage in terms of marks.

Assignments should be handwritten. 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 on **Google Classroom** on or before the last date of submission.

Write your Name and Roll Number correctly and legibly on the front page of each subject Assignment.

Assignments generated using AI tools, such as ChatGPT or any other automated content generation software will not be accepted.

**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.

Re-evaluation of assignments is **not** permitted.

### University Examinations

Final Examination is the major component of the evaluation system and it carries 75% weightage in final result. Passing percentage of final exams is 40%. It is important to pass in university exams (UE) in each subject. In case, student fails and remains absent for one or more papers of university examinations then they can re-appear for the same in the subsequent year. Students will be eligible for this provision for up to 3 Years. Once years to their admission are completed, their admission shall lapse.

### Examination Form

You must fill in the Examination Form Online once the notification is issued on the CDOE website. The examination forms should be submitted on or before the last date mentioned. Students are required to register for examinations on the given website. <http://jmiregular.ucanapply.com/universitysystem/distancestudent/>

While submitting your Examination Form for the University 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.

### University Examination Date-sheet

On receipt of your Examination Form, the Admit Card will be issued 10 days before the commencement of the Examination. In case you fail to download the Admit Card before the commencement of examination, you may contact the Examinations Branch, window No. 4/10.

Examinations Date-sheet will be uploaded on the website much in advance before the commencement of the Examination at <https://jmi.coe.in/>

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## **6. UNIVERSITY EXAMINATION RESULT**

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The evaluation consists of two parts (i) Assignments (ii) University Examination. In the final result all the Assignments of a course will carry 25% weightage while 75% weightage will be given to the University Examination.

### **DECLARATION OF RESULT**

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

- (a) At least 40% marks in each component of theory papers i.e. in assignments and Final Examination, separately;
- (b) an aggregate of at least 50% marks based on all theory papers and assignments, to obtain the degree;

### **DIVISION**

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.

## **Grievance Redressal Committee**

- 1. Nominee of VC
- 2. Dean CDOE
- 3. Other Members as appointed by the Dean to the Committee.

### **AWARD OF DEGREE 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 (University 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.

### **RE-EVALUATION OF ANSWER SCRIPTS**

No request for re-evaluation of the result declared in any course shall be entertained. However, the re-totalling of marks of an answer book will be permitted on submission of an application along with the prescribed fee by the candidate to the Controller of Examinations. (Form attached at the end)

## IMPROVEMENT OF RESULT

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

- A student may be allowed to improve his/her grade in any two of the courses in the next year.
- Improvement examination will be held in Theory courses only.
- The appearance at such an examination in the course will be allowed only once. No further chance will be given under any circumstances.
- For the purpose of determining the final division/grade, the grades obtained by the candidate in the improvement examination only will be taken into consideration.

## 7. GENERAL REGULATIONS

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

**7.2 Programme Fee:** The Programme fee is payable in advance each year, irrespective of results through online mode on the link available on Jamia Millia Islamia website.

**7.3 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.

**7.4 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

**7.5** Candidates are required to intimate the relevant authorities, sufficiently in advance, if there is any change of address/mobile number etc.

**Table: Other Fee applicable for ADIRG Programme**

Sl.No.	ADIRG	Fees/Charges(Rs.)
1.	Submission of Assignments with late fees up to the maximum period of 4 weeks	100/- (Per Assignment)
2.	Submission of Assignments in the following ears(In case of absence/fail if any)	200/- (Per Assignment)
3.	Submission of University Examination form with late fees up to 4 weeks.	500/-
4.	Submission of University Examination form with late fees beyond 4 weeks up to the next 4 weeks.	500/-
5.	Re-appearing in University (In case of absence/fail/improvement)	500/- (Per paper/course)
6.	Re-Registration Fee*	3000/-
7.	Provisional Certificate	50/-
8.	Migration Certificate	50/- (after passing exam)
9.	Migration Certificate	200/- (before passing exam)
10.	Duplicate Statement of Marks(Attach a copy of FIR)	200/-
11.	Duplicate Identity Cards(Attach a copy of FIR)	200/-
12.	Change of Address in ID Card	50/-

**Note:\*** If a candidate fails to appear in any of the prescribed components of the Programme within the stipulated period of 1 years and desires to continue the Programme after the lapse two years 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 **through CDOE Online Fee Payment Portal.**

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



**Centre for Distance and Online Education**  
(A Central University by an Act of Parliament)

**Application Form for Re-registration**

*(Particular should be filled in by the Candidate in his/her own hand writing)*

Dean  
Centre for Distance & Online Education Jamia  
Millia Islamia  
NewDelhi-110025



Sir,

I seek re-registration to the programme....., Session  
.....As I could not appear in any component in the Semester/Year ..... 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 Receipt/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..... Semester/Year..... 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.....Session.....Receipt No.....  
Bank .....Date ..... of Amount  
.....

**Dated.....**



**Centre for Distance and Online Education**  
(A Central University by an Act of Parliament)

**Application Form for Re-registration**

*(Particular should be filled in by the Candidate in his/her own hand writing)*

Dean  
Centre for Distance & Online Education  
Jamia Millia Islamia  
NewDelhi-110025

Affix an  
attested  
photograph

Sir,

I seek re-registration to the programme....., Session  
.....As I could not appear in any component in the year ..... 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 Receipt/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..... Semester..... 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..... Session..... Receipt No..... Bank  
..... Date ..... of Amount

**Dated**.....



Centre for Distance and Online Education

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

**APPLICATION FOR RE-TOTALLING 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.....(Annual20.....

Particulars of papers in which Re-totalling is required is given below:

	Course/Paper (seeParas5&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.

**A. DECLARATION:**

- (i) I have carefully read ordinance 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 the Candidate

Present Address.....

.....

B. 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-overleaf)

Received application form of Mr./Ms. .... Class  
..... for Re-Totalling.

Date.....

For Controller of Examination





**JAMIAMILLIAISLAMIA**

(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 /Dean, Centre for Distance and Online Education / Gazetted Officer.

Yours faithfully,

.....

**PARTICULARS**

**CANDIDATE**

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..... Semester..... Year.....
7. Roll No..... Enrolment No..... Previous Enrolment No if any.....
8. Date of admission (in the Centre for Distance and Online Education).....  
(To be filled when the Migration Certificate is required)
9. Certificate Required.....

Attested by Dean, Centre for Distance and Online Education/ The Programme Incharge/ Gazzetted Officer (Office Stamp)

<b>NOTE: FOR PROVISIONAL/MIGRATION, PLEASE ATTACH A PHOTOSTATE COPY (ATTESTED) OF THE MARKSHEET OF FINAL EXAMINATION</b>	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  
Date.....

Application form of Mr./Miss..... Class..... for Certificate.

## FEES FOR ISSUING MIGRATION, PROVISIONAL & OTHER CERTIFICATES

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

4. **CHANGE OF NAME:**

A student applying for change of his/her name in the Register of students shall submit his/her application to the Controller of Examinations accompanied by:

- a) The prescribed fee Rs.150/-by demand draft.
- b) An affidavit relating to his / her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself.
- c) A publication from a newspaper in which the proposed change of name has been advertised. However the provision relating to publication shall not be applicable in case where a woman candidate is wanting to change her name following her marriage.

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

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

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.



**JAMIAMILLIAISLAMIA**

(A Central University by an Act of Parliament)

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

The Controller of Examination  
Jamia Millia Islamia,  
NewDelhi-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.....Semester.....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)**





Centre for Distance and Online Education  
JAMIA MILLIA ISLAMIA

Maulana Mohammed Ali Jauhar Marg Jamia Nagar,  
New Delhi 110025

Website: [www.jmi.ac.in](http://www.jmi.ac.in)





