



Centre for Distance and Online Education (CDOE)

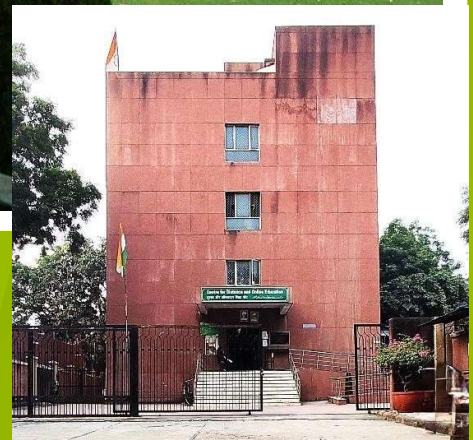
Jamia Millia Islamia

New Delhi

BACHELOR OF ARTS (BA)

Programme Guide

(w.e.f. 2025-26)



MESSAGE FROM CDOE

Dear Students,

It is a pleasure welcoming you to Jamia Millia Islamia for the Distance Mode Bachelor of Arts (B.A. General) Programme being offered at the Centre for Distance and Online Education.

Education, needless to reiterate, is a sine qua non for the growth of a nation and personality development of its citizens. Distance education is one of the many multi-pronged instrument adopted to promote literacy across India. It aims not just at fostering social mobility and lifelong education but also at upholding the core values of the Indian Constitution and society, that is, democracy, secularism, social justice and equality of opportunity.

Jamia Millia Islamia in its endeavor to endorse and promote these values and advance literacy, has pledged to take education to the doorsteps of the learners.

We wish you success in your educational endeavors.

Prof. M Moshahid Alam Rizvi

Dean

Centre for Distance and Online Education (CDOE)

Jamia Millia Islamia, New Delhi

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Programme Coordinators

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1. ABOUT THE PROGRAMME

1.1 Introduction of the Programme

Centre for Distance and Online Education has introduced the Bachelor of Arts (B.A. General) (Distance and Online Mode) Programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to farflung areas or to the deprived sections of the society. This programme caters to develop human resources as well as enhance understanding and bring in self-enrichment. The programme offers an array of courses in an attempt to make undergraduate education more relevant to the immediate environment.

1.2 Duration of the Programme

Minimum duration of the Programme:	3 (Three) Years.
Maximum duration of the Programme:	6 (Six) Years.

1.3 Medium of Instruction: English/Hindi/Urdu

1.4 Programme Fee

Previous Year	Rs. 8000/-
Second Year	Rs. 8000/-
Final Year	Rs. 8000/-

1.5 Brief Programme Structure

COMPULSORY / OPTIONAL PAPERS

Compulsory Courses: -

- 1. Elementary Urdu** (compulsory for those students who have not study Urdu in 10th class)
- 2. Islamiat or Indian Religion and Culture** (a student has to study any one from the followingsubject in part-I)
Note: Students have to submit only Assignment. No Term-end-Examination will be held forIslamiat, Indian Religion & Culture and Elementary Urdu.
- 3. General English – (GEG-I)** all the students has to study GEG-I in 1st Year.
- 4. General English – (GEG-II)** all the students has to study GEG-II in 2nd Year.

Optional Courses: -

Out of the following the student has to select one subject from **Group A** and two subjects from

Group B.

Group – A : Urdu, Hindi and English

Group – B : Political Science, History, Sociology, Economic and Islamic Studies

Study and Evaluation Scheme of B.A (General): COMPULSORY SUBJECTS

S. No.	Course Code	Courses Title	EVALUATION SCHEME			Total
			Credits	Theory	Assignments	
1.	GEG-I	General English – 1 st Year	04	70	30	100
2.	GEG-II	General English – 2 nd Year	04	70	30	100
3.	ELU	Elementary Urdu*	04*	-	100	100
4.	BISL	Islamiat	04	-	100	100
5.	IRC	Indian Religion & Culture	04	-	100	100
Total			16	140	360	200

***Optional**

Study and Evaluation Scheme of B.A (General) Elective Course: PART – I

S. No.	Course Code	Courses Title	EVALUATION SCHEME			Total
			Credits	Theory	Assignments	
1.	BUL-I	Urdu	04	70	30	100
2.	BHD-I	Hindi	04	70	30	100
3.	BEG-I	English	04	70	30	100
4.	BPS-I	Political Science	04	70	30	100
5.	BHIS-I	History	04	70	30	100
6.	BSO-I	Sociology	04	70	30	100
7.	BECO-I	Economic	04	70	30	100
8.	BISLS-I	Islamic Studies	04	70	30	100
Total			12	210	90	300

Study and Evaluation Scheme of B.A (General) Elective Course: PART – II

S. No.	Course Code	Courses Title	EVALUATION SCHEME			Total
			Credits	Theory	Assignments	
1.	BUL-02	Urdu-II	04	70	30	100
2.	BUL-03	Urdu-III	04	70	30	100
3.	BHD-02	Hindi-II	04	70	30	100
4.	BHD-03	Hindi-III	04	70	30	100
5.	BEG-02	English-II	04	70	30	100
6.	BEG-03	English-III	04	70	30	100
7.	BPS-02	Political Science-II	04	70	30	100
8.	BPS-03	Political Science-III	04	70	30	100
9.	BHIS-02	History-II	04	70	30	100
10.	BHIS-03	History-III	04	70	30	100
11.	BSO-02	Sociology-II	04	70	30	100
12.	BSO-03	Sociology-III	04	70	30	100
13.	BECO-02	Economic-II	04	70	30	100
14.	BECO-03	Economic-III	04	70	30	100
15.	BISLS-02	Islamic Studies-II	04	70	30	100
16.	BISLS-03	Islamic Studies-III	04	70	30	100
TOTAL			24	420	180	600

Study and Evaluation Scheme of B.A (General) Elective Course: PART – III

S. No.	Course Code	Courses Title	EVALUATION SCHEME			Total
			Credits	Theory	Assignments	
1.	BUL-04	Urdu-IV	04	70	30	100
2.	BUL-05	Urdu-V	04	70	30	100
3.	BHD-04	Hindi-IV	04	70	30	100
4.	BHD-05	Hindi-V	04	70	30	100
5.	BEG-04	English-IV	04	70	30	100
6.	BEG-05	English-V	04	70	30	100
7.	BPS-04	Political Science-IV	04	70	30	100
8.	BPS-05	Political Science-V	04	70	30	100
9.	BHIS-04	History-IV	04	70	30	100
10.	BHIS-05	History-V	04	70	30	100
11.	BSO-04	Sociology-IV	04	70	30	100
12.	BSO-05	Sociology-V	04	70	30	100
13.	BECO-04	Economic-IV	04	70	30	100
14.	BECO-05	Economic-V	04	70	30	100
15.	BISLS-04	Islamic Studies-IV	04	70	30	100
16.	BISLS-05	Islamic Studies-V	04	70	30	100
TOTAL			24	420	180	600

1.6 Detailed Programme Structure

बी.ए. हिन्दी

भाषा, साहित्येतिहास और काव्यशास्त्र (BHD-01)

खण्ड-1 : हिन्दी भाषा का विकास

इकाई-1 : प्रारंभिक हिन्दी

इकाई-2 : अवधी और ब्रज भाषा का काव्य-भाषा के रूप में विकास

इकाई-3 : खड़ी बोली

इकाई-4 : हिन्दी, उर्दू और हिन्दुस्तानी

खण्ड-2 : साहित्येतिहास

इकाई-1 : काल-निर्धारण एवं नामकरण

इकाई-2 : आदिकालीन काव्य

खण्ड-3 : मध्यकाल

इकाई-1 : संत काव्य

इकाई-2 : सूफी काव्य

इकाई-3 : रामभक्ति काव्यधारा

इकाई-4 : कृष्णभक्ति काव्यधारा

इकाई-5 : रीति काव्य

खण्ड-4 : आधुनिक युग

इकाई-1 : आधुनिक कविता का विकास

इकाई-2 : खड़ी बोली गद्य का विकास

इकाई-3 : गद्य की नवीन विधाएं : परिचय

खण्ड-5 : काव्यशास्त्र

इकाई-1 : शब्द शक्ति-अभिधा, लक्षणा, व्यंजना

इकाई-2 : रस (सभी)

इकाई-3 : मात्रिक छंद-दोहा, सोरठा, चौपाई, रोला

वर्णिक छंद- मालिनी, शिखरिणी, कवित्त, सवैया

इकाई-4 : उपमा, रूपक, उत्प्रेक्षा, भ्रांतिमान, संदेह, अन्योक्ति, समासोक्ति, व्यतिरेक, विभावना, विशेषोक्ति

मध्ययुगीन काव्य (BHD-02)

खण्ड-1 : मध्यकालीन काव्य

1. कबीर 2. मलिक मोहम्मद जायसी 3. सूरदास 4. तुलसीदास 5. रहीम 6. बिहारी

खण्ड-2 : भक्तिकाव्य की पृष्ठभूमि

इकाई-1 : भक्ति आंदोलन और भक्ति काव्य

इकाई-2 : रीतिकाव्य की भूमिका

इकाई-3 : रीतिकाव्य का स्वरूप

खण्ड-3 : कबीर और जायसी की काव्यगत विशेषताएं

इकाई-1 : साधना पद्धति

इकाई-2 : भाषा

खण्ड-4 : सूरदास और तुलसीदास की काव्यगत विशेषताएं

इकाई-1 : समाज सुधार

इकाई-2 : भक्ति का स्वरूप

इकाई-3 : प्रेम और वात्सल्य

इकाई-4 : समन्वय

इकाई-5 : भाषा

खण्ड-5 : रहीम और बिहारी की काव्यगत विशेषताएं

- इकाई-1 : रीति
इकाई-2 : शृंगार और प्रेम
इकाई-3 : नीति

कथा साहित्य (BHD-03)

खण्ड-1 : हिन्दी उपन्यास का विकास

- इकाई-1 : स्वतंत्रतापूर्व (प्रेमचंद पूर्व, प्रेमचंद युगीन)
इकाई-2 : स्वातंत्र्योत्तर (प्रेमचंदोत्तर : प्रयोगशील, साठोत्तरी, समकालीन)

खण्ड-2 : निर्धारित उपन्यास (गबन-प्रेमचंद)

- इकाई-1 : विषयवस्तु
इकाई-2 : केंद्रीय समस्या
इकाई-3 : शिल्प का विवेचन

खण्ड-3 : हिन्दी कहानी का विकास

- इकाई-1 : स्वतंत्रतापूर्व (प्रारंभिक कहानी, भाववादी, यथार्थवादी)
इकाई-2 : स्वातंत्र्योत्तर (नई कहानी, अकहानी, समकालीन कहानी)

खण्ड-4 : कहानी संग्रह : 'कथापर्व' (सं. डॉ. अब्दुल बिस्मिल्लाह)

निर्धारित कहानियां

1. पूस की रात – प्रेमचंद
2. बिसाती– जयशंकर प्रसाद
3. पाजेब– जैनेन्द्र कुमार
4. ठेस – फणीश्वरनाथ रेणु
5. मित्र-मिलन – अमरकांत
6. सजा– मन्नू भंडारी

खण्ड-5 : निर्धारित कहानियां

1. ईदगाह– प्रेमचंद
2. उसने कहा था – चंद्रधर शर्मा गुलेरी
3. वापसी– उषा प्रियंवदा
4. करवा का व्रत – यशपाल

आधुनिक कविता (BHD-04)

खण्ड-1 : निर्धारित कवि

- इकाई-1 : मैथिलीशरण गुप्त
कुब्जा (द्वापर से)
इकाई-2 : रामनरेश त्रिपाठी
विधवा का दर्पण, अन्वेषण
इकाई-3 : जयशंकर प्रसाद

गीत– बीती विभावरी जाग री/वे कुछ दिन कितने सुंदर थे/अरुण यह मधुमय देश हमारा।

आंसू से– इस करुणा कलित हृदय में/ये सब स्फुलिंग हैं मेरी/बुलबुले सिन्धु के फूटे/ जो घनीभूत पीड़ा थी/झंझ झकोर गर्जन था/शशि मुख पर घूंघट डाले/बांधा था विधु को किसने/मुख कमल समीप सजे थे/प्रत्यावर्तन के पथ में/सबका निचोड़ लेकर तुम।

- इकाई-4 : सूर्यकान्त त्रिपाठी 'निराला'
गीत—(प्रिय) यामिनी जागी/बांधो न नाव इस ठांव बंधु/स्नेह निर्झर बह गया है।
कविताएं— भिक्षुक/तोड़ती पत्थर।
- इकाई-5 : नरेन्द्र शर्मा
गीत—तुम्हें याद है क्या उस दिन की/सूरज डूब गया बल्ली भर/कब मिलेंगे।
- इकाई-6 : त्रिलोचन शास्त्री
दिन ये फूल के हैं/ताप के तापे हुए दिन/क्षण की खिड़की।

खण्ड-2 : आधुनिक कविता का विकास

- इकाई-1 : भारतेन्दु युग
इकाई-2 : द्विवेदी युग
इकाई-3 : छायावाद
इकाई-4 : प्रगतिवाद
इकाई-5 : प्रयोगवाद
इकाई-6 : नई कविता

खण्ड-3 : मैथिलीशरण गुप्त एवं रामनरेश त्रिपाठी की काव्यगत विशेषताएं

- इकाई-1 : द्विवेदी युगीन कविता
इकाई-2 : मैथिलीशरण गुप्त की कविता
इकाई-3 : रामनरेश त्रिपाठी की कविता

खण्ड-4 : जयशंकर प्रसाद और सूर्यकांत त्रिपाठी 'निराला' की काव्यगत विशेषताएं

- इकाई-1 : छायावादी कविता का स्वरूप
इकाई-2 : जयशंकर प्रसाद की कविता
इकाई-3 : निराला की कविता

खण्ड-5 : नरेन्द्र शर्मा और त्रिलोचन शास्त्री की काव्यगत विशेषताएं

- इकाई-1 : प्रगतिवाद
इकाई-2 : नरेन्द्र शर्मा की कविता
इकाई-3 : त्रिलोचन शास्त्री की कविता

नाटक एवं निबंध (BHD-05)

खण्ड-1 : नाटक

- इकाई-1 : हिन्दी नाटक का विकास (भारतेन्दु युग से लेकर आज तक)
इकाई-2 : नाटक के तत्व (भारतीय एवं पाश्चात्य)
इकाई-3 : नाटक एवं रंगमंच

खण्ड-2 : निर्धारित नाटक

- इकाई-4 : ध्रुवस्वामिनी — जयशंकर प्रसाद

खण्ड-3 : निबंध

- इकाई-5 : हिन्दी निबंध का विकास (भारतेन्दु युग से लेकर आज तक)
इकाई-6 : निबंध के विभिन्न प्रकार
(व्याख्यात्मक, वर्णनात्मक, आलोचनात्मक, विवेचनात्मक, गवेषणात्मक, भावपरक, ललित आदि)

खण्ड-4 : निर्धारित निबंध—संग्रह : ललित निबंध

- इकाई-7 : सूर्योदय — भारतेन्दु हरिश्चंद्र
इकाई-8 : धोखा — प्रतापनारायण मिश्र
इकाई-9 : मजदूरी और प्रेम — सरदार पूर्ण सिंह
इकाई-10 : अशोक के फूल — हजारी प्रसाद द्विवेदी
इकाई-11 : छितवन की छांव — विद्यानिवास मिश्र
इकाई-12 : सोने की लूट — विवेकी राय

खण्ड-5 : निबंध-कला

इकाई-13 : विविध निबंधकारों की निबंधकला

ENGLISH LITERATURE (BEG)

Short Stories (BEG-01)

1st Year

Block 1

Unit 1: Studying “Fur” -1, Understanding and comprehension

Unit 2: Studying “Fur”-2, themes, issues, analysis

Unit 3: Studying “The Accursed House”-1, Understanding and comprehension

Unit 4: Studying “The Accursed House”-2, themes, issues, analysis

Block 2

Unit 5: Studying “Marriage is a private affair”-1, Understanding and comprehension

Unit 6: Studying “Marriage is a private affair” -2, themes, issues, analysis

Unit 7: Studying “The Ransom of Red Chief”-1, Understanding and comprehension

Unit 8: Studying “The Ransom of Red Chief”-2, themes, issues, analysis

Block 3

Unit 9: Studying “Sparrows”-1, Understanding and comprehension

Unit 10: Studying “Sparrows”-2, themes, issues, analysis

Unit 11: Studying “the mother of a traitor”-1, Understanding and comprehension

Unit 12: Studying “the mother of a traitor”-2, themes, issues, analysis

Block 4

Unit 14: Studying “The verger”-1, Understanding and comprehension

Unit 15: Studying “The verger”-2, themes, issues, analysis

Unit 16: Studying “Kong Yiji”-1, Understanding and comprehension

Unit 17: Studying “Kong Yiji”-2, themes, issues, analysis

Block 5

Unit 18: Studying “The snob”-1, Understanding and comprehension

Unit 19: Studying “The snob”-2, themes, issues, analysis

Unit 20: Studying “on Saturday afternoon”-1, Understanding and comprehension

Unit 21: Studying “on Saturday afternoon”-2, themes, issues, analysis

Prose (BEG 02)

2nd Year

Block. 1

Unit 1. General Introduction to the Course.

Unit 2. History of Prose and Difference between Prose and Poetry

Block. 2

Unit 3. General Introduction to the Unit

Unit 4. Reading: Francis Bacon’s “Of Friendship”

Unit 5. Understanding: Themes, Issues and Analysis of the Text

Unit 6. Reading: J. Addison’s “Meditations In Westminster Abbey”

Unit 7. Understanding: Themes, Issues and Analysis of the Text

Block. 3

- Unit 8. General Introduction to the Unit
- Unit 9. Reading: W. Hazlitt's "Elia and Geoffrey Crayon"
- Unit 10. Understanding: Themes, Issues and Analysis of the Text
- Unit 11. Reading: Charles Lamb's "In Praise of Chimney Sweeper"
- Unit 12. Understanding: Themes, Issues and Analysis of the Text

Block. 4

- Unit 13. General Introduction to the Unit
- Unit 14. Reading: G.K. Chesterson "On the Pleasure of No Longer Being Very Young"
- Unit 15. Understanding: Themes, Issues and Analysis of the Text
- Unit 16. Reading: A Huxley's "Pleasures"
- Unit 17. Understanding: Themes, Issues and Analysis of the Text

Block. 5

- Unit 18. General Introduction to the Unit
- Unit 19. Understanding: Themes, Issues and Analysis of the Text
- Unit 20. Reading: J. B Priestly's "In Crimson Silk"
- Unit 21. Understanding: Themes, Issues and Analysis of the Text
- Unit 22. Reading: Read's "The Poet and The Film"
- Unit 23. Understanding: Themes, Issues and Analysis of the Text

Poetry (BEG-03) - 2nd Year**Block- 1**

- Unit-1 : An Introduction to Poetry
- Unit-2 :Understanding various genres of Poetry and kinds of poetry
- Unit-3 : Reading William Shakespeare's 'A Requiem'
- Unit-4 :Reading John Donne's 'Death'
- Unit-5 :Grammar: Verbs, Adverbs, Verb Phrases
- Unit-6: Grammar: Articles and Present, Past and Future Indefinite Tense

Block- 2

- Unit-7 : An Introduction to the Unit
- Unit-8 : Reading William Wordsworth's 'Daffodils'
- Unit-9 : Reading William Blake's 'London'
- Unit-10 : Grammar: Noun, Compound Noun, Noun Phrases
- Unit-11: Grammar: Determiners and Present, Past and Future Continuous Tense

Block- 3

- Unit-12: An Introduction to the author and historical background
- Unit-13: Reading Lord Alfred Tennyson's 'Ulysses'
- Unit-14: Reading Robert Browning's 'My Last Duchess'
- Unit-15: Writings Report
- Unit-16: Grammar: Present, Past and Future Perfect Tense
- Unit-17: Reporting Surveys

Block- 4

- Unit-18: An introduction to 20th Century poetry
- Unit-19: Reading Thomas Stern Eliot's 'Journey of the Magi'
- Unit-20: Reading Robert Frost's 'The Road Not Taken'
- Unit-21: Various Types of Letters
- Unit-22: Writing Summaries and Experiments
- Unit-23: Grammar: Conjunctions and Present, Past and Future Perfect Continuous Tense

Block- 5

Unit-24: Introduction of English Language in India

Unit-25: Reading Nizim Ezekiel's 'Goodbye Party to Ms. T. Pushpa'

Unit-26: Reading K. Das' 'The Freaks'

Unit-27: Writing Summary and Note Taking

Unit-28: Grammar: Prepositions and Present, Past and Future Perfect Continuous Tense

Drama (BEG-04)**3rd Year****Block- 1**

Unit-1 : An Introduction to Drama

Unit-2 : Understanding various types of Drama

Unit-3 : Reading William Shakespeare's 'Tempest'

Unit-4 : Historical analysis of the issue of Race and Colonization

Unit-5: Word Vocabulary, Synonyms, Antonyms, Homonyms, Homophones, Eponyms

Block- 2

Unit-6 : Historical background of 19th Century England

Unit-7 : Reading George Bernard Shaw's 'Pygmalion'

Unit-8 : Role of Education

Unit-9 : Grammar: Idioms, One Word Substitute,

Unit-10 : Word Formation: Prefixes and Suffixes

Block- 3

Unit-11 : An Introduction to the Unit

Unit-12 : Reading J. Galsworthy's 'Justice'

Unit-13 : Various kinds of Compositions

Unit-14 : Narrative Compositions

Block- 4

Unit-15 : Introduction to the Unit

Unit-16 : Reading A Miller's 'All My Sons'

Unit-17: Expository Compositions

Unit-18: Argumentative Compositions

Unit-19: Descriptive Compositions

Fiction (BEG-05)**3rd Year****Block- 1**

Unit-1 : An Introduction to Fiction

Unit-2 : A Historical background

Unit-3 : Understanding various genres of Fictions and its emergence

Unit-4 : E-mail Writing

Unit-5 : Writing and Reporting Interviews

Block- 2

Unit-6 : An Introduction to 19th Century England

Unit-7 : Reading Thomas Hardy's 'Tess of the d'Urbervilles'

Unit-8 : Writing Memos and Minutes

Unit-9 : Paragraph Writing: Cohesion

Unit-10 : Writing Proposals, Research Paper and Thesis

Block- 3

Unit-11: An introduction to 20th Century

Unit-12: Reading Earnest Hemmingway's 'The Old Man and the Sea'

Unit-13: Reading 'Animal Farm'

Unit-14: Paragraph Writing: Coherence

Unit-15: Writing Instructions, Manuals and Technical Descriptions

Block- 4

Unit-16: Introduction to the historical background of India and Independence struggle

Unit-17: Reading Raja Rao's 'Kanthapura'

Unit-18: Stress and Stress Pattern

Unit-19: Different Sounds

Unit-20: Sound Symbols

Block- 5

Unit-21: An introduction to the caste issue in India

Unit-22: Reading Mulk Raj Anand's 'Untouchable'

Unit-23: Phonetics 1

Unit-44: Phonetics 2

Urdu Literature

BUL-01

(خاکہ، اسے، افسانہ اور ڈراما)

(Modern Prose Forms : Sketch, Essay, Short Story & Drama)

باب اول

متن برائے تفصیلی مطالعہ :

۱ اکائی	چند ہم عصر (خاکہ)	:	مولوی عبدالحق
۲ اکائی	اردو اسیر	:	سید ظہیر الدین مدنی
۳ اکائی	میرے بہترین افسانے	:	منشی پریم چند
۴ اکائی	انارکلی (ڈراما)	:	امتیاز علی تاج

باب دوم

۵ اکائی	خاکہ - فن اور روایت	:	
۶ اکائی	گذری کا لال نور خاں (خاکہ)	:	نور جہاں
۷ اکائی	وحیدالدین سلیم (خاکہ)	:	
۸ اکائی	بحث و تکرار (اسے)	:	سر سید احمد خاں
۹ اکائی	گلشن وحید کی بہار (اسے)	:	محمد حسین آزاد
۱۰ اکائی	زبان گویا (اسے)	:	مولانا الطاف حسین حالی

باب سوم

۱۱ اکائی	اسے - فن اور روایت	:	
۱۲ اکائی	آگ (اسے)	:	مولوی ذکاء اللہ
۱۳ اکائی	لالہ خودرو : عبدالحلیم شرر	:	
۱۴ اکائی	سر دلبران در حدیث دیگران	:	خواجہ حسن نظامی
۱۵ اکائی	زندگی اور وجود (اسے)	:	مولانا ابو الکلام آزاد
۱۶ اکائی	چرخ شعبده باز (اسے)	:	میر ناصر علی
۱۷ اکائی	چارپائی (اسے)	:	رشید احمد صدیقی

باب چہارم

۱۸ اکائی	اردو افسانہ	:	فن اور روایت - اجمالی جائزہ
۱۹ اکائی	پریم چند کے افسانوں کی خصوصیات	:	

اکائی ۲۰ منتخب افسانے ماخوذ از ”میرے بہترین افسانے“ پریم چند

باب پنجم

- اکائی ۲۱ ڈرامے کی مختصر تاریخ
اکائی ۲۲ ڈرامے کے عناصر ترکیبی
اکائی ۲۳ ڈراما : انارکلی کے دیباچے کا تفصیلی مطالعہ
اکائی ۲۴ متن کا تفصیلی مطالعہ

کتب برائے عمومی مطالعہ

- ۱۔ فن افسانہ نگاری وقار عظیم
- ۲۔ اردو میں ڈراما نگاری بادشاہ حسین
- ۳۔ ڈرامے کی تاریخ و تنقید عشرت رحمانی
- ۴۔ انشائیہ اور انشائیے سید محمد حسین
- ۵۔ اردو میں خاکہ نگاری صابرہ سعید
- ۶۔ محمد مجیب صادقہ ذکی

BUL-02

دوسرا پرچہ : جدید اردو شاعری (Modern Urdu Poetry)

باب اول

- نصابی کتاب : انتخاب منظومات ، حصہ اول (یو پی اردو اکادمی، لکھنؤ ۱۹۸۵)
اکائی ۱ مدس و جزر اسلام : مولانا الطاف حسین حالی
اکائی ۲ مستقبل : اکبر الہ آبادی
اکائی ۳ رامائن کا ایک سین : پنڈت برج نرائن چکبست
اکائی ۴ شعاع امید : علامہ محمد اقبال
اکائی ۵ البیلی صبح : جوش ملیح آبادی
اکائی ۶ صبح آزادی تہائی : فیض احمد فیض
اکائی ۷ بادیں : اختر الایمان

باب دوم

- نصابی کتاب : انتخاب منظومات ، حصہ دوم (یو پی اردو اکادمی، لکھنؤ ۱۹۸۵)
اکائی ۸ اک معمہ ہے سمجھنے کا نہ سمجھانے کا : فانی بدایونی
اکائی ۹ دنیا میری بلا جانے مہنگی یا سستی : فانی بدایونی
اکائی ۱۰ بھلاتا لاکھ ہوں لیکن برابر یاد آتے ہیں : حسرت موہانی
اکائی ۱۱ حسن بے پردا کو خود بین و خود آرا کر دیا : حسرت موہانی
اکائی ۱۲ دل گیارونق حیات گئی : جگر مراد آبادی
اکائی ۱۳ کبھی شاخ و سبزہ برگ پر کبھی غنچہ و گل و خار : جگر مراد آبادی
اکائی ۱۴ سر میں سودا بھی نہیں دل میں تمنا بھی نہیں : فراق گورکھپوری
اکائی ۱۵ کسی کا کون ہو یوں تو عمر بھر پھر بھی : فراق گورکھپوری

باب سوم

- اکائی ۱۶ اردو نظم کی مختصر تاریخ
اکائی ۱۷ اردو نظم کی ہنوتوں کا تعارف

باب چہارم

- اکائی ۱۹ اردو غزل کی مختصر تاریخ
اکائی ۲۰ صنف غزل کی اہم خصوصیات

باب پنجم

- اکائی ۲۱ اہم غزل گو شعراء کے اسالیب
اکائی ۱۲۲ جدید اردو شاعری کے اہم رجحانات

کتب برائے عمومی مطالعہ

- ۱۔ تاریخ ادب اردو رام بابو سکیت
- ۲۔ جدید اردو شاعری عبدالقادر سروری
- ۳۔ اردو ادب کی تنقیدی تاریخ سید احتشام حسین
- ۴۔ جدید اردو نظم اور یورپی اثرات حامد کا شمیری
- ۵۔ اقبال کامل عبدالسلام ندوی
- ۶۔ اکبر الہ آبادی کی شاعری کا تنقیدی مطالعہ صغریٰ مہدی
- ۷۔ حسرت موہانی احمر لاری
- ۸۔ ماہ نامہ شاہ کار الہ آباد کا فراق نمبر

BUL-03

تیسرا پرچہ : قدیم اردو نثر (Classical Urdu Prose)

باب اول

- اکائی ۱ باغ و بہار : میرامن دہلوی (سیر تیسرے درویش کی)
 اکائی ۲ فسانہ عجائب : مرزا رجب علی بیگ سرور
 “فسانہ شاہ یمن اور بندر کی تقریر اور اس کا مرنا”
 اکائی ۳ عود ہندی : (خطوط غالب) مرزا غالب دنول کشور پریس لکھنؤ
 اکائی ۴ بیوہ (ناول) : منشی پریم چند

باب دوم

- اکائی ۵ داستاب کا فن اور اردو میں اس کی روایت
 اکائی ۶ باغ و بہار کی تصنیف کا پس منظر
 اکائی ۷ باغ و بہار کا اسلوب
 اکائی ۸ باغ و بہار بحیثیت تہذیبی دستاویز
 اکائی ۹ “سیر تیسرے درویش” کی متن کی تدریس و تشریح و تفہیم

باب سوم

- اکائی ۱۰ فسانہ عجائب کی تصنیف کا پس منظر
 اکائی ۱۱ فسانہ عجائب کا اسلوب بیان۔ محاسن و معائب
 اکائی ۱۲ فسانہ عجائب کی انفرادیت
 اکائی ۱۳ فسانہ عجائب میں لکھنؤ تہذیب کی ترجمان
 اکائی ۱۴ فسانہ عجائب کے داخل نصاب اقتباس تشریح و تفہیم

باب چہارم

- اکائی ۱۵ خطوط نگاری کا فن
 اکائی ۱۶ عود ہندی
 اکائی ۱۷ خطوط غالب - ادبی خصوصیات ، زبان و بیان
 اکائی ۱۸ خطوط بنام میر مہدی مجروح : خط نمبر ۵۴، ۵۳ اور خط نمبر ۵۶ تا ۱۰۳
 اکائی ۱۹ خط بنام حاتم علی مہر : خط نمبر ۸۶ تا ۱۰۳
 اکائی ۲۰ خط بنام منشی ہر گوپال تفت : خط نمبر ۸۵

باب پنجم

- اکائی ۲۱ بیوہ (ناول) منشی پریم چند (اس کتاب سے تشریح کا سوال نہیں آئے گا)
 اکائی ۲۲ ناول کا فن اور منشی پریم چند کے ناولوں کی خصوصیات
 اکائی ۲۳ “بیوہ” ناول کا پلاٹ
 اکائی ۲۴ کردار نگاری
 اکائی ۲۵ مکالمہ نگاری
 اکائی ۲۶ منظر نگاری
 اکائی ۲۷ بیوہ ناول میں ہندوستانی سماج کی عکاسی

کتب برائے عمومی مطالعہ

- ۱۔ تاریخ ادب اردو حصہ نثر : رام بابو سکیت
- ۲۔ ہماری داستانیں : وقار عظیم
- ۳۔ اردو ناول کی تنقیدی تاریخ : احسن فاروقی
- ۴۔ ناول کی تنقید و تاریخ : علی عباس حسینی
- ۵۔ داستان اور فن داستان گوئی : کلیم الدین احمد
- ۶۔ ادبی خطوط غالب : مقدمہ عسکری
- ۷۔ خطوط غالب : حامدہ مسعود
- ۸۔ خطوط غالب مقدمہ غلام رسول مہر
- ۹۔ پریم چند کہانی کا رہنما جعفر رضا

BUL-04

چوتھا پرچہ : قدیم اردو شاعری (Classical Urdu Prose)

باب اول

- اکائی ۱ قصیدہ نگاری کا فن
 - اکائی ۲ اردو میں قصیدے کی روایت کا اجمالی جائزہ
 - اکائی ۳ ذوق کی قصیدہ نگاری کی نمایاں خصوصیات
- قصیدہ، ”زبے نشاط اگر کیجئے اسے تحریر“ کی تشریح و تفہیم

باب دوم

- اکائی ۱ مرثیے کا فن اور اجزائے ترکیبی
 - اکائی ۲ اردو میں مرثیے کی روایت کا اجمالی جائزہ
 - اکائی ۳ میر انیس کی مرثیہ گوئی نمایاں خصوصیات
- مرثیے، ”نمک خوان تکلم بے فصاحت میری“ کی تشریح و تفہیم (ابتدائی چھبیس بند)

باب سوم

- اکائی ۱ مثنوی کا فن
- اکائی ۲ اردو مثنوی کی روایت اور ارتقا
- اکائی ۳ سحرالبیان (ابتدائی پچاس اشعار تشریح و تفہیم)

باب چہارم

- اکائی ۱ غزل کا فن
 - اکائی ۲ اردو غزل کی روایت : اجمالی جائزہ
 - اکائی ۳ میر کی غزل کی گوئی کی نمایاں خصوصیات
- تھا مستعار حسن سے اس کے جو نور تھا
ہستی اپنی حباب کی سی ہے
پتا پتا بوٹا ہوتا حال ہمارا جانے ہے
خواجہ میر درد کی غزل گوئی کی نمایاں خصوصیات
- تشریح غزلیات درد
- عکس و شخص اس انیسے میں جلوہ فرما ہو گئے
وحدت نے ہر طرف تیرے جلوے دکھادیے
جگ میں آکر ادھر ادھر دیکھا
خواجہ حید علی آتش کی غزل گوئی کی نمایاں خصوصیات
- سن تو سہی جہاں میں تیرا افسانہ کیا
تار تار پیربین میں بس گئی ہے بوئے دوست
مومن کی غزل گوئی کی نمایاں خصوصیات
- تشریح غزلیات مومن
- غیروں پہ کھل نہ جائے کہیں راز دیکھنا

اثر اس کو ذرا نہیں ہوتا
اٹھے وہ شکوہ کرتے ہیں اور کس ادا کے ساتھ

پرچہ پنجم : مضمون نویسی، ترجمہ اور بلاغت
(Essay, Translation & Rhetoric)

اکائی 1 مضمون نگاری

- ## 1.1 مضمون کی تعریف

1.2 آغاز و ارتقاء

1.3 مضمون نگاری کی ضرورت

1.4 مضمون نگاری کی امتیازی خصوصیات

1.5 انشائیہ کی تعریف

1.6 انشائیہ کی خصوصیات

1.7 مضمون اور انشائیہ کا فرق

1.8 مقالہ کی تعریف

1.9 مقالہ اور مضمون میں فرق

1.10 مقالہ اور انشائیہ میں فرق

1.11 مضمون نگاری کے اصول و ضوابط پر ایک نظر

1.12 مضمون لکھنے سے پہلے کی ضروری تیاری

1.13 مضمون کا انتخاب اور ضروری معلومات کی فراہمی

1.14 مضمون کی داخلی ترتیب (خاکہ)

1.15 مضمون نگاری کی زبان، بیان اور اسلوب

1.15.1 اسلوب کی اقسام

1.16 مضمون پر نظر ثانی

اکائی 2 اردو کے نمائندہ مضمون نگار

2.1 اردو کے نمائندہ مضمون نگاروں کی تحریروں کا مطالعہ

2.2 سر سید احمد خاں

2.2.1 مضمون ں نگاری

2.2.2 اسلوب نگارش

2.2.3 خوشامد

2.3 مولوی ذکاء اللہ خان دہلوی

2.3.1 خیالات

2.4 مولوی محمد حسین آزاد

2.4.1 خوش طبعی

2.5 خواجه الطاف حسین حالی

2.5.1 زبان گویا

2.6 علامہ شبلی نعمانی

2.6.1 میر انیس کی شاعری کی خصوصیات

2.7 مولوی عبدالحليم شرر

2.7.1 نسيم سحر

2.8 مرزا فرحت اللہ بیگ

- 2.8.1 پھول والوں کی سیر
- 2.9 مولانا ابوالکلام آزاد
- 2.10 پطرس بخاری
- 1.10.1 کتّی
- 2.11 رشید احمد صدیقی

باب دوم

اکائی 1

- 1.1 مضمون نگاری (مختلف موضوعات پر مضامین)
- 1.2 مضامین کی اقسام
- 1.3 اہداف و مقاصد کے اعتبار سے مضامین کی تقسیم

اکائی 2

- 2.1 سائنسی مضامین
- 2.1.1 سائنس اور ہمارا معاشرہ

اکائی 3

- 3.1 سماجی و معاشرتی مضامین
- 3.1.1 جہیز ایک لعنت

اکائی 4

- 4.4 سیاسی مضامین
- 4.4.1 آج کا ہندوستان

اکائی 5

- 5.1 تحقیقی مضامین
- 5.1.1 زبان اور تہذیب

اکائی 6

- 6.1 تنقیدی مضامین
- 6.1.1 امراؤ جان ادا

اکائی 7

- 7.1 فلسفیانہ مضامین

اکائی 8

- 8.1 تاریخی مضامین
- 8.1.1 مکینکس اور مسلمان

اکائی 9

- 9.1 رومانی مضامین
- 9.1.1 مغرور جوتا

اکائی ۱۰

- 10.1 طنزیہ و مزاحیہ مضامین
- 10.2 کچھ ناموں کے بارے میں

باب سوم

اکائی ۱

- 1.1 ترجمہ : فن اور روایت
- 1.2 ترجمہ کی تعریف ، معنی و مفہوم
- 1.3 ترجمہ کی بحیثیت فن
- 1.4 ترجمہ کی اہمیت و افادیت
- 1.5 ترجمہ کی اہمیت و ضرورت تہذیبی نقطہ نظر سے
- 1.6 عصر حاضر میں ترجمہ کی ضرورت و اہمیت
- 1.7 ترجمہ کے اغراض و مقاصد
- 1.8 لسانی اغراض و مقاصد

1.9	ثقافتی اغراض و مقاصد
1.10	ادبی و علمی اغراض و مقاصد
1.11	صحافتی اغراض و مقاصد
1.12	دینی و مذہبی اغراض و مقاصد
اکائی ۲	
2.1	ترجمہ کی روایت اور تاریخ پر ایک نظر
2.2	ترجمہ کا علامی منظر نامہ
2.3	ترجمہ کی روایت (ہندوستانی پس منظر میں)
2.4	اردو میں ترجمہ کی روایت
2.5	فورٹ ولیم کالج اور اردو ترجمہ
2.6	دہلی کالج اور اردو ترجمہ
2.7	سائنٹفک سوسائٹی اور اردو ترجمہ
2.8	انجمن ترقی اردو ہند اور اردو ترجمہ
2.9	دارالترجمہ جامعہ عثمانیہ اور اردو ترجمہ
اکائی ۳	
3.1	ترجمہ کے اقسام
3.2	ترجمہ کا طریقہ کار، اصول و قواعد اور مسائل
3.3	ترجمہ کے اصول و ضوابط اور طریقہ کار
3.4	نثری ترجمہ کے اصول و ضوابط
3.5	منظوم ترجمہ کے اصول و ضوابط
3.6	ترجمہ میں اصطلاحات کے مسائل
3.7	اصطلاحات سازی کی ضرورت
3.8	ترجمہ کے لیے آلات و مشین کا استعمال
اکائی ۴	
4.1	مترجم کے لیے ضروری اہلیت اور اس کی لازمی صفات
4.2	ہدفی زبان (Target Language)
4.3	ماخذ کی زبان / اصل زبان (Source Language)
اکائی ۵	
5.1	اردو زبان کی اصل پر ایک نظر
5.2	اہم نمونوں کا مطالعہ
5.3	ہدفی اردو انگریزی کا ترجمہ

POLITICAL SCIENCE (BPS)

POLITICAL THEORY - BPS 01 (1st Year)

Block 1 Introduction

Unit 1 Definition and Scope of Political Science.

Unit 2 Political Science and Its Relationship with History, Sociology, Economics, Psychology.

Block 2 State

Unit 3 Concept of State

Unit 4 State and its Elements

Unit 5 Origin of state with special reference to the theory of Social Contract

Unit 6 Nature & Functions of the State (Liberal & Marxist perspective)

Block 3	Sovereignty & Rights
Unit 7	Definitions of the concepts of Sovereignty & Rights
Unit 8	Austin's theory of sovereignty
Unit 9	Pluralist Critique
Unit 10	Laski on Rights
Unit 11	Liberal Versus Marxist Perspectives

Block 4	Fundamentals of Governance
Unit 12	Liberty
Unit 13	Equality
Unit 14	Justice

Block 5	Structure & Forms of Government
Unit 15	Monarchy
Unit 16	Totalitarianism
Unit 17	Democracy
Unit 18	Unitary & Federal
Unit 19	Parliamentary & Presidential

GOVERNMENT AND POLITICS IN INDIA - BPS-02 (2nd YEAR)

Block 01	Constitution & Its Scope
Unit 1	Making of the India's Constitution
Unit 2	Salient Features of Indian Constitution
Unit 3	Preamble and the Basic Structure

Block 02	Fundamental Rights & Directive Principles
Unit 4	Fundamental Rights and its Evaluation
Unit 5	Directive Principles of State Policy

Block 03	Forms of Government
Unit 6	Indian Federalism
Unit 7	Union-State relations
Unit 8	Parliamentary Government
Unit 9	Powers and Functions of the Prime Minister and President

Block 04	Understanding Judiciary
Unit 10	Judiciary System
Unit 11	Supreme Court: Powers and Functions
Unit 12	Judicial Review and Judicial Activism

Block 05	Party System & Electoral System
Unit 13	Political Parties
Unit 14	Types of Political Parties
Unit 15	Political Parties Mobilization & Electoral Politics
Unit 16	Coalition Politics
Unit 17	Issues of Region, Religion, Caste & Language

PRINCIPLES OF PUBLIC ADMINISTRATION - BPS-03
(With special reference to India)
2nd YEAR

- Block 01 Introduction**
Unit 1. Defining Public Administration as a Discipline
Unit 2. Scope and Significance of Public Administration
Unit 3. Distinction between private and public administration
- Block 02 Organization**
Unit 4. Theories of Organization: Classical, Scientific Management, Human Relations, Decision-Making
Unit 5. Principles of Organization
Unit 6. Hierarchy, Unity of Command, Authority and Responsibility
Unit 7. Co-ordination, Span of Control, Supervision, Centralization and Decentralization, Delegation.
- Block 03 Structure of Organization**
Unit 8. The Chief Executive Types And Functions
Unit 9. Line, Staff and Auxiliary Agencies
Unit 10. Departments and Public Corporation
Unit 11. Boards and Commissions
- Block 04 Personnel Administration**
Unit 12. Bureaucracy : Meaning & Types
Unit 13. Civil Service Neutrality; Generalists and Specialists
Unit 14. Problems of Recruitment
Unit 15. Training and its Types
Unit 16. Promotion and its Types
- Block 05 Development Administration**
Unit 17. Notion of Integrity in administration
Unit 18. Role of Civil Services in General Administration
Unit 19. Political, Economic & Socio-Cultural Context of Development Administration

INTERNATIONAL POLITICS - BPS-04
(3rd YEAR)

- Block 01 International Politics: An Introductory Outline**
Unit 1. Meaning & Evolution
Unit 2. Nature and Scope of International Politics
Unit 3. Theories of International Politics
 (i) Realist
 (ii) Idealist
- Block 02 Concept of Power & National Interest**
Unit 4. Meaning, methods and techniques
Unit 5. Ideology
Unit 6. National Interest.

Block 03 Balance of Power
 Unit 7. Meaning, methods, and technique
 Unit 8. Collective Security meaning & provisions under U.N.O.
 Unit 9. Disarmament: Problems & Prospects

Block 04 Foreign Policy
 Unit 10. Meaning, Determinants of Foreign Policy.
 Unit 11. Models of Foreign Policy Making
 Unit 12. Non-alignment Relevance & Scope
 Unit 13. Diplomacy-Meaning and Forms

Block 05 New World Order
 Unit 14. Understanding Globalization
 Unit 15. International Terrorism
 Unit 16. Unconventional Forms of Terrorism

COMPARATIVE POLITICS - BPS-05
(U.K. U.S.A., CHINA, & SWITZERLAND)
(3rd Year)

Block 1 Introduction
 Unit 1. Definition of Comparative Politics
 Unit 2. Traditional Approaches: Historical, Legal, Philosophical

Block 2 Modern Approaches
 Unit 3. Behavioural Approach
 Unit 4. System, Structural, Functional Approach
 Unit 5. Marxist Approaches

Block 3 Constitutional Structure Executive
 Unit 6. Executive in U.K.
 Unit 7. Executive in U.S.A.
 Unit 8. Executive in China
 Unit 9. Executive in Switzerland

Block 4 Legislature and Judiciary
 Unit 10. U.K.
 Unit 11. U.S.A.
 Unit 12. CHINA
 Unit 13. SWITZERLAND

Block 5 Political Culture & Party System
 Unit 14. U.K.
 Unit 15. U.S.A.
 Unit 16. CHINA
 Unit 17. SWITZERLAND

HISTORY (BHIS)

History of Ancient India: Up to AD 1200 - BHIS-01 (1st Year)

Block-1: Civilization and Change

Unit 1: Harappa Civilization: Town Planning, Trade, Religion

Unit 2: The Vedic Age: The political, social, economic and religious organization of the Early Vedic and later Vedic Society.

Block-2: The Sixth Century B.C.

Unit-3 Religious movements in the sixth Century B.C. Buddhism and Jainism

Unit-4 A survey of the political conditions of India from the sixth century B.C. to 320 B.C.

Block-3 The Mauryas and Post Mauryas

Unit- 5 TheMauryan Empire: Administration of Chandragupta; Ashoka. His Dhamma; his religious policy and administration in the light of his edicts; government and society under the Mauryas; fall of the Mauryan Empire

Unit-6 The Kushan Empire: Kanishka and Buddhism

Block-4 The Guptas and Post Guptas

Unit-7 The Guptas, Chandragupta, Samudragupta and Chandragupta II; Religious, Cultural, Social and Economic life under Guptas.

Unit-8 The Hun invasion and political disintegration

Block-5 The Rise of Harsha

Unit-9 Harshavardhana: His rise and achievements.

Block 6 The Southern Kingdoms

Unit-10 A survey of the kingdoms of South India: The Rashtrakutas, the Pallavas, the Cholas and the Chalukyas.

Unit-11 The post Harsha period till the thirteenth Century AD: Rajput polity and states in northern India.

History of Medieval India: 1206 to 1707 - BHIS-02 (2nd Year)

Block-1: The advent of the Turks

Unit-1 the Turkish Conquest of Northern India and establishment of the Delhi Sultanate;

Unit-2 Causes of conquests; achievements of QutubuddinAibak, Iltutmish and Balban.
Impact of the conquests

Block-2	Establishment and Consolidation of Delhi Sultanate and its decline
Unit-3	The Khaljis: Rise and significance; Alauddin Khalji's conquests; economic and administrative reforms.
Unit-4	The Tughluqs: Ghiyasuddin Tughlaq and his agrarian reforms; Muhammad bin Tughlaq's projects; Firoz Shah's policies and reforms
Unit-5	Decline of the Delhi Sultanate: Causes of decline; emergence of regional kingdoms; Saiyids and Lodi Sultans of Delhi
Block-3	Regional powers in Deccan and South India; Central and Provincial administration, Liberal and Cultural trends in India.
Unit-5	Deccan and South India: rise of Vijayanagara and Bahmani kingdoms; economy and administration
Unit-6	Nature of the Delhi sultanate: different views and interpretations; Central and provincial administration; iqta system
Unit-7	Genesis of liberal thoughts: Sufi and Bhakti ideologies
Block-4	The Mughals (Babar to akbar)
Unit-8	Establishment of the Mughal Empire: babar and Humayun; Rise of the Surs and their contribution to the administration
Unit-9	Akbar: expansion of the Mughal Empire, religious and world outlook; sharing power and wealth with local ruling elites; Rajputs and Shaikhzadas, character, composition and organization of the nobility
Block-5	The Mughals (Jahangir to Aurangzeb)
Unit-10	Jahangir and Shahjahan: rise of Nurjahan's family; Shahjahan's revolts; war of succession among the sons of Shahjahan
Unit-11	Aurangzeb; religious policy; nobility, Deccan and North West frontier policy
Block-6	Mughal Administration and Rise of Marathas
Unit-12	Mughal administration: Mansabdari and jagirdari system; agrarian system
Unit-13	Rise of Marathas: Shivaji and his administration
Block-7	Decline of Mughal Empire and Development of Art and Architecture
Unit-14	Disintegration of the Mughal empire; Causes, theories and debates
Unit-15	Development of Art and Architecture during the Mughal period

The Medieval World: 5th to the 17th Century - BHIS-03 (2nd Year)

Block-1	Feudalism
Unit-1	European Feudalism: origin; decline of Rome; Barbarian invasions; character of feudalism; Church, state and social stratification
Unit-2	Change and decline in technology; trade, population and urbanisation

Block-2	Byzantine Empire
Unit-3	The Byzantine Empire; from the 5 th to the 10 th Century; Towns and cities in Byzantium; Political structure; Byzantine Culture
Block-3	The Arab's and Rise of Islam
Unit-4	The Arab World: from the 5 th to the 10 th Century; Nomads and merchants
Unit-5	Rise of Islam: the Pious Caliphate; Political developments; the expansion and evolution of the Caliphate under the Umayyads and the Abbasids; Socio economic changes under the impact of Islam; Scientific and intellectual developments in the Islamic World
Unit-6	Collapse of the Arab power: emergence of non arab states; disintegration of the Caliphate
Unit-7	Ottoman Empire
Unit-8	Persian Empire
Block-4	Unification of China
Unit-9	Unification of China: Dynastic changes; Sung, Mongol and Ming
Unit-10	Economic and Cultural developments: Commercial, scientific and artistic progress
Block-5	Medieval Japan
Unit-11	Difference between Japanese and European Feudalism; Rise of Minamota family, shogunata; Samurai and Daimyo struggle.
Unit-12	Tokugawa Shogunate and decline of feudalism; Socio economic and cultural developments

History of Modern India: 1707 to 1950 - BHIS-04 (3rd Year)

Block-1:	Later Mughals
Unit-1	The Later Mughals: Rise of regional states.
Unit-2	The revolts of Marathas, Jats and Sikhs.
Unit-3	Causes of the decline of the Mughal Empire.
Unit-4	European commerce in India and its politics.
Block-2	British Conquests and Administrative Reforms
Unit-5	British Conquest of Bengal.
Unit-6	Administrative reforms of Warren Hastings and Lord Cornwallis.
Block-3	Socio Cultural Reforms in 19th Century and the Revolt of 1857
Unit-7	Socio Cultural Reforms in India.
Unit-8	Important features of colonial Economy.
Unit-9	The 1857 Revolt: Causes, effect and Character
Block-4	Indian Political Associations
Unit-10	Early Indian Political Associations
Unit-11	The Rise and Growth of the Indian National Movement.
Unit-12	Mahatma Gandhi and the National Movement.

Unit-13	Constitutional developments (1861-1935)
Unit-14	Peasants and Workers Movements
Block-5	Rise of Communalism
Unit-15	Communalism and its relationship with National Movement.
Unit-16	Independence and Partition.
Unit-17	the Framework of the New Republic of India

The Modern World: 17th to the 20th Century - BHIS-05 (3rd Year)

Block-1	Economic Development
Unit-1	Economic Development and Industrialization.
Unit-2	Scientific and Intellectual Developments in Europe
Unit-3	The French Revolution
Block-2	Nationalist Movements
Unit-4	Unification of Italy and Germany.
Unit-5	19 th Century Economic Developments.
Block-3	The Socialist and Communist Revolutions.
Unit-6	Russian Revolution of 1917.
Unit-7	Political and Social Changes and the Communist Revolution in China (1911-1949)
Block-4	Rise of Fascism: Second World War; the Cold War and its aftermath.
Unit-8	Rise Nazism and the Second World War
Unit-10	The Cold War and its Aftermath.

SOCIOLOGY (BSO)

Introduction to Sociology - BSO-01 (1st Year)

Block-1: Introduction to Sociology
Unit -1: Origin, Growth and History
Unit-2: Sociology as a Scientific Discipline
Unit-3: Relationship of Sociology
Block-2: Culture:
Unit-4: Meaning and Definition; Contents of Culture.
Unit-5: Socialization: Meaning and Agents.
Unit-6: Social Group.
Unit-7: Formal Organization: Bureaucracy.
Block-3: Social Stratification
Unit-8: Meaning and Nature
Unit-9: Social Stratification and Social Differentiation
Unit-10: Theories of Stratification
Unit-11: Concept of Caste, Class, Gender and Ethnicity

Block-4: Social Deviance and Social Control

Unit-12: Meaning and causes of Deviance

Unit-13: Theories of Social Deviance

Unit-14: Social Control and Social Deviance.

Unit-15: Agencies of Social Control

Block-5: Social Change:

Unit-16: Meaning and Definition

Unit-17: Difference between Change, Progress and Development

Unit-18: Factors of Social Change: Demographic, Ideological, Technological and Conflict

Society in India - BSO-02
(2nd Year)

Block- 1: Society in India:

Unit-1: Concept of Unity in Diversity

Unit-2: Major Forms of Diversity in India: Linguistic, Racial, And Religious
Rural, Urban and Tribal

Unit-3: Theoretical Approaches to the Study of India: Structural Indological Functional, Marxian

Block -2: Social Structure and Institutions:

Unit-4: Tribal Social Structure: Tribes in India, Geographical distribution, Racial and linguistic affinities, demographic features, Isolation and Interaction with wider society.

Unit-5: Rural Social Structure; Nature, Family and kinship, caste groups, agrarian class structure and the village

Unit-6: Urban Social Structure: Meaning and definition, main features of urban life. Organization and Socio-Cultural aspects of Indian urban communities.

Block- 3: Social Organization: Religion and Culture:

Unit-7: Islam

Unit-8: Hinduism

Unit-9: Christianity

Unit-10: Sikhism

Unit-11: Buddhism and Jainism.

Block-5: Economic Process:

Unit-12: Agrarian, Peasant

Unit-13: Economy and Society, Economy and Technology

Unit-14: Production process in organized and unorganized sectors

Unit-15: Consumption and Distribution.

Block –5: Polity: Identity and Exclusion:

Unit-16: Polity in India

Unit-17: Caste and Class Conflict

Unit-18: Religious identities, secularism and communalism

Unit-19: Social movements: Dalits, OBCs, Gender Naxal, and environment.

Techniques of Investigation - BSO-03 (2nd Year)

Block-1: Sociology as a science:

Unit-1: Sociology and Common Sense, Is sociology a science?

Unit-2: Problem of Objectivity in Social Science

Unit-3: Concept of Hypothesis

Block-2: Social Research:

Unit-4: Meaning, Objectives and Characteristics

Unit-5: Types of Sociological Research:

Unit-6: Exploratory and Descriptive Research

Unit-7: Historical and Experimental Research

Block-3: Sources of data Collection:

Unit-8: Sources of Empirical Data: Primary and Secondary

Unit-9: Sampling: Need and Importance

Unit-10: Major Types of Sampling

Block-4: Methods of Data Collection:

Unit-11: Observation and Its Types

Unit-12: Interview and Its Types

Unit-13: Schedule and Questionnaire

Unit-14: Case Study and Narratives

Block-5 Data Analysis and Presentation:

Unit-15: Statistical Presentation of Data

Unit-16: Tabulation

Unit-17: Graphic Representation

Unit-18: Report Writing

Unit-19: Ethics in Research

Social Change and Social Problems in India - BSO-04 (3rd Year)

Block-1: Social Change and Problems

Unit-1: Social Transformation Meaning and Context

Unit-2: Theoretical Considerations

Unit-3: Approaches and Paradigms

Unit-4: Social Problems; Indian Context

Block -2: Major Processes of Social Change in India

Unit-5: Sanskritization and Social Mobility

Unit-6: Modernization, Westernization and Secularization

Unit-7: Industrialization and Urbanization

Unit-8: Islamization

Unit-9: Legislation

Block –3: Structure in Transition

Unit-10: Social Demography

Unit-11: Migration

Unit-12: Urbanization

Unit-13: Changing Family Structure

Block- 4: Challenges of Social Transformation

Unit-14: Development and Displacement

Unit-15: Poverty in Globalized India

Unit-16: Unemployment, Alienation and Youth Unrest.

Block–5: Identity, Exclusion and Protest.

Unit-17: Access to resources

Unit-18: Violence against Minorities

Unit-19: Marginalized Communities; Scheduled Castes, Scheduled Tribes, Gender

Unit-20: Ethnic violence and riots

Media and Society - BSO-05
(3rd Year)

Block 1: Understanding Media

Unit -1: Nature and scope of media

Unit-2: Sociology and media.

Block 2: Scope of Media Education

Unit-3: Functionalist theory.

Unit-4: Marxist theory.

Block 3: Forms of Media

Unit-5: Print media.

Unit-6: Electronic media: Film, Radio and TV.

Block 4: Media and the Marginal Groups

Unit-7: Women.

Unit-8: Religious minorities.

Unit-9: Dalits.

Block 5: Information Communication Technology

Unit-10: Internet

Unit-11: Virtual community.

ECONOMICS (BECO)
BECO-01: Price Theory
(1st year)

Block 1: Principles of Economics

Unit-1: Nature of Economic Laws

Unit-2: Methods of Economic Analysis

Unit-3: Theory of Consumer Behaviour

Block-2 Theory of Demand and Supply

Unit-4 : Demand, supply theory and elasticity

Unit-5: Producer and Consumer Equilibrium

Unit-6 Utility analysis and Law of Marginal Utility

Block-3 Theory of Production

Unit-7: Concepts of Production

Unit-8: Law of Variable proportions

Unit-9: factors of production and equilibrium

Block 4: Form of Markets and Market Structure

Unit-10: Concepts of Price and Marginal Cost

Unit-11: Economies of Scale and Scope: Total, Marginal and Average productivity

Unit-12: Perfect Competition, Monopolistic and Oligopolistic structures

Block-5 Theory of Distribution

Unit-13: Factor pricing

Unit-14: Marginal Productivity and efficiency Theory

Unit-15: Theory of Rent, wages, Interest and Profits

Suggested Readings:

1. H.L Ahuja: Advanced microeconomics
2. Samuelson, P.A: Economics- an introductory analysis. Relevant chapters
3. Lipsey, R.G: A text book of Economic theory
4. Stonier and Hague: A text book of economic theory, 3rd revised edition

Income and Employment theory - BECO-02
(2nd year)

Block 1: National Income

Unit-1: Concepts of National Income: GNP, NNP

Unit-2: Measurement of National Income

Unit-3: Income Method and expenditure Method: Problems in Measurement

Block 2: Keynesian and Classical Theories of Income and Employment

Unit 4: Determinants of Income and Employment theories: Overview

Unit 5: Classical theory of full employment

Unit 6: Keynesian theory of income and employment

Block 3: Income and Employment Determination

Unit 7: Aggregate Supply and Aggregate Demand

Unit 8: Consumption function and Investment function

Unit 9: Equality of Saving and Investment

Block 4: Income and Expenditure Multipliers

Unit 10: Concept of Multiplier, Keynesian concept

Unit 11: Government expenditure multiplier

Unit 12: Income and Consumption multiplier

Block 5: General Equilibrium

Unit 13: Functions of Money demand and supply

Unit 14: Equilibrium in Money and Product Market

Unit 15: Introduction to IS-LM framework

Suggested Books:

1. Samuelson, P.A: Economics- An Introductory analysis
2. Lipsey, R.G.: An Introduction to positive economics
3. Dilliard, D.: Economic of J.M. Keynes.

Indian Economy- BECO-03
(2nd year)

Block 1- Economic Growth and Development

Unit- 1: Characteristic of Developed and Developing Economies.

Unit- 2: Review of Indian Economic Growth

Unit-3: Evolution of Planning in India

Block- 2 Concept of Poverty and Unemployment

Unit 4: Poverty definition, concept, changes

Unit 5: Unemployment – Concept, forms, causes, remedies

Unit 6: Divergent policies and programmes for employment, Poverty eradication programmes

Block-3 Agriculture

Unit-7: Role and contribution of Agriculture in India

Unit-8: Structural changes and Issues of Agricultural Development

Unit -9: Problems and Policies related to Agriculture in India

Block-4 Review of Industrial development

Unit-10: Planning for Industrial Development

Unit-11: Trends in Industrial Development, pre and post reform period

Unit-12: Industrial policy and MSME policy

Block-5- Services Sector

Unit 13: Role of Service Sector in India

Unit 14: Trends and the emergence of Service sector in India

Unit 15 Linkages between Agriculture, Industry and Services

Suggest Reading

Misra& Puri

Agarwal A.N.

Sundaram & Rudra Dutt

Alok Ghosh

Indian Economy, Himalaya Publishers

Indian Economy, Problems & Development.

Indian Economy.

Indian Economy-its Natural & Problems

Money and Banking- BECO-04 (3rd year)

Block 1: Money and Evolution

Unit 1: Money and overview

Unit 2: Functions and Definitions of Money

Unit 3: Concept of High powered Money

Block 2: Theories of Money

Unit 4: Quantity Theory of Money

Unit 5: Cambridge Version of Quantity theory of Money

Unit 6: Keynesian theory of Money

Block 3: Supply of Money

Unit 7: Banking systems

Unit 8: Nature and Functions of Banks

Unit 9: Credit creation of Banks

Block 4 Central bank and its functions

Unit 10: Role and functions of Central Bank

Unit 11: Credit control measures of RBI

Unit 12: Monetary policies of RBI

Block 5: Money in a Globalised Era

Unit 13: Role of private and Foreign banks

Unit 14: Basel norms for Inclusive banking strategy

Unit 15: Social and community banking post reforms

Suggested Readings:

1. S.B. Gupta, Monetary Economics
2. Chandler, L.V. The economics of money and banking, S. Chand & company Ltd, New Delhi
3. R.B.I bulletin, Annual report; Report on currency and finance
4. R.B.I- Report of the committee on financial systems (Narsimhan Committee report I)
5. R.B.I- Report of the working group; Money supply analytics and compilation, 1998
6. Chandler, L.V., The Monetary and Financial System

Public Finance and International Trade - BECO-05 (3rd year)

Block 1: nature and Scope of Public finance

Unit 1: Nature of Public Finance

Unit 2: Public goods and Private goods, Concept of Merit goods

Unit 3: Maximum social advantage theory

Block 2: Public revenue

Unit 4: Sources of Public revenue

Unit 5: Classification of Taxes, characteristics of Taxes, Types of taxes

Unit 6: Direct taxes and indirect taxes, theories of tax shifting

Block 3: Public Expenditure

Unit 7: Need and importance of Public expenditure

Unit 8: Theories of Public expenditure- Wagner, Wiseman and Peacock

Unit 9: Public Expenditure and Development

Block 4: Public Debt

Unit 10: Concept of Debt

Unit 11: Taxes vs borrowing

Unit 12: Debt redemption: Instruments and challenges

Block 5: international trade

Unit 13: Concept of International and Inter-regional trade

Unit 14: Concepts of Balance of Trade and Balance of Payments

Unit 15: Role of Trade balances in Economic development: IMF objectives and functions

Suggested books

1. H. L Bhatia: Public finance

2. Taylor: Economic of Public Finance

3. Prest, A.R.: Public Finance

4. Sydney, J. Well: International Economics

ISLAMIC STUDIES**Early Phase of Islam from the Prophet upto the Umayyads - BISLS 01
(1st Year)****Unit-1. Brief survey of Pre-Islamic Society**

(a) Religious and Social Life

(b) Political and Economical Life

Unit- 2. Outlines of the Prophet's Life and His Mission

(a) Prophet's Life at Mecca

(b) Prophet's Life at Medina

(c) His Mission

Unit- 3. The Pious Caliphs and their Achievements

(a) Abu Bakr as the First Caliph of Islam

(b) Problems faced by Abu Bakr and his Achievements

(c) Nomination of Umar as the Second Caliph, and his administrative achievements

(d) Conquests during the time of Umar

(e) Uthman's selection as the successor of Umar

(f) Conquests and Developments during the time of Uthman

(g) Hazrat Ali as Caliph

(h) Assassination of Ali and its consequences

Unit- 4. Establishment of Umayyad Dynasty

(a) The circumstances which helped in the establishment of Umayyad Rule

(b) The role of Muawiyah in the establishment of consolidation of Umayyad rule

Unit- 5. Important Caliphs

- (a) Muawiyah
- (b) Abdul Malik
- (c) Waleed
- (d) Umar Ibn Abdul Aziz
- (e) Hisham

Unit- 6. Administration

- (a) Civil
- (b) Military

Unit- 7. Social Structure

- (a) Dhimmis
- (b) Mawalis
- (c) Slaves

Unit- 8. Development of Literature, Arts and Architecture**Books Recommended:**

1. P.K. Hitti : History of Arabs
2. Goldziher : Muslim Studies Vol-I
3. Fazlur Rehman : Islam

Cultural History of Islam (Abbasids) - BISLS-02
(2nd Year)

Unit- 1. The Establishment of Abbasid Rule

- (a) Abbasid Revolt – Nature and Causes
- (b) Fall of Umayyads and the Establishment of Abbasid Rule

Unit- 2. Important Caliphs

- (a) Mansur
- (b) Harun
- (c) Mamun

Unit-3. Intellectual Activity and its Impact on Muslim Society

- (a) Baitul Hikmat
- (b) Mu'tazilah and the Belief of Khalq-e-Qur'an
- (c) Muslim Philosophy

Unit-4. Social Conditions

- (a) Social Life-Ruling Class & Mawalis
- (b) Dhimmis & Slaves

Unit-5. Economic Life

- (a) Industry
- (b) Trade and Commerce
- (c) Agriculture

Unit-6. Secular Sciences

- (a) Medicine and Chemistry
- (b) Astronomy

Unit-7. Development of :

- (a) Language and Literature
- (b) Art and Architecture

Books Recommended:

1. P.K. Hitti : History of Arabs
2. Amir Ali : Spirit of Islam
3. Hell Joseph : Arab Civilization
4. The Cambridge History of Islam Vol. I A

Islam in Medieval India - BISLS- 03 (2nd Year)

Unit 1.The Establishment of Muslim Rule in India

- (a) Political Conditions
- (b) Social and Religious Conditions
- (c) Establishment of Muslim Rule

Unit 2. Development of Indo-Muslim Culture

- (a) Education
- (b) Architecture
- (c) Music and Painting

Unit 3.(a) Deen-e-Elahi

- (b) Bhakti Movement

Unit 4. Shaikh Ahmad Sirhindi and His Mission

- (a) A Brief Life Sketch
- (b) His Mission

Unit 5. Shaikh Waliullah and His School

- (a) A Brief Life Sketch
- (b) His Reforms

Books Recommended:

1. M. Mujeeb : Indian Muslims (Relevant Chapters)
2. Murray Titus : Islam in India and Pakistan
3. Yusuf Hussain : Glimpses of Indian Culture
4. M. Mujeeb : Influences of Islam on Indian Society
5. Zubed Ahmad : India's Contribution to Arabic Literature
6. Aziz Ahmad : Studies in Islamic Culture in the Indian Environment

Islamic Religious Sciences: (A) TAFSIR AND HADITH - BISLS-04
(3rd Year)

Unit-1.Introduction of Tafsir

- (a) Tafsir during the period of the Holy Prophet and the Companions
- (b) Tafsir in the later period

Unit- 2.Early Tafsir Writers and their Works

- (a) Tabari
- (b) Razi

Unit-3. Introduction to some Urdu Tafsir Writers

- (a) Sir Sayyed Ahmad Khan
- (b) Maulana Abul Kalam Azad
- (c) Maulana Ashraf Ali Thanvi
- (d) Maulana Abul A'la Mawdudi

Unit-4. Hadith

- (a) The Definition of Hadith
- (b) The History of Compilation of Hadith

Unit-5. Important Books

- (a) Sihah-e-Sittah and their Compilers

Books Recommended:

1. Helmut Gatje : The Qur'an and Its Exegesis
2. Amir Ali : The Traditions of Islam
3. Hell Joseph : The Tarjuman Al-Qur'an : A Study of Maulana Abul Kalam Azad's Approach to the Understanding of the Holy Qur'an

Islamic Religious Sciences: (B) FIQH, TASAWWUF, KALAM - BISLS-05
(3rd Year)

Unit 1.Origin and Development of Fiqh

- (a) Introduction to Fiqh
- (b) Development of Fiqh during the life of the Holy Prophet and Pious Caliphate

Unit 2.Important Schools of Fiqh

- (a) Hanafi
- (b) Maliki
- (c) Shafai
- (d) Hanbali

Unit 3. Origin and Development of Tasawwuf with special reference to

- (a) Qadiriyyah
- (b) Naqshbandiyyah
- (c) Chishtiyyah
- (d) Suhrawardiyyah

Unit 4. Some Important Sufis

- (a) Khwaja Moinuddin Chishti
- (b) Hasan Basri
- (c) Sheikh Abdul Qadir Jilani
- (d) Khwaja Nizamuddin

Books Recommended:

1. Mc Donald Development of Muslim Theology and Jurisprudence
2. Lammens Islamic Beliefs and Institutions

ELEMENTARY URDU (ONLY ASSIGNMENTS)

MM: 100

Note: Students have to submit only Assignment. No Term-end-Examination will be held for Elementary Urdu.

Book – 1 : Learn Urdu from English/ Hindi

ISLAMIAT - BISL

(ONLY ASSIGNMENT)

Note: Students have to submit only Assignment. No Term-end-Examination will be held for Islamiat.

Paper -BISL

Unit - 1: Beliefs and Practices: Introduction and Objectives

- a) Beliefs
 - i. Tauheed (Oneness of God)
 - ii. Malaikah (Angels)
 - iii. Risalah (Prophethood)
 - iv. Kutub-e-Samaviyyah (Revealed Books)
 - v. Akhirah (Life Hereafter)
 - vi. Taqdeer (Destiny)
- b) Practices:
 - i. Namaz (Prayers)
 - ii. Zakat (Alms)
 - iii. Roza (Fast)
 - iv. Hajj (Pilgrimage)

Unit - 2: Islamic Society

- a) Rights of Parents
- b) Rights of Relatives
- c) Rights of Neighbours
- d) Rights of Muslims
- e) Rights of Other Human Beings
- f) Rights of All Creations

Unit - 3: Life of Prophet Mohammad (PBUH): Brief Introduction

- a) Life of Makkah
- b) Life of Madina
- c) Ethical and Moral Values

Unit - 4: The Pious Caliphate: Brief Introduction

- a) Caliph Abu Baker
- b) Caliph Umar
- c) Caliph Uthman
- d) Caliph Ali

Unit - 5: The Qur'an

- a) Definition of Wahy
- b) Collection and Compilation of Holy Qur'an
- c) Translation of Surah Fateha and Last Ten Surahs (Chapters) of Qur'an

Unit - 6: The Hadith

- a) Meaning, Importance and Necessity
- b) History of the Compilation of Hadith (in brief)
- c) Ten Selected Ahadith from "Tajreed-e-Bukhari" *translated by Maulana Syed Abdul Daim Jalali* Nos. of Ahadith: 10,12,13,18,39,41,44,45,46,63
- d) Imam Bukhari & Imam Muslim (Short Introduction)

Unit – 7: Fiqh (Jurisprudence)

- a) Meaning, Importance and Necessity
- b) Brief History of Compilation
- c) Basic Sources (Introduction)
- d) Imam Abu Hanifa & Imam Malik (Short Introduction)

Unit - 8: Tasawwuf (Sufism)

- a) Meaning, Introduction and Significance
- b) Famous Sufis : Moinuddin Chishti, Nizamuddin Aulia, Sheikh Ahmad Sir Hindi

Books Recommended:

- | | | |
|----|--------------------|----------------------------------|
| 1. | Dr. M. Hamidullah | Introduction to Islam |
| 2. | Maulana Abdul Hai | Teaching of Islam |
| 3. | A.A. Maududi | Towards Understanding Islam |
| 4. | Dr. Farida Khanam | A Simple Guide to Islam |
| 5. | D. Mohiuddin | Islamic Religious Knowledge |
| 6. | Farida Khanam | A Guide to Sufism |
| 7. | Abu Muhammad Muleh | The Last Part of the Holy Qur'an |
| 8. | Kemal A. Faruki | Islamic Jurisprudence |

INDIAN RELIGIONS AND CULTURE (IRC)
(ONLY ASSIGNMENT)

Note: Students have to submit only Assignment. No Term-end-Examination will be held for Indian Religion & Culture.

Unit - 1:

- a) Pre-Aryan Culture of India: Dravadians, Mohanjodaro, Harappa.

Unit - 2:

- b) Culture and Religion of the Aryans: Vedic Literature, Ramayana, Mahabharata, Bhagavad-Gita and Varanashrama Dharma

Unit - 3: Buddhism

- a) The Life and Teachings of Gautama Buddha
b) Rise of Buddhism, Ashoka
c) Decay of Buddhism in India

Unit - 4: Jainism

- a) The Life and Teachings of Mahavir Jain
b) Contribution of Jainism to Indian Culture

Unit - 5: Revival of Hindu Religion and Culture

- a) Revival of Hindu Religion under the Guptas
b) Development in Art and Culture of India
c) Social Organisation, Shankaracharya

Unit - 6: Islam

- d) Islam an Introduction
e) Basic Teaching of Islam: Beliefs, Practices and Social Teachings
f) Sources of Islamic Tradition
g) Brief Life Sketch of the Prophet Mohammad (PBUH)

Unit - 7: Sikhism

- a) Guru Nanak and the Evolution of the Panth

Unit - 8: Christianity

- a) Life and Teachings of Jesus Christ
b) Church
c) Christian Community in India

Books Recommended:

- | | |
|------------------------------------|--|
| 1. Sen K.M. | Hinduism |
| 2. Monier, William | Hinduism |
| 3. Parabhwanada, Swami | The Spiritual Heritage of India |
| 4. Humphrays, Christian | Buddhism |
| 5. Panniker, K.M. | A Survey of Indian History |
| 6. Punjabi University | Islam |
| 7. Hussain, Yousuf | Glimpses of Indian Culture in Medieval India |
| 8. Punjabi University | Sikhism |
| 9. Punjabi University | Christianity |
| 10. Vidyarathi M.L. | Indian Culture through the Ages |
| 11. Harbans Singh & Lal Mani Joshi | An Introduction to Indian Religions |
| 12. Farida Khanam | A Simple Guide to Islam |

General English-01 - GEG-01
(1 Year)

Block 1

Unit 1: Understanding Stories: How stories are told?

Unit 2: Studying Articles

Unit 3: Comprehending “An Astrologer’s Day”

Unit 4: Understanding Irony

Unit 5: Understanding the Poem “Bangle Sellers”

Block 2

Unit 6: Studying Prepositions

Unit 7: Comprehending “Between the Mosque and the Temple”

Unit 8: Studying Adjectives: Degrees of Comparison

Unit 9: Understanding Prose: “Vanishing Animals”

Unit 10: Practicing Comprehension-1

Block 3

Unit 11: Studying Tenses-1

Unit 12: Understanding the Poem “The Mountain and the Squirrel”

Unit 13: Understanding Prose: “Education: Indian and American”

Unit 14: Writing Paragraphs-1

Unit 15: Practicing Comprehension-2

Block 4

Unit 16: Studying Tenses-2

Unit 17: Writing Paragraphs-2

Unit 18: Understanding the Poem “Where the mind is without fear”

Unit 19: Understanding the Poem “Stopping by Woods on A Snowy Evening”

Unit 20: Practicing Comprehension -3

General English-02 - GEG-02
(II Year)

Block 1

Unit 1: Understanding Stories: How stories are told?

Unit 2: Transformation of Sentences

Unit 3: Comprehending “The Child”

Unit 4: Synthesis of Sentences

Block 2

Unit 5: Direct-Indirect: Reported Speech

Unit 6: Comprehending “The Gift of the Magi”

Unit 7: Active-Passive Sentences

Unit 8: Understanding Sonnet: “When in Disgrace”

Block 3

Unit 9: Understanding Prose: “My Financial Career”

Unit 10: Understanding the Poem “The World is too much with us”

Unit 11: Writing Letters

Unit 12: Precis Writing

Block 4

Unit 13: Understanding Prose: “Speech on Indian Independence”

Unit 14: Understanding the Poem “Success is Counted Sweetest”

Unit 15: Essay Writing

Unit 16: Understanding the Poem “I, Too, Sing America”

2. COUNSELLING SESSION

Counselling sessions are held at the Learner Support Center normally 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 while going through the SLM.

In these sessions candidates must try to resolve subject related difficulties if any. Before you proceed to attend the counselling sessions, please go through your programme materials and make a plan of the points to be discussed. The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Learner Support Center.

Counselling sessions will be organized in all theory programmes. The counselling duration will be of 2 hours in each of the five sessions. Attending the counselling sessions is not mandatory, nevertheless is always in the interest of learners to attend these sessions.

2.1 MODE OF INSTRUCTION

It is based on Self-Learning Study Material prepared and supplied by CDOE, besides counselling sessions and other exercises such as assignments etc.

3. SMS ALERT

The CDOE, JMI has an SMS Alert Service, wherein a student gets connected with the Centre by receiving messages. SMS Alert Service has the uniqueness that the student gets updates regarding academic activities related to their Programme. However, students are advised not to depend completely on SMS rather they should remain in touch with their respective Learner Support Center continuously for any updated information. Further, they should follow the Academic Calendar provided to them for the current academic year.

4. ACADEMIC CALENDAR

The academic calendar provides important dates and other relevant information corresponding to activities such as Counseling, 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 – jmi.ac.in as well as on the notice board of Centre for Distance and Online Education.

5. Learner Support Center

The Learner Support Center to which you have been admitted will remain your Learner Support Center till you have cleared all programmes within the maximum time allowed. No student would be permitted to change his/her Learner Support Center at any point of time. All the activities related to Counseling Assignments and Annual Examination will be held at the Learner Support Center only. However, the CDOE, JMI reserves the right to discontinue/change the Examination/ Learner Support Center at any point of time as it deem appropriate.

6. EVALUATION SYSTEM

6.1 Assignments

Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a programme carry about 30% weightage.

The assignments are designed in such a way as to help you concentrate mainly on the printed programme material. However, access to other books and sources will be an added advantage in your academic pursuits.

Assignments should be hand written. Typed or printed assignments shall not be entertained.

For your own record it is advisable to retain a copy of all the assignment responses.

You have to submit the Assignments to the Learner Support Center on or before the last date of submission mentioned in the Academic Calendar.

Write your Name and Roll Number correctly on the Assignment booklet.

Getting pass percentage in assignments is mandatory. If you do not get passing marks in any assignment, you have to submit a fresh assignment in consultation with the Programme Coordinator. However, once you get the passing marks in an assignment, you cannot re-submit it for improvement of marks.

6.2 Annual Examinations

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result. You must fill in the Annual Examination form and send to the Centre for Distance and Online Education, Jamia Millia Islamia, Jamia Nagar, Okhla, New Delhi-110025.

6.2.1 Annual Examination Form

Examination forms pertaining to Annual Examinations, Admit Card and Student's Record Card are provided with the Programme Guide as 'Form A', 'Form B' and 'Form C' respectively. For appearing in the subsequent Annual Examination, i.e. Part-II & III, additional forms A and B are also enclosed with this Programme guide. The filled-in Examination Form along with a self addressed envelope with Rs. 40/- postal stamp pasted on it is to be submitted to the "Director, ARJUN SINGH CENTRE FOR DISTANCE AND ONLINE EDUCATION, JAMIA MILLIA ISLAMIA, JAMIA NAGAR, NEW DELHI 110025" with a caption 'Examination Form' on top of the envelope. The examination forms should be submitted on or before the last date mentioned in the Academic Calendar.

6.2.2 Annual Examination Date-sheet

On receipt of your Examination Form, the Admit Card will be dispatched 15 days before the commencement of the annual Examination. In case you fail to receive the Admit Card 10 days before the commencement of examination, you may contact your Learner Support Center. A duplicate admit card will be issued at the time of Examination.

Examinations Date-sheet will be uploaded on the website much in advance before the commencement of the Examination.

While submitting your Examination Form for the annual examinations, it is your responsibility to check whether you are registered for the programme and whether you are eligible to appear for that examination and have deposited the required fees. If any of the above requirements are found missing, your examination is liable to be cancelled.

7. ANNUAL EXAMINATION RESULT

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

7.1 Declaration of Result

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

- (a) At least 33% marks in each component of theory papers i.e. in assignments and Annual Examination, separately;
- (b) An aggregate of at least 40% marks based on all theory papers and assignments, to obtain the degree;
- (c) If a student fails to qualify any component of a paper or a programme he/she can repeat the same during the subsequent years, up to the maximum duration provided for the Programme from the date of registration; and
- (d) On the basis of the marks obtained, division will be awarded in the following way:
 - (i) Distinction to those who obtain 75% marks or more in the aggregate.
 - (ii) First division to those who obtain 60% marks or more in the aggregate.
 - (iii) Second division to those who obtain less than 60% marks in the aggregate but not less than 50% marks.
 - (iv) Third division to those who obtain less than 50% marks in the aggregate but not less than 40% marks.

Grace Marks: A maximum of three (3) grace marks shall be given only to those students who by obtaining them are able to either pass the examination or improve to get a division. Only minimum grace marks as required shall be awarded. The grace marks awarded shall be counted in Grand total.

7.2 Promotion to the next year of the Programme

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

7.3 Re-evaluation of Answer Scripts

- (i) Any student intending to apply for re-evaluation of answer scripts of any programme of his/her written examination, may do so on the prescribed application form within 30 days from the date of issue of mark sheet.
- (ii) Re-evaluation of scripts will not be allowed in more than one third of the written papers of an annual examination.
- (iii) The original statement of marks issued to the candidate shall accompany each application for re-evaluation.
- (iv) Re-evaluation shall not be permitted in the case of practical examinations, viva voce, project examination, assignments/internal assessment, etc.
- (v) The candidate applying for re-evaluation shall be required to pay the prescribed fee per paper.
- (vi) Merit list, declared in the results of the respective examination, shall not be prejudiced owing to re-evaluation of scripts.
- (vii) If there will be any change in the result of the examination due to re-evaluation of answer scripts, no examinee can complain in the court of law, nor any action can be initiated against the examiner(s) concerned.
- (viii) If the award of the re-evaluator (second examiner) varies from the original award up to and including $\pm 5\%$ of the maximum marks secured earlier, the original award shall stand.
- (ix) If the award of the re-evaluator varies from the original award to more than $\pm 20\%$ of the maximum marks secured earlier, the answer script shall be sent to the second re-evaluator (third examiner).
- (x) The average of the marks awarded by the second and third examiner shall be final.
- (xi) Applications for re-evaluation of answer scripts only for annual examination shall be accepted.
- (xii) Answer scripts of those examinees who appeared for improvement of division or percentage of marks shall be final and shall not be re-evaluated.

7.4 Improvement of Result

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

- (i) The student has successfully completed all the requirements/clearance of all papers required for the award of the Degree;
- (ii) The student shall get only one chance for improvement in case of a maximum of two theory papers and that too in the successive year (Annual Examination) following the declaration of his/her final year result;
- (iii) Better of the two marks obtained by the student will be considered as final;
- (iv) In case of students who apply for improvement but do not appear in desired paper(s), their previous marks in these paper(s) shall be counted; and
- (v) The students will have to appear in the improvement examination on the basis of the current syllabus in the same paper. However if the paper is changed (title & contents) then the student would appear as per the old syllabus of the paper(s).

8. GENERAL REGULATIONS

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

- ☐ Programme Fee: The Programme fee is payable in advance each year, irrespective of results through a demand draft drawn in favour of Jamia Millia Islamia, payable at New Delhi on or before the date fixed by CDOE, Jamia Millia Islamia. No refund of fees is allowed in any case;
- ☐ Re-Registration Fee: A student who does not appear in any component (i.e. theory and assignment) of the Programme during the minimum period and wishes to continue the Programme, then he/she will have to re-register by paying the prescribed re-registration fee; given in the table on next page.
- ☐ Late Fee: A student who doesn't submit his/her Assignments and Examination Form on time may submit the same with the prescribed late fee; and
- ☐ Candidates are required to intimate the relevant authorities, sufficiently in advance, if there is any change of address/mobile number etc.

Table: Renewal and other Fee applicable for
Bachelor of Arts (B.A. General) (Distance/ Online Mode)

Sl. No.	Bachelor Of Arts (Distance Mode)	Fees/Charges (Rs.)
1.	Programme/Renewal Fees (to be paid for final Year)	8000/-
2.	Submission of Assignments with late fees up to the maximum period of 4 weeks	100/- (Per Assignment)
3.	Submission of Assignments in the following years (In case of absence/fail if any)	200/- (Per Assignment)
4.	Submission of Annual Examination form with late fees up to 4 weeks.	250/-
5.	Submission of Annual Examination form with late fees beyond 4 weeks up to the next 4 weeks.	600/-
6.	Re-appearing in Annual Examination (In case of absence/fail/improvement)	500/- (Per paper/programme)
7.	Re-Registration Fee*	2160/-
8.	Provisional Certificate	50/-
9.	Migration Certificate	50/- (after passing exam)
10.	Migration Certificate	200/- (before passing exam)
11.	Duplicate Statement of Marks (Attach a copy of FIR)	200/-
12.	Duplicate Identity Cards (Attach a copy of FIR)	200/-
13.	Change of Address in ID Card	50/-
14.	Re-evaluation of (current) Answer Script	500/- (Per Programme)
15.	Change of Optional/Compulsory Papers in BA (Gen) applicable at the 1st Year Only, before submission of Examination form	1500/- (per programme /paper)
16.	Change of medium of programme to be exercised in the application form.	1000/-

Note: * If a candidate fails to appear in any of the prescribed components of the Programme within the stipulated period of 2 years and desires to continue the Programme after the lapse one year he/she should re-register for the Programme by depositing the above mentioned re-registration fee. The Fee once paid will not be refunded or adjusted under any circumstances.

All the fees/charges wherever, applicable will be payable only in the form of demand draft drawn in favour of Jamia Millia Islamia payable at New Delhi.

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

**Centre Form Distance and Online Education
Jamia Millis Islamia, New Delhi – 110025**

Admission Renewal Form

BA Part – II/III

(Distance & Online Mode) Session

Roll No.

Enrolment No.

Name of the Learner Support Centre

Learner Support Centre Code No.

Name of the Candidate

(Block Letters)

Father's Name & Address

..... Mob.....

I wish to take admission in Year

Name of Course

Subject Code 1. 2. 3.

4. 5. 6. 7.

Medium of Study Material

Mobile No.

.....
(Date of Submission)

.....
(Signature of the Candidates)

The Candidate has been promoted to And the fee of Rs.

has been deposited through DD No. Date.....

Bank

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

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



Centre for Distance and Online Education

Jamia Millia Islamia

(A Central University by an Act of Parliament)

Distance/Online Mode

Application Form for Re-registration

(Particulars should be filled in by the Candidate in his/her own handwriting)

The Hony. Director
Centre for Distance & Open Learning
Jamia Millia Islamia
New Delhi-110025

Affix an attested
photograph

Sir,

I seek re-registration to the programme..... (Distance/Online Mode),
Session..... As I could not appear in any component in the Part
..... Session.....

I certify that I am the same person who took admission in this programme in
session.....

Yours Faithfully

(Signature of the Applicant)

Re-registration fee Rsby DD No.....Drawn on
Bank Dated..... is enclosed
herewith.

Particulars

Candidate's Name (in Block Letters)
Candidate's Name in Urdu or Hindi:
Father's Name: (in Block Letters):
Father's Name in Urdu or Hindi :
Present Postal Address :
..... Phone No.
Name of the Programme Admitted..... Part Year
Roll No. Enrolment No.
Programme Centre Code & Name

(For Office Use Only)

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

Centre for Distance and Online Education

Dated



Centre for Distance and Online Education Jamia Millia Islamia

(A Central University by an Act of Parliament)

Distance / Online Mode

APPLICATION FOR RE-EVALUATION OF ANSWER SCRIPT(S)

(Particulars should be filled in by the candidate in his/her own handwriting)

- A. Name of candidates (in Block letters)
Roll No. Enrolment No.
Name of the Programme/Exam.....
Part.....

(Annual 200..... Particulars of papers in which Re-evaluation is required is given below:

	Course/Paper (see Paras 5&12)	<u>MARKS</u> Obtained out of	<u>Aggregate</u>	<u>Result</u>
--	----------------------------------	---------------------------------	------------------	---------------

1.

2.

Note: Original Statement of Marks (Marks-sheet) together with a Photostat copy should be attached herewith.

B. DECLARATION:

- (i) I have carefully read ordinance regarding re-evaluation and I agree to abide by the same.
(ii) I also undertake to accept the final result to be declared by the Controller of Examinations, Jamia

Date

Signature of Candidate

Present Address

.....

- C. Amount of Fee of Rs.paid Vide Receipt No./DD No.....
Name of the Bank Date..... (Receipt/DD
attached)

(see Paras 1, 3 & 6 printed-verleaf)

Received application from of Mr./Ms.
Class..... (Distance/Online Mode) for Re-valuation.

Date

For Controller of Examination

ORDINANCE FOR RE-EVALUATION OF ANSWER-SCRIPTS

1. (a) Any candidate intending to apply for Re-evaluation for Answer script(s) of any Paper, Subject of his/her written examination, may do so on the prescribed application form within ONE MONTH of the declaration of the result in each case.
(b) However, the Re-evaluation of scripts will not be allowed in more than ONE-THIRD of written papers up to the maximum of three papers (whichever is less) of an Annual Examination.
 2. The application for Re-evaluation shall be made once only in respect of the papers of an examination in which re-evaluation is required.
 3. No application for re-evaluation shall be, entertained beyond the prescribed time limit under any circumstances whatsoever.
 4. Each application for re-evaluation shall be accompanied by the "ORIGINAL STATEMENT OF MARKS" issued to the candidate. The photo copy of the statement of marks/grades will be returned to the candidate after proper endorsement of the same to the effect that the candidate's result is under consideration and that he/she will accept the final result to be declared by Jamia as a result of re-evaluation applied for by him/her.
 5. Re-evaluation shall not be permitted in the case of Practical Examination, internal evaluation, Viva-Voce, as also the answer scripts of any examination which have already been valued in full by joint Examiners/Board of Examiners.
 6. The candidate applying for Re-evaluation shall be required to pay a fee of Rs.500/- per paper or part thereof. No refund will be made in any case.
 7. The merit list, declared in the result of the respective examination will not be disturbed due to re- evaluation of scripts.
 8. If there be any change in the result of the Examination due to Re-evaluation of answer scripts, no examinee can complain in the Court of Law or any action can be taken against the examiner concerned.
 9. If the award of the re-evaluator varies from the original award up to and Including + 5% of the maximum marks, secured earlier, the original award will stand, If a candidate secures more than + 5% and less than or equal to 20% of marks, the marks awarded by the re-evaluator will be final. if a candidate secures more than 20% of marks (plus or minus) in re-evaluation the answer- script will be sent to the 3rd examiner. The average of the marks awarded by the 2nd and 3rd examiners will be taken and it will be final.
 10. All cases of re-evaluation of script shall be reported to the Examination Committee.
 11. Application for re-evaluation of answer-scripts of only Annual Examination shall be accepted.
 12. Answer-scripts of those who appeared for Improvement of the Division or Percentage shall be final and are not subject to Re-evaluation.
- NOTE:** (a) Demand Draft of Rs. 500/- per course should be in favour of "Jamia Millia Islamia, New Delhi" and payable at New Delhi. Please send all the documents and demand draft for re-evaluation to "The Controller of Examinations, Jamia Millia Islamia, New Delhi."
- (b) Students must fill separate forms attaching separate Demand Draft for papers of different parts.
- (c) Postal Charges: If the certificate / Marksheet etc. is required by post then you must send your forms accompanied by a self-addressed envelope bearing Indian stamps of Rs. 45/-only.



Centre for Distance and Online Education Jamia Millia Islamia

(A Central University by an Act of Parliament)

Distance/ Online Mode

APPLICATION FOR CERTIFICATE

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

Sir,

I request you to please issue me the Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My signature and particulars given below are attested by the Programme Incharge / Director, Centre for Distance and Online Education / Gazetted Officer.

Yours faithfully,

.....
CANDIDATE

PARTICULARS

- Candidate's Name.....
(in Block Letters)
- Candidate's Name in Hindi or Urdu.....
- Father's Name.....
(in Block Letters)
- Father's Name in Hindi or Urdu.....
- Present Postal Address.....
.....Phone / Mobile No.....
- Name of the Examination.....Part.....Year.....
- Roll No.....Enrolment No.....Previous Enrolment No if any.....
- Date of admission(in the Centre for Distance and Online Education).....
(To be filled when the Migration Certificate is required)
- Certificate Required

.....
Attested by the Director, Centre for Distance and Open Learning / The Programme Incharge / Gazetted Officer (Office Stamp)

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

Received the Certificate mentioned above

.....
CANDIDATE

Amount of Fee of Rs.paid Vide Receipt No / DD No..... Name of the
Bank.....Date.....(Receipt/DD attached). I authorize.....
..... to collect my Certificate.

The Specimen Signature of Messenger is given below:

.....
Specimen Signature of Messenger

.....
CANDIDATE

Received application form of Mr./ Ms.....Class (Distance
Mode) for..... Certificate.

Date.....

For Controller of Examination

FEES FOR ISSUING MIGRATION, PROVISIONAL & OTHER CERTIFICATES

	RUPEES
1. PROVISIONAL CERTIFICATE	50
2. DUPLICATE MARKSHEET / MIGRATION / PROVISIONAL (For above – mentioned Duplicate Certificate attach a copy of F.I.R)	200
3. MIGRATION CERTIFICATE	
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-----	20 days
ii) Migration-----	20 days
iii) Duplicate Marksheet-----	20 days
iv) Change of Name-----	6-7 days

5. TIME REQUIRED FOR PREPARATIONS/ISSUE OF THE MARK-SHEET/CERTIFICATE PROVIDED ALL OTHER REQUIRED DOCUMENTS ARE ATTACHED.

Note: a) Old cases of more than 3 years will require more time.

- b) Students must fill separate forms and attach separate Demand Drafts for each certificate to be issued.
- c) Demand Draft of an appropriate amount per certificate etc. should be in favour of "Jamia Millia Islamia". and payable at New Delhi. Please send all the documents and demand draft for the required certificates to "The Controller of Examinations, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025".
- d) Postal Charges: If the Certificate Marksheets etc is required by post, then you must send your form accompanied by a self-addressed envelope bearing Indian Postal Stamps of Rs. 30/- Only.



Centre for Distance and Online Education Jamia Millia Islamia

(A Central University by an Act of Parliament)

Distance/Online Mode

FOR ISSUE OF DEGREE/DIPLOMA/CERTIFICATE

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

Sir,

Affix an attested
photograph

I request you to please issue me the Degree/Diploma/Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My particulars are as follows

1. Candidate's Name.....
(in Block Letters)
2. Candidate's Name in Hindi or Urdu.....
3. Father's Name.....
(in Block Letters)
4. Father's Name in Hindi or Urdu.....
5. Mother's Name.....
6. Present Postal Address.....
.....Phone / Mobile No.....
7. Name of the Examination.....Part.....Year.....
8. Roll No.....Enrolment No.....Previous Enrolment No if any.....

Previous Enrolment No if any.....

Yours Faithfully,

Verified from the records and certified that Mr./ Ms.....
whose signature & photograph are attested above, has signed In my presence
and is a genuine candidate. He/She has no dues.

(Signature of Candidate)

Signature with Seal
Dean/Principal/Headmaster/Director (Concerned)

Received the Degree/Diploma/Certificate

Candidate/Messenger Signature with date

I authorize.....to collect my above mentioned Degree/Diploma/Certificate.

The Specimen Signature of Messenger is given below:

Specimen Signature of Messenger

(Signature of Candidate)

(See instruction overleaf)

INSTRUCTIONS

1. Attach photocopies of marks sheets of all years examination (passed) (in case of improvement, attach a photocopy of improved marksheet).
2. If the course is completed in more than minimum duration of course, attach photocopy of the combined marks sheet.
3. Photocopy of notification in case of Ph.D. Degree
4. The Candidate / Messenger must show his /her Identity at the time of receiving the degree/diploma/certificate.

Issue of Duplicate Degree / Diploma / Certificate:

Duplicate degree/diploma/ certificate can also be obtained on submitting an application alongwith the following:

1. An affidavit signed and certified by the First Class Magistrate
2. Cutting from the leading newspaper showing that the original has been lost or destroyed, or submit defaced/remaining portion of degree/diploma/certificate.
3. Prescribed fee of Rs. 100/-

Time required for preparation/issue of the certificate provided all other required documents are attached.

Degree / Diploma / Certificate	30days
--------------------------------	--------

Duplicate Degree / Diploma / Certificate	60 days
--	---------

Note : Old cases of more than 5 year will require more time.

I have read all above mentioned instruction carefully. I will abide by the rules and regulations or any instruction s given by Examination Department.

.....
Signature
Candidate / authorized person



Form 'A'

Jamia Millia Islamia, New Delhi

Particulars of Forms A, B & C to be filled in by the candidate in his/her own handwriting

Examination..... (Distance/Online Mode) Final
Year.....

The Controller of Examination
Jamia Millia Islamia
New Delhi – 110025

Sir,

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

Yours Faithfully,

Candidate's signature (in full)

Date

Roll No.

Enrolment No.

LSC Code No.....

Candidate's
Photograph To be
pasted here

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

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

Course Code	Course Title

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

1. Name of the Candidate

(BLOCK LETTERS)

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

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

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

5. Address (Present).....

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

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

Declaration:

I hereby solemnly affirm that I have submitted/will submit all the required number of assignments prescribed for the above course(s) within the deadlines prescribed by the University, to the appropriate authority for evaluation.

I am aware that submission of assignments prescribed for these courses is a pre-requisite for taking Term-End-Examination. In case my above statement regarding submission of assignment is found to be untrue, the University may cancel the result of my above mentioned. Term-End-Examination and I undertake that I shall have no claim whatsoever in this regard. I also undertake that I shall abide by the decision, rules and regulations of University. I have signed this undertaking on this..... day of.....

Signature of the Candidate.....

Declaration:

I hereby declare that all the entries made in the form and copies of documents attached herewith are correct to the best of my knowledge. If any falsification is found in this connection, the Jamia Millia Islamia has the right to cancel the examination at any time.

.....
Signature of Candidate

.....
Signature of Father/Mother/Guardian

CERTIFICATE

Certified that the above-named student is a Distance Mode student. His /her conduct is satisfactory and that he/she is eligible to appear at the examination noted above. The information furnished by him/her on Forms A, B and C is correct. Photographs & Signatures of the candidate on forms A, B and C are attested.

Date

.....
Hony. Director
Centre for Distance & Online Education

To be filled if applicant:

Fee of Rs.....

paid vide DD No.....

Name of the

Bank.....

Date.....

DD is attached.

Note: Required for Clear-Remaining/Improvement of Result papers etc. Please read Programme Guide for fee and rule.



Form 'B'
ADMIT CARD

JAMIA MILLIA ISLAMIA, NEW DELHI

ANNUAL EXAM..... (Distance/Online Mode) Final Year.....

Candidate's Name
(Capital Letters)

Affix your recent photo
(Size 2x1.5) attested by the
Director, Centre for Distance
and Open Learning or by the
Programme Incharge.
Photograph should be pasted
with gum and not stapled or
pinned.

Father's Name.....

Examination.....

Part.....

Medium of Examination

Category: Distance Mode

All Courses/Papers in which the candidate wishes to appear this year

Course Code	Course Title	Course Code	Course Title

Practical and/or viva etc. prescribed

Roll No.

Enrolment No.

LSC Code No.....

Signature of the Candidate

Hony. Director

Specimen Signature of the Candidate

N.B. (a) The Examination will be held according to the 'Scheme of Examination' (Date Sheet) placed on the Notice Board of the Arjun Singh Centre for Distance and Open Learning Office and Controller of Examination, Jamia Millia Islamia and the Programme Centre
(b) Candidate must bring his/her own pen, pencil and identity card etc.
(c) Order of the question papers given in the date sheet shall not be guaranteed. (d) Read carefully and follow the 'Instructions for Candidates' (Printed overleaf)



Form 'B'
ADMIT CARD

JAMIA MILLIA ISLAMIA, NEW DELHI

ANNUAL EXAM..... (Distance/Online Mode) Final Year.....

Candidate's Name
(Capital Letters)

Affix your recent photo
(Size 2x1.5) attested by the
Director, Centre for Distance
and Open Learning or by the
Programme Incharge.
Photograph should be pasted
with gum and not stapled or
pinned.

Father's Name.....

Examination.....

Part.....

Medium of Examination

Category: Distance Mode

All Courses/Papers in which the candidate wishes to appear this year

Course Code	Course Title	Course Code	Course Title

Practical and/or viva etc. prescribed

Roll No.

Enrolment No.

LSC Code No.....

Signature of the Candidate

Hony. Director

Specimen Signature of the Candidate

N.B. (a) The Examination will be held according to the 'Scheme of Examination' (Date Sheet) placed on the Notice Board of the Arjun Singh Centre for Distance and Open Learning Office and Controller of Examination, Jamia Millia Islamia and the Programme Centre
(b) Candidate must bring his/her own pen, pencil and identity card etc.
(c) Order of the question papers given in the date sheet shall not be guaranteed. (d) Read carefully and follow the 'Instructions for Candidates' (Printed overleaf)

INSTRUCTION TO CANDIDATES FOR EXAMINATION (Ordinance X Para 30, 31)

- 30.1 The doors of the Examinations Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- 30.2 A candidate may not be admitted into the Examination hall if he/she fails to present to the invigilator his/her Admission card and / or satisfy the Superintendent of examination that it will be produced within a reasonable time.
- 30.3 All candidates shall come to the Examination Hall before the time fixed for the Examination Hall. The candidate arrives not later than 30 minutes after the time fixed for the examination, the invigilator may allow him/her to appear at the examination with the permission of Superintendent of Examination. No candidate shall be allowed to appear in the examination not later than 30 minutes after the time fixed.
- 30.4 The candidate shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examination or Invigilators of any Official of the University connected with the Examinations.
- 30.5 The candidate shall maintain and observe strict disciplines in and /or near the Examination Central /Hall and shall not in any such not as misbehaviour / noise which causes any obstruction and /or disturbance or disruption in the conduct of Examination.
- 30.6 No candidate shall be allowed to leave the Examination Hall, until an hour has cleared after the distribution of the Question Paper.
- 30.7 No candidate shall leave his/her place to go out of the Hall without the permission of the invigilator, unless he/she has handed over answer book to the Invigilator concerned.
- 30.8 If a candidate deserve to go out of the Examination Hall for a while, a reliable person shall be sent with his/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 30.9 A soon as the time prescribed for the Question Paper Expires, the candidates shall have to hand over their answer book to the invigilator concerned.
- 30.10 A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examination or the Invigilator in the Examination Hall.
- Use of Unfair means / Misbehaviour:**
- 31.1 No candidate shall bring with him/her in the Examination Hall any book, paper, notes or other materials, which may used by him/her in connection with the Examination, nor shall he/she communicable to or receive from any other candidate or person any information is the Examination Hall.
- 31.1 No candidate Shall move or write any thing on the blotting paper or Question Paper or on any other object/material, except the answer book supplied to him/her.
- 31.2 No candidate shall assist or receive from any other candidate or person at in Examination or make use of any dishonest or unfair incase in connection with the Examination.
- 31.4 Any candidate, detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examination or through him by an Invigilator or an Official of the University is the .may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that
- 31.6 Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Examination Committee for consideration by the Controller of Examinations, as reported to the Superintendent of Examination or through him by an Invigilator or by an Official of the University, as the case may be, and use examination committee may, satisfied that the facts alleged are true. But that the candidate has not made any use thereof disqualify the candidate from passing that Examining.
- 31.7 Any candidate who in the opinion of the Superintendent of Examinations is guilty of a misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid Sub Para 31.1, 31.2, 31.3, 31.4, 31.5 and 31.6 of this Ordinance, may be expelled by the superintendent of examinations for the Paper and shall be reported to the Examination Committee by the Controller of Examinations. The said committee may, if satisfied that the facts alleged are true, disqualify him /her from passing that Examining for that year.
- 31.8 Any candidate approaching an Examiner directly or indirectly or seeking ways or means or bringing pressure to be as on the Examiner, so the higher marks may be awarded to him/her than his/her answers justify or attempting to influence the Controller of Examinations or as person employed in this office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination. The Examination Committee may, satisfied that the facts alleged are true, disqualify the candidate from passing that Examination for a period not less than one year.
- 31.9 Any candidate found guilty of seeking way and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of E Examinations or Invigilator or any Official of the University desist from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned if satisfied that the facts alleged are true, disqualify him /her from passing that Examining for that year.
- 31.10 Any candidate who has been punished under Sub para 31.4, 31.5, 31.6, 31.7, 31.8 and 31.9 above shall not be admitted to any Course as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only, in which he/she is entitled to appear as Ex-Student after the expiry of the period of punishment.
- 31.11 In case, a person who is not bonafide candidate is found to be taking an examination on behalf of a bonafide candidate. It will be founded that this impersonation is being done at the instance and with the connivance of the bonafide candidate and mention against such person and such bonafied candidate would be taken as under
- (i) The bonafied candidate who did not take the Examination himself/herself shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
- (ii) In case the person who has impersonated the bonafide candidate is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
- (iii) If the person, who has impersonated the bonafide candidate is not a student of the University, he/she may be handed over to the police for appropriate action.
- 31.12 In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair mean, the result of his/her Examination in the Paper(s) in which he /she has already appeared, would also be cancelled, in addition to the action that might be taken against him/her for using unfair means, while reappearing for improvement of his/her Division/Percentage pf Marks.
- 31.13 Any punishment imparted on the carrying student shall be following due consideration of the defence prescribed by him/her.

INSTRUCTION TO CANDIDATES FOR EXAMINATION (Ordinance X Para 30, 31)

- 30.11 The doors of the Examinations Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
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- 30.14 The candidate shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examination or Invigilators of any Official of the University connected with the Examinations.
- 30.15 The candidate shall maintain and observe strict disciplines in and /or near the Examination Central /Hall and shall not in any such not as misbehaviour / noise which causes any obstruction and /or disturbance or disruption in the conduct of Examination.
- 30.16 No candidate shall be allowed to leave the Examination Hall, until an hour has cleared after the distribution of the Question Paper.
- 30.17 No candidate shall leave his/her place to go out of the Hall without the permission of the invigilator, unless he/she has handed over answer book to the Invigilator concerned.
- 30.18 If a candidate deserve to go out of the Examination Hall for a while, a reliable person shall be sent with his/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 30.19 A soon as the time prescribed for the Question Paper Expires, the candidates shall have to hand over their answer book to the invigilator concerned.
- 30.20 A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examination or the Invigilator in the Examination Hall.
- Use of Unfair means / Misbehaviour:**
- 31.1 No candidate shall bring with him/her in the Examination Hall any book, paper, notes or other materials, which may used by him/her in connection with the Examination, nor shall he/she communicable to or receive from any other candidate or person any information is the Examination Hall.
- 31.3 No candidate Shall move or write any thing on the blotting paper or Question Paper or on any other object/material, except the answer book supplied to him/her.
- 31.4 No candidate shall assist or receive from any other candidate or person at in Examination or make use of any dishonest or unfair incase in connection with the Examination.
- 31.4 Any candidate, detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examination or through him by an Invigilator or an Official of the University is the .may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that
- 31.14 Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Examination Committee for consideration by the Controller of Examinations, as reported to the Superintendent of Examination or through him by an Invigilator or by an Official of the University, as the case may be, and use examination committee may, if satisfied that the facts alleged are true. But that the candidate has not made any use therefore, disqualify the candidate from passing that Examining.
- 31.15 Any candidate who in the opinion of the Superintendent of Examinations is guilty of any misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid Sub Para 31.1, 31.2, 31.3, 31.4, 31.5 and 31.6 of this Ordinance, may be expelled by the superintendent of examinations for the Paper and shall be reported to the Examination Committee by the Controller of Examinations. The said committee may, if satisfied that the facts alleged are true, disqualify him /her from passing that Examining for that year.
- 31.16 Any candidate approaching an Examiner directly or indirectly or seeking ways or means or bringing pressure to be as on the Examiner, so the higher marks may be awarded to him/her than his/her answers justify or attempting to influence the Controller of Examinations or as person employed in this office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examining for a period not less than one year.
- 31.17 Any candidate found guilty of seeking way and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of E Examinations or Invigilator or any Official of the University desist from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned if satisfied that the facts alleged are true, disqualify him /her from passing that Examining for that year.
- 31.18 Any candidate who has been punished under Sub para 31.4, 31.5, 31.6, 31.7, 31.8 and 31.9 above shall not be admitted to any Course as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only, in which he/she is entitled to appear as Ex-Student after the expiry of the period of punishment.
- 31.19 In case, a person who is not bonafide candidate is found to be taking an examination on behalf of a bonafide candidate. It will be founded that this impersonation is being done at the instance and with the connivance of the bonafide candidate and mention against such person and such bonafied candidate would be taken as under
- (i) The bonafied candidate who did not take the Examination himself/herself shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
- (ii) In case the person who has impersonated the bonafide candidate is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
- (iii) If the person, who has impersonated the bonafide candidate is not a student of the University, he/she may be handed over to the police for appropriate action.
- 31.20 In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair mean, the result of his/her Examination in the Paper(s) in which he /she has already appeared, would also be cancelled, in addition to the action that might be taken against him/her for using unfair means, while reappearing for improvement of his/her Division/Percentage pf Marks.
- 31.21 Any punishment imparted on the carrying student shall be following due consideration of the defence prescribed by him/her.



Form 'C'
JAMIA MILLIA ISLAMIA
STUDENT'S RECORD CARD

(To be filled in by the applicant in his/her own handwriting)

Examination/Programme:.....

Final Year.....

Distance/Online
Mode

Name (in full)

Marital Status*

Married

☐

Unmarried

☐

Gender

Female

☐

Male

☐

Transgender

☐

Name in Urdu or in Hindi

Date of Birth

--	--	--	--	--	--	--	--

(in words also)

Place of Birth.....

Nationality.....

Date of Admission (Present Programme).....

Medium of Exam**

Urdu

☐

Hindi

☐

English

☐

Member of Scheduled Caste*

☐

or Scheduled Tribe*

☐

Or Physically Handicapped*

☐

(*Put a tick mark () in the appropriate Box)

Roll No.

--

Enrolment No.

--	--	--	--	--	--	--	--	--	--	--	--

Certificate Issued (Office use only)	Programme	Year
Provisional.....
Migration.....
Degree/Diploma.....
Age.....
Merit.....

Paste Firmly within the space Provided, a recent passport size (3x2") photograph duly attested on the front side

I hereby declare that all the entries made in this card are correct to the best of my knowledge.

Date Specimen signature of the candidate

Information furnished by the student, his/her photo and specimen signatures are attested.

Date

Dean

