Indian Air Force
Akashdeep Programme
Admissions 2017-18

Step-by-Step Guide
for
Frequently Asked Questions

NOTICE: *The following information pertains ONLY to the serving personnel of the Indian Air Force.*

All the serving Indian Air Force personnel who have applied for admission to Final Year of various courses offered by the Centre for Distance and Open Learning, Jamia Millia Islamia are **requested to read this GUIDE for clarification concerning the admission procedure**.

A. Filling-up of Application Forms

The last date for applying for admissions was 16th October 2017.

However, applicant forms may be submitted with late fee of Rs. 200 (Two Hundred only) till **15th November 2017.**

This late fee can be clubbed with the application fee of Rs. 500 (Five Hundred only) and a draft of Rs. 700 (Seven Hundred only) drawn in favor of **JAMIA MILLIA ISLAMIA, payable at New Delhi** can be submitted till **20th of November 2017**.

B. Submission of Application Forms

Duly completed application forms attested by requisite India Air Force authorities are to be sent to the Office of the Centre for Distance and Open Learning, Jamia Millia Islamia either by post (Registered/Speed Post etc.) and can also be submitted in person at the following address:

Centre for Distance and Open Learning
Jamia Millia Islamia
Gate No. 20, Jamia Nagar,
New Delhi-110 025

C. For SMS regarding your admission from the Office of the Centre for Distance and Open Learning

When a candidate receives and SMS from the Centre for Distance and Open Learning, Jamia Millia Islamia it means that the said candidate has been shortlisted for provisional admission to the programme applied for.

The SMS will contain the following details:

1. Informing the candidate about her/his provisional selection;
2. Asking the candidate to pay the requisite fee; and
3. Providing a URL (**http://jmi.ac.in/studyatjamia/resultsentrance2/Entrance**) where the candidate has to log in to check her/his name.

D. How to Proceed with Paying the Admission Fee

1. The candidate at this stage must make a Demand Draft in favor of JAMIA MILLIA ISLAMIA payable at New Delhi.
2. The amount of Demand Draft is informed through the SMS from the Centre for Distance and Open Learning and is also given in the provisional admission list provided at the URL (**http://jmi.ac.in/studyatjamia/resultsentrance2/Entrance**).
3. The candidate after making the requisite Demand Draft can send the same with a simple covering letter which mentions the following:

   a. Candidates Name
   b. Fathers Name
   c. Service Number
   d. Programme Applied For
   e. Serial Number in the Provisional Admission List
   f. Mobile Number

   IMPORTANT: *The above details should be written on the back side of the Demand Draft.*

E. Documents Required for Completing the Admission Formalities

1. The following self-attested documents are required for the completion of admission formalities:

   In case the candidate has applied for BA/BBA/BCOM Courses:

   a. Proof of Age (10th Certificate and Mark Sheet)
   b. 12th Certificate and Mark Sheet

   In case the candidate has applied for MA (HRM)/PGDGC Courses:
   a. Proof of Age (10th Certificate and Mark Sheet)

b. 12th Certificate and Mark Sheet
c. Graduation Certificate and Mark Sheet

In case candidates have already submitted the aforesaid documents along with the application form they need not submit them again along with the program fees (demand draft).

F. What to if You Have Not Received an SMS from the Centre for Distance and Open Learning

It is possible that a candidate did not receive an SMS from the Centre for Distance and Open Learning due to the following:

a. Candidates application form being under process
b. Network Congestion
c. Candidates Mobile Number being out of Coverage Area
d. Candidates Mobile Number being wrongly entered

If the candidates does not receive a SMS due to the above or any other reason, she/he should firstly, check the URL (**http://jmi.ac.in/studyatjamia/ resultsentrance2/ Entrance**) to find out whether her/his name has appeared in the list of provisionally selected candidates.

In case, the name of the candidate appears in the list of provisionally selected candidates, she/he should follow the procedure mentioned above.

In case, the name of the candidate does not appear in the list of provisionally selected candidates, she/he should wait till the last date of admissions, that is the 20th of November 2017 and then:

Write an email to the Hony. Director, Centre for Distance and Open Learning at dir.cdol@jmi.ac.in and copy the same to cdol@jmi.ac.in

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G. You have Received an SMS indicating that you have been Admitted to a Wrong Course

1. The candidate in such a case should immediately bring this to the notice of the Centre for Distance and Open Learning for ensuring that suitable changes are immediately made by writing an email to the Hony. Director, Centre for Distance and Open Learning at dir.cdol@jmi.ac.in and copy the same to cdol@jmi.ac.in.

(Please do not send emails to the Vice-Chancellor/Registrar directly as they encroach upon their valuable time)

H. Change of Programme

1. Change of programme after submission of application form is **NOT PERMITTED**.

I. Wrong Details Entered in the Application Form

The candidate in such a case can write an email to the Hony. Director, Centre for Distance and Open Learning at dir.cdol@jmi.ac.in and copy the same to cdol@jmi.ac.in

J. Selection/Allotment of Study Centre

Study Centre will be allotted to the admitted candidate by the Centre for Distance and Open Learning after the completion of admission formalities.

K. Address for any Communication

Centre for Distance and Open Learning
Jamia Millia Islamia
Gate No. 20, Jamia Nagar,
New Delhi- 110 025

Phone:

(011) 26842152

(Kindly bear with us if your phone calls seem not to be attended. Given the sheer volume of telephonic queries, it is not possible for THE CDOL to attend to every individual query)

Email:

dir.cdol@jmi.ac.in, cdol@jmi.ac.in