



جامعہ ملیہ اسلامیہ

जामिया मिल्लिया इस्लामिया

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

STUDENTS' HANDBOOK

2013-14

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

JAMIA STUDENTS' HANDBOOK – 2013-14

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Issued by:
Office of the Dean, Students' Welfare

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DISCLAIMER

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

Registrar

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جامعہ کا ترانہ

دیارِ شوق میرا دیارِ شوق میرا
 شیرِ آرزو میرا شیرِ آرزو میرا
 ہوئے تھے آکے یہیں خیمہ زن وہ دیوانے
 یہیں سے شوق کی بے ربطیوں کو ربط ملا
 اُٹھے تھے سن کے جو آواز رہبرانِ وطن
 اسی نے ہوش کو بخشا جنوں کا پیرا، بن
 کہ دل کے داغ کو کس طرح رکھتے ہیں روشن
 لالہ صحرا کو یہ سُرائِ ملا
 دیارِ شوق میرا، شیرِ آرزو میرا
 یہ اہل شوق کی بستی یہ سرپھروں کا دیار
 یہاں کی صبحِ زالی، یہاں کی شامِ نئی
 یہاں کے رسم و رہ سے کشی جدا سب سے
 یہاں پہ تشنہ لہی سے کشی کا حاصل ہے
 دیارِ شوق میرا، شیرِ آرزو میرا
 یہاں پہ شمعِ ہدایت ہے صرف اپنا ضمیر
 یہاں پہ راہِ روی خود حصولِ منزل ہے
 کفارِ موج میں، آسودگیِ ساحل ہے
 دیارِ شوق میرا، شیرِ آرزو میرا

از: محمد خلیق صدیقی

جامییا کا ترانا

دیارے شائقِ مہرا، دیارے شائقِ مہرا
 شہرے آرزوِ مہرا، شہرے آرزوِ مہرا
 ہوتے تھے آ کے یہی خیمہ زن وہ دیوانے
 یہیں سے شوق کی بے ربطیوں کو ربط ملا
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 کفارِ موج میں، آسودگیِ ساحل ہے
 دیارِ شوق میرا، شیرِ آرزو میرا

مؤ: خلیق صدیقی

About Jamia Millia Islamia

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

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

The Jamia Millia Islamia conducts Undergraduate, Postgraduate, M. Phil. and Ph.D. as well as Diploma and Certificate courses. It continues to cater to the interest of students from all communities, but also aims to meet the particular needs of the disadvantaged sections of the Muslim society.

Jamia Millia Islamia has been declared as "*Minority Institution*" in 2011 under Article 30 (1) of the Constitution of India read with Section 2 (G) of the National Commission for Minorities Institutions Act.

Officers of the Jamia Millia Islamia

| | |
|---|-------------------------------|
| Amir-e-Jamia (Chancellor) | : Lt. Gen. (Retd.) M. A. Zaki |
| Qaim Muqam Shaikh-ul-Jamia (Offg. Vice-Chancellor) | : Prof. S. M. Sajid |
| Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) | : Prof. S. M. Sajid |
| Musajjil (Registrar) | : Prof. Shahid Ashraf |
| Dean, Faculty of Humanities & Languages | : Prof. G. P. Sharma |
| Dean, Faculty of Social Sciences | : Prof. Khan Masood Ahmad |
| Dean, Faculty of Natural Sciences | : Prof. Sharfuddin Ahmad |
| Dean, Faculty of Education | : Prof. Ahrar Husain |
| Dean, Faculty of Engineering & Technology | : Prof. Mohammad Shakeel |
| Dean, Faculty of Law | : Prof. Manjula Batra |
| Dean, Faculty of Architecture & Ekistics | : Prof. S. M. Akhtar |
| Dean, Faculty of Fine Arts | : Prof. Z. A. Zargar |
| Dean, Faculty of Dentistry | : Prof. Ragini |
| Dean, Students' Welfare | : Prof. Tasneem Meenai |
| Finance Officer | : Prof. Shahid Ahmed |
| Librarian | : Dr. Gayas Makhdumi |

Academic Calendar

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

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

The Academic Calendar for the Academic Session 2013-14 is given below:

**For All Faculties (Other than F/o Engineering, Architecture and Dentistry)
where Examination are based on Annual System**

| | |
|--|--|
| Commencement of the Academic Session | 16 July 2013 |
| Commencement of teaching of continuing classes | 16 July 2013 |
| Last date for re-admission to continuing classes | As per Prospectus for the year 2013-14 |
| Last date for completing admission to Ist year courses | As per the schedules given in the prospectus for 2013-14 |
| Commencement of teaching of I st year courses | As per schedules given in the prospectus for 2013-14 |
| Winter Vacation | 24 December 2013 to 16 January 2014 |
| Commencement of Teaching in all Faculties | 17 January 2014 |
| End of teaching in all Faculties/Centres | 31 March 2014 |
| Commencement of Examinations (except Faculty of Education) | 01 April 2014 |
| Commencement of Examination in the Faculty of Education | 2 nd week of April 2014 |
| Declaration of Examinations Results | Last week of June 2014 |
| Summer Vacation | 16 May to 15 July 2014 |

**For All Faculties (Other than F/o Engineering,
Architecture and Dentistry)
where Examinations are based on Semester System**

| | |
|---|---|
| Commencement of the Academic Session | 16 July 2013 |
| Commencement of teaching of Odd Semesters (Excluding Ist Semester) | 16 July 2013 |
| Last date for completing admission to Ist Semester Courses | As per the schedule given in the prospectus 2013-14 |
| Commencement of teaching of Ist Semester Courses | 16 July 2013 |
| Ist Mid Semester Examinations of Odd Semesters | 1 st week of September 2013 |
| 2 nd Mid Semester Examinations of Odd Semesters | Last week of October 2013 |
| End of Teaching for Odd Semesters | 3 rd week of November 2013 |
| End Semester Examinations including Practicals | 1 st week of December 2013 |
| Declaration of Examinations Results | 30 January 2014 |
| Winter Vacation | 24 December 2013 to 16 January 2014 |
| Commencement of Teaching for Even Semesters | 17 January 2014 |
| 1 st Mid Semester Examinations of Even Semesters | 3 rd week of February, 2014 |
| 2 nd Mid Semester Examinations of Even Semesters | Last week of March, 2014 |
| End of Teaching for Even Semesters | End of April, 2014 |
| End Semester Examinations of Even Semesters | 1 st & 2 nd week of May 2014 |
| Practical Examinations | 2 nd & 3 rd week of May 2014 |
| Declaration of Examinations Results | 30 June 2014 |
| Summer Vacation | 16 May to 15 July 2014 |

Faculty of Engineering & Technology

| | |
|---|--|
| Commencement of the Academic Session | 16 July 2013 |
| Commencement of teaching of Odd Semester | 16 July 2013 |
| Last date for completing admission (for 1 st Semester only) | As per schedules of the prospectus for 2013-14 |
| 1 st Mid Semester Examination of Odd Semester | 2 – 6 September 2013 |
| Display of Marks and showing answer-scripts to students | 2 nd week of September 2013 |
| 2 nd Mid Semester Examination of Odd Semester | 28 October – 01 November 2013 |
| Display of Marks and showing answer-scripts to students | 2 nd week of November 2013 |
| Teaching Ends for Odd Semester | 20 November 2013 |
| End Semester Examination | 26 November 2013 |
| Practical Examination | Soon after the theory examinations are over |
| Declaration of Odd Semester Result | 30 January 2014 |
| Winter Vacation | 11 December 2013 to 05 January 2014 |
| Commencement of Teaching of Even Semester | 06 January 2014 |
| 1 st Mid Semester Examination of Even Semester | 24-28 February 2014 |
| Display of marks and showing answer-scripts to students | 1 st week of March 2014 |
| 2 nd Mid Semester Examination of Even Semester | 31 March – 4 April 2014 |
| Display of marks and showing answer-scripts to students | 2 nd week of April 2014 |
| Teaching Ends for Even Semester | 25 April 2014 |
| End Semester Examination | 01 May 2014 |
| Practical Examination | Soon after the theory examinations are over |
| Declaration of Even Semester Results | 30 June 2014 |
| Summer Vacation | 16 May to 15 July 2014 |

Academic Calendar for BDS Course (Faculty of Dentistry)

| | |
|---|--|
| Commencement of the Academic Session & Teaching BDS IV th , III rd & II nd BDS I st | 16 July 2013 1 August 2013 |
| Internal Assessment – I | 1 st week of November, 2013 onwards |
| Winter vacation for Faculty members- First half- Second half- | 9 December 2013 to 1 January 2014 3 January 2014 to 26 January 2014 2 January 2014 will be common working day |
| Winter vacation for students: III rd Year BDS I st , II nd & IV th BDS | 11 December 2013 to 23 December 2013 24 December 2013 to 05 January 2014 |
| Internal Assessment-II | 1 st week of February 2014 onwards |
| Internal Assessment-III (Sent-up Examination) | Last week of April 2014 onwards |
| End of teaching | 15 May 2014 |
| Prep. Leave for students | 16 May to 25 May 2014 |
| Annual Professional Examination | 26 May 2014 onwards |
| Declaration of results | 2 nd Week of July 2014 |
| Summer Vacation for faculty members: First Half - Second Half - | 16 May 2014 to 30 June 2014 2 July 2014 to 15 August 2014 1 July 2014 will be common working day |
| Summer vacation for students: III rd & IV th Year BDS I st & II nd Year BDS | After Annual Examination till 30 June 2014 After Annual Examination till 16 July 2014 |
| Commencement of clinical posting for III rd & IV th Year BDS: | 01 July 2014 onwards |
| Commencement of supplementary examination | 1 st week of August 2014 |
| Commencement of Rotatory Internship | 1 September 2014 |

Faculty of Architecture & Ekistics

| | |
|--|--|
| Commencement of the Academic Session | 16 July 2013 |
| Commencement of Teaching | 18 July 2013 |
| Last date for re-admission to continuing classes | 1 August 2013 |
| Last date for completing admission to Ist year Courses | As per the schedules given in the prospectus for 2013-14 |
| Jury & Viva-voce | 01 to 10 December 2013 |
| Winter Vacation | 11 December 2013 to 05 January 2014 |
| Commencement of Examination for M. Arch. & M. Ekistics | 06 January 2013 |
| End of Teaching in B. Arch. | 24 April 2014 |
| End of Teaching in M. Arch. & M. Ekistics | 15 May 2014 |
| Commencement of Examination of B. Arch. | 02 May 2014 |
| Commencement of Examination of M. Arch./ M. Ekistics | 16 May 2014 |
| Declaration of Examination Results | Last week of June 2014 |
| Summer Vacation | 16 May to 15 July 2014 |

The above Academic Calendars are also available on the University Website <http://jmi.ac.in>

Subject Associations

The Constitution of the Subject Association

Jamia Millia Islamia

A) Preamble:

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

B) Aims and Objectives:

The Subject Association shall:

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

C) Membership:

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

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

D) Officer Bearers:

There shall be the following office bearers:

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

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

Fellowships, Scholarships and Gold Medals for Students

General :

The University offers fellowships and scholarships to the students. Fellowships shall be awarded to students of Ph. D. and M. Phil. programmes. Scholarships shall be awarded to students of various programmes of study in the University except for the Ph. D. and M. Phil. Programmes. Gold Medals shall be awarded to students who successfully complete their respective courses in the minimum prescribed duration of an undergraduate/postgraduate/diploma programme and secure the first rank in the examination.

A sponsored Gold Medal namely Pandit Banarsidas Chaturvedi Gold Medal has been instituted in the memory of (late) Pandit Banarsidas Chaturvedi and will be given to a student of M.A. Convergent Journalism programme, having secured the highest aggregate marks in the 1st year and 2nd year examinations.

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

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

List of Research Fellowships for Jamia Students

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

List of Scholarships for Jamia Students

1. Jamia Merit Scholarships
2. Merit Scholarship of the Centre for Management Studies for MBA I & II semester (Full time)
3. Means Scholarship of the Centre for Management Studies for MBA (Full time)
4. Scholarship for International Exchange Programme, offered by the Centre for Management Studies
5. Jamia Teachers Scholarship
6. SC/ST/OBC/Minorities Scholarships from various States
7. Jamia Central Scholarships
8. Sponsored Scholarships

List of Sponsored Scholarships

1. Sponsored Scholarships for students in various Faculties/Centres of Jamia
2. Islamic Studies Scholarship for the topper student of Department of Islamic Studies
3. Scholarship for topper student of the Department of Arabic
4. Barrister and Mrs. Nooruddin Ahmad and Fareed Ahmad Scholarships
5. Razmi Rizwan Husain Memorial Scholarship
6. Naqshband Educational Trust Scholarship
7. E. J. Kellat Scholarship
8. Scholarship for the topper Student of each Faculty
9. Faculty of Education Merit Scholarship (For M. Ed. Students)
10. Faculty of Education Merit Scholarship (For students from Languages, Social Sciences and Sciences Stream)
11. Prof. S. C. Shukla Scholarship
12. (Late) Prof. Saeed Ansari Memorial Scholarship
13. Jawahar Bhavan Trust Scholarship

14. Qazi Mohd. Ahmad Memorial Scholarship
15. Mirza Mehmood Beg Scholarship
16. Ms. Neelofar Scholarship Fund
17. Dr. A. R. Saiyed Scholarship
18. Prof Hajira Kumar Memorial Scholarship
19. Mohammed Ajaz Student Top Excellence Reward (MASTER)
20. Nasima Begum Educational Award for Topper (NEAT) Scholarship
21. Tabassum Ajaz Winner Award for First Class Students
22. Mukul Kasliwal Scholarship (Part of Abba Endowment Fund)
23. Lubna Ajaz Initiative for Knowledge and Education (LIKE)
24. Sophia Ajaz Magnanimous Initiative for Learning & Education (SMILE)
25. Simmi Ajaz Winner Award for Best Students (SAWABS)

Sponsored Scholarships for Jamia Schools

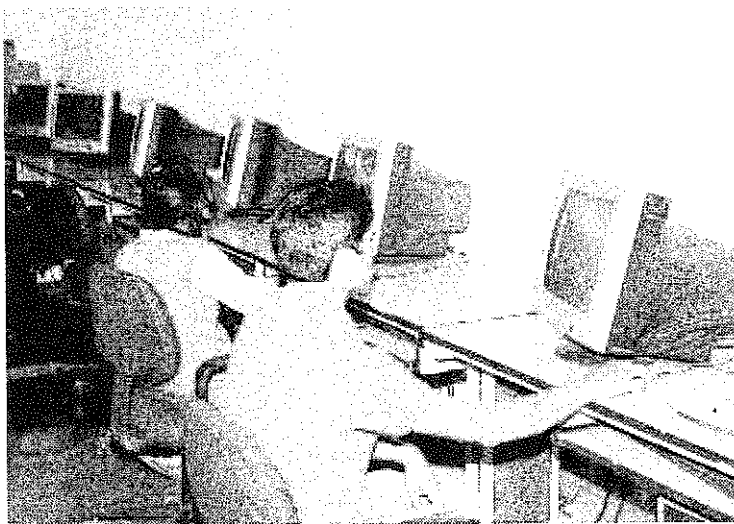
1. Disabled Children Fund for Jamia Nursery School
2. Mushir Fatima Memorial Scholarship
3. Scholarship for toppers of Class X and XII of Jamia Senior Secondary School (1st Shift)

Cultural Activities

The Cultural Committee, Jamia Millia Islamia, organizes various cultural events under the supervision of Dean, Students' Welfare. The Cultural Committee consists of the following clubs:

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

Facilities for Differently Abled Students



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

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

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

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

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

Students having any difficulty may contact the Office of the Dean, Students' Welfare, JMI.

Students' Discipline

Discipline includes the observance of good conduct and orderly behaviour by the students of the University. The rules related to students' discipline are framed by the University from time to time and they shall be strictly observed by the students.

1. Every student of Jamia shall maintain discipline and consider it his/her duty to behave decently at all times and places. Particularly, male students shall show due courtesy and regard to female students.
2. No student shall visit the places or areas declared "*Out of Bounds*" by the Chief Proctor.
3. Mobile Phones and eatables are not allowed inside the studio/control room, editing rooms or classrooms.
4. Smoking or consuming alcohol is not allowed in the classrooms or anywhere on campus. Students shall maintain professional decorum and consider it their duty to behave decently at all times and places.
5. Every student shall always carry his/her Identity Card issued by the Chief Proctor. Every student, who has been issued the Identity Card shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library staff and the Officials of the University.
6. The loss of Identity Card, whenever it occurs, shall immediately be reported in writing to the Chief Proctor.
7. Any student found guilty of forgery or giving a false name or guilty of impersonation, shall be liable to disciplinary action such as :
 - Fine
 - Campus Ban
 - Expulsion
 - Rustication

8. However, no such punishment shall be imposed on an erring student unless he/she is given a fair chance to defend himself/herself. This shall not preclude the Shaikhul Jamia (Vice-Chancellor) from suspending an erring student during the pendency of disciplinary proceedings against him/her.
9. In case, any student is found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls. He/she may, however, be re-admitted after following due procedure.

Breach of Discipline 'Inter-alia' shall include

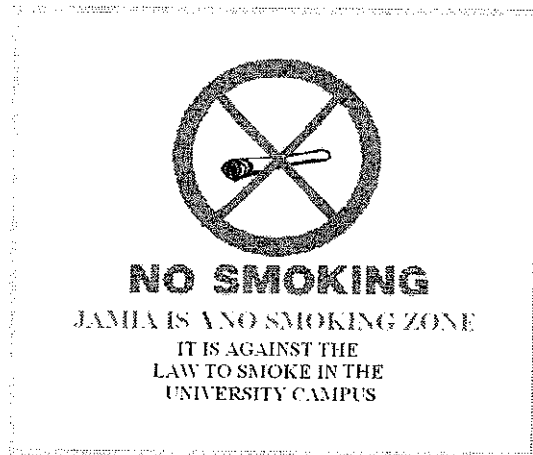
- (i) Late coming, irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned.
- (ii) Causing disturbance to classes, offices, libraries, auditoriums, play grounds etc.
- (iii) Disobeying the instructions of teachers or the authorities.
- (iv) Misconduct or misbehaviour of any nature at the Examination Centre.
- (v) Misconduct or misbehaviour of any nature towards the teacher or any employee of the University or any visitor to the University.
- (vi) Causing damage to, spoiling or disfiguring the property/equipment of the University.
- (vii) Giving publicity to misleading accounts or rumours amongst the students.
- (viii) Inciting any other person to do any of the aforesaid act.
- (ix) Mischief, misbehavior and / or nuisance committed by the residents of the hostels.
- (x) Not carrying the Identity Card issued by the Chief Proctor without any suitable reasons.

Guidelines for use of Lab Equipments

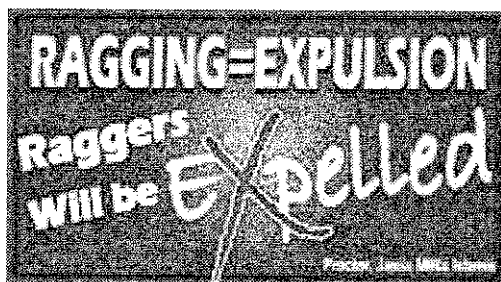
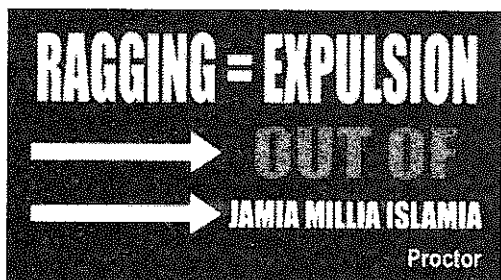
- (xi) Each student will sign a receipt to whom the equipments have been issued by the store officer. Equipments issued from technical stores are not transferable.

- (xii) Any physical damage to equipment will be the direct responsibility of the students/group of students in whose name the equipment is issued.
- (xiii) Equipment once issued should be returned to the stores within the due date of return. The student returning the equipments late will be fined.
- (xiv) No student will handle equipment without the authorization of a teacher or an instructor.
- (xv) Booking of in-house equipment facilities duly signed by authorized staff should be submitted in advance
- (xvi) If any booking of equipment/production facilities or transport is cancelled by a student without proper authorization, the student will be suitably penalized.
- (xvii) Students must immediately inform the maintenance staff and teacher, of any fault they experience while handling the equipments.
- (xviii) Students will use the equipment or any other facilities strictly for making programmes assigned to them by their teachers. In no case are they allowed to use the equipment for making programmes for outside agencies. If the students breach this instruction, they will be liable to severest disciplinary action.
- (xix) If a student loses or damages equipment issued to him or her, he or she should immediately inform the office i.e. Stores/ Faculty/ Administration giving full details of circumstances leading to the loss or damage of equipment.
- (xx) A student who has lost or damaged the equipment will be required to replace it within reasonable time, the identical piece(s) or part of the equipment or pay the current market value of the equipment. Failing this, the student will not be permitted to attend the classes and he/she will not be allowed to appear in the examination and his/her admission will also be cancelled. Simultaneously, the loss or theft of equipments will be reported to the police.
- (xxi) Cost of any damage by a student to the equipment of the Jamia will be determined by Jamia and realized within the time prescribed by the authorities. Failure to make good the loss would lead to cancellation of admission of the concerned student.
- (xxii) In case of damage or loss to any equipment by students working in group, the fine will be levied collectively on the assigned group.

- (xxiii) At the time of admission an undertaking will also be taken from the student to this effect.
- (xxiv) All powers relating to discipline and disciplinary action in relation to the student shall vest in Shaikhul Jamia (Vice-Chancellor). However, the Shaikhul Jamia (Vice-Chancellor) may delegate all or any of his powers as he deems proper to the Chief Proctor or to the Discipline Committee as the case may be or any other functionary of the University.
- (xxv) Powers relating to indiscipline/misconduct shall be regulated by Ordinance 14 (XIV) read with Section 30 of JMI Act, 1988.
- (xxvi) All admissions shall be subject to vetting of past-conduct and character antecedents of the applicant by the Proctorial Department.



Ragging



Ragging is totally prohibited on the campus. If any student is found indulging in ragging, severe action will be taken against the student. Based on the Hon'ble Supreme Court of India's direction, the UGC has issued Regulations and Guidelines. According to UGC Regulations, ragging constitutes one or more of the following acts:

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

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

Administrative Actions

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

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

Measures taken to prevent ragging in the University campus

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

Prevention and Redressal of Sexual Harassment

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

The University follows a zero tolerance policy towards sexual harassment.

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

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

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

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

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

Promotion of Equity and Non-Discrimination

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

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

The details of the provisions given in the UGC's (Promotion of Equity in Higher Education Institutions) Regulation 2012 may be accessed on the UGC website at [http://www.avinuty.ac.in/events/ugc staff entitlements.pdf](http://www.avinuty.ac.in/events/ugc%20staff%20entitlements.pdf)

Attendance

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

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

Provided further that in case of medical disability as mentioned herein above, an application for condonation of shortage of attendance shall be supported by a medical certificate advising such a condonation issued by a Public Hospital or such hospitals as notified by Jamia Millia Islamia. The University may, at its discretion, refer such cases to the Ansari Health Centre of Jamia. The decision of the medical experts of the Ansari Health Centre shall be final and conclusive. *Such applications must be submitted either during the period of treatment/hospitalization or within two weeks following recovery.* In case of review/rejection by the Ansari Health Centre, the same shall be communicated to the applicant by the concerned department *within two weeks* of receipt of application for condonation.

- 2.** In the case of B.A. LL.B. (Hons.) programme, in terms of the requirements of the Bar Council of India, no student shall be allowed to take the End-Semester Examination in a subject if the student concerned has not attended a minimum of 70% of the classes held in the subject as also in the 'moot court', room exercises, tutorials and practical training conducted in the subject taken together.

* Serious sickness/ excruciating medical disability shall include all diseases/conditions requiring hospitalization or such diseases that render immobility for the period duly certified by the State Government/Central Government hospital/dispensaries and all such hospitals that have been empanelled by Jamia Millia Islamia as per the C. G .H. S. rules.

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

Provided that if a student for any exceptional reason(s) fails to attend 70% of the classes as mentioned herein above, a committee set up by the Vice-Chancellor, on the recommendation of the Dean of the Law Faculty, may examine the case and submit its recommendation to the Vice-Chancellor to allow/ disallow the student to take the examination if the student concerned attended at least 65% of the classes held in the subject concerned and attended 70% of the classes in all the subjects taken together.

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

Counting of Attendance

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

1. Subject to the provisions laid down in Ordinance 35 (Academic), the attendance of students, who have registered themselves in various programmes/courses of study, shall be computed as per the procedure described in this Regulation.
2. Attendance of students admitted to the 1st Semester/ 1st Year of any programme/course of study shall be counted from the date of admission in the respective classes.
3. Classes of the consecutive semesters/years shall commence from the 1st working day after the summer/winter vacations and all students who have been/are likely to be promoted to the next semester/year of the class will be deemed to have been given 'provisional' admission, even if the examination results of such students are awaited or they have not completed their re-admission. The attendance of all such provisionally admitted students shall be counted from the 1st working day of the respective semester/year.
4. Provided that in the Bachelor of Dental Surgery (B.D.S.) course, where there is a provision of 'supplementary examination' as per the ordinance of the said course, if a student passes the supplementary examination, his/her attendance shall be counted from the date of his/her provisional admission. However, if a student fails in the supplementary examination, his/her attendance shall be counted from the date of his/her re-admission to the previous class, in which he/she has been reverted.
5. Provided further that the provisionally admitted students shall be required to complete their re-admission by 31st of July of each year or within 15 days of the declaration of result, whichever is later. In case a student is unable to complete the re-admission as per the above time limit, he/she will be allowed to complete the re-admission within the next 15 days after the expiry of the cut-off date with the provision of late payment of such fees as is notified from time to time.

6. Provided further that if a student fails to complete his/her re-admission by the above extended schedule of late payment of fee, his/her admission shall stand cancelled.
7. A student whose admission is cancelled due to his/her inability to pay the late payment fee within the prescribed time limit or due to his/her absence from classes as per the provision of para no. 4 above, he/she may only be re-admitted after getting permission from the Vice-Chancellor.
8. It is clarified that the late payment of fee by the student will not entitle him/her for any relaxation in attendance and that his/her attendance shall be counted from the date of commencement of classes.

University Examinations

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

The Semester system is already operational in all Masters' Programmes from the academic session 2010-11. For the undergraduate programmes, the semester system is being implemented from the academic session 2012-13 with the exception of some courses being regulated by Regulatory Bodies.

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

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

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

- | | |
|--|---|
| 1. Bachelor of Education (B.Ed.)/ B.Ed. Nursery Education | National Council for Teacher Education (NCTE) |
| 2. B.Ed. Special Education | Rehabilitation Council of India (RCI) |
| 3. Diploma in Elementary Education | National Council for Teacher Education (NCTE) |
| 4. Bachelor of Technology (B.Tech.) | All India Council for Technical Education (AICTE) |
| 5. B. A. LLB | Bar Council of India |
| 6. Bachelor of Architecture (B.Arch.) | Council of Architecture (COA) |
| 7. Bachelor of Dental Surgery (B.D.S.) | Dental Council of India (DCI) |

Annual System of Examinations

Division

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

- | | | |
|---|---|---------------------------------|
| i. 75 % marks or in the aggregate | : | First Division with Distinction |
| ii. 60% marks or more, but less than 75% | : | First Division |
| iii. Less than 60% marks, but not less than than 50 % | : | Second Division |
| iv. Less than 50% but not less than 40% | : | Third Division |

Credit-based Semester System of Examinations

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

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

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

For Theory Course

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

For Laboratory/ Practical Course

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

* Exceptions are : B. Tech. and B. A. LL. B. programmes.

- In case of other components, such as Project/ Dissertation/ Industrial Training/ Field Work/ Teaching Practice etc., the distribution of marks may be decided by the concerned Board of Studies/ Committee of Studies.
- The Internal Assessment in a theory course may comprise of written tests, assignments, presentations, seminars, tutorials, term papers etc. as prescribed by the concerned Board of Studies/ Committee of Studies from time to time.
- In a laboratory course, each practical performed by a student will be evaluated by the concerned teacher(s). Evaluation will involve documentation of the practical exercise/ experiment, precision in the performance of experiment, viva voce examination etc.
- In the case of Industrial Training/ Project, the Internal Assessment will include periodical progress report.
- In the case of field work, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioural Laboratory, Skill Laboratories etc.
- Students will be awarded letter grades on 10 point Scale for each course on the basis of their performance in that course. The grading will be done according to the following table:

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

* ***“D” for postgraduate programmes; “F” for undergraduate programmes***

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

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

RE-ADMISSION OF STUDENTS

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

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

Officers to be contacted in case of Emergencies/ Grievances

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

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

- | | |
|---|--|
| 1. Dean, Students' Welfare Tel.: 011-26980164 | All academic matters. Co-curricular, extra curricular activities. Complaints pertaining to issues of sexual harassment and discrimination. |
| 2. Chief Proctor Tel.: 011-26982434 | Discipline related matters. |
| 3. Provost (Boys) Tel.: 011-26988334 | Matters concerning Halls of Residence (Boys). |
| 4. Provost (Girls) Tel.: 011-26931865 | Matters concerning Halls of Residence (Girls). |
| 5. Registrar Tel. : 011-26980337 | All academic and administrative matters |
| 6. Vice- Chancellor Tel.: 011-26984650 011-26985180 | All academic and administrative matters |
