



JAMIA MILLIA ISLAMIA

(Central University)

NAAC ACCREDITED GRADE A++



STUDENTS' HANDBOOK

2025-2026



جامعہ ملیہ اسلامیہ

जामिया मिल्लिया इस्लामिया

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

(Grade 'A++' by NAAC)

STUDENTS' HANDBOOK

2025-26

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

JAMIA STUDENTS' HANDBOOK 2026-27

Jamia Millia Islamia



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Vice-Chancellor's Message

Jamia Millia Islamia is a premier institution of higher education of India which is recording continuous improvement in its national and international rankings. Each year our new students give us new hope and momentum, and we are continuously striving to better serve our students with high quality and relevant academic programmes. To enrich your student life and experience we have several clubs, societies, hobby workshops and sports facilities.

The office of the Dean, Students' Welfare brings out yearly 'Students Handbook' to give you a ready reckoner on fellowship/scholarship opportunities, cultural, health and hostel facilities. It is also a primer on subject association, attendance, examination and discipline related issues.

It may, however, be noted that these opportunities are ever expanding and rules change to incorporate new realities. You are therefore advised to be always in touch with concerned department, entities and website (jmi.ac.in) of Jamia for details and update.

A Student's life is filled with new freedom and opportunities and I invite you to maximize your stay at Jamia with the note that diversity and discipline are our core and uncompromising values.

Registrar's Message

It gives me great pleasure to welcome you to Jamia Millia Islamia, a premier Central University committed to academic excellence, integrity, and inclusive growth. The University administration remains dedicated to providing a transparent, efficient, and student-friendly environment that supports your academic and personal development.

The *Students' Handbook* serves as a comprehensive guide to important academic procedures, ordinances, examination rules, attendance requirements, and other essential regulations. I encourage you to familiarize yourself with these guidelines and adhere to them sincerely, as discipline and responsibility are integral to your success.

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 students are, therefore, advised to go through the Statutes and Ordinances also and all relevant notifications available on the University's website at <http://www.jmi.ac.in>

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جامعہ کا ترانہ

دیار شوق میرا دیار شوق میرا
 شہر آرزو میرا شہر آرزو میرا
 ہوئے تھے آ کے یہیں خیمہ زن وہ دیوانے
 یہیں سے شوق کی بے ربطیوں کو ربط ملا
 اٹھے تھے سن کے جو آواز رہبران وطن
 یہیں سے لالہ صحرا کو یہ سراغ ملا
 دیار شوق میرا، شہر آرزو میرا
 یہ اہل شوق کی بستی یہ سر پھروں کا دیار
 یہاں کے رسم و رہ سے کشی جدا سب سے
 یہاں کی صبح زالی، یہاں کی شام نئی
 یہاں کے جام نئے طرح رقص جام نئی
 یہ بزم دل ہے یہاں کی صلائے عام نئی
 دیار شوق میرا، شہر آرزو میرا
 یہاں پہ شمع ہدایت ہے صرف اپنا ضمیر
 سفر ہے دین یہاں، کفر ہے قیام یہاں
 یہاں پہ راہ روی خود حصول منزل ہے
 کفار موج میں، آسودگی ساحل ہے
 دیار شوق میرا، شہر آرزو میرا

از: محمد ظلیق صدیقی

جامییا کا ترانا

دیارے شائق میرا، دیارے شائق میرا
 شہرے آرزو میرا، شہرے آرزو میرا
 ہویے تھے آ کے یہی خےماجن تو دیوانے
 اٹے تھے سون کے جو آواجه رہبرانے ورتن
 یہی سے شائق کی بے ربتیوں کو ربت ملتا
 اسی نے ہوش کو بربشا جنوں کا پیراھن
 یہی سے لالہ صحرا کو یہ سراغ ملتا
 کے دل کے داغ کو کس طرح رکھتے ہیں روشن
 دیارے شائق میرا، شہرے آرزو میرا
 یہی کی سوبھ نیرالی یہی کی شام نہی
 یہی کے جام نئے ترھے رقصے جام نہی
 یہی کے تیشنالہی مہکشی کا ہاسیل ہے
 یہ بزمے دل ہے یہی کی سلائے آام نہی
 دیارے شائق میرا، شہرے آرزو میرا
 یہی پہ کھیل مہا ہدایت ہے سیرف اپنا جمریر
 یہی پہ کھیل مہا ایمان کا بے دل ہے
 یہی پہ راہ روی خود حصول منزل ہے
 یہی پہ راہرہی خود ہوسولے مہنجل ہے
 یہی کا تکااجا ہے نہی ب نہی توفوں
 کنارے مہا ج مہ آسودگی ساھیل ہے
 دیارے شائق میرا، شہرے آرزو میرا

مؤ: خلیق سیدی

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 in 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 March 1, 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, 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 December 26, 1988.

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 the well-known Centre namely the AJK Mass Communication Research Centre besides several other research Centers 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. Jamia Millia Islamia conducts Undergraduate, Postgraduate, M. Phil. and Ph.D. as well as Diploma and Certificate courses.

Jamia Millia Islamia has been declared a “**Minority Institution**” by National Commission for Minority Educational Institutions on February 22, 2011 under Article 30 (1) of the Constitution of India read with Section 2 (G) of the National Commission for Minorities Institutions Act.

Today, Jamia Millia Islamia is “A++” grade Central University accredited by NAAC. Jamia Millia Islamia continues to cater to the interests of students from all communities, but also aims to meet the particular needs of the disadvantaged sections of the Muslim society. True to the legacy of its founders, it continues to support measures for affirmative action and foster the goals of building a secular and modern system of integrated education.

Officers of Jamia Millia Islamia

Amir-e-Jamia (Chancellor)	:	Dr. Syedna Mufaddal Saifuddin
Shaikh-ul-Jamia (Vice-Chancellor)	:	Prof. Mazhar Asif
Musajjil (Registrar)	:	Prof. Md Mahtab Alam Rizvi
Dean, Faculty of Social Sciences	:	Prof. Zubair Meenai
Dean, Faculty of Sciences	:	Prof. Saeed Uddin
Dean, Faculty of Life Sciences	:	Prof. Mohammad Zahid Ashraf
Dean, Faculty of Humanities & Languages	:	Prof. Iqtidar Mohd. Khan
Dean, Faculty of Education	:	Prof. Anita Rastogi
Dean, Faculty of Engineering & Technology	:	Prof. Mohammad Sharif
Dean, Faculty of Law	:	Prof. Ghulam Yazdani
Dean, Faculty of Architecture & Ekistics	:	Prof. Qamar Irshad
Dean, Faculty of Fine Arts	:	Prof. Bindulika Sharma
Dean, Faculty of Dentistry	:	Prof. Keya Sircar
Dean, Faculty of Management Studies	:	Prof. Pankaj Kumar Gupta
Dean, Students' Welfare	:	Prof. Neelofer Afzal
Finance Officer (Offg.)	:	CA. Shaikh Safiullah
University Librarian (Dr. Z.H. Library)	:	Dr. Vikas Sitaramji Nagrale
Controller of Examinations (Offg.)	:	Prof. Ahteshamul Haque
Chief Proctor	:	Prof. Mohammad Asad Malik
Dean- Research & Innovation	:	Prof. Kafeel Ahmad
Dean Academic Affairs	:	Prof. Tanuja
Dean International Affairs	:	Prof. Ushvinder K Popli
Dean, Alumni Affairs	:	Prof. Asif Hussain
Dean, CDOE	:	Prof. Mushahid Alam Rizvi

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>.

EVENT	DATE(S)
Commencement of Admission Process	05.03.2025
Closing of Admission Process	31.07.2025
Commencement of Classes for Fresh batch (Semester/Annual)	01.08.2025
Conduct of Examinations (Odd Semester)	01.12.2025 to 24.12.2025
Winter Vacation	25.12.2025 to 12.01.2026
Commencement of Classes for Even Semester	13.01.2026
Conduct of Examinations (Even Semester)	01.05.2026 to 24.05.2026
Summer Vacation	25.05.2026 to 15.07.2026
Commencement of Next Academic Session	16.07.2026

Students' Welfare Activities

As per **Ordinance 21 (XXI)** of Jamia Millia Islamia, the Dean, Students' Welfare in the University shall look after the general welfare of the students, as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and those aspects of the University life outside the classroom, which contribute to their growth and development as mature and responsible human beings.

Students' Grievances: The Dean, Students' Welfare is also mandated to redress all students' grievances. The Dean, Students' Welfare is the Nodal Officer responsible for monitoring all students' grievances. All kinds of grievances related to academic and administrative issues, entitlements to various facilities, issues of discrimination, Student-Teacher and Student-Administration relationship, residential life of the students, etc. may be brought to the attention of the Dean, Students' Welfare who will redress students' grievances, through official mechanism.

The details of students' welfare activities and other related matters addressed by the Dean, Students' Welfare is listed in this Student Handbook.

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 endeavor to organize academic and co-curricular activities. Such Associations shall undertake steps towards developing academic atmosphere thereto generating creative activities in the departments.

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 departments.
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 department 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.
2. B.A./B.Sc. programme students of the Faculties of Natural Sciences & Social Sciences shall have their association with bonafide students as its members.

D) Office Bearers:

The Association shall have the following office bearers:

1. President: The Head of the Department shall be the Ex-Officio President of a Subject Association, provided that, in case of B.A./B.Sc. programme, the Dean,

Faculty of Natural Sciences, Social 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 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 the Ph. D. and M. Phil. programmes.

University Gold Medals

Gold Medals shall be awarded to students who successfully complete their respective courses in the minimum prescribed duration of an undergraduate / postgraduate / diploma programmes and secure the first rank in the examination.

The Institute of Chartered Accountants of India (ICAI) has instituted a Gold Medal for the topper student of B. Com. (Hons) final year.

Ms. Nafisa Vahanvati has instituted “Dr. Goolam E. Vahanvati Gold Medal and Cash Award” to the topper student of LL.M.

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 above-mentioned 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

List of Scholarships for Jamia Students

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

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. E. J. Kellat Scholarship
7. Scholarship for the topper Student of each Faculty
8. Faculty of Education Merit Scholarship (For M. Ed. Students)
9. Faculty of Education Merit Scholarship (For students from Languages, Social Sciences and Sciences Stream)
10. Prof. S. C. Shukla Scholarship
11. Prof. Saeed Ansari Memorial Scholarship
12. Qazi Mohd. Ahmad Memorial Scholarship
13. Mirza Mehmood Beg Scholarship
14. Ms. Neelofar Scholarship Fund
15. Dr. A. R. Saiyed Scholarship
16. Prof Hajira Kumar Memorial Scholarship
17. Mohammed Ajaz Student Top Excellence Reward (MASTER)
18. Nasima Begum Educational Award for Topper (NEAT) Scholarship
19. Tabassum Ajaz Winner Award for First Class Students (TAWAFS)
20. Lubna Ajaz Initiative for Knowledge and Education (LIKE)
21. Sophia Ajaz Magnanimous Initiative for Learning & Education (SMILE)
22. Simmi Ajaz Winner Award for Best Students (SAWABS)
23. Late Mr. Masood-ul-Haque Scholarship
24. Jamia Millia Islamia Alumni Association - Riyadh Scholarships
25. Prof. Hajira Kumar Scholarship for MA (HRM) and MA Urdu Students
26. Mrs. Hamida Salim Scholarship for BA (H) Urdu student
27. Prof. S.M. Yahya Scholarship for BDS and B. Tech. students
28. Late Prof. M.N. Menai Scholarship
29. AAJMI Scholarship
30. Dr. Ansar Alam Merit Scholarship
31. Mushirul Hasan Endowment: Post Doctoral Fellowship and Postgraduates Merit-cum-Means Mushirul Hasan Scholarship
32. JMI Alumni Australia Scholarship for Science, Engineering and Architecture
33. Begum Waseem Fatima Memorial Gold Medal
34. Dr. Goolam Vahanwati Gold Medal
35. Institute of Chartered Accountants of India (ICAI)
36. Jawahar Bhavan Trust Scholarship

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)

Details of scholarships

Ordinance 31(XXXI) Fellowships, Scholarships and Gold Medals for Students

1. Definitions

- 1.1. 'Programme' means the entire course of study and examinations.
- 1.2. 'Course' means a segment of subject matter to be covered in a semester.
- 1.3. 'Fellowships' are stipends awarded to students of Ph.D. and M.Phil. programmes in the University.
- 1.4. 'Scholarships' are stipends awarded to students of various programmes of study in the University except for the Ph.D. and M.Phil. programmes.
- 1.5. 'Gold Medals' are medals awarded to candidates who have successfully completed the respective programmes of study and secured the first rank in the concerned examinations.
- 2.0 **Fellowships:** Fellowships are of two types: (i) those awarded to research staff engaged in certain research project or to students registered for a Ph.D. programme in the university, and (ii) those awarded to students of M.Phil. programme.
 - 2.1. Research Fellowships are awarded to research staff engaged in certain research project sanctioned by a funding agency to carry out research work. Such fellowships may also be awarded to students enrolled for Ph.D. programmes in the respective disciplines in the university.
 - 2.1.1. Research Fellowships for Research Staff: The terms and conditions for the award and the duration of a research fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines of a funding agency, the university may frame its own guidelines to regulate such fellowships as and when required. Such staff may or may not be registered as a Ph.D. student in the university. However, a research staff who is awarded a research fellowship to work in the university has to submit an undertaking that he/she is not registered for Ph.D. degree in any other university in the area in which he/she is to pursue research work in Jamia.
 - 2.1.2. UGC Non-NET Fellowships for Ph.D. Students UGC Non-Net Fellowship to Ph.D. Students will be awarded for a period of three years. At the end of the three years, the progress of the research scholars would be evaluated by the concerned Board of Studies/Committee of Studies, which may recommend for extension of Non-Net Fellowships for one more year if the progress of the student is found to be satisfactory. The amount of the fellowship will be as per the UGC guidelines and adopted by the University from time to time.
 - 2.2. Fellowships for non-NET M.Phil. Students. UGC Non-NET Fellowships to M.Phil. students will be awarded for the duration of the course or for 18 months. whichever is less. The amount of the fellowship will be as per the UGC guidelines adopted by the University from time to time.

- 2.3. Modalities for Non-NET Fellowships for M.Phil. Students 214 (i) The UGC Non-NET fellowship may be awarded to a student with effect from the date he/she is admitted to M.Phil. programme in the university. (ii) The progress of an M.Phil. Student during the first and second semesters of the programme shall be assessed on the basis of his/her class attendance and performance in the 1st and 2nd Semester Examinations. A student who is short of the requisite attendance or is unable to secure at least 50% marks or equivalent grade in any of the Courses of the 1st/ 2nd Semester Examination, his/her non-NET fellowship shall be discontinued. Such a student will only be eligible to get the said fellowship if he/she clears all backlog papers of 1st and 2nd Semesters.
- 2.4. Modalities for Non-NET Fellowships for Ph.D. Students (i) In case of Ph.D. Programme, the Non-NET Fellowship may be awarded to an eligible student from the date he/she is provisionally registered for the said programme, on recommendation from the concerned Board of Studies/ Committee of Studies and approval by the Faculty/Centre concerned. The duration of the non-NET fellowship shall be for a period of "Three" years (extendable for one more year as per the UGC's guideline), which includes the Pre-Ph.D. course period as prescribed by the concerned Board of Studies (BOS)/Committee of Studies (COS), in accordance with the academic Ordinance 9 (IX). (ii) If a candidate fails in the Pre-Ph.D. course, his/her Non-NET Fellowship shall be discontinued, which will be re-continued after he/she has passed the said course. For the gap period, between the announcement of the examination results when the candidate was declared as failed and later passed in the subsequent examination, no fellowship will be given to him/her. (iii) In case the Progress of a Non-NET Ph.D. student is found to be unsatisfactory by his/her Ph.D. Supervisor, he/she shall communicate it in writing to the Chairman, Board of Studies/Committee of Studies. The BOS/COS shall make specific recommendation to the University for discontinuing the fellowship of the candidate, based on its own assessment of the candidate's progress. The Non-NET Fellowship of such a candidate will be discontinued by the University for a period as recommended by the concerned BOS/COS. (v) The Non-NET Fellowship of such a candidate may be re-continued on satisfactory progress in research by the candidate on recommendation by the concerned Ph.D. Supervisor and the Chairman, BOS/COS. (vi) A candidate who is registered for the Ph.D. program and is receiving Non-NET Fellowship or any other research fellowship, shall not be allowed to undertake any assignment for remuneration during the span of the fellowship within the university or outside the university in the same city except in special cases where leave is granted without fellowship as per rules. Notwithstanding the above, in no case will leave be granted to undertake an assignment for remuneration outside the city or abroad.
- 2.5. Modalities for fellowships other than Non-NET Fellowships 215 For fellowships, other than the UGC Non-NET Fellowship, awarded to M.Phil./Ph.D. students, the guidelines of the concerned funding agencies shall be applicable.

- 3.0 Scholarships for Students of Jamia: There shall be the following scholarships for Jamia Students: • Jamia Merit Scholarships • Jamia Central Scholarships • Sponsored Scholarships The amount and duration of scholarships may be decided by Jamia from time to time. The Jamia also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required. The Jamia Merit Scholarships and Jamia Central Scholarships will be subject to the provisions laid down in Para 4.2.
- 3.1. Jamia Merit Scholarships: Jamia Merit scholarships are awarded to the 1st and 2nd position holders on the basis of examination results at the end of the year or at the end of the 2nd semester examination in all regular programmes of the University. Provided that students of self-financed programmes are not eligible for the said scholarships. Provided further that students who do not continue their studies in Jamia after completing a particular programme are not entitled for such scholarships.
- 3.2. Jamia Central Scholarships: Jamia Central scholarships are awarded to the 3rd and 4th position holders on the basis of examination results at the end of the year or at the end of the 2nd semester examination in all regular undergraduate, postgraduate and diploma programmes of the University. Provided that students of self-financed programmes are not eligible for the said scholarships. Provided further that students who do not continue their studies in Jamia after completing a particular programme are not entitled for such scholarship.
- 3.3. Sponsored Scholarships Apart from the above scholarships, Jamia has a large number of sponsored scholarships instituted from individuals/ institutions. These are given in Annexure-A.
- 4.0 Gold Medals: The University shall award Gold Medals in all undergraduate/ postgraduate/ diploma programmes in terms of the provisions laid in para 4.2. herein below.
- 4.1. Sponsored Gold Medals: 4.1.1. Pandit Banarsidas Chaturvedi Gold Medal This 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.
- 4.2. University Gold Medals/ Scholarships: 216 University Gold Medals/ Scholarships shall be awarded to students who successfully complete all the courses in the minimum prescribed duration of an undergraduate/ postgraduate/ diploma programme and secure the first rank in the examination. Provided that gold medals/ scholarships will be awarded only to such students who secure at least first division in the examination. 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.
- 5.0 Leave Entitlement for UGC JRF/SRF/Non-NET Fellows

- 5.1. Leave for a maximum period of 30 days in a year, in addition to public holidays, may be taken by a M. Phil/Ph.D. student who has been awarded UGC JRF, Non-NET Fellowship, with the approval of the M.Phil/Ph.D. Supervisor. However, he/she will not be entitled to any other vacation, for example, summer, winter etc.
- 5.2. Women awardees will be eligible for “maternity leave” for 240 days at full rates of the fellowship once during the tenure of their award. Besides this, an ‘Intermittent Break’ for a maximum period of two years may also be permissible to the women candidates. This Flexi-time period shall not be counted towards the tenure of the fellowship and thus effectively the total period of the fellowship shall remain the same. The women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration.
- 5.3. In special case, Junior Research Fellows may be granted leave without fellowship by the University Grants Commission, on the recommendation of the Ph.D Supervisor/Head of the Department concerned, upto one academic year during the entire tenure of the award for accepting teaching assignments on a temporary basis, provided the assignment is in the same city or town. In other cases, leave without fellowship will be for a maximum period of three months during the tenure of the award on recommendations of the Supervisor and the Institution. The period of leave without fellowship shall be counted towards the total tenure of the award. The JRFs and SRFs are advised to apply for leave through Universities/Institutions/Colleges well in advance for the approval of the UGC. The period of leave without fellowship/associate-ship will be counted towards the tenure.

217 Annexure –A List of Sponsored Scholarships For Jamia Students

A-1 Sponsored Scholarships for Students in various Faculties/Centres of Jamia

- A-1.1 Islamic Studies Scholarship for the Topper Student of Department of Islamic Studies: A regular student who secures first rank in the aggregate of the 1st and 2nd semester examinations in M.A Islamic Studies with at least 60% of marks in aggregate in both the semesters.
- A-1.2 Scholarship for Topper Student of the Department of Arabic: A regular student who secures the first rank in the aggregate of the 1st and 2nd semester examinations in M.A Arabic programme.
- A-1.3 Barrister and Mrs. Nooruddin Ahmad and Fareed Ahmad Scholarships: Three scholarships are given to needy female Muslim students, one each studying in M.A. 1st semester of M.A. Urdu, M.A. Hindi, and M.A. English programmes which, after completion of the 2nd semester, may be extended for the next year. The Scholarship Awarding Committee shall comprise of the following members: 1. Dean of Students Welfare (Chairperson), 2. Dean, Faculty of Humanities & Languages, 3. Heads of

Departments of English, Urdu and Hindi, 4. A nominee of the Trust for Barrister and Mrs. Nooruddin Ahmad and Fareed Ahmad Scholarships. One scholarship is also given to a needy female Muslim student of LL B 1st year during her 5 year course for which the Scholarship Awarding Committee shall comprise of the following members: 1. Dean of Students Welfare (Chairperson), 2. Dean, Faculty of Law, 3. A nominee of the Trust for Barrister and Mrs. Nooruddin Ahmad and Fareed Ahmad Scholarships.

- A-1.4 Razmi Rizwan Husain Memorial Scholarship This scholarship is given to a student with good academic achievement and who is in financial need to the best student in M.A. Final History.
- A-1.5 E. J. Kellat Scholarship This scholarship is awarded to a bonafide student of M.A. 1st semester in English who obtained the highest marks in his/her undergraduate examination of B. A. (Hons.) English from the University.
- A-1.6 Scholarship for the Topper Student of each Faculty This scholarship is awarded to a student who is an overall topper of the Undergraduate Programme run by each Faculty and who is enrolled in a postgraduate programme of Jamia. Provided that he/she is not receiving any monthly scholarship from any other internal/external source.
- A-1.7 Faculty of Education Merit Scholarship Four Merit Scholarships will be awarded to full time M.Ed. Students, two of which will be awarded to students who obtain highest marks in the theory papers of B.Ed. Examination and other two scholarships will be awarded on the basis of merit to students who secure 2nd and 3rd positions as determined on the basis of performance in the admission test and interview. In case toppers of B.Ed. Do not take the admission, the scholarship will be offered to the 4th and 5th ranking students as determined on the basis of performance in the admission test and interview.
- A-1.8 Faculty of Education Merit Scholarship: There are ten Merit Scholarships which are meant for students from Languages, Social Sciences and Sciences streams in the proportion of 3:4:3. These scholarships are awarded by the Dean, Faculty of Education on the basis of merit, as determined in the Admission Test and Interview
- A-1.9 Prof. S.C. Shukla Scholarship: This scholarship is awarded to a candidate who has topped in the Annual Examination of B. Ed. in Jamia Millia Islamia and continues for M. Ed. (regular programme) of Jamia Millia Islamia. In case of non-availability of such a topper of B. Ed. programme, the scholarship will be awarded to a student who has taken admission to M. Ed. (regular programme) of Jamia Millia Islamia and has secured highest marks in the Entrance Test and Interview.
- A-1.10 (Late) Prof. Saeed Ansari Memorial Scholarship: This scholarship is awarded to the topper student in the B.Ed. Admission Entrance Test.
- A-1.11 Jawahar Bhavan Trust Scholarship: These scholarships are awarded to regular students who have secured the first rank in the aggregate of the 1st and 2nd semester examinations in each of the following postgraduate programmes in Urdu/ Hindi/ History/

Biosciences/ Physics/ Maths./ H.R.M./M.Com./ M.A. (Edu.)/Mass Communication. Provided that students of self-financed course shall not be eligible for these scholarships.

- A-1.12 Qazi Mohd. Ahmad Memorial Scholarship: This scholarship is awarded to the student who has secured highest percentage of marks in the aggregate of 1st and 2nd semesters of M. A. /M Sc. Geography examination.
- A-1.13 Mirza Mehmood Beg Scholarship: This scholarship is to be given to a student of B. Lib. and Information Science Course who has secured the highest marks in the qualifying examination for admission (other than B. A. (Hons.) /M. A. in Urdu, Hindi, Arabic or Persian)
- A-1.14. Ms. Neelofar Scholarship Fund: This scholarship is given to B.Lib. and Information Science Course for female Muslim student from weaker sections. The Scholarship Awarding Committee for the above scholarship shall comprise of the following members: 1. Dean of Students Welfare (Chairperson), 2. Dean, Faculty of Social Sciences, 3. Librarian, Dr. Zakir Husain Library,
- A-1.15. Dr. A.R. Saiyed Scholarship: This scholarship is given to a student who topped in B.A. (H) Sociology final examination and joins the 1st semester M.A. Sociology in Jamia.
- A-1.16. Prof. Hajira Kumar Memorial Scholarship: This scholarship is given to a student of M.A. Social Work whose aggregate of marks in the 1st and 2nd semester examinations is the highest and joins the 3rd semester of the programme.
- A-1.17. Mohammed Ajaz Student Top Excellence Reward (MASTER): The Scholarship is awarded to the overall topper of the 1st Year B. Tech (Civil/Mechanical/Electronic/Electrical/Computer) students of the University
- A-1.18. Nasima Begum Educational Award for Topper (NEAT) Scholarship: This Scholarship is for the girl student who is an overall topper of the B. Tech III year (Civil/Mechanical/ Electronic/ Electrical/ Computer) course of the University and is a bonafide student of the B.Tech VII semester. The selected candidate must have cleared all her courses of the I – VI semesters.
- A-1.19 SAWABS (Simmi Ajaz Winner Award for Best Student) Scholarship: This scholarship is offered to a Muslim student of financially weak background from Bachelor of Architecture, B.Arch. (Day/Evening) course, based on his/her overall performance in the first and subsequent years, on the condition that the candidate should have secured in the previous examination at least 70 % marks or Grade 'A',.
- A-1.20 TAWAFS (Tabassum Ajaz Winner Award for First-Class Student) Scholarship: This scholarship is offered to a Muslim student of financially weak background from Diploma in Engineering course either in Mechanical, Electrical, Electronics, Civil, or Computer branch (Regular/Evening), based on his/her overall performance in the first and subsequent years, on the condition that the candidate should have secured in the previous examination at least 70 % marks or Grade 'A'.

- A-1.21 SMILE (Sophia Ajaz Magnanimus Initiative for Learning & Education) Scholarship: This scholarship is offered to a Muslim student of financially weak background from M.A. in Mass Communication based on his/her overall performance in the first year.
- A-1.22 LIKE (Lubna Ajaz Initiative for Knowledge and Education) Scholarship: This scholarship is offered to a Muslim student of financially weak background from Master of Business Administration Program (MBA), based on his/her overall performance in the first year.
- A-23 Dr. Ansar Alam Merit Scholarship in Faculty of Education: Two scholarships (one for B.Ed. Special Education in Learning Disability Urdu Medium and one for M.Ed. Special Education in Learning Disability in General Category) is awarded to the overall topper of respective courses.
- A-24. Mushirul Hasan Endowment:
- A-24.1 Mushirul Hasan Post-Doctoral Fellowship: One Annual Post-Doctoral Fellowship will be awarded to a student who has completed their Ph.D. in any field of Humanities & Social Sciences from any Indian University for a period of two semesters or 9 months. A stipend of Rs. 50,000/- per month shall be given.
- A-24.2 Mushirul Hasan Scholarship (Merit Cum Means): Two Post-graduates Merit-cum means Scholarships (one Female student and one Male student) will be awarded to the students who have admitted to Jamia in M.A. of Humanities and Social Sciences faculties for a period of two years, students who have completed his/her graduation in any discipline. The stipend of Rs. 10,000/- per month shall be given.
- A-25 Begum Waseem Fatima Memorial Gold Medal: Gold Medal to be awarded to the women student passing out from the Master of Arts (Social Work) programme of the Department of Social Work, JMI.
- A-26 JMI Alumni Australia Scholarship for Faculties of Natural Sciences, Engineering & Technology and Architecture & Ekistics: There will be total number of Six (6) scholarships in each academic year of the Undergraduate program (B.Sc., B.Tech & Arch.). The amount of the scholarship will be Rs. 50,000/- to each eligible students. The two top scorers (Marks/CGPA) from each of the faculties shall be eligible for this scholarship. In case an eligible student surrenders this scholarship, the next highest marks/CGPA scorer shall be awarded the scholarship.
- A-2 Jamia Teachers Scholarship University Teachers have established a fund by contributing a fixed amount from their salary every month. The nature of scholarship is merit-cum-need based. Three teachers are nominated by the General Body to screen and decide the award of the scholarship. Details of the scholarship are available from the office of the Jamia Teachers Association.
- A-3 SC/ST/ OBC /Minorities scholarships from various States Scholarships to students belonging to SC/ST-category are awarded by the State Government of their respective

States which the students belong to. (Note: The students who want to apply for the said scholarship are advised to contact the SC/ST Cell, Registrar Office, Jamia Millia Islamia).

- A-4. Aba Endowment Fund: The Aba Endowment Fund has been instituted by Mr. Najeeb Jung, former Vice-Chancellor of JMI to benefit and uplift the students from the weaker sections of society in general and the Muslim community in particular. From this fund, a scholarship is awarded to a student each year after the admissions are over. The funds received from Mr. Mukul Kasliwal for awarding "Mukul Kasliwal Scholarship" will be part of the Aba Endowment Fund. The Scholarship Awarding Committee shall comprise of the following members: 1. Pro Vice-Chancellor (Chairperson), 2. Dean, Students Welfare, 3. Finance Officer, 4. Secretary to Vice-Chancellor (Convener)
- A-5. Sponsored Scholarships for Jamia Schools
- A-5.1 Disabled Children Fund for Jamia Nursery School: Out of this fund, scholarships are given to disabled children of the first year of Jamia Nursery School after completion of admission. In case no disabled children are admitted in the first year, then the scholarship will be distributed equally among the disabled of the second year. The amount of the scholarship is Rs. 2500/- p.a. and selection of children is made by the Director, Mushir Fatima Nursery School.
- A-5.2 Mushir Fatima Memorial Scholarship: This Scholarship is given to two bonafide children of Nursery School belonging to financially weak families. The amount of fellowship is Rs. 250 /- for ten months after completion of admission and selection of children is made by the Director, Mushir Fatima Nursery School.
- A-5.3. Scholarship for Toppers of Class X and XII of Jamia Senior Secondary School (1st Shift): These scholarships are given to bonafide students of the above school who obtained first and second positions in the Annual Examination for Class X and XII of each stream. A lump sum of Rs. 800/- is given to the first position holder and Rs. 500/- to the second position holder after the Annual Examination results are declared.

Cultural Activities

Cultural Activities

The Competent Authority, JMI has pleased to approve the University Cultural Committee on the recommendation of Professor Neelofer Afzal, Dean Students' Welfare (DSW). The members of the Approved University Cultural Committee are as follows.

- Prof. Neelofer Afzal, DSW, JMI — Chairperson
- Prof. Ghulam Yazdani, F/o Law, JMI — Advisor
- Prof. Danish Iqbal, AJK-MCRC, JMI — Advisor
- Mr. Viqar Husain Siddiqui, D/o Art Education, JMI — Advisor
- Dr. Shahnaz, F/o Dentistry, JMI — Member
- Dr. Vivek, D/o Commerce and Business Studies, JMI — Member
- Dr. Atikho Kaisii, Centre for Culture Media & Governance, JMI — Member
- Dr. Umaima, Dr. Zakir Husain Library, JMI — Convener

To identify and nurture diverse talents, to promote a spirit of social cohesion and mutual understanding and to actively work towards the larger goal of the all - round development of students, the following clubs have been established by the university under the overall supervision of the Dean, students' welfare:

1. **Drama Club-** The Drama Club organizes theatre related activities for Jamia students. The activities typically start in the month of August with auditions of bonafide students of Jamia. The shortlisted students are encouraged to participate in workshops organized by the Drama Club. The workshop sessions include sessions on acting, singing, improvisation as well as on 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. **Music Club-** The musically inclined students are provided an opportunity to explore and develop their singing abilities. The club starts auditioning in the month of September. Shortlisted students are trained to participate in the Jamia Tarana which is performed at all important occasions in the university. Students are also selected to represent the university in various competitions.
3. **Film Club-** Films form a significant part of our popular culture. The club aims to initiate a dialogue on socially relevant issues through the medium of films and provide students with analytical tools to examine social realities while at the same time attempting to develop cinematic appreciation among members. Screening of carefully chosen films, which could include long feature films, documentaries or short films, will be organized the whole year round. The group will meet regularly and collectively watch the selected works. Organizing discussions around the varied themes of the screened films provides a valuable educative input. External experts such as filmmakers may also be invited to anchor such discussions.

4. **Literary, Debate, Quiz and Fine Arts Clubs-** A range of activities which aim at exploring and nurturing diverse abilities are regularly organized by the university
Literary Club – Jamia students are provided opportunities to express themselves creatively and critically in English, Hindi and Urdu as part of events which are organized by the Literary Club from time to time.
Debate Club- The Debating Society selects Jamia students for taking part in different university or national level debate competitions held round the year. They are encouraged to express their thoughts coherently and persuasively on issues of contemporary relevance. The selections are done on the basis of screening conducted before each event/competition.
Quiz Club- The members are expected to be enthusiastic knowledge seekers and remain updated with various kinds of knowledge to participate in quizzing events which may be announced from time to time.
Fine Arts Club- This club develops and showcases the aesthetic sensibilities of the members by providing them with platforms to demonstrate their creative potential. They would be expected to be innovative and produce unique pieces of work as part of exhibitions and displays that may be organized at various levels.
5. **Jamia Band (NCC) Club-** The National Cadet Corps (NCC) is a service that seeks to involve the youth of the country by constructively utilizing their energies and gives them an opportunity to discover the potential of team work in situations which challenge their own abilities. The cadets learn the key to co-operative and harmonious living while engaging in challenging activities like camping, etc. NCC draws out the potential of the youth as it works closely for community development in times of peace as well as natural or human made exigencies. Jamia Millia Islamia is one of the very few institutions which organizes its own training camp for its cadets on the campus in the month of October every year. The cadets utilize this camp for preparation for the celebration of Jamia's Foundation Day on 29th October. On this day cadets demonstrate the different activities and skills in which they have been trained in. This camp also makes them eligible to appear in the certificate examinations. In addition, cadets of Jamia NCC avail the opportunities for participation in various adventure activities, like Rock Climbing, Trekking, Cycle Expeditions, White Water Rafting, Para-trooping, Civil Defence, Self Defence, Aero Modeling and Horse Riding etc. Demonstrations of these activities are held on the occasion of Jamia's Foundation Day celebrations. Students are also provided opportunities to undertake basic mountaineering courses conducted by the Mountaineering Institutes. At the same time trekking programmes are organized annually to places in Himachal Pradesh, Uttarakhand and Goa. The added advantage of NCC in Jamia is that, it is maintaining its own shooting range.
6. **Gender Champions Club-** In consonance with the UGC guidelines, the university has put in place a dedicated team of students which works towards inculcating gender-sensitivity in students and creating an enabling ethos in which people of all genders are treated with dignity and respect. The team is chosen from among the interested candidates who apply for membership in response to the university's notice which is usually brought out early on in an academic session. The members who are known by the name of 'Gender

Champions' are selected on the basis of their performance in the interview cum interaction with a duly constituted committee. Through the year, these 'Gender Champions' are expected to organize a range of events and activities which could have varied purposes such as – identifying and addressing gender gaps, creating awareness and advocacy, trying out innovations etc.

7. **The Science Club- Technology, Innovations & Environment** - This club is dedicated to cultivating scientific curiosity, fostering a love for science, and facilitating interdisciplinary learning through interactive activities and workshops. It promotes collaboration, hands-on experiments, and problem-solving skills among members while emphasizing environmental awareness and sustainability projects. It offers a diverse range of activities to engage and inspire its members. These activities encompass expert lectures, hands-on workshops, and engaging discussions on scientific topics, fostering critical thinking and curiosity. The club also encourages members to showcase their innovative projects and experiments in science and technology fairs, while actively engaging in community service and environmental initiatives. Additionally, it collaborates with local schools and community centers to promote scientific education and awareness, making a positive impact through technology outreach programs.
8. **Cyber Club-** This club is an academic and technical platform that aims to spread awareness about cyber security and digital safety among students. The club regularly organizes cyber-related lectures, workshops, and interactive sessions conducted by experts and faculty members. Through these activities, students are informed about the latest cyber frauds, online scams, phishing attacks, data breaches, and network security issues. The main objective of the Cyber Club is to prepare students to stay safe in the digital world. It also provides practical knowledge and guidance, enabling students to understand cyber threats and take appropriate preventive measures to protect themselves online.

University Counseling & Guidance Centre

University Counseling and Guidance Centre was established in the year 2005 with the aim of developing personality of the students, to help them achieve their fullest potential in academic and professional areas, to excel in life and to prepare them to meet the challenges in the future. Since 2007, the Centre has diversified its activities to remediation, rehabilitation, prevention and management of psychological needs. Wide range of services are provided to assist students in acquiring and developing positive attitudes, insight and understanding about self and surrounding environment.

The Centre is located in the Old SRK building (near Gate No. 8) and can be contacted at 011-26983382, 26981717.

Dr. M A Ansari Health Centre

Dr. M A Ansari Health Centre is a central facility in the university responsible for providing all basic health services & facilities to university's faculty members, students & staff including families of Jamia employees. The Centre aims to create a dynamic, forward-looking, innovative medical facility within its limited resources. The Centre's staff work together as a collective unit to achieve and to improvise health facilities in the university.

Students are required to carry their Student ID when visiting the health Centre. The schedule of doctors can be found on the following link: https://www.jmi.ac.in/upload/menuupload/Dr_MA_Ansari_Health_Centre_doctors_schedule_2023august18.pdf

Facilities and Amenities for Students on Campus

Sr. No.	Name of Department/ Office/Centre	Head of Department/ Office/Centre	Phone Number	E. Mail
1.	Dr. M. A. Ansari Health Centre, Jamia Millia Islamia New Delhi-110025	Dr. Irshad H. Naqvi Chief Medical Officer Dr. Shaista Farheen Chief Medical Officer	011-26984625 011-26981717 Extn: 1780	inaqvi@jmi.ac.in sfarheen@jmi.ac.in
2.	Games and Sports Jamia Millia Islamia New Delhi-110025	Prof. Nafis Ahmad Hony. Director	011-26985705, 011-26981717 Extn: 1795, 1797	nahmad7@jmi.ac.in
3.	National Cadet Corps (NCC) / National Service (NSS) Jamia Millia Islamia New Delhi- 110025	Prof. Iqtidar Mohd. Khan Hony. Coordinator (NCC) Dr. Viqar Husain Siddiqui Hony. Coordinator (NSS)	011-26981270 011-26981717 Extn: 1790	imkhan@jmi.ac.in vsiddiqui@jmi.ac.in
4.	University Counseling & Guidance Centre Jamia Millia Islamia New Delhi - 110025	Prof. Akbar Hussain Hony. Director	011-26981717 Extn: 4480	ahussain@jmi.ac.in
5.	Centre for Coaching and Career Planning Jamia Millia Islamia New Delhi - 110025	Prof. Samina Bano Professor Incharge	011-26310073 011-26981717 Extn: 4272	sbano@jmi.ac.in
6.	University Placement Cell Hall No. 119, Faculty of Engineering & Technology Building Jamia Millia Islamia New Delhi - 110025	Prof. Rahela Farooqi Hony. Director	011-26981717 Extn: 2580/81	rfarooqi@jmi.ac.in
7.	ICTC/HIV/AIDS Testing	Dr. Viqar H. Siddiqui Nodal Officer	011-26981717 Extn: 1790	vsiddiqui@jmi.ac.in

List of Canteens on the Campus

1.	Canteen Central Canteen Main Campus
2.	Dry Canteen Near Central Canteen, Main Campus
3.	Canteen Faculty of Engineering and Technology
4.	Canteen Faculty of Education
5.	Canteen Jamia Middle School
6.	Dry Canteen Faculty of Fine Arts
7.	Canteen G.P. Girls Hostel
8.	Canteen MCRC
9.	Canteen AMK & BR Ambedkar Hostel
10.	Canteen Kellat House
11.	Canteen Faculty of Dentistry
12.	Hygienic Mark Cafe Faculty of Humanities and Languages
13.	Dry Canteen Sr. Sec. School
14.	Kitchen Nehru Guest House
15.	Cafe at Castro Garden Courts Near M.F. Husain Art Gallery
16.	Dastarkhwan Main Campus
17.	Coffee Corner Near Department of Management Studies
18.	Dry Canteen International Boys Hostel
19.	Dry Canteen Begum Hazrat Mahal Girls Hostel
20.	Dry Canteen Near Nursery School

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 software - JAWS & Talking Typing software, Braille Book etc. The Centre has developed a CD collection of 600 with talking type PCs.

The following items have also 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 ChollyInfty
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. Further 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 facing any difficulty may contact the Office of the Dean, Students' Welfare, Jamia Millia Islamia.

Discipline

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University.
2. The following and such other rules as framed by the University from time to time, shall be strictly observed by the students of the Jamia:
 - 2.1. Every student of the Jamia shall maintain discipline and consider it his/her duty to behave decently at all places. Male students shall, in particular, show due courtesy and regard to Female students.
 - 2.2. No student shall visit places or areas declared by the Chief Proctor as "Out of Bounds" for the students.
 - 2.3. Every student shall always carry on his/her person the Identity Card issued by the Chief Proctor.
 - 2.4. 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.
 - 2.5. Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.
 - 2.6. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Chief Proctor.
 - 2.7. If a student is found to be continuously absent from classes without information for a period of 15 days within a semester or for a period of 30 days in a programme/course of study in the annual mode, his/her name shall be struck off the rolls.

A student whose admission is cancelled due to his/her inability to pay the late fee within the prescribed time limit due to his/her absence from classes as per the above provision, he/she may only be re-admitted after getting permission from the Vice-Chancellor.

3. Breach of discipline, *interalia*, shall include:

- 3.1 irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
- 3.2 causing disturbance to a Class or the Office or the Library, the Auditorium and the Play Ground etc.;
- 3.3 disobeying the instructions of teachers or the authorities;
- 3.4 misconduct or misbehavior of any nature at the time of elections to the student bodies or at meetings or during curricular or extra- curricular activities of the University;
- 3.5 misconduct or misbehavior of any nature at the Examination Centre;
- 3.6 misconduct or misbehavior of any nature towards a teacher or any employee of the University or any visitor to the University;
- 3.7 causing damage, spoiling or disfiguring the property/equipment of the University;
- 3.8 inciting others to do any of the aforesaid acts;
- 3.9 giving publicity to misleading accounts or rumour amongst the students;
- 3.10 mischief, misbehavior and/or nuisance committed by the residents of the hostels;
- 3.11 visiting places or areas declared by the Chief Proctor as out of bounds for the students;
- 3.12 not carrying the Identity cards issued by the Chief Proctor;
- 3.13 refusing to produce or surrender the Identity Card as and when required by

Proctorial and other Staff of the University;

- 3.14 Any act and form of ragging.
 - 3.15 Smoking, use of mobile phones or eatables inside classrooms/ laboratories/ studios/ control rooms/ editing rooms etc.
 - 3.16 Misbehavior or sexual harassment.
 - 3.17 Any other conduct anywhere which is considered to be unbecoming of a student.
4. For all practical purposes and intentions, sexual harassment of women/girls students includes any one or more of the unwelcome acts or behaviour (whether directly or by means of electronic devices 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) By means of electronic devices; or
 - (vi) Any other unwelcome physical, verbal or non-verbal contact of sexual nature.
5. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
- (1) Fine
 - (2) Campus Ban
 - (3) Expulsion, and
 - (4) Rustication.
- 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.
6. All powers relating to discipline & disciplinary action in relation to the student shall vest in the Shaikhul-Jamia (Vice-Chancellor). However the Shaikhul-Jamia (Vice-Chancellor) may delegate all or any of her powers, as she deems proper, to the Chief Proctor or to the discipline committee, as the case may be, or any functionary of the University.
7. Powers relating to discipline/misconduct shall be regulated by Statute 31 read with Section 30 of JMI Act, 1988.
8. (a) Without prejudice to section 30 of JMI Act 1988 as also Statute 31, there shall be a Discipline Committee comprising of the following members:
- (i) The Shaikhul-Jamia (Vice-Chancellor) - (Chairman);
 - (ii) The Naib Shaikhul-Jamia (Pro- Vice-Chancellor);
 - (iii) The Dean, Students' Welfare;
 - (iv) The Provosts;
 - (v) The Deans of the Faculties
 - (vi) The Warden, who shall be invited, when the matter concerning his/her Hostel/Kitchen is required to be placed before the Committee for consideration; and
 - (vii) The Chief Proctor (Member/Secretary)

Provided that in any cases of sexual harassment of women/girl students, the Discipline Committee shall comprise of the following members:

- (vii) Chairperson of the University Discipline Committee – Chairperson
- (ii) Two nominees of the Vice-Chancellor who shall be women employed in the University;
- (iii) Dean of concerned faculty;
- (iv) Head of Department/Director of the Centre (as the case may be) to which the complaint belongs;
- (v) Chief Proctor;
- (vi) Dean, Students' Welfare

The Committee shall have the right to co-opt a lady who has experience of working for the cause of women.

- (b) Subject to any powers conferred by the Act and the Statutes on the Shaikhul-Jamia (Vice-Chancellor), the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
- (c) The said Committee shall make such Rules, as it deems fit, for the performance of its functions and these rules and any other orders under them shall be binding on all the students of the University.
- (d) The decision of the Discipline Committee shall be final and binding. However, in exceptional circumstances the Discipline Committee is empowered to review its decisions.
- (e) One-third of the total members shall constitute the quorum for a meeting of the said Committee.

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 any 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 or 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 cause or are 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 the 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 of a 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 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 the 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 puts up 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 that make surprise raids on hostels, canteens, libraries, class-rooms and other places to prevent ragging. Fresher 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.

All complaints /grievances of students pertaining to issues of Equity and Non-Discrimination may be forwarded to the office of the Dean, Students' Welfare. The office of the DSW shall look into issues of discrimination against students.

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 at the Annual/Semester End Examination, a student shall be deemed to have undergone a regular course of study (except M.Ed. Course) 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 disability¹, 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 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 (as per the appended annexure). 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.

For M. Ed. Course, the minimum attendance of students shall be 80% for Theory Courses and Practicum, and 90% for Field Attachment.

2. ²In 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. 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 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:

¹ Serious sickness/ excruciating medical disability shall include all diseased conditions requiring hospitalization or such diseases that render immobility for the period duly certified by the State Government/Central Government hospitals/dispensaries and all such hospitals that have been empanelled by Jamia Millia Islamia as per the C.G.H.S. rules.

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

- 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 in the University Examination in those subjects, the aggregate percentage of attendance in each subject should satisfy the condition(s) 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.

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, which he/she has been reverted back.

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 the 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.

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.

4. If a student is found to be continuously absent from classes without information (communicated in writing with valid cause the reason for such absence) for a period as specified in Para No. 2.7 of Ordinance 14 [academic], his/her name shall be struck off the rolls of the University.

Such a student may, however, be readmitted only after getting approval of the Vice-Chancellor as provided in the above-mentioned Ordinance.

5. The late submission of fee by a readmitted student will not entitle him/her for any relaxation in attendance and that his/her attendance shall be computed from the date of commencement of classes.

Choice Based Credit System (CBCS)

The **University Grants Commission (UGC)** has stressed on speedy and substantive academic and administrative reforms in higher education for promotion of quality and excellence. The Action Plan proposed by **UGC** outlines the need to consider and adopt Semester System, **Choice Based Credit System (CBCS)**, and Flexibility in Curriculum Development and Examination Reforms in terms of adopting Continuous Evaluation Pattern by reducing the weightage on the semester-end examination so that students enjoy a de-stressed learning environment. **CBCS** has to successfully perform the multiple roles of creating new knowledge, acquiring new capabilities and producing an intelligent human resource pool for the promotion of economic growth, cultural development, social cohesion, equity and justice.

From the new session beginning July 2015, Jamia Millia Islamia has introduced **Choice Based Credit System (CBCS)**, which has the following advantages for the students:

- Learn at their own pace
- Choose electives from a wide range of courses
- Undergo additional courses and acquire more than required number of credits
- adopt an interdisciplinary approach in learning
- Inter college/University transfer of Credits
- Complete a part of programme in the parent institute and get enrolled in another institution for specialized courses

Under CBCS, the students are offered various types of courses which are listed below:

Types of Courses:

Courses in a programme may be of two kinds: Core and Elective.

Core Course:

This is the course which should compulsorily be studied by a candidate as a core requirement to complete the requirement of a degree in a said discipline of study. A course may be a soft core if there is a choice or an option for the candidate to choose from a pool of courses from the sister/allied disciplines which complements the main discipline. It may be called "Core Elective" or "Core Allied". In contrast, a Compulsory Course paper is called "Core compulsory."

Choice Based Course (Elective)

Choice Based Course (Elective) is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing candidate's proficiency, skill and ability.

Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline / subject of study or which provides an extended scope or which enables an exposure to some other discipline / subject/ domain or nurtures the candidate's proficiency/ skill is called an Elective Course.

Elective courses may be offered by the main discipline / subject of study or by sister / related discipline / subject of study. A Soft Core course may also be considered as an elective.

Project work/Dissertation work is a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work may be a hard core or a soft core as decided by the Board of Studies / Committee of Studies concerned.

Credit Transfer System

Credit transfer system is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit transfer process involves aspects like:

- i) mapping, comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification, and
- ii) making a judgment about the credit to be assigned between the matched components of the two qualifications. Credit transfer agreements shall be between one or multiple departments/faculties within the university or even outside the university across the country.

University Examinations

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

The Semester system had been operationalized in all Masters' Programmes from the academic session 2010-11. For the undergraduate programmes, the semester system came into operation 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.³
- 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.

Annual System of Examinations

Division

Division shall be awarded separately in each of the three parts of the Examination, viz. Theory, Practice teaching and Practical work, on the basis of the Marks obtained in the relevant part, as given below:

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

³ 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 (D.El.Ed.) | National Council for Teacher Education(NCTE) |
| 4. Diploma in Engineering | All India Council for Technical Education(AICTE) |
| 5. Bachelor of Technology (B.Tech.) | All India Council for Technical Education(AICTE) |
| 6. Master of Technology (M.Tech.) | All India Council for Technical Education(AICTE) |
| 7. B.A. LLB | Bar Council of India |
| 7. Bachelor of Architecture (B. Arch.) | Council of Architecture (COA) |
| 8. Bachelor of Dental Surgery (B.D.S.) | Dental Council of India (DCI) |
| 9. Bachelor of Physiotherapy (BPT) | Delhi Council for Physiotherapy and Occupational Therapy (DCPTOT) |

- (i) 75% marks or more in the Theory Paper(s) / Course(s), Teaching Practice and Practical Work : First Division with Distinction That / those paper(s) in Theory, Practical Teaching and Practical work
- (ii) 60% marks or more, but less than 75% : First Division
- (iii) Less than 60% marks, but not less than 50% marks : Second Division
- (iv) Less than 50% but not less than 40% of marks : 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 exceptions⁴), 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 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

For M.Ed. Course under the Credit Based Semester System

Internal Assessment	30% of allocated marks
End Semester Examination	70% of allocated marks

- 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.

Internal Assessment

- The Internal Assessment in a theory course may comprise written tests, assignments, presentations, seminars, tutorials, term papers etc. as prescribed by the concerned Board of

⁴ The Ordinance may be amended from time-to-time and students may have to look for amendments on the University's website, <https://jmi.ac.in/About-Jamia/Ordinances-&Regulations/Ordinances-&Regulations>.

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.
- The modalities of evaluation of various components in Para # 4.3.1 - 4.3.4 shall be decided by the concerned Board of Studies/ Committee of Studies from time to time and shall be duly approved by the concerned Faculty Committee / Board of Management.
- The concerned Department/ Centre shall maintain the complete record in respect of the Internal Assessment and display it in the respective Departments/ Centres.

Award of Grades

- Students will be awarded letter grades on 10 point Scale for each course on the basis of their performance in that course. The procedure for award of grades is as follows:
- All evaluations will be done in marks.
- The marks obtained by a student in the End Semester Examination and Internal Assessment in a theory/ laboratory course/ Field work/ Industrial Training/ Teaching Practice/ Project, as the case may be, will be added together. These combined marks would be converted to a 100-Point Scale. The rounding off (if required) will be done to the nearest integer.
- Letter grades will now be awarded for each course as per 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	$M < 40$	0

#M: Marks obtained by a student on the 100-point Scale.

- (i) For the programmes listed in Annexure 15A-1, the lowest passing grade in a course and also for awarding a degree will be 'C' and a candidate having obtained the 'D' grade in a course shall be declared as failed in that particular course.
- (ii) For the programmes listed in Annexure 15A-2, the lowest passing grade in the Internal Assessment as well as in the Semester-End Examination of a course will be 'C' separately for each component, whereas the combined marks of Internal Assessment and Semester-End Examination will be 'C+', and a student having secured a grade lower than this shall be declared

as failed in that course.

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).

Time Limit for passing an Examination

Unless otherwise provided, no student shall be allowed to appear in the Examination after the expiry of the periods as specified in the following:

Minimum duration of the Programme/course of study	Maximum time-limit for passing the programme/course of study
One Semester	Two Semesters
One Year/Two Semesters	Two Years/Four Semesters
One & half Years/Three Semesters	Three Years/Six Semesters
Two Years/Four Semesters	Four Years/Eight Semesters
Three Years/Six Semesters	Five Years/Ten Semesters
Four Years/Eight Semesters	Six Years/Twelve Semesters
Five Years/Ten Semesters	Eight Years/Sixteen Semesters

- Provided that the University may grant a student further extension of one year to take the examination in exceptional cases, on case to case basis, beyond the aforesaid maximum period.
- Provided further that, in arriving at any such decision, the University shall take into account the following exceptional circumstances as evidencing the bonafide inability of the student to complete the course within the prescribed period:
 1. Pursuit of excellence in sports, performing arts, literary arts and sciences especially at national and international level (where schedule of events are such as to merit exception).
 2. Entrepreneurial pursuits (where students drop out to establish successful start-ups and then wish to re-join and complete their education).
 3. Medical emergency including accidents directly affecting the student/spouse/parents only.
 4. Pregnancy of the female candidate(s).
 5. Any other relevant factor may also be taken into account.

Cumulative Performance Index (CPI)

The final CPI (Cumulative Performance Index) of a student shall be calculated on a base of 10 and shall be on the basis of the candidate's performance, spread over the first year, the second year, the third year and the fourth (Final) year of Bachelor of Technology Programme. The relative weightage assigned to each of the four years shall be as follows.

The first year	25% (of the sum of SPI of I and II Semesters)
The second year	50% (of the sum of SPI of III and IV Semesters)
The third year	75% (of the sum of SPI of V and VI Semesters)
The fourth (Final) year	100% (of the sum of SPI of VII and VIII Semester)

Where SPI (Semester Performance Index) will be calculated according to the provision given in Clause 18 herein above.

Division: The Division will be awarded in the following manner (with maximum CPI of 10 as base):

I Division with Honours	CPI \geq 8.5
I Division	6.5 \leq CPI < 8.5
II Division	CPI < 6.5

Conversion Formula of Cumulative Performance Index (CPI)

For the purpose of conversion of CPI after Final Year B.Tech. Examination into an equivalent Percentage of Aggregate marks (Y %) the following formula may be used:

$$Y \% = 137.4 - 44.24X + 6.96X^2 - 0.29X^3$$

Where, X = CPI

B.A., LL.B. (Hons.) (Five-Year Programme)

Courses, Credits and Their Distribution

Each semester shall have not more than six credit courses and each course shall carry 3 credits. Provided, however, the courses in English Language, Foreign Language and Computers shall be non-credit courses but students shall have put in the required attendance and pass an examination conducted at the end of the course. In such cases, these courses will be taken as a 'course' for purpose of promotion under Clause 5(ii) herein below.

Attendance

The provisions of the University Ordinance-35 (Academic) in this respect shall be applicable.

Evaluation shall have two components (in each paper)

Continued assessment - 25 marks

Assignments (written) - 20 marks

Oral Test - 05 marks

End Semester Examination- 75 marks

(All assignments to be completed before the End Semester Examination) Provided in case of Clinical and Seminar Courses the scheme of evaluation shall be as under:

Clinical Courses

Written Report/Paper : 50 marks

Oral Presentation/Defense : 25 marks

Record of daily work maintained in a record book : 25 marks.

Seminar Courses

Written paper : 75 marks

Presentation : 25 marks

The evaluation shall be through grades in a nine point scale with the corresponding grade value as under:

	Percentage of marks	Grade	Grade Value
i)	75% and above	O	9
ii)	70 to 74%	A+	8
iii)	65 to 69%	A	7
iv)	60 to 64%	B+	6
v)	55 to 59%	B	5
vi)	50 to 54%	C+	4
vii)	45 to 49%	C	3

viii)	40 to 44%	D	2
ix)	Below 40%	F	1

In order to be declared pass/successful in any course, a student shall have to secure the following Grades:

“C” Grade in Theory

“C” Grade in Internal Assessment

“C+” Grade in Aggregate

Those who are unable to secure the required grades, as mentioned above, shall be deemed to have failed in the course concerned.

Promotion Scheme

A student shall be promoted automatically from an odd semester to next even Semester.

Provided that a student shall not be promoted from an even Semester to next odd Semester, if he/she has failed in more than four courses/subjects.

Every student who has failed in more than four courses at the end of a given academic year or who has failed to clear requisite number of courses of the preceding years before being eligible to be promoted to the next odd Semester, shall be entitled to appear as an ex-student for the same year in respect of the courses to be cleared by paying such fee as may be prescribed from time to time.

In respect of such students there will be no requirement of compulsory attendance in such courses. However, such students will have to complete all other requirements of the course/courses as prescribed for the regular students.

Improvement: A Student obtaining a passing grade in any course other than a Clinical or a Seminar Course may, if he/she so desires, repeat the examination in that course for improving the CGPA only once. Such students shall have to appear for improvement of preceding years examinations in the ensuing respective Semester Examination.

Compartment Examinations: As per the provisions laid down in Para No. 24.4 of Ordinance 15 (*academic*), candidates failing in the final year/final two semesters of any programme/course may be allowed to appear in the Compartment Examination which will be held after the final annual/ semester-end examination is over. The date(s) of such examinations will be notified by the Controller of Examinations.

The maximum permissible time limit for passing the B.A., LL.B. course shall be 8 years (16 semesters) inclusive of the year of admission.

Award of the Degree

A Student will be eligible for the award of B.A., LL.B (Hons.) Degree only when he/she has successfully completed all the prescribed 60 credit courses with a total of 180 credits and obtained a CGPA of 4.00 and above out of 9.00, and has also qualified in all non-credit courses.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) will be arrived at by dividing the sum of the products of Grade Values and the Course Credits in each course by the Total number of credits in all the courses.

Illustration

First Semester

Course	Credits	Grade	Grade Value	Course Credit
Contract	3	A	7	21
Torts	3	B+	6	18
Legal Method	3	C+	4	12
Sociology	3	B	5	15
Economics	3	A+	8	24
Pol. Science	3	C+	4	12
Total	18			102

Sum of the products of grade value and course credits (X) 102

Total number of credits (Y) 18

CGPA = (X) / (Y) = 102/18 = 5.666.

DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

Course Work

The scholars of all categories shall have to do "Course Work" which will be treated as a prerequisite for the Ph.D. programme for which they shall have to meet the minimum requirement of 75% attendance during the Course Work offered by the Department/Centre/Faculty concerned. The scholars will be required to complete the course work within one semester or two semesters, depending on the need of the discipline and the domain as prescribed by the BoS/CoS. If found necessary, the Course Work, on recommendation of the DRC/CRC, may be carried out in other Department(s) or Centre(s) within JMI, subject to the approval of BoS/CoS. Provided that if a scholar fails to pass the examination of any subject(s), he/she shall be given only one opportunity to sit for the compartmental examination. Failure in the compartmental examination shall result in automatic cancellation of registration.

- (a) The course work shall be minimum of 16 credits, which may consist of the following:
 - (i) One Course of 4 credits on **RESEARCH METHODOLOGY**, which may include quantitative/qualitative methods and computer applications.
 - (ii) (Minimum two Courses of 4 credits each, **RELEVANT TO BROAD AREA OF RESEARCH**, on the recommendation of supervisor. These will help the scholar to gain a thorough theoretical grounding of the domain of the research. The said Courses shall be at least of the Post Graduate level.
 - (iii) (iii) One Course of 2 credits on **RESEARCH AND PUBLICATION ETHICS** for awareness about publication ethics and publication misconduct.
 - (iv) (iv) One Course of 2 credits on **ANNOTATED BIBLIOGRAPHY** or **TERM PAPER** to review the research papers in his/her area of research.

In order to qualify for PMRF or similar other schemes, the scholar shall have studied at least 4 core courses of 4 credit each as such schemes does not recognize courses from (i), (iii) and (iv) as core course.

(b) Evaluation of Course Work

The course work as listed in Para 4 (a) above shall comprise an internal assessment of 40% marks and a semester-end examination of 60% marks for each course. A scholar having obtained a minimum of 55% of marks in aggregate of internal assessment and semester-end examination or its equivalent grade in the UGC seven-point scale (or equivalent CGPA wherever grading system is followed) in each course shall be declared to have successfully completed the Course Work. Provided further that if a scholar fails to complete the course work in the stipulated period, his/her admission shall be automatically cancelled.

(c) Regular Registration in Ph.D. Programme

After successful completion of coursework the scholar shall proceed to the process of regular registration in Ph.D. programme by preparing a broad research proposal. The research proposal shall include: (i) Broad topic of research, (ii) Scope and Objectives, (iii) Current state of the literature related to the proposed topic, (iv) Methodology (v) Chapterization (vi) References/Bibliography (vii) any other relevant information the researcher would like to submit in support of the proposed research along with the copy of the mark sheet of coursework.

The RAC shall assess the feasibility of the proposed research and if found satisfactory, shall recommend the same to the DRC/CRC for the further processing. The DRC/CRC shall approve the proposal with broad topic, if scholar fulfills all requisite criteria and sends it to the BoS/CoS for endorsement. The BoS/CoS endorsed proposal along with relevant documents shall be sent to the concerned Dean/Director of the Faculty/Centre who shall notify the regular registration of candidate to the Ph.D. programme.

The specific research topic shall be assigned to the scholar by RAC on the recommendation of the Supervisor and shall be submitted to DRC/CRC for the endorsement from BoS/CoS. The specific topic shall be assigned within three years from the date of provisional Ph.D. admission to the scholar.

However, minor changes in the research topic/title shall be made on the recommendation of the supervisor, duly approved by the RAC till the last RAC just before the scholar makes the prePhD presentation before the submission of the thesis. The recommendation of the RAC shall then be approved by the DRC/CRC. The topic recommended by the DRC/CRC shall be the final title for the Ph.D. thesis of the research scholar, which will be endorsed in the BoS/CoS. The pre-Ph.D. presentation shall be open to all the faculty members and research scholars of the Department/Centre/Faculty/University.

Display of the List of Ph.D. Scholars on Website

Each Department/Centre/Faculty shall maintain the list of Ph.D. scholars on a year-wise basis. The Chairman of the DRC/CRC shall ensure that the list is displayed on the JMI website in the following format: Sr. No.| Name of the Scholar| date of Birth | Name of Supervisor / CoSupervisor| Date of Registration / Admission| NET/ or any other fellowship holder/Indian or Forigner.

Cancellation of Registration

- (a) The admission of a Ph.D. scholar shall be deemed to be cancelled if he/she has not submitted his/her thesis within the stipulated time limit, including extensions, as given in Para 9.
- (b) The DRC/CRC shall recommend to the BoS/CoS the cancellation of the registration of a scholar on:
- (c) His/her unsatisfactory progress reported by the concerned supervisor through the RAC.
- (d) Provided he/she fails to submit three consecutive progress reports of his/her research work.
- (e) He/she has taken admission into any undergraduate/post-graduate programme in any University/Institution including JMI.
- (f) He/she fails to deposit the dues within the period of two months after the due date of payment.
- (g) If he/she does not apply for an extension before the expiry of stipulated maximum period mentioned in Para 9.
- (h) The DRC/CRC can recommend cancellation if a scholar is found guilty of misconduct.
- (i) On recommendation of the BoS/CoS, the Dean/Director concerned shall clearly state the reasons for the cancellation and notify the scholar.
- (j) In cancellation of registration, natural justice shall always be followed.

ADMISSION AND ENROLLMENT OF STUDENTS, AND CANCELLATION OF ADMISSION

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:

- 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.
- 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.

Enrollment of Students

- (i) No person shall be admitted to any Examination of the University, unless he/she has been duly enrolled as a student of the University.
- (ii) The Enrollment Fee shall be paid only once irrespective of the number of times the candidate appears at the Examinations of the University or whether he/she appears as a Regular Student or as an Ex-Student or as a Private Candidate.
- (iii) If a student takes a Migration Certificate to join another University, his/her enrollment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University to take some other Examination of this University. Fresh enrollment and enrollment Fee in such cases shall be necessary.

Restrictions for admission:

In the Jamia Ordinance 15 (XV) there is restriction for admission on following grounds:

- (i) No student shall be admitted in two regular courses.
- (ii) Unless otherwise provided, a student may join part-time courses provided he/she fulfills the eligibility requirements as per procedure laid down for the purpose.
- (iii) After passing the Diploma in Engineering, a student shall not be considered for admission to any course except B.Tech., B.E. or any other course of the same faculty subject to other terms and conditions.
- (iv) After passing B. Tech/B.E. Examination a student shall not be considered for admission to any other regular course except M.Sc. Electronics, M.A. in Mass Communication M.B.A./M. Tech. subject to eligibility of the concerned course.
- (v) No candidate shall be allowed admission in two or more degree-level programmes in the

University concurrently.

Provided that a candidate pursuing a degree programme in the University may be permitted to take admission in a part-time Certificate/ Diploma/ Advanced Diploma course OR in a programme/course under the 'distance learning mode' approved by the UGC.

Provided further that the candidate shall have to obtain prior permission of the University for taking admission in any additional programme under the 'distance mode'.

- (vi) A candidate who has completed a Postgraduate/ Undergraduate/ Diploma/ Certificate programme/course shall not be allowed to be admitted again in the same programme/course in the same discipline.
- (vii) Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever.
- (viii) Admission to any course of the Jamia can be cancelled, at any time, if any information furnished by the candidate is found to be false/incorrect.
- (ix) A candidate who has taken admission to any course as a full time regular student will forfeit his/her right as an ex-student in the Jamia and will not be allowed to appear at any Examination of the Jamia as an ex-student, except in the case of improvement.

Officers to be contacted in case of Emergency/Grievance

The University encourages the students to share any of their grievances which pose 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 of the Faculty or Department/Centre concerned has not been able to address the problems within reasonable period.

1.	Prof. Neelofer Afzal Dean, Students' Welfare Tel: 011-26981717 (Extn. 1700) Mobile: 9818607096 Email: nafzal@jmi.ac.in	Amenities and facilities for all students and for differently-abled students. Complaints of students pertaining to issues of sexual harassment and discrimination
2.	Prof. Ghulam Yazdani Deputy DSW Tel. 011-26981717 Mobile: 9891989168 Email: gyazdani@jmi.ac.in	Amenities and facilities for all students and for differently-abled students. Complaints of students pertaining to issues of sexual harassment and discrimination
3.	Dr. Asmat Jahan Deputy DSW Tel. 011-26981717 Mobile: 9910619267 Email: ajahan@jmi.ac.in	Amenities and facilities for all students and for differently-able students. Complaints of students pertaining to issues of sexual harassment and discrimination
4.	Dr. Umaima Assistant DSW Tel. 011-26981717 Mobile: 9911816696 Email: umaima@jmi.ac.in	Amenities and facilities for all students and for differently-able students. Complaints of students pertaining to issues of sexual harassment and discrimination
5.	Dr. Asif Umar Assistant DSW Tel. 011-26981717 Mobile: 9810904918 Email: aumar1@jmi.ac.in	Amenities and facilities for all students and for differently-able students. Complaints of students pertaining to issues of sexual harassment and discrimination
6.	Dr. Shahzad Alam Assistant DSW Tel. 011-26981717 Mobile: 9818538198 Email: salam7@jmi.ac.in	Amenities and facilities for all students and for differently-able students. Complaints of students pertaining to issues of sexual harassment and discrimination
7.	Dr. Md Arsad Ansari Assistant DSW Tel. 011-26981717 Mobile: 9911543984 mansari8@jmi.ac.in	Amenities and facilities for all students and for differently-able students. Complaints of students pertaining to issues of sexual harassment and discrimination

8.	Dr. Shahnaz Assistant DSW Tel. 011-26981717 Mobile: 7006577811 Email: shahnaz@jmi.ac.in	Amenities and facilities for all students and for differently-able students. Complaints of students pertaining to issues of sexual harassment and discrimination
9.	Dr. Rohit Bajaj Assistant DSW Tel. 011-26981717 Mobile: 9818810778 Email: rbajaj@jmi.ac.in	Amenities and facilities for all students and for differently-able students. Complaints of students pertaining to issues of sexual harassment and discrimination
10.	Dr. Athikho Kaisii Assistant DSW Tel. 011-26981717 Mobile: 9015266087 Email: akaisii@jmi.ac.in	Amenities and facilities for all students and for differently-able students. Complaints of students pertaining to issues of sexual harassment and discrimination
11.	Dr. Pooja Paswan Assistant DSW Tel. 011-26981717 Mobile: 9818328173 Email: ppaswan@jmi.ac.in	Amenities and facilities for all students and for differently-able students. Complaints of students pertaining to issues of sexual harassment and discrimination
12.	Dr. Aruna Paarcha Assistant DSW Tel. 011-26981717 Mobile: 7678559437 Email: apaarcha@jmi.ac.in	Amenities and facilities for all students and for differently-able students. Complaints of students pertaining to issues of sexual harassment and discrimination
13.	Dr. Adila Parveen Assistant DSW Tel. 011-26981717 Mobile: 8587868142 Email: aparveen1@jmi.ac.in	Amenities and facilities for all students and for differently-able students. Complaints of students pertaining to issues of sexual harassment and discrimination
14.	Prof. Mohd. Asad Malik Chief Proctor Tel. 011-26981717 Mobile: 9891999938 Email: mmalik@jmi.ac.in	Discipline related matters
15.	Prof. Rajan Patel Deputy Proctor Tel. 011-26981717 Mobile: 8860634100 Email: rpatel@jmi.ac.in	Discipline related matters
16.	Prof. Tasmeem Ahmad Khan Deputy Proctor Tel. 011-26981717 Mobile: 9911851302 Email: tkhan@jmi.ac.in	Discipline related matters

17.	Prof. Nasimul Hoda Deputy Proctor Tel. 011-26981717 Mobile: 9810200655 Email: nhoda@jmi.ac.in	Discipline related matters
18.	Prof. Nikhat Manzoor Deputy Proctor Tel. 011-26981717 Mobile: 8750522156 Email: nmanzoor@jmi.ac.in	Discipline related matters
19.	Prof. Prof. Abuzar Khairi Provost, Dr. Zakir Husain Hall Tel: 011-26988334 Mobile: 991053455 Email: akhairi@jmi.ac.in	Matters concerning Hall of Residence (Boys)
20.	Dr. Shakeb Ahmad Khan Provost, MMA Jauhar Hall Mobile: 965008739 Email: skhan3@jmi.ac.in	Matters concerning Hall of Residence (Boys)
21.	Prof. Rana Noor Provost, Hall of Residence (Girls) Tel. 011-26931865 Mobile: 9871515730 Email: rnoor@jmi.ac.in	Matters concerning Hall of Residence Girls (Old)
22.	Prof. Sheema Aleem Provost, Begum Hazrat Mahal Hostel Tel. 011-26988363 Email: saleem@jmi.ac.in	Matters concerning Hall of Residence (Girls)
23.	Prof. Nikhat Manzoor Provost, Jammu & Kashmir Girls' Hostel Tel. 011-26988363 Mobile: 8750522156 Email: nmanzoor@jmi.ac.in	Matters concerning Hall of Residence (Girls)
24.	Prof. Archana Dassi, Chairperson Internal Complaints Committee Tel.: 011-26981270 Mobile: Email: tanuja@jmi.ac.in	Prevention, prohibition and redressal of sexual harassment of women employees and students
25.	Prof. Md Mahtab Alam Rizvi Registrar Tel: 011-26980337 registrar@jmi.ac.in	All academic and administrative matters
26.	Prof. Mazhar Asif Vice-Chancellor Tel. 011-26984650, 26985180 vc@jmi.ac.in	All academic and administrative matters



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