



PROSPECTUS

2020-2021

Jamia Middle School -Primary Section
Syed Abid Husain Sr. Secondary School (Self - financed)-Primary Section

Jamia Millia Islamia
(A Central University by an Act of
Parliament) (NAAC Accredited Grade "A"
University) Maulana Mohammed Ali Jauhar Marg,
Jamia Nagar New Delhi-110025

Phone Number

Syed Abid Husain Sr. Sec. School (Primary Section) 011-26981717, Ext. 1813, 8586871943 (Direct)
Assistant Registrar (School Branch) 011-26981717, Ext. 1230

Website: www.jmi.ac.in

General Information

All candidates are advised to read this Prospectus carefully before filling the admission form. The information of this Prospectus will be implemented according to the Acts, Statutes, Ordinances, Regulations and the decision of the Board of Management of Schools, Jamia Millia Islamia.

Please note that there is no provision for off-line submission of application form for admission to Prep. and class 1. It will be submitted only through online mode.

Applicability of the Right of Children to Free and Compulsory Education Act 2009 in Minority Institutions

Since Jamia Millia Islamia has been declared a Muslim Minority Institution as per the law laid down by the Supreme Court, the Right to Education Act 2009 (R.T.E Act 2009) does not apply to Jamia Millia Islamia.

1. Right of admission is reserved and all admissions are provisional.
2. No officer or committee has the right to make nomination for admission. No requests will be entertained in this regard.
3. All students admitted will be subject to the established rules and regulations of Jamia (Act, Statutes, Ordinances, Regulations, and decisions of the Board of Management of Jamia Schools).
4. All information in this Prospectus is subject to change without any prior notice. Changes made will be notified and advertised. No candidate will be intimated individually.

IMPORTANT DATES

Syed Abid Husain Senior Secondary School (Self-financed)

Syed Abid Husain Senior Secondary School (Self-financed)				
Classes	Last Date of Submission of online Application Forms	Selection of Candidates Through Draw of Lots		
		Date	Time	Place
Prep	11 th March 2020 (Wednesday)	23 rd March 2020	2.00 p.m.	Multi Purpose Hall Jamia Senior Secondary School Jamia Millia Islamia
I	11 th March 2020 (Wednesday)	24 th March 2020	2.00 p.m.	
Online forms are available at www.jmicoe.in				

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1. Jamia Millia Islamia

Jamia Millia Islamia was founded at Aligarh in 1920 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, Hakim Ajmal Khan, Dr. Mukhtar Ahmad Ansari, Abdul Majeed Khwaja and Dr. Zakir Husain. These eminent personalities along with some others, founded Jamia Millia Islamia. They nurtured it through the changing vicissitudes of history at great personal risk and inconvenience.

Jamia moved from Aligarh to Delhi in 1925. 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 integrate the physical and mental development of its students.

Though its founders and architects were Muslims, Jamia from the very beginning has remained devoted to the ideals of secular education and kept its doors open to students and staff of all creeds and denominations.

In 1963, Jamia Millia Islamia was declared a Deemed University under Section 2 of the University Grants Commission Act. Jamia was declared a Central University as per Jamia Millia Islamia Act 1988, passed by the Parliament on 26th December 1988.

The objectives of Jamia are to disseminate advanced knowledge and provide instructional research and extension facilities in various branches of learning. The University endeavours to provide the students and teachers with the conducive environment and facilities for the promotion of studies in various disciplines from Nursery up to Ph.D. level. The Jamia is always striving for innovations in education leading to restructuring of courses, new methods of teaching and learning and integrated development of personality and is consistently upholding its principles of national integration, secularism and international understanding.

Officers of Jamia Millia Islamia

Amir-e-Jamia (Chancellor)	Dr. Najma A. Heptulla
Shaikhul Jamia (Vice Chancellor) Officiating	Prof. Najma Akhtar
Naib-Shaikhul Jamia (Pro-Vice Chancellor)	Prof. Ilyas Husain
Registrar (Musajjil)	Mr. A.P Siddiqui (IPS)
Dean, Faculty of Humanities & Languages	Prof. M. Asaduddin
Dean, Faculty of Social Sciences	Prof. N. U. Khan
Dean, Faculty of Natural Sciences	Prof. Seemi Farhat Basir Khan
Dean, Faculty of Education	Prof. Aejaaz Masih
Dean, Faculty of Engineering & Technology	Prof. Ibraheem
Dean, Faculty of Architecture and Ekistics	Prof. Hina Zia
Dean, Faculty of Law	Prof. S. Z. Amani
Dean, Faculty of Fine Arts	Prof. Nuzhat Kazmi
Dean, Faculty of Dentistry	Prof. Sarita Kohli
Dean, Students' Welfare	Prof. Mehtab Alam
Finance Officer	Dr. (Mrs.) Renu Batra
Librarian	Dr. Tariq Ashraf

Other Officials

Controller of Examinations	Dr. Nazim Husain Al Jafri
Chief Proctor	Prof. Waseem Ahmad Khan
Foreign Students' Advisor	Dr. Lubna Siddiqui

Schools of Jamia Millia Islamia

The following schools have been established by Jamia Millia Islamia wherein education from Nursery to Class XII is imparted:

1. Jamia Middle School	Class I to VIII
2. Jamia Sr. Sec. School	Class IX to XII
3. Syed Abid Husain Sr. Sec. School (Self-financed)	Class Prep. To XII
4. Jamia Girls Sr. Sec. School	Class IX to XII
5. Mushir Fatma Nursery School	Daricha (Nursery) & Chaman (KG)
6. Balak Mata Centre	Nursery, Class I to VI & Craft Courses

After the enactment of Jamia Millia Islamia Act in 1988, the Board of Management looks after the functioning of all the schools of Jamia and according to it, all the schools are operating as independent entities units.

2.1 Jamia Middle School

In Jamia Middle School education from Class I to VIII is imparted. The teachers, students and other staff of Jamia Middle School have together created a healthy educational atmosphere in which the physical as well as intellectual abilities of every student are enhanced in totality. Taking a look at the school and its hostel, it is justified to acknowledge that they provide not only a substitute for home but also go a step beyond. Here, the time of the students, in addition to academics, is also utilized in various kinds of pleasant and useful activities. The result of this is the development of various skills, abilities and understanding which are conducive to living in a free, civilized and democratic society.

The curriculum of Jamia Middle School is learner-centered. The daily activities and lessons are planned, keeping in mind the interests of the students. All efforts are made to ensure that practical work lead to the educational as well as physical training of the students. Systems, rules and regulations have been adopted to complete syllabus in an atmosphere created both inside and outside the classes so that the students on their own may make an effort to acquire imparted skills and knowledge, taking the guidance of the teachers.

2.2 Jamia Senior Secondary School

Since 16th July 1975, education in Jamia Schools is being imparted according to 10+2 pattern. Two entirely different levels have been created in this scheme, one of which is upto Class X and the next one is upto Class XII and these two levels together are considered school education.

The Education Commission has strongly recommended that the prescribed general education syllabus should be followed up to class X without any optional subjects so that it may lead to the multi-faceted growth of the student. The view of the Commission is that by the time they come to the end of class X of school education, the interest and abilities of the students may be judged. On the basis of this view, the Commission has recommended the teaching of optional subjects for Class XI and XII. The school shares a common syllabus and offers bilingual instruction. The quality of teaching is kept reasonably high by an appropriate teacher-pupil ratio.

2.3 Syed Abid Husain Senior Secondary School (Self-financed)

Syed Abid Husain Senior Secondary School, earlier known as Jamia Senior Secondary School (Self-financing) was started in 1991 under the Self-financing Scheme in which education from Prep. to Class XII (Arts, Science, and Commerce streams) is being imparted. Here the medium of instruction and examination is English.

2.4 Jamia Girls Senior Secondary School

Jamia Girls Senior Secondary School came into existence in the year 2008. The basic objective for establishing this Girls School was to attend to the educational needs of the under-privileged girl child in order to overcome gender discrimination and produce mature individuals with scientific temper and necessary skills to deal with the challenges of a modern and competitive world. It is an exclusively girls school from IX to XII offering Science & Humanities streams at Senior Secondary level. This school runs in the evening shift.

3. Administrative Staff of Jamia Schools

Hony. Director (Schools) Morning Shift	Prof. Ilyas Husain
Hony. Director (Schools) Evening Shift	Prof. Jessy Abraham
Principal, Jamia Sr. Sec. School	Dr. Muzaffar Hassan (on EOL)
Principal, Jamia Sr. Sec. School	Prof. Atiqur Rahman
Vice Principal, Jamia Sr. Sec. School/Sect. to V.C.	Dr. Abdul Naseeb Khan (on deputation)
Vice Principal, Jamia Sr. Sec. School	Mr. Qutubuddin
Incharge, Syed Abid Husain Sr. Sec. School (S/F)	Dr. Zafar Ahmad Siddiqui
Principal, Jamia Girls Sr. Sec. School	Ms. Anjum Iqbal
Head Master, Jamia Middle School (Officiating)	Mr. Mohd. Mursaleen
Director, Mushir Fatma Nursery School	Mrs. Rukhsana Parveen
Director, Balak Mata Centres	Mrs. Yasmeen Parveen
Provost - School Hostels	Prof. Atiqur Rahman
Deputy Proctors (Schools)	Mr. Rizwan Alam Mr. Wasim Arshad Abbasi
Asstt. Registrar (Schools)	Miss. Naseem Fatima

4. Important Information:

4.1 Process for submitting online application Form for Admission to Prep & Class I

(A)

- Application Form can be submitted through online mode only.
- Submission of application form other than online mode will be rejected.
- Admission to class Prep and class I will be made through draw of lots.
- Students passing out of Mushir Fatma Nursery School and Preparatory class of Syed Abid Husain Sr. Secondary school and seeking admission in respective Jamia Middle Schools should complete the admission formalities by 30.04.2020
- There will be no new admission to any class at Jamia Middle School (Morning Shift).

(B) Documents to be submitted at the time of Admission:

- a. Date of birth Certificate from Competent authority
- b. Certificate of the claimed category of reservation (whichever applicable as per Sec 4.2).
- c. Dully filled and signed self declaration form, as per Sec. 4.3

(C) The Admission will be CANCELLED if:

- a. The original copy of the Date of Birth Certificate is not submitted within two weeks of the last date of completion of admission.
- b. Receipt of admission fee is not submitted in the office of the concerned school by the last date.

(D) Process for submitting online application form for admission to classes Prep & I

- a. The application for admission may be submitted online at Jamia Millia Islama's website www.jmicoe.in
- b. The application fee may be paid either by Credit Card/Debit Card/Net banking or through E-Challan generated during the filling up form online.
- c. The Application Fee once received successfully at JMI's end is non-refundable and no Correspondence on this subject will be entertained.
- d. The JMI shall only refund the Application Fee in cases of failed transaction identified at JMI's end.
- e. Candidates are advised to carefully read and follow the instructions provided online during the Form Submission Process.

(E) The online Form Submission process consists of two phases viz

- a. Candidate's Registration: Entry of Basic Profile of the candidate
- b. Payment of Application Fee of Rs. 250/-

(F) During the registration process, the following information /details should be available with the candidates.

- a. A valid and readily accessible Email Id.
- b. Working Mobile Number
- c. Copy of candidate's coloured passport size photograph (min 5KB and max 100-KB in size) in JPG/JPEG format with white background.
- d. Softcopy of candidates signature (Min 5KB and Mzx 100 KB in size) in JPG/JPEG format.

- e. Candidates may use the preview option to cross-check the correctness of entries filled by them online. Any required correction(s) except in "Name" and "Date of Birth" in the registration information may be made before the payment of the Entrance Application.
- f. Fee. Once the fees are paid no correction will be allowed in the registration information.

However, candidates will be able to apply for additional class and streams if they desire so.

- g. Once the admission form is successfully submitted, the system will send an email bearing the unique Registration Number and Password to access the account to the registered email ID. Using this Registration Number and Password, the candidate may login to the Portal and proceed to apply for class and stream of his/her choice and pay the Entrance Application Fees.
- h. Cost of application form may be remitted through Online Mode using Credits/Debit Cards/Net Banking.
- i. In case of submission of online form through Cyber Café, the candidate is also advised to get the form filled in his/her presence and provide his/her contact information such as email and mobile number wherever required.
- j. Candidates are advised not to send hard copy of the application to JMI. However, they are advised to retain the hard copy of the Registration Slip which they print after logging in to the system and may check the status of their application form from: www.jmicoe.in
- k. Only one application form should be filled for seeking admission to aspiring class
- l. A candidate is required to specify only one category (See Section 4.2) in which he/she desired to be considered for admission. **In case a candidate fills up the application in more than one category, the admission form will be considered for General Category only.**

4.2 Category of Reservations

In pursuance to the Judgment (dated 22.2.2011) of National Commission for Minority Educational Institutions (Case No. 891/2006 and other connected Petitions) declaring Jamia Millia Islamia as a Minority Institution, the Ordinance 6 (VI) (Academic) has been amended in terms of Statute 39 of Jamia Millia Islamia Act 1988.

As a consequence thereof, the reservation of seats for admission to all the courses shall be as under:

- A) i) **50%** of the total number of seats are reserved for General Category students.
- ii) **30%** of the total number of seats in each course shall be earmarked for the applicants who are Muslims.
- iii) **10%** of the total number of seats in each course shall be earmarked for the women applicants who are Muslims.
- iv) **10%** of the total number of seats in each course shall be earmarked for the applicants of "Other Backward Classes" (OBC) and Scheduled Tribes who are Muslims (as per the notified list of the Central Government);

- A) **5%** of seats in all courses shall be reserved for Differently-abled Persons in accordance with the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 2016.
- B) The amended Ordinance and the detailed conditions regulating the admissions in the above said categories have been posted on the Jamia Website at www.jmi.ac.in.

4.3 Categories with their respective codes are as under

General	-	G
Muslims	-	M
Muslim Women	-	MW
Muslim OBC/Muslim Scheduled Tribe	-	MO/MT
Persons with Disabilities	-	PD
Kashmiri Migrant	-	KM
Candidates from Jammu & Kashmir	-	JK

Note:

The candidates seeking admission under reservation category will have to submit a category certificate duly certified by any one of the following officers.

- a. District Magistrate/ADM/Collector/Dy. Commissioner/Addl. Dy. Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/City Magistrate (Status not below the rank of the 1st Class Stipendiary Magistrate), Sub Magistrate/Taluqa Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
- b. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- c. Revenue Officer (Not below the rank of Tehsildar), Sub-Divisional Officer of an area where the candidate and or his/her family has a permanent domicile.
- d. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- e. Administrator/Secretary to Administrator/Development Officer (Lakshadweep Islands).

The candidates are required to submit a self-declaration on prescribed proforma in support of category claimed (like Muslim, Muslim women, Muslim OBC, Muslim ST etc.) at the time of admission as under:

- i) **For Minor Muslim Candidates:** Annexure-1 (Page No. 12)
- ii) **For Minor Muslim Women Candidates:** Annexure-II (Page No. 12)
- iii) **For Minor Muslim OBC/Minor Muslim ST Candidates:**

They are required to submit an OBC Certificate (as per Central Government lists) issued by the designated authorities for the purpose. The certificate must also indicate whether the candidate belongs to Creamy Layer/Non-Creamy Layer. They will also be required to submit a declaration as per **(Annexure-III)** on page number 13 at the time of admission. Minor Muslim candidates are required to submit the category certificate issued by the designated authorities for claiming admission and also a self-declaration as per **(Annexure-III)** on page number 13 at the time of admission.

iv) For Persons with Disabilities:

Persons suffering from any disability of not less than forty percent (40%) as certified by a competent medical authority will be considered for admission under this category. They will be required to submit a certificate issued by a competent authority of a Government Hospital.

Wherever seats in the reserved category remain vacant (owing to non-availability of eligible & qualified candidates) such seats shall be filled from the general category. The candidates applying for the reserved quota should meet all the requirements for admission.

v) Kashmiri Migrants:

- (a) Kashmiri migrants need to apply and go through the complete process of admission. The admission will be considered over and above the total number of seats but not exceeding **5%** of the total seats in a course.
- (b) The candidates seeking admission under this category will be required to submit certificates in support of their claim of being Kashmiri migrants obtainable from the Resident Commissioner, Jammu & Kashmir or the certificates issued by any other competent authority but duly countersigned by the Resident Commissioner, Jammu & Kashmir, New Delhi.

vi) Candidates from Jammu & Kashmir

Candidates from Jammu & Kashmir are required to apply and go through the entire admission process. Their admission will be considered over and above not exceeding 2 seats in each class. They are required to submit a state-domicile certificate in support of their claim of being from Jammu & Kashmir

For Muslim Minor
(Below 18
years)
Annexure-I

4.4 Self Declaration Forms

SELF DECLARATION

I S/o / D/o resident of.....
aged years, do hereby solemnly affirm and declare as under:

1. I am the father/mother/guardian of aged years. He/she is an applicant for admission to (name of class).
2. I affirm and state that he/she is a Muslim by faith and is competent to be considered for the category of Muslim.

I do hereby certify that the contents of my above declaration are true and correct. No part thereof is false and nothing material has been concealed therefrom.

Signature
(Father/Mother/Guardian)

.....

For Minor Muslim Women
(Below 18 years)
Annexure-II

SELF DECLARATION

I S/o / D/o resident of
aged years, do hereby solemnly affirm and declare as under:

1. I am the father/mother/guardian of aged years. She is an applicant for admission to (name of class).
2. I affirm and state that she is a Muslim by faith and is competent to be considered for the category of Muslim Women.

I do hereby certify that the contents of my above declaration are true and correct. No part thereof is false and nothing material has been concealed therefrom.

Signature
(Father/Mother/Guardian)

For Minor Muslim OBC/Minor Muslim ST

(Below 18 years)

Annexure-III

SELF DECLARATION

I, S/o / D/o resident of

.....

aged years, do hereby solemnly affirm and declare as under:

1. I am the father/mother/guardian of aged years.
He/she is an applicant for admission to
(name of class).
2. I affirm and state that he/she is a Muslim by faith and is competent to be considered for the category of Muslim OBC/Muslim ST.
3. He/She belongs to Non-Creamy Layer of the OBC.

I do hereby certify that the contents of my above declaration are true and correct. No part thereof is false and nothing material has been concealed therefrom.

Signature
(Father/Mother/Guardian)

.....

5. Admission Schedule 2020-2021

5.1 Syed Abid Husain Senior Secondary School (Self-financed) Primary Section

Classes	Last Date of submission of Online Application Forms	Online form will be open for editing by the applicant	No. of Expected Seats available for external candidates	Name of the Schools where in seats are available	Display of list of Candidates applied online for draw of lot	Selection of Candidates Through Draw of Lots			Display of List of Candidates selected for Admission	Date for Completing Admission Formalities from the Main List	Display of List of candidates selected from the waiting List	Date for Completing Admission formalities from the Waiting List	Commencement of Classes
						Date	Time	Place					
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Prep	11 th March 2020 (Wednesday)	12 th March 2020 to 15 th March 2020	30	SAHSSS	19 th March 2020 (Thursday) 5:00 p.m.	23 rd March 2020 (Monday)	2.00 p.m	Multi Purpose Hall, Jamia Millia Islamia	23 rd March 2020 (Monday) 5.00 p.m.	26 th & 27 th March 2020 9.00 a.m. To 2.00 p.m.	30 th March 2020 (Monday) 5.00 p.m.	3 rd April 2020 (Friday) 9.00 a.m. to 2.00 p.m.	1 st April 2019 (Wednesday)
I	11 th March 2020 (Wednesday)	12 th March 2020 to 15 th March 2020	35	SAHSSS	19 th March 2020 (Thursday) 5:00 p.m.	24 th March 2020 (Tuesday)	2.00 p.m.		24 th March 2020 (Tuesday) 5.00 p.m.	26 th & 27 th March 2020 9.00 a.m. To 2.00 p.m.	30 th March 2020 (Monday) 5.00 p.m.	3 rd April 2020 (Friday) 9.00 a.m. to 2.00 p.m.	

Note:

1. Number of available seats may change.
2. Admission to classes Prep and I will be through draw of lots. Parents are advised to make it convenient to be present on the date, time & place mentioned in the above schedule.
3. Lottery will be drawn category wise. Each applicant will be considered in one category only under which he/she applies.

6. Eligibility Criteria for Admission

6.1 Prep. and Class I

For admission to Prep. and class I, date of birth certificate should be issued by the Gram Panchayat and attested by the Block Development Officer (B.D.O.)/Tehsildar or should be issued by the concerned officer of the Town Area Municipal Board/Corporation. This certificate will only be accepted for admission to Prep. and class I. In case of admission to class I, the Birth Certificate issued by the previous school will also be validated.

6.2 Age Limit

The minimum and maximum age limit for admission to Jamia Middle Schools is as under:

Class	Minimum Age as on 31 st March, 2020	Maximum Age as on 31 st March, 2020
Prep.	4 years	6 years
I*	5 years	7 years

Note: For admission to class II to Class V, the Birth Certificate issued by the previous school will be validated, the maximum age limit can be relaxed by two years in case persons with Disabilities by the Principal

7. Subjects to be taught: The subjects offered in different classes upto V are as under:

7.1 Jamia Middle School (Morning Shift) and Syed Abid Hussain Senior Secondary School (Primary Section)

S. No.	Subjects
	<u>Subjects (Class I to Class V)</u>
(i)	Islamiyat
(ii)	Urdu
(iii)	Hindi
(iv)	English
(v)	Mathematics
(vi)	E.V.S for classes I to V
(vii)	Drawing & Craft (Classes I to V)
(viii)	Computer Education (only for classes IV to V)
*(ix)	Paper Craft or Home Science or Gardening or Physical Education (only for classes V)

* Jamia Middle School

Note: The medium of instruction and examination shall be English, Urdu or Hindi.

8. Promotion and Re-admission of Internal Students

- (i) Students including Employees' wards who have passed in any class of Jamia Middle Schools, (upto Class V) are also required to complete their admission formalities as per the admission schedule.

- (ii) The students who are absent from the school without intimation for 15 days continuously shall have their names struck off from the rolls. Re-admission will be allowed with the permission of the Principal of School within two weeks on payment a fine of Rs. 500.

Dates for completion of admission of internal students to the next class (in case of promotion) or in the same class (in case of failure) are:

S. No.	Class	Last Date
1.	I to V (To be promoted to next class)	30th April, 2020
2.	Completion of admission of Jamia Employees' Wards	30th April, 2020

Note: Late Fee of Rs. **200.00** will be charged if admission formalities are completed by **15.07.2020 after the last date mentioned above.**

Late Fee of Rs. **400.00** will be charged if admission formalities are completed **from 16.07.2020 upto 31.07.2020.**

No request for readmission shall be entertained **after 31.07.2020.**

9. Admission of Foreign/NRI candidates under Supernumerary Seats 2020-2021

Foreign national and NRI wards who fulfill the eligibility criteria given in the School Prospectus, but do not wish to appear to the entrance test may apply for admission under Supernumerary seats. Admission of such candidates shall be given according to the merit list prepared on the basis of marks obtained by them in the qualifying examination. Admission may be given in Nursery, Prep, I, VI, IX and XI classes.

Applicants seeking admission under Supernumerary Category are advised to apply on-line on the Jamia's website. After successful submission of on-line application and payment of fees, a self-attested printout of the form and required documents is to be submitted by e-mail/post/self to the office of the Foreign Students' Advisor, Room No. 20-21, (Gate No. 8), Old SRK Hostel, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025, E-mail: fsa@jmi.ac.in

Under this category, 15% seats may be made available over and above the regular seats. Provided that if sufficient number of applicants are not available either in NRIs of Foreign Passport holder (FPH) category, the vacant seats may be filled with applicants from the other category i.e. FPH to NRIs or vice versa.

10% out of 15% of Supernumerary seats shall be earmarked for foreign nationals. An applicant shall be considered a "Foreigner" on satisfying the following terms and conditions:-

- (a) Possesses a valid foreign passport
- (b) Possesses a valid visa issued by a competent authority of the Indian Government clarifying the reason of his/her stay in the country.

5% out of 15% supernumerary seats shall be earmarked for the children of Non-Resident Indian (NRI). An applicant shall be considered an NRI on satisfying the following conditions:

The term "Non-Resident Indian" shall be as per the Income Tax Law. However notwithstanding any amendment in such laws, all rights, obligations and duties flowing and subsisting at the time of submission of application shall be respected and mandated till finalization of the course applied for.

- (a) The equivalence of examinations/certificates shall be done by the Foreign Student Advisor, Jamia Millia Islamia, on the basis of translated/attested documents with the application Form.
- (b) Minimum eligibility qualifications for foreign students/NRI wards will be the same as for Indian students.
- (c) The name of the institute from the last examination passed must be from an institute/school included in the list of the Association of Indian Universities (AIU) 16, AIU House, Kotla Marg, New Delhi-110002, India (<http://www.aiuweb.org>)
- (d) In case the University/Board is not included in the said list, the candidate has to obtain and submit an Equivalence Certificate to this effect from the Association of Indian Universities
- (e) English translations of all certificates/transcripts etc., duly self attested, are to be submitted.
- (f) Applications without the translated/self attested documents shall be summarily rejected.
- (g) On being granted admission, foreign students should produce their Students Visa within one month of completion of admission formalities. A copy of this visa is to be submitted in the office of the Foreign Students' Advisor, JMI
- (h) In case of failure to obtain a visa within the stipulated period, the admission shall stand cancelled.
- (i) Upon arrivals in India every foreign student must register with the Foreigners Regional Registration Office (FRRO) within 14 days from the date of first entry into India as per the prescribed applicable procedure.
- (j) The category once filled in the application form shall be final and cannot be changed at any later stage. Once admitted, all foreign students shall pay the fee prescribed for their "admission category" throughout the duration of the education in Jamia School. However, JMI reserves the right to revise the fee at anytime.
- (k) Once submitted, NRI wards / students will pay the requisite fees for their admission category throughout the duration of the program even if they may not remain NRIs i.e. their status changes from NRI to Non-NRI.

Following documents are required with the Application Form (In case of Foreign Passport Holder)
(FPH)

- (a) Application form duly filled
- (b) Marksheet of last examination passed
- (c) Proof of age
- (d) Copy of valid passport and visa

(In case of NRI Ward)

- (e) Application form duly filled
- (f) Marksheet of last examination passed
- (g) Proof of age
- (h) Copy of the passport of parent working abroad
- (i) Translated and attested copy of work permit/licence to work/valid working visa of parent.
- (j) Translated and attested copy of residence permit of parent.
- (k) Letter from the employer of the parent.
- (l) Affidavit on the Rs. 10 stamp paper from the parent for financial support.
- (m) NRI status certificate issued by the Indian Embassy in the concerned country.

The following documents (in original) are to be submitted at the time of admission:

- (a) Statement of proof of marks for the qualifying examination
- (b) Birth Certificate from previous school
- (c) Character Certificate from previous school
- (d) Transfer Certificate from previous school

9.1 Fee Structure for Supernumerary Seats (per annum):-

S. No.	Class	Supernumerary Category	Candidates selected through Draw of lots
1.	Nur/Prep to V	US\$ 800 per annum	US\$ 500 per annum

There shall be a fee concession of US \$ 200 to the students from SAARC Countries or they possess proper documentation of "Refugee Status" (only for the students under Supernumerary Category).

- In addition to the above fees, Rs. 2000/- will have to be paid as non-refundable admission fee at the time of admission and Rs. 8000/- as Library and Computer Laboratory Security. The Security deposit will be refundable after the successful completion of the course or cancellation of admission.

- If cancellation of admission under Supernumerary Category is done within a month 80% of the fee will then be refunded in Indian Rupees within one year from the date of cancellation.
- Fee paid at entry point of admission shall remain unchanged for the entire duration of study in Jamia School, unless notified otherwise.
- Wards of NRIs selected through draw of lots shall pay the same fee as Indian students.

Admission Schedule for Supernumerary Seats:-

Last date for submission of Application Form	May 29, 2020 (Friday)
Declaration of List of selected & waitlisted candidates	June 30, 2020 (Tuesday)
Last date for the completion of admission formalities	As per School directions

10. Fee Related General Rules

- a. All fees are to be paid through pay-in-slip in Indian Bank/Bank of India, Jamia Millia Islamia Branch.

Note: If the last date for payment of fee falls on a holiday, the fee shall be paid on the next working day without any fine.

- b. Students shall also pay all the fees except enrollment fee at the time of renewal of admission.
- c. Students including Employees' ward who have passed in any class of Syed Abid Hussain Sr. Sec. School (Primary Section) are required to complete their admission formalities according to the admission schedule.
- d. If the admission takes place after the 15th of any month even then the fee will be charged for the whole month.
- e. In case a student's name is struck off before half yearly exams, the examination fee shall be refunded.
- f. If a student does not claim caution money within a year of leaving the school, then, it will not be refunded and this amount will be transferred to Students' Aid Fund.
- g. All the fees and charges are subject to revision.
- h. All installments of fee should be paid by the due date otherwise student's name (including employees' wards) will be struck off the rolls.
- i. In case cancellation of admission is made within a month, 80% of the first installment of total fees will be refunded.
- j. In case application for cancellation of admission is received after one month of admission, but within three months, only Tuition and Science lab. Fee (only for 3 months) and full examination fee will be refunded and if received after three months from the date of admission, shall not be entertained.
- k. In case of admission to any other course of Jamia all charges of School will be refunded, if application, along with the paid fee slips, for the same is submitted.
- l. If a student does not claim Caution Money within a year of leaving the school then it will not be refunded and this amount will be transferred to Students' Aid Fund/Central Scholarship Fund.

10.1 Annual Fee Structure

Syed Abid Husain Senior Secondary School (Self-financed): Prep to V

S. No	Heads	Class Prep to V (in Rs.)
	ANNUAL FEE	
1.	Admission /Re-Admission Fee	100
2.	Library Fee	100
3.	Identity Card Fee	50
4.	Cultural Activities and Annual Function	50
5.	Medical Fee	300
6.	Enrollment Fee	50
7.	Science Lab Fee (Rs. 65/- pm)	--
8.	Educational Tour/Excursion	200
9.	Test+Exam Fee	300
10.	Garden fund	50
11.	School Task Diary	50
12.	Newspaper Charges	--
13.	Games & Sports	200
13.	Tuition Fee	19140
14.	Development Fee	500
	Total (per annum)	21090
	Payments are to be made in two Installments	
	1 st Installment	11000
	2 nd Installment	10090

Payment Plan

First installment	-	At the time of admission
Second installment	-	From 15.11.2020 to 31.12.2020

Note: If a student fails to pay the second installment by 31.12.2020 , a late fee of Rs. 10/- per day will be charged.

11. Post Admission Guidelines**11.1 School Hours: Working Days - Monday to Friday**

- A. JAMIA MIDDLE SCHOOL (Morning Shift)**
- Monday to Thursday** - 07:15 a.m. to 12:50
- p.m. Friday** - 07:15 a.m. to 12:40
- p.m.**
- B. SYED ABID HUSAIN SR. SECONDARY SCHOOL (Primary Section)**
- Summer (1st April to 31st October)** - 01:10 p.m. to 06:30 p.m.
- Winter (1st November to 31st March)** - 01:10 p.m. to 06:15 p.m.
- Friday** - 02:00 p.m. to 06:30 p.m.

11.2 School Uniform

It is compulsory for students to come in proper school uniform; otherwise they will not be allowed entry.

Jamia Middle School (Morning Shift)

BOYS	GIRLS
Summer: Steel grey half pant or full pant, belt, white shirt, navy blue socks and black shoes. (Oxford-toe)	Summer: Sky blue shirt with white shalwar and white dupatta, black socks, black shoes, (Oxford-toe) black hair band/ribbon.
Winter: Steel grey pant, belt, white shirt, navy blue sweater and blazer or black sherwani with white pyjama, white cap, navy blue socks and black shoes. (Oxford-toe)	Winter: Sky blue shirt with white shalwar and white dupatta or sky blue frock, navy blue sweater, jersey or blazer, and navy blue socks and black shoes. (Oxford-toe)

Syed Abid Husain Senior Secondary School (Self-financed) (Class Prep. To V)

BOYS	GIRLS
Summer: Dark brown pant, light brown shirt, with dark brown belt, dark brown tie with light and dark brown stripes, brown socks and black shoes. (Oxford-toe)	Summer: Light brown frock or shirt, dark brown flap, white shalwar and dupatta, brown socks, black shoes. (Oxford-toe)
Winter: Dark brown pant, light brown shirt with dark brown belt, tie with light and dark brown stripes, full sleeves maroon sweater or maroon coat, brown socks and black shoes. (Oxford-toe)	Winter: Light brown frock or shirt with dark brown flap, white shalwar and dupatta and full sleeves maroon sweater or coat, brown socks and black shoes. (Oxford-toe)

11.3 Discipline

A. The following and such other rules as framed by the school from time to time, shall be strictly observed by the students of the Jamia:

- a. 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.
- b. No student shall visit places or areas declared by the Chief Proctor as "Out of Bounds" for the students.
- c. Every student shall always carry his/her Identity Card issued by the Chief Proctor, and 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 school.

- d. Any student found guilty of impersonation or of giving a false name or found guilty of forgery shall be liable to disciplinary action.
- e. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Chief Proctor.
- f. In case a student is found to be continuously absent from classes without information for a period of 15 days in one or more subjects, his/her name shall be struck off the rolls. He/she may, however, be re-admitted within the next fortnight by the Head of School on payment of the prescribed readmission fee of Rs. 500/-and all other formalities. He/she will not be readmitted after the prescribed period.

B. Breach of discipline, *inter alia*, shall include:

- a. Late coming, irregularity in attending classes, persistent idleness or negligence or indifference towards the work assigned.
- b. Causing disturbance to a Class or an Office or to the Library, the auditorium or the play ground etc.
- c. Disobeying the instructions of teachers or the authorities.
- d. Misconduct or misbehaviour of any nature at the Examination Centre.
- e. Misconduct or misbehaviour of any nature towards a teacher or any employee of the school or university or any visitor to the school.
- f. Causing any damage, spoiling or disfiguring the property/equipment of the school or University.
- g. Inciting others to do any of the aforesaid acts.
- h. Giving publicity to misleading accounts amongst the students.
- i. Mischief, misbehaviour and/or nuisance committed by the residents of the hostels.
- j. Visiting places declared by the Proctor as out of bounds for the students.
- k. Not carrying the Identity Card issued by the Chief Proctor.
- l. Refusing to produce or surrender the Identity Card as and when required by the Proctorial and other Staff of the school.
- m. Carrying mobile phones is prohibited in the School Premises. Any violation will entail a fine of Rs. 1000/- in the first instance and cancellation of admission subsequently.
- n. Any other conduct anywhere which is considered to be unbecoming of a student.

(C) Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:

- a. Fine
- b. Campus Ban
- c. Expulsion
- d. 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.

- e. All powers relating to discipline and disciplinary action in relation to the students shall vest in Shaikhul Jamia (Vice-Chancellor). However, the Shaikhul Jamia (Vice-Chancellor) may delegate all or any of his powers as he deems proper to the Chief Proctor or to the Discipline Committee as the case may be or any other functionary of the University.

- f. Powers relating to indiscipline/misconduct shall be regulated by Statute 31 read with Section 30 of JMI Act, 1988.
- g. All admissions shall be subject to vetting of post-conduct and character antecedents of the applicant by the Proctorial department.
- h. The students who violate the discipline of the School will be expelled from the School and no re-admission will be permitted.
- i. The students found using unfair means in the exams/tests are liable to lose one academic year.

11.4 Attendance

- a. It is mandatory to have an aggregate of 75% attendance to be eligible to appear in the Annual exams.
- b. No student will be informed personally about the attendance and parents shall be responsible for ensuring their ward's attendance.
- c. The information regarding shortage of attendance of individual students will be intimated to the parents on an interval of every three months via SMS Alert. Also, the information displayed on the notice board will be deemed sufficient.
- d. Only 15% attendance out of the total attendance may be allowed on the basis of the medical certificate issued by the Registered Medical Practitioner/Hospital along with Doctor's prescriptions. However, the School administration is empowered to condone the shortage of attendance of students having less than 60% attendance keeping in view the genuineness and severity of the case such as prolonged illness/loss of parents/family member and other such cases of serious nature.
- e. The chairman of BOM is vested with the power to condone the shortage of attendance of students having less than 60% attendance.
- f. It is compulsory for all the students (Board & Non-Board classes) to appear in all the internal assessments conducted by school failing which they will be debarred from appearing in Annual Exam. No excuse will be entertained in this regard. The students who fail to appear in any internal assessment due to sudden or prolonged sickness will be given chance to appear in Re-test to be conducted on Medical ground/concession as per rule.

11.5 Freeship/Half Freeship

There is no provision of freeship/Half freeship for the students of Syed Abid Husain Senior Secondary School. However, two wards of the employees who are studying in the same school will be exempted from the tuition fee only.

Moreover, only one student of Syed Abid Husain Sr. Secondary School (Primary Section) will be exempted from tuition fee keeping in view their academic performance and financial condition.

11.6 Vacations

Summer Vacation: From 10th May, 2020 to 30th June, 2020

Winter Vacation: From 26th December, 2020 to 9th January, 2021 (Subject to change by JMI).

12.
List of

Teaching Staff

12.1 Jamia Middle School (Primary Section)

S. No.	Name Dr./Mr./Mrs./Ms.	Designation & Subject	Qualifications
1.	Mohd. Mursaleen	Offg, Headmaster	B.Sc. (Phy.), M.A. (Urdu), Cert. in Special Education, B. Ed., M.Ed.
2.	Farzana Waseem	PST	M.A.(Urdu), Dip. in Basic Training., B.Ed
3.	Niaz Fatima	PST	B.A., B.Ed., Cert. in Spl. Education,
4.	Musarrat Jahan	PST	S.S.S.C., Dip. in Basic Training
5.	Syed Masroor Ali	PST	S.S.S.C., Dip. in Basic Training
6.	Huma Mehdi	PST	B.Sc., B.Ed.
7.	Akhtari Begum	PST	S.S.S.C., Dip. in Basic Training.
8.	Ghazala Naseer Hashmi	PST	S.S.S.C, Dip. in Basic Training
9.	Jaismin Kausar	PST	M.A. (English), B.Ed.
10.	Mohd. Muzammil ul Haque Al Husaini	PST	Hafiz, Fazil, B.A., M.A.(Arabic), B.Ed., NET
11.	Nikhath Begum	PST	B.A., Dip. in Basic Training.
12.	Nighat Begum	PST	B.A., Dip. in Basic Training.
13.	Imrana Farooque	PST	M.A. (Urdu, Pol. Sc.), Dip. in Basic Training. Maulim, B.Ed
14.	Huma Jamal	PST	B.A., Dip. in Basic Training.
15.	Shama Ara	PST	M.A., B.Ed.
16.	Syed Jamal Husain Naqvi	PST	M.A., B.Ed.
17.	Arshi Shakeel	PST	M.A., B.Ed.
18.	Asima Kishwar	PST	M.A., B.Ed.
19.	Syeda Yasmin Ausaf	PST	M.Sc., B.Ed., M.Ed.
20.	Fauzia Siddiqui	PST	B.A., Dip. E.T.E., M.A., M.Ed., NET
21.	Rusti Saeeda	PST	S.S.S.C., Dip in E.T.E.

12.2 Syed Abid Husain Senior Secondary School (Self-financed) Middle Section

Teaching Staff: TGTs

S. No.	Name Dr./Mr./Mrs./Ms.	Designation	Qualifications
1.	Dr. Zafar Ahmad Siddiqui	In-charge	M.Sc. (Maths), B.Ed., Ph.D.
2.	Sarwat Farha	Hindi	B.A., (H) Hindi, M.A., (Hindi), B.Ed.
3.	Mohd. Jamilur Rahman	Mathematics	M.Sc. (Maths), B.Ed.
4.	Kaniz Fatima Rana	Urdu	M.A. (Urdu), B.Ed., M.Phil
5.	Raffia Mujeeb	Computer Science	D.I.T., PGDCA, M.A.
6.	Alauddin Khalid Ansari	Islamiat	M.A. (Islamic Studies), B.Ed., Fazil, Dip in Computer
7.	Durdana Husain	Sc. A: PCM	B.Sc., M.A. (Socio)
8.	Sadia Khan	English	B.A., B.Ed.
9.	Zoya Fatima	Science	M.Sc., M.Ed
10.	Ahsan	Social Science	M.A., B.Ed.

Teaching Staff: Primary School

S. No.	Name Dr./Mr./Mrs./Ms.	Designation	Qualifications
1.	Dr. Zafar Ahmad Siddiqui	In-charge	M.Sc. (Maths), B.Ed., Ph.D.
2.	Anjum Riaz	PST	Diploma in Basic Teacher Training, B.A., M.A. (Pol. Sc), Action Research in Edu.
3.	Fariha Hairat	PST	B.A. (Hons), M.A. (Urdu), B. Ed
4.	Sadia Fatima Wahidi	PST	B.A.(Hons) Pol. Sc., M.A. Pol. Sc., M. Ed, B.Ed
5.	Nazma Begum	Art & Craft	B.A. (Hons) in Arts.
6.	Rakshanda Roohi	PST	B.A.(Hons), B.Ed., M.A., Ph. D
7.	Tabassum	PST	B.A., E.T.E.
8.	Shahana Parveen	PST	B.A.(Pass), M.A. Psychology, B.Ed. (Pol. Sc.)
9.	Malka Sagheer	PST	M.A. Urdu, B.Ed., M.Phil
10.	Tabassum Ahmad	PST	B.A., B.Ed.
11.	Mohd. Mustafa	PST	M.A. Hindi, B.Ed.
12.	Iram Naaz	Art & Craft	M.F.A.
13.	Jahan Ara	PST	M.A. Pol. Sc., M.A (Urdu), B.Ed.
14.	Lubna Khursheed	PST	M.A. Urdu, B.Ed., M. Phil (Urdu)
15.	Shazia Niaz	PST	M.A. Urdu, B.Ed.
16.	Zeba Siddiqui	PST	B.Sc (bio Sc), Dip. In ETE, M.Sc. (Bio Sc)
17.	Shazia Anjum	PST	B.Sc (H), B.Ed.
18.	Saima Shahid	PST	M.A. in English Literature.
19.	Nikhat Ara	PST	M.Sc. (Chemistry), B.Ed.
20.	Warda Afridi	PST	E.T.E
21.	Afreen Mushtaq	PST	E.T.E.

13. FACULTIES AND DEPARTMENTS OF JAMIA MILLIA ISLAMIA

Faculty of Humanities and Languages

- Department of Arabic
- Department of English
- Department of Hindi
- Department of History and Culture
- Department of Islamic Studies
- Department of Persian
- Department of Urdu
- Department of Sanskrit
- Department of Tourism and Hospitality Management.

Faculty of Social Science

- Department of Adult and Continuing Education and Extension
- Department of Economics
- Department of Political Science
- Department of Psychology
- Department of Sociology
- Department of Social Work
- Department of Commerce and Business Studies

Faculty of Natural Science

- Department of Physics
- Department of Chemistry
- Department of Mathematics
- Department of Geography
- Department of Biosciences
- Department of Biotechnology
- Department of Computer Science

Faculty of Education

- Department of Educational Studies
- Department of Teacher Training and Non-Formal Education
(Institute of Advanced Studies in Education)

Faculty of Fine Arts

- Department of Painting
- Department of Sculpture
- Department of Applied Art
- Department of Art Education
- Department of Graphic Art
- Department of Art History and Art Appreciation

Faculty of Engineering and Technology

- Department of Civil Engineering
- Department of Mechanical Engineering
- Department of Electrical Engineering
- Department of Electronics and Communication Engineering
- Department of Applied Sciences and Humanities
- Department of Computer Engineering
- University Polytechnic

Faculty of Architecture and Ekistics

- Department of Architecture

Faculty of Law

Faculty of

Dentistry

➤ The Majlis (AC) has approved the following new departments in JMI

- Department of Foreign Languages
- Department for Hospital Management and Hospice Studies
- Department of Design and Innovation
- Department for Environmental Sciences

14. Centres of Jamia Millia Islamia

1. UGC-Human Resource Development Centre
2. Centre for Gandhian Studies
3. AJK Mass Communication Research Centre
4. MM Ali Jauhar Academy of International Studies
5. Centre for Management Studies
6. Centre for Physiotherapy & Rehabilitation Sciences
7. Centre for Interdisciplinary Research in Basic Sciences
8. Nelson Mandela Centre for Peace and Conflict Resolution
9. Centre for the Study of Comparative Religions and Civilizations
10. Dr. K. R. Narayanan Centre for Dalit & Minorities Studies
11. Centre for European and Latin American Studies
12. Centre for West Asian Studies
13. Centre for Jawaharlal Nehru Studies
14. Centre for Culture Media & Governance
15. India Arab Cultural Centre
16. FTK-Centre for Information Technology
17. Centre for North East Studies and Policy Research
18. Centre for Theoretical Physics
19. Centre for Early Childhood Development and Research
20. Centre for Nanoscience & Nanotechnology
21. Centre for Distance and Open Learning
22. Jamia's Prem Chand Archives and Literary Centre
23. Sarojini Naidu Centre for Women's Studies
24. University Counselling and Guidance Centre
25. Dr. Zakir Husain Institute of Islamic Studies
26. Academy of Professional Development of Urdu Medium Teachers
27. Centre for Coaching and Career Planning
28. Centre for Innovation and Entrepreneurship
29. G P Day Care Centre
30. Multidisciplinary Centre for Advance Research & Studies
31. Centre for the Study of Social Exclusion and Inclusive Policy

15. Prospectus Committee

1. Prof. Ilyas Husain, Pro-Vice Chancellor/Hony. Director (S) Morning, JMI	Chairman
2. Mr. A. P. Siddiqui, (IPS), Registrar	Member
3. Prof. Aeجاز Masih, Dean, F/o Education, JMI	''
4. Dr. Nazim Husain Jafri, Controller of Examination, JMI	''
5. Dr. Renu Batra, Finance Officer, JMI	''
6. Prof. Jessy Abraham, Hony. Directors (Schools), Evening shifts	''
7. Prof. Waseem Ahmad Khan, Chairman (School Admission Committee, JMI	''
8. Mr. Qutubuddin, Vice Principal, Jamia Sr. Sec. School, JMI (VC's nominee)	''
9. Prof. Atiqur Rahman, Principal, Jamia Sr. Sec. School, JMI	''
10. Dr. Zafar Ahmad Siddiqui, In-charge, S.A.H. Sr. Sec. School (S/F)	''
11. Ms. Anjum Iqbal, Principal, Jamia Girls Sr. Sec. School, JMI	''
12. Mr. Mohd. Mursaleen, (Offg.) Headmaster, JMS, JMI	''
13. Ms. Rukhsana Parveen, Director, Mushir Fatma Nursery School, JMI	''
14. Ms. Yasmeen Parveen, Director, Balak Mata Centre, JMI	''
15. Ms. Naseem Fatima, Assistant Registrar (Schools)	Convener