

Centre for Distance and Online Education (CDOE)
Jamia Millia Islamia, New Delhi-110025
Website: www.jmicoe.in, Email - cdol@jmi.ac.in

**ADMISSION NOTIFICATION FOR THE PERSONNEL OF
INDIAN AIR FORCE, INDIAN NAVY, INDIAN ARMY AND INDIAN COAST GUARD
(OPEN AND DISTANCE LEARNING PROGRAMMES)**

Admission Schedule – Important Dates

Availability of Online Application Forms for Admission www.jmicoe.in , www.jmi.ac.in	22.12.2020 Onwards
Last Date for Admission in all ODL Programmes of Study	31.12.2020

Applicants are advised to carefully read the given information and ensure their eligibility before submission of online admission application form.

No Application Form shall be accepted after the last date for admission.

Separate link has been provided for the application process for the admission of the personnel of Indian Air Force, Indian Navy, Indian Army and Indian Coast Guard at www.jmicoe.in

Confirmation of admission is subject to the submission of approval letter from the concerned Commanding Officer through proper channel, and Part I & Part II Service Marksheet within 45 days of submission of admission application form.



1. VARIOUS PROGRAMMES OF STUDY AND NAMES OF FACULTY MEMBER WITH CONTACT DETAILS

For any query, Candidates can get in touch with the respective Assistant Professors during working hours between 10.00 a.m - 05.00 p.m only.

INDIAN AIR FORCE				
S.No.	Programme of Study	Programme Code	Faculty Member	Contact
1.	Bachelor of Arts (General)	BAG	Dr. Zubair Nazeer	9891545275
2.	Bachelor of Business Administration	BBA	Dr. Mohammad Farhan	9310478340
3.	Bachelor of Commerce	B.Com.	Dr. Hina Hassan Khaki	8825098100
4.	MA Human Resource Management	M.A. HRM	Dr. Firdaus Khanum	8377095698

INDIAN NAVY				
S.No.	Programme of Study	Programme Code	Faculty Member	Contact
1.	Bachelor of Arts (General)	BAG	Dr. Zubair Nazeer	9891545275
2.	Bachelor of Business Administration	BBA	Dr. Mohammad Farhan	9310478340
3.	Bachelor of Commerce	B.Com.	Dr. Hina Hassan Khaki	8825098100
4.	MA Human Resource Management	MA HRM	Dr. Firdaus Khanum	8377095698

INDIAN ARMY				
S.No.	Programme of Study	Programme Code	Faculty Member	Contact
1.	Bachelor of Arts (General)	BAG	Dr. Zubair Nazeer	9891545275
2.	Bachelor of Business Administration	BBA	Dr. Mohammad Farhan	9310478340
3.	Bachelor of Commerce	B.Com	Dr. Hina Hassan Khaki	8825098100
4.	Bachelor of Commerce (International Business and Finance)	BCIBF	Dr. Firdaus Khanum	8377095698
5.	Master of Commerce	M.Com.	Dr. Sushwi K	9315896052
6.	MA English	M.A. English	Dr. Mohammad Farhan	9310478340
7.	MA History	M.A. History	Dr. Abdullah Mohd. Chishti	9718525196
8.	MA Human Resource Management	M.A. HRM	Dr. Firdaus Khanum	8377095698
9.	MA Sociology	M.A. Sociology	Dr. Sushwi K	9315896052

INDIAN COAST GUARD				
S.No.	Programme of Study	Programme Code	Faculty Member	Contact
1.	Bachelor of Arts (General)	BAG	Dr. Zubair Nazeer	9891545275
2.	Bachelor of Business Administration	BBA	Dr. Mohammad Farhan	9310478340
3.	Bachelor of Commerce	BCOM	Dr. Hina Hassan Khaki	8825098100
4.	Bachelor of Commerce (International Business and Finance)	BCIBF	Dr. Firdaus Khanum	8377095698
5.	Master of Commerce	MCOM	Dr. Sushwi K	9315896052
6.	MA Human Resource Management	MHRM	Dr. Firdaus Khanum	8377095698
7.	MA English	MEG	Dr. Mohammad Farhan	9310478340
8.	MA History	MAH	Dr. Abdullah Mohd. Chishti	9718525196
9.	MA Sociology	MAS	Dr. Sushwi K	9315896052

2. ABOUT THE PROGRAMMES

2.1 Introduction

The Jamia Millia Islamia has entered into separate Memoranda of Understanding (MoU) with **Indian Air Force, Indian Navy, Indian Army and Indian Coast Guard** for mutual collaboration for academic and technical advancement and progression of the defence personnel. Under the MoUs, JMI permits the defence personnel to undertake Degrees and Diplomas through distance mode offered at CDOL.

An exemption of two years in the case of Graduate Degree programmes and one year in Post-Graduate Degree programmes is provided to the Indian Defence personnel in lieu of their in-service training/courses as decided by the Joint Equivalence Committees comprising of the authorities of the University and Defence officials.

Candidates who wish to get SLM at their desired address should submit Rs. 500/- as postal charges through Demand Draft (the amount may also be combined with the Programme Fee and the Admission Application Form fee and contact details to be mentioned on the back side of the Demand Draft).

2.2 Duration of the Programme

Minimum duration of the Programme	:	1 (One) Year
Maximum duration of the Programme	:	3 (Three) Years

2.3 Medium of Instruction: English (However in few Programmes SLM in Hindi Medium is also available. Candidates should get in touch with the respective Programme Coordinators).

Programmes offered to the Indian Air Force with Eligibility Requirements

Programmes	Minimum Eligibility	Registration/A pplication Fee (One Time)	Programme Fee	Total Fee to be paid at the Time of filling up admission application form
BA (General) / BCOM (only for Account Assistant/ Clerk PA/ Clerk EA or Equivalent Grades)	Indian Air Force personnel below Officer rank who have passed 10+2 and have minimum 03 years of service after <i>ab-initio</i> training.	700	7200	7,900
BBA	Indian Air Force personnel below Officer rank who have passed 10+2 and have minimum 05 years of service after <i>ab-initio</i> training.	700	8800	9,500
MA(HRM)	Commissioned Officers holding Graduate Degree from any recognized University, having 05 years of continuous commissioned service. In addition to <i>ab-initio</i> training, they must have completed BPKC training in the Indian Air Force.	700	16000	16,700

Programmes offered to the Indian Navy with Eligibility Requirements

Programmes	Minimum Eligibility	Registration/Ap plication Fee (One Time)	Programme Fee	Total Fee to be paid at the Time of filling up admission application form
BA (General) / BCOM	For Sailors who have completed two years of <i>ab-initio</i> training and have completed five years of service.	700	7200	7,900
BBA	For Sailors who have completed two years of <i>ab-initio</i> training and have completed five years of service.	700	8800	9,500
MA (HRM)	For all Commissioned Officers having three years of service in Indian Navy.	700	16000	16,700

Programmes offered to the Indian Army with Eligibility Requirements

Programmes	Minimum Eligibility	Registration/Application Fee (One Time)	Programme Fee	Total Fee to be paid at the Time of filling up admission application form
BA (General) / BCOM	Soldiers with 10+2 certificate with minimum 02 years of service. OR Soldiers with class 10 th Certificate with minimum 04 years of service.	700	7200	7,900
BBA / BCIBF	Soldiers with 10+2 certificate with minimum 02 years of service. OR Soldiers with class 10 th Certificate with minimum 04 years of service.	700	8800	9,500
MCOM	Graduation Degree with minimum 02 years of service after graduation.	700	12000	12,700
MA (English) / MA (History) / MA (Sociology)	Graduation Degree with minimum 02 years of service after graduation.	700	10000	10,700
MA (HRM)	Graduation Degree with minimum 02 years of service after graduation.	700	16000	16,700

Programmes offered to the Indian Coast Guard with Eligibility Requirements

Programmes	Minimum Eligibility	Registration/Application Fee (One Time)	Programme Fee	Total Fee to be paid at the Time of filling up admission application form
BA (General)/ BCOM	Sailors with 10+2 certificate with 05 years of service (including <i>ab-initio</i>) OR Sailors with class 10 certificate with 07 years of service (including <i>ab-initio</i>).	700	7200	7,900
BBA /BCIBF	Sailors with 10+2 certificate with 05 years of service (including <i>ab-initio</i>) OR Sailors with class 10 certificate with 07 years of service (including <i>ab-initio</i>).	700	8800	9,500

MCOM	2 years of service after graduation.	700	12000	12,700
MA (HRM)	2 years of service after graduation.	700	16000	16,700
MA (English) / MA (History/ MA (Sociology)	2 years of service after graduation.	700	10,000	10,700

2.5 Withdrawal/Cancellation of Admission:

If a candidate desires to cancel/withdraw his/her admission, he/she may do so within 30 days of the completion of admission. In such case 80 per cent of the total fees will be refunded through RTGS in Applicant's Bank Account only. No relaxation in time period will be admissible.

In case Admission is withdrawn/cancelled after 30 days he/she is not entitled for any refund of fee.

2.6 Course Structure:

BAG

S.No.	Course Code	Course Name	Evaluation Scheme		Total
			Assignment	Term End Theory	
1.	BPS-04	International Politics	30	70	100
2.	BPS-05	Government and Politics in India	30	70	100
3.	BSO-04	Social Change and Social Problems in India	30	70	100
4.	BSO-05	Media and Society	30	70	100
5.	BHIS-04	History of Modern India (1707 to 1950)	30	70	100
6.	BHIS-05	The Modern World:17 th to the 20 th Century	30	70	100
Total			180	420	600

BCOM

S.No.	Course Code	Course Name	Evaluation Scheme		Total
			Assignment	Term End Theory	
1.	B.Com -101	Money and Financial System	30	70	100
2.	B.Com -102	Financial Accounting	30	70	100
3.	B.Com -104	Business Law	30	70	100
4.	B.Com -106	Principles of Business Management	30	70	100
5.	B.Com -204	Principles of Marketing	30	70	100
6.	B.Com -206	Business Environment	30	70	100
Total			180	420	600

BBA

S. No.	Course Code	Course Name	Evaluation Scheme		Total
			Assignment	Term End Theory	
1.	BBA -101	Principles of Business Management	30	70	100
2.	BBA -106	Principles of Marketing	30	70	100
3.	BBA -204	Introduction to Business Finance	30	70	100
4.	BBA -205	Business Environment	30	70	100
5.	BBA -301	Fundamentals of Entrepreneurship	30	70	100
6.	BBA -304	Personal Selling and Salesmanship	30	70	100
Total			180	420	600

BCIBF

S. No.	Course Code	Course Name	Evaluation Scheme		Total
			Assignment	Term End Theory	
1.	BCIBF 102	Principles of Business Management	30	70	100
2.	BCIBF 103	Financial Accounting	30	70	100
3.	BCIBF 104	Business Regulatory Frame Work	30	70	100
4.	BCIBF 201	Introduction to Business Finance	30	70	100
5.	BCIBF 302	International Marketing	30	70	100
6.	BCIBF 303	International Business Environment	30	70	100
Total			180	420	600

MA HRM

S. No.	Course Code	Course Title	Evaluation Scheme		Total
			Assignment	Term End Theory	
1.	HRM-104	Human Behaviour at Work	30	70	100
2.	HRM-105	Human Resource Development	30	70	100
3.	HRM-202	Talent Management	30	70	100
4.	HRM-203	Change Management & Organizational Development	30	70	100
5.	HRM-204	Stress and Conflict Management	30	70	100
6.	HRM-206	Strategic Human Resource Management	30	70	100
Total			180	420	600

MA ENGLISH

S. No.	Course Code	Course Title	Evaluation Scheme		Total
			Assignment	Term End Theory	
1.	MEG-01	Poetry -1	30	70	100
2.	MEG-02	Fiction -1	30	70	100
3.	MEG-03	Drama-1	30	70	100
4.	MEG-04	Criticism-1	30	70	100
5.	MEG-06	Non Fiction Prose	30	70	100
6.	MEG-11	English Language Teaching	30	70	100
Total			180	420	600

MCOM

S. No.	Course Code	Course Title	Evaluation Scheme		Total
			Assignment	Term End Theory	
1.	MCM-101	Organisation Theory and Behavior	30	70	100
2.	MCM-102	Business Environment	30	70	100
3.	MCM-107	Marketing Management	30	70	100
4.	MCM-201	International Business	30	70	100
5.	MCM-202	Corporate Accounting and Disclosure	30	70	100
6.	MCM-106	Security Analysis and Portfolio Management	30	70	100
Total			180	420	600

MA HISTORY

S. No.	Course Code	Course Title	Evaluation Scheme		Total
			Assignment	Term End Theory	
1.	MAH-02	Colonial State and Government in India 1740-1858	30	70	100
2.	MAH-03	The World Powers and Diplomacy 1870-1945	30	70	100
3.	MAH-04	Trends in Historiography	30	70	100
4.	MAH-08	History of the Mughal 1526-1707	30	70	100
5.	MAH-09	The Eighteenth Century in India	30	70	100
6.	MAH-10	Indian Nationalism and Political Processes 1875 to 1956	30	70	100
Total			180	420	600



MA SOCIOLOGY

S. No.	Course Code	Course Title	Evaluation Scheme		Total
			Assignment	Term End Theory	
1.	MAS-02	Indian Society: Structure, Agency and Change	30	70	100
2.	MAS-04	Urban Sociology	30	70	100
3.	MAS-05	Ethnicity, Pluralism and Minorities	30	70	100
4.	MAS-06	Contemporary Sociological Theory	30	70	100
5.	MAS-08	Culture, Society and Media	30	70	100
6.	MAS-09	Women and Society	30	70	100
Total			180	420	600

3. COUNSELLING SESSIONS

Counselling sessions are held at Indian Air Force/Indian Navy/Indian Army identified Study Centres normally on weekends within the general academic schedule of the Programme.

Please note that the Counselling Sessions are not classroom teaching or lectures. Counselors will not be delivering lectures as in conventional teaching, on the contrary through face to face interaction counselors will address difficulties faced by candidates while going through the SLM. These sessions are meant to resolve subject-based difficulties and other related problems.

Candidates are advised to go through the course material and make a plan of the points to be discussed before proceeding to attend counselling sessions.

Counselling sessions will be organized in all theory courses. The duration of each counselling session will be of 2 hours.

Counselling sessions are **not mandatory**; nevertheless, it is always in the interest of learners to attend these counselling sessions.



3.1 MODE OF INSTRUCTION

Instruction will be through Self-Learning Study Material prepared and supplied by CDOE, besides counselling sessions and other exercises such as assignments.

4. EVALUATION SYSTEM

4.1 Assignments

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

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

Assignments must be hand written.

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

You have to submit the Assignments to CDOE on or before the last date of submission notified on the website.

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

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

4.2 Annual Examinations

Annual Examination is the major component of the evaluation system and it carries 70% weightage in the final result.

4.2.1 Annual Examination Form

You must fill in the Annual Examination form (attached in the Programme Guide) and send it to the **Director, Centre for Distance and Online Education, Gate no. 20, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025** along with a self addressed stamped envelope (with Rs. 50/- postal stamps).

4.2.2 Reappearing in Annual Examination

In case of re-appearing in any paper on account of Absent/Fail/Improvement, candidate is required to submit the Annual Examination Form, after downloading the **Annual Examination Form** from the University website (www.jmi.ac.in/CDOE). The prescribed fee of Rs. 500/- per paper is to be submitted in form of Demand Draft along with the Examination Form to CDOE.



4.2.3 Annual Examination Date-Sheet

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

On receipt of your Examination Form, Admit Card will be dispatched 15 days before the commencement of the Annual Examination. In case you fail to receive the Admit Card 10 days before the commencement of Examination, you may contact CDOE and a duplicate Admit Card will be issued at the time of Examination.

While submitting your Examination Form for the Annual Examinations, it is your responsibility to check whether you are registered for the Programme and whether you are eligible to appear for that Examination and have deposited the required fees.

If any of the above requirements are found missing, your Examination is liable to be cancelled.

5. ANNUAL EXAMINATION RESULTS

5.1 Declaration of Results

To pass a Programme under Distance Mode, a candidate must obtain:

- (a) At least 33% marks in the Annual Examination and Assignment separately; and an aggregate of at least 40% marks based on all theory papers and assignments, to obtain the degree.
- (b) At least 45% marks in each component of Theory, Practical and Project i.e. in Assignments and Annual Examination separately.
- (c) On the basis of the marks obtained, division will be awarded in the following way:
 - (i) Distinction to those who obtain 75% marks or more in the aggregate.
 - (ii) First division to those who obtain 60% marks or more in the aggregate.
 - (iii) Second division to those who obtain less than 60% marks in the aggregate but not less than 50% marks.
 - (iv) Third division to those who obtain less than 50% marks in the aggregate but not less than 40% marks.

Grace Marks: A maximum of three (03) grace marks shall be given only to those students who by obtaining them are able to either pass the Examination or improve to get a division. Only minimum grace marks as required shall be awarded. The grace marks awarded shall be counted in Grand total.

5.2 Maximum Duration of the Programme

If a student fails to qualify any component of a paper or a course he/she can repeat the same during the subsequent years, up to the maximum duration provided for the Programme from the date of registration.



5.3 Re-evaluation of Answer Scripts

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

5.4 Improvement of Result

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

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



6. GENERAL REGULATIONS

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

- **Re-Registration Fee:** A student who does not appear in any component (i.e. theory and assignment) of the Programme during the minimum period and wishes to continue the Programme, then he/she will have to re-register by paying the prescribed re-registration fee (30% of the programme fee); as given in the table below.
 - **Late Fee:** A student who doesn't submit his/her Assignments and Examination Form on time may submit the same with the prescribed late fee; and
 - Candidates are required to intimate the relevant authorities, sufficiently in advance, if there is any change of address/mobile number etc.
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DETAILS OF COMMON CHARGES APPLICABLE FOR ALL PROGRAMMES

Sl. No.	Particulars	Fees/Charges (Rs.)
1.	Submission of Assignments with late fees upto the maximum period of 4 weeks	100/- (Per Assignment)
2.	Submission of Assignments in the following years (In case of absence/fail if any)	200/- (Per Assignment)
3.	Submission of Annual Examination form with late fees up to 4 weeks.	250/-
4.	Submission of Annual Examination form with late fees beyond 4 weeks up to the next 4 weeks.	600/-
5.	Re-appearing in Annual Examination (In case of absence/fail/improvement)	500/- (Per paper/course)
6.	Re-Registration Fee	30% of Programme Fee
7.	Provisional Certificate	50/-
8.	Migration Certificate	50/- (after passing exam)
9.	Migration Certificate	200/- (before passing exam)
10.	Duplicate Statement of Marks (Attach a copy of FIR)	200/-
11.	Re-evaluation of (current) Answer Script	500/- (Per Course)

Note: If a candidate fails to appear in any of the prescribed components of the Programme within the stipulated period of 1 year and desires to continue the Programme after the lapse of one year he/she should re-register for the Programme by depositing the above mentioned Re-Registration fee. The Fee once paid will not be refunded or adjusted under any circumstances.

All the fees/charges wherever applicable will be payable only in the form of **Demand Draft** drawn in favour of **Jamia Millia Islamia** payable at **New Delhi**.

The aforesaid charges are subject to revision during the academic year as per University rules.



Controller of Examinations