Bachelor of Education
(B.Ed)

Prospectus
2024 (January) Batch

Centre for Distance and Online Education
Jamia Millia Islamia
(A Central University by an Act of Parliament) NAAC Accredited Grade "A++")
New Delhi - 110025

Schedule for Admission

Availability of Online Application Form at www.jmicoe.in	*12th February 2024*
Last date for filling Online Application Form	*29th February 2024*
Date of Entrance test	*10th March 2024*
Declaration of test result	*20th March 2024*

Programme	Code	Minimum Eligibility	Duration (Min/Max)	Mode of Admission	Registration Fee (one time)	Programme Fee
Bachelor of Education	B.Ed	I. Candidates with atleast 50% marks in the bachelor's degree and/or in master's degree in science/social science/commerce/humanities. Note: Relaxation of 5% marks in minimum eligibility will be provided to SC/ST/OBC (Non creamy layer)/PWD candidates as per the rules of Central Government. II. Trained in-service teachers in elementary education. III. Candidates who have completed NCTE recognized two-year teacher education programme like D.El.Ed, B.El. Ed, /BTC/JBT/ETE, etc. through face-to-face mode. IV. All candidates must appear in the entrance test conducted by CDOE, JMI, New Delhi.	2-5 years	Entrance test	1500	20,000 (Annually)

- The duration of the entrance Exam : 2 Hours.
- Number of Questions 100 (Multiple Choice Questions)
- 1 mark for every correct answer
- Max Marks :100

Syllabus for B.Ed entrance test:

- Section-1: General English Comprehension: 10 Marks
- Section-2: Logical analytical Reasoning :20 Marks
- Section-3: Educational & General Awareness:25 Marks
- Section-4: Teaching-Learning & School: 25 Marks
- Section -5:Any of the following : 20 Marks
  (Maths / Science/Social Science/ English/ Hindi/Urdu)

General Guidelines

- *Applicantsareherebyadvisedtoreadtheinformationgivencarefullyandensuretheireligibilitybeforesubmissi onofonline admission applicationform.*
- *NoApplicationForm willbeacceptedafterthelast dateofitssubmission.*
- *Entrance Test will be held at Delhi only*
- *Total number of Seats (intake)   : 500 only* (Reservation as per JMI reservation policy, please refer to B.Ed Prospectus for details)
- *Each Learner Support Centre (LSC) can have a maximum of 50 students.*
- *LSC will be allotted to each and every applicant strictly on the basis of merit of entrance test conducted by CDOE, JMI, New Delhi.*

CONTENT

1. JAMIA MILLIA ISLAMIA

Jamia Millia Islamia was founded at Aligarh in response to Gandhiji's call to boycott British supported educational institutions on 29 October 1920. Subsequently in 1925, it moved from Aligarh to Delhi. Ever since then, Jamia showed a gradual, but continuous growth, at times in spurts and gushes, and at other through prolonged processes of slow maturation.

A 'Deemed to be University' status was bestowed to the Jamia on June 1963 under Section 2 of the University Grants Commission Act and eventually, on 26 December 1988, through an Act of the Indian Parliament, the Jamia blossomed into a full-fledged Central University.

Distinguished national leaders - Mahatma Gandhi, Maulana Mohammed Ali Jauhar, Hakim Ajmal Khan, Dr. Mukhtar Ahmad Ansari, Maulana Abul Kalam Azad and Dr. Zakir Husain were among its founders.

Accredited "A++" by NAAC along with NIRF Ranking 03 in 2022, Jamia Millia Islamia is an ensemble of multi layered educational system, which covers all aspects of schooling, under-graduate and post-graduate education. The university recognizes that teaching and research are complementary components in its march towards academic excellence. Moreover, Jamia Millia Islamia is amongst the few universities in India launching the online Degree Programmes making the education more reachable to the learners across the world.

The Jamia Millia Islamia has well developed faculties: Natural Sciences; Social Sciences; Engineering and Technology; Education; Humanities and Languages; Architecture and Ekistics; Fine Arts; Law; and Dentistry, besides the well known AJK Mass Communication Research Centre and over thirty research and teaching Centres: The Centre for Peace and Conflict Resolution; Academy of International Studies; Centre for Culture, Media and Governance; Dr. K. R. Narayanan Centre for Dalit and Minorities Studies; Centre for Nano-sciences and Nanotechnology; FTK Centre for Information Technology; Centre for Management Studies; Centre for West Asian Studies; Centre for Physiotherapy and Rehabilitation Sciences; Centre for Theoretical Physics; and Centre for Interdisciplinary Research in Basic Sciences, etc.

Indeed, the Jamia has come a long way in her march to carve a 'distinct' niche in the academic world as a Centre for higher learning without compromising or altering her foundational values of secularism and democracy and her commitment to a composite Indian nationalism.

1.1 Officers of Jamia

Amir-i-Jamia (Chancellor)	Dr. Syedna Mufaddal Saifuddin
Shaikh-ul-Jamia (Officiating Vice-Chancellor)	Prof. Eqbal Hussain
Musajjil (Registrar)	Prof. Nazim Hussain Jafri
Finance Officer	Mr. Shaikh Safiullah
Controller of Examinations	Mr Jitendra Singh
Hony. Director (CDOE)	Professor Jessy Abraham

1.2 University Rankings

Agency	Year	World University Ranking	Regional Ranking (Asia)
NAAC	**2021**		**3.61 Score** **A++ Grade**
MHRD-NIRF	**2022**	**Overall:3**	
	2021	**Overall: 6**	
	2020	**Overall:16,** Management:34	**Universtiy:10,**
	2019	**Overall:19,** Management:34.	**Universtiy:12,**
	2018	**Overall:19,** Management:34.	**Universtiy:12,**
QS(UK)	**2022**	**751-800**	
	2021	**751-800**	**192**
	2020	**751-800**	**177**

	2019	751-800	
Time Higher Education(UK)	2022	601-800	
	2021	601-800	
	2020	601-800	192
	2019	801-1000	188
	2018	801-1000	201-250

2. CENTRE FOR DISTANCE AND ONLINE EDUCATION

The Centre for Distance and Online Education (CDOE), earlier known as Centre for Distance and Open Learning, was established at Jamia Millia Islamia on September 2002 under the auspices of the Distance Education Council (DEC) currently rechristened as Distance Education Bureau (DEB). In 2009, the CDOL, now CDOE, was approved by the Ministry of Human Resource Development (MHRD), Government of India (GoI).

The Centre intends to provide the opportunities for higher education to the deprived students from far-flung areas and make the education accessible to them.

The Centre provides comprehensive self-learning material, which is supplemented by the counselling sessions. The self-learning material is prepared by the subject experts keeping in mind that the learners come from varied educational background so that they can make optimum use of the material. Moreover, the counselling classes are taken by senior faculty members that have been a source of great help to the distance mode learners. Given the changing situation and time, Centre has also adapted the new technological advancement to conduct all the classes through online platform.

The Centre has established Learner Support Centres located at various locations across India such as Assam, Bihar, Haryana, Kerala, Punjab, Rajasthan, UP, West Bengal, Delhi & NCR. These LSCs also play the significant role for reaching out to the learners hailing from the rural areas.

2.1 Centre for Internal Quality Assurance (CIQA)

The UGC (ODL) Regulations 2020 make it mandatory for dual mode universities to establish Centre for Internal Quality Assurance (CIQA) exclusively for their distance mode programmes. The objective of CIQA is to develop and put in place a comprehensive and dynamic quality assurance system to provide high quality programmes of higher education in open and distance learning mode. Accordingly, the Vice Chancellor constituted CIQA Committee in order to monitor qualitative

mechanism of the Centre; the committee is consisted of the following members:

Prof. Eqbal Hussain Vice Chancellor, JMI Chair person
Nazim Husain Al-Jafri- Registrar, JMI, Member
Mr.Safiullah,CA, Finance Officer, JMI, Member
Prof. Rahela Farooqi, Department of Management Studies-Member
Prof. Naheed Zahoor, IASE, JMI,Member
Prof. Archana Dassi, Department of Social work, Member
Prof. Manisha Pandey, HoD, Deptt. Of Sociology, Member
Prof. Simi Malhora, HOD, Deptt. Of English,Member
Prof. NUK Sherwani, hod,Department of Commerce & Business studies,Member
Prof. Hina Bijli, IGNOU, Member
Prof. Mohammed Miyan, former VC,MANUU, Member
Prof. Jessy Abraham, Director , CDOE , JMI, Member Secretary

2.2 MISSION

CDOE aims to develop professionals of excellent competence in the field of Education, Management, Humanities and Social Sciences with a humanitarian approach capable of bearing the responsibility of building a better society and the nation at large. We promote and impart educational facilities to everyone irrespective of their ethnicity, caste, creed, religion and age. We also enable adults to enrich their knowledge and improve their technical or professional qualifications.

2.3 OBJECTIVES

● To promote and advance education through distance and online mode.
● To encourage creation and dissemination of knowledge using latest educational tools and technologies.
● To create environmental and societal responsibilities among students and also ensuing steady growth of the University.
● To trust every individual and treat them with dignity, respect and fairness by practicing open and honest communication at all times.

2.4 INSTRUCTIONAL SYSTEM: The distance education programme delivery system includes the multi-media approach, i.e., self-learning print material, audio/video components, and assignments, counselling sessions, practical work, discussion forums and workshops.

2.5 LEARNER SUPPORT CENTRES ONLY FOR DISTANCE MODE : It is a contact point to provide academic as well as administrative support to its learners. All the important communications are sent to the Centre Coordinator of the Learner Support Centre. A copy of important circulars /notification will be displayed on the notice board of the Learner Support Centre so as to provide the latest information about the assignments, submission of the examination forms, date sheet, list of admitted students and declaration of result etc.
Extracurricular Activities are encouraged at the Learner Support Centre like Annual day, Sports day, literary competitions etc are held and encouraged.

2.6 SELF LEARNING MATERIAL : The self-instructional material for both theory and

practical components for each programme of study is provided to the learner. It is supplied to each learner in the form of blocks and units. Normally each block contains 3– 5 units, and each course consists of 3– 5 blocks of Printed Study Material.

2.7 AUDIO AND VIDEO PROGRAMMES : The Audio and Video Programmes are supplementary, meant for clarification and enhancement of understanding in various courses of the Programme. These are used during Counselling and workshop sessions at the Learner Support Centres. The information regarding Online Educational Resources (OERs) shall be made available to the learners during counselling sessions.

2.8 DISTRIBUTION OF STUDY MATERIAL : The CDOE provides study material and assignment booklets to the learners. For non- receipt of study material, Learners are required to write to the Hony. Director, CDOE , Jamia Millia Islamia, Jamia Nagar, New Delhi-110025, where they stand enrolled/admitted.

2.9 LIBRARY FACILITY: Students can use computer/ Wi-Fi facilities for OER's at the library/study hall located at the Learner Support Centre.

2.10 COUNSELLING SESSIONS & WORKSHOP

The counselling sessions and Workshop are usually held at the Learner Support Centres during weekends and long holidays. However, the Centre has decided to conduct the Counselling Sessions and Workshop through online platform so that students from the LSCs can also join the class. It also helps us to mitigate the expenditure, and also to impart the education to the learners from the far-flung areas. These sessions are taken by the senior faculty members of the University. The Centre Coordinator/In charge will also provide the counselling and workshop schedule. The counselling sessions will include clarifications required in the print material and other related difficulties through active interaction with students. Attending counselling session is optional.

2.11 MEDIUM OF INSTRUCTION

In B.Ed programme of study, the medium of instruction is English and Hindi. The self learning material is available in both English and Hindi.But the assignments in the programme will be primarily available in English.Students can attempt their assignments and Term-End/Semester End Examinations papers either in English or Hindi.

2.12 WEBSITE

Jamia Millia Islamia has its own comprehensive website being consistently updated with new notifications and updates about exams, counselling sessions etc. The students are advised to make good use of the website to keep them updated with the new happenings at the University. This link is to access the website>https://www.jmi.ac.in/; however, an entire webpage of the website is dedicated to the CDOE that can be accessed with this link>https://www.jmi.ac.in/aboutjamia/centres. Jamia's Office of the Controller has also its own website that can also be accessed for filling up online admission form,

examination form and also for checking the results; the link to the website is >http://jmicoe.in/.

2.13 EVALUATION SYSTEM:

Evaluation System is divided into two parts at CDOE, Jamia Millia Islamia;
(i) **Formative Assessment:**
   o Theory / Practical Assignments
   o Dissertation/Workshop/Project
   o Work/Practical/Viva-Voce(wherever applicable)
(ii) **Summative Assessment**
   o Term End Examination

All the above are compulsory components for a learner of each programme of study (wherever applicable) to successfully complete the programme.

2.14 TERM-END/SEMESTER END EXAMINATIONS:

The University conducts Term-End Examination once a year and a student is advised to take his/her examination at the end of each academic year, while the Semester End Examination are held twice a year at the end of each semester.

All the examinations are conducted at various Learner Support Centre/ Examinations Centre or any convenient place as decided by CDOE in May/June and Dec/January every year which is duly notified on the University website. However, for the online programmes, the examination will be conducted through Online Mode as per the UGC guidelines.

2.15 THEORY/PRACTICAL ASSIGNMENTS:

Assignments are an integral and compulsory component of the instructional system. There are tutor-marked assignments for each theory programme. The students will have to work on a specified number of assignments per programme. These assignments are to be submitted at the Learner Support Centre in accordance with the submission schedule provided by Programme Coordinator / In charge of the respective Centres. For the online programmes, there is provision to submit the assignments. Usually, the Centre prefers the Google Classroom to submit the assignments.

2.16 WORKSHOP/ PROJECT / PRACTICAL / VIVA-VOCE/SCHOOL INTERNSHIP:

In B.Ed students are required to do Workshop / Project / Practical/ School Internship etc. (Please refer to the Programme Guide available on CDOE's web page) as part of their course work. These activities enable the students to have a practical exposure and in-field experience. The Viva-Voce (if any) is held so that the learner may defend the practical activity that he/she has done during his/her /Project/Practical.

3. OFFICERS OF CDOE

| Director | Prof. Jessy Abraham | jabraham@jmi.ac.in |

3.1 List of Assistant Professors (Education)

S. No.	Designation	Name of Faculty	Email Id.
1.	Assistant Prof. (Education) &Course Coordinator	Dr. Bushra Hussain	bushrahussain16@jmi.ac.in
2.	Assistant Prof. (Education)	Dr. Dayal Sandhu	dayalsandhu5588@jmi.ac.in

3.2 CONTACT DETAILS

Telephone Numbers	+91(11)26981717, 26984617, 26984658, 26988044, 26987183
Controller of Examinations	+91-11-26981717 Ext. 1435
Helpline Mobile	9836219994, 9836319994, 9836289994
Helpline Email	admission@jmicoe.in
Address	Centre for Distance and Online Education (CDOE) Gate No. 20, Jamia Millia Islamia, Jamia Nagar, New Delhi

GRIEVANCE REDRESSAL CELL

As mandated by the UGC-DEB Regulations 2020, Centre for Distance and Online Education, JMI has a grievance redressal cell fully dedicated for redressal of grievances of Distance Learners enrolled at CDOE, JMI.

4.0 GENERAL GUIDELINES

Candidates are required to read the prospectus carefully before filling the Application Form for admission to any Programme of study in CDOE, Jamia Millia Islamia, New Delhi. The Prospectus provides general information and is subject to the provisions of the Act, Statutes, Ordinances, Regulations and relevant Resolutions of the Academic Council/Executive Council of Jamia.

The University reserves the right to change/modify the provisions made in this prospectus by notifying through addendum/corrigendum on the University website. Candidates shall not be informed of any such change individually and are advised to check the University website (http://jmi.ac.in/CDOE) regularly.

4.2 Application for Admission

(i)   The application for admission may only be submitted through Online mode at Jamia Millia Islamia Website www.coe.in &www.jmi.ac.in . There is no printed

application form for admission.

(ii)   While submitting the application, the candidate is required to make a payment of Application Fee of Rs. 1500/- for all programmes of study.

(iii)   The application fee may be paid either by Credit Card/Debit Card/ Net Banking.

(iv)   The application fee once received successfully at JMI's end is non-refundable and no correspondence on this subject will be entertained.

(v)   JMI shall only refund the application fee in cases of failed transactions identified at its end.

4.3 Submission of Application Form

(i)   Candidates are advised to carefully read and follow the instructions provided online during the Form Submission Process.

(ii)   To register for admission, candidates are required to use the online form available at JMI's Admission Portal: www.jmicoe.in ,www.jmi.ac.in
Before applying for admission, a candidate is advised to ensure his/her eligibility as per the criteria laid down in the prospectus.

(iii)   A candidate must have passed the qualifying examination from a board/university/institute recognized by JMI. Jamia Millia Islamia recognizes degrees of all central universities, state universities, institutions of national importance and foreign universities, provided that their equivalence has been established by the Association of Indian Universities (AIU). Besides, the university also recognizes certain qualifications from the reputed madaris as well, the details of which are provided in Annexure– I of the prospectus.

(iv)   Candidates whose results for the qualifying examinations have not been declared may also apply. However, for programmes whose eligibility is bachelor degree etc, they must submit the required certificates etc. (of first declared result) by **10th November 2022**, failing which their admission will be canceled.

(v)   During the Registration process, the following information/details should be available with the candidate:
●   A valid and readily accessible Email Id. Please note that, if required, JMI may use the registered email for future communication with the candidate.
●   Soft copy of candidate's coloured passport size photograph with white background (Maximum 100KB in size) in JPG/JPEG format.
●   Soft copy of candidate's signature (Maximum 100 KB in size) in JPG/JPEG format.

(vi)   Candidates may use the preview option to cross-check the correctness of entries filled by them online before confirming the submission of form. Any required correction(s) except in "Name" and "Date-of-Birth" in the Registration Information may be made before completing/Confirming the registration portion in the form. However, candidates will be able edit the information, when forms will be open for editing as intimated between _____ (Given by examination)   to _____ (Given byexamination)   for all programmes. The detail guideline of editing will be published on www.jmicoe.in&www.jmi.ac.in.

(vii)   Once the registration of admission form is successfully submitted the system will send an email bearing the Unique CODE with a link to verify the email account, and login (email ID), Password to access the account to the registered email id. After link verification, and using login ID and Password, the candidate may login to the portal and proceed to apply for the program(s) of his/her choice and pay

the applicable entrance application fees.

(viii) In case of submission of Online form through Cyber Café/ at any other place, a candidate is also advised to go through the guidelines and get the form filled in his/her presence and provide his/her contact information such as email and mobile number wherever required. The University will not be responsible for any mistake done by the candidate while filling the admission form.

(ix) Candidates are advised to bring the hard copy at the time of verification of documents. print may be taken out after logging into the admission portal at: www.jmicoe.in&www.jmi.ac.in

(x) Candidates may check the status of their application form on JMI website, www.jmicoe.in&www.jmi.ac.in.

4.4 Rejection of Application Form

Jamia Millia Islamia reserves the right to reject the application form(s) if a candidate submits more than one application form for the same Programmes of study and for any other reason.

4.5 Admission will be canceled

(i) If a candidate fails to submit his/her result/certificate for the qualifying examination(s) or fails to complete any of the other admission formalities by the last date as notified by the University for the Concerned Program in this prospectus or on the University website.

(ii) At any stage, if any information furnished by the candidate is found to be incorrect or if a candidate has been wrongly admitted.

(iii) The candidate has to prove his/her academic records mentioned in the online application form, at the time of admission in CDOE and concerned Learner Support Centres, failing which admission will not be granted. Filling online admission form and issuing admit cards do not guarantee admission.

4.6 JAMIA MILLIA ISLAMIA RESERVATION POLICY

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. 30% of the total number of seats in each course shall be earmarked for the applicants who are Muslims;

ii. 10% of the total number of seats in each course shall be earmarked for the women applicants who are Muslims;

iii. 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);

iv. 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 1995.

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

(i) 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.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) 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. Combined Prospectus of Jamia Schools-2022-23 13

(iv) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) 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

5. 0   VERIFICATION OF DOCUMENTS & PAYMENT OF FEES

Documents will be verified at the time of admission. The applicant is advised to produce the following documents along with the programme fee at the time of verification.

(i)   Print out of the online submitted admission application form.
(ii)   03 Passport size recent Photographs
(iii)   Class X Mark sheet and certificate (original and photocopy)
(iv)   Class XII Mark sheet and certificate (original and photocopy)
(v)   Graduation Mark sheet and certificate (original and photocopy)
(vi)   Post-Graduation Mark sheet and certificate (original and photocopy), wherever applicable.
(vii)   Two years Teacher's training Diploma recognised by NCTE
(viii)   Character certificate from the Institution last attended (In original)
(ix)   Migration/Transfer Certificate, from the Institution last attended(In original)
(x)   Copy of the Aadhaar Card.
(xi)   Must have passed the qualifying examination from a recognized Board/University/ Institute.
(xii)   Mention complete correspondence/postal address (in CAPITAL LETTERS only) with postal pin code and contact telephone/mobile number.

NOTE:

(i)   The Jamia Millia Islamia recognizes degrees of all Central Universities, State Universities, Institutions of national importance and Foreign Universities, provided that their equivalence has been established by the Association of Indian Universities. Besides, the University also recognizes certain qualifications from

Madarsas, the details of which are provided in (**Annexure-I).**

(ii)   Verification of documents will be done at CDOE through online mode and those candidates are found eligible after the verification will be allowed to take admission. If a candidate submits forged/fake documents, he/she will be liable for legal/criminal proceedings.

(iii)   CDOE reserves the right to summarily reject any application form scrutinized for any discrepancy and incorrect information before finalizing admission.

(iv)   Students who are already enrolled in a programme of one year or longer duration can also simultaneously register for any Certificate/Diploma/PG Diploma programme. **However, if there is any clash of dates of counselling or examination schedule between the two programmes opted; the University will not be in a position to make adjustments.**

(v)   No candidate shall be entitled to claim admission as a matter of right.

(vi)   Candidates are advised to regularly check the CDOE, JMI website (**http://jmi.ac.in/CDOE**) for admission related notices and other information.

(vii)   After the verification of the documents, the students may proceed for payment of Program fees through the online link that will be provided.

(viii) The LSC will be allotted strictly on the basis of merit scored by the applicant in the B.Ed entrance test conducted by CDOE, JMI in Delhi only.

(ix)   No request will be entertained in regard of change of LSC.

5.0 POST ADMISSION GUIDELINES

Identity card:

i)   Identity Card will be issued only to students whose admission is complete in all respects (after due verification& payment of fees). CDOE learners holding CDOE I- Card can use the said ID during counselling sessions and for purpose of visiting CDOE Complex only.

ii)   In case of loss of Identity Card, the students should file a FIR and submit the copy of the same along with a demand draft of Rs. 200/- in favor of the "Jamia Millia Islamia" payable at "New Delhi" in order to make a request for duplicate Identity Card.

iii)   Admission will not be considered complete, unless a candidate has a valid identity card issued by CDOE. Admission is liable to be canceled, if a student does not have a valid Identity Card issued by CDOE.

iv)   Students are advised to collect the *Programme Guide* for the ensuing academic session from the Office of CDOE or their respective Learner Support Centres. The *Programme Guide* contains Academic Calendar and other important rules related to counselling, assignments, examinations and detailed syllabus.

6.0   CANCELLATION OF ADMISSION

(i)   In case of cancellation of admission, fee will be refunded as per the following UGC guidelines:

Sl. No.	Percenta ge of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI

1)	100%	15 days or more **before** the formally-notified last date of admission
2)	90%	Less than 15 days **before** the formally-notified last date of admission
3)	80%	15 days or less **after** the formally-notified last date of admission
4)	50%	30 days or less, but more than 15 days, **after** formally-notified last date of admission
5)	Nil	More than 30 days **after** formally-notified last date of admission

The Higher Educational Institution (HEI) concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum, of Rs. 5,000/- as processing charges from the refundable amount.

* Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

1. A candidate would be admitted at a Learner Support Centre **strictly on the merit basis scored by the applicant in the B.Ed entrance test** conducted by CDOE, JMI in this regard.

A student who has paid programme fee will be given a Roll Number, which will also be mentioned in the Identity Card. The Enrollment Number and the Roll Number, thus allotted will continue for the maximum period allowed for the programme or until the programme is completed, whichever is earlier. The Roll Number will change only if one registers afresh for the same programme. The Enrollment Number does not change even if one seeks deferment.

7.0 CHANGE OF OPTIONAL SUBJECT

A student shall not ordinarily be allowed to change the optional subject(s) of a programme (if any) unless the same is applied for and has been permitted by CDOE. Such applications should be submitted to the Hony. Director, CDOE through respective Program Coordinator. Change in optional subject(s) is permitted after payment of Rs.1,500/- for Self-Learning Material (SLM). The payment should be made through Demand Draft drawn in favour of Jamia Millia Islamia payable at New Delhi.

8.0 CORRECTION/CHANGE OF NAME/SURNAME OF STUDENT

Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Learner Support Centre and corrected data will be transmitted to the CDOE, for updating in the database. However, students are expected to write their correct name (as indicated in their Class X certificate) in the admission form. In case there is any change in the name (other than the one mentioned in a candidates Class X certificate), it is mandatory for the learner to furnish legal evidence while submitting the admission form.

9.0 Important URLs:

Web Portal(s)	URL
University Web Portal	http://jmi.ac.in
Admission Home Page	www.jmicoe.in
Online Admission	www.jmicoe.in
Entrance Test Syllabi	http://jmi.ac.in/entrancetestsyllabi
Information for Foreign Candidates	http://jmi.ac.in/forforeigncandidates
Fee Related Information	http://jmi.ac.in/fee
Fee Payment	http://jmi.ac.in/feepayment
Facilities for Students	http://jmi.ac.in/facilitiesforstudents
Students' Handbook	http://jmi.ac.in/studentshandbook

Centre for Distance and Online Education Post Admission Notices Academic Calendar	http://jmi.ac.in/CDOE http://jmi.ac.in/CDOE/notices-corrigendum http://jmi.ac.in/CDOE/notices-corrigendum
Admission Home Page	http://jmi.ac.in/admissions

Transgender Candidates
▪ *No admission application form fee and programme fee will be charged from transgender candidates.*

10.0 GENERAL INSTRUCTIONS FOR FOREIGN/NRI STUDENTS AND FOREIGN DIPLOMATS IN INDIA

(i) The program for which eligibility is to be relied upon must be from an institution included in the list of the Association of Indian Universities (http://www.aiuweb.org).

(ii) In case the University/Board is not included in the Association of Indian Universities list, the candidate has to obtain and submit a Certificate of Equivalence to this effect from the Association of Indian Universities.

(iii) Only English translations of all transcripts, duly attested, will be accepted.

(iv) Candidates applying from their respective country should get their transcripts attested by the concerned accredited authorized government agency and also duly certified by the Indian Embassy or Consulate.

(v) For candidates applying from India, all attestation must be done by the concerned Embassy/High Commission/Consulate of the relevant country in India.

(vi) Applications without the attested documents shall be summarily rejected.

(vii) On being granted admission, foreign students should produce their valid **Student Visa** and submit an attested copy of the same to the CDOE/Learner Support Centre.

(viii)   Upon arrival 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.

(ix)   NRI students will pay the requisite fees through Demand Draft drawn in favour of Jamia Millia Islamia and payable at New Delhi, for their admission category throughout the duration of the programme even if they may not remain NRIs, i.e. their status changes from NRIs to Non-NRIs.

(x)   All foreign students (old/new) are required to fill a Registration Form available with the Office of the Foreign Students' Advisor of the University, within 15 days of joining the course. Bonafide certificates shall not be issued if this stipulation is not complied with.

(xi)   The category once filled in the application form shall be final and cannot be changed at any later stage.

(xii)   The admission of foreign diplomats in India wishing to study in the JMI shall be governed by the prescribed applicable procedures and rules as notified by the Government of India from time to time. The fee structure for Foreign/NRI candidates will be applicable to foreign diplomats.

11.0 LIST OF LEARNER SUPPORT CENTRES (LSCs)

S. No.	Learner Support Centre Name and Address	Centre Code	Affiliation	Name of coordinator	Contact Details
1	Centre for Distance and Online Education Jamia Millia Islamia New Delhi	JSC-DL-01	Jamia Millia Islamia, jamia Nagar -National Council for Teachers Education (NCTE)	Dr Bushra Hussain	bushrahussain16@jmi.ac.in
2	Faculty of Education, Jamia Millia Islamia, New Delhi-110025	JSC-DL-02	Jamia Millia Islamia, New Delhi -National Council for Teachers Education (NCTE)	Prof. Sara Begum	sbegum@jmi.ac.in
3	Delhi Institute of Rural Development (DIRD) GT Karnal Road, Village Nangli Puna, Delhi-110036	JSC-DL-10	Guru Gobind Singh Indraprastha University, Dwarka	Mr. Rafi lal	9810866755 7703822548 Raflal100@gmail.com
4	Shri Sai Baba College of Education, Jhajjar, Haryana	JSC-HR-02	Maharishi Dayanand University, Rohtak	Mr. Bijender Singh	9350098576 shr.saibabacollege@gmail.com
5	Bhagwan Parshuram College of Education, Panipat, Haryana	JSC-HR-06	Chaudhary Ranbir Singh University, Jind, Haryana	Dr Parveen Kumar	9416178365 advpkjind@gmail.com
6	Al-Falah University Dhauj, Faridabad, Haryana	JSC-HR-08	Al-Falah University -NCTE	Dr. Mohd Muzahir Ali	mohdmuzahirali@gmail.com
7	Jan Seva College of Education, Prithvipur, Madhya Pradesh	JSC-MP-01	Dr. Hari singh Gaur University, Sagar	Dr Sourabh Singh	9111505439 jansevasamititikamgarh@gmail.com
8	Al-Hidaya College of Education, Aligarh, Uttar Pradesh	JSC-UP-01	Raja Mahendra Pratap Singh State University Aligarh -NCTE	Dr Mohd Sadiq Ali Khan	9412597138 alhidayahcollege786@gmail.com

9	Bhakta Bala B.Ed College Vill. & P.O Telakpur, P.S Chapra, Dist. Nadia West Bengal - 741164	JSC-WB-01	The West Bengal University of Teacher's Training, Education Planning and Administration	Dr Amar Chandra Biswas	9475182249 bhaktabalacollege@gmail.com
10	Swami Dayamuni Vidya Peeth College of Education, Gurukul VPO Kalanaur Distt, Rohtak(HR) - 124113	JSC-HR-11	MDU, Rohtak	MR. DINESH CHANDRA	8377977770 8377877770 sdvpcoe@gmail.com

Annexure – I

12.0   RECOGNISED COURSES OF ARABIC MADARIS/ INSTITUTIONS

(1) The following courses, with English of Senior School Certificate (10+2)/Intermediate standard, have been recognized for purposes of admission to the B.A./B.A.(Hons.) Ist year courses:-

1. Fazil-e-Adab of Lucknow University
2. Dabeer Kamil of Lucknow University
3. Alimiat of Darul Uloom Nadvatul Ulema, Lucknow, Uttar Pradesh
4. Fazeelat of MadrastulIslah, Saraimir, Azamgarh, Uttar Pradesh
5. Alimiat of Jamiatul Falah, Bilariganj, Azamgarh, Uttar Pradesh
6. Alimiat of Jamiatur Rashad, Azamgarh, Uttar Pradesh
7. Fazil of West Bengal Madrasa Education Board, Kolkata, West Bengal
8. Alimiat of Bihar State Madrasa Edcaction Board, Patna, Bihar
9. Alimiat of Darul Uloom, Tajul Masajid, Bhopal, Madhya Pradesh
10. Alimiat of Jamia DarusSalam, Oomerabad, Vellore, Tamil Nadu
11. Alimiat of Jamia Serajul Uloom, AISalafiah, Jhanda Nagar, Nepal
12. Alimiat of Jamia Islamia Kashiful Uloom, Aurangabad, Maharashtra
13. Alimiat of Al-Jamiatus Salafiah (Markazi Darul Uloom), Reori Talab, Varanasi , Uttar Pradesh.
14. Alimiat of Jamia Syed Nazir Hussain Muhaddis, Phatak Habash Khan, Delhi-110006
15. Alimiat of Jamia Alia Arabia, Mau Nath Bhanjan, Uttar Pradesh
16. Alimiat of Al-Jamiatul Islamia, Tilkhana, Siddharth Nagar, Uttar Pradesh
17. Fazilat of Madrasa Riyazul Uloom, Urdu Bazar, Jama Masjid, Delhi-110006
18. Fazilat of Jamiatus Salehat, Rampur Uttar Pradesh
19. Fazilat of Jamia Islamia, Sanabil, New Delhi -110025
20. Fazilat of Jamia Mohammadia, Melegaon, Nashik, Maharashtra
21. Fazilat of Calcutta Madrasah College, Kolkata, West Bengal
22. Fazilat of Darul Uloom Ashrafia Misbahul Uloom Mubarkpur, Azamgarh, Uttar Pradesh
23. Alim, U.P. Madrasa Education Board, Lucknow, Uttar Pradesh
24. Alimiat of Jamia Ibn Taimiya, Champaran, Bihar-845312.
25. Alimiat of Jamia Noorul Islam Niswan, Lucknow, Uttar Pradesh
26. Alim of Tauheed Education Trust, Kishanganj, Bihar
27. Alimiah of Jamia Misbahul Uloom, Siddharth Nagar, Uttar Pradesh
28. Alim of Darul Uloom Al-Islamia, Basti, Uttar Pradesh
29. Almiat of Darul Uloom Ahmadia Salafia, Darbhanga, Bihar
30. ShahadatulIkhtisas of Al-MahadulAali Al-Islami, Hyderabad
31. Fazilat of Al-Jamia Al-Islamia Darul-Uloom, Maunath Bhanjan, Uttar Pradesh
32. Fazilat of Al-Madrasatul Islamia, Raghonagar, Bhavara, Madhubani, Bihar
33. Moulavi Fazil Saqafi of Markazus Saquafth Sunniyya, Karanthur Khozhikode, Kerala
34. Alimiat of Jamia Syed Ahmad Shaheed, Malihabad, Lucknow, Uttar Pradesh
35. Alimiat of Darul Uloom Alimia, Jamda Shahi, Basti, Uttar Pradesh
36. Aliya of Darul Hoda Islamic Academy, Kerala
37. Fazilat of Al-Mahadul Islamia As-Salafi, Richa Bareilly, Uttar Pradesh
38. Alimiat of Darul Uloom Warsia, Vishal Khand, Lucknow, Uttar Pradesh
39. Fazilat of Bhado Jamia Islahul Muslemeen, Malda, West Bengal
40. Fazilat of Jamiatul Banat Almuslimat, Moradabad, Uttar Pradesh
41. Alimiat of Jamia Islamia Muzaffarpur, Azamgarh, Uttar Pradesh
42. Aalimiat of Jamea-tul-Hidaya, Jaipur, Rajasthan

43. Alimiat of Jamiatul Banat Al-Islamia, Jamia Nagar, New Delhi–110025
44. Alimiat of Al-Jamiatul Islamia, Sant Kabir Nagar, Uttar Pradesh
45. Alimiat of Jamia Islamia, Chowk Bazar, Bhatkal, Karnatka
46. Fazilat of Jamia Islamia, Kausa, Thane, Mumbai, Maharashtra
47. Fazilat of Jamia Islamia Arabia Gulzare-e-Husainia, Ajrara, Meerut, Uttar Pradesh
48. Alimiat of Jamiatul Mominat, Moghalpura, Hyderabad (Telangana)
49. Alimiat of Jamia Arifia, Saiyed Sarawan, Kaushambi, Allahabad (UP)
50. Alimiat Degree of Jamiatul Qasim Darul Uloom – il-Islamia, Supaul, Bihar.
51. Al-Fadeelah degree of Madarsa Jamia Al-Tayyebat, Towa, Azamgarh (U.P.)

(2) The Graduates of the following Madrasas, having passed the Examination in English of Senior School Certificate/ Intermediate standard from Jamia Millia Islamia or any recognized University or Board separately, may be admitted to B.A./ B.A.(Hons.) Ist year course:

1. Darul Uloom, Deoband, Uttar Pradesh
2. Madrasa-i-Alia, Calcutta, West Bengal
3. Madrasa-i-Alia, Fatehpuri, Delhi-110006
4. Madrasa Mazahirul Uloom, Saharanpur, Uttar Pradesh
5. Madrastul Uloom Husain Bakhsh, Delhi-110006
6. Alimiat of Jame-ul-Uloom Furquania, Rampur, Uttar Pradesh
7. Alimiat of Jamia Islamia, Sanabil, New Delhi -110025
8. Alimiat of Jamiatus Salehat, Rampur, Uttar Pradesh
9. Fazil of Madrasa Aminia, Kashmiri Gate, Delhi- 110006
10. Alimiat of Kashafia Educational & Preaching Centre, Banihal, Kashmir
11. Alimat of Madrasa Riazul Uloom, Jama Masjid, Delhi-110006
12. Almiat of Jamia Asaria, Darul Hadees, Mau Nath Bhanjan, Uttar Pradesh
13. Alim of Jamia Arabic Shamsul Uloom, Shahdara, Delhi-110032.
14. Almiat/Fazilat of Jamiatul-Taiyebat, Kanpur, Uttar Pradesh
15. Almiat of Jamia Sirajul Uloom, Bondihar, Gonda, UttarPradesh
16. Almiat of AI-Jamiah-AI-Islamia, Khairul Uloom, Domaria Ganj, Sidharta Nagar, Uttar Pradesh
17. Almiat of Jamiatul Banat, Gaya, Bihar
18. Fazilat of Jamia Ahsanul Banat, Moradabad, Uttar Pradesh
19. Alimiat of Jamia Mohammadia, Malegaon, Nashik, Maharashtra
20. Fazilat of Jamia Husainia Arabia, Raigad, Maharashtra
21. Alimiat Degree of Jamia Ashraful Uloom, Mahmoodabad, Kendrapar, Odisha.
22. Aalima degree of Jameatus Swalehat, Malegaon, Nasik (Maharashtra)

Such other Madaris as may be recognized by the Jamia from time to time.

(3) The graduates of the Madarsas recognized by the Jamia and listed under item (2) above may be permitted to appear as private candidates only at the English Examination of Jamia Senior School Certificate(10+2)scheme.

(4) Adib Kamil of Jamia Urdu, Aligarh, having passed English of B.A. standard from Aligarh Muslim University, Aligarh or any other University separately has been recognized for admission to the M.A.Urdu Program.

(5) SANVI Certificate of Jamiat ul Hidaya, Jaipur is equivalent to Sec. School Certificate (Class X) of Jamia Millia Islamia for admission to XI Class in all streams and for appearing in the Entrance Test of Jamia's Diploma Engineering programs.

13.0 Facultly Members and Coordinators of other Programmes

Sl. No.	Name of Programme	Name of Coordinator
1	● Post Graduate Diploma In Geoinformatics ● Certificate in Information Technology ● Certificate in Computer Hardware Network and Technology	Dr. S.K.Verma Asst. Professor (Radio) Email: skverma@jmi.ac.in
3	● MA Sociology	Dr. Shushwi Ke, Asst. Professor (Sociology) Email: shushwijnu@jmi.ac.in
4	● MA Hindi ● BA (General)	Dr. Mohd Azhar Khan Asst. Professor (Hindi) Email: khanazharof84@jmi.ac.in
5	● Master of Business Administration ● BA Defense	Dr. Asif Pervez Asst. Professor (Management) Email: asifpervez10@jmi.ac.in
6	● MA History ● BA Defense	Dr. Abdulla Mohammad Chisti, Assistant Professor (History) Email: achishti@jmi.ac.in
7	● MA HRM ● BCIBF	Dr. Firdous Khanum Asst. Professor (HRM) Email: firdous.khanum87@jmi.ac.in
8	● MA English ● BBA Defence	Dr. Mohd Farhan Asst. Professor(English) Email: mohd.farhannew@jmi.ac.in
9	● B.Ed ● Diploma In Early Childhood Care And Education	Dr. Bushra Husain, Asst. Professor (Education) Email: bushrahussain16@jmi.ac.in
10	● MA Education ● Post Graduate Diploma In Guidance And Counselling	Dr. Dayal Sandhu, Asst. Professor (Education) Email:dayalsandhu5588@jmi.ac.in
11	● M.Com ● BBA	Dr. Mohd. Afzal Saifi Asst. Professor (Commerce) gf.msaifi@jmi.ac.in
12	● B.Com	Dr. Sabiha Khatoon Asst. Professor (Commerce) gf.skhatoon@jmi.ac.in
13	● MA Urdu	Dr Md. Imteyajul Haque Assistant Professor(Urdu)

14	● MA Public Administration	Dr Isha Naaz Assistant Professor(Public Administration)
15	● MA Political Science	Dr Shabnum Akhtar Assistant Professor(Political
16	● MA Geography	Dr. Moinuddin Dr. Masroor
17	● MA Islamic Studies	Dr. Mazhar Dr. Nida Fatima
18	● MBA	Dr. Asif Parvez Dr. Mohd. Kashif

14.0   PROSPECTUS COMMITTEE

Hony. Director	Prof. Jessy Abraham
Assistant Professor	Dr. Bushra Hussain