



PROSPECTUS

2024 (JANUARY SESSION)



CENTRE FOR DISTANCE AND ONLINE EDUCATION
JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament) NAAC Accredited Grade "A++")

NEW DELHI - 110025

ADMISSION TO ONLINE UNDERGRADUATE AND POST-GRADUATE PROGRAMMES

CDOE offers admission to Under graduate and Post-Graduate Programmes for the session 2024 (January Session). The applicants are advised to follow the deadlines given below:

IMPORTANT DATES

Availability of Online Application Forms for Admission www.jmicoe.in	12th February, 2024 onwards
Last date for submission of Non Test Application forms	29th February, 2024
Verification of documents & payment of fees	8th March 2024 onwards
Last Date for Completing Admission formalities in all respect of Non Test Programmes	31st March 2024
<p><i>*The candidates are required to complete the admission process in all respect latest by 31st March, 2024.</i></p> <p><i>Applicants are hereby advised to read the information given carefully and ensure their eligibility before submission of online admission application form.</i></p> <p><i>No Application Form will be accepted after the last date of its submission.</i></p> <p>For more info, Prospectus-2024 (January Session) is available @ https://www.jmi.ac.in/cdoe/prospectus</p>	

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1. JAMIA MILLIA ISLAMIA

Jamia Millia Islamia, the lusty child of Non-Cooperation Movement, was founded at Aligarh in response to Gandhiji's call to boycott British supported educational institutions. Shaikhul-Hind, Maulana Mahmud Hasan of DarulUlum, Deoband, a victim of the British imperial viciousness in the Mediterranean Island of Malta, laid its foundation at Aligarh 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 an IRF Ranking 10 in 2020, 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 (Vice-Chancellor)	Professor Eqbal Hussain
Musajjil (Registrar)	Prof. Nazim Hussain Jafri
Finance Officer	CA Shaikh Safiullah
Director (CDOE)	Prof. Jessy Abraham
Professor In-Charge Examinations	Prof. Prof. Saeed Uddin
Controller of Examinations	Mr. Jitendra Singh

1.2 University Rankings

Agency	Year	World University Ranking	Regional Ranking (Asia)
NAAC	2021		3.61 Score A++ Grade
MHRD-NIRF	2023	Overall: 12	
	2022	Overall: 13	
	2021	Overall: 13	
	2020	Overall: 16,	Universtiy: 10,
		Engineering: 28,	Law: 9,
		Architecture: 10,	Dental College: 19
	2019	Management: 34	Universtiy: 12,
		Overall: 19,	Law: 8, Architecture: 8,
	2018	Engineering: 27,	Management: 34.
		Overall: 19,	Universtiy: 12,
2018	Engineering: 32,	Law: 6, Architecture: 8,	
	Management: 34.		
	2023	801-1000	
QS(UK)	2022	751-800	
	2021	751-800	192
	2020	751-800	177
	2019	751-800	
Time Higher Education (UK)	2024	501-600	
	2023	501-600	
	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 Open Learning(CDOL), now re-designated as Centre for Distance and Online Education, 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 objectives of the Centre include: provision of space for higher education to those who are inaccessible to the benefits of formal system of education and to take education at the doorstep of the learner.

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 Online Programmes:

The Centre for Distance and Online Education, JMI is one of the few reputed Higher Education Institutes to provide the Offline Degree Programmes and fully Online Degree programmes launching from the session 2021-22. The Centre aims to make optimum use of technological advancement in imparting the Education through the Online Mode and facilitate the learners with ease. Given the recent developments in area of education, and resultant positive changes, the Centre has also adopted varied Online Methods of Evaluation and Online Teaching under the directorship of Prof. Jessy Abraham. Such use of technology has bridged a gap between the learner and facilitator, and made the education more accessible to the learners based in far-flung areas. Moreover, these Online Programmes are also accessible to the Foreign Nationals who are interested in pursuing education from our Institute.

2.2 Choice Based Credit System to be offered:

Centre for Distance and Online Education offers these online PG program in CBCS based Semester mode system. This system is intended to provide students a wide diversity of subjects from which they can choose what they really like and have aptitude for, apart from the core subject they have chosen. The flexibility in the system will allow students to acquire rounded personality by choosing subjects across disciplines and mediums. The CDOE would like to encourage inter-disciplinary among students in their studies. To facilitate this, a cumulative list of courses that will run under CBCS is being provided. Students are advised to go through the list carefully so that they can make an informed choice. Assistant Professors or Programme Coordinators may be contacted for advice or any other help related to the CBCS.

2.3 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 and Chairperson CIQA),Dr. Nazim Husain Al-Jafiri (Registrar),Prof. Nishat Manzar (HoD, History), Prof.Aejaz Masih (Dean, Faculty of Education), Prof. Jessy Abraham,(IASE, Faculty of Education), Prof.Amirul Hasan Ansari (Hony. Director, IQAC),Prof.Archana Dassi (HoD, Social Work),Prof. Heena K. Bijli (Director, School of Continuing Education, IGNOU),Prof. Mohd. Israrul Haque (Department of Business Administration, AMU),Prof. Mohammad Kasim (MCRC),CA Shaikh Saifullah(Finance Officer, JMI) and Prof. Jessy Abraham (Director, CDOE).

2.4 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.

2.5 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.

2.6 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.

2.7 SELF LEARNING MATERIAL : The self-instructional material for both theory and practical components for each programme of study is provided to the learners. The soft copy of study material is uploaded on the Google Classroom in respective programmes. 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.

2.8 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.

2.9 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: The counselling sessions are usually held at the Learner Support Centres during weekends and long holidays. However, the Centre has decided to conduct the Counselling Sessions 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 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. The e-SLM in the form videos and PDFs will be uploaded on the respective Google Classrooms.

2.11 MEDIUM OF INSTRUCTION

In most of the programme of study, the medium of instruction is English. The self learning material and assignments in the programmes will be primarily available in English. For the Post Graduate programmes, the question paper will be in English only.

Students can attempt their assignments and Term-End/Semester End Examinations papers either in English, Hindi or Urdu

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 a 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:**
 - Theory / Practical Assignments
 - Dissertation/Workshop / Project Work / Practical/Viva-Voce (wherever applicable)
- (ii) **Summative Assessment**
 - Term End/Semester 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 examination are conducted online using remote proctoring by CDOE in May/June and Dec/January every year which is duly notified on the website of the office of the Controller of Examinations, Jamia Milia Islamia. 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 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 DISSERTATION / WORKSHOP/ PROJECT / PRACTICAL / VIVA-VOCE:

In several programme of study students are required to do Dissertation / Project / Practical etc (wherever applicable) 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 Dissertation/Project/Practical.

3. OFFICERS OF CDOE

Hony. Director	Prof. Jessy Abraham	jabraham@jmi.ac.in
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3.1 List of Assistant Professors

S. No.	Subjects	Name of Assistant Professor	Email Id.
1.	History	Dr. Abdullah Muhammad Chishti	achishti@jmi.ac.in
2.	Education	Dr. Bushra Hussain	bushrahussain16@jmi.ac.in
3.	Education	Dr. Dayal Sandhu	dayalsandhu5588@jmi.ac.in
4.	Political Science	Dr. Shabnum Akhtar	gf.sakhtar@jmi.ac.in
5.	Public Administration	Dr. Isha Naaz	inaaz1@jmi.ac.in
6.	Sociology	Dr. Shushwi Ke	shushwijnu@jmi.ac.in
7.	Hindi	Dr. Sheereen Saleem	c.ssaleem@jmi.ac.in
8.	Management	Dr. Asif Pervez	asifpervez10@jmi.ac.in
9.	Management	Dr. Kashif Iqbal Siddiqui	c.ksiddiqui@jmi.ac.in
10.	Human Resource Management	Dr. Firdous Khanum	firdous.khanum87@jmi.ac.in
11.	English	Dr Mohammad Farhan	mohd.farhannew@jmi.ac.in
12.	Mass Communication	Dr. Suresh Verma	skverma@jmi.ac.in

13.	Commerce	Dr. Mohd. Afzal Saifi	gf.msaiifi@jmi.ac.in
14.	Commerce	Dr. Sabiha Khatoon	gf.skhatoon@jmi.ac.in
15.	Urdu	Dr. Md. Imteyajul Haque	mhaque4@jmi.ac.in
16.	Urdu	Dr. Qudsia Nasir	c.qnasir@jmi.ac.in
17.	Geography	Dr. Shekh Moinuddin	c.smoineuddin@jmi.ac.in
18.	Geography	Dr. MD Masroor	c.mmasroor@jmi.ac.in
19.	Islamic Studies	Dr. Mazhar Rehman	c.mrehman@jmi.ac.in
20.	Islamic Studies	Dr. Nida Fatima Qureshi	c.mqureshi@jmi.ac.in

3.2 CONTACT DETAILS

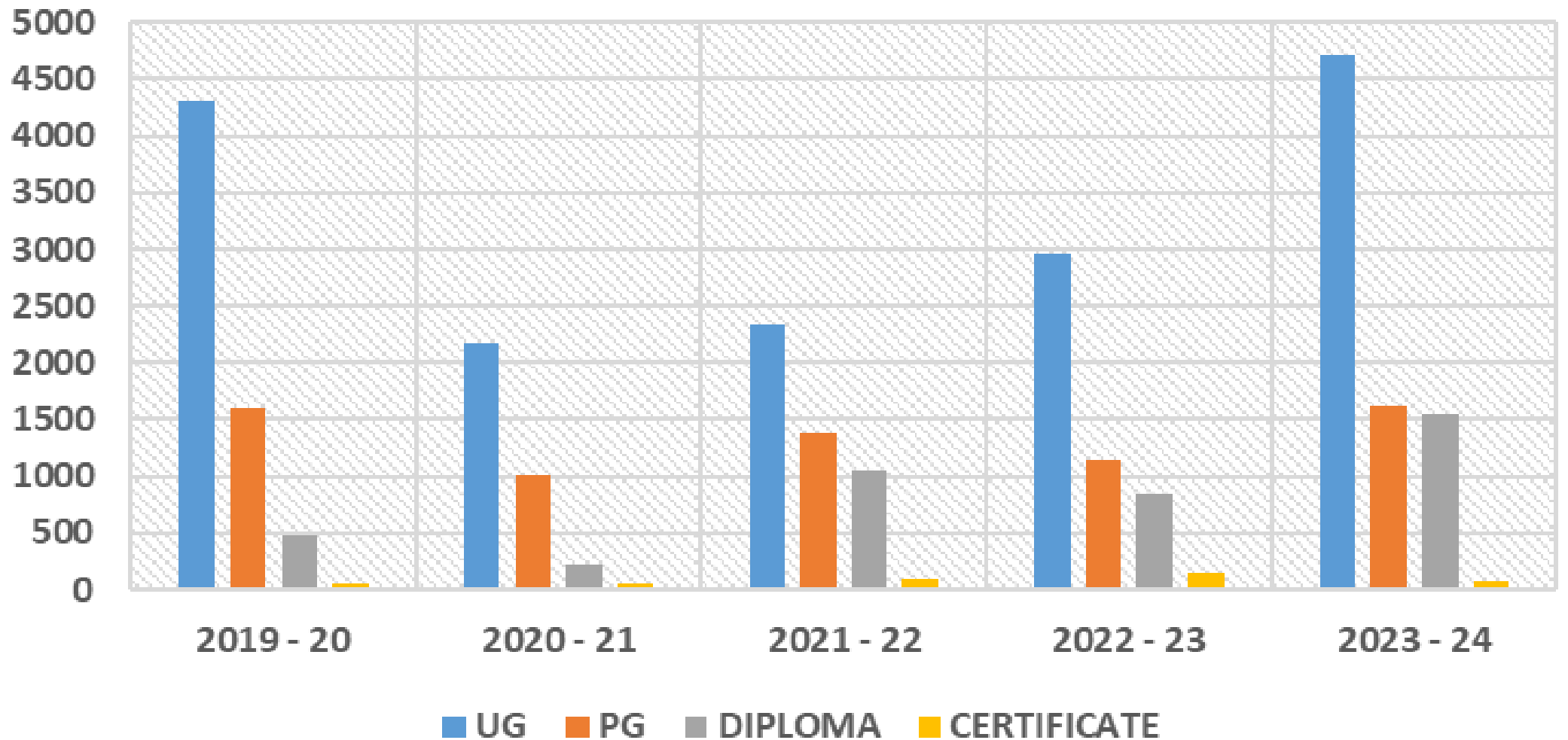
Telephone Numbers	+91(11)26981717, 26984617, 26984658, 26988044, 26987183
Controller of Examinations	+91-11-26981717 Ext. 1408
Helpline Mobile	9836219994, 9836319994, 9836289994
Helpline Email	admission@jmicoe.in
Address	Centre for Distance and Open Education (CDOE) Gate No. 20, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025

3.3 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 DistanceLearners enrolled at CDOE, JMI

4. STATISTICAL DATA

YEAR WISE STUDENT ENROLLMENT



5. ONLINE PROGRAMMES OF STUDY OFFERED BY CDOE, JAMIA MILLIA ISLAMIA

Online Programmes Offered

S.No.	Programmes	Code	Minimum Eligibility	Min-Max Duration Years/ Semester	Fee Per Year (In Rs.)
1	Bachelor of Arts	BAG	10+2 or equivalent from a recognized Board	3- 5 years	7,200
2.	Bachelor of Business Administration	BBA	10+2 or equivalent from a recognized Board	3 -5 years	8,800
3	Bachelor of Commerce	BCOM	10+2 or equivalent from a recognized Board	3-5 years	7,200
4.	Bachelor of Commerce (International Business and Finance)	BCIBF	10+2 or equivalent from a recognized Board	3-5 years	8,800
5.	M.Com	MCOM	Bachelor's degree (10+2+3) in any discipline from a recognized University	4 -10 semesters	12,000
6.	MA Education	MAE	Bachelor's degree (10+2+3) in any discipline from a recognized University	4 -10 semesters	12,000
7.	MA English	MEG	Bachelor's degree (10+2+3) in any discipline from a recognized University	4 -10 semesters	10,000
8.	MA Hindi	MHD	Bachelor's degree (10+2+3) in any discipline from a recognized University	4 -10 semesters	10,000
9.	MA History	MAH	Bachelor's degree (10+2+3) in any discipline from a recognized University	4 -10 semesters	10,000
10.	MA Public Administration	MAPA	Bachelor's degree (10+2+3) in any discipline from a recognized University	4 -10 semesters	10,000
11.	MA Political Science	MAPS	Bachelor's degree (10+2+3) in any discipline from a recognized University	4 -10 semesters	10,000
12.	MA Sociology	MAS	Bachelor's degree (10+2+3) in any discipline from a recognized University	4 -10 semesters	10,000

6. 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.

6.1 Application for Admission

- (i) The application for admission may only be submitted through On-line 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 as prescribed below:

Programme	Fee (In Rupees)
PG Programms (Online)	500/-
UG Programms (Online)	500/-

- (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.

6.2 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 **31.03.2024**, failing which their admission will be cancelled.

- (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 by examination) 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.

6.3 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.

6.4 Admission will be cancelled

- (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 issue of admit card does not guarantee admission.

7. 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) Character certificate from the Institution last attended (In original)
- (viii) Migration/Transfer Certificate, from the Institution last attended(In original)
- (ix) Copy of the Aadhaar Card.
- (x) Must have passed the qualifying examination from a recognized Board/University/Institute.
- (xi) 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 Madarasas, 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.

8. POST ADMISSION GUIDELINES

8.1 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.

NOTE:

- (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 cancelled, 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.

8.2 Cancellation of Admission

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

Sl. No.	Percentage 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

* In case of (1) in the table above, 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.

- (ii) A candidate would be admitted at a particular Learner Support Centre only if there is sufficient number of admission seekers in a programme. However, if the numbers of admission seekers at a Learner Support Centre is inadequate, the following options are available to a student:
- May be admitted at any other Learner Support Centre, including the Headquarters, CDOE, where there are sufficient numbers of admission seekers if she/he wishes so
 - May change the programme at the same Learner Support Centre, the fees will be adjusted accordingly
 - May withdraw admission. In such a case, 100 per cent programme fees will be refunded
- (iii) 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.

8.3. 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.

8.4. 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. Important URLs:

Web Portal(s)	URL
University Web Portal	http://jmi.ac.in
Admission Home Page	www.jmicoe.in
Online Admission	www.jmicoe.in
Information for Foreign Candidates	http://jmi.ac.in/forforeigncandidates
Fee Payment	http://jmi.ac.in/feepayment
Centre for Distance and Online Education	http://jmi.ac.in/CDOE
Post Admission Notices	http://jmi.ac.in/CDOE/notices-corrigendum
Academic Calendar	http://jmi.ac.in/CDOE/notices-corrigendum
Admission Home Page	http://jmi.ac.in/admissions

10. Transgender Candidates

- ***No admission application form fee and programme fee will be charged from transgender candidates.***

11. ADMISSION FOR FOREIGN/NRI STUDENTS AND FOREIGN DIPLOMATS IN INDIA

For Foreign/NRI students and Foreign Diplomats in India, online Admission Application Form can be submitted. Hard copy of duly completed application form in all respects along with supporting documents should be submitted to:

The Office of the Foreign Students Advisor
 Room No: 20-21, Old SRK Hostel Building,
 Jamia Millia Islamia,
 New Delhi-110025
 Tel: +91-11-2698171, 26985603, 26986176 Extn: 1760
 E-mail: fsa@jmi.ac.in

- (i) The Office of the Foreign Students' Advisor will determine/verify equivalence of their respective degrees.
- (ii) After clearance of admission application form from the Office of the Foreign Students' Advisor, a candidate will be informed by email and asked to complete the admission formalities along with submission of prescribed admission fee in equivalence of Indian currency through a Demand Draft drawn in favour of Jamia Millia Islamia and payable at New Delhi.
- (iii) The following self-attested copy of certificates and documents are required to be submitted along with the admission application form:
 - (a) Copy of valid Passport
 - (b) Proof of age/ class X mark sheet
 - (c) Mark sheet of class XII or equivalent class
 - (d) Mark sheet of Bachelor's Degree or equivalent Degree (in case of admission to PG courses)
 - (e) Copy of valid passport of parent working abroad (in case of NRIs)
 - (f) Translated and attested copy of valid Work permit/License to work of parent (in case of NRIs)
 - (g) Translated and attested copy of valid residence permit of parent (in case of NRIs)
 - (h) Letter from the employer of the parent (in case of NRIs)
 - (i) Affidavit on Rs. 10 stamp paper from the parent for financial support (in case of NRIs)
 - (j) NRI Status Certificate issued by the Indian Embassy in the concerned country
 - (k) In case an intervening period/gap is involved, a Certificate/Affidavit from a Class I Gazetted Officer/Notary Public for the entire intervening period/gap showing candidate's preoccupation after leaving the institution last attended (in case of NRIs)

Fee in US \$/ equivalent amount in ₹ to be submitted through Online drawn in favour of Jamia Millia Islamia, payable at New Delhi.

- * The category of Non-Resident Indian (NRI) shall be as per the Income Tax law of India. However, notwithstanding any amendment in such laws, all rights, obligations and duties flowing from the law and subsisting at the time of submission of application shall be respected and mandated till finalization of the programme applied for.

NOTE:

- (a) Fee in case of students coming from SAARC countries or students from SAARC countries holding a 'Refugee Status' is same as that of Indian students (refer to 1.2 above).
- (b) Other foreign aspirants holding a 'Refugee Status' are eligible for a fee concession of USD \$ 100.
- (c) Fee is payable in a single installment at the time of admission after clearance from the Office of the Foreign Students Advisor on or before notified dates.**

- (d) NRI candidates shall pay the fee according to the country of their parent's/wards residence.
- (e) Jamia Millia Islamia reserves the right to revise the fee at any time.

12 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.

Annexure - I

13. 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.) 1st year courses:-

1. Fazil-e-Adab of Lucknow University
2. Dabeer Kamil of Lucknow University
3. Alimiya of DarulUloomNadvatul Ulema, Lucknow, Uttar Pradesh
4. Fazeelat of Madrastullslah, 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 Education Board, Patna, Bihar
9. Alimiat of DarulUloom, TajulMasajid, Bhopal, Madhya Pradesh
10. Alimiat of Jamia DarusSalam, Omerabad, Vellore, Tamil Nadu
11. Alimiat of Jamia SerajulUloom, AlSalafiah, Jhanda Nagar, Nepal
12. Alimiat of Jamia Islamia KashifulUloom, Aurangabad, Maharashtra
13. Alimiat of Al-JamiatusSalafiah (MarkaziDarulUloom), Reori Talab, Varanasi , Uttar Pradesh.
14. Alimiat of Jamia Syed Nazir Hussain Muhaddis, PhatakHabash 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 JamiatusSalehat, 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 DarulUloomAshrafiaMisbahulUloomMubarkpur, 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 DarulUloom Al-Islamia, Basti, Uttar Pradesh
29. Alimiat of DarulUloomAhmadiyahSalafia, Darbhanga, Bihar
30. Shahadatullkhtisas of Al-MahadulAali Al-Islami, Hyderabad
31. Fazilat of Al-Jamia Al-Islamia Darul-Uloom, MaunathBhanjan, Uttar Pradesh
32. Fazilat of Al-Madrasatul Islamia, Raghonagar, Bhavara, Madhubani, Bihar
33. MoulaviFazilSaqaifi of MarkazusSaqaafthSunniiyya, KaranthurKhozhikode, Kerala
34. Alimiat of Jamia Syed Ahmad Shaheed, Malihabad, Lucknow, Uttar Pradesh
35. Alimiat of DarulUloomAlimia, Jamda Shahi, Basti, Uttar Pradesh
36. Aliya of DarulHoda Islamic Academy, Kerala
37. Fazilat of Al-Mahadul Islamia As-Salafi, Richa Bareilly, Uttar Pradesh
38. Alimiat of DarulUloomWarsia, Vishal Khand, Lucknow, Uttar Pradesh
39. Fazilat of Bhado Jamia IslahulMuslemeen, 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 JamiatulMominat, Moghalpura, Hyderabad (Telangana)
49. Alimiat of Jamia Arifia, SaiyedSarawan, Kaushambi, Allahabad (UP)
50. Alimiat Degree of JamiatulQasimDarulUloom – 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. DarulUloom, Deoband, Uttar Pradesh
2. Madrasa-i-Alia, Calcutta, West Bengal
3. Madrasa-i-Alia, Fatehpuri, Delhi-110006
4. Madrasa MazahirulUloom, Saharanpur, Uttar Pradesh
5. MadrastulUloom Husain Bakhsh, Delhi-110006
6. Alimiat of Jame-ul-UloomFurquania, Rampur, Uttar Pradesh
7. Alimiat of Jamia Islamia, Sanabil, New Delhi -110025
8. Alimiat of JamiatusSalehat, 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, DarulHadees, 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 JameatusSwalehat, 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.

14. Faculty Members and Coordinators of the Programmes

S. No.	Name of the Programme	Name of the Coordinator
1.	PGDGC, PGDGI, CCHNT, CIT	Dr. S.K.Verma Assistant Professor (Hindi) Email: skverma@jmi.ac.in
2.	MA (Public Admin.)	Dr. Isha Naaz Assistant Professor (Public Admin) Email: inaaz1@jmi.ac.in
3.	MA Sociology, BA (Gen Part-II)	Dr. ShushwiKe, Assistant Professor (Sociology) Email: shushwijnu@jmi.ac.in
4.	MA Hindi, BA General In-charge	Dr. Sheereen Saleem Assistant Professor (Hindi) Email: c.ssaleem@jmi.ac.in
5.	MA Political Science	Dr. Shabnum Akhtar Professor (Political Science) Email: gf.sakhtar@jmi.ac.in
6.	MBA	Dr. Asif Pervez Assistant Professor (Management) Email: asifpervez10@jmi.ac.in
7.	MBA	Dr. Kashif Iqbal Siddiqui Assistant Professor (Management) Email: cksiddiqui@jmi.ac.in
7.	M.COM & BBA	Dr. Mohd. Afzal Saifi Assistant Professor (Commerce) Email: gf.msaiifi@jmi.ac.in
8.	M.Com & B.Com	Dr. Sabiha Khatoon Assistant Professor (Commerce) Email: gf.skhatoon@jmi.ac.in
9.	MA History, BA Defence	Dr. Abdulla Mohammad Chisti, Assistant Professor (History) Email: achishti@jmi.ac.in
10.	MA HRM (All), BCIBF(All)	Dr. Firdous Khanum Assistant Professor (HRM) Email: firdous.khanum87@jmi.ac.in
11.	MA English (All), BBA Defence	Dr. Mohd Farhan Assistant, Professor(English)

		Email: mohd.farhannew@jmi.ac.in
12.	B.Ed, DECCE	Dr. Bushra Husain, Assistant Professor (Education) Email: bushrahussain16@jmi.ac.in
13.	MA Education	Dr. Dayal Sandhu, Assistant Professor (Education) Email: dayalsandhu5588@jmi.ac.in
14.	MA (Urdu) BA (Gen-Part-I)	Dr. Md. Imteyajul Haque Assistant Professor (Urdu) Email: mhaque4@jmi.ac.in
15.	MA (Urdu)	Dr. Qudsia Nasir Assistant Professor (Urdu) Email:c.qnasir@jmi.ac.in

PROSPECTUS COMMITTEE

Hony. Director	Prof. Jessy Abraham
Assistant Professor	Dr. Mohammed Farhan
Assistant Professor	Dr. Kashif Iqbal Siddiqui