

**Centre for Distance and Open Learning  
Jamia Millia Islamia**

**FREQUENTLY ASKED QUESTIONS**

**1Q.** What is ODL/Distance?

**Ans.** Distance learning sometimes called e-learning, is a formalized teaching and learning system specifically designed to be carried out remotely by using electronic communication. Because distance learning is less expensive to support and is not constrained by geographic considerations, it offers opportunities in situations where traditional education has difficulty operating. It is more flexible in terms of time and can be delivered virtually anywhere.

**2Q.** What is the procedure and condition required for obtaining admission?

**Ans.** You may directly approach the concerned coordinator/Learners Support Centres contact to our websites links that are given below about the notifications and consult about the proceedings and formalities.

**3Q.** What do I have to do after registration for new admission?

**Ans.** After registration you will visit our premises/ learners centre for verification of the details that you have submitted. Based on the verification, your application shall be rejected or accepted.

**4Q.** How do we pay the admission fee?

**Ans.** Fee is payable only through Demand Draft made in favor of "JAMIA MILLIA ISLAMIA" payable at NEW DELHI.

**5Q.** What is the cost of application form?

**Ans.** The application form fee is Rs.500/700 wherever applicable (non refundable).

**6Q.** What do I do after the completion of admission formalities?

**Ans.** After completing the admission formalities you may get firstly SLM's, ID's, Counselling, to see overall activities on our website link submit assignments, workshops if applicable then Examinations as per the academic calendar at last but not the least Certification and follow the information available on our website.

**7Q.** What is the procedure of counseling classes?

**Ans.** The counseling classes will be held on every Saturday/Sunday based on the course curriculum dates which are mentioned on our website counseling schedules.

**8Q.** What are the advantages of PGDGC course? Whether the pass outs of the course eligible for government sectors?

**Ans.** You gets placed as counselors, in private companies, public sectors, schools, NGO's after the completion of this course. Yes you are eligible for jobs in government sector as well.

**9Q.** Where we get placed in after completing the Commerce course curriculum?

**Ans.** Placement is done in numerous sectors like Marketing, Finance, Insurance, and human Resources etc.

- It's a beneficial to all those candidates who have their plans to do MBA in future. Course structure of the BBA, BCIBF and B.Com Programmes are design in such a manner that it was like foundation for the MBA Programme. This course helps to aspirant who wish to study about this economic trends, fiscal policies and also the different administrative and commerce oriented techniques to deal with various operations and transactions in the commercial world.
- It's a professional course. You can get a job more easily after graduations courses, if you do it from reputed colleges or any dual mode Universities.
- Practically you can learn lots of corporate activities in the counsellings session.
- Commerce Degree courses for people who are unsure what field of commerce they are interested in, because it covers so many areas one is bound to find something they like.
- You can get business relation decision making knowledge and skill development. Thus, it opens door for entrepreneurship or helps people who have a dream of becoming a businessman or businesswoman.

**10Q.** What is the qualification required for pursuing B.Ed Course?

**Ans.** Bachelor of Education (B.Ed) is a degree course and the candidate must have at least Graduation Degree or Post-Graduation Degree with 50% marks for general candidates and for SC/ST/PH candidate's relaxation of eligibility as per Government of India norms.

**11Q.** Is teaching experience required to pursue B.Ed Course?

**Ans.** Yes, trained in-service teachers in elementary education. Besides, a candidate is also required to complete NCTE recognized teacher education programme through face to face mode.

**12Q.** What is the mode of admission to B.Ed Course?

**Ans.** Admission in B.Ed course is done through Entrance exam.

**13Q.** Is there any age limit for B.Ed course?

**Ans.** No, there is no age limit.

**14Q.** I don't have 50% marks in my graduation degree but I have more than 50% marks in my post-graduation. Can I apply for the B.Ed course?

**Ans.** Yes, the candidate should have 50% marks either in graduation or post-graduation degree.

**15Q.** Is teaching practice (TP) is mandatory for B.Ed course?

**Ans.** Yes, the teaching practice is one of the most important component of B.Ed course.

**16Q.** What if I want more information?

**Ans.** Our prospectus is on JMI website, if you still have any doubt or need more information please feels free to contact B Ed Programme coordinator or website link.

**17Q.** What Programmes are offered at Centre for Distance and Open Learning?

**Ans. Undergraduate Programmes**

- Bachelor of Arts (Non-Semester)
- Bachelor of Business Administration (Non-Semester)
- Bachelor of Commerce (Non-Semester)
- Bachelor of Commerce International Business and Finance (Non-Semester)
- Bachelor of Education

**Postgraduate Programmes**

- Master of Commerce
- Master of Education
- Master of English
- Master of Hindi
- Master of History
- Master of Human Resource Management
- Master of Public Administration
- Master of Political Science
- Master of Sociology
- Master of Business Administration

**Post Graduate Diploma & Diploma Programmes**

- Post Graduate Diploma in Guidance and Counselling
- Post Graduate Diploma in Geoinformatics
- Diploma in Early Childhood Care and Education

**Certificate Programmes**

- Certificate in Information Technology
- Certificate in Computer Hardware and Network Technology

**18Q.** Do distance learning and regular courses offer the same value?

**Ans.** Yes. The students obtaining degrees under distance education are given the same level of recognition and value as offered by regular universities. In fact, no one can discriminate the students enrolled in distance learning and regular courses as per the notification issued by the UGC.

**19Q.** Are the words 'distance learning' mentioned anywhere on the mark sheet or on degree awarded to distance learning students?

**Ans.** The degrees that get awarded to distance learning and regular learning students are same with no difference at all. However, it is written as 'Distance Education' making it obvious that the course has been pursued via Distance Learning. It doesn't make any difference in your career as both the degrees are treated at par with each other both for industry and government jobs. For more clarification you need to visit our UGC /DEB website

**LINK :-** <https://www.jmi.ac.in/cdol>

## FOR DEFENCE PERSONNELS

**NOTICE:** *The following information pertains ONLY to the serving personnel of the Indian Defence Forces.*

All the serving Indian Defence Forces personnel who have applied for admission to Final Year of various courses offered by the Centre for Distance and Open Learning, Jamia Millia Islamia are **requested to read this GUIDE for clarification concerning the admission procedure.**

### **A. Filling-up of Application Forms**

This late fee can be clubbed with the application fee of Rs. 500 (Five Hundred only) by Demand draft drawn in favor of **JAMIA MILLIA ISLAMIA, payable at New Delhi** can be submitted mentioned in our academic calendar.

### **B. Submission of Application Forms**

Duly completed application forms attested by requisite competent authorities of your force are to be sent to the Office of the Centre for Distance and Open Learning, Jamia Millia Islamia either by post (Registered/Speed Post etc.) and can also be submitted in person at the following address:

Centre for Distance and Open Learning  
Jamia Millia Islamia  
Gate No. 20, Jamia Nagar,  
New Delhi - 110025

### **C. For SMS regarding your admission from the Office of the Centre for Distance and Open Learning**

When a candidate receives and SMS from the Centre for Distance and Open Learning, Jamia Millia Islamia it means that the said candidate has been shortlisted for provisional admission to the programme applied for.

The SMS will contain the following details:

1. Informing the candidate about her/his provisional selection;
2. Asking the candidate to pay the requisite fee; and
3. Providing a URL (<http://jmi.ac.in/CDOL>) where the candidate has to log in to check her/his name.

### **D. How to Proceed with Paying the Admission Fee**

1. The candidate at this stage must make a Demand Draft in favor of JAMIA MILLIA ISLAMIA payable at New Delhi.

2. The amount of Demand Draft is informed through the SMS from the Centre for Distance and Open Learning and is also given in the provisional admission list provided at the URL (<http://jmi.ac.in/CDOL>).
3. The candidate after making the requisite Demand Draft can send the same with a simple covering letter which mentions the following:
  - a) Candidates Name
  - b) Fathers Name
  - c) Service Number
  - d) Programme Applied For
  - e) Mobile Number
  - f) E-mail

**NOTE: *The above details should be written on the back side of the Demand Draft.***

### **E. Documents Required for Completing the Admission Formalities**

The following self-attested documents are required for the completion of admission formalities:

#### **In case the candidate has applied for BA/BBA/BCOM, BCIBF Courses:**

- a) Proof of Age (10<sup>th</sup> Certificate and Mark Sheet)
- b) 12<sup>th</sup> Certificate and Mark Sheet
- c) Training Marksheets
- d) Approval letter from concerned authorities

#### **In case the candidate has applied for MA (HRM)/PGDGC Courses:**

- a) Proof of Age (10<sup>th</sup> Certificate and Mark Sheet)
- b) 12<sup>th</sup> Certificate and Mark Sheet
- c) Graduation Certificate and Mark Sheet

In case candidates have already submitted the aforesaid documents along with the application form they need not submit them again along with the program fees (demand draft).

### **F. What to if You Have Not Received an SMS from the Centre for Distance and Open Learning**

It is possible that a candidate did not receive an SMS from the Centre for Distance and Open Learning due to the following:

- a) Candidates application form being under process
- b) Network Congestion
- c) Candidates Mobile Number being out of Coverage Area
- d) Candidates Mobile Number being wrongly entered

If the candidates does not receive a SMS due to the above or any other reason, she/he should firstly, check the URL (<http://jmi.ac.in/CDOL>) selected candidates.

In case, the name of the candidate appears in the list of provisionally selected candidates, she/he should follow the procedure mentioned above.

In case, the name of the candidate does not appear in the list of provisionally selected candidates, she/he should wait till the last date of admissions.

Write an email to the Hony. Director, Centre for Distance and Open Learning at [cdol@jmi.ac.in](mailto:cdol@jmi.ac.in)

#### **G. You have Received an SMS indicating that you have been Admitted to a Wrong Course**

1. The candidate in such a case should immediately bring this to the notice of the Centre for Distance and Open Learning for ensuring that suitable changes are immediately made by writing an email to the Hony. Director, Centre for Distance and Open Learning at [cdol@jmi.ac.in](mailto:cdol@jmi.ac.in).

(Please do not send emails to the Vice-Chancellor/Registrar directly as they encroach upon their valuable time)

#### **H. Change of Programme**

1. Change of programme after submission of application form is **NOT PERMITTED**.

#### **I. Wrong Details Entered in the Application Form**

The candidate in such a case can write an email to the Hony. Director, Centre for Distance and Open Learning at [cdol@jmi.ac.in](mailto:cdol@jmi.ac.in)

#### **J. Address for any Communication**

Centre for Distance and Open Learning  
Jamia Millia Islamia  
Gate No. 20, Jamia Nagar, New Delhi- 110 025  
Phone: (011) 26842152

(Kindly bear with us if your phone calls seem not to be attended. Given the sheer volume of telephonic queries, it is not possible for THE CDOL to attend to every individual query). You can contact us through CDOL mail.

Email: [cdol@jmi.ac.in](mailto:cdol@jmi.ac.in)