



# PROGRAMME GUIDE

2019-20

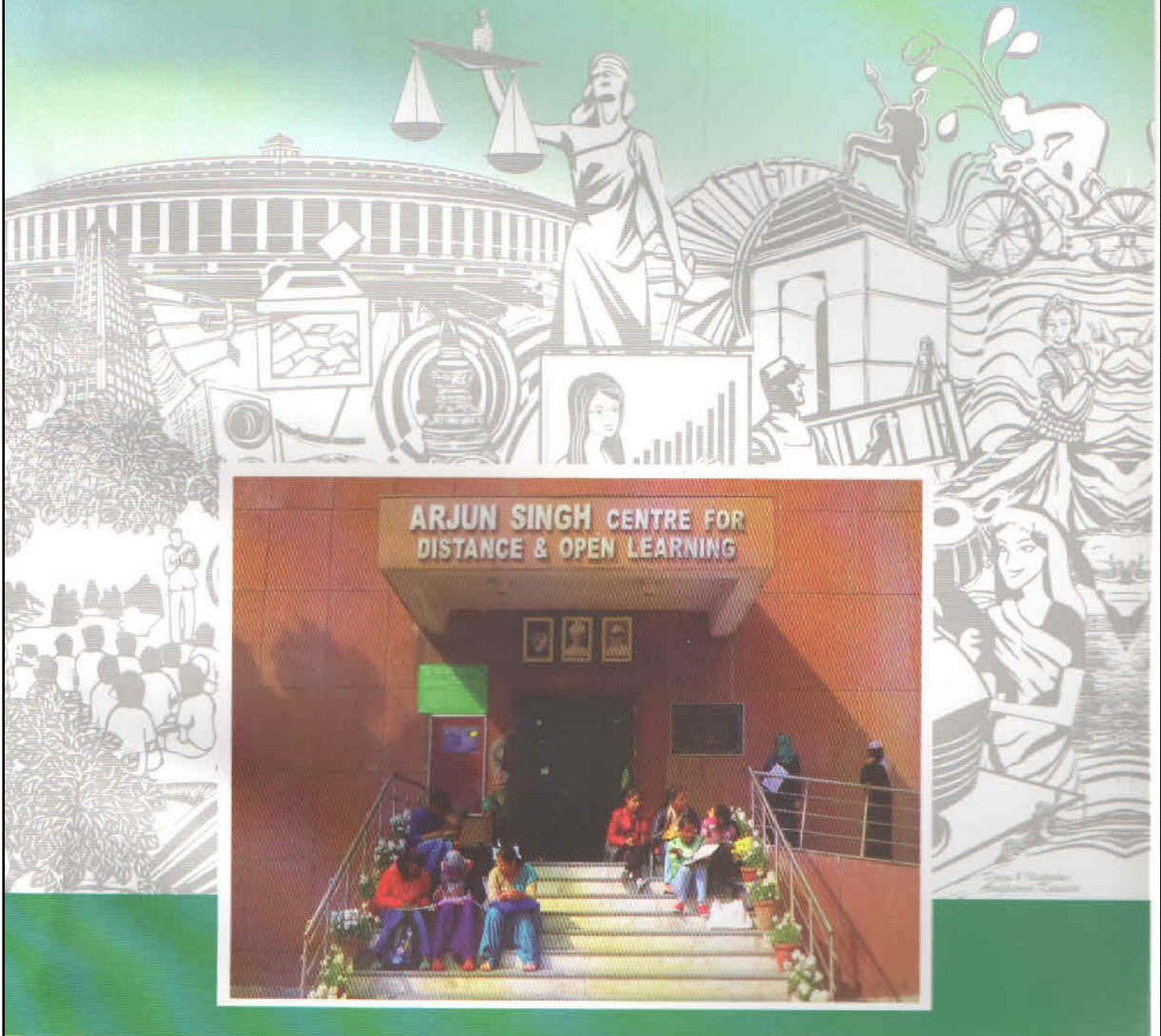
MA Sociology (MAS)

CENTRE FOR DISTANCE AND OPEN LEARNING

Jamia Millia Islamia

(A Central University by an Act of Parliament)

NAAC Accredited Grade "A"



## **CDOL MESSAGE**

Dear Students,

It is a pleasure welcoming you to Jamia Millia Islamia for the **M.A. Sociology** under distance mode being offered at the Centre for Distance and Open Learning.

Education, needless to reiterate, is a *sine qua non* for the growth of a nation and personality development of its citizens. Plagued by the existence of various structural problems and prejudicial practices leading to divisiveness in the social order, various governments that have struggled to evolve an egalitarian order based on Gandhiji's dream of social justice and Nehru's meditations on equity have finally found an answer in education. Distance education is, one of the many, multi-pronged instrument adopted to promote literacy across India. It aims not just to foster social mobility and lifelong education but also to uphold the core values of the Indian society, that is, democracy, secularism, social justice and equality of opportunity.

The Jamia Millia Islamia in its endeavor to endorse and promote these values and advance literacy, has pledged to take education to the doorsteps of the learners.

We wish you success in your educational endeavors.

**Prof. R.P. Bahuguna**  
**Hony. Director (Administration)**

**Prof. Ahrar Husain**  
**Hony. Director (Academics)**

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**PROGRAMME COORDINATOR**

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**1. ABOUT THE PROGRAMME**

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**1.1 Introduction of the Programme**

Centre for Distance and Open Learning has introduced the M.A-Sociology (Distance Mode) Programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to far flung areas or to the deprived sections of the society. This Programme caters to develop human resource as well as enhance understanding and bring in self-enrichment. It aims to give the learner a sound base in language as well as to give him/her exposure to a wide range of literature, with options for specialization in a particular area of interest. The learner at the end of the Programme would hopefully acquire linguistic competence as well as develop confidence in his/her critical, analytical and comprehensive abilities.

**1.2 Duration of the Programme**

Minimum duration of the Programme: 2 (Two) Year  
Maximum duration of the Programme: 5 (Five) Year

**1.3 Medium of Instruction:** English/Hindi/Urdu.

**Medium of Instruction:** English/Hindi/Urdu

(The SLMs will be provided in English & Hindi both. Annual Examination Papers and Assignments will be provided in English only however students are free to write their answers in English/Hindi/Urdu).

**1.4 Programme Fee**

|               |             |
|---------------|-------------|
| Previous Year | Rs. 10000/- |
| Final Year    | Rs. 10000/- |

## 1.5 Brief Programme Structure

### Previous Year

| Programme Code | Programme Title                              | Evaluation Scheme |            |            |            |
|----------------|--|-------------------|------------|------------|------------|
|                |  | Credits           | Theory     | Assignment | Total      |
| MAS-01         | Classical Sociological Theory                | 4                 | 70         | 30         | 100        |
| MAS-02         | Indian Society: Structure, Agency and Change | 4                 | 70         | 30         | 100        |
| MAS-03         | Research Method: Theory and Practice         | 4                 | 70         | 30         | 100        |
| MAS-04         | Urban Sociology                              | 4                 | 70         | 30         | 100        |
| MAS-05         | Ethnicity, Pluralism and Minorities          | 4                 | 70         | 30         | 100        |
| <b>Total</b>   |  | <b>20</b>         | <b>350</b> | <b>150</b> | <b>500</b> |

### Final Year

| Programme Code | Programme Title                                       | Evaluation Scheme |            |            |            |
|----------------|---|-------------------|------------|------------|------------|
|                |   | Credits           | Theory     | Assignment | Totals     |
| MAS-06         | Contemporary Sociological Theory                      | 4                 | 70         | 30         | 100        |
| MAS-07         | Sociology of Development, Modernity and Globalization | 4                 | 70         | 30         | 100        |
| MAS-08         | Culture, Society & Media                              | 4                 | 70         | 30         | 100        |
| MAS-09         | Women and Society                                     | 4                 | 70         | 30         | 100        |
| MAS-10         | Population and Society                                | 4                 | 70         | 30         | 100        |
| <b>Total</b>   |   | <b>20</b>         | <b>350</b> | <b>150</b> | <b>500</b> |

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## 1.6. Detail Programme Structure

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### **PREVIOUS YEAR**

#### **MAS-01- Classical Sociological Theory**

##### **Block – I Emergence of Sociology: The Contexts**

- Unit 1. Industrial Revolution
- Unit 2. French Revolution
- Unit 3. The Enlightenment

##### **Block-II Intellectual Foundation**

- Unit 4. Ibn-Khaldun
- Unit 5. Saint Simon
- Unit 6. August Comte
- Unit 7. Herbert Spencer

##### **Block-III Karl Marx**

- Unit 8. Historical and Dialectical Materialism
- Unit 9. The Capitalist Mode of Production
- Unit 10. Alienation

##### **Block-IV Emile Durkheim**

- Unit 11. Rules of Sociological Method
- Unit 12. Division of Labour
- Unit 13. Religion and Society

##### **Block-V Max Weber**

- Unit 14. Methodology
- Unit 15. Power and Authority: Theory of Bureaucracy
- Unit 16. Religion and Social Change

#### **MAS-02- Indian Society: Structure, Agency and Change**

##### **Block – I History and Perspectives on Indian Society**

- Unit 1. Bengal Renaissance and Modernity in India
- Unit 2. History and Development of Social Sciences in India
- Unit 3. Perspectives in the Study of Indian Society
- Unit 4. Functionalist
- Unit 5. Indological
- Unit 6. Marxist

##### **Block-II Social Formation: Understanding Difference and inequality, The Diachronic and Synchronic Dimensions**

- Unit 7. Social Structure: Tribes, Caste, Religion, Language, Family and Kinship.
- Unit 8. Social Structure: Production Process in Organized and Unorganized. Sectors.
- Unit 9. Political Structure: State, Civil Society and Communities.

**Block-III Agency and Social Dynamics**  
Unit 10. Five Year Plans  
Unit 11. Social Movements  
Unit 12. Constitutional Protective Discrimination – Reservations to SC, ST, OBC and Minorities.

**Block-IV Processes of Social Change**  
Unit 13. Industrialization  
Unit 14. Modernization  
Unit 15. Sanskritization  
Unit 16. Islamization

**Block-V Social Conflicts and Problems in India**  
Unit 17. Multi Culturalism  
Unit 18. Pluralism  
Unit 19. Secularism  
Unit 20. Voices of the Margins  
Unit 21. Dalits, Minorities & Tribes.

### **MAS-03- Research Method: Theory and Practice**

**Block – I Observation and the Social Imagination**  
Unit 1. Historical Perspective  
Unit 2. Questions, Common sense and daily life  
Unit 3. Researched knowledge – Subjective and Objective.  
Unit 4. Research designs  
Unit 5. Field work sources, information and data collection techniques  
Unit 6. Representation

**Block-II The Question and the Social Context**  
Unit 7. Colonial Context – Self and Other  
Unit 8. Natural and Social Sciences  
Unit 9. De-colonization  
Unit 10. The making of everyday life

**Block-III Frames, Freedom and Constraints**  
Unit 11. Positivism  
Unit 12. Dialectics  
Unit 13. Phenomenology  
Unit 14. Structuralism

**Block-IV Comparative Method, Classification and Representation**  
Unit 15. Models and Metaphors  
Unit 16. Knowledge and Power  
Unit 17. Ethnography  
Unit 18. Social Facts and Judgment  
Unit 19. Field Work – experience and method

|                |                             |
|----------------|-----------------------------|
| <b>Block-V</b> | <b>Biography and Method</b> |
| Unit 20.       | Politics as vocation        |
| Unit 21.       | Science as vocation         |
| Unit 22.       | Practice and Praxis         |

### **MAS-04- Urban Sociology**

|                    |   |
|--------------------|---|
| <b>Block – I</b>   | <b>Concepts</b>   |
| Unit 1.            | Definitions and basic concepts  |
| Unit 2.            | The city from Antiquity to Modern Times   |
| <b>Block – II</b>  | <b>Sociological Contributions</b>   |
| Unit 3.            | Sociological Contribution to Urban Studies                                      |
| Unit 4.            | The German School and the Chicago School  |
| <b>Block – III</b> | <b>Urbanization</b>   |
| Unit 5.            | The City, its role, form and structure in its pre-industrial and Modern form.   |
| Unit 6.            | Comparative analysis of Urbanization  |
| <b>Block – IV</b>  | <b>Urbanization and its impacts-I</b>   |
| Unit 7.            | Some sociological aspects of modern urban life.                                 |
| Unit 8.            | Family and Kinship network  |
| Unit 9.            | Ethnic Groups   |
| Unit 10.           | Neighborhood and Voluntary Association  |
| Unit 11.           | Urban influences on rural life  |
| <b>Block – V</b>   | <b>Urbanization and its Impacts-II</b>  |
| Unit 12.           | The city and its pathologies, urban poverty, slums, deviance and crime.         |
| Unit 13.           | Urban Planning: Problems of urban renewal and resettlement.                     |
| <b>Block – VI</b>  | <b>Urbanization in India</b>  |
| Unit 14.           | Cities in Developing Societies with special reference to Urbanization in India. |
| Unit 15.           | Case studies of Bombay, Calcutta and Delhi etc.                                 |

### **MAS-05- Ethnicity, Pluralism and Minorities**

|                   |   |
|-------------------|---|
| <b>Block – I</b>  | <b>Perspectives on Ethnicity</b>                                    |
| Unit 1.           | Perspectives on Ethnicity and Politics of Cultural differences      |
| Unit 2.           | Cultural Heterogeneity and Politics                                 |
| <b>Block – II</b> | <b>Cultural Pluralism: Magnitude of Cultural Diversity in India</b> |
| Unit 3.           | Cultural Minority groups in India                                   |
| Unit 4.           | Constitutional Provisions for Minority Rights.                      |
| Unit 5.           | Education, Language   |
| Unit 6.           | Legal Pluralism V/s Uniform Civil Code                              |
| Unit 7.           | Secularism in India   |



- Block – III Independence, Partition and its aftermath.**  
 Unit 8. Historical Background  
 Unit 9. Reforms and Hindu-Muslim Unity.  
 Unit 10. Communal Antagonism/The parting of the ways.  
 Unit 11. Partition  
 Unit 12. New Phase of Communalism Post 1980's

- Block – IV Culture, Politics and Conflict: A Comparative Perspective**  
 Unit 13. Sri Lanka  
 Unit 14. Bosnia  
 Unit 15. Pakistan  
 Unit 16. Jammu & Kashmir  
 Unit 17. Conflict Resolution & Peace

- Block – V Women, Conflict and Peace**  
 Unit 18. Feminine Perspectives  
 Unit 19. Gender Consequences of ethnic Conflict  
 Unit 20. Gender and Peace

## **FINAL YEAR**

### **MAS-06- Contemporary Sociological Theory**

- Block – I Structural Functionalism, Conflict Theory and System Theory**  
 Unit 1. The idea of social structure, role analysis, functional dimension of social system, critique and reformulation, neo-functionalism  
 Unit 2. Critique of Marx and dialectics of conflict: R. Dahrendarf: functional analysis of conflict: L. Coser: Integrative Conflict theory R. Collins.  
 Unit 3. General System Theory: Niklas Luhmann.
- Block – II Phenomenology and Symbolic Interactionism**  
 Unit 4. Phenomenological Sociology: the inter subjective world of everyday life: Commonsense types and social science types- Alfred Schutz.  
 Unit 5. Symbolic Inter-actionism: Mind, self and Society, the presentation of self – G. H. Mead, H. Blumer; Erving Goffman;  
 Unit 6. The Social Construction of reality – Berger and Luckmann.  
 Unit 7. Ethnomethodology: H. Garfinkel
- Block – III Structuralism and Post - Structuralism**  
 Unit 8. The Linguistic Turn  
 Unit 9. Myth and Primitive Classification – Claude Leir Strauss  
 Unit 10. A historian of the present – Michel Foucault
- Block – IV Critical Theory and Neo-Marxism**  
 Unit 11. The early Frankfurt School  
 Unit 12. Life world and system – Jurgen Habermas  
 Unit 13. Ideology and Ideological State Apparatuses – Louis Althusser  
 Unit 14. Hegemony – Antonio Gramsci

- Block – V      Recent Trends**  
 Unit 15.      Structuration: duality of structure  
 Unit 16.      Reflexivity – Anthony Giddens  
 Unit 17.      Theory of Practice: Habitus  
 Unit 18.      Capital and Field – Pierre Bourdieu

### **MAS-07-      Sociology of Development, Modernity and Globalization**

- Block – I      Under Development**  
 Unit 1.      Factors-Capital, technology, culture & knowledge.  
 Unit 2.      Concepts-growth, progress, human development, social development, sustainable development.  
 Unit 3.      Models – state, market and mixed economy (Democratic and Authoritarian)  
 Unit 4.      Theories-modernization, centre-periphery/dependency, world systems.

**Block – II      India: Mixed Economy and Development**  
 Unit 5.      The Colonial Legacy – Unemployment

- Unit 6.      Social and Cultural Development  
 Unit 7.      Gender – Limitations to Development  
 Unit 8.      Democracy and Development

**Block – III      Technology, Culture and Development**  
 Unit 9.      Theories of Modernity

- Unit 10.      Modernity in India

**Block – IV      Changing frontiers of Production & Reproduction from the local to the global**

- Unit 11.      Production Processes, Info-Tech revolution and speed: economic, cultural and political aspects of the phenomena of liberalization and globalization.  
 Unit 12.      Theorizing the transition:  
 Unit 13.      Implications of Globalization

**Block – V      Critique of Modernity**

- Unit 14.      Post modern social theory  
 Unit 15.      Baudrillard: Simulation and Consumer society and symbolic exchange: Critique of post- modernity.

### **MAS-08-      Culture, Society & Media**

- Block – I      Culture, Media and Society**  
 Unit 1.      Anthropological understanding.  
 Unit 2.      Sociological understanding  
 Unit 3.      Culturalists Construction

**Block – II      Media Structures**

- Unit 4.      Media Structures  
 Unit 5.      Media Processes  
 Unit 6.      (Television and Everyday life)  
 Unit 7.      Culture, Communication and Political Economy.

- Block – III Media, Method and History**  
 Unit 8. Media, Method and History  
 Unit 9. Decoding Advertisements  
 Unit 10. Researching Audiences
- Block – IV Democracy, Citizenship & Public Space**  
 Unit 11. Democracy  
 Unit 12. Democracy Citizenship and public space
- Block – V New Media**  
 Unit 13. Convergence / Divergence : New Media  
 Unit 14. Technology and Cultural Forms.

### **MAS-09- Women and Society**

- Block – I Sociology of women & Gender Identities**  
 Unit 1. Theories and Ideology and women’s studies.  
 Unit 2. Historical Background of women’s studies  
 Unit 3. Women studies in India.
- Block – II Status of Women: Relative deprivation, Oppression, discrimination and Exploitation**  
 Unit 4. Women, Marriage and Family  
 Unit 5. Women and work  
 Unit 6. Women and Education
- Block – III Women, Religion and Law**  
 Unit 7. Status of women in Hinduism  
 Unit 8. Status of women in Islam  
 Unit 9. Status of Hindu and Muslim women in India
- Block – IV Gender Empowerment**  
 Unit 10. Responses to oppression of women  
 Unit 11. Women’s movement  
 Unit 12. NGO’s
- Block – V Women and Development: A Critical Evaluation**  
 Unit 13. Development  
 Unit 14. Ecology

### **MAS-10- Population and Society**

- Block – I Demography and Sociology**  
 Unit 1. Development of Population Studies  
 Unit 2. Relation between sociology, Anthropology and social Demography  
 Unit 3. Sources of Data and measurement Techniques
- Block – II Population Theories**  
 Unit 4. Malthusian  
 Unit 5. Marxian  
 Unit 6. Theory of Demographic Transition

**Block – III Population Processes**

Unit 7. Social Determinants, fertility: mortality and migration

Unit 8. Population growth and trends: India and the world.

**Block – IV Population and Development**

Unit 9. Approaches to the relation between Development and Population Growth

Unit 10. Population policies in India, China and Sweden

Unit 11. Women and Population

**Block – V Population and Society in India: Case Studies**

Unit 12. M.N Srinivas

Unit 13. Yoginder Singh

Unit 14. Surinder Singh Jodha

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**2. COUNSELLING SESSION**

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Counselling sessions are held at the study centre normally on weekends within the general academic schedule of the Programme. **It may be noted that the counselling sessions are not conventional classroom teaching. Lectures will be largely based on discussions which will help to overcome difficulties faced by the candidates while going through the SLM.**

**In these sessions candidates must try to resolve subject related difficulties if any. Before you proceed to attend the counselling sessions, please go through your programme materials and make a plan of the points to be discussed.** The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Study Centre.

Counselling sessions will be organized in all theory programmes. The counselling duration will be of 2 hours in each of the five sessions. Attending the counselling sessions is not mandatory, nevertheless is always in the interest of learners to attend these sessions.

**2.1 MODE OF INSTRUCTION**

It is based on Self-Learning Study Material prepared and supplied by CDOL, besides counselling sessions and other exercises such as assignments etc.

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**3. SMS ALERT**

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The CDOL, JMI has an SMS Alert Service, wherein a student gets connected with the Centre by receiving messages. SMS Alert Service has the uniqueness that the student gets updates regarding academic activities related to their Programme. However, students are advised not to depend completely on SMS rather they should remain in touch with their respective study centre continuously for any updated information. Further, they should follow the Academic Calendar provided to them for the current academic year.

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#### **4. ACADEMIC CALENDAR**

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The academic calendar provides important dates and other relevant information corresponding to activities such as Counseling, Assignments, and Examinations etc. **Try to keep an eye on the important dates given in your academic calendar for different activities. You can view and download your academic calendar from JMI website – jmi.ac.in as well as on the notice board of Centre for Distance and Open Learning .**

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#### **5. LEARNER SUPPORT CENTRES**

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The Learner Support Centre to which you have been admitted will remain your Centre till you have cleared all courses within the maximum time allowed. No student would be permitted to change his/her Study Centre at any point of time. All the activities related to Counseling Assignments and Annual Examination will be held at the Study Centre only. However, the CDOL, JMI reserves the right to discontinue/change the Examination/Study Centre at any point of time as it deem appropriate.

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#### **6. EVALUATION SYSTEM**

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##### **6.1 Assignments**

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

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

Assignments should be hand written. Typed or printed assignments **shall not be** entertained.

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

You have to submit the Assignments to the Study Centre on or before the last date of submission mentioned in the Academic Calendar.

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

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

##### **6.2 Annual Examinations**

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result. You must fill in the Annual Examination form and send to the Centre for Distance and Open learning, **Jamia Millia Islamia, Jamia Nagar, Okhla, New Delhi-110025.**

### 6.2.1 Annual Examination Form

Examination forms pertaining to Annual Examinations, Admit Card and Student's Record Card are provided with the Programme Guide as 'Form A', 'Form B' and 'Form C' respectively. For appearing in the subsequent Annual Examination, i.e. Part-II, additional forms A and B are also enclosed with this Programme guide. The filled-in Examination Form along with a self addressed stamped envelope with Rs. 45/- (Outside Delhi) and for Delhi Rs 25/- postal stamp pasted on it is to be submitted to the "Director, ARJUN SINGH CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, JAMIA NAGAR, NEW DELHI 110025" with a caption 'Examination Form' on top of the envelope. The examination forms should be submitted on or before the last date mentioned in the Academic Calendar

### 6.2.2 Annual Examination Date-sheet

On receipt of your Examination Form, the Admit Card will be dispatched 15 days before the commencement of the annual Examination. In case you fail to receive the Admit Card 10 days before the commencement of examination, you may contact your Study Centre. A duplicate admit card will be issued at the time of Examination.

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

**While submitting your Examination Form for the annual examinations, it is your responsibility to check whether you are registered for the course and whether you are eligible to appear for that examination and have deposited the required fees. If any of the above requirements are found missing, your examination is liable to be cancelled.**

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## 7. ANNUAL EXAMINATION RESULT

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The evaluation consists of two parts (i) Assignments (ii) Annual Examination. In the final result all the Assignments of a course will carry 30% weightage while 70% weightage will be given to the Annual Examination.

### 7.1 Declaration of Result

To pass a Programme under distance mode, a candidate must obtain:

- (a) at least 33% marks in each component of theory papers i.e. in assignments and Annual Examination, separately.
- (b) an aggregate of at least 40% marks based on all theory papers and assignments, to obtain the degree.
- (c) If a student fails to qualify any component of a paper or a course he/she can repeat the same during the subsequent years, up to the maximum duration provided for the Programme from the date of registration.

- (d) On the basis of the marks obtained, division will be awarded in the following way:
  - (i) Distinction to those who obtain 75% marks or more in the aggregate.
  - (ii) First division to those who obtain 60% marks or more in the aggregate.
  - (iii) Second division to those who obtain less than 60% marks in the aggregate but not less than 50% marks.
  - (iv) Third division to those who obtain less than 50% marks in the aggregate but not less than 40% marks.

**Grace Marks:** A maximum of three (3) grace marks shall be given only to those students who by obtaining them are able to either pass the examination or improve to get a division. Only minimum grace marks as required shall be awarded. The grace marks awarded shall be counted in Grand total.

## 7.2 Promotion to the next year of the Programme

Students registered for a Programme will automatically be promoted to the next year of the Programme. The student can clear all un-cleared theory papers and assignments within the maximum time limit allowed to complete the Programme. The students will be declared successful for award of Degree only after clearing all theory papers and assignments required within the maximum time period inclusive of the year of admission. A student who does not appear in any component (Annual Examination and assignments) in the minimum duration provided for the Programme, he/she will have to seek re-registration by submitting the prescribed fee through Demand Draft if he/she wishes to continue through the Programme.

## 7.3 Re-evaluation of Answer Scripts

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

- (xi) Applications for re-evaluation of answer scripts only for annual examination shall be accepted.
- (xii) Answer scripts of those examinees who appeared for improvement of division or percentage of marks shall be final and shall not be re-evaluated.

#### **7.4 Improvement of Result**

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

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

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### **8. GENERAL REGULATIONS**

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#### **Programme Fee, Re-Registration, Late fee and other Charges**

- **Programme Fee:** The Programme fee is payable in advance each year, irrespective of results through a demand draft drawn in favour of **Jamia Millia Islamia**, payable at **New Delhi** on or before the date fixed by CDOL, Jamia Millia Islamia. No refund of fees is allowed in any case;
- **Re-Registration Fee:** A student who does not appear in any component (i.e. theory and assignment) of the Programme during the minimum period and wishes to continue the Programme, then he/she will have to re-register by paying the prescribed re-registration fee; given in the table on next page.
- **Late Fee:** A student who doesn't submit his/her Assignments and Examination Form on time may submit the same with the prescribed late fee; and
- Candidates are required to intimate the relevant authorities, sufficiently in advance, if there is any change of address/mobile number etc.



### 9. Renewal and other Fee applicable for M.A. Sociology (Distance Mode)

| Sl. No. | M.A. Sociology (Distance Mode)   | Fees/Charges (Rs.)          |
|---------|--|-----------------------------|
| 1.      | Programme/Renewal Fees (to be paid for final Year)   | 10000/-                     |
| 2.      | Submission of Assignments with late fees upto the maximum period of 4 weeks                                | 100/- (Per Assignment)      |
| 3.      | Submission of Assignments in the following years (In case of absence/fail if any)                          | 200/- (Per Assignment)      |
| 4.      | Submission of Annual Examination form with late fees up to 4 weeks.  | 250/-                       |
| 5.      | Submission of Annual Examination form with late fees beyond 4 weeks up to the next 4 weeks.                | 600/-                       |
| 6.      | Re-appearing in Annual Examination (In case of absence/fail/improvement)                                   | 500/- (Per paper/course)    |
| 7.      | Re-Registration Fee*   | 3000/-                      |
| 8.      | Provisional Certificate  | 50/-                        |
| 9.      | Migration Certificate  | 50/- (after passing exam)   |
| 10.     | Migration Certificate  | 200/- (before passing exam) |
| 11.     | Duplicate Statement of Marks (Attach a copy of FIR)  | 200/-                       |
| 12.     | Duplicate Identity Cards (Attach a copy of FIR)  | 200/-                       |
| 13.     | Change of Address in ID Card   | 50/-                        |
| 14.     | Re-evaluation of (current) Answer Script   | 500/- (Per Course)          |
| 15.     | Change of Programmes / Papers after collecting SLM however before the commencement of annual examinations. | 1500/- per programme /paper |
| 16.     | Change of medium of programme to be exercised in the application form.                                     | 1000/-                      |

**Note:** \* If a candidate fails to appear in any of the prescribed components of the Programme within the stipulated period of 2 years and desires to continue the Programme after the lapse one year he/she should re-register for the Programme by depositing the above mentioned re-registration fee. The Fee once paid will not be refunded or adjusted under any circumstances.

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

All the aforesaid fee are subjected to revision during the academic year as per University rules.

**Centre For Distance and Open learning  
Jamia Millia Islamia, New Delhi – 110025**

**Admission Renewal Form**

**M.A. Sociology, Final Year**

**(Distance Mode) Session .....**

**Roll No. .... Enrolment No. ....**

Name of the Learner Support Centre .....

Learner Support Centre Code No. ....

Name of the Candidate .....  
(Block Letters)

Father's Name & Address .....

.....

.....Mob.....

I wish to take admission in ..... Year .....  
(Name of Course)

**Subject Code** 1. .... 2. .... 3. ....

4. .... 5. .... 6. .... 7. ....

**Mobile No.** .....

.....

**(Date of Submission)**

.....

**(Signature of the Candidates)**

The Candidate has been promoted to ..... And the fee of Rs. ....

has been deposited through DD No. .... Date.....

Bank .....

.....

**(Signature of the Programme In-Charge)**

.....

**(Signature of the Verifying Officer)**



**Centre for Distance and Open learning**  
**JAMIA MILLIA ISLAMIA**  
(A Central University by an Act of Parliament)

*Distance Mode*

**Application Form for Re-registration**

**(Particulars should be filled in by the Candidate in his/her own handwriting)**

The Hony. Director  
Centre for Distance & Open Learning  
Jamia Millia Islamia  
New Delhi-110025

Affix an attested  
photograph

Sir,

I seek re-registration to the programme..... (Distance Mode),  
Session ..... As I could not appear in any component in the Semester  
..... Session.....

I certify that I am the same person who took admission in this programme in  
session.....

Yours Faithfully

(Signature of the Applicant)

Re-registration fee Rs. .... by DD No. .... Drawn on  
Bank ..... Dated ..... is enclosed  
herewith.

**Particulars**

**Candidate's Name (in Block Letters)** .....  
Candidate's Name in Urdu or Hindi: .....  
Father's Name: (in Block Letters): .....  
Father's Name in Urdu or Hindi : .....  
Present Postal Address : .....  
..... Phone No. ....  
Name of the Programme Admitted..... Semester ..... Year .....  
Roll No. .... Enrolment No. ....  
Programme Centre Code & Name .....

(For Office Use Only)

Received application form of Ms/Mr ..... Roll No. ....  
for re-registration to the programme ..... (Distance Mode) Session .....  
DD No. .... Bank ..... Date .....  
of Amount .....

**Centre for Distance and Open Learning**

**Dated** .....



**ARJUN SINGH CENTRE FOR DISTANCE & OPEN LEARNING**  
**JAMIA MILLIA ISLAMIA**  
 (A Central University by an Act of Parliament)  
 Jamia Nagar, New Delhi-110025

*Distance Mode*

**APPLICATION FOR RE-EVALUATION OF ANSWER SCRIPT(S)**

*(Particulars should be filled in by the candidate in his/her own handwriting)*

- A. Name of candidates (in Block letters) .....  
 Roll No. .... Enrolment No. ....  
 Name of the Programme/Exam..... Part.....  
 (Annual 200..... Particulars of papers in which Re-evaluation is required is given below:

|    | Course/Paper<br>(see Paras 5&12) | <u>MARKS</u><br>Obtained out of | <u>Aggregate</u> | <u>Result</u> |
|----|----------------------------------|---------------------------------|------------------|---------------|
| 1. | .....                            | .....                           | .....            | .....         |
| 2. | .....                            | .....                           | .....            | .....         |

**Note:** Original Statement of Marks (Marks-sheet) together with a Photostat copy should be attached herewith.

**B. DECLARATION:**

- (i) I have carefully read ordinance regarding re-evaluation and I agree to abide by the same.  
 (ii) I also undertake to accept the final result to be declared by the Controller of Examinations, Jamia

Date .....  
 Signature of Candidate

Present Address .....  
 .....  
 .....

- C. Amount of Fee of Rs. ....paid Vide Receipt No./DD No.....  
 Name of the Bank ..... Date..... (Receipt/DD attached)

(see Paras 1, 3 & 6 printed-verleaf)

Received application from of Mr./Ms. ....  
 Class..... (Distance Mode) for Re-evaluation.

Date ..... For Controller of Examination

## **ORDINANCE FOR RE-EVALUATION OF ANSWER-SCRIPTS**

1. (a) Any candidate intending to apply for Re-evaluation for Answer script(s) of any Paper, Subject of his/her written examination, may do so on the prescribed application form within ONE MONTH of the declaration of the result in each case.  
  
(b) However, the Re-evaluation of scripts will not be allowed in more than ONE-THIRD of written papers up to the maximum of three papers (whichever is less) of an Annual Examination.
2. The application for Re-evaluation shall be made once only in respect of the papers of an examination in which re-evaluation is required.
3. No application for re-evaluation shall be, entertained beyond the prescribed time limit under any circumstances whatsoever.
4. Each application for re-evaluation shall be accompanied by the "ORIGINAL STATEMENT OF MARKS issued to the candidate. The photo copy of the statement of marks/grades will be returned to the candidate after proper endorsement of the same to the effect that the candidate's result is under consideration and that he/she will accept the final result to be declared by Jamia as a result of re-evaluation applied for by him/her.
5. Re-evaluation shall not be permitted in the case of Practical Examination, internal evaluation, Viva-Voce, as also the answer scripts of any examination which have already been valued in full by joint Examiners/Board of Examiners.
6. The candidate applying for Re-evaluation shall be required to pay a fee of Rs.500/- per paper or part thereof. No refund will be made in any case.
7. The merit list, declared in the result of the respective examination will not be disturbed due to re-evaluation of scripts.
8. If there be any change in the result of the Examination due to Re-evaluation of answer scripts, no examinee can complain in the Court of Law or any action can be taken against the examiner concerned.
9. If the award of the re-evaluator varies from the original award up to and Including + 5% of the maximum marks, secured earlier, the original award will stand, If a candidate secures more than + 5% and less than or equal to 20% of marks, the marks awarded by the re-evaluator will be final. if a candidate secures more than 20% of marks (plus or minus) in re-evaluation the answer- script will be sent to the 3rd examiner. The average of the marks awarded by the 2nd and 3rd examiners will be taken and it will be final.
10. All cases of re-evaluation of script shall be reported to the Examination Committee.
11. Application for re-evaluation of answer-scripts of only Annual Examination shall be accepted.
12. Answer-scripts of those who appeared for Improvement of the Division or Percentage shall be final and are not subject to Re-evaluation.

**NOTE:** (a) Demand Draft of Rs. 500/- per course should be in favour of “Jamia Millia Islamia , New Delhi” and payable at New Delhi. Please send all the documents and demand draft for re-evaluation to “The Controller of Examinations, Jamia Millia Islamia, New Delhi.”

(b) Students must fill separate forms attaching separate Demand Draft for papers of different parts.

(c) Postal Charges: If the certificate / Marksheet etc is required by post then you must send your forms accompanied by a self addressed envelope bearing Indian stamps of Rs. 45/-only.



# JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

## APPLICATION FOR CERTIFICATE

The Controller of Examination  
Jamia Millia Islamia, New Delhi -110025

Sir,

I request you to please issue me the Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My signature and particulars given below are attested by the Programme In-Charge / Director, Centre for Distance and Open Learning / Gazetted Officer.

Yours faithfully,

.....  
CANDIDATE

### **PARTICULARS**

1. Candidate's Name.....  
(in Block Letters)
2. Candidate's Name in Hindi or Urdu.....
3. Father's Name.....  
(in Block Letters)
4. Father's Name in Hindi or Urdu.....
5. Present Postal Address.....  
.....Phone / Mobile No.....
6. Name of the Examination.....Semester.....Year.....
7. Roll No.....Enrolment No.....Previous Enrolment No if any.....
8. Date of admission (in the Centre for Distance and Open Learning).....  
(To be filled when the Migration Certificate is required)
9. Certificate Required .....

.....  
Attested by the Director, Centre for Distance and Open Learning / The Programme Incharge / Gazetted Officer (Office Stamp)

**NOTE: FOR PROVISIONAL/MIGRATION, PLEASE ATTACH A PHOTOSTATE COPY (ATTESTED) OF THE MARKSHEET OF FINAL EXAMINATION**

Received the Certificate mentioned above

.....  
CANDIDATE

Amount of Fee of Rs. ....paid Vide Receipt No / DD No.....Name of the Bank.....Date.....(Receipt/DD attached). I authorize..... to collect my.....Certificate.

The Specimen Signature of Messenger is given below:

.....  
Specimen Signature of Messenger

.....  
CANDIDATE

Received application form of Mr./ Ms.....Class.....(Distance Mode) for.....Certificate.

Date.....

For Controller of Examination

## FEES FOR ISSUING MIGRATION, PROVISIONAL & OTHER CERTIFICATES

|   | RUPEES     |
|---|------------|
| <b>1. PROVISIONAL CERTIFICATE</b>   | <b>50</b>  |
| <b>2. DUPLICATE MARKSHEET / MIGRATION / PROVISIONAL</b><br>(For above – mentioned Duplicate Certificate attach a copy of F.I.R) | <b>200</b> |
| <b>3. MIGRATION CERTIFICATE</b>   |            |
| a) After passing the examination for which the applicant was studying   | <b>50</b>  |
| b) Before passing the examination for which the applicant was studying  | <b>200</b> |

**4. CHANGE OF NAME:**

A student applying for change of his/her name in the Register of students shall submit his/her application to the Controller of Examinations accompanied by:

- a) The prescribed fee Rs. 150/- by demand draft.
- b) An affidavit relating to his / her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself.
- c) A publication from a newspaper in which the proposed change of name has been advertised. However the provision relating to publication shall not be applicable in case where a woman candidate is wanting to change her name following her marriage.

The Examination Committee on considering such applications and taking decisions thereon shall report to the Majlis-I-Talimi (Academic Council)

|                            | Minimum Time required<br>(working days) |
|----------------------------|---|
| i) Provisional Certificate | ----- 20 days                           |
| ii) Migration              | ----- 20 days                           |
| iii) Duplicate Marksheet   | ----- 20 days                           |
| iv) Change of Name         | ----- 6-7 days                          |

**5. TIME REQUIRED FOR PREPARATIONS/ISSUE OF THE MARK-SHEET/CERTIFICATE PROVIDED ALL OTHER REQUIRED DOCUMENTS ARE ATTACHED.**

- Note:**
- a) Old cases of more than 3 years will require more time.
  - b) Students must fill separate forms and attach separate Demand Drafts for each certificate to be issued.
  - c) Demand Draft of an appropriate amount per certificate etc. should be in favour of “**Jamia Millia Islamia**”. and payable at New Delhi . Please send all the documents and demand draft for the required certificates to “**The Controller of Examinations, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025**”.
  - d) Postal Charges: If the Certificate Marksheets etc is required by post, then you must send your form accompanied by a self-addressed envelope bearing Indian Postal Stamps of Rs. 30/- Only.



# JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

*Distance mode*

## FOR ISSUE OF DEGREE/DIPLOMA/CERTIFICATE

The Controller of Examination  
Jamia Millia Islamia,  
New Delhi-110025

Affix an attested  
photograph

Sir,

I request you to please issue me the Degree/Diploma/Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My particulars are as follows

1. Candidate's Name.....  
(in Block Letters)
2. Candidate's Name in Hindi or Urdu.....
3. Father's Name.....  
(in Block Letters)
4. Father's Name in Hindi or Urdu.....
5. Mother's Name.....
6. Present Postal Address.....  
.....Phone / Mobile No.....
7. Name of the Examination.....Semester.....Year.....
8. Roll No.....Enrolment No.....Previous Enrolment No if any.....

Previous Enrolment No if any.....

Yours Faithfully,

Verified from the records and certified that Mr./ Ms.....  
whose signature & photograph are attested above, has signed In my presence  
and is a genuine candidate. He/She has no dues.

(Signature of Candidate)

\_\_\_\_\_  
Signature with Seal  
Dean/Principal/Headmaster/Director (Concerned)

\_\_\_\_\_  
Received the Degree/Diploma/Certificate

\_\_\_\_\_  
Candidate/Messenger Signature with date

I authorize.....to collect my above mentioned Degree/Diploma/Certificate.

The Specimen Signature of Messenger is given below:

\_\_\_\_\_  
Specimen Signature of Messenger

\_\_\_\_\_  
(Signature of Candidate)

**(See instruction overleaf)**



## INSTRUCTIONS

1. Attach photocopies of marks sheets of all years examination (passed) (in case of improvement, attach a photocopy of improved marksheet).
2. If the course is completed in more than minimum duration of course, attach photocopy of the combined marks sheet.
3. Photocopy of notification in case of Ph.D. Degree
4. The Candidate / Messenger must show his /her Identity at the time of receiving the degree/diploma/certificate.

### **Issue of Duplicate Degree / Diploma / Certificate:**

Duplicate degree/diploma/ certificate can also be obtained on submitting an application along with the following:

1. An affidavit signed and certified by the First Class Magistrate
2. Cutting from the leading newspaper showing that the original has been lost or destroyed, or submit defaced/remaining portion of degree/diploma/certificate.
3. Prescribed fee of Rs. 100/-

### **Time required for preparation/issue of the certificate provided all other required documents are attached.**

|  |         |
|--|---------|
| Degree / Diploma / Certificate           | 30days  |
| Duplicate Degree / Diploma / Certificate | 60 days |

**Note :** Old cases of more than 5 year will require more time.

I have read all above mentioned instruction carefully. I will abide by the rules and regulations or any instruction s given by Examination Department.

.....  
**Signature**  
**Candidate / authorized person**



**Declaration:**

I hereby solemnly affirm that I have submitted/will submit all the required number of assignments prescribed for the above course(s) within the deadlines prescribed by the University, to the appropriate authority for evaluation.

I am aware that submission of assignments prescribed for these courses is a pre-requisite for taking Term-End-Examination. In case my above statement regarding submission of assignment is found to be untrue, the University may cancel the result of my above mentioned Term-End-Examination and I undertake that I shall have no claim whatsoever in this regard. I also undertake that I shall abide by the decision, rules and regulations of University. I have signed this undertaking on this..... day of.....

**Signature of the Candidate.....**

**Declaration:**

I hereby declare that all the entries made in the form and copies of documents attached herewith are correct to the best of my knowledge. If any falsification is found in this connection, the Jamia Millia Islamia has the right to cancel the examination at any time.

.....  
**Signature of Candidate**

.....  
**Signature of Father/Mother/Guardian**

**CERTIFICATE**

Certified that the above named student is a Distance Mode student. His /her conduct is satisfactory and that he/she is eligible to appear at the examination noted above. The information furnished by him/her on Forms A, B and C is correct. Photographs & Signatures of the candidate on forms A, B and C are attested.

Date .....

.....  
**Hony. Director**  
**Centre for Distance & Open Learning**

To be filled if applicant:

Fee of Rs..... paid vide DD No..... Name of the Bank..... Date..... DD is attached.

Note: Required for Clear-Remaining/Improvement of Result papers etc. Please read Programme Guide for fee and rule.



**INSTRUCTION TO CANDIDATES FOR EXAMINATION**  
(Ordinance X Para 30, 31)

- 30.1 The doors of the Examinations Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- 30.2 A candidate may not be admitted into the Examination hall if he/she fails to present to the invigilator his/her Admission card and / or satisfy the Superintendent of examination that it will be produced with in a reasonable time.
- 30.3 All candidates shall come to the Examination Hall before the time fixed for the examination. The candidate arrives not later than 30 minutes after the time fixed for the examination, the invigilator may allow him/her to appear at the examination with the permission of Superintendent of Examination. No candidate shall be allowed to appear in the examination not later than 30 minutes after the time fixed.
- 30.4 The candidate shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examination or Invigilator of any Official of the University connected with the Examinations.
- 30.5 The candidate shall maintain and observe strict disciplines in and /or near the Examination Central Hall and shall not in any such nor as misbehaviour / nuisance which causes any obstruction and /or disturbance or disruption in the conduct of Examination.
- 30.6 No candidate shall be allowed to leave the Examination Hall, until an hour has elapsed after the distribution of the Question Paper.
- 30.7 No candidate shall leave his/her place to go out of the Hall without the permission of the invigilator, unless he/she has handed over answer book to the Invigilator concerned.
- 30.8 If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with him/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 30.9 As soon as the time prescribed for the Question Paper Expires, the candidates shall have to hand over their answer book to the invigilator concerned.
- 30.10 A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examination or the Invigilator in the Examination Hall.
- Use of Unfair means / Misbehaviour:**
- 31.1 No candidate shall bring with him/her in the Examination Hall any book, paper, notes or other materials, which may used by him/her in connection with the Examination, nor shall he/she communicate to or receive from any other candidate or person any information in the Examination Hall.
- 31.1 No candidate shall move or write any thing on the blotting paper or Question Paper or on any other object/material, except the answer book supplied to him/her.
- 31.2 No candidate shall assist or receive from any other candidate or person at an Examination or make use of any dishonest or unfair means in connection with the Examination.
- 31.4 Any candidate, detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examination or through him by an Invigilator or an Official of the University if the may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that
- 31.6 Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Examination Committee for consideration by the Controller of Examinations, as reported by the Superintendent of Examination or through him by an Invigilator or by an Invigilator or by an Official of the University, as the case may be, and use examination committee may, if satisfied that the facts alleged are true. But that the candidate has not made any use therefore disqualify the candidate from passing that Examining.
- 31.7 Any candidate who in the opinion of the Superintendent of Examination is guilty of any misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid Sub Para 31.1, 31.2, 31.3, 31.4, 31.5 and 31.6 of this Ordinance, may be expelled by the superintendent of examinations for the Paper and shall be reported to the Examinations Committee by the Controller of Examinations. The said committee may, if satisfied that the facts alleged are true, disqualify him/her from passing that Examining for that year.
- 31.8 Any candidate approaching an Examiner directly or indirectly or seeking ways or means or bringing pressure to be as on the Examiner, so the higher marks may be awarded to him/her than his/her answers justify or attempting to influence the Controller of Examinations or any person employed in this office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examining for a period not less than one year.
- 31.9 Any candidate found guilty of seeking way and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of Examination or Invigilator or any Official of the University desert from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned if satisfied that the facts alleged are true, disqualify him/her from passing that Examining for that year.
- 31.10 Any candidate who has been punished under Sub para 31.4, 31.5, 31.6, 31.7, 31.8 and 31.9 above shall not be admitted to any Course as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only, in which he/she is entitled to appear as Ex-Student after the expiry of the period of punishment.
- 31.11 In case, a person who is not bonafide candidate is found to be taking an examination on behalf of a bonafide candidate. It will be founded that this impersonation is being done at the instance and with the connivance of the bonafide candidate and mention against such person and such bonafide candidate would be taken as under
- (i) The bonafide candidate who did not take the Examination himself/herself shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
- (ii) In case the person who has impersonated the bonafide candidate is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
- (iii) If the person, who has impersonated the bonafide candidate is not a student of the University, he/she may be handed over to the police for appropriate action.
- 31.12 In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair means, the result of his/her Examination in the Paper(s) in which he/she has already appeared, would also be cancelled, in addition to the action that might be taken against him/her for using unfair means, while reappearing for improvement of his/her Division/Percentage of Marks.
- 31.13 Any punishment imposed on the carrying student shall be following due consideration of the defence prescribed by him/her.

**INSTRUCTION TO CANDIDATES FOR EXAMINATION**  
(Ordinance X Para 30, 31)

- 30.11 The doors of the Examinations Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- 30.12 A candidate may not be admitted into the Examination hall if he/she fails to present to the invigilator his/her Admission card and / or satisfy the Superintendent of examination that it will be produced with in a reasonable time.
- 30.13 All candidates shall come to the Examination Hall before the time fixed for the examination. The candidate arrives not later than 30 minutes after the time fixed for the examination, the invigilator may allow him/her to appear at the examination with the permission of Superintendent of Examination. No candidate shall be allowed to appear in the examination not later than 30 minutes after the time fixed.
- 30.14 The candidate shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examination or Invigilator of any Official of the University connected with the Examinations.
- 30.15 The candidate shall maintain and observe strict disciplines in and /or near the Examination Central Hall and shall not in any such nor as misbehaviour / nuisance which causes any obstruction and /or disturbance or disruption in the conduct of Examination.
- 30.16 No candidate shall be allowed to leave the Examination Hall, until an hour has elapsed after the distribution of the Question Paper.
- 30.17 No candidate shall leave his/her place to go out of the Hall without the permission of the invigilator, unless he/she has handed over answer book to the Invigilator concerned.
- 30.18 If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with him/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 30.19 As soon as the time prescribed for the Question Paper Expires, the candidates shall have to hand over their answer book to the invigilator concerned.
- 30.20 A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examination or the Invigilator in the Examination Hall.
- Use of Unfair means / Misbehaviour:**
- 31.1 No candidate shall bring with him/her in the Examination Hall any book, paper, notes or other materials, which may used by him/her in connection with the Examination, nor shall he/she communicate to or receive from any other candidate or person any information in the Examination Hall.
- 31.3 No candidate shall move or write any thing on the blotting paper or Question Paper or on any other object/material, except the answer book supplied to him/her.
- 31.4 No candidate shall assist or receive from any other candidate or person at an Examination or make use of any dishonest or unfair means in connection with the Examination.
- 31.4 Any candidate, detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examination or through him by an Invigilator or an Official of the University if the may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that
- 31.14 Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Examination Committee for consideration by the Controller of Examinations, as reported by the Superintendent of Examination or through him by an Invigilator or by an Invigilator or by an Official of the University, as the case may be, and use examination committee may, if satisfied that the facts alleged are true. But that the candidate has not made any use therefore, disqualify the candidate from passing that Examining.
- 31.15 Any candidate who in the opinion of the Superintendent of Examinations is guilty of any misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid Sub Para 31.1, 31.2, 31.3, 31.4, 31.5 and 31.6 of this Ordinance, may be expelled by the superintendent of examinations for the Paper and shall be reported to the Examination Committee by the Controller of Examinations. The said committee may, if satisfied that the facts alleged are true, disqualify him/her from passing that Examining for that year.
- 31.16 Any candidate approaching an Examiner directly or indirectly or seeking ways or means or bringing pressure to be as on the Examiner, so the higher marks may be awarded to him/her than his/her answers justify or attempting to influence the Controller of Examinations or any person employed in this office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examining for a period not less than one year.
- 31.17 Any candidate found guilty of seeking way and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of Examination or Invigilator or any Official of the University desert from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned if satisfied that the facts alleged are true, disqualify him/her from passing that Examining for that year.
- 31.18 Any candidate who has been punished under Sub para 31.4, 31.5, 31.6, 31.7, 31.8 and 31.9 above shall not be admitted to any Course as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only, in which he/she is entitled to appear as Ex-Student after the expiry of the period of punishment.
- 31.19 In case, a person who is not bonafide candidate is found to be taking an examination on behalf of a bonafide candidate. It will be founded that this impersonation is being done at the instance and with the connivance of the bonafide candidate and mention against such person and such bonafide candidate would be taken as under
- (i) The bonafide candidate who did not take the Examination himself/herself shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
- (ii) In case the person who has impersonated the bonafide candidate is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
- (iii) If the person, who has impersonated the bonafide candidate is not a student of the University, he/she may be handed over to the police for appropriate action.
- 31.20 In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair means, the result of his/her Examination in the Paper(s) in which he/she has already appeared, would also be cancelled, in addition to the action that might be taken against him/her for using unfair means, while reappearing for improvement of his/her Division/Percentage of Marks.
- 31.21 Any punishment imposed on the carrying student shall be following due consideration of the defence prescribed by him/her.



**Form 'C'**  
**JAMIA MILLIA ISLAMIA**  
**STUDENT'S RECORD CARD**

(To be filled in by the applicant in his/her own handwriting)

**Examination/programme:.....Year.....Distance Mode**

**Name (in full)**

**Marital Status\*** Married  Unmarried  **Gender** Female  Male  Transgender

Name in Urdu or in Hindi .....

Father's Name.....

Permanent Address.....

.....

Present Address.....

.....

Date of Birth  (in words also) .....

Place of Birth.....Nationality.....

Date of Admission (Present Programme)..... Medium of Exam\* Urdu  Hindi  English

Member of Scheduled Caste\*  or Scheduled Tribe\*  Or Physically Handicapped\*

(\*Put a tick mark (✓) in the appropriate Box)

**Enrolment No.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|

| <b>Certificate Issued</b><br><b>(Office use only)</b> | <b>Programme</b> | <b>Year</b> |
|---|------------------|-------------|
| Provisional.....                                      | .....            | .....       |
| Migration.....  | .....            | .....       |
| Degree/Diploma.....                                   | .....            | .....       |
| Age.....  | .....            | .....       |
| Merit.....  | .....            | .....       |

Paste Firmly within the space Provided, a recent passport size (3x2") photograph duly attested on the front side

I hereby declare that all the entries made in this card are correct to the best of my knowledge.

Date ..... Specimen signature of the candidate

Information furnished by the student, his/her photo and specimen signatures are attested.

Date .....

Hony. Director





## **CENTRE FOR DISTANCE AND OPEN LEARNING**

**Jamia Millia Islamia**

Maulana Mohammed Ali Jauhar Marg, Jamia Nagar, New Delhi-110025  
<http://jmi.ac.in/cdol>