



**CENTRE FOR DISTANCE AND ONLINE EDUCATION**  
**Jamia Millia Islamia, New Delhi**

**PROGRAMME GUIDE**  
**2022-23**

**Master of Commerce**  
**(Online/Distance Mode)**



**MESSAGE FROM CDOE**

Dear Students,

It is a pleasure welcoming you to Jamia Millia Islamia for the Distance Mode **Master Commerce (M.Com)** Programme being offered at the Centre for Distance and Online Education.

Education, needless to reiterate, is a *sine qua non* for the growth of a nation and personality development of its citizens. Distance education is one of the many multi- pronged instrument adopted to promote literacy across India. It aims not just at fostering social mobility and lifelong education but also at upholding the core values of the Indian Constitution and society, that is, democracy, secularism, social justice and equality of opportunity.

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.

**Professor Jessy Abraham**  
**Hony. Director**  
**Centre for Distance and Online Education,**  
**Jamia Millia Islamia, New Delhi**

**CONTENTS**

1.	About the Programme	Page No.
1.1	Introduction of the Programme	4
1.2	Objectives of the Programme	4
1.3	Duration of the Programme	4
1.4	Medium of Instruction	4
1.5	Programme Fee	4
1.6	Brief Course Structure	5
2.	Counseling Session	7
2.1	Mode of Instruction	7
3.	Update Regarding Academic Activities	7
4.	Academic Calendar	7
5.	Learner Support Centre	7
6.	Evaluation System	8
6.1	Assignments	8
6.2	Semester Examinations	8
6.2.1	Semester Examination Form	8
6.2.2	Semester Examination Date-Sheet	8
7.	Semester End Examination Result	9
7.1	Declaration of Result	9
7.2	Grievance Committee	9
7.3	Promotion to the next Semester of the Programme	9
7.4	Re-evaluation of Answer Scripts	10
7.5	Improvement of Result	10
8.	General Regulation	10
9.	Renewal Regulations	12
10.	Forms	13

---

**PROGRAMME COORDINATOR**


---

**Dr. MOHD. AFZAL SAIFI**

**Assistant Professor (Commerce)**

Centre For Distance and Online  
Education

Jamia Millia Islamia,  
New Delhi-110025.

---

**1. ABOUT THE PROGRAMME**


---

**1.1 Introduction of the Programme**

The CDOL has developed an innovative programme **Master of Commerce (M. Com)** with emphasis on Finance, Marketing and Human Resources. The basic objectives of the programme are to prepare the students with necessary conceptual, entrepreneurial and analytical skills required for handling modern and technical business operations at both national and international levels.

**1.2 Objectives of the Programme**

This programme aims to achieve the following objectives:

- To provide an opportunity to get an M. Com degree to those who find it difficult or even impossible to pursue regular M. Com course at a university either due to their job commitments or other circumstances;
- To help the learners study at their own pace, and from their own chosen place.
- To develop various skills in matters related to Commerce, Finance, Marketing and Human Relations;
- To create an additional avenue of self-employment and also to benefit various institutions/organizations engaged in business and commerce; and
- To prepare students to exploit opportunities, being created in the field of commerce due to the processes of Globalization, Privatization and Liberalization.

**1.3 Duration of the Programme**

Minimum duration of the Programme: 4 Semesters/ 2 (Two) Year

Maximum duration of the Programme: 10 Semesters/ 5 (five) Year

**1.4 Medium of Instruction:**

English

(The SLMs and Question Papers will be provided in English and Hindi both. However, the Assignments questions will be provided only in English.)

**1.5 Programme Fee:**

Previous Year	Rs. 12000/- p/a (Two Semester)
Final Year	Rs. 12000/- p/a (Two Semester)

**Note:** Rs. 12,000/- (Twelve Thousand) per annum (Two Semesters) to be paid in advance in the beginning of each academic year.

### 1.6 Brief Programme Structure

#### Papers offered in M. Com- Online/Distance Mode

Year	Semester	Semester
First	I	II
Second**	III	III

#### Semester-I

Paper Code	Paper Title	Paper Credit	Counselling Sessions (2 Hrs Each)	Marks Allotted		
				Theory	Assignment	Total Marks
MCM-101	Managerial Economics	4	5	70	30	100
MCM-102	Statistical Analysis	4	5	70	30	100
MCM-103	Accounting for Managerial Decisions	4	5	70	30	100
MCM-104	Marketing Management	4	5	70	30	100
MCM-105	Organisational Behaviour	4	5	70	30	100
<b>Total</b>		<b>20</b>	<b>--</b>	<b>350</b>	<b>150</b>	<b>500</b>

#### Semester-II

Paper Code	Paper Title	Paper Credit	Counselling Sessions (2 Hrs Each)	Marks Allotted		
				Theory	Assignment	Total Marks
MCM-201	Business Environment	4	5	70	30	100
MCM-202	Financial Management and Policy	4	5	70	30	100
MCM-203	Corporate Legal Framework	4	5	70	30	100
MCM-204	Corporate Accounting and Disclosure	4	5	70	30	100
MCM-205	Research Methodology for Business	4	5	70	30	100
<b>Total</b>		<b>20</b>	<b>--</b>	<b>350</b>	<b>150</b>	<b>500</b>

## Semester-III

Paper Code	Paper Title	Paper Credit	Counselling Sessions (2 Hrs Each)	Marks Allotted		
				Theory	Assignment	Total Marks
MCM-301	Corporate Tax Planning and Management	4	5	70	30	100
MCM-302	Human Resource Management	4	5	70	30	100
MCM-303	Entrepreneurship Development	4	5	70	30	100
MCM-304	Specilization Paper-I	4	5	70	30	100
MCM-305	Specilization Paper-II	4	5	70	30	100
<b>Total</b>		<b>20</b>	<b>--</b>	<b>350</b>	<b>150</b>	<b>500</b>

## Semester-IV

Paper Code	Paper Title	Paper Credit	Counselling Sessions (2 Hrs Each)	Marks Allotted		
				Theory	Assignment	Total Marks
MCM-401	Strategic Management	4	5	70	30	100
MCM-402	International Business	4	5	70	30	100
MCM-403	Retail Marketing Management	4	5	70	30	100
MCM-404	Specilization Paper-III	4	5	70	30	100
MCM-405	Specilization Paper-IV	4	5	70	30	100
MCM-406	Project Work	2	--	--	---	100
<b>Total</b>		<b>22</b>	<b>--</b>	<b>350</b>	<b>150</b>	<b>600</b>
<b>Total Credits for All 4 Semester</b>		<b>82</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>

**\*\*Note: The detailed syllabus of compulsory and optional papers to be offered in M. Com III & IV Semester are to be decided by the subject experts committee.**

---

## 2. COUNSELLING SESSION

---

Counseling sessions are held at the learner support center normally on weekends within the general academic scheduled of the Programme. **You should note that the counseling sessions are not classroom teaching or lectures. Counselors will not be delivering lectures as in conventional teaching on the contrary discussions will try to help you to overcome difficulties which you face while going through the SLM. In these sessions, learner must try to resolve your subject-based difficulties and any other related problems. Before you proceed to attend the counseling sessions, please go through your course materials and make a plan of the points to be discussed.** The detailed schedule of the counseling sessions will be available on the University Website: <https://www.jmi.ac.in/cdoe/cschedule>

Counseling sessions will be organized for all theory courses. The counseling duration and time for each theory course will consist of 7 sessions of 2 hours each. Attending the counseling 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 CDOE, besides counseling sessions and other exercises such as assignments etc. (The SLM will be provided in English and Assignments and Question Papers will be provided only in English.)

---

## 3. UPDATES REGARDING ACADEMIC ACTIVITIES

---

Students are advised to remain in touch with their respective Learner Support Centre/programme coordinator and visit the CDOE and COE, JMI websites for the updates regarding academic activities pertaining to their Programme. Further, they should follow the Academic Calendar provided to them for the current academic year.

---

## 4. ACADEMIC CALENDAR

---

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 - <https://www.jmi.ac.in/bulletinboard/academic-calendar/cdol> as well as on the notice board of Centre for Distance and Online Education / Learner Support Centers.**

---

## 5. LEARNER SUPPORT CENTRE

---

The Learner Support Centre to which you have been admitted will remain your Learner Support Centre till you clear all components of the programme during maximum duration of the programme. No student would be permitted to change his/her Learner Support Centre at any point of time. All the activities related to Counseling, Assignments and Semester End Examinations will be held at the Learner Support Centre only. However, the CDOE, JMI reserves the right to discontinue/change the Examinations/ Learner Support Centre at any point of time as it deems appropriate.

---

## 6. EVALUATION SYSTEM

---

### 6.1 Assignments

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

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 Semester End Examinations

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

#### 6.2.1 Semester End Examination Form

You must fill in the Semester End Examination Form online through Distance Students Exam Portal as per the instruction given in the notification issued on Controller of Examination, JMI website <http://jmicoe.in/>. The examination forms should be submitted on or before the last date mentioned in the **Academic Calendar/Notice from the Controller of Examination JMI.**

#### 6.2.2 Semester Examination Date-Sheet

After the successful submission of Examination Form, the Admit Card will be generated 15 days before the commencement of the Semester End Examination. In case you fail to download the Admit Card before the commencement of examination, you may contact your Examinations Centre / Learner Support Centre. 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 Semester End Examinations, it is your responsibility to check whether you are registered for the programme and eligible to appear for that examination. If any of the above requirements are found missing, your examination is liable to be cancelled.

---

## **7. SEMESTER END EXAMINATION RESULT**

---

The evaluation consists of two parts (i) Assignments (ii) Semester End Examination. In the final result all the Assignments of a course will carry 25% weight age while 75% weight age will be given to the Semester End Examination.

### **7.1 Declaration of Result**

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

- (a) at least 33% marks in each component of theory papers i.e. in assignments and Semester 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; and

#### **Division**

- (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.

#### **Grievance committee:**

- (i) VC Nominee (Subject)
- (ii) Hony. Director
- (iii) Subject Expert from concerned Department
- (iv) Academic Coordinator

### **7.2 Promotion to the next Semester of the Programme**

- No candidate shall be permitted to move to the third semester if he/she has a backlog of more than 50% of the courses of the first and second semesters combined.
- 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 (Semester End 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 online portal/Demand Draft if he/she wishes to continue through the Programme.

### 7.3 Re-evaluation of Answer Scripts

No request for re-evaluation of the result declared in any course shall be entertained. However, the re- totaling of marks of an answer book will be permitted on submission of an application along with the prescribed fee by the candidate to the Controller of Examinations.

### 7.4 Improvement of Result

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

- A student may be allowed to improve his/her grade in any two of the courses in the next semester. However, the improvement of the odd/even semester course will be permitted in the next odd/even Semester End Examination only.
- Improvement examination will be held in Theory courses only.
- The appearance at such an examination in the course will be allowed only once. No further chance will be given under any circumstances.
- For the purpose of determining the final division/ grade, the grades obtained by the candidate in the improvement examination only will be taken into consideration.

---

## 8. GENERAL REGULATIONS

---

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

- **Programme Fee:** The Programme fee is payable in advance each year, irrespective of results through **through CDOE Online Fee Payment Portal** on or before the date fixed by CDOE, 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.

**Table: Renewal and other Fee applicable for M.COM (Distance Mode)**

Sl. No.	M.COM (Distance Mode)	Fees/Charges (Rs.)
1.	Programme/Renewal Fees (to be paid for final Year)	12000/-
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 Semester Examination form with late fees up to 4 weeks.	500/-
5.	Submission of Semester Examination form with late fees beyond 4 weeks up to the next 4 weeks.	600/-
6.	Re-appearing in Semester Examination (In case of absence/fail/improvement)	500/- (Per paper/course)
7.	Re-Registration Fee*	3600.00/-
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 medium of course 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 (4 Semester) and desires to continue the Programme after the lapse two years 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 **through CDOE Online Fee Payment Portal.**

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



# JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

*Distance Mode*

## APPLICATION FOR CERTIFICATE

*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 & Online Education  
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 Part  
..... 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..... Part ..... 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 .....



# JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

*Distance Mode*

## APPLICATION FOR CERTIFICATE

*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.....  
 (Semester 200..... Particulars of papers in which Re-evaluation is required is given below:

	Course/Paper (see Paras 5&12)	<u>MARKS</u> 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 a Semester 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.



**Centre for Distance and Online Education**  
**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 Incharge / 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.....Part.....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> (For above – mentioned Duplicate Certificate attach a copy of F.I.R)	<b>200</b>
<b>3. MIGRATION CERTIFICATE</b>	
<b>a)</b> After passing the examination for which the applicant was studying	<b>50</b>
<b>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 (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.





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

*Distance ode*

**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.....Part.....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 year's 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 alongwith 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 instructions given by Examination Department.

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



**Centre For Distance and Online Education**  
**JAMIA MILLIA ISLAMIA**  
**Maulana Mohammed Ali Jauhar Marg**  
Jamia Nagar, New Delhi 110025  
**Ph: 26929226, 26981717 -Ext: 4224, 4227 Fax: 26921264**  
**Website: [www.jmi.ac.in](http://www.jmi.ac.in)**