



جامعہ ملیہ اسلامیہ
जामिया मिल्लिया इस्लामिया
JAMIA MILLIA ISLAMIA
(A Central University by an Act of Parliament)

(Grade 'A' by NAAC)

STUDENTS' HANDBOOK
2019-20

Jamia Millia Islamia
Maulana Mohammed Ali Jauhar Marg, Jamia Nagar
New Delhi - 110025

JAMIA STUDENTS' HANDBOOK 2019-20

Jamia Millia Islamia

Issued by:
Office of the Dean, Students' Welfare

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VICE-CHANCELLOR'S MESSAGE

Jamia Millia Islamia is a premier institution of higher education of India which is recording continuous improvement in its national and international rankings. Each year our new students give us new hope and momentum, and we are continuously striving to better serve our students with high quality and relevant academic programmes. To enrich your student life and experience we have several clubs, societies, hobby workshops and sports facilities.

The office of the Dean, Students Welfare brings out yearly 'Students Handbook' to give you a ready reckoner on fellowship/scholarship opportunities, cultural, health and hostel facilities. It is also a primer on subject association, attendance, examination and discipline related issues.

It may, however, be noted that these opportunities are ever expanding and rules change to incorporate new realities. You are therefore advised to be always in touch with relevant department, entities and website (jmi.ac.in) of Jamia for details and update.

Students life is filled with new freedom and opportunities and I invite you to maximize your stay at Jamia with the note that diversity and discipline are our core and uncompromising values.

DISCLAIMER

Basic information about the University has been provided for the guidance of Jamia students. All efforts have been made to make the information as accurate as possible. However, in case of any discrepancy, the relevant Statutes / Ordinances will prevail. All students are, therefore, advised to go through the Statutes and Ordinances also and all relevant notifications available on the University's website at <http://www.jmi.ac.in>

Registrar

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جامعہ کا ترانہ

دیار شوق میرا دیار شوق میرا
 شہر آرزو میرا شہر آرزو میرا
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 یہیں سے لالہ صحرا کو یہ سراغ ملا
 دیار شوق میرا، شہر آرزو میرا
 یہ اہل شوق کی ہستی یہ سرپھروں کا دیار
 یہاں کے رسم و رہ سے کئی جدا سب سے
 یہاں پہ تشنہ لبی سے کئی کا حاصل ہے
 دیار شوق میرا، شہر آرزو میرا
 یہاں پہ شمع ہدایت ہے صرف اپنا ضمیر
 سفر ہے دین یہاں، کفر ہے قیام یہاں
 شناوری کا تقاضہ ہے نو پہ نو طوفان
 دیار شوق میرا، شہر آرزو میرا

از: محمد خلیق صدیقی

جامییا کا ترانا

دھارے شاک میرا، دھارے شاک میرا
 شہرے آرزو میرا، شہرے آرزو میرا
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مؤ0 خلیق صدیقی

Jamia Millia Islamia

Jamia was established in 1920 by a group of nationalist Muslim intelligentsia at Aligarh, Uttar Pradesh during the Khilafat and Non-Cooperation Movement in response to Gandhiji's call to boycott government-supported educational institutions. Among those who enthusiastically responded to this call were Shaikhul Hind Maulana Mahmud Hasan, Maulana Mohammed Ali Jauhar, Hakim Ajmal Khan, Dr. Mukhtar Ahmad Ansari, Abdul Majeed Khwaja and Dr. Zakir Husain and others. In 1925, its campus shifted from Aligarh to Delhi and the foundation stone of the present campus was laid on March 1, 1930. Since then, it has been continuously growing, always refurbishing its methods and branching out from time to time to meet new needs. True to the ideals of its founders, it has, over the years, tried to enhance the physical and mental development of its students, and has become known as a premier educational institution of the country. Recognizing its contributions in the field of teaching, research and extension work, Jamia Millia Islamia was declared a Deemed University under Section 2 of University Grants Commission (UGC) Act in 1962. Jamia was declared a Central University, as per Jamia Millia Islamia Act 1988, which was passed by the Parliament on December 26, 1988.

Jamia Millia Islamia is an ensemble of a multi layered educational system, which covers all aspects of schooling, undergraduate and postgraduate education and research. The University recognizes that teaching and research are complementary activities that can advance its long-term interests. It has Natural Sciences, Social Sciences, Engineering & Technology, Education, Humanities & Languages, Architecture & Ekistics, Fine Arts, Law and Dentistry Faculties. It also has the well-known Centre namely the AJK Mass Communication Research Centre besides several other research Centers that have given an edge to Jamia in terms of critical research in various areas. These initiatives aim to promote new and emerging areas of research and programmes that can offer opportunities to its students and teachers to expand their horizons. Jamia Millia Islamia conducts Undergraduate, Postgraduate, M. Phil. and Ph.D. as well as Diploma and Certificate courses.

Jamia Millia Islamia has been declared a "**Minority Institution**" by National Commission for Minority Educational Institutions on February 22, 2011 under Article 30 (1) of the Constitution of India read with Section 2 (G) of the National Commission for Minorities Institutions Act.

Today, Jamia Millia Islamia is "A" grade Central University accredited by NAAC. Jamia Millia Islamia continues to cater to the interests of students from all communities, but also aims to meet the particular needs of the disadvantaged sections of the Muslim society. True to the legacy of its founders, it continues to support measures for affirmative action and foster the goals of building a secular and modern system of integrated education.

Officers of the Jamia Millia Islamia

Amir-e-Jamia (Chancellor)	:	Dr. Najma A. Heptulla
Shaikh-ul-Jamia (Vice-Chancellor)	:	Prof. Najma Akhtar
Registrar	:	Mr. A. P. Siddiqui, IPS
Dean, Faculty of Humanities & Languages	:	Prof. Asaduddin
Dean, Faculty of Social Sciences	:	Prof. N.U. Khan
Dean, Faculty of Natural Sciences	:	Prof. M. Sami
Dean, Faculty of Education	:	Prof. Aejez Masih
Dean, Faculty of Engineering & Technology	:	Prof. Ibrahim
Dean, Faculty of Law	:	Prof. Sajid Zaheer Amani
Dean, Faculty of Architecture & Ekistics	:	Prof. Hina Zia
Dean, Faculty of Fine Arts	:	Prof. Nuzhat Kazmi
Dean, Faculty of Dentistry	:	Prof. Sarita Kohli
Dean, Students' Welfare	:	Prof. Seemi Farhat Basir
Finance Officer	:	Mr. A.P. Siddiqui, IPS
Librarian (Dr. Z.H. Library)	:	Dr. Tariq Ashraf
Offg. Controller of Examinations	:	Mr. Jitender Singh

Academic Calendar

An Academic Calendar is released every year in Jamia Millia Islamia, which includes information about commencement of the academic session, examinations and vacations of the University. There are two different academic calendars – one for the Annual System and the other for the Semester System.

For details of the Academic Calendar of every new Academic Session, please visit the University Website <http://jmi.ac.in>

The Academic Calendar for the Academic Session 2019-20 is given below:

FACULTY OF ARCHITECTURE & EKISTICS	
EVENTS	DATE (S)
Commencement of the Academic Session	16 July, 2019
Commencement of Teaching	18 July, 2019
Last date for re-admission to continuing classes	31 July, 2019 OR within 15 days of the declaration of result, whichever is earlier.
Last date for completing admission to 1 st semester courses.	As Notified by the University
Foundation Day and Talimi Mela	28-31 October, 2019
Annual Convocation	Any day between 27-31 October, 2019
End of Teaching for odd term/semester B.Arch./M.Arch.	29 November, 2019
B.Arch Jury & Viva-Voce for odd semester, M.Arch. Semester Exams/Viva-voce	3-10 December, 2019
Commencement of Teaching for Even Term / Semester for B.Arch/M.Arch.	11 December, 2019
WINTER VACATION	24 December, 2019 to 15 January, 2020
Inter University Cultural Festival (MIRAAS)	17-21 February, 2020
End of Teaching in B.Arch.	24 April, 2020
Commencement of Examination / Viva-voce of B.Arch.	01 May, 2020
End of teaching in M.Arch. even semester	30 April, 2020
Commencement of Viva-voce / examination of M.Arch. even semester	05 May, 2020
Declaration of Examination Results	Last week of June, 2020
SUMMER VACATION	16 May to 15 July, 2020

FACULTY OF DENTISTRY	
Commencement of the Academic Session & Teaching: BDS II, III & IV year BDS I year	16 July, 2019 01 August, 2019
Last date for re-admission to continuing classes	01 August, 2019 OR within 15 days of the declaration of result, whichever is earlier,
Last date for completing admission (for I year only)	As notified by the University
Commencement of Clinical Teaching for III & IV BDS	02 July, 2019 onwards
Commencement of Supplementary Examination	2 nd week of August, 2019
Commencement of Rotatory Internship	02 September, 2019
Foundation Day and Talimi Mela	28-31 October, 2019
Annual Convocation	Any day between 27-31 October, 2019
1st Internal Assessment Examination	2nd Week of November, 2019
Winter vacation for Faculty members- First Half- Second Half-	09 December, 2019 to 01 January, 2020 03 - 26 January, 2020 02 January, 2020 will be common working day
Winter vacations for students: III year BDS I, II & IV year BDS	11 - 23 December, 2019 24 December, 2019 to 05 January, 2020
2nd Internal Assessment Examination	1st Week of February, 2020
Inter University Cultural Festival (MIRAA)	17-21 February, 2020
Zest - Cultural, Literacy & Sports Programmes	Last week of February 2020
Sent-up Examination	3 rd week of April, 2020 onwards
End of teaching	15 May, 2020
Preparation Leave for students	16 - 25 May, 2020
Annual Professional Examination	27 May, 2020 onwards
Declaration of results	2 nd Week of July, 2020
Summer vacations for faculty members : First Half Second Half	16 May, 2020 to 30 June, 2020 02 July, 2020 to 15 August, 2020 01 July, 2020 will be common working day
Summer vacation for students: III & IV year BDS I & II year BDS	After Annual Examination till 30 June, 2020 After Annual Examination till 15 July, 2020
Commencement of Clinical Teaching for III, IV BDS	02 July, 2020
Commencement of Lecture for BDS II, III and IV BDS	16 July, 2020

Vacations shall be taken by the Faculty in two halves, as continuity in Dental OPD and patient care demands regular supervision. Faculty working in vacation period shall be given due earned leave in lieu of duties performed during University vacations as per existing rules and regulations followed in other Central Universities.

FACULTY OF EDUCATION AND FACULTY OF HUMANITIES & LANGUAGES (FOR THE PROGRAMS BASED ON SEMESTER SYSTEM)	
EVENTS	DATE (S)
Commencement of the Academic Session	16 July, 2019
Commencement of Teaching of Odd Semester (Excluding 1 st Semester) [F/o Education]	16 July, 2019
Commencement of Teaching of Odd Semesters (Excluding 1 st Semester) [F/o Humanities & Lang.]	19 July, 2019
Last date for re-admission to continuing classes	8 August, 2019 OR within 15 days of the declaration of result whichever is later.
Commencement of teaching of 1 st Semester [F/o Education]	31 July, 2019
Commencement of Teaching of 1 st Semester [F/o Humanities & Lang.]	1 August, 2019
Last date for completing admission to 1 st Semester	As notified by the University
1 st Mid Semester Examinations of Odd Semesters	2 nd week of September, 2019
Foundation Day and Talimi Mela	28-31 October, 2019
Annual Convocation	Any day between 27-31 October, 2019
2 nd Mid Semester Examinations of Odd Semesters	1 st Week of Novemebr, 2019
End of Teaching for Odd Semesters	4 th Week of Novemebr, 2019
End Semesters Exams [F/o Education]	2 nd & 3 rd Week of Decemebr, 2019
End Semesters Exams [F/o Humanities & Lang.]	2 nd Week of Decemebr, 2019
WINTER VACATION	24 December, 2019 to 15 January, 2020
Commencement of Teaching for Even Semesters	16 January, 2020
Declaration of Examinations Results	30 January, 2020
Inter University Cultural Festival (MIRAAS)	17-21 February, 2020
1 st Mid Semester Examinations of Even Semester	3 rd Week of February, 2020
2 nd Mid Semester Examinations of Even Semesters	2 nd Week of April, 2020
End of Teaching for Even Semesters	Last Week of April, 2020
End Semester Examinations of Even Semesters [F/o Education]	End of April / 1st Week of May, 2020
Declaration of Examinations Results [F/o Education]	30 June, 2020
Declaration of Examinations Results [F/o Humanities & Lang.]	1 st Week of July, 2020
SUMMER VACATION	16 May to 15 July, 2020
FACULTY OF EDUCATION AND FACULTY OF HUMANITIES & LANGUAGES (FOR THE PROGRAMS BASED ON ANNUAL SYSTEM)	
EVENTS	DATE (S)
Commencement of Teaching of Continuing classes (2 nd Yr. [F/o Education])	16 July, 2019
Commencement of Teaching of Continuing classes (2 nd Yr.) [Faculty of Humanities & Languages]	19 July, 2019

Commencement of New Academic Session (1 st Year)	01 August, 2019
Last date for re-admission to continuing classes	8 August, 2019 OR within 15 days of the declaration of result whichever is later.
Last date for completing admission to 1 st Year program	As notified by the University
DEP for D.El. Ed. and B.Ed. (2 nd Year) [F/o Education]	Mid-August to End-December, 2019
Foundation Day and Talimi Mela	28-31 October, 2019
Annual Convocation	Any day between 27-31 October, 2019
SEP for D.El. Ed. and B.Ed. (1 st Year) [F/o Education]	1 st Week of November, 2019
Cultural Activities - CCA and NSS [F/o Education]	Mid-December, 2019
WINTER VACATION	24 December, 2019 to 15 January, 2020
Commencement of Teaching after winter vacation	16 January, 2020
Inter University Cultural Festival (MIRASS)	17-21 February, 2020
Annual Sports Day [Faculty of Education]	Mid March, 2020
Annual Day Celebration [Faculty of Education]	End of March, 2020
End of Teaching (Annual System)	31 March, 2020
Commencement of Annual Examinations [F/o Education]	2 nd Week of April, 2020
Commencement of Annual Examinations [Faculty of Humanities & Languages]	01 April, 2020
Declaration of Results [F/o Humanities & Languages]	Last Week of June, 2020
SUMMER VACATION	16 May to 15 July, 2020
FACULTY OF ENGINEERING & TECHNOLOGY	
EVENTS	DATE (S)
Commencement of the Academic Session	16 July, 2019
Last date for re-admission to continuing classes	15-days from the date of commencement of the academic session or by the prescribed date, whichever is later.
Last date for completing admission (for 1 st Semester only)	As notified by the University
1 st Mid Semester Examination to Odd Semester	16-20 September, 2019
Display of Marks and showing answer-scripts to students	First week of October, 2019
Foundation Day and Talimi mela	28-31 October, 2019
Annual Convocation	Any day between 27-31 October, 2019
2 nd Mid Semester Examination of Odd Semester	04-08 November, 2019
Display of Marks and showing answer-scripts to students	Third week of November, 2019
Teaching Ends for Odd Semester	22 November, 2019
End Semester Examination	29 November, 2019
Practical Examination	Soon after the theory exams are over
Declaration of Result	15 January, 2020
WINTER VACATION	24 December, 2019 to 15 January, 2020

Commencement of teaching of Even Semester	16 January, 2020
Ineter University Cultural Festival (MIRAAS)	17-21 February, 2020
1 st Mid Semester Examination of Even Semester	02-06 March, 2020
Display of marks and showing answer-scripts to students	2 nd week of March, 2020
2 nd Mid Semester Examination of Even Semester	13-17 April, 2020
Display of marks and showing answer-scripts to students	Last week of April, 2020
Teaching Ends for Even Semester	01 May, 2020
End Semester Examination	08 May, 2020
Practical Examination	Soon after the theory exams are over
Declaration of Even Semester Result	15 June, 2020
SUMMER VACATION	16 May to 15 July, 2020
FACULTY OF LAW	
EVENTS	DATE (S)
Commencement of the Academic Session	16 July, 2019
Commencement of Teaching of Odd Semesters except Semester - I of B.A. L.L.B (Hons.) and L.L.M	17 July, 2019
Last date for re-admission to continuing classes	09 August, 2019
Commencement of Teaching of Semester - I of B.A. L.L.B (Hons.) and L.L.M	05 August, 2019
Sessional Tests	3 rd Week of September, 2019
Foundation Day and Talimi Mela	28-31 October, 2019
Annual Convocation	Any day between 27-31 October, 2019
Seminar Presentations / Practical Trainings / Viva-Voce of B.A L.LB (Hons.).	18-24 November, 2019
Last Date of Teaching of B.A. L.L.B (Hons.)	28 November, 2019
Submission of Marks of Internal Assignment / Project	30 November, 2019
Commencement of Semester Examination of B.A. LL.B. (Hons.)	02 December, 2019
Last Date of Teaching of L.L.M	06 December, 2019
Commencement of Semester Examination of L.L.M	11 December, 2019
WINTER VACATION	24 December, 2019 15 January, 2020
Commencement of Teaching for Even Semester	16 January, 2020
Declaration of Examination Results	30 January, 2020
Inter University Cultural Festival (MIRAAS)	17-21 February, 2020
Sessional Tests	2 nd Week of March, 2020
Seminar Presentations / Practical Trainings / Viva-Voce of B.A. LL.B. (Hons.) Project & Viva	3 rd Week of April, 2020
End of Teaching for Even Semester B.A. LL.B. (Hons.)	30 April, 2020

End Semester Examinations of Even Semester B.A. LL.B. (Hons.)	04 May, 2020
End of Teaching for Even Semester LL.M.	08 May, 2020
End Semester Examinations of Even Semester LL.M.	11 May, 2020
Declaration of Examinations Results	30 June, 2020
SUMMER VACATION	16 May to 15 July, 2020
FACULTY OF NATURAL SCIENCES	
EVENTS	DATE (S)
Commencement of the Academic Session	16 July, 2019
Commencement of Teaching of Odd Sem. (Excluding 1st Sem.)	16 July, 2019
Last date for re-admission to continuing classes	9 August, 2019 OR within 15 days of the declaration of result
Commencement of Teaching of 1 st semester Programs	01 August, 2019
Last date for completing admission to 1 st semester Programs	As notified by the University
1 st Mid Semester Examinations of Odd Semesters	Last Week of September, 2019
Foundation Day and Talimi Mela	28-31 October, 2019
Annual Convocation	Any day between 27-31 October, 2019
End of Teaching for Odd Semesters	Last Week of November, 2019
2 nd Mid Semester Examinations of Odd Semesters	Last Week of November, 2019
Practical Examinations	1 st Week of December, 2019
End Semesters Exams	2 nd Week of December, 2019
Declaration of Examinations Results	30 January, 2020
WINTER VACATION	24 December, 2020 to 15 January, 2020
Commencement of Teaching for Even Semesters	16 January, 2020
Inter University Cultural Festival (MIRAAS)	17-21 February, 2020
1 st Mid Semesters Exams of Even Semesters	Last Week of February, 2020
End of Teaching for Even Semesters	Last Week of April, 2020
2 nd Mid Semesters Exams of Even Semesters	Last Week of April, 2020
Practical Examinations	1 st Week of May, 2020
End Semester Examinations of Even Semesters	2 nd Week of May, 2020
Declaration of Examinations Results	29 June, 2020
SUMMER VACATION	16 May to 15 July, 2020
FACULTY OF SOCIAL SCIENCES FOR THE PROGRAMS BASED ON ANNUAL SYSTEM	
EVENTS	DATE (S)
Commencement of the Academic Session	16 July, 2019
Commencement of Teaching of continuing classes	19 July, 2019

Last date for re-admission to continuing classes	8 August, 2019
Last date for completing admission to 1 st Year Programs	As notified by the University
Foundation Day and Talimi Mela	28-31 October, 2019
Annual Convocation	Any day between 27-31 October, 2019
WINTER VACATION	24 December, 2019 to 15 January, 2020
Commencement of Teaching	16 January, 2020
Inter University Cultural Festival (MIRAAS)	17-21 February, 2020
End of teaching in the faculty/Centres where examinations are based on Annual System	30 March, 2020
Commencement of Examinations	01 April, 2020
Declaration of Examinations Results	Last Week of June, 2020
SUMMER VACATION	16 May to 15 July, 2020
FACULTY OF SOCIAL SCIENCES AND FACULTY OF FINE ARTS FOR THE PROGRAMS BASED ON SEMESTER SYSTEM	
EVENTS	DATE (S)
Commencement of the Academic Session	16 July, 2019
Commencement of Teaching of Odd Sem. (Excluding 1 st Sem.)	19 July, 2019
Last date for re-admission to continuing classes	8 August, 2019 OR within 15 days of the declaration of result whichever is later.
Commencement of teaching of 1 st semester Programs	31 July, 2019
Last date for completing admission to 1 st Semester Programs	As notified by the University
1 st Mid Semester Examinations of Odd Semesters	2 nd Week of September, 2019
Foundation Day and Talimi Mela	28-31 October, 2019
Annual Convocation	Any day between 27-31 October, 2019
2 nd Mid Semester Examinations of Odd Semesters	1 st Week of November, 2019
End of Teaching for Odd Semesters	4 th Week of November, 2019
End Semester Exam including Practical	2 nd Week of December, 2019
Declaration of Examinations Results	30 January, 2020
WINTER VACATIONS	24 December, 2019 to 15 January, 2020
Commencement of Teaching for Even Semesters	16 January, 2020
Inter University Cultural Festival (MIRAAS)	17-21 February, 2020
1 st Mid Semester Exams of Even Semesters	3 rd Week of February, 2020
2 nd Mid Semester Exams of Even Semesters	2 nd Week of April, 2020
End of Teaching for Even Semesters	End of April, 2020
Practical Examinations	7-14 May, 2020
End Semester Examinations of Even Semesters	2nd Week of May, 2020
Declaration of Examinations Results	01 July, 2020
SUMMER VACATION	16 May to 15 July, 2020

Students' Welfare Activities

As per **Ordinance** 21 (XXI) of Jamia Millia Islamia, the Dean, Students' Welfare in the University shall look after the general welfare of the students, as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and those aspects of the University life outside the classroom, which contribute to their growth and development as mature and responsible human beings.

Students' Grievances: The Dean, Students' Welfare is also mandated to redress all students' grievances. The Dean, Students' Welfare is the Nodal Officer responsible for monitoring all students' grievances. All kinds of grievances related to academic and administrative issues, entitlements to various facilities, issues of discrimination, Student-Teacher and Student-Administration relationship, residential life of the students, etc. may be brought to the attention of the Dean, Students' Welfare who will redress students' grievances, through official mechanism.

The details of students' welfare activities and other related matters addressed by the Dean, Students' Welfare is listed in this Student Handbook.

Subject Associations

The Constitution of the Subject Association Jamia Millia Islamia

A) Preamble:

There shall be a "Subject Association" indicating the name of respective Departments, in every Dept. of Studies in the University which shall endeavour to organize academic and co-curricular activities. Such Associations shall undertake steps towards developing academic atmosphere thereto generating creative activities in the departments.

B) Aims and Objectives:

The Subject Association shall:

1. Organize academic activities such as students' seminars, extension lectures, debating competitions and various other co-curricular activities in the departments.
2. Encourage all students to participate in academic and co-curricular activities as they shall be organized by the University from time to time.
3. Endeavour towards associating themselves with the community development works as it may be undertaken by a concerned department or the University as such and
4. Organize such activities which may be necessary and incidental to achieving the aforesaid aims and objectives.

C) Membership:

1. Each bonafide student of the concerned Department paying fees towards Subject Association Fund shall be the member of the Subject Association.
2. B.A./B.Sc. programme students of the Faculties of Natural Sciences & Social Sciences shall have their association with bonafide students as its members.

D) Office Bearers:

The Association shall have the following office bearers:

1. President: The Head of the Department shall be the Ex-Officio President of a Subject Association, provided that, in case of B.A./B.Sc. programme, the Dean, Faculty of Natural Sciences, Social Sciences shall be the President accordingly.

2. Vice-President
3. General Secretary
4. Joint Secretary

The Office bearers shall be elected by the Class Representatives whereby the positions shall be allotted in order from the senior most class to classes in descending order.

Fellowships, Scholarships and Gold Medals for Students

General:

The University offers fellowships and scholarships to students. Fellowships shall be awarded to students of Ph. D. and M. Phil. programmes. Scholarships shall be awarded to students of various programmes of study in the University except the Ph. D. and M. Phil. Programmes.

University Gold Medals

Gold Medals shall be awarded to students who successfully complete their respective courses in the minimum prescribed duration of an undergraduate / postgraduate / diploma programmes and secure the first rank in the examination.

The Institute of Chartered Accountants of India (ICAI) has instituted a Gold Medal for the topper student of B. Com. (Hons) final year.

Ms. Nafisa Vahanvati has instituted “Dr. Goolam E. Vahanvati Gold Medal and Cash Award” to the topper student of LL.M.

It is clarified that gold medals shall not be awarded to “private candidates” of any programme and also to candidates of “open and distance learning streams”.

The details about the above mentioned fellowships, scholarships and Gold Medals may also be found in Ordinance 31 (XXXI) (Academic) on the Jamia website: http://jmi.ac.in/ordinances/ordinances_ac.pdf.

List of Research Fellowships for Jamia Students

1. Research Fellowships for Research Staff
2. Research Fellowships for Ph. D. programmes
3. UGC Non-Net Fellowships for Ph. D. Students
4. UGC Non-Net Fellowships for M. Phil. Students

List of Scholarships for Jamia Students

1. Jamia Merit Scholarships
2. Merit Scholarship of the Centre for Management Studies for MBA I & II semester (Full time)
3. Means Scholarship of the Centre for Management Studies for MBA (Full time)
4. Scholarship for International Exchange Programme, offered by the Centre for Management Studies
5. Jamia Teachers Scholarship
6. SC/ST/OBC/Minorities Scholarships from various States
7. Jamia Central Scholarships

8. Sponsored Scholarship
9. Dr. A. P. J. Abdul Kalam Scholarship

List of Sponsored Scholarships

1. Sponsored Scholarships for students in various Faculties/Centres of Jamia
2. Islamic Studies Scholarship for the topper student of Department of Islamic Studies
3. Scholarship for topper student of the Department of Arabic
4. Barrister and Mrs. Nooruddin Ahmad and Fareed Ahmad Scholarships
5. Razmi Rizwan Husain Memorial Scholarship
6. E. J. Kellat Scholarship
7. Scholarship for the topper Student of each Faculty
8. Faculty of Education Merit Scholarship (For M. Ed. Students)
9. Faculty of Education Merit Scholarship (For students from Languages, Social Sciences and Sciences Stream)
10. Prof. S. C. Shukla Scholarship
11. Prof. Saeed Ansari Memorial Scholarship
12. Jawahar Bhavan Trust Scholarship
13. Qazi Mohd. Ahmad Memorial Scholarship
14. Mirza Mehmood Beg Scholarship
15. Ms. Neelofar Scholarship Fund
16. Dr. A. R. Saiyed Scholarship
17. Prof Hajira Kumar Memorial Scholarship
18. Mohammed Ajaz Student Top Excellence Reward (MASTER)
19. Nasima Begum Educational Award for Topper (NEAT) Scholarship
20. Tabassum Ajaz Winner Award for First Class Students (TAWAFS)
21. Lubna Ajaz Initiative for Knowledge and Education (LIKE)
22. Sophia Ajaz Magnanimous Initiative for Learning & Education (SMILE)
23. Simmi Ajaz Winner Award for Best Students (SAWABS)
24. Late Mr. Masood-ul-Haque Scholarship
25. M. F. H. Beg Education Fund Scholarship
26. M. F. H. Beg Award
27. Jamia Millia Islamia Alumni Association - Riyadh Scholarships
28. Prof. Hajira Kumar Scholarship for MA (HRM) and MA Urdu Students
29. Mrs. Hamida Salim Scholarship for BA (H) Urdu student
30. Prof. S.M. Yahya Scholarship for BDS and B. Tech. students
31. Late Prof. M.N. Menai Scholarship
32. Sherwani Scholarship
32. Dr. Ansar Alam Ansari Scholarship
33. AAJMI Scholarship

Sponsored Scholarships for Jamia Schools

1. Disabled Children Fund for Jamia Nursery School
2. Mushir Fatima Memorial Scholarship

3. Scholarship for toppers of Class X and XII of Jamia Senior Secondary School (1st Shift)

Details of scholarships are attached

Ordinance 31(XXXI) Fellowships, Scholarships and Gold Medals for Students

1. Definitions

- 1.1. 'Programme' means the entire course of study and examinations.
- 1.2. 'Course' means a segment of subject matter to be covered in a semester.
- 1.3. 'Fellowships' are stipends awarded to students of Ph.D. and M.Phil. programmes in the University.
- 1.4. 'Scholarships' are stipends awarded to students of various programmes of study in the University except for the Ph.D. and M.Phil. programmes.
- 1.5. 'Gold Medals' are medals awarded to candidates who have successfully completed the respective programmes of study and secured the first rank in the concerned examinations.

2. Fellowships

Fellowships are of two types: (i) those awarded to research staff engaged in certain research project or to students registered for a Ph.D. programme in the university, and (ii) those awarded to students of M.Phil. programme.

- 2.1. Research Fellowships Research fellowships are awarded to research staff engaged in certain research project sanctioned by a funding agency to carry out research work. Such fellowships may also be awarded to students enrolled for Ph.D. programmes in the respective disciplines in the university.
 - 2.1.1. Research Fellowships for Research Staff The terms and conditions for the award and the duration of a research fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines of a funding agency, the university may frame its own guidelines to regulate such fellowships as and when required. Such staff may or may not be registered as a Ph.D. student in the university. However, a research staff who is awarded a research fellowship to work in the university has to submit an undertaking that he/she is not registered for Ph.D. degree in any other university in the area in which he/she is to pursue research work in Jamia.
 - 2.1.2. UGC Non-NET Fellowships for Ph.D. Students UGC Non-Net Fellowship to Ph.D. Students will be awarded for a period of three years. At the end of the three years, the progress of the research scholars would be evaluated by the concerned Board of Studies/Committee of Studies, which may recommend for extension of Non-Net Fellowships for one more year if the progress of the student is found to be satisfactory. The amount of the fellowship will be as per the UGC guidelines and adopted by the University from time to time.
- 2.2. Fellowships for Non-NET M.Phil. Students. UGC Non-NET Fellowships to M.Phil. students will be awarded for the duration of the course or for 18 months, whichever

is less. The amount of the fellowship will be as per the UGC guidelines adopted by the University from time to time.

- 2.3. Modalities for Non-NET Fellowships for M.Phil. Students 214 (i) The UGC Non-NET fellowship may be awarded to a student with effect from the date he/she is admitted to M.Phil. programme in the university. (ii) The progress of an M.Phil. Student during the first and second semesters of the programme shall be assessed on the basis of his/her class attendance and performance in the 1st and 2nd Semester Examinations. A student who is short of the requisite attendance or is unable to secure at least 50% marks or equivalent grade in any of the Courses of the 1st/ 2nd Semester Examination, his/her Non-NET fellowship shall be discontinued. Such a student will only be eligible to get the said fellowship if he/she clears all backlog papers of 1st and 2nd Semesters.
- 2.4. Modalities for Non-NET Fellowships for Ph.D. Students (i) In case of Ph.D. Programme, the Non-NET Fellowship may be awarded to an eligible student from the date he/she is provisionally registered for the said programme, on recommendation from the concerned Board of Studies/ Committee of Studies and approval by the Faculty/Centre concerned. The duration of the Non-NET fellowship shall be for a period of "Three" years (extendable for one more year as per the UGC's guideline), which includes the Pre-Ph.D. course period as prescribed by the concerned Board of Studies (BOS)/Committee of Studies (COS), in accordance with the academic Ordinance 9 (IX). (ii) If a candidate fails in the Pre-Ph.D. course, his/her Non-NET Fellowship shall be discontinued, which will be re-continued after he/she has passed the said course. For the gap period, between the announcement of the examination results when the candidate was declared as failed and later passed in the subsequent examination, no fellowship will be given to him/her. (iii) In case the Progress of a Non-NET Ph.D. student is found to be unsatisfactory by his/her Ph.D. Supervisor, he/she shall communicate it in writing to the Chairman, Board of Studies/Committee of Studies. The BOS/COS shall make specific recommendation to the University for discontinuing the fellowship of the candidate, based on its own assessment of the candidate's progress. The Non-NET Fellowship of such a candidate will be discontinued by the University for a period as recommended by the concerned BOS/COS. (v) The Non-NET Fellowship of such a candidate may be re-continued on satisfactory progress in research by the candidate on recommendation by the concerned Ph.D. Supervisor and the Chairman, BOS/COS. (vi) A candidate who is registered for the Ph.D. program and is receiving Non-NET Fellowship or any other research fellowship, shall not be allowed to undertake any assignment for remuneration during the span of the fellowship within the university or outside the university in the same city except in special cases where leave is granted without fellowship as per rules. Notwithstanding the above, in no case will leave be granted to undertake an assignment for remuneration outside the city or abroad.
- 2.5. Modalities for fellowships other than Non-NET Fellowships 215 For fellowships, other than the UGC Non-NET Fellowship, awarded to M.Phil./Ph.D. students, the guidelines of the concerned funding agencies shall be applicable.

3. Scholarships for Students of Jamia There shall be the following scholarships for Jamia Students: • Jamia Merit Scholarships • Jamia Central Scholarships • Sponsored Scholarships The amount and duration of scholarships may be decided by Jamia from time to time. The Jamia also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required. The Jamia Merit Scholarships and Jamia Central Scholarships will be subject to the provisions laid down in Para 4.2.
 - 3.1. Jamia Merit Scholarships Jamia Merit scholarships are awarded to the 1st and 2nd position holders on the basis of examination results at the end of the year or at the end of the 2nd semester examination in all regular programmes of the University. Provided that students of self-financed programmes are not eligible for the said scholarships. Provided further that students who do not continue their studies in Jamia after completing a particular programme are not entitled for such scholarships.
 - 3.2. Jamia Central Scholarships Jamia Central scholarships are awarded to the 3rd and 4th position holders on the basis of examination results at the end of the year or at the end of the 2nd semester examination in all regular undergraduate, postgraduate and diploma programmes of the University. Provided that students of self-financed programmes are not eligible for the said scholarships. Provided further that students who do not continue their studies in Jamia after completing a particular programme are not entitled for such scholarship.
 - 3.3. Sponsored Scholarships Apart from the above scholarships, Jamia has a large number of sponsored scholarships instituted from individuals/ institutions. These are given in Annexure-A.
4. Gold Medals The University shall award Gold Medals in all undergraduate/ postgraduate/ diploma programmes in terms of the provisions laid in para 4.2. herein below.
 - 4.1. Sponsored Gold Medals 4.1.1. Pandit Banarsidas Chaturvedi Gold Medal This gold medal has been instituted in the memory of (late) Pandit Banarsidas Chaturvedi and will be given to a student of M.A. Convergent Journalism programme, having secured the highest aggregate marks in the 1st year and 2nd year examinations.
 - 4.2. University Gold Medals/ Scholarships 216 University Gold Medals/ Scholarships shall be awarded to students who successfully complete all the courses in the minimum prescribed duration of an undergraduate/ postgraduate/ diploma programme and secure the first rank in the examination. Provided that gold medals/ scholarships will be awarded only to such students who secure at least first division in the examination. It is clarified that gold medals shall not be awarded to 'private candidates' of any programme and also to candidates of 'open and distance learning streams'.
5. Leave Entitlement for UGC JRF/SRF/Non-NET Fellows
 - 5.1. Leave for a maximum period of 30 days in a year, in addition to public holidays, may be taken by a M. Phil/Ph.D. student who has been awarded UGC JRF. Non-NET Fellowship, with the approval of the M.Phil/Ph.D. Supervisor. However, he/she will

- not be entitled to any other vacation, for example, summer, winter etc.
- 5.2. Women awardees will be eligible for “maternity leave” for 240 days at full rates of the fellowship once during the tenure of their award. Besides this, an ‘Intermittent Break’ for a maximum period of two years may also be permissible to the women candidates. This Flexi-time period shall not be counted towards the tenure of the fellowship and thus effectively the total period of the fellowship shall remain the same. The women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration.
 - 5.3. In special case, Junior Research Fellows may be granted leave without fellowship by the University Grants Commission, on the recommendation of the Ph.D Supervisor/Head of the Department concerned, upto one academic year during the entire tenure of the award for accepting teaching assignments on a temporary basis, provided the assignment is in the same city or town. In other cases, leave without fellowship will be for a maximum period of three months during the tenure of the award on recommendations of the Supervisor and the Institution. The period of leave without fellowship shall be counted towards the total tenure of the award. The JRFs and SRFs are advised to apply for leave through Universities / Institutions / Colleges well in advance for the approval of the UGC. The period of leave without fellowship/associateship will be counted towards the tenure.
- 217 Annexure –A List of Sponsored Scholarships For Jamia Students
- A-1. Sponsored Scholarships for Students in various Faculties/Centres of Jamia
 - A-1.1. Islamic Studies Scholarship for the Topper Student of Department of Islamic Studies
A regular student who secures first rank in the aggregate of the 1st and 2nd semester examinations in M.A Islamic Studies with at least 60% of marks in aggregate in both the semesters.
 - A-1.2. Scholarship for Topper Student of the Department of Arabic A regular student who secures the first rank in the aggregate of the 1st and 2nd semester examinations in M.A Arabic programme.
 - A-1.3. Barrister and Mrs. Nooruddin Ahmad and Fareed Ahmad Scholarships Three scholarships are given to needy female Muslim students, one each studying in M.A. 1st semester of M.A. Urdu, M.A. Hindi, and M.A. English programmes which, after completion of the 2nd semester, may be extended for the next year. The Scholarship Awarding Committee shall comprise of the following members: 1. Dean of Students Welfare (Chairperson), 2. Dean, Faculty of Humanities & Languages, 3. Heads of Departments of English, Urdu and Hindi, 4. A nominee of the Trust for Barrister and Mrs. Nooruddin Ahmad and Fareed Ahmad Scholarships. One scholarship is also given to a needy female Muslim student of LL B 1st year during her 5 year course for which the Scholarship Awarding Committee shall comprise of the following members: 1. Dean of Students Welfare (Chairperson), 2. Dean, Faculty of Law, 3. A nominee of the Trust for Barrister and Mrs. Nooruddin Ahmad and Fareed Ahmad Scholarships .

- A-1.4. Razmi Rizwan Husain Memorial Scholarship This scholarship is given to a student with good academic achievement and who is in financial need to the best student in M.A. Final History.
- A-1.5. Naqshband Educational Trsust Scholarship This Scholarship is given to a student on merit-cum-means basis to a student of Diploma in Tourism and Travel Management programme.
- A-1.6. E. J. Kellat Scholarship This scholarship is awarded to a bonafide student of M.A. 1st semester in English who obtained the highest marks in his/ her undergraduate examination of B. A. (Hons.) English from the University. 218
- A-1.7. Scholarship for the Topper Student of each Faculty This scholarship is awarded to a student who is an over all topper of the Undergraduate Programme run by each Faculty and who is enrolled in a postgraduate programme of Jamia. Provided that he/she is not receiving any monthly scholarship from any other internal/ external source.
- A-1.8. Faculty of Education Merit Scholarship Four Merit Scholarships will be awarded to full time M.Ed. Students, two of which will be awarded to students who obtain highest marks in the theory papers of B.Ed. Examination and other two scholarships will be awarded on the basis of merit to students who secure 2nd and 3rd positions as determined on the basis of performance in the admission test and interview. In case toppers of B. Ed. Do not take the admission, the scholarship will be offered to the 4th and 5th ranking students as determined on the basis of performance in the admission test and interview.
- A-1.9. Faculty of Education Merit Scholarship There are ten Merit Scholarships which are meant for students from Languages, Social Sciences and Sciences streams in the proportion of 3:4:3. These scholarships are awarded by the Dean, Faculty of Education on the basis of merit, as determined in the Admission Test and Interview
- A-1.10. Prof. S.C. Shukla Scholarship This scholarship is awarded to a candidate who has topped in the Annual Examination of B. Ed. in Jamia Millia Islamia and continues for M. Ed. (regular programme) of Jamia Millia Islamia. In case of non-availability of such a topper of B. Ed. programme, the scholarship will be awarded to a student who has taken admission to M. Ed. (regular programme) of Jamia Millia Islamia and has secured highest marks in the Entrance Test and Interview.
- A-1.11. (Late) Prof. Saeed Ansari Memorial Scholarship This scholarship is awarded to the topper student in the B.Ed. Admission Entrance Test.
- A-1.12. Jawahar Bhavan Trust Scholarship These scholarships are awarded to regular students who have secured the first rank in the aggregate of the 1st and 2nd semester examinations in each of the following postgraduate programmes in Urdu/ Hindi/ History/ Biosciences/ Physics/ Maths./ H.R.M./M.Com./ M.A. (Edu.)/Mass Communication. Provided that students of self-financed course shall not be eligible for these scholarships.
- A-1.13. Qazi Mohd. Ahmad Memorial Scholarship This scholarship is awarded to the student who has secured highest percentage of marks in the aggregate of 1st and 2nd semesters of M. A. /M Sc. Geography examination.

- A-1.14. Mirza Mehmood Beg Scholarship This scholarship is to be given to a student of B. Lib. and Information Science Course who has secured the highest marks in the qualifying examination for admission (other than B. A. (Hons.) /M. A. in Urdu, Hindi, Arabic or Persian) 219
- A-1.15. Ms. Neelofar Scholarship Fund This scholarship is given to B.Lib. and Information Science Course for female Muslim student from weaker sections. The Scholarship Awarding Committee for the above scholarship shall comprise of the following members: 1. Dean of Students Welfare (Chairperson), 2. Dean, Faculty of Social Sciences, 3. Librarian, Dr. Zakir Husain Library,
- A-1.16. Dr. A.R. Saiyed Scholarship This scholarship is given to a student who topped in B.A. (H) Sociology final examination and joins the 1 st semester M.A. Sociology in Jamia.
- A-1.17. Prof. Hajira Kumar Memorial Scholarship This scholarship is given to a student of M.A. Social Work whose aggregate of marks in the 1st and 2nd semester examinations is the highest and joins the 3rd semester of the programme.
- A-1.18. Mohammed Ajaz Student Top Excellence Reward (MASTER) The Scholarship is awarded to the over all topper of the 1st Year B. Tech (Civil/Mechanical/Electronic/Electrical/Computer) students of the University
- A-1.19. Nasima Begum Educational Award for Topper (NEAT) Scholarship Scholarship is for the girl student who is an overall topper of the B. Tech III year (Civil/Mechanical/Electronic/ Electrical/ Computer) course of the University and is a bonafide student of the B.Tech VII semester. The selected candidate must have cleared all her courses of the I–VI semesters.
- A-1.20 SAWABS (Simmi Ajaz Winner Award for Best Student) Scholarship: for a Muslim student of financially weak background from Bachelor of Architecture, B.Arch. (Day/Evening) course, based on his/her overall performance in the first and subsequent years, on the condition that the candidate should have secured in the previous examination at least 70 % marks or Grade 'A',.
- A-1.21 TA WAFS (Tabassum Ajaz Winner Award for First-Class Student) Scholarship: for a Muslim student of financially weak background from Diploma in Engineering course either in Mechanical, Electrical, Electronics, Civil, or Computer branch (Regular/Evening), based on his/her overall performance in the first and subsequent years, on the condition that the candidate should have secured in the previous examination at least 70 % marks or Grade 'A'.
- A-1.22 SMILE (Sophia Ajaz Magnanimus Initiative for Learning& Education) Scholarship: for a Muslim student of financially weak background from MA. in Mass Communication based on his/her overall performance in the first year. 220
- A-1.23 LIKE (Lubna Ajaz Initiative for Knowledge and Education) Scholarship: for a Muslim student of financially weak background from Master of Business Administration Program (MBA), based on his/her overall performance in the first year.
- A-2. Jamia Teachers Scholarship University Teachers have established a fund by contributing a fixed amount from their salary every month. The nature of scholarship is merit-cum-need based. Three teachers are nominated by the General Body to screen and decide the award of the scholarship. Details of the scholarship are

available from the office of the Jamia Teachers Association.

- A-3. SC/ST/ OBC /Minorities scholarships from various States Scholarships to students belonging to SC/ST-category are awarded by the State Government of their respective States which the students belong to. (Note: The students who want to apply for the said scholarship are advised to contact the SC/ST Cell, Registrar Office, Jamia Millia Islamia).
- A-4. Aba Endowment Fund The Aba Endowment Fund has been instituted by Mr. Najeeb Jung, former Vice-Chancellor of JMI to benefit and uplift the students from the weaker sections of society in general and the Muslim community in particular. From this fund, a scholarship is awarded to a student each year after the admissions are over. The funds received from Mr. Mukul Kasliwal for awarding” Mukul Kasliwal Scholarship” will be part of the Aba Endowment Fund. The Scholarship Awarding Committee shall comprise of the following members: 1. Pro Vice-Chancellor (Chairperson), 2. Dean of Students Welfare, 3. Finance Officer, 4. Secretary to Vice-Chancellor (Convenor).
- A-5. Sponsored Scholarships for Jamia Schools
- A-5.1. Disabled Children Fund for Jamia Nursery School Out of this fund, scholarships are given to disabled children of the first year of Jamia Nursery School after completion of admission. In case no disabled children are admitted in the first year, then the scholarship will be distributed equally among the disabled of the second year. The amount of the scholarship is Rs. 2500/- p.a. and selection of children is made by the Director, Mushir Fatima Nursery School.
- A-5.2. Mushir Fatima Memorial Scholarship This Scholarship is given to two bonafide children of Nursery School belonging to financially weak families. The amount of fellowship is Rs. 250 /- for ten months after completion of admission and selection of children is made by the Director, Mushir Fatima Nursery School.
- A-5.3. Scholarship for Toppers of Class X and XII of Jamia Senior Secondary School (1st Shift) These scholarships are given to bonafide students of the above school who obtained first and second positions in the Annual Examination for Class X and XII of each stream. A lump sum of Rs. 800/- is given to the first position holder and Rs. 500/- to the second position holder after the A

Cultural Activities

The Jamia Cultural Committee (JCC) organizes various cultural events as well as intra-university and inter-university level competitions, under the supervision of Dean, Students' Welfare. The JCC consists of the following society/clubs:

1. **BOL – The Debating Society:** The Debating Society selects Jamia students for taking part in different University and national level debate competitions held round the year. The selections are done on the basis of screening conducted by the Debating Society before each event/competition.
2. **JOSH – The Drama Club:** The Drama Club organizes theatre related activities for Jamia students. The activities start in the month of August with auditions of bonafide students of Jamia and short-listed students are encouraged to participate in workshops organized by the Drama Club. The workshop sessions include sessions on acting, singing, improvisation, as also learning other skills related to performing arts and theatre. The Drama Club also helps students prepare for drama competitions and festivals organized round the year.
3. **The Business Club:** The Business Club is a joint initiative of the faculty members and students, to nurture and promote business /managerial skills and awareness in the campus. The Club undertakes several activities including training and capacity building of the students in the area of business management.
4. **The Literary Club:** Jamia students are encouraged to express themselves creatively and critically in English, Hindi, Urdu and quizzing competitions. They are encouraged to express themselves on issues of contemporary relevance by the Literary Club, which organizes events round the year.
5. **The Music Club:** The Music Club starts audition in the month of September. Short-listed students are trained to participate in Jamia Tarana which is performed during all important occasions in the University. Students are also selected to represent the University in various competitions.
6. **The Quiz Club:** Jamia students are encouraged to express themselves creatively and critically in English, Hindi, Urdu and quizzing competitions. They are encouraged to express themselves on issues of contemporary relevance by the Quiz Club, which organizes events round the year.

Students may collect Enrolment Forms for all of the above-mentioned Clubs from the Office of the Dean, Students' Welfare. Enrolment Forms are also available at the JMI web site; jmi.ac.in/upload/advertisement/enrl_form_dsw_jcc_2016aug7.pdf

Hobby Clubs in music/theatre are open for the beginners in the current session.

Interested students may contact the office of the Dean, Students' Welfare (DSW) for details.

Facilities and Amenities for Students on Campus

S. No.	Name of Department/ Office/Centre	Head of Department/ Office/Centre	Phone Number	Email
1.	Dr. M. A. Ansari Health Centre, Jamia Millia Islamia New Delhi-110025	Dr. Irshad H. Naqvi Chief Medical Officer	011-26984625 011-26981717 Extn. 1780	inaqvi@jmi.ac.in
2.	Games and Sports Jamia Millia Islamia New Delhi-110025	Prof. Mohd. Iqtidar Khan Hony. Director	011-26985705 011-26981717 Extn. : 1795, 1797	imkhan@jmi.ac.in
3.	National Service/ National Cadet Corps (NCC) Jamia Millia Islamia New Delhi- 110025	Maj. Prof. N. U. Khan Programme Coordinator / NCC Officer	011-26981270 011-26981717 Extn. 1790, 3558	nkhan1@jmi.ac.in
4.	University Counseling & Guidance Centre Jamia Millia Islamia New Delhi - 110025	Prof. Naved Iqbal Hony. Director	011-26981717 Extn. 4480	niqbal@jmi.ac.in
5.	Centre for Coaching and Career Planning Jamia Millia Islamia New Delhi - 110025	Mr. M.F. Farooqui, IAS Hony. Director Mr. Mohammad Tarique Dy. Director	011-26310073 011-26981717 Extn. 4272	mffarooqui@gmail.com mtarique@jmi.ac.in
6.	University Placement Cell Hall No. 119, Faculty of Engineering & Technology Building Jamia Millia Islamia New Delhi - 110025	Prof. Zainul A. Jaffery Hony. Training & Placement Officer	011-26981717 Extn. : 2580, 2581	zajaffery@yahoo.com zaffery@jmi.ac.in

List of Canteens on the Campus

1.	Canteen Central Canteen Main Campus	7533028786
2.	Dry Canteen Near Central Canteen, Main Campus	9350147493 7217762363
3.	Canteen Faculty of Engineering and Technology	011-29949718 7065588020
4.	Canteen Faculty of Education	7533028786
5.	Canteen Jamia Middle School	9990900704
6.	Dry Canteen Faculty of Fine Arts	9990900704
7.	Canteen G.P. Girls Hostel	7290096400
8.	Canteen MCRC	9953131451
9.	Canteen AMK & BR Ambedkar Hostel	9716213372
10.	Canteen Kellat House	9911517494
11.	Canteen Faculty of Dentistry	
12.	Hygienic Mark Cafe Faculty of Humanities and Languages	9958070207
13.	Dry Canteen Sr. Sec. School	9990900704
14.	Kitchen Nehru Guest House	9818371968
15.	Café at Castro Garden Courts Near M.F. Husain Art Gallery	8860275314 9810847826
16.	Dastarkhwan Main Campus	9891735874
17.	Coffee Corner At Centre for Management Studies	8743900396
18.	Dry Canteen International Boys Hostel	9810780212
19.	Dry Canteen Begum Hazrat Mahal Girls Hostel	9991060370 7217648831
20.	Dry Canteen Near Nursery School	9250826898 9540175875

Facilities for Differently Abled Students



An IT based Learning Centre for Differently Abled Students is situated in the Central Library that provides services to the differently abled students. At present, the Centre's Computer Lab has 15 computers with special softwares - JAWS & Talking Typing software, Braille Book etc. The Centre has developed a CD collection of 600 with talking type PCs.

The following items have also been provided in the IT based Learning Centre for Differently Abled Students:

1. Topaz XL Desktop Video magnifier
2. Jaws Pro Talking Software Bilingual Edition
3. Plectalk Professional Daisy Recorder
4. Magic Pro Screen Magnification Software with speech
5. Ruby Portable Video Magnifier
6. Plectalk PTN2 Daisy Player for CDs, SD cards, USB, Pen Drives for Libraries
7. Talking Scientific Calculator
8. Readit wand
9. Eye-C Portable Video Magnifier
10. Infty Reader and ChollyInfty
11. Read Easy + Low Vision feature pack

Efforts are continuously undertaken to make the campus barrier free facilitating easy movement for all. All classrooms for use of the disabled students have been allotted on the ground floor. Lift and ramp facilities have been provided in some locations of the University for disabled students. Western toilets have been constructed in almost all Departments/Centres for disabled students. Further efforts to provide other facilities for the disabled students are being made.

Awareness and sensitization workshops are organized from time to time to create a more inclusive environment in the University.

Students having any difficulty may contact the Office of the Dean, Students' Welfare, Jamia Millia Islamia.

Discipline

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University.
2. The following and such other rules as framed by the University from time to time, shall be strictly observed by the students of the Jamia:
 - 2.1. Every student of the Jamia shall maintain discipline and consider it his/her duty to behave decently at all places. Male student shall, in particular, show due courtesy and regard to Female students.
 - 2.2. No student shall visit places or areas declared by the Chief Proctor as "Out of Bounds" for the students.
 - 2.3. Every student shall always carry on his/her person the Identity Card issued by the Chief Proctor.
 - 2.4. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library Staff and the Officials of the University.
 - 2.5. Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.
 - 2.6. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Chief Proctor.
 - 2.7. A student if found to be continuously absent from classes without information for a period of 15 days within a semester or for a period of 30 days in a programme/course of study in the annual mode, his/her name shall be struck off the rolls.

A student whose admission is cancelled due to his/her inability to pay the late fee within the prescribed time limit due to his/her absence from classes as per the above provision, he/she may only be re-admitted after getting permission from the Vice-Chancellor.

3. **Breach of discipline, interalia, shall include:**
 - 3.1 irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
 - 3.2 causing disturbance to a Class or the Office or the Library, the Auditorium and the Play Ground etc.;
 - 3.3 disobeying the instructions of teachers or the authorities;
 - 3.4 misconduct or misbehavior of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University;
 - 3.5 misconduct or misbehavior of any nature at the Examination Centre;
 - 3.6 misconduct or misbehavior of any nature towards a teacher or any employee of the University or any visitor to the University;

- 3.7 causing damage, spoiling or disfiguring the property/equipment of the University;
 - 3.8 inciting others to do any of the aforesaid acts;
 - 3.9 giving publicity to misleading accounts or rumour amongst the students;
 - 3.10 mischief, misbehavior and/or nuisance committed by the residents of the hostels;
 - 3.11 visiting places or areas declared by the Chief Proctor as out of bounds for the students;
 - 3.12 not carrying the Identity cards issued by the Chief Proctor;
 - 3.13 refusing to produce or surrender the Identity Card as and when required by Proctorial and other Staff of the University;
 - 3.14 Any act and form of ragging.
 - 3.15 Smoking, use of mobile phones or eatables inside classrooms/ laboratories/ studios/control rooms/ editing rooms etc.
 - 3.16 Misbehavior or sexual harassment.
 - 3.17 Any other conduct anywhere which is considered to be unbecoming of a student.
4. For all practical purposes and intentions, sexual harassment of women/girls students includes any one or more of the unwelcome acts or behaviour (whether directly or by means of electronic devices or by implication), namely:
- (i) Physical contact and advances; or
 - (ii) Demand or request for sexual favours; or
 - (iii) Making sexually coloured remarks/gestures; or
 - (iv) Showing pornography; or
 - (v) By means of electronic devices; or
 - (vi) Any other unwelcome physical, verbal or non-verbal contact of sexual nature.
5. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
- (1) Fine
 - (2) Campus Ban
 - (3) Expulsion, and
 - (4) Rustication.

However, no such punishment shall be imposed on an erring student unless he/she is given a fair chance to defend himself/herself. This shall not preclude the Shaikhul-Jamia (Vice- Chancellor) from suspending an erring student during the pendency of disciplinary proceedings against him/her.

6. All powers relating to discipline & disciplinary action in relation to the student shall vest in the Shaikhul-Jamia (Vice-Chancellor). However the Shaikhul-Jamia (Vice-Chancellor) may delegate all or any of her powers, as she deems proper, to the Chief

Proctor or to the discipline committee, as the case may be, or any functionary of the University.

7. Powers relating to discipline/misconduct shall be regulated by Statute 31 read with Section 30 of JMI Act, 1988.
8. (a) Without prejudice to section 30 of JMI Act 1988 as also Statute 31, there shall be a Discipline Committee comprising of the following members:
 - (i) The Shaikhul-Jamia (Vice-Chancellor) - (Chairman);
 - (ii) The Naib Shaikhul-Jamia (Pro- Vice-Chancellor);
 - (iii) The Dean, Students' Welfare;
 - (iv) The Provosts;
 - (v) The Deans of the Faculties
 - (vi) The Warden, who shall be invited, when the matter concerning his/her Hostel/Kitchen is required to be placed before the Committee for consideration; and
 - (vii) The Chief Proctor (Member/Secretary)

Provided that in any cases of sexual harassment of women/girl students, the Discipline Committee shall comprise of the following members:

- (i) Chairperson of the University Discipline Committee – Chairperson
- (ii) Two nominees of the Vice-Chancellor who shall be women employed in the University;
- (iii) Dean of concerned faculty;
- (iv) Head of Department/Director of the Centre (as the case may be) to which the complaint belongs;
- (v) Chief Proctor;
- (vi) Dean, Students' Welfare

The Committee shall have the right to co-opt a lady who has experience of working for the cause of women.

- (b) Subject to any powers conferred by the Act and the Statutes on the Shaikhul-Jamia (Vice-Chancellor), the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
- (c) The said Committee shall make such Rules, as it deems fit, for the performance of its functions and these rules and any other orders under them shall be binding on all the students of the University.
- (d) The decision of the Discipline Committee shall be final and binding. However, in exceptional circumstances the Discipline Committee is empowered to review its decisions.
- (e) One-third of the total members shall constitute the quorum for a meeting of the said Committee.

Ragging



Ragging is totally prohibited on the campus. If any student is found indulging in ragging, severe action will be taken against the student. Based on the Hon'ble Supreme Court of India's direction, the UGC has issued Regulations and Guidelines.

According to UGC Regulations, ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or in-disciplined activities by any student or students which cause or are likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking a student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of a fresher or any other student;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f. any act of financial extortion or forceful expenditure, burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to the health or person;
- h. any act or abuse by spoken words, emails, public posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or

- passively participating in the discomfiture of a fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Administrative Actions

If any student is found indulging in ragging, following actions may be taken against the student:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or International meet, tournament, youth festival etc.
6. Suspension/expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the University for a period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Measures taken to prevent ragging in the University campus

The proctorial staff and security personnel continuously monitor the campus and keep a close watch to ensure no ragging takes place. The Chief Proctor, Dy. Proctors and Assistant Proctors take frequent rounds on the University campus to avoid cases of ragging. The Heads of the Departments/Directors of the Centres will convene and address a meeting of students to make them aware of the dehumanizing effect of ragging and the approach of the University in terms of very strict disciplinary action towards those indulging in ragging. The students admitted to various courses are required to sign an affidavit (on Rs. 10 non-judicial stamp paper issued from the Oath Commissioner/First Class Magistrate) to the effect that they will not indulge in ragging. The University puts up suitable hoardings/bill boards/banners in prominent places within the campus to exhort the students to prevent or not to indulge in ragging. There are Anti-Ragging Squads in the University and School sectors that make surprise raids on hostels, canteens, libraries, class-rooms and other places to prevent ragging. Freshers or any other student(s), whether victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence to the appropriate authority and the identity of such informants shall be protected.

Prevention and Redressal of Sexual Harassment

Gender equity, including protection from sexual harassment and right to work with dignity is a universally recognized basic human right. Eradication of social evils has been the prime aim of the Constitution of India.

The University follows a zero tolerance policy towards sexual harassment.

Students may bring complaints pertaining to sexual harassment to the notice of the Dean, Students' Welfare. Applications/grievances pertaining to sexual harassment shall be addressed in accordance with the provisions of the Ordinances.

"Sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- (i) Physical contact and advances; or
- (ii) Demand or request for sexual favours; or
- (iii) Making sexually coloured remarks/gestures; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal contact of sexual nature.

The following penalties can be imposed if one is found indulging in sexual harassment:

- Fine
- Campus ban
- Expulsion from the University
- Rustication from the University

Promotion of Equity and Non - Discrimination

The University is committed to providing an environment promoting non- discriminatory treatment (in the sense of absence of harassment, victimization or exclusion) in every aspect of institutional functioning. Any discrimination based on caste, gender, creed, colour, race, religion, ethnicity, place of birth, political conviction, language and disability is prohibited.

All complaints /grievances of students pertaining to issues of Equity and Non- Discrimination may be forwarded to the office of the Dean, Students' Welfare. The office of the DSW shall look into issues of discrimination against students.

The details of the provisions given in the UGC's (Promotion of Equity in Higher Education Institutions) Regulation 2012 may be accessed on the UGC website at <http://www.avinuty.ac.in/events/ugcstaffentitlements.pdf>

Attendance

1. In order to be eligible to appear at the Annual/Semester End Examination, a student shall be deemed to have undergone a regular course of study (except M.Ed. Course) in the University, if he/she has attended at least 75% in lectures/tutorials, AND separately 75% in practicals/ field work/teaching practice and/or such other activities as decided by the Academic Council from time to time.

Provided that a relaxation to the maximum extent of 10% of the total attendance may be accorded to a student on account of serious sickness/excruciating medical disability , participation in the university-approved co-curricular/extra-curricular activities and prescribed educational/cultural tours.

Provided further that in case of medical disability as mentioned herein above, an application for condonation shall be supported by a medical certificate advising such a condonation issued by a Public Hospital or such hospitals as notified by Jamia Millia Islamia (as per the appended annexure). The University may, at its discretion, refer such cases to the Ansari Health Centre of Jamia. The decision of the medical experts of the Ansari Health Centre shall be final and conclusive. Such applications must be submitted either during the period of treatment/hospitalization or within two weeks following recovery. In case of review/rejection by the Ansari Health Centre, the same shall be communicated to the applicant by the concerned department within two weeks of receipt of application for condonation.

For M. Ed. Course, the minimum attendance of students shall be 80% for Theory Courses and Practicum, and 90% for Field Attachment.

2. ²In the case of B.A. LL.B. (Hons.) programme, in terms of the requirements of the Bar Council of India, no student shall be allowed to take the End-Semester Examination in a subject if the student concerned has not attended a minimum of 70% of the classes held in the subject as also in the 'moot court', room exercises, tutorials and practical training conducted in the subject taken together. Provided that if a student for any exceptional reason(s) fails to attend 70% of the classes as mentioned herein above, a committee set up by the Vice-Chancellor, on the recommendation of the Dean of the Faculty, may examine the case and submit its recommendation to the Vice-Chancellor to allow/ disallow the student to take the examination if the student concerned attended at least 65% of the classes held in the subject concerned and attended 70% of the classes in all the subjects taken together.
3. In the case of B.D.S. programme, a student shall be required to satisfy the following

¹Serious sickness/ excruciating medical disability shall include all diseased conditions requiring hospitalization or such diseases that render immobility for the period duly certified by the State Government/Central Government hospitals/dispensaries and all such hospitals that have been empanelled by Jamia Millia Islamia as per the C.G.H.S. rules.

requirements pertaining to attendance:

- a. No student shall be permitted to appear in the annual examination unless he/she has fulfilled all the requirements of the course and has secured not less than 75% attendance in theory and 75% attendance in practical and clinical, individually in all subjects.
 - b. In case of a subject in which there is no examination at the end of the academic year, the percentage of attendance shall not be less than 70% in theory/ practical/ clinical individually. However, at the time of appearing in the University Examination in those subjects, the aggregate percentage of attendance in each subject should satisfy the condition(s) above.
4. Notwithstanding anything contained in the Paras 1-3, a Faculty / Department / Centre, as it may deem fit, may include certain other components of the programme/courses like agency placement, conferences, self development modules, camps, training and other allied activities for regulating attendance, as approved by the Academic Council from time to time on the recommendation of the concerned Board of Studies/Committee of Studies.

Provided that the attendance requirements in the components of such programme of study/courses shall in no way be less than 75%.

5. In consonance with these Ordinances, the University may frame regulations for effective implementation of the rules pertaining to attendance.

Counting of Attendance

The procedure for counting of attendance of students as per Regulation R-35 (R-XXXV Academic) is given below:

1. Subject to the provisions laid down in Ordinance 35 (Academic), the attendance of students, who have registered themselves in various programmes/courses of study, shall be computed as per the procedure described in this Regulation.
2. Attendance of students admitted to the 1st Semester/ 1st Year of any programme/course of study shall be counted from the date of admission in the respective classes.
3. Classes of the consecutive semesters/years shall commence from the 1st working day after the summer/winter vacations and all students who have been/are likely to be promoted to the next semester/year of the class will be deemed to have been given 'provisional' admission, even if the examination results of such students are

awaited or they have not completed their re-admission. The attendance of all such provisionally admitted students shall be counted from the 1st working day of the respective semester/year.

Provided that in the Bachelor of Dental Surgery (B.D.S.) course where there is a provision of 'supplementary examination' as per the ordinance of the said course, if a student passes the supplementary examination, his/her attendance shall be counted from the date of his/her provisional admission. However, if a student fails in the supplementary examination, his/her attendance shall be counted from the date of his/her re-admission to the previous class, which he/she has been reverted back.

Provided further that the provisionally admitted students shall be required to complete their re-admission by 31st of July of each year or within 15 days of the declaration of result, whichever is later. In case the student is unable to complete the re-admission as per the above time limit, he/she will be allowed to complete the re-admission within the next 15 days after the expiry of the cut-off date with the provision of late payment of such fees as is notified from time to time.

Provided further that if a student fails to complete his/her re-admission by the above extended schedule of late payment of fee, his/her admission shall stand cancelled.

4. If a student is found to be continuously absent from classes without information (communicated in writing with valid cause the reason for such absence) for a period as specified in Para No. 2.7 of Ordinance 14 [academic], his/her name shall be struck off the rolls of the University.

Such a student may, however, be readmitted only after getting approval of the Vice-Chancellor as provided in the above-mentioned Ordinance.

5. The late submission of fee by a readmitted student will not entitle him/her for any relaxation in attendance and that his/her attendance shall be computed from the date of commencement of classes.

Choice Based Credit System (CBCS)

The **University Grants Commission (UGC)** has stressed on speedy and substantive academic and administrative reforms in higher education for promotion of quality and excellence. The Action Plan proposed by **UGC** outlines the need to consider and adopt Semester System, **Choice Based Credit System (CBCS)**, and Flexibility in Curriculum Development and Examination Reforms in terms of adopting Continuous Evaluation Pattern by reducing the weightage on the semester-end examination so that students enjoy a de-stressed learning environment. **CBCS** has to successfully perform the multiple roles of creating new knowledge, acquiring new capabilities and producing an intelligent human resource pool for the promotion of economic growth, cultural development, social cohesion, equity and justice.

From the new session beginning July 2015, Jamia Millia Islamia has introduced **Choice Based Credit System (CBCS)**, which has the following advantages for the students:

- Learn at their own pace
- Choose electives from a wide range of courses
- Undergo additional courses and acquire more than required number of credits
- adopt an interdisciplinary approach in learning
- Inter college/University transfer of Credits
- Complete a part of programme in the parent institute and get enrolled in another institution for specialized courses

Under CBCS, the students are offered various types of courses which are listed below:

Types of Courses:

Courses in a programme may be of two kinds: Core and Elective.

Core Course:

This is the course which should compulsorily be studied by a candidate as a core requirement to complete the requirement of a degree in a said discipline of study. A course may be a soft core if there is a choice or an option for the candidate to choose from a pool of courses from the sister/allied disciplines which complements the main discipline. It may be called “Core Elective” or “Core Allied”. In contrast, a Compulsory Course paper is called “Core compulsory.”

Choice Based Course (Elective)

Choice Based Course (Elective) is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Providing an expanded scope

- Enabling an exposure to some other discipline/domain
- Nurturing candidate's proficiency, skill and ability.

Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline / subject of study or which provides an extended scope or which enables an exposure to some other discipline / subject/ domain or nurtures the candidate's proficiency/ skill is called an Elective Course.

Elective courses may be offered by the main discipline / subject of study or by sister / related discipline / subject of study. A Soft Core course may also be considered as an elective.

Project work/Dissertation work is a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work may be a hard core or a soft core as decided by the Board of Studies / Committee of Studies concerned.

Credit Transfer System

Credit transfer system is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit transfer process involves aspects like:

- i) mapping, comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification, and
- ii) making a judgment about the credit to be assigned between the matched components of the two qualifications. Credit transfer agreements shall be between one or multiple departments/faculties within the university or even outside the university across the country.

University Examinations

Currently there are two systems of examinations in the University – Annual and Semester.

The Semester system had been operationalized in all Masters' Programmes from the academic session 2010-11. For the undergraduate programmes, the semester system came into operation from the academic session 2012-13 with the exception of some courses being regulated by Regulatory Bodies.

The details about the Examination Rules for the courses under the Semester/Annual mode are given in the following Academic Ordinances:

Ordinance 15 (XV)	:	The University Examinations: General Guidelines.
Ordinance 15-A (XV-A)	:	University Examinations in Postgraduate Programmes under Credit-based Semester System.
Ordinance 15-B (XV-B)	:	University Examinations in Undergraduate Programmes under Credit-based Semester System.
Ordinance 15-C (XV-C)	:	University Examinations in Programmes Regulated by Statutory Bodies.
Ordinance 15-D (XV-D)	:	University Examinations for Programmes in the Distance Learning Mode.
Ordinance 15-E (XV-E)	:	University Examinations in Certificate/ Diploma/ Advanced Diploma /P.G. Diploma/Diploma in Engineering (Day & Evening)/Bachelor of Engineering (Evening) Programmes.

Annual System of Examinations

Division

Division shall be awarded separately in each of the three parts of the Examination, viz. Theory, Practice teaching and Practical work, on the basis of the Marks obtained in the relevant part, as given below:

³ Programmes being regulated by various statutory bodies are as under:

1.	Bachelor of Education (B.Ed)/ B.Ed Nursery Education	National Council for Teacher Education(NCTE)
2.	B.Ed. Special Education	Rehabilitation Council of India (RCI)
3.	Diploma in Elementary Education (D.El.Ed.)	National Council for Teacher Education(NCTE)
4.	Bachelor of Technology (B.Tech.)	All India Council for Technical Education(AICTE)
5.	B.A. LLB	Bar Council of India
6.	Bachelor of Architecture (B. Arch.)	Council Architecture (COA)
7.	Bachelor of Dental Surgery (B.D.S.)	Dental Council of India (DCI)
8.	Bachelor of Physiotherapy (BPT)	Delhi Council for Physiotherapy and Occupational Therapy (DCPTOT)

A candidate, who is declared passed and has obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

- | | | |
|-------|--|--|
| (i) | 75% marks or more in the Theory Paper(s) / Course(s), Teaching Practice and Practical Work | : First Division with Distinction That / those paper(s) in Theory, Practical Teaching and Practical work |
| (ii) | 60% marks or more, but less than 75% | : First Division |
| (iii) | Less than 60% marks, but not less than 50% marks | : Second Division |
| (iv) | Less than 50% but not less than 40% of marks | : Third Division |

Credit-based Semester System of Examinations

The credit based Semester System is being followed in all Masters' Programmes and Undergraduate programmes (with few exceptions), the details of which may be found in the above-mentioned Ordinances available at the University's Website: <http://jmi.ac.in>

Some of the salient features of the Credit-based Semester System are as follows:

- A programme of study may comprise some of the following components: theory courses, laboratory courses, field work, block placement, project, dissertation, seminar, industrial training etc. as prescribed by the concerned Board of Studies/ Committee of Studies and approved by the Academic Council on recommendation of the concerned Board of Studies/ Committee of Studies. For various components, the weightage of marks will be as follows:

For Theory Course

Internal Assessment	25% of allocated marks
End Semester Examination	75% of allocated marks

For Laboratory/ Practical Course

Internal Assessment	50% of allocated marks
Practical Examination and Viva Voce Examination	50% of allocated marks

For M.Ed. Course under the Credit Based Semester System

Internal Assessment	30% of allocated marks
End Semester Examination	70% of allocated marks

⁴ The Ordinance may be amended from time-to-time and students may have to look for amendments on the University's website, http://jmi.ac.in/Ordinances/Ordinances_ac.pdf.

- In case of other components, such as Project/ Dissertation/ Industrial Training/ Field Work/ Teaching Practice etc., the distribution of marks may be decided by the concerned Board of Studies/ Committee of Studies.

Internal Assessment

- The Internal Assessment in a theory course may comprise written tests, assignments, presentations, seminars, tutorials, term papers etc. as prescribed by the concerned Board of Studies/ Committee of Studies from time to time.
- In a laboratory course, each practical performed by a student will be evaluated by the concerned teacher(s). Evaluation will involve documentation of the practical exercise/ experiment, precision in the performance of experiment, viva voce examination etc.
- In the case of Industrial Training/ Project, the Internal Assessment will include periodical progress report.
- In the case of field work, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioural Laboratory, Skill Laboratories etc.
- The modalities of evaluation of various components in para # 4.3.1 - 4.3.4 shall be decided by the concerned Board of Studies/ Committee of Studies from time to time and shall be duly approved by the concerned Faculty Committee / Board of Management.
- The concerned Department/ Centre shall maintain the complete record in respect of the Internal Assessment and display it in the respective Departments/ Centres.

Award of Grades

- Students will be awarded letter grades on 10 point Scale for each course on the basis of their performance in that course. The procedure for award of grades is as follows:
- All evaluations will be done in marks.
- The marks obtained by a student in the End Semester Examination and Internal Assessment in a theory/ laboratory course/ Field work/ Industrial Training/ Teaching Practice/ Project, as the case may be, will be added together. These combined marks would be converted to a 100-Point Scale. The rounding off (if required) will be done to the nearest integer.

- Letter grades will now be awarded for each course as per the following table:

Grade	Range of Marks (M)#		Grade Point (G)
A+	85	$\leq M \leq 100$	10
A	70	$\leq M < 85$	9
B+	60	$\leq M < 70$	8
B	55	$\leq M < 60$	7
C+	50	$\leq M < 55$	6
C	40	$\leq M < 50$	5
D	M < 40		0

#M: Marks obtained by a student on the 100-point Scale.

- For the programmes listed in Annexure 15A-1, the lowest passing grade in a course and also for awarding a degree will be 'C' and a candidate having obtained the 'D' grade in a course shall be declared as failed in that particular course.
- For the programmes listed in Annexure 15A-2, the lowest passing grade in the Internal Assessment as well as in the Semester-End Examination of a course will be 'C' separately for each component, whereas the combined marks of Internal Assessment and Semester-End Examination will be 'C+', and a student having secured a grade lower than this shall be declared as failed in that course.

Details of the minimum passing grade in a course and also for awarding degree are given in Ordinance 15-A (XV-A) and 15-B (XV-B).

Time Limit for passing an Examination

Unless otherwise provided, no student shall be allowed to appear in the Examination after the expiry of the periods as specified in the following:

Minimum duration of the Programme/course of study	Maximum time-limit for passing the programme/course of study
One Semester	Two Semesters
One Year/Two Semesters	Two Years/Four Semesters
One & half Years/Three Semesters	Three Years/Six Semesters
Two Years/Four Semesters	Four Years/Eight Semesters
Three Years/Six Semesters	Five Years/Ten Semesters
Four Years/Eight Semesters	Six Years/Twelve Semesters
Five Years/Ten Semesters	Eight Years/Sixteen Semesters

- Provided that the University may grant a student further extension of one year to take the examination in exceptional cases, on case to case basis, beyond the aforesaid maximum period.
- Provided further that, in arriving at any such decision, the University shall take into account the following exceptional circumstances as evidencing the bonafide inability of the student to complete the course within the prescribed period:
 1. Pursuit of excellence in sports, performing arts, literary arts and sciences especially at national and international level (where schedule of events are such as to merit exception).
 2. Entrepreneurial pursuits (where students drop out to establish successful start-ups and then wish to re-join and complete their education).
 3. Medical emergency including accidents directly affecting the student/spouse/parents only.
 4. Pregnancy of the female candidate(s).
 5. Any other relevant factor may also be taken into account.

Admission and Enrollment of Students, and Cancellation of Admission

As per the Jamia Ordinance 5 (V) (Academic) para no. 5.1 and 5.2, re-admission of students in the University shall be regulated in the manner hereinafter provided:

- A student of the 1st Year/1st Semester of any course who is detained due to shortage of attendance will no longer remain a student of the University. Such a student will have to seek fresh admission and will be required to go through the entire admission process. Provided that a student of 1st Year/1st Semester of any course who fails in the Annual/Semester-end Examination or who could not take the examination for reasons other than shortage of attendance, will not be readmitted. However, he/she may be allowed to appear as an Ex-Student in the consecutive Annual/1st Semester-end Examination.
- A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive Year/Semester. In case, the student fails to fulfill the requirement of attendance after being given re- admission, his/her admission shall stand cancelled.

Enrollment of Students

- (i) No person shall be admitted to any Examination of the University, unless he/she has been duly enrolled as a student of the University.
- (ii) The Enrollment Fee shall be paid only once irrespective of the number of times the candidate appears at the Examinations of the University or whether he/she appears as a Regular Student or as an Ex-Student or as a Private Candidate.
- (iii) If a student takes a Migration Certificate to join another University, his/her enrollment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University to take some other Examination of this University. Fresh enrollment and enrollment Fee in such cases shall be necessary.

Restrictions for admission:

In the Jamia Ordinance 15 (XV) there is restriction for admission on following grounds:

- (i) No student shall be admitted in two regular courses.
- (ii) Unless otherwise provided, a student may join part-time courses provided he/she fulfills the eligibility requirements as per procedure laid down for the purpose.

- (iii) After passing the Diploma in Engineering, a student shall not be considered for admission to any course except B.Tech., B.E. or any other course of the same faculty subject to other terms and conditions.
- (iv) After passing B. Tech/B.E. Examination a student shall not be considered for admission to any other regular course except M.Sc. Electronics, M.A. in Mass Communication M.B.A./M. Tech. subject to eligibility of the concerned course.
- (v) No candidate shall be allowed admission in two or more degree-level programmes in the University concurrently.
Provided that a candidate pursuing a degree programme in the University may be permitted to take admission in a part-time Certificate/ Diploma/ Advanced Diploma course OR in a programme/course under the 'distance learning mode' approved by the UGC.
Provided further that the candidate shall have to obtain prior permission of the University for taking admission in any additional programme under the 'distance mode'.
- (vi) A candidate who has completed a Postgraduate/ Undergraduate/ Diploma/ Certificate programme/course shall not be allowed to be admitted again in the same programme/course in the same discipline.
- (vii) Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever.
- (viii) Admission to any course of the Jamia can be cancelled, at any time, if any information furnished by the candidate is found to be false/incorrect.
- (ix) A candidate who has taken admission to any course as a full time regular student will forfeit his/her right as an ex-student in the Jamia and will not be allowed to appear at any Examination of the Jamia as an ex-student, except in the case of improvement.

Officers to be contacted in case of Emergencies/Grievances

The University encourages the students to share any of their grievances which pose hindrance in their academic activities with the concerned authorities. They are, therefore, advised to bring any difficulty they face to the notice of the concerned Head of the Department or the Director of the Centre, who will try to resolve the problems within a reasonable time. In case the problem persists, they may write or approach the Dean, of the concerned Faculty.

The following officers may be contacted in cases of emergencies or in case of the Faculty or Department/Centre concerned has not been able to address the problems within reasonable period.

1.	Prof. Seemi Farhat Basir Dean, Students' Welfare Tel: 011-26980164/Mobile: 9810597159 Email: dsw@jmi.ac.in	Amenities and facilities for all students and for differently-abled students. Complaints of students pertaining to issues of sexual harassment and discrimination
2.	Prof. Athar Adil Hashmi Deputy Dean, Students' Welfare Tel. 011-26980164 Mobile: 9868523358, 8800705490 Email: ahashmi@jmi.ac.in	Amenities and facilities for all students and for differently-abled students. Complaints of students pertaining to issues of sexual harassment and discrimination
3.	Prof. Shahida Khatoon Deputy Dean, Students' Welfare Tel. 011-26980164/Mobile: 9818844291 Email: skhatoon@jmi.ac.in	Amenities and facilities for all students and for differently-abled students. Complaints of students pertaining to issues of sexual harassment and discrimination
4.	Prof. Waseem Ahmad Khan Chief Proctor Tel: 011-26982434/Mobile: 9810782329 Email: wakhan@jmi.ac.in	Discipline related matters
5.	Dr. Mohd. Asad Malik Deputy Proctor Mobile No. 9891999938 Email : mamalik@jmi.ac.in	Discipline related matters
6.	Dr. Nikhat Manzoor Deputy Proctor Mobile No. 8750522156 Email: nmanzoor@jmi.ac.in	Discipline related matters

7.	Mr. S.M. Mahmood Deputy Proctor Mobile : 9868856174 Email: smahmood@jmi.ac.in	Discipline related matters
8.	Dr. Mohd. Shahid Khan Deputy Proctor Mobile: Email: mskhan@jmi.ac.in	Discipline related matters
9.	Prof. M. Moshahid Alam Rizvi Provost, Dr. Zakir Husain Hall Tel: 011-26988334 Mobile: 9911661657 9213231962 Email: rizvi_ma@jmi.ac.in	Matters concerning Hall of Residence (Boys)
10.	Prof. Azher Majid Siddiqui Provost, Maulana Mohammad Ali Jauhar Hall / Mobile: Email: amsiddiqui@jmi.ac.in	Matters concerning Hall of Residence (Boys)
11.	Prof. Tasneem Meenai Provost, Hall of Residence (Girls) Tel. 011-26931865 Mobile: 9818040834 Email: tmeenai@jmi.ac.in	Matters concerning Hall of Residence Girls (Old)
12.	Dr. Baran Farooqi Provost, Begum Hazrat Mahal Hostel Mobile: 9810492090 9312253431 Tel. 011-26988363 Email: bfarooqi@jmi.ac.in Baranfarooqi2@gmail.com	Matters concerning Hall of Residence (Girls)
13.	Prof. Nuzhat Parveen Khan Provost , J&K Girls' Hostel Mobile : 9910603938 Email: npkhan@jmi.ac.in	Matters concerning Hall of Residence (Girls)
14.	Prof. Sabiha Anjum Zaidi Chairperson, Internal Complaints Committee Tel.: 011- 26988363/Mobile: 9990720636 Email: szaidi@jmi.ac.in	Prevention, Prohibition and Redressal of Sexual Harassment Women Employees and Students
15.	Dr. Nilofar Afzal Member, Internal Complaints Committee Tel.: 011- 26988363/Mobile: 9818607096 Email: nafzal@jmi.ac.in	Prevention, Prohibition and Redressal of Sexual Harassment Women Employees and Students

16.	Mr. A.P. Siddiqui, IPS Registrar Tel: 011-26980337 registrar@jmi.ac.in	All academic and administrative matters
17.	Prof. Najma Akhtar Vice-Chancellor Tel. 011-26984650, 26985180 vc@jmi.ac.in	All academic and administrative matters