

JAMIA MILLIA ISLAMIA
New Delhi

Proforma
for submitting Proposal for Introducing a New Course

Instructions:

- (i) Please tick [Ö] the appropriate boxes.
(ii) Add separate sheets if required.
-

1. Department :
2. Faculty :
3. Name of the Course :
4. Detailed Proposal for the Course, mentioning
- (i) Objectives of introducing the new course,
 - (ii) Market value of the course,
 - (iii) Nature of the course (Professional/ Vocational),
 - (iv) Examination system (Annual/ Semester),
 - (v) Duration of the course,
 - (vi) Number of seats,
 - (vii) Requirement of additional classrooms, lab facilities etc.,
 - (viii) Requirement of additional faculty positions with justification,
 - (ix) Fee structure for the course.

(Please enclose the Detailed Proposal as Annexure-I)

5. Nature of the course:

Professional Vocational None of these

6. Whether the proposed course requires any approval from one or more than one of the following agencies:

UGC/ AICTE/ Bar Council of India/ ICMR/ Any other ?

Yes No

If Yes, please mention the name of the agency/ agencies :

- (i) UGC
- (ii) AICTE
- (iii) Bar Council of India
- (iv) ICMR
- (v) Any other

(Please specify)

(Please furnish the approval letter of the concerned Agency as Annexure-II).

7. Whether any Experts' comments or Experts Committee Report have been obtained for the course?

Yes No

If Yes, please enclose the Experts' Comments/ Report as Annexure-III.

8. Whether the Board of Studies of the Department has approved the introduction of the Course and the Syllabus?

Yes No

If Yes, then please enclose the Minutes of the Meeting of the Board of Studies as Annexure-IV.

Please also enclose the Syllabus as Annexure-V.

(It may be noted that the syllabus should be unit-based, mentioning the number of lectures in each unit).

9. Whether the course has been approved by the Faculty Committee?

Yes No

If Yes, please enclose the Minutes of the Faculty Committee Meeting as Annexure-VI.

10. Whether the Examination Rules for the course are governed by the existing Ordinances of Jamia?

Yes No

If Yes, please mention the Ordinance No.

If No, please submit the Proposed Ordinance for Examination Rules for the course as Annexure-VII.

11. Requirement of Classrooms:

Whether additional classrooms would be required for teaching the course?

Yes No

If Yes, please mention the arrangement that has been worked out for teaching the classes:

.....
.....
.....
.....

12. Requirement of Lab Facility:
Whether the course requires any laboratory facility?

Yes No

If Yes, please tick one of the following:

- (i) No new lab is required; the existing lab facility will be shared to run the course.
- (ii) The existing lab facility needs upgradation for which additional equipment will be needed.
- (iii) A new lab needs to be established to run the course.

If, in the above, option (ii) or (iii) is correct, please enclose the full details about the requirement of Equipment and Furniture for the lab as Annexure-VIII.

13. Whether the course is Regular or Self-Financing?

Regular Self-financing

14. If the course is Regular, please mention the name of the organization that is likely to finance the course:

UGC	<input type="checkbox"/>
Jamia	<input type="checkbox"/>
Any other agency	<input type="checkbox"/>

Whether the department has sufficient expertise to teach the course?

Yes No

Whether the department would require any additional faculty for teaching the course?

Yes No

If Yes, please mention the number of faculty required:

Professor	-----
Reader	-----
Lecturer	-----
Guest Faculty	-----

15. If the course is Self-Financing, please mention whether any additional faculty will be for teaching the course?

Yes No

If Yes, please mention the number of faculty required:

Professor -----
Reader -----
Lecturer -----
Guest Faculty -----

16. Financial requirements for the course:

Please furnish the financial requirements for running the course, based on the following:

- (i) Honorarium to be paid for the guest faculty
- (ii) Honorarium to the lab staff, if the course is laboratory-based.
- (iii) Fee structure as worked out taking into account all expenses for running the course and the total number of students to be admitted to the course.

Please furnish the details of financial requirements as Annexure-IX.

Certificate from the Head of the Department

Certified that the course has been approved by the Board of Studies of the Department and the Faculty Committee and that all relevant documents, as asked in the proforma, are being furnished.

.....
Signature of the Head of the Department
(Office Seal)

Endorsement by the Dean of the Faculty

Classrooms required for teaching the course are

- (i) Available
- (ii) Not available
- (iii) Currently not available, but may be made available in due course of time.

.....
Signature of Dean of the Faculty
(Office Seal)

CHECK LIST

- Please check [**0**] the appropriate boxes in the first column.
- If “Not Applicable”, please print *N.A.* in the last column.

Please check [0]	Annexure	Item	Please print <i>N.A.</i> if “Not Applicable”
	I	Detailed Proposal for the Course.	
	II	Approval Letter from UGC/ AICTE/ Bar Council of India, if required (optional).	
	III	Experts’ Comments or Experts Committee Report on the course.	
	IV	Minutes of the Meeting of the Board of Studies regarding the approval of the course.	
	V	Syllabus (unit-based, mentioning the number of lectures in each unit).	
	VI	Minutes of the Faculty Committee Meeting regarding the approval of the course.	
	VII	Proposed Ordinance for the Examination Rules for the course.	
	VIII	Details of the requirement of Equipment and Furniture for Lab Facility for the course.	
	IX	Financial Requirements for the course and Proposed Fee Structure.	