

PROSPECTUS

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Centre for Distance and Open Learning

J A M I A M I L L I A I S L A M I A

(A Central University by an Act of Parliament)

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1. JAMIA MILLIA ISLAMIA

Jamia was established in 1920 by a group of nationalist Muslim intelligentsia at Aligarh (Uttar Pradesh). Its campus shifted from Aligarh to Delhi in 1925 and the foundation stone of the present campus was laid on 1 March 1930. Since then, the university has expanded and become known as a premier educational institution of the country. Recognising its contributions in the field of teaching, research and extension work, the University Grants Commission (UGC) bestowed the “deemed university” status to it in 1962, and it was designated a Central University in 1988. The journey from Aligarh to Okhla (Delhi), not only presents the physical expansion of Jamia, but also presents a lesson for those who want to build educational institutions for the nation. It is therefore not surprising that Rabindranath Tagore once called the University “one of the most progressive educational institutions of the country”.

Jamia and the Nationalist Alternative

Jamia was conceived as the National Muslim University in October 1920 on the campus of the Mohammedan Anglo-Oriental College set up by Sir Syed Ahmed Khan at Aligarh. Since its inception in 1892, the Aligarh College had produced an elite and middle class leadership that was actively involved with the nationalist movement in one manner or the other. The landed gentry connected with the Aligarh College had helped to form the All India Muslim League in 1906. At the same time, the educated and secular Muslim intelligentsia from the college was associated with the khilafat and non-cooperation movements led by Gandhiji and whose main plank of political mobilisation was Hindu-Muslim unity. The changing character of the nationalist movement in the Gandhian leadership had its impact on those connected with the Aligarh College. The syndicate of the college proclaimed that it had been founded to turn out “worthy and useful subjects of the British Crown”. In contrast, freedom fighters like, Mohammed Ali (the khilafat leader and the first vice-chancellor) and Hakim Ajmal Khan wanted to build an educational institution which would serve to inculcate both, modern education and nationalist ideals in students from all communities, particularly the Muslims. They also actively opposed the “two nation theory” propagated by the Muslim League. This stand brought about a split between the Muslim intelligentsia and the Jamia was born out of this ideological conflict. The formation of Jamia was supported by Gandhiji and Tagore who had himself initiated such an effort in Shanti Niketan. The start, which was made in Krishna Ashram of the Aligarh College campus, was also a difficult one with lack of funds and infrastructure. The new university demonstrated that a society with diverse cultures could be groomed into a modern nation on the basis of a shared culture and perspective. In Jamia, Hindu, Muslim and other students not only studied together, they also ate and lived together in a Spartan lifestyle. Teachers came from all over the country and lived the same simple lifestyles. The use of ‘khaddar’ for uniforms epitomised the nationalist principle that was to follow throughout its development.

In 1924, after the withdrawal of khilafat, the institution faced a serious threat of closure. It then moved to Delhi and its reins were handed over to Dr Zakir Husain who aptly remarked: “The biggest objective of Jamia is to prepare a roadmap for the future of Indian Muslims with the religion of Islam at its core and to fill that roadmap with the colour of the civilisation of India in such a way that it merges with the colours of the life of the common man.” Jamia survived this transitional phase with the active support and involvement of leaders like Hakim Ajmal Khan, M.A. Ansari, Abid Husain and Mohammad Mujeeb who shared Zakir Husain’s vision for the institution. This phase of Jamia’s development was characterised by

the equal sacrifices that were made by the staff and students of the university, and were ably aided by Gandhiji in their fund collection.

Jamia: A reflection of a self reliant modern and secular nation

From its inception, the Jamia had catered to students from disadvantaged backgrounds (in contrast to the elite Aligarh College) and its course curriculum was suited to meet the needs of such students. The medium of instruction and learning was Hindi, Urdu and English, and by 1937, when the Jamia campus had already shifted to Okhla, the university was an active participant in spreading Gandhiji's idea of *nai talim* which was popularly known as the 'Wardha Scheme'. Under the leadership of Zakir Husain, the chief architect of Wardha Scheme, Jamia started the "Book Bank" project, the "Village (*dehat*) Project", and "Subzi Mandi Project". They also started programmes on *sehat aur safai* (health and hygiene), *kapda* (weaving), carpentry and soap making where students learnt the merits of combining manual labour along with broadening their intellectual horizons. Vocational training and school education became one of the cornerstones of Jamia education and models for innovative teaching.

At the threshold of independence, Jamia was emerging as a dynamic and unique institution that aspired for support from the independent Indian government. The trials and tribulations of a newly formed nation were also reflected in Jamia, which faced enormous financial difficulties in this period. However, the coping strategies used by the administration, staff and students themselves reflected the values of self-reliance and democratic functioning that were to form the core principles of Nehruvian India. Nehru assigned many roles to the founders of Jamia: both Zakir Husain and Mujeeb were inducted into the Planning Commission to develop a plan for integrated education. But despite these contributions to national development, they were forced to fight hard for a university status.

Contemporary Jamia

It was in 1962 that Jamia became a deemed university recognised by the University Act, 1956 under the leadership of Mohammad Mujeeb, "At last Jamia employees were able to draw regular salaries". By 1963, regular teaching programmes like masters in history and education, and undergraduate programmes in the sciences were started. Thereafter, in 1969 doctoral programmes were started. The emergence of university as a premier institution of learning was recognised in 1988 when it was accorded the status of a Central University. Today, Jamia Millia Islamia is an ensemble of a multi-layered educational system which covers all aspects of schooling, undergraduate and postgraduate education. The university recognises that teaching and research are complementary activities that can advance its long-term interest. It has large Natural Sciences, Social Sciences, Engineering & Technology, Education, Humanities & Languages, Architecture & Ekistics, Fine Arts, Law and Dentistry Faculties; it has well known Centre of Mass Communication. Jamia Millia Islamia has also started several research centres that have given an edge to Jamia in terms of critical research in various areas. Obviously, 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.

The Jamia Millia Islamia conducts Undergraduate, Postgraduate, M.Phil. and Ph.D. as well as Diploma and Certificate courses. The number of students in the university is 14,729 of which 7,407 are enrolled in undergraduate courses, 2,661 in postgraduate, 1,501 in M.Phil/Ph.D and 3,160 in Diploma/Certificate courses. Jamia Millia Islamia, as before, 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. Thus, Jamia Millia Islamia is constantly learning from its history to negotiate the new and emerging challenges facing a nation of the twenty first century.

2. OFFICERS OF THE JAMIA

Amir-i-Jamia (Chancellor)	: Lt. Gen (Retd) M.A. Zaki
Shaikh-ul-Jamia (Vice-Chancellor)	: Mr. Najeeb Jung, (IAS)
Naib Shaikh-ul-Jamia (Pro-Vice Chancellor)	: Prof. S.M. Rashid
Musajjil (Registrar)	: Prof. S. M. Sajid
Dean, Faculty of Humanities & Languages	: Prof. G. P.Sharma
Dean, Faculty of Social Sciences	: Prof. Khan Masood Ahmad
Dean, Faculty of Natural Sciences	: Prof. Khalil Ahmad
Dean, Faculty of Education	: Prof. Aejaaz Masih
Dean, Faculty of Engineering & Technology	: Prof. Khalid Moin
Dean, Faculty of Law	: Prof. Rose Varghese
Dean, Faculty of Architecture & Ekistics	: Prof. S. M. Akhtar
Dean, Faculty of Fine Arts	: Prof. Z. A. Zargar
Dean, Faculty of Dentistry	: Prof. Saranjit Singh Bhasin
Dean, Students' Welfare	: Prof. Tasneem Meenai
Finance Officer	: Prof. Shahid Ashraf
Librarian	: Dr. Gayas Makhdumi

Honorary Director
Prof. Mohammad Shakeel
Centre for Distance and Open Learning
Jamia Millia Islamia, New Delhi - 1100 25

3. FACULTIES, CENTRES, LIBRARY AND SCHOOLS

Jamia Millia Islamia is a dual mode university. It offers regular courses and programmes through the following Faculties, Centres and Schools administered by it:

3.1 FACULTIES

- i. Faculty of Humanities and Languages
- ii. Faculty of Social Sciences
- iii. Faculty of Natural Sciences
- iv. Faculty of Education
- v. Faculty of Engineering and Technology
- vi. Faculty of Law
- vii. Faculty of Architecture & Ekistics
- viii. Faculty of Fine Arts
- ix. Faculty of Dentistry

3.2 CENTRES

(I) A. J. K. Mass Communication Research Centre

The AJK Mass Communication Research Centre is a premier media institution in India. Founded in 1982 by Anwar Jamal Kidwai (former VC of Jamia Millia Islamia

and later, Chairman of the Centre), the MCRC offers post-graduate courses in the art, craft and technology of the modern media. The MCRC provides the highest standard of media education and training with a professionally and academically accomplished faculty and a broad spectrum of visiting professionals.

The AJK MCRC was established in collaboration with York University, Toronto and the Canadian International Development Aid Agency. The CIDA provided the MCRC with a range of sophisticated production equipment while York University sent the first generation of teachers. The team from York was led by distinguished documentary filmmaker James Beveridge, a close associate of documentary pioneer John Grierson, founder of the National Film Board of Canada. Beveridge, who had worked closely with the Burma Shell Film Company and Films Division in India, was uniquely placed to design the syllabus of this new media institute.

AJ Kidwai envisioned the institute as providing an intensive and integrated media education that would enable students to develop their individual expertise and skills within a secular and collaborative working environment. The institute was expected to give students a comprehensive media education that would nurture the individual aspirations of students while inspiring them to make a meaningful contribution to the social environment within which they worked. The MCRC continues to work within this broad mandate while regularly updating its courses to meet the growing challenges of contemporary media. All the media courses at the MCRC seek to create competent and thoughtful media practitioners whose engagement with the world of media is both professional and intellectual.

(2) Maulana Mohammed Ali 'Jauhar' Academy of International Studies

The Academy of International Studies (formerly Academy of Third World Studies) was established in 1988 at the initiative of the then Prime Minister of India Shri Rajiv Gandhi. The Academy, named after Maulana Mohamed Ali 'Jauhar', one of the founders of Jamia Millia Islamia is a full-fledged centre within the University engaged in research and teaching in contemporary international and area studies from an interdisciplinary perspective. The focus areas of teaching and research, which include countries and sub-regions, cover South Asia, Central Asia, West Asia, East & South East Asia, Africa; Pakistan, Afghanistan, China and Bangladesh. The teaching and research activities focus on political, economic, social and cultural dimensions of international affairs and issues taking into account Indian perspective.

(3) Academic Staff College

It was established in 1987, taking into cognizance the beneficial experience of different countries, which initiated "Staff Development Programmes" for promoting quality of higher education. It has 100% funding of all its activities / training programmes by the UGC. The Academic Staff College is expected to develop an understanding among the college and university teachers of the environment they are working in and also an insight into pedagogy and psychology of learning and educational technology and help them communicate more effectively with their students.

(4) Barkat Ali Firaq State Resource Centre

The Centre provides tools and technical resource support to adult education programme run under the aegis of the National Literacy Mission. This support

includes preparation of curricula, teaching material and environmental modules. The Centre coordinates its efforts with the Directorate of Adult Education and Ministry of Human Resource Development, Government of India. Population and Development Education is an integral part of all Services of BAFSRC. It also develops pilot and demonstrations to address population and development issues. Sensitization, training, advocacy and capacity building programme are also conducted for cross section of beneficiaries. In view of the demands of current social scenario, special focus is on adolescent reproductive and sexual health, female foeticide and HIV/AIDS.

(5) Fakhruddin T. Khorakiawala Centre for Information Technology

The FTK-Centre for Information Technology was originally started as Computer Centre in the year 1984-85 with the objective of providing basic computing facilities to students and faculty members of Jamia. Since then, it has grown into a state-of-the-art ICT facility for the entire University community. Presently, the Centre provides several critical ICT services on “round-the-clock” basis to all departments, offices and hostels of Jamia through a Local Area Network comprising of 4000+ nodes, 2200+ PCs and several WiFi installations across the campus. The centre also manages 34 Mbps Internet bandwidth through 3-Radio link connections. Simultaneously, 1-Gbps link under National Knowledge Network project of Ministry of Human Resource Development has also been set up. For achieving optimum communication and administrative efficiency, the Centre has also provided E-Mail facilities to all faculty members, officers and other staff of the University. In addition, the Centre manages the University website which in the past ten-years has grown to 15000+ pages. To provide support for the data and transactional activities at the operational and management level, the Centre has been developing and maintaining the “Jamia-MIS” (University ERP) system for past seven-years. Like all other services of the centre, the Jamia MIS is also critical services which remain operational on 365x24x7 basis and provides fundamental support to all academic and administrative activities in the University. In addition, the Centre regularly undertakes ICT capacity development activities by conducting training programmes, workshops and conferences for the ICT users in Jamia and other Universities. Recently, the Centre has also started Ph.D. programme. The FTK-Centre for Information Technology is also partnering with other premier institutions of the country like IIT Kanpur, IIT Roorkee, AMU, IGNOU etc. in development of Open Source ERP for Universities under the ERP Mission Project.

(6) Centre for Management Studies

In order to respond to the ever increasing demand for full-time quality MBA programme, University has established a Centre for Management Studies. The University constituted a Board of Management under the Chairmanship of the Vice-Chancellor with prominent academics and professionals in management and business education as members to oversee and guide the programmes of the Centre. The course content, duration and methodology of the MBA (Full-time) Programme is based on latest UGC model curriculum for MBA. The other programmes conducted by the Centre are Ph.D. and MBA (Evening).

(7) Nelson Mandela Centre for Peace & Conflict Resolution

The Nelson Mandela Centre for Peace and Conflict Resolution was launched in 2004, and was one of the first Centres for peace and conflict resolution to be established at an Indian University. While the chief focus of the Centre is comparative and

contemporary studies, it also aims to fill a gap in Indian academic life – the lack of serious and purposeful analysis of types and sources of conflict in our country & neighborhood, and the methods of dealing with them that India has adopted. There is a wealth of Indian literature on war-making and peace settlements through the ages - but it has not yet been collected or analyzed from a doctrinal point of view. The Centre has, and hopes to develop further, an active programme of research, curriculum development, teaching, seminars/conferences and training courses for faculty, administration and civil society, as well as partnerships with other university centres/departments and institutions working in the field of peace and conflict studies.

(8) Centre for Jawaharlal Nehru Studies

Founded in 2004, the Centre for Jawaharlal Nehru Studies focuses on teaching and research on development processes that have impacted the making of modern Indian nation, the foundations of which were laid in the Nehruvian period. The Centre focuses on the study of debates and ideas of Nehru and his contemporaries to analyse and understand the current context of developments in the Indian society. The areas of research in the Centre include political economy and development theory, dalit, tribal, minority and gender studies, education, health and the environment. The Centre houses as comprehensive library on these issues. It also does research projects and national and international seminars in partnership with national level research, government and non-government institutions. The Centre encourages interdisciplinary studies and research in social sciences through its M.Phil. and Ph.D. Programme in Development Studies. This interdisciplinary programme seeks to train students to research in matters crucial to public policy and their implementation. It also helps them to acquire knowledge and skills that will help them find a career either with government or development sector apart from academics. The M. Phil. is a two year programme (Four Semesters). The first two semesters of the programme consist of course work. In the second year students are expected to submit a dissertation which is based on both primary and secondary research. The Ph.D. programme is a three year programme in which students are expected to do advanced and original research on development issues. More details of both programmes regarding eligibility and admissions are available on <http://www.jmi.ac.in>

(9) Centre for the Study of Comparative Religions and Civilizations

The Centre for the Study of Comparative Religions & Civilizations was launched in 2005. One of the few of its kind to be established at an Indian University, the Centre takes a serious look at the neglected field of Religious Studies in India. The newly emergent discipline of Religious Studies does not form part of any academic curricula and, has therefore, not found a sound footing in the Indian academia. One of the concerns of the Centre is to redress this imbalance and to create a site for an academic study of Comparative Religions that forms a part of mainstream liberal art education curricula in India. The Centre is committed to develop a cross – cultural, interdisciplinary programme of research, curriculum development, teaching, seminars, conferences and academic dialogues between disciplines, and among various departments and Centres of our University, as well as collaborations and institutional links with other University and research institutions in India & abroad.

(10) Dr. K.R. Narayanan Centre for Dalit and Minorities Studies

Established in February 2005, the Centre for Dalit & Minorities Studies was rechristened as Dr. K.R. Narayanan Centre for Dalit & Minorities Studies in

recognition of the yeoman service that the former President of India unceasingly rendered for advocating the cause of social justice, equality and egalitarianism. At the core of the Centre's academic activities lie research and teaching combined with efforts to develop suitable interlinkages with other academic, policy making bodies and civil society organizations. The pedagogical and research approaches at the Centre accentuate upon inter-disciplinarily and pluralism in their effort to understand the complex nature of social reality. The idea is fourfold: firstly, to understand the processes and dimensions of social exclusion; secondly, to generate knowledge on the structural contexts and processes of social exclusion and understand their subsequent impact upon the socially excluded; thirdly, to disseminate new knowledge forms and facilitate informed discussions and debates in the wider academia and society; and finally, to establish the Centre as a nodal Centre of studies on social exclusion.

The Dr. K.R. Narayanan Centre for Dalit & Minorities Studies is credited with initiating the first-ever 'Masters Programme on Social Exclusion and Inclusive Policy' in India. Acknowledging the pioneering work of the Centre, the University Grants Commission sanctioned the 'Programme on Social Exclusion and Inclusive Policy' in 2008 and has since been incorporated within the existing focus of the Centre.

(11) Centre for West Asian Studies

The Centre for West Asian Studies was established in July 2004. The Centre strives for comprehensive understanding of the region, bringing together different perspectives to study the region as a resource base.

(12) Centre for Spanish and Latin American Studies

The Centre for Spanish & Latin American Studies (CSLAS) conducts research and teaching on Latin America and the Caribbean as well as on different European countries like France, Italy, Portugal, Russia and Spain. Keeping this objective in mind, the Centre undertakes various academic activities with an interdisciplinary focus that cover a wide range of areas like culture, society, politics, history, and literary and cultural studies of these regions. The Centre offers M. Phil. programme in European Studies and Latin American Studies. In addition, the Centre also offers language proficiency programmes in various languages in order to create a corpus of persons well versed in the languages of these societies like Catalan, French, Italian, Portuguese, Russian and Spanish who would be able to conduct study and research of the area specified in the languages of these regions. These programmes also help students opt for professional careers given the growing demand for these languages in the current job scenario in India.

(13) Sarojini Naidu Centre for Women's Studies

The introduction of 'Women's Studies' in the Indian university system came about more than three decades ago. Women's studies centers were set up to mainstream women's/gender issues, to carry out research from a gender perspective and to integrate both conceptual and empirical facets of gender issues and gender relations into teaching. Keeping these concerns in mind, Sarojini Naidu Centre for Women's Studies was established in Jamia Millia Islamia under the aegis of the University Grants Commission in September 2000. The Centre presently strives towards achieving excellence in the areas of research and teaching. It offers a multidisciplinary approach to understand the changing nature of gender relations in

general and women's experiences in particular. In the past ten years, the Centre has acquired to its credit many documentations and publications and has conducted number of lectures, workshops, seminars; refresher courses for teaching faculty in the area of 'Gender Studies' are organized on regular basis. The Centre also publishes a theme based newsletter 'Expressions'. From 2005 onwards, the Centre has offered women studies as a subsidiary (optional) subject in B.A (Hons.) course but in the current academic session, B.A. students can opt it as a main subject too. Apart from teaching, the Centre is committed to assist students and research scholars of the university in incorporating gender related inputs in their research, to make available translation of basic reading materials into Urdu and Hindi, to create awareness on gender and women's issues in the university and the communities around it and works for the empowerment of women from minority communities.

(14) Centre for Coaching and Career Planning

The Centre for Coaching & Career Planning provides coaching facilities to students belonging to SC, ST, OBC, Women and Minority categories. It provides coaching to students preparing for Group A and B services of the Central and State Governments, Public Sector Undertakings etc. It also provides coaching for UGC/ CSIR NET/JRF, and prepares students for admission to B. Tech., Diploma Engineering, B. Ed. and ETE. Students are selected for various coaching programmes on the basis of merit/entrance test/interview organized by the Centre. All coaching is provided free of cost.

(15) Dr. Zakir Husain Institute of Islamic Studies

Dr. Zakir Husain Institute of Islamic Studies, Jamia Millia Islamia, New Delhi (ZHIIS) was established in 1971 in memory of Late Dr. Zakir Husain, one of the main promoters and sustainers of the Jamia Millia Islamia, a great educationist and a former President of India, who believed in the creative civilisational Core of Islam. The Institute was set up with a view to promote the rational understanding of Islam with special reference to the points which can help in solving the problems of the modern age. It also aims at the study of movements of liberalisation and modernisation in Islamic countries. Apart from the "Monthly Jamia", the institute brings out two quarterly journals: one in English and other in Urdu namely "Islam and the Modern Age" and "Islam Aur Asr-e-Jadeed" respectively. The institute also organises symposia, seminars and extension lectures on subjects relevant to its objectives.

(16) Centre for Interdisciplinary Research in Basic Sciences (CIRBS)

Recently Centre for Interdisciplinary Research in Basic Sciences (CIRBS) has been approved by the U.G.C. The objective is to prepare the students with strong theoretical and practical background in different areas of basic sciences that can coordinate with interdisciplinary upcoming thrust areas of research and teaching.

(17) Centre for Culture, Media and Governance

The Centre for Culture, Media and Governance was initiated with the objective of developing a policy oriented understanding of Culture, Media and Governance and the interplay between them in India and the South Asian region. The objectives of the centre is to study the interlinkage between media and governance in their various forms, at different sites and their grounding in wider political, economic and historical processes. It aims to develop pedagogical innovations in both academia and

professional training; to initiate debate, sharing research and encouraging dialogue between academia, government, civil society and industry at the local, national and global levels. The centre strives to work as a think tank in addressing the dilemmas of governance in the new epoch of mediated culture.

(18) Centre for Theoretical Physics

The Centre for Theoretical Physics (CTP) has a very active research programme in Cosmology and High Energy Physics. In fact, this is probably first of its kinds in the area of Theoretical Physics. The CTP has strong collaborative programme with other premier Research Institutes in India and abroad. The Centre provides a suitable platform for interaction of visitors with the faculties and students.

(19) Centre for Physiotherapy & Rehabilitation Sciences

The Centre established during the X Plan period endeavors to prepare highly skilled professionals with thorough knowledge of theoretical and practical aspects in Bio-Medical Sciences and Biotechnology through meaningful programme of teaching & research. Having recognized the growing importance of this field of allied health sciences, Jamia Millia Islamia has taken lead in establishing a Centre, which is first of its kind in a Central University.

(20) Centre for Early Childhood Development and Research

The Jamia has established a Centre for Early Childhood Development and Research with the ongoing funding of the Save the Children, India. The vision of the CECDR is to see an India in which every young child is provided a nurturing and stimulating environment for his/her optimal, holistic development. To move in this direction, the purpose of the CECDR is to create an enabling environment for enlightened policy and practice for ECD particularly with reference to children who are most marginalized, through sustained attention and efforts of the Government and Civil Society based on a scientific understanding of children’s developmental needs.

The Centre is expected to play the role of a catalyst and watchdog to sustain and increase national attention on ECD; bring key stakeholders together ; help bridge gaps between theory, research, policy and practice; support sector reform; build human resources for ECD at various levels; help develop quality frameworks and also position itself as a technical resource centre for the Ministry of Women and Child Development and the Ministry of Health and Family Welfare as it relates to children’s development. Thus , the broader intension of the CECDR is to develop as national resource in ECD over time. It will visualise responses to the multiple challenges at different levels of making quality ECD happen. Furthermore, the CECDR will be informed by a child rights perspective, which recognises children not only as future productive adults, but recognizes childhood as a value in itself.

(21) India Arab Cultural Centre

The vision and mission of the India Arab Cultural Centre is to facilitate the rejuvenation and nourishment of the civilisational linkages that existed between India and the Arab world since antiquity. The Centre is emerging as a unique nodal point for the research and promotion of Indian culture in the Arab countries and the Arab culture in India through its inter-disciplinary academic programmes and multi-faceted literary and cultural activities.

(22) Academy of Professional Development of Urdu Medium Teachers

Jamia Millia Islamia has started an Academy of Professional Development of Urdu Medium Teachers since October 2006. It has responsibility of Urdu medium schools including Madrasas and those schools where Urdu is taught as first, second and third language in Delhi, Haryana, Punjab, Rajasthan, Himachal Pradesh, Jammu & Kashmir, Madhya Pradesh and Chhattisgarh. The Academy is engaged in various activities to develop the teaching abilities and efficiency of in-service Urdu teachers; improves the communication skills in Urdu; provides help books, hand books, Urdu style manual, reference books, other teaching and reading material. It conducts short-term training programmes for Urdu medium teachers/Urdu language teachers, it also assists the State Governments in preparing text books, teaching materials for Urdu/Urdu medium teachers, it provides extension and consultancy services to teachers and provides solutions/answers/information of any question or query related to Urdu/Urdu medium teaching. Courses which the Academy conducts are: Short-term orientation course; Urdu Translation Course; Urdu Pronunciation Course for Urdu teachers as well as media persons; Guidance/Preparation Course material for competitive examinations for Civil Services and for BUMS in Urdu; online Urdu course, and Noting and Drafting course in Urdu.

(23) Jamia's Premchand Archives & Literary Centre

Prof. Mushirul Hasan at the Jamia Convocation in 2004 in the presence of the then President of Indian Republic, Dr. A. P. J. Abdul Kalam and the Hon'ble Minister for Human Resource Development, Shri Arjun Singh mooted the idea of an Archives on Munshi Premchand. Recognizing and acknowledging Premchand as the father of Hindi/Urdu novel, and a great writer whose writings have not only influenced social, political and cultural consciousness in India at a popular level but also whose life and works made him the spirit behind the anti-colonial struggle of the Indian people. As a representative institution of Premchand legacy as well as composite culture of Urdu and Hindi, the University dedicated its Archives to memory of Munshi Premchand, the most secular icon and an intellect who gave Indian literature a new meaning and purpose. The Centre collects and preserves manuscripts, photographs, his letters and his writings-published and unpublished-works on him and his work-translation. In addition to Premchand, the Archives also houses private papers, photographs and personal collections of national leaders like:

- Maulana Shaukat Ali (1873-1936)
- Maulana Mohammed Ali Jauhar (1878-1931).
- Dr. M. A. Ansari (1880-1936).
- Dr. Zakir Husain (1897-1969).
- Asaf Ali (1888-1953).

and of the literary stalwarts like:

- Pandit Banarsidas Chaturvedi (1892-1985).
- Qurratullain Hyder, the Urdu writer and journalist (1926-2007).

The archives also welcomes present-day creative writers to preserve their writings, biographies, critical works and audio visual material in Indian as well as foreign languages in the archives. Trained staff in Conservation and Archival Record Management is available to assist those intrested in research and reference of the archival material. The literary and cultural wing of Jamia's Premchand Archives

concerns itself with organizing regular literary activities, public interface to inform, interact and encourage use and interpretation of archival material.

(24) Centre for Nanoscience & Nanotechnology

The Centre for Nanoscience and Nanotechnology was launched in December 2011. One of the very few of its kind to be established at an Indian University, the Centre, which will operate independently, will create the necessary conditions for the flow of knowledge, expertise and research means between researchers from different disciplines, and provide the infrastructure to support this fascinating field of research at the frontier of Nanoscience and Nanotechnology. The mission of this Centre is to promote forefront basic and applied research in the fields of Nanoscience and Nanotechnology, with potential applications towards fulfilling national strategic needs. The main research focus of the Centre includes Nano-fabrication & Nanodevice, Nano-materials & Nano-structures, Nanobiotechnology & Nano-medicine, Nano-structure characterization & measurements. In addition the centre also offers an M. Tech. (Nanotechnology) programme.

(25) University Placement Cell

The University started its Training & Placement Cell in 2006. University Placement Cell is very active in coordinating the training and placement of students of various professional courses. Placement Cell keeps a close interaction with the industry and identifies the potential employees and their contemporary needs. It facilitates the companies which are willing to recruit students. It organizes industry-institute interaction through career fairs, pre-placement talks, seminars, lectures and discussions. Training & Placement Cell conducts pre placement training seminars to prepare students for the jobs. Most of the reputed companies, public sector undertakings and govt. agencies have visited our campus and recruited students from various courses. (Please refer to our website for details).

3.2 DR. ZAKIR HUSAIN LIBRARY

Dr. Zakir Husain Library is the Central Library of the University. The library has a rich collection of about 3.50 lac books, microforms, periodical volumes, manuscripts and rare books. The library subscribes to 450 print journals and provides access to about 6,000 full-text e-journals on Sciences, Social Sciences, Arts, Humanities, Islamic Studies, Law, Engineering and Technology through 26 major databases. Besides, there are specialised subject collections in some Faculty and Centre Libraries. The library has online catalogue of its collections, and provides automated circulation. The library provides interlibrary loan services, and is a member of Delnet, Inflibnet, British Library and American Centre Libraries. The library’s Digital Resource Centre provides access to the e-journals, e-thesis (Jamia) and other e-resources. The library facilities are open to all bonafide students of Jamia. The students are advised to enroll for membership and obtain bar coded library cards.

3.3 JAMIA SCHOOLS

Jamia also imparts education from Nursery to Senior Secondary level. It maintains the Nursery School, Middle School, and Senior Secondary School. Separate prospectus is available for admission to Schools.

1. **Senior Secondary Schools** (Morning Shift and Self-financing Scheme)
 - Senior Secondary School Certificate (XI-XII) (Humanities / Sciences / Commerce Streams)

- Secondary School Certificate (Class IX-X)
- 2. **Girls Senior Secondary School** (II Shift under Self-financing Scheme)
 - Senior Secondary School Certificate (XI-XII) (Humanities / Sciences)
 - Secondary School Certificate (Class IX-X)
- 3. **Middle School** (I/II Shift) (II-Shift under Self-financing Scheme)
 - (Class I-VIII)
- 4. **Nursery School**

The concept of teaching tiny tots through play-way method and without burdening the tender shoulders of little children with books and bags was the basic concept behind starting the Musheer Fatima Nursery School in 1955.

 - Dareecha Group (K.G-1) 3 ½ to 4 ½ years, and
 - Chaman Group (K.G-2) 4 ½ to 5 ½ years

3.4 Balak Mata Centres

These Centres aim at establishing an educational-cum-professional support system for women and children of the deprived classes. Also nursery and primary education, along with cutting, tailoring, embroidery skills, computer and other skill development courses for women like beautician, textile designing are imparted in the three centres situated in the walled city.

- Nursery
- Primary Section – I to V
- Cutting & Tailoring
- Embroidery
- Six Month Courses of (i) Computer (ii) Beautician (iii) Textile Designing

4. COURSES OFFERED BY UNIVERSITY (REGULAR MODE)

4.1 Faculty of Humanities & Languages

- Ph.D. (Arabic/English/Hindi/Urdu/History/Islamic Studies/Persian)
- M.Phil. (English/ Hindi/ History/Urdu)
- M.A. (Arabic/ English/ Hindi/ History/ Islamic Studies/ Urdu/ Persian)
- B.A. (Hons.) Arabic/ English/ Hindi/ Mass Media Writing Hindi/ Islamic Studies/ Persian /Urdu/History)
- B. A. (Hons.) Hotel Management, Travel and Tourism (BHMTT)
- B.A. (Hons.) Turkish Language & Literature
- P.G. Diploma in Urdu Mass Media
- P.G. Diploma in Journalism (Hindi Medium) (Self-Financing)
- P.G. Diploma in T.V.Journalism (Hindi Medium) (Self-Financing)
- Adv. Diploma in Mod. Arabic Lang. & Transl./ Modern Persian/ Turkemenian / Turkish
- Diploma in Modern Arabic Lang./ Translation Proficiency/ Modern Persian/ Kazhaki/ Turkemenian
- Diploma in Pashto Language/ Tourism & Travel Mgt./ Turkish
- Certificate in Modern Arabic Lang./ Translation Proficiency/ Modern Persian/ Kazhaki /Turkemenian
- Certificate in Pashto Language /Turkish

4.2 Faculty of Social Sciences

- Ph.D.
- M.Com. (Business Mgt.)
- M.I.B.
- M.A. (Economics/ Political Science /Human Rights & Duties Edu /Public Administration)
- M.A. (Applied Psychology/ Social Work / Human Resource Mgt /Sociology)
- M.A. / M.Sc. Development Extension
- B.Com. (Hons.)
- B.B.S.
- B.A. (Hons.) Economics /Political Science/ Psychology/ Sociology/ Social Work
- B.A. with Comp. Appl. (B.A.C.A.)
- B.Lib. & Information Science
- Advanced Diploma in Counsel. Psychology
- P.G. Diploma in Mgt. of NGOs.

4.3 Faculty of Natural Sciences

- Ph.D.
- M.Sc. Biosciences
- M.Sc. Biochemistry (S.F.)/Biotechnology (S.F.)/ Bioinformatics (S.F.)
- M.Sc. Chemistry /Physics
- M.Sc.Tech. (Industrial Maths with Computer Application) (S.F.)
- M.Sc. Maths with Computer Science
- M.C.A.
- M.A./ M. Sc. Geography/ Mathematics (S.F.)
- B.Sc./ Biosciences/ Biotechnology / Instrumentation (Voc.)
- B.Sc. (Hons.) Chemistry/ Mathematics/ Physics
- B.A./ B.Sc. (Hons.) Geography
- B.A. (Hons.) Mathematics
- P.G. Diploma in Computer Applications/ Digital Cartography/ Remote Sensing & GIS Applications

4.4 Faculty of Education

- Ph.D.
- M.Phil. in Education
- M.A. (Edl. Planning & Admin.)
- M.A. (Education)
- M.Ed.
- M.Ed. (Elementary Education)
- M.Ed. (Special Education)
- B.Ed.
- B.Ed. (Nursery Education)
- B.Ed. (Special Education)
- Diploma in ETE
- P.G. Diploma in Edl. Mgt. (S.F.)

4.5 Faculty of Engineering and Technology

- Ph.D. (Civil / Electrical / Mechanical / Electronics & Communication / Computer Engg. / Applied Sc. & Humanities

- M.Sc. Electronics
- M.Tech. in Environmental Science & Engineering (Part-Time)
- M. Tech. in Earthquake Engineering
- M.Tech. in Mechanical Engineering (Machine Design/ Thermal Engg./ Production and Industrial Engg.)
- M.Tech. (Electrical Power System & Management)
- M.Tech. (Control & Instrumentation System)
- B.Tech. (Civil/Mechanical/Electrical/ Electronics & Communication/ Computer)
- B.E. (Civil/Mech./Elect./ Electronics & Communication/Computer) (Evening)
- Diploma Engg. (Civil / Computer / Electrical/Electronics/Mechanical (Regular)
- Diploma Engg. (Civil / Computer / Electrical /Electronics/Mechanical (Evening)

4.6 Faculty of Law

- Ph.D.
- L.L.M.
- B.A. LL.B. (Hons.)

4.7 Faculty of Architecture & Ekistics

- Ph.D.
- M. Arch. (Pedagogy/Medical Architecture/ Building Services/Recreational Architecture/Urban Regeneration)
- M. Ekistics
- B. Arch.
- B. Arch. (Self-Financing)

4.8 Faculty of Fine Arts

- MFA Painting/Sculpture/Applied Art/ Art Education/Graphic Art
- MFA Art History & Art Appreciation
- BFA Applied Art/ Painting/ Sculpture/ Art Education
- Diploma in Sculpture
- Certificate in Commercial Art/ Photography/Calligraphy/Sculpture/Painting

4.9 Faculty of Dentistry

- Bachelor of Dental Surgery (BDS)

4.10 A. J. Kidwai Mass Communication & Research Centre

- Ph.D.
- M.A. in Mass Communication/ Convergent Journalism
- P.G. Diploma in Development Communication/Broadcast Technology/Still Photography & Visual Communication/Graphics & Animation/ Acting

4.11 Centre For Management Studies

- Ph.D.
- M.B.A. (Full-Time)
- M.B.A. (Evening)

4.12 Nelson Mandela Centre For Peace & Conflict Resolution

- Ph.D.
- M.A. in Conflict Analysis & Peace Building

4.13 MMAJ-Academy of Third World Studies

- Ph.D.
- M.Phil.
- Diploma in Uzbek

- Certificate in Uzbek
- 4.14 Centre For Spanish & Latin American Studies**
 - M. Phil. in European Stud/Latin American Studies
 - Adv. Diploma in Spanish/Portuguese/French/Russian/Italian
 - Diploma in Spanish/Portuguese/French/Russian/Italian/Catalan
 - Certificate in Spanish/Portuguese/French/Russian/Italian/Catalan
- 4.15 Centre for Physiotherapy & Rehabilitation Sciences**
 - Ph.D.
 - Master in Physiotherapy (MPT-Sports)
 - Bachelor of Physiotherapy
- 4.16 Centre for Interdisciplinary Research in Basic Sciences**
 - Ph.D.
- 4.17 Centre for the Study of Comparative Religions & Civilisations**
 - Ph.D.
 - M.Phil.
 - M.A. in Comparative Religions
- 4.18 Dr. K.R. Narayanan Centre for Dalit & Minorities Studies**
 - Ph.D.
 - M.A. in Social Exclusion & Inclusive Policy
- 4.19 Centre for West Asian Studies**
 - Ph.D.
 - M.Phil
- 4.20 Centre for Jawaharlal Nehru Studies**
 - Ph.D.
 - M.Phil in Development Studies
- 4.21 Centre for Culture, Media & Governance**
 - Ph.D.
 - M.A. in Media Governance
- 4.22 India Arab Cultural Centre**
 - Ph.D.
 - P.G. Diploma in Iranology (Part-Time)
- 4.23 Centre for Early Childhood Development & Research**
 - M.A. in Early Childhood Development
- 4.24 Centre for Nanoscience & Nanotechnology**
 - Ph.D.
 - M. Tech. (Nanotechnology) (S.F.)
- 4.25 Dr. Zakir Husain Library**
 - B.Lib. & Information Science (Self-financing/ Evening Course)

5. CENTRE FOR DISTANCE AND OPEN LEARNING

The Centre for Distance & Open Learning started in Jamia Millia Islamia with the assistance of Distance Education Council in September 2002. Major objective of the Centre is to provide opportunities for higher education to those who are not able to draw benefits from formal system of education. The Open Learning System allows a learner to determine his /her pace of learning and provides education at the doorstep of the learner. The mode of transaction is through self-learning print material, supplemented by audio and video programmes. It has further scope of students accessing material through internet and various other media. The Centre started functioning in the session 2003, it became a full fledged Centre in 2009. The Centre for Distance and Open Learning is approved by Ministry of Human Resource Development, Govt of India in 2009 and all the programmes running by the Centre for Distance and Open Learning are recognized by joint committee EC,AICTE,UGC/NCTE. The Centre has established 31 study/programme centres. These centres are located at various places in UP, Rajasthan, Bihar, Chhattisgarh, Gujarat, Orissa and Maharashtra.

The Centre also runs an Urdu Certificate Course. Its purpose is to teach Urdu by means of different languages (Hindi & English) through distance mode. This certificate programme is offered free of cost. But the candidate shall remit Rs. 100/- through Postal Order to meet the Postal Charges for the dispatch of books and correspondence. Candidates from outside India should send an amount equivalent to US\$ 20 in case of SAARC nations and US\$ 50 in case of countries other than SAARC by bank draft drawn in favour of “Jamia Millia Islamia” payable at “New Delhi”. The admission is open throughout the year for the Urdu Certificate Course. For further details, syllabus, admission form and the list of study centres write to **The Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia, Arjun Singh Block, Maulana Mohammed Ali Jauhar Marg, New Delhi - 110025.**

6. GENERAL GUIDELINES

1. Candidates are required to read the prospectus carefully before filling in the Application Form for admission to the Distance Mode Programmes. The Prospectus provides general information and is subject to the provisions of the Act, Statutes, Ordinances, Regulations and relevant Resolutions of the Academic Council / Executive Council of the Jamia.
2. Candidates obtaining less than 33 % marks in undergraduate and diploma programmes will not be eligible for admission.
3. No application / request from candidates for re-checking / re-evaluation of Answer-scripts of Entrance Test shall be entertained.
4. **There is no provision of nomination on any seat by any authority of the Jamia and no application/ request shall be entertained in this regard.**
5. Students admitted shall be subject to the provisions of the Act, Statutes, Ordinances and Regulations of the Jamia.
6. Jamia reserves the right to make any change / modification in the provisions made in this Prospectus and the same shall be duly notified and published. The candidates shall not be informed of any such change individually.
7. No candidate shall be entitled to claim admission as a matter of right.

8. Candidates wishing to apply for admission to Distance Mode Programmes of Jamia Millia Islamia may also download application forms from our website <http://jmi.ac.in>. It may be noted that photocopies of downloaded application forms are not acceptable. Only original downloaded forms should be submitted along with the prescribed fee in the form of **Demand Draft/ Pay Order** in favour of '**Jamia Millia Islamia**', payable at '**New Delhi**'.
9. Admission to any of the Distance Mode Programme can be cancelled at any time if any information furnished by the candidate at the time of admission is found to be incorrect.
10. The candidates, who have appeared at the qualifying examination but whose results have not been declared, may also apply for admission. They must, however, submit their results/ marks-sheets by the last date of admission as per the list in which the name of the students figures.
11. There will be no negative marking in the Entrance Tests in any programmes of the Centre for Distance & Open Learning.
12. The absence of a candidate in either of the Entrance Test/Admission will forfeit his/her claim for admission.
13. The candidates admitted to various Programmes in Jamia shall be liable to submit an affidavit on Rs. 10/- Non-Judicial Stamp Paper certified by a first class Magistrate/Notary Public assuring not to indulge in any form of ragging, in a form obtainable from the office of the Centre.

7. GUIDELINES FOR ADMISSION

- (i) **List of selected candidates shall be displayed on the Notice Board of the Study Centre concerned and CDOL office as well as on the Jamia's website. No intimation to the selected candidates will be sent by post. The candidates shall be required to get their admission completed by the date given in the schedule.**
- (ii) If a candidate fails to complete the admission formalities by the prescribed date, he/she will automatically forfeit his/her right of admission.
- (iii) Admission of a candidate may be cancelled at any time, if any information furnished by the candidate at the time of admission is found to be incorrect or if the candidate has been wrongly admitted due to any reason.

How To Obtain Application Form

- (i) Candidates seeking admission to any programme at CDOL during the academic session 2012-2013 may obtain the prescribed Application Form along with the Prospectus from the **Study/ Programme Centre** or from the **Maktaba Jamia Ltd., Jamia Millia Islamia, New Delhi** on cash payment (Inclusive of Entrance Test fee) . The cost of the prospectus along with the application form for various programmes is given in the Table on the next page:

S. No	Programmes	Application Fee (Rs.) (Including Entrance Test Fee and Cost of Prospectus)	Intake/ Seats*
1.	M.A. – English (MEG)	300	200
2.	M.A. – Hindi (MHD)	300	200
3.	M.A. – Sociology (MAS)	300	200
4.	M.A. – History (MAH)	300	200
5.	M.A. – Human Resource Management (MHRM)	300	200
6.	M.A. – Public Administration (MAPA)	300	200
7.	M.A. – Political Science (MAPS)	300	200
8.	Master in Commerce (M.Com.)	300	200
9.	M.A. – Education (MAE)	300	200
10.	Bachelor of Education (B.Ed.)	500	500
11.	Bachelor of Arts (General)	300	300
12.	Bachelor of Commerce (B.Com.)	300	200
13.	Bachelor of International Business & Finance (BIBF)	300	100
14.	Bachelor of Business Studies (BBS)	300	200
15.	Post Graduate Diploma in Guidance & Counselling (PGDGC)	300	200
16.	Post Graduate Diploma in Geoinformatics (PGDGI)	300	200
17.	Adv. Dip. in Computer Hardware & Network Tech. (ADCHNT)	300	200
18.	Diploma in Electrical Engineering (DEE)	500	200
19.	**Diploma in Power Generation Engineering (DPGE)	500	500
20.	Diploma in Early Childhood Care and Education (DECCE)	300	200
21	Certificate in Computer & Information Technology (CCIT)	300	100

* The right to increase/decrease the number of seats in a non test programme rests with CDOL.

** In case of less number of candidates (less than 20) registered in this programme, the university reserves its right to give admission in DEE.

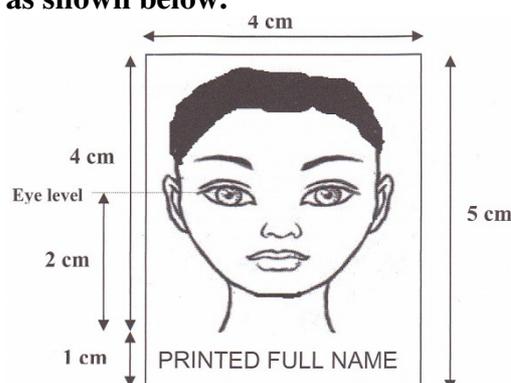
- (ii) The application form may also be downloaded from the official website of Jamia <http://www.jmi.ac.in> and submitted along with the prescribed fee as mentioned above. Photocopies of web downloaded Application Forms will not be acceptable. Only web downloaded Application Forms with the Inscription “JMI-WADF-2012” will be accepted.
- (iii) The Application Form and Prospectus may also be obtained through post by sending a crossed Demand Draft of an amount as shown in the Table above (under the column Application Fee) drawn in favour of “**Jamia Millia Islamia**” payable at “**New Delhi**” clearly indicating the name of the programme for which the Application Form is required along with a self-addressed envelope of 30x25 c.m. size affixing postage stamps worth Rs.150/- The request for sending a set of Application Form and prospectus should be addressed to **The Hony. Director, Centre for Distance and**

Open Learning, Jamia Millia Islamia, Arjun Singh Block, Maulana Mohammed Ali Jauhar Marg, New Delhi - 110025

- (iii) The cost of Prospectus along with the Application Form for each programme includes the Entrance Test Fee. **No other fee is required to be submitted at the time of submission of the Application Form.**
- (iv) Candidates who are found eligible / qualify for admission to a programme will be advised to pay Programme Fee within a prescribed date. Only those who pay the fees within the stipulated date are treated as admitted. Mere display of name in the list of selected candidates does not entitle any right to any candidate to claim his / her admission.

7.2 Submission of Application Forms

- (i) The candidate seeking admission is required:
 - To go through the Prospectus carefully.
 - To satisfy eligibility requirement to appear in the entrance test programme and non entrance test programme.
 - To send the application on the prescribed Application Form complete in all respect.
 - To write complete mailing address (in CAPITAL LETTERS only) with Postal Pin Code and contact Telephone/Mobile No. in the Application.
 - Application on prescribed form, filled in by the applicant in his/her own handwriting and signed by him/her and complete in all respect should be submitted either in person or by post, in the office of the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi – 110025, on or before the last date of submission.
 - Overwriting, cuttings, erasing in the application form and incomplete form may lead to rejection of form.
 - Application Forms will be accepted between 09:00 am to 04:00 pm (except lunch hours) on all working days. The Jamia remains closed on Saturday and Sunday besides the holidays recognized by the Jamia.
 - Application Forms must be filled in and duly signed by the applicants.
- (ii) **Payment of application fee by cheque/IPO/MO/Bank Scroll shall not be accepted.**
- (iii) **Three coloured photographs (with name printed on the same as given in the figure below) must have been taken within last three months.**
 - **The photo of applicant must measure 4cm by 5cm with the face centered in the frame as shown below.**



- The photo must be a full face view and it should cover at least 75% of the photo area.
 - The applicant should not look down, up or to either side, in photo.
 - Side or angled views are NOT acceptable.
 - The photo should be in colour, and must have only a white or off-white background. Blurred photos or photos with dark, busy, or patterned backgrounds will not be accepted.
 - The photographs duly self-attested should be affixed and covered with transparent tape on the application form. The application forms with different photographs are liable to be rejected. These photographs are to be pasted with gum and should not be stapled or pinned.
 - Xerox copies of photographs are not acceptable.
- (iv) For downloaded forms - candidates are advised to enclose a Demand Draft / Pay Order in favour of “**Jamia Millia Islamia**” payable at “**New Delhi.**” along with the downloaded form. It should be of the appropriate amount as given in the Table on **Page No. 18**. The Bank Draft / Pay Order should be enclosed along with the application form. The candidate must write his/her name and number of his/her application form at the back of the Draft / Pay Order.
- (v) **Application Form given on any format other than the one prescribed for the programme is liable to be rejected. Incomplete application form or not supported by the requisite Draft/Pay Order will be summarily rejected.**
- (vii) The eligibility of the candidate for the Programme will be checked at the time of admission. However, it shall be the sole responsibility of the candidate to ensure the eligibility before applying for admission to the programme. No claim of any sort in this matter shall be entertained at any stage. Any document sent separately, after submission of the application will not be considered.
- (viii) The Application Fees is non-refundable and no correspondence on this subject will be entertained.
- (ix) Candidates, whose results have not been declared, may also apply for admission provided they produce the result /certificate of the qualifying examination by the last date of admission as per the list in which the name of the students figures. Any subsequent production of result/certificate of the qualifying examination shall not vest in the candidates any right of admission.
- (x) The last date for acceptance of application forms for each of the programmes is shown in **Table-I, Page No. 61: “ADMISSION SCHEDULE OF PROGRAMMES OFFERED BY CDOL SESSION 2012-2013”** of the Prospectus.
- (xi) **It must be noted that application forms will also be accepted by Mail/Courier at the CDOL office (as shown in Table I, Page No. 61) only up to the last date of acceptance of forms, as specified in the Admission Schedule. Any form received by any means say Registered Post, Speed Post or by Courier Services, after the last date, as specified in the Admission Schedule shall be rejected.**
- (xii) Filled-in application form may be sent to **The Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia, Arjun Singh Block, Maulana Mohammed Ali Jauhar Marg, New Delhi - 110025** by Registered Post / Speed Post/ Courier Services so as to reach the above office on or before the date given in the admission schedule.

7.3 Entrance Test Details / Admission Procedure

- (i) Admission to the B.Ed./DPGE/DEE programmes would be done through a written test. Whereas the admission to these programmes shall be done through the merit determined on the basis of an Entrance Test, which will be held at various centres in Delhi and outside Delhi centres (only for B.Ed.).
- (ii) All candidates seeking admission in various programmes offered by the Centre, including candidates for reserved seats, are required to appear in the Entrance Test in accordance with the Admission Schedule. No information will be sent to individual candidates.
- (iii) Persons accompanying the candidates are not allowed to enter the Examination Centre.
- (iv) The list of provisionally selected candidates as well as of those in the Waiting List will be displayed in ascending order of the Entrance Test Roll No. The lists will be put up on the Notice Board of the Centre for Distance & Open Learning, Study / Programme Centre and on the Jamia Website on the dates given in the **Admission Schedule on Page No. 61**.
- (v) Candidates can collect their admit card for the Entrance Test in person while submitting the application form. Those who wish to receive the same by post may send a self-addressed and duly stamped (amount Rs. 25/-) envelope (22 cm x 30 cm) with the application form. However, the University shall not be responsible for any postal delays or loss during transit. If the admit card is lost or not received in time, the candidate may contact the office of the Centre for Distance & Open Learning or respective Entrance Test Centre along with two recent (passport size) self attested colour photographs, similar to those pasted/affixed on the Application Forms, and the receipt issued by the post office for having dispatched the application form, for getting duplicate Admit Card, at least one-day in advance of the date of Entrance Test.
- (vi) It is the sole responsibility of the candidate to ensure his/her eligibility before applying for admission to a particular programme. No claim of any sort in this matter shall be entertained.

7.4 Rules Relating To Admission

- (i) The candidates seeking admission to a programme should ensure that the Demand Draft pertaining to the fee of a programme should be made on or after the date of declaration of the list of selected candidates.
- (ii) All the candidates are required to submit Transfer Certificate/Migration Certificate in original within One Month from the date of admission, failing which the admission of the student is liable to be cancelled.
- (iii) **If a candidate fails to complete the admission formalities by the prescribed date, he/she will automatically forfeit his/her right of admission.**
- (iv) Admission of a candidate may be cancelled at any time, if any information furnished by the candidate at the time of admission is found to be incorrect or that the candidate has been wrongly admitted due to any reason.
- (v) The admission of a candidate will not be completed unless he/she has an Identity Card issued by the Head Office, CDOL, Jamia Millia Islamia, New Delhi. Admission is liable to be cancelled, if a student does not have an Identity Card issued.
- (vi) The admission to all programmes will be granted to only those applicants whose result of the qualifying examination is complete in all respect by the last date of admission as

per the list in which the name of applicant figures. The candidates must produce their result/marks-sheet at the time of admission.

- (vii) Jamia Millia Islamia recognizes the approved degrees of all central universities, state universities, institutions of national importance and reputed foreign universities, provided that their equivalence has been established by the Association of Indian Universities (AIU). Besides, the university also recognizes certain qualifications from the reputed madrasas as well, the details of which are given on Page Nos. 67-69 of the Prospectus.
- (viii) **The Re-verification process of students admitted in various Programmes of the Centre shall be at the Head office, Centre for Distance & Open Learning, Jamia Millia Islamia, New Delhi. In case of any discrepancy, appropriate police/criminal action shall be taken against the erring students.**

7.5 Submission of Documents at the Time of Verification

It may be noted that no documents are to be submitted along with the application form. If selected for admission, the candidate shall have to produce the following documents in original as well as self attested copies of the same at the time of completing the admission formalities:

- Proof of passing all the examinations including qualifying examination (marks-sheet and degree/certificate starting from X onwards) mentioned in the prospectus of the said examination in accordance with the eligibility requirements for admission.
- Proof of age (based on High School / Secondary School Certificate or an equivalent Certificate).
- Category and social status certificate (if applicable) should be submitted duly signed by the Competent Authority, or by Chief Medical Officer in case of physically challenged candidates.

Important: It is essential that in both the above cases the signatory is duly recognised by the Directorate of Social Welfare Department of the Government of India/State/NCT.

- Migration / Transfer Certificate in original from the institution last attended will have to be submitted within one month of admission.
- Character Certificate from the Head of the Institution last attended / Class-I Gazetted Officer/ present employer. Experience certificate of a recognised school, as given in Annexure-A (**applicable to B.Ed. only**).
- Certificate to provide facilities for conducting B.Ed. Practicals from Middle/ Secondary / Higher Secondary / Sr. Secondary School in the format given in Annexure-B. (**applicable to B.Ed. and PGDGC only**).
- No Objection Certificate from the present employer for continuation of studies in Jamia (in original) (**applicable to B.Ed., DECCE, DPGE, DEE, PGDGC and MHRM programmes only**).
- Experience Certificate in support of his/ her employment or authentic evidence in support of self-employment (**applicable to DECCE and DPGE programmes only**).
- Candidates found eligible / qualify for admission should bring their original documents for verification at the time of admission. The selected candidates will be considered “provisionally admitted” only after the payment of the prescribed fee and verification of documents on or before the last date given in the admission schedule.

- **The Certificate (from the competent authority) required in support of the Muslim OBC/ST can be submitted at the time of completing admission formalities.**

7.6 Identity Card

The admission of a selected candidate will not be complete unless he / she have an identity card issued by the Hony. Director, Centre for Distance & Open Learning, Jamia Millia Islamia. The admission is liable to be cancelled, if a student does not have an identity card issued by the Centre within a month of admission. The selected candidate should provide two-passport size photographs along with the prescribed form for the issue of Identity Card. In case of loss of Identity Card the student has to submit a copy of the FIR and a demand draft of Rs. 50/- in favour of Jamia Millia Islamia.

8. RESERVATION OF SEATS

8.1 General Guidelines

- (i) Seats in various programmes shall be reserved or special provisions be made for certain categories of candidates, and procedure to be adopted for purpose of admission as per details given below or as may be decided from time to time by the Majlis-i-Talimi (Academic Council) of the Jamia Millia Islamia.
- (ii) Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed admission requirements of the Programme.
- (iii) The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a Programme shall be permissible only in one of the categories.
- (iv) If a candidate in the reserved category qualifies for admission in the general category he/she shall be transferred to the general category.

8.2 Muslim Minority

8.2.1 Vide Judgment dated 22.2.2011 in Case No. 1443 of 2006 (along with connected petitions), the Jamia Millia Islamia has been declared a Minority Educational Institution under Article 30 (1) of the Constitution of India read with Section 2 (g) of the National Commission for Minority Educational Institutions Act by the Commission. As a consequence thereof, the University shall provide for the following reservations:

- (i) 30% of the total number of seats in each programme shall be earmarked for the applicants who are Muslims.
- (ii) 10% of the total number of seats in each programme shall be earmarked for the Women applicants who are Muslims.
- (iii) 10% of the total number of seats in each programme shall be earmarked for the applicants of "Other Backward Classes" (OBC) and Scheduled Tribes who are Muslims, as per the list notified by the Central Government.

Note: The reservation for Muslim OBC candidates will only be applicable to the candidates belonging to "Non-Creamy Layer". All such applicants are required to submit OBC (Central Government List) certificate from the competent authority, copy of which is available on <http://ncbc.nic.in/backwardclasses/index.html>.

8.2.2 For purpose of clarifications, as and when seats are vacant in any programme from amongst the 10% of the total number of seats earmarked as per (ii) and (iii) above, such vacant seats shall stand transferred to the category of General Muslim applicants, as envisaged in (i).

8.3 Persons with Disabilities

3% seats in the programmes will be reserved for physically challenged persons in accordance with the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Candidates under this category will be given relaxation to the extent of 5% marks in the qualifying examination. Provided that only such persons would be considered for admission under this category who are suffering from not less than 40% of physical disability as certified by a competent medical authority.

It is clarified that the maximum prescribed period(s) for passing the examination of a programme shall be extended by two years in case of Physically Challenged persons. However, in exceptional cases, the Shaikhul Jamia (Vice Chancellor) may further extend the said period by one year.

8.4 Internal (Jamia) Students

5% seats in all Undergraduate/Diploma Programmes shall be filled by internal students of Jamia who have passed their qualifying examination from the Jamia Schools as a regular student, subject to the condition that such applicants must have been on the rolls of the School (s) for a continuous period of five years.

Provided that the qualifying condition of five years on the rolls of Jamia School (s), as envisaged in the para herein above, shall not apply to the students who have secured admissions in the said schools prior to the date of Notification of this Ordinance.

Provided further that applicants under the Internal (Jamia) category must fulfil the minimum requirements specified for the Programme, and qualify the prescribed Entrance Test (s).

8.5 Special Provision for Admission

8.5.1 N.C.C. Cadets

Relaxation to the extent of 5% of marks in the aggregate or in subject concerned, as the case may be, will be given to N.C.C. cadets having the following N.C.C. Certificates for admission to all Programmes (excluding part-time/evening courses).

- “A” or “B” Certificate for admission to Undergraduate Programmes.
- “C” Certificate for admission to Postgraduate Programmes.

The relaxation of marks on the basis of N.C.C. Certificate shall be permissible only on the production of a certificate duly verified by the N.C.C. Officer of the Jamia.

Students admitted on the basis of N.C.C. shall have to continue in the N.C.C. at least for one year only for Jamia Millia Islamia Study Centre.

8.5.2 N.S.S. Volunteers

N.S.S. volunteers who have attended two 10 days’ Special Camps and one National Integration or Republic Day Camp may be provided a relaxation of 2% marks in the

aggregate or in the subject concerned as the case may be, for admission to all programmes. Relaxation of marks given on the basis of NSS certificates shall be permissible on the production of relevant Certificates duly verified by NSS Programme Coordinator of the Jamia.

8.5.3 Kashmiri Migrants

1. Kashmiri migrants need to apply and go through the complete process of admission. Their admission will be considered over and above the total number of seats but not exceeding one seat in technical/ professional Programmes and in other Programmes not exceeding 5% of the total seats in a Programme.
2. The candidates seeking concession in admission under this category will be required to submit certificates in support of their claim of being Kashmiri migrants obtainable from the registered Divisional Commissioner, Govt. of NCT of Delhi, and New Delhi.

9. ADMISSION OF FOREIGN STUDENTS/ NRI CANDIDATES

(i) Prospectus & Application Forms

The CDOL prospectus, stating all admission guidelines, eligibility criteria and application forms can be accessed on the Jamia Millia Islamia website www.jmi.ac.in.

(ii) Eligibility

Eligibility qualifications for international students will be the same as for Indian students in each Programme.

(iii) VISA requirement

On being granted admission, all applicants should produce their Student's Visa within one month of completion of admission formalities.

(iv) An applicant will be considered a "Foreigner" on satisfying the following terms and conditions:

- Possesses a valid foreign passport.
- Possesses a valid visa issued by a competent authority of Indian Government clarifying the reasons of his /her stay in the Country.

(v) The following documents are required at the time of documents verification:

- Copy of passport of the candidate
- Copy of work permit (if applicable)
- Copy of residence permit (if applicable)
- Letter from the employer (if applicable)

(vi) The applicants are advised to collect their admission letter personally or send their authorised representatives to collect the same from the office of the CDOL, Jamia Millia Islamia.

- a. Foreign students shall be exempted from compulsory Urdu/Hindi at undergraduate Programmes.
- b. The programme on which eligibility is to be relied upon must be included in the list of the Association of Indian Universities (AIU).

- c. In case the University / Board is not included in the said list, the candidate has to obtain and submit an Equivalence Certificate to this effect from the Association of Indian Universities (AIU).
- d. All attestation must be done by the concerned Embassy/High Commission / Consulate of the relevant country in India. Documents without attestation shall be summarily rejected.
- e. All foreign students (old/new) are required to fill a registration form available with the office of Foreign Students' Advisor (FSA), JMI at the time of documents verification.
- f. Fee may be deposited in Indian Currency equivalent to US \$ as shown in Table through demand draft favouring “**Jamia Millia Islamia**” payable at “**New Delhi**” (conversion of US\$ will be considered at the time of admission) .

9.1 Fee Structure for Foreign Students / NRI Candidates

S. No	Programmes	Fee for Foreign Nationals Per Year (\$)
1	M.A. – English (MEG)	\$350
2	M.A. – Hindi (MHD)	\$350
3	M.A. – Sociology (MAS)	\$350
4	M.A. – History (MAH)	\$350
5	M.A. – Human Resource Management (MHRM)	\$500
6	M.A. – Public Administration (MAPA)	\$350
7	M.A. – Political Science (MAPS)	\$350
8	Master in Commerce (M.Com.)	\$400
9	M.A. – Education (MAE)	\$350
10	Bachelor of Education (B.Ed.)	\$600
11	Bachelor of Arts (General)	\$300
12	Bachelor of Commerce (B.Com.)	\$300
13	Bachelor of International Business & Finance (BIBF)	\$400
14	Bachelor of Business Studies (BBS)	\$400
15	Post Graduate Diploma in Guidance & Counselling (PGDGC)	\$500
16	Post Graduate Diploma in Geoinformatics (PGDGI)	\$1200
17	Adv. Dip. in Computer Hardware & Network Tech. (ADCHNT)	\$400
18	Diploma in Electrical Engineering (DEE)	\$650
19	Diploma in Power Generation Engineering (DPGE)	\$650
20	Diploma in Early Childhood Care and Education (DECCE)	\$250
21	Certificate in Computer & Information Technology (CCIT)	\$250

(vii) Other Information

Climate and Clothing

The university campus is situated in South Delhi. The climate varies considerably through the year. The maximum temperature in summer varies between 40⁰ C and 45⁰C. In winter it is in the range of 18⁰ C and 22⁰C. Students, therefore, require warm winter clothing as well as light summer clothing.

Banking

Students should get Indian currency at the time of arrival to meet their immediate needs. There is a branch of Indian Bank / Bank of India, Jamia Millia Islamia in the University Campus, which transacts all normal banking business for benefits of students, staff and faculty members.

Registration with the Foreigners Regional Registration Office (FRRO)

Upon arrival in India, every foreign student must be registered with the FRRO within 14 days from the date of first entry into India. The FRRO can impose heavy fines if this registration is delayed or not done. The following is the address of FRRO:

**EAST BLOCK, NO. – VIII, Sector – I, R.K. Puram, New Delhi
(Tel. No. 011 – 26711348).**

The following documents are required to be submitted for the registration:-

1. 3 copies of relevant passport page with personal details.
2. 3 copies of passport page with visa.
3. 3 copies of Bonafide Certificate (to be obtained from FSA office)
4. 3 copies of proof of residence (to be obtained from Provost Office)
5. 2 copies of letter of acceptance from the University.
6. 12 passport size photographs.

10. GENERAL RULES REGARDING FEES AND ACCOUNTS

- (i) Candidates seeking admission to a programme **are advised not to pay the programme fee along with the application form.** The fee (as shown in **Table-II, on Page No. 62**) has to be paid at the time of admission after the display of Entrance Test List / Merit List.
- (ii) The programme fee should be paid only through a **Demand Draft / Pay Order** in favour of '**Jamia Millia Islamia**', payable at '**New Delhi**'. Please write in capital letters your name and the programme to which admission is sought at the back of the Demand Draft / Pay Order.
- (iii) If the last date of payment of fees is a holiday, the fee shall be paid on the next working day.
- (iv) Part- payment is not allowed, except in those programmes which have notified this facility in the prospectus.
- (v) In case of cancellation of admission within 30 days from the date of admission 50% of the total fees may be refunded. No relaxation in days will be admissible.
- (vi) The student who has paid his programme fee will be given a roll number, which will also be mentioned in the Identity Card. The enrollment number and the roll number thus allotted will continue for the maximum period allotted for the programme or until the Programme-work is over, whichever is earlier. The number will change only if one registers afresh for the same programme .The enrollment number does not change if one seeks deferment.

- (vii) Old students shall pay the fee as per prospectus issued for the current academic session or they will be informed by the office.

NOTE: All fees and charges, wherever given in the prospectus, are subject to revision even during the academic session.

10.1 Rules for Fees & Accounts (Foreign Students & NRIs)

1. All fees are payable in lump sum at the time of admission on or before notified dates.
2. NRI candidates shall pay the fee according to the country of their parent's residence.
3. Part- payment is not allowed, except in those programmes which have notified this facility in the prospectus.
4. Fee may be deposited equivalent to US \$ at the Indian Bank, Jamia Millia Islamia, New Delhi. It can also be deposited in the CDOL as demand draft issued by Indian Bank, Jamia Millia Islamia.
5. In case of cancellation of admission under Supernumerary/ Self-Financing category is to be made within a month, 50% of the fees will be refunded in Indian Rupees within one year from the date of cancellation. In other cases, the fees deposited shall not be refunded/ adjusted/ carried over in any circumstances. No correspondence in this regard will be entertained.
6. Fees given in the prospectus is only for one academic year.
7. All fees and charges are subject to revision.

11. INSTRUCTIONAL SYSTEM

The Distance Education Programme delivery system includes the multi-media approach, i.e., self-learning print material, audio/video components, and assignments, counselling sessions, practical work and workshops.

11.1 Printed Material

The print materials are in the form of self-instructional materials for both theory and practical components of the programme. It is supplied to each student in the form of blocks. Normally each block contains 3 – 5 units, and each programme consists of 2 – 4 blocks of Print Material.

11.2 Audio and Video Programmes

The Audio and Video programmes are supplementary, meant for clarification and enhancement of understanding in various courses of the programme. These are used during counselling and workshop sessions at the programme centres.

11.3 Assignments

Assignments are an integral and compulsory component of the instructional system. There are tutor-marked assignments for each theory programme. The students will have to work on specified number of assignments per programme. These assignments are to be submitted at the programme centre in accordance with the submission schedule provided by the Programme Coordinator / Incharge of the respective Centres.

11.4 Counselling Sessions

Generally the counselling sessions will be held at the programme centres during Sundays and long holidays. Within the general schedule of the programme, the coordinators at the programme centres will decide on the coverage of these sessions. The programme centre coordinator will also provide the counselling schedule. The counselling sessions will include clarifications required in the print material and other related difficulties through active interaction with students. Attending counselling sessions is optional.

11.5 Distribution of Study Material

Study Material, Assignments, Schedule of Examination, Programme Guide, Details of Programmes (theory and practical) shall be provided by the Study Centres.

11.6 Term End Examination

The University conducts Term-end-Examination once in a year and the student is advised to take his/her examination at the end of each academic year. The Examination will be held either at Programme Centre or any convenient place, as decided by CDOL.

11.7 Address for Correspondence

Your address must be complete in all respects. The university will correspond with you at this address only. If you change your address, you should inform **The Centre for Distance and Open Learning, Arjun Singh Block, Maulna Mohammed Ali Jauhar Marg, Jamia Millia Islamia, Jamia Nagar, New Delhi-1100 25** about your new contact address at once. Please write down the Roll No. for every correspondence with the Centre.

11.8 SMS Alert Service

The CDOL has recently launched an SMS Alert Service, wherein a student gets connected with the Centre by receiving / sending messages. SMS Alert Service has the uniqueness that the student gets message about academic activities related to his/her programme.

12. PROGRAMMES OFFERED BY THE UNIVERSITY (DISTANCE MODE)

12.1 M.A. - English (MEG)

The aim of the Master's Degree Programme in English (MEG) is to give the learners exposure to a wide range of literatures with a sound base in the language. Learners will acquire critical abilities and linguistic competence.

Objectives of the Programme:

- To provide an opportunity to get a M.A. English Degree to those who find it too difficult or even impossible to pursue regular M.A. English programme.
- This program caters to develop human resources as well as enhance understanding and bring in self-enrichment.
- It aims to give the learner a sound base in language as well as to give him/her exposure to a wide range of Literature.
- The learner at the end of the programme would hopefully acquire linguistic competence as well as develop confidence in his/her critical, analytical and comprehensive abilities.

Programme Structure

The programme comprises of the following courses:

1st YEAR (All papers are compulsory)

MEG – 01	British Poetry
MEG – 02	British Dramas
MEG – 03	British Novels
MEG – 04	Aspects of Language
MEG – 05	Literary Criticism & Theory

2nd YEAR (All papers are compulsory)

MEG – 06	American Literatures
MEG – 07	Indian English Literatures
MEG – 08	New Literatures in English
MEG – 10	English Studies in India
MEG – 14	Contemporary Indian Literatures in English Translation

Minimum Eligibility

Candidates having Bachelor's Degree (10 + 2 + 3) from a recognised university are eligible for admission even if they did not take elective English at the under graduate level.

Mode of Admission

The admission to this programme is based on the merit obtained in the qualifying examination. There will be no admission test/ entrance test.

Duration of the Programme

The programme can be completed in a minimum period of 2 years and up to a maximum period of 6 years (inclusive of the year of admission).

12.2 M.A - Hindi (MHD)

इस पाठ्यक्रम का उद्देश्य विद्यार्थी को हिन्दी भाषा और साहित्य के क्षेत्र में विस्तृत जानकारी और विशेषज्ञ ज्ञान प्रदान करना है जिससे वे साहित्य के आस्वादन और विश्लेषण-मूल्यांकन में दक्षता का विकास भी कर सकें।

कार्यक्रम संरचना

प्रथम वर्ष (सभी पाठ्यक्रम अनिवार्य हैं)

- | | | |
|----|----------------|----------------------------------|
| 1. | एम. एच. डी-01 | हिन्दी काव्य - 1 |
| 2. | एम. एच. डी-13 | उपन्यास: स्वरूप और विकास |
| 3. | एम. एच. डी -03 | उपन्यास एवं कहानियाँ |
| 4. | एम. एच. डी -04 | नाटक और अन्य गद्य विद्याएं |
| 5. | एम. एच. डी-06 | हिन्दी साहित्य और भाषा का इतिहास |

द्वितीय वर्ष (सभी पाठ्यक्रम अनिवार्य हैं)

- | | | |
|----|----------------|--|
| 1. | एम. एच. डी-05 | साहित्य, सिद्धांत और समालोचना |
| 2. | एम. एच. डी-07 | भाषा विज्ञान और हिन्दी भाषा |
| 3. | एम. एच. डी -02 | हिन्दी काव्य - 2 (आधुनिक हिंदी काव्य) |
| 4. | एम. एच. डी-14 | हिन्दी उपन्यास-1 (प्रेमचन्द का विशेष अध्ययन) |

नीचे दिए गए विकल्पों में से एक विकल्प चुनें :

- | | | |
|----|---------------|------------------|
| 5. | एम. एच. डी-15 | हिन्दी उपन्यास-2 |
| 6. | एम. एच. डी-16 | भारतीय उपन्यास |

प्रवेश के लिए योग्यता

एम. ए. हिन्दी कार्यक्रम में वे अभ्यर्थी प्रवेश ले सकेंगे जिन्होंने किसी भी मान्यताप्राप्त विश्वविद्यालय से किसी भी विषय में स्नातक की उपाधि प्राप्त की हो।

प्रवेश पाने का आधार

इस कार्यक्रम में प्रवेश सीमाबद्ध योग्यता में प्राप्त अंकों के आधार पर दिया जायेगा। प्रवेश के लिए कोई प्रवेश परीक्षा का आयोजन नहीं है।

कार्यक्रम की अवधि

इस कार्यक्रम को पूरा करने के लिए कम से कम 2 वर्ष और अधिक से अधिक 6 वर्ष की अवधि होगी।

12.3 M.A. - Sociology (MAS)

Post Graduation in Sociology being offered by Centre for Distance and Open Learning, Jamia Millia Islamia aspires to provide advanced sociological knowledge, varied perspectives and analytical skills to a wide cross section of learners. The programme covers scope and

development of sociology, various areas of sociological debate and researches in the field, issues of contemporary importance like education, migration, urbanization etc.

After successful completion of the course one may look forward to be a teacher/educator by doing Ph.D. in Sociology. In corporate field one can be Market Researcher, Human Resource Manager, Environmental Analyst, Pollster etc. There are jobs available in almost every field from advertising to banking and especially in NGOs.

Programme Structure

The programme comprises of the following courses:

1st YEAR (All papers are compulsory)

MAS – 01	Sociological Theory and Concepts
MAS – 02	Research Methodologies and Methods
MAS – 03	Sociology of Development
MAS – 04	Sociology in India
MAS – 05	Decentralization and Local Governance

2nd YEAR (All papers are compulsory)

MAS – 06	Sociology of Education
MAS – 07	Sociology of Religion
MAS – 08	Diaspora and Transnational Communities
MAS – 09	Urban Sociology
MAS – 10	India: Democracy and Development

Minimum Eligibility

Candidates having Bachelor's Degree (10 + 2 + 3) from a recognised university are eligible for admission even if they did not take elective Sociology at the under graduate level.

Mode of Admission

The admission to this Programme is based on the merit obtained in the qualifying examination. There will be no admission test / entrance test.

Duration of the Programme

The programme can be completed in a minimum period of 2 years and up to a maximum period of 6 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of instruction for the said programme will be English. Printed study materials and assignments will be available in English and students are expected to submit the assignments and attempt the term end examination in English / Hindi / Urdu.

12.4 M.A. - History (MAH)

Master's degree in History being offered at Centre for Distance and Open Learning, Jamia Millia Islamia aspires to acquaint students of their past knowledge, cultural and civilizational attainments that mankind has made from the time of its evolution. Furthermore, it also intends to give students a comprehensive view of the evolution of the human society and their

political structure since antiquity to present times. After successfully completing the course it is expected that the student may be able to:

Objectives of the Programme :

- Develop critical reasoning and analytical skills, including the capacity for solving problems and thinking creatively, often through extensive reading.
- The ability to construct an argument by selecting and ordering relevant evidence and then to communicate findings in a structural, clear and persuasive way.
- The ability to discuss ideas in groups, accommodating different ideas and reaching an agreement.
- The capacity to think objectively and approach problems and situations with an open mind.
- The appreciation of different factors that influence the activities of groups and individuals in society.

Programme Structure

The programme comprises of the following courses:

1st YEAR (All papers are compulsory)

MAH – 01	Ancient and Medieval Societies
MAH – 02	Historiography
MAH – 03	Political Structures in India
MAH – 04	History of Indian Economy
MAH – 05	Western Political Thought

2nd YEAR (All papers are compulsory)

MAH – 06	Modern World
MAH – 07	Social and Political Thought in Modern India
MAH – 08	Evolution of Social Structure in India
MAH – 09	India from 16 th to Mid 18 th Century
MAH – 10	India from Mid 18 th to Mid 19 th Century

Minimum Eligibility

Candidates having Bachelor's Degree (10 + 2 + 3) from a recognised university are eligible for admission even if they did not take elective History at the under graduate level.

Mode of Admission

The admission to this course is based on the merit obtained in the qualifying examination. There will be no admission test / entrance test.

Duration of the Programme

The programme can be completed in a minimum period of 2 years and up to a maximum period of 6 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of instruction for the said programme will be English. Printed study materials and assignments will be available in English and students are expected to submit the assignments and attempt the term end examination in English / Hindi / Urdu.

12.5 M. A. – Human Resource Management (MHRM)

The programme is designed by the Centre for Distance & Open Learning for the people who are working in human resource or a related field and to become professionally qualified in the field of Human Resource Management. This programme will develop the knowledge, skills and attitude required today for “HR performer and provide a sound grounding for the future senior HR professional.” It offers a balance between theory and practices and emphasises on student’s personal and professional development. The programme will suit those students who want to make HR career after their first degree or those with experience of working in HR, and now wish to become professionally qualified. This programme caters to develop human resource as well as enhance understanding and bring self-enrichment. It helps the students to study at one’s own pace and convenience and from his / her own chosen study centre approved by Centre for Distance & Open Learning, Jamia Millia Islamia, New Delhi.

Objectives of the Programme:

This programme aims to achieve the following objectives:

- To provide an opportunity to get M.A. degree to those who find it too difficult or even impossible to pursue regular M.A. Human Resource Management course at a university either due to their job commitments or certain other circumstances.
- To help the learner study at their own pace and from their own chosen place.
- To inculcate the skills needed for a successful career in Human Resource Management in an international context.
- To apply practical, strategic HR skills to develop more encouraging work environments.
- To effectively communicate with employees on all levels, and lead successful teams.

Programme Structure

The programme comprises of the following courses:

1st YEAR

HRM – 101	Management Concepts and Principles
HRM – 102	Management Practice Areas
HRM – 103	People Management
HRM – 104	Human Behaviour at Work
HRM – 105	Human Resource Developments
HRM – 106	Organisational Communications
HRM – 107	Businesses and Social Environment
HRM – 108	Management Research and Quantitative Techniques

2nd YEAR

HRM – 201	Employee Relations
HRM – 202	Employee Engagements
HRM – 203	Talent Management
HRM – 204	Performance Management
HRM – 205	Change Management & Organisational Development
HRM – 206	Stress and Conflict Management
HRM – 207	Corporate Governance
HRM – 208	Strategic Human Resource Management
HRM – 209	Global Human Resource Management
HRM – 210	Dissertations.

Minimum Eligibility

At least 45% marks in Bachelor’s Degree (10+2+3) from a recognised university.

OR

Bachelor’s Degree (10+2+3) with two year full time experience in the relevant field.

Mode of Admission

The admission to this programme is based on the merit obtained in the qualifying examination. There will be no admission test / entrance test.

Duration of the Programme

The programme can be completed in a minimum period of 2 years and up to a maximum period of 6 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of instruction for the said programme will be English. Printed study materials and assignments will be available in English and students are expected to submit the assignments and attempt the term end examination in English only.

12.6 M.A. – Public Administration (MAPA)

The M.A. Public Administration offered by Centre for Distance & Open Learning, Jamia Millia Islamia aims at equipping students with latest information on the scope and development of Public Administration. The aim of public administration is to provide a comprehensive knowledge about public administration.

Objectives of the Programme

This programme aims to achieve the following objectives:

- To provide opportunity to get a M.A. Public Administration degree to those who find it too difficult or even impossible to pursue regular M.A. Public Administration Programme at a university either due to their job commitments or certain other circumstances.
- To help the learners study at their own pace, and from their own chosen place.
- To develop skills in matters related to public administration.
- To create an additional avenue of self-employment.
- It also provides an insight into various fields, issues of contemporary importance i.e. theories, education and globalisation etc.
- To provide adequate basic understanding about public administration.

Programme Structure

1st YEAR

MPA-01	Public Administration: Concepts and Principles
MPA-02	Administrative Theory
MPA-03	Personnel Administration and Human Resource Management
MPA-04	Public Policy and Analysis
MPA-05	Indian Administration: Structure and Functions

2nd YEAR

MPA-06	Indian Administration: Problems and Issues
MPA-07	Electronic Governance

MPA-08	Financial Administration in India
MPA-09	Research Methodology
MPA-10	Decentralization and Local Governance in India

Minimum Eligibility

Candidates having Bachelor's Degree (10 + 2 + 3) from a recognised university are eligible for admission.

Mode of Admission

The admission to this Programme is based on the merit obtained in the qualifying examination. There will be no admission test / entrance test.

Duration of the Programme

The programme can be completed in a minimum period of 2 years and up to a maximum period of 6 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of instruction for the said programme will be English. Printed study materials and assignments will be available in English only. Students are expected to submit the assignments and attempt the term end examination in English, Hindi or Urdu only.

12.7 M.A. – Political Science (MAPS)

The M.A. Political Science offered by the Centre for Distance & Open Learning, Jamia Millia Islamia aims at equipping students with latest information on the scope and development of Political Science.

Objectives of the Programme

This programme aims to achieve the following objectives:

- To provide an opportunity to get a M.A. Political Science degree to those who find it too difficult or even impossible to pursue regular M.A. Political Science programme at a university either due to their job commitments or certain other circumstances.
- To help the learners study at their own pace, and from their own chosen place.
- To develop skills in matter related to Political Science.
- To create an additional avenue of self-employment.
- It also provides an insight into various fields, issues of contemporary importance i.e. theories, education and globalization etc.
- To provide adequate basic understanding about Political Science.

Programme Structure

The Programme comprises of the following courses:

1st YEAR (All Papers are compulsory)

MAPS-01	Western Political Thought
MAPS-02	Political Theory
MAPS-03	Comparative Political Analysis
MAPS-04	International Relations–Theory and Issues
MAPS-05	India's Foreign Policy

2nd YEAR (All Papers are compulsory)

MAPS-06	Indian Political System
MAPS-07	State Politics in India
MAPS-08	Research Methods
MAPS-09	Social Movements and Politics in India
MAPS-10	Peace and Conflict Studies

Minimum Eligibility

Candidates having Bachelor's Degree (10 + 2 + 3) from a recognised university are eligible for admission.

Mode of Admission

The admission to this Programme is based on the merit obtained in the qualifying examination. There will be no admission test / entrance test.

Duration of the Programme

The programme can be completed in a minimum period of 2 years and up to a maximum period of 6 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of instruction for the said programme will be English/Hindi/Urdu. However printed study materials, assignments and question papers will be available in English only. Students are expected to submit the assignments and attempt the term end examination in English only.

12.8 Master of Commerce (M.Com.)

The Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi has developed an innovative programme **Master of Commerce (M.Com.)** with specialisation in Finance, Marketing and Human Resources. The basic objective of the programme is to equip the student with necessary conceptual, entrepreneurial and analytical skills required for handling the Business Operation.

Objectives of the Programme

This programme aims to achieve the following objectives:

- To provide an opportunity to get a M.Com. degree to those who find it too difficult or even impossible to pursue regular M.Com. Programme at a university either due to their job commitments or certain other circumstances.
- To help the learners study at their own pace, and from their own chosen place.
- To develop various skills and mastery in matters related to Commerce, Finance, Marketing and Human Relation.
- To create an additional avenue of self-employment and also to benefit various institutions/ organisations of business and commerce.
- To prepare students to exploit opportunities, being newly created, in the field of commerce due to Globalisation, Privatisation & Liberalisation.

Programme Structure

Each M.Com. student will undertake 16 theory Programmes during two years duration. Out of the 16 theory Programmes one course will have a practical component in addition to the theory part. A breakup of the courses for two years is given on the next page:

1st YEAR

MCM 101	Organisational Theory and Behaviour
MCM 102	Business Environment
MCM 103	Managerial Economics
MCM 104	Business Statistics and Research Methodology
MCM 105	Strategic Management
MCM 106	Accounting for Managerial Decisions
MCM 107	Financial Management & Control
MCM 108	Marketing Management

2nd YEAR

MCM 201	Information Technology in Business
MCM 202	Quantitative Analysis for Managerial Application
MCM 203	Corporate Legal Framework
MCM 204	Corporate Tax Planning and Management

Optional Papers - Students have to choose any **two** optional groups out of the three optional groups given below:

Optional One - Finance

MCM 205	Security Analysis & Portfolio Management
MCM 206	International Financial Management

Optional Two - Marketing

MCM 207	International Marketing Management
MCM 208	Advertising and Sales Management

Optional Three - Human Resource

MCM 209	Human Resource Management
MCM 210	Wage and Salary Administration

Minimum Eligibility

Minimum qualification required for admission is B.Com./ BBS/ BBA/ BIBF/ BBI or equivalent degree from a recognised university.

Mode of Admission

The admission to this Programme is based on the merit obtained in the qualifying examination. There will be no admission test / entrance test.

Duration of the Programme

The programme can be completed in a minimum period of 2 years and up to a maximum period of 6 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of instruction for the said programme will be English only. Printed Study Materials, Assignments and Term-end-Examination Papers will be available in English only. However, students can attempt their Assignments and Term-end-Examination papers in Hindi or Urdu also.

12.9 M.A. – Education (MAE)

The M.A. Education programme was launched in the session 2011-2012. This is an innovative 02 years programme which caters to the aspirations of individuals aspiring for higher studies in education. School teachers will find it very useful.

Objective of the Programme :

The objectives of this programme are as follows :

- To provide learning experience to individuals who are keen to enrich with knowledge in the field of education but are unable to do so due to constraints of regular education system.
- To develop skills and competencies in education.
- To enable learners to understand various dimensions of education.
- To provide theoretical and philosophical aspects of education development.
- To facilitate understanding of knowledge structures.
- To equip learners with sound theoretical and practical skills for conducting research in education decently.
- To produce scholars in education.
- To develop expertise in such specialized areas as Higher Education, Distance Education and Educational Technology.

Programme Structure

1st YEAR

MES-011	Understanding Education
MES-012	Education: Nature and Purposes
MES-013	Learning, Learner and Development
MES-014	Societal Context of Education
MES-015	Operational Dimensions of Education
MES-016	Educational Research

2nd YEAR

MESP-001	Dissertation
MAEP-001	Viva-Voce (Comprehensive)

Specialised Areas : The programme presently offers three specialised areas and students will choose any **one** area of their interest. Each optional area has 04 compulsory courses as given below: Choose four courses from any **one** of the following specialised areas:

Higher Education

MES-101	Higher Education : Its Context and Linkages
MES-102	Instruction in Higher Education
MES-103	Higher Education : The Psycho-Social Context
MES-104	Planning and Management of Higher Education

Distance Education

MES-111	Growth and Philosophy of Distance Education
MES-112	Design and Development of SLM and Learner Support
MES-114	Management of Distance Education
MES-115	Communication Technology for Distance Education

Educational Technology

MES-031	ET-An Overview
MES-032	Communication and Information Technology
MES-033	Computer Technology
MES-034	Designing Course -Ware

Minimum Eligibility

Candidates having Bachelor's Degree (10 + 2 + 3) with at least 50% marks from a recognised university.

Mode of Admission

The admission to this Programme is based on the merit obtained in the qualifying examination. There will be no admission test / entrance test.

Duration of the Programme

The programme can be completed in a minimum period of 2 years and up to a maximum period of 6 years (inclusive of the year of admission). During this programme, the students will have to undertake 10 theory courses, 01 dissertation and 01 comprehensive Viva-Voce

Medium of Instruction/Assignment/Term-end-Examination

The medium of instruction for the said programme will be English only. Printed Study Materials, Assignments and Term-end-Examination Papers will be available in English only. However, students can attempt their Assignments and Term-end-Examination papers in Hindi or Urdu also.

12.10 Bachelor of Education (B.Ed.)

The B.Ed. (Distance Mode) programme offered by the Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi has been designed for working teachers, keeping in mind the job requirement of the school teachers. The B.Ed. programme is duly recognised by the National Council for Teacher Education (NCTE) vide their Letter No: *F.NRCNCTE/DH-180/5621* dated *9/11/2003*. As per the NCTE approval, 500 in-service teachers will be admitted to the B.Ed. (Distance Mode) programme.

The broad objectives of this programme, both theory and practical are:

- To develop skills required in selecting, organising and transmitting learning experiences.
- To systematise experiences and strengthen their professional competencies.
- To acquire knowledge and develop understanding of various methods and approaches of organising the learning experiences of secondary and senior / higher secondary school students.
- To understand the nature of the learner and of the learning process.
- To develop skills involved in dealing with academic and personal problems of the learners.
- To acquire knowledge and develop understanding about various procedures and techniques of evaluation and their classroom applications.
- To develop skills involved in selecting, developing and using evaluation tools.
- To acquire knowledge and develop understanding about various aspects of school management.

- To develop competencies for organising various instructional and student-support activities.
- To develop an appreciation of the role of the teacher in the prevailing socio-cultural and political context, in general and the educational system in particular.

Programme Structure

The programme comprises of the following five groups of courses:

- Group A: Core Courses
- Group B: Content-based Methodology Courses
- Group C: Special Courses
- Group D: Practical Work
- Group E: Practice Teaching

Group A: Core Courses

The following five core courses are compulsory:

1st YEAR

- ES-331 Curriculum and Instruction
- ES-332 Psychology of Development and Learning
- ES-333 Educational Evaluation

2nd YEAR

- ES-334 Education and Society
- ES-335 Teacher and School

Group B: Content-based Methodology Courses : Select any TWO teaching subjects in the 1st year.

- ES-341 Teaching of Science
- ES-342 Teaching of Mathematics
- ES-343 Teaching of Social Studies
- ES-344 Teaching of English
- ES-345 Teaching of Hindi
- ES-346 Teaching of Urdu

Group C: Special Courses: Select any ONE course for the 2nd year.

- ES-361 Educational Technology
- ES-362 Computers in Education
- ES-363 Guidance and Counselling
- ES-364 Distance Education

Note: Practical Courses and Practice Teaching are compulsory components for all the B.Ed.students. Out of the six content-based methodology courses only **two** are to be selected while out of four special courses only **one** is to be selected by each student for the entire B.Ed. programme.

Minimum Eligibility

- (i) A working teacher (at the time of admission) having a Bachelor's Degree (10+2+3) from a recognised university with 50% marks in graduation. Those who were appointed on or before 26th July 2010 will be eligible with less than 50% marks in graduation(As per NCTE norms)..

OR

- (ii) Two years full-time teaching experience on temporary/ permanent basis in a primary, secondary/ senior secondary school recognised by the central or state government or a union territory.

Mode of Admission

Entrance Test will be held at the Programme Centre you have chosen as your preference whose code has been given in the prospectus and in the application form. **No change of the Programme Centre will be allowed.**

Note: Candidates may note that the Entrance Test of Study Centres located in Delhi and NCR will be held at Jamia Millia Islamia, New Delhi.

The admission will be made on the basis of the merit obtained in the Entrance Test at the respective Programme Centre, provided that a candidate has obtained at least 40% marks in the Admission Test. The merit will be determined by taking both admission test and experience marks into consideration.

The time allotted for the test will be **1.5 hours (90 minutes)**. The test will be in **English/ Hindi Language** and there will be no negative marking in the test.

Details of Admission Test

The qualifying Entrance Test will consist of 100 multiple-choice items. Each item will be of 01 mark. The test will comprise the following components:

1. General Mental Ability	-	30 marks
2. General Knowledge / Awareness	-	30 marks
3. Teaching Aptitude	-	40 marks
Total	-	100 marks

Sample Items

Each question is followed by four alternative answers marked A, B, C, D. Select one of the answers, which you consider correct, as given in the illustration below:

1. General Mental Ability:

Question: Which one does not belong to the group?

- (A) Deer (B) Rabbit (C) Dog (D) Goat

Answer: A B C D

2. General Knowledge / Awareness:

Question: President rule in a state can be imposed under Article?

- (A) 360 (B) 369 (C) 356 (D) 340

Answer: A B C D

3. Teaching Aptitude:

Question: What type of teachers are likely to be successful?

- (A) Autocratic (B) Democratic
 (C) Care free (D) Flexible

Answer: A B C D

The correct method of marking is shown above. If the correct answer is ‘C’ the corresponding circle should be completely **filled and darkened** as shown above. At the end of this

prospectus, you will also find instructions to the candidates as well as a prototype of the OMR Sheet.

Note: It should be noted that merely allowing candidates to take Entrance Test would not amount to acceptance of their eligibility for admission to Bachelor of Education (B.Ed.) programme. The final admission shall be subject to their merit in the Entrance Test and also production of proof of their eligibility along with the original certificates and payment of programme fee.

Duration of the Programme

The minimum period required to complete the B.Ed. (Distance Mode) programme is 2 years. However, the maximum period allowed for completion of the programme will be 6 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of counselling is English / Hindi / Urdu. The Self-learning material is available in English and Hindi only. However, a student can write the assignments and the final examination papers in Urdu too.

12.11 Bachelor of Arts (General)

The B.A. (General) offered through the Centre for Distance and Open Learning, Jamia Millia Islamia is an innovative programme utilising self-instructional material, along with counselling sessions. The Programme is essentially a judicious mix of theoretical programmes.

Objectives of the Programme:

This programme aims to achieve the following objectives:

- To provide an opportunity to get a B.A. (General) Degree to those who find it too difficult or even impossible to pursue regular B.A. at a university either due to their job commitment or certain other circumstances.
- To help the learners study at their own pace, and from their own chosen place.
- To help the students for development of knowledge, core competencies and skills characteristic.
- The preparation of students to respond innovatively to emerging trends in society.

Programme Structure

The programme comprises of the following courses:

Hindi, English, Urdu, Political Science, History, Sociology, Economics, Islamic Studies, Arabic.

Compulsory Courses

- Islamiyat / Indian Religion (any one)
- Elementary Urdu (for the candidates who have not studied Urdu up to 10th level)

Note : *For compulsory courses there will be no Term-end-Examination, however, the students have to submit the assignments for the compulsory courses.*

Foundation Course

General English – Part-I
General English – Part-II

Elective Course

Out of the following the student has to select one course from Group A and two courses from Group B.

Group – A : Urdu, Hindi, English, Arabic.

Group – B : History, Political Science, Sociology, Economics, Islamic Studies.

Elective Course for 1st, 2nd & 3rd Year:

Course	Papers in 1 st year	Papers of 2 nd year	Papers of 3rd year
English	From language to literature	1. Understanding prose 2. Reading the novel	1. Understanding poetry 2. Understanding drama
Political Science	Political ideas and ideologies	1. Government and politics in India 2. Comparative government and politics	1. International relations 2. Modern Indian political thought
History	Modern India 1857-1964	1. India: From earliest time to the 8 th century A.D. 2. India from 16 th to mid 18 th century	1. History : India from 8 th to 15 th century 2. Modern Europe (mid 18 th to mid 20 th century)
Sociology	The study of society	1. Society in India 2. Society and religion	1. Social problems in India 2. Sociological thought
Economics	Fundamentals of Economics	1. National income accounting 2. Indian economic development since independence	1. Industrial development in India 2. Elementary statistical methods and survey techniques
Islamic Studies	Early phase of Islam from the Prophet up to the Umayyads.	1. Islamic religious sciences : (a) Tafsir & Hadith 2. Islamic religious sciences : (b) Fiqh, Tasawwuf and Kalam	1. Islam in medieval India 2. Cultural history of Islam (abbasids)
Hindi	हिन्दी गद्य	1 प्रयोजनमूलक हिन्दी : हिन्दी में ऐच्छिक पाठ्यक्रम 2 हिन्दी भाषा : इतिहास और वर्तमान हिन्दी में ऐच्छिक पाठ्यक्रम	1 हिन्दी काव्य 2 हिन्दी साहित्य का इतिहास एवं साहित्य परिचय
Arabic	Text and Applied Grammar	1. Text and Applied Grammar 2. Translation and Composition	1. Translation and Composition 2. History of Arabic Literature
Urdu	Zuban ka Aagaaz	1. Jadeed Urdu Shairi 2. Qadeem Urdu Nasar	1. Qadeem Urdu Shairi 2. Mazmoon Nuvesi, Tarjuma Aur Balaghat

Minimum Eligibility

Minimum qualification required for admission is 10+2 or equivalent from a recognised Board.

Mode of Admission

The admission to the B.A. General (BAG) programme is on the basis of merit obtained in qualifying examination. *There will be no entrance test for admission.*

Duration of the Programme

The programme can be completed in a minimum period of 3 years and up to a maximum period of 6 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of counselling is English/Hindi/Urdu. The Self-Learning material is available in English and Hindi only. However, the students can write the assignments and the final examination papers in English/Hindi and Urdu also.

12.12 Bachelor of Commerce (B.Com.)

The B.Com. programme offered by the Centre for Distance and Open Learning, Jamia Millia Islamia is an innovative programme utilising self-instructional material, along with counselling sessions. The programme is essentially a judicious blend of theoretical and practical courses.

Objectives of the Programme:

- To provide an opportunity to get a B.Com. degree to those who find it too difficult or even impossible to pursue regular B.Com. Programme at a university either due to their job commitments or certain other circumstances.
- To help the learners to study at their own pace, and from their own chosen place.
- To develop skills in matters related to commerce.
- To develop Information Technology skills in the students, which nowadays are essential in business and commerce.

Programme Structure

The programme comprises of the following courses:

1st YEAR

B.Com-101	Money & Financial System
B.Com-102	Financial Accounting
B.Com-103	Company Law
B.Com-104	Business Law
B.Com-105	Business Economics
B.Com-106	Principles of Management

2nd YEAR

B.Com-201	Business Communication
B.Com-202	Business Mathematics & Statistics
B.Com-203	Corporate Accounts
B.Com-204	Principles of Marketing

B.Com-205	Information Technology in Business
B.Com-206	Business Environment

3rd YEAR

B.Com-301	Financial Management
B.Com-302	Fundamentals of Entrepreneurship
B.Com-303	Cost & Management Accounting
B.Com-304	Income Tax
B.Com-305	Auditing
B.Com-306	Principles of Insurance

Minimum Eligibility

Minimum qualification required for admission is 10+2 or equivalent from a recognised Board.

Made of Admission

The admission to the B.Com. programme of the short listed candidates will be, on the basis of merit obtained in qualifying examination. There will be no entrance test.

Duration of the Programme

The programme can be completed in a minimum period of 3 years and up to a maximum period of 6 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of instruction will be mixed i.e. English / Hindi / Urdu. The Study Material will be available in English and Hindi (partly) The assignment and Term-end-Examination papers will be available in English and Hindi both. However, the students can attempt their assignments and Term-end-Examination papers in Urdu also (besides English & Hindi).

12.13 Bachelor of International Business & Finance (BIBF)

The BIBF programme offered through the Centre for Distance and Open Learning, Jamia Millia Islamia is an innovative programme utilising self-instructional material, along with counselling sessions. The programme is meant for those aspirants who are desirous to make their career in the field of international business and finance. The programme is essentially a judicious blend of theoretical and practical courses.

Objectives of the Programme:

- To provide an opportunity to get a BIBF degree to those who find it too difficult or even impossible to pursue regular BIBF Programme at a university either due to their job commitments or certain other circumstances.
- To help the learners study at their own pace, and from their own chosen place.
- To develop skills in matters related to commerce, international business, marketing and finance.
- To create an additional avenue of self-employment and also to benefit multinationals and other small enterprises.

- To prepare students to exploit opportunities, being newly created, in the field of international marketing due to Globalisation, Privatisation & Liberalisation.
- To provide adequate basic understanding about the international finance and marketing.
- To inculcate training & practical approach among the students by using modern technologies in the field of international finance and marketing.

Programme Structure

The programme comprises of the following courses:

1st YEAR

BIBF 101	Business Communication
BIBF 102	Principles of Management
BIBF 103	Financial Accounting
BIBF 104	Business Regulatory Frame Work
BIBF 105	Business Economics
BIBF 106	Business Environment

2nd YEAR

BIBF 201	Introduction to Business Finance
BIBF 202	Company Law
BIBF 203	Business Mathematics and Statistics
BIBF 204	Information Technology in Business
BIBF 205	Cost Accounting
BIBF 206	Fundamentals of Entrepreneurship

3rd YEAR

BIBF 301	Principles of Marketing
BIBF 302	International Marketing
BIBF 303	International Business Environment
BIBF 304	India's Foreign Trade Policy
BIBF 305	Export-Import Procedures and Documentation
BIBF 306	International Finance
BIBF 307	Practical Survey Project

Minimum Eligibility

Minimum requirement for admission is 10+2 or equivalent from a recognised Board.

Mode of Admission

The admission to the BIBF programme of the short listed candidates will be, on the basis of merit obtained in the qualifying exam. There will be no admission test.

Duration of the Programme

The programme can be completed in a minimum period of 3 years and up to a maximum period of 6 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of instruction will be mixed i.e. English / Hindi / Urdu. The Study Material, assignment and Term-end-Examination papers will be available in English only. However,

the students can attempt their assignments and Term-end-Examination papers in Hindi & Urdu also.

12.14 Bachelor of Business Studies (BBS)

The Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi has developed an innovative programme **Bachelor of Business Studies (BBS)**. The basic objective of the programme is to equip the student with necessary basic conceptual, entrepreneurial and analytical skills required for handling the Business Operation.

Objectives of the Programme

This programme aims to achieve the following objectives:

- To provide an opportunity to get a BBS degree to those who find it too difficult or even impossible to pursue regular BBS Programme at a university either due to their job commitments or certain other circumstances.
- To help the learners study at their own pace, and from their own chosen place.
- To develop skills in matters related to business and management.
- To create an additional avenue of self-employment and also to benefit various business and management organisations.
- To prepare students to exploit opportunities, being newly created, in the field of business and marketing due to Globalisation, Privatisation & Liberalisation.
- To give an adequate exposure to operational environment in the field of business management & other related services.
- To inculcate training & practical approach among the students by using modern technologies in the field of business and management etc.

Programme Structure

Each BBS student will undertake 19 theory courses and 01 Practical Survey Project during three years duration. Out of the 19 theory courses one course will have a practical component in addition to the theory part. A breakup of the courses for three years is given below:

1st YEAR

BBS 101	Principles of Business Management
BBS 102	Business Economics
BBS 103	Financial Accounting
BBS 104	Business Regulatory Frame Work
BBS 105	Business Communication
BBS 106	Principles of Marketing

2nd YEAR

BBS 201	Business Mathematics and Statistics
BBS 202	Information Technology in Business
BBS 203	Corporate Law
BBS 204	Introduction to Business Finance
BBS 205	Business Environment
BBS 206	Marketing Communication
BBS 207	Advertising Practices

3rd YEAR

BBS 301	Fundamentals of Entrepreneurship
BBS 302	Cost and Management Accounting

BBS 303	Advertising Media Choices
BBS 304	Personal Selling and Salesmanship
BBS 305	Management of the Sales Force
BBS 306	Sales Promotion and Public Relations
BBS 307	Practical Survey Project

Minimum Eligibility

The eligibility required for admission will be 10+2 in any discipline or equivalent from a recognised Board.

Mode of Admission

The admission to the BBS programme of the short listed candidates will be, on the basis of merit obtained in the qualifying exam. There will be no admission test.

Duration of the Programme

The programme can be completed in a minimum period of 3 years and up to a maximum period of 6 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of instruction will be mixed i.e. English / Hindi / Urdu. The Study Material, assignment and Term-end-Examination papers will be available in English only. However, the students can attempt their assignments and Term-end-Examination papers in Hindi & Urdu.

12.15 Post Graduate Diploma in Guidance & Counselling (PGDGC)

The Post Graduate Diploma in Guidance and Counselling (Distance Mode) Programme offered by the Centre for Distance and Open Learning, Jamia Millia Islamia, aims to counsel and guide the young generation for defining their career path ahead. It also helps to develop understanding and competencies required to counsel students especially in their adolescence. The Programme is of special relevance to school teachers, counsellors, NGO workers, parents etc. to make the individuals aware of his /her inherent potential, interests, talent and capabilities.

Objectives of the Programme

- To assess and diagnose the nature and intensity of day to day problems of the masses.
- To enable them to integrate psychological principles and therapeutic techniques as required during counselling process.
- To develop the skills to establish congenial “On relationship” with the clients/sufferers.
- To enable them to relate the circumstantial, environmental, social/organisational factors with ongoing problems.
- To have an understanding of and capacity to engage with issues relating to wider organisational & social contexts.
- To enable them to recognise the effectiveness of different practising techniques in sorting out the ongoing problems.

Programme Structure

The programme comprises of the following courses:

GC-I	Psychological basis of Guidance and Counselling
GC-II	Essentials of Guidance and Counselling
GC-III	Mental Health and Adjustment
GC-IV	Career Development
GC-V	Assessment and Appraisal in Guidance and Counselling
GC-VI	Project Work

Minimum Eligibility

Bachelor's Degree (10+2+3) with not less than 50% marks.

OR

Bachelor's Degree (10+2+3) with not less than 45% marks with at least 50% marks in Master's Degree Examination.

OR

Bachelor's Degree (10+2+3) with two year full time teaching/counselling experience on Temporary/ Permanent basis in a Primary/ Secondary/Sr. Secondary School/Institution/ NGOs/ Hospitals recognised by Centre /State / Union Territory.

Mode of Admission

Admission to this programme will be made on the basis of Merit. There will be no Entrance test.

Duration of the Programme

Keeping in view the number of programmes to be covered and the operational feasibility related to the organisation of practical experiences, the minimum period required to complete the programme is 1 year. However, the maximum period for completion of Post Graduate Diploma in Guidance and Counselling programme will be 4 years.

Medium of Instruction/Assignment/Term-end-Examination

The medium of instruction will be mixed i.e. English / Hindi / Urdu. The Study Material, Assignments and Term-end-Examination papers will be available in English only. However, the students can attempt their assignments and Term-end-Examination papers in Hindi & Urdu also.

12.16 Post Graduate Diploma in Geoinformatics (PGDGI)

The Post Graduate Diploma in Geoinformatics -PGDGI (Distance Mode) Programme offered by the Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi has been designed to upgrade the theoretical knowledge and practical skills in the field of Remote Sensing and GIS/GPS Applications. Today the application of such technologies offer tremendous job opportunities in India and abroad.

The programme aims to achieve the following objectives:

- To derive and analyze the space information which is easily and correctly available through these techniques.

- To determine the availability of natural resources, their volume and the extent of their distribution.
- To analyze the spatio-temporal data for change detection and for their future projection.
- To form different thematic layers for in-depth studies of socio economic data for planning purposes.
- To prepare both digital and analog maps of spatial phenomena.
- To promote Research and Development in Remote Sensing (RS), Geographic Information System (GIS) and Global Positioning System (GPS) application for natural resource management and disaster management.

Programme Structure

The Programme comprises of the following courses:

Theory Courses

DGI 101	Photogrammetry and Photo Interpretation
DGI 102	Fundamentals of Remote Sensing
DGI 103	Digital Image Processing
DGI 104	Fundamentals of Geographical Information System
DGI 105	Fundamentals of Global Positioning System & Its Applications

Practical Courses

DGI 106	Remote Sensing & Image Interpretation
DGI 107	Geographic Information System & Global Positioning
DGI 108	Digital Image Processing
DGI 109	Project

Project Work

Project Guide/ Counsellor will assign the project work to the students in groups. The Programme Centre will notify the schedule. Students will have to contact their project guide for the project topic and subsequently start their work on the project. Report on the project is to be submitted by the students before the commencement of viva-voce to their respective project guide/ counsellor. Assessment of the project will be based on the report and viva-voce.

Minimum Eligibility

A candidate having a Bachelor's Degree (10+2+3) in any discipline or higher from a recognised university with a minimum of 45% marks at graduation level will be eligible for the programme.

Mode of Admission

The admission to this programme is based on the merit obtained of the shortlisted candidates in qualifying examination. There will be no entrance test

Duration of the Programme

The minimum period required to complete the Post Graduate Diploma in Geoinformatics (Distance Mode) programme is one year. However, the maximum period allowed for completion of the programme will be 4 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of counselling is English. The Self-Learning material is available in English only. The students are expected to submit the assignments and attempt the Term-end-Examination in English only.

12.17 Advanced Diploma in Computer Hardware & Network Tech. (ADCHNT)

The Advanced Diploma in Computer Hardware & Network Technology aims to provide technical skills and expertise in the fast growing field of computer hardware and network engineering. This programme consists of eight courses with extensive laboratory work followed by industry-based project. Its main thrust is in the field of hardware development and state of the art network environment. It is for both working professionals who want to upgrade their knowledge in self-paced manner and fresh graduates/ diploma holders pursuing their career in computer hardware, thus equipping them to handle normal operations as well as emergencies in installation, configuration and maintenance of latest computer hardware in networked environment.

Industry oriented project work carried out in final semester of the programme, is exclusively devoted to practical training in an industry, which is its unique feature. Students are required to work on assembling, configuration and troubleshooting of computer hardware and networking installations in a multi-user and multi-OS environment. Advanced network technologies viz ISDN, ATM, FDDI, SONET etc are also covered.

Objectives of the Programme

The programme aims to achieve the following objectives:

- To strengthen the professional competency in the industry.
- To give necessary exposure in the core topics of Information Technology.
- To develop skill set, currently required in computer Hardware and Network Technology.
- To understand key features and administrative tasks of Network Operating System and discuss techniques and algorithms employed in the design of network.
- To establish local and network resource security.
- To understand the Internet/Intranet architecture.
- To design and configure a secure Window/Linux Operating System Infrastructure.
- To apply the knowledge drawn from academic into real-world setting by taking a live project from the industry.

Programme Structure

The programme comprises of the following courses:

SEMESTER - I

DCH-101	Electronic Devices & Application
DCH-102	Digital Systems
DCH-103	Computer Organization & Operating System
DCH-104	Fundamentals of Computer & Networking
DCH-111	Electronic Devices & Application Lab.
DCH-112	Computer Hardware Lab.
DCH-113	Operating System Lab.

SEMESTER - II

DCH-201	Computer Network
DCH-202	Network Operating Systems
DCH-203	Trouble Shooting
DCH-204	Emerging Technologies
DCH-211	Computer Network Lab.
DCH-212	System Administration Lab.
DCH-213	Trouble Shooting Lab.

SEMESTER - III

DCH-300	Project
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Minimum Eligibility

Senior Secondary School Certificate (10+2) or equivalent from a recognised Board.

Mode of Admission

Admission to this programme will be made on the basis of merit. There will be no entrance test.

Medium of Instruction/Assignment/Term-end-Examination

The medium of counselling is English. The Self-Learning material is available in English only.

12.18 Diploma in Electrical Engineering (DEE)

The Centre for Distance & Open Learning offers a four year programme leading to Diploma in Electrical Engineering-DEE through Distance Mode. In engineering, distance/off campus study is an essential element of access to education for those in remote locations and/or seeking to upgrade their qualifications via the life long learning route whilst employed. The Programme aims to provide the necessary knowledge and skills to students to become professionals in the following fields: electrical machines and drives, electrical system and equipment etc.

The programme aims to achieve the following objectives:

- To develop knowledge and skills required for a career in Electrical Engineering.
- To develop an understanding of and an ability to apply basic sciences, mathematics and electrical information sciences to the practice of Electrical Engineering.
- To provide an environment that prepares students for diverse careers and life long learning.
- To enable students to understand the interactions of Electrical Engineering with the society, business, technical and environmental spheres.
- To enable students to contribute to national development and global economy.

Programme Structure

The programme comprises of the following courses:

1st YEAR

Theory Course

DEE-101	English
DEE-102	Applied Physics

DEE-103	Applied Chemistry
DEE-104	Applied Mathematics
DEE-105	Basic Electrical Engineering
DEE-106	Engineering Drawing
DEE-107	Mechanical Engineering

Practical

DEE-112	Applied Physics
DEE-113	Applied Chemistry
DEE-115	Basic Electrical Engineering
DEE-116	Engineering Drawing
DEE-117	Workshop Practices

2nd YEAR

Theory Course

DEE-201	Basic Civil Engineering
DEE-202	Electrical and Magnetic Circuits
DEE-203	Thermo Fluids and Fluid Machines
DEE-204	Basic Electronics
DEE-205	Generation of Electrical Energy
DEE-206	Utilization of Electrical Energy
DEE-207	Electrical Engineering Material

Practical

DEE-211	Basic Civil Engineering Lab.
DEE-212	Electrical and Magnetic Circuits Lab.
DEE-213	Thermo Fluid and Fluid Machines Lab.
DEE-214	Basic Electronics Lab
DEE-216	Electrical Workshop

3rd YEAR

Theory Course

DEE-301	Power Electronics
DEE-302.	Electrical Machines - I
DEE-303	Measurement and Instrumentation
DEE-304	Digital Electronics & Microprocessor
DEE-305	Trouble Shooting of Electrical Equipment system
DEE-306	Substation Auxiliaries
DEE-307	Power System – I

Practical

DEE-311	Power Electronics Lab.
DEE-312	Electrical Machines-I Lab.
DEE-313	Measurement and Instrumentation Lab.
DEE-314	Digital Electronics & Microprocessor
DEE-315	Industrial Training

4th YEAR

Theory Course

DEE-401	Switch Gear and Protection
DEE-402	Electrical Machines - II
DEE-403	Power System - II
DEE-404	Computer Organization & its Application
DEE-405	Substation Automation
DEE-406	Control System

Practical

DEE-411	Switch Gear and Protection Lab.
DEE-412	Electrical Machines – II Lab.
DEE-414	Computer Organization & its Application Lab.
DEE-416	Control System Lab.
DEE-417	Project

Minimum Eligibility

At least 45% marks in Secondary School Certificate Class (X) from a recognised Board.

OR

Secondary School Certificate (Class X) with Science and Maths. with 2 years Certificate Course of Electrical Technician from a recognised Board.

OR

ITI or equivalent Certificate Course from an institute recognised by State/Central Govt.

OR

Minimum 2 years working experience in the relevant field after passing Sec. School Certificate Exam. with Science and Maths.

OR

At least 40% marks in Sr. Secondary School Certificate(10+2) or 12th Class of Analogous Vocational Stream.

Note : Candidates who have passed the qualifying exam. with Elementary Mathematics & Elementary Science shall not be eligible for admission.

Mode of Admission

The Entrance Test will be held at the Programme Centre you have chosen as your preference whose code has been given in the prospectus and in the application form. **No change of the programme centre will be allowed.** The admission will be made on the basis of the merit obtained in the Entrance Test at the respective programme centre, provided that a candidate has obtained at least 33% marks in the Entrance Test.

The entrance test shall be of **02 hrs (120 minutes) duration** with a weightage of 100 marks. The medium of test will be English and there will not be any negative marking.

Details of Admission Test and Experience

The qualifying entrance test will comprise of one objective type paper of 100 marks. The weightage of marks for each subject is given below:

Name of the Programmes	No. of Paper	Subjects for Entrance Test	Max. Marks
Diploma in Electrical Engineering (DEE)	One	English	25
		Physics	25
		Chemistry	25
		Mathematics	25
		Total	100

Note: The general standard of the test will be of high school level. The syllabi for various components of the test are given at the end of this prospectus.

Sample Items

Each question is followed by four alternative answers marked A, B, C, D. Select one of the answers, which you consider correct, as given in the illustration below:

Question: The value of Avogadro constant is

- (A) 6.022×10^{2u} (B) 6.022×10^{22}
(C) 6.022×10^{23} (D) 6.022×10^{2u}

Answer: A B C D

The correct method of marking is shown above. If correct answer is 'D' the corresponding circle should be completely filled and darkened as shown above. At the end of this prospectus you will also find instructions to the candidates as well as a prototype of the OMR sheet.

Duration of the Programme

The minimum period required to complete the Diploma in Electrical Engineering-DEE is **04** years. However, the maximum period allowed for completion of the programme will be **07** years.

Medium of Instruction/Assignment/Term-end-Examination

The medium of counselling is English / Hindi / Urdu. However, the Self-Learning material is available in English only. A student can write the assignments and final examination papers in any of the three languages.

12.19 Diploma in Power Generation Engineering (DPGE)

The Diploma in Power Generation Engineering (DPGE) Programme offered by the Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi aims to upgrade the theoretical knowledge and practical skills of personnel employed in Power industries, thus equipping them to handle normal operations as well as emergencies in a more efficient manner. It will also help in developing understanding and competencies required in the field of Advance Power Engineering and Technology.

This programme will be of special relevance for personnel employed in Thermal, Hydro and Nuclear Power Generation units.

The programme aims to achieve the following objectives:

- To strengthen the professional competency in power generation.
- To develop the right attitude and perspective towards power generation.
- To develop generic manual and machining skills in the students.
- To develop safety at workplace and team working environment.
- To develop knowledge and skills in the learners to handle various jobs like operation, maintenance of equipments, lines and fault location, planning, designing of schemes, executive and supervisory control in power generation.
- To provide knowledge and develop strategies to manage programme operation effectively.

Programme Structure

The programme comprises of the following courses:

1st YEAR

DPG -101	Communication Techniques (English)
DPG -102	Applied Physics
DPG -103	Applied Chemistry
DPG -104	Applied Mathematics
DPG -105	Basic Electrical Engineering
DPG -106	Power Plant Schematics
DPG -107	Workshop Technology

2nd YEAR

DPG- 201	Electrical & Magnetic Circuits
DPG -202	Electrical Machines –I
DPG -203	Measurement & Instrumentation
DPG -204	Fluid and Fluid Machines
DPG -205	Thermal Engineering – I
DPG -206	Generation of Electrical Energy
DPG -207	Computers and Microprocessors

3rd YEAR

DPG -301	Switchgear and Protection
DPG -302	Electrical Machines – II
DPG -303	Electrical Transmission and Distribution
DPG -304	Installation and Commissioning of Power Plant Equipments
DPG -305	Utilization of Electrical Energy
DPG -306	Thermal Engineering – II
DPG -307	Control Systems

Minimum Eligibility

Secondary School Certificate Class (X) and I.T.I. or equivalent certificate course from an institute recognised by state / central government : and

Minimum 2 years working experience in the relevant field.

OR

Secondary School Certificate Class (X) of a recognised Board with Science and Maths. or PCM, as the case may be: and

Minimum 2 years working experience in the relevant field.

OR

Senior Secondary School Certificate/ Intermediate/ Equivalent examination from a recognised Board with not less than 40% marks in aggregate of PCM.

OR

12th Class of Analogous Vocational Stream.

Mode of Admission

The Entrance Test will be held at the Programme Centre you have chosen as your preference whose code has been given in the prospectus and in the application form. **No change of the Programme Centre will be allowed.**

The admission will be made on the basis of merit obtained in the Entrance Test at the respective Programme Centre, provided that a candidate has obtained at least 33% marks in the Admission Test. The merit will be determined by taking both admission test and experience marks into consideration. This cut off is not applicable for SC/ST candidates.

The time allotted for the test will be **02 hours (120 minutes)**. The test will be in English and there will be no negative marking in the test.

Details of Admission Test and Experience

The qualifying entrance test will comprise of one objective type paper of 80 marks. The weightage of marks for each subject and experience is given as below:

Name of the Programme	No. of Paper	Subjects for Entrance Test	Max. Marks	
			Test	Experience
Diploma in Power Generation Engineering (DPGE)	One	English	15	20
		Physics	20	
		Chemistry	20	
		Mathematics	25	
		Total	80	20

Note: The general standard of the test will be of high school level. The syllabi for various components of the test are given at the end of this prospectus.

Sample Items

Each question is followed by four alternative answers marked A, B, C, D. Select one of the answers, which you consider correct, as given in the illustration below:

Question: For two parallel lines p and q intersected by a transversal ‘t’ sum of interior angles on the same side of the transversal is equal to:

- (A) 60⁰
- (B) 120⁰
- (C) 180⁰
- (D) 360⁰

Answer: A B C D



The correct method of marking is shown above. If the correct answer is ‘C’ the corresponding circle should be completely **filled and darkened** as shown above. At the end of this prospectus, you will also find instructions to the candidates as well as a prototype of the OMR Sheet.

Duration of the Programme

The minimum period required to complete the Diploma in Power Generation Engineering is 3 years. However, the maximum period allowed for completion of the programme will be 6 years.

Medium of Instruction/Assignment/Term-end-Examination

The medium of counselling is English / Hindi / Urdu. However the Self-Learning material is available in English only. A student can write the assignments and final examination papers in any of the three languages.

12.20 Diploma in Early Childhood Care and Education (DECCE)

Diploma in Early Childhood Care and Education (Distance Mode) Programme offered by the Centre for Distance and Open Learning aims to prepare and train childcare workers to manage and run Early Childhood Care & Education Centres effectively. It also helps to develop understanding and competencies required to work with young children in various

childcare centres like crèches, pre-schools and balwadis. The programme is of special relevance to Nursery Teachers, Managers and Supervisors, as it enables them to set up and run their own childcare centres thereby furthering employment opportunities for themselves and for others.

The programme aims to achieve the following objectives:

- To strengthen the professional competencies of practising early childcare workers.
- To develop the right attitude and perspective towards ECCE.
- To develop an understanding of the needs and abilities of young children at different ages.
- To enhance the understanding of the various principles of growth and development of children at different ages.
- To enable the ECCE workers to assess programme needs, implement goals and evaluate programme effectiveness.
- To provide knowledge and develop strategies to manage an effective programme operation.
- To provide training for enhancement of children’s development by planning programmes and activities for children at different stages.
- To help the students develop skills to communicate and interact with parents and community.

Programme Structure

The Programme comprises of the following courses:

DECCE – 01	Understanding the Child
DECCE – 02	Organizing the Childcare Institutions
DECCE – 03	ECCE Programmes & Activities
DECCE – 04	Project Work

Minimum Eligibility

10+2 or equivalent Examination from a recognised Board / University. Preference will be given to those who have experience as a Childhood Care Practitioner.

Mode of Admission

The admission to this Programme will be made on the basis of merit.

Duration of the Programme

Minimum period required to complete the programme is 1 year whereas the maximum period allowed will be 4 years (inclusive of the year of admission).

Medium of Instruction/Assignment/Term-end-Examination

The medium of counselling is English / Hindi / Urdu. The Self-Learning material is available in English and Hindi only. However, the students can write the assignments and the final examination papers in Urdu too.

12.21 Certificate in Computer & Information Technology (CCIT)

Computer knowledge and skills are critical for maximizing efficiency in the modern workplace. The networked computer is both an integral component of business and an empowering tool for the individual. This course provides a foundation in understanding the technology, architecture, and applications of information technology. It surveys the evolution

of the networked computer system, PC and networking hardware and support issues, operating systems, and database management systems, as well as fundamentals of wide and local area networks. Also covered are the fundamentals of procedural programming languages. This Personal Computer Training Programme teaches how to deal with the business applications commonly used in the workplace today.

Objectives of the Programme

The programme aims to achieve the following objectives:

- To understand terms and concepts used in IT.
- To understand design of computer and how it works.
- To distinguish between different types of operating systems.
- To learn effective use of Office tools.
- To explain why databases are important in user productivity.
- To explain the need for local and wide area networks.
- To understand the usage of Internet / WWW / E-mail.

Programme Structure

The programme comprises of the following courses:

- CIT-1 Fundamentals of Computing
- CIT-2 Computer System
- CIT-3 PC Software
- CIT-4 Emerging Technologies

Mode of Admission

The admission to this Programme will be made on the basis of merit.

Minimum Eligibility

Senior Secondary School Certificate (10+2) / Intermediate.

OR

Secondary School Certificate (Class X) or equivalent with 2 years experience in relevant field.

Duration of the Programme

The Programme can be completed in a minimum period of 6 months (01 semester) and up to a maximum period of 2 years (inclusive of the year of admission)

Medium of Instruction/Assignment/Term-end-Examination

Medium of counselling is English. The Self-Learning material is available in English only.

TABLE - I

13. ADMISSION SCHEDULE OF PROGRAMMES OFFERED BY CDOL

PROGRAMMES	Last date for submission of Application Forms	Date and Time of Entrance Test	Display of Selected/ Wait List candidates	Last date for completing admissions	Display of available vacant seats	Registration of Wait List candidates	Display of List of candidates from Wait List	Last date for admission for Wait List candidates	Tentative Date of induction meeting
TIMING	09:00am - 04:00pm	As per programmes	04:00 pm	09:00am - 04:00pm	04:00pm	10:30am - 04:30pm	04:00pm	09:00am - 04:00pm	10:00am
M.A. - English	10 Sept 2012 Monday	---	17 Sept 2012 Monday	08 Oct 2012 Monday	---	---	---	--	14 Oct 2012 Sunday
M.A. - Hindi									
M.A. - Sociology									
M.A. - History									
M.A. - HRM									
M.A. - Public Administration									
M.A. - Political Science									
M.A. - Education									
M.Com.									
B.Ed.	26 July 2012 Thursday	26 August 2012 Sunday 10:00-11:30	06 Sept 2012 Thursday	27 Sept 2012 Thursday	01 Oct 2012 Monday	04 Oct 2012 Thursday	05 Oct 2012 Friday	05 & 08 Oct 2012 Friday & Monday	21 Oct 2012 Sunday
B.A. - General	31 August 2012 Friday	---	10 Sept 2012 Monday	04 Oct 2012 Thursday	---	---	---	---	* 14 Oct 2012 Sunday
B.Com.									
BIBF									
BBS									
PG Dip. in Guidance & Counselling	10 Sept 2012 Monday	---	17 Sept 2012 Monday	08 Oct 2012 Monday	---	---	---	---	* 14 Oct 2012 Sunday
PG Dip. in Geoinformatics	31 August 2012 Friday		10 Sept 2012 Monday	04 Oct 2012 Thursday					
ADCHNT			10 Oct 2012 Wednesday						
Dip. in Electrical Engineering	30 July 2012 Monday	25 August 2012 Saturday 10:00-12:00	06 Sept 2012 Thursday	03 Oct 2012 Wednesday	---	---	---	---	* 14 Oct 2012 Sunday
Dip. in Power Generation Engg.									
Dip. in Early Childhood Care & Ed.	31 August 2012 Friday	---	10 Sept 2012 Monday	04 Oct 2012 Thursday	---	---	---	---	* 14 Oct 2012 Sunday
Computer & Information Tech.				10 Oct 2012 Wednesday					

Lunch Break Time : Monday to Thursday : 01:00pm – 02:00 pm Friday : 12:00 noon – 02:30pm

* Induction Meeting Date is for Jamia Millia Islamia . The Induction Meeting Date for outside Jamia Millia Islamia will be intimated at the time of admission.

TABLE - II

14. FEE STRUCTURE OF ALL PROGRAMMES

The candidates selected for admission will have to pay the following fees at the time of admission.

S. No	Particulars	M.A. **	MAE **	MHRM **	MAPA **	M.Com. **	B.Com. B.A. **	B.Ed. *	BIBF/ BBI / BBS**	PG DGC *	PG DGI** *	ADCHNT *	DEE **	DPGE **	DE CCE *	CCIT *
1	Programme Fee	900	900	900	900	900	900	900	900	700	2300	600	1450	1450	650	650
2	Study Centre/ Contingency Maintenance Fee	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
3	Admission Fee	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
4	Enrolment Fee	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50
5	Identity Card Fee	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50
6	Syllabus/Study Material/ Assignments & Counselling etc.	3850	4050	3050	3050	4850	4000	8000	4650	7550	21000	5250	9500	8500	2000	2000
7	Practical/ Workshop/ Lab Charges	-----	500	1500	-----	-----	200	4050	500	2700	11000	3000	7500	7500		1400
8	Course Development Fund	2000	3000	5000	6000	3250	1050	6500	1700	3500	10400	2100	3000	2000	1900	500
9	Examination Fee	750	750	750	750	750	750	750	750	750	1000	750	750	750	750	750
10	Dissertation	-----	-----	2500	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Total Fees		7800	9500	14000	11000	10000	7200	20500	8800	15500	46000	12000	22500	20500	5600	5600

Note : * Entire Programme Fees payable at the time of admission.

** Fees per year.

*** Fees of PGDGI will be submitted in two installments (1st) Rs 26000/- at the time of Admission (2nd) Rs 20000/- in the month of January every year.

15. PROGRAMME / STUDY CENTRES WITH THEIR CODES

A candidate will have to choose any one Programme / Study Centre where the Programme is being offered and write the code number of that Programme / Study Centre on the application form. **Programme/ Study Centre once opted shall not be changed in any case. Programme / Study Centre Code is mentioned in front of the name of the Study/ Programme Centre.**

Programme / Study Centre	Code
M.A. - Hindi / English / Sociology / History	
Commerce Building, F/o Social Sciences, Jamia Millia Islamia, New Delhi-110025	JSC -06A(P)
Maulana Azad Degree College, Baital-Quadirabad, Siddharth Nagar, UP – 272189	JSC -18(P)
Computer Zone, 2 nd Floor, Near Apsara Cinema Hall, Exhibition Road, Patna	JSC -19(P)
Aysha Education Society, 82/2, Bhawani Nagar, Near City Hospital, Meerut, UP	JSC -30(P)
Bilal Education and Technical Institute, Town & P.O.Ujhari, District JP Nagar, UP	JSC-31(P)
Indian Institute of Computer Technology, Chadha Complex, GMD Road, Moradabad, UP	JSC-28(P)
Jauhar Azad Academy, Gaya, Bihar	JSC-42(P)
Navada Gramudhog, Vikas Simiti, Amroha, J.P. Nagar, UP	JSC-43(P)
Elevator Study Circle, Ganderbal, Srinagar, J&K	JSC-44(P)
SS College of Education Pendra Road, Bilaspur	JSC-45(P)
M.A. - HRM / Public Administration / Political Science / M.Com.	
Commerce Building F/o Social Science, Jamia Millia Islamia, New Delhi	JSC-37(P)
Elevator Study Circle, Ganderbal, Srinagar, J&K	
Indian Institute of Computer Technology, Chadha Complex, GMD Road, Moradabad, UP	JSC-28(P)
Bachelor of Education - B.Ed.	
Deptt. of Educational Studies, F/o Education, Jamia Millia Islamia, Jamia Nagar, New Delhi	JSC-01(P)
Kalka Institute for Research & Advanced Studies, Alaknanda, Kalkaji, New Delhi	JSC-02(P)
Khalsa College of Education, Amritsar (Punjab)	JSC-03(P)
Rakshpal Bahadur Teachers Training Institute, Budaun Road, Bukhara More, Bareilly, UP	JSC-04(P)
GSRM Memorial Degree College, D-6, Industrial Estate, Sarojni Nagar, Lucknow, UP	JSC-05(P)
Bachelor of Arts (General) / Bachelor of Business Studies (BBS)	
Elevator Study Circle, Ganderbal, Srinagar, J&K	JSC-44(P)
Commerce Building, F/o Social Sciences, Jamia Millia Islamia, New Delhi	JSC-06A(P)
Islamia Inter College, Mohalla Qila, Deoband, UP	JSC – 40(P)
Bilal Education and Technical Institute, Town & P.O.Ujhari, District JP Nagar, UP	JSC-31(P)
SS College of Education Pendra Road, Bilaspur	JSC-45(P)
FKB Education and Career Counselling, Takhassusi Street, Hyper Panda, Riyadh, KSA (For BA Only)	JSC-102 (P)
B.Com./ Bachelor of International Business and Finance-BIBF	
Commerce Building, F/o Social Sciences, Jamia Millia Islamia, New Delhi	JSC -06A(P)
Computer Zone, 2 nd Floor, Near Apsara Cinema Hall, Exhibition Road, Patna	JSC -19(P)
Aysha Education Society, 82/2, Bhawani Nagar, Near City Hospital, Meerut, UP	JSC -30(P)
Bilal Education and Technical Institute, Town & P.O. Ujhari, District JP Nagar, UP	JSC-31(P)
Indian Institute of Computer Technology, Chadha Complex, GMD Road, Moradabad, UP	JSC-28(P)
Mohiyal Educational Research Insitution of Technology, A-9, Qutab Institutional Area, USO Shaheed Jit Singh Marg, New Delhi- 110065	JSC-39(P)
FKB Education and Career Counselling, Takhassusi Street, Hyper Panda, Riyadh, KSA	JSC-102 (P)
Post Graduate Diploma in Guidance & Counselling-PGDGC	
Commerce Building, F/o Social Sciences, Jamia Millia Islamia, New Delhi	JSC-06A(P)
Computer Zone, 2 nd Floor, Near Apsara Cinema Hall, Exhibition Road, Patna	JSC -19(P)
Vision Institute of Advance Studies, Plot No. 4, Pocket –A -1, Near Diplai Chowk, Sector-8, Rohini, New Delhi –85	JSC -23(P)
Bilal Education and Technical Institute, Town & P.O.Ujhari, District JP Nagar, UP	JSC-31(P)
Indian Institute of Computer Technology, Chadha Complex, GMD Road, Moradabad, UP	JSC-28(P)
SS College of Education Pendra Road, Bilaspur	JSC-45(P)

Post Graduate Diploma in Geoinformatics – PGDGI	
Commerce Building F/o Social Science, Jamia Millia Islamia, New Delhi-110025	JSC-06A(P)
Institute of Geoinformatics & Technology, 2 nd Floor, SCO-82, Sector-10A, Gurgaon, Haryana	JSC-09(P)
Advanced Diploma in Computer Hardware & Network Technology-ADCHNT	
Indian Institute of Computer Technology, Chadha `Complex, GMD Road, Moradabad, UP	JSC-28(P)
Bilal Education and Technical Institute, Town & P.O.Ujhari, District JP Nagar, UP	JSC-31(P)
Mohiyal Educational Research Insitution of Technology, A-9, Qutab Institutional Area, USO Shaheed Jit Singh Marg, New Delhi – 110065	JSC-39(P)
Jauhar Azad Academy, Gaya, Bihar	JSC-42(P)
Navada Gramudhog, Vikas Simiti, Amroha, J.P. Nagar, UP	JSC-43(P)
Elevator Study Circle, Ganderbal, Srinagar, J&K	JSC-44(P)
Diploma in Electrical Engineering – DEE	
University Polytechnic / Faculty of Engineering & Tech., Jamia Millia Islamia, New Delhi	JSC-06(P)
Diploma in Power Generation Engineering – DPGE	
University Polytechnic / Faculty of Engineering & Tech., Jamia Millia Islamia, New Delhi	JSC-06(P)
Diploma in Early Childhood Care & Education – DECCE	
Great Mission Teacher’s Training Institute, Sector-5, Dwarka, New Delhi-110075	JSC-14 (P)
Variations Women and Children Welfare Trust, No N-38, Sailing Club, Lane No. 2, Near Khalilullah Masjid, Batla House, Jamia Nagar, New Delhi – 110025	JSC -21(P)
Aysha Education Society, 82/2 Bhawani Nagar, Near City Hospital, Meerut, UP	JSC -30(P)
Bilal Education and Technical Institute, Town & P.O.Ujhari, District JP Nagar, UP	JSC-31(P)
Indian Institute of Computer Technology, Chadha Complex, GMD Road, Moradabad, UP	JSC-28(P)
Maulana Azad Degree College, Baital-Quadirabad, Siddharth Nagar- 272189 UP	JSC -18(P)
Ittehad Welfare Society, Arar More, Near Kamla Roy College, Ward No. 26, Gopal Ganj, Bihar	JSC -25(P)
Musheer Fatima Nursery School, Jamia Millia Islamia, New Delhi	JSC- 41 (P)
Certificate in Computer and Information Technology – CCIT	
Variations Women and Children Welfare Trust , No N-38, Sailing Club, Lane No. 2, Near Khalilullah Masjid, Batla House, Jamia Nagar, New Delhi-110025	JSC -21(P)
Ittehad Welfare Society, Arar More, Near Kamla Roy College, Ward No. 26, Gopal Ganj, Bihar	JSC -25(P)
Indian Institute of Computer Technology, Chadha Complex, GMD Road, Moradabad, UP	JSC -28(P)
Aysha Education Society, 82/2, Bhawani Nagar, Near City Hospital, Meerut, UP	JSC -30(P)
Bilal Education and Technical Institute, Town & P.O.Ujhari, District, JP Nagar, UP	JSC-31(P)
Mohiyal Educational Research Insitution of Technology, A-9, Qutab Institutional Area, USO Shaheed Jit Singh Marg, New Delhi- 110065	JSC-39(P)
Navada Gramudhog, Vikas Simiti, Amroha, J.P. Nagar, UP	JSC-43(P)
Elevator Study Circle, Ganderbal, Srinagar, J&K	JSC-44(P)
SS College of Education Pendra Road, Bilaspur	JSC-45(P)
FKB Education and Career Counselling, Takhassusi Street, Hyper Panda, Riyadh, KSA	JSC-102 (P)

NOTE :

1. A learner can attend the counselling sessions, submit assignments, and interact with the Programme Incharge , Counsellors and other fellow students.
2. A learner will collect his/ her study material (if not given at the time of admission), submit his/ her assignment and will check about his/her schedule of examination from his/ her respective programme/ Study Centre.
3. Each learner will be provided with a programme guide, which shall give details of the Programmes of study and practicals, distribution of marks for term end examination and internal assessment and rules relating to examination.
4. The students would be admitted at a study centre if there are at least 20 admission seekers in a programme. However, if there are less than 20 admission seekers, at a study centre, they will be admitted at other centre when adequate number of admission seekers are available if the admission seeker wishes so.

16. ANNEXURES (For B.Ed Only)

(A) EXPERIENCE CERTIFICATE

(To be provided by the Principal/Headmaster/Headmistress)

This is to certify that Mr./Ms.is teaching in this school..... since.....to date as Post Graduate/ Graduate/ Primary/ Assistant Teacher and he/she is a full time teacher of this school. He/she has yearsmonths of teaching experience. This school is Govt./Govt. aided/unaided and is duly recognized by the central/state government/ union territory.

Signature of Principal/Headmaster/Headmistress

Name and Address of the School

Name:.....

.....

Designation:.....

.....

Place:.....Date:.....

(Seal/Stamp)



(B) CERTIFICATE FOR CONDUCTING B.Ed. PRACTICALS

(This certificate duly filled-in and signed is to be submitted along with other specified documents at the time of admission.

I hereby undertake that the school will provide facilities to Mr./Ms..... needed for carrying Practice Teaching/ Practical Work for the B.Ed. programme.

Signature of Principal/Headmaster/Headmistress

Name and Address of the School

Name:.....

.....

Designation:.....

.....

Place:.....Date:.....

(Seal/Stamp)

17. SYLLABI FOR ENTRANCE TEST (DPGE & DEE)

17.1 Diploma in Power Generation Engineering -DPGE and Diploma in Electrical Engineering-DEE

English

Use of non-finites, sentence connector: as, since, while, then, just because, just until. Clauses with what, where and how. Past tense. Modals: can, could, may, must, might. Use of articles and prepositions. Active and passive voice. Direct speech and indirect speech. Use of idioms. Transformation.

Physics

Distance and displacement, Vectors, their addition, subtraction and resolution: speed and velocity. Uniform and circular motion, acceleration, mass and weight, momentum, impulse: first, second and third law of motion, conservation of momentum, principle of moments, couples, Centre of gravity, work, K.E., P.E. and Conservation of energy. Characteristics of a wave $V=n\lambda$ relation, longitudinal and transverse wave. Sound waves and ultrasonic waves, Spherical mirror, F-2R, relation formulae of Refraction, refractive index, refraction through a glass slab and prism, total internal reflection. Lenses and the power formulae of lenses, microscope and telescope. Concept of temperature and its measurement: different types of thermometers (Gas thermometer, Celsius thermometer and Fahrenheit thermometer). Heat and motion thermal equilibrium; Concept of thermal energy (qualitative idea only), unit of heat; specific heat and some simple calculations using specific heat. Electricity as a source of energy; conductors and resistors; potential due to a charge electric current; measurement of current; series and parallel connection. Use of Voltmeter, Ammeter and Galvanometer; Ohm's law and resistance; heating effect of electric current; quantitative relationship between heat, electric current resistance and time of flow (i.e. $W = I^2 R t$); electrical heating devices, electrical power. Law of resistance in series and in parallel. Magnetic effects of electric current; magnetic field due to current carrying a coil and a solenoid. Electric meter; Construction and principle. (Simple idea); electromagnetic induction; electric generator; D.C. and A.C. (elementary idea); domestic electric circuit.

Chemistry

Chemical combination, behaviour of gases, diffusion, relative density of gases, Gay-Lussac's and Avogadro's Law, Avogadro's number, the mole concept, atomic and molecular weight. Structure of atom, cathode rays, positive rays, protons and neutrons, isotopes and isobars, electronic configuration; and chemical bond, electrovalent, covalent, coordinate bond, periodic law, gradation of the properties, Oxidation and reduction, Halogens (Cl_2 , Br_2 , I_2) bleaching action of chlorine, hydrogen sulphide, allotropy, SO_2 and H_2SO_2 Nitrogen and Phosphorous, ammonia, fixation of nitrogen and nitrogen cycle.

Metallurgical process and metals, chemical properties of the following metals and their reaction with O_2 (Na, Mg, Fe, Cu); Cl_2 , Br_2 , I_2 – (Na, Mg, Zn, Fe, Cu); S(Zn, Cu, Fe); Acids – (Sn, Fe, Cu); Hard water, Soft water, Distilled water, solutions colloids and suspension, types of solution, dissolution, effect of temperature and pressure on the solubility of gases, liquids and solids in water, ionization, ionic reaction, strong and weak acids, pH scale, rates of reaction and chemical equilibrium, factors affecting reaction rates, Le-Chatelier's Principle, Law of Mass action. Carbon, structure of carbon atom, allotropic forms of carbon. Hydrocarbon, Saturated and Unsaturated, homologous series, petro-chemicals and petro-

chemical, combustion and its type, fire extinguishers, Fuels (solids, liquid and gaseous), characteristics of a good fuel, calorific value.

Mathematics

Set, language and notation, the number system, numbers and fractions, functions, their values and graphs, mapping, system of equations, inequations and their graphical representation, consistent, inconsistent and dependent equations, simultaneous equations and their solution, quadratic polynomials, logarithm to the base 10, properties of logarithm, computation using log tables (percentage, profit and loss, discount, simple and compound interest), Areas of Triangles, parallelogram, trapezium and circles, surface area and volume of a cuboid, cube, cone and sphere, field book, lines, angles and triangles, theorems and problems based upon vertically opposite angles, congruence of triangles (SAS, ASA, SSS and RHS), properties and problems proportion, Pythagoras theorem and its problems, quadrilateral, theorems of parallelograms and Rhombus and their problems, circle through three points, Equal chords are equidistant from the centre and converse. Theorems on alternate segment, theorem on parallelograms and triangles on the same base and between the same parallel, construction of triangle, quadrilateral, circumcircle, incircle and exscribed circles of a triangle, trigonometric ratios of angles, sin, cos, tan for 0° , 30° , 45° , 60° and 90° . Simple identities height and distance, problems with the use of trigonometric tables, collection and presentation of data, frequency distributions, bar chart, frequency polygons, histograms and cumulative frequency graphs, pie-charts and pictographs, mean, raw and grouped data.

18. Recognised Courses of Arabic Madarsas / Institutions

(1) The following courses, with English of Senior School Certificate (10+2)/ Intermediate standard, have been recognised for purposes of admission to the Undergraduate Programmes Ist year courses:-

- 1 Fazil-e-Adab of Lucknow University
- 2 Dabeer Kamil of Lucknow University
- 3 Alimiya of Darul Uloom Nadvatul Ulema, Lucknow
- 4 Fazeelat of Madarsatul Islah, Saraimir, Azamgarh
- 5 Alimiya of Jamiyatul Falah, Bilariaganj, Azamgarh
- 6 Alimiya of Jamiatur Rashad, Azamgarh
- 7 Fazil of West Bengal Madrasa Education Board, Calcutta
- 8 Alimiya of Bihar State Madrasa Education Board, Patna
- 9 Alimiya of Darul Uloom, Tajul Masajid, Bhopal
- 10 Alimiya of Jamia Darus Salam, Omerabad (Tamil Nadu)
- 11 Alimiya of Jamia Serajul Uloom, Al Salafiah, Jhanda Nagar, Nepal
- 12 Alimiya of Jamia Islamia Kashiful Uloom, Aurangabad, Maharashtra
- 13 Alimiya of Al-Jamiatus Salafiah (Markazi Darul Uloom), Reori Talab, Varanasi
- 14 Alimiya of Jamia Syed Nazir Hussain Muhaddis, Phatak Habash Khan, Delhi
- 15 Alimiya of Jamia Alia Arabia, Mau Nath Bhanjan, (U.P.)
- 16 Alimiya of Al-Jamiyatul Islamia, Tilkhana, Sidharth Nagar, Basti (U.P.)
- 17 Fazilat of Madrasa Riyazul Uloom, Urdu Bazar, Jama Masjid, Delhi
- 18 Fazilat of Jamiatus Salehat, Rampur (U.P.)
- 19 Fazilat of Jamia Islamia, Sanabil, New Delhi
- 20 Fazilat of Jamia Mohammadia, PO Box 144, Melegaon (Maharashtra)
- 21 Fazilat of Calcutta Madrasah College, Calcutta

- 22 Fazilat of Darul Uloom Ashrafia Misbahul Uloom, Mubarkpur, Azamgarh
- 23 Alim, U.P. Board of Arabic & Persian, Allahabad, U.P.
- 24 Alimiat of Jamia Ibn Taimiya, Champaran-Pin 845312, Bihar.
- 25 Almiat of Noorul Islam Educational Society, Niswan, Lucknow.
- 26 Fazilat of Jamia Darus Salam, Malerkotla, Punjab.
- 27 Alim of Tauheed Education Trust, Kishanganj, Bihar.
- 28 Alimiah of Jamia Misbahul Uloom, Siddharth Nagar (U.P.)
- 29 Alim of Darul Uloom Al-Islamia, Basti (U.P.)
- 30 Almiat of Darul Uloom Ahmadia Salafia, Darbhanga, Bihar.
31. Shahadatul Ikhtisas of Al-Mahadul Aali Al-Islami, Hyderabad
32. Fazilat of Al-Jamia Al-Islamia Darul-Uloom, Maunath Bhanjan (U.P.)
33. Fazilat of Al-Madrasatul Islamia, Raghonagar, Bhavara, Madhubani (Bihar)
34. Moulavi Fazil Saqafi of Markazu Ssaquafthi Ssunniyya, Karanthur, Khozhikode, Kerala.
35. Alimiat of Jamia Syed Ahmad Shaheed, Malihabad, Lucknow (U.P.)
36. Alimiat of Darul Uloom Alimia, Jamda Shahi, Basti (U.P.)
37. Aliya of Darul Hoda Islamic Academy, Kerala
38. Fazilat of Al-Mahadul Islamia As-Salafi, Richa, Bareilly (U.P.)
39. Alimiat of Darul Uloom Warsia, Vishal Khand - 4, Gomti Nagar, Lucknow (U.P.)
40. Fazilat of Bhado Jamia Islahul Muslemeen, Malda, West Bengal.
41. Fazilat of Jamiatulbanat Almuslimat, Sambhal Road, Moradabad (U.P.)
42. Alimiat of Jamia Islamia, Muzaffarnagar, Azamgarh, (U.P.)
43. Aali of Jamea-tul-Hidaya, Jaipur (Rajasthan)
44. Alimiat of Jamiatul Banat Al-Islamia, Abul Fazal Enclave – II, Jamia Nagar, New Delhi – 25
45. Alimiat of Al-Jamiatul Islamia, Sant Kabir Nagar (U.P.)
46. Alimiat of Jamia Islamia, Chowk Bazar, Bhatkal (Karnatka)
47. Fazilat of Jamia Islamia, Noor Bagh, Kausa, Thane, Mumbai (Maharashtra)

(2) The Graduates of the following Madrasas, having passed the Examination in English of Senior School Certificate/ Intermediate standard from Jamia Millia Islamia or any recognized University or Board separately, may be admitted to Undergraduate Programmes Ist year course:

1. Darul Uloom, Deoband
2. Madrasa-i-Alia, Calcutta
3. Madrasa-i-Alia, Fatehpuri, Delhi
4. Madrasa Mazahirul Uloom, Saharanpur
5. Madrastul Uloom Husain Bakhsh, Delhi
6. Alimiat of Jame-ul-Uloom Furqania, Rampur, U.P.
7. Alimiat of Jamia Islamia, Sanabil, Opp. Kalindi Kunj, New Delhi
8. Alimiat of Jamiatus Salehat, Rampur, U.P.
9. Fazil of Madrasa Aminia, Kashmiri Gate, Delhi
10. Alimiat of Kashafia Educational & Preaching Centre, Banihal, Kashmir
11. Alimat of Madarsa Rizul Uloom, Jama Masjid, Delhi.
12. Almiat of Jamia Asaria, Darul Hadees, Mau Nath Bhanjan (U.P.)
13. Alim of Jamia Arabic Shamsul Uloom, Shahdara, Delhi-32.
14. Almiat/Fazilat of Jamiatul-Taiyebat, Kanpur,
15. Almiat of Jamia Sirajul Uloom, Bondihar, Gonda (U.P.)
16. Almiat of Al-Jamiah-AI-Islamia, Khairul Uloom, Domaria Ganj, Sidharta Nagar, U.P.
17. Almiat of Jamiatul Banat, Gaya (Bihar)
18. Fazilat of Jamia Ahsanul Banat, Moradabad (U.P.)

- 19. Alimiya of Jamia Mohammadia, Malegaon, Nasik, (Maharashtra)
- 20. Fazilat of Jamia Husainia Arabia, Raigad, (Maharashtra)

Such other Madarasas as may be recognised by the Jamia from time to time.

- (1) The graduates of the Madrasas recognised by the Jamia and listed under item (2) above may be permitted to appear as private candidates only at the English Examination of Jamia Senior School Certificate (10+2) scheme.
- (2) Adib Kamil of Jamia Urdu, Aligarh, having passed English of B.A. standard from Aligarh Muslim University, Aligarh or any other university separately has been recognized for admission to the M.A. Urdu Course.
- (3) **SANVI Certificate** of Jamiatul Hidayah, Jaipur equivalent to Sec. School Certificate (Class X) of Jamia Millia Islamia for admission to XI Class in all streams and for appearing in the Entrance Test of Jamia’s Diploma Engineering courses.

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19. INSTRUCTIONS FOR FILLING UP OF THE ENTRANCE TEST OMR SHEET

The OMR Sheet of the Entrance Test shall belong with the Test Booklet. The instructions for filling it up will be as follows:

- 1. Use black or blue ball pen for marking the box. For filling the circle, use a black or blue ball pen or an HB pencil.
- 2. Write your Entrance Test Roll Number, Name and Question Booklet Serial No. in the appropriate boxes provided in the OMR Answer Sheet. Take care that the characters do not touch the boundary of the boxes.
- 3. No answer should be written on the Question Booklet.
- 4. Blank pages in the Booklet may be used for rough work.
- 5. **The use of calculator and mobile is not allowed inside the Examination Hall.**
- 6. The Question Booklet and the OMR Sheet must be handed over to the Invigilator before leaving the Examination Hall. No page should be torn off the Booklet.
- 7. Violation of any of these instructions or use of unfair means will entail cancellation of the whole Admission Test of the candidate.
- 8. There will be no rechecking / re-evaluation of the OMR Sheets. No request in this regard shall be entertained.
- 9. Do not write anything on the Question Booklet and OMR Sheet except marking the answer in the corresponding Circle. Any writing or identification mark on the Question Booklet and OMR Sheet will disqualify the candidate.

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INSTRUCTIONS FOR FILLING UP THE OMR ANSWER SHEET

The following instructions are for filling up this OMR Answer Sheet.

- **USE BLACK OR BLUE BALL PEN ONLY** for filling the boxes & circles for Roll No., Question Booklet No., Question Booklet Set, Course Code & Revised Category Code.
- For marking **THE ANSWERS, USE BLACK OR BLUE BALL PEN OR AN HB PENCIL.**

The following instructions need to be followed strictly for filling up the OMR Answer Sheet.

1. Put your **Signature & Thumb Impression** in the appropriate rectangular box. For Thumb Impression : Right Thumb Impression (for Girls) and Left Thumb Impression (for Boys).
2. Ensure that the Invigilator has signed your OMR Answer Sheet.
3. Write down your **Roll Number, Question Booklet No. and Question Booklet Set** in the appropriate rectangular boxes in the OMR Answer Sheet and **darken the corresponding circles.**
4. **Course Code** can be selected in the manner shown below and the corresponding circle should be DARKENED.

Course Code	Name of Course
1	DEE(Diploma in Electrical Engineering)
2	DPGE(Diploma in Power Generation)
3	B.Ed.

5. Write down your **Revised Category Code** in the box provided as applicable in the table given below and **Completely fill and darken** the corresponding circle.

Revised Category Code	Category
G	General
M	Muslim
MW	Muslim Women
MO	Muslim OBC
MT	Muslim Scheduled Tribe
PD	Persons with Disability
K	Kashmiri Migrant
J	Jamia(Candidates qualified from Jamia Schools)
*J' Category not applicable to B.Ed. applicants	

6. For your choice of answer, mark the appropriate circles by **completely filling and marking the circles correctly.** The correct method of marking is shown below. If the correct answer is 'C', the corresponding circle should be **completely filled and darkened** as shown below.

CORRECT METHOD



WRONG METHOD



20. ANNEXURES (Affidavits)

For Muslims
Annexure – I

Affidavit

I.....S/o / D/o.....resident
of.....aged.....years, do hereby solemnly affirm and declare as under:

1. I have been an applicant for admission to.....
(name of Programme)
2. I affirm and state that I am a Muslim by faith and am competent to be considered for the category of **Muslims**.

Deponent

Verification:

I do hereby verify that the contents of my above Affidavit are true and correct. No part thereof is false and nothing material has been concealed therefrom.

Deponent

*Affidavit of Shri/Ms.....S/o / D/o.....resident ofon a
Rs. 10/- Non-Judicial Stamp Paper duly notarized.

**For Muslim Women
Annexure – II**

Affidavit

I.....D/o.....resident
of.....aged.....years, do hereby solemnly affirm and declare as under:

1. I have been an applicant for admission to.....
(name of Programme)
2. I affirm and state that I am a Muslim by faith and am competent to be considered for the category of **Muslim Women**.

Deponent

Verification:

I do hereby verify that the contents of my above Affidavit are true and correct. No part thereof is false and nothing material has been concealed therefrom.

Deponent

*Affidavit of Ms.....D/o.....resident ofon a Rs. 10/-
Non-Judicial Stamp Paper duly notarized.

**For Muslim OBC
Annexure – III**

Affidavit

I.....S/o / D/o.....resident
of.....aged.....years, do hereby solemnly affirm and declare as under:

1. I have been an applicant for admission to.....
(name of Programme)
2. I affirm and state that I am a Muslim by faith and am competent to be considered
for the category of **Muslim OBC.**
3. I belong to Non-Creamy Layer of the OBC.

Deponent

Verification:

I do hereby verify that the contents of my above Affidavit are true and correct. No part
thereof is false and nothing material has been concealed therefrom.

Deponent

*Affidavit of Shri/Ms..... S/o / D/oresident ofon
a Rs. 10/- Non-Judicial Stamp Paper duly notarized.

**For Muslim ST
Annexure – IV**

Affidavit

I.....S/o / D/o.....resident
of.....aged.....years, do hereby solemnly affirm and declare as under:

1. I have been an applicant for admission to.....
(name of Programme)
2. I affirm and state that I am a Muslim by faith and am competent to be considered
for the category of **Muslim ST.**

Deponent

Verification:

I do hereby verify that the contents of my above Affidavit are true and correct. No part
thereof is false and nothing material has been concealed therefrom.

Deponent

*Affidavit of Shri/Ms..... S/o / D/oresident ofon
a Rs. 10/- Non-Judicial Stamp Paper duly notarized.

**For Minor
(Below 18 years)**

Annexure-IV

Affidavit

I, S/o / D/o resident of..... aged years, do hereby solemnly affirm and declare as under:

1. I am the father/mother/guardian of aged years. He/she is an applicant for admission to (name of Programme).
2. I affirm and state that he/she is a Muslim by faith and is competent to be considered for the category of Muslims.

Deponent

Verification:

I do hereby verify that the contents of my above Affidavit are true and correct. No part thereof is false and nothing material has been concealed therefrom.

Deponent

* Affidavit of Shri/Ms.....S/o, / D/o.....
..... Resident of on a
Rs. 10/- Non-Judicial Stamp Paper duly notarized.