

MANUAL-5
Section 4(1)(b)(v)

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

- Statutes of Jamia Millia Islamia as made under Section 24 of the Jamia Millia Islamia Act, 1988.
- Ordinances of the University as made under Section 25 of the Jamia Millia Islamia Act, 1988.
- Regulations of the University as made under Section 26 of the Jamia Millia Islamia Act, 1988.
- Reservation policies of the Govt. of India as applicable to Jamia Millia Islamia in recruitment related matters from time to time.
- Terms and Conditions of service of University Teachers under Ordinance 27 of Jamia Millia Islamia Act, 1988.
- Syllabi of various courses run by the University
- General Financial Rules (GFR) as applicable to the University
- Govt. of India Manual on policies and procedures of employment of consultants.
- Govt. of India Manual on policies and procedures for purchase of goods.
- Govt. of India Manual on policies and procedures for procurement of work.
- Fundamental Rules and Supplementary Rules of Government of India as applicable to the University.
- Memorandum of Association and the Rules of Jamia are available on Jamia Website

Transfer Policy and transfer orders:

It is effected in view of administrative exigency of official work within the University.

Muslim Minority:

Vide Judgement dated 22.2.2011 in Case No. 1443 of 2006 (along with connected petitions), the JMI 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 there of, the University shall provide for the following reservations:

- (i) 30% of the total number of seats in each Program shall be earmarked for Muslim applicants.
- (ii) 10% of the total number of seats in each Program shall be earmarked for Women applicants who are Muslims.
- (iii) 10% of the total number of seats in each Program shall be earmarked for “Other Backward Classes” (OBCs) 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 the “Non- Creamy Layer”. All such applicants are required to submit an OBC (Central Government List) certificate from the competent authority, format of which is available on:

< <http://ncbc.nic.in/backwardclasses/index.html> >

- If seats remain vacant in any program from amongst the 10% of the total number of seats earmarked as per 5.1 (ii) and (iii) above, such vacant seats shall stand transferred to the category 5.1(i), i.e., Muslim applicants.

The list is indicative of major areas of governance. It is, however, not exhaustive. These documents are available on the website of the University at <https://www.jmi.ac.in/>