



PROSPECTUS

2018 - 2019

Jamia Middle School -Primary Section
Syed Abid Husain Sr. Secondary School (Self - financed)-Primary Section

Jamia Millia Islamia
(A Central University by an Act of Parliament)
(NAAC Accredited Grade "A" University)
Maulana Mohammed Ali Jauhar Marg, Jamia Nagar
New Delhi-110025

Phone Number

Jamia Middle School	26981717 , Ext. 1830	26984118 (Direct)
Syed Abid Husain Sr. Sec. School (Primary Section)	26981717 , Ext. 1813	
Asstt. Registrar (School Branch)	26981717 , Ext. 1230	

Website: www.jmi.a c.in

Price: Rs. 250/-

General Information

All candidates are advised to read this Prospectus carefully before filling the admission form. The information of this Prospectus will be implemented according to the Acts, Statutes, Ordinances, Regulations and the decision of the Board of Management of Schools, Jamia Millia Islamia.

Please note that there is no provision for online submission of application form for admission to Prep. and class 1. It will be submitted only through offline mode.

Applicability of the Right of Children to Free and Compulsory Education Act 2009 in Minority Institutions

Since Jamia Millia Islamia has been declared a Muslim Minority Institution as per the law laid down by the Supreme Court, the Right to Education Act 2009 (R.T.E Act 2009) does not apply to Jamia Millia Islamia.

1. Right of admission is reserved and all admissions are provisional.
2. No officer or committee has the right to make nomination for admission. No requests will be entertained in this regard.
3. All students admitted will be subject to the established rules and regulations of Jamia (Act, Statutes, Ordinances, Regulations, and decisions of the Board of Management of Jamia Schools).
4. All information in this Prospectus is subject to change without any prior notice. Changes made will be notified and advertised. No candidate will be intimated individually.

IMPORTANT DATES

Syed Abid Husain Senior Secondary School - Primary Section

Classes	Last Date for Submission of Application Forms	Selection of Candidates Through Draw of Lots		
		Date	Time	Place
Prep	15 th March 2018 (Thursday) 9:00 a.m. to 5.00 p.m.	21 st March 2018	10.00 a.m.	Habeeb Tanveer Open Air Theatre, Faculty of Arts, JMI
I	15 th March 2018 (Thursday) 9:00 a.m. to 5.00 p.m.	22 nd March 2018	10.00 a.m.	

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1. Jamia Millia Islamia

Jamia Millia Islamia was founded at Aligarh in 1920 during the Khilafat and Non-Cooperation Movement in response to Gandhiji's call to boycott Government - supported educational institutions. Among those who enthusiastically responded to this call were Shaikhul Hind Maulana Mahmud Hasan, Maulana Mohammed Ali, Hakim Ajmal Khan, Dr. Mukhtar Ahmad Ansari, Abdul Majeed Khwaja and Dr. Zakir Husain. These eminent personalities along with some others, founded Jamia Millia Islamia. They nurtured it through the changing vicissitudes of history at great personal risk and inconvenience.

Jamia moved from Aligarh to Delhi in 1925. Since then, it has been continuously growing, always refurbishing its methods, and branching out from time to time to meet new needs. True to the ideals of its founders, it has, over the years, tried to integrate the physical and mental development of its students.

Though its founders and architects were Muslims, Jamia from the very beginning has remained devoted to the ideals of secular education and kept its doors open to students and staff of all creeds and denominations.

In 1963, Jamia Millia Islamia was declared a Deemed University under Section 2 of the University Grants Commission Act. Jamia was declared a Central University as per Jamia Millia Islamia Act 1988, passed by the Parliament on 26th December 1988.

The objectives of Jamia are to disseminate advanced knowledge and provide instructional research and extension facilities in various branches of learning. The University endeavours to provide the students and teachers with the conducive environment and facilities for the promotion of studies in various disciplines from Nursery up to Ph.D. level. The Jamia is always striving for innovations in education leading to restructuring of courses, new methods of teaching and learning and integrated development of personality and is consistently upholding its principles of national integration, secularism and international understanding.

Officers of Jamia Millia Islamia

Amir-e-Jamia (Chancellor)	Dr. Najma A. Heptulla
Shaikhul Jamia (Vice Chancellor)	Prof. Talat Ahmad
Naib-Shaikhul Jamia (Pro-Vice Chancellor)	Prof. Shahid Ashraf
Registrar (Musajjil)	A.P Siddiqui (IPS)
Dean, Faculty of Humanities & Languages	Prof. Wahajuddin Alvi
Dean, Faculty of Social Sciences	Prof. N. U. Khan
Dean, Faculty of Natural Sciences	Prof. Sharif Ahmad
Dean, Faculty of Education	Prof. Ilyas Husain
Dean, Faculty of Engineering & Technology	Prof. Mahtab Alam
Dean, Faculty of Architecture and Ekistics	Prof. Hina Zia
Dean, Faculty of Law	Prof. Nuzhat Parveen Khan
Dean, Faculty of Fine Arts	Prof. Nuzhat Kazmi
Dean, Faculty of Dentistry	Prof. Saranjit Singh Bhasin
Dean, Students' Welfare	Prof. Naved Iqbal
Finance Officer	Shri Sanjay Kumar (IP&TAFS)
Librarian	Dr. H. J. Abidi

Other Officials

Controller of Examinations	Dr. A.A.A. Faizi
Chief Proctor	Prof. Haroon Sajjad
Foreign Students' Advisor	Prof. Mohammad Aman Jairajpuri

2. Schools of Jamia Millia Islamia

The following schools have been established by Jamia Millia Islamia wherein education from Nursery to Class XII is imparted:

- | | |
|--|---------------------------------------|
| 1. Jamia Middle School | Class I to VIII |
| 2. Jamia Senior Secondary School | Class IX to XII |
| 3. Syed Abid Husain Sr. Secondary School (Self-financed) | Class Prep. to XII |
| 4. Jamia Girls Senior Secondary School (Urdu Medium) | Class IX to XII |
| 5. Mushir Fatma Nursery School | KG-I, KG-II |
| 6. Balak Mata Centres | Nursery, Class I to V & Craft Courses |

After the enactment of Jamia Millia Islamia Act in 1988, the Board of Management looks after the functioning of all the schools of Jamia and according to it, all the schools are operating as independent entities units.

2.1 Jamia Middle School

In Jamia Middle School education from Class I to VIII is imparted. The teachers, students and other staff of Jamia Middle School have together created a healthy educational atmosphere in which the physical as well as intellectual abilities of every student are enhanced in totality. Taking a look at the school and its hostel, it is justified to acknowledge that they provide not only a substitute for home but also go a step beyond. Here, the time of the students, in addition to academics, is also utilized in various kinds of pleasant and useful activities. The result of this is the development of various skills, abilities and understanding which are conducive to living in a free, civilized and democratic society.

The curriculum of Jamia Middle School is learner-centered. The daily activities and lessons are planned, keeping in mind the interests of the students. All efforts are made to ensure that practical work lead to the educational as well as physical training of the students. Systems, rules and regulations have been adopted to complete syllabus in an atmosphere created both inside and outside the classes so that the students on their own may make an effort to acquire imparted skills and knowledge, taking the guidance of the teachers.

2.2 Jamia Senior Secondary School

Since 16th July 1975, education in Jamia Schools is being imparted according to 10+2 pattern. Two entirely different levels have been created in this scheme, one of which is upto Class X and the next one is upto Class XII and these two levels together are considered school education.

The Education Commission has strongly recommended that the prescribed general education syllabus should be followed up to class X without any optional subjects so that it may lead to the multi-faceted growth of the student. The view of the Commission is that by the time they come to the end of class X of school education, the interest and abilities of the students may be judged. On the basis of this view, the Commission has recommended the teaching of optional subjects for Class XI and XII. The school shares a common syllabus and offers bilingual instruction. The quality of teaching is kept reasonably high by an appropriate teacher-pupil ratio.

2.3 Syed Abid Husain Senior Secondary School (Self-financed)

Syed Abid Husain Senior Secondary School, earlier known as Jamia Senior Secondary School (Self-financing) was started in 1991 under the Self-financing Scheme in which education from Prep. to Class XII (Arts, Science, and Commerce streams) is being imparted. Here the medium of instruction and examination is English.

2.4 Jamia Girls Senior Secondary School (Urdu Medium)

Jamia Girls Senior Secondary School came into existence in the year 2008. The basic objective for establishing this Girls School was to attend to the educational needs of the under-privileged girl child in order to overcome gender divide and produce mature individuals with scientific temper and necessary skills to deal with the challenges of a modern and competitive world. It is an exclusively girls school from IX to XII offering Science & Humanities streams at Senior Secondary level. This school runs in the evening shift.

3. Administrative Staff of Jamia Schools

Hony. Director (Schools)	Prof. Ilyas Husain
Principal, Jamia Sr. Sec. School	Dr. Muzaffar Hassan
Vice Principal, Jamia Sr. Sec. School	Dr. Abdul Naseeb Khan
Incharge, Syed Abid Husain Sr. Sec. School	Dr. Abdul Naseeb Khan
Principal, Jamia Girls Sr. Sec. School (Urdu Medium)	Ms. Anjum Iqbal
Offg. Head Master, Jamia Middle School	Mr. Mohd. Mursaleen
Director, Mushir Fatma Nursery School	Mrs. Rukhsana Parveen
Director, Balak Mata Centres	Mrs. Yasmeen Parveen
Provost - School Hostels	Prof. Atiqur Rahman
Deputy Proctors (Schools)	Mr. Sarwar Sultan Mr. Abdul Quddus Ansari
Asstt. Registrar (Schools)	Miss. Naseem Fatima

4. Important Information:

Application Form can be submitted through offline mode only.

4.1 Process for obtaining and submitting application form for admission to Prep. and class I :-

The Prospectus cum Admission form may be obtained from MAKTABA JAMIA LIMITED on cash payment of Rs. 250/- or may be downloaded from Jamia website www.jmi.ac.in. Downloaded application should accompany a demand draft of Rs. 250/- in favour of Registrar, Jamia Millia Islamia, payable at New Delhi.

4.1.1 The duly filled-in offline application form may be submitted by hand at the designated counters or through registered or speed-post to the “**Principal, Syed Abid Husain Senior Secondary School (Self-financed), Jamia Millia Islamia, Jamia Nagar, New Delhi - 110025, India**”.

- (i) Admission to class Prep and class I will be made through draw of lots.
- (ii) Application forms completed in all respects for admission to classes Prep. and I should reach the concerned school on or before the last date as mentioned in the admission schedule. (See page 14)

- (iii) A candidate is required to specify only one category (See Section 4.2 and pages 12 and 13) in which he/she desires to be considered for admission. Selection of candidates for Prep and class I shall be done through draw of lots and a candidate shall be considered only in that category in which he/she applies. Lottery will be drawn for each category separately. In case a candidate applies in more than one category, **the admission form will be considered for General Category only.**
- (iv) Only those candidates whose names appear in the list of selected/wait-listed candidates shall be considered for admission provided they fulfill all eligibility conditions (age and other relevant conditions).
- (v) Students passing out of Mushir Fatma Nursery School and Preparatory class of Syed Abid Husain Sr. Secondary School and seeking admission in respective Jamia Middle Schools should complete the admission formalities by 02.05.2018.
- (vi) **There will be no new admission to any class at Jamia Middle School (Moring Shift).**
- (vii) **Documents to be Submitted at the Time of Admission:**
 - a. Date of Birth Certificate from Competent authority.
 - b. Certificate of the claimed category of reservation (whichever applicable as per Sec 4.2).
 - c. Dully filled and signed self declaration form, as per Sec. 4.3
- (viii) **The Admission will be CANCELLED if :**
 - (i) The original copy of the Date of Birth Certificate is not submitted within two weeks of the last date of completion of admission.
 - (ii) Receipt of admission fee is not submitted in the office of the concerned school by the last date.

4.2 Category of Reservations

In pursuance to the Judgment (dated 22.2.2011) of National Commission for Minority Educational Institutions (Case No. 891/2006 and other connected Petitions) declaring Jamia Millia Islamia as a Minority Institution, the Ordinance 6 (VI) (Academic) has been amended in terms of Statute 39 of Jamia Millia Islamia Act 1988.

As a consequence thereof, the reservation of seats for admission to all the courses shall be as under:

- A) i) 50% of the total number of seats are reserved for General Category students.
- ii) 30% of the total number of seats in each course shall be earmarked for the applicants who are Muslims.
- iii) 10% of the total number of seats in each course shall be earmarked for the women applicants who are Muslims.
- iv) 10% of the total number of seats in each course shall be earmarked for the applicants of "Other Backward Classes" (OBC) and Scheduled Tribes who are Muslims (as per the notified list of the Central Government);
- B) 5% of seats in all courses shall be reserved for Differently-abled Persons in accordance with the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995.
- C) The amended Ordinance and the detailed conditions regulating the admissions in the above said categories have been posted on the Jamia Website at www.jmi.ac.in.

Categories with their respective codes are as under:

General	- G
Muslims	- M
Muslim Women	- MW
Muslim OBC/Muslim Scheduled Tribe-	MO/MT
Differently - Abled Persons	- DP
Kashmiri Migrant	- KM
Candidates from Jammu & Kashmir	- JK

Note:

The candidates seeking admission under reservation category will have to submit a category certificate duly certified by any one of the following officers.

- (i) District Magistrate/ADM/Collector/Dy. Commissioner/ Addl. Dy. Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/City Magistrate (Status not below the rank of the 1st Class Stipendiary Magistrate), Sub Magistrate/Taluqa Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officer (Not below the rank of Tehsildar), Sub-Divisional Officer of an area where the candidate and or his/her family has a permanent domicile.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep Islands).

The candidates are required to submit a self-declaration on prescribed proforma in support of category claimed (like Muslim, Muslim women, Muslim OBC, Muslim ST etc.) at the time of admission as under:

- i) **For Minor Muslim Candidates:** Annexure-1 (Page No. 12)
- ii) **For Minor Muslim Women Candidates:** Annexure-II (Page No. 12)
- iii) **For Minor Muslim OBC/Minor Muslim ST Candidates:**
They are required to submit an OBC Certificate (as per Central Government lists) issued by the designated authorities for the purpose. The certificate must also indicate whether the candidate belongs to Creamy Layer/Non-Creamy Layer. They will also be required to submit a declaration as per (**Annexure-III**) on page number 13 at the time of admission. Minor Muslim candidates are required to submit the category certificate issued by the designated authorities for claiming admission and also a self-declaration as per (**Annexure-III**) on page number 13 at the time of admission.
- iv) **For Differently - abled Persons:**
Persons suffering from any disability of not less than forty percent (40%) as certified by a competent medical authority will be considered for admission under this category. They will be required to submit a certificate issued by a competent authority of a Government Hospital.

Wherever seats in the reserved category remain vacant (owing to non-availability of eligible & qualified candidates) such seats shall be filled from the general category.

The candidates applying for the reserved quota should meet all the requirements for admission.

Kashmiri Migrants:

- (a) Kashmiri migrants need to apply and go through the complete process of admission. The admission will be considered over and above the total number of seats but not exceeding 5% of the total seats in a course.
- (b) The candidates seeking admission under this category will be required to submit certificates in support of their claim of being Kashmiri migrants obtainable from the Resident Commissioner, Jammu & Kashmir or the certificates issued by any other competent authority but duly countersigned by the Resident Commissioner, Jammu & Kashmir, New Delhi.

Candidates from Jammu & Kashmir

Candidates from Jammu & Kashmir are required to apply and go through the entire admission process. Their admission will be considered over and above not exceeding 2 seats in each class. They are required to submit a state-domicile certificate in support of their claim of being from Jammu & Kashmir

4.3 Self Declaration Forms

For Muslim Minor
(Below 18 years)
Annexure-I

SELF DECLARATION

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 class).
2. I affirm and state that he/she is a Muslim by faith and is competent to be considered for the category of Muslim.

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

Signature
(Father/Mother/Guardian)

.....

For Minor Muslim Women
(Below 18 years)
Annexure-II

SELF DECLARATION

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. She is an applicant for admission to (name of class).
2. I affirm and state that she is a Muslim by faith and is competent to be considered for the category of Muslim Women.

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

Signature
(Father/Mother/Guardian)

For Minor Muslim OBC/Minor Muslim ST

(Below 18 years)

Annexure-III

SELF DECLARATION

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 class).
2. I affirm and state that he/she is a Muslim by faith and is competent to be considered for the category of Muslim OBC/Muslim ST.
3. He/She belongs to Non-Creamy Layer of the OBC.

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

Signature
(Father/Mother/Guardian)

.....

5. Admission Schedule 2018- 2019

5.1 Syed Abid Husain Senior Secondary School (Primary Section)

Classes	Last Date of submission of Application Forms	No. of Expected Seats available for external candidates	Selection of Candidates Through Draw of Lots			Display of List of Candidates selected for Admission	Date for Completing Admission Formalities from the Main List	Display of List of candidates selected from the waiting List	Date for Completing Admission formalities from the Waiting List	Commencement of Classes
			Date	Time	Place					
1	2	3	4	5	6	7	8	9	10	11
Prep	15 th March 2018 (Thursday) 9.00 a.m. to 5.00 p.m.	35	21 st March 2018 (Wednesday)	10.00 a.m.	Habib Tanveer Open Air Theatre, Faculty of Fine Arts, JMI	22 nd March 2018 (Thursday) 5.00 p.m.	28 th & 29 th March 2018 (Wed, Thurs) 9.00 a.m. To 2.00 p.m.	2 nd April 2018 (Monday) 5.00 p.m.	6 th April 2018 (Friday) 9.00 a.m. to 2.00 p.m.	9 th April 2018 (Monday)
I	15 th March 2018 (Thursday) 9.00 a.m. to 5.00 p.m.	45	22 nd March 2018 (Thursday)	10.00 a.m.		23 rd March 2018 (Friday) 5.00 p.m.	28 th & 29 th March 2018 (Wed, Thurs) 9.00 a.m. to 2.00 p.m.	2 nd April 2018 (Monday) 5.00 p.m.	6 th April 2018 (Friday) 9.00 a.m. to 2.00 p.m.	9 th April 2018 (Monday)

Note:

1. **Applicants** sending forms by post must enclose one self-addressed envelope (measuring 9x4 inches) with postage stamps of Rs. 25/- affixed on it.
2. Number of available seats may change.
3. Address for mailing/submitting application forms for Middle Section, Syed Abid Husain Sr. Secondary School: **Office of Principal, Syed Abid Husain Sr. Sec. School, School Campus, Jamia Millia Islamia, Jamia Nagar, New Delhi-25.**
4. Admission to classes Prep and I will be through draw of lots. Parents are advised to make it convenient to be present on the date, time & place mentioned in the above schedule.
5. Lottery will be drawn category wise. Each applicant will be considered in one category only under which he/she applies.

6. Eligibility Criteria for Admission

6.1 Prep. and Class I

For admission to Prep. and class I, date of birth certificate should be issued by the Gram Panchayat and attested by the Block Development Officer (B.D.O.)/Tehsildar or should be issued by the concerned officer of the Town Area Municipal Board/Corporation. This certificate will only be accepted for admission to Prep. and class I. In case of admission to class I, the Birth Certificate issued by the previous school will also be validated.

6.2 Age Limit

The minimum and maximum age limit for admission to Jamia Middle Schools is as under:

Class	Minimum Age as on 31 st March, 2018	Maximum Age as on 31 st March, 2018
Prep.	4 years	6 years
I*	5 years	7 years

*A child born on 1st April should also be considered.

Note:

For admission to class II to class V, the Birth Certificate issued by the previous school will be validated.

The maximum age limit can be relaxed by two years in case of Differently-abled children by the Principal.

7. Subjects to be taught: The subjects offered in different classes upto V are as under:

7.1 Jamia Middle School (Morning Shift) and Syed Abid Hussain Senior Secondary School (Primary Section)

S. No.	Subjects
	Subjects (Class I to Class V)
(i)	Islamiyat
(ii)	Urdu
(iii)	Hindi
(iv)	English
(v)	Mathematics
(vi)	E.V.S for classes I to V
(vii)	Drawing & Craft (Classes I to V)
(viii)	Computer Education (only for classes IV to V)
(ix)	Paper Craft or Home Science or Gardening (only for classes V), and also Physical Education

Note: The medium of instruction and examination shall be English, Urdu or Hindi.

8. Promotion and Re-admission of Internal Students

- Students including Employees' wards who have passed in any class of Jamia Middle Schools, (upto Class V) are also required to complete their admission formalities as per the admission schedule.
- The students who are absent from the school without intimation for 15 days continuously shall have their names struck off from the rolls. Re-admission will be allowed with the permission of the Principal of School within two weeks on payment a fine of Rs. 500.

Dates for completion of admission of internal students to the next class (in case of promotion) or in the same class (in case of failure) are:

S. No.	Class	Last Date
1.	I to V (To be promoted to next class)	30 th April, 2018
2.	Completion of admission of Jamia Employees' Wards	30 th April, 2018

Note:

Late Fee of Rs. **200.00** will be charged if admission formalities are completed **by 14.07.2018 after the last date mentioned above.**

Late Fee of Rs. **400.00** will be charged if admission formalities are completed **from 17.07.2018 upto 31.07.2018.**

No request for readmission shall be entertained **after 31.07.2018.**

9. Admission of Foreign/NRI candidates under Supernumerary Seats 2018-2019

Foreign nationals and NRI wards who fulfill the eligibility criteria given in the School Prospectus, but do not wish to appear to the entrance test may apply for admission under Supernumerary seats. Admission of such candidates shall be given according to the merit list prepared on the basis of marks obtained by them in the qualifying examination. Admission may be given in Nursery, Prep, I, VI, IX and XI classes.

Applicants seeking admission under Supernumerary Category are advised to send their applications on the prescribed form (which can be obtained from the Office of the Foreign Students' Advisor) on payment of Rs. 300/- drawn in favour of Registrar, Jamia Millia Islamia, payable at New Delhi or can be downloaded from the university website (www.jmi.ac.in). A bank draft of Rs. 300/- is to be attached with the downloaded application form, along with translated/attested copies of required certificates and transcripts, photocopies of passport and visa, etc. to the Office of the Foreign Students' Advisor, Gate No. 8, Room No. 20-21, S.R.K. (Old) Hostel Building, Jamia Millia Islamia, New Delhi-110025 India-E-mail: fsa@jmi.ac.in

Under this category, 15% seats may be made available over and above the regular seats. Provided that if sufficient number of applicants are not available either in NRIs or Foreign Passport holder (FPH) category, the vacant seats may be filled with applicants from the other category i.e. FPH to NRIs or vice versa.

10% out of 15% of Supernumerary seats shall be earmarked for foreign nationals. An applicant shall be considered a "Foreigner" on satisfying the following terms and conditions:-

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

5% out of 15% supernumerary seats shall be earmarked for the children on Non-Resident Indian (NRI). An applicant shall be considered an NRI on satisfying the following conditions:
The term "Non-Resident Indian" shall be as per the Income Tax Law. However, notwithstanding any amendment in such laws, all right, obligation and duties flowing and subsisting at the time of submission of application shall be respected and mandated till finalization of the course applied for.

- (a) The equivalence of examinations/certificates shall be done by the Foreign Students Advisor, Jamia Millia Islamia, on the basis of translated/attested documents with the application form

- (b) Minimum eligibility qualifications for foreign students/NRI wards will be the same as for Indian students.
- (c) The program on which eligibility is to be relied upon must be from an Institute included in the list of the Association of Indian Universities (AIU) 16, AIU House, Kotla Marg, New Delhi-110002, <http://www.aiuweb.org>.
- (d) 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.
- (e) English translations of all certificates/transcripts etc., duly attested, are to be submitted.
- (f) Applications without the translated/attested documents shall be summarily rejected
- (g) On being granted admission, foreign students should produce their Students Visa within one month of completion of admission formalities. A copy of this visa is to be submitted in the office of the Foreign Students' Advisor, JMI
- (h) In case of failure to obtain a visa within the stipulated period, the admission shall stand cancelled.
- (i) Upon arrivals in India every foreign student must register with the Foreigners Regional Registration Office (FRRO) within 14 days from the date of first entry into India as per the prescribed applicable procedure.
- (j) The category once filled in the application form shall be final and cannot be changed at any later stage. Once admitted, all foreign students shall pay the fee prescribed for their "admission category" throughout the duration of the Program. However, JMI reserves the right to revise the fee at anytime.
- (k) Once submitted, NRI wards / students will pay the requisite fees for their admission category throughout the duration of the program even if they may not remain NRIs i.e. their status changes from NRI to Non-NRI.

**Following documents are required with the Application Form
(In case of Foreign Passport Holder) (FPH)**

- a) Application form duly filled
- b) Marks sheet of last examination passed
- c) Proof of age
- d) Copy of valid passport and visa

(In case of NRI Ward)

- e) Application form duly filled
- f) Marks sheet of last examination passed
- g) Proof of age
- h) Copy of the passport of parent working abroad
- i) Translated and attested copy of work permit/license to work/valid working visa of parent
- j) Translated and attested copy of residence permit of parent
- k) Letter from the employer of the parent
- l) Affidavit on the Rs. 10 stamp paper from the parent for financial support
- m) NRI Status Certificate issued by the Indian Embassy in the concerned Country

The following documents (in original) are to be submitted at the time of admission:

- (a) Statement of proof of marks for the qualifying examination
- (b) Birth Certificate from previous school

(c) Character certificate from previous school

(d) Transfer certificate from previous school

Fee Structure for Supernumerary Seats (per annum):-

S. No	Class	Supernumerary Category	General Category (Foreign national who qualifying the regular entrance test)
1.	Prep to V	US\$ 800 per annum	US\$ 500 per annum

There shall be a fee concession of US \$ 200 to the students from SAARC Countries or they possess proper documents of "Refugee Status" (only for the students under Supernumerary Category).

- In addition to the above fees, Rs. 2000/- will have to be paid as non-refundable admission fee at the time of admission and Rs. 8000/- as Library and Computer Laboratory Security. The Security deposit will be refundable after the successful completion of the course or cancellation of admission.
- If cancellation of admission under Supernumerary Category is done within a month, 80% of the fee will then be refunded in Indian Rupees within one year from the date of cancellation.
- Fee paid at entry point of admission shall remain unchanged for the entire duration of study in Jamia School, unless notified otherwise.
- Wards of NRIs who qualify the common admission test shall pay the same fee as Indian students.

Admission Schedule for Supernumerary Seats:-

Last date for Submission of Application form with all required documents	June 20, 2018 (Wednesday)
Declaration of List of selected & waitlisted candidates	July 13, 2018 (Friday)

10. Fee Related General Rules

- (i) All fees are to be paid through pay-in-slip in Indian Bank/Bank of India, Jamia Millia Islamia Branch.

Note: If the last date for payment of fee falls on a holiday, the fee shall be paid on the next working day without any fine.

- (ii) Students shall also pay all the fees except enrollment fee at the time of renewal of admission.
- (iii) Students including Employees' ward who have passed in any class of Syed Abid Hussain Sr. Sec. School (Primary Section) are required to complete their admission formalities according to the admission schedule.
- (iv) If the admission takes place after the 15th of any month even then the fee will be charged for the whole month.
- (v) In case a student's name is struck off before half yearly exams, the examination fee shall be refunded.
- (vi) If a student does not claim caution money within a year of leaving the school, then, it will not be refunded and this amount will be transferred to Students' Aid Fund.

- (vii) All the fees and charges are subject to revision.
- (viii) All installments of fee should be paid by the due date otherwise student's name (including employees' wards) will be struck off the rolls.
- (ix) In case cancellation of admission is made within a month, 80% of the first installment of total fees will be refunded.
- (x) In case application for cancellation of admission is received after one month of admission, but within three months, only Tuition and Science lab. Fee (only for 3 months) and full examination fee will be refunded and if received after three months from the date of admission, shall not be entertained.
- (xi) In case of admission to any other course of Jamia all charges of School will be refunded, if application, along with the paid fee slips, for the same is submitted.
- (xii) If a student does not claim Caution Money within a year of leaving the school then it will not be refunded and this amount will be transferred to Students' Aid Fund/Central Scholarship Fund.

10.1 Annual Fee Structure

Syed Abid Husain Senior Secondary School (Self-financed): Prep to V

S. No.	Heads	Class Prep to V (in Rs.)
	ANNUAL FEE	
1	Admission/Re-Admission Fee	100
2	Library Fee	100
3	Identity Card Fee	50
4	Cultural Activities and Annual Function	50
5	Medical Fee	300
6	Enrolment Fee	50
7	Science Lab Fee (Rs.65/-pm)	--
8	Educational Tour/ Excursion	200
9	Test + Exam Fee	300
10	Garden Fund	50
11	School Task Diary	50
12	Newspaper Charges	--
12	Games & Sports	200
13	Tuition Fee	19140
14	Development Fee	500
	Total (per annum)	21090
Payments are to be made in two Installments		
	1st Installment	11000
	2nd Installment	10090

Payment Plan

First installment	-	At the time of admission
Second installment	-	From 15.11.2018 to 29.12.2018

Note: If a student fails to pay the second installment by 29.12.2018, a late fee of Rs. 10/- per day will be charged.

11. Post Admission Guidelines

11.1 School Hours

Working Days - Monday to Friday

- A. JAMIA MIDDLE SCHOOL (Morning Shift)**
- Summer Season** (1st April to 31st October) - 07:10 a.m. to 12:45 p.m.
- Winter Season** (1st November to 31st March) - 07:25 a.m. to 01:00 p.m.
- Friday** - 07:25 a.m. to 12:45 p.m.
- B. SYED ABID HUSAIN SR. SECONDARY SCHOOL (Primary Section)**
- Summer Season** (1st April to 31st October) - 01:10 p.m. to 06:30 p.m.
- Winter Season** (1st November to 31st March) - 01:10 p.m. to 06:15 p.m.
- Friday** - 02:00 p.m. to 06:30 p.m.

11.2 School Uniform

It is compulsory for students to come in proper school uniform; otherwise they will not be allowed entry.

Jamia Middle School (Morning Shift)

BOYS	GIRLS
Summer: Steel grey half pant or full pant, belt, white shirt, navy blue socks and black shoes. (Oxford-toe)	Summer: Sky blue shirt with white shalwar and white dupatta, black socks, black shoes, (Oxford-toe) black hair band/ribbon.
Winter: Steel grey pant, belt, white shirt, navy blue sweater and blazer or black sherwani with white pyjama, white cap, navy blue socks and black shoes. (Oxford-toe)	Winter: Sky blue shirt with white shalwar and white dupatta or sky blue frock, navy blue sweater, jersey or blazer, and navy blue socks and black shoes. (Oxford-toe)

Syed Abid Husain Senior Secondary School (Self-financed) (Class Prep. To V)

BOYS	GIRLS
Summer: Dark brown pant, light brown shirt, with dark brown belt, dark brown tie with light and dark brown stripes, brown socks and black shoes. (Oxford-toe)	Summer: Light brown frock or shirt, dark brown flap, white shalwar and dupatta, brown socks, black shoes. (Oxford-toe)
Winter: Dark brown pant, light brown shirt with dark brown belt, tie with light and dark brown stripes, full sleeves maroon sweater or maroon coat, brown socks and black shoes. (Oxford-toe)	Winter: Light brown frock or shirt with dark brown flap, white shalwar and dupatta and full sleeves maroon sweater or coat, brown socks and black shoes. (Oxford-toe)

11.3 Discipline

1. The following and such other rules as framed by the school from time to time, shall be strictly observed by the students of the Jamia:
 - 1.1 Every student of the Jamia shall maintain discipline and consider it his/her duty to behave decently at all places. Male students shall, in particular, show due courtesy and regard to female students.
 - 1.2 No student shall visit places or areas declared by the Chief Proctor as "Out of Bounds" for the students.
 - 1.3 Every student shall always carry his/her Identity Card issued by the Chief Proctor, and shall have to produce or surrender the Identity Card as and when required by the Proctorial Staff, Teaching and Library Staff and the Officials of the school.
 - 1.4 Any student found guilty of impersonation or of giving a false name or found guilty of forgery shall be liable to disciplinary action.
 - 1.5 The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Chief Proctor.

- 1.6 In case a student is found to be continuously absent from classes without information for a period of 15 days in one or more subjects, his/her name shall be struck off the rolls. He/she may, however, be re-admitted within the next fortnight by the Head of School on payment of the prescribed readmission fee of Rs. 500/- and all other formalities. He/she will not be readmitted after the prescribed period.
2. Breach of discipline, *inter alia*, shall include:
- 2.1 Late coming, irregularity in attending classes, persistent idleness or negligence or indifference towards the work assigned.
 - 2.2 Causing disturbance to a Class or an Office or to the Library, the auditorium or the play ground etc.
 - 2.3 Disobeying the instructions of teachers or the authorities.
 - 2.4 Misconduct or misbehaviour of any nature at the Examination Centre.
 - 2.5 Misconduct or misbehaviour of any nature towards a teacher or any employee of the school or university or any visitor to the school.
 - 2.6 Causing any damage, spoiling or disfiguring the property/equipment of the school or University.
 - 2.7 Inciting others to do any of the aforesaid acts.
 - 2.8 Giving publicity to misleading accounts amongst the students.
 - 2.9 Mischief, misbehaviour and/or nuisance committed by the residents of the hostels.
 - 2.10 Visiting places declared by the Proctor as out of bounds for the students.
 - 2.11 Not carrying the Identity Card issued by the Chief Proctor.
 - 2.12 Refusing to produce or surrender the Identity Card as and when required by the Proctorial and other Staff of the school.
 - 2.13 Carrying mobile phones is prohibited in the School Premises. Any violation will entail a fine of Rs. 1000/- in the first instance and cancellation of admission subsequently.
 - 2.14 Any other conduct anywhere which is considered to be unbecoming of a student.
3. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
- 3.1 Fine
 - 3.2 Campus Ban
 - 3.3 Expulsion
 - 3.4 Rustication
- However, no such punishment shall be imposed on an erring student unless he/she is given a fair chance to defend himself/herself. This shall not preclude the Shaikhul Jamia (Vice-Chancellor) from suspending an erring student during the pendency of disciplinary proceedings against him/her.
4. All powers relating to discipline and disciplinary action in relation to the students shall vest in Shaikhul Jamia (Vice-Chancellor). However, the Shaikhul Jamia (Vice-Chancellor) may delegate all or any of his powers as he deems proper to the Chief Proctor or to the Discipline Committee as the case may be or any other functionary of the University.
 5. Powers relating to indiscipline/misconduct shall be regulated by Statute 31 read with Section 30 of JMI Act, 1988.
 6. All admissions shall be subject to vetting of post-conduct and character antecedents of the applicant by the Proctorial department.

7. The students who violate the discipline of the School will be expelled from the School and no re-admission will be permitted.
8. The students found using unfair means in the exams/tests are liable to lose one academic year.

11.4 Attendance

- (i) It is mandatory to have an aggregate of 75% attendance to be eligible to appear in the Annual exams.
- (ii) No student will be informed personally about the attendance and parents shall be responsible for ensuring their ward's attendance.
- (iii) The information regarding shortage of attendance of individual students will be intimated to the parents on an interval of every three months via SMS Alert. Also, the information displayed on the notice board will be deemed sufficient.
- (iv) Only 15% attendance out of the total attendance may be allowed on the basis of the medical certificate issued by the Registered Medical Practitioner/Hospital along with Doctor's prescriptions. However, the School administration is empowered to condone the shortage of attendance of students having less than 60% attendance keeping in view the genuineness and severity of the case such as prolonged illness/loss of parents/family member and other such cases of serious nature.
- (v) The chairman of BOM is vested with the power to condone the shortage of attendance of students having less than 60% attendance.
- (vi) It is compulsory for all the students (Board & Non-Board classes) to appear in all the internal assessments conducted by school failing which they will be debarred from appearing in Annual Exam. No excuse will be entertained in this regard. The students who fail to appear in any internal assessment due to sudden or prolonged sickness will be given chance to appear in Re-test to be conducted on Medical ground/concession as per rule.

11.5 Freeship/Half Freeship

There is no provision of freeship/Half freeship for the students of Syed Abid Husain Sr. Secondary School. However, two wards of the employees who are studying in the same school will be exempted from the tuition fee only.
Moreover, only one student of Syed Abid Husain Sr. Secondary School (Primary Section) will be exempted from tuition fee keeping in view their academic performance and financial condition.

11.6 Vacations

Summer Vacation: From 10th May, 2018 to 30th June, 2018

Winter Vacation: From 26th December, 2018 to 9th January, 2019

(Subject to change by JMI).

12. List of Teaching Staff

12.1 Jamia Middle School (Primary Section)

S. No.	Name Dr./Mr./Mrs./Ms.	Designation & Subject	Qualifications
1.	Mohd. Mursaleen	Offg. Headmaster	B.Sc. (Phy.), M.A. (Urdu), M.Ed., Cert. in Special Education
2.	Nusrat Sultana	P.E.T	M.A (Pol. Sc.), D.P. Ed.
3.	Farzana Waseem	PST	M.A.(Urdu), Dip. in Basic Training.
4.	Niaz Fatima	PST	B.A., B.Ed., Cert. in Spl. Education, M.A. (English)
5.	Musarrat Jahan	PST	S.S.S.C., Dip. in Basic Training
6.	Syed Masroor Ali	PST	S.S.S.C., Dip. in Basic Training
7.	Huma Mehdi	PST	B.Sc., B.Ed.
8.	Akhtari Begum	PST	S.S.S.C., Dip. in Basic Training.
9.	Ghazala Naseer Hashmi	PST	S.S.S.C, Dip. in Basic Training, B.A.
10.	Jaismin Kausar	PST	M.A. (English), B.Ed.
11.	Mohd. Muzammil ul Haque Al Husaini	PST	Hafiz, Fazil, B.A., M.A.(Arabic), B.Ed.
12.	Nikhat Begum	PST	B.A., Dip. in Basic Training.
13.	Nighat Begum	PST	B.A., Dip. in Basic Training.
14.	Imrana Farooque	PST	M.A. (Urdu, Pol. Sc.), Dip. in Basic Training,, Muallim
15.	Huma Jamal	PST	B.A., Dip. in Basic Training.
16.	Shama Ara	PST	M.A., B.Ed.
17.	Syed Jamal Husain Naqvi	PST	M.A., B.Ed.
18.	Arshi Shakeel	PST	M.A., B.Ed.
19.	Asima Kishwar	PST	M.A., B.Ed.
20.	Syeda Yasmin Ausaf	PST	M.Sc., B.Ed., M.Ed.
21.	Fauzia Siddiqui	PST	B.A., Dip. E.T.E., M.Ed., NET
22.	Rusti Saeeda	PST	S.S.S.C., Dip in E.T.E.

12.2 Syed Abid Husain Senior Secondary School (Self-financed) Primary Section

Teaching Staff: Primary School

S. No.	Name Dr./Mr./Mrs./Ms.	Designation	Qualifications
1.	Dr. Abdul Naseeb Khan	In-charge	M.A. English, M. Phil (ELT), Ph. D English
2.	Anjum Riaz	PST	Diploma in Basic Teacher Training, B.A., M.A. (Pol. Sc), Action Research in Education
3.	Javedan Parvez	PST	B.A., M.A. (Islamic Studies, Maullim Urdu
4.	Fariha Hairat	PST	B.A. (Hons), M.A. (Urdu), B. Ed
5.	Sadia Fatima Wahidi	PST	B.A.(Hons) Pol. Sc., M.A. Pol. Sc., M. Ed, B. Ed
6.	Mumtaz Ahmad	Yoga Teacher	B.A. (Hons) Geography, Certificate course Yoga Swimming NIS
7.	Nazma Begum	Art & Craft	B.A. (Hons) in Arts.
8.	Rakshanda Roohi	PST	B.A.(Hons), B.Ed., M.A., Ph. D
9.	Tabassum	PST	B.A., E.T.E.
10.	Shahana Parveen	PST	B.A.(Pass), M.A. Psychology, B.Ed. (Pol. Sc.)
11.	Malka Sagheer	PST	M.A. Urdu, B.Ed., M.Phil

12.	Tabassum Ahmad	PST	B.A., B.Ed.
13.	Mohd. Mustafa	PST	M.A. Hindi, B.Ed.
14.	Iram Naaz	Art & Craft	M.F.A.
15.	Jahan Ara	PST	M.A. Pol. Sc., M.A (Urdu), B.Ed.
16.	Lubna Khursheed	PST	M.A. Urdu, B.Ed., M. Phil (Urdu)
17.	Shazia Niaz	PST	M.A. Urdu, B.Ed.
18.	Zeba Siddiqui	PST	B.Sc (bio Sc), Dip. In ETE, M.Sc. (Bio Sc)
19.	Shazia Anjum	PST	B.Sc (H), B.Ed.
20.	Saima Shahid	PST	M.A. in English Literature.
21.	Nikhat Ara	PST	M.Sc. (Chemistry), B.Ed.
22.	Warda Afridi	PST	12 th , ETE
23.	Afreen Mushtaq	PST	E.T.E.

13. FACULTIES AND DEPARTMENTS OF JAMIA MILLIA ISLAMIA

Faculty of Humanities and Languages

Department of Arabic
Department of English
Department of Hindi
Department of History and Culture
Department of Islamic Studies
Department of Persian
Department of Sanskrit
Department of Urdu
Department of Tourism, Hotel Hospitality and Heritage Studies

Faculty of Social Science

Department of Adult and Continuing Education and Extension
Department of Economics
Department of Political Science
Department of Psychology
Department of Sociology
Department of Social Work
Department of Commerce and Business Studies

Faculty of Natural Sciences

Department of Physics
Department of Chemistry
Department of Mathematics
Department of Geography
Department of Biosciences
Department of Biotechnology
Department of Computer Science

Faculty of Education

Department of Educational Studies
Department of Teacher Training and Non-Formal Education
(Institute of Advanced Studies in Education)

Faculty of Fine Arts and Art Education

Department of Painting
Department of Sculpture
Department of Applied Art
Department of Art Education
Department of Graphic Art

Department of Art History and Art Appreciation

Faculty of Engineering and Technology

Department of Civil Engineering

Department of Mechanical Engineering

Department of Electrical Engineering

Department of Electronics and Communication Engineering

Department of Applied Sciences and Humanities

Department of Computer

Engineering University Polytechnic

Faculty of Architecture and Ekistics

Department of Architecture

Faculty of Law

Faculty of Dentistry

14. Centres

1. UGC-Human Resource Development Centre
2. Centre for Gandhian Studies
3. AJK Mass Communication Research Centre
4. MM Ali Jauhar Academy of International Studies
5. Centre for Management Studies
6. Centre for Physiotherapy & Rehabilitation Sciences
7. Centre for Interdisciplinary Research in Basic Sciences
8. Nelson Mandela Centre for Peace and Conflict Resolution
9. Centre for the Study of Comparative Religions and Civilizations
10. Dr. K. R. Narayanan Centre for Dalit & Minorities Studies
11. Centre for European and Latin American Studies
12. Centre for West Asian Studies
13. Centre for Jawaharlal Nehru Studies
14. Centre for Culture Media & Governance
15. Indo Arab Cultural Centre
16. FTK-Centre for Information Technology
17. Centre for North East Studies and Policy Research
18. Centre for Theoretical Physics
19. Centre for Early Childhood Development and Research
20. Centre for Nanoscience & Nanotechnology
21. Centre for Distance and Open Learning
22. Jamia's Prem Chand Archives and Literary Centre
23. Sarojini Naidu Centre for Women's Studies
24. University Counselling and Guidance Centre
25. Dr. Zakir Husain Institute of Islamic Studies
26. Barkat Ali Firaq State Resource Centre
27. Academy of Professional Development of Urdu Medium Teachers
28. Centre for Coaching and Career Planning
29. Centre for Innovation and Entrepreneurship
30. G P Day Care Centre
31. Multidisciplinary Centre for Advance Research and Studies
32. Centre for the study of Social Exclusion and Inclusive Policy

15. Prospectus Committee

1. Prof. Ilyas Husain, Dean, Faculty of Education	Chairman
2. Prof. R.P. Bahuguna, Dept. of History, JMI	Member
3. Prof. Eqbal Husain, Faculty of Law, JMI	“
4. Prof. Atiqur Rahman, Dept. of Geography, JMI	“
5. Dr. Muzaffar Hassan, Principal, Jamia Sr. Sec. School	“
6. Dr. Abdul Naseeb Khan, Principal , SAH Sr. Sec. Schools (S/F)	“
7. Ms. Anjum Iqbal, Principal, Jamia Girls Sr. Sec School (Urdu Medium)	“
8. Mr. Mohd. Mursaleen, Offg. Headmaster, Jamia Middle School	“
9. Naseem Fatima (A. R. School Branch)	Convener