OFFICE OF THE CONTROLLER OF EXAMINATIONS
JAMIA MILLIA ISLAMIA, NEW DELHI-110025

F.No. Misc./CoE/JMI/2025

January 17, 2025

NOTICE

The Office of the Controller of Examinations is getting inundated with emails related to complaints, grievance, verification of certificates etc. which have the effect of cluttering the email of the CoE (coe@jmi.ac.in). Hence, for smooth functioning of the Office of the Controller of Examinations & speedy redressal or grievance, it is requested to all the concerned that only the following E-mail addresses should be used for the required purpose:

S. No.	Name of the Officer	Designated Email IDs	Purpose
1	Prof. Saroj Kumar Mahananda Offg. Controller of Examination, JMI	coe@jmi.ac.in	All Confidential matters (Sending of question papers of Semester/Annual mode examinations) Matters forwarded by the Competent Authority directly related to exams. etc.
2	Dr. Ahteshamul Haque Hony. Dy. Controller of Exams. JMI	ahaque@jmi.ac.in	All correspondence related to admission including Prospectus matter etc. Ph.D. related matters
3.	Mr. Jitender Singh Dy. Registrar (Exams.)	jsingh@jmi.ac.in	Matters related to Semester/Annual Examinations including Distance, Private and related issues. Matter related to Degrees/ Certificates etc.
4.	Dr. Khalid Raza Hony. Asstt. Controller of Exams. JMI	acoe1@jmi.ac.in	All grievances related to CDOE and Distance Mode Students.
5.	Dr. Sunil Hony. Asstt. Controller of Exams. JMI	acoe2@jmi.ac.in controllerexaminations@jmi.ac.in	All grievances related to regular and private students of the University.
6.	Mohammad Wasiful Hasan Database Administrator	wasif.cit@jmi.ac.in	Admission Cell, Computer Section Office of the CoE
7.	Dr. Mohammad Wajahat Asstt. Registrar (Exams.)	mwajahat@jmi.ac.in	Documents related to verifications of the educational documents.
8.	Mrs. Rekha Chawla Sr. Personal Assistant	rchawla@jmi.ac.in	All confidential, Secretarial work and RTI related to First Appellate Authority in the Office of CoE.
9.	Mr. Muntazir Ahmad Section Officer	mahamad8@jmi.ac.in	Ph.D & Degree Section, all matters related to results of F/o Social Sciences, Humanities & Languages, Management, Fine Arts & AJK-MCRC & Accounts Section of CoE

20/01/2025

(Prof. Saroj Kumar Mahananda)
Offg. Controller of Examinations

Copy to:

1. All Deans of Faculties/Heads of the Departments/Directors of the Centres/Principal, University Polytechnic/Principal, Schools/Chief Proctor.
2. The Hony. Dy. Controller of Examinations, JMI
3. The Dy. Registrar (Examinations), JMI
4. The Asstt. Registrar (Examinations), JMI
5. The Secretary to the Vice-Chancellor, JMI.
6. The OSD to the VC, JMI
7. The Secretary to the Registrar, JMI
8. The Secretary to the Finance Officer, JMI
9. The Director-CIT, JMI – for uploading on the University's website
10. Director, Sports, JMI

Dy. Registrar (Exams.)