

Centre for Distance and Online Education (CDOE)

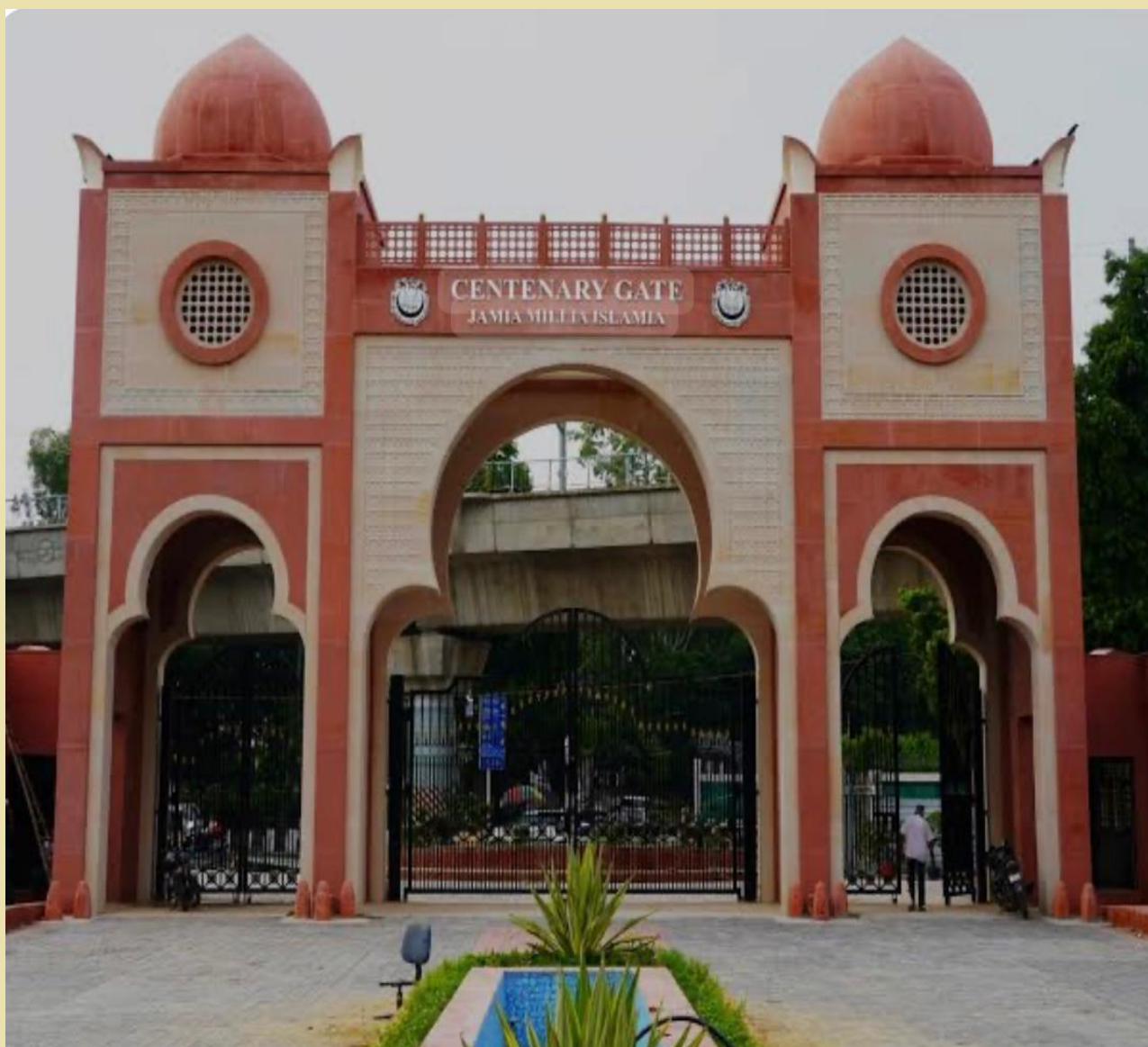
Jamia Millia Islamia, New Delhi

(A Central University by an Act of Parliament)
NAAC Accredited Grade 'A++'

Advanced Diploma in Public Policy and Governance

Programme Guide

w.e.f. 2025



MESSAGE FROM CDOE

Dear Students,

It is a pleasure welcoming you to Jamia Millia Islamia for the Distance Mode and Online Mode Advanced Diploma in Public Policy and Governance Programme being offered at the Centre for Distance and Online Education.

Education, needless to reiterate, is a *sine qua non* for the growth of a nation and personality development of its citizens. Distance and Online education is one of the many multi-pronged instrument adopted to promote literacy across India. It aims not just at fostering social mobility and lifelong education but also at upholding the core values of the Indian Constitution and society, that is, democracy, secularism, social justice and equality of opportunity.

Jamia Millia Islamia in its endeavor to endorse and promote these values and advance literacy, has pledged to take education to the doorsteps of the learners.

We wish you success in your educational endeavors.

Prof. M. Moshahid Alam Rizvi
Dean
CDOE

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Programme Coordinator	PROGRAMME INCHARGE
Dr. Isha Naaz Assistant Professor Public Administration Centre for Distance and Online Education Jamia Millia Islamia New Delhi-110025	Prof. Bulbul Dhar James Head of the Department Department of Political Science Jamia Millia Islamia New Delhi-110025

1. ABOUT THE PROGRAMME

Introduction of the Programme

Centre for Distance and Online Education has introduced the Advanced Diploma in Public Policy and Governance (distance and online mode) Programme, keeping in mind the heterogeneous nature and varied needs of that section of our society which for some reason or the other has missed or has not had the opportunity for further studies in conventional colleges or universities, or belong to far flung areas or to the deprived sections of the society. This Programme caters to develop human resource as well as enhance understanding and bring in self- enrichment. It aims at equipping students with the latest information on the scope and development of Public Policy. The aim of the Diploma Programme is to provide a comprehensive knowledge about Public Policy.

Duration of the Programme

Minimum duration of the Programme: 01 (One) Years

Maximum duration of the Programme: 03 (Three) Years

Medium of Instruction English

Programme Fee Rs. 10000/ annum to be paid at the beginning of academic year

Credit System

- **Advanced Diploma in Public Policy and Governance is an annual mode Programme consisting of seven papers.**
- **All papers are compulsory papers.**
- **The students are also required to submit a dissertation at the end of the year.**
- **Each paper is divided into 3 units. Each paper carries 25 marks for the Internal Assessment (IA) and 75 marks for the exam called University Exams (UE), which will be subjective and of three hours' duration.**
- **An updated reading list will be provided to the student by their respective subject teachers at the beginning of the course.**
- **Students who could not appear for one or more papers or have failed in University Exam (UE) can re-appear next time when university exams are conducted. However, after completion of two years' duration, the student's admission shall lapse.**

CourseCode	Course Title	Credits	Marks Allotted		
			Theory	Assignment /Practical	Total
ADPG 101	Introduction to Public Policy and Governance	4	75	25	100
ADPG 102	Governance Framework and Development	4	75	25	100
ADPG 103	Public Policy Formulation and Implementation	4	75	25	100
ADPG 104	Public Policy Analysis and Evaluation	4	75	25	100
ADPG 105	Research Methods in Public Policy	8	150	50	200
ADPG-106	Data Science in Public Policy	8	150	50	200
ADPG-107	Project Dissertation	8	150	50	200
Total		40	750	250	1000

Detailed Programme Structure

ADPG 101

Introduction to Public Policy and Governance

Block I	Understanding Public Policy
Unit 1	Public Policy: Significance, Nature and Scope
Unit 2	Public Policy: Types and Cycle
Unit 3	Public Policy in a Globalizing World
Block II	Governance: Concept & Theories
Unit 1	Governance: Concept & Historical Roots
Unit 2	Theories of Governance: Institutional Theory, System Theory, Network Policy Theory
Unit 3	AI Framework of Governance
Block III	Formation and Role of State
Unit 1	Meaning of the Concept of State
Unit 2	Theories of State: Political, Economic and Social
Unit 3	Role of State in the era of Globalization

ADPG 102

Governance Framework and Development

Block I	Federal Structure of Governance in India
Unit 1	Indian Federal Structure
Unit 2	Role of Executive, Legislature & Judiciary
Unit 3	Decentralized Governance
Block II	Governance and Development
Unit 1	Development: Concept and Theories
Unit 2	Measuring Quality of Governance: World Bank Indicators
Unit 3	Good Governance Initiatives in India: Current Trends
Block III	Government to Governance: Institutions and Governance
Unit 1	Role of Government in Governance
Unit 2	Role of Market in Governance
Unit 3	Role of Civil Society in Governance

ADPG 103

Public Policy Formulation and Implementation

Block I	Public Policy Making
Unit 1	Policy Making Process
Unit 2	Actors in Policy Making: Formal, Informal and International Agencies
Unit 3	Constraints in Policy Making
Block II	Public Policy Models and Policy Sciences
Unit 1	Determinants of Public Policy: Political, Economic, Socio-Cultural, Administrative
Unit 2	Theories: Lasswell's Concept of Policy Science, Multiple Streams Framework Model, Punctuated Equilibrium Theory
Unit 3	Models: Incremental, Systems, Institutional, Elite, Rational, Public Choice and Group Theories
Block III	Public Policy Implementation
Unit 1	Policy Implementation Theory
Unit 2	Actors in Policy Implementation
	Constraints in Policy Implementation.
Unit 3	

ADPG 104

Public Policy Analysis and Evaluation

Block I	Policy Analysis
Unit 1	Models of Public Policy Analysis
Unit 2	Policy Analysis: Methods and Techniques
Unit 3	Policy Analysis Process and Constraints
Block II	Policy Monitoring and Evaluation
Unit 1	Policy Evaluation: Role, Process and Criteria
Unit 2	Policy Evaluation: Cost Benefit Analysis, Policy Audit, Gender Audit
Unit 3	Policy Evaluation in India: A Case Study of NRHM
Block III	Substantive Policy Area in India
Unit 1	Regulation and Governance of Education Policy
Unit 2	Regulation and Governance of Digital Policy
Unit 3	Regulation and Governance of Environment Policy

ADPG 105

Research Methods in Public Policy

Block I	Policy Research
Unit 1	Policy Research: Nature, Scope and Relevance
Unit 2	Defining Research Problem
Unit 3	Research Design
Block II	Methods of Policy Research: Qualitative, Quantitative, and Mixed
Unit 1	Qualitative Methods for Policy Research
Unit 2	Quantitative Methods for Policy Research
Unit 3	Mixed Methods for Policy Research
Block III	Data Collection and Processing
Unit 1	Methods and Techniques of Data Collection
Unit 2	Sampling and Sample Designs
Unit 3	Data Preparation, Processing and Analysis
Block IV	Interpretation of Data and Report Writing
Unit 1	Reliability and Validity in Research
Unit 2	Test of Hypothesis (Parametric or Standard)
Unit 3	Data Interpretation and Report Writing
Block V	Research Ethics
Unit 1	Research Ethics: Significance, Component, Philosophy and Principles
Unit 2	Publication Ethics: Annotated Bibliography, Referencing
Unit 3	Ethical Issues in Research: Plagiarism, IPR of Patent

ADPG-106

Data Science in Public Policy

Block I	Fundamentals of Statistics
Unit 1	Measures of Central Tendency: Mean, Median and Mode
Unit 2	Measures of Variance: Mean Deviation, Standard Deviation and Variance. (Range and Coefficient of Variation)
Unit 3	Correlation and Regression Analysis: t- test, Chi square and F-test, ANOVA, bi-variate and Multivariate Analysis
Block II	Microsoft Excel

- Unit 1 Creating a Basic Formula & Using the Formula Bar, AutoSum and other Basic Functions
- Unit 2 Using Data Validation & Conditional formatting
- Unit 3 Creating & Working with Charts, Creating a Pivot Table, Automating Tasks with Macros

Block III SPSS

- Unit 1 Creating and Saving a Data file
- Unit 2 Assigning Names and Values to Variables
- Unit 3 Creating Syntax file for simple analysis and Statistical application

Block IV STATA

- Unit 1 Data Management
- Unit 2 Immediate Commands and Data Visualization
- Unit 3 Regression Modeling and Visualization of Results

Block V Factor Analysis

- Unit 1 Basics of Factor Analysis: Types, Purpose and Assumptions
- Unit 2 Methods of Factor Analysis
- Unit 3 Analysis and Interpretation

Suggested Readings

- Ayyar, R.V. Vaidnatha. *A Public Policy Making in India*. New Delhi: Pearson, 2012.
- Birkland Thomas A. *An Introduction to the Policy Process*. M.E. Sharpe, 2011
- De, P.K. *Public Policy and Systems*. New Delhi: Pearson, 2012.
- Dreze, Jean (ed). *Social Policy*. New Delhi: Orient Blackswan, 2016.
- Dunn, William N. *Public Policy Analysis: An Introduction*. Prentice-Hall, 2003.
- Dye, Thomas R. *Understanding Public Policy*. New Delhi: Pearson, 2006.
- *Elementary Education in India: Progress Towards UEE*, New Delhi: NUEPA, 2013.
- Govinda R. (ed). *Who Goes To School? Exploring Exclusion in Indian Education*. New Delhi: OUP, 2011.
- K. Vijaya Kumar. *Right to Education Act 2009: Its Implementation as to Social Development in India*. Delhi: Akansha Publishers, 2012.
- Kapur, Devesh et al. *Rethinking Public Institutions in India: Performance and Design*. New Delhi: OUP, 2017.
- Kishore, Jugal. *National Health Programs of India: National Policies and Legislations*, Century Publications, 2005.
- Mathur, Kuldeep. *Public Policy and Politics in India*. OUP, 2013.

- Moran, Michael, Martin Rein & Robert E. Goodin. *The Oxford Handbook of Public Policy*. OUP, 2008.
- Sapru, R.K. *Public Policy: Art and Craft of Policy Analysis*. New Delhi: PHI, 2013.
- Sathyamala, C. (ed). *Securing Health for All: Dimensions and Challenges*. New Delhi: IHD, 2006.
- Surendra, Munshi and Biju Paul Abraham (eds.). *Good Governance, Democratic Societies and Globalisation*. Sage Publishers, 2004.
- Stone, Deborah. *The Policy Paradox: The Art of Policy Decision Making*. W. W. Norton, 1997.

2. COUNSELLING SESSION

Counseling sessions are held online/offline on weekends within the general academic scheduled of the Programme. **It may be noted that the counseling sessions are not conventional classroom teaching. Lectures will be largely based on discussions which will help to overcome difficulties faced by the candidates while going through the SLMs.**

In these sessions candidates must try to resolve subject related difficulties if any. Before you proceed to attend the counseling sessions, please go through your Self Learning Materials and identify of the points to be discussed. The detailed schedule of the counseling sessions will be available on the Google Classroom.

Counseling session will be organized in all theory / practical courses. There will be 6 counseling sessions of 2 hours each for each paper. Attending the counseling session is not mandatory, nevertheless is always in the interest of learner to attend these session.

MODE OF INSTRUCTION

It is based on Self-Learning Study Material prepared and supplied by CDOE, besides counseling sessions and other exercises such as assignments etc. (The SLM will be provided in English. Assignments and Question Papers for examinations will also be provided only in English language.)

3. UPDATES REGARDING ACADEMIC ACTIVITIES

After completion of all admission formalities, the admitted students shall receive a link via an email for joining Google Classroom. It is mandatory for the students to join and regularly check their Google Classrooms regularly. All important updates regarding counseling sessions, internal assignment and examinations shall be posted throughout the course duration on Google Classroom. For examination, results and other information kindly visit the given website link. <https://jmicoe.in/>

4. ACADEMIC CALENDAR

The academic calendar provides important dates and other relevant information corresponding to activities such as Counseling, Assignments, and Examinations etc. **Try to keep an eye on the important dates given in your academic calendar for different activities. You can view and download your academic calendar from JMI website –[https://jmi.ac.in/Centre-For-Distance-And-Online-Education-\(CDOE\)/Academic-Calendar](https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Academic-Calendar)** as well as on the notice board of Centre for Distance and Online Education / Learner Support Centres.

5. LEARNER SUPPORT CENTRES

The Learner Support Centre to which you have been admitted will remain your Learner Support Centre till you clear all components of the programme during maximum from duration of the programme. No student would be permitted to change his/her Learner Support Centre at any point of time. For Offline mode learners, activities like Counselling, Assignments and Final Examinations will be held at the Learner Support Centre only. However, the CDOE, JMI reserves the right to discontinue/change the Examinations/Learner Support Centre at any point of time as it deems appropriate.

6. EVALUATION SYSTEM

Assignments

Assignments are a part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry 25% weightage in terms of marks.

Assignments are designed in such a way as to help you concentrate mainly on the course material (SLM). However, access to other books and sources will be an added advantage in your academic pursuits.

Assignments should be hand written. Typed or printed assignments **shall not be** entertained. For your own record it is advisable to retain a copy of all the assignment responses.

You have to submit the Assignments on **Google Classroom** on or before the last date of submission mentioned in the Academic Calendar.

Write your Name and Roll Number correctly and legibly on the front page of each subject Assignment.

Getting pass percentage in assignments is mandatory. If you do not get passing marks in any assignment, you have to submit a fresh assignment in consultation with the Programme Coordinator. However, once you get the passing marks in an assignment, you cannot re-submit it for improvement of marks.

Re-evaluation of assignments is **not** permitted.

University Examinations

Final Examination is the major component of the evaluation system and it carries 75% weightage in final result. Passing percentage of final exams is 40%. It is important to pass in university exams (UE) in each subject. In case, student fails and remains absent for one or more papers of university examinations then they can re-appear for the same in the subsequent semester. Students will be eligible for this provision for upto 4 Years. Once years to their admission are completed, their admission shall lapse.

Examination Form

You must fill in the Semester End Examination Form Online once the notification is issued on the CDOE website. The examination forms should be submitted on or before the last date mentioned. Students are required to register for examinations on the given website. <http://jmiregular.ucanapply.com/universitysystem/distancestudent/>

While submitting your Examination Form for the University Examinations, it is your responsibility to check whether you are registered for the programme and eligible to appear for that examination. If any of the above requirements are found missing, your examination is liable to be cancelled.

University Examination Date-sheet

On receipt of your Examination Form, the Admit Card will be issued 15 days before the commencement of the Examination. In case you fail to download the Admit Card before the commencement of examination, you may contact your Examinations Centre / Learner Support Centre.

Examinations Date-sheet will be uploaded on the website much in advance before the commencement of the Examination at <https://jmicoe.in/>

7. UNIVERSITY EXAMINATION RESULT

The evaluation consists of two parts (i) Assignments (ii) University Examination. In the final result all the Assignments of a course will carry 25% weightage while 75% weightage will be given to the University Examination.

Declaration of Result

To pass a Programme under distance and online mode, a candidate must obtain:

- (a) at least 40% marks in each component of theory papers i.e. in assignments and Semester Examination, separately;
- (b) an aggregate of at least 50% marks based on all theory papers and assignments, to obtain the degree;

Division

On the basis of the marks obtained, division will be awarded in the following way:

- (i) Distinction to those who obtain 75% marks or more in the aggregate.
- (ii) First division to those who obtain 60% marks or more in the aggregate.
- (iii) Second division to those who obtain less than 60% marks in the aggregate but not less than 50% marks.
- (iv) Third division to those who obtain less than 50% marks in the aggregate but not less than 40% marks.

Grace Marks: A maximum of three (3) grace marks shall be given only to those students who by obtaining them are able to either pass the examination or improve to get a division. Only minimum grace marks as required shall be awarded. The grace marks awarded shall be counted in Grand total.

Grievance Redressal Committee

1. Nominee of VC
2. Dean CDOE
3. Other Members as Appointed by the Director to the Committee

Award of Degree Programme

- The students will be declared successful for award of Degree only after clearing all theory papers and assignments required within the maximum time period inclusive of the year of admission. A student who does not appear in any component (University Examination and assignments) in the minimum duration provided for the Programme, he/she will have to seek re-registration by submitting the prescribed fee through Demand Draft if he/she wishes to continue through the Programme.

Re-evaluation of Answer Scripts

No request for re-evaluation of the result declared in any course shall be entertained. However, the re-totalling of marks of an answer book will be permitted on submission of an application along with the prescribed fee by the candidate to the Controller of Examinations. (Form attached at the end)

Improvement of Result

A student may be allowed to appear in the University Examination for improving his/her result provided that:

- A student may be allowed to improve his/her grade in any two of the courses in the next semester. However, the improvement of the odd/even semester course will be permitted in the next odd/even Semester End Examination only.

- Improvement examination will be held in Theory courses only.
- The appearance at such an examination in the course will be allowed only once. No further chance will be given under any circumstances.
- For the purpose of determining the final division/ grade, the grades obtained by the candidate in the improvement examination only will be taken into consideration.

8. GENERAL REGULATIONS

Programme Fee, Re-Registration, Late fee and other Charges

- **Programme Fee:** The Programme fee is payable in advance each year, irrespective of results through online mode on the link available on Jamia Millia Islamia website.
- **Re-Registration Fee:** A student who does not appear in any component (i.e. theory and assignment) of the Programme during the minimum period and wishes to continue the Programme, then he/she will have to re-register by paying the prescribed re-registration fee; given in the table on next page.
- **Late Fee:** A student who doesn't submit his/her Assignments and Examination Form on time may submit the same with the prescribed late fee; and
- Candidates are required to intimate the relevant authorities, sufficiently in advance, if there is any change of address/mobile number etc.

Table: Renewal and other Fee applicable for MAPA

Sl. No.	MAPA	Fees/Charges (Rs.)
1.	Programme/Renewal Fees (to be paid for final Year)	10000/-
2.	Submission of Assignments with late fees up to the maximum period of 4 weeks	100/- (Per Assignment)
3.	Submission of Assignments in the following years (In case of absence/fail if any)	200/- (Per Assignment)
4.	Submission of University Examination form with late fees up to 4 weeks.	500/-
5.	Submission of University Examination form with late fees beyond 4 weeks up to the next 4 weeks.	600/-
6.	Re-appearing in University (In case of absence/fail/improvement)	500/- (Per paper/course)
7.	Re-Registration Fee*	3000/-
8.	Provisional Certificate	50/-
9.	Migration Certificate	50/- (after passing exam)
10.	Migration Certificate	200/- (before passing exam)
11.	Duplicate Statement of Marks (Attach a copy of FIR)	200/-
12.	Duplicate Identity Cards (Attach a copy of FIR)	200/-
13.	Change of Address in ID Card	50/-
14.	Change of Course / Papers after collecting SLM however before the commencement of Semester End Examinations.	1500/- (per Course /paper)
<p>Note: * If a candidate fails to appear in any of the prescribed components of the Programme within the stipulated period of 1 years and desires to continue the Programme after the lapse two years he/she should re-register for the Programme by depositing the above mentioned re-registration fee. The Fee once paid will not be refunded or adjusted under any circumstances.</p> <p>All the fees/charges wherever, applicable will be payable only through CDOE Online Fee Payment Portal.</p> <p>All the aforesaid fee is subjected to revision during the academic year as per University rules.</p>		

Centre Form Distance and Online Education Jamia Millia Islamia, New Delhi – 110025

Admission Renewal Form

MAPA, Semester -III & IV

Session

Roll No.

Enrolment No.

Name of the Learner Support Centre

Learner Support Centre Code No.

Name of the Candidate

(Block Letters)

Father's Name & Address

.....

.....Mob.....

I wish to take admission in Year

Name of Course

Mobile No.

.....

(Date of Submission)

.....

(Signature of the Candidates)

The Candidate has been promoted to And the fee of Rs.....has been
deposited through Receipt No. Date.....Bank
.....

.....

(Signature of the Programme In-Charge)

.....

(Signature of the Verifying Officer)



Centre for Distance and Online Education
JAMIA MILLIA ISLAMIA
(A Central University by an Act of Parliament)

Application Form for Re-registration

(Particulars should be filled in by the Candidate in his/her own handwriting)

Dean
Centre for Distance & Online Education
Jamia Millia Islamia
New Delhi-110025

Affix an attested
photograph

Sir,

I seek re-registration to the programme....., Session
..... As I could not appear in any component in the Semester
Session.....

I certify that I am the same person who took admission in this programme in session.....

Yours Faithfully

(Signature of the Applicant)

Re-registration fee Rs. by Receipt/DD No..... Drawn on Bank
..... Dated..... is enclosed herewith.

Particulars

Candidate's Name (in Block Letters)
Candidate's Name in Urdu or Hindi:
Father's Name: (in Block Letters):
Father's Name in Urdu or Hindi :
Present Postal Address :
..... Phone No.
Name of the Programme Admitted..... Semester Year
Roll No. Enrolment No.
Programme Centre Code & Name

(For Office Use Only)

Received application form of Ms/Mr Roll No. for re-
registration to the programme Session Receipt No.
Bank Date of Amount
.....

Centre for Distance and Online Education

Dated



Centre for Distance and Online EducationJAMIA MILLIA ISLAMIA
(A Central University by an Act of Parliament)

APPLICATION FOR RE-TOTALLING OF ANSWER SCRIPT(S)

(Particulars should be filled in by the candidate in his/her own handwriting)

A. Name of candidates (in Block letters)..... Roll No.
..... Enrolment No.
Name of the Programme/Exam..... Part..... (Annual 20.....

Particulars of papers in which Re-totalling is required is given below:

	Course/Paper (see Paras 5&12)	<u>MARKS</u> Obtained out of	<u>Aggregate</u>	<u>Result</u>
1.
2.

Note: Original Statement of Marks (Marks-sheet) together with a Photostat copy should be attached herewith.

B. DECLARATION:

- (i) I have carefully read ordinance and I agree to abide by the same.
(ii) I also undertake to accept the final result to be declared by the Controller of Examinations, Jamia

Date

.....
Signature of the Candidate

Present Address

.....
.....

C. Amount of Fee of Rs.paid Vide Receipt No./DD No Name of the Bank
..... Date (Receipt/DD attached)
(see Paras 1, 3 & 6 printed-overleaf)

Received application form of Mr./Ms.
Class..... for Re-Totalling

Date

For Controller of Examination



JAMIA MILLIA ISLAMIA
(A Central University by an Act of Parliament)

APPLICATION FOR CERTIFICATE

The Controller of Examination
Jamia Millia Islamia, New Delhi -110025

Sir,

I request you to please issue me the Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My signature and particulars given below are attested by the Programme Incharge / Dean, Centre for Distance and Online Education / Gazetted Officer.

Yours faithfully,

.....
CANDIDATE

PARTICULARS

1. Candidate's Name.....
(in Block Letters)
2. Candidate's Name in Hindi or Urdu.....
3. Father's Name.....
(in Block Letters)
4. Father's Name in Hindi or Urdu.....
5. Present Postal Address.....
.....Phone / Mobile No.....
6. Name of the Examination.....Semester.....Year.....
7. Roll No.....Enrolment No.....Previous Enrolment No if any.....
8. Date of admission (in the Centre for Distance and Online Education).....
(To be filled when the Migration Certificate is required)
9. Certificate Required

.....
Attested by Dean, Centre for Distance and Online Education / The Programme Incharge / Gazetted Officer (Office Stamp)

NOTE: FOR PROVISIONAL/MIGRATION, PLEASE ATTACH A PHOTOSTATE COPY (ATTESTED) OF THE MARKSHEET OF FINAL EXAMINATION	Received the Certificate mentioned above CANDIDATE
--	--

Amount of Fee of Rs.paid Vide Receipt No / DD NoName of the
Bank.....Date.....(Receipt/DD attached). I authorize.....
..... to collect my Certificate.

The Specimen Signature of Messenger is given below:

.....
Specimen Signature of Messenger

.....
CANDIDATE

-----Received

Date.....

For Controller of Examination

application form of Mr./ Ms.....Class.....for Certificate.

FEES FOR ISSUING MIGRATION, PROVISIONAL & OTHER CERTIFICATES

	RUPEES
1. PROVISIONAL CERTIFICATE	50
2. DUPLICATE MARKSHEET / MIGRATION / PROVISIONAL (For above – mentioned Duplicate Certificate attach a copy of F.I.R)	200
3. MIGRATION CERTIFICATE	
a) After passing the examination for which the applicant was studying	50
b) Before passing the examination for which the applicant was studying	200

4. CHANGE OF NAME:

A student applying for change of his/her name in the Register of students shall submit his/her application to the Controller of Examinations accompanied by:

- a) The prescribed fee Rs. 150/- by demand draft.
- b) An affidavit relating to his / her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself.
- c) A publication from a newspaper in which the proposed change of name has been advertised. However the provision relating to publication shall not be applicable in case where a woman candidate is wanting to change her name following her marriage.

The Examination Committee on considering such applications and taking decisions thereon shall report to the Majlis-I-Talimi (Academic Council)

		Minimum Time required (working days)
i) Provisional Certificate	-----	20 days
ii) Migration	-----	20 days
iii) Duplicate Marksheet	-----	20 days
iv) Change of Name	-----	6-7 days

5. TIME REQUIRED FOR PREPARATIONS/ISSUE OF THE MARK-SHEET/CERTIFICATE PROVIDED ALL OTHER REQUIRED DOCUMENTS ARE ATTACHED.

- Note:**
- a) Old cases of more than 3 years will require more time.
 - b) Students must fill separate forms and attach separate Demand Drafts for each certificate to be issued.
 - c) Demand Draft of an appropriate amount per certificate etc. should be in favour of “**Jamia Millia Islamia**”. and payable at New Delhi . Please send all the documents and demand draft for the required certificates to “**The Controller of Examinations, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025**”.
 - d) Postal Charges: If the Certificate Marksheets etc is required by post, then you must send your form accompanied by a self-addressed envelope bearing Indian Postal Stamps of Rs. 30/- Only.



JAMIA MILLIA ISLAMIA
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FOR ISSUE OF DEGREE/DIPLOMA/CERTIFICATE

The Controller of Examination
Jamia Millia Islamia,
New Delhi-110025

Sir,

Affix an attested
photograph

I request you to please issue me the Degree/Diploma/Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My particulars are as follows

1. Candidate's Name.....
(in Block Letters)
2. Candidate's Name in Hindi or Urdu.....
3. Father's Name.....
(in Block Letters)
4. Father's Name in Hindi or Urdu.....
5. Mother's Name.....
6. Present Postal Address.....
.....Phone / Mobile No.....
7. Name of the Examination.....Semester.....Year.....
8. Roll No.....Enrolment No.....Previous Enrolment No if any.....

Previous Enrolment No if any.....

Yours Faithfully,

Verified from the records and certified that Mr./ Ms.....
whose signature & photograph are attested above, has signed In my presence
and is a genuine candidate. He/She has no dues.

(Signature of Candidate)

Signature with Seal
Dean/Principal/Headmaster/Director (Concerned)

Received the Degree/Diploma/Certificate

Candidate/Messenger Signature with date

I authorize to collect my above mentioned Degree/Diploma/Certificate.

The Specimen Signature of Messenger is given below:

Specimen Signature of Messenger

(Signature of Candidate)

(See instruction overleaf)

INSTRUCTIONS

1. Attach photocopies of marks sheets of all years examination (passed) (in case of improvement, attach a photocopy of improved marksheet).
2. If the course is completed in more than minimum duration of course, attach photocopy of the combined marks sheet.
3. The Candidate / Messenger must show his /her Identity at the time of receiving the degree/diploma/certificate.

Issue of Duplicate Degree / Diploma / Certificate:

Duplicate degree/diploma/ certificate can also be obtained on submitting an application along with the following:

1. An affidavit signed and certified by the First Class Magistrate
2. Cutting from the leading newspaper showing that the original has been lost or destroyed, or submit defaced/remaining portion of degree/diploma/certificate.
3. Prescribed fee of Rs. 100/-

Time required for preparation/issue of the certificate provided all other required documents are attached.

Degree / Diploma / Certificate	30days
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Duplicate Degree / Diploma / Certificate	60 days
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Note : Old cases of more than 5 year will require more time.

I have read all above mentioned instruction carefully. I will abide by the rules and regulations or any instructions given by Examination Department.

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Signature
Candidate / authorized person



Centre for Distance and Online Education

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