

# **POST GRADUATE DIPLOMA IN GUIDANCE & COUNSELING(PGDGC)**

## **Program Guide** **STRUCTURE & SYLLABUS** **W.E.F 2024-2025**



Centre for Distance and Online Education (CDOE)  
JAMIA MILLIA ISLAMIA  
NEW DELHI-110025

## MESSAGE FROM CDOE

Dear Students,

It is a pleasure welcoming you to Jamia Millia Islamia for the Distance & Online Mode **PGDGC** Programme being offered at the Centre for Distance and Open Learning.

Education, needless to reiterate, is a *sine qua non* for the growth of a nation and personality development of its citizens. Distance 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 Jasim Ahmad**  
**Hony. Director**

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## **PROGRAMME COORDINATOR**

### **1) Dr Dayal Sandhu**

Centre for Distance and Online  
Education (CDOE)  
Jamia Millia Islamia  
New Delhi-110025

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## **1. ABOUT THE PROGRAMME**

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### **Introduction of the Programme**

The Post Graduate Diploma in Guidance and Counseling (Distance Mode) programme offered by the Centre for Distance and Open Learning aims to counsel and guide the young generation for defining their career path ahead. It also help to develop understanding and competencies required to counsel students especially in their adolescence. The programme is of special relevance to school teachers, counselors, NGO workers, and parents etc. to make the individuals aware of his /her inherent potential, interests, talent and capabilities. Different kinds of problems are prevailing in the society, the answer to such problems lies in the field of counseling psychology which is not only an important branch of Psychology but, in fact, deals with the application of psychological principles as well as therapeutic techniques in combination.

In order to help students particularly at the adolescent stage, a well-planned guidance oriented programme organized by trained guidance personnel could become immensely useful in the education of students as it may help them explore and develop their abilities, interests and overall personality and take decisions and adjustments whenever required.

### **Duration of the Programme**

Minimum duration of the Programme:	1 (One) Year
Maximum duration of the Programme:	3 (Three) Year

<b>Medium of Instruction:</b>	English
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### **Programme Fee**

For the Whole Programme	Rs. 15,500/-
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## Brief Programme Structure

S.No.	Course Code	Course Title	Credits	Theory	Assignment	Marks
1.	DGC-I	Psychological basis of Guidance and Counseling	6	70	30	100
2.	DGC-II	Essentials of Guidance And Counseling	6	70	30	100
3.	DGC-III	Mental Health and Adjustment	6	70	30	100
4.	DGC-IV	Career Development	6	70	30	100
5.	DGC-V	Assessment and Appraisal in Guidance and Counseling	6	70	30	100
6.	DGC-VI	Stress and Conflict Management	6	70	30	100
7	GC-VII	Project Work & Workshop	6	100		100
		<b>Total</b>	<b>42</b>	<b>420</b>	<b>180</b>	<b>700</b>

## Detailed Programme Structure

### DGC-I: Psychological Basis of Guidance and Counseling

#### Block-1 Introduction

Unit-1 Definition: Application of Psychology.

Unit-2 Methods of Psychology: Observation, Interview (Clinical), Case-history, Psychological Tests and Experiments.

Unit-3 Perspective of Psychology: Psycho-analytical: Freud, Adler and Jung, Behavioral, Cognitive, Humanistic and Existential Perspectives.

#### Block-2 Growth & Development

Unit-1 Nature of growth, Development and Maturation.

Unit-2 Principles of Growth, Stages of Development.

Unit-3 Prenatal, Physical, Emotional, Cognitive and Social Development of Children.

#### Block-3 Intelligence and Learning

Unit-1 Concept & theories of Intelligence: Two factors; Multiple factor & Hierarchical theory

Unit-2 Mental retardation and giftedness, and causes of mental retardation

Unit-3 Nature of Learning and memory, Determinants of Learning. Classical and operant/Instrumental conditioning; Learning disabilities.

Unit-4 Memory: Methods of measurement, memory systems, forgetting.

Unit-5 Creativity and Giftedness, Concept of individual differences.

#### Block-4 Motivation and Emotion

Unit-1 Definitions of Motivation and Emotion.

Unit-2 Kinds of Motives, Theories of Motives: Drive-Reduction Theory, Arousal Theory, Incentive Theory, Maslow's Hierarchy of Needs.

Unit-3 Conflict of Motives and Frustration.

#### Block-5 Personality

Unit-1 Nature and Determinants of Personality.

Unit-2 Theories of Personality: Types and Trait Theories.

Unit-3 Recent trend in Understanding Personality; Measurement of Personality.

<b>DGC-II:</b>	<b>Essentials of Guidance and Counseling</b>
<b>Block-1</b>	<b>Understanding Guidance</b>
Unit-1	Meaning, nature, scope and types of Guidance
Unit-2	Objectives and functions of Guidance, Guidance and Education
Unit-3	Teacher as a Guidance Functionary, Essential Guidance Services
<b>Block-2</b>	<b>Individual and Group Guidance</b>
Unit-1	Nature, Goals and techniques of Individual and Group Guidance
Unit-2	Group dynamics, types of groups, Importance of Group Guidance
Unit-3	Organizing Group Guidance activities in School
<b>Block3</b>	<b>Organization of Guidance Programme for Schools</b>
Unit-1	Planning a guidance programme, principles of organizing school guidance programme effectively
Unit-2	Guidance activities in elementary school
Unit-3	Guidance activities at Secondary and Senior Secondary Stage.
<b>Block4</b>	<b>Introduction to Counseling</b>
Unit-1	Meaning, types, need and goals of Counseling, Counseling and Psychotherapy
Unit-2	Approaches and Techniques of Counseling
Unit-3	Stages and Process of counseling; relationship building, core skills in Counseling
<b>Block5</b>	<b>Guidance, Counseling and Inclusive Education</b>
Unit-1	Need and Importance of Guidance, Counseling and Inclusive Education
Unit-2	Guidance and counseling for physically and mentally challenged
Unit-3	Guidance and Counseling for Children with Learning Difficulty.
<b>DGC- III:</b>	<b>Mental Health and Adjustment</b>
<b>Block-1</b>	<b>Mental Health and Mental Hygiene</b>
Unit-1	Normality and Abnormality and Mental Health, Characteristics of Good Mental Health
Unit-2	Concept, Nature and Principles of Mental Hygiene
Unit-3	Mental Health in Adjustment
Unit-4	Maintaining positive Mental Health
<b>Block-2</b>	<b>Developing Coping Skills for health-related problem</b>
Unit-1	Concept of Stress, Sources, Causes, Consequences of Stress, Coping with Stress
Unit-2	Counseling for health-related problem: Diabetes, Cancer, AIDS
Unit-3	Health Enhancing Behavior: Exercise, Yoga, Relaxation, Accident. Prevention, Maintaining Healthy Diet, Weight Control
Unit-4	Intervention for Health Compromising Behavior (Smoking, Drugs, Alcoholism)
<b>Block-3</b>	<b>Adjustments</b>
Unit-1	Concept and Nature of Adjustment, Social, Emotional, Health and Educational Adjustment
Unit-2	Factor Affecting Adjustment: Biological, Psychological, Social and Cultural
Unit-3	Adjustment Mechanism: Defense Mechanisms, Aggression, Escape.
Unit-4	Approaches to adjustment: Psychoanalytic and Humanistic
Unit -5	Self-Management Techniques: Self Recording, Self-Evaluation, Self-Cueing, and Self Reinforcement

<b>Block-4</b>	<b>Disabilities and Rehabilitation</b>
Unit-1	Impairment, Disability, Handicapped and Disorder, Concept of Rehabilitation.
Unit-2	Types, Characteristics and Classification of Disabilities
Unit-3	Causes of Disabilities and Prevalence in schools
Unit-4	Role of Counselor in disability rehabilitation, Intervention and Educational Programmes for the students with special needs
Unit -5	Management of Behavior Problems: Principles and Planning, Techniques of Behavior Modification
<b>Block-5</b>	<b>Psychopathology</b>
Unit-1	Psychopathology, Normality and Abnormality of behavior, Classification of behavior and Mental Disorder
Unit-2	Anxiety Disorders: Symptoms and Causes of Panic disorder, General Anxiety disorder, Phobia, OCD,
Unit-3	Mood Disorders: Unipolar mood disorder, bipolar mood disorder
Unit-4	Personality disorders- Clinical Features, types and Etiology of personality disorders.
Unit -5	Therapeutic intervention: Psychological Based Therapies- Psychoanalytic, Behavior Therapy, CBT, REBT, Gestalt
<b>DGC-IV:</b>	<b>Career Development</b>
<b>Block-1</b>	<b>Introduction to Career Guidance &amp; Counseling</b>
Unit-1	Concept of work, origins of vocational guidance & vocational education
Unit-2	Concept, need and importance of career guidance & counseling
Unit-3	Counselor's role in career guidance & counseling in school and non school Settings.
<b>Block-2</b>	<b>Career Guidance in Schools</b>
Unit-1	Nature, goals and program content of career guidance in Elementary school
Unit-2	Nature, goals and program content of career guidance in Junior /Middle school
<b>Block-3</b>	<b>Career Development</b>
Unit-1	Concept, career choice and decision making
Unit-2	Approaches to career development: Trait-and-factor or matching approaches;
Unit-3	Decision theory; Situational or sociological approaches and Psychological Approaches.
<b>Block -4</b>	<b>Understanding Career Information</b>
Unit-1	Nature, importance, functions and types of career information,
Unit-2	Training and evaluation of career information service,
Unit-3	Technology & recent trends in career information.
<b>Block -5</b>	<b>Classifications and Dissemination of Career Information</b>
Unit-1	Need, importance and objectives
Unit-2	Classification by occupation, Industry, Interest & other classification schemes
Unit-3	Techniques and methods of dissemination of career information

<b>DGC-V:</b>	<b>Assessment and Appraisal in Guidance and Counseling</b>
<b>Block- 1</b>	<b>Introduction to Psychological Assessment</b>
Unit-1	Nature, uses and issues of Psychological assessment
Unit-2	Psychological tests as tools of assessment, classification of Psychological Tests
Unit-3	Test administration and standardization of psychological tests.
<b>Block- 2</b>	<b>Theories of Intelligence and the Binet Scales</b>
Unit-1	Concept and theories of Intelligence- Spearman's model of general mental ability
Unit-2	Binet's principles of test construction, early Binet scales,
Unit-3	Terman's Stanford-Binet Intelligence scale, the modern Binet scale.
<b>Block- 3</b>	<b>Other Individual/Group tests of Ability</b>
Unit-1	Wechsler's Intelligence Scale for Children (WISC), Bender Visual Motor Gestalt Test
Unit-2	Wide Range Achievement Test-3, The Woodcock-Johnson III test of Learning Disability
Unit-3	Raven's Progressive Matrices, Good enough-Harris Drawing test.
<b>Block- 4</b>	<b>Assessments of Interest &amp; Aptitude</b>
Unit-1	The Strong-Campbell Interest Inventory, the Campbell Interest & Skill Survey
Unit-2	Kuder Occupational Interest Survey, Scholastic Achievement Test
Unit-3	Differential Aptitude Test Battery
<b>Block- 5</b>	<b>Assessment of Personality</b>
Unit-1	Rosenberg Self-esteem scale, Eysenck's Personality Questionnaire for Adults (EPQ), PGI Well-being Scale
Unit-2	Thematic Apperception Test (TAT), 16 PF
Unit-3	Rorschach Projective Test, Draw a person test
<b>DGC-VI:</b>	<b>Stress and Conflict Management</b>
<b>Block- I</b>	<b>Understanding Stress</b>
Unit-1	Concept of stress, crisis and burnout
Unit-2	Life events and stress
Unit-3	Stressors
Unit-4	Manifestations of stress
<b>BLOCK- II</b>	<b>Understanding Organizational Conflict</b>
Unit-1	Conflict: Concept and sources
Unit-2	Dimensions and manifestations of conflict
Unit-3	Functional and dysfunctional conflict
Unit-4	Levels of conflict – individual, inter and intra-group
<b>BLOCK- III</b>	<b>Coping With Stress and Conflict</b>
Unit-1	Concept and mechanisms of coping (individual, social sub-system, organization, professional services)
Unit-2	Coping and managing stress
Unit-3	Conflict prevention and management
Unit-4	Negotiation and mediation for conflict resolution



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## 2. COUNSELLING SESSION

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Counselling sessions are held at the study centers normally on weekends and long holidays within the general academic schedule of the Programme. The counselling schedules are shared by the LSCs and the Programme Coordinators well in time before the start of counselling sessions through Google Classrooms as well as the CDOE webpage ([https://www.jmi.ac.in/Centre-For-Distance-And-Online-Education-\(CDOE\)/Counselling/- Workshop-Schedule](https://www.jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Counselling/-Workshop-Schedule)). The counselling duration and time for each theory course consist of 6 sessions of 2 hours each.

The counselling sessions for ODL Programmes are held at the Learner Support Centres. For Online Learning (OL) programmes, all the counselling sessions and all other academic activities are conducted in purely online mode. The counselling sessions are taken by faculty members and experts from the field. The counselling sessions will include clarifications required in the SLM and other related difficulties through active interaction with students. Attending counselling sessions is optional, however, presence and participation in the counselling session are highly beneficial for the learners and their academic growth. The e-SLM in the form of videos and PDFs will be uploaded on the respective Google Classrooms.

Counseling sessions are held at the Learner Support Centre normally on weekends within the general academic schedule 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 SLM.**

### MODE OF INSTRUCTION

In PGDGC programme of study, the medium of instruction is English. The self-learning materials and assignments in the programmes will be primarily available in English.

For the Post Graduate programmes, the semester-end question papers will be in English only. Students can attempt their assignments and Term-End/Semester-End examination papers either in English, Hindi, or Urdu. The e-copy (soft copy) of Self Learning Material for both theory and practical components for each programme of study is provided to all the learners of ODL as well as OL mode. The PDFs of the SLM are uploaded to the Google Classroom of each respective programme

## 3. PROJECT WORK & WORKSHOP

### Project Work (100 Marks)

This course involves an exposure of real life situation in schools or guidance agencies under partial supervision. The experience of working with partial independence in school or guidance agencies routine enables them to put into practice the ideas, theories, skills and competencies acquired during training. The students will be required to organize guidance and counselling activities in the school or other organization so as to acquire the insight and skills to handle the concerns of children and young and to help them in making choices and decisions leading to their healthy growth and development. The plans and reports of these activities will then be compiled as a Project File and submitted to the Programme centre for evaluation. **The student will be guided through a supervisor who will be a teacher or guidance personnel from the school or organization in which the student is placed for the project work. There will be 7 to 10 students under one Project Guide Counselor. Each student will take 5 Project Counselling Sessions after the workshop and before the final submission of the project (as per academic calendar of the programme) under the supervision of the concerned project Guide Counselor to report the progress made, remove his/her doubts and take fruitful suggestions to submit their projects successfully.**

### Detail of Project Work Activities

A student will have to select five activities for project work worth **100** marks from the ones given below. The activity 1<sup>st</sup> and 2<sup>nd</sup> are compulsory while the student may choose any three from the rest. A brief outline of the project work activities is given below. Choose the activities keeping in view your area of interest.

S. No.	Name of the Activity	Marks
<b>Compulsory Activities</b>		
1.	Planning/Preparing Guidance Programme for School	20
2.	Psychological Assessment I-Intelligence/Learning Disability or Psychological Assessment II- Aptitude/Interest	20
<b>Optional Activities (Any 3 Cases)</b>		
4.	Behavior Modification	20
5.	Group Discussion/Career Talk (Any Two Careers from Different Stream)	20
6.	Life Skills Training Sessions- Any Two Life Skills	20
7.	Individual Counseling/Role Play	20
8.	Depression Rating Scale/Adjustment Inventory	20
<b>Total of five activities</b>		<b>100</b>

**Note:** Every student has to make three copies of Project Report in Hard binding, after having signature of their allocated Supervisor, one copy to be submitted at their Learner Support Centre for evaluation, Second copy should be submitted to their Supervisor and one copy must be kept for their personnel records

### 3.3 WORKSHOP

A 5-days workshop is a part of the PGDGC (Distance Mode) Programme. **Attending this workshop and securing at least 80% attendance is compulsory for every student. In case of absence or securing less than 80% attendances the students will not be allowed to submit his/her project.** The entire workshop will be divided into 4 sessions each day. Some sessions will have group participation and group discussions while some activities will be carried out individually. The session will be interactive where the students will share their observations and experiences with the fellow students and the facilitator.

#### 3.4 TABLE: - WORKSHOP SCHEDULE

Day	Session I	Session II	Session III	Session IV
1	Overview of the workshop & its importance	Introduction to the various project work activities	Planning/Preparing Guidance Programme for School.	Life Skills Issues in Students
2	Identification and Screening of Students with Special Needs	Assessment of Learning Disability	Intelligence Assessment (Any Two Tests)	
3	Aptitude and Interest Test		Depression Rating Scale	Adjustment Inventory

4	Identification of Behavioral Issues in General Classroom	Planning and Implementation of Behavior Modification Techniques	Techniques and Process of Counseling Sessions and Role Play	Career Talk
5	Psychological Report Writing, Ethical Issues and Project work Format for each Activity		Group Discussion & Valedictory	

***Note: Each session will be of one-and-a-half-hour duration***

### **Activity 1: Planning/ Preparing Guidance Programme for School**

1. Determine the areas in which Guidance is to be organized. Surveys are relevant in this context to obtain information about needs and problems of students of the school. E.g. Poor Academic Performance.
2. Identify the themes to relate to the areas spelt out. Poor academic Performance may be related to such themes as learning difficulties, teaching methodology etc.
3. Plan appropriate and alternate approaches to involve students in the programme.
4. Decide the strategy such as Lecture, Conference, Seminar, etc. appropriate for the spelt out area of concern.
5. Spread out the group guidance programme during the year.
6. Involve the entire faculty in the Programme.
7. Evaluate the effectiveness of the programme.
8. Organize follow up.

### **Activity – 2: Psychological Assessment –I**

1. Trainees are required to select one individual test from Intelligence Test or Learning Disability Test
2. The selected test, to be administered on student separately (Total sample of 2 students)
3. After administration, the scoring of the test according to the norms of the tests to be undertaken.
4. On the basis of the scores obtained interpretations are drawn regarding the aptitude and interest of the sample.
5. The activity helps in equipping the trainees with skills related to administration, scoring and interpretation of psychological tests.
6. Prepare a comprehensive Report after the testing separately.

### **Activity – 3: Psychological Assessment –II**

1. Trainees are required to select one individual test from Aptitude or Interest.
2. The selected test, to be administered on student separately (Total sample of 2 students).
3. After administration, the scoring of the test according to the norms of the tests to be undertaken.
4. On the basis of the scores obtained interpretations are drawn regarding the aptitude and interest of the sample.
5. The activity helps in equipping the trainees with skills related to administration, scoring and interpretation of psychological tests.
6. Prepare a comprehensive Report after the testing separately.

#### **Activity – 4: Behavior Modification**

1. This activity helps to trainee to understand the problem behaviors of the students and to know the techniques for managing these problem behaviors.
2. Identify the common behavior problems of the students.
3. Make a hierarchy of the problems and select only one problem which are harmful for him/her or others.
4. Trainees have to identify three students with different problem behavior.
5. Use a standard technique for the assessment of the problem behavior.
6. Prepare systematic report on the process of behavior modification for each student.
7. Implement the suitable techniques for the modification of problem behaviors.
8. A comprehensive report of the activity to be prepared and submitted at the Learner Support Centre.

#### **Activity – 5: Group Discussion/Career Talk**

1. Select one activity from Career Talk or Group Discussion.
2. The trainees are required to prepare and deliver any two career talks.
3. Collect career information regarding a specific stream (science, commerce, art etc.) through different sources.
4. Deliver the talk using OHP or PPP.
5. Selection of the topic in consultation with the school students and the counselors at the Learner Support Centre.
6. Preliminary arrangements (advance preparation) to be made by the trainee viz. selection of a group leader to be made clear, duration of the group discussion, rules and regulations to be followed etc.
7. Information to be given to the group members regarding the finalized topic, so that they can prepare it before group discussion.
8. Role of the Group leader and participation of the members of the group to be maintained.
9. Feedback from the participants to be collected and maintained.
10. Preparation of report of the career talk.

#### **Activity – 6: Life Skills Training Sessions**

1. The trainees are required to prepare a report on any two Life Skills
2. Collect information regarding two specific life skills through Internet, YUVA, CBSE Material, WHO Manual etc.
3. Deliver the information to students using OHP or PPP.
4. Feedback from the participants to be collected and maintained.
5. Preparation of report of the process and information.

#### **Activity 7: Individual Counseling/Role Play**

1. Select one activity from Individual Counseling or Role Play
2. All trainees are required to take one case for Individual Counseling or Prepare a Report of the Role Play Modeling
3. Individual Counseling requires trainee to discuss personal problems or issues with the counselor which cannot be dealt in any other open or group situation.
4. The trainee should follow the client centered approach in discussing the problems of the counselor.

5. Interaction & Discussion with the individual and his/her family so as to facilitate the collection of ideas, measures to reach their mutual goals. These goals may be personal, interpersonal or task oriented.
6. Trainee should maintain the written records of the session undertaken during individual Counseling.
7. Counseling reports of the case will also be required to be prepared.
8. In Role Play activities, trainees have to write the process for the same.
9. Role play technique helps to trainee to understand the process of counseling and it helps to know about the skills using by a counselor during the counseling session.
10. Role-playing may also refer to role training where people rehearse situations in preparation for a future performance and to improve their abilities within a role as a counselor.

#### **Activity – 8: Depression Rating Scale/Adjustment Inventory**

1. The trainees are required to prepare and administered the Depression Rating Scale or Adjustment Inventory
2. Use a standardized rating scale or inventory for the same.
3. Trainees have to identify one case only.
4. This activity will help to identify the depression or adjustment pattern which will be helpful during counseling.
5. A comprehensive report of the activity to be prepared and submitted at the Learner Support Centre.

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#### **4. SMS ALERT**

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The CDOE, JMI has an SMS Alert Service, wherein a student gets connected with the Centre by receiving messages. SMS Alert Service has the uniqueness that the student gets updates regarding academic activities related to their Programme. However, students are advised not to depend completely on SMS rather they should remain in touch with their respective Learner Support Centre continuously for any updated information. Further, they should follow the Academic Calendar provided to them for the current academic year.

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#### **5. ACADEMIC CALENDAR**

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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 [https://jmi.ac.in/Centre-For-Distance-And-Online-Education-\(CDOE\)/Academic](https://jmi.ac.in/Centre-For-Distance-And-Online-Education-(CDOE)/Academic) as well as on the notice board of Centre for Distance and Online Education

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#### **6. LEARNER SUPPORT CENTRE**

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The Learner Support Centre to which you have been admitted will remain your Learner Support Centre till you have cleared all Programmes within the maximum time allowed. No student would be permitted to change his/her Learner Support Centre at any point of time. All the activities related to Counseling Assignments and Annual Examination will be held at the Learner Support Centre only. However, the CDOE, JMI reserves the right to discontinue/change the Examination/Learner Support Centre at any point of time as it deems appropriate.

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## **7. EVALUATION SYSTEM**

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### **Assignments**

Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a Programme carry about 30% weightage.

The assignments are designed in such a way as to help you concentrate mainly on the printed Programme material. 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 to the Learner Support Centre on or before the last date of submission mentioned in the Academic Calendar.

Write your Name and Roll Number correctly on the Assignment booklet.

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.

### **Annual Examinations**

Annual examination is the major component of the evaluation system and it carries 70% weightage in a final result

#### **Annual Examination Form**

The University conducts a Term-End Examination once a year and a student are advised to take his/her examination at the end of each academic year, while the Semester-End Examinations are held twice a year at the end of each semester. The examinations of ODL programmes are conducted through offline mode in the Jamia Millia Islamia campus and at different Learner Support Centres. However, for the online programmes, the examinations are conducted through Proctored Online Mode as per the UGC guidelines which are duly notified on the website of the office of the Controller of Examinations, Jamia Millia Islamia.

#### **Annual Examination Date-sheet**

Examinations Date-sheet will be uploaded on the website much in advance before the commencement of the Examination.

**While submitting your Examination Form for the annual examinations, it is your responsibility to check whether you are registered for the Programme and whether you are eligible to appear for that examination and have deposited the required fees. If any of the above requirements are found missing, your examination is liable to be cancelled.**

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## **8. ANNUAL EXAMINATION RESULT**

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The evaluation consists of two parts (i) Assignments (ii) Annual Examination. In the final result all the Assignments of a Programme will carry 30% weightage while 70% weightage will be given to the Annual Examination.

### **Declaration of Result**

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

- (a) at least 33% marks in each component of theory papers i.e. in assignments and annual examination, separately;
- (b) an aggregate of at least 40% marks based on all theory papers and assignments, to obtain the degree;
- (c) If a student fails to qualify any component of a paper or a Programme he/she can repeat the same during the subsequent years, up to the maximum duration provided for the Programme from the date of registration; and
- (d) 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 Committee**

- 1. Vice Chancellor Nominee (Subject)
- 2. Hony. Director (Academics)
- 3. Hony. Director (Administration)
- 4. Hony. Jt. Director
- 5. Deputy Directors
- 6. Academic Coordinator

### Re-evaluation of Answer Scripts

- (i) Any student intending to apply for re-evaluation of answer scripts of any Programme of his/her written examination, may do so on the **prescribed application form within 30 days from the date of issue of mark sheet.**
- (ii) Re-evaluation of scripts will not be allowed in more than one third of the written papers of an annual examination.
- (iii) The original statement of marks issued to the candidate shall accompany each application for re-evaluation.
- (iv) Re-evaluation shall not be permitted in the case of practical examinations, viva voce, project examination, assignments/internal assessment, etc.
- (v) The candidate applying for re-evaluation shall be required to pay the prescribed fee per paper.
- (vi) Merit list, declared in the results of the respective examination, shall not be prejudiced owing to re-evaluation of scripts.
- (vii) If there will be any change in the result of the examination due to re-evaluation of answer scripts, no examinee can complain in the court of law, nor any action can be initiated against the examiner(s) concerned.
- (viii) If the award of the re-evaluator (second examiner) varies from the original award up to and including  $\pm 5\%$  of the maximum marks secured earlier, the original award shall stand.
- (ix) If the award of the re-evaluator varies from the original award to more than  $\pm 20\%$  of the maximum marks secured earlier, the answer script shall be sent to the second re-evaluator (third examiner).
- (x) The average of the marks awarded by the second and third examiner shall be final.
- (xi) Applications for re-evaluation of answer scripts only for annual examination shall be accepted.
- (xii) Answer scripts of those examinees who appeared for improvement of division or percentage of marks shall be final and shall not be re-evaluated.

### Improvement of Result

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

- (i) The student has successfully completed all the requirements/clearance of all papers required for the award of the Degree;
- (ii) The student shall get only **one chance for improvement in case of a maximum of two theory papers** and that too in the successive year (Annual Examination) following the declaration of his/her final year result;
- (iii) Better of the two marks obtained by the student will be considered as final;
- (iv) In case of students who apply for improvement but do not appear in desired paper(s), their previous marks in these paper(s) shall be counted; and
- (v) The students will have to appear in the improvement examination on the basis of the current syllabus in the same paper. However if the paper is changed (title & contents) then the student would appear as per the old syllabus of the paper(s).



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## 9. GENERAL REGULATIONS

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

- **Programme Fee:** The Programme fee is payable in advance each year, irrespective of results through a demand draft drawn in favor of:  
**Jamia Millia Islamia**, payable at **New Delhi**, on or before the date fixed by CDOL, Jamia Millia Islamia. No refund of fees is allowed in any case;
- **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.



# Centre for Distance and Open Learning Jamia Millia Islamia

(A Central University by an Act of Parliament)

*Distance Mode*

## **Application Form for Re-registration**

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

The Hony. Director  
Centre for Distance & Open Learning  
Jamia Millia Islamia  
New Delhi-110025

Affix an attested  
photograph

Sir,

I seek re-registration to the programme..... (Distance Mode),  
Session ..... As I could not appear in any component in the Part  
..... 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 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..... Part .....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 .....(Distance Mode) Session .....  
DD No. .... Bank .....Date .....  
of Amount .....

Centre for Distance and Open Learning

Dated ..... .....



# Centre for Distance and Open Learning Jamia Millia Islamia

(A Central University by an Act of Parliament)

*Distance Mode*

## **APPLICATION FOR RE-EVALUATION 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 200..... Particulars of papers in which Re-evaluation 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 regarding re-evaluation 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 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-verleaf)

Received application from of Mr./Ms. ....  
Class..... (Distance Mode) for Re-evaluation.

Date ..... For Controller of Examination

## **ORDINANCE FOR RE-EVALUATION OF ANSWER-SCRIPTS**

1. (a) Any candidate intending to apply for Re-evaluation for Answer script(s) of any Paper, Subject of his/her written examination, may do so on the prescribed application form within ONE MONTH of the declaration of the result in each case.  
(b) However, the Re-evaluation of scripts will not be allowed in more than ONE-THIRD of written papers up to the maximum of three papers (whichever is less) of an Annual Examination.
2. The application for Re-evaluation shall be made once only in respect of the papers of an examination in which re-evaluation is required.
3. No application for re-evaluation shall be, entertained beyond the prescribed time limit under any circumstances whatsoever.
4. Each application for re-evaluation shall be accompanied by the "ORIGINAL STATEMENT OF MARKS" issued to the candidate. The photo copy of the statement of marks/grades will be returned to the candidate after proper endorsement of the same to the effect that the candidate's result is under consideration and that he/she will accept the final result to be declared by Jamia as a result of re-evaluation applied for by him/her.
5. Re-evaluation shall not be permitted in the case of Practical Examination, internal evaluation, Viva-Voce, as also the answer scripts of any examination which have already been valued in full by joint Examiners/Board of Examiners.
6. The candidate applying for Re-evaluation shall be required to pay a fee of Rs.500/- per paper or part thereof. No refund will be made in any case.
7. The merit list, declared in the result of the respective examination will not be disturbed due to re-evaluation of scripts.
8. If there be any change in the result of the Examination due to Re-evaluation of answer scripts, no examinee can complain in the Court of Law or any action can be taken against the examiner concerned.
9. If the award of the re-evaluator varies from the original award up to and including + 5% of the maximum marks, secured earlier, the original award will stand. If a candidate secures more than + 5% and less than or equal to 20% of marks, the marks awarded by the re-evaluator will be final. If a candidate secures more than 20% of marks (plus or minus) in re-evaluation the answer-script will be sent to the 3rd examiner. The average of the marks awarded by the 2nd and 3rd examiners will be taken and it will be final.
10. All cases of re-evaluation of script shall be reported to the Examination Committee.
11. Application for re-evaluation of answer-scripts of only Annual Examination shall be accepted.
12. Answer-scripts of those who appeared for Improvement of the Division or Percentage shall be final and are not subject to Re-evaluation.

**NOTE:** (a) Demand Draft of Rs. 500/- per course should be in favour of "Jamia Millia Islamia, New Delhi" and payable at New Delhi. Please send all the documents and demand draft for re-evaluation to "The Controller of Examinations, Jamia Millia Islamia, New Delhi."

(b) Students must fill separate forms attaching separate Demand Draft for papers of different parts.

(c) Postal Charges: If the certificate / Marksheet etc is required by post then you must send your forms accompanied by a self addressed envelope bearing Indian stamps of Rs. 45/- only.



# Centre for Distance and Open Learning Jamia Millia Islamia

(A Central University by an Act of Parliament)

*Distance Mode*

## **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 / Director, Centre for Distance and Open Learning / 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.....Part.....Year.....
7. Roll No.....Enrolment No.....Previous Enrolment No if any.....
8. Date of admission (in the Centre for Distance and Open Learning).....  
(To be filled when the Migration Certificate is required)
9. Certificate Required .....

.....  
Attested by the Director, Centre for Distance and Open Learning / 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 No..... Name 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 application form of Mr./ Ms.....Class ..... (Distance  
Mode) for .....Certificate.

Date.....

For Controller of Examination

## FEES FOR ISSUING MIGRATION, PROVISIONAL & OTHER CERTIFICATES

	RUPEES
<b>1. PROVISIONAL CERTIFICATE</b>	<b>50</b>
<b>2. DUPLICATE MARKSHEET / MIGRATION / PROVISIONAL</b> (For above – mentioned Duplicate Certificate attach a copy of F.I.R)	<b>200</b>
<b>3. MIGRATION CERTIFICATE</b>	
<b>a)</b> After passing the examination for which the applicant was studying	<b>50</b>
<b>b)</b> Before passing the examination for which the applicant was studying	<b>200</b>
<b>4. CHANGE OF NAME:</b> 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:**
- Old cases of more than 3 years will require more time.
  - Students must fill separate forms and attach separate Demand Drafts for each certificate to be issued.
  - 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**”.
  - 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.



# Centre for Distance and Open Learning Jamia Millia Islamia

(A Central University by an Act of Parliament)

*Distance Mode*

## **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.....Part.....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. Photocopy of notification in case of Ph.D. Degree
4. 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 alongwith 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
Duplicate Degree / Diploma / Certificate	60 days

**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 instruction s given by Examination Department.

.....  
**Signature**  
**Candidate / authorized person**



**Form 'A'**  
**Jamia Millia Islamia, New Delhi**  
Particulars of Forms A, B & C to be filled in by the candidate in his/her own  
handwriting

**Examination:** ..... (Distance Mode) Final Year.....

The Controller of Examination  
Jamia Millia Islamia  
New Delhi – 110025

Sir,

I request you to permit me to appear at the examination noted above. The examination fee has been deposited. I declare that I have not been debarred by any University or Board from taking any examination during the above mentioned year and that the entries made by me on the forms A, B, & C (attached) are true to the best of my knowledge and belief. I agree to abide by the Statutes, Ordinances and regulations existing and amended from time to time.

Yours Faithfully,

\_\_\_\_\_  
Candidate's signature ( in full)

Date .....

**Roll No.** .....

**Enrolment No.** .....

**LSC Code No**.....

**Candidate's  
Photograph To be  
pasted here**

Photo & Signature to be attested by  
the Hony. Director Centre for Distance  
& Open Learning, Jamia Millia Islamia

Course in which he/she wishes to be examined (Mentioned option of Courses, if any). Title of Courses

Course Code	Course Title

Specimen signature of the candidate (in full).....

1. Name of the Candidate

(BLOCK LETTERS)

2. Date of Birth (in words).....

3. Place of Birth.....Nationality.....

Town                      Distt.                      State

4. Father's Name.....Occupation.....

5. Address (Present).....

.....

6. Enrolment No.....Medium of Examination.....

7. Whether you belong to SC/ST/PH.....

**Declaration:**

I hereby solemnly affirm that I have submitted/will submit all the required number of assignments prescribed for the above course(s) within the deadlines prescribed by the University, to the appropriate authority for evaluation. I am aware that submission of assignments prescribed for these courses is a pre-requisite for taking Term-End-Examination. In case my above statement regarding submission of assignment is found to be untrue, the University may cancel the result of my above mentioned Term-End-Examination and I undertake that I shall have no claim whatsoever in this regard. I also undertake that I shall abide by the decision, rules and regulations of University. I have signed this undertaking on this..... day of.....

Signature of the Candidate.....

**Declaration:**

I hereby declare that all the entries made in the form and copies of documents attached herewith are correct to the best of my knowledge. If any falsification is found in this connection, the Jamia Millia Islamia has the right to cancel the examination at any time.

Signature of Candidate

Signature of Father/Mother/Guardian

**CERTIFICATE**

Certified that the above named student is a Distance Mode student. His /her conduct is satisfactory and that he/she is eligible to appear at the examination noted above. The information furnished by him/her on Forms A, B and C is correct. Photographs & Signatures of the candidate on forms A, B and C are attested.

Date .....

Hony. Director  
Centre for Distance & Open Learning

To be filled if applicant:

Fee of Rs..... paid vide DD No..... Name of the  
Bank..... Date .....DD is attached.

Note: Required for Clear-Remaining/Improvement of Result papers etc. Please read Programme Guide for fee and rule.



**Form 'B'**  
**ADMIT CARD**  
**JAMIA MILLIA ISLAMIA, NEW DELHI**  
**ANNUAL EXAM..... (Distance Mode) Final Year.....**

Candidate's Name  
(Capital Letters)

Affix your recent photo  
(Size 2x1.5) attested by the  
Director, Centre for  
Distance and Open  
Learning or by the  
Programme Incharge.  
Photograph should be  
pasted with gum and not  
stapled or pinned.

Father's Name.....  
Examination.....Part.....  
Medium of Examination ..... Category: **Distance Mode**

All Courses/Papers in which the candidate wishes to appear this year

Course Code	Course Title	Course Code	Course Title

Practical and/or viva e c. prescribed

Signature of the Candidate

Roll No. ....

Enrolment No. ....

Hony. Director

LSC Code No.....

Specimen Signature of the Candidate

N.B. (a) The Examination will be held according to the 'Scheme of Examination' (Date Sheet) placed on the Notice Board of the Arjun Singh Centre for Distance and Open Learning Office and Controller of Examination, Jamia Millia Islamia and the Programme Centre  
(b) Candidate must bring his/her own pen, pencil and identity card etc.  
(c) Order of the question papers given in the date sheet shall not be guaranteed. (d) Read carefully and follow the 'Instructions for Candidates' (Printed overleaf)



**Form 'B'**  
**ADMIT CARD**  
**JAMIA MILLIA ISLAMIA, NEW DELHI**  
**ANNUAL EXAM..... (Distance Mode) Final Year.....**

Candidate's Name  
(Capital Letters)

Affix your recent photo  
(Size 2x1.5) attested by the  
Director, Centre for  
Distance and Open  
Learning or by the  
Programme Incharge.  
Photograph should be  
pasted with gum and not  
stapled or pinned.

Father's Name.....  
Examination.....Part.....  
Medium of Examination ..... Category: **Distance Mode**

All Courses/Papers in which the candidate wishes to appear this year

Course Code	Course Title	Course Code	Course Title

Practical and/or viva e c. prescribed

Signature of the Candidate

Roll No. ....

Enrolment No. ....

Hony. Director

LSC Code No.....

Specimen Signature of the Candidate

N.B. (a) The Examination will be held according to the 'Scheme of Examination' (Date Sheet) placed on the Notice Board of the Arjun Singh Centre for Distance and Open Learning Office and Controller of Examination, Jamia Millia Islamia and the Programme Centre  
(b) Candidate must bring his/her own pen, pencil and identity card etc.  
(c) Order of the question papers given in the date sheet shall not be guaranteed. (d) Read carefully and follow the 'Instructions for Candidates' (Printed overleaf)

## INSTRUCTION TO CANDIDATES FOR EXAMINATION (Ordinance X Para 30, 31)

- 30.1 The doors of the Examinations Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- 30.2 A candidate may not be admitted into the Examination hall if he/she fails to present to the invigilator his/her Admission card and / or satisfy the Superintendent of examination that it will be produced within a reasonable time.
- 30.3 All candidates shall come to the Examination Hall before the time fixed for the Examination Hall. The candidate arrives not later than 30 minutes after the time fixed for the examination, the invigilator may allow him/her to appear at the examination with the permission of Superintendent of Examination. No candidate shall be allowed to appear in the examination not later than 30 minutes after the time fixed.
- 30.4 The candidate shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examination or Invigilators of any Official of the University connected with the Examination.
- 30.5 The candidate shall maintain and observe strict disciplines in and / or near the Examination Central Hall and shall not in any such not as misbehaviour / noisance which causes any obstruction and / or disturbance or disruption in the conduct of Examination.
- 30.6 No candidate shall be allowed to leave the Examination Hall, until an hour has cleared after the distribution of the Question Paper.
- 30.7 No candidate shall leave his/her place to go out of the Hall without the permission of the invigilator, unless he/she has handed over answer book to the invigilator concerned.
- 30.8 If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with him/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 30.9 A soon as the time prescribed for the Question Paper Expires, the candidates shall have to hand over their answer book to the invigilator concerned.
- 30.10 A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examination or the Invigilator in the Examination Hall.
- Use of Unfair means / Misbehaviour:**
- 31.1 No candidate shall bring with him/her in the Examination Hall any book, paper, notes or other materials, which may used by him/her in connection with the Examination, nor shall he/she communicable to or receive from any other candidate or person any information in the Examination Hall.
- 31.1 No candidate shall move or write any thing on the blotting paper or Question Paper or on any other object material, except the answer book supplied to him/her.
- 31.2 No candidate shall assist or receive from any other candidate or person at in Examination or make use of any dishonest or unfair means in connection with the Examination.
- 31.4 Any candidate, detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examination or through him by an Invigilator or an Official of the University if the may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that
- 31.6 Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Examination Committee for consideration by the Controller of Examinations, as reported by the Superintendent of Examination or through him by an Invigilator or by an Official of the University, as the case may be, and use examination committee may, if satisfied that the facts alleged are true. But that the candidate has not made any use thereof, disqualify the candidate from passing that Examining.
- 31.7 Any candidate who in the opinion of the Superintendent of Examination is guilty of misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid Sub Para 31.1, 31.2, 31.3, 31.4, 31.5 and 31.6 of this Ordinance, may be expelled by the superintendent of examinations for the Paper and shall be reported to the Examination Committee by the Controller of Examinations. The said committee may, if satisfied that the facts alleged are true, disqualify him/her from passing that Examining for that year.
- 31.8 Any candidate approaching an Examiner directly or indirectly or seeking ways or means or bringing pressure to be as on the Examiner, so the higher marks may be awarded to him/her than his/her answers justify or attempting to influence the Controller of Examinations or any person employed in this office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination for a period not less than one year.
- 31.9 Any candidate found guilty of seeking way and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of Examination or Invigilator or an Official of the University desert from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned if satisfied that the facts alleged are true, disqualify him/her from passing that Examining for that year.
- 31.10 Any candidate who has been punished under Sub para 31.4, 31.5, 31.6, 31.7, 31.8 and 31.9 above shall not be admitted to any Course as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only, in which he/she is entitled to appear as Ex-Student after the expiry of the period of punishment.
- 31.11 In case, a person who is not bonafide candidate is found to be taking an examination on behalf of a bonafide candidate. It will be founded that this impersonation is being done at the instance and with the connivance of the bonafide candidate and mention against such person and such bonafide candidate would be taken as under:
- (i) The bonafide candidate who did not take the Examination himself/herself shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
- (ii) In case the person who has impersonated the bonafide candidate is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
- (iii) If the person, who has impersonated the bonafide candidate is not a student of the University, he/she may be handed over to the police for appropriate action.
- 31.12 In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair mean, the result of his/her Examination in the Paper(s) in which he /she has already appeared, would also be cancelled, in addition to the action that might be taken against him/her for using unfair means, while reappearing for improvement of his/her Division/Percentage of Marks.
- 31.13 Any punishment imparted on the carrying student shall be following due consideration of the defence prescribed by him/her.

## INSTRUCTION TO CANDIDATES FOR EXAMINATION (Ordinance X Para 30, 31)

- 30.11 The doors of the Examinations Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- 30.12 A candidate may not be admitted into the Examination hall if he/she fails to present to the invigilator his/her Admission card and / or satisfy the Superintendent of examination that it will be produced within a reasonable time.
- 30.13 All candidates shall come to the Examination Hall before the time fixed for the Examination Hall. The candidate arrives not later than 30 minutes after the time fixed for the examination, the invigilator may allow him/her to appear at the examination with the permission of Superintendent of Examination. No candidate shall be allowed to appear in the examination not later than 30 minutes after the time fixed.
- 30.14 The candidate shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examination or Invigilators of any Official of the University connected with the Examinations.
- 30.15 The candidate shall maintain and observe strict disciplines in and / or near the Examination Central Hall and shall not in any such not as misbehaviour / noisance which causes any obstruction and / or disturbance or disruption in the conduct of Examination.
- 30.16 No candidate shall be allowed to leave the Examination Hall, until an hour has cleared after the distribution of the Question Paper.
- 30.17 No candidate shall leave his/her place to go out of the Hall without the permission of the invigilator, unless he/she has handed over answer book to the invigilator concerned.
- 30.18 If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with him/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 30.19 A soon as the time prescribed for the Question Paper Expires, the candidates shall have to hand over their answer book to the invigilator concerned.
- 30.20 A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examination or the Invigilator in the Examination Hall.
- Use of Unfair means / Misbehaviour:**
- 31.1 No candidate shall bring with him/her in the Examination Hall any book, paper, notes or other materials, which may used by him/her in connection with the Examination, nor shall he/she communicable to or receive from any other candidate or person any information in the Examination Hall.
- 31.3 No candidate shall move or write any thing on the blotting paper or Question Paper or on any other object material, except the answer book supplied to him/her.
- 31.4 No candidate shall assist or receive from any other candidate or person at in Examination or make use of any dishonest or unfair means in connection with the Examination.
- 31.4 Any candidate, detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examination or through him by an Invigilator or an Official of the University if the may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that
- 31.14 Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Examination Committee for consideration by the Controller of Examinations, as reported by the Superintendent of Examination or through him by an Invigilator or by an Official of the University, as the case may be, and use examination committee may, if satisfied that the facts alleged are true. But that the candidate has not made any use thereof, disqualify the candidate from passing that Examining.
- 31.15 Any candidate who in the opinion of the Superintendent of Examinations is guilty of misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid Sub Para 31.1, 31.2, 31.3, 31.4, 31.5 and 31.6 of this Ordinance, may be expelled by the superintendent of examinations for the Paper and shall be reported to the Examination Committee by the Controller of Examinations. The said committee may, if satisfied that the facts alleged are true, disqualify him/her from passing that Examining for that year.
- 31.16 Any candidate approaching an Examiner directly or indirectly or seeking ways or means or bringing pressure to be as on the Examiner, so the higher marks may be awarded to him/her than his/her answers justify or attempting to influence the Controller of Examinations or any person employed in this office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examining for a period not less than one year.
- 31.17 Any candidate found guilty of seeking way and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of Examination or Invigilator or any Official of the University desert from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned if satisfied that the facts alleged are true, disqualify him/her from passing that Examining for that year.
- 31.18 Any candidate who has been punished under Sub para 31.4, 31.5, 31.6, 31.7, 31.8 and 31.9 above shall not be admitted to any Course as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only, in which he/she is entitled to appear as Ex-Student after the expiry of the period of punishment.
- 31.19 In case, a person who is not bonafide candidate is found to be taking an examination on behalf of a bonafide candidate. It will be founded that this impersonation is being done at the instance and with the connivance of the bonafide candidate and mention against such person and such bonafide candidate would be taken as under:
- (i) The bonafide candidate who did not take the Examination himself/herself shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
- (ii) In case the person who has impersonated the bonafide candidate is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
- (iii) If the person, who has impersonated the bonafide candidate is not a student of the University, he/she may be handed over to the police for appropriate action.
- 31.20 In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair mean, the result of his/her Examination in the Paper(s) in which he /she has already appeared, would also be cancelled, in addition to the action that might be taken against him/her for using unfair means, while reappearing for improvement of his/her Division/Percentage of Marks.
- 31.21 Any punishment imparted on the carrying student shall be following due consideration of the defence prescribed by him/her.



**Form 'C'**  
**JAMIA MILLIA ISLAMIA**  
**STUDENT'S RECORD CARD**

(To be filled in by the applicant in his/her own handwriting)

**Examination/programme:..... Final Year..... Distance Mode**

**Name (in full)**

**Marital Status\***

Married

☐

Unmarried

☐

**Gender**

Female

☐

Male

☐

Transgender

☐

Name in Urdu or in Hindi .....

Father's Name.....

Permanent Address.....

Present Address.....

Date of Birth

--	--	--	--	--	--	--	--

(in words also) .....

Place of Birth.....Nationality.....

Date of Admission (Present Programme)..... Medium of Exam\*

Urdu

☐

Hindi

☐

English

☐

Member of Scheduled Caste\*

☐

or Scheduled Tribe\*

☐

Or Physically Handicapped\*

☐

(\*Put a tick mark (☑) in the appropriate Box)



**Enrolment No.**

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<b>Certificate Issued</b>	<b>Programme</b>	<b>Year</b>
<b>(Office use only)</b>	.....	.....
Provisional.....	.....	.....
Migration.....	.....	.....
Degree/Diploma.....	.....	.....
Age.....	.....	.....
Merit.....	.....	.....

Paste Firmly within the space Provided, a recent passport size (3x2") photograph duly attested on the front side

I hereby declare that all the entries made in this card are correct to the best of my knowledge.

Information furnished by the student, his/her photo and specimen signatures are attested.

Date ..... Specimen signature of the candidate

Date .....

Hony. Director

