



PROGRAMME GUIDE

2022-23

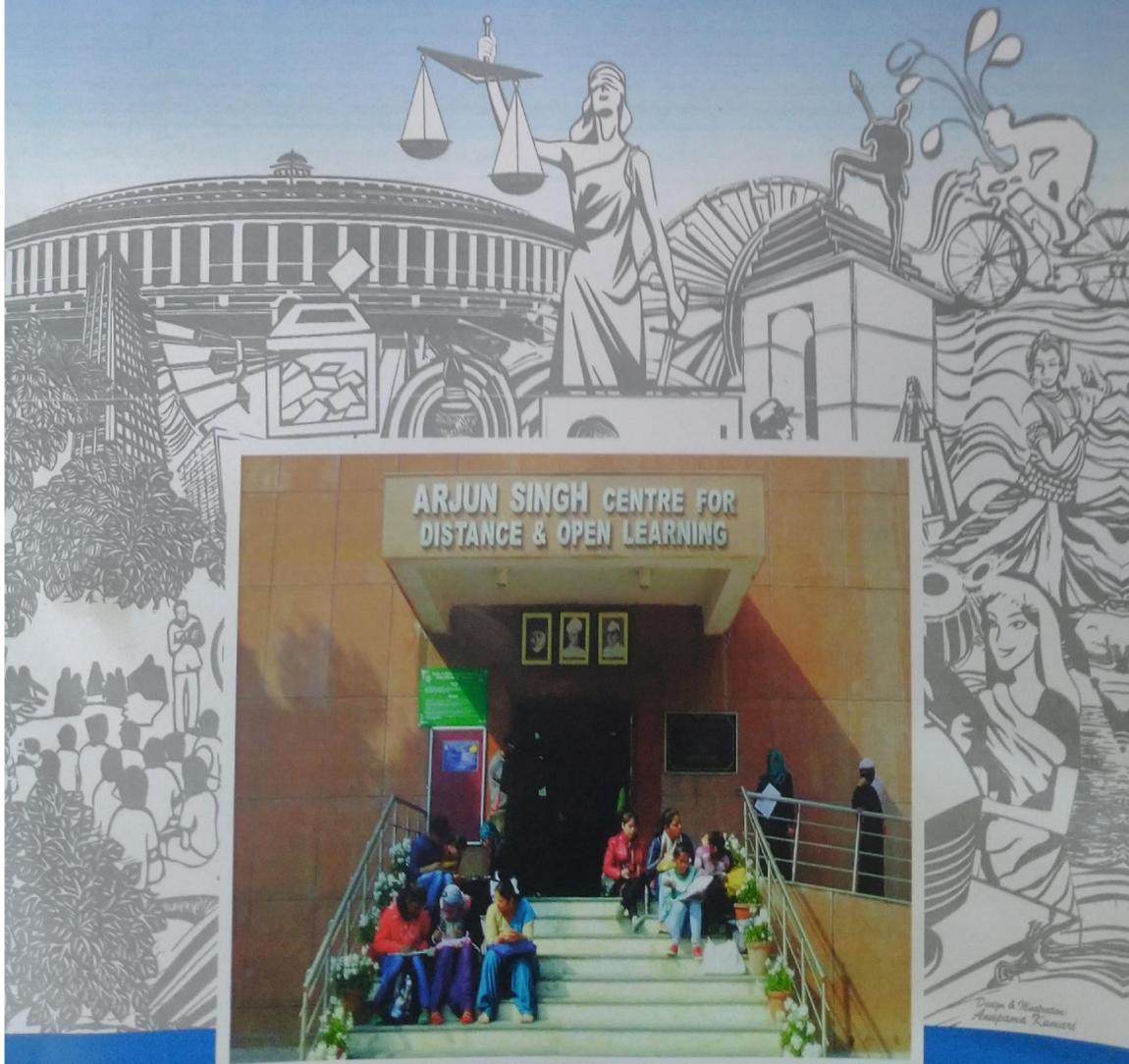
Post Graduates Diploma in Geoinformatics (PGDG)

CENTRE FOR DISTANCE AND OPEN LEARNING

Jamia Millia Islamia

(A Central University by an Act of Parliament)

NAAC Accredited Grade "A"



*Design & Illustration
Anshama Kamari*

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MESSAGE FROM CDOL

Dear Students,

It is a pleasure welcoming you to Jamia Millia Islamia for the Distance Mode **PGDGI** 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. Jessy Abraham
Hony. Director

PROGRAMME COORDINATOR

Dr S.K.Verma

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1. ABOUT THE PROGRAMME

1.1 Introduction of the Programme

Centre for Distance and Open Learning has introduced the Post Graduate Diploma in Geoinformatics (PGDGI)(distance 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. It aims to upgrade the theoretical knowledge and practical skills in the field of Remote Sensing and GIS/GPS applications.

Objective of the course

Today the applications of such technologies offer tremendous job opportunity in India and abroad. The trained person are absorbed in Urban Planning, Rural Development, Infrastructure Development such as Power, Irrigation, Roads, Railways, Waterways departments and other government offices. This technology is being used by transporters, defense and law enforcing agencies on the one hand and by soil scientists, agriculture scientists, marine engineers, environmentalists and many NGOs on the other. In India, more than 500 companies are providing employment in the field of Geoinformatics.

1.2 Duration of the Programme

Minimum duration of the Programme : 1 (one) Year

Maximum duration of the Programme : 3 (three) Years

1.3 Medium of Instruction: English.

The SLMs/Question paper & Assignment will be provided in English only.

1.4 Programme Fee : Rs. 20,000 per annum

1.5 Brief Programme Structure

S. No.	Theory Course	Practical Course	Course Title	Credit	Evaluation Scheme				Total
					Assignment		Term End		
					Th.	Pr.	Th.	Pr.	
1.	DGI-101	-	Fundamentals of Remote Sensing & GPS	4	30	-	70	-	100
2.	DGI-102	-	Image Interpretation & Processing	4	30	-	70	-	100
3.	DGI-103	-	Geographical Information Systems	4	30	-	70	-	100
4.	DGI-104	-	Cartography	4	30	-	70	-	100
5.	DGI-105	-	Thematic Applications in Geosciences	4	30	-	70	-	100
6.	-	DGI-106	Practical - I Remote Sensing & Image Interpretation	4	-	70	-	30	100
7.	-	DGI-107	Practical – II Cartography Geographic Information System & Global Positioning System	4	-	70	-	30	100
8.	-	DGI-108	Practical - III Digital Image Processing	4	-	70	-	30	100
9.	-	DGI-109	Project-work	8		150	-	50	200
Total				40	150	360	350	140	1000

1.6 Detailed Programme Structure

DGI 101 FUNDAMENTALS OF REMOTE SENSING AND GPS

Unit 1 Aerial Photography:

Aerial photography Definition, scope, advantages and limitations; flight planning; Elements of photographic system — Aerial cameras and films; Procurement of aerial photographs in India.

Unit 2 Basic Photogrammetry

Types of aerial photographs; geometry of vertical aerial photographs; Stereoscopy and stereoscopic parallax; Aerial Mosaic; Control extension and aerial triangulation; Digital photogrammetry; Photogrammetric mapping and mapping accuracy.

Unit 3 Principal of Remote Sensing - I

Definition, types and scope of remote sensing; Stages in remote sensing data acquisition; Electromagnetic radiation (EMR) and electromagnetic spectrum (EMS); Radiation laws; Interaction of EMR with the atmosphere and Earth's surface features.

Unit 4 Principal of Remote Sensing - II

Types and salient characteristics of remote sensing platforms; Sensors: Types and operating principles; Sensor resolutions; Remote sensing data products; Principles of Thermal, Microwave

and Hyper — spectral remote sensing; Application of Thermal, Microwave and Hyper — spectral data sets.

Unit 5 Global Positioning System

Introduction to Global positioning System; GPS satellite constellations; GPS Segments : Modes of measurements and post processing of data; GPS signals and codes; GPS Antennas; Errors & Accuracy in GPS measurements; Applications of GPS.

References:

1. American Society of Photogrammetry, 1984, Manual of Photogrammetry, Falls Church Virginia.
2. American Society of Photogrammetry, 1993, Manual of Remote Sensing, Falls Church Virginia.
3. American Society of Photogrammetry, 1960, Manual of Photographic Interpretation, Falls Church Virginia.
4. Avery, T.E. and G.L. Berlin, 1985, Interpretation of Aerial Photographs, Burgess, Minneapolis.
5. Burnside, C.D., 1979, Mapping from Aerial Photographs, Grande, London.
6. Curran, Paul J., 1985, Principles of Remote Sensing, Longman, London
7. Estes, J.E. and L.W. Senger, 1974, Remote Sensing Techniques for Environmental Analysis, Hamilton, Santa Barbara, California.
8. Ghosh, S.K., 1979, Analytical Photogrammetry, Pergamum, New York.
9. Lillesand, Thomas M. and RW Kiefer, 1987, Remote Sensing and Image Interpretation, John Wiley & sons, New York.
10. Sabins, Floyed F., 1986, Remote Sensing: Principles and Interpretation, Freeman, New York.
11. Wolf, Paul R., 1983, Elements of Photogrammetry, McGraw — Hill, New York

DGI 102 IMAGE INTERPRETATIONS & PROCESSING

Unit 1 Basic Mathematics & Statistics

Introduction to Vectors and Matrices, Row and column ordering, transposition and conjugate rules, inverse of a matrix, rank of matrix, matrix addition, subtraction and multiplication. Introduction to statistics, data; graphical presentation of data; numerical description of data. Introduction to Normal distribution, properties of normal distribution.

Unit 2 Image Interpretation

Introduction to digital image; terms and definitions; display of digital image — monochromatic color and pseudo color display; comparison of digital image with analogue image; analog to digital data conversion. Digital data formats — Band Interleaved by Pixel (BIP), Band Interleaved by Line (BIL), Band Sequential (BSQ).

Unit 3 Preprocessing

Radiometric corrections, De-stripping, correction for missing scan lines, removal of random noise, Sun Angle and topographic corrections, atmospheric corrections Geometric corrections, Systematic correction, non-systematic corrections, coordinate transformation, -Resampling and interpolation.

Unit 4 Image Enhancement

Contrast stretching — linear and non-linear, histogram equalization, histogram normalization, density slicing, thresholding; concept of Convolution and Image Filtering, low-pass filters, high-

pass filters, edge detection. Image transformation — PCA transformation, tasseled cap (K-T) transformation, HIS color space transformation, Fourier transformation, Image Fusion.

Unit 5 Image Classification & Accuracy Assessment

Introduction to Spectral signatures, training sets, information class and spectral class. Unsupervised classification — decision rules for unsupervised classification, statistical (histogram based) clustering, K-means clustering, ISODATA clustering, RGB clustering. Supervised classification — decision rules for supervised classification, minimum distance, maximum likelihood, parallelepiped. Accuracy Assessment — sampling for accuracy assessment, ground-truth data; concept of error matrix, producer's accuracy, user's accuracy, overall accuracy, kappa coefficient; Severability analysis.

References:

1. Bhatta B., 2008, Remote Sensing and GIS, Oxford Higher Education, New Delhi.
2. Campbell, J.B. 1996. Introduction to Remote Sensing. Taylor & Francis. London.
3. ERDAS IMAGINE 8.
4. Field Guide: ERDAS Inc. 4. Jensen, J.R. 1996. Introduction to Digital Image Processing: A Remote Sensing Perspective., Prentice Hall, New Jersey. USA.
5. Lillesand, T.M. and Kiefer, R. 1993. Remote Sensing Image Interpretation. John Wiley, New York.
6. Liu J.G. and Mason P.J., 2009, Essential Image Processing and GIS for Remote Sensing, John Wiley & Sons Ltd, USA.

DGI 103 GEOGRAPHICAL INFORMATION SYSTEMS

Unit 1 Introduction to Computers & Operating System

Computer Architecture and Fundamentals; Basic operating system: UNIX, DOS, Windows, 2003, 2007 & 2010, NT, XP, LINUX; System configuration for GIS software; GIS softwares; User interface with GIS software.

Unit 2 Data Structure and Input

Types of data structure: Spatial and Non-spatial; Vector data structure: Point, Line and Area; Raster data structure: satellite data; Advantages, Disadvantages and Uses of various data structures; Methods of data inputs in GIS domain; Scanning and Digitization of maps and Satellite images, GPS, Electronic data input; Map projections; Datum and Ellipsoids; Data registration.

Unit 3 Data Models

Spatial data models: Raster and Vector; Data models: Hierarchical, Network, Relational; Object based and Field models; Spaghetti models; Topological models; Triangulated Irregular Network (TIN) model; Conversion of Vector and Raster data; Data Models-Entity Relationship model; Concepts of data bases; Data base management system (DBMS); Layers and Coverage

Unit 4 Spatial Analysis

Spatial data analysis: Uses and Significance; Overlay Operations; Topological overlays: Polygon-in-polygon overlay, Line-in-polygon overlay, Point-in polygon overlay; Logical Operators; Buffering, Interpolation: Network and suitability analysis; Linking spatial and non-spatial data; Thematic analysis; Surface analysis; Raster/Grid analysis; Slope and Aspects: Its uses and applications; Topology building; Errors and Accuracies in GIS and their corrections.

Unit 5 Modeling in GIS

Conceptual Models; Mathematical Models; Models of Physical and Environmental Processes; Factors and Weights analysis models; Single layer and Multi layer operations; Spatial Modeling; Geometric modeling: Calculating the distance between geographic features; Calculating area, length and perimeter; Point pattern Analysis; Surface analysis; Fuzzy Spatial Analysis; Geo-statistical Tools for Spatial Analysis; Modeling/Analysis Issues in GIS; 3D Modeling: DEM, DIM, DSM; Query in GIS: Spatial Query; Spatial Simulation Modeling; Spatial decision support system (DSS) modeling.

Books Recommended:

Lo CP • & Burrough P.A. and Rachael A. McDonnell. Principles of Geographic • Heywood I, Cornelius S, Carver S. 2000. Introduction to GIS. Addison Wesley Longman, New York. Yeung AKW, 2004. Concepts and Techniques of GIS, Prentice- Hall of India, New Delhi. Burgh P.A (1986) Principles of geographical Information System for Information Systems, 2nd (Ed). Masood AS, 2006. Introduction to GIS, Allahabad • Land Resources Assessment, Clarendon Press, Oxford. Fazal S • & Rahman A, 2007. GIS Terminology, New Age International Chang, T.K. 2002: Geographic Information Systems. Tata • Publishers, New Delhi Heywood, I, Cornelius S, Crver Steve. 2003: An Introduction to • McGrawHill Geographical Information Systems. Pearson Education John R. Jensen. 2000. Remote Sensing of the Environment: An Earth • Resource Perspective, Prentice Hall

DGI-104 CARTOGRAPHY

Unit 1 Introduction to Cartography

Basic concept of cartography; Types and functions: Qualitative, Quantitative, General purpose, Thematic and Special purpose; Map Scale; Survey of India map series, New map policy; Digital and Analytical cartography.

Unit 2 Basics of Geodesy

Shape and size of the earth: Geoid, datum, Ellipsoid: Definition and basic concepts; Gravity field of the earth; Vertical datum: Plumb line and deflection of vertical; Geodetic coordinate; WGS-84.

Unit 3 Coordinate System and Map Projection

Coordinate system: Geographical and plane coordinate; Indian Grid system, UTM grid, BNG system; Map projection: concepts and function; Projection types and their properties: Conical, Cylindrical and Zenithal; Mercators, UTM, Polyconic, Lamberts orthomorphic, Choosing map projection.

Unit 4 Cartographic Generalization and Symbolization

Generalization: Simplification, classification and smoothing of data; Controls of generalization; Symbolization: Symbols system; Symbol creation: Graphical, pictorial, qualitative and quantitative; international sign system; controls of symbols.

Unit 5 Map Design

Elements and controls of map design; Elements of Typography; Methods of lettering and positioning; colour and pattern.

Suggested Reading:

1. Mailing, D.H. (1973): Coordinate Systems and Map Projections, George Phillip and Sons, London.

DGI-105 THEMATIC APPLICATIONS IN GEOSCIENCES

Unit 1 Land use/ land cover Mapping & Planning

Issues in land use Planning and policy in India; Land use / land cover classification system; Residential area classification; Principle and unit of sub — division; Multi — level land use classification system; Land use change detection and monitoring.

Unit 2 Geomorphic Mapping

Elements of geomorphic interpretation; Principles of geomorphologic analysis; Genetic landforms and their identification; Identification and mapping of rock types and structural elements; applied geomorphology.

Unit 3 Soil and Agriculture

Importance of remote sensing in agriculture; Principles and approaches of crop inventory and crop production forecasting; Kind of soil survey; soil classification as per soil taxonomy; Physiographic — soil relationship; approaches and methods of mapping; Watershed characterization; Prioritization of watershed based on SY1 model; Principles of land evaluation.

Unit 4 Hydrology and Water Resources

Hydrological cycle — Types of precipitation and the analysis of precipitation data; Thiessen polygon method of estimating average rainfall using GIS; Evapotranspiration; Runoff estimation using modified SCS method; Methods of estimating evapotranspiration and soil moisture; Water balance computation using Thornthwait and Mather model; Watershed management in India and the role of remote sensing and GIS in Watershed management

Unit 5 Urban Area Analysis

Urban land use classification system; Land transformation and urban sprawl; Remote sensing and GIS in urban facilities mapping; Solid waste management using remote sensing and GIS; Site suitability analysis for Urban development; Urban Information System (UIS).

References:

Sokhi, B.S. and S.M. Rashid, 1999, Remote Sensing of Urban • Lo, C. P., 19 , Applied Remote Sensing, • Landgreen, D. T., 1985, Land Use Planning and Remote Sensing, Nijhoff, Dordrecht • Way, D., 1978, Terrain Analysis: A Guide to Site selection using Aerial • Siegal, B.S. and A.R. Gillespie, 1980, Remote Sensing in Geology, Wiley, New York. • Environment, Manak Publishers, New Delhi. Photo Interpretation, Dowden, Hutchinson & Ross, Stoudsburg.

DGI-106: Practical-I Remote Sensing & Image Interpretation

Unit 1 Aerial photography

Types of aerial photographs; border information of aerial photographs; study of black & white, black & white IR and colour IR photographs; determination of height using single vertical aerial photographs; determination photo scale; preparation of photo index; numerical problem on aerial photographs: determination of number of strips and no. of photographs; preparation of base map from aerial photographs; identification of features/objects on different band aerial photographs.

Unit 2 Photogrammetry

Use of pocket stereoscope & mirror stereoscope; orientation of stereo model under mirror stereoscope; use of stereo-grams: aeolian, fluvial and coastal; use of parallax bar and determination of heights and slope.

Unit 3 Interpretation of aerial photographs

Preparation of image interpretation keys; use of auxiliary information for object identification; identification of objects on stereo-pairs using elements of image interpretation; preparation of photo mosaic; preparation of land use land cover maps: different scale and different time.

Unit 4 Interpretation of remote sensing data

Study of PAN and FCC satellite imagery; study of thermal satellite data and interpretation of different objects; study of RADAR & SAR (Microwave) imagery; interpretation of physical and cultural details from different satellite imageries: (IRS, LANDSAT & SPOT).

Books:

- American Society of Photogrammetry, Manual of Remote Sensing, 2nd ed., Falls Church, Va., 1983.
- American Society of Photogrammetry, Multilingual Dictionary of Remote Sensing and Photogrammetry, Falls Church, Va., 1984.
- H.M., Wilson, Topographic Surveying, John Wiley and Sons, New York.
- Wolf, P.R. 1983. Elements of Photogrammetry, 2nd ed., McGraw-Hill, New York
- Rampal KK. 1996. Handbook of Aerial photography and Interpretation. Concept publishing company, New Delhi

DGI-107: Practical–II Cartography, Geographic Information System & Global Positioning System

Unit 1 Fundamentals of Cartography

Lettering maps using different type style, form and size with correct positioning; Drawing of Pictorial and geometric symbols; Construction of UTM, UPS, Polyconic, Lamberts Conformal (Two Standard Parallels); Preparation of dot, choropleth and isopleths map of cultural landscape; Drawing of contours from discrete point values using different graphical and numerical methods; Mapping relative relief and slopes using different methods

Unit 2 GIS Softwares and data handling, Data transformation

Graphic user interface of GIS softwares: MapInfo / AutocadMap and ArcInfo; software and hardware interface and limitations; data input: spatial and non-spatial; scanning, digitizing and; data import and export; data registration; Topology building, data editing and cleaning; geo-referencing; projection and datum; coordinate transformation; linking spatial and no-spatial data; data base creation; attribute handling.

Unit 3 Data base creation & data analysis

Spatial analysis: overlay, buffer, proximity and network analysis; quarry building: site suitability analysis; creation of elevation models: contours, spot heights; 3 D modeling: digital elevation models (DEM), digital terrain models (DTM), determination of slope, aspect and height; data interpolation: point and line data; output generation; layout.

Unit 4 Global positioning system

Familiarization of different types of (GPS) Global positioning receivers; checking of existing map coordinates using single GPS receivers; collection of ground control points using single point receivers and relative point receivers; calculation of coordinates and removal of errors in observation; transferring data from GPS receivers to PC; plotting of GCPs on image and maps.

Books:

- Lo CP & Yeung AKW, 2004. Concepts and Techniques of GIS, Prentice-Hall of India, New Delhi
- Heywood I, Cornelius S, Carver S. 2000. Introduction to GIS. Addison Wesley Longman, New York
- Burrough P.A. and Rachael A. McDonnell. Principles of Geographic Information Systems, 2nd Ed.
- Masood AS, 2006. Introduction to GIS, Allahabad
- Monkhouse, F.J and Wilkinson, H.R., 2007, Maps and Diagrams, Methuen and Co, London
- Fazal S & Rahman A, 2007. GIS Terminology, New Age International Publishers, New Delhi
- Leick A. 1995 GPS Satellite Surveying, 2nd Edition, John Wiley and Sons
- Karen Steede-Terry. Integrating GIS and the Global Positioning System
- Michael Kennedy. The Global Positioning System and GIS Sleeping Bear Press
- Gregory T. French Understanding the GPS: An Introduction to the Global Positioning System

DGI-108: Practical –III Digital Image Processing**Unit 1 Image processing: Introduction**

Overview of image processing softwares: ERDAS Imagine and ILWIS; import of digital data from CD; data conversion into DIP software; display of digital data in different bands; digital data formats: band interleaved by line (BIL), band sequential (BSQL) and band interleaved by pixel (BIP); display of histogram and pixel data of digital image.

Unit 2 Image restoration and registration

Digital image restoration; geometric correction of digital data; different methods of geometric corrections: image to image, map to image, GCPs using key board, from GCPs files; projection transformation; re-sampling of digital data;

Unit 3 Image enhancement and data preparation

Image enhancement techniques: histogram equalization and display, contrast enhancement, edge enhancement; linear non linear stretching; band rationing; image filtering: low pass and high pass filters; density slicing; image fusion; principal component analysis (PCA); sub-setting of digital data; layer stacking.

Unit 4 Image classification and indices

Image classification: unsupervised and supervised techniques; generation of attribute table and calculation of area; classification algorithm: maximum likelihood, minimum to mean distance and nearest neighborhood; training sets for image classification; ground validation of classified data; vegetation indices: vegetation index (VI), normalized differential vegetation index (NDVI); water indices: water index (WI) and normalized differential water index NDWI.

Books:

- American Society of Photogrammetry, Manual of Photogrammetry, 4th ed., Falls Church, Va., 1980.
- Brock, G.C., The Physical Aspects of Aerial Photography, Dover, New York, 1967.
- Wolf, P.R., Elements of Photogrammetry, 2nd ed., McGraw-Hill, New York, 1983.
- Jenson J R, Introductory Digital Image Processing A Remote Sensing Perspective, 2nd Eds. Printice Hall, New Jersey

DGI-109: PROJECT WORK

Project Guide Counsellors will assign the project work to the students in groups. The programme centre will notify the schedule. Students will have to contact their project guide for the project file and subsequently start their work on the project. Report on the project is to be submitted by the students before the commencement of viva-voce to their respective project guide/counsellors. Assessment of the project will be based on the report and viva-voce.

The students of PGDGI have to follow these instructions in respect of preparation of their Project Report:

- Students will be divided into groups of two. Each group will have an internal supervisor from the Programme Centre and an external supervisor allotted from CDOL.
- Synopsis should be prepared by the students with the help of his/her internal supervisor at the Programme Centre.
- This synopsis has to be approved by the External Supervisor/ Centre for Distance & Open Learning, Jamia Millia Islamia.
- Each group will keep in touch with the supervisors during the project work.
- Project Report should be submitted on or before the date mentioned by the CDOL.
- This Report will be submitted at the CDOL office & then the viva voce will be held.

As far as the format for the report, students are advised to peruse specimen copies of earlier reports in the office of CDOL

2. COUNSELLING SESSION

Counselling 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.

In these sessions, you must try to resolve subject related difficulties if any. Before you proceed to attend the counselling sessions, please go through your course material and make a plan of the points to be discussed. The assignments, practical work and the project work will also be discussed in the sessions. The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Learner Support Centre.

The programme is primarily a judicious mix of theory and practical courses. Each student will undertake 5 theory courses, 3 practical courses and a Project.

Counselling sessions will be organized for all courses. The counselling duration will be of 2 hours in each of the 10 sessions. Attending the counselling sessions is not mandatory, nevertheless it is always in the interest of learner to attend these sessions.

Conduct of Practical: Practicals include intensive face-to-face interaction to develop skills and competencies and will be organized at the Programme centre or at any other suitable place. The students will have to do practical activities required for the development of professional skills and competencies in the field.

There are 3 Practical courses and a Project The counseling time for each Practical/Project course consists of 5 sessions of 3 hours each.

The project guides/counsellors deputed for project will assign the project to the students. Students will be divided in groups consisting of 3-5 students in each group.

2.1 Mode of Instruction

It is based on Self-Learning Study Material prepared and supplied by CDOL, besides counselling sessions and other exercises such as assignments etc.

3. SMS ALERT

The CDOL, 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.

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 – jmi.ac.in as well as on the notice board of Centre for Distance and Open Learning.**

5. LEARNER SUPPORT CENTRE

The Learner Support Centre to which you have been admitted will remain your Learner Support Centre till you have cleared all components of the programme 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 CDOL, JMI reserves the right to discontinue/change the Examination/Learner Support Centre at any point of time as it deem appropriate.

6. EVALUATION SYSTEM

6.1 Assignments

Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a theory course carry about 30% weightage while that of Practical and Project carry 70% and 75% weightage respectively.

The assignments are designed in such a way as to help you concentrate mainly on the printed course 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.

6.2 Annual Examinations

Annual examination of a theory course is the major component of the evaluation system and it carries 70% weightage in a final result while a Practical viva voce carries 30% weightage. You must fill in the Annual Examination form and send to the Centre for Distance and Open learning, **Jamia Millia Islamia, Jamia Nagar, New Delhi-110025.**

6.2.1 Annual Examination Form

Examination forms pertaining to Annual Examinations, Admit Card and Student's Record Card are provided with the Programme Guide as 'Form A', 'Form B' and 'Form C' respectively. For appearing in the subsequent Annual Examination, i.e. Part-II, additional forms A and B are also enclosed with this Programme guide. The filled-in Examination Form along with a self addressed envelope of Rs. 30/- is to be submitted to the "Director, CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, JAMIA NAGAR, NEW DELHI 110025" with a caption 'Examination Form' on top of the envelope. The examination forms should be submitted on or before the last date mentioned in the Academic Calendar.

6.2.2 Annual Examination Date-sheet

On receipt of your Examination Form, the Admit Card will be dispatched 15 days before the commencement of the annual Examination. In case you fail to receive the Admit Card 10 days before the commencement of examination, you may contact your Learner Support Centre. A duplicate admit card will be issued at the time of Examination.

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 course 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.

7. ANNUAL EXAMINATION RESULT

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

7.1 Declaration of Result

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

- (a) At least 45% marks in each component of theory, practical & Project i.e. in assignments and Annual Examination, separately;
- (b) An aggregate of at least 50% marks based on all theory, practical & Project Exam and assignments, to obtain the degree;
- (c) If a student fails to qualify any component of a paper or a course 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.

7.2 Clearing Remaining Components of the Programme

The student can clear all un-cleared theory papers and assignments within the maximum time limit allowed to complete the Programme. The students will be declared successful for award of Degree/Diploma/Certificate 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 (Annual 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.

7.3 Re-evaluation of Answer Scripts

- (i) Any student intending to apply for re-evaluation of answer scripts of any course 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 is 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 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.

7.4 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/Diploma/Certificate;
- (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 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).

8. GENERAL REGULATIONS

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

- **Programme Fee:** The Programme fee is payable in advance through a demand draft drawn in favour 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.

Table: Fee / Charges Applicable for Post Graduate Diploma in Geo informatics

Sl. No.	PGDGI (Distance Mode)	Fees/Charges (Rs.)
1.	Programme Fee	20,000/-
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 Annual Examination form with late fees up to 4 weeks.	250/-
5.	Submission of Annual Examination form with late fees beyond 4 weeks up to the next 4 weeks.	600/-
6.	Re-appearing in Practical / Project Examination	500/- (per Practical/ Project)
7.	Re-appearing in Practical / Project	500/- (per paper /course)
8.	Re-appearing in IA Practical / Project	1000/- (per Practical/ Project)
9.	Re-Registration Fee*	6000/-
10.	Provisional Certificate	50/- (after passing exam)
11.	Migration Certificate	50/- (After passing exam)
12.	Migration Certificate	200/- (before passing exam)
13.	Duplicate Statement of Marks (Attach a copy of FIR)	200/-
14.	Duplicate Identity Cards (Attach a copy of FIR)	200/-
15.	Change of Address in ID Card	50/-
16.	Re-evaluation of (current) Answer Script	500/-

Note: * If a candidate fails to appear in any of the prescribed components of the Programme within the stipulated minimum period of 1 year and desires to continue the Programme after the lapse of one year 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.

All the fees/charges wherever, applicable will be payable only in the form of **Demand Draft** drawn in favour of **Jamia Millia Islamia** payable at **New Delhi**.

All the aforesaid fee are subjected to revision during the academic year as per University rules.



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..... PartYear
Roll No.Enrolment No.
Programme Centre Code & Name

(For Office Use Only)

Received application form of Ms/MrRoll No.
for re-registration to the programme(Distance Mode) Session
DD No. BankDate
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:

	<u>Course/Paper</u> (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
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.



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

Affix an attested
photograph

Sir,

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 instructions given by Examination Department.

.....
Signature
Candidate / authorized person

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.

**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 with in 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 Examinations
- 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 / noise 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 deserve to go out of the Examination Hall for a while, a reliable person shall be sent with his/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 be 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 is 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 is 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 to the Superintendent of Examination or through him by an Invigilator or by an Invigilator or by an Official of the University, as the case may be, and use examination committee may, 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 Examinations is guilty of a 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 Examinations 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, satisfied that the facts alleged are true, disqualify the candidate from passing that Examining 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 E Examinations or Invigilator or an Official of the University desist 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 bonafied candidate would be taken as under
- (i) The bonafied 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 that 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 with in 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 / noise 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 deserve to go out of the Examination Hall for a while, a reliable person shall be sent with his/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 be 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 is 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 is 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 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 any 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 E Examinations or Invigilator or any Official of the University desist 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 bonafied candidate would be taken as under
- (i) The bonafied 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 that 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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Certificate Issued	Programme	Year
(Office use only)
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



CENTRE FOR DISTANCE AND OPEN LEARNING

Jamia Millia Islamia

Maulana Mohammed Ali Jauhar Marg, Jamia Nagar, New Delhi- 110025
<http://jmi.ac.in/cdol>