JAMIA MILLIA ISLAMIA

(A Central University by an act of Parliament)

Application for Improvement

Examination ……..…….Part…….
20

Name of the Candidate *(in block letters)*

The Controller of Examinations, Jamia

Sir,

I request you to permit me to improve my past performance of the last years examination noted above. The examination fee has been deposited and the receipt of which is enclosed herewith. I declare that I have not been debarred by any Jamia and permissible period has not been expired during current academic year. Entries made by me on the form A and B (overleaf) are true to the best of my knowledge and belief. I agree to abide by the Ordinances (Rules, Regulations and Bye-laws) of Jamia.

Yours faithfully,

Date ……

……
Candidate's signature (in full)

Last date of submission of this Forms……..……OR 30 days after the declaration of the result of Annual Exam. concerned for Compt. Exam and 15 days in other cases.

Roll No……..…..

Enrolment No. ……..…

Examination Fee Rs. ……..……

Deposited vide attached receipt

No……

Date……

Candidate

Checked……

CERTIFICATE

Note: *This certificate is to be signed by the Dean of the Faculty/Principal of a College or School last attended.* Certified that the above signed student is a Regular student/Ex-student of this faculty/school and Intend to appear at the above noted Examination. The information furnished by him/her on form A and B is correct.

……..

Date

Dean Principal
(Office stamp)

INSTRUCTION TO CANDIDATES FOR EXAMINATION
(Ordinances XV Para 30, 31)

30.1 The doors of the examination 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 examinations 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. If 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 Examinations. No candidate shall be allowed to appear in the examinations 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 Examinations or Invigilators of any Official or the University connected with the Examinations.

30.5 The candidate shall maintain and observe strict discipline in and/or near the Examination Centre/hall and shall not indulge in any such act as misbehavior/nuisance which causes any obstruction and for disturbance or disruption in the conduct of Examination.

30.6 No candidate shall be allowed to leave the Examination Hall, until an hour has elapsed after the distribution of the Question paper.

30.7 No candidate shall leave his/her place of go out of the hall without the permission of the Invigilator, unless he/she 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 As 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 Examinations or the Invigilator in the Examination Hall.

31 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 communicate to or receive from any other candidate or person any information in the Examination Hall.

31.2 No candidate shall note or write any thing on the blotting paper or Question Paper oron any other object/material, except the answer book supplied to him/her.

31.3 No candidate shall assist or receive assistance from any other candidate or person at an Examination or make use of any dishonest or unfair means in connecti.on with the Examination.

31.4 Any candidate, detected cheating or making use of any dishonest or wifair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an lnvigilator or an Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that the facts alleged are true and disclose premeditation on the part of the candidate, disqualify the candidate from passing that Examination and debar his/her from appearing at any University Examination for a period not exceeding three years.

31.5 Any candidate detected using unfair means in an Examination Hall shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an Invigilator or by an Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration. Which may if satisfied that the facts alleged are true, but do not disclose any premeditation, disqualify the candidate from passing that Examination and debar him/her from appearing at any University Examination for a period not exceeding two years.

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 Examinations or through him by an invigilator or by an Official of the University, as the case may be, and the Examination Committee may, if satisfied that the facts alleged are true, but that the candidate has not made and use thereof, disqualify the candidate from passing that Examination.

31.7 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's 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 that Paper and shall be replied 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 the Examination for that year.

31.8 Any candidate approaching an Examiner directly or indirectly or seeking ways or means of bringing pressure to bear on the Examiner, so that 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 his office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and debar him/her from appearing at anyExamination for a period not less than one year.

31.9 Any candidate found guilty of seeking ways and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of 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 through the Controller of Examinations. Tlle Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and/or expel hin/her from the University and declare him /her to be not a fit and proper person to be admitted to any future Examination of the University.

31.10 Any candidate who has been punished under Sub-Paras 4, 5, 6, 7, 8 and 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 an Ex- Student after the expiry of the period of punishment.

30.11 In case, a person, who is not a bonafide candidate, is found to be taking an Examination on behalf of a bona fide candidate, it will be assumed that this impersonation is being done at the instance and with the connivance of the bona fide candidate and action 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 means, 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 erring student shall be following due consideration of the defense presented by him/her.

FORM A

Examination.. ……..**Part**…….**200**

Particulars on Forms A & B are to be filled in by the candidate in his/her own hand writing.

1. Candidate's Name (in English) | | | | | | | | | | | | | | | | | | | | | | |
   Block Letter
   Candidate's Name (in Urdu or Hindi) ……..
2. Date of Birth (in figures)……..…… (in words)…….
3. Father's Name (in English) ……...……Block Letter……
   Father's Name (in Urdu or Hindi)……...……(Occupation)……
4. Address (Present) & Phone No ……..……
   (Permanent) ……..
5. Medium of Examination…… ***Urdu/Hindi/English** …… Enrolment No ……...…….
6. Whether appearing at any other examination. Give name of Exam …….……Part……
7. Roll No ……and subjects in which failed…….……
   (Attach a copy of Marksheet)
8. Subjects Papers in which he/she wishes to be examined:
   (Mention option of papers, if any):

SUBMIT SEPARATE FORM FOR EACH PART

Paper No.	Title of the Paper (s)

*Delete not application to you.

Candidate's Photograph to be pasted here

Photograph and signature of the candidate attested

……

Dean / Principal
(Office Stamp)

FORM B

JAMIA MILLIA ISLAMIA, NEW DELHI

ADMIT CARD FOR ANNUAL EXAMS, 200

Candidate's Name (in full) ……...

Medium of Exam …….……..…Category *Regular /Ex-students/Private

Examination ……..Part ……200

All subjects/papers in which the candidate wish to improve this year.

SUBMIT SEPARATE FORM FOR EACH PART

Subject /Title of Paper (s)	Paper (s)	Subject (s)	Paper(s)

Candidate's Photograph to be pasted here

Photograph and signature of the candidates attested

……..

Dean/ Principal
(Office Stamp)

Specimen signature of the candidates ……

Roll No. ……
Enrolment No. ……..…

N.B. (a) The Examination will be held according to the 'Scheme of Examination' (Date Sheet) displayed on the Notice Board of the Controller of Examination's Office.
(b) Candidate must bring their own pen, pencil, ink-pot, 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 on Candidates for Examination' (Printed Overleaf).

*Delete not applicable to you.

Received application form of Mr. / Ms. ……..……..
of Class ……. for Division Improvement.
Date : …….

for Controller of Exams