



PROGRAMME GUIDE



CERTIFICATE IN INFORMATION TECHNOLOGY

2025-2026

CENTRE FOR DISTANCE AND ONLINE EDUCATION

JAMIA MILLIA ISLAMIA

CENTRE FOR DISTANCE AND ONLINE EDUCATIO

JAMIA MILLIA ISLAMIA, NEW DELHI



MESSAGE FROM CDOE

Dear Students,

It is a pleasure welcoming you to Jamia Millia Islamia for the Distance Mode Certificate in Information Technology Programme being offered at the Centre for Distance and Open Education.

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.M.M.A.Rizvi
Dean, CDOE, JMI



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PROGRAMME COORDINATOR

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Centre for Distance and Open Learning Jamia Millia Islamia

New Delhi-110025

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1. ABOUT THE PROGRAMME

1.1 Introduction to the Programme

Centre for Distance and Open Learning is offering the Certificate in Information Technology Programme (in Distance Mode), for students who, have passed the school examination 10th and/or for some reason have not been able to study after school, and want to pursue their career in the Computer and Information Technology.

Computer knowledge and skills are critical for maximizing efficiency in the modern workplace. The networked computer is both an integral component of business and an empowering tool for the individual. This course provides a foundation in understanding the technology, architecture, and applications of information technology. It surveys the evolution of the networked computer system, PC and networking hardware and support issues, operating systems, and database management systems, as well as fundamentals of wide and local area networks. Also covered are the fundamentals of procedural programming languages. This Personal Computer Training Course teaches how to get up and get going with the business applications commonly used in the workplace today.

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 : 8000 per annum

1.5 Brief Programme Structure

Course Code	Course Title	Credit	Evaluation Scheme		Annual Examination	Total Marks
			Theory IA	Practical IA		
CIT-101	Fundamentals of Computing	4	30	--	70	100
CIT-102	Introduction to Computer Systems	4	30	--	70	100
CIT -103	PC Application Software(MS Office)	4	30	--	70	100
CIT -104	Internet & Multimedia	4	30	--	70	100
CIT -105	Computer Programming(C,C++)	4	30	--	70	100
CIT -112	Computer System Lab	4	--	60	40	100
CIT -113	PC Application Software(MS Office) Lab.	4	--	60	40	100
CIT -114	Web Technology& Multimedia Lab.	4	--	60	40	100
CIT -115	Programming Lab	4	--	60	40	100
CIT-200	Project			Project Report/IA	Viva -Voce	
		4	--	60	40	100
Total		40	150	300	550	1000

IA- Internal Assessment

1.6 Detailed Programme Structure

CIT- 101 Fundamental of Computing

Block1

Unit 1 Introduction

Introduction to Computers, Concept of Data and Information, data representation, terms and concepts used in Information Technology, Information System Development.

Unit 2 Computer Application

Use of computers in office automation, business, banking, Science & Technology, and Industry.

Block 2

Unit 3 Problem Solving Techniques

Basic concepts of algorithm, classical problems and puzzles, basic mathematics

Unit 4 Computer Language

Procedural and Object Oriented approach, Basic functions and problem solving using computer language.

CIT- 102 Introduction to Computer Systems

Block 1 :

Unit 1 Hardware

A complete computer System: Computer Organization, Hardware for input and output; processing components; temporary and permanent storage devices, parallel computer.

Unit 2 Personal Computer

Different PC types, a look inside the machine, Computer maintenance, connecting I/O devices to a PC, Key features for selecting a PC and software, Computer Virus, PC Tools.

Block 2:**Unit 3 Software**

How software works, concept and function of an operating systems, graphical user interface, single user and multi user OS, overview of Windows / Linux, Exploring Windows: Understanding the OS, booting the computer; starting Windows; the desktop; pointing, clicking and dragging with the mouse; activating desktop icons; the dialog box; quitting Windows, The title bar, menu bar, scroll bar, taskbar and control panel; arranging desktop icons; system, program and document files; searching disk drives; printer settings; updating software from the Web Using the Windows Explorer; formatting disks; creating and manipulating files and folders; restoring deleted files; searching for files by date, size and location; accessories; using text applets, WordPad and Paint; playing Windows games.

Unit 4 Communication

Data communication, Computer network, LAN, WAN, WAP, emerging trends in networks, Network Security

CIT- 103 PC Application Software (MS Office)**Block 1 :****Unit 1 Word Processing**

MS Word, How to create, name, save, preview and print a document; using the properties function; positioning the cursor; spell-checking; selecting, editing and moving text blocks; using the undo, find and replace commands. Using text boxes; selecting and changing fonts, type size and style; letter, word and line spacing; copying and pasting; aligning text; controlling text flow Tables. Using tab stops; formatting a table with tabs; paragraph indents; page margins and page breaks; inserting headers and footers; creating a bulleted list; using columns, Mail Merge.

Unit 2 Spread Sheet

MS Excel, Creating, saving and printing a spreadsheet; the formula bar; the cell; the cell pointer; the mouse pointer; entering data in a spreadsheet; creating formulas. Selecting cell ranges; editing; moving; erasing and copying text; editing rows and columns; filling and sorting; printing; changing type style and size; formatting values; setting column widths; borders. Creating arithmetic formulas; using fills for formulas; the SUM function; the clipboard; relative and absolute cell references; creating a serial fill; how to create, modify and delete a chart; changing the contents of a chart.

Block 2**Unit 3 Presentation Graphics**

PowerPoint presentation, creating a presentation, slide show

Unit 4 Database

Basic concept, MS Access, Parts of a database; switching from list to form view; navigating a database; splitting a window; saving and printing records; planning a database; creating fields; modifying a form; entering data.Using a Database: Adding

and deleting records; reordering, inserting, deleting and changing fields; creating a calculating field; sorting records; designing and working with filters; filters with multiple search criteria.

Database Reports And Integrating Data: Designing, creating and modifying a basic report; modifying report fields; adding summary information; posting data and graphics into a document; controlling text wraps; linking documents; using the merge function.

CIT- 104 Internet & Multimedia

Block 1

Unit 1 The Internet

How internet works, internet addressing, DNS, accessing and working on the internet, connecting to the net from your computer, using web browsers, email. E- Commerce

Unit 2 Web Technology

Interactive media, hypermedia, how web works, WWW and web pages, Creating simple web pages.

Block 2

Unit 3 Multimedia

Overview, Multimedia system, Multimedia application Multimedia hardware and authoring tools, Multimedia interfaces, network Multimedia application.

Unit 4 Advance Network

Mobile computing, wireless networking.

CIT-105 Computer Programming(C,C++)

Block 1

Unit 1 Introduction to Programming

Introduction to Computer Programming, Overview of C and C++, Constants, variables and data types, Operators and Expressions, Managing Input and Output Operations.

Unit 2 Decision making in C Language

Decision making using simple if,.. if..... else if ladder, switch and conditional operator, branching using go to statement, loop using while, do while and for statements, break and continue statements. Arrays, character arrays.

Unit 3 Functions

User defined functions, library function, structures, Unions, Inline function, Function overloading.

Block 2

Unit 4 Pointers & Strings

What are Pointers, Strings, File Management/working with files in C

Unit 5 Object Oriented Programming (OOP)

Introduction to object oriented programming (OOP), OOP's basic concepts, OOP's benefits, OOP's applications, object oriented languages, classes and objects, friend function, Constructors, Destructors, Inheritance, Polymorphism.

2. COUNSELLING SESSION

Counselling sessions are held at the study 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 identify 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 Study Centre.

The programme is primarily a judicious mix of theory and practical courses. Each student will undertake 5 theory courses, 4 practical courses and a Project.

Counselling sessions will be organized for all courses. There will be 5 counselling sessions of 2 hours each in each theory course. 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 4 Practical courses and a Project The counseling time for each Practical/Project course consist of 5 sessions of 2 ½ hours each.

The project guides/counsellors deputed for project will assign the project to the students. Students will be divided in groups consisting of 5-7 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 such as updates regarding academic activities pertaining to their Programme. However, students are advised not to depend completely on SMS rather they should remain in touch with their respective study 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/cdol as well as on the notice board of Centre for Distance and Open Learning.**

5. Learner Support Centre

The Study Centre to which you have been admitted will remain your Study Centre till you clear all components of the programme within the maximum time limit permitted. No student would be permitted to change his/her Study Centre at any point of time during the programme duration. All the activities related to Counseling Assignments and Annual Examination will be held at the Study Centre only. However, the CDOL, JMI reserves the right to discontinue/change the Examination/Study Centre at any point of time as it deem appropriate.

6. EVALUATION SYSTEM

6.1 Assignments

Assignments are a part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a theory course carry 30% weightage while that of Practical/Project carries 60% weightage in terms of marks.

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

Assignments should be hand written. Typed or printed assignments **shall not be** entertained.

For your own record it is advisable to retain a copy of all the assignment responses.

You have to submit the Assignments to the Study Centre on or before the last date of submission mentioned in the Academic Calendar.

Write your Name and Roll Number correctly and legibly 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 is the major component of the evaluation system and it carries 70% weightage in a final result. 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. 40/- postal stamp pasted on it 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 Study 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 a Programme under distance mode, a candidate must obtain:

- (a) at least 35% marks in each component of theory/ Practical papers i.e. in assignments and Annual Examination, separately;
- (b) an aggregate of at least 40% marks based on all theory/ Practical papers 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 Clear/Remaining Components of the Programme

The student can clear all un-cleared theory papers, project, practical and assignments within the maximum time limit allowed to complete the Programme (refer Table) P.No. 14. The students will be declared successful for award of Certificate only after clearing all theory papers, practicals, project and assignments required within the maximum time period inclusive of the year of admission.

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 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.

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 can apply **for improvement in a maximum of 1/3rd of the theory papers** 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 each year, irrespective of results 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, New Delhi.
- **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: Other Fees Applicable for CIT

Sl. No.	Certificate in Information Technology (Distance Mode)	Fees/Charges (Rs.)
1.	Programme Fees	8000/-
2.	Submission of Assignments with late fees upto 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 Annual Examination (In case of absence/fail/improvement)	500/- (per paper/course)
7.	Re appearing in Practical / Project Examination	500/- per practical/project
8.	Re appearing in IA of Practical / Project	1000/- per practical/project
9.	Re-Registration Fee*	1800/-
10.	Provisional Certificate	50/-
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/- (per course)

Note: * If a candidate fails to appear in any of the prescribed components of the Programme within the stipulated period of 01year 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**.

The entire aforesaid fee is subjected to revision during the academic year as per University rules.



Centre for Distance and Open Education 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

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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

- Candidate's Name.....
(in Block Letters)
- Candidate's Name in Hindi or Urdu.....
- Father's Name.....
(in Block Letters)
- Father's Name in Hindi or Urdu.....
- Present Postal Address.....
.....Phone / Mobile No.....
- Name of the Examination.....Part.....Year.....
- Roll No.....Enrolment No.....Previous Enrolment No if any.....
- Date of admission (in the Centre for Distance and Open Learning).....
(To be filled when the Migration Certificate is required)
- 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

FEEES 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 incase 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 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.

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- 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.
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- 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
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- 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.

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

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

Jamia Millia Islamia

STUDENTS INDUCTION AND FELICITATION



JAMIA MILLIA ISLAMIA
CENTRE FOR DISTANCE AND
ONLINE EDUCATION

EMPOWERING EDUCATION, CONNECTING FUTURES