

# JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

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## Office of the Registrar

No. AC-1(1)/2015

January 12, 2016

All Deans of Faculties/DSW/Directors of the Centres,  
Jamia Millia Islamia

Subject: Regarding Annual Convocation of Jamia Millia Islamia to be held on  
January 19, 2016.

Sir/Madam,

As per the practice in previous years, the Degree/Diplomas and Medals will be distributed to the students (who have passed in the year 2014) in their respective Faculties/Centres on the same day after the Convocation is over. For this purpose, the Degrees/Diplomas will be supplied by the Examination Branch to the concerned faculties/centres well in advance. The candidates marked absent shall pay Rs. 100/- to the Jamia before he/she is admitted to the Degree. The concerned offices must obtain the receipt of returning the gowns before handing over the Degrees/Diplomas to them.

It is, therefore, requested to please make necessary arrangements in your respective Faculties/Centres for distribution of the Degrees/Diplomas to the recipients after the due verification of their identities.

Yours sincerely,

*Shahid Ashraf*  
(Prof. Shahid Ashraf)  
H Registrar

Copy to:

1. The Controller of Examinations, JMI for information and necessary action.
2. The Hony. Director, FTK-CIT, JMI for displaying on Jamia's website for information of the recipients of Degrees/Diplomas.
3. Prof. Mohd. Aman Jairajpuri, Foreign Students Advisor, JMI for announcement of such arrangements for information of the recipients.
4. Secretary to Vice-Chancellor, JMI for information.
5. Asstt. Registrar (Admn.), JMI for information.