

**PROGRAM GUIDE  
M.A ISLAMIC STUDIES (MISLS)**

**Centre for Distance And Online Education**



**Jamia Millia Islamia  
A Central University NAAC Accredited A++ Grade  
Maulana Mohammed Ali Jauhar Marg, Jamia Nagar,  
New Delhi 110025**

## **CDOE MESSAGE**

Dear Students,

It is a pleasure welcoming you to Jamia Millia Islamia for the **M.A. Islamic Studies** under distance mode being offered at the Centre for Distance and Online Education.

Education, needless to reiterate, is a sine qua non for the growth of a nation and personality development of its citizens. Plagued by the existence of various structural problems and prejudicial practices leading to divisiveness in the social order, various governments that have struggled to evolve an egalitarian order based on Gandhiji's dream of social justice and Nehru's meditations on equity have finally found an answer in education. Distance education is, one of the many, multi-pronged instruments adopted to promote literacy across India. It aims not just to foster social mobility and lifelong education but also to uphold the core values of the Indian society, that is, democracy, secularism, social justice and equality of opportunity.

The 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 Moshahid Alam Rizvi**  
**Hony. Director**

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## PROGRAMME COORDINATOR

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### 1. ABOUT THE PROGRAMME

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#### **Introduction of the Programme**

Centre for Distance and Online Education has introduced the M.A-Islamic Studies (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. This programme caters to develop human resource as well as enhance understanding and bring in self-enrichment. It aims to give the learner a sound base in language as well as to give him/her exposure to a wide range of literature, with options for specialization in a particular area of interest. The learner at the end of the Programme would hopefully acquire linguistic competence as well as develop confidence in his/her critical, analytical and comprehensive abilities.

#### **Duration of the Programme**

Minimum duration of the Programme

4 Semesters

Maximum duration of the Programme:

8 Semesters

#### **Medium of Instruction: English, Urdu.**

The SLM will be provided in English and Urdu, Assignments and Semester End Question Papers will be provided only in English and Urdu.

#### **Programme Fee**

Rs. 10,000/- (Ten Thousand) per annum (Two Semesters) to be paid in advance in the beginning of each academic year.

**Centre for Distance and Online Education  
Jamia Millia Islamia  
New Delhi-110025  
M.A. (Islamic Studies) Academic Session: 2023-24**

**Total Number of Credits: 80**

**Semester I**

Programme Code	Programme Title	Evaluation Scheme			
		Credits	Theory	Internal Assignment	Total
MISLS-101	History of Muslim Civilization (From the advent of Islam till the Pious Caliphate)	4	75	25	100
MISLS -102	History of Muslim Civilization in the Medieval Period (Dynasties of Central Asia and Iran)	4	75	25	100
MISLS-103	Islamic Religious Sciences: The Qur'an and Hadith	4	75	25	100
MISLS -104	Muslim Sects and Kalam	4	75	25	100
MISLS -105	Orientalism	4	75	25	100
	<b>Total</b>	<b>20</b>	<b>375</b>	<b>125</b>	<b>500</b>

**Semester II**

Programme Code	Programme Title	Evaluation Scheme			
		Credits	Theory	Internal Assignment	Total
MISLS-201	History of Muslim Civilization (Ummayyads & Abbasids)	4	75	25	100
MISLS -202	History of Muslim Civilization in Medieval Period (Dynasties of Syria and Egypt)	4	75	25	100
MISLS-203	Islamic Religious Sciences: Fiqh and Tasawwuf	4	75	25	100
MISLS -204	Muslim Philosophy	4	75	25	100
MISLS -205	Non-Muslim's Contribution to Islamic Studies	4	75	25	100
	<b>Total</b>	<b>20</b>	<b>375</b>	<b>150</b>	<b>500</b>

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**Total Number of Credits: 80**

**Semester III**

Programme Code	Programme Title	Evaluation Scheme			
		Credits	Theory	Internal Assignment	Total
MISLS-301	Islam in Indian Sub-continent (From the advent of Islam till Delhi Sultanate)	4	75	25	100
MISLS -302	Muslim Reform Movements/Institutions in Indian Sub-continent	4	75	25	100
MISLS-303	Islam in the Modern Age (West Asia)	4	75	25	100
MISLS -304	Major World Religions (Aryan Religions)	4	75	25	100
MISLS -305	Special Study of Medieval Muslim Contribution to Science and Technology	4	75	25	100
	<b>Total</b>	<b>20</b>	<b>375</b>	<b>125</b>	<b>500</b>

**Semester IV**

Programme Code	Programme Title	Evaluation Scheme			
		Credits	Theory	Internal Assignment	Total
MISLS-401	Islam in Indian Sub-Continent (Mughal and British Period)	4	75	25	100
MISLS -402	Muslim Intellectuals and Thinkers of Indian Sub-continent	4	75	25	100
MISLS-403	Islam in the Modern Age (Central Asia & South East Asia)	4	75	25	100
MISLS -404	Major World Religions (Semitic Religions)	4	75	25	100
MISLS -405	Special Study of Medieval Muslim Contribution to Fine Arts and Architecture	4	75	25	100
	<b>Total</b>	<b>20</b>	<b>375</b>	<b>125</b>	<b>500</b>

## **Detailed Programme Structure**

### **MISLS Semester-I**

#### **MISLS -101: History of Muslim Civilization (From the advent of Islam till the Pious Caliphate)**

##### **BLOCK 1: Arabia in the 6th Century A.D**

- UNIT 1: Geographical situation of Arabia
- UNIT 2: Social and Political Condition
- UNIT 3: Religious and Economic condition

##### **BLOCK 2: Prophet's Life in Makkah**

- UNIT 4: Makkah as a religious and commercial centre
- UNIT 5: Life of Muhammad (PBUH) before Prophethood
- UNIT 6: His Mission at Makkah

##### **BLOCK 3: Prophet's Life in Madina**

- UNIT 7: Migration to Madina
- UNIT 8: Prophet's mission and achievements

##### **BLOCK 4: The state of Madina and its key features**

- UNIT 9: Formation of Madina State
- UNIT 10: Meethaq-e-Madina and its impact
- UNIT 11: Rights of man, women and slaves

##### **BLOCK 5: Pious Caliphate**

- UNIT 12: Nature and Historical emergence of Pious Caliphate
- UNIT 13: The Pious Caliphs and their contribution
- UNIT 14: Religious and Social life under Pious Caliphate
- UNIT 15: Civil and Military Administration

**MISLS -102: History of Muslim Civilization in the Medieval Period (Dynasties of Central Asia and Iran)**

**BLOCK 1: The Samanids**

UNIT 1: Rise and Downfall of Samanids

UNIT 2: Socio-cultural life

**BLOCK 2: The Ghaznavids**

UNIT 3: Rise and Downfall of Ghaznavids

UNIT 4: Socio-cultural life

UNIT 5: Revival of Persian Language and culture under Ghaznavids

**BLOCK 3: The Saljuqs**

UNIT 6: Rise and Downfall

UNIT 7: Scientific and religious development

**BLOCK 4: The Timurids**

UNIT 8: Establishment of their rule and downfall

UNIT 9: Contribution to Science and literature

**BLOCK 5: The Safavids**

UNIT 10: Origin and development of Safavid rule

UNIT 11: Socio-religious conditions

UNIT 12: Contribution to Science, Arts and Architecture



## **MISLS -103: Islamic Religious Sciences: The Qur'an and Hadith**

### **BLOCK 1: The Qur'an**

UNIT 1: Wahy (Revelation) and its types.

UNIT 2: The Collection and compilation of the Qur'an.

UNIT 3: Basic Quranic teachings.

### **BLOCK 2: Ilm-e-Tafsir**

UNIT 4: Origin and Development of Ilm-e-Tafsir.

UNIT 5: A brief introduction to classical Arabic Tafsirs

- a. Tabari,
- b. Zamakhshari
- c. Razi
- d. Ibn Kathir,
- e. Baidhawi
- f. Jalalain

### **BLOCK 3: India's contribution to Tafsir literature in Urdu**

UNIT 6: Tafsir al-Quran wa hu al Huda wal Furqan

UNIT 7: Bayanul Quran

UNIT 8: Tarjumanul Quran

UNIT 9: Tadabbur-e-Quran

### **BLOCK 4: Hadith**

UNIT 7: Introduction to Hadith and its significance.

UNIT 8: Collection and Compilation of Hadith.

UNIT 9: Principles of Hadith criticism: Riwayat and Dirayat.

UNIT 10: A brief introduction to Sihah-e-Sittah.

## **MISLS-104: Muslim Sects and Kalam**

### **BLOCK 1: Dissent in Islam**

UNIT 1: Nature and Scope.

UNIT 2: Political, Religious and Social causes.

UNIT 3: The Emergence of Muslim Sects: Kharjites, Qadrite and Jabrite, Murjite, Asharites

### **BLOCK 2: Ilm-e-Kalam**

UNIT 4: Origin and development of Ilm-e-Kalam

UNIT 5: Basic issues and Problems discussed under Ilm-e-Kalam.

UNIT 6: Some Prominent mutakallimeen: Wasil bin Ata, Abul Hasan Ashari, Abu Mansoor Maturidi, Al-Ghazzali.

### **BLOCK 3: Ilm-e- Kalam in India**

UNIT 7: Origin and development of Ilm-e- Kalam in India

UNIT 8: Prominent Mutakalemeen of India

UNIT 9: Shah Walilullah

UNIT 10: Sir Syed

UNIT 11: Shibli Nomani

## **MISLS -105: Orientalism**

### **BLOCK 1: Introduction to Orientalism**

UNIT 1: The Origin & Development of Orientalism.

UNIT 2: Orientalism-a brief introduction, Approaches, Methodologies and Objectives.

### **BLOCK 2: Modern Studies on Islam**

UNIT 3: The rise of Modern Europe

UNIT 4: The beginning of the modern studies on Islam.

### **BLOCK 3: Study of Quran**

UNIT 5: Translation and Glossary

UNIT 6: Critical study of orientalist writings on Qur'an).

UNIT 7: Study of Hadith & Sirah Literature (A critical study of orientalist writings on Hadith and Sirah).

UNIT 8: Sirah Literature (A critical study of orientalist writings on Hadith and Sirah).

### **BLOCK 4: Some Important Orientalists**

UNIT 9: Sir Hamilton Gibb

UNIT 10: P.K. Hitti

UNIT 11: Goldzihar

UNIT 12: M.M. Watt

UNIT 13: W.C. Smith

UNIT 14: Muslims' Response & reactions on Orientalists: Sir Sayed Ahmad Khan, Shibli Nomani, Amir Ali

## **MISLS Semester-II**

### **MISLS-201: History of Muslim Civilization (Umayyads & Abbasids)**

#### **BLOCK 1: Origin and Rise of Umayyads**

- UNIT 1: Establishment of Arab Dynasty
- UNIT 2: Political crisis and its resolution
- UNIT 3: Expansion and consolidation of Umayyads

#### **BLOCK 2: Socio- Cultural Development and the Downfall of the Umayyads**

- UNIT 4: Social and Economic Conditions
- UNIT 5: Administration
- UNIT 6: Education and Fine Arts
- UNIT 7: Causes of downfall of Umayyads

#### **BLOCK 3: Origin and Downfall of Abbasids**

- UNIT 8: Establishment of Abbasid Dynasty
- UNIT 9: Fall of Baghdad

#### **BLOCK 4: Development Under the Abbasids**

- UNIT 10: Social condition under the Abbasids (Mawalis, Dhimmis and Slaves)
- UNIT 11: Economic life, Trade, Commerce and Agriculture
- UNIT 12: Development of Fine Arts and Architecture
- UNIT 13: Intellectual awakening under the Abbasids

#### **BLOCK 5: A brief History of Abbasid Caliphs**

- UNIT 14: Mansoor
- UNIT 15: Haroon
- UNIT 16: Mamoon

## **MISLS-202: History of Muslim Civilization in Medieval Period (Dynasties of Syria and Egypt)**

### **BLOCK 1: The Fatimids**

UNIT 1: Establishment of the Fatimid State: Rise and Downfall.

UNIT 2: Economic, Scientific and Literary Progress.

UNIT 3: Arts and Architecture.

### **BLOCK 2: The Ayyubids**

UNIT 4: Establishment, Rise and Downfall.

UNIT 5: Socio Cultural life under Ayyubids

### **BLOCK 3: The Mamluks**

UNIT 6: Establishment of Mamluk Rule: Rise and Downfall.

UNIT 7: Contribution to Science and Literature.

UNIT 8: Development of Art and Architecture.

## **MISLS-203: Islamic Religious Sciences: Fiqh and Tasawwuf**

### **BLOCK 1: Fiqh (Islamic Jurisprudence)**

UNIT 1: Introduction: sources and historical development of Fiqh.

UNIT 2: Major schools of Fiqh

- a. Hanafi
- b. Maliki
- c. Shafi,
- d. Hanbali
- e. Jafari.

### **BLOCK 2: Tasawwuf**

UNIT 3: Origin and Basic teachings

UNIT 4: Development of Sufism

### **BLOCK 3: Contributors of Tasawwuf**

UNIT 5: Prominent Sufis

- a. Hasan Basri
- b. Rabia Basri
- c. Junaid Baghdadi
- d. Jalaluddin Rumi

### **BLOCK 4: Major Sufi Orders**

UNIT 6: Chishtiya Silsilah

UNIT 7: Suharwardiya Silsilah

UNIT 8: Naqshbandiya Silsilah

UNIT 9: Qadriya Silsilah

## **MISLS-204: Muslim Philosophy**

### **BLOCK 1: Muslim Philosophy**

UNIT 1: Origin and Development.

UNIT 2: Greek Philosophy and the Arabs.

### **BLOCK 2: Prominent Muslim Philosophers:**

UNIT 3: Classical Era

- a. Al-Kindi
- b. Al-Farabi
- c. Ibn-e-Sina
- d. Ikhwanus-Safa
- e. Ibn-e-Rushd
- f. Ibn-e-Miskwayh
- g. Ibn-e-Tufail

### **BLOCK 3: Mystical Philosophy**

UNIT 4: An Introduction.

### **BLOCK 4: Prominent Mystic Philosophers**

UNIT 5: Shahabuddin Yahya Suharwardi

UNIT 6: Ibn-e-Arabi

UNIT 7: Al-Jili

UNIT 8: Sadruddin Shirazi

## **MISLS-205: Non-Muslim's Contribution to Islamic Studies**

### **BLOCK 1: The study of Islam in India**

UNIT 1: Study of Islam in modern India

UNIT 2: Origin and development.

### **BLOCK 2: Introduction to some Non-Muslim Scholars of Islam**

UNIT 3: Mahatma Gandhi

UNIT 4: Pandit Jawahar Lal Nehru

UNIT 5: Tara Chand

UNIT 6: Malik Ram

UNIT 7: Pandit Sundar Lal

### **BLOCK 3: Non-Muslims, contribution**

UNIT 8: Islamic History, Civilization and Culture

UNIT 9: Non-Muslim Ascribers and Calligraphers

UNIT 10: Non-Muslim authors on Islamic faith and creeds

UNIT 11: Non-Muslim press and publishers of books on Islamic Studies

UNIT 12: Non-Muslim translators of the Holy Qur'an

UNIT 13: Na'at poetry by Non-Muslims



## **MISLS Semester-III**

### **MISLS-301: Islam in Indian Sub-Continent (From the advent of Islam till Delhi Sultanate)**

#### **BLOCK 1: Early Indo-Arab relations**

UNIT 1: Indo-Arab Trade

UNIT 2: Arab conquest of Sindh and Multan.

UNIT 3: Socio-Political and religious condition of Indian Sub-continent on the eve of Arab conquest.

#### **BLOCK 2: Delhi Sultanate**

UNIT 4: Establishment of Muslim State in Delhi

UNIT 5: Socio-Political and Religious condition of Indian Sub-continent on the eve of Turkish conquest

UNIT 6: Brief Introduction of the dynasties of Sultanate Period

- a. Slaves
- b. Khiljis
- c. Tughlaqs
- d. Syeds
- e. Lodhis

#### **BLOCK 4: Indo-Muslim culture**

UNIT 7: Spread of Islam in Indian Sub-continent: Role of Sufis, Ulama and Muslim Rulers.

UNIT 8: Development of Indo Muslim Culture.

UNIT 9: Society in the Sultanate period.

UNIT 10: Educational Development

UNIT 11: Scientific Development

UNIT 12: Arts and Architectural development

## **MISLS-302: Muslim Reform Movements/Institutions in Indian Sub-continent**

### **BLOCK 1: Islam and Muslims in Indian sub-continent**

UNIT 1: Islam and Muslims in Indian sub-continent: After the fall of Muslim Rule

### **BLOCK 2: Educational Movements in Indian Sub-continent**

UNIT 2: Deoband

UNIT 3: Aligarh

UNIT 4: Nadwa

UNIT 5: Jamia Millia Islamia

### **BLOCK 3: Socio Religious Movements**

UNIT 6: Jamiatul Ulama

UNIT 7: Tablighi Jamat

UNIT 8: Jamat-e-Islami

UNIT 9: Jamiat Ahl-e-Hadith

UNIT 10: Sunni Barelvi Jamat

## **MISLS-303: Islam in the Modern Age (West Asia)**

### **BLOCK 1: West Asia (Arab Region)**

UNIT 1: Mohamad Ali in Egypt

UNIT 2: Development of Arab Nationalism

UNIT 3: Emergence of Arab Nation-States

UNIT 4: Contemporary Socio-Religious & Cultural Scene

UNIT 5: Palestinian Problem

### **BLOCK 2: West Asia (Iran, Afghanistan and Turkey)**

UNIT 6: Iran, Afghanistan and Turkey

UNIT 7: Westernization under the Pahlavis in Iran

UNIT 8: Islamic revolution of 1979 in Iran

UNIT 9: Reforms of Amanullah in Afghanistan

UNIT 10: Afghanistan since Amanullah

UNIT 11: Emergence of Turkey as secular state

UNIT 12: Islamic revivalism in Turkey

## **MISLS-304: Major World Religions (Aryan Religions)**

### **BLOCK 1: Introduction to Major World Religions**

UNIT 1: Scope and the End of religion

UNIT 2: Approaches to the study of World Religions

### **BLOCK 2: Hinduism**

UNIT 3: Introduction and Chief Characteristics

UNIT 4: Epic Literature: Mahabharata and Ramayana

### **BLOCK 3: Buddhism**

UNIT 5: Life and Teachings of Gautama Buddha and Its Sects- Hinayana and Mahayana

### **BLOCK 4: Jainism**

UNIT 6: Life and Teachings of Mahavir and its Sects- Svetambara and Digambara

### **BLOCK 5: Sikhism**

UNIT 7: Life and Teachings of Guru Nanak and The Development of Sikhism.

## **MISLS -305: Special Study of Medieval Muslim Contribution to Science and Technology**

### **BLOCK 1: Contribution to Science**

UNIT 1: Islam and Science: An Introduction

UNIT 2: Translation of Scientific Works into Arabic

### **BLOCK 2: Medical Sciences and some Prominent Physicians**

UNIT 3: Medical Sciences: Physiology, Pharmacology, Ophthalmology

UNIT 4: Prominent Physicians

- a. Ibn-e-Sina
- b. Razi
- c. Ibn-Al-Haitham
- d. Ibn-Al-Nafees
- e. Abul Qasim Al-Zahrawi

### **BLOCK 3: Medieval Muslim Contribution to Science**

UNIT 5: Life Sciences- Zoology, Botany, Agriculture and Horticulture

UNIT 6: Physics, Chemistry, Mathematics

### **BLOCK 4: Medieval Muslim Contribution to Technology**

UNIT 7: Astronomy, Cosmology,

UNIT 8: Historiography and Geography

UNIT 9: Technological Development

- a. In India in Medieval Period
- b. In Egypt in Medieval Period
- c. In Spain in Medieval Period

## **MISLS Semester-III**

### **MISLS-401: Islam in Indian Sub-Continent (Mughal and British Period)**

#### **BLOCK 1: Mughal Rule in India**

UNIT 1: Establishment of Mughal dynasty in India

UNIT 2: Socio-Political and Economic condition during Mughal rule

#### **BLOCK 2: Some important Mughal Rulers**

UNIT 3: Babar

UNIT 4: Akbar

UNIT 5: Shah Jahan

UNIT 6: Aurangzeb

#### **BLOCK 3: Development of Indo Muslim Culture:**

UNIT 7: Cultural exchange during the Mughal Period

UNIT 8: Impact of Islam on Indian Culture and Society: Bhakti Movement

#### **BLOCK 4: Educational and Scientific development under Mughals**

UNIT 9: Shaikh Ahmad Sirhindi

UNIT 10: School of Shah Waliullah Dehlavi

#### **BLOCK 4: Arts and Architecture**

UNIT 11: Under Mughals

a. Painting

b. Music

c. Calligraphy

d. Architecture

#### **BLOCK 4: British India till Independence**

UNIT 12: Establishment of British rule in India

UNIT 13: Socio-Economic and Religious condition of Muslims under British rule

UNIT 14: Independence movement: Role of Muslims

#### **BLOCK 5: India- Post Independence**

UNIT 15: Partition of India and Emergence of Pakistan and Bangladesh

UNIT 16: Islam in Secular India

## **MISLS-402: Muslim Intellectuals and Thinkers of Indian Sub-continent**

### **BLOCK 1: Muslim Intellectual thought**

UNIT 1: An Overview of Muslim Intellectual thought in the Indian Sub-continent.

### **BLOCK 2: Muslim Intellectuals of India Sub- Continent-I**

UNIT 2: Allama Shibli Nomani

UNIT 3: Syed Amir Ali

UNIT 4: Maulana Hali

UNIT 5: Miyan Nazir Husain Dehlavi

UNIT 6: Shaikhul Hind Maulana Mahmud Hasan

UNIT 7: Allama Iqbal

### **BLOCK 3: Muslim Intellectuals of India Sub- Continent-II**

UNIT 8: Maulana Ashraf Ali Thanvi

UNIT 9: Maulana Ahmad Raza Khan

UNIT 10: Maulana Abul Kalam Azad

UNIT 11: Maulana Ilyas

Unit 12: Dr. Syed Abid Husain

## **MISLS -403: Islam in the Modern Age (Central Asia & South East Asia)**

### **BLOCK 1: Central Asia**

UNIT 1: Russian occupation of Central Asia

UNIT 2: Muslim Resistance Movement in Central Asia

UNIT 3: Emergence of Independent Muslim Republics

### **BLOCK 2: South-East Asia**

UNIT 4: Socio-Religious & Political condition

UNIT 5: Islam in Malay Region in the Modern Period

a. Indonesia

b. Malaysia

c. Brunei

UNIT 6: Prominent Socio-Political organizations

a. Nahdatul Ulama

b. Muhammadiyah

### **BLOCK 3: Muslim minorities in South East Asia**

UNIT 7: Muslims in Thailand

UNIT 8: Muslims in Philippines

UNIT 9: Muslims in Singapore

UNIT 10: Muslims in Myanmar



## **MISLS -404: Major World Religions (Semitic Religions)**

### **BLOCK 1: Judaism**

UNIT 1: Significance of History in Judaism

UNIT 2: Monotheism

UNIT 3: Divine book

### **BLOCK 2: Christianity**

UNIT 4: Basic teachings

UNIT 5: Church and its history and organization

UNIT 6: Holy Bible

### **BLOCK 3: Christian Sects**

UNIT 7: Important Christian Sects

UNIT 8: Roman Catholics, Orthodox Protestants

UNIT 9: Crisis of Christianity in the modern West

### **BLOCK 4: Zoroastrianism**

UNIT 10: Life and teachings of Zoroaster

UNIT 11: Zoroastrian Monotheism

UNIT 12: Zoroastrianism today

## **MISLS-405: Special Study of Medieval Muslim Contribution to Fine Arts and Architecture**

### **BLOCK 1: Architecture**

UNIT 1: Arts and Architecture in Islam

UNIT 2: Basic Features of Islamic Architecture

UNIT 3: Arab Islamic Architecture:

- a. Mosque of Prophet
- b. Qubbah-Al-Sakhara,
- c. Jam-e-Demascus

### **BLOCK 2: Islamic Architecture**

UNIT 4: Islamic Architecture in Iran and Central Asia

UNIT 5: Islamic Architecture in Spain

UNIT 6: Islamic Architecture in India

### **BLOCK 3: Fine Arts**

UNIT 7: Calligraphy

UNIT 8: Painting and Miniature

UNIT 9: Music

UNIT 10: Industrial Arts- Textile, Pottery, Ivory, Wood Work, Leather Work, Glass Work

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## **2. COUNSELLING SESSION**

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Counselling sessions are held at the study centre normally on weekends within the general academic scheduled of the Programme. It may be noted that the counselling 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 candidates must try to resolve subject related difficulties if any. Before you proceed to attend the counselling sessions, please go through your programme materials and make a plan of the points to be discussed. The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Study Centre. The detailed schedule of the counselling sessions will be available on the University Website. <https://www.jmi.ac.in/cdoe/cschedule>

Counselling sessions will be organized in all theory programmes. The counselling duration will be of 2 hours in each of the five sessions. Attending the counselling sessions is not mandatory, nevertheless is always in the interest of learners to attend these sessions.

### **MODE OF INSTRUCTION**

It is based on Self-Learning Study Material prepared and supplied by CDOE, besides counselling sessions and other exercises such as assignments etc. (The SLM will be provided in English and Assignments and Question Papers will be provided only in English.)

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## **3. UPDATES REGARDING ACADEMIC ACTIVITIES**

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Students are advised to remain in touch with their respective Learner Support Centre/programme coordinator and visit the CDOE and COE, JMI websites for the updates regarding academic activities pertaining to their Programme. Further, they should follow the Academic Calendar provided to them for the current academic year.

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## **4. ACADEMIC CALENDAR**

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The academic calendar provides important dates and other relevant information corresponding to activities such as counselling, 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 – <https://www.jmi.ac.in/bulletinboard/academic-calendar/cdol> as well as on the notice board of Centre for Distance and Online Education / Learner Support Centres.

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## **5. LEARNER SUPPORT CENTRES**

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

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## **6. EVALUATION SYSTEM**

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### **Assignments**

Assignments are the part of continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry about 25% weightage.

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 Study Centre/Google Classroom 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.

### **Semester Examinations**

Semester examination is the major component of the evaluation system and it carries 75% weightage in a final result. You must fill in the Semester Examination form and send to the Centre for Distance and Online Education, Jamia Millia Islamia, Jamia Nagar, Okhla, New Delhi-110025.

### **Semester Examination Form**

You must fill in the Semester End Examination Form online through Distance Students Exam Portal as per the instruction given in the notification issued on Controller of Examination, JMI website <http://jmicoe.in/>. The examination forms should be submitted on or before the last date mentioned in the Academic Calendar/Notice from the Controller of Examination JMI.

### **Semester End Examination Date-sheet**

After the successful submission of Examination Form, the Admit Card will be generated 15 days before the commencement of the Semester End Examination. In case you fail to download the Admit Card before the commencement of examination, you may contact your Examinations Centre / Learner Support Centre.

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 Semester End Examinations, it is your responsibility to check whether you are registered for the programme and eligible to appear for that examination. If any of the above requirements are found missing, your examination is liable to be cancelled.**

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## **7. SEMESTER EXAMINATION RESULT**

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The evaluation consists of two parts (i) Assignments (ii) Semester Examination. In the final result all the Assignments of a course will carry 25% weightage while 75% weightage will be given to the Semester End Examination.

### **Declaration of Result**

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

- A. At least 40% marks in each component of theory papers i.e. in assignments and Annual Examination, separately.
- B. An aggregate of at least 40% marks based on all theory papers and assignments, to obtain the degree.
- C. If a student fails to qualify any component of a paper or a 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.
- D. On the basis of the marks obtained, division will be awarded in the following way:
  - I. Distinction to those who obtain 75% marks or more in the aggregate.
  - II. First division to those who obtain 60% marks or more in the aggregate.
  - III. Second division to those who obtain less than 60% marks in the aggregate but not less than 50% marks.
  - IV. Third division to those who obtain less than 50% marks in the aggregate but not less than 40% marks.

**Grace Marks:** A maximum of three (3) grace marks shall be given only to those students who by obtaining them are able to either pass the examination or improve to get a division. Only minimum grace marks as required shall be awarded. The grace marks awarded shall be counted in Grand total.

### **Grievance committee:**

- I. VC Nominee (Subject)
- II. Hony. Director
- III. Subject Expert from concerned Department
- IV. Academic Coordinator

### **Promotion to the next semester of the Programme**

No candidate shall be permitted to move to the third semester if he/she has a backlog of more than 50% of the courses of the first and second semesters combined. The students will be declared successful for award of Degree 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 (Semester End 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 online portal/Demand Draft if he/she wishes to continue through the Programme.

### **Re-evaluation of Answer Scripts**

No request for re-evaluation of the result declared in any course shall be entertained. However, the re-totaling of marks of an answer book will be permitted on submission of an application along with the prescribed fee by the candidate to the Controller of Examinations.

### **Improvement of Result**

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

- I. A student may be allowed to improve his/her grade in any two of the courses in the next semester. However, the improvement of the odd/even semester course will be permitted in the next odd/even Semester End Examination only.
- II. Improvement examination will be held in Theory courses only.
- III. The appearance at such an examination in the course will be allowed only once. No further chance will be given under any circumstances.
- IV. For the purpose of determining the final division/ grade, the grades obtained by the candidate in the improvement examination only will be taken into consideration.

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## **8. GENERAL REGULATIONS**

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

**Programme Fee:** The Programme fee is payable in advance each year, irrespective of results through **CDOE Online Fee Payment Portal** on or before the date fixed by CDOE, 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.

### 9. Renewal and other Fee applicable for M.A. Islamic Studies (Distance Mode)

Sl.NO.	M.A Islamic Studies (Distance Mode	Fees/Charges (Rs)
1.	Programme/Renewal Fees (to be paid for final Year)	10000/-
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 Semester Examination form with late fees up to 4 weeks.	250/-
5.	Submission of Semester Examination form with late fees beyond 4 weeks up to the next 4 weeks	600/-
6.	Re-appearing in Semester Examination (In case of absence/fail/improvement)	500/- (Per Paper/Course)
7.	Re-Registration Fee* Provisional	3000/-
8.	Certificate Migration Certificate	50/-
9.	Migration Certificate	50/- (After Passing exam)
10.	Duplicate Statement of Marks (Attach a copy of FIR)	200/- (Before Passing exam)
11.	Duplicate Identity Cards (Attach a copy of FIR) Change of Address in ID Card	200/-
12.	Re-evaluation of (current) Answer Script	500/- (Per Course)
13.	Change of Programmes / Papers after collecting SLM however before the commencement of annual examinations	1500/- (Per Programme/Paper)
14.	Change of medium of programme to be exercised in the application form	1000/-

Note: \* If a candidate fails to appear in any of the prescribed components of the Programme within the stipulated period of 2 years (4 Semester) and desires to continue the Programme after the lapse 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 through CDOE Online Fee Payment Portal

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



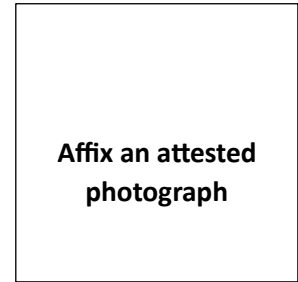
**Centre for Distance and Open Education**  
**JAMIA MILLIA ISLAMIA**  
**(A Central University by an Act of Parliament)**

**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 & Online Education  
Jamia Millia Islamia  
New Delhi-110025



I seek re-registration to the programme..... (Distance Mode), Session .....

As I could not appear in any component in the Semester.....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..... Semester..... Year.....

Roll No. .... Enrolment No. ....

Programme Centre Code & Name.....

**(Office use only)**

Received application form of Ms/Mr ..... Roll No. ....

For re-registration to the programme .....(Distance Mode) Session .....

DD No. .... Bank ..... Date.....

of Amount.....

**Centre For Distance And Online Education**

**Dated.....**





**Centre for Distance and Online Education**  
**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)**

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 Para 5 & 12)	MARKS Obtained out of	Aggregate	Result
1. ....	.....	.....	.....
2. ....	.....	.....	.....

**Note:** Original Statement of Marks (Marks-sheet) together with a Photostat copy should be attached herewith.

**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 the Candidate

Present Address: .....

.....

Amount of Fee of Rs. ....paid Vide Receipt No./DD No.....

Name of the Bank ..... Date..... (Receipt/DD attached)

(See Para 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.



**JAMIA MILLIA ISLAMIA**  
**(A Central University by an Act of Parliament)**

**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 In-Charge / Director, Centre for Distance and Online Education/ Gazetted Officer.

Yours faithfully,

.....  
Signature of the Candidate

**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 Examination..... Semester..... Year.....  
Roll No. ....Enrolment No. ....Previous Enrolment No. (if any).....  
Date of admission (in the Centre for Distance and Online Education) .....  
(To be filled when the Migration Certificate is required)  
Certificate Required .....

Attested by the Director, Centre for Distance and Online Education/ The Programme Incharge / Gazetted Officer  
(Office Stamp)

<b>FOR PROVISIONAL/MIGRATION, PLEASE ATTACH A PHOTOSTATE COPY (ATTESTED) OF THE MARKSHEET OF FINAL EXAMINATION</b>	Received the Certificate mentioned above
--	--

.....  
Signature of the 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

.....  
Signature of the 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)

a. Provisional Certificate	20 days
b. Migration	20 days
c. Duplicate Marksheet	20 days
d. Change of Name	6-7 days

### **TIME REQUIRED FOR PREPARATIONS/ISSUE OF THE MARKSHEET /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.



**JAMIA MILLIA ISLAMIA**  
**(A Central University by an Act of Parliament)**

**FOR ISSUE OF DEGREE/DIPLOMA/CERTIFICATE**

The Controller of Examination  
Jamia Millia Islamia,  
New Delhi-110025

**Affix an  
attested  
photograph**

I request you to please issue me the Degree/Diploma/Certificate mentioned below. I certify that I am the same candidate who appeared at the following examination. My particulars are as follows

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.....  
Mother's Name .....  
Present Postal Address.....  
..... Phone / Mobile No.....  
Name of the Examination ..... Semester.....Year .....  
Roll No. .... Enrolment No..... Previous Enrolment No if any.....

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.

Yours Faithfully,

.....  
(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 along with 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



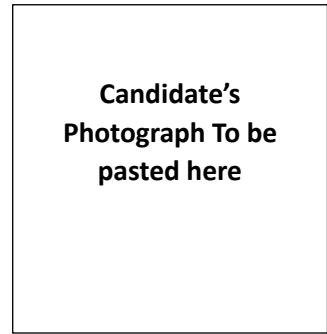
**Form 'A'**  
**Jamia Millia Islamia, New Delhi**  
**Particulars of Forms A, B & C to be filled in by the candidate in**  
**his/her own handwriting**

**Examination: ..... (Distance Mode)**  
**Part I/II Year.....**

**Roll No. ....**  
**Enrolment No. ....**  
**LSC Code No.....**

The Controller of Examination  
 Jamia Millia Islamia  
 New Delhi – 110025

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



Yours Faithfully,

-----  
 Signature of Candidate

Date: .....

Photo & Signature to be attested by the Hony.  
 Director Centre for Distance & Online  
 Education, Jamia Millia Islami

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

Course Code	Course Title

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

- Name of the Candidate (BLOCK LETTERS).....
- Date of Birth (in words).....
- Place of Birth.....Nationality.....  
                                   Town                                  Distt.                                  State
- Father's Name.....Occupation.....
- (Present) Address.....
- Enrolment No.....Medium of Examination.....
- Whether you belong to SC/ST/PH.....

**Declaration:**

I hereby solemnly affirm that I have submitted/will submit all the required number of assignments prescribed for the above course(s) within the deadlines prescribed by the University, to the appropriate authority for evaluation.

I am aware that submission of assignments prescribed for these courses is a pre-requisite for taking Term-End- Examination. In case my above statement regarding submission of assignment is found to be untrue, the University may cancel the result of my above mentioned Term-End-Examination and I undertake that I shall have no claim whatsoever in this regard. I also undertake that I shall abide by the decision, rules and regulations of University. I have signed this undertaking on this..... day of.....

.....  
Signature of the Candidate

**Declaration:**

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

.....  
Signature of Candidate

.....  
Signature of Father/Mother/Guardian

**CERTIFICATE**

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

Date .....

.....  
**Hony. Director**  
**Centre for Distance & Open Learning**

To be filled if applicant:

Fee of Rs..... paid vide DD No.....

Name of the Bank ..... Date ..... DD is attached.

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





**Form 'B'**  
**Admit Card**  
**Jamia Millia Islamia, New Delhi**

**Examination:**  
..... **(Distance**  
**Mode)**  
**Part I/II Year.....**

**Roll No. ....**  
**Enrolment No. ....**  
**LSC Code No.....**

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

1. Name of the Candidate (BLOCK  
LETTERS.....
2. Father's Name.....
3. Examination ..... Semester .....
4. Roll No. .... Enrolment No. ....
5. Medium of Examination..... Category .....
6. LSC Code No. ....

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

Course Code	Course Title	Course Code	Course Title

.....  
Signature of the Candidate

.....  
Hony. Director

.....  
Specimen Signature of the Candidate

**Note:**

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

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

- 30.1 The doors of the Examination Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- 30.2 A candidate may not be admitted into the Examination hall if he/she fails to present to the invigilator his/her Admission card and / or satisfy the Superintendent of examination that it will be produced within a reasonable time.
- 30.3 All candidates shall come to the Examination Hall before the time fixed for the Examination. The candidate arrives not later than 30 minutes after the time fixed for the examination, the invigilator may allow him/her to appear at the examination with the permission of Superintendent of Examination. No candidate shall be allowed to appear in the examination not later than 30 minutes after the time fixed.
- 30.4 The candidate shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examination or Invigilators of any Official of the University connected with the Examination.
- 30.5 The candidate shall maintain and observe strict disciplines in and /or near the Examination Central Hall and shall not in any such not as misbehaviour / noisence which causes any obstruction and /or disturbance or disruption in the conduct of Examination.
- 30.6 No candidate shall be allowed to leave the Examination Hall, until an hour has cleared after the distribution of the Question Paper.
- 30.7 No candidate shall leave his/her place to go out of the Hall without the permission of the invigilator, unless he/she has handed over answer book to the Invigilator concerned.
- 30.8 If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with his/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 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 material, which may 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.
- 31.1 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 an 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 in the may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that
- 31.6 Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Examination Committee for consideration by the Controller of Examinations, as reported by the Superintendent of Examination or through him by an Invigilator or by an 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 to disqualify the candidate from passing that Examining.
- 31.7 Any candidate who in the opinion of the Superintendent of Examination is guilty of an misconduct in the Examination Hall, other than the misconduct within the meaning of it aforesaid Sub Para 31.1, 31.2, 31.3, 31.4, 31.5 and 31.6 of this Ordinance, may be expelled by the superintendent of examinations for the Paper and shall be reported to the Examination Committee by the Controller of Examinations. The said committee may, if satisfied that the facts alleged are true, disqualify him/her from passing that Examining for that year.
- 31.8 Any candidate approaching an Examiner directly or indirectly or seeking ways or means or bringing pressure to be as on the Examiner, so the higher marks may be awarded to him/h than his/her answers justify or attempting to influence the Controller of Examinations or a 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.
- 31.9 Any candidate found guilty of seeking way and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of Examination or Invigilator or any Official of the University desert from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned if satisfied that the facts alleged are true, disqualify him/her from passing that Examining for that year.
- 31.10 Any candidate who has been punished under Sub para 31.4, 31.5, 31.6, 31.7, 31.8 and 31.9 above shall not be admitted to any Course as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only, in which he/she is entitled to appear as Ex-Student after the expiry of the period of punishment.
- 31.11 In case, a person who is not bonafide candidate is found to be taking an examination on behalf of a bonafide candidate. It will be founded that this impersonation is being done at the instance and with the connivance of the bonafide candidate and mention against such person and such bonafide candidate would be taken as under:
- (i) The bonafide candidate who did not take the Examination himself/herself shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
- (ii) In case the person who has impersonated the bonafide candidate is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
- (iii) If the person, who has impersonated the bonafide candidate is not a student of the University, he/she may be handed over to the police for appropriate action.
- 31.12 In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair 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 imposed on the carrying student shall be following due consideration of the defence prescribed by him/her.

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

- 30.11 The doors of the Examinations Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- 30.12 A candidate may not be admitted into the Examination hall if he/she fails to present to the invigilator his/her Admission card and / or satisfy the Superintendent of examination that it will be produced within a reasonable time.
- 30.13 All candidates shall come to the Examination Hall before the time fixed for the Examination. 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 / noisence which causes any obstruction and /or disturbance or disruption in the conduct of Examination.
- 30.16 No candidate shall be allowed to leave the Examination Hall, until an hour has cleared after the distribution of the Question Paper.
- 30.17 No candidate shall leave his/her place to go out of the Hall without the permission of the invigilator, unless he/she has handed over answer book to the Invigilator concerned.
- 30.18 If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with his/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 30.19 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.
- 30.20 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 material, which may 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.
- 31.3 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 an 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 in 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 Examination or Invigilator or any Official of the University desert from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned if satisfied that the facts alleged are true, disqualify him/her from passing that Examining for that year.
- 31.18 Any candidate who has been punished under Sub para 31.4, 31.5, 31.6, 31.7, 31.8 and 31.9 above shall not be admitted to any Course as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only, in which he/she is entitled to appear as Ex-Student after the expiry of the period of punishment.
- 31.19 In case, a person who is not bonafide candidate is found to be taking an examination on behalf of a bonafide candidate. It will be founded that this impersonation is being done at the instance and with the connivance of the bonafide candidate and mention against such person and such bonafide candidate would be taken as under:
- (i) The bonafide candidate who did not take the Examination himself/herself shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
- (ii) In case the person who has impersonated the bonafide candidate is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
- (iii) If the person, who has impersonated the bonafide candidate is not a student of the University, he/she may be handed over to the police for appropriate action.
- 31.20 In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair 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.
- 31.21 Any punishment imposed on the carrying student shall be following due consideration of the defence prescribed by him/her.



**Form 'C'**  
**Jamia Millia Islamia, New Delhi**  
**STUDENT'S RECORD CARD**  
(To be filled in by the applicant in his /her own handwriting)

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

Name of the Candidate (in Block Letters) .....

Marital Status: Married.....Unmarried... Gender: Male.....Female... 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 Examination: Urdu ..... Hindi ..... English .....

Member of Schedule Caste ..... Schedule Tribe or..... Physically Handicapped .....

Enrolment No. ....

Certificate Issued (Office Use only)	Programme	Year
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.

Date: .....

.....  
Specimen Signature of the Candidate

Date: .....

.....  
Hony. Director



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