

GENERAL INFORMATION & ADMISSION GUIDELINES

The applicants are advised to read carefully the instructions and familiarize themselves with the admission procedure and guidelines before filling up the application form for admission to a programme of study. Please note that all the learning facility for all programmes is not offered through each Study and Learning Resource Centre (SLRC). Therefore, carefully check this information before you fill in the form. Aspirants are also advised to visit the University website (www.jamiahamdard.edu) on regular basis to check for any new announcement.

How to obtain Admission Form and Prospectus & Information Bulletin?

1. The Application Form and Prospectus can be obtained from the Directorate of Open and Distance Learning, Jamia Hamdard, Hamdard Nagar, New Delhi 110062 on payment of ₹ 500 (Rupees Five Hundred) in cash or Demand Draft in favour of Jamia Hamdard payable at New Delhi. Application form fee for foreign nationals is US\$ 50 (or ₹ 2500).
2. The Application Form can also be obtained by post by sending a written application with complete address and along with a Demand Draft of ₹ 600 (Rupees six hundred) in favour of Jamia Hamdard payable at New Delhi to the Director, Directorate of Open and Distance Learning, Jamia Hamdard, New Delhi 110062. Foreign nationals will be required to pay US\$ 80 (or ₹ 3000).
3. The Application Form and Prospectus can also be obtained from our Study and Learning Resource Centres. Please pay only the prescribed charges and take a receipt from the Centre for your record.
4. The application form may also be downloaded from the website www.jamiahamdard.edu. Please print form on good quality A4 size paper, preferably by laser printer and enclose

an application fee of 500 (US\$ 50 or ₹2500 in case of foreign nationals) in the form of Demand Draft in favour of Jamia Hamdard payable at New Delhi. Otherwise, the form will not be processed.

Submission of completed application form

Place the duly filled application form and enclosures (One set of attested Xerox copies of Marksheets of qualifying examination) in the envelope provided.

Those who use downloaded form should use A4 size or bigger envelope and keep the form unfolded.

The duly filled in application form, complete in all respects should be sent by post or submitted in person to the **Office of the Director, Directorate of Open and Distance Learning, Jamia Hamdard, Hamdard Nagar, New Delhi 110062**. Those who used downloaded form should attach fee of ₹ 500 (US\$ 50 or ₹ 2500 in case of foreign national) in the form of Demand Draft issued in favour of Jamia Hamdard payable at New Delhi.

The applicant should write his/her name, and phone no. including mobile phone number, if any on the backside of the Demand Draft.

The last date for submitting the application form is **August 31, 2010**.

In any case the completed application form should NOT be submitted to the Study and Learning Resource Centres of Jamia Hamdard.

IMPORTANT INSTRUCTIONS

All fees shall be paid through Demand Draft only drawn in favour of the JAMIA HAMDARD, Payable at NEW DELHI. The candidate should write his/her name and admission form number on the backside of the Demand Draft.

Admissions are open to all those who possess prescribed minimum qualification from a recognized University/Board. The admissions would be provisional, subject to verification of required documents and eligibility conditions.

The candidates who have appeared in the qualifying examination and their results are not declared can also apply for admission. However, such candidates shall have to produce the marksheet, as a proof for the required eligibility criteria by December 31, 2010, failing which the provisional admission granted shall be cancelled.

The candidate will be responsible for the correctness of the facts of information entered in the admission form. If it is discovered at any stage that a candidate has made false or incorrect statement or used fraudulent means for admission or does not fulfill the eligibility requirements, he/she will not be allowed to complete admission formalities. If admission has been completed, it can be cancelled at any stage and no fee will be refunded. University may also initiate legal action against such candidates.

Students should carefully select Study and Learning Resource Centers, learning resources for all the Courses are not offered at every SLRC. Students may check the availability of Course with the concerned Centre or visit the University website for information.

The University shall have the right to restrict the number of students in a particular Programme or at a Study and Learning Resource Centre for the purpose of proper learning.

The prescribed minimum qualification should be from a recognized University/Board.

Admission of foreign nationals

Admission of foreign national in Open and Distance Learning Programmes will be made through the University only. Study and Learning Resource Centres will not admit any foreign national directly. SLRCs will forward applications of foreign nationals to Director, DODL which will then be processed by the Office of the Foreign Students' Advisor, FSA (Dr. Asim Ali Khan; fsa@jamiyahamdard.ac.in). FSA will issue offer letter to foreign nationals on the basis of which they will obtain "Students Visa". Foreign Nationals with valid Student Visa will only be considered for continuance in the programme. Foreign nationals shall be required to produce equivalency Certificate for their qualification/degree from Association of Indian Universities (AIU).

Selection list

List of admitted candidates will be displayed on the University web site (www.jamiyahamdard.edu) as soon as admission process and processing of applications are over. Last date of admission closure will be notified by the University through web site. Selected candidates will be required to pay the prescribed course fee along with examination fee in one installment.

The University may defer launching of a study programme, if sufficient number of applications has not opted for the programme. In such a case, application fee will be refunded to the candidates. It will also abide by all the directives of UGC/DEC and other government agencies with respect to Open and Distance Learning.

Jamia Hamdard reserves the right to shift students registered at one SLRC to another, if sufficient number of students are not registered or a SLRC is found working against the University's educational policies and goals. Such shifting can be done at any time. However, freshly admitted students who do not wish to shift can claim refund of fee as outlined below.

Change of SLRC on the request of admitted students will not be considered. However, in rare cases the Competent Authority may consider request for SLRC change on grounds of genuine circumstance such as transfer of parents from one city to another.

Withdrawal of admission and refund of fee

₹ 1000/- will be deducted from the course fee and rest will be refunded in case the application for cancellation of admission is submitted within one month of the admission closure date. No amount will be refunded, if application for withdrawal is received after due date.

Rejection of application for admission

The application for admission may be rejected due to any of the following reasons:

1. The candidate does not fulfill the eligibility conditions.
2. The qualifying examination is not recognized by Jamia Hamdard.
3. The qualifying examination is not from a recognized University/Board.
4. A candidate has used fraudulent means for seeking admission.
5. The prescribed fee is not enclosed with downloaded form.
6. The incompletely filled in application form without Photograph and/or Signature.
7. Application form submitted after last date.

Allotment of enrolment number

Every admitted student shall be allotted an Enrolment Number by the University. Reference of this enrolment number should be given by the student in all the correspondence to be done with the Directorate of Open and Distance and Learning. Any correspondence without Enrolment Number will not be entertained.

Identity card

Admitted students would be issued an Identity Card by the Directorate of Open and Distance Learning. Students are advised to keep the identity card safely till the completion of the course.

Students will have to produce the identity card at the time of contact classes and examination as and when asked to do so by the authorities.

Student enrolled in ODL programmes of Jamia Hamdard will also be required to show their identity while visiting the Central Library of the University for reading and consultation.

If the original identity Card is lost, a duplicate card can be obtained from the University on payment of ₹100 and a copy of FIR lodged with the concerned Police Station.

Study material

The Self-instructional Material (SIM) is prepared by the experts of different Universities/Institutions from all over the country as well as by the faculty members of Jamia Hamdard. SIM is previewed and reviewed by the internal as well as outside experts and edited, modified and updated, whenever necessary, before it is finally dispatched to the students. In view of growing knowledge, syllabus is regularly updated and every care is taken to produce high quality courseware. Soft copies of SIM will also be provided, wherever available.

Delivery of study material

Copies of printed SIM will be mailed to the study and Learning Resource Centres. Students are advised to contact the concerned Coordinator from time to time for SIM. Enrolled students will get study material FREE OF COST from their selected Study and Learning Resource Centres. Soft copies of SIM may also be provided.

Contact programme for face to face guidance

The contact programmes shall be organized at Study and Learning Resource Centres of the University as per the norms of counseling for each course. The schedule will be supplied to all the students at the time of admission by the SLRC. Prior information for the contact

programmes will be given to the students, facilitating them to attend the programme. The information shall be notified to the students well in advance through the SLRC.

Library facility

Each Study and Learning Resource Centre has library facility. Besides, students may use the DODL Section of the Central Library of the University. They will be allowed to use this facility on production of their identity card.

Attendance criteria

Attendance of 60% in each programme is desirable. However, a candidate will not be eligible to appear in the session-end (annual) practical examination of a subject involving workshop/practical, if the attendance in that subject is below 60%. Detail is provided in Programme Guide.

Assignments and internal assessment

During the period of contact programme, assignments will be given to the students. The assignments shall be submitted by the candidate in the intervening months. These assignments will serve as feedback and will be counted towards internal assessment in each paper. Assignments may be submitted at concerned Study Centres as per the schedule notified by the Centres. Mid-term performance evaluation may be made by conducting the internal assessment of the students.

Some courses also involve Project Work assignment which has to be submitted in time to the Study and Learning Resource Centres. For each paper in all the programmes there will be a provision of internal Assessment. A weightage of 30% will be given to internal Assessment for each paper.

Examination and evaluation

1. The examinations will be organized by the

University at its designated Examination Centre.

2. All the students of Delhi centres shall be required to appear for examination at Jamia Hamdard examination centre.
3. The University may ask students from one Centre to appear at another Centre and may club students from different Centres and cities to one Central Examination Centre. University's decision in this regard would be final and no request of change of examination centre will be considered.
4. Examination schedule and the name of the Examination Centres will be notified by the Directorate of Open and Distance Learning, Jamia Hamdard and communicated to the students through the Study and Learning Resource Centres and website.
5. The prescribed Examination Fee (₹ 2000) shall have to be deposited along with the annual fee in the form of Demand Draft drawn in favour of Jamia Hamdard payable at New Delhi.
6. The medium of examination shall be English.
7. Students will be required to fill in Examination Form at least 2 months before the commencement of annual examination. Late submission of examination form will be allowed only with the payment of late fee of ₹ 50 per day after the notified date. In any case examination forms will have to be submitted before 15 days of commencement of examinations. The University may refuse to accept the examination form after this deadline.
8. Admit Card of the examination shall be dispatched to the Study Centres 15 days before the beginning of examination.
9. Presently, University conducts examination only once in a year at the end of academic session. However, University may switch to Semester System in future

and the same will be communicated to the students well in advance.

10. Supplementary Examination: Candidates who fail in one or more paper (s) will have to re-appear for supplementary examination to clear backlog papers, which will be conducted along with the term end examination of the subsequent batch.
11. Results will be declared through the University website and the same will be communicated to the students through Jamia Hamdard's Study and Learning Resource Centres.
11. A student shall have to attain minimum passing percentage of 40% separately both in the internal assessment as well as in term-end examination in each paper.
12. A student can apply for re-totalling of marks with a fee of ₹ 100/- for each paper within 15 days of the declaration of result. No request for re-totalling will be entertained after 15 days

of declaration of results. **There is no provision of re-evaluation.**

13. Under the Open and Distance Learning programme, the University does not provide Migration Certificate. It can only provide no-objection certificate (NOC)-cum-course completion certificate, if a written request is submitted for the same along with prescribed charges, if any.

This information may not be complete. The University reserves right to change its policies related to admission and examination. Notices are issued time to time through the web site.

Dispute/legal jurisdiction

Any dispute arising will be subject to Delhi jurisdiction only.