Ordinance 5 (V)
ADMISSION AND ENROLLMENT OF STUDENTS

Admission and Emollment of students in the University shall be regulated in the manner hereinafter provided:

Qualifications for Admission

1.1 Unless otherwise provided, no person shall be eligible for admission to the under-graduate courses in the University (except Polytechnic and the Schools), unless he/she has passed the Senior School Certificate Examination of this University or Intermediate Examination of an Indian University or Board, or an Examination recognised as equivalent to either of these Examinations by the Majlis-i- Talimi (Academic Council) from time to time as incorporated in Annexure I-A and possesses such further qualifications as may be prescribed by the Ordinances.

Save otherwise provided no person shall be qualified for admission to the under-graduate courses of the University, unless he/she has completed seventeen years of age on the first day of October in the year in which he/she seeks admission.

Provided further that the Shaikhul Jamia (Vice-Chancellor) may on the basis of indi vidual merits, relax the age limit upto a maximum period of one year.

1.2 No person shall be admitted to any post-graduate course, unless he/she has passed a degree examination of a recognised University or an examination recognised as equivalent to a degree by the Majlis-i- Talimi (Academic Council) as incorporated in Annexure I-A.

Provided that no person shall be eligible for admission to any post-graduate course of the University unless he/she has passed a three-year degree course after Senior School Certificate (10+2) Course.

In case of admission to the First Year of the post-graduate courses including B.Ed., and B.Lib.I.Sc. Courses twenty years of age on the first day of October in the year in which he/she seeks admission.

Provided further that the Shaikhul Jamia (Vice-Chancellor) may on the basis of individual merits, relax the age limit upto a maximum period of one year.

1.3 The candidates seeking admission to a course of study in the University must fulfill the conditions prescribed for it by the Majlis-i- Talimi (Academic Council) and published in the prospectus from time to time.

1.4 The maximum number of seats in each course shall be determined by the Majlis-i- Talimi (Academic Council) from time to time.

2. Provision for Admission

2.1 No candidate shall be entitled to claim admission as a matter of right.

2.2 The procedure of admission shall be approved by the Majlis- i- Talimi (Academic Council) from time to time and shall be published in the prospectus.

2.3 Save otherwise provided all the admissions to under-graduate and post-graduate courses shall be made by an Admission Committee constituted for the said purpose on the basis of merit in each category determined by the aggregate of marks in the manner prescribed by the Majlis-i- Talimi (Academic Council).

2.4 (i) Admission to each programme/course of study will be on the basis of marks obtained in the Written Test followed by Interview, wherever applicable.

(ii) The Written Test will be 'objective' in nature with multiple choice questions, but in some programmes/courses, there will also be written test of 'descriptive' nature.

(iii) The specific details about the Written Test and applicability of Interview for admission to each programme/course of study will decided by the Academic Council and published in the Prospectus.

(iv) Unless and otherwise specified, in all objective type written tests, there will be negative marking with a weightage of 0.25 marks for each wrong answer.

Provided that in B.Arch. and BDS programmes there will be no negative marking.

2.5 At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction of the Shaikhul-Jamia (Vice- Chancellor) and other authorities of the University.

3. Restrictions for admission on certain grounds

(i) No student shall be admitted in two regular courses.

(ii) Unless otherwise provided, a student may join part-time courses provided he/she fulfills the eligibility requirements as per procedure laid down for the purpose.

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(iii) After passing the Diploma in Engineering, a student shall not be considered for admission to any course except B.Tech., B.E. or any other course of the same faculty subject to other terms and conditions.

(iv) After passing B. Tech/B.E. Examination a student shall not be considered for admission to any other regular course except M.Sc. Electronics, M.A. in Mass Communication M.B.A./M. Tech. subject to eligibility of the concerned course.

(v) No candidate shall be allowed admission in two or more degree-level programmes in the University concurrently.

Provided that a candidate pursuing a degree programme in the University may be permitted to take admission in a part-time Certificate/ Diploma/ Advanced Diploma course **OR** in a programme/course under the 'distance learning mode' approved by the UGC.

Provided further that the candidate shall have to obtain prior permission of the University for taking admission in the additional programme under the 'distance mode'.

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(vi) A candidate who has completed a Postgraduate/ Undergraduate/ Diploma/ Certificate programme/course shall not be allowed to be admitted again in the same programme/course in the same discipline.

(vii) Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever.

(viii) Admission to any course of the Jamia can be cancelled, at any time, if any information furnished by the candidate is found to be false/incorrect.

(ix) A candidate who has taken admission to any course as a full time regular student will forfeit his/her right as an ex-student in the Jamia and will not be allowed to appear at any Examination of the Jamia as an ex-student, except in the case of improvement.

4. Admission Review Committee

4.1 The case of a candidate seeking admission to a regular course other than research and part-time courses in languages, who has given up his/her studies for three or more academic years after passing a Degree/ Diploma/Ccrtificate Examinations may be considered for admission by the Admission Review Committee.

4.2 The decision of the Admission Review Committee on reference by the respective Admission Committee shall be final and binding.

4.3 The Admission Review Committee shall consist of the following members:

(1) Shaikhul-Jamia (Vice-Chancellor) –Chairman
(2) Naib Shaikhul-Jamia (PVC)
(3) Dean of the Faculty concerned
(4) Dean Students' Welfare
(5) Head of the Department concerned
(6) Proctor (Convenor)

5. Re-admission

5.1 A A student of the 1st Year/1st Semester of any course who is detained due to shortage of attendance will no longer remain a student of the University. Such a student will have to seek re-admission.

If a student of 1st Year/1st Semester of any course who fails in the Annual/Semester-end Examination or who could not take the examination for reasons other than shortage of attendance may be allowed to appear as an Ex-Student in the consecutive Annual/1st Semester-end Examination.

5.2 A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive Year/Semester. In case, the student fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.

6. Enrollment of Students

6.1 No person shall be admitted to any Examination of the University, unless he/she has been duly enrolled as a student of the University.

6.2 The Enrollment Fee shall be paid only once irrespective of the number of times the candidate appears at the Examinations of the University or whether he/she appears as a Regular Student or as an Ex-Student or as a Private Candidate.

6.3 If a student takes a Migration Certificate to join another University, his/her enrollment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University to take some other Examination of this University. Fresh enrollment and Enrollment Fee in such cases shall be necessary.

6.4 Inter-University migration shall not be permitted.

6.5 The application for enrollment together with the Enrollment Fee and the Migration Certificate from the University/ Institution concerned, wherever required, shall be submitted by the Regular Students through the Dean of the Faculty or Head of the Institution/Centre/School concerned, so as to reach the Controller of Examinations by October 31. In case of a Private candidate, application shall be submitted directly to the Controller of Examinations or through an Officer designated for the purpose by the October 1. Candidates, who are enrolled after the dates fixed and not later than December 31 under this Ordinance on account of late submission of the application or the fee or both or for want of a Migration Certificate shall be required to pay a further fee in each case, as prescribed provided he/she has been permitted by the competent authority .

6.6 The Controller of Examinations shall maintain a Register of all enrolled students studying in the various Faculties or Institutions or Schools (except Nursery School) for University/Board/School Examinations or carrying on research work in the University.

In the said register the Controller of Examinations shall be required to incorporate all material detail regarding the student including the date of admission and leaving the institution and details about various examination of degree/ diploma/ certificate awarded to him/her.

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6.7 The student shall be informed, on enrollment, the number under which his/her name has been entered in the Register and that number be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.

6.8 All applications for admissions to the University Examinations shall be scrutinized with reference to the Enrollment Register. The Controller of Examinations may refuse the application of a candidate about whom complete particulars have not been furnished and require him/her to submit a complete statement of the particulars and documents together within the prescribed time limit.

6.9 Any enrolled student may obtain a certified copy of the entries relating to him/her in the Enrollment Register on payment of the prescribed fee.

7. Change of Name

7.1 A student applying for change of his/her name in the Register of students shall submit his/her application to the Controller of Examinations through the Dean of the Faculty concerned or the Head of the Institution last attended by him/her. In the case of a Private Candidate, such an application shall be made directly to the

Controller of Examinations and in the case of employees through his/her employer; accompanied by :-

(a) The prescribed fee;

(b) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by his/her parent or guardian, in case he/she is minor, or by himself/herself, in case he/she is major;

(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 are wanting to change in her name following her marriage.

7.2 The Examination Committee on considering such applications and taking decisions thereon shall report to the Majlis-i- Talimi (Academic Council).

8. Change of Subject(s)

A student shall not ordinarily be allowed to change the optional/subsidiary subject(s) of a course, unless the same is applied for and permitted within four weeks from the date of admission. Such applications should be submitted to the Dean of the Faculty with the consent of the Head(s) of the Department(s) concerned.

Note: *In case of any ambiguity regarding revisions relating to admissions in various courses, the decision taken by the Shaikhul Jamia (Vice-Chancellor), shall be final.*

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Annexure I-A

RECOGNIZED COURSES OF ARABIC MADRASAS/ INSTITUTIONS:

(1) The following courses, with English of Senior School Certificate (10+ 2)/ lntermediate Standard, have been recognized for purposes of admission to the B.A. (Pass/Hons.) Ist year courses :-

1: Fazil-e-Adab of Lucknow University
2. Dabeer Kamil of Lucknow University
3. Alimiat of Darul Uloom Nadvatul Ulema, Lucknow
4. Fazeelat of MadarstulIslah, Saraimir, Azamgarh
5. Alimiat of Jamiatul Falah, Bilariaganj, Azamgarh
6. Alimiat of Jamiatur Rashad, Azamgarh
7. Alimiat of Jamia Salafia, Madanpura, Varanasi
8. Fazil of West Bengal Madrasa Education Board, Calcutta.
9. Alimiat of Bihar State Madrasa Education Board, Patna
10. Alimiat of Darul Uloom, Tajul Masajid, Bhopal
11. Alimiat of Jamia Darus Salam, Oomerabad (Tamil Nadu)
12. Alimiat of Jamia Serajul Uloom, Al Salafiah, Jhanda Nagar, Nepal
13. Alimiat of Jamia Islamia Kashiful Uloom, Aurangabad, Maharashtra
14. Alimiat of AI-Jamiatus Salafiah (Markazi Darul Uloom), Reori Talab, Varanasi
15. Alimiat of Jamia Syed Nazir Hussain Muhaddis, Phatak Habash Khan, Delhi
16. Alimiat of Jamia Alia Arabia, Mau Nath Bhanjan (U.P.)
17. Alimiat of Al-Jamiatul Islamia, Tilkhana, Sidharth Nagar, Basti (U.P.)
18. Fazilat of Madrasa Riyazul Uloom, Urdu Bazar, Jama Masjid, Delhi
19. Fazilat of Jamiatus Salehat, Rampur (U.P.)
20. Fazilat of Jamia Islamia, Sanabil, New Delhi
21. F azilat of lamia Mohammadia, PO Box 144, Malegaon (Maharashtra)
22. Fazilat ofCalcutta Madrasah College, Calcutta
23. F azilat of Darul Uloom Ashrafia Misbahul Uloom Mubarakpur , Azamgarh
24. Alim, U.P. Board of Arabic & Persian, Allahabad, U .P.
25. Alimiat of Jamia Ibn Taimiya,Champaran -Pin 845312. Bihar

(2) The Graduates of the following Madrasas, having passed the Examination in English of Senior School Certificate/Intermediate standard from Jamia Millia Islamia or any recognized University or Board separately, may be admitted to B.A. (Pass/Hons.) Ist year course:

1. Darul Uloom, Deoband
2. Madras.i-Alia, Calcutta
3. Madrasa-i-Alia. Fatehpuri, Delhi
4. Madrasa Mazahirul Uloom, Saharanpur.
5. Madrastul Uloom Husain Bakhsh, Delhi
6. Alimiat of Jame-ul-Uloom Furquania, Rampur, U.P.
7. Alimiat of Jamia Islamia, Sanabil, Opp. Kalindi Kunj, New Delhi
8. Alimiat of Jamiatus Salehat, Rampur , U .P .
9. Fazil of Madrasa Aminia, Kashmiri Gate, Delhi
10. Alimiat of Kashafia Educational & Preaching Centre, Banihal, Kashmir
11. Fazilat in Arabic of Jamia Darus-Salam, Delhi Gate, Malerkotla (Punjab)
12. Alimiat of Madrasa Riazul Uloom, Jama Masjid, Delhi
13. Aliya of Darul Huda Islamia Academy, Hidaya Nagar (Pin 676306) Kerala
14. Almiat of Jamia Asaria, Darul Hadees, MauNath Bhanjan (U.P.)
15. Alim of Jamia Arabic Shamsul Uloom, Shahdara, Delhi -32

16. AlmiatlFazilat of Jamia tul- Taiyebat, Kanpur
17. Almiat of Jamia Sirajul Uloom, Bondihar, Gonda (U.P.)
18. Aali of Jamea-tul-Hidaya, Jaipur (Rajasthan)
19. Almiat of Al-Jamiah-AI-Islamia, Khairul Uloom, Domaria Ganj, Sidhartha Nagar . (U.P.)

Such other Madrasas as may be recognized by the Jamia from time to time.

(3) The graduates of the Madrasas recognized by the Jamia and listed under item (2) above may be permitted to appear as private candidates at the English only Examination of Jamia Senior School Certificate (10+ 2) scheme.

(4) Adib Kamil of Jamia Urdu, Aligarh, having passed English of B.A. standard from Aligarh Muslim University. Aligarh or any other University separately has been recognized for admission to the M.A. Urdu Course.

(5) **Recognition of Secondary and Senior Secondary School Certificates offered by Private Boards/Institutions for admission in Jamia Millia Islamia.**

The University would recognize Boards/Institutions that are set up by an Act of Parliament or State Legislature or an Executive Order of the Central/State Government.

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