



JAMIA HAMDARD, NEW DELHI

Policy Title- Admission Policy		
1	Policy Number	JH/IQAC/PD-07
2	Brief Description the Policy	<ul style="list-style-type: none"> • To evolve policies and programmes aimed at making Jamia Hamdard a distinct academic, multidisciplinary and research focused institution of higher. • To fosters a multidisciplinary learning and promotes academic programmes essential for changing needs of the nation and global community.
3	Scope/Objectives	<ul style="list-style-type: none"> • Endeavor to become a comprehensive, scientific, multidisciplinary and research focused institution of higher learning • Nurturing talent, Ethical leadership, nation building • Pursuit of academic excellence with integrity of global community
4	Policy Applies To	All Stakeholders
5	Last Updated	September 03,2022
6	Approved By	Academic Council Board of Management
7	Responsible Authority for Implementation and Monitoring	Chairman, CACC Controller of Examination Registrar
8	Superseding Authority	Competent Authority/Body of the University
9	References for the policy (please tick)	NAAC accreditation-Yes NBA accreditation-Yes UGC/Govt. Directive-Yes NIRF-Yes AISHE-Yes

POLICY DETAIL

1. Policy statement

Jamia Hamdard endeavors to evolve policies and programmes aimed at making Jamia Hamdard a distinct academic, multidisciplinary and research focused institution of higher learning evolving research and teaching programs for creation of an intellectual environment and respectful change of ideas. The University fosters a multidisciplinary learning and promotes academic programmes essential for changing needs of the nation and global community.

2. Objectives

Jamia Hamdard shall endeavor to become a comprehensive, scientific, multidisciplinary and research focused institution of higher learning and nurturing talent, ethical leadership, nation building and pursuit of academic excellence with integrity of global community.

3. Policy description

The academic units of the Jamia Hamdard are multidisciplinary schools of studies. Each schools constitute various department which includes academician and students working under the broad framework of School. Currently there are eleven schools and three centers in Jamia Hamdard. The medium of instruction and writing for all programs of study is English.

Following are the Schools and Centers present in Jamia Hamdard

1. School of Pharmaceuticals Education & Research (SPER)
2. School of Nursing Sciences & Allied Health (SNSAH)
3. School of Engineering Sciences & Technology (SEST)
4. School of Management & Business Studies (SMBS)
5. School of Chemical & Life Sciences (SCLS)
6. School of Unani Medical Education & Research (SUMER)
7. School of Humanities & Social Sciences (SHSS)
8. Hamdard Institute of Legal Studies and Research (HILSR)
9. School of Interdisciplinary Sciences & Technology (SIST)
10. Hamdard Institute of Medical Sciences & Research (HIMSR)
11. Jamia Hamdard Residential Coaching Academy
12. Centre for Media & Mass Communication Studies (CMMS)
13. Centre for Online and Distance Learning (ODL)
14. Jamia Hamdard Kannur Campus

The Enrolment process is designed so as to ensure that students from all parts of the world are able to join the University making it a Global University in true sense.

The admission Policy of the University is governed by the following principles:-

- To ensure the admission of students with high academic competence and potential thereby creating a pool of Alumni who will help in the process of Nation building
- To ensure that adequate number of students are admitted from under-privileged, minority and weaker section of the society thereby promoting social equality

1. Administrative Work:

The administrative work related to Admissions is being done centrally in the Office of the Chairman, Central Admission Core Committee.

2. Admission Notice :

The Admission Announcement for admission to various programmes of study is published in various newspapers all over India and through Social Networking site of Jamia Hamdard. Currently admission process is handled by University Management (UMS) System.

3. Eligibility:

The eligibility requirements for all candidates for admission to various programmes of study are given in the Jamia Hamdard Prospectus. Any amendments, made in Admission Rules or in the eligibility criteria from time to time, shall be applicable to applicants seeking admission in the Jamia Hamdard. Before filling the application form to any course, the applicant should satisfy himself/ herself that he/she fulfills the eligibility criteria in terms of educational qualifications, age, (if applicable) or any other eligibility conditions etc.

4. Seat Intake

- The intake and offers for each programme of study are approved by the Academic Council on the recommendations of the Centres/Schools concerned or recommended by respective councils.
- The seat intake in each programme is mentioned in Jamia Hamdard Prospectus
- The intake of foreign nationals is also over and above the intake capacity of each Centre/School of study. Such supernumerary seats are normally 15% of the intake capacity.

5. Admission Procedure

i. Filling of Application form

- The applications for admission to various programmes of study are invited from the intending candidates from first week of June and the last date for submission of filled in application forms is decided on the basis of vacant seats.
- Currently the Filling of Application form are done through University Management System.
- Applications for all programs offered by Jamia Hamdard shall be accepted online through Online Admission Portal. Jamia Hamdard reserves the right to accept applications for some or all programs of study offline, if required, subject to approval of the Competent Authority.
- Applicant is advised to ensure that his/her Online Application Form is correctly filled. Application Form shall be liable to be rejected in case:
 - a. Appropriate Fee is not paid
 - b. Incomplete information is provided in any respect.
 - c. Wrong course filled in Online Application Form
 - d. No further correspondence shall be entertained in this regard.
- Applicants are advised to read carefully the contents of this Information Bulletin & Prospectus and familiarize themselves with the relevant rules governing the Admission/ Entrance Test/ GD/ Interview/Counselling of Jamia Hamdard. They should also check all the eligibility criteria for a particular program of study.

ii. Verification of Document

- Bachelor's degree signifies that the degree has been obtained under 10+2+3 or 10+2+4 system of education or equivalent. Application Form of candidate whose qualifying examination is not recognized by AIU (Association of Indian Universities) or by Jamia Hamdard shall not be considered for admission.
- Validity of 10th standard examination (High School) and 12th standard examination (Intermediate/Sr. Secondary/10+2) from an Educational Board/ Institution/ Parishad/Council will be considered as authenticated/valid, in case an Educational Board/ Institution/Parishad/Council is a member/ recognized by the following:
 - a. Council of Boards of School Education (COBSE), Delhi
 - b. All Educational Boards/Councils, established under the Act of Parliament by Government of India.

- c. All Educational Boards/Councils, established under the Act of Legislative Assembly/Council by the State Government (India).
 - d. All Educational Boards/Councils as recommended by Regular Committee on Equivalence of Examinations, Jamia Hamdard and approved by the Competent Authority of Jamia Hamdard.
 - e. Validity of Degrees, Certificates, Mark sheets of Universities / Vishwavidyalaya/Jamia / Diploma/ UG/ PG/ MPhil/ Ph.D examinations will be considered as authenticated/valid, in case a University/ Vishwavidyalaya /Jamia/ Institution is recognized by the following:
 - f. Association of Indian Universities, New Delhi
 - g. University Grants Commission, New Delhi
- All Degrees, Certificates, Mark sheets of Universities / Vishwavidyalaya / Jamia /Institutions as recommended/equated by the Jamia Hamdard Regular Committee on Equivalence of Examinations and approved by the Competent Authority of Jamia Hamdard.
 - The notified State Madrasa Boards established by state governments such as Uttar Pradesh Board of Madrasa Education, State Madrassa Education Board, Assam, Bihar State Madrasa Education Board, West Bengal Board of Madrasa Education, Chhattisgarh Madrasa Board, Uttarakhand Madrasa Education Board, Odisha State Board of Madrasa Education etc. are recognized by Jamia Hamdard for its regular and distance mode courses (as per the eligibility criteria of the courses).
 - Jamia Hamdard will not be responsible, if a candidate is denied admission for not fulfilling the eligibility criteria even if she/he has cleared all requisite eligibility conditions such as the Entrance Test/ GD/ Interview or Merit of qualifying examination and has been issued offer letter for admission to a particular Program of study.

iii. Selection Procedure

- For programs of study governed by various councils, regulatory bodies, admissions will be carried out as per their respective guidelines. Admission to MBBS/MD/MS programs of HIMSR shall be governed by the MCI Guidelines, which can be accessed on the MCI website
- The selection of students are done on the basis of either of the following
 - a. Merit of Qualifying Exam
 - b. Entrance Test/Interview/GD-PI

- Admission to all Under Graduate programs offered by Jamia Hamdard will be made through merit in NEET (UG)/JEE (Main-Paper-I) / CLAT, wherever applicable, from amongst the applicants who have applied for admission in Jamia Hamdard.
- In case of other programs, Jamia Hamdard may select the candidates for admission on the basis of marks obtained in the Qualifying Examination or Interview or Entrance Test or any other mode as approved by the competent authority.
- Jamia Hamdard reserves the right to consider applications from Non-NEET (UG)/ Non-JEE / Non-CLAT qualified candidates in case of non-availability of suitable rank holders in a particular discipline subject to approval of the Competent Authority.
- All expenditure on the conduct of Entrance Examination at various Centres of Examination is borne by the University which includes payments of honorarium to Presiding Officers, Deputy Presiding Officers, Invigilators, Clerical Staff and Class IV staff whose services are utilized at the Centre of Examination, Room Rent etc.
- The candidates are issued computerized scanned Admit Cards and allotted Registration Numbers for appearing in the Entrance Examination.
- The Jamia Hamdard shall have the right to change / cancel the schedule of Entrance Test/Interview / GD/ Counselling and the display of list of selected candidates at any stage.
- The Candidates who are not able to download their Admit Card (for entrance test only) must contact for the admit card from the Admission Section of Jamia Hamdard at least 2 days before the date of Entrance Test.
- Jamia Hamdard reserves the right to ask the candidate to reappear in the Entrance Test / Interview to reassess his candidature if considered necessary.
- In case a candidate fails to report for counseling / admission on the date and time as stipulated, his / her claim for admission shall be forfeited and no further correspondence in this regard will be entertained.
- The medium of all Entrance Tests, wherever conducted, shall be English. However, for admission to the courses where knowledge of Urdu is essential, the medium of Entrance Test may be English / Urdu or both

iv. Merit Generation and Display of Selection List

- Merit List will be made in accordance with the Admission policy of Jamia Hamdard. The list of selected candidates for Counselling / interview/ admission will be displayed on University website, www.jamiahamdard.edu. It is the responsibility of the candidate to keep himself / herself informed about such notices.

- The University shall not be responsible if a candidate fails to get information regarding his/her selection for GD, interview/ Counselling/admission. Non selected candidates for admission shall not be informed. His/her application processing fee will not be refunded. Further in all cases of admission online Application Fee /Processing Fee will not be refunded in any case.
- Where two or more candidates have secured equal marks in the entrance test for admission to a particular programme, the tie shall be decided (1) on the basis of aggregate merit obtained in the qualifying examination, i.e. a candidate with higher aggregate marks shall be given preference, (2) If the tie still persists, then Date of birth of the candidates will be considered, older candidate will be given preference.
- All admissions shall be provisional. If any omission / error in the processing / verification of certificates / documents of a candidate or not fulfilling eligibility criteria etc. is detected at the time of admissions or thereafter, the University shall have the right to cancel such admission at any time.
- Display of name of short-listed candidates on the University website / notice board and appearing in Entrance Test / GD / Interview/ Counselling, issuance of the Admit Card / Interview letter do not confer any right to a candidate to claim admission if he / she does not fulfill all the eligibility conditions prescribed by Jamia Hamdard.
- The Jamia Hamdard takes no responsibility for any delay or failure in e-mail transmission through website of Admit Card / Interview Letter / Intimation Letter etc. or any other communication related to admission as per regulations.
- Candidates are encouraged to frequently visit the Jamia Hamdard website (www.jamiahamdard.edu) for information or to contact the authorized persons as shown in the Contact Details of Online Admission Portal at www.jamiahamdard.edu
- A vacancy, created due to the cancellation of admission in a manner mentioned above or due to any other reason, shall be filled up by the candidate on merit basis and as per rules of the Jamia Hamdard.
- Any omission/error on the part of Jamia Hamdard in preparing the merit/admission list, if detected during admission process or thereafter shall be liable to be rectified and no candidate shall claim any right for admission/continuance of admission (if admitted).

- As per the resolution of Standing Committee to Academic Council (SC-120(AC)/JH- 1/2007) all material related to admissions shall be retained for a period of one year only
- For admission to courses, the candidates getting supplementary/ compartment essential repeat in the qualifying examination may not be entitled to get admission. However, if and when allowed under special conditions as decided by the competent authority then the final result must be submitted by the given date or latest by 30th September in any case, if not submitted in time the admission will be cancelled by the Dean of the School.
- For admission to courses, the confidential marks, received directly on or before the last date for receiving the mark sheet under sealed cover in the name of Controller of Examinations, Jamia Hamdard, New Delhi from the Universities/Boards where the result of qualifying examination could not be declared formally may be accepted. Such candidate shall have to submit an undertaking dully Notarized by public Notary to the effect that the Original Marks sheet/Grade Sheet of the qualifying examination shall be submitted within the stipulated time limit.
- Candidates are required to produce the original documents i.e. mark sheets / certificate/ degrees of qualifying examination and other necessary documents and are required to submit self-attested copies of the same at the time of reporting for admission. The original documents will be returned to them after satisfying about their authenticity, keeping the attested copies for the record.
- Admission to all the courses will be subject to recognition of the course by the concerned statutory Councils/Boards of the Government like MCI, INC, AICTE, UGC, PCI, CCIM, etc.
- All admission will be provisional. In case of non-approval of the course by the concerned Council / Board, the admission to the course shall be cancelled and except the processing fee the rest of the fee deposited by the candidate shall be refunded in a proportionate manner as per rules of the Jamia Hamdard.

v. Transfer of Admission

- Admission completed in a particular category shall not be transferred to any other category until and unless eligible for that category as per rules of the Jamia Hamdard before the closure of admissions.
- A student admitted under Self Finance Scheme (SFS) category, for instance, shall not be permitted to transfer to general category until and unless he/she is eligible for General category as per rules of Jamia Hamdard before the closure of admissions.

- In the same way a student admitted under NRI/Sponsored/ Foreign National category will not be allowed to be transferred to SFS/General category until and unless he/she has applied and is eligible for SFS/General category as per rules of Jamia Hamdard before the closure of admissions

vi. Withdrawal of Admission

The admission withdrawal guidelines will be in accordance with the UGC guidelines regarding withdrawal and refund of the session

vii. Cancellation of Admission

- If it is discovered at any stage that a candidate has made a false representation or used fraudulent means for admission or that she/he does not fulfill the eligibility requirements, she/he will not be allowed to complete admission formalities and a FIR against the candidate may be lodged. If admission has been granted to such candidate, the same shall be liable to be cancelled at any stage.
- Candidates must pass their qualifying examination and other previous examinations from the Boards/Councils/Parishad/Universities etc. recognized by Jamia Hamdard. If at any time it is found that their certificate/degree of qualifying examination/previous examination is from Boards/Councils/Universities not recognized by Jamia Hamdard, Jamia Hamdard shall have right to cancel the admission of student
- If any discrepancy is found in the examination result of a candidate such as not fulfilling the eligibility criteria in terms of Percentage of marks or compartment in any subject or failing in the examination, the provisional admission so granted shall be cancelled by the Dean of the concerned School.
- If a candidate fails to produce the original marks sheet/grade sheet and other documents within time frame, the provisional admission so granted may be cancelled.
- Canvassing for admission in any form by a candidate would lead to rejection of his/her application and candidature for admission to the course.

viii. General Policy

- In the best interest of Jamia Hamdard, the Competent Authority of Jamia Hamdard, is authorized to take appropriate decision regarding admissions. No candidates shall be allowed to fill up more than eight choices in a single application form as per existing option. The candidates once admitted shall be governed by the rules and regulations of Jamia Hamdard.
- Jamia Hamdard has the right not to admit a candidate to a course of study even if a notification inviting applications for admission to the same has been issued due to any genuine reason or if the number of applications received for admission is less than 50% of the sanctioned intake for a particular course.
- Any amendments made in the Admission Rules or in the eligibility criteria by the concerned statutory Councils/Boards of the Government like MCI, INC, AICTE, UGC, PCI, CCIM etc. from time to time shall be applicable to applicants seeking admission or admitted in Jamia Hamdard
- No candidate is allowed to pursue two regular courses simultaneously in one academic year. Dual attendance at any stage will not be permissible.
- No employee of any government / public or private sector organization shall be admitted unless he/she submits a Leave Sanction Order with No Objection Certificate from the competent authority of their departments, covering the entire/ required duration of the course to which he/she is seeking admission.

ix. Jamia Hamdard Rules and Regulations

- Jamia Hamdard has ZERO TOLERANCE for ragging. Offenders shall be dealt/punished under prescribed laws.
- As per direction of the Honorable Supreme Court of India, the Government has banned ragging completely in any form inside and outside the campus. Whosoever, directly or indirectly, commits, participates in, abates or instigates ragging within or outside Jamia Hamdard /JH Off campus, an FIR will be lodged against him/her and he/she will be suspended or rusticated from the institution and shall also be liable to be fined to an extent of Rs. 10, 000/-. In case the applicant is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, the punishment may include suspension from attending the classes, withholding/ withdrawing fellowship/ scholarship and other financial benefits or withholding the result, or admission can be refused or he/she shall be expelled from JH

- The candidates as well as their parents, at the time of admission of the students to the Jamia Hamdard, will be required to furnish an undertaking declaring that he/she will not indulge in any form of ragging
- Entire Jamia Hamdard is a NO TOBACCO & ALCOHOL-FREE CAMPUS. Smoking and/or consuming alcohol in the Campus is an offence. In case anyone violates shall be liable for punishment.
- To maintain the good quality image of Jamia Hamdard in the public at large, students are advised to be appropriately attired in a manner befitting the status of Jamia Hamdard students, when they are on campus.
- All the matters of dispute shall be subject to Delhi jurisdiction only.

x. Reservation Policy of Jamia Hamdard

The following reservation policy of JH will be applicable to admission to all Programmes :

- a. 50 % of total seats in all programs will be reserved for Indian Muslims.*
 - b. 50 % of total seats in all programs will be filled up by open merit.*
- *subject to fulfilling short listing criteria of each course.

- One seat in each program where the number of seats is more than 10 will be reserved for the wards of currently serving Jamia Hamdard Employees.
- In case of courses where the number of seats are 10 or less, seats will be merged/clubbed and accordingly the reservation will be offered to the ward of Jamia Hamdard Employees.
- 10% weightage in marks of Entrance Exam / Interview / Qualifying Exam will be given to following categories:
 - a. Candidates passed out qualifying examination from Jamia Hamdard,
 - b. Candidates passed out qualifying examination from Hamdard Public School, New Delhi,
 - c. Candidates passed out qualifying examination from Rabea Girls School, Delhi.
- 5% weightage in marks obtained in the Entrance Test/ Interview / Qualifying Exam whichever is applicable will be given to National/State level Sports Persons. Sports persons will be considered if he/she has represented State in the National Games/ Championships (certificate from National/State Association is to be submitted) or represented India in an International meet (certificate from Ministry of Youth Affairs & Sports to be submitted). Candidates who will be

selected under this category may be asked to undergo a trial conducted by the University to verify their claim. Decision of the University in this regard shall be final.

- 5% seats in all programmes/courses will be reserved for physically challenged/ Physically Handicapped candidates fulfilling defined criteria. A candidate in order to be eligible for this category should have minimum degree of disability to the extent of 40%. PWD candidates will have to submit certificate from the competent authority. Furthermore, a candidate will become eligible for the benefit under PWD category subject to his/her claim being verified by the Medical Board of HAH Centenary Hospital, Jamia Hamdard. This board will also ascertain that the physical disability is not considered as a hindrance in pursuing the Program of study that the candidate wishes to be admitted to. Decision of this board shall be final and binding.

Only for B.Sc. (Hons.) Nursing:

Disabled candidates with a disability of loco-motor to the tune of 40% to 50% of the lower extremity only may be considered for admission and the other eligibility criteria with regard to qualification will be same as prescribed for General category candidates. The upper age limit shall be relaxed by 5 years for disabled candidates.

- 4% weightage in marks of Entrance Test / Interview / Qualifying Exam will be given to the candidates passed out qualifying examination from Centre for Distance and Online Education of Jamia Hamdard for admission to Jamia Hamdard courses.
- Weightage of 5% of marks obtained in the Entrance Test / Interview / Qualifying Exam whichever is applicable will be given to the SC/ST candidates.
- 8. Few seats in each course/ programme (except MBBS/MD/MS offered by HIMSR) may be filled up by nomination of eligible candidates by the competent authority of Jamia Hamdard. The number of nominations would be kept to barest minimum.
- In addition, as per the directives of the HRD Ministry, two seats will be made available under supernumerary quota in Jamia Hamdard for admitting students coming from the state of Jammu & Kashmir. The seats will be available in all courses, except MBBS/MD/MS, BUMS and those courses which are strictly controlled by the respective councils. 10. The supernumerary seats may be offered in courses as notified by Govt. of India at any time.

ADMISSION POLICY FOR FOREIGN NATIONAL AND SPONSORED CATEGORY STUDENTS

There are two categories of international students for admission. They are as follows

- a. Foreign Nationals & Non-Resident Indians
- b. Sponsored category candidates

Office of Foreign Students Affairs (FSA):

- Jamia Hamdard has set up a separate office for foreign students affairs which facilitates the admission of international students. This section not only controls the admission of the international students but also provide necessary guidance for securing admission.
- All letters relating to international students will be addressed to 'Foreign Students' Advisor' of Jamia Hamdard. Rules framed by University Grants Commission (UGC) and notified in its website www.ugc.ac.in will be followed for deciding the eligibility and admissions of international students to various courses offered in Jamia Hamdard.

As per the guidelines, 'International Students' will include:

- **Foreign Students:** Students holding passports issued by foreign countries and people of Indian origin who have acquired the nationality of foreign countries are included as foreign students.
- **Non Resident Indians or NRI:** Only those Non Resident Indian Students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to Boards of Secondary Education or universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries. Students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependents of NRI studying in India will not be included as International students. Entry level status of International students on entry to the country will be maintained.

Admission procedure for international students:

i. Documents required for admission of International Students

For admission of international students at Jamia Hamdard, the following documents are required:

- a. VISA All the International students will require a 'Student VISA' endorsed to this institution or permission from Govt. of India for joining full time courses. No other endorsement is acceptable. Students wishing to join a research program will require a 'Research VISA' endorsed to this institution or permission from Govt. of India. The visa should be valid for the prescribed duration of the course. A visa is not require for NRI students. Students who are doing full time courses in some other institutions, do not require a separate visa for joining 'Part Time courses' provided that their current visa is valid for the entire duration of the course.
- b.
- c. No Objection Certificate Students do not require a 'No Objection Certificate' for joining professional courses. All International Students wishing to undertake any research work or join a Ph.D or M.Phil program will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development, Government of India and this must b

ii. Eligibility qualifications

- The qualifications required for eligibility for admission to different Courses can be checked in detail from the prospectus. Only those students who have qualified from foreign universities or Boards of Higher Education recognized as equivalent by the 'Association of Indian Universities' (AIU) are eligible for admission.
- When required, a reference will be made to AIU to check the equivalence. In case the University /Board is not included in the list, the candidate has to obtain and submit a certificate to this effect from 118 AIU (at the address given below) by paying the requisite fee.
- Submission of Equivalence Certificate from AIU is mandatory for such foreign nationals. AIU HOUSE: 16, Comrade Indrajit Gupta Marg, New Delhi 110002, India. Phone nos.: (91) -11-23230059, (91)-11-23232429 Fax: (91)-11-23232131 E mail: aiu@del2.vsnl.net.in Website: <http://www.aiuweb.org>

iii. Admission of International students

- Admission of all the International students will be done through the 'International Students Cell (ISC)' of Jamia Hamdard. Students will generally be admitted in the beginning of the course. However, students can also be admitted as transfer cases in the middle of the course from other institutes with which there is an understanding for accepting the students as transfer cases. The admission of international students is done in two steps:

- **First step:** A student wishing to join Jamia Hamdard gets the information on the courses available, the eligibility requirements and admission procedure from the prospectus or the website of Jamia Hamdard www.jamiahamdard.edu. Following this the candidate has to register for the course of study ONLINE (Also take out the print of online registered application form). The Foreign Students Affairs office after getting the eligibility criteria checked and other relevant information provided will accordingly issue a Provisional Admission Offer Letter (on payment of non-refundable advance amount of 20% of the total annual course fee). This is required to get the VISA and to complete other formalities. At this stage, if required, Telecom Interview of the candidate may also be conducted. After getting provisional admission, the candidate should get the 'Student VISA'/ Research VISA (as the case may be) and complete all other formalities.

- **Second step:**
 - a. Report to Foreign Students' Advisor Office on or before the date of admission, as mentioned in the Provisional Admission Offer Letter.
 - b. Get the original eligibility certificates verified.
 - c. Pay the remaining course fee.

iv. Transfers and change of course

An International student who has been granted admission to a particular course shall not be allowed to change the course. Transfer from one institution in India to another is also not allowed ordinarily. In exceptional cases, the 'International Student Cell' may permit this based on the availability of the course, eligibility rules and permission of the Competent Authority of Jamia Hamdard.

v. Government of India Scholars

International students who are awarded scholarships by the ICCR, New Delhi shall be preferred while granting admission and for hostel accommodation. Sponsored candidates from different foreign governments for training and for studies are also preferred for the same.

Stepwise procedure for admission of International Students for full time courses:

- Step 1:
 - a. International students should apply on a separate form prescribed for Foreign nationals/NRI / Sponsored candidates.
 - b. The Information Bulletin & Prospectus along with Online Application Form for Foreign Nationals/NRIs may be checked on the Jamia Hamdard website www.jamiahamdard.edu. The candidate preferably has to apply/register on the prescribed form ONLINE. He/she may also apply Offline. For this the candidate may contact Foreign Students Advisor office.
 - c. The application form registration fee is required to be paid through a crossed Bank Demand Draft drawn in favor of Jamia Hamdard, payable at New Delhi. The candidate can also transfer the required amount of fee in the account of Jamia Hamdard from any bank or credit card.

- Step 2:

Get the 'Provisional Admission Offer Letter' from the Foreign Students' Advisor Office, in order to obtain the VISA (on payment of non-refundable advance amount of 20% of the total annual course fee).

- Step 3:

Submit the 'Provisional Admission Offer Letter' to the Indian Embassy of the respective country for obtaining the 'Student VISA'.

- Step 4:

Report at Jamia Hamdard for admission; Submit the below mentioned documents (in original along with the attested photo copies) and get them verified by the Foreign Students Advisor office. a) Degree/ Pass Certificate of the qualifying examination b) Mark list of the qualifying examination c) 'Student VISA' in Original d) A photo copy of the Passport- duly attested. Note: The original certificates will be returned to the students immediately after making an endorsement to this effect.

- Step 5:

Students are required to undergo the medical fitness examination (at Jamia Hamdard hospital) and get the medical fitness certificate. Prior to this, the student will to get the RT PCR test done from any recognized Delhi Hospital.

- Step 6:

Admission of International INRI students will be confirmed after verification of Valid Student/Research VISA; / original certificates, medical fitness test and

payment of required fees. Even after the admission, at any stage if it is noted that the qualifying Degree/Certificate is not recognized by AIU, the admission of the candidate may be cancelled. Withdrawal of admissions/ refund of fees cases will be dealt as per the guidelines of Jamia Hamdard in this regard.

- **Step 7:**
International students who are studying for full time courses in any other institution can be given admission to Part Time courses, only if they hold a valid visa for the duration of the Part Time course. A separate visa is not required. Such students will pay the fee as applicable. Jamia Hamdard in consultation with 'International Students Cell' may admit such cases directly, if they meet the prescribed eligibility qualifications.
- **Step 8:**
Within two weeks of arrival in India, students are required to register their names with the police in the 'Foreigner Regional Registration Office (FRRO)' of the Delhi Police.

vi. Examination and award of Degree & Diploma

The procedure for examination, payment of examination fees, issue of mark sheet, issue of passing certificates and award of degrees will be same as for the Indian students doing the same courses.

vii. Financial assistance for meritorious students

There is a provision of discount in fee for the meritorious foreign students. The below mentioned criteria will be adopted:

- Fee concession will be applicable from the II year/III semester (after passing the 1st year/2nd semester) and onwards based on performance (results etc.) in a particular program.
- 25% discount in only annual Tuition fee of the concerned academic year may be provided to those foreign national students studying at Jamia Hamdard subject to the following terms and conditions:
 - a. 75% class attendance in the concerned academic year and 75% marks (in aggregate) in the concerned academic year or aggregate of two semester exams in a year.
 - b. The student must have passed all the subjects of the concerned academic year in first attempt.

- 15% discount in only annual Tuition fee of the concerned academic year may be provided to those foreign national students studying at Jamia Hamdard subject to the following terms and conditions:
 - a. 75% class attendance in the concerned academic year and 65% marks (in aggregate) in the concerned academic year or aggregate of two semester exams in a year.
 - b. The student must have passed all the subjects of the concerned academic year in first attempt.
- Any student who has already availed a discount on admission and course fee will be ineligible for any scholarship whatsoever.

viii. Withdrawal of admission

Refund of fee in case of admission withdrawal of foreign nationality students will be as per the Jamia Hamdard guidelines.

ix. Attendance

It is mandatory to have 75% attendance (or as per the rules of regulatory councils) in all subjects of the course and English Language Foundation course (if enrolled) in order to become eligible for appearing in the semester or final year examinations. All the students will have to register for every subsequent semester along with payment of prescribed fees, there will be no automatic admission to next semester.

x. Ph.D program

International students fulfilling the minimum eligibility criteria for admission to Ph.D and preferably holding a fellowship, submit their applications online or write to the School. They may also contact the prospective supervisor or write to the Office of the Foreign Students Advisor. Applicants are advised to refer to the Ph.D Bylaws (available on Jamia Hamdard website: www.jamiahamdard.edu) before applying.

xi. Discipline

The International students should abide by all the rules of Jamia Hamdard and the code of conduct as applicable to Indian students enrolled in the same courses currently, foreign students of the following countries are enrolled in various Programs of study in Jamia Hamdard:

1. Afghanistan
2. Syria
3. Somalia
4. Malaysia
5. Bhutan
6. Libya
7. Sri Lanka

8. Pakistan
9. Bangladesh
10. Nepal
11. Tibet
12. Thailand
13. Canada
14. Nigeria
15. Turkey
16. Bahrain
17. Congo
18. Oman
19. Ethiopia
20. Angola
21. Iran
22. Sudan
23. USA
24. Palestine
25. Iraq
26. Saudi Arabia
27. Yemen
28. Bahrain
29. Tanzania B.

Sponsored category candidates

Procedure for applying

- The Information Bulletin & Prospectus along with Online Application Form for Sponsored candidates may be checked on the Jamia Hamdard website www.jamiahamdard.edu
- Sponsored candidate should apply/register ONLINE on a separate form prescribed for Sponsored candidates. The sponsored candidates will have to submit a sponsorship letter at the time of admission.
- The application form registration fee as per the admission guidelines (in Rupees or equivalent in US \$) is required to be paid through a crossed Bank Draft drawn in favor of Jamia Hamdard, payable at New Delhi. The candidate can also transfer the required amount of fee in the account of Jamia Hamdard from any bank or credit card. This should be done well in time, so that the student is able to obtain the VISA and NOC before the due date of admission.
- Rest of the admission formalities are same as for the other students.

Important note for International students and sponsored category candidates

- All students desirous of admission at Jamia Hamdard are required to go through the Admission Policy
- Please note that the above rules and guidelines will be strictly followed. In case, there are any differences on the interpretation of rules then the opinion of the FSA will be final. Students will have to pay the revised fee, when applicable. On the points not specifically covered, the decision of competent authorities of Jamia Hamdard will be final.
- If the seats reserved for NRI/Sponsored Candidates are not filled, vacant seats will be offered to general/SFS category candidates from the merit list.
- Additional 15% of total seats are reserved for Foreign Nationals wherever applicable as per MHRD/UGC norms.

Fees of Programmes Offered

The student admitted in various programs offered by Jamia Hamdard have to submit One Time fees along with Tuition Fees of one semester at the time of admission as mentioned in the Prospectus of that session.

- The fee for supplementary examinations will be charged separately as per rules of the University.
- Failure to deposit the course fee in time will attract late fee of Rs. 50/- per day (including Ph.D. programme) upto one month and Rs. 3000 per month or part there of beyond one month.
- In addition to annual fee there will be Transport charges per year to be paid by the students of all programmes of Rufaida College of Nursing (School of Nursing Sciences and Allied Health) and other programmes of the School wherever applicable.
- In addition to annual fee there will be refundable security deposit of Rs.10, 000/- in M.Sc. Clinical Research Programme.
- Annual fee in full will be charged for a course which is taught for six months in the last year of the course.
- From teaching and non-teaching employees of Jamia Hamdard registered for Ph.D. programme fees will be charged as per rules.
- Education tour charges (where ever applicable) will be as per actual.

PhD Fee Rule:-

Annual Contingency:

- Candidates who have no fellowship or not working in any project will pay Rs. 25000 annually.

- No Contingency will be charged from the candidates under MoU category, candidate availing their independent fellowships, candidates working in sponsored projects and Jamia Hamdard teacher/ staff category.

4. Expected outcome

1. To be a comprehensive, multidisciplinary, teaching and research driven leading institute of higher education.
2. To promote multidisciplinary learning and research and create endeavors favoring creation of new knowledge across diverse disciplines.
3. To encourage and provide education for socially underprivileged sections of the society.
4. To incentivize learning for development of human resource, nurturing talent and nation building.
5. To foster an academic environment to inculcate internationalism, diversity among students leading to harnessing novel ideas and creativity, thereby serving the larger society.