JAMIA HAMDARD

(Deemed to be University)

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Accredited by NAAC in 'A+' Category

D.No. Estab/LD/ 1765
Dated: 28|12 .2023

CIRCULAR

As a part of digital transformation, the UMS has been implemented for e-governance in Jamia Hamdard. All the faculty members must be familiarized with the University Management System (UMS) by now. The University expects that: (i) all the academic process such as class timetable, academic calendar creation, academic calendar upload, student attendance, assignments, etc. and (ii) the examination process such as exam schedule, exam attendance, internal marks and semester marks, etc. are to be uploaded in the UMS. Henceforth, these activities will be performed through the UMS on a timely manner.

All the faculty members are hereby advised to adopt the system in their day to day activities and perform the activities in the system with the support from the following UMS Implementation Team:

1. Appointed SPOCS at the time of UAT will perform all required tasks related to timetable & academic calendar upload, internals marks upload etc.in Business Central.
2. Mark students' attendance in the UMS (faculty portal)
3. Create and upload timetable for the next semester in UMS (Business Central) at least 5 days before the start of the semester.
4. Complete all prerequisites in UMS to enable processing of results from current semester onwards using UMS (such as entry of internal exams criteria and marks)

All the faculty members are requested to put the required efforts to make it a success.

In case any faculty member faces any challenge, he/she could share his/her queries using the following google form link. They can also contact the Deloitte / MDM / Corporate Serve Team for resolution. https://forms.gle/UcYcP6evtdF1DKkS6

Authority: Approval of Vice-Chancellor dated 21.12.2023.

28|12|2023

(Dr. M. A. Sikandar)
Registrar

Distribution to:
01. All Deans
02. All Heads of the Departments/Offices/Units
03. Finance Officer/Director, IQAC/Controller of Examinations
04. System Analyst – to get it uploaded on Jamia Hamdard website
05. AR/Secretary to Vice-Chancellor
06. PA to Registrar
07. Personal/Guard File