D. No.JH/RO/OO/2024/ _08_
Date: 10.01.2024

NOTIFICATION

Sub: Constitution of Advisory Committee for the Hakeem Abdul Hameed (HAH) Centre for Information Technology

An Advisory Committee for the Hakeem Abdul Hameed (HAH) Centre for Information Technology under the Chairpersonship of the Vice Chancellor is hereby constituted consisting of the following with immediate effect: -

S.No.	Name	Position
01.	Prof.(Dr.) M. Afshar Alam Vice-Chancellor	Chairperson
02.	Registrar	Ex-Officio Member
03.	Finance Officer	Ex-Officio Member
04.	Controller of Examinations	Ex-Officio Member
05.	Prof. Shakir Ali, SCLS	Member
06.	Prof. Vidhu Aeri, SPER	Member
07.	Prof. Farheen Siddiqui, SEST	Member
08.	Prof. Parul Aggarwal, SEST	Member
09.	Dr. Q.P. Rana, System Analyst	Member
10.	Mr. Azam Khan, System Analyst	Member
11.	Mr. Mirza Rahil Beg, System Analyst, Convenor e-Governance	Member-Convenor

2. The Advisory Committee is expected to provide guidance, advisory and monitoring the functions of HAH CIT.

3. The broad functions of the HAH CIT are: -

i) To provide a central computing facility with Network Server for all the students and staff of the University.

ii) To make the facility available and also offer possible assistance in conducting their research, analysing their data, etc.

iii) To organise and conduct short term courses for the students and staff of the University.

iv) To assist various Departments in the University in computerising/digitization /e-governance activities including advisory role in procurement of equipment/software/hardware for the HAH CIT and Schools/Departments/Centres/academic or administrative units/sections of the JH.
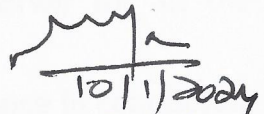
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v)   To establish, coordinate, maintain and administer campus-wise Network including Internet and allied services including its maintenance.

vi)   To promote and also to undertake Consultancy/Contractual work relating to use of computer facilities or developing software on payment basis, for generating revenue for upkeep/upgrading of computer centre facilities, as per the JH policy guidelines framed time to time and approved by the FC/AC/EC.

vii)   To keep track of the latest developments in Computer Hardware/Software/internet/digital technologies and collect information, acquire and impart knowledge to the university staff, to collect and collate information/data to facilitate staff and students.

viii)   To develop human resource in the field of ICT/AI technologies either independently or in collaboration with the other Centres/Departments/institutions of JH and other reputed/recognised institutions/Departments/Centres.

ix)   To coordinate and extend support to various departments in the university to organize classroom teaching in hybrid mode or online mode.

4.   The term of the Members other than Ex-offico shall be for a period of two years or until further orders whichever is earlier. The Meetings of the Advisory Committee shall be held once in each quarter or as and when required. Such meetings shall be convened by the convenor with the prior approval of the Chairman. The convenor shall be responsible for circulation of agenda items for the Meetings and shall be submitted to the Vice-Chancellor for his approval before circulation. One third members shall form as quorum.

5.   The Advisory Committee may co-opt any internal or external Members in its meetings because of their special knowledge related to the field, with the approval of the Chairperson.

        The matter shall be reported to the Academic Council and Executive Council.

10/1/2024

(Dr. M.A. Sikandar)
Registrar

Copy to:-

1.   All Members (By Name)
2.   All Deans/HoDs of Departments/Directors of Centres/Principal,RCN/ Director, IQAC/DSW/Chief Proctor/Provosts(Girls/Boys)
3.   Controller of Examinations/Finance Officer/University Librarian
4.   Secretary to Vice-Chancellor
5.   PA to Registrar
6.   Guard File