

DECLARATION UNDER RIGHT TO INFORMATION ACT 2005 – SECTION 4(1)(B0

INFORMATION HANDBOOK

Under

Right to Information Act 2005

**Jamia Hamdard (Deemed University)
Hamdard Nagar, New Delhi-110062**

<http://jamiahamdard.edu/>

INTRODUCTION

The Right to Information Act of 2005 intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-government established or constituted,

- (a) by or under the constitution;
- (b) by any other law made by the Parliament;
- (c) by any other law made by State Legislature;
- (d) by notification issued or order made by the appropriate government, and includes any
 - (i) body owned, controlled or substantially financed;
 - (ii) non-government organization substantially financed, directly or indirectly by funds provided the appropriate Government;

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under the control of any public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing Jamia Hamdard (Deemed University) and related information.

MANUAL – I Section 4(1)(b) (i)

Particulars of organization, functions and duties

Jamia Hamdard is a Society registered under the Societies Registration Act, 1860, (No. S/19910 of 1989) situated at Hamdard Nagar, New Delhi-110062. Jamia Hamdard has been declared as deemed to be a University vide Notification No. F.9 -18/85-U.3 dated 10th May 1989 issued by the Government of India, Ministry of Human Resources Development (Department of Education) now named as the Ministry of Education. As a Muslim minority institution, established under Article 30 (1) of the Indian constitution, Jamia Hamdard is fulfilling its mandate of providing higher education to Indian Muslims, among others.

MISSION AND VISION

The Mission(s) and Vision(s) of the Society as per the Memorandum of Association (MoA) and Rules and Regulations approved by the University Grants Commission (UGC) and registered with the Registrar of Societies/Firms are as under.

VISION(S)

"To provide international standard higher education and undertake progressive research in the fields of natural sciences, health-care, technology, social sciences and law;
To promote the study of modern and traditional, especially Unani, medicine systems with a holistic and integrative approach to healthcare and
To meet the societal education needs of underprivileged Indian communities."

MISSION(S).

- a) To promote and advance the cause of higher education through modern methods of teaching and advanced research in such branches of knowledge as the Jamia Hamdard may continue to develop core competence for and as may be in consonance with the emerging needs of India in general and underprivileged communities in particular.
- b) To co-operate, collaborate and associate with national and international organizations and institutions in any part of the world having mission wholly or partly similar to those of the Jamia Hamdard and as per the provision of the UGC Regulations in place from time to time.
- c) To provide avenues for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at Under-graduate, Post-graduate and doctoral/research degree levels, fully conforming to the concept and idea of the University as defined in the UGC Regulations 2019.

BRIEF HISTORY OF JAMIA HAMDARD

The history of Jamia Hamdard began with the establishment of a small Unani clinic in the year 1906 by Hakeem Hafiz Abdul Majeed, one of the well-known practitioners of Unani System of Medicine of his time. Hakeem Hafiz Abdul Majeed had a vision of making the practice of Unani Medicine into a scientific discipline so that Unani medicines could be dispensed in a more efficacious manner to patients. He gave the name "Hamdard" to his venture which means "sympathy for all and sharing of pain". His illustrious son, Hakeem Abdul Hameed, carried forward the philosophy and objectives of Hamdard in independent India. Even at the time of partition of India in 1947, Hakeem Abdul Hameed was dreaming of setting up a complex of educational institutions which would concentrate on highlighting the

contribution of Islam and Islamic culture to Indian civilization and development of Unani medicines for curing diseases.

On 22 Shawwal, 1367 Hijri, corresponding to 28th August, 1948, Hamdard, which was a commercial enterprise at that time, was converted into a Wakf, with the object of giving effect to Islamic teachings of public charity including health and education. In 1964, **Hamdard National Foundation** was created with a view to receive and disburse the profits earned by Hamdard (Wakf) Laboratories. Hamdard National Foundation was to take up charitable causes in the areas of education, medical relief and the advancement of knowledge, consistent with the principles of the true teachings of Islam.

For setting up a complex of research and educational institutions, Hakeem Abdul Hameed purchased a piece of land in Tughlaqabad area of South Delhi which was hardly inhabited in those times.

In furtherance of the main objectives which was higher education and research particularly health education the following institutions which were registered societies separately registered under the Society Registration Act, 1860.

In 1962, Hakeem Abdul Hameed set up the **Institute of History of Medicine and Medical Research** with the object of promoting education and research in the history of medicine, besides appraising the principles of medicine.

In 1963, Hakeem Abdul Hameed and his Muslim friends and associates set up **Indian Institute of Islamic Studies** with a view to promote the study of Islamic Culture and Civilization especially its contribution to Indian society and culture.

In 1963, Hamdard Tibbi College was set up in Gali Qasim Jaan, Old Delhi. It was later shifted to Jamia Hamdard Campus in 1980 to provide education in Unani Medicine to students so that the heritage of Unani Medicine largely available in Arabic and Persian is passed on to the students of next generation.

In 1972, Hamdard College of Pharmacy was set up with the objective of providing education and training in all branches of pharmacy.

When the proposal for Jamia Hamdard being recognised as a Deemed to be University was put up, the Govt. of India accepted the proposal subject to the conditions that the above existing institutions were to be dissolved and one single institution Jamia Hamdard be constituted. Accordingly, in pursuance of the directives laid down by the Govt. of India, Ministry of Human Resource Development (Department of Education) the said Institutes/Societies were dissolved and amalgamated with Jamia Hamdard which is also a Society registered under the Societies Registration Act vide Registration No.S/19910 of 1989 for achieving the same and similar objectives.

The year of 1989 saw the fulfilment of the dream of Hakeem Abdul Hameed when Jamia Hamdard was given the status of Deemed to be University by the Ministry of Human Resource Development vide Notification No.F.9-18/85-U3 dated

10th May, 1989.

It was a day of great joy for Hakeem Abdul Hameed, founder and the moving spirit behind all the institutions promoted by Hamdard and his large number of friends and associates. As a means of thanking the Almighty Allah for His guidance to its founder and his associates, Jamia Hamdard adopted a Seal with the following ayat from **Sura al-Jum'a from the Holy Quran**:

وَيُعَلِّمُهُمُ الْكِتَابَ وَالْحِكْمَةَ

This verse is translated as under:

"He (The Prophet, may peace be upon him) instructs them in 'the Book And Wisdom'.

Since the founding of Jamia Hamdard, this ayat from the Holy Quran is a source of inspiration and guidance for those connected with Jamia Hamdard management and administration.

Jamia Hamdard was inaugurated by Late Shri Rajiv Gandhi on August 01, 1989. In his impressive speech, the Prime Minister lauded the efforts of Hakeem Abdul Hameed in setting up institutions of learning which were emerging in the form of a "Deemed to be University". He said, "This will enable (the Muslim) minority to go forward and help India to march forward".

Over a period of last 16 years, Jamia Hamdard has evolved as an institution of excellence in several areas of its operation. It has emerged as an institution with difference; it offers distinct and focused academic programmes with a thrust in pharmaceutical sciences, indigenous system of medicine, nursing and allied health sciences, environmental and biological sciences, information technology, management studies, and the Islamic and federal studies. These programmes have minimum duplication with those of the conventional universities, and carry greater job opportunities and a high self-employment potential. Even the non-professional courses are relatively novel, interdisciplinary, application-oriented and job-friendly. As a Muslim minority institution, established under Article 30 (1) of the Indian constitution, Jamia Hamdard is fulfilling its mandate of providing higher education to Indian Muslims, among others.

The grant in aid is being given to Jamia Hamdard by the **Hamdard National Foundation**, 2/A3 Asaf Ali Road, New Delhi-110002, and by the **University Grants Commission** and the Govt. of **NCT of Delhi**.

Jamia Hamdard offers various study programmes from its Schools/Departments/Centre/Institutes which are listed as under.

SCHOOLS AND DEPARTMENTS

Hamdard Institute of Medical Sciences & Research, HIMSR

Department of Anatomy
 Department of Physiology
 Department of Biochemistry
 Department of Pharmacology
 Department of Pathology
 Department of Microbiology
 Department of Forensic Medicine
 Department of Community Medicine
 Department of Medicine
 Department of TB & Chest
 Department of Dermatology
 Department of Psychiatry
 Department of Pediatrics
 Department of Surgery
 Department of Orthopedics
 Department of Ophthalmology
 Department of ENT
 Department of Obst & Gynae
 Department of Anaesthesia
 Department of Radio-diagnosis
 Department of Dentistry

School of Unani Medical Education and Research

Department of Moalajat (Medicine)
 Department of Ilmul Advia ((Pharmacology)
 Department of Tahaffuzi-Wa-Samaji Tib (Preventive & Social Medicine)
 Department of Kulliyat (Basic Principles of Unani Medicine)
 Department of Tashreeh ul Badan (Anatomy)
 Department of Munafeul Aza (Physiology)
 Department of Ilmul Saidla (Pharmaceutics)
 Department of Mahiyatul Amraz (Pathology)
 Department of Amraz-e-Niswan wa Qabalat (Gynecology & Obsterics)
 Department of Ilmul Atfal (Paediatrics)
 Department of Jarahiyat (Surgery)
 Department of Ain, Uzn, Anaf, Halaq wa Asnan (Eye & ENT)
 Department of Amraze Jild wa Taziniyat (Skin and Cosmetology)
 Department of Ilaj-bit-Tadbeer (Regimenal Therapies)

School of Pharmaceutical Education and Research

Department of Pharmaceutical Chemistry
 Department of Pharmaceutics
 Department of Pharmacology
 Department of Pharmacognosy & Phytochemistry

School of Nursing Sciences and Allied Health

Department of Rehabilitation Sciences

- Physiotherapy Unit
- Occupational Therapy Unit

Department of Paramedical Science
Rufaida College of Nursing

School of Chemical & Life Sciences

Department of Biochemistry
Department of Botany
Department of Chemistry
Department of Medical Elementology and Toxicology
Department of Biotechnology
Centre for Translational and Clinical Research

School of Interdisciplinary Sciences & Technology

Department of Food Technology
Jamia Hamdard Institute of Molecular Medicine

School of Engineering Sciences & Technology

Department of Computer Science & Engineering

School of Humanities & Social Sciences

Department of Islamic Studies
Centre for Federal Studies

School of Management and Business Studies

Department of Management
Department of Health Management
Department of Hotel Management and Catering Technology

Hamdard Institute of Legal Studies and Research (HILSR)

School of Education, Training and Empowerment

DUTIES OF THE UNIVERSITY:

To conduct academic programmes for the preparation of under-graduate and post-graduate examinations and doctoral degree in various faculties available in the University, and to undertake activities that are contributory to the effective realization of its objectives and vision as stated above.

MAIN ACTIVITIES/FUNCTIONS OF THE UNIVERSITY INCLUDE :

To conduct teaching and research in various branches of learning available in the University.

To undertake various activities so as to supplement the efforts of research and teaching for various degrees and diplomas. This would also include conferring honorary degrees and cooperation with other Universities/other institutions/other bodies.

To establish specific centres for specialized studies in any branch of learning.

To take action for institution, maintenance and extension of awards, fellowships, scholarships, prizes etc.

To maintain Hostels and Blocks of residence.

To promote especially the educational and cultural advancement of the Muslims of India;

To hold examinations and to grant diplomas or certificates to, and confer degrees and other academic distinctions on, persons subject to such conditions as the University may determine and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;

To confer honorary degrees or other distinctions in the manner laid down in the Objects;

To supervise and control the residence and to regulate the discipline of students of the University, and to make arrangements for promoting their health; and

To make special arrangements in respect of the residence, discipline and teaching of the students.

SERVICES BEING PROVIDED BY THE UNIVERSITY:

The University does not provide service as interpreted for the purpose of service tax. However, it facilitates the following:

The University offers facilities for pursuing under-graduate courses through its departments/centres.

The University offers facilities for pursuing post-graduate and research courses through its departments / centers.

The University may undertake various research/special studies/projects especially financed for this purpose by external agencies/bodies.

ORGANIZATIONAL AND ADMINISTRATIVE CHART:

As indicated in Annexure I and II.

Expectation of the University from the public for enhancing its effectiveness and efficiency:

Jamia Hamdard (Deemed University) is a Muslim Minority Educational Institutional under Article 30(1) of the Constitution of India to promote educational and cultural advancement of Muslims of India, it was become the first University in Delhi to be adjudged in category 'A' by the National Accreditation and Assessment Council (NAAC) of India. The Jamia Hamdard therefore, expects objective and considered support from citizens of the country as well as persons directly associated with the affairs of the University.

ARRANGEMENTS AND METHODS MADE FOR SEEKING PUBLIC PARTICIPATION/CONTRIBUTION:

Public involvement in the affairs of the University is through nomination of people from various walks of public life on its various administrative bodies, viz, in the Society, in the Board of Management, Planning & Monitoring Board, Finance Committee and in the Academic Council under the extant provisions in the Memorandum of Association and Rules and Regulations of Jamia Hamdard. People from public life are invited to the faculties/departments in their relevant fields of specialization.

Mechanism available for monitoring the service delivery and public grievance resolution.

The Vice Chancellor is the principal executive and academic officer of the University, and exercise general supervision and control over the affairs of the University and gives effect to the decisions of all the authorities of the Jamia Hamdard. Monitoring of the affairs of the University is through the Society, Board of Management, Academic Council, Finance Committee, Planning and Monitoring Board and Such other authorities as may be declared by the Rules to be authorities of Jamia Hamdard.

ADDRESS OF THE UNIVERSITY: Jamia Hamdard, Hamdard Nagar,
New Delhi-110062.

Chancellor: Office of the Chancellor, Administrative Block, Jamia Hamdard Campus, Hamdard Nagar, New Delhi-110062.

Vice Chancellor: Office of the Vice-Chancellor, Administrative Block, Jamia Hamdard Campus, Hamdard Nagar, New Delhi-110062.

Registrar: Office of the Registrar, Administrative Block, Jamia Hamdard Campus, Hamdard Nagar, New Delhi-110062.

Finance Officer: Office of the Finance Officer, Administrative Block, Jamia Hamdard Campus, Hamdard Nagar, New Delhi-110062.

WORKING HOURS OF THE UNIVERSITY:

Office hours: 9.00 a.m. to 5.30 p.m. (Monday to Friday)

**MANUAL 2
Section 4(1)(b)(ii)**

POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES:

The Vice-Chancellor is the principal academic and executive officer of the University. He exercises general supervision and control over the affairs of the University and implements the decisions of the authorities of the University. He is responsible for appropriate administration, organization, instruction and management of affairs of the University.

The Powers and Function of authorities like the Jamia Hamdard Society, the Board of Management, the Academic Council, the Finance Committee, the Planning and Monitoring Board and the Officers and Employees are specified in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.

**MANUAL 3
Section 4(1)(b)(iii)**

PROCEDURE FOLLOWED TO TAKE A DECISION ON VARIOUS MATTERS:

Decisions in various matters are taken by the appropriate authorities of the Jamia Hamdard as per the procedures laid down under various bye-laws, rules and regulations of the Jamia Hamdard.

**MANUAL 4
Section 4(1)(b)(iv)**

NORMS SET BY THE JAMIA HAMDARD FOR THE DISCHARGE OF ITS FUNCTIONS :

The Jamia Hamdard Society is the Supreme Authority of the University. The Jamia Hamdard Society has the powers to review acts of the Board of Management Council and the Academic Council. The Board of Management Council is the principal Executive Body of the University while the Academic Council is the principal Academic Body of the University and co-ordinates and exercises general supervision over the academic policies of the University. It is responsible for the maintenance of the standards of

instruction, education and examination of the University and other academic matters.

The composition of the Society and the powers and functions of the Society are stipulated in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.

The composition and the powers and function of the Board of Management of the Jamia Hamdard are stipulated in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.

The composition and the powers and functions of the Academic Council of the Jamia Hamdard are stipulated in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.

MANUAL 5
Section 4(1)(b)(v)

RULES, REGULATIONS AND INSTRUCTIONS USED :

Memorandum of Association and Rules and Regulations of Jamia Hamdard.

Regulations/instructions for admission regarding all the courses (under graduate/postgraduate/research), courses of studies.

Regulations/instructions for conducting examination regarding all the courses (under graduate/postgraduate/research), courses of studies.

University teaching staff / non-teaching employees (Terms & Conditions of Service) Rules,

Rules of Allotment of University's accommodation.

Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.

MANUAL 6
Section 4(1)(b)(vi)

OFFICIAL DOCUMENTS AND THEIR AVAILABILITY:

Minutes of the Jamia Hamdard Society, Board of Management Planning & Monitoring Board, Finance Committee and Academic Council are circulated from time to time to respective members of the Bodies/Councils.

Various admission brochures and annual reports.

Annual Report of the University

Certified Annual Accounts

Audit reports

Convocation Address and Annual Report

NB: Confidential matters pertaining to examinations and admissions, paper setting, evaluation of scripts and consequent procedures and documents related therewith, composition and proceedings of the selection committees and minutes of the Jamia Hamdard Society/EC/AC until these are circulated, will remain confidential and not available in the public domain. Besides no information in respect of person/persons undergoing departmental disciplinary proceedings and court cases pending in any Court of Law or Tribunal will be given.

MANUAL 7
Section 4(1)(b)(vii)

MODE OF PUBLIC PARTICIPATION:

Various statutory bodies of the University, namely the Jamia Hamdard Society, Board of Management, Planning & Monitoring Board, Finance Committee and Academic Council comprises of eminent people from society and representatives of public who directly participate in the affairs of the University.

Composition of the Jamia Hamdard Society:

RECONSTITUTION OF THE JAMIA HAMDARD SOCIETY:

Since most of the First and Founder members of the Jamia Hamdard's Society are no more alive or are not in a position to contribute to the Society, hence, the reconstitution of the society shall comprise of the following:

S.No.	Name	Status
1.	Chancellor	Chairman
2.	Pro- Chancellor	Ex-Officio Member
3.	Vice-Chancellor	Ex-Officio Member
4-5	Two Vice-Chancellors of the Universities to be nominated by the Chancellor.	Members

10-11	Two Members to be nominated by the Hamdard Laboratories India (Food Division).	Members
12.	One Representative of the Ministry of Education (MoE), Government of India.	Member
13.	One Representative of the University Grant Commission, (UGC).	Member
14	One Representative of the Government NCT of Delhi.	Member
15-16.	Two Members to be nominated by the Board of Management (BOM).	Member
17-18	Two Professors to be nominated by the Chancellor.	Members
19.	One Non-Teaching member to be nominated by the Chancellor	Member
20.	Registrar, Jamia Hamdard	Non-Member Secretary

Composition of the Board of Management:

The composition of Board of Management of Jamia Hamdard shall be as under: -

- i) Vice-Chancellor - Chairperson;
- ii) Pro Vice-Chancellor (wherever applicable),
- iii) Two Deans of Faculties of the Institution Deemed to be University, to be appointed by rotation based on inter-se seniority;
- iv) Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with the Institution Deemed to be University as well as the Sponsoring body;
- v) One representative of the Central Government or the State Government, as the case may be, where the Institution Deemed to be University is controlled and managed by such Government or is receiving grants directly or indirectly of a minimum of 50% of the average expenditure of three previous years, who shall be an eminent academic not below the rank of Professor - in respect of all other institutions Deemed to be universities, the UGC shall nominate a representative from a panel of names selected through a process approved by the Commission;
- vi) Two teachers of the Institution Deemed to be University, one each from among the cadres of Professors and Associate Professors, to be appointed by rotation based on inter-se seniority;
- vii) Nominees of the Sponsoring body, not exceeding 04 (Four) in number;
- viii) The Registrar, who shall be ex officio Secretary of the Board of Management.

Composition of the Academic Council:

The Academic Council shall be the principal academic body of the Institution Deemed to be University and shall, subject to the provision of the Rules, have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests conducted by the Institution Deemed to be University; and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution. The composition of the Academic Council shall be as under: -

- i. Vice Chancellor - Chairperson;
- ii. Pro Vice-Chancellor (wherever applicable);
- iii. Dean(s) of Faculties/Schools;
- iv. Heads of the Departments;
- v. Ten Professors, other than the Heads of the Departments, by rotation based on *inter-seniority*;
- vi. Two Associate Professors from the Departments, other than the Heads of the Departments, by rotation based on *inter-se seniority*;
- vii. Two Assistant Professors from the Departments by rotation based on *inter-se seniority*;
- viii. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution Deemed to be University who are not in the service of the Institution Deemed to be University, nominated by the Vice-Chancellor;
- ix. Three persons who are not teachers, co-opted by the Academic Council for their specialized knowledge;
- x. The Registrar, who shall be *ex officio* the Secretary of the Academic Council.

Note: The representation of different categories shall be only through rotation and not through election. The term of members, other than the *ex-officio* members, shall be two years. The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

Composition of the Planning & Monitoring Board:

- i. The Planning & Monitoring Board shall be the principal Planning Body of the institution Deemed to be University and shall be responsible for the monitoring of the development programmes of the Institution Deemed to be University.
- ii. The Vice-Chancellor and the Registrar shall be the Chairman and the Secretary, respectively, of the Planning & Monitoring Board, which may include seven members, internal to the Institution Deemed to be University, and three experts of eminence from outside the institution.
- ii. The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.
- iv. The Planning & Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the Institution Deemed to be University.
- iv. The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval.

Composition of the Finance Committee:

The composition of Finance Committee shall be as under:

- i. Vice-Chancellor – Chairperson;
- ii. Pro Vice-Chancellor (wherever applicable);
- iii. One person nominated by the Sponsoring Body;
- iv. Two nominees of the Board of Management, one of whom shall be a member of the Board;
- v. One representative of Central Government not below the rank of Joint Secretary or his representative to the Government of India, in case the institution is controlled and managed by Central Government or is receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Central Government directly or through its Agencies; and in all other institutions Deemed to be universities, the Commission shall nominate a representative from a panel of names selected through a process approved by the Commission;
- vi. One representative of the State Government, in case the Institution Deemed to be University is receiving grants from the State Government;
- vii. Finance Officer- Secretary ex officio

MANUAL 8 Section 4(1)(b)(viii)

SOCIETY, COUNCILS, COMMITTEES, SCHOOLS, DEPARTMENTS, BOARDS ETC. UNDER THE UNIVERSITY:

The following are various councils and boards of Jamia Hamdard. Their composition, and mandates are outlines in the Memorandum of Association and Rules and Regulations of Jamia Hamdard.

- Jamia Hamdard Society
- Board of Management
- Academic Council
- Finance Committee
- Planning and Monitoring board:
- Board of Studies

MANUAL 9 Section 4(1)(b)(ix)

Directory of officers:

It is available in print form in the Admission Brochure and available on the University Websites i.e. <http://jamiahamdard.edu/>.

16
MANUAL 10
Section 4(1)(b)(x)

Monthly remuneration received by each of its employee:

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University.

MANUAL 11
Section 4(1)(b)(xi)

Budget allocated to each agency:

The annual accounts and the financial estimates of the Jamia Hamdard are laid before the Finance Committee for consideration and comments are thereafter submitted to the Board of Management for approval.

MANUAL 12
Section 4(1)(b)(xii)

Manner of execution of subsidy programmes:

Not applicable to the University.

MANUAL 13
Section 4(1)(b)(xiii)

(a) Concessions granted by the University:

Admissions in all the Faculties are made on the basis of rules framed by the Academic Council for each Faculty and for each course.

Various concessions that are available to various categories of students in admission to various courses, the details of such concessions are available in the admission brochure for respective courses of faculties/departments. These are available on the University website - <http://jamiahamdard.edu/>. For any information related to Admission Guidelines, the respective websites may be accessed.

(b) Concessions availed by the University:

The University avails concessions on excise and customs duties on the procurement of the equipment, chemicals etc. for academic projects and laboratories.

MANUAL 14
Section 4(1)(b)(xiv)

Information available in electronic form:

All necessary information about the University is available at the University Website <http://jamiahamdard.edu/>. The application forms for various activities and the results of admission tests for various courses are available on the

University Websites. Efforts are being made to provide more and more information on this site.

MANUAL 15
Section 4(1)(b)(xv)

Means, methods and facilities available to citizens for obtaining information:

All important notices and circulars issued by the University are placed on the Notice Board and on the University Websites. The Relevant brochures and various other bye-laws are available in printed form.

MANUAL 16
Section 4(1)(b)(xvi)

Public Information Officer:

Mr. Mirza Rahil Beg
Computer Centre, Jamia Hamdard, New Delhi - 110062
Telephone No.: 26059688 Extn. 5340; Fax: 26059663
E-mail ID: rti@jamiahamdard.ac.in

Appellate Authority:

Registrar, Jamia Hamdard, Registrar's Office, 1st Floor, New Administrative Block, Jamia Hamdard, Hamdard Nagar, New Delhi - 110062
Telephone No. 26059664 and 26059688 Extn. 5303 & 5304, Fax: 26059663
E-mail ID - ssakhtar@jamiahamdard.ac.in

MANUAL 17

Other information
Section 4(1)(b)(xvii)

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects are required.

The fee to be charged under section 6(1) and 7(1) of the Right to Information Act, 2005 (RTI) for seeking information will be Rs.10/- per information. The fees shall accompany the request for information in the form of cash receipt /bankers cheque /Demand Draft.

The fees to be charged for providing information will be as under:

- (a) Rs. 2 for each page (in A4 or A3 size paper) created or copied.
- (b) Actual charge of cost price of a copy in large size paper
- (c) Actual cost or price for samples or models
- (d) For inspection of records: no fee for the first hour; and a fee of Rs.5/- for each subsequent hour (or fraction thereof).

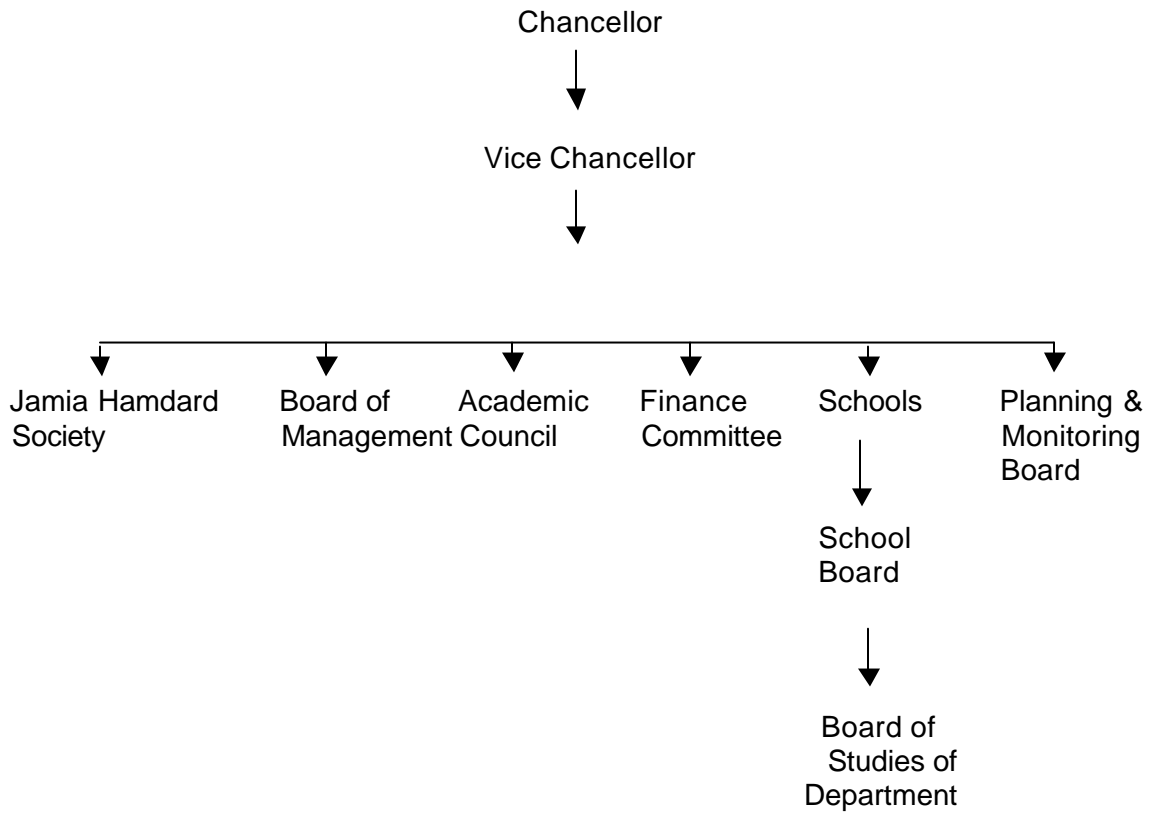
The fee for providing information under section 7(5) of the RTI Act will be as follows:

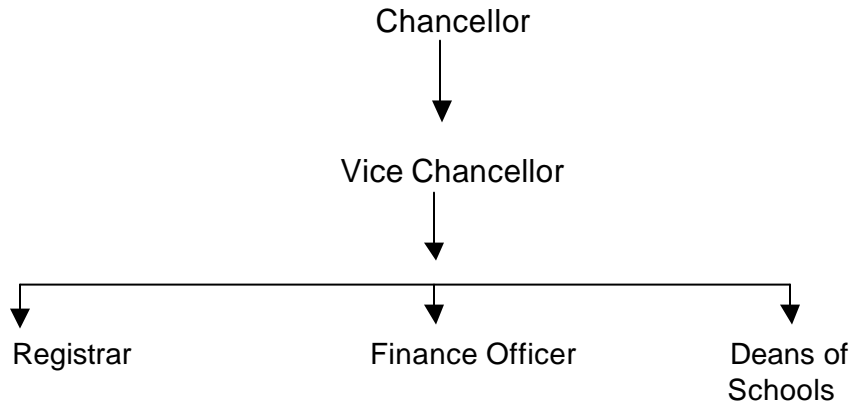
- (a) For information provided in diskette or floppy: Rs.50/- per diskette or floppy.
- (b) Information provided in printed form: at the price for such application or Rs.2/- per page of Xerox for extracts from the publication.

The fee as in 2 and 3 above if to be charged will be intimated and may be paid through cash receipt /demand draft or bankers cheque. However, the period intervening the dispatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of supply of information as provided under Section 7(1) of RTI of 30 days.

The postage charges, if any, incurred or to be incurred by the University for supply of information under RTI shall also be charged from the person seeking such information.

Organizational Structure of Jamia Hamdard



Officers of Jamia Hamdard

Other Officers of the University as under but not limited to:

1. Controller of Examinations
2. University Librarian
3. Director, Research & Development Cell
4. Director, Internal Quality Assurance Cell
5. Dean, Students' Welfare
6. Provost
7. Proctor
8. Foreign Students' Advisor